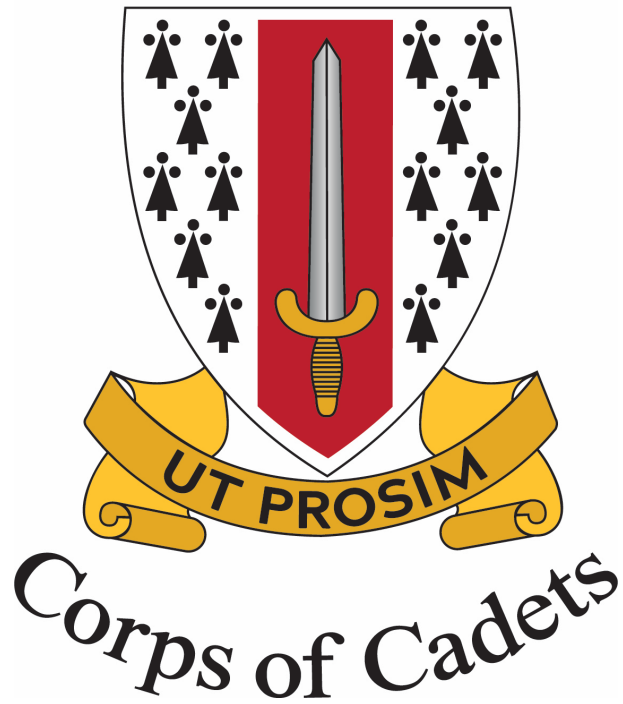


Virginia Tech<sup>®</sup>



# **Standard Regulations**

**VTCCINST. 1872.1**

## EXECUTIVE SUMMARY OF CHANGES

**Originating Component:** Virginia Tech Corps of Cadets

**Effective:** August 2023

**Releasability:** Cleared for public release & available on the Virginia Tech Corps of Cadets website at <https://vtcc.vt.edu/>

**Reissues & Cancels:** Reissue - Standard Cadet Regulations DTD January 2023

**Approved by:** Maj Gen Randal Fullhart

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**Purpose:** Update the *Standard Regulations Manual* to reflect minor formatting, clarify specific language, and modify sections as necessary. All printed copies should be pen & ink changed to reflect the changes below. All electronic copies should be deleted, and January 2023 copies should be downloaded.

**Summary:** Changes are delineated in the following categories:

1. Deleted
2. Created
3. Added
4. Updated
5. Consolidated

**Change Details:** The following specific changes are effective and shall be enforced.

**Introduction:**

- Cover Page Created - instruction number 1872.1 was added to identify this instruction from other VTCC instructions.
- p. 5 Deleted - *The Spring Semester REGI CO & XO* section

**General:**

- No changes

**Chapter 1: Mission and Organization**

- p. 28 Updated - *S-37* to *S-7 Training Officer*
- p. 38 Deleted - *Task Force Eggleston*
- p. 47 Updated - *S-37* to *S-7 Training Officer*
  - Changed duties to reflect position reports to the REGIMENTAL XO
- p. 85 Added - *Defense Civilian Training Corps (DCTC)* to the section heading following *\*Coast Guard Auxilliary*
- p. 87 Added - *DCTC* participation paragraph
-

### ***Chapter 1: Mission and Organization (cont.)***

- p. 87 Added - “. . .with their respective Deputy Commandant.” to the third bullet under *Corps Participation Policy*
- p. 87 Added - “Enrollment and/or active participation in an ROTC class or Citizen-Leader Track course is mandatory each semester for all cadets.” to the bulleted list under *Corps Participation Policy*
- p. 87 Added - “. . .MGT 4945/6. . .” to the second bullet under *Corps Graduation Requirements*
- p. 87 Added - “. . .and equivalent ROTC/Citizen-Leader Track courses.” to the first bullet under *Corps Graduation Requirements*
- p. 88 Updated - **NOTE:** must apply to the Director, Rice Center for Leader Development for designation as graduation with distinction. An application form will be maintained on the Corps Resources web page.

### ***Chapter 2: Administration***

- p. 97 Deleted - *Cadet Evaluations* incorporated into VTCCINST. 1610.1 *Cadet Evaluation Instruction*
- p. 99 Added - “. . .VTCC Cyber Team. . .” to first bullet under *Membership Policy*
- p. 102 Deleted - *Cadet Evaluations* incorporated into VTCCINST. 1610.1 *Cadet Evaluation Instruction*

### ***Chapter 3: Order & Discipline***

- p. 126 Corrected - “. . .and. . .” to “. . .any. . .” in the last sub-bullet under *Performance Review*

### ***Chapter 4: Operations***

- No changes

### ***Chapter 5: Cleanliness, Room Standards, & Inspections***

- p. 180 Changed - 4th Battalion *Policing Detail Responsibilities* to *Upper Quad North*
- p. 180 Deleted - *Snow removal* from 3rd Battalion *Policing Detail Responsibilities* due to VTCC footprint grew with the opening of CLMS
- p. 193 Deleted - *Main Eggleston Special Exceptions* section no longer applicable
- p. 193 Added - under *Recycling Bins* **NOTE:** Bins shall not be used to prop or hold doors open for any reason.”

### ***Chapter 6: Training***

- No changes

### ***Chapter 7: Emergency Procedures***

- No changes

### ***Chapter 8: Customs, Courtesies, Drill & Ceremonies***

- No changes

***Chapter 9: Logistics***

- No changes

***Chapter 10: Public Information & Recruiting***

- No changes

***Chapter 11: Academics***

- No changes

***Annexes: A thru J***

- Annex G Deleted - incorporated into VTCCINST. 1610.1 *Cadet Evaluation Instruction*
- Annex lettering changed due to the removal of *Annex G: Cadet Evaluations*

----- NOTHING FURTHER THIS PAGE -----

# INTRODUCTION

**All Cadets & Corps staff are subject to these regulations.**

## IMPLEMENTATION

In addition to adhering to the [university's Student Code of Conduct](#), Cadets are governed by this distinct 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. They are carried out by leadership supervision, guidance, and direction of a staff of cadet officers and subordinate cadet commanders per those regulations below.

## VIOLATIONS

In situations involving potential violations of policies in the *Student Code of Conduct* and Corps Regulations, the student is accountable first to the university's *Code*. Additional sanctions may be issued by the Corps of Cadets based on a cadet's membership in the Corps, specifically. The Office of Student Conduct is responsible for coordinating adjudication processes with the Corps, when appropriate.

## RESPONSIBILITY

It is the responsibility of all cadets to be familiar with these regulations and the [university's Student Code of Conduct](#). 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 developing 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 of their specific military service or chosen civilian profession.
- **Respect:** A cadet treats every individual with dignity and respect and accepts everyone as a valuable and contributing organization member.

## **CHANGES**

Changes to this regulation are as follows:

- Coordinated by the Deputy Director of Operations.
- Submitted electronically (i.e., .pdf, email, survey form) to the commandant staff member collecting proposed changes.
- Shall be finalized version published yearly.

**NOTE:** Every effort should be made to include cadets in the revision process to ensure the Cadet perspective is maintained.

## **FINAL WORD**

In the end, no regulation, set of policies, or guidelines can cover every foreseen and unforeseen circumstance.

## **Table of Contents**

<b>INTRODUCTION</b>	<b>4</b>
IMPLEMENTATION	4
VIOLATIONS	4
RESPONSIBILITY	4
CHANGES	5
FINAL WORD	5
<b>CHAPTER 1: MISSION &amp; ORGANIZATION</b>	<b>24</b>
FOUNDING IDEALS	24
MEMORIAL COURT & PYLONS	24
VISION	25
MISSION	25
CADET CREED	25
STUDENT AFFAIRS – ASPIRATIONS FOR LEARNING	26
Commit to Unwavering Curiosity	26
Pursue Self-Understanding & Integrity	26
Prepare for a life of Courageous Leadership	26
Embrace Ut Prosim as a way of Life ‘That I May Serve’	26
VIRGINIA TECH PRINCIPLES OF COMMUNITY	27
COMMAND & AUTHORITY	27
CORPS ORGANIZATION	27
Overall Regimental Structure	28
Regimental Staff	28
Regimental Special Staff	28
Battalion Staff	30
Company Staff	31
Regimental Band Organization	32
ORGANIZATIONAL DUTIES OF SELECT MEMBERS OF THE COMMANDANT’S STAFF	33
KEY PERSONNEL	33
Commandant of Cadets	33
Deputy Commandant of Cadets	34
Deputy Commandant for the Citizen-Leader Track	35
Assistant Director for the Citizen-Leader Track	35
Director of Communications	35
Director, Rice Center for Leader Development	36
Assistant Commandant of Cadets for Recruiting	36
Deputy Director of Operations	37
Corps Museum Curator	37
Battalion Senior Enlisted Advisors (SEAs)	38
Coordinator for Case Management & Administration	38

Coordinator for Well-being	39
Coordinator for ExperienceVT	40
REGIMENTAL LEVEL POSITIONS	40
Regimental Commander (Senior)	40
Regimental Executive Officer (Senior)	41
Regimental Safety Officer (Senior)	42
Regimental Command Sergeant Major (Junior)	42
Regimental Adjutant, S-1 (Senior)	42
Regimental Public Affairs Officer, S-2 (Senior)	43
Regimental Operations Officer, S-3 (Senior)	44
Regimental Current Operations Officer, S-33 (Senior)	44
Regimental Future Operations Officer, S-35 (Senior)	44
Regimental Supply, S-4 (Senior)	45
Regimental Academics Officer, S-5 (Senior)	45
Regimental Academics NCO, S-5A (Junior)	46
Regimental Information Officer, S-6 (Senior)	46
Regimental Information NCO, S-6A (Junior)	47
Regimental Training Operations Officer, S-7 (Senior)	47
Inspector General OIC (Senior)	47
Inspector General NCOIC (Junior)	47
Battalion Inspector General OIC (Senior)	48
Recruiting Officer (Senior)	48
Recruiting NCOIC (Junior)	49
Recruiting Logistics Team (Sophomore)	50
Armorer (Senior)	50
Historian (Senior/Junior)	51
Regimental PTI (Senior): Optional Staff Member	51
Athletics Officer (Senior)	51
Medical Officer (Senior)	52
Chapel Liaison (Junior/Senior)	52
Alumni Liaison Officer (Junior/Senior)	52
Conrad Cavalry Commander (Senior)	53
Skipper Crew	53
Gun Captain (Senior)	53
Executive Officer (Senior)	53
Chief of Smoke (Junior)	53
Gregory Guard	54
Gregory Guard Commander (Senior)	54
Gregory Guard Drill Sergeant (Junior)	54
Regimental Buglers	54



Regimental Bugler (Junior)	54
Additional Buglers	55
Color Guard	55
Color Guard Operations Officer (Senior)	55
Color Guard Sergeant (Junior)	55
Color Guard Members (Junior/Sophomore)	55
Growley Team Commander (Senior)	56
Regimental Photographer (Junior/Senior)	56
EXECUTIVE COMMITTEE POSITIONS	56
Regimental Executive Committee Chairman / Staff Judge Advocate (Senior)	56
Regimental Hearing Officer (Senior)	56
Regimental Counsel (Senior)	56
Defense Counsel (Junior/Senior)	56
HONOR PROGRAM POSITIONS	57
Honor Court Chief Justice (Senior)	57
Vice Chief for Investigations (Senior)	57
Vice Chief for Education (Senior)	57
Honor Court Sergeant-at-Arms (Junior)	58
BATTALION LEVEL POSITIONS	58
Battalion Commander (Senior)	58
Battalion Executive Officer (Senior)	59
Battalion Sergeant Major (Junior)	59
Battalion Adjutant, S-1 (Senior)	60
Battalion Public Affairs Officer, S-2 (Senior)	60
Battalion Operations Officer, S-3 (Senior)	60
Battalion Logistics Officer, S-4 (Senior)	61
Battalion Academics Officer, S-5 (Senior)	61
Battalion Information Officer, S-6 (Senior)	61
Battalion Safety Officer (Junior / Senior preferred)	61
Battalion Recruiting Officer (Junior/Senior Preferred)	62
Battalion Recruiting NCOIC (Junior)	62
Battalion Inspector General NCOIC (Junior)	63
Battalion Honor Representative (Sophomore, Junior, Senior)	63
COMPANY LEVEL POSITIONS	63
Company Commander (Senior)	63
Company Executive Officer (Senior)	64
Company Athletics NCO/Officer (Junior / Senior)	64
Company Clerk (Sophomore)	65
Company Academics NCO/Officer (Junior / Senior)	65
Company Safety NCO/Officer (Junior / Senior)	66

Company First Sergeant (Junior)	66
Platoon Leader (Senior)	66
Cadre Sergeant (Junior) [During New Cadet Week & Red Phase]	67
Platoon Sergeant (Junior)	67
Squad Leader (Junior)	68
Fire Team Leader (Sophomore)	68
Company Honor Representative (Sophomore)	68
REGIMENTAL BAND UNIQUE POSITIONS	69
Band Company Commander (Senior)	69
Drum Major [Performance Staff] (Senior)	70
Assistant Drum Major [Performance Staff] (Senior)	70
Band Librarian [Performance Staff] (Sophomore)	70
Performance Officer [Performance Staff] (Senior)	70
Performance NCO [Performance Staff] (Junior)	71
Drill Captain [Performance Staff] (Senior)	71
Section Captains [Performance Staff] (Junior/Senior)	71
Section Leaders [Performance Chain] (juniors)	71
Technical Sergeant [Performance Staff] (Junior)	71
Technical Corporals [Performance Staff] (Sophomores)	71
Supply Officer [Company Level] (Senior)	72
VPI BATTALION (CITIZEN-LEADER TRACK PROGRAM)	72
Vision	72
Mission	72
Organization	72
Companies	72
V Company	73
P Company	73
I Company	73
Track Change	73
Battalion Leadership Selection	74
Battalion Staff	74
VPI BATTALION POSITIONS	74
Battalion Commander (Senior)	74
Battalion Executive Officer (Senior)	75
Battalion Sergeant Major (Junior)	76
Operations Officer (Senior)	76
Transition Officer (Junior/Senior)	77
Academics Officer (Junior/Senior)	77
Networking Officer (Junior/Senior)	77
Battalion Physical Training Instructor (Junior)	78

Clerk (Sophomore/Junior)	78
Public Affairs Officer (Sophomore/Junior)	78
Battalion Administration NCO (Sophomore/Junior)	79
VPI COMPANY POSITIONS	79
Company Commander (Senior)	79
Company First Sergeant (Junior)	79
Company Physical Training Instructor (Sophomore/Junior)	79
VPI Battalion Policy & Procedure	80
Attendance	80
Citizen-Leader Track Academics	80
VPI Physical Training	82
Attendance	82
VPI PT Assessment	83
VPI Remedial Fitness Program	84
Long-Standing Illnesses/Injuries/Medical Conditions	85
VPI Auxiliary Units	85
NUPOC/PLC/Civil Engineer Corps Cadets/*Coast Guard Auxiliary/Defense Civilian Training Corps (DCTC)	85
CORPS PARTICIPATION & STANDING	86
Definitions	86
Corps Participation Policy	87
Corps Graduation Requirements	87
Graduation with Distinction	88
Early Turn	88
Readmission	89
<b>CHAPTER 2: ADMINISTRATION</b>	<b>90</b>
CADET REGULATIONS	90
Policy	90
REQUESTS FOR REGULATION WAIVERS	90
Policies	91
Forms	91
CADET CORRESPONDENCE	92
Memorandums	92
Memorandum Format	92
Procedure for Creating a Memo	92
COMMUNICATIONS (Electronic / Phone)	92
Email	92
Subject Line	92
Signatures	93
Cell Phones	93

Text Messages	93
CADET FILES	94
Retention	94
Personnel File Contents	94
Personnel File Access	94
Executive Committee & Honor Court File Access	94
Cadet Access & Content Removal Request	95
REGIMENTAL ORDERS (RO)	95
Producing RO's	95
Producing SO's	96
PROCEDURES FOR CREATION OF TEMPORARY POSITIONS & PROMOTIONS	96
Proposal Procedure	96
SPECIAL CATEGORY CADETS	97
Definitions of Special Categories	97
FIFTH-YEAR CADETS	97
Detail Description	97
TOWN CADET POLICY	98
MEMBERSHIP IN STUDENT ORGANIZATIONS / PART-TIME EMPLOYMENT	99
Membership Policy	99
Membership Notification	100
Membership Scheduling Conflicts	101
SICK CUTS	102
DATING	102
Dating & Relationship Policies	102
VISITATION	103
Cadet Visitors	103
Visiting Hours	104
Guidelines	104
Visitation between First-Year Cadets	104
Visiting Hours between First-Year Cadets	104
ROOM ASSIGNMENTS & CHANGES	105
Policy	105
RESIGNATION FROM THE CORPS OF CADETS	105
Resignation Policy	105
Resignation Policy Exceptions	106
Resignation from the Corps Procedures	106
Resignation from the University	106
<b>CHAPTER 3: ORDER &amp; DISCIPLINE</b>	<b>107</b>
DISCIPLINARY SYSTEM	107
Key Principles	107

Explanation	107
Review Authority	107
Repeat Offenders	108
TIERED DISCIPLINARY SYSTEM	108
Tier One	108
Tier Two	109
Tier Three	109
Tier Four	110
Tier Five	110
Key Tier Five Items	110
Article 1: Accessory After The Fact	112
Article 2: Attempts	112
Article 3: Conspiracy	112
Article 4: Absence Without Leave	112
Article 5: Missing Movement	112
Article 6: Disrespect Toward A Senior Cadet/Commissioned Officer, University Official, or Law Enforcement Officer	112
Article 7: Assaulting or Willfully Disobeying A Superior Cadet/Commissioned Officer, University Official, or Law Enforcement Officer	113
Article 8: Insubordinate Conduct Toward A Warrant Officer, Noncommissioned Officer, Petty Officer, or Cadet Noncommissioned Officer	113
Article 9: Failure To Obey Order or Regulation	113
Article 10: Cruelty & Maltreatment	113
Article 11: Larceny, & Wrongful Appropriation	114
Article 12: Forgery	114
Article 13: Making, Drawing, Uttering Check, Draft, or Other Without Sufficient Funds	114
Article 14: Perjury	114
Article 15: Spoilage or Destruction Of Property	115
Article 16: Drunken or Reckless Driving	115
Article 17: Alcohol Offenses	115
Article 18: Irresponsibility Of Sentinel	115
Article 19: Malingering	115
Article 20: Riot or Breach of Peace	115
Article 21: Provoking Speeches or Gestures	115
Article 22: Extortion	116
Article 23: Assault	116
Article 23 Definitions	116
Article 24: Breaking And Entering	116

Article 25: Conduct Unbecoming An Cadet, Officer, & A Gentleman/Lady	116
Article 26: General Article	117
Purpose	117
Article 27: Harassment, Sexual Harassment, & Sexual Violence	117
Article 27 Definitions	117
Article 28: Fraternization	120
Upperclass Unique Items	120
Article 29: Visitation Violation	120
Article 30: Hazing	121
Sanctions for Violations of Corps Policies	121
Hazing Policies	121
Hazing Examples	121
Hazing Reporting Requirements	122
Article 31: Illegal / Controlled Substance Abuse	122
Article 32: Possession / Use Of False Identification	122
Article 33: Inappropriate Use Of University / Military Identification and Door Card	122
Article 34: False Official Statements	123
Article 35: Breaking Restriction	123
Merit / Demerit System	123
Key Principles	123
Definitions	123
Policy	124
Procedure for Awarding Merits/Demerits	124
Sanctions for Excessive Demerits	126
Performance Review	126
Battalion Disciplinary System (BDS)	126
Regimental Disciplinary System (RDS)	127
NON-JUDICIAL PUNISHMENT (NJP) BASICS	127
Key Principles	127
Definitions	127
General Guidance	128
Specific NJP Procedures	128
Proceeding Membership	128
24 hours Prior to NJP	129
Conducting NJP Proceedings	129
AUTHORIZED PUNISHMENTS	130
Limitations on Punishment	130
Standard Punishments	130
Weekend Restriction	130

Unit Commander Responsibilities	130
Standard Restriction Policy	131
LEVELS of NJP	132
Regimental	132
Battalion	132
Company	133
NJP APPEALS & REVIEWS	134
Definitions	134
Appellate or Reviewing Officer Guidance	134
EXECUTIVE COMMITTEE HEARINGS	135
Key Principles	135
Policy	135
Deputy Commandant's Hearing	136
Violation Reporting Procedures	136
Disposition of Charges	136
Formal Presentation of Charges	137
Referral of Charges & Timing of Hearing	137
Coordination of Key Participants by the Hearing Officer	137
Key Personnel	138
Regimental Executive Committee Chairman / Staff Judge Advocate	138
Regimental Hearing Officer	138
Investigating Officer	139
Executive Committee Board Members	139
Regimental Counsel	140
Regimental Representative	140
Defense Representative	140
Executive Committee Representative Pool	141
Sergeant at Arms (SAA)	141
Clerks	141
Rights of the Accused	142
Production of Witnesses & Evidence	143
Proceeding Attendance	143
Referral, Service, Amendment, & Withdrawal of Charges	143
Pre-Hearing Conditions on Liberty	144
Pre-Hearing Investigation	144
Pre-Hearing Matters	145
Discovery	145
Disclosure by the defense	145
General Items	145

Hearing Procedure	146
Presentation of the Case on the Merits	146
Deliberations & Voting on Findings	146
Appeals & Final Approval	147
Executive Committee Sanctions	148
Military Probation	149
RESOLVING ISSUES	149
INSPECTOR GENERAL (IG) COMPLAINTS	149
Key Principles	149
Key Personnel	150
Courses of Action	150
Course of Action Notifications	150
<b>CHAPTER 4: OPERATIONS</b>	<b>151</b>
COMMUNICATIONS	151
Key Principles	151
Policy	151
OPERATIONS ORDERS (OPORDs)	151
Key Principles	151
Key Personnel	152
Policy	152
PRIVATELY OWNED VEHICLES (POVs)	153
WEATHER & UNIFORM DETERMINATIONS FOR CORPS EVENTS	154
Key Principles	154
Policy	154
FORMATION & ROLL CALL	154
Key Principles	154
Duties & Responsibilities	155
Formation & Special Event Absence	155
Inclement Weather Formation	155
Key Principles	155
Policy	156
UOD Change during the Duty Day	156
STUDENT LEADER (SL) or RESIDENT ADVISOR (RA)	156
OFFICER OF THE DAY (OOD)	157
Policy	157
Duties & Responsibilities	157
PASS & LEAVE	158
Key Principles	158



Types of Passes	159
Fig. 4-1 Map: 50-mile radius around Blacksburg, VA.	159
Pass Policy & Procedures	161
Types of Leave	162
Leave Policy & Procedures	162
THANKSGIVING / WINTER / SPRING BREAKS	164
ORGANIZATIONAL TRIPS	164
Key Principles	164
Procedures	164
FOOTBALL GAMES	165
Procedure	165
AWARDS CEREMONY	166
Procedure	166
CHANGE OF COMMAND CEREMONY	166
Procedure	166
CORPS GRADUATION / JOINT COMMISSIONING	166
Procedure	166
ATHLETIC PROGRAM	167
Policy & Procedures	167
FIRST-YEAR CADET - JUNIOR MENTOR PROGRAM	167
Philosophy	167
Mentor Night Preparation	168
Mentor Night Execution	169
PRIDE NIGHTS	169
Key Principles	169
Planning	169
Policy	170
SOPHOMORE AND FIRST-YEAR CADET WELCOMING & ORIENTATION TO NEW COMPANIES	170
CORPS ORGANIZATIONS	171
ORGANIZATIONAL TAPPING	172
SPIRIT MISSIONS	173
Policy	173
THE RAT PATH	174
OBSTACLE COURSE TRAINING & OPERATIONS	174
O-Course Instructor Training & Certification	174
Preparation	175
Policy	175

Medical Response	176
Safety Incident Reporting	177
“Tough One” Requirements	177
ROTC Use of the O-Course	177
MARCHING CADENCES	177
GOLD CORD AWARD COMPETITION	178
BICYCLE/SKATEBOARD/UNICYCLE/SCOOTER USE	178
<b>CHAPTER 5: CLEANLINESS, ROOM STANDARDS, &amp; INSPECTIONS</b>	<b>179</b>
AREA CLEANLINESS & POLICE DETAILS	179
Key Principles	179
Policy	179
Policing Detail Responsibilities	180
ROOM INSPECTION POLICIES & PROCEDURES	180
Purpose	180
Definitions	180
Key Principles	181
Inspection Types & Procedures	181
Routine Inspection (RI)	181
Standby Inspection (SBI)	181
Open Ranks Inspections (ORI)	181
Formal Inspections (FMI)	182
Inspection Frequency	182
30% Cross Section Rule	182
Grading Policy	183
Hokie Passport Access for Room Inspections	183
Key Personnel Duties & Responsibilities	184
BASIC ROOM REGULATIONS	186
Key Principles	186
Definitions	187
Nametapes & Labeling	187
INDIVIDUAL SPECIFIC ROOM ITEMS	187
Racks (Bed)	187
Closets	188
Personal & Military Clothing	188
Desk & Desk Chairs	189
Trash cans	189
Desk Lamps	189
Television	190

Rugs	190
Personal Chairs	190
Doors & Authorized Absence (AA) Cards	190
COMMON AREA ROOM ITEMS	191
Microwave	191
Refrigerator	191
Mirrors	191
Rifle Rack	191
Sink & Vanity	191
Under the Sink	192
Floor	192
Windows & Window Sills	192
Walls	192
Recycling Bin	193
Dust	193
PROHIBITED ROOM ITEMS	193
ROOM PRIVILEGES	194
Key Principles	194
Privileges with Mixed Class Roommates	194
Excusal Card	195
Policy	195
UNIFORM INSPECTION POLICIES & PROCEDURES	195
<b>CHAPTER 6: TRAINING</b>	<b>196</b>
FIRST-YEAR CADET TRAINING	196
Purpose	196
Philosophy	196
Moral	196
Mental	197
Physical	197
Military	197
RESPONSIBILITY FOR NEW CADET WEEK TRAINING	197
STANDARDS	198
NEW CADET OBJECTIVES	198
Key Principles	198
New Cadet Week Objectives	199
Red Phase Objectives	199
PROPER FORM OF ADDRESS	199
New Cadets or First-Year Cadets	199

Armed Forces Personnel	200
SOUNDING OFF	201
Key Principles	201
Policy	201
New or First-Year Cadets	201
To Groups of Cadets	201
When NOT to Sound Off	202
CONDUCT IN BARRACKS	202
Key Principles	202
Definition	202
Policy	202
New or First-Year Cadets	202
Upperclassmen	203
All Cadets	204
DRAGGING	204
Purpose	204
Definitions	204
Methodology	204
Policy	205
First-Year Cadets	205
FORMATION CALLS	205
Procedure	205
CONDUCT ON CAMPUS AND IN TOWN	206
Key Principles	206
Policy	206
REPORTING PROCEDURES	207
FIRST-YEAR CADET DUTIES	207
HEAD NEW CADET	208
PERSONAL HYGIENE	208
Key Principles	208
Policy	208
FIRST-YEAR CADET KNOWLEDGE	209
Policy	209
PHYSICAL TRAINING	210
Philosophy	210
Policy	210
HAZING & HARASSMENT	211
Key Principles	211

<b>CHAPTER 7: SAFETY &amp; EMERGENCY PROCEDURES</b>	<b>212</b>
EMERGENCY REPORTING BASICS	212
Reporting Situations	212
Generic Reporting Procedures	212
FIRE & FIRE DRILL PROCEDURES	213
Key Principles	213
Policy	213
Prohibited Items	213
Procedures	214
TORNADO WATCH & WARNING	215
Definitions	215
Policy	215
Tornado Watch Procedures	215
Tornado Warning Procedures	215
All Clear Issued	216
Responsibilities of Commanders & Senior Leadership	216
SECURE-IN-PLACE	216
Procedures	216
PERSONNEL ACCOUNTABILITY DURING EMERGENCIES	217
Report Goal	217
Procedures	217
<b>CHAPTER 8: CUSTOMS, COURTESIES, DRILL &amp; CEREMONIES</b>	<b>218</b>
GENERAL ITEMS	218
Key Principles	218
Definitions	218
SALUTING	219
Key Principles	219
Persons Entitled to Saluting	219
Saluting Requirements	220
Saluting Exceptions	220
Specific Saluting Procedures	220
Procedures Outside	221
Procedures Inside	221
Procedures During the Pledge of Allegiance	222
Procedures During TAPS	222
Procedures for Saluting the Rock	222
Traditional Customs or Courtesies	223
Room Protocol	224

Dining Etiquette	225
DRILL & CEREMONIES	225
Key Principles	225
Definitions	225
SABER DRILL	225
Key Principles	225
Parts of the Saber & Sword	226
Fig 7-1 Parts of the Saber & Sword	226
Saber Commands	227
Attention	227
Fig 7-2 Saber Attention	227
Draw Saber	227
Fig 7-3 Draw Saber	228
Carry Saber	228
Fig 7-4 Carry Saber	229
Present Saber	229
Fig 7-5 Present Saber	230
Parade Rest	230
Fig 7-6 Saber Parade Rest	231
Return Saber	231
Fig 7-7 Return Saber	232
Marching Manual of Arms	233
Fig 7-8 Saber Marching	233
Eyes Right While Marching	233
Fig 7-9 Saber Marching Eyes Right	234
Present Saber While Marching	234
Eyes Front While Marching	234
Port Arms	235
Fig 7-10 Saber Port Arms	235
RIFLE DRILL	235
GUIDON DRILL	235
Key Principles	235
Guidon Basics	236
Basic Guidon Positions & Commands	237
Order Guidon	237
Fig 7-11 Order Guidon	237
Rest Positions	238
Fig 7-12 Rest Guidon	238

Carry Guidon	239
Fig 7-13 Carry Guidon	239
Raised Guidon	240
Fig 7-14 Raised Guidon	240
Present Guidon	241
Fig 7-15 Present Guidon	241
Guidon Bearer's Salute	242
Fig 7-16 Guidon Bearer's Salute	242
Guidon Quick & Double Time	243
Fig 7-17 Guidon Quick & Double Time	243
<b>CHAPTER 9: LOGISTICS</b>	<b>244</b>
GENERAL SUPPLY PROCEDURES	244
Duties & Responsibilities	244
Regimental S-4	244
Battalion Executive Officer (XO)	244
Company Executive Officer (XO)	244
Requisitioning	244
RIFLE STORAGE, ISSUE, & SECURITY	245
Key Personnel & Principles	245
Storage, Issue, & Recovery	245
SABER INVENTORY, ISSUE, & RECOVERY	246
Key Principles	246
Issue & Recovery	246
<b>CHAPTER 10: PUBLIC INFORMATION &amp; RECRUITING</b>	<b>247</b>
PUBLIC INFORMATION	247
Media Relations	247
Events Requiring Media Exposure	247
RECRUITING	248
Key Personnel	248
<b>CHAPTER 11: ACADEMICS</b>	<b>249</b>
REGIMENTAL ACADEMICS PROGRAM	249
Academic Charge	249
Key Principles	249
Policy and Procedure	249
Academic Support Initiatives Key Factors	250
CALL TO QUARTERS (CQ)	250
CQ Implementation Times	250
CQ Policies/Procedures	250

Additional Call to Quarters (AddCQ)	251
Marathon Call-to-Quarters (MCQ)	251
ACADEMIC PASS	251
Key Principles	251
ECQ A-Pass	252
Training A-Pass	252
Event A-Pass	252
ACADEMIC LEAVE (A-LEAVE)	253
CORPS ACADEMIC OFFERINGS POLICY & PROCEDURE	255
Specific Courses	255
Completion Requirements	255
Course Conflicts & Excusal	255
CORPS LAB POLICY & PROCEDURE	256
Attendance	256
Conflicts & Excusal	256
Lab Activities	256
FINAL EXAMS	257
Policies	257
ACADEMIC AWARDS	258
Procedure	258
Fig 11-1 Academic Wreaths	258
ACADEMIC PROBATION AND SUSPENSION	259
Policies	259
<b>ANNEX A: POLICY ON DRUG/ALCOHOL USE &amp; FALSE IDENTIFICATION</b>	<b>260</b>
<b>ANNEX B: POLICY ON HAZING</b>	<b>265</b>
<b>ANNEX C: POLICY ON HARASSMENT &amp; GENDER-BASED VIOLENCE</b>	<b>269</b>
<b>ANNEX D: FLAG DETAIL</b>	<b>277</b>
<b>ANNEX E: GOLD CORD (Beverly S. Parrish, Jr. Memorial Award)</b>	<b>283</b>
<b>ANNEX F: COMMANDER APPLICATION FOR CREATION OF A TEMPORARY POSITION &amp; FIELD PROMOTION</b>	<b>292</b>
<b>ANNEX G: WAIVER OF LIABILITY</b>	<b>293</b>
<b>ANNEX H: CORPS ACADEMIC POLICIES AND PROCEDURES</b>	<b>296</b>
<b>ANNEX I: WEAPONS POLICY</b>	<b>297</b>



## CHAPTER 1: MISSION & ORGANIZATION

### FOUNDING IDEALS

Founded in 1872 as a land grant college under the authority of the Morrill Land Grant Act, Virginia Polytechnic Institute and State University continue 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.

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 distinctly organized group of students who adhere to a strict code of honor, wear a distinctive cadet uniform, and live in designated cadet barracks.

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.

### MEMORIAL COURT & 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 students and graduates who died while defending our nation’s freedom since World War I. At the court’s center is a marble cenotaph displaying the names of the seven service members who attended Virginia Tech and 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 more 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, NCOs, 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 organizations, 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.

## **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).

## **COMMAND & 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.

**NOTE:** 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.

## Overall 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 four battalions, each under the supervision of a Deputy Commandant of Cadets. Each battalion is composed of line companies. The Regimental Band reports directly to the Regimental Commander for performances, and to the Fourth Battalion Commander for daily operations.

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:

Position	Class	Rank	No. of Positions
Regimental Commander	SR	C/COL	1
Regimental Executive Officer	SR	C/LTC	1
S-1 Adjutant	SR	C/MAJ	1
S-2 Public Information	SR	C/MAJ	1
S-3 Operations Officer	SR	C/LTC	1
S-33 Current Ops Officer	SR	C/CPT	1
S-35 Future Ops Officer	SR	C/CPT	1
S-4 Supply	SR	C/MAJ	1
S-5 Academics	SR	C/MAJ	1
S-6 Information Officer	SR	C/MAJ	1
S-7 Training Officer	SR	C/CPT	1
Command Sergeant Major	JR	C/CSM	1

## Regimental Special Staff

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

Position	Class	Rank	No. of Positions
Honor Court Chief Justice	SR	C/MAJ	1
Vice Chief (Honor) Investigations	SR	C/CPT	1
Vice Chief (Honor) Education	SR	C/CPT	1
Honor Prosecution / Defense Counsel	SR/JR	C/CPT, C/SFC	2
Honor Court Sergeant-at-Arms	JR	C/SFC	1
Honor Representatives	SO	C/CPL	12
Staff Judge Advocate	SR	C/MAJ	1

<b>Position</b>	<b>Class</b>	<b>Rank</b>	<b>No. of Positions</b>
<b>Regimental Hearing Officer</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Lead Defense Counsel</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Lead Regimental Counsel</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Hearing Representatives</b>	<b>SR/JR</b>	<b>C/2LT, C/SSG</b>	<b>As needed</b>
<b>Recruiting Officer</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Recruiting NCOIC</b>	<b>JR</b>	<b>C/SFC</b>	<b>1</b>
<b>Recruiting Logistics Team</b>	<b>SO</b>	<b>C/SG</b>	<b>2</b>
<b>Regimental Photographer</b>	<b>SR/JR</b>	<b>C/1LT, C/SFC</b>	<b>1</b>
<b>Safety Officer</b>	<b>SR</b>	<b>C/MAJ</b>	<b>1</b>
<b>Inspector General OIC</b>	<b>SR</b>	<b>C/MAJ</b>	<b>1</b>
<b>Inspector General NCOIC</b>	<b>JR</b>	<b>C/SFC</b>	<b>1</b>
<b>Inspector General Assistants</b>	<b>JR/SO</b>	<b>C/SSG, C/CPL</b>	<b>3</b>
<b>Armorer</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Ordinance Staff</b>	<b>JR/SO</b>	<b>C/OSG, C/OCF</b>	<b>As needed</b>
<b>Historian</b>	<b>SR/JR</b>	<b>C/CPT, C/SFC</b>	
<b>Athletics Officer</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Medical Officer</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>University Organizations Liaison</b>	<b>JR/SR</b>	<b>CSFC, C/1LT</b>	<b>1</b>
<b>Alumni Liaison Officer</b>	<b>JR/SR</b>	<b>CSFC, C/1LT</b>	<b>1</b>
<b>Skipper Crew Gun Captain</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Skipper Crew Executive Officer</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Skipper Crew Chief of Smoke</b>	<b>JR</b>	<b>C/ASG</b>	<b>1</b>
<b>Skipper Crew</b>	<b>JR/SO</b>	<b>C/ASG, C/ACP</b>	<b>As needed</b>
<b>Color Guard Operations Officer</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Color Sergeant of the VTCC</b>	<b>JR</b>	<b>C/CCS</b>	<b>1</b>
<b>Color Guard</b>	<b>JR/SO</b>	<b>C/CSG, C/CCP</b>	<b>As needed</b>
<b>Gregory Guard Commander</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Gregory Guard Drill Sergeant</b>	<b>JR</b>	<b>C/SFC</b>	<b>1</b>
<b>Conrad Cavalry Commander</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Conrad Cavalry First Sergeant</b>	<b>JR</b>	<b>C/SFC</b>	<b>1</b>
<b>Growley Commander</b>	<b>SR</b>	<b>C/CPT</b>	<b>1</b>
<b>Growley NCOIC</b>	<b>JR</b>	<b>C/SFC</b>	<b>1</b>
<b>Regimental Bugler (Command Signal Sgt)</b>	<b>JR</b>	<b>C/CSS</b>	<b>1</b>
<b>Regimental Signal Sergeant</b>	<b>JR</b>	<b>C/SGS</b>	<b>1</b>
<b>Buglers</b>	<b>SO</b>	<b>C/SCP</b>	<b>1</b>
<b>Chapel Liaison</b>	<b>SR</b>	<b>C/1LT</b>	<b>1</b>
<b>Chapel Liaisons</b>	<b>JR, SO</b>	<b>Job Dependent</b>	<b>As needed</b>

Position	Class	Rank	No. of Positions
Hall Council President	SR	C/1LT	1

**NOTE:** Cadets who are members of the Skipper Crew, Color Guard, and Bugler unit, will wear the rank associated with specific positions in those units, as noted in the above table. Gregory Guard Commander / Drill Sergeant, and the Conrad Cavalry Commander / First Sgt, since not using specialty rank, will wear the highest assigned rank (Guard/Cavalry or Line unit.) Members who are not holding specific positions in these units, will wear the appropriate rank they have been assigned in their line units.

### Battalion Staff

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

First Battalion	Second Battalion	Third Battalion	Fourth Battalion
Alpha Company Bravo Company Charlie Company Delta Company	Echo Company Foxtrot Company Golf Company Hotel Company	India Company Kilo Company Lima Company Mike Company	November Company Oscar Company Band Company

A battalion staff is organized as follows:

Position	Class	Rank	No. of Positions
Commander	SR	C/LTC	1
Executive Officer	SR	C/MAJ	1
S-1 Adjutant	SR	C/CPT	1
S-2 Public Information	SR	C/CPT	1
S-3 Operations	SR	C/MAJ	1
S-4 Logistics	SR	C/CPT	1
S-5 Academics	SR	C/CPT	1
Sgt Major	JR	C/SGM	1
Safety Officer	SR	C/1LT	1
Recruiting OIC	SR	C/1LT	1
Recruiting NCOIC	JR	C/SSG	1
IG OIC	SR	C/1LT	1
NCOIC IG	JR	C/SSG	1

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 line 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:

Position	Class	Rank	No. of Positions
Company Commander	SR	C/CPT	1
Executive Officer	SR	C/1LT	1
Platoon Leaders	SR	C/2LT	2
Supply	SR	C/1LT	1
Recruiting NCO	SO	C/SSG	1
First Sergeant	JR	C/1SG	1
Platoon Sergeants	JR	C/SFC	2
Squad Leaders	JR	C/SSG	4
Academics NCO/Officer	JR/SR	C/SFC-C/2LT	1
Safety NCO/Officer	JR/SR	C/SFC-C/2LT	1
Athletics NCO/Officer	JR/SR	C/SFC-C/2LT	1
Clerk	SO	C/CPL	1
Cadre Sergeants	JR	C/SSG	4
Fire Team Leaders	SO	C/SGT	8
Squad Members	SO/JR/SR	C/CPL, C/SGT, C/2LT	As assigned

- *Sophomores*: Cadets not holding positions associated with a specific rank will hold the rank of C/CPL unless otherwise directed in sanction letters.
- *Juniors*: Cadets not holding positions associated with a specific rank will hold the rank of C/SGT unless otherwise directed in sanction letters.
- *Seniors*: Prior to the start of the cadet's senior year, each cadet's performance will be reviewed by their Senior Enlisted Advisor and Company Commander who will make recommendations, based on overall performance, to their Deputy Commandant for the cadet's promotion to Cadet Officer status in their senior year. Cadet Officers not holding positions associated with a specific rank will hold the rank of C/2LT. During the second semester of their senior year, seniors not designated for specific jobs with ranks may retain their first semester rank.



### 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):

Positions	Class	Rank	No. of Positions
Band Commander	SR	C/MAJ	1
Executive Officer**	SR	C/CPT	1
Clerk	SO	C/CPL	1
Supply Officer	SR	C/1LT	1
Safety NCO/Officer**	JR/SR	C/SFC-C/2LT	1
Academics NCO/Officer**	JR/SR	C/SFC-C/2LT	1
Platoon Leaders	SR	C/2LT	2
First Sergeant	JR	C/1SG	1
Platoon Sergeants	JR	C/SFC	2
Squad Leaders	JR	C/SSG	8
Fire Team Leaders	SO/JR	C/SGT	16
Drum Major	SR	C/CPT	1
Assistant Drum Major	SR	C/1LT	1
Performance Officer	SR	C/2LT	1
Drill Officer	SR	C/2LT	1
Section Captain	JR	C/SSG	3
Drill NCO	JR	C/SSG	1
Section Leader	JR	As assigned	13
Pep Band Directors	JR/SO	As assigned	As needed
Southern Colonels NCO	JR/SO	As assigned	As needed
Supply Staff	SO	As assigned	As Needed
Band Librarian	SR	C/SGT	1
Squad Members	SO/JR/ SR	C/CPL, C/SGT, C/2LT	As assigned

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

- *Sophomores*: Cadets not holding positions associated with a specific rank will hold the rank of C/CPL unless otherwise directed in sanction letters.
- *Juniors*: Cadets not holding positions associated with a specific rank will hold the rank of C/SGT unless otherwise directed in sanction letters.

- *Seniors:* Prior to the start of the cadet's senior year, each cadet's performance will be reviewed by their Senior Enlisted Advisor and Company Commander who will make recommendations, based on overall performance, to their Deputy Commandant for the cadet's promotion to Cadet Officer status in their senior year. Cadet Officers not holding positions associated with a specific rank will hold the rank of C/2LT. During second semester of their senior year, for those seniors not designated for specific jobs with ranks may retain their first semester rank.

## **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.

### **KEY 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.
- 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, Senior Vice President of the Alumni Association, 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 ensure 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 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 postgraduate 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.
- As appropriate, work with the Director of the Rice Center for Leader
- Development 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.
- 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.
- 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.
- Mentor the Regimental Commander in day-to-day operations.
- Supervise and mentor the Regimental Academics officer.
- Supervise and mentor the Regimental Information officer.
- Oversee the administration and award of the Minor in Leadership Studies.
- Plan and execute the annual leadership conference when scheduled.
- Serve as focal point for the Citizen-Leader track academic program.
- Plan and execute the Cutchins Leadership Lecture Series of guest speakers and oversee logistical support.
- Advise and mentor cadets on academic issues.
- Coordinate with ROTC programs to provide complimentary academic offerings in leadership.
- Serve on various university committees.
- Serve on the Pamplin College Advisory Panel.
- Serve on Management Department committees as needed.
- Coordinate the attendance of cadets to other institution's leadership conferences.
- 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.
- 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 and Recruiting Assistant assigned to the VTCC Recruiting Office.
- Coordinate recruiting programs with the ROTC Departments.
- Coordinate recruiting programs with the Director of Admissions.
- Coordinate college fair volunteers through the alumni and working with the Director, Alumni Relations.
- 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 Spend the Day/Night 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.

### **Deputy Director of Operations**

- Commandant's representative to ensure coordination and synchronization of all activities, operations, and events across all members of the VTCC staff, the ROTC programs, and outside agencies as appropriate.
- Supervise the publishing of the daily Regimental Order.
- Supervise script development/coordination, when required, for Corps ceremonial events.
- Monitor and advise the Commandant and Director of Communications on Corps events of university and community interest.
- Coordinate with the Director of Communications on all Corps press releases, campus notices, and spotlights.
- Perform protocol functions for the Commandant.
- With the Regimental S-3, coordinate with Student Engagement and Campus Life, 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.
- Develop and maintain VTCC Assessment Plan
- Participate in DSA groups such as Inclusive VT Catalyst, Assessment Roundtable, and Care Team.
- Work with the Commandant to establish and execute a State government and legislature engagement strategy.
- Collect inputs and update these Regulations yearly.
- 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 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 assistant 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.

### **Coordinator for Case Management & Administration**

- Serve on a multi-disciplinary team to foster a cohesive, holistic, and supportive residential experience.
- Work closely with a Residential Well-being Managing Director, Dean's team, Housing Services, Student Conduct, and other Residential Well-being and university partners to support coordinated care and advocacy for students facing obstacles in their lives.
- Work in partnership with four other Coordinators for Case Management and Administration and Coordinators for ExperienceVT and Well-Being to build community and connect students to relationships and campus engagement opportunities.
- Create a data-driven, inclusive, and team-based case-management plan to support individual students and the entire residential community.
- Serve as a primary point of contact for identifying students who need support, including mental health issues, relationship conflicts, social adjustment, financial needs, academic challenges, and family concerns, among others.



- Triage issues; support students through mentoring and referral to resources; coordinate and communicate with partners; ensure follow-up; and maintain thorough, accurate, and timely documentation.
- Work closely with the Care Team, the Bias Incident Response Team, Student Conduct, and Title IX to coordinate care and elevate issues and concerns, as needed. Housing Administration
- Support administrative functions for Housing Services that support well-being in the residential environment, including facilitating room changes, providing oversight for student arrivals and departures, monitoring environmental health and safety, etc.
- Serve in an on-call capacity, as needed.
- Respond to incidents that arise in the residential environment; support student leaders who respond to incidents.
- Engage in other duties, as assigned.

### **Coordinator for Well-being**

- Serve on a multi-disciplinary team to foster a cohesive, holistic, and supportive residential experience.
- Work in partnership with four other Coordinators for Well-being and Coordinators for ExperienceVT and Case Management and Administration to build community and connect students to relationships, campus engagement opportunities, and resources.
- Provide training, supervision, and mentoring for a team of student leaders for Well-being, whose charge is to provide residential students with high-level programming, connection to resources, and exemplary service.
- Create a data-driven, inclusive, and team-based well-being plan that brings together students, events, organizations, living-learning programs, mentoring, and programs that support community and individual well-being to advance every student's path to ExperienceVT.
- Build relationships with campus partners and identify opportunities to bring programs, activities, and resources into the residential community, as well as opportunities to take residential students to outside events.
- Foster connections; promote diversity, equity, and inclusion; and identify ways spaces, systems, and access to resources provide an infrastructure for well-being.
- Provide support for individual students through mentoring and referral to resources.
- Serve in an on-call capacity, as needed.
- Respond to incidents that arise in the residential environment, provide supervision for student leaders responding to incidents, and ensure communication with partners for follow up.
- Engage in other duties, as assigned.



### **Coordinator for ExperienceVT**

- Serve on a multi-disciplinary team to foster a cohesive, holistic, and supportive residential experience.
- Work in partnership with four other Coordinators for ExperienceVT and Coordinators for WellBeing and Case Management and Administration to build community and connect students to relationships and campus engagement opportunities.
- Provide training, supervision, and mentoring for a team of student leaders for ExperienceVT, whose primary charge is to provide residential students with high-level programming, connection to resources, and exemplary service.
- Create a data-driven, inclusive, and team-based community engagement plan that brings together students, events, organizations, living-learning programs, mentoring, and programs to support students' well-being and enables every student to ExperienceVT by identifying their strengths, clarifying their goals, creating pathways, and cultivating agency.
- Build relationships with campus partners to identify opportunities to bring programs, activities, and resources into the residential community, as well as opportunities to take residential students to outside events. The Coordinator will be evaluated on the number of students within their community who are engaged in activities, events, and/or organizations; who know their strengths; and who create and use their ExperienceVT map to identify and achieve their goals.
- Provide support for individual students through mentoring and referral to resources.
- Serve in an on-call capacity, as needed.
- Respond to incidents that arise in the residential environment, provide supervision for student leaders responding to incidents, and ensure communication with partners for follow up.
- Engage in other duties, as assigned.

### **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 (e.g., S-1, S-2, etc.) 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 officers.
- 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 serves 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.
- Performs administrative tasks, in conjunction with the Regimental Executive Officer, related to preparing performance evaluations of the regimental staff and battalion commanders, approves/disapproves leave and special requests of regimental staff and conducts counseling and peer mentorship with regimental staff members and battalion commanders.
- In the role as 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 directs the regimental staff as per the diagram that accompanies this regulation.
- 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).
- 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.
- Develops a 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 Regulations 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 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/Battalion Disciplinary System (RDS/BDS).
- 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 ensures responsibilities are posted in daily 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 ensures 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.
- Manages reservations and accomplishment of cadet / company photos.
- Receives battalion reports by 1800, Thursdays, of cadets taking weekend leave, from Battalion S-1s and provides to the Regimental Commander and the Commandant.
- 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 Director of Communications all 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, acts as a point of contact for photographers, and creates 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.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.
- Coordinates special projects/events and assigns 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 a record of unit performances in events that contribute points towards the VTCC Gold Cord Award.
- Supervises judging of company events for Gold Cord.

### **Regimental Current Operations Officer, S-33 (Senior)**

- Reports to the Regimental S-3
- Assists in writing the operations orders for all VTCC activities
- Conducts after action reviews (AAR) within 1 week of all cadet-led regimental events, including cadet-led Corps Training Time, Pass in Reviews, Cadre and New Cadet Week, Eager Squad, Platoon Tactical Challenge, and other such events. Develops recommended courses of action (COA) for the future
- Maintains an electronic continuity file for the position and ensures turnover to designated successors
- Completes other duties as assigned by the S-3

### **Regimental Future Operations Officer, S-35 (Senior)**

- Reports to the Regimental S-3
- Write and review OPORDs for regimental operations
- Meets with stakeholders in regimental operations and coordinates the efforts of involved parties
- Completes other duties as assigned by the S-3

### **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 ensures 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.
- Ensures 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 XO.
- Support the missions and goals of the Regimental Commander, Commandant, Deputy Commandants, and Rice Center Director.
- Responsible for creating and enforcing a supportive academic environment for cadets.
- Fosters a climate of academic success in the Regiment by coordination enforcement of Corps Academic policies, providing timely information to the Regiment on university academic timelines, providing academic resources to cadets seeking academic assistance, and developing and providing programs that promote academic achievement.
- 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.
- 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.
- Assists the Director of the Rice Center with Corps Academic Offerings as a Teaching Assistant in the Freshman First Year Experience.
- Meets regularly with the battalion Academic Officers. Provides input to the battalion commanders on the evaluation of the Academic Officer chain.
- Plans and executes VTCC Tutoring program.

- Recommends VTCC Academic policies to the Director of the Rice Center.

### **Regimental Academics NCO, S-5A (Junior)**

- Assist Regimental S-5
- Provide resources to cadets who are struggling academically
- Learn how staff positions function
- Provide tutoring resources for cadets
- Enforce Academic policies
  - ECQ
  - MCQ
  - Academic Success Program

### **Regimental Information Officer, S-6 (Senior)**

- Reports to the Regimental XO.
- Responsible for the development and ongoing maintenance/support of Digital Information Systems within the Corps
- Current Scope (subject to expansion and/or change):
  - Leave
  - General Requests
- Utilizing Battalion and other Staff S6 resources to troubleshoot problems, errors, or bugs that occur within expected & correct use of Digitized Systems
- Creating and using Corps feedback through all leadership and subordinate levels to improve and encourage the proper use of Information Systems
- Providing training and instructional resources to Regimental/Battalion/Company leadership levels
- Create & Maintain guidelines for proper “Information Hygiene” practices throughout the Corps to keep PII of Cadets and other members' information secure
- Create the scope of development for current and future digital information systems
- Have the basic technical knowledge or adeptness with learning technologies to create, change, and edit current digital information systems
- Assess technologies to determine the feasibility of use within the Corps information systems, including factors such as:
  - Accessibility
  - Privilege Requirements
  - Cost
  - Ease-of-use
  - Ease-of-development



### **Regimental Information NCO, S-6A (Junior)**

- Reports to and assists Regimental S-6
- Assists with the development and maintenance of digitized information systems
- Supports Regimental and Battalion Staff with support needs
- Aid in the creation, provisioning, and presentation of instructional resources among the Regiment
- There can be more than 1 Information NCO; The Regimental S6 will pick based on current semesters needs for technical support and/or the creation of documentation and instructions

### **Regimental Training Operations Officer, S-7 (Senior)**

- Reports to the Regimental XO
- Develops the training goals and objectives for the regiment
- Ensure all training developed is inclusive of all classes (i.e., FR, SO, JR, SR)
- Develops plans for and oversees Corps Training Time
- Completes other duties as assigned by the XO

### **Inspector General OIC (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 standings.
- 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 unsat marks per cadet.



- Grades marching and rifle drill during Pass-In-Reviews and en-route to football games in conjunction with the Gregory Guard.

### **Battalion Inspector General OIC (Senior)**

- Reports to Regimental Inspector General CO and XO.
- Provides training for respective Battalion Inspector General Staff.
- Conducts ORIs in accordance with the Cadet Regulations.
- Oversees and maintains operational readiness of respective staffs.
- Ensures accurate data entry of Inspection Sheets on weekly basis and transference of this information to the Regimental NCOIC of I.G.
- Disseminates information and ensures completion in regards to formal inspections, random room inspections, and ORIs.

### **Recruiting Officer (Senior)**

- Reports to the Regimental XO with supervision of the Assistant Commandant for Recruiting.
- Ensures effective information flow regarding recruiting through battalion and company level recruiting staff.
- Meets weekly with Battalion Recruiting OICs, the Recruiting NCOIC, and Recruiting Logistics Officers.
- Provides training for the Regiment in the execution of Spend the Night sessions, Hometown Recruiting, offered prospective cadet phone calls and other recruiting activities as assigned.
- 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 for Hometown Recruiting during school breaks such as Thanksgiving, winter break, and spring break.
- Coordinates with ROTC and VPI recruiting officers for volunteers for all recruiting events requiring ROTC representation.
- Under the direction of the Assistant Commandant for Recruiting, plans and supervises the VTCC Spend the Night program for fall and spring semesters. This includes arranging for host cadets and rooms, and coordinating battalion personnel to execute the event in coordination with the Assistant Commandant for Recruiting, ensures the VTCC is represented at all admissions office open houses. Responsibilities include providing ushers, cadets to man the information table, and act as OIC on the day of the event. Provides accountability for all Spend the Night visitors in the event of a fire or fire drill.
- Coordinates and supervises the Recruiting Logistics Officers in maintenance of an orderly and clean Recruiting Storage Room, coordinating all needed materials for all recruiting events, and preparing the informational bags for Hometown Recruiting.
- 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. Trains prospective successor throughout their tenure as Regimental Recruiting Officer. Provides suggested successor in November (fall semester) and April (spring semester) to the Assistant Commandant for Recruiting.

- Maintain record of recruiting Gold Cord activities, providing the results to the Assistant Commandant for Recruiting once the events are concluded.
- Provides the Assistant Commandant of Cadets with all required assistance plus regular status reports concerning cadet recruiting.
- Performs any duties delegated by the Commandant or Regimental Commander.

### **Recruiting NCOIC (Junior)**

- Is prepared to assume the duties of the Regimental Recruiting Officer in his or her absence.
- Reports to the Regimental Recruiting Officer and submits a weekly report of the recruiting events registrations and volunteers.
- Ensures that the Battalion Recruiting Officers obtain and submit accurate host lists for Spend the Night, Admissions Open Houses, Hokie Preview, and Hokie Focus.
- Meets weekly with company NCOs to disseminate upcoming tasking and receive host and volunteer lists.
  - Track involvement of recruiting staff and distribute cords accordingly.
  - Conduct and supervise training for cadets concerning recruiting events, including “Working with Minors” training.
  - Coordinate with Battalion and Company sergeant majors and first sergeants in:
    - Assignment and support of host cadets in the Spend the Night Program.
    - Hometown recruiting preparation, execution, and reporting.
    - Recruiting event volunteers.
- Coordinates Recruiting activities with Battalion and Company recruiting personnel.
- Assists the Recruiting OIC establishing accountability for all Spend the Night visitors in the event of a fire or fire drill.
- Assists in staffing VTCC recruiting tables at university open houses, Hokie Preview, and Hokie Focus.
- 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 Spend the Night program.
- Distributes recruiting materials for cadets recruiting during Thanksgiving, winter, and spring breaks.
- Prepares information packets for prospective students.
- Ensures 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 distributes ribbons correctly.

### **Recruiting Logistics Team (Sophomore)**

- Assists the Regimental Recruiting NCOIC and the Recruiting Assistant to ensure all recruiting items are available on time and are easy to access.
- Maintains an orderly and clean Recruiting Storage Room
- Prepares the informational bags for Hometown Recruiting
- Coordinates materials for all fall and spring recruiting events
- Accounts for all issued air mattresses and air pumps for each Spend the Night session
- Provides all necessary materials for Spend the Day/Night check-in sessions to the responsible Battalion Recruiting OIC with the Recruiting NCOIC. Accounts for the return of all items.
- Provides feedback on recommended giveaways for prospective students to the Regimental Recruiting NCOIC and organizes the materials for easy access in the Recruiting Storage Room.
- Updates the Regimental Recruiting Facebook weekly with at least one new post
- Utilize BDS cadets to accomplish Spend the Night objectives

### **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.
- 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.
- Ensure 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 Deputy Commandant and Regi Co.

### **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 clean, dust, vacuum, and polish displays in the museum.
- Coordinates with Assistant Commandant for Recruiting to provide tours to interested families visiting campus.
- Maintains an electronic / hard-copy continuity file for the position and ensures turnover to designated successors.

### **Regimental PTI (Senior): Optional Staff Member**

- Reports, administratively, to the Regimental S-3
- Coordinates with Corps Athletic Trainer and University Resources to provide health and wellness resources to cadets.
- Maintains and Supervises the Corps Residence Hall gym
- Provides PT and Nutrition advice for cadets seeking help
- Selects and works with an NCO to provide exercise and nutrition presentations and proper equipment use documentation in the Corps Residence Hall gym
- Provides reports to the Commandant, Deputy Commandants, and Line Commanders on the performance of Corps members relative to PT Evaluation performance.
- Provides reports to the Commandant, Deputy Commandants, and Line Commanders on suggested updates for physical training equipment
- 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 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.
- When a regimental PTI is not selected, 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/Senior)**

- 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.

### **Alumni Liaison Officer (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 Commander (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 led 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**

The Skipper crew is an important and dynamic organization within the Virginia Tech Corps of Cadets. 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.

### ***Gun Captain (Senior)***

- Serve as mission commander
- Manage delegation of tasks
- Manage communications with higher authorities
- Manage culture and overall direction of Skipper Crew
- Conduct site recon with Executive Officer and Chief of Smoke

### ***Executive Officer (Senior)***

- Assume Gun Captain responsibilities when warranted
- Organize Skipper training
- Manage Skipper committees
- Conduct site recon with Gun Captain and Chief of Smoke

### ***Chief of Smoke (Junior)***

- Serve as mission NCOIC
- Coordinate with Skipper NCOs to execute events
- Manage Crew accountability
- Maintain good order and discipline
- Conduct Skipper training
- Conduct site recon with Gun Captain and Executive Officer

## **Gregory Guard**

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.

### ***Gregory Guard Commander (Senior)***

- 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.

### ***Gregory Guard Drill Sergeant (Junior)***

- Oversees day-to-day operations and carries out the commander's intent with the help of the XO.
- Organizes and conducts weekly practices along with executing weekly events.
- Trains incoming and current members in aspects of marching, drill and ceremonies, and other events that the Guard is responsible for or asked to do.

## **Regimental Buglers**

The Regimental Buglers play at key Corps events and ceremonies to include raising and lowering the flag, Memorial Day, and cadet parades.

### ***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).



### ***Additional 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.

## **Color Guard**

### ***Color Guard Operations Officer (Senior)***

- Coordinates all activities of the Color Guard with appropriate outside agencies officials.
- Maintains and oversees the Color Guard detail tracker.
- The point of contact for the outside agency ensures the Color Guard can support their request for services.
- Provides expertise and direction during rehearsals to ensure the Color Guards actions are flawless.
- Is a former member of the Color Guard.
- Works with VTCC Color Guard Sergeant.
- Works with designated Senior Enlisted Advisor as directed by the Commandant.
- Responsible for ordering of all items needed by Color Guard to maintain their performance proficiency thru the VTCC Purchasing Officer.
- Tracks and oversees the VTCC Color Guards budget.
- Maintains the inventory of all equipment associated with the Color Guard.

### ***Color Guard Sergeant (Junior)***

- Coordinates all activities of the Color Guard with appropriate Corps and university officials.
- Reports to the 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.

### ***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.



### **Growley Team Commander (Senior)**

- Reports to the Regimental S3 and is advised by the Director of Alumni Relations or as assigned.
- Oversees the Growley Program to include personnel, training, inspection, safety and scheduling of Growley Team activities.

### **Regimental Photographer (Junior/Senior)**

- Reports the Regimental S-2 and is advised by the Director of Communications
- Performs and coordinates the collection and dissemination of graphic art...in particular photos of cadet events and activities.
- Coordinates other cadets, as needed, to take and provide photos of cadet events and activities.

## **EXECUTIVE COMMITTEE POSITIONS**

**General:** The following position descriptions are explained in detailed in the *Order & Discipline* chapter of this regulation.

### **Regimental Executive Committee Chairman / Staff Judge Advocate (Senior)**

- Reports to the Regimental Commander.
- Organizes and presides over all assigned Executive Committee hearings.

### **Regimental Hearing Officer (Senior)**

- Reports to the Executive Committee Chairman.
- Serves the same term as the Chairman.

### **Regimental Counsel (Senior)**

- Serves under the supervision of the Regimental Hearing Officer.

### **Defense Counsel (Junior/Senior)**

- Serves under the supervision of the Regimental Hearing Officer.

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

### **Vice Chief for Investigations (Senior)**

- Prepares and delivers 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 LEVEL POSITIONS**

### **Battalion Commander (Senior)**

- Reports to the Regimental Commander and appropriate Deputy Commandant.
- Responsible for all battalion activities.
- Reviews all company OPORDs with primary focus on safety, purpose, and command and control.
- Meets regularly with the 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.
- In consultation with or recommendation to the Deputy Commandant, 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.
- 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/Battalion Disciplinary System (RDS/BDS) 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.
- Forms the battalion, receives accountability, and issues announcements at formation.

### **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/Battalion Disciplinary System (RDS/BDS) punishment hours awarded and assists 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 weekend leave to the Regimental S-1 and the Deputy Commandant 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.

### **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.
- 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 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.
- Meets regularly with and supervises battalion and company Academic Officers. Provides input to commanders on company Academic Officer's semester evaluation.
- Support the missions of Regimental Commander, Regimental S-5, Battalion Commander, and Deputy Commandant
- Responsible for creating and enforcing a supportive academic environment for cadets
- Disseminate changes in policy/important dates to company academic officers
- Supervises the implementation and enforcement of academic programs.
- 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 Academics Officer with all academic programs, including Corps Lab, ProLab, and the freshmen lab.

### **Battalion Information Officer, S-6 (Senior)**

- Reports to the Battalion XO.

### **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 Recruiting Officer (Junior/Senior Preferred)**

- Reports to the Battalion XO and the Regimental Recruiting Officer.
- Lives in a company.
- Meets regularly with the company recruiting staff.
- Provides regular battalion recruiting reports to the Battalion Commander and Regimental Recruiting Officer.
- In conjunction with the Regimental Recruiting NCOIC and Company recruiting staff, provides Spend the Night, Admission Open House, Hokie Focus, Hokie Preview, Corps/ROTC information session guides and other recruiting volunteers as required.
- Is accountable for all of the battalion's Hometown Recruiting efforts to the Regimental Recruiting Officer.

### **Battalion Recruiting NCOIC (Junior)**

- Reports to the Battalion Recruiting OIC and the Regimental Recruiting NCOIC
- Meets weekly with the Company Recruiting NCO's and/or First Sergeants to gather accountability for spend the day/night volunteers and directs company recruiting NCO's in recruiting events
- Meets weekly with Regimental NCOIC and Battalion Recruiting OIC for guidance on weekly goals and objectives
- Assumes the role and responsibilities of the Battalion Recruiting Officer if he/she is absent
- In conjunction with the Battalion Recruiting Officer and Regimental Recruiting NCOIC, provides volunteers for the following events:
  - Spend the Night/Day
  - Admissions Open House
  - Hokie Focus
  - Hokie Preview
  - Corps/ROTC Information Session Guides
- Passes up Battalion Hometown Recruiting efforts to the Battalion Recruiting Officer
- In conjunction with the Battalion Recruiting Officer, chooses Company Recruiting NCO's to establish clear communication about recruiting events and help gather volunteers for those events.

### **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 IG as directed.
- 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 as a reporter if the 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.

## **COMPANY LEVEL POSITIONS**

### **Company Commander (Senior)**

- Reports to the Battalion Commander and the appropriate Deputy Commandant.
- Leads all company operations and ensures adherence to VTCC policies.
- Maintains overall responsibility for all company activities.
- 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 follows 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.
- 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 commanders.
- Ensures pass/leave book is maintained and completed.
- Ensures company orderly room is maintained.

### **Company Athletics NCO/Officer (Junior / Senior)**

- 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 programs among the 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 NCO/Officer (Junior / Senior)**

- 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.
- 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 implements his/her guidance.
- 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 and to seek help when necessary.
- Assists the Battalion Academics Officer with all Corps academic courses, including Corps Lab, ProLab, and the freshmen lab.

### **Company Safety NCO/Officer (Junior / Senior)**

- 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 ensures 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 the 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, to include enforcing Weekend Restrictions as needed
- With support from Senior Enlisted Advisor, coordinates and standardize 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 the 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 the 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 performance counseling of platoon members as necessary.
- Maintains records of all platoon members including copies of all initial and performance counseling statements and NJP forms.

### **Cadre Sergeant (Junior) [During New Cadet Week & 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 supports 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 assists 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.
- Follow up on counseling conducted by squad leader; refer problems to the platoon leader.
- Conducts regular personnel and room inspections of all platoon personnel.
- Receives daily accountability from squad leaders and maintains accountability of the platoon.
- Enforces regulations and keeps the 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 reports from squad leaders.
- Gives a daily report to platoon leaders 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 for 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.
- 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.
- Review 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.

### **Company Honor Representative (Sophomore)**

- Assists the Company Commander in honor education and training, including the teaching of all classes.
- Promotes the honor education program of the Company and oversees all information regarding honor education.
- Serves as a member of the Honor Court.
- Takes reports of honor violations from members of the Company.
- Maintains complete and accurate records of Company education and training.
- Performs any duties as assigned by the Company Commander or the Chief Justice.

## 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:

### Band Company Commander (Senior)

- Reports to the Battalion Commander and the appropriate Deputy Commandant for Corps Operations and Training.
- Reports to the Regimental Commander for Band Performance, Corps and University support.
- Leads all company operations and ensures adherence to VTCC policies.
- Maintains overall responsibility for all company activities.
- Reviews all company op-orders with a 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.
- Leads Band in all pass-in-reviews.
- Participates as a member of the Executive Committee panel as needed.
- Conducts after-action reviews of all major company functions.
- Delegates appropriate responsibilities and authority to Section Commanders and Drum Major.
- Serve as the point of contact for requests for Band services. Responsible for committing the Band to performances at any level except when directed by the Commandant, Deputy Commandant, and Band Director,
- Serves as an ex-officio member of the Highty-Tighty Alumni Board of Directors. Keeps Alumni informed on current Band activities and reports the status of Highty-Tighty traditions in an annual report to the Highty-Tighty Alumni.
- 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 follows 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.

### **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 a 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.

### **Band 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 the 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.

### **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.
- Make 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] (juniors)**

- 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.



### **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.
- Obtains repair materials for band instruments.

### **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 academic coursework, a weekly professional lab, and physical training, accredited by the Pamplin College of Business.

#### **Vision**

Highly sought Citizen-Leaders with character, confidence, and wellness to lead successful lives in service to others.

#### **Mission**

Present a structured program, capitalizing on the senior military college environment, to graduate principled Citizen-Leaders destined for careers in the public and private sectors.

#### **Organization**

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 an Assistant Director, and is made up of three companies and a staff that report to the VPI Battalion Commander.

#### **Companies**

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.

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 upon graduation from the Citizen-Leader program are a primary focus in these units. Additional focus is given to preparing and implementing a successful graduation plan, career and/or higher education transition, and to performing various coaching roles to peers as assigned within the battalion.

### *V Company*

Will typically consist of first-year through senior cadets, primarily with majors contained in the College of Engineering.

### *P Company*

Will typically consist of first-year through senior cadets with majors or career interests contained within the College of Liberal Arts and Human Sciences.

### *I Company*

Will consist primarily of first-year through senior cadets with majors or career interests within, but not limited to, the following academic colleges: Agriculture and Life Science, Architecture and Urban Studies, Science, Business, Veterinary Medicine, Natural Resources.

## **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, either electronically or in-person, to the Deputy Commandant for VPI Battalion within 24 hours of disenrollment from ROTC to begin in-processing.

The Deputy Commandant and/or Assistant Director for VPI Battalion will:

- Assign the transferring cadet to the Battalion Canvas Page and the appropriate VPI Lab Canvas Page
- Connect the cadet with the Battalion Transition Officer

The Battalion Transition Officer will:

- Assign the transferring cadet to a company, depending on major and will work with the cadet chain of command to determine platoon/squad and relay that information to the cadet in a timely manner
- Coordinate with Battalion Sergeant Major to assign cadet to all applicable rosters
- Ensure that a personal connection is established to welcome and orient the transferring cadet to the Citizen-Leader track/VPI Battalion

Cadets transitioning to the Citizen-Leader track before the semester add/drop period ends will be registered in VPI Pro Lab and receive academic credit. Cadets transitioning mid-semester will be added to VPI Pro Lab in “observer” status, without academic credit, but are expected to attend all academic classes and battalion events for purposes of accountability, professional development, and acclimation to the Citizen-Leader program. Cadets in “observer” status are responsible for participating in class activities, but will not be responsible for traditionally graded assignments.

**NOTE:** Every VPI cadet is expected to participate fully in Pro Lab & PT activities regardless of transfer date, unless otherwise specified in this regulation.

### Battalion Leadership Selection

The VPI Battalion/Company commanders, executive officer, and senior sergeants will be selected from the eligible candidates as determined by an open application and interview process conducted by the Deputy Commandant for VPI and the Assistant Director, Citizen-Leader Track. Staff will be selected by incoming cadet leadership in coordination and consultation with the VPI Deputy Commandant and Assistant Director.

### Battalion Staff

The VPI Battalion leadership and staff positions that hold VPI ranks, represented by crossed sabre insignia, are as follows:

Position	Class	Rank
Battalion Commander	SR	C/LTC*
Battalion Executive Officer	SR	C/MAJ*
Battalion Sergeant Major	JR	C/SGM*
Battalion PT Instructor	JR	C/SFC (JR) or C/SGT (SO)
Battalion Operations Officer	SR	C/CPT*
Battalion Staff Positions	SR/JR	C/2LT, or C/SSG
Company Commander	SR	C/CPT*
Company First Sergeant	JR	C/1SG*
Company Platoon Leader/Sergeant *	SR/JR	C/2LT, C/SFC

\* VPI Officers and Senior Sergeants (as indicated) will wear ranks with crossed sabre insignia

All VPI BN cadets are permitted to wear the rank of their position within the battalion and the regiment.

## VPI BATTALION 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 battalion 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, Assistant Director, 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.
- Coordinates with the Battalion SGM to maintain all continuity documents, list-servs, organizational files, databases, etc.
- Manages battalion recognitions/awards. In coordination with staff, coordinates end-of-semester awards ceremonies/recognitions.
- Completes timely evaluations of staff at the conclusion of the semester
- Performs other duties as assigned by the VPI Battalion Commander

### **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.
- Provides a final list of cumulative and current demerit/BDS tracking to VPI Deputy Commandant/Assistant Director at end of the semester to provide to line company leadership and/or deputy commandant
- Maintains battalion/company master rosters and manages unit assignment of cadets.
- Coordinates with Battalion PTI to establish and maintain a list of physical fitness mentors, and ensure accountability for mentorship program.
- 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 in coordination with VPI Assistant Director.
- Provides Deputy Commandant and Assistant Director a tabulated report of PT and Lab UA's at semester's end.

### **Operations Officer (Senior)**

- Reports to the Battalion Executive Officer.
- Supervises and directs small service 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.
- Researches opportunities for community service projects and makes them known to VPI Battalion leadership.
- Assists the battalion commander, executive officer, and sergeant major in planning and implementing battalion-level service projects
- Coordinates plans related to company service projects.
- Maintains tracking of individual services hours for awarding the VPI Battalion Service Ribbon.
- Works to inspire 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.

### **Transition Officer (Junior/Senior)**

- Reports to the Battalion Executive Officer.
- 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.
- 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.
- Establish and maintain a list of mentors and ensures meaningful connections are established between transferring cadets and successful cadets in the battalion

### **Academics Officer (Junior/Senior)**

- Reports to the Battalion Executive Officer.
- Translates Battalion Commander's intent for academic 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 success.
- Organizes, meets regularly with, and functionally directs V, P, and I Company academic liaisons; shares information to the battalion leadership regarding company's academic and career support activity.
- Incorporates academic support initiatives from the VTCC regimental and line battalion S-5 into VPI Battalion activities/functions/initiatives.
- 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.

### **Networking Officer (Junior/Senior)**

- Reports to the Battalion Executive Officer.
- Translates Battalion Commander's intent for 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 career success.
- Coordinates regularly with the Assistant Director, Citizen-Leader Track
- Create/Maintain an electronic database of potential career contacts and scholarship opportunities

### **Battalion Physical Training Instructor (Junior)**

- Reports to the Battalion XO.
- Oversees the VPI Fitness Program.
- Works closely with Company Commanders to determine fitness goals/needs.
- Develops a varied and dynamic physical fitness training program to promote healthy lifestyles, morale, and esprit de corps for battalion members.
- Publishes 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 official PT tests per semester are scheduled, conducted, scored, and recorded.
- Coordinates with Battalion Executive Officer and Sergeant Major to submit consolidated PT scores to VPI Battalion Commander, Deputy Commandant, and Assistant Director.
- Coordinates with Battalion Sergeant Major to establish and maintain a list of physical fitness mentors, and ensure accountability for mentorship program.
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.
- Coordinate with Regimental Recruiting Officer for Spend the Night physical fitness sessions.

### **Clerk (Sophomore/Junior)**

- Reports to the Battalion Executive Officer.
- 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.

### **Public Affairs Officer (Sophomore/Junior)**

- Reports to the Battalion Executive Officer.
- Works with the VPI Deputy Commandant and Assistant Director, as needed.
- 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.

### **Battalion Administration NCO (Sophomore/Junior)**

- Reports to the Battalion XO.
- Coordinates communication between battalion leadership and battalion members.
- Crafts official communication documents to the battalion.
- Manages battalion announcements in accordance with guidance from Battalion CO.
- Serves as official recorder at battalion staff meetings/events.

## **VPI COMPANY POSITIONS**

### **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).
- Operates their company similarly to a VTCC line company, holding morale, service, and additional operational activities throughout the semester

### **Company First Sergeant (Junior)**

- Reports to the Company Commander.
- 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.
- 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, to include PT activities

### **Company Physical Training Instructor (Sophomore/Junior)**

- Reports to the Battalion PTI and works closely with Company Commanders to coordinate physical training
- Coordinates with the Battalion Fitness Officer to administer the VPI Fitness Program at the company-level, as specified below.
- Assists Battalion PTI with developing and leading a varied and dynamic physical fitness training program to promote healthy lifestyles, morale, and esprit de corps for company members.
- Coordinates as required with other VPI company PTI counterparts.
- Submits consolidated company PT scores to Battalion PTI
- Maintains an electronic / hard copy continuity file for the position and ensures turnover to designated successors.



## VPI Battalion Policy & Procedure

**General:** The VPI Battalion chain of command is responsible for organizing all Pro-Labs, battalion activities, physical training, professional development, and project management activities, and will be supervised by the Deputy Commandant and Assistant Director 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 and/or academic penalties to NJPs or higher level disciplinary hearings, as deemed necessary.

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. As in ROTC programs, 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 therefore, will be expected/required (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, submitted through VPI Battalion Chain of Command to the VPI Battalion Deputy Commandant. Requests for conflict resolution should be written on the "VTCC Request Form," and submitted in a timely manner, generally two weeks or more ahead of conflicting event.

**NOTE:** Excusals and/or leave requests for specific VPI/Citizen-Leader Track activities must be routed through the VPI Chain of Command. Excusals/leave requests granted by a cadet's line company/battalion chain of command do not automatically excuse a cadet from VPI BN activities.

### Citizen-Leader Track Academics

**General:** Cadets enrolled in the Citizen-Leader Track program attend an academic class and a Tuesday afternoon professional laboratory designed to prepare them as competent leaders in the civilian or government workforce, or as competitive candidates for an alternate commissioning program. The class and lab, combined with PT participation, constitute 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, course 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.

Corps Standing	Fall Semester	Spring Semester
Freshman	MGT 1935	MGT 1936
Sophomore	MGT 2935	MGT 2936
Junior	MGT 3935	MGT 3936
Senior	MGT 4935	MGT 4936

Cadets receiving “early-turn” status, must coordinate their registration for a VPI Pro Lab course with the VPI Deputy Commandant and/or the Director of the Rice Center for Leader Development.

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 and should not be considered by a cadet to be automatic.

**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.

Generally, 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.

## VPI Physical Training

**General:** Physical training and wellness is a major area of emphasis in the Citizen-Leader Track program as it pertains to personal health and fitness, proper technique, disciplined life habits, academic stress relief, confidence, personal appearance, leadership development, teamwork, and Esprit-de-corps. Additionally, physical fitness testing is a requirement of the Virginia Tech Corps of Cadets. In order to remain a cadet in good standing, at certain points in a cadet's experience, a PT test must be taken and passed in accordance with this regulation.

## Attendance

Attendance at VPI PT is required for all Citizen-Leader Track cadets. Mandatory VPI PT meets Tuesday and Thursday mornings at 0515, with optional PT on Fridays that may be made mandatory at the discretion of battalion leadership, and/or the VPI Deputy Commandant/Assistant Director.

Cadets will submit weekly electronic accountability for the upcoming week as directed by the cadet chain of command. This accountability will be managed and monitored by the Battalion Executive Officer and Battalion Sergeant Major. Physical accountability will be taken at the beginning and conclusion of each PT formation.

Unauthorized absences from PT will default to UA unless excused by E-Leave, an excused note from a doctor/medical provider (i.e. "green slips"), or other expressed written permission from the cadet's chain of command.

- UAs will result in:
  - 10 Demerits for **each** PT UA and/or:
  - 6 Points deducted from PT grade in VPI Pro Lab course for **each** offense
- Late attendance after one (1) warning will result in:
  - 5 Demerits for second offense and/or:
  - A third offense will be treated as a UA, resulting in 10 demerits awarded (in addition to the 5 for the second offense) and will incur BDS and/or:
  - Additional offenses will result in 10 demerits for each occurring offense and/or:
  - 3 Points deducted from PT grade in VPI Pro Lab course for **each** offense
- More than three (3) UAs will result in, but is not limited to, a Company NJP
- Additional UAs may result in a Deputy Commandant Hearing and/or a Performance Review Board
- At ten (10) demerits or more, the Battalion Sergeant Major will assign BDS hours/events for cadets to work off demerits
- The Battalion Sergeant Major will maintain a list of total demerits and demerits worked off, and will provide this list to the VPI Deputy Commandant and Assistant Director for submission to VTCC Regimental commanders/deputy commandants to consider in cadet evaluations, performance review boards, etc.

## VPI PT Assessment

As a standard measure of military-style fitness and progression, VPI Battalion utilizes a portion of the US Air Force Fitness Assessment. At least once per semester, cadets shall complete a scheduled supervised fitness assessment for score. While more than one official test may occur in a semester, multiple failures in a semester will only count as one failure. The assessment will consist of a timed 1.5-mile run, forearm plank for time, and maximum number of hand-release push-ups in a two-minute period. The run will be scored on a 60-point scale, and the other two events on a 20-point scale, for a total possible score of 100.

In order to pass the VPI PT Assessment, cadets *must* achieve a total composite score of 75 out of 100 points possible ***and*** meet minimum point values for all components.

**NOTE:** If a cadet has a documented profile slip, prohibiting them from participating in one of the PT test activities, they are permitted to take a profile PT test.

They must achieve a minimum passing score in the events they participate in ***and*** a total composite score consisting of 75% of all points possible in all of the events that they complete.

- Minimum Component Scores for Males Under 25 Years of Age:
  - 1.5 Mile Timed Run.....15:50
  - Forearm Plank.....1:05
  - 2-Minute Hand Release Push-Ups.....15
- Minimum Component Scores for Females Under 25 Years of Age:
  - 1.5 Mile Timed Run.....18:56
  - Forearm Plank.....0:55
  - 2-Minute Hand Release Push-Ups.....6
- Full scoring charts with age adjustments shall be posted on the VPI Battalion Canvas Page and are available on the following website:
  - <https://www.airforcemag.com/app/uploads/2021/11/PT-scoring-charts.pdf>
  - The VPI Asst. Dep. Commandant will ensure the current charts are provided at the beginning of each semester

If a cadet has a documented illness/injury along with a profile slip, they shall be excused from the applicable event until their profile is cleared, though are still required to take and pass the VPI PT Assessment. Cadets unable to perform more than one event, with approved documentation, should coordinate with their chain of command until their profile is cleared. Cadets with a profile prohibiting participation in the VPI PT Assessment will be placed into the VPI Remedial Fitness Program, though their score will not count against them while on that profile.

Students with long-term fitness limitations and restrictions must seek accommodations through the VT SSD Office as directed in this regulation.

Upper-class (junior and senior) VPI cadets with an Emerging Leader Scholarship (ELS) must pass the VPI PT Assessment by the end of the semester, or risk losing their ELS until they achieve a passing score.

**NOTE:** VPI cadets pursuing the Minor in Leadership Studies must pass the VPI PT Assessment or an applicable ROTC PT test at least twice during their cadet career in order to earn the minor.

**NOTE:** At least one of the passing scores must occur during the senior year.

**NOTE:** Profile PT tests, where a cadet does not complete all three assigned events due to physical limitations/restrictions, do/will not count toward a successful passing score for the Minor in Leadership Studies. Students with permanent/long-standing illnesses/restrictions are an exception, as directed in this regulation.

### VPI Remedial Fitness Program

The VPI Remedial Fitness Program assists with individual progression toward fitness and wellness goals, and helps ensure organizational standards are upheld. The VPI Assistant Director and the Battalion Executive Officer shall oversee the Remedial Fitness Program, executed through the Battalion PTI and staff. The VPI Remedial Fitness Program is organized as follows:

- First VPI PT Assessment Failure (or cadets on documented profile when a VPI PT Assessment is conducted)
  - Documented counseling by cadet's PSG or PL in a timely manner. The counseling must be focused on helping the cadet improve their physical fitness. Proposed action steps and a timeline detailing the cadets plan of action should be put into the counseling along with a plan and timeline of action for the chain of command to ensure improvement.
    - Profile cadets will review their profile slip with cadet chain of command and will update timelines/limitations/restrictions.
    - A fitness tracker should be completed by the cadet and passed up the chain weekly.
    - The chain of command will recommend and implement a meeting with the PTI staff to establish a workout routine and assign a PT mentor, if applicable.
- Second VPI PT Assessment Failure (in a subsequent semester)
  - Documented counseling by cadet's Company CO in a timely manner with chain of command present. The counseling must be focused on helping the cadet improve their physical fitness and why their prior documented plan failed. A new plan of action should be put into the counseling to address recurring issues.
    - The cadet chain of command will forward this counseling to the VPI Assistant Director and/or Deputy Commandant.
  - A fitness tracker will be completed by the cadet and passed up the chain weekly.

- A mandatory session with a PT mentor once a week under guidance of the Company and/or Battalion PTI, consisting of nutrition instruction, and/or alternate fitness instruction as described in this regulation.
- Third VPI PT Assessment Failure (in a subsequent semester)
  - A Performance Review Board by the VPI Deputy Commandant, with input from Corps Deputy Commandant, conducted as described in this regulation, encompassing the entirety of the cadet's career. This review could include a recommendation to the Commandant of dismissal from VTCC for failure to maintain standards.

**NOTE:** Tracked official PT assessment scores/trends carryover between semesters.

### ***Long-Standing Illnesses/Injuries/Medical Conditions***

All cadets, regardless of medical status, must participate in all VPI Battalion fitness and training activities. Cadets with chronic medical conditions and/or having long-standing/permanent physical limitations and/or restrictions, that desire accommodations, must coordinate with the university's SSD office.

Once coordinated with SSD, these physical accommodations/restrictions/limitations must be provided by the cadet to the VPI Assistant Director at the beginning of **each** semester.

### **VPI Auxiliary Units**

#### **NUPOC/PLC/Civil Engineer Corps Cadets/\*Coast Guard Auxiliary/Defense Civilian Training Corps (DCTC)**

Service policy dictates that cadets selected and contracted for the Navy's Nuclear Power Officer Candidate (NUPOC) Program, the Marine Platoon Leader Course (PLC), and Civil Engineer Corps candidates must dis-enroll from their respective ROTC program. VTCC cadets contracted to these programs are assigned to VPI Battalion.

Contracted cadets must coordinate with the VPI Deputy Commandant to determine academic requirements for the semester and participation in mandatory VPI events. Contracted cadets are not automatically excused from VPI courses/labs/events, and should request a waiver if conflicts arise.

Cadets interested in and pursuing NUPOC/PLC/Civil Engineer Corps 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 VPI Deputy Commandant.

NUPOC/PLC/Civil Engineer Corps 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/Civil Engineering Corps cadets will participate in VPI Battalion PT. Contracted PLC cadets may participate in PLC PT at the discretion of the VPI Deputy Commandant, PNS, and OSO (if applicable).

Cadets participating in the Defense Civilian Training Corps (DCTC) are members of the Citizen-Leader Track, and will participate fully in VPI Battalion classes, labs, and activities. Waiver requests may be submitted per this regulation to the Director of the Citizen-Leader Track.

**NOTE:** Cadets participating in the Coast Guard Auxiliary do not have a contract option, and will participate fully in VPI Battalion activities

## CORPS PARTICIPATION & STANDING

**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.

### 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 MS I, Naval ROTC MIDN 4/C, and Air Force ROTC as AS100. Upper class identifications for these programs for second-year, third-year, and fourth year cadets are generally Army MS11, MSIII and MSIV; Naval MIDN 3/C, MIDN 2/C, and MIDN 1/C; and Air Force AS 200, AS 300, and AS 400.
- *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 Battalion belong in the Citizen-Leader track.
- *Leave of Absence (LOA).* Used to define a status where the cadet is participating in an enrichment program away from the Blacksburg campus and still earning academic credit from Virginia Tech. Examples include credit-earning study abroad, internships or co-ops,



Hokies on the Hill or other similar programs at other Virginia Tech campus locations. Cadets approved for LOA status for one semester receive credit for that semester towards their eight-semester requirement. Examples that do not meet the intent of LOA include but are not limited to: taking a semester off to earn money; attending military training/duty; attending trade schools; medical withdrawal, or any LOA for more than one semester. LOA does not relieve cadets from the requirement to take four Corps Academic Offerings.

### **Corps 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.
- 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).
- Cadets will not enter into any contract for off-campus housing prior to confirmation of their Corps graduate status with their respective Deputy Commandant.
- 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.
- Enrollment and/or active participation in an ROTC class or Citizen-Leader Track course is mandatory each semester for all cadets.

### **Corps Graduation Requirements**

To graduate from the Corps of Cadets, cadets must complete the following requirements:

- Complete eight semesters in the Corps of Cadets and equivalent ROTC/Citizen-Leader Track courses.
  - The following exceptions are made to the eight-semester requirement
    - Graduation from the University prior to eight semesters
- AND-
- If in ROTC, commissioning into the Armed Services prior to eight semesters
- Complete four semesters of Corps Academic Offerings
  - All Freshmen and Sophomore Cadets are required to enroll in the appropriate Corps Academic Offering
  - Corps Academic Offerings waived during freshman and sophomore years due to class conflict must be replaced with an appropriate Corps Academic Offering Junior or Senior Year (MGT 3945/6, MGT 4945/6, or MGT 3804)



### Graduation with Distinction

Cadets who meet the following criteria will be considered to have graduated from the Corps of Cadets with Distinction and will have “with Distinction” added to their Corps Graduation Certificate and annotated in the Corps Graduation program.

- GPA = 3.4 or greater
- No disciplinary action resulting in a sanction of military probation for greater than one semester, dismissal, or suspended dismissal. Not on military probation at graduation
- Complete at least two qualifying VTCC or VPI Battalion Leadership positions (list maintained by the Director, Rice Center for Leader Development)

- OR -

- Complete one qualifying VTCC or VPI Battalion Leadership position and accumulate 10 points from Corps Activities (list maintained by the Director, Rice Center for Leader Development).

- OR -

- Accumulate 20 points from Corps Activities

**NOTE:** must apply to the Director, Rice Center for Leader Development for designation as graduation with distinction. An application form will be maintained on the Corps Resources web page.

### Early Turn

Cadets in both Military and VPI 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. The number of semesters a cadet will be in the Corps prior to graduation and commissioning will determine the path of early turning.

Cadets with more than four semesters from joining the Corps until approved graduation and commission dates will normally not be considered for early turn until they have successfully completed New Cadet training and the first year 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.

The below matrix provides guidance on the normal progression of early turn cadets based on the expected number of semesters they will be in the Corps.

If a cadet will be in the VTCC for only 4 semesters:

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester
Freshman	Sophomore	Junior	Senior

If a cadet will be in the VTCC for more than 4 semesters , but less than 7 semesters:

Option 1:

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	6 <sup>th</sup> Semester
Freshman	Sophomore	Junior	Senior		

Option 2:

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	6 <sup>th</sup> Semester
Freshman	Sophomore	Junior	Senior		

## 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 without permission from the Commandant of Cadets.
- 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 upperclassmen 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:** This section establishes policy and procedures for the maintenance of cadet regulations.

#### Policy

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 Standing Order by the Regimental Adjutant.

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

- The Commandant, Deputy Commandants, Senior Enlisted Advisors, and Residential Learning Coordinator will each retain one copy of the regulations manual.
- Each company will be issued one manual to be available on the company desk at all times.
- Each ROTC office will retain one copy of the regulations manual.

Each cadet to whom a manual is issued to 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. This version will be in force following the date of the published changes in the Standing 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:** A standard memorandum may be used by cadets to request a waiver to a part of a Virginia Tech Corps of Cadets Regulations or any other official order/directive.

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 recommendations as an attachment to the memorandum. The Commandant of Cadets will act as the appeals 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 memorandum 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 memorandum and distribute them in the following manner:

- The original request memorandum will be returned through channels to the originator who will carry approved requests with him/her when the memorandum comes to use.
- The first copy of the memorandum will be placed in the originator's 201 File for reference.
- The second copy of the memorandum will be returned to the originator's Company Commander for information, 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:

- 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 to convert them to regulations through the cadet chain of command, 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 may be replaced with online systems. The Regimental S-1 will promulgate interim updates to form procedures as necessary.

- 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.

### Memorandums

- 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 outside the Corps.

### *Memorandum Format*

- All cadets will use the VTCC format for the purposes of standardization.
- The format is based on the official Virginia Tech format with a Corps crest substituted instead of the Virginia Tech logo.
- An official memorandum template is located on the Corps website at <http://www.vtcc.vt.edu/>.

### *Procedure for Creating a Memo*

Any cadet can issue an official memorandum to any other cadet or cadet organization and must follow the VTCC standard memorandum format.

Examples of subject matter for official memorandums are:

- Request permission to move off campus as a married student.
- Request to change units.

## 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 normally does not have message length limitations. 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 formal correspondence, written or electronic sent shall end with a signature block IAW the [Dept. of Defense Correspondence Manual](#) (DoDM 5110.04, Volume 1, June 16, 2020 with Change 2, June 6, 2022). The format of the signature block at a minimum, shall include the following:

- Complimentary closing followed by a comma

**NOTE:** Use the closing “*Respectfully yours,*” in addressing the President and “*Sincerely,*” for all others.

- Rank Last Name, First Initial
- Position or Duty Title
- Additional information such as class year or contact information may be added as appropriate.

EXAMPLE 1	EXAMPLE 2	EXAMPLE 3
Sincerely, C/Hokie, B. 4th Battalion Commander	Sincerely, C/Hokie, B. 4th Battalion Commander Class of '24 C: 540.555.7799 E: hokiebird@vt.edu	Sincerely, C/Hokie, B. 3rd BN XO, VTCC '23

## 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 voicemails that may have important Corps information and that require 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, especially those that are not urgent, are best sent via email.

## CADET 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.

### Retention

The Individual Personnel file shall be maintained on each cadet within the Corps, be retained for three years after a cadet's graduation or his/her resignation from the Corps or University and will be properly disposed of by the University.

Executive Committee & 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.

### Personnel File Contents

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

- A military data sheet completed by the cadet.
- All VTCC General and Special Orders pertinent to the cadet.
- University grade reports issued by the Registrar on the cadet.
- 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.

### Personnel File Access

Access to Individual Personnel files is restricted to:

- The Commandant of Cadets.
- The Commandant's staff for specified research of information or data.
- The ROTC Commanders and advisors.
- The Assistant to the Commandant.
- Anyone the Commandant may authorize.

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.

### Executive Committee & Honor Court File Access

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

- The Commandant of Cadets and his deputies.
- The ROTC Commanders and advisors.
- The Executive Committee Chairman.
- The Honor Court Chief Justice.
- Anyone the Commandant may authorize.

## Cadet Access & Content Removal Request

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.

## REGIMENTAL ORDERS (RO)

**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.

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

## Producing RO's

- Any member of the Commandant's Staff or Cadet Corps may initiate information to publish in the RO and other publications.
- All items must be forwarded to the Regimental Adjutant by 1600 the day prior to the desired publishing date, or as otherwise directed.
- 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:
  - Heading
  - Short explanation
  - Date, time, place
  - Name, rank, title or person originating article
  - Proper use of the English language
  - Point of Contact information to include phone number, room number, and e-mail address

**NOTE:** 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.

## STANDING ORDERS (SO)

**General:** Standing Orders (SO) 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. Standing Orders will either expire at the end of the academic year if not incorporated into the cadet regulations.



### Producing SO's

- The cadet Regimental Adjutant (S-1) will prepare Standing Orders.
- The Regimental Commander will coordinate all Standing Orders with the Commandant of Cadets prior to release.
- Standing 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 affected cadets.

## PROCEDURES FOR CREATION OF TEMPORARY POSITIONS & 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.

### Proposal 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 effect 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 to any position will maintain 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 which 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.

### Definitions of Special Categories

- *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 may request to remain in cadet student status through their Deputy Commandant. Cadets in VPI Battalion (Citizen-Leader Track) may likewise request cadet student status beyond their eight semesters, through their Deputy Commandant, if still completing academic graduation requirements.
- *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.

## 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.

### Detail Description

- Are considered full members of the Corps.
- 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.
- Will continue as members of their original company and are subject to the authority of the Company Commander.
- Will wear the silver chinstrap (Skipper cadet) along with their assigned rank for the semester.
- Are subject to the same pass/leave privileges as seniors in the Corps of Cadets.
- Have the full authority and responsibility of a senior cadet.
- Are eligible to hold any senior leadership position.

## TOWN CADET POLICY

**General:** All cadets must reside in cadet barracks except those married and living with their spouse or residing with their mother, father, or legal guardian in the Blacksburg area. In both cases, written approval from the Commandant is required.

**NOTE:** Such a living arrangement is a privilege and subject to revocation for cause.

### Detail Description

- A hard copy of the marriage license must be provided to the front office for filing in the cadet's file.
- Town cadets are considered full members of the Corps.
- Will obey all Corps regulations 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 following areas:
  - Commandant's Office
  - With his/her Deputy Commandant & Senior Enlisted Advisor.
  - With his/her Company chain of command
  - With his/her ROTC chain of command
- Will inform their respective chain of commands upon changing from barracks to town cadet.
- Will attend company meetings unless properly excused.
- Will not be required to attend company meetings after 1900 hours.

**NOTE:** Unit commanders may excuse town cadets from any meeting that does not concern them.

- Must adhere to all cadet uniform policies.
- Will attend all mandatory Corps functions, including football games and formations, to include morning formations.
- 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
  - Will report weekly to their unit First Sergeant for special information and instructions.
  - Are required 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 for students. 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 or in academics.

### Membership Policy

Corps functions and activities take priority over all university and student activities except scheduled academic requirements. While understanding that part-time work is sometimes needed to defray expenses, cadets should endeavor to work with employers to set hours that allow maximum participation in Corps functions and activities. If a conflict arises, cadets should work with their Deputy Commandants to develop an excusal plan as necessary.

The Corps of Cadets policies on joining student organizations or accepting employment while at Virginia Tech are as follows:

- First-year & first semester cadets are not normally permitted to join any student or cadet organizations with the exception of:
  - participation in religious services
  - intercollegiate athletics (i.e., highest level of sports offered at the university that are sponsored by the University Athletics Department).
  - VTCC Cyber Team.
- First-year cadets shall not pledge or join any student social (i.e., fraternity, sorority, clubs) or non-university service (i.e., Circle K, YMCA) organizations during their entire first year in the Corps.
- First-year cadets wishing to join any organizations must inform their chain of command, to include the Deputy Commandant & SEA, prior to joining an organization of their desire/intent.
- First-year & second semester cadets who have a 2.5 or higher GPA are permitted to join only one of the following:
  - Corps (e.g. Ranger Company, Gregory Guard)
  - ROTC (e.g. Blue and Gold Society)
  - Non-social/service university organization.
- ALL Cadets must be in good standing to participate in any Corps, ROTC, University, or external organization activity.
- Cadets are assumed to be in good standing unless they meet one of the following criteria
  - Cadets on Academic Probation are not permitted to participate in any Corps, ROTC, University, or external organization activity, or intercollegiate athletics, during the current semester.
  - Cadets earning a GPA of 1.99 or less the previous semester shall not be permitted to hold leadership positions in any Corps Organization, and may be considered for suspension from Corps Organizations on a case by case basis by their Deputy Commandant.

- Academic eligibility will be determined by the Commandant Staff Advisor for the respective organization by consulting with the Director of the Rice Center. The specific reason for ineligibility will only be disclosed to the individual cadet who is ineligible.
- Cadets on military probation are not eligible to participate in any Corps organization.
- 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 military or academic probation may not “tap” for a cadet organization until the probation period is completed.
- A cadet who is a member of a Corps 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 during the period of probation.

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.

### Membership Notification

- All cadets shall notify their commanders of any Corps and university organizations, to include, but not limited to, clubs, honor societies, Greek letter organizations, service organizations, honor organizations, and non-Greek letter service organizations.
- All cadets shall notify their commanders of part-time employment they are involved in.
- Notification to their commanders shall be made within 15 days of the start of the classes each semester. However, 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.
- Each Company Commander, Regimental Band Commander, and Battalion Commander for his/her staff will submit a comprehensive list to his/her Deputy Commandant of the cadets in their unit along with their organizational affiliations.
- The Regimental Commander will submit a comprehensive list to the Commandant of the cadets in their unit along with their organizational affiliations.

**NOTE:** These lists will be kept on file by the cadet commanding officer for future reference.

## Membership Scheduling Conflicts

All Corps activities shall take precedence over all other events with the exception of academics. 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.

The following applies for scheduling conflicts:

- In the event that a cadet has a “mandatory” extracurricular organization activity that conflicts 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.
- 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 or change the time and location of any event at any time.
- Cadets will inform their Deputy Commandant via the chain of command of any mandatory organizational activities that he or she will be required to attend no later than 15 days prior to that activity.
- In the event that a mandatory organizational event that conflicts with a Corps activity is scheduled within the 15 day window, 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 direct the cadet to 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.
- 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 wearing of civilian attire.
- 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 in accordance with these regulations.

Cadets shall 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 the Deputy Commandant.

## SICK CUTS

**General:** 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 Schiffert Health Center at McComas Hall the same day of the sick cut to receive medical attention. They shall 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

**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.

**NOTE:** No dating relationship can be allowed that compromises unit cohesion, the chain of command, or potentially fosters favoritism.

The goal of the dating policy 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.

### Dating & Relationship Policies

- 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.

**NOTE:** 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, must 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.

**NOTE:** While both cadets are responsible for notifying the chain of command, the senior ranking cadet in the relationship is viewed as the one primarily responsible to take appropriate action.



- Transferred cadets will be a full member of their new unit and will participate fully in that unit's activities, including holding positions.
- Mentor/protégée relationships should remain professional at all times.
  - Same sex/gender mentor/protégée relationships are the norm.
  - The Deputy Commandant will consider individual requests for opposite sex/gender mentors/protégées when necessary.

**NOTE:** Dating of mentor/protégée is not permitted and is a violation of the VTCC fraternization policy.

## VISITATION

**General:** The purpose of this section is to define the visitation policies available to cadet barracks residents and their guests. 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. Visitation is broken down into two categories of guests: non-cadets and cadets.

Every cadet, particularly members of the chain of command, are responsible for enforcing these policies and report infractions.

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

## Cadet Visitors

Visitation of cadet visitors in cadet rooms is as follows:

- The minimum acceptable clothing standard in cadet rooms during visitation is the VTCC or service-specific physical training (PT) uniform or civilian equivalent and is defined as gym shorts, t-shirt, and socks.
- Cadets shall not spend the night in another cadet's room that is not their own assigned room, except in special circumstances such as safety/security, and when approved by the Company Commander.
- Upper-class cadets shall terminate visits and return to their own room by 0200.
- 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. Official university representatives (e.g. Residential Learning Coordinators, Residence Advisors, Commandant's Staff, etc.), 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.
- Visitation may be terminated at the request of the host cadet's roommate(s).
- When upper-class and first-year cadets are occupying the same cadet room, or first-year cadets other than those who are assigned that room are visiting, the room door must be propped open.



**NOTE:** No cadet or guest will alter the door latching mechanisms in any way to defeat the card-access system.

- Gaining access to barracks by contacting other cadets inside the building to avoid detection of curfew violations is a violation of regulations by both parties, and 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).

## Non-Cadet Visitors

### *Visiting Hours*

<b>Sunday - Thursday 0700 – 2245</b>
<b>Friday - Saturday 0700 – 0000 (midnight)</b>

- Outside the above visiting hours, non-cadet guests are restricted to *Study Lounges* and kitchens of the cadet barracks, and shall remain properly escorted.

### *Guidelines*

- 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.
- Cadets that facilitate access to the barracks of non-cadets are responsible for the actions of those who they permit to enter.
- No guests may remain in cadet residence halls overnight unless receiving the written approval of the appropriate Deputy Commandant.
- Approved visits by guests will not exceed 72 hours.

## Visitation between First-Year Cadets

Professional and social interaction between cadets is desired and encouraged. It remains a key element in the development of future leaders within the Corps of Cadets.

### *Visiting Hours between First-Year Cadets*

<b>All Days 0600 – 0000 (midnight)</b>
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## ROOM ASSIGNMENTS & CHANGES

**General:** The administration of room assignments carries with it substantial overhead requirements such as updating databases and changes in postal addresses. To minimize unnecessary burdens, unit commanders will work with Deputy Commandants to assign rooms prior to a cadet's 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 outlined below.

### Resignation Policy

- Cadets are normally expected to resign from the Corps and change to civilian status at the end of an academic semester.
- 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 a resigning 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 can resign at any time prior to the last day to drop a class without penalty.
- VPI 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.
- 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 in-validate 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.

## Resignation Policy Exceptions

The only exceptions to this policy are:

- A cadet that is an on-campus transfer
- 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.

## Resignation from the Corps Procedures

Cadets who desire to change to civilian status or resign from the university prior to the end of a semester shall:

- Report to the company commander who will interview the departing cadet.
- Report to the battalion commander (if deemed appropriate)
- Report to the Deputy Commandant for a formal interview and out-processing.
  - The Deputy Commandant will provide the cadet with
    - A resignation checklist
    - A departure questionnaire.

**NOTE:** The departing cadet will not be cleared from the Corps until all the requirements on the out-processing checklist have been accomplished and initialed.

## Resignation from the University

A cadet can resign from the university at any time, but must report through the chain of command to the Deputy Commandant for a formal briefing on resigning from the university.

**NOTE:** The departing cadet will not be cleared from the Corps or the University until all the requirements on the out-processing checklist have been accomplished and initialed.

**NOTE:** Failure to checkout properly will result in a \$20 charge to the cadet’s student account, which is a part of the University Housing Policy.

**NOTE:** Failure to comply with these instructions or with checklist procedures can result in the cadet’s University transcript being annotated with “Departed the Corps of Cadets not in good standing.”

## CHAPTER 3: ORDER & DISCIPLINE

### 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 the university's Student Code of Conduct or cadet regulations.

#### Key Principles

In cases where a specific infraction has been made against the cadet regulations and in order to maintain discipline every member of the Corps must adhere to the following key principles:

- The member observing the offense shall immediately report to the offending cadet's chain of command the nature of the infraction and the name of the offending cadet
- Cadets performing official business where the power to award punitive measures has been enumerated (i.e. the giving of demerits), shall provide discipline directly to the offending cadets and should inform the offending cadets chain of command.
- In cases of serious breach of regulations, member observing the offense shall immediately notify the offending cadet's company commander, and the commander will be responsible for awarding disciplinary action according to the tiered scale listed below.

#### Explanation

**General:** The disciplinary scale was developed to make punishment award fair and standardized throughout the Corps of Cadets.

The tiers below are not prescribed punishments but offer guidelines for consideration. When applicable cadet commander/other cadet leaders are empowered to use a lesser or more severe punishments, however, an explanation & justification shall be provided.

**EXAMPLE:** 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.

#### Review Authority

- The Regimental Commander is the review authority for all disciplinary proceedings at the battalion level.
- The Battalion Commander is the review authority for all disciplinary proceedings at the company level and below, including Company NJP action.

**NOTE:** Deputy Commandants may intervene in any disciplinary actions within their battalions, as appropriate.

**NOTE:** The Commandant of Cadets is the final reviewing authority for all disciplinary actions.

## Repeat Offenders

In cases where the offending cadet repeats an offense, the level of discipline may:

- Increase by one tier upon commission of the next offense within the same academic year.
- For each repeat of the offense, the punishment level may be escalated to the next tier.

**EXAMPLE:** 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 may then be awarded punishment at the tier two level. **DISCIPLINARY SCALE**

## TIERED DISCIPLINARY SYSTEM

### Tier One

Potential Punishment(s): 5 demerits with verbal reprimand or counseling as necessary

The following infractions are considered Tier One offenses:

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

## **Tier Two**

Potential Punishment(s): 10 Demerits, with verbal counseling for the first offense and written counseling as necessary

The following infractions are considered Tier Two offenses:

- 1 to 15 minutes late, late returning, or early leaving from any senior enlisted advisor / officer or cadet meeting
- Failure to properly use the chain of command
- Failure to reply/respond to a cadet/senior enlisted advisor/commissioned officer's phone or email message
- Early departure for leave/pass
- Failure to properly render honors to the Colors
- Failure to sign out on leave/pass
- Improper haircut
- Improper shave
- Improper hairstyle (female cadets)
- First-year cadets late to room after taps
- Leaving one's post without proper relief
- Failure to follow instructions
- Neglect of duty
- Use of tobacco products while in uniform
- Conduct unbecoming a cadet

## **Tier Three**

Potential Punishment(s): 10-15 Demerits and formal counseling, or Stand-By Inspection on failed room or uniform inspections

The following infractions are considered Tier Three offenses:

- 16 minutes or more late, late returning, or early departure
- Defacing pass/leave book or regulation manual
- Disrespect to a cadet officer or non-commissioned officer (minor)
- Missing flag practice
- Unauthorized wearing of civilian clothes
- Conduct unbecoming a cadet, officer, and a gentleman/lady
- Visitation Violation

## **Tier Four**

Potential Punishment(s): Company or Battalion offenses to be determined by the cadet chain of command in consultation with the Deputy Commandant

The following infractions are considered Tier Four offenses:

- Allowing flag to touch ground during flag detail
- Disrespect to a cadet officer or non-commissioned officer
- Disobedience of orders from a cadet or commissioned officer (minor)
- Failure to stand post
- Missing flag detail
- Throwing any item from a window
- Unauthorized pass or leave
- Falling out of a parade, review, or other ceremony
- Failure to secure weapon
- Disrespect to the Flag
- Conduct unbecoming a cadet, officer, and a gentleman/lady
- Visitation Violation

## **Tier Five**

Potential Punishment(s): none

### ***Key Tier Five Items***

- Normally adjudicated with the convening of the Cadet Executive Committee or in a Deputy Commandant's hearing.
- Most cases, charges from the Student Code of Conduct will also be applied by the Office of Student Conduct.
- The Deputy Commandant may allow, after reviewing the case and consulting with the Commandant, that a cadet accused of any of these offenses (excluding those outlined in Annexes A, B, and C) appear before the Company, Battalion, or Regimental Commander for adjudication.
- Cadets shall report any Tier 5 violation.
- Some Tier Five offenses may not only violate the Student Code of Conduct, but may violate local, state, or federal laws.

The following infractions are considered Tier Five offenses:

- Absence without leave
- Accessory after the fact
- Alcohol offenses
- Assault
- Assaulting or willingly disobeying a superior cadet/commissioned officer, university official, or law enforcement officer
- Attempts
- Breaking and entering
- Breaking restriction
- Conduct unbecoming a cadet, officer, and a gentleman/lady
- Conspiracy
- Cruelty and maltreatment
- Conduct prejudicial to good order and discipline
- Disrespect toward a senior cadet/commissioned officer, university official, or law enforcement officer
- Drunken or reckless driving
- Extortion
- Failure to obey order or regulation
- False official statement
- Forgery
- Fraternalization
- Harassment, Sexual Harassment, and Sexual Assault
- Hazing
- Illegal/Controlled substance abuse
- Inappropriate use of military/university/other identification card and/or door card
- Insubordinate conduct toward a warrant officer, noncommissioned officer, petty officer, or cadet noncommissioned officer
- Irresponsibility of sentinel
- Larceny and wrongful appropriation
- Making, drawing, or uttering check, draft, or other without sufficient funds
- Malingering
- Missing movement
- Perjury
- Possession of false identification
- Provoking speeches or gestures
- Riot or breach of peace
- Spoilage or destruction of property
- Visitation violation



## **PUNITIVE ARTICLES**

**General:** The following list is comprehensive, but not absolute and contains the offenses that would normally result in a non-judicial punishment (NJP) or Executive Committee hearing as discussed in the Tiered Disciplinary System above.

### **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. Any cadet subject to these regulations who

- Attempts to commit any offense punishable by these regulations shall be punished as these regulations prescribe.
- 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 cadet subject to these regulations 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 subject to these regulations 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 & Maltreatment**

Any cadet subject to these regulations 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, & Wrongful Appropriation**

Any cadet 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 the intent to permanently 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 the intent to temporarily deprive or 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 cadet 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, Uttering Check, Draft, or Other Without Sufficient Funds**

Any cadet 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 cadet 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 operates or attempts to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

### **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
- Consumes alcohol or is found drunk while on duty and/or in uniform
- Causes disruption, disturbance or through any other action demonstrates a disregard for good order and discipline while under the influence of alcohol
- Supplies or otherwise assists underage cadets in the possession and consumption of alcoholic beverages
- Possesses and/or consumes alcoholic beverages while under the legal drinking age
- Possesses or consumes alcohol at any VTCC activity.

**NOTE:** see Annex A: Policy on Drug/Alcohol use and False Identification for further details

### **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 cadet subject to these regulations who causes or participates 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.

- 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.

**NOTE:** Words can constitute assault when they are accompanied by the ability to inflict immediate harm.

### **Article 23 Definitions**

- *Abusive Conduct:* The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical 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 have 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.

### **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, & A Gentleman/Lady**

Any cadet subject to these regulations who conducts themselves unbecoming a cadet, officer and a gentleman/lady shall be punished as these regulations prescribe.

## Article 26: General Article

### *Purpose*

This article provides the following

- 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 the university's Student Code of Conduct 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.
- 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 (Tier1 through Tier 5).
- Cadets who anticipate or observe violations of Cadet Regulations or the university's Student Code of Conduct are expected to remove themselves from participation and shall report the violation to their chain of command.

## Article 27: Harassment, Sexual Harassment, & Sexual Violence

Any cadet subject to these regulations who

- Exhibits a bias based on age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status is guilty of harassment
- 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.

### *Article 27 Definitions*

- *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.

- *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.
- *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.
- *Discrimination and/or Harassment:* Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended, is included in this definition of prohibited discrimination;

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating

Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

- *Gender-Based Violence:* Gender-based violence includes the following prohibited acts: sexual violence-assault, sexual violence-battery, sexual violence-sexual coercion, sexual violence-rape, gender-based harassment, sexual exploitation, dating and domestic violence, and stalking.
- *Incapacitation:* Includes but is not limited to being asleep, drugged, intoxicated, or unconscious.



- *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.
- *Retaliation*: It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation ("protected activity"). Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.
- *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.
- *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.
- *Sexual Harassment*: Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating.

Conduct of a sexual nature, including conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual. This includes sexual violence, gender-based harassment, and domestic violence, dating violence and stalking as forms of sexual harassment.

- *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.
- *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.



These definitions are consistent with Virginia Tech policies and the Student Code of Conduct. Further description, explanation, and examples can be found online at <https://safe.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.

**NOTE:** See Annex C: Policy on Harassment, Sexual Harassment, and Sexual Violence.

### **Article 28: Fraternization**

Any cadet subject to these regulations who act in any manner other than a strictly professional military manner with an underclass cadet(s).

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.

### **Upperclass Unique Items**

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.

**EXAMPLE:** Fraternization can occur between two upper-class cadets such as a junior and senior. No upper-class cadet will interact socially with a first-year cadet unless it is within the prescribed guidelines of the Mentor System.

**NOTE:** see the Dating Policy for further dating restrictions

### **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 socks;
- 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**

Any cadet subject to these regulations shall understand the impact hazing has on the culture and good order and discipline of the organization.

#### ***Sanctions for Violations of Corps Policies***

- Cadets 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 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.

#### ***Hazing Policies***

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

- All cadet activities must be strictly supervised by the cadet chain of command. Examples of activities include but are not limited to:
  - Mentor Night
  - First-year cadet on-line formations
  - Company welcoming
  - Cadet organizational "tapping" procedures
  - Company fun/pride nights

#### ***Hazing Examples***

The following specific acts that are not in compliance with Commonwealth and the university's *Student Code of Conduct* on hazing along with the Principles of Community include, but are not limited to:

- The use of blindfolds or other impediments to vision are forbidden in all cadet activities.
- 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.
- 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.
- 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.

### ***Hazing Reporting Requirements***

All alleged or suspected violations of university hazing policy will be reported as follows:

- To the Virginia Tech Police, the Office of Student Activities, and the Office of Student Conduct.
- Deputy Commandants will notify the appropriate ROTC professor of any suspected hazing violations.

**NOTE:** See Annex B: Policy on Hazing further details.

### **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
- Possesses or consumes an illegal and/or controlled substance outside cadet barracks, off-duty, or off-campus
- Is found under the influence while on duty and/or in uniform
- Commits a violation (demerit-able or NJP) of another VTCC regulation while under the influence
- 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 or policies in the Student Code of Conduct 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.

**NOTE:** 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 subject to these regulations 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.
- 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.
- 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 subject to these regulations who, 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 subject to these regulations 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.
- Specific elements of breaking restriction are
  - A certain person ordered the accused to be restricted to certain limits
  - That said person was authorized to order said restriction,
  - That the accused knew of the restriction and the limits thereof
  - That the accused went beyond the limits of the restriction before being released therefrom by proper authority.

### Merit / Demerit System

**General:** The merit/demerit system will be used, alongside the Tiered Disciplinary System, for the purpose of standardizing the disciplinary system and outline the maximum penalties applicable for excessively poor military conduct within the Corps of Cadets.

### Key Principles

- Cadet chain of commands should make every effort to ensure that the number of merits/demerits is uniform across each unit.
- 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

- *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.
- *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 cadets record and that are used in evaluating overall performance and viability for retention in the Corps.

## 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:
  - Room appearance
  - Uniform appearance
  - Military bearing
  - Parades
  - Articulated and trained-to standards by the Commander.

**NOTE:** if a cadet becomes a habitual offender and 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 Awarding Merits/Demerits

- Any C/CPL or above can award merits or demerits to any other cadet of lesser rank in his/her chain of command.

**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.

**EXAMPLE:** 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, *Individual Merit / Demerit 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.)
  - 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 stationery.
  - Explanation letters must accompany the Form 100-5 that is submitted to the battalion S-1 as part of the Status of Discipline review.
  - 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.

**NOTE:** a list of offenses and recommended demerits is included in this section, however, this list is not all-inclusive and units should strive for consistency rather than quantity.

### Sanctions for Excessive Demerits

**General:** In any given semester, if a cadet exceeds the demerit allowance as shown in the table below for his/her class, that cadet will be subject to a Performance Review (see below for further details).

**NOTE:** Allowance is defined as the number of demerits accumulated in any given semester to include those demerits worked off during BDS hours.

Number of demerits per semester by class:

<b>First-Year Cadets</b>	<b>90</b>
<b>Sophomores</b>	<b>50</b>
<b>Juniors</b>	<b>50</b>
<b>Seniors</b>	<b>40</b>

### Performance Review

**General:** 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 including 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 leadership 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 any 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.
- 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.



## Regimental Disciplinary System (RDS)

- The Regimental Disciplinary System (RDS) is the primary means whereby disciplined cadets perform punitive hours assigned as the result of more serious punitive proceedings conducted at the regimental level or higher, such as Regimental NJP, Executive Committee Hearing or Deputy Commandant Hearing.
- The Regimental Executive Officer, in conjunction with the Regimental Command Sergeant Major, will stay abreast of all RDS activities within the Regiment and keep the Regimental Commander informed, as necessary.
- The Regimental Executive Officer and Regimental Command Sergeant Major will be the primary administrators of RDS activities within the Regiment and will keep Commandant Staff apprised of all activities carried out by sanctioned cadets.

## NON-JUDICIAL PUNISHMENT (NJP) BASICS

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

### Key Principles

- 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 but may need to be subject to the Performance Review process.
- In any given semester, if a cadet is found guilty at the following:
  - 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.
  - Three (3) or more NJP hearings at any level in a semester, the cadet may be referred to a Performance Review process.

### Definitions

- *Marching tours:* In most cases, RDS/BDS hours will be issued where two hours of RDS/BDS will be considered equivalent to one hour of marching tours.
- *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/Battalion Disciplinary System Hours (RDS/BDS):* will be the means by which cadets work off demerits and RDS Hours assigned during NJP, Executive Committee Hearings, or Deputy Commandant Hearings. 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:
- *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.
- *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.



## General Guidance

- 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.

## Specific NJP 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 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 by the Cadet Chain of Command per the Tiered Disciplinary System.
  - Student Code of Conduct violations will also be referred to Student Conduct.
  - 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 the Office of Student Conduct and appropriate law enforcement authorities.

**NOTE:** Report all violations in accordance with this regulation, and when necessary a commander should seek guidance from the Executive Committee Chairman and staff for clarification-interpretation of regulations or precedence of violation.

## Proceeding Membership

The following will be present for all NJP proceedings:

- The accused
- Company first sergeant
  - Will take detailed notes for record purposes
- The squad leader or platoon leader at company NJP
- The company commander at battalion NJP
- The battalion and company commander, at regimental NJP.
- Witnesses for and against the accused as necessary

### ***24 hours Prior to NJP***

At least 24 hours prior to conducting any disciplinary proceeding, the accused's company Cadet FSG will inform the cadet of the following:

- The charges against him/her.
- That he/she can refuse an NJP process and demand a hearing before the Deputy Commandant.
- 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.
- That he/she has the right to remain silent, and he/she does not have to talk or answer questions concerning the charges.
- That he/she can have witnesses speak in his/her behalf.
- Will the accused to report for NJP at the designated place, day, time, and appropriate uniform.

### ***Conducting NJP Proceedings***

When all appropriate steps have been accomplished NJP proceedings may be conducted as follows:

- FSG will direct the accused to march in and report at attention to the NJP officer who will be seated behind his/her desk.
- The NJP officer shall:
  - Inform the accused of the charges
  - Ask the accused if he/she understands the charges
  - Ask if the accused understands his/her rights as explained by the Cadet FSG.
  - Ask the accused how he/she pleads.
    - He/she must plead guilty or not guilty.
  - Listen to all evidence from all witnesses and the accused.
  - If the case is going to be referred inform the accused the case will be referred to the next higher authority in their chain of command.
  - Decide on guilt or innocence.
  - Pronounce the finding by informing the accused they were found guilty or not guilty.
    - If guilty, assign the appropriate punishment as described in the authorized punishments section below.
  - Instruct the accused to sign the NJP form, acknowledging the finding.
  - Dismiss the accused.
  - Upon completion of the proceedings the FSG shall:
    - Ensure the accused understands they can appeal in person to the next higher authority, but is shall not be later than the subsequent night at 1900.
    - Ensure that findings are documented and forwarded for review to the next higher commander immediately following the proceeding - regardless of the outcome (i.e., guilty or not guilty)
    - Retain a copy of the NJP form in a company disciplinary file.

## AUTHORIZED PUNISHMENTS

All NJP sanctioned punishments shall begin immediately the day following the proceedings.

**NOTE:** If the accused appeals the proceedings, the punishment will not begin until the appeal is settled.

**NOTE:** Normally, the punishment will be conducted on consecutive weekends until complete, unless authorized by the NJP proceedings officer.

### Limitations on Punishment

- If guilt has been established and punishment imposed for an offense, further disciplinary proceedings within the corps 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.

### Standard Punishments

The following standard punishments may be awarded at any level (i.e., Regiment, Battalion, Company) of NJP proceedings:

- Verbal and/or written reprimand
- Reduction to Cadet Private (Maximum - non-officers only)
- RDS/BDS hours
- Barracks restriction
- Demotion by one grade of rank (demotion to C/ PVT for sophomores and juniors)
- Loss of class privileges
- Referral to next higher authority
- Dismiss the charges

**NOTE:** the number of hours, weekends restricted, and RDS/BDS hours are described in the specific NJP proceedings below.

### Weekend Restriction

Restriction will be performed in the restricted cadets living quarters (i.e., barracks) from 1200 hours on Friday until 2000 hours on Sunday of the designated weekend.

### *Unit Commander Responsibilities*

The unit commander is responsible for the following:

- Controlling, monitoring, and enforcing weekend restriction on cadets within his/her unit, with the assistance of the Officer of the Day / RA.
- Brief the cadet regarding the requirements of restriction.

### ***Standard Restriction Policy***

The restricted cadet shall:

- Remain in the appropriate uniform at all times, except when showering and sleeping. Uniforms for restriction are as follows:
  - Friday = UOD
  - Saturday & Sunday = White Shirt/Gray Bag
  - The official Corps PT uniform is required during physical exercise.
- Remain in their barracks room, study lounge or company area except for the following authorized activities:
  - Meals, class attendance, study groups, library visits, academic business, and physical exercise.
- Maintain RI standards for the duration of the restriction - including the cadet's personal space and all common spaces.
- Attend morning & evening colors on Upper Quad, beginning with Friday Retreat and concluding with Sunday Retreat.
- Execute meals as follows:
  - No meal shall exceed one hour from departure from their room to returning to their room
  - Must be taken at any campus dining facility
  - Must be completed in a timely fashion
  - Travel directly to and from dining facilities and not engage in other activities.

**NOTE:** Eating off-campus requires approval by their Deputy Commandant prior to commencing restriction.

- Record all absences on a Weekend Restriction Record posted on the cadet's door and on the Authorized Absence card.
- Execute approved R-Pass for religious services as follows:
  - Wear appropriate civilian attire (if authorized) to/at/from the event, but will resume UOD immediately upon return.
  - Travel directly to and from religious services and not engage in other activities.

**NOTE:** Restricted cadets are responsible for requesting in advance permission from their commander to attend activities that necessitate being absent from their barracks during the period of restriction.

**NOTE:** Only the convening authority (i.e., Regimental, Battalion, Company Commander) within the cadet's chain of command is authorized to release a cadet from restriction for any purpose other than class attendance.

## **LEVELS of NJP**

### **Regimental**

The Regimental Commander's NJP will be held as directed by the Regimental Commander as follows:

- Prior to Regimental NJP the Regimental Commander shall
  - Read all company NJP punishment sheets
  - Review all previous battalion commander's NJP from the previous day
  - Listen to any battalion NJP appeals
- During Regimental NJP the Regimental Commander may award any combination of the following punishments:
  - Verbal and/or written reprimand
  - Reduction to Cadet Private (maximum - non-officers only)
  - No more than 17 hours BDS
  - No more than five weekends barracks restriction
  - Demotion by one grade of rank (demotion to C/ PVT for sophomores and juniors)
  - Loss of class privileges for no more than 30 days
  - Any combination of these punishments
  - Referral to the Executive Committee or Deputy Commandant.
  - Dismiss the charges
- Upon completion of NJP the Regimental Commander shall
  - Ensure all actions are documented on the punishment sheet
  - Ensure the Commandant of Cadets reviews the punishment sheet
  - Ensure a copy of the punishment sheet is filed in the cadet's 201 file
  - Ensure a copy is sent to the appropriate ROTC detachment commander.

### **Battalion**

The Battalion Commander's NJP will be held as directed by the Battalion Commander as follows:

- Prior to Regimental NJP the Battalion Commander shall
  - Read all company NJP punishment sheets
  - Review all previous battalion commander's NJP from the previous day
  - Listen to any battalion NJP appeals

- During Battalion NJP the Battalion Commander may award any combination of the following punishments:
  - Verbal and written reprimand
  - Reduction of one grade (non-officer only)
  - No more than 12 hours of BDS
  - No more than four weekends barracks restriction
  - Demotion by one grade of rank (demotion to C/ PVT for sophomores and juniors)
  - Loss of class privileges for no more than 20 days
  - Any combination of these punishments
  - Referral to the Regimental Commander, Executive Committee, or Deputy Commandant
    - if the cadet is referred, no finding of guilt or innocence will be announced and no punishment can be awarded at Battalion NJP
  - Dismiss the charges
- Upon completion of NJP the Battalion Commander shall
  - Ensure all actions are documented on the punishment sheet
  - Deliver the original punishment sheets to the Regimental Commander immediately following the final NJP hearing

## Company

The Company Commander's NJP will be held as directed by the Company Commander as follows:

- Prior to Company NJP the Company Commander shall
  - Read all company NJP punishment sheets
  - Review all previous battalion commander's NJP from the previous day
  - Listen to any battalion NJP appeals
- During Company NJP the Company Commander may award any combination of the following punishments:
  - Verbal and written reprimand
  - No more than 7 hours BDS
  - No more than two weekends barracks restriction
  - Demotion by one grade of rank (sophomores can be demoted to C/PVT)
  - Loss of class privileges for no more than 10 days
  - Any combination of these punishments
  - 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
  - Dismiss the charges
- Upon completion of NJP the Battalion Commander shall
  - Ensure all actions are documented on the punishment sheet
  - Will retain a copy in the company file
  - Deliver the original punishment sheets to the Battalion Commander immediately following the final NJP hearing

## NJP APPEALS & REVIEWS

**General:** The purpose of this section is to establish procedures for the accused cadet to appeal disciplinary action during non-judicial punishment (NJP) proceedings.

### Definitions

- *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.

### Appellate or Reviewing Officer Guidance

Upon review and/or appeal the reviewing officer has the following options:

- Take no action and leave all awarded sanctions unchanged
- Increase the awarded sanction
- Lessen the awarded sanction
- Dismiss the charges
- Following a Battalion Commander's appeal or review of company NJP conduct the following:
  - Forward the punishment sheet to the Regimental Commander for review
  - Provide the completed punishment sheet to the applicable Deputy Commandant
  - Provide the completed punishment sheet to the applicable Battalion S-1
    - The Battalion S-1 shall ensure a copy punishment sheet is provided to the Regimental S-1.
  - Ensure a copy of the completed punishment sheet is placed in the accused's cadet file
  - Ensure a copy of the completed punishment sheet is provided to the appropriate ROTC program or VPI Company.
- Regimental NJP will be reviewed by the accused's Deputy Commandant.
- Regimental NJP will be appealed to the accused's Deputy Commandant.
- Deputy Commandants may review all NJP actions taken for cadets within their respective battalion.

**NOTE:** Additional sanctions imposed by a Deputy Commandant shall be provided in writing to the cadet. The accused cadet has the right to appeal the additional sanctions imposed by the Deputy Commandant to the Commandant of the corps.

## EXECUTIVE COMMITTEE HEARINGS

**General:** The purpose of this section is to establish policies and procedures for the conduct of Executive Committee hearings.

### Key Principles

- It is the duty of every cadet to report via the chain of command all suspected or observed Corps & University regulation violations.
- 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 unless otherwise directed by the Commandant of corps.
- The Cadet Executive Committee operates under the guidance and authority of the Commandant of Cadets, embodied by the Executive Committee Advisor.
- The Cadet Executive Committee Chairman serves as a special staff officer on the Regimental Staff, nominally reporting to the Regimental Commander.
- 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.
- 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.
- Any Cadet Commander empowered with NJP authority may refer a cadet in his chain of command to the Executive Committee, when warranted.
- Findings rendered in an Executive Committee Hearing may only be amended by the Commandant of Cadets.
- Exceptions will be noted when matters will be adjudicated via a Deputy Commandant's Hearing.

**NOTE:** Normally the Executive Committee Chairman works for and reports to the Executive Committee Advisor.

### Policy

- Violations of the university's Student Code of Conduct will also be referred to Student Conduct.
- 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.
- 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.



### Deputy Commandant's Hearing

The following applies for Deputy Commandant's Hearings:

- Is an administrative hearing.
- Findings rendered in a Deputy Commandant's Hearing may only be amended by the Commandant of Cadets.
- Findings of violations of the university's *Student Code of Conduct* may only be addressed by the Office of Student Conduct.
- Hearings for senior cadets involving violations of the university's *Student Code of Conduct* will coordinate with officials from the Office of Student Conduct to determine whether to hold hearings jointly or to hold separate proceedings for Corps regulations and the university's conduct system .
  - If designated, the Residential Learning Coordinator is eligible to attend all hearings and may serve as the representative for the Office of Student Conduct.

### 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.
- 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. If the behavior violates the Student Code of Conduct, a conduct referral should be filed by the commander or Corps staff with the Office of Student Conduct.
- For Executive Committee reporting procedures, a thoroughly completed 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.

### Disposition of Charges

- Only persons authorized to convene an Executive Committee or to administer non-judicial punishment (NJP) may dispose 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 of 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 Committee 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.
- 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 and read the charges. At this time, the accused will state whether they intend to be present for the hearing. The SAA will provide the accused a complete copy of the charge sheet and all available evidence documents and 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. Hearings held with Student Conduct will allow five days for due process.

### **Referral of Charges & 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.

## **Key Personnel**

### ***Regimental Executive Committee Chairman / Staff Judge Advocate***

- Holds the rank of Cadet Major
- Ensures a thorough and unbiased hearing is afforded to the accused in accordance with the procedures detailed in the Cadet Regulations.
- 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.
- Attends Deputy Commandants' Hearings on the Deputy's invitation.
- Collects, analyzes, and presents information on the status of disciplinary processes across the regiment.
- Responsible for coordinating and managing presentation / discussion of use of disciplinary tools.
- Will be selected by the Command Selection Board in the spring prior to the Chairman's term the following year.
- 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.
- Selects the members of the Executive Committee staff, including the Regimental Hearing Officer, subject to approval by the Executive Committee Advisor.

### ***Regimental Hearing Officer***

- Holds the rank of Cadet Captain
- Serves as a special staff officer for the Regimental Commander
- Reports to the Executive Committee Chairman.
- Serves the same term as the Chairman.
- Ensures all cadets referred to the 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, plus one alternate, for each hearing and ensures 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 functions as the recording secretary for all Executive Committee hearings.
- Reviews Executive Committee hearings to ensure 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.
- Will select the board members prior to the hearing and notify them in as timely a manner as possible.
- Assists the Investigating Officer, as appointed.

### *Investigating Officer*

- 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
- Inquire into the veracity of the charges in order to make a recommendation as to the disposition of the charges.
- 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.
- 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.
- May consider alternatives to testimony, unless the defense objects, such as;
  - Written statements
  - Statements by electronic means (i.e. telephone)
  - Prior testimony
  - Depositions
  - Stipulations of fact or expected testimony
  - Un-sworn Statements
  - Offers of proof of expected testimony of that witness
  - Shall inform the parties what other evidence will be considered.

**NOTE:** All parties shall be permitted to examine all other evidence the investigating officer considers.

### *Executive Committee Board Members*

- Will consist of a chairman and four cadets (total of 5 board members)
  - 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. Will consist of five (5) board members.
  - Only the Regimental Commander may excuse a board member from attending the hearing.
  - Each board member will be equal to or senior in rank to the accused.

- Will not be in the accused's direct chain of command nor involved in any way that might prejudice the case.
- Will be Cadet Captains or higher who also hold senior leadership positions such as Regimental S-Staff, Battalion CO or XO, or Company CO.

### *Regimental Counsel*

- 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.
- One Senior Cadet selected by the Chairman and the Hearing Officer, holding the rank of C/1LT.
- Serves under the cognizance of the Regimental Hearing Officer for one academic year.
- As the need arises, the Lead Regiment Counsel shall act as a mentor to the selected regimental representative to guide the representative in their representation of the Corps of Cadets at Executive Committee hearings.
- Will only conduct the necessary preparation leading up to the Executive Committee Hearing acting as a guide.
- May offer any applicable advice.
- May sit in on a hearing as a second chair if deemed necessary by the Executive Committee Hearing Officer and Executive Committee Advisor.
- In some cases, may also serve as a hearing's regimental representative.

### *Regimental Representative*

- Will review the results of any investigation in coordination with the Defense Representative and present the case to the Executive Committee.

### *Defense Representative*

- One Senior Cadet selected by the Chairman and the Hearing Officer, holding the rank of C/1LT.
- Serves under the cognizance of the Regimental Hearing Officer for one academic year.
- As the need arises, the Lead Defense Counsel shall act as a mentor to the selected defense-representative to guide the representative in their defense of the accused.
- Will aid in ensuring the accused rights are protected.
- Will only conduct the necessary preparation leading up to the Executive Committee Hearing acting as a guide.
- May offer any applicable advice.
- May sit in on a hearing as a second chair if deemed necessary by the Executive Committee Hearing Officer and Executive Committee Advisor.
- In some cases, may also serve as a defense representative.
- Shall have full opportunity to present any matters in defense, extenuation, or mitigation.
- Represents the accused as the Defense Counsel at Executive Committee hearings.

- Researches and prepares defense cases for the accused including evidence and witnesses.
- Designated Lead Defense Counsel oversees training and standardization for Counsel Representatives. When appointed will be present during any subsequent investigation of the accused once charges are referred.
- Will have full rights to participate or bring new matters forward to be investigated.

#### *Executive Committee Representative Pool*

- Five to seven Senior or Junior Cadets, selected by the Chairman and the Hearing Officer.
  - Each holds the rank of Cadet 2LT (for seniors) or Cadet SSG (for juniors) and serves under the cognizance of the Regimental Hearing Officer for one academic year.
  - As the need arises, two representatives will be assigned by the Hearing Officer as prosecutor or defense to represent either the Corps of Cadets or the accused no later than 72 hours before an Executive Committee Hearing.
- Will conduct the necessary preparation for the hearing and cooperate with the opposing representative to ensure all available evidence is shared well prior to the hearing.
- Will prepare an opening and closing argument that considers the values and beliefs of the Corps of Cadets organization in relation to the alleged violation(s).

#### *Sergeant at Arms (SAA)*

- Holds the rank of Cadet SFC.
- Delivers charges to accused
- Ensures the accused fully understands their rights.
- Coordinates witnesses in advance of the hearing.
- Ensures the presence of witnesses at Investigations & Hearings.
- Maintains decorum of Hearings under the direction of Executive Committee Chairman or Hearing Officer.
- Responsible for carrying over charges, investigations, and punishments from the 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
- Transcribes the notes within 24 hours into a comprehensive write-up immediately following the hearing for submission to the appropriate Deputy Commandant.

## **Rights of the Accused**

- Be informed of the charges under investigation
- Be informed of the identity of the accuser(s) or the circumstances leading to the hearing
- Except when not possible or when it would interfere with a thorough and impartial investigation, be present throughout the taking of evidence
- Be represented by a Corps of Cadets appointed cadet counsel, if appointed
- Be informed of witnesses and other evidence then known to the investigating officer, if appointed
- Be informed of the purpose of an investigation
- Be informed of the right against self-incrimination
- Cross-examine witnesses who are provided for in accordance with this regulation
- Have witnesses produced as provided for in accordance with this regulation
- Have evidence, including documents or physical evidence, within the control of Corps or University authorities produced in accordance with this regulation.
- Present anything in defense, extenuation, or mitigation for consideration by the investigating officer or Deputy Commandant for a Deputy Commandant Hearing.
- Make a statement in any form
- The cadet has the right to remain silent and does not have to answer any questions. However, he/she must plead guilty or not guilty. The cadet should know that adjudicating officers will make judgment, assess credibility, and infer conclusions based on all available information.
- 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.
- 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 not guilty requires the cadet to be present during the hearing.
- The cadet has the right to deny assigned counsel and represent himself/herself on his/her own behalf during an Executive Committee Hearing.
- The cadet has the right to appeal Executive Committee or Deputy Commandant findings and sanctions to the Commandant of Cadets.



## Production of Witnesses & 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.
  - Evidence that may be presented even if the defense objects
    - Sworn statements
    - Statements under oath by electronic means (i.e.; telephone or email)
    - Prior testimony under oath
    - Depositions of that witness
- *Accused Evidence Waiver:* 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:
  - Has been notified of the time and place of the proceeding is voluntarily absent
  - Has been 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 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.

## Proceeding Attendance

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.

**NOTE:** No other personnel are allowed to attend proceedings, to include the accused cadet's chain of command.

## Referral, Service, Amendment, & 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 Conditions on Liberty

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

### 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.

**NOTE:** The accused cadet shall never 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.
- Information may be shared between Student Conduct and the VTCC if the offense is also being heard by Student Conduct.
- 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.

## **Pre-Hearing Matters**

### ***Discovery***

- The Regimental Representative shall provide the following information of matters to the defense:
  - Papers accompanying charges
  - Documents, tangible objects, and reports
  - Witnesses
  - Prior convictions of the accused used as evidence in the Executive Committee Hearing
  - Information to be offered for sentencing
  - Evidence favorable to the defense

### ***Disclosure by the defense***

- the Defense Representative shall provide the Regimental Representative the following information:
  - Documents and Tangible Objects
  - Reports of examinations and tests

### ***General Items***

- 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 uniform for the hearing shall be:
  - Seasonal Dress B for the accused, the representatives, and board members. All witnesses will be in seasonal duty uniform.
- The Hearing Officer shall:
  - Determine the time and location of the hearing.
  - Ensure that the dignity and decorum of the proceedings are maintained
  - Instruct the members on questions of law and procedure which may arise.
- The Arraignment shall:
  - Be conducted in an Executive Committee Hearing
  - Reading the charges and specifications to the accused
  - Calling the accused to plead.

**NOTE:** 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
  - Motions to dismiss a committee board member due to impartiality concerns
  - Continuance

## Presentation of the Case on the Merits

- Opening Statements
- Presentation of evidence
- Presentation of evidence for the prosecution
- Presentation of evidence for the defense
- Presentation of prosecution evidence in rebuttal
- Presentation of defense evidence in rebuttal
- Additional rebuttal evidence at the discretion of the Executive Committee Chairman
- Presentation of evidence requested by the Executive Committee Chairman or board members

## Deliberations & 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.
- Board members making judgements will do so based on “preponderance of evidence,” or whether it is “more likely than not” that violations of Cadet Regulations occurred.
- 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.
- 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 & Final Approval

- In accordance with the university's Student Code of Conduct, appeals may be based only on the following grounds:
  - Denial of due process
  - Significant and relevant new evidence that was not available at the time of hearing
  - Sanctions that are unduly harsh or arbitrary.

**NOTE:** Appeal requests will be denied in cases not having sufficient grounds in one or more of these areas.

- Cadets wishing to appeal shall
  - Submit the appeal within three calendar days (72 hours) from the date of the Executive Committee or Deputy Commandant’s hearing
  - Submit their appeal in the form of a cadet memorandum to the Commandant.
  - Hand-carry their appeal to the Commandant’s assistant.

**NOTE:** The burden is on the appealing cadet to demonstrate why the finding of the sanction should be altered.

- 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:
  - Determine the findings/sanctions are warranted and affirm the results.
  - Reduce, sustain, or increase the original sanction(s).
  - Refer the case to a new hearing authority for a rehearing.
  - Dismiss the case.
  - 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.
- If a cadet is found guilty at an Executive Committee hearing, the Executive Committee Advisor will publish the charges and sanctions.

**NOTE:** The name of the accused shall not be mentioned in the announcement by the Executive Committee Advisor.

### 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:
  - Verbal reprimand
  - Written reprimand
  - No more than 20 hours of RDS/(Regimental)
  - 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.
  - No more than five (5) weekends of restriction.
  - Reduction to the rank of Cadet Private.
  - Reduction in Corps class standing by one class level (called Turn Back)
  - Rehabilitative reassignment to another unit
  - Military Probation: Convictions for first offense(s) will result in military probation for one year, unless otherwise directed by the Executive Committee advisor.
  - 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.
  - Dismissal. Denotes permanent removal from the Corps with no possibility of return.
  - Required retraining or any other corrective measures deemed germane to the offense(s).
  - 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.
- In the Student Conduct process, the accused is permitted to have an advisor of their choice and that advisor may be a civilian.

### Military Probation

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.

- Cadets may be placed on Military Probation as a result of disciplinary actions.
- The following apply to cadets on Military Probation:
  - May not hold positions of increased responsibility
  - Prohibited from participating in Corps organizations outside their company
  - Can expect significant ramifications as a result of any new infractions that occur during the probationary period.

### 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. For the Corps, this mechanism is known as an IG Complaint.

#### Key Principles

- 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.
- 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.

**NOTE:** Any cadet who uses the IG complaint system properly shall not be subject to the threat of reprisals by any other cadet, staff member, or university employee.

## Key Personnel

- Regimental Commander shall:
  - Will determine an appropriate course of action after discussing the complaint with the IG OIC or other adequate personnel.
  - Provide a summary of IG complaints received and actions taken, each month to the Commandant & Deputy Commandants.

**NOTE:** The IG complaint report is due by the end of the first week of the following month.

- IG OIC shall:
  - Bring all complaints to the attention of the Regimental Commander
  - Provide assessments through inspection and other means to the senior commander at a minimum the following:
    - health
    - wellbeing
    - performance of the organization
    - performance of the personnel.

## Courses of Action

The following courses of action are not all inclusive and are only a brief guideline.

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

## Course of Action Notifications

Once a course of action has been completed the IG OIC must notify the interested parties as follows:

- If the instigating person is known:
  - Will periodically notify the complaint instigator on the progress of the investigation
  - Will notify the complaint instigator on the result (i.e., investigation complete, resolved, unsubstantiated).
  - A copy of the resolved complaint will be filed in the complaint instigators 201 file as a means of documenting the process.
- If the instigating person is not known:
  - It may depend on the issues and actions taken as to whether any feedback will be provided or not to the regiment, battalion, or company chain of command.

## CHAPTER 4: OPERATIONS

### COMMUNICATIONS

**General:** This section explains methods of communication used by the Corps of Cadets.

#### Key Principles

- The essence of a leader's ability to lead an organization is the ability of that organization to communicate effectively with each other.
- Communication is the shared responsibility by all members.
- 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 (ROs), published by the Regimental Staff.
- It is the duty of all cadets and staff to fully read the ROs in order to ensure they understand their own duties and responsibilities, and that they are aware of pertinent information that is provided therein.
- 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.

**NOTE:** Cadets are highly encouraged to check their emails at least three times a day.

### OPERATIONS ORDERS (OPORDs)

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

#### Key Principles

All units, whether line companies, battalions, social organizations, service organizations, or honorary organizations of the Cadet Regiment shall:

- Document and direct actions or movements of the Virginia Tech Cadet Regiment or elements thereof through operation orders
- Require a written operation order approved by both the cadet chain of command and Deputy Commandant (or Commandant in the case of the Regiment) in order to complete any objective or requirement.



## Key Personnel

- Regimental S-3
  - Responsible for publishing operations orders as required.
  - May delegate this authority to the Battalion Operations Officer as deemed necessary.
  - Additionally responsible for after action reports, acknowledgments, thank you letters, etc.
- Battalion/Company Commanders
  - Responsible for presenting an Operations Order for all official company events, including but not limited to the following:
    - Social events
    - Training events
    - Community service projects
    - Events supporting or involving cadet participation in ROTC activities.
  - Responsible for all cadets being made aware of pertinent elements of all OPORDs.
  - Will outline active measures regarding extreme weather, training hazards, environmental factors, training facilities, and vehicles/equipment.
- Battalion/Company Safety Officer
  - Will assist the Battalion/Company Commander in outlining and addressing all safety concerns

## Policy

- The OPORD must include as a minimum the following paragraphs:
  - Situation - what is occurring and when
  - Mission - what people are to do
  - Execution - details of what is to happen
  - Service Support - who gives primary support
  - Transportation
  - Security
  - Safety / Risk Management
    - If Privately Owned Vehicles (POVs) are used, the OPORD will mandate the use of seatbelts
  - Corps organization and details
  - Command and Signal:
    - Cadet officer in charge
    - University official directly responsible (i.e., organization advisor, etc.)

- If the situation warrants, the OPORD may include a Transportation Annex
  - At a minimum, the Transportation Annex will cover the following issues:
    - The number of POVs and drivers, by name
    - The senior vehicle occupant, by name
    - The number of cadets in each vehicle
    - Convoy commander
    - Maximum speed
    - Convoy commander
    - Vehicles to transport equipment or cargo, if applicable
- Operations orders will be issued for, but not limited to the following activities:
  - Home football games
  - Memorial services
  - Parades
  - Cadet training sessions
  - Eager Squad competitions
  - Festivals
  - Change of Command ceremonies
  - Drill competitions
  - Special retreat formations
  - Homecoming activities
  - Military weekend activities
  - Spend the Night Sessions
  - Academic awards ceremonies and Military awards ceremonies
  - Commissioning ceremonies
  - Turn day
  - Halloween activities

**NOTE:** 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.

**NOTE:** Completed, approved, Operation Orders will be disseminated to participating units no later than 10 calendar days prior to event execution.

### **PRIVATELY OWNED VEHICLES (POVs)**

- No vehicle with cadet occupants shall move without the verification by the vehicle driver/operator that every occupant has a factory-installed seatbelt and the seatbelt properly buckled.
- No cadet commander will make any plans 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.
- Prior to departure, the senior cadet present shall give a safety briefing to all participating cadets. The senior cadet present and/or designated subordinate leaders shall 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 & UNIFORM 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.

### **Key Principles**

- All cadets will 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 canceling any Corps activity as necessary.

### **Policy**

If one or a combination of the following events occurs the Corps activity may be canceled:

- Cold Weather including wind chill (Below 20 degrees Fahrenheit)
- Hazardous ice present, making travel unsafe
- Moderate to severe precipitation, depending on the activity more or less precipitation can cause cancellation
- Severe wind
- Lightning within 3 miles
- University delays or closures

**NOTE:** 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.

## **FORMATION & ROLL CALL**

**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.

### **Key Principles**

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

## Duties & Responsibilities

For each regimental formation, the following duties apply:

- The Regimental S-1 shall report formation absences to the Commandant and Deputy Commandants
- The unit commander shall take accountability of their unit and report the number of cadets in the following way:
  - Present
  - Authorized absences
  - Unauthorized Absences (UA).

**EXAMPLE:** Alpha Company Company Commander shall report "*Sir or Ma'am, Alpha Company all present or accounted for!*" or "*Sir or Ma'am, Alpha Company all present or accounted for w/ XX# UA!*"

## Formation & Special Event Absence

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

**NOTE:** Permission to be absent from any formation or special event due to class does not apply if the class does not meet or is dismissed early.

**NOTE:** 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.

- The cadet chain of command will prepare NJP charges for all UAs
- The name of all cadets found guilty of UA at NJP, Executive Committee, or Deputy Commandant hearing will be reported to the Director of Rice Center for possible impact to the grade in Corps Academic Offerings.

## Inclement Weather Formation

### Key Principles

- If conditions are such that morning formation will be conducted indoors, companies are expected to have all cadets present in hallways, in the UOD for inspection and accountability.
- Inclement Weather Formation time should be used effectively to make announcements and take care of unit business.

### **Policy**

- Cadets should not exit the cadet barracks prior to 0730.
- The Regimental Commander may announce Inclement Weather Formation under the following conditions:
  - Cold Weather including wind chill (Below 20 degrees Fahrenheit)
  - Hazardous ice present, making travel unsafe
  - Moderate to severe precipitation, depending on the activity more or less precipitation can cause cancellation
  - Severe wind
  - Lightning within 3 miles
  - University delays or closures

### **UOD Change during the Duty Day**

The following outlines the requirements that authorize a UOD Change during the duty day from 0700-1700 hours on Monday through Thursday, and 0700-1400 hours on Friday by the orders of the Regimental Commander:

- Moderate to severe precipitation
- Cold Weather including wind chill (Below 20 degrees Fahrenheit) per the discretion of the Regimental Commander
- Severe wind
- Lightning within 3 miles
- Privilege award from winning a competition
- Corps Activity or Event that require to change into a different Corps/ROTC uniform
- Mitigating/Extenuating circumstances including:
  - outdoor classes/labs
  - ROTC requirements
  - medical reasons

### **STUDENT LEADER (SL) or RESIDENT ADVISOR (RA)**

- Uniform shall be determined by the Wellbeing personell.
- For duties, refer to the student staff manual and cadet regulations.

**NOTE:** Student Leader (SL) and Resident Advisor (RA) are synonymous and can be used interchangeably to prevent any confusion with SL meaning Squad Leader

## OFFICER OF THE DAY (OOD)

### Policy

- The Regimental Officer of the Day (OOD) will be a Cadet 2LT or above comprised of:
  - Regimental Special Staff
  - Battalion Staffs
  - Company XOs
  - Platoon Leaders
- The following positions are exempt from OOD duties:
  - Honor Court Chief Justice
  - Executive Committee Chairman
  - Staff Judge Advocate
  - Battalion COs
  - Battalion XOs
- When additional residence halls off Upper Quad are utilized for cadets, a second Officer of the Day may be designated for the cadet housing areas not located on Upper Quad and will perform in the same manner as described below.
- When selected, the OOD:
  - Shall wear Dress A with OD Wrap and saber at morning and evening formations.
  - May change into the UOD when not on duty.
  - Shall familiarize himself/herself with the duties of the Regimental Officer of the Day and flag detail procedures.
  - Shall ensure that all duties are properly carried out.

**NOTE:** 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.

### Duties & Responsibilities

- During the morning and evening of the duty day, the OOD shall:
  - Contact the Regimental XO before 0710 each morning to confirm assumption of duties.
  - 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. The OOD shall stand as directed by the Regimental Commander or Regimental XO.
  - Contact the following if the flag has not been raised or lowered, if the flag is displayed improperly, or if the proper procedures were not followed:
    - VTCC Color Guard
    - Company Commander of the unit responsible for the detail (who will then in turn inform their Battalion Commander)
    - Regimental XO (in that order to ensure that the flag is raised properly immediately)
  - Record the directed details on the electronic OOD Report Form once Retreat is finished.

- If assigned duty on the weekend, the OOD shall:
  - 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.
  - Inspect the cadets on disciplinary sanctions to ensure they are in the proper uniform and document attendance of the restricted cadets on the VTCC OOD Report Form.
  - Notify the Regimental CO or XO in the event that a cadet who is on disciplinary sanctions is absent from formation, along with the missing cadet's Company Commander.
    - The Regimental CO or XO will then notify the missing cadet's Deputy Commandant or SEA as soon as possible.
    - The OOD Report will then be submitted to the Commandant, Deputy Commandants, SEAs, Regimental Commander and Regimental XO.
  - 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.

## PASS & LEAVE

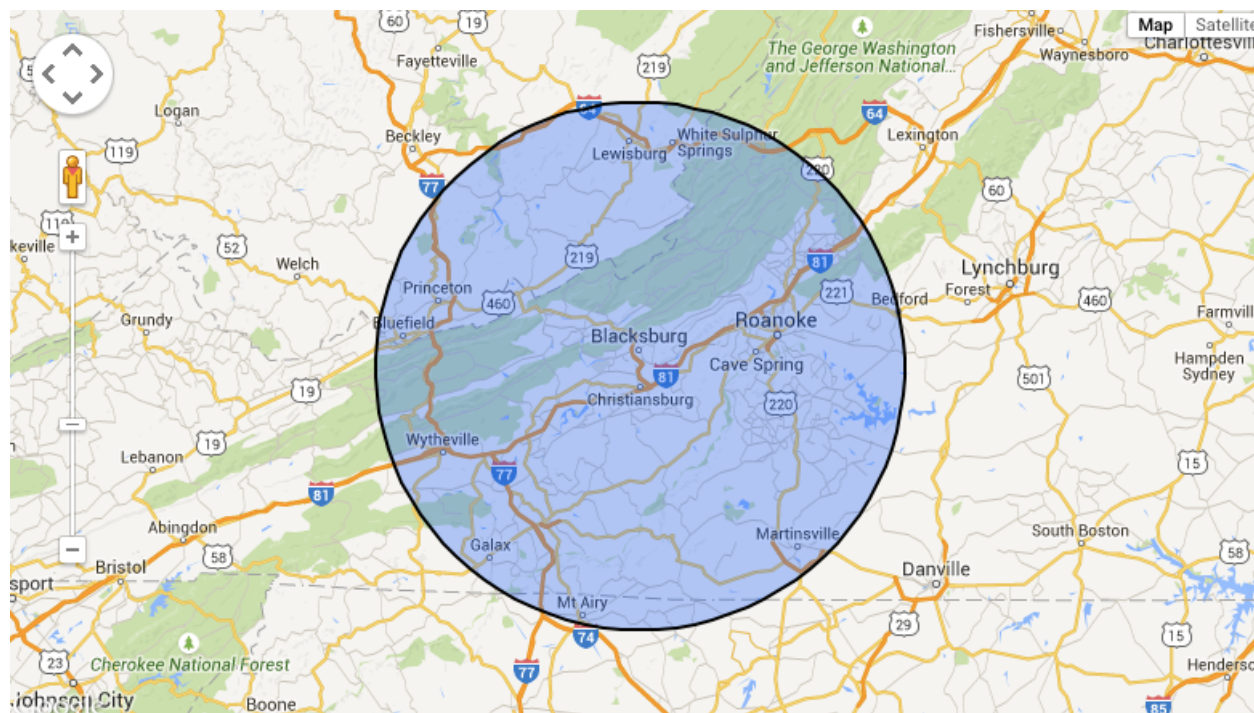
**General:** Subject to the performance of the Corps of Cadets, pass and leave will be authorized to provide time off for mental and physical relaxation from duty and to provide cadets an opportunity to address personal matters throughout the academic year.

### Key Principles

- Cadets will request pass/leave through their immediate senior unit commander (Company, Battalion, or Regimental Commander).
- 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.
- Pass/Leave allowances may vary according to the Regimental Academics Policy. Individual cadets are responsible for knowing how many passes and leaves they may take.
- Pass is the required authorization to be absent from the Cadet Residence Halls or any other appointed place of duty.
- All cadets on pass shall remain within the 50-mile radius of Blacksburg.
- Leave is used to travel outside of the 50-mile radius of Blacksburg.
- Approved Pass/Leave does not excuse Cadets from academic requirements. Cadets who will miss class due to pass/leave must coordinate with their respective professors per their syllabus policies for excused absences.
- Do not make any monetary commitments (i.e. purchase plane tickets or pay for hotel rooms) prior to Pass/Leave being approved.



## Types of Passes



**Fig. 4-1 Map: 50-mile radius around Blacksburg, VA.**

- *Academic Pass (A-Pass)*
  - Description of A-Pass is provided in the Academics section of these regulations.
- *Blanket Pass (B-Pass)*
  - From 1200 Friday afternoon (or after last class on Friday) until 1800 Sunday evening.
  - B-pass must be approved through the company commander.
  - Sophomore Blanket Pass:
    - Sophomore B-Pass policy will be set by The Regimental Commander with approval by the Commandant of Cadets.
    - Sophomores shall 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.
    - When authorized, Sophomore overnight B-Pass shall be restricted to one night (Friday or Saturday at their discretion) unless the Deputy Commandant approves an extension.

**NOTE:** First-year cadets are not authorized B-Pass without the approval of their Deputy Commandant.



- *Weekday Pass (W-Pass)* i.e. “Curfew”
  - W-Pass is not intended to pose limitations on participation in university activities, clubs, athletic activities, on campus activities, exercise, academic activities, religious activities, employment, or routine actions including grocery shopping, getting meals, or attending appointments. Approval or removal of activities will be at the discretion of the Platoon Leader.
  - Sunday through Thursday, starting at 1800 till 0200 the following morning for upperclassmen.
  - All first-year cadet passes will terminate at 0000.

**NOTE:** Cadets returning from W-Pass after 0200 (or 0000 for first-year cadets) and before morning formation in a manner to flow into the residence hall amidst normal morning PT traffic to avoid detection of curfew violations is not only a violation of regulations, but also constitutes an intent to deceive and is thus an Honor Code violation.

- *Family Pass (F-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 within the 50-mile radius of Blacksburg while on family pass.
- *Religious-Pass (R-Pass)*
  - 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.
- *Specialty-Pass*
  - First-Year cadets will be granted passes during the Red and White phases of training to accomplish specific events.
  - Examples of Specialty-Pass include Bud-Pass, where the Bud class is allowed pass as a group that must stay together, and Mentor-Pass, where cadet mentors and protégés meet for social activities. “Unity”-Pass is NOT an authorized Specialty-Pass.

- *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.

**NOTE:** Any privilege not granted to first-year cadets should not occur unless on mentor pass (i.e. watching movies/TV).

### Pass Policy & Procedures

- All cadets shall:
  - With the exception of seniors, notify his/her immediate superior in the chain of command when pass is taken.
  - Sign out in their unit's pass/leave book.
  - Sign out on their AA card.
- 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.
  - Should ensure the pass/leave book is reviewed daily to be cognizant of their unit's personnel whereabouts.
  - 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).
- Pass does not excuse one from carrying out one's duties and responsibilities within the Corps of Cadets and pass is not authorized when assigned restrictions or other duties.
- The following cadets are authorized the following amount of pass when approved:

CLASS	A-Pass	B-Pass	F-Pass	W-Pass
Senior	**	Unlimited		Unlimited
Junior	**	Unlimited		2 Per Week
Sophomore	**	As Directed*		1 Per Week
First-Year Cadets	FTL/SL Approval	As Directed*	Unlimited/Dep Cmtt Approve	

**NOTE:** The Regimental Executive Officer will set the pass policy for first-year cadets with approval by the Regimental Commander and the Commandant of Cadets.

## Types of Leave

- *R-Leave (Regular Leave)*
  - **Definition:** 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)*
  - **Definition:** 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)*
  - **Definition:** Authorization required to travel outside the 50-mile radius of Blacksburg in cases of a family or personal emergency.
  - E-Leave functions the same as R-Leave, but approval is expedited to reduce the delay in getting on leave.
  - For any cadet, emergency leave will be granted by company commanders and above on a case-by-case basis.
  - Verbal approval for E-Leave is granted by the Deputy Commandant with a leave request routed after the fact for documentation.
  - The Regimental Commander will brief the Commandant of Cadets on all emergency leaves as soon as possible.
  - E-Leave does not count against a cadet's R-Leave balance.
- The following cadets are authorized the following amount of leave when approved:

CLASS	LEAVE
Senior	Unlimited
Junior	5 Per Semester
Sophomore	3 Per Semester
First-Year Cadets	2 Per Semester

## Leave Policy & Procedures

- All cadets shall:
  - Request permission to take leave in writing to his unit commander using the leave request form.
  - Sign out in the pass/leave book prior to departing for leave.
  - Sign out on their AA card prior to departing for leave.
- Band Company cadets must have all leave requests reviewed by the Director of the Highty-Tighties prior to Battalion Commander/Deputy Commandant review.
- On Open Weekends:
  - The cadet's battalion commander will approve all leave applications.
  - The battalion adjutant will ensure that the cadet has no duties or BDS hours to serve for that weekend before approval.

- On Closed Weekends:
  - The Regimental S-1 shall announce closed weekends in the daily bulletin and on the website.
  - 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.

**NOTE:** Leave slips for closed weekends must be submitted two weeks in advance.

**NOTE:** Leave slips for open weekends must be submitted by the Monday of the weekend for the request (5 days in advance).

- Unit commanders shall:
  - 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.
  - Authorize leave only when the desire of the individual and the training schedule of the unit do not conflict.
  - Maintain pass/leave books, which will include at minimum the following:
    - Name of the cadet
    - Date and time the cadet departs on pass/leave
    - Date and time the cadet returns from pass/leave
    - Destination to include address if possible
    - Type of pass/leave used
    - Signature of cadet
    - A telephone number where the cadet can be reached when on leave
- Leave must be approved by a cadet's respective 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.)
- 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.

**NOTE:** Only the Deputy Commandant may deny leave requests.

## THANKSGIVING / WINTER / SPRING BREAKS

- All cadets shall:
  - Complete a residential advisor inspection sheet indicating that all safety procedures for room closing have been met.
  - Secure their rooms and clear the barracks within 24 hours after completing their last scheduled class or exam.
  - Be clear of their rooms prior to 1000 on the Saturday break begins.
  - Return by 1800 the Sunday before classes begin unless directed otherwise by their chain of command.
- RAs will verify room safety before clearing any cadet to depart on break.

## 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.

### Key Principles

- All cadet regulations, policies, and standards of performance apply to all cadets, at all times, at all locations.
- 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.
- 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.

### Procedures

- All trips 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 the 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.
- To participate in any off-campus event, 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.
  - 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.

### Procedure

- The members of the Virginia Tech Corps of Cadets will attend all home football games when classes are in session.
- 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 no later than one week before each home football game. The order will include, but is not limited to, the following:
  - Cadet assembly point
  - Time of assembly
  - Unit commander responsibility
  - Order of march
  - Seating arrangement
  - Uniform policy
  - Discipline at game
  - Spirit and spirit signs
  - Service support
  - Attendance excuse authority
- All cadets:
  - Must sit in Corps seating for the duration of the game.
  - May unzip their blouses no more than 4” from the bottom hem while seated.
  - 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.
  - Must have their blouse fully zipped, gloves on, and wearing a cover when leaving their seats.
  - Shall not wear any other headgear other than Cadet-issued covers at any point.
  - Shall refer to the Cadet Uniform Regulations for guidance on proper and tasteful wear of sunglasses.
- The Cadet Chain of Command is responsible to ensure that all cadets remain in the designated seating area until the game is completely over.

**NOTE:** Former cadets who have left the Corps, either voluntarily or involuntarily are not permitted to sit in Corps seating at any time.

## 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, veteran 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.

### 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 ensure 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.

## 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.

**NOTE:** 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 & Procedures

- All cadets, commensurate with any physical restrictions identified by qualified medical personnel, shall participate in an organized fitness program, either Corps or ROTC.
- Athletic Officers will gather and report data in order to assess the success of athletic programs.
  - 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:** 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:

- 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.
- It is the individual responsibility of the upperclass mentor to enforce the professional relationship between their protégé and other upperclassmen.
- The junior must be a positive mentor and role model.
- 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.



- No junior is required to serve as a mentor; it is voluntary.
- The essence of the tradition is the professional 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.
- 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.

**NOTE:** Sophomores are not authorized to play a role in mentor week activities.

### **Mentor Night Preparation**

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.

- Mentor night shall not occur before the beginning of white phase.
- First-year cadets shall provide mentor preferences to the CoC.
- 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 shall:
  - Conduct planning through the cadet chain of command and in close coordination with the Commandant's Staff.
  - Submit a recommended date and draft OPORD for Mentor Night to Commandant of Cadets for approval no later than three weeks prior to the event.
  - Ensure the junior class is briefed about the regulations regarding 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.
- The battalion commanders shall:
  - Review individual company operations orders
  - Deliver operations orders to the appropriate Deputy Commandant not later than two weeks prior to the event.
  - Provide the Deputy Commandant with recommendations on suitability / unsuitability of Junior mentors one week prior to Mentor Night
- Company commanders and designated members of the cadet chain of command shall:
  - Evaluate all members of the junior class who choose to act as a first-year cadet mentor for suitability as a positive role model. Juniors will be ineligible to mentor if they:
    - Are currently on Military Probation
    - Are pending Executive Committee or Honor Court action

- Have had an honor violation in the last year
- Have demonstrated a general pattern of misconduct
- Have had an alcohol related incident in the last year
- Have a cumulative GPA < 2.5

### Mentor Night Execution

- Mentor night will incorporate the entire company in the spirit of Ut Prosim.
- The duration of Mentor Night activities, to include ceremonies, will normally be limited to one hour and will conclude no later than 2130.

**NOTE:** No variations from the operation orders are authorized unless approved prior by a member of the Commandant's staff.

**NOTE:** No activities related to "mentor families" are authorized at any time.

### 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. Pride Nights provide an excellent opportunity for cadet leaders to practice and refine their positive leadership skills, knowledge, personal motivation, and organizational pride of first-year cadets and sophomores.

### Key Principles

- 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.
- No Onlines may be conducted prior to or after an approved pride night.

### Planning

- Operations orders for all organized unit activities are due to the approving authority NLT two weeks prior to execution of the event with all subordinate signatures complete.
- Operations orders will be completed in the standard 5-paragraph order format as outlined in the Operations orders section of the Cadet Regulations. 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.
- All orders shall include:
  - Specific training objectives
  - A list of cadets who will be participating
  - Specific names and phone numbers of those cadets required to carry cell phones for emergency response

**NOTE:** Commanders who miss OPOD deadlines should not assume the event will be approved.

## Policy

- Pride Nights:
  - Are limited to 2 hours in duration. This includes formation, warm-up and cool-down times.
  - Will take place on the contiguous main campus area. No portion of any pride night will take place off-campus (Preston Farm, Jefferson National Forest, etc.).
  - May utilize the obstacle course in accordance with the cadet regulations.
  - Will not begin prior to 1830.
  - Shall not take place in any of the following areas:
    - Lane Stadium and Worsham Field.
    - All volleyball sand pits
    - The Virginia Tech golf course.
    - The grounds of the Inn at Virginia Tech.
    - The coal pile
    - Any construction area, fence or unfenced.
    - Inside any university building
- Uniforms:
  - 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 OCPs (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.
- 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.

**NOTE:** The Duck Pond, creek or any other body of water on or off campus are strictly off-limits. At no time, under no circumstances whatsoever, will any training activity involve any cadet entering water.

**NOTE:** The Obstacle Course is off-limits for Pride Nights during the hours of darkness.

## SOPHOMORE AND FIRST-YEAR CADET WELCOMING & ORIENTATION TO NEW COMPANIES

- A unique form of a Pride Night is the welcoming and orientation of newly transferred Sophomore and First-Year cadets into their new companies.
- All Pride Night guidelines and all cadet regulations apply to the planning and execution of these events.
- Commanders shall 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 second week of the academic year.

- A request for an extension in order to complete the painting of company-owned concrete spaces outside Pearson Hall East and Pearson Hall West may be granted by the Deputy Commandant.

**NOTE:** All members, all classes, are expected to wear the unit identifying pin on the appropriate uniform.

## **CORPS ORGANIZATIONS**

- The following are sanctioned Corps organizations and therefore University Student Life Programs (USLPs). All companies within the Regiment are also USLPs. All activities associated with these organizations must be formally approved by their faculty advisor through a signed operations order.
  - Black Cadet Organization
  - Asian-American Cadets
  - Coast Guard Auxiliary
  - Color Guard
  - Conrad Cavalry
  - Eagle Scout Association
  - EMT Staff
  - Esprit de Corps
  - Executive Committee
  - Fenix
  - Gregory Guard
  - Growley Team
  - Hall Council
  - Helping Educate Regarding Orientation (HERO)
  - Highty-Tighties
  - Historian Staff
  - Honor Court
  - Inspector General Staff
  - Men's Basketball
  - Tactical Unit Virginia Tech
  - O-Course Committee
  - Ordinance Staff
  - Rappelling Tower Committee
  - Recruiting Staff
  - Robert F. Femoyer Service Squadron
  - Sash and Saber Honor Society
  - Scabbard and Blade Honor Society
  - Signal Corps
  - Skipper Crew
  - Society of American Military Engineers
  - VPI Battalion
  - Women's Basketball
  - VTCC Cyber Team

- To access financial accounts associated with these organizations, each organization must have a designated, trained clerk.
  - No funds may be collected and no purchases can be made without a trained clerk.
- To form a new Corps USLP, cadets must identify a faculty advisor and consult with the Executive Officer to ensure they meet the following standards:
  - Activities, operations, and decision-making processes are directly governed (approved) by their faculty advisor.
  - Maintain a mission statement/constitution.
  - Formally request approval, in writing, from the Commandant for approval to be a sanctioned Corps organization.

## ORGANIZATIONAL TAPPING

**General:** 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 help prospective members determine if the organization is a good fit for them and can provide necessary training to prepare new members for the organization’s mission.

- 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.
- Corps organization leaders are required to submit an OPORD of their Organizational Tapping Plan to the Commandant of Cadets through the Deputy Commandant organization advisor no later than two weeks prior to the start of tap.
  - 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.

## SPRIT 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.

### Policy

- Spirit Missions will be undertaken in good taste and befitting the conduct of a cadet.
- Spirit Missions that require excessive cost, time, or effort are prohibited.
- Cadets will not be directed or mandated to participate.
- 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 submit an OPORD to inform the Deputy Commandant of any impending Spirit Mission.
- Spirit Mission will NOT include:
  - Any action directed against another unit in the Corps
  - Entering another unit's company area individually or in groups for any purpose of conducting a Spirit Mission.
  - Vandalizing any individual, unit, public, private, or university property or in any way damaging or otherwise harming anyone or anything.
  - The theft of another unit's guidon/flag.
  - The removal of a wall mounted plaque, picture, or banner, or entry into any trophy case.
- 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.
  - Require no more than 15 minutes to rectify, clean up, or otherwise restore the area to its original condition.

**NOTE:** 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 RAT PATH

**General:** The Rat Path (walkway in front of the Ranger pit) is a Corps tradition and available to any unit to paint.

- Units shall 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 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.

## OBSTACLE COURSE TRAINING & OPERATIONS

**General:** 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.

### O-Course Instructor Training & 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.

## 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.

## Policy

- O-Course Instructors:
  - 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 O-Course Instructor will be responsible for:
    - Inspecting the O-Course
    - Providing a safety briefing
    - Supervising the safety observers
    - 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.
  - Before any activity on the O-Course, all elements being used will be inspected for conditions 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.



- Uniforms:
  - If cadet event is occurring at the O-Course, OCPs (with or without blouse shirt) shall be worn
  - Service-specific field uniforms are authorized when conducting activities under the purview of ROTC units.
  - The following additional uniform 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
- The O-Course will only be used during daylight hours, from 30 minutes before sunrise until 30 minutes after sunset.
  - 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.
- Activities on the O-Course will be suspended for a minimum of thirty minutes after thunder is heard.
  - All cadets shall move to a building or back to their residence hall to wait.
- 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.
- Cadets will not run the Obstacle Course for time until they have developed the skills to negotiate each obstacle with proficiency.
- Cadets utilizing the rope climb will only touch the log at the top of the climb. Cadets shall not swing up and over the log and then climb back down.

**NOTE:** Under no circumstances will anyone use the O-Course alone.

## 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
  - 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.
- The obstacle is enclosed in a fenced area to prevent unauthorized access to the obstacle.

## ROTC Use of the O-Course

- Virginia Tech ROTC units may utilize the O-Course in accordance with cadet regulations.
- 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.

## MARCHING CADENCES

**General:** There is a long military tradition of cadences 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 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 Marching Cadences is established which will constitute the only approved Marching Cadences to be used by Corps organizations and members.

- 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.

**NOTE:** All cadets are responsible for reviewing and only using the calls in the approved Manual of Marching Cadences.

## **GOLD CORD AWARD COMPETITION**

**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.

**Procedure:** Annex E establishes procedures for the Gold Cord competition.

## **BICYCLE/SKATEBOARD/UNICYCLE/SCOOTER USE**

- Cadets may not ride skateboards, unicycles, scooters, in-line skates, or other non-bicycle human-powered vehicles when in uniform.
- Cadets are authorized to use any legal mode of transportation when in civilian attire.
- When using any of these devices in civilian attire, cadets are required to wear a helmet. Cadets are subject to university policy 5005.
- Cadets may not ride hoverboards, self-balancing scooters, or self-balancing wheeled boards while in uniform.
  - These devices are not permitted for use or storage in university owned or leased buildings.
- Cadets are authorized to ride bicycles, including electric bicycles, on-campus and in the surrounding town of Blacksburg for transportation
- If a cadet chooses to ride a bicycle:
  - All bicycles on-campus must be registered with the Office of Parking and Transportation prior to being parked on-campus. The issued decal must be placed upward on the bicycle frame near the handlebars.
  - On campus, bicycles are permitted on all roadways, as well as concrete and asphalt pathways, grass, and sidewalks, with the exception of times when there is heavy pedestrian traffic on sidewalks and pathways.
  - When operating on a roadway, bicyclists must obey all laws pertaining to vehicular traffic.
  - In times of heavy pedestrian traffic, when sidewalks and pathways are congested (such as class change), bicyclists shall dismount completely and walk.
  - Bicyclists are encouraged to dismount at crosswalks.
  - All bicycles must be parked in designated bicycle racks.
  - Cadets must get permission from their unit commander to keep a bike in their room.
  - In accordance with the Code of Virginia, when bicycles are ridden between sunset and sunrise, both the Town of Blacksburg and Virginia Tech require a white light (on the front) and red light (on the back) of bicycles, in addition to the required red reflector.
  - In accordance with the Code of Virginia, a person may not operate a bicycle while using earphones on or in both ears.
  - In accordance with the Town of Blacksburg, bicyclists are not permitted to ride on sidewalks in the downtown commercial zone of Blacksburg.

**NOTE:** The only authorized cadet uniforms when riding a bicycle are OCPs or PT gear.

## CHAPTER 5: CLEANLINESS, ROOM STANDARDS, & INSPECTIONS

### AREA CLEANLINESS & 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.

#### Key Principles

- Each Battalion (BN) Executive Officer (XO) & Sergeant Major (SGM) shall
  - Ensure battalion common areas (i.e., lounge, kitchen, laundry) are being continuously policed, stowed, & cleaned as necessary throughout the day
  - Task the companies with various cleanliness duties as necessary to ensure the standards are maintained at all times
- Each Company Executive Officer (XO) & First Sergeant (1SG) shall
  - Report the BN XO & SGM the status of their spaces as requested
  - Ensure the cleanliness and safety of their areas.
  - Ensure all assigned areas, inside & outside the barracks areas are policed of trash, cleaned, and straightened up by 0715 daily.
  - Ensure the storage of items must be done in accordance with university safety policies in appropriate containers.

#### Policy

- Hallways will remain clear and free of general debris, personal property, and equipment at ALL TIMES.
- Painting hallway walls is not authorized.
- 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.
- Police details will daily:
  - Remove trash from all common areas.
  - Return all items of furniture to their proper locations.
  - Survey the entire perimeter of their barracks
  - Pick up all trash
  - Report all irregularities and damage immediately to the First Sergeant
  - Complete all duties by 0715

## Policing Detail Responsibilities

Responsibilities for inside & outside policing VTCC areas are as follows:

- *1st Battalion* - Pearson Hall East.
- *2nd Battalion* - Pearson Hall West.
- *3rd Battalion* - TBD
- *4th Battalion* - Upper Quad North
- *Company Unit Areas*
  - Hallways will remain clean and clear of obstructions at all times.
  - Battalions will be assigned specific stairwells for cleaning.
  - Fire doors will remain closed at all times.
  - Bagged trash will not be placed in hallways.
  - Program storage area in Pearson Hall East and Pearson Hall West will remain locked when not in use.

**NOTE:** Wet boots, PT shoes or clothing will not be dried in hallways. Maximum use of Corps Barracks Mud Rooms is highly encouraged.

## ROOM INSPECTION POLICIES & PROCEDURES

**General:** This section establishes specific inspection criteria based on the contents of this regulation and the cadet uniform regulations.

### Purpose

- Inspections are designed to instill a high sense of pride, discipline, & attention to detail while providing a learning opportunity for all cadets.

**NOTE:** Regardless of seniority ALL cadets are subject to inspections and shall comply with the guidance contained in this section.

### Definitions

- *Normal Business Hours* - is defined as 0800-1700 Monday through Friday.
- *Close of Business* - is defined as 1700 Monday through Friday.
- *Inspection Checklist* - will be used to assist the inspecting officer and the recorder.
- *Random Inspections* - are normally conducted in small groups or a cross section of the unit and normally do not warrant any prior notification from the unit commander.
- *Spot Checks* - are designed to quickly check for general cleanliness, health, and safety and may occur at any time by members' chain of command, including any member of Commandant's staff or respective ROTC staff.

## Key Principles

- Rooms shall be maintained in a clean, healthy, and orderly fashion at all times.
- Uniforms shall be properly worn at all times during room inspections.
- The VTCC Staff should conduct frequent random RI to ensure standards are being maintained.
- Inspections are categorized as follows:
  - Room
  - Uniform
- Random routine inspections may only occur during normal business hours
- The respective unit commanders will set Battalion & Company inspection times.

## Inspection Types & Procedures

### *Routine Inspection (RI)*

- Is the *baseline* for random spot inspections unless specifically addressed in the requisite section below.
- Shall adhere to the standards for *Individual* or *Common Area* items.

### *Standby Inspection (SBI)*

- Shall be the primary method for conducting a re-inspection after a failed (i.e., UNSAT) inspection.
- Occurs as follows:
  - On Saturday
  - No earlier than 0800
  - No later than 1200
  - Shall be conducted in the appropriate (i.e., Summer or Winter) Dress B uniform
  - Use inspectors assigned by the BN IG OIC
- Shall follow the standards for *Individual* or *Common Area* items.

**NOTE:** During SBI the inspector shall be in the UOD & only those being re-inspected shall be in Dress B.

### *Open Ranks Inspections (ORI)*

- Shall be the primary method for conducting uniform inspections throughout the semester
- Occurs as follows:
  - Any weekday
  - Immediately following formation
  - REGI S-1 shall announce in his or her morning announcements which companies will stand by after formation and receive the ORI
  - Cadets with 8am classes shall be inspected first
  - Individual IG staff members shall not inspect companies from their own battalion
- Company commanders who are receiving an ORI shall call their unit to “Open Ranks” prior to IG staff arrival.

### **Formal Inspections (FMI)**

- Are normally conducted as a unit (i.e., REGI, BN, Company) in accordance with the VTCC events schedule and routinely one per semester.
- Normally warrant prior notification from the unit commander.
- Shall follow the standards for *Individual* or *Common Area* items unless otherwise noted in the unit commander promulgation memo.
- Occupants shall 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.
- Fans may be in the window during inspection.
- There will be no music playing during inspection.
- Study Lounges
  - During FMI, Study Lounge Areas in Company areas will be inspected for general neatness/trash, and safety.
  - Discrepancies noted must be fixed by COB that day.
    - Re-inspection will be by the REGI IG.
    - Commanding Officers must be present during formal re-inspections.

**NOTE:** In order to meet fire code standards, curtains must be fire retardant. Fire Marshals 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.

### **Inspection Frequency**

To ensure standards are being maintained inspections should be conducted frequently. However, conducting inspections too frequently may result in laissez-faire (i.e., letting things take their own course) inspectors and personnel not investing in the inspection process.

### **30% Cross Section Rule**

Each week every BN is required to inspect at a minimum a 30% crosssection of the personnel or rooms assigned within the BN. The BN IG OIC shall determine the rooms or personnel being inspected.

Therefore, the following weekly frequency per class should be factored into the 30% cross section:

- First-Year = no more than 5x
- Sophomores = no more than 4x
- Juniors = no more than 3x
- Seniors = no more than 2x

**NOTE:** SBI re-inspections do not apply to the inspection frequency guidelines.

## Grading Policy

- The three grading criteria are
  - UNSAT = is a failure
  - SAT = is passing
  - OUTSTANDING = above and beyond average or simply passing
- Room inspection grades are a combination of *Individual* and *Common* room items

**NOTE:** All occupants of the room shall participate in SBI for excessive common area UNSATs.

- 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.
  - 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 FMI, with no personal items.

## Hokie Passport Access for Room Inspections

**General:** 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.

- The following individuals will have access to a given company's rooms:
  - All cadet commanders
  - Regimental IG
  - Battalion XO and SGM
  - Battalion IG OIC
  - Company XO and 1SG
  - Platoon leaders and platoon sergeants
- Access to all rooms within a unit is permitted only as follows:
  - Monday thru Friday – 0800-1700

**NOTE:** Abusing the *Hokie Passport* privilege shall result in disciplinary action.

**NOTE:** All room entries are logged electronically into the Hokie Passport system.



- Procedures for Hokie Passport entry into cadet rooms is as follows:
  - Knock four times
  - Announce *Room Inspector*
    - If no response after five seconds, knock four times and state “room inspector” again,
    - If still no response after five seconds, use your Hokie Passport card on 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 shall 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.
- Door position during inspections:
  - RI = may be shut to allow the senior inspector to confer with the recorder or another inspector.
  - SBI & FMI = shall be open at a 45-degree angle and occupants at parade rest in the hallway.

**NOTE:** During RI occupants shall step out if the senior inspector wishes to shut the door.

**NOTE:** Lone inspectors are NEVER permitted to shut doors during RI.

### Key Personnel Duties & Responsibilities

- Regimental Commander:
  - Ensure the Regimental IG OIC conducts at minimum one formal regimental inspection per semester.
- Regimental IG OIC shall:
  - By the conclusion of Cadre & New Cadet Week & in collaboration with the BN IG OIC’s promulgate a basic room & uniform inspection checklist
    - promulgation will be via a Regimental Memo to the BN IG OIC
    - The basic inspection checklist must:
      - be reviewed by the Regimental Commander
      - be approved by the Staff IG Advisor
      - contain a date with the latest revision number
      - contain the criteria for SAT, UNSAT, and OUTSTANDING grades
      - contain a chain of command review section
      - contain individual & common area room items
  - By the conclusion of Cadre & New Cadet Week & in collaboration with the BN IG OIC’s promulgate a process for inspection gigs contests & adjudication.
  - Provide a report summarizing inspection findings to all commanders, Deputy Commandants, and the Commandant.

- Battalion IG OIC shall:
  - Ensure random room inspections use the following:
    - a minimum 30% of their BN are being inspected weekly
    - personnel are selected randomly and no single group (i.e., first-year, seniors) or individual is targeted
  - Shall provide the BN XO & CSM with the approved checklists promulgated by the Regimental IG OIC.
  - May chose to provide in advance the weekly inspection list (i.e., Sunday evenings w/ inspections on Monday).
- Battalion Executive Officer (XO) & Command Sergeant Major (CSM) shall:
  - Ensure the Company XO & 1SG are enforcing the 30% per week criteria
- Company Commander (CO) shall:
  - Conduct at least (1) random inspection per month on the selected 30%
  - Review any outstandings or failures for trends & training opportunities.
  - Approve weekly inspectors designated in the weekly training plan.
  - Approve SBI inspectors designated in the weekly training plan.
  - Approve SBI times designated in the weekly training plan.

**NOTE: ONLY** the Company CO may invite VTCC or ROTC Staff in lieu of the proposed inspectors.

- Company Executive Officer (XO) shall:
  - Conduct at least (2) random inspections per month on the selected 30%
  - Ensure weekly inspectors are designated in the weekly training plan.
  - Ensure SBI inspectors are designated in the weekly training plan.
  - Ensure SBI times are designated in the weekly training plan.
  - Ensure the 1SG is providing training to those cadets receiving an UNSAT during an inspection.
- Company First Sergeant (1SG) shall:
  - Ensure cadets who fail an inspection are aware of the SBI standards and re-inspect time
  - Conduct at least (2) random inspections per month on the selected 30%
  - Conduct training to those cadets receiving an UNSAT during an inspection.
  - Delegate to his/her chain of command daily spot checks as necessary
  - Conduct inspections on at least a combination of 50% of the Platoon, Squad, and/or Fire Team Leaders weekly.

**EXAMPLE:** November Company has a combination of (9) Platoon, Squad, and Fire Team Leaders. The November 1SG shall conduct an inspection on any combination of at least (4) Platoon, Squad, and Fire Team Leaders.

- Inspector shall:
  - Conduct room inspections by determining the number of gigs for each room and communicating that number to the IG Recorder.
  - Inspect and record uniform inspections during ORIs and FMIs.
- Recorder shall:
  - Record number of gigs of each room inspected by his or her respective IG Inspector onto an Inspection Sheet developed by the Regi IG.
  - Not be required during ORIs (IG Inspector will inspect and record).
  - Be responsible for turning in the Inspection Sheet to his or her respective Battalion IG OIC at the end of the inspection.

## BASIC ROOM REGULATIONS

**General:** This section aims to establish specifications for prescribed items in cadet rooms.

**NOTE:** All cadet rooms shall be kept in a high state of cleanliness at all times, including exam periods or break periods (i.e., Thanksgiving, Spring).

### Key Principles

- Gear that is drying shall have an excusal note written on the door card.
- Horizontal surfaces shall have no significant dust per 8 inch swipe.
- Nails, screws, or hanging mechanisms will *not* be driven into plaster or dry walls.
- All lights, TVs, radios, computers, etc., will be turned off when the room is not occupied.
- Cadet rooms are expected to be locked when not occupied.
- Proper noise discipline will be observed with radios, stereos, televisions, etc., at all times.

**NOTE:** Sound should never be audible in the hallway, outside the door.

- Basic furnishings shall:
  - Include standard university room furniture
  - Not be removed from the room
  - Not be defaced with writing, stickers, or any permanent alterations.

**NOTE:** Disassembling any furniture is strictly prohibited and may result in being required to pay for disassembled furniture.

**NOTE:** 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.

## Definitions

*Individual Room Items* - are room items where only one individual is responsible for the cleanliness, stowage, and maintenance of the item (i.e., bed).

*Common Room Items* - are room items where all room occupants are responsible for the cleanliness, stowage, and maintenance of the items (i.e., microwave).

*Good Taste* - is defined as non-offensive or polarizing items that creates an unhealthy learning environment and is contrary to good order & discipline.

*White Glove Test* - no visible dirt/dust on any horizontal surface when surface swiped with white glove

## Nametapes & Labeling

The purpose of nametapes & labeling is to readily identify ownership & responsibility of the item. Where noted in this instruction, name tapes & labels shall

- Be a 6-inch piece of tape (i.e., mole, gaff) inscribed with a permanent black marker
- Contain the following identification items
  - rank, last name, and first two initials of the owner, along with company and class year.
- Be placed in an easy-to-be-seen manner.
- Not be used in single occupancy (i.e., one cadet) rooms.
- Be placed on all duplicate furniture as necessary.

## INDIVIDUAL SPECIFIC ROOM ITEMS

This section establishes guidance & policies for individual room items. Each cadet shall maintain all individual items as follows:

### Racks (Bed)

- Bed Frame & Mattress:
  - Tight & Flat on top
  - Proper tight hospital corners on side of rack
  - Dirt/lint free
  - No blankets/flags
  - Area under all beds will be swept clean.
  - Items under the bed must be neat and present an orderly appearance.
  - Name tape displayed on the center of the cross rail including bunk beds and single beds.
- Sheets & Pillowcase:
  - All cadets shall have pillowcases and sheets on their beds at all times.
  - 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.
  - If authorized, 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.
- Sheet collar shall be generally free of wrinkles and lint/dust.

**NOTE:** During SBI & FMI, sheet collar shall be completely free of wrinkles and lint/dust.

- The pillow will be grounded to the headboard of the bed.
- No "icicles" – linen shall not extend downward more than 1 inch past bed spring
- Blanket/Comforter:
  - E-folded or spread flat across the bed to maintain a neat appearance.

**NOTE:** Occupied beds shall not be inspected.

**NOTE:** Hammocks are strictly prohibited at all times.

**NOTE:** Beds may be stripped bare for a period not to exceed 48 hours in order for the linens to be washed.

### Closets

- Shall be kept clean, organized, and orderly.
- If open they are subject to routine inspections.
- If closed they are not subject to routine inspections.
- Temporary closet organizers are authorized and must be removed when the room is no longer occupied
- Areas above closets may be used for boxes/footlockers but shall be neat and orderly at all times.
- Shoe laces tucked in if in closet or on door organizer.
- Towels and bathrobes will be stowed neatly (i.e., on a hanger)
- Any mirrors free of scratches, smudges

**NOTE:** During SBI & FMI, closet doors shall be open at 90 degrees regardless of class, rank or position.

### Personal & Military Clothing

- Clothes can be hung on desk chairs only when the room is occupied.
- Clothes must be hung or folded & stowed appropriately.

**NOTE:** For SBI & FMI, no clothes may be hung on desk chairs.

**NOTE:** Stacks of clothes are strictly prohibited.

## Desk & Desk Chairs

- Desks:
  - Shall remain 50% clear, with no personal, hygiene, academic, or Corps items
  - Loose articles must be kept in the drawer or in small boxes on top of the desk
  - All paper, notebooks, and boxes will be arranged in neat & professional manner
  - Will be free of dust, dirt, food particulates, debris, ink, and pencil markings.
  - Shall be in a neat & professional manner when the room is not occupied.
  - Cords must be organized, not loose.

**NOTE:** For SBI & FMI, desks shall remain 80% clear.

**NOTE:** During SBI & FMI, all electronics with a screen shall be powered off.

- Desk Chairs:
  - Must be kept in the room
  - Must remain under the desks, with the exception of
    - When the room is occupied
    - When the room occupants are signed out to a place inside the building
  - May have a UOD jacket/coat on it only
    - When the room is occupied
    - When the room occupants are signed out to a place inside the building

**NOTE:** During SBI inspections, chairs shall not contain any items

## Trash cans

- Shall be provided by cadets occupying each room.
- Shall not exceed 13 gallons.
- Shall not exceed 50% of the trashcan's maximum capacity or present an unsanitary or untidy appearance.
- Shall lined with a bag at all times.

**NOTE:** During SBI & FMI, trash cans shall only contain a bag and be empty of all trash.

## Desk Lamps

- Authorized for ALL cadets
- Do not count as “additional furniture”

### Television

- Seniors and juniors may have television sets in their rooms, provided they meet the requirements set by the Regimental Academic Policy.
- First-year cadets and sophomores shall not have televisions.
  - 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.

**NOTE:** Televisions are not permitted for any cadet with a cumulative GPA of 2.0 or below.

### Rugs

- If eligible, a junior or senior room may contain a carpet or rug for the room.
- 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 rugs 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.

### Personal Chairs

- If eligible, a junior or senior room may contain one additional chair for the room.
- 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.
- Chairs shall be folded and stored in the closets or under beds during *FMI*
- Chairs may be out during *Routine* inspections

### Doors & Authorized Absence (AA) Cards

These cards display the whereabouts of cadets at times when not in their room to ensure accountability.

- Doors:
  - No flyers, posters or other paraphernalia will be taped to the doors.
  - No type of sticker is authorized for display on cadet doors.
- Authorized Absence (AA) Cards:
  - Shall not be trimmed by knives or other sharp objects to avoid damage to doors.
  - Are to be 8.5 inches by 11 inches. They are available on the Corps of Cadets website.
  - Shall contain typed entries as necessary.
  - May not have its design altered in any way.
  - Shall be posted as directed by the Regimental XO.
  - Shall be placed underneath a piece of "hat plastic" no larger than the AA Card itself.
  - Shall 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 standard beige masking tape of the same dimension.
- Shall provide a message area to cadets. Extra message boards are not permitted on cadet doors.
- Platoon indicators are allowed to be posted in the bottom right corner of the AA Card in a 1 in. by 1 in. square.

## COMMON AREA ROOM ITEMS

### Microwave

- Shall be clean and free of food debris at all times
- Shall not be used to store any items (i.e., clothing, food, cleaning gear)

### Refrigerator

- Shall be sanitary, free of mold & food debris at all times
- Food shall be in plastic air tight or manufacturer sealable containers
- Food shall not have any mold or indication (i.e., sight, smell) of being spoiled

### Mirrors

- Shall be generally clean, streak-free, generally free of water spots, and generally free of marks.

**NOTE:** During SBI & FMI, mirrors shall be completely clean, streak-free, free of water spots, and free of marks.

### Rifle Rack

- Shall only be used for storing VTCC issued rifles.
- Shall not be removed from the wall.
- Free of dirt & debris

### Sink & Vanity

- Nothing will be left on the sink top, except:
  - Soap
  - Hand sanitizer
  - Personal hygiene bags
- Towels that are hung on the towel rack near the sink may utilize the vanity door pulls and will be folded lengthwise in quarters.
- 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.
- Will be wiped out & dried after every use

**NOTE:** During SBI & FMI, sinks and faucets will be shined and dried thoroughly, with only soap and hand sanitizer left on the sink top.



### Under the Sink

- Shall be neat and orderly at all times
- Free of water, dust, debris, or clutter
- Is the primary location for storing any chemical cleaning materials

### Floor

- Generally swept clean (including under furniture) with no visible dust.
- No significant stains
- Clean bicycle(s)

**NOTE:** Permission from the unit commander is required for all bicycles

- Shoe Lines:
  - All shoes will be shined and displayed neatly.
  - Shoe arrangement will include civilian shoes and slippers, and will be in line with the shoes arranged in size from the highest to lowest.
  - If not displayed in the room, shoes will be arranged neatly in closets or in such a manner as to present a neat and orderly appearance as described above.

**NOTE:** During SBI & FMI, floors shall be completely clean with no dust whatsoever.

### Windows & Window Sills

- Shall be kept clean with no stickers or markings.
- Shall not be covered with anything (i.e., flags, tin-foil, cans, posters).
- May display small individually potted plants
  - Plants must be appropriately labeled as determined in this section.
  - Plants shall not interfere with the operation of any blind.
- University issue shades and Venetian blinds (white) are the only authorized items for cadet windows.
- Blinds and window sills shall be free of dust.

**NOTE:** Curtains are not authorized at any time.

**NOTE:** Inspectors may raise window blinds during any inspection.

### Walls

- Articles, except academic cards and name tags, 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. shall:
  - Be affixed to the wall using “ticky tack”-like putty.
  - Be at least 18 inches below the top of the wall.
  - Be in “good taste”.
- Athletic clothing may be hung on wall hooks.
- Free of paint chips or other damage

### Recycling Bin

- Empty, clean, and free of residue at all times

**NOTE:** Bins shall not be used to prop or hold doors open for any reason.

### Dust

- All horizontal surfaces of the room shall be free from an accumulation of dust.
- No visible dust shall be present on any horizontal surface per any 8-inch swipe in the room.

**NOTE:** During SBI & FMI, no dust shall be present in the room, and the white glove test may be used.

### PROHIBITED ROOM ITEMS

During any routine or formal inspection, the following items constitute automatic failure and may result in disciplinary actions.

- Alcohol:
  - Shall not be stored or consumed inside the cadet barracks.
  - Shall not be stored or consumed outside the cadet barracks on Upper Quad.
  - Open alcoholic beverages in public (i.e. outside) are a violation of Virginia State Law.
  - Empty liquor bottles, including beer cans, wine bottles, flask decanters, etc., are prohibited.
  - The use of empty liquor bottles as candle holders, vases, etc.
- Firearms:
  - Cadets shall not store or maintain any personal firearms or ammunition in the barracks or in personal automobiles.
  - Such items must be securely stored in the Virginia Tech Police Department storage facility or secured in an off-campus location.
- Knives:
  - Shall not exceed 4 inches in length.
- Non-folding Seats as follows:
  - Futons
  - Beanbag chairs
  - Hammocks
  - Swings
  - Cots
- No pornography, alcohol/drug related, or other distasteful pictures will be displayed (i.e., swimsuits or lingerie)
- No hot plates shall be stored or used in the cadet residence halls.

## ROOM PRIVILEGES

In order to provide clarity on established privileges, the following table applies:

First-Year Cadets	Sophomores	Juniors	Seniors
<ul style="list-style-type: none"> <li>• Desk Lamp</li> </ul>	<ul style="list-style-type: none"> <li>• All First-Year Privileges</li> <li>• Personal Desk Chair</li> <li>• Personal Towel</li> <li>• Poster (1 per cadet)</li> </ul>	<ul style="list-style-type: none"> <li>• All Sophomore Privileges</li> <li>• Floor lamp</li> <li>• Personal Bathrobe</li> <li>• Rug(s)</li> <li>• Chairs(s)</li> </ul>	<ul style="list-style-type: none"> <li>• All Junior Privileges</li> <li>• Colored sheet/pillowcase*</li> </ul>

\* Colored sheet/pillowcase must be the same & may be solid colors (Hokie colors encouraged).

**NOTE:** Any additional privileges shall be proposed, coordinated, and approved through the cadet chain of command to include the Deputy Commandant.

**NOTE:** Only the Commandant can approve regiment-wide privilege changes.

### Key Principles

- As class privilege allows, any other furnishings may be used as long as a generally attractive room appearance is maintained.
  - All upperclassmen may use personal desk chairs as long as they can be partially pushed under the desk when not in use.
  - University chairs shall still remain/be stored in the room.
- Juniors and seniors may receive additional furniture privileges based on performance.
  - Commanders will evaluate overall performance of each senior and junior to include room and uniform standards, support of unit goals and Corps standards.
  - In order to be eligible, all cadets in the room must be in good standing (not on probation) and have a cumulative GPA greater than 2.50.

### Privileges with Mixed Class Roommates

- In the case where there is a mix of upperclassmen in a room:
  - Will be based on the senior member of the room.
  - Individual class privileges will remain for each member in the room.

**EXAMPLE:** A sophomore living with a Junior may not have a personal bathrobe because he/she is living with a Junior.

## Excusal Card

**General:** In the case of permanent damage to an area of the room, the room shall write an Excusal Card. The purpose of an excusal card is to allow room standards to be maintained while preventing unavoidable circumstances from being unnecessarily gigged.

### Policy

- Each excusal card shall:
  - Be written on the blank side of a white, 4x6 inch index card.
  - Be written in black pen.
  - Be written entirely in capital letters.
  - Not contain spelling or grammatical errors.
  - Not contain crossed-out words or letters.
  - Not contain multiple items being excused.
    - If a cadet has multiple items that need excusal cards, the cadet shall write multiple excusal cards, one for each item.
  - Begin with “SIR/MA’AM” and end with “SINCERELY,” followed by the signatories of the excusal card.
  - Be signed by all cadets who share the room in rank order for common items (e.g. Sink mirror, walls, etc.).
  - Be signed by the cadet for common items (e.g. Personal closet mirror, desk, desk chair, etc.)
  - Have its body begin with “PLEASE EXCUSE THE \_\_\_\_\_” and end with “IT/IS/THEY ARE PERMANENT.”

**EXAMPLE:** Cadet Smith who wishes to excuse scratches on his closet mirror would write the following excusal card on an index card:

SIR/MA’AM,

PLEASE EXCUSE THE SCRATCHES ON THE  
MIRROR. THEY ARE PERMANENT.

SINCERELY,  
C/SMITH, F. M. C-27

## UNIFORM INSPECTION POLICIES & PROCEDURES

- Will be held on a regular basis in accordance with the Company Commander’s intent.
- Will be held in company unit areas immediately before formations or on the “VT” directly following formation (ORI).

## CHAPTER 6: 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 VTCC. At the conclusion of First-Year Cadet Training, cadets are expected to perform and conduct themselves as upper class members of the Corps of Cadets.

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 upper class 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:

### 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
- Pride and self-respect
- Moral courage and self-reliance

***Mental***

First-Year Cadets will face a new and demanding environment which will help develop the following attributes:

- 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 to further understand leadership
- Mental courage and decisiveness, acting without hesitation based on self-confidence
- Self-evaluation and the courage to find one's faults and improve upon them
- Ability to influence others through peer leadership

***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:

- Good posture, military bearing, and fitness
- Physical courage and stamina
- 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 basic understanding of the practical theories of leadership
- Immediate, willful, and intelligent compliance with lawful direction of superiors
- The ability to arrive at a prompt, satisfactory decision without detailed supervision

**RESPONSIBILITY FOR NEW CADET WEEK TRAINING**

**General:** The Commandant and the Regimental Commander charge the Regimental Executive Officer (XO) 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.

**NOTE:** While XOs 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 and will lead their units in the New Cadet Week parade.

- Cadets who violate the New Cadet Week standards of training 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 XO during New Cadet Week, and the Regimental CO throughout the academic year.

## STANDARDS

**General:** VTCC 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 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 (i.e., what would reflect well on the Corps of Cadets and themselves)
  - If necessary, seek advice and counsel of the chain of command, up to and including the Commandant’s Staff.

## NEW CADET 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.

## New Cadet Week Objectives

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
- 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

## Red Phase Objectives

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 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

## 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 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 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**

*Jumping*: more than one upperclassman 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
  - Main Eggleston
- 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 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.
- Will be at ease while in the latrine or showers or while 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 carpeted Commandant's Staff Hallways in Pearson Hall East and Pearson Hall West
  - 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.

**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
  - *New* cadet training from 0800-1200 on Saturday
    - does not conflict with academic training
    - is approved in writing by the respective Deputy Commandant.
    - is secured at 1200
  - First-year cadet or group First-Year cadet training is not conducted any time on Sunday

### *All Cadets*

All cadets not specifically 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, 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.

### **Definitions**

- *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 command 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 the same rank, they shall be addressed in alphabetical order.
- Last Call:
  - When it is time for 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 when 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 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."

**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 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.

## 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

## PHYSICAL TRAINING

**NOTE:** Any operation order that includes physical fitness activities will require the presence of a member of the Commandant's staff 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
  - 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
  - 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.

### Policy

- There shall 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 (e.g. ECQ).
- 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.
- Company Commanders, especially during the transition from Red Phase to 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 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 on PT conducted in barracks.
- 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 OCPs. 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 & HARASSMENT

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

### Key Principles

- Treating every member of the corps team with **dignity & respect** is key to preventing hazing or harassment
- Hazing or harassment have 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 important 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.

**NOTE:** See Annex B for additional information and the document that all cadets must read, understand and acknowledge in writing.

## CHAPTER 7: SAFETY & EMERGENCY PROCEDURES

**Safety is the responsibility of every member of the Corps!**

### EMERGENCY REPORTING BASICS

**General:** The purpose of this section is to establish baseline procedures to be followed in a catastrophic emergency (i.e., natural disasters, fires, active shooter) reporting, including but not limited to shelter-in-place procedures, detailed emergency procedures, as well as Corps assembly areas.

### Reporting Situations

An emergency reporting situation is an unusual circumstance that is time sensitive and must be reported to higher authorities in real-time. Examples of such emergencies are:

- An earthquake or tornado
- A barracks fire causing injury or death
- A riot
- A bomb threat
- A destructive explosion
- A threat of violence, such as an active shooter
- An unforeseen combination of circumstances requiring positive and direct on-scene action or circumstances that may cause publicity to be focused on the Corps or the University

### Generic Reporting Procedures

A cadet and/or cadets who witness or are involved in an emergency situation must report the event to persons in authority immediately. The situation may require personal initiative and use of common sense to assure proper action is taken.

The following items listed below are for guidance purposes only:

- Personnel discovering the event shall:
  - Call 911 for any event requiring assistance external (i.e., fire, medical, or police) to the corps
  - Notify the Duty SL
  - Notify immediate cadet commander in the chain of command
- The Duty SL shall:
  - Notify the Deputy Commandant or the Commandant
  - Notify the Wellness personnel for all incidents in the barracks
- The Deputy Commandants shall:
  - Ensure that the Wellness personnel is informed
  - That proper reporting through the CHARLIE system is being accomplished

**NOTE:** Reporting non-catastrophic incidents will be made through the chain of command to the Regimental Commander and the Commandant of Cadets.

## **FIRE & FIRE DRILL PROCEDURES**

**General:** The purpose of this section is to establish fire, fire drill, and fire alarm policies, principles, & procedures.

### **Key Principles**

- Every member of the corps (i.e., cadet, staff) is responsible for fire safety & prevention.
- No cadet shall play pranks, tricks, or games concerning fire in or out of the barracks.
- All Incidents concerning fire will be treated seriously at all times and appropriate actions immediately taken.

### **Policy**

The following Fire drill & fire alarm procedures have been established to facilitate a safe evacuation of the barracks and to reduce any possibility of loss of life or damage to property.

- Fire alarms & fire extinguishers located in barracks
  - Will not be tampered with at any time
  - Any suspected defects shall immediately be reported to the Regimental Supply Officer (S-4)
- Smoke alarms located in barracks
  - Will not be sounded
  - Removed from their mounts
- Fire drills & education
  - Will be conducted in cadet barracks once a semester as established by Housing and Residence Life.
  - The Regimental Operations Officer will
    - Instruct unit commanders during the fall semester on the proper procedure for sounding and conducting fire drills
  - Unit Commanders will
    - Ensure all personnel under their command are educated on fire drill procedures
  - New Cadets will
    - Be taught and subsequently tested on fire drill procedures

### **Prohibited Items**

The following items are strictly prohibited:

- Exits, hallways, and stairwells must be kept clean, clear, and unobstructed.
- Papers, signs, etc., will not be fastened to or near ceiling light fixtures or ceiling tiles.
- Electric stoves, hot plates, immersion heaters, 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.

**NOTE:** Any violations of the above may result in disciplinary action

## Procedures

The following procedures are not inclusive and are designed as guidelines:

- Person discovering the fire or smoke shall
  - Activate the nearest fire alarm box
  - In the event an alarm fails as loud as possible sound off with "**FIRE, FIRE, \_\_\_\_\_ FLOOR!**" throughout the barracks
  - Call or instruct another corps member to call 911
  - When the situation is safe inform the Unit Commander and RA on Duty of the fire or smoke location
- All other personnel shall
  - Close all their room windows
  - Close all their room doors
  - Exit the building by the most readily available exit in an orderly manner.
  - Proceed to their unit assembly areas behind Lane Hall & fall in.

**NOTE:** Running, pushing, or shoving while exiting will not be tolerated.

**NOTE:** Anyone trapped in their rooms during a fire will leave their lights on and immediately silhouette themselves against their windows.

**NOTE:** Assembly areas are a mirror image of where each unit forms up on the VT.

- The Duty SL of each building shall
  - Coordinate with the Wellbeing personnel to ensure an Incident Report (IR) is entered in the CHARLIE database
- Wellbeing Personnel shall
  - Email the IR number to the appropriate university authorities.
  - Email the IR to the Commandant after each fire drill or event.
- The Unit Commanders shall
  - Ensure all cadets are performing their duties as assigned.
  - Ensure an orderly evacuation of the barracks is being conducted.
  - Conduct a roll call
- The Unit Executive Officers (XO) shall
  - Ensure the unit Pass/Leave books and administrative papers are taken to the unit assembly area.
  - Will match the roll call to the Pass/Leave book.
  - Inform the Unit Commander of the final count and any unaccounted unit members
- The Battalion Adjutants shall
  - Receive a report from all Unit XO's regarding all unaccounted unit members
  - Turn a comprehensive report in to the Battalion Commander & Regimental Adjutant containing all unaccounted unit members.

- “Spend the Night” Hosts shall
  - Ensure that their assigned prospective student stays with them until they arrive at the assembly area.
  - Ensure assigned prospective students exit the building in an orderly manner.
  - Escort the prospective student to the designated “Spend the Night” assembly area, before proceeding to their unit assembly area.

## TORNADO WATCH & WARNING

**General:** The purpose of this section is to establish procedures for sheltering-in-place during a tornado watch or warning and means to remain in a safe location (i.e., behind closed doors) out of harm's way. For the purpose of this instruction *shelter-in-place* and *secure-in-place* are not synonymous.

### Definitions

*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.

### Policy

- All cadets will
  - Take severe weather seriously
  - 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 Procedures

- Remain vigilant
- Monitor the radio, TV and Internet for National Weather Service (NWS) reports.

### Tornado Warning Procedures

- If **INSIDE** at the time the warning is issued:
  - Move quickly, but in an orderly manner, to the first floor of Eggleston, or the basements of Pearson Hall East or Pearson Hall West.
  - Stay away from any exterior doors or windows.
  - Take a seat in the shelter area.
  - Avoid elevators and outside walls.
  - Check yourself and those around you for injuries.
  - If you smell gas or hear a hissing sound indoors—open windows and leave the building. NOTIFY PROPER AUTHORITIES.
  - Immediately take accountability.



- If **OUTSIDE** at the time the warning is issued:
  - Move at right angles to the path of the tornado
  - Attempt to reach shelter, such as a building with a basement
  - If there is no time to escape or find shelter, lie flat in a ditch or depression
  - Avoid areas subject to rapid water accumulation and vehicles

### All Clear Issued

- Monitor weather reports for instructions or an official "all clear" notice.
- Do not re-enter damaged buildings until declared safe by authorities.

### Responsibilities of Commanders & Senior Leadership

- Monitor NWS weather reports and act accordingly
- Direct and accompany occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building
- Instruct occupants not to leave the building
- Provide assistance to injured persons
- Get and maintain accountability of your people

### SECURE-IN-PLACE

**General:** The purpose of this section is to establish procedures for securing-in-place during certain instances and means personnel should immediately secure themselves inside of campus buildings (i.e., behind closed doors) out of harm's way.

**NOTE:** Corps Residence hall personnel can expect the swipe card locks to all buildings to remain in effect.

**NOTE:** Once personnel are safe they should remain in place and should not travel from building to building.

### Procedures

- Exterior doors to campus buildings should NOT be locked during a secure-in-place scenario.
- Buildings in which there are not sufficient interior doors which may be locked, blocked, or barricaded, or buildings 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.

**EXAMPLE:** The library, dining halls, bookstores, student centers, Math Emporium, McComas Athletic facility, and other buildings would be considered buildings without sufficient interior doors.

- Individuals 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 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.

**EXAMPLE:** Make the person(s) come to a door that has the least hiding places and the highest visibility. Have them take off any jackets or 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:** Given the variety of circumstances where accountability will be desired, general procedures will need to be modified by common sense during execution of the accountability phase.

### Report Goal

- Within 30 minutes of an emergency incident Unit Commanders should make every possible attempt to ascertain and report up the chain of command starting with the Regimental Commander, the status/whereabouts of all personnel in their charge.
- If for some reason there are gaps in some information, Unit Commanders will continue to provide updates every 15 minutes until all personnel have been accounted for.

### Procedures

In the event that circumstances arise requiring secure-in-place all corps personnel

- Should use all available means necessary to ensure that their Unit Commanders are aware of their location and status.
  - This could be done through physical verifications in rooms, or the use of electronic/telephonic means.
- Unit Commanders should ensure they have rosters and the means to forward any names of unaccounted personnel to the next higher commander in the chain of command.
- Unit Commanders are responsible for ensuring their respective Deputy Commandants & Senior Enlisted Advisors are informed.
- The Regimental Commander shall provide status to the Commandant of Cadets.

## CHAPTER 8: CUSTOMS, COURTESIES, DRILL & CEREMONIES

### GENERAL ITEMS

**General:** The purpose of this chapter is to establish standard customs and courtesies within VTCC.

### Key Principles

- Customs and courtesies are an important part of military life in and out of uniform.
- All cadets shall adhere to the guidelines outlined in this chapter when interacting with members of the armed services, other cadets, civilian students, faculty, and visitors.
- All cadets shall treat each custom and courtesy with dignity & respect at all times.
- If the Corps of Cadets and ROTC customs and courtesies conflict, the Corps of Cadets' customs and courtesies take precedence when interacting with cadets and officers outside their ROTC branch.
- Perceptions are important because a cadet will be judged on conduct, appearance, and behavior, therefore, cadets should make every effort to not detract from respecting our customs & courtesies.

### Definitions

*Knocks:* A specific number of raps on the door used by cadets to announce their entrance into the room of other cadets.

*Single Knock:* Single knocks are used to determine if the occupants of a particular room are present for the evening call to quarters (ECQ).

*Double Knock:* Double knocks are two sharp raps used for official Corps business by a member of the Commandant's Staff or member of the Regimental Staff. When a room receives a double knock all cadets in the room will assume the position of attention.

*Triple Knock:* Triple knocks are used when a subordinate cadet wishes to enter a senior cadet officer's room.

*Four Knocks:* Four 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."

- Cadets will wear their covers at all times when outside.
  - Including when seated on benches or other areas on the campus while outside.
  - An exception to the wearing of covers will be while in the stands at sporting events.
  - Covers will be worn squarely on the head.

## SALUTING

**General:** The salute could be considered the single most important of all military courtesies. The smartness with which a salute is rendered indicates the degree of pride one has in the organization.

**NOTE:** A salute must never be rendered in a casual or perfunctory manner, nor with pipe, cigar, cigarette, chew in the mouth-hands, or while actively talking on a mobile device.

### Key Principles

- It is a greeting initiated by the subordinate and shall always be accompanied by an appropriate greeting (i.e., Good morning sir/ma'am).
- Are required both on and off campus for all official greetings in the line of duty, during ceremonial occasions, and when the national anthem is played or the colors are presented.
- When in uniform, a salute is rendered at the appropriate time regardless of place or whether an individual is with friends, family, or loved ones.
- When under arms or on guard duty, cadets will always be covered and execute a salute when passing by or reporting to an officer both indoors and outside.
- In any case not covered by specific instructions or in case of doubt, the following guide will be used: "*WHEN IN DOUBT - SALUTE*"

**NOTE:** a lower ranking cadet officer shall salute a higher-ranking cadet officer, but it is unnecessary for two cadet officers of the same rank to salute.

### Persons Entitled to Saluting

The following list, although of personnel require salutes

- President of the United States
- Vice President of the United States
- State Governors
- Secretary & Deputy of Defense
- Service Secretaries & Assistant Secretaries
- All commissioned & warrant officers of the military service
- All cadet officers
- Members of friendly or ally governments to include:
  - Heads of state
  - Ambassadors
  - 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
  - Officers in any of the armed forces

## Saluting Requirements

In general, one salutes:

- Personnel listed above, even if those being saluted are in civilian clothes.
- Staff cars with designator license plates, paint schemes, or marker flags are saluted.
- While walking in the Burruss tunnel in uniform and covered
- If a cadet officer or commissioned officer passes in the vicinity, a junior cadet should stand, and render a salute and an appropriate greeting.

## Saluting Exceptions

In general, one does not salute when:

- Out of uniform
- Carrying articles with either hands
- Occupied as to make saluting unfeasible.
- Would interfere with the safety of personnel
- Indoors

**NOTE:** Salute indoors only when reporting to a senior or on duty as a sentinel on guard, or under arms and covered.

- Working as a member of a detail.
- When engaged in sports.
- When engaged in social functions.
- Driving a moving automobile.
- In public places such as theaters or churches.
- In public conveyances.
- The confines of Lane Stadium and other sporting venues, outdoors, will be considered “no-salute” areas.
- Engaged in a group PT or a group activity (e.g., running in formation)

## Specific Saluting Procedures

When saluting the following procedure shall be followed:

- Rendered at approximately 6 to 30 paces from the superior and at the position of attention while walking or at a halt.
- When saluting, look the officer or cadet officer in the eye and render an appropriate greeting (i.e., Good morning/evening sir or ma’am) with the salute.

**NOTE:** 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 (i.e., formations, inspections, parades) the person making the report salutes first, regardless of rank.

- In formation
  - Unit Commanders will render proper salutes after calling the unit to attention.
  - Individuals do not salute or return salutes except at the command, "*Present, Arms*"
- 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 salute.

### *Procedures Outside*

- In **uniform** during colors (i.e., raising & lowering of the flag) cadets shall:
  - If the flag can be seen & appropriate bugle calls-music can be heard render honors as follows:
    - Halt >> face the music & flag >> come to attention >> render a salute
  - If the flag cannot be seen & appropriate bugle calls-music can be heard render honors as follows:
    - Halt >> face the music & flag >> come to attention >> render a salute
- In **civilian attire** during colors (i.e., raising & lowering of the flag) cadets shall:
  - Without Headdress: Halt >> face the music & flag >> come to attention >> place the right hand over the left breast
  - With Headdress: Halt >> face the music & flag >> come to attention >> grasp the headdress in the right hand & place the headdress over the left breast
- In **PT gear** during colors (i.e., raising & lowering of the flag) cadets shall:
  - VTCC PT: Halt >> face the music & flag >> come to attention >> render a salute
  - ROTC PT: follow service protocols

### *Procedures Inside*

- In **uniform** during the presentation of colors or the national anthem cadets shall:
  - Uncovered: stand at attention.
- In **civilian attire** during the presentation of colors or the national anthem cadets shall:
  - Without Headdress: come to attention >> place the right hand over the left breast
  - With Headdress: come to attention >> grasp the headdress in the right hand & place the headdress over the left breast

### *Procedures During the Pledge of Allegiance*

In accordance with public law, in or out of uniform, when reciting the Pledge of Allegiance render the appropriate respect as follows:

- U.S. Flag present or not present:
  - In **uniform**
    - Uncovered: come to attention >> place the right hand over the left breast
  - In **civilian attire**
    - Without Headdress: come to attention >> place the right hand over the left breast
    - With Headdress: come to attention >> grasp the headdress in the right hand & place the headdress over the left breast

### *Procedures During TAPS*

While TAPS is being played cadets shall:

- Outside:
  - In **uniform**:
    - Halt >> face the music & flag >> come to attention >> render a salute
  - In **civilian attire**:
    - Without Headdress: halt >> come to attention >> place the right hand over the left breast
    - With Headdress: halt >> come to attention >> grasp the headdress in the right hand & place the headdress over the left breast
- Inside:
  - When TAPS can be heard, all cadets will observe a moment of silence until TAPS is completed.

**NOTE:** RAs and the chain of command shall enforce the moment of silence in hallways during taps.

**NOTE:** Knock-ups will not occur during the playing of TAPS.

### *Procedures for Saluting the Rock*

For the purposes of this section the *Rock* is defined as the rock at the base of the flagpole below Lane Hall VT. 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.

When in the vicinity of the *Rock* cadets shall:

- In **uniform**:
  - Three paces before >> face the rock (i.e., similar to eyes-right) >> salute >> three paces after drop salute
- In **civilian attire**:
  - Without Headdress: Three paces before >> face the rock (i.e., similar to eyes-right) >> place the right hand over the left breast >> three paces after drop the right hand
  - With Headdress: Three paces before grasp the headdress & face the rock (i.e., similar to eyes-right) >> grasp the headdress in the right hand & place the headdress over the left breast >> three paces after drop the right hand and resume wearing the headdress

**NOTE:** All personnel shall maintain professionalism in the vicinity of the rock at all times.

**NOTE:** All personnel shall walk past the Rock any other method (i.e., running, skipping, jogging) while passing the Rock is strictly forbidden.

### Traditional Customs or 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."
- Flag officers are always addressed as "General" or "Admiral."
- In written communication, always write out the full title.
- 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.
- If more than one officer is presenting, they will be addressed as "gentlemen" or "ladies"
- In formation and at ease cadets shall:
  - Come to attention when addressed by a senior.
- While on professional business, cadets will address other cadets by rank and last name.
- Cadets will follow the chain of command and will not bypass superior without notifying him or her. The act of jumping the chain of command is disrespectful and against military protocol.
- Superiors always have the right of way and subordinates will make room to allow for officers to pass by saying: "Make a hole" or "Step aside".
- Cadets shall ensure they
  - Always walk to the left of any commissioned officer or superior ranking cadet officer when accompanying said officer.
  - Walk in step with the superior.
  - Do 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.
- Only walk on grass while wearing PT Gear, OCPs, civilian attire, or while conducting drill in formation.

## Room Protocol

All cadets will adhere to the following room protocols & procedures:

- Leave the door open when entering another cadet's room.
- Stand at attention when any superior enters a room.
- The first cadet to observe a superior entering the room will call the room to attention.
  - Will remain standing until given the order to stand 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 shall:
  - Should knock three times >> wait for authority to enter >> proceed to a position two paces from & directly in front of the officer or upperclassman's desk or person >> salute and report in the following manner: *"Sir/ma'am, Cadet (Last Name) (Initials), (Company), (Class) reports."*
- When the superior has indicated that all business is completed, the cadet will:
  - Come to attention >> salute and say, *"Sir/ma'am Cadet (Last Name) (Initials), (Company), (Class) requests permission to be dismissed."*
  - When the salute is returned, the visiting cadet will execute an about face (unless on carpet) and leave the room by using the most direct route.
- When reporting to a non-commissioned officer or an upper-class cadet who is not an officer, follow the procedures above with the exception of rendering a salute.
- When an upperclassman is entering a new cadet's room, the upperclassman shall:
  - Knock on the door four times >> keep door open >> enter.
- When exiting an upperclassmen's room, the door will be closed.
- When an upperclassman is entering a new cadet's room of the opposite sex, the upperclassman shall:
  - Knock on the door four times >> announce his/her sex >> wait for a "Yes sir/ma'am" >> keep door open >> enter.
- Once an upperclassman enters a room, all new cadets inside will immediately come to attention until otherwise directed.

**NOTE:** Department of the Navy cadets do not salute Navy or Marine Corps Officers indoors, even if formally reporting.

### 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.

## DRILL & CEREMONIES

**General:** The purpose of this section is to establish the procedures to follow in conducting corps drill and ceremonies.

### Key Principles

- Ceremonies have been an important part of military life since ancient times.
- Ceremonies are conducted to commemorate victories, honor comrades in arms, honor the dead, and for a myriad of other special occasions.
- Drill instills discipline, teamwork, and esprit de corps.
- Ceremonies will be conducted in accordance with TC 3-21.5 (DTD May 2021).
- Drill & Manual of Arms for the Springfield 03-A3 will be conducted in accordance with TC 3-21.5 (DTD May 2021).

**NOTE:** The Regimental Operations Officer will review procedures in TC 3-21.5 (DTD May 2021) prior to the publication of ceremony operations orders or the execution of any ceremonies.

### Definitions

*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.

## SABER DRILL

**General:** This section is to establish procedures for using the Saber during ceremonies & drill.

### Key Principles

- All cadet officers execute saber manual at the same time.
- 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 ROTC service.

- 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.
- 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.

### Parts of the Saber & Sword

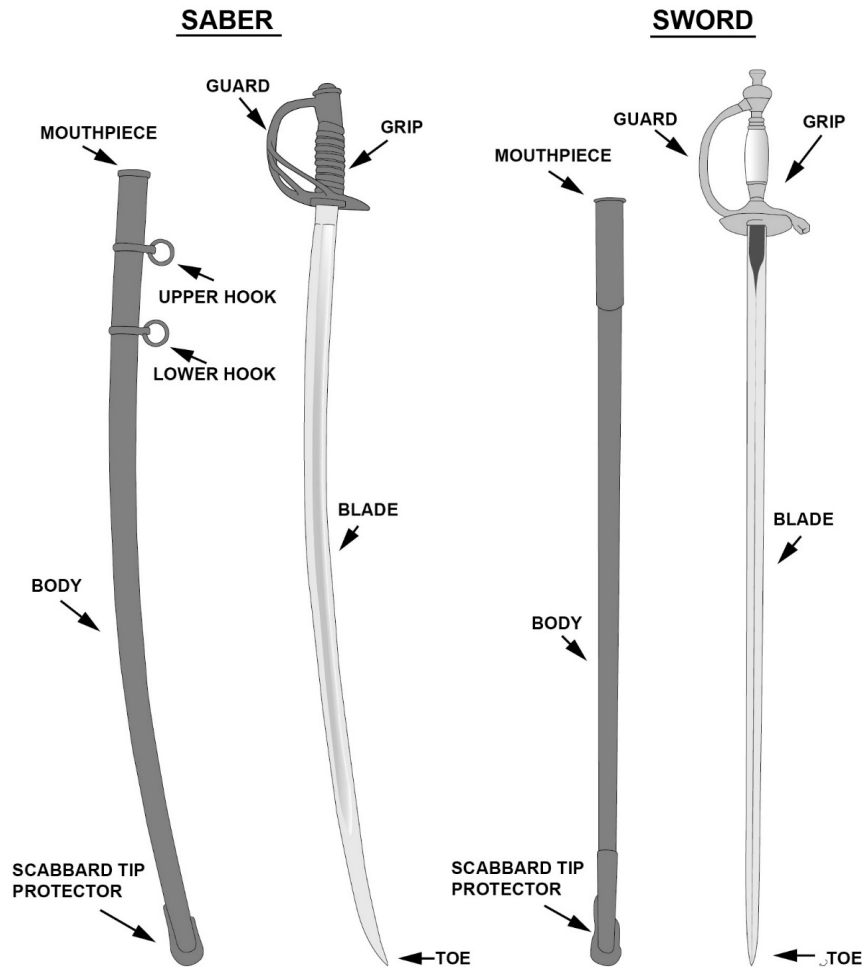


Fig 7-1 Parts of the Saber & Sword

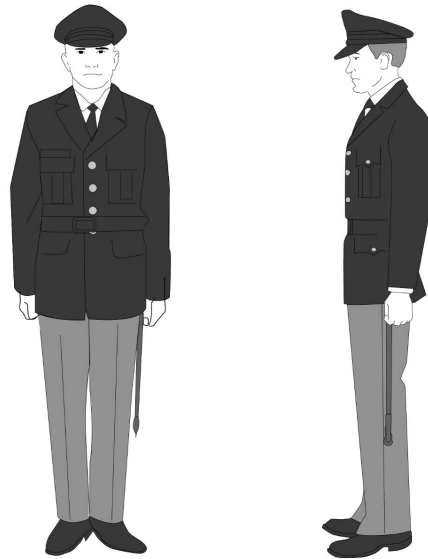
- Scabbard:
  - Carried on the left side
  - Hooked to the saber chain snap by the lower ring
  - Attached to the saber chain hook by the upper ring
  - Guard of the saber to the rear
  - Do not hold the scabbard to steady it when marching at quick time; instead the left hand will swing naturally.

## Saber Commands

All cadets shall execute the following commands during ceremonies where the saber is carried:

### *Attention*

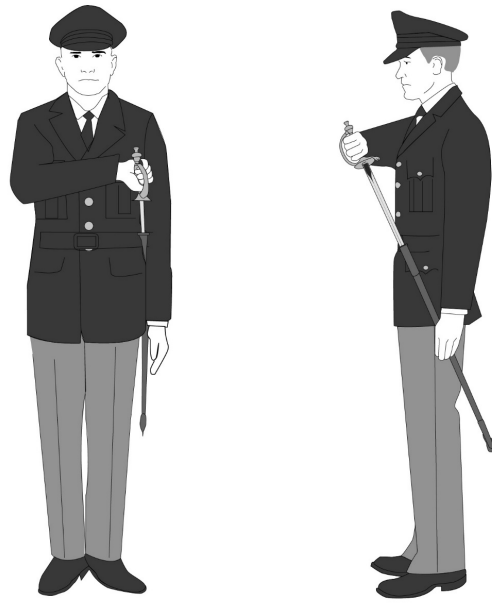
- Attention is the position before the command Draw, SABER and after the command Return, SABER.
- The hands are behind the trouser seams, and the thumbs touch the first joint of the forefingers.



**Fig 7-2 Saber Attention**

### *Draw Saber*

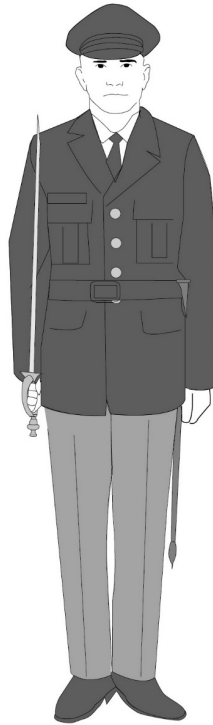
- At the preparatory command DRAW,
  - Grasp the scabbard with the left hand
  - Turning the scabbard clockwise 180 degrees
  - Tilting it forward to form an angle of 45 degrees with the ground.
  - Take the saber grip in the right hand and pull the saber about 6 inches from the scabbard.
  - The right forearm should now be roughly parallel to the ground
- On the command of execution SABER,
  - Pull the saber out of the scabbard
  - Hold 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.



**Fig 7-3 Draw Saber**

***Carry Saber***

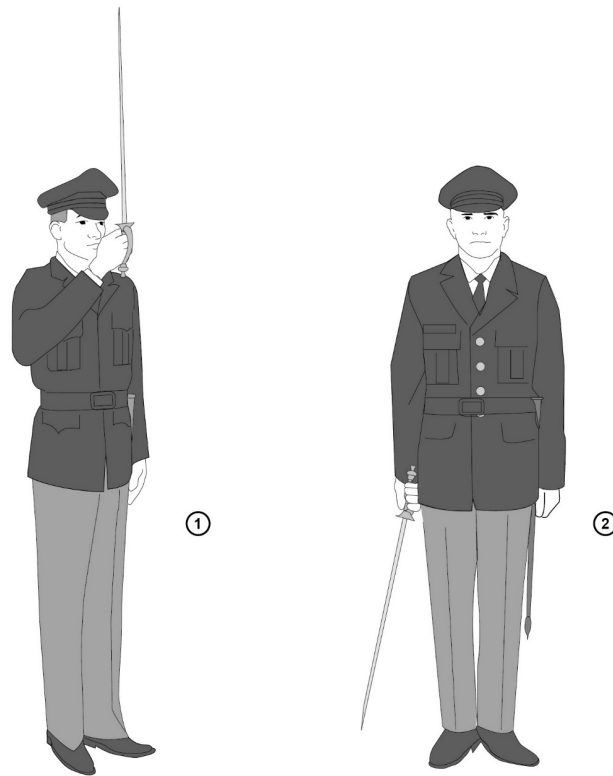
- The *Carry Saber* position is assumed under the following situations:
  - To give commands.
  - To change positions.
  - By officers when officially addressing (or when officially addressed by) another officer, if the saber is drawn.
  - Before returning the saber to the scabbard.
  - At the preparatory command for (and while marching at) quick time.
- At *Carry Saber*, the following applies:
  - The saber bearer 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.



**Fig 7-4 Carry Saber**

***Present Saber***

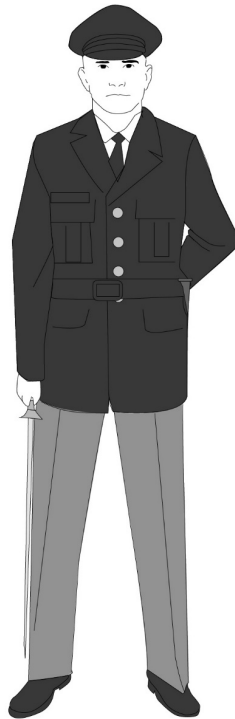
- On the preparatory command of PRESENT,
  - The saber is brought to a position (at the rate of two counts) approximately 4 inches from the nose so that the tip of the saber is 6 inches from the vertical.
- On the execution command of ARMS,
  - The right hand is lowered (at the rate of two counts) with the flat of the blade upward,
  - The thumb extended on the left side of the grip
  - The tip of the saber about 6 inches from the marching surface
- On the command Order ARMS, the saber is returned to the position of Carry Saber.



**Fig 7-5 Present Saber**

***Parade Rest***

- This position is assumed without moving the saber (sword) from the Order Arms position.
- On the execution command of PARADE, rest
  - The left foot is moved about 10 inches to the left (of the right foot)
  - The left hand is placed in the small of the back
  - fingers extended and joined
  - palm to the rear
- On the execution command of ATTENTION
  - The left hand and foot are returned to the Position of Attention.



**Fig 7-6 Saber Parade Rest**

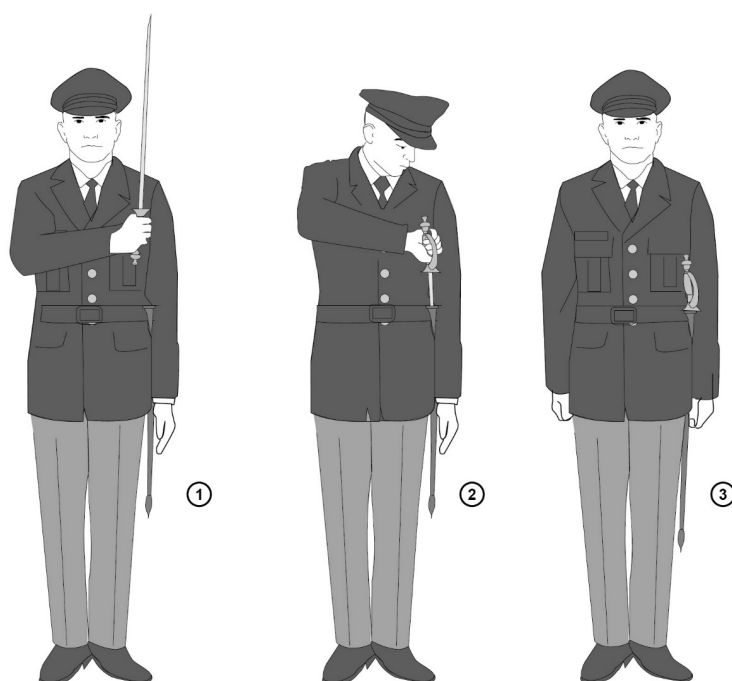
**NOTE:** At the Order Arms position, the saber is straight, not at an angle inward or outward in relation to the body.

***Return Saber***

- Execute *Return Saber* as follows
  - At the preparatory command 'Return' of the command, Return, SABER, the saber is brought to a vertical position
    - the forearm (wrist) is held parallel to the marching surface about 3 inches from the body
    - the guard is pointed to the left.



- At the command of execution SABER simultaneously execute the following:
  - The saber is pivoted downward toward the guard
  - 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.
  - The saber bearer turns their 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 (sword) 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 3 inches from the body.
- At the command of execution CUT of the command Ready, CUT, the saber
  - Is thrust smartly into the scabbard.
  - The scabbard is rotated so its tip is forward, and the saber (sword) bearer comes to Attention.



**Fig 7-7 Return Saber**

### *Marching Manual of Arms*

- While marching, the saber is carried with the inner blade edge riding in a vertical position along the forward tip of the right shoulder.
- The saber remains parallel with the right arm as the saber bearer marches.



**Fig 7-8 Saber Marching**

### *Eyes Right While Marching*

- The command Ready, Eyes, RIGHT is executed while marching at *Carry Saber*.
- the first time the right foot strikes the marching surface the command Ready is given as (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 Arms.
- The third time the right foot strikes the marching surface no action is taken.
- 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 (sword) is brought downward.

**NOTE:** The initial preparatory command *Ready* is only used when marching with a guidon bearer.



**Fig 7-9 Saber Marching Eyes Right**

***Present Saber While Marching***

- The right arm is swung naturally (9 inches to the front and 6 inches to the rear) in a vertical plane
- Flexing the wrist to keep the tip of the blade level (about 6 inches) above the marching surface requires extending the wrist on the forward movement and elevating the wrist on the rearward movement.

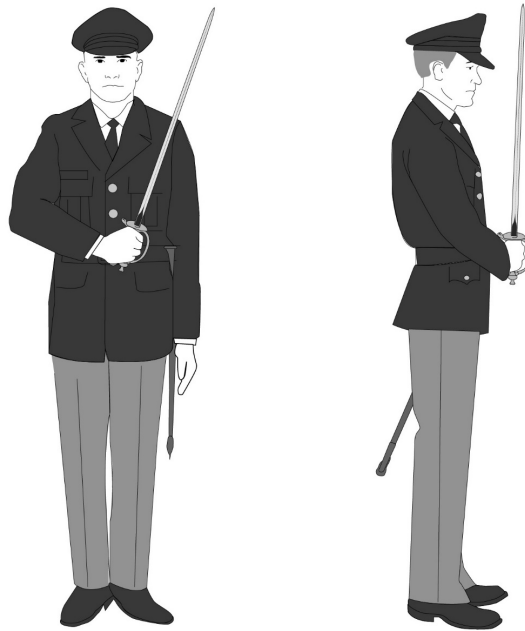
***Eyes Front While Marching***

- The command Ready, FRONT is executed as follows:
  - 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.
  - A second command Ready is given (again, no action is taken).
  - The third time the right foot strikes the marching surface the saber is returned to the Order position while maintaining the arm swing.
  - The fourth 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 (sword) is returned to the carry position the next time the left foot strikes the marching surface.

### *Port Arms*

- Is executed on the preparatory command 'Double Time' of the command Double Time, MARCH.
- This position is assumed only from the position of *Carry Saber*.
- The right arm swings naturally across and 6 inches in front of the body.
- The saber is canted 45 degrees from the vertical with the guard pointed to the left.
- The left-hand grasp's the scabbard.



**Fig 7-10 Saber Port Arms**

## **RIFLE DRILL**

**General:** Rifle drill will be conducted IAW TC 3-21.5 (DTD May 2021).

## **GUIDON DRILL**

**General:** This section establishes procedures for using the guidon and shall be IAW TC 3-21.5 (DTD May 2021).

### **Key Principles**

- The guidon is a company, battery, or troop identification flag.
- Is present at all unit formations unless otherwise directed by the commander.
- Should include the "Spade" for formal parades.
- Guidon Bearers will wear white gloves for all formal parades.
  - Gloves are not required for everyday formations.

## Guidon Basics

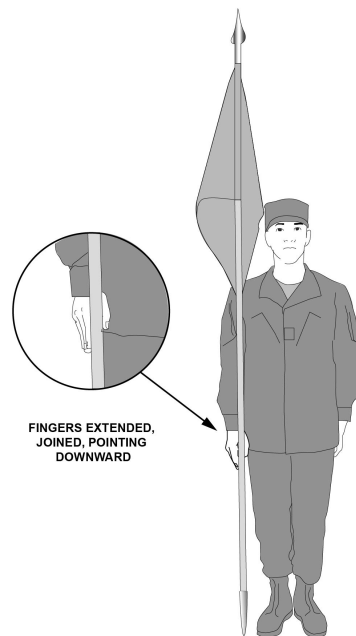
- A cadet will not carry a rifle while carrying a guidon.
- The person forming the unit is *facing the unit*.
- When the unit is formed, the guidon bearer is
  - one step in front of facing the unit
  - two 15-inch left steps to the right of facing the unit.
- When the first sergeant forms the unit, the guidon bearer
  - steps forward three steps on the command POST.
- 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.
- If the platoon leader is present and at their post
  - the bearer's post is one step to the rear.
  - two 15-inch steps to the left of the platoon leader.
- 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
  - double time from that position to a position five steps forward of and centered on the squad leaders of the first platoon.
- When the formation is faced to the right for a marching movement
  - the bearer executes in the same manner as explained above, except that their post is three steps in front of and centered on the squad leaders.
- When the guidon bearer is marching at their post in a column formation during a Column Left (Right), they execute
  - a Column Half Left (Right) on the command of execution and incline as necessary to maintain their post.
  - the guidon bearer inclines as necessary to maintain their post.
- 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.
- Following the execution of Present Arms and Eyes Right the bearer shall execute raised guidon only on the preparatory commands for
  - Present, ARMS
  - Eyes, RIGHT
  - Order of Order, ARMS
  - Ready of Ready, FRONT

## Basic Guidon Positions & Commands

All cadets shall execute the following commands during ceremonies where the guidon is carried.

### *Order Guidon*

- Order Guidon is considered the Position of Attention
- The guidon bearer should:
  - keep the ferrule on the marching surface
  - ensure the guidon is 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

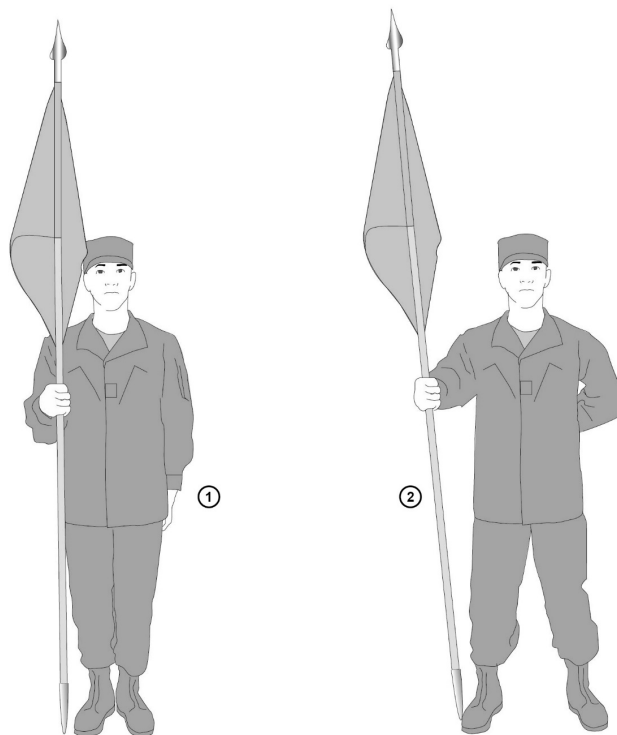


**Fig 7-11 Order Guidon**

### *Rest Positions*

To assume *Rest* positions, execute the following:

- Execute *At Ease* and *Rest* with the guidon from the *Order Guidon* position.
- *Parade Rest*: on the preparatory command *Parade*,
  - slide the right hand up the staff until the forearm is horizontal
  - 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.

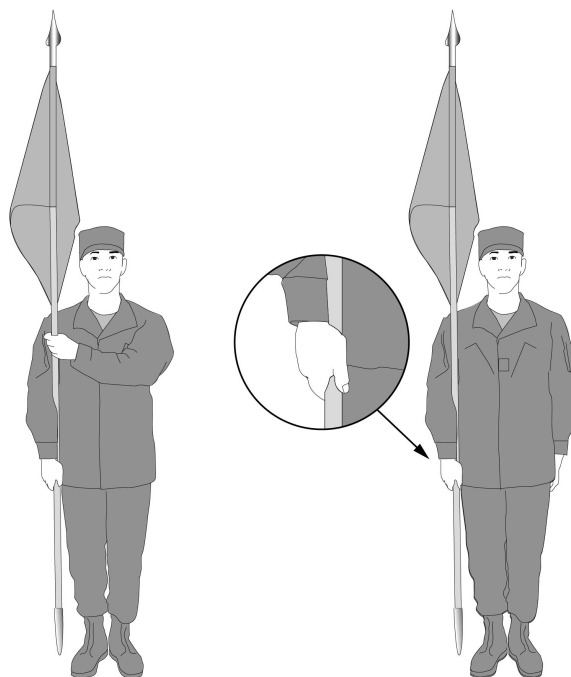


**Fig 7-12 Rest Guidon**

### *Carry Guidon*

To assume *Carry Guidon*, execute the following:

- Execute *Carry Guidon* with the guidon from the *Order Guidon* position.
- On the preparatory command for marching movements, execute *Carry Guidon* by
  - reaching across the body with the left hand (forearm horizontal) & grasping the staff
  - raise the staff vertically 6 inches allowing the staff to slide through the right hand
  - while the staff is sliding through the right hand, release the grasp
  - regrasp the staff with right thumb to the front, pointed downward and on line with the seam of the trousers.
- 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*,
  - reach across the body with the left hand (forearm horizontal) & grasp the staff.
  - let the staff slide through the hands until the ferrule touches the marching surface.
  - regrasp the staff in the same manner as in *Order Guidon*
  - return the left hand sharply to the side as in the position of attention.
- When *double-timing*, carry the guidon diagonally across the body in the same manner as *Port Arms*.



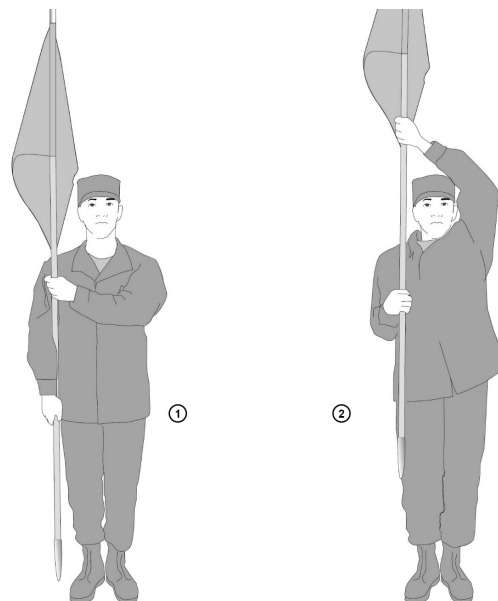
**Fig 7-13 Carry Guidon**



### ***Raised Guidon***

To assume *Raised Guidon*, execute the following:

- Execute *Raised Guidon* with the guidon from the *Order Guidon* position.
- On the preparatory command 'Present' of Present, ARMS and 'Eyes' of Eyes, RIGHT, execute *Raised Guidon* by
  - 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 (with palm to the rear) across the body to guide the guidon
  - Keep raising the guidon until the right hand is in 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.
- When executing *Raised Guidon* from *Carry Guidon*, the bearer changes their grip to the *Order Guidon* position when they grasp the staff with their left hand.
  - The bearer then executes *Raised Guidon* as described above.
  - The bearer returns to *Carry Guidon* from *Raised Guidon* as described above.

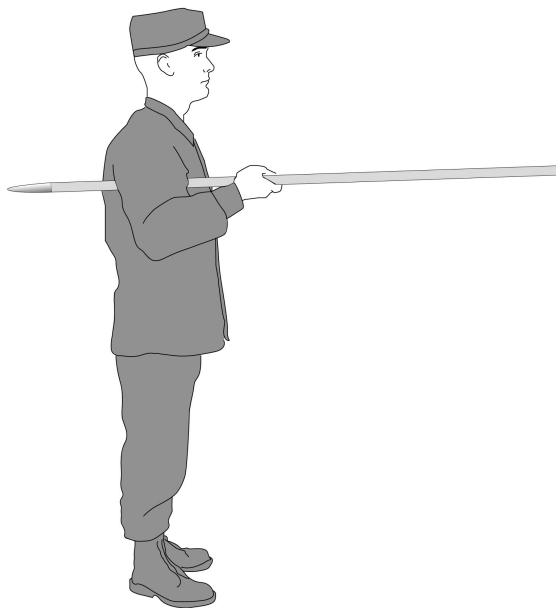


**Fig 7-14 Raised Guidon**

### *Present Guidon*

To assume *Present Guidon*, execute the following:

- On the preparatory command 'Present' of Present, ARMS and 'Eyes' of 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,
    - regrasp 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.

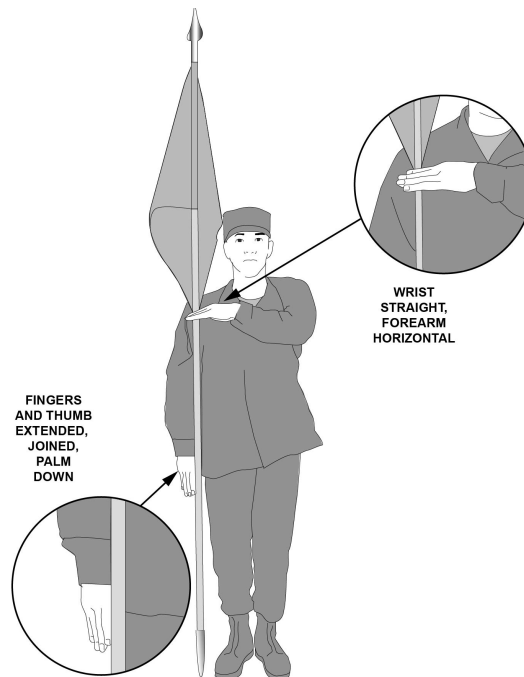


**Fig 7-15 Present Guidon**

### *Guidon Bearer's Salute*

The guidon bearer will execute a *Salute* as follows:

- Not in formation:
  - salute from the order or carry position
  - the salute is given with the left hand by executing the following:
    - 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.



**Fig 7-16 Guidon Bearer's Salute**

### ***Guidon Quick & Double Time***

The guidon bearer will execute a *Quick & Double Time* as follows:

- Not in formation:
  - return to Quick Time
    - returning the guidon to the carry position and render the guidon Salute as described above.
    - upon completing the *Salute*, return to the *Carry* position and resume *Double Time*.



**Fig 7-17 Guidon Quick & Double Time**

## CHAPTER 9: LOGISTICS

### GENERAL SUPPLY PROCEDURES

**General:** This chapter establishes logistics, supply, procurement, and inventory.

#### Duties & Responsibilities

##### *Regimental S-4*

- Is responsible for the inventory, maintenance, issue, recovery, and accountability of all regimental supplies and equipment.
- Will implement procedures and control for all equipment issuance and recovery.
- Will ensure that all equipment is physically signed for in the Requisition/Recovery Log by the requisitioning party before releasing it from the Regimental Supply room.
- Will conduct a joint inventory with his/her successor.
  - At the conclusion of the joint inventory, the incoming S-4 will physically sign for all equipment.
  - Report discrepancies to the Commandant's Executive Officer.

##### *Battalion Executive Officer (XO)*

- Will serve as the battalion point of contact and overall coordinator for battalion logistics/supply issues.
- Will ensure any Corps equipment signed out to the battalion is returned in a serviceable and clean condition.

##### *Company Executive Officer (XO)*

- Will serve as the point of contact and overall coordinator for company logistics/supply issues.
- Will ensure any Corps equipment signed out to the company is returned in a serviceable and clean condition.

#### 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.

**NOTE:** The requisitioning unit/individual is responsible for all equipment damaged or lost.

**NOTE:** 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.

## RIFLE STORAGE, ISSUE, & SECURITY

**All personnel are responsible for the rifle they were issued at ALL times.**

**General:** This section establishes procedures for rifle storage & security.

### Key Personnel & Principles

- The Regimental S-4, with the assistance of the Regimental Armorer, is responsible for the storage, security, inventory, issue, and recovery of all rifles.
- The Regimental Armorer will coordinate with the Third Battalion Deputy Commandant and recommend necessary cleaning supplies that cadets maintaining individual rifles should use.

**NOTE:** The model 1903 Springfield rifles issued to underclass cadets are demilitarized (non-firing) and shall be handled & secured as operating weapons at all times.

### Storage, Issue, & Recovery

- Will be stored centrally when not in use for extended periods of time.
- Will be issued and accounted for by serial number.
  - Individuals will sign for rifles by serial number and maintain a log of all serial numbers signed for.
  - Company Commanders will sign for rifles issued to their company members and the Regimental Armorer will countersign.
- In the barracks, all rifles will be stored in approved racks.
- The Company Commander shall conduct a monthly by-serial-number inventory and inspection of all company rifles.
  - Results of the inventory will be reported to the appropriate Deputy Commandant and the Regimental Armorer.
- Rifles will be wiped clean after use and before being returned to rifle racks.
- Rifles should only be out of racks when they are being used for legitimate training purposes or for ceremonies.

**NOTE:** Any cadet who loses a rifle will be charged the cost of replacing that rifle and face appropriate disciplinary action.

## **SABER INVENTORY, ISSUE, & RECOVERY**

**General:** This section establishes procedures for the inventory, issue, and recovery of the cadet saber.

### **Key Principles**

- The cadet saber is a highly valued and symbolic part of the cadet uniform.
- The sabers maintained by the Corps for issuance to senior cadets are donated by Corps alumni and are the property of the Virginia Tech Foundation, not the VTCC.
  - The Corps is responsible for inventory and positive control of each saber.

### **Issue & 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.
  - Conduct senior saber issue at the beginning of the Fall semester.
- Cadets will
  - Sign for the saber they are issued.
  - Return all issued sabers immediately after the Spring Change of Command ceremony.
  - Be charged for the replacement value of lost or damaged sabers they are issued.
  - exchange or swap sabers without prior permission from the Tailor Shop and the saber must be reissued.

**NOTE:** No cadet may sign for a saber in the place of another cadet.

## **CHAPTER 10: PUBLIC INFORMATION & 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 an individual cadet, receives media exposure including
  - Commercial newspapers
  - Campus Collegiate Times
  - University publications
  - Radio (commercial or campus)
  - Television
  - Corps website
- The S-2 will contact the Director of Communications 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.

#### **Events Requiring Media Exposure**

- The Corps events that specifically require general media exposure are
  - NC Week
  - Homecoming
  - Veteran's Day
  - Military Ball weekend
  - VTCC leadership conference
  - Academics awards
  - Military awards
  - Commissioning
  - Regimental Band activities
  - Alumni activities of interest
  - Significant cadet achievements
- The S-2 will present a copy of all news releases to the Director of Communications prior to submission to the media.
  - The release will be checked for authenticity and compliance with university policies on the release of information to the media.
- The S-2 will discuss all outside media requests with the Director of Communications or a Deputy Commandant prior to providing information or accepting commitments to interviews.



## RECRUITING

**General:** The Corps of Cadets conducts an ongoing program to advise high school students about the Virginia Tech Corps of Cadets.

### Key Personnel

- 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.
- The Assistant Commandant of Cadets for Recruiting will
  - Coordinate all recruiting activities.
  - Brief the Regimental Recruiting Officer prior to the assumption of their duties concerning:
    - The value of the cadet recruiting efforts
    - The selection of recruiting officers in each unit
    - Establishing the Hometown recruiting operation
    - How to brief prospective cadets
    - The “Spend the Night” program
    - Use of Corps information material
- The Regimental Recruiting Officer will:
  - Conduct the Spend the Night/Day program
  - 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
  - Recruit and supervise volunteers to attend Open House, Hokie Focus, and other recruiting events as needed.
  - Prepare recruiting statistics as needed.

## CHAPTER 11: ACADEMICS

### REGIMENTAL ACADEMICS PROGRAM

**General:** This chapter establishes policies, procedures, and guidance for VTCC Academics.

#### Academic Charge

The Director of the Rice Center, Deputy Commandants, and Senior Enlisted Advisors will receive a mid-semester grade report for review and which they can use as a basis for connecting cadets of Academic Support Initiatives and approval to participate in Corps and outside organizations.

#### Key Principles

- 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, depend solely on obtaining an undergraduate degree.
- In many cases, personal goals may depend not on the degree alone but on the grade point average (GPA). 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 forming good study habits.
- Every cadet has the obligation to foster that environment.
- Every member of the cadet leadership chain has the duty to ensure compliance with all academic policies.
- Corps operations and activities should not inhibit academic excellence.
- Special attention must be given to our academic study environment.

**NOTE:** 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.

#### Policy and Procedure

- The primary measure used by commissioning sources, hiring officials, and the university to measure academic success is the GPA.
- The Corps' Academic Support Initiatives are designed to encourage practices that have proven to be successful in improving and maximizing this measure.

## Academic Support Initiatives Key Factors

The Commandant's Staff, Commanders, Academic Officers, and cadets shall focus on the following:

- Effective academic planning to meet course requirements.
- Effective use of all available time (with ample, protected time built into the cadet schedule during Call to Quarters).
- Effective use of tutors provided by the University and through upperclassmen willing and qualified to share their experience.
- Effective use of professors and graduate assistant office hours.
- Effective use of University-provided assistance programs, a current list of which is found in the Academic Resources tab of the VTCC webpage.
- Mental and physical attendance of all scheduled classes.

## CALL TO QUARTERS (CQ)

**General:** Call to Quarters is a condition set throughout the cadet area to maintain a proper study environment.

**NOTE:** Company Commanders & Academic Officers shall enforce all Call to Quarters policies.

## CQ Implementation Times

- Morning Call to Quarters (MCQ):
  - Monday through Friday = 0800-1100,
- Afternoon Call to Quarters (ACQ):
  - Monday through Friday = 1300- 1600,
- Evening Call to Quarters (ECQ):
  - Sunday = 1800-2300
  - Monday through Thursday = 1900-2300
- Taps to Reveille:
  - Daily = 2300-0730

## CQ Policies/Procedures

- During CQ hours, cadets may travel to any of the university's academic buildings for academic purposes.
- There shall be no restrictions on the length of time a cadet is signed out during CQ hours.
- The barracks is considered a study area, and therefore a quiet environment that is conducive to studying must be maintained.
- During all CQ hours, noise emanating from rooms will be kept at levels that cannot be heard in the hallway or adjoining rooms. This includes loud conversations.

**NOTE:** Flagrant or repeated violations of this policy will result in disciplinary action.

- 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 so as not to disturb other cadets.
- Platoon leaders are responsible for the whereabouts of their platoon members during all CQ hours, as well as from Taps to Reveille.
- The barracks TV lounges are off limits to all First-Year cadets during all CQ, 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.
- Commanders are responsible for maintaining the academic environment in their unit area.

### **Additional Call to Quarters (AddCQ)**

- AddCQ is implemented during a time or day ECQ does not normally occur.
- The most common use of AddCQ is during Friday or Saturday evenings for First-Year Cadets.
- Company Commanders may designate AddCQ as part of weekly training plans.

### **Marathon Call-to-Quarters (MCQ)**

- Continuous CQ that occurs from Reading Day until the day of final exams.
- The purpose of MCQ is to give cadets the proper time and freedom necessary for success on final exams.
- During MCQ, ECQ standards and policies are enforced 24/7 in all cadet residence halls.

## **ACADEMIC PASS**

### **Key Principles**

- Is a pass that excuses cadets from their duties for the purpose of academics.
- There are three types of Academic Pass.
- The chart below summarizes these passes and their approval authority.

### *ECQ A-Pass*

- Only applies to First-Year cadets.
- First-Year cadets
  - Shall request to study outside of the dorms during ECQ from their Fire Team Leader or above.
  - Are allowed to go to any academic building to conduct ECQ A-Pass.
  - Are only allowed to go off campus or to other dorms to conduct group projects with other students.
  - Must be in the dorms before the end of ECQ.

**NOTE:** ECQ A-Pass can only be denied by the Company Commander or above.

### *Training A-Pass*

- Only applies to First-Year cadets
- First-Year cadets
  - May request to work on academics during weekend training from their Platoon Leader or above.
  - Take Training A-Pass & must inform their leadership what assignment(s) they will be working on.
    - At the end of the training, must demonstrate progress on those assignments.
    - If the required academic work is completed early, the cadet will return to training.
    - Should only be approved in extreme cases so as to ensure that cadets are fulfilling their academic obligations and taking full advantage of every class period.
- Company Commanders should discuss the criteria and philosophy for these Training A-Pass with their Deputy Commandant at the beginning of each semester.

### *Event A-Pass*

- Event A-Pass applies to all cadets.
- Cadets may request to miss a mandatory Corps event to work on academics from their Company Commander.
- If granted, Cadets who are behind on work, such as cadets who are returning late from summer or winter training, or have mandatory academic meetings and assignments during the Corps event are excused from the event to work on academics.
- Cadets taking Event A-Pass must inform their leadership what assignment(s) they will be working on.
  - At the end of the A-pass, the cadet must demonstrate progress on those assignments.
  - If the required academic work is complete early, the cadet will return to the Corps event they were excused from.

- Event A-Pass should only be approved in extreme cases so as to ensure that cadets are fulfilling their academic obligations and taking full advantage of every class period.
- Company Commanders should discuss the criteria and philosophy for Event A-pass with their Deputy Commandant at the beginning of each semester.
- Company Academic Officers will keep a record of the number of times a cadet takes Training or Event A-Pass.
  - Repeated use of Training and Event A-Pass or failure to complete a majority of the assignment(s) a cadet reported they would finish will be reported to the Battalion S-5 and their respective Deputy Commandant.
  - Any infractions of A-Pass, from either the cadet taking A-Pass or their chain of command, will be reported to their respective Battalion S-5.

### **ACADEMIC LEAVE (A-LEAVE)**

- Authorization required to travel outside the 50-mile radius of Blacksburg for academic or organizational reasons only after approval is granted.
- A-Leave is granted or denied by the Deputy Commandant
- Does not count against the cadet's R-Leave balance.

<b>Type of A-Pass</b>	<b>Who May Use</b>	<b>Definition</b>	<b>Who Can Approve</b>	<b>Who Can Deny</b>
<b>ECQ A-Pass</b>	<b>First-Year Cadets</b>	<b>First-Year Cadets who wish to study outside of the dorms during ECQ.</b>	<b>Fire team Leader or above (Squad Leader during Red Phase)</b>	<b>Company Commander or above</b>
<b>Training A-Pass* (formerly known as Academic Cut)</b>	<b>First-Year Cadets</b>	<b>First-Year Cadets who request to work on academics during weekend or other assigned training time.</b>	<b>Platoon Leader or above</b>	<b>Company Commander or above</b>
<b>Event A-Pass* (formerly known as Academic Cut)</b>	<b>All Cadets</b>	<b>Cadets who request to miss a Corps event to work on academics. (Including Corps Lab)</b>	<b>Company Commander or above (Battalion /Regimental Staff approval from respective commanders)</b>	<b>Company Commander or above (Battalion /Regimental Staff approval from respective commanders)</b>
<b>A-Leave A leave request is required.</b>	<b>All Cadets</b>	<b>Authorization required to travel outside the 50-mile radius of Blacksburg for academic or organizational reasons only after approval is granted.</b>	<b>Deputy Commandant</b>	<b>Deputy Commandant</b>

\* = Does not apply to VPI Battalion Training or VPI Lab

## **CORPS ACADEMIC OFFERINGS POLICY & PROCEDURE**

**General:** The Corps of Cadets offers a number of academic courses in leadership through the Pamplin College of Business Management Department.

### **Specific Courses**

These Corps Academic offerings align with the leadership goals of the class year in which they are offered. The Corps Academic offerings are

- MGT 1945/1946 – Fundamentals of Cadet Leadership (Mandatory)
- MGT 2945/2946 – Small Unit Leadership for Cadets (Mandatory)
- MGT 3804 – Topics in Cadet Global Leadership Studies
- MGT 3964 – Field Study: Cadet Leadership
- MGT 3945/6 – Cadet Organizational Leadership
- MGT 4945/4946 – Advanced Professional Development for Cadets

### **Completion Requirements**

- Successful completion of four (4) semesters of Corps Academic offerings is mandatory for all cadets to graduate from the Corps of Cadets.
- Successful completion is defined as completing the course with a grade of C- or above.
- Participation in Corps Academic Offerings is mandatory for freshman (MGT 1945 and 1946) and sophomore (MGT 2945 and 2946) cadets, which fulfills the four (4) semester requirement.

### **Course Conflicts & Excusal**

- Cadets with an unresolvable course conflict (i.e., a mandatory in-major course that cannot be taken at an alternate time) will be excused from the corresponding freshman or Sophomore Corps academic offering if approved by the Director of the Rice Center.
- Requests for excusal from Freshman or Sophomore Corps academic offerings will be made to the Director of the Rice Center using the Corps Course Excusal Request Form, found on the resources section of the VTCC webpage, at the time they are building their next semester schedule (i.e., during the course request process).
- Cadets excused from freshman or Sophomore Corps academic offerings are required to take one of the Corps academic offerings available during their remaining years in the Corps to meet the four (4) semester requirement.



## CORPS LAB POLICY & PROCEDURE

**General:** Corps Labs is an integral part of the VTCC program and is mandatory for all cadets.

### Attendance

- Corps Lab is held on Thursdays from 1530 to 1645.
- Participation in Corps Lab activities is mandatory unless excused as described below.
- The chain of command is responsible for accountability in all Corps Lab activities.
- Unauthorized absences will be addressed in accordance with Standard Operating Procedures published and distributed by the battalion.
- Accountability for non-compliance can range from demerits, NJP, or higher-level disciplinary hearings.
- Unauthorized absences will also be reported to the Director of the Rice Center for potential loss of credit in the appropriate Corps academic offering.

**NOTE:** Corps functions and activities take priority over all university and student activities with the exception of scheduled academic requirements.

### Conflicts & Excusal

- Cadets requesting to be excused from Corps Lab must demonstrate unavoidable academic conflict to their Deputy Commandant in writing using the **Corps Lab Excusal** form found in the resources section of the VTCC webpage at the time they are building their next semester schedule (i.e., during the course request process).
- All written requests will be reviewed and signed off by a departmental academic advisor.
- Requests must be submitted in a timely manner to allow adequate adjudication.
- Corps Lab excusals are only granted after cadets demonstrate all efforts to de-conflict their academic schedule.
- 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 above process no later than two days before the final day to add classes as established by the university.

### Lab Activities

- Include the following:
  - Cutchins Leadership Lecture Series
  - Gunfighter Panels
  - Leadership Development Events (e.g., PIR practice or PTC preparation)
  - Corp Training Time (e.g., events created to achieve pre-determined and approved Corps training objectives for all classes).

**NOTE:** Scheduling of Corps Lab activities will be coordinated by the Director of the Rice Center, Deputy Commandant, Alumni Director, Executive Officer, and the Regimental S-3 organization.

## FINAL EXAMS

**General:** The end of semester final exam periods are the most critical periods of the academic year. It is incumbent on every cadet and every member of the chain of command to ensure that optimal study conditions exist for the duration of the final exams 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 the final exam period.
- Cadets will wear the uniform of the day to all exams and for official duties.
- All formations 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 RI 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.)
- Unit chains of command are responsible for enforcing study conditions during MCQ periods.
- The Regimental Adjutant will publish dates and times for the last formation and guard duty.
- The Regimental Academic Officer will post exam study conditions in the Corps via the Regimental Adjutant.
- During final exams, all pass policies will be observed.
- Company Commanders will review any special requests beyond normal policies.

## ACADEMIC AWARDS

**General:** At the beginning of each semester, cadets who excelled the previous semester academically will be formally recognized for their achievement.

### Procedure

- Following the end of the semester, the Tailor Shop will be provided with a roster/numbers of ribbons needed by unit, and the Regimental Academics Officer will pick up and deliver them to respective battalion Academic Officers for follow-on distribution.
- Ribbons for wear on the cadet uniform will be awarded based on the following criteria:
  - Maroon Ribbon - 3.00 to 3.39 semester GPA
  - Orange Ribbon - 3.40 to 3.74 semester GPA
  - Gold Ribbon - 3.75 to 4.00 semester GPA
- In addition to ribbons for semester grades, academic wreaths are awarded for outstanding cumulative GPAs.
  - These wreaths are awarded at the end of each academic semester after freshman year and shall be worn on uniforms on which ribbons are prescribed.
  - Academic wreaths are worn centered  $\frac{1}{4}$ " above the top row of ribbons.
  - Academic wreaths will be awarded based on the following criteria.



3.75-4.00  
Cumm. GPA



3.40-3.74  
Cumm. GPA



3.00-3.39  
Cumm. GPA

**Fig 11-1 Academic Wreaths**

## 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's office and forwarded to the Commandant's office.

**NOTE:** Action taken by the Corps of Cadets will be IAW with university policy and VTCC regulations.

### Policies

- Cadets on academic probation may only hold VTCC leadership positions with the approval of the Commandant.
- 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 IAW these regulations.

## **ANNEX A: POLICY ON DRUG/ALCOHOL USE & 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 on these subjects are stated in the university's *Student Code of Conduct*. Cadets are responsible for reading and adhering to those documents. 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 from the Student Code of Conduct:**

The Student Code of Conduct is overseen by the Office of Student Conduct. The university's conduct system supports the educational mission of the university by educating students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students and student organizations have the capacity to assume responsibility for their own behavior and that the university has the authority to establish an internal structure for the enforcement of its policies and procedures, which students have agreed to accept by enrolling in the university. As part of its authority, Student Conduct may suspend or dismiss students from the university.

In situations involving potential violations of policies in the *Student Code of Conduct* and Corps Regulations, Student Conduct is responsible for coordinating adjudication processes, as appropriate.

Under the Student Code of Conduct detailing Prohibited Conduct, the following definitions are provided:

#### Alcoholic Beverages

Improper use of alcohol as defined by the regulations of the Commonwealth of Virginia and the university, including but not limited to underage possession/consumption, public intoxication (regardless of age), providing alcohol to any underage person, or any violation of university alcohol regulations, as outlined in [Appendix I in the Student Code of Conduct](#).

#### Drugs

Possessing, using, manufacturing, selling, or misusing any substance and/or possession of drug paraphernalia in violation of state or federal law.

Marijuana (Cannabis): Virginia law permits adults aged 21 or older to possess, use, and grow marijuana under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off-campus events.

Therefore, in accordance with federal and state laws, Virginia Tech prohibits the following conduct related to marijuana (additional information is available in Appendix II):

Possession or use of any form of marijuana for any purpose, including medical or recreational use, on university property or at university-sponsored events off campus. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.

Possession of marijuana paraphernalia on university property or at university-sponsored event off-campus.

Improper possession or use of marijuana off university property (with the exception of university-sponsored events) as defined by the regulations of the Commonwealth of Virginia, including but not limited to possession/use under the age of 21, possession of greater than 1 oz, consuming in public, and selling, as outlined in Appendix II.

### Driving Under the Influence

Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

### False Identification

The university’s *Student Code of Conduct* includes the possession of forged or altered identification or another person’s identification as part of the *Code’s* Forgery or Fraud policy, which states: Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.

**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.

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:

No consumption of alcohol while driving.

No consumption of alcohol within 12 hours of traveling or any cadet duty/activity/event.

No more than one equivalent drink (12 oz. beer or 5 oz. of wine or 1.5 oz. distilled liquor) per hour.

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. 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.

**Special Subject: Marijuana:** University policy regarding marijuana, may be found as cited above.

Corps of Cadet policies on marijuana are more stringent than that of the university and the Commonwealth of Virginia. The Corps policy, as a Senior Military College, is an extension of DoD/ROTC policies which prohibit any use, at anytime, anywhere marijuana or marijuana derivatives, in all forms (e.g. smoking, vaping, edibles, oils, sprays, tinctures, CBD products, etc.) based on Federal Laws. Any cadet, regardless of track, that is found responsible for possessing, using, selling, dispensing, or distributing marijuana or a derivative thereof can be dismissed from the Corps of Cadets for the first offense.

The possession of paraphernalia related to marijuana and other drug use will be viewed as intent to use and is prohibited.



### **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 (e.g. Articles 17, 26 and any other relevant articles) as well as violations of the university's *Student Code of Conduct* (through a hearing with the Office of Student Conduct).

Any sanctions awarded by the Office of Student Conduct for violations of these policies in the *Student Code of Conduct* may also be accompanied by an appropriate Corps 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, including the Office of Student Conduct, is considered grounds for relief for cause.

#### **Alcohol:**

*First offense:* In addition to any other sanctions imposed, the cadet may 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.

**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 (including marijuana):** 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.

For these and other offenses detailed in this annex, cadets dismissed or suspended, who are in the Military Leader track cadet, can anticipate disenrollment from their ROTC program and may be subject to recoupment by the government of previously paid scholarships in addition to the loss of commissioning opportunity.

**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 this subjects is stated in the *Student Code of Conduct*. Cadets are responsible for reading and adhering to this documents. 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.

Hazing is a criminal offense in the Commonwealth of Virginia, as defined in § 18.2-56 in the Code of Virginia, and is prohibited at Virginia Tech in all forms. This policy is based on the proposition that students are entitled to be treated with consideration and respect at all times. It applies to all student organizations and individuals.

The *Student Code of Conduct* defines hazing as follows: 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.

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 actions or activities. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in these acts:

- Physical Acts
  - Encouraging or requiring persons to consume alcohol or other substances regardless of the age of the participant.
  - Encouraging or requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for any substantial period of time (e.g. burning, branding, tattooing, using makeup, paint or markers on a person, or shaving the head or body).
  - Encouraging or requiring activities that disrupt a person’s normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours) and reasonable time for personal hygiene.
  - Encouraging or requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficult work assignments, activities that may be excessive for a person, activities that require a person to remain in a fixed position for an extended period of time, binding or restricting an individual in any way that would prohibit them from moving on their own, confining a person or exposing participants to uncomfortable elements like in environments that are too hot, cold, noisy, small, or threatening/intimidating.
  - Hitting, pretending, or misleading a prospective member into believing that they will be hit, hurt, or physically altered.

- Encouraging or requiring acts that are or seem to be dangerous.
- Psychological Acts
  - Encouraging or requiring a person to pretend to or actually violate a law.
  - Encouraging or requiring an individual to obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).
  - Verbally abusing prospective members. Examples include but are not limited to yelling or screaming, calling individuals demeaning names, booing, hissing, or demeaning individuals when they make mistakes.
  - Encouraging or requiring a person to perform acts of servitude, perform personal errands for others, or engage in activities that are demeaning.
  - 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.
  - Misleading prospective members into believing that they will be hurt during induction or initiation.
  - Encouraging or requiring a person to publicly carry objects or wear apparel that is abnormal, not normally in good taste, conspicuous and/or indecent.
  - Encouraging or requiring a person to appear nude or reveal body parts.
  - Encouraging or requiring an individual or group to remain in a certain place or transporting them to a location without their knowledge (e.g. taking a person on a road trip or excursion to an unknown destination or kidnapping).
  - Parading individuals in public areas, transporting individuals in a motor vehicle while blindfolded, or privately conducting blindfolding activities that serve no constructive purpose.
  - Requiring an individual to “pledge” or “associate” for a period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements or extraordinary circumstances.

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:

- Customary athletic events, contests, or competitions that are sponsored by the institution or the organized and supervised practices associated with such events.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program or military training program, as approved by the institution.

**NOTE:** An individual may not consent to being hazed, and their 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 Reporting, Investigation, and Adjudication: The university encourages individuals who report any potential hazing activities. The initial report of a suspected violation may be reported in person, by phone or by electronic communication, and may be done anonymously. Alleged violations of this policy can be reported through an online reporting system or to the following offices:

- Student Conduct
- Student Engagement and Campus Life
- Fraternity and Sorority Life (for Greek organizations)
- Recreational Sports (for club sports)
- Virginia Tech Police Department

Credible and sufficiently detailed reports of hazing will be referred to Student Conduct for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

Reporting to the Commonwealth's Attorney: Per § 18.2-56 in the Code of Virginia, the university must report incidents of hazing that cause bodily injury to the Commonwealth's Attorney, who may take separate action.

**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. All cadet activities must be strictly supervised by the cadet chain of command. Examples of activities include but are not limited to:

- Mentor Night
- First-year cadet on-line formations
- Company welcomings
- Cadet organizational "tapping" procedures
- Company fun/pride nights

Examples of specific acts that are not in compliance with Commonwealth and university policies, and DoD instructions on hazing along with the Principles of Community include, but are not limited to:

- The use of blindfolds or other impediments to vision are forbidden in all cadet activities.
- 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.
- The denial of any cadet the use of privacy curtains in shower stalls or the denial of any cadet the selectively of water temperature to bathe is prohibited.
- 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.
- Pressing any object into another person's skin, regardless of whether it pierces the skin, such as "pinning" or "tacking on" of rank insignia, unit insignia, badges, medals, or any other object. Hazing is prohibited in all circumstances and environments including off-duty or "unofficial" unit functions and settings.
- 

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 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 & GENDER-BASED VIOLENCE**

**General:** The university policies on these subjects are stated in the university's [Student Code of Conduct](#). Cadets are responsible for reading and adhering to this document. 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.

Harassment, discrimination, and sexual violence are governed by Virginia Polytechnic Institute and State University Policy and Procedures No. 1025 as well as university policies related to Title IX. Virginia Tech does not tolerate discrimination or harassment on the basis of age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with Virginia Tech's commitment to excellence and to a community in which mutual respect is a core value as articulated in the Virginia Tech Principles of Community. The prohibition against discrimination and harassment applies to all levels and areas of university operations and programs, to undergraduate and graduate students, administrators, faculty, staff, volunteers, vendors and contractors.

### **Reporting and Response Protocol for Sexual Harassment and Violence**

Reporting an Alleged Sexual Harassment or Violence Incident: Any cadet who observes an incident or feels he or she is the subject of sexual harassment may report the incident to the chain of command immediately.

The chain of command will ensure that the reporting party is removed from the threat immediately.

If the reporting party does not feel comfortable reporting the incident to the cadet chain of command, they may report it directly to the Deputy Commandant or the Residential Learning Coordinator. Alternatively, they may report directly to the university's Title IX Coordinator, or seek a confidential resource, such as Cook Counseling Center or the Virginia Tech Women's Center.

The initial report may include information regarding the 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 reporting party 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 to the Title IX Coordinator to determine the way forward.

If the reporting party does not feel comfortable reporting the incident to the cadet chain of command, they may report it directly to the Deputy Commandant or the Residential Learning Coordinator, or make a complaint to Title IX or other university offices.

Response to an Alleged Sexual Harassment or Violence Incident: 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's Title IX Coordinator 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.

Virginia Tech seeks to remove any barriers to reporting incidents of gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

### **Immediate Actions if you are a Victim of Sexual Violence**

- 1) **Call** a friend, relative, and/or victim advocate from the [Women's Resource Center](#) (24-hour hotline at 540-639-1123) 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, or 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 university officials who have authority to institute corrective measures in response to a report of Title IX Sexual Harassment. This includes include university administrators, supervisors, employees with instructional responsibilities (for their respective teaching obligation), and academic advisors and other university employees who have significant responsibility for student and campus activities or implementing the university's policies related to employee and student discipline. Responsible parties are obligated to report acts of sexual violence or any other sexual misconduct by employees or students to the Title IX coordinator. Once a responsible employee is on notice of sexual misconduct, including sexual violence, the responsible employee must promptly report all information they have to the appropriate Title IX Coordinator. Notice may be received directly or indirectly and could include a grievance, information from a student, another employee, parent or friend, sources in the local community, social networking sites, the media, or an anonymous report.

Questions and complaints of discrimination or discriminatory harassment involving students should be filed with:

The Director of Title IX Compliance  
Title IX Coordinator  
Office of Equity and Accessibility  
300 Turner Street North East, Suite 2300  
Phone: (540) 231-1824  
[polidoro@vt.edu](mailto:polidoro@vt.edu)

### Confidential Resources

Confidential resources include the staff at the [Schiffert Health Center](#), [Cook Counseling Center](#), the [Virginia Tech Women's Center](#), the [University Ombuds Office](#), and the [Graduate Student Ombuds Office](#).

### Law Enforcement Resources

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.

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.

Virginia Tech seeks to remove any barriers to reporting incidents of gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report



of gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

## Definitions

Definitions of Sexual Harassment and Violence can be found in the Student Code of Conduct.

### Discrimination and/or Harassment

Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law. Virginia Tech does not otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants nor on any other basis protected by law. Discrimination on the basis of sex in education programs and activities receiving federal financial funding as set forth in Title IX of the Education Amendments of 1972, as amended, is included in this definition of prohibited discrimination;

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; **and/or**

Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

### Sex Discrimination and Sexual Harassment

Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's sex (including pregnancy), and unreasonably interferes with the person's work or academic performance or limits participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating.

Conduct of a sexual nature, including conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education, or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual. This includes sexual

violence, gender-based harassment, domestic violence, dating violence and stalking as forms of sexual harassment.

### Retaliation

It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation (“protected activity”). Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

### Gender-Based Violence

Gender-based violence includes the following prohibited acts: sexual violence-assault, sexual violence-battery, sexual violence-sexual coercion, sexual violence-rape, gender-based harassment, sexual exploitation, dating and domestic violence, and stalking.

Complaints of gender-based violence should be reported to the Office of Equity and Accessibility:

Katie Polidoro  
Title IX Coordinator  
North End Center  
300 Turner Street Blacksburg, VA 24016  
540-231-2010  
equityandaccess@vt.edu

Virginia Tech encourages 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. Discrimination and harassment are further governed by [University Policy No. 1025](#).

### 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.

### 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.

### 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.

### 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.

### 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.

**Incapacitation**

Includes but is not limited to being asleep, drugged, intoxicated, or unconscious.

**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: \_\_\_\_\_

## IMPORTANT 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.

Before a cadet can perform the color detail, they must complete a rehearsal in the evening with VTCC Color Guard members. 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 company commander is responsible for providing detail participant names forty-eight hours in advance of the detail. Failure to appear for detail rehearsal or color detail will result in a Regimental NJP.

The tour of duty for the unit assigned flag detail 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 clean 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 Pearson Hall West storage room by the Color Guard cage (Monday-Friday). Weekend detail members will rehearse on Friday.
- 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 Pearson Hall West storage room.
- 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 Pearson Hall West.”(following the 1,2,1,2,1,2 method)
- Once in Pearson Hall West, 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 Pearson Hall West storage room 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 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 Pearson Hall West storage room”
- Then the detail will walk into the Pearson Hall West 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 complete, 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 Pearson Hall West basement, unfold it and lay it out to dry on the racks. Make sure to alert the Color Guard Commander of the color's 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.

**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 competition will be divided into six categories referred to as "Cups". The Cups are as follows: Academics, Commander's, Recruiting & Campus Engagement, Drill & Ceremony, Room & Uniform, and Physical. The cups will be named for prestigious alumni and or auctioned to donors or classes to dedicate and name as they wish.

Each Cup shall be broken down into events or "subcategories" within that cup. Companies will compete throughout the year for each cup through the challenges or aspects of the Corps dictated through each subcategory. A company can earn up to five points per subcategory as, for most subcategories, the winning company will receive 5 points, second company 4, third 3, fourth 2, and the company in fifth place will receive 1 point. Only the top five companies within each subcategory will receive points towards winning that respective cup. For each cup, the cumulative points total from the different subcategories for each company will be aggregated and ranked. Then the first, second, and third place companies for that cup will then earn 3, 2, and 1 points respectively towards winning Gold Cord. The diagram below explains this concept.

The overall breakdown of each cup is as follows:

### **Academics**

- Fall GPA
- Past Spring GPA

### **Commander's**

- Company Athletics
- Platoon Tac
- Banners (Tiers)
  - Home Coming
  - Military Ball

### Recruiting

- Hometown recruiting
- Community Service
- Spend the Night
- Campus Involvement

### Drill & Ceremony

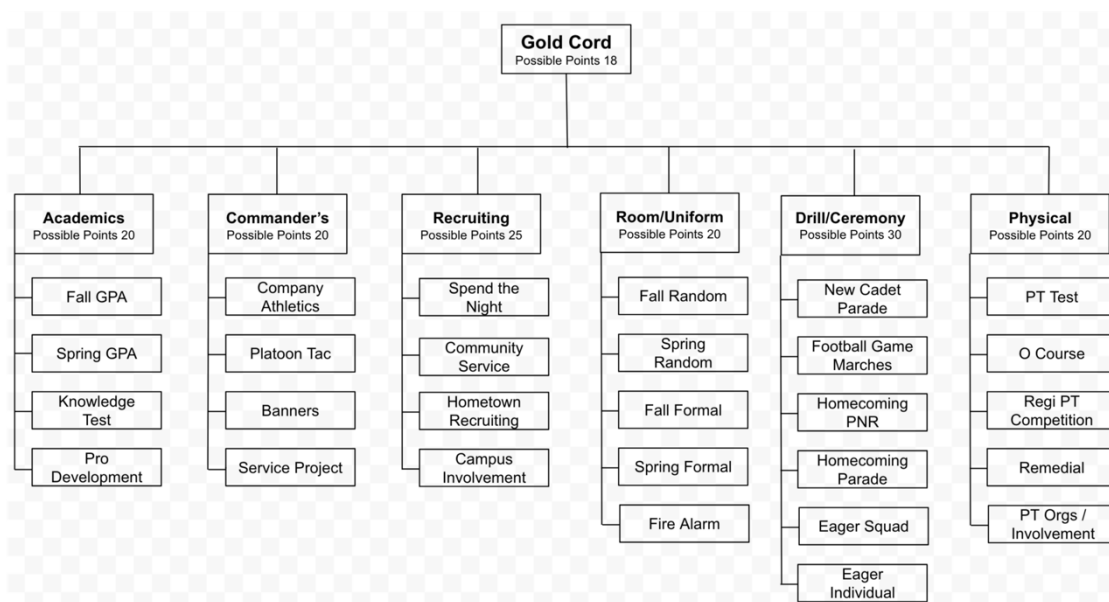
- Football
- Homecoming Parade
- Eager Squad
- Eager I

### Room/Uniform

- Fall Random
- Spring Random
- Fall Formal
- Spring Formal
- Fall ORI
- Spring ORI

### PT

- PT Test



### **William H Rasche Academics Cup**

First and foremost, every cadet is a student whose primary mission is to succeed academically to best set themselves up for success in their future endeavors. 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. To support this, the Academics Cup will be comprised of four subcategories which encourage academic success at all levels. They are as follows: Fall GPA and Spring GPA.

#### **Fall GPA**

The fall average cumulative grade point average of each company will be calculated and ranked from highest to lowest. The top company will receive 5 points, second company 4, third 3, fourth 2, and the company with the fifth highest GPA will receive 1 point.

#### **Past Spring GPA**

The spring cumulative grade point average of the company for the previous semester will be calculated and ranked from highest to lowest. The top company will receive 5 points, second company 4, third 3, fourth 2, and the company with the fifth highest GPA will receive 1 point.

### **Sarah J. Mitchell Commander's Cup**

#### **Company Athletics**

Company Athletics will be run in a manner determined by the Regimental Commander. Upon completion of each semester's Company Athletics "season", companies will be ranked in winning order as determined by The Commander and Regimental Athletics officer. The company which comes in first place will receive 5 points, second company 4, third 3, and the fourth best company 2 points. Due to Band's inability to participate in Company Athletics, their points for the Sarah J. Mitchell Commander's Cup will be an average of their scores in Platoon Tac and Banners.

#### **Platoon Tac**

Platoon Tactical Challenge will be run in a manner determined by the Regimental Commander. Upon completion, platoons will be ranked in winning order as determined by The Commander. The score for the platoon coming in first place shall be determined by however many VTCC platoons run the course. IE if 24 platoons participate, then the winning platoon receives 24 points. Each subsequent platoon receives one less point. The points for both platoons within a company will be totaled and then companies will be ranked from highest to lowest based upon the cumulative number of points received. Based upon this cumulative score, the top company will receive 5 points, second company 4, third 3, fourth 2, and the fifth best company will receive 1 point.

#### **Banners**

Painting banners is an important and time-honored tradition of the VTCC. There will be two banner competitions over the year, Homecoming and Military Ball. Banners will be graded by

the Regimental CO, XO, CSM, S1-S5, Regimental IG and the Battalion COs. If any are unable to grade, a fill in may be used at The Commander's discretion. The banners will be graded on four criteria: Overall quality/general aesthetics, incorporation of theme, incorporation of VTCC history & tradition, and company pride. Based upon these criteria, it is the Regimental Commander's discretion as to how banners are scored. A tiered system of Excellent, Above Average, Average, and Satisfactory may be used. A winner shall still be determined and announced, but for the sake of gold cord it is inconsequential. The top 3 "Excellent" banners shall receive 4 points, the next three "Above Average" banners shall receive 3 points, the next three "Average" banners shall receive 2 points, and the last three "Satisfactory" banners shall receive 1 point.

## **Cahoon Recruiting Cup**

### **Hometown Recruiting**

Through the Regimental Recruiting Officer, hometown recruiting shall be organized and carried out. Hometown recruiting shall be measured by the percentage of a company who completes as instructed the event. If only certain class years are required to do hometown recruiting, then the percentage shall be the number who do hometown recruiting divided by the number of those required class years within the company. A percentage of more than 100% is possible if non required classes complete hometown recruiting. Upon completion of the hometown recruiting time period, company percentages shall be calculated and ranked from highest to lowest. The company with the highest percentage of cadets who completed hometown recruiting shall receive 5 points, second will receive 4, third 3, fourth 2, and the company with the fifth highest percentage will receive 1 point.

### **Spend the Night**

Each battalion will host two Spend the Night sessions. However, the hosts will be procured from the entire regiment. Earning points for Spend the Night will be broken down into two scores that will be totaled for the final point total.

- Spend the Night Hosts
  - Each company will be responsible for providing 10 vetted hosts for each session, Band counting as one company, for 120 total hosts per session. The Battalion Recruiting Officer responsible for that Spend the Night session will make the host assignments. Each company that provides their ten vetted hosts for that session will receive 10 points. If their hosts are not vetted or they do not provide ten hosts, they will receive no points for that session. At the end, all companies will be ranked in descending order, and the top five awarded points.



- Spend the Night Administration
  - Each battalion will administer two Spend the Night sessions per semester, and they will be ranked by the results of the feedback surveys from the students and their families and an evaluation by the Regimental Recruiting Officer.
  - For the feedback surveys, each battalion's scores will be averaged. The battalions will be ranked in descending order and awarded points.
  - The Regimental Recruiting Officer, using a pre-approved Spend the Night evaluation form, will grade the performance of the battalion executing each Spend the Night session, on a scale of 0 to 10. The battalion's two scores from the two Spend the Night sessions will be averaged. The battalions will be ranked in descending order and up to 3 points awarded.
  - Each battalion's total earned points for the feedback surveys and the Recruiting Officer's evaluation will be ranked in descending order, and awarded Recruiting Cup points. Each company will earn its battalion's number of points.

### **Campus Involvement**

Each semester the Corps is asked to provide volunteers for university events. Specifically, for recruiting this includes, among others, ushers and recruiting table volunteers for each Admissions Open House, Fall Visitation, Hokie Preview, Hokie Focus, Gateway, and high school spring break admissions events.

Each company will be asked to provide a certain number of volunteers by a deadline. If they meet that deadline with the full number of volunteers, they will receive the full number of points. On the day of the event, muster will be taken. Each company will lose 2 points for each volunteer that fails to show.

At the end of the semester, the points will be totaled for each company; the companies will be ranked in descending order and the top five will be awarded points.

### **Community Service**

In the spirit of Ut Prosim, each company is required to complete one service project per semester. Companies will receive points for planning and preparation for the event, and for after-action reporting of the event.

Planning/Preparation:

In order to receive points, companies must submit their community service plan to the Executive Officer before starting their community service activity. The points are based on timeliness:

First semester:

Plan received by Sept 15th – 5 points

Plan received by Oct 15th – 3 points

Plan received by Nov 1st – 1 point



Second semester:

Plan received by Feb 15th – 5 points

Plan received by Mar 15th – 3 points

Plan received by Apr 1st – 1 point\*

\*Gold Cord final calculations are completed before the spring Corps Awards ceremony. In order to receive points for community service activities, those activities and the Service Project After Action Survey must be completed no later than two days before the Corps Awards ceremony.

#### After-Action Reporting

In order to receive points for after-action reporting, companies must notify the Executive Officer of the completion of their service project AND complete the Service Project After Action Survey found under Resources on the VTCC home page.

Notification and Survey Completion within one week of service project – 5 points

Notification and Survey Completion within two weeks of service project – 3 points

Notification and Survey Completion within one month of service project – 1 point\*

\*Gold Cord final calculations are completed before the spring Corps Awards ceremony. In order to receive points for community service activities, those activities and the Service Project After Action Survey must be completed no later than two days before the Corps Awards ceremony.

#### Col Wes Fox Room/Uniform Cup

##### Fall Random Room Inspections

In order to support barracks and personal cleanliness, random inspections will occur throughout the fall semester. These will include both room and uniform inspections to be implemented at the discretion of the Regimental Commander in conjunction with the Regimental IG. The inspections shall occur in a manner to promote fairness and consistency across the regiment. Upon the end of the grading period for inspections, a company's number of cumulative gigs, as determined by the Regimental IG, shall be divided by the number of active cadets within that company (IE do not count study abroad or other such cadets). The company with the fewest number of gigs per cadet will receive 5 points, second will receive 4, third 3, fourth 2, and the company with the fifth lowest gigs per cadet will receive 1 point.

##### Spring Random Room Inspections

In order to support barracks and personal cleanliness, random inspections will occur throughout the spring semester. These will include both room and uniform inspections to be implemented at the discretion of the Regimental Commander in conjunction with the Regimental IG. The inspections shall occur in a manner to promote fairness and consistency across the regiment. Upon the end of the grading period for inspections, a company's number of cumulative gigs, as determined by the Regimental IG, shall be divided by the number of active cadets within that company (IE do not count study abroad or other such cadets). The company with the fewest

number of gigs per cadet will receive 5 points, second will receive 4, third 3, fourth 2, and the company with the fifth lowest gigs per cadet will receive 1 point.

### **Fall Formal Inspection**

In order to support barracks and personal cleanliness, at least one formal inspection will occur during the fall semester. This will include both room and uniform inspections to be implemented at the discretion of the Regimental Commander in conjunction with the Regimental IG. The inspections shall occur in a manner to promote fairness and consistency across the regiment. Upon the end of the inspection(s), a company's number of cumulative gigs, as determined by the Regimental IG, shall be divided by the number of active cadets within that company (IE do not count study abroad or other such cadets). The company with the fewest number of gigs per cadet will receive 5 points, second will receive 4, third 3, fourth 2, and the company with the fifth lowest gigs per cadet will receive 1 point.

### **Spring Formal Inspection**

In order to support barracks and personal cleanliness, at least one formal inspection will occur during the spring semester. This will include both room and uniform inspections to be implemented at the discretion of the Regimental Commander in conjunction with the Regimental IG. The inspections shall occur in a manner to promote fairness and consistency across the regiment. Upon the end of the inspection(s), a company's number of cumulative gigs, as determined by the Regimental IG, shall be divided by the number of active cadets within that company (IE do not count study abroad or other such cadets). The company with the fewest number of gigs per cadet will receive 5 points, second will receive 4, third 3, fourth 2, and the company with the fifth lowest gigs per cadet will receive 1 point.

### **Kohler Drill & Ceremony Cup**

#### **New Cadet Parade**

The New Cadet Parade will be run in a manner determined by the Regimental Commander. Upon completion, companies will be ranked from highest to lowest based upon the event's scoring system. Based upon this ranking, the top company will receive 5 points, second company 4, third 3, fourth 2, and the fifth best company will receive 1 point.

#### **Football**

For each home football game the Corps marches to throughout the year, the Regimental IG will coordinate a standard and consistent system to grade the quality of marching of each company. As determined by the Regimental IG, the winning company will receive 5 points, second will receive 4, third 3, fourth 2, and the fifth best will receive 1 point.

#### **Homecoming Parade**

For the Homecoming Parade the Regimental IG will coordinate a standard and consistent system of grading to assess the marching capabilities of each company. As determined by the Regimental IG, the winning company will receive 5 points, second will receive 4, third 3, fourth 2, and the fifth best will receive 1 point.

### **Eager Squad**

Eager Squad will be run in a manner determined by the Regimental Commander. Upon completion, companies will be ranked from highest to lowest based upon the event's scoring system. Based upon this ranking, the top company will receive 5 points, second company 4, third 3, fourth 2, and the fifth best company will receive 1 point.

### **Eager Individual**

Eager Individual will be run in a manner determined by the Regimental Commander. Upon completion, companies will be ranked from highest to lowest based upon the event's scoring system. Based upon this ranking, the top company will receive 5 points, second company 4, third 3, fourth 2, and the fifth best company will receive 1 point.

### **Matthew J. LaPorte Iron Cup**

Maintaining physical standards and a healthy lifestyle is not just imperative for a military organization, it is a requirement of life. This PT Cup is intended to promote this healthy life skill and encourage a better focus on the standards we hold ourselves and one another to.

### **PT Test**

One of the simplest ways of measuring a cadet's individual fitness is through a standard PT Test. PT score will be collected from every member of the Corps. The company with the highest percentage of "above average" scores will receive 5 points, second will receive 4, third 3, fourth 2, and the fifth highest percentage will receive 1 point.

Below: below 480 on Army ACFT, 225 on Navy/Marine PRT or below 85 on Air Force/VPI PFA

Average: between, 480-560, 225-275, or 85-95

Above: above 560, 275, or 95

### **Notes:**

Any other competition or aspect thereof may be added into any cup at the discretion of the Regimental Commander in conjunction with the XO and Battalion Commanders. The additions may occur at any time such that there is no undue advantage given to any one or any number of companies. Any additions must be clearly published and circulated to the regiment in order to promote fairness and consistency.

If there, in any sub category or cup, is a tie of two or more companies, all those part of the tie shall split the points. IE if X-ray, Yankee, and Zulu companies all tie for first place in the Spring Formal subcategory, the assignment of points would be as follows:  $5 + 4 + 3 = 12$ . 12 divided by 3 companies = 4 points. Each company would receive 4 points.

If at the end of the semester two or more companies have tied for Gold Cord, the deciding factor shall be the company's cumulative average fall semester GPA.

A schedule of gold cord opportunities will be published from time to time in order to provide transparency and opportunity for preparation.

An explanation of the scoring system ought to be created graphically and or in some other easily consumable medium for the awareness of all involved parties.

From time to time Gold Cord, the Cup system, and any or all subcategories will be reevaluated to determine whether or not they continue to promote the initiatives and goals of the Corps of Cadets, Division of Student Affairs, and Virginia Tech as a whole.

## **ANNEX F: COMMANDER APPLICATION FOR CREATION OF A TEMPORARY POSITION & 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.

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Commander's Name	
Commander's Position	
Date of Application	
Title of Proposed Position	
Description of Duties and Responsibilities	
Metrics Used to Measure Results	
Nominee's Name to Fill Position	
Proposed Rank of Nominee	

## ANNEX G: 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 H: CORPS ACADEMIC POLICIES AND PROCEDURES

Every cadet is responsible for knowing all of the current academic policies established by the Rice Center for Leader Development for courses taught by the VTCC staff. Cadets can find the policies in the course syllabi which are posted in Canvas no later than the first week of classes each semester. Every cadet is required to become competent with using Canvas. 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.

All first-year and sophomore cadets are required to enroll in and satisfactorily complete the appropriate Corps Lab. First-year or sophomore cadets with an unavoidable class conflict for either Corps Lab or ProLab must complete the Corps Lab and/or ProLab Excusal Request process. Completion of four semesters of Corps Lab is mandatory for all cadets to graduate from the Corps of Cadets. Therefore, cadets unable to participate in one or more semesters of Freshman or Sophomore Corps Lab will be required to make up those semesters with Junior or Senior Corps Lab.

Details can be found at [http://vtcc.vt.edu/rice-center-main/Lab\\_Excusal.html](http://vtcc.vt.edu/rice-center-main/Lab_Excusal.html).

Juniors and seniors may choose whether they will take the Corps Lab offered each semester for their class year (except as noted above). Juniors and seniors who choose not to take the Corps Lab do not have to complete the excusal process. However, juniors and seniors in the Citizen-Leader track must complete the appropriate ProLab each semester. Juniors and seniors in the Citizen-Leader track who have an unavoidable class conflict with ProLab must complete the ProLab excusal process found at [http://vtcc.vt.edu/rice-center-main/Lab\\_Excusal.html](http://vtcc.vt.edu/rice-center-main/Lab_Excusal.html).

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 submitting the check sheet for the minor he/she wishes to pursue. Information, including the link to the check sheets 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: \_\_\_\_\_

## ANNEX I: WEAPONS POLICY

The university's *Student Code of Conduct* weapons policy prohibits the following: Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary, owned or leased by Virginia Tech. Refer to Virginia Polytechnic Institute and State University Policy and Procedures [No. 5616](#) for additional information.

Policy 5616 defines weapons as follows:

- Firearms: defined as any gun, rifle, pistol, or handgun designed to expel or discharge any projectile, including but not limited to bullets, pellets or shots, paint balls, regardless of the propellant used.
- Ammunition: any material intended for use in a firearm, capable of being projected by a weapon and/or makes the weapon operational.
- Other weapons: any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with blades longer than four inches, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, foils, stun weapons, or any explosive or incendiary device.
- Stun weapons: any device that emits a momentary or pulsed output, which is electrical, audible, optical, or electromagnetic in nature and which is designed to temporarily incapacitate a person.

Policy 5616 prohibits the possession or storage of weapons or ammunition on university property and states the following about enforcement:

Students who store weapons in residence hall rooms, who brandish weapons or who use a weapon in a reckless manner may face disciplinary action, which may include suspension or dismissal from the university. Students who store ammunition in the residence halls will face disciplinary action. Exceptions to possessing weapons may be made in the case of university functions or activities and for educational exhibitions or displays. Exceptions must be approved by the Vice President for Administrative Services in consultation with appropriate university offices. This policy does not prohibit the possession of firearms by persons, such as law enforcement officers, who are authorized by law to do so in the performance of their duties. A weapons storage program is available.

The storage program applies to the weapon and ammunition. Ammunition that will not be stored includes Air Soft projectiles, Nerf gun projectiles, and CO2 Cartridges. Interested persons should contact the Virginia Tech Police (Southgate Center, 540-231-6411.)

**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 Weapons Policies and Procedures.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_