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VTCC INSTRUCTION 1500.1

From: Commandant, Virginia Tech Corps of Cadets

Subj: VIRGINIA POLYTECHNIC CORPS OF CADET TRAINING INSTRUCTION

Ref: (a) VTCC Standard Regulations

1. Purpose. To provide guidance regarding Cadet Training. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. VTCC Standard Regulations - DTD Jan 2023, Chapter 6: Training
3. Authority. All chapters carry full authority of their governing directives in levying responsibilities on addressees.
4. Action. All Commanding Officers (COs) shall ensure cadets in their charge are familiar with the guidance provided in this document.

//SIGNED//

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Distribution:

Electronic only via VTCC Web site

<https://vtcc.vt.edu/resources1.html>

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CHAPTER 1: PRINCIPLE, VISION, & OVERVIEW

GUIDING PRINCIPLE

Guided by the university motto of Ut Prosim, the Virginia Tech Corps of Cadets is a Four-year Leader Development Program designed to graduate leaders of exemplary character who are instilled with the values and skills essential for leadership success in service to the nation.

GUIDING VISION

For this Leader Development Program to be successful, the Corps must be **run by the cadets**. The Commandant’s Staff seeks to empower cadet leaders at all levels with the freedom to act within the parameters outlined in Cadet Regulations. Serving as advisors and mentors, the staff helps those leaders set the organization's vision; plan, execute, and assess training; refine and implement cadet-driven goals; plan, implement, execute, and assess Corps activities; and provide cadets the space to make and learn from mistakes made in that process. With a bias toward action, the staff encourages each class of cadets to own their leadership of the organization by setting an environment for success across the Corps.

FOUR-YEAR PROGRESSION PHILOSOPHY

The leader development program of the Corps of Cadets is a four-year, progressive program based upon a servant-leader model whose foundation is selflessness steeped in respect for others.








By Year

Each Class Year in the Corps focuses on an element of leadership that builds toward graduating global ethical leaders of character as follows:

Class-Year	Leadership Theme	A Cadet is Prepared to be a . . .
First-Year	Leading Self	Fire Team Leader (FTL)
Sophomore	Leading People	Cadet NCO
Junior	Leading Organizations	Cadet Officer
Senior	Leading for the Future	Junior Officer/Citizen Leader

By Semester

Each year is further divided into semesters that build on the experience of the preceding semester using a learn-experience progression, with the Fall focused on learning skills that will be put into practice and reflected upon in the Spring Semester.

FR	EXPERIENCE - the foundation of being a VTCC Cadet	FALL	
	LEARN - how to lead small teams	SPRING	
SO	EXPERIENCE - leading small teams	FALL	
	LEARN - how to be a Cadet NCO	SPRING	
JR	EXPERIENCE - being a Cadet NCO	FALL	
	LEARN - how to be a Cadet Officer	SPRING	
SR	EXPERIENCE - being a Cadet Officer	FALL	
	LEARN - how to be a military/civilian leader	SPRING	

DEVELOPMENT THEMES
By Class

Phase	First-Year Cadets	Sophomores	Juniors	Seniors
Fall Semester - EXPERIENCE				
Cadre Week (1 week)		+ Support & observe Cadre	+ Prepare to train incoming New Cadets + New Cadet week ROC drill + Review & confirm standards	+ RWB Leader training + Lead training of Cadre
New Cadet Week (1 week)	+ Basic military training + Room & Uniform standards Military drill & ceremony	+ Support New Cadet training + Observe Cadre	+ Train New Cadets + Teach & model standards + Develop leadership skills through practice	+ Set command vision + Serve as Cadet Officers + Plan & evaluate training + Set & enforce standards + Supervise & mentor Cadre
Red Phase (6 weeks)	+ Refine skills learned in New Cadet week + Integrate academics + Leading-Self + Develop personal standards + Teamwork & brotherhood	+ Integrate into new company + Refine training as FTL + Internalized standards	+ Serve as Cadet NCOs + Train First-Year Cadets + Develop Leadership skills through practice + Evaluate performance of First-Year Cadets	+ Implement vision + Serve as Cadet Officers + Train Sophomore Cadets + Lead the Corps + Plan & evaluate training + Set & enforce standards + Supervise & mentor Cadre
White Phase (9 weeks)	+ Continue to develop personal standards + Sustain & stabilize performance	+ Assume role as FTL + Train First-Year Cadets + Expand small unit leadership skills	+ Serve as Cadet NCOs + Evaluate & counsel subordinates + Supervise & mentor FTLs + Professional mentoring of First-Year Cadets	+ Implement vision + Serve as Cadet Officers + Evaluate & counsel subordinates + Supervise & mentor Cadre + Plan & evaluate training
Spring Semester - LEARN				
Blue Phase (15 weeks)	+ Uphold personal standards + Refine performance + Prepare to be FTLs	+ Serve as FTL + Train First-Year Cadets + Prepare to be Cadet NCOs + Expand small unit leadership skills + Prepare Freshman to assume FTL role	+ Serve as Cadet NCOs + Prepare to be Cadet Officers + Evaluate & counsel subordinates + Prepare SO to assume Corps NCO roles + Professional mentoring of First-Year Cadets	+ Implement vision + Serve as Cadet Officers + Evaluate & counsel subordinates + Prepare Juniors to assume Corps leadership roles + Prepare for post-graduation goals

ANNUAL TRAINING CYCLE
Training Phases

Phase	Start	Finish	Milestone Events	Key Events
Fall Semester - EXPERIENCE				
Cadre Week (1 week)	+ ~ 2 weeks before start of classes	+ ~ 1 week before start of classes	+ New Cadet move-in rehearsal	+ RWB student Leader training + Cadre level of knowledge + Train the trainer training
New Cadet Week (1 week)	+ 1 week before college orientation	+ Day prior to college orientation	+ New Cadet parade	+ New Cadet move-in + VTCC Introduction + Weeks of Welcome
Red Phase (6 weeks)	+ Fall semester first day of classes	+ Friday prior to last day of drop classes	+ Caldwell I + Sophomore Red Phase culminating event	+ Transition to academics + Sophomore integration + Class-specific training + Football games + Homecoming PIR + FTL selection
White Phase (9 weeks)	+ Completion of Caldwell I	+ Fall semester last day of classes	+ First-Year Cadet White Phase culminating event	+ New Cadet promotion to Cadet + Class-specific training + Integration of FTLs + Mentor night + Football games + Spring Change of Command
Spring Semester - LEARN				
Blue Phase (15 weeks)	+ Spring semester first day of classes	+ Change of Command PIR	+ Caldwell II + Change of Command PIR + Graduation & Commissioning	+ Senior Banquet + Military Ball + Ring Dance + Platoon Tactical Challenge + FTL training (FR) + Advanced Leader Course (SO) + Cadet Officer training (JR)

PROGRAM OVERVIEW

By Class

Freshman

The program begins with developing active followership skills and learning to lead one's self in our incoming First-year Cadets. Elements include learning basic military skills and standards, self-development, self-understanding, college success strategies, and an introduction to studying leadership. At the end of their first year in the Corps of Cadets, Cadets are prepared to step into the role of Fire Team Leader.

Sophomores

Are expected to assume the role of frontline leaders and begin leading others. With the focus on small unit leadership, essential skills developed during this period include mentorship, one-on-one, and one-on-few training, development of subordinates, and an introduction to the conduct of counseling and evaluation of subordinates. There is a continued focus on team building as a class as they are incorporated into new units. At the end of their Sophomore year, Cadets are prepared to step into the roles of Cadet Non-commissioned Officers at the company, battalion, or regimental level.

Juniors

Should focus on **organizational leadership**. During this year, cadets are fully engaged in the day-to-day operations of the Corps and see to the functioning of their organizations as well as **overseeing the growth and development of the First-year Cadets**. Juniors are also expected to mentor and take an active role in counseling and evaluating their subordinates. At the end of their Junior year, Cadets are prepared to **step into the roles of Cadet Officers**, including command at all levels of the regiment and critical staff officer roles at the battalion or regimental levels.

Seniors

Serving across the regiment as **Cadet Officers** are at a transition point in their leader development with their focus at the strategic level with an eye toward building the organization for the future. First, they see to the strategic direction of their organizations to include setting specific goals that inform the actions of all other members of the Corps. Seniors are also expected to step out of the direct training role and into a supervisory and assessment role in the Corps' training activities. They are also at the stage where they are preparing to transition to their post-Corps professions and thus should be putting the final touches on their own personal and professional development.

PROGRAM GOALS

Graduate leaders of exemplary character who are instilled with the values and skills essential for leadership success in service to the nation. This is achieved by:

- Instilling Foundational Values,
- Developing and Refining Leadership Skills,
- Inspiring a Sense of Service,
- Molding Character through Experience

Across a four-year program designed to take in students from a wide variety of backgrounds. Leadership is both a science and an art. Leadership can be studied and learned, but it must also be practiced to fully comprehend and embrace its power and potential for good.



Cadets are challenged and encouraged by practical application and frequent evaluation in positions of ever-increasing responsibility within a diverse, joint, military-style leadership environment.

PROGRAM FOUNDATIONS

Training is to be a positive, motivational, and challenging experience aimed at personal growth and future success as a leader. The program is designed to produce joint-minded aggressive learners **READY TO LEAD ETHICALLY** while being resilient and adaptive.

The program is driven by clear objectives with measurable standards and conditions that are nested within the Mission Essential Tasks List (METLs) of the Corps of Cadets.

The Regimental Commander releases the objectives and standards before each training phase (Red, White, Blue).

All VTCC training must have a clear purpose aligned with published objectives. All cadets charged with training the next generation of cadets should **measure their success by the success of those in their care.**

Four Areas

By developing the following four areas all cadets can reach their true potential and become self-actualized leaders prepared for future challenges:

Moral

- A belief and adherence to the ethical foundation of the Cadet Honor Code
- Openness and willingness to take responsibility for one's own actions
- Pride, self-respect, and respect for others
- Moral courage, self-reliance, and a sense of service

Mental

- Alertness, attentiveness, accuracy, and efficiency
- Flexibility and adaptability
- Ability to assimilate, retain information, and to discriminate between the important and the unimportant
- Mental discipline and self-control
- Willingness to act as a follower in order and willingness to lead when necessary
- Mental courage and decisiveness, having the courage to act or speak when no one else will
- Self-evaluation, reflection, and the courage to find one's faults and improve upon them
- Ability to influence others through peer leadership

Physical

- Good posture, military bearing, self-control, and fitness
- Physical courage and confidence
- Class unity, teamwork, organizational pride, and spirit
- Improved health, stamina, endurance, strength, flexibility, and resilience

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Military

- Practical theories and experience practicing leadership
- Compliance, acclimation, and adherence to high standards, regulations, and lawful orders
- The ability to understand the environment, anticipate & adapt to surprise and uncertainty
- Recognize change and lead transitions, operate on intent through trust & empowerment
- Make ethical decisions based on the shared values of the profession of arms
- Think critically & strategically

CHAPTER 2: OBJECTIVES, ROADMAPS & PROFICIENCIES

RESPONSIBILITIES

General: The Commandant and the Regimental Commander charge the Regimental Executive Officer (XO) with responsibility for the overall direction and conduct of all phases of training (Red, White, & Blue). He or she is also responsible for working with their staff, specifically the Regimental Training Officer (S-7) and Operations Officer (S-3), to communicate and implement objectives and execution details to Battalion Cadet Commanders and supporting units as necessary.

NOTE: While XOs oversee the execution of training, commanders at all levels of the cadet chain of command are responsible for the planning and conducting of daily activities and will lead their units through each training phase (Red, White, & Blue).

STANDARDS & OBJECTIVES

General: VTCC is a standards & objective-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.

NOTE: The words leader and hypocrite **do not** go together.

- The actions of every cadet in VTCC are governed by Cadet Training Instruction, Cadet Regulations, University Policies, and local and national laws.
- If a particular circumstance is not covered by any of the above references, then cadets are expected to:
 - First, make choices based on common sense and what the ‘right thing to do’ would be (i.e., what would reflect well on the University, Corps of Cadets and themselves)
 - If necessary, seek advice and counsel of the chain of command, up to and including the Commandant’s Staff.
 - Cadets who violate the training standards will be reported to the following individuals for corrective action:
 - Regimental XO
 - Regimental Commander
 - Respective Deputy Commandant
 - Respective Senior Enlisted Advisor
 - Commandant of Cadets

- Questions or suggestions regarding cadet training will be addressed through the chain of command, to be ultimately heard by Regimental Training Officer (S-7), Regimental XO, and Regimental CO throughout the academic year.

NEW CADET STANDARDS & OBJECTIVES

General: The lists 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 become a member of VTCC and a student at Virginia Tech.

Key Principles

- The below 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.

Red-Phase Objectives

By the end of Red-Phase, 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
- 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
- Teamwork
- 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 Committee 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

FIRST-YEAR CADET KNOWLEDGE

General: 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.

Policy

- First-Year Cadet Knowledge
 - Knowledge will be divided into six testable units within the *Guidon* and Cadet Regulations.
 - Test dates will occur on Sunday evenings between 1800-1900.
 - All 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.
 - Final Exam
 - The 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 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.
 - The function of staff at Regimental and Battalion levels. They are not required to know the name of the upperclassman occupying those positions.
- The Regimental XO:
 - Will be responsible for establishing six test dates plus a final exam test date
 - Will be responsible for publishing a test schedule at least one week prior to the first test.
 - May award First-Year Cadets who demonstrate high mastery second-semester privileges early

SECOND-YEAR CADET TRAINING ROADMAP & GOALS

General: The lists below highlight the specific training objectives of Second-Year Cadet Training. The goal is to educate and train incoming second-year cadets to assume the role of frontline leaders and begin leading others. With the focus on small unit leadership, essential skills developed during this period include mentorship, one-on-one, one-on-few training, development of subordinates, and an introduction to counseling and evaluation of subordinates. There is a continued focus on team building as a class as they are incorporated into new units. At the end of their Sophomore year, Cadets are prepared to step into the roles of Cadet Non-commissioned

Key Principles

- The below lists are by no means all-inclusive and are intended to be a starting point.
- The lists provide a guideline by which to judge progress and success in their training methods and curriculum and are included in the evaluation forms for second-year cadets.
- All cadets in positions are encouraged to go above and beyond the minimum requirements.

Second-Year Red-Phase Proficiencies

By the end of Red Phase Cadets are expected to:

- If selected as a CTA
 - Support & observe Cadre
 - Support New Cadet Training
 - Integrate into new company
 - Refine leadership skills and knowledge as an FTL
 - Internalized standards and set the example

Second-Year White-Phase Proficiencies

- By the end of White-Phase Cadets are expected to:
- Assume role as FTL
- Train and mentor first-year Cadets
- Be proficient at small unit leadership skills

Second-Year Blue-Phase Proficiencies

By the end of Blue-Phase Cadets are expected to:

- Serve as FTLs
- Train and mentor cadets
- Prepare to be Cadet NCO
- Expand leadership skills
- Prepare first-year cadets to assume FTL role

THIRD-YEAR CADET TRAINING ROADMAP & GOALS

General: The focus for Juniors is on organizational leadership. During this year cadets are fully engaged in the day-to-day operations of the Corps and see to the functioning of their organizations as well as overseeing the growth and development of the First-year Cadets. Juniors are also expected to mentor and take an active role in counseling and evaluating their subordinates. At the end of their Junior year, Cadets are prepared to step into the roles of Cadet Officers including command at all levels of the regiment and critical staff officer roles at the battalion or regimental levels.

Key Principles

- The below lists are by no means all-inclusive and are intended to be a starting point.
- The lists provide a guideline by which to judge progress and success in their training methods and curriculum and are included in the evaluation forms for second-year cadets.
- All cadets in positions are encouraged to go above and beyond the minimum requirements.

Third-Year Red-Phase Proficiencies

- By the end of Red-Phase Cadets are expected to:
- Prepare to train incoming New Cadets
- Review & confirm standards
- Train New Cadets
- Teach & model standards
- Develop leadership skills through practice
- Serve as Cadet NCOs
- Train First-year Cadets
- Evaluate performance of first-year cadets and provide constructive feedback

Third-Year White-Phase Proficiencies

By the end of White-Phase Cadets are expected to:

- Serve as Cadet NCOs
- Evaluate & counsel subordinates
- Supervise and mentor FTLs
- Professional mentoring of first-year Cadets

Third-Year Blue-Phase Proficiencies

By the end of Blue-Phase Cadets are expected to:

- Serve as Cadet NCOs
- Prepare to be Cadet Officers
- Evaluate & counsel subordinates
- Prepare second-year cadets to assume Corps NCO roles
- Professionally mentor first-year Cadets

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FOURTH-YEAR CADET TRAINING ROADMAP & GOALS

General: Seniors, serving across the regiment as **Cadet Officers**, are at a transition point in their leader development with their focus at the strategic level with an eye toward building the organization for the future. First, they see to the strategic direction of their organizations to include setting specific goals that inform the actions of all other members of the Corps. Seniors are also expected to step out of the direct training role and into a supervisory and assessment role in the Corps' training activities. They are also at the stage where they are preparing to transition to their post-Corps professions. They, thus should be putting the final touches on their own personal and professional development.

Key Principles

- The below lists are by no means all-inclusive and are intended to be a starting point.
- The lists provide a guideline by which to judge progress and success in their training methods and curriculum and are included in the evaluation forms for second-year cadets.
- All cadets in positions are encouraged to go above and beyond the minimum requirements.

Fourth-Year Red-Phase Proficiencies

By the end of Red-Phase Cadets are expected to:

- If selected in a CO or XO position:
 - Complete RWB Training and serve as a student leader
 - Lead training of cadre
 - Set Command vision/philosophy
 - Lead, supervise & mentor cadre
- Serve as Cadet Officers
- Plan & evaluate training
- Set & enforce standards
- Evaluate & counsel subordinates

Fourth-Year White-Phase Proficiencies

By the end of White-Phase Cadets are expected to:

- Implement Vision respective to position
- Serve as Cadet Officers
- Evaluate & counsel subordinates
- Supervise & mentor team-members
- Plan & evaluate training

Fourth-Year BLUE-Phase Proficiencies

By the end of Blue-Phase Cadets are expected to:

- Implement Vision respective to position
- Serve as Cadet Officers
- Evaluate & counsel subordinates
- Prepare Juniors to assume Corps Leadership roles
- Prepare for post graduation goals

CHAPTER 3: TRAINING ETIQUETTE & PROCEDURES

PROPER FORM OF ADDRESS

New Cadets or First-Year Cadets

For the purpose of this section the term *New Cadet* and *First-Year Cadet* may be interchanged

- All *New Cadets* shall
 - Only speak when addressed by an upperclassman or officer when in formation or in the cadet area of the barracks
 - Be addressed as New Cadet (LAST NAME) or as Mr. /Miss (LAST NAME).
 - Upon the completion of the Red Phase, “New” will be replaced with “Cadet”.
 - A group of first-year cadets will simply be referred to as “Cadets”.
 - Refer to their classmates as Bud (FIRST NAME) when speaking to each other.
 - Refer to other *New* cadets as Bud (LAST NAME) when speaking to upperclassmen.
 - Respond in an alert, crisp, and unequivocal manner.
 - Refer to their respective company by letter designator (i.e., Alpha, Golf, India) or “Band Company”.
 - Use proper salutations when greeting all upperclassmen according to
 - time of day
 - upperclassmen rank

EXAMPLE: “Good morning Cadet Staff Sergeant Hokie” or “Good Evening Sir/Ma’am”.

- Address upperclassmen in the following manner before asking a question, requesting clarification, answering a question, or providing any explanations:
 - Upperclassmen Rank + Name
 - New Cadet Name + Initial
 - Company + Class
 - Purpose of speaking

EXAMPLE: “Cadet Sergeant Major Line, New Cadet Bird, R., Mike-26 requests permission to [insert reason for speaking]”.

NOTE: For Cadet Officers, replace the cadet’s rank with sir/ma’am.

NOTE: If a *New* cadet has already been addressed & provided a proper salutation, the *New* cadet may respond using the rank, title, or sir/ma’am when in a continuous exchange with upperclassmen or officers.

- Respond in one of four basic responses when addressed by an upperclassman
 - “Yes sir/ma’am”
 - “No sir/ma’am”
 - “No excuse, sir/ma’am”
 - “I do not know sir/ma’am, but I will find out”

NOTE: The four basic responses are designed to facilitate an understanding on the part of the *New Cadet* of his/her responsibility to answer or respond to senior personnel.

NOTE: Upperclassmen should not require the above responses when more complete information is warranted.

Armed Forces Personnel

- 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.

NOTE: Every effort will be made to learn the officer and enlisted ranks of our military services.

SOUNDING OFF

General: This section establishes policies & procedures for sounding off.

Key Principles

- As a sign of respect, **all cadets** will greet one another, regardless of battalion, company, or rank, whenever they encounter one another, on or off campus.
- Instills an appreciation for military courtesy.
- Improves self-confidence when addressing classmates, upperclassmen, and officers.
- 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.
- Is a tradition within the Corps and is required of all cadets.

Policy

New or First-Year Cadets

All New or First-Year Cadets shall sound off as follows:

- When approaching or being approached from the front.
- When approaching or being approached from the side.
- To all upperclassmen
- On or off campus
- In a respectful, normal voice.

NOTE: Yelling, shouting, mumbling, or whispering is not acceptable.

- When passing an upperclassman
 - Within Chain of Command = Upperclassman RANK + LAST NAME if known.
 - Not within Chain of Command = RANK or SIR/MA'AM
- Beginning the first day of classes 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)
- In the barracks becomes aware of an upperclassman in the Unit Area (UA).

To Groups of Cadets

When engaging with groups of cadets *New* or *First-Year Cadets* shall sound off as follows:

- Group does not contain upperclassmen
 - Will greet the group using "Good morning/afternoon/evening,"
or
 - Use the first name of all "Buds" in the group.
- Group contains upperclassmen or officers
 - Will greet the senior cadet or officer present and add "ladies and gentlemen" as appropriate for the remaining cadets in the group.

When NOT to Sound Off

New or *First-Year Cadets* are not required to sound off as follows

- When the upperclassman is outside the field of vision.
- To an upperclassman's family, friends, or loved one.
- Outdoors:
 - from distances greater than 6-12 paces.
 - from across a street
 - from across a classroom or venue
- When it would be unsafe or impractical to.

CONDUCT IN BARRACKS

Key Principles

- Individual rooms are considered private living spaces.
- First-Year Cadet rooms will be entered only on official Corps business.
- Interaction with First-Year Cadets that does not have a valid training purpose will not be tolerated.

Definition(s)

Jumping

When more than one Cadet is correcting any cadet, regardless of year at the same time.

NOTE: Jumping is strictly prohibited and may be considered harassment or hazing.

Policy

New or First-Year Cadets

- Will not use the Regimental Hallway except for official business.
- May use all doors in:
 - Pearson Hall East
 - Pearson Hall West
 - Upper Quad North
- Will remove headgear and place it in the left hand while entering any building (except when under arms) while in uniform.
- Will halt and remain at attention when addressed by any cadet until instructed otherwise
- Shall be at ease while reading the bulletin boards and reports and will not require tape to designate the reading area. An upperclassman will never interact with a First-Year Cadet reading the board.

NOTE: Although this area will be off-limits to any interaction, First-Year Cadets will not abuse the use of this area to avoid upperclassmen.

- Will be at ease while in the latrine or showers or performing authorized orderly duties.
- Will come to attention in their rooms any time an upperclassman enters his/her room.
- Will be at rest while in:
 - Study lounges
 - Laundry facilities
 - Kitchen
 - Mud Room
 - Meeting rooms within the barracks
 - The Commandant's Staff Hallways in Pearson Hall East/West, Upper Quad North, and CLMS.
 - Anywhere outside of the confines of Upper Quad

Upperclassmen

In order to maintain a healthy learning environment where every cadet is afforded the opportunity to succeed ALL upperclassman shall

- Conduct all instructional/training periods in a professional manner.
- Ensure 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.
- Treat any cadet being trained with dignity and respect
- Never tug at a cadet's cover so that they have to hold on to it.

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NOTE: Physical contact of any sort between an upperclassman and a First-Year cadet is strictly prohibited and may be considered assault, battery, harassment, or hazing.

- Provide limited counseling to *New Cadets* in their rooms, even with the door open.
- Ensure room doors remain completely open by use of a door stop during conversations with *New cadets*.
- ONLY conduct knowledge checks, or uniform-performance corrections in the hallway.

NOTE: Training, including physical training, shall not be conducted in any cadet rooms.

- Ensure proper room construct or maintenance training is conducted with the door open.
- Ensure ONLY routine room inspections are allowed during morning or afternoon Call-to-Quarters periods.
- Ensure NO interaction with First-Year cadets is allowed during Evening Call-to-Quarters (ECQ).
- Ensure during the academic year
 - VTCC or New Cadet training occurs on Friday evening or Saturday morning
 - does not conflict with academic training
 - is approved in writing by the respective Deputy Commandant.
 - is secured by noon on Saturday
 - First-year cadet or group First-Year cadet training is not conducted any time on Sunday.

All Cadets

All cadets not explicitly discussed above will

- Will remove headgear while entering any building.
- Will come to attention whenever a commissioned officer enters their room.

DRAGGING

General: Dragging is the method of foot travel for First-Year Cadets during the beginning of their cadet career.

NOTE: A First-Year Cadet shall never be prevented from continuing out of the hallway.

Purpose

- The purpose of dragging is two-fold:
 - Instill in First-Year Cadets a level of military discipline, and a sense of urgency, and to teach them to act with confidence while under pressure.
 - To assist First-Year Cadets in improving their marching skills, particularly their facing and pivoting movements.

Definition(s)

By Your Leave

- 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”, (NAME and RANK)” (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” or “Go around” as the signal for the First-Year Cadet to square corners around the upperclassman and move on.

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.

NOTE: When escorting civilians, first-year cadets shall be “At Rest”. However, First-Year cadets will be expected to keep their party to the right and will properly address cadet officers and commissioned officers. (Maximum of four cadets per civilian)

Methodology

- Dragging will be performed in accordance with Army TC 3-21.5 (DTD May 2021):
 - Marching at approximately 120 beats per minute
 - Looking straight ahead
 - Normal arm swing (9” to the front and 6” to the rear)

Policy

First-Year Cadets

All *First-Year cadets* shall

- 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).
- Square all corners.
- Not talk or communicate except while rendering proper military courtesies.
- Drag in the stairwells and hallways of the cadet barracks.
- Drag in uniform and civilian clothes.
- Carry all items in the left hand.
- Not run down the hallway.
- Not gaze.
- Not tuck in their chin (i.e. “strain”).
- Not conducting facing movements in shower gear.

FORMATION CALLS

General: The purpose of formation calls is to develop a commanding voice and teach First-Year Cadets how to articulate under pressure. Calls should be done quickly and clearly.

NOTE: Yelling, shouting, mumbling, or whispering is not acceptable.

Procedure

- First Call:
 - Two First-Year Cadets will line up behind one another on one end of the Unit Area (UA), centered in the middle of the width of the UA.
 - Precisely at the start of “First Call”, both First-Year Cadets will begin marching down the UA and, depending upon the time of day will sound off with the following call in unison until they reach the end of the UA:
 - “First call to (Event), (Uniform), Sir/Ma’am.”
 - Other examples:
 - Morning Formation: “First call to Growley, (Uniform), Sir/Ma’am.”
 - Company Athletics: “First call to Company Athletics, (Uniform), Sir/Ma’am.”

NOTE: “Sir, or Ma’am” will be used as appropriate to the gender of the company commander.

EXAMPLE: For morning formation when the company commander's gender is male and the uniform is White Shirt, First-Year cadets would sound off with “First Call to Growley, White Shirt, Sir.” (First-Year cadets shall march in cadence with each capital letter in the example.)

- Once both First-Year cadets reach the end of the UA, they shall stop sounding off, about-face, march halfway down the middle of the UA, and halt.
- Then, the cadet in the second rank shall about-face so that each cadet is back-to-back.
- Both First-Year cadets shall then sound off to all cadets in the hallway in rank order.
 - If two cadets are of the same rank, they shall be addressed in alphabetical order.
- Last Call:
 - When it is time for the Last Call, both First-Year cadets will sound off in unison three times: “Last call sir/ma’am!”

CONDUCT ON CAMPUS AND IN TOWN

Key Principles

- 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 outside of barracks and are subject to the university's Student Code of Conduct and these regulations at all times.

Policy

- First-Year Cadets:
 - Will walk on the right side of the sidewalks on Upper Quad.
 - Shall not walk in groups nor talk to one another while on Upper Quad until directed by the Regimental CO.
 - Will walk in a single file line and remain to the right of the sidewalk, moving freely around stationary objects.
 - May talk to civilians at any time.
 - Shall 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.
- 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.

NOTE: Public display of affection by any cadet is not authorized in uniform. Examples include hugging, embracing, kissing, and holding hands.

NOTE: Corrections on the 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
 - Proceed to a position two paces from and directly in front of the officer or upperclassman's desk or person
 - Salute

NOTE: If reporting to a Non-Commissioned Officer or an upper-class cadet who is not an officer, a salute is not required.

NOTE: Navy Midshipmen do not salute Navy or Marine Corps Officers indoors, even if formally reporting.

- Report in the following manner: "Sir/Ma'am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) reports."

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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
 - Say, "Sir/Ma'am New / Cadet (LAST NAME) (INITIALS) (COMPANY) (CLASS) requests permission to be dismissed."
 - When the salute is returned, the 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.

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.
- After completing a period of duty, each First-Year Cadet is responsible for properly briefing his/her replacement.
- All duties commence on the first day of classes.

NOTE: 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.

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

Key Principles

- 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)
 - Oral hygiene
- Commanders and staff members shall ensure that personal hygiene issues are factored into all cadet training, especially during New Cadet Week and during Red Phase.
- New Cadet Week places a great amount of stress on New Cadets and Cadre alike in terms of time. 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.

Policy

- 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.
- 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.

NOTE: At no time will any Cadre member enter a latrine during New Cadet personal hygiene time unless in response to an emergency.

NOTE: 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.

NOTE: Male New Cadets shall not under any circumstances be 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.

HAZING & HARASSMENT

General: This section is to articulate the importance of how hazing and harassment directly erode the foundation of good order & discipline.

Fundamental Principles

- Treating every member of the Corps team with **dignity & respect** is crucial in preventing hazing or harassment
- Hazing or harassment has no place in any organization and shall not be tolerated in the Corps.
- In any training environment guarding & preventing personnel from becoming overzealous in the application of training techniques is the responsibility of every individual
- Reporting when training standards are exceeded or violated is essential to maintaining order within the corps
- When training standards are exceeded and go unreported there is a high probability the training has gone from legitimate training to the level of harassment or hazing.
- The Virginia Tech Corps of Cadets is a student organization within a state university, and, as such, its members are 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.

CHAPTER 4: PHYSICAL FITNESS TRAINING

NOTE: Any physical fitness activities will require written approval by a Deputy Commandant, or a member of the Commandant's staff must be present during the event.

General: 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.

PHILOSOPHY

- 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
 - To prepare them for participating in formation PT and the rigors of military standards
 - 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 but on proper form
- The emphasis for PT during New Cadet Week is on instructing the New Cadet on how to:
 - Follow instructions
 - Execute exercises properly
 - Become comfortable with training as a group to build unity
- Cadences should be deliberate and not overly fast or slow.
- Cadre should be attentive to form, not the ability to complete repetitions.

POLICY

- There shall be no physical training/exercises administered during the academic year within 24 hours prior to an ROTC physical fitness test.
- No PT, for either conditioning or exercise purposes, will be conducted during any Call to Quarters period (e.g., ECQ).
- No physical training will be conducted on any evening between 2230-0530 unless conducted as authorized by ROTC, VPI, or Deputy Commandants.

- 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 all underclass and upper-class cadets to be aware of such restrictions.
- Company Commanders, especially during the transition from the Red Phase to the White Phase of training, 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 upper-class cadets 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 upper-class cadets, alumni, or civilians stand and observe or comment on PT conducted in barracks.
- When First-Year cadets are physically exercising, all upper-class cadets in the unit area must participate in the exercise or leave the hallway with the exception of an observer
- Physical training/exercise for First-Year cadets will only be administered in VTCC PT gear or OCPs. The upperclassman administering the training will complete all exercises and repetitions with the First-Year cadet and be in the same uniform.
- Safety considerations such as terrain and space available will be considered before any exercise is given.