

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 6-130

23 June 2016

**IDENTIFICATION CARD POLICY**

**1. PURPOSE**

The Citadel strives to maintain a safe and secure educational and work environment for our students and employees. This policy directs all employees how and when to wear their identification cards (IDC).

**2. REFERENCE**

[Air Force Instructions 36-2903, Dress and Personal Appearance](#)

[Army Regulation 670-1, Wear and Appearance of the Military Uniform](#)

[U.S. Navy Uniform Regulations](#)

[U.S. Marine Corps Uniform Regulations, Marine Corps Order P1020.34G](#)

[S.C. Code 25-1-520, Certain Personnel of The Citadel Commissioned in Unorganized Militia](#)

**3. DEFINITIONS**

Restricted Area: any area on campus that is determined to not be a public area (barracks or academic classroom unless under certain circumstances [e.g. open barracks or an invite into an academic classroom]).

**4. POLICY**

A. All Citadel employees, faculty and staff, are required to wear their IDC prominently displayed at all times while on campus. See Memorandum Number 6-128, Wear and Appearance of Military Uniforms, Civilian Clothing and Departmental Uniform Policy for specific wear of the IDC.

B. Official Identification.

1. The IDC verifies an individual's right to be on campus, particularly areas not accessible to the public.

2. The IDC shows proof of eligibility to use campus services such as the laundry, Deas Hall and the Daniel Library.
3. Employees, students, and residents should immediately report anyone in a restricted area who is not displaying an appropriate IDC.

C. Issuance.

1. New faculty, staff and residents will be issued their IDC within the first week of hire or residence at The Citadel. Immediate supervisors are responsible for ensuring the new employee is taken to the One Card office to receive their IDC.
2. Family members of current employees, retirees, and alumni may also request an IDC.

D. Replacement IDC.

1. Lost or Stolen IDC. Lost or stolen IDCs must be immediately reported to Campus Security and the One Card Office.
2. Change of employment status/position. The employee must obtain a new IDC upon change of employment, status or position.
3. Name change. If an employee has a name change, the individual must contact the Human Resources Department to complete the necessary paperwork for benefits and systems update. The One Card Office will be provided the appropriate paperwork to issue a new IDC and collect the old IDC.
4. Wear and Tear. If a replacement IDC is required because of normal wear and tear, it is the responsibility of the employee to obtain a new IDC.

E. Termination. IDCs are Citadel property and must be returned by the employee to their immediate supervisor upon resignation, retirement or termination. If family members have IDCs, the dependent IDCs will be returned by the employee to their immediate supervisor. The employee's supervisor will turn in IDCs to the One Card office for disposal.

## 5. COMPLIANCE

For employees, failure to comply with this policy will result in disciplinary action up to termination.

## 6. NOTES

### A. Dates of Official Enactment and Amendments:

Approved by the Senior Vice President for Operations and Administration on 23 June 2016.

**B. Responsible Department:**

Human Resources

**C. Responsible Official:**

Director, Human Resources

**D. Cross References:**

Memorandum Number 6-128, Wear and Appearance of Military Uniforms,  
Civilian Clothing and Departmental Uniform Policy

**7. RESCISSION**

None.

**8. REVIEW**

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, TGP, 23 June 2016//  
THOMAS G. PHILIPKOSKY  
Colonel, USAF, Retired  
Senior Vice President for Operations and Administration

Attachments

None