VIRGINIA TECH
CORPS OF CADETS
REGULATIONS

The Duty Pylon
“It is your obligation to know what to do, and do it.”

AUGUST 2016
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CHAPTER 1: MISSION AND ORGANIZATION

FOUNDING IDEALS

General: Founded in 1872 as a land grant college under authority of the Morrill Land Grant Act, Virginia Polytechnic Institute and State University continues to provide the military training required by the Morrill Act...through the Corps of Cadets. In addition, the Department of Defense has recognized Virginia Tech as being one of six Senior Military Colleges in the United States. Virginia Tech supports the Virginia Tech Corps of Cadets as a Military College within a larger public university setting.

MEMORIAL COURT AND PYLONS

On the top step of the Memorial Court are carved the words, “That I May Serve,” a free translation of the Latin motto for Virginia Tech, “Ut Prosim.” Bordering the Memorial Court are eight massive pylons with sculpted figures. On the pylons are carved the names of Virginia Tech’s war dead. At the court’s center is a marble cenotaph, a symbolic tomb. It also displays the names of graduates who received the Medal of Honor. The pylons embody the values that members of the Hokie Nation hold in the highest regards and serve as a touchstone for the traditions, Honor Code, training programs, policies, and regulations of the Corps of Cadets. It is important that all understand the meaning behind each of the pylons.

Ut Prosim [That I May Serve]: Alma Mater advising her student: Forge your life on the principles I strive to teach. I cherish four major virtues: Brotherhood, Duty, Honor, and Loyalty.

Brotherhood: Brotherhood is akin to the Golden Rule; let no wall be high enough to separate you from your fellow citizens in spite of dividing factors – be they geographical, political, religious, or social.

Duty: Duty is a sublime word. Be faithful in the performance of your day-to-day duties aware of the larger obligation to humanity. It is your obligation to know what you ought to do and to do it.

Honor: Honor is your personal integrity; your intuitive sense of what is right, and your shield against evil. The shield as a symbol of personal honor dates back to Knighthood. Here the unblemished shield of honor gives protection against evil and temptation symbolized by the serpent.

Loyalty: Loyalty is unswerving allegiance to family and friends, to me...your school, and to your community, state, or nation. The low relief building in the background is barracks number one...Lane Hall.

Leadership: Cultivate these four character traits and you will be eligible for leadership. Only then can you raise your hand and say, “Follow Me.”
Service: Be warned. Life is demanding and courageous leadership means service. The symbolism stresses the readiness to put aside the pursuit of one’s own work and career to enter into military or public service...serving one’s country and fellow citizens.

Sacrifice: And finally, service means sacrifice...even unto life itself. For leaders, it means that you must give up actions and habits that would detract from the higher calling to lead and serve others.

VISION

The vision of the Virginia Tech Corps of Cadets is:

Global, Ethical Leaders
Now...More than Ever

Global...where we attract people from...and where they go after they graduate.
Ethical...encompassing moral, legal, honor, ethics...doing the right thing...always.
Leaders...everything rises and falls on leadership.
Now...more than ever: A sense of urgency and a sense of quantity because the challenges (and opportunities) are numerous, demand our immediate attention, and drive the demand for such leaders.

MISSION

The mission of the Virginia Tech Corps of Cadets is to graduate leaders of exemplary character who are instilled with the values and skills essential for leadership success in service to the nation.

CADET CREED

I am a Virginia Tech Cadet committed to the ideals upon which the Institute was founded: Brotherhood and Honor, Leadership and Loyalty, Service and Sacrifice, Duty and “Ut Prosim.” As a cadet I strive to embody the highest standards of discipline, dignity, and integrity in all that I endeavor. I know that I am at all times an ambassador of the Institute and will conduct myself accordingly. Above all, I recognize that my membership in the Corps of Cadets places upon me the responsibility to obey the cadet regulations, and to respect the lawful orders of those Officers and cadets appointed over me in order “That I May Serve.”
STUDENT AFFAIRS – ASPIRATIONS FOR LEARNING

Commit to Unwavering Curiosity
The Virginia Tech student affairs experience seeks to instill the value that learning is the common essential element for intellectual development, discovery, and engagement, instead of necessary means to a specified end. Virginia Tech believes that all environments of the college experience provide countless opportunities for learning. Student organization, service projects, classrooms, residence and dining halls, student centers, leader development programs, cultural and recreational events, and many other planned and spontaneous encounters at Virginia Tech cumulatively represent a vibrant learning laboratory for students.

Pursue Self-Understanding & Integrity
Virginia Tech students will experience, explore, and understand the values and principles of their families and community, and the many cultures they encounter. As students better understand themselves, their strengths and interests, and align their values with purposeful decision-making, they will adopt an integrated set of principles to guide their personal and professional lives.

Practice Civility
Living and learning as individuals who believe in the Principles of Community and Hokies Respect, students will pursue and embrace the value of civility, which will be carried throughout life. At the heart of this pursuit is a basic commitment to consideration, respect, and courtesy. Civility is a shared gift that we give and receive in turn. Accordingly, civility expects that: we strive to listen, as well as to speak to each other; we try to understand each other in our commonalities and differences; we give respect due to all members of the university community; we favor courtesy over rudeness and encourage considerate treatment over dismissive behavior; and we combine free speech with reasoned expression so that liberty and peace are both served.

Prepare for a Life of Courageous Leadership
Virginia Tech students will be courageous leaders who are willing to challenge the status quo in pursuit of a more humane and just world. They will have the fortitude to speak up when they witness an injustice and reach out to those who are vulnerable, marginalized, or in need. Courageous leadership is possible whether or not the individual is in a position of responsibility. Virginia Tech students will inspire others with their actions, changing the world one decision at a time.

Embrace Ut Prosim as a way of Life
That I May Serve
The university motto and the Principles of Community will stand as a foundation for the development of personal relationships, physical spaces, and intercultural experiences, which create communities. Within, these communities compel students to understand and develop a value system that will guide their decisions and enable them to offer themselves as responsible citizens of the world.
MISSION AND ORGANIZATION

VIRGINIA TECH PRINCIPLES OF COMMUNITY

We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.

We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.

We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.

We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve).

Implementation: The Virginia Tech Corps of Cadets trains leaders by creating a regimented and disciplined environment that educates and develops the whole person – mentally, morally, and physically.

The Virginia Tech Corps of Cadets achieves this by being a separate and distinctively organized group of students who adhere to a strict code of honor, wear a distinctive cadet uniform, and live in designated cadet barracks. In addition to adhering to University Policies for Student Life in general, they are also governed by this distinct series of Virginia Tech Corps of Cadets Regulations (VTCCR). Overall supervision and policy is the responsibility of the Commandant of Cadets through and by his staff. Day to day operations of the Corps of Cadets are the responsibility of the Cadet Regimental Commander and are carried out by leadership supervision, guidance, and direction of a staff of cadet officers and subordinate cadet commanders in accordance with those regulations herein contained.

It is the duty and responsibility of all cadets to be familiar with these regulations. The regulations in this manual supersede any previous versions of the VTCCR or those of the regular armed forces with concern to VTCC matters. The Regimental Commander, under the cognizance of the Commandant of Cadets, may amend these regulations by standing General Orders.

At the conclusion of a successful cadet’s career in the Corps, he or she will have accepted the following ideals as core values of character and will be prepared to both embody these ideals personally and pass them on to others:

Personal Integrity: A cadet adheres to the highest standards of personal and moral conduct. The foundation for the development of personal integrity is the Cadet Honor Code: “A cadet will not lie, cheat, or steal, nor tolerate those who do.”

Professional Competence: Cadets continuously strive to master the requirements and competencies of their chosen profession. This begins with knowledge of adherence to and enforcement of Corps regulations, policies and philosophies. It continues with the dedication
and desire to master all elements related to their specific military service or chosen civilian profession.

Respect: A cadet treats every individual with dignity and respect, and accepts every individual as a valuable and contributing member of the organization.

In the end, no regulation, set of policies, or guidelines can cover every foreseen and unforeseen circumstance. The sum total of Personal Integrity, Professional Competence, and Respect offers a simple but powerful lens for you to use the rest of your life.

In all matters, choose to do what you know in your heart is the right thing to do.

COMMAND AND AUTHORITY

Cadet commanders are selected and appointed by the Commandant of Cadets. Command authority within the cadet chain of command is vested in commanders by the Commandant of Cadets. The limits of a commander’s authority are established by the Commandant’s guidance and Virginia Tech Corps of Cadets Regulations.

The Regimental Commander is responsible to the Commandant of Cadets for the overall operation and efficiency of the Corps of Cadets. All cadets are under the supervision of the Regimental Commander.

Staff officers are not in the chain of command and do not possess command authority. However, staff officers executing the written or verbal orders of their commander, on behalf of the commander, are considered to have the same degree of authority as their commander. All subordinate commanders and their staff are obligated to respond to that authority as they would to that of the senior commander.

All cadets retain a degree of authority commensurate with their relative rank, position and responsibilities within the Corps of Cadets. That authority is established by these regulations. Cadets of any rank have the responsibility and authority to require and enforce adherence to these regulations by subordinate cadets.

CORPS ORGANIZATION

General: The Virginia Tech Corps of Cadets is organized as a functional military-type line and staff organization. This regulation establishes a standard organization/manning structure for the Corps of Cadets.

Regimental Structure: The Corps of Cadets consists of a cadet regiment that is under the supervision of a Commandant of Cadets. It is made up of three battalions, each under the supervision of a Deputy Commandant of Cadets. Each battalion is composed of three or four line companies. The Regimental Band reports directly to the Regimental Commander for performances, and to the Third Battalion Commander for daily operation.
The following organizational tables are the recommended structures for each unit. With consent of the Deputy Commandant, unit commanders may use a member of a lower class to fill a position if there are insufficient eligible cadets of the appropriate class available. Cadets filling billets of a class senior to theirs (e.g. a junior acting as platoon leader) are not authorized to wear rank of the higher class.

**Regimental Staff**

The table of organization for the Regimental Staff is as follows:

<table>
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<tr>
<th>Position</th>
<th>Class</th>
<th>Rank</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regimental Commander</td>
<td>SR</td>
<td>C/COL</td>
<td>1</td>
</tr>
<tr>
<td>Regimental Executive Officer</td>
<td>SR</td>
<td>C/LTC</td>
<td>1</td>
</tr>
<tr>
<td>S-1 Adjutant</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>S-2 Public Information</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>S-3 Operations Officer</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>S-4 Supply</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>S-5 Academics</td>
<td>SR</td>
<td>C/MAJ</td>
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</tr>
<tr>
<td>Command Sergeant Major</td>
<td>JR</td>
<td>C/CSM</td>
<td>1</td>
</tr>
</tbody>
</table>

**Regimental Special Staff**

The table of organization for the Regimental Special Staff is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class</th>
<th>Rank</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Court Chief Justice</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>Vice Chief (Honor) Investigations</td>
<td>SR</td>
<td>C/CPT</td>
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<tr>
<td>Vice Chief (Honor) Education</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
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<tr>
<td>Honor Prosecution / Defense Counsel</td>
<td>SR/JR</td>
<td>C/CPT, C/SFC</td>
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<tr>
<td>Honor Court Sergeant-at-Arms</td>
<td>JR</td>
<td>C/SFC</td>
<td>1</td>
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<tr>
<td>Executive Committee Chairman</td>
<td>SR</td>
<td>C/MAJ</td>
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<tr>
<td>Hearing Officer</td>
<td>SR</td>
<td>C/CPT</td>
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<tr>
<td>Def. Representatives</td>
<td>SR/JR</td>
<td>C/1LT, C/SFC</td>
<td>2</td>
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<tr>
<td>Regt. Representatives</td>
<td>SR/JR</td>
<td>C/1LT, C/SFC</td>
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<tr>
<td>Hearing Officer Assts.</td>
<td>JR</td>
<td>C/SSG</td>
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<tr>
<td>Recruiting Officer</td>
<td>SR</td>
<td>C/CPT</td>
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</tr>
<tr>
<td>Recruiting NCO</td>
<td>JR</td>
<td>C/SSG</td>
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<tr>
<td>Safety Officer</td>
<td>SR</td>
<td>C/CPT</td>
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<tr>
<td>Inspector General</td>
<td>SR</td>
<td>C/MAJ</td>
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<tr>
<td>NCOIC Inspector General</td>
<td>JR</td>
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### Mission and Organization

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<tr>
<td>Inspector General Assistants</td>
<td>JR/SO</td>
<td>C/SFC, C/CPL</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems Officer (RISO)</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Armorer</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Ordinance Staff</td>
<td>JR/SO</td>
<td>C/OSG, C/OCP</td>
<td>As needed</td>
</tr>
<tr>
<td>Historian</td>
<td>SR/JR</td>
<td>C/CPT, C/SFC</td>
<td></td>
</tr>
<tr>
<td>Athletics Officer</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Medical Officer</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Liaison to University Organizations</td>
<td>JR/SR</td>
<td>Job Dependent</td>
<td>1</td>
</tr>
<tr>
<td>Regimental Alumni Liaison Officer</td>
<td>JR/SR</td>
<td>Job Dependent</td>
<td>1</td>
</tr>
<tr>
<td>Skipper Crew Operations Officer</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Skipper Crew Gun Captain</td>
<td>JR</td>
<td>C/ASG</td>
<td>1</td>
</tr>
<tr>
<td>Skipper Crew</td>
<td>JR/SO</td>
<td>C/ASG, C/ACP</td>
<td>3</td>
</tr>
<tr>
<td>Color Guard Commander</td>
<td>JR</td>
<td>C/CCS</td>
<td>1</td>
</tr>
<tr>
<td>Color Guard</td>
<td>JR/SO</td>
<td>C/CSG, C/CCP</td>
<td>As needed</td>
</tr>
<tr>
<td>Growley Senior Handler</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Chapel Liaison</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Chapel Liaisons</td>
<td>JR, SO</td>
<td>Additional duty</td>
<td>As needed</td>
</tr>
</tbody>
</table>

### Battalion Staff

The Regiment consists of three battalions, with the following table of organization:

<table>
<thead>
<tr>
<th>First Battalion</th>
<th>Second Battalion</th>
<th>Third Battalion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Company</td>
<td>Echo Company</td>
<td>India Company</td>
</tr>
<tr>
<td>Bravo Company</td>
<td>Foxtrot Company</td>
<td>Kilo Company</td>
</tr>
<tr>
<td>Charlie Company</td>
<td>Golf Company</td>
<td>Lima Company</td>
</tr>
<tr>
<td>Delta Company</td>
<td>Hotel Company</td>
<td>Band Company</td>
</tr>
</tbody>
</table>

A battalion staff is organized as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class</th>
<th>Rank</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander</td>
<td>SR</td>
<td>C/LTC</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>S-1 Adjutant</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>S-2 Public Information</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>S-3 Operations</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>S-4 Logistics</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>S-5 Academics</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Sgt Major</td>
<td>JR</td>
<td>C/SGM</td>
<td>1</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
</tbody>
</table>
Battalion staff officers are responsible to the Battalion Commander for the planning, execution and supervision of all activities associated with their functional area. Additionally, they will assist their Regimental Staff counterparts in the planning, execution and supervision of regimental activities as required.

Company Staff

Each battalion is composed of three to four companies. The company structure may vary depending on the number of cadets available to fill the positions. The table of organization for the line companies is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class</th>
<th>Rank</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Commander</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer*</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Platoon Leaders</td>
<td>SR</td>
<td>C/1LT</td>
<td>2</td>
</tr>
<tr>
<td>Academics Officer</td>
<td>SR</td>
<td>C/2LT</td>
<td>1</td>
</tr>
<tr>
<td>First Sergeant</td>
<td>JR</td>
<td>C/FSG</td>
<td>1</td>
</tr>
<tr>
<td>Platoon Sergeants</td>
<td>JR</td>
<td>C/SFC</td>
<td>2</td>
</tr>
<tr>
<td>Squad Leaders</td>
<td>JR</td>
<td>C/SSG</td>
<td>4</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>SR</td>
<td>C/2LT</td>
<td>1</td>
</tr>
<tr>
<td>Athletics NCO</td>
<td>JR</td>
<td>C/SFC</td>
<td>1</td>
</tr>
<tr>
<td>Clerk</td>
<td>SO</td>
<td>C/CPL</td>
<td>1</td>
</tr>
<tr>
<td>Cadre Sergeants</td>
<td>JR</td>
<td>C/SSG</td>
<td>4</td>
</tr>
<tr>
<td>Fire Team Leaders</td>
<td>SO</td>
<td>C/CPL</td>
<td>8</td>
</tr>
<tr>
<td>Squad Members</td>
<td>SR-FR</td>
<td>C/2LT, C/CPL, C/PFC, C/PVT</td>
<td>X</td>
</tr>
</tbody>
</table>

*Red Phase

The Executive Officer will act as the chief administrative officer for his/her unit. Additional duties such as athletics, historian, and supply will be assigned to members of the company's upperclassmen at the discretion of the commander.

Regimental Band Organization

The table of organization for the Regimental Band is as follows (Note: positions may vary depending on the number of cadets available to fill the positions):

<table>
<thead>
<tr>
<th>Positions</th>
<th>Class</th>
<th>Rank</th>
<th>No. of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Commander</td>
<td>SR</td>
<td>C/MAJ</td>
<td>1</td>
</tr>
<tr>
<td>Executive Officer*</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
</tbody>
</table>
**MISSION AND ORGANIZATION**

<table>
<thead>
<tr>
<th>Position</th>
<th>Rank</th>
<th>Grade</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drum Major</td>
<td>SR</td>
<td>C/CPT</td>
<td>1</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>SR</td>
<td>C/2LT</td>
<td>1</td>
</tr>
<tr>
<td>Section Commander</td>
<td>SR</td>
<td>C/CPT</td>
<td>2</td>
</tr>
<tr>
<td>Platoon Leaders</td>
<td>SR</td>
<td>C/2LT</td>
<td>4</td>
</tr>
<tr>
<td>Academics*</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>Operations*</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>Finance*</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>Performance</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>Public Information*</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>Supply*</td>
<td>SR</td>
<td>C/1LT</td>
<td>1</td>
</tr>
<tr>
<td>First Sergeant</td>
<td>JR</td>
<td>C/FSG</td>
<td>1</td>
</tr>
<tr>
<td>Regt. Bugler</td>
<td>JR</td>
<td>C/CSS</td>
<td>1</td>
</tr>
<tr>
<td>Buglers</td>
<td>SO, JR</td>
<td>C/SCP, C/SGS</td>
<td>As needed</td>
</tr>
<tr>
<td>Supply NCO</td>
<td>JR</td>
<td>C/Supply SGT</td>
<td>1</td>
</tr>
<tr>
<td>Platoon Sergeants</td>
<td>JR</td>
<td>C/SFC</td>
<td>3</td>
</tr>
<tr>
<td>Squad Leaders</td>
<td>JR</td>
<td>C/SSG</td>
<td>6</td>
</tr>
<tr>
<td>Fire Team Leaders</td>
<td>SO, JR</td>
<td>C/CPL, C/SGT</td>
<td>12</td>
</tr>
<tr>
<td>Clerk</td>
<td>SO</td>
<td>C/CPL</td>
<td>1</td>
</tr>
<tr>
<td>Squad Members</td>
<td>SR-FR</td>
<td>C/SGT, C/PFC, C/PVT</td>
<td>X</td>
</tr>
</tbody>
</table>

*Additionally, Band staff officers will coordinate all activities with their respective Battalion and Regimental Staff Officers (example - Band Operations Officer will coordinate with the Battalion Operations Officer.)*

**ORGANIZATIONAL DUTIES OF SELECT MEMBERS OF THE COMMANDANT’S STAFF**

**General:** The purpose of this section is to establish the basic duties of key positions within the Corps of Cadets. The duties listed are not all inclusive for any position.

**Personnel:** The following positions are normally filled by members of the Virginia Militia, reserve forces, retired officers, or enlisted personnel (as appropriate) however they may also be civilians based on their status as professors, etc.. They are university officials who serve at the pleasure of the President of the University, the Vice President for Student Affairs and the Commandant of Cadets.

**Commandant of Cadets**
- Responsible to the President of the University and the Board of Visitors through the Vice President for Student Affairs for the effective and efficient functioning of the Virginia Tech Corps of Cadets.
- Supervise cadet leader development programs.
MISSION AND ORGANIZATION

☐ Supervise the administrative functioning of the Office of the Commandant.
☐ Conduct an effective and continuing recruiting program designed to introduce new students to the cadet lifestyle.
☐ Conduct an effective and continuing retention program designed to reduce cadet attrition.
☐ Ensure service of the VTCC in support of the Vice President for Advancement, Vice President of the Alumni Association and the Vice President for Development and University Relations on special occasions and on a day-to-day basis.
☐ Coordinate VTCC requirements and activities with administrative, academic, operational and support staff of the university to insure responsive support and minimal conflict in use of resources.
☐ Supervise operation of the cadet judicial system through an assigned Deputy Commandant and the Regimental Commander.
☐ Supervise operation of the cadet honor system through an assigned Deputy Commandant, the Regimental Commander and Honor Court Chief Justice.
☐ Final approval authority for all honor and disciplinary sanctions recommended by honor or disciplinary hearings.
☐ Identify and select cadets to receive scholarships designated for cadets.
☐ Take such administrative action, as necessary, that is in the best interest of individuals and the Corps of Cadets.

Deputy Commandant of Cadets

☐ Advise, counsel, guide, supervise, and direct the cadet Battalion Commander and subordinate cadet Company Commanders to accomplish the mission.
☐ Initiate and control actions with regard to cadet barracks room assignments, contracts, work orders, inspections, and conduct.
☐ Monitor and advise the Commandant and cadet Regimental Commander on all matters related to the First-Year Cadet training program.
☐ In coordination with the Residential Learning Coordinator, conduct training for Resident Advisors (RAs) regarding supervision of residence halls, incident reporting, occupying and vacating rooms, and ensure that cadet rooms are properly secured for scheduled break periods and end of year closure in accordance with Residential Life requirements.
☐ Coordinate with the Tailor Shop regarding uniform issue, turn in, and accountability.
☐ Monitor regular cadet activities for compliance with all rules, regulations, policies, and procedures while utilizing opportunities to instruct and enhance cadet leader development.
☐ Coordinate with ROTC Departments and/or Citizen-Leader Track in regards to common cadets.
☐ Supervise/oversee field training, physical conditioning events, organizational athletics and leader development activities to include the rappelling tower and obstacle course.
☐ Coordinate with university administrative, academic officials, and the VTCCA regarding leader development (speakers).
- Advises, mentors, coaches, and provides general guidance to individual cadets across a broad spectrum including personal concerns, academic and conduct issues, financial questions, and professional development.
- Conduct and document a formal individual private interview with each cadet who earns a GPA below 2.0 for the semester.
- Serve in an advisory role to the cadet disciplinary and honor boards, review outcomes of these boards, and if appropriate, make recommendations to the Commandant to uphold good order and discipline within the cadet regiment.
- Serve on selection board panels and make recommendations to Commandant on cadet command, diamond and top three leadership slates.
- Review cadet performance evaluations.
- Serve as instructors for cadet leader development courses as directed by the Commandant and Director of the Rice Center for Leader Development.
- Perform other duties as delegated by the Commandant, i.e., university committee membership, tutoring program, daily bulletin, budget, and ceremonies.

Deputy Commandant for the Citizen-Leader Track

- Organize, plan, and execute programs designed to maximize the leader development of cadets assigned to the Citizen-Leader track.
- Develop strategies, plans, and implement actions designed to maximize the pairing of Citizen-Leader Track cadets with potential career and post-graduate education that will be of mutual benefit to the cadet and the nation.
- Develop and see to the delivery of high-quality classes, exercises, and experiential learning to help in the development of leaders within the Citizen-Leader Track.
- In coordination with the Director of the Rice Center for Leader Development, support and sustain the Board of Advisors to the Rice Center as it pertains to the accomplishment of goals and objectives related to the Citizen-Leader Track.
- Ensure close coordination with ROTCs regarding the movement of cadets from the Military-Leader to the Citizen-Leader Track.
- Performs other duties as assigned by the Commandant of Cadets.

Assistant Director for the Citizen-Leader Track

- Assists the Deputy Commandant for the Citizen-Leader Track in all aspects of organizing, planning, executing, and marketing the VPI Battalion leader development program.
- Develops and oversees employer relations initiatives to support recruiting and hiring of cadets for internships and post-graduation employment.
- Assists in developing, teaching, and evaluating courses that prepare Citizen-Leader Track cadets for post-graduate roles of responsibility.
- Oversees cadet-led physical fitness activities and health and wellness education programs.
MISSION AND ORGANIZATION

- Advises cadets on individual career goals and plans.
- Assist in global leader academic and experiential programming.
- Performs other duties as assigned by the Commandant and Deputy Commandant for the Citizen-Leader Track.

Director of Communications

- Create or coordinate with S-2 on all Corps press releases, campus notices, spotlights, and hometown news releases. (Taken from XO)
- Maintain Corps of Cadets website.
- Develop the Corps' social media presence and engagement with the assistance of the S-2.
- Be available at Corps events to capture audio/visual and photographic records for use in media channels.
- Developing a marketing plan that addresses alumni, current students, parents, prospective cadets, and any other critical audiences.
- Supervise the development of the VTCC yearbook section and the annual publication of The Guidon. (Taken from XO)
- Coordinate with S-2 in multimedia production, ensure photography and/or video at all significant or relevant Corps of Cadets events.
- Direct and/or produce advertisements (video, printed materials, brochures, ads, etc).
- Produce the Corps Review for distribution to members of the VTCCA.
- Coordinate communications programs with University Relations.
- Generate Corps highlight articles for publications (VT Magazine, etc).
- Perform any duties assigned by the Commandant.

Director, Rice Center for Leader Development

- Oversee the academic component of the leader development program that includes course development and execution, including the oversight and participation in platform instruction.
- Develop assessment strategies for the academic component of the leader development program.
- Supervise and mentor the regimental academics officer.
- Oversee the administration and award of the Minor in Leadership Studies.
- Plan and execute the annual leadership conference.
- Serve as focal point for the Citizen-Leader track academic program.
- Plan and execute the Leaders in Action series of guest speakers.
- Advise and mentor cadets on academic issues.
- Oversee the logistical support to the Cutchins Lecture.
- Serve on various university committees.
- Serve on the Pamplin College Advisory Panel.
- Serve on the university’s leadership advisory board.
- Serve on Management Department committees as needed.
- Coordinate the attendance of cadets to other institution’s leadership
MISSION AND ORGANIZATION

- Coordinate Corps participation with the VT Honors Program.
- Plan and execute the AMSCUS conference when hosted by the VTCC.
- Assist the Corps Recruiting Officer in marketing and recruiting efforts.
- Make information and recruiting presentations.
- Perform other duties as delegated by the Commandant, i.e., university committee membership, tutoring program, daily bulletin, budget, and ceremonies.

Assistant Commandant of Cadets for Recruiting

- Develop, coordinate, and supervise the VTCC recruiting program.
- Supervises the Enrollment Officer assigned to the VTCC Recruiting Office.
- Coordinate recruiting programs with the ROTC Departments.
- Coordinate recruiting programs with the Director of Admissions.
- Establish and maintain VTCC recruiting statistical information that will measure the success of the recruiting program.
- Plan and coordinate the implementation of the summer parent/student orientation program.
- Supervise VTCC overnight visitation program for prospective cadets.
- Assist in the implementation of the VTCC summer recruiting activities.
- Ensure cadet participation in minority recruitment programs.
- Perform any duties directed by the Commandant.

Executive Officer

- Supervise the publishing of the daily Regimental Order.
- Supervise operations orders and script development/coordination, when required, for Corps ceremonial events.
- Monitor and advise the Commandant and Regimental S-2 on public affairs for Corps events of university and community interest.
- Create or coordinate with S-2 on all Corps press releases, campus notices, spotlights, and hometown news releases.
- Maintain accountability of real property (computers, furniture, etc.) assigned to the Corps of Cadets and Commandant.
- Perform protocol functions for the Commandant.
- With the Regimental S-3, coordinate with Student Centers and Activities, the Graduate Life Center, and the University Registrar for reservations of all classroom and public spaces required for Corps activities.
- Develop and publish the VTCC Annual Training Schedule and Key Events Listing.
- Assist in preparing computer programs to more efficiently maintain statistics on the Corps.
- Coordinate with the Deputy Commandants to develop the plan for the shuffling of first-year cadets to new companies at the conclusion of their first year.
- Assist the Deputy Commandant for VPI Company in advising, counseling,
MISSION AND ORGANIZATION

guiding, and supervising, the VPI Company cadet chain of command and members.

- Supervise the development of the VTCC yearbook section and the annual publication of The Guidon.
- Work with the Commandant to establish and execute a State government and legislature engagement strategy.
- Assist in preparing the budget.
- Perform any duties assigned by the Commandant.

Corps Museum Curator

The history of the Corps of Cadets at Virginia Tech is the history of the University. The mission of the VTCC Museum is to tell the story of the Corps’ past, present and future for not only future generations of cadets, but for the public as a whole. The museum strives to acquire, preserve and maintain a respectful and accessible collection and presentation of the rich history of the cadets who have gone to serve honorably in the Armed Forces of the United States, as well as in the private sector.

- Responsible for the leadership, overall operations, and day-to-day management of the museum.
- Direct the museum’s mission, strategic plan, and policies, as well as providing intellectual and programmatic direction.
- Manage the museum’s budget and grants.
- Plan, develop, implement, and evaluate all museum activities and operations
- Providing oversight of facilities related to the museum.
- Direct and manage volunteers and cadet historians.

Battalion Senior Enlisted Advisors (SEAs)

- Reports to and advises the Deputy Commandant on all matters concerning cadets and activities in the battalion.
- Advise, counsel, guide, supervise, and direct the cadet Battalion Sgt Major and subordinate cadet NCOs to accomplish the mission.
- Monitor and advise the Deputy Commandants and cadet Regimental NCOs on all matters related to the First-Year Cadet training program.
- In coordination with the Deputy Commandant and the Residential Learning Coordinator, conduct training for Resident Advisors (RAs) regarding supervision of residence halls, incident reporting, occupying and vacating rooms, and ensure that cadet rooms are properly secured for scheduled break periods and end of year closure in accordance with Residential Life requirements.
- Coordinate with the Tailor Shop regarding uniform issue, turn in, and accountability.
- Monitor regular cadet activities for compliance with all rules, regulations, policies, and procedures while utilizing opportunities to instruct and enhance cadet leader development.
- Coordinate with ROTC Departments and/or Citizen-Leader Track in regards to common cadets.
Supervise/oversee field training, physical conditioning events, organizational athletics and leader development activities to include the rappelling tower and obstacle course.

Advises, mentors, coaches, and provides general guidance to individual cadets across a broad spectrum including personal concerns, academic and conduct issues, financial questions, and professional development.

Serve on selection board panels and make recommendations to Deputy Commandants on Sgt Major, diamond and top three leadership slates.

Serve as instructors for cadet leader development courses as directed by the Commandant and Director of the Rice Center for Leader Development.

Perform other duties as delegated or assigned by the Deputy Commandants, i.e., university committee membership, drill and ceremonies, field marking, Skipper Crew oversight, etc.

Residential Learning Coordinator

Work with the staff of the Rice Center for Leader Development including:
- Developing and teaching curriculum for cadet leader development; and assists with assessments of learning and related committees; and assists in the recruiting and selection of speakers for cadet leader classes.
- Work with the 1st Battalion Deputy Commandant to help schedule and conduct CO and other cadet training during Cadre week (fall), for the second semester slate of cadet leaders (spring), and ongoing training needs.
- Ensure any changes to university policies, effecting Housing and Residence Life are promptly distributed to all cadets and address any questions in coordination with the appropriate Deputy Commandants.
- Participate with the four Deputy Commandants in the annual command interview process whereby a slate of candidates for Company Commanders (RAs) is presented to the Commandant of Cadets.
- Work with the Executive Officer and Deputy Commandants. Areas of emphasis include resolving student issues, mentoring, counseling, teaching, grading, and access to university resources.
- Attend all Corps disciplinary processes including Honor Courts, Executive Committees, and Deputy Commandant hearings, which are often done in partnership with the Office of Student Conduct.
- Serve as Upper Quad Liaison to Housing and Residence Life for managing maintenance issues, key inventories, occupancy and incident documentation (including CHARLIE) and supporting both pre-New Cadet Week room preparations and end-of-year check out.
- Advise the VTCC representative(s) to the Residential Housing Federation (RHF).
- Serves entire Corps population for crisis management and after-hours assistance.
MISSION AND ORGANIZATION

REGIMENTAL LEVEL POSITIONS

The following Corps positions are held by cadets selected through the command selection, Sgt Major, and top three selection processes or by interviews with duly selected commanders. The Regimental Staff consists of a primary staff (S-1, S-2, S-3, S-4 and S-5) and a special staff (all other regimental staff positions).

Regimental Commander (Senior)

- Reports to the Commandant of Cadets.
- Supervises the daily operations of the Corps of Cadets through regular meetings with staff and line commanders.
- With the Commandant of Cadets, establishes the moral and ethical direction of the Corps of Cadets.
- Reports to the Commandant daily to provide and receive guidance and disseminate and receive information via battalion commanders and regimental executive officer.
- Meets regularly with the Commandant, Deputy Commandants, battalion commanders (schedule directed by the Commandant).
- Provides weekly briefing to the Commandant, Deputy Commandants and staff
on the status of Corps Operations and performance.
☐ Leads ceremonial events of the Corps such as pass in reviews, formations, and parades.
☐ Represents Corps at special public relations events.
☐ Performs all duties of head resident advisor, university liaison, and serve as a resource and referral agent for the University and community.
☐ Responsible for Corps of Cadets and university policy enforcement.
☐ Directs implementation of processes and procedures for university policy violations.
☐ Maintains responsibility for conduct and operation of all VTCC organizations.
☐ Acts as a liaison between the University/Alumni Association, VTCCA, and the Corps.
☐ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
☐ In role as an RA, meet regularly with the Commandant and the Residential Learning Coordinator, responsible for RA matters and training.

Regimental Executive Officer (Senior)
☐ Reports to the Regimental Commander.
☐ Supervises and direct the regimental staff as per the diagram that accompanies this regulations.
☐ Meets regularly with the staff to disseminate and collect information.
☐ Coordinates the activities of the regimental staff.
☐ Fills the role of commander in his/her absence.
☐ Supervises posting and relief of the cadet Officer of the Day (OD).
☐ During periods when a guard detail is established for barracks security, ensures all guard personnel are briefed on details of their duties.
☐ Provides risk assessment for all regimental functions.
☐ In coordination with the Regimental Safety Officer, ensures that safety briefings are disseminated and delivered for all regimental functions.
☐ Supervises all New Cadet training, including New Cadet knowledge testing, training schedule, and privileges.
☐ Fall semester: Plans and supervises Cadre and New Cadet Week.
☐ Develops time schedule for all events.
☐ Coordinates reservations for all classroom and public spaces required for training.
☐ Ensures all safety equipment and emergency medical personnel are present for training when required.
☐ Reviews and coordinates updates to the Cadet Training Manual (CTM) with the Commandant and Commandant’s staff.
☐ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
☐ Ensures continuity files are maintained in each battalion and for each position on the Regimental Staff/Special Staff.
Regimental Safety Officer (Senior)

- Reports to the Regimental Commander.
- Develops and oversees a comprehensive safety program to be implemented throughout the Regiment.
- Coordinates with the Deputy Commandant for Leader Development to obtain training for Safety personnel throughout the Regiment on Safety Programs and Risk Management.
- Ensures that Safety personnel in units review OPORDs, (e.g. Pride Nights, Sophomore Welcoming, Service Projects) and ensure sufficient risk mitigation and safety considerations.
- Ensures that Safety representatives are present to monitor execution of regimental unit activities and are empowered to halt operations if safety is compromised.
- Provides statistics to the Regimental Commander and Commandant of Cadets regarding the safety record of the Regiment and its units.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

Regimental Command Sergeant Major (Junior)

- Reports to the Regimental Commander and works closely with the Regimental XO.
- Advises Regimental Commander on all matters concerning cadet NCOs and below.
- Assists Regimental Executive Officer in supervising all first-year cadet training.
- Meets regularly with Battalion Sergeants Major and Company First Sergeants to disseminate information and receive status reports from each company concerning training and professional development.
- Working with Senior Enlisted Advisors, supervises the professional development of all cadet NCOs.
- Provides accountability for all VTCC functions to the Regimental S-1.
- Assists the Regimental Commander in NJP proceedings.
- Coordinates Regimental Disciplinary System (RDS).
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

Regimental Adjutant, S-1 (Senior)

- Reports to the Regimental XO.
- Writes and prints all special and general orders of the VTCC.
- Maintains Company Meeting Room and conference room cleanliness and scheduling for use for activities and meetings.
- Coordinates with Regimental Recruiting Officer in support of recruiting and retention policies.
- Supervises company and regimental report orderlies.
- Assigns flag and lounge details and ensure responsibilities are posted in daily
Mission and Organization

Regimental Orders. Monitor the performance of those details.
- Maintains proper rotation for order of chow during regimental formations.
- Provides all demerits, personal data sheets, disciplinary charge sheets, and counseling forms to Commandant’s assistant for placement in cadet 201 files.
- Creates and maintains ListServe group email lists for the Regiment-wide distribution of electronic mail.
- Updates and ensure accessibility of regulation manual to all cadets by both hard and electronic copy.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Recommends cadets to the Regimental Commander who earned, by merit, a nomination to attend another institution’s leadership conference.
- Receives accountability from battalion commanders at regimental formations.
- Coordinates with Battalion S-1s in the execution of the above.

Regimental Public Affairs Officer, S-2 (Senior)
- Reports to the Regimental XO.
- Coordinates with the Commandant’s Executive Officer VTCC press releases to generate Corps publicity via website, commercial newspapers, campus Collegiate Times, University publications, radio and television.
- Acts as a VTCC point of contact for media representatives.
- Organizes and coordinates individual and company photographs for the Bugle, act as a point of contact for photographer, and create a master time schedule for cadet photos.
- Coordinates with the Associate Director for Alumni matters in the development of articles for The Corps Review.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Supervises Regimental Historian.
- Coordinates updating of all Corps display boards to include the case in Squires Student Center.

Regimental Operations Officer, S-3 (Senior)
- Reports to the Regimental XO.
- Drafts and writes operations orders for all VTCC activities including pass-in-reviews, special formations, football games, parades, Military Ball and weekend activities, and Founder’s Day.
- Distributes operations orders at least 10 working days in advance in order to allow for proper preparation by the Regiment.
- Ensures all training venues (Drill Field, classrooms, auditoriums, etc.) required for Corps training are reserved and properly prepared.
- Conducts rehearsals with key personnel and "chalk talk" operations as required.
Ensures all Corps training is conducted in accordance with Corps regulations and the CTM.

Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

Coordinates special projects/events and assign details/organizations to participate. Specifically including Alumni Association events, university development office events, valet parking, and service projects.

Coordinates with Corps organizations for special events.

Maintains record of unit performances in events that contribute points towards the VTCC Gold Cord Award.

Supervises judging of company events for Gold Cord.

Regimental Supply, S-4 (Senior)

Reports to the Regimental XO.

Establishes and maintains an inventory of all Corps of Cadets real property and equipment (radios, road guard vests, water jugs, etc.), and ensure that Corps property is properly accounted for.

Maintains an equipment control log to ensure that all Corps equipment is signed out by a specific cadet and is properly recovered in clean and serviceable condition. Report any discrepancies or irregularities to the Commandant’s Executive Officer immediately.

Assists the Tailor Shop in maintaining an inventory of all Corps sabers. Ensure that all sabers are individually signed for at issue and maintain accountability when turned in. Report any discrepancies to the responsible Deputy Commandant.

Insures adequate supplies of administrative forms and documents, awards, ribbons, and cords are available to support daily operations of the Corps.

Ensures any materials or equipment required to support a Corps event are properly requested and set up.

Supervises weapons issue, storage, and security.

Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

Coordinates any required purchases with Commandant’s executive assistant.

Regimental Academics Officer, S-5 (Senior)

Reports to the Regimental Commander, through the Regimental XO, the effectiveness of academic policies and their enforcement throughout the Regiment.

Coordinates and plans the VTCC Academic Success Program in accordance with the vision and standards of the Commandant, the Director of the Rice Center, and Regimental Commander.

Advises the Battalion Commanders on academic policies by coordinating with the Battalion Academic Officers.

Coordinates the scheduling and support of tutors with the Director of the Rice
Center. Ensure times and locations are publicized through the chain of command and regimental orders.

☐ Recommends to the Regimental Commander a plan for the academic awards ceremonies. Supervises the ceremony and prepares an after action report.

☐ Coordinates and plans classrooms, attendance, and monitors for study sessions.

☐ In coordination with Battalion Academic Officers, recommends dates to the Regimental Commander and ROTC departments for marathon call-to-quarters (MCQ). Once approved, ensures dates are publicized and that execution conforms to all MCQ guidelines. Dates for MCQ shall be published at least two weeks in advance.

☐ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

☐ Provides the Commandant, Deputy Commandants, and Regimental Commander with regular status reports on cadet academics.

☐ Assists the Deputy Commandant for Leader Development with all academic classes, including freshmen lab.

☐ Meets regularly with the battalion Academic Officers. Provides input to the battalion commanders on the evaluation of the Academic Officer chain.

Inspector General (Senior)

☐ Reports to the Regimental Commander.

☐ Conducts various inspections, both random and organized, for the Regiment.

☐ Uses standards set in the Regulations Manual, to establish inspection criteria, and communicates criteria to the Regiment.

☐ Ensures inspections are executed in accordance with the relevant Operations Orders provided by the Regimental Operations Officer.

☐ Conducts special investigations at the discretion of the Regimental Commander, the Deputy Commandants, or the Commandant of Cadets. All investigations will be conducted in accordance with the VTCC regulations manual.

☐ Provides assistance for those cadets with special grievances who feel they cannot address them through the chain of command.

☐ Provides training to the Regiment on the proper use of assistance in cases of special grievances.

☐ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

☐ Reports findings of investigations and instances of cadet(s) requesting assistance, to the Regimental Commander, Deputy Commandants, and the Commandant of Cadets.

Inspector General NCOIC (Junior)

☐ Is prepared to assume the duties of the Inspector General in his or her absence.

☐ Reports to the IG Officer and submits a weekly report of the regiment’s IG
Ensures that Battalion IG NCOICs’ document and maintain accurate records of Standby, Open-Ranks, and Random Room Inspections.

- Conducts regular personnel and room inspections of Battalion IG NCOICs.
- Meets with Battalion IG NCOICs weekly to disseminate information and receive status report of each battalion.
- Trains the regimental roster and compilation of gigs per cadet.
- Grades marching and rifle drill during Pass-In-Reviews and en-route to football games in conjunction with the Gregory Guard.

**Recruiting Officer (Senior)**

- Reports, administratively, to the Regimental S-1 and works under the supervision of the Assistant Commandant for Recruiting.
- Ensure effective information flow regarding recruiting through S-1 and cadet senior NCO channels.
- Coordinates and supervises recruiting policies and programs in accordance with the direction provided by the Commandant and the Assistant Commandant for Recruiting.
- Organizes and coordinates cadets into recruiting teams for extensive recruiting during Thanksgiving, winter break, and spring break.
- Coordinates and supervises recruiting staff within the VTCC.
- Under the direction of the Assistant Commandant for Recruiting, plans and supervises the VTCC overnight visitation program for fall and spring semesters. This includes making contact with the prospective cadets prior to their visit to the university, arranging for host cadets and rooms, and coordinating special requests of the prospective cadets, such as ROTC, financial aid, and attending classes.
- In coordination with the Assistant Commandant for Recruiting, ensures the VTCC is represented at all admissions office open houses. Responsibilities include reserving table space and providing necessary information concerning ROTC, scholarships, and overnight visitation.
- Coordinates and supervises the distribution of recruiting letters to prospective cadets, including preparing envelopes and resolving returned letters.
- Meets regularly with the recruiting staff to disseminate and receive information.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Provides the Assistant Commandant of Cadets for Recruiting all required assistance plus regular status reports concerning cadet recruiting.
- Performs any duties delegated by the Commandant or the Regimental Commander.

**Recruiting NCO (Junior)**

- Reports to the Recruiting Officer.
- Track involvement of recruiting staff and distribute cords accordingly.
- Conduct and supervise training for cadets concerning recruiting events.
MISSION AND ORGANIZATION

☐ Coordinate with Battalion Sergeants Major and Company First Sgts in:
  • Assignment and support of host cadets in the Spend the Night Program.
  • Hometown recruiting preparation, execution, and reporting.
  • Recruiting event volunteers.
  • Other recruiting efforts.

☐ Coordinates Recruiting activities with Battalion S-1s and Company XOs.
☐ Assists in staffing VTCC recruiting table at university open houses.
☐ Contacts prospective cadets to answer questions and provide information concerning the Corps of Cadets.
☐ Assists in arranging for company members to host prospective cadets participating in the VTCC overnight visitation program.
☐ Distributes recruiting materials for cadets recruiting during Thanksgiving, winter and spring breaks.
☐ Prepares information packets for prospective students.
☐ Insures cadets are informed of the recruiting activities of the Corps and provide information on how they can assist.
☐ Maintains records of individual recruiting points and distribute ribbons correctly.

Regimental Information Systems Officer - RISO (Senior)
☐ Reports, administratively, to the Regimental S-2.
☐ Monitors and maintains all information infrastructure for the Corps of Cadets. This includes:
  • Phones, cable, wired and wireless Internet, radios, websites, and survey and database requests.
  • Responsible for primary oversight of VTCC website and support for VTCCA website.

Armorer (Senior)
☐ Reports, administratively, to the Regimental S-4 and works under the supervision of the Deputy Commandant for Third Battalion.
☐ Executes all duties under the direction of, and reports to, the applicable Deputy Commandant as directed by the Commandant.
☐ Responsible for the issue, storage, maintenance, and accountability of all Corps M1903A3 Springfield rifles and associated equipment.
☐ Selects, trains and supervises the Ordnance Staff.
☐ Conducts initial rifle issue to units during Cadre Week and ensures adequate armorer coverage during that and New Cadet Week.
☐ Executes and continues the rifle rebuild program to increase the size of the rifle inventory for ceremonial weapon use.
☐ Maintains all tools, spare parts, and expendables to ensure on-going maintenance and rebuild efforts.
☐ Requests spare parts, expendables, and special items as needed to maintain the armorer function to a high standard.
MISSION AND ORGANIZATION

- Performs periodic rifle issue and turn-in as directed by the Regimental Staff for ceremonies and events during the school year.
- Provides armorer presence and maintenance capability for all live-fire training events.
- Conducts rifle turn-in at the end of the academic year and ensures 100% accountability of all issued rifles.
- Ensures preparation for summer storage by conducting a 100% inspection, performing necessary maintenance, and lubricating all weapons.
- Maintains an electronic/hard-copy continuity file for the position and ensures turnover to designated successors.
- Performs other duties as directed by the applicable Deputy Commandant and Regimental Commander.

Historian (Senior/Junior)

- Reports, administratively, to the Regimental S-2 and works under the supervision of the Director, Corps Alumni Relations.
- Coordinates with the Director, Corps Alumni Relations for maintenance of and access to the VTCC Museum.
- Preserves the history of the VTCC through acquisition and donations of pictures, uniforms, books, manuals, and equipment.
- Maintains the VTCC Museum by keeping an inventory of all artifacts, creating displays, and providing tours and information.
- Creates displays and provides historical information for University functions.
- Regularly cleans, dusts, vacuums, and polishes displays in the museum.
- Maintains an electronic/hard-copy continuity file for the position and ensures turnover to designated successors.

Athletics Officer (Senior)

- Reports, administratively, to the Regimental S-3
- Organizes and supervises a regimental athletics program that promotes healthy competition between battalions and companies.
- In coordination with University Recreational Sports and company athletic officers, identifies appropriate seasonal sports for intramural competition.
- Develops and distributes schedules, rules, and uniform guidelines for all regimental athletic events.
- Coordinates for all venues and equipment required for regimental athletic activities.
- Serves as the Corps point of contact with the university for fielding Corps teams for university intramural sports.
- Publicizes university intramural opportunities, identifies team captains, and coordinates with recreational sports for Corps team participation.
- Identifies and coordinates for any team funding that might be provided by the Commandant of Cadets.
- Provides reports to the Commandant, Deputy Commandants, and Line Commanders on the performance of Corps members relative to PT Evaluation performance.
- Maintains an electronic/hard-copy continuity file for the position and ensures turnover to
designated successors.

- Supervises athletics staff.

**Medical Officer (Senior)**

- Reports, administratively, to the Regimental S-3.
- Provides/coordinates EMT support of Cadre and New Cadet weeks.
- Provides/coordinates EMT support at all Corps events.
- Advises the Commandant and the Regimental Commander on Corps medical issues/concerns.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Supervises medical staff.

**Chapel Liaison (Junior/Sophomores)**

- Reports, administratively, to the Regimental Commander.
- Determines the number of liaisons needed based on the current religious affiliations of Corps members.
- Responsible for ensuring members of the Regiment are aware of services and resources available in the local area for each religious group.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

**University Organization Liaison (Junior/Senior)**

- Reports, administratively, to the Regimental Commander.
- Serves as a conduit of information and relationships with heads of other university organizations to include fraternities, sororities, and clubs.
- Responsible for ensuring members of the Regiment are aware of organizations and opportunities outside the Corps.
- Helps resolve issues that may arise in the course of ongoing Corps operations as they relate to other university organizations.

**Alumni Liaison (Junior/Senior)**

- Reports, administratively, to the Director of Alumni Relations.
- Assists in helping develop class / Corps affinity to foster ongoing, long-term relationship following graduation.
- Assists the Director of Alumni Relations with alumni programs throughout the year.

**Conrad Cavalry CO (Senior)**

Conrad Cavalry is a Military Riding Unit focused on equestrian knowledge, riding excellence, service to the community, and reviving the tradition of the old horse Cavalry. This is an equestrian team and cavalry drill unit and that cultivates the virtues of humility, excellence in moral character, military bearing, and leadership.

- Ensures the Troop is being lead properly and that high standards are upheld.
- Assumes all responsibilities for actions of the troop and acts as an
official representative of the unit to the university and the Commandant’s Staff.

☑ Develop and present proposed activities such as parades, servicing local barns, and other Corps events.
☑ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

**Skipper Crew Operations Officer (Senior)**

The Skipper crew is an elite and dynamic organization within the Virginia Tech Corps of Cadets. Although you are not the Gun Captain, your duties are very important to the Gun Crew’s success. Safety is the number one priority in everything the crew does. Planning, crew drill proficiency, maintenance, and safe operation of the gun demands the expertise and experience of a senior cadet advisor/assistant to the crew.

☑ Reports directly to the commandant’s staff representative.
☑ Assist the Skipper Crew’s leadership team in accomplishing all assigned tasks.
☑ Ensure that all operations orders and risk assessments are properly prepared.
☑ Ensure that the Gun Captain has all necessary tools, supplies, and equipment to accomplish the mission.
☑ Maintain records for training, firing, and maintenance of the Crew.
☑ Update the Skipper SOP annually or as needed to insure safe operation of the gun.
☑ Maintain a projected calendar of events forecasting twelve months out.

**Gregory Guard CO (Senior)**

The Gregory Guard is the Military Honor Society of the Virginia Tech Corps of Cadets. Named in honor of SGT. Earl D. Gregory, who was awarded the Medal of Honor, the Gregory Guard specializes in rifle drill based movements which include parades, spin routines, saber arches, and 21 gun salutes. In these movements the Guard represents Virginia Tech and the Corps of Cadets with the utmost humility.

☑ Organizes and executes each event while maintaining a high level of professionalism and proficiency.
☑ Grows the Guard both in numbers and in skill while looking for new ways to serve the University and the Corps.
☑ Assumes the responsibility for all actions of the Guard and acts as an official representative of the unit to the university and the Commandant’s Staff.
☑ Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

**Color Guard CO (Junior)**

See VIRGINIA TECH CORPS OF CADETS COLOR GUARD (University
EXECUTIVE COMMITTEE POSITIONS

Regimental Executive Committee Chairman (Senior)

- Reports to the Regimental Commander.
- Organizes and presides over all assigned Executive Committee hearings.
- Ensures a thorough and unbiased hearing is afforded to the accused in accordance with the procedures detailed in the VTCC Regulations Manual.
- Reports all results of hearings to the Regimental Commander in coordination with the responsible Deputy Commandant.
- Provides guidance to the hearing representatives.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Completes administrative paperwork prior to and following the hearing.
- Attend Deputy Commandants’ Hearings on the Deputy’s invitation.
Regimental Hearing Officer (Senior)
- Ensures that all cadets referred to Executive Committee are aware of their rights.
- Ensures that all the hearing administrative details are accomplished before, during, and after a Cadet Executive Committee hearing.
- Appoints four board members for each hearing and ensure board members understand their duties.
- Appoints a regimental and defense representative for each case.
- Serves as a non-voting, permanent assistant to the chairman and function as the recording secretary for all Executive Committee hearings.
- Reviews Non Judicial Punishments and Executive Committee hearings to insure propriety and consistency of judgments and punishments administered.
- Conducts orientation program for all cadets concerning NJP and Executive Committee hearings.
- Carries out any orders the Regimental Commander may direct.
- Works with the Regimental Adjutant to update and suggest modifications to the Regulations Manual. With the Regimental Adjutant, develop a recurring program to educate all cadets on changes to cadet regulations.

Regimental Counsel (Senior)
- Serves under the supervision of the Regimental Hearing Officer.
- Represents the Corps of Cadets as the prosecutor at Executive Committee hearings.
- Researches and prepares prosecutor’s case against accused including evidence and witnesses.
- Designated Lead Regimental Counsel oversees training and standardization for Counsel representatives.

Defense Counsel (Senior)
- Serves under the supervision of the Regimental Hearing Officer.
- Represents the accused as the Defense Counsel at Executive Committee hearings.
- Researches and prepares defense case for the accused including evidence and witnesses.
- Designated Lead Defense Counsel oversees training and standardization for Counsel representatives.
HONOR PROGRAM POSITIONS

Honor Court Chief Justice (Senior)

- Reports to the Regimental Commander.
- Coordinates all aspects of honor education and training.
- Holds regular Honor Committee meetings and conducts Regimental Honor Court hearings.
- Conducts regular feedback sessions with the cadet chain of command to ensure the code is being enforced.
- Ensures the accurate processing of reported violations to include preliminary screening of all violations prior to forwarding to the Vice Chief for Investigations.
- Appoints Regimental Honor Court personnel for honor court hearings.
- Informs the Commandant and ROTC faculty representatives of the time and date of every Honor Court to ensure the presence of faculty observers at the hearing.
- Approves candidates for positions as honor representative.
- Informs the responsible Deputy Commandant of all Regimental Honor Committee matters.
- Maintains an electronic / hard-copy continuity file for the position and ensures
MISSION AND ORGANIZATION

- turnover to designated successors.
  - Acts as a liaison between the VTCC and the University Honor System.

**Vice Chief for Investigations (Senior)**
- Prepares and deliver a preliminary investigation notice to the accused.
- Conducts preliminary investigations of honor violations at the direction of the Chief Justice.
- With the Chief Justice, appoints an investigative team of honor representatives when a formal investigation is warranted.
- Drafts the formal statement of charges with the assigned investigating officer.
- Conducts training sessions for the Investigation Teams.
- Supervises the conduct of all investigations.
- Performs any duties as assigned by the Chief Justice.

**Vice Chief for Education (Senior)**
- Develops and supervises the regimental honor education program.
- Maintains training records and reviews company Honor Representative training records.
- Updates the training syllabi and develops new and innovative lectures and classes.
- Assists in the conduct of Regimental Honor Court hearings as required.
- Informs the Commandant and ROTC faculty representatives of the time and date of every Honor Court to ensure the presence of faculty observers on the board.
- Designates five cadets as observers for each Regimental Honor Court hearing.
- Performs any duties as assigned by the Chief Justice.

**Honor Court Sergeant-at-Arms (Junior)**
- Ensures that hearing records are complete, current, and properly safeguarded.
- Serves as recorder at all Regimental Honor Court hearings.
- Assists the Chief Justice with the set-up and execution of all Regimental Honor Court hearings.
- Notifies all involved personnel of the status and results of each case throughout its duration.
- Performs any duties as assigned by the Chief Justice.
Battalion Commander (Senior)

- Reports to the Regimental Commander and appropriate Deputy Commandant.
- Responsible for all battalion activities.
- Establishes moral and ethical direction for the battalion.
- Reviews all company op-orders with primary focus on safety, purpose, and command and control.
- Meets regularly with regimental commander, keeping him/her informed of all the battalion does.
- Meets regularly with the company commanders and battalion staff.
- Leads the battalion in all pass-in-reviews and formations.
- Conducts after-action reviews and back-briefs the Deputy Commandant on all battalion functions.
- Maintains an electronic / hard-copy continuity file for the battalion and ensures turnover to designated successors.
- Ensures continuity files are maintained in each company.
- Oversees completion of VTCC evaluation forms on battalion cadets.
☐ Conducts all battalion level non-judicial punishment hearings according to cadet regulations.
☐ Approves/disapproves leave requests for open weekends and all special requests.
☐ Recommends qualified cadets for VTCC positions, awards and scholarships.
☐ Performs all duties of head resident advisor.
☐ As a University Liaison, serves as a resource and referral agent for the university and community.
☐ Ensures policy and regulations enforcement.
☐ Understands and complies with processes and procedures for university policy violations and reporting.
☐ Investigates and reports on damage to rooms and public areas.
☐ Ensures prompt reporting and response of maintenance requests within assigned units.
☐ Ensures compliance with check in and checkout procedures.
☐ In role as an RA, meets regularly with the Deputy Commandant and the Residential Learning Coordinator, responsible for RA matters and training to coordinate on issues and policies related to Residence Life.

Battalion Executive Officer (Senior)
☐ Reports to the Battalion Commander.
☐ Coordinates and supervises the battalion staff as per the accompanying diagram in this regulation.
☐ Prepares and maintains Battalion Duty Officer (BDO) roster.
☐ Ensures corrective action has been initiated on discrepancies from the previous evening’s BDO’s duty watch.
☐ Reviews all operations orders prior to submission to the Battalion Commander.
☐ Supervises battalion new cadet training.
☐ Commands battalion in battalion commander’s absence.
☐ Coordinates for all equipment and supplies needed for battalion functions.
☐ In coordination with the Battalion Safety Officer, ensures the Battalion S-3 prepares a risk assessment for all battalion functions.
☐ Issue safety briefing for all battalion functions.

Battalion Sergeant Major (Junior)
☐ Reports to the Battalion Commander and works closely with the Battalion XO.
☐ Advises Battalion Commander on all matters concerning cadet NCOs and below.
☐ Assists Battalion Executive Officer in supervising all first-year cadet training.
☐ Meets regularly with the company first sergeants to disseminate information and receive status reports from each company concerning training and professional development.
MISSION AND ORGANIZATION

☐ With assistance from Senior Enlisted Advisors, supervises training and professional development of all cadet NCOs.
☐ Ensures training is consistent and to standards throughout the battalion.
☐ Provides accountability for all VTCC functions to the Battalion S-1.
☐ Assists the Battalion Commander in NJP proceedings.
☐ Tracks and verifies Regimental Disciplinary System (RDS) punishment hours awarded, coordinates with the Regimental Sergeant Major and Battalion XO in ensuring RDS punishments are correctly served.
☐ Promote battalion understanding and support for recruiting efforts.

Battalion Adjutant, S-1 (Senior)
☐ Reports to the Battalion XO.
☐ Coordinates all battalion administrative activity.
☐ Assists Regimental S-1.
☐ Conducts evening reports Sunday through Thursday including demerits received from companies, demerit reports received from companies, and leave/special request forms received/returned.
☐ Reviews all NJP charge sheets for correctness. Forwards all charge sheets to the Regimental Hearing Officer within 24 hours of adjudication.
☐ Tracks and verifies Regimental Disciplinary System (RDS) punishment hours awarded and assist the Battalion Sergeant Major in ensuring RDS punishments are correctly served.
☐ Provides battalion report of demerits to the Regimental S-1 weekly.
☐ Provides battalion report of cadets taking leave to the Regimental S-1 by 1800 each Thursday.
☐ Ensure efficient and effective dissemination and reporting of recruiting efforts.
☐ Ensures cadet’s individual demerits, charge sheets, counseling forms, and performance evaluations are filed in the cadet’s 201 File.
☐ Forms the battalion, receives accountability, and issues announcements at formation.

Battalion Public Affairs Officer, S-2 (Senior)
☐ Reports to the Battalion XO.
☐ Assists Regimental S-2
☐ Coordinates updating all Battalion display boards
☐ Keeps record of battalion events / accomplishments in conjunction with the Regimental Historian
☐ Coordinates, as necessary, Company photos.

Battalion Operations Officer, S-3 (Senior)
☐ Reports to the Battalion XO.
☐ Develops, publishes and supervises the semester’s Battalion Training Plan in accordance with the commander’s guidance.
MISSION AND ORGANIZATION

- Assists Regimental S-3 in drafting and writing operations orders for all VTCC activities.
- Assists Regimental S-3 in preparing all training venues as required.
- Briefs unit commanders before all training evolutions and Corps events to ensure proper execution.
- Acts in the absence of Battalion S-1 at formations including receiving accountability and issuing announcements.
- Maintains record of unit performances in events that contribute points towards the VTCC Gold Cord Award.
- Assists the Regimental Inspector General and Regimental S-3 in supervising and judging Gold Cord events as required.

**Battalion Logistics Officer, S-4 (Senior)**

- Reports to the Battalion XO.
- Assists Regimental S-4
- Establishes and maintains and inventory of all Battalion real property and equipment, and ensures that Corps property is properly accounted for.
- Coordinates any required resources / purchases with Commandant’s Administrative Assistant and Executive Officer
- Ensures any materials or equipment required to support a Battalion event are properly requested, available, used, and returned.
- Ensures adequate supplies of administrative forms and documents, awards, ribbons, and cords are available to support daily operations of the battalion.
- Provides support, as necessary, for Company Clerks.

**Battalion Academics Officer, S-5 (Senior)**

- Reports to the Battalion XO.
- In coordination with the Regimental S-5, recommends a Battalion academic program to the Battalion Commander.
- Meets regularly with and supervise battalion and company Academic Officers.
  - Provides input to commanders on company Academic Officer’s semester evaluation.
- Supervises the implementation and enforcement of academic programs (e.g. Call to Quarters, Academic Support Initiative).
- Publishes to the Battalion the standards for academics for the semester.
- Ensures Commanders and Academic Officers are enforcing the academic policies. Advise the Battalion Commander of any academic policies not being enforced by the companies.
- Assists the Regimental S-5 in coordinating and planning classrooms, attendance, and monitors for study sessions.
- Provides the Deputy Commandant, Battalion Commander and Regimental Academics Officer with regular status reports on cadet academics.
- Assists the regimental Academics Officer with all academic programs, including Corps Lab, ProLab, and the freshmen lab.

**Battalion Safety Officer (Junior / Senior preferred)**

- Reports to the Battalion Commander and works closely with the Battalion
XO.
☐ Meets regularly with the company safety NCOs.
☐ Provides regular battalion safety reports to the Regimental Safety Officer.
☐ In conjunction with the Battalion Executive Officer and Company Safety Officers, promotes a culture of safety consciousness throughout the Battalion.
☐ Provides data to the Regimental Safety Officer for use in assessing the safety climate of the organization.

Battalion Inspector General NCOIC (Junior)
☐ Reports to the Regimental IG NCOIC with coordination to the Battalion Commander, and submits a weekly report of the battalion’s IG standings.
☐ Ensures that inspection staff properly submits Standby, Open-Ranks, and Random Room gig results to the regimental roster.
☐ Conducts regular personnel and room inspections of IG staff.
☐ Meets with company First Sergeants, and Battalion Sgt Major weekly to receive complaints/comments and to disseminate any pertinent information.
☐ Trains the IG staff on proper uniform and room standards in accordance with the IG OIC’s intent.
☐ Monitors the battalion roster and compilation of all gigs per cadet.
☐ Plans random room inspections and attends any re-inspections resulting from failures.
☐ Resolves any gig discrepancies as they occur during all types of inspections, or refers them to the Regimental IG NCOIC.
☐ Grades marching and rifle drill during Pass-In-Reviews and en-route to football games in conjunction with Gregory Guard.

Battalion Honor Representative (Sophomore, Junior, Senior)
☐ Assists the battalion commander in honor education and training, including the teaching of all classes.
☐ Promotes the Honor Education program of the battalion and oversees the Honor Representatives in his/her battalion regarding Honor Education.
☐ Serves as a member to the Honor Court, to include reporter if secretary is not present.
☐ Maintains complete and accurate records of battalion education and training.
☐ Performs any duties as assigned by the battalion commander or the Chief Justice.
MISSION AND ORGANIZATION

COMPANY LEVEL POSITIONS
Company Commander (Senior)
☐ Reports to the Battalion Commander and the appropriate Deputy Commandant.
☐ Leads all company operations and insures adherence to VTCC policies.
☐ Maintains overall responsibility for all company activities.
☐ Establishes moral and ethical direction for the company.
☐ Reviews all company op-orders with primary focus on safety, purpose, and command and control.
☐ Meets with the battalion commander/head resident advisor regularly to keep him/her informed of everything the company does.
☐ Meets regularly with company leadership. [Band – includes Section Commanders.]
☐ Leads company in all pass-in-reviews.
☐ Reports accountability to BN S-1 at all formations.
☐ Participates as a member of the Executive Committee panel as needed.
☐ Conducts after-action reviews of all major company functions.
☐ Maintains an electronic / hard-copy continuity file for the company and ensures turnover to designated successors.
☐ Oversees completion of VTCC evaluation forms on all company members and counseling of each cadet.
☐ Conducts all company level non-judicial punishment hearings according to VTCC Regulations manual.
☐ Recommends qualified cadets for VTCC positions, awards, and scholarships.
☐ Recommends approval/disapproval of leave/special requests.
☐ Understands and complies with processes and procedures for university policy violations and reporting.
☐ Investigates and follow up on damage to rooms and public areas.
☐ Ensures prompt reporting and response of maintenance requests within assigned units.
☐ Ensures compliance with check in and checkout procedures.
☐ In role as an RA, meets regularly with the Deputy Commandant and the Residential Learning Coordinator, responsible for RA matters and training to coordinate on issues and policies related to Residence Life.

Company Executive Officer (Senior)
☐ Reports to the Company Commander.
☐ Assumes command of the company in commander’s absence.
☐ Serves as company Administrative Officer
☐ Band: Coordinates with Section Executive Officers.
☐ Prepares company training plan and schedule with the assistance of the Company First Sergeant.
☐ Completes all coordination for company functions such as food, equipment, and transportation.
MISSION AND ORGANIZATION

- Writes and publishes operations orders for any company level operations not covered by VTCC operations orders.
- Assists Battalion S-3.
- Maintains record of after-action reviews of all major company functions.
- Provides safety briefing and risk assessment for all company functions. Conducts and grades new cadet knowledge tests weekly.
- Provides weekly summary of training to commander.
- Ensures pass/leave book is maintained and completed.
- Ensures company orderly room is maintained.

**Company Athletics NCO (Junior)**
- Reports to the Company XO.
- Organizes company athletics programs that promote competition and fun.
- Disseminates information from the Regimental Athletics Officer regarding uniform for athletics, sport to be played, rules for the sport, and time and location of games.
- Serves as a referee/monitor for athletics.
- Promotes intramural sports program among company.

**Company Clerk (Sophomore)**
- Reports to the Company XO.
- Collects and deposits all company funds with the Executive Officer in compliance with VTCC and Virginia Tech Funds Handling guidelines.
- Coordinates company pictures with Battalion and Regimental S-2.
- Maintains company bulletin boards.
- Disseminate recruiting mission needs and report company recruiting efforts/accomplishments to the Battalion Adjutant.
- Maintains company’s stock of all administrative supplies and forms.
- Ensures that door cards (3x5) are typed and placed.

**Company Academics Officer/NCO (Senior, Junior)**
- Reports to the Company XO.
- Enforces academic policies of the VTCC within the company using the company chain of command. Advise the Company Commander of any academic policies not being enforced within the company.
- Manages the use of Academic Coaches during Red Phase and coordinates their activities with the CO, XO, and Cadre.
- Implements and supervises an academic mentor program within the company.
- Implements and supervises the Academic Support Initiative program.
- Ensures the company understands the academics policy by briefing the commander, NCOs, and first-year cadets.
- Advises the Company Commander of any changes to academic policies and implement his/her guidance.
Maintains accurate records of first-year cadets' academic performance.

Provides information on sources for University academic counseling.
(IMPORTANT: University officials should provide academic counseling to students)

Provides regular company academic reports to the Battalion Academic Officer and Company Commander.

Encourages cadets to use tutors provided by the Corps and to seek help when necessary.

Assists the Battalion Academics Officer with all Corps academic courses, including Corps Lab, ProLab, and the freshmen lab.

Identifies cadets who are having academic difficulty and assist them with a plan to improve their academic performance.

Company Safety Officer (Junior / Senior preferred)

Reports to the Company Commander and works closely with the Company XO.

Provides regular company safety reports to the Battalion Safety Officer.

In conjunction with the Company Executive Officer, promotes a culture of safety consciousness throughout the Company.

Provides data to the Battalion Safety Officer for use in assessing the safety climate of the organization.

Reviews all OPORDS originating from the Company and ensure that appropriate Risk Mitigation actions are included.

Is present during Company events to act as a Safety Observer and be prepared to halt activities if unsafe conditions or actions are perceived.

Company First Sergeant (Junior)

Reports to the Company Commander and works closely with the Company Executive Officer.

Assists Company Executive Officer in preparation and execution of company training plan.

Band: Coordinates with Section First Sergeants.

Trains the company in proper drill and ceremony.

Prepares company for formation.

Supervises company movement to and from training.

Maintains accountability of the company.

Formally charges and reads the rights and appeal procedures to cadets charged with non-judicial punishment.

Carries out disciplinary actions levied on NCOs and below according to regulations.

With support from Senior Enlisted Advisor, coordinates and standardizes activities of the platoon sergeants.

Make recommendations to the Executive Officer on first-year cadet leave and passes.
Assigns company personnel to flag, lounge and police details and ensure all details are completed properly.
Promotes company understanding and support for recruiting efforts in all classes.
Maintains cleanliness and policing of company area.

Platoon Leader (Senior)
- Reports to the Company Executive Officer.
- Supervises all activities of the platoon.
- Ensures and maintains safety at all times at platoon functions.
- Reviews op-orders prior to submission to company commander.
- Participates in all NJP hearings for platoon members.
- Conducts regular personnel and room inspections of platoon personnel.
- Completes VTCC evaluation forms and counsels all platoon members.
- Recommends approval/disapproval of leave requests/special requests.
- Disseminates information to PSG from company commander.
- Establishes policies for the operation of the platoon in accordance with company commander’s goals.
- Provides a regular platoon status report to the company commander.
- Conducts initial counseling with all platoon members.
- Conducts follow-up counseling of platoon members as necessary.
- Maintains records of all platoon members including copies of counseling and NJP forms.

Cadre Sergeant (Junior) [During New Cadet Week and Red Phase]
- Reports to the First Sgt.
- Adheres to the letter and spirit of Cadet Training Manual (CTM).
- Assists in planning and conducting company operations as required.
- Conducts professional instruction, training and inspections as directed by the First Sergeant.
- Works with and support the company chain of command to assist New Cadets in meeting standards. Communicates frequently and refers motivational problems to the chain of command.
- Counsels, mentors, teaches, and inspires New Cadets and assist them in their transition from high school senior to first-year college student, and civilian to New Cadet.

Platoon Sergeant (Junior)
- Reports to the Platoon Leader.
- Ensures that squad leaders document and maintain accurate records of squad performance.
- Follows up on counseling conducted by squad leader; refer problems to the platoon leader.
- Conducts regular personnel and room inspections of all platoon personnel.
MISSION AND ORGANIZATION

- Receives daily accountability from squad leaders and maintain accountability of the platoon.
- Enforces regulations and keep platoon leader and company First Sergeant informed of the disciplinary actions within the platoon.
- Meets with squad leaders regularly to disseminate information and get status report from squad leaders.
- Gives a daily report to platoon leader on the status of all squad’s performance, training, counseling, accountability, discipline, and general problems.
- Sees platoon leader and First Sergeant daily for any new information or changes to be relayed to platoon personnel.
- Monitors squad leaders’ performance.
- Offers guidance and suggestions to squad leaders on activities and training.
- Is prepared to assume the duties of company First Sergeant in his or her absence.
- Performs any additional duties directed by the platoon leader.

Squad Leader (Junior)

- Reports to the Platoon Sergeant.
- Ensures Corps policies are communicated and adhered to by all squad members.
- Reports all regulations violations to the chain of command.
- Conducts regular personnel and room inspections of all squad personnel.
- Informs platoon sergeant of all formal squad activities and disciplinary actions.
- Provides accountability of all squad members all events.
- Meets with team leaders daily to disseminate new information and gather information.
- Meets with squad at least once per week during designated squad meeting times.
- Completes VTCC evaluation forms on all squad members.
- Conducts initial counseling of team leaders.
- Conducts an initial counseling of all squad members at the beginning of the school year.
- Counsel squad members throughout the year either individually or in a group as required.
- Maintains squad book containing records for members of the squad including room inspection results, demerit totals, counseling sheets, and grade sheets.
- Recommends approval/disapproval of leave/special requests.

Fire Team Leader (Sophomore)

- Reports to the Squad Leader.
- Assumes the duties of the Academic Coach for First-Year Cadets (see “Academic Coach”).
- Assists squad leader in planning and conducting events for the squad.
MISSION AND ORGANIZATION

☐ Meets with team members daily to distribute information from the squad leader.
☐ Conducts room and personnel inspections of team members regularly; schedules to be directed by squad leader.
☐ Maintains accountability of team members for all events.
☐ Reviews requests (i.e. leave, uniform) before passing them up.
☐ Refers problems and questions, such as academic, personal, ROTC, and Corps, of team members to the squad leader.
☐ Assumes the role of a squad leader in his/her absence.
☐ Reports violations of the regulations directly to the squad leader.
☐ Keeps accurate record of monthly demerit total for team members.

REGIMENTAL BAND UNIQUE POSITIONS

The Regimental band functions with two parallel chains of command. The performance chain of command has duties related to musical performance, event scheduling and logistics. The Company chain of command has the same duties and responsibilities with some differences noted in the following paragraphs.
Duties of positions unique to the Regimental Band are listed below:

**Drum Major [Performance Staff] (Senior)**
- As a senior leader in the band, similar to the Band and Section Commanders, is responsible to ensure that all members of the band are adhering to Corps professional standards of conduct at all times.
- Establishes practice schedules for all performances.
- Publishes all schedules well in advance of the prescribed event.
- Works with performance officer and the director in conducting practices.
- Works with the performance officer to select music for performances.
- Informs the Director of practice schedules.
- Assists the band director in events involving the alumni band.
- Leads or directs all performances.
- Ensures proper representation from all sections for all performances.
- Ensures that all sections are prepared for performances.

**Assistant Drum Major [Performance Staff] (Senior)**
- Acts as assistant to the Drum Major.
- Leads the band in the Drum Major’s absence.
- Aids the Drum Major in selection of the Performance Officer and Drill Captain.

**Music Librarian [Performance Staff] (Sophomore)**
- Reports to the Drum Major.
- Inventories and maintains music.
- Ensures that music is made available for practices and performances.

**Performance Officer [Performance Staff] (Senior)**
- Aids in the selection of section leaders.
- Maintains current roster of the band by section and performance.
- Attends section leader meetings.
- Informs the supply officer what music to distribute.
- Consults with director on new music to order.
- Writes the field shows during football season and street drills for parade.
- Posts drill and daily corrections on the performance board.
- Sets daily objectives for each practice in coordination with the Drum Major.
- Writes narrations for football games.
- Coordinates with Regimental S-3 and Color Guard for pre-game shows.
- Coordinates with Alumni Drum Major, and Marching Virginians when necessary.
MISSION AND ORGANIZATION

Performance NCO [Performance Staff] (Junior)
- Assists the Performance Officer in preparing the Band for field shows and parades
- Carries out the orders of the Performance Officer and Drum Major in order to execute drill practice
- Able to step up if the Performance Officer is unavailable

Drill Captain [Performance Staff] (Senior)
- Writes drill for each field show.
- Ensures everyone has the correct counts.
- Makes sure that mistakes are fixed as quickly as possible so that drill is set NLT Wednesday.

Section Captains [Performance Staff] (Junior/Senior)
- Responsible to the Drum Major and Performance Officer
- Responsible for making sure that the section is ready for upcoming performances; including holding sectionals in coordination with the Drum Major; including uniform inspections and individual music competency checks before performances; all extra activities must be approved through the Drum Major.

Section Leaders [Performance Chain] (Sophomores)
- Is responsible to the Drum Major and Performance Officer
- Is responsible for making sure that the section is ready for upcoming performances; this may include holding sectionals in coordination with the Drum Major; this responsibility includes uniform inspections and individual music competency checks before performances; all extra activities of a section must be approved through the Drum Major
- Is responsible for personnel accountability during all performances; absences should be reported to the Performance NCO

Technical Sergeant [Performance Staff] (Junior)
- Helps the Drill Captain to ensure that cadets have the correct counts for performances.
- Assists any of the Band Staff when asked for help at practices and performances.
- Coaches and provides individual help to cadets struggling to grasp certain drill movements.

Technical Corporals [Performance Staff] (Sophomores)
- Works under the supervision of the Technical Sergeant and Performance NCO to aid in corrections and learning of drill counts.
Coaches and provides individual help to cadets struggling to grasp certain drill movements.

Helps supply in setting up and breaking down for practices or performances when necessary.

**Administrative Officer [Company Staff] (Senior)**
- Maintains records of pass/leave requests.
- Ensures that reports are displayed properly and on time.
- Reports all merits and demerits.
- Maintains presentable company area.

**S-1 Finance Officer [Company Staff] (Senior)**
- Processes vouchers through the Commandant’s assistant.
- Prepares the annual budget and defend it before the budget board.
- Coordinates payment for miscellaneous functions of the band with the Commandant’s executive assistant in advance of committing to the expenditure of funds.

**S-2 Public Affairs Officer [Company Staff] (Junior, Senior)**
- Provides band with publicity and communication with alumni and university.
- Coordinates with the press officials and newsmen at the events at which the band will be performing (through proper VTCC chain of command).
- Maintains contact with President of HT Alumni, Inc., HT Alumni newsletter editor, and the VTCCA.

**S-3 Operations Officer [Company Level] (Senior)**
- Arranges all transportation and accommodations.
- Coordinates with the finance officer for reservations.
- Writes and publishes operations orders for any movement not covered by the VTCC operations orders.
- Coordinates and makes reservations for banquet.

**S-4 Supply Officer [Company Level] (Senior)**
- Issues instruments.
- Maintains records of instruments and who has them.
- Collects instruments.
- Issues music that is to be performed.
- Maintains files of music.
- Issues any other property to the band such as paint and lime.
- Secures the band storage key.
- Secures all band supplies.
MISSION AND ORGANIZATION

☐ Obtains repair materials for band instruments.

S-5 Company Academics Officer/NCO (Senior, Junior)
☐ See standard S-5 duties under Line Companies

Section Commanders [Company Level] (Senior)
☐ Assists Company Commander in leading all company section operations and insure adherence to VTCC policies.
☐ Maintains overall responsibility for all section activities.
☐ Assists in maintaining moral and ethical direction for the company section as set by the Company Commander.
☐ Meets with the Company Commander regularly to keep him/her informed of everything the section does.
☐ Meets regularly with section leadership and the other Section Commander to ensure operation is concurrent.
☐ Reports accountability to Company Commander at all formations.
☐ Participates as a member of the Executive Committee panel as needed.
☐ Assists Company Commander in conducting after-action reviews of all major company and section functions.
☐ Maintains a continuity file throughout entire command.
☐ Oversees completion of VTCC evaluation forms on all section members and counseling of each cadet.
☐ Conducts all company level non-judicial punishment hearings according to VTCC Regulations manual and reports them to the Company Commander.
☐ Recommends qualified cadets in the section for VTCC positions, awards, and scholarships.
☐ Recommends approval/disapproval of leave/special requests and confers with Company Commander.
☐ Performs all duties of Resident Advisor.

Section Executive Officer [Company Level] (Senior)
☐ Assumes command of the section in commander’s absence.
☐ Serves as company Administrative Officer
☐ Prepares company training plan and schedule in coordination with the Company Executive Officer, other Section Executive Officer, company First Sergeant and the section First Sergeant.
☐ Meets regularly with the Company Executive Officer to inform him/her of the progress of the training plan within the section.
☐ Completes all coordination for company functions such as food, equipment, and transportation.
☐ Provides safety briefing and risk assessment for all company functions.
☐ Conducts and grades new cadet knowledge tests weekly.
☐ Provides weekly summary of training to commander.
☐ Ensures pass/leave book is maintained and completed.
☐ Ensures section orderly room is maintained.
**Section First Sergeant [Company Level] (Junior)**

- Assists section Executive Officer in preparation and execution of company and section training plan.
- Trains section in proper drill and ceremony.
- Prepares section for formation.
- Supervises section movement to and from training.
- Maintains accountability of the section.
- Formally charges and reads the rights and appeal procedures to cadets charged with non-judicial punishment.
- Discipline of the NCO’s according to regulations.
- Coordinate and standardize activities of the platoon sergeants.
- Makes recommendations to the Executive Officer on leave and passes for first-year cadets.
- Assigns section personnel to flag, lounge and police details and ensure all details are completed properly.
- Maintains cleanliness and police of section area.

**VIRGINIA TECH CORPS OF CADETS REGIMENTAL BUGLING GUARD**

**Regimental Bugler (Junior)**

- Reports to the Regimental S-1.
- Performs bugle calls at all Regimental special formations and special functions.
- Ensures first-year cadet buglers are properly trained; appoint “Bugler Coaches” to supervise first-year cadet bugler training.
- Ensure each first-year cadet is qualified to become Bugler of the Guard.
- Supervises the “Pass-Off” performance for each bugler.
- Coordinate with the Command Color Sergeant for formations.
- Coordinate with university officials, and the appropriate Deputy Commandant, for special functions requiring buglers.
- Ensure that all formations have a bugler present (as deemed necessary).

**Buglers**

- Play all formation / flag calls as scheduled by the Regimental Bugler.
- Responsible for competency in all formation / flag calls.
- If assigned as a “Bugler Coach”, must prepare the first-year cadet to the utmost ability to become Bugler of the Guard.
- Provide feedback to the Regimental Bugler on the progress of those first-year cadets assigned to them.
MISSION AND ORGANIZATION
MISSION AND ORGANIZATION

VIRGINIA TECH CORPS OF CADETS COLOR GUARD (University Color Guard):

Commander (Junior)
- Coordinates all activities of the Color Guard with appropriate Corps and university officials.
- Reports to Regimental Commander through the Regimental S-3.
- Executes all duties under the direction of, and reports to, the applicable Deputy Commandant and designated Senior Enlisted Advisor as directed by the Commandant.
- Responsible for the operation and functioning of the Color Guard, to include participation in key University and VTCC functions and ceremonies.
- Trains and develops junior and sophomore members of the Color Guard to ensure high standards of flag etiquette and performance at ceremonies.
- Oversees and conducts the selection and training of new members of the Color Guard.
- Oversees the training of all cadets participating in daily flag detail.
- Maintains the inventory of all equipment associated with the Color Guard.

Color Guard Members (Junior/Sophomore)
- Performs at all VTCC ceremonies and parades.
- Performs at university functions, such as football games, basketball games, and graduation.
- Performs for local military/civil organizations in the New River Valley area.
- Teaches proper flag care and etiquette to cadets.
- Conducts flag detail at special formations.
- Prepares the Colors prior to all performances.

VPI BATTALION (CITIZEN-LEADER TRACK PROGRAM)

General: The Citizen-Leader Track, known as VPI Battalion, presents a program similar to the ROTC programs to prepare its cadets for post-graduation careers. Participation in all Citizen-Leader Track activities is mandatory for any cadet not enrolled in an ROTC program. Aspects of the program include physical training and a weekly professional laboratory, accredited by the Pamplin College of Business.

Cadets are organized in a military-type line and staff organization with blends of structure they might see later in the public or private sector. VPI Battalion is under the supervision of a Deputy Commandant of Cadets and is made up of three companies and a staff that report to the VPI Battalion Commander. The companies are known as V, P, and I Companies. Companies are further organized by platoon, and squad, providing experiential leadership opportunities over and above opportunities provided in VTCC line units.
**Vision:** Highly sought Citizen-Leaders with character, confidence, and wellness to lead successful lives in service to others.

**Mission:** Present a structured program that graduates principled Citizen-Leaders destined for careers in the public and private sectors.

V Company will typically consist of first-year through junior cadets with majors or career interests in science and engineering-related fields.

P Company will typically consist of first-year through junior cadets with majors or career interests in non-technical fields. Within and across these companies, cadets are encouraged to develop professional relationships and organize activities that foster networks, teamwork, camaraderie, and mutual support for their collective success. Character development and the honing of “soft skills” needed to be successful post-graduate Citizen-Leaders are the focus in these units.
I Company will consist primarily of senior cadets not assigned to command or staff positions. The focus for these cadets is to focus on graduation and career transition, and perform various coaching roles as assigned within the battalion.

**Track Change:** Cadets transitioning from a military ROTC track to the Citizen-Leader Track will process into V, P, or I Company, as appropriate. Cadets will report to the Deputy Commandant for VPI Battalion within 24 hours of disenrollment from ROTC to begin in-processing. In-processing should be completed within 3 days. Included in this process will be a scheduled meeting with the Battalion Transition officer, who will provide welcoming information and further guidance tailored to the individual. Cadets transitioning to the Citizen-Leader Track within the first 2 weeks of the semester will be registered in VPI Pro Lab and receive academic credit. Cadets transitioning mid-semester in almost all cases will not be force-added to Pro Lab, but are expected to attend the class in “guest status,” without academic credit, for purposes of professional development, acclimation, and accountability. Cadets in this case are responsible for participating in class activities, but will not be responsible for graded materials such as quizzes, papers, or exams.

**Procedure:** The VPI Battalion and Company commanders, executive officers, and senior sergeants will be selected from the eligible candidates determined during the Corps leadership interview process each spring.
Battalion Staff: The VPI Battalion leadership and staff positions that hold VPI ranks, represented by crossed sabre insignia, are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Class</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battalion Commander</td>
<td>SR</td>
<td>C/LTC</td>
</tr>
<tr>
<td>Battalion Executive Officer</td>
<td>SR</td>
<td>C/MAJ</td>
</tr>
<tr>
<td>Battalion Director of Staff</td>
<td>SR</td>
<td>C/CPT</td>
</tr>
<tr>
<td>Battalion Sergeant Major</td>
<td>JR</td>
<td>C/SGM</td>
</tr>
<tr>
<td>Battalion PT Instructor</td>
<td>JR</td>
<td>C/SFC</td>
</tr>
<tr>
<td>Battalion Service Officer</td>
<td>JR</td>
<td>C/SFC</td>
</tr>
<tr>
<td>Battalion Staff Positions</td>
<td>SR/JR</td>
<td>C/2LT, C/SSG</td>
</tr>
<tr>
<td>Company Commander</td>
<td>SR</td>
<td>C/MAJ</td>
</tr>
<tr>
<td>Company Executive Officer</td>
<td>SR</td>
<td>C/CPT</td>
</tr>
<tr>
<td>Company First Sergeant</td>
<td>JR</td>
<td>C/FSG</td>
</tr>
<tr>
<td>Company Platoon Leader/Sergeant *</td>
<td>SR/JR</td>
<td>C/1LT, C/SFC *</td>
</tr>
</tbody>
</table>

* (VPI PL’s and PSGs may wear C/1LT or C/SFC as appropriate, but they will be standard VTCC ranks, not the VPI crossed-sabre insignia.)

VPI BATTALION UNIQUE POSITIONS

Battalion Commander (Senior)

- Reports to the Regimental Commander and the Deputy Commandant for the Citizen-Leader Track Program.
- Performs the duties of a VTCC line Battalion Commander specified in this regulation as they pertain to VPI Battalion.
- Serves as a member of the Commandant’s Action Group (CAG), when formed, and the Regimental Special Staff.
- Commands and administers battalion as the Chief Executive Officer, and gives overall direction through the Executive Officer and Director of Staff.
- Selects qualified subordinates in a timely manner to fill key battalion staff positions.
- Establishes Commander’s Intent for the semester, and monitors battalion progress.
- Communicates overarching guidance for academic and career interest support programs and activities to the companies.
- Establishes standards and upholds organizational pride of the battalion.
- Submits VPI Battalion Weekly Activity Report to the VPI Deputy Commandant.
- Prioritizes unfunded requirements with input from VPI Deputy Commandant, Commanders and Staff.
- Oversees timely completion of VTCC evaluation forms specifically for VPI Battalion cadets (differentiated from line unit evaluations).
- In role as an RA, performs the duties specified in this regulation.
Battalion Executive Officer (Senior)
- Reports to the VPI Battalion Commander.
- Performs the duties of a VTCC line Battalion XO specified in this regulation as they pertain to VPI Battalion.
- Serves as liaison between the Battalion Commander and the Company Commanders.
- As Chief Operations Officer, ensures the battalion is running effectively and facilitates solutions where appropriate.
- Forms the battalion, receives accountability, and issues announcements at formation.
- Coordinates and supervises standardized Physical Training program between the VPI Battalion PT Instructor and VPI companies. Administers personal PT accountability procedures.
- Coordinates and supervises standardized academic support programs between the VPI Battalion Academics Officer and VPI companies.

Battalion Sergeant Major (Junior)
- Reports to the VPI Battalion Commander and works closely with the Battalion XO.
- Performs the duties of a VTCC line Battalion SGM specified in this regulation as they pertain to VPI Battalion, to include timely BDS tracking and administration.
- Tracks and verifies BDS punishment hours in VPI Battalion for VPI-related issues, and coordinates to insure BDS punishments are correctly served.
- Maintains battalion/company master rosters and manages unit assignment of cadets.
- Works closely with Transition Officer on smooth hand-off of newly assigned cadets.
- Compiles and maintains aggregated accountability for VPI Battalion.
- Assigns class leaders responsible for weekly VPI Pro Lab accountability and reporting.
- Keeps and protects VPI Battalion flag (colors).
- Fall, typically in conjunction with the VTCC Homecoming/Military Appreciation football game, organizes and executes the VTCC D-Day Memorial fundraiser activity.
- Provides Deputy Commandant tabulated report of PT and Lab UA’s at semester’s end.

Director of Staff (Senior)
- Reports to the VPI Battalion Commander.
- Assists Commander with selection of qualified battalion staff members.
- Coordinates and supervises the subordinate battalion staff.
- Coordinates battalion support requirements with the Battalion XO.
- Monitors and maintains all information infrastructures for the battalion. This includes list serves, organizational continuity files, communications, surveys, and databases.
- Serves as member of VTCC Curriculum Steering Committee, when formed.
- Manages battalion awards and recognition programs.
- Plans and executes end-of-semester awards and change of command ceremonies.
- Monitors Sash & Sabre Honor Society activities and projects.
- Completes timely evaluations of staff on the performance of assigned duties at the end of the semester.
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.
- Performs other duties as delegated by the VPI Battalion Commander.

Company Commander (Senior)
- Reports to the VPI Battalion Commander.
- Performs the duties of a VTCC line Company Commander specified in this regulation as they pertain to VPI Battalion.
- Establishes and leads company academic and career interest support activities.
- Reports accountability to the Battalion XO at all formations.
- Selects qualified subordinates in a timely manner to fill key company positions, such as platoon chains of command, and academic and physical training instructor liaisons.
- Oversees timely completion of VTCC evaluation forms on their respective company cadets (differentiated from line unit evaluations).

Company Executive Officer (Senior)
- Reports to the Company Commander.
- Assumes command of the company in the commander’s absence.
- Assists battalion staff with support to carry out organizational activities and projects.
- Works with Physical Training staff to develop and implement the fitness program.
- Works with Academic staff to implement academics and career support activities.

Company First Sergeant (Junior)
- Reports to the Company Commander and works closely with the Company XO.
- Performs the duties of a VTCC line Company FSG specified in this regulation as they pertain to VPI Battalion, to include timely disciplinary actions.
- Fall: Ensures first-year cadet training and activities are professional, effective, and consistent with the purpose of the Citizen-Leader Track.
MISSION AND ORGANIZATION

☐ Compiles accountability for the company and reports up to the Battalion SGM.
☐ Keeps and protects company guidon.
☐ Performs Safety Officer duty for company and battalion activities.

Transition Officer (Senior)
☐ Reports to the Battalion Director of Staff.
☐ Assists the VPI Battalion staff to facilitate the smooth transition of cadets joining VPI Battalion at the beginning and during the academic year.
☐ Actively meets with, welcomes, and orients track change cadets to VPI Battalion.
☐ Manages and tracks the matching of transitioning cadets with qualified upperclassmen to ease their transition and to support academics and/or career exploration.
☐ Ensures upperclassmen coaches are actively and professionally engaged with their assigned track change cadets.
☐ Coordinates with the VPI Deputy Commandant on transition and retention-related initiatives requiring guidance or external support.
☐ Works with Battalion SGM to keep master rosters current.
☐ Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Service Officer (Junior)
☐ Reports to the Battalion Director of Staff.
☐ Supervises and directs small Service Staff.
☐ Researches opportunities for community service projects and makes them known to VPI Battalion leadership.
☐ Coordinates plans related to company service projects.
☐ Maintains tracking of individual services hours for awarding the VPI Battalion Service Ribbon.
☐ Inspires cadets toward lives of community service and volunteerism beyond the VTCC.
☐ Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Clerk (Junior)
☐ Reports to the Battalion Director of Staff.
☐ Collects and deposits all battalion funds in compliance with VTCC and Virginia Tech Funds Handling guidelines.
☐ Maintains Battalion Commander’s list of prioritized unfunded requirements.
☐ Serves as liaison to Tailor Shop for VPI-specific uniforms and supplies.
☐ Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.
MISSION AND ORGANIZATION

Projects Officer (Junior)
- Reports to the Battalion Director of Staff.
- Organizes and manages Battalion-level special projects as directed by the Battalion Commander, to include the annual Veteran’s Day Parade.
- Drafts, coordinates, and publishes Battalion-level Operations Orders in a timely manner.
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Public Affairs Officer (Junior)
- Reports to the Battalion Director of Staff.
- Coordinates VPI publicity via press releases, electronic / social media, or publications.
- Assists with VPI recruiting activities as required, to include leading Spend the Night prospects during PT.
- Coordinates photography and serves as primary photographer as needed for VPI Battalion activities.
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Academics Officer (Junior)
- Reports to the Battalion Director of Staff.
- Works closely with Company Commanders and XO’s in a matrixed relationship.
- Translates Battalion Commander’s intent for academic and career support programs into planned and executed action across the battalion.
- Facilitates formal and informal activity that promotes networking, teamwork, camaraderie, and mutual support for cadet academic and career success.
- Organizes, meets regularly with, and functionally directs V, P, and I Company academic liaisons; shares information regarding company’s academic and career support activity.
- Coordinates synergistic academic support initiatives with VTCC line battalion S-5’s.
- Serves as member of VTCC Curriculum Steering Committee, when formed.
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Physical Training Instructor (Junior)
- Reports to the Battalion XO.
- Works closely with Company Commanders and XO’s in a matrixed relationship.
- Develops a varied and dynamic physical fitness training program to promote healthy lifestyles, morale, and esprit de corps for battalion members.
MISSION AND ORGANIZATION

☐ Publishes semester/monthly/weekly PT plan in a timely manner for the battalion.
☐ Organizes, meets regularly with, and functionally directs V, P, and I Company PTI liaisons.
☐ Coordinates as required with PTI counterparts in the ROTC programs.
☐ Ensures at least two PT tests per semester are scheduled, conducted, scored, recorded.
☐ Submits consolidated PT scores to VPI Battalion Commander and Deputy Commandant.
☐ Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.

Corps Lab Policy and Procedure

General: Corps Labs and their associated curriculum are an integral part of the Virginia Tech Corps of Cadets program and are considered mandatory.

Attendance: Participation in Corps Lab activities are mandatory for all cadets. The Company chain of command is responsible for accountability at all activities. Accountability will be reported to the Battalion Chain of Command and unauthorized absences will be addressed in accordance with SOP published and distributed by the battalion. Accountability for non-compliance can range from demerits to academic penalties to NJP to higher level disciplinary hearings.

As specified elsewhere in this regulation, Corps functions and activities take priority over all university and student activities except scheduled academic requirements.

Cadets requesting excusal from Corps Lab must demonstrate unavoidable academic conflict to their Deputy Commandant in writing at the time they are building their next semester schedule (i.e. during the course request process). All written requests will first be viewed and signed off by a departmental academic advisor. These requests must be timely to allow adequate adjudication. Corps Lab excusals are only granted after cadets demonstrate all efforts to de-conflict their academic schedule.

NOTE: Scheduling conflicts that arise after a cadet receives his/her official class schedule from the Registrar for the upcoming semester must be addressed through the process stated above no later than two days before the final day to add classes as established by the university.

Accountability for non-compliance can range from demerits to academic penalties to NJP to higher level disciplinary hearings.

VPI Battalion Policy and Procedure

General: The VPI Battalion chain of command is responsible for organizing all PT, professional development, and project management activities, and will be supervised by the Deputy Commandant for the Citizen-Leader Track Program.
Attendance: Participation in Citizen-Leader Track activities is mandatory for any cadet not enrolled in an ROTC program. The VPI Battalion chain of command is responsible for accountability at all activities. Accountability will be reported to the VPI Battalion Chain of Command and unauthorized absences will be punished in accordance with SOP published and distributed by the battalion. Punishment can range from demerits to academic penalties to NJP to higher level disciplinary hearings.

As specified elsewhere in this regulation, Corps functions and activities take priority over all university and student activities except scheduled academic requirements. The same applies to scheduled VPI Battalion functions and activities. Much like in ROTC, on very rare occasions, scheduled Citizen-Leader Track activities may result in a closed weekend or closed evenings for VPI cadets as a whole or in part, and attendance is therefore expected (e.g., Veteran’s Day Parade, leadership conferences, special topic lectures, senior’s etiquette social, etc.).

Resolution of scheduling conflicts with VPI-specific activities will be in accordance with VTCC request procedures outlined in this regulation.

Citizen-Leader Track Academics: Cadets enrolled in the Citizen-Leader Track program attend a Tuesday afternoon professional laboratory designed to prepare them as competent leaders in the civilian workforce. This lab, combined with PT participation, is a 2-hour accredited A-F course offered through the Management Department of the Pamplin College of Business and managed by the Rice Center for Leader Development. These courses will count towards the VTCC Minor in Leadership Studies. As a matter of duty for VPI cadets, lab enrollment is mandatory for all cadets in the program, except where noted below. It is the student’s responsibility to ensure they are enrolled in the correct course, shown below, which corresponds to their standing in the Corps.

<table>
<thead>
<tr>
<th>Corps Standing</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>MGT 1935</td>
<td>MGT 1936</td>
</tr>
<tr>
<td>Sophomore</td>
<td>MGT 2935</td>
<td>MGT 2936</td>
</tr>
<tr>
<td>Junior</td>
<td>MGT 3935</td>
<td>MGT 3936</td>
</tr>
<tr>
<td>Senior</td>
<td>MGT 4935</td>
<td>MGT 4936</td>
</tr>
</tbody>
</table>

Cadets requesting excusal from VPI Pro Lab must demonstrate unavoidable academic conflict to the VPI Deputy Commandant in writing at the time they are building their next semester schedule (i.e. during the course request process). All written requests will first be viewed and signed off by a departmental academic advisor. These requests must be timely to allow adequate adjudication. VPI Lab excusals are only granted after cadets demonstrate all efforts to de-conflict their academic schedule.

NOTE: Scheduling conflicts that arise after a cadet receives his/her official class schedule from the Registrar for the upcoming semester must be addressed through the process stated above no later than two days before the final day to add classes as established by the university. Accountability for non-compliance can range from demerits to academic penalties to NJP to higher level disciplinary hearings.
The following VPI Lab excusal requests will not be granted: first-year cadet requests; upperclassmen back-to-back semester requests; part-time employment or extracurricular activity requests.

**Physical Training:** Physical training and wellness is a major emphasis area in the Citizen-Leader Track program. Personal health and fitness, proper technique, disciplined life habits, academic stress relief, confidence, personal appearance, leadership development, team work, and camaraderie are just some of the reasons for its importance. Attendance at VPI PT is therefore required for Citizen-Leader Track cadets. VPI PT meets Tuesday, Thursday, and Friday mornings at 0530.

As a standard measure of fitness and progression, VPI Battalion uses the US Navy Physical Fitness Assessment (PFA). At least twice per semester, cadets will complete a scheduled, supervised PFA for score. Those with a documented illness/injury during the scheduled PFA will be evaluated during a makeup PFA. Only cadets with a current and validated medical limitation (i.e. a medical professional’s documentation) will be authorized to waive certain PFA events. The 1.5 mile run will be the primary PFA event for aerobic fitness. Due to limited resources, the swim is only authorized as an option for a current and valid medical limitation on the run.

Senior and junior VPI cadets with an Emerging Leadership Scholarship (ELS) must pass the PFA with a score of 150 by the second assessment or risk losing the ELS for that semester, and subsequent semesters until they achieve a passing score.

To incentivize cadets to set personal goals, and more closely replicate the flexibility graduates will have later in life, a PFA tier system drives minimum weekly PT attendance. Cadets scoring 0-149 are Tier III and attend mass PT three times, plus one personal PT session per week. Cadets scoring 150-224 are Tier II and attend mass PT two times per week (Tuesday and Thursday), plus two personal PT sessions per week. Cadets scoring 225 and higher are Tier I and attend mass PT once per week (Tuesday), plus two personal PT sessions per week. First year cadets achieving a 225 or higher are authorized Tier II privileges.

**NUPOC/PLC Cadets:** Service policy dictates that cadets selected and contracted for the Navy’s Nuclear Power Officer Candidate (NUPOC) Program or the Marine Platoon Leader Course (PLC) must disenroll from their respective ROTC program. VTCC cadets contracted to these programs are assigned to VPI Battalion.

Contracted NUPOC/PLC selectees may continue in weekly Naval Science classes; however participation in the Tuesday afternoon ROTC labs is at the discretion of the Professor of Naval Science (PNS). If contracted NUPOC/PLC cadets choose to enroll in Naval Science academic class, VPI Lab is optional but encouraged. If contracted NUPOC/PLC cadets choose not to participate in Tuesday Naval ROTC lab, VPI Pro Lab enrollment is required.

Cadets interested in and pursuing NUPOC/PLC opportunities, but not yet contracted by the Department of the Navy, are considered traditional VPI Battalion cadets and will enroll in VPI Pro Lab and fully participate in VPI PT, as described in this regulation. Exceptions will be made
on a case-by-case basis at the discretion of the Deputy Commandant for the Citizen-Leader Track, considering the likelihood imminence, and timing of the contract action. Cadets must receive approval for this exception from the Deputy Commandant.

NUPOC/PLC cadets may seek a leadership/staff position in VPI, but are expected to participate in scheduled VPI Battalion activities and events, such as community service projects, professional development opportunities, and parades. NUPOC cadets will participate in VPI Battalion PT. PLC cadets may participate in Raider Co. PT at the discretion of the PNS.
“VPI Bag”

The “VPI Bag” uniform is unique to VPI Battalion. It is a maroon long-sleeve button down collared shirt featuring the VPI logo on the upper left side. There are men’s and women’s cuts. It will be worn on Tuesdays in the spring when ROTC units wear their service specific uniforms. The VPI Battalion Commander may also direct wear of VPI Bag for special occasions where business casual attire is appropriate.

The VPI Bag shirt will be worn with khaki pants. Cargo pants are not authorized. Females may wear a khaki skirt of knee cap length. The sleeves of the uniform will be down and buttoned, and the shirt will be tucked in at all times. The top button of the shirt will be unbuttoned. One pen or pencil, and/or reading glasses, is authorized in the breast pocket. The shirt and pants will be clean and pressed. A white V-neck T-shirt will be worn under the VPI Bag. Colored T-shirts under the VPI Bag are not authorized.

All other specifications for wear of the VPI Bag are the same as the Hokie Bag.

The VPI uniform shirt is part of the standard issue from the Tailor Shop for VPI cadets only. One shirt is issued to VPI sophomores, juniors, and seniors. First-year cadets are issued the shirt at the beginning of the spring semester. The only time Hokie Bag will be worn as an alternative to VPI Bag is when a track change cadet is newly assigned and has not yet received his/her issue.

CORPS PARTICIPATION AND STANDING

1. General: University policy requires any student participating in an ROTC commissioning program to be a member of the Corps of Cadets. Further, unless a cadet meets the qualifications to be a town cadet, the cadet is required to reside in Corps residence halls. ROTC commissioning programs are designed to prepare the student for military service over a four-year (eight semester) period. It is therefore expected that a cadet enrolled in an ROTC program will also spend eight semesters in the Corps of Cadets.

2. Definitions:

Academic Class / Academic Standing. A descriptive title used by the Registrar’s office when referring to the academic status of a student. (i.e., first-year student, sophomore, junior, senior). A student’s academic class is determined by the Registrar and is based solely on the number of semester credit hours passed.

Corps Class / Corps Standing. A descriptive title used within the Corps of Cadets based on the length of time a cadet has been in the Corps. Corps class is not associated with academic class and is used as the basis to determine privileges, restrictions, duties, responsibilities, ranks and position eligibility for cadets.

ROTC Standing. A descriptive title used to determine the level of a cadet in the ROTC training progression. Generally, a first-year student is identified as AROTC, AS100, 200, 300, 400 for AFROTC, MIDN 4/C, 3/C, 2/C, 1/C for NROTC.
**Early Turn.** Used to describe the advancement of a cadet from a lower to a higher Corps standing at an accelerated rate.

**Track.** Cadets in the Corps fall into one of two tracks. Those participating in an ROTC program belong to the Military track, while those in VPI Company belong in the Citizen-Leader track.

3. **Participation Policy:** Cadets will be individually recognized as having a Corps standing based on the number of semesters spent in the Corps of Cadets (first-year cadet, sophomore, junior, or senior) and their ROTC standing. University academic standing does not determine Corps standing.

To earn the Corps Graduation Certificate, a cadet must serve eight semesters in the Corps. Exceptions for less than this would be graduation from the university and completion of ROTC coursework for cadets in the Military-Leader Track or graduation and departure from the university for cadets in the Citizen-Leader Track.

Early turn or accelerated progression through cadet standing will be determined on a case by case basis and will be based on the evaluation of ROTC standing and individual performance as a cadet. (See “Early Turn” below).

Fifth year cadets (“Skippers” or completion cadets) will be considered members of the senior class and may hold staff or special staff positions with the approval of the Commandant.

**Early Turn:** Cadets in both Military and Citizen-Leader tracks may be considered for Early Turn. Any cadet whose ROTC commissioning program will be complete in less than eight semesters is eligible for consideration for an early turn. A cadet’s Corps standing may be accelerated only with the approval of the Commandant. Cadets may petition the Commandant via the Deputy Commandant for consideration of early turn status.

Cadets will not be considered for early turn unless they have successfully completed New Cadet training and the first semester as a first-year cadet.

Approval of an early turn will be based, in part, on ROTC standing, or other factors such as age-related experience or prior military service. The primary criteria will be performance and demonstrated leadership as a member of the Corps of Cadets.

Early turns will have the privileges and responsibilities of the class to which they have been advanced. They will normally not be eligible for leadership positions that are board selected (i.e. commanders, executive officers, or senior sergeants) unless they have appeared before the appropriate selection board.

Early turns will normally be re-assigned to a different battalion.

**Readmission:** Any former cadet who voluntarily separated from the Corps is eligible for readmission to the Corps, however the ability to complete 8 semesters to meet Corps graduation requirements must be considered. Former cadets who were dismissed are not normally eligible for readmission.

A former cadet who separated from the Corps, and desires to return, must request readmission in writing to the Commandant.
Any former cadet granted readmission would normally rejoin the Corps with the Corps standing with which they separated. If the former cadet separated from the Corps during the first semester of his/her first year, he/she will be readmitted as a first semester, first-year cadet. Former cadets who separated as upper classmen will return to the Corps with their Corps standing at separation. Cadets returning to the Corps after an involuntary separation for disciplinary reasons will be placed on military probation for a minimum of one semester.
CHAPTER 2: ADMINISTRATION

CADET REGULATIONS

General: The Virginia Tech Corps of Cadets Regulation Manual provides the framework within which all cadets must live. This section establishes policy and procedures for the maintenance of cadet regulations.

Policy: All cadets are subject to these regulations. These regulations may be increased, amended, changed or abolished only with the approval of the Commandant of Cadets.

The Regimental Commander will submit proposed changes to the Commandant of Cadets. Upon approval by the Commandant, the cadet regulations that are to be amended, changed, increased, or abolished will be published in a General Order by the Regimental Adjutant.

The Cadet Regulation Manual will be distributed in the following manner:

1) The Commandant, Deputy Commandants, Senior Enlisted Advisors, and Residential Learning Coordinator will each retain one copy of the regulation manual.

2) Each company will be issued one manual to be available on the company desk at all times.

3) Each ROTC office will retain one copy of the regulation manual.

Each cadet to whom a manual is issued is responsible for maintaining that manual and inserting any changes. The Commandant, Deputy Commandants, Senior Enlisted Advisors, Residential Learning Coordinator, and ROTC offices will maintain their own manuals.

Additional printed copies will be distributed as approved by the Commandant.

An online version will be posted on the Corps website by the Regimental Information Systems Officer. This version will be in force following the date of the published changes in the General Order. When the electronic and hard copy versions are different, due to technical error or other circumstances, the most recent edition will take precedence.

REQUESTS FOR REGULATION WAIVERS

General: Corps of Cadets Form, Form 100-8, is used by cadets to request a waiver to a part of a Virginia Tech Corps of Cadets Regulation or any other official order/directive. The Request Form 100-8 is an official document once it is completed and signed by a cadet.

Procedure: Requests from cadets assigned to companies and battalion staff will be completed and submitted through the chain of command to the Deputy Commandant of Cadets. Persons in authority in the chain of command must indicate approval/disapproval on the backside of the form. The Commandant of Cadets will act as the appeal officer to resolve disputes.
Requests from cadets assigned to Regimental Staff will be completed and submitted through channels to the Commandant of Cadets.

Once the request form is returned by the Deputy Commandant, the Battalion Executive Officer (for company/battalion requests) or Regimental Adjutant (for regimental staff requests) will make two copies of the form and distribute them in the following manner:

1) The original request form will be returned through channels to the originator who will carry approved requests with him/her when the form comes to use.
2) The first copy of the request form will be placed in the originator's 201 File for reference.
3) The second copy of the request form will be returned to the originator's Company Commander for information and monitoring and compliance.

POLICIES

General: Policies are often used to provide specific guidance on the implementation of regulations or to augment regulations in areas not specifically covered. In order for policies to be deemed appropriate and clearly understood, the following applies:

Policy: Any policy to be implemented at the company or battalion level must be coordinated by the cadet chain of command and approved by the appropriate Deputy Commandant. Policies will be posted on unit bulletin boards and/or policy books that will be maintained in a public area within the organization (example: a Policy Book next to the sign-out log.)

All policies will remain in effect at the end of the Fall semester unless specifically modified or eliminated by the incoming commander. All policies will expire at the end of the academic year. Commanders may nominate policies, through the cadet chain of command, to convert them to regulations, if appropriate.

FORMS

General: The Corps of Cadets has an inventory of forms for cadet use to facilitate actions of various types. Forms are evolving to either a PDF format or are being replaced with online systems. This regulation will be updated to eventually reflect the current status of Corps forms following test procedures during the Academic Year 2015-16. Current forms will continue to be used until such time as they are replaced by other system. The Regimental S-1 will promulgate interim updates to forms procedures as necessary.

Requisitioning Procedure: The Regimental S-4 will assure adequate stock of authorized VTCC forms at all times.

Company Clerks will requisition stocks of forms by filling out a form requisition sheet. This sheet will be passed up to the Battalion Adjutant. The Battalion Adjutant will then obtain forms from the Regimental S-4 and distribute them to the Company Clerks.

Proposals for new forms will be forwarded to the Regimental Adjutant for validation and assignment of form numbers. Following validation and assignment of a form number, the Regimental S-4 will procure an initial stock and establish an inventory level for reordering.
Prior to inventory stock level reordering, the Regimental S-4 will obtain a revalidation from the Regimental Adjutant.

CADET CORRESPONDENCE

General: Situations arise within the Corps where it is necessary for cadets to correspond through official memorandums. Cadets will follow the guidelines established in this section for all official correspondence.

Policy: Official memorandums are used for general correspondence between individuals or groups within the Corps of Cadets. They are necessary where notification of an event, or when written documentation of a situation is required.

Official memorandums are a standardized and efficient way to conduct correspondence. They will be used for all official correspondence both within and without the Corps. The format is based on the official Virginia Tech format with a Corps crest substituted instead of the Virginia Tech logo. All cadets will use the VTCC format for the purposes of standardization.

Procedure: Any cadet can issue an official memorandum to any other cadet or cadet organization.

The official memorandums format will be used for all official correspondence in the Corps. Examples of subject matter for official memorandums are:

1) Request permission to move off campus as a married student.
2) Request to change units.

An official memorandum template is located on the Corps website at http://www.vtcc.vt.edu/.

COMMUNICATIONS (Electronic / Phone)

General: The following guidelines are to be utilized when using different mediums of communication in the Corps. Cadets are responsible for managing their communications.

Email: Email is the quickest way to disseminate information to almost any desired number of people in a timely manner. It does not have message length limitations inherent to Text Messages and Twitter accounts. As such, email will be the primary form of communication. Email should be checked frequently throughout the day—3 times per day at the very minimum. All emails will be read and acknowledged as soon as feasible. Disregarding messages or lack of responses can result in mission failure and will require a response according to cadet regulations.

Subject Line: The subject of each email should summarize the subject and intent of the message (e.g. Info, Request for Approval, etc.)
**Signatures:** All emails sent will end with a signature block. At minimum, the signature block should include the cadet’s name and rank, and position held in the Corps, if applicable. The format of the signature block will be as follows:

Very respectfully,
C/Rank Last Name
Duty Title

Cadets may add other information such as class year, and additional contact information as they deem appropriate.

**Cell Phones:** It is the responsibility of everyone in the chain of command to have the cell phone numbers of their superiors and subordinates. This becomes very important during times of emergency. Cadets should routinely check their cell phones for texts, emails, and voice mails that may have important Corps information that requires a timely response.

**Text Messages:** While text messages work well for distributing small amounts of information quickly, cadets need to be mindful that others may have limited cell plans. Longer messages and messages, especially those that are not urgent, are best sent via email.

**CADET PERSONNEL FILES**

**General:** This regulation provides procedures for the protection of an individual cadet's personal record. The regulation outlines who has access to individual cadet records, Executive Committee and Honor Court files, and what use is made of each. This regulation is to be commensurate with and follows the intent of the Family Educational Rights and Privacy Act of 1974.

**Policy:** The Commandant of Cadets requires that an Individual Personnel file be maintained on each cadet within the Corps. This file will be discontinued and destroyed within 5 years of a cadet's graduation or his/her resignation from the Corps or University. Executive Committee and Honor Court files are established by the Executive Committee and Honor Court Chairmen as needed but remain under the direct control of the Deputy Commandant for honor and discipline. They will be destroyed in the same manner as the Individual Personnel files.

**Procedure:** The Individual Personnel file will contain, but is not limited to:

1) A military data sheet completed by the cadet.
2) All VTCC General and Special Orders pertinent to the cadet.
3) University grade reports issued by the Registrar on the cadet.
4) All other correspondence received by the Commandant of Cadets that is deemed necessary for the future welfare and concern of the cadet while active in the VTCC.

Access to Individual Personnel files is restricted to:

1) The Commandant of Cadets.
2) The Commandant’s staff for specified research of information or data.
3) The ROTC Commanders and advisors.
4) The Assistant to the Commandant.
5) Anyone the Commandant may authorize.

Access to Executive Committee and Honor Court files is restricted to:

1) The Commandant of Cadets and his deputies.
2) The ROTC Commanders and advisors.
3) The Executive Committee Chairman.
4) The Honor Court Chief Justice.
5) Anyone the Commandant may authorize.

A cadet may read his/her file and may request removal of an item considered to be inaccurate. This request may be verbal or written. The cadet will approach his respective Deputy Commandant concerning this issue. The Deputy Commandant will notify the cadet afterwards as to whether he/she concurs with the request and has removed the item, or whether the Deputy non-concurs and has decided to leave the item in question in the file. The cadet may appeal to the Commandant if the Deputy determines to have the item in question remain in the cadet file.

The Individual Personnel files will be secured in the Commandant’s office, which has a restricted access lock on the door. The assistant to the Commandant of Cadets will control access to all files.
REGIMENTAL ORDERS (Corps Bulletin)

General: A cadet Regimental Order (RO) is published each workday during the academic year. The bulletin is an official directive that is mandatory reading for all cadets. The Regimental Executive Officer establishes procedures for publication of the RO and other publications to keep the regiment and commandant staff informed.

Policy: Cadets are responsible for knowing, understanding, and applying all items printed in the RO.

Procedure: Any member of the Commandant’s Staff or Cadet Corps may initiate RO and other publications. All items must be forwarded to the Regimental Adjutant by 1600 the previous day or as otherwise directed and must be approved by the chain of command prior to being included. The Regimental Adjutant will assure the bulletin is published NLT 1800 the day prior. The article will contain:

1) Heading
2) Short explanation
3) Date, time, place
4) Name, rank, title or person originating article
5) Proper use of the English language
6) Point of Contact information to include phone number, room number, and e-mail address

Personal advertisements will not be placed in the regimental publications. Such items should be placed on unit bulletin boards. Announcements of meetings and similar activity will be a part of other official publications as deemed appropriate by the Regimental Adjutant.

GENERAL ORDERS

General: General Orders are applicable for the academic year in which they are issued. Such orders are generally used as an interim update to the cadet regulations until such time as the regulations are amended. General Orders will either expire at the end of the academic year or when/if incorporated into the cadet regulations.

Procedure:

General Orders

The cadet Regimental Adjutant (S-1) will prepare General Orders.

The Regimental Commander will coordinate all General Orders with the Commandant of Cadets prior to release.

General Orders will be prepared at least five (5) days prior to the effective date of the order and distributed in such a manner as to ensure awareness by all effected cadets.
PROCEDURES FOR CREATION OF TEMPORARY POSITIONS AND PROMOTIONS

General: Commanders can assess the needs of their organization and determine if there is sufficient need or opportunities to propose the establishment of a position, within their organization, a cadet to hold that position, the rank associated with that position, and the specific goals and measures that will be used to assess success.

Procedure: The application format / form is available in Annex F of this regulation.

Proposals will be presented to the appropriate Deputy Commandant for Battalion and Company positions, and the Commandant for Regimental Special Staff positions.

Proposals cannot take affect prior to the end of Red Phase. Red Phase provides time for Commanders to determine their needs, opportunities, and quality of personnel. Nominees to hold such positions must have demonstrated during Red Phase that they have the skills and discipline to adhere to Corps standards. The expectation is that cadets nominated will possess at least a 2.50 Cumulative GPA, be in good standing, and not be on any form of probation.

Such positions will be evaluated at the end of the first semester to determine whether they will be continued in the second semester, and whether or not there will be a change in personnel. The Spring Semester commander will be part of this evaluation process.

If positions are deemed to be of lasting value, then they will be considered for inclusion in this regulation as a standard position. Otherwise, all such positions will have a sundown clause in that they will expire at the end of each academic year.

SPECIAL CATEGORY CADETS

General: Special Category Cadets are other than Town Cadets or Fifth Year Cadets who need to be placed in Special Categories.

Policy:

Graduate Cadets: Graduate student cadets will be assigned to line cadet units. They will be subject to all cadet regulations. Graduate students will live in cadet barracks unless the student is married, when other applicable portions of this regulation apply.

Completion Cadets (Cadets Completing ROTC Requirements): Cadets who complete Army, Navy, or Air Force ROTC requirements for commissioning, and have completed the required eight semesters of participation in the Corps, but who have not satisfied university academic requirements for graduation are encouraged, but not required, to remain in cadet student status.

Armed Forces Reserve Cadet / National Guard: Cadets in Armed Forces Reserve status, or serving in the National Guard, will be subject to all cadet regulations. Cadets in reserve status must remain in the Corps continuously until all ROTC/Reserve requirements are completed. Questions on this status must be referred to the Commandant and Military Professor of the service involved.

Intercollegiate Athlete Cadets: The intercollegiate athlete and cadet lifestyle may have numerous conflicting requirements—particularly in the areas of housing and activity schedules.
The Deputy Commandant or an appointed staff member working directly with the cadet and the appropriate athletic coach will handle each case on its individual merits and requirements. The Deputy Commandant will work with the athletic activity coaching staff to resolve conflicts between team and Corps requirements.

**CADET EVALUATIONS**

**General:** Comprehensive and accurate evaluations are an integral part of training and development. Everyone should know what they will be evaluated for, what the standards are, who will be evaluating their performance, and the period of performance (time period) that they will be evaluated in.

**Policy:** Annex G contains samples of the evaluation forms that are used for all cadets. First-year cadets are evaluated three times during the year. The first evaluation is provided by the Company cadet chain of command at the end of Red Phase and the end of each semester for first-year cadets. All other cadets receive an evaluation from the cadet chain of command at the end of each semester.

Cadets assigned to the Citizen-Leader Track will receive additional end-of-semester evaluations, as prescribed below, from their VPI Battalion chain of command, separate and distinct from their evaluation in the VTCC line unit. These evaluations will assess performance and potential within the scope of the Citizen-Leader Track.

**Do Not Retain Evaluations:** Cadet evaluations call upon the Evaluator and Reviewer to make a comment on the retainability of cadets within their chain of command.

By marking “Do Not Retain”, the Evaluator and/or Reviewer are expected to provide written comments on the form that would support their recommendation.

Deputy Commandants will use an annotation of “Do Not Retain” as a basis for an interview with the affected cadet to determine a course of action which may include formal counseling, probationary status, or recommendation to the Commandant of Cadets that the cadet be dismissed.

While not required, it would normally be the case that such evaluations would be accompanied by a series of documented disciplinary cases that have not resulted in desirable changes in behavior.
All upperclassmen will be evaluated at the end of each semester or upon termination of a leadership position, for whatever cause, whichever occurs first. The following table describes the evaluation chain:

<table>
<thead>
<tr>
<th>Evaluatee</th>
<th>Evaluator</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squad Personnel</td>
<td>Fire Team Leaders</td>
<td>Squad Leaders</td>
</tr>
<tr>
<td>Academic Coach</td>
<td>Company S-5</td>
<td>First Sgt (or XO if required by rank of S-5)</td>
</tr>
<tr>
<td>Fire Team Leaders</td>
<td>Squad Leaders</td>
<td>Platoon Sgts</td>
</tr>
<tr>
<td>Squad Leaders</td>
<td>Platoon Sgts</td>
<td>Platoon Leaders</td>
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<tr>
<td>Platoon Sgts</td>
<td>Platoon Leaders</td>
<td>Company Commanders</td>
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<tr>
<td>Platoon Leaders</td>
<td>Company Commanders</td>
<td>Battalion Commanders</td>
</tr>
<tr>
<td>First Sgts</td>
<td>Company Commanders</td>
<td>Battalion Commanders</td>
</tr>
<tr>
<td>Company XOs</td>
<td>Company Commanders</td>
<td>Battalion XOs</td>
</tr>
<tr>
<td>Company Commanders</td>
<td>Battalion Commanders</td>
<td>Regimental Commander</td>
</tr>
<tr>
<td>Primary Staff Officers and NCOs at Company, Battalion and Regimental Levels</td>
<td>Respective XOs</td>
<td>Reviewed by respective Commanders</td>
</tr>
<tr>
<td>Battalion XOs</td>
<td>Battalion Commanders</td>
<td>Regimental XO</td>
</tr>
</tbody>
</table>

End of Red Phase

<table>
<thead>
<tr>
<th>First-Year Cadets</th>
<th>Fire-Team Leaders</th>
<th>Squad Leaders</th>
</tr>
</thead>
</table>

Evaluations of cadets at Company and Battalion level will be submitted to Deputy Commandants.

Evaluations of Regimental Staff will be submitted to the Commandant.

**FIFTH YEAR CADETS**

**General:** Fifth year cadets are those cadets who have been in the VTCC as a cadet for more than four years who for any number of reasons choose to remain in cadet student status. Fifth year cadets are considered full members of the Corps and are expected to contribute to the well-being of the Corps by setting an example of conformance with all Corps rules and regulations as well as being active in unit activities. They will continue as members of their original company and are subject to the authority of the Company Commander.

**Policy:** Fifth year cadets will wear the silver chinstrap (Skipper cadet) along with their assigned rank for the semester.

Fifth year cadets are subject to the same pass/leave privileges as seniors in the Corps of Cadets. Fifth year cadets have the full authority and responsibility of a senior cadet.
TOWN CADET POLICY

General: All cadets must reside in cadet barracks except those married cadets living with their spouse in the Blacksburg area or cadets residing with their mother-father or legal guardian in the Blacksburg area. In both cases, written approval from the Commandant is required. Such a living arrangement is a privilege and subject to revocation for cause. The purpose of this regulation is to clarify the policies that affect town cadets.

Policy: Town cadets are considered full-fledged members of the Virginia Tech Corps of Cadets and have the rights and privileges thereof. They will obey all Corps regulations, as would any other cadet except as outlined in this regulation.

Each town cadet will be responsible for ensuring that his/her name, local address, and telephone number have been recorded in the Commandant's Office and are available to his/her unit commander and associated Deputy Commandant and Senior Enlisted Advisor.

Those cadets who are in ROTC programs will inform their respective departments upon changing from barracks to town cadet.

Town cadets will attend company meetings unless properly excused. Town cadets will not, however, be required to attend company meetings after 1900 hours. Unit commanders may excuse town cadets from any meeting that does not concern them.

All cadet uniform policies apply to town cadets.

Town cadets will attend all mandatory Corps functions, including football games and formations.

Town cadets will serve all penalty tours and RDS/BDS hours as other cadets with the only exception of being restricted to the barracks (except while performing penalty tours).

Town cadets, who are also new cadets, will be required to live in the residence halls for New Cadet Week. Once classes begin, they will be subject to the terms of normal Town Cadet policy and report weekly to their unit First Sergeant for special information and instructions. They are required also to attend all functions of their new cadet class in their respective units.

MEMBERSHIP IN STUDENT ORGANIZATIONS / PART TIME EMPLOYMENT

General: Cadets are encouraged to participate in university activities and organizations. Further, the Corps recognizes that part time employment is often a key element in meeting financial needs while a student. However, the demanding cadet training environment, especially under the new cadet system, may require certain restrictions be placed on cadets in joining social, service and cadet organizations, or accepting part time employment so that they do not jeopardize their success as a cadet, an ROTC student, or in academics.
**Policy:** The Corps of Cadets policies on joining student organizations or accepting employment while at Virginia Tech are as follows:

1) Corps functions and activities take priority over all university and student activities except scheduled academic requirements. Part time work is not an acceptable reason for missing a scheduled Corps event. On a case-by-case basis a cadet may be excused for work, but only with the explicit permission of his or her Deputy Commandant.

2) Cadets are not normally permitted to join any student or cadet organizations during their first semester in the Corps. The only exceptions are participation in religious services or intercollegiate athletics. (i.e. Highest level of sport offered at the university.)

3) Second semester, first-year cadets who have a 2.5 or higher GPA are permitted to join one Corps (e.g. Ranger Company, Gregory Guard), ROTC (e.g. Blue and Gold Society) or one non-social/service university organization. _Corps academic first-year students are not permitted to pledge or join any student social (fraternity, sorority, clubs, etc.) or service (Circle K, YMCA, etc.) organizations for the duration of the first academic year._ First-Year cadets wishing to join organizations must inform their chain of command, to include the Deputy Commandant, of their desire/intent. The chain of command should review their standing and help them make informed choices when it comes to their academic status. First-Year cadets are encouraged to consult the University Organization Liaison, a cadet attached to the Regimental Staff.

4) All other cadets with a 2.0 or higher GPA are permitted to join any university or Corps organizations after their first year. Cadets are encouraged to consult the University Organization Liaison, a cadet attached to the Regimental Staff, to inform their choices.

5) Cadets who have earned a semester GPA of 1.99 or less the previous semester will have their student organization privilege revoked and will not be permitted to participate in any organization activity during the current semester.

6) A cadet must be a cadet in good standing to participate in any cadet organization. Cadets on military or academic probation are not eligible to participate. A cadet found guilty of an Honor Code violation, is not eligible to participate for the remainder of that year, or for one complete semester, whichever is greater. A cadet on probation may not “tap” for a cadet organization until the probation period is completed. A cadet who is a member of a cadet organization will be immediately suspended if placed on military or academic probation, or found guilty of an Honor Code violation, and may not participate in any activities, practices, or taps for that organization.

7) Transfer students generally follow the same policies as above, but transfer students may make special requests to their Deputy Commandant that will be considered along with such things as GPA and non-interference basis with cadet training activities.

**Monitoring:** All cadets are responsible for notifying their commanders of any Corps and university organizations (to include clubs, honor societies, Greek letter organizations, service organizations, honor organizations, non-Greek letter service organizations) and part-time employment they are involved in. Within fifteen days of the start of the classes each semester, each Company Commander, the Regimental Band Commander, and Battalion Commander for his/her staff, will submit to his/her Deputy Commandant, a list of all cadets in their unit along
with their organizational affiliations. The Regimental Commander will report the same for his/her staff to the Commandant of Cadets. These lists will be kept on file by the cadet commanding officer for future reference.

At any time during the semester, it is the cadet’s responsibility to notify his or her chain of command, including their Deputy Commandant immediately upon joining or “pledging” an organization or accepting employment.

Resolution of Scheduling Conflicts: It is emphasized that Corps activities take precedence over all other events with the exception of academics.

Within fifteen days of the beginning of classes each semester, each cadet is also required to submit to his or her commander a list of all mandatory organizational activities that he or she will be required to attend for that semester. For the purpose of this policy, mandatory activities will be defined as any event in which an absence would require the absent member to be fined, punished, sanctioned, or otherwise face disciplinary action from their organizations. These events must be listed along with the exact dates and times for their beginning and end.

A tentative schedule of Corps events will be published and/or made available to cadets within the first week of classes. However, this schedule is tentative and the Corps reserves the right to add events plus change the time and location of any event at any time.

In the event that a cadet has a “mandatory” extracurricular organization activity that conflict with a Corps event, that cadet may be excused from the Corps event only for the duration of the organizational activity and only with the explicit permission of the cadet’s Deputy Commandant.

If circumstances permit, the cadet will rejoin his or her unit for the conclusion of the Corps event which may mean they should wear the prescribed Corps uniform to their extracurricular event in order to minimize time transitioning back to their Corps event.

Cadet participation in organizational activities on campus during the duty day (0800-1700) does not exempt cadets from wearing the uniform of the day. (For example, working a sign up booth for the Student Alumni Association or Golden Key is not grounds for the wear of civilian attire).

In the event that an organizational activity that was not on a cadet’s initial list of scheduled external organization mandatory events is considered mandatory for that cadet, and conflicts with a Corps activity, the cadet must provide written notification to his or her commander no later than 48 hours prior to the beginning of the event. Upon receipt of this notification, the commander at his/her discretion may then request the cadet ask the presiding officer for a verbal confirmation. If verbal confirmation is not received 24 hours prior to the beginning of the event, the cadet will not be excused from the Corps event.

Cadets should not make financial down payments or payments for extracurricular events that will require their absence from Corps functions until such time as they have coordinated their absence with their chain of command and Deputy Commandant.

Absence from a Corps event from which the cadet has not been officially excused by his or her Deputy Commandant in the manner outlined above will be punishable as per these regulations.
ACADEMIC AND SICK CUTS

Academic Cuts: A-cuts (academic cuts) should rarely be approved so as to ensure that cadets are fulfilling their academic obligations and taking full advantage of every class period. In those rare instances where it may be appropriate, Company Commanders may authorize an A-cut but must notify their Deputy Commandant with the pertinent information and justification for issuing such a cut. Company Commanders should discuss the criteria and philosophy for these cuts with their Deputy Commandant at the beginning of each semester.

Sick Cuts: Sick Cuts are intended to excuse those cadets who cannot participate in an event due to illness. Every attempt should be made to attend every event.

Sick cuts are given at the discretion of the Company Commander.

Cadets must go to the Shiffert Health Center at McComas Hall the same day of the sick cut to receive medical attention. They must return a written record on the same day of the visit.

Failure to return a written record of the visit may result in the cadet being disciplined for an unauthorized absence.

DATING POLICY

General: Dating between cadets is a natural part of the university experience. However, in the professional environment fostered within the Corps of Cadets, certain dating relationships are considered inappropriate and unprofessional. No dating relationship can be allowed that compromises unit cohesion or the chain of command, or potentially fosters favoritism.

Policy: Upper class cadets will not date first-year cadets under any circumstances, regardless of unit of assignment. Relationships that may stem from previous relationships (i.e. High School) must be put in abeyance (on hold) until both cadets are considered upperclassmen. Such relationships constitute fraternization and will be dealt with in accordance with cadet regulations.

Dating between cadets within the same company is not permitted. Such relationships may impact whether two dating cadets may serve within the same battalion or regimental staff if one of the cadets is the Commander or XO and will be addressed on a case-by-case basis. Cadets within the same company wishing to establish a dating relationship, should notify their Deputy Commandant, who can facilitate an administrative (non-prejudicial) transfer to another company or Band Section of one of the cadets. Normally this reassignment will be to another company in the same battalion. While both cadets are responsible for notifying the chain of command, the senior cadet in the relationship is viewed as the one primarily responsible to take appropriate action.

The goal here is to support cadet choices regarding relationships while adhering to standards that can be expected in the military or private workplace environment. The appearance or reality of a relationship of a superior / subordinate alignment, favoritism, etc. is behind the intent of this passage.

Transferred cadets will be a full member of their new unit and will participate fully in that unit’s activities.
Mentor/protégée mentorships should remain professional at all times. Same sex mentor/protégée mentorships are the norm. However, the Deputy Commandant will consider individual requests for opposite sex mentors/protégées when necessary. Dating of mentor/protégée is not permitted as it violates VTCC regulations regarding fraternization.

VISITATION

General: The visitation policy established in this regulation is based on concerns for security within cadet barracks areas and the requirement for maximum quiet hours for studying. As much as possible, it provides for access control as well as visitation privileges. The purpose of this regulation is to define the visitation policies available to cadet barracks residents and their guests. This policy governs two categories of guests: non-cadets and cadets.

The minimum acceptable clothing standard in cadet rooms during visitation is the VTCC or service-specific physical training uniform or civilian equivalent. This is defined as gym shorts, t-shirt, and socks. The wearing of robes as the only item of apparel when a member of the opposite sex is visiting is prohibited.

Sexual relations of any nature are prohibited in VTCC residence halls.

Given the limited seating available in rooms, individuals may use beds for sitting purposes, consistent with the intent of this section.

Cadets sponsoring/escorting guests in cadet residence halls will inform their guests of these policies and are responsible for the conduct of their guests at all times. Cadets that facilitate access to the barracks of non-cadets are responsible for the actions of those who they permit to enter.

It is the responsibility of every cadet, particularly members of the chain of command, to enforce these policies and report infractions. Official university representatives (residence advisors, Commandant’s Staff—for example), Blacksburg/Virginia Tech Police officers, and the Regimental Officer of the Day are authorized access to all cadet rooms upon knocking and identifying themselves by name as a university official, member of the chain of command, or responsible law enforcement official.

Policy: Visitation in cadet rooms by members of the opposite sex and/or guests who are not cadets is as follows:

Sunday-Thursday 0700-2245
Friday 0700 – 0000 (midnight)
Saturday 0700 - 0000 (midnight)

Room doors must be kept open a minimum of a 30-degree angle (using a rubber door stop or some other means) anytime the room is occupied by mixed genders, consistent with the intent of this regulation. Non-cadet visitors will be escorted by a cadet or member of the Commandant's
Staff at all times. Visitors seeking entry to cadet halls during visiting hours must contact their cadet host and arrange for escort. During non-visiting hours, guests are restricted to the 24-hour study lounge on the first floor of Monteith, Thomas, and Eggleston Halls, and Basement Level Lounge of Pearson Hall, even when properly escorted.

No guests may remain in cadet residence halls outside the times indicated above unless receiving the written approval of the appropriate Deputy Commandant. Approved visits by guests of the same sex will not exceed 72 hours.

During periods when external entrances are locked, no cadet or guest will alter the door latching mechanism in any way to defeat the card-access system.

It should be noted that cadets gaining access by contacting other cadets inside the building to avoid detection of curfew violations is not only a violation of regulations by both parties, but also constitutes an intent to deceive which is part of the definition of lying and thus an Honor Code violation by both parties (lying, and lying and toleration.)

**Visitation Between Male and Female Cadets**: Professional and social interaction between male and female cadets is desired and encouraged. It remains a key element in the development of future leaders within the Corps of Cadets.

Authorized visitation hours between any male and female cadet are 0630-2300 Sunday through Thursday and 0630-0000 (midnight) Friday and Saturday.

Room doors must be kept open a minimum of a 30-degree angle (using a rubber door stop or some other means) anytime the room is occupied by mixed genders, consistent with the intent of this regulation.

During any visit between male and female cadets, regardless of length of the visit, all cadets will be fully clothed.

Visitation may be terminated at the request of the host cadet's roommate.

**ROOM ASSIGNMENTS AND CHANGES**

**General**: The administration of room assignments carries with it substantial overhead requirements such as updating databases, changes in postal addresses, key re-issues, and phone number reassignments to name just a few. To minimize unnecessary turbulence, unit commanders will work with Deputy Commandants to assign rooms prior to cadets arrival at the beginning of the academic year.

**Policy**: Once assigned, cadets will retain their room assignments unless conditions and circumstances change such that a room move is required. In such cases, unit commanders will coordinate and gain approval from their respective Deputy Commandants. A completed Room Change Form, signed by the Deputy Commandant, will be provided to the Residential Learning Coordinator (RLC) for processing.
RESIGNATION FROM THE CORPS OF CADETS

General: Cadets can resign from the Corps of Cadets within the stipulations as outlined in the Virginia Tech undergraduate catalog and the procedures in this regulation. The procedures by which a cadet may resign from the Corps of Cadets and revert to civilian student status or leave the university are outlined below.

Normally, cadets are expected to resign from the Corps and change to civilian status at the end of an academic semester. However, upper-class cadets and second semester, first-year cadets may request a change to civilian status at any time, subject to the restrictions outlined in this regulation. If the cadet desires to remain on campus and if the housing office will not release an upper-class cadet or second semester, first-year cadet from the housing contract, or if no bed is available in a civilian residence hall, the cadet may continue to live in the cadet barracks until a bed is available. While in this status, he/she remains a member of the Corps. All Corps regulations must be adhered to.

A cadet, including a new cadet prior to the last day to drop a class without penalty, can resign from the university at any time.

As stated in the undergraduate catalog, if a first semester cadet, which includes all transfers from other schools, chooses to leave the Corps prior to the last day to drop a class without penalty they will resign from Virginia Tech for the fall semester. They will be allowed to return as a civilian student in the spring semester without having to re-apply to Virginia Tech. They will not be allowed to take college classes before returning to Virginia Tech. If they do, it will invalidate their offer and they will have to re-apply for admission to Virginia Tech as a transfer student. The last day to drop/add classes normally occurs approximately six weeks after classes begin for the semester. The only exceptions to this policy are:

1) A cadet that is an on-campus transfer;

2) A medical condition that precludes participation in the Corps’ lifestyle, and is supported by a letter from the Chief Medical Officer of the University Health Services. NOTE: Such “conditions” are rare as the Corps has a history of accommodation for medically driven restrictions. Close coordination between the Chief Medical Officer of the University Health Services and the Commandant’s staff is expected prior to issuance of such letters.

The Commandant of Cadets, and then the Vice President for Student Affairs may make a decision that, for the good of the Corps, a new cadet can convert to civilian status for reasons other than cited above. The Vice President for Student Affairs is the final university appeal authority.

All Citizen-Leader Track cadets leaving the Corps prior to the final day of academics of the academic year will be charged a uniform rental fee as determined by the University Tailor Shop. ROTC cadets must repay uniform rental costs whether or not they have been reimbursed by their ROTC prior to their requested resignation. If a cadet is a member of the Corps for any portion of Cadre Week, New Cadet Week, or the academic year, that year’s rental fee will be charged to the cadet’s account.
Procedure: Cadets who desire to change to civilian status or resign from the university prior to the end of a semester will report to the company commander who will interview the departing cadet. The departing cadet will then be scheduled to see the battalion commander (if deemed appropriate) and the Deputy Commandant for an interview and formal out-processing. The Deputy Commandant will provide the cadet with a resignation checklist and departure questionnaire. The departing cadet will be cleared from the Corps when all the requirements on the out processing checklist have been accomplished and initialed.

A cadet can resign from the university at any time. The cadet will report through the chain of command to the Deputy Commandant for a formal briefing on resigning from the university. The cadet will be allowed to depart the cadet barracks and the university when the actions on the resignation checklist have been completed and initialed.

The Change of Student Status checklist must be completed and presented to your Deputy Commandant prior to departure from the Corps. (Failure to checkout properly will result in a $20 charge to your student account, which is a part of the University Housing Policy).

Failure to comply with these instructions or with checklist procedures can result in your University transcript being annotated with “Departed the Corps of Cadets not in good standing.”
CHAPTER 3: ORDER AND DISCIPLINE

TIERED DISCIPLINARY SYSTEM

General: The Tiered Disciplinary System and the procedures associated with its enforcement ensure a fair and standardized system for disciplining those cadets who have committed infractions of university policies or cadet regulations.

Policy: In cases where a specific infraction has been made against the cadet regulations, it is the duty of a cadet's superior or an observing cadet officer/NCO to report the offense. Cadets not in the offending cadet's chain of command should report the offense to the offending cadet's chain of command. Cadets performing official business where the power to award punitive measures has been enumerated (i.e. the giving of demerits), will provide discipline directly to the offending cadets. In cases of serious breach of regulations, the reporting officer should notify the company commander, and the commander will then award disciplinary action according to this scale.

This disciplinary scale was developed to make the awarding of punishment fair and standardized throughout the Corps of Cadets. These are not prescribed punishments but offer guidelines for consideration. In cases where the applicable cadet commander/other cadet leader wishes to use a lesser or more severe punishment, an explanation must be provided. For instance, if awarding demerits for an offense and a lesser/greater punishment is desired, the cadet leader may specify a lesser/greater punishment and attach an explanation form to the demerits when they are passed up to battalion level.

The Battalion Commander is the review authority for all disciplinary proceedings at company level and below, to include Company NJP action. The Regimental Commander is responsible for reviewing battalion level proceedings. Deputy Commandants may intervene in any disciplinary actions within their battalions, as appropriate. Final reviewing authority for all disciplinary actions lies with the Commandant of Cadets.

In cases where the offending cadet repeats an offense, the level of discipline will increase by one tier upon commission of the next offense within the same academic year. For instance, if a cadet commits a tier one offense, that cadet will be punished at the tier one level. If the cadet repeats the same offense during the same school year, the cadet will then be awarded punishment at the tier two level. For each repeat of the offense, the punishment level will be escalated to the next tier.

DISCIPLINARY SCALE

TIER ONE OFFENSES (Verbal reprimand to 5 Demerits)

1) Any omission on pass, leave, or request form
2) Creating, taking part in, or allowing disturbance during CQ or in Academic Support Initiative rooms
3) Cutting through formation
4) Failure to comply with instructions
5) Failure to notify chain of command of intended absence
6) Failure to perform first-year cadet duties (includes Regimental ROs)
7) Failure to post leave slip
8) Failure to salute
9) Falling out of ranks improperly or without authority
10) Improper door card
11) Improper sounding of calls
12) Improper or messy entry in pass/leave book
13) Improper uniform for Flag Detail
14) Improper uniform from that prescribed
15) Incorrect or no name tags in room
16) Late for any formation/mandatory meeting
17) Late submission of a report
18) Late to flag practice
19) Public Display of Affection in uniform
20) Sweeping trash into hallways
21) Unauthorized absence from room during ECQ
22) Unauthorized late lights
23) Unauthorized visiting of first-year cadets during ECQ
24) Unauthorized visiting of first-year cadets after taps
25) Depositing personal items/equipment in hallways/public spaces
26) Wearing unauthorized jewelry

TIER TWO OFFENSES (10 Demerits, with verbal counseling for the first offense, using written counseling when appropriate)
1) 1 to 15 minutes late, late returning, or early leaving from any senior enlisted advisor / officer or cadet meeting
2) Failure to properly use the chain of command
3) Failure to reply/respond to a cadet/senior enlisted advisor/commissioned officer’s phone or email message
4) Early departure for leave/pass
5) Failure to properly render honors to the Colors
6) Failure to sign out on leave/pass
7) Improper haircut
8) Improper shave
9) Improper hairstyle (female cadets)
10) First-year cadets late to room after taps
11) Leaving one’s post without proper relief
12) Failure to follow instructions
13) Neglect of duty
14) Use of tobacco products while in uniform
15) Conduct unbecoming a cadet

TIER THREE OFFENSES (10-15 Demerits and formal counseling, or Stand-By Inspection on failed inspection of room or uniform)
1) 16 minutes or more late, late returning, or early departure
2) Defacing pass/leave book or regulation manual
3) Disrespect to a cadet officer or non-commissioned officer (minor)
4) Missing flag practice
5) Unauthorized wearing of civilian clothes
6) Conduct unbecoming a cadet
7) Visitation Violation

TIER FOUR OFFENSES (Company or Battalion offenses to be determined by the cadet chain of command in consultation with the Deputy Commandant)
1) Allowing flag to touch ground during flag detail
2) Disrespect to a cadet officer or non-commissioned officer
3) Disobedience of orders from a cadet or commissioned officer (minor)
4) Failure to stand post
5) Missing flag detail
6) Throwing any item from a window
7) Unauthorized pass or leave
8) Falling out of a parade, review, or other ceremony
9) Failure to secure weapon
10) Disrespect to the Flag
11) Conduct unbecoming a cadet
12) Visitation Violation

TIER FIVE OFFENSES (The following offenses will normally be adjudicated with the convening of the Cadet Executive Committee or in a Deputy Commandant’s hearing. In most cases, applicable University charges will also be applied. The Deputy Commandant may allow, after reviewing the case and consulting with the Commandant, that a cadet accused of any of these offenses appear before the Regimental Commander for adjudication. Some of the offenses listed below may also violate University Policies for Student Life, local, state, or federal law).
1) Absence without leave
2) Accessory after the fact
3) Alcohol offenses
4) Assault
5) Assaulting or willingly disobeying a superior cadet/commissioned officer, university official, or law enforcement officer
6) Attempts
7) Breaking and entering
8) Breaking restriction
9) Conduct unbecoming a cadet, officer, and a gentleman/lady
10) Conspiracy
11) Cruelty and maltreatment
12) Conduct prejudicial to good order and discipline
13) Disrespect toward a senior cadet/commissioned officer, university official, or law enforcement officer
14) Drunken or reckless driving
15) Extortion
16) Failure to obey order or regulation
17) False official statement
18) Forgery
19) Fraternization
20) Harassment, Sexual Harassment, and Sexual Assault
21) Hazing
22) Illegal/Controlled substance abuse
23) Inappropriate use of military/university/other identification card and/or door card
24) Insubordinate conduct toward a warrant officer, noncommissioned officer, petty officer, or cadet noncommissioned officer
25) Irresponsibility of sentinel
26) Larceny and wrongful appropriation
27) Making, drawing, or uttering check, draft, or other without sufficient funds
28) Malingering
29) Missing movement
30) Perjury
31) Possession of false identification
32) Provoking speeches or gestures
33) Riot or breach of peace
34) Spoilage or destruction of property
35) Visitation violation

APPLICABLE PUNITIVE ARTICLES

General: The following is a list of offenses that would normally result in an NJP or Executive Committee hearing (refer to the Tiered Disciplinary System). This list is comprehensive, but not absolute.

ARTICLE 1: ACCESSORY AFTER THE FACT
Any cadet subject to these regulations who, knowing that an offense punishable by these regulations has been committed, receives, comforts, or assists the offender in order to hinder or prevent his apprehension, hearing, or punishment shall be punished.

ARTICLE 2: ATTEMPTS
An act, done with specific intent to commit an offense under these regulations amounting to more than mere preparation and tending, even though failing, to effect its commission, is an attempt to commit that offense.

1. Any cadet subject to these regulations who attempts to commit any offense punishable by these regulations shall be punished as these regulations prescribe.
2. Any cadet subject to these regulations may be convicted of an attempt to commit an offense although it appears in the hearing that the offense was not consummated.

ARTICLE 3: CONSPIRACY
Any cadet subject to these regulations who conspires with any other person to commit an offense under these regulations shall, if one or more of the conspirators do an act to affect the object of the conspiracy, be punished as these regulations prescribe.
ARTICLE 4: ABSENCE WITHOUT LEAVE
Any member of the Corps of Cadets who without authority fails to go to his appointed place of duty at the time prescribed;

Goes from that place; or

Absents himself from his unit, organization, or place of duty at which he is required to be at the time prescribed shall be punished as these regulations direct.

ARTICLE 5: MISSING MOVEMENT
Any cadet subject to these regulations who through neglect or design misses the movement of any unit with which he is required in the course of duty to move shall be punished as these regulations direct.

ARTICLE 6: DISRESPECT TOWARD A SENIOR CADET/COMMISSIONED OFFICER, UNIVERSITY OFFICIAL, OR LAW ENFORCEMENT OFFICER
Any cadet subject to these regulations who behaves with disrespect toward a senior cadet/commissioned officer, university official, or law enforcement officer shall be punished as these regulations prescribe.

ARTICLE 7: ASSAULTING OR WILLFULLY DISOBEYING A SUPERIOR CADET/COMMISSIONED OFFICER, UNIVERSITY OFFICIAL, OR LAW ENFORCEMENT OFFICER
Any cadet subject to these regulations who:

Strikes his superior cadet/commissioned officer, university official, or law enforcement officer, or draws or lifts up any weapon or offers any violence against him while he is in the execution of his office; or

Willfully disobeys a lawful command of his superior cadet/commissioned officer, university official, law enforcement officer; shall be punished as these regulations direct.

ARTICLE 8: INSUBORDINATE CONDUCT TOWARD A WARRANT OFFICER, NONCOMMISSIONED OFFICER, PETTY OFFICER OR CADET NONCOMMISSIONED OFFICER
Any cadet who:

Strikes or assaults a warrant officer, noncommissioned officer, petty officer, or cadet noncommissioned officer while that officer is in the execution of his office;

Willfully disobeys the lawful order of a warrant officer, noncommissioned officer, petty officer, or cadet noncommissioned officer; or

Treats with contempt or is disrespectful in language or deportment toward a warrant officer, noncommissioned officer, petty officer or cadet noncommissioned officer while that officer is in the execution of his office; shall be punished as these regulations direct.

ARTICLE 9: FAILURE TO OBEY ORDER OR REGULATION
Any cadet subject to these regulations who:
Violates or fails to obey any lawful general order, cadet regulation, university policy, or law of the land.

Having knowledge of any other lawful order issued by a member of the Corps of Cadets, which it is his duty to obey, fails to obey the order; or

Is derelict in the performance of his duties; shall be punished as these regulations prescribe.

**ARTICLE 10: CRUELTY AND MALTREATMENT**

Any cadet subject to this chapter who is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders shall be punished as these regulations direct.

**ARTICLE 11: LARCENY, AND WRONGFUL APPROPRIATION**

Any person subject to these regulations who wrongfully takes, obtains, or withholds, by any means, from the possession of the owner of any other person any money, personal property, or article of value of any kind:

With intent permanently to deprive or defraud another person of the use or benefit of property or to appropriate it to his own use of any other person other than the owner, steals that property and is guilty of larceny; or

With intent temporarily to deprive of defraud another person of the use and benefit of property or to appropriate it for his or own use or the use of any person other than the owner, is guilty of wrongful appropriation.

Any person found guilty of larceny or wrongful appropriation shall be punished as these regulations prescribe.

**ARTICLE 12: FORGERY**

Any person subject to these regulations who, with the intent to defraud:

Falsely makes or alters any signature, to, or any part of, any writing which would, if genuine, apparently impose a legal liability on another or change his legal right or liability to his prejudice; or

Utters, offers, issues, or transfers, such a writing, known by him to be so made or altered; is guilty of forgery and shall be punished as these regulations prescribe.

**ARTICLE 13: MAKING, DRAWING, OR UTTERING CHECK, DRAFT, OR OTHER WITHOUT SUFFICIENT FUNDS**

Any person subject to these regulations who:

For the procurement of any article or thing of value, with intent to defraud; or

For the payment of any past due obligation, or for any other purpose, with the intent to deceive; makes, draws, utters, or delivers any check, draft, or order for the payment of money upon any bank or other depository, knowing at the time that the drawer has not or will not have sufficient funds in, or credit with, the bank or other depository for the payment of that check, draft, or order in full upon receipt.
ARTICLE 14: PERJURY
Any person subject to these regulations who in a cadet judicial proceeding or in a course of justice willfully and corruptly upon a lawful oath or in any form allowed by the law to be substituted for an oath, gives false testimony material to the issue, matter, or inquiry or in any declaration, certificate, verification, or statement under penalty of perjury, subscribes any false statement material to the issue, matter, or inquiry, is guilty of perjury and shall be punished as these regulations prescribe.

ARTICLE 15: SPOILAGE OR DESTRUCTION OF PROPERTY
Any cadet subject to these regulations who willfully or recklessly wastes, spoils, or otherwise willfully and wrongfully destroys, damages, or defaces any property shall be punished as these regulations prescribe.

ARTICLE 16: DRUNKEN OR RECKLESS DRIVING
Any cadets subject to these regulations who operate any vehicle while drunk, or in a reckless or wanton manner shall be punished as these regulations prescribe.

ARTICLE 17: ALCOHOL OFFENSES
Any cadet subject to these regulations who:
- Possesses and or consumes alcoholic beverages in cadet barracks to include civilian rooms in or at any outside location on upper quad; or
- Consumes alcohol or is found drunk while on duty and/or in uniform; or
- Causes disruption, disturbance or through any other action demonstrates a disregard for good order and discipline while under the influence of alcohol; or
- Supplies or otherwise assists underage cadets in the possession and consumption of alcoholic beverages; or
- Possesses and/or consumes alcoholic beverages while under the legal drinking age; or
- Possesses or consumes alcohol at any VTCC activity.

See Annex A: Policy on Drug and Alcohol use and False Identification

ARTICLE 18: IRRESPONSIBILITY OF SENTINEL
Any sentinel who is found drunk or sleeping upon his post, leaves it before he is regularly relieved, or fails to attend his post shall be punished as these regulations prescribe.

ARTICLE 19: MALINGERING
Any cadet subject to these regulations who for the purpose of avoiding work, duty, or service:
- Feigns illness, physical disablement, mental lapse or derangement; or
- Intentionally inflicts self-injury; shall be considered as attempting to deceive, and charged with an honor code violation.

ARTICLE 20: RIOT OR BREACH OF PEACE
Any cadets subject to these regulations who cause or participate in any riot or breach of the peace shall be punished as these regulations prescribe.
ARTICLE 21: PROVOKING SPEECHES OR GESTURES
Any cadet subject to these regulations who uses provoking or reproachful words or gestures towards any other cadet subject to these regulations shall be punished as these regulations prescribe.

ARTICLE 22: EXTORTION
Any cadet subject to these regulations who communicates threats to another person with the intention thereby to obtain anything of value or any acquaintance, advantage, or immunity is guilty of extortion and shall be punished as these regulations prescribe.

ARTICLE 23: ASSAULT
Any cadet subject to these regulations who attempts, by words or actions, to cause an individual to fear for his or her immediate safety, whether or not the attempt or offer is consummated, is guilty of assault and shall be punished as these regulations prescribe. Words can constitute assault when they are accompanied by the ability to inflict immediate harm.

Battery: The use of physical force against an individual.

Stalking: Repeatedly contacting another person when the contact is unwanted and causes the other person to reasonable apprehension of imminent physical harm, or causes substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or computer) or remaining in the physical presence of the other person.

Any cadet subject to these regulations who:

Commits an assault, to include sexual assault, with a dangerous weapon or other means or force likely to produce death or grievous bodily harm; or

Commits an assault and intentionally inflicts grievous bodily harm with or without a weapon; is guilty of aggravated assault and shall be punished as these regulations prescribe.

ARTICLE 24: BREAKING AND ENTERING
Any cadet subject to these regulations who unlawfully enters the building or structure of another with intent to commit a criminal offense therein is guilty of breaking and entering and shall be punished as these regulations prescribe.

ARTICLE 25: CONDUCT UNBECOMING AN CADET, OFFICER, AND A GENTLEMAN/LADY
Any cadet convicted of conduct unbecoming a cadet, officer and a gentleman/lady shall be punished as these regulations prescribe.

ARTICLE 26: GENERAL ARTICLE
The purpose of Article 26: General Article is to provide an article that can encompass actions not specifically called out in other articles but that constitute an act that detracts from good order and discipline within the Corps of Cadets. Presence during any violation of Cadet Regulations or University Policies for Student life in such a way as to condone, support, or encourage that violation shall constitute involvement prejudicial to good order and discipline within the Corps of Cadets.
ORDER AND DISCIPLINE

Though not specifically mentioned in these regulations, all disorders and neglects to the prejudice of good order and discipline in the VTCC, all conduct of a nature to bring discredit upon the VTCC, and crimes and offenses not capital, of which cadets subject to these regulations may be guilty, shall be punished as these regulations prescribe. Depending on the degree and nature of the offense, violations of this article will be adjudicated at the disciplinary level deemed most appropriate (Tier 1 through Tier 5).

Cadets who anticipate or observe violations of Cadet Regulations or University Policies for Student Life are expected to remove themselves from participation and are encouraged to report the violation to their chain of command. Cadets must report any Tier 5 violation.

ARTICLE 27: HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE

Any cadet subject to these regulations who exhibits a bias based on age, sex, race, disability, religion, national origin or sexual orientation is guilty of harassment and shall be punished as these regulations prescribe.

Any cadet subject to these regulations who:

Badgers or persistently intimidates, coerces or exploits another individual; or

Repeatedly commits offensive, unbecoming, or unwanted sexual comments or acts is guilty of harassment and shall be punished as these regulations prescribe.

The following constitutes the current definitions of Sexual Harassment and Sexual Violence:

**Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when...

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic status (e.g., an explicit or implicit promise or granting of educational or career advancement expressed by promotion, training, or favorable academic or employment evaluation in return for sexual favors).
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions (e.g., an explicit or implicit threat or action which adversely affects the academic or employment opportunities expressed as nonpromotion, poor performance appraisal, transfer, or reassignment if the sexual demands or requests are rejected).
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment (e.g., a pattern of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, visual materials, or literature).

**Sexual violence**: Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Sexual Assault** – actual or attempted sexual contact with another person without that person’s consent.
- **Sexual Battery** – intentional touching of another person’s intimate parts without the
person’s consent; or other intentional sexual contact with another person without that person’s consent.

- **Sexual Coercion** – using physical or verbal aggression or pressure to force or attempt to force a person to touch another person’s intimate parts without that person’s consent.
- **Rape** – penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

**Further Definitions:***

**Incapacitation** – includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

**Gender-based harassment** – acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Exploitation** – an act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

**Domestic violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating violence** – acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

**Stalking** – repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

**Consent** – knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances,
including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

While these definitions are consistent with Virginia Tech policies, the Student Conduct office provides amplification and more specific guidance. Updates to these policies can be found online at [http://www.studentconduct.vt.edu/](http://www.studentconduct.vt.edu/). In cases where cadets may have broken laws in the commission of such an act, the appropriate law enforcement authorities and university authorities will be contacted for additional investigations and punishment.

See Annex C: Policy on Harassment, Sexual Harassment and Sexual Violence

**ARTICLE 28: FRATERNIZATION**

**General:** Fraternization is defined as "Any cadet subject to these regulations who interacts in other than a strictly professional military manner with an underclass cadet(s). No upper-class cadet will interact socially with a first-year cadet unless it is within the prescribed guidelines of the Mentor System. Relationships between cadets of different classes are prohibited if they:

- Compromise or appear to compromise the integrity of supervisory authority or the chain of command.
- Cause actual or perceived partiality or unfairness.
- Involve or appear to involve the improper use of rank or position for personal gain.
- Are, or perceived to be, exploitive or coercive in nature.
- Create an actual or clearly predictable adverse impact on discipline, authority, morale or the ability of the unit to accomplish its mission.

**Policy:** Although the upper-class cadet bears primary responsibility for avoiding fraternization and improper/unprofessional behavior, the underclass cadet is also responsible for fraternization if no attempt is made to terminate the relationship or remove themselves from the situation.

See earlier section regarding Dating Policy.
ARTICLE 29: VISITATION VIOLATION

Any cadet subject to these regulations who:

Fails to wear the minimum acceptable attire when entertaining a visitor as prescribed by the regulation, to wit: any military service or VTCC physical training uniform or civilian equivalent--shorts, t-shirt, and athletic shoes;

Fails to have all visitors depart their living area--defined as their assigned room--in accordance with the times prescribed in the visitation regulation (typical of Tier 4);

Engages in any kind of sexual activity whatsoever while having a visitor in his/her room; shall be punished as these regulations prescribe (typical of Tier 5).

Note: A cadet who violates this article while being the ‘visitor’ in another cadet’s room is also subject to sanction.

ARTICLE 30: HAZING

Sanctions for Violations of Corps Policies: Any sanctions awarded by the Corps of Cadets for violations of these policies related to hazing will also be accompanied by appropriate university sanctions.

All potential hazing violations will be adjudicated by the Cadet Executive Committee or at a Deputy Commandant’s Disciplinary Hearing.

Sanctions for hazing violations will be closely coordinated with the Student Conduct office.

If determined guilty of hazing, a cadet will be awarded sanctions that may include suspension or dismissal from the Corps of Cadets. These sanctions will be in addition to any university sanctions or sanctions the Commonwealth of Virginia may impose.

Policy: The Corps of Cadets will adhere to the Commonwealth and university policies on hazing. Implementation of those policies within the Corps is noted below.

Certain traditional cadet activities have a high potential for hazing and must be strictly supervised by the cadet chain of command. These include but are not limited to:

1) Mentor Night
2) First-year cadet On-Line formations
3) Company Initiations
4) Cadet organizational “tapping” procedures
5) Company fun nights

Although the following items are not all inclusive, some specific acts warrant highlighting to ensure compliance with Commonwealth and university policies on hazing along with the Principles of Community.

1) The use of blindfolds or other impediments to vision are forbidden in all cadet activities.
2) The presence in bathrooms and showering areas by supervisory cadets or cadets in instructor roles during designated personal hygiene time for cadets in any training status is prohibited.

3) The denial of any cadet the use of privacy curtains in shower stalls or the denial of any cadet the selectivity of water temperature to bathe is prohibited.

4) The direction of any cadet in a cadet training status to enter a body of water such as the Duck Pond, Claytor Lake, Cascades, streams or similar bodies of water without the written approval of the Commandant (such as a training operations order) is prohibited.

Alleged violations of university hazing policy will be reported to the Virginia Tech Police, the Office of Student Activities, or the Student Conduct office.

Deputy Commandants will notify the appropriate ROTC professor of any suspected hazing violations.

See Annex B: Policy on Hazing

ARTICLE 31: ILLEGAL / CONTROLLED SUBSTANCE ABUSE
Any cadet subject to these regulations who:
Possesses or consumes an illegal and/or controlled substance in cadet barracks to include civilian rooms in or at any outside location on Upper Quad; or
Possesses or consumes an illegal and/or controlled substance outside cadet barracks, off-duty, or off-campus; or
Is found under the influence while on duty and/or in uniform; or
Commits a violation (demerit-able or NJP) of another VTCC regulation while under the influence; or
Supplies or otherwise assists other cadets in the possession and/or abuse of an illegal and/or controlled substance
Possesses or uses an illegal and/or controlled substance at any VTCC activity

ARTICLE 32: POSSESSION / USE OF FALSE IDENTIFICATION
Any cadet subject to these regulations who possesses, uses, or attempts to use any false identification, regardless of intent, shall be punished as these regulations prescribe.

In cases where cadets may have broken laws in the commission of such an act, the appropriate law enforcement authorities, university officials (including cadet members of the Corps Honor System), and ROTC personnel will be notified.

See Annex A: Policy on Drug and Alcohol use and False Identification

ARTICLE 33: INAPPROPRIATE USE OF UNIVERSITY / MILITARY IDENTIFICATION AND DOOR CARD
Any cadet who allows another individual, whether cadet or civilian, to possess or use his university student identification card for any purpose, whether for legitimate or illicit purposes, as well as any cadet who permits another individual to possess or use his military identification card for any purpose, shall be punished as these regulations prescribe.
ORDER AND DISCIPLINE

Door cards are considered as identification and as a means for cadets to document their location and to provide contact information while on pass/leave. Any cadet who enters fraudulent information on a door card, whether pertaining to personal data, program affiliation, class attendance, or location, shall be punished as these regulations prescribe.

ARTICLE 34: FALSE OFFICIAL STATEMENTS
Any cadet, with intent to deceive, who signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as these regulations prescribe.

ARTICLE 35: BREAKING RESTRICTION
Any cadet who, while officially placed on barracks restriction and bound to obey the limits of his restriction, who willfully departs his place of duty without authorization, shall be punished as these regulations prescribe.

The elements of this article are (1) a certain person ordered the accused to be restricted to certain limits, (2) that said person was authorized to order said restriction, (3) that the accused knew of the restriction and the limits thereof, and (4) that the accused went beyond the limits of the restriction before being released therefrom by proper authority.

MERIT / DEMERIT SYSTEM

General: The VTCC merit/demerit system is designed as a tool to measure a cadet's performance against VTCC standards.

Cadets should not ‘make up’ individually based, or arbitrary policies and standards and then issue demerits if they are not met. Demerits should only be issued for infractions that are covered by this regulation or by a commander-issued policy for their entire unit/organization that is clearly articulated, understood, and training to that standard provided. Any such commander-issued policies or standards must be forwarded up their chain of command to include their Senior Enlisted Advisors and Deputy Commandants.

Definitions:

Merits: Cadets in the chain of command may issue merits in recognition of performance above and beyond the standard to those cadets who may be carrying a balance of demerits. It is not the intent of this policy for cadets to earn merits as a hedge against future demerits. However, merits earned after a cadet has been awarded demerits reduces the demerits accrued against that cadet's record and that are used in evaluating overall performance and viability for retention in the Corps.

Demerit: A demerit is a unit of measure awarded to an individual for unacceptable performance. Demerits are intended to be a cadet's first warning of problematic behavior. Verbal warnings can be used first, but they are not required and should not be expected.

Policy: Demerits are to be used as a record of minor military infractions not serious enough for punishment under other Corps procedures.
Merits are awarded for performance that is deemed better than or above that of the expected cadet standards.

Merits and demerits are to be awarded for the expressed purpose of rewarding excellent performance and discouraging poor performance. Such issuance may be made for the following:

1) Room appearance
2) Uniform appearance
3) Military bearing
4) Parades
5) Articulated and trained-to standards by the Commander as noted earlier.

In the event an individual cadet becomes a habitual offender and when the use of the tiered disciplinary system has little or no effect, the cadet may be charged with violation of article 26, "prejudice to good order and discipline."

**Procedure for Award of Merits/Demerits**

Any cadet CPL or above can award merits or demerits to any other cadet of lesser rank in his/her chain of command. For example, squad leaders may issue merits or demerits to any cadet within their squad. Cadets may also award merits or demerits to other cadets of lesser rank in the performance of their duties. For example, a Platoon Leader may issue merits or demerits to any cadet in the unit for failing to comply. For offenses committed by cadets not in the observing cadet’s chain of command, the offense will be brought to the attention of the offending cadet’s squad leader, verbally or in writing within 48 hours of issuance.

Sophomores desiring to award demerits will review the Form 100-5A with the appropriate Squad Leader prior to issuing the demerits.

Cadets awarding merits or demerits will use the Form 100-5A, IndividualMerit/Dem merit Report to document the award. The Form 100-5A will be given to the Company First Sgt, (Battalion Sgt Major and Regimental Command Sgt Major for awards to members of those staffs.)

Every effort should be made by the cadet chain of command to ensure that the number of merits/demerits is uniform across each unit. To facilitate this, a list of offenses and recommended demerits is included in this section.

The Form 100-5As will be summarized on the Form 100-5, Weekly Report, maintained by the Company First Sgt (Battalion Sgt Major and Regimental Command Sgt Major, for awards to members of those staffs.) The awarding official will ensure that the effected cadet knows about the merits/demerits by having the cadet initial the Form 100-5.

One copy of the Form 100-5 may be kept in a file maintained by the Company First Sgt (Battalion Sgt Major and Regimental Command Sgt Major for awards to members of those staffs.)

The Company First Sgt (Battalion Sgt Major and Regimental Command Sgt Major, for awards to members of those staffs) will forward a copy of the Form 100-5 through the Battalion S-1 to the Regimental S-1. Individual Form 100-5As will be maintained by Company First Sgts for the
academic year after which they will be destroyed. The Form 100-5 constitutes the official records and are to be referenced whenever information on a cadet’s performance is required.

Merits and demerits accrued in the VPI Battalion for VPI-related issues will be submitted by the VPI C/SGM to the C/SGM of the line battalion of affected cadets for disposition.

Any cadet who feels that demerits have been awarded inappropriately may submit a letter of explanation using Corps letterhead stationary. Explanation letters must accompany the Form 100-5 that is submitted to the battalion S-1 on Wednesday evenings.

Only the First Sgts, Sgt Majors, and Command Sgt Major can process forms into real merits and demerits.

Merits and demerits will be reviewed and used by the cadet chain of command when writing cadet evaluations.

The Regimental XO will compile and show statistics regarding the award of merits and demerits by company and battalion. Such information can be shared as part of the weekly update/staff meeting.

Sanctions for Excessive Demerits for Poor Conduct

**General:** The purpose of these regulations is to outline the maximum penalties applicable for excessively poor military conduct. This system will be used, alongside the Tiered Disciplinary System, for the purpose of standardizing the disciplinary system of the Corps of Cadets.

Each Class will be allowed a specific number of demerits per semester:

<table>
<thead>
<tr>
<th>Class</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Cadets</td>
<td>90</td>
</tr>
<tr>
<td>Sophomores</td>
<td>50</td>
</tr>
<tr>
<td>Juniors</td>
<td>50</td>
</tr>
<tr>
<td>Seniors</td>
<td>40</td>
</tr>
</tbody>
</table>

In any given semester, if a cadet exceeds the demerit allowance for his/her class, that cadet will be subject to a Performance Review.

**Performance Review:** A performance review will be conducted by a cadet’s Deputy Commandant whenever a cadet exceeds his or her demerit allowance in a given semester, upon the recommendation of a member of the Commandant’s Staff, or upon written recommendation by the first commander in the cadet’s chain of command. The review will encompass the entirety of the cadet’s career to include military performance, cadet conduct, honor, academic performance, fitness, and cadet evaluations.

If the results of the review warrant, the cadet’s Deputy Commandant may themselves conduct a Deputy Commandant’s hearing. The Deputy Commandant’s hearing will consider the cadet’s potential to further succeed in the leader development program and will also assess the fairness
of awarded demerits. Normal Deputy Commandant hearing procedures and processes apply to include the opportunity for the cadet to appeal and imposed sanctions.

**Battalion Disciplinary System (BDS)**

The Battalion Disciplinary System (BDS) is the primary means whereby disciplined cadets perform punitive hours assigned as the result of punitive proceedings and/or through excessive demerits. BDS activities may be assigned as part of the sanctions received at the company and battalion levels. The Regimental Executive Officer, in conjunction with the Regimental Sergeant Major, will stay abreast of all BDS activities within the Regiment and keep the Regimental Commander informed, as necessary. At Battalion level, the Battalion Executive Officer and Battalion Sergeant Major will be the primary administrators of BDS activities within their battalions and will keep their Battalion Commander informed. When appropriate, the Regimental Commander may direct Regimental-level tasks to be performed by RDS personnel within the Regiment, under the supervision of the Regimental XO, Regimental Sergeant Major, or a designated Regimental Staff Officer.

**NON-JUDICIAL PUNISHMENT**

**General:** The purpose of this section is to establish procedures for administering disciplinary action at non-judicial punishment (NJP) proceedings.

**Policy:** When disciplinary action is required, and a cadet has been referred to NJP, such action will be conducted in accordance with this regulation. Non-judicial punishment will not be awarded for excessive demerits. Instead, the cadet may be referred to the Performance Review process.

In any given semester, if a cadet is found guilty at two (2) NJP hearings at any level, that cadet may be placed on military probation for the remainder of the current semester and/or for the following semester. If a cadet is found guilty at three (3) or more NJP hearings at any level in a semester, the cadet may be referred to a Performance Review process.

**Definitions:**

- **Non-Judicial Punishment/Office Hours** - NJP is a proceeding by which offenses of cadet regulations can be adjudicated in an expeditious and fair manner. Only Cadet Commanding Officers are authorized to hold NJP. NJP can be handled at the cadet company, battalion, or regimental level.

- **Regimental Disciplinary System Hours (RDS)** - will be the means by which cadets work off demerits and RDS Hours assigned during NJP, Executive Committee Hearings, or Deputy Commandant Hearingss. The Regimental / Battalion Sgt Majors will establish those times during
the week when cadets may work off their RDS hours. The preferred precedence for reducing demerits follows:

Work details - Duties may include but not limited to grounds keeping, cleaning of common areas, community service projects, and university projects. Work should be constructive, not demeaning in nature.

Marching tours – In most cases, RDS hours will be issued where two hours of RDS will be considered equivalent to one hour of marching tours.

Study Tours – Study tours are mandatory study hours that are awarded as punishment. Uniform will be the uniform of the day. Location and time are set by Battalion Executive Officers. Hours awarded through NJP and Executive Committee.

Weekend Restriction - A disciplinary action that requires a cadet to be in his/her living quarters of the barracks from 1200 hours on Friday until 2000 hours on Sunday of the designated weekend. The unit commander is responsible for controlling, monitoring, and enforcing weekend restriction on cadets within his/her unit, with the assistance of the Duty Commander/RA. Only a company, battalion, or regimental commander within the cadet’s chain of command is authorized to release a cadet from restriction for any purpose other than class attendance. Cadets on weekend restriction will be briefed by their unit commander regarding the requirements of restriction and will request in advance from their commander permission to attend activities that necessitate being absent from the residence hall during the period of restriction. The following policies are in effect during restriction:

1) Restriction will be performed in the uniform of the day on Friday, and White Shirt/Grey Bag on Saturday and Sunday. At no time will the restricted cadet be out of uniform except when showering and sleeping. The official Corps PT uniform is required during physical exercise.

2) Cadets are to remain in their barracks room except for the following authorized activities: morning and evening colors, meals, class attendance, study groups, library visits, academic business, and physical exercise. Cadets are responsible for providing a plan for all absences in advance of the restriction to the unit commander for approval. All absences from the cadet's room will be recorded on a Weekend Restriction Record posted on the cadet's door and on the cadet's Authorized Absence card.

3) Cadets on restriction will attend morning and evening colors on Upper Quad, beginning with Friday Retreat and concluding with Sunday Retreat. Permission to be absent from colors must be approved by the unit commander in advance.
4) Meals may be taken at any campus dining facility. Cadets must complete their meals in a timely fashion and travel directly to and from dining facilities when on restriction. Absences from the room for meals will not exceed one hour. Cadets with a compelling reason to eat off-campus must receive approval by their Deputy Commandant.

5) Cadets must maintain their room at PMI standards for the duration of the restriction. This includes the cadet’s personal space and all common spaces. Cadets are restricted to their personal room, study lounge or company area during restriction.

6) All passes and leaves for cadets on barracks restriction must be approved by their Deputy Commandant. Weekend restriction will not be assigned when cadets are participating in ROTC or university activities that require substantial absence from the residence hall over the weekend.

General Guidance for the Conduct of NJP

The accused is considered innocent until proven guilty.
The NJP officer must make every effort to find out the truth before finding the accused guilty or innocent.

Military courtesies and military protocol are always in effect.

NJP proceedings are considered formal, administrative hearings, therefore all cadets present at cadet office hours other than the accused and the NJP officer will wear the daily uniform. The officer holding NJP and the accused will wear the seasonal dress uniform.

NJP schedules are subject to change as a result of other events. Revised NJP schedules will be published as necessary.

Procedures: Except for Honor Violations, which will be handled in accordance with existing Honor Regulations, violations of VTCC regulations will be reported using the NJP articles as modified in this regulation. The NJP form will be used for processing the charges to the appropriate level for adjudication. Cadets accused of offenses who are offered Non-Judicial Punishment (NJP) at Company, Battalion or Regimental level have the right to refuse NJP and request a Disciplinary Hearing before their respective Deputy Commandant.

Those violations of VTCC regulations below a Tier V level will normally be handled at non-judicial punishment sessions, as per the Tiered Disciplinary System, conducted by the Cadet Chain of Command. Honor violations will automatically be referred to the Honor Court for action. Felony offenses will be referred to the Executive Committee for action as well as appropriate law enforcement authorities.

The reporting of violations will be in accordance with this regulation, and when necessary a commander should seek guidance from the Executive Committee Chairman and staff for clarification and interpretation or regulations or precedence of violation.
At least 24 hours prior to conducting any disciplinary proceeding, the accused's company Cadet FSG will inform the cadet of the following:

1) The charges against him/her.
2) That he/she can refuse an NJP process and demand a hearing before the Deputy Commandant.
3) That if found guilty he/she has the right to appear in person and appeal the punishment to the NJP officers' direct superior on the following day.
4) That he/she has the right to remain silent, and he/she does not have to talk or answer questions concerning the charges. However, he/she must plead guilty or not guilty.
5) That he/she can have witnesses speak in his/her behalf.

Having accomplished the above, the Cadet FSG will direct the accused to report to the company office at 1900 on the appropriate date for NJP.

Along with the accused, the following will be present:

1) Company first sergeant who will take notes on the proceedings
2) The squad leader or platoon leader at company NJP
3) The company commander at battalion NJP
4) The battalion and company commander, at regimental NJP.
5) In addition, the company commander will ensure that witnesses for and against the accused are informed of and present for the proceedings.

When all appropriate steps have been accomplished office hours may be conducted. When told to do so by the company FSG the accused will march in and report at attention to the NJP officer who will be seated behind his/her desk. The NJP officer will then:

1) Inform the accused of the charges and ensure the accused understands them.
2) Ask if and ensure that the accused understands his/her rights as explained by the Cadet FSG.
3) Ask the accused how he/she pleads.
4) Listen to all evidence from all witnesses and the accused. If the case is going to be referred tell the cadet so, and complete steps 10, 11, and 12 below.
5) Decide on guilt or innocence.
6) Pronounce the finding. (Tell the accused he/she is found guilty or not guilty.)
7) If guilty, assign the appropriate punishment as described by paragraph 6, authorized punishments.
8) Have the Accused sign the NJP form, acknowledging the finding.
9) Dismiss the accused to the outer office.
10) Ensure the Cadet FSG reminds the accused if found guilty, that he/she can appeal in person to the next higher authority on the subsequent night at 1900.
11) Ensure that findings are documented and forwarded for review to the next higher commander immediately following the last NJP proceedings of that evening. (Whether guilty or not)

12) Retain a copy of the NJP form in a company disciplinary file.

**Authorized Punishments**

Punishment will begin immediately following the day in which it is assigned unless appealed. If appealed, punishment will not begin until the appeal is settled. Normally, punishment will run on consecutive weekends until complete.

**Limitations on Punishment:**

When guilt has been established and punishment imposed for an offense, further disciplinary proceedings within the VTCC may not again be imposed for the same offense. All known offenses will be considered at one time, including all offenses arising from a single incident.

Company NJP will be held as directed by the Company Commander. All actions taken will be documented on the punishment sheet, the Company Commander will retain a copy, and the original will be forwarded to the Battalion Commander immediately following company NJP.

The Company Commander may award the following:

1) Verbal reprimand
2) Written reprimand
3) No more than 7 hours BDS
4) No more than five days barracks restriction
5) Loss of class privileges for no more than 10 days
6) Any combination of 1 through 5
7) Referral to the Battalion Commander (If the cadet is referred, no finding of guilt or innocence will be announced and no punishment can be awarded at Company NJP)
8) Dismiss the charges

Battalion NJP will be held as directed by the Battalion Commander. The Battalion Commander will review all NJPs held the day before and/or listen to any company NJP appeals and/or hold NJP. All actions taken will be documented on the punishment sheet and the Battalion Commander will retain a copy. The original will be delivered to the Regimental Commander immediately following the last NJP hearing of the night. The Battalion Commander may award the following:

1) Verbal Reprimand
2) Written Reprimand
3) Reduction of one grade (non-officer only)
4) No more than 12 hours of EPD
5) No more than 10 days barracks restriction
6) Loss of class privileges for no more than 20 days
7) Any combination of 1-6
8) Referral to the Regimental Commander (If the cadet is referred, no finding of guilt or innocence will be announced and no punishment can be awarded at Battalion NJP)
9) Dismiss the charges

The Regimental Commander’s NJP will be held as directed by the Regimental Commander. The Regimental Commander will read all company NJP punishment sheets, review all previous battalion commander’s NJP from the previous day, listen to any battalion NJP appeals, and hold regimental NJP if necessary. All actions will be documented on the punishment sheet and he/she will ensure the Commandant of Cadets reviews the sheet, a copy is filed in the cadet’s 201 file, and a copy is sent to the appropriate ROTC detachment commander. At Regimental NJP the Regimental Commander may award the following:

1) Verbal Reprimand
2) Written Reprimand
3) Reduction to Cadet Private (Maximum - non-officers only)
4) No more than 17 hours BDS
5) No more than 15 days barracks restriction
6) Loss of class privileges for no more than 30 days
7) Any combination of 1-6
8) Referral to Executive Committee or Deputy Commandant.
9) Dismiss the charges

Appeals and Reviews

Appeals - Any cadet found guilty has the right to appeal to the next higher commander in person. He/she may appeal only to the next higher commander of the level at which NJP was held. All appeals will be heard by the next senior commander in the chain at 1900 the day following the conduct of the awarded NJP. Appellate authorities may increase any assigned punishment(s).

Reviews - All actions taken at an NJP will be reviewed by the next higher command authority in the chain of command during an NJP the following day. Upon review and/or appeal the reviewing officer has the following options:

1) Take no action and leave all awarded sanctions unchanged
2) Increase the awarded sanction
3) Lessen assigned sanction
4) Dismiss the charges

Following a Battalion Commander’s appeal or review of company NJP, the punishment sheet will be forwarded to the Regimental Commander for review. The Battalion Commander will provide the completed form to the applicable Deputy Commandant and one to the Battalion S-1,
who will provide a copy to the Regimental S-1. A copy of the completed form will be placed in the accused’s cadet file and one provided to the appropriate ROTC program/VPI Company.

Regimental NJP will be reviewed by and may be appealed to the accused’s Deputy Commandant. Deputy Commandants may review all NJP actions taken for cadets within their respective battalion. Any additional sanctions that a Deputy Commandant may impose will be provided in writing to the cadet, and that cadet has the right to appeal those additional sanctions to the Commandant of Cadets under the appeal provisions for Deputy Commandant disciplinary hearings.

RULES FOR EXECUTIVE COMMITTEE HEARINGS

General: The Cadet Executive Committee is a cadet administrative hearing body established to hear cases concerning alleged violations of the Corps regulations deemed too serious to be handled at NJP. The purpose of this section of the Cadet Regulations is to establish policies and procedures for the conduct of Executive Committee hearings. Exceptions will be noted when matters will be adjudicated via a Deputy Commandant’s Hearing. The Cadet Executive Committee operates under the guidance and authority of the Commandant of Cadets, embodied by the Executive Committee Advisor. The Executive Committee Chairman serves as a special staff officer on the Regimental Staff, nominally reporting to the Regimental Commander. As a practical matter, the Executive Committee Chairman works for and reports to the Executive Committee Advisor.

Policy: All violations referred to an Executive Committee hearing will be adjudicated in accordance with this regulation.

All non-honor violations such as violations of the cadet regulations, deemed too serious for NJP, will be referred to the Executive Committee for adjudication, unless otherwise directed by the Commandant of Cadets. Any Cadet Commander empowered with NJP authority may refer a cadet in his chain of command to the Executive Committee, when warranted. Subsequent to the conduct of an investigation and when the Deputy Commandant deems a hearing necessary, the case will be referred through the Regimental Commander to a Cadet Executive Committee as appropriate. The Committee will conduct a hearing, determine a finding of guilt or innocence, and recommend Corps sanctions to the Commandant of Cadets as appropriate.

The tiered offenses outlined earlier in the regulation provide a general guideline for adjudication of cadet misconduct. Based upon a cadet’s disciplinary history, circumstances of the case, involvement of subordinates, and the impact on the VTCC, the nature of the offense may be such that the Commandant or Deputy Commandant will direct that any offense be adjudicated by the Executive Committee. After a pre-hearing review of a misconduct case, any Deputy Commandant of Cadets possesses the authority to refer any case to NJP or Executive Committee.

By direction of the Commandant, cases involving senior cadets who have committed Tier Five offenses may be adjudicated by their Deputy Commandant, or a Deputy Commandant appointed by the Commandant, in a Deputy Commandant’s Hearing. A Deputy Commandant’s Hearing is an administrative hearing. Deputy Commandants conducting hearings for senior cadets involving violations of the University Policies for Student Life will coordinate with University Student Conduct officials and the Executive Committee Advisor to determine who will render
the appropriate university sanction. The Residential Learning Coordinator is eligible to attend all hearings and may, if designated, serve as the representative for University Student Conduct.

Corps findings rendered in either an Executive Committee Hearing, or a Deputy Commandant’s Hearing, may only be amended by the Commandant of Cadets.

**Key Personnel**

_Cadet Executive Committee Chairman_: Holding the rank of Cadet Major, a Cadet Executive Committee Chairman will be selected by the Command Selection Board in the spring prior to the Chairman’s term the following year. The Chairman normally serves for the entire academic year and is the senior cadet officer directly responsible to the Regimental Commander for adjudication of the Corps administrative hearing system. The Chairman selects the members of the Executive Committee staff, including the Regimental Hearing Officer, subject to approval by the Executive Committee Advisor.

_Regimental Hearing Officer_: Holding the rank of Cadet Captain and serving as a special staff officer for the Regimental Commander, the Regimental Hearing Officer works for the Executive Committee Chairman. The Hearing Officer serves the same term as the Chairman.

_Execlutive Committee Board Members_: The Cadet Executive Committee board will consist of five (5) board members. For Executive Committee hearings, panel members will generally be cadet majors. With the approval of the Executive Committee Advisor, cadet captains may serve on the board. In these instances, only one of the sitting, voting members may be a Cadet Captain. The board will consist of a chairman and four cadets. Each will be voting members and as part of the board each is tasked with determining guilt or innocence (except in the case of university referred honor cases) and recommending sanctions as necessary. The Regimental Hearing Officer will select the board members prior to the hearing and notify them in as timely a manner as possible. Once selected, only the Regimental Commander may excuse a board member from attending the hearing. For the hearing, each board member will be equal to or senior in rank to the accused. The board members will not be in the accused’s direct chain of command nor involved in any way that might prejudice the case.

_Regimental Representatives_: Up to five (5) Regimental Representatives are selected by the Chairman and the Hearing Officer. Each holds the rank of Cadet 2LT (for Seniors) or Cadet SSGT (for Juniors) and serves under the cognizance of the Regimental Hearing Officer for one academic year. As the need arises, one is assigned by the Hearing Officer as prosecutor to represent the Corps of Cadets at Executive Committee hearings. These representatives will conduct the necessary preparation for the hearing and cooperate with the defense representative in ensuring all available evidence is shared prior to the hearing.

_Defense Representative_: Defense Representatives are selected by the Chairman and the Hearing Officer. Each holds the rank of Cadet 2LT (for Seniors) or Cadet SSGT (for Juniors) and serves under the cognizance of the Hearing Officer for one academic year. As the need arises one is assigned by the Hearing Officer to defend the accused and ensure his/her rights are protected at an Executive Committee Hearing. The Defense Representative may also bring forth evidence or witnesses for the Regimental Representative to examine.
**ORDER AND DISCIPLINE**

*Sergeant at Arms*: Holds rank of Cadet SFC. Delivers charges to accused and ensures they understand their rights fully. Also ensures the presence of witnesses at Investigations and Hearings. Maintains decorum of Hearings under direction of Executive Committee Chairman or Hearing Officer. Responsible for carrying over charges, investigations, and punishments from spring to fall semester. Responsible for the training of Executive Committee Clerks.

*Clerks*: Holds the rank of Cadet CPL. Compiles packets of evidence for the hearing. In charge of taking notes during the hearing and completing the write-up immediately following the hearing for submission to the appropriate Deputy Commandant.

**Violation Reporting Procedures**

Any cadet authority may receive a report of an offense. Typically such reports are made to the investigative authorities or to appropriate persons in the chain of command. It is the duty of every cadet to report via the chain of command all suspected or observed VTCC regulation violations. When a person who is not a law enforcement official receives a report of an offense, that person should forward the report to the immediate commander of the suspect unless that person believes it would be more appropriate to notify law enforcement or investigative authorities.

For Executive Committee reporting procedures, the NJP form will be used. A memorandum will accompany it from the Cadet Officer bringing charges, explaining the violations. This will be handled as an NJP case, but will be forwarded through each level of command to the Executive Committee.

**Pre-Hearing Conditions on Liberty**

Should sufficient evidence exist to allow for pre-hearing activities, the Hearing Officer may impose the following pre-hearing restraints. Conditions on liberty include orders to report periodically to a specified official, orders not to go to a certain place (such as the scene of an alleged offense), and orders not to associate with specified persons (such as the alleged victim or potential witnesses). Conditions on liberty must not hinder pre-hearing preparation, however. Thus when such conditions are imposed, they must be sufficiently flexible to permit pre-hearing preparation.

**Disposition of Charges**

Disposition of Charges is notification to the offending cadet that charges against him/her are being forwarded to the Executive Committee. Charges will be disposed at a time and place designated by the Executive Committee Chairman once approved by the Executive Committee Advisor. Once the accused has been notified, the Company Commander forwards the NJP paperwork for Executive Court to the Battalion Commander, who reviews, signs, and forwards it to the Regimental Commander. The Regimental Commander will review the charges being referred and will forward the charges to the Executive Committee Chairman.

Only persons authorized to convene an Executive Committee or to administer non-judicial punishment (NJP) may dispose of charges.
Once charges have been preferred and the accused notified, they are disposed only through a hearing by the Executive Committee.

Formal Presentation of Charges

At least 48 hours prior to the administrative hearing, the accused will be presented formally with the charge sheet listing the charges against them, advised of their rights in writing, and required to enter an initial plea of guilt or innocence. The date and time for this procedure, known as the "Two-Knock", will be coordinated between the Sergeant-at-Arms (hereafter SAA) and the accused. This event is a somber affair wherein the accused will have their roommate vacate the room prior to arrival of the SAA. The accused will be attired in Dress A for presentation of the charges.

The SAA will read the accused their rights, read the charges, and ask the accused to state their plea. At this time the accused will also state whether they intend to be present for the hearing. The SAA will provide the accused a complete copy of the charge sheet and any attachments, a copy of those cadet defense representatives available to assist him, and inform the accused of the date, time, and location of the hearing.

The accused is duty-bound to comply by the provisions of this regulation and to comply with the Sergeant-At-Arms in the performance of their duty. If, after reasonable attempts to communicate with the accused and establish a time for the Two-Knock the SAA is unable to do so, either due to inaction or deliberate malfeasance by the accused, the SAA will notify the Hearing Officer, who will coordinate directly with the accused's Battalion Commander. Depending upon the circumstances surrounding the accused's dereliction of duty in satisfying his responsibilities under this provision, additional charges may be preferred against the accused.

Referral of Charges and Timing of Hearing

A charge states the article of the code or regulation that the accused is alleged to have violated. A specification is a plain, concise, and definite statement of the essential facts constituting the offense charged. A specification is sufficient if it alleges every element of the charged offense expressly or by necessary implication. It is the responsibility of the Hearing Officer to:

Select a hearing date that will provide the accused a minimum of forty-eight (48) hours written notice.

Provide the accused a complete record of the referral including a copy of the investigation--if applicable--that led to the referral via the Sergeant at Arms. An investigation is defined as an informal or formal assessment of the charges and the circumstances surrounding the alleged offense(s).

Coordination of Key Participants by the Hearing Officer

Inform the accused cadet of the hearing date, time, and location of the hearing. The institutional intent is to conduct all hearings within 14 days of the accused’s Two Knock and notification of charges and details pertaining to the hearing.

Inform the Executive Committee Chairman, select four (4) board members, and one (1) alternate board member. Inform them of the hearing date, time and place of the hearing, and provide them
copies of any applicable referral letters and/or investigations. Inform the alternate board member to remain on 10-minute telephone standby in their room in case they are called to perform their duty.

Assign a Regimental Representative--if necessary--and Defense Representative and notify them of the date, time and place of the hearing, and provide them copies of any applicable referral letters, and/or investigations.

Notify the accused cadet’s ROTC detachment of the hearing and the date, time, and location.

**Pre-Hearing Investigation**

Except as provided for in this regulation, no charge or specification may be referred to an Executive Committee for the hearing until a thorough and impartial investigation of all the matters set forth therein has been made in substantial compliance with this rule.

Under this provision, in most cases an investigation will normally consist of an informal inquiry by the accused’s company commander, wherein the commander determines the facts surrounding the case, interviews relevant witnesses, and prepares and forwards the charge sheet and any attachments.

During pre-hearing investigations by the chain of command, it is often important to preserve evidence while it is fresh. This includes interviewing relevant witnesses, and if necessary, collecting written statements. Cadet witnesses are duty-bound to fully report on the circumstances of the allegations and suspected or observed VTCC regulation violations. Accused cadets will be offered the opportunity by the chain of command to provide written statements about the events, but will first be clearly advised of their rights against self-incrimination. At no time will the accused cadet be coerced into self-incrimination. All witness statements and evidence will be collected in a manner that preserves the integrity and impartiality of the investigation.

In preparation for a Deputy Commandant’s Hearing, a Deputy Commandant’s review of the circumstances of any case, in conjunction with the chain of command and other agencies--as applicable--also constitutes an investigation under this rule.

When the scale or the complexities of a case are such that a detailed and time-consuming formal investigation is warranted, a Deputy Commandant or the Commandant may direct a more substantial probe and the preparation of a written report.

The results of any written investigation will be provided to the Regimental Hearing Officer with the submission of the NJP paperwork referring charges.

**Hearing Personnel Responsibilities**

Regimental Hearing Officer assists the Investigating Officer, as directed.

Regimental Representative will review the results of any investigation, in coordination with the Defense Representative, and will present the case in Executive Committee.
Defense representative, when appointed, will be present during any subsequent investigation of the accused once charges are referred and will have full rights to participate or bring new matters forward to be investigated.

Investigating Officer, when appointed, will conduct a thorough investigation into all aspects of the case, interview all witnesses, make copies of all germane documents, secure any items or material deemed pertinent to the case, and inquire into the veracity of the charges in order to make a recommendation as to the disposition of the charges.

Rights of the accused:

1) Be informed of the charges under investigation
2) Be informed of the identity of the accuser(s) or the circumstances leading to the hearing
3) Except when not possible or when it would interfere with a thorough and impartial investigation, be present throughout the taking of evidence
4) Be represented by a Corps of Cadets appointed cadet counsel, if appointed
5) Be informed of witnesses and other evidence then known to the investigating officer, if appointed
6) Be informed of the purpose of an investigation
7) Be informed of the right against self-incrimination
8) Cross-examine witnesses who are provided for in accordance with this regulation
9) Have witnesses produced as provided for in accordance with this regulation
10) Have evidence, including documents or physical evidence, within the control of Corps or University authorities produced in accordance with this regulation.
11) Present anything in defense, extenuation, or mitigation for consideration by the investigating officer or Deputy Commandant for a Deputy Commandant Hearing.
12) Make a statement in any form
13) The cadet has the right to remain silent and does not have to answer any questions. However, he/she must plead guilty or innocent. At no time will silence be considered or used in a manner detrimental to the accused
14) The cadet has the right to receive written notice of the charges and specifications at least forty-eight (48) hours prior to the hearing date. Under special circumstances such as end of semester exams, periods immediately before a holiday break, etc., the hearing officer (most likely a Deputy Commandant) and cadet may agree to a period of time less than forty-eight (48) hours. In such cases, the cadet’s agreement to the scheduled date and time of the hearing shall be considered a waiver to the general rule.
15) The cadet has the right to be present for presentation of all evidence but is not required to be present for the hearing if he/she wishes not to be and is pleading guilty. A plea of innocence requires the cadet to be present during the hearing.
16) The cadet has the right to deny assigned counsel and represent himself/herself on his/her own behalf during an Executive Committee Hearing.
17) The cadet has the right to appeal Executive Committee or Deputy Commandant findings and sanctions to the Commandant of Cadets.

Production of Witnesses and Evidence

Witnesses: Any witness, whose testimony would be relevant to the investigation and not cumulative, shall be produced if reasonably available. This includes witnesses requested by the accused, if the request is timely.

Evidence includes documents or physical evidence, which is relevant to the investigation and not cumulative, shall be produced if reasonably available. Such evidence includes evidence requested by the accused, if the request is timely.

Alternatives to testimony, unless the defense objects, an investigating officer may consider:

1) Written statements
2) Statements by electronic means (i.e. telephone)
3) Prior testimony
4) Depositions
5) Stipulations of fact or expected testimony
6) Un-sworn Statements
7) Offers of proof of expected testimony of that witness

The following may be presented even if the defense objects:

1) Sworn statements
2) Statements under oath by electronic means (i.e.; telephone or email)
3) Prior testimony under oath
4) Depositions of that witness

The investigating officer shall inform the parties what other evidence will be considered. The parties shall be permitted to examine all other evidence considered by the investigating officer. The defense shall have full opportunity to present any matters in defense, extenuation, or mitigation.

Only members of the Commandant’s staff, ROTC officers representing the accused's ROTC, Executive Committee staff members in training when approved by the Executive Committee Advisor, and the Residential Learning Coordinator assigned to the Corps of Cadets are permitted to attend proceedings. No other personnel are allowed, to include the accused cadet’s chain of command.

The further progress of taking evidence shall not be prevented and the accused shall be considered to have waived the right to be present whenever the accused:

After being notified of the time and place of the proceeding is voluntarily absent

After being warned by the investigating officer that disruptive conduct will cause removal from the proceeding, persists in conduct that is such as to justify exclusion from the proceedings.
The investigating officer shall exercise reasonable control over the scope of the inquiry. An investigating officer may consider evidence, even if that evidence would not be admissible at the hearing.

The investigating officer shall make a timely written report of the investigation to the Deputy Commandant and/or the Commandant, as directed. A copy will be provided to the Residential Learning Coordinator.

The accused may waive an investigation under this rule. In addition, failure to make a timely objection under this rule, including an objection to the report, shall constitute waiver of the objection. The Regimental Representative, the Hearing Officer, or the Executive Committee Chairman for good cause may grant relief from the waiver.

**Referral, Service, Amendment, and Withdrawal of Charges**

If the Executive Committee Chairman or Hearing Officer finds or is advised that there are reasonable grounds to believe that an offense is subject to a hearing by Executive Committee, has been committed, that the accused committed it, and that the specification alleges an offense, the Executive Committee Chairman or Hearing Officer may refer it to an Executive Committee Hearing.

The Sergeant at Arms shall serve upon the accused a copy of the charges that have been referred to an Executive Committee for the administrative hearing.

After the accused is read the charges, the Executive Committee Chairman may, upon motion, permit minor changes in the charges and specifications at any time if no substantial right of the accused is prejudiced.

Changes or amendments to charges or specifications other than minor changes may not be made over the objection of the accused unless the charge or specification affected is preferred anew.

Charges may be withdrawn if, after the investigation is complete--and upon approval of the Executive Committee Advisor--it is the opinion of the Regimental Representative, Hearing Officer, and/or Executive Committee chairman that insufficient evidence exists to permit a fair and impartial hearing.

**Pre-Hearing Matters**

Discovery - the Regimental Representative shall provide the following information of matters to the defense:

1) Papers accompanying charges  
2) Documents, tangible objects, and reports  
3) Witnesses  
4) Prior convictions of the accused used as evidence in the Executive Committee Hearing  
5) Information to be offered for sentencing  
6) Evidence favorable to the defense
Disclosure by the defense - the Defense Representative shall provide the Regimental Representative the following information:

1) Documents and Tangible Objects
2) Reports of examinations and tests

If before or during the Executive Committee Hearing, a party discovers additional evidence or material previously requested or required to produce, which is subject to discovery or inspection under this rule, that party shall promptly notify the other party or the Executive Committee Chairman/Hearing Officer of the existence of additional evidence or material.

Each party shall have adequate opportunity to prepare its case and equal opportunity to interview witnesses and inspect evidence. No party may unreasonably impede the access of another party to a witness or evidence.

Nothing in this rule shall require the disclosure or production of notes, memoranda, or similar working papers prepared by the representatives.

A deposition may be ordered whenever, after referral of charges, due to exceptional circumstances of the case it is in the interest of justice that the testimony of a prospective witness be taken and preserved for use at an investigation or an Executive Committee Hearing.

**Hearing Procedure**

The Hearing Officer shall:

1) Determine the time and location of the hearing. Uniform will be seasonal Dress B for the accused, the representatives, and board members. All witnesses will be in seasonal duty uniform.
2) Ensure that the dignity and decorum of the proceedings are maintained
3) Instruct the members on questions of law and procedure which may arise

The arraignment shall be conducted in an Executive Committee Hearing and shall consist of reading the charges and specifications to the accused and calling the accused to plead. The accused may waive the reading.

Motions:

Defenses or objections based on defects in the referral, forwarding, investigation, or referral of charges
Defenses or objections based on defects in the charges and specifications
Motions to suppress evidence
Motions for discovery for production of witnesses or evidence
Motions to dismiss the charges
Continuance
Presentation of the Case on the Merits

1) Opening Statements
2) Presentation of evidence
3) Presentation of evidence for the prosecution
4) Presentation of evidence for the defense
5) Presentation of prosecution evidence in rebuttal
6) Presentation of defense evidence in rebuttal
7) Additional rebuttal evidence at the discretion of the Executive Committee Chairman
8) Presentation of evidence requested by the Executive Committee Chairman or board members

Deliberations and Voting on Findings

After the Executive Committee Chairman instructs the members on the findings, the members shall deliberate and vote in a closed session. Only the Executive Committee advisor, members of the panel, the Hearing Officer, the Clerk, and the Sergeant at Arms shall be present during deliberations and voting. Attending ROTC officers must vacate the room during the process. Superiority in rank shall not be used in any manner in an attempt to control the independence of members in the exercise of their judgment.

Deliberations properly include full and free discussion of the merits of the case. Unless otherwise directed by the Executive Committee Chairman, members may take with them in deliberations their notes, if any, any exhibits admitted into evidence, and any written instructions. Members may request that the Hearing be reopened and that portions of the record be read to them or additional evidence introduced. The Executive Committee Chairman may, in the exercise of discretion, grant such request.

Voting on the findings for each charge and specification shall be by a show of hands and recorded by the Clerk. All members present shall vote. A simple majority of three-fifths (3/5) shall be required for conviction. If less than three-fifths (3/5) of the members present vote for a finding of guilty a finding of not guilty has resulted as to the charge or specification on which the vote was taken. Note: The Chairman only votes if a tiebreaker is needed.

The board does not consider university sanctions, referrals to counseling, or loss of the Emerging Leader Scholarship in its deliberations on guilt or innocence, nor on Corps sanctions. The Executive Committee Advisor imposes those sanctions, in the event of a guilty verdict, as appropriate.

The Executive Committee Hearing will then be reconvened and the accused will be read the findings of the board along with any applicable recommended sanctions.

Appeals and Final Approval

The accused may appeal any finding of guilt or sanction in a memorandum to the Commandant of Cadets. The burden is on the appealing cadet to demonstrate why the finding of the sanction should be altered.
ORDER AND DISCIPLINE

In accordance with the University Policies for Student Life, appeals may be based only on the following grounds: (1) denial of due process, (2) significant and relevant new evidence that was not available at the time of hearing, and/or (3) sanctions that are unduly harsh or arbitrary. Appeal requests will be denied in cases not having sufficient grounds in one or more of these areas.

Cadets wishing to appeal will have three calendar days (72 hours) from the date of the Executive Committee or Deputy Commandant’s hearing to submit their memorandum to the Commandant. Cadets will hand-carry their appeal to the Commandant’s assistant in Room 141 Lane Hall.

The Commandant will review the appeal memorandum and the entire record of the case. Based upon a complete review of the merits of the case and the cadet’s appeal, the Commandant may do any of the following:

1) Determine the findings/sanctions are warranted and affirm the results.
2) Reduce, sustain, or increase the original sanction(s).
3) Refer the case to a new hearing authority for a rehearing.
4) Dismiss the case.

The Commandant will reply to the appealing cadet in writing. The Commandant is the final appellate authority for any disciplinary action taken within the Corps of Cadets.

Transcripts and other documentation related to the hearing may be provided to the appropriate ROTC commander but will not be made available to the general public. However, if a cadet is found guilty at an Executive Committee hearing, the Executive Committee Advisor will publish the charges and sanctions. The name of the accused will not be mentioned in the announcement.

**Cadet Executive Committee Sanctions**

The Executive Committee Board will use the following list of sanctions/disciplinary actions as general guidelines when recommending a sanction to the Commandant of Cadets:

1) Verbal reprimand
2) Written reprimand
3) No more than 20 hours of RDS/(Regimental)
4) Marching Tours--will be awarded in extreme cases only. Preference will be given to awarding two (2) hours of RDS for every hour of marching tours assigned.
5) No more than 30 days living quarters restriction.
6) Reduction to the rank of Cadet Private.
7) Reduction in Corps class standing by one class level (called Turn Back)
8) Rehabilitative reassignment to another unit
9) Military Probation: Convictions for first offense(s) will result in military probation for one year, unless otherwise directed by the Executive Committee advisor.
10) Dismissal with provision to return. Convictions for first offense(s) will result in this sanction being imposed for one semester, when warranted, unless otherwise directed by the Executive Committee advisor.

11) Dismissal. Denotes permanent removal from the Corps with no possibility of return.

12) Required retraining or any other corrective measures deemed germane to the offense(s).

13) Any combination of the above.

Cadets found guilty of regulation violations are subject to maximum allowable punishment for each article violation.

The Commandant of Cadets may approve or amend any recommendations submitted by the Executive Committee or the Deputy Commandant holding the hearing.

Because such committees and hearings are administrative in nature, the accused has no right to civilian counsel. Therefore, civilians will not be allowed into such proceedings unless they are a witness.

**Military Probation**

Cadets may be placed on Military Probation as a result of disciplinary actions. Military Probation means that the cadet may not hold positions of increased responsibility, is prohibited from participating in Corps organizations outside their company, and can expect significant ramifications as a result of any new infractions that occur during the probationary period. By definition, cadets on Military Probation are considered not in good standing, and are thus normally ineligible for awarded Emerging Leader Scholarships while on probation.

**RESOLVING ISSUES**

**General:** An important practice is the use of the chain of command in resolving issues and concerns. The intent is to resolve such issues and concerns at the lowest possible level. Commanders and supervisors must create an environment where subordinates feel confident in the ability to raise such matters without fear of reprisals.

If a cadet does not feel that their cadet chain of command has or can resolve the issue, they are encouraged to contact their Senior Enlisted Advisor or Deputy Commandant, or by using the Inspector General Complaint process detailed next.

**INSPECTOR GENERAL (IG) COMPLAINTS**

**General:** All military and many civilian organizations have a mechanism by which personnel can raise issues and concerns that have not been addressable using the chain of command as described in the previous section on Resolving Issues. In military organizations, and the Corps, this is known as an IG Complaint.

The Inspector General reports to the senior commander and is charged with providing assessments through inspection and other means to the commander on the health, wellbeing, and performance of the organization and its personnel. The IG Complaint is a process by which the Inspector General may receive information, preferably attributed to someone so that follow-up
can be initiated, or anonymously. The downside of anonymous complaints is the inability to provide specific feedback to the concerned person after a review of the situation has occurred.

**Process:** Complaints received by the Regimental Inspector General will be brought to the attention of the Regimental Commander who will determine a course of action. These may include:

1. Informal investigation and determining that no further action is required.
2. Formal investigation conducted within the cadet chain of command.
3. Involvement of Commandant’s staff, university staff, and/or outside law enforcement authorities as appropriate.

If the person expressing the complaint is known, then the IG, once the issue has been reviewed / resolved, will notify the cadet instigating the complaint on the result. If the person is not known, then it may depend on the issues and actions taken as to whether they will get any feedback or not.

If known, a copy of the complaint and resolution should be filed in the cadet's 201 file as a means of documenting the process.

In no way should a cadet who uses the IG complaint system properly be subject to the threat of reprisals. The preferred method of resolving issues is the use of the chain of command, but the IG Complaint system does provide a necessary and important alternative method for ensuring good order and discipline.

The Regimental Commander will provide a summary of IG Complaints received and actions taken, each month, to the Deputy Commandants and Commandant. This is due by the end of the first week of the following month.
CHAPTER 4: OPERATIONS

COMMUNICATIONS

General: The essence of a leader’s ability to lead an organization is the ability of that organization to communicate effectively with each other. This is a shared responsibility by all members. To that end, it is important that everyone knows, understands, and utilizes communications tools and channels effectively and appropriately.

Policy: The primary means for daily, routine communications will be the Regimental Orders, published by the Regimental Staff. It is the duty of all cadets and staff to read, completely, the ROs in order to ensure they are fully apprised of their duties, responsibilities, and are aware of pertinent information that is provided therein.

With the multiple means of communications in today’s networked environment, there must also be another means to communicate rapidly to all affected personnel. In both the military and private sector, the primary means of electronic, official communication is email. It is vitally important that all cadets develop the habit of periodic review and prompt response to email communications. While some emails may contain general information, others may be directing time sensitive actions or require responses that can delay actions until that response is received.

Cadets are highly encouraged to establish email in-box review routines that result in checking their devices at least three times a day...at a minimum. You will find that more frequent checking will improve responsiveness and effectiveness.

WEEKLY SCHEDULE

General: In addition to a separately published VTCC schedule of events and specific ROTC detachment training, there is a need for establishing a daily plan of activities.

Policy: At the beginning of each academic year, the Regimental Commander, in conjunction with the Commandant of Cadets, will formulate a weekly schedule of cadet activities, including drill practice times, formations, and physical training periods. The Regimental Adjutant will publish this schedule as a Special Order within the first week of the Fall Semester.

OPERATIONS ORDERS

General: Operations Orders are required to document and direct actions or movements of the Virginia Tech Cadet Regiment or elements thereof.

Purpose: The purpose of this regulation is to provide procedures for the preparation of Operations Orders.

Policy: Requirements of any kind that are levied upon the Cadet Regiment, line units thereof and/or social, service and honorary organizations of the Cadet Regiment can be implemented
only by a written operation orders that is authenticated by proper cadet authority and approval by
the respective Deputy Commandant (or the Commandant for Regiment-wide events).

**Procedures:** The Regimental S-3 is responsible for publishing operations orders for the
Regiment or elements thereof as required. The Regimental S-3 may delegate this authority to the
Battalion Operations Officer, as he/she deems necessary. The order must include as a minimum
the following paragraphs:

1) Situation - what is occurring and when
2) Mission - what people are to do
3) Execution - details of what is to happen
4) Service Support - who gives primary support
5) Transportation
6) Security
7) Safety (see paragraph 4E for requirements)
8) Corps organization and details
9) Command and Signal:
10) Cadet officer in charge
11) University official directly responsible (i.e., organization advisor, etc.)
12) After action verbal/written reports, acknowledgments, thank you letters, etc.

Operations orders will be issued for, but not limited to the following activities:

1) Home football games
2) Memorial services
3) Parades
4) Cadet training sessions
5) Eager Squad competitions
6) Festivals
7) Change of Command ceremonies
8) Drill competitions
9) Special retreat formations
10) Homecoming activities
11) Military weekend activities
12) Academic awards ceremonies and Military awards ceremonies
13) Commissioning ceremonies
14) Turn day
15) Halloween activities

Battalion and/or Company Commanders will present an Operations Order for all official company events, including but not limited to the following:

1) Social events
2) Training events
3) Community service projects
4) Events supporting or involving cadet participation in ROTC activities.

Operations orders will be submitted to the Commandant of Cadets, or the appropriate Deputy Commandant, no later than 14 calendar days prior to event execution. Completed, approved, Operation Orders will be disseminated to participating units no later than ten calendar days prior to event execution. Commanders at each level are responsible for all cadets being made aware of pertinent elements of all OPORDs.

Safety information required in each Operations Order:

Cadet Commanders, supported by their unit Safety representatives, will address safety issues, as applicable. Commanders will outline active measures regarding extreme weather, training hazards, environmental factors, training facilities, and vehicles/equipment. Of particular concern will be the use of privately owned and operated vehicles (POVs) and the use of seatbelts should be specifically addressed in the Operations Order. No vehicle with cadet occupants shall move without the verification by the vehicle driver/operator that every occupant has a seatbelt and the seatbelt properly buckled.

No cadet commander will make any planning to use POVs to support a unit event without first obtaining the approval of the Commandant or Deputy Commandant.

No cadet commander, or any other cadet, has the authority to order a cadet to operate or ride in a POV to participate in a unit event without the express permission of the Commandant of Cadets or the applicable Deputy Commandant.

Details for the use of POVs will be addressed in Paragraph 3 of the Operations order or, if the situation warrants, in a Transportation Annex to the Operations Order. As a minimum, the commander will cover the following issues:

1) The number of POVs and drivers, by name
2) The senior vehicle occupant, by name
3) The number of cadets in each vehicle
4) Convoy commander
5) Maximum speed
6) Convoy commander
7) Vehicles to transport equipment or cargo, if applicable

Prior to departure, the senior cadet present will give a safety briefing to all participating cadets. The senior cadet present and/or designated subordinate leaders will physically check each vehicle to ensure all cadets have appropriate seating and functioning, factory-installed seat belts.
For all Corps events, cadets are forbidden to ride motorcycles or in the open bed of any pickup truck, trailer, or other sporting-type vehicle.

WEATHER DETERMINATIONS FOR CORPS EVENTS

General: The expectation of all cadets in any military organization is to attend every cadet activity. However, there are a few instances in which weather creates an unsafe environment for outside activities. The purpose of this regulation is to establish the guidelines to determine when conditions are unsafe for an outside Corps activity to include formations.

Policy: All cadets will take Safety seriously and when certain weather conditions exist, cadets will immediately follow these procedures to ensure their safety and the safety of all cadets. The Regimental Commander, or his/her designated representative, is responsible for determining the weather conditions and cancelling any Corps activity as necessary.

Procedures: If one or a combination of the following events occurs the Corps activity will be cancelled:

1) Ambient temperature or wind chill factor at or below 25 degrees F (temperature will be established by using an online weather site such as weather.com)
2) Hazardous ice present, making travel unsafe
3) Moderate to severe precipitation, depending on the activity more or less precipitation can cause cancellation (formation versus a company run)
4) Severe wind
5) Lightning in the immediate area
6) University delays or closures

If an activity has started and the changing weather requires cancellation of the activity, all cadets are to proceed indoors in a quick and orderly fashion. If necessary, take shelter in the nearest indoor facility versus returning to the cadet barracks.

FORMATIONS AND ROLL CALLS

General: Formations and roll calls are an essential part of cadet operations. They provide an opportunity to conduct drill and allow for cadets to experience leadership opportunities. The purpose of this regulation is to provide procedures for formations/roll calls.

Policy: All cadets will be in ranks and cadet officers in their proper positions at the last note of assembly. Units in formations will be marched by an assigned cadet noncommissioned officer as detailed by the appropriate unit commander.

Permission to be absent from any formation must be approved by the company commander, using the chain of command. Permission to be absent from a special event must be requested in
writing, submitted up the chain of command and approved by the unit commander presiding over that special event.

Permission to be absent from any formation because of class, applies only if the class actually meets as scheduled. If for some reason, the class does not meet, or it is dismissed early and there is sufficient time for the cadet to be present for roll call, the cadet will do so. If the cadet is released from class after roll call, he or she will report to the appropriate company executive officer and join the formation late.

No indoor company formations or on-lines will be scheduled prior to 0700.

**Accountability:** It is the responsibility of each unit commander from the fire team leader on up to account for and report to the next senior commander the whereabouts of each of their members.

For each regimental formation, the unit commander will take accountability of the number of cadets present for the formation, the number of cadets with authorized absences, and the number of cadets who have Unauthorized Absences (UA). When the battalion S-1 takes reports, the unit commander will report those numbers. For example, if Alpha Company has 60 cadets, the Company Commander might report "Sir, Alpha Company reports: 53 cadets present, 5 absent, 2 UA."

The Regimental S-1 will report formation absences to the Commandant and Deputy Commandants and will specify to Battalion S-1s daily reporting procedures. The cadet chain of command will prepare NJP charges for all UAs.

**DUTIES OF THE DUTY COMMANDER/RESIDENT ADVISOR (RA)**

Virginia Tech DSA grey polo with RA badge hanging off the lapel of the polo, and jeans or trousers.

Duties: Refer to student staff manual and cadet regulations.

**DUTIES OF THE OFFICER OF THE DAY**

The Regimental Officer of the Day will be a Cadet 2LT or above comprised of the Regimental Special Staff (Exempt: Honor Court Chief Justice and Executive Committee Chairman), Battalion Staffs (Exempt: all BN COs, 2nd BN XO), Company XOs and Platoon Leaders.

The OOD is on duty from 0700 to 0740 for the posting of morning colors ceremony and 1700 to 1730 for evening retreat.

The OOD uniform is Dress A with OD Wrap and sabre at morning and evening formations. While not on duty, the OOD may change into the UOD.

The OOD will familiarize himself/herself with the duties of the Regimental Officer of the Day and flag detail procedures. He/she will contact the Regimental XO before 0710 each morning to confirm assumption of duties.

Any cadet assigned as OOD for a particular day is responsible for seeing that all duties are properly carried out. Cadets with schedule conflicts or exams may exchange duties with other
eligible cadet officers, but the respective Battalion S-1 and Regimental S-1 must be notified 5 days in advance of the duty period and the Regimental XO gives the final approval.

*The morning/evening duty is as follows:*

The OOD will be present for the morning/evening colors, including weekends, whether in fair or inclement conditions to ensure the flag is properly raised/lowered and that the detail executed their duties on time and in the correct manner. He/she will stand as directed by the Regimental Commander.

If the flag has not been raised or lowered, or the proper procedures were not followed, the OOD will contact the (1) VTCC Color Guard, (2) Company Commander of the unit responsible for the detail, who will then in turn inform their Battalion Commander, (3) Regimental XO in that order to ensure that the flag is raised properly immediately.

If later in the day the flag is up but not all the way, or displayed improperly, the OOD will contact the Company Commander of the unit responsible or VTCC Color Sergeant on weekends to ensure that the problem is corrected immediately. Once Retreat is finished, the OOD will record the directed details on the electronic OD form.

*Additional Duties:*

Those cadets assigned OOD for Friday through Sunday will verify upon assuming duty that those cadets assigned the disciplinary sanction of Weekend Restriction are present. A list will be provided by the Regimental Executive Officer prior to the OOD assuming their post. Prior to the Flag Detail, the OOD will inspect the cadets on disciplinary sanctions to ensure they are in the proper uniform and will document attendance of the restricted cadets on the VTCC OOD Report Form. If a cadet who is on disciplinary sanctions is absent for formation at the flagpole on the weekend, it is the OOD’s responsibility to notify the missing cadet’s Company Commander and either the Regimental CO or XO, who in turn will notify the missing cadet’s Deputy Commandant or SEA immediately. This report will be submitted to the Commandant, Deputy Commandants, SEAs, Regimental Commander and Regimental XO. The OOD shall document any restricted cadet absent from the detail and investigate/report the status of the missing cadet(s) to the Duty RA and the Regimental Executive Officer.

**BATTALION DUTY OFFICER (BDO) DUTY**

*General:* The Battalion Commander as both a commander and a Resident Advisor is responsible for maintaining order in the barracks and ensuring evening call to quarters discipline is maintained. All members of the chain of command assist the commander. During evening call to quarters, the Battalion Commander will appoint a Battalion Duty Officer to serve as the primary agent for ensuring the enforcement of call to quarters policies. The BDO will ensure a quiet study environment and that cadets are properly signed out during ECQ to Taps and Reveille.

*Duties:* All juniors except Sergeants Majors and First Sergeants will stand BDO duty.
The Battalion Executive Officer will prepare a BDO roster for the semester identifying BDO responsibility by name and date. Any changes to the BDO roster must be approved and noted by the Battalion Executive Officer.

The BDO will report their post at the position of attention in the UOD to the Duty Commander/RA on duty (Unless the RA is a civilian, then they will report to one of their respective Battalion staff members) at 1850 on the evening of his/her duty for posting. If the Duty Commander/RA on duty is not available, the BDO will report to the Battalion Executive Officer, Battalion Sergeant Major, or Battalion Commander, in that order, for posting.

Uniform for the BDO is the UOD with brassard (Sundays and days that Hokie Bag is the UOD, the BDO will wear full MCUs). The brassard will be worn while the BDO is on duty in the barracks. The BDO will wear the respective cover with UOD only on tours and formations. The BDO brassards will be kept in the respective Battalion Sergeant Major’s room when not in use. The BDO will provide the brassard to the Battalion Sergeant Major that evening after duty, or immediately following formation the next morning.

BDO duty will be served from 1800-2300 Sunday and 1900-2300 Monday through Thursday. The BDO duty post will be at a location specified by the Battalion Executive Officer. The BDO will be "on-call" until 0640 the next morning and their cell phone number will be provided to the Duty RA. It is the responsibility of the BDO to keep their phone well charged and working through the night.

The BDO may not split any of his/her duties with any other cadet.

The BDO will make a tour of the entire battalion area once every hour. Additionally, he/she will conduct at least one walking tour around the exterior of the residence hall.

The BDO will maintain a duty log for the tour. The log will include notations on times tours were made, ECQ violations noted, maintenance or cleanliness discrepancies noted, and any actions taken. The BDO may make any other entries that are relevant to the tour of duty. At the conclusion of the duty tour, the BDO log will be presented to the RA on Duty for review. When this review is complete, the BDO will electronically forward the report to the proscribed distribution list (Respective Deputy Commandants, SEAs, and all RA’s in the BDO’s respective Battalion).

The BDO will accompany visiting representatives of the Commandant or his staff and note any discrepancies observed. The BDO will initiate corrective action on those discrepancies. At 2100, the BDO will accompany the Duty RA (VTCC) as they tour the BDO’s area of responsibility.

The BDO is responsible for ensuring ECQ policies and quiet hours are being observed. Violations should be immediately reported to the appropriate company chain of command.

The BDO will assist the Duty Commander/RA on Duty in handling any emergency situations. The chain of command goes in the following order: (1) Duty Commander/RA (2) Battalion Duty Officer.
AREA CLEANLINESS AND POLICE DETAILS

**General:** The Corps of Cadets will keep kitchens, laundry facilities, mud rooms, study lounges, Company Rooms, storage rooms, meeting rooms, hallways and outside areas in the immediate vicinity of cadet barracks policed and clean at all times.

**Policy:** Each Battalion Executive Officer will ensure the cleanliness of all battalion spaces daily. The Battalion Sergeant Major is responsible for the state of police of battalion common areas (study lounges, outside) of their battalion area.

All company areas, battalion common areas, and outside areas will be policed of trash, cleaned and straightened up by 0715 daily.

All areas of responsibility will be re-policed throughout the day as required.

Each Company Executive Officer will ensure the cleanliness and safety of their areas. Storage of items must be done in accordance with university safety policies in appropriate containers.

1. **Responsibilities:**

**Police Details**

At the end of each month, the Battalion Sergeant Major will assign floors to companies to clean the study lounges for each week of the following month. Battalion Sergeants Major will forward their duty roster to the Regimental Sergeant Major for inclusion in the Regimental Orders.

The Company First Sergeant will identify a sophomore detail leader. The number of additional sophomore and first-year cadet detail members will be at the First Sergeant’s discretion. The First Sergeant will ensure all members of police details are identified by name and are briefed on their responsibilities.

Lounge detail will begin on Monday morning and continue through the following Sunday morning. All inside and outside police responsibilities will be completed by 0715 daily.

Police details will remove trash from all common areas and return all items of furniture to their proper locations. They will report any damage or irregularities to their company First Sergeant.

Police details will survey the entire perimeter of their barracks daily. All trash, including cigarette butts in designated smoking areas will be picked up and disposed of daily. Irregularities or damage outside the building will be reported to the First Sergeant immediately.

Responsibilities for outside policing are as follows:

*1st Battalion (Upper Quad Area)*

The area as defined by the south and east outer perimeters of Pearson Hall, to include sidewalks and planted areas on the south and east sides down to Alumni Mall and intersecting with the crosswalk behind Lane Hall.
2nd Battalion (Lower Quad Area)

The Lower quad is defined by the inner court and the surrounding area of the Eggelston buildings. The inner court is defined as the entire center court: consisting of the cement "X," volleyball court and grassy areas. It also includes the pavement area in front of Owens Hall. This stretches from the end of pavement from the front of Hokie grill to the mulched area in front of Owens when oriented from the "X." However, the service vehicle area in between is not included. The outside perimeter of lower quad is included such as the grass areas and pavement from the residence halls to the street or another building.

2nd Battalion (Upper Quad Area)

The area as defined by the north and west outer perimeters of Pearson Hall, to include sidewalks and planted areas and the areas surrounding Lane Hall.

3rd Battalion

Entire perimeter of Monteith and Thomas Halls to include areas between Monteith, Thomas, and the Fine Arts Center.

Particular attention should be placed on the area between Monteith and the curb of Turner Street.

Company Areas

Hallways will remain clean and clear of obstructions at all times.

Fire doors will remain closed at all times.

Bagged trash will not be placed in hallways.

Wet boots, PT shoes or clothing will not be dried in hallways. Maximum use of Pearson Hall mud room is highly encouraged.

Program storage area in Pearson Hall will remain locked when not in use.
INSPECTIONS

General: The cadet chain of command and the VTCC Staff conduct room, uniform, and health and wellness inspections in order to instill a high sense of pride, discipline, attention to detail while providing a learning opportunity for all cadets. The purpose of this regulation is to establish standard procedures for the performance of room and uniform inspections.

Policy: Cadet rooms will be maintained in a clean, healthy, and orderly fashion. Uniforms will be properly worn at all times. All cadets, regardless of seniority will comply with the guidance contained in this regulation.

Zero to three gigs is considered a passing grade for both uniforms and rooms. Four gigs is considered a failure. During formal inspections, four or more gigs total, on both uniforms and rooms, is considered a failure.

There are three sets of room inspection standards: Saturday Morning Inspection (SAMI), Morning Inspection (AMI), and afternoon inspection (PMI). Room conditions will be noted on the bottom left-hand corner of the AA card, with a small but neatly written “SAMI”, “AMI”, or “PMI”. Changes to assigned standards in response to good performance or as part of disciplinary actions, will be noted on the card with an accompanying signature of the cadet-official who is authorizing/mandating the change and the end-date for when that altered standard applies.

Common areas of the room will be inspectable to the highest standard required of any occupant.

Room Inspection Standards & Procedures

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All cadet rooms are subject to inspection from 0800 to 1700, Monday through Thursday. On Friday, all cadet rooms are subject to inspection from 0800 to 1400. All cadet rooms will be in AMI standard at 0800. Senior cadets are authorized PMI standard after 0900. Junior cadets are authorized PMI after 1400, Monday through Thursday. Sophomore cadets will remain in AMI until the end of the duty day, 1700 Monday through Thursday, and 1400 on Fridays.
* First-Year cadets will adhere to SAMI standards until otherwise directed. First-Year cadets may be granted AMI standards at the discretion of the Regimental Commander.

The respective unit commanders will set Battalion and Company inspection times.

In order to check for general cleanliness, health, and safety, a cadet's barracks room may be spot-inspected at any time by members of his or her cadet chain of command, cadets authorized by the chain of command, the Commandant's staff, or representatives of the respective ROTC. The chain of command will determine the required number of inspections, but at a minimum such spot inspections will be conducted using the following guidelines:

1) Seniors - once weekly  
2) Juniors - twice weekly  
3) Sophomores - three times weekly  
4) First-year cadets – daily

For Formal Inspections, AMI, and PMI, rooms will be objectively given an overall rating of "A" for zero or one item cited, "B" for two items cited, or "F" for more than three or more items cited. The following checklist will be used to assist the inspecting officer.

AMI Defined:

1) General appearance of room  
2) Beds made  
3) Closets neat in appearance  
4) Clean bicycle(s) (Cadets must get permission from their unit commander to keep a bike in their room)  
5) Windows and window sills are clean  
6) Desks and bookshelves are clean and orderly  
7) Mirror is clean and free of spots  
8) Sink is clean and spot free  
9) Floor is swept clean (including under furniture) and no significant stains  
10) Six inches of 1 inch tape for nametags, with rank, last name, first and middle initials, company and year, will be placed additionally on personal furniture that is earned by class year or individual privilege. (Upper-class cadets in single rooms will not be required to display name tags.)  
11) No pornography, alcohol/drug related, or other distasteful pictures will be displayed (i.e., swimsuits or lingerie)  
12) Rug(s), if authorized, must be vacuumed / clean  
13) Additional chair(s), if authorized, must be stowed.
14) Toilet articles should be stored in the cabinet under the sink or neatly, elsewhere.

15) Towels are folded on towel racks

16) Trash should be emptied regularly (must be empty for stand-by inspection) NOTE:
Room trash cans are required to have a bag in them at all times. Trash should be taken to the outside containers rather than as loose items to avoid trash blowing across the grounds. Not having a bag in the trash will constitute a gig during both day-to-day and formal inspections.

17) Only authorized door signs displayed

18) Fire detector inspection form complete and up to date

PMI Standards

PMI standards may be used by commanders. PMI Standards are intended to be used by leaders as both reward and punishment. This tool is designed to enforce standards and discipline, and reward achievement.

PMI standards may be granted to Juniors and Sophomores in a case by case basis for reasons of merit. Commanders may grant a sophomore or junior cadet PMI for a full week. Platoon Leaders may grant PMI for one duty day. First-Year cadets will not be authorized PMI standards until directed by the Regimental Commander.

PMI standards are different from AMI standards in the following ways:

1. Sink does not have to be shined, but needs to be neat.
2. Clothes can be hung on chair at any time of day, and chair does not need to be pushed under the desk.
3. Blanket/Comforter either E-folded or spread flat across the bed to maintain a neat appearance.
4. Desk will present a neat and professional appearance.

Additional Details:

Sink can be unplugged/unshined but clean/damp during the day (during PMI standards).

Desk chair may be out from under desk only when cadet is in the room or signed out to a place inside the building; otherwise, must be pushed in. May have UOD jacket/coat on it. (Can have chair pushed out and coat on chair at all times under PMI standards.)

Rack blanket may be slightly wrinkled on the top and collar. May have flags or blankets hanging on it to cover bottom rack (if applicable/authorized). May have gear that is drying on its rungs with excusal note on door card.

Dust / dirt may be present from daily use/accumulation, but intent is that room should be dusted at least once a day… presumably at the start of the day. There should be no significant dust per 8 inch swipe.

Closets, when left open must be generally neat, shoes inside do not need to have laces tucked in. There should be no stacks of clothes. Clothes must be either hung or folded.
Desk must be 50% clear when cadet is signed out, with items neatly arranged and may include personal items (as authorized). (PMI – desk can be less than 50% clear, but must remain neat.)

**SAMI standards** (used for Standby Inspections and by First-Year cadets until otherwise directed by the Regimental Commander) differ in the following ways:

- **Sink** – cleaned / shined / plugged / dry.
- **Chair** – pushed all the way in and free of uniform items.
- **Rack** – tight, flat on top, dirt/lint free, no items hanging off its rungs, no blankets/flags.
- **Dirt/Dust** – white glove test.
- **Closets** – doors at 90 degrees, organized, neat, shoe laces tucked in if in closet or on door organizer.

Desk – must be 80% clear, with no personal items on it or not related to hygiene, academics, or the Corps (aka tissues, computer, pen/pencil bin, books, folders may be present on up to 20% of the desk, but no hutch items.) Cords must be organized, not loose.

During Formal, Standby Inspections, room doors will be open at a 45-degree angle.

Fans may be in the window during formal inspection.

There will be no music playing during inspection.

All electronics with a screen must be blank or powered off.

Occupants will be at parade rest in the hallway, along the wall, and next to their door.

The senior occupant will call the room to attention as the inspecting officer enters.

In addition to the room inspection, the occupants' uniforms will normally also be inspected.

Formal barracks and uniform inspections will be conducted in accordance with the VTCC events schedule. At a minimum there will be one Regimental Commander's formal inspection conducted per semester.

Any cadet receiving an "F" on any room inspection will be scheduled for a stand-by room inspection by the unit commander on the following Saturday at 0700. Results of this inspection must be forwarded to the Regimental Commander.

**Study Lounge Areas in Company Areas**

During formal inspections, Study Lounge Areas in Company areas (if applicable) will be inspected for general neatness/trash, and safety. Company Rooms will be held to the same standard during a formal or stand-by inspection. Any discrepancies noted must be fixed by COB that day...with re-inspection by the IG required. Commanding Officers are the responsible officials if rooms fail inspections.

**Eggleston Special Exceptions**

Rooms without a medicine cabinet may have one 16 oz.-type cup on the sink per cadet to contain toothbrush, toothpaste, floss, razors, or shaving cream only. All other items must be stowed in the cabinet under the sink, with the exception of one, soap item.
Rooms with closet doors: normal standards as described elsewhere in this regulation apply.

Rooms that do not have closet doors: Contents should be arranged so they do not protrude out the front of the closet opening. Upperclass cadets may have the privilege of closet curtains, at personal expense, which will act as closet door substitutes. Curtains should be conservative, in good taste, and no items in the closet may protrude out in such a way that the curtain can no longer hang straight. Any curtains left open, like closet doors, allow the closet to become inspectable during the day to Living Standards. During a formal inspection, the curtain will be pulled half open with the left half of the closet exposed.

NOTE: In order to meet fire code standards, curtains must be fire retardant. Fire Marshalls will look to see if the curtain has a tag indicating fire retardant standards, or have an empty can of fire retardant spray with a note indicating the curtains have been treated.

If bunk beds are desired/required/authorized, and the area under the lower bunk is utilized for storage such that a shoe line is not feasible, the shoe line will be moved to the foot of the closet opening. Shoes will be placed starting at the left half of the opening. A line of tape must mark the floor between the edges of the closet and the toe of the shoes must follow the line of the tape.

If a room has a ledge in front of the window, the same standards for desks apply: 50% clear during the day and may have personal items like a plant, picture frame, etc. 80% clear during formal inspections, with no personal items.

**Uniform Inspection Procedures**

Uniform inspections will be held on a regular basis in accordance with the Company Commander’s intent. These inspections will be held in company unit areas immediately before formations.

Published inspections are mandatory for all cadets, with exception of those cadets who have been excused by the Battalion Commander.

**Training:** The Regimental Inspector General is responsible for instructing all cadet officers on standards, and how to properly perform and document room and uniform inspections.

**Administrative Processes Inspection Procedures:** Administrative processes spot inspections will be held throughout the year but a comprehensive inspection by the Inspector General and staff will be conducted once each semester, within 30 days of the start of the semester. The purpose of these inspections is to ensure that all administrative matters, including collection and archiving of data, proper use of forms and logs, and other administrative matters contained in this regulation are being complied with. The inspection will include Battalion and Regimental Staffs.

**Training:** The Regimental Inspector General, in coordination with Regimental Staff functional areas, is responsible developing and distributing inspection areas and criteria. A report summarizing findings will be provided to all commanders, Deputy Commandants, and the Commandant.
Hokie Passport Access for Room Inspections

Members of the cadet chain of command are given access to the cadet rooms in a company for the purpose of room inspections. This special access granted by the Commandant and the Office of Housing and Residence Life is a privilege to be used for official purposes only, and can be revoked at any time. Abuse of this privilege may result in disciplinary action and/or the loss of a cadet leadership position. All entries into rooms by Hokie Passport are logged electronically.

The following individuals will have access to a given company’s rooms:

- All cadet commanders
- Company XO and 1SG
- Platoon leaders and platoon sergeants
- Squad leaders and fire team leaders
- Battalion XO and SGM

Access to all rooms within a company is permitted only during inspectable hours according to Cadet Regulations:

- Monday-Thursday – 0800-1700
- Friday – 0800-1400

Procedures for Hokie Passport entry into cadet rooms is as follows:

- Knock four times and announce your presence as “room inspector,”
- If no response after five seconds, knock four times and state “room inspector” again,
- If still no response after five seconds, swipe your Hokie Passport card in the door lock and it will allow you to open the door
- Announce again “room inspector” proceed to enter the room.
- If you are inspecting a room of a cadet of another gender, add your gender before saying “room inspector” (i.e., “male... room inspector”)

Members of the IG staff will not have Hokie Passport access to cadet rooms, and must approach a member of the company chain of command to gain entrance to a room. Any member of a cadet’s company who has Hokie Passport access privilege may assist the IG staff to enter a given cadet’s room, and must remain with the inspector during the period they are in the room.
ROOM REGULATIONS

General: All cadet rooms will be kept in a high state of cleanliness at all times, to include exam periods. The purpose of this regulation is to list the specifications of prescribed items in cadet rooms. Where noted, a 6-inch nametape will be placed on room furniture to designate its owner. The nametape will contain the rank, last name, and first two initials of the owner. Note: If a room has a single occupant, furniture will not be labeled.

Beds

Cadet beds will be inspectable from 0800 until 1700 Monday through Thursday and 0800 until 1400 on Fridays. If a cadet is sleeping in his/her bed, it will be uninspectable at that time.

Beds will be university issued beds. Beds will be made in the prescribed manner with hospital folds on corners. Hospital Corners will be folded at a 45-degree angle from the top corner of the bed. First-year cadets, sophomores, and juniors are required to have white sheets and pillowcases on their beds. Seniors may have solid sheets and pillowcases of any color, but a neat military appearance must be maintained for inspection purposes.

Beds may be stripped bare for a period not to exceed 48 hours in order for the linens to be washed. The gray VTCC blanket may be dry-cleaned only, or it will shrink and become unserviceable. Sheets will not be stained or yellowed at any time.

Extra blankets are to be folded neatly in “e-folds” and placed at the foot of the bed.

The pillowcase is to be smooth and tucked.

Using the inner edge of the headboard as a baseline, the linen measurements of the bed will be 18” with a 6” collar. The pillow will be grounded to the headboard of the bed.

All shoes that are kept under the bed will be shined and displayed neatly. Shoe arrangement will include civilian shoes and slippers, and will be under the bed in line with the edge of the bed with the tallest shoes next to the bedpost and arranged in size from the highest to lowest. (Pearson Hall: Shoes will be arranged neatly in closets or in such a manner as to present a neat and orderly appearance as outlined above.)

In Thomas, Monteith, and Eggleston Halls, cadets may store boxes under their beds. All boxes and trunks will be stored neatly in the farthest corner under the bed. Any items too bulky to fit under the bed will be stored in the student storage area if applicable. The area under all beds will be swept clean. Items under the bed must be neat and present an orderly appearance. In Pearson Hall, cadets may utilize the area above their closets for boxes/footlockers or neatly in other areas of the room.

Each rack will have a nametape displayed on the center of the cross rail identifying its owner. This includes university bunk beds, and single beds. Upper class cadets in single rooms will not be required to display nametapes.

Closets

Closets will be kept clean and orderly.

Closets will not be subject to room inspections provided the closet doors are closed. If a closet does not have doors, (e.g. Eggleston Hall) cadets are expected to maintain contents such that they...
do not protrude outside the frame of the closet. For formal inspections closets will be inspected, including those of upper class cadets.

Any cadet may use closet organizers, but new cadets must keep the dresser in their closet until room privileges have been granted to the entire first-year cadet class.

**Desk**

Loose articles must be kept in the drawer or in small boxes on the desktop.

Chairs must be kept in the room and under the desks.

All paper, notebooks, and boxes will be arranged neatly on the desk.

Desks will be kept free of dust, ink, and pencil markings.

**Medicine Cabinet, Sink, Vanity, Towel Rack and Toothbrush Holder**

Nothing will be left on the sink top, with the exception of pump-style liquid hand soap dispensers or some other form of soap.

Towels that are hung on the towel rack near the sink of utilize the vanity door pulls and will be folded lengthwise in quarters. All sinks and mirrors will be kept clean and free of dust, dirt, and water spots.

Medicine cabinets will be kept clean and uncluttered.

The vanity will be kept clean and the doors kept closed.

Toothbrush holders will be kept clean and free of toothpaste residue.

**Furnishings**

Basic furnishings will include standard university room furniture, which will not be removed from the room or defaced with writing, or stickers, or in any other way.

Any other furnishings, so long as a neat and generally attractive room appearance is maintained, may be used, as class privilege level allows. Non-issue furnishings that support the weight of one or more individuals while allowing simultaneous access underneath them (e.g. homemade loft beds, second floors, etc.) are *not* allowed.

Bunk beds will *not* be disassembled.

All duplicate furniture will be labeled with the nametape of the owner.

Cadets occupying each room will provide a suitable trashcan not to exceed 13 gallons. Trash will not exceed 50% of the trashcan’s maximum capacity or present an unsanitary or untidy appearance. The trashcan will be lined with a bag at all times.

**Floor**

The floors will be kept clean and free of any markings.

When authorized, carpets may be used. They are to be kept cleaned and vacuumed regularly.
Television
Seniors and juniors may have television sets in their rooms, provided they meet the requirements set by the Regimental Academic Policy. At a minimum, no cadet with below a 2.0 cumulative GPA will have a television.

First-year cadets and sophomores are not allowed to have televisions. They may make use of the educational programming offered by Virginia Tech by obtaining permission of their squad leader to watch such programs in the TV lounge of their building.

Doors
Recognizing that all cadets are accountable at all times for their whereabouts, the Corps of Cadets provides Authorized Absence Cards to be posted on the cadet’s door. These cards display the whereabouts of cadets at times when not in their room. In order to preserve and avoid damage to doors, the use of knives or other sharp objects to trim tape on Authorized Absence Cards/Door Cards is prohibited.

Authorized Absence (AA) Cards are to be 8.5 inches by 11 inches. They are available on the Corps of Cadets website. AA Cards are to be filled out with the cadet’s class schedule. The proper format is:

1) First class meeting of the week that class will contain the class designation: “EF 1015”.
2) The second class meeting of the week will be location of the class meeting: “McB 100”.
3) The third meeting, if applicable, will contain the class designation.

Entries on AA Cards are to be typed/printed. The design of the AA Card may not be altered in any way.

Platoon indicators are allowed to be posted in the bottom right corner of the AA Card in a 1 in. by 1 in. square.

Authorized Absence Cards will be posted as directed by the Regimental XO as we develop new procedures for Pearson Hall.

Authorized Absence Cards will be placed underneath a piece of “hat plastic” no larger than the AA Card itself.

AA Cards will be affixed to the cadet’s door using tape no larger than 1.5 inches. The unit commander will determine the color of the tape for upperclass cadets. First-year cadets are required to use masking tape of the same dimension.

Cadets will be provided a message area on AA Cards. Extra message boards are not permitted on cadet door.

No flyers, posters or other paraphernalia will be taped to the doors.

No type of sticker is authorized for display on cadet doors.
General Room Conditions

Windowpanes will be kept clean with no stickers on them.

Windowsills will be kept clean and free from any markings or stickers.

Curtains are not authorized for cadet windows. University issue shades and Venetian blinds (white) are the only authorized items for cadet windows.

Rooms shall be in reasonable order during release from quarters.

Nametags will be placed where they can be readily seen on individual closets, desks, beds, towel racks, and any other items of furniture whose ownership is not apparent.

Nails will not be driven into plaster or dry walls.

One full-length mirror may be placed anywhere in the room, except in Pearson Hall where full-length mirrors are included on each closet. However, the mirror will be clean and spot free at all times. A method of attaching the mirror must be used that does not create a hole in the room’s wall, such as double-backed tape.

AT NO TIME WILL ALCOHOL BE STORED OR CONSUMED IN THE CADET BARRACKS. In addition, open alcoholic beverages in public (i.e. outside) are a violation of Virginia State Law. No alcoholic beverages will be stored or consumed immediately outside of the cadet barracks.

Empty liquor bottles, including beer cans, wine bottles, flask decanters, etc., are prohibited. The use of empty liquor bottles as candleholders, vases, etc., to avoid this prohibition is a violation of the spirit of this regulation and is not acceptable.

Articles, except academic cards and nametags, will not be taped to the walls, ceiling, or university-provided room furnishings. Decals or stickers or any type are not to be affixed to university property and furnishings. Posters, pictures, etc. may be hung from the walls using putty designed for such purposes.

Athletic clothing may be hung on wall hooks.

While a cadet is absent from the room, all lights, TVs, radios, computers, etc., will be turned off. Cadets should use good judgment with regards to securing their rooms when not occupied.

As a courtesy to others, proper noise discipline will be observed with radios, stereos, televisions, etc., at all times. In general, such sound should not be audible in the hallway, outside the door.

Smoke detectors will be tested weekly and annotated on the smoke detector inspection record posted in every room.

Hallways

Hallways will remain clear and free of general debris, personal property, and equipment at ALL TIMES.

Painting hallway walls is not authorized without the approval of a Deputy Commandant.
In order to provide clarity on established privileges, the following table applies:

<table>
<thead>
<tr>
<th>First-Year Cadets</th>
<th>Corps Sophomores</th>
<th>Corps Juniors</th>
<th>Corps Seniors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Hutch*** and Lamp</td>
<td>First-Year Privileges</td>
<td>Sophomore Privileges</td>
<td>Junior Privileges</td>
</tr>
<tr>
<td>Personal Desk Chair</td>
<td>Floor lamp</td>
<td>Colored sheet/pillowcase**</td>
<td></td>
</tr>
<tr>
<td>Personal Towel</td>
<td>Personal Bathrobe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poster* (1 per cadet)</td>
<td>Rug(s) (see below)</td>
<td>Rug(s) (see below)</td>
<td>Chair(s) (see below)</td>
</tr>
</tbody>
</table>

* Posters must be affixed to wall using “ticky tack”-like putty. Nails and tape should NOT be used. Posters must be at least 18 inches below the top of the wall. Posters should be in “good taste”.

Any additional privileges beyond these must be proposed and coordinated through the cadet chain of command with final approval resting with the appropriate Deputy Commandant if within a company / battalion or the Commandant if it is a regiment-wide privilege, such as at the end of the various first-year training phases.

** Colored sheet/pillowcase can be in solid colors (Hokie colors encouraged) but the pillowcase must be the same color as the sheet collar.

*** Desk Hutch not required for Pearson Hall as a full-length shelf is built into the lofted bed, above the desk.

**ADDITIONAL FURNITURE PRIVILEGES**

Juniors and seniors may receive additional furniture privileges based on performance.

_Seniors_ – Commanders will evaluate overall performance of each senior to include room and uniform standards, support of unit goals and Corps standards. With exceptions noted below, a senior room may contain one additional piece of furniture and a carpet or rug for the room.

Rugs: In order to comply with health and safety standards, room occupants may choose from the following:

1 - 5’ x 7’ rug (normally in the center of the room)

No more than 2 - 4’ x 5 ½’ rugs (normally next to beds)

Rugs must be taken out at least weekly and shaken clean and/or vacuumed to remove dirt. If they do not present a clean appearance, occupants will be asked to remove them from the buildings. Area / room carpets that exceed these sizes are **not** authorized.

Furniture: In order to comply with health and safety standards, each cadet may have one additional, single-person, chair (not a chaise lounge) that is foldable and storable. Examples are
a Folding Chair, Quad Chair, or Captain’s Chair. Due to the inability to routinely clean them, futons and beanbag chairs are not authorized. Such chairs must be folded and stored either in the closets or under beds during SAMI and AMI periods. Chairs may be out when PMI standards are in effect.

All cadets in the room must be in good standing (not on probation) and have a cumulative GPA greater than 2.50.

**Juniors** – Commanders will evaluate overall performance of each junior to include room and uniform standards, support of unit goals and Corps standards. With exceptions noted below, a junior room may contain one additional piece of furniture and a carpet or rug for the room.

**Rugs:** In order to comply with health and safety standards, room occupants may choose from the following:

1 - 5’ x 7’ rug (normally in the center of the room)

No more than 2 - 4’ x 5 ½’ rugs (normally next to beds)

Rugs must be taken out at least weekly and shaken clean and/or vacuumed to remove dirt. If they do not present a clean appearance, occupants will be asked to remove them from the buildings. Area / room carpets that exceed these sizes are not authorized.

All cadets in the room must be in good standing (not on probation) and have a cumulative GPA greater than 2.50.

**Sophomores, Juniors, and Seniors** may use personal desk chairs as long as they can be partially pushed under the desk when not in use. (University chairs must remain/be stored in the room.)

**Special Circumstances** – On rare occasions, due to space constraints, there may be instances where there is a mix of upperclassmen in a room... for example a Junior rooming with a Senior. Shared room privileges (e.g. rug or chair) will be based on the senior member of the room, while individual class privileges will remain for each room member (e.g. A sophomore living with a Junior may not have a personal bathrobe because he/she is living with a Junior.)

All cadets – To facilitate study, desk lamps do not count as “additional furniture” and may be utilized throughout the year.

**THANKSGIVING / WINTER / SPRING BREAKS**

All cadets will complete a residential advisor inspection sheet indicating that all safety procedures for room closing have been met. RAs will verify room safety before clearing any cadet to depart on break.

All cadets are required to secure their rooms and clear the barracks within 24 hours after completing their last scheduled class or exam. All cadets must be clear of their rooms prior to 1000 on the Saturday break begins.

All cadets must return by 1800 the Sunday before classes begin unless directed otherwise by their chain of command.
PASS AND LEAVE

General: Subject to the performance of the Corps of Cadets, pass and leave will be authorized to provide time off for mental and physical relaxation from duty and to provide cadets an opportunity to address personal matters throughout the academic year.

Policy: Cadets will request pass/leave through their immediate senior unit commander (Company, Battalion, or Regimental Commander).

Definitions:

Map: 50-mile radius around Blacksburg, VA.

Weekday Pass - Sunday through Thursday, starting at 1800 till 0200 the following morning for upper classmen. All first-year cadet passes will terminate at 0000. Pass is limited to within a 50-mile radius of Blacksburg.

Blanket Pass - From 1200 Friday afternoon (or after last class on Friday) till 1800 Sunday evening. First-year cadets are not authorized blanket pass without the approval of their Deputy Commandant. Blanket pass is limited to within a 50-mile radius of Blacksburg. See table and note below.

Family Pass - The cadet may be authorized family pass if family members are visiting from outside the 50-mile limit prescribed by blanket pass. “Family members” are defined as parents, stepparents, grandparents, aunts and uncles. Exceptions for visits by siblings will be at the discretion of the Deputy Commandant. Cadets desiring to visit family members residing within the 50-mile radius of Blacksburg must request a blanket pass or leave as prescribed in these
regulations. The appropriate Deputy Commandant must approve family pass for first-year cadets. The cadet, however, must remain in the Blacksburg area while on family pass.

*R-Pass (Religious service/meeting)* – Authorization to travel on or in the immediate vicinity of the campus for religious services / meetings. Cadets desiring to use R-Pass should coordinate with their chain of command and sign-out/in using the unit Pass/Leave Book and annotate their door cards. If such activities conflict with a scheduled Corps event, a Deputy Commandant’s approval is required prior to issuing an R-Pass.

*Leave* - Authorization required to travel outside the 50-mile radius of Blacksburg. Leave commences and terminates at the time requested only after the approval is granted.

*R-Leave (Requested Leave)* - Authorization required to travel outside the 50 mile radius of Blacksburg for any purpose only after approval is granted. All weekend leave will terminate at 1800 unless otherwise authorized by the Deputy Commandant.

*A-Leave (Academic Leave)* - Authorization required to travel outside the 50-mile radius of Blacksburg for academic or organizational reasons only after approval is granted.

*E-Leave (Emergency Leave)* - Authorization required to travel outside the 50-mile radius of Blacksburg in cases of emergency only. Leave may be granted through chain of command.
**Pass Authorizations:** The following cadets are authorized the following amount of pass/leave when approved:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>WEEKDAY PASS</th>
<th>BLANKET PASS</th>
<th>LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Junior</td>
<td>2 Per Week</td>
<td>Unlimited</td>
<td>5 Per Semester</td>
</tr>
<tr>
<td>Sophomore</td>
<td>1 Per Week</td>
<td>As Directed*</td>
<td>3 Per Semester</td>
</tr>
<tr>
<td>First-Year</td>
<td>As Directed</td>
<td>As Directed*</td>
<td>2 Per Semester</td>
</tr>
<tr>
<td>Cadets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Regimental Executive Officer will set the pass policy for first-year cadets with approval by the Regimental Commander and the Commandant of Cadets. The Regimental Commander will set the policy for Blanket Passes for sophomore cadets with approval by the Commandant of Cadets. Sophomores will not be authorized Blanket Passes until after the end of Red Phase. At the conclusion of Red Phase, Company Commanders will evaluate the performance of sophomores and those in good Corps standing and academic standing (2.5 Cum GPA or greater) may be awarded Blanket Passes.

For any cadet, emergency leave will be granted by company commanders and above on a case-by-case basis. Any cadet requesting emergency leave must fill out a pass/leave slip and submit it to the immediate commander, who grants an emergency leave and who will notify the immediate chain of command to include the appropriate Deputy Commandant. The Regimental Commander will brief the Commandant of Cadets on all emergency leaves as soon as possible.

**Pass Administration:** Pass allowances may vary according to the Regimental Academics Policy. Individual cadets are responsible for knowing how many passes they may take.

With the exception of seniors, each cadet must notify his/her immediate superior in the chain of command when pass is taken. The junior rank in the chain of command that may grant weekday pass is squad leader. Blanket pass must be approved through the company commander.

All cadets who take a pass are required to sign out in their unit’s pass/leave book and on their door cards as well.

Unit commanders will ensure that the unit pass/leave book is inspected weekly and that the amount of pass taken by a cadet does not exceed authorized limits. Unit commanders and/or executive officers should review the pass/leave book daily to be cognizant of their unit’s personnel whereabouts.

A pass does not excuse one from carrying out one’s duties and responsibilities within the Corps of Cadets and a pass is not authorized when assigned restrictions or other duties.

Company commanders may authorize weekday pass for first-year cadets in special cases (e.g. the cadet’s parents are in town during the middle of the week).

Sophomore overnight B-Pass will be restricted to one night (Friday or Saturday at their discretion) unless the Deputy Commandant approves an extension.
Leave Administration: Any cadet wishing to go beyond 50 miles from Virginia Tech or wishing to take leave must request permission in writing to his unit commander using the leave request form. Approval for leaves varies for open and closed weekends.

On open weekends, the cadet's battalion commander will approve all leave applications. The adjutant will ensure that the cadet has no duties or RDS hours to serve for that weekend before approval.

Closed weekends will be announced in the daily bulletin and on the website by the Regimental S-1. Leaves for closed weekends will be forwarded through the Battalion Commander for approval/disapproval by the Deputy Commandant. An explanation form that explains in detail the reason for the leave request must accompany leave slips for closed weekends. Leave slips for closed weekends must be submitted two weeks in advance.

Cadets who have had their leave request approved will sign out in the pass/leave book and on their door card prior to departing.

Unit commanders will ensure that the pass/leave book is inspected weekly and that the amount of leave taken by a cadet does not exceed his/her limit.

Leave does not excuse one from carrying out one's duties and responsibilities within the Corps of Cadets and is not authorized while assigned to guard or other Corps duties. Commanders will authorize leave when the desire of the individual and the training schedule of the unit do not conflict.

Leave and pass will normally be granted to only those cadets in good military standing and those who are not assigned restrictions or other cadet duties. Any cadet awaiting disciplinary action or who has received punishment will normally not be authorized leave or pass if such will conflict with those events. Exceptions must be coordinated with that cadet's Deputy Commandant.

Cadets will not be charged leave for emergency leaves, reserve duty weekends, or special purpose trips (i.e. Band trips, orientation field trips, etc.)

Unit commanders will maintain pass/leave books, which will include at minimum the following:

1) Name of the cadet
2) Date and time the cadet departs on pass/leave
3) Date and time the cadet returns from pass/leave
4) Destination to include address if possible
5) Type of pass/leave used
6) Signature of cadet
7) A telephone number where the cadet can be reached when on leave

ORGANIZATIONAL TRIPS

General: The Cadet Regiment or cadet organizations occasionally travel away from the university en masse. Such trips are made for athletic events, and participation in important events
of various types. The purpose of this regulation is to establish the procedure for organizational trips of the Cadet Regiment including line units and cadet related social/service organizations.

**Policy:** The Corps of Cadets will maintain the same high standards of discipline and decorum away from the Virginia Tech campus as is maintained on campus.

**Procedures:** VTCC trips away from the Virginia Tech campus that involve the Corps as a whole, or cadet organizations must have the approval of the cadet Regimental Commander and Commandant of Cadets prior to accepting an invitation off campus and/or making preparations to make a trip off campus.

The cadet unit commander or senior cadet official of the elements involved in a trip must assure that the Regimental Commander and/or the Commandant of Cadets is completely briefed on the proposed trip at least seven (7) working days prior to the date of departure.

Operations officers of the elements involved in a trip must initiate an operations order and then forward it through the cadet chain of command, to the Commandant, to arrive no later than 14 days prior to date of departure for the event.

The faculty sponsor or other member of the Commandant’s Staff will accompany any cadet organization on overnight or multiple day trips.

Participation in any university or Corps extracurricular organization, activity, club or team – to include the Regimental Band – is a privilege, particularly when engaging in an event off campus. To participate in any off campus events cadets must be in good standing. A cadet in good standing is a cadet who is not on military or academic probation, or under a university sanction. Additionally, cadets participating as a representative of the Corps will present a sharp, professional military bearing and appearance. A member of the Cadet Chain of Command, a Deputy Commandant, or Commandant may deny or limit a cadet’s participation in such an event where the cadet fails to meet the appearance standards expected of a cadet in the VTCC.

**FOOTBALL GAMES**

**General:** The Virginia Tech Corps of Cadets attends all home football games en mass as a Regiment. Attendance of football games in such fashion is a time-honored tradition of the Cadet Corps. The purpose of this regulation is to establish the procedure for cadet home football game attendance.

**Policy:** The members of the Virginia Tech Corps of Cadets will attend all home football games, if classes are in session.

**Procedure:** No later than one week before a home football game, the Regimental Operations Officer will publish an operations order that will outline in detail and describe the procedure for cadet attendance at the football game. The order will include, but is not limited to, the following:

1) Cadet assembly point
2) Time of assembly
OPERATIONS

3) Unit commander responsibility

4) Order of march

5) Seating arrangement

6) Uniform policy

7) Discipline at game

8) Spirit and spirit signs

9) Service support

10) Attendance excuse authority

While seated, cadets may unzip their blouses no more than 4” from the bottom hem while seated. Cadets may not unzip their blouses in a manner that exposes their undershirts or in a manner where it is readily apparent that the blouse is unzipped or giving an unkempt appearance. Cadets who leave their seats must have their blouse fully zipped, gloves on, and wearing a cover.

Cadets must sit in Corps seating for the duration of the game. Guests of cadets (girl/boyfriends, parents, relatives, etc.) may not sit in the cadet section during the first half but may join the cadet during the second half, space permitting.

Former cadets who have left the Corps, either voluntarily or involuntarily may not sit in Corps seating.

The Cadet Chain of Command is responsible to ensure that all cadets remain in the designated seating area until the game is completely over.

AWARDS CEREMONY

General: Awards day is held each year in the Spring Semester to recognize the achievements of individual cadets and units within the Corps. The ROTC Departments, veterans groups, civilian patriotic groups, alumni, cadet social organizations, and the Commandant of Cadets present awards.

Procedure: The Executive Officer will oversee the Spring Awards Ceremony and coordinate with the Army, Navy, and Air Force Detachment Commanders who will appoint officers to assist in selecting award winners.

The Regimental S-3 will coordinate all cadet actions for awards day with the Program Support Specialist.

The Regimental S-2 will assure publicity for the event and assure that all cadets acknowledge the awards they receive to the donor. The Program Support Specialist will prepare the correspondence required to acknowledge awards.

CHANGE OF COMMAND CEREMONY

General: A Change of Command ceremony is conducted near the end of the academic year to honor the graduating seniors and to usher in the leadership for the fall academic semester. A Change of Command ceremony may also be conducted immediately after the Corps returns from Christmas break to mark the transition between the fall and spring semester chains of command.
**OPERATIONS**

**Procedure:** The Regimental Commander will direct the Regimental S-3 to publish an operations order outlining the actions to be taken at the Change of Command Ceremony. The Operations Officer will assure that Army, Navy, and Air Force Detachment Commanders are informed of the event and invited to attend.

The Regimental S-2 will coordinate with the Corps Executive Officer to insure that appropriate campus dignitaries are invited to attend and will assure publicity for the event.

The Regimental Adjutant will publish a general order outlining the organization of leadership for the Corps for the next academic semester.

During the spring ceremony, cadet officers for the following year will take an oath during the ceremony to symbolize the passing of the mantle of command.

**CORPS GRADUATION / JOINT COMMISSIONING**

**General:** The Corps of Cadets, in conjunction with the ROTC units, conducts a graduation / joint commissioning ceremony each year on the same day as the University Commencement exercise.

**Procedure:** The Executive Officer is the Corps representative to a committee that organizes the graduation / joint commissioning activities. The ROTC detachments rotate as the lead ROTC unit for the joint commissioning and will secure a guest speaker on a rotating basis. All three ROTCs will provide a representative to the committee.

A practice period will be set-aside in the corps activity schedule for the seniors to practice the procedures for graduation. The practice is scheduled the day before graduation and is a mandatory formation. Normally, Thursday at 0900. Unless specifically authorized by a cadet’s Deputy Commandant, failure to attend the graduation ceremony practice will be grounds for the cadet not to participate in the graduation ceremony.

**ATHLETIC PROGRAM**

**General:** The purpose of the Corps’ Athletic Program is to encourage and instill a lifestyle that includes physical fitness. Key to that, in partnership with Service ROTC programs, is to ensure that cadets are taught proper exercise techniques that help reduce injury while offering the cadet the opportunity to improve their measured scores.

**Policy and Procedures:** All cadets, commensurate with any physical restrictions identified by qualified medical personnel, will participate in some form of organized fitness program...either Corps or ROTC. In order to assess the success of athletic programs, Athletic Officers will gather and report data. A sample Company Athletic Officer Report for athletic success factors is shown in Annex I. This report will be forwarded to the Regimental Athletic Officer via Battalion Operations Officers. Battalion Operations Officers will ensure that their reports are shared with the appropriate Deputy Commandant.
FIRST-YEAR CADET - JUNIOR MENTOR PROGRAM

General: While there is no clear indication of when “Mentor Night” formally surfaced as a Corps of Cadets tradition, discussions with Corps alumni suggest the purpose of the event has evolved significantly over time. It appears to have its origins in the 1920’s as part of the “Rat System” when the personal relationship formed between an upperclassman (a senior) and first-year cadet was based more on personal servitude than mentorship. In exchange for cleaning the upperclassman’s room, picking up laundry, shining brass, cleaning rifles and other odd jobs, the first-year cadet received the protection and assistance of the upperclassman (Bugle’s Echo, Vol. VI by Harry Temple, pp. 4005-6).

The service academies and many of the senior military schools had similar traditions in their histories. But modern leadership principles in the military services have led all of the service academies and most of the senior military schools to eliminate these systems as anachronisms that are counterproductive and even harmful to the development of future commissioned officers. The tradition has remained a part of the cadet experience at Virginia Tech but, with the introduction of the Positive Leadership Model, the emphasis of Mentor Night and the Mentor Program is on strengthening the leadership aspects of the tradition and eliminating the more negative, adversarial characteristics of the past. The tradition still centers on the one-on-one relationship between an individual junior and individual first-year cadet but stresses the professional aspects of such relationships. The Mentor Program provides the junior class a valuable opportunity to act as positive mentors and role models, as well as a continuing opportunity to practice and refine personal leadership and counseling skills. For the first-year cadet, the mentor tradition represents the first time they can interact with an upperclassman on a personal yet professional level, and provides a valuable source of moral support, professional and personal advice, and leadership experience.

Philosophy: Several key philosophies govern the implementation of the Mentor System and the conduct of Mentor Night:

1) The relationship between junior mentor and first-year cadet protégé is personal yet professional. It is not a social relationship and the Mentor System is not intended to foster fraternization. Professional interaction is expected at all times. The upperclassman is serving as a coach.

2) It is the individual responsibility of the upperclass mentor to enforce the professional relationship between their protégé and other upperclassmen.

3) The junior must be a positive mentor and role model.

4) The opportunity to serve as a mentor to a first-year cadet is a privilege; it is not an inherent right of every junior. As with any privilege, it is granted when deserved and can be withdrawn when abused.

5) No junior is required to serve as a mentor; it is voluntary.
The essence of the tradition is the personal relationship between the individual junior and individual first-year cadet. The relationship is between two individuals...not groups of individuals. First-year cadets as well as upperclassmen will be held accountable for fraternization infractions.

All preliminary activities associated with pre-Mentor Night and Mentor Night will conform to this regulation and the spirit of the Positive Leadership Model. Mentor Night activities should reflect the importance of the event within the cadet experience and will not demean or denigrate any first-year cadet.

There will be no General Tightening Down (GTD) during the period leading up to introductions on Mentor night. Examples include but are not limited to:

1) No excessive demerits will be awarded
2) No first-year cadet bed will be dismantled or tossed.
3) All first-year cadet’s personal effects, to include computers, are off-limits to all cadets.
4) No foreign substance will be introduced to any first-year cadet’s room by any cadet.

When in the presence of their mentors, first-year cadets will sound off to all upperclassmen as opposed to only those cadets higher ranking than their mentor.

Sophomores are not authorized to play a role in mentor week activities.

Procedures: Proper preparation for Mentor Night is essential to both the execution of activities that make Mentor Night a meaningful event to all participants, and the education of upper class participants on what are acceptable and unacceptable behaviors. Responsibility for planning and preparation for Mentor Night activities rests with the cadet Regimental Commander. The Regimental Commander will conduct planning through the cadet chain of command and in close coordination with the Commandant’s Staff.

The cadet Regimental Commander will submit a recommended date for Mentor Night to Commandant of Cadets for approval not later than three weeks prior to the event. The recommendation will be accompanied by a complete draft operations order. Mentor night will not occur before the beginning of white.

Individual company operations orders will be reviewed by the battalion commander and will be delivered to the appropriate Deputy Commandant not later than two weeks prior to the event.

Company commanders and designated members of the cadet chain of command will evaluate all members of the junior class who choose to act as a first-year cadet mentor for suitability as a positive role model. The cadet battalion commander will provide the Deputy Commandant with recommendations on suitability/non-suitability one week prior to Mentor Night. Juniors will be ineligible to mentor if they:

1) Are currently on Military Probation
2) Are pending Executive Committee or Honor Court action
3) Have had an honor violation in the last year
4) Have demonstrated a general pattern of misconduct
5) Have had an alcohol related incident in the last year
6) Have a cumulative GPA < 2.5

Mentors will be chosen according to the individual junior’s criteria. The manner in which the first-year cadets are matched up with the juniors will be left at the company level. The Deputy Commandant will retain the final approval authority for mentor eligibility and matches.

The Regimental Commander will ensure the junior class is briefed about the regulations regarding the selection of protégés and the policies associated with the mentor program. A strict emphasis on the elimination of extended “mentor families” and inappropriate use of pass privilege will be addressed at this time.

**Mentor Night:** Mentor night will incorporate the entire company in the spirit of the Positive Leadership Model.

The duration of Mentor Night activities, to include ceremonies, will normally be limited to one hour and will conclude no later than 2130.

No variations from the operation orders are authorized unless approved prior by a member of the Commandant’s staff.

No activities related to “mentor families” are authorized at any time.

**Mentor Pass:** Mentor pass is authorized once per week for a two-hour time limit that can take place between 1800-2200, Monday through Thursday.

Cadets will be expected to sign in and out for mentor pass in the company pass book.

Any privilege not granted to first-year cadets should not occur unless on mentor pass. (i.e. watching movies/TV).

**PRIDE NIGHTS**

**General.** Pride Nights, whether conducted on the company, battalion or regimental level are an excellent method of developing unit identity, integrity, and pride, as well as motivating individual participants. Traditionally conducted on Friday night, Pride Nights provide an excellent opportunity for cadet leaders to practice and refine their positive leadership skills while creating a venue for honing the physical fitness levels, knowledge, personal motivation, and organizational pride of first-year cadets and sophomores. Pride Nights may incorporate a degree of physical training but is not intended to exhaust or “smoke” underclassmen. For first-year cadets, it will have specific objectives focused on improving knowledge and awareness of traditions surrounding the University and the Corps; for sophomores, it will focus on reaffirming loyalty to the Corps, introducing them to the traditions and characteristics of their individual company, and developing their individual leadership skills.

No pride night will be conducted without the approval of the cadet chain of command, the appropriate deputy commandant and the Commandant. Approval will be noted on an approved operations order.
Operations orders for all organized unit activities are due to the approving authority NLT one week prior to execution of the event with all subordinate signatures complete. Operations orders will be completed in the standard 5-paragraph order format. Particular attention will be paid to safety. For company and battalion activities, the approving authority is the appropriate deputy commandant. For regimental events, the approving authority is the Commandant. Commanders not meeting this timeline should not assume the event will be approved. All orders will include:

1) Specific training objectives
2) A list of cadets who will be participating
3) Specific names and phone numbers of those cadets required to carry cell phones for emergency response

Pride Nights are limited to 2 hours in duration. This includes formation, warm-up and cooldown times. Pride nights will not begin prior to 1830. No Onlines may be conducted prior to or after an approved pride night.

All participants will wear an authorized Corps of Cadets’ uniform. All participants will wear the issued Corps cover. Organizational Berets, floppy hats, jungle hats, service unique MCUs (e.g. Marine Corps digital utilities), desert boots or bandanas are not authorized for wear at any time. No cadets will paint their faces with black or camouflage paint.

Pride Night activities are limited to the contiguous main campus area. No portion of any pride night or initiation will take place off-campus (Preston Farm, Jefferson National Forest, etc.).

The cadet obstacle course may be used during pride nights. If included in pride night activities, it will be used in accordance with this manual and Cadet Regulations. During hours of darkness, the obstacle course is off-limits--no obstacle may be used for training.

The Duck Pond, creek or any other body of water on campus are strictly off-limits. At no time will any training activity involve any cadet entering water.

The following areas are also off-limits:

1) Lane Stadium and Worsham Field.
2) All volleyball sand pits
3) The Virginia Tech golf course.
4) The grounds of the Inn at Virginia Tech.
5) The coal pile
6) Any construction area, fence or unfenced.
7) Inside any university building

Unit commanders are responsible for ensuring that unit areas are cleaned after each event. Stairwells will be swept and mopped if necessary. All latrines will be cleaned of any mud or other residue. Muddy clothes and boots will not be left in latrines or hallways.
SOPHOMORE AND FIRST-YEAR CADET WELCOMING AND ORIENTATION TO NEW COMPANIES

A unique form of a Pride Night is the initial welcoming and orientation of newly transferred Sophomore and First-Year cadets into their new companies. All Pride Night guidelines, and other cadet regulations, apply to the planning and execution of these events. Given that sophomore cadets have responsibilities that begin immediately at the start of the semester, commanders will ensure that any Welcoming and any Orientation OPORD event is approved by their respective cadet chain of command and Deputy Commandants and executed no later than the third week of the academic year. NOTE: All members, all classes, are expected to wear the unit identifying pin on the appropriate uniform.

ORGANIZATIONAL TAPPING

Various organizations provide opportunities for cadet involvement to further their professional growth and to serve various functions with the Corps and ROTC programs. Historically, part of the process of interviewing and determining membership is a “tapping” process. Such processes, when conducted properly and professionally, help prospective members determine if the organization is a good fit for them. It also can provide necessary training to prepare new members to perform within the context of the organization’s mission.

Given this, organizations are required to submit and gain approval for the specific program they will use for organizational tapping. All Pride Night guidelines, and other cadet regulations, apply to the planning and execution of tapping related events. Physical activities should have direct relevance to mission preparedness, not simply PT for PT’s sake. The tapping process should be efficiently and effectively planned and executed and should normally be complete within a two-week time period.

Organizational leaders of Corps organizations are required to submit their Organizational Tapping Plan in the format of an OPORD, to the Commandant of Cadets through the Deputy Commandant who serves as the advisor for their organization. These plans need to be to the Deputy Commandant no later than two weeks prior to the planned start of the tapping process. A courtesy copy of the approved plan will be provided to ROTC Detachment Commanders.

For those organizations that are sponsored through Virginia Tech ROTC detachments, the approval authority is the ROTC Detachment Commander. A courtesy copy of the approved plan will be provided to Deputy Commandants and Commandant of Cadet.

SPIRIT MISSIONS

General. Spirit Missions allow for expression of collective unit and Corps pride. They are meant to be positive, appropriate illustrations of a unit’s inherent esprit de corps, discipline, and camaraderie. Spirit Missions are intended to focus on demonstrating team spirit in a way that brings credit and honor to the Corps and the unit. Though Spirit Missions usually are undertaken by first-year cadets, any class—or unit—may involve itself in displaying collective unit pride in this manner.

Spirit Missions will be undertaken in good taste and befitting the standards and decorum expected of a lady and a gentleman. Spirit Missions are not directed against another unit in
the Corps. Cadets are forbidden from entering another unit’s company area individually or in groups for any purpose of conducting a Spirit Mission. Spirit Missions will not involve vandalizing any individual, unit, public, private, or university property or in any way damaging or otherwise harming anyone or anything. Any action that demeans, harms, ridicules, or is destructive, or otherwise constitutes a negative act directed against a person or unit, is inappropriate and contrary to the concept of a Spirit Mission. Any action that brings discredit and embarrassment to the Corps of Cadets, the armed forces of the United States, or Virginia Tech is prohibited. Those cadets involved in such activities will be fully disciplined under the appropriate provisions of cadet regulations, university policies, and –where applicable—local and state laws.

The Company Commander is directly responsible for Spirit Missions. No Spirit Mission is authorized unless personally approved by the company commander. The Battalion Commander or Company Commander will personally inform their Deputy Commandant of any impending Spirit Mission.

No Spirit Mission will include the theft of another unit’s guidon/flag, removal of a wall mounted plaque, picture, or banner, or entry into any trophy case.

The Rat Path is a Corps tradition and available to any unit to paint. Units will not mar, deface, or otherwise destroy another unit’s previous artwork unless that unit intends to repaint the entire Rat Path. Artwork on the Rat Path (walkway in front of the Ranger pit) will be in good taste, positive, and of a nature that brings credit and honor to the Corps, the University, the armed forces of the United States, or the nation. In the event two units encounter one another at the Rat Path, those present will conduct themselves responsibly and determine the outcome in a manner that is professional, positive, and conducive to the image of the Corps. If the issue cannot be resolved on-site, no painting will take place until appropriate company commanders can resolve the problem.

Spirit Missions that require excessive cost, time, or effort are prohibited. Cadets will not be directed or mandated to participate. No cadet will be required against his or her will to participate in a Spirit Mission.

The resulting effects of any Spirit Mission will be minimal, result in no damage or have a negative impact on any property, vegetation, or personal effects, and require no more than 15 minutes to rectify, clean up, or otherwise restore the area to its original condition.

OBSTACLE COURSE TRAINING & OPERATIONS

The Corps obstacle course is used for the benefit of cadets to improve their strength, stamina, coordination, as well as familiarization for those cadets going into military service. Safety, however, precedes each of the above benefits. All cadets and cadet organizations utilizing the course shall adhere to the following procedures.

**Preparation:** Any group of 15 or more cadets must submit an Operations Order for approval by their chain of command, with the approval authority of a Deputy Commandant or the Commandant of Cadets. The Company Commander or Organizational Unit Commander should
review this regulation for all requirements before submitting an order for approval. The Operations Order will incorporate the following elements:

- Identification of the Cadet-in-Charge.
- Identification of the approved O-Course Instructors assigned for the event. Inspection of the obstacle course before the event.
- Identification of the designated one or more safety observers (not the O-Course Instructor).
- Risk management assessment completed before execution of training.
- Safety briefing delivered to all participating cadets before the event.

**Instructor Requirement:** Groups of 15 or more cadets are required to have at least one cadet who has been approved as an O-Course Instructor present for any time on the O-Course. The Instructor will be responsible for inspecting the O-Course, providing a safety briefing, supervising the safety observers, and overseeing the safety of activities while on the course. There must be one instructor present for every 30 cadets, and more instructors are encouraged. All instructors must carry a mobile phone for emergency communications.

**Safety Observers:** Groups of 30 or more cadets are required to have at least one cadet who serves as Safety Observer. The Safety Observer, under the supervision of the O-Course instructor, observes activity on the course to monitor the safe operation. The Observer will remain on the ground at all times and will not negotiate any obstacles. There must be a minimum of one Safety Observer present for every 30 cadets.

**Condition and Safety Inspection:** Before any activity on the O-Course, all elements being used will be inspected for condition based upon a Safety Inspection Card issued to O-Course Instructors and every cadet company. Any issues that are discovered during an inspection should be communicated to the Cadet OIC of the O-Course Committee or a member of the Commandant’s Staff immediately.

**Proper Attire:** MCUs (with or without blouse shirt) are the standard attire for conducting activities on the O-Course, although service-specific field uniforms are authorized when conducting activities under the purview of ROTC units. The following additional requirements apply:

- No rings, watches, or necklaces shall be worn.
- Pockets will be empty and buckles aligned to the hip.
- Boots and long trousers are required.

**Other Requirements:**

**Daylight:** The O-Course will only be used during daylight hours, from 30 minutes before sunrise until 30 minutes after sunrise. This requirement may not apply if a member of the Commandant’s Staff, or a member of an ROTC Staff, is present at the O-Course with cadets during activities before or after daylight hours.
**Inclement Weather:** Activities on the O-Course will be suspended for a minimum of thirty minutes after thunder is heard, and all cadets will move to a building or back to their residence hall to wait.

**Wet Obstacles:** The O-Course will not be used while the obstacles are wet or damp from rain or dew.

The minimum number of cadets who can negotiate the O-Course is two. Under no circumstances will anyone use the course alone.

Cadets will not run the Obstacle Course for time until they have developed the skills to negotiate each obstacle with proficiency.

**Medical Response:** Upon any emergency or possible major or minor injury, immediately notify the Virginia Tech Rescue Squad (911). Stop training! Do not re-commence training until you are sure that emergency medical services are able to respond again. For non-emergency injuries or concerns call 1-6411. Only VT Rescue Squad or Blacksburg Rescue Squad is permitted to transport a person having symptoms of a possible neck, back, or head injury or any obviously broken bone. Leave injured cadets where they are until Rescue arrives! The cadet in charge of any O-Course activity, as well as all O-Course Instructors present, must have a mobile phone to summon emergency assistance if required.

**Safety Incident Reporting:** In order to maintain an effective safety program for the O-Course program, ALL injuries (even minor) and other incidents will be reported to the Cadet OIC of the O-Course Committee via email. Required information will include: name of cadets involved, date and time of incident, and detailed description of the event. At the end of each semester, the Cadet OIC of the O-Course Committee will compile a report of injuries sustained at the O-Course and propose any actions that are necessary to mitigate the risk of future injuries.

**“Tough One” Requirements:** The obstacles present at the O-Course represent a range of skill levels required and risk involved. Therefore, the authorization to use certain obstacles is limited. The Tough One Obstacle requires a member of the Commandant’s staff or ROTC staff to be present for all operations, and the obstacle is enclosed in a fenced area to prevent unauthorized access to the obstacle.

**O-Course Instructor Training and Certification:** All O-Course Instructors will complete a syllabus of training and be certified by the Advisor of the O-Course Committee before exercising responsibilities as an instructor on the O-Course. All instructors will be expected to demonstrate the following skills and abilities to be qualified:

- Basic knowledge of effective teaching methods,
- Knowledge of and ability to teach all required safety procedures, and willingness to enforce them,
- Ability to negotiate most obstacles and effectively teach each obstacle to someone with no experience,
Knowledge of cadet regulations concerning the O-Course,
Knowledge of all inspection requirements, emergency procedures, and safety incident reporting procedures.

Qualified O-Course Instructors will be identified on a list provided to all unit and organizational commanders and posted on the VTCC Resources website. Instructor qualification entitles that person to serve as an instructor at the O-Course for one academic year.

**ROTC Use:** Virginia Tech ROTC units may utilize the O-Course in accordance with cadet regulations. However, any ROTC activity supervised by professional staff does not require the presence of VTCC-qualified O-Course Instructors, nor completion of a VTCC Operations Order. Requirements for inspection and reporting of safety or injury incidents remain. Use of the Tough One requires personnel qualified and identified by the Commandant as authorized to supervise that obstacle.

### JODY CALLS

1. **General:** There is a long military tradition of “Jody Calls” as a means of helping units marching and running to achieve unity of action and esprit de corps. Many of these originated in times and places very different from today that require constant review to ensure that they are achieving the desired results while also presenting ourselves in a professional manner and that are respectful of all members of our organization. To that end, an official Manual of Jody Calls is established which will constitute the only approved Jody Calls to be used by Corps organizations and members.

2. **Procedure:** The Regimental Commander shall be responsible for conducting an annual review to determine whether any additions, changes, or deletions are warranted and will submit these to the Commandant for approval, prior to the beginning of Cadre Week. In the absence of any input, the previous year’s manual will remain in effect. All cadets are responsible for reviewing and only using the calls in the approved Manual of Jody Calls.

### GOLD CORD AWARD COMPETITION

3. **General:** The Corps of Cadets has several competitions throughout the academic year. The foremost of these is the Beverly S. Parrish Competition. The unit that wins the Parrish competition is awarded the Gold Cord that is worn by members of that unit during the following academic year.

4. **Procedure:** Annex E establishes procedures for the Gold Cord competition.
CHAPTER 5: TRAINING

*When we train people to do their jobs and give them a chance to work, we get workers. When we train people to lead and give them a chance to lead, we get leaders.*

FIRST-YEAR CADET TRAINING

**General:** First-Year Cadet Training encompasses New Cadet Week and the Red, White, and Blue Phases of the cadet training year. The mission is to educate and train incoming first-year cadets in the traditions, skills, and behaviors required of a member of the Virginia Tech Corps of Cadets. At the conclusion of First-Year Cadet Training, cadets are expected to perform and conduct themselves as upperclass members of the Corps of Cadets.

While executive officers have traditionally overseen the execution of New Cadet Week and Red Phase, commanders at all levels of the cadet chain of command are responsible for the planning and conduct of First-Year Cadet Training.

**Purpose:** Acceptance as an upperclass member of the VTCC is contingent upon successful completion of challenging and demanding First-Year Cadet Training. This training can be a rewarding experience for New Cadets, and completion of the program will be a source of pride for years to come. First-Year Cadet Training is a leader-development training experience for all cadets.

**Philosophy.** First-Year Cadet Training is intended to be a positive, motivational experience. The program is designed to aid the New Cadet’s overall development and focuses on the following areas:

**Mental** – First-Year Cadets will face a new and demanding environment which will help develop the following attributes:

1) Alertness, attentiveness, accuracy, and efficiency
2) Flexibility and adaptability
3) Ability to assimilate, retain information, and to discriminate between the important and the unimportant
4) Mental discipline and self control
5) Willingness to act as a follower in order to further understand leadership
6) Mental courage and decisiveness, acting without hesitation based on self-confidence
7) Self-evaluation and the courage to find one’s faults and improve upon them
8) Ability to influence others through peer leadership

**Moral** - In the midst of a challenging environment, the First-Year Cadet’s moral strength will be tested, and the following qualities enhanced:

- An appreciation of the ethical foundation of the Cadet Honor Code
- Openness and willingness to take responsibility for one’s own actions
TRAINING

- Pride and self-respect
- Moral courage and self-reliance

Physical - Physical training will not only condition the body, but also aid every aspect of individual development. Through athletics, the First-Year Cadet will learn that good sportsmanship and teamwork lead to success. The following benefits will also be obtained:

1) Good posture, military bearing, and fitness
2) Physical courage and stamina
3) Class unity and teamwork

Military - The VTCC is a military organization. Whether or not the First-Year Cadet will seek a commission in the Armed Forces, he/she will benefit from the training in the concepts and principles of our military heritage. The following traits are important in future officers and responsible citizens:

a. A basic understanding of the practical theories of leadership
b. Immediate, willful, and intelligent compliance with lawful direction of superiors
c. The ability to arrive at a prompt, satisfactory decision without detailed supervision

RESPONSIBILITY FOR NEW CADET WEEK TRAINING

The Commandant and the Regimental Commander charge the Regimental Executive Officer with responsibility for the overall direction and conduct of New Cadet Week Training. He or she is also responsible for explaining the implementation details to Cadet Commanders and the Corps Cadre. While executive officers oversee the execution of New Cadet Week, commanders at all levels of the cadet chain of command are responsible for the planning and conduct of New Cadet Week.

Cadets who violate the New Cadet Week standards of training will be reported to the Regimental XO, the Regimental Commander, the respective Deputy Commandant, and the Commandant of Cadets for necessary corrective action.

Questions or suggestions regarding cadet training will be addressed through the chain of command, to be ultimately heard by Regimental XO during New Cadet Week, and the Regimental CO throughout the academic year.

STANDARDS AND OBJECTIVES

The Virginia Tech Corps of Cadets is a standards-based organization. This means that every member of this organization is expected to uphold a specific set of standards promulgated by the Cadet Chain of Command and approved by the Commandant of Cadets.

Leaders must ensure that every aspect of professional competence as a cadet receives attention and an appropriate level of training, and, once subordinates are trained to standards, they must be
held to those standards. Key to this is that all upperclassmen commit themselves to adhering to and holding each other accountable to those standards. The word leader and hypocrite do not go together.

The actions of every cadet in the VTCC are governed by the Cadet Regulations. All cadets should refer directly to the regulations with any questions regarding the purpose of any practice associated with the administration and operations of the Corps. If a particular circumstance is not covered by the regulations, then cadets are expected to first, make choices based on common-sense and what the ‘right thing to do’ would be, what would reflect well on the Corps of Cadets and themselves...and, if necessary, should seek advice and council of the chain of command, up to and including the Commandant’s Staff.

The checklists below highlight the specific training objectives of First-Year Cadet Training. The goal is to educate and train incoming first-year cadets in the traditions, skills, and behaviors required to successfully transition to become a member of the Virginia Tech Corps of Cadets and a student at Virginia Tech.

By the end of New Cadet Week, New Cadets are expected to know:

- Close order drill
- Marching drill with and without rifle
- Basic ways of addressing upperclassmen and commissioned officers. Asking and answering questions, etc.
- Basic Cadet knowledge as referenced in the Guidon
- General structure and purpose of the chain of command
- Proper care and maintenance of uniforms
- Proper manner in which rooms will be maintained
- How to successfully get to their classes during the first week of academics
- Inspection and reporting procedures
- Proper form for physical fitness exercises
- The level of discipline required for success as a cadet
- Understand proper flag etiquette (e.g. saluting flag when it passes you, bracing up in the hall when the colors enter, etc.)

By the end of Red Phase, New Cadets are expected to know:

- Comprehensive Cadet knowledge as referenced in the Guidon
- Proper conduct involving civilians and affairs off of Upper Quad
- Navigation around the town of Blacksburg and city of Christiansburg
- Resources available for academic, medical, and emotional well-being
- Purpose and function of Honor court and Executive court systems
- Rank structure of all military branches
- Effective academic planning methods and tools
- What is expected of them as a Cadet in their first year

The above lists are by no means all-inclusive. The lists give training Cadre and upperclassmen a guideline by which to judge progress and success in their training methods and curriculum and
are included in the evaluation forms for first-year cadets. Cadre and other cadets in positions of authority are always encouraged to go above and beyond the minimum requirements.

**PROPER FORM OF ADDRESS**

During New Cadet training, a New Cadet will be addressed as New Cadet (LAST NAME) or as Mr/Miss (LAST NAME). New Cadets will refer to each other as Bud (FIRST NAME). New Cadets will refer to their classmates as Bud (LAST NAME) when speaking to upperclassmen. New Cadets will address all upperclass company Cadre and chain of command by rank and last name (e.g. Cadet Corporal Smith). If a New Cadet does not know the rank of an upperclass company Cadre member or upperclassman in his/her chain of command, the New Cadet will ask the upperclassman for his/her cadet rank. New Cadets will greet all upperclassmen within his/her chain of command, according to time of day and rank (e.g. “Good Morning Cadet Staff Sergeant” or Good Morning Sir/Ma’am for cadet officers).

All armed forces commissioned officers and non-commissioned officers will be greeted by rank and last name (e.g. SGT. Jones & CPT Kirk). If a commissioned officer’s name and rank are unknown, a New Cadet will greet them according to time of day and gender by using “Sir/Ma’am. For non-commissioned officers, if name and rank are unknown, Sir/Ma’am and the greeting of the day will suffice. Every effort will be made to learn the officer and enlisted ranks of our military services.

New Cadets/First-Year Cadets will speak only when addressed by an upperclassman or officer when in formation or when in cadet area of the barracks. First-Year Cadets retain the initiative to speak only when greeting an upperclassman or officers, requesting permission to make a statement, or requesting permission to ask a question.

At the conclusion of Red Phase, the rank designation of “New Cadet” will discontinued and the designation of “Cadet” will be used when addressing an individual first-year cadet. A group of first-year cadets will simply be referred to as “Cadets”.

First-year cadets will refer to their respective company by letter designator (Alpha, Golf, India, etc.) or “Band Company” as appropriate.

First-Year Cadets will address upperclassmen in the following manner before speaking (unless they have already been addressed):

“(UC RANK and LAST NAME or Sir/Ma’am), New Cadet (LAST NAME), (INITIALS), (COMPANY) CLASS e.g. ALPHA 19) requests permission to (ask a question/make a statement/correct myself).” After Red Phase, “New” will be dropped and only the term “Cadet” will be used.

When addressed by an upperclassman, First-Year Cadets will respond in one of four basic responses: “Yes Sir/Ma’am”, “No Sir/Ma’am”, “No excuse, Sir/Ma’am”, or “I do not understand Sir/Ma’am” for Cadet Officers. For Cadet NCO’s, the cadet’s rank will replace Sir/Ma’am. These basic responses are designed to facilitate an understanding on the part of each First-Year Cadet of his/her responsibility to answer or respond to senior personnel in an alert, crisp and unequivocal manner. Upperclassmen should not require these responses when more complete information is warranted.
SOUNDING OFF

All cadets will greet another cadet whenever they encounter one another, on or off campus. Speaking up instills in each First-Year Cadet an appreciation for military courtesy and improves self-confidence when addressing classmates, upperclassmen, and officers. It also facilitates learning the names of their classmates within their cadet company as well as the name and rank of members of their chain of command and company Cadre. Sounding Off is a tradition within the Corps and is required of all cadets.

First-Year Cadets will speak up to upperclassmen as well as their classmates while on campus or in the town of Blacksburg.

First-Year Cadets will speak up in a respectful, normal voice. Yelling, shouting, mumbling, or whispering is not acceptable.

When passing an upperclassman, the First-Year Cadet will greet anyone of his/her Cadre or company chain of command with the upperclassman’s Cadet RANK and LAST NAME. Upperclassmen not in the First-Year Cadet’s chain of command are greeted by rank only. The appropriate greeting to an upperclassman not in the First-Year Cadet’s chain of command would be “Good morning, Cadet Corporal,” or “Good Morning, Cadet Sergeant.” Cadet Officers may be greeting with “Sir” or “Ma’am,” or by their cadet rank.

When outdoors and approaching a commissioned officer in military uniform or cadet officer that is in military uniform, First-Year Cadets will render a salute starting six paces before passing the officer in addition to speaking up. The salute will be held until returned by the officer/cadet officer, or until they pass six paces beyond them. If a cadet does not pass within six paces, but can make eye contact with the commissioned or cadet officer, a hand salute will be rendered. When inside, saluting is not appropriate.

Beginning the first day of classes, First-Year Cadets will begin sounding off to the following upperclassmen by name:

- First-Year Cadet’s Chain of Command
- First-Year Cadet’s Buds (when off the Upper or Lower Quad)

Sounding off is required when approaching or being approached from the front or side.

Sounding off is required in the barracks when a first-year cadet becomes aware of and identifies someone as an upperclassman.

Upperclassmen will not require First-Year Cadets to sound off when the upperclassman is outside of the First-Year Cadet’s field of vision.

First-Year Cadets will not be required to sound off to an upperclassman’s date or friends.

Sounding off, outdoors, from distances greater than 6-12 paces is not required.

Sounding off to groups of cadets:

If the group contains no upperclassmen, First-Year Cadets will greet the group using “Good morning/afternoon/evening,” or may elect to use the first name of all “Buds” in the group.
TRAINING

If a group contains upperclassmen or officers, the First-Year Cadet will greet the senior cadet or officer present and add “ladies and gentlemen” as appropriate for the remaining cadets in the group.

It is appropriate for cadets, who are in the chain of command, or who are senior in rank, and who are in the performance of their duties to be accorded the respect due their rank and position. Consequently even classmates should be addressed by their rank, or by “Sir” or “Ma’am”, when operating in their official capacity as a mark of professional respect.

CONDUCT IN BARRACKS

Individual rooms are considered private living spaces. First-Year Cadet rooms will be entered only on official Corps business. During New Cadet Week, Cadre may provide limited counseling to New Cadets in their rooms provided that the door remains completely open by use of a door stop.

First-Year Cadet knowledge quizzing, or uniform and performance corrections will take place in the hallway ONLY. At no time will any training (including physical training) be conducted in any cadet room. The only exception would be training to demonstrate proper maintenance of the room for inspections.

Barracks hallways shall be used for First-Year Cadet instruction, preparation, and coordination. Individual cadet rooms and company rooms shall not be used for these purposes.

All First-Year Cadet instructional/training periods will be conducted in a professional manner. At no time will there be physical contact of any sort between an upperclassman and a First-Year cadet. Directions and responses will be given in a normal tone of voice, keeping at least one foot of personal distance between the upperclassman and First-Year cadet.

No “jumping” is allowed at any time. Jumping is defined as more than one upperclassman correcting any cadet, to include a First-Year Cadet, at the same time.

First-Year Cadets will not use the Regimental Hallway except for official business.

First-Year Cadets will have use of all doors from Pearson Hall, the main entrance off the drillfield and its reciprocal entrance for Main Eggleston Hall, and the entrance nearest the sally port of West Eggleston. The center front doors of Monteith and Thomas will be the only door used in that building by First-Year cadets. This is to keep high traffic areas clear of congestion.

First-Year Cadets will remove headgear and place it in the left hand while entering any building (except when under arms). All other cadets will remove headgear while entering any building.

When addressed by any cadet, First-Year Cadets will halt and remain at attention until instructed otherwise.

“Fun and Games” or any other type of interaction with First-Year Cadets that does not have a valid training purpose will not be tolerated.

No formations or interactions other than routine room inspections are allowed during the week during morning or afternoon Call-to-Quarters periods. No interaction with First-Year cadets is allowed during Evening Call-to-Quarters (ECQ).
During the academic year, first-year cadet training may be conducted from 0800-1200 on Saturday when it does not conflict with academic training, with prior approval by the respective Deputy Commandant. No individual first-year cadet or group First-Year cadet training is authorized after 1200 Saturday or at any time on Sunday unless specifically authorized through written approval of the Cadet Chain of Command and the Commandant’s staff.

First-Year Cadets will be at ease while reading the bulletin boards and reports and will not require the use of tape to designate the reading area. At no time will an upperclassman interact with a First-Year Cadet reading the board. Although this area will be off-limits to any interaction, First-Year Cadets will not abuse the use of this area to avoid upperclassmen.

First-Year Cadets will come to attention in their rooms any time an upperclassman enters his/her room. All cadets will come to attention whenever a commissioned officer enters their room.

First-Year Cadets will be at ease while in the latrine or showers or while performing authorized orderly duties.

First-Year Cadets will be at rest while in the study lounges, mail room, laundry facilities, kitchen, mud room, and meeting rooms within the barracks to include the Commandant’s Staff Hallway in Pearson Hall.

**DRAGGING**

The purpose of dragging is two-fold: Its primary purpose is to instill in First-Year Cadets a level of military discipline, sense of urgency, and to teach them to act with confidence while under pressure. Its secondary purpose is to assist First-Year Cadets in improving their marching skills, particularly their facing and pivoting movements.

Dragging is the method of foot travel for First-Year Cadets during the beginning of their cadet career. Dragging will be performed in accordance with Army FM 22-5: marching at approximately 120 beats per minute, looking straight ahead, with normal arm swing (9” to the front and 6” to the rear). First-Year Cadets will drag in as straight a line as possible, keeping to the right of the hallway or walkway (no physical contact will be made with the wall). First-Year Cadets will square all corners. There will be no talking or communicating except while rendering proper military courtesies.

Dragging will be done in the stairwells and hallways of the cadet barracks. Dragging will be executed in uniform and civilian clothes. Any items being carried will be held in the left hand. At no time will any First-Year Cadet run down the hallway. Gazing is forbidden. Tight chin tucks are not allowed at any time. Upperclassmen will not tug at the cover so that the First-Year Cadet has to hold on to it.

No facing movements will be done in “Shower uniform” i.e. robe and shower shoes.

First-Year Cadets will be at ease (no dragging), in the following locations:

- the mailroom, or whenever retrieving mail from their mailbox,
- the kitchen, laundry facility, and study lounges of all cadet barracks,
- the Commandant’s Staff Hallway in Pearson Hall,
anywhere outside the confines of the Upper Quad.

If a First-Year Cadet is prevented from continuing down the hallway because an upperclassman is blocking his/her passage, the First-Year Cadet will request “By your leave, (RANK, LAST NAME)” (if company Cadre, or in the new cadet’s chain of command), or “By your leave, Sir/Ma’am” (if the UC is a cadet officer), and wait for authority to pass. If the upperclassman chooses not to move, then he/she will say “Drag around” as the signal for the First-Year Cadet to square corners around the upperclassman and move on. A First-Year Cadet will not be prevented from continuing out of the hallway, especially when on the way to academics.

“At Ease” First-Year Cadets will remain to the right and will not talk, but may move freely around obstacles in their path. If more than one First-Year Cadet is present they will form a single file line. Cadets still render appropriate military courtesies.

“At Rest” First-Year Cadets may walk about freely and talk when they desire. Cadets still render appropriate military courtesies.

First-Year Cadets are automatically “At Rest” when escorting a civilian on the Upper Quad and through cadet barracks. (Maximum of four cadets per civilian). Such visits should normally be in conjunction with academic study sessions during ECQ. Standard regulations apply regarding visitation in rooms. When escorting civilians, first-year cadets may be “At Rest” and will not be required to drag and sound off. However, First-Year cadets will be expected to keep their party to the right and will properly address cadet officers and commissioned officers.

FORMATION CALLS

The purpose of formation calls (or “sound-off”) is to develop a command voice and teach First-Year Cadets how to think and act under pressure. Calls should be done quickly and clearly. Screaming, slurring, or whispering is not acceptable. Formation calls are repeated three times as follows:

- “Sir, or Ma’am” will be used as appropriate to the gender of the company commander.
- Breakfast Roll Call (BRC): 1st Call will be “First call to Growly, (Uniform), Sir/Ma’am.” (Three times) Last call will be “Last call to Growly, Sir/Ma’am.” (Three times)
- Dinner (Lunch) Roll Call (DRC): “DRC” will be substituted for Growly”
- Supper Roll Call (SRC): “SRC” will be substituted for “Growly”.
- Special Formation/Retreat: The procedure of these formations will be the same except that “Retreat” or “Special Formation” will be substituted for “Growly.”

CONDUCT ON CAMPUS AND IN TOWN

All cadets represent the Corps of Cadets at all times whether in uniform or not. Cadets are expected to comport themselves as ladies and gentlemen when outside of barracks.

First-Year Cadets will walk on the right side of the sidewalks on Upper Quad.
First-Year Cadets may not walk in-groups nor may they talk to one another while on Upper Quad until so directed by the Regimental XO. They will walk in single file line and remain to the right of the sidewalk moving freely around stationary objects. First-Year Cadets will render appropriate military courtesies at all times.

First-Year Cadets may talk to civilians at any time. First-Year Cadets will be at rest when walking with civilians. They are still expected to speak up to and salute (if necessary) any cadets or Armed Forces personnel.

All cadets will salute the Rock and will never run past it. This is done in recognition of the Virginia Tech servicemen commemorated by the memorial and in recognition of all Tech servicemen who gave their lives in service to our country.

Cadets will not walk, lie, or play on the grass of the “VT.” (The area in front of Lane Hall.) This ground is used only for official and ceremonial purposes.

Public display of affection by any cadet is not authorized in uniform. Examples include hugging, embracing, kissing, and holding hands.

Corrections on campus of First-Year Cadets will be done with discretion and without public display. Ridiculing or embarrassing any cadet in public is strictly prohibited.

REPORTING PROCEDURES

When reporting to a commissioned officer or cadet officer, all cadets should knock three times, wait for authority to enter, and then to proceed to a position two paces from and directly in front of the officer or upperclassman’s desk or person, salute and report in the following manner: “Sir/Ma’am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) reports.” Note: if entering another cadet’s room, the door should remain open. When the officer or upperclassman has indicated that all business is completed, the cadet will come to attention, salute and say, “Sir/Ma’am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) requests permission to be dismissed.” When the salute is returned, the First-Year Cadet will execute an about face (unless on carpet) and leave the room by the most direct route.

Note: If exiting an upperclassmen’s room, the door should be closed.

Note: Navy cadets do not salute Navy or Marine Corps Officers indoors, even if formally reporting.

If reporting to a Non-Commissioned Officer or an upperclass cadet who is not an officer, follow the procedures from the preceding paragraph except a salute is not required.

Knocks are identified as follows:

2 knocks – by officers or Regimental Staff entering on official business. All occupants of room assume the position of attention
3 knocks – by a New Cadet desiring to enter a senior’s room
4 knocks – by an upperclassman desiring to enter a New Cadet’s room
5 knocks – by a New Cadet desiring to enter a bud’s room
FIRST-YEAR CADET DUTIES

First-Year Cadets will be required to perform only those duties outlined in this publication to include tasks of an immediate nature as determined by the Company Commander.

The described duties are to be performed for defined periods of time, as determined by the Company Commander. The First Sergeant will be responsible for ensuring that all duties are shared equally. Even though one First-Year Cadet will be assigned a duty, classmates within the Company will be expected to assist as required.

Under no circumstances will First-Year Cadets miss any scheduled formation or designated study time to perform their duties. If they are unable to complete their duties prior to reporting to class or formation, they will return immediately after the class or formation and finish them.

After completing a period of duty, each First-Year Cadet is responsible for properly briefing his/her replacement.

All duties commence the first day of classes.

HEAD NEW CADET

No First-Year Cadet shall be designated as “Head New” for a period in excess of one week.

No First-Year Cadet shall be required to repeat in the position of “Head New” until all other First-Year Cadets in the company have served in the billet.

PERSONAL HYGIENE

The very essence of positive leadership is ensuring the good health and welfare of one’s subordinates. One of the primary responsibilities of the chain of command is to ensure that each and every cadet is provided the necessary time each day to attend to the needs of personal hygiene to include showering, shaving (males), and oral hygiene. Leaders at all levels of the chain of command will consider personal hygiene a priority matter not to be subordinated to other considerations. Commanders and staff members will ensure that personal hygiene issues are factored into all cadet training, especially during New Cadet Week and during Red Phase. This includes Regimental, Battalion, and Company “Pride Nights”, First-Year Cadet - Junior Mentor Night, and other such activities.

New Cadet Week places a great amount of stress on New Cadets and Cadre alike in terms of time. Part of the process of New Cadet Training is to instill in each New Cadet the requirement to use time wisely and prioritize tasks. Nevertheless, New Cadets will be permitted adequate time to conduct personal hygiene as outlined below. The Cadre will not use the latrine for any training, physical activity or “counseling” whatsoever. Cadre involvement in New Cadet personal hygiene will be minimal and limited to ensuring an orderly flow of cadets through the latrine.
**CONDUCT:** During New Cadet Week, New Cadets are prohibited from talking in latrines. During scheduled personal hygiene time, one Cadre member may be positioned outside the entrance to a latrine to ensure that New Cadets are silent and orderly. At no time will any Cadre member enter a latrine during New Cadet personal hygiene time unless in response to an emergency. The Regimental XO will ensure that sufficient time is allotted on the training schedule for New Cadets and Cadre to perform personal hygiene without undue haste.

New Cadets will shower one cadet per shower stall at all times and will be allowed a minimum of three (3) minutes per cadet to shower in the morning and evening. During the regular academic year, no time restriction will be imposed on any cadet for hygiene time.

Male New Cadets will not be encouraged or directed to share a toilet or urinal with another New Cadet when urinating. Common sense and positive leadership dictates that individuals will be allowed to use the latrines upon request without Cadre criticism, undue demands for speed, and ridicule.

During New Cadet Week, the Regimental XO will ensure that adequate time is allotted on the training schedule for New Cadets to attend to personal needs. VTCC t-shirts will be laundered at least twice during New Cadet Week.

**FIRST-YEAR CADET KNOWLEDGE**

The purpose of First-Year Cadet Knowledge is to impart to each First-Year Cadet the level of information essential to their functioning effectively as a cadet and student at Virginia Tech, and to gain an appreciation for the tradition, customs, and history of the Corps of Cadets and the University.

First-Year Cadet knowledge will be divided into six testable units within the Guidon and Cadet Regulations. The Regimental XO will be responsible for establishing six test dates plus a final exam test date, and publishing this test schedule at least one week prior to the first test. Test dates will occur on Sunday evenings between 1800-1900. All First-Year Cadet Knowledge testing will conclude prior to “Reading Day” of the fall semester.

First-Year Cadets will not be re-tested to raise scores, except on the final exam (see below). Make up tests will be given to new cadets who have excused absences from the announced test date. Unexcused absences will result in a zero average within the total for the company score.

The First-Year Cadet Knowledge Final Exam counts toward Gold Cord, and also is an individual event to demonstrate high mastery of new Cadet Knowledge (scores 95% or above). The Regimental XO may award First-Year Cadets who demonstrate high mastery second semester privileges early. The company with the highest final test average will receive 10 bonus points towards Gold Cord. Failure to achieve mastery (70%) will result in retesting until mastery is achieved and may result in restriction of pass privileges for individual cadets as determined by Company XO’s. Lack of individual mastery of First-Year Cadet Knowledge does not, by itself, justify restricting the pass privileges of all cadets in a company, platoon, or squad.

First-Year Cadets are required to know the rank and last names of their chain of command from team leader through Regimental Commander. They must also know the function of staff at
Regimental and Battalion levels. They are not required to know the name of the upperclassman occupying those positions.

**DINING HALL PROCEDURES**

The purpose of dining hall procedures is to ensure that all cadets have sufficient time to eat and drink sufficiently to support training operations.

**PHYSICAL TRAINING**

Good physical health and physical conditioning support a leader’s ability to perform in stressful circumstances and are a means of developing a disciplined approach to life. Physical training (PT) can be a very positive tool in building organizational cohesion, pride and morale. When conducted improperly or excessively, physical training detracts from mission accomplishment by undermining cohesion and morale, producing unnecessary injury or fatigue, and generating resentment in subordinates.

The purposes of physical training during New Cadet Week and Red Phase are to expose the New Cadets to the proper methods for conducting group PT, prepare them for participating in formation PT, and to begin developing their physical conditioning to the level they can meet the standards of the Corps and ROTC Physical Fitness Tests (PFTs). The Corps of Cadets does not have the primary responsibility of physically preparing cadets for military service; that is the responsibility of the respective ROTC detachments. On the other hand, cadet leadership does have the responsibility to instill good physical fitness practices that will serve cadets well for the rest of their lives.

PT during New Cadet Week should not focus on conditioning. The emphasis for PT during New Cadet Week is on instructing the New Cadet on how to follow instructions, execute exercises properly, and become comfortable with training as a group. Cadences should be deliberate and not overly fast or slow. Cadre should be attentive to form, not the ability to complete repetitions.

There will be no physical training/exercises administered during the academic year within 24 hours prior to a ROTC physical fitness test.

No PT, for either conditioning or exercise purposes, will be conducted during any call-to-quarters period (morning, afternoon or evening). No physical training will be conducted on any evening between the hours of 2230-0700 unless conducted as an authorized ROTC or VPI Battalion activity.

If a cadet is medically restricted from a specific type or level of PT, they will not participate in any physical activity that exceeds the limits of the medical restriction, their willingness or desire to do so notwithstanding. It is the joint responsibility of the First-Year Cadet and the upperclassmen to be aware of such restrictions.

During the transition from Red Phase to White Phase of training, Company Commanders are to ensure that non-Cadre members conducting physical training with First-Year cadets, are doing so using proper techniques and procedures outlined in this regulation.
First-year cadets may not be subjected to physical training/exercises by upperclassmen outside of the first-year cadet’s immediate chain of command.

If administered within barracks, all physical training/exercises will be conducted in the hallway (unless traffic is obstructed). No PT will be conducted in individual rooms, latrines or stairwells. At no time will any upperclassman, alumni, or civilian stand and observe or comment. When First-Year cadets are physically exercising, all upperclassmen in the unit area must participate in the exercise or leave the hallway.

Physical training/exercise for First-Year cadets will only be administered in VTCC PT gear or MCUs. The upperclassman administering the training will complete all exercises and repetitions with the First-Year cadet and will be in the same uniform.

Safety considerations such as terrain and space available will be taken into account before any exercise is given.

HAZING AND HARASSMENT

Perhaps the greatest leadership challenges in any training environment are to guard against personally becoming overzealous in the application of training techniques and preventing subordinates from doing so. When training standards are exceeded or violated, there is a high probability that the trainer has taken the activity from legitimate training to the level of harassment or hazing. Harassment or hazing have no place in any organization whose vision includes treating every member of the organization as a valued member of the team. Every level of Corps leadership must understand that every cadet will be treated with dignity and respect at all times.

The Virginia Tech Corps of Cadets is a student organization within a state university and, as such, is subject to both Commonwealth law and university policies regarding harassment and hazing. Cadet leaders must understand that training techniques employed at military services’ basic training or boot camps, ROTC summer camps, federal service academies, or other senior military colleges are inappropriate at Virginia Tech if they violate either Commonwealth law, university policy, or the mission and vision of the Corps of Cadets. Harassment and hazing are unacceptable in the Virginia Tech Corps of Cadets and will not be tolerated.

See Annex B for additional information and the document that all cadets must read, understand and acknowledge in writing.
EMERGENCY REPORTING PROCEDURES

**General:** The Corps of Cadets is expected to act in an orderly and effective manner in any situation including that of a catastrophic nature. The purpose of this regulation is to establish baseline procedures to be followed in emergency reporting. The Corps Emergency Action Plan (EAP) should be the primary source for guidance during all emergencies. It includes shelter-in-place procedures, detailed emergency procedures, as well as Corps Assembly Areas.

**Policy:** An emergency reporting situation is an unusual circumstance that is time sensitive and must be reported to higher authority in real time. Examples of such emergencies are:

1) An earthquake or tornado
2) A barracks fire causing injury or death
3) A riot
4) A bomb threat
5) A destructive explosion
6) A threat of violence, such as a shooter
7) An unforeseen combination of circumstances requiring positive and direct on-scene action or that may cause publicity to be focused on the Corps or the university

**Procedures:** A cadet and/or cadets who witness or are involved in an emergency situation must report the event to persons in authority immediately. Reporting procedures listed below are for guidance purposes only. The situation may require personal initiative and use of common sense to assure proper action is taken:

1) For fire, medical, or police assistance - call 911
2) Notify the Duty RA and immediate cadet commander
3) The Duty RA is expected to notify Deputy Commandant or Commandant of Cadets (Deputy Commandants will ensure that the Residential Learning Coordinator is informed and that proper reporting through the CHARLIE system is being accomplished.)
4) For incidents in the residence halls, the Duty RA should notify the RLOC
5) Reporting of situations that are not of a catastrophic nature will be made through the chain of command to the Cadet Regimental Commander and to the Commandant of Cadets.
6) Cadets should refer to the Corps EAP for more detailed guidance.
FIRE/FIRE DRILL PROCEDURES

General: Fire safety and prevention are a responsibility of every cadet. Fire drill and fire alarm procedures have been established to facilitate the evacuation of cadet barracks during fire alarms. The purpose of this regulation is to establish fire drill and fire alarm procedures. The Corps Emergency Action Plan (EAP) should be the primary source for guidance during all emergencies. It includes shelter-in-place procedures, detailed emergency procedures, as well as Corps Assembly Areas.

Policy: Incidents concerning fire will be treated seriously at all times. At no time will a cadet play tricks or games concerning fire in the barracks.

Fire alarms and fire extinguishers located in barracks hallways will not be tampered with at any time. Any suspected defects of alarms or fire extinguishers will be reported to the Regimental Supply Officer immediately.

Smoke alarms located in barracks rooms will not be sounded or removed from their mounting by cadets. The smoke alarms are battery operated and will beep intermittently when the battery is failing. Cadets should report this immediately to their unit commander.

When a smoke alarm sounds in a cadet room, the occupants should check for immediate danger and notify the unit commander for possible fire evacuation.

Exits, hallways, and stairwells must be kept clean, clear and unobstructed. Fire doors must be kept closed.

Papers, signs, etc., will not be fastened to or near ceiling light fixtures or ceiling tiles.

Electric stoves, hot plates, immersion heaters, open cooking, etc., are not permitted in the barracks. No candles, open flames, or incense burning are allowed. Light bulbs will not touch clothing or other flammable objects.

Fire drills will be conducted in cadet barracks once a semester as established by Housing and Residence Life.

The Duty RA of each building, in partnership with the Residential Learning Coordinator, will enter an Incident Report (IR) in the Charlie database. The Residential Learning Coordinator will email the IR number to the appropriate university authorities. A copy of the IR will be emailed to the Commandant after each fire drill.

The Regimental Operations Officer will instruct unit commanders during the fall semester in the proper procedure for sounding and conducting the required fire drills.

Such procedure will be taught to incoming new cadets and subsequently tested as part of new cadet knowledge.

Procedures: When a cadet discovers a fire, the cadet will activate the nearest fire alarm box. If the alarm fails to activate, the cadet will sound the alarm throughout the barracks:

SOUND OFF: "Fire, _______ floor!"
The cadet will then notify the fire department by calling 911 and inform the Company Commander and RA on Duty.

Cadets will unlock (Except Pearson Hall) and close their room doors and windows and exit the building by the most readily available exit in an orderly manner. No running, pushing, or shoving will be tolerated. Cadets trapped in their rooms by fire will leave their lights on and silhouette themselves against their windows.

Windows will only be used as exits as a last resort. Cadets trapped by fire will use due caution and judgment when using windows as fire escapes.

Unit commanders are responsible to maintain orderly exiting of the barracks and ensure all cadets are performing their duties.

Unit executive officers are responsible for ensuring that unit Pass/Leave books and administrative papers from the unit desk are picked up and taken to the unit assembly area.

When cadets exit the barracks they will proceed to their unit assembly areas (see Corps EAP for locations) and fall in. Company commanders will conduct a roll call and company executive officers will match the roll call to the Pass/Leave book and then inform their company commander of the final count.

Battalion Adjutants will receive a report of all unaccounted cadets from each company and in turn report it to the Battalion Commander and Regimental Adjutant.

TORNOADO WATCH AND WARNING PROCEDURES (Shelter in Place)

**General:** Safety is the responsibility of every cadet. Therefore, tornado watch and warning procedures have been established to facilitate the safety of cadets during these severe weather events. Expect to hear the term “Shelter In Place” during storms and other situations that could lead to natural disasters. The Corps Emergency Action Plan (EAP) should be the primary source for guidance during all emergencies. It includes shelter-in-place procedures, detailed emergency procedures, as well as Corps Assembly Areas.

**Policy:** All cadets will take severe weather seriously and when a tornado watch and warning is issued (often first notice will be via a VT Alert), all cadets will immediately follow these procedures to ensure their safety and the safety of all cadets.

Tornado Watch is defined as weather conditions that are considered favorable for tornadoes to form in and near the watch area.

Tornado Warning is defined as when a tornado has been sighted by the public or local law enforcement, and/or Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado.
EMERGENCY PROCEDURES

Procedures:

When a Tornado Watch is issued: Remain vigilant and monitor radio, TV and Internet for National Weather Service (NWS) reports.

When a Tornado Warning is issued:

If you are **INSIDE**:

1) Proceed to the 1st floor of Eggleston OR the basement of Thomas, Monteith or Pearson Hall.
2) Move quickly but in an orderly manner so that all arrive safely
3) Take a seat in the shelter area
4) Avoid windows, elevators and outside walls
5) Immediately take accountability

If you are **OUTSIDE**:

1) Move at right angles to the tornado
2) Attempt to reach shelter, such as a building with a basement
3) If there is no time to escape or find shelter, lie flat in a ditch or depression
4) Avoid areas subject to rapid water accumulation and vehicles

**ALL CLEAR**:

1) Check yourself and those around you for injuries
2) If you smell gas or hear a hissing sound indoors—open windows and leave the building. NOTIFY PROPER AUTHORITIES
3) Monitor weather reports for instructions or an official "all clear" notice
4) Evacuate damaged buildings. Do not re-enter until declared safe by authorities
5) Call 911 only to report a life threatening emergency

Commanders and Senior Leadership **RESPONSIBILITIES**:

1) Monitor NWS weather reports and act accordingly
2) Direct and accompany occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building
3) Instruct occupants not to leave the building
4) Provide assistance to injured persons
5) Get and maintain accountability of your people
SECURE IN PLACE PROCEDURES

General: There may be instances where it is prudent for personnel to secure themselves inside of campus buildings. This is termed, “Secure in Place.” In the case of Corps Residence halls, personnel can expect the swipe card locks to all buildings to remain in effect.

Procedures: In consideration of the physical and personnel limitations on the Blacksburg Campus; exterior doors to campus buildings should NOT be locked during a Secure-In-Place scenario, with the exception of those buildings in which either there are not sufficient interior doors which may be locked, blocked, or barricaded, or those buildings in which the large number of people potentially present would not make it feasible to have sufficient space within the building to secure them all. For example, the library, dining halls, bookstores, student centers, Math Emporium, McComas Athletic facility, and other buildings as deemed appropriate. In these cases, the exterior doors should be locked, thereby creating a “Safe Room” in the entire building.

Once inside a building, every effort should be made to find a room with a lockable door. Absent a lock, every effort should be made to find a room in which the door can be blocked or barricaded in some fashion.

Those who find themselves outside during such emergencies should seek shelter in the nearest unlocked building, or absent an unlocked building, should continue moving away from the threat, including leaving campus if it is safe to do so.

If there are individuals outside the locked door who wish to get in, several factors should be considered: Is it safe to do so? Are they the same race/sex as the suspect? Is it possible to see the area outside the door to determine that someone is not lying in wait? Is it a trap?

If the decision is made to let the person into the facility/room, some steps may be taken prior to letting them in. For example, make the person(s) come to a door that has the least hiding places and the most lines of sight. Have them take off jackets and coats, remove backpacks, and leave anything they are carrying outside the door. Have them lift their shirt up to the point where the waistband of the pants is clearly visible and have them slowly turn in a 360-degree circle looking for weapons or bulges in the waistband area that might be hiding a weapon.

PERSONNEL ACCOUNTABILITY DURING EMERGENCIES

General: During emergencies such as Secure In Place or building evacuations, it is important to determine the whereabouts of all cadets. The goal will be for commanders to ascertain and report up the chain of command, to the Regimental Commander, the status / whereabouts of all cadet personnel within 30 minutes. Should there be gaps in some information, Commanders will continue to report any updates every 15 minutes.

Procedures: Given the variety of circumstances where accountability will be desired, general procedures will need to be modified by common sense during execution. In general, in the event that circumstances arise such as Secure in Place, etc. all cadets should use all available means to ensure that their Commanders are aware of their location and status. This could be done through physical verifications in rooms, or the use of electronic / telephonic means. Commanders should
EMERGENCY PROCEDURES

ensure they have rosters and the means to forward any names of personnel not yet accounted for to the next higher commander in the chain of command. Battalion Commanders should also ensure their respective Deputy Commandants are informed. The Regimental Commander will provide status to the Commandant of Cadets.
CHAPTER 7: CUSTOMS, COURTESIES, DRILL & CEREMONIES

CUSTOMS AND COURTESIES

General: Customs and courtesies are an important part of the military way of life and observation of such shows respect for an institution and/or individuals who make up any institution, military or civilian. The purpose of this regulation is to establish standard customs and courtesies within the Virginia Tech Corps of Cadets.

Policy: All cadets will adhere to the following guidelines when interacting with members of the armed services, other cadets, civilian students, faculty and visitors. In those cases where Corps of Cadets and ROTC customs and courtesies conflict, the cadet will follow Corps of Cadets customs and courtesies when interacting with cadets and officers outside their ROTC branch.

Definitions:

Knocks are a specific number of raps on the door used by cadets to announce their entrance into other cadets’ rooms.

SINGLE KNOCK: Single knocks are used to determine if the occupants of a particular room are present for evening call to quarters (ECQ).

DOUBLE KNOCKS: Double knocks are two sharp raps used for official Corps business by a member of the Regimental Staff. When a room receives a double knock all cadets in the room will assume the position of attention.

TRIPLE KNOCKS: Triple knocks are used when a subordinate cadet wishes to enter a senior cadet officer’s room.

FOUR KNOCKS: Fours knocks are used when an upper-class cadet wants to enter a room of a new cadet.

FIVE KNOCKS: Five knocks are used when a cadet wishes to enter a room of a cadet of the same class or a class that is officially recognized.

COVERED: When wearing a military “hat” in uniform, one is said to be “covered.”

MILITARY COURTESIES

Salute

The most important of all military courtesies is the salute. It is a greeting initiated by the subordinate and is always accompanied by an appropriate greeting such as "Good morning Sir/Ma'am." Salutes are required both on and off campus for all official greetings in the line of duty, for ceremonial occasions, and when the national anthem is played or the colors pass by. When in uniform, a salute is rendered at the appropriate time regardless of place or whether an
individual is with a member of the family or a date. Those persons entitled to the salute are the following:

1) President of the United States
2) Vice President of the United States
3) State Governors
4) Secretary of Defense
5) Deputy Secretary of Defense
6) Secretaries of the Army, Navy, and Air Force
7) All commissioned officers of the military service
8) All cadet officers; a lower ranking cadet officer must salute a higher-ranking cadet officer; it is unnecessary for two cadet officers of the same rank to salute.

Members of friendly governments to include:

1) Heads of state
2) Ambassadors
3) Ministers of Defense or other civilian leaders of defense establishments and their assistants at or above the level of the Assistant Secretary of the Army, Navy, and Air Force
4) Officers in any of the armed forces

The smartness with which a salute is rendered indicates the degree of pride one has in the organization. Accordingly the salute must never be rendered in a casual or perfunctory manner, nor with pipe, cigar, cigarette or chew in the mouth or hands.

The salute is rendered at approximately 6-30 paces from the superior and at the position of attention while walking or at a halt. When saluting, cadets will look the officer or cadet officer in the eye and render an appropriate greeting with the salute.

Cadets in uniform will salute commissioned and warrant officers, even if the officers being saluted are in civilian clothes. Cadets in uniform will not salute cadet officers in civilian clothes.

A salute is rendered only once if the senior remains in the immediate vicinity and no conversation takes place. If a conversation takes place, the subordinate again salutes when either leaves.

When making reports at such occasions as formations, inspections, parades, etc., the person making the report salutes first, regardless of rank.

In formation, individuals do not salute or returns salutes except at the command, "Present, Arms"” Commands of units in formation will render proper salutes after calling the unit to attention.

When an officer approaches a group of individuals the group is called to attention by the first person noticing the officer. The senior ranking cadet will render a greeting and will salute.

In general, one does not salute when:

1) Out of uniform
2) Engaged in routine work if the salute would interfere
3) Indoors, except when reporting to a senior or on duty as a sentinel on guard, or under arms and covered.
4) Carrying articles with both hands or so occupied as to make saluting impracticable.
5) Working as a member of a detail, or engaged in sports or social functions.
6) Driving a moving automobile and saluting is not practical.
7) In public places such as theaters or churches, and in public conveyances.

Staff cars with designator license plates, paint schemes, or marker flags are saluted. If the officer is driving, it may be impractical for him/her to return the salute.

While outside in uniform and when the flag is being raised or lowered, one should halt, face the flag and render a salute if the flag can be seen. If the appropriate bugle calls or music can be heard but the flag cannot be seen, halt, face toward the music, come to attention, and if in uniform, render a salute. If in civilian clothes, place the right hand over the left breast. If civilian headdress is worn, grasp it in the right hand and place it over the left breast. Cadets will salute while in VTCC PT gear and will follow Service protocols when wearing ROTC PT gear.

When in uniform, cadets will salute all uncased colors. When not in uniform, cadets will come to attention as the colors pass by.

During indoor ceremonies and when inside and uncovered, during the national anthem, stand at attention. If in civilian clothes, place the right hand over the left breast. If civilian headdress is worn, grasp it in the right hand and place it over the left breast.

In accordance with public law, cadets reciting the Pledge of Allegiance will render the appropriate respect as follows:

US. Flag present:
1) If in uniform and uncovered or in civilian attire, cadets will render honors to the flag by standing at attention. The hand will not be placed over the heart.
2) If in uniform and covered, cadets will salute the flag.

US. Flag absent: In or out of uniform, the right hand will be placed over the heart while reciting the Pledge of Allegiance.

When outside and Taps is played, come to attention, face in the direction of the music and, if in uniform, render a salute. In civilian attire, the cadet will come to attention and place the right hand over the heart. If inside and Taps can be heard, all cadets will observe a moment of silence until Taps is finished. BDO’s and the chain of command will enforce quiet in hallways during taps. Knock-ups will not occur until Taps is finished.

All cadets while in uniform will salute the Rock located at the base of the VT. They will salute as they pass the Rock, facing the Rock (similar to the head movement performed in an eyes-right) three paces before and three paces after. All cadets in civilian attire will put their hand over their heart and look at the Rock as they pass it (similar to the head movement performed in an eyes-right), three paces before and three paces after. The Rock is a memorial to all VTCC graduates killed in World War I and while not dedicated so, it is also a symbol to all former VTCC graduates who have died in conflict.
Cadets in uniform will remain covered and will salute superiors while walking in the Burruss tunnel.

Similar to policies used by the armed forces, cadets will not use portable electronic devices with earbuds/earphones while walking in uniform. Similarly, cadets will not use such devices with earbuds/earphones while running on or crossing streets used by motorized vehicles whether wearing Corps or civilian athletic attire. This is to ensure the ability of the cadet to hear oncoming traffic.

Cadets may utilize mobile phones/smartphones while in uniform, however they should stop walking and move to the side of walkways or areas until such time as the call is completed. Cadets will not normally render salutes or greetings during such calls, but should remain cognizant of their surroundings.

Also in keeping with normal procedures of all the military services, cadets will wear their covers at all times when outside. This includes when seated on benches or other areas on the campus while outside. If a cadet officer or commissioned officer passes in the vicinity, a junior cadet should stand and render a salute and appropriate greeting. An exception to the wearing of covers will be while in the stands at sporting events.

The confines of Lane Stadium and other sporting venues, outdoors, will be considered "no-salute" areas.

Cadets wearing VTCC PT gear will salute. Cadets wearing ROTC PT gear will follow Service protocols with regards to saluting. The only exception would be a group of cadets who are engaged in a group activity such as running in formation.

In any case not covered by specific instructions or in case of doubt, the following guide will be used: "WHEN IN DOUBT - SALUTE."

**Traditional Customs and Courtesies**

Cadets will always address armed forces personnel by rank and last name. If the rank and last name are not known, commissioned and cadet officers will be addressed as "Sir" and/or "Ma'am." However, general and flag officers are addressed as "General," or "Admiral." In written communication always write out the full title.

Normal courtesy demands that, when an officer of the armed services addresses a group of cadets, those cadets will come to attention regardless of the officer or cadet’s attire.

In the event there is more than one officer, they will be addressed as "gentlemen" or "ladies" as appropriate.

In the ranks of a formation; when at ease in a formation, come to attention when addressed by a senior.

When a cadet is under arms or on guard duty he/she will always be covered and therefore execute a salute when passing by or reporting to an officer both indoors and outside.

While on professional business, cadets will address other cadets by rank and last name.
Cadets will follow the chain of command and will not go over a superior’s head without notifying him or her. The act of jumping the chain of command is disrespectful and against military procedure.

Superiors always have the right of way and subordinates will make room to allow for officers to pass by saying: "Make a hole."

Cadets will always walk to the left of any commissioned officer or superior ranking cadet officer when accompanying said officer. Additionally, the cadet will walk in step with the superior.

Cadets will not run past the Rock. The reasoning is the same as for rendering it a salute.

Cadets will not walk, lie out, or play in the grass of the "VT." The "VT," as the location of the beginning of Virginia Tech, is traditionally considered a special, ceremonial place. As such, it is only to be used for official functions.

Walking on grass is only authorized when wearing PT Gear, MCUs, civilian attire, or while conducting drill in formation. This applies to all classes, and seniors will not be permitted to walk on grass in any case but those specified here.

Other details specifically concerning New Cadet customs and courtesies are stated in the chapter on Training.

**Room Protocol**

All cadets stand at attention when a superior cadet officer or commissioned officer enters the room. If the subordinate cadet is not alone, the first cadet to observe an officer entering the room should call the room to attention. Cadets will remain standing until given at ease or until the officer or cadet officer has left the room.

When armed forces enlisted personnel enter a room of cadets and there is no commissioned officer present or accompanying him/her, the command "At Ease" will be given by the first cadet to observe such.

When entering the room of a cadet of the same class or a class that is officially recognized, the entering cadet will knock five times and enter.

When entering the room of a member of the opposite sex the cadet entering must announce his/her sex and wait for the "Decent" response to enter.

When reporting to a commissioned officer or cadet officer, all cadets should knock three times, wait for authority to enter, and then to proceed to a position two paces from and directly in front of the officer or upperclassman’s desk or person, salute and report in the following manner: “Sir/Ma’am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) reports.” Note: if entering another cadet’s room, the door will remain open. When the officer or upperclassman has indicated that all business is completed, the cadet will come to attention, salute and say, “Sir/Ma’am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) requests permission to be dismissed.” When the salute is returned, the First-Year Cadet will execute an about face (unless on carpet) and leave the room by the most direct route.

Note: If exiting an upperclassmen’s room, the door will be closed.
Note: Navy cadets do not salute Navy or Marine Corps Officers indoors, even if formally reporting.

If reporting to a Non-Commissioned Officer or an upperclass cadet who is not an officer, follow the procedures from the preceding paragraph except a salute is not required.

When an upperclassman wants to enter a new cadet's room, he/she knocks on the door four times, ensures the door will remain open and enters. If an upperclassman is entering a room of a new cadet who is of the opposite sex, the cadet entering must announce his/her sex and wait for a "Yes Sir/Ma'am" before entering. Once an upperclassman enters the room, all new cadets inside will immediately come to attention until otherwise directed.

**Dining Etiquette**

Cadets are authorized to eat lunch in any dining hall on campus.

Cadets are not authorized to drink alcohol in uniform, except when permitted at designated Corps events.

All cadets will refrain from placing their elbows on the table while eating.

**Military Appearance**

Conduct of cadets must be above criticism. A cadet will be judged on appearance and behavior. Perceptions are important.

Cadets must maintain a proper appearance in public. While in uniform cadets will not chew gum or tobacco, nor will they smoke or drink alcoholic beverages unless authorized to do so at an official Corps event. This includes the use of “vapor products and devices”. Cadets in civilian clothes may smoke or chew tobacco outside, but at no time will do so in the barracks.

Cadets will not spit, curse or act in any way that might bring discredit to the uniform and the Corps.

Uniforms will not be defamed. Sleeves will not be rolled up, covers will be worn squarely on the head, all buttons will be buttoned, and hands will be kept out of pockets. Sunglasses will not be worn indoors or rested on the top of the head.

Cadets will not normally criticize or correct subordinates in public. As often as possible corrections, criticisms and admonishments will be done privately.

Unless on duty or under arms, covers may not be worn in any building.

**DRILL AND CEREMONIES**

**General:** Ceremonies have been an important part of military life since ancient times. Ceremonies are conducted to commemorate victory, honor comrades in arms, honor the dead, and for a myriad of other special occasions. Drill instills discipline, teamwork, and esprit de corps.
**Purpose:** The purpose of this regulation is to establish the procedures to follow in conducting Virginia Tech Corps of Cadets drill and ceremonies.

**Procedures:** Ceremonies in the Corps of Cadets will be conducted in accordance with Army Field Manual 22-5. The Regimental Operations Officer will review procedures in FM 22-5 prior to the publication of operations orders on any of the ceremonies listed below:

- **Parade** - The appearance and movement of troops in formation is the primary characteristic of a parade.

- **Review** - The review is designed to honor a dignitary, permit higher military commander or dignitary to observe state of training, present decorations or awards and honor or recognize a unit or individual achievement.

- **Retreat** - A Retreat ceremony provides for the rendering of honors to the flag when it is lowered in the evening.

Drill and Manual of Arms for the Springfield 03-A3 for the Corps of Cadets will be conducted in accordance with Army Field Manual 22-5.

**Saber Drill**

For garrison service, all cadet officers are equipped with the cadet saber specified for their class. Cadets who do not own a saber will requisition an alumni saber from the Tailor Shop. Cadets may also use the saber or sword of their respective R.O.T.C. service.

The scabbard is carried on the left side, hooked to the saber chain snap by the lower ring and attached to the saber chain hook by the upper ring, guard of the saber to the rear. When marching at quick time the cadet will not hold the scabbard to steady it, but will swing the left hand naturally.

All cadet officers execute saber manual at the same time.

The manual of the saber is executed in the cadence of quick time, and without command, except at saber drill. When marching at ease or at route step, the saber may be sheathed.

The position of “carry saber” is assumed when in formation at attention. When troops execute the manual of arms at ceremonies, officers remain at the position of “carry saber”.

The position of “carry saber” is assumed:

1) To give commands;
2) To change position at quick time;
3) When officially addressing or addressed by another officer, the saber being drawn;
4) Preparatory to returning saber;
5) At the preparatory command for, and while marching in, quick time;
6) At the preparatory command for manual of arms;
7) At the preparatory command of a senior officer which requires you to the command of execution by giving a command or moving both feet.
The position of “present saber” is assumed:

1) To salute with saber drawn
2) By officers of a unit, at the command “present arms” to the colors, the national anthem, another unit, or any person
3) On executing eyes right (left) when passing in review. (Officers who are posted to the rear of a mass formation remain at carry saber throughout all ceremonies.)

The position of “port saber” is assumed when marching at double time, the hand being allowed to swing slightly.

The position of “parade rest” is assumed when their units execute “parade rest”.

Holding the saber: In subsequent instructions, when the term "grasp" is used, it will mean the holding of the saber only sufficiently to execute the movement and will at no time mean the full grasp of the hand on the grip.

In all movements requiring the raising of the saber to the chin and the lowering of the saber from the chin to the “carry saber” or “order saber” positions, the right hand moves in the shortest distance from the position of “carry saber” or “order saber” directly to a point three inches in front of the chin. In none of these movements is the right arm swung to the front and up to this position or the reverse.

**Manual for the Saber**

**Draw Saber**: The command is (1) DRAW, (2) SABER.

At the preparatory command DRAW, grasp the scabbard with the left hand turning the scabbard clockwise 180 degrees, tilting it forward to form an angle of 45 degrees with the ground. Take the saber grip in the right hand and pull the saber about 6 inches from the scabbard. The right forearm should now be roughly parallel to the ground.

At the command of execution, SABER, the saber is pulled out of the scabbard and held in the position of carry saber. The saber should be held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

**Carry Saber**: The command is (1) CARRY, (2) SABER.

At “Carry Saber” the officer is at the position of attention. The saber is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber is held in this position by the thumb and forefinger grasping the grip, and it is steadied with the second finger behind the grip.

**Present Saber**: Being at the Carry Saber position, the command is: (1) PRESENT. (2) ARMS.

At the command PRESENT, the saber is brought to a position (at a rate of two counts) approximately four inches from the nose so that the tip of the saber is six inches from the vertical.

At command ARMS, the right hand is brought to a position (at a rate of two counts) with the flat of the blade upward, the thumb is extended on the left side of the grip, and the tip of the saber about six inches from the marching surface.
**Order Saber:** Being at Present Saber, the command is: (1) ORDER, (2) ARMS. The saber is returned to the position of Carry Saber.

**Parade Rest:** Being at Order Saber, the command is: (1) PARADE, (2) REST. At REST, the left foot is moved about 10 inches to the left (of the right foot), and the left hand is placed in the small of the back, fingers extended and joined, palm to the rear.

**Port Saber:** Being at Carry Saber, the command is: (1) DOUBLE TIME, (2) MARCH. The right arm swings naturally across and six inches in from of the body. The saber is canted 45 degrees from the vertical with the guard pointed to the left. The left hand grasps the scabbard.

**Return Saber:** Being at Carry Saber, the command is: (1) RETURN, (2) SABER, (3) READY, (4) CUT.

At command, “RETURN”, the saber is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about three inches from the body; the guard is pointed to the left.

At “SABER”, three actions take place simultaneously: the saber is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180 degrees. The scabbard should form a 45-degree angle with the ground, and the saber bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quickly as possible, the saber is inserted into the scabbard and stopped so that about 12 inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and three inches from the body.

“READY” is the preparatory command. At the command of execution, “CUT”, the saber is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber bearer comes to attention.

**Eyes Right (Left):** Being at Carry Saber and marching, the command is: (1) EYES, (2) RIGHT (LEFT).

The command READY is given as the right foot strikes the marching surface (no action is taken). The second time the right foot strikes the marching surface, the command “EYES” is given and the saber is brought to the position (count one position) of Present Saber. No action is taken the third time the right foot strikes the marching surface. The fourth time the right foot strikes the marching surface, the command “RIGHT” is given. As the foot strikes the marching surface, the head is turned sharply to the right at a 45-degree angle, and the saber is brought downward.

While marching at Present Saber, the right arm is swung naturally (nine inches to the front and six inches to the rear) in a vertical plane, flexing the wrist to keep the tip of the blade level (about six inches) above the marching surface. This requires extending the wrist on the forward movement and elevating the wrist on the rearward movement.

**Ready Front:** Being at Eyes Right (Left), the command is: (1) READY, (2) FRONT.

The command “READY” is given as the right foot strikes the marching surface (no action is taken). The saber is returned to the order position while maintaining the arm swing as the right foot strikes the marching surface the second time.
The third time the right foot strikes the marching surface the command “FRONT” is given. The head is turned sharply to the front as the right foot strikes the marching surface and the saber is returned to the “carry saber” position the next time the left foot strikes the marching surface.

**Rifle Drill**

Reference FM 22-5 for specifics

**Guidon Drill**

(From FM 22-5)

**General:** The guidon is a company, battery, or troop identification flag. It is present at all unit formations unless otherwise directed by the commander. Guidons should include the “Spade” for formal parades not everyday formations. Guidon Bearers will wear white gloves for all formal parades. Gloves are not required for everyday formations.

A cadet will not carry a rifle while carrying a guidon.

When the unit is formed, the guidon bearer is one step in front of and two (15-inch) left steps to the right of and facing the person forming the unit (the person forming the unit is facing the unit.) If the first sergeant forms the unit, the guidon bearer steps forward three steps on the command POST.

To face with the guidon, raise the ferrule one inch off the marching surface by bending the right elbow slightly. After executing the movement, automatically lower the ferrule to the order position. Keep the staff vertical throughout the movement. The left hand will be used to steady the guidon while raising and lowering the ferrule.

Execute facing movements, marching movements, present arms (present guidon), and rest movements with the unit. During manual of arms movements, remain at order guidon except for present arms.

When in a line formation and the company is faced to the right for a marching movement, face to the right in marching, assume the double time position and double time from that position to a position five steps forward of and centered on the squad leaders of the first platoon. If the company commander joins the formation at the head of the column (six steps in front of and centered on the squad leaders), execute two left steps.

Execute raised guidon only on the preparatory commands for PRESENT, ARMS; EYES, RIGHT; and on the preparatory command ORDER of ORDER ARMS following the execution of present arms and eyes right. Also execute raised guidon on the preparatory command READY of READY FRONT.

**Order Guidon:** At Order Guidon (position of attention), keep the ferrule on the marching surface and touching the outside of the right foot, opposite the ball of the right foot. Hold the staff in the right hand in the "U" formed by the fingers (extended and joined pointing downward) and thumb. Keep the right hand and arm behind the staff. Rest the staff against the hollow of the shoulder.

**Rest Positions:**
On the preparatory command “PARADE”, move the right hand up the staff until the forearm is horizontal and grasp the staff. On the command of execution REST, thrust the staff straight forward keeping the ferrule on the marching surface until the arm is fully extended, and at the same time, execute parade rest as in individual drill.

Stand at ease is the same as parade rest, except that the eyes and head are turned toward the commander.

Execute at ease and rest with the guidon from the order guidon position.

**Carry Guidon:**

On the preparatory command for marching movements, execute carry guidon from order guidon by grasping the staff with the right hand and raising it vertically six inches off the marching surface. At the same time, reach across the body (forearm horizontal) and grasp the staff with the left hand. Hold the staff in position with the left hand while sliding the right hand down six inches, re-grasping the staff. On the command of execution MARCH, return the left hand smartly to the left side and simultaneously step off.

To resume order guidon from carry guidon, let the staff slide through the right hand until the ferrule touches the marching surface.

When double-timing, carry the guidon diagonally across the body in the same manner as port arms.

**Raised Guidon:** On the preparatory command PRESENT of PRESENT ARMS and EYES of EYES RIGHT, raise the guidon vertically by grasping the staff with the right hand. Raise the guidon with the right hand while simultaneously moving the left hand across the body to guide the guidon. Keep raising the guidon until the right hand is on line with the right shoulder. Keep the right elbow into the side. Hold the guidon in this position until the command of execution is given.

**Present Guidon:**

On the preparatory commands for PRESENT ARMS and EYES RIGHT, execute raised guidon. On the command of execution, lower the guidon to the front using the right hand, keeping the left hand in the same position as raised guidon until the guidon is in the horizontal position resting under the armpit. As soon as the staff is horizontal, return the left hand sharply to the left side.

During a review, execute eyes right as the guidon is presented on the command of execution RIGHT. Move the head and eyes to the front as the guidon is raised on the command READY of READY FRONT.

On the command ORDER of ORDER ARMS or READY of READY FRONT, re-grasp the staff with the left hand at its original position and execute raised guidon. On the command of execution ARMS or FRONT, lower the guidon back to the carry or order position.

**Guidon Bearer’s Salute:**

When the guidon bearer (not in formation) salutes from the order or carry position, the salute is given with the left hand. Move the left hand sharply to a position so that the first joint of the forefinger is touching the staff. The fingers and thumb are extended and joined, palm down, wrist straight, and forearm horizontal.
After the salute is acknowledged, return the left hand sharply to the side.

When at double time (not in formation), return to quick time, returning the guidon to the carry position and render the guidon salute as previously described. Upon completing the salute return to the carry position and resume double time.
CHAPTER 8: UNIFORMS AND PERSONAL APPEARANCE

General: Each cadet is responsible, 24 hours a day, on and off duty, to wear sharp, proper uniforms. The purpose of this chapter is to establish policies for the proper wear of the cadet uniform. Normally, cadets who are being recognized, inducted into an organization, or otherwise representing the Corps of Cadets, should do so in cadet uniform.

Policy: Uniforms will be worn Monday through Friday, between reveille and retreat. Uniforms will be worn to all official university and/or Corps events and duties. If a Corps sponsored event, exceptions to this rule will be noted via OPORD.

Since the cadet uniform is created to support the institution of the Corps, its values, and its underlying training programs, it is not appropriate to wear elements of the Corps uniform, either partially, or as a whole, to an event that has not been formally sanctioned and approved by the Commandant or his/her staff. The same holds true for all uniform items issued as part of any of the Reserve Officer Training Course (ROTC) programs at Virginia Tech, under the leadership of an appointed Detachment Commander.

In general, cadet uniform wear is directed through Regimental Orders, Operational Orders (OPORDS), and the Cadet Regulations. Request for wear of Corps uniform items to activities not covered by these, should be coordinated with a Senior Enlisted Advisor and/or Deputy Commandant. The same procedure applies for the use of ROTC uniform elements, through the ROTC Detachment Commander or their designated representative(s).

An exception to this policy is the use of Corps / ROTC provided footwear which is designed to protect a cadet/midshipmen’s feet. However, it is important to note that abuse of this exception (using the footwear in extreme conditions) that results in excessive wear and tear leading to replacement, may require the cadet/midshipmen to pay for their replacement.

Another exception is if a cadet/midshipmen is receiving an award, recognition, or induction from a university, military service-related, or professional organization. In those instances, the wear of a Corps/ROTC uniform is appropriate. When in doubt, check with a Senior Enlisted Advisor / Deputy Commandant or ROTC Detachment staff official.

The intent is to ensure that cadets participating in activities outside the construct of the Corps or ROTC programs do not inadvertently (or intentionally) create the impression that such activities are sanctioned or supported by the Corps or ROTC programs, by the wear of issued uniform items.
**Summer/Winter Dress**

**Summer Dress A consists of the following:** White service cover, Blue blouse, White trousers, White gloves, Black low quarter shoes with black socks, White crossbelts with breast plate (underclassmen) OG wrap with saber (seniors)
Summer Dress B consists of the following: White service cover, Blue blouse, White trousers, Black low quarters shoes with black socks.
Winter Dress A consists of the following: Blue service cover, Blue blouse, Gray trousers, Black low quarter shoes with black socks, Black gloves.

White crossbelts with breast plate (underclassmen)

OG wrap with saber (seniors)
Winter Dress B consists of the following: Blue service cover Blue blouse Gray trousers Black low quarters shoes with black socks

(No Current Photo)

Specifications

The rank of the individual will be worn on the upper portion of the sleeves of the blouse with the exception of the Cadet Private First Class, Cadet Corporal, Cadet Artillery Corporal, Cadet Ordinance Corporal, and Cadet Signal Corporal rank, which is worn on the lower portion of the sleeves.

The round brass VPI insignia (HEADLIGHT) with rifles, wings, or an anchor will be worn on the left collar. It will be placed 1 1/2 inches from the front, and centered 1 inch up from the bottom of the collar, as seen while looking at the collar. If a cadet is Citizen-Leader Track, then a crossed cannon disk will be worn in place of the headlight. Seniors will wear their service insignia in place of the VPI headlight, and for Citizen-Leader Track seniors, the crossed sword pin will be worn.

Underclassmen will wear their ROTC insignia headlight on the right side of the collar. It will be placed 1 1/2 inches from the front, and centered 1 inch up from the bottom of the collar, as seen while looking at the collar. Seniors will wear the brass "VPI" in place of the ROTC insignia headlight. If a cadet is Citizen-Leader Track, then a crossed cannon disk will be worn in place of the ROTC headlight.

A white collar will be worn with the blouse and will extend 1/8 inch beyond the collar. The collar will be clean and starched when worn.

When Dress A is directed, all cadets will wear white gloves. Black gloves will be worn as prescribed by temperature regulations or when directed by the Regimental Commander.

When prescribed, crossbelts and wrap will be worn with the blouse uniform. Underclassmen will wear the crossbelts, and seniors will normally wear OG wrap. On certain prescribed occasions, seniors will wear OD wrap.

At football games, or any other public forum, the blouse will remain zipped at all times. While seated it may be unzipped 4" and the color un-clasped.

When Dress A is directed, crossbelts will be worn. When worn, the belt from the right shoulder to the left hip is put on first, followed by the left shoulder to the right hip belt. The brass breastplate will be put on in the same direction as the first belt, approximately halfway between the bottom of the collar and the top of the belt buckle. There will be a two-finger separation between the edge of the belt closest to the collar and the collar of the blouse along the line of the shoulder. Belts will meet at the hips forming a "V". When Dress A is prescribed for seniors, OG
UNIFORMS AND PERSONAL APPEARANCE

Wrap will be worn. Cadet officers will carry a cadet saber with OG wrap. Only one crossbelt is worn from right shoulder to left hip. The breastplate is placed on the crossbelt so that it is centered on the chest measured four finger widths below the collar. The tassels shall hang down on the side of the left leg with the ends between the knees and the ankles. The tassels will be worn so that the square of the stitching is not visible. The crossbelt will not be allowed to hang loose from the chest or back. The waist part of the maroon wrap will also be worn tightly and will completely cover the white belt of the crossbelts. Seniors without wrap will wear crossbelts. Wrap may be worn without sabre as sabre supplies dictate.

When OD wrap is prescribed, seniors will wear the entire maroon wrap over the blouse. A saber will be carried by cadet officers when wearing OD wrap. The baldric is worn over the right shoulder to the left hip. The ends of the baldric should meet and cross on the left hip and be tucked tightly into the black cadet belt. The black cadet belt should be worn as a saber belt. The maroon waist wrap and tassel portion shall be worn in the same manner as for OG wrap, described earlier.

Ribbons, badges, cords and any other accessories will be worn in accordance with this regulation. Only three (3) pins may be worn on the sash. If a cadet chooses to wear pins, the Corps Crest is mandatory and the remaining two will be optional.

At no time will any cadet wear a backpack or carry any straps over the shoulder in the Dress A or B uniform.

When Dress B is prescribed neither crossbelts nor a wrap is worn.

The partial uniform for Dress B shall consist of white trousers, low-quarters, Corps tan t-shirt for first-year cadets, appropriate Corps-related or civilian shirt for upperclassmen, and MCU belt.
**Summer/Winter Service Uniform**

Summer Service ("White Shirt") consists of the following:

1) Blue service cover (garrison cover as prescribed)

2) White shirt

3) Gray trousers (gray skirt optional for female cadets with flesh colored stockings)

4) Black low quarter shoes with black socks
Winter Service ("Grey Bag") consists of the following:

1) Blue service cover (garrison cover as prescribed)

2) Gray shirt (long sleeves and black tie (or tabs) or short sleeve as prescribed)

3) Gray trousers (gray skirt optional for women with flesh colored stockings)

4) Black low quarter shoes with black socks

Specifications

Seniors will wear the brass "VPI" insignia on the right collar and the cadet’s ROTC insignia on the left collar. The “VPI” will be placed 1-1/2 inches from the corner tip of the right collar along a centered diagonal angle (45 degrees) with the “bottom” of the insignia facing out towards the cadet’s right foot. The Army, Air Force, Navy, Marine Corps, and Citizen-Leader Track insignias will be placed 1-1/2 inches from the corner tip of the left collar along a centered diagonal angle (45 degrees) with the bottom of the insignia facing out towards the cadet’s left foot.

The nametag will be worn on the right hand pocket flap, with its top edge along on the second seam of the pocket, and centered on the pocket flap button.
Shirts and trouser will be kept clean and pressed.

A white V-neck T-shirt must be worn under both the gray and white shirt and must not be visible. This policy is to avoid excessive stains. Crew neck, A-shirts, or any other type of undershirt will not be worn under the Summer Service white shirt. Cadets may wear an appropriate civilian or Corps related shirt underneath the long sleeve Winter Service uniform, so long as it is not visible.

Shirts will be worn with a proper military tuck. Pleats will be neatly made and located on the sides of the shirt. Wrinkles along the pants edge should be kept to a minimum. At no time will any part of the shirt hang over the belt. At the same time, no shirt tuck or tailoring should be so tight so as to restrict normal, natural movement or comfort, or create the appearance of being skin-tight.

Pocket flaps will be sewn down on gray shirts only.

Upperclass cadets with either uniform will wear the black belt. First-year cadets will wear the white belt with brass buckle until the Change of Command ceremony.

Cadets will have a straight "gig line." The male gig line is made straight by keeping the shirt edge (along the button line) in line with the edge of the zipper flap. Females will keep the shirt edge in line with the seam of the zipper flap. Upperclassmen will have the edge of the "P" closest to the "V" of the buckle grommet in line with the buttons of the service shirt. First-year cadets will have their buckles centered on the buttons of the shirt.

Ribbons, badges, cords and any other accessories will be worn in accordance with these regulations.

**Multi-Cam Uniform (MCU)**
The Multi-Cam Uniform consists of the following:

1) MCU cover
2) MCU blouse
3) Sand-colored undershirt
4) MCU trousers
5) Tan boots
6) Black or olive drab boot socks

**Specifications**

Army-style embroidered name tapes will be worn with VTCC MCUs. Tailor shop personnel will apply nametapes. In cases where nametapes are not available, black VTCC nametags will be substituted. Nametags will be worn in similar fashion to the service uniform. The VTCC
nametape will be worn centered above and along the top edge of the left shirt pocket.

Tan boots will be used with MCUs and will be kept clean and free of grass stains. Unserviceable boots should be taken to the tailor shop for replacement.

The tan belt will be worn with the belt end tab extending just past the buckle no to exceed three inches. Excess belt length should be cut or worn between the belt and the trousers. The tab will be worn on the left side of the wearer's buckle with the buckles leading edge flush with the fly seam of the pants.

Shirt and trousers must be generally wrinkle-free, although they do not have to be creased and pressed.

The trousers may be bloused over or tucked into the boots.

For MCUs: Patches must be straight and Velcro tabs on the shoulder pocket must be folded so that the black square is covered and the Velcro is not exposed.

No ribbons will be worn with the MCUs.

Seniors will wear the brass "VPI" pin on the MCU cap. Sophomores and juniors will wear the Corps Crest centered on the front of the MCU cover. These specifications will be worn at all times except during ROTC labs when ROTC uniforms are prescribed. Note: The Corps Crest will not be subdued.

Rolled Sleeves

When approved by the Regimental Commander via Regimental Order (UOD) or any Commander via OPORD (Special Event), cadets are authorized to wear sleeves rolled up. Consistent with US Army procedures, MCU sleeves will be rolled with the camo facing out. Sleeves will be rolled neatly above the elbow but no more than 3 inches above the elbow. The intent is that all cadets effected by UOD or an OPORD will wear the sleeves in the same manner so that the unit/Corps presents a uniform appearance. An exception is a cadet wearing the MCU as part of a lab where long sleeves are advisable in order to provide protection.

When authorized, a modified MCU uniform may be worn. It will consist of the following:

1) MCU and tan boots

2) Tan t-shirt, unit specific cadre t-shirt, or authorized unit t-shirt. Cadre shirts will be worn by members of the Cadre and Regimental and Battalion staffs during Cadre Week, training events, and when authorized.

3) Army style, VTCC issued (or similar) MCU cap. No other style of cap is authorized for Multi-Cams unless approved by the Commandant of Cadets.

Any unit wishing to use a different t-shirt for the modified MCU uniform must get authorization through the cadet chain of command from the Regimental Commander.
UNIFORMS AND PERSONAL APPEARANCE

Cadets may wear a military field jacket, military Gortex jacket, or black wool VTCC parka during cold weather. The field jacket or Gortex jacket may not be worn to any formations or inspections.

Female cadets may not wear earrings.
**Paletot Mess Dress**

Paletot is the designated formal dress uniform for all cadets. When designated as the uniform for a Corps event, all cadets will normally wear the Paletot uniform. An exception will be to the Senior Banquet if a non-senior cadet is attending as a date of the senior. Other exceptions will require approval by the Regimental Commander after coordination with the Commandant of Cadets.

Paletot for male cadets consists of the following:

1) Paletot blouse
2) White trousers
3) Black low quarter shoes and black socks

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**Male Paletot**

a. **Ribbons**
   
   (1) Where worn. Cadets may wear ribbons representing decorations, service medals, service ribbons, and training ribbons on the male paletot uniform above the left breast pocket.
UNIFORMS AND PERSONAL APPEARANCE

(2) How worn. Ribbons will be worn in order of precedence from the wearer’s right to left in one or more rows with no space between rows or ⅛ inch space between rows. The first row of ribbons is positioned ⅛ inch above and centered on the top of the pocket. No more than four ribbons are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more ribbons. The determination of whether three or four ribbons are worn in each row is based upon the size of the coat and the position of the lapel. The first and second rows will contain the same number of ribbons before a third row is started. Ribbons should be worn in the following order of importance:

1) ROTC or Coast Guard AUP-related awards
2) Corps-related awards
3) ROTC and Corps organizations
4) Grades
5) Recruiting, etc.

b. Pins

(1) Where worn. Four pins may be worn on the male paletot uniform in the upper right corner of the left breast pocket. The first pin will be positioned flush with the inside vertical edge of the pocket and ⅛ inch below the top of the pocket flap. The second pin should be spaced ½ inch from the first and in line horizontally.

(2) Only pins authorized for wear in the cadet regulations may be displayed. The maximum number of pins authorized for wear are: Four with the male palatot, three with the blouse and two with the shirt.

c. Cords

(1) Where worn. Two cords may be worn with the Paletot uniform. The ‘higher’ cord should be worn on the right shoulder.

(2) How worn. Cords are worn with the braided end under the arm and loops outside the arm. The only exception to this is the regimental band cord, which is worn in reverse. Cords are only to be worn by those individuals who are members of that particular organization or unit.

d. Medals/Badges

(1) Where worn. One medal or skill badge is authorized for wear in the male Paletot uniform. The skill badge or medal should be worn centered ¼ inch above the top of the pocket flap or ¼ inch above the last row of ribbons.

(2) Only medals or skill badges authorized for wear in the cadet regulations may be displayed.
UNIFORMS AND PERSONAL APPEARANCE

Female Paletot

Paletot for female cadets consists of the following:

1) Paletot blouse
2) Shirt and necktab
3) White skirt or white pants
4) Gold cumberbund

Pumps (with 1 1/2 to 2 1/2” inch heel) and complementary flesh colored stockings

[No current Picture of female paletot uniforms available at this time.]

a. Ribbons
   The female paletot uniform design does not permit the proper display of ribbons or pins. Ribbons are not authorized for wear in the current version of the female paletot uniform.

b. Pins
   Pins are currently not authorized for wear in the current version of the female paletot uniform.

c. Cords

   (1) Where worn. Two cords may be worn with the female paletot uniform. The ‘higher’ cord should be worn on the right shoulder.

   (2) How worn. Cords are worn with the braided end under the arm and loops outside the arm. The only exception to this is the regimental band cord, which is worn in reverse. Cords are only to be worn by those individuals who are members of that particular organization or unit.

d. Medals/Badges
   Medals or badges are currently not authorized for wear in the current version of the female paletot uniform. OD wrap and saber are authorized for wear with the Paletot uniform.

Specifications

No cover is authorized for wear with the Paletot.

Female cadets will wear their hair up and off the collar as prescribed by these regulations. No pony-tails are authorized in Paletot.
Female cadets are authorized to wear earrings as prescribed by these regulations.

Paletot is worn with shined brass cadet buttons or anodized service buttons. Pocket buttons on the Paletot should have their fasteners taped up inside so as not to be seen.

Collar fasteners on the paletot will be clasped at all times. Female shirt collar buttons and neckties will remain buttoned and tied unless authorized by the chain of command.

Cadet shoulder boards issued or bought through the University Tailor Shop will be worn with the Paletot. Cadets are not authorized to substitute ROTC shoulder boards or make their own.

Female seniors will wear brass "VPI" insignia and the cadet's ROTC or Civilian Track insignia centered horizontally 1 inch from the bottom of the lapel of the formal mess jacket. Juniors, sophomores, and first-year cadets will wear no collar brass insignia (see cadet Guidon).

Junior cadets are authorized to wear senior collar brass on the Paletot uniform for the weekend of their class' Ring Dance only.

Cords, ribbons, pins, and badges will be worn in accordance with section 4-3 for males. Females will not wear ribbons and pins.

OD wrap and saber are authorized for wear with the Paletot uniform.

**Headgear**

Garrison cap (optional issue): The Corps Crest will be worn on the non-folded side of the garrison cover. Placement will be 1 inch from the front and 3/4 inch up from bottom. All cadets will wear the Corps crest.

First-Year Cadets – Black

Sophomores – Red

Juniors – Silver

Seniors - Gold

Service cover (wheel cover):

The cover will be worn centered on a cadet's head, with the visor two (2) finger widths from the nose.

The wind strap will be worn as follows:

1) The wind strap (at the rear of the cover) will be buckled in the first hole and cut so that, when worn, the buckle and strap-keeper are centered on the rear hat seam as shown in the *Guidon*.

2) The wind strap will be coated to shine with Leather Luster or other comparable product.
In addition, all holes, edges, and the buckle will be likewise blackened.

3) The wind strap may be worn down by any upperclass cadet and will be no more than three (3) finger widths from the bottom edge of the cover. First-year and New Cadets are authorized to wear the wind strap down only if directed by unit commander in his/her chain of command or during extremely windy conditions.

4) The grommet will be worn upright, shined, and centered on the cover.

5) Gold hat bands (chinstraps) will be worn by cadet officers and black hat bands (chinstraps) will be worn by all underclass cadets.

**MCU cover:** The cover will be worn centered on a cadet's head, with the visor two (2) finger widths from the nose. The Cover will be worn without shaping, forming, or bending giving the cap a un-natural appearance (Ranger Rolls) Seniors who are cadet officers will wear a brass "VPI" pin centered on the front of their MCU covers. Sophomores, juniors, and non-officer seniors will wear a Corps Crest centered on the front of their caps. First-year cadets will not wear anything on their caps.
UNIFORMS AND PERSONAL APPEARANCE

Berets: Berets can be worn in VTCC MCUs and applicable ROTC uniforms.

**Trousers/Skirt**
All trousers will extend to shoes and cover socks when worn in the standing position with shoes on. Socks will not be visible when in this position. The skirt will end between the kneecap and two inches below the kneecap.

Trousers will be kept clean and pressed with creases down the front and back of the legs. Large, protruding objects will not be placed in the pockets. Any tears, loose side stripe, etc. should be repaired as soon as possible.

The skirt is authorized but optional for all female cadets and will be worn with flesh colored stockings. The female service uniform skirt may be worn to formation (e.g. morning or company / freshmen eats) and during prescribed service uniform days if worn with the wheel cover and proper heels that are real leather and shined.

**Neckwear**
A black tie purchased from the VPI&SU Tailor Shop will always be worn with the winter service gray long sleeve shirt. All females may substitute a tie tab with their uniforms where a necktie is designated.

A full Windsor knot (Symmetrical tie knot) will be used.
The tie will be tucked in between the second and third buttons from the top. However, when the sweater and tie are worn together the tie will not be tucked. When the sweater is not worn, only seniors may wear heir ties untucked.

Tie clasps are authorized for seniors only. Any formal military clasp may be used so long as it is within good taste. The tie will always be worn with the sweater when the winter service uniform is worn.

**Belts**

VTCC black belts will be worn by upperclassmen at all times when wearing the gray trousers. The buckle will be fastened at all times and the grommet on the buckle will be highly shined. Two leather loops, crisscrossed, will be used to secure excess belt. The loops will be crisscrossed in the same manner as the cadet crossbelts, with the inner one going from top right to bottom left, and the outer one going from top left to bottom right.

First-year cadets will wear the white cloth belts with the brass buckle and clip with the following exceptions:

a. When drilling with a weapon or when on guard, the black belt is worn.

b. When serving as a member of the flag detail (spring semester) as designated by the Regimental Commander.

Leather Luster or Shape-Up should be used to shine the black belt. At no time should the shine be cracked or have spots worn away.

Dirty or worn white belts will be washed or replaced as needed. The black belt is authorized for civilian wear.

**Footwear**

**Males**

All uniforms, with the exception of the MCU and Hokie Bag, will be worn with the black, plain-toed, low quartered shoes similar to those prescribed for the armed forces. The only exception to this rule is with the winter service where authorized MCU boots may be used in case of foul weather.

**Females**

Females are authorized to wear the black, plain-toed, low quarter shoes similar to those prescribed for the armed forces with all uniforms except MCUs.

All females may wear black pumps with no ornamentation that have heels between 1 1/2 and 2 1/2 inches in height with the Paletot uniform and grey skirt option.

Shoes may be of genuine or artificial leather, but either will be highly shined at all times, free of dirt, and will have fresh shoe edge dressing. Artificially shined shoes are not authorized for formations or inspections.
 Overshoes may be worn during inclement weather except at formation.

 Black socks will be worn with black low quarter shoes. Females will wear flesh colored stockings with their pumps. Black or olive drab boot socks will be worn with combat boots.

 Cadet shoes and socks are authorized for civilian wear. Heel taps are only to be worn by selected members of the Cadet Regiment:

 1) Color Guard/Gregory Guard - to practices, performances, and formal cadet occasions.

 2) Regimental Cadre - during cadre week training and formations only. Taps will be removed following the training period unless otherwise authorized.

 General (Taps) Taps will never be worn to class or to ROTC departments. ROTCs may have specific guidelines regarding the wear of taps at ROTC specific functions.

 **Windbreaker**

 The windbreaker is authorized to be worn with Hokie Bag and the summer and winter service uniforms only. The windbreaker will be clean and neatly pressed when worn. Cadet rank will be worn on the epaulets. The windbreaker sleeves will end within 1-inch of the wrist. The sleeves will at no time cover the hands. The windbreaker will be zipped all the way up at all times, with two exceptions. When the tie is worn, the zipper may be unzipped to rest just below the knot of the tie and when a cadet is seated, the zipper may unzipped a maximum of three inches.

 Windbreakers may be carried as long as they are neatly folded and do not obstruct saluting.
Bulky items will not be placed in the pockets of a sweater (including hands).

The black nametag and "Ut Prosím" insignia will be worn on the cloth patch on the right chest. The nametag will be below the "Ut Prosím", and both devices will be centered in the pocket and on each other.

**Cold Weather Gear**

Black Parka: The black parka is authorized for wear with all cadet uniforms except Paletot and Blue Blouse.

The hood will remain unzipped at formations unless the Regimental Commander designates “hoods worn up”. If the hood is worn up, the watch cap will be worn. If not in formation, the hood may be worn up, with watch cap, at the individual cadet’s discretion.

The black parka will not be worn to official functions, formations, or inspections unless authorized by the Regimental Commander.

Overcoat (*NO Current Photo Available*)

The overcoat is authorized for wear with Dress C (special guard duties and Highty-Tighty events only), Dress A, Dress B, mess dress/paletot, and seasonal service uniforms.

Service (wheel) cover will be worn with the overcoat. All buttons will be shined when worn. When worn, all buttons must be buttoned.
The cape portion of the overcoat will be worn flared, when on guard or in formation, by buttoning the last button behind the cadet’s back. Otherwise (i.e. when worn to classes), the cape portion will not be flared. The collar, when folded down, will be worn over any portion of the cape it touches. The cape portion will be flared while on guard or flag detail.

Crossbelts may be worn with the overcoat as Dress C for special guard duties or for Regimental Band activities. Otherwise, crossbelts are not authorized for wear over the overcoat. Crossbelts should be put on in similar fashion to the blouse. The crossbelts should pass over the top button and between the second and third button. The waist plate will be located between the fourth and fifth buttons. The cape portion will be worn over the crossbelts.

**Cape**: The cape is authorized for wear by all seniors. Capes will not be worn by any underclass cadet. Service (wheel) cover and gloves will be worn with the cape. The buttoning loop will be worn clasped while wearing the cape. The cape will be worn flared, when on special guard duty or in formation, by throwing back the sides and locking the collar clasp behind the cadet’s back. Otherwise, the cape will not be worn flared. The collar will be worn over any portion of the cape it touches. The cape will be flared while on guard.

Crossbelts or senior wrap may be worn with the blouse under the cape.
UNIFORMS AND PERSONAL APPEARANCE

Rain Gear

Raincoat: The issued black raincoat will be worn.

The coat may be worn with or without the liner. It will be worn buttoned, except for the neck closure, which may be opened or closed. When it is open, it must be buttoned back on the same side of the jacket.

The black scarf may be worn with the coat. The coat is authorized for wear with the service dress and MCU uniform. This coat may be used for civilian use.

Cadet rank will be worn on the epaulets.

Hat Cover

The clear plastic service cap cover must be worn when the raincoat is prescribed for formations unless otherwise directed by the Regimental Commander. For daily wear to class and other cadet activities during the duty day, the plastic service cap cover is an option. If the cap cover is worn, however, the cadet must wear the raincoat, not just the cap cover itself.

Umbrella

A plain black umbrella is authorized for carry with any uniform, except to drill or formation. No color other than black may be used.

The raincoats and umbrella are authorized for civilian attire.
Partial Uniform
Partial uniform will consist of the following for male and female cadets:

Winter/Summer Dress - The blouse may be removed but the underlying T-shirt must be tucked into the trousers and a MCU web belt will be worn with trousers. Black low quarter shoes will be worn. The

Winter/Summer Service - The shirt may be removed but the white V-neck T-shirt must be tucked into the trousers/skirt and a black belt will be worn with the trousers. Cadets may wear an appropriate civilian or Corps related shirt underneath the long sleeve winter service uniform. Black low quarter shoes will be worn.

Multi-Cams – The blouse may be removed, but all other items must be worn. No other items are ever authorized. Authorized boots must be worn at all times.

Partial uniform is authorized for wear in the cadet barracks with the following exceptions:
Partial uniform will not be worn in the lounge, lobby, or Commandant’s Staff Hallways.
Partial uniform will not be worn when conducting official business to include inspections within the cadet barracks and during New Cadet training.

Sophomores, junior, and senior cadets may wear appropriate partial uniforms while inside the barracks. First-year cadets are authorized to wear partial uniform inside their rooms. Opening the door of the room does not negate this authorization.

Juniors and seniors may wear civilian clothes inside the barracks as a privilege prescribed by the Regimental Commander.

Hokie Bag

The term “Hokie Bag” generally refers to the standard, Corps issued polo shirt that is traditionally worn with khaki pants, belt and shoes. This ensemble is considered a uniform and standard procedures apply in terms of customs and courtesies when worn. The wear of this uniform will be directed in the published Regimental Order, or in OPORDS for specific events. Deviations, such as wear of tennis shoes during New Cadet Week, will be command directed and put in the schedule.

Since this combination is considered a uniform, certain standards apply.

Shoe color must match belt color and must be brown in color. Shoes must be closed toed and professional...no tennis shoes, heels, cowboy boots, basketball shoes, chucks, duck boots or timberlands, or others shoes whose fashion does not allow for the whole shoe to match with the
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belt color.

The belt must be plain and not have studs, markings, or holes that extend around the whole belt. Belt buckles should be conservative and professional: thus not overly large.

Pants must be khaki brown collared dress slacks. At no time will any cadet wear jeans, sweat pants, or any other color of dress pants.

The undershirt may be any color the cadet desires, but Companies are encouraged to standardize on color as a display of unit pride and cohesion.

The Hokie Bag polo shirt must be tucked into the pants at all times. Socks must be black, gray, or brown. No skin-tight/skinny jean style khakis.

Current practice is that, during football season, the Hokie Bag uniform will be worn on the Monday, or first duty day, after a team victory. During non-football season, Hokie Bag will be worn on Mondays as determined by the Regimental Commander.

Cadets may wear the following over Hokie Bag during cold weather:

1) VTCC issue black wool parka
2) VTCC issue black wool sweater
3) VTCC issue black raincoat
4) VTCC issue windbreaker

Members of Band Company may wear the maroon “HT Sweater” in Hokie bag.

Hats are not normally worn with Hokie Bag. Exceptions: Cadets may wear the black VTCC issue watch cap in cold weather, when designated in the ROs. Companies may propose and purchase, with unit funds, a common baseball-like cap to be worn with the Hokie Bag by all classes assigned to that Company. The cap will be worn with the brim forward, not to the side or back. Hat design proposals must be forwarded by the Company Commander through the Battalion and the Deputy Commandant for review and approval by the Commandant. Hats will be considered uniform-like items and thus must be in good taste, maintained in a clean and serviceable state.
Miscellaneous
On days designated by the Regimental Commander as “ROTC Uniform” days, cadets who are active members of the Virginia Tech Coast Guard Auxiliary University Program (AUP) may wear their equivalent AUP tropical blue or ODU utility uniform (and cold weather gear as necessary) after morning formation. The uniform must be worn in accordance with USCG directives. The AUP Unit Leader should designate the AUP UOD for those members that choose to wear it, to ensure standardization. AUP ribbons may be worn on Corps uniforms and are considered equivalent to ROTC-related awards in order of importance.

On days designated for the wear of ROTC uniforms (normally Tuesday mornings, second semester) the following will be worn by ROTC/VPI units:

**Air Force ROTC** -
ABUs/MCU (cold weather: VTCC parka/watchcap/gloves)
Blues/Grey Bag (cold weather: VTCC windbreaker/parka/garrison cover or watchcap/gloves)

**Navy ROTC** -
NWUs (cold weather: NWU parka/watchcap/gloves) and MCUs for non-scholarship option midshipmen (cold weather: VTCC parka/watchcap/gloves)
Khaki uniform (cold weather: Navy windbreaker) and white shirt (cold weather: VTCC windbreaker) for non-scholarship midshipmen.

*Army ROTC* –

ACUs (cold weather: ACU gortex/watchcap/gloves)

*VPI* –

VPI bag (cold weather: VTCC windbreaker/parka/watchcap/gloves)

MCUs (cold weather: VTCC parka/watchcap/gloves)

Under no circumstance will any device denoting initiation into any unrecognized society or organization be worn or carried while in uniform.

Sunglasses of a military style, which are conservative in nature with wire frames and non-mirrored lenses, may be worn with the uniform. Cadets with prescription eyeglasses with tinted lenses may wear them without approval, if they do not possess a non-tinted pair.

Any cadet unable to wear any Corps uniform for any reason, should request permission via the chain of command. A request does not guarantee approval.

All town cadets will comply with all published uniform regulations.

All brass insignia will be kept shined, but will not be buffed to such a degree that the figures or characters thereon are indistinguishable.

A maximum of two rings may be worn with the uniform - only one on each hand. Cadets who are married are permitted to wear both an engagement and wedding ring on the same hand.

ID, medical, and POW/MIA bracelets are the only bracelets authorized with the uniform and watches must be of a conservative color.

Necklaces may be worn with the uniform provided they carry a pendant of religious nature and are conservative in nature. They should not be seen hanging over a cadet’s uniform and should be concealed while in uniform.

Male cadets will not wear earrings in or out of uniform.

When wearing the Dress B blouse and a cadet is going to be seated for an extended period of time (e.g. class, dinner, etc.) cadets may unzip the blouse, 4 inches from the bottom.

**Females**

Female cadets may carry a small plain black purse with the uniform at any time except to drill and formations. Straps will not be worn over the shoulder.

Female cadets may wear pierced earrings if they are gold, silver, or pearl. No dangling earrings may be worn in uniform. Only one earring will be worn in each ear. Earring will not extend below the earlobe.
Female cadets are authorized and encouraged to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and complements the uniform. When worn, nail polish will be a single color or a French manicure that is natural or clear with white tips, and in good taste. The polish will not contain any ornamentation. Extreme shades of lipstick and nail polish such as purple, gold, blue or white will not be worn. Red nail polish is not authorized.

All cadets will keep fingernails cleaned and neatly trimmed so as not to interfere with performance of duty, detract from the military image, or present a safety hazard.

Cadets may wear a backpack or bag with straps over both shoulders while wearing the service uniform, MCUs, PT gear, or Hokie bag. The backpack or bag must be black, and conservative in nature.

At no time will obsolete uniform items be worn once the items have been discontinued for authorized wear.

Medical
If a cadet has an arm or hand injury, the uniform of the day will still be worn unless it is impossible to do so.

A cadet with any foot or leg injuries that require the use of crutches will wear VTCC MCUs. A request to wear Multi-Cams must still be submitted through the chain of command. Athletic shoes may be worn with a foot or leg injury as per a healthcare provider’s instructions.
PT Gear

Physical Fitness Uniform:

The PT uniform will only be worn to class if authorized by the chain of command.

Under no circumstances will cadets wear the PT uniform to class while the uniform is dirty or soiled. Cadets must wash their PT uniform on a regular basis.

Cadets will wear athletic shoes and white or black socks (ankle or calf-length) while in the PT uniform.

PT Gear is only authorized for wear specified by the commander. Civilian PT attire is authorized for personal PT.

PT gear is not allowed in dining facilities except by Air Force ROTC cadets, with official AF PT gear, transiting from Air Force PT directly to an Air Force class. Air Force cadets may only be in the dining facility long enough to procure food. (No dining-in.)
GROOMING STANDARDS

General: A cadet’s appearance leaves a lasting impression. Accordingly it is imperative that a cadet look sharp and presentable at all times. The purpose of this regulation is to define the grooming standards for all cadets.

Policy: Cadets are required to abide by these regulations during the academic year when in uniform. Cadets must also abide by selected regulations when out of uniform. Cadets must change their hairstyle when directed to by the chain of command, should the hairstyle present an unprofessional image in the judgment of the unit commander.

Males

Hair (required when in and out of uniform):

- Hair on top of the head will be neatly groomed.
- Extreme or fad style haircuts or hairstyles are not authorized.
- Dyes, tints, or bleaches must be a human hair color close to the cadet’s natural color, and not present an extreme appearance.
- Lines or designs will not be cut into the hair or scalp.
- Hair will present a tapered appearance and will NOT touch the ears, eyebrows, or touch the top of the collar.
- The block cut in the back is permitted as long as the tapered look is maintained.
- Bulk or length of hair will not interfere with the normal wear of headgear.

Using this regulation as a guide, the Regimental Commander and Executive Officer will designate the length of hair for New Cadet males.

Sideburns (required when in and out of uniform):

- Sideburns will be neatly trimmed.
- The base will not be flared and will be a clean-shaven, horizontal line.
- Sideburns will not extend below the first opening part of the exterior ear opening.

Mustaches and beards are not permitted, and cadets will be clean-shaven at all times when in or out of uniform.

Earrings or other body piercings are not permitted when in uniform.

Females

Earrings must be 1/8 of an inch in diameter or smaller, and must have gold, silver, diamond-type, or pearl studs. Other body piercings are not permitted if they will be visible in military uniforms. The intent is to present a professional appearance at all times.
Hair will not fall over the eyebrows or extend below the bottom of the collar in any cadet uniform, except for cadet PT uniform and Hokie Bag, regardless of hair length.

Ponytails and buns are permitted with PT gear and Hokie Bag. If wearing a company (baseball) cap, then a ponytail may be worn that takes advantage of the hole in the back of the cap.

Ponytails and single braids must be worn behind the neck (not to the side or over the shoulder) and must remain free of loose strands. The hairstyle must maintain a neat, secure appearance, and may never appear to be ragged, unkempt, or extreme. Ponytails will start on the back of the head, never the top of the head. If braided, the braid will remain centered down the back, and never appear lopsided or loose.

Hokie Bag is considered a uniform. The same standard will apply for the wear of hair that would apply when wearing White Shirt except in those instances where the cadet’s hair can be put into a ponytail or bun, such as is used with the PT uniform. (See description above.)

First-year cadet females will keep hair above the collar until designated by the Regimental Commander and Regimental Executive Officer.

Hairstyles will not interfere with the proper wearing of military headgear.

A full hairnet will not be worn unless it is required for health or safety reasons. A hairnet that covers just a bun is permitted providing they are of natural color similar to the cadet’s own.

Wigs or hairpieces may be worn as long as they are of natural color similar to the cadet’s own. The style and length of the hair devices must conform to appearance standards.

Dyes, tints, or bleaches must be a human hair color close to the cadet’s natural color, and not present an extreme appearance.

Headbands should be used only as a last resort, and will be cloth, 1/2 inch or less, and must be a human hair color close to the cadet’s natural color, and not present an extreme appearance.

Cadets will not place hair holding devices in hair for decorative purposes.

Hair holding ornaments, if used, must be plain and must be transparent or similar in color to the hair. They will be inconspicuously placed. Scrunchies or beads are not authorized.

**Tattoos**

Any tattoos obtained after joining the Corps must, at a minimum, conform to Service/ROTC policies for those cadets enrolled in ROTC programs. It is still the desire that any cadet, obtaining a tattoo after joining the Corps, should ensure that the tattoo is not visible while wearing any Corps/military uniform.

**CORDS, RIBBONS, MEDALS, AND PINS**

**General:** A long-standing tradition in the military has been the recognition of individual accomplishments, membership in special and/or unique units and organizations, and distinguishing special abilities and actions. This is done through the displaying of cords, ribbons, and badges on the uniform. In addition is the long standing tradition of Virginia Tech students wearing organizational pins to show pride and *esprit de corps* for involvement in organizations
open to all Virginia Tech students. The purpose of this section is to define the guidelines for acceptable wear of cords, ribbons, and badges while a member of the Corps of Cadets.

**Cords**
 Corps of Cadets cords only are to be worn on the left shoulder of the blouse, and are to be held in place by a polished brass cadet button.

Cords are worn with the braided end under the arm and loops outside the arm. The only exception to this is the Regimental Band cord, which is worn in reverse.

Cords are only to be worn by those individuals who are current members in good standing of that particular organization or unit.

Two cords may be worn with the Paletot / Mess Dress uniform. The ‘higher’ cord should be worn on the right shoulder.

Only members of the unit receiving the Beverly S. Parrish Award from the previous year may wear the cord signifying that award. Cadets transferring into or first-year cadets entering that unit are not authorized to wear the award. Cadets transferring out are authorized to wear it.

**Ribbons**
 Ribbons are to be worn on closely spaced (e.g. Air Force style) bars.

Ribbons will be worn on all uniforms, except MCUs. On the service uniform and paletot, ribbon holders are worn above and along the left shirt pocket seam, and are centered on the flap button. On the blouse, ribbon holders are placed similar to the service uniform, with holders placed slightly above the left breast, parallel to the ground (perpendicular to the center black stripe), and centered between the sleeve seam and the black striping.

Ribbons will be arranged in rows of three ribbons apiece. The top row will contain any uneven number of ribbons. When there are one or two ribbons on the top row, they will be centered over the other ribbon bars and the pocket flap button.

Wear of dilapidated ribbons is unauthorized.

Cadets will display any ribbons that they have earned the right to wear. Wearing of any ribbon not rightfully earned is unauthorized.

Ribbons will be worn in order of importance, with the most important being to the top and left and the least important being to the bottom and right, as seen while looking at the ribbon bars. Ribbons should be worn in the following order of importance:

1) ROTC or Coast Guard AUP-related awards
2) Corps-related awards
3) ROTC and Corps organizations
4) Grades
5) Recruiting, etc.

Reference should be made to ROTC instructions for the order of importance of ROTC-related awards.
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Organization ribbons should be worn in order of involvement. Ribbons for organizations in which a cadet is an officer should be placed first. If a cadet serves as an officer in more than one organization and wears a ribbon for each organization, then ribbons should be placed in order of the importance of the positions, which the cadet holds (i.e. commander, executive officer, secretary, etc.).

Grade ribbons will be worn for good grades received at Virginia Tech. If a cadet receives consecutive grade ribbons of the same type (e.g. two or more maroon ribbons in a row) then stars will be worn on the ribbon to denote continuous academic achievement. Once a grade ribbon is awarded, its continued wear is authorized, regardless of the cadet’s current academic standing.

Ribbons received during prior service in the armed forces may be worn in lieu of cadet ribbons, but not worn with them. Such ribbons will be worn as per the regulations of the specific service awarding them.

Any cadet ever receiving the Beverly S. Parrish award may wear its ribbon for as long as they are a cadet.

Multiple achievement of the same award is denoted through the wear of stars (or palm leaves on selected ROTC awards) on the ribbon of the award received. Stars should be centered on the ribbons and recognize multiple awards in the following manner:

1) Bronze star - one additional award (e.g. second time awarded). Up to four bronze stars may be worn on a ribbon, denoting the receipt of that particular award five times (the ribbons counting as one awarding).

2) Silver star - five additional awards (e.g. sixth time awarded). Up to five silver stars may be worn on a ribbon. Bronze stars are worn in addition to silver stars to denote awards between each fifth award.

Stars may be worn on organization ribbons to denote officer positions or as part of the organization’s symbology.

**Medals**

Medals will be worn on the dress and mess uniforms as a substitute to wearing ribbons.

The amount of medals worn will not be excessive and all medals must be clean, unscratched, and not exhibit dilapidated ribbons.

Stars will be worn on ribbons to denote additional awarding, and are subject to the rules found in this regulation.

**Pins**

Pins and badges will be worn on the service, dress, and mess uniforms. Pins will also be worn on the tassel of the OG/OD wrap.

Only pins that are authorized by a Commandant-approved list may be worn. The Regimental Commander will provide a proposed list of approved pins prior to the start of Cadre Week each summer. In the absence of any input, the previous year’s approved list remains in effect.

Pins will be tasteful, not of excessive size, and related to Corps, ROTC, or military-professional organizations.
Pins should be worn on uniforms in the following manner:

Two pins may be worn on the service uniform in the upper left corner of the left pocket, as seen while looking at the pocket. The first pin should touch the inside vertical (side of pin) and horizontal (top of pin) seams of the pocket flap. The second pin should be spaced ½ inch from the first and flush with the horizontal seams of the pocket flap.

Three pins may be worn on the blouse. Tops of the pins will be placed 1/2 inch below the ribbon bar and will have the pin edge lined up with the left edge of the ribbon bards, as seen while looking at the ribbon bars.

Four pins may be worn on the paletot pocket as per the instructions found in this regulation.

Two pins may be worn on the mess jacket placed one inch below the cut of the left lapel (1/2 inch below the ROTC insignia for juniors) and 1/2 inch from the lapel edge.

Only three (3) pins may be worn on the sash. If a cadet chooses to wear pins, the Corps Crest is mandatory and the remaining two will be optional.

All pins and badges awarded by ROTC units will be worn as prescribed by the respective ROTC.

Only a cadet’s current company pin may be worn on any cadet uniform. However, senior cadets may wear company pins from their previous companies on their sash while in Dress A uniform.

The more important pin should be placed first, then the additional pin placed alongside with ½ inch spacing.

Miscellaneous

The same cord and ribbon can be worn simultaneously.

CIVILIAN ATTIRE

General: Cadets represent the VTCC while in uniform and civilian attire. Therefore while in civilian attire it is each cadet’s responsibility to represent the Corps in a positive manner. The purpose of this section is to define the guidelines for acceptable civilian attire while a member of the Corps of Cadets.

Policy: Distinctive articles of the cadet uniform (except cadet items like shoes, socks, gloves, scarves, the black belt or sweater) may not be worn with civilian clothing. Cadet insignia may also not be worn (e.g. Corps crest pins, ROTC collar brass, rank, etc.).

Appropriate formal attire (coat and tie) will be worn whenever the cadet is required to attend a function that otherwise would require a winter or summer dress uniform.

The only body piercings of any type that are allowed are a single lower lobe piercing in each ear of female cadets.

All classes will be attended in the appropriate cadet uniform or ROTC uniform when authorized regardless of the time of day.
All meals will be eaten or picked-up in the uniform of the day from 0700 until 1700 Monday through Thursday, and until 1400 on Friday (these time periods are referred to as a Duty Day).

Exception: Air Force cadets completing AF PT, wearing official AF PT gear, may pick up food if proceeding directly to an Air Force class. Following the AF class, they must return to UOD.

During the duty day, cadets must also be in the uniform of the day to get take-out meals. Getting a take-out meal in civilian or Corps PT attire after personal fitness time during the duty day is not authorized.

Some classes are recognized as having adverse conditions that may damage the cadet uniform (i.e. laboratories, field work, etc.). In these cases, a request form shall be submitted through the chain of command explaining the reason for the wear of MCUs. Those classes immediately before or after a class with adverse conditions or activities can also be included on the request if the cadet doesn't feel he/she will have enough time to change between classes.

When a request is submitted, the individual cadet will not assume it is approved until it has been returned. Once approved, the cadet will carry the request with him/her at the times when the request is in effect and present it on request to his/her chain of command and/or other cadet officers.

In general, cadets must be in uniform when they leave their building, even if it is to travel to another building on Upper Quad.

Civilian attire without a request is authorized at the following times:

1) After 1700 hours Monday-Thursday. This includes dining facilities.

2) After 1400 hours on Friday, provided the cadet has completed all academic classes and Corps activities for the day.

3) On weekends, unless restricted due to cadet activities, as directed by Regimental Staff.

4) When performing physical activities (i.e. gym, running, etc.)

5) When on leave.

Cadets may not go to ROTC offices, the Commandant's office, or Deputy Commandant's offices in civilian attire.

Cadets will not wear A-shirts (sleeveless shirts), tank tops, or half shirts. Sleeveless workout shirts are authorized for workouts only if in good taste and of a professional appearance.
CHAPTER 9: LOGISTICS

GENERAL SUPPLY PROCEDURES

Responsibility: The Regimental S-4 is responsible for the inventory, maintenance, issue, recovery and accountability of all regimental supplies and equipment. The Battalion Executive Officer will serve as the battalion point of contact and overall coordinator for battalion logistics/supply issues. The Company Executive Officer will serve as the point of contact and overall coordinator for company logistics/supply issues.

Issue and Recovery of Equipment: The Regimental S-4 will implement procedures and control for all equipment issue and recovery.

At the end of each semester, the Regimental S-4 will conduct a joint inventory with his/her successor. All Corps equipment will be accounted for. At the conclusion of the joint inventory, the incoming S-4 will physically sign for all equipment and report discrepancies to the Commandant’s Executive Officer.

The S-4 will ensure that all equipment is physically signed for in the Requisition/Recovery Log by the requisitioning party prior to releasing it from the Regimental Supply room for use.

Any Corps equipment signed out to battalions or companies will be returned in serviceable and clean condition. The requisitioning unit/individual is responsible for all equipment damaged or lost.

Once signed out of Regimental Supply, equipment will be the responsibility of the requisitioning unit until returned to and inspected by the Regimental S-4. When properly recovered, the S-4 will sign opposite the signature of the requisitioning party in the issue/recovery log. Discrepancies will be reported to the Commandant’s Executive Officer immediately.

No cadet is allowed access to the Regimental Supply room unless accompanied by a member of the Commandant’s Staff or the Regimental S-4.

Requisitioning

Request for Corps equipment (water cans, radios, tug-of-war rope, etc.) must be made in writing to the Regimental S-4 at least seven days in advance of the date required.

RIFLE STORAGE AND SECURITY

General: The Regimental S-4 is responsible for the storage, security, inventory, issue and recovery of all rifles. The S-4 is assisted in this function by the Regimental Armorer. Although the model 1903 Springfield rifles issued to underclass cadets are demilitarized (non-firing) they will be handled and secured as operating weapons at all times.
**LOGISTICS**

**Issue and Recovery of Rifles:** Rifles will be issued to individuals in Pearson by the Regimental S-4 and Regimental Armorer at the beginning of the Fall Semester. Rifles will be stored centrally, when not in use, in Eggleston, Monteith and Thomas Halls...and will be signed for by Company Commanders.

All rifles will be issued and accounted for *by serial number*. Individuals will sign for their rifles by serial number and maintain a log of all serial numbers signed for. Company Commanders in Eggleston, Monteith and Thomas Halls will sign for rifles issues to their company members.

Rifles will be secured in company rifle racks when the rifles are not in use, in Thomas and Monteith Halls. Racks will be locked at all times. Racks will be maintained in the company supply room. Company supply rooms will be locked at any time when not in use. The Company Commander is responsible for rifle security.

Rifles will be stored in cadet rooms for cadets assigned to Pearson Hall.

The Company Commander will conduct a monthly by-serial-number inventory and inspection of company rifles. Results of the inventory will be reported to the appropriate Deputy Commandant.

The Company Commander will immediately report a missing rifle to the appropriate Deputy Commandant.

Rifles will be wiped clean after use and before being returned to rifle racks either in storage rooms or in individual cadet rooms. The Regimental Armorer will coordinate with the Third Battalion Deputy Commandant and recommend necessary cleaning supplies that cadets maintaining individual rifles should use.

Every cadet is ultimately responsible for any rifle issued to him/her while the rifle is not locked in a designated rack. Any cadet who loses a rifle will be charged the cost of replacing that rifle and face appropriate disciplinary action.

Rifles should only be out of racks when they are being used for legitimate training purposes or for ceremonies.

**INVENTORY, ISSUE AND RECOVERY OF CADET SABERS**

**General:** The cadet saber is a highly valued and symbolic part of the cadet uniform. With very few exceptions, the sabers maintained by the Corps for issue to senior cadets are donated by Corps alumni and are the property of the Virginia Tech Foundation, not the VTCC. As caretakers of these sabers, the Corps is responsible for inventory and positive control of each saber.

**Issue and Recovery:** The Tailor Shop will conduct an annual validation of the VTCC saber inventory with the Virginia Tech Foundation. All cadet sabers, except those personally purchased by the cadet, will be included in this inventory.

The Tailor Shop will conduct senior saber issue at the beginning of the fall semester. The individual cadet to whom it is issued will sign for each saber. No cadet may sign for a saber in the place of another cadet.
Senior cadets may not exchange or swap sabers with each other without returning them to the Tailor Shop for accountability and reissue. Cadets are responsible for the security and maintenance of the saber they are issued.

Sabers will be recovered immediately after the spring Change of Command ceremony.

Cadets who lose or damage the saber they were issued will be charged for replacement value.
CHAPTER 10: PUBLIC INFORMATION AND RECRUITING

PUBLIC INFORMATION

General: Media exposure for Corps of Cadets events and achievements is essential to the continued growth and image of the Corps. The Regimental S-2, in coordination with the VTCC Communications Director, is responsible for the overall media relations and publicity program for the Corps of Cadets.

Media Relations: The S-2 is responsible to assure that any item of interest concerning the Corps of Cadets as a whole or a cadet individually receives media exposure. The media includes:

1) Commercial newspapers
2) Campus Collegiate Times
3) University publications
4) Radio (commercial or campus)
5) Television
6) Corps website

The S-2 will contact the Executive Officer for instruction, guidance, and briefing on how to handle news releases and the Assistant Commandant for Recruiting for instruction, guidance, and briefing on posting stories to the VTCC website.

The Corps events that specifically require general media exposure are:

1) NC Week
2) Homecoming
3) Veteran’s Day
4) Military Ball weekend
5) VTCC leadership conference
6) Academics awards
7) Military awards
8) Commissioning
9) Regimental Band activities
10) Alumni activities of interest
11) Significant cadet achievements
The S-2 will present a copy of all news releases to the Executive Officer prior to submission to the media. The release will be checked for authenticity and compliance with university policies on release of information to the media.

The S-2 will discuss all outside media requests with the Commandant’s Executive Officer or a Deputy Commandant prior to providing information or accepting commitments to interviews.

In addition to posting news stories to the VTCC website, the S-2 is responsible for posting the picture of the day to the VTCC website. The Assistant Commandant will train the S-2 for Recruiting and work in coordination with the assistant to the Director for Alumni programs.

The S-2 will be responsible for ensuring the display case designated for Corps information, in the lobby of Squires Hall, is periodically updated...and that it presents information that will help others to understand the heritage, value, and contributions of the Corps of Cadets.

**RECRUITING**

**General:** The Corps of Cadets conducts an ongoing program to advise high school students about the Virginia Tech Corps of Cadets. The Assistant Commandant of Cadets for Recruiting is responsible for the overall recruiting operation of the Corps of Cadets. Coordination of cadet recruiting activity will be through the Cadet Recruiting Officer on the special staff of the Regimental Commander.

**Policy:** The Assistant Commandant of Cadets for Recruiting will coordinate all recruiting activities.

The Assistant Commandant of Cadets for Recruiting will brief Regimental Recruiting Officers prior to the assumption of their duties concerning:

1) The value of the cadet recruiting efforts
2) The selection of recruiting officers in each unit
3) Establishing the Hometown recruiting operation
4) How to brief prospective cadets
5) The Spend the Night program
6) Use of Corps information material

The Regimental Recruiting Officer will:

1) Brief the Commandant on the plans for the Hometown recruiting program
2) Conduct the Spend the Night program
3) Coordinate closely with Army, Navy, and Air Force ROTC recruiting officers to ensure all recruits receive information regarding the ROTC program as well as the Corps of Cadets
4) Recruit and supervise volunteers to attend Open House, Hokie Focus, Gobblerfest, and other recruiting events as needed.
5) Prepare recruiting statistics as needed.
CHAPTER 11: ACADEMICS

REGIMENTAL ACADEMICS PROGRAM

**General:** The primary purpose of every cadet’s attendance at Virginia Tech is to obtain an undergraduate degree. Other personal goals, such as a military commission or managing a company, are dependent on obtaining the undergraduate degree. In many cases, personal goals may be dependent not on the degree alone, but the grade point average achieved as well. To that end, academic achievement is paramount in the VTCC. Every cadet has the right to a barracks environment free from excessive disturbances and noise, and conducive to the formation of good study habits. Further, every cadet has the obligation to foster that environment; just as every member of the cadet leadership chain has the duty to ensure compliance to all academic policies. No member of the Commandant’s Staff, any cadet officer, or any member of the Corps will in any way cause actions that will impede academic achievement. Corps operations and activities should not inhibit academic excellence. Special attention must be given to our academic study environment.

**Policy and Procedure:** The primary measure used by commissioning sources, hiring officials, and the university to measure academic success is the GPA. Given this reality, the Corps’ academic success programs are designed to encourage practices that have proven to be successful to improve and maximize this measure.

The key factors that the Commandant’s Staff, Commanders, Academic Officers, and cadets focus on in this area are:

1) **Effective academic planning to meet course requirements.**
2) **Effective use of all available time (with ample, protected time built into the cadet schedule during Call to Quarters).**
3) **Effective use of tutors provided by the Corps and through upper classmen willing and qualified to share their experience.** (Qualified is defined as same major with a GPA of 3.0 or greater.)
4) **Effective use of professors and graduate assistant office hours.**
5) **Attendance of all scheduled classes.**

Academic Officers, with support from Squad Leaders and Academic Coaches, will collect data regarding these factors in order to assess the effectiveness of academic programs.

A sample Company Academic Officer Report for academic success factors is shown in Annex H. The Battalion Academic Officer will forward the reports to the Regimental Academic Officer and ensure their reports are shared with the appropriate Deputy Commandant.
CALL TO QUARTERS (CQ)

Call to Quarters is a condition set throughout the cadet area to ensure a proper study environment is maintained. The Battalion Duty Officers (BDO) and Company Commanders are responsible for ensuring Call to Quarters policies are enforced.

Times for Implementation:

Morning Call to Quarters (MCQ): 0800-1100 Monday through Friday
Afternoon Call to Quarters (ACQ): 1300-1600 Monday through Friday
Evening Call to Quarters (ECQ): 1800-2300 Sunday 1900-2300 Monday through Thursday
Taps to Reveille: 2300-0730 Daily

Policies/Procedures: During CQ hours, cadets may travel to any university academic building for academic purposes. The barracks is considered a study area and a quiet environment, conducive to study, must be maintained. During all Call to Quarters hours, noise emanating from rooms will be kept at levels that cannot be heard in the hallway or adjoining rooms. This includes loud conversations. Flagrant or repeated violations of this policy will result in the loss of music or TV privileges.

VTCC or ROTC activities will not normally involve first-year cadets during ECQ. The only authorized non-academic activities for first-year cadets will be NJP, Executive Committee and Honor Court hearings. Any informal meetings or relaying of information will be conducted in such a manner as not to disturb other cadets.

Platoon leaders are responsible for the whereabouts of their platoon members during all Call to Quarters hours, as well as from Taps to Reveille. They should pay particular attention to platoon members whose academic records are less than 2.26 GPA, ensuring that they use their available study time productively.

The barracks TV lounges (Monteith, Thomas, and Eggleston) are off limits to all first-year cadets during all Call to Quarters (including taps to reveille) Sunday through Friday.

During ECQ, first-year cadets will not sound off to upper class cadets in the hallways. All cadets will continue to greet commissioned officers at all locations, and sound off to any upper class cadets encountered out-of-doors.

Cadets may take Early Lights and Late Lights as needed. Cadets must mark their door cards when using Early Lights or Late Lights. Platoon Leaders are responsible for keeping a record of each request for early or late lights. This information shall be reported to the unit Academic Officer on a weekly basis.

All times of the day other than MCQ, ACQ, ECQ, and Taps to Reveille are construed as "release from quarters." During release from quarters, cadets are at liberty but must remain within the six-mile limit of campus. (Covers Blacksburg and commercial area of Christiansburg.)
Commanders are responsible for maintaining the academic environment in their unit area. The Battalion Duty Officer is the Battalion Commander’s representative during the hours of his/her posting and will ensure the appropriate academic conditions are enforced.

The Company Commander is responsible for the whereabouts of all company members in case of an emergency. All cadets will sign the company leave and liberty log with time departed and location prior to leaving the company area. Upon returning to the company area, cadets will note their return time in the leave and liberty log.

**Authorized Absence (AA) Cards**

Each cadet will properly post an AA card on his or her barracks room door.

Academic class, last name, initials, room number, and class schedule will be completed in ink or typed. Cadets will list specific Corps course(s) they are taking rather than showing “Corps Lab” or “ProLab”. For example, first-year cadets will list MGT 1945 during the fall semester and not “Corps Lab”. Citizen-Leader track cadets will list the appropriate MGT class for Tuesday’s ProLab.

Plastic will be cut to size and placed over the AA card and taped completely on all four sides with masking tape. The tape will be neatly trimmed, and replaced when worn or soiled.

A cadet is required to sign out on the AA card during all times of the day.

**Authorized Absence Card Privileges**

<table>
<thead>
<tr>
<th></th>
<th>First-Year Cadet</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reveille to ECQ (0730-1900)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Town</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td><strong>ECQ to Taps (1900-2300)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Classes</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Library</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Squires</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Restaurants in the immediate vicinity</td>
<td>SL*</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Town</td>
<td>SL*</td>
<td>WP</td>
<td>WP</td>
<td>WP</td>
</tr>
</tbody>
</table>

A- Authorized

SL - Squad Leader’s permission is required

P- Authorized for academic purposes, Pass required for recreational purposes

WP – Weekday Pass required

* Non-academic related trips will be kept short (i.e. 15 minutes or less).
FINAL EXAMS

General: The end of semester final exam periods are the most critical times of the academic year. It is incumbent on every cadet and every member of the cadet chain of command to ensure that optimal study conditions exist for the duration of the final exam period. The policies below are designed to encourage cadets to study and prevent needless distractions from the conditions that promote academic excellence.

Policies: All VTCC regulations and policies remain in effect during final exam period.

Cadets will wear the uniform of the day to all exams and for official duties.

All formations and guard will be canceled during exam study conditions. The Officer of the Day will perform necessary duties as determined by the Regimental Adjutant. The flag detail will continue performing their duties through the last day of final exams.

First-year cadets will not sound off in the hallways and will be at ease.

Rooms will conform to cadet regulations PMI standards from 0800-1700 daily. Room inspections will be at the discretion of the Deputy Commandant. Rooms are expected to be kept orderly and free of trash. Beds will be made.

Reports will end on the day prior to the first day of final examinations. (Reading Day.)

The Company Academic Officer will post signs on the walls of cadet areas to remind cadets of exam study conditions. These signs will be in good taste.

Unit chains of command are responsible for enforcing study conditions during CQ periods.

The Regimental Adjutant will publish dates and time for the last formation and guard duty.

The Regimental Academic Officer will post exam study conditions in the Corps bulletin and on Scholar.

During final exams, all pass policies will be observed. Company Commanders will review any special requests beyond normal policies.

ACADEMIC SUPPORT INITIATIVE

General: The Academic Support Initiative program is intended to assist first-year cadets and is designed to help cadets improve academic performance by the end of the semester for those cadets who are demonstrating unsatisfactory progress in two or more courses at mid semester and/or who are in jeopardy of achieving less than a 2.00 cumulative grade point average by the end of their first year. It is not intended as a punitive measure, but to provide academic assistance to the cadet in order to earn the highest semester GPA possible.

Implementation: Cadet Commanders in coordination with their respective Battalion and Company Academic Officers/NCOs, will administer the Academic Support Initiative. Commanders will report progress of cadets in the program to their respective Deputy Commandants and Senior Enlisted Advisors.
The Deputy Commandant, in coordination with the Rice Center for Leader Development, will enroll first-year cadets whose first semester mid-term reports indicate a failing grade in two or more courses into the Academic Support Initiative program.

The Deputy Commandant will contact the respective ROTC and Deputy Commandant for VPI Battalion, to ensure that all parties are aware of the enrolled cadet’s status.

With the assistance of the company and battalion Academic Officers, Cadet Commanders will monitor and help ensure that cadets enrolled in the program take advantage of any tutoring and study group assistance available for the deficient class(es). Use of these programs will be part of the report provided to Deputy Commandants and Senior Enlisted Advisors, by Commanders.

The company academics representative or a member of the company staff (platoon leader or above) will conduct non-disruptive study checks at 90 minute intervals during Evening Call to Quarters to ensure proper study conditions exist or that the cadet is signed out to an authorized academic location or activity.

The Deputy Commandant may selectively excuse a cadet in the Academic Support Initiative from Corps activities to maximize study time if the cadet has demonstrated changes in their study habits and made good use of available resources...but still requires some time for a specific study activity.

Late Lights and Early Lights remain at the first-year cadet’s discretion.

Cadets in the program are not authorized for a Mentor Pass on Sunday through Thursday nights, nor shall his/her Mentor engage in any activities with the cadet in the program that distracts from academic work.

Academic Awards

General: At the beginning of each semester, cadets who excelled academically the previous semester will be formally recognized for their achievement.

Procedure:

The Regimental Academics Officer is responsible for:

1) Publication in special order format the unit and class grade point average (GPA) statistics.

2) Coordination with the Regimental Commander and the Deputy Commandant for Leader Development in the development and publication of the academic awards ceremony operations order and script.

3) Conduct of the awards ceremony rehearsal and ceremony.

4) Briefing the Regimental Commander and Commandant on the academic awards ceremony one week prior to the event.

5) Procurement of academic ribbons.

Ribbons for wear on the cadet uniform will be awarded based on the following criteria:
ACADEMICS

1) Maroon - 3.00 to 3.39 semester grade point average
2) Orange - 3.40 to 3.74 semester grade point average
3) Gold - 3.75 to 4.00 semester grade point average

ACADEMIC PROBATION AND SUSPENSION

General: The decision to place a cadet in a status of academic probation or suspension will be made by the University Registrar and forwarded to the Commandant’s office. Action taken by the Corps of Cadets will be in keeping with university policy and VTCC regulations.

Policies: Cadets on academic probation will not hold VTCC leadership positions.

Cadets on academic probation will be discouraged from participating in Corps or university organizations. If the situation warrants, the Deputy Commandant may direct a cadet on academic probation to withdraw from active participation in a Corps organization until removed from probation.

Cadets placed on academic suspension by the university are suspended from the Corps of Cadets for the duration of their university suspension. They may reenter the Corps at the conclusion of their university suspension without formal reapplication to the Commandant. Upon reentry from suspension, they are not eligible to hold leadership positions until they have demonstrated academic proficiency in accordance with these regulations.
ANNEX A: POLICY ON DRUG AND ALCOHOL USE AND FALSE IDENTIFICATION

General: The abuse of drugs, illegal or prescription, and of alcohol and the associated use of false identification are the largest single causes of disciplinary sanctions at Virginia Tech. The university policies are very clearly stated in the University Policies for Student Life. The Virginia Tech Corps of Cadets policies closely parallel those of the university. This annex establishes the policies that govern the use of drugs/controlled substances, the consumption and purchase of alcoholic beverages, and the use of false identification by members of the Corps of Cadets.

University Policies:

Alcohol
The University policy concerning alcohol is summarized below. Students, including cadets, who violate this policy, will be subject to university sanctions ranging from probation to permanent dismissal.

If you are under 21, it is illegal for you to drink.

It is illegal for anyone to buy alcohol for someone who is under 21.

It is illegal for anyone to be drunk in public or to drive while drunk, on or off campus.

It is a violation of university policy for your drunken behavior to disturb someone else’s ability to sleep, study or right to live peacefully.

It is a violation of university policy for you to hurt or endanger yourself or someone else through drinking.

Drugs and Controlled Substances
The illegal use or possession of any controlled substances is strictly prohibited by the university. Students found responsible for possessing, using, manufacturing, possessing with the intent to manufacture, selling, dispensing, or distributing any illegal drug or substance controlled under state or federal law will face serious disciplinary action which will almost certainly result in suspension or dismissal for the first offense.

Corps of Cadets Policies on Alcohol, Drugs and Controlled Substances: Cadets are subject to both university policies and Corps policies. Violations of either will result in sanctions from the university as well as the Corps of Cadets.

Alcohol
Cadet residence halls are alcohol free. At no time will alcoholic beverages in any amount be brought into, stored, or consumed in any Corps of Cadets facility. Further, no alcoholic beverages will be consumed outside in proximity of cadet residence halls.
ANNEX A

It is illegal for any cadet under the age of 21 to possess or consume alcohol.

It is illegal for any cadet, even if they are of legal drinking age, to purchase alcohol for someone under 21.

Cadets who are of legal drinking age (21 or older) will consume alcohol responsibly.

For cadets, responsible use guidelines are as follows:

1) No consumption of alcohol while driving.
2) No consumption of alcohol within 12 hours of traveling or any cadet duty/activity/event.
3) No more than one equivalent drink (12 oz. beer or 5 oz. of wine or 1.5 oz. distilled liquor) per hour.
4) No more than four equivalent drinks (any combination of beer, wine or distilled liquor) for an entire evening or recreational period.

Cadets who have consumed alcohol should proceed directly to their room when returning to cadet residence halls. They will not create a disturbance, disruption, or commit any other action prejudicial to good order and discipline.

No cadet who has consumed alcohol will enter an underclass cadet’s room.

Corps of Cadets Policy on Drugs and Controlled Substances: Federal and state laws govern the use, sale and distribution of prescription drugs. The Controlled Substances Act of Title 21 Food and Drug Administration U.S. Code 13 for Drug Abuse Prevention and Control is the national regulation, to which the states adhere to. According to the 1986 Subsection of. Pub. L. 99-570 to "knowingly or intentionally to possess a controlled substance" not lawfully obtained from a doctor could lead to a year in prison or a $5,000 fine, or both on a first conviction. The penalty for a second offense doubles the penalties.

The D.E.A. lists prescription stimulants like Adderall and Vyvanse (amphetamines) and Ritalin and Focalin (methylphenidates) as Class 2 controlled substances — the same as cocaine and morphine — because they rank among the most addictive substances that have a medical use. So they carry high legal risks, too, as few young people appreciate that merely giving a friend an Adderall or Vyvanse pill is the same as selling it and can be prosecuted as a felony.

Prescription drugs are provided to patients, by doctors, after careful screening and knowledge of what other medications a particular patient may be taking, or family history, to ensure there are no unplanned for and harmful side-effects. Cadets who provide, sell, or share prescription drugs are in violation of Federal and State law, University Policies, and Cadet Regulations as outlined in Article 31: Illegal / Controlled Substance Abuse. Under no circumstances should cadets engage in such activity as it can put other cadets at risk.

Virginia Law specifies that nicotine vapor products and alternative nicotine products is added to the list of tobacco related products that may not be sold to or purchased or possessed by a minor.
Corps of Cadets Policy on False Identification:

No cadet will use another individual’s identification as one’s own.

No cadet will provide any item of personal identification, to include his or her Hokie Passport, for use by another individual.

No cadet will possess or sell any form of identification document for the purpose of establishing a false identification.

No cadet will possess, produce or distribute a falsified document that can be mistaken as an official government, university or Corps document.

No cadet under the age of 21 may use an altered or fake ID such as a driver’s license, birth certificate or student identification card to establish a false identification or false age to purchase an alcoholic beverage.

Possession of a false identification will be considered an admission to use that identification with the intent to deceive and, as such, constitutes a violation of the cadet Honor Code.

Sanctions for Violations of Corps Policies: Any cadet violating one or more of the above policies shall be charged with violations of Cadet Regulations (Articles 17, 26 and any other relevant articles) as well as violations of University Policies for Student Life.

Any sanctions awarded by the Corps of Cadets for violations of these policies may also be accompanied by an appropriate University sanction.

Deputy Commandants will advise the appropriate ROTC professor of any potential violation of Corps policy and any sanctions awarded.

ALL drug, alcohol and false identification offenses will be adjudicated by the cadet Executive Committee or at a Deputy Commandant’s Disciplinary Hearing. Failure of a member of the cadet chain of command to refer violations of these policies to the appropriate authority is considered grounds for relief for cause.

Alcohol

First offense: In addition to any other sanctions imposed, the cadet will be placed on military probation for a period of up to one year and, if a recipient, may have the Emerging Leader Scholarship suspended for the duration of the probation.

Second offense: If at any time a cadet incurs a second violation of these policies, in addition to any other sanctions imposed, the cadet may be dismissed, or suspended from the Corps of Cadets for up to one year.

Third offense: A third offense of these policies may result in dismissal from the Corps of Cadets.

Any cadet found to have assisted an underage cadet in acquiring alcohol may be dismissed from the Corps.

Cadets involved in a particularly egregious alcohol incident could face suspension or dismissal for a first offense.
Note that any Military Leader track cadet dismissed from the Corps is also disenrolled from ROTC.

**False Identification:** Any cadet found to possess or use a false identification will be subject to the above sanctions and will be referred to the Cadet Honor Committee for a violation of the cadet Honor Code.

**Drugs and Controlled Substances:** Any cadet found responsible for possessing, using, manufacturing, possessing with the intent to manufacture, selling, dispensing, or distributing any illegal drug or substance controlled under state or federal law can be dismissed from the Corps of Cadets for the first offense.

**Acknowledgment of Understanding:** All cadets will sign an Acknowledgment of Understanding of these policies, which will be maintained in their individual 201 File. The Acknowledgment of Understanding is provided below.

I, ________________________________ acknowledge that I have read and understand the Virginia Tech Corps of Cadets policies concerning the use of alcohol, drugs and controlled substances, and false identification. Further, I acknowledge that I understand the sanctions that may be imposed for violations of those policies.

SIGNATURE: ________________________________ DATE: __________
ANNEX B: POLICY ON HAZING

**General:** Hazing is a criminal offense in the Commonwealth of Virginia. The University policy on hazing is clearly stated in the Hokie Handbook and the Corps of Cadets adheres strictly to that policy. Hazing is the antithesis of positive leadership and has no place in an organization that is preparing young people to assume leadership roles in active duty military services or private industry. It will not be tolerated in the Corps of Cadets. Cadets must understand that activities accepted as "tradition" may be considered hazing and will be treated as such.

1. **Commonwealth of Virginia Definition:**

The state statute on hazing (Virginia Hazing, Civil Criminal Liability, Code of Virginia. 18.2-56. On-line at [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-56](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-56)) reads as follows:

1) It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

2) Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

3) Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

4) The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

5) For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
In addition the State Council of Higher Education for Virginia published the following amplifying guidance in December of 2014:

**INSTITUTIONAL GUIDELINES**

As it is impossible to anticipate every situation that could involve hazing, this list does not, and cannot, encompass every circumstance that will cause the Institution to discipline for hazing. This policy is not intended to prohibit the following conduct:

1. Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events; or

2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program, as approved by the Institution.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following:

1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass, punish, or harm an individual;
4. Excursions or road trips;
5. Confinement;
6. Spraying, painting, or pelting with any substance;
7. Burying in any substance;
8. Nudity with the intent to cause embarrassment;
9. Servitude;
10. Exposure to uncomfortable elements;
11. Verbal abuse;
12. Wearing, in public, of apparel which is conspicuous and/or indecent;
13. Forcing consumption of alcohol or any other substance, legal or illegal;
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
15. Burning, branding, or tattooing any part of the body;
16. Psychological hazing, defined as any act which is likely to:
   a) Compromise an individual’s dignity;
   b) Cause an individual embarrassment or shame;
   c) Cause an individual to be the object of malicious amusement or ridicule; or
   d) Cause an individual emotional distress;
17. Interrogating an individual in an intimidating or threatening manner;
18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
19. Misleading prospective members into believing that they will be hurt during induction or initiation;
20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose; 
22. Binding or restricting an individual in any way that would prohibit them from moving on their own; and 
23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Location

This policy encompasses all acts of hazing that occur whether on or off campus. As such, an act of hazing by an individual or organization will be viewed by the Institution as a violation of the Institution’s hazing policy, regardless of where the act of hazing took place.

Consent

An individual may not consent to being hazed, and a victim’s voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the Institution’s hazing policy by an individual or organization.

University Definition:

The University policy as stated in the University Policies for Student Life (On-line at http://www.hokiehandbook.vt.edu/codeofconduct/) defines hazing and provides examples as stated below:

Virginia Tech defines hazing as any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, the willingness of an individual to participate in such activity notwithstanding. A person is defined as a university student, any associate member, member, affiliate, alumnus, guest of any campus organization, or other individual. Hazing includes but is not limited to the following activities:

Physical

Encouraging or requiring persons to consume excessive amount of alcohol.

Requiring a person to do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time.

Requiring activities that disrupt a person’s normal schedule.

Requiring persons to engage in physical activity of unusual kind or duration.

Hitting or pretending to hit an individual.
Performing acts that are or seem to be dangerous.

**Psychological**
- Requiring a person to pretend to or actually violate a law.
- Yelling or screaming at individuals.
- Calling individuals demeaning names.
- Booing, hissing, or demeaning individuals when they make mistakes.
- Interrogating individuals in an intimidating or threatening manner.
- Requiring an individual to perform acts of servitude or perform personal errands for others.
- Deceiving new individuals prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.
- Forcing an individual to publicly wear apparel that is abnormal and not normally in good taste.
- Requiring a person to appear nude at any time.
- Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without his or her knowledgeable consent.
- Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.

**Corps of Cadets Policy on Hazing:** The Corps of Cadets will adhere to the Commonwealth and university policies on hazing. Implementation of those policies within the Corps is noted below.

Certain traditional cadet activities have a high potential for hazing and must be strictly supervised by the cadet chain of command. These include but are not limited to:

1) Mentor Night
2) First-year cadet on-line formations
3) Company welcomings
4) Cadet organizational “tapping” procedures
5) Company fun nights

Although the following items are not all inclusive, some specific acts warrant mention to ensure compliance with Commonwealth and university policies on hazing along with the Principles of Community.

1) The use of blindfolds or other impediments to vision are forbidden in all cadet activities.
2) The presence in bathrooms and showering areas by supervisory cadets or cadets in instructor roles during designated personal hygiene time for cadets in any training status is prohibited.
3) The denial of any cadet the use of privacy curtains in shower stalls or the denial of any cadet the selective use of water temperature to bathe is prohibited.
4) The direction of any cadet in a cadet training status to enter a body of water such as the Duck Pond, Clayton Lake, Cascades, streams or similar bodies of water without the written approval of the Commandant (such as a training operations order) is prohibited.

Alleged violations of university hazing policy will be reported to the Virginia Tech Police, the Office of Student Activities, or the Student Conduct office.

Deputy Commandants will notify the appropriate ROTC professor of any suspected hazing violations.

Sanctions for Violations of Corps Policies: Any sanctions awarded by the Corps of Cadets for violations of these policies will also be accompanied by appropriate university sanctions.

All potential hazing violations will be adjudicated by the Cadet Executive Committee or at a Deputy Commandant’s Disciplinary Hearing.

Sanctions for hazing violations will be closely coordinated with the Student Conduct office.

If determined guilty of hazing, a cadet will be awarded sanctions that may include suspension or dismissal from the Corps of Cadets. These sanctions will be in addition to any university sanctions or sanctions the Commonwealth of Virginia may impose.

Acknowledgment of Understanding: All cadets will sign an Acknowledgment of Understanding of these policies, which will be maintained in their individual 201 File. The Acknowledgment of Understanding is provided below.

I, ________________________________ acknowledge that I have read and understand the Virginia Tech Corps of Cadets policies concerning hazing. Further, I acknowledge that I understand the sanctions that may be imposed for violations of those policies.

SIGNATURE: __________________________ DATE: ____________
ANNEX C: POLICY ON HARASSMENT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Harassment: The foundation of positive leadership is treating every individual with dignity and respect. Any form of harassment is contrary to this philosophy and, depending on the severity and intent, may be considered hazing. Certain aspects of military training may appear to be a form of harassment when viewed from outside the training environment. In fact, they are essential to developing teamwork, discipline and leadership skills. But cadets must understand that the line between training and harassment can often times be very fine. If an activity or action does not carry any material training value, it will be construed as harassment. Harassment of any kind will not be tolerated in the Corps of Cadets.

Sexual Harassment:

Definition
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when...

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic status (e.g., an explicit or implicit promise or granting of educational or career advancement expressed by promotion, training, or favorable academic or employment evaluation in return for sexual favors).

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions (e.g., an explicit or implicit threat or action which adversely affects the academic or employment opportunities expressed as nonpromotion, poor performance appraisal, transfer, or reassignment if the sexual demands or requests are rejected).

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment (e.g., a pattern of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, visual materials, or literature).

Sexual harassment is further governed by Virginia Polytechnic Institute and State University Policy and Procedures No. 1025. This policy is available at http://www.policies.vt.edu/1025.pdf

Reporting an Alleged Sexual Harassment Incident: Any cadet who observes an incident or feels he or she is the subject of sexual harassment should report the incident to the chain of command immediately.

The chain of command will ensure that the complainant/victim is removed from the threat immediately.
The initial report should include names of individuals involved, date/time/location of incident, witnesses, brief summary of incident.

If the cadet chain of command does not respond to a sexual harassment complaint within 24 hours, the complainant/victim is directed to report directly to the Deputy Commandant. Deputy Commandants will ensure that the Residential Learning Coordinator is informed of any sexual harassment complaint...and vice versa...and will contact appropriate Title IX officials to determine the way forward.

If the complainant/victim does not feel comfortable reporting the incident to the cadet chain of command, they should report it directly to the Deputy Commandant or the Residential Learning Coordinator.

**Response Protocol:** When a complaint of sexual harassment is received by the cadet chain of command or any member of the Commandant’s staff the following protocol will be implemented:

- Any member of the cadet chain of command who receives a sexual harassment complaint will report the complaint to their Deputy Commandant immediately.
- The Deputy Commandant will ensure that the cadet chain of command has removed the complainant/victim from any immediate threat.
- The Deputy Commandant will contact the appropriate university Title IX official and determine next steps and also advise the member of the Commandant’s staff appointed to monitor sexual harassment complaints of the alleged incident.
- The Commandant’s staff officer will be prepared to assist the Deputy Commandant in counseling the complainant/victim, and referring the complainant/victim to local or university agencies.

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when...

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic status (e.g., an explicit or implicit promise or granting of educational or career advancement expressed by promotion, training, or favorable academic or employment evaluation in return for sexual favors).
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions (e.g., an explicit or implicit threat or action which adversely affects the academic or employment opportunities expressed as nonpromotion, poor performance appraisal, transfer, or reassignment if the sexual demands or requests are rejected).
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment (e.g., a pattern of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, visual materials, or literature).

**Sexual violence:** Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give
consent due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

- **Sexual Assault** – actual or attempted sexual contact with another person without that person’s consent.
- **Sexual Battery** – intentional touching of another person’s intimate parts without the person’s consent; or other intentional sexual contact with another person without that person’s consent.
- **Sexual Coercion** – using physical or verbal aggression or pressure to force or attempt to force a person to touch another person’s intimate parts without that person’s consent.
- **Rape** – penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

Further Definitions:

**Incapacitation** – includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

**Gender-based harassment** – acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Exploitation** – an act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

**Domestic violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating violence** – acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence.

**Stalking** – repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person’s ability to perform the activities of daily life.
Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.

Consent – knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.

- Consent cannot be given where a person is incapacitated due to drugs or alcohol; or where a person has a disability; or is not of legal age to consent as defined by law.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

While these definitions are consistent with Virginia Tech policies, the Student Conduct office may provide amplification and more specific guidance. Updates to these policies can be found online at [http://www.studentconduct.vt.edu/](http://www.studentconduct.vt.edu/). In cases where cadets may have broken laws in the commission of such an act, the appropriate law enforcement authorities and university authorities will be contacted for additional investigations and punishment.

We encourage victims of sexual violence, including rape, sexual assault, sexual battery, stalking, and dating and domestic violence, to exercise their right to file a complaint with the Virginia Tech Police Department if the crime occurs on Virginia Tech’s property, regardless of the status of the complainant. For crimes occurring away from Virginia Tech’s property, victims may contact the local law enforcement in the appropriate jurisdiction.

**Immediate actions if you are a victim of sexual violence:**

If a sexual or physical violence occurred in the past 24-72 hours:

1) **Call** a friend, relative, and/or victim advocate from the Women’s Resource Center or the Virginia Tech Women’s Center to be with you.

2) **Seek medical care.** If you are a victim of sexual violence, do not change your clothes, shower, or eat or drink between the assault and the trip to the emergency room.

3) **Contact the police** for assistance and information. Even if you do not wish to prosecute, a police report will make you eligible for having some of the costs associated with the assault covered.

4) **Notify** your cadet chain of command and your Deputy Commandant or Residential Learning Coordinator as soon as possible.
If you become aware that a fellow cadet may have been a victim of a sexual violence:

1) Protect and stay with the victim. If at all possible, do not leave the victim alone. Safety of the victim is paramount!

2) Notify the RA on duty, Residential Learning Coordinator, and Deputy Commandant immediately.

3) If the victim wishes to accomplish any of the steps listed above, assist them to the greatest degree possible.

Immediately upon notification of potential sexual violence, the RA on duty will notify the Deputy Commandant and initiate the appropriate Residence Life notification protocol.

The Deputy Commandant will ensure that all Residence Life and university notification protocols have been initiated.

In these matters, the Commandant’s Staff are considered a “Responsible Employee.”

"Responsible employee” means a person employed by Virginia Tech who has the authority to take action to redress sexual violence, who has been given the duty of reporting acts of sexual violence or any other misconduct by employees or students to the Title IX coordinator or other appropriate institution designee, or whom an employee or student could reasonably believe has this authority or duty.

In addition, individuals can go to file a discrimination or harassment complaint, including Title IX to:

The Executive Director for Equity and Access
Title IX Coordinator
Virginia Tech
North End Center
300 Turner St.
Blacksburg, VA 24061
Phone: (540) 231-2010
equityandaccess@vt.edu

Acknowledgment of Understanding: All cadets will sign an Acknowledgment of Understanding of these policies, which will be maintained in their individual 201 File. The Acknowledgment of Understanding is provided below.

I, ________________________________ acknowledge that I have read and understand the Virginia Tech Corps of Cadets policies concerning sexual harassment, and sexual violence. Further, I acknowledge that I understand the sanctions that may be imposed for violations of those policies.

SIGNATURE: ________________________________ DATE: ____________
IMPORANT PHONE NUMBERS

There are a variety of services and resources available both on and off campus for victims of sexual assault.

Residence Life On-Call (RLOC) East 540-357-0750

Women's Resource Center of the NRV 639-9592 (Office)
639-1123 (24 Hour Hotline)

Women's Center (VT) 231-7806 (Office)

Cook Counseling Center 231-6557 (0800-1700)
231-6444 (1700-0800)

Schiffert Health Center 231-6444 (24 Hours)
(Women's Clinic)

Virginia Tech Police 911 (Emergency, off campus)
231-6411 (Office)

Blacksburg Police 911 (Emergency)
961-1150 (Office)

Carillion New River Valley Medical Center 731-2000

Montgomery Regional Hospital 953-5122 (Emergency)
639-9592 (Office)
ANNEX D: FLAG DETAIL

**General:** The Virginia Tech Corps of Cadets will maintain a detail to raise and lower the American flag and the Corps flag daily during the school year. The purpose of this regulation is to establish policies and procedures for conducting flag detail. Flag detail is considered an honor and will never be used as a form of punishment. Flag detail that is performed poorly will be brought to the attention of the Regimental Commander through the VTCC Color Guard.

**Policy:** Flag detail is the duty of all the first-year cadets and sophomore class during the fall semester and the duty of the members of the sophomore and junior classes during the spring semester. Flag detail will always be performed with the strictest attention to military protocol and procedure. The Regimental Adjutant is the responsible senior officer for the Corps’ flag operations and will designate the weekly flag detail unit. The Officer of the Day is delegated authority by the Regimental Commander through the Adjutant to oversee and monitor the daily raising and lowering requirements. The Regimental Adjutant places responsibility for overseeing and disciplining the flag detail upon the Officer of the Day and the Color Guard. The Color Guard Commander is charged with providing the training of the unit flag detail members. The tour of duty for the unit assigned flag duty will be weekly from Monday through Sunday. The Regimental Adjutant will announce the unit assigned flag duty in the Regimental Orders. Flag Detail instruction will be given to each company starting the first week of classes. Instruction will be given by the Color Guard the Monday evening before the company begins Flag Detail on Tuesday morning. Monday flag details are performed by the Color Guard. Corrective action and retraining will be done by the Color Guard as required.

**Uniform:**
The uniform will be the sanitized uniform of the day and the following regulations will apply:

- Sanitized white shirt or long sleeve gray shirt with tie. The uniform for Sunday is summer or winter Dress A.
- All cadets will wear black belts.
- All brass and leather low quarters highly shined.
- All cadets shall wear white gloves except when the temperature is below 32 degrees, when black leather gloves with wool inserts may be worn.
- All cadets will wear ranks and nametag. Only detail leader is allowed to wear a watch.
- If it is raining, all cadets may wear raincoats with rank. The uniform for Sunday will be summer or winter Dress B with raincoat.
- If the temperature is below 55 degrees, it is per the detail leader’s discretion on whether or not the detail will wear windbreakers (with ranks). This only applies to weekend formations or formations without the regiment present, otherwise cold weather gear is the same as the UOD.
Not allowed:
- Cords, ribbons, pins, etc., by any of the cadets
- Jewelry of any kind or watches (except for detail leader).

Procedure:
Morning flag detail will be performed in the following manner:
- A member of Color Guard will meet the detail, in Shanks Hall (Monday-Friday) and Thomas Hall on the weekends, with the cased colors no later than 0710
- The order of detail will be: raiser, detail leader, do-nothing
- The detail will step off NLT 0722 every morning
- The detail will file out of Shanks Hall (Monday-Friday) and Thomas Hall on the weekends
- To file out of the building: the colors will be uncased, “colors in the hall” will be called, and the detail will line up in the order given, then step off.
- The detail leader salutes and greets any commissioned officer if they are present.
- The detail will form up on the thicker horizontal line of the new VT, right before where you enter the area in front of the rock (the raiser falls-in to the right of center, the detail leader falls-in to the center, the do-nothing falls-in to the left of center) swing outside arms at shoulders not at elbows.
- The detail leader calls the commands: “Detail, Fall-in” and “Forward, March”
- The detail leader calls the command: “Detail, Halt” in the center of the second to last full sized sidewalk block stopping on the crack between the second to last and last full sized sidewalk blocks.
- After halting the Raiser will salute the rock
- The Detail leader calls the command: “Retrieve the halyards”
- The Do-nothing and raiser simultaneously step back with the left foot, then right, then step across their body with the left foot to walk towards the pole on the right side of the plaque.
- The do-nothing will be on the left side of the pole and the raiser will be on the right side with halyards
- The raiser will untie the halyards, step back (without letting the halyards touch the deck) spread them out until the halyards are not twisted. Then the raiser will hand the side with clips to the do-nothing. They will both automatically post with heels on the ready line, with the inside arm at ninety degrees, back of hand facing lane hall, gripping the halyards. The outside arm will be perpendicular to the deck with knuckles touching the elbow of the opposite arm and back of hand out also facing Lane Hall.
- Detail leader calls the command: “Ready face”
- The do-nothing and raiser will make an inward facing movement (making sure they are clear of the plaque before). On the first count of this two count movement, their hand closest to Lane Hall will drop to their side as if at the position of attention and the opposite hand will become flat parallel to the deck, while the feet perform the first count of a facing movement. On the second count the arm at the side will come up, and go parallel to the deck mirroring the other arm with hand flat and on top. The feet will “drive” into the position of attention.
- The do-nothing will automatically start bringing down the halyards until the last clip is in the middle. The detail leader will step in and then clip the union corner of the flag on the last clip, followed by the red, making sure the flag is not twisted. The raiser will slowly raise while detail leader is unraveling the flag. The raiser will stop when the detail leader has the flag end (opposite
corner of the union) in their hands by the brim of their cover, and the bottom edge of the flag is parallel to the deck.
- Once the bugler starts playing " reveille " the detail leader will let go of the flag, come to attention and then render a salute, the raiser will take long and steady pulls until flag hit the top of pole and clings. At that point, the raiser and do-nothing will drop their right hand to their right side as if at the position of attention, and then render a salute with their right hand.
- The detail leader comes to attention once the bugler has finished playing then calls the command: " Order, Arms " The raiser and do-nothing will drop their salute then assume the modified position of attention with the halyards.
- The detail leader calls the command: " Ready, Face " (face the rock) moving in the same manner as the first facing movement. The raiser will grab high and tight.
- The detail leader calls the command: " Secure the halyards "
- The do-nothing and raiser will step back to their respective sides, while the raiser is keeping tight on their halyard and ties it around the pulley. (Outside of cleat pulling towards the rock, then figure eight) After the knot is tied the raiser will give a signal to the do-nothing to approach the ready line.
- The detail leader will post up on the first crack line of the VT with head over right shoulder and call the command: " Detail, Fall in "
- The detail leader will salute the rock then call " Forward, March. "
- At the crack on the pathway where the detail formed up, the detail leader will call " Detail, Halt "
- The detail leader will call " Fall out and File into Thomas. " (following the 1,2,1,2,1,2 method)
- Once in Thomas Hall, the detail is completed and the member of Color Guard present will give further instructions as needed.

Evening flag detail will be performed in the following manner:

(The flag will be lowered at 1700, except on Tuesday and Thursday when it will be lowered at 1715)
- The detail will meet in Thomas Hall no later than 1640, except on Tuesday and Thursday when the detail will meet at 1655.
- The order of detail will be: detail leader, do-nothing, gatherer, lowerer
- Detail steps off NLT 1653, except on Tuesday and Thursday when they will step off at 1708
- The detail leader salutes and greets any COMMISSIONED OFFICER if they are present
- The detail will form up on the thicker horizontal line of the new VT, right before where you enter the area in front of the rock (the do-nothing falls-in to the right of center, the gatherer falls-in to the center, the lowerer falls-in to the left of center)
- The detail leader calls the commands: " Detail, Fall-in " and " Forward, March "
- The detail leader calls the command: " Detail, Halt " in the center of the second to last full sized sidewalk block stopping on the crack between the second to last and last full sized sidewalk blocks.
- After halting the detail leader will salute the rock
- The detail leader calls the command: " Retrieve the halyards "
- Do-nothing, gatherer, and lowerer simultaneously step back with the left foot, then right, then step over with left foot to walk towards the pole on the right side of the plaque.
- Do-nothing will be on the right side of the pole or side with halyards and the lowerer will be on the left side of the pole. The gatherer will stand behind the cannon facing Maj Williams Hall.
- The do-nothing will untie the halyards, step back (without letting the halyards touch the floor) spread them out until the halyards are not twisted. Then the do-nothing person will hand the left side or side with the flag and clips to the lowerer. The do-nothing will keep their halyard TIGHT until -To the colors- plays (so the flag does not dip before being lowered). They will both automatically go to the ready position with hands stacked on halyards (top hand closest to lane)
- Detail leader calls the command: “Two steps out, March”
- The do-nothing and lowerer will take two half side steps towards the plaque. (Making sure to leave room for the detail leader and the gatherer to slide in) The gatherer will then slide behind them, so as to be centered with their back to the pole and facing lane.
- Detail leader calls the command: “Parade rest”. The detail leader does a regular parade rest. The gatherer will mimic him/her (right leg goes out). The lowerer will do a regular parade rest while keeping their hand closest to lane atop the halyard. The do-nothing will mimic the lowerer (right leg goes out) while keeping their hand atop the halyard.
- Once the call –retreat- is finished the detail leader will snap to attention then call the command: “Detail, Attention”.
- The gatherer will go to attention. The lowerer and do-nothing will perform a two count attention. On the first count the left hand will be pinned to their side. On the second movement the hand will return to the halyards, parallel to the deck.
- The detail leader calls the command: “Present arms”. Only the detail leader and the gatherer present arms.
- Once the bugler starts playing –to the colors- the lowerer will take short and steady pulls. The detail leader will look up occasionally to check if the flag is within reach of the gatherer. Once the flag is within the gatherers reach the detail will nod their head in order to signal the gatherer that they can grab the flag. The gatherer will drop their salute and go to attention before they go to grab the flag. Once the gatherer goes to retrieve the flag, the lowerer will stop lowering. Once they have the flag they will walk back to their original position with the flag in their right hand, holding it to the brim of their cover.
- The detail leader will hold the salute until both the bugler is finished and the gatherer has the flag.
- The detail leader will walk forward and around the left side of the plaque, sliding in between the detail and plaque. They will then take the flag from the gatherer with their right hand. The gatherer will then form a “basket” with the right hand being closer to their heart (left hand should be on top of right). The detail leader will stuff the flag in the gatherer’s arms in a “zig zag” fashion while keeping the flag contained within the gatherers arms. The lowerer will lower slowly as the detail leader tells them to do so. Once the flag is completely stuffed the detail leader will ask the gatherer, “secure?” If the response is “No” the detail leader will adjust the flag, if the response is “Secure” the detail leader will give the next command.
- The detail leader calls the command: “Post” (Without doing facing movements, the gatherer will go stand next to the muzzle of the canon on the inside, facing Maj Williams Hall. The detail leader will leave on the left side of the plaque going to the center of the full sized sidewalk block in front of the plaque, facing the flagpole. At this time the do-nothing will slowly raise until the clips are past the lowerer, then they will take 5 big pulls.
- The detail leader calls the command: “Two steps in, March”. At this point both the do nothing and lower will take two small side steps towards the rock.
- The detail leader calls the command: “Secure the halyards”
- The do-nothing will tie off the halyard (outside of cleat pulling towards the rock, then figure eight) Afterwards the do-nothing will give a signal to the lowerer to approach the ready line.
- The detail leader calls the command: “Three steps forward, March” (The lower and do-nothing will simply take 3 steps forward. The gatherer will still take 3 steps but will end up in the small concrete block at the point of the “V”)
- Detail leader calls the command: “Ready Face” (everyone will face inward). The gatherer will not preform facing movements, as to not make any sudden movements with the American flag.
- The detail leader will take two steps towards the gatherer. On every left step the detail leader takes, the do-nothing and lowerer will take a small diagonal step towards the gatherer. Once they have reached the gatherer, the lowerer and do-nothing will immediately put their hands up under the flag. The detail leader will find his/her corners (blue in the right hand and red in the left). The detail leader will then slowly step backwards. As he/she is stepping backwards the gatherer will find their corners while the lowerer and do-nothing helps them. Once found the lowerer and do-nothing will slide to the middle of the flag and hold it level
- The detail leader calls the command: “Ready, Fold”. Both the detail leader and the gatherer fold the flag in half and simultaneously drop their hand closest to the lowerer. The do-nothing and lowerer will step together and the lowerer will hand their side to the do-nothing. Then the lowerer will grab the bottom fold of the flag.
- The detail leader will call the command: “Ready, Step”
- The do-nothing and lowerer will take a step back leveling out the flag.
- The detail leader calls the command: “Ready, Fold”. Both the detail leader and the gatherer fold the flag in half and simultaneously drop their hand closest to the lowerer. The do-nothing and lowerer will step together and the lowerer will hand their side to the do-nothing. Then the lowerer will grab the bottom fold of the flag.
- The detail leader will call the command: “Ready, Step”
- The do-nothing and lowerer will take a step back leveling out the flag.

Once the flag is folded twice, the do-nothing and the lowerer will automatically slide down to the gatherer to help fold. The gatherer will fold starting with the right hand to the left side, while the do-nothing and lowerer grip the corners to keep it tight. The detail leader will be lightly pulling the flag in order to keep it taught.

Once the gatherer get to the union, they will stop folding in order to allow the do-nothing to tuck the red excess, which is coming out from under the blue, under the blue (all the way down the flag). Once it is tucked the gatherer will continue to fold.

Once the gatherer get to the union, they will stop folding in order to allow the do-nothing to tuck the red excess, which is coming out from under the blue, under the blue (all the way down the flag). Once it is tucked the gatherer will continue to fold.

- Once at the end detail leader will tuck the excess in. Once it is completely tucked, the detail leader will take the flag and inspect it (if it needs to be refolded, refold it). At this time the lowerer and do-nothing are at attention and the gatherer forms the “basket.” The detail leader will place the flag with the point up and the most presentable side outward inside of the gatherer’s arms. The detail leader will then take a step back and give the next command.
- Detail leader calls the command: “Post”

- The order of filing off will be: detail leader, do-nothing, gatherer, lowerer. Once the detail leader steps off, the do-nothing will take their first step as the detail leader’s second left foot strikes the ground. This will continue for the rest of the detail. The detail leader will stop on the second crack from the rock while the do-nothing stops halfway between the first and second crack and takes a step to the right. The gatherer will go to the middle and the lowerer will step to their left. Each member will be at closed interval.
- The detail leader will salute the rock then call forward march. At the line where the detail leader originally formed up, the detail leader will begin calling “Detail halt”
- The detail leader will call “Fall out and file into Thomas”
- Then the detail will walk into the Thomas doors and the do-nothing will drag their hand on the door so as to keep the door from touching the gatherer. The lowerer will extend their hand to catch the door. The detail leader will call, “Colors in the hall’. Once in the TTVL the gatherer will put the flag in the bag and say “secure.” (Everyone is at attention and facing the flag). The lowerer will look back and call “Hall Clear”
- Once the colors are cased, the detail is completed and the member of Color Guard present will give further instructions as needed.

**In the event the flag is wet enlist the help of the detail and go to the Monteith basement, unfold it and lay it out to dry on the racks. Make sure to alert the Color Guard Commander of the colors new location.

Half-staff:
It is the duty of the Color Guard Commander to inform the members of the detail if the colors are to be flown at half-staff.

- Procedure: The flag, when flown at half-staff, should be first hoisted to the peak, pause until the call is finished and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
ANNEX E:  GOLD CORD (Beverly S. Parrish, Jr. Memorial Award)

**General:** The Beverly S. Parrish, Jr. Memorial Award, or Gold Cord, was established to recognize the one cadet company whose exceptional performance and achievement in areas central to the Corps mission exceeded that of all other companies. The award will be presented annually at the spring awards ceremony and all cadets assigned to the winning company will be entitled to wear the gold shoulder cord in recognition of the achievement until such time as a new company earns the award, typically one year.

**Concept:** Each company will be evaluated in five specific areas of achievement. Scores will be tabulated monthly and monthly Gold Cord standings will be shared with the Corps via a means determined by the Regimental Commander in coordination with the Commandant of Cadets. Categories for evaluation and their weighting factor are as follows:

- Academics 25%
- Competition 25%
- Recruiting 15%
- Drill & Ceremonies 15%
- Room & Uniform Standards 15%
- Cultural Competency 5%

**Scoring:** The Regimental Executive Officer, with the assistance of the Regimental S-1 and IG will compile scores and coordinate with the Commandant’s Executive Officer.

Scores will be tabulated monthly and monthly Gold Cord standings will be published to the Corps in the Regimental Orders.

The Regimental Commander will present a mid-year summary of Gold Cord standings to the Corps at the January academic awards Corps Lab.

The following ‘track’ scoring method will be used all categories with the following point allocations:

1st Place 10 points
2nd Place 8 points
3rd Place 6 points
4th Place 4 points
5th Place 2 points
6th Place 1 point
Academics: Academic success is the single most important aspect of every cadet’s purpose at Virginia Tech. Accordingly, each company’s collective academic performance will carry the most weight for the Gold Cord. It is the responsibility of every member of the cadet chain of command, particularly commanders, to ensure a favorable study environment is established and maintained in all cadet barracks. Academic Officers at all levels must be aware of all academic assistance programs available to cadets and be prepared to assist cadets in taking advantage of those programs. In addition, developing cultural competency is of increasing importance, especially given the nature of the world cadets will graduate into. Scoring for academics is explained below.

Company GPA (average) (Previous Spring and Fall Semesters)

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Percent of cadets in Company awarded an Academic Award Ribbon.
(Previous Spring and Current Fall Semesters)

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Competitions: The following competitions would be included in the graded events:

Company Athletics
Platoon Tactical Challenge
Eager Squad
Eager Individual
Guidon Knowledge Test(s)
Homecoming and Military Ball Banners
Other Competitions as designated by the Regimental Commander

For each event / category:

1st Place: 10 points
2nd Place: 8 points
3rd Place: 6 points
4th Place: 4 points
5th Place: 2 points
6th Place: 1 point

Recruiting: The nation requires as many ethical and capable leaders as possible. It is why this Corps exists. It is the responsibility every cadet to participate not only in recruiting prospects; but also, by creating a positive environment in the Corps, retain cadets. For commanders, retention in the Corps is a primary command responsibility, just as it is in the active duty forces or civilian industry.

Placing will be determined by rate of participation, calculated by dividing the number of contacts collected by the number of cadets in the Company. Contacts include the business cards and/or letters from high school guidance counselors, teachers and/or band directors; and the contact information of individual prospective students, during Hometown Recruiting. A company can have a participation rate over 100 percent.

1st Place: 10 points
2nd Place: 8 points
3rd Place: 6 points
4th Place: 4 points
5th Place: 2 points
6th Place: 1 point
Drill & Ceremonies: The following drill and ceremony events would be included in graded events:

- New Cadet Parade
- Football Games Marching
- Corps Homecoming Pass in Review
- Homecoming Parade

For each category of events:

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<thead>
<tr>
<th>Place</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>10</td>
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<tr>
<td>2nd</td>
<td>8</td>
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<tr>
<td>3rd</td>
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<td>4th</td>
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<tr>
<td>5th</td>
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</tr>
<tr>
<td>6th</td>
<td>1</td>
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</tbody>
</table>

Room & Uniform Standards: Inspections of rooms and personnel are an ongoing and routine assessment of a company’s unit pride and adherence to standards. The Inspector General will publish a schedule of formal inspections and will conduct unannounced spot inspections with the assistance of the cadet chain of command. The following would be included in the graded events:

For each Formal Inspections (to include Regimental-Wide inspections, ORIs, etc.) and For all Random Inspections:

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<tr>
<th>Place</th>
<th>Points</th>
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<tbody>
<tr>
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<td>2nd</td>
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<td>3rd</td>
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<td>4th</td>
<td>4</td>
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<td>5th</td>
<td>2</td>
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<tr>
<td>6th</td>
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</tbody>
</table>

Cultural Competency: Developing cultural competency is of increasing importance, especially given the nature of the world cadets will graduate into. Scoring for cultural competency is explained below.

Cultural Competency (Previous Spring, Summer, and Current Fall Semesters)
Percent of cadets in Company completing a foreign language class, each semester with a C or above grade.
Percent of cadets in Company conducting a cultural mission (CULP, Project GO, etc.)

<table>
<thead>
<tr>
<th>Place</th>
<th>Points</th>
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<tbody>
<tr>
<td>1st</td>
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<td>2nd</td>
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<td>3rd</td>
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<td>4th</td>
<td>4</td>
</tr>
<tr>
<td>5th</td>
<td>2</td>
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</tbody>
</table>
ANNEX E

6th Place 1 point
ANNEX F: COMMANDER APPLICATION FOR CREATION OF A TEMPORARY POSITION AND FIELD PROMOTION

General: The purpose of this application is to provide a means for commanders at all levels to offer, for approval, the creation of a temporary position within their organization and to nominate a cadet to fill that position with appropriate rank.

Such positions may be created any time after the completion of the Red Phase of Training, which should provide sufficient time for current commanders to assess their organizational needs and cadet performance.

Positions created during the first semester may be recommended for continuance by the second semester commander who will also determine whether the cadet occupying the position will be continued or whether a new cadet will be nominated.

All such positions will end at the completion of the school year unless deemed to of such value that it will be made a permanent part of the Corps staff. If so, the position and description will be added to this regulation.

Applications for positions at the Company and Battalion level will be submitted to the appropriate Deputy Commandant for review and recommendation to the Commandant for approval.

Applications for positions at the Regimental Staff level will be submitted to the Commandant for review and approval.

Nominees should be in good standing, not be on any form of probation, and have at least a 2.50 Cumulative GPA.

<table>
<thead>
<tr>
<th>Commander’s Name</th>
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<tbody>
<tr>
<td>Commander’s Position</td>
<td></td>
</tr>
<tr>
<td>Date of Application</td>
<td></td>
</tr>
<tr>
<td>Title of Proposed Position</td>
<td></td>
</tr>
<tr>
<td>Description of Duties and Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Metrics Used to Measure Results</td>
<td></td>
</tr>
<tr>
<td>Nominee’s Name to Fill Position</td>
<td></td>
</tr>
<tr>
<td>Proposed Rank of Nominee</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX G: SAMPLE CADET EVALUATION FORM
# Cadet Evaluation Form

**Virginia Tech Corps of Cadets**

<table>
<thead>
<tr>
<th>NAME (Last, First Ml)</th>
<th>RANK</th>
<th>CLASS</th>
<th>TRACK</th>
<th>SEMESTER EVALUATED</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PT SCORE</th>
<th>TEST DATE</th>
<th>DISCIPLINARY CASES THIS SEMESTER</th>
<th>MILITARY PROBATION</th>
<th>CORPS POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes: ☐ No: ☐</td>
<td></td>
</tr>
</tbody>
</table>

**PERFORMANCE**

<table>
<thead>
<tr>
<th>PERFORMANCE</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBORDINATE DEVELOPMENT**

<table>
<thead>
<tr>
<th>SUBORDINATE DEVELOPMENT</th>
<th>SCORE</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

(only for cadets in supervisory positions)

**UNIT CONTRIBUTION**

<table>
<thead>
<tr>
<th>UNIT CONTRIBUTION</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**PERSONAL DEVELOPMENT**

<table>
<thead>
<tr>
<th>PERSONAL DEVELOPMENT</th>
<th>SCORE</th>
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<tbody>
<tr>
<td></td>
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</table>

**DEMANOR/ATTITUDE**

<table>
<thead>
<tr>
<th>DEMANOR/ATTITUDE</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**OVERALL SCORE**

<table>
<thead>
<tr>
<th>OVERALL RATING</th>
<th>RECOMMENDED POSITION</th>
<th>EVALUATOR (Last, First Ml)</th>
<th>EVALUATOR POSITION</th>
<th>EVALUATOR CADET SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVIEWER COMMENTS**:

**ACKNOWLEDGEMENT OF CADET EVALUATION**

I acknowledge that I have seen and been counseled on the results of this semester evaluation. Attach additional comments for any DO NOT CONCUR or DO NOT RETAIN.

**CONCUR ☐ DO NOT CONCUR ☐**

<table>
<thead>
<tr>
<th>EVALUATED CADET SIGNATURE</th>
<th>DATE</th>
<th>REVIEWER SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMANDER NAME (Last, First Ml)**

<table>
<thead>
<tr>
<th>CO’s RATING</th>
<th>CO’s RANKING</th>
<th>COMMANDER SIGNATURE</th>
<th>DEPCOM/SEA</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
CADET EVALUATION SYSTEM
Virginia Tech Corps of Cadets

Cadet Evaluations are an essential element of the leadership development program of the Virginia Tech Corps of Cadets. As in the active military, evaluations exist primarily for the purpose of providing information for promotion and assignment selection, and secondarily as a means for giving cadets feedback on performance and opportunities for improvement. As such, it is important that evaluations be written carefully and accurately to provide the most opportunity for the development of cadets as they look to their future careers. Writing effective evaluations is an important skill for aspiring officers and leaders.

This evaluation system utilizes a weighted grading system to help the rater provide an accurate assessment of the cadet’s overall performance and development. There are four or five main categories each cadet will be evaluated on (non-supervisory cadets are NOT rated on “Subordinate Development”). Each category has suggested factors to consider and appropriate point values for given levels of performance. In the narrative blocks, the evaluator must cite specific examples of what the cadet did and how their performance impacted the unit or others. Beware of just using generic adjectives to describe a cadet without providing specific examples. Describe the specific accomplishment of the cadet and the impact of that accomplishment on the unit. The written narrative must support the rating. The more a rating deviates from the “satisfactory” score of three (3), the more substantial text must be written in the narrative. Ratings of 1 or 5 in particular demand complete and comprehensive narratives justifying that score. The “Overall Score” block is automatically calculated based on the scores in the four/five rating areas, and weights for that calculation are shown below. The evaluator and commander each provide their Overall Rating, and should use the scale below as a guide in making their assessment, based on the Overall Score.

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Supervisor</th>
<th>Non-Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>Personal Development</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>Subordinate Development</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Unit Contribution</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>Demeanor/Attitude</td>
<td>15%</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Performance Scale:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.6 – 5.0</td>
</tr>
<tr>
<td>3.6 – 4.5</td>
</tr>
<tr>
<td>2.6 – 3.5</td>
</tr>
<tr>
<td>0.0 – 2.5</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Cadet Responsibilities for Evaluations:

- **Evaluated Cadet:** the cadet receiving an evaluation. This cadet’s responsibility is to read and acknowledge receiving the evaluation. Signing the acknowledgement is not an indication of concurring with the evaluation. If the evaluated cadet does not concur with all or part of the evaluation, the cadet has a right to provide additional documentation to be included with the evaluation.

- **Evaluator Cadet:** the immediate supervisor of the evaluated cadet, who has daily opportunity to observe and interact with him/her. The evaluator’s main responsibility is to provide an accurate and complete evaluation, as well as an overall rating and recommended future leadership position for the evaluated cadet.
- **Reviewer:** the reviewer is generally the immediate supervisor of the evaluator. This cadet should note any observations about the evaluated cadet, as well as review the comments of the evaluator to ensure that the written narrative is consistent with the numerical scores. The reviewer may, in the course of supervising the preparation of evaluations, ask the evaluator to adjust scores or written text in the evaluation. The reviewer has the responsibility of ensuring that the evaluations are fair and consistent within his/her part of the organization.

- **Commander:** the commander is the immediate cadet commander of the evaluated cadet. In the event that an evaluated cadet works directly for a commander, the commander will sign as both evaluator and commander, and the reviewer will be the commander’s supervisor. The commander provides an overall rating for the evaluated cadet, as well as a numerical ranking of that cadet within his/her peer group (class) within the unit. The commander has the responsibility of total quality control for all evaluations within the unit, as well as ensuring that the evaluations are fair and consistent across his/her entire unit.

### Rating Criteria:

**Performance:** Evaluates a cadet’s general performance, uniform and room standards, execution of assigned duties, participation in Corps activities. What are the person’s strengths and weaknesses? How did the person demonstrate leadership? Were they effective? Did they complete all tasks in a timely manner and with good quality? Did they perform as you expected? Better or worse?

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<thead>
<tr>
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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>A clear front runner among cadets. Perfomed well beyond expected. Scored high on all Corps and fitness tests. Consistently set the standard for others. Aggressively sought out additional responsibility. A self-learner and self-starter. Results had a significant positive impact on unit or the Corps.</td>
<td>Performed above expected and showed great qualities of a leader. Effective in achieving the goals set for them and were an asset to the team. Scored well on all corps and fitness tests.</td>
<td>Performed as expected in most if not all aspects of the position. Did the job to a satisfactory level, but definitely could have been better. Test scores were average.</td>
<td>Did not do as well as expected and needs further development to be an effective member of the team. Scored below average on tests and lacked dedication to the mission.</td>
<td>Failed in their duties as a cadet. Showed no effort in completing the mission.</td>
</tr>
</tbody>
</table>
**Personal Development:** Evaluates the personal growth and development of the cadet over the past semester. Did they meet or make significant strides to achieving their goals? Did they improve themselves in a noticeable way? Did they seek out opportunities to lead or serve?

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<th>4</th>
<th>3</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Met all of their personal goals and developed themselves in a significant way. Made large strides in developing themselves in the whole person concept. Continued to seek out opportunities in every aspect of daily life to make themselves better. Demonstrated a remarkable change in who they are as a person and a leader.</td>
<td>Met most of their goals or made great strides towards achieving them. There is a noticeable change in the person and true growth in their abilities as a leader and person. Continues to seek out opportunities to make themselves better.</td>
<td>Developed themselves in only the opportunities that were given to him. Did not seek other opportunities for personal growth but made some strides towards achieving their goals.</td>
<td>Made little effort to achieve their goals and showed little interest in developing themselves as a leader or person. No demonstrable improvements in their personal development.</td>
<td>Made no effort to increase their self-worth or abilities. Did not attempt to better themselves. Sought out no opportunities to develop themselves.</td>
<td></td>
</tr>
</tbody>
</table>

**Subordinate Development:** Evaluates the capacity of the cadet to develop those under their responsibility, and develop their unit as a team. Did they help their team achieve their goals or make significant strides to completing them? Did they put a lot of effort into working with their team to develop them as a leader and cadet? Did they help their team achieve academically? Did they work on their team’s weaknesses and strengths to help them achieve their goals? Did they provide the necessary support and challenge to grow their team into effective leader(s)?

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</tr>
</thead>
<tbody>
<tr>
<td>Put an unprecedented amount of effort into developing their subordinate as a leader and person. Adapted their leadership style to lead their team, resulting in significant results. Coached and encouraged others to reach new levels of performance. Clearly inspired subordinates to succeed and improve.</td>
<td>Went above the normal job requirements to help grow their subordinates. Invested a significant time and energy into developing their subordinate. Encouraged others to expand their roles, handle important tasks and learn by doing.</td>
<td>Performed as expected and did not go above and beyond the job requirement. Helped develop the subordinates during the normal corps activities, but did not put much extra time into helping to make their subordinates better.</td>
<td>Did not perform as expected. Failed to show the dedication required to improve their team. Their team showed very little growth or leadership.</td>
<td>Failed to perform their duties and showed no dedication to their team. Had a negative impact on their subordinate(s).</td>
<td></td>
</tr>
</tbody>
</table>
**Unit Contribution:** Evaluates how much the cadet was an effective member of the unit. Did they help the unit succeed? What was their contribution? Did they lead the planning of morale and unity activities? Were they present in the unit area? Did they participate in unit events or did they avoid them?

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</thead>
<tbody>
<tr>
<td>Volunteered to organize unit events and attempted to help the unit in any way possible. Provided clear formal or informal leadership to the unit.</td>
<td>Helped the company succeed and volunteered for a few events. Attended all events and were engaged in the company. Did above what was expected.</td>
<td>Helped when it was convenient for them but did not make any extra effort to volunteer for events. They were present in the unit area and fulfilled their requirements, but did nothing extra.</td>
<td>Tried to avoid tasks and did little to support the company. Attempted to get out of many corps and company events. Did not volunteer to help with many, if any, tasks.</td>
<td>Was a detriment to the unit and did nothing to help the company. Attempted to get out of almost all events. Put no effort into the company and is of no benefit to the unit.</td>
</tr>
</tbody>
</table>

**Demeanor/Attitude:** Evaluates the cadet’s attitude to staff and cadet leadership, to organizational change, and to the Corps as a whole. Did they welcome change and show a great attitude to the Corps? Did they attempt to be part of the solution and not part of the problem? Were they a positive influence on others in the unit? Did they work to make the best of situations?

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</thead>
<tbody>
<tr>
<td>Always had a superior attitude to the Corps and was a champion for events and activities. Actively sought out opportunities improve the Corps and promote a positive attitude among other cadets.</td>
<td>Consistently demonstrated a positive attitude and got behind decisions that the leadership made. Expressed criticism appropriately and with a view to positive change. Never complained to subordinates.</td>
<td>Attitude was acceptable, but they allowed others to express negative opinions in non-constructive ways. Rarely helped find solutions to problems or issues.</td>
<td>Attitude was often negative, and sometimes expressed opinions to others. Did not care to help find solutions.</td>
<td>Approach to Corps participation was detrimental to others and consistently negative. Never found the positives in the situation and displayed outward contempt for leaders. Actively worked to undermine the organization.</td>
</tr>
</tbody>
</table>
ANNEX H: WAIVER OF LIABILITY

Virginia Tech Corps of Cadets
WAIVER OF LIABILITY

Virginia Polytechnic Institute and State University (“Virginia Tech”) and the undersigned member of the Corps of Cadets hereby agree to this waiver of liability. Member of the Corps participate in a number of activities, including but not limited to the Obstacle Course and Rappelling Tower facilities (the “Facilities”), and other events such as intramural sports, Caldwell March, Ironman Competition, and Squad Tactical Challenge. Virginia Tech and the Undersigned do hereby agree to the following:

Assumption of Risk. The Undersigned acknowledge the existence of risk in connection with use of the Facilities, and other activities, whether in an active or spectator capacity (including all elements of the Obstacle Course located along Smithfield Road and the Rappelling Tower located in Stadium Woods. Participation by the Undersigned in Corps Activities by the Undersigned is hereby made with full knowledge of the risks of injury, illness or damage to property. Activities may include physical exertion and risk of injury. The Undersigned accepts full responsibility for any injuries, illness or damage to property that the Undersigned may sustain in the course of such Activities. Participation in the Activities entails both known and unknown risks and dangers, and potential risks and dangers, which are characteristic of, intrinsic to or an integral part of such Activities, including, but not limited to, slipping or falling on or off equipment; collision with fixed objects or people; imperfect course conditions; having multiple participants participate in the Activities at one time; land, water and surface hazards; exposure to extreme conditions and circumstances; adverse weather conditions; safety measures which prove inadequate under certain circumstances; equipment failure; the physical or medical condition; and varying skill levels, fitness levels and abilities of participants. The specific risks vary from one activity to another, but potential risks include, but are not limited to: scratches, cuts, splinters, bruises, sprains, dislocations, broken bones, torn muscles, torn ligaments, joint or back injuries, nerve damage, eye injuries or loss of sight, heat stroke or exhaustion, heart attacks, strokes, concussions, brain or spinal cord injuries, temporary or permanent paralysis, loss of bodily functions, or even death. These risks may result from the use of the Facilities, or Activities, or in combination, or from the acts of others or from the unavailability of emergency medical care.

Waiver/Indemnify and Defend. The Undersigned hereby release, waive, discharge, indemnify, covenant not to sue, and agree to hold harmless for any and all purposes the Commonwealth of Virginia, Virginia Polytechnic Institute and State University, and respective employees, officers, or agents (hereinafter collectively referred to as the “Releasees”) from any and all liability, claim, demand, causes of action, suits, losses, damages, property damage, property loss or theft, costs (including court costs and attorneys’ fees) or injury, including death, that may be sustained by the Undersigned while participating in Corps activities, and/or using the...
Facilities. The Undersigned understands and intends that this Assumption of Risk and Release is binding upon the Undersigned and the heirs, executors, administrators and assigns of the Undersigned.

**Acknowledgement of Policies.** The Undersigned agree to abide by the policies, procedures and regulations of the Corps of Cadets and the University applicable to the Facilities and Activities. A copy of the Cadet Regulations that address operations at the Obstacle Course and Rappelling Tower is available upon request at the Commandant’s Office and at http://resources.vtcc.vt.edu. The Corps of Cadets reserves the right to temporarily revoke or permanently terminate the privileges of the Undersigned for any violations of the above-referenced policies, procedures or regulations.

**Prerequisite Skills and Training.** The Undersigned represent that they have the requisite skills, qualifications, physical ability and training necessary to properly and safely use the equipment, facilities, and to participate in the Activities, or are training to gain skills and qualifications under the supervision of authorized staff. The Undersigned agree to direct all questions about the skills, qualifications, or training necessary to properly use the Facilities to an appropriate member of the Commandant’s Staff. The Undersigned acknowledge that no one can warn of all of the dangers associated with the Facilities’ and that they have the responsibility to investigate any activity, hazard, or thing which may be dangerous or that the Undersigned does not understand. The Undersigned is encouraged to discuss with their physician or other medical professional that the Undersigned have no past or current physical or psychological condition that might affect their participation in Corps Activities.

**Insurance.** The Undersigned understand that University and the Corps of Cadets do not carry participant health insurance and that the Undersigned will be solely responsible for any medical, health or personal injury costs relating to use of the Facilities and participation in the Activities. The Undersigned is encouraged to have a medical physical examination and to purchase health and accident insurance prior to any and all participation in the Activities.

**Medical Care.** The Undersigned gives the University staff permission to seek emergency medical, rescue, or evacuation services for them should they become injured or ill with the understanding that they are responsible for any expenses incurred. The Undersigned also understands that the Undersigned may be attended to by University staff until medical care is available.

**Severability.** The Undersigned expressly agrees that this Agreement is intended to be as broad and inclusive as permitted by the law of the Commonwealth of Virginia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This agreement shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia notwithstanding any conflicts of law provisions. Any action related to this agreement or injury sustained by a Corps member shall only be brought in a state court of the Commonwealth of Virginia.

**Acknowledgement of Understanding.** The Undersigned have read, understand and accept the terms and conditions stated herein regarding **Waiver of Liability**, and understand that the
Undersigned are giving up substantial rights, including the right to sue the Commonwealth or Virginia Polytechnic Institute and State University, or any of their officers, agents, servants, or employees. The Undersigned acknowledges that the Undersigned is signing the agreement freely and voluntarily, and intend by his/her signature to be a complete and unconditional release of all liability to the greatest extent allowed by law. The Undersigned further understand that acceptance of this agreement by Virginia Polytechnic Institute and State University and the Commonwealth shall not constitute a waiver, in whole or in part, of sovereign immunity. If the Corps member is a minor, under age 18, a parent or guardian of the member must also execute this agreement.

Printed Name _______________________________ Signature _____________________________ Date ________________

If the participant is under 18 years of age, a parent or legal guardian must sign this form:

Printed Name of Parent/Legal Guardian _____________________________ Signature _____________________________ Date ________________
ANNEX I: CORPS ACADEMIC POLICIES AND PROCEDURES

Every cadet is responsible for knowing the current academic policies established by the Rice Center for Leader Development for courses taught by the VTCC staff. This information can be found at the Canvas site for each Corps Lab and ProLab offered each semester no later than the first week of classes. Every cadet is required to become competent with using Canvas. Technological issues will be the cadet’s responsibility to resolve in a timely manner so as not to interfere with his/her ability to fulfill course requirements. The Syllabus tab will provide the current syllabus for each course to include course objectives, course evaluation plan, due dates, and rules of engagement such as the late policy for assignments and assessments and policy for requesting excusal from a class meeting. Instructors will also use Canvas to communicate with cadets enrolled in the class. Therefore, it is the cadet’s responsibility to set up his/her email account to receive emails from Canvas, read the email, and respond accordingly.

Every cadet who wants to pursue the Minor in Leadership Studies administered by the Rice Center for Leader Development must declare his/her decision to do so by completing and submitting the “Minor in Leadership Studies Declaration Form” that can be found at http://vtcc.vt.edu/rice-center-main/check-sheets.html. This form must be received by the Rice Center no later than the beginning of a cadet’s academic junior year at Virginia Tech.

Acknowledgment of Understanding: All cadets will sign an Acknowledgment of Understanding of these policies, which will be maintained in their individual 201 File. The Acknowledgment of Understanding is provided below.

I, ________________________________ acknowledge that I have read and understand the Virginia Tech Corps of Cadets Academic Policies and Procedures.

SIGNATURE: ________________________________ DATE: ______________