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Virginia Military Institute
Lexington, VA
28 October-2020 / 1600 hrs

FRAGMENTARY ORDER (FRAGO) #3 (Thanksgiving Furlough & Terminus of the Fall 2020 Semester) to OPLAN AY 2020-21 #1 (Fall 2020 Return to Post & In-Person Classes)

1. **Situation.** No change.
2. **Mission.** No change.
3. **Execution.** This FRAGO addresses changes to the Base Operations Plan (OPLAN) with respect to how the Institute will end its fall semester and when cadets will be released for the winter furlough. VMI will end in-person instruction after completion of academic duty on 20 November and transition the entire academic program to an online format for the remainder of the fall semester.
 - a. **Commander's Intent.** The VMI Community in general and the Corps of Cadets specifically, have shown great resilience and perseverance throughout a semester unlike any other in recent memory. As we approach the Thanksgiving holiday, we have assessed the health of the Corps, current local and regional trends related to COVID-19, and best practices in higher education. We have determined that rather than have the Corps come and go from post over the holiday, thereby further exposing cadets and families to additional virus, and to limit the effect of the confluence of the pandemic and cold and flu season with academic instruction, we will move to an online environment beginning on Monday, Nov. 23, 2020. The Corps of Cadets will be furloughed from post in a phased approach beginning on Friday, Nov. 20, 2020.
 - b. **Concept of Operations.** VMI will conduct a phased release of the Corps of Cadets on 20-21 November for Thanksgiving furlough. Cadets in isolation or quarantine during this period may remain at VMI, in compliance with CDC recommendations, until their designated period of isolation or quarantine has ended. Cadets are reminded that most means of public transportation will not admit persons with COVID symptoms.

The classes currently scheduled for 23-25 November will occur, just in an online format. The remainder of the semester remains as currently scheduled with the execution being conducted wholly online vice the multiple and combined modalities used while the Corps was in residence at VMI.

1) **Phased Departure:**

- a) 20 Nov: First Classmen, Fifth Year Men, Rats and those cadets who are ride sharing with anyone in this group may depart after completion of academic duty.
- b) 21 Nov: all remaining Third Classmen may depart immediately following BRC and should depart the Post prior to 1300.
- c) 21 Nov: following Ring Presentation all Second Classmen are authorized to leave and should depart Post prior to 1800.

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- d) There is flexibility built into this plan so that cadets sharing rides or with confirmed flight times can depart during a time other than their own. These must be coordinated in advance with their Company Tactical Officer.
 - e) See Appendix 1 (Furlough Cadet Clearance Instructions) for detailed instructions on the following topics:
 - (1) Uniform, Equipment, and Weapons Turn-in;
 - (2) Room Clearance;
 - (3) Miscellaneous Close-out Requirements;
 - (4) Discipline/Restrictions;
 - (5) Resigning and Study Abroad Requirements;
 - (6) Graduating Cadet Requirements; and
 - (7) Request form to complete the semester in barracks.
- 2) **Barracks Availability:** Cadets with compelling reasons may request to remain in barracks during this period. Requests must be submitted to Col Faust at faustkl@vmi.edu no later than 0700hrs, 2 November.

To reduce the number of support personnel required, VMI will adopt a “summer session” posture in barracks. In other words, cadets remaining in barracks may wear civilian attire; will not be required to attend formations, and while the rooms must be properly maintained and cleaned, cadets will not be required to “put up” their hay on a daily basis. All other guidelines for living in barracks during this period are included in Appendix 2 (Instructions for Cadets Remaining in Barracks 21 Nov – 19 Dec).

All cadets authorized to complete the semester in barracks must depart VMI upon the completion of their final exam. Barracks will be secured (closed) following normal furlough SOP after 19 December. Acceptable reasons to remain at VMI following the Corps’ departure in November include:

- a) A cadet’s home internet is not sufficient to support online classes and there are no reasonable public internet options.
 - b) There are extenuating circumstances that precludes the cadet from returning home.
 - c) The cadet’s family resides overseas and no other housing options are available.
 - d) The cadet can demonstrate a legitimate academic need to return to the Institute.
 - e) The application to complete the fall semester at VMI was emailed to the corps on 19 October. It is also available as Annex 1 at the end of this order.
 - f) Cadet is a member of an NCAA team authorized to stay in barracks.
- 3) **Schedule for the remainder of the fall semester.** Beginning on 23 Nov, all academic classes will transition to a wholly online (virtual) format. Faculty will ensure cadets are briefed on the plan for synchronous or asynchronous classes prior to departure. Faculty will also ensure appropriate arrangements for cadets’ who live overseas and are more than three time zones (i.e., further away than CA) from the East Coast of the United States.

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- a) 23-25 Nov: classes as currently schedule but in a virtual format
 - b) 25-29 Nov: Thanksgiving furlough (from CAD 25 Nov)
 - c) 30 Nov – 11 Dec: complete fall semester classes
 - d) 12 Dec: reading day
 - e) 14-18 Dec: virtual exam period
 - f) 18 Dec: Commissioning Ceremonies
 - g) 19 Dec: Commencement Ceremony for both May 2020 and Dec 2020 graduates
 - h) 19 Dec: Barracks clears and is closed (no cadets remain on Post)
- 4) **Phased return upon completion of the Winter Furlough.** The Corps of Cadets will conduct a phased return in January 2021. Details will be published in a separate FRAGO; however, cadets should expect a process very similar to the Fall 2020 return to Post. In other words, VMI will request cadets to self-quarantine at home for two weeks prior to returning to the Institute and avoid contact with known COVID positive individuals. Cadets will also be requested to utilize their LiveSafe App during that two-week period to give the Institute a sense of the health of the overall Corps upon return. Upon return, using a combination of EMT and Post Infirmary personnel, cadets will be medically assessed prior to entering the barracks. Anticipated return dates:
- a) 13 Jan (NCAA athletes): Basketball, Wrestling, Football, M/W Track, Lacrosse, and Water Polo
 - b) 13 Jan: Early Return Guard Team and select cadet EMTs
 - c) 14 Jan (NCAA athletes): M Soccer
 - d) 17-18 Jan (Old Corps): Old Corps conducts a phased return in accordance with Commandant's return order to be published at a later date
 - e) 19 Jan: Registration
 - f) 21 Jan: 1st day of classes
- c. **Tasks.**
- 1) The Deputy Superintendent for Academics and Dean of the Faculty will oversee the conclusion of the Fall 2020 academic program. Ensure a smooth transition to a wholly online format beginning 23 Nov and ending with the last of the exams on 18 Dec.
 - 2) The Deputy Superintendent for Finance, Administration, and Support will oversee the Fall 2020 logistical support plan as detailed in the ANNEX D (Administration and Logistics) to the VMI Fall 2020 Return to Post and In-Person Classes OPLAN and the sustainment and support section of this FRAGO.
 - 3) The Commandant of Cadets will oversee the departure of the Corps of Cadet on 20-21 Nov. Detailed instructions are included at Appendix 1 (Furlough Cadet Clearance Instructions) of this FRAGO.

The Commandant also provides continued oversight of the conduct and decorum of those cadets remaining on Post during the period of 21 Nov – 19 Dec. Detailed instructions for those cadets are captured in the Instructions for Cadets Remaining in Barracks 21 Nov – 19 Dec and included at Appendix 2 of this FRAGO.

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d. Coordinating Instructions.

- 1) Cadets are to take home all academic materials required to complete the semester in an online environment. All other instructions for clearing barracks are included in Appendix 1 (Furlough Cadet Clearance Instructions).
- 2) All COVID related mitigation measures currently in effect in barracks and on Post, remain in effect through the remainder of the Fall 2020 semester.
- 3) With the exception of NCAA study hall, cadets will not be able to access academic buildings during this time.
- 4) Cadets remaining on Post for the conclusion for the fall semester will be granted limited GP in accordance with Appendix 2 (Instructions for Cadets Remaining in Barracks 21 Nov – 19 Dec).
- 5) Cadets with poor internet connectivity at home may check out a hotspot to use while away from VMI. The hotspots may be requested at the following link. <https://vmiedu.sysaidit.com/servicePortal>. Cadets are highly encouraged to submit these requests as soon as possible as there are a limited number of hotspots available.

4. Sustainment and Support.

- a. Crozet Hall remains open to support in season NCAA athletes and cadets authorized to complete the semester in barracks.
 - 1) Cadets will be fed during the hours of 0700-0800 (BRC), 1100-1300 (DRC), and 1800-2000 (SRC) with weekend brunch hours from 21 November - 19 December.
 - 2) Crozet will close from 20 December – 12 January and will resume the limited hours noted above on 13 January.
- b. Armory. The Armory will provide weapons storage and maintenance to the Corps of Cadets to include the Cadet Marksmanship Program, cadet club sports, and ROTC training.
 - 1) Weapon returns are scheduled for the week of 16-20 November.
 - 2) Armory will inventory and account for all weapons before cadets and staff are released from VMI.
- c. Barber shop. The VMI Barber Shop will provide military style haircuts to cadets and uniformed faculty and staff from 22 November – 19 December. Haircuts will be on a first come / first served basis during normal hours (0830-1600, M-F), or, preferably, by appointment.
 - 1) All customers will scan their VMI issued ID card into the electronic queuing system.
 - 2) Limited numbers of patrons may wait in the Barber Shop proper; all others will wait in a separate location and will monitor the electronic queue system on the provided monitors or available web site.
 - 3) The barbershop will close from 20 December - 4 January during the winter furlough.
- d. VMI Bookstore. The bookstore will remain open through 19 December with limited hours: 0900-1500, M-F.
 - 1) On 18-19 December however, hours will be extended to account for anticipated high volume during graduation activities.
 - 2) Cadets are encouraged to return rented textbooks not required over furlough prior to departure, and further instructions on book returns at the close of the semester is forthcoming.

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- e. Laundry Department. The VMI Laundry will collect, sort, wash, dry, fold and dry clean VMI issued uniforms and select personal items for VMI cadets until 20 November.
 - 1) Laundry bins will be placed in Jackson Arch and the breezeway near the pickup rooms beginning Thursday 19 Nov, in order to collect all summer uniform items for cleaning and storage.
 - 2) Cadets should pick up clean laundry bags prior to departing for furlough.
 - 3) Laundry service will resume with uniform pick-ups on 12 January and full service thereafter.
 - 4) For those cadets remaining on Post, there are coin-operated washing machines and dryers located in the barracks sinks.
- f. Mailroom. On post mail delivery and pick up service will continue with reduced staffing.
 - 1) 10 November is the last recommended day for mail and packages to be mailed to cadets and VMI.
 - 2) The mailroom will operate on reduced hours and personnel beginning 20 December and continuing through 4 January.
 - 3) Services will be available for cadets remaining in barracks.
- g. Military Store / QMD / Tailor Shop.
 - 1) These departments will receive and store uniforms for cadets not returning for the spring semester. This includes those studying abroad (unless a permit is submitted/approved) and cadets departing under the 10-hour rule.
 - 2) During the winter furlough, these departments will be closed to the VMI community while they conduct inventory and uniform maintenance in support of the spring semester.
- h. PX, Catering, and Concessions. The PX, catering, and concessions services will be closed during the winter furlough, and will reopen prior to the start of the spring semester, on or about 17 January.
- i. The Post Infirmary continues to provide the full spectrum of cadet support 24/7 through 19 Dec.
 - 1) COVID testing will continue to be conducted on an as required basis while cadets remain on Post.
 - 2) Post infirmary will also continue to supervise the contact tracing effort for cases involving cadets remaining on Post.
- j. Human Resources (HR). The HR office will be fully staffed and open five days a week during the period 20 Nov – 18 Jan with the exception of the Institute approved Thanksgiving and Christmas/New Year holidays.
 - 1) Hours of operation during the workweek are 0800-1700.
 - 2) If a VMI faculty, staff, or employee requires HR assistance during one of the approved holidays, they should call (540) 470-0074 for assistance.
 - 3) HR will continue to oversee contract tracing for state employees during this period. Procedures remain unchanged from those established for the Fall 2020 semester.
- k. Preston Library. Access to Preston Library remains limited to members of the VMI community. Entry to the building is by swipe card access using the VMI identification card.
 - 1) Hours of operation for the facilities are limited to Monday through Friday from 0800 to 1630 beginning Nov. 23.
 - a) Fall Semester hours

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- (1) 20 Nov: 0800-1630
- (2) 21-22 Nov: CLOSED
- (3) 23-24 Nov: 0800-1630
- (4) 25 Nov: 0800-1200
- (5) 25-29 Nov: CLOSED (Thanksgiving)
- (6) 30 Nov – 18 Dec: 0800-1630 (during work week)
- b) Winter Furlough hours
 - (1) 19 Dec – 03 Jan: CLOSED
 - (2) Beginning 04 Jan through spring semester: 0800-1630 (during the work week)
- 2) Services & service points
 - a) Archives, Research & Instruction, Systems, Technical and Users services continue to fulfill their responsibilities to the VMI community.
 - b) Update the library's home page to provide easy access to these services.
 - c) Cadet and faculty consultations with staff will continue by remote access, i.e. chat, email, telephone, and video conferencing.
 - d) Library instruction will be provided remotely via Teams or Zoom.
 - e) Course reserves will continue to be electronic; Inter-library loans of digitized materials will continue.
- 3) Consultations with a Research & Instruction Librarian will continue until the end of the semester:
 - a) Monday-Friday: 0800-1630
 - b) Monday-Thursday: 1900-2200
- l. Cadet Counseling Center. During the period 20 Nov – 19 Dec, the Cadet Counseling staff will continue to provide counseling services to all existing clients of the center.
 - 1) Cadets wishing to initiate counseling services will be able to access counseling services via telehealth.
 - 2) Those cadets who reside outside of Virginia will be able to access case management services via telehealth; however, counselors will transition those cadets to counseling services within the community in which they reside.
 - 3) Virginia residents who return home and desire counseling services may also access that service through telehealth.
 - 4) To access telehealth cadets can email cadetcounseling@vmi.edu or call 540-464-7667.
- m. Physical Plant will remain fully operation thru the remainder of the academic semester. Custodial services, reduced as necessary, will be available in Barracks through 19 Dec.
- n. VMI Post Police continue normal operations.

5. Command and Signal.

- a. The Commandant's Office provides oversight for the phased departure of the Corps of Cadets, to include making determinations on who may stay in barracks to finish out the semester.
- b. The Deputy Superintendent for Academics and Dean of the Faculty provides oversight for the completion of the Fall 2020 academic program.
- c. The Deputy Superintendent for Finance, Administration, and Support provides oversight for sustainment and support.

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FOR THE SUPERINTENDENT

James P. Inman
Colonel, U.S. Army (Retired)
Chief of Staff

APPENDICES: (1) Furlough Cadet Clearance Instructions
(2) Instructions for Cadets Remaining in Barracks 21 Nov – 19 Dec

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Appendix 1: Furlough Cadet Clearance Instructions

1. **Purpose.** This memorandum provides instructions for the Corps' departure from post on 20 and 21 November. These instructions apply to cadets who are graduating, resigning, or returning to VMI in January 2021.
2. **Phased Departure.** The Corps of Cadets will be furloughed from post in a phased approach beginning on Friday, November 20.
 - a. 1st Classmen, 5th Yearmen, Rats as well as other cadets with whom they are traveling may depart upon the completion of academic duty on Friday, November 20.
 - b. All remaining 3rd Classmen may depart immediately following BRC on Saturday, November 21. 3rd Classmen must depart Post prior to 1300hrs.
 - c. 2nd Classmen may depart post immediately following the Ring Presentation. All 2nd Classmen must depart Post prior to 1800hrs.
 - d. The S1 Staff, in coordination with the company 1st Sergeants, will develop a roster of when each cadet is to depart. This roster will highlight cadets that are departing at times other than those assigned to their respective class.
3. **Uniform, Equipment, and Weapons.**
 - a. Appropriate civilian clothing may be worn by upper-class cadets when departing from and returning to VMI.
 - b. Rats must depart in gray blouse and woolies.
 - c. Laundry turn in-bins will be staged in Jackson Arch and the breezeway from Thursday, 19 November through Sunday, 22 November. Cadets will place all ducks and other summer uniform items into these bins prior to departing post. All clean items must be picked up from the laundry and properly placed in their barracks room.
 - d. Cadets requiring uniform items for spring 2021 study abroad must submit a uniform permit to CPT Bachman in the Commandant's Office. Coatees and gray blouses out on permit must be returned to the tailor shop NLT 2 Aug 2021. Items may be mailed to the tailor shop – Attn: Cindy Dudley, 503 Burma Road, Lexington, VA 24450.
 - e. 1st Battalion cadets turn in their weapon on Monday, 16 November. 2nd Battalion cadets return weapons to the armory no later than 1500hrs on Tuesday, 17 November. Cadets must clean their weapons prior to turn in.
 - f. Cadet marksmanship weapons turn in is on or before 13 November.
 - g. All privately owned weapons must be picked up from the guard room immediately prior to departure. Cadets are not authorized to take their personal weapons to their rooms at any time.

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4. Room Clearance.

- a. Rooms must be in MI order and cleared by a Commandant Staff member when cadets depart post.
- b. All perishable food items must be removed from the room when room occupants depart barracks.
- c. Cadets must bring all academic items – books laptops, etc. with them when they depart for furlough.
- d. Cadets must bring all necessary medication with them when they depart for furlough.
- e. All occupants will sign the room clearance sheet available in the accountability office and guard room prior to departure.
- f. Windows and transoms are secured (locked and / or secured by a zip-tie). Adjust all room thermometers to 56 degrees in “Heat” mode (do not leave thermostats in “Off” mode).
- g. Ensure all appliances and technology, i.e. coffee pots, candle warmers, computers, etc. are unplugged.
- h. Turn off all room and sink lights. Submit work orders via the myVMI Portal for all broken windows, window latches, thermostats, and other room issues by 1700hrs Monday, 16 November, so that they can be repaired prior to room clearance and departure.
- i. Once a room is inspected, the clearance sheet is posted in the center window pane of the room door (on inside door facing out).
- j. Donation bins will be in New Barracks courtyard beginning Friday, 13 November for unwanted, useable items in good condition.

5. Miscellaneous Close-Out Requirements.

- a. Cadets must return all library books that are not needed once the Corps departs for furlough.
- b. Cadets desiring to leave a vehicle behind during furlough at VMI must notify CPT Bachman.
- c. All confiscated items and clothing left in the coin operated laundry room and barracks study room after 1400hrs, 17 November, will be disposed of or donated as appropriate.
- d. Cadets are highly encouraged to bring their bikes with them when they depart for furlough.
- e. Cadets must pick up their packages and empty their VMI mail box prior to departing VMI. 10 November is the last recommended day for mail and packages to be mailed to the VMI mailroom.
- f. All loaner duty jackets and gray blouses must be returned to the VMI laundry Department before furlough departure.
- g. Rented textbooks not required over furlough should be returned to the bookstore prior to departing VMI. This includes both rentals and textbooks for buyback. Rented textbooks required for the remainder of the fall semester will be returned

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via mail or in-person to the VMI Bookstore; the due date is TBD and will be disseminated in a mass e-mail to all VMI Cadets. Cadets will not leave rented textbooks in academic or athletic buildings.

- h.* Cadets with poor internet connectivity at home may check out a hotspot to use while away from VMI. The hotspots may be requested at the following link. <https://vmiedu.sysaidit.com/servicePortal>. Cadets are highly encouraged to submit these requests as soon as possible as there are a limited number of them available.
- 6. Discipline/Restrictions:** Cadets must answer all special reports and Form 24s prior to departure. Restrictions will be suspended during winter furlough. Disciplinary confinements will be extended as appropriate to account for the period of absence. Cadets on confinement will resume that status upon return. Confined cadets must check Post View for updated confinement end dates and PT balance. All remaining penalty tours and confinement will be carried over to next semester. Cadets on confinement and/or who have a balance of penalty tours will serve confinement and work/march penalty tours as per the training schedule until they depart for furlough.
- 7. Resigning and Study Abroad Cadets:**
- a.* Sign out “Furlough” and put “Resigned” or “Study Abroad” in the comments section. Return time/date is 2200hrs on 17 January for tracking purposes.
 - b.* Resigning cadets must inform the Registrar as soon as possible.
 - c.* Resigning cadets must pick-up and complete an out processing form from Ms. Bennett in the Commandant’s Office.
 - d.* Cadets falling under the 10-hour rule are considered resigning cadets and must pick-up and complete an out processing form.
 - e.* Cadets not returning for the spring semester must take care of all disciplinary matters prior to departing post.
 - f.* Cadets not returning must remove their items from the trunk room and barracks room prior to departing post. A \$200 fee will be charged to each cadet who does not clear barracks in accordance with this memo.
 - g.* Study abroad cadets must return uniform items to the laundry. All other cadets not returning in the spring return their uniforms to the Military Store. NOTE: Study Abroad will keep Shako, Rain cape & OCP Patches with personal storage items until their return to post for the following semester. Any uniform shortages found for those resigning will be billed for missing items.
 - h.* Cadets not returning in the spring must return ROTC issued items to the appropriate ROTC department or be billed for items not returned.
 - i.* Resigning and 10-hour rule cadets must outprocess in person. Cadets who attempt to outprocess in absentia may lose their security deposit. These cadets are also responsible for the fees associated with the management and return of their belongings.

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8. Graduating Cadets:

- a. Graduating cadets sign out “Furlough” and put “Graduated” in the remarks section. Return time/date is 2200hrs on 17 January for tracking purposes.
- b. Graduating cadets must pick-up and complete an outprocessing form from Ms. Bennett in the Commandant’s Office.
- c. Graduating cadets will not be allowed to attend the graduation ceremony if they have unanswered special reports or penalty tours. All special reports must be cleared by 1530hrs, Tuesday, 17 November.
- d. Graduating cadets are reminded that violations of the regulations may result in dismissal, suspension, delayed awarding of degree, penalty tours, and/or room confinement.
- e. Cadets found guilty of major offenses will not participate in the graduation ceremony and may be required to depart post immediately.
- f. Graduating cadets who become eligible for suspension (exceeding 100 demerits) may be processed for suspension until the end of the 4th demerit period.
- g. Graduating cadets must remove their personal items from the trunk room and barracks room prior to their departure.
- h. Graduating cadets may keep their shako, travel suit jacket and pants as well as the duty jacket with their personal laundry tag in the garment. Any graduating cadet who does not wish to keep these items can return them to the Military Store for redistribution. NOTE: In addition to the above items, Pipe Band Graduates may also keep the Glengarry and Hose.
- i. Graduating cadets must return all other items to the Military Store. Failure to do so will result in a bill for items not returned. The Military Store will email all graduating cadets information regarding where and when to return uniform items.
- j. Graduating cadets must return all ROTC issued items to the appropriate department or be billed for items not returned.
- k. All graduating saber bearers turn in sabers, sashes, and frogs to the armory immediately following the graduation ceremony on 19 December.

9. Request to Complete Fall Semester at VMI. Any cadet may request to stay at VMI once all classes move to an on-line format on Monday, 23 November. Requests must be submitted to Col Faust at faustkl@vmi.edu no later than 0700hrs, 2 November. All cadets must depart VMI upon the completion of their final exam. Barracks will no longer be occupied after 19 December. Acceptable reasons to remain at VMI following the Corps’ departure include:

- a. A cadet’s home internet is not sufficient to support online classes and there are no reasonable public internet options.
- b. There are extenuating circumstances that precludes the cadet from returning home.
- c. The cadet’s family resides overseas and no other housing options are available.
- d. The cadet can demonstrate a legitimate academic need to return to the Institute.

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- e. The application to complete the fall semester at VMI was emailed to the corps on 19 October. It is also available as Annex 1 at the end of this order.

10. Return from Furlough. The Corps of Cadets will conduct a phased return from furlough in January. All cadets are requested to self-quarantine at home for two weeks prior to returning to the Institute and avoid contact with known COVID positive individuals. Cadets are also requested to utilize their LiveSafe App during that two-week period to give the Institute a sense for the health of the overall Corps upon return. Cadet EMTs screen cadets upon their return to the Institute. Cadets sign in from furlough via the computer upon return.

- a. January 13: Swimming & Diving, Football, lacrosse, track and water polo returns. Men's soccer returns on 14 January.
- b. An early return guard team reports to VMI at 1200hrs on 13 January. Any cadet wishing to participate this guard team should contact Cadet Ashmore no later than 1600hrs on Friday, 20 November.
- c. Rats and 1st Classmen return on 17 January.
- d. 2nd and 3rd Classmen return on 18 January.
- e. Registration Day is 19 January.
- f. The first day of classes is on 21 January.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, USA (Ret.)
Chief of Staff

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Annex 1 (Request to Complete Fall Semester at VMI) to Appendix 1 (Furlough Cadet Clearance Instructions) to FRAGO # 3

**VIRGINIA MILITARY INSTITUTE
OFFICE OF THE COMMANDANT**

SUBJECT: REQUEST TO COMPLETE FALL SEMESTER AT VMI

Name: _____ Company: _____ Room Number: _____

VMI Academic Class: _____ Phone Number: _____

Major: _____

Home Address: _____

I am requesting to stay at VMI once all classes move to an on-line format on Monday, 23 November, 2020 for the following reason (check one). I understand that I must depart VMI following my final exam:

- My home internet is not sufficient to support online classes and I do not have any reasonable public internet options
- I have extenuating family circumstances that preclude me from staying at home
- My family resides overseas or I have no other housing options
- I can demonstrate a legitimate academic need to return to the Institute. (A legitimate academic need is defined as a need to have frequent access to a resource at VMI that is essential for success in an ongoing course of instruction. All classes would still be on-line) **REQUIRES DEAN'S OFFICE APPROVAL.**
- Other

Provide detailed justification as to why your request should be approved

Appendix 2: Instructions for Cadets Remaining in Barracks 21 Nov – 19 Dec

1. **Purpose.** This memorandum provides instructions for cadets who are remaining in barracks after classes move entirely online immediately prior to Thanksgiving.
2. **Cadets Remaining Behind.** The wrestling and basketball teams will remain in barracks until 19 December. Cadets in quarantine or isolation will also remain on post following the Corps' departure. Other cadets may remain behind upon request. Any cadet may request to stay at VMI once all classes move to an on-line format on Monday, 23 November. Requests must be submitted to Col Faust at faustkl@vmi.edu no later than 0700hrs, 2 November. All cadets must depart VMI upon the completion of their final exam. Barracks will no longer be occupied after 19 December. Acceptable reasons to remain at VMI following the Corps' departure include:
 - a. A cadet's home internet is not sufficient to support online classes and there are no reasonable public internet options.
 - b. There are extenuating circumstances that precludes the cadet from returning home.
 - c. The cadet's family resides overseas and no other housing options are available.
 - d. The cadet can demonstrate a legitimate academic need to return to the Institute.
 - e. The application to complete the fall semester at VMI was emailed to the corps on 19 October. It is also available as Annex 1 at the end of this order.
3. **Quarantine & Isolation.** Cadets in quarantine will be housed in designated rooms in barracks until the expiration of their quarantine period. The Commandant's Office will assign specific bathrooms for these individuals to use. Isolating cadets will be housed either in the Turman House or Moody Hall.
4. **Safety & Security.**
 - a. Officer-in-Charge or member of the Commandant's Staff will be in barracks 24/7.
 - b. Cadets must adhere to published guidance regarding the wearing of masks, social distancing, and room visitation policies.
 - c. Cadets may lock their doors during this period. Shades must be up.
 - d. The Officer-in-Charge will check 100% of the occupied rooms each night during this period.
5. **Room Assignments & Bathrooms.**
 - a. Cadets may remain in their "permanent" room during this period.
 - b. Cadets may not live alone. Cadets whose roommates are no longer on post move in with another cadet of the same class and gender. Cadets residing in a room other than their permanent room notify Col Faust.
 - c. Non-quarantine cadets will use the New Barracks bathrooms. Additional bathrooms will be available depending on the number of cadets in barracks and the location of their rooms.

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6. Facility Availability.

- a. With the exception of NCAA study hall, cadets will not be able to access academic buildings during this time.
- b. Preston Library will be available from 0800 to 1630hrs Monday through Friday.
- c. The infirmary will be open 24/7.
- d. The barbershop will be operating at normal hours during this period.
- e. Crozet Hall will remain open during this period. Cadets will be fed during the hours of 0700-0800, 1100-1300, and 1800-2000 with weekend brunch hours.
- f. The PX will be closed during this period.

7. Laundry. The laundry department will not be operational during this period. Cadets may clean their clothing using the coin operated machines located in the barracks sinks.

8. Expectations.

- a. Cadets are authorized to wear **appropriate** civilian attire during this period. Male cadets may not wear earrings. Cut off shirts are not authorized; nor are sandals.
- b. The Blue Book is in effect regarding standards as pertains to haircuts and shaves.
- c. The Blue Book is in effect regarding cadet conduct. Class privileges regarding courtyard access, arch restrictions, etc., are not in effect. The Ratline is not in effect.
- d. There will be no status checks (Taps, Sunday morning) during this period.

9. Refunds. VMI will issue a refund to each cadet to reimburse them for the room and board which will no longer be required once the Corps departs the Institute in late November. Cadets remaining in barracks during this time will not receive the full reimbursement.

10. Off Post Access.

- a. Cadets remaining behind may depart post from 25 to 29 November when there are no scheduled classes due to the Thanksgiving holiday. This does not apply to members of the wrestling and basketball teams which either are practicing on post or are participating in away competitions during this period.
- b. Cadets remaining behind will not be permitted to routinely depart post other than during the Thanksgiving holiday. Cadets will be restricted to post Monday through Friday. However, cadets will be able to go uptown on Saturdays and Sundays. The Commandant's Office will publish additional information as to when cadets are allowed off post at a later date.
- c. The Commandant's Office will run a GP shuttle for cadets to buy needed supplies during this period. The shuttle schedule will be posted at a later date.
- d. Cadets must sign in and out via the computer when away from the Institute.

11. Informational Meeting. All cadets remaining in barracks must attend an information meeting in JM Hall at 1900hrs on Sunday, 22 November.

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12. Departure. Rooms must be in MI order when cadets depart post. An Officer-in-Charge or member of the Commandant's Staff inspects each room when the last occupant leaves. Cadets sign out upon departure.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, USA (Ret.)
Chief of Staff

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