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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Furlough Requests

Subject: Standard Operating Procedures (SOP) for Furlough Requests

Purpose: This Standard Operating Procedure details the specific way that all cadets will send in requests to their TLA to take furloughs.

Applicability: This SOP is effective immediately dated 13 OCT 18

Scope: This SOP identifies the procedures to identify how a cadet should submit a furlough request

Responsibilities:

- Submit furlough requests in the following format:

Who

What

When

Where

How

GPA

Department

Tours

Phone Number

- If a minor is requesting a furlough of any kind, their TLA will need an email from a parent authorizing it and they must include the above information, as well.

Procedures and Guidelines: All cadets will submit their requests correctly and be able to send them in on time. Furlough requests must be sent in before DRC on Wednesdays.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Interim Commandant of Cadets