

Clearance Form For Early Departure

APPENDIX 1 (Clearance Form) to ANNEX B (Charleston Pass and Leave Policy during the Exam Period)

to OPORD 141-3 Clearance Form for early departure/*Summer Furlough*

Cadet must state reason for early departure below:

This is to verify that Cadet _____, CWID _____, Company _____ has:

a. Turned in rifle

(Arms Room)

b. Turned in dress and full dress coat

(Tailor Shop)

c. Returned all books to the library

(Library Personnel)

d. Cleared the Cadet Store

(Cadet Store Personnel)

e. Removed, stored or turned in belongings to Supply Warehouse

(Supply Manager)

f. Cleared respective ROTC Department if a contracted cadet

(ROTC Dept. Head)

g. Put room in White Book Order (All furniture arranged per White Book)

(Company Commander)

h. Cleared with Multicultural Services if international student

(Multicultural Services)

i. Turned in text books if a scholarship athlete

(Athletic Department)

j. Turned in room key to Tactical Officer

(TAC Officer)

k. Received clearance from Assistant Commandant for Discipline

(Assistant Commandant for Discipline)

Must obtain all signatures before clearance is granted

NOTE: Cadets requesting the Commandant's approval to depart early on Summer Furlough must have this form completed and attached to a completed Special Leave.

All forms will be turned in to LtCol Sberna in the Commandant's Department.