



# Standard Regulations

**VTCC INST. 1872.1**

DTD 01 August 2025

## EXECUTIVE SUMMARY OF CHANGES

<b>Originating Component:</b>	Virginia Tech Corps of Cadets
<b>Effective:</b>	01 August 2025
<b>Releasability:</b>	Cleared for public release & available on the Virginia Tech Corps of Cadets website at <a href="https://vtcc.vt.edu/">https://vtcc.vt.edu/</a>
<b>Reissues &amp; Cancels:</b>	Reissue - Standard Cadet Regulations DTD August 2025
<b>Approved by:</b>	//SIGNED// William Seely, Maj Gen, USMC (Ret) Commandant, Virginia Tech Corps of Cadets

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**Purpose:** Update the *Standard Regulations Manual* to reflect minor formatting, clarify specific language, and modify sections as necessary. All printed and electronic copies should be discarded and replaced with the August 2025 version.

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

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

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

### ***Glossary***

- Consolidated all definitions from each chapter in this chapter

### ***Introduction:***

- p. 12 Updated - *Implementation* paragraph
- p. 12 Updated - *Changes* paragraph
- p. 13 Updated - *Final Word* paragraph

### ***Table of Contents:***

- Updated - The chapters were restructured to create more concise and digestible ones by redistributing the topics to new chapters. The Table of Contents below illustrates the previous and revised chapter & annex titles.

#	2023	2024	2025
1	Mission & Organization	Mission	Mission
2	Administration	Organization	Organization Structure
3	Order & Discipline	Citizen Leader Track Program (VPI BN)	Duties and Responsibilities
4	Operations	Administration	Class & Cadet Ranks
5	Cleanliness, Rm Std, Insp	Order & Discipline ( <b>Deleted*</b> )	Corps Academics Program
6	Training ( <b>Deleted*</b> )	Operations	Administration
7	Safety & Emer. OPs	Cleanliness & Room Standards	Resignation & Readmission
8	Drill & Ceremony	Inspections	Operations
9	Logistics	Safety & Emer. OPs	Extracurriculars & Employment
10	Public Info. & Recruiting	Customs, Courtesies, Drill & Ceremony	Corps Organizations
11	Academics	Logistics	Customs & Courtesies
12	-----	Public Info.	Cleanliness & Room Standards
13	-----	Recruiting	Inspections
14	-----	Academics	Drill & Ceremony
15	-----	Awards & Recognition	Awards & Recognition
16	-----	-----	Logistics
17	-----	-----	Public Information
18	-----	-----	Recruiting
19	-----		Safety & Emer. OPs
20	-----	-----	Citizen Leader Track Program (VPI BN)
21	-----	-----	Mentoring & Integration
22	-----	-----	
23	-----	-----	
	<b>Previous Annex</b>	<b>Revised Annex</b>	<b>Revised Annex</b>
A	Drug/Alcohol Use & False Identification	Drug/Alcohol Use & False Identification	Drug/Alcohol Use & False Identification
B	Hazing Policy	Hazing Policy	Hazing Policy
C	Harassment & Gender-Based Violence	Harassment & Gender-Based Violence	Harassment & Gender-Based Violence
D	Flag Detail	Flag Detail	Flag Detail
E	Gold Cord ( <b>Consolidated w/ CH 15</b> )	App. for Creation of Temp. Position & Field Promotion	App. for Creation of Temp. Position & Field Promotion
F	App. for Creation of Temp. Position & Field Promotion	Waiver of Liability	Waiver of Liability
G	Waiver of Liability	Academic Policies & Procedures	Academic Policies & Procedures
H	Academic Policies & Procedures	Weapons Policy	Weapons Policy
I	Weapons Policy	Network Policy	Network Policy
J	N/A	Sample Annex Acknowledgement Form	Sample Annex Acknowledgement Form

\* = Chapter content shifted to standalone instruction/regulation.

***Chapter 1: Mission***

- p. 14 Updated - Vision of the VTCC
- p.14 Updated - grammatical errors and clarity
- p. 14 Added - chapter description

***Chapter 2: Organization Structure***

- p. 18 Added - Chapter description for uniformity with other chapters.
- p. 18 Added - Chain of Command organizational charts for Commandant's staff and Cadet Corps.
- p. 21 Added - Eligibility Requirements for Corps of Cadets leadership positions
- p. 43 Updated - Corps Academic Offerings & ProLab to Corps Leadership Classes & Corps Lab
- p. 43 Added - Role and responsibilities of Battalion S-6
- p. 43 Updated - Corps Academic Offerings & ProLab to Corps Leadership Classes & Corps Lab

***Chapter 3: Duties and Responsibilities***

- p. 22 Added - Description to beginning of chapter
- p. 23 Added - Vice Commandant of Cadets
- p. 26 Added - Deputy Director, Rice Center for Leadership Development
- p. 98 Relocated - All information relating to Corps Organizations to Chapter 9 (special ranks & leadership positions within Corps Organizations).
- p. 100 Relocated - Regimental Armorer to Ch. 9 to reflect their role as head of Ordnance staff
- p. 23 Added - Deputy Director of Operations (Advisor to the Commandant)
- p. 44 Updated - Responsibilities of Battalion Recruiting NCOIC
- p. 54 Added - Officer of the Day (OOD) from Ch. 6

***Chapter 4: Cadet Ranks***

- p. 56 Added - Description to beginning of chapter
- p. 56 Updated - Description of each class year and their associated cadet ranks
- p. 56 Updated - Process for promotion of senior cadets to be cadet officers
- p. 56 Added - Freshmen Cadets in Gold Phase will hold rank of C/PFC unless directed otherwise in sanction letters
- p. 57 Updated - Honor Court Chief Justice and Exec. Court Chairman C/MAJ → C/LTC
- p. 57 Added - List of all cadet ranks and organized them into grades emulating the officer & enlisted structure of the U.S. Armed Forces

***Chapter 5: Corps Academics Program***

- p. 62 Updated - Call to Quarters → Evening Call to Quarters (ECQ)
- p. 63 Updated - Additional Call to Quarters (AddCQ)
- p. 63 Removed - Morning Call to Quarters and Afternoon Call to Quarters
- p. 63 Updated - Corps Academic Offerings → Corps Leadership Classes
- p. 143 Moved - Academic Awards to Ch. 15
- p. 65 Added - Description of Marathon Call to Quarters (MCQ) to Final Exams section

***Chapter 6: Administration***

- p. 12 Relocated - *Updates to Corps Regulations* to the Introduction
- p. 60 Relocated - *Creation of Temporary Positions & Promotions* to Cadet Ranks
- p. 112 Relocated - *Visitation* to Chapter 11
- p. 75 Relocated - *Resignation & Readmission* to a standalone chapter
- p. 114 Relocated - *Dating* to Chapter 11
- p. 73 Removed - Electronic & Phone Usage
- p. 67 Updated - language for petitioning commandant for early turn.
- p. 69 Relocated - “List of leadership positions & corps activities to graduate with distinction is kept by the Director of the Rice Center,” moved to a note.
- p. 69 Added - Special Category Cadets from Ch. 4
- p. 08 Relocated - Definitions of Special Category cadets (other than Town Cadet and Fifth Year Cadet) to Glossary
- p. 69 Added - Cadets with dependents can be town cadets
- p. 69 Updated - All first-year cadets will live in the cadet dorms and are NOT able to be Town Cadets.
- p. 70 Removed- Regulations are distributed digitally now, removing requirements to maintain physical copies.
- p. 70 Removed - “Forms” section as it is antiquated and no longer relevant to the modern Corps.
- p. 78 Relocated - ROs and SOs to Ch 6. Operations
- p. 73 Added - Required that cadets requesting a room change write a memorandum to their unit commander outlining the reasons for the change.
- p. 73 Added - "**NOTE:** *The Deputy Commandant shall ensure no sensitive information is included on any housing doc.*”
- p. 73 Added - Hokie Passport Access for Room Inspections

***Chapter 7: Resignation & Readmission***

- p. 75 Updated - Language of the resignation policy
- p. 76 Added - Policies for the re-admittance of cadets who voluntarily resigned the Corps to those who were dismissed/suspended for disciplinary reasons.

***Chapter 8: Operations***

- Rearranged various sections
- p. 78 Added - Standing Orders
- p. 83 Updated - Company commanders may dismiss cadets from barracks during inclement formations at their discretion
- p. 83 Updated - Commanders may conduct bed checks on days with inclement formation
- p. 87 Added - Operation Climate Survey as an defined operation
- p. 86 Added - Morale Events
- p. 86 Updated - Company Athletics

- p. 84 Updated - Pass in Review
- p. 171 Relocated - Company Integration into Ch. 21

***Chapter 9: Extracurriculars & Employment***

- p. 93 Updated - language for when Freshman cadets can join a Corps organization.

***Chapter 10: Corps Organizations***

- p. 96 Relocated - \*All\* information on cadet organizations to this chapter
- p. 96 Updated - List of Corps Organizations
- p. 96 Removed - ROTC affiliated organizations
- p. 97 Updated - Policies on the organizational tapping process

***Chapter 11: Customs & Courtesies***

- p. 111 Updated - Saluting Rock is only for six paces, not continuous
- p. 112 Consolidated - Visitation, dating, room entering, saluting, and traditional customs & courtesies all relocated to this chapter
- p. 112 Removed the “First-Year Cadet Visitation” section and integrated it within the Cadet visitor section.
- p. 113 Added - Curfew Policy
- p. 114 Updated - Language in dating section
- p. 116 Updated - Knock System & Reporting In/Out for commandant’s staff officers

***Chapter 12: Cleanliness & Room Standards***

- NONE

***Chapter 13: Inspections***

- NONE

***Chapter 14: Drill & Ceremonies***

- p. 133 Consolidated - All topics related to drill (marching, rifle, saber, guidon).
- p. 133 Removed - Figures for Saber & Guidon Drill

***Chapter 15: Awards & Recognition***

- p. 143 Moved Academic awards from Ch. 14 here
- p. 141 Added chapter description
- p. 144 Added Jaffe Eager Squad & Eager Individual Competition

***Chapter 16: Logistics***

- p. 145 Added procedure for Supply Requests based on memo from Regi S-4 this semester.
- p. 145 Changed Bat XO → Bat S-4 as head of battalion supply
- p. 145 Changed Co XO → Co CO as company supply coordinator
- p. 145 Replaced Commandant’s Executive Officer → Vice Commandant

***Chapter 17: Public Information***

- NONE.

***Chapter 18: Recruiting***

- p. 149 Changed Cadet recruiting officer → Regimental Recruiting Officer.

***Chapter 19: Safety & Emergency Procedures***

- p. 150 Removed - Examples from the Secure In Place regulations as they are unnecessary and don't help clarify the rules or regulations.

***Chapter 20: Citizen Leader Track Program (VPI BN)***

- NONE

***Annexes: A through I***

- Updated Alcohol & Drugs policy to outline senior alcohol privileges
- Removed all individual acknowledgement signature sections as they are now signed in Docusign.
- Replaced gendered language w/ gendered neutral
- p. 189 Removed redundancies in Flag Detail Annex.
- p. 198 Updated Annex G with modern Language for the VTCCs Academic offerings.
- p.198 Updated link for Leadership minor
- p. 198 Added link to Docusign when referencing excusal form process.

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

## **GLOSSARY & DEFINITIONS**

### **DESCRIPTION**

This section provides clear definitions for terms used throughout this regulation.

### **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.

*Armed Forces Reserve Cadet / National Guard:* Cadets in Armed Forces Reserve status, or serving in the National Guard, will be subject to all Corps 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.

*Building Common Areas* - are defined as those areas (i.e., Kitchens, Laundry) utilized by more than one unit within a building.

*Close of Business (COB)* - is defined as 1700 Monday through Friday.

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

*Completion Cadets:* 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.

*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.

*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.



*Cross Section* - is defined as approximately 10% of the rooms assigned to a Battalion.

*Early Turn:* Used to describe the advancement of a cadet from a lower to a higher Corps standing at an accelerated rate.

*Good Taste* - is defined as the selection of items that are non-offensive and do not create divisive or contentious atmospheres, thereby fostering a healthy learning environment conducive to good order and discipline.

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

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

*Inspection Checklist* - is defined as a standardization for inspecting rooms and uniforms that will be used to assist the inspector and the recorder.

*Inspection Database* - is defined as a database maintained by the IG OIC/NCOIC that contains all inspection results across the entire regiment.

**Intercollegiate Athlete Cadets:** The intercollegiate athlete and cadet lifestyle may have numerous conflicting requirements—particularly in the areas of housing and 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.

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

*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.

*Normal Business Hours* - is defined as 0800-1700 Monday through Friday.

*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.

*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 MSII, MSIII and MSIV; Naval MIDN 3/C, MIDN 2/C, and MIDN 1/C; and Air Force AS 200, AS 300, and AS 400.

*Spot Checks* -is defined as a quick check that does not require an inspection checklist and may occur at any time by members of the cadet chain of command, the commandant's staff, or the respective ROTC staff.

*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.

*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.

*Tornado Watch:* is defined as weather conditions that are considered favorable for tornadoes to form in and near the watch area.

*Unit Common Areas* - are defined as those areas (i.e., Lounges, UAs) assigned by the Commandant's Staff to a particular unit.

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

## CADET RANK ABBREVIATIONS

All Ranks are preceded by “Cadet”

Grade	Abbreviation	Cadet Rank
O-6	C/COL	Colonel
O-5	C/LTC	Lieutenant Colonel
O-4	C/MAJ	Major
O-3	C/CPT	Captain
O-2	C/1LT	First Lieutenant
O-1	C/2LT	Second Lieutenant
E-9	C/CSM	Command Sergeant Major
	C/SGM	Sergeant Major
E-8	C/1SG	First Sergeant
	C/CCS	Command Color Sergeant
	C/CSS	Command Signal Sergeant
E-7	C/SFC	Sergeant First Class
	C/CSG	Color Sergeant
	C/ASG	Artillery Sergeant
	C/SGS	Signal Sergeant
E-6	C/SSG	Staff Sergeant
	C/OSG	Ordnance Sergeant
	C/SPG	Supply Sergeant
E-5	C/SGT	Sergeant
E-4	C/CPL	Corporal
	C/CCP	Color Corporal
	C/ACP	Artillery Corporal

Grade	Abbreviation	Cadet Rank
	C/SCP	Signal Corporal
	C/OCP	Ordnance Corporal
E-3	C/PFC	Private First Class
E-2	C/PVT	Private
E-1	C/	Cadet
	NC/	New Cadet

## INTRODUCTION

**All Cadets are subject to these regulations.**

### IMPLEMENTATION

All members of the Corps of Cadets shall implement and enforce all aspects of this regulation.

### RESPONSIBILITY

Overall supervision of this policy is the responsibility of the Commandant of Cadets. However, the responsibility for the day-to-day operations is a combination of the Commandant's staff, the Cadet Regimental Commander, and the Cadet Leadership teams. Additionally, all cadets shall be familiar with these regulations in addition to the university's Student Code of Conduct.

### VIOLATIONS

Cadets who potentially violate the *Student Code of Conduct* and Corps Regulations are primarily accountable to the university's *Code*. The Corps of Cadets may issue additional sanctions based on membership. The Office of Student Conduct coordinates adjudication with the Corps when necessary. Cadets are governed by both the university's Student Code of Conduct and separate Corps of Cadets Regulations.

### CHANGES & UPDATES

Changes to this regulation are as follows:

- The Regimental Commander, under the cognizance of the Commandant of Cadets, may amend these regulations through Standing Orders.
- Coordinated by the commandant staff member designated as the *Instruction & Regulations Coordinator* by the Vice Commandant.
- Shall be reviewed, revised, and published annually before Corps graduation.
- Shall be reviewed by the incoming Cadet Regimental Commander before final signature from the Commandant.
- Distributed online through the Corps website for all cadets and members of the Commandant's staff.
- The most recent edition of these regulations will take precedence to any old digital or hard copies.

**NOTE:** Cadets shall be included in the revision process to ensure their perspective is maintained.

**NOTE:** All Corps regulations may be increased, amended, changed, or abolished only with the approval of the Commandant of Cadets.

## THE FINAL WORD

In the end, no regulation, set of policies, or guidelines can cover every foreseen and unforeseen circumstance. All members of the Corps of Cadets must adhere to the highest standards of personal and professional moral conduct.

After a successful cadet career in the Corps, each cadet should have accepted the following ideals of character and core values:

- **Personal Integrity:** 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 must consistently strive to master the requirements of their profession, beginning with an understanding and adherence to Corps regulations, policies, and philosophies, and continuing with dedicated effort to excel in all aspects of their military or civilian career.
- **Dignity & Respect:** Cadets shall treat every individual with dignity & respect.
- **Safe Environment:** Cadets must create a safe and healthy environment by valuing the contributions of everyone within the organization.

**NOTE:** Each cadet shall be prepared to personally embody the above ideals and pass them on to others to preserve the legacy of the corps for future generations.

## CHAPTER 1: MISSION

### DESCRIPTION

This chapter outlines the ideals and principles that guide the Corps of Cadets' mission and vision.

### 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 continues to provide the military training required by the Morrill Act through the Corps of Cadets. In addition, the Department of Defense has recognized Virginia Tech as one of six Senior Military Colleges in the United States.

The overall intent of the Corps of Cadets has not changed – to *train leaders by creating a regimented and disciplined environment to educate, develop, and inform a cadet's mental, moral, and physical aspects of life.*

The Corps of Cadets will continue to achieve the founding ideals 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.

In all matters, a cadet must choose to do what they know in their heart is the right thing to do.

### VISION

The vision of the Virginia Tech Corps of Cadets is:

**Prepared to lead, Trusted to Serve.**

### 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.

## 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, and at the court’s center is a marble cenotaph displaying the names of the eight 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 regard and serve as a touchstone for the traditions, Honor Code, training programs, policies, and regulations of the Corps of Cadets. 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.

All must understand the meaning behind each of the pylons as follows:

- ***Ut Prosim [That I May Serve]***: Alma Mater advising her student: Forge your life on the principles I strive to teach. I cherish four principal virtues: *Brotherhood, Duty, Honor*, and *Loyalty*.
- ***Brotherhood***: 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***: 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***: Your 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***: Unswerving allegiance to family and friends, to me, your school, and to your community, state, or nation.
- ***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 emphasizes the readiness to set aside one’s pursuits and career to enter military or public service, serving one’s country and fellow citizens.
- ***Sacrifice***: And finally, service means sacrifice...even unto life itself.



## **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**

Student affairs experience seeks to instill the value that learning is a common, essential element for intellectual development, discovery, and engagement, rather than a necessary means to a specified end. Virginia Tech believes that all environments of the college experience provide countless learning opportunities. 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**

Students will experience, explore, and understand the values and principles of their families and communities, as well as the diverse 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 they will carry throughout their lives. At the heart of this pursuit is a fundamental 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 regardless of whether an individual holds a position of responsibility. Virginia Tech students will inspire others with their actions, changing the world one decision at a time.

### Embrace Ut Prosim “*That I May Serve*” as a way of Life

The university motto and the Principles of Community will serve as a foundation for the development of personal relationships, physical spaces, and intercultural experiences that foster community. Within these communities, students are encouraged to develop a value system that will guide their decisions and enable them to contribute 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 work and learning environment 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 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 the 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. These regulations establish that authority.

**NOTE:** Cadets of any rank have the responsibility and authority to require and enforce adherence to these regulations by subordinate cadets.

## CHAPTER 2: ORGANIZATION STRUCTURE

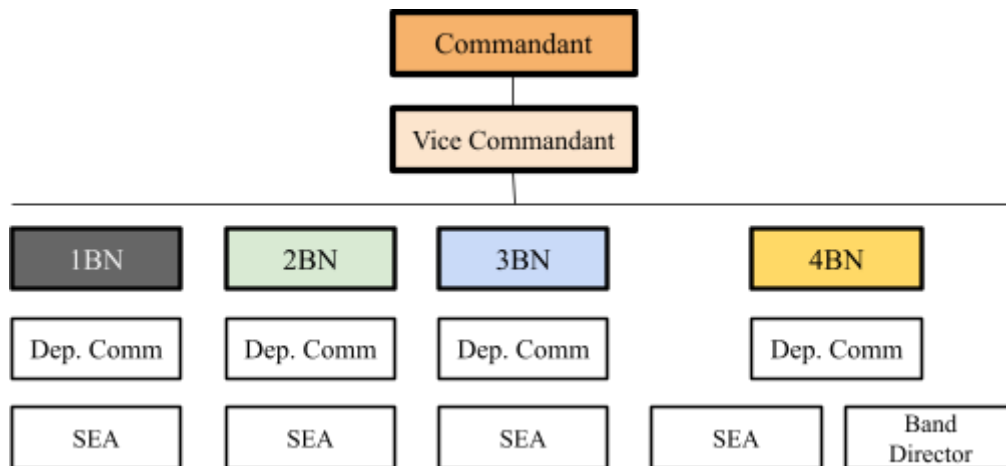
### DESCRIPTION

The purpose of this chapter is to establish how the Corps of Cadets is organized.

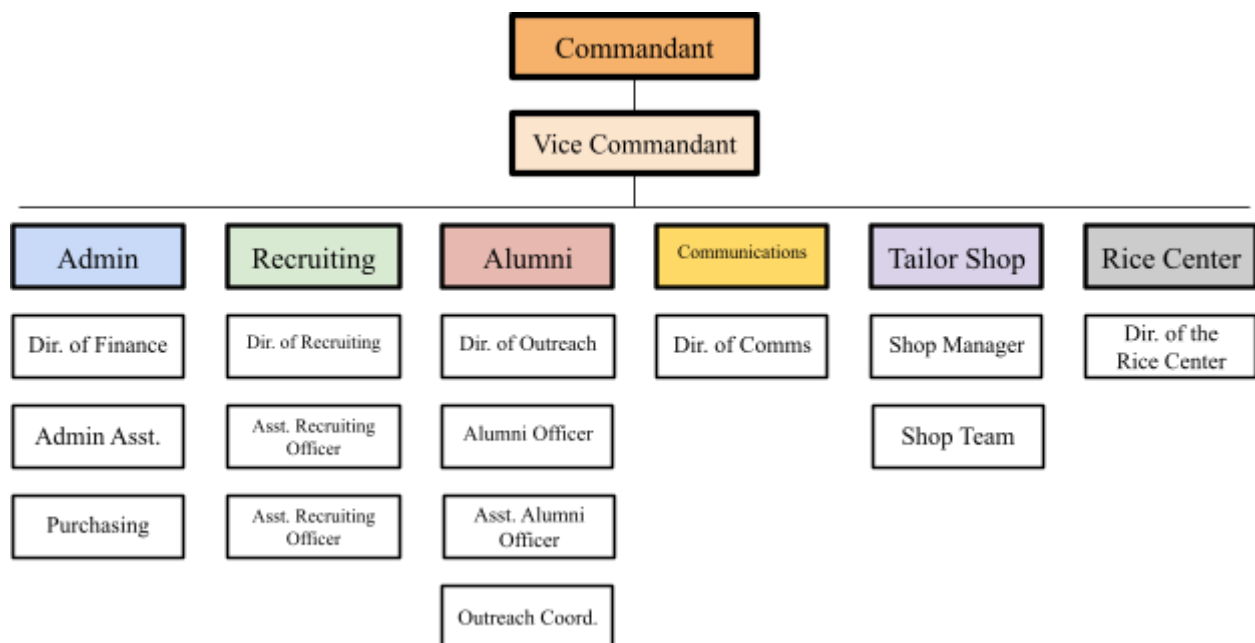
### COMMANDANT STAFF

The staff is divided into two teams, operational (OPS) and support/administrative. Descriptions of each position are described in chapter 3.

The OPS team structure is depicted in the figure below:



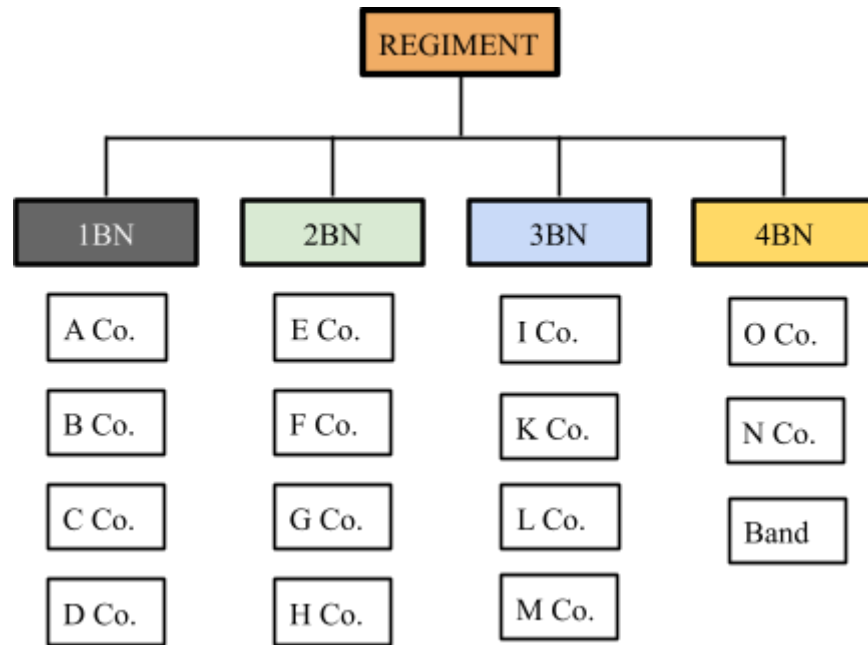
The support/administrative team structure is depicted in the figure below.



## CADET STRUCTURE

### Overall

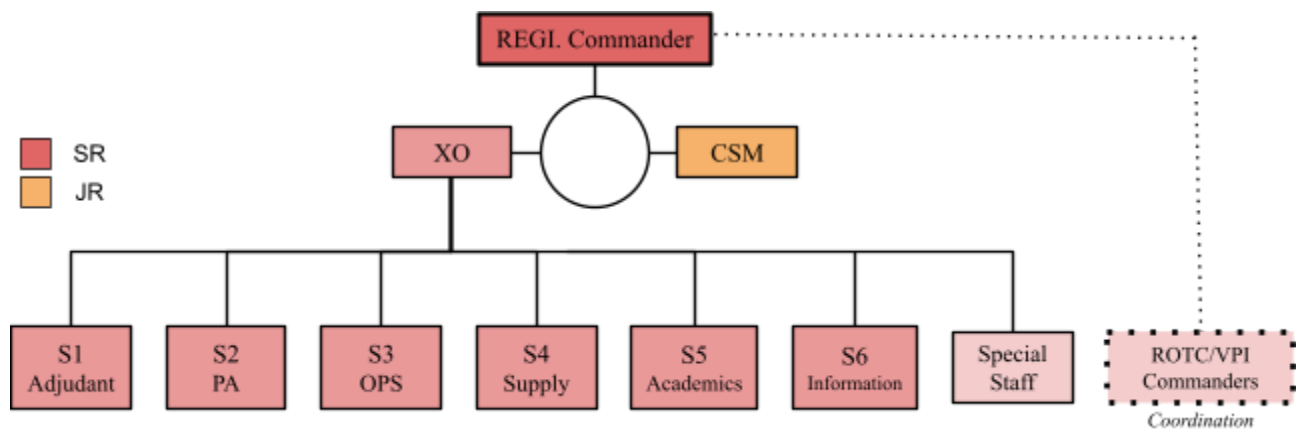
The overall structure is depicted in the figure below.



**NOTE:** The Regimental Band reports directly to the Regimental Commander for performances, and to the Fourth Battalion Commander for daily operations.

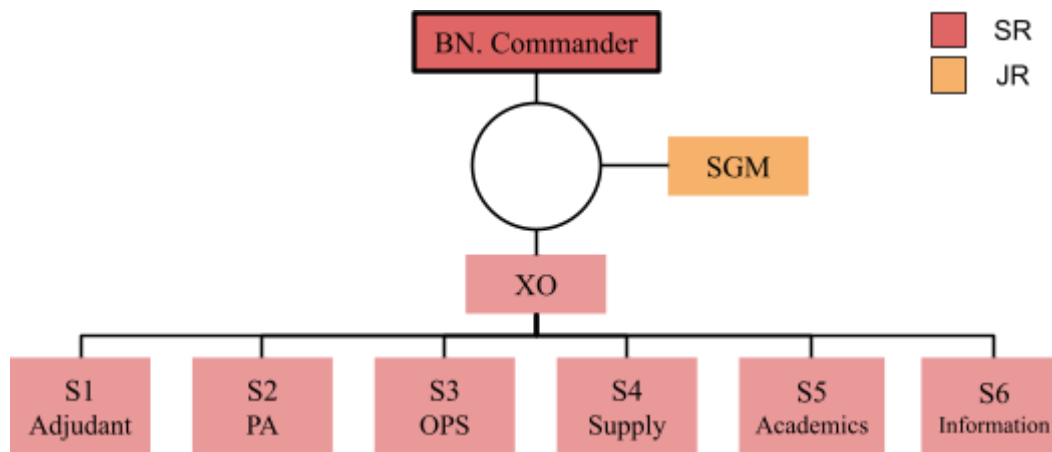
### Regiment (REGI)

The standard structure of the Regiment is depicted in the figure below.



### Battalion (BN)

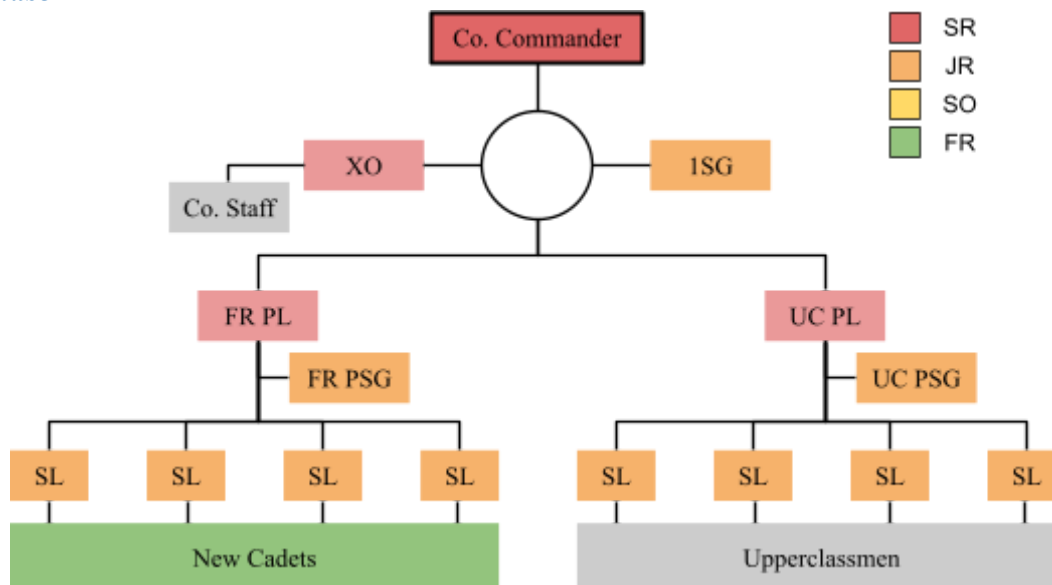
The standard structure of a battalion is depicted in the figure below.

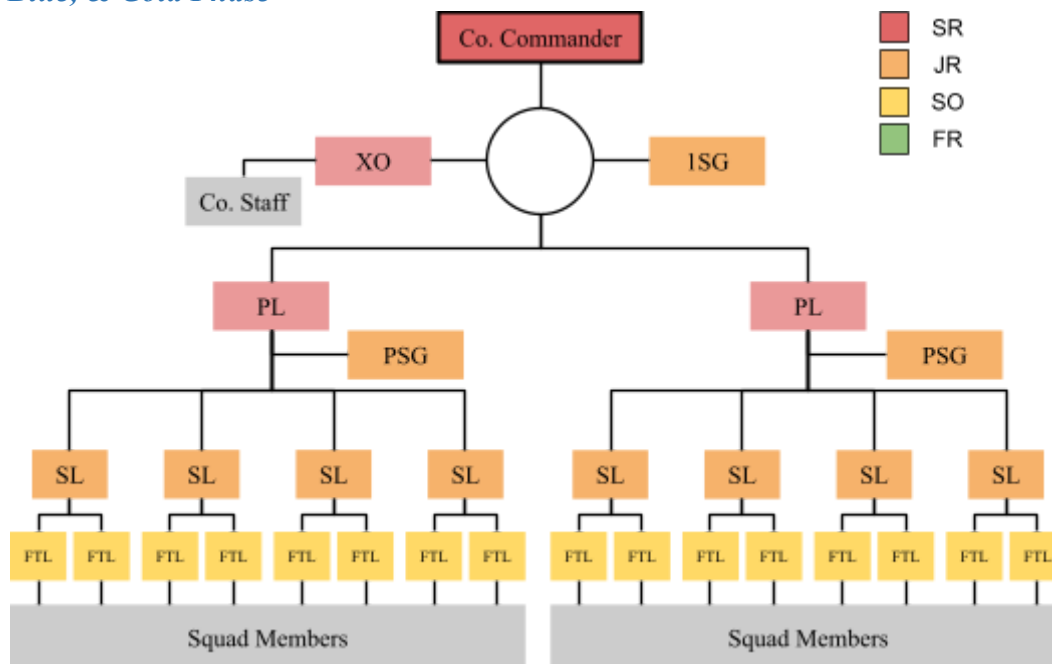


### Company (Co.)

The standard structure of a line company changes between Red Phase and the rest of the year. Both are depicted in the figures below.

#### Red Phase



*White, Blue, & Gold Phase*

**NOTE:** Deputy Commandant and BN COs may chose have a Freshman (FR) platoon through the Spring semester (i.e., White, Blue, and Gold phases)

## CLASS SPECIFICS

Class is determined by a cadet's standing within the VTCC determined by semesters completed within the Corps, unless considered an early turn (see glossary).

## LEADERSHIP ELIGIBILITY

In order to be considered for any leadership position within the VTCC, the cadet must meet the following requirements:

- Must maintain a cumulative GPA greater than or equal to a 2.0.
- Must be in good standing with their respective ROTC program
- Must be in good standing with the Corps.
- Must have passed their most recent respective ROTC program PT test.

### Other Eligibility Notes:

- Normally a cadet will not hold the same Company, Battalion, or Regimental leadership position for two consecutive semesters.
  - An exception can be made if a cadet is promoted partially through the fall semester or their respective DC/SEA assigns them the position.
- Company, Battalion, and Regimental triads will be selected through a process determined by their respective Deputy Commandant / Commandant.

**NOTE:** Platoon, Squad, and Team level leadership positions are not subject to these criteria and are determined by Company leadership.

## CHAPTER 3: DUTIES & RESPONSIBILITIES

### DESCRIPTION

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

### COMMANDANT'S STAFF

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.

### **Vice Commandant of Cadets**

- Serves as the principal advisor to the Commandant, overseeing the day-to-day leadership of the Commandant's Staff.
- Can represent the Commandant in their absence and is authorized to issue directives and guidance on their behalf when they are absent.
- Leads, integrates, and synchronizes staff efforts to translate the Commandant's guidance into effective policies and actions.
- Mentors, trains, and assesses other members of the Commandant's staff for their personal development.
- Establishes, enforces, and revises staff roles, responsibilities, and organizational structure to align with Corps's needs.
- Oversees the execution of regular, professional, and efficient staff meetings; will preside over the meetings in the Commandant's absence.
- Maintain situational awareness of all Corps operations and initiatives, deconflicting issues and managing staff bandwidth.
- Develops and sustains effective relationships with external partners and internal stakeholders to ensure transparency and support.
- Keeps the Commandant fully informed on all relevant issues, and assumes additional duties and responsibilities as delegated by the Commandant
- Supervise and mentor the Regimental Commander

### **Deputy Director of Operations (Advisor to the Commandant)**

- 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.



### **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 Citizen-Leader Track about 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.

### **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.
- 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 about various leadership positions.
- 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, Corps organization oversight, etc).

### **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 annual publication of The Guidon.
- Coordinate with S-2 in multimedia production, ensure photography and/or video at all significant or relevant Corps of Cadets events.
- Direct and/or produce advertisements (video, printed materials, brochures, ads, etc).
- Produce the Corps Review for distribution to members of the VTCCA.
- Coordinate communications programs with University Relations.
- Generate Corps highlight articles for publications (VT Magazine, etc).
- Perform any duties assigned by the Commandant.

### **Director, Rice Center for Leader Development**

- Oversee the academic component of the leader development program that includes course development and execution, including the oversight and participation in platform instruction.
- Develop assessment strategies for the academic component of the leader development program.
- Supervise and mentor the Regimental Academics officer (S-5).
- Oversee the administration and award of the Minor in Leadership Studies.
- Plan and execute the annual leadership conference when scheduled.
- Serve as the head of 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.

### **Deputy Director, Rice Center for Leader Development**

- Assist the Director in overseeing the academic component of the leader development program that includes course development and execution, including the oversight and participation in platform instruction.
- Provide leadership and develop research programs in cybersecurity and wargaming.
- Coordinate with internal and external stakeholders for wargaming activities in the Corps Leadership and Military Science building wargame facility.
- In support of wargaming research, serve as faculty advisor for an innovation research project focused on developing a wargaming and simulations capability for Virginia Tech.
- Coordinate cadet cyber security activities with the SMC Cyber Institute.
- Serve as faculty advisor to the VTCC Cyber Team and attend the annual NSA Cyber Exercise as team coach.
- Supervise and mentor the Regimental Information Officer (S-6).
- Supervise and mentor the Regimental Knowledge Management Officer.
- Assist with supervision and execution of Corps Labs.
- Assist with coordinating cadet attendance at other institutions' leadership conferences and participate in such conferences as appropriate.
- Also serves as the Deputy Director for the Defense Civilian Training Corps and principal faculty for implementation of the DCTC 300-level curriculum.
- Coordinate with Director, Citizen Leader Track to identify cadet candidates for the DCTC program.
- Serve as liaison between the Virginia Tech National Security Institute and the VTCC. Attend staff meetings at each organization to keep each apprised of the other's activities as appropriate.
- Perform other duties as delegated by the Rice Center Director.

### **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.

### **Corps Museum Director**

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 VTCC Historian Staff.

### **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**

### **General**

The Regimental Staff consists of a primary staff (S-# codes) and a special staff (all other staff positions). The specific classes listed in the positions below cannot be deviated from without written Commandant approval.

### **Regimental Commander (SR)**

- 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, 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 a 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 (SR)**

- 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 a 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 Command Sergeant Major (JR)**

- 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 a continuity file for the position and ensures turnover to designated successors.

### **Regimental Adjutant, S-1**

- 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 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 a 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**

- 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.
- Creates the Regimental Read for distribution on Monday ROs.
- Acts as a VTCC point of contact for media representatives.
- Organizes and coordinates individual and company photographs. 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 a continuity file for the position and ensures turnover to designated successors.
- Coordinates updating of all Corps display boards to include the case in Squires Student Center.

### **Regimental Operations Officer, S-3**

- 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 a 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**

- 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**

- 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 Training Officer, S-37**

- Reports to the Regimental S-3
- 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 S-3

### **Regimental Supply, S-4**

- 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 a 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**

- 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 a 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 Information Officer, S-6**

- 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

### **Inspector General OIC**

- Reports to the Regimental Commander.
- Conducts various inspections, both random and organized, on behalf of the Regimental Commander.
- 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 a 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**

- Is prepared to assume the duties of the Inspector General in their 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 reports from 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.

### **Safety Officer**

- Reports to the Regimental Commander.
- Develops and oversees a comprehensive safety program to be implemented throughout the Regiment.

- Collaborates with the Director of the Rice Center to facilitate comprehensive training initiatives for Safety personnel across the Regiment, focusing on Safety Programs and Risk Management.
- Ensures that Safety personnel in units review OPODs, (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 continuity file for the position and ensures turnover to designated successors.

### Recruiting Officer

- 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 including arranging for host cadets and rooms and coordinating battalion personnel to execute the event. 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 a 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**

- Is prepared to assume the duties of the Regimental Recruiting Officer in their absence.
- Reports to the Regimental Recruiting Officer and submits reports 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**

- 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

### **Historian**

- 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 a continuity file for the position and ensures turnover to designated successors.

### **Regimental PTI (Optional)**

- 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 an end of semester report 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 a continuity file for the position and ensures turnover to designated successors.

### **Athletics Officer**

- 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 utilized, provides reports to the Commandant, Deputy Commandants, on the performance of Corps members on PT evaluations.
- Maintains a continuity file for the position and ensures turnover to designated successors.
- Supervises athletics staff.

### **Medical Officer**

- 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 a continuity file for the position and ensures turnover to designated successors.
- Supervises medical staff.

### **Chapel Liaison**

- 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 a continuity file for the position and ensures turnover to designated successors.

### **Alumni Liaison Officer**

- 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.

### **Regimental Photographers**

- 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.

## **BATTALION LEVEL POSITIONS**

### **Battalion Commander (SR)**

- Reports to the Regimental Commander and appropriate Deputy Commandant.
- Responsible for all battalion activities. including reviews all company OPODs 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 a 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 (SR)**

- 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 (JR)**

- 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**

- 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**

- 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**

- 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**

- 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**

- 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 Leadership classes and Corps Lab.

### **Battalion Information Officer, S-6**

- Reports to the Battalion XO.
- Responsible for development and ongoing maintenance/support of Digital

### Information Systems within the Battalion

- Current Scope (subject to expansion and/or change):
  - Leave
  - General Requests
- Works with Company S-6s to troubleshoot problems, errors, or bugs that occur within expected & correct use of Digitized Systems
- Provides training and instructional resources to Company leadership levels
- Have the basic technical knowledge or adeptness with learning technologies to create, change, and edit current digital information systems

### **Battalion Safety Officer (JR/SR 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-conscious officer of tess throughout the Battalion.
- Provides data to the Regimental Safety Officer for use in assessing the safety climate of the organization.

### **Battalion Recruiting Officer (JR/SR Preferred)**

- Reports to the Battalion XO and the Regimental Recruiting Officer.
- 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**

- 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 they are absent

### **Battalion Inspector General OIC**

- 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.

### **Battalion Inspector General NCOIC**

- 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 (SO, JR, or SR)**

- 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 (SR)**

- 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 a 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 (SR)**

- 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 First Sergeant (JR)**

- Reports to the Company Commander and works closely with the Company Executive Officer.
- Assists Company Executive Officer in preparation and execution of company training.
- 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.

### **Company Athletics Officer/NCO**

- 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**

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

### **Company Academics Officer/NCO**

- 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 Leadership Classes and Corps Lab.

### **Company Safety Officer/NCO**

- 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.

### **Platoon Leader (SR)**

- Reports to the Company Commander and 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 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.

### **Platoon Sergeant (JR)**

- 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 their absence.
- Performs any additional duties directed by the platoon leader.

### **Cadre Sergeant (JR)**

- Reports to the First Sergeant.
- Adheres to the letter and spirit of the Cadet Regulations.
- 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.

### **Squad Leader**

- Reports to the Platoon Sergeant and is prepared to assume their duties in their absence.
- 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**

- Reports to the Squad Leader.
- Assumes the duties of the Academic Coach for First-Year Cadets (see “Academic Coach”).
- Conducts morning onlines with team members.
- 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 (SO/JR)**

- 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.

## **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 (SR)**

- 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 a 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 the 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] (SR)**

- 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] (SR)**

- 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] (SO)**

- Reports to the Drum Major.
- Inventories and maintains music.
- Ensures that music is made available for practices and performances.

### **Performance Officer [Performance Staff] (SR)**

- 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] (JR)**

- 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] (SR)**

- 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] (SR/JR)**

- 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] (JR)**

- 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] (JR)**

- 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] (SO)**

- 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] (SR)**

- 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.



## OFFICER OF THE DAY (OOD)

### Policy

- The Regimental Officer of the Day (OOD) will be a Cadet officer chosen from:
  - 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
  - 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 and enforce proper 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.

## CHAPTER 4: CLASS & CADET RANKS

### DESCRIPTION

The purpose of this chapter is to establish the basic class and rank structure within the Corps.

### CLASS

Class is determined by the number of semesters completed within the Corps, unless considered for an early turn (Ch. 6).

#### *Seniors*

- Normally a Cadet Officer (O1-O6)
- Senior cadets not holding positions associated with a specific rank will hold the rank of C/2LT unless otherwise directed in sanction letters.
- Senior cadets who are NOT cadet officers will hold the rank of C/SGT unless otherwise directed in sanction letters.

#### *Juniors*

- Normally a cadet non-commissioned officer (E5-E6) or a senior cadet non-commissioned officer (E7-E9)
- Cadets not holding positions associated with a specific rank will hold the rank of C/SGT unless otherwise directed in sanction letters.

#### *Sophomores*

- Normally a cadet non-commissioned Officer (E4-E5)
- Cadets not holding positions associated with a specific rank will hold the rank of C/CPL unless otherwise directed in sanction letters.

#### *Freshmen*

- Normally junior enlisted (E1-E3)
- During Gold Phase, freshmen cadets will hold the rank of C/PFC unless otherwise directed in sanction letters.

### CADET RANKS

#### **General**

- At the end of the Spring semester, Battalion Commanders will create a list of rising seniors to become Cadet Officers in conjunction with the Company Commanders and the Senior Enlisted Advisor. This list will be submitted to the Deputy Commandant who will make the final decision if a cadet is promoted to C/2LT.
- Cadet ranks within the same grade are equivalent in seniority and granted based on the leadership/organizational position held by the cadet.
- With consent of the Deputy Commandant, unit commanders may use a member of a lower class to fill a billet if there are insufficient eligible cadets of the appropriate class.
  - Cadets filling billets of a class senior to theirs are **not** authorized to wear rank of a higher class than their own.

### Cadet Officer & Cadet Enlisted Ranks Table

Cadet ranks are organized into cadet officer and cadet enlisted ranks to emulate the structure of the U.S. armed forces.

Grade	Officer Ranks
O-6	C/COL
O-5	C/LTC
O-4	C/MAJ
O-3	C/CPT
O-2	C/1LT
O-1	C/2LT

Grade	Enlisted Ranks
E-9	C/CSM, C/SGM
E-8	C/CCS, C/CSS, C/1SG
E-7	C/CSG, C/ASG, C/SGS, C/SFC
E-6	C/OSG, C/SPG, C/SSG
E-5	C/SGT
E-4	C/CCP, C/ACP, C/SCP, C/OCP, C/CPL
E-3	C/PFC
E-2	C/PVT
E-1	C/, NC/

### RANK MATRIX

The matrix below indicates the position, the recommended class, the unit (i.e., Regiment, Battalion, Company), the associated cadet ranks, and the recommended number of cadets.

#### Regiment, Battalion, & Line Company

Position	Class	Unit + Rank / Required (Req.) #					
		REGI	Req. #	BN	Req. #	Co.	Req. #
Commanding Officer	SR	COL	1	LTC	1	CPT	1
Executive Officer	SR	LTC	1	MAJ	1	1LT	1
Sergeant Major/First Sergeant	JR	CSM	1	SGM	1	1SG	1
S-1 Adjutant	SR	MAJ	1	CPT	1	----	----
S-2 Public Affairs Officer	SR/JR	MAJ	1	CPT/SFC	1	----	----
S-3 Operations Officer	SR	LTC	1	MAJ	1	----	----
S-33 Current Operations Officer	SR/JR	CPT	1	1LT/SSG	1	----	----
S-35 Future Operations Officer	SR/JR	CPT	1	1LT/SSG	1	----	----
S-37 Training Officer	SR	MAJ	1	CPT/SFC	1	----	----
S-4 Supply & Logistics Officer	SR/JR	MAJ	1	CPT/SFC	1	2LT/SSG	1
S-5 Academics Officer	SR/JR	MAJ	1	CPT/SFC	1	2LT/SSG	1
S-6 Information Officer	SR/JR	MAJ	1	CPT/SFC	1	----	----
S-X1 Asst. to Primary S Code	SR/JR	Note 1	As needed	Note 1	As needed	----	----
Inspector General OIC	SR/JR	MAJ	1	CPT/ SFC	1	----	----
Inspector General NCOIC	JR	SFC	1	SSG	1	----	----
Recruiting OIC	SR/JR	CPT	1	1LT/SSG	1	----	----
Recruiting NCOIC	JR	SFC	1	SSG	1	----	----
Alumni Liaison	SR/JR	CPT/SFC	1	----	----	----	----
Athletics OIC	SR/JR	CPT	1	1LT/SSG	1	2LT/SSG	1
Athletics NCOIC	JR/SO	----	----	SSG/SGT	1	SSG/SGT	1
Medical OIC	SR/JR	CPT	1	1LT/SSG	1	2LT/SSG	1
Medical NCOIC	JR/SO	----	----	SSG/SGT	1	SSG/SGT	1
Safety OIC	SR/JR	CPT	1	1LT/SSG	1	2LT/SSG	1
Safety NCOIC	JR/SO	----	----	SSG/SGT	1	SSG/SGT	1

Position	Class	Unit + Rank / Required (Req.) #					
		REGI	Req. #	BN	Req. #	Co.	Req. #
Morale OIC	SR/JR	----	----	----	----	2LT/SSG	1
Chapel Liaison	SR/JR/SO	CPT	1	----	----	2LT/SGT/CPL	1
Platoon Leaders	SR	----	----	----	----	2LT	2
Platoon Sergeants	JR	----	----	----	----	SFC	2
Squad Leaders	JR	----	----	----	----	SSG	8
Clerk	SO	----	----	----	----	SGT	1
Cadre Sergeants	JR	----	----	----	----	SSG	5
Fire Team Leaders	SO	----	----	----	----	SGT	16
Squad Members	SR/JR/SO	----	----	----	----	2LT/SGT/CPL	As needed

Notes:

1. S-X1 will be one rank below the primary S code (e.g., S-4 is a MAJ & S-41 is a CPT)
2. Battalion Commanders and their Deputy Commandant may add or remove Staff Officer positions as required.

## Regimental Band

The table below applies to the Band only.

Positions	Class	Rank	Req. #
Band Commander	SR	MAJ	1
Executive Officer	SR	CPT	1
First Sergeant	JR	1SG	1
Chief of Operations	JR	SFC	1
Supply OIC	SR	1LT	1
Clerk	SO	CPL	1
Safety OIC/NCOIC	SR/JR	2LT/SFC	1
Academics OIC/NCOIC	SR/JR	2LT/SFC	1
Platoon Leaders	SR	2LT	2
Platoon Sergeants	JR	SFC	2
Squad Leaders	JR	SSG	8
Fire Team Leaders	JR/SO	SGT	16
Drum Major	SR	CPT	1
Assistant Drum Major	SR	1LT	1
Performance Officer	SR	2LT	1
Drill OIC	SR	2LT	1
Drill NCOIC	JR	SSG	1
Section Captain	JR	SSG	3
Section Leader	JR	As assigned	13
Pep Band Directors	JR/SO	As assigned	As needed
Southern Colonels NCOIC	JR/SO	As assigned	As needed
Supply Staff	SO	As assigned	As Needed
Band Librarian	SR	C/SGT	1
Squad Members	SR/JR/SO	2LT/SGT/CPL	As assigned

## Specialty & Organization Ranks

Position	Class	Rank	Req #
ROTC/VPI Commander	SR	LTC	4
Skipper Crew Gun Captain	SR	CPT	1
Skipper Crew Executive Officer	SR	1LT	1
Skipper Crew Chief of Smoke	JR	ASG	1
Skipper Crew	JR/SO	ASG/ACP	As needed
Color Guard Operations Officer	SR	1LT	1
Color Sergeant of the VTCC	JR	CCS	1
Color Guard	JR/SO	CSG/CCP	As needed
Regimental Bugler	JR	CSS	1
Signal Corps Members	JR/SO	SGS/SCP	As needed
Regimental Armorer	SR	CPT	1
Ordnance Staff	JR/SO	OSG/OCP	As needed
Gregory Guard Commander	SR	CPT	1
Gregory Guard Drill Sergeant	JR	SFC	1
Conrad Cavalry Commander	SR	CPT	1
Conrad Cavalry Head Trainer	JR	SFC	1
Growley Commander	SR	CPT	1
Regimental Handler	JR	SFC	1

## Honor Court

Position	Class	Rank	Req #
Honor Court Chief Justice	SR	LTC	1
Vice Chief of Investigations	SR	CPT	1
Vice Chief of Education	SR	CPT	1
Honor Court Regimental / Defense Counsel	SR/JR	1LT, SFC	2
Honor Court Sergeant-at-Arms	JR	SFC	1
Honor Representatives	JR/SO	SSG/SGT	12

## Executive Committee

Position	Class	Rank	Req #
Staff Judge Advocate	SR	LTC	1
Regimental Hearing Officer	SR	CPT	1
Sergeant-at-Arms	JR	SFC	1
Investigation Officer	SR	1LT	1
Lead Regimental / Defense Counsel	SR	1LT	1
Hearing Representatives	SR/JR	2LT, SSG	As needed
Clerks	JR/SO	SGT, CPL	As needed

## 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.

## CHAPTER 5: CORPS ACADEMICS PROGRAM

### \*\*\* STOP - IMPORTANT NOTE \*\*\*

**NOTE:** The primary purpose of every cadet's attendance at Virginia Tech is to obtain an undergraduate degree.

### DESCRIPTION

This chapter establishes policies, procedures, and guidance for the Corps's academics program.

### ACADEMIC CHARGE

The Director of the Rice Center, Deputy Commandants, and Senior Enlisted Advisors will receive a mid-semester grade report for review, which they can use as a basis for connecting cadets with Academic Support Initiatives and approving their participation 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 Evening 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.

### EVENING CALL TO QUARTERS (ECQ)

**General:** Evening Call to Quarters is a condition set throughout the cadet area to maintain a proper study environment. Company Commanders & Academic Officers shall enforce all ECQ policies.

### ECQ Enforcement Hours

- Evening Call to Quarters (ECQ) occurs every week night throughout the semester.
  - Sunday through Thursday: 1900 - 2300

### ECQ Policies/Procedures

- During ECQ hours, all cadets may travel to any of the university's academic buildings for academic purposes for any length of time until 2300.
- The barracks is considered a study area, and therefore, a quiet environment that is conducive to studying will be maintained.
- During all ECQ hours, noise emanating from rooms will be kept at levels that cannot be heard in the hallway or adjoining rooms. This includes loud conversations.
- No VTCC or ROTC activities will involve First-Year cadets during ECQ.
  - The only authorized non-academic activities for First-Year cadets are NJP, Executive Committee, and Honor Court hearings.
- Any informal meetings will be conducted so as not to disturb other cadets.
- Platoon leaders are responsible for the whereabouts of their platoon members during all ECQ hours, as well as from Taps to Reveille.
- The barracks TV lounges are off limits to all First-Year cadets during ECQ.
- 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 outside.
- Unit commanders may designate the uniform First-Year cadets will wear during ECQ while they are in the barracks.
  - This uniform may not be higher than the UOD for that day.
  - Cadets who leave the barracks during ECQ must be in the proper UOD.



### *Early/Late Lights*

- All First-Year cadets may take an early or late lights out during ECQ.
- First-Year cadets will indicate on their AA card and inform their 1Up when they are using early/late lights.
- Platoon Leaders are responsible for keeping a record of each request for early or late lights and reporting it to the Academic Officer on a weekly basis.

### **Additional Call to Quarters (AddCQ)**

- AddCQ is an additional period of call to quarters environment implemented during a time or day that ECQ does not normally occur.
- Company Commanders may designate AddCQ during Friday or Saturday evenings for First-Year Cadets.
- During AddCQ, all ECQ policies apply including uniform restrictions and noise levels.

## **CORPS LEADERSHIP CLASSES**

**General:** The Corps of Cadets offers a number of academic courses in leadership through the Pamplin College of Business Management Department.

### **Courses**

The Corps Leadership Classes align with the leadership goals of the class year in which they are offered. The courses available are:

- Freshman
  - MGT 1945/1946 – Fundamentals of Cadet Leadership (Mandatory)
- Sophomore
  - MGT 2945/2946 – Small Unit Leadership for Cadets (Mandatory)
- Junior
  - MGT 3804 – Topics in Cadet Global Leadership Studies
  - MGT 3964 – Field Study: Cadet Leadership
  - MGT 3945/6 – Cadet Organizational Leadership
- Senior
  - MGT 4945/4946 – Advanced Professional Development for Cadets

### **Completion Requirements**

- Successful completion of four semesters of Corps Leadership Classes is mandatory for all cadets to graduate from the Corps of Cadets.
  - Successful completion is defined by completing the course with a grade of C- or above.
- Participation in Corps Leadership Classes is mandatory for first-year (MGT 1945 and 1946) and sophomore (MGT 2945 and 2946) cadets, which fulfills the four 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 leadership classes if approved by the Director of the Rice Center.
- Requests for excusal from Freshman or Sophomore Corps leadership classes will be made to the Director of the Rice Center using the Corps Course Excusal Request Form, found on [DocuSign](#), at the time they are building their next semester schedule (i.e., during the course request process).
- Cadets excused from freshman or Sophomore Corps leadership classes are required to take one of the Corps leadership classes available during their remaining years in the Corps to meet the four semester requirement.

### CORPS LAB POLICY & PROCEDURE

**General:** Corps Lab 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 leadership class.

**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 [DocuSign](#) 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.

#### Corps Lab Activities

- Include but are not limited to the following:
  - Cutchins Leadership Lecture Series

- Leaders in Contact 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, Vice Commandant, the Regimental S-3, and the Regimental S-37.

## 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.
- All formations will be canceled during exam study conditions.
- The OOD will perform necessary duties as determined by the Regimental XO.
- The flag detail will continue performing their duties through the last day of final exams.
- 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 Reading Day.
- During the final exam period, Marathon Call to Quarters (MCQ) will be enforced by all unit commanders.

### Marathon Call to Quarters

- Continuous CQ hours that occur from Reading Day until the last 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.
- All cadets are authorized to wear civilian clothes (cits).
  - Hair and shaving regulations will still apply and be enforced.
- All cadets will attend exams in either OCPs or Hokie Bag.

## ACADEMIC PROBATION & 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.

## CHAPTER 6: ADMINISTRATION

### DESCRIPTION

This chapter outlines the rules, policies, and procedures that govern the administration of the Corps.

### PARTICIPATION & STANDING

#### General

University policy requires any student participating in an ROTC program to be a member of the Corps of Cadets.

**NOTE:** The term *ROTC program* includes all of the U.S. armed forces programs and the Corps-specific *Citizen Leader* program.

**NOTE:** ROTC programs are typically eight semesters; therefore, it is expected that cadets will typically spend eight semesters in the 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. This is independent of their academic standing within the University.
- Cadets must be enrolled and/or actively participating in an ROTC program course every semester they are in the Corps.
- 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.
- Cadets will not enter into any contract for off-campus housing before confirmation of their Corps graduate status with their respective Deputy Commandant.
- A cadet is required to reside in Corps residence halls unless a cadet meets the qualifications to be a town cadet.

#### Early Turn

Cadets who will be considered for *Early Turn* shall meet the following:

- Cadets who will graduate from Virginia Tech in less than eight semesters.
- Cadets must be commissioned before completing eight semesters if they are in an applicable ROTC program.
- Transfer students (i.e., cross-campus, another College/University) with more than four semesters outside the Corps will typically not be considered for early turn until they complete the following:
  - Completed New Cadet week training.
  - Completed the first year as a first-year cadet.
- The primary approval criteria are performance and demonstrated leadership. Approval will be based, in part, on the following:

- ROTC standing.
- Age-related experience.
- Prior military service.

**NOTE:** The Commandant is the **final** approving authority for all *Early Turn* requests.

### *Semester Matrix*

The following matrix provides guidance on the normal *Early Turn* progression based on the expected number of semesters in the Corps.

In the Corps 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

In the Corps 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		

**NOTE:** Cadets granted *Early Turn* status shall have the privileges and responsibilities of the class to which they advance.

## 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.
- Complete all Corps Leadership Classes as described in Ch. 4

**NOTE:** Exceptions or waivers must be submitted in writing to deviate from any of the above requirements.

### Graduation with Distinction

Cadets who meet the following criteria will be considered to have graduated from the Corps of Cadets with Distinction.

- GPA = 3.4 or greater
- Any cadet graduating with distinction will have *with Distinction* added to their Certificate and annotated in the Corps Graduation program.
- 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

- OR -

- Complete one qualifying VTCC or VPI Battalion Leadership position and accumulate 10 points from Corps Activities

- OR -

- Accumulate 20 points from Corps Activities

**NOTE:** Cadets must apply to the Director, Rice Center for Leader Development for designation as graduates with distinction. An application and list of qualifying leadership positions/Corps Activities is maintained by the Director, Rice Center for Leader Development.

## **SPECIAL CATEGORY CADETS**

### **General**

Cadets may be placed in Special Categories with different privileges and regulations due to their status within the university and/or Corps.

### **Fifth-Year Cadet**

**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.

#### *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**

**General:** All first-year cadets must reside in cadet barracks. Upperclass cadets must reside in the cadet residence halls unless they receive approval from the Commandant to live in the Blacksburg area with their spouse or dependant.

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

#### *Description*

- A hard copy of the marriage license must be provided to the front office for filing in the cadet's personal file.

- Town cadets are considered full members of the Corps and 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 to a town cadet.
- Will attend company meetings before 1900 unless properly excused by their unit commander
- Will adhere to all cadet uniform policies.
- Will attend all mandatory Corps functions, including football games and morning formations unless excused by their Deputy Commandant.
- Will serve all penalty tours and RDS/BDS hours as any other cadet would.
- Town cadets will not be restricted to the barracks (except while performing penalty tours).

### **Other**

Other special category cadets include Graduate Cadets, completion Cadets, Reserve/National Guard Cadets, Intercollegiate Athlete Cadets as defined in the Glossary.

## **OFFICIAL COMMUNICATIONS**

### **General**

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

### **Memorandums (Memo)**

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.

- 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.

### **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](#).

### **Creation**

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.

## WAIVER REQUESTS

### 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.
- All policies will remain in effect until the end of the semester unless specifically mentioned.
- If appropriate, commanders may nominate policies to be converted into regulations as part of a review of the Corps regulations.

## 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 (FERPA).

### ***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 they concur with the request and have removed the item or not. The cadet may appeal to the Commandant if the deputy commandant did not concur.

## ROOM ASSIGNMENTS & CHANGES

### General

The administration of room assignments entails substantial overhead requirements, including updating databases and managing changes in postal addresses. To reduce unnecessary burdens, Deputy Commandants/SEAs shall establish a process for ensuring rooms are assigned **before** cadets arrive at the start of each semester.

**NOTE:** The Deputy Commandant/SEAs shall ensure no sensitive (i.e., SSD) information is included on any housing document.

### Policy

- Once assigned, cadets will retain their room assignments for the academic year unless conditions and circumstances change such that a room move is required.
- Cadets requesting a room change due to interpersonal conflict must submit a memorandum to their unit commander.
  - This memorandum must outline the reasons for the requested change and the efforts already made to resolve the conflict.
  - If the unit commander determines a room change is necessary, they will develop a plan and inform their Deputy Commandant of the change. A Deputy Commandant may only reject room changes if they believe there are clear and significant logistical reasons why the room change would not work.

**NOTE:** The Deputy Commandant will work with the Residential Learning Coordinator (RLC) to process all changes.

## 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 spot checks or inspections.

**NOTE:** Members of the Regimental IG staff shall not gain entrance to any room without permission from the BN CO.

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.

**NOTE:** Any modifications to this policy must be approved by the respective Deputy Commandant or Senior Enlisted Advisor.

- The following individuals shall have access to the given regiment, battalion, or company rooms:
  - COMM STAFF
    - ROOMS: All regiment-wide
    - WHO: All members
  - REGIMENT: CO, XO, and the CSM
    - ROOMS: All regiment-wide

- WHO: CO, XO, CSM, IG OIC, and IG NCOIC
- BATTALION:
  - ROOMS: All battalion-wide
  - WHO: CO, XO, SGM, IG OIC, and IG NCOIC
- COMPANIES:
  - ROOMS: All battalion-wide
  - WHO: CO, XO, 1SG, UC PL, and UC PSG
- 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. 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:
  - RRI = 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.

## CHAPTER 7: RESIGNATION & READMISSION

### DESCRIPTION

This chapter outlines the rules, policies, and procedures that govern the resignation and readmission of Cadets into the Corps.

### 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

- Resigning cadets should give careful consideration of the academic impact of doing so in the middle of a semester or consider resigning at the end of the academic semester.
- Upper-class cadets and first-year cadets in their second semester may request a change to civilian status at any time, subject to the restrictions outlined in this regulation.
- Cadets who wish to remain on campus after resigning may stay in cadet barracks if civilian housing is unavailable or if the housing contract cannot be terminated. During this time, they will remain a member of the Corps, following all regulations.
- A cadet, including a new cadet, can resign from the university at any time prior to the last day to “drop a class without a grade penalty.”
- Cadets who leave before the end of the academic year will be charged a uniform rental fee by the University Tailor Shop if they were a member of the Corps for any portion of the academic year.
  - ROTC cadets must repay uniform costs whether or not they have been reimbursed by their ROTC prior to their requested resignation.

#### *First-year Cadets in their First Semester*

- If a new cadet withdraws during New Cadet Week, they will be disenrolled from the university and must reapply for admission to Virginia Tech.
- 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 without having to re-apply to Virginia Tech, but cannot take college courses elsewhere in the interim. Doing so voids their offer and requires reapplying to the University as a transfer student.

#### 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.
- 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

To resign or change to civilian status before the semester ends, cadets must:

- 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 out-processing interview where they will provide:
  - 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.

- 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.
- 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.
- 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."

## READMISSION TO THE CORPS OF CADETS

**General:** Cadets who have been separated from the Corps are split into two categories, those who voluntarily separated and those who were removed for disciplinary reasons.

### Voluntary Separated Cadets Policy

- Eligible for readmission if able to meet Corps graduation requirements.
- Must submit a written request to the Commandant at least 10 weeks before the desired return semester.
- The Vice Commandant will coordinate with the cadet's former Deputy Commandant to determine placement and reintegration.
  - Cadets will typically return with the same standing they had at resignation.

### Suspended or Dismissed Cadets

- Must submit a written request to the Commandant at least 10 weeks before the desired return semester.

- Upon receipt of a reinstatement request, the Vice Commandant shall convene a review committee of at least two Deputy Commandants and/or Senior Enlisted Advisors (including one from the cadet's previous battalion).
- The committee will review relevant records, gather feedback from Deputy Commandants and Senior Enlisted Advisors, and request a statement from the cadet verifying their status as a student in good standing within the University and the community at large.
- The committee will hold a hearing to review all relevant documents and testimony relating to cadets' character.
  - The cadet may participate in the hearing virtually or in person. If they decline, the hearing will proceed without them
- The committee will provide a recommendation to the Commandant, who will issue a final written decision.

**NOTE:** 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 8: OPERATIONS**

### **DESCRIPTION**

The following chapter outlines the rules and procedures for how the Corps of Cadets executes larger events and its daily operations.

### **REPORTS & ORDERS**

#### **Regimental Orders (RO)**

A cadet Regimental Order (RO) is published each workday during the academic year. It serves as the primary means for daily, routine communications from the Regimental Staff. The Regimental Executive Officer establishes procedures for publication of the RO and other publications to keep the regiment and commandant staff informed.

#### *Policy*

- All cadets and staff must fully read the ROs in order to understand their own duties and responsibilities, and any other pertinent information provided.
- 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 24 hours before the desired publishing day.
- The Regimental Adjutant will assure the bulletin is published NLT 1700 the day prior.
- A RO 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

#### **Standing Orders (SO)**

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 expire at the end of the academic year if not incorporated into the cadet regulations.

#### *Policy*

- 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.



## Operations Orders (OPORD)

The purpose of this regulation is to provide procedures for the preparation of Operations Orders (OPORDs).

### *Key Principles*

All units, including companies, battalions, and social/official Corps organizations 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 - The situation paragraph describes the conditions of the operational environment that impact operations
  - Mission - State the unit's mission—a short description of who, what (task), when, where, and why (purpose) that clearly indicates the action to be taken and the reason for doing so.
  - Execution - Describe how the commander intends to accomplish the mission in terms of the commander's intent, concept of operations, schemes of support, tasks to subordinate units, and coordinating instructions
  - Sustainment - Concept of sustainment, including priorities of support by unit or area.

- Transportation
- 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
    - Vehicles to transport equipment or cargo, if applicable
    - 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.
- 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.

## WEATHER & UNIFORM DETERMINATIONS FOR CORPS EVENTS

### General

All cadets must attend every cadet activity in the designated uniform. 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 events commander is responsible for selecting the appropriate uniform based on the weather conditions and determining whether it should be canceled.

### Cancellation Policy

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

- Cold Weather including wind chill (Below 22 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.

### UOD Changes

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 22 degrees Fahrenheit) per the discretion of the Regimental Commander.
- Severe wind
- Lightning within 3 miles
- Award for winning a competition.

### *Mitigating/Extenuating circumstances:*

The following outlines reasons for a UOD change during the duty day without the order of the Regimental Commander.

- Corps/ROTC event that require to change into a different Corps/ROTC uniform
- Outdoor classes/labs/Medical conditions

## 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 held in the morning or before Corps events.

### 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. Reasons to grant a "formation cut" include but are not limited too:
  - Sickness.
  - 30 Merits.
  - Scheduled events such as work or mandatory academic requirements.
  - ROTC/VPI event that conflicts with formation.
  - Other unforeseen circumstances as determined by the unit commander.
- 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:** Cadets have up to 48h after being excused due to sickness to obtain a record from a medical health center confirming their sickness.

- The cadet chain of command must 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***

- When morning formation is not conducted outdoors (Inclement Formation), company commanders are responsible for getting accountability of all their cadets and use the time to make announcements or conduct onlines.
- Commanders may conduct “bed checks” instead of normal onlines at the discretion of the company’s respective Deputy Commandant. Cadets do not need to be in UOD if there are bed checks.

### ***Policy***

- Cadets may exit the cadet barracks at the company commanders discretion.
- The Regimental Commander may announce Inclement Weather Formation under the following conditions:
  - Cold Weather including wind chill (Below 22 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

## **CEREMONIES**

### **General**

The Corps regularly conducts ceremonies throughout the academic year to celebrate and honor various groups and individuals for their accomplishments. Specific policies and procedures for each kind of celebration are listed below.

### **Awards Ceremony**

The awards ceremony 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 may present awards.

### ***Procedure***

- The Vice Commandant 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.

### **Pass in Review**

A Pass in Review is a ceremony conducted at the conclusion of New Cadet Week, during Homecoming Weekend, during Corps Reunion Weekend, and the Change of Command ceremony in order to display the members of the Corps of Cadets, as well as give a demonstration of drill and ceremony procedures.

#### ***Procedure***

- The Regimental Commander will direct the Regimental S-3 to publish an operations order outlining the actions to be taken at the Pass in Review 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 Vice Commandant to ensure that appropriate campus dignitaries and/or alumni members are invited to attend and will assure publicity for the event.
- The Regimental XO will ensure that the Color Guard, Skipper Crew, Conrad Cavalry and Regimental Bugler are present to participate in the review.
  - Skipper will fire twice: At the end of the National Anthem and when the first cadet steps off the drill field.

### **Change of Command**

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 Vice Commandant 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.

### **Ceremony & Joint Commissioning**

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 Vice Commandant 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.

## **FOOTBALL GAMES**

### **General**

The Virginia Tech Corps of Cadets attends all home football games en masse 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 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
  - 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.

## COMPANY ATHLETICS

### General

The purpose of Company Athletics is to encourage and instill a physically fit lifestyle, while building camaraderie within and between companies. They serve to allow for the playing of different sports to increase physical competence, as well as allow a chance for companies to boost morale and engage in friendly competition.

### Policy & Procedures

- All cadets, in accordance with any physical restrictions identified by qualified medical personnel, as well as their academic schedule, shall participate in company athletics
- 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.
- The results of Company Athletics will be included within the Regimental Read to promote healthy competition between cadets.

## MORALE EVENTS

### General

Morale events are an excellent method of developing unit identity, integrity, and pride, as well as motivating individual participants. Morale events 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 morale event will be conducted without the approval of the cadet chain of command.
- Morale events may be restricted to upperclassmen cadets as determined by the unit commander.

### Policy

- Company morale officers will submit their plan for a company morale event NLT COB the previous day.



- Unit commanders are in charge of approving morale event occurrences and are responsible for the welfare of all cadets during these events.
- Off campus events and those that involve cadets swimming or performing other dangerous activities must be approved by a Deputy Commandant.

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

## **SPIRIT MISSIONS**

### **General**

Spirit Missions allow for expression of collective unit and Corps pride. They are meant to be positive, appropriate illustrations of a unit's inherent esprit de corps, discipline, and camaraderie. Spirit Missions are intended to focus on demonstrating team spirit in a way that brings credit and honor to the Corps and the unit. Though Spirit Missions usually are undertaken by first-year cadets, any class—or unit—may involve itself in displaying collective unit pride in this manner.

### **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:
  - 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.

## **ORGANIZATIONAL CLIMATE SURVEY**

### **General**

The purpose of an Organizational Climate Survey is to collect anonymous information about leadership, belonging, and state of being in each company and battalion. It will serve as a

standard for ensuring that leadership is able to know their impact on their followers, as well as for followers to provide insight into changes and improvements that their leadership can make.

### **Procedure**

- Once per semester, each battalion will administer an anonymous organizational climate survey to collect feedback and measure the sentiment of all cadets.
- The survey will be conducted NET the 5th week of a semester and NLT the 10th week of a semester.
- Will be overseen by the Battalion S-6
- Will collect sentiment/feedback for respondents
  - 1Up & 2Up in CoC
  - Regimental Staff
  - Battalion Staff
  - Deputy Commandant
  - Senior Enlisted Advisor
- Results of the survey will be disseminated to Company Commanders.

## **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 organizations (GG, OCT, Raider Company etc.) 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
    - Instructing cadets on how to properly navigate obstacles
  - 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 obstacles being used will be inspected 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.
- 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.
- If training will occur with 30 or more cadets, a member of VTCC medic staff must be present

### **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.

## **TRANSPORTATION**

### **Privately Owned Vehicle (POV) Use**

- 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.

### 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 9: EXTRACURRICULARS & EMPLOYMENT

### DESCRIPTION

This chapter outlines the rules, policies, and procedures that govern the administration of the Corps.

### EXTRACURRICULARS & EMPLOYMENT

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 employment so that they do not jeopardize their success as a cadet or in academics.

### 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 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 cadets in their second semester who have a 2.5 or higher GPA are permitted to join only one of the following:
  - Corps Organization (e.g. Gregory Guard, Skipper Crew)
  - ROTC Organization (e.g. Ranger Company, RFSS)
  - 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 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.

### 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 their 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.

### 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 their commander no-later-than 48 hours prior to the beginning of the event.
  - Upon receipt of this notification, the commander, at their 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 their 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.

**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 their Deputy Commandant in the manner outlined above will be punishable in accordance with these regulations.

**NOTE:** 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.

## **CHAPTER 10: CORPS ORGANIZATIONS**

### **DESCRIPTION**

The chapter emphasizes the structure, roles, and procedures that ensure effective leadership, discipline, and operational readiness for organizations within the Virginia Tech Corps of Cadets.

### **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.
  - Armed Forces Special Operations Preparatory Team (AFSOPT)
  - Asian-American Cadet Organization
  - Black Cadet Organization
  - Cadet Alumni Team (CAT)
  - Cadets for a Cause
  - Cadet Morale Organization
  - Coast Guard Auxiliary
  - Color Guard
  - Conrad Cavalry
  - Eagle Scout Association
  - Esprit de Corps
  - Ethics Team
  - Executive Committee
  - Fenix
  - Gregory Guard
  - Growing Leaders of Women (GLOW)
  - Growley Team
  - Helping Educate Regarding Orientation (HERO)
  - Highty-Tighties
  - Historian Staff
  - Honor Court
  - Inspector General Staff
  - Medic Staff
  - Men's Basketball
  - O-Course Team
  - Ordinance Staff
  - Rappel Tower Committee
  - Recruiting Staff
  - Sash and Saber Honor Society
  - Signal Corps
  - Skipper Crew
  - Society of American Military Engineers (SAME)
  - VPI Battalion
  - Women's Basketball

- VTCC Cyber Team
- VTCC Marksmanship Unit
- 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 Vice Commandant 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.

**NOTE:** Organizations managed by ROTC departments are not governed by the VTCC or its regulations.

## **TAPPING CADET ORGANIZATIONS**

### **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 morale event/company integration guidelines (and other cadet regulations) apply to the planning and execution of tapping related events.
- Organization leaders are required to evaluate the GPA and PT scores of prospective members at the start of tap.
- Physical activities should have direct relevance to mission preparedness, not simply PT for PT’s sake.
- 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.
- ROTC Detachment Commanders are responsible for approving all tap events for ROTC sponsored organizations (Ranger Co., Robert Femoyer Service Squadron, etc.).
  - A courtesy copy of the approved plan will be provided to the Commandant and Deputy Commandants.

## LEADERSHIP OF CORPS ORGANIZATIONS

### General

Corps organizations are free to organize themselves as they wish, but typically are led by a senior cadet officer in charge (OIC) and a junior cadet non-commissioned officer in charge (NCOIC). They are also advised by a member of the Commandant's staff who provides oversight, continuity, and administrative support.

Some Corps organizations have different structures and distinct leadership positions due to their history and duties within the Corps. As such, members earn specialty ranks and can hold unique leadership positions to these organizations. These are listed below:

## TRADITIONAL CORPS ORGANIZATIONS

### Color Guard

Color Guard is responsible for raising and lowering the Flag as well as teaching other Cadets how to do it. They also present colors at all necessary events.

#### *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 the Color Sergeant of the VTCC.
- 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 Sergeant of the VTCC (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.

## **Skipper Crew**

The Skipper crew is the team responsible for the planning, drill proficiency, maintenance, and safe operation of the skipper cannon.

### ***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

## **Signal Corps**

The Signal Corps 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).

## **Ordnance Staff**

Ordnance Staff, established in 1969, operates as a component of the Regimental Staff. This department is responsible for managing the Sarah J. Mitchell Armory and overseeing the maintenance, storage, and distribution of rifles and sabers issued to the Corps of Cadets.

### ***Regimental 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 M1903 A3 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 a continuity file for the position and ensures turnover to designated successors.
- Performs other duties as directed by the Deputy Commandant and Regi Co.

### ***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 three-volley 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 a 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.

### **Conrad Cavalry**

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 that cultivates the virtues of humility, excellence in moral character, military bearing, and leadership.

### ***Unit Commander (Junior/Senior)***

- Reports directly to the appointed Commandant's Staff advisor.
- Plans and organizes unit events such as PIR's, parades, etc.
- Manages staff and ensures all duties and responsibilities are being carried out.
- Holds interviews for leadership positions at the conclusion of the spring semester.

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

- Assumes responsibilities of Unit Commander if necessary.
- Coordinates with university and VTCC staff in the planning and execution of events.
- Responsible for writing operations orders for all planned events.
- Assists with interviews for leadership positions at the conclusion of the spring semester.

### ***Head Trainer (Sophomore/Junior)***

- Responsible for planning and executing all training events and scheduled meetings.
- Responsible for planning, organizing and executing all tap events.
- Responsible for accountability of all members at all, training and events.
- Manages all members not in a leadership position.

### **Growley Team**

The Growley team represents the Corps at all important events including Football games, PIR's, and other university events.

### ***Commander***

- Reports to the Regimental XO.
- Oversees the Growley Program to include personnel, training, inspection, safety and scheduling of Growley Team activities.

### ***Regimental Handler***

- Serves as Growley Team NCOIC
- Reports to the Growley commander and oversees day-to-day operations of the team.

- Is the primary caretaker and lives with Growley in the Growley HQ.
- Is responsible for the care of Growley during university breaks.

## **CORPS CONDUCT ORGANIZATIONS**

### **Honor Court**

The Honor Court is responsible for upholding Corps of Cadets Honor Code in order to foster a commitment to the moral and ethical excellence fundamental to that character development.

#### *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 a 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.

#### *Honor Defense Counsel*

- Be responsible for training all Cadet Advisors.
- Maintain a staff to assist in training and conducting.
- Ensure that all Honor Representatives receive proper training on advising cadets who have been charged with an honor violation.
- Ensure a member of the Defense Counsel staff is present when the hearing notification is presented to an accused cadet.
- Assign cadets to serve as counsel for given cases and serve as the primary counsel at an accused cadet's request.
- Perform any duties assigned by the Chief Justice.

#### *Honor Regimental Counsel*

- Present cases of alleged honor violations at the Regimental Honor Court.
- Not be involved with the investigation of a possible honor violation until the Commandant orders an Honor Court to be convened.
- Notify the Chief Justice of any cases that he or she cannot present with impartiality.
- Ensure the accused cadet has copies of all evidence to be used and the names of any witnesses to be called by the Regimental Counsel during the Honor Court prior to the convening of the Court.
- Train all individuals in his/ her staff, and ensure they are prepared to present any case they are assigned.
- Perform any duties as assigned by the Chief Justice.

#### *Sergeant at Arms*

- Assist the Chief Justice, the Regimental Counsel, and the Defense Counsel with preparations for Honor Court hearings.
- Ensure that closed sessions of an Honor Court hearing are privy to only the specified personnel.
- Assist the Chief Justice or Honor Court Presiding Officer in maintaining good order and process during an Honor Court Hearing.
- Ensure that hearing records are complete, current, and properly safeguarded.
- Serve as recorder at all Regimental Honor Court hearings.

- Notify all involved personnel of the status and results of each case throughout its duration.
- Track compliance of honor sanctions, to include University Service.
- Perform any duties assigned by the Chief Justice.

### **Executive Committee**

The Executive Committee is a cadet-run board that hears serious Corps disciplinary cases and recommends sanctions.

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

- Reports to the Regimental Commander.
- Organizes and presides over all assigned Executive Committee hearings.
- Ensures a thorough and unbiased hearing is afforded to the accused in accordance with the procedures detailed in the 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 a 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 (Senior)***

- 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.

#### *Regimental Counsel (Senior)*

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

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

- Serves under the supervision of the Regimental Hearing Officer.
- 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.
- Willaid 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.

*Sergeant at Arms (SAA)*

- 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*

- 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.

## CHAPTER 11: CUSTOMS & COURTESIES

### DESCRIPTION

This chapter establishes the standard customs and courtesies within VTCC and outlines how cadets should conduct themselves

### 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.

### 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"
- 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
- Cadets will stand at attention when a superior enters a room until told to stand at ease or until the superior departs.
  - The first cadet to notice a superior will call the room to attention. If only enlisted personnel are present, the command "At Ease" will be given.
- If more than one officer is presenting, they will be addressed as "gentlemen" or "ladies"
- When 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 a superior without notifying him or her.
- 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."
  - Only walk on grass while wearing PT Gear, OCPs, civilian attire, or while conducting drill in formation.

## 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.

## SALUTING

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
  - Officers in 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
- 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)

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

## 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.
- 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.

**NOTE:** Cadets in uniform will not salute cadet officers in civilian clothes.

### *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*

Per 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. Commanders shall enforce the moment of silence in hallways during taps.

## **SALUTING THE ROCK**

### **Key Principle**

The *Rock* is defined as a memorial to all VTCC graduates killed in World War I and while not specifically dedicated, it is also a symbol to all former VTCC graduates who have died in conflict. All personnel shall maintain professionalism in the vicinity of the rock. As such, all cadets will walk past the Rock. Any other method (i.e., running, skipping, jogging) is strictly forbidden.

### **Procedures**

When in the vicinity of *the Rock* as illustrated in Fig. 8, all cadets shall salute the rock for approximately six paces only while they are PASSING THE ROCK.

**NOTE:** Freshmen should salute while dragging for no more than six paces.

### ***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” At no time will a pivot movement be conducted while saluting. Cadets should NOT be saluting across the entire plaza. All customs and courtesies must be observed as usual in the plaza (yellow area).

Fig 8 *The Rock* illustration

## VISITATION

The purpose of this section is to define the visitation policies available to cadets in the cadet dorms and their guests.

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

### Cadet Visitors

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

#### *Visiting Hours between Cadets*

<b>First-year cadets</b>	<b>All Days 0700 – 2300</b>
<b>Upper-class cadets</b>	<b>All Days 0700 – 0200</b>

#### *Guideline*

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.

On Days with University Scheduled Classes:

- Cadets shall not spend the night in another cadet's room that is not their 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 assigned room by 0200.

- Given the limited seating available in rooms, individuals may use beds for sitting purposes, consistent with the intent of this section.
- 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).
- Doors shall be propped open when upper-class and first-year cadets are occupying the same cadet room, or first-year cadets visiting rooms other than their own.

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

## Non-Cadet Visitors

### Visiting Hours

**Sunday - Thursday 0700 – 2245**

**Friday - Saturday 0700 – 0000 (midnight)**

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

### Guidelines

- Cadets sponsoring/escorting guests in cadet residence halls will inform their guests of visitation policies and are responsible for the conduct of their guests at all times.
- 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.

## CURFEW

Curfew is the designated time cadets are required to be inside their assigned barracks.

### Policy

- Mandatory curfew occurring on days with University scheduled classes:
  - Freshman curfew is from 0000 to 0445.
  - Upperclassmen curfew is from 0200 to 0445.
- Mandatory curfew occurring on days without University scheduled classes:
  - Freshman curfew is from 0000 to 0445.

- Upperclassmen cadets not entitled to B Pass curfew is from 0200-0445
- Upperclassmen cadets entitled to B Pass will not have curfew on these days
- Commanders may impose additional curfews as they see fit.

**NOTE:** 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).

## DATING

### General

In the professional environment fostered within the Corps of Cadets, certain dating relationships are considered inappropriate and unprofessional.

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

### 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.
  - Such relationships constitute fraternization and will be dealt with in accordance with Corps regulations.
- Cadets will not date cadets within the same company.
  - Cadets who are dating may be unable to serve within the same battalion or regimental staff if one of the cadets is the Commander or Executive Officer 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.
  - Transferred cadets will be a full member of their new unit and will participate fully in that unit's activities, including holding positions.

**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.

## ROOM ENTRANCE PROCEDURES

Cadets will follow the procedures below when entering an Officer's, NCO's, or fellow cadets personal room to maintain professionalism and show respect.

### Reporting In/Out

When cadets are entering the office of a member of the commandant's staff they will conduct themselves with great professionalism.

#### Reporting In

- 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."*

#### Reporting Out

- 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 exiting an upperclassmen's room, the door will be closed.

**NOTE:** 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.

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

### Personal Cadet Rooms

**General:** Depending on the class or the order of business of a cadet seeking to enter another's room, cadets will adhere to the knock system and room entry procedures as detailed below. This is to ensure proper consent is given before entry and proper reasoning for entry is communicated to preserve cadet privacy and safety.

#### Policies

- All knocks given are required to be loud enough for the cadet in the room to hear. Following the number of knocks given, the cadet desiring to enter will state "Female/Male" and the cadet inside the room will respond with "Decent/Indecent"
  - Cadets will not enter the room if the response is "Indecent." Entry into another cadet's room is only permitted after the cadet in the room states "Decent"

- When an upperclassman enters a room, all First-year cadets inside will immediately come to attention until otherwise directed.
- When upper class cadets and first year cadets are in the same room, the door will be kept open and closed when the visiting cadet leaves.
- Cadets will use the 'Knock System' when they enter other cadets' rooms.

#### *Knock System*

- *Single Knock*: Used to determine if the occupants of a particular room are present for evening call to quarters (ECQ).
- *Double Knock*: 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*: Used by a subordinate cadet who wants to enter a senior's room.
- *Four Knocks*: Used by an upper-class cadet who wants to enter a first year cadet's room.
- *Five Knocks*: By a First-year Cadet desiring to enter a bud's room, or an upper-class cadet desiring to enter another upper-class cadet's room on a casual basis.

## CHAPTER 12: CLEANLINESS & ROOM STANDARDS

### AREA CLEANLINESS & POLICE DETAILS

The Corps of Cadets will maintain kitchens, laundry facilities, mudrooms, study lounges, company rooms, storage rooms, meeting rooms, hallways, and outside areas near cadet barracks, ensuring they are policed and clean at all times.

#### Key Principles

- The Command Sergeant Major (CSM) & each Sergeant Major (SGM) shall
  - Ensure battalion common areas (i.e., lounge, kitchen, laundry) are continuously policed, stowed, and 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

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

- *1st Battalion* - Pearson Hall East unit areas
- *2nd Battalion* - Pearson Hall West unit areas
- *3rd Battalion* - Pearson Hall West/East unit areas
- *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 areas may be locked when not in use.

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

## BASIC ROOM REGULATIONS

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, and other electronic devices will be turned off when the room is unoccupied.
- 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 to be removed from the room
  - Not to 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 the 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.

### Nametapes & Labeling

The purpose of nametapes and labeling is to identify the ownership and responsibility of the item readily. 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 the first two initials of the owner, along with company and class year.
- Be placed in an easy-to-see manner.
- Not to 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 guidelines & 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
  - 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 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 must be tucked in if in the closet or on a door organizer.
- Towels and bathrobes will be stowed neatly. (i.e., on a hanger)
- Any mirrors must be free of scratches and smudges

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

### **Personal & Military Clothing**

- 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 small boxes on top of the desk
  - All paper, notebooks, and boxes will be arranged in a 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 when the room is occupied or the occupants are signed out to a place inside the building
  - May only have a UOD jacket/coat on it

**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 the trashcan's maximum capacity or present an unsanitary or untidy appearance.
- Shall be 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
- Does not count as "additional furniture"

### Television

- Seniors and juniors may have television sets in their rooms
- First-year cadets and sophomores shall not have televisions.
  - Must obtain permission from 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, juniors or seniors room may contain a carpet or rug for the room.
- 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 once a week 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.

### Personal Chairs

- If eligible, juniors or seniors 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**

Inspectors are permitted to open any common area room item to ensure that all occupants have sanitary, healthy, and good working living conditions.

### **Microwave**

- Shall be clean and free of food debris during ALL inspections and normal business
- 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, and free of water spots and 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 Corps-issued rifles and/or sabres. [insert attached, hanging, or clipped to]
- 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 hung on the towel rack near the sink may utilize the vanity door pulls and will be folded lengthwise into quarters.
- Medicine cabinets will be kept clean and uncluttered.
- The vanity will be kept clean, and the doors will be kept closed.
- Toothbrush holders will be kept clean and free of toothpaste residue.
- Will be wiped out & dried after every use

**NOTE:** During SBI and FMI, sinks and faucets will be thoroughly cleaned and dried, 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.

## 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 a mounting (poster) putty. No other method is acceptable.
  - 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 during morning formation and when the room is unoccupied.

**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 only be stored or consumed inside the cadet barracks in accordance with Annex A of this regulation.
  - 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., is prohibited.
- Firearms:
  - Cadets shall not store or maintain any personal firearms or ammunition in the barracks or 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.
- According to university policy, no stand-alone web cameras are allowed.

## ROOM PRIVILEGES

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:
  - It 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

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, 3 x 5-inch index card.



- Be written in a 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 excuse card on an index card:

SIR/MA’AM,

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

SINCERELY,  
C/SMITH, F. M. C-2

## CHAPTER 13: INSPECTIONS

### BASIC INSPECTION PRINCIPLES

This section establishes specific inspection policies, principles, and procedures based on the room criteria in this regulation and the criteria in the Cadet uniform regulations (VTCCINST 670.1).

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

**NOTE:** Random inspections typically do not warrant prior notification from the unit commander or IG OIC/NCOIC.

#### Key Principle

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

#### 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.

**NOTE:** Minimum & maximum weekly inspection numbers is not necessary if achieving RRI cross-section each week

### INSPECTION TYPES & PROCEDURES

#### Random Room Inspection (RRI)

The following guidelines apply to weekly RRIs:

- Shall adhere to the standards for *Individual* or *Common Area* items contained in this regulation
- Shall only occur during normal business hours.
- Shall be completed before COB on Fridays or the last business day of the week
- Each week every BN shall inspect a cross section of the rooms assigned within the BN.
- The BN IG OIC shall
  - Determine the weekly cross-section of rooms to be inspected
  - Determine the RRI inspectors for each week
  - Ensure RRI results are recorded in the REGI IG inspection database
  - Provide the BN triad with RRI results & trends
  - Ensure RRIs are Coordinate with any external agencies (e.g., ROTC) who were invited to perform RRIs

**CROSS SECTION EXAMPLE:** BN IG OIC assigns ten rooms / per week to four inspectors (i.e., ~one per company), equalling 30 to 40 rooms; equalling approximately (2) RRIs per day M-F during normal business hours (0800-1700) per assigned inspector.

### Open Ranks Inspections (ORI)

- Shall be the primary method for conducting uniform inspections throughout the semester
- Occurs as follows:
  - Any weekday
  - Prior to formation or Immediately following formation
  - REGI S-1 shall
    - Indicate in the daily *Regimental Orders* which companies requiring an ORI prior to formation
    - or -
    - Announce in the morning announcements which companies requiring an ORI after formation
  - Cadets with 8 am classes shall be inspected first and quietly dismissed, while all other cadets will remain in ranks until the IG inspector dismisses them.
- Each company shall be inspected at a minimum two times per semester as determined by the REGI IG OIC/NCOIC

**NOTE:** The REGI IG OIC/NCOIC shall not assign inspectors from the same BN or Company.

- Company commanders who are receiving an ORI shall call their unit to “Open Ranks” prior to the inspectors arrival.

### Standby Inspection (SBI)

- Shall be the primary method for conducting re-inspections after a failed (i.e., UNSAT) RRI, ORI, or FMI
- Inspectors shall be assigned by the REGI or BN IG OIC/NCOIC
- Shall occur as follows:
  - On Saturday
  - No earlier than 0800
  - No later than 1200
  - Personnel being re-inspected shall be in the appropriate (i.e., Summer or Winter) Dress B uniform
- Shall follow FMI standards.

**NOTE:** During an SBI the inspector shall be in the UOD.

### 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 approaches.
- Both the room and uniform of the occupants' will be inspected
- Fans may be in the window during inspection.
- There will be no music playing during inspection.
- Building & Unit Common Areas:
  - 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.

**SAFETY NOTE:** In order to meet fire code standards, curtains must be fire retardant. Fire Marshals will inspect if the curtain has a tag indicating fire retardant standards, or if an empty can of fire retardant spray has been expended with a note indicating when the curtains were treated.

## GRADING POLICY

- The grading criteria are
  - Auto Room Failure Discrepancy: -5pts each Cadet
  - Unsatisfactory Inspection Result: -1pt per discrepancy
  - Satisfactory Inspection Result: 0pts
  - Outstanding Inspection Result: 3pts
- Room inspection grades are a combination of *Individual* and *Common* room items

**NOTE:** Common room discrepancies and Auto Room Failure Discrepancies are applied individually to each cadet occupying the room. If a room receives an auto room failure discrepancy, each cadet in the room receives five discrepancies (i.e., -5 points).

**NOTE:** Auto Failures apply to cross-company rooms.

**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.

## KEY PERSONNEL DUTIES & RESPONSIBILITIES

### Regimental Commander

- Shall ensure the Regimental IG OIC conducts at minimum one formal regimental inspection per semester.

### Regimental IG OIC/NCOIC

- Each semester the IG OIC/NCOIC shall
  - Collaborate with the BN IG OIC & NCOIC to promulgate a basic room & uniform inspection checklist
  - Provide a report summarizing inspection findings to all commanders, Deputy Commandants, and the Commandant.

### **Battalion IG OIC**

- 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 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)**

- Shall ensure the BN IG OIC is providing the BN CO with RRI & ORI results/trends.

### **Command Sergeant Major (CSM)**

- Shall ensure the Company XO & 1SG are enforcing the cross-section criteria

### **Company Commander (CO)**

- Conduct at least (1) random inspection per month on the selected cross-section
- Review any outstandings or failures for trends & training opportunities.

### **Company Executive Officer (XO)**

- Conduct at least (2) random inspections per month on the selected cross-section
- Ensure the 1SG is providing training to those cadets receiving an UNSAT during an inspection.

### **Company First Sergeant (1SG)**

- Ensure cadets who fail an inspection are aware of the SBI standards
- Conduct at least (2) random inspections per month on the selected cross-section
- Conduct training to those cadets receiving an UNSAT during an inspection.

### **Assigned Inspector**

- 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.

### **Assigned Recorder**

- Record number of gigs of each room inspected by their 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 their respective Battalion IG OIC at the end of the inspection.

## **CHAPTER 14: DRILL & CEREMONIES**

### **DESCRIPTION**

The purpose of this chapter 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.

### **MARCHING CADENCES (I.E., JODIES)**

- Cadences are part of a long military tradition, and are a means of helping a unit march and run as well as esprit de corps.
- Many cadences originated in times different from today, and 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.
- Company Commanders are responsible for all jodies called by their respective units. All jodies called must be approved by either the Commandant, a Deputy Commandant, or a Senior Enlisted Advisor.

### **RIFLE DRILL**

Rifle drill will be conducted IAW TC 3-21.5 (DTD May 2021).

### **SABER DRILL**

This section outlines procedures for using the Saber during ceremonies and drills.

### **Key Principles**

- All cadet officers execute the 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.
- 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.

#### ***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.

#### ***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.

### *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.

### *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.

**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.

### *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.

### *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.

### *Present Saber While Marching*

- The right arm is swung naturally (9" to the front and 6" to the rear) in a vertical plane
- Flexing the wrist to keep the tip of the blade level (about 6") 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.

## **GUIDON DRILL**

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

#### Rest Positions

To assume *Rest* positions, execute the following:

- *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.

### *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*.

### *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.

### *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.

### *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.

### *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*.

## CHAPTER 15: AWARDS & RECOGNITION

This chapter outlines the different awards and recognition the Corps can grant cadets.

### **GOLD CORD (Beverly S. Parrish, Jr. Memorial Award)**

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 scoring of the Gold Cord award is the responsibility of the Regimental XO. The Regimental XO shall release a memorandum by the first Friday of the semester outlining expectations for Gold Cord in the semester ahead.

Scoring shall be broken into 9 different categories.

- Academics: Prior Spring Semester GPA & Fall GPA
- Formal Inspections: Fall FMI & Spring FMI
- Platoon Tactical Challenge
- Retention: To be scored based on the formula below:
  - $(\text{Start of White Phase \#} - \text{Caldwell II \#}) \div (\text{Start of White Phase \#})$

**NOTE:** Exceptions will be discussed at the Deputy Commandant level

- Recruiting
  - To be scored at the discretion of the Regimental Recruiting Officer
- Eager Squad
- Service: Fall Project & Spring Project
  - Requirements laid out by Regimental XO in semesterly memorandum
  - Category score is based on completion (1st place if complete, last place if not)
- Banners and Tiles
- Regimental CO: To be scored as shown below:
  - The Regimental CO may create a category to be scored in the given semester
  - This category must be published in the Regimental XO memorandum
  - If unused, the weight of the category will go to Banners and Tiles

Each of these categories shall be scored by their respective scorer, and the companies shall be ranked from first to last based on said scores. Points will be awarded based on the ranking of the given company, and those points shall be multiplied by the category weight in order to determine the total points awarded. This is shown in the formula below:

$$\text{Points Earned} \times \text{Category Weight} = \text{Points Awarded}$$

The point distribution for the first through last place companies of each category is shown below:

Place	Points
1st	18
2nd	14
3rd	12
4th	10
5th	8
6th	6
7th	5
8th	4
9th	3
10th	2
11th	1
12th	1
13th	1
14th	1
15th	1

It is the responsibility of the Category Owner to report the category rankings to the Regimental Executive officer by the date which they prescribe.

The category owners are as follows:

Category	Reporter
Academics**	Rice Center
FMI	Regimental IG
PTAC	Regimental S-3
Retention**	Deputy Commandants
Recruiting	Regi Recruiting OIC
Eager Squad	Gregory Guard CO
Service	Regimental XO
Banners/Tiles	Regimental XO
Regimental CO	Regimental CO

**\*\* = non-cadet due to FERPA/PII**



Upon receiving the category rankings from the category owners, the Regimental XO shall calculate the total points awarded to the companies for the category. The weights for the categories are as follows:

Category	Percentage
Academics	20 (10 Prior SP, 10 FA)
FMI	15 (7.5FA, 7.5SP)
PTAC**	15
Retention**	15
Recruiting**	10
Eager Squad**	10
Service	10 (5FA, 5SP)
Banners/Tiles	2.5
Regimental CO	2.5 (1.25FA, 1.25SP)

**\*\* = not scored until end of year**

After all categories have been calculated, the Regimental XO will report the final winner to the Commandant to be announced at the end of year award ceremony.

### Publication of Scores

After a category has been scored and there is a change to Gold Cord standings, the Regimental XO shall release a score update containing the following information:

- Current Standings
- Categories that have been scores
- Categories yet to be scored
- A reminder of the weight of the categories remaining

Note: Platoon Tactical Challenge, Retention, Recruiting, and Eager Squad shall not be released in these publications.

### Absence from Category

In the event a Company is unable to participate in any of the categories, the weight of that category shall be evenly redistributed between the remaining categories.

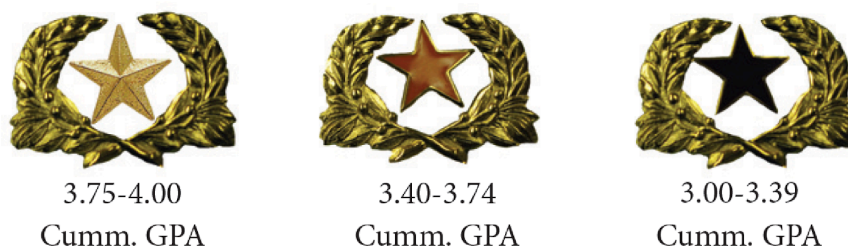
## ACADEMIC AWARDS

**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, cadets may go to the Tailor Shop to pick up academic ribbons based on their GPA the previous semester.
  - Cadets will bring a copy of their previous semester unofficial transcript.
- 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 ¼” above the top row of ribbons.
  - Academic wreaths will be awarded based on the following criteria.



**Fig 11-1 Academic Wreaths**

### **Kohler Cup (Drill & Ceremony)**

Below are the events that shall be considered in the awarding of the Kohler Cup. This cup does not factor into Gold Cord scoring and is awarded separately. The Regimental IG is responsible for the scoring of the below events and the awarding of the Kohler Cup.

- New Cadet Parade
- Football
- Homecoming Parade

### **Matthew J. LaPorte Iron Cup (Physical Fitness)**

Below are the events that shall be considered in the awarding of the Iron Cup. This cup does not factor into Gold Cord scoring and is awarded separately. The Regimental Athletics Officer is responsible for the scoring of the below events and the awarding of the Iron Cup.

- Company Athletics

**NOTE:** Company athletics will use the same grading criteria as Gold Cord point distribution

### **Jaffe Eager Squad & Eager Individual Competition (Drill & Ceremony)**

Below are the events that shall be considered in the awarding of the Jaffe Eager Squad Trophy. This competition does factor into Gold Cord scoring. The Regimental IG is responsible for the scoring of the below events and the awarding of the Jaffe Eager Squad Trophy.

- Squad Rifle Drill and Marching
- Squad Uniforms
- Eager Individual Rifle Drill and Guidon Quiz

## **CHAPTER 16: LOGISTICS**

### **GENERAL SUPPLY PROCEDURES**

This chapter establishes logistics, supply, procurement, and inventory procedures.

#### **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 their successor.
  - The incoming S-4 will physically sign for all equipment after the joint inventory and report discrepancies to the Vice Commandant.

##### ***Battalion S-4***

- 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 Commander (CO)***

- 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.

##### ***Cadet Organizational OICs***

- Will serve as the point of contact and overall coordinator for logistics/supply requests from Cadet organizations not directly in the regimental structure.
- Will ensure any Corps equipment signed out to the organization is returned in a serviceable and clean condition.

### **Requisitioning**

Requests for Corps equipment (water cans, radios, tug-of-war rope, etc.) must be emailed to the Regimental S-4 at least three days prior to fulfillment.

#### ***Policy***

- The proper Cadet Point of Contact (POC) will email the Regimental S-4 and specify:
  - The items requested and quantities
  - Indented pick up date and time
  - Indented usage of the requested equipment
  - Indented return date and time

- Requests made on short notice (< 3 days prior to fulfillment) must be approved by the Regimental Commander.
- Requests made after COB will not be granted until the next duty day.
- All equipment must be drawn before Friday at 1700.
- When requesting moving carts:
  - Company COs may text the Regimental S-4 directly to request a cart for cadets who are moving out. COs are responsible for properly returning the cart.
  - Organizations and Battalion requests require the standard three day notice and the set number of carts needed.
  - All carts must be returned to the Pearson Hall West basement stairs after use.

## RIFLE STORAGE, ISSUE, & SECURITY

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

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 17: PUBLIC INFORMATION**

### **PUBLIC INFORMATION**

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.

#### **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
  - New Cadet 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

## **CHAPTER 18: RECRUITING**

### **RECRUITING**

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 Regimental Recruiting Officer.
- 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 19: SAFETY & EMERGENCY PROCEDURES

### Safety is the responsibility of every member of the Corps

#### EMERGENCY REPORTING BASICS

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 the use of common sense to ensure proper action is taken.

The following items are listed below 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 the immediate cadet commander in the chain of command
- The Duty SL shall:
  - Notify the Deputy Commandant or the Commandant
  - Notify the Wellness personnel of all incidents in the barracks
- The Deputy Commandants shall:
  - Ensure that the Wellness personnel are 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**

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 taken immediately.

### **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 the barracks
  - Will not be tampered with at any time
  - Any suspected defects shall immediately be reported to the Regimental Safety Officer
- Smoke alarms located in the 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 S-3 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 established at a company level.

### **Prohibited Items**

The following items are strictly prohibited:

- Exits, hallways, and stairways must be kept clean, clear, and unobstructed.
- Papers, signs, etc., will not be fastened to or near ceiling light fixtures or ceiling tiles in accordance with University Policy.
- Electric stoves, hot plates, immersion heaters, etc., are not permitted in the barracks.
- No candles, open flames, plug-in scented devices, 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 Student Leader 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 more than 50 feet from the building.

**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.

- The Student Leader 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.
  - Gain accountability and pass it to the regimental S-1 if the alarm is between the hours of 2300 and 0500.
  - Pass up a list of those who did not exit the building if the alarm is at any other time
- “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

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.

### Policy

- When a tornado watch and warning is issued, 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 Upper Quad Hall North, or the basement stairwell 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

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.
- 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 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?

## **PERSONNEL ACCOUNTABILITY DURING EMERGENCIES**

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 report up the chain of command the status/whereabouts of all their personnel.
- If there are gaps in personal accountability, 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.
- Unit commanders are responsible for ensuring their respective Deputy Commandants & Senior Enlisted Advisors are informed of their cadets status.
- The Regimental Commander shall provide a status update to the Commandant of Cadets.

## **CHAPTER 20: CITIZEN LEADER TRACK PROGRAM (VPI BN)**

### **KEY PRINCIPLES**

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

**NOTE:** 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.
- 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 ensure 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 programs.
- Works closely with the 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 the 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 the 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**

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 the 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

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

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 they 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.

## CHAPTER 21: MENTORING & INTEGRATION

### MENTORING

#### First-Year Cadet - Junior Mentor Program

##### General

The Mentor Program provides the junior class (the mentors) 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 mentee), 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, professional, personal, and leadership support.

##### 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 mentee 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 upperclassmen mentor to enforce the professional relationship between their mentee and other upperclassmen.
- The junior must be a positive 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.
- Mentor/mentee relationships should remain professional at all times.
  - Same sex/gender mentor/mentee relationships are traditional.
  - The Deputy Commandant will consider individual requests for opposite sex/gender mentors/mentees when necessary.

**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.

## COMPANY INTEGRATION

### Sophomore Integration & Orientation To New Companies

- A unique form of a morale event is the welcoming and orientation of newly transferred Sophomores into their new companies.
- Commanders shall ensure that any Sophomore Integration OPORD event is approved by their respective cadet chain of command and Deputy Commandants and executed no later than the the end of Red Phase.
- 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.

### Policies

- Are limited to 3 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 integration 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 1800.
- Shall not take place in any of the following areas:
  - Lane Stadium and Worsham Field.
  - The Virginia Tech golf course.
  - The grounds of the Inn at Virginia Tech.
  - Inside any university building
- Uniforms:
  - All participants will wear an authorized cadet uniform or company apparel

**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.

## **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 among the highest instances 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 but are additive to 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 (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.

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 related to this policy are provided (please refer to the [\*Student Code of Conduct\*](#) for the most up to date definitions):

#### **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 of 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 (i.e. vapes). “Use” includes being under the influence of marijuana.

Possession of marijuana paraphernalia on university property or at university-sponsored events 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 of the *Student Code of Conduct*.



## 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 *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.

## VTCC POLICIES ON ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES

Cadets are subject to both university policies and VTCC 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 (i.e. dry) for all cadets in the Junior, Sophomore, and Freshman Class, regardless of age.
- Alcohol is permitted in limited quantities in Senior-only rooms, after Red Phase and with Commandant approval, in accordance with "Senior Cadet Alcohol Privilege" guidelines.
- Cadets who are of legal drinking age (21 or older) must consume alcohol responsibly.
  - It is illegal for any cadet, even of legal drinking age, to purchase alcohol for and/or distribute to someone under the legal drinking age.
  - It is illegal for any cadet under the age of 21 to possess or consume alcohol.
- No alcoholic beverages will be consumed outside in proximity of cadet residence halls without the approval of the Commandant.

- Alcohol may not be privately sold or manufactured.
  
- **Responsible use guidelines:**
  - No consumption of alcohol while driving.
  - No consumption of alcohol within eight (8) hours of traveling or any cadet duty/activity/event.
  - No more than one equivalent drink (12 oz. beer/seltzer/canned drinks (e.g. Jack Daniels Soda, etc.) 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 or partake in/interfere with any training activity.
  
- **Senior Cadet Alcohol Privilege Guidelines:**
  - Senior cadets living in a room with only senior cadets, all of whom are of legal drinking age, are permitted to keep limited quantities of alcoholic beverages in their room for consumption, bearing these regulations.
    - § Company leadership will prioritize Senior cadets rooming together and will make every effort to put underclass cadets in other rooms.
    - § Mixed-age/class rooms are ineligible to participate in this privilege.
  - With all occupants of the room "opting in," Senior cadets may choose to have only one of the following combinations in their room, regardless of maximum room occupancy:
    - § Twelve (12) 12-oz. beers/seltzers/canned drinks (e.g. Jack Daniels Cola, etc.) **or** two (2) standard 750 ml bottles of wine, **or**
    - § One (1) standard 750 ml bottle of wine and six (6) 12-oz. beers/seltzers/canned drinks.

§ All alcohol is limited to what can be bought outside Virginia ABC retail outlets only. All hard liquor and spirits (alcohol manufactured commercially/privately in local/commercial distilleries) are strictly prohibited.

§ Alcohol must be concealed when brought into the barracks and disposed of immediately after use. Trash must also be appropriately concealed. No display of empty containers permitted.

- Senior cadets (21 or older) participating in this privilege must adhere to the following restrictions on consumption. Company and Battalion leadership, in coordination with the Deputy Commandant, reserve the right to suspend this senior privilege or establish additional restrictions at any time.

**Eligibility and Compliance:**

§ All alcohol consumption by senior cadets will be in accordance with state law and the University *Student Code of Conduct*. Senior cadets who fail to maintain good order and discipline and who abuse this privilege will be punished as these regulations prescribe.

§ To participate, senior cadets are required to sign an acknowledgment regarding the requirements of this policy. Cadets who do not sign the acknowledgment cannot participate in the privilege thus making the entire room ineligible for the privilege.

§ Participation will only be permitted after seniors have completed Hokie Wellness *Party Positive* training, after the completion of Red Phase, and when authorized by the Regimental Commander.

§ Senior cadets with pending Tier 5 violations, military probation, or active alcohol violations/sanctions are not permitted to partake in this privilege (Tier 5).

§ Cadets with previous violations must be off Military Probation, no longer under sanction, and approved to participate by the Company Commander in coordination with the Deputy Commandant.

§ No alcohol consumption will be permitted in uniform without the approval of the Commandant.

**Time, Location, and Room Restrictions:**

§ Alcohol consumption will be permitted only after duty hours (1700 Monday-Friday) with an 8-hour cutoff before any academic, VTCC, or ROTC event, whichever is earlier (Tier 5).

§ The door must be closed during alcohol consumption, unless otherwise directed for accountability and safety (Tier 4).

§ All alcohol transported through public areas must be unopened and concealed. Possession or consumption of open or unconcealed

containers is not permitted in hallways, bathrooms, stairwells, main or side lounges, or other public areas (Tier 5).

§ Empty alcohol containers will be disposed of in sealed garbage bags – empty containers/packaging will not be visible (Tier 3).

§ Alcohol containers will not be used/displayed as decoration (Tier 3).

§ Alcohol will be stored out of sight during inspectable hours (Tier 3).

§ Alcohol consumption is prohibited during Spend-the-Night events. Alcohol will be removed entirely from a Host cadet's room for the entirety of their visit when Spend-the-Night guests or other cadet guests are present (Tier 4).

§ Consumption of alcohol in the presence of underage persons or non-senior cadets is prohibited (Tier 4). If underclass or underage cadets enter a room where alcohol is being consumed, those cadets must immediately exit the room, and all alcohol must immediately be stowed (e.g. in the refrigerator) before reentry is allowed.

§ Senior cadets may not share alcoholic beverages with any underclass/ underage cadet for any circumstances (Tier 5).

§ All senior cadets will indicate waiver completion and "Opt In/Out" status each semester on their door card before participating in the privilege.

## 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/CBD

University policy regarding marijuana, may be found as cited above.

**NOTE:** Corps 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.

**NOTE:** The possession of paraphernalia related to marijuana and other drug use will be viewed as intent to use and is prohibited.

### 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 their 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 other relevant articles) and may be charged as well as violations of the university's *Student Code of Conduct*.

Any sanctions imposed by the Office of Student Conduct for violations of the *Student Code of Conduct* may also be accompanied by appropriate VTCC sanctions.

Deputy Commandants will advise the appropriate ROTC professor of any potential violation of University/VTCC policy and any resultant sanctions.

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 any VTCC 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.

**NOTE:** Cadets involved in a particularly egregious alcohol incident could face suspension or dismissal for a first offense.

**NOTE:** Any cadet found to have assisted an underage cadet in acquiring alcohol may be dismissed from the VTCC.

### **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 & CBD)**

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, may be subject to discipline from ROTC including, but not limited to, 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.

## **ANNEX B: POLICY ON HAZING**

**General:** The university policy on these subjects is stated in the *Student Code of Conduct*. Cadets are responsible for reading and adhering to these 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.

### **KEY POLICIES**

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.

### **Student Code of Conduct Definition**

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.

### **Specific Acts**

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***

- 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 their physical appearance to 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*

- 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 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 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, 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.

## **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 oftentimes 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.

### **KEY POLICIES**

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**

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)

## RESOURCES

### Confidential

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

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](mailto: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.

## IMPORTANT PHONE NUMBERS

There are a variety of services and resources available both on and off campus for victims of sexual assault.

<b>Residence Life On-Call (RLOC) East</b>	<b>540-357-0750</b>
<b>Women's Resource Center of the NRV</b>	<b>639-9592 (Office)</b> <b>639-1123 (24 Hour Hotline)</b>
<b>Women's Center (VT)</b>	<b>231-7806 (Office)</b>
<b>Cook Counseling Center</b>	<b>231-6557 (0800-1700)</b> <b>231-6444 (1700-0800)</b>
<b>Schiffert Health Center (Women's Clinic)</b>	<b>231-6444 (24 Hours)</b>
<b>Virginia Tech Police</b>	<b>911 (Emergency, off campus)</b> <b>231-6411 (Office)</b>
<b>Blacksburg Police</b>	<b>911 (Emergency)</b> <b>961-1150 (Office)</b>
<b>Carillion New River Valley Medical Center</b>	<b>731-2000</b>
<b>Montgomery Regional Hospital</b>	<b>953-5122 (Emergency)</b> <b>639-9592 (Office)</b>

## 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 name tag. Only the detail leader will 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.

## Procedure

### *Morning flag detail*

- 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*

(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 perform facing movements, as to not make any sudden movements with the 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 gets 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, the 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.
- 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 close 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 the barracks”
- 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. Once in the TTVL the gatherer will put the flag in the bag and say “secure.” (Everyone is at attention and facing the flag).
- Once the colors are cased, the detail is complete, and the member of Color Guard present will give further instructions as needed.

**NOTE:** In the event the flag is wet, it will be laid out to dry on the racks.

### *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: 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 F: 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.

## **ANNEX G: 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 leadership classes. First-year or sophomore cadets with an unavoidable class conflict must complete the excusal request process on [DocuSign](#). Completion of four semesters of Corps leadership classes 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 Leadership Classes will be required to make up those semesters with the Junior or Senior offerings (see Ch. 14 for more details).

Juniors and Seniors may choose whether they will take the Corps Leadership Class offered each semester for their class year (except as noted above). Juniors and Seniors who choose not to take these classes do not have to complete the excusal process.

Every cadet who wants to pursue the Minor in Leadership Studies administered by the Rice Center for Leader Development must declare their intention to do so by submitting [the check sheet](#) for the minor they wish to pursue. This form must be received by the Rice Center no later than the beginning of a cadet's academic junior year at Virginia Tech.

## **ANNEX H: 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.

### **POLICIES**

#### **Policy 5616 Weapon Definitions**

##### *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.)

## **ANNEX I: NETWORK POLICY**

### **Misuse or Abuse**

Uses of University information technology resources or data that violate existing laws or University policies and procedures (including but not limited to University Information Technology Policies and Standards; Student Honor Codes; Student Code of Conduct; University Human Resources Policies; and University Financial Policies), or that otherwise violate generally accepted ethical norms and principles. Misuse or abuse also includes the sharing or transferring of an individual's university accounts, including network ID, password, or other access codes with one or more other persons, thus enabling the person(s) to gain access to University information technology resources.

Access to computer systems and networks owned or operated by Virginia Tech imposes certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. This standard applies to the use of any computing or communications device, regardless of ownership, while connected to the University network, and to the use of any information technology services provided by or through the University. Every individual using these systems and services is expected to know and follow this standard. The referring policy is [Policy 7000: Acceptable Use and Administration of Computer and Communication Systems](#).

Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

### **Standards**

#### ***Acceptable Use***

Each Cadet must:

- use resources (i.e., AI, network drives) only for authorized purposes.
- protect your user name and system from unauthorized use. You are responsible for all activities on your user name or that originate from your system.
- access only information that is your own, that is publicly available, or to which you have been given authorized access.
- use only legal versions of copyrighted software in compliance with vendor license requirements.
- be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

**NOTE:** use of AI to complete any Corps related disciplinary sanctions is not permitted.



*Unacceptable Use*

Each Cadet must **NOT**:

- use another person's system, user name or credentials, password, files, or data without permission.
- use computer programs to decode passwords or access control information.
- attempt to circumvent or subvert system or network security measures.
- engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to university data.
- use university systems for commercial purposes, such as using electronic mail to circulate advertising for products.
- if you are an employee, use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
- use mail or messaging services to broadcast unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or credentials.
- waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- use the university's systems or networks for personal gain; for example, by selling access to your user name or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
- engage in any other activity that does not comply with the general principles presented above.

A Virginia Tech user's new accounts have been automatically licensed to access Virginia Tech contracted Microsoft's 365.com and the Google Workspace for Education services.

**NOTE:** If a user decides to utilize any VT IT services, they are agreeing to abide by the terms for those services.



