The mission of the Naval Reserve Officers Training Corps (NROTC) program includes developing young men and women morally, mentally, and physically, and instilling in them the highest ideals of honor, courage, and commitment. The program educates and trains young men and women for leadership positions in an increasingly technical Navy and Marine Corps.

Our highly trained and qualified staff is fully committed to ensuring the next generation of naval officers is capable of protecting our Nation, winning battles, deterring aggression, and maintaining freedom of the seas.

The quality of the education at The Citadel, combined with the availability of financial aid, the credentials of the faculty, and the graduation rate, earned this institution the citation of the top public college in the South for institutions granting up to a master’s degree by U.S. News & World Report, for the 10th consecutive year.

The Citadel represents a rich history and commitment to academic excellence, with an impressive student/faculty ratio of 12:1 for small undergraduate class sizes. With 95 percent of full-time faculty members holding a doctorate or the highest degree offered in their academic discipline, this assures you will receive a top-notch education and have all the resources needed for success. The Citadel offers 24 undergraduate majors among 5 schools and 16 academic departments. The Citadel Graduate College offers over 25 graduate degree programs and over 25 graduate certificate programs, as well as expanded online degrees.

The Citadel's mission is to educate and prepare graduates to become principled leaders in all walks of life by instilling the school’s core values of Honor, Duty, and Respect in a challenging, intellectual environment. This charge dovetails nicely with our task of training future leaders for careers in the naval service.

Follow us on: facebook.com/nrotc.citadel/ and Instagram @citadelnrotc

Again, WELCOME ABOARD!
FROM COMMANDING OFFICER NROTC UNIT, THE CITADEL:

Congratulations and welcome to The Citadel! You are joining an institution with a rich history in both education and leadership. It offers a unique experience for you.

I want to make sure you are as informed as possible about the school and surrounding area before arriving. You join 179 years of heritage in producing principled leaders and service to our Nation. Being a part of The Citadel's NROTC unit affords you many advantages not found at larger, more conventional colleges and universities.

Please stay in contact with your STA-21 sponsor, who will help you answer many of your questions. You may find the unit website useful as you move ahead (http://www.citadel.edu/root/navy-sta-21). Also, the unit’s Command Senior Chief J. L. Davis is available at (843) 953-5184 or jlavarda@citadel.edu.

Again, congratulations on your selection, and I look forward to meeting you personally.

[Signature]

G. R. BOYCE
COL USMC
FROM THE SENIOR NAVAL INSTRUCTOR (SNI):

Shipmate,

Congratulations on your selection to the Seaman to Admiral-21 program. You are well on your way to becoming a successful naval officer and leading our Navy's missions from the front. The Citadel has all the tools you need to ensure your success in academics, physical fitness, and most importantly leadership.

Although you are considered an officer candidate and not a midshipman, your participation here with the cadets in the NROTC program will afford you many opportunities to further yourself as a Sailor. The Navy Battalion has many excellent resources to help make your transition into the wardroom smooth and successful. Both the physical and field training exercises exceed the standards of the NROTC programs across the nation. We have the advantage of having facilities such as Naval Information Warfare Center (NIWC) Atlantic, Naval Station Mayport, and Naval Base Norfolk within a few hours of traveling. We frequently have surface ships along with flying squadrons visit the beautiful Charleston area, which allows us to train our midshipmen and officer candidates with hands-on experience.

Upon graduation, you will have the honor of becoming a Citadel Alumnus. The Citadel is very well known in the fleet for producing high quality officers. Many of our Alumni have gone on to become Admirals, Generals, Congressmen, and Senators. The Citadel is the most prestigious senior military college in the nation and is steeped in tradition and history. You have proven that you are a cut above the rest, and The Citadel will ensure your success as a naval officer.

Transferring into a new unit, especially one that involves the training to become a future naval officer combined with the stressors of college, can be a large ordeal. If at any point you need or desire assistance, please do not hesitate to reach out to me directly or to any member of our Command Resiliency Team for help and/or seek the resources found in the 'MyNavy Family' application. The free app can be found in the Navy App Locker (https://applocker.navy.mil).

If you have any questions about The Citadel, NROTC, or the Naval Science Department, please feel free to contact me. Your sponsor is your first point of contact to answer any student questions. Good Luck at the Naval Science Institute, and we will see you here soon!

C. B. SLAPPE
LT USN
FROM THE COMMAND MANAGED EQUAL OPPORTUNITY MANAGER (CMEO):

MYNAVY FAMILY APP - AN OFFICIAL U.S. NAVY MOBILE APPLICATION

MyNavy Family mobile application is the first tool by the U.S. Navy developed for Navy spouses and Sailors' families that combines authoritative information from a myriad of websites into a single, convenient application. Available information and resources cover a wide variety of topics within the following categories:

- New Spouse
- Mentorship & Networking
- Employment & Adult Education
- Family Financial Planning
- Parenthood
- Special Needs Family Support
- Moving & Relocation
- Service Member Deployment
- Emotional Support Services
- Recreation, Lodging, Shopping & Travel
- Family Emergencies
- Transition & Retirement
- Parents & Family Members of Sailors
- Survivor's Resources

This app connects Navy families to information and resources to help successfully navigate the complexities of the Navy lifestyle. The app is part of a larger effort by the Navy to improve the experiences of spouses and families in order to promote strong Navy families and support them in every way possible.

As a member of The Citadel's Naval Reserve Officers Training Corps Unit, you will be assigned to a Seaman to Admiral-21 sponsor who will assist in navigating your campus experience.

S. R. WILTZ
LT USN
FROM THE COMMAND FITNESS LEADER (CFL):

Shipmate,

All members of The Citadel Navy Battalion are expected to maintain themselves in peak physical condition. Members should familiarize themselves with regulations regarding physical fitness by reading OPNAVINST 6110.1J – Physical Readiness Program and NSTC M-1533.2D – Regulations for Officer Development (ROD). Specifically, note that NSTC has different and higher PRT performance standards than the rest of the Navy. NSTC M-1533.2D section 3-20.1.a. states that "Navy Option midshipmen and STA-21 OCs must obtain a PFA score of "Good Low" (utilizing 20-24 year age group for midshipmen and appropriate age group for STA-21 OCs) as outlined in OPNAVINST 6110.1J in all areas. A swim may be substituted for a run only in special cases; if a run is not completed during the first class year, approval is required from NSTC N93."

Formal notification regarding the scheduling of the Physical Fitness Assessment as well as the Fitness Enhance Program will be released by the command in accordance with the OPNAVINST 6110.1J and NSTC M-1533.2D. However, all members should strive to be able to meet and exceed the standards 365 days of the year.

Battalion PT will be held at least once per week. Workouts will be promulgated by the Athletic Officer(s) and published in the Plan of the Week. Be prepared to come to these workouts ready to put out and work as a team.

As future officers, you are expected to develop habits of physical fitness and maintain peak performance. This can only be done by conducting workouts outside of Battalion PT. The Citadel has incredible exercise facilities, and Charleston has many great places to go for a run or ride a bike. Seek out and use these on your own (or with a workout partner) outside of command-directed PT. If you need help developing your physical fitness, ask your peers, Athletic Officer(s), and CFL/ACFL(s). If you need physical therapy, contact your PCM and get it scheduled. Be proactive about your physical fitness and develop the habits to be able to lead both physically and mentally in the Fleet!

D. S. OJARD
LT USN
REPORTING ONBOARD:

Uniform: Summer ———— Summer White

Normal Duty Hours: 0800-1600

Senior Navy Officer Work No.: (843) 953-6629

Front Office No.: (843) 953-5193

HELPFUL TIPS AND INFORMATION FOR STA-21:

1. The Tuition Assistance (TA) that you receive will be a total of $10,000 per year. The disbursement equates to $4,000 for each fall and spring semester and $2,000 for the summer semester. You cannot use Navy TA ($250/credit hour) in conjunction with STA-21 TA.

2. Summer classes at The Citadel can be very expensive. To help prevent exceeding your $2,000 Tuition Assistance in the summer, we have worked and gained transferability for classes at Trident Technical College (TTC). TTC’s semester credit hours are less than half the price of The Citadel’s semester credit hours. The cost for 12 semester credit hours or more, at TTC, would be an approximate payment of $1,956.00. This is great for electives, English, mathematics, and humanities. First, you will need to register at TTC and apply as a transient student. Next, go to The Citadel’s Registrar’s office located on the first floor of Bond Hall to fill out the application to take courses at another college. Return those forms to the Registrar’s office at TTC. This can help save you a great deal of money.

3. There are challenges with processing the TA forms, so there is a chance that you could have holds placed on your account or even get dropped from classes. This is easy to fix, just go to The Citadel’s Treasurer’s office and tell them that you are an active duty student and they will take care of the issue.
HELPFUL TIPS AND INFORMATION FOR STA-21:

4. Be prepared to pay for your textbooks upfront. As long as you do not exceed your TA, you will be reimbursed after submitting your receipts. This process can take a couple of months so make sure you budget accordingly.

5. If you have not done so, fill out a FAFSA and apply for financial aid. It is possible that you may qualify for a Pell Grant or at least student loans. Even if you do not want the loans or believe you do not qualify for a grant, apply anyway. It never hurts to try, you may get lucky.

6. Make it a priority to talk to your academic advisor as soon as possible. You need to start a degree plan and register for classes ASAP, as classes fill quickly.

7. Ensure you get your Citadel e-mail account ASAP. E-mail is the primary means of communication in the unit. You should check it at least three times a day: once before 0800, by 1200, and again in the evening around 2100.

8. Khakis, service dress blues, service dress whites, and summer whites will all be issued to you at NSI. Ensure that these uniforms are presentable at all times. A Citadel nametag will be issued to you when you arrive at the unit. A set of sweats and two sets of PT uniforms, in good condition, will be needed for unit PT sessions.
Tobacco-Free Campus

Why The Citadel is going tobacco-free: The Citadel is committed to providing a safe and healthy learning and working environment for our cadets, students, faculty, staff and visitors and recognizes that tobacco use in any form is a significant health hazard. As a result, effective July 1, 2016, The Citadel will become a tobacco product free campus.

View detailed information on the policy.

Facts on tobacco use:

- Each day, more than 3,200 people under 18 smoke their first cigarette, and approximately 2,100 youth and young adults become daily smokers.
- More than 20 million Americans have died because of smoking since 1964, including approximately 2.5 million deaths due to exposure to secondhand smoke.
- An average, smokers die 13 to 14 years earlier than nonsmokers.
- Lung cancer is the leading cause of cancer death among both men and women in the United States, and 90% of lung cancer deaths among men and approximately 80% of lung cancer deaths among women are due to smoking.
- Smoking causes many other types of cancer, including cancers of the throat, mouth, nasal cavity, esophagus, stomach, pancreas, kidney, bladder, and cervix, as well as acute myeloid leukemia.
- Data suggests that men, young adults (aged 18-24 years), and those with a high school education or less are more likely to use smokeless tobacco.
- Smokeless tobacco contains 28 cancer-causing agents (carcinogens).
How to Wear Your Citadel ID Badge

Wearing of The Citadel ID card provides a second level of security and an easy means of identification for other faculty, staff, visitors and public safety as to who are employees of the college. Many colleges, state and federal agencies require the wearing of an ID badge to identify personnel. Badges should be worn at any time an employee of the college is on campus and performing the duties of their employment. For those residing in housing, the ID card should be worn whenever an employee of the college is on campus and performing the duties of their employment. For obvious reasons, the ID badge does not need to be worn in the home.

Employees may wear their badge as a clip on or a lanyard. Badges must be worn above the waistline.

How to Wear Your Citadel ID Badge

CONTACT INFORMATION
PUBLIC SAFETY
953-5114
Or
811 from a campus phone

Uniform references
AR 670-1
Citadel Policy 6-128

In order to maintain a safe campus environment, all members of the Citadel community have a responsibility to be aware of and contribute to our collective safety. One way to do this is by knowing what to do if you witness behavior that seems suspicious.

What you should do:
- Generally, you shouldn't engage persons who don't seem to be acting suspiciously. However, if the person is acting suspiciously, you can approach the person and ask, "Can I help you?" This person legitimately needs help, they will appreciate the offer. If they refuse to answer, tell them that they have been noticed, which may prevent potential criminal activity.

Identifying Suspicious Activity

SIGNS OF BEHAVIOR THAT MIGHT BE SUSPICIOUS:
- A person trying to enter a building that is closed/being entered.
- A person sitting and pacing about, as if he were waiting for someone or something.
- A person going into or out of a building or area without purpose.
- A person looking or acting suspiciously around a building or area.
- Obstructing movement by entering a vehicle or blocking a roadway.
- Persons attempting to enter or leave from a vehicle, especially near parking areas or parts of a building.
- People or persons standing in a building or area looking through windows or doors, or inspecting the inside of a vehicle.
- A person wearing unusual or false identification.
- An unusual noise, including horns, screaming, loud shouting, barking dogs, or anything suggesting foul play or danger.

IF YOU SEE SUSPICIOUS ACTIVITY IN YOUR BUILDING OR ON/CITADEL PROPERTY, IMMEDIATELY REPORT IT TO PUBLIC SAFETY BY PHONE USING THE FOLLOWING INFORMATION:

Your name, current location, and telephone number can be reached:
- Suspicious person's last known location and direction of travel
- What made the person's actions suspicious?
- Did the person say anything?
- Was there any weapon observed?
- Were there any suspicious packages in the area?
- What is the gender of the person?
- Race/complexion
- Height
- Weight
- Hair color
- Clothing type and color
- Other non-concealed items

Don't assume someone else has called Public Safety. If people involved in suspicious activity are in a vehicle, provide vehicle make, model, color, and license plate number.

What will happen?
- On campus, Citadel Public Safety officers will respond to the request and look for the suspicious person.
- If it occurs off campus, police officers from the agency with jurisdiction will respond, speak with you (if you request), and look for the suspicious person.
OFFICE OF THE SENIOR VICE PRESIDENT FOR OPERATIONS AND ADMINISTRATION

To: Faculty and Staff
From: Colonel Philipkosky, Senior Vice President for Operations & Administration
Subject: Wearing of Citadel Identification Cards
Date: 18 August 2015

The Citadel strives to maintain a safe and secure work environment for our students, employees and campus visitors. Given recent events around the country, The Citadel is implementing a policy that requires all employees, permanent contractors, and non-cadet students to wear identification (ID) cards at all times while on campus. In the event of a suspected or actual threat to campus safety, the ID card will verify your access to campus and provide a quick method of identification.

Effective Date:
- A new ID card policy is in coordination. However, before that policy is finalized, all faculty, staff and non-cadet day students must begin wearing their ID cards, no later than Wednesday, 26 August 2015.
- All Citadel Graduate students and Evening Undergraduate students must begin wearing their ID cards when fall semester classes commence on Monday, 24 August 2015.

Wearing of the ID Card and Compliance:
- Departments will be responsible for purchasing lanyards or clips and ID card holders for their employees. These are available through Barnes and Noble, Staples or similar vendors.
- While at work, employees are required to wear their ID cards conspicuously above the waist at all times. This applies even if in uniform. Supervisors shall ensure that their employees follow this protocol.
- While on campus, Citadel Graduate students and Evening Undergraduate students are required to wear their ID cards conspicuously above the waist at all times.

ID/OneCard Issuance:
- The Citadel is in the process of procuring a new ID card vendor and intends to award the contract by the end of August. Therefore, we ask that you wear your current OneCard as identification, and we will issue new cards to employees later this fall. If you do not have a OneCard, please visit the OneCard office on the 2nd floor of Bond Hall, Room 244 at your earliest convenience.

This change in policy is intended to help ensure a safe and secure campus. Your compliance is required. Additional guidance will be provided once the policy is approved and published.

171 Moultrie Street, Charleston SC 29409
Office (843) 953-5092 www.citadel.edu