

NEW MEXICO MILITARY INSTITUTE BLUE BOOK



REGULATIONS FOR THE CORPS OF CADETS

“ONE CORPS ONE STANDARD”

Academic Year 2011-2012

CADET'S NAME: C/ _____ CADET # _____

SQUADRON ___ TROOP ___ ROOM/SIDE _____ / _____ DATE _____

NMMI CADET HONOR CODE

A cadet will not lie, cheat or steal, nor tolerate those who do.

1921, Adopted by unanimous vote of the
NMMI Corps of Cadets

DUTY, HONOR AND ACHIEVEMENT

These words epitomize the spirit and goal of the Corps of Cadets. A strict idea of duty, a meticulous sense of honor and a determination to accomplish the worthwhile should govern cadet life at the Institute. Such guideposts make for certain success not only in the Corps but in civilian life.

EMERGENCY PROCEDURES

1. A serious incident/accident is defined as any incident involving cadets with indication of criminal activities, hospitalization or extreme mental anguish. **WHEN IN DOUBT OF THE SERIOUSNESS OF AN INCIDENT – CALL THE CAMPUS POLICE AT (575) 624- 8421 AND SEND A RUNNER TO TLA COMMAND POST, 624-8478, TO GET A MEMBER OF THE COMMANDANT’S STAFF OR A FACULTY MEMBER.**
2. Cadets take the actions below when finding a cadet suffering a serious injury (risk of life, limb, or eyesight) on Post:
 - a. Call the Campus Police at (575) 624- 8421 immediately or 911 if the Police do not answer within 10 rings.
 - b. Render immediate first aid to the injured individual.
 - c. Do not move any cadet with a suspected back, neck or head injury. If the cadet cannot be moved, call the Infirmary at ext. 8235.
 - d. Time permitting, have witnesses make a written statement while details of the incident are fresh in their memories.

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INTRODUCTION
CHAPTER 1

“Preparing Tomorrow’s Leaders Today”

- 1.01 INTRODUCTION:** At New Mexico Military Institute (NMMI) we educate, train and inspire each cadet to be a leader of character who lives by the core values of “Duty, Honor and Achievement.” NMMI recognizes the exceptional potential within each cadet and we focus on developing the “whole” person, emphasizing academic excellence, leadership development, and physical readiness. NMMI strives to produce leaders capable of critical thinking, possessing uncompromising character and able to meet challenging physical demands. To accomplish this, NMMI establishes and nurtures a standard of conduct which emphasizes the character expected from leaders in every profession to include those in the corporate, government and military sectors. Cadet development is a shared responsibility. The staff and faculty are here to help and mentor, but each cadet is the primary driver of his or her own development. Thus, each cadet must be open to new experiences and strive for excellence in all he or she does. As leaders of character, each cadet must take responsibility for the development of those cadets whom they are charged with leading.
- 1.02 AUTHORITY:** These Regulations for the Corps of Cadets (Corps) are promulgated by the Commandant of Cadets (CMDT). The provisions of the Blue Book are effective on the date of issue to the Corps. Changes to the Blue Book may be made when required by the CMDT. Recommended changes to the Blue Book may be submitted during the school year to the CMDT; recommendations made by cadets will be submitted by using a Staff Summary Sheet through the Cadet Chain of Command to the CMDT.
- 1.03 PURPOSE:** The Blue Book prescribes the rules and regulations essential for the effective and efficient command, leadership, and administration of the Corps and identifies the standards of conduct expected of each cadet.

- 1.04 SCOPE:** Cadets are subject to the herein prescribed NMMI rules, regulations and policies throughout the Academic Year, from Matriculation Day through Graduation Day, inclusive of Holidays, furloughs, Thanksgiving, Christmas and Spring Break. During the Academic Year, a cadet is also subject to the laws of the State of New Mexico. Cadets are under the same standards when attending summer school at NMMI. If working as a summer hire employee at NMMI, the cadet is subject to the laws of the State of New Mexico and the NMMI Operations and Procedures Manual.
- 1.05 INTERPRETATION:** Interpretation of these regulations is a function of the CMDT. When a question arises about the meaning of a regulation, a cadet will seek the advice of his or her Cadet Chain of Command, Troop Leadership Advisor (TLA), Squadron Leadership Advisor (SLA), Deputy Commandant for Operations (DCO) or the CMDT (in sequence). The CMDT's decision is final.
- 1.06 COMPLIANCE:** Cadets are required to read and understand these regulations, any changes or additions, all annual supplements, standard operation procedures (SOPs) and policy letters of the Office of the Commandant. The Cadet Chain of Command and the Office of the Commandant have copies and will provide them to cadets, as required; they are also available on the Commandant's website. Cadets will comply with obvious intent, as well as the letter, of all regulations, policies, SOPs, and orders. Ignorance of the Blue Book or portions of the Blue Book, SOPs or policy letters are not acceptable excuses.
- 1.07 CASES NOT COVERED BY THESE REGULATIONS:** In cases not specifically covered by these regulations, cadets will conduct themselves on and off Post as good judgment, common sense and safety dictate. Whenever circumstances beyond a cadet's control cause him or her to violate these regulations, he or she will report the facts and circumstances as soon as possible to the appropriate authority (normally the Cadet Troop Commander (TC) or TLA).
- 1.08 HONOR SYSTEM:**
- a. The Corps operates within a strict Honor Code, implemented and governed by the Corps through a duly appointed Cadet Honor Board chaired by a senior cadet. Stated simply, the Honor Code says that "A Cadet will not lie, cheat or steal, nor tolerate those who do." Details of the functioning of the Honor Code are published in a separate Honor Manual issued and explained to each cadet after his or her arrival at NMMI. Violations of the Honor Code result in disciplinary action that can include dismissal from NMMI. Equally important, the Honor Code will not be used against a cadet in order to elicit a violation nor to entrap a cadet. A cadet's word is his or her bond and will be respected as such until or unless evidence to the contrary is provided.
 - b. When on Post, all new cadets will carry the Honor Manual on their person while in uniform. The only exception is when wearing the Physical Training (PT) uniform.
- 1.09 COMMANDANT AND CORPS ORGANIZATION:**
- a. **Commandant of Cadets (CMDT):** The CMDT exercises direct supervision over the Corps, CMDT's staff and all cadet auxiliary services and support. He is responsible for the safety, security, health and welfare, mentorship, leadership development, physical readiness, discipline, and accountability of all cadets. The CMDT exercises these responsibilities through the Cadet Chain of Command, and members of the Commandant's staff.
 - b. **Deputy Commandant for Operations (DCO):** The DCO handles day-to-day Corps operations which include, but are not limited to, cadet leadership development, cadet physical readiness, training schedules, Master calendar, cadet discipline and staff supervision of Senior Squadron Leadership Advisor and Troop Leadership Advisors. The DCO also oversees infirmary operations. The DCO assumes responsibility for Corps in the Commandant's absence.
 - c. **Deputy Commandant for Support (DCS):** The DCS prepares promotions, demotions, and award orders, oversees all auxiliary support agencies except the infirmary, handles barracks issues and room assignments, cadet activities, ceremonies and special events, community service and the Institute Drug Free Youth (IDFY) program.
 - d. **Squadron Leadership Advisor (SLA):** SLAs are experienced TLAs. They provide guidance and assistance to the TLAs as well as the cadet squadron command staff. They are also the CMDT's representative to the NMMI Assessment Team and coordinate special projects and the TLA duty rotation.

- e. **Troop Leadership Advisors (TLA):** TLAs advise Cadet Troop Commanders but are not part of the Cadet Chain of Command and do not “run” the cadet troops. The TLA is responsible for the safety, security, health and welfare, mentoring, leadership development, and accountability of the 60-80 cadets in his/her troop. TLAs are integrators of the entire cadet experience and act as role models and communicate with parents/guardians on a regular basis. They oversee day-to-day Corps operational and support activities.
- f. **Professor of Military Science (PMS):** The PMS is the senior active duty U.S. Army officer assigned to NMMI and is the Chief of Instruction for and the Commander of those US Army personnel assigned to the NMMI Reserve Officer Training Corps (ROTC) Department at the college level.
- g. **Senior Army Instructor (SAI):** The SAI is a retired U.S. Army officer responsible to the CMDT for oversight of the Junior Reserve Officer Training Corps (JROTC) program at the high school level. All NMMI high school cadets participate in JROTC.
- h. **Cadet Regimental Commander (RC):** The RC commands the Corps and has the responsibility and authority for implementing the guidance of the CMDT throughout the Corps. The RC exercises his or her responsibility through the members of the Cadet Regimental Staff and Cadet Squadron Commanders.
- i. **Cadet Honor Board Chair (HBC):** The HBC serves the Corps and is responsible for the smooth functioning and operations of the Cadet Honor Board including executing the procedures by which the Board considers alleged violations of the Cadet Honor Code.
- j. **Cadet Officers and Cadet Non-Commissioned Officers (NCOs):** Each year members of the Corps are selected for leadership positions within the Cadet Regiment. These recommendations start with the cadet chain of command and are screened through the cadet regimental staff/ RC, Squadron staffs, TLAs/SLAs/DCS/DCO and then sent to the Commandant for approval. Cadet Officers and NCOs who comprise the Cadet Chain of Command are expected to exercise the authority and responsibilities assigned to them by virtue of their rank and position with good judgment, common sense, and respect for each cadet. The Cadet Chain of Command is responsible for knowing which cadets are not in “good standing” (Refer to paragraph 2.05a for the definition of “Good Standing.”) and provide the leadership and assistance necessary to ensure all cadets achieve and maintain this status. Cadets are constantly evaluated for assignment to cadet leadership positions and for their potential to accept greater responsibility and the cadet rank that accompanies such responsibility.
- k. **The Corps of Cadets (Corps):** The Corps is organized similar to an Army Cavalry unit and functions as a regiment comprised of three cadet squadrons with four cadet troops per squadron. Each troop is comprised of one High School and one College platoon with three or four squads each. All cadets are assigned to cadet organizations (Troop, Squadron or Regimental Staff) for accountability, administration, training, leadership development, and discipline. Cadet life centers around the troops within the Corps.
- l. **Cadet Chain of Command:** Cadets should first use the Cadet Chain of Command to resolve problems.
 - 1) Regimental Commander (RC)
 - 2) Squadron Commander (SC)
 - 3) Troop Commander (TC)
 - 4) Platoon Leader (PL); Platoon Sergeant if PL unavailable
 - 5) Squad Leader (SL); Team Leader (TL) if SL unavailable
- m. **Cadet NCO Support Channel:**
 - 1) Regimental Command Sergeant Major (CSM)
 - 2) Squadron Sergeant Major (SGM)
 - 3) First Sergeant (1SG)
 - 4) Platoon Sergeant (PSG)
 - 5) Squad Leader (SL)
 - 6) Team Leader (TL)
- n. **Commandant’s Chain of Command:** After making every effort to use the Cadet Chain of Command, cadets should use the CMDT’s Chain of Command starting with the TLA, through the DCO and to the

CMDT.

- 1) Commandant of Cadets (CMDT)
- 2) Deputy Commandant for Operations (DCO)
- 3) Squadron Leadership Advisor (SLA)
- 4) Troop Leadership Advisor (TLA)

- 1.10 SAFETY, HEALTH, WELFARE, AND SUPPORT OF THE CORPS:** In so far as possible, reasonable effort will be made to ensure that all cadets are:
- a. Treated firmly but fairly and with dignity and respect.
 - b. Provided time to eat three meals a day.
 - c. Able to receive medical attention at scheduled Sick Call, and at other times as necessary.
 - d. Provided a safe and secure environment that is also free of verbal and physical hazing and bullying.
 - e. Provided the opportunity for eight (8) hours sleep.
 - f. Provided ample time for personal hygiene.
 - g. Provided an environment free of drugs, tobacco, and alcohol.
 - h. Provided an environment free of bias and prejudice.
 - i. Provided study and personal time in accordance with the Plan of the Day (POD) and the Cadet Training Schedule as directed by the CMDT.
 - j. Able to access
 - 1) His or her official educational records
 - 2) His or her Leadership Assessment Portfolio
 - 3) His or her Physical Readiness Portfolio
 - k. Able to address issues, complaints, and concerns to their Cadet Chain of Command for resolution.
 - l. Able to meet with TLAs, SLAs, Academic Advisors, Coaches, Chaplain, and the NMMI Counselor(s) as required or as directed by the CMDT, the Academic Dean (Dean), Director of Athletics or High School Principal.
 - m. Able to make an appointment to discuss matters of importance with the President/Superintendent, CMDT, Dean, Director of Athletics and High School Principal. Prior to making an appointment within the “Open Door” policies, cadets are required to have addressed their issue, complaint or concern to the Cadet Chain of Command.
 - n. Afforded “Due Process” when preparing for or appearing before Academic and Disciplinary Review Boards, and the Cadet Honor Board.
 - o. In order to provide an atmosphere which allows cadets time to achieve their goals; cadets are not permitted to work off post during the Academic Year.
- 1.11 DISTRIBUTION:** Each cadet will receive a copy of these regulations and will maintain his or her copy in good condition, subject to inspection at all times. The Blue Book will be posted on the NMMI home page www.nmmi.edu and may be accessed by clicking on Cadet Life: Commandant. Policies and SOPs associated with the provisions of the Blue Book are posted on the NMMI web site. Additional copies may be obtained from members of the Cadet Chain of Command or from the CMDT’s staff.
- 1.12 CORPS OF CADETS LEARNING OUTCOMES:** As cadets work towards graduation they are expected to make progress and achieve proficiency in the following areas:
- a. Know and live by NMMI standards of conduct and personal appearance
 - b. Demonstrate self-control, self-discipline and personal accountability
 - c. Adhere to the Honor Code, displaying ethical and moral behavior
 - d. Become a productive and supportive team member
 - e. Embrace respect and consideration for others
 - f. Develop excellent time management skills and an eye for attention to detail
 - g. Demonstrate respect for authority, military bearing and social etiquette
 - h. Demonstrate positive character development and personal integrity
 - i. Successfully live in a shared community environment, develop a healthy lifestyle and habits
 - j. Make the right choices and avoid high risk behavior
 - k. Demonstrate knowledge of NMMI customs and traditions
 - l. Become a positive leader with an understanding of authority, responsibility and accountability

**OLD CADET/NEW CADET SYSTEM, CORPS ORGANIZATION
AND CADET RANK
CHAPTER 2**

“The Regiment is the family. The Colonel, as the father, should have a personal acquaintance with every officer and man, and should instill a feeling of pride and affection for himself, so that his officers and men would naturally look to him for personal advice and instruction.”

General W. T. Sherman, Memoirs, 1875

2.01 THE OLD CADET-NEW CADET SYSTEM: Since 1927, the Old Cadet-New Cadet System has remained the foundation for life in the Corps. The principles of the system enable quick assimilation of new cadets into the Corps each year and help instill in them the respect for cadet authority and hard-earned positions of responsibility. The new cadet system is supervised by the Cadet Chain of Command. TLAs advise cadet leaders to ensure consistent and fair implementation of the system. Old cadets are responsible for and have earned the right to train new cadets in the proper operation of the Old Cadet-New Cadet System. Throughout their training, new cadets will learn self discipline, personal responsibility, self-improvement, and leadership development. They will first be taught Followership that emphasizes prompt execution of duties and orders and attention to detail. They will learn to follow established rules, regulations and standards of the Corps and of NMML. Old and new cadets alike will learn, emphasize, and practice positive leadership and consideration for others. When possible, new cadets will be provided leadership development opportunities consistent with time honored school traditions.

2.02 CADET IN “GOOD STANDING” AND SPECIAL RECOGNITION CLASSIFICATIONS:

a. **General:** A cadet in “good standing” meets the following requirements:

- 1) A minimum GPA of 2.0*
- 2) A grade of “C” or higher in Department*
- 3) No outstanding tours
- 4) Not on Academic or Disciplinary probation

*Most recent 9 week or semester GPA and Department grade

b. At any time during the semester, the DCO or CMDT can change a cadet’s status relative to substantial progress or decline in a cadet’s performance.

c. If a cadet is not in good standing, he/she will be referred to as being on the “Red List.” Being on the Red List deprives a cadet of all special privileges including use of the Game Room and Bowling Alley.

d. **Special Recognition Classifications:**

* Honor Status: Old Cadets may attend athletic events, go to the JRT or go to the Godfrey Athletic Center during Night Study Hall. Non-honor status cadets may not attend extra-curricular activities during Night Study Hall unless authorized to do so by the DCO/CMDT, in coordination with the Dean/Vice Dean.

Classification	Criteria	
	GPA	Department
President/Superintendent’s List	>= 3.5	A
Dean’s List	3.25 – 3.49	A
Commandant’s List	2.75 – 3.24	A
Honor Status*	>= 2.5	B

- e. **General Cadet Classifications:** There are four cadet classifications:
- 1) **Old cadet:** Old cadets are those cadets who meet the criteria listed in 2.06 and are afforded privileges listed throughout the Blue Book. Two red bars worn above the name tag designate an old cadet.
 - 2) **Yearling cadet:**
 - a) A high school cadet who has turned becomes a Yearling at the end of their 2nd semester. A college cadet becomes a Yearling after turning, normally at the beginning of their 2nd semester. A yearling cadet rates more status and fewer restrictions than a new cadet but does not rate all the status and military rank potential of an old cadet. A yearling does not enjoy old cadet standing or privilege. A yearling's authority over new cadets is limited to military matters and enforcing standards; and then only to the extent of the yearling's rank and position in the Corps. One red bar worn above the name tag designates a yearling cadet.
 - 3) **New cadet:**
 - a) An entering second classman (which includes all new cadets entering college) will be a new cadet for one semester and will become a yearling at the beginning of the following semester. In the second (1st Class) year, they will enjoy full old cadet status.
 - b) An entering third or fourth classman will be a new cadet for the entire first year at NMML. For the following semester they will be a yearling prior to achieving old cadet status at the end of the academic semester.
 - c) An entering fifth or sixth classman will be a new cadet for the entire first year. After completing the majority of the next academic year in yearling status, the cadet will achieve old cadet status at the beginning of final exams prior to ending the academic year.
 - d) Cadets entering at mid-year will be subject to the identical status change requirements of cadets entering in the fall of the academic year. Should a cadet's academic class change at mid-year, the individual may be eligible for concurrent status change at the discretion of the CMDT.
 - e) New cadets will wear only the NMML Honor Star, and if authorized, the ROTC Academic Achievement Award (wreath) above the name tag.
 - f) New cadets are not authorized furloughs, passes or special permits for the first 10 weeks. They must be a cadet in "Good Standing" after the first 9 week grading period.
 - g) New cadets will maintain RAT haircut/hairstyle for first 10 weeks.
 - h) New cadets are not authorized to have civilian clothing in their possession.
 - 4) **RATs (Recruits At Training):**
 - a) RATs are not allowed to use Game Room/Internet Café/Post Exchange (PX).
 - b) Newly arrived Fall cadets are not allowed to call/email/text/talk with their family/friends, except via regular mail, and have no privileges for the first 21 days. For Spring cadets the period is 28 days. RATs may not have cell phones until after they complete the 21/28 day period. They may then call their family/friends, and visit with their parent's during general permit.
 - c) RATs will become new cadets during Parent's Weekend of the fall and spring semesters and have the privileges afforded to New Cadets.
 - d) For the first 42 days of their training, new cadets will not be assessed demerits for minor or major offenses except as authorized by the DCO/CMDT. During this period they will receive counseling and additional military instruction (AMI) with "warning sticks."

2.03 OLD CADETS:

Old cadets will:

- a. Stand at the position of attention when:
 - 1) Addressed by a higher-ranking cadet officer, adult staff or faculty member.
 - 2) A higher-ranking cadet officer or adult enters a room or joins a group of cadets (in the case of the latter, the senior cadet will call the group to attention and all cadets will render a hand salute when outdoors).
 - 3) Addressing a yearling or new cadet for the purpose of correcting observed behaviors.
- b. Conduct themselves in a respectful and courteous manner and address all adults and cadet officers as "Sir/Ma'am."
- c. Demonstrate positive leadership through personal example:
 - 1) Enforce the motto "One Corps – One Standard" by knowing the standards, living by the standards,

correcting those cadets who ignore the standards, and helping fellow cadets, old and new, who are having trouble meeting the standards.

- 2) Maintain impeccable personal appearance, conduct, and self-discipline standards.
- 3) Make on-the-spot corrections of cadets in violation of provisions of the Blue Book.
- 4) Eliminate “double standards” within the Corps.
- 5) Avoid harsh, degrading, or threatening methods of correction of any other cadet, especially when dealing with new cadets. Cadets engaging in such treatment of any cadet are subject to disciplinary action to include suspension or dismissal.
- 6) Prevent or stop any unsafe act from occurring, or when found to be occurring, that threatens any cadet.
- 7) Pick up litter and dispose of it in the nearest trash receptacle.

2.04 YEARLINGS: Yearling status is higher than a new cadet but lower than an old cadet. This period allows a gradual transition from new cadet to old cadet. The yearling is able to observe, learn, practice and demonstrate leadership potential within an environment that enables learning by doing. Yearling cadets will:

- a. Render appropriate courtesies to old cadets, regardless of rank or class, and to faculty and staff members
- b. Stand at the position of attention:
 - 1) When addressed by a cadet officer, an old cadet, or an adult staff or faculty member.
 - 2) When a cadet officer or adult enters a room or joins a group of cadets.
 - 3) When, in the performance of authorized duty, addressing a new cadet for the purpose of correcting observed behaviors.
- c. Sit on the old cadet side of the mess hall during free meals.
- d. Walk at will on Post and in the barracks.
- e. Maintain cadet uniform, appearance, and hygiene standards.
- f. Perform lawn police duties as required.
- g. Conduct themselves in a respectful and courteous manner at all times, address all adults, and cadet officers as “Sir/Ma'am.”
- h. Practice positive leadership traits in all dealings with superiors, peers, and subordinates.
- i. Stop any unsafe act from occurring, or when found to be occurring, that threatens any cadet.
- j. Pick up litter and dispose of it in the nearest trash receptacle.

2.05 NEW CADET TRAINING:

- a. The goal of new cadet training is to aid all new cadets in developing a positive attitude establishing academic, leadership, and physical fitness goals, and focusing on being successful at NMMI. The Old Cadet-New Cadet System enables the achievement of specific objectives.
 - 1) Cadets learn to receive and follow directions.
 - 2) Cadets are encouraged to be good cadets, students and team members.
 - 3) Cadets learn self-discipline, respect for authority, personal responsibility, obedience, consideration and respect for others, and attention to detail.
 - 4) Cadets act efficiently and effectively under the pressure of accomplishing conflicting demands within an allotted time structure.
 - 5) Cadets improve time management skills.
 - 6) Cadets develop personal pride, high morale, and unit cohesion and esprit.
- b. Cadet TCs are responsible for the proper functioning of the new cadet system within each troop. Starting with Cadre Training each year, the Cadet Chain of Command will hold classes for new cadets, yearlings and old cadets on the specific details of the Old Cadet-New Cadet System. Squad Leaders must ensure this system works properly.
- c. Delinquencies arising from ignorance or carelessness regarding new cadet customs and traditions are minor offenses. Old cadets will report these violations to the Squad Leaders.
- d. **Procedure:** When a new cadet violates a new cadet custom, an old cadet may correct the new cadet(s) on the spot. If the offense is serious enough to warrant further action, the old cadet will report the new cadet to the new cadet's Squad Leader, Platoon Sergeant or ISG.

2.06 GENERAL GUIDELINES CONCERNING OLD AND NEW CADET RELATIONSHIPS:

“The discipline that makes the soldiers of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an army. It is possible to impart instruction and give commands in such a manner and in such a tone of voice as to inspire in the soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey.”

Major General John M Schofield:

Address to The Corps of Cadets, West Point, and now inscribed in the Sally Port

- a. All cadets will comply with the following basic rules of the Old Cadet-New Cadet System.
 - 1) Old and new cadet relationships will be impartial, impersonal and emphasize the military over the social aspect of cadet life. Respect and consideration for others is paramount to the success of this system.
 - 2) “Sir/Ma'am” will be used in all official communications.
 - 3) The relationship between new cadets and old cadets/yearlings will be formal at all times. A new cadet’s response to verbal communication from an old cadet/yearling is limited to “Yes, Sir/Ma’am”, “No, Sir/Ma’am”, “No Excuse, Sir/Ma’am”, “Request permission to make a statement, Sir/Ma’am”, “Sir/Ma’am, I don’t understand”, or “Sir/Ma’am, I have a question.”
 - 4) Verbal communication by any old cadet/yearling to a new cadet is to be firm, fair and professional. An elevated voice level and inflection may be used by cadet leaders to indicate emphasis. However, the use of profane or abusive language or language of a sexual nature is prohibited.
 - 5) An old cadet/yearling will not touch, or use an object for extended touch of, a new cadet or items of the uniform the new cadet is wearing. As a general guide old cadets/yearlings will stand no closer than arms’ length from the new cadet. It is appropriate for old cadets/yearlings to ask for and get specific permission by the new cadet/yearling to correct a uniform discrepancy, assist in teaching manual of arms or drill and ceremonies, or physical readiness training.
 - 6) An old cadet/yearling will never order new cadets to close their eyes.
 - 7) An old cadet/yearling will not monitor new cadets inside the latrines or make any adjustment to the water temperature of the showers.
 - 8) New cadets will not be sent on unnecessary errands designed to waste their time, harass them, or cause them to be targeted for disciplinary measure by cadets from other cadet troops.
 - 9) Old cadets/yearlings are prohibited from borrowing anything from new cadets.
 - 10) Fraternalization between old cadets and new cadets is strictly forbidden at any time. Fraternalization is unauthorized contact or socializing and unduly familiar relationship between an old cadet and a new cadet or a new cadet and a yearling.
 - 11) Old cadets/yearlings who are privates with no cadet leadership position are prohibited from interfacing with new cadets unless there is a legitimate reason or they are on official business of NMMI (e.g., cadet activities, tutoring, and guard duty).
 - 12) Old cadets/yearlings will assume the position of attention and maintain direct eye contact when conversing with or correcting a new cadet. New cadets will assume the position of attention and maintain direct eye contact when conversing with or being corrected by an old cadet/yearling.
 - 13) New cadets will be addressed as Mister or Miss.
 - 14) New cadets will address old cadets and yearlings by their military rank, e.g., “Sergeant Black,” and will render the hand salute to cadet officers, and members of the faculty and staff, and offer the greeting of the day (“Good morning, Sir/Ma’am,” “Good afternoon, Sir/Ma’am,” or “Good evening, Sir/Ma’am.” In so far as possible and when appropriate, all salutes will be returned.
 - 15) New cadets will promptly carry out all legitimate orders and instructions.
 - 16) Fagging of new cadets is prohibited (e.g., personal service for old cadets such as shoes shined, brass polished, items carried for a room change, or obtaining food items).
 - 17) Old cadets/yearlings cannot require any new cadet to use his or her personal funds for the benefit of other cadets.

- 18) Old cadets/yearlings are not allowed to use a new cadet's personal property, to include computers, electronic devices, and cell phones.
- 19) Old cadets/yearlings cannot direct a new cadet to violate any NMMI or cadet regulation, policy, or SOP.
- 20) Old and new cadet distinction is suspended during athletic team activities and other approved organized extra-curricular or cadet activities and the academic classroom. However, cadets will maintain a positive military bearing when spoken to or addressed. The suspended distinction ends when status ends.
- 21) New cadet rooms, quarters and areas are off limits to old cadets/yearlings. The exception to this policy is afforded to the new cadet's Chain of Command who is on official duty within their own troop. Squad Leaders and above may enter the room of a new cadet of the opposite sex in the performance of official duties only when accompanied by a fellow squad leader, or above, of the same sex as the new cadet. (See paragraph 3.06 f.)
- 22) Old Cadet -New Cadet System is subject to the following restrictions.
- 23) New cadets will use the east side of the Post Exchange (PX) Snack Bar; old cadets/yearlings will use the west side.
 - a) New cadets will use the main Bates Hall entrance only to visit the Cadet Store.
 - b) New cadets are not permitted use the Game Room/Café Monday through Friday.
 - c) New cadets will use the Far East entrance doors to Bates Hall for free BRC, DRC, or SRC.
 - d) New Cadets may not use the Bates Hall foyer to conduct Corps business (privilege is reserved for Cadet Sergeants First Class (SFCs) and above).

b. New Cadets on Duty:

- 1) A new cadet on official duty (e.g., Guard Duty) or Commandant's Staff Duty is subject to correction only by staff and faculty, cadet officers, or other ranking cadets who are also on official duty and placed over the new cadet for the performance of that duty.
- 2) A new cadet may serve as Bugler of the Guard and special Commandant's or Headquarters' Orderly.
- 3) Guard Duty Rosters will be published seven (7) days prior to the date of such duty.

c. New Cadet Reporting to an Old Cadet: New cadets may be required to report to their cadet squad leader or platoon sergeant for special inspection no more than ten (10) minutes prior to a formation (e.g., meal formation, parade formation, or in-ranks inspection). Such inspections will not conflict with classes, tutoring, or other official duties.

d. Redress of Grievance: A cadet who feels that the Old Cadet-New Cadet System is being unfairly administered will use the Cadet Chain of Command for redress. After using the Cadet Chain of Command, the cadet may report the case to the Cadet Inspector General, the TLA, SLA, DCO or CMDT (in sequence).

2.07 CUSTOMS AND TRADITIONS (NEW CADETS WHICH INCLUDES RECRUITS AT TRAINING, RATs): Conduct within the Corps is the result of long-standing traditions. New cadets will follow these established behaviors, which apply to barracks life, the dining hall, the PX snack bar, and other cadet gathering places. In the barracks, new cadets will:

- a. Fall out for formation no earlier than the beginning of First Call and, by the end of First Call, will be standing in ranks at the position of attention.
- b. Double time on the extreme right of sidewalks within the barracks areas and not cut stoops.
- c. Move at the "quick time" on the far right side of the sidewalks outside of the barracks areas (taking care to avoid marching on "Old Cadet Bricks").
- d. Stand at parade rest to read troop and Sally Port bulletin boards.
- e. Quick time on stairs and stoops (avoid loitering) in front of rooms, and walk everywhere on the stoops with a sense of official purpose.
- f. Avoid the second stoop or third stoop and the stairway between unless living there or having the need to conduct official business.
- g. "Pop-to" for old cadets and yearlings before entering, or upon leaving, troop areas.(It is unnecessary to "pop to" for staff or faculty).

- h. Assume the position of attention immediately when a faculty member, staff member, adult, or a cadet officer enters the room.
- i. Give way to and hold doors for old cadets, staff, faculty and adults.
- j. Report to an old cadet's room to conduct Corps business:
 - 1) Knock twice to announce presence
 - 2) Remain on stoop
 - 3) Enter the old cadet room only if receiving performance counseling from a cadet leader
- k. Give way to old cadets on the stoop and stand at attention until told to "Rest."
- l. Police the troop area at morning police call under the supervision of upper classmen. Second class yearlings will continue to perform this duty during the second semester of their first year at NMMI and every new and yearling cadet will perform this duty when required.
- m. Enter and exit for classes only through the main Sally Port.
- n. Will not fraternize in accordance with established policies.
- o. Will report physical and verbal hazing incidents to the Cadet Chain of Command, TLA, or to any staff or faculty member in accordance with established policies.

2.08 RECOGNITION OF NEW CADETS

- a. **General:** "Turning" as a new cadet is acceptance as a social associate accorded to a new cadet, by an old cadet or yearling, signifying the end of new cadet status. The appropriate recognition for a cadet achieving this milestone is a handshake and congratulatory remarks.
- b. **Requirements:** New cadets will "turn" to yearling status upon meeting the following requirements:
 - 1) Third, Fourth, Fifth and Sixth Class cadets in attendance at NMMI for 2 semesters
 - 2) Second Class cadets in attendance at NMMI for 1 semester
 - 3) Recommendation of the RC and Cadet Chain of Command
 - 4) Must be cadet in "Good Standing"
 - 5) Pass the NMMI Physical Readiness Test
 - 6) Pass PRIDE 1 (PKR 1-4)
 - 7) Recite the Goss Quote
- c. **Date for "Turning":**
 - 1) A date for "turning," towards the end of the Spring Semester, will be determined by CMDT. This is the normal turning date for Fall HS new cadets.
 - 2) In the case of Fall second class new cadets the date for "turning" is approximately two weeks after the start of the Spring semester as determined by the CMDT.
 - 3) Any high school new cadet and achieves the Fall semester Dean's List while taking 5 solids, has an "A" in department, has passed the NMMI PT Test and PRIDE 1 (PKR 1-4), meets new cadet knowledge requirements, and is recommended by his or her cadet troop staff and TLA, may be granted yearling status per special orders published at the beginning of the 4th nine-week period of his/her second semester upon approval of the CMDT.
 - 4) Any college new cadet who prior to semester exams achieves the Dean's List at the nine week mark while taking at least 16 hours and has an A in department has passed the NMMI PT Test and PRIDE 1 (PKR 1-4), meets new cadet knowledge requirements, and is recommended by his or her cadet troop staff and TLA, may be granted yearling status per special orders published prior to the end of the semester.
 - 5) Any College Cadet who fails to turn at the prescribed time due to grades, may, at the four week mark of the next semester, request his instructors to provide a "progress" report. If the progress report is satisfactory, the Commandant may elect to turn the cadet.





2.09 ORGANIZATION AND CADET GRADE DISTRIBUTION

- a. **Organization:**
 - 1) **Regimental Organization:**
 - a) Regimental Commander
 - b) Regimental Staff:
 - i. Executive Officer

- ii. Adjutant, Operations Officer
 - iii. Inspector General
 - iv. Quartermaster
 - v. Command Sergeant Major
 - vi. Master of Fitness Officer in Charge
 - vii. Public Affairs Officer
 - viii. Operations Sergeant
 - ix. Supply Sergeant
 - c) Headquarters Troop (Band), and Color Guard
 - d) Three or more Squadrons
- 2) **Squadron Organization:**
- a) Squadron Commander
 - b) Squadron Staff
 - i. Executive Officer
 - ii. Adjutant
 - iii. Sergeant Major
 - iv. Master of Fitness
 - v. Non-Commissioned Officer in Charge
 - c) Three or more Troops
- 3) **Troop Organization:**
- a) Troop Commander
 - b) Executive Officer, First Sergeant
 - c) Two Platoon Leaders, Two Platoon Sergeants
 - d) Three or four Squad Leaders per platoon; one Assistant Squad Leader/Team Leader per squad

b. **Table of Cadet Grade Distribution, Rank and Chain of Command:**

Note: Red-looped epaulet college cadet.

Rank	Insignia	Position	Distribution	Class
COL		Regimental Commander (RC)	1 per Regiment	1 st
LTC		Regimental Executive Officer (XO)	1 per Regiment	1 st
		Honor Board Chairman (HBC)	1 per Regiment	1 st
		Squadron Commander (SC)	1 per Squadron	1 st
MAJ		Regimental Adjutant	1 per Regiment	1 st
		Regimental Operations Officer (OO)	1 per Regiment	1 st
		Regimental Inspector General (IG)	1 per Regiment	1 st
		Regimental Master of Fitness (MOF) Officer in Charge (OIC)	1 per Regiment	1 st
		Regimental Quartermaster	1 per Regiment	1 st
		Regimental Provost Marshal	1 per Regiment	1 st
		Squadron XO	1 per Squadron	1 st
CPT		Squadron Adjutant (ADJ)	1 per Squadron	1 st
		Troop Commander (TC)	1 per Troop	1 st -2 nd
1LT		Troop XO	1 per Troop	1 st -2 nd
2LT		Platoon Leader (PL)	1 per Platoon	1 st -2 nd
CSM		Regimental Command Sergeant Major (CSM)	1 per Regiment	1 st -2 nd -3 rd
SGM		Squadron Sergeant Major (SGM)	1 per Squadron	1 st -3 rd
		Regimental Operations Sergeant	1 per Regiment	1 st -3 rd
1SG		Troop First Sergeant (1SG)	1 per Troop	1 st -3 rd
MSG		Drum Major	1 per HQ Troop	1 st -2 nd -3 rd
		Regimental Supply Sergeant	1 per Regiment	1 st -3 rd
		Squadron Master of Fitness (MOF) Non-Commissioned Officer in Charge (NOIC)	1 per Squadron	
SFC		Color Sergeant	1 per Regiment	1 st -3 rd
		Platoon Sergeant (PSG)	1 per Platoon	1 st -4 th
SSG		Squad Leader (SL)	1 per Squad	1 st -4 th
SGT		Assistant Squad Leader	1 per Squad	1 st -5 th
CPL		Team Leader (TL)	1 per Squad	1 st -5 th
PFC		Cadet in Ranks	Unlimited	1 st -5 th
PVT		Cadet in Ranks	Unlimited	1 st -5 th
RCT		All New Cadets	Unlimited	2 nd -6 th

2.10 PROMOTIONS AND REDUCTIONS:

- a. **General** The cadet chain of command recommends all promotions through the RC. The RC will submit a make sheet to the DCS for those cadets meeting the promotion criteria. The CMDT is the final authority for all promotions, demotions, and duty assignments within the Corps.
- b. **Promotions:**
 - 1) Cadet leaders are selected based on merit with emphasis on past performance, adherence to standards, and leadership potential. A premium is placed on “the whole person”, i.e. a cadet’s leadership skills and character, physical readiness, deportment, and academic excellence. Additional factors considered include cadet initiative, innovation, critical thinking, adaptability, self direction, collaboration skills

and participation in Corps activities.

- 2) Cadets selected to be leaders in the Corps are given the authority and responsibility to lead the Corps; they will be held accountable for the performance of their assigned duties and responsibilities, and that of their subordinates.
- 3) Promotion sheets will be submitted to the DCS at the 4, 9, and 13 week and end of semester marks. Except in extreme circumstances promotions will be one rank at a time.

c. **Criteria:**

- 1) To be qualified for promotions to SSG and above, a cadet must have completed Squad Leaders School pass Pride II and Pride III (depending on rank to be promoted to). Cadet must be in Good Standing and pass the NMMI PT test. They must be an old cadet/ yearling. Cadets must be at least a fourth classman for promotion to SSG and SFC.
- 2) For a cadet to be considered for promotion to SFC or higher, they must be an old cadet/ yearling and meet the criteria for promotion to SSG. For promotions higher than SFC they must also have a 2.25 GPA and an A or B in deportment and pass the NMMI PT test and have completed Platoon Leadership School. A cadet who has completed Basic Training or SROTC LTC and has a recommendation from the SAI or PMS may receive credit for Platoon Leadership School.
- 3) The minimum standard for promotion up to SGT is to be an old cadet/ yearling in "Good Standing and pass the NMMI PT test.

d. **Reductions:**

- 1) Reduction in rank is based on the loss of trust and confidence in their leadership, or a cadet's failure to maintain deportment and academic standards.
- 2) CPL and above must maintain a GPA of 2.0 or above. PFC must maintain a 1.8 or above.
- 3) Any cadet who fails to perform his or her duties and responsibilities to standards may be reduced in rank and/or relieved of duty for cause after due process is afforded to correct deficiencies.
- 4) All cadets will be demoted at least one rank upon earning a "D" in deportment at the nine week mark or the end of the semester.
- 5) All cadets will be reduced to Private upon earning an "F" in deportment or having a GPA below 1.8 at the nine week mark or at the end of the semester.
- 6) Any cadet who receives a failing grade in Leadership Education Training or Military Science will be reduced in rank as determined by the CMDT.
- 7) Cadets who refuse to wear their rank or maintain their leadership position will be officially demoted to cadet private and reassigned to a different troop.
- 8) Any Cadet reduced in rank for any reason must earn their way back through the ranks as determined by the RC and CMDT.

DAILY CORPS OPERATIONS, ACCOUNTABILITY, AND PRIVILEGES

CHAPTER 3

3.01 INTRODUCTION: The Plan of the Day (POD) is located on every cadet troop bulletin board and guides cadet daily activities. The Training Schedule, also found on the cadet troop bulletin boards, compliments the POD and provides additional detailed information. All cadets are required to follow the POD and the Training Schedule on a daily basis.

Typical Cadet Weekday	
0620 – 0710	Leadership/Breakfast
0755 - 1145	Academics
1150 – 1240	Leadership/Dinner
1150-1240	Dinner/Free time (T,TH)
1240 – 1530	Academics
1545-1645	Physical Development (M,W,F)
1545-1645	Cadet Activities (T, TH)
1645 – 1800	Free Time/Voluntary Activities
1815 – 1855	Leadership/Supper
1900 – 2130	Academics
2130 – 2200	Free Time
2200 – 0600	Lights Out/Sleep

Typical Cadet Weekend	
Saturday	Sunday
0715 – 0800 Leadership/Breakfast	0815 – 0830 Accountability Formation
0800 – 1200 Academic/Leadership/Physical Development	0830 – 0915 Religious Services
1200 – 1300 Leadership/Dinner	0900 – 1200 Free Brunch
1200 – 1730 General Permit/Tour Squad	0830 – 1730 General Permit – Yearlings/Old Cadets 1300 – 1730 General Permit – New Cadets
1815 – 1855 Leadership/Supper	1300 – 1700 Tour Squad
1300 – 2200 General permit/Personal time/Tour Squad	1815 – 1855 Leadership Supper
1900 – 2200 Free Time/Voluntary Activities	1900 – 2130 Academics

3.02 CORPS TRAINING SCHEDULE AND CORPS LEADERSHIP ACTIVITIES: The Corps Training Schedule, with changes as required, will be published by the Office of the Commandant. The Training Schedule provides more detailed information to the Corps to supplement the POD activities.

Corps Leadership Activities (e.g., community service, drill and ceremony, inspections) will be planned and executed by the Cadet Chain of Command. All activities will be approved by the CMDT.

3.03 BUGLE CALLS: Posted in the Cadet Knowledge Book.

3.04 COMMANDANT’S STAFF DUTY, GUARD MOUNT AND GUARD DETAIL: The cadet Officer of the Day (OD), Commander of the Guard (COG), Sergeant of the Guard (SOG) and guard detail are part of the CMDT’s daily staff duty and are responsible for the performance of assigned duties relative to security, discipline, order, control and accountability. For specific details refer to the Staff Duty and Guard SOP.

3.05 CADET ACCOUNTABILITY:

- a. **General:** Accountability is a top priority and must be maintained through required attendance at all formations, classes, physical training, military duties, and cadet activities. Cadets must always properly mark their door cards when not present in their rooms.
- b. Proper accountability requires a cadet to stay informed and to be knowledgeable of provisions of the Blue Book, SOPs, policies, training schedules, and the POD. Cadets must check the bulletin boards in the barracks and Sally Ports daily, their NMMI email twice daily, and NMMI Post office boxes twice weekly.

- c. **Procedures:** Cadets must always sign out and in when they leave and return to Post on furloughs and special permits. Cadets do not have to sign out for general permit.
- d. **Definitions:**
- 1) **Academic Duty:** Completion of academic duty occurs at the end of a cadet's last scheduled class or other academic duty, such as Night Study Hall. Only the Dean or NMMI Infirmary personnel may excuse a cadet from academic duty. **Military Duty:** Completion of military duty occurs as directed by the CMDT in accordance with the published Training Schedule. Only the CMDT or NMMI Infirmary personnel may excuse a cadet from military duty (e.g., formations, parades, and tour squad).
 - 2) **Absent Class/Activities/"Distinguished Speaker" Program:** An unexcused absence may be charged to a cadet who is reported absent by an instructor and whose name does not appear on the daily status or on Infirmary sign-in rosters. A cadet is absent if he or she misses more than the first ten minutes of the scheduled class, activity or lecture. Should a cadet be late to the point that he or she is considered absent; the cadet must still attend the activity regardless of the amount of time left in the class or activity. Failure to do so will result in a more severe sanction.
 - 3) **Absent Without Leave (AWOL):** A cadet is AWOL if absent from his or her place of duty (i.e., NMMI Post) for 8 hours or more, or as determined by the DCO/CMDT.
 - 4) **Late Formation/Tardy Class:** A cadet is considered late to a formation if not in his or her proper place in the troop or staff formation at the completion of the last note of Minute Call, or not in a class or meeting at the appointed time. It is the cadet's individual responsibility to ensure that his or her Squad Leader knows his or her status. For example, a cadet who makes formation at the last note must inform his or her Squad Leader that he or she is present for formation. Failure to inform the Squad Leader could result in sanctions.
 - 5) **Absent Formation.** A cadet is considered absent from a formation if he or she does not join the formation prior to march off or the formation being dismissed.
 - 6) **Absent Post:** A cadet is considered Absent Post when not on Post when required to be present. This includes exceeding the limits of NMMI described in paragraph 3.05 g. A cadet may be considered absent Post if he or she is late returning from furlough and the TLA is not notified prior to scheduled return time.
 - 7) **Absent Barracks:** A cadet is considered Absent Barracks when he or she is not within the confines of Hagerman or Saunders Barracks, unless specifically authorized to be absent, during Night Study Hall (NSH), Night Study Group (NSG), when restricted to barracks, and after TAPS until Reveille (except for an emergency trip to the Infirmary).
 - 8) **Absent Quarters:** A cadet is considered Absent Quarters when he or she is not present in his or her assigned room, unless specifically authorized to be absent, during NSH, NSG, when restricted to quarters, and after TAPS until Reveille (except for an emergency sink trip).
 - 9) **"On Status:"** The term "On Status" describes the status of a cadet or group of cadets excused from certain duty requirements. "On Status" may include Sick Call, On Ranks, Athletic and Cadet Activities, SROTC, JROTC and Special Events. Faculty and staff members, Cadet Club Sponsors, and Athletic Coaches submit requests to the CMDT to place cadets who are to participate in scheduled activities "On Status." Only the DCO/CMDT, Dean/Vice Dean or NMMI Infirmary personnel may approve for cadets to be "On Status."
- e. **Cadet Status:**
- 1) **Personal Status:** Each cadet has a "personal status" he or she is accountable for at all times which is determined at any given time by:
 - a) Status declared in barracks or on Post (e.g., by a cadet's window card, or the CMDT (an announced Call to Quarters).
 - b) Cadet's current privileges
 - c) Cadet's current restrictions (e.g., the cadet is restricted to barracks)
 - 2) **Restricted Status:** A cadet is on restriction if he or she meets one or more of the following criteria:
 - a) On disciplinary probation
 - b) On academic probation
 - c) Outstanding balance of tours

- d) On confinement, identified to the CMDT by the Cadet Chain of Command for failure to make progress or meet the standards of the Physical Readiness program
 - e) As directed by DCO/CMDT
- f. **Barracks Status:**
- 1) At the Call to Quarters (CQ), cadets will immediately proceed to their room or assigned duty station (e.g., barracks room or library).
 - 2) Cadets will be reported late or absent at the last note of Call to Quarters or of Minute Call for TAPS. Cadet leaders are responsible for maintaining order in their troop areas and reporting late or absent cadets to the CMDT's staff via the report procedures outlined in Chapter 5.
 - 3) Between morning and afternoon CQ (0800-1515) cadets must be within the limits of the NMMI Post unless authorized by permit to be off Post.
 - 4) During evening CQ (1900 hours to TAPS) quiet will be maintained and movement will be kept to a minimum. If outside the barracks, cadets are restricted to the confines of the NMMI Post unless authorized by permit to be off Post.
 - 5) TAPS until Reveille (2200-0600) is the period designated for rest and sleep. Quiet will be maintained in the barracks and cadets may move only from their room to the sinks and return. Cadet leaders will monitor their troop areas shortly after TAPS and help ensure that all cadets are in their rooms, especially during weekday evenings.
 - 6) Release from Quarters (RQ) is on Wednesday evenings for IDFY permit and given Saturdays and Sundays to accommodate general permit and furloughs.
- g. **Post Limits and Off Limits Areas:** Cadet conduct off Post will be the same as on Post using the same courtesy, respect, and deportment standards. When off Post, cadets will be in the designated uniform of the day (except ACUs). ACUs and the cadet PT uniform are not authorized for off Post wear at any time.
- 1) **Post limits:**
 - a) The NMMI Post proper bounded on the East by the west curb of Main Street, on the West side by the east side of Kentucky Avenue, on the North by the southern curb of 19th Street, and on the South by the northern curb of College Blvd.
 - b) Refer to the map on back cover of Blue Book for details.
 - 2) **Extended Post Limit:**
 - a) Extended Post Limit privileges are effective after the last scheduled academic or physical readiness class or required activity (Monday-Friday) until the next scheduled formation or activity.
 - b) The extended NMMI Post includes the Dairy Queen, Walgreen's, Burger King and Hastings, only. Refer to the map on the back cover of Blue Book for details.
 - c) ACUs and the PT uniform is not authorized for extended Post privileges.
 - d) A cadet on AP or DP is not allowed extended post privileges.
 - e) RATs are not allowed extended post privileges.
 - 3) **Barracks Limits:** Barracks limits are inside the walls of Hagerman or Saunders Barracks.
 - 4) **Quarters Limits:** A cadet's room and access to the nearest troop sinks is the extent of quarters limits.
 - 5) **Off Limits Areas:**
 - a) On Post barracks areas of the opposite sex (i.e., rooms, stoops, and sinks)
 - b) Cahoon Armory (Gym), Godfrey Athletic Center, and Pearson Auditorium during periods when the facilities are closed
 - c) J. Ross Thomas (JRT) building second floor suites except when conducting business with the DCS
 - d) Roofs of all buildings
 - e) Barracks rooms when the occupant(s) are not there, and all unoccupied barracks rooms
 - f) Barracks basements, crawl spaces, tunnels and stairwells
 - g) Administrative offices and academic buildings during non-duty hours unless accompanied by a faculty or staff member
 - h) Alumni Memorial Chapel except for religious events/activities, training activities and classes
 - i) Intramural field areas, Reaction course, baseball field, the Wool Bowl, adjacent wooded areas, and the amphitheater except during NMMI-sponsored events

- j) Any open, unlighted areas on or adjacent to the Post (parade ground, tennis courts and areas adjacent to them, athletic fields east of Main Street, etc.) during hours of darkness
 - k) Ropes, leadership reaction course, stables, obstacle course and golf course when closed
 - l) Roswell and Chaves County tattoo parlors
 - m) Near or in tobacco shops and liquor stores
 - n) West Side of the Saunders Barracks (Kentucky Ave Side)
- h. **Military Formations and Accountability Systems:** Formations are held in accordance with the POD, the Cadet Training Schedule or as approved by the DCO/CMDT. A formal formation may not be held without the prior approval of the CMDT. If the formation is considered a mandatory formation, the cadet in charge at each command level must report any late or absent cadets through the Cadet Chain of Command to the RC.
- 1) **Responsibilities:**
 - a) Cadets in formation are required to be in same uniform. Water bottles, mugs, etc. are not authorized to be carried by hand while in formation or marching with his/her troop.
 - b) Cadet attendance at all formations is mandatory unless the cadet is excused by proper authority or "on status." Two components define "proper authority:" the command authority of the person who excuses the absence and the purpose of the absence. Personal convenience or lack of preparation is not a sufficient excuse from the duty of being present for accountability.
 - c) Cadets will be prepared for uniform inspection at all formations.
 - d) 1SGs or above may grant permission to a cadet under their supervision to depart any formation or scheduled Corps activity, but accountability will be maintained.
 - e) A cadet officer excused from any formation will notify his TC or SC prior to the formation.
 - f) A cadet NCO or private excused from any formation will notify his or her SL or PL prior to the formation.
 - g) A new cadet excused from any formation will notify his or her SL prior to the formation.
 - 2) **All Formations:**
 - a) Formations begin at the sound of First Call. All cadets will fall in at the position of parade rest until the cadet PSG commands the platoon to assume the position of attention.
 - b) Cadets who join the formation after the last notes of the minute call will be considered late to formation and so reported.
 - c) Cadets who do not join the formation prior to march off or the formation being dismissed are absent formation and so reported.
 - d) Cadets who are going to sick call will attend formation and will be allowed to fall out after accountability is taken.
- i. **Cadets on Status:** Cadets can be placed on status for the following reasons: Sick Call, On Ranks, Athletic and Cadet Activities and Special Events. Cadets are required to verify that they have been placed on status and shall report to their Troop Chain of Command, and their instructors, that they will be on status for a particular activity and time. Cadets are placed on status by complying with the following procedures.
- 1) **Sick Call and Infirmary/Medical Procedures:**
 - a) Sick Call is held from 0700-0800, Monday through Friday (Refer to the POD). Walk-in for treatment at any time is authorized on Saturday and Sunday.
 - b) Class passes may be issued to cadets who report for Sick Call on time (except for Family Nurse Practitioner (FNP) or nurse determined emergency cases).
 - c) The Infirmary is off-limits to cadets except for emergencies, sick call, scheduled appointments or authorized visitation.
 - d) NMMI Infirmary personnel will determine if the cadet will be:
 - i. Retained at the Infirmary
 - ii. Excused from ranks
 - iii. Returned to duty
 - iv. Returned to bed rest in the cadet's barracks room
 - e) Injured cadets must report to the Infirmary to avoid loss of insurance coverage.
 - f) Cadets who are returned to duty by Infirmary personnel will report to class not later than 10 minutes after being released from Sick Call.

- g) Cadets assigned to the Infirmary will be dismissed by the FNP/nurse only.
 - h) Cadets are subject to FNP/ nurse orders, Infirmary regulations, and the Blue Book while assigned to the Infirmary (e.g., formations, DRI, clean rooms, etc).
 - i) On-duty FNP/nurse may grant permission for cadet visitation of a cadet assigned to the Infirmary.
 - j) The NMMI doctor's concurrence and a cadet parent's or guardian's written consent is required for all cadet elective surgeries.
 - k) Any cadet medical or dental appointment will be scheduled in conjunction with the cadet's free class periods from Monday to Friday, from 0800-1200 and 1300-1500 hours. A cadet will report for transportation to the appointment 15 minutes prior to the appointment; a late arrival is cause for rescheduling the appointment.
- 2) **On-Ranks:**
- a) Cadets will be placed "On Ranks" by the NMMI Infirmary Staff only.
 - b) A Cadet on "Ranks" will maintain the correct military bearing and personal hygiene.
 - c) A cadet on "Ranks" is authorized to wear summer or winter PT (wind suit) uniform to classes. The black cotton sweat suit is prohibited.
 - d) Ranks formation for all formations will be held at the Hagerman Guard Box. Cadets will be inspected by the OD or TLA who is on duty in The TLA Command Post.
 - e) A Cadet on Ranks will report to all formations unless specifically excused by proper authority. During Corps events, cadets on ranks will be directed by their PSG to "fall in" with the Corps "Ranks" formation that forms up at the Hagerman Guard Box.
 - f) All Cadets will carry their white Ranks Slip on their person at all times and produce it for inspection as required. The pink slip is effective temporarily and expires in 24 hours except on the weekend. The Cadet leadership will check the Ranks Slip to ensure that the cadet is following the Ranks requirements, including authorized uniform, instructions, dates and times.
- 3) **Athletic Trips and Special Events:** Cadets will be placed on status for athletic and special events by the CMDT upon the recommendation of the appropriate Athletic Coach or Sponsor (e.g., Cadet Protocol Officer requests that 5 cadets are placed on status to assist with Final Ball preparation; Bronco Basketball Coach requests that the Bronco Basketball team be placed on status for a trip to a basketball tournament.).
- j. **Status Checks:** Status checks will be made by accountability formations, NSH check, nightly bed checks, and restriction checks.
- 1) A series of visual cadet room checks will be made by members of the CMDT's staff between TAPS and 0545 hours nightly. Cadets who are not accounted for in their rooms during nightly bed checks may face severe punishments for not being in the proper place at the proper time.
 - 2) A cadet on academic or disciplinary probation involving restriction to Post will be responsible for answering restriction checks throughout the weekend, from Friday night to Sunday afternoon.
 - 3) On Sunday morning, cadets will fall out for an accountability formation at 0815 hours after which the cadets will be excused until Sunday afternoon or evening in accordance with the Training Schedule.
- k. **Window Status Card.** A Cadet will mark his or her window status card on their honor. When a cadet is present, in quarters is normal; cadet whereabouts and/or destinations are displayed when the cadet is absent his or her quarters. A window card for each cadet in the room will be posted on the lower left corner (Cadet 1), lower right corner (Cadet 2) of the lowest window pane, as seen from the stoop. If a third cadet resides in the room, the window card will be posted on the upper right side of the lowest window pane. The window card will be posted on the appropriate mirrors (Cadet 1 on the left mirror; Cadet 2 on the right mirror) in rooms without stoop windows.

3.06 DAILY CONDUCT IN BARRACKS: All members of the Corps must reside in the barracks. In accordance with the provisions of the Cadet Honor Code, each cadet is expected to respect the privacy and property of all other members of the Corps.

- a. Cadets will not drill in their rooms with weapons or sabers.

- b. Cadets will pay for breakage or damage to any State or Federal property caused by negligence or horseplay in their assigned rooms.
- c. Cadets will request work orders to identify broken or damaged room items to their TLA. Cadets will request TLAs to note “safety” on those work orders posing a safety threat.
- d. Cadets will turn off lights, radios, TVs and all other electrical appliances when they leave the room. Also, lights, radios, TVs, etc. will be turned off at Minute Call for TAPS.
- e. Cadets will sleep in their beds during nighttime hours. Male cadets will wear, at a minimum, boxer or brief type underwear when sleeping. Female cadets will wear, at a minimum, suitable sleeping attire to adequately cover the bust, and underwear, shorts, or pajama bottoms. Unaltered and issued robes will be worn to the sinks.
- f. **Male and Female Barracks Policy:** Proper conduct in the barracks area is expected at all times between male and female cadets. Violations of this policy will result in severe penalties.
 - 1) Female and male cadets will be billeted in designated rooms on separate stoops. Cadets are prohibited from entering rooms or walking on the stoops housing members of the opposite sex unless a member of the Cadet Chain of Command on official business.
 - 2) SLs and above may enter the room of a cadet of the opposite sex only in the performance of official duty. They must be accompanied by a cadet of the same sex as the cadet visited if the roommate is not present.
 - 3) Doors will stay open, shades will be up, and all lights on when cadets of the opposite sex are in the same room.
 - 4) Cadets of the opposite sex will not sit or lay on the same piece of furniture.
 - a) Stopping or loitering on adjoining stairwells to visit with cadets of the opposite sex is prohibited.
 - b) The walk (not stoop walk) in front of troop areas is the designated visiting area. The Y room is not a designated visiting area.
 - 5) Male and female tutoring, or mixed group projects, will take place in the library or designated classrooms under staff or faculty supervision.

3.07 DAILY CONDUCT IN THE DINING HALL: All cadets will enter Bates Hall for Breakfast Roll Call (BRC), Dinner Roll Call (DRC) and Supper Roll Call (SRC) in silence. Old cadets and Yearlings will wait to be dismissed until after announcements are made.

- a. Upon entering the Mess Hall cadets will remove their headgear and move smartly to their assigned table where they will stand at attention behind their assigned chairs. New cadets will hold their hats in their left hands, palms up, bent at the elbow, with the forearm parallel to the ground and extended at the waist to the front. Cadet coats and jackets will be hung on chair backs.
- b. Table seating will be by squads with the squad leader as the table head. All table heads will sit facing the Regimental Staff Table at the front of the Mess Hall, and enforce all Blue Book standards. Assistant table heads (the next ranking cadet) sit at the opposite end of the table with their back to the Regimental Staff Table. All senior cadets are guests at troop tables. With the Corps in place, the order “Take seats” is given. The Corps will be seated, sitting at attention with hands in laps when not in use.
- c. The Regimental Adjutant, or other Regimental Officer, makes announcements as required. After a moment of silence, control of the Corps is delegated to individual TCs and table heads. Minimal noise will be the standard during a meal, and when the command “At ease” is given all cadets will cease to eat and sit erect or stand at attention in place.
- d. Old cadets and yearlings will remain in the Mess Hall at BRC, DRC and SRC until told “Old cadets leave at will.” At this time, other tables are off-limits to old cadets and all old cadets clear the Mess Hall to allow new cadets at least 5 minutes to complete their meal. New cadet control is delegated to one cadet SFC or higher per troop.
- e. Cadet table heads (squad leaders) are responsible for a cadet table’s conduct. Slapping or pounding on the table to give instruction is prohibited. He or she will emphasize proper posture, etiquette and conduct and ensure that the cadet table and surrounding area is properly cleaned and policed. The table head will supervise new cadet table training; new cadet training by non-leadership position old cadets and/or yearlings is prohibited. When a table head departs the area, he or she will leave a responsible old cadet to supervise table conduct.
- f. Old cadets and yearlings will set the example in manners, posture, and conduct standards, and comply with etiquette and new cadet training rules. They will also perform table police functions in the absence of new

cadets.

- g. New cadet training basic rules require new cadets to sit erect, with their heads up and eyes to the front. A rigid brace by new cadets at meals is prohibited. New cadets may be questioned on Promotion and General Knowledge Study Guide questions while cadet troops are waiting to join the mess line; table heads (squad leader) or assistant table heads will conduct the review and questioning. When in line and asked a question, new cadets will turn their head, look at the cadet asking the question, answer the question, and then turn back to the front. When new cadets enter the Mess Line all inspections and questions will cease; the Mess Line will be monitored by cadet Platoon Sergeant's or higher who will ensure that new cadets are free from harassment. Upon arrival at the table with his or her food, a new cadet will "pop to" and ask the table head or assistant table head for example, "Excuse me, Sir/Ma'am, Cadet Recruit Jones, J. requests permission to be seated." At this point, all new cadet training is limited to correcting table manners and conduct for the remainder of the meal.
- h. New cadet meal atmosphere will be conducive to normal digestion. Square meals are unauthorized; food must be seen. New cadets may eat/drink whatever they wish (except candies, treats, desserts, etc. for the first 21/28 days), harassment free. Violations of this policy should be reported to the cadet's chain of command or the TLA. Mini-bites grub up and chew counts are prohibited. When a visitor to NMMI or a faculty or staff member dines at a squad table, the new cadets may eat "at rest."
- i. A free SRC may be authorized by the CMDT. The dining hall will be open between 1730 and 1830 for a Free SRC. .

3.08 NIGHT STUDY HALL (NSH): It is considered a privilege for a cadet to choose where he or she studies during NSH. This privilege will be forfeited when a cadet is no longer in "good standing," resulting in the cadet being directed to a supervised study/tutoring location or assigned to Night Study Group (NSG).

- a. NSH will be conducted from 1900 to 2130 hours, Sunday through Thursday. Cadets who wish to use the math laboratory and the library will arrive prior to the end of Minute Call at 1900 hours.
- b. The uniform for supervised NSH and NSG is Class C/ACU.
- c. Cadets are not permitted to receive food deliveries after 1800 hours on NSH evenings except for school approved clubs or activities.
- d. Cadets are authorized a five (5) minute break during NSH between the three sessions (1900-1950, 1955-2045, 2050-2130) for the purpose of either returning to their rooms or moving to the library from their rooms.
- e. All cadet room doors will be closed, shades will be up, and the room overhead lights will remain on.
- f. **General Guidelines for Cadet conduct during NSH in the Barracks:**
 - 1) The uniform for NSH is duty or the NMMI PT (top and bottom) summer or winter.
 - 2) Cadets are expected to be at their desks studying. There is no sleeping and cadets cannot be in their bunks.
 - 3) Cell phone use is prohibited.
 - 4) Cadets outside their rooms or in other cadet rooms at or after 1900 hours will be placed on report.
 - 5) Listening to CD's/radios/tapes is permitted only if using earphones or headphones.
 - 6) Watching TV or reading non-academic material is prohibited.
 - 7) Playing video games is prohibited.
 - 8) Preparing uniforms and doing laundry is prohibited.
 - 9) Taking of showers is prohibited.
 - 10) Making room changes or engaging in any other non-study activity is prohibited.
 - 11) Disturbing a roommate is prohibited.
- g. **General Guidelines for Cadet conduct during NSH:**
 - 1) Cadets will stay in their rooms during NSH with the following exceptions:
 - 2) Attending prearranged faculty member tutor session
 - 3) Studying in the library or the computer or writing labs during either half of NSH
- h. **Using NSH pass**
 - 1) Cadet leaders performing official duties approved by DCO or CMDT

Note: A cadet must always mark window status card to indicate their location.

- i. Cadets of the opposite sex may not study together in the same barracks room. However, two cadets of the same sex may study together if they meet the following requirements:
 - 1) Obtain TLA approval to study together prior to SRC

- 2) Agree to exchange rooms for the entire NSH period (the cadets in both rooms)
 - 3) Are members of the same Squadron
 - 4) Are in the assigned room prior to Final Call
- j. All computer monitors and laptop screens must be visible from the stoop side window, or upon room entry. Hanging clothing on bunk rails to hide screens is prohibited.
- k. **Late lights:**
- 1) All overhead lights in barracks must be extinguished at TAPS. College cadets may request permission from the TLA to keep individual desk lamps and computers on until 2400 hours for the purpose of studying, after which both must be turned off.
 - 2) A cadet may be challenged with “All right for late lights?” to which the cadet(s) will respond either “All right, Sir/Ma’am” or “Not all right, sir/Ma’am.”
- l. **Requirements for Toles Learning Center during NSH:**
- 1) Cadets who want to return to their room may do so in between sessions but there is no break for cadets who remain in the library. Uniform is Class C.
 - 2) Cadets must sign into the NSH system if they are going to stay in the Toles Learning Center for NSH and may not leave without special permission. If cadets sign out of the NSH system at the end of first session, they may not return for second half without special permission.
 - 3) There is no gum, food, or drinks allowed into the Toles building.
 - 4) The use of computers during NSH must be for research or class assignments only.
 - 5) Priority for use of computers on the main floor of the library will be given to cadets without computers in their rooms. Priority for use of computers in the Writing Center will be given to cadets working with the Writing Center staff. Priority in the SAC Career Lab will be to groups which need to use computers as part of their projects.
 - 6) Listening or viewing any audio visual material, including music, must be course related. No IPODs/MP3s/DVDs, etc. are allowed.
 - 7) **Group Study:**
 - a) There will be no group study in any other area of Toles Learning Center without authorization of the library staff. Cadets may group study for only one session of study hall.
 - b) There are two conference rooms in the library reserved for college cadets only. An additional six groups can be accommodated in Student Assistance Center (SAC) Career Lab.
 - c) Cadets who want to group study must plan ahead and sign up between 0715 and 1700 hours of the day they wish to study. Sign up by Friday 1630 hours for Sunday NSH. Sign up is on a first come first serve basis at the circulation desk.
 - d) Sign up for the library conference rooms or the SAC Lab at the Circulation Desk.
 - e) Large groups may use Mabee Lecture Hall if it is available. Cadets may reserve it through the Library Administrative Assistant by 1630 hours at ext.8380 or 8385.
 - 8) Peer tutoring is conducted in the Patterson reading room.
 - 9) Cadets may use the restrooms and drinking fountains as needed and appropriate.
 - 10) Cadets shall not be in any unauthorized area of the library, SAC, or the Toles Learning Center.
 - 11) Movement between SAC and the library shall be as authorized by the faculty or staff on duty in each area.
- m. **J. Ross Thomas (JRT) and Godfrey Center Use:**
- 1) Old cadets on the Dean’s List and/or the Superintendent’s/President’s List may study in the JRT and are permitted to depart at break or at the end of NSH.
 - 2) Cadet First Sergeants and above may also study in JRT and are permitted to depart at the break or at the end of NSH.
 - 3) Cadets must sign in/out with SOG in JRT or staff member on duty at the Godfrey.

3.09 NIGHT STUDY GROUP (NSG): Selected high school students not in “Good Standing” will be assigned to NSG by the Vice Dean. NSG cadets are not allowed to study in cadet rooms. Cadets assigned to NSG will study in Toles, or another formal study laboratory located in an academic building.

- a. Cadets directed to NSG will report to their assigned seat no later than 1900 hours, and will come prepared to study for the entire of NSH period (2.5 hours). Uniform is Class C.

- b. An instructor-approved NSG pass presented at NSG accountability authorizes a cadet a second or third session NSG departure for research at the Library or for math assistance at the math lab (Willson Hall). For accountability purposes: (1) the white copy of the NSG pass will be given to the NSG accountability officer, and the (2) yellow copy of the NSG pass will be presented to the Horgan Library/Toles Learning Center faculty or staff member by the cadet. The NSH Coordinator in the Horgan Library, or NMMI faculty or staff member on duty in the library, may direct any NSG cadet to return to the NSG (Toles) for violating the rules of NSH while in the library.
- c. Cadets will refrain from talking, visiting, eating or drinking, wearing ear phones, or asking other cadets for a class assignment, to use their books and supplies while in NSG, and will line up single file at parade rest to use the sinks or to get water.
- d. The DCO/CMDT and Dean/Vice Dean may direct any cadet to NSG who is not in “good standing,” or any cadet violating NSH policies and procedures, or at the request of parents.

3.10 CHAPEL AND RELIGIOUS SERVICES:

- a. **Chapel and religious services:** Chapel services are conducted on Post each Sunday during the academic year (AY). Cadets are encouraged to attend services of their choice, to include taking a Chapel Pass to attend services in Roswell. A 0815 hours accountability and uniform inspection formation is mandatory for all cadets, to include those granted a chapel pass. Quiet time, from 0830-1030 hours, will be observed in the barracks by all cadets who remain in their rooms.
- b. **Chapel Pass Rules:**
 - 1) A Chapel Pass is required for attendance at services in Roswell that start prior to the beginning general permit. A Chapel Pass is also required for any cadet who is not eligible to leave post (AP, DP, etc.). Cadets using a Chapel Pass are required to attend religious service. The Chapel Pass permits a cadet to attend services in Roswell.
 - 2) Parents and legal guardians of cadets under 18 years of age and any cadet 18 years of age or older will submit written chapel pass requests to the TLA and the request must be on file prior to a cadet taking a Chapel Pass.
 - 3) Before departing on Chapel Pass, a cadet must attend the 0815 Sunday morning accountability formation. Cadet attendance at off Post services beginning before 0815 requires that a written request be in turned into the TLA.
 - 4) A cadet may depart on Chapel Pass 30 minutes prior to the start of scheduled services and must return 1 hour after service concludes unless otherwise approved by the TLA. A cadet who is not eligible to leave post (AP, DP, etc.) and who is using a Chapel Pass must return 1 hour after the service concludes.
 - 5) Chapel Pass does not authorize a cadet to miss or report late to tour squad.

3.11 ACADEMIC WEEKEND/RETREAT:

- a. **Academic Weekend:** Between 0900 and 1200 hours the Saturday prior to the end of each grading period is designated study time. Beginning and ending break times may be adjusted by the Dean and CMDT to accommodate additional events or activities, as required.
- b. **Academic Retreat:** Academic Retreat is conducted twice in an academic year and will be observed in a similar manner as Academic Weekend, with the exception that Academic Retreat will be observed beginning after the last class the Friday before the start of Final Exams and continue through the week until the last exam is concluded. All cadet furloughs and permits will be suspended, and extra-curricular activities will be held to a minimum. Quiet time will be observed in the barracks and all study areas. Watching TVs, listening to music, or playing computer games is prohibited. A voluntary tour squad will be held for cadets with 2.00 GPAs, or higher. Only the Cadet Chain of Command or the CMDT’s staff can grant permission for a cadet to leave a room for any reason.

3.12 VISITORS AND DAILY DELIVERIES:

- a. Cadets are expected to offer assistance to any visitors. At a minimum they will direct them to the TLA Command Post next to the Hagerman Guard Box or to Luna Hall.
- b. During the Academic Year, normal NMMI CMDT’s office operating hours are: Monday-Friday, 0600-1800. Normal NMMI administrative and academic offices operating hours are: Monday-Friday, 0730-1630, and closed at all other times. Members of the CMDT’s staff are present 24 hours a day and can be contacted through Hagerman Guard Box by the Cadet OD. Cadets will remind their parents and guardians

who desire to visit any person associated with these offices that they should make an appointment prior to arriving at Post. Appointments may be made via phone or email at a minimum of 24 hours prior to the visit time requested so that the NMMI faculty of staff member may make necessary time in his or her schedule.

- c. Authorized Delivery Places and Authorized Items for Delivery:
 - 1) All deliveries will be directed to the Hagerman Guard Box. Hagerman Guard Box is the primary delivery point for messages, letters, express mail, cakes, flowers, etc. No deliveries are authorized during or after NSH. Deliveries may be made to the CMDT's office, Monday-Friday, 0600-1800, as necessary. Bates North Parking Lot can be used for authorized food deliveries. No deliveries are allowed anywhere else on Post.
 - 2) Authorized items for delivery to cadets are: flowers, cakes, express mail, special delivery letters, and personal baggage. Questions about the deliveries should be directed to the TLA.
- d. The PX (snack bar) and JRT are authorized visitor areas.
- e. Visitors are not authorized in the barracks/Honor Avenue area without specific approval by the CMDT's staff. North Bates parking lot or Dow Hall are authorized visitation areas. However, cadet rooms may be visited by parents and family at specified times during Family Weekend, Homecoming, and Graduation; schedules will be published with the authorized visiting times.

3.13 SPECIAL PRIVILEGES:

- a. The privileges of passes, permits and furloughs are earned as a cadet in “Good Standing” (see paragraph 2.05a). To use pass, permit or furlough a cadet will: (1) sign out/in with their TLA office or TLA Command Post (except for “general permit”) with their current, valid Cadet ID card (2) be in the proper uniform (3) pass Cadet TC, or his or her designee, inspection (i.e., shoe shine, shave, uniform appearance), and (4) remain subject to NMMI regulations, standard operating procedures, policy letters (on and off Post). See paragraph 3.21 for the Passes, Permits, and Furloughs policy.
- b. “**Free Rev:**” A “Free Rev” (Reveille) authorizes a cadet to be absent for a specific BRC formation. A “Free Rev” may be granted only by the DCO/CMDT. A “Free Rev” is automatically granted to a cadet on an authorized athletic or academic trip who returns to Post after midnight (2400 hours). Accepting an unauthorized “Free Rev” is a violation: “Poor Judgment”

3.14 AUTOMOBILES, MOTORCYCLES AND BICYCLES:

- a. Possession or operation of a vehicle while enrolled at New Mexico Military Institute is a privilege. Violation of any part of this policy may result in loss of all privileges as well as towing and impound fees.
- b. Most cadets do not need a vehicle. Public transportation around Roswell is free for cadets. A bus terminal is within walking distance of the school, and NMMI works closely with a local travel agency to get cadets to and from the airports.
- c. Cadets are not authorized to operate or ride as passengers on motorcycles or motorbikes. Cadets are not authorized to use such vehicles as transportation to or from NMMI.
- d. Authorization for Possession and Operation of Vehicles:
 - 1) New cadets, yearlings, 4th class cadets and below are not authorized to possess and operate vehicles while in attendance at NMMI. This includes rental vehicles.
 - 2) College cadets who are not new cadets or yearlings may possess and operate vehicles given they maintain at least a 2.25 GPA and a B in department.
 - 3) Cadets who are members of the National Guard or Reserves may possess and operate vehicles to attend drill periods.
 - 4) 3rd class high school cadets, who are not new cadets or yearlings, may possess and operate vehicles during their second semester given they maintain at least a 2.25 GPA and a B in department.
 - 5) Cadets authorized to possess vehicles on Post may operate their vehicle when they are authorized to be off Post.
 - 6) In special circumstances and upon written parental or guardian request, the CMDT may authorize a cadet to possess and operate a vehicle. Request for Vehicle on Post forms and Vehicle Use and Registration forms may be obtained from the cadet's TLA or the NMMI website, and must be filled out and returned to the CMDT. If approved, specific instructions and guidance for possessing and operating the vehicle must be strictly followed.
 - 7) Any cadet that is authorized to possess a vehicle on campus may only possess one vehicle at a time. Special consideration may be granted by the Commandant to possess more than one vehicle at a time

on a case by case basis.

- 8) Any cadet found guilty of a serious traffic violation, or more than one minor traffic violation, will be subject to having his/her vehicle privileges revoked.
- e. Cadets are not authorized to store or ride bicycles on Post.
- f. **Vehicle Parking:**
- 1) While on Post, all cadets will park vehicles only in assigned numbered space in the cadet parking cage on Achievement Avenue. Vehicle parking in the assigned spaces will park with the front of the vehicle entering the parking space first, so the rest of the vehicle is visible to the inside of the parking lot.
 - 2) The CMDT may grant special parking privileges to senior ranking cadets. Any cadet found in violation of this policy will be cited and the vehicle towed or impounded. A second offense will result in loss of ALL vehicle privileges.
 - 3) Any vehicle used by a cadet must be registered with NMMI police and display a valid NMMI sticker on the lower left rear window.
 - 4) To ensure security of personal property, all vehicles will be locked when parked on Post.
- g. **Vehicle Guidelines:**
- 1) Cadets must wear a seat belt while riding in any vehicle. The number of occupants must not exceed the number of seat belts. Cadets will not ride in the cargo compartment (bed) of a pickup truck.
 - 2) Vehicles are subject to search by the NMMI staff at any time.
 - 3) Vehicles must be acceptable in appearance and not display inappropriate bumper stickers or markings at the CMDT's discretion.
 - 4) Cadets storing illegal/unauthorized items in vehicles or using vehicles to store items during formal room inspection risk loss of all vehicle privileges.
 - 5) No cadet other than the individual who has registered the vehicle is authorized to drive that vehicle.
 - 6) Cadets, other than Roswell residents, are not authorized to maintain vehicles in the vicinity of Roswell without NMMI registration.
 - 7) Cadets are prohibited from storing vehicles off Post or parking adjacent to Post.
- h. **Vehicle Registration:** Cadets who are authorized to have a vehicle must present:
- 1) Parent's or guardian's permission;
 - 2) Valid driver's license, recognized by the State of New Mexico;
 - 3) Ownership or owner's authorization to operate the specific vehicle. Cadets will not register vehicles belonging to another cadet as their own; and
 - 4) Proof of vehicle insurance, insurance company's certificate or signed certification. The certification must indicate the following:
 - a) The vehicle is properly insured according to the laws of the state in which it is registered.
 - b) The insurance will be in force during the time period the vehicle is maintained at NMMI.
 - c) The operator and passengers in the vehicle are covered under said insurance.
 - 5) Vehicles that are determined to have been used in violation of NMMI policies, rules and regulations, or in the commission of a disciplinary infraction will be impounded. The cadet who registered the vehicle will be subject to disciplinary action up to and including loss of vehicle privileges.

3.15 CELL PHONE POLICY:

- a. **General.** Cadets are authorized but not required to have cell phones. Therefore, possession of a cell phone is a privilege. NMMI will not be responsible for lost, stolen, or misused cell phones. Strict guidelines exist for using cell phones on Post at NMMI. The demands placed on a cadet's time during the normal duty day do not allow for cadets to spend time socializing on cell phones.
- b. **Policy:**
- 1) **Use of cell phones, to include text messaging, outside a cadet's room is strictly forbidden except when off Post or in an emergency.** Cadets are prohibited from using cell phones from 2200 to 0600 hours except in emergencies.
 - 2) All cadets possessing cell phones must include cell phone type, model number and phone number on their personal property inventory sheet and provide cell phone numbers to TLAs.

- 3) Cadets are not permitted to take cell phones to formation, to classrooms, auditoriums, gyms or athletic centers, the Toles Learning Center, dining hall or to any “on Post” Corps or cadet activity.
- 4) Cell phones will not be visible at any time when on Post to include earpieces. It is the cadet’s responsibility to ensure that his/her cell phone is turned off and out of sight.
- 5) Cell phones determined to have been used in violation of NMMI policies, rules and regulations or in the commission of a disciplinary infraction will be confiscated and their cell phone privilege revoked.
- 6) The CMDT may grant authorization for senior cadet leaders to carry cell phones at all times and use cell phones outside their rooms for Corps business. Phones must be on vibrate.
- 7) RATs are not permitted to have cell phones until the end of the 21 day (Fall) or 28 day (Spring) period.
- 8) Failure to follow established cell phone policy guidelines is an offense resulting in disciplinary action and the phone will be confiscated for one week. A second offense of cell phone policy guidelines will result in the phone being confiscated for one month. The third infraction will result in the phone being confiscated and mailed back home at the cadet’s expense.

3.16 PASSES, PERMITS AND FURLOUGHS:

a. General

- 1) Passes, permits and furloughs are cadet privileges. Generally, the number and frequency of passes, permits and furloughs are based on a cadet’s academic achievement, deportment, rank/position in the Corps, and the length of time a cadet has been at NMMI. The DCO/CMDT can revoke these privileges at any time.
- 2) Any cadet going on pass, permit or furlough must provide accurate contact information (address and phone number) to his/her TLA prior to departing Post.
- 3) Parents/guardians and cadets are strongly encouraged to communicate early and often with TLAs concerning furloughs and permits. Any cadet on pass, permit or furlough must wear the prescribed uniform, either Class C, B w/ brass or Class A as identified by the Training Schedule. Class A is always worn on Sunday. New cadets signing out on furlough will wear Class A. Yearlings and old cadets may wear civilian clothes that meet the on Post civilian dress code when signing out on furlough. PT uniform is only authorized when required by Infirmary guidelines or when conducting PT (jogging) off Post during a cadet’s personal time.
- 4) Any cadet who fails to follow proper procedures or fails to plan in advance risks disapproval of a request for furloughs, passes or permits. Last minute requests will not be approved unless they are for emergencies.

b. Passes

- 1) A cadet must be in good standing to request and receive an on or off Post pass.
- 2) Off Post Passes
 - a) An Off Post Pass is for yearlings and old cadets who meet established academic or rank criteria and allow a cadet to leave Post for a set period of time, usually no more than three (3) hours. The cadet must sign in and out with a TLA.
 - b) The cadet must remain within Roswell city limits and cannot visit any hotel or motel unless accompanied by his/her parent/guardian. Cadets at SMP/NG Training may not enter a NG Barracks room without prior permission.
 - c) The POD, Training Schedule, Letters of Instructions, mandatory formations, NSH or NSG, class attendance, or any other mandatory Corps event take precedence over passes.
 - d) Off Post Passes are not authorized during the week of midterm or final exams.
 - e) Criteria for Off Post Pass Availability (cadet only eligible from one category):

3rd, 2nd and 1st Class	Passes per week
President’s/Superintendent’s List	2
Dean’s List	1
Cadet 1SG and Above	1

- 3) An Academic Free Period Pass is only authorized for college old cadets on the Dean's or President's/Superintendent's List, having a free class period(s) between 0800 and 1515 hours, Monday thru Friday.
- 4) An On Post Night Study Hall (NSH) Pass is for yearlings and old cadets, who meet established academic or rank criteria. The pass is available from 1900 to 2130 hours, Monday thru Thursday. Eligibility is based on semester and nine-week grades. A cadet must meet the criteria at each 9 week grading period to retain this privilege. The cadet must be at the library (sign in and out is required), JRT, an on Post Colt or Bronco sporting event or at the Godfrey Athletic Center. Door card must be marked with destination.
 - a) Criteria for On Post NSH Pass Availability (cadet only eligible from one category):

Old Cadet & Yearling	Class	Passes per week
President's/Superintendent's List (GPA 3.5 or above)	1 st -2 nd	4
	3 rd -4 th	3
	5 th	2
Dean's List (GPA 3.25 to 3.49)	1 st -2 nd	3
	3 rd -4 th	2
Commandant's List (GPA 2.75 to 3.24)	1 st -3 rd	1

c. **Permits**

- 1) Cadets on academic or disciplinary probation or on Honor restriction are not authorized any permits. A cadet must be in good standing (Refer to Section 2.05) to request and receive an on or off Post pass. Permits are not authorized during the week of midterm or final exams. The DCO/CMDT may grant exceptions.
- 2) Permits give a cadet the authority to leave Post for more than three (3) hours as long as he/she remains within a 15-mile radius of Roswell. Cadets are not authorized to be at or visit any hotel or motel while on permit unless accompanied by his/her parent/guardian. If the cadet is on Post during formation, he/she must stand in formation prior to leaving Post. The use of the dining hall is prohibited and overnight permits are unauthorized.
- 3) General Permits are authorized on Saturday and Sunday or when announced by the CMDT. The POD, Training Schedule, Letters of Instructions, mandatory formations, NSH or NSG, class attendance, or any other mandatory Corps event take precedence over general permits.
 - a) General Permit Authorization:

Status	Saturday	Sunday	Holidays
Old Cadets	Last Activity [1300]-1730	0830-1700	Same
Yearlings	Last Activity [1300]-1730	1030-1700	Same
New Cadets	Last Activity [1300]-1730	1300-1700	Same
RATS	None	None	None

- 4) During free DRCs (Lunch on Tues or Thurs) college cadets in good standing may leave Post. They do not have to sign out or in.

- 5) Class/Rank Permits are authorized on Friday and Saturday for Yearlings and Old Cadets only.
- a) Class/Rank Permit Authorization (cadets in the following categories have extended permit privileges):

Status	Friday	Saturday
HS Yearlings	None	None
5 th Class Old Cadets	None	1830-2130
4 th Class Old Cadets	None	1830-2130
3 rd Class Old Cadets	1830-2100	1830-2200
3 rd Class SFC/1SG	1830-2130	1830-2230
2 nd Class Yearlings	None	1830-2200
2 nd Class Old Cadets	1830-2130	1830-2230
2 nd Class SFC-SGM	1830-2200	1830-2300
1 st Class Yearlings	None	1830-2200
1 st Class Old Cadets	1830-2130	1830-2230
Cadet Officers	1830-2200	1830-2300

- 6) IDFY Permits are for cadets who are enrolled in the IDFY program and are allowed on Wednesday from 1630 to 1855 hours. Cadets must have a valid IDFY sticker on their ID cards and be in good standing.
- 7) **Special Permits:**
- a) Special Permits may be authorized at anytime for special occasions, events or situations such as visits with adult relatives or friends from out of town. Prior approval must be granted by the DCO/CMDT.
- b) Special Permits may also be used to give cadets authority to go beyond the 15 mile radius of Roswell city limits.
- 8) Hunting and Ski Permits give a cadet the authority to go beyond the 15-mile radius of the Roswell city limits after Saturday scheduled activities until 2100 hours. Permits are available until 2100 hours on Saturdays and until 1700 hours on Sundays. A parent or guardian request or permission letter must be on file in the CMDT's office by 1700 hours of the Wednesday prior to the requested weekend.
- 9) Medical/Dental Permits are coordinated and approved by the NMMI Infirmary (phone # 575-624-8235) and give a cadet the authority to travel outside the 15-mile radius of Roswell city limits. The DCO/CMDT must review the request, and the cadet must sign in and out with a TLA, no exceptions.
- d. **Furloughs:**
- 1) Cadets on academic or disciplinary probation or Honor restriction are not authorized furloughs. Cadets must be in good standing and in compliance with the POD and Corps Training Schedule.
- 2) A furlough is an authorized overnight absence during periods longer than those specified for a pass or permit, normally for extended stays away from Post as part or most of a weekend. **Full furlough starts after a cadet's last class (Physical Development counts as a class) on Friday.** All full furloughs must be approved by the DCO (DCS in his absence) by 1200 on Wednesday. Cadets are to sign up for furloughs on Commandant Form 41. The form will be posted by the TLA on Monday and taken down at 1200 on Wednesday. Mini-furloughs start as indicated in the Corps Training Schedule. The distance traveled from Roswell is unrestricted.
- 3) Cadets must normally sign out prior to 1700 hours and sign in within one-half hour after returning to Roswell. A cadet cannot sign out on furlough, come back to Post and then return to their furlough status.
- 4) Furlough cancellation is at the discretion of the CMDT.
- 5) There are three major furloughs during which all cadets may leave NMMI for more than three days: Thanksgiving, Winter and Spring breaks. Barracks areas may be closed during these extended furloughs.
- 6) Anytime a planned furlough might cause a cadet to miss class(es), the following actions will be taken:
- a) The cadet will complete a written request and submit it to the Dean/Vice Dean.
- b) The completed request together with a copy of cadet's class schedule will be provided to the Dean/Vice Dean for approval.

- c) The cadet will be issued a white form requiring his/her instructor's initials for each class missed.
 - d) The cadet will return the white form to the Dean/Vice Dean.
 - e) The Dean/Vice Dean will approve or deny the request, and the completed white form and schedule will be taken to the CMDT's office by the cadet or forwarded by the office of the Dean/Vice Dean for final approval at least one week (7 days) prior to furlough.
 - f) If approved, CMDT's office will place the approved request in cadet's file.
- 7) If a late return is expected, the cadet must contact his or her TLA, or the CMDT's office as soon as possible to maintain accurate cadet accountability.
 - 8) Earned furloughs for academic and leadership excellence, deportment, athletics or extracurricular programs must be taken in the semester the furloughs were authorized. The only exception is for unused team athletic furloughs, which transfer to the next semester.
 - 9) When authorized to start a furlough, cadets will sign out with a TLA.
 - 10) All cadets are required to sign in with a TLA upon return.
 - 11) Roswell Furloughs:
 - a) All hotels and motels are off limits to all cadets whether visiting (pass or permit) or staying overnight (furlough) unless the cadet's parents or guardians are present. Cadets will indicate, during sign out, what establishment they and their parents or guardians are staying at, if this occurs.
 - b) If a cadet will be staying at another cadet's home or at an Ambassador family's home, a written invitation is required for approval by the DCO/CMDT. Requests should be faxed to 575-624-8459 no later than noon of the Monday prior to the requested furlough date.
 - c) Staying in Roswell without permission may result in the loss of all remaining furloughs for the school year and disciplinary action.
 - 12) Regular, Mini, Special and Medical Furloughs: (Subject to change based on Training Schedule.)

Type	Start	End
Regular	After last class, Friday	1700 Sunday
Mini	After last scheduled activity Saturday (usually 1200)	1700 Sunday
Special	As required	As required
Medical	As required and coordinated through Infirmary	As required

Note: Combining mini-furloughs to make a regular furlough and combining passes or permits with furloughs to extend the departure and/or return times are prohibited.

- 13) Cadets under 18 require a cadet's parents or guardian's written permission to take furloughs. NMMI Parent/Guardian Form (PGF) 2 is used to select one of four categories.

Category	Authority
H (home)	Home address sign out only
O (other)	One other address (specified) and home address
P (parent)	Parental/Guardian permission required for each furlough
B (blanket)	Parent/Guardian permission not required and is not limited to a specific address

- 14) Uniform sign out guidelines table:

Class	Uniform Guidelines
New	Class A
Old Cadets & Yearlings	Class A/ACUs for SMP and any/or SROTC Field Training All uniform, grooming and hygiene standards apply except that cadets may wear clean, neat civilian clothing that is in good taste.

- 15) Authorized semester furloughs are based on class status.

Class	Type	Qty per Semester
College Old Cadet	Regular/Mini	1 Regular/2 Mini
College Yearling	Regular/Mini	1 each
College New Cadet	First 10 weeks	None
	Mini	1 (2 nd 8 weeks)
HS Old Cadet	Regular	1
	Mini	2
HS Yearling	Regular/ Mini	1 each
HS New Cadet	First 10 weeks	None
	Mini	1 (2 nd 8 weeks)
	Regular/ Mini	1 each (2 nd Semester)

16) **Additional Mini Furlough for Qualified Cadets:**

- a) Cadet Cadre members for the 21/28-day RAT training period (based on TLA recommendation and approval of the DCO/CMDT)
- b) Deportment—zero demerits for a semester
- c) Dean’s List—achieves a current semester 3.25-3.49 GPA
- d) Honor Cadre member for a semester (chairperson recommendation)
- e) Honor Society member for a semester with a current 3.25 GPA, as determined by the sponsor.
- f) Squad Leader, who has served a minimum of 9-weeks or promoted out (based on TLA recommendation and approval of the DCO/CMDT)
- g) President/Superintendent’s List—achieve a current semester GPA of 3.5 or above (qualifies for a 24 hour extension on Monday)
- h) Team—a season varsity sport or cadet organization/activity member—for example football, basketball, band, Drama Troupe, cadet publications, drill team etc. (Coach/Sponsor/TLA recommendation, DCO/CMDT approval).

17) **Simultaneous Member Program (National Guard) - Drill Furloughs:**

- a) Contract cadets will establish accountability for SMP Drill with SROTC administration/SMP Liaison by 0800 Wednesday prior to drill with the PMS.
- b) Roswell drill members require special permits and are required to stay overnight on Post. This includes any SMP member drilling in Roswell, regardless of unit of assignment.
- c) All NMMI rules and regulations apply to SMP drilling cadets while on Drill Furlough.

18) **Medical and Dental Furloughs:**

- a) NMMI Infirmary personnel confirm, coordinate and approve a cadet’s medical or dental appointment at least 72 hours prior to appointment date.
- b) Normally the furlough is scheduled for one overnight absence.
- c) Are prohibited over Corps Training Activity (inspection) weekends
- d) Required appointment details (Doctor’s name, address, phone, appointment time and date) are to be provided to the Infirmary (phone# 575-624-8235) at least five (5) days prior to the scheduled date.
- e) Medical Furlough Request Form will be prepared and taken by Infirmary personnel to CMDT’s office. The cadet will take a copy of slip to the Dean’s Office and go through the process of obtaining a regular furlough to ensure instructors are aware that the cadet will miss class(es) and will receive assignments or coursework to stay on track. The request is recorded in cadet’s file.
- f) Cadet will sign out with a TLA when the furlough is authorized to start.
- g) Cadet will sign in with a TLA on return.
- h) Fellow cadets are not authorized to drive cadets on emergency furlough to the Albuquerque, Lubbock, or El Paso airports. Cadets must take the bus or airline from Roswell to catch these

flights.

19) **Special Furloughs:**

- a) Require the approval of the DCO/CMDT
- b) **Are available for the following reasons:**
 - i. Legal obligation, court appearance
 - ii. Funerals or family illness
 - iii. Review board appearance for ROTC scholarship or service academy nomination
 - iv. Attend immediate family member's wedding or graduation
 - v. College visits under special circumstances
 - vi. Boy or Girl Scouting events/meetings
 - vii. As determined by CMDT, DCO, DCS.
- c) **If no classes will be missed:**
 - i. Cadet provides a written request to his/her TLA by 1700 hours of the Wednesday prior to requested furlough
 - ii. TLA completes a Staff Summary Sheet with a recommendation and submits it to the DCO/CMDT
 - iii. DCO/CMDT approves or disapproves the request at his discretion
- d) If classes might be missed, cadets must follow procedures listed in section 3.16 (d) 6.

20) **Emergency Furloughs:**

- a) Approval of the DCO/CMDT is required.
- b) Normally granted for family emergencies such as critical illness or death in the cadet's immediate family. Immediate family includes father, mother, brother, sister, grandparents and legal guardians.
- c) Exceptions to policy may be granted at the discretion of the DCO/CMDT.
- d) The Office of the CMDT will email staff and faculty a notification for any cadet placed on emergency furlough no later than the following class day.

21) **Start Times for Furloughs After Special Events:**

Event	Limitation
Academic Saturdays	None for Old/Yearling cadets
Home Bronco/Colt Football	Mini-furlough only after Saturday afternoon game
Colt/Bronco Olympics	Mini-furlough only after Olympics.
Homecoming	None
Inspection/Parade/Training Weekends	Mini-furlough only after inspection and parade or other activity.
Parent/Family Weekend	Mini-furlough for Yearlings and Old Cadets only
Pre-AFI	Mini-furlough only after pre-AFI.
Open House	Commandant of Cadet's discretion.

- 22) There will be one weekend per semester designated as Cadet Weekend. Any cadet in good standing is eligible to take a furlough that weekend. It is a non-chargable furlough. Good standing is defined for the purpose of this weekend as having above a 2.0 GPA at the last grading period and not being on DP.
- 23) Questions regarding this policy should be addressed through the CMDT's chain of command beginning with the cadet's TLA.

PERSONAL GROOMING, UNIFORM GUIDE, AND ROOM STANDARDS AND INSPECTIONS

CHAPTER 4

4.01 PERSONAL GROOMING: Cadets will observe the following rules with respect to personal grooming.

a. General Guidelines:

- 1) All cadets will bathe daily.
- 2) Male cadets will shave each morning and keep their face clean shaven while in uniform or in civilian clothes while on Post (at all times). Squad leaders will inspect male cadets for proper shaves and haircuts at the first daily formation.
- 3) All cadets will keep their fingernails trimmed and clean.
- 4) Extreme, eccentric or trendy haircuts or hairstyles are not authorized. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt or extreme appearance. Cadets cannot use hair dyes, tints or bleaches 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.

b. Male Hair Cut Standards:

- 1) No cadet is permitted to shave his head.
- 2) No cadet is required to have a “high and tight” haircut.
- 3) All new cadets will have their hair cut to a length of no more than ¼ inch until the end of the week after 9 week grades (10 week mark).



Figure 1. Standard Male RAT Hair Cut

- 4) Old Cadets and Yearlings are permitted to grow their hair a maximum length of 1 inch on top. New Cadets are authorized ½ inch.
- 5) Yearling and old cadets will keep sideburns neatly trimmed. Sideburns will not be flared or pointed; the base of the side burn will be a clean shaven, horizontal line. Sideburns will not extend below the middle of the ear.
- 6) Hair will present a tapered (not blocked) appearance. When combed, it will not touch the ears, eyebrows, or the collar. Tapering of the hair will start from the skin at the base of the sideburns and above and around the ears to the back of the neck. From this point 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.
- 7) The maximum depth will not exceed 1 inch (1/2 inch for new and yearling cadets) after hair is normally combed. The bulk or length of the hair will not interfere with the normal wear of all standard headgear.
- 8) Non-standard hairstyles, such as with the use of gel to achieve “spikes,” are not authorized.
- 9) Hair will be cut once weekly at the NMMI Barber Shop. “Barracks Barbers” are not authorized.

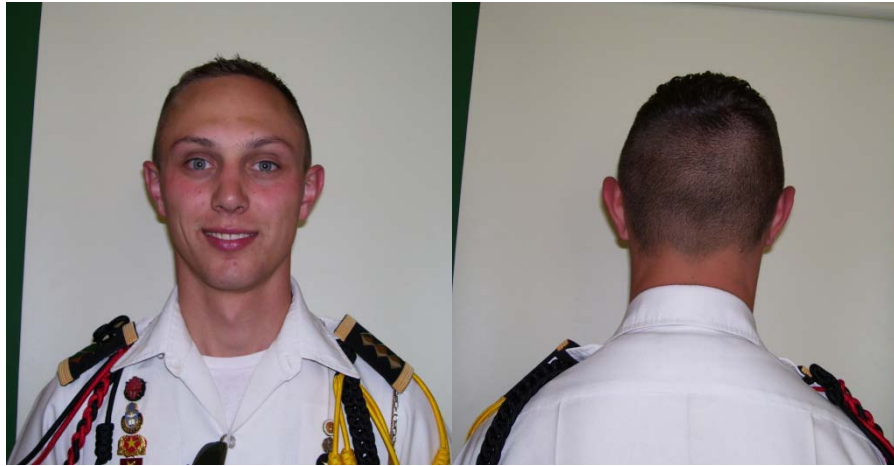


Figure 2. Standard Male Hair Cut

c. **Female Hair Cut Standards:**

- 1) Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, uneven or extreme appearance. Hair will not fall over the eyebrows, touch or extend below the top edge of the collar. Hairstyles will not interfere with proper wearing of military headgear.



Figure 3. Standard Female Hair Style

- 2) A hair net will not be worn unless it is required for health or safety reasons. The DCO/CMDT must approve wearing of hair net.
- 3) Hair holding devices (barrettes, pins, and clips), are authorized only for the purpose of securing the hair. All hair holding devices must be plain and of a color as close to the cadet's hair color as possible or clear. Devices that are conspicuous, excessive or decorative are prohibited.
- 4) The following hairstyles are not considered appropriate when in uniform: punk, ponytails, pigtails, "corn-rows", corkscrew or "ding-a-ling" curls by the face. Non-standard hair styles are not allowed. Hair must be pulled away from the face.
- 5) Styles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails or braids that are not secured to the head (allowing hair to hang freely), widely spaced, individual hanglocks and other extreme styles that protrude from the head are prohibited. Hair should be pulled back without lines or hair being parted.
- 6) Ponytails are authorized for yearlings and old cadets in PT uniform only.
- 7) Female new cadets whose hair does not meet female hair standards will fix their hair in a French braid that does not touch or fall below the top edge of the collar.

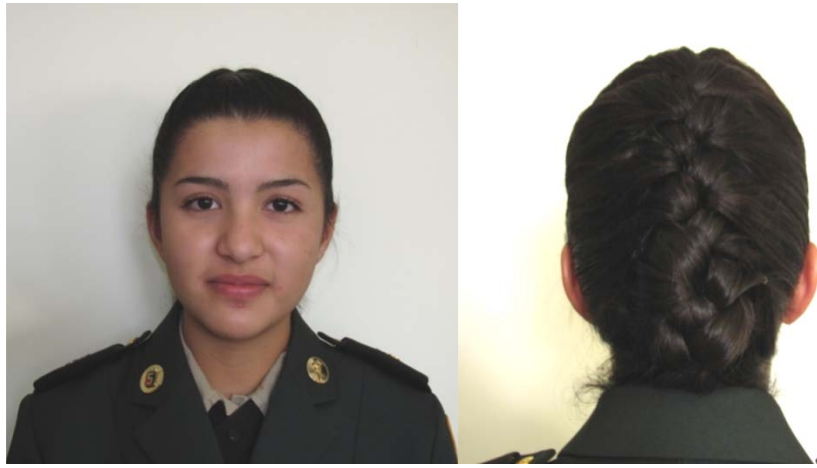


Figure 3. Standard Female RAT French Braid

- 8) Only female old cadets are authorized to wear their hair in a bun in uniform. The hair bun must be neatly tied and not extend below the top edge of the collar.
- d. **Cosmetics for females:**
- 1) Female cadets are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate, and will not be worn. Lipstick and eye shadow may be worn with all uniforms as long as the color is conservative, and complements the uniform. Extreme shades such as purple, gold, blue, pink, black and white will not be worn. New cadets (RATs) will not be permitted to wear any cosmetics until the 10 week mark.
 - 2) ONLY clear nail polish may be worn with the uniform.
- e. **Jewelry (male and female):**
- 1) Cadets in uniform will not wear conspicuous, garish or oversized items of jewelry, watches or adornments that detract from the uniform.
 - 2) Authorized items of jewelry for wear include: a watch, two rings (one of which must be an NMMI class ring), a medal or cross of religious nature that has a metal chain at least 20 inches in length to ensure the medal is not exposed above the front collar of the T-shirt. Other medals will not be worn. "Military Bracelets" are authorized for wear one at a time and will be of a recognized military purpose (POW/KIA/MIA) and may be worn in silver, black or red color. Cadets may wear approved medical emergency ID bracelets, but not in addition to military bracelets described above.
 - 3) Male cadets will not wear earrings while in uniform or in civilian clothes while on Post.
 - 4) Female cadets are authorized optional wear of screw-on, clip-on, or Post-type earrings with the Class A, B, C, and formal uniforms. Earrings will not be worn with Class D, E, and F uniforms. Earrings will not exceed 6 mm or ¼" in diameter. They will be of gold, silver, white, pearl or diamond, unadorned, and spherical. When worn, earrings will fit snugly against the ear, and will be a matched pair with only one earring per ear lobe.
 - 5) If a female cadet has multiple piercing of her ears, regulation earrings, as stated above, will be worn only in the lower most hole of the ear lobe. Earrings will always be worn as a matched pair, one earring per ear.
 - 6) Earrings or sleeves (to prevent pierced ear lobe holes from closing) are not authorized for cadets at any time.
 - 7) No other type of body piercing is authorized. Male or female cadets will not wear any type of jewelry in any other pierced body part (i.e., nose, naval, nipple, tongue, etc.) at any time.
 - 8) Eyeglasses must have conservative frames (brown, black, clear, wire, gold or silver), no bright colors, embedded jewelry, etc. Sunglasses can only be worn if prescribed by a physician or those that are sold in the Cadet Store. Cadets will not wear sunglasses in formations or when participating in parades and other ceremonies, unless such sunglasses are prescribed by a physician. Issue or Military Spec. sunglasses are authorized with ACU for ECP Cadets during lab, drill and FTXs.

4.02 UNIFORM STANDARDS, INSPECTION AND LAUNDRY:

a. General Guidelines:

- 1) Cadets are not authorized to wear other cadet's uniform items.
- 2) Cadets are not authorized to obtain uniforms from prior cadets, thrift stores, or any source other than the Cadet Store or US Military Clothing Sales stores after alterations to fit are made.
- 3) Cadets will not mix items of the uniform with civilian clothes or items of the uniform common to the US Army unless specifically directed or authorized by the DCO/CMDT. All cadets will wear NMMI insignia on their lapels and will not mix military awards with cadet awards. Cadets may wear military badges earned while training under the SROTC/JROTC programs.
- 4) Cadets are responsible for ensuring the serviceability and fit of all uniforms. Trousers will be properly worn at the waist line. Cadets are responsible for having uniforms altered, or, if necessary, purchasing new uniform items and shoes.
- 5) Cadet clothing or articles of the cadet uniform will not be torn or tattered and must be clean and free of non-prescribed markings. All loose threads will be trimmed. Each cadet is responsible for ensuring that each article of his or her uniform is legibly marked with his or her cadet number.
- 6) Cadets will not alter clothing to accommodate fashion. Cadets will not have their pants tailored to a taper. Hats will be worn properly without a "crushed" appearance at all times.
- 7) Cadets will purchase sufficient quantities of underwear, socks and other personal items to ensure they continue to meet acceptable standards of personal hygiene through proper maintenance and cleaning.
- 8) Female cadets will wear a brassiere and avoid wearing tight fitting shirts and trousers.
- 9) Female cadets will wear neutral tone hose with their uniforms.
- 10) Cadets will not carry bulging items in their shirt or trouser pockets. Carried items will not extend beyond the opening of the pocket.
- 11) New cadets are not authorized to wear civilian clothes and no cadets are authorized to wear civilian clothes in any building on Post.
- 12) No cadets are authorized Corfram shoes except Flame Guard when actively marching at the Flame.

b. Laundry and Dry Cleaning

- 1) Cadets are required to maintain properly cleaned uniform and clothing items
- 2) Uniform shirts (A, B, C uniforms) are expected to be lightly pressed and wrinkle free. There is no requirement for ironed creases in the shirts.
- 3) Cadet uniform trousers, coats, jackets, hats and collared shirts will not be laundered in the Barracks washing machines. They must be dry cleaned.
- 4) RATs are not authorized use of washer and dryers in the Barracks until after the 21 day (Fall) 28 day (Spring) period. They must use the laundry service.
- 5) **Laundry Room Etiquette**
 - a) If you find a fellow cadet's clothing in the dryer and they are still wet dry them again.
 - b) Try to display your laundry bag prominently on the washer/dryer so others will not have to guess where it is.
 - c) If you do not see a bag for someone's laundry, check inside the washer/dryer.
 - d) Never leave a fellow cadet's clothing on the ground, and make every attempt to place clothes in their respective bag.
 - e) Do not make room for your laundry by placing people's wet clothes on top of a dryer.
 - f) Throw dryer lint in trash can after cleaning filter. Clean the filter prior to drying each load.
 - g) If a fellow cadet leaves their detergent or dryer sheets in the laundry area, they are not offering them to you.
 - h) Clearly label your clothes and laundry bag.
 - i) Treat other's laundry as if it were your own.

c. Cadet Uniforms

- 1) Class "A" Formal Uniform
 - a) **Male**
 - i. Black web belt with NMMI buckle.

- ii. Army green or blue Garrison Cap/Cadet Officer's Service Cap
 - iii. Army green or blue dress coat with matching Army green or blue pants.
 - iv. White long sleeve dress shirt.
 - v. Black bow tie after 1700, four-in-hand tie before 1700.
 - vi. Black socks.
 - vii. Black low quarter shoes.
- b) **Female**
- i. Army green or blue garrison cap/Cadet Officer's Service Cap
 - ii. Army green or blue dress jacket with matching pants or skirt (optional).
 - iii. White dress shirt with black tab.
 - iv. Black low quarter shoes or black pumps. Any other "high heels" are not authorized.
 - v. Hair will meet uniform requirements of paragraph 4.02 c.
- 2) **Class "A" Winter Uniform**
- a) **Male**
- i. Black web belt with NMMI buckle.
 - ii. Green or blue Army Garrison Cap/Cadet Officer's Service Cap
 - iii. Army green or blue dress coat with matching Army green or blue pants.
 - iv. Tan Long Sleeve shirt.
 - v. Necktie, black (four-in-hand)
 - vi. Black socks.
 - vii. Black low quarter shoes.
- b) **Female**
- i. Green or blue Army Garrison Cap/Cadet Officer's Service Cap
 - ii. Army green or blue dress coat with matching Army green or blue pants or skirt (optional).
 - iii. Khaki or white long sleeve shirt.
 - iv. Neck tab, black.
 - v. Natural hose.
 - vi. Shoes, black low quarters or pumps. Any other "high heels" are not authorized.
- 3) **Class "A" Summer Uniform**
- a) **Male**
- i. Black belt with NMMI buckle.
 - ii. Army green or blue pants.
 - iii. Green or blue Army Garrison cap/Cadet Officer's Service Cap.
 - iv. White short sleeve shirt.
 - v. Black socks.
 - vi. Black low quarter shoes.
- b) **Female**
- i. Black belt with NMMI buckle.
 - ii. Army green or blue pants or skirt (optional).
 - iii. Army green or blue Garrison cap/Cadet Officer's Service Cap.
 - iv. White short sleeve shirt.
 - v. Black socks or natural tone hose.
 - vi. Black low quarter shoes or pumps. Any other "high heels" are not authorized.
- 4) **Class "B" with Brass Uniform**
- a) **Male**
- i. Black web belt with NMMI belt buckle.
 - ii. Army green or blue garrison cap/Cadet Officer's Service Cap.
 - iii. Army green or blue pants.
 - iv. Khaki or white long sleeve shirt.
 - v. Black four-in-hand necktie.
 - vi. Black socks.
 - vii. Black leather low quarter shoes.
- b) **Female**
- i. Black web belt with NMMI belt buckle.
 - ii. Army green or blue garrison cap/Cadet Officer's Service Cap.
 - iii. Army green or blue pants or skirt (optional).

- iv. Khaki or white long sleeve shirt.
- v. Black necktab.
- vi. Black socks.
- vii. Black leather low quarter shoes or pumps. Any other “high heels” are not authorized.

5) **Class “C” Classroom Uniform**

a) **Male**

- i. Black web belt with NMMI belt buckle.
- ii. Army green or blue garrison cap.
- iii. Army green or blue pants.
- iv. Short sleeve khaki or white shirt.
- v. Black socks.
- vi. Black leather low quarter shoes.

b) **Female**

- i. Black web belt with NMMI belt buckle.
- ii. Army green or blue garrison cap.
- iii. Army green or blue pants or skirt (optional).
- iv. Short sleeve khaki or white shirt.
- v. Black socks.
- vi. Black leather low quarter shoes. Any other “high heels” are not authorized.

6) **Class “D” Garrison or Field Cadre Uniform**

- a) Garrison
- b) Black web belt with NMMI belt buckle.
- c) Army green or blue garrison cap.
- d) Short sleeve khaki or white shirt.
- e) Black socks.
- f) Black leather low quarter shoes.
- g) Field
- h) Black web belt with NMMI belt buckle
- i) ACU Cap with last name on back
- j) Designated cadre shirt
- k) ACU trouser
- l) Brown Combat Boot

7) **Class “E” Army Combat Uniform (ACU)**

- a) Occasions for wear: on Tour Squad (with OD pistol belt) or per Training Schedule
- b) Specific Instructions
 - i. Boots will be fully laced and laces tucked into top of boots.
 - ii. Standard headgear is ACU cap.
 - iii. Cadet’s last name will be attached to back of ACU cap with velcro hook and loop nametape.
 - iv. The Army ACU field jacket, Black Fleece, Gray Fleece with nametapes and rank or “RAT Patch” affixed as on the ACU shirt, or ACU GORETEX, is authorized for ROTC contract cadets during ROTC training when prescribed by the PMS. The Field jacket is always worn with front zipper up, storm flap snapped, all pockets snapped, and collar down with hood secured in zipper collar.
 - v. ACUs will have the subdued JROTC/ROTC/NMMI Bronco shoulder patch.
 - vi. Old Cadets/Yearlings will wear authorized subdued rank.
 - vii. All new cadets will wear red velcro square on ACU Shirt hook and loop patch. When the gray ACU fleece jacket is worn, the red patch will be affixed to the rank portion on the front. The red t-shirt is no longer authorized with the ACU uniform.
 - viii. Airborne and/or Air Assault, and/or Combat Action Badge/CIB/EIB may be worn above the left breast pocket by qualified cadets authorized by official orders.
- c) **Male**
 - i. Belt, ACU rigger
 - ii. ACU Cap with last name on back
 - iii. Tan t-shirt or thermal shirt
 - iv. Jacket, ACU
 - v. Trousers, ACU bloused
 - vi. Socks, black cushion sole

- vii. Boots, brown combat
- d) **Female**
 - i. Belt, ACU rigger
 - ii. ACU Cap with last name on back
 - iii. Tan t-shirt or thermal shirt
 - iv. Jacket, ACU
 - v. Trousers, ACU bloused
 - vi. Socks, black cushion sole
 - vii. Boots, brown combat
- 8) **Class “F” Athletic Uniform/Swimsuits (Summer, Winter) consists of**
 - a) Black athletic shorts with NMMI logo.
 - b) Red NMMI athletic T-shirt.
 - c) White athletic socks.
 - d) “Jogging” shoes. The shoes must be white, black, red, gray or a combination of those colors. Athletic shoes with individual toes are not authorized.
 - e) Red NMMI baseball cap for new cadets. Old cadets may wear any NMMI logo hat (School colors) or black (or gray fleece) watch cap with Winter PT.
 - f) Black NMMI wind suit may be worn when prescribed by the CMDT or the RC.
 - g) Swimsuits will be black, red, gray, white or any combination of these colors for all cadets. Male cadets will be boxer type; female cadets will be one piece (no bikinis).
 - h) The Black NMMI Sweatsuit will be worn for winter PT and is not authorized to be worn in the classroom. When worn inside, cadets will remove the hood from head.
 - i) Cadets will not wear PT attire at any time in Lusk Hall, the PX, Game Room/Café, the Cadet Store, Bates Dining Hall, Toles Learning Center and Horgan Library, academic halls and classrooms, or any other designated Post facility except as prescribed by the CMDT.
- 9) Travel uniforms, special activity or athletic team shirts will be prescribed by the individual sport coach and approved by the CMDT. Cadets will change into the uniform of the day immediately upon return to Post or when the sporting event or activity ends.
- 10) **Additional Uniform Items**
 - a) Cadets will not stand around or walk with hands in coat or trouser pockets. Black plain leather gloves without any logos are authorized with all classes of uniforms.
 - b) Black service jacket is worn with the jacket fully zipped with epaulets and cadet rank. Cadet’s name will be embroidered 3” below the top of the zipper and centered between the seam of the right shoulder and the zipper. The letters will be ¾” high and in “block” style using red thread. Cadets may wear one earned athletic letter on the left side of the jacket above the pocket. No other patches, pins, buttons, ribbons, or other items will be worn on the athletic letter. Cadets may also wear one authorized patch on the right side of the jacket above the pocket while the cadet is an active member of that activity. Other “letter jackets” may be approved by the CMDT. Wearing of the black service jacket with the PT uniform is prohibited.
 - c) The black NMMI backpack or NMMI briefcase are the only authorized items to carry while in uniform on Post. The NMMI issued name tag will be attached to the backpack or briefcase handle.
 - d) There will be no drawing or writing on any backpacks or hydration packs. Ribbons or any type of attached ornaments are prohibited on backpacks. Female cadets will not carry handbags during drill or in formation. When in uniform and carried on or off Post, handbags will be conservative and black in color.
 - e) Cadets will wear the garrison cap at all times out-of-doors. The garrison cap is worn with the bottom of the front vertical crease at the center of the forehead, at a point one inch (1”) above the eyebrow level. Cadets will not distort or “crush” the garrison cap.
 - f) Cadet 1SGs will wear the campaign hat with the brim parallel to the ground, not canted downward toward the nose.
 - g) The black NMMI pullover sweater may be worn under the black service jacket, but may not be worn under any shirt. Rank and name tags will be worn at all times with the sweater. The collars of the shirt will be worn outside the sweater except when a tie is worn.

- h) Cadets may only wear the black knit winter cap with the winter PT uniform or when authorized by the RC or CMDT. ECP cadets are authorized to wear the ACU fleece cap with the Army PT uniform (IPFU).
 - i) Old cadets may wear cadre, troop, or squadron T-shirts from 1530 hours, Friday, until 1730 hours, Sunday, when wear of the PT uniform is authorized.
 - j) Berets are not authorized for any cadets (including cadre) unless specifically approved by the Commandant.
- d. U.S. Army Clothing and Equipment:**
- 1) Each cadet enrolled in the Army SROTC program or JROTC program is issued items of clothing and equipment from the high school or college SROTC supply rooms. The articles are property of the US Army and are on loan to the cadet and must be accounted for and maintained by the cadet. Loss or damage of this property through negligence or willful acts will result in a cash collection by charging the cadet's personal account. And the cadet may face sanctions.
 - 2) Items which are rendered unserviceable or destroyed through fair-wear-and-tear, may be turned in for replacement without charge. Damaged articles must be cleaned prior to turn-in. At no time should a cadet dispose of government property; the property should be taken to the supply room where a determination will be made as to whether or not the damage resulted from negligence or fair-wear-and-tear. A current price list is available in both high school and college supply rooms.
- e. M-1903 Springfield Rifle (demilitarized):**
- 1) All cadets, other than officers, CSM and SGM, will be issued a rifle by the JROTC or SROTC departments. Cadets will be responsible for and safeguard the rifle at all times. They will know their rifle serial number and be able to repeat it when asked.
 - 2) Cadets will keep their rifle in their wall locker at all times when they are not required to carry it. Rifles will be secured in lockers when cadets are not in their rooms.
 - 3) Cadets will not lend their rifles to other cadets. Lost rifles will be reported immediately report to Troop Leadership Advisor.
 - 4) The cadet rifle will not be disassembled.
 - 5) The cadet rifle is to be kept clean and maintained with a light coat of oil. A toothbrush can be used to get into difficult crevices to clean and oil the weapon. Specific instructions on the care and cleaning of the cadet rifle are available from the SROTC and JROTC departments.
- f. Civilian Clothes:** Civilian clothes may be worn as prescribed by the CMDT (e.g., leaving Post on furlough, leaving Post for a holiday break). Only old cadets and yearlings are authorized to have civilian clothing.
- 1) **General Guidelines:**
 - a) All cadets will carry a school identification card at all times.
 - b) Cadets will not mix items of the cadet uniform and civilian clothes except the black service jacket with rank removed.
 - c) Cadet will wear proper shoes, properly laced. No flip-flops.
 - d) There will be no vulgar, sexist or racial overtones or innuendos (writing signs or symbols) indicated by or on any part of any clothing worn by any cadet.
 - e) Revealing clothing is not authorized (e.g., clothing that shows midriff skin is not permitted). A good guideline is no exposure more than when the summer PT uniform is worn.
 - f) Civilian guests of cadets are expected to adhere to the Cadet Civilian Dress Code. It is the responsibility of the cadet host to inform their guests about these regulations.
 - g) Hats are not to be worn inside any building.
 - h) Civilian clothes are not permitted for dances with the exception of Homecoming and Final Ball for female cadets and guests.
 - 2) Male Cadets will follow these guidelines:
 - a) May wear casual slacks or jeans.
 - b) Can wear either polo, casual dress shirts or t-shirts, not usually worn as undergarments (no plain white t-shirts). No muscle shirts or tank tops allowed.

- c) No earrings or body piercing of any type.
 - d) Proper shave, haircut and no makeup or dyed hair.
 - e) All clothes will be clean and serviceable (no holes).
- 3) Female Cadets will follow these guidelines:
- a) May wear semi-casual attire.
 - b) Shirts will be clean, have sleeves, be long enough to go below the waist, and have no holes. No halter tops, tank tops or tube tops are permitted.
 - c) Hair may be worn down, but must be neat and clean and no dyed hair.
 - d) Wear only one pair of earrings and will not have any body piercing.
 - e) No tops that are plunging or have revealing necklines or showing bare midriffs.
 - f) Proper undergarments, brassier and panties, will be worn under all clothing. Undergarments will not be visible.
 - g) No dresses will have exposing slits up to the hip, midriffs showing, or revealing necklines.
 - h) No see-through mesh garments.
 - i) Skirt, shorts or dress lengths will be no shorter than the top of the knee.

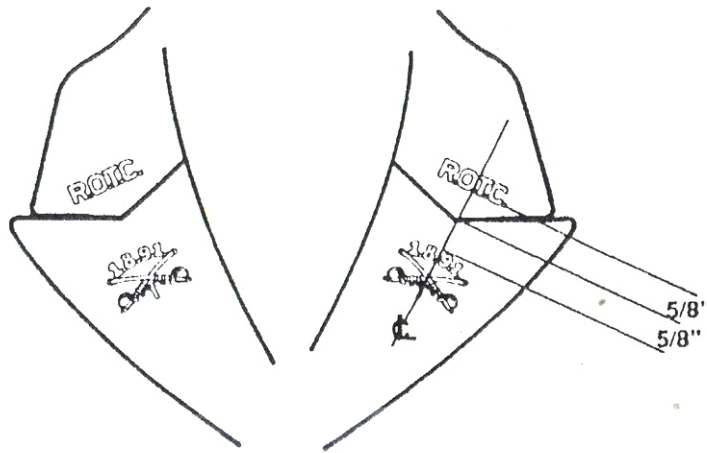


Figure 5. ROTC Insignia on Coat

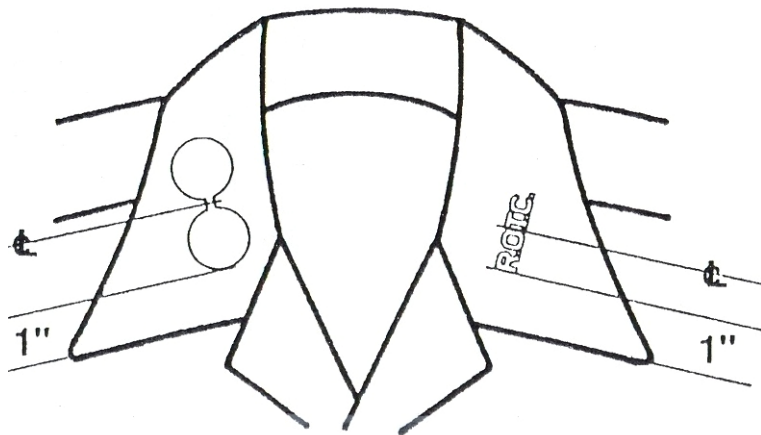


Figure 6. ROTC Insignia on Shirt

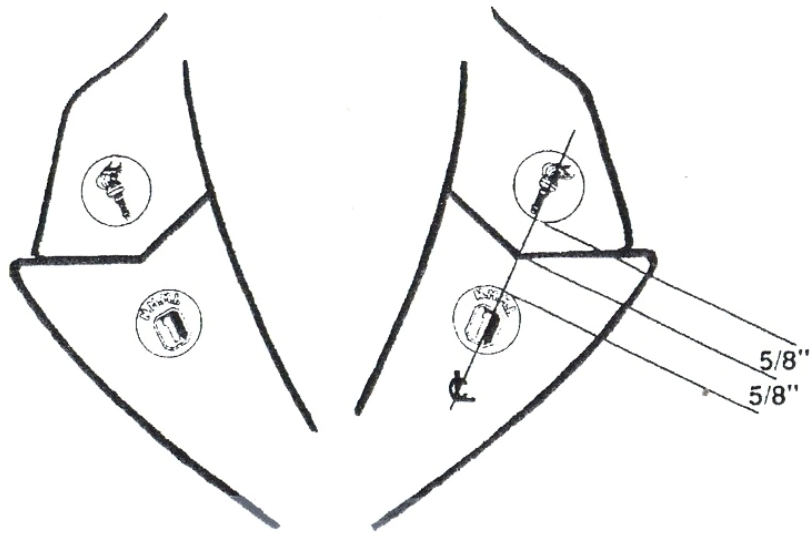


Figure 7. Torch of Knowledge and Class Designation Insignia on Coat

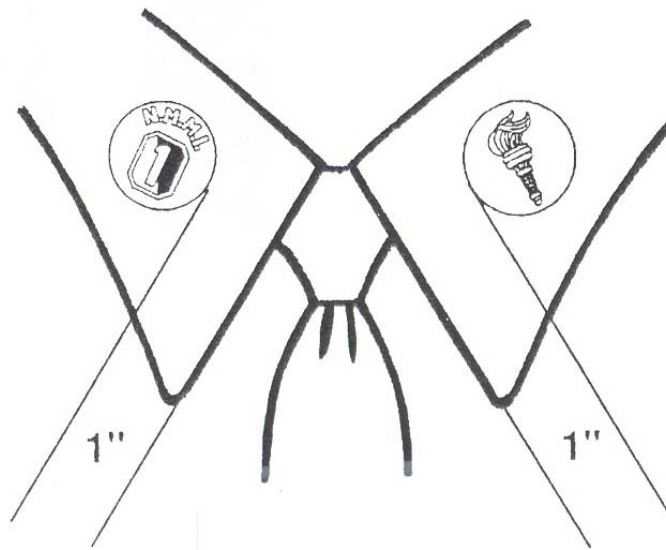


Figure 8. Torch of Knowledge and Class Designation Insignia on Shirt

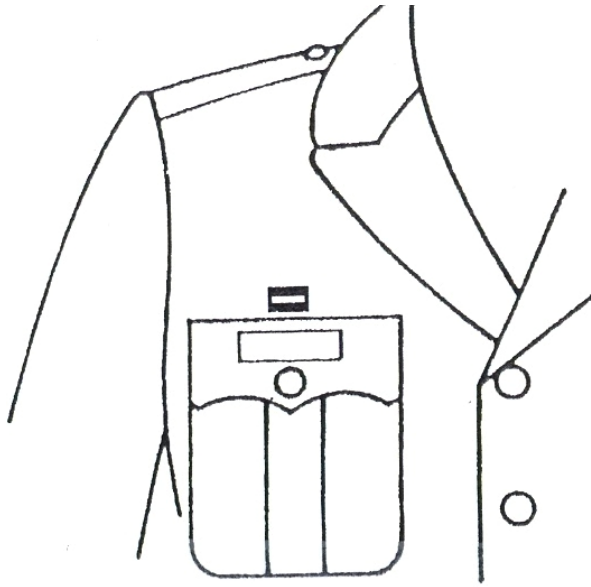


Figure 9. Cadet Corps Status Insignia

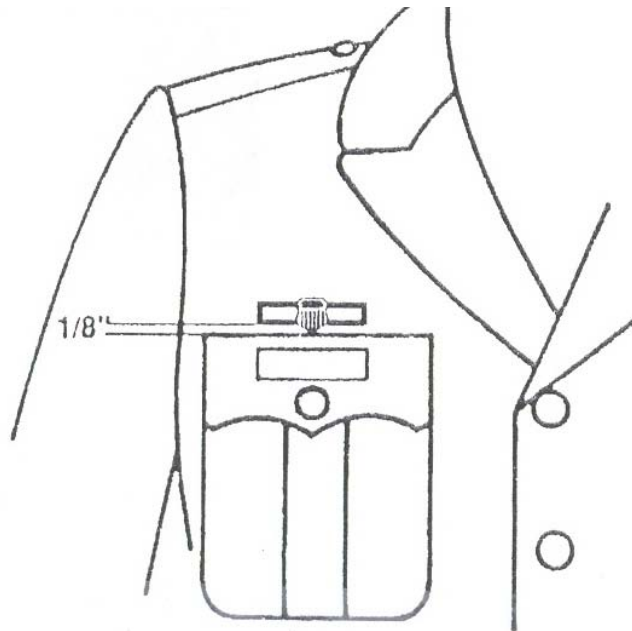
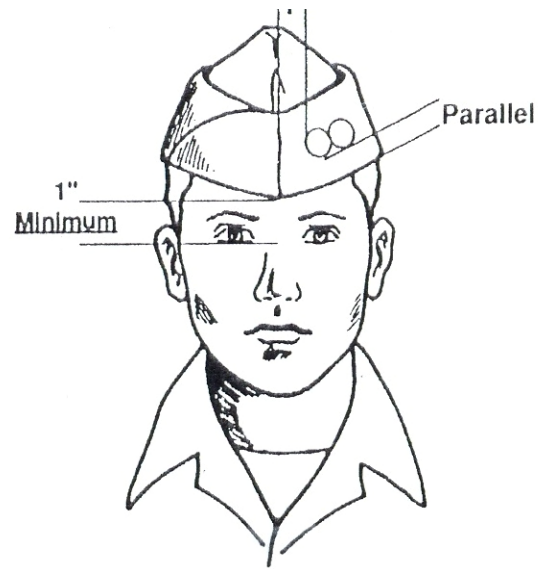


Figure 10. Distinguished Military Student Badge



Figures 11. Wearing of the Garrison Cap with Officers Rank



Figure 12. Wearing of the Garrison Cap

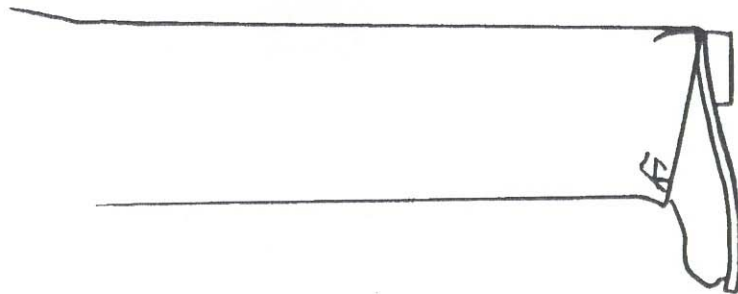
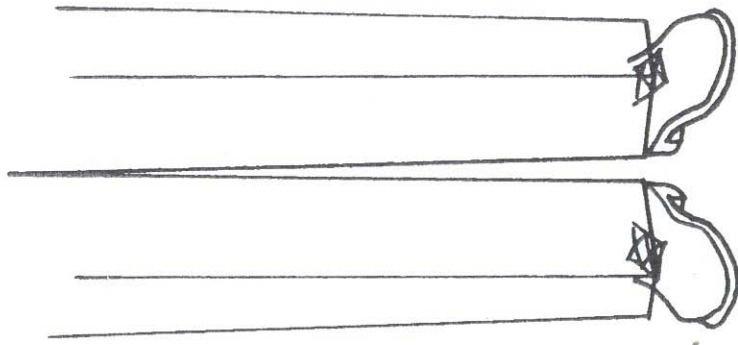


Figure 13. Wearing of the Pants



Class "C" Uniform



ACU Uniform



PT Uniform



Winter PT Uniform



Class "A" Formal Uniform



Class "A" Summer Uniform

4.03 ROOM STANDARDS AND INSPECTIONS:

a. General:

- 1) All cadets will have personal property inventory Posted to inside locker door with a copy turned in to their TLA.
- 2) Nothing may be attached to any wood surface in or outside the room. The only exception is the cadet inventory sheet which will be affixed to the back of the locker door.
- 3) No extra furniture or appliances (refrigerators, microwaves, water coolers, etc.) of any type will be allowed in a cadet room without the authorization of the DCO/CMDT.
- 4) During Thanksgiving, Christmas, and Spring Breaks each cadet will:
 - a) Strip the bed
 - b) Place personal high value items in the lockers for security purposes
 - c) Clean the room, remove any and all food items, and empty the trash can
 - d) Unplug any electrical devices.
 - e) Lock the windows, lockers, and door
 - f) Leave sink drain stoppers in the up/open position

- b. Room Assignments:** The DCS/CMDT makes all room assignments. The #1 cadet is assigned sink, mirror, cabinet, desk, bunk and locker on left side of the room as you enter. The #2 cadet is assigned the right side areas. Telephone and computer access are based on a cadet's assigned bed and room number.

- 1) A cadet must inspect his or her assigned room for damage and submit a Barracks Inspection Checklist (BIC) to the TLA within 24 hours of move in. The TLA will verify the damage and submit a work order for repairs. Failure to complete and turn in the BIC will result in charges for any damages applied to a cadet's account.
- 2) Room changes will be considered and permitted only after the BIC is submitted to the DCS and approved changes will occur in conjunction with cadet promotions and reductions, or in exceptional cases. A completed Transfer Request (TR) form must be submitted to a cadet's TLA and approved by the CMDT Chain of Command.
- 3) All cadets must maintain personal property inventory sheet. This is an item of inspection.

- c. Pets:** A cadet is not authorized to maintain any type of "pet," dead or alive, in his or her room (e.g., mammals, reptiles, birds, insects, fish, etc.).

d. Daily Room Inspections (DRI):

- 1) All cadet rooms, including lockers and their contents, are subject to daily inspection by the Cadet Chain of Command and CMDT's staff.
- 2) All cadet rooms, including lockers and their contents, are subject to daily inspection by the Cadet Chain of Command and Commandant's Staff. At a minimum, each room will be inspected at least once every five days. TLAs will conduct a formal DRI of cadet rooms throughout the week inspecting for "gigs" (deficiencies) in five areas as listed on the official Commandant Staff DRI Form. A cadet room with a "gig" in one inspection area noted on the DRI sheet will be given a warning stick. A cadet room with a gig in two of the five inspection areas noted on the DRI sheet during DRI is a "Room Not Prepared for DRI." A cadet room with gigs in three of the five areas will be noted a "Room Not Presentable." A cadet room with 4 or more gigs will be noted an "Unsatisfactory Room."
- 3) Inspection results will be turned over to TC for correction/training. Results of daily inspections will also be turned into the DCS for Harry Morrison point computations.
- 4) **Responsibilities:**
 - a) A cadet will present his or her room ready for a DRI, Monday through Friday between the hours of 0800-1530. Refer to paragraph 4.03d (2) below for DRI standards.
 - b) New cadets will maintain their rooms "DRI ready" from 0800-1530, seven days a week and in a "presentable" manner (neat appearance) at all other times.
 - c) Yearlings and old cadets will maintain their rooms ready for DRI Monday through Friday, 0800-1530 and will maintain their rooms in a "presentable" manner (neat appearance) during non DRI hours (1530-2200 hours).
 - d) "Presentable" appearance is defined as:
 - i. Beds made.
 - ii. No items or trash on the floor.
 - iii. Desk is organized and clear of clutter.
 - iv. Sink area is clean and dry.
 - v. No items (clothing, towels, etc.) hanging from the bunk or ladder.
 - vi. Windows clean.
 - vii. Shades properly dressed to the window(s).
 - viii. Trash can be no more than half full.
 - e) The cadets, or cadet, assigned to a room are jointly responsible for the cleanliness and neatness of their room, except for their individual desks and bunks. They are also responsible for "policing" and removing trash on that portion of the stoop immediately adjoining and extending from their room.
 - f) SLs should inspect their squad member's rooms each day before DRI to ensure that cadets are meeting DRI requirements. SLs experiencing problems with unprepared cadet will issue a warning and prepare written counseling statements after reviewing the room standards with cadet.
 - g) PSGs will monitor SLs' execution of their DRI responsibilities.
 - h) 1SGs will inspect troop common areas and ensure troop rooms are maintained in a presentable appearance at all times.
- 5) **DRI Standards:** The following standards apply to all cadets, and a violation(s) of the standards may result in sanctions.
 - a) Beds:
 - i. Beds will be made daily (including weekends) with two sheets, one pillow and pillow case, and one blanket. The head of the bed will face to the rear wall of the cadet room. The bed will be covered by two white sheets (top and bottom sheets). One gray NMMI regulation blanket will cover the sheets so as to reveal 6 inches of white sheet. The NMMI logo on the blanket will be centered 10 inches from the sides of the bed and 30 inches from a "white collar" created by folding the first 6 inches of the top sheet over the blanket. The extra blanket (gray NMMI or Army green) will be folded to a size of 14 x 20 inches, with the fold facing forward, and placed in the locker over the boot well or folded the width of the bed

and placed at the foot of bed with the single fold toward the door. The mattress will be covered with a mattress cover.

- ii. Cadets will “stockade” their beds on Friday mornings, and will make them prior to retiring for the evening. When beds are stockaded, the mattresses will remain flat. Folded blanket(s), a pillow, two clean sheets and one clean pillowcase will be placed, in that order, at the foot of bed.
- iii. Bunks, bunk rails, and bunk ladders will be free of unauthorized items.
- b) Broom and carpet sweeper (one each per room) will be stored behind the door.
- c) Dustpan will be stored behind the wastebasket stowed under individual sink #2.
- d) Chairs pushed in and centered on the desk.
- e) Desks:
 - i. Clean and free of dust with drawers closed.
 - ii. Objects on desk neatly arranged.
 - iii. Nothing will be posted to wood. Pictures will be placed on the individual bulletin board, or the wall blanket.
 - iv. Current school year Blue Book, closed, centered on desk in front of chair for Daily Room and Formal Inspections (out of date Blue Book on display is a “desk gig”).
 - v. Pencil drawer will have drawer organizer to hold pen, pencils, paper clips, etc.
 - vi. Top drawer will contain only file folders, academic supplies, notebooks etc. Drawer will not be used for non-academic items i.e. food, clothing, games, DVDs, etc.
 - vii. Bottom drawer will contain only an authorized empty book bag, backpack or laptop bags.
- f) Bookshelves will be neatly arranged with books stowed largest to smallest, left to right, as you face them.
- g) Front door will be clean and free of black shoe marks and will be locked.
- h) Floor will be cleaned and free of obstacles i.e. boxes, shoes, items of clothing or rugs. Stoop outside of the room will be swept and clear of all debris.
- i) Locker doors and desk lockers will be locked with approved combination locks (purchased from Cadet Store with key access on back of lock). Contents will be neatly arranged as they may be inspected for health/safety reasons. All food must be stored in “Tupperware” type containers and stored only in the desk locker.
- j) Only ROTC issued items will be placed in the open area above the wall locker. Civilian clothing will be stored in one NMMI garment bag per locker. RATs are not allowed to store civilian clothing in their locker or room. Requests for exceptions for athletes or SROTC cadets will be submitted in writing and may be approved by the DCO/CMDT.
- k) The Medicine cabinet door will be closed and mirrors spotless.
- l) Shine boxes will be closed. No items are authorized to be displayed on top of the shine box.
- m) Sinks will be clean and dry; the faucet and base will be free of soap, stubble, hair and lime.
- n) Stereo speakers (maximum size 6 x 9 x 12 inches) must be placed on top bookshelf and not on the floor. Maximum of one set of stereo speakers per cadet in each room. A set of stereo speakers consists of no more than three speakers. Subwoofers/Webcams/Scanners are not authorized for any cadet!
- o) One towel per cadet, draped over the bathrobe, and hung on the back of the door is authorized. Towels will be white and clean at all times
- p) The wastebasket under sink #2 will be empty and clean. Wastebasket liners are encouraged for normal use.
- q) Windows and sills, outside and inside, will be clean and will be locked. Window shades will be dressed to mid-window, and may be fully drawn only when a cadet is changing clothes. All windows facing away from Post will have shades drawn between 1800-0600 daily.
- r) No luggage or plastic storage containers will be stored in a cadet room.
- s) All wood will be lightly oiled with Old English furniture polish once a week.

- t) TLAs will inspect cadet rooms for authorized items based on the cadet status: new, yearling, old, NCO, officer.
 - u) Miscellaneous items, including personal sports and hobby equipment (with the exception of weights, barbells, or dumbbells) will be stored in lockers, or in accordance with the Troop SOP.
 - v) When a CMDT's staff member or Troop staff, enters a cadet's room for DRI, all cadets will assume the position of attention. Cadets who are not occupants of that room will request permission to leave and do so when directed. Room occupants will turn off TVs, stereos, computers or other electronic devices that might interfere with the inspection. Room occupants will not sleep or eat during an inspection.
- e. **Formal Room Inspection:** The following standards apply to all cadets and will be observed during all Formal Room Inspections.
- 1) **Desks:**
 - a) Cadet Blue Book will be placed centered, on the front edge of the desk.
 - b) The center desk drawer will be open 6 inches with the contents neatly arranged and limited to articles used for studying, reading, and writing.
 - c) The file drawer will be open 6 inches with front file organized in order of classes. The back file may be organized as the cadet wishes.
 - d) The bottom drawer will be open 8 inches and will contain the cadet's empty back pack.
 - 2) **Lockers:**
 - a) **Hanging Items:** All items will be hung on brown hangers with no paper or cardboard on them. Order for placement will be from left to right:
 - i. NMMI issue garment bag
 - ii. Bathrobe
 - iii. Athletic uniforms
 - iv. Cadre shirts (Squadron/Troop shirts)
 - v. Black Service jacket
 - vi. Black sweater
 - vii. Green or Blue jacket
 - viii. Green or Blue trousers and extra black tie
 - ix. White shirts
 - x. Long sleeve khaki shirts
 - xi. Short sleeve khaki shirts
 - xii. Extra hangers (maximum of 4).
 - b) **Garment Bag:**
 - i. Must be clean, dusted, zipped to the top (with the zipper facing the center partition), and will contain 5 hangers only.
 - ii. Only authorized clothes, such as civilian clothes, are allowed in the garment bag.
 - iii. No extra shoes, extra hangers, or extra uniforms are allowed in the garment bag.
 - c) **Athletic Uniforms:**
 - i. Only the NMMI issued wind suit and Sweatsuit will be hung in the locker for formal inspections.
 - ii. Laces will be tied and tucked into the wind suit.
 - iii. The wind and sweatsuit will face the center partition.
 - d) **Cadre, Squadron, Troop Shirts:**
 - i. Shirts will be cleaned and buttoned.
 - ii. Shirts will face the partition.
 - e) **Black Service Jacket:**
 - i. Zipper zipped up all the way
 - ii. Gloves will be placed in the pockets; fingers pointed up, thumb in and placed in the appropriate pocket.
 - iii. Jacket will be clean.
 - iv. Jacket will face partition.
 - f) **Black Sweater:**
 - i. All insignia and the name tag will be removed.
 - ii. Sweater will face the partition.

- g) **Green or Blue Jacket:**
 - i. All brass and insignia will be on the jacket.
 - ii. All buttons will be shined.
 - h) **Green or Blue Trousers:**
 - i. Trousers will be zipped up and buttoned.
 - ii. Legs will be facing the partition with the zipper facing out.
 - iii. Extra ties will be hung over the trousers farthest from the center partition. Wide part of the tie will face the partition.
 - i) **White shirts:**
 - i. All buttons will be buttoned and facing the partition.
 - ii. All brass and name tag will be removed.
 - j) **Khaki shirts:**
 - i. All buttons will be buttoned and facing the partition.
 - ii. All brass and name tag will be removed.
- 3) Shelves:
- a) **Top Shelf**
 - i. Hydration systems stored with bladder cap open.
 - b) **Second Shelf (from top):**
 - i. Towels with washcloths place inside. Towels will be folded to the exact dimensions of the shelf.
 - ii. Sheets will be folded to exact dimensions of shelf with pillowcase placed inside.
 - c) **Center shelf:**
 - i. ACUs will be buttoned and folded individually and to the exact dimensions of the shelf.
 - ii. Shirt will be placed on top of the pants.
 - iii. The web belt will be neatly rolled and placed on top of the ACU shirt.
 - iv. The ACU cap will be placed over the top of the web belt with the bill facing front.
 - d) **Bottom two shelves:**
 - i. The first shelf is for miscellaneous items. The items will be neatly folded and/or arranged.
 - ii. The second shelf will be used for personal hygiene items. No more than 10 large items will be displayed.
 - e) **Area next to shelves:**
 - i. Tennis/Racquetball racquets with head down and/or Paintball markers.
 - ii. Sam Browne belt rolled up tightly and bound with leather loops secure to roll (Cadet Officers).
 - f) **Top Wide Shelf or Compartment:**
 - i. Extra athletic shoes with the heels against the left side and placed against the back wall.
 - ii. A third pair of athletic shoes, with the heels facing out, will be placed upside down on top of the extra shoes.
 - iii. The best looking athletic shoes will be placed against the left side with the toes flush with the front edge of the shelf.
 - iv. Shoe laces will be tied and tucked in.
 - v. Red shirts and black shorts will be placed against the right side of the same shelf.
 - vi. All items will be folded exactly 8 inches wide.
 - vii. Shirts will be placed on top of the shorts. Shirts will be folded so the top of the NMMI crest can be seen. The collar will be up and on top of the stack. The crests should be the same all the way down the stack of shirts.
 - viii. The shorts will also be folded 8 inches across, stacked and placed flush with the front edge of the shelf.
 - g) **Bottom compartment of the shelf:**
 - i. Extra black shoes will be placed against the back wall with the heels against the left side.
 - ii. Shower slippers will be placed against the left side with the toes flush with the front edge of the shelf.
 - iii. Place second pair of black dress shoes on the right side of the same shelf, toes flush with the front edge of the shelf and against the right wall.

- 4) **Drawers:** Use sectioned diagram below to determine placement of listed items.
- a) Section A and B: White athletic socks will be in 2 stacks, individually folded in half lengthwise, and clean and neat with fold positioned to the front and toes on top of fold.
 - b) Section C: Handkerchiefs will be folded exactly 4 x 4 inches, positioned in the corner, and clean and free of stains.
 - c) Section D: White T-shirts will be folded exactly 8 x 8 inches so the collar can be seen and placed in the corner of the assigned drawer.
 - d) Section E: Underwear will be folded to exactly 5.5 x 4 inches so the elastic band cannot be seen and placed in the corner of the assigned drawer.
 - e) Drawers will be clean with items placed in a neat and orderly manner.
 - f) Drawers will be opened exactly 6 inches.
- 5) **Locker Boot Well:**
- a) Boot well will be clean and empty during inspection.
 - b) Boots will be placed in front of and flush with the outside edge of the open drawer (away from the center partition).
 - c) MS IIIs and MS IVs will place extra boots there with toes of boots flush with the front of the boot well area.
 - d) A third pair will be placed behind the second pair.
 - e) All boots will be clean.
- 6) **Field Equipment and Blanket Shelf:**
- a) Extra ACUs, field jacket, poncho, tan T-shirts and other field equipment will be placed on this shelf.
 - b) Place tan T-shirts behind the field jacket and on top of the poncho.
 - c) T-shirts will be folded exactly 8 inches and placed in two stacks.
 - d) Extra blankets will be folded 14 x 20 inches and placed under all field equipment.
 - e) The cadet weapon will be placed in its slot.





Figure 14. Medicine Cabinets and Doors Beneath Sink



Figure 15. Male Closet



Figure 16. Female Closet



Figure 17. Male Drawer



Figure 18. Female Drawer



Figure 19. Top Desk Drawer – Filing



Figure 20. Bottom Desk Drawer – Backpack



Figure 22. Personal Locker



Figure 23. Shoe Shine Box

CORPS OF CADETS DISCIPLINARY SYSTEM

CHAPTER 5

“My guidance for the Corps of Cadets is pretty straight forward; know the standards, live by the standards, correct those who ignore the standards and help your fellow cadets who are having trouble meeting the standards.”

*BG Richard V. Geraci USA, Ret
22nd Commandant of Cadets*

5.01 INTRODUCTION: This chapter presents general expectations, cadet status, standards of conduct for on- and off Post, summary of disciplinary infractions, delinquency reports, demerits/merits, department grades and punishments for violations of these regulations.

5.02 GENERAL RULES OF CONDUCT:

- a. Cadets enjoy a reputation for meeting high standards of personal appearance and military courtesy and bearing. All cadets are expected to maintain this reputation on and off Post. Cadets shall be in the right place at the right time in the right uniform. Cadets should strive to always be in “Good Standing” (Refer to paragraph 2.05a).
- b. Cadets must know and observe the rules of conduct contained in the Blue Book, Commandant Policy Letters (PL), SOPs of the CMDT’s Office, special pamphlets, official notices posted in the barracks on the Sally Port and troop bulletin boards, forwarded to cadets via email, and posted in academic buildings. Cadets must read the Sally Port Bulletin Boards daily, check their email twice daily, and check their Post office mail boxes twice weekly.
- c. Avoidance of “High Risk Behavior”. High risk behavior is comprised of but not limited to behavior that jeopardizes the health, safety or well being of any cadet.
- d. Acceptable conduct includes, but is not limited to:
 - 1) properly wearing the prescribed uniform, maintaining a military bearing, and practicing excellent daily personal hygiene and grooming standards, while on or off Post;
 - 2) demonstrating respect for authority (to staff, faculty, cadet leaders, and citizens of Roswell) on and off Post;
 - 3) addressing the general public, acquaintances and guests in a friendly and polite manner and not using profane, abusive, or vulgar language to anyone, at any time;
 - 4) avoiding loud and boisterous activities and discussions or efforts to gain attention that reflect unfavorably on NMMI;
 - 5) walking on Post and public sidewalks and paved areas, not on the grass, unless
 - a) when conducting “police call”, or
 - b) participating in sports, cadet activities or intramurals, and
 - c) as directed by the CMDT; and
 - 6) Accepting responsibility and accountability for one’s actions.

5.03 CLASS ATTENDANCE POLICY:

- a. The value of an NMMI education rests on communication between the instructor and the cadet; thus, these experiences are not to be missed. At NMMI, class attendance is mandatory. Physical Development Training and Cadet Activity periods are considered classes. It is a cadet’s duty to go to class.
- b. Unexcused absences will result in cadets receiving 21 demerits and 7 tours. Five (5) or more unexcused absences during the first semester of the Academic Year may be cause for a cadet’s suspension; ten (10) or more unexcused absences during the Academic Year may be cause for a cadet’s suspension.
- c. Cadets on the CMDT’s Staff Duty to include Guard Duty will attend all classes. Cadets will not be absent from a scheduled test or laboratory and will not be excused from submitting assignments on time. “Guard Duty” is not an excuse for missing class.
- d. Early class departure is prohibited without an instructor's prior permission.
- e. In an instructor’s absence, the ranking cadet will contact a faculty or staff member to obtain permission to release the class.
- f. Cadets will present excused tardy notes to the instructor at class entry and with minimum interruption.

5.04 REQUIRED CONDUCT AND STANDARDS ON POST: The following behavior is expected and includes, but is not limited to:

- a. Properly wearing a clean cadet uniform, polished shoes and brass, and remaining uncovered in buildings and covered when outdoors.
- b. Wearing ACUs shirts buttoned with the sleeves down or fully rolled, as specified by the PMS, SAI, and CMDT.
- c. Properly wearing a clean PT uniform. The PT uniform will not be worn in Lusk Hall for any reason.
- d. Avoiding unnecessary noise or loitering in the halls or in buildings and going directly to and from class or appointed place of duty.
- e. Not sitting on stairs, hallway floors, and outside steps.
- f. Not using cell phones, IPODs, MP3s, DVD players and earphones outside cadet rooms.
- g. Not consuming food and drinks outside the dining facility or rooms except for special events as designated by DCO/CMDT.
- h. No chewing gum while in uniform.
- i. Reporting plumbing, safety or damage problems to the nearest faculty or staff member office.

5.05 PROHIBITED CONDUCT AND CONSEQUENCES:

a. **General:**

- 1) Cadets may receive a delinquency report (“stick”) when a violation of cadet or NMMI regulations occurs on or off Post. The number of demerits and tours assessed as a result of a violation are prescribed for minor and major offenses. Tours and demerits for serious and critical offenses will be determined by the DCO. And will normally be at the low end of the spectrum for a first offense of a serious or critical nature. When addressing any disciplinary infraction, the “whole person” concept will play a part in determining the appropriate number of demerits and tours. For example: Has a cadet received previous counseling or a warning? Does the punishment fit the offense? Is the offense the first one committed by the cadet? Is there a pattern of indiscipline beginning to develop? A cadet who has a history of misconduct in the classroom, in the barracks, off Post, or with athletic teams may receive a different punishment than a cadet with only one violation of cadet regulations during a semester.
- 2) There are four types of offenses: (1) minor, (2) major, (3) serious and (4) critical. The demerits and/or tours assessed will be determined by the type of offense (see paragraph 5.11). Cadets can expect to receive, at a minimum, counseling for minor offenses with a “warning stick”, after that cadets may receive demerits for violations of these regulations. Repeated violations of the same offense may result in an increasing number of demerits. For major, serious and critical offenses, the same principles of progressive punishment apply. Punishment is at the discretion of the DCO and may involve the immediate assessment of demerits and tours, suspension or dismissal.

5.06 NMMI DRUG AND ALCOHOL POLICY:

- a. NMMI is a drug and alcohol free Post. All cadets are encouraged to participate in the Institute Drug Free Youth (IDFY) program. This program has been developed with law enforcement agencies to provide cadets with a voluntary organization that rewards them for being drug free and to influence cadets who abuse drugs to reject their actions through the use of positive peer pressure.
- b. **Drugs:** Possession, use or sale of legal/illegal drugs, mind-altering substances, or alcoholic beverages will not be tolerated.
 - 1) Under reasonable suspicion, cadets are subject to drug and alcohol testing. Refusal to take the urinalysis test will constitute admission of guilt and the appropriate disciplinary action will be taken.
 - 2) Cadets are prohibited from using, possessing, transporting, distributing, or attempting to secure/buy legal/illegal drugs, chemical substances, or drug paraphernalia.
 - 3) Cadets are not to attend parties or ride in vehicles where drugs are present.
 - 4) Drug paraphernalia includes, but is not limited to, hypodermic needles, fabricated or actual marijuana pipes, hookahs, and “roach clips.”
 - 5) Drug or chemical substance means any substances used for the mind-altering or physical effects, including but not limited to over the counter drugs, narcotics, marijuana, cocaine, LSD or meth. Chemical substances include performance-enhancing substances not prescribed to the cadet including

but not limited to anabolic steroids and over-the-counter products that are inhaled or injected. Cadets are prohibited from using synthetic marijuana/Spice/or any other substance prohibited by state law.

- 6) Aerosols, butane, inhalants, bath salts and any substance that may be used to inhale or huff for their mind-altering effects are not permitted.
 - 7) Over-the-counter drugs and any prescription drugs not prescribed by a physician or not taken as prescribed are prohibited.
- c. **Alcohol:** Cadets are prohibited from being present at an off Post/on Post party, event or in a vehicle where alcohol is present, purchasing alcohol, possessing alcohol or drinking alcoholic beverages, being under the influence of any alcoholic beverage, possessing an empty container with traces of alcohol, and distributing alcohol to other cadets. "Under the influence" means questionable or unusual appearance of the cadet (speech, mood, actions), which leads staff/faculty to reasonably suspect the cadet's ability to function safely and effectively has been impaired by alcohol and/or drugs.
 - d. **Consequences Resulting From Violation of this Policy:** Any cadet found in violation of New Mexico Military Institute's drug and alcohol policy during the academic school year, including vacation breaks, holidays, and furloughs, is subject to disciplinary action up to and including immediate dismissal and/or criminal prosecution.

5.07 **HANDLING, STORAGE, DISTRIBUTION AND USE OF PRESCRIPTION MEDICATIONS:**

- a. Medications prescribed by a cadet's personal physician, or at the discretion of the Nurse Practitioner and the Health Services Administrator, must be brought to the Infirmary and logged in. These medications include, but are not limited to steroids, liquid antibiotics, muscle relaxers, nicotine patches, and any other medications deemed to have a potential for misuse/abuse. Medications available over-the-counter, such as vitamins, cough medicine, Tylenol, ibuprofen, etc., must also be brought to the Infirmary and logged in.
- b. Notations about the medication, dosage, and prescriber are made by the Infirmary staff. The cadet reads and signs a statement at the bottom of the Log-In form, indicating that they understand how to take the medication that they will not give or sell it to another person, and that misuse of the medication is grounds for disciplinary action that could result in dismissal.
- c. The Log-In form also states that the cadet understands that any medication prescribed to them while attending school at NMMI from a provider other than the Nurse Practitioner or the Medical Director must be logged in at the Infirmary and all of the cadet's questions have been answered. The cadet signs the form and receives a copy to keep with the medication in his/her room. Medications not logged in and found in cadet rooms subjects cadet to disciplinary action.
- d. The CMDT's office is notified daily of any medications missed the previous day. The CMDT's staff will counsel the individual cadet who is out of compliance with his or her medication regimen and follow up with the parent, cadet, and Infirmary staff. Parents or guardians of High School cadets will be notified by Infirmary staff and TLAs regarding non-compliance issues. Failure to take prescribed medications can result in disciplinary action up to and including dismissal.

5.08 **NMMI TOBACCO POLICY:**

- a. NMMI is a tobacco-free Post. To comply with New Mexico state law, and to promote good health, NMMI does not permit the use of tobacco products. This means no smoking, dipping, and no using snuff. This also applies to alternative tobacco products like licorice cigarettes, electronic cigarettes, any liquids that may be smoked and mint dip. Distributing tobacco products to another cadet is also a policy violation.
- b. Smoking poses a significant risk to the health of the smoker and to those in the immediate area. Smoke from cigarettes, cigars, and pipes is also an irritant to many non-smokers and can exacerbate allergic conditions. In 1985, the State of New Mexico enacted legislation requiring employers to adopt smoking policies which would protect the health and comfort of non-smokers.
- c. Any cadet found in violation of NMMI's tobacco policy, during the academic year, including vacation breaks, holidays, and furloughs, is subject to disciplinary action, up to and including dismissal.

5.09 **HAZING AND BULLYING:**

- a. Hazing and bullying are considered serious offenses and any cadet found guilty of being involved in the hazing or bullying of another cadet may be suspended or dismissed. Hazing or bullying is any unauthorized assumption of authority by a cadet that causes another cadet to suffer any cruelty, indignity, or humiliation. *Hazing is defined as the harassment by exacting unnecessary, excessive unauthorized or disagreeable work; to harass by banter, ridicule or criticism, to haze by initiation. Bullying is typically the act of older or larger or longer tenured cadets picking on younger, smaller or new cadets to inflict harm and/or ridicule or criticism.*

- b. Leaders of character do not resort to demeaning and degrading acts or excessive physical punishment to conduct training or maintain standards within the Corps. No acceptable or cherished NMMI school traditions involve any form of hazing. Violations of this Policy may result in sanctions up to and including dismissal.
- c. **Types of Hazing:** Hazing or bullying is not limited to physical contact or activity. Hazing or bullying may occur in the form of orders directing or forcing unauthorized and excessive physical activity/abuse or verbal abuse.
 - 1) **Physical Hazing:** A cadet is not authorized to touch another cadet. The exceptions to this policy are limited to positive and constructive military training and physical activities that include, but are not limited to: drill and ceremony, military courtesies and customs, uniform inspections, athletic team and intramural sports, club activities, exercises or fitness testing, obstacle course, rifle team training, and ropes course training. In these cases, the cadets, staff or faculty must remind the participating cadet(s) that some physical contact may be involved and receive acknowledgement from the cadet(s) before activity begins. Any physical contact not in line with training or any contact that causes another cadet discomfort or pain is hazing. The best way to avoid an allegation of physical hazing is to check with the TLA before executing a program of physical activity intended to correct substandard performance.
 - 2) **Verbal Hazing:** No cadet has the authority to address another cadet in a degrading or demeaning manner. Verbal hazing includes, but is not limited to, threatening a cadet through the Honor System; placing a cadet in embarrassing or humiliating situations that violate personal dignity and show lack of respect for the individual; the use of profanity or vulgar language; written or verbal comments about a cadet's family members, religion, race, or ethnic heritage; and abusive negative criticism and threats; and derogatory comments directed at another cadet.
 - 3) **Bullying:** Cadets are not authorized to treat other cadets abusively by means of force or coercion or use browbeating language or behavior. This includes "cyber" bullying or harassment, through social media or email when online (intra/internet).
- d. Under no circumstances can a cadet authorize another cadet to haze or bully a cadet. No cadet can request or give permission to be hazed. Asking to be hazed may result in suspension or dismissal.
- e. A staff, faculty member or cadet who observes or suspects any type of hazing or abuse will take immediate action to stop the hazing or abuse. The CMDT or a member of his staff, regardless of the time or day, will be informed immediately of the activity.

5.10 SEXUAL HARASSMENT AND MISCONDUCT:

- a. **General:** NMMI expects every cadet to be committed to respectful living, treating others and their property with dignity and fairness while encouraging others to do the same. In that light, cadets must understand the impact of their behavior on others and strive to uphold the values outlined in the Code of a Cadet.
- b. **Escorting:** When escorting a guest in a public area, observe rules of decorum. A cadet may offer an arm to a guest when walking conditions warrant for example over rough ground, uneven pavement or any other circumstance where an individual might require assistance. When escorting a guest, a cadet must still render proper military courtesies.
- c. **Dating Among Cadets:** Typical cadet friendships based on shared backgrounds, academic or extracurricular interests, or organizational associations, do not constitute dating.
 - 1) Old cadets and yearlings are permitted to date among themselves. Personal relationships must be conducted with discretion, ensuring no public display of affection while in uniform or in barracks.
 - 2) No dating is permitted between old cadets/yearling cadets and a new cadet.
 - 3) New cadets are permitted to date among themselves and are encouraged to date within their own class.
 - 4) College cadets are highly discouraged from dating high school cadets and are not permitted to date 6th or 5th Class cadets.
- d. **Displays of Affection:** It is not appropriate to display affection while in uniform and in public view. Romantic physical contact between cadets on Post is not appropriate.
- e. **Prohibited Sexual Activity:** For the purpose of this provision, prohibited sexual activity means: Sexual intercourse, any form of consensual sexual activity constituting a crime under the New Mexico statutes, cadets without clothing, or any other form of physical contact with another person which, if continued, will produce sexual gratification or release. Cadets shall not engage in prohibited sexual activity. The penalty for engaging in prohibited sexual activity as stated above is considered a Critical Offense and can result in dismissal.

f. **Sexual Harassment:**

- 1) Sexual harassment, as defined below, is a form of conduct unbecoming a cadet which will not be tolerated in any aspect or activity of cadet life. Nothing in this regulation is intended to supplant any custom or usage of the Institute pertaining to the offense of conduct unbecoming a cadet.
- 2) The purpose of this regulation is to proscribe conduct that debases any decent notion of honorable men and women together in the Corps, and the unique value of a NMMI education. It is the Institute's intent that **all** cadets enjoy the benefits to be derived from NMMI, including the spirited give and take of Barracks life.
- 3) Sexual Harassment of Cadets by Cadets Defined: Sexual Harassment of Cadets by Cadets consists of unwelcome sexual advances, requests (including intimidation by a cadet of relatively greater power) for sexual favors, or any other verbal, nonverbal, or physical sexual conduct, and harassment inspired solely by the subject's gender, when the same is so severe, persistent or pervasive as to (a) limit a cadet's ability to participate in, or benefit from, any one or more of the components of the NMMI educational experience, or (b) create an environment in any one or more of the components of the NMMI educational experience that a reasonable person would find to be hostile or abusive.
- 4) Explicitly or implicitly conditioning a cadet's participation in an education program or activity, or basing an educational decision on the cadet's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.
- 5) Unwelcomed sexual advances, requests for sexual favors, or any other verbal, nonverbal, or physical sexual conduct, and harassment inspired solely by the subjects gender, when the same is to severe, persistent or pervasive as to (a) limit a cadet's ability to participate in, or benefit from, any one or more of the components of the NMMI educational experience, or (b) create an environment in any one or more of the components of the NMMI educational experience that a reasonable person would find to be hostile or abusive.

g. **Reporting:** Reports of sexual harassment of or by cadets should be immediately reported to any one of the following individuals or offices, in no particular order:

- 1) The TLA or SLA
- 2) A member of the CMDT's Staff
- 3) Campus Police
- 4) Cadet Academic Advisor/Counselors
- 5) Any member of the staff, faculty or coaches.

5.11 **WORLD WIDE WEB ONLINE SAFETY, SECURITY AND BEHAVIOR**

- a. Cadets are reminded that their online activity is neither private nor secure. Cadets are not invisible when they are online. Millions of people have access to what cadets may say online or to the profiles and pictures that cadets have posted. What cadets do online could jeopardize their reputations, compromise their integrity, and make them, and their fellow cadets, targets.
- b. Cadets should create unique passwords and not share them with anyone. Avoid giving out personal information (phone numbers, addresses, etc.) Cadets should not practice online activities that have the potential to compromise their identity, that of their parents, or that of their fellow cadets. Cadets must always think twice before clicking the send tab or downloading information.
- c. Cadets will be held accountable for their online behavior (e.g., sexual harassment, profanity, etc). NMMI rules cannot be broken online. Any activity that degrades NMMI's internet capacity, or brings discredit to NMMI and the Corps of Cadets, to include unethical, dangerous or illegal activities, may result in disciplinary action up to and including dismissal.
- d. Use of Social Networks or entertainment sites (MySpace, Facebook, YouTube, etc) is considered a cadet privilege at NMMI. Misuse or abuse of the privilege could result in disciplinary action up to and including loss of intra/internet access. Cadets are only allowed to visit these sites during personal or free time, using their own personal or loaned computer. Visiting these sites from any academic buildings, classrooms, labs, or Toles Learning Center is strictly forbidden. Staff or faculty can make an exception to the rule in a case by case basis (i.e. research project).

5.12 MINOR, MAJOR, SERIOUS AND CRITICAL OFFENSES:

- a. **Minor Offense: demerits as prescribed after the offense (3 Demerits = 1 Tour), includes but is not limited to:**
 - 1) Abuse of position/authority or assumption of authority (6)
 - 2) Uniform violation; dirty, stained, torn or unserviceable or improper fit (too tight, too long) (3)
 - 3) Yearling or old cadets borrowing anything (money, clothing, laptop, equipment or personal items from new cadets) (6)
 - 4) Chewing gum on or off Post in uniform, in formation or in class (3)
 - 5) Disorderly conduct/prohibited conduct on and off Post, use of profanity/abusive language (6)
 - 6) Eating or drinking outdoors on Post (except at NMMI sponsored events) (3)
 - 7) Entering or departing rooms by windows (3)
 - 8) Failure to check Charge Sheet (daily) (3)
 - 9) Failure to check email (twice daily) (3)
 - 10) Failure to check training schedule (daily) (3)
 - 11) Failure to pick up mail (twice weekly) (3)
 - 12) Failure to enforce regulations, policies or SOPs (6)
 - 13) Failure to follow Blue Book/policies/SOPs/Instructions/Direct orders (3)
 - 14) Failure to secure window/door/personal property/locker/weapon/ saber or prepare personal property inventory sheet (6)
 - 15) Hanging anything in or outside windows, on ledges, or mattress removal (3)
 - 16) No homework/unprepared for class/sleeping in class (3)
 - 17) Improper haircut/hairstyle, no shave or excessive makeup(9)
 - 18) Improper/inadequate personal hygiene/failure to do laundry (3)
 - 19) Kicking doors or banging on windows (6)
 - 20) Late to class/NSG/NSH/tutoring/formation/tour squad/Corps duty assignment (9)
 - 21) Late returning from furlough/pass/permit (9)
 - 22) Loud music or media noise (detectable through windows or doors) in the barracks (3)
 - 23) NSH/NSG/Toles Learning Center violation (3)
 - 24) No Rank slip on person when on authorized Ranks (3)
 - 25) Out of room after taps or visitation after taps (6)
 - 26) Pictures taped or tacked to personal box, desk light, wall locker door, any wood surface, walls or ceiling (3)
 - 27) Poor judgment or setting poor example (6)
 - 28) Possession of unauthorized items, including but not limited to: cooking utensils, refrigerators/microwaves, subwoofers, amplifiers(larger than headphone or microphone size/amplified guitars, rugs, comforters, overstuffed pillows, stuffed animals, any furniture not part of the room, unless authorized by class, rank, or status or by the CMDT (6)
 - 29) Publicly posting derogatory/disparaging information anywhere to include online (3)
 - 30) Quibbling (6)
 - 31) Room not prepared for DRI (3) or not presentable (6)
 - 32) Running, horseplay or wrestling on stoops, stairwells or in rooms (3)
 - 33) Safety violation/unsafe act to include sitting in windows, on stoop rails, ledges or stairwells, jaywalking on Main Street (3)
 - 34) Selling merchandise for profit to cadets including EBay (3)
 - 35) Sink trips without a bathrobe and/or appropriate footwear (3)
 - 36) Spitting on Post/in uniform (3)
 - 37) Stashing (6)
 - 38) Sunbathing (authorized only at Godfrey Center inside walled area adjacent to pool) (3)
 - 39) Unauthorized athletic games or fatigue drills in the barracks area (3)
 - 40) Unauthorized display of pictures, posters, and wall hangings (3)
 - 41) Unauthorized activity or unnecessary shouting or yelling, popping off during academic time/NSH (3)
 - 42) Unprepared/improperly executing cadet leader responsibilities, Dereliction of duty (6)
 - 43) Unprepared for Inspection (9)
 - 44) Use of cell phones, IPODs, MP3s, or DVD players on Post outside of cadet room (9)
 - 45) Submitting an inaccurate muster/cadet accountability report (6)
 - 46) Creating a disturbance or yelling in Dining Facility(6)
 - 47) Misbehavior in class/disruption of class.(6)

- b. **Major Offense: 12-21 Demerits (3 Demerits = 1 Tour), includes but is not limited to: Sanctions for major offenses may include suspension or dismissal, as directed by the DCO/CMDT.**
- 1) Absent tutoring/NSH/NSG/Lyceum/appointment/PT/duty/ mandatory corps event/ Class (21)
 - 2) Absent formation/bed check (21)
 - 3) Absent Post while on restriction/probation (21)
 - 4) Body piercing (15)
 - 5) Bringing food/drink into or removing from Bates Hall (15)
 - 6) Bringing food/drink into Academic Buildings. (15)
 - 7) Communicating a threat (21)
 - 8) Damaging or defacing cadet or school property (15)
 - 9) Disrespect, defiance or disobedience/insubordination to staff or faculty (21)
 - 10) Disrespect to the colors (flag) (12)
 - 11) Disrespect to fellow cadet, cadet leader, regardless of class (18)
 - 12) Failure to follow medical staff instructions (12)
 - 13) Gambling or possession of gambling equipment.(12)
 - 14) In an off limits area on or off Post. (21)
 - 15) Infractions of the male/female barracks policy (21)
 - 16) Littering on Post to include throwing anything out of room windows (15)
 - 17) Making a room change not authorized by DCS (15)
 - 18) Manifest indifference (21)
 - 19) Not living in assigned room(21)
 - 20) Off Post in improper uniform (PTs, ACUs, civilian clothes) (15)
 - 21) Pornography (possession/distribution/viewing/internet accessing of and “sexting”). Pornographic material and media is considered any material or electronic media which shows partial or full nudity deemed inappropriate by the CMDT.(21)
 - 22) Public display of affection (PDA), on or off Post (15)
 - 23) Unauthorized use of another cadet’s personal information, including nametags. (15)
 - 24) Tampering with vending machines (21)
 - 25) Unauthorized off Post (21)
 - 26) Unauthorized possession of keys/master key to any place (on Post (21)
 - 27) Unauthorized spirit mission (12)
 - 28) Unsatisfactory room (more than 4 gigs for DRI) (12)
 - 29) Vehicle policy violation/unauthorized possession/improper use of vehicle (15)
 - 30) Violation of tobacco policy (1st offense) (12)
 - 31) Visiting an unauthorized off Post area (15)
 - 32) Maintaining any type of “pet” dead or alive, in room (eg. Mammals, reptiles, birds, insects, fish, etc.) (15)
 - 33) Commandeering another troop’s guidon (12)
- c. **Serious Offense: 22-40 (1 Demerit = 1 Tour), includes but is not limited to: suspension, dismissal, reduction in rank or other sanctions as directed by the DCO/CMDT.**
- 1) Absent without leave (AWOL)
 - 2) Acting as agents for commercial or political concerns
 - 3) Conduct unbecoming
 - 4) Endangering another cadet
 - 5) False fire alarms
 - 6) Provoking a conflict, Escalating a conflict or Fighting
 - 7) Indecent exposure/streaking
 - 8) Possession of candles, incense or other burning materials in room (including matches and lighter)
 - 9) Repeated violations of tobacco policy
 - 10) Sexual harassment
 - 11) Staying in an unauthorized location/area off Post
 - 12) Trespassing
 - 13) Vandalism
 - 14) Fraternalization
 - 15) Malicious use of digital photography/email/unofficial school publications
 - 16) Any type of gang related activity/involvement or possessing/displaying gang related material
 - 17) Violation of computer policy/inappropriate use of computer.

- d. **Critical Offense (possible violations of criminal law): 41-99 (1 Demerit = 1 Tour), reduction in rank, suspension, dismissal or other sanctions as directed by the DCO/CMDT.**
- 1) Arson
 - 2) Assault/battery
 - 3) Bomb threats
 - 4) Breaking/entering/possession of lock picking tools
 - 5) Drug policy violation
 - 6) Extortion
 - 7) Activities involving "Hate" crimes
 - 8) Physical/verbal/mental hazing or bullying or "Cyber-Bullying"
 - 9) Honor Code violations.
 - 10) Possession of weapons (includes look-a-likes)/firearms/ explosives/ammunition/fireworks/live or inert ammo/knives
 - 11) Prescription drug policy violation
 - 12) Robbery/larceny/shoplifting
 - 13) Self-endangerment
 - 14) Sexual misconduct
 - 15) Steroid use/Possession
 - 16) Alcohol Policy Violation

5.13 DELINQUENCY REPORTS: Demerits should be used as a last resort and "blind sticks" by cadets are prohibited and will not be recognized. Face-to-face counseling (on-the-spot corrections) and additional military instruction with "warning sticks" are considered part of the disciplinary ("stick") process. Documentation of violations of cadet regulations is the responsibility of: 1) the cadet chain of command, starting with the squad leader; and 2) the CMDT's staff, starting with the TLA. This approach builds respect for the disciplinary system and emphasizes the authority and responsibility of the cadet chain of command. Cadet leadership must work together and have a standard process with a progressive element. For example, for minor offenses: (1) a first violation may result in verbal counseling; (2) a second violation may result in additional military instruction (AMI) and a written counseling statement with a "warning stick"; and (3) and further violations may result in a "stick" with assessed demerits and/or tours.

- a. **Delinquency Report (Stick) Authority:** The authority and responsibility for issuing a Delinquency Report ("stick") rests with the: (1) Cadet Officers and NCOs (such authority begins at the SL level within assigned troops); (2) TLA, DCO/CMDT; and (3) faculty and staff.
- b. **Delinquency Report Submission Procedures for Cadets:**
- 1) A "Stick" may be submitted for a breach of discipline, violation of rules, regulations, policies, standard operating procedures, or neglecting duty.
 - 2) A "Warning Stick" will be submitted when a cadet receives counseling or AMI. This stick is similar to a regular "stick" except "Warning" is indicated on the stick instead of issuing demerits and/or tours. This warning will be recorded on the cadet's Cadet Record Review but with no tours or demerits assessed.
 - 3) Cadet Commanders (TC, SC, Squadron Staff, RC and Regimental Staff) may "stick" any cadet.
 - 4) Primary Troop Point of Contact (POC) for issuing sticks outside the chain of command is the Troop XO, and in his or her absence, the Troop 1SG.
 - 5) Sticks written on same Troop members will be submitted to the cadet's PL.
 - 6) Sticks written on non-Troop members will be submitted to the non-Troop XO, 1SG, or TC.
 - 7) TCs will check with TLAs on warnings, counseling, admonition, reprimands, and additional military instruction documentation to aid in determining the appropriate number of demerits and or tours to be assessed for a violation. After such assessment, the TC may eliminate or approve the "stick."
 - 8) Once a "stick" is submitted, counseling, admonition, reprimand or military options are eliminated.
 - 9) "Sticks" may not be suspended by anyone other than the DCO/CMDT.
 - 10) The "stick" will be entered on the Charge Sheet as a "charge pending" or "warning."
- c. **Delinquency Report Submission Procedure for Staff and Faculty:**
- 1) The same concepts of warnings and counseling apply.
 - 2) Sticks submitted by staff and faculty are submitted to the appropriate TLA.
 - 3) If the stick is valid, the TLA submits it to the DCO.
- d. **Charge Sheet (C-Sheet):**
- 1) The C-Sheet is published and posted on the Hagerman and Saunders barracks bulletin boards daily by approximately 1200 hours. It is a cadet's responsibility to check the C-Sheet daily.

- 2) The weekly C-Sheet period extends from 0001 hours, Tuesday, until 2400 hours the following Monday (Demerit Week).
 - 3) A “Stick” stands (punishment assessed) if the cadet was not “on status” and failed to check and initial the C-sheet.
 - 4) All cadets on the C-Sheet will initial the space beside their name prior to 1630 hours.
 - 5) C-Sheet charges will be addressed with the DCO or TLA, as appropriate. The DCO will review and make the final demerit and/or tour assessment.
 - 6) The demerits and/or /tours assessed by the DCO or TLA will stand for those cadets who choose not to answer report.
 - 7) The final assessed demerits and/or tours will be annotated on the Cadet Record Review (CRR).
 - 8) The Cadet Chain of Command can get the cadet demerit status of their subordinates from the TLA.
- e. **Answering Report (Pleading) Charges:**
- 1) Pleading will be kept to a minimum for minor offenses and focused on administrative errors. All new cadets and yearlings must answer report for minor offenses to the TLA within 24 hours of the charge showing on the C-Sheet. Optional for Old cadets
 - 2) All cadets will answer report for a major offense to the SLA within 24 hours of the charge showing on the C-Sheet.
 - 3) All cadets will answer report to the DCO/DCS for a serious/critical offense by submitting a written response within 48 hours of the charge showing on the C-Sheet and make a personal appearance in front of the DCO.
 - 4) Cadets can appeal minor and major offense punishment imposed to the DCO. His decision is final.
 - 5) While waiting to report to the CMDT or members of his staff, a cadet will assume the position of parade rest outside the Answering Official’s office and will come to attention if addressed by a Cadet Officer, Senior NCO, Officer or CMDT’s staff member. When directed to report the cadet will:
 - a) Knock twice on the door or door frame and wait at the position of attention until directed to “enter”
 - b) Remove his or her garrison cap, march into the room, and assume the position of attention centered two steps from the front of the Answering Official’s desk (while at attention the cadet’s gaze will be focused straight ahead until spoken to by the Answering Official). The garrison cap will be held with the left hand (lower left arm is extended horizontally forward at the waist level; the cap rests on upturned, straightened palm of left hand).
 - c) Render a hand salute and report to the Answering Official, saying: “Sir/Ma’am, Cadet (state your name) answers the report, Sir/Ma’am.” The Answering Official will return the cadet salute.
 - d) The Answering Official will read the delinquency report to the cadet and identify the reporting person (or explain the purpose of cadet visit).
 - e) Answer report with one of the following: “Correct Sir/Ma’am.” “Incorrect Sir/Ma’Am.” or “Correct Sir/Ma’am, but may I explain.” The Answering Official will ask for an explanation, if needed. After the cadet responds to the report, the Answering Official will inform the cadet that the stick either stands as written, stands but is reduced or revised, or is removed.
 - f) Render the hand salute again, which the Answering Official will return, and then execute an about face and exit the room.
 - g) Pleading will always be done in person. Sticks may not be pled by e-mail. New Cadets must plead every stick during the first 42 days.

Note:

The stick stands and the opportunity to answer report will be forfeited by a cadet for: (a) reporting late; (b) any uniform violation; (c) needing a haircut and/or shave; or (d) any unexcused absence on the report date.

A cadet who attempts to escape the consequences of his or her actions by superfluous, misleading, or illicit explanations may have a “quibbling” stick added to the original stick.

f. **Stick Removal:**

- 1) TLAs will take care of minor and major stick removals. The DCO will take care of serious and critical stick removals.
- 2) An absent class “stick” submitted in error (administrative error, status report, etc) requires a completed stick removal form submitted by the appropriate TLA (faculty signature is NOT required for this type of stick removal), who will confirm the error and submit the removal form to the DCO for correction.

- 3) All legitimate unexcused absent class sticks (in other words, not caused by an administrative error) must be removed by the issuing faculty member or his or her Associate Dean.
 - 4) Faculty disciplinary sticks will not be removed except by the issuing faculty member, department chair, Associate Dean, Vice Dean or Academic Dean. These will be coordinated by the DCO.
 - 5) Cadets are not authorized direct contact with CMTD's office Data Entry Clerk.
 - 6) "Stick" removal forms are located in the TLA's office or in the Hagerman Barracks Guard Box.
 - 7) Stick removal forms incorrectly filled out, lacking a signature or unable to be read will be discarded and the stick stands.
- g. **Pre-tour Roster:** The Pre-tour roster is a "checks and balances" tool to ensure that cadets do not march tours unnecessarily. Essentially, it is a cadet's second chance to answer report and apply merits. For the CMTD's staff, it is a tool to help ensure that any mistakes made are corrected.
- 1) The Pre-tour Roster is published each Wednesday. It is the responsibility of the cadet to answer report to the TLA/ SLA on Wednesday, at 1830 hours or 2130 hours, to verify the accuracy of the Pre-tour Roster entry and have the tours in question removed.
 - 2) Cadets will acknowledge their tours by initialing the roster. Troop XOs are responsible for having cadets initial the roster not later than 2200 hours, Wednesday. After that time, accumulated tours will be marched. Previously assessed tours will not be answered, only those assessed during the report week will be answered, and, in the judgment of the TLA, either removed or allowed to stand.
 - 3) All errors must be resolved within two weeks with the cadet's TLA. Failure to do so on the part of the cadet may result in him or her being placed on disciplinary probation, or suspended, by the CMTD
 - 4) On status or emergency furloughed cadets will report to their TLA when they return
- h. **Tour Squad:** Tour squad is conducted for cadets who have committed disciplinary infractions and conducted in accordance with the POD.
- 1) Cadets appearing on the Pre-tour Roster will report to Tour Squad on the center walk in Hagerman Barracks, facing east, no later than 1300 hours, Saturday and Sunday, and no later than 1900 Friday and Saturday. Tour Squad formations are mandatory unless the cadet is "on status," at sport/activity practice, or at an in-season sport or activity. These cadets are "excused" from Friday afternoon tours, but must inform the Tour Squad Officer of their status. Cadets will receive one tour credit for each hour of Tour Squad; a cadet may accrue credit for a maximum of fourteen tours in a weekend (unless otherwise directed by the CMTD).
 - 2) Cadets on Tour Squad are under the direct supervision of the cadet OD, SOG and a member of the CMTD's staff. The uniform for Tour Squad is ACUs (sleeves down), pistol belt, and weapon.
 - 3) A uniform and personal appearance inspection will be conducted at the beginning of Tour Squad. Failure to pass inspection will result in loss of tour credit for the first hour.
 - 4) As directed by the CMTD, Tour Squad may be tailored on any given Friday, Saturday, and/or Sunday to include cadet PT, study hall, police call, or other activities in support of the Corps. Cadets will bring their Blue Book to any session involving study tours (Friday and Saturday nights).
 - 5) It is a cadet's responsibility to know how many tours he or she has remaining to march and how many he or she has been credited as completing. Cadets who are on their last tour (normally identified at the hourly accountability formation) may leave Tour Squad after completing the tour and after checking with the Officer of the Day or Commandant Staff member.
 - 6) Cadets may sign out for furlough, permit and/or extended Post after they finish their tours, if not otherwise on restriction. Cadets will have 30 minutes to dress in the uniform of the day upon finishing their tours.
 - 7) Only the Commandant and DCO (DCS in his absence) have the authority to place tours on hold while a concern is investigated.
 - 8) Tours that are the result of Honor offenses will be marched in "B" with Brass, north to south and back north in the box.

5.14 COMMENDATORY ACTIONS AND DISCIPLINARY ACTIONS: All cadet leaders have the responsibility and authority to administer commendatory and disciplinary actions to cadets. Cadet leaders are encouraged to recognize those individuals who consistently meet and surpass standards of appearance and conduct with positive recognition. On the other hand, cadet leaders are responsible for taking the appropriate and necessary disciplinary action(s) against those cadets who fail to meet Corps standards and/or fail to adhere to NMMI rules and regulations. Commanders, in accordance with their level of authority, have the following

administrative actions at their disposal. The “art” of command is in choosing the appropriate course of action based on the circumstances:

a. **Commendatory Actions:**

- 1) A favorable counseling statement
- 2) A promotion or reassignment to a leadership position
- 3) A letter of commendation or recommendation
- 4) An award for achievement, performance, and service
- 5) Selection to represent NMMI at various off Post events
- 6) “Best” cadet recommendation or Cadet of the Month
- 7) Other favorable actions to enhance the quality of life as authorized by the chain of command
- 8) Awarding of tour credits for outstanding performance
- 9) Designate a new cadet as “Distinguished New Cadet” on special orders which permits a new cadet so designated to walk in the barracks area and sit “at ease” in the mess hall
- 10) Recommendation for a “free rev”

b. **Disciplinary Actions, Warnings, and Explanation of Corrective Action:**

- 1) Push-ups (It is a principle of leadership that a leader will not ask a subordinate to do something that the leader is either unable or unwilling to do. A cadet leader who directs a cadet to perform “pushups” should periodically demonstrate that he or she can perform the same number of pushups.
- 2) Verbal and written admonition, warning, and explanation of corrective action to be taken (counseling)+ (warning stick issued)
- 3) Reprimand (written)+ (warning stick issued)
- 4) Training to Standard or Additional Military Instruction (AMI) *+ (warning stick issued)
- 5) Recommend or assign additional duties or responsibility assignments (Learning Opportunities) *+ (warning stick issued)
- 6) Recommend reassignment of room or loss of roommate*
- 7) Recommend loss of some or all of class privileges*+
- 8) Recommend removal from extracurricular activities and events*+
- 9) Demerits
- 10) Recommend punishment tours*
- 11) Recommend loss of privileges*
- 12) Recommend restriction to Post*
- 13) Recommend reduction or suspension of rank*
- 14) Recommend probation*
- 15) Recommend suspension*
- 16) Recommend dismissal*

*Require approval by a member of the CMDT's staff.

+Documented (CRR) pattern of misconduct is required before Demerits and/or Tours can be assessed for violations.

c. **Punishment tours:**

- 1) Are to be marched off on Tour Squad (Tour Squad procedures are in paragraph 5.13g)
- 2) Are assessed in accordance with paragraph (3). Work tours are permitted and may be approved by the DCO/CMDT
- 3) Alternative types of punishment may be invoked at the discretion of the Cadet OD, Cadet TC, the TLA, or the DCO/CMDT
- 4) The DCO or CMDT may authorize PT or study tours
- 5) Cadets can request in writing to the CMDT the removal of excessive outstanding tours based upon the recommendation of the cadet TC and the TLA that the cadet has sustained an outstanding performance of duties for a 5 week period that includes no demerits.

Note:

- (1) Graduating/non-returning cadets’ diplomas may be held until all tours are marched.
- (2) Graduating/non-returning cadets may be suspended or dismissed for Manifest Indifference if they show no interest or effort in completion of tours prior to Commencement.
- (3) Outstanding tours may be carried over to the next semester for all returning cadets.
- (4) Exception to 1, 2, and 3, above, may be granted as determined by the CMDT.

- d. **Restriction to Post:**
- 1) Cadet will be restricted to Post for outstanding tours or disciplinary probation.
 - 2) Cadets can also be restricted to Post at the discretion of the DCO or CMDT.
 - 3) Restriction to Post means that a cadet's "Good Standing" status, extended Post privilege, passes, permits and furloughs are revoked and the cadet may suffer additional punishment for any violation of restriction.
 - 4) A cadet may be further restricted, as necessary, to the cadet's room, the troop sinks, classrooms, library, Bates Hall, the Chapel and Infirmary, until all tours are completed.
 - 5) A cadet must march tours. The only exception is when participating in athletic practices and home games. He or she must indicate on the window status card his or her location.
 - 6) When a cadet's last tour is marched, all privileges in (1) above are returned if the cadet's GPA meets standards.
 - 7) All other areas on or off Post are off limits, unless part of a Corps function.
 - 8) Restricted to Post but not marching tours: A cadet restricted to Post may be required to answer restriction checks in the uniform of the day as directed by the Commandant/DCO:
 - a) Friday: 1530; 1630; 1730; 1900; 2000; 2100.
 - b) Saturday: 1300; 1400; 1500; 1600; 1700; 1900; 2000; 2100; 2200.
 - c) Sunday: 1100; 1200; 1300; 1400; 1500; 1600.
- e. **Excessive Tour Roster:**
- 1) The Excessive Tour Roster is completed on Monday, and published on Tuesday, showing cadets with 30 or more tours to be marched.
 - 2) The listed cadets are restricted to Post and from traveling to away athletic or other events, and cadet activities. Listed cadets may travel to academic events only.
 - 3) Listed cadets may, if otherwise qualified, participate in on-Post events, practices, or games.
 - 4) When a cadet's outstanding tours are reduced to zero, he or she will be removed from the roster.
- f. **Disciplinary Warnings, Actions and Boards:** Disciplinary warnings and actions will be instructive, ensuring that the prescribed standards are understood by the cadet. Every effort will be made to modify behavior through early, and often, intervention. These measures are designed to prevent a failing department grade, leading to a cadet's possible suspension or dismissal. The warnings, actions and boards are based on the number of demerits accumulated and are three-tiered: 30 demerits, 50 demerits and 78 demerits. Different actions (e.g., counseling, probation, additional study time, etc.) will be directed at each level, but a cadet may face a Performance Review Board (PRB) if his or her conduct or behavior is not improved to meet established standards.
- 1) **30 Demerit Warning:**
 - a) A warning will be issued to a cadet if he or she accumulates 30 or more demerits in the first 9 weeks of the semester.
 - b) Meet with TLA, Academic Advisor (AA), cadet Troop XO, the NMMI Legal Advisor (if required), Coach/Club sponsor (if applicable).
 - c) Three major areas will be discussed: academics, leader and character development and physical development (pass, making progress, fail).
 - d) Session will be documented by the TLA in the CRR and cadet file with recommendations to improve department, correct behavior, or referral to other staff resources (chaplain/counselor) if needed.
 - e) A cadet's parents or guardians notified before and after the meeting as soon as practical.
 - 2) **50 Demerit Warning:**
 - a) A warning will be issued to a cadet if he or she accumulates 50 or more demerits in the first 9 weeks or the semester.
 - b) Meet with TLA, Academic Advisor, CMDT's staff counselor, cadet TC, Faculty member (concerned Department Chair, as required), the NMMI Legal Advisor (if required), and Coach/Club sponsor (if applicable).
 - c) TLA, TC and Counselor, and NMMI Legal Advisor attendance at the meeting is mandatory.
 - d) Same three major topic areas will be discussed as with the 30 demerit warning.
 - e) The session will be documented by the TLA in CRR and cadet file with recommendations to

- improve deportment, correct behavior and referral to other staff resources if needed.
 - f) Cadet shall be specifically warned that disciplinary probation will result at semester's end with one more demerit assessed to the cadet.
 - g) A cadet's parents or guardians will be notified before and after the meeting telephonically and by letter (email if available).
- 3) **Disciplinary Probation (DP):**
 - a) Any cadet with a "D" in deportment (78 or more demerits) at anytime in the semester will be placed on DP.
 - b) A cadet on DP will forfeit the following privileges: 1) athletic travel events, club or extra-curricular activities; 2) cadet rank (reduced to Cadet Private); 3) furlough and special permits (exceptions may be made by the CMDT); 4) IDFY permit; 5) TV in room; 6) computer use, except for academic pursuits; 7) and off Post chapel pass (exceptions may be granted by the TLA, DCO or CMDT). Failure to meet all conditions of DP requirements may subject the cadet to possible suspension or other disciplinary actions to include continued DP.
 - c) Cadets placed on DP will be roomed with other cadets on DP due to loss of cadet privileges.
 - d) A cadet may be placed on DP for a one-time "serious or critical offense" violation.
 - e) Previously suspended cadets who are permitted to reenroll may return to NMMI on DP.
 - f) Violations of DP conditions will subject the cadet to possible suspension by the DCO.
 - g) Once placed on DP, a cadet will remain on DP for a minimum of 5 weeks.
 - h) Cadets who complete all tours prior to the end of their probation period (but not less than five weeks) and who have received no demerits while on probation can request early removal from DP if approved by the TLA. Written request will be submitted through DCO to CMDT for approval.
 - i) At the end of the appropriate DP period, a review of the cadet's record is mandatory. The TLA will make a written recommendation for removal or continuation of DP and forward it through DCO to CMDT for approval.
- 4) **Suspension:**
 - a) A suspended cadet must sit out one (1) semester before he or she can be considered for readmission to NMMI. Suspended cadets may apply for reenrollment to the NMMI Admissions Board at the expiration of the term of the suspension.
 - b) A Suspension notification will be forwarded to a cadet's parents or guardian if under 18 years of age with a copy of suspension notification retained in the cadet file. Cadets 18 years of age and older will be forwarded the suspension notification with a copy of the suspension notification retained in the cadet file.
 - c) A cadet's withdrawal in lieu of suspension is administratively treated as a suspension and (4a) will apply.
- 5) **Performance Review Board (PRB):**
 - a) Normally are conducted for other than Academic Review
 - b) Members include: DCO (Chair; the DCS will Chair the meeting in the DCO's absence), Admissions Director, Vice Dean, Assistant Director of Physical Development, Cadet Counseling representative, SAC representative, Adjutant/Legal Advisor (Recorder)
 - c) A PRB 1) will be held at the end of the 4 and 9 week grading periods; 2) at the discretion of the DCO to consider one time major/ serious/ critical offense violators or if a cadet has accumulated 5 or more unexcused class absences at any time during the academic year.
 - d) Parents and/or guardians will be notified telephonically before and after the meeting and by letter (or email if available).
 - e) Suspension, dismissal or other sanctions deemed appropriate by the PRB is a possible outcome of the Board consideration.
 - f) The referral to the Board of any Honor Board (HB) or Honor Committee (HC) decision is prohibited.

- 6) **Dismissal:**
 - a) Dismissal is a possible decision by an PRB or HB or HC and may be appealed to the CMDT.
 - b) Reenrollment of a dismissed cadet is prohibited.
 - c) While the NMMI Post is open, a dismissed cadet may be barred from cadet, faculty and staff areas.
- 7) The following pertains to probation, suspension or dismissal appeals for other than academic performance, which is handled by the Academic Review Board:
 - a) The DCO/DCS has the authority to place on probation, suspend or dismiss a cadet. In addition, the DCO has the authority to uphold, rescind or amend a decision or punishment of any cadet as the result of an PRB or Honor decision.
 - b) The CMDT is the appellate authority for PRBs and honor decisions. He has the authority on appeal to uphold, rescind or amend any decision, to include increasing and decreasing a punishment.
 - c) Cadets who wish to appeal a decision of probation, suspension or dismissal must submit their appeal through the DCO/DCS to the CMDT.
 - d) An appeal form is attached to each probation, suspension and dismissal notification. A cadet who wishes to appeal the decision must return the appeal form along with his or her written appeal no later than date specified in the probation, suspension or dismissal notification.
 - e) Appeals will contain justification to support: 1) introduction of new evidence; 2) evidence that was insufficient for a guilty finding; 3) due process was not provided; 4) appeal of the measure of punishment; or 5) appellate decisions are administrative rather than judicial in nature and considered final.
 - f) All appeals are routed through the cadet's TLA and the DCO to the CMDT, whose decision is final.
 - g) The NMMI President/Superintendent is the appellate authority only for due process confirmation.
- 8) **Refusal of Sanctions:** Once granted due process (to include the appeal process) and sanctioned for a violation of cadet regulations, a cadet does not have the right to refuse a sanctioned consequence or disciplinary action. If a cadet refuses to accept or comply with the sanction, the CMDT may exercise his authority to dismiss the cadet from NMMI.

5.15 DEMERITS/MERITS AND DEPARTMENT GRADES: Cadets are assessed demerits and tours for violations of the NMMI regulations. Tours are punishment while the number of demerits received by a cadet during the semester determines his/her department grade. At the end of the semester the department grade is posted, demerits are zeroed out and the cadet starts the next semester with no demerits. Tours have no effect on department grades.

- a. **Demerits:**
 - 1) Demerits will be assessed commensurate with the seriousness of the violation of cadet and NMMI regulations. Cadet Officer, Cadet Senior NCO, and old cadet violations are considered more serious than those of the junior ranks and new cadets.
 - 2) Demerits assessed for a violation of cadet and NMMI regulations are discretionary not prescriptive (except for minor offenses and class absences). Demerits for violations not covered by these regulations will be as determined by the DCO, on a case-by-case basis. Cadets attending a Summer School session are subject to these cadet regulations; those who commit violations of these regulations will be reported to the CMDT who may assess sanctions for imposition during the next academic year.
- b. **Tours:**
 - 1) Tours will be assessed based on the type of violation and will carry forward from academic semester to semester.
 - 2) Cadets with outstanding tours may be denied participation in the Commencement Ceremony and presentation of their diplomas.
 - 3) Should a cadet depart NMMI prior to marching all tours, and subsequently reapplies for admission to NMMI, any outstanding tours will carry forward to the cadet's new semester regardless of the time that has elapsed since the cadet's departure from NMMI.
 - 4) Marching tours off does not affect Department grades.

c. **Tour Credits and Merits:**

- 1) In order to allow cadets more opportunities to work off disciplinary tours, to ensure consistency and prevent misuse of the merit system, the following applies:
 - a) Tour credit can be earned in three ways:
 - i. Tour credit will be awarded by the Cadet Accountability and Training Officer for marching tours in accordance with the Plan of the Day.
 - b) Cadets may earn tour credit over the breaks. Up to 50 hours of tour credit may be earned over Summer break and up to 25 hours of tour credit may be earned over Christmas break. Since cadets have zero demerits during Christmas and Summer breaks and tours carry over from semester to semester the conversion of these tour credits to merits is not permitted. (b) Only the Commandant's staff may award tour credit. The Deputy Commandant for Operations will approve all tour credit requests. Approved tour credit will be processed on Tuesday.
 - c) Faculty and other staff who desire to award tour credit to cadets for special or major projects (Shakespeare Festival, Etiquette dinners, repositioning of fitness equipment, etc) can email the DCO for approval prior to the event. Failure to make arrangements with the DCO prior to the event will result in the tour credit not being awarded.
 - d) Cadets may not award tour credit but can make recommendations to their TLA.
 - e) Merits may not be directly earned while NMMI is in session and may only be earned as outlined above.
 - f) Cadets "banking" merits or tours and then using them in an effort to avoid following the provisions set forth in the Blue Book will lose their merits or tours and be charged with "Conduct Unbecoming."
- 2) **Department grade:** A cadet's Department Grade will be determined by the cumulative number of demerits a cadet receives during the 4 week, 9 week, 13 week, and end of semester grading periods. Nine week and semester academic grades and department grades will be used to determine the cadet "good standing" classification. The department grade scale for assessed demerits is the following:

Grade	4 Week	9 Week	13 Week	Semester
A	0-6	0-9	0-12	0-15
B	7-15	10-22	13-30	16-37
C	16-30	23-47	31-65	38-77
D	31-50	48-75	66-88	78-119
F	51+	76+	89+	120+

- a) Warnings will be issued to the cadet by his/her TLA in accordance with the Blue Book when they reach 30 & 50 demerits in the first nine weeks.
- b) A cadet will be placed on Disciplinary Probation upon acquiring 78 demerits or more anytime during the semester.
- c) Improving a cadet's department grade.
- d) The easiest way to avoid department problems is to read, understand and follow the guidance in this book.
- e) Cadets may improve their department grades by the following methods both of which involve the exchange of excess tour credit for merits which are then used to counter demerits.
- f) Cadets may earn up to four hours of tour credit a week, in addition to tours earned at Tour Squad for performing tasks (lawn police, assisting TLAs or coaches, office work, etc.) One hour of work equates to one tour credit. These Tour credits may be converted to merits at a ratio of one hour of tour credit to three merits. Up to four hours of tour credits may be converted per week. These merits may be applied against minor and major offenses.
- g) Cadets may also earn up to 25 hours of tour credit over Thanksgiving and Spring breaks of which 10 hours may be converted to merits. A cadet who sees the opportunity to improve their department situation over the Spring or Thanksgiving breaks has the opportunity to use those tour credits for merits. The ratio is one hour of tour credit equals three merits.

CADET COMPLAINT POLICY

CHAPTER 6

- 6.01** **PURPOSE:** It is the goal of NMMI to provide a safe, healthy environment that promotes respect, dignity and equality. The policy of NMMI is to investigate promptly and resolve equitably all written, signed cadet complaints filed with the offices of the President/Superintendent, Dean, or the Chief of Staff. In support of this policy:
- a. Cadets shall be afforded the opportunity to file signed complaints free from bias, collusion, intimidation, or reprisal.
 - b. Cadets are encouraged to report complaints in writing as soon as possible in order that the complaint may be effectively investigated and resolved. To assist in an investigation, a cadet should provide as much detail as possible, including the nature of the complaint, who or what the complaint is about, date(s) and time(s) associated with the complaint, names of witnesses (if any).
 - c. Prior to filing a formal complaint, cadets are encouraged to discuss their concerns and complaints at the lowest level, and seek resolution of their identified complaint(s) with the appropriate division/department, or individual, either orally or by letter.
 - d. If a cadet's concerns are not resolved satisfactorily by communicating with the appropriate department/division, or individual, the cadet may seek further resolution, providing his or her formal written, signed complaint to the President/Superintendent, Dean, or the Chief of Staff, and clearly indicating what actions he or she would like taken to resolve the complaint.
- 6.02** **CONFIDENTIALITY:** It is NMMI policy to respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, because an individual's need for confidentiality must be balanced with the NMMI's obligations to cooperate with parties to conduct a thorough investigation, or to take necessary action to resolve a complaint, NMMI retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. While NMMI is required by regulation to share information about complaints with its accrediting body, individual identities will be shielded unless the complainant provides express written permission to divulge such information.
- 6.03** **COMPLAINT INVESTIGATIONS:**
- a. NMMI administrators shall promptly investigate and resolve all formal written signed complaints that are received by mail or delivered to the appropriate officer, i.e. President/Superintendent, Commandant, Dean, or Vice Presidents.
 - b. The investigation should commence as soon as possible but not later than three (3) working days following receipt of the complaint by the appropriate office, i.e., President/Superintendent, Dean, Commandant or the Vice Presidents.
 - c. NMMI will use investigators who have received formal training, or who have had previous experience in investigating complaints of a similar nature.
 - d. If an investigation results in a determination that the complaint has merit, prompt corrective action will be taken to resolve the complaint. When appropriate, the NMMI investigator may suggest mediation as a means of exploring options for corrective action and informally resolving a complaint.
 - e. No later than thirty (30) days following receipt of the complaint, NMMI will notify the complainant an appropriate division/department, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or to take appropriate action, NMMI will provide all parties with a written status report within thirty (30) days following receipt of the complaint.
- 6.04** **RETALIATION PROHIBITED:** Retaliation against any person who files a complaint is prohibited, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a complaint is prohibited. For purposes of this policy, retaliation includes, but is not limited to, verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls and any other form of harassment. Any person found to have engaged in retaliatory activities is subject to immediate disciplinary action including suspension, dismissal, probation or termination.
- 6.05** **TRAINING:**
- a. All cadets shall be informed of this policy and the policy will be included in cadet handbooks, folders, and the Cadet Blue Book.
 - b. All NMMI new cadets shall receive training on the policy at the beginning of each school year. All other cadets shall be provided training regarding this policy at least once a year, and NMMI's commitment to a

progressive and conducive learning and working environment.

- c. Administrative employees and other NMMI officials who have accepted the responsibilities for investigating and resolving complaints will receive yearly training on this policy and related legal developments.
- d. The NMMI Legal Advisor will inform cadets and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues, and the rights and responsibilities of cadets.

ADDITIONAL CADET REFERENCE MATERIAL (Listed)
CHAPTER 7

7.01 NMMI LEADERSHIP MODEL – “BE, KNOW, DO”

<p>Attributes “BE” What A Good Leader Is: A Leader of Character</p> <ul style="list-style-type: none">• Values and Integrity• Empathy• Honor <p>A Leader With Presence</p> <ul style="list-style-type: none">• Military Bearing, Appearance• Physically Fit• Composed, Confident• Resilient, Mentally Tough• Self Control <p>“KNOW” A Leader with Intellectual Capacity</p> <ul style="list-style-type: none">• Critical Thinker• Sound Analysis• Mental Agility• Sound Judgment• Interpersonal Tact• Subject Matter Knowledge• Innovator	<p>Core Leader Competencies “DO” What A Leader Does: Leads</p> <ul style="list-style-type: none">• Leads Others by Example• Cares about people• Communicates Effectively• Enforces Standards• Avoids High Risk Behavior <p>Develops</p> <ul style="list-style-type: none">• Prepares Self• Develops Others• Maintains a Healthy Lifestyle• Consideration for Others• Appreciation for Diversity <p>Achieves</p> <ul style="list-style-type: none">• Builds a Cohesive Team• Creates a Positive Environment• Meets Standards• Gets Results
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7.02 CADET REQUIRED KNOWLEDGE AND SKILL QUALIFICATION BOOK

7.03 ARMY FIELD MANUALS

- a. 3 – 21.5 Drill and Ceremonies http://www.gasdf.com/regs/FM_3-21-5_Drill_Ceremonies.pdf
- b. FM 6-22 Army Leadership <http://usacac.army.mil/cac2/Repository/Materials/fm6-22.pdf>
- c. TC 3-22.20 Army Physical Readiness <http://bodyweightexercisetips.com/APFT/wp-content/uploads/PDF8675309/TC32220physicaltraining.pdf>

7.04 HONOR MANUAL

7.05 POLICIES:

- a. #1 Emergency Contact and Routine Correspondence/Contact during Duty/Non-Duty Hours
- b. #2 Required, Authorized, Unauthorized and Issue Items
- c. #5 Computer Requirements, Standard Operating Procedures and General Information
- d. #6 Storage, Handling and Distribution of Prescription Medications
- e. #7 Abandoned Property

7.06 STANDARD OPERATING PROCEDURES: (Can be found on our website)

- a. Additional Military Instruction
- b. Bataan March Training
- c. Cadet Chaplain
- d. Cadet Duties and Responsibilities
- e. Cadet Room Assignments
- f. Cadet Parking

- g. Cadet Waiter
- h. Cadets driving golf carts
- i. Ceremonies Inspections
- j. Clearing Rooms/Summer Storage
- k. Community Service and Interaction
- l. New Cadet Personal Items
- m. Constabulary
- n. Daily Room Inspection
- o. Etiquette Dinners
- p. First Sergeant's Rank Sale
- q. Harry Morrison Competition
- r. Holiday Decorations
- s. JRT Reception Hall
- t. Guard Duty and Guard Mount
- u. Physical Development and Training
- v. Rifle and Room Key Inventory
- w. Sally Port Competition
- x. Uniform Set Up and Placement of Brass, etc.
- y. Unscheduled Visitors
- z. Wear of Civilian Clothes and Costumes
- aa. Cadet Recruiting Program

7.07 PRIDE – Personal Resource for Individual Development and Education

- a. The PRIDE program stands for Personal Resource for Individual Development and Education. The PRIDE program is a computer based instruction that teaches and addresses selected learning outcomes. All cadets must complete at least the first level of the PRIDE program. The scope of the program covers a wide variety of leadership knowledge and cadet life. The program's emphasis is the technical knowledge and skills each cadets needs for success.

7.08 NMMI WEBSITE: www.nmmi.edu or <http://academic.nmmi.edu>

7.09 NMMI ONLINE ACADEMIC CATALOG <http://academic.nmmi.edu/>

Military Time

0100 – 1 am	0900 – 9 am	1700 – 5pm
0200 – 2 am	1000 – 10 am	1815 – 6:15 pm
0300 – 3 am	1100 – 11 am	1900 – 7 pm
0400 – 4 am	1200 – noon	2000 – 8 pm
0500 – 5 am	1300 – 1 pm	2130 – 9:30 pm
0600 – 6 am	1400 – 2 pm	2200 – 10 pm
0700 – 7 am	1500 – 3 pm	2300 – 11 pm
0800 – 8 am	1600 – 4pm	2400 – midnight

Phonetic Alphabet

Alpha	Hotel	Oscar	Victor
Bravo	India	Papa	Whiskey
Charlie	Juliet	Quebec	X-ray
Delta	Kilo	Romeo	Yankee
Echo	Lima	Sierra	Zulu
Foxtrot	Mike	Tango	
Golf	November	Uniform	

Advice for new cadets

Being a new cadet is not easy. You will be asked to perform at a higher level than you are accustomed. Sustaining yourself at this higher level of performance will place great demands on your personal character. To succeed, a new cadet must have a strong desire to be a NMMI Cadet in “good standing” and ultimately a graduate of this Institute. Cadets must possess integrity, self-discipline, loyalty to the Corps, maturity and a great deal of confidence. Without any one of these, you will not succeed. Cadets must be physically, morally and spiritually ready for the NMMI challenge. Good Luck!!!!