

VTCC NOTICE 1301-1

From: Commandant, Virginia Tech Corps of Cadets

Subj: VIRGINIA POLYTECHNIC CORPS OF CADET STAFF ADVISOR & ADDITIONAL DUTY ASSIGNMENTS

Ref: (a) VTCC Standard Regulations

Encl: (1) Staff Advisor Positions
(2) Additional Duty Assignments

1. Purpose. To promulgate the assignment of additional duties and provide official notification established within the Virginia Tech Corps of Cadets (VTCC).
2. Background. Enclosures (1) and (2) constitute official assignment notifications for cadet advisor positions & additional duties. Designated representatives are responsible for familiarizing themselves with any instructional guidance about their assigned additional duty.
3. Action. Assigned personnel will become familiar with the provisions and regulations of their additional/collateral duty assignments. Additionally, assigned personnel are responsible for informing the cognizant chain of command of any circumstances that preclude executing their assigned duty to support timely relief identification.
4. Cancellation. Previously disseminated Staff Additional Duties lists.

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RANDAL D. FULLHART, Maj Gen, USAF (Ret)
Commandant, Virginia Tech Corps of Cadets

Distribution:

Electronic only via VTCC Web site

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

STAFF ADVISOR POSITIONS

REGI. ADVISOR POSITION	PRIMARY	ALTERNATE
Regi CO Advisor	Commandant	Vice Cmdt./ CAPT McGrath
Regi XO Advisor	COL Alia	Col Shelton
Regi CSM	MSgt Lilly	CMDCM Curtis
Regi S-1 Advisor	Col Shelton	Ms. Fleenor
Regi S-2 Advisor	Ms. Mallory	Mr. Mallory
Regi S-3 Advisor	COL Alia	Col Shelton
Regi S-33 Advisor	COL Alia	Col Shelton
Regi S-35 Advisor	COL Alia	Col Shelton
Regi S-4 Advisor	CMDCM Curtis	Lt Col Russell
Regi S-5 Advisor	CAPT McGrath	Ms. Fleenor
Regi S-6 Advisor	CAPT McGrath/ Rice Deputy	Ms. Mallory
Regi S-7 Advisory Team	Lt Col Sheets (Operations Execution) Ms. Fleenor (Instruction & Training Plan Development)	
Regi Historian Advisor	Ms. Riggin	CDR Brown
Regi Recruiter Advisor	LTC Mariger	Ms. Darien Stewart/ Asst. Recruiting Dep. Dir.
Regi Alumni Liaison Officer	CDR Brown	LTC Fairbank

ADDITIONAL/COLLATERAL DUTIES

PROGRAM	PRIMARY	ALTERNATE
Armory Operations Director	MSgt Lilly	Mr. Mallory
Asian-American-Pacific Cadet Org.	Ms. Fairbank	Col Shelton
Bias Incident Team Liaison	COL Alia	MGySgt Jones
Black Cadet Organization	COL Alia	MGySgt Jones
Cadet Alumni Team Advisor	CDR Brown	Ms. Fairbank
Cadet Language Organization	COL Alia	CAPT McGrath
Cadets for a Cause	COL Alia	Col Shelton
Cadre Week Coordinator	MSG Moore	CAPT McGrath
Caldwell March Lead	Col Shelton	MSgt Lilly
Color Guard	MGySgt Jones	Lt Col Sheets
Conrad Cavalry	MGySgt Jones	Mr. Mallory
Cyber Team	Ms. Mallory	CAPT McGrath/Rice Deputy
Eagle Scouts Assoc.	CAPT McGrath	LTC Mariger
Esprit de Corps	Col Shelton	Mr. Mallory
Exec Committee / SJA Advisor	Lt Col Russell	Col Shelton
FENIX Advisor	Lt Col Russell	Ms. Fairbank
Flyover Operations Director	CDR Brown	Lt Col Sheets
Fundraising Advisor	Ms. Miller	Ms. Ward
Global Scholars Program	Lt Col Russell	CAPT McGrath
Gregory Guard Advisor	CDR Brown	MSG Moore
Growley Team	COL Alia	CMDCM Curtis
HERO Advisor	Lt Col Russell	CDR Brown
Honor Court	Mr. Mallory	COL Alia
Indoor Shooting Range	MGySgt Jones	Lt Col Sheets
Inspector General Advisor	CMDCM Curtis	Col Shelton
Liaison to Athletic Department	Lt Col Sheets	Mr. Mallory
Liaison to Coast Guard Auxiliary	Mr. Mallory	CDR Brown
Liaison to Student Conduct	Lt Col Russell	Col Shelton
Liaison to Title IX Office	Lt Col Russell	COL Alia
Marksmanship Team	MGySgt Jones	MSgt Lilly
Medic Staff Advisor	Mr. Mallory	Ms. S. Stewart
Men's / Women's Basketball	MGySgt Jones	Lt Col Sheets
Mil Ball/Senior Banquet	Lt Col Sheets	Ms. Fairbank
New Cadet Week Coordinator	MSG Moore	CAPT McGrath
O'Course Committee	MGySgt Jones	MSgt Lilly
Olmsted Foundation	TBD	CAPT McGrath
Parade Execution	MSgt Lilly	COL Alia
Parades Admin	MSG Moore	CMDCM Curtis
Platoon Leader Course Advisor	Mr. Mallory	Ms. Fleenor
Platoon Tactical Challenge Lead	Mr. Mallory	CMDCM Curtis
Rappelling Tower*	Lt Col Sheets	MSG Benefield/ MGySgt Jone
Ring Figure Advisor	CAPT McGrath	CDR Brown
Sash & Saber	Mr. Mallory	MSgt Lilly

PROGRAM	PRIMARY	ALTERNATE
Skipper Crew Advisory Team	Col Shelton (Operations Execution & External Liaison) Mr. Mallory (Ordinance & Transportation) CMDPCM Curtis (Maintenance & Upkeep)	
Society of American Military Engineers (SAME)	CAPT McGrath	TBD
Tailor Shop Liaison	CMDPCM Curtis	Ms. Fleenor
VTCC FERPA Advisor	CAPT McGrath	Ms. Miller
Women of the VTCC Advisor	LTC Mariger	Ms. Fleenor
Ethics	Lt Col Sheets	CMDPCM Curtis

* = requires certification