THIS GUIDON BELONGS TO:

Cadet: ________________________________

Serial Number: _________________________

Company: ______________________________

Barracks: ______________________________
# Table of Contents

1. **Customs and Traditions** ............................................................... 4  
   Military Model ........................................................................... 4  
   Philosophy ................................................................................ 4  
   The Mission .............................................................................. 4  
   Five Cornerstones of Valley Forge .............................................. 5  
   The Valley Forge Military Academy & College Crest .................. 6  
   Valley Forge Military Academy & College History ..................... 6  

2. **Code of Conduct for New Cadets and Returning Cadets** .......... 9  
   The Plebe System ....................................................................... 9  
   Cap Shield .................................................................................. 12  
   Post Recognition ......................................................................... 12  
   Calling Barracks and Corridors to Attention ............................... 13  
   Calling up the Room .................................................................. 13  
   Corrections—Giving and Receiving Orders ................................. 13  
   Forms of Address ......................................................................... 13  
   Saluting ....................................................................................... 14  
   Conduct In and Around the Barracks ......................................... 14  
   Regimental Mess Hall .................................................................. 14  
   Morning Colors .......................................................................... 16  
   Daily Inspections ......................................................................... 16  
   Rooms .......................................................................................... 16  
   Cleaning ....................................................................................... 16  
   Cadet Room Display .................................................................... 17  
   Guard Duty .................................................................................. 19  
   Personal Grooming and Appearance .......................................... 21  
   Cadet Uniforms .......................................................................... 22  
   Etiquette ...................................................................................... 45  
   Diversity and Respect .................................................................. 46  
   Dating and Public Display of Affection ........................................ 47  

3. **The Honor System** .................................................................... 49  
   The Honor System ....................................................................... 49  
   The Honor Code ......................................................................... 49
<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Good Order and Discipline</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Tiered Disciplinary System</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Class C Offenses</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>Class B Offenses</td>
<td>58</td>
</tr>
<tr>
<td></td>
<td>Class A Offenses</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Hazing and Bullying</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Merit System</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Conduct Probation</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Area Tours</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Academy Academic Detentions</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>At Home Suspension</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Correction of Injustice</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Clearance, Discharge or Separation</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Dismissal Appeal Procedures</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td>Bars to Campus</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>Cadet Wellness</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>VFMA&amp;C Duty of Care for Cadets</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Resolution of Respect</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>Cadet Health</td>
<td>69</td>
</tr>
<tr>
<td></td>
<td>Cadet Counseling Center</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Chemical Substance Use, Alcoholic Beverage, Tobacco Policy</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Medical Amnesty Policy</td>
<td>76</td>
</tr>
<tr>
<td></td>
<td>Student Success Committee (SSC)</td>
<td>77</td>
</tr>
<tr>
<td>5</td>
<td>Cadet Wellness</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Laundry, Dry Cleaning, and Repairs/Alterations</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Automobiles</td>
<td>78</td>
</tr>
<tr>
<td></td>
<td>Computer Connectivity/Repairs</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Work Orders/Barracks Repair</td>
<td>80</td>
</tr>
<tr>
<td>6</td>
<td>Special Standards and Procedures</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Cadet Life</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Commandant’s Department</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Promotion/Reduction Criteria and Procedures</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Chapel Procedures</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Evening Study Hall</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>Leave Policy</td>
<td>88</td>
</tr>
<tr>
<td>Chapter</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>1</td>
<td>Cadet Boodle</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Cadet Store</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Extracurricular Areas</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Off Limit Areas</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Barracks Visitation</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Organization of Barracks</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Security in Barracks</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Property Damages</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Removal of School Property</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Personal Property/Unauthorized Items</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Storage</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Lending and Borrowing</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Uniforms</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Fair Wear and Tear</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Information Technology Acceptable Use Policy</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Cellular Telephone Policy</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>100</td>
</tr>
<tr>
<td>8</td>
<td><strong>Honors and Awards</strong></td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Academic Achievements</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Exemplary Awards</td>
<td>107</td>
</tr>
<tr>
<td></td>
<td>Athletic Awards</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Leadership Medals and Awards</td>
<td>111</td>
</tr>
<tr>
<td></td>
<td>Chapel and Choir Medals and Awards</td>
<td>117</td>
</tr>
<tr>
<td></td>
<td>Service and Activities Awards</td>
<td>118</td>
</tr>
<tr>
<td>9</td>
<td><strong>The Honor Roll</strong></td>
<td>120</td>
</tr>
<tr>
<td>10</td>
<td><strong>Former Regimental Commanders</strong></td>
<td>123</td>
</tr>
</tbody>
</table>
CHAPTER 1
CUSTOMS AND TRADITIONS

THE MILITARY MODEL

The “Military Model” is an architecture from which the organization achieves its mission by applying the core values associated with military culture and lifestyle.

Valley Forge is a military school in which the military serves as a technique of education, as a means to an end and not an end in itself. The military is applied in several ways: it provides the setting for the orderly atmosphere for learning; it provides for the establishment of a system of structured, supervised education; it encourages the development of leadership, self-discipline and the organized life; it provides for the exercise of those fundamental virtues of good character essential to a free society such as duty, responsibility, service, concern for others and recognition of authority.

PHILOSOPHY

Our philosophy at Valley Forge Military Academy & College is to improve the total individual in a comprehensive system of self and group improvement.

We strive to educate every cadet in a manner that contributes to and reinforces the cadet’s capabilities to confidently seek and accomplish the challenges of life. Valley Forge pursues this goal by using the holistic academic and military environment as the integrative mechanism to prepare its graduates to become educated citizen leaders of character. The dynamics of our tightly structured and supervised cadet-led community instill commitment to responsible and informed citizenship in a democratic society. Valley Forge's military school education helps our graduates gain the abilities and aspirations to effectively confront and resolve the problems of life, both public and private.

THE MISSION OF VALLEY FORGE MILITARY ACADEMY & COLLEGE

To EDUCATE Cadets, within an academic and military environment to be fully prepared for their responsibilities as citizen leaders who are mentally alert, sound in body, considerate of others and possessed of the highest sense of duty, honor, loyalty and courage.

To FOSTER the love of God and country, high moral standards and strong character traits that will make all a credit to themselves, their families, their alma mater, their country, and their God.
FIVE CORNERSTONES OF VALLEY FORGE

Valley Forge will produce educated leaders for our global community, developing the whole person, continuing to rely on Five Traditional Cornerstones on which Valley Forge has built its international reputation:

- **ACADEMIC EXCELLENCE**—Valley Forge seeks to educate and develop our cadets for college entrance or transfer to a four-year college, career success and responsible citizenship. A challenging curriculum, dedicated faculty, small classes, individual attention and faculty-supervised evening study hall provide an environment conducive to attaining academic success. The acquiring of knowledge, the development of skills and the shaping of attitudes are emphasized to enable cadets to excel academically and to inspire them to pursue education throughout life.

- **PERSONAL MOTIVATION**—The objective is to motivate each cadet to strive for excellence, both individually and as members of an organization, in all areas of endeavor. Motivation is encouraged through positive competition, recognition, loyalty, teamwork, organizational pride and the establishment of personal goals.

- **CHARACTER DEVELOPMENT**—Valley Forge emphasizes time-proven standards of conduct, ethical behavior, integrity, spiritual values, and service to community and country. This program enables cadets to adapt and contribute to society without sacrificing those values that develop strength of character, lead to honorable success and foster love of country.

- **PHYSICAL DEVELOPMENT**—Valley Forge strives to improve the health, self-confidence and physical abilities of every cadet through an integrated program of physical education and athletic competition. By focusing on a healthy lifestyle, good physical conditioning and competitive athletic skills, the institution fosters the development of those attitudes, habits and abilities that lead to lifelong physical well-being.

- **LEADERSHIP**—Valley Forge seeks to prepare its graduates to become educated citizen leaders committed to fundamental democratic ideals in an increasingly diverse and interdependent global society. Employing the dynamics of a military organization in its structured cadet environment, the Forge experience is designed to foster the development of individual responsibility and sound leadership skills by providing opportunities for the practical application of leadership theories in positions of increasing responsibility.
THE VALLEY FORGE MILITARY ACADEMY & COLLEGE CREST

The coat of arms was designed by the founder, Lieutenant General Milton G. Baker, in 1928. The shield is of red and white vertical stripes with a blue field containing thirteen stars, one for each of the original states. The crest consists of an eagle with wings displayed and a scroll bearing the motto “Courage, Honor, Conquer.”

The emblem consists of a representation of General George Washington kneeling in prayer in the snow at Valley Forge over crossed cavalry sabers and surrounded with a circular margin bearing the words “Valley Forge Military Academy and College.” The emblem typifies the spirit and motive principles of the Academy. The sword has always been the symbol of the military; the act of General Washington kneeling in prayer in the snow is a symbol of humility and of indomitable faith in the face of adversity.

VALLEY FORGE MILITARY ACADEMY & COLLEGE HISTORY

On September 26, 1928, the first cadets entered the gateway of Valley Forge Military Academy, a new military preparatory school founded, in the words of the announcement, “to meet the crying need for the education of America’s youth.” The first catalogue states that the “Academy is magnificently located in a park of fourteen acres at Devon on the main line of the Pennsylvania Railroad, eleven miles from the Philadelphia city line and three and a half miles from Valley Forge Park in one of Philadelphia’s most beautiful and exclusive suburbs.” It is further stated that “any boy over twelve years of age of good moral character and eligible to enroll in the seventh grade of any recognized grammar school will be admitted to the Academy.” The first Corps of Cadets, entering that September day in 1928, saw the stately and ornate Devon Park Hotel on the hill as their first home.

The Academic Department offered three courses of instruction—classical, scientific, and commercial—administered by a staff of thirteen instructors. On Sunday evenings, a Bible Class was conducted by the headmaster—the first half hour being devoted to the Old Testament and the second to the New Testament.
The first Christmas furlough ended on January 6, 1929, and the Corps of Cadets had resumed its enthusiastic task in establishing the traditions and routines of a new military academy when tragedy struck. At 4:20 A.M. on January 18, 1929, fire broke out, and, despite valiant efforts on the part of everyone, the flames reached such proportions that the building was completely consumed in a very short while. Because so many individual acts of heroism were performed by cadets and faculty in efforts to save valuable records and property, Major Milton G. Baker, the Superintendent, directed shortly after the conflagration that the Order of Anthony Wayne be established to recognize “contributions to the well being of the academy above and beyond the normal dictates of duty.” Thus, the prestigious Order of Anthony Wayne commemorates the heroism of many members of the First Corps of Cadets.

At about the same time, the St. David’s Golf Club in Wayne decided the old St. Luke’s Preparatory School, a small church-related institution that had recently ceased to operate and which the Golf Club had acquired, was surplus to its needs. Major Baker, overwhelmed by the miracle-like announcement, was quick to inspect the property and saw great possibilities in its existing structures and its magnificent natural setting. The matter was quickly settled, and that very afternoon the “refugee” Corps and faculty moved into the school’s present location. The original structures consisted of the main building, renamed Washington Hall; another building, renamed Von Steuben Hall; the St. Luke’s headmaster’s residence, renamed Lee Hall; the gymnasium and pool, renamed Lafayette Hall; and a tiny building renamed Wayne Hall. The Corps used Washington Hall for barracks, classrooms, and the Regimental Mess Hall; Von Steuben Hall was used for classrooms and faculty quarters; Lafayette Hall became the gymnasium and was used for additional sleeping quarters; Lee Hall was given to the Tactical Department; and Wayne Hall served as an infirmary. The horses of the squadron were stabled at a farm on Gulph Road.

During that epochal first year of its existence, Valley Forge Military Academy had opened its doors, survived a conflagration, reestablished itself in a new home, reorganized itself, achieved standards that made it possible for the War Department to establish an ROTC unit; entertained a succession of distinguished military leaders; carried on a full academic, athletic, and social schedule; arranged a bivouac at Valley Forge Park in June; and graduated 24 cadets on June 5, 1929.

Valley Forge—now in its ninth decade—has evolved with the times, adding a two-year college curriculum in 1935 to complement that of the Academy. Its facilities expanded over the years to include six cadet barracks, a mess hall, four classroom buildings featuring modern scientific laboratories and a skills development center, a library, music practice rooms, a chapel, a health center, a student union building, athletic fields,
gymnasium, an indoor and an outdoor swimming pool, tennis courts, an indoor polo pavilion, stables, indoor rifle range, and nearby faculty apartments and homes. The Forge has achieved national recognition over the years through a variety of ventures:

- Finalist in the Exemplary Private School Recognition Project sponsored by the Council for American Private Education.
- Recipient of the George Washington National Honor Medal from the Freedom’s Foundation at Valley Forge for the Valley Forge Character Education Program.
- Designated as an Honor Unit with Distinction by the Department of the Army.
- The Regimental Band has participated in the inaugural parades of several U.S. presidents and virtually every Pennsylvania governor since the school’s founding.
- The Regimental Chorus has performed at the White House, the Pentagon, Philadelphia’s Academy of Music, and Carnegie Hall and Lincoln Center in New York City.

As of the 2006 fall semester, the College began accepting women. The service academies and private military colleges have made this transition, and in doing so, have improved the diversity as an institution. Nearly 20% of our College graduates enter the military or a service academy within three years. Through the Early Commissioning Program, the SROTC program, and the Service Academy Preparatory Program, Valley Forge has established a credible and vital relationship with the military. In order to continue to grow this relationship, fundamental changes have been made to make our College a bona fide military institution.

As we deal with the 21st Century, Valley Forge Military Academy & College will continue to be a shining beacon, calling young men and women to develop their full leadership potential through the structure and inspiration provided by the Valley Forge tradition of excellence.
A. **THE PLEBE SYSTEM:** To become a recognized member of the Corps of Cadets at Valley Forge Military Academy & College, one must successfully complete a period of training known as the “Plebe System.” It is a period of training and adjustment that every cadet who attends Valley Forge undertakes. It is a time honored “right of passage” that binds all those who attended Valley Forge in a common bond of brotherhood. Every cadet admitted to Valley Forge has been carefully screened before they attend. It has been determined that each has the requisite skills, traits, and attributes to achieve success in all programs at Valley Forge. It is the Chain of Command’s responsibility using all assets available to develop these skills, traits, and attributes to the highest level capable by each cadet. The Plebe System is an outstanding opportunity for leadership development in a State of the Art, 21st Century Leadership Development Laboratory.

1. **Goals:** The goals of the Plebe System and New Cadet year are:
   b. **Teach** cadets to be loyal and effective followers as part of the leadership development experience.
   c. **Introduce** Cadets to the daily operations and rules and regulations of Valley Forge.
   d. **Instruct and train** each New Cadet in the standards and conduct expected of a member of the Valley Forge Corps of Cadets.
   e. Introduce cadets to the **customs and traditions** of Valley Forge.
   f. **Instill** confidence, teamwork, loyalty, respect, responsibility, selflessness, a sense of duty and service, and self-discipline in a standards based, values focused system.
   g. Begin to set the foundation for development of the cadet as a future **citizen-leader of character**.
   h. **Inspire** all cadets to strive for excellence in all they do.
   i. Provide a powerful and inspirational **leadership** experience for the Cadet Chain of Command and all upper class cadets through their positive, inspirational leadership by example.
2. **Duties and Responsibilities:** Responsibility for the development of the New Cadet and the execution of the Plebe System resides with the Commandant’s Department, the Staff and Faculty, and the Cadet Chain of Command. The Commandant delegates authority for the administration and execution of the Plebe System to the Cadet Regimental Commander and the Chain of Command, led, coached, mentored, and over-watched by the TAC Officers and guided by the principles of The Cadet Resolution, the Leader’s Pledge, and the Guidon. These establish the principles and guidelines expected of every leader entrusted with the responsibility of training, maintaining, leading, and caring for cadets.

3. **Duration:** A cadet’s first year (Plebe and New Cadet period) is a time of learning and preparation for the day when he or she, as an Old Cadet, assumes a leadership position in the Corps of Cadets. A cadet’s first year (first semester for College cadets) is divided into two phases:
   a. The Plebe System—From his or her reporting day to Recognition.
   b. The New Cadet or Post Recognition Phase—The remainder of the semester for College cadets and the remainder of the school year for Academy and Middle School cadets.
   c. Plebes can expect to have increased privileges after the first five weeks of Plebe Training.

4. **The Plebe System begins** when a cadet reports to Valley Forge and continues until Recognition Day. Besides being responsible to adhere to the rules and regulations that govern all cadets at Valley Forge, Plebes are required to adhere to additional rules and to accomplish additional requirements prior to being recognized as a New Cadet.

5. **Plebes will adhere to all VFMA&C regulations** as well as the below listed rules and requirements.
   a. **Plebes will:**
      - March smartly about their business, moving at a cadence of 120 paces per minute, swinging arms 9” to the front and 6” to the rear when outside the barracks.
      - March at a cadence of 120 paces per minute in barracks corridors, swinging arms 9” to the front and 6” to the rear.
      - Be required to repeat informational sound-offs assigned them by Cadet Officers.
      - Stand at attention behind their chairs upon entering the Mess Hall.
      - Sit at attention while in the Mess Hall, keeping their heads erect, eyes to the front and maintain good table manners.
      - Request permission for all actions from their Table Commandant while in the Mess Hall.
• Carry all towels draped over the left forearm.
• Address all Old Cadets as Sir, Ma’am, or by their rank.
• Double-time on their company areas.
• Only use their computer for academic work.
• March together in a formation with one Plebe calling cadence when there are 3 or more.
• Backpacks will be worn on their backs as designed and carry all other bags in their left hand.
• Plebes will maintain a high and tight military style standard haircut.

b. Plebes will not:
• Use Old Cadet Walk.
• Play computer games.
• Use cell phones. The cell phone ban may be lifted at the discretion of the Commandant.
• Be allowed to communicate with their families or the outside via the Internet until after Recognition Weekend.
• Be allowed any leave privileges.
• Use the phone, watch television, listen to the radio or use vending machines.
• Sit on any benches on main campus.
• Enter any of the Company day rooms.
• Talk in the hallways or in the Mess Hall without permission.
• Enter Old Cadet rooms.
• Enter any barracks but their own except on official business.

C. Once a Plebe receives his/her Cap Shield they will have access to the Boodle Shop, and the Cadet Store. Prior to receiving a Cap Shield, Plebes will not be allowed access to the Boodle Shop and may access the Cadet Store under the supervision of a Chain of Command member to purchase basic issue items, make up shortages in their personal inventory, purchase personal hygiene items, school supplies, water, sports drinks and power bars.

d. Retraining: Plebes who fail to meet the requirements of the Plebe System because of poor attitude, lack of cooperation or evidence of maladjustment will be subject to retraining and possible disciplinary action. The first action taken will be to ensure that the Plebe understands the task, conditions, and standards and is trained to standard so that he or she can successfully complete the task.

6. Disciplinary Action: If the Plebe is fully trained to standard and still refuses to complete the task, the Cadet Company Commander will recommend to the TAC Officer that disciplinary action be taken. TAC Officers may order deficient Plebes to work details or march spot tours on the unit area.
B. **CAP SHIELD:** The Cap Shield is a time-honored tradition that focuses the Cadet on the basic “tenets” that are the hallmark of being a Valley Forge cadet and alumnus. It is one of the “threads of continuity” that binds all Valley Forge graduates to each other and their Alma Mater. Before a Plebe may be recognized as a member of the Corps of Cadets and be entitled to wear the School Cap Shield, that cadet must successfully complete the Crucible and complete all Cap Shield requirements to include being able to recite the Mission, Honor Pledge, Anti-Drug Pledge and Anti-Bullying Pledge.

1. **Plebes will earn their Cap Shield in the following manner:**
   a. Plebe Cap Shield requirements are published in the Cap Shield Record book received by all new cadets. The last page of the Cap Shield Chapter is a formal record of requirements.
   b. As each requirement is successfully stated to the Squad Leader, formal record will be dated and signed off on by the Squad Leader.
   c. If the Plebe passes the Cap Shield exam, the Company Commander will immediately congratulate the Plebe on “Earning their Cap Shield” and on becoming a member in good standing of their Company. They are still Plebes until Recognition Weekend, but can wear the Cap Shield. The Commander will sign the bottom of the Plebe’s Cap Shield record as COMPLETED, DATE, SIGN.
   d. The TAC Officer will put the plebe on the phone ASAP to tell his or her parents the good news!!
   e. The Plebe will be awarded his/her CAP SHIELD at the next Company formation.
   f. If the Plebe is not successful, the TAC Officer will immediately tell the Plebe he/she did not complete the Cap Shield and specify why. The Plebe will report to his Squad Leader and correct the deficiency and retake the Cap Shield exam after a minimum of 24 hours.

C. **POST RECOGNITION:** Recognition of a Plebe officially marks the end of the Plebe System. A cadet is then considered to be a member of the Corps of Cadets and is entitled to take advantage of all privileges of a New Cadet in the Corps. New Cadets will maintain good posture while seated in the Mess Hall. New Cadets will not use Old Cadets’ Walk. As with all cadets, a New Cadet’s personal conduct is governed and judged by The Honor Code, The Cadet Resolution, and The Guidon. After Recognition the New Cadet is still challenged, but this challenge becomes increasingly easier as he or she develops greater self-discipline, dedication to duty, loyalty, and understanding of the Five
Cornerstones of Valley Forge. The main impetus for this growth comes from the personal example he or she observes in his or her cadet Chain of Command and “Old Cadets.”

D. CALLING BARRACKS AND CORRIDORS TO ATTENTION: In corridors or barracks, the first cadet to see a Cadet Officer or a member of the Staff and Faculty will call “Attention,” if the officer is senior to any other officers already in the barracks. All cadets will stand at attention with their backs parallel to the wall. Cadets entering the corridor while the officer is already in the corridor will simply come to the position of attention, back to the wall. The cadet will carry on at the directive of the staff or Faculty Officer.

E. CALLING UP THE ROOM: Cadets will stand and call the room to attention whenever a Faculty or Staff Officer enters (except during Study Hall). The cadets will remain standing and at attention until the officer directs them to stand at ease, departs or directs the cadet to be seated.

F. CORRECTIONS – GIVING AND RECEIVING ORDERS: Corrections are always made with the intent of helping, inspiring, and improving the individual corrected. They will be made in such a manner and such a tone of voice to achieve this end and not cause the person corrected to feel humiliation or antagonism. If the senior fails to make corrections properly, he or she demonstrates failure to understand the proper responsibilities or abuse of his or her position. The subordinate; however, is never justified in displaying anger or resentment, or in failing to obey a legally issued order. Any cadet who receives an order from a person in authority will obey such an order promptly and without question, unless the order is illegal.

G. FORMS OF ADDRESS:

1. Addressing Seniors: Cadets must be sensitive in the appropriate use of “Sir” or “Ma’am.” Socially, cadets are introduced as “Mister” or “Miss.” Proper respect for seniority and proper demeanor in the presence of seniors is a fundamental aspect of the military environment.
2. Reporting: When addressed by, reporting to, or in conversation with an officer, and in written communications of an official nature, all cadets will use the term “Cadet.”
3. Addressing Officers: Cadets will stand at attention when addressing or being addressed by an Officer/Faculty member. New Cadets observe the same formalities in conversation with Old Cadets as they do with
H. SALUTING: The salute is one of the most recognized forms of military courtesy. It is a time-honored privilege reserved only for exchange between soldiers in good standing. Cadets salute all staff and faculty officers, cadet officers, civilians and guests on campus and offer a greeting.

I. CONDUCT IN AND AROUND THE BARRACKS: Cadets will conduct themselves in an orderly manner at all times when in the barracks area.

Cadets will:
1. Maintain quiet and an acceptable noise level.
2. Play music at a level that cannot be heard outside of the room – use earphones when available.
4. Keep all furniture, fixtures, and equipment in the room to which they are assigned.
5. Store luggage in the unit storage room.
6. Properly secure their room when they depart it.
7. Be in their assigned room, in their assigned bed with lights out between Taps and Reveille (Unless authorized late lights. If authorized, they will remain in their room and respect their roommates by using desk lights only).
8. Wear appropriate footwear and a bathrobe when using the latrine or shower, if not in uniform.
9. Keep perishable food in an appropriate container and stored in accordance with Guidon directives.
10. Enter or depart rooms only through doors.

Cadets will not:
1. Throw articles from windows.
2. Sit in or lean out of windows.
3. Hang articles of clothing in or outside windows, or put anything on window ledges.
4. Cover windows with flags, towels, blankets, sheets, etc.

J. REGIMENTAL MESS HALL: Cadets will display and practice good manners and deportment in the Mess Hall at all times. Upon entering the Mess Hall, cadets will remove their headgear, walk to their table, and stand silently at attention behind their assigned chairs. Coats or jackets will be
hung on the back of the chair. Cadets will take their seats when directed by the Table Commandant and sit at attention until the Regimental Commander or a representative announces “Carry On.” No cadet is permitted out of his or her seat to obtain food, nor to begin eating until “Carry On” has been given. “One Bell” sounded means that the Corps is at attention. Cadets standing will stop where they are and remain at attention; cadets seated at tables will stop eating and sit at attention. “Two Bells” sounded is the signal that cadets may leave the Mess Hall. During mandatory meals, cadets will not get up from their seats until “two bells.” As an exception, Commanders, Executive Officers and First Sergeants will be permitted to be out of their seats to maintain order within their company mess areas.

1. **Duties and Responsibilities:**
   a. The Regimental Commander is responsible for the procedures and conduct of the Corps in the Mess Hall.
   b. The Regimental Sergeant Major, Battalion Sergeants Major, and First Sergeants will ensure good order and discipline are maintained in their company areas. One will remain until the end of the mess to ensure all tables are properly “bussed.”

2. **Mandatory and Optional Meals:** All meals will be normally served cafeteria style. Family style meals will be served as an exception to policy as directed by the Commandant’s Department.

3. **Table Police:** Cadets will clear their own tables. During all optional meals all items from the table, less the condiments in the condiment tray, will be deposited at the service window near the kitchen or at other designated cleaning stations.

4. **Atmosphere and Comportment:** The noise level will be kept to a minimum; conversational tone will be used. All movement in the Mess Hall will be done “at ease.” Cadets will walk in the Mess Hall.

5. **Removal of Food and Utensils:** All food served in the Mess Hall will be consumed. All utensils and equipment will remain in the Mess Hall. Cadets are not permitted to remove food and drink from the Mess Hall and will result in discipline actions.

6. **Visitors:** Cadets must receive permission from their TAC Officer if they wish to bring visitors to the Mess Hall. Visitors will be charged the standard fee if they desire to consume the meal. Visitors are not permitted to remove food and drink from the Mess Hall.

7. **Uniforms:** The prescribed uniform of the day will be worn in the Mess Hall. The Commandant of Cadets will approve all exceptions to this policy.

8. Cadets will be allowed to order food from off-post restaurants at the discretion of the Commandant. Times and procedures will be published separately.
K. **MORNING COLORS**: TAC Officers, assisted by the Cadet Chain of Command, will inspect cadets at morning colors. Cadets will be released from formation in sufficient time to arrive at class with all necessary books and supplies.

L. **DAILY INSPECTIONS**: TAC Officers will inspect individual rooms each morning.

M. **ROOMS**: Cadet rooms will be prepared for inspection each day. (See next page for diagram) Room doors, walls, and windows will be kept clean and free of all decorations. Cadets are specifically prohibited from hanging posters, pennants, pictures, flags, and banners from walls, doors, or windows. Decals will not be placed on windows or doors. Windows will not be covered with anything. Staples, tacks, nails, screws or tape will not be used on doors, walls or furniture. (Staples or tacks may be used on the corkboard portion of the desk). Fans will be removed from windows from morning colors formation until 1500 hours daily. Cadets must have TAC Officer’s permission to enter the barracks.

N. **CLEANING**: Cadets are responsible for the following room standards on a daily basis (0745 Monday through Friday and 0800 Saturday and Sunday):

1. **Rooms:**
   a. Beds made
   b. Waste basket emptied and cleaned
   c. Floor swept
   d. Desk top clean
   e. All surfaces dusted
   f. All items in place—shoe line
   g. All valuables secured
   h. Wall locker in inspection order
   i. All issued equipment properly stored and displayed
   j. No unauthorized items

2. **Latrines**: A cadet detail will be responsible for cleaning the barracks latrines prior to 0800 daily. The detail will clean the commodes, urinals, sinks, mirrors, walls and floors of the latrines and shower rooms. They will replenish paper products. Additionally, cadets are responsible for the general police of the latrines to include keeping them free of trash at all times and will also police the common areas.

3. **Brass**: Cadets are responsible for shining the brass on doors, in hallways and in stairwells.
CADET ROOM DISPLAYS

WALL LOCKER DIAGRAM

1. Shako Box, centered (Web Gear behind, if ECP)
2. Blanket, folded, 21" front (Ruck Sack on top, if ECP)
3. Beret
4. Chapel Cap
5. Top to Bottom: Gloves (fingers out), Ski Cap, Scarf
6. Towels—6" (3)
7. VFMAC White Athletic Socks, folded and stacked (3)
8. Sheets—6" (4)
9. Undergarments (Male only)—6" (3)
10. Black Socks, folded and stacked (3)
11. Pajamas—6” (3)
12. White T-Shirts—6" (3)
13. Pillow Cases—6" (2)
14. Hair Bush and Comb—flush with edge
15. Razor, 2” back from edge
16. Toothpaste—cap to front, flush with edge
17. Toothbrush—2" back from edge
18. Soap Box/Soap—flush with edge, long side facing out
19. VFMAC Sweat Pants
20. VFMAC T-Shirts
21. VFMAC Sweatshirts
22. BDUs Top—folded
23. BDUs Bottom—folded
24. VFMAC Gym Shirt
25. Black Shoes
26. Storage Cartons/Boxes
27. Security Drawer—LOCKED

Note: The Honor Manual, Drill and Ceremony Book, Guidon and any other cadet publications will be displayed on the bookshelf of the desk.

HANGING LOCKER ORDER (from the left)
1. Full Dress Trousers—zipper facing inward
2. Dress Gray Trousers—zipper facing inward
3. White Trousers—on black hangers, waistband on leg
4. White Short Sleeve Shirt—all buttons fastened
5. Gray Short Sleeve School Shirt—all buttons fastened
6. Black Sweater
7. CQ Jacket or Dress Gray Leave Jacket—zipped up to name tape
8. Full Dress Blouse—buttoned at second button
9. BDU Jacket—zipped and buttoned
10. Mackinaw/All-Weather Coat—zipped and buttoned (if issued)
11. Raincoat—zipped and buttoned (if issued)
12. Bathrobe

NOTE: Nos. 4 through 12 — AS WORN, SLEEVES OUT, NO PARADE REST!

REMARKS:
⇒ Dust Window Sill
⇒ No Dust Bunnies
⇒ Sweep Under Radiator Pipes
⇒ Dust Wall Locker and Desk
⇒ Sweep Behind Desk and Wall Locker Drawers
⇒ All Clothing Facing Left of Wall Locker
⇒ Empty Trash Can Prior to School Call
⇒ Make Bed Prior to School Call

See Reverse Side
UNDER-BUNK SHOE ALIGNMENT

All Footwear: Tied and Shined

| Combat Boots | Low Overshoes | Sneakers | Slippers | Low Overshoes | Sneakers | Combat Boots |

LEFT SIDE FOR  
UPPER BUNK  

RIGHT SIDE FOR  
LOWER BUNK

DESK/BOOKSHELF

1. Books aligned, as you look at the unit, from left to right/tallest to shortest.
2. Use book ends as appropriate.
3. No extraneous papers protruding from the books; no papers or items behind the books.
4. It is expected that the desk will be kept clean and orderly, not cluttered with papers and bric-a-brac.

MISCELLANEOUS

1. All items on display must be clean and serviceable. Toilet article shelf will be covered with a clean white towel (NOT tacked down).
2. Items of clothing will be neatly folded and placed on locker shelves. Folding width should be approximately 6 inches (except for socks and Battle Dress Uniforms).
3. NO posters or flags, or any such items, will be affixed to walls or furniture. There will be NO tacks or adhesives affixed to wood surfaces.
4. Laundry bags will contain only dirty laundry and be hung on the bed posts at the foot of the bed.
5. Authorized music system maximum size is 30” in length by 12” in height and by 8” in depth.
6. All items in hanging locker will be buttoned or zipped. Items in wall locker will be hung so that buttons/zippers are to the left. Trousers zipped will be to the rear.
7. All items in wall locker and desk drawers will be neatly placed. All clothing items will be rolled or folded.
8. Door tags will be affixed to the outside of each door.
9. Electric fans will be removed from windows between 0800 and 1500 daily.
10. Window dress per DROs.
4. **Area Police** (0745 Monday—Friday and 0800 on Saturday and Sunday):
   a. All common area waste baskets emptied and cleaned before morning colors formation.
   b. Hallways and stairwells swept.
   c. Area outside the barracks up to adjoining building policed.
   d. Assigned police area properly cleaned.
   e. Windows/mirrors clean.

5. **Damage Charges:** Destruction of or damage to doors locks, walls, windows, or furniture, fixtures, and equipment will be charged directly to the room’s occupant or occupants. A $500 fee will be assessed over and above the cost of the damages for each incident of vandalism. Whenever the Commandant’s Office is unable to determine the person(s) responsible for barracks damage that is clearly not the result of normal use, the cost of damage and repairs is split amongst the residents of the building. Charges related to damage in common areas of the residence halls may not be appealed.

O. **GUARD DUTY:** Guard duty is an obligation for every cadet. It constitutes one of the most important duties assigned to a cadet.

1. **Rosters:** TAC Officers will maintain the rosters by which cadets are detailed for guard duty. The Training Officer VFMA&C will maintain the rosters for Battalion Duty Officers and Bugler.

2. **Organization:**
   a. The Daily Guard consists of the Staff Duty Officer (SDO—CPT and higher), the Staff Duty Non-Commissioned Officer (SDNCO—1SG, SGM), and Bugler.
      (1) The SDO and SDNCO - All cadet officers will be assigned by roster to serve as the SDO. The primary duty of the SDO/SDNCO is to assist the Officer-in-Charge as ordered. The SDO/SDNCOs will ensure the efficient conduct of all Corps Restricted Privileges (RPs) and optional messes. They will ensure good order and discipline, and police call at all times. They will report to the Training Officer, Commandant’s Office, at 0700 hours, Monday through Friday for a briefing. SDO/SDNCOs will attend all scheduled classes and study halls.
      (2) Bugler of the Guard and Bugle Calls—The Director of Music will assign a Bugler from Band or Field Music to sound bugle calls that are not automated.
   b. Company Duty Officer and Assistant Duty NCO
      (1) Each TAC Officer will establish a roster of Cadet Lieutenants in his or her barracks to serve as Duty Officer and a roster of NCOs, Staff Sergeants to Master Sergeants to serve as Assistant Duty NCO.
(2) Each barracks will have a Cadet Officer assigned as Duty Officer. Each unit within a barracks will have a Staff Sergeant to Master Sergeants assigned as Assistant Duty Officer.

c. The tour of duty will last one week, Monday through Sunday and the cadets so assigned will attend all regular classes and other scheduled duties and formations.

d. Duties and Responsibilities:

(1) Maintain good order and discipline and security in the barracks.

(2) Direct supervision of unit CQs during unit non-duty time (e.g., Friday evening, during routine leaves, etc.).

(3) Be present in their company at all times during these periods, except when the Duty Officer is supervising Restricted Privileges or optional mess. Movement to 3rd Mess formation and conduct of his or her unit at optional Mess.

(4) Ensure that CQs are able to attend optional mess by securing a qualified replacement for his or her period of absence.

(5) Administer and supervise the Unit Tour Detail and Company restrictions.

e. Charge of Quarters—Each Company Barracks will have a CQ present Friday, Saturday and Sunday. CQ duty will normally run from approximately 1600 hours to Taps on Friday, and from 0800 hours to Taps on Saturday and Sunday. TAC Officers will oversee the CQ roster to ensure all are afforded adequate study time. A printed and/or electronic roster shall be kept on file within the company area and be available at the Commandant’s request.

(1) Junior NCOs of Sergeant and below, old Cadet Privates and New Cadets (after Recognition) will perform duty as Charge of Quarters (CQ). There will be one CQ per barracks.

(2) The Cadet Executive Officer, under the direction of his or her TAC Officer, will publish and post a monthly roster NLT one month in advance of assigning this duty.

(3) The tour of duty of the CQ is from reveille through the completion of the Taps report unless otherwise directed by the TAC Officer or Chain of Command.

(4) The uniform of the CQ is uniform of the day with white waist belt.

f. Duties and Responsibilities:

(1) Maintenance of good order and discipline in the unit area and general security of personal and Academy property.

(2) Obey and execute all general and special orders. He or she will not leave his or her post unless properly relieved during the tour of duty except for official purposes.
(3) At Mess formations, the CQ will proceed to the Mess Hall when relieved by the Company Duty Officer.

(4) Inspect his or her corridor and barracks during call to quarters and promptly submit an accurate report of all absentees to the TAC Officer.

(5) Ensure all information received from the SDO/SDNCO concerning uniforms, window dress, formations, etc. is provided to his or her unit.

(6) Keep Unit common areas policed.

(7) The CQ will ensure all utilities (light, water, etc.) are off when not in use.

g. Other types of guard duty will be assigned by the Commandant of Cadets (Boodle Shop, Library, Gymnasium, Sentinels, etc.)

P. PERSONAL GROOMING AND APPEARANCE: Cadets will observe the following rules with respect to personal grooming:

1. Bathe and shave daily – before 1st Mess – never unshaven in uniform (facial hair is not permitted).
2. Trim and clean fingernails when required (no more than 1/4 inch).
3. Keep hair neatly combed and cut in accordance with the following:
   - Plebes will maintain a high and tight military style haircut.
   - Post Recognition, New Cadet male Plebes are permitted to grow their hair to a maximum of 1 inch on top with light sideburns not to exceed mid-ear.
   - Returning Male Cadets are permitted to grow their hair a maximum length of 1 inch on top with medium sideburns not to exceed mid-ear.
   - Hair of male cadets will present a tapered (not blocked) appearance. When combed, it will not fall over the ears, eyebrows, or touch the collar except for the closely cut hair on the back of the neck. Sideburns will not extend lower than the mid-ear and will be neatly trimmed to a clean, horizontal baseline. Tapering of the hair will start with a clean line at the base of the sideburns and above and around the ears to the back of the neck. From this line upward, the taper will be gradual as it approaches its maximum length or depth on top of the head so that at the cap line the hair will not protrude beyond the cap base either on the sides or back.
   - Non-standard/faddish hairstyles are not permitted. This restriction includes but is not limited to “Mohawks,” visible designs, and “notching” hairline or eyebrows.
4. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If cadets use dyes, tints, or bleaches, they must choose
those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Cadets should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colors. It is the responsibility of the leaders to use good judgment in determining if applied colors are acceptable, based upon the overall effect on the cadet’s appearance.

5. Female cadets are authorized to wear only conservative makeup and fingernail polish. Faddish or bright colors are not authorized.

6. Female cadets are permitted the use of lip gloss in a conservative color—faddish or bright colored lip-gloss’s are not authorized.

7. Earrings are authorized for females cadets in School Uniform and PT Uniform, unless prohibited for health and safety reasons. Diamond, silver or pearl ball studs are the only authorized earrings. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. (See Figure 2-5)

8. Hair should be neat and orderly. When wearing School Uniform and BDU’s, hair should be in a bun. When wearing PTs, hair is allowed in a neat ponytail. (See Figures 2-6, 2-7, 2-8).

9. Female cadets are permitted to wear black spandex shorts without logo’s under their PT shorts.

10. Female cadets’ civilian clothes must be appropriate.
   a. Shorts must come past finger tips when arms are placed at sides.
   b. Tank tops are only authorized on female deck of the barracks.
   c. Leggings are authorized if the shirt is longer than fingertip length.
   d. Shirts that bare midriff are not authorized.

Q. **CADET UNIFORMS:** VFMAC is a uniformed school. The uniform is standard attire on campus for all cadets, and off campus for Academy cadets. The appearance of the military uniform and the manner in which it is worn are significant indicators of individual personal and professional pride, unit discipline, morale and esprit de corps. It is the duty of all cadets to take pride in their appearance and to maintain their uniforms and appearance at or above standard at all times.

1. **Scope:** This chapter prescribes the authorization for wear, composition and occasions for wear for all Valley Forge cadets uniforms. It also prescribes the awards, insignia and accouternents authorized for wear on the uniform; how these items will be worn; and occasions for wear. The provisions of Army Regulation 670–1 (Wear and Appearance of Army Uniforms and Insignia) and Cadet Command Regulation 672–5–1 (Decorations, Awards and Honors, Reserve Officers’ Training Corps) are the standards for these
directives. Items not identified in this regulation will not be worn on Valley Forge uniforms.

2. **Occasions for Wear:** Cadets are expected to wear the appropriate uniform that fits the occasion. The Commandant will prescribe uniform wear for campus directed events. However, dress for off campus occasions, such as dinner with parents, must be appropriate for the occasion and location.

3. **Special Uniforms/Civilian Equivalents – Off-Campus Events.** The uniform for special events will be prescribed for special events by the Commandant’s Office. When cadets are invited to events off campus, they will wear the uniform equivalent to the required civilian dress.

<table>
<thead>
<tr>
<th>Table of Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Occasion</strong></td>
</tr>
<tr>
<td>Formal</td>
</tr>
<tr>
<td>Semi-Formal</td>
</tr>
<tr>
<td>Informal</td>
</tr>
<tr>
<td>Casual</td>
</tr>
</tbody>
</table>

a. Academy and Middle School cadets will wear either the Full Dress Uniform or School Uniform on all dinner leaves.
b. Chapel, Academic, and Administrative Buildings:
   - Cadets will be in prescribed uniform of the day in the Chapel.
   - Sweats and athletic gear will not be worn in the Chapel, the Library, Academic buildings, Administrative buildings, Barber Shop, or the Cadet Store. Cadets are permitted to wear clean and serviceable PT gear (full sweats) in the Boodle Shop.
c. Escorting: Cadets will escort in school uniform or higher. Cadets will escort in PT only when engaged in an athletic activity with the person they are escorting. Upon completion of the activity they will change into school uniform or higher.
d. Cadets appearing before the Academy or Regimental Disciplinary Board or Honor Council will wear the full dress uniform.

4. **Responsibilities:** The Commandant of Cadets is the proponent for uniform policy. Proposed changes should be addressed to the Commandant (Attention: Deputy Commandant for Support). The Regimental Commander is responsible to the Commandant of Cadets for cadet compliance with this regulation.

5. **Authorized Cadet Uniforms and Occasion for Wear:** The following are the authorized cadet uniforms and occasions for wear:
   a. **Full Dress:** Occasions for wear—Chapel, parades and special events.
Full Dress Chapel
- Full Dress Blouse
- Full Dress Trousers
- Suspenders
- White Gloves
- Black Shoes
- Black Socks
- Chapel Cap
- Red Waist Sash (Officers and SNCOs only)
- White Waist Belt (others)

Full Dress Parade
- Full Dress Blouse
- Cross Belts with Cartridge or Baldric Box
- Full Dress Trousers
- Suspenders
- White Gloves
- Shako or Pith Helmet
- Red Waist Sash (Officers and SNCO’s only)
- Black Shoes
- Black Socks
- White Waist Belt (others)

Full Dress Parade, Under Arms
Same as Full Dress Parade with addition of:
- Swords (SNCOs)
- Sabres (Officers)
- Rifles with White Sling (JNCOs and Privates)

b. School Uniform: Occasions for wear—Uniform of the day on campus when prescribed.
- Dress Gray Trousers
- Short Sleeve Shirt
- Beret
- Black Shoes
- Black Socks
- Black Web Belt
- Brass Belt Buckle
- Sweater (winter months)
- Embroidered Name Tape

c. Walkout Leave Uniform: Same as the school uniform. Occasions for wear—Walkout Leave off campus.

d. Battle Dress Uniform (BDU): Occasions for Wear—BDUs will be worn when prescribed as the uniform of the day. They
will be worn to class until cadets are issued their Dress Gray trousers. Valley Forge issued black boots will be worn with BDUs. ACUs will be worn during SROTC Leadership Labs and off campus only for authorized training specified by the PMS.

- BDU Shirt
- BDU Pants
- VF T-Shirt
- Black Web Belt
- Brass Belt Buckle
- Combat Boots
- Name Tape
- Beret (Maroon—College; Black—Academy) with Flash

e. **Athletic (Summer):** Occasions for Wear—Intramurals, physical education classes, team sports and athletic activities during free time.

- VF T-Shirt (Capshield/Company/Leadership)
- Blue VF Gym Shorts
- White Athletic Socks (pulled up)
- Athletic Shoes

f. **Athletic (Winter):** Occasions for wear—Intramurals, physical education classes, team sports and athletic activities during free time.

- VF T-Shirt (Capshield/Company/Leadership)
- Blue VF Sweatshirt (Graduation Class Sweatshirt)
- Blue VF Sweatpants
- White Athletic Socks
- Athletic Shoes
- Ski Cap
- CQ Jacket (Academy)
- Dress Gray Leave Jacket (College)
- Black Gloves

g. **Special Uniform Item (Winter):**

1. Outer Garments and Gloves: Wearing of the all-weather coat, CQ Jacket (Academy), Dress Gray Leave Jacket (College), rain cap cover, low overshoes, BDU field jacket, black scarf, or black gloves will be specified in the uniform order of the day announced by the Cadet Regimental Duty Officer.

2. CQ Jacket/Dress Gray Leave Jacket: The CQ Jacket will be worn on Walkout Leave by Academy cadets when specified by the uniform order. The dress gray leave jacket will be worn on by College cadets when specified by the uniform order or as desired.

3. Ski Cap: The ski cap will only be worn when directed as part of the Uniform of the Day (UOD).
h. **Varsity Sweaters:** May only be worn by cadets awarded the Varsity Letters in accordance with the following rules:

(1) Academy cadets who earned a Varsity Letter in the Academy will be allowed to wear the Academy Varsity Letter on the Varsity sweater while attending the Academy. Academy cadets who earned a Varsity Letter in the Academy are not permitted to wear the Academy Varsity Letter while attending the College. College cadets who earned a Varsity Letter in the College will be allowed to wear the Varsity Letter on the Varsity sweater while attending the College.

(2) Days of scheduled Athletic contests: On the day a cadet is scheduled to participate in an athletic contest, he/she may wear the varsity sweater with the school uniform over the school shirt. A cap will be worn only when the uniform includes the CQ jacket.

(3) Friday: All athletes authorized to wear a varsity sweater may do so on Friday.

(4) The Varsity sweater may be worn on campus during off-duty hours, to include optional messes, Mixers, and to Varsity Club meetings. (The Varsity sweater is never worn to Corps formations). This includes mandatory all company, battalion and Corps formations and mandatory meal formations.

(5) The varsity sweater may be worn over the school shirt or a white t-shirt. The sleeves of the Varsity sweater will never be pulled up or rolled up.

i. **Graduating Class Sweatshirt/Company Sweatshirt:** College Sophomore and Academy First Classmen may wear this on campus:

(1) In lieu of the Valley Forge sweatshirt.

(2) Anytime in the barracks with appropriate uniform.

(3) As an item of civilian clothing when civilian clothing is authorized for wear on a student activity or trip.

(4) The Graduating Classes sweatshirt will not be worn in any prescribed formation to include unit formations or classes, i.e., Physical Training Classes, as a substitute for the letter sweater with the school gray uniform.

j. **Optional Uniform Items:** The following optional uniform items may be purchased and worn by eligible cadets as indicated below:

(1) Bates Shoes: Academy/Middle School cadets returning to VFMA&C for their second and subsequent years and College cadets in their second semester of attendance may purchase a pair of Bates low quarter leather shoes from the Cadet Store. Cadets are responsible to maintain these shoes in a high state of shine and to ensure that these shoes remain
in serviceable condition. Cadets are responsible to pay for necessary repairs or replacement charges. Once purchased, they will be displayed in the cadet’s room in addition to cadet issued shoes, and are subject to the same inspection standards as the shoes that were issued by the Cadet Store.

(2) Athletic Shoes. Cadets have the option to bring their own athletic shoes from home or purchase them from the Cadet Store. Cadets must have at least one, and no more than two pair of low quarter athletic shoes, in their possession throughout the school year. Athletic shoes must meet the following acceptable standards:

- Low quarter, multi-purpose, cross-training, non-marking soles. These shoes will be used for running, as well as for playing games on the gym floor.
- Free of gimmickry (no flashing lights, no colored shoelaces).
- The TAC Officer will be the final authority in determining the acceptability/suitability of the athletic shoes.
- Cadets will wear these athletic shoes whenever the athletic uniform is prescribed. Cadets may wear other types of athletic footwear during practices and competitions as prescribed by the Athletic Director. Sport specific footwear must be carried to practices and competitions and may not be worn to and from the barracks.

k. Insignia and Accouterments: Insignia and accouterments authorized for wear on cadet uniforms are listed below:

(1) VFMA&C Cadet Rank Insignia. Worn by all Cadet Officers and Noncommissioned Officers on the full dress, BDU, and school uniforms.

(2) Officers: Worn on both epaulets of the full dress blouse; on shoulder boards attached to both epaulets on the short-sleeve white shirt, sweater, and on the beret (see Figures 2–1, 2–3, 2–8).

(3) Noncommissioned Officers: Cloth chevrons worn on both sleeves of the full dress blouse (upper sleeve for Sergeant to Sergeant Major; lower sleeve for Corporal and Lance Corporal); metal rank insignia on both collars of the BDU shirt, school shirt, and beret (see Figures 2–2, 2–4, 2–9).

(4) General:
- Branch Insignia. Worn only by Officers on the BDU shirt, and sweater. (See Figure 2–3 and 2–8).
- Shoulder Boards: Worn by Cadet Officers on the short-sleeve white shirt and sweater.
- Shoulder Cords: Worn on the left shoulder of the full dress uniform and school/white shirts that have epaulets. Only one shoulder cord may be worn at any one time.
The only authorized shoulder cords to be worn are as follows:

- **Gold Fourragere** for Regimental Commander
- **Red Shoulder Cord** for Anthony Wayne Legion Guard Members
- **Gold Shoulder Cord** for Cadet of the Month
- **Red, White and Blue Shoulder Cord** for Squad Leader of the Month
- **Blue Shoulder Cord** for Company Cadet of the Month
- **Green Shoulder Cord** for Company Squad Leader of the Month
- **White Shoulder Cord** for Drill Team Members (Full Dress Only)
- **Purple and White Shoulder Cord** for Peer Tutors

All other approved shoulder cords are only authorized to be worn during the performance of duty with the designated activity, i.e., Boy Scouts, Vestry, and Choir.

5. Name Tape: Will be sewn and worn by all cadets on the short sleeve gray shirt, short sleeve white shirt, sweater, BDU shirt, and BDU field jacket.

6. Flash: Worn only on the beret. Colors represent unit:

   - A Company: Light Blue
   - B Company: Royal Blue
   - C Company: Green
   - D Troop: Golden Yellow
   - E Battery: Red
   - G Company: Black
   - I Company: Black with White Border
   - Band: Orange
   - Field Music: White
   - Battalion/Regimental Staff: *Unit of Assignment*

7. Sash: Worn by Cadet Officers and SNCO with the full dress uniform and long white blouse. The sash will not be worn on leave.

8. Double Red Stripe: worn by the Regimental Commander, Deputy Commander, and Battalion Commanders on their full dress trousers.

9. White Belt: worn by junior NCOs and below with the full dress uniform. The belt will not be worn on leave.

10. Service Stripes: worn on the full dress blouse above and centered on the piping of the right sleeve. Cadets are authorized to wear one stripe for each full year completed in residence.
(11) Service Piping: Gold piping worn on both sleeves of the full dress blouse above the red piping. One band of piping may be worn after completion of four years at Valley Forge. Additional band to be added for each year thereafter. At the completion of four years a red tab will be sewn to both epaulets of the full dress blouse.

(12) Felt Pad on Full Dress Hat. To recognize the members of the graduating classes. Graduates will be allowed to wear felt backing behind the cap shield on the Full Dress Cap. Fifth classmen will wear green felt backing; first classmen will wear red felt backing; college sophomores will wear yellow felt backing. The felt will be cut so as to conform to the shape of the cap shield, providing a 1/8th-inch field of color surrounding the shield.

(13) Hat Band: Cadet Provost Marshal and staff will wear a red hat band on the Chapel Cap.

(14) Shirts will remain tucked in and always present a professional image. Wear of shirt stays is authorized. Shirt stays are not a VFMA&C issued item; therefore, cadets are responsible for the purchase and ordering of the item.

1. **Footwear**

   (1) **Shoes and Boots:** All cadets are issued low quarter shoes from the Cadet Store upon their initial entry into VFMA&C. Black low quarters need to present a black and highly-shined appearance. Wear of corframs or other non-leather shoe is not authorized. Black combat boots will present a black polished image at all times. Tan boots are not authorized with the exception of ROTC activities. Cadets may have the heels and soles replaced at no cost to the individual cadet. These shoes may be exchanged for a new pair of shoes at no cost to the individual cadet if the Unit TAC Officer determines that the shoes have become unserviceable due to “fair wear and tear.”

   (2) **Athletic Shoes:** Cadets have the option to bring their own athletic shoes from home or purchase them from the Cadet Store. Cadets must have at least one, and no more than two pair of low quarter athletic shoes, in their possession throughout the school year. The shoes must not have extraordinary adaptations (lights, colored laces, etc.) and must have non-marking soles. Cadets who have a compelling medical reason that prohibits them from wearing the standard cadet issued black leather shoe will be required to wear a solid black athletic shoe in coordination with the Director of Health Services and the TAC Officer. The recommended black
athletic shoe is the New Balance, Model MX409BK. They can be purchased at a shoe store that sells athletic footwear or from the Cadet Store.

m. **Proper Awards and Decorations**

(1) Cadets will wear all Armed Forces awards or all cadet awards but may not mix the two, unless the Armed Forces awards were earned while a cadet. Cadets will document their right to wear an award with the Commandant and the Professor of Military Science. VFMA&C cadets will be allowed to wear the following awards on their full dress uniform:

- Awards and devices awarded by the Armed Forces, to include the Service Academies
- Alumni Pin
- Order of Anthony Wayne
- Honor Council Badge
- Awards and Decorations earned while a College cadet.

n. **Ribbons:** Ribbons are to be worn in order of precedence from left to right in rows of three or four (see Figure 2–11). No ribbon will be worn more than once, and no more than five rows of ribbons will be worn. Subsequent awards will be indicated with a numeral. Armed Forces ribbons may be worn by prior service and SMP cadets but will not be mixed with cadet ribbons. Ribbons are worn on the short-sleeve gray shirt, short-sleeve white shirt.

o. **Medals:** Medals will be worn in order of precedence from left to right in rows of three. No medal line will contain fewer medals than the line above (see Figure 2–12). No medal will be worn twice. Subsequent awards are indicated with a numeral. Medals are worn on the left side, centered on the second button of the full dress blouse and long white blouse. Medals are not worn on any shirt. Armed Forces medals may be worn by prior service or SMP cadets but will not be mixed with cadet medals. Medals earned in athletic competition are not authorized for wear on cadet uniforms.

p. **Badges, Stars, Pins and Tabs:**

(1) Academic Stars (Gold, Silver, Red)
- School Shirt—worn centered above the left pocket above all other awards
- Full Dress Blouse—on both sleeves above the piping VF.

(2) Academic Achievement Insignia
- School Shirt—worn centered above the right pocket
- Full Dress Blouse—worn on the right side centered on the second button.
• Receipt of subsequent awards is indicated by a felt-pad background worn beneath the wreath so as not to protrude beyond its edges:

(3) Activity Badges (only one may be worn).

<table>
<thead>
<tr>
<th>Award</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>Red Pad</td>
</tr>
<tr>
<td>Third</td>
<td>Silver/Gray Pad</td>
</tr>
<tr>
<td>Fourth</td>
<td>Gold Pad</td>
</tr>
<tr>
<td>Fifth</td>
<td>Black Pad</td>
</tr>
<tr>
<td>Sixth</td>
<td>Green Pad</td>
</tr>
<tr>
<td>Seventh</td>
<td>Dark Blue Pad</td>
</tr>
<tr>
<td>Eighth</td>
<td>Orange Pad</td>
</tr>
</tbody>
</table>

• School Shirt—worn centered above the left pocket above the ribbons.
• Full Dress Blouse—worn on the left side centered above the second button or above medals.

(4) Advanced Placement (AP) Pins

• School Shirt—worn centered above the left pocket above the ribbons.
• Full Dress Blouse—worn on the left side centered above the second button or above medals.

(5) Anthony Wayne Legion Guard Patch—worn on the left shoulder of the CQ Jacket (Academy) and Dress Gray Leave Jacket (College).

(6) Herald Trumpets Badge

• School Shirt—worn centered above the left pocket above the ribbons.
• Full Dress Blouse—worn on left side centered above the second button or centered above the second button or centered above medals.

(7) Choir, Acolytes and Vestry Cross—worn around the neck on the Full Dress Blouse for chapel services only.

(8) D.I. Guss Aviation Wings.

• School Shirt—worn centered above the left pocket above the ribbons.
• Full Dress Blouse—worn on the left side centered above the second button or above medals.

(9) Distinctive Unit Insignia (SMP cadets only)

• School Shirt—worn on the right side centered above the pocket.
• Full Dress Blouse—worn on the right side centered on the second button.

(10) Distinguished Military Student Badge

• School Shirt—worn above the pocket on the right side.
• Full Dress Blouse—worn on the right side centered on the fifth button.
(11) Drill Team Tab (cloth) - worn on the left shoulder of the Full Dress Blouse.

(12) Drill Team Tab (metal) - worn centered on the left pocket flap of the school shirt.

(13) Honor Council Badge
- School Shirt—worn centered on the right pocket
- Full Dress Blouse—worn on the right side centered on the fifth button.

(14) Intramural Patch—worn on left bust of CQ Jacket (Academy) and Dress Gray Leave Jacket (College).

(15) Manual of Arms Proficiency Badge—worn on the right sleeve on the CQ Jacket (Academy) and Dress Gray Leave Jacket (College).

(16) Marksmanship Badge (only latest award may be worn).
- School Shirt—worn on the left pocket flap, centered and flush with the top.
- Full Dress Blouse—worn on the left side centered on the fourth button.

(17) Miniature Alumni Sword
- School Shirt—worn centered on the left pocket
- Full Dress Blouse—worn on the left side centered on the fifth button.

(18) National Honor/Junior Honor Society Pin
- School Shirt—worn centered on the left pocket
- Full Dress Blouse—worn on the left side centered on the fourth button.

(19) Name Tape—worn above the right pocket on the school shirt, sweater, BDU Field Jacket and BDU.

(20) Parachute/Air Assault Badge.
- School Shirt—worn centered above the left pocket above the ribbons.
- Full Dress Blouse—worn on the left side centered above the second button or above medals.

(21) President’s Award
- School Shirt—worn centered on the right pocket.
- Full Dress Blouse—worn on the right side centered on the fifth button.

(22) PT Badge (only latest may be worn)
- School Shirt—worn centered above left pocket above ribbons.
- Full Dress Blouse—worn on the left side centered on the second button or above medals.

(23) Subdued cloth tab is worn on the left shoulder of both the BDU shirt and BDU field jacket.
(24) Ranger Challenge Badge (metal) - worn centered above on the left pocket flap of the school shirt.

(25) Recondo Badge.
- School Shirt—worn centered on the left pocket.
- Full Dress Blouse—worn on the left side centered on the fifth button.

(26) SROTC Pin—worn on the right side above the pocket on the school shirt; worn on the right side of the full dress blouse centered on the second button.

(27) Rifle Team Tab (Cloth) – worn on the left shoulder of the full dress blouse.

(28) Rifle Team Tab (Metal) – worn centered on the left pocket flap of the school shirt.

(29) Stephen Foster Honor Society Pin
- School Shirt—worn centered on the bottom of the right pocket.
- Full Dress Blouse—worn on the right side centered on the fourth button.

(30) Tutor Pin
- School Shirt—worn centered on the left pocket.
- Full Dress Blouse—worn on the left side centered on the button.

(31) Varsity Pin
- School Shirt—worn centered on the right pocket.
- Full Dress Blouse—worn on the right side centered on the fourth button.

(32) VFMA&C Alumnus Pin
- School Shirt—worn centered on the left pocket.
- Full Dress Blouse—worn on the left side centered on the fifth button.

(33) White Star
- School Shirt—worn centered above the left pocket above the ribbons.
- Full Dress Blouse—worn on the left side centered above the second button or above medals.

**Notes:**
- Figure 2–1 through 2-4 show the proper position of related items on the school uniform.
- Figure 2–14 shows the proper position of related items on the full dress uniform.
## Order of Precedence for Wearing Medals and Ribbons

<table>
<thead>
<tr>
<th>Precedence</th>
<th>Award</th>
<th>Medal</th>
<th>Ribbon</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Order of Anthony Wayne</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>2.</td>
<td>Richard King Mellon Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3.</td>
<td>ROTC Medal for Heroism</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>4.</td>
<td>Dept. of Army Superior Cadet Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>5.</td>
<td>Colonel Doyle Cadet of the Year Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>6.</td>
<td>Gold Star Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>7.</td>
<td>Silver Star Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>8.</td>
<td>Order of Cincinnati</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>9.</td>
<td>Legion of Valor Bronze Cross</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>10.</td>
<td>MG Anthony Wayne Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>11.</td>
<td>McCloskey Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>12.</td>
<td>Haas Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>13.</td>
<td>Russo Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>14.</td>
<td>Feehan Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>15.</td>
<td>Association of the U.S. Army Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>16.</td>
<td>Reserve Officers Association Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>17.</td>
<td>American Legion Awards</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>18.</td>
<td>Veterans of Foreign Wars Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>19.</td>
<td>American Veterans of WWII Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>20.</td>
<td>Military Order of the Purple Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Leadership Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>22.</td>
<td>National Sojourners Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>23.</td>
<td>Sons of the American Revolution</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>24.</td>
<td>Daughters of the American Revolution</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>25.</td>
<td>Military Order of World Wars</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>26.</td>
<td>Daughters of the Founders and Patriots of America</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>27.</td>
<td>Association of Military Colleges &amp; Schools of the United States (AMCSUS)</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>28.</td>
<td>Military Officers Association of America</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>29.</td>
<td>Eagle Scout Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>30.</td>
<td>Military Order of Foreign Wars</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>31.</td>
<td>National Defense Industrial Association</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>32.</td>
<td>Dunaway Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>33.</td>
<td>Blessing Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>34.</td>
<td>Sorley Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>35.</td>
<td>Pan American Society</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>36.</td>
<td>Stone Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>37.</td>
<td>National Honor Society Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>38.</td>
<td>Jr. National Honor Society Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>Precedence</td>
<td>Award</td>
<td>Medal</td>
<td>Ribbon</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>39.</td>
<td>Von Steuben Association</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>40.</td>
<td>National Rifle Association</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>41.</td>
<td>Hornaday Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>42.</td>
<td>Harvey Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>43.</td>
<td>Military School Band Award</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>44.</td>
<td>Stackpole Cavalry Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>45.</td>
<td>LTG William G. Price Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>46.</td>
<td>Sanders Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>47.</td>
<td>Edward Schroeder Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>48.</td>
<td>Kunel Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>49.</td>
<td>Arnovitz Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>50.</td>
<td>Emigh Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>51.</td>
<td>Wood Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>52.</td>
<td>Strunk Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>53.</td>
<td>Hill Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>54.</td>
<td>Class of 1947 Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>55.</td>
<td>Crawford Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>56.</td>
<td>Arguello Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>57.</td>
<td>Cadet Commendation Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>58.</td>
<td>1st Troop Philadelphia City Cavalry Squad Challenge Cup</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>59.</td>
<td>SROTC Military Science Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>60.</td>
<td>CTLT Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>61.</td>
<td>Dean’s List Award (R–1–1)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>62.</td>
<td>Cadet Honors Award (R–1–2)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>63.</td>
<td>Cadet Scholar Award (R-1-3)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>64.</td>
<td>Cadet Achievement Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>65.</td>
<td>Platinum Medal Athlete (R–2–1)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>66.</td>
<td>Gold Medal Athlete (R–2–2)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>67.</td>
<td>Silver Medal Athlete (R–2–3)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>68.</td>
<td>Bronze Medal Athlete (R–2–4)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>69.</td>
<td>Superior at Advanced Camp (R–3–1)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>70.</td>
<td>Excellence at Advanced Camp (R–3–2)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>71.</td>
<td>Advanced Camp Graduate (R–3–3)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>72.</td>
<td>Ranger Challenge Team (R–3–6)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>73.</td>
<td>Basic Camp Graduate (R–3–13)</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>74.</td>
<td>Dean’s Scholar Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>75.</td>
<td>Phi Theta Kappa Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>76.</td>
<td>God and Church Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>77.</td>
<td>God and Life Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>78.</td>
<td>Ner Tamid Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>79.</td>
<td>Ad Altare Dei Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Precedence</td>
<td>Award</td>
<td>Medal</td>
<td>Ribbon</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>80.</td>
<td>Colonel D. Feltham Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>81.</td>
<td>College Rotary Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>82.</td>
<td>Society of the War of 1812 Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>83.</td>
<td>Wayne Rotary Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>84.</td>
<td>Chaplain’s Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>85.</td>
<td>Choirmaster’s Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>86.</td>
<td>Glee Club Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>87.</td>
<td>Carey Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>88.</td>
<td>Reverend Dr. Noble Smith Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>89.</td>
<td>Douglas H. Forster Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>90.</td>
<td>Colonel Walter R. Badham Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>91.</td>
<td>William F. Mullen Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>92.</td>
<td>Character Education Award</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>93.</td>
<td>Blase Zucaro Medal</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>94.</td>
<td>Harriers’ Club Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>95.</td>
<td>Musical Ride Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>96.</td>
<td>National Rifle Association Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>97.</td>
<td>VFMA Sketchbook Literary Medal</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>98.</td>
<td>Vestry Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>99.</td>
<td>Acolytes’ Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>100.</td>
<td>Choir Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>101.</td>
<td>Leadership Detail Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>102.</td>
<td>Recruiting Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>103.</td>
<td>College Business Club</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>104.</td>
<td>Black Student Union</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>105.</td>
<td>VFMA Service Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>106.</td>
<td>Ambassador Tour Guide Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>107.</td>
<td>Legionnaire Ribbon</td>
<td>no</td>
<td>x</td>
</tr>
<tr>
<td>108.</td>
<td>Religious Fellowship Club Ribbons</td>
<td>no</td>
<td>x</td>
</tr>
</tbody>
</table>
Female Cadet
Hair and Earrings Display while in Uniform
Fig. 2–5

Female Cadet
Hair Display while in Uniform
Fig. 2–6

Female Cadet
Hair may be worn in a low bun or a pony tail when dressed for PT
Fig. 2–7
RANK AND INSIGNIA ON COLLAR

Rank for Officers is to be worn on the right collar 1” from edge of collar centered with the stitching. Branch Insignia is to be worn on the left collar 1” from edge centered with stitching. Insignia of rank for NCOs worn 1” from tip of collar to bottom edge of rank insignia.
RANK PLACEMENT/UNIT FLASHES

Fig. 2-10

Academy Private
Cadet NCO (LCPL – SGM)
College Private Gold VF Shield

Cadet Second Lieutenant
Cadet First Lieutenant
Cadet Captain

Cadet Battalion Commander
Regimental Executive Officer 2nd Captain
Regimental Commander 1st Captain
RIBBON PLACEMENT

One Ribbon

Two Ribbons

Three Ribbons
(Three Ribbon Bar)

Four Ribbons
(Three Ribbon Bar)

Five Ribbons
(Three Ribbon Bar)

Six Ribbons
(Three Ribbon Bar)

Fig. 2-11
MEDAL PLACEMENT

Fig. 2-12
BRANCH INSIGNIA

Only Officers will wear branch insignia as collar brass. Listed below are the insignia to be worn. Staff Officers whose position is not shown will wear the collar brass of their unit of assignment. The Regimental Commander, Regimental Executive Officer and Infantry Battalion Commander will wear Infantry brass. The Mounted Battalion Commander may wear either Artillery or Cavalry Brass.

Fig. 2 –13
Fig. 2–14 Full Dress Showing Placement of Accouterments
R. ETIQUETTE: As a cadet at Valley Forge and throughout the rest of your life, you will meet numerous people, both officially and socially. The impression you make on them will greatly depend on your conduct in all aspects: politeness, attire, respect for others, table manners, courtesy towards everyone, and correct correspondence. There are numerous opportunities daily at Valley Forge to practice proper etiquette: in the company area, in the classroom, the cadet mess, on the athletic fields, in offices and in your daily interactions around campus. Take advantage of them. The following guidelines should be common knowledge and practiced daily by you regarding basic courtesies and table manners. These topics are further covered in your etiquette classes and handbook.

1. Basic Courtesies:
   a. Common Courtesy: Always use “Please,” “Thank-you,” “You’re welcome,” and “Excuse me.”
   b. Introductions: Man to woman, junior to senior, young to old. Always stand for an introduction and remove your glove if time permits before shaking hands.
   c. Handshakes: Firm, but gentle. Be confident. You are conveying a message to the other person about yourself. Look the person in the eye.
   d. Invitations: RSVP means to respond within two days whether you are going to attend an event or not.
   e. Thank-you Notes: Should be written within two days. (However, it’s never too late to thank someone for a kind deed, gift or invitation.)
   f. Keeping Quiet: Don’t speak when others are speaking, especially at lectures, presentations, movies, etc.
   g. Telephone: If you are the caller, identify yourself; speak slowly and clearly. Answer politely and clearly. When forwarding a call to someone else, ask politely, “May I say who is calling?”
   h. Never use profane, abusive or vulgar language.
   i. Gum Chewing: Never in uniform, nor on campus. In civilian attire, quietly and inconspicuously – never with your mouth open or popping gum.
   j. Spitting: NEVER! NEVER!! NEVER!!!
   k. Public Display of Affection: It is not appropriate to show displays of affection while in uniform in public view. Cadets shall not engage in prolonged kissing, hand holding, or any other such expression of affection or sexual desire on post, in barracks, or in public while in uniform. However, it is permissible and in keeping with military tradition for a gentleman to offer a lady his arm as her escort to a formal event.
2. **Receiving Lines:**
   a. Receiving lines are a duty not an option!
   b. Never carry a drink or food through a receiving line.
   c. While waiting in line the female will be to the right of the male. 
      All guests in your party precede you through the line. Order of 
      guests: First - Mother then Father. Second - Grandmother then 
      Grandfather. Third - Sister then her spouse/date. Fourth - 
      Brother preceded by his spouse/date. Last - Your date and then 
      you.
   d. You introduce each to the Adjutant—use title, first and last name 
      —e.g. Mr. John Smith—Do not shake the Adjutant’s hand.
   e. When introduced, shake the person’s hand, look them in the eye 
      and exchange an appropriate pleasantries – do not engage in long 
      conversations.
   f. Move to the next person in the line.

3. **Table Manners:**
   a. Man seats lady to his right.
   b. Wait for blessing (if one is offered) before touching anything on 
      the table.
   c. Place napkin on lap.
   d. Use utensils from outside to inside of place setting.
   e. Salad and bread plates are located to your left and beverage 
      glasses to your right.
   f. Maintain good posture and keep elbows off the table during the 
      meal.
   g. Do not begin eating until all at the table are served.
   h. Talk only when mouth is empty.
   i. Take only small mouthfuls of food and chew quietly.
   j. Do not slurp, blow on hot liquids or smack lips.
   k. Use napkin frequently.
   l. Do not dominate the conversation. Be a good listener. Divide 
      your attention equally between dinner partners.
   m. If dinner is served family style, be considerate of others and take 
      only modest portions of food.
   n. When in doubt, watch the host or hostess and follow their lead.

S. **DIVERSITY AND RESPECT**

1. **Sexual Harassment:** Sexual harassment is defined as unwelcome 
   sex, sexual advances, requests for sexual favors, or other verbal or 
   physical conduct of a sexual nature toward any cadet when:
   a. Quid Pro Quo: Submission to or rejection of such conduct by an 
      individual is used as a basis for decisions affecting that individual 
      or,
b. Hostile Environment: Such conduct, inspired solely by the subject’s gender, which is so severe, persistent, or pervasive that it has the effect of interfering with an individual’s performance or creates an environment that is intimidating, hostile, or offensive.

2. Forms of behavior which may be considered sexual harassment include, but are not limited to:
   a. Verbal: Specific demands for sexual favors, sexual innuendos, sexually suggestive comments or jokes, sexual propositions, or sexual threats.
   b. Non-Verbal: Suggestive emails, internet blogs, documents, objects, pictures, screensavers, graphic commentaries; suggestive or demeaning sounds, leering; nudity or exposure, whistling, or obscene gestures.
   c. Physical: Unwelcome physical contact of a sexual nature, including touching, pinching, rubbing, groping, or sexual assault.
   d. Conduct in violation of this policy will not be tolerated at Valley Forge Military Academy & College and should be reported immediately to the cadet’s TAC Officer.

3. As defined in Chapter 4, Hazing and Bullying do not fit within the culture of VFMA&C. Cadets are not to tolerate or encourage any form of this behavior.

4. Non-Discrimination Policy: Valley Forge Military Academy & College prohibits a cadet from being excluded from participation in, being denied the benefits of, or otherwise being subjected to discrimination in any VFMA&C program or activity on the basis of gender, race, ethnicity, national origin, color, religion, disability, age, or veteran’s status. VFMA&C seeks to protect and preserve the dignity and integrity of its cadets; therefore, discriminatory behavior in such forms as epithets, crude gestures, threats or offensive pictures is not acceptable under any circumstances and will not be tolerated.

5. Differential treatment of an individual that is based on a protected characteristic and that interferes with or limits the ability of that individual to participate in or benefit from a VFMA&C program or activity. Characteristic which has the purpose or effect of substantially interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

T. DATING AND PUBLIC DISPLAY OF AFFECTION

1. Dating within the Corps is permissible only among College cadets that have each earned their Cap Shield. Dating among a College and an Academy cadet is strictly forbidden. Dating will be conducted
with the same standards of discretion and good judgment expected of all cadets. Cadets shall avoid personal relationships that interfere with proper exercise of their duties within the Cadet Chain of Command. Should a personal relationship evolve between two cadets in the same direct Chain of Command, said cadets shall seek immediate counsel of the Commandant to request assignment to a different company or position.

2. Cadets will not engage in any public display of affection (PDA) while on campus or engaged on any official duty. PDA is physically demonstrating affection for another person while in full view of others. For example, holding hands, kissing, touching or other such gestures of physical intimacy.

Note: All Cadets and Students are required to read and adhere to the VFMA&C Sexual Harassment Policy as stated on the VFMA&C website at www.vfmac.edu
A. THE HONOR SYSTEM: A cadet may achieve great success in the field of academics; may be an outstanding athlete; may distinguish themselves in many fields; but if they lack a sense of honor and integrity, if they cannot be trusted in thought, word and deed, their success will be dimmed and a shadow of doubt and suspicion will be cast upon them and their most distinguished accomplishments. One’s personal honor is the basic foundation of good character. Honor is defined as a sense of that which is right, just and true and the desire to live by such standards. To a member of the Corps of Cadets, it is the most cherished principle of their life and the beacon which guides their way, during their stay at Valley Forge and in their course through life and career.

THE HONOR CODE
“A CADET WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE THOSE WHO DO.”

1. Ownership: The Honor Code of the Corps of Cadets belongs to the cadets. They must embrace it, protect it, and help it grow in every member of the Corps. Its maintenance is the responsibility of each and every cadet. Under the Honor System, a cadet’s thoughts, words and deeds are accepted as the truth. Only when an alleged violation appears is a cadet’s honor in question. This is the only way in which the Honor Code may succeed. In the eyes of the Corps, the Honor Code is greater than any individual, friend or stranger. The Cadet Honor Code demands total and fearless honesty and compliance in establishing the truth, regardless of consequences. The spirit and principles that make the Honor Code a living, working entity cannot be completely codified in writing. The Code is a “spirit” that is embodied in every member and graduate of the Valley Forge Corps of Cadets. It is not just a set of rules or regulations; it is a way of life today and in the future as a cadet and as a citizen-leader of character in the world community.

2. Training: Training in the Honor System is the Corps’ responsibility. Under the Honor Code and System, a cadet will learn how high standards of living — truthfulness and trustworthiness in every thought, word and deed builds trust and confidence between fellow cadets, Staff and Faculty, Alumni, and all with whom cadets interact.
3. **General:** The Honor System is a set of procedures established to guide and enforce application of the Honor Code. Every cadet, the Honor Code, the Honor Council, Honor Representatives, Honor Advisors, and members of the Staff and Faculty are part of this system.

4. **Principles and Tenets:** There are four basic tenets of the Honor Code:
   a. **To Lie** is to make an untrue statement with the intent to deceive or produce a false impression. The statement can be oral, written or implied by action (thought, word or deed). A cadet will be completely candid and straightforward in all instances and in all actions. Quibbling is a statement which is only a half-truth, or attempts to give a false impression by leaving out pertinent information. To quibble is to lie.
   b. **To Cheat** is to attempt or aid in the attempt to gain an unfair advantage over others.
   c. **To Steal** is to knowingly deprive someone of property or a service, temporarily or permanently, without consent.
   d. **To Tolerate** is to overlook or ignore the dishonorable actions of other cadets. Toleration occurs when a cadet intentionally ignores an Honor violation and fails to report it. The cadet who knows or should have known that another cadet was in violation of the Honor Code, can be charged with toleration. This tenet is the most difficult to understand and apply, but it is the backbone of the Code. Each cadet must fully understand the spirit behind the toleration clause as well as the obligation it creates. The toleration clause is the “self-policing” aspect of the Code. It keeps “honest people—honest.” When cadets know that dishonesty will not be tolerated and will always be reported, they are more apt to always follow the tenets of the Code. Toleration of other cadets’ wrongful actions is not compatible with the Honor Code, nor consistent with the standards of the Corps of Cadets. Toleration is an equally serious offense as dishonesty because it strips away your honor just as you had committed the offense yourself. What you tolerate, you become.

5. **Basic Principles**
   a. **Act and Intent:** There are two elements in an Honor violation: the act and the intent.
      (1) **The act,** or the attempt to accomplish the act, must have been performed if a cadet is to be found in violation of the Honor Code.
      (2) **Intent:** For a cadet to be found in violation of the Honor Code, the cadet must know at the time the act is committed.
that it is wrong. Sometimes intent is implied by the act itself—in taking a cribsheet into class and using it to cheat—the intent to cheat is implicit in the act. Intent may also be proven by circumstantial evidence which reasonably implies the existence of intent. For instance, a cadet’s knowledge of the wrongfulness of certain acts may depend upon common knowledge among cadets, course policies, briefings attended and common sense.

b. **Lying:** Lying is making a statement intended to deceive or mislead. It may be oral, written, implied by actions or communicated by gesture.

(1) **Reports.** False oral and written reports with the intent to deceive or mislead are violations of the Code. Oral or written reports are official and must always be complete and accurate. A cadet is responsible to ensure that a report is correct and accurate before and after it is rendered. If a given report is later found to be incorrect, the reporting cadet must report the error as soon as possible.

(2) **Statements.** False oral and written statements with the intent to deceive or mislead are violations of the Code. Whether the statements are official or unofficial, the cadet must ensure that the truth is told. The cadet must overcome the temptation to respond falsely or with misleading rationalizations when responding to questions about their actions. They have the right not to incriminate themselves by not answering a question, but must tell the truth about their or others’ actions, if they answer.

(3) **Quibbling.** A person can easily create a false impression in the mind of a listener by cleverly wording what is said, omitting relevant facts, or telling a partial truth. When one knowingly does so with the intent to deceive or mislead, it is quibbling. Because it is an intent to deceive, quibbling is a form of lying.

(4) **Pop-offs and Mistakes.** A pop-off is defined as the correcting of a false statement as soon as the person having made the statement realizes it to be false. In some situations, it is possible to make a false statement in haste and without premeditation or thought. This usually occurs in a context where a yes or no answer or a short statement is made. Normally, if a cadet makes a statement knowing it is false, the cadet should correct the answer IMMEDIATELY, or as soon as possible. If so, this is described as a pop-off and is not an Honor Code violation. By contrast, a pop-off
is not correcting a false statement, however quickly, if the person knew the statement was false when making it. A lie occurs where act and intent exist, even if told under pressure. If the person to whom you made your false statement is unknown or unavailable, you should inform your Company Honor Representative of the circumstances of the incident. If you let the mistake go uncorrected, you are allowing a false statement to stand as truth, which is an Honor Code violation.

(5) **Signature and Name.** A cadet’s signature (or initials) is a “testimony of truth” and attests to the truthfulness of a statement or document. The cadet’s signature is their word and is an integral part of the Honor Code and System. Because the signature stands in place of the individual, it cannot be compromised. As a student, when the cadet writes their name on a paper, this is equivalent to a signature; and thus, attests that they authored the work contained within.

c. **Cheating:** Cheating is defined as attempting or aiding in the attempt to receive undeserved credit or to gain unfair advantage.

(1) **Graded Work.** In general, any work done for a grade must be done without another person’s help, unless the instructor specifically authorizes help. A cadet must never copy another cadet’s work or compare answers with the intent of confirming or checking answers during a graded exercise. Such exercises may include written homework assignments, laboratory reports, essays or any other written work that is submitted to the instructor for a grade. It is clear that a cadet would be placed at a definite advantage by having early knowledge of the contents of an exam. Soliciting or providing such information is part of an attempt to receive undeserved credit.

(2) **Special Instructions.** There may be times when an instructor will authorize cadets to work together cooperating in pairs or as teams on special projects during which time information is pooled and commonly shared. It will be the instructor’s responsibility to explain specifically the necessary guidelines that will govern such activity. Cadets must follow them.

(3) **Plagiarism.** In writing essays, reports, compositions or themes, it will often be necessary to use the ideas and words of others. Plagiarism is the use of such ideas or words in an attempt to have people believe they are your own original thoughts, ideas or words. When a cadet submits written work, it is a pledge the work is completely their own product. It
means that the work has not been written or prepared by any other person; that in the case of essays, themes, reports and compositions exact reproductions have been enclosed in quotation marks and footnotes; that the summarized or paraphrased material of another writer has been footnoted; and that any source material has been listed in a bibliography at the end of the paper.

(4) **Assistance.** No cadet shall impart or receive any unauthorized assistance, either outside or inside the class or examination room, that would tend to give any cadet an unfair advantage. For example:

- By using unauthorized notes, written material, or other information in a classroom.
- By looking at and/or copying the work of other cadets doing the same exercise.
- By making unauthorized notes in problem books or textbooks.
- In recitations, by any communication whatsoever relating to the recitation.
- By plagiarizing any written reports in any academic subject.
- By having or seeking an early knowledge of the contents of a graded exercise from another cadet before it is administered.
- By supplying answers and other information during a graded exercise.

d. **Stealing:** Stealing is an act of contempt for an individual and their property. Stealing is destructive to the morale, trust and confidence in a unit and, depending on the circumstance, image of the institution.

(1) **Stealing.** Stealing is willfully depriving someone else of property without permission. The deprivation may be temporary or permanent. Cadets violate the Honor Code if they wrongfully take, obtain, or withhold—by any means—any money, personal property, article, or service of value of any kind with the intent to deprive or defraud another person of the use and benefit of property, or to appropriate for either their own use or the use of any person other than the owner. Whether it is called taking, shoplifting or “borrowing,” it is the act of stealing if it correlates to the above definition.

(2) **Borrowing.** Borrowing must be considered in conjunction with stealing. You must have specific or implied permission to borrow another person’s belongings. Specific permission exists when you ask whether a certain item can be borrowed and the owner gives you permission. Implied
permission exists when the owner has stated that you are welcome to borrow the item at any time. For either type of permission to exist, the owner and borrower must have talked about borrowing at sometime before the act of borrowing occurs. It is impossible to have any kind of permission to take the property of someone you do not know or have not talked with about borrowing. It is the responsibility of the borrower to inform the owner of the borrowed property as soon as possible. Borrowed items must be returned promptly in the same condition as when they were borrowed. The taking of another person’s property or keeping it beyond an agreed upon time, is NOT borrowing—it is stealing!

(3) **Non-Toleration:** Cadets who commit an Honor Violation show they have failed to meet the minimum standards required of the Corps. A cadet cannot ignore the dishonorable actions of their peers, superiors or subordinates. Although non-toleration is perhaps the most difficult standard in the Honor Code, it remains its “linchpin.” It ensures that the Code functions by making each cadet its moral guardian. The non-toleration clause is the backbone of the Honor Code. It requires that the cadet report every violation or suspected violation of the Code. If we believe that lying, cheating and stealing are unacceptable acts, then the act of reporting is done to maintain the collective integrity of the Corps of Cadets or of any group that relies on individuals for its success.

The rules of conduct and self-enforcement are quite clear. If the Honor Code is to mean anything at all, cadets will understand that without exception violators will be reported. This will eliminate the possibility of the double standard. The non-toleration clause ensures uniformity and equity and the continued viability of the Honor Code.

c. **Loyalty—The Hierarchy**

(1) It is a common practice in our society not to implicate a friend. Regardless of the situation, we are expected to support one another. To do otherwise is considered squealing, “narcing,” or tattling.

(2) However, at a standards-based, values-focused school like Valley Forge, “friends” are part of an established “hierarchy of loyalty.” This “hierarchy” consists of the following, in priority: the Supreme Being, family, country, school, unit, team, classmate, and the individual at the bottom. Once the
hierarchy is established, every action is measured against it from the top down. If we tolerate the individual who is at the bottom of the hierarchy, we are distorting the meaning and value of the Honor Code. Be a person of character. Do not tolerate those who refuse to accept the fundamentals of ethical behavior. The non-toleration clause requires that a cadet not only adheres to the Code but also plays a very important role in ensuring that the entire Corps adheres to the Code.

(3) When your friendship is challenged, remember that a real friend would not compromise your friendship by violating the Code. The violator who demonstrates contempt for the Code shows contempt for you and for what you believe. Is this a friend? What kind of friend would want another to cover up dishonesty? Are they worthy of your friendship? A key point: “Friends don’t put friends in compromising situations. A friend is one who will bring out the best in you.”

f. **Off-Campus Conduct:** The Honor Code has no geographical boundaries and applies to cadets at all times, at all places, on and off campus. The purpose of the Honor Code is to help cadets lead honorable lives. To act one way on campus and another off campus defeats the entire purpose of the Code. The Honor Code must be in continuous practice. Lying, cheating and stealing are no more justified at home or anywhere else than they are at Valley Forge. If one has truly accepted the Honor Code as a guide, you will apply the same ethical standards in all circumstances, at all times, in all places.
A. **TIERED DISCIPLINARY SYSTEM: Class A (Most Serious), Class B; and Class C (Least Serious) Offenses**

1. **General:** The tiered disciplinary system and the procedures associated with its enforcement ensure a fair and standardized system for disciplining those cadets who have committed infractions of VFMAC policies or cadet regulations.

2. **Policy:** In cases where a specific infraction has been made against the cadet regulations, it is the duty of a cadet's senior leader or an observing cadet Officer/NCO to report the offense. Cadets not in the offending cadet's Chain of Command should report the offense to the offending cadet's Chain of Command.

   Cadet Commanders are authorized to award up to 10 demerits and zero area tours to cadets in their organizations for Class C offenses. Other leaders may counsel an offending cadet or may recommend demerit punishment to the Commander, but only Commanders can award demerits.

   This disciplinary scale was developed to make the awarding of punishment fair and standardized throughout the Corps of Cadets. These are not prescribed punishments, but offer guidelines for consideration. In cases where the applicable cadet Commander or other cadet leader wishes to use a more severe punishment, an explanation must be provided to the Battalion Commander for approval.

   The Battalion Commander is the review and appeal authority for all disciplinary proceedings at company level. The Regimental Commander is the review and appeal authority for battalion level proceedings. The TAC Officer may intervene in any disciplinary action within their battalions and companies, as appropriate. Final reviewing authority for all disciplinary actions lies with the Commandant of Cadets.

   In cases where the offending cadet repeats an offense in the same academic semester, the Company Commander, in consultation with the TAC Officer, will determine the appropriate level of adjudication. Options include adjudicating the repeated offense at a higher Class level or involving cadet Commanders higher in the Chain of Command.
Class B and Class A offenses will be adjudicated by TAC Officers or the Commandant of Cadets, but always with input from the cadet Chain of Command.

These are the ONLY authorized forms of punishment in the Corps of Cadets:

- **Demerits**: Awarded by the cadet company, battalion, or Regimental Commander with a maximum of 10 per offense. Demerits may also be awarded by TAC Officers and the Commandant. Form 5 must be used.

- **Area Tours**: Awarded only by TAC Officers or the Commandant of Cadets. Form 5 or recommendation for a board must be used.

- **Push ups**: A maximum of 10 push ups may be awarded by a cadet in a leadership position to another subordinate cadet in the Chain of Command for a specific offense. No more than one punishment per offense. The leader will execute the push ups along with the cadet being punished. The surface chosen on which to perform the push ups will not cause injury to either participant.

No other forms of punishment are authorized. No other physical exercises intended as punishment are authorized. No action with the intent to inflict pain will be used as punishment. Violations of these guidelines will be considered a Class B or Class A offense and the Chain of Command will be held accountable.

3. The following lists are not all-inclusive. They serve as a guide to types of offenses that would fit into one of three categories. TAC Officer judgment with recommendations from the Cadet Chain of Command will serve to assess the level of offenses not specifically listed here.

**EXAMPLES OF CLASS C (LEAST SERIOUS) OFFENSES**

*Verbal reprimand up to 10 Demerits, adjudicated by a Cadet Commander)*:

1. Any omission on pass, leave, or request form
2. Creating, taking part in, or allowing disturbance during CQ
3. Cutting through formation
4. Failure to comply with instructions
5. Failure to notify Chain of Command of intended absence
6. Failure to perform duties
7. Failure to properly get approval for leave
8. Failure to salute staff/faculty/visitors on campus
9. Falling out of ranks improperly or without authority
10. Improper uniform from that prescribed
(11) Late for any duty: formation/mandatory meeting, class, athletic practice, etc.
(12) Late submission of a report
(13) Late to flag practice
(14) Public display of affection
(15) Sweeping trash into hallways
(16) Unauthorized absence from room during room inspection
(17) Unauthorized late lights
(18) Unauthorized visiting of first-year cadets during room inspection
(19) Unauthorized visiting of first-year cadets after taps
(20) Depositing personal items/equipment in hallways/public spaces
(21) Wearing unauthorized jewelry
(22) Improper conduct (minor)
(23) Creating a disturbance (minor)
(24) Disrespect to another person
(25) Poor table manners
(26) Poor military bearing, poor grooming, disreputable uniform, improperly worn uniform
(27) Room not in accordance with barracks room arrangement guide; room not prepared for AMI, PMI, SAMI
(28) Valuables unsecured

EXAMPLES OF CLASS B (FALLING BETWEEN MINOR OFFENSES AND SERIOUS OR CRIMINAL ACTIVITY) OFFENSES (Up to 10 demerits/10 area tours, adjudicated by the company or battalion TAC who may convene a Company or Battalion Board to do so):

(1) Unexcused absence from class, study hall, parades, team practice or competition, or chapel service
(2) Late returning from leave
(3) Possessing or using tobacco products or e-cigarettes/vapor products on campus (first offense)
(4) Unauthorized early departure for leave/pass
(5) Failure to properly render honors to the Colors
(6) Failure to follow instructions or policies with more serious impact
(7) Verbal or physical altercation with no injuries (may be reportable under the Clery Act)
(8) Violations of the Honor Code that do not result in dismissal
(9) Late for taps
(10) Conduct unbecoming a cadet
(11) Absent without leave (AWOL)
(12) Missing movement
(13) Violation of the punishment policy
EXAMPLES OF CLASS A (MOST SERIOUS) OFFENSES
(Normally from 10 demerits/10 area tours up through dismissal, adjudicated by the Commandant or Deputy Commandant. Dismissal could result as a consequence of the most serious offenses or due to repetitive gross misconduct. Dismissal authorities are the VFMA Head of School and VFMC Dean of the College. The President, VFMAC, is the appellate authority for dismissals and Academy Board actions. The following offenses will normally be adjudicated with the convening of the cadet Chain of Command in an Academy Board. Some of the offenses listed below may also violate VFMAC Policies, local, state, or federal laws)

1. Sexual misconduct or assault
2. All other activity in violation of local, state, or federal law
3. Violations of the VFMAC Substance Use Policy—Possession, Use or Distribution of Drugs or Drug Paraphernalia and/or Alcohol
4. Defacing/destroying another’s property
5. Disrespect to a cadet Officer, Non-Commissioned Officer, Staff, Faculty, or Visitor (significant)
6. Gross misconduct unbecoming a cadet
7. Disrespect to the Flag
8. Repeated Absence without leave
9. Fraternization
10. Hazing, harassing, and bullying
11. Gross negligence in the performance of duties
12. Chronic indebtedness or knowingly issuing checks with insufficient funds
13. Possession of false identification
14. Barracks visitation violation (serious impact)
15. Violation of the punishment policy (serious impact)

B. HAZING AND BULLYING:

1. Hazing
   a. Hazing is not tolerated under any circumstances. Abuses in the name of “school tradition” are not tolerated at Valley Forge. Violation of this rule can result in dismissal.
   b. Hazing is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, humiliation, oppression, or the devastation or abridgment of any right.
   c. Hazing is not limited to physical contact or activity. Hazing may occur in the form of forcing unauthorized and excessive physical activity, verbal abuse, or mental harassment.

2. Bullying: "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or
more other persons, and he or she has difficulty defending himself or herself." This definition includes three important components:

a. Bullying is unwanted aggressive behavior that is intentional. It involves a real or perceived power imbalance. The behavior is often repeated, or has the potential to be repeated over time.
b. Bullying involves an imbalance of power or strength.

The following are examples of Hazing and/or Bullying:

- **Physical:** Some examples of this are punching, pulling, twisting, or restraining a cadet; hitting a cadet with an object; slapping; rapping a cadet on the head with a ring; forcing a cadet to drink a mixture not suitable for drinking; forcing a cadet to eat food not suitable for eating; pushing rank pins into chest or shoulders; and any other actions that cause humiliation, discomfort or possible injury.

- **Verbal:** No cadet has the authority to address another cadet in a degrading or demeaning manner. This includes, but is not limited to, the use of profanity or vulgar language; written or verbal comments about a cadet’s family members, religion, race, or ethnic heritage, threats, and derogatory comments directed at another cadet.

- **Mental:** This includes, but is not limited to: threatening a cadet with physical harm, threatening a cadet through the Honor System, or placing a cadet in embarrassing or humiliating situations that violate personal dignity and show lack of respect for the individual.

3. **Violation of the Hazing and Bullying Policy** may also concurrently be a violation of the non-discrimination or harassment policies. Cadets should always conduct themselves in a professional manner and demonstrate positive leadership traits and consideration for others. Any cadet who observes or suspects any type of hazing or abuse will take immediate action to stop the hazing or abuse and report the abuse to his or her TAC Officer.

C. **MERIT SYSTEM**

1. **General:** The merit system is designed as a tool to measure a cadet's military attributes. The purpose of this system is to reinforce a culture of success and positive reinforcement.

2. **Policy:** Merits are awarded for performance that is deemed better than or above that of the expected cadet standards. Such issuance may be made for the following:
   a. Room appearance
   b. Uniform appearance
   c. Military bearing
   d. Parades
   e. Assigned tasks as the Commander deems fit
3. **Definitions:**

**MERIT:** Merit is a unit of measure awarded to an individual for exceptional performance. Merits should be used appropriately, so as not to reward behavior that is expected. In any case, the exact reasons for the merits will be listed on the merit/demerit form.

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

4. **Procedure for Award of Merits/Demerits:** Any cadet in the Chain of Command can recommend to the Company Commander the award of merits or demerits to any other cadet of lesser rank in their Chain of Command. For example, Squad Leaders may recommend merits or demerits to any cadet within their squad. Cadets may also recommend merits or demerits to other cadets of lesser rank in the performance of their duties. For example, a Platoon Leader may recommend merits or demerits to any cadet in the unit for failing to comply. For offenses committed by cadets not in the observing cadet's Chain of Command, the offense will be brought to the attention of the offending cadet's squad leader, verbally or in writing within 48 hours of issuance. Cadet Commanders awarding merits or demerits will use the Individual Merit/Demerit Report to document the award. The Form 5 will be given to the Company First Sergeant (Battalion Sergeant Major and Regimental Sergeant Major for awards to members of those staffs). Every effort should be made by the cadet Chain of Command to ensure that the number of merits/demerits is uniform across each unit.

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

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

The Company First Sergeant (Battalion Sergeant Major and Regimental Sergeant Major, for awards to members of those staffs) will forward another copy of the Form 5 through the Battalion S-1 to the Regimental Adjutant. These are the official records and are to be referenced whenever information on a cadet's performance is required.
The Regimental Adjutant is responsible for filing individual Form 5s in the appropriate cadet’s personnel file. Any cadet who feels that demerits have been awarded inappropriately may submit a written explanation on the Form 10 Explanation Form. Explanation Forms must accompany the Form 5 that is submitted to the battalion S-1 on Wednesday evenings.

Only the First Sergeants, Sergeant Majors, and Regimental Sergeant Major can process forms into real merits and demerits. Merits and demerits will be reviewed and used by the cadet Chain of Command when writing cadet evaluations.

The Regimental Commander will provide to the Commandant, Deputy Commandants, Battalion TAC Officers, and all ROTC Detachment Commanders a monthly report of assigned merits and demerits by company. This report will be alphabetized by individual cadet and will include the recipient’s name, the number of merits/demerits assigned, and the individual assigning the merits/demerits. This list will be compiled by the Battalion Adjutants and submitted to the Regimental Commander through the Regimental Adjutant no later than the seventh day of the new month.

5. **Sanctions for Excessive Demerits:** All cadets will be allowed a maximum of 50 demerits per month. When a cadet exceeds this limit for a given month, the company commander will notify the TAC. The TAC will decide how many area tours to award the offending cadet. Normally, for each demerit over the limit, one area tour will be awarded. The TAC has authority to modify this based on extenuating circumstances. **Merits offset demerits in the monthly tally.**

D. **CONDUCT PROBATION:** Conduct Probation is the highest form of disciplinary probation at Valley Forge. It indicates retention in the Corps is on a probationary status. Violations of the terms of probation imposed by the Conduct Probation may result in dismissal.

1. **Criteria:** Cadets who violate the Rules and Regulations and go before an Academy Disciplinary Board may be placed on Conduct Probation and the Conduct Probation List as recommended by their TAC Officer or a Board, and reviewed and approved by the Commandant of Cadets.

2. **Cadets placed on the Conduct Probation List** have no leave privileges and may not participate in interscholastic or intercollegiate athletics, competitions (home or away games), dances or Corps extracurricular functions of a social nature. This restriction does not include academic assemblies, intramural athletics or use of on-campus recreational facilities.
3. **Procedures:** When a cadet’s conduct is such that he or she meets the criteria for placement on the Conduct Probation list, the following actions will be taken:
   a. The cadet will be notified that he or she is being recommended for placement on the Conduct Probation List.
   b. The cadet’s TAC Officer will call the parents/guardian and notify them of this recommendation and the consequences. The Commandant will follow this with written notification.
4. The cadet will be counseled. At a minimum, he or she will be counseled by the TAC Officer, the Cadet Counseling Center and the Commandant of Cadets.
   a. At a minimum, the cadet will fully understand:
      • The reason for his or her placement on Conduct Probation.
      • The assets available to help the cadet remediate his or her behavior and be removed from Conduct Probation.
      • The criteria/goals and objectives a cadet must achieve to be considered for removal from Conduct Probation (must be written).
      • The minimum period on the Conduct Probation List is 30 days.
      • Once the cadet’s standards have improved and he/she has completed all counseling, the Lead TAC will recommend to the Commandant that the cadet be removed from the Conduct Probation List and will be done once endorsed by the Commandant.

E. **AREA TOURS**

1. All Board actions will result in weekend hours of drill. For example – 5 hours of drill.
2. Tour hours will be conducted by the Corps Duty Officers and overseen by the Barracks Staff Duty Officer during the following hours:
   
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>1930-2130</td>
</tr>
<tr>
<td>Saturday</td>
<td>1330-1630</td>
</tr>
<tr>
<td>Saturday</td>
<td>1830-2130</td>
</tr>
<tr>
<td>Sunday</td>
<td>1430-1630</td>
</tr>
</tbody>
</table>
3. Tour hours will be assigned by the TAC Officer.
4. Cadets will be restricted to campus until they complete their assigned number of RP Tour hours.
5. Once their assigned number of Tour hours are completed the Cadet is removed from the Restricted Roster(s).
6. Tour supervision will be conducted by the Staff Duty Officer. Cadets will march for no more than fifty (50) minutes straight, at which point they will be given a ten (10) minute break.
F. ACADEMY ACADEMIC DETENTIONS: Cadets can be assigned detention by Faculty for minor in-class issues. If a cadet fails to report to the detention, he will appear before the Assistant Headmaster’s. The Assistant Headmaster may impose up to three days of penalty detention. Cadets will serve the detention the day it is received. Exemptions will be rare.

G. AT HOME SUSPENSION: When a cadet’s tactical or school discipline is unsatisfactory and continuing to decline without any improvement, the Commandant along with Academy Board members can issue a home suspension to the cadet. The length of the home suspension will be determined by the Commandant and the members of the Academy Board. Additionally, the Head of School of the Academy can also recommend and issue a home suspension for a cadet due to ongoing unsatisfactory behavior in Shannon Hall. Cadets on home suspension are responsible for keeping up with class work, reading assignments and other class-related projects. School work and assignments will be supplied by the faculty for completion at home.

H. CORRECTION OF INJUSTICE: Any cadet who feels that an injustice has occurred may address the issue in writing to the next level of the Chain of Command. The appeal process is through the Cadet Chain of Command, the TAC Officer, to the Commandant of Cadets. For academic issues, the President of the College or the Academy Head of School will be included. Letters will be forwarded through the Commandant of Cadets, the President of the College or the Academy Head of School for redress of academic injustice.

I. CLEARANCE, DISCHARGE OR SEPARATION: A cadet leaving the Academy or the College, either permanently or for an extended time, whether by discharge, resignation or dismissal, will report to his or her TAC Officer for clearance papers. Whenever possible a cadet leaving the school will personally clear and remove personal property from campus within 30 days from their discharge date. Failure to comply will result in disposal of all property to include a $200 maintenance fee.

Separation Interviews: Cadets are required to complete an exit interview in accordance with written instructions contained on the clearance form. Final clearance must indicate completion of this requirement.

J. DISMISSAL APPEAL PROCESS: When a cadet is dismissed for disciplinary issues, the parents or guardians (or cadet if attending the College) may appeal the decision through the following process:
Dismissed cadets may appeal in a letter or memorandum sent to the Commandant of Cadets, who will then submit to the President of VFMAC. The burden is on the appealing cadet and the parents (Academy cadets) to demonstrate why the finding of dismissal should be altered. Appeals may be based only on the following grounds:

- Denial of due process,
- Significant and relevant new evidence was not available at the time of disciplinary board, and/or
- Sanctions which are unduly harsh or arbitrary.

Appeal requests will be processed as follows:

- Deliver the appeal to the Commandant, for forwarding to the President.
- The President will review the appeal memorandum and the entire record of the case.
- Based upon a complete review of the merits of the case and the appeal, the President may do any of the following:
  → Determine the dismissal is warranted and affirm the results.
  → Alter or suspend the original decision of dismissal.
  → Refer the case to a new hearing authority for a rehearing.
  → Dismiss the case.

The President, who is the final authority for any disciplinary action taken within the Corps of Cadets, will provide a written response to the appealing cadet and parents, or just the cadet if he attended the College and has not signed a FERPA (Privacy) release.

Written appeals must be supplied within seven days of the date of notification. In the interest of time, a fax may be sent to the Commandant at 610-989-1260. Please send the original copy via mail.

K. BARS TO CAMPUS: Any cadet who has withdrawn in lieu of dismissal for disciplinary reasons, or who has been suspended or dismissed from the Academy or College, or who has resigned for the good of the Corps, is forbidden to enter the campus without written permission from the President or his representative.
A. VFMA&C DUTY OF CARE FOR CADETS

1. **Purpose:** Every cadet at Valley Forge is entitled to an equitable application of the standards guiding cadet life at VFMA&C. Valley Forge is committed to high standards of ethical, moral and legal conduct in both its Corps of Cadets and Staff and Faculty. In line with this commitment and our commitment to open communication, this policy aims to provide an avenue for cadets to raise concerns and reassurance that they will be protected from reprisals or victimization for making claims of unfair/unjust treatment or actions.

This Duty of Care for Cadets policy is intended to cover protections for cadets who raise concerns regarding actions of other Valley Forge cadets, staff or faculty. Such concerns or serious breaches of conduct include:

- Bullying/Hazing
- Inappropriate behavior or conduct such as sexual harassment or assault.
- Activities that are not in line with Valley Forge’s Code of Conduct.
- Illegal or unethical activities.

2. **Safeguards:**
   a. **Harassment, Victimization and Retaliation** – Harassment, victimization or retaliation for reporting concerns under this policy will not be tolerated at any level.
   b. **Confidentiality** – Every effort will be made to treat the complainant’s identity with appropriate regard for confidentiality.
   c. **Anonymous Allegations** – This policy is designed to encourage cadets to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:
      (1) The seriousness of the issue raised.
      (2) The credibility of the concern.
      (3) The likelihood of confirming the allegation from other appropriate sources.
   d. **Bad Faith Allegations** – Baseless allegation are allegations which are made without substantiation, in bad faith, or with
reckless disregard for their truth or falsity. Cadets making such allegations may be subject to disciplinary action by Valley Forge and/or subject to legal claims by the individual(s) wrongfully accused of such conduct.

3. Procedures:
   a. Process for Raising a Concern/Violation: This policy provides avenues for cadets to raise issues of concern for serious breaches to Valley Forge Standards of Conduct. If a cadet believes that he or she has been egregiously mishandled, have had their rights violated or experienced other serious action bestowed upon them from other cadets, staff and faculty, they should report the incident as soon as possible. Serious incidents or concerns should be immediately raised to the TAC officer on duty. If you are uncomfortable with discussing the issue with your TAC officer, there are several other personnel and methods you may use to report an incident. Any of the following methods may be utilized to report a concern or violation:
      - Report to your TAC Officer or any TAC Officer
      - See the Commandant or Dean of Student Services
      - See the Counseling Center
      - See the Chaplain
      - See your Guidance Counselor or Faculty Advisor
      - See a Nurse in the Health Center
      - Utilize the web-based inquiry form available 24 hours a day at:
        - College: http://college.vfmac.edu/CadetLife/CadetCounselingCenter/FileAReport.aspx
      - See your athletic coach
      - Confide in any adult whom you trust or feel comfortable speaking with.
   b. How the Report of Concern Will be Handled: In general the action taken by Valley Forge in response to a report of concern under this policy will depend on the nature of the concern. A committee of senior leaders consisting of the Superintendent, Commandant, Counseling Center, Title IX Representative, Human Resources and Health Center representative will determine the follow up procedures and actions to be taken.
      (1) Initial Inquires: Initial inquiry received by any cadet, staff or faculty must be brought to the Commandant, who will notify the President and determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved without the need for an investigation.
(2) **Further Information:** Concerns that require further investigations between a complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. In general, a primary investigator will be assigned to gather information and report the findings. The Commandant or his designated representative will oversee the investigation and preparation of the results and recommendations.

(3) **Resolution:** Results of an investigation will be provided to the Superintendent or President for decision and actions. All investigations, informal or formal will be logged and maintained in the Commandants Department (Adjutant).

(4) **Retaliation:** Valley Forge will protect reporting cadets against retaliation. Complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that cadet complaints will only be shared with those who have a need to know.

c. **Implementing Actions:** The following actions are required by this policy:

   (1) A copy of this policy must be posted in a predominant and visible area of all barracks and in the academic buildings.

   (2) A copy of this policy will be provided in the Cadet Guidon and the Parents Handbook.

   (3) All new and old cadets will be briefed as part of their orientation each year.

d. **Resolution of Respect:** At the beginning of each school year, all cadets will be required to sign the following pledge:

   **RESOLUTION OF RESPECT**

   We pledge, from this day forward, to do our best to combat prejudice and to stop those who violate the civil rights of others. We will seek to understand those who are different. We believe that one person can make a difference and that no person should stand by when it comes to opposing hate. We will speak out against prejudice and discrimination. We will reach out to those who are victims of hate. We know that we must all promote harmony, equality and respect. By signing this pledge, we commit ourselves to creating a community that is No Place for Hate.
B. **CADET HEALTH:** The Health Center is located in Rose Hall and is open and available to cadets on a 24-hour, seven days per week, services basis.

1. **Sick Call Procedures:** Cadets should report to the Health Center during designated sick call hours from 1700 until 1800 for routine medical treatment. Cadets who require treatment during academic time will sign out in the College or in the Academy Administrative Offices or the Academy Guidance Office. During other times, cadets will sign out with their Company TAC Officer. College Cadets who do not require immediate medical attention during the scheduled sick call may call the Health Center and or schedule an appointment during a period when no classes are scheduled. Visits to the Health Center that are not actual emergencies and taken during a College cadet’s regularly scheduled class meeting will be an unauthorized absence.

2. **Medical Appointments:** Valley Forge is very protective of academic time and will attempt to schedule local medical appointments after classes.

3. **Health Center In-Patient Procedures/Policies:** In-patients will remain in bed while in the Health Center and will not walk about the ward areas and treatment rooms. Cadets will remain in the Health Center until officially discharged. All cadets will be issued a discharge slip prior to departure.

4. **Medical Leaves:** All medical-type leaves will be coordinated through the Health Center. Medical Leave Forms are initiated with the cadet’s TAC Officer. Cadets granted such leave will sign out in their companies and in the Health Center. It is at that time the cadet will obtain a medical consult sheet to be completed by the examining physician. On return to campus after medical leave, all cadets are to sign back in at the Health Center and return the completed consult sheet.

5. **Limited Duty:** The Medical Status slip will dictate any and all limitations and activities a cadet may participate in.

6. **Medications/Health Supplements:** Education and training in the area of personal health care and medication management are a part of Valley Forge’s holistic approach to education. Valley Forge is dedicated to maintaining a responsible, safe, and healthy environment. Health Center personnel and policies ensure that essential medicines are available and used properly. An Academy Cadet’s supplements must be brought to the Health Center in a sealed, unopened container for approval. Cadets may house their protein supplements in their barracks room, if approved.
7. **Authorized Medication:** Only medicine issued or approved by the Valley Forge Health Center may be in the possession of an Academy cadet at anytime.

8. **Controlled Medication:** Use and/or distribution of controlled medicines are dealt with under the provisions of the Medication Management Program.

9. **Sources of Medication:** The source of all medications for the Academy cadets is the Health Center unless preapproved.

10. **Prescription Medicines:** Physician documentation must accompany each prescription drug and will include diagnosis, outline of usage and dosage, and any monitoring needed during the medication course. Parents are asked to send all medications directly to the Health Center.

11. **Possession of Medication in the Barracks:** Cadets authorized to keep medicines in the barracks may not transfer or substitute any medication for another. They may not retain medications past the prescribed period.
   a. **College cadets** are responsible for their own prescription medication and may also retain non-prescriptive medicine for personal use.
   b. **Academy cadets**—All medications and supplements must be in the original package and will be stored and managed by the Health Center staff.
   c. **Academy cadets** may possess **small quantities of other types of medicines** that, in the judgment of Valley Forge may be appropriate for them to retain. These include items such as inhalers, nose sprays, ear or eye drops, topical preparations such as anti-fungal creams, powders, Epi Pens, and diabetic supplies.
   d. **Medication Management Program (MMP):** All prescribed medicines will be routinely distributed in accordance with the following schedule:
      (1) Following 1st, 2nd and 3rd Mess and before Taps between 2130-2200 hours at the Health Center.
      (2) Saturday, Sunday, and Holidays at the Health Center
      (3) During leave periods, it is the collective responsibility of the cadet and the cadet's parents/guardians to maintain the appropriate medication regimen during the absence from campus. Parents should call the Health Center to give permission for Academy Cadets to take medication home on Leave.

C. **THE CADET COUNSELING CENTER** is available to all cadets in the Academy and the College. We are committed to the success and personal growth of each cadet by providing effective, professional, and confidential counseling on issues which may inhibit a cadet’s ability to grow intellectually, emotionally, socially and spiritually while at
VFMA&C. The Cadet Counseling Center supports VFMA&C’s emphasis on Character Development by offering ethically-minded, culturally sensitive individual and group counseling, as well as leadership opportunities for cadets. Valley Forge recognizes that adjustment problems, anxiety, depression, and identity issues can be a part of adolescent and young adult development. The Cadet Counseling Center provides opportunities for cadets to explore these and other issues in a confidential setting. Counselors can also assist cadets in enhancing their interpersonal relationships skills. Counselors at the Cadet Counseling Center are knowledgeable in the areas of adolescent depression, anxiety, motivation, attention deficit and hyperactivity disorder, anger management, stress, time management and other pertinent issues. The Cadet Counseling Center seeks to promote a healthy balance between the academic, emotional, and physical demands of being a cadet.

Cadets may refer themselves for counseling by contacting the Cadet Counseling Center via phone, email or dropping by. In addition, referrals may be made by the Commandant, Faculty, Guidance Counselors, Health Center or TAC Officers. Parents and guardians who are concerned about their cadets’ behavior are welcome to contact the Cadet Counseling Center 610-989-1225 or 610-989-1227.

1. Services: In addition to individual counseling sessions, the following services are offered by the Cadet Counseling Center:
   - Group Counseling: Tobacco Cessation, Drug and Alcohol, Anger Management, and other topics on an as needed basis.
   - Assessment and Referral: Recommendations are available for off campus specialists and for cadets who require long-term intensive counseling.
   - Training: Sessions are scheduled with Cadet Leaders and Staff and Faculty on pertinent topics; i.e., suicide prevention, sexual harassment, how to recognize a troubled cadet.
   - Educational Programming: Presenters address the VFMA&C community on a variety of mental health topics. Brochures and books are available to cadets in the Cadet Counseling Center as well as at informational tables on campus during key dates throughout the academic year; i.e., National Depression Screening Day and Collegiate Alcohol Awareness Week.
   - Leadership Opportunities: Cadets are encouraged to promote healthy lifestyle choice amongst their peers by assisting with Cadet Counseling Center events, becoming Certified Peer Educators, serving on campus wide committees such as the Alcohol, Tobacco, & Other Drug Task Force, and applying for work study positions within the Counseling Center (College cadets).
2. **Partnerships:** Counselors are available to partner with parents or guardians in order to ensure a successful experience at VFMA&C. We can listen to your concerns. If you are worried about your cadet’s behavior, please recommend they contact the Cadet Counseling Center. If you are not sure how to approach your cadet, we can help you with the wording you might want to consider using. We can reach out to your cadet if he/she is struggling and they have not sought out services on his/her own. Due to the confidential and sensitive nature of counseling, we need to obtain a cadet’s consent if they are 14 years old or older to speak with a parent or guardian about a cadet’s counseling. If a cadet is in imminent danger of harming him/herself or others, we are certainly able to share that with parents or guardians; similarly, we would hope you would communicate similar concerns with us. We can assist with recommendations and referrals for your cadet who may need ongoing services and support while he/she is at home.

D. **CHEMICAL SUBSTANCE AND ALCOHOL BEVERAGE POLICY:**

1. **Chemical Substance Use:** A cadet will not ON or OFF CAMPUS use, possess, transfer, transport, distribute or attempt to secure illegal chemical substances or drug paraphernalia (neither homemade or manufactured). A cadet found to have an illegal chemical substance in his or her system at any time school is in session, regardless of when or where the substance was ingested, will be regarded to have violated this policy. Valley Forge prohibits the use by its cadets of any and all drugs defined as illegal, either by the state of Pennsylvania and/or the United States Federal Government. The use of illegal drugs and/or improper use of prescription or over-the-counter (OTC) drugs may result in immediate dismissal. VFMA&C does not recognize any state’s prescription drug use of marijuana and/or any or all other drugs defined as illegal by the State of Pennsylvania or the United States Federal Government. All those enrolling, parents/guardians and/or enrolling cadets, will do so in acceptance and accordance with this drug policy. Chemical substances include anything a cadet uses to achieve a mind-altering effect, including alcoholic beverages, narcotics, marijuana, K2, synthetic drugs, cocaine, LSD, ecstasy, over-the-counter drugs and prescription drugs not prescribed by the cadet’s physician or not taken as prescribed. They also encompass performance-enhancing substances, such as anabolic steroids and inhalants, such as over-the-counter aerosols, butane and glue. Valley
Forge forbids huffing, the very dangerous practice of inhaling substances for a high. Any cadet who does so is in violation of Valley Forge's chemical substance policy.

Valley Forge cadets are subject to unannounced blood, urine and/or RIAH (radioimmunoassay technology in the analysis of hair) chemical substance screenings. In addition, VFMA&C has and will continue to randomly use the assistance of the local police department canine unit for search and deterrent purposes. A cadet’s refusal to provide test specimens equals a positive test and is grounds for dismissal. Any willful attempt to evade the drug test by shaving, cutting or altering their hair (head or body), in such a way as to destroy the ability to collect or test the sample, will be considered a refusal to test (unless the loss or damage is the result of a diagnosed medical condition.) Cadets are also subject to drug screening for cause. Such testing is at the parents’/cadets’ expense. Cadets who receive mandatory substance abuse counseling through the Counseling Center are also subject to periodic drug testing at the parent’s/cadet’s expense.

2. **Alcohol Policy:** Illegal and irresponsible drinking and intoxication are matters of major concern to parents and educators. The consumption of alcoholic beverages by a member of the Corps of Cadets might cause harm physically and mentally and may jeopardize the cadet’s safety and the safety of others.

Specifically:

- No cadet, regardless of age, shall at any time consume, possess, transfer or bring onto campus any intoxicating beverage.
- No cadet shall at any time come to campus under the influence of intoxicating beverages. “Under the Influence” is defined as conduct which would lead staff or faculty to reasonably suspect that a cadet’s ability to function safely and effectively has been impaired by alcohol and/or drugs due to, but not limited to: slurred speech, odor of alcohol, actions or appearance not consistent with normal behavior.
- No cadet under 21 shall at any time consume, possess, transfer or transport any intoxicating beverage or enter a Pennsylvania State Liquor Store or bar.

A violation of this regulation is a Class A offense and may be cause for dismissal from VFMA&C. Cadets suspected of alcohol use may be required to submit to one or more alcohol screening tests (breathalyzer or urine test). Refusal to participate will be considered a positive test result and is grounds for dismissal.

Cadets who violate the alcohol policy and are retained will be enrolled in an alcohol awareness program conducted at the Cadet
Counseling Center. Cadets who receive mandatory alcohol counseling through the Cadet Counseling Center are also subject to periodic breath analyzer testing.

3. **Cadet Responsibility/Eligibility:** Cadets are expected to cooperate in all testing efforts. All cadets are eligible for selection each time random testing is conducted. A cadet can also be directed to undergo drug testing when a Staff or Faculty Officer reasonably suspects that the cadet’s ability to function may be impaired by the use of drugs. Alteration of normal appearance, speech or actions is sufficient to constitute reasonable suspicion. The individual testing will be the financial responsibility of the cadet or his or her legal guardians.

   **Special Note for all athletes. Please refer to these links:**

4. **Drug Testing—Testing Period:** VFMA&C will conduct both random and individual drug testing throughout the school year using a variety of techniques from urinalysis, saliva testing to analysis of hair follicles. Random drug testing will be conducted multiple times from the beginning to the end of the school year. Refusal to participate could result in termination of enrollment.

5. **Use of Breath Analyzers:** Cadets are subject to random breath analyzer testing at the discretion of the Commandant of Cadets or Tactical Officer. Cadets will submit to random breath analyzer testing upon return from leave, AWOL, following on/off-campus social activities or as directed when the Commandant of Cadets, or his representative, reasonably suspects that the cadet’s ability to function may be impaired by the use of alcohol. Any alteration of normal appearance, speech, or actions is sufficient to constitute reasonable suspicion.

6. **Refusal to Test:** If the cadet, after being chosen for either a random or individual testing, refuses to provide a specimen for drug or alcohol testing within the period of time designated by VFMA&C, the situation will be considered equal to a positive test and is grounds for dismissal.

7. **Positive Readings:** Cadets who register a positive reading on the breath analyzer will be required to provide a urine specimen for laboratory analysis. Cadets found to have a positive urinalysis for alcohol will be reported for appropriate disciplinary action for having committed a violation of the VFMA&C Substance Abuse Policy. Upon receipt of the drug test results from the independent testing laboratory, VFMA&C will make these test results available to
the cadet tested (or the legal guardians, if under the age of 18) if requested. Any willful attempt to tamper, alter, or mask alcohol screening will be considered a refusal.

8. **Positive Tests:** Cadets who provide valid pre-dated prescriptions for the substance(s) for which they test positive, may be required to authorize disclosure of medical conditions.

9. **Test Results Disclosure:** To promote confidentiality and privacy, VFMA&C will attempt to ensure that all aspects of the testing process are as private and confidential as reasonably practical. Test results will be provided to the President and the Commandant, to the cadet tested (or the legal guardian when the cadet is under the age of 18), and to any person permitted or required by law or regulation to receive such information.

10. **Sanctions:** The following sanctions/punishments are designated for cadets found guilty of violations of the VFMA&C Drug and Alcohol Policy. Additional sanctions remain at the discretion of the administration.

**ANY OFFENSE INVOLVING CONTROLLED SUBSTANCES — DRUGS OR ALCOHOL — IS A CLASS A OFFENSE AND MAY RESULT IN DISMISSAL**

- If not dismissed, sanctions may include Conduct Probation, Restricted Privileges, Counseling to include attending an on campus Substance Abuse Group and loss of rank (if applicable).
- Cadets who receive mandatory Substance Abuse Counseling through the Cadet Counseling Center are also subject to periodic drug testing at the parents’/guardians’/cadets’ expense.
- Cadets will not be disciplined who approach a faculty or staff member and disclose they have a substance abuse issue, but will be sent to the Cadet Counseling Center for assistance. This does not include cadets who know they will be tested, know it will be positive, and then disclose they have an issue.

11. **Treatment:** Any cadet who feels he/she may have a substance abuse problem is urged to seek appropriate help and to inform authorities immediately. Valley Forge is committed to maintaining a safe, healthy, and productive school environment. Cadets who admit to a substance abuse problem can request treatment or counseling and will not be subject to disciplinary action. However, the cadet may be withdrawn until such time that the drug abuse problem is treated to the satisfaction of VFMA&C. Such requests for treatment will be kept confidential. Cadets may not, however, escape disciplinary or administrative action by requesting such
treatment or leaves after being selected for testing or detected for violating VFMA&C policies and rules.

12. **Tobacco/NICOTINE PRODUCTS:** To promote good health and general well-being of its cadets, Valley Forge does not permit any cadet to use or possess tobacco products. In addition, Valley Forge Staff and Faculty and guests may not use tobacco or nicotine products on campus except in private residences. Cadets who violate the tobacco policy will be referred to an on-campus Tobacco Cessation Group after their first offense. Cadets who continue to violate the tobacco policy will be subject to disciplinary action. Chronic offenders may be subject to dismissal.

E. **MEDICAL AMNESTY POLICY**

1. **Purpose:** The Medical Amnesty Policy at VFMA&C represents the school’s commitment to ensuring the well-being of our cadets. Every cadet, as part of the VFMA&C community, has the responsibility to look out for one another. In alcohol or drug related incidents, the primary concern is the health and safety of our cadets.

2. **General:** VFMA&C expects cadets to abide by laws and school policies regarding alcohol and drug possession and consumption. However, the school acknowledges there may be times when cadets face medical emergencies involving excessive drinking and/or drug use. In this situation, students are expected to call the Health Center or 911 for assistance when concerned for their own health or welfare, or that of another cadet.

3. **Concept:** In order to encourage cadets to seek prompt and appropriate attention for alcohol and/or drug intoxication/poisoning or other ensuing medical emergencies, VMFA&C has instituted this Medical Amnesty Policy applicable to cadets who SEEK medical amnesty, not those who are simply discovered to be under the influence of drugs/alcohol:
   a. A cadet requesting medical assistance for himself/herself.
   b. A cadet seeking medical assistance for another person, and the cadet for whom medical assistance was sought.
   c. A cadet who is a victim of sexual assault and has engaged in underage or high risk drinking behaviors.
   d. In all instances, the cadet must take the initiative to obtain assistance.
   e. This policy does not prevent action by police, ROTC or other law enforcement personnel.
4. **Execution:** A cadet who participates in the Medical Amnesty program will be required to submit to substance use testing and to participate in the Substance Abuse Program as coordinated by the VFMA&C Counseling Center. The cadet will not face disciplinary charges provided they comply with the recommendations of the Counseling Center. In addition, if other violations occur at the time of the intoxication, including (but not limited to) physical or sexual assault, distribution of illicit substances, or property damage there will be disciplinary repercussions. If a student received Medical Amnesty for a prior incident, the availability of amnesty for a subsequent incident is at the discretion of the Commandant or his/her designee.

F. **STUDENT SUCCESS COMMITTEE (SSC):**

1. Occasionally, a cadet experiences problems while at Valley Forge that leads to difficulty in adhering to one or more of the five Cornerstones. In accordance with established VFMAC Philosophy, Vision and Mission, a coordinated effort will be made to determine what issues and challenges the cadet is experiencing, the reasons for those challenges, and setting up support services, in order to assist the cadet in adjusting or readjusting to the environment and pursuing excellence and success. The SSC will assess cadets whose history and record indicate that they should be able to be successful in the VFMAC environment with added guidance and encouragement.

2. The focus of the SSC is on prevention, early intervention, and support strategies to enable the cadet to be successful. Any cadet, staff or faculty member may refer a cadet to the SSC. The purpose of the SSC is to serve as the coordinating hub of a network of existing resources, focused on cadet success. The team will serve as the central body to which concerning cadet behavior may be referred for consultation or action. The team will meet weekly to review and assess these situations and recommend further actions, as needed.
A. **LAUNDRY, DRY CLEANING, AND REPAIRS/ ALTERATIONS:**

1. **Procedures:** Laundry will be processed in accordance with standard operating procedures published annually by the Director of Facilities Management in coordination with the Commandant’s Department. Cadets will turn in laundry and dry cleaning as scheduled. They will ensure that they maintain their clothing and equipment in a clean and serviceable condition at all times.

2. **Scheduled Turn In:** Laundry will be turned in in accordance with procedures established and published annually by the Director of Facilities in coordination with the Commandant’s Department.

3. **Special Requirements:** Special laundry and dry cleaning requirements will be coordinated through the Director of Facilities on an “as required” basis. Every effort must be made to identify special requirements as far in advance as possible and no later than 2 weeks prior to the required date except on an emergency basis.

4. **Uniform Fitting:** Cadets will be fitted twice yearly; at the beginning of the school year and at midyear. All cadets will be fitted for every uniform item to ensure proper fit, serviceability, and inventory.

5. **Alterations/Repair:** Alterations/repairs will be performed on an “as needed/as requested” basis whenever a uniform item does not fit properly or meet the standards of serviceability. Depending on the extent of alteration/repair required, it will be accomplished on a “walk in” basis or be required to be turned in. The Press Shop managers will determine which will take place. Every effort will be made to return the repaired item as quickly as possible.

6. Cadets will not absent themselves from mandatory training and formations because they do not have the proper uniform. If required, the Press Shop may issue a replacement or loan item so that the cadet can participate in mandatory training in the proper uniform. If a replacement uniform is not available, then a prescribed alternate uniform will be worn.

B. **AUTOMOBILES:** Possession of an automobile by College cadets authorized to do so is a privilege, not a right. Cadets who decide to possess, maintain, and operate an automobile will abide by the rules as outlined below or as augmented by Valley Forge Standard Operating Procedures. Cadets maintain privately owned vehicles on Valley Forge
grounds at their own risk. Valley Forge assumes no risk for cadet automobiles maintained, parked, or operated on campus. Vehicles must meet all federal, state, local, and school inspection, safety, and registration requirements. Cadets who fail to maintain the appropriate GPA (3.0 for Freshmen, 2.0 for Sophomores) during the semester are subject to having their driving privileges suspended or revoked.

1. **General rules pertaining to vehicles:**
   a. Rental Cars: Cadets may not bring rental automobiles on campus.
   b. Motorcycles or Motor Scooters: Motorcycles or motor scooters are not permitted.
   c. Taxis: Cadets going on or returning from emergency leave, holiday leaves or weekend leaves may hire taxis for the purpose of traveling between Kuncl Parking Lot and their destination.

2. **Academy Cadets:**
   a. As Passengers in a Motorized Vehicle: Academy cadets may not be passengers in or on any privately owned motorized vehicle while under the jurisdiction of VFMA&C, with the exception of those of their parents or adults authorized by their parents, and then only when the authorized persons are present. This would not apply ONLY when the cadet has signed out on overnight, weekend, or Regimental leave and is no longer under the jurisdiction of VFMA&C.
   b. Possession or Use of a Motorized Vehicle: Academy cadets are not permitted to have or operate any motorized vehicle while under the jurisdiction of VFMA&C, unless authorized by the Commandant and a signed Parental Consent Form has been received. The only other exception being those cadets assigned to E Battery who are completing official duties. Cadets that have signed out on overnight, weekend, or Regimental leave and are no longer under the jurisdiction of VFMA&C may operate a motorized vehicle according to the Department of Transportation guidelines; however, the motorized vehicle will not be brought back on the VFMA&C campus or within the walkout leave area. Any exception to this rule must be approved by the Commandant of Cadets.
   c. Cadets will not hitch-hike or accept rides from any unauthorized person.
   d. Cadets will not ride in taxis during walkout leave.

3. **College Cadets:**
   a. Riding: College cadets may drive or ride in automobiles when on authorized leave. College cadet may not allow Academy cadets to ride in their cars.
b. Possession and Maintenance: College Sophomores who have attained a cumulative grade point average of 2.0 or higher and a semester average for the previous semester above 2.0 may maintain an automobile on campus.

c. Freshmen cadets enrolled in the Simultaneous Membership Program (SMP) or U.S. Army Reserve Program may be authorized automobile privileges for the purpose of attending drills only.

d. Cadet Freshmen who are in their second semester of residence in the College will be authorized to apply for automobile privileges provided their grade point average in the previous semester is 3.0 or higher and they have a passing leadership grade from their TAC Officer.

e. Registration: Cadets meeting the criteria will apply for automobile privileges through the College TAC Officer. Automobiles will be registered with the Office of the Commandant. A decal will be issued and will be appropriately displayed on the vehicle.

f. Parking: The Office of the Commandant will also issue an assigned parking space in South Campus Parking Lot. Automobiles that are not parked in assigned parking spaces or that do not display a registration decal are subject to loss of vehicle privileges and being towed off campus at the owner’s expense. Automobiles may not be parked in a parking lot other than the South Campus Parking Lot.

g. Cell Phones: Cadets should not use hand held cell phones while driving.

h. Access to South Campus Parking Lot: Cadets will cross Eagle Road only at Gate E-3 to gain access to the South Campus Parking Lot. Cadets will not walk along Eagle Road or through staff and faculty property enroute to the South Campus Parking Lot.

C. COMPUTER CONNECTIVITY/REPAIRS: Valley Forge provides connectivity for the Intranet and Internet in accordance with its published computer use policy. Valley Forge controls connectivity times and connections in accordance with same. Cadets who experience service and/or connectivity problems with their computers will report same to the Computer Help Desk Officer of Information Technology through their TAC Officer or designated Company representative. All reports will be forwarded within 24 hours. Problems not corrected or not able to be corrected within 48 hours will be provided through the TAC Officer to the cadet with the reason and estimated time of repair.

D. WORK ORDERS/BARRACKS REPAIRS: Valley Forge is dedicated to providing a safe, healthy, clean, and well-maintained environment for
our cadets. Every room will be properly outfitted with appropriate furniture, facilities, and equipment. Whenever any of these items or facilities becomes unserviceable, the cadet will immediately report it to the TAC Officer or the designated company representative. The work order/repair will be reported to the Director of Facilities Management within 24 hours. It will be reported immediately if it is a safety or health issue which will adversely affect the cadets accomplishment of his or her daily tasks or put him “at risk” for safety/health. Safety or health issues will be repaired immediately. If not able to be immediately repaired, the cadet will be relocated to another room until repaired. If the item is determined to be routine repair, the Director of Facilities Management will issue a service order number and provide the estimated date/time of repair to through the TAC Officer to the cadet.

1. **Charge Slips:** If it is determined that the damage to facilities, furniture, or equipment is due to negligence on the part of the cadet either through loss or failure to properly care for the item, the TAC Officer will issue a charge slip. TAC Officers will issue the charge slip in accordance with established procedures published in coordination with the Business Office, Facilities, and the Commandant’s Department. Cadets or their parents will be billed and responsible for the replacement/repair cost.

2. **Stewardship/Police:** It is the responsibility of every cadet and member of the Valley Forge Staff and Faculty to be “stewards” of our campus and environment. They will maintain all facilities, furniture, and equipment in accordance with published/established standards. They will also strive to keep the campus in a high state of police through daily “police calls” of assigned company and unit areas of responsibility as published by the Commandant’s Department and of the campus in general as required. When they find an item/area, which requires repair/police, they will correct the deficiency within their capability or report it to the Director of Facilities Management for correction. Health and safety items will be reported immediately to the Commandant’s Office and the Director of Facilities Management. The area will be immediately safe guarded and segregated to prevent any further damage or injury.
A. **COMMANDANT’S DEPARTMENT**: The Commandant’s Department is commanded by the Commandant of Cadets and is organized to supervise the Corps of Cadets as an organization and each cadet as an individual. The Commandant of Cadets is specifically charged with the reception, equipping, character and general well-being of the Corps and of its discipline, social training, housing, close order drill instruction, ceremonies, internal security and organization. The Commandant’s Department is assisted by TAC Officers assigned to each company, whose responsibility is the actual operation, training, discipline and overall supervision of the cadets assigned to his organization.

1. **THE TAC OFFICER**: At the heart of the Military Model is the TAC Officer. The TAC Officer is the common thread that can be traced through all the functions, goals and objectives that effect cadets at Valley Forge. TAC Officers are responsible for tying together the Five Cornerstones throughout a cadet’s experience setting the conditions to achieve the ultimate outcome: an ethically-minded, citizen-leader of character.

   a. **General Description**: The Unit TAC Officer is akin to a Company Commander in a Military Unit and is responsible for everything his unit does or fails to do; but above all, the TAC is there to Teach, Advise and Counsel/Coach.

      (1) The TAC Officer is responsible and accountable for the sustained operation, training, discipline, leadership, management and overall supervision of the cadets assigned to their unit.

      (2) To set the conditions outside the classroom and to make cadets successful in the classroom.

      (3) Is the principal point of contact for all problems associated with the cadets in their unit and is the primary counselor and role model for their cadets.

      (4) Leads by precept and example and is the embodiment of all the school stands for.

      (5) Develops, counsels, and mentors cadets into self-sufficient, self-confident, ethically minded leaders of character.

   b. **Primary Duties and Responsibilities**: TAC is an acronym which stands for TEACH, ADVISE and COUNSEL.
(1) **TEACH:** As a teacher, the TAC Officer must be the resident expert in all matters that pertain to the cadet and their support. The TAC Officer will be knowledgeable of all phases of drill and capable of instructing School of the Soldier, Manual of Arms, Saber and Sword Manual and Physical Training. Responsible for the drill proficiency of their unit and will supervise and correct their unit’s drill at every opportunity. Responsible for the selection, training and development of the cadet leaders in the unit, ensuring each of them know what is expected of them and how they may successfully meet their leadership obligations. Will submit semi-annual Leadership and Personal Efficiency Reports on all the cadets in their unit.

Teaching is a principle that occurs each and every day, whether that be formal or informal. TAC’s must know what right looks like and be able to articulate it to their subordinates to achieve.

(2) **ADVISE:** The TAC Officer has a huge influential impact over the cadets in his/her charge; therefore, the TAC is seen as a mentor and role model to their subordinates. One of the areas that are rudimentary is the ability to advise and give sound advice to cadets and recommend an appropriate course of action or direction in their endeavors. To offer suggestions, make proposals and highlight a plan of attack to assist the cadet in ensuring they are successful in their designated personal quest. Advising requires the skill and patience to not just provide an answer, but to develop one from your cadets. This is where the explanation and understanding of the "why" behind actions becomes your strongest tool.

(3) **COUNSEL/COACH:** Representing the institution assumes all the duties, liabilities and responsibilities of the lawful parent. Looks after the welfare of the cadets in their unit as a parent looks after the welfare of the children in their family. Works to maintain an open relationship with both cadets and their parents. Is the primary counselor for the cadets in their unit and is responsible for giving them guidance in dealing with personal, academic and cadet-life problems. Works closely with the Chaplain’s Office, Guidance Department and Health Center, as well as with other members of the Staff and Faculty, to provide the proper direction in a cadet’s life. Remember that counseling is not limited to only negative actions. TAC Officers must be experts on all types of counseling, such as performance and developmental. The goal in counseling is to make a cadet more effective as applied to our Five Cornerstones and Mission.
B. PROMOTION/REDUCTION CRITERIA AND PROCEDURES:
Promotions within the Corps of Cadets are based on demonstrated leadership, academic and physical record, conduct, and leadership excellence and potential to assume additional leadership responsibility.

1. Minimum standards for all promotions are:
   a. Passing Grades
   b. Proficient in Conduct
   c. Not on the Academic Probation List or Conduct Probation List

2. Grade Point Average (GPA) requirements:
   a. College: 2.0 for Officer and SNCO
   b. Academy and Middle School: 75 average for Officer and SNCO.

3. Officer/SNCO must meet all standards to retain the rank. Failure in one area can result in a probationary period until next grading period. Failure in two or more areas will result in automatic loss of rank (reduction without prejudice). This recommendation for removal will be initiated by the TAC with review and approval by the Commandant.

4. Regaining status in a deficient area does not automatically restore loss of rank. Cadets will be considered for promotion again based on the criteria above and in procedures outlined below.

5. Cadets may be assigned duties without carrying the authorized rank for the duty, as a Corporal may be appointed to serve as Squad Leader.

6. New Cadets are not eligible for rank during their first semester.

7. Cadet Grade Distribution/Eligibility:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Class</th>
<th>Year Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Officers*</td>
<td>CS/CF/I</td>
<td>2nd or subsequent year</td>
</tr>
<tr>
<td>Cadet SNCO</td>
<td>CS/CF/I/II</td>
<td>After First Semester</td>
</tr>
<tr>
<td>Staff Sergeants</td>
<td>4th Class or higher</td>
<td>After First Semester</td>
</tr>
<tr>
<td>Sergeants</td>
<td>4th Class or higher</td>
<td>After First Semester</td>
</tr>
<tr>
<td></td>
<td>CF (Midyear)</td>
<td></td>
</tr>
<tr>
<td>Corporals</td>
<td>4th Class or higher</td>
<td>After First Semester</td>
</tr>
<tr>
<td>Lance Corporal</td>
<td>4th/5th Class</td>
<td>After First Semester</td>
</tr>
</tbody>
</table>

Note 1: 2nd Class may hold officer rank when approved by the Commandant.*
Note 2: 6th Class are not eligible to hold rank.

8. Promotions Procedures:
   a. Whenever vacancies occur within a unit Chain of Command, the TAC Officer will oversee the selection process within his unit to fill the vacancy. Individual records will be scrutinized and the recommendation of the TAC Officer and the unit cadet senior leaders will be taken into account. The TAC Officer will then forward his recommendation for promotion to the Commandant.
b. Whenever vacancies occur involving Cadet Officers and Senior NCOs assigned to Regimental Staff positions, the Regimental Commander, in consultation with his battalion commanders and sergeants major, will determine the most qualified nominee, seek the endorsement of that cadet’s TAC Officer, and forward the recommendation to the Commandant of Cadets.

9. **Reduction:** Demotions are based on inability to perform or failure to maintain required academic, military leadership, and disciplinary standards.
   a. Academics: All cadets may be reduced in rank for one of the following:
      (1) Failure in two or more subjects for one grading period.
      (2) Failing to make 2.0 GPA (College) or 75 average (Academy) for two successive grading periods.
      (3) If placed on the Academic Probation List (APL).
   b. Leadership/Disciplinary: All cadets may be reduced in rank for one of the following:
      (1) If placed on the Conduct Probation List (CPL).
      (2) Due to poor performance or failure to perform duties.

C. **CHAPEL PROCEDURES**

1. All cadets are required to attend Chapel on designated Sunday mornings.
2. Cadets will abide by the following rules while in Chapel.
   a. Covers are removed as they enter the doors and the Chapel Cap will be held over the Center of the Chest with the right hand.
   b. Cadet’s march in and out at attention and dress by the right.
   c. In pews, cadets face front, remove any outer garments, properly fold and place under pew in front, and return to position of attention.
3. The Prayer Posture
   a. When the Chaplain announces “Let us Pray,” cadets will sit, place their forearms on their thighs and bow their heads. However, non-Christian cadets will assume the Prayer Posture and will not be required to bow their heads.
4. Parade Rest
   a. Cadets will assume the position of Parade Rest with heads bowed when the Chaplain begins the first prayer at the beginning of the service.
   b. When the Cadet Prayer is announced, cadets will assume the Parade Rest position. Cadets will quietly come to attention when the Alma Mater is announced.
5. Cadets will assume the position of Attention at the playing of the first note of Taps.
6. Cadets will sing processional and recessional hymns unless against their religious belief.
7. Cadets will take all standing and seating directions from the Commandant.
8. When putting on overcoats, cadets will assist each other.
9. Cadets will restrain from coughing, sneezing, and sniffing.
10. Cadets will conduct themselves in the manner of a congregation in a church, mosque or synagogue. Be alert, attentive and respectful.
11. Unauthorized activities during Chapel: Sleeping, Talking, Chewing Gum or Spitting.
12. No cell phones are permitted inside the Chapel.
13. No food or drinks are permitted during Chapel Service or while attending any event in the Chapel.

D. EVENING STUDY HALL: VFMA&C employs mandatory supervised study hall Sunday through Thursday from 1830-2030 for all Academy cadets, and extended quiet hour/study hall for Academy cadets from 2030-2130. College cadets have quiet hour from 1900-2300. The purpose of study hall is to provide dedicated time to focus on academic requirements such as homework, studying for exams, receive necessary academic assistance/support and to encourage good study habits and skills. Study hall is a scheduled time dedicated to empower cadets to achieve academic success by providing an atmosphere conducive to learning. As such, cadets are responsible to prepare for study hall, have the material and resources they need, know what homework/projects/essays/etc. need to be completed, and have a backup plan of authorized actions in the event they finish early. In order to develop and maintain good study skill and habits the following standards are established:

1. Times: Evening Supervised Study Hall is from 1830-2030 Sunday through Thursday. Supervised study hall is conducted in Lhotak Hall. Evening Barracks Study Hall is Sunday through Thursday from 1900-2030 for all cadets not failing a class. College cadets have additional designated quiet hour/study hall from 2200-2300 Sunday through Thursday.
2. Locations: Cadets will study in their rooms at their own desks unless otherwise authorized.
   a. College Cadets: College cadets are authorized to study in the May H. Baker Library or in the Learning Assessment and Support Center. LASC Students with LASC tutoring appointments from 2130 to 2200 must notify their TAC Officer in advance of their extended study hours. Students opting to study in the barracks will participate in individual academic work/study only. The Library and the LASC may be used for
individual and group study, individual and group tutoring, research, homework and academic computing; however, an environment conductive to study and learning will be maintained at all locations and times. College cadets must sign in the Library Evening Study Hall book upon arriving and also sign out at the circulation desk when leaving the library. College cadets who wish to use the LASC Center must also sign in at the Circulation Desk and the LASC Center.

b. Academy Cadets: All Academy cadets will be in their assigned location for Evening Study Hall. No more than two cadets are to be in a room at the same time during study hall hours unless authorized by their TAC Officer. Study groups and group work will not be conducted in barracks study hall. Those interested in group work / study groups may obtain an official pass to Baker Library from teachers. Cadets being tutored in the library during evening study hall must have a weekly signed pass from their Guidance Officer with the name of the tutor and the time of their tutoring session. The tutored cadet must sign out with the library circulation desk upon leaving to return to their assigned study hall location. Academy cadets using the library must sign in at the Library Evening Study Hall book located at the Circulation Desk and present their Evening Study Hall pass to the Evening Study Hall Supervisor.

3. NO electronic devices are authorized in Baker Library.
4. Cadets authorized for evening leave must exit prior to 1830.
5. Cadets returning to barracks after 1830 will enter the building and move to their rooms with minimal disturbance. Once a cadet returns to barracks they must follow all the study hall procedures and requirements.

6. Procedures:
   a. Cadets will use the entire evening study hall for academic work, review or reading if work is complete. Cadets are not permitted to leave their room during study hall as movement in the hallways and building is distracting and unnecessary. Cadets may only leave their room for emergencies or when granted permission by the TAC Officer.
   b. Noise shall not be heard beyond the threshold of the doorway. This includes, but is not limited to talking, music, computers, etc.
   c. Cadets assigned to an alternative location for study hall are required to sign out with the TAC Officer and sign in at their study hall destination. College cadets require no advance permission to study in the Library or LASC.
   d. The engagement in non-academic work during Barracks Study Hall is a violation subject to disciplinary measures. Non-academic
work is defined as, any activity not approved in advance by the Teacher, Professor or TAC Officer.
e. Chain of Command who possess Silver Stars or higher may assist in the monitoring of barracks study hall at the discretion of the TAC Officer.

7. **Conditions:**
   a. Barracks room doors will be open and light will be on.
   b. No sleeping or laying in the rack during Evening Study Hall hours.
   c. Rooms will be clean, neat and orderly as to facilitate study. Clothing and equipment will be properly stored and unnecessary items will be removed from desks.
   d. In the Library and LASC, cadets working individually will do so silently. Study groups are required to maintain a minimum level of conversation so as not to disturb others. Individual and Library / LASC computers will be used for academic work.
   e. Food and drink is prohibited in the Library.
   f. The following is prohibited during Evening Study Hall unless authorized by the TAC Officer:
      (1) Loitering in hallways, vending areas, lounge areas or latrines.
      (2) Ironing, polishing, shining, maintaining uniforms.
      (3) Talking on the phone.

8. **Electronic Devices:**
   a. Cadets may use personal computers for academic purposes if required for assignment by Teacher or Professor.
   b. Any unauthorized use of electronic devices during study hall not required for academic assignments may result in disciplinary measures and or confiscation of device.

9. **Late Light Policy:**
   a. College: All College cadets will observe quiet hour/study hall conditions form 2200-2300. Those who need to extend study after 2300 must notify the SDO, who will be used to minimize disturbance of roommate. Late lights are not approved past 0100.
   b. Academy: Academy cadets enrolled in AP (Advanced Placement) and college courses as well as cadet tutors are authorized late lights on a standing basis from 2200-2300.

E. **LEAVE POLICY:** Being able to go on leave contributes to the overall morale of the Corps of Cadets. Valley Forge has a generous leave policy focused on rewarding performance and achieving a proper balance so as to allow cadets to have opportunities to relax, interact with the community, and attend to personal requirements. Book bags, laundry bags or back packs will not be worn or carried on leave. Proper
decorum and military bearing will be observed at all times. Academy cadets will remain in complete uniform at all times. College Cadets in good standing may wear civilian clothes consistent with the common civilian attire approved by TAC Officer:

Leave must be understood as a privilege and not a right. A cadet must be in good standing both tactically and academically and must not be bound by duty or other official obligations to take advantage of routine leaves. It should also be kept in mind that a certain level of attendance will be maintained to meet academic requirements and ceremonial obligations. For example, not more than 10% of a unit may be on Special Leave during parade season and on important VFMA&C weekends (e.g. Recognition Weekend, Alumni Weekend, Parent’s Weekend, etc.) the Corps is expected to be at full strength.

Cadets walking to Wayne on any type of leave are required to walk only on sidewalks and to use only the authorized route. The authorized route is as follows: Lower Gate (E-3) near the Regimental Mess Hall to South Campus, to gate near faculty homes (R-8), to East Beech Tree Lane, to Oak Lane, to Walnut Avenue, Walnut Avenue to North Wayne (under Railroad Bridge), to Wayne.

The Unit TAC Officer is the granting authority for all leaves. Early departures or late returns without TAC Officer approval are considered unauthorized absences.

1. There are two categories of individual leave that Cadets may avail themselves of:
   a. The first category is Routine Leave and includes Walkout Leave, Dinner Leave, Star Leave and Leadership Leave.
   b. The second category is Special Leave and includes Special Event Leave, Emergency Leave, and Medical Leave. In the case of Academy cadets, all Special Leave is initiated in writing or through e-mail by the cadet’s parent or legal guardian and addressed to the unit TAC Officer.

2. Routine Leave
   a. Walkout Leave.
      (1) Academy cadets are authorized Walkout Leave within the geographic boundaries of Wayne, to include the King of Prussia Mall Complex. Leave times will be from after last duty until 2130 hours Friday; from after last duty until 2200 hours Saturday; and from after last duty until 1800 hours on Sunday. The Walkout Leave Uniform will be worn. There is no automobile authorization. Cadets going to and from the mall complex must utilize school transportation.
(2) Middle School cadets are authorized Walkout Leave within the geographic boundaries of Wayne, to include, with written parental permission, the King of Prussia Mall Complex. Leave times will be from after last duty until 1930 hours Friday and Saturday and from after last duty until 1800 hours on Sunday. The Walkout Leave Uniform will be worn. There is no automobile authorization. Cadets going to and from the mall complex must use school transportation.

(3) College cadets have no geographic limits for taking Walkout Leave. Leave for cadets in their first semester of attendance will be on Wednesday from after last duty until 1900 hours. Leave on Friday and Saturday will be from after last duty until 2359 hours. The uniform is appropriate civilian attire. Privately owned and authorized vehicles may be used for transportation.

b. **Star Leave & Tutor Leave.**

(1) Middle School Star cadets may take advantage of Star Leave on Wednesdays within the geographic boundaries of Wayne unless accompanied by parent or legal guardian. The Walkout Leave uniform will be worn and the cadets will follow the authorized route to Wayne. Middle School Tutor times are from after last duty until 1930 hours. Gold Star Leave times are from last duty until 1930 hours.

(2) Academy Star cadets may take advantage of Star Leave within the geographic boundaries of Wayne. The Walkout Leave uniform will be worn and cadets will follow the authorized route to Wayne. Red and Silver Star Leave times are from after last duty until Study Hall on Wednesday only. Academy Tutor last duty until 2030 hours on Wednesday only. Gold Star Leave times are from after last duty until Study Hall on Wednesday and Thursday.

3. **Special Leave**

a. **Special Event Leave.** Cadets may request leave for a special event such as a religious holiday, bar mitzvah, christening, wedding, reserve duty, graduation, etc. Such a leave will be from last duty on the day of departure until that time specified by the TAC Officer. The uniform is approved civilian attire for all cadets.

b. **Emergency Leave.** Cadets will be authorized Emergency Leave for a bona fide and substantiated emergency only. Examples of such emergencies include a death in the family or a life threatening illness of an immediate family member. Such a leave will be from last duty on the day of departure until that time specified by the TAC Officer. The uniform is approved civilian attire for all cadets.
c. **Medical Leave.** Requests for Medical Leave will be submitted to the TAC Officer who, while the final approving authority for the leave, will forward the request to the Health Center for verification and coordination. The length of the leave will include travel time to and from the doctor’s office and the visit itself. Cadets will sign out and sign in from the Health Center. Cadets will submit all medical documentation to the Health Center upon return.

4. **Regimental Leave:** All academic and tactical restrictions are lifted during Regimental Leave periods. A memorandum of instructions will be published by the Commandant’s Office which will provide specific guidance and requirements for the Corps to depart and return for each leave period. The Regimental Leave periods are: Corps Weekend (Fall), Thanksgiving Leave, Winter Holiday Leave, Corps Weekend (mid-winter), and Spring Leave. All cadets must make arrangements with their families to clear campus for all Regimental Leaves except Corps Weekends since the campus is closed and no students are allowed to remain on post.

5. **Procedural Requirements – Signing Out On Leave:**
   a. Routine Leaves – All Cadets will sign out and in with the Duty TAC Officer on Walkout Leave. Cadets signing out on Star Leave and those authorized Tutor Leave on Wednesdays will sign out with their TAC Officer on a sign-out sheet in the TAC Office.
   b. Special Leaves – Cadets desiring to take a Special Leave will submit a Special Leave Request Form to their TAC Officer at least seven days in advance. Along with the request, Academy cadets must provide a letter or communiqué from their parent or legal guardian initiating the request. The letter must state the purpose of the leave and the time frames being requested.
   c. Regimental Leaves – Published leave order will direct sign-out procedures to be followed.

F. **CADET BOODLE:** The Director of Student Activities, Commandant’s Department and the Director of Facilities jointly operate the Cadet Boodle. Cadets are authorized to use the Boodle in accordance with published operating and use procedures established annually by the Commandant’s Department. Use of the Boodle is a privilege and not a right. Cadets will conduct themselves properly at all times in the Boodle. They are responsible for the their own behavior, their fellow cadets, and their guests. Cadets will respect Boodle property. They will not remove any property from the premises. They will report any items in disrepair/safety problems to the Director of Student Activities. Cadets must be in a proper cadet uniform while in the Cadet Boodle. Cadets will wear the uniform of the day in the Cadet Boodle.
G. **CADET STORE**: The Cadet Store is operated under the supervision of Sodexo. The Cadet Store hours and operating procedures will be established and published annually in coordination with the Commandant’s Department. Cadets and their guests are authorized to use the Cadet Store in accordance with established procedures. Cadets must be in a proper cadet uniform while in the Cadet Store. Cadets in PT gear or athletic uniforms are not permitted to be in this facility.

H. **EXTRACURRICULAR AREAS**: Cadets may use the following areas when participating in extracurricular sports and activities:

1. Cadet Recreation Complex — basketball, 8 nets
2. Price Hall — weight lifting, basketball
3. Rucker Hall — swimming
4. Combative Gym — basketball
5. Vicinity of Outdoor Pool — volleyball
6. Boodle Shop — pool, ping pong, TV, Cadet Theater, X-Box System
8. College Soccer Field — soccer
9. Athletic Field House — weight lifting

**Note**: The uniform for Athletic Field House weight room is as follows:
- VFMA&C—P. T. Uniform
- VFMA&C—Sweatsuit

I. **OFF LIMITS AREAS**

1. **The following areas and locations are specifically designated as off limits:**
   a. The gymnasium, swimming pool, and Athletic Field House except during the regularly scheduled periods, or as specifically ordered.
   b. The football field is off limits. Cadets going to and from Athletic Field House are required to use the Athletic Field House/O’Hara Field walkways.
   c. The employee’s quarters, to include the Arsenal and the Stables.
   d. The Mess Hall except during mess hours.
   e. All boiler rooms.
   f. Roofs of buildings and fire escapes except during fire drills or in the event of fire.
   g. All playing fields, parking lots, equitation fields and drill fields after dusk.
   h. The wooded area bordering the College grounds and Faculty quarters.
i. The Arsenal and Stable areas—except cadets of D Troop and E Battery when on official business and with permission of their TAC Officers.

j. St. David’s Golf Club—except members of the golf team when accompanied by the golf coach.

k. The Ropes Course/Rappel Tower except during training.

l. The dirt trail leading from the Health Center to College Hill.

m. The asphalt area behind Rucker Hall on the site of the former Kuncl Hall.

2. Construction sites on Campus.

3. Cabrini College athletic fields.

4. Church of the Saviour property.

5. All property adjoining any border of campus and the Valley Forge neighborhood.

6. Cadets will use walkways and not cut across grass areas. Cadets will use the walkways and not cut across the football field when going to and from Athletic Field House. Cadets will not walk, sit or stand on walls.

J. **BARRACKS VISITATION:** Cadets visiting barracks other than their own must have permission from the TAC Officer of the unit visited or, in his or her absence, from the Unit Commander or Duty Officer. Visiting cadets must sign in and sign out on the CQ Register. College cadets may visit other barracks for the purpose of studying with College cadets who live in those barracks in common areas only.

K. **ORGANIZATION OF BARRACKS:** All property will be arranged strictly in accordance with the room and property arrangement diagram. Furniture other than cadet furniture is not allowed in the room. With the permission of the TAC Officer, and if sufficient space exists in the room, a small computer table may be added to the room. The computer table must not exceed 30”H x 20”D x 27”W and may only be used for computer equipment.

L. **SECURITY IN BARRACKS:** The combination lock on cadet room doors and room safes is to provide security. The following security rules apply in the barracks:

1. The door will be closed and locked when no one is in the room.

2. Cadets will not reveal their room or safe combinations to any other person.

3. Cadets will not attempt to enter any combination into their lock other than their assigned combination.

4. Cadets will not attempt to enter any combination into the lock on another cadets’ door.
5. Cadets will secure laptop computers to their desk with a locking device or in their individual room safe.

6. Cadets will immediately report malfunctioning door and safe locks to their TAC Officers.

7. Cadets are directly charged with the responsibility of securing their personal property within their room. Possession of expensive personal items (e.g., high-value wristwatches, cameras, etc.) is discouraged. Sums of money in excess of $30 (Academy) or $50 (College) spending money and allowances will be placed in an account in the Cadet Store. Valley Forge Military Academy & College is not responsible for lost or stolen money or property.

M. PROPERTY DAMAGES: Cadets are charged with all damage to property or buildings that is not the result of fair wear and tear. Instances in which it is impossible to identify the cadet responsible for particular damage will result in that entire unit being charged. Where damage takes place in a general non-unit area, a Corps charge will be made. At the end of the academic year all such unit and Corps charges will be fairly apportioned among all cadets--unit charges among all cadets in a given unit; Corps charges among all cadets of the Corps. A $500 fee will be assessed over and above the cost of damages for each incident of vandalism.

N. REMOVAL OF SCHOOL PROPERTY: Cadets will not take school property from barracks except when authorized.

O. PERSONAL PROPERTY

1. Unauthorized Items: Selected items are specifically not authorized, such as radios or component stereo systems requiring extension speakers, record players, drum sets and electric guitars with amplifiers and will be confiscated immediately. Unauthorized articles subject to immediate confiscation. Other items include, but are not limited to: (This listing is not all inclusive)
## Unauthorized Items Will Be Confiscated

<table>
<thead>
<tr>
<th>Electronic Equipment:</th>
<th>Other Equipment/Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game Consoles</td>
<td>Firearms</td>
</tr>
<tr>
<td>TVs</td>
<td>Air/Gas Operated Weapons</td>
</tr>
<tr>
<td>Appliances:</td>
<td>Fireworks, Pyrotechnics</td>
</tr>
<tr>
<td>Hot Plates</td>
<td>Knives</td>
</tr>
<tr>
<td>Microwaves</td>
<td>Drones</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>Nunchakus</td>
</tr>
<tr>
<td>Popcorn Poppers</td>
<td>Squirt/Water Guns</td>
</tr>
<tr>
<td>Irons</td>
<td>Laser Pointers</td>
</tr>
<tr>
<td>Coffee-makers</td>
<td>Imitation Weapons</td>
</tr>
<tr>
<td>Space Heaters</td>
<td>Pornographic Literature,</td>
</tr>
<tr>
<td>Window Air Conditioners</td>
<td>Videos, Tapes, DVD’s,</td>
</tr>
<tr>
<td></td>
<td>or Computer Programs</td>
</tr>
<tr>
<td></td>
<td>Salacious Photographs or Posters</td>
</tr>
</tbody>
</table>

**Special Note:** All energy drinks/supplements must be reviewed for the ingredients by the Director of the Health Center and the School’s Physician when bought off campus. If they are deemed unsafe, the item will be kept at the Health Center until the end of the year so that parents can retrieve them.

2. **Authorized Items:** Cadets are authorized to have laptop/tablet computers (monitor not to exceed 17”), printers, radios, CD players, and electric fans.

3. **Identification and Inventory:** Cadets will mark all personal property as directed. All personal property in the room will be accounted for on an inventory form. All electronic equipment will be marked with a cadet’s I.D. number. All CDs/DVDs will be marked with a cadet’s name and cadet number.

**Storage – Valley Forge Military Academy & College:** Cadets are required to remove all personal property and uniforms from campus at the end of each school year. VFMAC will assist in identifying a local storage company in the event a cadet is unable to take their property/uniforms home for the summer. Cadets are responsible to pay the storage fees to the storage facility.

**Liability Disclaimer:** Valley Forge Military Academy & College does not assume any liability for personal items stored on campus. Cadets and their parents are encouraged to purchase insurance that will cover the student’s personal property while the student is away from
home attending school. Any loss, theft, or damage to personal property should be promptly reported to the Radnor Police Department.

Q. LENDING AND BORROWING: Cadets will not lend unit or personal property to other cadets, and will use articles issued to another cadet only with the permission of the owner and their TAC Officer.

R. UNIFORMS: Basic clothing issue items that are lost during the course of the year must be purchased at the Cadet Store. Uniform items issued from the Cadet Store or Press Shop must be maintained during the Academic Year and returned to Valley Forge Military Academy & College during subsequent years of cadet’s attendance at VFMA&C.

S. FAIR WEAR AND TEAR: In accordance with established procedures cadets will be allowed to replace uniforms and equipment which become unserviceable through fair wear and tear. TAC Officers will be the only ones authorized to inspect and issue fair wear and tear credit. Fair wear and tear will only be issued when a TAC Officer determines that the item does not meet serviceability and appearance standards as published. They will not be issued to replace items just for the sake of replacing old with new, etc. when they are still serviceable and within established standards. If the item can be repaired to a serviceable status less than replacement cost it will be repaired. If repair cannot be accomplished the item will be replaced. The issuer will note the replacement item issued on the cadet’s inventory card. The Press Shop and Cadet Store will provide monthly reports of fair wear and tear issue by name, cost, and unit to the respective TAC Officers and the Commandant’s Department. Lost items or neglect/misuse will be replaced at the cadet’s expense.

T. INFORMATION TECHNOLOGY AND ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY AND REGISTRATION AGREEMENT

1. Introduction: All students, faculty, and staff are responsible for using Valley Forge Military Academy & College’s (VFMAC) information systems in an effective, efficient, ethical, and lawful manner. Inappropriate use exposes VFMAC to risks, including virus attacks, the compromise of network systems and services, and legal issues. Effective Information Technology (IT) security must be a team effort, involving the participation of every employee, student,
and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and VFMAC. Information Technology Services (ITS), on behalf of the academy and college, may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of policies or codes, or state or federal laws. Specifically, the academy and college reserves the right to limit access to its networks through VFMAC-owned or other computers, and to remove or limit access to information contained in VFMAC-owned systems.

2. **Scope:** This policy applies to employees, students, contractors, consultants, temporary employees, and other workers at VFMAC, including all personnel affiliated with third parties. It applies to all equipment that is owned or leased by VFMAC. The following provisions apply to the use of any and all IT systems used by, used on, or associated with VFMAC:

   a. All access to information system will be authorized only through the Information Systems Department.
   b. Computers will be used only for the purpose of academic or other authorized activities.
   c. Information systems will not be used for commercial purposes or non-school-related activities including product advertisement or political lobbying.
   d. Users will not attempt to monitor another user’s activity or delete files residing on any machine other than their own.
   e. Fraudulent, harassing, threatening, libelous, obscene, pornographic, religiously offensive, and other inappropriate materials or messages will not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.
   f. Information systems will not be used in any manner which may constitute criminal activity.
   g. Hacking and attempting to gain unauthorized access and or rights to information systems is not permitted.
   h. No form of harassment or hateful incident will be tolerated. Incidents and practices of cyber bullying will not be tolerated. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and defamatory personal Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
   i. Any material posted by a student on You Tube (or other video hosting sights) which brings discredit upon VFMAC or shows Valley Forge in a bad light by exhibiting poor behavior will be considered a violation of the school’s computer policy.
j. VFMAC reserves the right to filter unauthorized sites or sites that threaten the integrity of the network.

3. **Internet and E-Mail:**
   a. Chain letter creation or participation, random distribution, spamming, and other forms of mass e-mailing are prohibited.
   b. Use of e-mail for personal financial gain is prohibited.
   c. Transmitting and receiving e-mail to and from friends, family, faculty, and staff is permitted.
   d. E-mail professionalism dictates that all email contains a subject line and all capital letters not be used. Users should be polite and not use profanity or vulgarity.
   e. Copying information verbatim from the Internet into homework assignments constitutes plagiarism, which is prohibited.
   f. Goods and services may be purchased through the Internet if they are categorized as acceptable by VFMA&C Code of Ethics.

4. **Network Resources:**
   a. Software, such as multi-user games, that relies on any Valley Forge Military Academy & College network will not be installed on any computer system on campus unless deemed necessary and approved by the Chief Information Officer.
   b. Computer games will not be played on VFMA&C owned computers, unless as part of an academic program.
   c. No user may deliberately attempt to degrade the performance of any computer system. This is directed toward, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms. Activity of this nature is considered vandalism.
   d. Network traffic routed through the Internet is subject to any acceptable use policies through which it flows, as well as to the policies in this document.
   e. College students are permitted to use Mobile Internet Devices on campus.
   f. Attaching any device other than a personal computer to the campus network without the expressed permission of the information technology staff. This includes (but is not limited to) hubs, switches, routers, webcams, and protocol analyzers.
   g. College students are afforded 24-hour internet access while academy resident student Internet services are disabled between 22:00 and 5:30 [Monday through Friday].

5. **Security Issues:**
   a. If any user discovers faults in system security, it is their responsibility to bring it to the attention of the Information Systems Department immediately.
b. Any copyrighted software is not to be copied to or from any VFMAC computer.

c. A computer, computer account, user password, or e-mail account assigned to an individual will not be used by others. If a user feels that knowledge of their password has been obtained by others or otherwise compromised, they should change their password.

d. Accessing another person’s computer, files or data without permission is not permitted. This includes data in transit on the network.

e. Users may apply password protection, file encryption, and other devices for security, but will not attempt to deprive authorized personnel of any necessary access.

f. Network access to any Faculty or Staff computer is strictly prohibited unless authorized by appropriate Information Systems personnel.

g. Users will not attempt to circumvent system security or disguise themselves or their machine identity for any reason. A user will not change their computer/Internet address or network configuration.

h. Users must log in to their computer when working and log out when finished. Leaving a machine logged in could allow someone else to make use of unauthorized network resources.

6. Violations:

a. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “…it is a felony punishable by fine up to $15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18Pa.C.C. 3933(a)(1))…” “…Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S.3933(a)(2) and (3))…”

b. Violations of this policy are governed by the Guidon for all students in the Corps of Cadets and in the VFMC Community Standards for Student Conduct for all students not in the Corps of Cadets.

U. CELLULAR TELEPHONE POLICY:

1. General: Cell phone use in public areas will be used with discretion and must not create a disruption. Cadets are not authorized to use
Cell phones while walking. This includes texting, games or use of apps. When cell phones are used in public, the cadet will be in a stationary position. Cell phones will not be worn on the uniform and must be kept out of sight when not being used in accordance with this policy. Cadets using cell phone in public areas while in uniform will still render proper customs and courtesies. Headphones/ear pieces are not authorized on campus. Cell phone use is not permitted during VFMAC functions, i.e. parades, Chapel service, in the Mess Hall, and during restricted duty assignments.

2. **Punishment for Non-Compliance:** Cadets who fail to abide by the cell phone policy will receive corrective action that ranges from counseling to confiscation of cell the phone. Cadets may not take or confiscate other cadets cell phones.

V. **COMMUNICATION**

1. **E-Mail:** Each cadet will be assigned an individual e-mail address. The e-mail address is usually the first initial, middle initial and last name followed by @vfmac.edu. The cadet’s Valley Forge e-mail account is the primary means of communicating with VFMA&C Faculty and Staff, as well as receiving pertinent information. Cadets will check their Valley Forge e-mail address daily.

2. **Mail:** Each cadet will be assigned an individual post office box with a combination lock, which he will clear and lock daily. Cadets will notify correspondents of their unit designation, box number, and zip code (19087-3695).

   Cadet ________________ ___. ________________
   Box Number ____., VFMA&C
   1001 Eagle Road
   Wayne, PA  19087-3695

   a. No registered or insured mail, special delivery or parcel post packages will be issued to any cadet other than the addressee. Slips for such mail will be placed in the individual mailbox and cadets receiving such notices will call personally at the post office window for delivery. Cadets must present their Valley Forge identification card to pick up these mail items.

   b. Cadets will not pick up other cadets’ mail nor will they divulge their mailbox combination to other cadets. Mail that is improperly sorted and delivered will be returned to the Post Office at once.
Ability is recognized at Valley Forge Military Academy & College. The industrious cadet who proves to be outstanding in any field or endeavor—military, academic, athletic or cultural—will find eligibility for a number of awards and honors presented at various times during the year.

Legend:  
(VF): Awarded to Upper School, Middle School, College  
(A): Awarded only to Upper School and Middle School  
(C): Awarded only to College  
(MS): Awarded only to Middle School

A. ACADEMIC ACHIEVEMENTS

1. Academy Honor Roll.

   **Gold Stars** — At the end of each marking period those cadets who have earned a general academic average of at least 93 percent with no subject less than 80 percent are authorized to wear Gold Stars during the ensuing marking period or term. These cadets shall be designated as “Distinguished Students.”

   **Silver Stars** — Cadets with a general academic average of at least 88 percent with no subject less than 80 percent at the end of the same period as above are authorized to wear Silver Stars during the ensuing marking period. These cadets shall be designated as “Superior Students.”

   **Red Stars** — Cadets with a general academic average of at least 85 percent with no grade below 80 percent are authorized to wear Red Stars during the ensuing period or term. These cadets will be designated as “Meritorious Students.”

2. College Honor Roll

   **Gold Stars** — Gold Stars are awarded at the end of each semester to those cadets of the College who earn a quality point average for a course load of 12.0 or more credit hours of 3.50 or higher — whose grades in academic courses are entirely composed of 3.0 or higher.

   **Silver Stars** — Silver Stars are awarded at the end of each semester to those cadets of the College who earn a quality point average for a course load of 12.0 or more credit hours of at least 3.0 with no more than one grade in an academic course lower than 3.0 and none lower than 2.3.
**Red Stars** — Red Stars are awarded at the end of each semester to those cadets of the College who earn a quality point average for a course load of 12.0 or more credit hours of at least 2.7 with no grade in academic courses below a 2.0.

3. **Academic Honor Societies**

   **The National Honor Society:** This Society is an honorary scholastic organization. Members are selected from among those cadets of the First and Second Classes with scholastic averages in all subjects not less than 85 percent. Members are awarded a pin and ribbon bar. (A)

   **The Junior National Honor Society:** The Junior National Honor Society is an honorary scholastic organization whose members are selected from among those cadets in the Fourth, Fifth and Sixth Classes in accordance with national regulations. Members are awarded a pin and ribbon bar. (A)

   **Phi Theta Kappa:** Phi Theta Kappa is an international honor society for two-year colleges. Membership is extended to students who have exhibited exemplary character and have earned a grade point average of at least 3.3. Members are awarded a pin and ribbon bar. (C)

   **Lambda Alpha Epsilon:** This is a national professional association for active duty criminal justice personnel and an honor society for criminal justice majors and other qualified personnel in two-year colleges. (C)

4. **Academic Medals and Awards**

   **The Gold Star Medal:** To those graduates of the First Class and College Sophomore Class who have been in residence for a minimum of two years and who have attained the highest cumulative academic standing in their respective classes and have met the criteria for being designated valedictorian as established by the President of the College and Head of School of the Academy. (VF)

   **The Silver Star Medal:** To those graduates of the First Class and College Sophomore Class who have been in residence for a minimum of two years and who have attained the highest cumulative academic standing in their respective classes and have met the criteria for being designated salutatorian as established by the Dean of the College and Head of School of the Academy. (VF)

   **Summa Cum Laude Awards:** Two watches, suitably inscribed, to those graduates of the First Class and College Sophomore Class who have received the Gold Star Medal—Valedictorian. (VF)

   **Magna Cum Laude Awards:** Pen set, suitably inscribed, to the salutatorians of the Academy First Class and College Sophomore class. (VF)
The Presidential Academic Fitness Awards: Awarded to Academy cadets in recognition of their extraordinary effort to achieve academic excellence and meet the goals of the Presidential Academic Fitness Program. (A)

The Major General Anthony Wayne Medal: Presented annually to cadets of the College Freshman Class, Second, Third, Fourth, Fifth and Sixth Classes who have attained the highest individual academic rating in their respective class. (VF)

The American Chemical Society Award: Presented annually to that cadet who has achieved the highest average in Chemistry. (A)

The Colonel Joseph J. Esrey Humanities Award: Presented annually to that cadet who excels in the Humanities program. (A)

The Hugh O’Brian Certificate of Recognition: Presented in recognition of outstanding leadership potential. (A)

The American Legion Award: Presented to that cadet who submits the best essay on the topic: “The Future of American Politics.” First Place Award—U.S. Savings Bond. (A)

The American Legion Oratorical Awards: Presented annually to those cadets of the Academy who have demonstrated excellence in oratory. U.S. Savings Bond. (A)

The Crawford Medal: Presented to a current cadet of the highest academic performance, character and commitment to the Five Cornerstones. (VF)

The LT Robert G. Posey Award: Awarded annually to those cadets who demonstrate excellence in poetry or prose ($50.00), Communications ($25.00) and Audio-Visual ($25.00). (VF)

The Colonel Robertson Character Education Award: Awarded to that cadet of the Fifth Class who achieves the highest average in the Character Education Course. (MS)

The British Officers’ Club of Philadelphia Essay Award: Presented annually an Academy cadets who submits an essay on a subject determined by the British Officers’ Club. (A)

The Admiral Becton Award: Presented annually to three Academy cadets judged to have submitted the best essays on the subject: “A Great Military Leader in History.” (A)

President’s Award for Academic Excellence: Awarded to those Academy cadets designated Distinguished Students with Gold Star averages for two consecutive semesters. (A)
**Dean’s Scholar Medal:** Awarded annually to Upper and Middle School cadets who achieved at least an 88 percent grade average for the full academic year. (A)

**The Edwin H. Vare Award:** Three prizes: First ($50.00), Second ($35.00) and Third ($15.00), presented annually to three cadets for the best essay on the subject: “Democratic Ideals in a Free Society.” (A)

**The Lewis S. Sorley Book Award:** Presented to that cadet who has excelled in the study of the German language over a period of not less than two years. (A)

**The Clarence H. Richardson Award:** Awarded annually to the cadet of the graduating class who has excelled in mathematics during his Second and First Class years. (A)

**The Business Merit Certificate:** Presented annually to that cadet in recognition of both quality academic work and positive interpersonal traits valued in the classroom and the office, and for consistently high performance in the Introduction to Business, Business Law, Marketing and Accounting courses. (A)

**The VFMA Sketchbook Literary Medal:** Presented annually to those cadets of the First, Second, Third and Fourth Classes and the Middle School who excel in fiction or non-fiction writing for the VFMA Sketchbook. (A) (MS)

**The Douglas H. Forster Medal:** Presented annually to that cadet of the First Class with a satisfactory academic and TAC record who excels in the subject area of history and social studies during his First Class year. (A)

**The Franklin D. Roth Book Award:** Presented annually to those two cadets with satisfactory academic and TAC records who achieve the highest averages in biology during the academic year. (A)

**The Book Report Award:** Presented annually to cadets of the First, Second, Third, Fourth, Fifth and Sixth Classes for the best series of book reports throughout the academic year. (A)(MS)

**The Bausch and Lomb Award:** Presented annually to the cadet of the Second Class who produces the highest achievement in science. (A)

**The Phi Beta Kappa Book Award:** Presented annually to a member of the graduating class who has excelled in English, Latin or modern languages and mathematics for a period of at least three years. (A)

**The John A. Murphy Award:** Presented annually to three cadets for the best paper on the general subject: “Capitalism and Democracy Versus Communism and Totalitarianism.” (A)
The Lambert Cadwalader Award: Presented annually to three cadets for the best essay, poem, play or other literary device on the following subject: “The Meaning and Significance of Valley Forge in 1771–1778 in the Continuing Development of the American Heritage.” (VF)

Main Line Chamber of Commerce Scholarship Award: $1,000 Scholarship presented annually by the Main Line Chamber of Commerce to a cadet First Classman in recognition of his achievements and potential. (A)

The Klara Engle Award: Presented annually to two cadets who write the best essays on the subject “A Woman Who Has Made a Significant Contribution to Society.” (A)

The Harvey Medal: Presented annually to cadets in each Academy class in each of the following academic subjects: English, mathematics, science, social studies, foreign languages and languages arts for excellence in each of the above subject areas. (A)

The Colonel Merrow E. Sorley Academic Medal: Presented annually to those cadets of the Freshman and Sophomore Classes of the College who have achieved distinction in each of the following academic areas: English, mathematics, social sciences, foreign languages, science, business administration and criminal justice. (C)

The Dunaway Medal: Presented annually to that cadet who is the best speaker in the Dunaway Dramatic Readings. One award each for the Junior and Senior Divisions. (A)

The Emigh Medal: Presented annually to that cadet who achieves the highest average in the study of physics during the academic year. (A)

The Arnowitz Medal: Presented annually to that cadet who authors the best piece of creative writing during the academic year. (A)

The Pan American Association of Philadelphia Award: Awarded annually to one Latin American cadet of the First Class and one College cadet of the Sophomore Class who has demonstrated academic excellence and emulates the finest traditions of friendship, cultural exchange, peace and devotion in the cause of Pan Americanism. (VF)

The Penn’s Grant Chapter Colonial Dames Seventeenth Century Award: Presented annually by the Penn’s Grant Chapter, Colonial Dames Seventeenth Century, to that honor student whose character reveals high principles of virtue, courage and patriotism. (VF)

Daughters of the American Colonists Award: Presented annually to that Sophomore cadet of the College for excellence in history. (C)
The Blase Zucaro Memorial Award for Achievement: Presented annually to that underclassman in the Academy whose effort and achievement have been highly commendable and consistent throughout the entire academic year. (A)

The Annual Architecture Award: Presented to the cadet who has demonstrated excellence in Architecture. (A)

The Parents’ Association Environmental Science Book Award: Presented to that cadet of the First or Second Class who achieved the highest average in the study of Environmental Science. (A)

The Parents’ Association General Science Book Award: Presented to that cadet who achieves the highest average in the study of General Science. (A)

The Parents’ Association Physics Book Award: Presented to that cadet who achieves the highest average in the study of Physics. (A)

The Parents’ Association Introduction to Computer Science Book Award: Presented to that cadet who achieves the highest average in the study of Computer Science. (A)

Valley Forge Encampment Medal: Presented annually to that Academy cadet who writes the best essay on the role of leadership during the 1777-1778 winter encampment of the Continental Army at Valley Forge. (A)

The Blessing Medal: Presented annually to that cadet Noncommissioned Officer of the Second Class who achieved the highest academic grade point average. (A)

The American Legion Scholastic Excellence SROTC Award: One medal to a cadet in the Senior Division ROTC with an academic average in courses other than SROTC that places in the upper ten percent of the class; who is in the top twenty–five percent of the class in all SROTC subjects. (C)

Dean’s List Award: Awarded each semester to SROTC cadets with a G.P.A. between 3.50 and 4.00. (C)

Cadet Honors Award: Awarded each semester to SROTC cadets with a G.P.A. between 3.20 and 3.49. (C)

Cadet Scholar Award: Awarded each semester to SROTC cadets with a G.P.A. between 2.90 and 3.19. (C)

SROTC Honors Award: Awarded each semester to SROTC cadets with a G.P.A. of 4.0 in that semester. (C)
The NEDT Certificate: Presented to those Academy cadets for superior performance on the National Educational Development Testing Program test. (A)

Distinguished Military Student Award: The recipient will be designated by the Professor of Military Science (PMS) and must possess outstanding qualities of leadership and high moral character; have exhibited a definite aptitude for and interest in the military service; rank in the upper third of the SROTC class and be ranked in the upper third of the OML as established by the PMS; successfully complete Army SROTC Advanced Camp; attain an overall standing in the upper half of the college class; have demonstrated initiative and leadership capacities through his participation and achievements in campus and civic activities. (C)

Distinguished Military Graduate Award: The recipient will be designated by the Professor of Military Science (PMS). The cadet must: possess outstanding qualities of leadership and high moral character; have exhibited a definite aptitude for and interest in the military service; rank in the upper third of the SROTC class and be ranked in the upper third of the OML as established by the PMS; successfully complete Army SROTC Advanced Camp; attain an overall standing in the upper half of the college class; have demonstrated initiative and leadership capacities through participation and achievements in campus and civic activities; successfully complete the Army SROTC Advanced Course (MS III and MS IV); graduate with an Associates Degree. (C).

Legion of Valor Bronze Cross of Achievement: Awarded annually for achievement of scholastic excellence to MS III or MS IV SROTC cadets in military and academic subjects (C)

The Middle School Art Award: This award is given to the Middle School cadet who excels in the study of Art throughout the academic year. (MS)

Advanced Placement Pins: Presented to a cadet who has successfully, as determined by the instructor, completed one semester of an Advanced Placement course. (A)

B. EXEMPLARY AWARDS

SROTC Medal for Heroism: To cadets of the Senior ROTC who distinguish themselves by acts of heroism performed on or off campus. (C)

The Order of Anthony Wayne: Presented to those cadets and members of the Staff and Faculty who demonstrate high ideals and
untiring efforts, above and beyond the call of duty, contributing substantially to the morale, esprit de corps and progress of the Academy and exemplifying the best traditions of military service. (VF)

**The Anthony Wayne Legion Guard:** The Anthony Wayne Legion Guard (AWLG) is the Honor Guard of Valley Forge Military Academy & College. It is composed of the most outstanding cadets in each rank category in the Corps of Cadets. Selection is based on military, academic and disciplinary merit. (VF)

**The Colonel James J. Doyle Cadet of the Year Award:** Presented annually to that cadet that demonstrates superior performance in all facets of cadet life pertaining to the Five Cornerstones of Valley Forge: Leadership, Academic Excellence, Character Development, Personal Motivation, Physical Development. (VF)

**The Lieutenant General Richard King Mellon Gold Medal:** Awarded annually to that cadet of the graduating class who is the most outstanding cadet in the Corps. (VF)

**The Karl R. Brunner Leadership Award:** Presented annually to that cadet that demonstrates the highest degree of inspirational leadership within the Corps of Cadets. (VF)

**The Medal of the Order of the Cincinnati:** Presented annually to the cadet officer who has been deemed to be the most outstanding in the Corps of Cadets. (VF)

**The Haas Medal:** Presented annually to the Cadet Company Commander who has demonstrated the greatest efficiency in the performance of duties. (VF)

**The Russo Medal:** Presented annually to that Cadet Lieutenant in each Battalion who has demonstrated the greatest efficiency in the performance of duties. (VF)

**The Lieutenant General William G. Price, Jr. Medal:** Presented annually to that Cadet Sergeant in the each Battalion who has demonstrated the most outstanding qualities of military leadership and proficiency. (VF)

**The Feehan Medal:** Presented annually, one to the best New Cadet from the Middle School, one to the Upper School and one medal to the College. (VF)

**The President’s Award:** Presented to one outstanding New Cadet per unit during the period 1 October through 1 March. This award will be based upon academic and disciplinary proficiency, esprit de corps,
loyalty and identification with the philosophy of the Academy. Winners of the award will receive one additional day of leave. (VF)

**The Alumni Miniature Gold and Silver Sword Awards:** Presented to two New Cadets from each unit who have best demonstrated the spirit of Valley Forge. (VF)

**The Seybolt Award:** Awarded annually to that cadet of the graduating class who exemplifies the overall mission of Valley Forge Military Academy & College. (VF)

**The Douglas MacArthur Cadet of the Year:** Awarded to a First Classman and College Sophomore who have exemplified the best improved performance in academics, athletics and leadership. (VF)

**The McCloskey Medal:** Presented annually to those cadets of the College Freshman and Sophomore Classes, First, Second, Third, Fourth, Fifth and Sixth Classes of the Academy who have attained the highest disciplinary reputation in their respective class. (VF)

**The George C. Marshall SROTC Award:** Awarded annually to the most outstanding cadet in the MS IV class of Senior ROTC who has completed ROTC Advanced Camp and who has demonstrated those leadership qualities which epitomized the career of General Marshall. (C)

**The White Star Award:** Awarded to those cadets whose performance is above and beyond what is expected of cadets. (VF)

**The Eagle Scout Award:** Awarded to those cadets in the Boy Scout Troop who meet the requirements of an Eagle Scout. (VF)

**The Cadet Commendation Ribbon:** Awarded to cadets who distinguish themselves by outstanding performance of duty that is incontestably exceptional, above and beyond the call of duty, and makes a significant contribution to quality of cadet life within the Corps of Cadets. All cadets except New Cadets and Cadet Captains are eligible to earn this ribbon. (VF)

**Cadet Achievement Ribbon:** Awarded to cadets who distinguish themselves by selfless service to other cadets for a specific event or occasion by meritorious achievement or service that is of mutual benefit to the unit and fellow cadets. The ribbon is awarded for performance beyond the call of duty. New Cadets are eligible after one semester in residence. All cadets are eligible for this award except Cadet Captains. (VF)

**The Good Citizenship Award:** Presented to that cadet of the Middle School’s graduating class who possesses the interests and overall qualities to become an outstanding citizen. (MS)
Reach Out Awards: Presented to those cadets in the Character Education Class (PGSL) who most creatively design a poster based on the principles and lessons learned. (MS)

The Outstanding Middle School Midyear Cadet Award: Presented annually to that cadet of the Middle School who enrolled at midyear, who demonstrates the highest degree of those qualities deemed necessary to being a good cadet. (MS)

C. ATHLETIC AWARDS

Winners receive a gold chenille letter and a pin for each varsity sport. The letter is a “VF” in a full block type and represents the highest achievement of a member. The letter is to be worn upon a midnight blue sweater which may be purchased through the Cadet Store with the written approval of the Director of Athletics. A gold star will be awarded in lieu of a letter for each additional letter won in the same sport.

Junior Varsity Letters: Winners receive a letter and a pin for each junior varsity sport. The letter will be worn on the CQ Jacket.

Middle School Athletic Letters. Winners receive a letter and a pin for each Middle School sport. The letter will be worn on the CQ Jacket.

Intramural Awards. Members of championship intramural teams are awarded the Intramural Emblem to be worn on the CQ jacket. Only one intramural emblem will be awarded to a cadet; all subsequent awards will be sports pins to be worn on the initial emblem.

The Intramural Olympic Medal: This medal is awarded to those Middle School cadets who have shown the perseverance, dedication and competitive skills to be judged outstanding participants in the intramural program for two years. (MS)

The Maitland Blank Coaches Award: Presented annually to that cadet who has been determined by the coaches of the Academy to be the athlete most dedicated to the ideals and goals of athletic competition at Valley Forge Military Academy. (A)

Outstanding College Athlete: Presented annually to that cadet who is considered the outstanding College athlete. (C)

Colonel Victor Infortuna Award: Presented annually to the most outstanding College athlete. (C)

The Colonel John W. Lord, III, Middle School Award: Presented annually to that cadet considered the outstanding Middle School athlete. (MS)
**The Wood Medal:** Presented annually to that cadet with a who is considered the outstanding all-around athlete. (VF)

**The Strunk Medal:** Presented annually to that cadet who exemplifies the best qualities of sportsmanship in athletic competition. (VF)

**The David Price Trainer Award:** Awarded to that cadet who represents the true meaning of a team player. This cadet puts the team first. (VF).

**Physical Training Efficiency Badges:** Gold, Silver and Bronze badges are awarded to those cadets who score above 240 points on the annual physical training test. (VF)

**The Carey Medal:** Presented to the two members of the Varsity Rifle Team who contributed the most to the team. (VF)

**Platinum Medal Athlete:** Awarded to each SROTC cadet who scores 300 on the APFT. (C)

**Gold Medal Athlete:** Awarded to each SROTC cadet who scores 290–299 on the APFT. (C)

**Silver Medal Athlete:** Awarded to each SROTC cadet who scores 280–289 on the APFT. (C)

**Bronze Medal Athlete:** Awarded to each SROTC cadet who scores 270–279 on the APFT. (C)

**The Presidential Fitness Awards:** Presented to the cadets in the Academy who achieved the highest scores on the Cadet Physical Challenge Test. (A)

**D. LEADERSHIP MEDALS AND AWARDS**

**Airborne/Air Assault Badge.** Awarded to those cadets who successfully complete the appropriate Army school course of instruction. (C)

**The National Sojourners Medal:** Presented annually to an outstanding cadet in the SROTC Program. The SROTC cadet must be a sophomore (MS II or MS III) and must be in the top 25 percent of the academic class, have encouraged and demonstrated the ideals of Americanism and demonstrated a potential for outstanding leadership. (C)

**The Association of the United States Army R.O.T.C. Medal:** Presented annually to that MS III cadet of the Senior R.O.T.C. Program who has contributed the most, through leadership, to advance the standing of the SROTC Unit and the Military Science Department. Recipients must be in the top ten percent of their respective SROTC class and be in the top twenty-five percent of their respective class. (C)
The Association of the United States Army R.O.T.C. Military History Book Award: Presented annually to that cadet of the Senior ROTC Program who has contributed the most, through leadership, to advance the standing of the SROTC Unit and the Military Science Department. (C)

The Alfred A. Sanelli Character Education Award: Awarded to that cadet in the Middle School enrolled in the Character Education Class, whose conduct and action exemplify the highest degree of those enduring values of integrity and character expressed in the Valley Forge motto: Courage - Honor - Conquer. (MS)

National Guard Association of Pennsylvania Award: Presented annually to that cadet of the Senior Division of the SROTC who demonstrates high military proficiency, scholastic achievement, exemplary conduct and, further, who evidences an aptitude for the military service. Must be a member of a National Guard unit. (C)

The American Legion General Military Excellence ROTC Award: Awarded annually to that cadet of the Senior Division ROTC in the upper quarter of the class in academic standing including ROTC and demonstrating outstanding qualities of military leadership, discipline, character and citizenship. (C)

The Reserve Officers Association (ROA) Award: Presented annually to outstanding MS II, MS III and MS IV cadets of the SROTC Program. The recipients must be in the top 10 percent of their SROTC class and have demonstrated outstanding qualities of leadership, moral character and a high aptitude for military service. (C)

The Military Officers of America Association (MOAA) Medal: Presented annually to one MS III cadet in the Senior ROTC with satisfactory academic standing and demonstrating outstanding qualities of military leadership, discipline, character and citizenship. Cadets compete for this award with other qualified SROTC cadets in the Valley Forge Area. (C)

The American Veterans of World War II Medal: Presented annually to that SROTC cadet in either MS III or MS IV for diligence in the discharge of duty, the willingness to serve both God and Country and excellence in military and scholastic grades. (C)

The Society of the War of 1812 Award: Awarded annually to one outstanding College Sophomore cadet enrolled in the SROTC Program with a satisfactory academic and TAC record and of high moral character. (C)
The Military Order of Foreign Wars of the United States Medal: Presented annually to a SROTC cadet in the College for outstanding leadership, loyalty and devotion to duty. (C)

The Sons of the American Revolution Medal: Presented annually to a SROTC MS I or MS II cadet who has shown a high degree of merit with respect to leadership, soldierly bearing and all around excellence in the Army ROTC program of studies and activities. (C)

The National Defense Industrial Association Award: Presented annually to that cadet of the SROTC who is in the upper half of the class academically, received a “B” or above in all ROTC course grades, participates actively in athletics and who demonstrates outstanding leadership qualities. (C)

The Scottish American Military Society Dirk Award: Presented annually to that cadet of the College graduating class who has excelled in Military Science and who will continue leadership development in the military service or service academies. (C)

The Veterans of Foreign Wars of the United States ROTC Medal: Presented annually to an outstanding SROTC cadet. (C)

The Daughters of The American Revolution ROTC Medal: One gold medal for a graduating SROTC cadet who is in the top 25 percent of the class academically and militarily. Recipient must have demonstrated qualities of loyalty, patriotism and dependability. (C)

The Philadelphia Chapter, Military Order of the World Wars Award: Presented to one cadet per class in the SROTC Program (MS I, MS II, and MS III) who have distinguished themselves by outstanding achievements in Military Science and Leadership Development. (C)

The Philadelphia Chapter, Military Order of World Wars Leadership Award: Presented annually to a member of the Sophomore Class, SROTC, who best typifies the spirit of SROTC leadership. (C)

The Steuben Day Observance Association Award: Presented annually to that cadet of the College enrolled in the SROTC who has written the best essay on the subject: “The Contribution of General Von Steuben to the Revolutionary Army,” or “The Contribution of German Americans to the Armed Forces of the United States.” (C)

The National Society Daughters of Founders and Patriots of America Medal: Presented annually to that MS I or MS II cadet enrolled in the SROTC Program who best evidences those qualities of character and devotion to duty which made out country great. Must be in the top 25 percent of the SROTC class. (C)
Anthony Wayne American Legion Post 418 Medal: Awarded annually to the most efficient Cadet Staff Officer of the Academy and College Battalions. (VF)

The Association of Military Colleges and Schools of the United States, The President’s Medal: Awarded annually to one College and one Academy cadet who exemplify the finest traditions of the school and who represent the end results of the mission of the institution. (VF)

The Department of the Army Cadet Decoration Award: Presented to the outstanding cadet in each class of the SROTC Program (MS IV scheduled for midyear graduation). Cadet must be in top 25 percent in SROTC and academic standing. Selection is based on demonstrated officer potential. (C)

The Stone Medal: Presented annually to that cadet who has maintained a high average in each class of the SROTC Program. The cadet must have maintained a high degree of esprit de corps and indicated an unusual aptitude for the military service. (C)

The Bateman-Gallagher American Legion Post 668 Medallion: Presented annually to that cadet of the Fourth Class who best exemplifies the qualities of American citizenship, loyalty and devotion to duty. (A)

The Cadet Officer and Noncommissioned Officer Detail Ribbon: Awarded to cadets who successfully complete Leadership Detail. (VF)

The Wayne Rotary Club Medal: Presented annually to that cadet who demonstrates a high degree of service to the community. (C)

The Class of 1947 Medal: Awarded annually to two cadets who best exemplify nobility of spirit, richness of character, and remarkable performance in “the service of others. (VF)

The Military Order of the Purple Heart Leadership Award: Presented annually to an outstanding SROTC cadet who demonstrates leadership ability. The cadet selected for this award must have a positive attitude toward SROTC and country, hold a leadership position in the Cadet Corps, be active in school and community affairs and attain a grade of “B” or better in all subjects for the previous semester. (C)

Recondo Badge: Awarded to cadets who successfully complete the adventure training requirement established at the Recondo phase of SROTC Advanced Camp. (C)

The Cadet Leadership Training (CTLT) Ribbon: Presented to those SROTC cadets participating successfully in CTLT. (C)

The Superior at Advanced Camp Ribbon: Presented to those SROTC cadets achieving a camp score of “5.” (C)
The Excellence at Advanced Camp Ribbon: Presented to those SROTC cadets achieving a camp score of “4.” (C)

The Ranger Challenge Team Member Ribbon: Presented to those SROTC cadets who are members of the Ranger Challenge Team. (C)

Ranger Challenge Tab: Awarded to a SROTC cadet who competes in interscholastic/intercollegiate competition as a member of the Ranger Challenge Team. (C)

Distinctive Unit Insignia: Cadets who are members of SMP National Guard and Army Reserve units may wear the distinctive unit crest of their unit. (C)

The Manual of Arms Proficiency Badge: Cadets compete for the title of Regimental Champion and the award of the gold bullion patch. The Regimental runner-up receives a silver bullion patch. The third place finisher receives a bronze bullion patch. All company finalists receive a Manual of Arms patch. (VF)

McGovern Sabre: Presented annually at Leadership Detail graduation to the Regimental Commander. (VF)

The Alumni Sword: Presented on Alumni Weekend by the Alumni of Valley Forge Military Academy and College to the Regimental Commander for excellence in leadership. (VF)

The Rylski Sword: Presented annually at Leadership Detail graduation to the Commander of one of the College Companies. (C)

The Hornaday Medal: Presented annually to that cadet elected President of the First Class. (A)

The First Troop Philadelphia City Cavalry Squad Challenge Cup: Presented annually to the members of the best squad in D Troop based on mounted drill competition and tactical proficiency. (VF)

The Jeanne Pierce Weyand Sabre: Presented annually at Leadership Detail graduation to the D Troop Commander. (VF)

The Foley Medal: Presented annually to that New Cadet of D Troop who has demonstrated the greatest efficiency in Cavalry training. (VF)

The Stackpole Cavalry Medal: Presented annually to that cadet of D Troop who best exemplifies the traditions of the Cavalry. (VF)

The General George Gordon Meade Cup: Presented to that cadet of D Troop who demonstrates the greatest proficiency in horsemanship and displays the true spirit and traditions of the Cavalry. (VF)
The Harry M. ’67 and H. Michael ’88, ’90C Judge E Battery
Award for Excellence: Presented annually to an E Battery cadet who
best represents the Five Cornerstones of the Institution. (VF)

The Edward W. Schroeder Medal: Presented annually to that cadet
Noncommissioned Officer of E Battery who has demonstrated the highest
dedication to duty in preparing for the future leadership of E Battery. (VF)

The Hill Medal: Presented annually to that New Cadet of E Battery
who has demonstrated during the year the highest qualities of soldierly
neatness, bearing and discipline. (VF)

Arguello Medal: Presented annually by Hector J. Arguello, ’95 to that
Junior Noncommissioned Officer of E Battery who, in the opinion of
a designated board, has demonstrated the prerequisite qualities to be a
senior leader in E Battery for the next school year. (VF)

The Sanders Medal: Presented annually to that New Cadet of the Band
who has demonstrated high devotion to duty and Academy spirit. (VF)

Bill Gans Award: Presented annually to that cadet of the Band who
has contributed to the success of the Regimental Band by adapting to
the Valley Forge System and who has made the greatest strides in
personal, tactical and academic progress. (VF)

The Herald Trumpets Badge: Presented annually to cadets who
demonstrate exceptional skill while performing as members of the
Herald Trumpets. (VF)

The Kuncl Medal: Presented annually to that cadet of the Band with
two or more years of service who best exemplifies the ideals of Valley
Forge Military Academy and College and who displays a high degree of
personal efficiency and musicianship. (VF)

The Colonel D. Feltham Award: Presented annually to that Band
cadet exhibiting the greatest strides of improvement in academics,
military performance and musical ability while maintaining the highest
degree of moral fiber. (VF)

The Military School Band Medal: Presented to those cadets demonstrating
outstanding musical achievement and skill at the annual Military School
Band Festival. (VF)

The William F. Mullen Medal for Musicianship: Presented
annually to that Field Music cadet who exemplifies the ideals of Valley
Forge Military Academy & College and displays a high degree of
personal efficiency and musicianship. (VF)
The Colonel Walter R. Badham Tactical Medal: Presented annually to that Field Music cadet completing two or more years of service who has demonstrated the highest qualities of character and the highest degree of tactical proficiency in the performance of duties. (VF)

The Row J. Crow Award: Awarded to those members of the Herald Trumpets for four or more years of service. (VF)

Advanced Camp Graduate Ribbon: Presented to those SROTC cadets who completed Advanced Camp. (C)

The Basic Camp Graduate Ribbon: Presented to those SROTC cadets who completed Basic Camp. (C)

The Drill Team Ribbon: Presented each semester to those SROTC cadets who are members of the Drill Team. (C)

Rifle Marksman Qualification Badge: Awarded to cadets who fire Expert, Sharp-shooter, or Marksman on the prescribed qualification course. (VF)

E. CHAPEL AND CHOIR MEDALS AND AWARDS

Chapel Choir Crosses: Presented annually to those cadets of the Choir who have given faithful and loyal service as a choir member for two or more years. (VF)

The Chaplain’s Medal: Presented to that cadet member of the Chapel Vestry who, during the academic year, most faithfully, loyally and efficiently aided in the service and maintenance of the Academy Chapel. (VF)

The Choirmaster’s Medal: Presented annually to that cadet of the Choir who, in their second or subsequent year of service to the Choir, has exemplified the finest qualities of a Valley Forge cadet, and has maintained the highest standards of morale, esprit de corps and efficiency in the Choir. (VF)

The Choir Ribbon: Presented annually to those Choir members who have served in the Choir loyally for one year. (VF)

The Glee Club Medal: Presented annually to that cadet of the Glee Club, in their first year of service, and has exemplified the highest ideals and standards of morale and esprit de corps. (VF)

The Reverend Dr. Noble M. Smith Award: Presented to that cadet of the Choir, Vestry or Acolytes who best exemplifies qualities of character, integrity, leadership and service to God and man. (VF)
**Vestry/Acolyte Crosses:** To those Senior Vestry and cadet Acolytes who have given faithful and loyal service to the Chapel of St. Cornelius the Centurion for two or more years. (VF)

**Vestry/Acolyte Ribbon:** Cadets who have served on the Senior Vestry or as a cadet Acolyte for one term and are continuing to serve in good standing are authorized to wear the Vestry/Acolyte ribbon. (VF)

**Stephen Foster Honor Society:** Awarded to those members of the Choir who distinguish themselves by making noteworthy contributions to the Choir. (VF)

**The God and Church Medal:** For Christian cadets ages 11 to 14 who complete the necessary requirements. (MS/A)

**The God and Life Medal:** For Christian cadets ages 15 to 20 who complete the necessary requirements. (A/C)

**The Ner Tamid Medal:** For Jewish cadets who complete the necessary requirements. (VF)

**The Ad Altare Dei Medal:** For Catholic cadets who meet the necessary requirements. (VF)

**Religious Fellowship Club Ribbons:** For members of religious fellowship clubs sponsored by the Chaplains office. (VF)

**Knights of Columbus Award:** Awarded annually to an outstanding cadet of the Choir, Vestry or Acolytes who best exemplifies those qualities of character, integrity, leadership and service to God and man. (VF)

F. **SERVICE AND ACTIVITIES AWARDS**

**The Cadet Honor Council Badge:** Awarded to those cadets appointed to the Honor Council. (VF)

**Activities Award:** Awarded annually to those cadets who have excelled in a club activity. Cadets must be recommended by the Activity Advisor and approved by the President of the College, Head of School of the Academy and the TAC Officers. (VF)

**The D.I. Guss Aviation Wings:** Presented to those cadets enrolled in the VFMA & C Aviation Program who have successfully completed their solo flight requirements. (VF)

**The Legionnaire Award:** Presented annually to that member of the Legionnaire who has contributed most for the advancement of the school newspaper. (A)
The Ambassador Tour Guide Ribbon Bar: Awarded to cadets completing one year of Ambassador Tour Guide duty. Cadets must maintain the standards of conduct, academic level and enthusiasm for their Alma Mater. (VF)

The College Rotary Ribbon: Awarded to those College cadets who are members of the College Rotary Club. (C)

The Community Service Ribbon: Awarded annually to those members of the Social Action Club. (VF)

Distinguished Cadet Tutors: Awarded to Academy and College cadets who have distinguished themselves by tutoring consistently throughout the academic year. (VF)

Superior Cadet Tutors: Awarded to Academy cadets who have earned superior recognition as cadet tutors throughout the academic year. (A)

Meritorious Cadet Tutors: Awarded to Academy cadets who have earned meritorious recognition as cadet tutors throughout the academic year. (A)

Recruiting Ribbon: Awarded to those cadets who provided recruiting support to the Admissions Office. (VF)

Language Club Ribbon (German, French and Spanish): Awarded annually to those members of the language clubs. (A)

Business Club Ribbon: Awarded annually to members of the College and Academy Business Clubs. (VF)

Black Student Union Ribbon: Awarded annually to College cadets who are members of the Black Student Union. (C)

SROTC Military Science Ribbon: Worn by members of the SROTC unit. Numbers of stars designate classification MS I—IV. (C)
CHAPTER 9

HONOR ROLL
“...who gave their lives for the right to be called Americans...”

1930
Frederick Beerman, Jr., USAAC, WWII
P. Mortimer Lewis, III, USAAC, WWII

1932
Ernest Halton, USA, WWII
Joseph P. Prendergast, Jr., USA, WWII
John Rahter, Jr., USA, WWII
Howard M. Rothman, USAAC, WWII

1933
Thomas J. Foley, Jr., USA, WWII
Joseph L. Henry, Jr., USN, WWII
Charles C. Huff, II, USA, WWII
James E. Mather, USAAC, WWII

1934
John O. Boland, USA, WWII
Richard S. Patzowsky, USMM, WWII
Egil H. Relling, USA, WWII
Frank W. Van Loon, USAAC, WWII

1935
Clayton R. Blessing, USAAC, WWII
George W. Elliott, Jr., USA, WWII
Walter R. Romney, USAAC, WWII
Carl U. Sautter, USAAC, WWII

1936
Martin H. Cortwright, USA, WWII
Morton T. French, USAAC, WWII
John D. McCloskey, USAAC, WWII
Howard F. Porter, USAAC, WWII
Lewis P. Wells, Jr., USAAC, WWII

1937
Lester M. Block, USA, WWII
Ernest M. Elkin, Jr., USAAC, WWII
Thomas Q. Slattery, USMC, WWII
Eric Fisher Wood, Jr., USA, WWII
John E. Young, USAAC, WWII

1938
Wilmurt A. Bennett, Jr., USN, WWII
David Edmonds, USAAC, WWII
John F. Kiely, USA, WWII
Clarence J. Kunel, USA, WWII
Robert Morris, VII, USAAC, WWII
Joseph D. Stone, Jr., USA, WWII
Clifton W. Strunk, USAAC, WWII
Wayne T. Swanbery, USAAC, WWII

1939
Donald W. Campbell, USA, Korea
Robert C. Haas, USAAC, WWII
Owen M. Maxwell, USA, WWII
Paul C. McNiel, USN, Guantanamo Bay
Joseph F. Meyers, USAAC, WWII
Ross E. Powell, USA, WWII
Ralph V. Shaffer, USA, WWII
Malcolm A. Schweiker, USA, WWII

1940
William C. Lentz, USN, WWII
Theodore M. Maloney, USAAC, WWII
Jack E. Steele, USA, WWII
Robert R. Ziegele, USAAC, WWII

Key to Service Designations

USA – U.S. Army
USN – U.S. Navy
USMC – U.S. Marine Corps
USAAC – U.S. Army Air Corps (WWII)
USAF – U.S. Air Force (post-WWII)
USCG – U.S. Coast Guard
USMM – U.S. Merchant Marine
FDNY—Fire Department of NYC
1941
Frank E. Bloomenshine, USA, Korea
George F. Carey, USAAC, WWII
Gordon B. Chapman, USA, WWII
Albert M. Ehart, Jr., USA, WWII
Vernon D. Pearson, USAAC, WWII
Justin A. Pie, USA, WWII
Emanuel P. Russo, USA, WWII
Graham C. Woodlaw, USA, WWII

1942
Martin S. Drobner, USA, WWII
John W. Campbell, USA, WWII
Robert E. Chittenden, USA, WWII
William I. Harvey, USA, WWII
Robert I. Rothstein, USA, WWII
Howard R. Sanders, USA, WWII
George D. Shields, Jr., USAAC, WWII

1943
Joel C. Dressel, USN, WWII
Conrad E. Fischer, USA, WWII
Edmond M. Flaherty, Jr., USA, WWII
Perry R. Hoffman, USA, WWII
Nicholas M. Manos, USA, WWII
Robert Paryzek, USAAC, WWII
Allen W. Rucker, Jr., USA, WWII

1944
Lewis F. Lane, USA, Korea
F. Turner Munsell, Jr., USA, Korea
John E. Pagett, USA, WWII
William G. Turner, USA, WWII

1945
Richard R. McCullough, USA, Korea
Harry W. Spraker, Jr., USA, Korea
Fred Troescher, Jr., USN, Philippine Sea
Joseph A. Yates, Jr., USAAC, WWII

1946
Michael C. Esposito, USA, WWII

1947
Junius B. Agnelli, USA, Korea
William T. Harvey, USN, Mediterranean
Je Mickey Helt, USA, Korea
Arthur B. Moore, USN, Mediterranean
Myron G. Reed, II, USAF, Yellow Sea
Clifford David Strout, Jr., USA, Korea

1948
George H. Lorimer, USA, Korea
Salvatore Meli, USAF, Germany
Alberto G. Recio, Bay of Pigs
William R. Wolfe, USAF, United States

1949
Robert A. Bergman, USN, Korea
William E. Bernzinec, USA, Vietnam

1950
Donald J. Seaman, USAF, Vietnam

1951
Ernest E. Layou, Jr., USA, Vietnam
Richard Polidori, USA, United States

1952
Ronald R. Ferris, USA, Korea

1953
Richard Lynch, USA, Vietnam

1954
George E. Hussey, USA, Vietnam

1956
Stanley K. Smiley, USN, Vietnam
A. Robert Toal, USA, Vietnam

1957
Raul Menocal, Bay of Pigs
John S. Sabine, IV, USA, Vietnam

1958
Bruce B. Greene, USAF, Vietnam
R. Jefferson Hornaday, USAF, Thailand
Alexander K. Ward, USMC, Vietnam

1959
Harold J. Kaufman, USA, Vietnam

1962
Robert H. Donaway, USA, Vietnam
Maxwell Frantz, USMC, Vietnam
Peter W. Saravo, USN, United States
1963
Thomas E. Firth, USMC, Vietnam
Jaime Pujals, USA, Korea

1964
R. Michael Arnovitz, USA, Vietnam
Otto Paul Meyer, III, USA, Vietnam
Joseph C. Park, Jr., USA, Vietnam

1965
Raymond G. Krobetzky, USA, Vietnam
F. Ronald Tomon, USMC, Vietnam

1966
Robert Dieffenbach, Jr., USA,
Vietnam
Victor C. A. Jauer, USA, Vietnam
Jon R. Morvay, USN, Vietnam

1967
Tony Clough, USA, Vietnam

1968
Paul M. DuCharm, USMC, Vietnam

1976
Craig E. Lerner, USCG, Puerto Rico

1982
George L. Dramis, USMC, Lebanon

1986
James C. Cappers, World Trade
Center
Durrell V. Pearsall, FDNY,
World Trade Center

1994
Phillip Esposito, USA, Iraq

1995
David Brodeur, USAF, Afghanistan
Jeffrey P. Toczłowski, USA, Iraq

1997
Robert Langley, USA, Oxford, MS

2002
Ronald G. Luce, USA, Afghanistan

2003
Kevin S. Mowl, USA, Iraq

2006
Thomas Heitmann, USMC, California
Joseph Theinert, USA, Afghanistan

(As of 1 July 2014)

Key to Service Designations

<table>
<thead>
<tr>
<th>USA – U.S. Army</th>
<th>USAF – U.S. Air Force (post-WWII)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USN – U.S. Navy</td>
<td>USCG – U.S. Coast Guard</td>
</tr>
<tr>
<td>USMC – U.S. Marine Corps</td>
<td>USMM – U.S. Merchant Marine</td>
</tr>
<tr>
<td>USAAC – U.S. Army Air Corps (WWII)</td>
<td>FDNY—Fire Department of NYC</td>
</tr>
</tbody>
</table>
1928–1929 Rudolf A. Parker+
1929–1930 E. Dyer Culbertson+
1930–1931 Karl R. Brunner+
1931–1932 G. Raymond Wood+
1932–1933 Robert C. Morris+
1933–1934 Arthur S. Kane+
1933–1934 Oliver J. Helmuth+
1934–1935 Lester A. Wilson+
1935–1936 John McCloshkey*
1936–1937 William Diebold+
1937–1938 D. Roscoe Faunce+
1938–1939 Orlando Santa Maria+
1939–1940 William R. Coon+
1940–1941 Bruce K. Ellis+
1940–1941 Donald G. Claus+
1940–1941 Joseph Paladino+
1941–1942 Paul M. Gravel+
1942–1943 Dewey T. Pfeiffer+
1943–1944 Everett D. Simson
1944–1945 Nicholas D. Babic+
1945–1946 Donald H. Freeman+
1946–1947 James B. Rivera+
1947–1948 Ramon F. Benton+
1948–1949 Paul B. Snyder
1949–1950 Henry W. Lush
1950–1951 James R. Eagan+
1951–1952 Clive L. Pedersen
1952–1953 Harry M. Krause
1953–1954 Adin B. Capron
1954–1955 James F. O’Hara, III
1955–1956 Philip C. Medenbach+
1956–1957 Arthur C. Keogh+
1957–1958 Robert J. Muzi+
1958–1959 James A. White
1959–1960 Merle J. Erbs
1960–1961 John E. Slough
1960–1961 Joseph L. Schilling
1961–1962 David C. Willard
1962–1963 Joseph D. Formisano

1963–1964 Gordon M. Hanscom
1964–1965 Harold G. Wilson, Jr.
1965–1966 John E. Peterson
1965–1966 Anthony Biddle, III
1966–1967 Benjamin B. Zangara
1967–1968 Harry E. Mackerell
1968–1969 Michael N. Gray
1969–1970 Gerard Brangenberg
1973–1974 Denton Brezack
1974–1975 Samuel L. Lewis
1975–1976 John E. Dorsz
1977–1978 Kenneth Coykendall
1978–1979 John T. Solon
1979–1980 Rex E. Sloan
1980–1981 Kevin Pierce
1981–1982 Maurice E. Perez
1982–1983 Joseph A. Bartasius
1983–1984 Joel A. Russo
1984–1985 J. Wesley Becton, III
1988–1989 Paul M. Lea, IV
1989–1990 Lawrence Phillips
1990–1991 Graham R. Swenson
1991–1992 Steven M. Pierce
1995–1996 Shawn J. Betten
1996–1997 Christopher Kuzio
1997–1998 Wesley W. Moore
1998–1999 Blake A. Feldman
FORMER REGIMENTAL COMMANDERS, Continued

1999-2000  Frank A. Tantillo
2000-2001  John D. Scott
2001-2002  Zachary Osmolski
2002-2003  Matthew R. Pledger
2003-2004  Patrick G. Corcoran
2004-2005  Patrick McKiernan
2005-2006  David P. McCloskey
2006-2007  Jordan B. Frain
2007-2008  Kevin J. Fulmer
2008-2009  Jonathan P. Larson
2009-2010  Keith R. Baker
2009-2010  William M. Minor
2010-2011  Jason N. Lee
2011-2012  Justin W. Stuebgen
2012-2013  Mark Pretz
2013-2014  Jonathan Nelson
2014-2015  Kyle C. Kirvay

+Deceased  *Killed in Action