

OFFICE OF THE COMMANDANT
THE CITADEL
CHARLESTON, SOUTH CAROLINA
10 MARCH 2022
MEMORANDUM No. 5
SCCC UNIT OF ASSIGNMENT POLICY

1. This policy supersedes Memorandum No 4, “Legacy Requests and Company Rebalance,” dated 16 Aug 2021.
2. The efficient operation of the Corps—to include such considerations as billeting space, the ability to perform missions such as parades and guard duty, and filling chain of command assignments—requires companies of roughly equal proportions involving not just overall size, but various specific demographic considerations such as class and gender composition. At the end of each school year, balance will be restored as follows:
 - Volunteers will be solicited to be moved corps-wide.
 - After that, BN TACs/NCOs will effect intra-battalion moves to cross-level companies.
 - If these measures do not achieve desired results, necessary Corps-wide reassignments will be effected by random selection.
3. The assignment of matriculating freshmen, battalion transfers, and readmits will also be used to effect optimal balance.
4. “Legacy” cadets are those cadets who have a grandparent, parent, or sibling who graduated from or currently attending The Citadel. Legacy freshmen can request their legacy company prior to matriculation by submitting the Incoming Freshmen Legacy Request form from the online Matriculation Headquarters page. A sibling legacy request with a sibling who is a current member of the corps cannot be assigned to the same company. They may be assigned to the same battalion. Legacy cadets will not be subjected to the involuntary reassignment measures articulated in paragraph 2.
5. All cadets, including legacies, who aspire to compete for 1SG/CSM or command positions (CO/BN) in junior (C3)/senior (C4) year, will be required to transfer to another battalion if selected. Individual cadets may also request to transfer companies to fill unfilled chain of command positions in another company. Both receiving and losing TACs must agree to such a move.

6. Special consideration will be accorded to Band Company and Palmetto Battery to ensure they maintain the personnel posture necessary to perform their unique missions.

7. The Commandant Department Sergeant Major is responsible for the implementation of this policy.

T. J. GORDON
Colonel USMC (Retired) '91
Commandant of Cadets

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