

THE CITADEL

ARCHIVES AND MUSEUM

THE BLUE BOOK
1938

REGULATIONS

FOR THE

INTERIOR DISCIPLINE AND POLICE OF

THE SOUTH CAROLINA CORPS

OF CADETS



1938



THE
 NATIONAL
 BUREAU OF
 INDUSTRIAL AND LABOR
 RELATIONS
 OF
 THE
 UNITED STATES

THE CITADEL CODE

To revere God, love my country and be loyal to The Citadel.

To be faithful, honest and sincere in every act and purpose and to know that honorable failure is better than success by unfairness or cheating.

To perform every duty with fidelity and conscientiousness and to make DUTY my watchword.

To obey all orders and regulations of The Citadel and of proper authority.

To refrain from intoxicants, narcotics, licentiousness, profanity, vulgarity, disorder and anything that might subject me to reproach or censure within or without the college.

To be diligent in my academic studies and in my military training.

To maintain my self-respect and self-control and to respect others.

To do nothing inconsistent with my status as a cadet and gentleman.

To take pride in my uniform and in the noble traditions of the college and never do anything that would bring discredit upon them.

To be courteous and gentlemanly in my deportment, bearing and speech and to exhibit good manners on all occasions.

To cultivate dignity, poise, affability and a quiet and firm demeanor.

To make friends with refined, cultivated and intellectual people.

To improve my mind by reading and participation in intellectual and cultural activities.

To keep my body healthy and strong by physical exercises and participation in manly sports.

To be generous and helpful to others and to endeavor to restrain them from wrong doing.

To face difficulties with courage and fortitude and not to complain or be discouraged.

To be worthy of the sacrifices of my parents, the generosity of the state and the efforts of all who teach and all who administer the college in order that I might receive an education and to recognize my obligation to them.

To make the college better by reason of my being a cadet.

To resolve to carry its standards into my future career and to place right above gain and a reputation for integrity above power.

To remember always that the honor of being a "Citadel Man" imposes upon me a corresponding obligation to live up to this code.

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The foregoing CODE is earnestly commended to all cadets as an interpretation of the ideals of The Citadel

C. P. Summerall,
President.

THE CITADEL CODE
To us we God love the country and be loyal to the Citadel
to be faithful honest and sincere in every act and purpose and
know that honor is better than success by dishonest means
To perform every duty with ability and conscientiousness and to make
OUR CITADEL
HEADQUARTERS OF THE CITADEL
OFFICE OF THE PRESIDENT
CHARLESTON, S. C.

November 23, 1938.

General Orders }
No. 6 }

1. The following regulations for the Corps of Cadets of The Citadel are published for the information and guidance of all concerned. Each cadet will receipt for the copy furnished for his use, will keep it in good condition, subject to inspection at all times. It shall be officially known as the "Blue Book".

A cadet is expected to comply with duly published regulations and orders. Ignorance of orders or regulations is not a valid excuse for failure to obey them. When in doubt as to the meaning of any order or regulation, the cadet should question his cadet captain, his tactical officer, the officer in charge, or an officer of the Department of Military Science and Tactics.

Every cadet detailed for guard, room orderly, or other special duty will read the orders pertaining to such duty prior to each tour.

C. P. SUMMERALL,
President.

INTRODUCTION

These regulations shall be in full force and effect from date of publication. They supersede all previously published orders, regulations, or memoranda. They may be amended by the Commandant of Cadets with the approval of the President.

The spirit of these regulations shall govern in all cases.

This book shall be known officially as the Blue Book.

Each room occupied by cadets shall be provided with: One copy of the Blue Book, one copy of the College Regulations, and one copy of Customs and Courtesies. Besides the foregoing, all cadets will be required to familiarize themselves with, and observe, the following: General Orders, Special Orders, Memorandum Orders, Guard Orders, and Details for Duty issued from time to time by proper authority and released to those concerned. Orders concerning the Corps will be posted on organization bulletin boards. Distribution will generally be noted on typed orders. All orders will be effective as of release-date and have the full force of published orders whether or not read before the Corps.

1—PRINCIPLES

1.01. The Citadel is essentially a Military College, and the college authorities promise parents (or guardians) of cadets strict supervision over the cadets entrusted to their care. Such supervision will be complete in so far as possible. Cadets who by temperament or otherwise are not suited to such control should request consent of their parents to withdraw.

1.02. Cadets will remain on the College Campus except when on authorized leave as provided in these regulations.

1.03. Cadets will not be allowed to rent cottages at nearby beaches or rooms in the city without the written permission of the Commandant. Such occupancy will be under the supervision of the Director of Cadet Affairs.

1.04. Four basic principles guide all cadets in the performance of duty: honesty, cleanliness, punctuality, and thoroughness. Cadets will apply these principles constantly.

- a. **HONESTY**:—A cadet in his life at The Citadel will measure his actions by a standard of honor which will make him true to himself, to his duty and to his fellow cadets in the broadest and best sense. He must realize that it is not fair to any cadet to allow him to fail in his duty and by so doing build up habits of carelessness and disrespect for law. Similarly, with regard to himself, he must feel that evading punishment or securing anything to which he is not clearly entitled cannot compensate for a lowered standard of honor.
- b. **CLEANLINESS**:—A cadet will be clean in the most exacting sense of the word. His hair must be short, face clean shaven, and his body and clothing meticulously clean at all times. His equipment, furniture, room and every article and place for which he is responsible will be kept clean and tidy. Articles which can be shined will be so kept.
- c. **PUNCTUALITY**:—A cadet will be punctual at every duty and appointment, whether he is summoned by a general call (steel, bugle, etc.), obliged to watch the time for himself, or otherwise.
- d. **THOROUGHNESS**:—In performance of duty, military or academic, a cadet will fully inform himself as to his duty, and be thorough and painstaking in carrying such duty to completion at the time prescribed.

2—ABSENCES

2.01. Only the President of the College, the Commandant, the College Surgeon, or in exceptional instances, the Officer-in-Charge, may excuse a cadet from any duty.

2.02. A cadet excused from any military duty will at once notify the first sergeant of his organization, and in the case of a cadet officer he will also notify the cadet whose duty it is to take his place.

2.03. A cadet is "absent from a formation" if not in ranks before the report is made to the guard. Such report will be made promptly.

2.04. A cadet is "absent from a duty" if he does not join before the duty ends; he is "absent from a ceremony" if he does not join before adjutant's call, after which he may not join.

2.05. A cadet is "late" if he is not in his exact proper place at the last note of assembly, but joins before he is due to be reported absent.

2.06. Unless expressly so stated, no privileges granted to a cadet will excuse him from any duty, confinement or punishment.

2.07. A cadet directed to report at any office, or to any instructor, or at the guard room, will do so at the first opportunity when no duty will be interfered with. If a cadet is in conference with any officer and has any duty to perform, he will inform the officer of that fact in time to be present at the duty or formation.

2.08. Each First Sergeant will keep a consolidated daily list of authorized absentees in his company. This list will show by name, rank, and organization, every cadet in the company who is authorized to be absent from any formation whatsoever, such as reveille, breakfast, class formation, drill, parade, chapel, etc. The absence of any cadet from any formation will be supported by the proper authorization. For example, a copy of the guard list (which should be kept in every orderly room) will be sufficient supporting evidence for every entry appearing thereon and which also appears on the daily consolidated authorized absentee list and marked "On Guard". Also the Daily Sick Report, having the cadets noted as "Sick in Hospital" (S/H) by the Surgeon, will be sufficient evidence to support an entry of the cadet's name on the list as being "absent sick in hospital" (S/H), or, "Absent sick in Quarters" (S/Q). A copy of an approved request for leave will be sufficient supporting evidence for an entry after the cadet's name as being "Absent with leave" (AWL). An entry after the cadet's name in the Daily Sick Report and marked "Excused from Military Duty" (XMD) by the Surgeon, will be sufficient evidence to support such entry on the company consolidated daily authorized absentee list.

2.09. The cadets whose names appear on this daily authorized absentee list (DAAL), will not be reported as absent on any absentee and late report originating within the company.

2.10. The "Daily Authorized Absentee List" (DAAL) will be made up each day, in triplicate, and disposed of as follows:

- 1 Copy to the Commandant's Office.
- 1 Copy to the Guard Room.
- 1 Copy on file in the Co. Orderly Room.

2.11. The First Sergeant of each organization shall prepare in triplicate a weekly Daily Authorized Absentee List (DAAL) before 8:00 A.M. every Monday. One copy of this list shall be turned in to the Commandant's office and one copy to the Officer of the Day in the Barracks in which the organization is located. The third copy shall be retained and kept posted to date in a conspicuous place in the First Sergeant's room. Necessary corrections are noted on the daily DAAL as the changes occur in order that the weekly lists in the Commandant's Office and in the Guard Rooms can be kept posted to date. The weekly list will show the names of cadets authorized to be absent from formations on specified days during the week, such as members of the football squad, Catholic Chapel Squad, Jewish Squad, Band, Drum & Bugle Corps, NYA, etc.

2.12. The daily DAAL shall be made up and submitted daily as prescribed in par. 2.11 above for the weekly list except that on Sundays and holidays it shall be turned in by 8:45 A.M. All cadets who were in the hospital or XMD the preceding day shall be included in the daily DAAL. When the sick books are returned from the hospital, the Officer of the Day of each barracks shall cause his daily DAAL to be corrected accordingly and shall keep it properly posted throughout his tour by adding the names of cadets signing out on special leave, dental permits, etc., and noting the hours of return.

2.13. Each Officer of the Day shall submit all daily DAAL'S received at his guard room the preceding day to the Commandant's Office when he marches off guard. All corrections and notations made on these sheets shall remain unaltered.

3—ACADEMIC INSTRUCTION

3.01. SECTIONS AND SUBSECTIONS:—Academic classes will be divided into sections according to military units (Inf. and Arty.), with the highest ranking cadet as section marcher and the second ranking cadet as section guide. No section shall contain more than eleven (11) cadets. When there are more than eleven cadets in a section the ranking cadet will divide the section into the necessary number of sub-sections of not more than eleven cadets each. The section marchers will obtain from the instructor of each class the section roll of that particular class. The

three ranking cadets of each section will carry a copy of the section roll so that they can act as section marchers without advance notice. In case there are no cadet officers or non-commissioned officers present in the section the order of rank will be determined alphabetically according to class. All sections will be sized in such a manner as to have the tallest cadets lead the section.

3.02. Sections regardless of size will be marched. If a section consists of two or more cadets it will be formed and marched as a section.

3.03 ROUTING CHARTS:—Routing charts for academic sections will be found on barracks and company bulletin boards at the beginning of each academic year. Every cadet will familiarize himself with them before the first academic instruction.

3.04. FORMATION AND MARCHING:—a. At class formations on the class parades, a section will form on the section guide in two ranks at the place indicated on the routing chart. The section marcher will post himself two paces in front of and facing his section. At the command "Form your Sections" given by a member of the guard, the section marcher commands, "Fall In"; the section immediately forms at attention.

b. At the bell signal, the Senior Officer of the Day present will give the command, "Form your Sections" in a military manner and in a tone sufficiently loud to be heard by all cadets present.

c. Each Section Marcher will form his section promptly. He will report the name and company of every absentee from his section. He will report as late, all cadets who are not in ranks at the formation of his section but who join the section before he makes his report to the Officer of the Day or Officer of the Guard.

d. An Officer of the Day or Officer of the Guard supervising a formation will submit a delinquency report against any section marcher who fails to report lates or absentees, or both. He will also enter a report against any section marcher who allows talking or straggling in his section or who allows his section to march in an unmilitary manner.

e. Every cadet Officer of the Day and Officer of the Guard when receiving reports from Section Marchers, will make a list for each formation of all absentees reported to them, regardless of whether the absentees are authorized or not authorized. All lates will also be reported and each list signed by the Cadet Officer who received the report. The Officers of the Day and Officers of the Guard will then take the lists made out by them to their respective guard rooms. Each Officer of the Day will immediately make, or cause to be made, a check of these lists with the DAAL reports from his barracks. Names of absentees from a barracks other than his own will be sent to the Officer of the Day in the other barracks for check, necessary action, and return. If, upon checking, it appears that a reported absence is not authorized, the Officer of the Day, or an Officer of the Guard, will make a search for the absentee. The latter, if found, will be directed to report to his class or other duty immediately and a de-

linguency report will be entered against him for his absence. If he be not found, the Commandant's office will be notified and a report will be entered against the cadet as "Absent without leave". Reports will also be entered against all cadets who are late at formation of sections, on Form C. C. No. 2. When delinquency slips are entered against Cadets on Form C. C. No. 2, the word "Reported" will be placed after the cadet's name on the lists made out by the cadet officers receiving reports from section marchers.

f. Except when excused by proper authority, cadets attending classes will not go individually. If they have not been assigned to the proper section by the Registrar's office, they will obtain such assignment, form with their sections and march with them to the classroom. Cadets will not leave books in the halls or other public places but will carry them back to their rooms in barracks or to the next class formation.

g. The Officers of the Day will station themselves in the hallways on the first floor of Bond Hall five minutes before the hour for dismissal of classes. They will (a) Supervise the formation of sections; (b) See that cadets march out with their sections and not individually; (c) Report any cadets who do not leave their classrooms promptly; (d) Report cadets who leave their sections for the purpose of going to the library or for any other reason; (e) Report all section marchers who permit talking or unnecessary noises.

h. Similarly two Officers of the Guard will station themselves on the second floor and two on the third floor to carry out the above instructions.

i. At the command, "March off your Sections", section marchers face their sections, and give the appropriate commands for facing and marching off.

j. Sections are marched in a column of twos, with two paces between sections in column. Sections remain in column by class until they leave the column and enter the proper door.

k. When a section reaches the proper place, on return from instruction, the section marcher commands, "1. Section, Halt. 2. Dismissed", without facing. After being dismissed from their sections cadets will immediately move out of the way of other sections.

3.05. a. On entering a class room each cadet will proceed to the seat assigned to him and stand at attention until the section marcher makes his report. The section marcher will enter the class room after the section, closing the door if the instructor is present; but, if the instructor is absent, the section will be marched to the class parade and dismissed and the section marcher will report the fact through the Senior Officer of the Day to the Commandant of Cadets.

Sections will march to and from class rooms at attention and section marchers will be responsible for preventing talking or unnecessary noise enroute or in buildings.

- b. A section marcher, in reporting his section to the instructor, will report, "All present, Sir", or "Sir, Cadets-----already reported to the guard, are absent."
- c. As soon as the report is made, each member of the section will take his seat. Immediately thereafter, any cadet who has been excused from reciting by the Commandant or the Surgeon will rise and state the facts to the instructor.

3.06. A cadet will bring to the recitation room a lead pencil, and such books, maps, etc., as may be required.

3.07. A cadet will stand at attention while reciting, and, as far as practicable, face the instructor.

3.08. Any cadet who for any reason reports late to a class room will be reported by the instructor as "Reporting to-----M. Class-----minutes late."

3.09. At the first steel the section marcher will rise and take post near the class room door. When the instructor dismisses the section the section marcher will command: "1. Section, Rise. 2. March Out" and immediately form his section in the hall outside of the class room door and march it in a military manner to its proper class parade for dismissal. No cadet will be allowed to remain for interview after the class period.

3.10. Whenever an officer enters or leaves a class room, the section, unless otherwise instructed, will be called to attention.

3.11. EXCUSED FROM RECITATIONS:—a. A cadet will be excused from reciting only by the Surgeon because of sickness or physical disability, or by the President or Commandant because of interference with his regular study hours, or for certain necessary guard duty.

- b. When a cadet at any recitation feels that because of sickness he is unable to do himself justice, he will obtain permission from his instructor to leave the class room and will visit the hospital. Should he not be excused by the Surgeon he will immediately return to the class room and be required to recite.
- c. When a cadet has recited, and feels that he has been unable to do himself justice because of duty interfering with his study, he will submit application in writing to the President thru proper channels to have his mark removed, giving reason therefor.

- d. A cadet will not leave the academic building or place of instruction or of duty without the permission of the instructor, nor shall such permission be granted except on necessary occasions or because of sickness.

3.12. A cadet going to a class room or to see an instructor will **NOT** go thru the Library. Sections and individual cadets will not use the hallway in front of the President's and Registrar's offices in Bond Hall. This does not apply to an individual cadet going to the President's and Registrar's offices on official business.

3.13. Sections will be kept together until the end of the period at daily recitations. No cadet will be permitted to leave the class room individually after daily recitations, but will remain until the section is dismissed by the instructor.

3.14. In case of inclement weather sections will be formed in the halls of the building in front of the class room where the recitation is to be held. Section marchers will send reports immediately to the member of the guard stationed near the center of the building on that floor.

4—ARREST

4.01. Only the President, the Commandant, or the Professor of Military Science and Tactics, is authorized to place a cadet in arrest, except for mutiny, direct disobedience of orders, or gross disrespect to a superior officer, in which case any officer is authorized to place a cadet in arrest. In case of fighting, or a breach of peace, the offender may be placed in arrest by an officer, cadet officer, or non-commissioned officer, even though inferior in rank. In all cases where arrest is imposed notice will be sent at once to the Commandant. A cadet may be released from arrest only by the President or the Commandant.

4.02. A cadet in arrest is restricted to his room. He may leave it only to attend a duty, visit the bulletin board, latrine, mail box and post office for a proper purpose. He may visit the orderly room to leave an official paper, but will visit a superior officer only when ordered. He makes all requests to higher authority in writing. No visitors are allowed in the room occupied by a cadet under arrest.

4.03. At any company formation a cadet in arrest will be in the line of file closers. At a formation under arms he will wear the prescribed uniform and equipment, but carry no sword or rifle. A cadet in arrest will not attend ceremonies unless ordered to do so.

4.04. "Extended Arrest" when prescribed is the same as "Arrest" except that the cadet is confined to "restricted limits" instead of to his room. Communication with higher authority will be conducted as prescribed in par. 4.02 above.

5.—AUTOMOBILES, RADIOS, ELECTRIC RAZORS

5.01. A cadet desiring to keep an automobile at The Citadel will request permission to do so on special form furnished by the Commandant before October 1st. Automobile permit and receipt for automobile fee will be kept posted on the front of the owner's clothes press at all times.

5.02. A charge of \$2.00 will be made to defray the expense of lighting the automobile parking area. This fee will be paid to the Quartermaster as follows: \$1.00 October 1st and \$1.00 February 1st. Receipts will be brought to the Commandant's office in person by each cadet concerned, together with information regarding make of car, license number, etc. Permanent parking space for cars will then be assigned.

5.03. Cadets will not leave cars parked in front of, nor between barracks, after 10:00 p.m. At 10:00 p.m. every night, the Sergeant of the Guard in P. T. Barracks, will place a barrier running east and west across the Avenue of Remembrance near the southeast corner of the new barracks, shutting off north and south traffic on this road but leaving the east and west road in front of Bond Hall open.

5.04. Cadets returning to The Citadel after 10:00 p.m. will use the gate at the northeast corner of the campus or the road running north and south in front of the Chapel and go directly to their assigned parking spaces.

5.05. To cover the cost of electric current, charges for the use of radios will be made as follows: 25c for the month of September and 50c for each succeeding month during the academic year. Payments will be made in advance before the 5th day of the month to the Quartermaster, at his office in the Southwest corner of P. T. Barracks.

5.06. Receipts for payments, issued by the Quartermaster, will be tacked on the ends of clothes presses nearest room doors and will constitute authorization for use of radios during the period for which payment has been made.

5.07. Cadets desiring to have their names added to or deleted from the list of those authorized to operate radios will submit an application in writing to the Commandant of Cadets.

5.08. The Quartermaster has no storage space for radios. Cadets must either have receipts showing authority for operation of radios or else send them home.

5.09. Radios may be operated during Release from Quarters period between breakfast and 10:00 p.m. only. They are to be used for the entertainment of the occupants of the room only and must be turned down so as not to cause annoyance to others. Abuse of this privilege will result in delinquency reports and, if necessary, withdrawal of permits.

5.10. Radios in the guard room are prohibited.

5.11. Antennas for radios are prohibited outside of rooms.

5.12. The operation of electric razors seriously interferes with radio reception in barracks. They will be used only at such times as will not cause such interference. On Sundays, they will be operated before chapel only.

6—BATHS

6.01. A cadet may bathe during release from quarters only.

7—BULLETIN BOARDS

7.01. A cadet is required to inform himself daily in regard to all matters published on the official bulletin boards.

7.02. The First Sergeant is the custodian of the Company Bulletin Board and will see that it is kept posted up to date. No one except those having authority to do so will place anything on, or remove anything from any of the bulletin boards, or write upon or deface any communication posted thereon.

8—COMMAND

8.01. a. General: Authority to exercise command within the Corps of Cadets is vested primarily in the cadet officers and noncommissioned officers. It is the responsibility, however, of every cadet to assist in the maintenance of good order and discipline and to uphold the standards and traditions of the Corps, by exercising his own influence or authority and by supporting the authority of those senior to him, whenever a breach of discipline or other impropriety makes it necessary, at anytime, in any place, under any circumstances.

b. Every cadet officer, and noncommissioned officer, except a corporal in ranks, has authority to give appropriate orders to any cadet junior to him, at any time, unless the cadet is removed from his control by some special condition (for example, sentinel on post, cadet in charge of quarters, etc.). A corporal in ranks will give necessary orders to his squad only.

8.02. Except within the scope of his authority when detailed on some duty expressly involving supervision of other cadets and except as prescribed in "a" above, a cadet private has no authority to give orders to any other cadet.

8.03. All persons of whatever rank at the college are required to show respect to the members of the guard on duty.

8.04. The responsibility of a cadet officer is not lessened because a cadet senior to him is present, or because another cadet on duty is pre-

sent, such as a cadet in charge of quarters, or a division inspector. It is the duty of every cadet officer of whatever grade to support the authority of others, and to assert his own authority whenever a breach of discipline makes it necessary, at any place, and under all circumstances. If he expects to be a leader he must not be afraid to require obedience from any cadet under him and to report any such cadet for a breach of regulations.

8.05. Within the scope of his duties a cadet private who is acting as an officer by proper authority has the same responsibilities as a permanently appointed officer (Example: section marcher, division inspector, mess carver, cadet in charge of quarters, officer of the guard, acting company commander, etc.).

8.06. All cadet officers and noncommissioned officers are responsible, whenever they are authorized to be absent from a formation at which they would normally exercise command, or when taking advantage of leave or furlough, that ample notice is given the cadet upon whom their command or duty then falls.

8.07. The senior cadet quartered in barracks is the Barracks Commander and is responsible to the Commandant for the interior discipline and police of his barracks. He will be established in a Cadet Barracks Headquarters and be assisted by such cadet field and staff officers as may be quartered in his barracks. The second in rank will be the Barracks Executive. In general the Cadet Barracks Commander assisted by his executive will exercise control over order in his barracks, supervise the conduct of guard duty, and make such inspections as may be necessary.

8.08. A cadet officer commanding a company will be responsible for the interior discipline of his company, order in the company barracks, and for the police of his company quarters.

9—COMPANY OFFICERS AND CADET STAFF

9.01. THE COMPANY COMMANDER:— a. The Company Commander is at all times responsible for: training, supply, equipment, uniform, discipline, police, order in and out of his barracks; and administration and morale of his company. Whenever he is absent he will notify the next in rank in his company, but the responsibility for general results remains with him solely. He must organize his company so that each assistant will, by having his duties clearly defined, "do his part".

b. Assisted by his lieutenants, he will inspect his company before all ceremonies (except retreat) and before chapel.

c. He will divide his company barracks into two to four divisions, and four to eight sub-divisions, and will assign one lieutenant as division inspector, and two sergeants as sub-division inspectors in each division.

- d. He will make all room assignments in his company. The assignment of cadets of the senior class will be such as to distribute them equally by grades as nearly as possible to the sub-divisions of his company.
- e. He will receive the reports of the old and new noncommissioned officers in charge of quarters.
- f. He will appoint two company clerks from his noncommissioned officers. He may recommend a cadet to the PMS&T, through the Commandant, for appointment as a noncommissioned officer if the cadet selected for company clerk does not already hold such grade.

9.02. THE FIRST LIEUTENANT is responsible for the drill, discipline and neatness of his platoon.

9.03. THE SECOND LIEUTENANT is the assistant of the First Lieutenant.

9.04. THE FIRST SERGEANT:—a. At all company formations the First Sergeant will form the company in accordance with Training Regulations U. S. Army. He will assign cadets to their regular places in ranks.

- b. He will secure from the Commandant's office as needed a supply of all blank forms required by cadets for official use.
- c. He will make details by roster for all company duties.
- d. He will publish and post on the company bulletin board before the last compulsory mess formation all details for the next day.
- e. Before 8:15 p. m. each day, he will post the report of delinquencies, and not later than 1:50 p.m. each day (except Saturdays, Sundays, and holidays) he will turn in to the Commandant the consolidated report of delinquencies posted the day before, together with all written explanations.
- f. He will keep in the orderly room: morning report, sick report, delinquency records, duty rosters, and files. He will supervise the work of the company clerks. He will turn in morning report and all official communications to the Commandant's office before 8:00 a. m. daily. He will prepare sick report and give it to cadet in charge of quarters at breakfast formation.
- g. He will report to the Commandant's office daily just before dinner for orders and official mail. He will post on company bulletin board all orders received and see that the official mail is distributed promptly to the proper cadets.
- h. He will report to the office of the PMS&T for orders daily except Sundays and holidays immediately after the last morning and afternoon class periods.

- i. On Sundays he will post on the company bulletin board a list of new details for the coming week.
- j. He will keep posted in guard room a list of cadets of his company who are permanently authorized late lights.
- k. At formations, after reporting to the company commander, he will take the report to the Officer of the Day and then rejoin his company.
- l. He will serve one regular and one special tour of guard duty each semester.
- m. He is responsible for the maintenance of the company bulletin board, for the prompt posting of all orders, and for keeping all orders posted until they have served their purpose.

9.05. THE SUPPLY SERGEANT:—a. The Supply Sergeant will inspect all rooms in his company area each Saturday morning at inspection of barracks to determine if there are: (1) Any shortages and overages in equipment such as swords, cartridge belts, cleaning rods, bugles, buckets, chairs, tables, mattresses, brooms, dust pans, schedule cards, name cards, College and Cadet Regulations, Customs and Courtesies and other regulations issued and required to be in rooms. Rifles will be checked by number. (2) Damages to government or Citadel property.

- b. As a result of this inspection he will make an "Over, Short and Damaged (O.S.&D.)" report in triplicate and submit it through the barracks supply officer to the Commandant. This report will show cadet's name, room number, articles over, short or damaged, repairs needed and the number of times reported.

9.06. THE PLATOON SERGEANT will form his platoon at company formations and report all absentees to the first sergeant.

9.07. THE SERGEANT, besides general responsibility out of ranks, will especially suppress talking while at attention, unmilitary bearing and misconduct of cadets in ranks.

9.08. THE CORPORAL is responsible especially that the members of his squad are neat, clean, soldierly, and alert at all formations. When a corporal is in the file closers, his duties are as indicated for a sergeant. He will report all absentees at company formations. In the absence of the corporal the ranking private will act in his stead.

9.09. THE COMPANY CLERKS will assist the First Sergeant in the preparation of all company records. They will serve one regular and one special tour of guard duty each semester. Alternating, one Company Clerk of each organization will be excused from Saturday morning inspection of arms, and drill on Monday. Organizations having only one Company Clerk will be excused as above every other week.

9.10. THE CADET IN CHARGE OF QUARTERS:—a. The Cadet in Charge of Quarters is detailed by the First Sergeant from a roster of all the noncommissioned officers of the company except the First Sergeant and company clerks.

b. He has general responsibility for the good order and police of the company, in addition to the duties especially stated. In emergencies he must take charge and act at once on his own best judgment.

c. On nights of general leave or dance leave he will have leave privileges up to 11:45 p. m. At all other times he will remain in his own room when not on duty elsewhere.

d. He will attend all classes and drills, which he is scheduled to attend except inspection on Saturdays and chapel on Sundays.

e. At the beginning of his tour he will post his name and room number on his company bulletin board.

f. He will inspect all rooms of his company at the last steel for evening call to quarters and report the result of his inspection orally to the Officer of the Day.

g. His orders for the inspection are:

(1) Begin with the lowest numbered room in the company, taking the rooms in their numerical order.

(2) Enter no room unnecessarily, and delay at no room; open the door of each room and ask "All Right?" and demand a prompt reply. Inspect a room only once during each inspection.

(3) Report all cadets who are absent or visiting without authority; in case of doubt assume "no authority" for such absence or visiting. In case all occupants of a room are absent report them absent. Report all cadets outside of their rooms.

(4) Report as "Late obeying call to quarters" any cadet who reaches his room after the last signal for call to quarters, but before the room is inspected.

h. He will deposit the mail of his company in the mail box in the East Sallyport of Barracks during the first release from quarters during Evening Study Period.

i. At taps, he will inspect toilets and bath adjacent to company and see that showers are turned off. He will report cadets who have articles left in or around toilets, baths or on galleries, and any cadet out of his room without authority.

j. At sick call he will perform duties as prescribed in pars. 45.02 and 45.03.

- k. He will keep in his "charge of quarters" book a daily record of usual events, and at the end of his tour note therein any recommendations he may have to make and sign the following certificate:

"I certify that I have faithfully performed the duties which I have been charged by orders and regulations except-----." This certificate means that he has reported every delinquency which a cadet in charge of quarters is ordered to report.

1. His tour of duty will be for one week and will begin at noon, Saturday.

9.11. THE DIVISION INSPECTOR:—a. The Division Inspector is responsible for the police and general good order of his division which includes the galleries. He will stop any noise, scuffling, disorderly or improper conduct which occurs in any part of his division; if the irregularity is beyond his control he will immediately report to the Officer in Charge. He will at the first opportunity report to the Officer in Charge any serious disorder that he has been required to suppress.

- b. He will inspect for lost articles at the direction of the Commandant.
- c. He will inspect the gallery of his division at class call in the morning and report cadets who have failed to clean the gallery in front of their rooms.
- d. Immediately after taps he will go to each room of his division and make sure either by the report "All In" of the occupants, or by a personal inspection that all present are properly in bed, and the lights out unless there is authority for the occupants to be out of bed.
- e. After inspecting he will report at once to the senior division inspector of his company, either "-----division present, Sir", or "Cadets so and so are absent, Sir". Reports against cadets out of bed, and unauthorized lights will be entered on delinquency report.
- f. When the senior division inspector has received the reports of his company he dismisses the inspectors. He will then go to the guard room and report orally to the Officer of the Day (or the Commander of the Guard) the result of taps inspection for his Company.

9.12. THE SUB-DIVISION INSPECTOR will assist the division inspector in maintaining order. In the absence of the division inspector, the ranking sub-division inspector in that division will act as division inspector.

9.13. THE INSPECTOR:—The barracks staff (less the Executive) shall in addition to their other duties, act as inspectors for the Barracks Commander, and will be assigned such duties by him as may be approved by the Commandant.

9.14. THE CADET STAFFS:—a. All the members of a barracks staff (less the Barracks Executive) will be organized and administered the same as a company with the senior cadet staff officer as detachment commander and the senior cadet noncommissioned staff officer as detachment first sergeant.

- b. Regimental and battalion staffs attend all duties and formations unless especially exempted from them. At all formations of their organizations they will be formed at assembly under the senior officer who will render a report to the guard in the same manner as do the company commanders.
- c. For purposes of drill, ceremonies and other R. O. T. C. duties all cadet officers and noncommissioned officers will function in accordance with the tables of organization provided for the R.O.T.C.
- d. Each member of a cadet staff is attached to a company for quarters. He handles all personal and official matters through channels prescribed for the staff to which he belongs.

9.15. THE BARRACKS ADJUTANT is, under the Barracks Executive, charged with the supervision of the barracks staff. The following rosters will be kept under his supervision; dance officer of the day; noncommissioned officer of the guard; sallyport watch; corporals for duty at dances; amanuensis, and company guard details.

9.16 THE BARRACKS SUPPLY OFFICER is charged with the supervision of the work of the supply officers and non-commissioned officers of his barracks. He will keep such records and make such reports as required by the Quartermaster and as ordered by the Commandant. He is charged with the issue of college and cadet regulations and schedule cards to the companies. Two weeks prior to the end of the college year, he will collect all copies of the Blue Book, Col'ege Regulations, and Customs and Courtesies and turn them in to the Commandant's office.

9.17. THE CADET REGIMENTAL STAFF:—a. The cadet staff normally consists of the regimental and battalion adjutants, the supply officer, the regimental and battalion sergeants-major, the regimental and battalion supply sergeants, and the color sergeants.

b. At the assembly for all battalion or regimental formations, they report in proper uniform to their unit commanders. Report thereof is made to the Officer of the Day by regimental and battalion commanders.

9.18. THE CADET REGIMENTAL ADJUTANT:—a. The cadet regimental adjutant details the officers of the day by roster from cadet officers, and the officers of the guard by roster from the cadet officers and senior privates as directed by the Commandant.

b. He supervises the work of the sergeant-major.

- c. He publishes such orders as are issued to the corps of cadets.
- d. On days when there is no parade, he publishes the guard detail at dinner.
- e. He is responsible for keeping the company competitive records.
- f. The Regimental Adjutant will have general charge of automobiles. He will issue automobile permits and The Citadel Automobile Tag, and will make weekly inspections of the automobile park to see that it is clean and in proper order. After all automobiles are registered he will turn in to the Commandant of Cadets a report of all automobiles showing the following: parking stall number, name of owner, make and model of automobile, and license number.

9.19. THE CADET REGIMENTAL SUPPLY OFFICER:—a. The regimental supply officer supervises the care and preservation of the arms, equipment and other public property issued to cadets, and brings to the attention of the Commandant any abuse thereof.

- b. He keeps one copy of records of ordnance equipment by unit number issued to each company.
- c. In case of failure of light, heat or water systems, he makes prompt report to the Quartermaster.
- d. He supervises the work of the company supply sergeants.
- e. He lists observations made by the Commandant at SMI.
- f. He renders a report of these observations to the Commandant not later than 9:00 a. m. of the Monday following.
- g. He keeps charts on which cadets may list room repairs to be made and turns these charts over to the Commandant weekly.

9.20. THE CADET REGIMENTAL SERGEANT-MAJOR.—a. The cadet regimental sergeant-major maintains duty rosters of officers of the day, and officers of the guard, and issues each night the guard detail for the ensuing day.

- b. He is responsible for the care of the marker-flags and for their storage in the Commandant's office.
- c. He performs such other duties as the adjutant may prescribe.

9.21. THE CADET REGIMENTAL COLOR SERGEANT:—a. The cadet color sergeants perform duties corresponding to those of like grade in an infantry regiment.

- b. They act as supernumeraries in the absence of other members of the cadet noncommissioned staff.
- c. At the first of the year they will recommend two sergeants to act as their supernumeraries when they are absent.

10—CALL TO QUARTERS

10.01. PERIODS OF CALL TO QUARTERS:

- a. Daily except Saturday and Sunday:

From assembly for first class formation in the morning until first steel at end of last class period before dinner and from assembly for first class formation in the afternoon until first steel at end of last class period of the day.

During drill period for those excused from drill.

From 7:00 p. m. until first call for reveille. (Tattoo and study recess excepted.)

- b. Fridays: Evening call to quarters same as on Saturday.
- c. Saturdays: From assembly for first class formation in the morning until the beginning of general leave.
From midnight until first call for reveille.
- d. Sundays: From evening call to quarters until first call for reveille (tattoo and study recess excepted).
- e. Holidays as announced.
- f. Call to quarters, tattoo and taps, will be sounded on nights of general leave for the guidance of cadets remaining in barracks. Taps will be observed in barracks at all times. Cadets coming off general leave after taps will be allowed lights in their rooms for ten minutes only. They will not create any noise or in any way disturb cadets who may already have gone to bed.

10.02. During call to quarters cadets will remain in their rooms unless authorized to be elsewhere. They will refrain from loud talking, playing of musical instruments, or radios, and any undue noise or disturbance.

10.03. Cadets may leave their rooms during call to quarters for the following purposes:

To go to class or other duty.

To go to the cadet barber shop for necessary barber work.

To visit bulletin boards between reveille and evening call to quarters.

To visit hospital by authority.

To visit toilet.

For specially authorized occasions and purposes.

To visit in barracks during morning to study.

To visit the library as authorized.

10.04. The above authority for cadets to leave their rooms will not be used as an excuse to loiter anywhere outside their rooms during call to quarters.

10.05. With the exception of the members of the guard on duty, cadets will keep off the quadrangle during study periods unless attending class formations.

10.06. EVENING STUDY PERIODS (E.S.P.) will be announced in the list of Service Calls published in general orders. The period from tattoo until call to quarters (just before taps) will also be a visiting period.

10.07. RELEASE FROM QUARTERS:—During the hours not specified as "Call to Quarters" cadets not otherwise restricted are free to go anywhere within cadet limits, except that during the recess periods between the evening study periods cadets will not leave their own barracks.

10.08. ANNUAL AND BULL DOG STAFFS:—Members of the Annual and Bull Dog staffs will work under such regulations as may be published in orders by the Commandant.

10.09. LITERARY SOCIETIES AND ROUND TABLE:—The meetings of The Round Table and Literary Societies will be at such time and place, and under such regulations as the Commandant may approve.

11—CANTEEN

11.01. The canteen is operated for the benefit of the Corps of Cadets. The canteen will be open daily at regularly prescribed hours.

11.02. Cadets visiting the canteen will be in proper uniform at all times.

11.03. No cadet shall engage in buying or selling or act as agent for furnishing any article or entertainment without the approval of the Commandant of Cadets. (Par. 67, College Regulations).

12—CHAPEL AND RELIGIOUS SERVICES

12.01. All cadets will attend some form of religious service. Unless specifically excused they will attend chapel on Sunday with the Corps.

12.02. Members of the Roman Catholic faith will attend services in the Cadet Chapel at the hours prescribed for the Catholic Service Squad.

12.03. Members of the Jewish faith will be formed and marched to special services held on Sundays at the hours and places prescribed for the Jewish Service Squad.

13—COURTESIES

13.01. Courtesy among military men is indispensable to discipline. All cadets will salute all officers of the faculty, the Officers of the Day and Officers of the Guard on meeting, passing and on reporting.

13.02. GENERAL.—In all matters of military courtesy, salutes and compliments, cadets will comply, insofar as they apply, with US Army Regulations (AR 600-25). These regulations and principles will be found in the ROTC Basic Manuals in use at The Citadel.

13.03. Courtesy demands that the person saluted return the salute promptly.

13.04. EXTRACT OF MILITARY COURTESY REGULATIONS—

a. Salutes required.—

- (1) Cadets shall salute officers at any distance within which they may be able to recognize them.
- (2) At all times and upon all occasions cadets shall look toward the person saluted.
- (3) On the approach of an officer, when out of doors or in a public place, it is the duty of the first cadet (irrespective of rank) who sees him to call "Attention." All cadets should then face (if not walking) the officer and salute. If a cadet is walking the salute is rendered without stopping. If walking and both hands are occupied by packages, bundles, etc., he stops and stands at attention until the officer salutes or has passed.
- (4) When an officer enters or leaves a room, cadets rise and stand at attention. During the time that he is in the room, they remain standing so long as he remains standing or until directed by him to be seated.
- (5) When in ranks, at the halt or marching, the unit commander commands "Attention" and salutes.

b. Salutes, how rendered.—

- (1) Unarmed, the right hand only will be used in rendering salutes.
- (2) If armed: **Out of Doors** the rifle salute at "the right shoulder" will be used. **Indoors**, the rifle salute at "the trail" will be used.
- (3) In or out of doors when wearing side arms (only), the hand salute will be used except that cadets armed with the sword

and in command of a detachment out of doors, will draw the sword and salute.

- (4) Indoors and unarmed, cadets uncover and stand at attention in the presence of an officer. Public places—hallways, general offices, stores, and entrance ways—shall be considered as out of doors, and cadets shall not uncover, but stand at attention.
- (5) Indoors, if armed or with side arms: In public places, or private offices, or places of official business cadets salute without uncovering.
- (6) In section rooms and assembly halls cadets rendering reports, do so covered after which they uncover.
- (7) On the porch of houses cadets rise and salute an officer but once while the latter remains continuously at the house.
- (8) In the parlor or hall of the hotel or house cadets will extend to officers the courtesies due from one gentleman to another.
- (9) On entering private homes irrespective of the official status of such home or official business of the cadet, he will uncover.
- (10) Cadets escorting ladies or, when not on duty, when meeting an officer escorting ladies will use the hand salute.

13.05. COURTESIES TO OFFICERS.—a. A cadet wishing to speak to an officer of the institution shall approach, salute, and say, "Sir, Cadet _____, requests permission to speak to Col. _____"

- b. The use of slang by cadets in addressing officers or in official communications or reports is prohibited.
- c. A cadet before entering any office or the quarters of any officer shall knock and wait until told to enter.

13.06. COURTESIES AMONG CADETS.—a. In official communications between cadets the last name shall be used and the communication shall be made in a dignified manner.

- b. Cadets shall make use of the word, "Sir," in answering official questions asked by cadet commissioned officers or cadets acting as such.
- c. Cadets in addressing the OD and OG shall use the forms "Mr. OD (or OG); Sir_____etc." Familiar names or terms shall not be used. The prefix "Mr." should precede the name of the cadet when called to, or spoken to, officially.

d. Ignoring or refusing to obey a lawful order of a sentry is defiance of authority.

e. Cadets on leave off The Citadel grounds will salute each other, the member of the lower or the junior in rank saluting first.

14—DELINQUENCIES

14.01. A delinquency report is a report entered against a cadet for failure (or neglect) of a duty or for violation of the regulations. Such reports shall, as far as practicable, be confined to a simple and plain recital of facts. Time and place are important factors.

14.02. Delinquency reports will be entered on C.C. Form No. 2 by cadets in their official capacity only. Spite reports are prohibited and cadets entering such reports will be punished.

14.03. The discipline of a cadet company is the responsibility of its captain assisted by his company officers and noncommissioned officers. A cadet officer who notices the delinquency of a cadet in another company should normally report it to the captain of the company of the delinquent cadet.

14.04. Cadets will not argue with a reporting officer nor attempt to discuss the report with him except by his special and express permission. Authority to approve or disapprove a cadet's explanation for a delinquency is the function of the Commandant. He may, however, refer adverse recommendations to a Board.

15—DEMERITS, MERITS

15.01. Demerits are not punishment, but a means of rating cadets in conduct. They will be awarded for every report the explanation of which is not marked satisfactory or removed.

15.02. One-half of the demerits for recruits will be cancelled each academic month after any merits earned during the month have been deducted.

15.03. **DEFICIENCY IN CONDUCT:**—A cadet will be reported deficient in conduct if his demerits exceed 130 for his senior year, 150 for his junior year, 170 for his sophomore year and 200 for his freshman year.

15.04. A cadet officer or noncommissioned officer who shall have one-fourth of the limit of demerits prescribed for his class in par. 15.03, during any two successive academic months, shall immediately be reported to the PMS&T as deficient in conduct and recommended to be reduced to the ranks.

15.05. A list of the total demerits (or merits) awarded each cadet

will be furnished the President at the end of each academic month. A statement of this record will be shown on the monthly report mailed to parents.

15.06. Any cadet who receives no demerits for a period of one week will receive one merit. In the computation of the cadet's conduct record, one merit will cancel one demerit.

15.07.—a. Upon his own initiative, or upon the recommendations of the faculty or administrative staff, the President may give individual citations to cadets, each carrying not to exceed five (5) merits.

- b. Recommendations for citations will be made to the President through the Commandant of Cadets in recognition of conduct above and beyond all expected excellent standard of bearing, neatness, soldierly appearance, or condition of police; or for acts of leadership of tangible benefit to The Citadel; or for extraordinarily efficient performance of duties, whether assigned or voluntarily assumed, that redound to the good of the college and the Corps or Cadets as a whole.
- c. Citations will be made for one individual only at a time; they will not be made for academic achievement; nor will they be made in recognition of any performance of duty or act merely at a high level of excellence; nor will they be made to benefit one cadet for extraordinary performances by other cadets. The citation must be in recognition of the individual's outstanding acts or superiority.
- d. Each recommendation for citation presented to the President for consideration by him must show cause why the individual should be awarded merits; that is it must fully set forth the facts and the degree of superiority of the action or performance on which the recommendation is based.
- e. Nothing herein will be taken to prevent or discourage any person from bringing to the attention of a Citadel officer, any outstanding act or conduct of a cadet deemed worthy of commendation. Upon receipt of such information, the officer will investigate the circumstance and if it is determined that citation and merits are deserved, recommendation therefor will be made to the President in accordance with par. b above.

16—DENTIST

16.01. Permission to visit a dentist in the city will be granted on written application only. If such visits involve absence from any duty the application must first be indorsed by the surgeon.

16.02. Application for dental permit will contain the name of the dentist and hour of appointment. It will be approved "for the necessary time only". Cadets using dental leave are not authorized to go anywhere else.

17—DISCHARGE OR SEPARATION

17.01. A cadet intending to leave The Citadel during the term by discharge or resignation will first obtain a clearance card from the Registrar's office, turn in his rifle and equipment and clear the following accounts: Library, Armory, Quartermaster Storeroom, Quartermaster Account, Commandant's office, and PMS&T. The clearance card after being duly accomplished will be returned to the Registrar's office for the necessary action.

18—EXPLANATIONS

18.01. Every report against a cadet will be posted on the company bulletin board on a "Report of Delinquencies". A cadet will be required to explain all reports stamped ERW or ERV on the delinquency sheet (D/L).

18.02. If a written explanation is made, it will be submitted to the First Sergeant before dinner on the day following the date of posting the report of delinquencies; if submitted late, the cause will be stated. A verbal explanation will be made within one day after the posting of the report of delinquencies.

18.03. An explanation will consist of a straight-forward, clear and complete recital of facts. It will not contain criticism, complaint, argument, opinion, or an irrelevant remark; or quibbling or denial of a report when a matter of opinion is involved.

18.04. If an explanation places responsibility on another cadet, he will be named.

18.05. **VERBAL EXPLANATIONS:**—Where no explanation is required a cadet if he so desires may "star" his report and explain it verbally to the Commandant or to an Assistant Commandant.

18.06. **PROCEDURE WHEN REPORTING TO AN OFFICER:**—When reporting to an officer, a cadet will approach the officer's door and stand at attention. If the officer is not already engaged, the cadet will knock on the door sharply twice. When the officer says "Come in", the cadet will march to within one pace of the desk, halt and salute immediately. He will not hold the salute while making his report. He will make his report to the officer in a clear and concise manner and in a tone loud enough so that the officer can hear and understand every essential part of the report. The four essentials are:

- a. **NAME.** Initials will be stated only when there is another cadet in the Corps with the same surname.
- b. **RANK.** Examples: (a) "Cadet Captain" (b) "Cadet Sgt." It is not customary nor necessary to say "Private" when that is your rank, but recruits will give their rank as "Cadet Recruit".

- c. ORGANIZATION. Give your organization very slowly and clearly. Examples: (1) "Recruit Co. No. 3", (2) "B Company", (3) "Band", (4) "Arty Bn Staff", (5) "Inf Bn Staff", etc.
- d. PURPOSE OF THE REPORT. Examples: (a) "Reports to explain a delinquency", (b) "Reports for information", (c) "Reports as ordered."
- e. Example of a complete report concerning a delinquency: "Sir, Cadet Smith, K. M., Company D, reports to explain a delinquency".
- f. After making his report the cadet will wait for instructions from the officer before he gives the explanation. When the officer has obtained the necessary correspondence concerning the report he will ask the cadet to give his explanation. The explanation should be given clearly and concisely and should contain every essential necessary for a complete understanding of the alleged offense. After completion of all details and discussions of the explanation the officer will state, "That's All"; whereupon the cadet will salute, about face and leave. It is not customary in any uniformed service for a junior to express thanks for performance of a purely military duty. A smart and soldierly salute is sufficient and more appropriate.

18.07. If a cadet feels that any punishment is unjust he may submit written request for reconsideration of the report thru his company commander within forty-eight hours after the posting of the delinquency sheet showing punishment awarded. Cadets are expected to guard carefully their conduct records, but they cannot expect "changed action" on reports after they have reached the "danger zone" in demerits.

18.08. WRITTEN EXPLANATIONS:—The following offenses will be stamped ERW on the delinquency sheet and will be explained in writing:

- a. All offenses of a serious nature involving special punishment.
- b. Breach of confinement—stating intent.
- c. All absences.
- d. Leaving mess hall without authority.
- e. All disorders in barracks or mess hall.
- f. When desired by reporting officer.

18.09. In explaining absences a cadet will state:

- a. Where he was at the time reported absent.
- b. If the absence was authorized? If not, was it intentional?
- c. If he reported for the duty, and how late.
- d. If the Officer of the Day sent for him.

- 18.10. All written explanations will state:
a. Whether the report is correct or incorrect.
b. A brief recital of facts in detail.

18.11. If detained at the hospital so late that he missed a formation he will state at what time he was released at the hospital and at what time he arrived at the place of duty.

18.12. If reported for leaving a recitation or examination room, he will state if any undue advantage was taken during the absence.

18.13. Written explanations will be addressed to the Commandant of Cadets. Both the date of the report and the date of the offense will be shown as follows:

Subject: Explanation of report "Absent at taps, May 3."
D/L, May 4.

To: The Commandant of Cadets.

19—FIRE

19.01. In case of fire the Officer of the Day will notify the Officer in Charge. If the fire be serious he will immediately cause the fire-call to be sounded by the bugler or sound the steel and yell "Fire". If the danger be immediate and serious he will, after sounding fire-call, turn in the alarm at the nearest fire alarm box, otherwise this will be the responsibility of the Officer in Charge.

19.02. In case of fire in a barracks the Officer in Charge will be in general command and the cadet barracks commander will be responsible that the barracks is cleared of all cadets.

19.03. On the sounding of a general fire alarm the guard will be formed at the respective guard rooms and the companies will be formed on the quadrangles with the exception of any special detachments detailed for fire which will proceed to their designated stations. Strict order will be observed and all running or unnecessary noise will be promptly checked by any officer or noncommissioned officer observing it.

19.04. In case of fire in a building other than barracks the senior faculty officer present will assume command and give such orders as may be necessary. In the absence of any faculty officer the ranking cadet officer present will assume command.

19.05. Upon its arrival the city fire department will take charge.

19.06. On the sounding of recall, companies not already there will be marched to the quadrangles and dismissed, and the usual routine duties resumed.

20—FLAGS

20.01. The following flag combinations will be flown above the sallyport of each barracks to indicate the uniform to be worn:

Full dress, gray trousers	Yellow
Full dress, white trousers	Yellow over white
Dress, gray trousers	Blue
Dress, white trousers	Blue over white
All white	White
Field, cotton shirts	Light gray
Field, wool shirts	Blue over light gray
Raincoats	Green
Overcoats	Red

20.02. The Officer of the Day in each barracks is responsible that the proper flags are displayed one half hour before the formation to which they apply.

21—GATES

21.01. The sallyport gates will be kept constantly locked from evening call to quarters until first call for breakfast. When general leave is granted to the corps the east gates only will be left open. When gates are locked the keys will be kept in the possession of the Officer of the Day or the Commander of the Guard.

22—GENERAL RULES

22.01. If any cadet shall consider himself wronged by another cadet or by an officer of the college, he may submit a complaint through the Commandant of Cadets to the President, who will examine into the case and correct the wrong complained of if an injustice has been done. Should the complaining party be refused redress, he may appeal through the proper channels to the Chairman of the Board of Visitors. Such complaint will be considered only when made within ten days after the occurrence complained of.

22.02. All combinations or joint actions of cadets, for the purpose of violating or evading regulations, orders or instructions issued by competent authority, or for the purpose of expressing disapprobation or censure of any person connected with the college, are prohibited.

22.03. Whenever a section, detail or other detachment is formed for a duty, the ranking cadet is responsible for the roll-call and the report of absentees and lates.

22.04. The report of every roll-call or check will be reported to the Officer of the Day.

22.05. At company formations, squad leaders and platoon sergeants will report all absentees; company commanders will report only unauthorized absentees; report of lates will be made by any officer or non-commissioned officer observing them. The commander of any organization or detachment will report absentees from his command as above stated, whether the absentee is senior to him or not.

22.06. Cadets absent from any formation on account of attendance at some other duty will, upon completion of the latter duty, join their proper command regardless of the length of time remaining.

22.07. SPECIAL PHYSICAL CHECKS will be made as directed.

22.08. DUTY ROSTERS:—Duty rosters will be kept in accordance with the rule "the longest off the duty is the next due." Cadets will not exchange any duty assigned by roster except on application approved by the Commandant.

22.09. NECESSARY VIOLATION OF ORDERS:—Whenever circumstances over which he has no control make it necessary for any cadet to violate orders or regulations in order to do the obviously right thing, he will report the fact to the Commandant as soon as possible.

22.10. Cadets are expected to conduct themselves with dignity at all times and on all occasions. In cases not specifically covered by regulations, cadets will conduct themselves in accordance with customs of the service, and the usual rules which govern proper and gentlemanly conduct.

22.11. The chewing of gum by cadets is prohibited in class rooms, at any place while on duty, at dances or other social functions on or off the campus, or at any time or place where such act might appear undignified.

22.12. The title "Cadet" will be used in referring to any member of the Corps of Cadets in writing or in formal oral communications or reports. The title "Mister" may be used in informal oral communications.

22.13. The following rules will be enforced:

- a. Any cadet who shall wantonly damage, destroy, or make away with any of the public property connected with the college, shall, besides being charged with the cost of the damage, be otherwise punished according to the nature and degree of the offense.
- b. The giving of a gratuity or present to any officer or cadet officer of the college by any group of cadets is forbidden.
- c. No cadet shall engage in buying or selling or act as agent for furnishing any article of entertainment without the approval of the Commandant.

- d. Officers and cadets are prohibited from giving any information to the public about affairs of the college except with the approval of the President.
- e. Deliberations or discussions among cadets having the object of conveying praise or censure towards their superiors or others in the service of the college are prohibited.
- f. The use of profane, impure, or improper language is prohibited.
- g. No cadet shall have in his possession fire-arms of any description, except such as may be officially issued to him.
- h. Cadets are prohibited from wearing their hair long, or from wearing mustaches and whiskers.
- i. Gambling is prohibited. Card playing is prohibited during study hours.
- j. The presence of food in cadet rooms is prohibited.

22.14. Trash buckets are placed in cadets' rooms and trash cans are placed at convenient points on and under the galleries. Cadets will use these receptacles for depositing trash and will not throw or sweep trash or dirt on the galleries or on the quadrangles.

22.15. Every cadet must scrupulously respect the property of others. The borrowing or lending of equipment, uniform, wearing apparel or other article of property, public or private, is prohibited.

22.16. No cadet will visit another cadet's room in the absence of all the occupants except in an official capacity. Cadet officers will report such violators for "off limits in room number-----when all occupants were absent".

22.17. Cadets will not throw, bat, or kick balls in barracks or on quadrangle or anywhere on the walks or roads in front of barracks.

23—GUARD

23.01. **INTEGRITY OF THE GUARD.**—A guard composed of cadets shall be mounted at each cadet barracks on the opening day of each year and maintained until the closing day thereof in accordance with the regulations for interior guard duty in the United States Army, or such modifications thereof as may be prescribed in the orders by the Commandant of Cadets. Since the proper performance of guard duty is a cardinal feature of the training of the Corps of Cadets, all concerned are enjoined as to the maintenance of its integrity.

23.02. The guard will consist of an Officer in Charge, one cadet Officer of the Day in each barracks and such other cadets as the Commandant may deem necessary and proper.

The detailed orders for the guard will be published in GUARD ORDERS.

24—HAZING

24.01. Hazing in any form is prohibited at The Citadel.

24.02. Hazing is any unauthorized assumption of authority by one cadet over another whereby the latter shall or may suffer any cruelty, indignity or oppression, or the deprivation of any right, privilege or advantage to which he shall be legally entitled. Requiring a freshman to perform any personal service whatever for a member of the Senior, Junior or Sophomore class is hazing.

25—LAUNDRY

25.01. Each cadet will supply himself with two laundry bags about 24 x 36 inches. One laundry bag will be used as a container for soiled clothing sent to the laundry and the other will be used for keeping soiled clothing during the week. Sheets and pillow cases or containers other than laundry bags will not be used. Clean laundry will be returned in laundry bag.

25.02. Soiled laundry will be brought to the quadrangle by cadets and deposited under the gallery at south sallyports before 8:00 A.M. on the day designated by the Commandant.

25.03. Clean laundry may be obtained from the laundry at the times designated by the Commandant. Cadets will not be allowed at the laundry at any other time.

25.04. Each cadet will be given a laundry number when he first reports at The Citadel and he will retain this number during his entire stay at The Citadel.

25.05. Clothing sent to the laundry will be marked by the cadet with his name, initials and laundry number as follows: Laundry bags in large letters and figures; sheets, towels and handkerchiefs in corner; pillow cases in corner at open end; collars and cuffs on inside near center; shirts on inside of back of neckband; undershirts, night shirts and pajamas on the piece of cloth containing buttonholes inside and near upper buttonholes; drawers on inside of band, left side near front; socks on a white name tag attached near top of leg.

26—LEAVES

- 26.01. KINDS.**
1. General Leave.
 2. Special Leave (including emergency leave).
 3. Week-end Leave.
 4. Class Leave.
 5. Dance Leave.
 6. Band Leave.
 7. Furlough.
 8. Cadet Officers' leave.

26.02. GENERAL LEAVE is permission for all eligible members of the Corps of Cadets to be absent from The Citadel for a definite period.

26.03. SPECIAL LEAVE. Any leave of absence granted to a cadet or group of cadets under exceptional circumstances and for a specified purpose, is a special leave. In the case of unusual social functions outside the Citadel campus for which special leave is requested, the invitations thereto will be attached to the application for leave.

26.04. EMERGENCY LEAVE. Upon the receipt of a letter or telegram containing news of a death or serious illness in the family, or of any emergency which could not be foreseen by the cadet, a special order will be issued by the Commandant of Cadets granting leave of absence for the period made necessary by the emergency. In such a case, no written application for leave is required.

26.05 WEEK-END LEAVE is permission to be absent from The Citadel from after the last class or military duty on Friday until retreat or, in the case of Seniors, until 12:00 midnight on Sunday.

26.06. CLASS LEAVE. Leave of absence for which the Senior Class only is eligible is known as "Class Leave".

26.07. DANCE LEAVE. Cadets escorting ladies to a Citadel dance will be allowed one hour after the termination of the dance in which to escort ladies home and to return to The Citadel. Cadets not escorting ladies to a dance will be allowed fifteen (15) minutes after the end of the dance to get to their rooms.

26.08. BAND LEAVE. Band leave is permission for members of the Band and Drum and Bugle Corps to be absent during a period other than that set aside for general leave.

26.09. FURLOUGH. Furloughs are those periods during which academic duties are suspended and cadets of all classes are allowed to return to their homes. Furloughs are granted at the following periods:

Summer furlough.
Thanksgiving furlough.
Christmas furlough.
Easter furlough.

26.10 CADET OFFICERS' LEAVE. Leave of absence for which Cadet Field Officers and Cadet Captains only are eligible is known as "Cadet Officers' Leave".

26.11. ELIGIBILITY.

- a. Cadets who are not on guard, on sick report, in confinement, in arrest, restricted to limits, or due to serve confinements or punish-

ment tours are eligible for all General, Class, Dance, and Band leaves.

b. To be eligible for week-end leave, a cadet must be eligible for general leave and in addition must fulfill the following conditions:

- (1) Must be on the academic satisfactory list.
- (2) Must not have exceeded the number of week-end leaves allowed members of his class for the period.
- (3) If a minor, must have filed with the Commandant of Cadets written permission of his parents, including permission to travel at night with other cadets, via automobile, if such mode of travel is contemplated.

26.12. GENERAL LEAVE: All cadets eligible for leave are authorized general leave as follows:

- (1) Friday—from 4:00 p. m. (or after last drill or parade) until 12:00 midnight.
- (2) Saturday—from 12:50 p. m. until 12:00 midnight.
- (3) Sunday—from after chapel until retreat—Seniors only until 12:00 midnight.
- (4) Holidays—as announced in orders.

26.13. WEEK-END LEAVES. Cadets of the Senior Class, eligible for week-end leaves, will be authorized to make application for three such leaves each semester from after the last class (or military duty) on Friday until midnight Sunday, provided that:

- (1) Not more than half the cadet officers in each unit apply for week-end leave at the same time.
- (2) Cadet has dependable transportation, has sufficient funds for the trip, and no duties to perform or punishment to serve. He must also pledge himself not to hitch-hike.

26.14. Cadets of the Junior Class will be authorized to make application for three week-end leaves annually from after the last class (or military duty) on Friday until retreat on Sunday under the same provisions as for the senior class authorized above. Not more than one-half of the NCO's of the junior class will be authorized to absent themselves at any one time.

26.15. CLASS LEAVE. Cadets of the senior class eligible for leave are authorized an extension of general leave until 12:00 midnight on Sundays.

26.16. Members of the senior class not having any confinements remaining unserved at retreat Sunday, are authorized an extension of general leave on Sunday until 12:00 midnight. Cadets using this leave will put their beds down before tattoo, but otherwise their rooms must be in order. They will report departure and return at the guard room. Seniors not entitled to Sunday night leave will observe the evening study periods.

26.17. DANCE LEAVE is granted with the following provisions:

a. The cadet must actually attend the dance.

b. He must conform to the requirements of the hop managers as to the hour of attendance and must in any event be at the dance before the end of general leave on that date and remain there until the end of the dance or, if it is necessary for him to leave the dance before the end, he must return to The Citadel either within one hour if he is escorting a lady or, within fifteen minutes as indicated in par. 26.07 above.

Cadets of the Band and Drum and Bugle Corps may be authorized to be absent from 4:00 p. m. until 8:00 p. m. on Wednesday or Thursday afternoon of each week.

26.18. FURLOUGHS are granted from Commencement Day to the opening day of college in September; also for a period of at least ten (10) days at Christmas, to include Christmas Day and New Year's Day; for a period designated by the President at Thanksgiving and at Easter. At these times there shall be a general furlough of the cadets.

26.19. CADET OFFICERS' LEAVE. Cadet Field Officers and Cadet Captains will be authorized leave for one week day each week from 1:00 P.M. to 8:00 P.M. provided that they have no classes or other duties. The signature on departure for this leave will be taken to mean that this leave is authorized and that no advantage of a similar leave has been taken during the week and that no undue advantage will be taken of the leave.

26.20. APPLICATIONS FOR LEAVE. All applications for leave will be submitted in writing to the Commandant of Cadets through the First Sergeant on the form provided for that purpose.

26.21. Applications for leave will show: a. Date and hour it is desired that the leave begin and end; b. purpose of leave; c. detailed statement of classes or other duties to be missed; d. signed recommendation from instructor or officer under whom the duty would be performed; (in case no class or other duty will be missed, a statement to that effect will be made); e. a statement that, if granted, no undue advantage will be taken of this leave.

26.22. APPLICATIONS for week-end leave must reach the Commandant's office by 8:00 A.M. Thursday.

26.23 EMERGENCY leave will be authorized only in the case of death or serious illness in the immediate family. It will be authorized in special orders from the Commandant's office without written application by the cadet concerned.

26.24. SPECIAL LEAVE may be granted in the event of marriages of near relatives when the presence of cadets is requested by parents, and in matters of business which cannot be arranged by correspondence, but necessarily require the presence of the cadet. In the latter case application must be in writing from the parents of cadets setting forth the necessity for the leave and reasons therefor.

26.25. APPLICATIONS FOR SPECIAL LEAVE WILL SHOW:— Length of time desired, stating hour of beginning and ending; the reason for request; enclosure of parents' permission or request, and address while on leave.

26.26. In case a group of cadets desire leave for the same purpose (or activity), one single application, in triplicate, for all may be submitted by the cadet in charge of the activity. The same regulations as to eligibility apply to these leaves as apply to individual leaves.

26.27. Applications for leave approved by the Commandant will be returned to the individual through his Cadet First Sergeant who will make the proper entries in his list of authorized absences, and deliver the approved application to the cadet concerned.

26.28. In case neither the Commandant of Cadets nor the Executive Officer is in the Commandant's Office any question concerning leave will be taken up with an officer of the Commandant's Department. In an emergency, when no officer of the Commandant's Department is available, the facts will be reported to the Officer in Charge who will take the necessary action.

26.29. DEPARTURE AND RETURN. A cadet taking advantage of a leave of absence or furlough will report his departure and return at the guard room as follows:

a. **General Leave or Furlough—**no report is necessary unless time of departure or return is altered by special authority, in which case report will be the same as for special leave.

b. **Special leave, class leave, week-end leave, band or dance leave—**cadet will report departure and return to his 1st Sergeant, then to the O.D. At the time of reporting to the guard room for departure, the cadet will present his approved application to the Officer of the Day and retain same in his personal possession during the leave, then turn it in to the Officer of the Day upon signing his return at the guard room.

26.30. All cadets going on or returning from leave, regardless of the hour, will be required to pass through the guard room. On days of general

leave all cadets returning from leave after the hour for termination of general leave will report immediately to the Officer in Charge in person.

26.31. Leaves of absence are granted only for the purpose stated in the applications and a cadet taking advantage of any leave signifies by his reporting thereon that he goes for that purpose only and will return to The Citadel as soon as this purpose is accomplished.

26.32. **UNIFORM.** Uniform for all leaves is the cadet uniform. For all furloughs, either uniform or civilian clothes may be worn. Under no circumstances should parts of the uniform be worn with civilian clothes.

26.33. No cadet will be allowed to remain at The Citadel while on furlough, nor to return early from furlough, except by authority of the President, transmitted through the Commandant.

26.34. Any cadet returning early from furlough or special leave will report his return as prescribed and will be taken up for duty on the morning report.

26.35. Any cadet going on special leave or furlough will see that his room is in order and absence card is posted before departing. If all the occupants of the room are to be absent, the light will be turned out and the transom, window and door closed.

26.36. Any cadet going on leave or on furlough for more than three days will turn in his rifle and equipment at the Armory.

26.37. Any cadet on leave or furlough and requiring an extension thereof will make application for such extension in ample time to permit of his return at the end of the leave or furlough in case the extension is not approved.

26.38. By applying for permission for their sons' entry to The Citadel, parents voluntarily relinquish control over them to the authorities of the college, and it is expected that they will not ask for furloughs for their sons except in extreme cases. In every case the reason for the furlough should be stated and the decision left to The Citadel authorities whether the circumstances warrant the approval of the application. This must be done before furloughs will be approved.

26.39. Dental work, special examination of eyes, etc., should be looked after during the summer or the Christmas furloughs. Leaves should not be requested for this purpose. In cases of emergency there are competent specialists and ample facilities in Charleston for taking care of any needs of cadets. In matters of health, the regular Surgeon of the college will advise the proper course to be taken. In case the services of a local dentist, oculist or other specialist is deemed necessary, the request therefor will be submitted to the Commandant of Cadets and by him referred to the Surgeon, who, if he approves the request, will make all necessary appointments for the cadets, and return the application to the Commandant for final action.

26.40. If, while a cadet is on leave or furlough, it becomes apparent that sickness or other unavoidable cause will prevent him returning on time, he will report the fact at once to the Commandant and, either at the same time or on his return to duty, will submit a written statement from a doctor and from his parents, setting forth the facts in the case.

26.41. "Cadets leaving The Citadel on special leave, class leave, or special furlough will depart and return in the prescribed leave uniform. Unless specifically authorized to wear civilian clothing, they will wear the appropriate cadet uniform at all times while absent from The Citadel."

26.42. Hitch-hiking or asking for rides on leave is forbidden.

27—LEAVE BOOK

27.01. A leave book of approved form will be supplied each guard room, and kept in accordance with the rules posted therein.

27.02. Visits on the campus, such as visits to the hospital, library, work-rooms and other authorized places will be recorded on separate sheet and turned in when the guard marches off.

27.03. Time of departure and return as required in par. 26.30 will be recorded in the leave book.

28—LIBRARY

28.01. The Librarian is an agent of the President in so far as the library is concerned. Notices to students that books are overdue or are to be returned have the force of orders. Books will be returned to the library within the time limit.

28.02. A cadet who desires to visit the library during vacant periods may do so.

28.03. A cadet who has a section formation to meet will meet such formation on the class parade. Being at the library is no excuse for being absent from formation.

28.04. A cadet may visit the library during evening call to quarters as authorized in orders.

29—LIGHTS

29.01. Lights will not be kept burning while the occupants of a room are absent. On nights of study, lights will in general be put out at taps.

29.02. Lights until 11:00 p.m. are authorized for the following:

- a. All members of the senior class.

- b. The non-commissioned officers of the regimental and battalion staffs.
- c. First sergeants.
- d. Cadets in charge of quarters.
- e. Company clerks not to exceed two per company.

29.03. Cadets on the Staff of the Shako, Sphinx and Bull Dog, when working on their publications, will be allowed lights until 11:00 P.M. Permission to burn lights beyond that hour will be granted only in special cases upon approved application in writing to the Commandant of Cadets.

29.04. Roommate of any cadet authorized to have late lights may remain out of bed and use the lights, if the privileged cadet is actually present.

29.05. A cadet returning from any leave whatever may burn lights for ten minutes after his return to barracks.

29.06. Late lights are a privilege not to be abused on penalty of forfeiture of late lights for a stated period in addition to the regular punishment. Receiving or entertaining visitors after taps in a room having authorized late lights is an "abuse of late lights privileges."

30—LIMITS

30.01. The Citadel limits in general may be defined as the area of The Citadel property inclosed by the following boundaries: on the east by the wire fence; on the north by the south edge of the Seaboard Air Line Railway right of way but includes the athletic field; (The regular crossing of the railroad will be used in going to and from the athletic field); on the west by the near edge of the marsh; on the south by the near edge of the marsh, and by the fence south of the academic buildings.

30.02. **OFF LIMITS:** The following places are off limits for cadets:

- a. Administration and academic buildings except for classes and official business during regular office hours.
- b. Mess hall, except for meals.
- c. Kitchen at all times.
- d. Laundry, except as authorized elsewhere.
- e. Faculty officers' quarters and surrounding premises, except on official business or when paying social calls.
- f. Boiler room, carpenter shop and machine shop.

g. Artillery garage and materiel, except during drills.

h. Roofs of buildings.

i. Tower stairways, except on official business.

31—LOST ARTICLES

31.01. Lost articles when found will be turned in to the guard. A list of lost articles turned in, with identifying marks, will be published in the mess hall with instructions for the owner to call for them. Officers of the Day, on marching off guard, will turn in to the Quartermaster all lost articles which have not been called for.

31.02. Any cadet who has lost an article will have a notice published in the mess hall by obtaining permission to do so from the commandant of the mess hall. After two notices have been published without result a cadet may submit to the Commandant a permit for inspection stating the identifying marks or features.

31.03. Unless otherwise directed the Division Inspector will make all inspections for lost articles. He will turn in to the Commandant a report together with any articles found. The report will state in what room any recovered property was found.

31.04. At such an inspection the cadet making the inspection will go to each room and ask: "Has anyone in this room an overcoat marked Jones?" or whatever the articles and markings may be. One general answer suffices for all occupants of the room. A negative answer, whatever its form, means that all occupants of that room have searched carefully, inspecting similar articles of their own, and that they know nothing about the article, or of anyone who knows about it.

32—MAIL, PACKAGES, TELEGRAMS, TELEPHONE

32.01. INCOMING MAIL: Incoming mail will be placed in individual P. O. Boxes assigned to cadets. Cadets may visit the mail boxes and post office during release from quarters and during study period (day time only).

32.02. SPECIAL DELIVERY LETTERS: The guard will locate a cadet receiving a Special Delivery Letter and have him receive the letter in person from the messenger.

32.03. OUTGOING MAIL: Outgoing mail will be collected at the hours indicated on the mail boxes and in the post office. Cadets may post outgoing mail during the times stated in paragraph 32.01.

32.04. PACKAGES: Express packages will be delivered by the Guard.

32.05. TELEGRAMS: Cadets may arrange with the postmaster for the sending of telegrams. Incoming telegrams will be delivered by the guard.

32.06. TELEPHONE: In the use of telephones at The Citadel, cadets will confine themselves to the pay and recreation room telephones. The guard room telephone will not be used by cadets except on official business. Telephones will not be installed in cadet rooms.

32.07. Cadets will not receive or send local telephone calls during call to quarters except by permission of the Commandant or of the Officer in Charge, and then only for urgent reasons. Telephone conversations will be limited to three minutes duration. Members of the guard will not use the telephone while on duty except for official business.

32.08. INCOMING LONG DISTANCE: Cadets who are not on duty may receive long distance calls during call to quarters. When a cadet is at recitation or other duty the calling party will be informed at what hour the cadet will be available.

32.09. OUTGOING LONG DISTANCE: Cadets will use only the pay telephones in making long distance calls.

33—MESS HALL

33.01. RESPONSIBILITY OF OFFICERS: a. The senior cadet officer present for duty is the commandant of the mess hall and is responsible for good order. Battalion and company commanders are responsible for good order in their respective areas.

b. Fifteen minutes after the command "Rest" given after grace, the commandant of the mess hall, having inspected the entire mess hall, will call the Corps to attention and have the orders and announcements published. After this the command "Rest" will be given and cadets are authorized to leave the mess hall individually, quietly and without confusion. Those who have not finished the meal may remain for the necessary time only to finish. Visiting in the mess hall at this period is prohibited. No cadets will be allowed to leave the mess hall except as provided above.

c. The athletic training tables will be placed in one area; the senior cadet officer in that area has charge of the training tables.

d. Unless otherwise directed the cadet of the highest military rank at each table is the "Carver", and will sit at the head of his table. He is responsible for the gentlemanly and orderly conduct and obedience to mess regulations at his table.

33.02. All organizations will be formed on their parades under the battalion commanders and be marched to all meals except as provided for

in par. 33.15. Company commanders will follow their companies into the mess hall. A cadet excused from marching will enter with his company. Each cadet will go directly to his seat and stand at attention until the command "Take Seats" is given by the company commander. All cadets will sit at attention until "Rest" is given by the commandant of the mess hall.

33.03. SEATING: Except during general leave all cadets of a company will sit in their respective company areas unless at a training table. Each cadet will be assigned a permanent seat by his company commander unless assigned by higher authority.

33.04. FOOD: If any article of food is considered unfit to eat, the carver may take it to the commandant of the mess hall. If the commandant of the mess hall considers the complaint just he will take it to the mess steward, and if he considers it of sufficient importance, to the Officer in Charge. The Officer in Charge will report in writing to the Commandant each such report reaching him and will add his own comments or recommendations. The Commandant will communicate the complaint to the Quartermaster. This avenue of complaint will not be made use of by cadets for trivial or carping criticism.

33.05. VISITING IN THE MESS HALL: A cadet may visit in the mess hall on official business only. No cadet will leave his table without the permission of his carver. In order to visit another table he will first obtain the permission of the commandant of the mess hall; except that company and battalion commanders may visit on official business within their own areas. Members of the guard will secure the permission of the commandant of the mess hall before visiting for any reason.

33.06. No cadets will leave the mess hall before the orders are published.

33.07. Cadets will preserve an orderly and attentive attitude during the publication of orders in the mess hall. They will not face about or lounge in their chairs.

33.08. Battalion and company commanders will report to the commandant of the mess hall any cadet from their commands who leave the mess hall without authority.

33.09. Any cadet leaving the mess hall ahead of the corps will first salute his respective commander and then pass by the Guard Mess and report to the Officer of the Day (or Commander of the Guard) of his barracks.

- a. Each Company and Band Commander will detail a "Company Mess Officer" for duty in the mess hall during meals. His tour will be for one week commencing at noon Saturday. His duty

will be to remain in his Company(or Band) mess area during all compulsory meals until all cadets of his organization have left the mess hall and to maintain proper order and decorum within his mess area after his regular company commander leaves the mess hall.

- b. During optional meals the ranking cadet (company commander) will perform the duties of "Company Mess Officer".
- c. When it is necessary for the "Company Mess Officer" to be absent, he will notify his company (or Band) commander who will detail another cadet officer in his stead.

33.10. Cadets will sign for mess property which they break. The waiter will give a damage slip to the carver who will require the responsible cadet to sign it.

33.11. No cadet will touch any article belonging to a table other than his own.

33.12. The wasting, or taking of food or any mess hall property from the mess hall, is prohibited.

33.13. Gentlemanly conduct and good manners at the table will be required at all times. The throwing of food or missiles, tossing of glasses, shouting or unnecessarily loud talking or any disorderly or improper conduct in the mess hall, is prohibited.

33.14. Unofficial announcements will in general be made at supper.

33.15. Meals during general leave are optional, but cadets attending such meals will be present and on time at the formation with their own organizations, in the uniform prescribed therefor, and will march to the mess hall with their own organizations.

33.16. VISITING ATHLETIC TEAMS: Visiting athletic teams may eat in the cadet mess hall.

34—MILITARY EXERCISES

34.01. The Citadel is a Military College with the corps of cadets organized and functioning as a senior R.O.T.C. unit under the War Department. The Professor of Military Science and Tactics is head of the military department. All drills and ceremonies will be in accordance with a schedule of training published by him.

34.02. Daily except on Fridays when there is no parade, and on Saturdays, battalions will be formed on their respective quadrangles and the ceremony of retreat conducted in accordance with the Training Regulations U. S. Army. At this ceremony the Barracks Com-

mander and his staff will form on sidewalk in front of his barracks. The bugle corps will form just north-east of the main barracks and sound "Retreat" and "To the Colors". The band will form on its own parade.

35—OFFICIAL BUSINESS

35.01. Business with an officer should be transacted in his office; he will not be called by phone at his quarters or visited there on business which can wait until office hours.

35.02. a. The President will transact business with cadets in his office by appointment. Whenever a cadet desires to interview the President, he will make application in writing to the Commandant, who will approve the application for a stated time and will make arrangements for the interview.

b. Cadets calling on the President will wear dress uniform with side-arms.

35.03. The Commandant of Cadets will transact business with cadets at any time they have vacant class periods. Permission is necessary for such an interview.

35.04. The Quartermaster will transact business with cadets during his office hours.

35.05. The Surgeon will transact business with cadets daily at sick call.

35.06. The official time for all calls, signals, etc., will be that indicated by the electric clocks in the guard room. When these clocks are out of order the time will be controlled from the main guard room.

35.07. The official channel of communications for all cadets is through cadet company headquarters to the Commandant. All official communications from cadets to higher authority shall be addressed through the Commandant of Cadets.

Examples:

1. Subject: -----

To: The President, The Citadel
(Through the Commandant of Cadets)

2. Subject: -----

To: The Professor of M.S. & T. (or other Department)
The Citadel
(Through the Commandant of Cadets)

3. Subject: -----

To: The Academic Board, The Citadel
(Through the Commandant of Cadets)

4. Subject: _____
To: The Board of Visitors, The Citadel
(Through the Commandant of Cadets)

35.08. a. Cadets who wish to make personal requests, of any nature whatsoever, will address an official communication in writing to the Commandant of Cadets. These communications will be submitted to the First Sergeants of the cadets' respective organizations in sufficient time for them to reach the Commandant's office at least twenty-four hours before the request is to take effect. This does not prohibit any cadet from reporting to any Officer of the Commandant's Department at any time.

- b. If a request is such as to require the consent or approval of the cadet's parents or guardians this consent or approval will be attached, together with any other necessary supporting papers, to the written request. If such approval is on file in the Commandant's office this fact will be noted. If the request requires the approval or recommendation of other departments of the college, this approval or recommendation will be obtained before being turned in to the First Sergeant.
- c. If the official communication is to go through more than one office, a minimum of twenty-four hours will be allowed for each office.
- d. Official communications will be transmitted by the First Sergeants at the usual prescribed hours for delivery of official communications to the Commandant of Cadets.
- e. Except in extreme emergency, these communications will not be submitted in person to the Office of the Commandant of Cadets.
- f. For the usual and routine requests, for which there is a form provided, the instructions for use of the form will be carefully complied with.
- g. The fact that an official communication is received by the Commandant of Cadets less than twenty-four hours prior to the effective time, will be sufficient grounds for disapproval of the request contained therein if it is deemed reasonable that the cadet should have foreseen the necessity for the request.

35.09. SIGNATURE: A cadet upon entering The Citadel will register with the Commandant his "Official Signature" and this signature will be used when signing all correspondence of an official nature. In general it should consist of the cadet's first name, middle initial and last name, followed by his cadet rank (or class) and organization.

Example: JOHN R. DOE J. ROBERT DOE JOHN ROBERT DOE
(Freshman) Cadet Private, Company A
Freshman Class

(Sophomore) Cadet Corporal, Company A or Cadet Private, Company A
Sophomore Class Sophomore Class

(Junior) Cadet 1st Sgt., Company A or Cadet Private, Company A
Junior Class Junior Class

(Senior) Cadet Major, 1st Battalion or Cadet Private, Company A
Senior Class Senior Class

When placing his name on routine classroom papers or quizzes a cadet will write his surname first, followed by his initials. Example: Cadet Doe, J. R.

36—PUBLIC PROPERTY

36.01. A cadet will not mark public property unless directed to do so. He will not alter or deface public property or use it for any unauthorized purpose. He will not take arms, equipment, musical instruments or other public property from the barracks except when authorized, and will not lend such articles to another cadet, nor use articles issued to another cadet without permission from the Commandant.

36.02. Leaving a rifle or musical instrument on the quadrangle, gallery, or at any other unauthorized place will be considered as an act of gross carelessness and punished accordingly.

36.03. CHARGES FOR DAMAGES: A cadet will be charged for all damage to public property which is not the result of fair wear and tear while in service.

37—PUNISHMENT

37.01. To all recorded delinquencies of cadets shall be fixed a number of demerits corresponding to the degree of delinquency. Except in special cases approved by the President, this number shall not exceed ten. The degree of punishment for the various offenses shall be fixed by the Commandant with the approval of the President. A system of merits may be established by the President. (Par. 47 College Regulations.)

37.02. The punishments to which a cadet shall be liable, in addition to the number of demerits awarded for the offense, are comprised in the following two classes, viz:

- a. **FIRST CLASS:** Confinement to restricted limits; punishment tours; ordinary confinements; reprimand; reduction of officers and noncommissioned officers.
- b. **SECOND CLASS:** Dismissal and expulsion.

37.03. Punishment of the first class may be inflicted by the Com-

mandant with the approval of the President. Cadet officers and non-commissioned officers may be reduced by the Commandant with the concurrence of the P.M.S.&T.

37.04. Punishment of the second class may be inflicted by the Board of Visitors, and includes the following offenses:

- a. Insubordinate, disrespectful, or refractory conduct.
- b. The drinking of intoxicating liquor, or having it in possession, or bringing it into barracks.
- c. Making a false official statement.
- d. Receiving or giving assistance on examinations.
- e. Hazing.
- f. Breaking barracks after call to quarters.
- g. Insulting a sentinel by word or gesture, or disobeying a lawful order of a sentinel, or interfering in any way with a sentinel in the proper discharge of his duty.
- h. Combining under any pretext whatever with other cadets, or entering into any agreement with other cadets, either in writing or verbally, with a view of procuring a redress of grievances, or violating or evading any regulation of the college, or joining with other cadets in disapprobation or censure of an officer or cadet, or in doing any act contrary to the rules of good order and discipline.
- i. The commission of any act of a vicious or immoral nature unbecoming a cadet and a gentleman.
- j. Disobedience to a command of the President or any superior officer or professor.
- k. Calling another cadet to personal account for having, while in the discharge of his duty, corrected or reported him.
- l. Going beyond cadet limits without leave.
- m. Breach of arrest or confinement.
- n. Overstaying furlough.
- o. Habitual neglect of studies or of other duties.

37.05. A list of **First Class** offenses is published in a Schedule of Penalties and punishment will be awarded in accordance therewith.

37.06. When any question shall arise as to **The Suitability of a Cadet to remain at The Citadel**, the President may appoint a board, consisting

of two cadets and three members of the faculty to inquire into the circumstances. If the finding of the board is unfavorable to the cadet, the President will communicate with the parent or guardian, with a view to authorizing the cadet to resign. The President may take such action without appointing a board. Should an appeal be made to the Board of Visitors, it will be considered upon the original record of the case. (par. 30, College Regulations.)

37.07. A cadet awarded special punishment may be removed from all athletic squads.

37.08. When the coach desires the entire squad out for practice or when there is a regularly scheduled game at such times, cadets on the squad will attend the practice or the game and will receive credit for confinements actually assessed which could have been served during that time. Credit will not be given in this way for punishment tours.

37.09. Credit for punishment as in paragraph 37.08 will be given cadets of the athletic squads while with the teams away from The Citadel.

37.10. Punishment tours deferred during the season of the particular athletic activity will be served immediately after the cadet ceases to be a member of that squad or at the end of the season.

37.11. HELD REPORTS: When the action on a report is delayed it will be marked "Held". When the report is finally settled it will again be posted on the delinquency list, thus: "Absent from parade. (Held D-L May 10)."

37.12. PUNISHMENT TOURS: Punishment tours will be served on Saturdays from 2:00 p. m. to 6:00 p. m. and on Wednesdays from 4:05 to 6:00 p. m. Rifles will be carried by cadets walking tours. Each tour will be fifty (50) minutes marching with ten (10) minutes rest between consecutive tours. Tours take precedence over confinements. Punishment lists will be posted Tuesdays of each week on organization bulletin boards.

37.13. PUNISHMENT TOUR SQUADS: The Officer in Charge will have general charge of the punishment tour squads.

37.14. The Sergeant of the Guard will be directly in charge of the punishment tour squad in each barracks. He will remain in continual observation of the squad and with the Officer of the Day will be responsible for its proper conduct. The Officer of the Day will verify the squad at least once during each tour.

37.15. At assembly the Sergeant of the Guard will form the punishment tour squad, cause arms to be inspected, and call the roll from the punishment sheet. The Officer of the Day will receive the report and direct the Sergeant of the Guard to post the squad. The latter will assign

each member of the squad to a post on the quadrangle and require each to walk back and forth from the edge of the East Gallery to the edge of the West Gallery.

37.16. The punishment out squad will be formed at the end of each tour by the Sergeant of the Guard and the roll called from the punishment sheet. A report will be made to the Officer of the Day who will then order relieved those who have served their required number of tours; at the same time he will record on the punishment sheet the tour which each cadet has just served. He will then direct the Sergeant of the Guard to dismiss the squad.

37.17. The following orders are prescribed for cadets walking punishment tours:

- To walk my post in a military manner.
- To receive and obey all orders from persons authorized to issue orders to privates of the guard.
- To quit my post only when properly relieved.
- To salute officers only when addressed by them.
- Not to walk abreast of cadet on adjoining post.
- To talk to no one except officially.
- To carry my rifle in the prescribed position at right or left shoulder arms.

37.18. In inclement weather the Officer in Charge may authorize the punishment tour squad to be posted under the galleries in single file with five (5) pace distance between cadets, to walk counter-clockwise. At the end of each tour number one will be halted in front of the guard-room and the remaining numbers required to close on number one after which the squad will be dismissed

37.19. Under exceptional circumstances, the Commandant may authorize the punishment squad to be posted without arms.

37.20. In extremely cold weather the Officer in Charge may authorize the punishment tour squad to be posted in the gymnasium. In this case cadets will be posted, relieved, will march and rest at the gymnasium and will not be returned to barracks until the tour period is over. The supervision and checks will be the same as required in barracks.

37.21. As soon as the punishment tour squad is first posted in the afternoon the Officer of the Day will report to the Officer in Charge how many are serving and if any are absent without authority.

37.22. Duty of any kind will take precedence over tours unless especially excepted and credit will be given for tours as though actually served. A cadet whose duties interfere with his serving tours will report individually to the Commander of the Guard ten minutes after completion of his duty to serve as many tours as the time permits. The Officer of the Day will note the facts of all such cases on the punishment list.

37.23. A cadet excused by the Surgeon from any military duty will not walk tours that day, but will be in sick confinement unless marked "non-restricted". In this case no credit for tours will be given.

37.24. A cadet walking tours will be excused only upon urgent necessity in which case the Sergeant of the Guard may relieve him but he will not be given credit for the tour or tours from which relieved, even though the period of relief is of short duration.

37.25. CONFINEMENTS: Each confinement will begin on the hour and be of fifty minutes duration. A confinement period consists of three or four confinements as follows:

Friday 7:00 p. m. to 10:00 p. m. (3 Confinements)
Saturday 2:00 p. m. to 6:00 p. m. (4 Confinements)
 7:00 p. m. to 10:00 p. m. (3 Confinements)
Sunday 2:00 p. m. to 6:00 p. m. (4 Confinements)
Total— 14 per week.

37.26. The Officer in Charge will inspect for confinements from time to time, as directed by the Commandant.

37.27. Tours will not be substituted for confinements previously awarded.

37.28. When the Corps attends a football game in a body, cadets having confinements or punishment tours to serve may be excused from the formation with permission to remain at their barracks and serve confinements or tours. If they attend the game, no credit will be given for confinements or tours.

37.29. Cadets having confinements to serve will begin serving them on Friday night and will continue as in par. 37.25 until completed.

37.30. A cadet in confinement is restricted to his room which he may leave only during the recess periods at the end of each confinement.

37.31. At the beginning of the 2:00 p. m. and 7 p. m. confinement periods cadets having confinements to serve will be formed by company on the quadrangle by the Officer of the Day and roll called. After he has checked each company group, the Officer of the Day will direct that group to fall out and retire forthwith to their rooms.

37.32. At the end of the 6:00 p. m. and 10:00 p. m. confinement periods cadets serving confinements will again be formed as provided in par. 37.31 and checked by the Officer of the Day.

37.33. Cadets completing confinements during intermediate hours will report to the guard room to be checked off the punishment list and given

their confinement credits. Seniors serving confinements will not attend confinements formations but will report to the guard room between the first and last steels to be checked on the confinement list.

37.34. Any cadet found absent from his room during a confinement will not receive credit for the confinement hour in which the absence occurred.

37.35 The beginning and end of each confinement will be indicated by bells (steels) sounded at the guard room with a ten minute intermission between confinements. The intermission period will be a release from quarters period.

37.36. Each cadet serving confinements will place on the outside of his screen door a half sheet of paper plainly marked with his name and the number of confinements he is serving during that confinement period. Other than the occupants of the room, all cadets are prohibited from entering the room so marked.

37.37. Cadets serving confinements will immediately notify any cadet who enters or attempts to enter their rooms the confinements are being served and that visiting is prohibited.

37.38. Inspection for confinements will be made by the Officer of the Day or the Officer of the Guard at least once during each confinement.

37.39. Cadets in confinement will not be permitted to put their bed down.

37.40. Confinements and punishment tours awarded cadets will be served in the prescribed manner. No credits for confinements or punishment tours will be given for any service. Ordinary confinements may be postponed upon approved application to the Commandant of Cadets.

37.41.—RESTRICTED LIMITS include the barracks and quadrangle the Library, Post office, Recreation room, Canteen, and include Citadel limits for exercise only. Cadets deprived of leave privileges are "Restricted Cadets".

37.42. Cadets restricted will report to the Officer of the Day at the guard room as follows:

Week-days—between 4:45 and 5:15 p. m.

Fridays— between 4:45 and 5:15 p. m.—when there is no parade.
between 8:00 and 8:30 p. m.
between 9:30 and 10:00 p. m.

Saturdays— between 2:30 and 3:00 p. m.
Thereafter as prescribed for Fridays.

Sundays— Afternoon as prescribed for Saturday afternoon.

The above requirements will not interfere with any official duty.

38—PUNISHMENT RECORDS

38.01. REPORT OF DELINQUENCIES (Abbreviated D/L): The First Sergeant will prepare a report of delinquencies in duplicate daily on the form furnished and post the duplicate on the company bulletin board before 8:15 p. m. A cadet whose name appears thereon will initial each of his reports in the first column. Both copies of the D/L will be turned in to the Commandant by 1:50 p. m. on the day after being posted.

39—RECRUITS

39.01. A recruit is a cadet who is in his first year of attendance at The Citadel, except that cadets entering any class other than the freshman will cease to be recruits after the Christmas holidays.

39.02. All upperclassmen will maintain an attitude of dignity toward recruits.

39.03. Instructions for observance by recruits and by upperclassmen with regard to recruits will be published annually.

39.04. A committee to be known as the "Cadet Committee" will be appointed by the Commandant to assist in requiring the observance of the instructions referred to in par. 39.03 above.

40—REPORTS "ALL RIGHT", "ALL IN"

40.01.—ALL RIGHT: The Report "All Right" means:

- a. From a cadet outside of his own room: That he is going to or returning from an authorized place, and nowhere else, and for an authorized purpose only.
- b. From the occupant of a room at any inspection: That all absentees and all visitors are authorized.
- c. From a division-inspector: That he has carried out his orders fully at the time and in the manner prescribed, reporting all exceptions.
- d. From an occupant of room at inspection for lights: That the lights are authorized, and that no unauthorized person is in the room.
- e. From a cadet entering the mess hall individually: That he has authority to enter individually by that door and at that time.

40.02. A cadet is required to report "All Right" on the gallery during call to quarters.

40.03. A cadet is "visiting" when, after going to a room other than his own he opens the door, or enters the room, or talks with its occupants.

The act of going to another room is essential, the act of entering the other room is not. In case of doubt the report may be entered as "loitering."

40.04. "ALL IN": a. At regular taps inspection the inspector will open each door, turn on the lights and ask "all in?". In case no reply is received he will identify each occupant thereof or enter appropriate report against any other cadet or cadets present and against the room orderly in case any person present is not a cadet; he will also report any cadet who is out of bed or whose light is on without authority.

b. The report "All In" from any regularly assigned occupant of a room at taps means that all the occupants are present in the room and that no other persons are in the room, and that all occupants are undressed and properly in bed.

40.05. Loud yelling in making these reports is prohibited.

40.06. At Physical Checks the reports "All right" and "All in" are not required.

41—ROOMS

41.01. **MORNING POLICE:** Before class call in the morning each cadet will arrange his bedding, furniture and equipment as prescribed in par. 41.08. He will also dust his own furniture. The room orderly will sweep the floor of his room and that portion of the gallery adjacent thereto, being careful to pick up and deposit in the trash can all trash and dirt. He will also dust and clean all woodwork and common property (table, mirror, basin, etc).

41.02. **ROOM ORDERLY:** The general police of the room, the care of all common property and the good order of the room devolve upon the room orderly, who is to that extent acting cadet officer. Each cadet is responsible for his own bed, press, wall hooks, and other purely personal furniture and articles.

41.03. Each occupant present for duty will become room orderly in turn. No cadet is exempt. The tour will last one week, beginning at noon meal formation on Saturday. When the room orderly is sick in hospital or otherwise absent the cadet next in turn becomes room orderly.

41.04. **FLOORS, WALLS, WOODWORK:** The floors, walls, and woodwork will be kept clean and free from stains, spots, dirt, scratches and nails.

41.05. **VENTILATION:** Rooms will be kept well ventilated at all times. Minimum requirements: door transom always open. Taps to reveille: door open except on very cold nights.

41.06. The doors (screen door included) of cadets' rooms will not be locked or otherwise fastened so as to prevent entry at any time.

41.07. **UNAUTHORIZED ARTICLES:** Articles not authorized by regulations or on an approved permit are forbidden in barracks.

41.08. The following arrangement of articles in cadet rooms is prescribed, this arrangement to be maintained from class call in the morning until tattoo daily, except during release from quarters:

BEDDING: To be folded the size of the pillow and neatly piled on the shelf directly over hanging space next to press, single fold to the front flush with the edge of shelf, double fold to center. To be piled in order from the bottom as follows: Sheet, pillows, blankets, and comforts. Fresh bed linen will be displayed for Saturday inspection.

BOOKCASES: Shelves will be arranged as follows:

- a. Two cadets in room: Top shelf in common for large books. Remaining shelves by pairs in same order as schedule cards, lower of each pair for owner's stationery. If four-shelf bookcase, upper two in common for books, lower three, one for each for smaller books and stationery.
- b. Three cadets in room: Upper two shelves in common for large books. Remaining shelves in same order as schedule cards for owners' smaller books and stationery, books at wall end of shelf. If four-shelf case, top shelf in common for large books; lower three, one for each for smaller books and stationery.

BOOKS: In bookcase, books upright and flush with outer edge of shelves, titles facing up and out placed in order of size with tallest books at wall end of shelf.

FIELD BELTS: Hanging full length, pockets out, by receiving buckle, on hooks at rifle rack end of press.

CLEANING ROD: Standing, handle down on wall end of rifle rack.

Hanging Space:

Full dress coat
White uniform coat
Dress Coat
Sweater
*Shirt, white
Shirt, gray
Trousers, gray
Trousers, white

On coat hangers on clothes pole, in order shown from owner's press, front of coats towards center unbuttoned. Trousers may be placed on hanger with coat or on separate hanger. *Shirt, white, in use for evening study hour wear, may be so placed except for formal inspections.

HEADGEAR: Caps hung on owner's hooks starting with overcoat hook, shako with pompon in place, centered on top of owner's press, upright, visor 1 inch from edge of shelf; white cap on top of press back of shako.

MATTRESSES: In mattress presses, inside mattress covers, flush with front edge of press, and against door end, mattress covers with open end towards window.

NAME CARDS: Posted as follows:

- 1—On outside of screen door over schedule card.
- 1—In orderly board.
- 1—On end of mattress press facing door.
- 1—Inside hanging space facing center.
- 1—On top part of rifle rack, facing out.
- 1—On next-to-top shelf.
- 1—Over laundry bag hook.
- 1—To mark hook for towels.

The above list is for two cadets in a room. When there are three (or more) cadets in one room, name cards will be so placed as to mark each cadet's belongings.

RIFLES: In rifle rack, toe of butt towards press.

SCHEDULE CARDS: Completely filled in (printed) and posted on center cross bar on the outside of screen door and on end of press below orderly board.

SHELVES: Clean clothing neatly piled and folded with single fold to the front, and flush with edge of shelf, to be arranged with first articles mentioned nearest the door.

- a. Top Shelf: Handkerchiefs, socks, white cross belts folded around cartridge box. In rear: collars, gloves, plumes, sashes and brasses; extra waist belts, suspenders and ties neatly rolled.
- b. Next-to-Top Shelf: Toilet articles; scissors and mending equipment; small personal articles; photographs against wall of press.
- c. Next-to-Botton Shelf: White and gray cotton (gray on top) shirts, pajamas.
- d. Botton Shelf: Extra mattress cover, sheets, and pillow cases (sheets on extra mattress cover, and pillow cases on sheets); underwear; bath towels (hand towels on top).

WORDS: In rifle racks, hanging from top.

LEATHER SWORD BELTS: Hanging full length from hooks on rifle rack end of press.

TYPEWRITERS: In center of shelf under clothes pole.

CLOTHING HOOKS: Four wall clothing hooks will be assigned to each cadet. These hooks will be utilized for the hanging of articles in the following order from the door toward window (exceptions as ordered. This order may be reversed when positions of radiators and beds interfere.)

Overcoat, raincoat and bathrobe on hangers, back to the wall, unbuttoned. Sweat shirts and other authorized athletic clothing will be hung on laundry bag hook. For Saturday morning and other formal inspections, fresh pajamas will be displayed.

MISCELLANEOUS: Bed frames: On long edge—legs folded in, bottom of bed out—against side wall of room.

BROOM: In corner of room behind the door.

BUCKET: At end of press nearest door, in corner made by press and wall.

COLLEGE AND CADET REGULATIONS, CUSTOMS AND COURTESIES, AND GUARD ORDERS on hook provided on back of door.

DRAWING BOARDS AND T-SQUARES lying flat in center of hanging space with T-Square and triangles on top.

DRAWING INSTRUMENTS on stationery shelf.

DUST PAN in corner behind broom.

MIRROR hung over wash basin.

RADIOS in center of hanging space, or as authorized.

SHOES placed heels against baseboard perpendicular to wall, and kept polished and free from dust, centered under clothing hooks of owner, in order from door: High shoes, low black shoes, white shoes (in shoe box if desired), athletic shoes, slippers, overshoes.

STRONG BOX on stationery shelf. At Saturday inspection to be open on table when owner is in room—contents neatly arranged.

TABLE, long side against wall, under window. When in use during evening study hours, placed so as to receive the best light.

TENNIS RACKETS, GOLF CLUBS, ETC., against wall at window end of press; baseball gloves on hook along moulding between press and window.

TOWEL HOOKS in sets of three from door towards press. On first hook, a wash cloth; on second hook, a face towel (or bath towel used as face towel); on third hook, a bath towel. Fresh wash cloths and towels will be displayed for Saturday and other formal inspections.

41.09. Where there are three (or more) cadets in a room the company commander will prescribe the individual spaces for the occupants.

41.10. The electric wiring in rooms or on galleries or elsewhere will not be tampered with or changed by cadets. No electric attachments will be used in cadet rooms and no light bulbs of higher power than those issued by the Quartermaster will be used without authority from the Commandant.

41.11. All rooms occupied by cadets will be kept prepared for formal inspections from 8:00 a. m. to 12:00 Noon daily except Sundays and holidays.

41.12. All room inspections, except those at police call and after taps, will be made by officers of the tactical department and the Officer in Charge.

41.13. Formal room inspection will be made on Saturdays when cleaning boxes and suit cases will be open. Janitors are responsible for the scrubbing of floors, cleaning of transoms, windows, latrines and showers. Cadets will keep window casements free from cigarette butts. They will keep tables, clothes presses, wood work, shoes, and personal equipment free from dust at all times. They will also keep rooms free from cobwebs.

41.14. On Sundays during Chapel, the Officer of the Day, or an Officer of the Guard, or both, will make an inspection of all galleries, stairways, showers and latrines in the barracks to which they are assigned. A general inspection will be made of all cadet rooms from the doorways. Rooms will not be entered, but cadets responsible will be reported if rooms are found not to be in a general state of good order. Seniors may have their beds down but properly made up in order to minimize disturbance when returning from Class Leave. Beds of all other cadets must be against walls.

41.15. Ash trays, books and papers will not be left on tables during inspection hours. Radios and lamps may be on tables.

41.16. During inspection hours, until inspection of barracks has been made, cadets will remain in proper uniform, dress with blouse or shirt.

41.17. No cadet will appear in improper uniform on the galleries, in the doorway of a room or in front of a window. To be in proper uniform he must wear a shirt (this does not refer to an undershirt) and trousers. In lieu of a shirt a sweater or coat may be worn. When going to the showers a bathrobe (or raincoat) and slippers may be worn.

41.18. Clean laundry will be placed on proper shelves in clothes presses and not left in laundry bags.

41.19. Civilian clothes will be sent home and not kept in rooms of barracks.

41.20. Articles of clothing will not be placed on the galleries to dry nor hung in front of windows in rooms. They may be placed on wall hooks. Bedding may be aired on galleries on Mondays of each week.

42—SELECTION OF CADET OFFICERS

42.01. The selection of cadet officers and noncommissioned officers for the new college year is made by the P.M.S.&T. and is based on a computation in which the factors of scholarship, conduct, military bearing and appearance, personality, dependability, leadership, athletics and extra curricular activity are considered.

Cadet officers are normally selected from the senior class, sergeants from the junior class, and corporals from the sophomore class.

43—SEQUENCE OF COMMAND

43.01. The military rank of cadet officers and noncommissioned officers will be determined by number in grade as published in orders. The military rank of cadet privates will be determined by class standing within classes in order, senior-junior-sophomore.

43.02. For ALL MILITARY DUTIES the R.O.T.C. tables of organization will govern.

43.03. For ADMINISTRATIVE PURPOSES the set-up will be as organized by the Commandant.

43.04. A cadet officer or noncommissioned officer is required to "pass his command (or duty)" to the next in rank before he is relieved of the responsibilities thereof. This is very important. Any cadet having a command or duty fall upon him has a right to know the exact time when he is to assume such responsibilities. A salute and a simple report like "Sir, I release command of the battalion (company, platoon, mess hall, or such office) to you" is sufficient. The command or duty passes only when the cadet assuming it returns the salute, indicating that he understands. No command will be "passed" except by proper authority.

44—SICK

44.01. The AGO Form No. 5, Daily Sick Report, will be used and the instructions for its use will be complied with. The large consolidated Surgeon's Report Book will be kept at the hospital.

44.02. A cadet desiring medical attention will report to the First Sergeant of his company and request that his name be entered on the sick report. The First Sergeant, or his representative, (the First Sergeant may

delegate the duty to the Company Clerk or the NCO in Charge of Quarters, but he will be responsible for the correctness of the entries), will enter the following data in the Sick Report: Name, rank and organization of the cadet and the date of the sick call to be attended. All entries will be made in ink and erasures are forbidden. If an entry, or portion of an entry, is to be changed, a single line will be drawn through it and initialed by the person making the deletion. There will be no blank lines left between the bottom of one day's entries and the next entry. The Surgeon's signature should be on the next line below the last entry appearing in the book for the day and the next entry will be made on the line below this signature. Ink will be used in making all entries, notations, signatures or any other writing in the book. A notation will be entered in the right hand column showing the disposition of each cadet as made by the Surgeon. If a cadet is absent, the notation "Absent" will be entered in this column and the cadet will be reported by the Officer of the Guard for being absent from Sick Call. This report will be made on C.C. Form No. 2 and will give the cadet's name, rank and organization and the date of the delinquency. Cadets assigned to one organization only will be entered on a delinquency form.

44.03. Sick Call will be held immediately after breakfast. When the command "Rest" is given after the publication of orders at breakfast, all cadets whose names are on the Sick Report, together with the Senior Officer of the Guard from P-T Barracks, and the NCO in Charge of Quarters in each Company, will rise and leave the Mess Hall immediately. The NCO in Charge of Quarters in each company will obtain from his First Sergeant, the Daily Sick Report of his company before breakfast. Under the Supervision of the Senior Officer of the Guard, P. T. Barracks, the details will be formed by company on the sidewalk leading from Bond Hall to the Hospital, Co. A on the right, facing south. When all of the details have been formed they will be reported by their respective NCO's in Charge of Quarters to the Senior Officer of the Guard from P. T. Barracks. Immediately upon leaving the Mess Hall the Senior Officer of the Guard from Murray Barracks and the two cadets detailed for NYA work will go directly to the hospital and report to the Surgeon for duty. After reporting his detail to the Senior Officer of the Guard, Padgett-Thomas Barracks, the NCO in charge of each detail will march it to the hospital and turn it over together with the Daily Sick Report of his company, to the Senior Officer of the Guard present at the hospital. He will then return immediately to barracks. As soon as all reports have been received by the Senior Officer of the Guard. P. T. Barracks, in front of the Mess Hall he will return to the Guard Rooms, locate all absentees (if any) and cause these to report to the hospital at once. He will then enter appropriate delinquency reports against them on C.C. Form No. 2. Upon completion of this he will resume his usual guard duty. All cadets who are not shown on the Daily Sick Report as "Sick in Hospital" will return to barracks immediately after their medical needs have been attended to. If it is absolutely necessary that a cadet, who is not to be admitted to the hospital for treatment, be held at the hospital after First Call for class,

he will report to the Officer of the Day of his barracks upon his return from the hospital. He will then take with him a notation from the Surgeon showing the hour and minute he left the hospital.

44.04. When sick call has been completed at the hospital the Officer of the Guard will return to his barracks guard room with the completed Daily Sick Reports. He will immediately make the necessary changes in the Daily Authorized Absentee Lists in the Guard Room. If there should be any Daily Sick Reports not completed by first call for class, the Senior Officer of the Guard from Murray Barracks will remain at the hospital until they are completed. On the completion of these reports he will return them to the necessary guard rooms and note any changes to be made in the Daily Authorized Absentee Lists. At First Call for Class the two NYA cadets detailed for duty in the Surgeon's office will take the reports which have been completed and return them to their respective barracks guard rooms.

44.05. All cadets reporting at the hospital for medical attention at times other than sick call, will place their names on the Daily Sick Report of their company and take it to the hospital with them. After receiving the necessary medical attention and having the Daily Sick Report completed by the Surgeon they will return immediately to their barracks guard room and report their return to the Officer of the Day and turn over the Daily Sick Report. (They will also report their departure from the hospital to the Officer of the Day at their barracks.) In case they are admitted to hospital, the Surgeon will notify the proper guard room by telephone and the Officer of the Day will send a member of the guard to the hospital to obtain the Daily Sick Report, return to the guard room and make any necessary changes in the Daily Authorized Absentee Lists. All cadets reporting at the hospital at hours other than sick call will be reported by the Surgeon on C.C. Form No. 2, unless in his opinion the case was one requiring immediate medical attention and could not have been foreseen by the cadet at the previous regular sick call.

44.06. A cadet returning from the hospital after sick call, or at any other time after the formation of his sections or company is not excused from that duty, but he will report without delay to the Officer of the Day and then to his class room or company, regardless of the time remaining for such duty.

44.07. In case it is necessary for a cadet to go to his room for equipment before going to class, drill or duty, he will be allowed five minutes to go to his room and report back to the guard room.

44.08. A cadet marked "Excused Military Duty" will be in sick restriction and subject to the same restrictions laid down by cadets in ordinary restriction until marked "Duty" or "non-restricted" by the Surgeon. They will not be permitted to serve confinements or punishment tours unless marked "non-restricted" in which case they will be eligible for punishment and leave as though they were not on the sick report.

44.09. Any exemption from duty or any privileges which the Surgeon authorized for a cadet must be shown on the company sick book and on the surgeon's sick report each day, and the cadet will attend each sick call until marked "duty" by the surgeon.

44.10. A cadet marked "Excused Military Duty" will not be required to perform military duty or to march in ranks. He will meet all company formations and after report of absentees has been received by the First Sergeant he will fall out, report to his company or detachment commander, and proceed alone to the place of the duty, except he will not be required to attend close order drill and parades. He will not be required to meet section formations but will report to the Officer of the Day and proceed to class individually in rear of the last section. On arriving at the class room, he will make a report to the instructor.

44.11. A cadet in the hospital will obtain permission of the Surgeon or his assistant before leaving that building for any purpose, and will report his departure and return to the nurse; in case of entering barracks or of leaving The Citadel grounds, he will also report his departure and return to the Officer of the Day.

44.12. Except in case of emergency occurring on leave and requiring immediate medical attention, a cadet will not arrange for or receive professional treatment from doctors or specialists without permission from the Surgeon. Applications for any special leaves required for such treatment will be submitted to the Commandant and referred to the surgeon.

45—SMOKING

45.01. Smoking by cadets will be authorized as follows for all cadets except freshmen.

1. In barracks with the following exceptions:
 - (a) On the quadrangle before dark.
 - (b) In or near the sallyports at any time.
 - (c) In the guard room.
2. In the mess hall during meals.
3. In such other buildings as may be authorized.
4. In accordance with dance regulations at dances in Alumni Hall.
5. Within the confines of a private home in which the cadet is a guest when the occasion permits.
6. In drug stores and restaurants only when seated at tables or booths.
7. In automobiles only after dark. Never on King Street in Charleston.

45.02. Members of the guard will smoke only in their own rooms and in the guard room.

45.03. Cadets will not use tobacco other than cigarettes or cigars when off the campus, private homes excepted.

45.04. Smoking by freshmen will be authorized in accordance with freshman regulations.

46—TRUNKS AND SUITCASES

46.01. A trunk room is provided in which trunks and suitcases of cadets will habitually be kept.

46.02. A cadet will take from his trunks the articles required until the next general furlough.

46.03. At the beginning of the school year and after the Christmas holidays a cadet will place on his trunks and suitcases a tag furnished by the Quartermaster showing his name, laundry number, and company and will place the trunks on the gallery to be removed to the trunk room by the janitors.

46.04. Access to trunk rooms will be authorized only on application approved by the Commandant.

47—UNIFORMS

47.01. The following are cadet uniforms and the occasions on which each will be worn. For all drills and ceremonies the PMS&T will prescribe the uniform. For all other formations the Commandant will prescribe the uniform. Only regulation clothing of the type issued by the Quartermaster is authorized.

- a. **FIELD UNIFORM:** Gray overseas cap, gray shirt, black four-in-hand tie, gray trousers with loops, black web belt, black shoes, black socks held up by garters. Note: The ends of the tie will be tucked in the shirt front between the second and third button from the top. When under arms the field belt will be worn.
- b. **DRESS UNIFORM:** Blue cap, plain white shirt, dress coat, uniform white collar clipped in place, gray trousers, (or white if ordered) supported by suspenders, black shoes, black socks held up by garters. When under arms full dress belts and white gloves will be worn.
- c. **FULL DRESS UNIFORM WITH EQUIPMENT:** For all cadets except members of the band and cadet officers, the same as full dress, except that the shako with black pompon will be worn in place of the cap. A white waist belt, white cross belts, breast

plate, black leather cartridge box and white gloves will also be worn. The cartridge box will be attached to the ends of the belts two inches below the waist in the back.

47.02. MEMBERS OF THE BAND: The same as full dress uniform with the addition of white waist and cross belts. The drum major will wear the shako with white plume (in place of cap), white belt, breast plate and white gloves.

47.03. CADET OFFICERS: The same as full dress uniform, except that the shako with black plume will be worn in place of cap. White gloves, white saber belt and breast plate with sword, and a red sash will be worn. Cadet first sergeants and technical sergeants are authorized to wear the red sash.

47.04. Overcoats of the regulation type issued by the Quartermaster are authorized but not required. Raincoats of the approved type are required. Class numeral will be worn on the left side of collar and rank insignia on the right side of collar for cadet officers' overcoats.

47.05. White uniform of approved pattern is required.

47.06. OCCASIONS TO BE WORN: a. **FIELD UNIFORM:** To classes, meals, recreation and other daily routine on the campus. Not to be worn on leave except by recruits not provided with dress coat.

b. **DRESS UNIFORM:** With side arms to chapel and on visits to the President's office; on leave; at mess hall dances; at ceremonies, and on other occasions when ordered.

c. **FULL DRESS UNIFORM:** On leave; at formal dances; at ceremonies, and on other occasions when ordered.

d. **OVERCOATS OR RAINCOATS:** As the weather requires, and when ordered.

e. **WHITE UNIFORM:** On leave and at social functions in season.

47.07. SIDE ARMS: a. For field uniform: A cadet armed with sword will wear belt and sword with white gloves. A cadet armed with rifle will wear field belt.

b. For dress uniform: A cadet armed with sword will wear white belts, (sashes if authorized for the grade), sword and white gloves. A cadet armed with rifle will wear white waist belt and white gloves.

c. For full dress uniform: The side arms will be the same as for dress.

47.08. Cadets will not enter an automobile when carrying or wear-

ing arms just prior to a drill or ceremony; they will not leave the quadrangle after a drill or ceremony until they have removed belts, shako and equipment and placed these in their rooms. The correct uniform for visiting with friends after parade is leave uniform. In case the ceremony is in full dress, the full dress coat will be retained, otherwise the dress coat. In case the ceremony has been held in white trousers, the white cap will replace the shako: otherwise the blue cap.

47.09. During the college year a cadet on furlough who attends hops, balls, dances, or other social functions given by or for the Corps of Cadets, whether formal or informal, whether at or away from The Citadel, will wear the uniform of the occasion.

47.10. A cadet leaving The Citadel on special leave or special furlough will depart and return in the prescribed leave uniform. The following uniform regulations will govern athletic squads making trips away from The Citadel: While actually inside buses cadets may wear gray shirts or sweaters. At all other times, when not in athletic uniform, they will appear in proper dress uniform, buttoned throughout. This applies to those leaving buses for any purpose whatsoever.

47.11. A cadet attending meals during leave hours will wear the uniform prescribed for the daily routine work.

47.12. A cadet will keep his uniforms repaired, pressed, neat and free from stains and spots. He will have all buttons and hooks securely sewed on and fastened.

Coats will be worn buttoned throughout; caps will not be worn at an angle on the side or back of the head.

47.13. The Commandant will decide when any article of a cadet's uniform is unserviceable, and when so decided the cadet will be required to purchase another such article. Uniforms or parts of uniform, may be declared unserviceable as a result of unauthorized or improper alterations or of having uniforms made which do not comply with the required specifications.

47.14. A cadet will wear the appropriate service stripes and insignia for his class and rank.

47.15. During study hours a cadet may, while in his room, remove his uniform and shoes, but will be required to wear a bathrobe and bedroom slippers, or he may wear white trousers, and white shirt or sweater, and bedroom slippers.

47.16. No cadet will expose himself to public view by appearing on

the gallery or by standing in the doorway or in front of windows while in improper uniform.

47.17. The gray overcoat is a prescribed uniform. The proper class numeral will be worn in the middle of the collar one inch from the front of the left lapel.

47.18. Cadets participating in athletic activities, including horseback riding, will wear the costume appropriate to that activity. There will be no exposure of any part of the person beyond that required in that particular sport. Bathing suits and track uniform will not be worn at other sports.

47.19. Athletic clothing in cadets' rooms will be limited to sweater, sweat shirt and tennis shoes. Team athletic uniform will be kept in the gymnasium.

47.20. Shoes will conform to approved models: shoes for wear with full dress, dress and field uniform will be black oxfords of an approved type with rubber heels and leather soles.

47.21. The following is a list of articles that each cadet will be required to have in his possession at all times. New cadets may bring with them articles starred (*). No worn, torn, ragged or soiled clothing is permitted at any time or place. Outer garments will be kept clean and pressed and shoes properly shined at all times.

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|---------------------------------|---------------------------------------|
| 2 Bags, laundry* | 3 Numerals, Class |
| 1 Bathrobe* | 1 Overcoat (optional) |
| 2 Blankets* | 2 Pajamas, suit* |
| 2 Belts, uniform, black web | 1 Pillow* |
| 4 Belts, white shoulders, pairs | 4 Pillow Cases* |
| 6 Belts, white waist | 1 Plate, breast |
| 1 Brush, hair* | 1 Plate, waist |
| 1 Brush, nail* | 1 Raincoat |
| 1 Brush, shaving (optional) | 1 Razor* |
| 1 Brush, shoe* | 1 Shako, complete |
| 2 Brushes, tooth* | 6 Sheets* |
| 1 Cap, cover, rain | 4 Shirts, gray, cotton |
| 1 Cap, cover, white | 3 Shirts, gray, woolen |
| 1 Cap, white | 4 Shirts, white* |
| 1 Cap, overseas | 2 Shoes, dress, black, low cut, pairs |
| 1 Cap, dress | 1 Shoes, white, pair* (optional) |
| 1 Coat, dress | 1 Shoes, Athletic, pair* (optional) |
| 1 Coat, white (optional) | 1 Shoes, hop, pair* (optional) |
| 1 Coat, full dress | 3 Shoe Trees, pair* (optional) |
| 6 Collars, uniform, white | 6 Socks, pair, black, cotton* |
| 1 Comb* | 1 Slipper, bedroom, pair* |
| 1 Comforter* | 3 Socks, pair, white* (optional) |

- | | |
|---------------------------------------|-------------------------------------|
| 2 Covers, mattress | 1 Suit, bathing |
| 6 Drawers, summer* | 1 Suspenders, pair* |
| 1 Garters, pair* | 6 Towels, bath* |
| 1 Gloves, pigskin, pair | 6 Towels, face* |
| 6 Gloves, uniform, white, pairs | 1 Trousers, full dress, gray |
| 2 Gloves, white lisle, pairs | 1 Trousers, dress, gray |
| 12 Handkerchiefs, white* | 1 Trousers, field, gray |
| 1 Hat, full dress | 2 Trousers, full dress, white |
| 1 Hat, cover, full dress (optional) | 2 Trousers, dress, white (optional) |
| 1 Mattress | 6 Undershirts, summer |
| 1 Necktie, uniform, black | 1 Whisk broom* |
| 1 Necktie, 4 in hand black (optional) | |

48—VISITING

48.01. Visiting is authorized in barracks during release from quarters except for cadets in arrest or serving confinements.

48.02. Except on official duty no cadet shall at any time visit in a room when any of the occupants are in arrest or are serving confinements.

48.03. When his room is being scrubbed by the janitors a cadet may visit another room or remain on the gallery until his room is dry. If in arrest or serving confinements he will first obtain permission for such visit from the Officer of the Day.

49—CLUBS

49.01. Meetings of authorized clubs will be held at such times and places as have been duly authorized by the Commandant and approved by the President. Instructions governing the departure and return from such club meetings will be published from time to time in orders.

49.02. Any official communication from a cadet to the Commandant of Cadets which requests permission to hold a meeting of a club or society will be submitted through the Faculty adviser of that society, who will be requested to make recommendation as to the time and place for the meeting.

50—Y. M. C. A.

50.01. The Y.M.C.A. secretary is in general charge of the Y.M.C.A. activities. He is also Citadel postmaster.

50.02. The Y.M.C.A. meetings may be held at any time and place which will not conflict with College or Cadet Regulations.

50.03. Any Y.M.C.A. meetings, visits, trips, or other arrangements which cause any conflict with regulations will not be allowed without spe-

cial authority; requests for authority will be submitted either by the secretary, or through him to the Commandant.

50.04. On Sunday evenings Y.M.C.A. meetings will be closed so that cadets will be in their rooms by the beginning of the second study period.

50.05. The recreation rooms are a Y.M.C.A. activity and will be operated under such regulations as may be approved by the Commandant.

