NEW MEXICO MILITARY INSTITUTE
BLUE BOOK

REGULATIONS FOR THE CORPS OF CADETS
“ONE CORPS ONE STANDARD”

Academic Year 2020-2021

NMMI Institutional Mission
The mission of NMMI is to educate, train, and prepare young men and women to be leaders capable of critical thinking and sound analysis, leaders who possess uncompromising character, and leaders able to meet challenging physical demands.

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 by 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.

NMMI VALUES

The overarching values that are inherent in the NMMI Vision and Mission shape the institution, the faculty, staff, and most significantly its students. They represent an enduring commitment to duty, honor, and achievement.

DUTY

“Duty is responsibility in action. Man is not alone. On behalf of others he bears responsibilities, some of which have come to him through outer circumstance, others he has assumed of himself. Once committed to these, He will know them as terms of duty. That he does so willingly, he must consult his highest power – the power of a true conscience. It is this he will obey – this above all. Where responsibility and conscience are in harmony, there abide the strength and the splendor of ideal duty.”

Paul Horgan, ‘24
Pulitzer Prize Winner

HONOR

“A transition sets in the day a fledgling cadet puts foot on this North Roswell Hill. The imprint becomes everlasting. Before long the harshness and confinement of military school life dwindles. The cadet gazes westward toward El Capitan peak and he begins to feel aspirations foreign to him before. A craving for maturity emerges. He watches changes in other new cadets at they put on flesh, grow in stature and confidence. They appraise each other for such qualities as gumption. The concept of honor may have become an unremembered relic of earlier days. Perhaps it lies dormant in his mind, a hazy abstraction. At the Institute, the cadet code is signpost in every cadet’s daily existence. He does not cheat nor does he steal. He speaks the truth and he thinks the truth, which he sometimes finds a challenge to both heart clarity of mind. The new cadet is not long in uniform before he begins to perceive the yawning and fearsome gulf between honor and the stain of dishonor.”

Thomas H. Thompson, ‘27
Pulitzer Prize Winner
ACHIEVEMENT

“Achievement can be the doing of a simple chore, the completion of a small task, the reaching of a personal goal. But there are degrees of achievement. A higher level requires the doing of irksome chores, completion of difficult tasks, reaching of goals that are worthy. The highest order of achievement brings us to goals that, while they may serve one’s selfish interests, advance however slightly the human condition. Such a grand accomplishment may seem to be beyond the expectations of ordinary people. But if all of us together will embrace two of the precepts of the NMMI motto – 

By obeying the commands of DUTY, and By observing the limits imposed by HONOR - this third precept, ACHIEVEMENT, of the noblest kind, will follow.”

Ira B. Harkey, Jr. PH.D., ’37
Pulitzer Prize Winner

GOSS QUOTE

"Let it be clearly understood that if this is not a military school it is nothing. By this is meant not only the outward forms and visible signs of military government – the drills and parade - its tinsel and glare, but what is of more importance, the indoor government - the inner, private life, manners and habits of the Cadet, the close, constant, kindly supervision over the Cadet in every respect - checking him here, urging him there - in the privacy of his room, at his meals, in recitation or at drill - on duty - off duty - at work or play - is the spirit and purpose of this military school. Obedience is but self-command and who commands himself is best learning to command others."

-- 1891, Colonel Robert S. Goss, Superintendent

“Setting an example is not the main means of influencing others, it is the only means.”

- Albert Einstein

EMERGENCY PROCEDURES

1. A serious incident/accident is defined as any incident involving Cadets indicating a crime has been committed, or requiring hospitalization, or an incident leading to extreme mental anguish. WHEN IN DOUBT ABOUT THE SERIOUSNESS OF AN INCIDENT – CALL CAMPUS POLICE AT (575) 624-8421 AND SEND A RUNNER TO TLA COMMAND POST, (575) 624-8478, TO GET A MEMBER OF THE COMMANDANT’S STAFF OR FIND A FACULTY MEMBER TO RENDER ASSISTANCE.

2. Cadets are to take the following actions when witnessing another Cadet with a serious injury (risk of life, limb, or eyesight) on Post:
   a. Immediately call Campus Police at (575) 624-8421 or 911 if Campus Police do not answer within 10 rings.
   b. Render immediate first aid to the injured individual.
   c. Do not move a Cadet with suspected spinal, neck or head injuries. If an injured Cadet cannot be moved, call the Infirmary at (575) 624-8235.
   d. Time permitting, require witnesses to write a statement while details of the incident are still fresh.

NMMI ANONYMOUS TIP LINE

(575) 624-8847
# TABLE OF CONTENTS

## CHAPTER 1: INTRODUCTION

1.1 Introduction ................................................................. 7
1.2 Authority ................................................................. 7
1.3 Purpose ................................................................. 7
1.4 Scope ................................................................. 7
1.5 Interpretation ............................................................ 7
1.6 Compliance ............................................................. 8
1.7 Cases Not Covered by These Regulations .................. 8
1.8 Distribution ............................................................ 8
1.9 Character and the Honor System .................. 8
1.10 Commandant Organization and Chain of Command .. 9
1.11 Safety, Health, Welfare, and Support of the .......... 10
1.12 Corps of Cadets Learning Outcomes ............. 10
1.13 Corps of Cadets Training Concept ................. 11

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

2.1 Old Cadet/New Cadet System ........................................ 13
2.2 Cadet in good standing and Special Recognition Classifications ........................................ 13
2.3 Old Cadets ............................................................ 15
2.4 Yearlings ............................................................... 15
2.5 New Cadet Training .................................................. 16
2.6 General Guidelines Concerning Old and New Cadet Relationships ........................................ 16
2.7 Customs and Traditions (New Cadets Including Recruits at Training, RATs) .................. 18
2.8 Recognition of New Cadets ........................................ 19
2.9 Cadet Leadership Positions .................................... 20
2.10 Organization ........................................................ 21
2.11 Table of Cadet Rank Distribution and Organization ........................................ 22
2.12 Promotions & Reductions .................................... 23

## CHAPTER 3: DAILY CORPS OPERATIONS, ACCOUNTABILITY, AND PRIVILEGES

3.1 Introduction .................................................................. 25
3.2 Corps Training Schedule and Corps Leadership Activities ........ 25
3.3 Athletic Teams & Sports Activities ............................ 25
3.4 NMMI Physical Fitness Training ................................ 27
3.5 Commandant’s Staff Duty, Guard Mount, and Guard Detail ........ 27
3.6 Cadet Accountability ................................................ 27
3.7 Daily Conduct in Barracks ....................................... 31
3.8 Daily Conduct in the Dining Hall ...................... 32
3.9 Night Study Hall (NSH) ............................................. 34
3.10 Chapel and Religious Services .................................. 35
3.11 Academic Weekend/Retreat .................................. 36
3.12 Visitors and Daily Deliveries .................................. 36
3.13 Special Privileges ................................................... 37
3.14 Free REV ............................................................ 37
3.15 Automobiles, Motorcycles, and Bicycles ............... 37
3.16 Bicycle Policy ........................................................ 38
3.17 Cell Phone Policy ..................................................... 39
3.18 Privileges Including Permits and Furloughs .......... 39
# CHAPTER 4: PERSONAL GROOMING, UNIFORM GUIDE, AND ROOM STANDARDS & INSPECTIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Personal Grooming</td>
<td>45</td>
</tr>
<tr>
<td>4.2</td>
<td>Uniform Standards, Inspection, AND Laundry/Dry Cleaning</td>
<td>47</td>
</tr>
<tr>
<td>4.3</td>
<td>Room Standards and Inspections</td>
<td>68</td>
</tr>
</tbody>
</table>

# CHAPTER 5: CORPS OF CADETS DISCIPLINARY SYSTEM

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Introduction</td>
<td>79</td>
</tr>
<tr>
<td>5.2</td>
<td>General Rules of Conduct</td>
<td>79</td>
</tr>
<tr>
<td>5.3</td>
<td>Class Attendance Policy</td>
<td>80</td>
</tr>
<tr>
<td>5.4</td>
<td>Required Conduct and Standards on Post</td>
<td>81</td>
</tr>
<tr>
<td>5.5</td>
<td>Prohibited Conduct and Consequences</td>
<td>81</td>
</tr>
<tr>
<td>5.6</td>
<td>NMIMI Drug and Alcohol Policy</td>
<td>82</td>
</tr>
<tr>
<td>5.7</td>
<td>Handling, Storage, Distribution, and Use of Prescription Medications</td>
<td>82</td>
</tr>
<tr>
<td>5.8</td>
<td>NMIMI Tobacco Policy</td>
<td>83</td>
</tr>
<tr>
<td>5.9</td>
<td>Hazing and Bullying</td>
<td>83</td>
</tr>
<tr>
<td>5.10</td>
<td>Dating, Sexual Harassment, Sexual Assault &amp; Sexual Misconduct</td>
<td>84</td>
</tr>
<tr>
<td>5.11</td>
<td>World Wide Web Online Safety, Security &amp; Behavior</td>
<td>86</td>
</tr>
<tr>
<td>5.12</td>
<td>Social Networking Policy</td>
<td>87</td>
</tr>
<tr>
<td>5.13</td>
<td>Delinquency Reports</td>
<td>88</td>
</tr>
<tr>
<td>5.14</td>
<td>AMI – Additional Military Instruction</td>
<td>92</td>
</tr>
<tr>
<td>5.15</td>
<td>Minor, Major, Serious &amp; Critical Offenses</td>
<td>92</td>
</tr>
<tr>
<td>5.16</td>
<td>Commendatory Actions and Disciplinary Actions</td>
<td>95</td>
</tr>
<tr>
<td>5.17</td>
<td>Demerits and Deportment Grades</td>
<td>100</td>
</tr>
</tbody>
</table>

# CHAPTER 6: CADET COMPLAINT POLICY

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Purpose</td>
<td>103</td>
</tr>
<tr>
<td>6.2</td>
<td>Confidentiality</td>
<td>104</td>
</tr>
<tr>
<td>6.3</td>
<td>Complaint Investigations</td>
<td>104</td>
</tr>
<tr>
<td>6.4</td>
<td>Retaliation Prohibited</td>
<td>104</td>
</tr>
</tbody>
</table>

# CHAPTER 7: ADDITIONAL CADET REFERENCE MATERIAL (LISTED)

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>NMIMI Leadership Model</td>
<td>105</td>
</tr>
<tr>
<td>7.2</td>
<td>Cadet Required Knowledge &amp; Skill Qualification Book</td>
<td>105</td>
</tr>
<tr>
<td>7.3</td>
<td>Army Field Manuals</td>
<td>126</td>
</tr>
<tr>
<td>7.4</td>
<td>Policies</td>
<td>126</td>
</tr>
<tr>
<td>7.5</td>
<td>Standard Operating Procedures</td>
<td>126</td>
</tr>
<tr>
<td>7.7</td>
<td>NMIMI Website</td>
<td>126</td>
</tr>
<tr>
<td>7.8</td>
<td>NMIMI Online Academic Catalog</td>
<td>127</td>
</tr>
</tbody>
</table>

# CHAPTER 8: HONOR MANUAL

128
CHAPTER 1
INTRODUCTION

“The way forward for every Cadet lies in their progress in personal and professional development. Strive to exemplify the lasting principles of Duty, Honor, and Achievement in your daily life: your character should be above reproach, your integrity unquestionable, your service in leadership exemplary, and your commitment to excellence inspiring.”

-- Jonathan K. Graff, Jr.
Lieutenant Colonel, USA (Ret)
Commandant of Cadets/Dean of Students

1.1 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 fitness. 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 that 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, although 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.

1.2 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. When required, changes to the Blue Book may be made by the CMDT. Recommended changes to the Blue Book can be submitted to the CMDT; cadets may submit recommended changes to the CMDT through the Cadet Chain of Command by completing a Staff Summary Sheet.

1.3 PURPOSE
The Blue Book prescribes the rules and regulations essential for the effective and efficient command, leadership, and administration of the Corps and prescribes the standards of conduct expected of each Cadet.

1.4 SCOPE
Throughout the academic year Cadets are subject to NMMI rules, regulations and policies, from matriculation day through graduation day, inclusive of holidays, furloughs, Spring Break and summer operations. While enrolled at NMMI, a Cadet is also subject to the laws of the State of New Mexico. Cadets attending summer school at NMMI are also under the NMMI rules, regulations and policies. A Cadet employed by NMMI as a summer hire is subject to the laws of the State of New Mexico and the NMMI Human Resources Operations and Procedures Manual.

1.5 INTERPRETATION
The Commandant (CMDT) interprets these regulations. When a question arises about the meaning of a regulation, a Cadet will seek (in sequence) 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. The CMDT’s decision is final.
1.6 COMPLIANCE
Cadets are required to read and understand these regulations, and published changes or additions that may occur during the school year, all supplements, standard operating procedures (SOPs) and policy letters stemming from the Office of the Commandant. The Cadet Chain of Command and the Office of the Commandant maintain copies and will provide a copy to Cadets upon request; these regulations are also available on the CMDT’s website. Cadets will comply with the intent, as well as the letter, of all regulations, policies, SOPs, and orders. Ignorance is not an excuse for failure to know, understand and follow these regulations, SOPs or policy letters.

1.7 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 (Cadet Chain of Command or TLA).

1.8 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 Admissions, Cadet Life, and Cadet Life Overview. 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.

1.9 CHARACTER AND THE HONOR SYSTEM
“Watch your thoughts, for they become words.
Watch your words, for they become actions.
Watch your actions, for they become habits.
Watch your habits, for they become character.
Watch your character, for it becomes your destiny.”

--Anonymous

A. In becoming a leader of character, Cadets are expected to project a positive attitude, respect diversity, and live honorably. Cadets are also expected to strive to improve, to demonstrate a commitment to excellence, and to support their fellow Cadets.

B. The Corps operates within a strict Honor Code and system, implemented and governed by the Corps through a duly appointed Honor Board with a senior Cadet leader as Chairman. Simply, the Honor Code states “A Cadet will not lie, cheat or steal, nor tolerate those who do.” Explanation regarding the administration of the Cadet Honor Code is published in a separate Honor Manual that is issued and discussed with each Cadet after his or her arrival at NMMI.

C. 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 provoke a violation of Cadet Regulations nor to entrap a Cadet. A Cadet’s word is taken at face value and is to be respected unless provided evidence to the contrary.
1.10 COMMANDANT ORGANIZATION and CHAIN OF COMMAND

A. Commandant of Cadets (CMDT). The CMDT exercises direct supervision over the Corps, CMDT’s staff, Daniels Leadership Center (DLC) and all Cadet auxiliary services and support. He is responsible for the safety, security, health and welfare, mentorship, leadership development, physical fitness, 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 fitness, training schedules, master calendar, Cadet discipline and staff supervision of Senior SLAs and TLAs. The DCO also oversees Infirmary operations. The DCO assumes responsibility for Corps in the Commandant’s absence and can act on his behalf in all matters.

C. Deputy Commandant for Support (DCS). The DCS manages all support functions: 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, as well as Cadet transportation and community. The DCS acts on behalf of CMDT/DCO in his absence in all matters.

D. Squadron Leadership Advisor (SLA). SLAs provide supervision, guidance, and mentoring in support of the TLAs as well as the Cadet squadron command staff. They are also the CMDTs representative to the NMMI Assessment Team. They coordinate special projects and the TLA duty rotation.

E. Troop Leadership Advisor (TLA). TLAs advise Cadet Troop Commanders but are not part of the Cadet Chain of Command and do not run Cadet Troops. TLAs are responsible for the safety, security, health and welfare, mentoring, leadership, character development, and accountability of 60-80 Cadets in his/her troop. TLAs are integrators of the entire Cadet experience and act as role models to their Cadets; they communicate with parents/guardians on a regular basis; and they oversee day-to-day Corps operational and support activities.

F. 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) Troop Leadership Advisor (TLA)
   2) Squadron Leadership Advisor (SLA)
   3) Deputy Commandant for Support (DCS)
   4) Deputy Commandant for Operations (DCO)
   5) Commandant of Cadets (CMDT)

G. The TLA Command Post (TLA CP). This is located adjacent to the Hagerman Guard Box in the Hagerman Barracks. The TLA CP is NMMI’s command center and hub for all information on daily operations, the training schedule, LOIs and the NMMI master calendar. The TLA CP is continuously manned and operated 24/7 when Cadets are on campus. The DCO supervises all CP operations.

H. Professor of Military Science (PMS). The PMS is the senior active duty US 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.

I. Senior Army Instructor (SAI). The SAI is a retired US 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.
1.11 SAFETY, HEALTH, WELFARE, AND SUPPORT OF THE CORPS

A. All Cadets will be:
   1) Treated firmly but fairly and with dignity and respect
   2) Provided time to eat three meals a day and two on Sunday
   3) Able to receive medical attention at scheduled sick call, and at other times as necessary
   4) Provided a safe and secure environment that is free of verbal and physical hazing, bullying, and sexual harassment
   5) Provided the opportunity for eight (8) hours sleep
   6) Provided ample time for personal hygiene
   7) Provided an environment free of weapons, drugs, tobacco, and alcohol
   8) Provided an environment free of bias and prejudice
   9) Provided study and personal time in accordance with the Plan of the Day (POD) and the Cadet Training Schedule as directed by the CMDT
   10) Able to access:
       a) His or her official educational records
       b) His or her Leadership Assessment Portfolio
       c) His or her Physical Fitness Portfolio
   11) Able to address issues, complaints, and concerns to their Cadet Chain of Command for resolution
   12) 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), Athletic Director (AD) or High School Principal
   13) Able to make an appointment to discuss matters of importance with the President/Superintendent, CMDT, Dean, AD, or 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
   14) Afforded due process when preparing for or appearing before Academic and Disciplinary Review Boards and the Cadet Honor Board.

B. Cadets are not permitted to work off post during the academic year. Additionally, Cadet participation in fundraising activities must be approved by the CMDT in consultation with the Dean and AD.

1.12 Corps of Cadets Learning Outcomes

Cadets will:

A. Leading and Working with Others
   1) Adapts to Changing Environments
   2) Communicating
   3) Creates a Positive Environment
   4) Develops Others
   5) Collaboration
   6) Intellectual Resource Allocation
   7) Selfless Service

B. Self-Development
   1) Accepting Constructive Criticism
   2) Honor/Integrity
   3) Prepares Self
   4) Selflessness

C. Leader with Presence
   1) Effective Confidence
   2) Military Bearing
3) Resilient  
4) Taking Initiative and Action

1.13 Corps of Cadets Training Concept  
A. Cadet training is conducted throughout the year. All training focuses on leader and character development, and the direct application of leadership and management skills within the daily operations and procedures of the Corps.

B. Cadet training consists of:
1) Squad leader development training  
2) NCO and officer leader development courses  
3) Fall and spring Cadre training  
4) Fall and spring old Cadet training  
5) Fall and spring RAT training  
6) Corps mission or task-specific training  
7) Cadre Professional Development Training  
8) Cadet Mentor Training.

C. Recruits At Training (RAT): Re-enforcement training occurs once the academic semester starts and is intended to take advantage of opportunities within the POD to continue to train—to-standard on essential Cadet skills and knowledge. This period concludes with the fall or spring Family Weekend.

D. Cadet training occurs for the entire Corps throughout the academic year and moves progressively from individual tasks to collective organizational task accomplishment.

E. Corps mission or task specific training occurs when the Cadet Chain of Command plans, prepares and executes major events. This training is focused on military decision-making, troop leadership procedures, plans and orders, and rehearsals for command and control of events.

F. Right-Seat-Ride Cadet Leader transition training occurs at the end of each semester. Leader transition training will be included in the training schedule to familiarize incoming leaders with basic leadership tasks and responsibilities.

G. Leadership development program:

"Leaders don’t create followers, they create more leaders."

-- Tom Peters

For the Corps to run the Corps, all Cadets must take a genuine interest in helping their fellow Cadets succeed. Leader development is one of the defining experiences and benefits of being part of the Corps of Cadets at NMMI. Leader and character development is taught and practiced in everything Cadets do, whether in the classroom, on the field, or in the Corps. TLAs allot specific time during the week to provide instruction on the traits, values, and actions expected of Cadet leaders. Cadet leaders take this training and put it into practice by helping their fellow Cadets succeed. New leaders in the Corps are expected to take part in this training, while Old Cadet leaders will assist TLAs in the actual instruction. In addition, all Cadet leaders identified as Cadre are expected to attend training prior to the beginning of the fall semester to prepare to train RATs arriving in August.

H. Cadet leaders are expected to act as coaches, trainers, and mentors for those they lead. Cadet leaders must attend Cadre training, and must attend a basic leadership course before achieving higher levels of responsibility. Exceptions to this must be approved by the CMDT.
I. Cadet leaders are expected to act as coaches, trainers, and mentors for those they lead. To help develop the skills necessary to be successful in leadership positions, Cadets who desire to be promoted to the position of Squad Leader or above are required to take the Cadet Mentor Training course taught by the Cadet Counseling Center.
CHAPTER 2
OLD CADET/NEW CADET SYSTEM,
CORPS ORGANIZATION AND CADET RANK

“The best thing a leader can do for a Great Group is to allow its members to discover their greatness.”

--Warren Bennis and Patricia Ward Biederman, Organizing Genius

2.1 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-direction, 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 NMMI. Old and new Cadets 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.

2.2 CADET IN GOOD STANDING AND SPECIAL RECOGNITION CLASSIFICATIONS

“Successful people are always looking for opportunities to help others. Unsuccessful people are always asking, “What’s in it for me?” ~Brian Tracy

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 deportment*
   3) No outstanding tours
   4) Not on disciplinary, academic or honor probation
   5) Completes the NMMI physical fitness test every semester.

   *Most recent 9 week or semester GPA and deportment 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.

Special Recognition Classifications:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/Superintendent’s List</td>
<td>GPA 3.5</td>
</tr>
<tr>
<td>Dean’s List</td>
<td>3.25 – 3.49</td>
</tr>
<tr>
<td>Commandant’s List</td>
<td>3.0 – 3.24</td>
</tr>
</tbody>
</table>
C. **General Cadet Classifications.**

1) **Old Cadet.** Old Cadets are those Cadets who meet the criteria 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 Cadet becomes a Yearling at the beginning of their second semester. A Yearling Cadet rates more status and fewer restrictions than a new Cadet but does not rate all the status, military rank, standing or privilege of an Old Cadet. A Yearling’s authority over New Cadets is limited to military matters and enforcing standards; and then only to the extent consistent with the Yearling’s rank and position in the Corps. Yearlings are considered primary trainers of New Cadets and are responsible for daily police in troop areas. One red bar worn above the name tag designates a Yearling Cadet.

3) **New Cadet.**
   a) New Cadets will wear only the NMMI Honor Star, and if authorized, the ROTC Academic Achievement Award (wreath) above the name tag.
   b) New Cadets are not authorized furloughs, permit or special permits for the first 10 weeks. They must be a Cadet in good standing after the first nine (9) week grading period. However, they can opt to take their new Cadet mini furlough on Family Weekend if they are checked out by their visiting parents.
   c) New Cadets will maintain RAT haircut/hairstyle until change is authorized by the Commandant.
   d) New Cadets are not authorized to have civilian clothing in their possession.

4) **Recruits At Training (RATs).**
   a) RATs are required to run through the Hagerman Box and through Saunders area. RATs not able to run due to an injury or illness must hold up their Ranks slip in the left hand, making it completely visible to observers.
   b) RATs are not allowed to use the Game Room/Internet Café or Post Exchange (PX).
   c) 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 outside their room until after they complete the 21/28 day period. They may then call their family/friends, and visit with their parents during permit.
   d) **21 Day Milestone.** The end of the 21 day period (28 days in the spring) for the RATs is an important milestone for Cadets attending NMMI. It marks the day RATs are recognized for their hard work and receive their first privileges. However, before they are given new privileges, they must complete the obstacle course and fitness factory, demonstrating their improved physical fitness, confidence, team work and high motivation. The morning events end with a Corps formation and acknowledgement of their accomplishment by the Regimental Commander (RC).
   e) For the first 21 days of their training, New Cadets will not be assessed demerits or tours except as authorized by the DCS/DCO/CMDT. During this period, they will receive re-training and additional military instruction (AMI) with warning sticks.
   f) RATs will become New Cadets during the 42/48 Day Ceremony of the fall and spring semesters and receive the privileges afforded to new Cadets.

"Don’t quit. Suffer now and live the rest of your life as a champion.” ~Muhammad Ali
2.3 OLD CADETS
A. Old Cadets will:
   1) Stand at the position of attention when:
      a) Addressed by a higher-ranking Cadet officer, adult staff or faculty member.
      b) A higher-ranking Cadet officer or adult enters a room or joins a group of Cadets (in the case
         of the latter, the first person noticing the officer will call the group to attention and all Cadets
         will render a hand salute when outdoors).
      c) In performing authorized duties, addressing a Yearling or new Cadet for the purpose of
         correcting observed behaviors.
   2) Conduct themselves in a respectful and courteous manner and address all adults and Cadet officers
      as Sir/Ma'am.
   3) Demonstrate positive leadership through personal example.
   4) 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.
   5) Maintain impeccable personal appearance, conduct, and self-discipline.
   7) Eliminate double standards within the Corps.
   8) Avoid harsh, degrading, or threatening methods of correction of any other Cadet, especially when
      dealing with new Cadets. Cadets engaging in such behavior are subject to disciplinary action to
      include suspension or dismissal.
   9) Prevent or stop any unsafe act that threatens the safety or security of any Cadet.
10) Pick up litter and dispose of it in the nearest trash receptacle.
11) Stay off grassy areas except near Dow Hall and Stapp Field.

2.4 YEARLINGS
Yearling status is higher than a New Cadet and 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.

A. Yearling Cadets will:
   1) Render appropriate courtesies to old Cadets, regardless of rank or class, and to faculty and staff
      members.
   2) Stand at the position of attention when:
      a) Addressed by a Cadet officer, an old Cadet, or an adult staff or faculty member.
      b) A Cadet officer or adult enters a room or joins a group of Cadets.
      c) In performing authorized duties, addressing a new Cadet for the purpose of correcting
         observed behaviors.
   3) Walk normally on Post and in the barracks.
   4) Maintain Cadet uniform, appearance, and hygiene standards.
   5) Conduct themselves in a respectful and courteous manner at all times; address all adults and Cadet
      officers as Sir/Ma'am.
   6) Practice positive leadership with superiors, peers, and subordinates.
   7) Stop or prevent any unsafe act that threatens the safety or security of any Cadet.
   8) Pick up litter and dispose of it in the nearest trash receptacle.
   9) Stay off grassy areas except near Dow Hall and Stapp Field.
2.5 NEW CADET TRAINING

“People want to be part of something larger than themselves. They want to be part of something they’re really proud of, that they’ll fight for, sacrifice for, that they trust.”

-- Howard Schultz, Starbucks

A. The goal of new Cadet training is to aid all new Cadets in developing a positive attitude regarding academic, leadership, and physical fitness goals while 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 Cadets in good standing and productive team members.
3) Cadets learn self-discipline, respect for authority, self-direction, obedience, consideration and respect for others, and attention to detail.
4) Cadets learn to work efficiently and effectively under time pressure of accomplishing multiple tasks in good order.
5) Cadets learn to improve time management and organizational skills.
6) Cadets learn to develop personal pride, high morale, and unit cohesion and esprit de corps.

B. Cadet TCs and 1SGs 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 are the backbone of a finely tuned old Cadet/new Cadet system.

C. Delinquencies arising from ignorance or carelessness regarding new Cadet customs and traditions are minor offenses. Old Cadets will report these violations to 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 1SG.

2.6 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

A. All Cadets will comply with the following basic rules of the old Cadet/new Cadet system.

1) Old and new Cadet relationships are impartial, professional and emphasize good order and discipline over the social aspect of Cadet life. Respect and consideration for others is paramount to the success of the old Cadet/new Cadet system.
2) Sir/Ma’am will be used in all communications including emails.
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. The use of profane or abusive language or language of a sexual nature is prohibited.
5) An old Cadet/Yearling will not personally touch, or use an object to touch, a new Cadet or items on the uniform a new Cadet is wearing. As a general guide, old Cadets/Yearlings will stand no closer
than arms’ length from a new Cadet. It is appropriate for old Cadets/Yearlings to ask for and get specific permission by a new Cadet/Yearling to correct a uniform discrepancy, assist in teaching manual of arms or drill and ceremonies, or physical fitness training.

6) Hazing is strictly forbidden and could result in dismissal of any Cadets found to have condoned or participated in the behavior.

7) New Cadets will not be sent on unnecessary errands designed to waste their time, harass them, or cause them to be targeted for disciplinary measures by Cadets from other Cadet troops.

8) Old Cadets/Yearlings are prohibited from borrowing anything from new Cadets.

9) 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.

10) New Cadets will be addressed as Mister or Miss.

11) 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.)

12) New Cadets will promptly carry out all legitimate orders and instructions.

13) Personal service from new Cadets is prohibited (e.g., shining shoes, polishing brass, carrying items for or obtaining food).

14) Old Cadets/Yearlings are prohibited from taking money from new Cadets to benefit themselves or others.

15) Old Cadets/Yearlings are not allowed to use a new Cadet’s personal property, including computers, electronic devices, and cell phones.

16) Old Cadets/Yearlings cannot direct a new Cadet to violate any NMMI or Cadet regulation, policy, or SOP.

17) The distinctions between old and new Cadets are temporarily suspended during athletic team activities and other approved organized extra-curricular or Cadet activities and in the academic classroom. However, all Cadets will maintain their military bearing. The distinction between old Cadets and new Cadets resumes when the athletic practice, event, or extra-curricular activity ends.

18) New Cadet rooms are off limits to old Cadets/Yearlings. An exception to this policy is granted to a new Cadet’s Chain of Command 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 when accompanied by a fellow squad leader, or above, of the same sex as the new Cadet.

19) Old Cadet/new Cadet system is subject to the following restrictions.

a) New Cadets are not permitted to use the Game Room/Café from Monday through Friday.

b) New Cadets will use the east side of the Post Exchange (PX) snack bar; old Cadets/Yearlings will use the west side.

c) New Cadets will use the main Bates Hall entrance only to visit the Cadet store.

d) New Cadets may not use the Bates Hall foyer to conduct Corps business (privilege is reserved for Cadet Staff Sergeants (SSG) and above).

20) Fraternization between old Cadets and new Cadets is strictly forbidden. Fraternization is unauthorized sexual or non-sexual or friendship between an old Cadet and a new Cadet, or a new Cadet and a Yearling, irrespective of gender.

a) When the old Cadet involved is a Junior NCO (PVT-SSG) the sanction will be a 24/24 stick with no reduction in rank or position. However if the action is repeated a 32/32 stick will be issued and the old Cadet/Yearling will be reduced in rank.

b) When the old Cadet involved is a Senior NCO or above (SFC-COL) the sanction will be a 24/24 stick for the old Cadet with reduction of rank and loss of position. If a second offense is committed the old Cadet will receive a 32/32 stick.

c) New Cadets involved in fraternization will receive a poor judgment stick for their first offense and a 24/24 stick for their second offense.
B. **New Cadets on Duty**
   1) A new Cadet on official duty (e.g., guard duty) or CMDT’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 CMDT's or Headquarters' Orderly.
   3) Guard Duty rosters will be published seven 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 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 order).

2.7 **CUSTOMS AND TRADITIONS (NEW CADETS INCLUDING RECRUITS AT TRAINING, RATs)**
   Conduct within the Corps is the result of long-standing traditions. New Cadets will follow these established standards, which apply to barracks life, the dining hall, the PX snack bar, and other Cadet gathering places. New Cadets will:

   A. Fall out for formation on troop walks 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 purpose.

   F. Avoid the second stoop or third stoop and the stairway between unless living there or performing official duties.

   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. Not fraternize in accordance with established policies.

O. 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.

2.8 RECOGNITION OF NEW CADETS

“A leader is a dealer in hope.”  

-- Napoleon

A. General. Recognition or Turning signifies the end of new Cadet status. The appropriate recognition by old Cadets and Yearlings for a new Cadet achieving this milestone is a handshake and congratulatory remarks. All RATs will turn together, signifying their ability to work as a class/team.

B. Requirements. A class of new Cadets will turn to Yearling status upon meeting the following requirements as a class:

1) Have successfully completed one full semester at NMMI
2) Achieve an average GPA of 2.25 or better for their first semester
3) Achieve an average of a “C” or better in Deporment
4) Complete the NMMI PFT with demonstrated progress
5) Have the recommendation of their Chain of Command and the RC
6) Successfully complete Bronco Challenge

   a) Bronco Challenge is a test every New Cadet must go through to become a fully recognized member of the Corps. It tests every New Cadet physically, mentally, and morally and is the defining experience of their training. Bronco Challenge is a rite of passage that, through shared sacrifice and teamwork, New Cadets will never forget.

   b) Bronco Challenge will be a capstone event for the New Cadets and serve as a leadership challenge for the upper class. Bronco Challenge will be led by the upper class and provide a final physical and mental challenge to the New Cadets, designed to test their teamwork and to reinforce their bonds as a Troop and as a Corps.

   c) Events for Bronco Challenge will take place at various locations throughout the Post requiring a demonstration of the knowledge, teamwork, character, and esprit de corps that the New Cadets have learned over the previous semester. Example events could include a two-mile regimental run, emergency re-supply shuttles, first aid, casualty evacuation, Spartan relay, fitness test, Fitness Factory events, Ropes course challenges, initiative tests, Leader Reaction challenges, stretcher relay, paintball, endurance course, obstacle course, pool PT, and/or rucksack run.

7) The New Cadet class must recite the Goss quote
8) Other requirements as stated in the Bronco Challenge LOI.

C. Date for Turning: The new Cadet class will turn following the Bronco Challenge at the end of their first semester, if all other requirements are met.
2.9 CADET LEADERSHIP POSTIONS

“Leadership is not about titles, positions or flowcharts. It is about one life influencing another.” ~John C. Maxwell

A. **Cadet Regimental Commander (RC).** The RC commands the Corps and has the responsibility and authority for implementing the Commandant’s guidance throughout the Corps. The RC exercises his or her responsibility through the members of the Cadet Regimental Staff and Cadet Squadron Commanders. The Regimental Commander is responsible to the Commandant for everything the Corps of Cadets does or fails to do. The Regimental Commander is expected to preserve good order and discipline in the Corps, obliging every officer and NCO to a strict performance of duty, without a compromise of standards. The RC is expected to ensure that disciplinary actions are impartial without distinction of rank or class, except that officers and NCOs will be held to a higher standard of behavior and performance.

B. **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 through which the Board considers alleged violations of the Cadet Honor Code.

C. **Cadet Officers and Cadet Non-Commissioned Officers (NCOs).** Each year members of the Corps apply for and are selected for leadership positions within the Cadet regiment. Applications will be turned in to the Cadet Chain of Command and are screened through the Cadet regimental staff/RC, squadron staffs, TLAs/SLAs/DCS/DCO. The Cadet Chain of Command will conduct interviews under the guidance of their respective TLA or SLA before making final recommendations to the CMDT 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 and to provide the leadership and assistance necessary to ensure that all Cadets achieve good standing.

D. **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 five 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 each squadron of the Corps.

E. **Cadet Chain of Command:** Cadets should first use the Cadet Chain of Command to resolve problems.
   1) Squad Leader (SL); Team Leader (TL) if SL unavailable
   2) Platoon Leader (PL); Platoon Sergeant (PSG) if PL unavailable
   3) Troop Commander (TC)
   4) Squadron Commander (SC)
   5) Regimental Commander (RC)

F. **Cadet NCO Support Channel**
   1) Team Leader (TL)
   2) Squad Leader (SL)
   3) Platoon Sergeant (PSG)
   4) First Sergeant (1SG)
   5) Squadron Sergeant Major (SGM)
   6) Regimental Command Sergeant Major (CSM)
2.10 Organization

A. Regimental Organization
   1) Regimental Commander
   2) Regimental Staff
      a) Executive Officer
      b) Adjutant
      c) Adjutant NCO/ Etiquette NCO
      d) Operations Officer
      e) Inspector General
      f) Quartermaster
      g) Command Sergeant Major
      h) Master of Fitness Officer in Charge/NCOIC
      i) Public Affairs Officer/PAO NCOIC
      j) Operations Sergeant Major
      k) Supply Sergeant
      l) Color Guard
   3) Three or more Squadrons

B. Squadron Organization
   1) Squadron Commander
   2) Squadron Staff
      a) Executive Officer
      b) Adjutant
      c) Sergeant Major
      d) Master of Fitness Non-Commissioned Officer in Charge
      e) Color guard staff
   3) Three or more troops, to include the Headquarters Troop (Band) in 1st SQDN

C. Troop Organization
   1) Troop Commander
   2) Executive Officer, First Sergeant
   3) Two Platoon Leaders, two Platoon Sergeants
   4) Three or four Squad Leaders per platoon; two Team Leaders per squad
### 2.11 Table of Cadet Rank Distribution and Organization

*Note: Red-looped epaulet for college Cadets*

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
<th>Position</th>
<th>Distribution</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL</td>
<td></td>
<td>Regimental Commander (RC)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>LTC</td>
<td></td>
<td>Regimental Executive Officer (XO)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honor Board Chairman (HBC)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Squadron Commander (SC)</td>
<td>1 per Squadron</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>MAJ</td>
<td></td>
<td>Regimental Adjutant</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Inspector General (IG)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Master of Fitness (MOF Officer in Charge (OIC)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Operations Officer (OO)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Quartermaster</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Provost Marshal</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Squadron XO</td>
<td>1 per Squadron</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>CPT</td>
<td></td>
<td>Squadron Adjutant (ADJ)</td>
<td>1 per Squadron</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Troop Commander (TC)</td>
<td>1 per Troop</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>1LT</td>
<td></td>
<td>Troop XO</td>
<td>1 per Troop</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>2LT</td>
<td></td>
<td>Platoon Leader (PL)</td>
<td>1 per Platoon</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>CSM</td>
<td></td>
<td>Regimental Command Sergeant Major (CSM)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>SGM</td>
<td></td>
<td>Squadron Sergeant Major (SGM)</td>
<td>1 per Squadron</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Operations Sergeant</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>1SG</td>
<td></td>
<td>Troop First Sergeant (1SG)</td>
<td>1 per Troop</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>MSG</td>
<td></td>
<td>Drum Major</td>
<td>1 per HQ Troop</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regimental Supply Sergeant</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjutant NCO/Etiquette NCO</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PA NCOIC</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Squadron Master of Fitness (MOF) Non-Commissioned Officer in Charge (NOIC)</td>
<td>1 per Squadron</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>SFC</td>
<td></td>
<td>SQDN Color Sergeant (with star under chevrons)</td>
<td>1 per Regiment</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Platoon Sergeant (PSG)</td>
<td>1 per Platoon</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>SSG</td>
<td></td>
<td>Squad Leader (SL)</td>
<td>1 per Squad</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>SGT</td>
<td></td>
<td>Team Leader (TL)</td>
<td>2 per Squad</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 5&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>CPL</td>
<td></td>
<td>Guidon Bearer</td>
<td>1 per Troop</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 5&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>PFC</td>
<td></td>
<td>Cadet in Ranks</td>
<td>Unlimited</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 5&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>PVT</td>
<td></td>
<td>Cadet in Ranks</td>
<td>Unlimited</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 5&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>RCT</td>
<td></td>
<td>All New Cadets</td>
<td>Unlimited</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

*“Having influence is no about elevating self, but about lifting others.” ~Sheri Dew*

**Any exceptions must be approved by the Commandant.**
2.12 PROMOTIONS AND REDUCTIONS

“The world will not be destroyed by those who do evil, but by those who watch them without doing anything.” ~Albert Einstein

A. General: There are five steps in the promotion process: Vacancy announcement; Eligibility announcement; Promotion application; Application review and Order of Merit (OML) determination; and Promotion board and selection. The Cadet Chain of Command recommends all promotions to the RC. The RC will submit a New Chain of Command form through the DCS to the DCO 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, completion of leader development training and leadership potential. A premium is placed on the whole person, i.e. a Cadet’s leadership skills and character, physical fitness, 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 through the TLA, SLA, and DCS to the DCO at the end of nine weeks and at the end of each semester. Except in extreme circumstances, promotions will be one rank at a time as determined by the Commandant.
4) Requests for promotions to fill a vacancy can occur at any time, and is initiated at the troop level by TC and TLA.

C. Criteria
1) All Cadets desiring promotion and/or leadership positions must make the request in writing to the TC and TLA.
2) Serving as a Leader in the Corps is an honor and a privilege. Cadets are encouraged to live by a standard of professionalism that demonstrates a level of competency and character that inspires those around them. As Cadets prepare for this prestigious opportunity, they must meet certain requirements that show they are ready for the next level of responsibility. Cadets will be selected for positions through a competitive process based primarily on merit and demonstrated competency to lead their peers. Essential qualifications and requirements include.
   a) Must be a Cadet in Good standing
   b) Must be a Yearling or Old Cadet
   c) 1SGs and SGMs must be at least a 3rd Class Cadet
   d) Officers must be College Cadets
   e) Attend and pass the Basic Leader Course at the earliest opportunity and additional courses as required by the position.
   f) Apply for the position desired
   g) Attend and compete in the board for the position desired. The board will select the best qualified Cadet for the position
   h) If currently in a leadership position, must successfully complete at least nine (9) weeks in that position before applying for another position
3) The only leadership position that may be held without completing the requirements above is that of Team Leader. These positions may also be held by RATs if no Old Cadets are present or eligible in the Team. Team Leaders will be recommended by the Squad Leader and confirmed by the Platoon Leader. Team Leaders are strongly encouraged to attend the Squad Leader and Life Coach/Mentor courses.

4) The minimum standard for promotion up to SGT is to be an old Cadet/Yearling in good standing and pass the NMMI PFT.

D. Reductions:

1) Reduction in rank is based on the loss of trust and confidence in a Cadet’s performance as a leader, or a Cadet’s failure to maintain deportment and academic standards. Request for reduction in rank must be made in writing by the Cadet Chain of Command and TLA.

2) Any Cadet may be demoted to Private from any rank for cause as determined by the DCO/DCS or CMDT.

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) Cadets will be reduced to a PFC upon earning a D or an F in deportment or having a GPA below 2.0 at the nine week mark or at the end of the semester.

5) Cadets placed on DP/HP will be reduced to the rank of PVT.

6) Cadets who refuse to wear their rank or maintain their leadership position will be officially demoted to Cadet Private First Class and reassigned to a different troop.

7) Cadet officers, Sergeant’s Major, First Sergeants, and Master Sergeants must return all issued equipment to the DCS within 48 hours of a demotion order being published or risk being charged the replacement cost of these items.
CHAPTER 3
DAILY CORPS OPERATIONS, ACCOUNTABILITY, AND PRIVILEGES

3.1  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.

3.2  CORPS TRAINING SCHEDULE & CORPS LEADERSHIP ACTIVITIES
A. The Corps Training Schedule will be published by the Office of the Commandant. The Training Schedule provides more detailed information to the Corps to supplement the POD activities. A detailed Schedule of Events published in a Letter of Instruction will supersede all other schedules.

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

3.3  ATHLETIC TEAMS & SPORTS ACTIVITIES

A. General
1) The purpose of this section is to establish duties, responsibilities, and authorizations for Corps of Cadets Athletic Teams. It defines In-Season and Off-Season status, and what is expected of a Cadet during these periods.
2) Athletic activities at New Mexico Military Institute are classified as high school (Colt) and junior college (Bronco) sports. All programs fall under the auspices of their respective athletic association (NMAA or NJCAA).
3) Cadet Leaders will ensure that Cadets on Status are allowed to attend scheduled games, practices and coaches' meetings, as permitted in paragraph C below. Cadet Leaders, athletic team leaders and coaches will ensure their athletes meet all required corps and academic duties both on and off Status.

B. Status/Orders
1) The Athletic Director is the approving authority for coach’s requests for Status and authorizes posting by the athletics administrative assistant.
2) Exceptions to a required duty or formation, other than those who are placed on Status, will be approved by the Commandant or the Athletic Director, and if approved, will be disseminated from the Commandant’s Office.
3) Cadet Leaders will excuse no Cadet from a required formation unless that Cadet is on Status, or written or verbal approval is obtained from the Commandant's Office or the Athletic Director.
4) The Status Report is generated daily. Cadets failing to comply with these orders are in violation of regulations.
5) The Status Report will be maintained and monitored by the TLA CP, by all TLAs and SLAs, by the Regimental/Squadron Adjutants, and by all Cadet Commanders and 1SGs.
6) When Cadets who were on Status return to Post, they revert to off-Status immediately after their return.

C. Ranks List and Formation
1) Athletes must keep their respective TLA and Cadet Chain of Command completely informed of their ranks status so that there are no misunderstandings.
2) Troop 1SG’s are responsible for accountability of personnel on ranks in their troops.
3) All Cadets on ranks must have a valid ranks slip on their person at all times. A member of the Athletic Training Staff or Athletic Administration will periodically assist in Ranks formation verification inspections during March-Bys, Parades or Corps training events.
4) Athletes on ranks will conform to the prescribed ranks uniform, in accordance with Blue Book regulations.
5) Altering ranks slips will result in a Honor offense.
6) Cadets on ranks will form up in the squad at the rear of the troop formation. The 1SG or other SNCO will check rank slips and move the squad to Bates after the troop moves out.

D. In-Season Squad
1) An in-season squad is defined as an athletic team that has entered the playing season. This playing season determination follows all applicable NMAA/NJCAA Regulations.
2) In-Season Athletes are:
   a) Excused from Corps PT only.
   b) Required to attend all breakfast, dinner, and supper roll call formations in the correct uniform of the day.
   c) Make all required NSH periods and bed checks.
   d) Follow all privileges and requirements outlined in the Blue Book.
   e) Required to make-up all missed Corps training before granted furloughs/permits.
   f) Required to serve all punishments and restrictions, except when a game/match is scheduled against another junior college/high school. In this case, they will only be excused per the head coach’s specific guidance and specified time period.
   g) ONLY take Free Revs if authorized by the CMDT.
   h) 4th/Optional Meals: all Cadets will follow Corps policy for optional meals. Duty uniform, or as prescribed, will be worn at all meals. Cadets will not enter the Mess Hall prior to or after optional meals unless previously arranged.

E. Off-Season Squad
1) An off-season Team is one that is not participating in the regularly scheduled playing season or NJCAA/NMAA designated in-season practice dates during the off-season.
2) Athletes are:
   a) Required to attend all drills, formations, parades, and military/corps training and to perform Guard Duty.
   b) Required to serve all punishments, restrictions, and Additional Military Instruction (AMI).

F. Meal Formations and Mess Hall
1) Corps of Cadets athletes are required to attend meal formations in accordance with their playing status and will march and eat with their troops to the Mess Hall.
2) Senior ranking Cadets and Cadet Chain of Command are all responsible for maintaining proper decorum in the Mess Hall, to include proper manners, food handling, and good order.

G. Uniforms

1) Athletic Uniforms: Only the prescribed NMNI Athletic Uniform will be worn both on/off campus as directed by the Athletic Director or the Commandant. If a prescribed NMNI Athletic Uniform is not available for the athletic team, New Mexico Military Institute PT uniform will be worn. In either case, all team members will be in the same uniform.

2) PT Uniforms: The NMNI issued PT uniform is the only authorized uniform and must be worn correctly with shirt tucked in. The NMNI PT uniform may not be worn off post unless engaged in supervised Physical Fitness or off Post PT. The NMNI PT uniform is not authorized for community service work or any other off post function unless specifically authorized for an event by the Commandant of Cadets. Hoodies are not authorized.

3.4 NMNI Physical Fitness Training

A. The NMNI Physical Fitness Training Program uses the Modified Army Physical Fitness Test (MAPFT) to establish and improve upper and lower body strength and endurance fitness levels of each Cadet.

B. The MAPFT consists of four events conducted in sequence in the same day; push-ups (2 minutes), sit-ups (2 minutes), and 2 mile run for time IAW US Army Standards of FM 3-22.20, Physical Fitness Training (2012).

C. The MAPFT is scored on a 4.0 scale with a maximum of 100 points scored in each event. The objective for each Cadet is to achieve a minimum 2.0 of the 4.0 scale (200 out of 400 possible points), which constitutes Good standing in Physical Fitness. Throughout the course of the year Corps PT sessions are devoted to push-up, pull-up, sit-up and run improvement. Each Cadet is expected to complete the MAPFT and improve their initial score by 25% by the end of the year.

3.5 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 duty staff 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.

3.6 CADET ACCOUNTABILITY:

A. General: Accountability is a top priority and will be maintained by attendance at all formations, classes, physical training, military duties, Cadet activities and Corps functions.

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 NMNI email twice daily, and NMNI post office boxes twice weekly.

C. Procedures: Cadets must always sign out and in when they leave and return to Post on furloughs and permits and for holiday breaks. Cadets are required to sign out for permit. Cadet Leaders will check accountability at each formation.

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 NMNI Infirmary personnel may excuse a Cadet from academic duty.
2) **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).

3) **Absent Class/Activities/Mandatory Corps Events:** 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 class or activity regardless of the amount of time left.

4) **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.

5) **Late Formation/Tardy Class:** A Cadet is considered late to a formation if not in his or her proper place within the troop or staff formation at the completion of the last note of Minute Call or meeting at the appointed time. It is the Cadet’s 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.

6) **Absent Formation:** A Cadet is considered absent from a formation if he or she does not join the formation prior to march off before the formation is dismissed.

7) **Absent Post:** A Cadet is considered Absent Post if not on Post when required to be present. 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.

8) **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 72 hours in advance to place Cadets who are to participate in scheduled activities On Status. Only the DCO/CMDT, Dean/Vice Dean/Athletic Director or NMMI Infirmary personnel may approve Cadets to be On Status.

9) Status ends when the activity or event is over or when a Cadet returns to Post, not the end time on the Status sheet. The Athletic Department is responsible for Cadet Athlete status.

10) **Cadet Status:**
   a) **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:
      1. Status declared in barracks or on Post or by the CMDT (an announced Call to Quarters)
      2. Cadet’s current privileges
      3. Cadet’s current restrictions (e.g., restricted to barracks)
   b) **Restricted Status:** A Cadet is on restriction if he or she meets one or more of the following criteria:
      1. On disciplinary/honor probation
      2. Outstanding balance of tours
      3. Restricted to post
      4. As directed by DCO/DCS/CMDT

11) **Barracks Status:**
   a) At the Call to Quarters (CQ), Cadets will immediately proceed to their room or assigned duty station (e.g., barracks room or library).
   b) 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.
   c) Between morning and afternoon CQ (0755-1530) Cadets must be within the limits of the NMMI Post unless authorized by permit to be off Post.
d) 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.

e) TAPS until Reveille (2200-0600) is the period designated for rest and sleep. Rooms and windows must be locked during this time. 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.

f) Release from Quarters (RQ) is given Saturdays and Sundays to accommodate permit and furloughs.

12) **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 unless specifically approved by the CMDT.

a) **Post limits:**
   1. Cadets desiring to leave campus at any time must sign out on permit or furlough – no exceptions.
   2. The NMMI Post proper bounded on the east by the west curb of Main Street, on the west by the east side of Kentucky Avenue, on the north by the south curb of 19th Street, and on the south by the north curb of College Blvd.
   3. Refer to the map on back cover of Blue Book for details.

b) **Barracks Limits:** Barracks limits are inside the walls of Hagerman or Saunders Barracks.

c) **Quarters Limits:** A Cadet’s room and access to the nearest troop sinks is the extent of quarters limits.

d) **Off Limits Areas:**
   1. On Post barracks areas of the opposite sex except for members of the Cadets Chain of Command on official business.
   2. Cahoon Armory (Gym), Godfrey Athletic Center, and Pearson Auditorium during periods when the facilities are closed
   3. J Ross Thomas (JRT) building second floor except when conducting business with the DCS
   4. Roofs of all buildings
   5. Barracks rooms when the occupant(s) is not there and all unoccupied barracks rooms
   6. Barracks basements, crawl spaces, tunnels and stairwells
   7. Administrative offices and academic buildings during non-duty hours unless accompanied by a faculty or staff member
   8. Alumni Memorial Chapel except for religious events/activities, training activities, classes, and individual sessions scheduled between the Chaplain and Cadet
   9. Intramural field areas, baseball fields, the Wool Bowl, adjacent wooded areas, and the amphitheater except during NMMI-sponsored events
   10. 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
   11. Ropes, leadership reaction course, stables, obstacle course, Rappel Tower and golf course when closed
   12. Roswell and Chaves County tattoo parlors
   13. Near or in tobacco shops and liquor stores, smoke shops etc.
   14. West side of the Saunders Barracks (Kentucky Ave side)
   15. NMMI motor pool

E. **Military Formations and Accountability Systems:** Formations are held in accordance with the POD, the Cadet Training Schedule or as directed by the DCO/CMDT. A formal formation may not be held without the prior approval of the DCO/CMDT. If the formation is considered a mandatory formation, the
Cadet in charge at each command level must report any late or absent Cadets to the RC through the Cadet Chain of Command.

**F. Responsibilities:**

1) 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.

2) 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 an excuse for missing formation.

3) Cadets will be prepared for uniform and personal hygiene inspection at all formations.

4) 1SGs or above may grant permission to a Cadet under their supervision to depart formation or a scheduled Corps activity, only after accountability is complete. When granting such permission the 1SG must report the approval to the TLA/SLA.

5) During Cadet Activities, Cadets must be present for the activity they are signed up for. The only exceptions are to be signed in at the Toles Library or the Godfrey Athletic Center, if not participating in an activity. Cadets cannot be in the Barracks during Corps events.

6) **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. New Cadets and representative cadre are expected to be at all formations 10 minutes early, unless performing an official duty.
   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 or who are on Ranks will attend formation in a rank at the rear of their troop. Once their Troop has moved out, Cadets in Ranks will move as a troop unit to their place of duty.

**G. Sick Call and Infirmary/Medical Procedures:**

1) 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.

2) Cadets will swipe in with their Cadet ID immediately upon entering the Infirmary. They will swipe out with their card upon departing.

3) 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).

4) The Infirmary is off-limits to Cadets except for emergencies, sick call, scheduled appointments or authorized visitation.

5) NMMI Infirmary personnel will determine if the Cadet will be:
   a) Retained at the Infirmary
   b) Placed on Ranks or removed from Ranks
   c) Returned to duty
   d) Returned to bed rest in the Cadet’s barracks room

6) Injured Cadets must report to the Infirmary.

7) Cadets who are returned to duty by Infirmary personnel will report to class not later than 10 minutes after being released from Sick Call or Infirmary visit.

8) Cadets assigned to the Infirmary will be dismissed by the FNP/nurse only.

9) 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.), unless bed ridden.
10) On-duty FNP/nurse may grant permission for Cadet visitation of a Cadet assigned to the Infirmary.
11) The NMMI doctor’s concurrence and a Cadet parent’s or guardian’s written consent is required for all Cadet elective surgeries for those cadets under the age of 18.
12) 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.
13) On-Ranks:
   a) Cadets will be placed on Ranks by the NMMI Infirmary staff or athletic trainers only.
   b) A Cadet on Ranks will wear the designated uniform in a neat and serviceable condition, display the proper military bearing and maintain his/her personal hygiene. A Cadet is authorized to wear summer or winter PT (wind suit) uniform, with black athletic shoes, if reflected on a valid Rank Slip issued by the Infirmary Staff.
   c) Ranks Formation for all formations will be held at the rear of the Troop. Cadets will be inspected by their 1SG. Cadets who are going to sick call or who are on Ranks will attend formation in a rank at the rear of their troop and will move as a unit after their troop moves out.
   d) A Cadet on Ranks will report to all formations unless specifically excused by proper authority. Cadets will carry their white Ranks Slip on their person at all times and produce it for inspection as required. The Cadet leadership will check the Ranks Slip to ensure that the Cadet is following the Ranks requirements, including authorized uniform, shoes, instructions, dates and times.
   e) Altering the Ranks slips in any way will result in an Honor offense.

H. Athletic Trips and Special Events: Cadets will be placed on Status for athletic and special events by the AD or by the CMDT upon the recommendation of the appropriate Athletic Coach or Sponsor to support a specific activity.

I. 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 punishment for not being in the proper place at the proper time.
   2) 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.

3.7 DAILY CONDUCT IN BARRACKS:
All members of the Corps must reside in the barracks. 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 or use any type of athletic equipment, i.e. balls.
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 items 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. Doors and windows will be locked during this time. 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. Issued and unaltered 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 as 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.

5) Display of affection or physical contact between two Cadets (regardless of gender) will be categorized as a minimum of public display of affection (PDA) and a maximum of sexual misconduct with disciplinary consequences.

6) Stopping or loitering on adjoining stairwells to visit with Cadets of the opposite sex is prohibited. Stairs are considered off-limits areas in this situation.

7) The walk (not stoop walk) in front of troop areas is the designated visiting area. The Y room is not a designated visiting area.

8) Male and female peer tutoring, or mixed group projects, will take place in the library or designated classrooms under staff or faculty supervision.

3.8 **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 by Regimental staff before departing the Dining Hall.

A. Upon entering the Mess Hall, Cadets will immediately remove their headgear. 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. Old Cadets and Yearlings will store Garrison and ACU soft caps in their backpack or the cargo pocket (ACU Cap) or tucked under the belt on front right side (Garrison Cap). Cadets move smartly to their assigned table where they will stand at attention behind their assigned chairs.

B. **ALL CADETS ARE REQUIRED TO BE SEATED AT THEIR ASSIGNED TROOP TABLE.** Sitting with other Troops is not authorized. Table seating will be by squads, and then by Platoon, with the Troop leadership at 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 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.” This will be no sooner than the final ten minutes of the meal. At this time, other tables are
off-limits to old Cadets and all old Cadets must clear the Mess Hall to allow new Cadets at least 5 minutes to complete their meal. One Cadet SFC or higher per troop has responsibility for the supervision of New Cadets within the Troop for every meal.

E. Cadet table heads (Troop Leaders) are the senior cadet seated at the table and are responsible for all conduct at the table. 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. 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 will cease; the Mess Line will be monitored by all Cadet Leaders. Cadet Platoon Sergeants or higher 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, “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, 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. Free SRCs’ may be authorized by the CMDT. The dining hall will be open between 1800 and 1840 for a Free SRC or as designated in the Training Schedule or a Letter of Instruction Schedule of Events. Normally, Monday, Tuesday, Thursday and Friday SRCs will be Free SRCs.

J. Cadets are NOT authorized to leave post during Free SRC.

“Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs. ~Albert Einstein

3.9 NIGHT STUDY HALL (NSH):

NSH is mandatory, requiring all cadets to be present in their rooms after the bugle call (School Call) or in sanctioned, designated study or tutoring areas as determined by the Academic Dean. Permits and passes during NSH are not authorized.

A. NSH will be conducted from 1900 to 2200 hours Monday, Thursday, and Sunday and from 1945 to 2215 hours on Tuesday and Wednesday.
B. The uniform for supervised NSH or NSH in academic buildings is NMMI attire per the SOP. The uniform for NSH NMMI attire per the SOP.

C. Cadets are not permitted to receive food deliveries after 1830 hours during NSH.

D. Cadets are authorized a five (5) minute break during NSH between the three sessions for the purpose of either returning to their rooms or moving to the library or Academic buildings 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) Cadets are expected to be at their desks studying for the first two hours of NSH. There is no sleeping and Cadets cannot be in their bunks during this time. Placing a mattress on the floor to study instead of using a chair is prohibited. During third hour of NSH, cadets may sleep, go to 4th meal, read quietly, or take care of personal matters if their homework is done. Video games are never permitted during NSH.
   2) Cell phone use is prohibited unless cadets can demonstrate they are using a phone for an academic requirement.
   3) Cadets outside their rooms or in other Cadet rooms at or after 1900 hours, except when moving between NSH periods, will be placed on report.
   4) Listening to CD’s/iPods/radios is permitted only if using earphones or headphones.
   5) Watching TV or reading non-academic material is prohibited.
   6) Playing video games is prohibited.
   7) Preparing uniforms is prohibited.
   8) Taking of showers is prohibited.
   9) Making room changes or engaging in any other non-study activity is prohibited.
   10) Disturbing a roommate is prohibited.

G. **General Guidelines for Cadet conduct during NSH:**
   Cadets will stay in their rooms during NSH with the following exceptions:
   1) Attending prearranged faculty member tutor session.
   2) Studying in the library, academic buildings or the computer or writing labs during any session of NSH.
   3) Cadet Leaders performing official duties approved by DCO or CMDT.

H. 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.

I. 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.

J. **Requirements for Toles Learning Center during NSH:**
   1) Uniform of the Day (Class C or ACU).
   2) 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.
3) 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.
4) There is no gum, food, or drinks allowed into the Toles building.
5) The use of computers during NSH must be for research or class assignments only.
6) 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 that need to use computers as part of their projects.
7) Listening or viewing any audio visual material, including music, must be course related. No iPods/MP3s/DVDs, etc. are allowed unless permitted by the Director of Toles Learning Center.
8) **Group Study:**
   a) Group Study may be conducted in designated Toles Learning Resource Center (TLRC) areas with TLRC staff approval.
   b) There are six areas in the TLRC designated for Group Study. The TLRC staff may designate additional areas for Group Study when needed.

### 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 permitted to attend services of their choice, to include taking a Chapel Permit to attend services in Roswell.

**B. Chapel Permit Rules:**
1) Chapel permit for events outside traditional days (Sunday) and all Sunday mornings will be available to Cadets in good standing and will be authorized on a case by case basis by the TLA or SLA, in consultation with the Chaplain.
2) The Chapel Permit authorizes a Cadet to attend services in Roswell and is required for attendance at services that start prior to the beginning of permit. A Chapel Permit is also required for any Cadet who is not eligible to leave post (AP, DP, HP, etc.). Cadets using a Chapel Permit are required to attend religious service.
3) 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 Permit.
4) Cadet attendance at off Post services beginning before 0815 requires that a written request be turned into the TLA.
5) A Cadet may depart on Chapel Permit 30 minutes prior to the start of scheduled services and must return one hour after service concludes unless otherwise approved by the TLA. A Cadet who is not eligible to leave post (AP, DP, etc.) and is using a Chapel Permit must return one hour after the service concludes.
6) Chapel Permit does not authorize a Cadet to miss or report late to tour squad.

### 3.11 ACADEMIC WEEKEND/RETREAT:

**A. Academic weekends:** Academic weekends are scheduled to allow Cadets time to focus on academics prior to the end of each grading period. No other activity will be scheduled for the weekend and faculty will be available to assist Cadets (on Saturday between 0900 and 1200).

**B. Academic Retreat:**
- Academic Retreat date and time will be identified by the Academic Dean and is conducted twice in an academic semester. It is observed in a similar manner as Academic Weekend. Academic Retreat 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 videos, listening to music, or playing computer games is prohibited. Cadets are restricted to Post during Academic Retreat unless authorized to go elsewhere by the CMDT. 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 Lusk Hall.

B. During the Academic Year, normal NMMI CMDT’s office operating hours are: Monday-Friday, 0630-1630. Normal NMMI administrative and academic office operating hours are: Monday-Friday, 0730-1630. 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 Command Post which is the primary delivery point for messages, letters, express mail, cakes, flowers, etc. No deliveries are authorized during or after NSH (NLT 1830 SUN-THR OR 2000 FRI/SAT). 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 (NO plants), cakes, express mail, special delivery letters, and personal baggage. Questions about deliveries should be directed to the TLA.

D. Visitors are not authorized in the barracks/Honor Avenue area without specific approval by the CMDT’s staff. The PX (snack bar) and JRT are authorized visitor areas as well as North Bates parking lot and Dow Hall. However, Cadet rooms may be visited by parents and family at specified times during Family Weekend, Homecoming, and Graduation. Schedules will be published with authorized visiting times.

3.13 SPECIAL PRIVILEGES:
A. Cadet privileges, including permits and furloughs, are earned by Cadets in good standing. To use an approved permit or furlough a Cadet must:
1) Sign out/in with their TLA office or TLA Command Post 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).
4) Remain subject to NMMI regulations, standard operating procedures, policy letters (on and off Post). See paragraph 3.18 for, Cadet Permits and Furloughs policy.

3.14 FREE REV:
A Free Rev (Reveille) authorizes a Cadet to be absent for a specific BRC formation and may be granted only by the CMDT. A Free Rev is automatically granted to a Cadet on an authorized athletic, academic or Cadet activity trip who returns to Post after midnight (2400 hours) and is recorded with the TLA CP by the coach, faculty member or Cadet activity sponsor.

3.15 AUTOMOBILES & MOTORCYCLES:
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 in uniform. A bus terminal is within walking distance of the school, taxis are available and NMMI works closely with Cadets to assist them getting to and from the Roswell airport.
C. Cadets are not authorized to operate or ride as passengers on motorcycles, motorbikes or in pickup truck beds. Cadets are not authorized to use such vehicles as transportation to or from NMMI.

D. Authorization for Possession and Operation of Vehicles:
1) **Cadet must be in good standing.**
2) New Cadets, Yearlings, 4th class Cadets and below are not authorized to possess or operate vehicles while in attendance at NMMI. This includes rental vehicles.
3) College Cadets who are not new Cadets or Yearlings may possess and operate vehicles.
4) Cadets who are members of the National Guard or Reserves may possess and operate vehicles to attend drill periods.
5) Third class high school Cadets, who are not new Cadets or Yearlings, may possess and operate vehicles during their second semester.
6) Third class high school Cadets who are Squad Leaders or above may possess and operate vehicles during their first semester.
7) Cadets authorized to possess vehicles on Post may operate their vehicle when they are authorized to be off Post.
8) 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 campus police and must be filled out and returned to campus police. If approved, specific instructions and guidance for possessing and operating the vehicle must be strictly followed.
9) 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.
10) 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.
11) Cadets are not authorized to store vehicles on Post and will not intentionally park inoperative or unsafe vehicles on Post.

E. Vehicle Parking:
1) While on Post, all Cadets will park vehicles only in assigned numbered spaces 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) 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.

F. 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 or 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.

G. Vehicle Registration:

1) Cadets who are authorized to have a vehicle must present:
   a) Parent’s or guardian’s permission.
   b) Valid driver’s license, recognized by the State of New Mexico.
   c) Ownership or owner’s authorization to operate the specific vehicle. Cadets will not register vehicles belonging to another Cadet as their own.
   d) Proof of vehicle insurance, insurance company’s certificate or signed certification. The certification must indicate the following:
      1. The vehicle is properly insured according to the laws of the state in which it is registered.
      2. The insurance will be in force during the time period the vehicle is maintained at NMMI.
      3. The operator and passengers in the vehicle are covered under said insurance.
   e) Vehicles determined to have been used in conjunction with the 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.

3.16 BICYCLE POLICY:

A. Cadets are not authorized to store or ride bicycles on Post.

B. Cadets are not authorized to ride as passengers on bicycles. Cadets are not authorized to use bicycles as transportation to or from NMMI.

3.17 CELL PHONE POLICY:

A. General. ALL 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 or other electronic devices, i.e. iPads, tablets, etc., to include text messaging, outside a Cadet’s room is strictly forbidden except when off Post or in an emergency, or when authorized by an instructor in class.
   a) Cell phone use in the classroom, whether in any academic building or in the Toles Learning Center, is authorized only when approved by the instructor for academic purposes.
   b) Earbuds or ear devices are not authorized to be worn with any uniform.
   c) Cadet phones may be used in academic buildings outside the classroom, or in the Cahoon or Godfrey gym while working out, but must be set in silent mode or used with ear buds.
   d) Cadets are prohibited from using cell phones outside academic buildings or their barracks except in emergencies.
   e) Cadets using their phone inside of authorized buildings will not walk around while using the phone. They will remain stationary until their business is complete to reduce risk of injury. Cadets will put their phone down if addressed by a staff, faculty member, or Cadet Cadre and address them in a professional and courteous manner.

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) Cell phones may not be visible or used in formation or in classrooms, (unless authorized by the instructor).
4) Cell phones are not authorized for use in Bates Dining Hall or Marshall Infirmary.

5) Cell phones determined to have been used in violation of NMNI policies, rules and regulations or in the commission of a disciplinary infraction will be confiscated and the Cadet’s cell phone privilege revoked.

6) RATs are not permitted to have cell phones outside their room until the end of the 21 day (fall) or 28 day (spring) period.

7) Failure to follow established cell phone policy guidelines is an offense resulting in disciplinary action, with the phone being 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 home at the Cadet’s expense.

8) Any staff or faculty member who confiscates a Cadet’s cell phone is responsible for securing the phone until it is returned to the Cadet.

3.18 PRIVILEGES, INCLUDING PERMITS AND FURLoughS:

A. General

1) Privileges consist of off-Post and on-Post Permits, and off-Post furloughs that are typically granted to Cadets in good standing. Generally the number and frequency of permits and furloughs is based on a cadet’s academic achievement, deportment, rank, position or class status in the Corps and the length of time the cadet has been attending NMNI. The DCO/DCS or Commandant may revoke cadet privileges at any time.

2) Parents, Guardians and cadets are encouraged to plan and coordinate requests for cadet privileges with TLAs early and often. Cadets must plan ahead and follow established protocol when requesting privileges or their requests could be denied. On a case by case basis in emergency situations, TLAs/SLAs are authorized to process requests for privileges that do not fall within the time frames of normal requests.

3) A cadet desiring to exercise an approved off-Post privilege must provide real-time, reliable contact information (including address and cell phone number) to his/her TLA/SLA before signing out and departing NMNI.

4) No privileges are authorized for Cadets on academic probation, disciplinary probation or on Honor restriction or confinement. However, the DCO/DCS or Commandant may grant an exception to this policy.

5) All privileges (permits and furloughs) are suspended during midterms and final exams.

6) If there is a scheduled formation before a cadet is due to depart on an approved privilege, the cadet must attend the formation; an impending departure on privilege is not an excuse to miss formation.

7) The first duty of all cadets returning from off post privileges (other than the commandant’s permit; see c. 5). Below) is to sign in with their TLA/SLA, or the TLA CP if they are unable to locate their TLA/SLA. Cadets in violation of this provision of the privilege policy will be disciplined accordingly, and may forfeit future privileges.

B. General Off-Post Permits

1) An off-Post permit authorizes yearlings and old cadets in good standing to leave Post for a specified period of time (usually from 1-6 hours but with no overnight stays). Cadets going on off-Post permit must sign out and in with a TLA/SLA.

2) Cadets going on Permit (Last activity-1730 Saturday, 0830-1700 Sunday) are not required to sign out, but must still be in Good Standing.

3) Requests for off-Post permits that conflict with a Cadet’s prior duty requirements as spelled out in the POD, Training Schedule, or Letter of Instruction will not be approved.

4) Cadets on off-Post permit must remain within a 15 mile radius of Roswell and cannot enter any hotel or motel unless accompanied by a parent or guardian. Cadets in the simultaneous
membership program (SMP) and attending National Guard Training are prohibited from entering a National Guard Barracks room without prior authorization from the unit Commander, Executive officer or First Sergeant. When granted permission to reside in a Unit Armory, cadets will abide by all unit policies and regulations.

5) When on off-Post permit, Cadets will wear the prescribed uniform specified in the Training Schedule (except when the Training Schedule prescribes the Class D, ACU uniform). The uniform is either Class C, Class B w/brass, or Class A depending on the day of the week and the cadet’s class. Class A is the prescribed uniform for all Cadets on Sundays when departing on off-Post permit. New cadets signing out on off-Post permit must always wear the Class A uniform. The NMMI PT uniform and the ACU uniform are never a prescribed uniform for off-Post permit. However the PT uniform may be worn off-Post as required by the Infirmary when cadets are transferred to off-Post medical facilities for further diagnosis and treatment.

C. Special on and off-Post Permits:

1) A special off-Post permit known as an Academic Free Period permit authorizes NMMI Junior College old Cadets to leave Post provided they are on the Dean’s or President’s/Superintendent’s List, and have a free class period(s) between 0800 and 1515 hours, Monday thru Friday. As with all off-Post permits, Cadets with an Academic Free Period permit must sign out and in with a TLA or SLA.

2) Special Occasion Permit
   a) A permit may be authorized for a special occasion, event or situation, for example, to meet with adult relatives traveling to Roswell to visit a cadet at NMMI.
   b) A special occasion permit can be used to grant cadets the authority to exceed the 15 mile Roswell radius limit. This permit must be approved by the DCS/DCO/CMDT.

3) Medical/Dental Permits must be coordinated and approved at least five (5) days prior to a scheduled off-Post appointment by the NMMI Infirmary (575-624-8235).
   a) The DCO/DCS/CMDT must review the request, and the cadet must sign in and out with a TLA/SLA or the TLA-CP, without exception.
   b) To prevent abuse of this privilege, Cadets must turn in a signed doctor’s note to their TLA/SLA or Commandant’s Office immediately upon return from the off-Post medical treatment facility.

4) Driver’s Education Permits are also approved for any cadets participating in a local driver’s education class (with proof of registration), regardless of standing.

5) Commandant’s Permits are off-Post permits authorized on Saturdays and Sundays for all Cadets (except new Cadets) in good standing, and after all other duty requirements have been met.

6) Cadets may not leave Post for free SRCs. In other words, SRCs are not an off-post privilege.

7) College Cadets in good standing may request and exercise an off-Post permit during free DRCs (lunch on Tuesday or Thursday only). Even under a free DRC off-Post permit provision, cadets must sign out and in with a TLA/SLA or the TLA CP.

D. Furloughs: There are four types of furloughs: major furloughs, full furloughs, mini-furloughs and special furloughs. Each type furlough is described below.

1) Major furloughs include: Thanksgiving, Winter Break and Spring Break. All cadets leave NMMI during major furloughs and the Barracks areas are closed and off limits after all cadets depart. Normally Cadets are required to sign out on major furloughs NLT 1700 hours and must sign in immediately upon return to NMMI at the end of furlough. Once signed out, you have 30 minutes to depart Post and when you return you have 30 minutes to sign back in.
   a) Cadets must provide TLAs written requests when desiring to leave early or return late from major furloughs. If a TLA approves an early departure or late return, the TLA will place the
cadet on STATUS so that the cadet is not at risk of Absent without Leave (AWOL) disciplinary action. Cadets must immediately notify their TLA/SLA, the TLA CP, or Commandant’s Office that they will be returning late to NMMI due to circumstances beyond their control, or risk begin declared Absent-without-Leave (AWOL).

b) Early departures and late returns from Thanksgiving, Winter Break and Spring Break are exceptions to the white form class absence policy; cadets are not required to secure their teachers’ acknowledgement of class absences prior to departing on these major furloughs (see the white form class absence NOTE in bold font below). However, cadets departing early or returning late are responsible for completing all missed class assignments, including homework. Departing early or returning late is not an excuse for missing assignments.

2) A full furlough begins Friday after a Cadet’s last class and extends through most of a weekend. **WHEN PHYSICAL TRAINING OCCURS ON FRIDAY, AND A CADET’S ATTENDANCE IS REQUIRED, PHYSICAL TRAINING IS CONSIDERED THE CADET’S LAST CLASS.** All full furloughs must be approved by the SLA (or DCO if the SLA is absent) by 1200 hours on Wednesday.

3) Mini-furloughs allow for one overnight stay away from Post typically coinciding with a Saturday night as indicated in the Corps Training Schedule. Mini-furloughs begin at noon on Saturday and extend into Sunday afternoon.

4) While on major, full or mini-furlough, Cadets may travel any reasonable distance from Roswell provided that Cadets are able to return to NMMI on time to sign in at the end of furlough.

5) Cadets are not authorized to sign out on furlough, return to Post and then depart NMMI again to complete furlough. In other words when a Cadet signs out on furlough the Cadet is to remain on furlough and away from NMMI until the end of the authorized leave period.

6) When a Cadet signs out, they have 30 minutes to depart Post and when the Cadet returns they have 30 minutes to sign back in.

7) Cadets under 18 require a parent’s or guardian’s written permission to take a permit/furlough. NMMI Parent/Guardian Form (PGF) 2 is used to select one of two categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>O (other)</td>
<td>May leave for permit</td>
</tr>
<tr>
<td>P (parent)</td>
<td>Parental/Guardian permission required for each furlough for each address</td>
</tr>
</tbody>
</table>

8) **Authorized semester furloughs are based on class status.**

<table>
<thead>
<tr>
<th>Class</th>
<th>Type</th>
<th>Number per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Cadet</td>
<td>Full/Mini</td>
<td>1Full/2 Mini</td>
</tr>
<tr>
<td>Yearling</td>
<td>Full/Mini</td>
<td>1 each</td>
</tr>
<tr>
<td>New Cadet</td>
<td>First 10 weeks</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Mini</td>
<td>1 (2nd 9 weeks of 1st semester)</td>
</tr>
<tr>
<td></td>
<td>Full/Mini</td>
<td>1 each (second semester)</td>
</tr>
</tbody>
</table>

**NOTE:** If a cadet will miss a class while on full or mini-furlough, he/she must obtain a class absence form (white form) from the dean’s office and have respective teachers sign the form acknowledging the cadet’s absence. Acknowledgement of class absences does not excuse a cadet from his/her responsibility to complete all missed assignments and coursework.
9) **Special Furloughs:**
   a) **Roswell furloughs** are taken within 15 miles of Roswell city limits. While on a Roswell furlough, **ROSWELL HOTELS AND MOTELS ARE OFF LIMITS** to all Cadets unless the Cadet’s parents or guardians are present with the Cadets. When Cadets sign out on Roswell furlough they will indicate the hotel or motel that they will be staying at in the company of their parents or guardians and the establishment’s address and telephone number.
   b) **Host-family Roswell furlough.** Cadets desiring to take furlough in Roswell with a host-family must secure written permission to reside with the host family and provide the written permission to their TLA or their requests will be denied.
   c) **Religious furloughs.** On a case-by-case basis the SLA (DCO if the SLA is absent) may authorize furloughs for religious observances (e.g. religious retreat, or other religious events). Cadets exercising an approved religious furlough use one of their available furloughs.
   d) **Performance furlough.** Furloughs can be earned for superior academic, leadership, department, personal athletic or extracurricular achievement but they must be taken in the semester during which the furlough was earned. The only exception to this rule is for team athletic achievement. A Team furlough transfers to the next semester if it was not used during the current semester.
   e) **College Visit furlough.** College visits are only authorized for 1st and 3rd class cadets with valid itineraries submitted 7 days in advance of the visit (this is an exception to the Wednesday by 1200 rule). Cadets must not schedule college visits that coincide with mandatory Corps events or activities; SLAs will deny conflicting college visit requests.
   f) **Medical and Dental Furloughs** are furloughs that authorize a cadet’s overnight stay away from NMMI pursuant to required medical or surgical procedures not available at NMMI:
      1. Medical/dental furloughs are scheduled for one overnight stay and if over 24 hours may result in the loss of a cadet’s mini or full furlough.
      2. When requesting a medical or dental furlough Cadets must provide their Doctor’s name, service center address, phone number and appointment date to the Infirmary (575-624-8235) at least five (5) days before the scheduled service so that the Infirmary can verify the appointment.
      3. NMMI Infirmary personnel confirm and coordinate the cadet’s medical or dental appointment at least 72 hours before the scheduled appointment. After the appointment has concluded and immediately upon return to NMNI, Cadets must provide a doctor’s note to the Commandant’s Office.
      4. A Medical Furlough Request Form is prepared by Infirmary personnel. Cadets deliver the form to their TLA or the Commandant’s Office and receives a Class Absence (White Form) to have completed by their instructors for all classes that will be missed during the medical/dental furlough. As with other furloughs, Cadets are responsible for making up all missed homework and assignments.
      5. Scheduling Medical/Dental appointments during Corps Training Activities or mandatory Corps events (e.g. inspections) is prohibited.
      6. When departing on Medical/Dental furloughs Cadets sign out and in with their TLAs or the TLA CP if the TLA is absent.
      7. No cadet is authorized to drive another cadet on medical/dental furlough to the Albuquerque, Lubbock, or El Paso airports. Cadets on medical/dental furlough who need to make connections at these major airports must secure bus transportation or air travel from Roswell to those locations.
   g) **Additional Mini Furlough for Qualified Cadets** are special furloughs granted to Cadets as a reward for noteworthy duty to the Corps of Cadets and to NMNI and include:
      1. Cadet Cadre members executing the 21/28-day RAT training period prior to start of fall and spring semester classes (based on TLA recommendation and approval of the DCO/CMDT).
2. Dean’s List—for those cadets that achieve a current semester 3.25-3.49 GPA.
3. Cadets that were Honor Cadre members for a full semester (requires the chairperson’s recommendation).
4. President/Superintendent’s List—Cadet achieves a previous semester GPA of 3.5 or above (this special mini-furlough qualifies for a 24-hour extension through a Monday or Friday).
5. For a Cadet’s participation in a team sport for a full season or cadet organization or activity—for example football, basketball, band, Drama Troupe, cadet publications, drill team etc. (the furlough requires a Coach/Sponsor/TLA recommendation, with DCO/CMDT approval).

h) Simultaneous Member Program (National Guard) - Drill Furloughs:
1. Contract cadets will establish accountability for SMP Drill with SROTC administration/SMP Liaison by 0800 Wednesday prior to drill with the PMS.
2. 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 assignment.
3. All NMMI rules and regulations apply to SMP drilling cadets while on Drill Furlough.

10) Special Furloughs not previously described above:
   a) Require the approval of the DCO/CMDT
   b) Are available for the following reasons:
      1. Legal obligation, e.g. court appearance
      2. Funerals or family illness
      3. Appearance at a review board appearance for ROTC scholarship or service academy nominations
      4. To attend an immediate family member’s wedding or graduation
      5. Boy or Girl Scout event/conference

11) Emergency Furloughs:
    Are normally granted for family emergencies such as critical illness or death in the Cadet’s immediate family. A Cadet’s immediate family includes father, mother, brother, sister, grandparents or legal guardian.
    a) Approval of the DCO/CMDT is required.

12) Commandant’s Weekend Furlough:
The Commandant will designate one weekend per semester for the Commandant’s Weekend Furlough. Cadets in good standing as defined by: a GPA of 2.0 or better (at the last grading period), a C or better in deportment (at the last grading period), and not on Academic, Disciplinary or Honor probation/restriction. TLAs may sign out/in Cadets departing on the Commandant’s Weekend Furlough. As with all furloughs, high school Cadets must have parental approval before leaving Post.

13) Furlough Uniform Guidelines:

<table>
<thead>
<tr>
<th>Class</th>
<th>Uniform Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Class A</td>
</tr>
<tr>
<td>Old Cadets &amp;</td>
<td></td>
</tr>
<tr>
<td>Yearlings</td>
<td>A/ACUs or OCPs for SMP and for SROTC Field Training. If not on military training, cadets may wear civilian clothing that is in accordance with on-Post civilian attire.</td>
</tr>
</tbody>
</table>

14) Start Times for Furloughs:
<table>
<thead>
<tr>
<th>Event</th>
<th>Furlough Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Weekend</td>
<td>Mini-furlough after noon on Saturday</td>
</tr>
<tr>
<td>Academic Retreat</td>
<td>None for Old/Yearling cadets</td>
</tr>
<tr>
<td>Home Bronco/Colt Football</td>
<td>Mini-furlough only after Saturday afternoon game</td>
</tr>
<tr>
<td>Colt/Bronco Olympics</td>
<td>Mini-furlough only after Olympics</td>
</tr>
<tr>
<td>Homecoming</td>
<td>None</td>
</tr>
<tr>
<td>Inspection/Parade/Training</td>
<td>Mini-furlough only after inspection and parade or other activity</td>
</tr>
<tr>
<td>Parent/Family Weekend</td>
<td>Mini-furlough for Yearlings and Old Cadets only</td>
</tr>
<tr>
<td>Pre-JPA</td>
<td>Mini-furlough only after pre-ACI</td>
</tr>
<tr>
<td>Open House</td>
<td>At discretion of the Commandant of Cadets</td>
</tr>
</tbody>
</table>

15) The Commandant may cancel furloughs at any time.
16) Exceptions to the furlough policy may be granted at the discretion of the DCO/CMDT.

NOTE: It is prohibited for anyone to authorize a combination of permits and/or furloughs designed to extend a cadet’s stay away from NMMI.

3.19 CADET RIGHTS
   A. A cadet does not have to answer questions or provide a statement. However, this will not prevent the investigator from pursuing other information and making a determination based on that information. The cadet may answer questions or provide a statement at a later time.
   B. A cadet may have any person they choose as an advisor. They may even seek legal counsel. However, that person will not be allowed to answer questions or speak on behalf of the cadet during the investigation or NMMI administrative proceedings.
   C. A cadet will not have the Honor Code used against them. (For example, an investigator may not say, “I know what you did and if you lie to me, I will stick you with an Honor Offense.”) However, it is okay to remind the cadet of their Honor Oath.
4.1 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. More than one shave per day may be required for cadets with rapid hair growth.
   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 fully shave their 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 a week after 9 week grades have posted. New Cadets are authorized ½ inch after the 10 week mark.
   4) Old Cadets and Yearlings are permitted to grow their hair a maximum length of 1 inch on top.
   5) Yearling and old Cadets will keep sideburns neatly trimmed. Sideburns will not be flared or pointed; the base of the sideburn will be a clean shaven, horizontal line and will not extend below the bottom of the ear hole.
   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 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. Any visible horizontal line of the base of the hair on the neck constitutes an unauthorized blocked haircut.
   7) Non-standard hairstyles, such as with the use of gel to achieve spikes, are not authorized.
   8) Hair will be cut once weekly at the NMMI Barber Shop. Barracks or locker room barbers are not authorized.

Figure 1 Standard Male RAT Hair Cut
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 (Figure 3), touch or extend below the top edge of the collar (Figure 5). Hairstyles will not interfere with proper wearing of military headgear.

2) A hair net will not be worn unless it is required for health or safety reasons. The DCO/ CMDT must approve the wearing of a 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, cornrows, corkscrew, twisties, or ding-a-ling curls by the face. Non-standard hairstyles 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 must be pulled straight back from the face. Hair may have one straight part. This includes females on athletic teams during practice and competition.

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 4).

8) Only female old Cadets are authorized to wear their hair in a bun in uniform. The hair bun must be neatly tied and may have one straight part and must 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 not authorized. 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) Recruits are not authorized to wear make-up or earrings for the first 10 weeks.

2) Cadets in uniform will not wear conspicuous, garish or oversized items of jewelry, watches or adornments to include grills (dental ornaments that detract from the uniform).

3) Authorized items of jewelry include a watch, two rings (one per finger), may be NMMI class ring, solid band, or a ring of religious nature or cultural significance, a medal, cross or small object of religious nature or cultural significance on a metal chain at least 20 inches in length to ensure the medal or object is not exposed above the front collar of the T-shirt. 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.

4) Male Cadets will not wear earrings, studs, or any piercings while in uniform or in civilian clothes while on or off Post.

5) 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” or “E” 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.

6) 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.

7) Earrings or sleeves (to prevent pierced ear lobe holes from closing) are not authorized for Cadets at any time.

8) No other type of body piercing is authorized. Male and 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.

9) Eyeglasses must have conservative frames (brown, black, clear, wire, gold or silver) with 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 and must not have mirrored Cadet lenses. 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.

4.2 UNIFORM STANDARDS, INSPECTION AND LAUNDRY/DRY CLEANING:

A. General Guidelines:

1) The Cadet uniform and standards of appearance are based upon current Army Regulation 670-1.

2) Cadets are expected to know and follow the guidelines published in the Uniform SOP to include the proper wear of all ribbons and awards and in the precedence as established in the SOP.

3) Cadets are required to use the contract laundry and dry cleaning services. Washers and dryers are for convenience only and are not to serve as the primary method for washing clothes/uniforms. The blue and white uniforms should be dry cleaned only.

4) Laundromat (washers/dryers) are not to be used by new Cadets unless authorized by the CMDT.

5) Cadets are not authorized to wear other Cadet’s uniform items.

6) 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. Cadets who exchange items at the Swap Shop must report to their TLA to have new items inspected for proper fit. Cadets are responsible for obtaining any necessary alterations.
7) 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.

8) Cadets are responsible for ensuring the serviceability and fit of all uniforms. Cadets are responsible for having uniforms altered, or, if necessary, purchasing new uniform items and shoes. Scholarship athletes must also replace uniform items as needed, funded by the scholarship program or at personal expense.

9) 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.

10) Cadets will not alter clothing to accommodate fashion. Cadets will not have their pants tailored to a taper. Trousers will be worn at the waist line. Hats will be worn properly without a crushed appearance.

11) 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.

12) Female Cadets will wear a brassiere and avoid wearing tight fitting shirts and trousers.

13) Female Cadets will wear neutral tone hose with their uniforms.

14) Cadets will not carry bulging items in their shirt or trouser pockets. Carried items will not extend beyond the opening of the pocket.

15) New Cadets are not authorized to wear civilian clothes and no Cadet is authorized to wear civilian clothes in any building on Post. The only exception for new Cadets is for those required to wear civilian clothes when on school sponsored trips. See C. 9) e) below.

16) No Cadets are authorized Corfram shoes except Flame Guard when actively marching at the Flame.

17) Leather Luster and similar products are prohibited for use on low quarter shoes. Cadets who use these products will be required to replace those shoes at their own expense.

18) Cadets are responsible for the serviceability of their uniform and are required to have repairs made (e.g. re-attaching buttons, fixing torn hems, seams, etc.).

19) Cadets will routinely rotate and wear both pairs of issued low quarter shoes. Cadets may not save one pair for inspections only.

20) Stripping or de-lacquering of brass is unauthorized.

21) Every Cadet is required to have every issued item in their possession.

22) Any Cadet who misplaces or loses their issued headwear (garrison cap, ACU cap) must replace it at their expense within 24 hours (if on the weekend or holiday, within 24 hours of the Cadet Store re-opening) and may not wear another Cadet’s headwear under any circumstances.

23) Cadets will not keep one or both hands in their pockets (trousers, jackets, shorts) at any time while in uniform.

24) Once a Cadet has been measured and his/her uniform has been altered (tailored) to fit, the Cadet owns the item. If a Cadet fails to try on any uniform item and sign for it before leaving the Cadet Store they are personally responsible for the item and it cannot be exchanged. The Cadet Store and alterations vendor is not responsible for weight gain or loss after matriculation and items opened, tailored, worn, cleaned, or issued are considered to be final. If a Cadet feels an item does not fit they must ask for management, a TLA or SLA, or the DCS before signing for or departing the store with the item. Any unopened or unworn issued item that a Cadet attempts to exchange will be subject to the store staff exchange or refund policy.

25) The term Army in this section is intended to describe the US Army based uniforms that the Cadet Uniform is adopted from. Under no circumstances will Cadets, while required to wear the NMMI Cadet uniform prescribed in the Blue Book, be authorized to wear the US Army issued Class A or B uniform. For example, Cadets are not authorized to wear US Army rank on any uniform (A, B, C, ACU) when required to wear the NMMI uniform of the day nor will they wear US Army issued
overcoats, enlisted blues, berets, or other items that are not issued to NMMI Cadets or otherwise described in the Blue Book and Uniform SOP.

B. Laundry and Dry Cleaning
1) Cadets are required to maintain properly cleaned uniform and clothing items.
2) Cadets should follow the published uniform turn in and pick up guidelines and must accurately fill out the appropriate laundry and dry cleaning tickets. Cadets should expect a maximum of 48 hours (2 business days) for turnaround of laundry and dry cleaning if they follow correct procedures including marking all clothing items for identification and properly filling out laundry and dry cleaning tickets.
3) Cadets are required to show their NMMI ID when they report to pick up laundry and dry cleaning.
4) Uniform shirts (A, B, C uniforms) are expected to be lightly pressed and wrinkle free. There is no requirement for ironed or military creases in the shirts.
5) Cadet uniform trousers, coats, jackets, hats, skirts and collared shirts will not be laundered in the washing machines. They must be dry cleaned.
6) RATs must use the laundry service.
7) Cadets will only handle their own laundry and dry cleaning to include turn in and pick up at the contractor customer service desk.
8) Laundry Room Etiquette
   a) If you find a fellow Cadet’s clothing in the dryer and they are still wet, dry them again.
   b) 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 others’ laundry as if it were your own.
   j) All items left unattended in the sink room or laundry areas are subject to disposal.
   k) Cadets are to remain with their laundry in the laundry room until laundering is completed.

C. Cadet Uniforms
1) Class “A” Formal Uniform
   a) Male
      1. Black web belt with NMMI buckle
      2. Blue Garrison Cap/Cadet Officer’s Service Cap
      3. Blue dress coat with matching blue pants
      4. White long sleeve dress shirt
      5. Black bow tie after 1700, four-in-hand tie before 1700
      6. Black socks ( Ankles and skin should not be exposed)
      7. Black low quarter shoes
      8. Head gear is optional after 1800
      9. Sam Brown belt, sabers/swords are optional.
b) Female
1. Blue garrison cap/Cadet Officer’s Service Cap
2. Blue dress jacket with matching pants (skirts are optional)
3. White dress shirt with black tab
4. Black low quarter shoes or black pumps with no higher than two (2) inch heels
5. Head gear is optional after 1800
6. Sam Brown belt, sabers/swords are optional.
2) **Class “A” Winter Uniform**
   
a) **Male**

1. Black web belt with NMMI buckle
2. Blue Garrison Cap/Cadet Officer’s Service Cap
3. Blue dress coat with matching blue pants
4. White Long Sleeve shirt
5. Necktie, black (four–in– hand)
6. Black socks
7. Black low quarter shoes.
b) Female
1. Blue Garrison Cap/Cadet Officer’s Service Cap
2. Blue dress coat with matching blue pants (skirts are optional)
3. White long sleeve shirt
4. Neck tab, black
5. Natural hose
6. Black low quarter shoes or pumps.
3) Class “A” Summer Uniform
   a) Male
      1. Black belt with NMMI buckle
      2. Blue pants
      3. Blue Garrison cap/Cadet Officer’s Service Cap
      4. White short sleeve shirt
      5. Black socks
      6. Black low quarter shoes
      7. White crew neck undershirt
      8. Honor star
      9. Nothing on collar
     10. Rank on shoulder (Both Officer and Enlisted)
b) Female
1. Black belt with NMMI buckle
2. Blue pants (skirts are optional)
3. Blue Garrison cap/Cadet Officer’s Service Cap
4. White short sleeve shirt
5. Black socks (with pants) or natural hose (with skirt)
6. Black low quarter shoes or pumps.
7. Honor star
8. Nothing on collar
9. Rank on shoulder (Both Officer and Enlisted)
4) Class “B” with Brass Uniform
a) Male
1. Black web belt with NMMI belt buckle
2. Blue garrison cap/Cadet Officer’s Service Cap
3. Blue pants
4. White long sleeve shirt
5. Black four-in-hand necktie
6. Black socks
7. Black leather low quarter shoes
8. White crew neck undershirt.
b) Female
1. Black web belt with NMMI belt buckle
2. Blue garrison cap/Cadet Officer’s Service Cap
3. Blue pants (skirts are optional)
4. White long sleeve shirt
5. Black socks (with pants) or natural hose (with skirt)
6. Black necktab
7. Black leather low quarter shoes or pumps.
5) Class “C” Classroom Uniform
   a) Male
      1. Black web belt with NMMI belt buckle
      2. Blue garrison cap
      3. Blue pants
      4. Short sleeve white shirt
      5. Black socks
      7. No honor star, rank and brass on collar
b) **Female**
   1. Black web belt with NMMI belt buckle
   2. Blue garrison cap
   3. Blue pants (skirts are optional)
   4. Short sleeve white shirt
   5. Black socks (with pants) or natural hose (with skirt)
   7. No honor star, rank and brass on collar

6) **Class “D” Army Combat Uniform (ACU) & Army Combat Uniform and Operational Camouflage Pattern (OCP)/Multicam US Army Uniform**

   a) Occasions for wear: Per Training Schedule (Uniform of the day on Monday, Thursday and on Fridays for home football games unless otherwise directed)
   1. Only uniforms issued to Cadets from SROTC or JROTC supply or by issue from the authorized items sold through the Cadet store are authorized to be worn.
2. NMMI SROTC ECP Cadets will be authorized to wear the Operational Camouflage Pattern (OCP)/Multicam US Army uniform and the US Army black PT uniform. No other Cadet is authorized to wear the OCP/Multicam uniform on post regardless of another status (Delayed Entry Program, completion of US Army Basic Training or Advanced Individual Training or drilling with the Army National Guard or US Army Reserves. The only exception will be for those Cadets on Status for drill and only during the time they are on Status. Status ends when the drill ends.

3. The OCP or ACU uniform is prohibited off post for any event unless specifically approved by the Commandant or when SROTC Cadets are put on Status for an off post training event.

4. Only authorized uniform items and accessories may be worn with the OCP uniform.

b) Specific Instructions

1. Boots will be fully laced and laces tucked into top of boots.
2. Standard headgear is ACU/OCP cap.
3. Cadet’s last name will be attached to back of ACU/OCP cap with Velcro hook and loop nametape.
4. The 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.
5. ACUs will have the subdued JROTC/ROTC/NMMI Bronco shoulder patch.
6. Old Cadets/Yearlings will wear authorized subdued rank.
7. 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.
8. 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

1. Belt, ACU rigger
2. ACU Cap with last name on back
3. Tan t-shirt or thermal shirt
4. Jacket, ACU
5. Trousers, ACU bloused
6. Socks, black cushion sole
7. Boots, brown combat.

d) Female

1. Belt, ACU rigger
2. ACU Cap with last name on back
3. Tan t-shirt or thermal shirt
4. Jacket, ACU
5. Trousers, ACU bloused
6. Socks, black cushion sole
7. Boots, brown combat.
7) **Class “E” PT Uniform:**
   a) Black issued athletic shorts with NMMI logo
   b) Red issued NMMA athletic T-shirt
   c) White or black ankle or crew length athletic socks or RAT socks
   d) PT or jogging/running shoes must be all black. Old/Break-in-Service (BIS) Cadets will only be authorized to wear all black shoes including logos, laces, soles, trim, etc. that are either leather or breathable fabric or a combination of leather and fabric. As the only authorized alternative for Cadets on ranks for temporary foot problems when the issued desert boot or issued black low quarter uniform shoe cannot be worn, the PT shoe must be an acceptable alternative for wear with the Cadet A, B, C, D and E uniforms.
   e) If athletic team coaches authorize any other shoe type for practice or game use, the all black PT shoe is STILL REQUIRED for all athletes when not engaged in practice or games and ONLY THE ALL BLACK shoe may be worn between the barracks and practice or game locations. Athletic shoes with individual toes are not authorized. Athletic shoes must be a lace-up design (Slip-on shoes are not authorized).
   f) Red issued NMMA baseball cap for new Cadets. The black or gray fleece watch cap may be worn with Winter PT.
   g) Swimsuits will be black, red, gray, white or any combination of these colors for all Cadets. Male Cadets will wear boxer type; female Cadets will wear one piece (no bikinis).
h) The NMMI wind suit is only authorized to be worn during cold weather PT, when designated as a Corps uniform of the day, Corps uniform for specific event, or when prescribed by the CMDT or the RC. The wind suit jacket may be worn with issued PT shorts but the wind suit pants may not be worn without the jacket.

i) The black cotton NMMI sweats are no longer authorized.

j) Cadets on ranks may only wear NMNI Summer/Winter PTs when the uniform of the day cannot be worn as indicated on a current/valid Ranks Slip.

k) Cadets will not wear PT attire at any time in Lusk Hall, Bates Dining Hall (except 4th meal), Toles Learning Center, Horgan Library, academic halls, classrooms, or any other designated Post facility except as prescribed by the Commandant. Exceptions include Cadets on Ranks authorized to wear the wind suit as an alternative to the uniform of the day or Athletic team wear to team practice.

l) For SROTC Cadets, the issued PT reflective belt will be worn at all times when Cadets run off Post. The reflective belt will be worn on the outermost garment of the winter or summer PT uniform. With the summer PT uniform the reflective belt will be worn at the waist horizontally (belt line). With the winter PT uniform the reflective belt will be worn diagonally across the chest from the wearer’s left shoulder to right hip.

m) Wearing headphones or ear buds when running off post is prohibited.

n) Wearing headphones or ear buds is prohibited for any Cadet while in uniform.

8) Uniform of the day will be the first entry on the daily Training Schedule.

9) Travel Athletic Uniform/Swimsuits (Summer, Winter)
   a) Cadets may be on Status prior to official school travel for athletic events, Cadet activities, academic field trips, SROTC staff rides, or other events during the school year.
   b) The standard NMNI travel uniform (includes Cadets on Status prior to departing Post) is the NMNI wind suit.
   c) Generally, the ACU is NOT an approved travel uniform without specific approval from the Commandant for a particular event.
   d) Based on the nature of the off post event, some Cadets may be required to wear the Class A, B, C, D, or E uniform as authorized by the Commandant of Cadets.
   e) When a Cadet is required to have civilian clothes (including new Cadets not otherwise authorized to wear civilian clothes), the only approved civilian clothes include a collared shirt or blouses for males or females, slacks or dress or business casual long trousers (NOT jeans), or more formal dress clothing as required (business suit for males or knee length dress/skirt, or pant suit for females).
   f) When a Cadet athlete is on Status for travel and the team travel uniform is not the NMMI wind suit or Class A, B, or C uniform, all athletes are expected to be in the same uniform and the team travel uniform will not mix other NMMI issued uniform items. The Commandant is the final authority for any uniform other than issued uniform items as described in the Blue Book.
   g) For inclement weather the issued black service jacket may be worn with an approved travel uniform and may include the issued black (or gray fleece/SROTC) issued watch caps and black leather issued gloves.
   h) 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) Writing is not authorized on RAT caps
   b) 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.
   c) 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.

d) The black NMMI backpack or NMMI briefcase are the only authorized items to carry while in uniform on Post. The NMMI issued nametag will be attached to the backpack or briefcase handle.

e) 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.

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 nametags 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 hat when the temperature is below 40 degrees or when authorized by the RC or CMDT. ECP Cadets are authorized to wear the ACU fleece cap instead of the black cap with the ACU/OCP or with the PT uniform (IPFU).

i) Old and Yearling Cadets may wear cadre, troop, or squadron T-shirts during Corps PT and from 1530 hours Friday until 1730 hours Sunday, when wearing of the PT uniform is authorized.

j) Berets are not authorized for any Cadets (including cadre) unless specifically approved by the Commandant.

k) The officer Sam Brown belts with saber and the NCO Sam Brown belts (with sword for Sergeant’s Major) will be worn for all parade practices, formal parades, by the Officer of the Day, any Honor Ceremony, and for special events as directed by the CMDT. The Sam Brown belt and saber or sword is not part of the Formal “A” uniform, unless designated by the Regimental Commander or Commandant for an event.

l) The officer and NCO Sam Brown belt may be worn without saber/sword when designated by the Regimental Commander or Commandant with the Class “A” Summer or Winter uniforms, the Class “B” or Class “C” uniform.

m) Cadets will return all issued sabers/swords and Sam Brown belts with accessories to the DCS prior to the Dining In near the end of the spring semester, within 48 hours of a demotion, or before departing for suspension, dismissal, graduation or any other departure when not planning to return.

n) Cadets will wear the garrison cap at all times outdoors while in Class “A”, “B”, or “C” uniform.

o) The male garrison cap will be worn with the front vertical crease of the cap centered on the forehead, in a straight line with the nose. In no case will the side of the cap rest on the top of the ear. 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. Hair will not be visible on the forehead below the front bottom edge of the cap or hat.

p) The female garrison cap will be worn with the front vertical crease of the cap centered on the forehead, with the front lower portion of the cap approximately one (1) inch above the eyebrows (approximately the width of the first two fingers). The top of the cap will be opened to cover the crown of the head. The bottom of the rear vertical crease will fit snugly to the back of the head. Hair will not be visible on the forehead below the front bottom edge of the cap.
q) The Cadet officer or regimental band service cap will be worn straight on the head so that the braid hatband on the service cap creates a straight line around the head parallel to the ground. The shape of the service cap will not be altered in any manner.

r) The campaign hat will be worn without noticeable tilt to the front, rear, or either side, and to permit the brim or the hat to be as nearly level in all directions as possible. No modifications in the shape of the hat are authorized.

s) On the Cadet dress coat and shirt, the nameplate is worn centered left to right on the flap of the right breast pocket and centered between the top of the button and the top of the pocket. On the black pullover sweater, the nameplate is worn centered on the black patch of the sweater.

D. US Army Clothing and Equipment:
1) Each Cadet enrolled in the Army SROTC or JROTC program is issued items of clothing and equipment from the college or high school S/JROTC supply rooms. The articles are property of the US Army 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. The Cadet may also face sanctions for losses or damages.

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 Drill Rifle Replica:
1) All Cadets other than officers, CSM and SGM and Cadets assigned to HQ Troop will be responsible for and safeguard their issued 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 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 to Troop Leadership Advisor.

4) The Cadet rifle will not be disassembled.

5) The Cadet rifle is to be kept clean and maintained. A toothbrush can be used to clean small crevices to maintain the rifle. The issued rifle must be returned in a serviceable condition to the JROTC department or the TLA/SLA who issued it when a Cadet departs for any reason. Any Cadet who damages, loses, or fails to return his/her rifle as required will be charged for replacement including shipping and handling.

6) Cadets who transfer to another troop or squadron will contact their TLA/SLA to receive guidance on whether to turn in the rifle issued to them as a member of the former troop before they transfer to a new unit with the originally issued rifle.

7) Cadets who are promoted and no longer required to be issued a rifle will immediately return the rifle to JROTC (if high school) or TLA/SLA who issued it upon promotion orders being published. Cadets who are demoted and become required to have a rifle issued will immediately draw a rifle from JROTC (if high school) or TLA/SLA upon demotion orders being published.

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 except as addressed for certain travel requirements as stated above.

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, obscene, 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.

i) Civilian clothes are not authorized on Post at any time unless leaving for furlough or school sponsored trip.

2) Male Cadets:

a) May wear casual slacks, jeans and khaki/jean shorts without holes or frays.

b) Can wear polo, casual dress shirts, or other collared 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:

a) May wear semi-casual attire: casual slacks, jeans and khaki/jean shorts without holes or frays. Yoga pants, leggings or compression type pants are not allowed.

b) Can wear polo, casual dress shirts, or other collared shirts. 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, clean and not dyed.

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 6 ROTC Insignia on Coat

Figure 7 ROTC Insignia on Shirt

Figure 8 Torch of Knowledge and Class Designation Insignia on Coat

Figure 9 Torch of Knowledge and Class Designation Insignia on Shirt
(Cadets not contracted in the ECP)

Figure 10 Cadet Corps Status Insignia

Figure 11 Distinguished Military Student Badge

Figure 11 Distinguished Military Student Badge
Figure 12 Wearing of the Garrison Cap with Officers Rank

Figure 13 Wearing of the Garrison Cap

Figure 14 Wearing of the Pants
4.3 ROOM STANDARDS AND INSPECTIONS:
A. General:
   1) As a High School and Junior College boarding school, it is vital that all NMMI cadets keep their rooms in a clean and presentable state at all times which prevents the spread of infections, diseases and forestall the possibility of harboring pests. It is also important to maintain a clean and presentable room for safety considerations and to ease inspection. Finally a neat, clean, presentable room is conducive to good order and discipline, a form of discipline that NMMI and its cadets are traditionally known for. Although rooms are a Cadet’s home away from home, cadets are responsible for the proper care and upkeep of NMMI rooms and their NMMI owned contents.
   2) All Cadets will have personal property inventory posted to the inside locker door with a copy turned in to their TLA.
   3) 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.
   4) No extra furniture or appliances (refrigerators, microwaves, water coolers, etc.) of any kind will be allowed in a Cadet room without the authorization of the SLA/DCO/DCS/CMDT.
   5) 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
   6) Broom, carpet sweeper and dustpan (one each per room) will be stored behind the door.
   7) Nothing will be posted to wood. Pictures will be placed on the individual bulletin board.
   8) No luggage or plastic storage containers will be stored in a Cadet room.
   9) All Cadet rooms, including lockers and their contents, are subject to daily inspection by the Cadet Chain of Command and CMDT’s staff.
10) 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.

11) 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 (no more than three speakers) per Cadet in each room.

12) TV/computer monitor screen size will not exceed 21 inches.

13) Mini-refrigerators are only authorized for Troop Commanders and above.

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. Computer access codes 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 TLA 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 then forwarded to the DCS.

C. Old Cadet Daily Room Standards:

1) The head of the bed faces the rear wall of the Cadet room. Beds are made daily with two sheets (white, one top and one bottom), one pillow and pillow case, and one blanket (gray NMMI regulation). An extra blanket (gray NMMI) is folded and placed in the locker over the boot well or folded the width of the bed and placed at the foot of bed. The mattress is covered with a mattress cover. Sheets, pillows, pillow cases and blankets are clean and in serviceable condition.

2) Floors and rugs are swept and clean with no trash on the floor.

3) Sinks, counters, desk tops and furniture are clean and in serviceable condition.

4) Mirrors are clean and the interior of the medicine cabinet is neat and clean with contents arranged in an orderly fashion.

5) Exposed items on sinks, desks, and window sills are neatly organized.

6) Interior closets are neat and orderly and without an excessive number of items stuffed into them.

7) The inside of drawers are neat and orderly without an excessive number of items stuffed into them.

8) Books on shelves, photographs, and other personal items are neatly arranged.

9) Trash cans no more than half full and are otherwise clean and in good order.

10) Towels and personal clothing items are hung or tucked neatly away inside closets or door hangers.

11) Large bulky items such as ROTC equipment are neatly stacked and arranged on the floor or in closet overheads.

12) Storage containers, laundry bags, and boxes are neatly stacked or hung out of the way of room access.

13) The room is generally dusted as are its contents.

14) Windows are generally clean with shades hung accordingly (up when unoccupied; down when changing, otherwise full up or half up).

15) Rooms contain no unauthorized items of furniture, appliances or other personal unapproved items.

16) The front entryway of the room is generally clean and swept and free of garbage or personal items lying on the stoop.

17) Issued black window name tag is displayed on window per SOP.

18) Cadets who fail to maintain their rooms to the daily room standard will have to prepare their rooms for the Formal Room Inspection (see below) as directed by the RC.
D. Formal Room Inspections (FRI) and RAT/New Cadet room standards:

1) Formal Room Inspection Standards: On occasion and at scheduled times (for example once per month or twice per semester), the Commandant and Regimental Commander will call for a FRI for the entire Corps or for a single Squadron to evaluate the Corps’/Squadron’s ability to achieve very high room preparedness standards. FRIs differ from the daily presentable room standards by requiring much more stringent displays of personal and unit discipline, preparation and attention to detail. These formal room inspections are executed with the designated cadet Chain of Command leading and escorting the Commandant and Commandant’s staff through each room. Cadets and units that fail to achieve the Formal Room Inspection standards will relinquish their permit privileges until corrections have been verified by a member of the Cadet Chain of Command or a Commandant’s Staff member. FRIs are typically held on Saturdays during Leadership Development/Commandant’s Time and appear on the Training Schedule. Most often FRI is the only activity scheduled and is immediately followed by permit for qualifying (those that pass FRI and are otherwise in good standing) cadets. Cadets who maintain their rooms in a consistently high standard will be exempt from FRI, as determined by their TLA or SLA. Troop XO’s will maintain a list of those cadets who are exempt. FRIs require that:

a) Beds:

1. Beds be made 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) will be folded to a size of 15 x 30 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.

2. Bunks, bunk Rails, and bunk ladders will be free of unauthorized items.

3. Issued Laundry bags should be tied to the top tier of the ladder.

b) Chairs pushed in and centered in the desk well.

c) Desks:

1. Clean and free of dust with drawers closed.

2. Objects on desk neatly arranged.

3. Pencil drawer will have drawer organizer to hold pen, pencils, paper clips, etc.

4. 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.

5. The bottom drawer will be open 8 inches (only open 8 inches for actual FRIs but not a regular RAT/New Cadet room standard requirement). The drawer will contain only an authorized empty book bag, backpack or laptop bags.

6. Cadet Blue Book will be placed centered, on the front edge of the desk (only for actual FRIs and not a regular RAT/New Cadet room standard requirement).

7. The center desk drawer will be open 6 inches with the contents neatly arranged and limited to articles used for studying, reading, and writing. (open six inches only for actual FRIs and not a regular RAT/New Cadet room standard requirement).

8. The file drawer will be open 6 inches with front file organized in order of classes. (open six inches only for actual FRIs and not a regular RAT/New Cadet room standard requirement).

9. The back file may be organized as the Cadet wishes.

10. Bookshelves will be neat with books arranged largest to smallest, left to right, as you face them.

d) Front door will be clean and free of black shoe marks and will be locked.
e) 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.

f) Only ROTC issued items will be placed in the open area above the wall locker. Civilian clothing will be stored in one 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/CMĐT.

g) The Medicine cabinet door will be closed and mirrors spotless.

h) Shine boxes will be open. No items are authorized to be displayed on top of the shine box.

i) Sinks will be clean and dry; the faucet and base will be free of soap, stubble, hair and lime.

j) 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.

2) 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. Issued black window name tag is displayed on window per SOP.

a) All wood will be lightly oiled with furniture polish.

b) Lockers:

1. **Hanging Items:** All items will be hung on brown hangers with no paper or cardboard on them. Order for placement will be from back of the room towards the front of the room all items will face the partition:
   
   (a) Garment bag
   (b) Bathrobe
   (c) Athletic uniforms
   (d) Cadre shirts (Squadron/Troop shirts)
   (e) Black Service jacket
   (f) Black sweater
   (g) Blue jacket
   (h) Blue trousers and extra black tie
   (i) Black skirts (if purchased)
   (j) White shirts
   (k) Extra hangers (maximum of 4).
   (l) Wet weather top
   (m) Fleece jacket

c) **Garment Bag:**

   1. Must be clean, dusted, zipped to the top (with the zipper facing the center partition), and will contain 5 hangers only
   2. Only authorized clothes, such as civilian clothes, are allowed in the garment bag
   3. No extra shoes, extra hangers, or extra uniforms are allowed in the garment bag.

d) **Athletic Uniforms:**

   1. Only the NMMI issued wind suit will be hung in the locker for formal inspections
   2. Laces will be tied and tucked into the wind suit
   3. The wind suit will face the center partition
   4. Cadre, Squadron, Troop Shirts
   5. Shirts will be cleaned and buttoned
   6. Shirts will face the partition.

e) **Black Service Jacket:**

   1. Zipper zipped up all the way
   2. Gloves will be placed in the pockets; fingers pointed up, thumb in and placed in the appropriate pocket
   3. Jacket will be clean
   4. Jacket will face partition.
f) **Black Sweater:**
   1. All insignia and the name tag will be removed
   2. Sweater will face the partition.

g) **Blue Jacket:**
   1. All brass and insignia will be on the jacket
   2. All buttons will be buttoned and shined.

h) **Blue Trousers:**
   1. Trousers will be zipped up and buttoned
   2. Legs will be facing the partition with the zipper facing out
   3. 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:**
   1. All buttons will be buttoned and facing the partition
   2. All brass and name tag will be removed.

j) **Top two shelves:**
   1. Top Shelf: Hydration systems stored with bladder cap open
   2. Second Shelf (from top): Towels with washcloths placed inside, folded to the exact dimensions of the shelf; sheets will be folded to exact dimensions of shelf with pillowcase placed inside.

k) **Center shelf:**
   1. ACUs will be buttoned and folded individually and to the exact dimensions of the shelf
   2. Shirt will be placed on top of the pants
   3. The web belt will be neatly rolled and placed on top of the ACU shirt
   4. The ACU cap will be placed over the top of the web belt with the bill facing front.

l) **Bottom two shelves:**
   1. The first shelf is for miscellaneous items. The items will be neatly folded and/or arranged
   2. The second shelf will be used for personal hygiene items. No more than 10 large items will be displayed.

m) **Area next to shelves:**
   1. Tennis/racquetball racquets with head down and/or paintball markers.
   2. Sam Brown belt rolled up tightly and bound with leather loops securing to the roll (Cadet Officers).

n) **Top Wide Shelf or Compartment:**
   1. Extra athletic shoes with the heels against the left side and placed against the back wall
   2. A third pair of athletic shoes, with the heels facing out, will be placed upside down on top of the extra shoes
   3. The best looking athletic shoes will be placed against the left side with the toes flush with the front edge of the shelf
   4. Shoe laces will be tied and tucked in
   5. All items will be folded exactly 8 inches wide
   6. Red shirts and black shorts will be placed against the right side of the same shelf
   7. 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
   8. The shorts will also be folded 8 inches across, stacked and placed flush with the front edge of the shelf.

o) **Bottom compartment of the shelf:**
   1. Extra black shoes will be placed against the back wall with the heels against the left side
2. Shower slippers will be placed against the left side with the toes flush with the front edge of the shelf.
3. 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.

**p) Drawers: Use Figures below to determine placement of listed items.**

1. **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. Black dress socks (crew, not ankle) will be placed in the same manner as the white athletic socks centered under the black scarf.
2. **Section C:** Handkerchiefs will be folded exactly 4 x 4 inches, positioned in the corner, and clean and free of stains.
3. **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.
4. **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.
5. Drawers will be clean with items placed in a neat and orderly manner.

**q) Locker Boot Well:**

1. Boot well will be clean and empty during inspection.
2. Boots will be placed in front of and flush with the outside edge of the open drawer (away from the center partition).
3. MS III and MS IVs will place extra boots there with toes of boots flush with the front of the boot well area.
4. A third pair will be placed behind the second pair.
5. All boots will be clean.

**r) Field Equipment and Blanket Shelf:**

1. Extra ACUs, field jacket, poncho, tan T-shirts and other field equipment will be placed on this shelf.
2. Place tan T-shirts behind the field jacket and on top of the poncho.
3. T-shirts will be folded exactly 8 inches and placed in two stacks.
4. Extra blankets will be folded 14 x 30 inches and placed under all field equipment.
5. The Cadet weapon will be placed in its slot.
6. Wastebasket under sink #2 will be empty and clean.

**s) 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.**

**t) When a CMDT’s staff member or Troop staff enters a Cadet’s room for FRI, 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. Prior to inspection, 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.**

**u) A Cadet room with four (4) or more gigs will be noted as an FRI Unsatisfactory Room and the cadet will forfeit his/her privileges until the corrections have been verified by a member of the Cadet’s Chain of Command or member of the Commandant’s Staff.**

**v) “Stashing” any item to avoid having it inspected may be grounds for an honor offense (clean laundry in laundry bag, items moved to sinks, etc).**
w) Inspection results will be turned over to TC for correction/training.
Figure 17 Closet

Figure 18. Male Drawer

Figure 19. Female Drawer
Figure 20 Top Desk Drawer – Filing

Figure 21 Bottom Desk Drawer – Backpack

Figure 22 Desk
Figure 23 Personal Locker

Figure 24 Shoe Shine Box
3) **Responsibilities:**
   a) RATs will maintain their rooms FRI ready seven days a week.
   b) Yearlings and old Cadets will maintain their rooms in a presentable manner (neat appearance).
   c) The Cadets 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 any trash on that portion of the stoop immediately adjoining and extending from their room.
   d) SLs should inspect their squad member’s rooms each day to ensure that Cadets are meeting FRI and room presentable requirements. SLs experiencing problems with unprepared Cadets will issue warnings and prepare written counseling statements after reviewing room standards with Cadet.
   e) 1SGs will inspect troop common areas and ensure troop rooms are maintained in a presentable appearance at all times.

E. **Pets:** Cadets are not authorized to keep a pet of any kind in their rooms (e.g., mammals, reptiles, birds, insects, fish, dead or alive).

F. **Plants:** Cadets are not authorized to keep potted plants of any kind in their rooms.

“When you look at people who really accomplished something in the world, who can point to concrete achievements that made this world a better place, it is not just that they have skill. They took that skill and applied effort a second time while persevering through adverse situations.” ~Angela Duckworth
CHAPTER 5
CORPS OF CADETS DISCIPLINARY SYSTEM

5.1 GENERAL RULES OF CONDUCT:
A. Dismissal or Suspension Guidelines. The following offenses are considered cause for dismissal or suspension from NMMI:
   1) The use or possession of mind or mood altering substances
   2) Providing alcohol to a minor (i.e. a person under the legal age of 21)
   3) An alcohol-related offense of an especially aggravated or egregious nature
   4) A second alcohol offense
   5) A cadet committing an alcohol offense and subsequently making a false statement - written or verbal - to a law enforcement official or NMMI Staff member
   6) Sexual misconduct on or off Campus
   7) Hazing
   8) Assault against an NMMI employee.

General. Cadets unwilling or unable meet NMMI code of conduct standards as described in NMMI regulations, policies and Standard Operating Procedures (SOP) may be placed on Disciplinary Probation by a TLA. Probation is a rehabilitative tool that can be used to exhort a cadet to return to good standing within the Corps. If a TLA determines that a cadet is not meeting disciplinary probation terms, the TLA may recommend to the CMDT or DCO that the cadet be dismissed or suspended from NMMI. Such a recommendation presumes a Disciplinary Intervention (D.I.) is or has failed.

B. Former NMMI cadets have always endeavored to meet high standards of personal appearance, conduct, military courtesy and military bearing. Current and future cadets are expected to continue this hard earned reputation both on and off Post. Cadets are always expected to be in the right place, at the right time, in the right uniform, performing the correct task, with a positive attitude. A cadet must strive to remain in good standing during their time at NMMI. (refer to Chapter 2).

C. Cadets must know and practice the Blue Book Code of Conduct.

D. Cadets are to avoid high risk behavior that is, behavior that jeopardizes the health, safety and/or well-being of a Cadet.

E. Acceptable conduct includes, but is not limited to:
   1) Properly wearing the prescribed uniform, maintaining military bearing, and practicing excellent daily personal hygiene and grooming standards, while on or off Post
   2) Demonstrating respect for authority (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 avoiding the use of profane, abusive, or vulgar language
   4) Avoiding loud and boisterous activities and discussions or efforts to gain attention that reflect unfavorably on NMMI
   5) Avoiding walking on grass while on Post by using public sidewalks and paved surfaces, unless conducting police call, or participating in athletic events, cadet activities or intramurals, or as directed by the CMDT.
   6) Accepting responsibility and accountability for one’s actions.

5.2 CLASS ATTENDANCE POLICY:
A. Class attendance is mandatory.
B. Cadets who have been erroneously stuck for an unexcused class have 72 hours to resolve the stick with the Vice Dean of Academics.

C. Repeated (three or more) incidents of unexcused absences may be considered Habitual Academic Indifference and can result in suspension.
   1) Only the Vice Dean can issue the Habitual Academic Indifference (HAI) Delinquency Report.
   2) As a result of this delinquency report the Vice Dean may, after considering the Cadet’s overall academic performance, recommend immediate suspension.
   3) If suspended, the appellate authority (if the Cadet wishes to appeal) shall be the Dean of Academics. If the Dean upholds the appeal, the Cadet will immediately be placed on Academic Probation.

NOTE: A Cadet placed on Academic Probation by the Vice Dean must attain at least a 2.0 GPA by the end of the semester, or the Cadet will be suspended.

D. Habitual Academic Indifference includes, but is not limited to, class absences or repeated class infractions, i.e., sleeping in class, disrupting class, not turning in homework.

E. Physical Development Training and Cadet Activity periods are considered classes.

F. Cadets on Charge of Quarters at the Command Post or Guard Box will attend all classes. Charge of Quarters is not an excuse for missing class. Cadets will not be absent from a scheduled test or laboratory and will not be excused from submitting assignments on time.

G. With minimal disruption Cadets will present excused tardy slips to the instructor upon entering class.

5.3 CONDUCT AND STANDARDS ON POST: Cadets are expected to:
A. Properly wear a clean Cadet uniform, polish shoes and brass, and remain uncovered in buildings and covered when outdoors, including under stoops.

B. Wear ACU or OCP shirts buttoned with the sleeves down or fully rolled, as specified by the PMS, SAI, and/or CMDT.

C. Properly wear a clean PT uniform. The PT uniform is prohibited in Lusk Hall or in Bates, Toles or any academic building, unless a Cadet is on ranks and the ranks slip specifically authorizes the Cadet to wear PT attire.

D. Avoid unnecessary noise or loitering in the halls or in buildings and to go directly to and from class or their appointed place of duty.

E. Not sit on stairs, hallway floors, or the steps outside buildings.

F. Not use cell phones, iPods, MP3s, DVD players, tablets, headphones and earphones outside Cadet rooms, except when authorized by instructors for use in classroom activities or when exercising in Cahoon, on Colt Field or in the Godfrey Athletic Center (but not during Corps PT).

G. Not consume food and/or drinks outside the dining facility or cadet rooms except during special events as authorized by the DCO/CMDT.

H. Not chew gum or swing key chains/lanyards while in uniform.
I. Report facilities plumbing, safety, electrical problems or property damage to the nearest TLA or Staff member.

5.4 PROHIBITED CONDUCT AND CONSEQUENCES:
A. When addressing a disciplinary infraction, the whole person concept is considered when determining the appropriate number of demerits and/or tours. For example: Was the Cadet previously warned or counseled? What is the likelihood that the award of a stick will correct the behavior? Is this the Cadet’s first offense? Is the Cadet a new cadet? Leading up to the offense, has the Cadet demonstrated a pattern of misconduct?

B. There are four types of offenses: (1) Minor, (2) Major, (3) Serious and (4) Critical. The number of demerits and/or tours assessed is dependent upon the type of offense (see paragraph 5.14). Cadets can expect to receive, at a minimum, counseling and/or AMI for minor offenses with a warning stick. After a warning and counseling Cadets are subject to demerits for repeat violations of these regulations. For major, serious and critical offenses, the same graduated response principles apply. Demerits are assessed for minor and major offenses. Demerits and tours are assessed for serious and critical offenses. The severity of punishment is at the discretion of the DCO and may include the assessment of demerits and/or tours, suspension or dismissal from NMMI.

5.5 NMMI DRUG AND ALCOHOL POLICY:
A. NMMI is a drug and alcohol free Post. All cadets are subject to random urinalysis throughout the year.

B. Drugs: cadets are prohibited from possessing, using, or selling legal/illegal drugs, drug paraphernalia, mind-altering substances, synthetic marijuana, spice, bath salts, electronic cigarettes, liquids or oils that can be smoked or otherwise consumed, all tobacco products (e.g. dip, chew, cigarettes), or any other substance prohibited by the laws of the State of New Mexico.
1) Under reasonable suspicion of the provisions of this regulation, Cadets are subject to drug and alcohol testing. A cadet is assumed to have committed a violation of the NMMI drug and alcohol policy if the cadet refuses to submit to a urinalysis; in such cases the Commandant’s Staff will render appropriate disciplinary action including suspension with appeal
2) Drug paraphernalia includes, but is not limited to, hypodermic needles, fabricated or manufactured marijuana pipes, hookahs, roach clips, e-cigarettes, and vaping devices (or any object that has been modified to deliver drugs)
3) Drug or chemical substance is defined as any substance that can be used for mind-altering, hallucinogenic or physical effects, including but not limited to the over the counter drugs, amphetamines, narcotics, marijuana, Spice, cocaine, LSD or meth. Chemical substances may include performance-enhancing substances used by a cadet that have not been prescribed to the cadet including but not limited to anabolic steroids and other performance enhancing over-the-counter products that are inhaled or injected
4) In addition cadets are prohibited from using, possessing, and/or selling aerosols, butane, liquids, inhalants, glues, bath salts or any other substance that can be inhaled or huffed to achieve mind-altering effects.
5) It is prohibited for Cadets to consume prescription drugs that were not prescribed by a physician. It is also prohibited for cadets to abuse drugs that were prescribed by a physician. In addition it is not recommended for cadets to purchase and store over the counter medications such as flu and cold remedies or aspirin. Those products are available at the Infirmary. In the event that it is absolutely necessary for a Cadet to keep and consume over the counter medications the Cadet is required to report the number and type to their TLA

C. Alcohol: It is prohibited for cadets to purchase, possess or consume alcohol or to be under the influence of alcohol. Under the influence means Cadet behavior or appearance deemed questionable or unusual (e.g.
slurred speech, aggressive mood, high risk actions), which leads an observer to reasonably conclude that the Cadet’s ability is impaired. Cadets are also prohibited from possessing containers containing trace elements of alcohol. Cadets are also prohibited from distributing alcoholic products to other cadets. Cadets are prohibited from attending off Post parties where alcohol is present. Cadets are prohibited from riding in or operating a vehicle where alcohol is present.

D. Consequences Resulting from Violations of this Policy: Any Cadet found in violation of New Mexico Military Institute’s drug and alcohol policy on or off campus, during the school year, or while on vacation, permits, furloughs or holidays is subject to disciplinary action including immediate dismissal from NMMI and/or criminal prosecution.

5.6 HANDLING, STORAGE, DISTRIBUTION AND USE OF PRESCRIPTION MEDICATIONS:
A. Cadets may not share or sell medications to another Cadet. 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, logged in and kept at the Infirmary. 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, supplements, cough medicine, Tylenol, ibuprofen, etc., must also be brought to the Infirmary and logged in.

B. Medications from foreign countries are prohibited.

C. Notations about medication dosage and prescriber are made by the Infirmary staff. Cadets delivering prescribed medications to the Infirmary for storage and supervised usage must read and sign the statement at the bottom of the Log-In form, indicating that the Cadet understands how to consume the medication. In addition the Cadet’s signature on the form acknowledges that the Cadet will not give or sell the medication to another person, and the Cadet’s signature acknowledges that the Cadet’s misuse of the medication is grounds for disciplinary action including dismissal from NMMI.

D. Signing the Log-In form also indicates that the signatory Cadet understands that any medication prescribed to them while attending NMNI by a provider other than the NMNI Nurse Practitioner or the NMNI Medical Director must be logged in at the Infirmary. In addition the Cadet’s signature constitutes the Cadet’s acknowledgement that a member of the Infirmary staff has answered all of the Cadet’s questions and concerns regarding storage and proper use of prescribed medication. After signing the form an Infirmary staff member provides the Cadet a copy of the Log-in form that the Cadet is to post and maintain in their room near their medication. Cadets are not authorized to use medications not logged in at the Infirmary. Violators are subject to disciplinary action.

E. Each day the Infirmary notifies the CMDT’s office when a Cadet failed to report for prescribed medication the previous day. A member of the CMDT’s staff (e.g. TLA) counsels the Cadet, administers a warning stick, and directs the Cadet to report to the Infirmary for medication. In addition a Commandant’s staff member will notify a minor Cadet’s parents (and/or legal guardian) that the cadet has failed to take prescribed medications. A Cadet that fails to report to the Infirmary for prescribed medications is subject to disciplinary action including dismissal from NMNI.

5.7 MALINGERING:
Any cadet who for the purpose of avoiding class, duty, PT, or other mandatory requirement, feigns illness, physical disablement, mental lapse, or derangement, or intentionally inflicts self-injury.
5.8 **NMMI TOBACCO POLICY:**
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, or chewing tobacco. This also applies to alternative tobacco products like licorice cigarettes, electronic cigarettes or devices, or any liquids that may be vaped or smoked. Distributing tobacco products to other Cadets is prohibited. Any Cadet found to have violated NMMI’s tobacco policy at any time during the school year, on or off post, on furlough, vacation or permit is subject to disciplinary action up to and including dismissal from NMMI.

5.9 **HAZING AND BULLYING:**
A. Hazing is defined as the harassment by forcing or extracting from another person unnecessary, excessive, unauthorized or disagreeable work; to harass by banter, ridicule or criticism; to haze by initiation. Bullying is typically the act of an older, larger or longer tenured Cadet picking on a younger, smaller or new Cadet by inflicting pain, harm and/or ridicule or criticism. Hazing and/or bullying is further defined as any unauthorized assumption of authority by a Cadet over another that causes the victim to suffer cruelty, indignity, or humiliation.

B. Hazing and bullying are considered critical offenses and any Cadet found to be involved in hazing or bullying against another Cadet is subject to suspension or dismissal from NMMI.

C. 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 tradition involves hazing. Violations of this policy may result in sanctions up to and including dismissal.

D. **Types of Hazing:** Hazing or bullying includes: physical abuse, contact or activity; 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. Cadet Leaders are authorized to assign moderate physical exercise to correct performance.

2) **Verbal Hazing:** Cadets are prohibited from addressing another Cadet in a degrading or demeaning manner. Verbal hazing includes, but is not limited to, threatening a Cadet with the Honor System; placing a Cadet in embarrassing or humiliating situations that violate the victim’s personal dignity or shows a 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, sexual orientation, or ethnic heritage; abusive criticism or threats or any other derogatory comments directed at another Cadet.

E. **Bullying:** Cadets are not authorized to treat other Cadets abusively by means of force or coercion or through the use of browbeating language or behavior. This includes cyber bullying or harassment via social media or email (intra/internet).

F. It is prohibited for one Cadet to authorize another Cadet to haze or bully an intended victim. No Cadet can ask for permission to be hazed. Any Cadet that asks to be hazed is subject to suspension or dismissal from NMMI.
G. A staff, faculty member, or Cadet who observes and suspects an ongoing instance or past instance of hazing or abuse will take immediate action to stop the offense. Irrespective of the time of the day, anyone that observes an act of hazing is required to immediately report the incident to the CMDT or a member of the CMDT’s staff.

5.10 DATING, SEXUAL HARASSMENT, SEXUAL ASSAULT AND SEXUAL MISCONDUCT:

A. General:
   1) NMMI is committed to creating an environment of mutual trust and respect wherein every Cadet can thrive and achieve their full potential
   2) NMMI expects Cadets to be committed to the creation and maintenance of a respectful living environment where all cadets are treated with dignity and respect; including respect for another cadet’s property. Cadets must understand the impact that their behavior can have on others and strive to treat all Cadets with dignity and respect. Cadets will be held accountable for their behavior.

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, on or off post.
   2) New Cadets are permitted to date among themselves. Personal relationships must be conducted with discretion, ensuring no public display of affection while in uniform, on or off post
   3) Dating between college Cadets and high school Cadets is prohibited
   4) Dating will be conducted within the Regimental system
      a) For example, Squadron CDRs and SGMs will not date Cadets in their squadron. A Troop CDR and 1SG will not date Cadets in their troop. Platoon Leaders and PSGs will not date Cadets in their platoon. Squad Leaders will not date Cadets in their squad.
      b) Staff officers will not date subordinate Cadets within their staff. For example, a SQDN XO will not date a troop XO in their squadron. The Regimental MFO will not date another MFO at any level.
   5) Dating is not permitted between old Cadets/Yearling Cadets and a new Cadet.

D. Displays of Affection: Public Display of Affection (PDA) is not authorized while in uniform and in public view. Romantic physical contact between Cadets (regardless of gender) on or off Post is not appropriate.

E. Sexual Harassment (see also NMMI O&P section 6.16):
   1) Sexual harassment is strictly prohibited. In accordance with Title IX of the Education Amendments of 1972, 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.
2) 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 is prohibited. This regulation applies whether the actions or participation are between Cadets or between Cadets and NMMI staff or faculty.

F. Prohibited Sexual Activity/Sexual Misconduct (regardless of gender), (see also NMMI O&P section 6.16): For the purpose of this regulation, 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, is likely to produce sexual gratification or release. Cadets (regardless of gender) shall not engage in prohibited sexual activity. The penalty for engaging in prohibited sexual activity is a Critical Offense and can result in dismissal from NMMI.

1) Sexual Misconduct is Cadets engaging in sexual activity whether or not the conduct violates any civil or criminal law or whether the conduct is consensual. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitute sexual misconduct. Sexual misconduct may include using physical force, violence, threats, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be complainants of these forms of sexual misconduct. Sexual activity with a minor is never consensual because the minor is considered incapable of giving legal consent.

2) Sexual Assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on another person because of that person’s gender.

3) Sexual Battery is a form of sexual misconduct and is any willful and unlawful use of force or violence upon another person because of that person’s gender as well as touching an intimate part of another person against that person’s will for the purpose of sexual arousal, gratification, or abuse.

4) Rape is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or has a mental disorder or developmental or physical disability. The respondent’s relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.

5) Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, abuse means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

G. Reporting: Reports of sexual harassment, assault, battery, dating violence or any other sexual misconduct of or by Cadets must be immediately reported to any one of the following individuals or NMMI units (in no particular order):

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

H. Amnesty: Being a target of sexual misconduct is never a violation of the Blue Book regulations or Honor Code. NMMI strongly encourages the reporting of all incidents of sexual misconduct so that support services can be offered to complainants and sexual misconduct can be prevented and stopped. In applying these principles, NMMI may consider any applicable facts and circumstances of each case, including the rights, responsibilities, and needs of each of the involved individuals.

1) Confidentiality: NMMI recognizes that complainants or witnesses of Sexual misconduct might be hesitant to report an incident to Institute officials, (NMMI faculty and staff), if they fear the discovery of Honor Code or Blue Book violations, such as alcohol use, drug use, or consensual sexual activity in connection with such a report. To help address this concern and to encourage the reporting of sexual misconduct, Institute officials will not hold accountable a bystander or a complainant acting in good faith that discloses any incident of sexual misconduct to Institute officials or law enforcement. These individuals will not be subject to Blue Book violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual misconduct unless requested by such person or a person’s health or safety is at risk.

2) Amnesty: Anyone, including the complainant, who reports an incident of sexual misconduct will not be disciplined by NMMI for any related Blue Book or Honor Code violation occurring at or near the time of the reported Sexual misconduct unless a person’s health or safety is at risk. However, with complainants or witnesses who have violated Blue Book regulations or the Honor Code, NMMI may offer and encourage support, counseling, or education efforts to help cadets and to benefit the campus community.

3) Leniency: To encourage the reporting of sexual misconduct, NMMI will also offer leniency to complainants and witnesses for other Blue Book or Honor Code violations that are not related to the incident but which may be discovered as a result of the investigatory process. Such violations will generally be handled so that the cadet can remain in school while appropriately addressing these concerns

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 can obtain access to what Cadets say online or to the profiles and pictures Cadets have posted. What Cadets do online could jeopardize their reputations, compromise their integrity, or make themselves and/or their fellow Cadets, targets.

B. Cadets should create unique passwords and not share them with anyone and 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 and regulations apply 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. Harassment based on race, religion, ethnicity, or gender is strictly prohibited.
5.12 SOCIAL NETWORKING POLICY:

A. Use of social networks or entertainment sites (Facebook, Instagram, YouTube, Twitter, Snapchat, 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 academic buildings, classrooms, labs, or the Toles Learning Center is strictly forbidden. Staff or faculty may make an exception to policy on a case by case basis (e.g. completing an online research project).

B. Cadets at NMMI are held in high regard and are seen as role models in the community. As such, they have a responsibility to portray NMMI and themselves in a positive manner at all times. Facebook, Instagram, Twitter, and other social networking sites have increased in popularity and are used by many Cadets at NMMI. Cadets may not be aware that third parties, including the media, faculty, future employers, and government officials can easily view all personal information. This includes all pictures, videos, comments and posts. Inappropriate materials affect the perception of the Cadets and NMMI and can be detrimental to a Cadet’s future. Examples of inappropriate and offensive behavior concerning participation in online communities may include actions, depictions or presentations of the following. These are examples and are not intended to be an exhaustive list.

1) Hacking into another Cadet’s social media site
2) Posting photos, videos, comments or postings showing the personal use of alcohol, tobacco, e.g., cans, shot glasses, bottles of liquor, etc
3) Posting photos, videos, comments or postings that are sexual in nature. This includes links to websites of a pornographic nature and other inappropriate material
4) Using inappropriate or offensive language in comments, videos, and other postings. This includes threats of violence or derogatory comments against race and/or gender, religion, sexual orientation, etc.
5) If a profile and its contents are found to be inappropriate in accordance with the above behaviors, a Cadet will be subject to disciplinary actions up to dismissal.

C. Cadets are to keep the following recommendations in mind when using social networking websites:

1) Set security settings so that only friends can view your profile
2) DO NOT post your email, home address, telephone number(s) or other personal information online as it could lead to unwanted attention, stalking, identity theft, etc.
3) Be aware of when adding friends to a personal website - many people are looking to take advantage of Cadets.
4) Consider how the above risks can be reflected in all Facebook applications.

NOTE: If you are ever in doubt of the appropriateness of your online public materials, consider whether it upholds and positively reflects your own values and ethics, as well as those of NMMI.

5.13 DELINQUENCY REPORTS:

Demerits should be used as a last resort where other methods have failed. Blind sticks are prohibited and are not administered. 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, beginning with the squad leader; and 2) the CMDT’s staff, beginning with the TLA. The tiered approach builds credibility and respect for the disciplinary system and emphasizes the authority and responsibility of the Cadet Chain of Command to lead and discipline the Corps. Cadet Leaders work together to create a fair and impartial system of rewards and punishments that is progressive in nature wherein cadets with more experience and time at NMMI are expected to rise to a higher standard of performance and behavior than new cadets. 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) further violations may result in a stick with assessed demerits and tours for serious or critical offenses or for a pattern of misconduct including repeat minor and/or major infractions.

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 applies at SL level within SLs’ 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 NMMI rules, regulations, policies, standard operating procedures, or for neglecting a duty
   2) A warning stick is submitted when a Cadet receives counseling or AMI. This stick is similar to a hard stick except a warning is indicated on the stick instead of issuing actual demerits and/or tours. A warning stick is recorded on the Cadet’s Cadet Record Review (CRR)
   3) Cadet Commanders (TC, SC, and RC) may stick Cadets. When sticking cadets, Commanders are required to provide their TLAs written documentation (who, what, when, where, why and recommended stick) for entry on the offender’s CRR
   4) Cadets may only stick for Minor or Major offenses. Serious and Critical offenses are reserved for staff and faculty (exceptions are unbecoming conduct and fraternization).
   5) Primary Troop Point of Contact (POC) for submitting sticks on a Cadet outside the offender’s Chain of Command is the offender’s TLA or 1SG.
   6) If an offender is within the same Troop as the observer/reporter, then the POC is the TLA or 1SG of both the observer and offender
   7) TCs consult with TLAs to access warnings, counseling, admonition, reprimands, and AMI records in determining the appropriate number of demerits and/or tours to be assessed for a new violation. After such assessment, a TC may elect to vacate or approve the stick
   8) Once a stick is submitted, counseling, admonition, reprimands, or AMI options no longer apply (unless overturned by the CMDT or DCO)
   9) Sticks may not be suspended by anyone other than the CMDT/DCO/DCS owning squadron SLA or owning troop TLA
   10) The stick will be entered on the Charge Sheet as a hard stick or warning.

C. **Delinquency Report Submission Procedure for Staff:**
   1) The same concept of warnings and counseling apply
   2) Sticks submitted by staff and faculty are submitted to the DCO.

D. **Delinquency Report Submission Procedure for Faculty:**
   1) Faculty sticks/stick removals require approval from the Dean/Vice Dean
   2) Sticks are submitted to Associate Dean, who evaluates validity and forwards the stick to Dean/Vice Dean for adjudication
   3) The Dean/Vice Dean determines validity and sends a non-academic disciplinary stick to the DCO for posting on the Charge Sheet and for database updates

E. **Charge Sheet (C Sheet):**
   1) The C-Sheet is published and posted daily on the Hagerman and Saunders barracks bulletin boards. It is a Cadet’s responsibility to check the C-Sheet each day if they suspect that they have been stuck or warned
   2) The weekly C-Sheet period extends from 0001 hours, Tuesday, until 2400 hours the following Monday (Demerit Week). At that time the Pre-Tours field is updated on the Cadet’s CRR
   3) A stick stands (punishment assessed) if a Cadet was not on Status and failed to check the C-sheet (exceptions can be approved by the CMDT or DCO
4) All Cadets on the C-Sheet answer report within 60 hours (minor and major offenses), 48 hours (serious offenses) or 24 hours (critical offenses) respectively or forfeit appeals to remove the stick(s). 

5) Erroneous charges on the C-Sheet are addressed with the DCO (critical), SLA (serious) or TLA (major and minor), as appropriate. The DCO reviews charges and determines the final demerit and/or tour assessment.

6) The demerits and/or tours assessed by the DCO, SLA or TLA stand for those Cadets who fail to answer report.

7) A Cadet’s final assessed demerits and/or tours is annotated on the CRR.

8) The Cadet Chain of Command can access a subordinate Cadet’s demerit status from the TLA.

F. Answering Report:

1) All Cadets charged with committing minor or major offenses are required to answer report in person to the TLA within 60 hours of posting to the C-Sheet.

2) All Cadets charged with committing serious offenses are required to answer report in person to the SLA within 48 hours of posting to the C-Sheet. Serious charges can be appealed to the DCO.

3) All Cadets (except cadet officers) charged with committing critical offenses are required to answer report to the DCO (DCS in the absence of the DCO) within 24 hours of posting to the C-Sheet. Critical charges can be appealed to the CMDT.

4) All Cadet Officers stuck for violations of NMMI regulations are required to answer report to the CMDT.

5) While waiting to report, a Cadet posts at the position of parade rest outside the Answering Official’s office and moves to the position of attention when addressed by a Senior Cadet Officer, Senior NCO, or Commandant’s Staff member.

6) Once directed to answer report, the Cadet:
   a. Knocks twice on the door or door frame then waits at the position of attention until directed to enter.
   b. Remove their cover, march into the room and assume the position of attention centered two steps from and in front of the Answering Official’s desk (while at attention the Cadet’s gaze remains fixed straight ahead until addressed by the Answering Official). The Cadet’s cover rests on theCadet’s left hand (lower left arm is extended forward horizontally at waist level with the palm of the left hand straightened palm and the cover resting upturned on the palm).
   c. Render a hand salute and report to the Answering Official, announcing: “Sir/Ma’am, Cadet (state your name) answers the report, Sir/Ma’am.” The Answering Official returns the salute.
   d. The Answering Official reads the delinquency report to the Cadet and identifies the reporting individual (and/or explains the purpose for the Cadet to answer report).
   e. When answering the charges the Cadet responds with: “Correct Sir/Ma’am.” “Incorrect Sir/Ma’am.” or “Correct Sir/Ma’am, but may I explain.” When needed, the Answering Official will ask the reporting Cadet for an explanation. 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 vacated.
   f. At the end of the report and when the Answering Official dismisses the Cadet, the Cadet renders a hand salute, waiting for the Answering Official to return the salute before dropping own and then executes an about face and exits the room.
   g. Answering Report is done in person. Sticks may not be pled by e-mail. New Cadets must plead every warning or stick during their first 21/28 days at NMMI. New Cadets are not required to answer report for warnings issued after 21/28 days, however all Cadets are free to plead warning sticks if they so choose.
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.

G. Stick Removal:
1) TLAs will adjudicate removal of minor and major sticks. SLAs will adjudicate removal of serious sticks, and the DCO will adjudicate removal of critical sticks. Absent class sticks are adjudicated by the Academic Department.
2) All legitimate absent class sticks (in other words, not caused by an administrative error) must be removed by the issuing faculty member or the Vice Dean.
3) Disciplinary sticks issued by Faculty will be removed by the issuing faculty member, department chair, Associate Dean, Vice Dean or Academic Dean.

H. Pre-Tour Roster:
The Pre-Tour Roster is a Commandant’s Staff checks and balances tool to ensure that Cadets do not unnecessarily march tours. The Pre-Tour Roster acts as second answer report check. TLAs/SLAs use the Pre-Tour Roster to correct errors in the administration of violations of NMMI rules and regulations.
1) The Pre-Tour Roster is published each Wednesday and it is the responsibility of each Cadet appearing on the roster to answer report to a TLA/SLA at 1830 hours and/or 2130 hours, to verify the accuracy of the Pre-Tour Roster. Cadets failing to answer report at 1830 and/or 2130 risk forgoing corrections to their record for invalid tours.
2) Troop XOs are responsible for ensuring that Cadets acknowledge tours by initialing the Pre-Tour Roster before 2200 hours on Wednesday of each week. After initialing the Pre-Tour Roster, Cadets are expected to report to Tour Squad and march their tours. Cadets are not required to answer report for prior week tours. Answering report is relevant only for the current weeks’ Pre-Tour Roster. In all cases the TLA/SLA judges whether tours are to be credited to a Cadet or remain on a Cadet’s record as reflected on the Pre-Tour Roster.

I. Tour Squad: Cadets with outstanding tours execute Tour Squad under the supervision of the Tour Squad Officer or Commandant’s designated representative, e.g. TLA. Tour Squad is performed IAW the POD.
1) Cadets appearing on the Pre-Tour Roster must report to Tour Squad at Hagerman or at a location directed by the Tour Squad Officer. Tour Squad hours are:
   a) Friday 1545-1745 and 1900-2150
   b) Saturday 1300-1650 and 1900-2150
   c) Sunday 1300-1700
2) Tour Squad formations are mandatory unless a Cadet is on Status, for athletic practice, or an in-season competition or activity. Cadets on Status are excused from Friday afternoon Tour Squad but still have a responsibility to notify the Tour Squad Officer of their on Status before Tour Squad begins. Failure to notify the Tour Squad Officer of an impending on-Status absence may result in disciplinary action for absent tour squad. Cadets receive one tour credit for each hour of Tour Squad and can accrue credit for a maximum of up to sixteen tours in a normal weekend (unless otherwise directed by the CMDT).
3) The uniform for Tour Squad is Summer “A” with hydration packs and weapons or other uniform as determined by the Tour Squad Officer, e.g. ACU when performing working tours for Tour Squad.
4) Cadets must pass a uniform and personal appearance inspection before Tour Squad begins; failure to pass the inspection can result in loss of tour credit for the first hour of tour squad.
5) Cadets desiring to march off any outstanding tours may do so during any free time (NOT TO INTERFERE WITH CLASS OR CORPS ACTIVITIES) between the hours of 0630 and TAPs. They are to report to the TLA CP where they will be signed in by the TLA on duty and signed out at the completion of not less than 50 minutes. Tours should start on the hour and end at 10 minutes to each hour. NOTHING LESS THAN 50 MINUTES WILL BE COUNTED. The uniform is the uniform of the day; cadets must still pass a uniform and rifle inspection before commencing free time tours. Honor tours must be marched in Class B.

6) The Commandant or designated representative (DCO/DCS) may modify Tour Squad. Examples include performing PT, Study Hall, Police Call, or other work details in lieu of marching tours.

7) Cadets are responsible for knowing how many tours they have completed and how many tours have been credited to their record. 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 Tour Squad Officer or the CMDT’s designated representative.

8) Cadets may sign out on furlough or permit after completing their tours provided they are not on DP or restriction.

9) Only the Commandant and DCO (DCS in his absence) have the authority to suspend a Cadet’s tours during an ongoing investigation to determine if the affected cadet was falsely sanctioned.

10) The uniform for cadets with Tour Squad stemming from found honor offenses is “B” with brass and tours are to be executed by marching from north to south and back north again in the center of the Hagerman Box.

11) Cadets on Tour Squad and also on RANKS will report (with their RANKS slip) to Tour Squad in the uniform spelled out on the ranks slip. On Saturday and Sunday afternoons the Tour Squad Officer will separate those Cadets on RANKS from those that are not, inspect their RANKS slips for validity, record their names and assign their duties for Tour Squad consistent with the limitations written on RANKS slips. Cadets on RANKS unable to perform any duties (e.g. bedrest) are dismissed from Tour Squad without earning credit for tours.

12) Cadets must not wait until the last minute to go-on-ranks. Cadets are responsible for visiting the Infirmary or a trainer for a RANKS slip at least 24 hours before Tour Squad begins. Cadets with legitimate, last-minute RANKS slips are adjudicated on a case-by-case basis.

5.14 AMI – Additional Military Instruction:
AMI, when used on-the-spot, is a very effective means to correct and improve substandard performance since it focuses on the specific task, conditions or standards that are not being met and not on a person, team or unit. Leaders at all levels in the Corps are expected to understand and apply the principles of AMI to improve individual and unit performance on a variety of tasks consistent with daily, weekly and monthly Corps operations:

1) AMI focuses on substandard performance of specified tasks such as executing individual facing movements from the halt, or properly squaring corners, or staff planning for a Corps event

2) AMI seeks to correct substandard performance by providing additional training or refresher training to verify that the task can be achieved to standard

3) AMI is best when used on-the-spot or as near in time to the substandard task performance as is possible, since memories fade with time; substandard performance corrected through the use of AMI that is administered later and later in time becomes less effective and creates the perception that substandard task performance is unimportant.

4) Although typically on-the-spot, AMI requires the same level of planning, rehearsal, demonstration, and practice as all other planned and unplanned training, necessitating that leaders are fully prepared before AMI opportunities arise.

5) At NMMI, leader planned and led AMI is the method of choice in contrast to demerits, tours, etc. Those methods are punishments for substandard performance or violations of rules and policies but
they do not verify that a task can in fact be performed to standard. In short, effective Cadet Leaders invest the time to train, evaluate and re-train subordinates until standards are met.

NOTE: Effective Cadet Leaders never use AMI as a form of mass punishment to induce peer-pressure to correct sub-standard behavior of select members of the mass. Leaders that rely on peer pressure to correct performance simply demonstrate their own inability to properly lead and train subordinates. Peer pressure is effective, and can work in some environments wherein leaders have no long-term stake in the development of subordinates and units. Cadet Leaders using AMI as a form of mass punishment for individual sub-standard task performance are subject to disciplinary action under the provisions enumerated in this chapter.

5.15 MINOR, MAJOR, SERIOUS AND CRITICAL OFFENSES

A. Minor Offenses: AMI is the preferred method for correcting minor offenses. When AMI is impractical, one to three demerits are recommended.*

1) Abuse of position/authority or assumption of authority (3)
2) Bringing food/drink into or removing from Bates Hall, with the exception of water and Bates pre-made meals (1)
3) Bringing food/drink into academic buildings, with the exception of water (3)
4) Chewing gum in uniform on or off Post (1)
5) Commandeering another troop’s Guidon (3)
6) Creating a disturbance or yelling in dining facility (1)
7) Eating or drinking outdoors on Post (except at NMMI sponsored events) (1)
8) Entering or departing rooms by windows (2)
9) Failure to follow Blue Book/Knowledge Book/policies/SOPs/Instructions/Direct orders (1)
10) Failure to follow medical staff instructions (1)
11) Failure to secure window/door/personal property/locker/weapon/saber/computer/personal property (2)
12) Failure to submit cadet accountability report (2)
13) Hanging anything in or outside windows or on ledges, or removing mattress (1)
14) Improper/inadequate personal hygiene/failure to do laundry (3)
15) Improper haircut/hairstyle, or sideburns, no shave or excessive make-up (3)
16) Kicking doors or banging on windows (2)
17) Loud music or media noise (detectable through windows or doors) in the barracks
18) Not in possession of a current Ranks slip when on authorized Ranks (1)
19) NSH violation (1)
20) Out of room after taps or visitation in Barracks area after taps (1)
21) Out of Barracks area after taps (3)
22) Pictures, posters or wall hangings taped or tacked to personal box, desk light, wall locker door, any wood surface, walls or ceiling (1)
23) Poor judgment or setting poor example (2)
24) 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, potted plants, overstuffed pillows, stuffed animals, metal or pointed darts, any furniture not part of the room (2)
25) Public display of affection (PDA) on or off Post (regardless of gender) (3)
26) Quibbling (1)
27) Removing furniture or mattress from room (1)
28) Running, horseplay or wrestling on stoops, stairwells or in rooms (1)
29) Safety violation/unsafe act to include sitting in windows, on stoop rails, ledges or stairwells, jaywalking on Main Street (1)
30) Selling merchandise for profit to Cadets including on eBay (1)
31) Stashing (defined as storing items in unauthorized areas of the room) (1)
32) Sunbathing (authorized only at Godfrey Center inside walled area adjacent to pool) (1)
33) Unauthorized athletic games or fatigue drills in the barracks area (1)
34) Uniform violation; dirty, stained, torn or unserviceable or improper fit (too tight, too baggy, too long) (1)*
35) Use of cell phones, iPods, MP3s, or DVD players on Post outside of Cadet room (3). (Confiscation of equipment for one week for 1st offense and one month for 2nd offense)
36) Visiting a sink without proper attire including a bathrobe and/or footwear (3)
37) Yearling or old Cadets borrowing anything (money, clothing, laptop, equipment or personal items) from new Cadets (2)

* Repeat offenses for minor sticks will have a 4 demerits 4 tours penalty

B. Major Offense: Four-12 Demerits or other sanctions as determined by the DCO/Commandant.*
   1) Absent Class (12)
   2) Absent Tour Squad Session (12)
   3) Absent mandatory corps event/ drill/formation/guard (12)
   4) Acting as agents for commercial or political concerns (12)
   5) Body piercing (4)
   6) Communicating a threat (12)
   7) Damaging or defacing Cadet or school property (Cadets will be required to pay for damages) (12)
   8) Disrespect to the colors (flag) (12)
   9) Disrespect to fellow Cadet or Cadet leader, regardless of class (12)
  10) Dereliction of duty (8)
  11) Extremely poor judgment (4)
  12) Gambling or possession of gambling equipment (4)
  13) Late returning from furlough/permit (12)
  14) Late to class/NSH/tutoring/formation/tour squad/Corps duty (6)
  15) Littering on Post to include throwing anything out of room windows (4)
  16) Maintaining any type of live pet, or the corpse of a pet, in room (e.g. mammals, reptiles, birds, insects, fish, etc.) (12)
  17) Making a room change not authorized by DCS (4 for first offense, 8 for second)
  18) Off Post in improper uniform (PTs, ACUs) (12)
  19) 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 (12)
  20) Publicly posting derogatory/disparaging information anywhere including online (6)
  21) Room not presentable (6)
  22) Tobacco Policy violation (1st offense) (12)
  23) Using/wearing another Cadet’s personal clothing or information, including nametags (6)
  24) Unauthorized spirit mission (4)
  25) Unprepared for in-ranks inspection (6)

* Repeat offenses for major sticks will have an 8 demerit and 8 tour penalty

C. Serious Offense: 16-32 (1 Demerit = 1 Tour), sanctions may include but are not limited to: DP, suspension, dismissal, reduction in rank or other measures as directed by the DCO/CMDT.
   1) Absent without leave (AWOL) (16)
   2) Absent bed check (16)
   3) Absent Mustang Battalion Formation (16)
   4) Barracks Policy violation(Male/Female) (24)
   5) College Cadet dating high school Cadet (24)
   6) Conduct Unbecoming (16)
   7) Disorderly conduct/prohibited conduct on and off Post (16)
   8) Disrespect, defiance or disobedience/insubordination to staff or faculty (16)
9) False fire alarms (16)
10) Fraternization (See Chapter 2) (24)
11) Gang related activity/involvement or possessing/displaying gang related material (32)
12) In an off limits area on or off Post (16)
13) Indecent exposure/streaking (24)
14) Malicious use of digital photography/email/videos/unofficial school publications (24)
15) Malingering (16)
16) Manifest Indifference (reserved for staff/faculty) (32) ***
17) Off Post in improper uniform (civilian clothes) (24) Possible honor offense
18) Provoking a conflict, Escalating a conflict or Fighting (16)
19) Possession of candles, incense or other burning materials in room (including matches and lighter) (16)
20) Staying in an unauthorized location/area off Post (32)
21) Tobacco Policy violation (2nd) (24)
22) Tobacco Policy violation (3rd) (32)
23) Toleration (32)
24) Trespassing (16)
25) Unauthorized off Post (16) but not on DP nor restriction
26) Unauthorized possession of keys/master key to any place on Post (32)
27) Vandalism (32)
28) Vehicle policy violation/unauthorized possession/improper use of vehicle (16)
29) Violation of computer policy/inappropriate use of computer, hacking another Cadet’s computer, or inappropriate online/social media behavior (16)

***A staff or faculty member uses Manifest Indifference when a Cadet repeatedly fails to correct an infraction or violation of NMMI regulations. The Manifest Indifference stick should be used rarely since staff and faculty members prefer on the spot corrections or corrections made within the same day that the cadet was warned. Manifest Indifference is best served upon Cadets that continue to require correction, even after on-the-spot corrections) for the same offense over and over again. The Manifest Indifference stick is no substitute for timely and diligent on-the-spot correction.

D. **Critical Offense (possible violations of criminal law): 36-99.** (1 Demerit = 1 Tour), reduction in rank, suspension, dismissal or other sanctions as directed by the DCO/CMDT.
1) Absent Post while on restriction/probation (64)
2) Absent without leave (AWOL) (32)
3) Alcohol Policy violation (64)
4) Activities involving hate crimes (64)
5) Arson (64)
6) Assault (36)
7) Battery (64)
8) Breaking/entering or possession of lock picking tools (64)
9) Drug policy violation –to include paraphernalia (64)
10) Endangering another Cadet (64)
11) Extortion (64)
12) Habitual Academic Indifference (36 tours only)*
13) Physical/verbal/mental hazing or bullying or cyber-bullying (64)
14) Possession of weapons (includes look-alikes – paintball guns will always be in control of the paintball sponsor)/firearms/explosives/ammunition/fireworks/live or inert/ammo/knives (36)
15) Prescription drug policy violation (36)
16) School Threats (99)
17) Self-endangerment (36)
18) Sexual misconduct/assault/harassment (64)
19) Steroid use/possession (36)
20) Vaping, E-cig Use (36)

*Only the Vice Dean can issue the Habitual Academic Indifference stick

NOTE: Honor Offenses (lying, cheating, stealing or tolerating those that do) are intentionally not listed (see Honor Manual).

5.16 COMMENDATORY ACTIONS AND DISCIPLINARY ACTIONS:

All Cadet Leaders have the responsibility and authority to administer commendatory and disciplinary measures for the cadets they lead. Cadet Leaders are encouraged to appropriately recognize those individuals who consistently meet and surpass standards of appearance and conduct. On the other hand, Cadet Leaders are also responsible for administering appropriate disciplinary action(s) when their subordinates fail to meet Corps standards as expressed by NMMI rules and regulations. The art of command is in choosing the appropriate course of action based on the circumstances. In accordance with their level of authority, Cadet Commanders may administer the following corrective actions:

A. Commendatory Actions:
   1) A favorable counseling statement/CRR Entry
   2) Recommend a promotion or assignment to a leadership position
   3) A letter of commendation or recommendation
   4) A certificate or award for achievement, performance or service
   5) Selection to represent NMMI at various off Post events
   6) Best Cadet recommendation or Cadet of the Month recommendation
   7) Other favorable actions to enhance the quality of life as authorized by the Chain of Command
   8) Recommendation/award of merits for outstanding performance
   9) Designate a new Cadet as Distinguished New Cadet on special orders which permits the new Cadet to walk in the barracks area and sit at ease in the mess hall
   10) Recommendation/award for a free rev
   11) Recommendation for a Commandant or Superintendent Coin of Excellence or chip

B. Disciplinary Actions, Warnings, and Explanation of Corrective Action:
   1) Push-ups (20) (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 subordinate to perform pushups is encouraged to perform pushups with the subordinate)
   2) Verbal and written admonition, warning, with an explanation of the corrective action to be taken, e.g. counseling, a warning stick issued, and corrected with additional training.
   3) Reprimand (written) + (warning stick issued)
   4) Training to standard or Additional Military Instruction (AMI). (warning stick issued with AMI)
   5) Recommend or assign additional duties or responsibilities (Learning Opportunities) *+ (warning stick issued)
   6) Recommend reassignment of room or change of roommate*
   7) Recommend loss of some or all of class privileges*+
   8) Recommend restriction from extracurricular activities and events*+
   9) Demerits
   10) Recommend punishment tours*+
   11) Recommend restriction to Post*
   12) Recommend reduction or suspension of rank*
   13) Recommend probation*
   14) Recommend suspension*
   15) Recommend dismissal*

* Requires 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 while assigned to Tour Squad
2) Are assessed in accordance with Work tours are permitted and may be approved by the DCO/DCS/CMDT
3) Alternative types of punishment may be invoked at the discretion of the Cadet SLA, TLA, or the DCO/DCS/CMDT
4) The DCO/CMDT/DCS/TLA/SLA may authorize PT for tour credit
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/SLA that the Cadet has sustained an outstanding performance of duties for a 5 week period that includes no demerits.

NOTE:
1) The diplomas of graduating/non-returning Cadets may be held until all tours are completed.
2) Graduating/non-returning Cadets may be suspended or dismissed for Manifest Indifference if they show a poor attitude or no interest in following Blue Book regulations during graduation week and prior to commencement. In addition, graduating/non-returning Cadets may be suspended or dismissed for lack of progress in completing tours prior to Commencement.
3) A returning Cadet’s outstanding tours carry over to the next semester.
4) The CMDT may grant exceptions to Notes 1, 2, and 3 above.

D. Restriction to Post marching tours:
1) Cadets on DP or with outstanding disciplinary tours are restricted to Post.
2) Cadets may also be restricted to Post at the discretion of the DCO, DCS, or CMDT.
3) When a Cadet is restricted to Post, the Cadet’s good standing status is revoked negating permits and furloughs. In addition, a cadet that violates NMMI regulations while restricted to Post may suffer additional sanctions including suspension or dismissal.
4) As necessary, a Cadet may be further restricted to the Cadet’s room, the troop sinks, classrooms, library, Bates Hall, the Chapel or Infirmary until all tours are complete.
5) A Cadet must march tours during tours squad. The Director of Athletics in consultation with the Commandant may grant exceptions to allow a cadet (with outstanding tours or on restriction) to travel with an athletic team or to participate in team practices.
6) Upon completion of tours, a Cadet’s privileges are restored assuming that the Cadet is not on DP, has less than 75 demerits and meets GPA requirements.
7) All other areas on or off Post are off limits, unless attendance is part of a Corps function.

E. Restricted to Post but not marching tours:
As directed by the CMDT/DCO/DCS, a Cadet restricted to Post may be required to answer restriction checks (e.g. hourly) in the uniform of the day:
1) Friday 1545-1745  1900-2150
2) Saturday 1300-1650  1900-2150
3) Sunday 1300-1700 (marching)

F. Excessive Tour Roster:
1) The Excessive Tour Roster is published on Tuesday, listing Cadets with 25 or more tours.
2) Cadets listed on the tour roster are restricted to Post and are restricted from traveling to athletic competitions or other NMMI events (excluding travel to required academic events), and are restricted from participating in on-post Cadet activities.
3) Cadets listed on the Excessive Tour Roster may however, if otherwise qualified, participate in on-Post events, practices, games or activities.

4) When a Cadet’s outstanding tours are reduced to 25, he or she will be removed from the Excessive Tour Roster.

G. Disciplinary Warnings, Actions and Boards:
Disciplinary warnings, actions, and boards are graduated measures used to modify the behavior of cadets by exhorting them to know, understand and comply with prescribed standards of conduct. Staff members will make every effort to modify a cadet’s behavior through early and frequent intervention. Warnings, actions (issuing demerits, tours, AMI) and boards are also designed to avoid failing deportment grades that could in turn lead to a cadet’s suspension or dismissal from NMMI. The initiation of graduated Disciplinary Review Boards is based upon a Cadet’s cumulative demerit count. There are three levels of boards and each type of board is tied to a cadet’s accumulated number of demerits: 25, 50 or 75:

1) 25 Demerit Warning:
   a) A TLA/SLA will issue a disciplinary warning to a Cadet when the cadet accumulates 25 or more demerits in a semester.
   b) The cadet is required to meet with the TLA and members of the Cadet Chain of Command members (as determined by the TLA) who recommend steps the Cadet can take to improve performance. The recommendations and a summary of the 25 demerit warning are posted to the Cadet Record Review.
   c) The TLA notifies a minor Cadet’s parents or legal guardian before and after the 25 demerit Disciplinary Board convenes and provides a summary of findings and actions.

2) 50 Demerit Warning:
   a) A TLA/SLA will issue a second disciplinary warning and letter to a Cadet when the cadet accumulates 50 or more demerits in a semester.
   b) The Cadet is required to meet with the TLA for the 50 demerit warning.
   c) The 50 demerit counseling addresses a Cadet’s academic, leadership and physical development dimensions noting where improvement is needed and includes a plan of action developed by the Cadet to reverse the trend.
   d) The 50-demerit counseling session is documented by the TLA in the Cadet’s CRR. In addition, the TLA provides a copy of recommendations (steps to improve deportment, to correct behavior and/or referrals to other staff resources, e.g. Chaplain or CCC) to be placed in the Cadet’s permanent file in the Commandant’s Office.
   e) The TLA notifies a minor Cadet’s parents or legal guardian before and after the 50 demerit counseling and provides a summary of findings and actions to parents.

NOTE: TLA counseling (50 demerit) will advise the reporting cadet to begin marching tours as they will be added to the tour roster (1 tour = 2 demerits) as soon as possible in order to reduce a demerit count and avoid the risk of suspension or dismissal.

3) 75 demerit mark and Disciplinary Probation (DP):
   a) A TLA/SLA will issue a third disciplinary warning to a Cadet when the Cadet accumulates 75 or more demerits in a semester.
   b) The 75 demerit counseling addresses a Cadet’s academic, leadership and physical development dimensions noting where improvement is needed and includes a plan of action developed by the Cadet to reverse the trend.
   c) The 75 demerit counseling is documented by the TLA in the Cadet’s CRR. In addition, the TLA provides a copy of recommendations (steps to improve deportment, to correct behavior and/or referrals to other staff resources, e.g. Chaplain or CCC) to be placed in the Cadet’s permanent file in the Commandant’s Office.
d) The TLA notifies a minor Cadet’s parents or legal guardian before and after the 75 demerit counseling convenes and provides a summary of findings and actions to parents.
e) The DCO will place a cadet on Disciplinary Probation (DP) who accumulates 75 or more demerits during the course of a semester.
f) The DCO or DCS may also place a cadet on DP pursuant to a serious or critical offense.
g) Failure to meet all conditions of DP requirements may subject the Cadet to possible suspension or other disciplinary actions including an extension of DP. A Cadet on DP forfeits:
   1. Athletic travel events, off campus club or off campus extra-curricular activities (exceptions may be made by the Athletic Director, PMS or CMDT)
   2. Cadet rank (reduced to Cadet Private)
   3. Furlough and special permits
   4. TV in room
   5. Computer use, except for academic pursuits
   6. Off Post chapel permit (exceptions may be granted by the TLA, DCO, DCS or CMDT).
h) Previously suspended Cadets who are permitted to re-enter NMMI will remain on disciplinary probation until the terms of the probation have been met.
i) A Cadet will remain on DP for a minimum of 5 weeks.
j) Cadets who complete all tours prior to the end of their probationary period and who do not earn a single demerit while on DP may request early removal from DP provided the TLA supports the request and that the cadet has served the minimum probationary period of five weeks. The cadet must submit a written request through the DCO to CMDT requesting release from DP.
k) At the end of the DP period, the TLA will review the Cadet’s manner of performance during probation and make a written recommendation through the DCO to the CMDT for disposition of the probationary period (either for continuation or to vacate the DP).

Waiting too long hinders the possibility of improving deportment grades, promotes apathy and communicates the wrong message. Cadets are encouraged to take immediate steps to correct their disciplinary record.

4) Suspensions at the 100 demerit mark:
   a) The DCO will issue a suspension letter to a Cadet who reaches 100 demerits. A Cadet’s suspension is for the duration of the succeeding semester. Suspended Cadets may apply for re-admission to NMMI at the end of the suspension.
   b) If a cadet is under 18 years of age the Commandant’s Office will send a copy of the suspension letter to the Cadet’s parents or legal guardian and a copy will be retained in the Cadet’s personal file. The Commandant’s Office will send a copy of the suspension letter directly to cadets who are over the age of 18 with one copy retained in the Cadet’s file.
   c) A Cadet that withdraws pursuant to a suspension without appeal is administratively treated as a suspended cadet (4a) above applies). However the Commandant may grant permission to a cadet to withdraw instead of suspension when a cadet requests to withdraw immediately.

5) Dismissal:
   a) Depending upon the severity of a regulation violation, a cadet may be dismissed from NMMI. Dismissal is a sanction that may also be administered during the course of a DI or HB/HC. A cadet can appeal a DI, HB or HC dismissal to the CMDT.
   b) It is prohibited to re-enroll or re-admit a cadet who has been dismissed from NMMI.
   c) Even though NMMI is an open post, any cadet dismissed from NMMI may be barred from campus; in some cases a cadet can be served a no-trespass order.
6) **Appeals for Disciplinary Actions:**

- **a)** The DCO or DCS can place a cadet on probation or suspend or dismiss a cadet. In addition, the DCO can uphold, rescind, or amend the punishment of a Cadet during a DI or as a result of an Honor decision.

- **b)** The CMDT is the appellate authority for DIs, Honor Board decisions, disciplinary probation, suspension or dismissal (the DCO is the appellate authority in the absence of the Commandant). During an appeal the CMDT may uphold, rescind or amend any decision, to include increasing and decreasing sanctions.

- **c)** Cadets who want to appeal a suspension, dismissal or probation decision must submit their requests in writing to the CMDT.

- **d)** An appeal form is attached to each suspension and dismissal notification. Cadets must return the appeal form along with their written justification no later than the date specified in the probation, suspension, or dismissal notification.

- **e)** A Cadet’s written appeal can include:
  1. The introduction of new evidence
  2. Justification that existing evidence was insufficient
  3. Evidence that due process was not provided
  4. Evidence that the sanction was too severe for the infraction
  5. Evidence that the infraction was administrative in nature and not subject to regulatory disciplinary measures.

- **f)** All appeals are routed through the Cadet’s TLA/SLA and the DCO to the CMDT (or DCO/DCS in Commandant’s absence); the CMDT’s appeal decisions are final.

- **g)** The NMMI President/Superintendent is the appellate authority only for due process confirmation of the Commandant’s appeal decisions.

7) **Refusal of Sanctions:**

Once a cadet has been granted due process including an appeal, the cadet no longer has an option to refuse a sanction. If a cadet does not comply with the sanction then the CMDT may suspend or dismiss the cadet from NMMI.

5.17 **DEMERITS AND DEPORTMENT GRADES:**

Cadets are assessed demerits and tours for violations of NMMI regulations. Tours do not impact deportment grades but demerits do. The number of demerits earned by a Cadet during the course of a semester determines the Cadet’s deportment grade. At the end of the semester cadet deportment grades are posted to cadet records. As a new semester begins, cadets begin the semester with no demerits. Although tours do not impact deportment grades they do accumulate and carry over from semester to semester as long as a cadet is enrolled at NMMI. Marching tours are mandatory and have no effect on deportment grades and are cumulative over a Cadet’s time at NMMI. All tours must be marched.

**A. Demerits:**

1) Demerits are assessed commensurate with the seriousness of a Cadet’s disciplinary infraction. Cadet Officer, Cadet Senior NCO, and old Cadet infractions are more serious than the same infractions committed by junior ranking Cadets and new Cadets.

2) The number of demerits assessed for a Cadet’s infraction of NMMI regulations is discretionary not prescriptive (except in the case of minor offenses and/or class absences). The number of demerits to assess for an infraction not covered by these regulations is determined by the DCO, on a case-by-case basis. Cadets present on Post during summer operations (i.e. working, training, or instructing) are subject to Cadet regulations; those who commit infractions are reported to the CMDT. For summer operations violators, the CMDT may choose to assess demerits or other sanctions during the coming semester.
B. Tours: Earn a tour, walk a tour
1) Tours are assessed based upon the type of disciplinary infraction and carry forward from semester to semester.
2) Should a Cadet depart NMNI prior to completing all tours, and subsequently reapplies for and is accepted for admission to NMNI, the Cadet’s outstanding tours will carry forward irrespective of the elapsed time since the Cadet’s previous disenrollment from NMNI.
3) Marching off tours does not impact deportment grades.
4) Cadets are not permitted to work off/march tours or work for tour credit between the hours of 2230 through 0630 except when authorized by the CMDT or DCO/DCS.

C. Deportment grade:
A Cadet’s deportment grade will be determined by the cumulative number of demerits a Cadet earns during a mid-term 9 week grading period and again at the end of a semester. Nine week and semester academic grades and deportment grades are used to determine a Cadet’s standing. The demerit deportment grade scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>9 Week</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0-12</td>
<td>0-24</td>
</tr>
<tr>
<td>B</td>
<td>13-24</td>
<td>25-49</td>
</tr>
<tr>
<td>C</td>
<td>25-37</td>
<td>50-74</td>
</tr>
<tr>
<td>D</td>
<td>38-49</td>
<td>75-99</td>
</tr>
<tr>
<td>F</td>
<td>50+</td>
<td>100+</td>
</tr>
</tbody>
</table>

1) TLAs will issue deportment warnings to Cadets when their demerit count reaches 25 and 50 demerits respectively.
2) A Cadet will be placed on disciplinary probation upon acquiring 75 or more demerits anytime during the semester.

D. Improving a Cadet’s deportment grade (Merits):
1) The easiest way to avoid deportment grade problems and disciplinary issues is to read, understand and follow the guidance presented in the Blue Book governing cadet standards of conduct.
2) Cadets can earn up to four (4) merits per week by performing tasks for TLAs, staff, faculty, and/or coaches, as approved by the CMDT/DCO/DCS. A rule of thumb for earning a merit is that the work performed must be equivalent to the amount of effort that would be expected for marching a tour. For example, racking Stapp field or moving weights in the weight room for an hour is equivalent to marching one tour. But observing cadets in the laundry room for one hour while they are performing laundering activities is not equivalent to marching a tour.
3) Merits do not transfer from one semester to another.
4) Cadets may march tours for merits (on a two-for-one basis) after all other tours are completed. Cadets are authorized to march off demerits until they achieve zero demerits. Cadets on DP must complete the duration of DP (even though they may have walked to zero demerits) before regaining good standing status. Exceptions may be approved by the Commandant.
5) Tours marched for merits may at a rate of 2 merits per tour marched.
6) Cadets may receive a merit by contacting their TLA or the TLA/SLA on duty in their squadron before 0745, Monday through Friday, and request to have their room inspected. If their room is found to have 0 gigs, they will receive a merit.

E. Graduation:
Cadets with outstanding tours to complete will not be allowed to participate in commencement ceremonies. Cadets dismissed or suspended prior to the start of commencement ceremonies will not be eligible to participate. Any Cadet who commits a serious or critical offense prior to the start of commencement ceremonies will not be eligible to participate. Cadets declared not in good standing by the Commandant will not be presented their diplomas.
F. Cadet Accountability and Disciplinary Reports:

1) Reports described below are compiled and published by the Commandant’s Office on a weekly or daily basis. Studying these reports regularly provides a clear picture of a Cadet’s standing and whereabouts on or off Post. The reports are very useful when combined with other tools in assessing a cadet’s pattern of performance or behavior within the Corps.

2) SLA/TLAs and the Cadet Counseling Center (CCC) staff are required to monitor the reports closely. It is important for SLAs/TLAs and CCC staff to consult with and/or collaborate with Cadet Leaders, parents, coaches and faculty when a Cadet is struggling in the Corps to help the Cadet reverse negative trends and succeed. Additionally, the reports provide excellent reference materials when internal or external parties raise concerns about cadet disciplinary or accountability issues.

G. Weekly Disciplinary Reports

1) Charge Sheet - Daily (Monday-Friday). This report lists the demerits/tours that have been charged to Cadets. Once published, Cadets have 60 hours from the time the list is posted to visit with their TLA/SLA and confirm or deny whether the charge(s) is correct.

2) Status Report - Daily (Monday-Friday; the Friday Status report also lists weekend Status cadets). This report lists all Cadets who are authorized to be absent from class, formations, and Corps activities and also includes the status time period for authorized activities (e.g. athletic team travel, sponsored Cadet activities, special events, medical appointments, community service and support, faculty sponsored trips, etc.).

3) Sum of Demerits - Weekly (each Tuesday). This report provides the total number of demerits Cadets have acquired since the beginning of the semester and includes the dates that Cadets entered Disciplinary Probation (DP) and Honor Probation (HP).

4) Excessive Tour Roster - Weekly (each Tuesday). This report lists the cadets that still have 25 or more tours to march off. The report is a tool used by Commandant’s Staff to track Cadets that are avoiding tour squad duty. It is also a tool to alert Commandant’s Staff members or other authorized parties (e.g. a coach) when a cadet accumulates too many tours.

5) Pre-Tour Roster - Weekly (each Wednesday). Cadets are required to sign this roster, acknowledging that they have tours the coming weekend. The roster is published and provided to Cadet Leaders and SLA/TLAs each Wednesday.

6) Tour Roster - Weekly (each Friday). This roster identifies Cadets who are required to march tours over the weekend, and is provided to the tour squad officer before the weekend begins.
CHAPTER 6
CADET COMPLAINT POLICY

6.1 PURPOSE: NMNI will provide a safe, healthy environment that promotes respect, dignity and equality. The NMNI policy is to investigate promptly and resolve equitably all formal written complaints filed by cadets. Cadets shall be afforded the opportunity to file formal written complaints free from bias, collusion, intimidation, or reprisal.

A. Prior to filing a formal written complaint, Cadets are encouraged to discuss their concerns/complaints at the lowest level, and seek resolution with their cadet Chain of Command first. If this is unsuccessful, then they should take the complaint up the appropriate Chain of Command as described below in Section B. If a Cadet’s concerns are not resolved satisfactorily, the Cadet may seek further resolution by providing a formal written complaint using the link identified in Section D below.

B. Chains of Command for Complaints
1) Academic Complaints: An attempt must be made to resolve an academic complaint at the lowest possible level. Complaints that cannot be resolved satisfactorily may be elevated by submitting a formal written complaint through the link identified in Section D below. The final step in the Academic Chain of Command is with the President/Superintendent. Academic Chain of Command:
   a. Instructor
   b. Department Head
   c. Division Associate Dean
   d. Vice Dean/HS Principal (formal written complaint respondent Level 1)
   e. Academic Dean (formal written complaint respondent Level 2)
   f. President/Superintendent (formal written complaint respondent Level 3)

2) Cadet Affairs or Cadet Life Complaints: An attempt must be made to resolve a cadet affairs or cadet life complaint at the lowest possible level. Complaints that cannot be resolved satisfactorily may be elevated by submitting a formal written complaint through the link in section D below. The final step in the Cadet Affairs or Cadet Life Chain of Command is with the President/Superintendent. Cadet Affairs/Cadet Life Chain of Command:
   a. Cadet NCO Support Channel:
      1. Team Leader or Squad Leader
      2. Platoon Sergeant
      3. First Sergeant
   b. Cadet Chain of Command:
      1. Team Leader or Squad Leader
      2. Platoon Leader
      3. Troop Commander
   c. TLA
   d. SLA
   e. Deputy Commandant for Support (formal written complaint respondent Level 1)
   f. Commandant (formal written complaint respondent Level 2)
   g. President/Superintendent (formal written complaint respondent Level 3)

3) Athletic Complaints: An attempt must be made to resolve an athletic complaint at the lowest possible level. Complaints that cannot be resolved satisfactorily may be elevated by submitting a formal written complaint through the link in Section D below. The final step in the Athletic Chain of Command is with the President/Superintendent. Athletic Chain of Command:
a. Head Coach
b. Associate Director of Athletics (formal written complaint respondent Level 1)
c. Athletic Director (formal written complaint respondent Level 2)
d. President/Superintendent (formal written complaint respondent Level 3)

C. Formal written complaints must be submitted 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 (academic, non-academic, athletic), who or what the complaint is about, date(s) and time(s) associated with the complaint, names of witnesses (if any), and actions sought.

D. Cadets may file formal written complaints at the following link: http://apps.nmni.edu This link is also available on the cadet intranet. Upon completion of the formal written complaint, the cadet will receive an email confirmation of his/her complaint. At each level of response by an administrator, the cadet will receive an email notification of the administrator’s response. The cadet will be afforded the opportunity to indicate whether the complaint was resolved to his/her satisfaction at each of these levels.

6.2 CONFIDENTIALITY:
NMNI policy is 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 NMNI’s obligations to cooperate with parties to conduct a thorough investigation or to take necessary action to resolve a complaint, NMNI retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. While NMNI 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.

6.3 COMPLAINT INVESTIGATIONS:
A. NMNI administrators shall promptly investigate and resolve all formal written complaints that are submitted through the link above.

B. The investigation should commence as soon as possible upon receipt of the complaint.

C. 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 NMNI investigator may suggest mediation as a means of exploring options for corrective action and resolving a complaint.

D. The complainant and appropriate administrator will be notified via email of the outcome of the investigation within a reasonable time.

6.4 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, probation or termination.
CHAPTER 7
ADDITIONAL CADET REFERENCE MATERIAL

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

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Core Leader Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>“BE”</strong></td>
<td><strong>“DO”</strong></td>
</tr>
<tr>
<td>What A Good Leader Is:</td>
<td>What A Leader Does:</td>
</tr>
<tr>
<td>A Leader of Character</td>
<td>Leads</td>
</tr>
<tr>
<td>• Values and Integrity</td>
<td>• Leads Others by Example</td>
</tr>
<tr>
<td>• Empathy</td>
<td>• Cares about People</td>
</tr>
<tr>
<td>• Honor</td>
<td>• Communicates Effectively</td>
</tr>
<tr>
<td>A Leader With Presence</td>
<td>• Enforces Standards</td>
</tr>
<tr>
<td>• Military Bearing, Appearance</td>
<td>• Avoids High Risk Behavior</td>
</tr>
<tr>
<td>• Physically Fit</td>
<td>・Develops Self</td>
</tr>
<tr>
<td>• Composed, Confident</td>
<td>・Develops Others</td>
</tr>
<tr>
<td>• Resilient, Mentally Tough</td>
<td>・Maintains a Healthy Lifestyle</td>
</tr>
<tr>
<td>• Self-Control</td>
<td>・Consideration for Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>“KNOW”</strong></th>
<th>Achieves</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Leader with Intellectual Capacity</td>
<td>・Builds a Cohesive Team</td>
</tr>
<tr>
<td>• Critical Thinker</td>
<td>・Creates a Positive Environment</td>
</tr>
<tr>
<td>• Sound Analysis</td>
<td>・Maintains Standards</td>
</tr>
<tr>
<td>• Mental Agility</td>
<td>・Meets Standards</td>
</tr>
<tr>
<td>• Sound Judgment</td>
<td>・Gets Results</td>
</tr>
<tr>
<td>• Interpersonal Tact</td>
<td></td>
</tr>
<tr>
<td>• Subject Matter Knowledge</td>
<td></td>
</tr>
<tr>
<td>• Innovator</td>
<td></td>
</tr>
</tbody>
</table>

7.2 CADET REQUIRED KNOWLEDGE AND SKILL QUALIFICATIONS

A. NMMI HISTORY

The New Mexico Military Institute, located in Roswell, New Mexico, is the nation’s oldest State-supported, nationally accredited, coeducational college preparatory military boarding high school and junior college, offering 4-years of high school and 2 years of college.

On September 3, 1891, the Goss Military Academy was founded through the efforts of Captain James C. Lea and Colonel Robert Goss. With an initial enrollment of 28 students, including females, the school was the first in New Mexico to adopt military features.

The Academy was later made a territorial school and renamed New Mexico Military Institute in February 1893. However, there were no funds appropriated by the Territorial Legislature and the Institute suspended operations for two years.

On February 13, 1895, an appropriations bill passed by the Territorial Legislature provided a bond issue and maintenance funds contingent on the provisioning of a 40-acre tract of land for the school. Mr. J.J. Hagerman deeded the 40 acres of property on North Hill, the Institute’s current location, and the school became a fully recognized territorial entity under the Legislature.
A new $12,000 physical plant was built that housed 105 male students during school year 1896. At that time the curriculum consisted of as many as eight years of academic work and students were organized into two Cadet companies.

In 1906, the Reserve Officer Training Corps (ROTC) was introduced. In 1909, the War Department designated the Institute as one of the ten distinguished military schools in the nation, a distinction the Institute has earned annually since. Being so designated enables the Institute to annually nominate eight deserving Cadets to attend the nation’s military academies. Today, the Institute sends approximately 80 Cadets annually to attend the nation’s service academies through its Service Academy Preparatory Program, the largest of the five military junior colleges serving the nation.

In 1910, NMMI was singled out in the New Mexico Enabling Act as a beneficiary of land-grant status and the revenue provided for by the Enabling legislation and the prior enacted Ferguson Act of 1898. The New Mexico Constitution further solidified NMMI’s state status by identifying it a "state educational institution."

In 1915, the Institute took on its modern form when a junior college was inaugurated. The Institute now had a four-year high school and a two-year junior college and was quickly becoming recognized throughout New Mexico and the nation as a pioneer in education and the development of young people.

During World War I, the Institute sent 320 young men to the defense of their nation. Of these young men, 163 served as officers. Many of those who served received distinguished service recognition and medals of high order.

In 1917, the Institute’s high school became a charter accredited school of the North Central Association of Colleges and Schools. In 1932, NMMI's junior college was accredited by the Higher Learning Commission of the North Central Association. NMMI has since remained the only state-supported, nationally accredited, college preparatory military high school and junior college in the United States.

During World War II, Institute graduates saw service in every theater of the war. Over 150 Institute graduates gave the last full measure of devotion to their country. Institute alumnus John “Red” Morgan was awarded the Medal of Honor, and other alumni distinguished themselves in combat.

In 1948, the Institute inaugurated a four-year liberal arts program offering a bachelor degree. The school specialized in preparing students for government service. Many NMMI graduates went on to distinguish themselves by their service to their nation as military officers and civil servants. In 1956, the four-year program was discontinued and the school reverted back to a high school and junior college.

During the Vietnam War the Institute again sent its sons off to conflict. And, again Institute graduates gave of themselves for the nation.

In 1977, full-time female students returned to the Institute and their numbers have steadily grown. Women now number about 20 percent of the Corps population. Of that first group of women graduates, several went on to become members of the Corps of Cadets at Virginia Military Institute and were among that school’s first women graduates.

1998 saw another first, as the Corps of Cadets was led by its first woman Regimental Commander, Heather Christensen of Roswell. Since then three other women, Lindsey Schuda of California, Daniel Valerio of New Mexico, and Sara Brown of New Mexico have served in the top Cadet spot.

In 2003, the Institute appointed its first African-American to the position of Regimental Commander, Cadet John White of Houston, Texas. In 2004, Cadet Luis Aranda was named as Regimental Commander, earning him the honor of being the first RC from Mexico.

In 2011, New Mexico Military Institute received an unusual ten-year accreditation from the North Central Association of Colleges and Secondary Schools.

In 2014, New Mexico Military Institute was awarded designation as a National School of Character. NMMI is the first school in New Mexico to receive this prestigious designation.

In 2014, New Mexico Military Institute was again awarded the Department of the Army designation as Honor Unit of Distinction as a result of Cadet performance during the Annual Federal Inspection (AFI). NMMI has been named an Honor Unit of Distinction every year since 1909.
In 2015 the Department of the Army discontinued the Annual Federal Inspection. NMMI then instituted the Annual Corps Inspection (ACI) which incorporates a series of challenges testing the Corps of Cadets knowledge, strength and leadership skills.

B. GOSS QUOTE
“Let it be clearly understood that if this is not a military school it is nothing. By this is meant not only the outward forms and visible signs of military government - the drills and parade - its tinsel and glare, but what is of more importance, the indoor government - the inner, private life, manners and habits of the Cadet, the close, constant, kindly supervision over the Cadet in every respect - checking him here, urging him there - in the privacy of his room, at his meals, in recitation or at drill - on duty - off duty - at work or play - is the spirit and purpose of this military school. Obedience is but self-command and who commands himself is best learning to command others.”

Colonel Robert S. Goss
Superintendent, 1891

C. CADET CREED, NMMI (B-R-O-N-C-O)
Before all that witness this oath I solemnly announce that I energetically and fully accept my role as a Cadet at New Mexico Military Institute. I will do my best to learn to be a leader of character and to learn to be an effective member of my regiment.

Recognizing that I am a Cadet in the famous NMMI regiment, I will always endeavor to uphold the prestige, honor, and high esprit de corps of my regiment. I will live by the Cadet Honor Code and will never do anything to bring dishonor to myself, my family, and my fellow Cadets.

Outcomes of Cadet Leadership Development and Training guide my daily life in the Corps. I am a Cadet at an elite military school and I am expected to perform to the highest standards and set the example for others to follow.

Never shall I fail my fellow Cadets. I will always keep myself mentally alert, physically strong and morally straight and I will shoulder more than my share of the task, whatever it may be, one-hundred-percent and then some, to help my organization to be the best.

Cadet Leaders can always count on me to maintain the standards of the Corps and to always look for ways to assist my fellow Cadets in being successful. Duty, Honor, and Achievement is my motto.

Obstacles will never slow me down. I will always demonstrate I am the best teammate on the field, in the gym, and in my unit in the Corps. I will work hard to be the best at my academics, fitness, and leader development and contribute to the legacy of the NMMI Corps of Cadets.

D. MASCOT
The mascot which represents the spirit of NMMI is the BRONCO. A statue of a bronco stands in Bronco Plaza with the NMMI Motto: DUTY, HONOR, AND ACHIEVEMENT. The BRONCO was presented by Mr. J. Dallas Clark, ’34. The following is inscribed on the base of the statue: “The BRONCO represents to me the spirit of NMMI - the spirit that enables past, present, and future Cadets to participate with vigor, to respect discipline, and to achieve with honor. I dedicate this BRONCO to the faculty and staff who help Cadets acquire this spirit.”

E. REQUIRED SONGS
It is the duty of each Cadet to memorize the words of THE NATIONAL ANTHEM, THE ARMY SONG, and two New Mexico Military Institute songs, THE OLD POST and THE NMMI FIGHT SONG.
THE NATIONAL ANTHEM
Oh, say can you see, by the dawn's early light,
What so proudly we hailed
At the twilight's last gleaming?
Whose broad stripes and bright stars,
Through the perilous fight,
O'er the ramparts we watched,
Were so gallantly streaming?
And the rockets' red glare,
The bombs bursting in air,
Gave proof through the night
That our flag was still there.
O say, does that Star – Spangled Banner yet wave
O'er the land of the free, and the home of the brave

THE ARMY SONG (The Army Goes Rolling Along)
Intro:
March along; sing our song, with the Army of the free
Count the brave, count the true, who have fought to victory
We’re the Army and proud of our name
We’re the Army and proudly proclaim
Verse:
First to fight for the right,
And to build the Nation’s might,
And The Army Goes Rolling Along
Proud of all we have done,
Fighting till the battle’s won,
And the Army Goes Rolling Along.
Refrain:
Then it’s Hi! Hi! Hey!
The Army’s on its way.
Count off the cadence loud and strong
For where e’er we go,
You will always know
That The Army Goes Rolling Along.

THE OLD POST is the New Mexico Military Institute Alma Mater song. Captain John B. Darling wrote this music while a member of the faculty from 1926 to 1931. Lieutenant Colonel Paul Horgan, a Cadet from 1919 to 1923 and a member of the faculty, composed the lyrics in 1942. THE OLD POST is traditionally sung by the Corps of Cadets at attention, just prior to the kick-off at football games, and other functions such as graduation. The Corps stands at attention any time the song is played.

THE OLD POST
Verse:
This is our Al-ma Ma-ter
This is our stalwart Ins-ti-tute;
We'll have her always
On our way,
Mem’ries are with us
Day by day:
Chorus:
We will re-member Kay-dets March-ing
We will re-member Kay-dets play-ing
And bu-gles in the sun-rise
All of our life be-neath blue skies;
These are the things that can-not van-ish,
No mat-ter where we go …..
Old Friends …. Old Post …..
Place we love most …..
In you our hearts will grow.

The NMNI FIGHT SONG is played and sung throughout the year. The words and music were written by the late Bandmaster, Lieutenant Colonel Frederick R. (Ted) Hunt, a Cadet from 1913 to 1918, a former Band Director and member of the faculty of NMNI, and Alumni Director from 1947 to 1964. The Corps of Cadets sings the FIGHT SONG while marching onto the playing field at football games, and for all other suitable occasions. The regimental band often plays it during reviews and parades. The Corps stands at attention any time the song is played.

NMNI FIGHT SONG
Chorus:
NM M I
With our col-ors flying high,
We're all in step
And full of pep,
As we go marching by
RAH RAH RAH
Cheers for the team
On the field or in the gym
The old Bron-co
Is rar-in' to go
And the In-sti-tute is out to win.
(After band interlude repeat chorus)

F. A LEADERSHIP LABORATORY WITH LEARNING OUTCOMES
The Corps of Cadets, rich in tradition, is essentially a leadership laboratory and an important experiential learning environment which substantially contributes to Cadet learning and development. The Corps performs within a structured military environment led by a Cadet Chain of Command under the direct supervision of the Commandant of Cadets and his staff. The Cadet Chain of Command is comprised of senior Cadets who have demonstrated the ability to supervise and train junior Cadets. Cadets are trained and held to the highest standards with the following learning outcomes:

A. Leading and Working with Others
   1) Adapts to Changing Environments
   2) Communicating
   3) Creates a Positive Environment
   4) Develops Others
   5) Collaboration
   6) Intellectual Resource Allocation
B. Self-Development
   1) Accepting Constructive Criticism
   2) Honor/Integrity
   3) Prepares Self
   4) Selflessness

C. Leader with Presence
   1) Effective Confidence
   2) Military Bearing
   3) Resilient
   4) Taking Initiative and Action

G. NMMI KEY PERSONNEL
New Cadets must learn to recognize and name the following Institute personnel (Fill in the blank with the appropriate name):
   1) President/Superintendent:______________________________
   2) Commandant of Cadets:______________________________
   3) Deputy Commandant for Operations:__________________________
   4) Deputy Commandant for Support:______________________________
   5) Academic Dean:______________________________
   6) Vice Dean/High School Principal:______________________________
   7) Professor of Military Science:______________________________
   8) Senior Army Instructor:______________________________
   9) Squadron Leadership Advisor:______________________________
  10) Troop Leadership Advisor:______________________________
  11) Academic Advisor:______________________________

H. CORPS OF CADETS ORGANIZATION
Regimental Commander and Staff (oversight by DCO/DCS).

<table>
<thead>
<tr>
<th>1st Squadron</th>
<th>2nd Squadron</th>
<th>3rd Squadron</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squadron Staff</td>
<td>Squadron Staff</td>
<td>Squadron Staff</td>
</tr>
<tr>
<td>HQ Troop</td>
<td>E Troop</td>
<td>K Troop</td>
</tr>
<tr>
<td>A Troop</td>
<td>F Troop</td>
<td>L Troop</td>
</tr>
<tr>
<td>B Troop</td>
<td>G Troop</td>
<td>M Troop</td>
</tr>
<tr>
<td>C Troop</td>
<td>H Troop</td>
<td>N Troop</td>
</tr>
<tr>
<td>D Troop</td>
<td>I Troop</td>
<td>O Troop</td>
</tr>
</tbody>
</table>

Troops make possible leadership opportunities, effective command and control, administrative support, social support, and a military environment supportive of maintaining Cadet discipline and development. The environment of a Cadet troop enables each Cadet to experience first-hand what it is like to live and
work in a small organization and in a disciplined military environment. Each Cadet learns about life in a military barracks, how to use a Chain of Command, how to function as part of military formations (team, squad, platoon, etc.), and how military units organize to accomplish collective tasks.

I. CHAIN OF COMMAND
Cadets should first use the Cadet Chain of Command to resolve problems. After making every effort to use the Cadet Chain of Command, Cadets should use the Commandant’s Chain of Command starting with the TLA, through the DCO and to the Commandant.

1) Chain of Command
   a) Regimental Commander (RC)
   b) Squadron Commander (SC)
   c) Troop Commander (TC)
   d) Platoon Leader (PL); Platoon Sergeant if PL unavailable
   e) Squad Leader (SL); Team Leader if SL unavailable

2) Cadet NCO Support Channel:
   a) Regimental Command Sergeant Major (CSM)
   b) Squadron Sergeant Major (SGM)
   c) First Sergeant (1SG)
   d) Platoon Sergeant (PSG)
   e) Squad Leader (SL)
   f) Team Leader (TL)

3) Commandant’s Chain of Command:
   a) Troop Leadership Advisor (TLA)
   b) Squadron Leadership Advisor (SLA)
   c) Deputy Commandant for Support (DCS)
   d) Deputy Commandant for Operations (DCO)
   e) Commandant of Cadets (CMDT)

J. STANDARD OPERATING PROCEDURES: CADET DUTIES & RESPONSIBILITIES

1) Responsibilities: The Commandant and the Commandant’s Staff are responsible for the leadership development of cadets and for mentoring Cadet Chain of Command members on the execution of their job related cadet duties and responsibilities.

2) General: Irrespective of leadership position held, all Cadets are responsible for upholding personal standards of conduct, discipline, and military bearing, on or off-post. All cadets are responsible for their personal appearance and the appearance of their rooms. In addition every cadet is expected to sustain academic proficiency in all subjects, to sustain a high level of personal fitness and to be a leader of integrity and character. For those cadets in the Corps who are privileged enough to earn leadership positions, they are expected to BE the example for their subordinates, to KNOW the duties and responsibilities of their positions, and to DO what is right for their units, their subordinates and their staffs.

3) Cadet Officer and Cadet Non-Commissioned Officer (NCO) relationships, roles and functions: Cadet Officers plan and execute unit operations, events and activities. As such they create vision, objectives, goals and outcomes for their units and staff sections. Cadet Officers give guidance to subordinates and evaluate results, adapting plans as needed to achieve expected results. Cadet Officers lead, guide, counsel, mentor, discipline, coach and train their units and their direct subordinates. On the other hand Cadet NCOs are the backbone of the Corps getting things done where the rubber meets the road and turn Cadet Officer planning, direction, purpose and guidance into actual execution. Cadet NCOs are especially adept at training individual cadets and small units on individual and small unit tasks and skills. Cadet NCOs support and advise their cadet officer counterparts and work hand in hand with Cadet Officers to achieve unit goals and objectives.
4) What follows are the general Cadet duties and responsibilities throughout the Corps. The lists below are not meant to be all encompassing. Additional duties, descriptions, and characterizations are discussed during Squad Leader, Platoon Sergeant, First Sergeant and Cadet Officer schools and during Leadership Development time. In addition Cadet duties and responsibilities are learned on the job in consultation with members of the Commandant’s Staff:

A. **Cadet Recruit (RAT):**
   1. Enter NMMI and learn the customs, courtesies, and traditions associated with the Institute.
   2. Learn Squad Leader by name and troop by location and name.
   3. Learn layout of campus in order to find their way around.
   4. Inspect room for pre-existing damages, record the results of the room inspection form and turn it in to the Troop Leadership Advisor (TLA).
   5. Complete a personal property inventory form.
   6. Report damages or broken systems in the room and request work orders through the TLA.

B. **New Cadet:**
   1) Cadet is expected to be able to wear the uniform properly, march properly, conduct rifle drill and prepare his/her room for inspection in accordance with NMMI regulations.
   2) A New Cadet is expected to know close order drill through Chapter 5 of FM 3-21.5, Drill and Ceremonies.

C. **Cadet Private (PVT) and Private First Class (PFC):**
   1) Set the right example for New Cadets.
   2) Be in the right place at the right time, in the right uniform, with the right attitude.
   3) Once a Cadet completes the New Cadet term, a Cadet is assumed to be able to wear the uniform properly, march properly, conduct manual at arms and prepare his/her room for inspection in accordance with NMMI Regulations.
   4) A Cadet Private is expected to know close order drill through Chapter 5 of FM 3-21.5, Drill and Ceremonies, to include being able to control the movements of a squad. Privates will pay particular attention to the position of attention, the hand salute and marching in step.
   5) Performs other duties as directed by the Cadet Chain of Command.

D. **Cadet Noncommissioned Officer (NCO) (Corporal to Command Sergeant Major):**
   1) Cadet noncommissioned officers play a key role in taking care of Cadets and maintaining good order and discipline within the Corps. The duty of a noncommissioned officer is to set the example by knowing the standards and enforcing the standards.
   2) NCOs are expected to identify potential problems within their units, maintain good order and discipline and to resolve as many problems as possible at the lowest level possible and inform the proper Chain of Command of actions taken.
   3) The NCO’s focus is taking care of subordinate Cadets.
   4) The NCO is expected to carry out the orders of superiors and to advise officers on all matters concerning the safety, security, health and welfare of their Cadets.
   5) Performs other duties as directed.

E. **Team Leader and Squad Leader (TL and SL).**
   1) The most important responsibility is Cadet accountability. Takes accountability at all formations. SL submits reports in accordance with FM 3-21.5 to the PSG.
   2) Will hold members of their team or squad to the standards outlined for RATs, New Cadets, and privates and will further ensure uniforms, personal appearance, and rooms are maintained in accordance with Cadet regulations.
   3) The squad leader and the team leader will train, counsel, supervise and inspect as required to maintain the standards.
4) Performs other duties as directed.

F. **Guidon Bearer:**
   1) Acts as troop guidon bearer and is selected by the Troop Commander and 1SG. Can be a New Cadet or Yearling.
   2) Is responsible for the security of the troop guidon.
   3) Is proficient at the manual of the guidon in accordance with Appendix H, FM 3-21.5.
   4) Serves as a member of flag details.

G. **Platoon Sergeant (PSG):**
   1) The platoon sergeant is the senior NCO in the platoon.
   2) The most important responsibility is Cadet accountability. Takes reports at all formations in accordance with FM 3-21.5 and submits reports to the 1SG.
   3) Ensures that every Squad Leader is properly trained and equipped.
   4) Accounts for all members on Ranks and checks their Status daily.
   5) Assists the PL in supervising the conduct of members of the platoon in the mess hall, auditorium and other locations to insure compliance with established standards.
   6) Performs other duties as directed.

H. **First Sergeant (1SG):**
   1) The 1SG is the senior NCO of the troop and works directly for the troop commander. This senior NCO is expected to be intimately acquainted with every Cadet in the troop and with the day-to-day situation within the troop. The 1SG has the following specific responsibilities:
      a) The most important responsibility is Cadet accountability. Per FM 3-21.5, forms the troop and takes reports at all formations. Submits reports absences to their SLA, TLA and Squadron Sergeant Major.
      b) Assists the troop commander in training and supervising the performance of the NCOs in the troop to insure that they comply with their specified duties.
      c) Supervises administrative or logistical formations as directed.
      d) Assists the Troop Commander (TC) in supervising the conduct of members of the troop in the mess hall, auditorium and other locations to insure compliance with established standards.
      e) Performs other duties as directed.

I. **Squadron Sergeant Major (SGM):**
   1) The Sergeant Major is the senior noncommissioned officer of the Squadron.
   2) Responsible for maintaining the standards of the Corps.
   3) Responsible for Squadron colors condition and accountability.
   4) Responsible for training and counseling troop 1SG’s.
   5) Performs other duties as directed.

J. **Command Sergeant Major (CSM):**
   1) The Command Sergeant Major is the senior noncommissioned officer of the Regiment.
   2) The CSM is responsible for maintaining the standards of the Corps.
   3) Responsible for training and counseling Squadron Sergeant’s Major.
   4) Serves as the senior enlisted advisor to the Regimental Commander.
   5) Performs other duties as directed.

K. **Platoon Leader (PL):**
   1) The PL is responsible to the troop commander for everything the platoon does or does not do. The PL has the following specific responsibilities:
      a) Exercises direct command and control over the platoon at all formations, ceremonies, activities and events.
      b) Enforces NMNI rules and regulations within the platoon and insures the members of the platoon comply with the established customs and traditions of the Corps.
c) Supervises, trains, and counsels the PSG and SLs assigned to the platoon to ensure they have accomplished their assigned duties in an acceptable manner.

d) Under the guidance of the Troop Commander, plans and supervises the training of the platoon in drill and other military subjects as directed.

e) Performs other duties as directed.

L. **Troop Executive Officer (XO):**
   1) Is the principal assistant to the troop commander and represents the troop commander in his/her absence.
   2) Reports problems with the troop sinks and other troop areas to the troop TLA.
   3) Assists the TC in training PL’s.
   4) Performs other duties as directed.

M. **Troop Commander (TC):**
   1) The troop commander is responsible to the squadron commander for everything the troop does or does not do. He/she works closely with the Troop Leadership Advisor. The TC has the following specific responsibilities:
      a) Exercises direct command and control over the troop at all formations, ceremonies, activities and events. Supervises, counsels and trains the XO, 1SG and platoon leaders assigned to the troop to ensure that they accomplish their assigned duties in an acceptable manner.
      b) Establishes troop performance goals and takes appropriate actions to assure their accomplishment.
      c) Enforces NMMI rules and regulations within the troop and insures that the members of the troop comply with the established customs and traditions of the Corps.
      d) Looks after the welfare of the Cadets in the troop.
      e) Performs other duties as directed.

N. **Squadron Physical Readiness NCO (Master Fitness NCO):**
   1) This NCO is on the squadron staff and is directly responsible to the squadron XO. This NCO has the following specific responsibilities:
      a) Monitors the physical readiness training in the squadron.
      b) Maintains accountability of squadron’s participation in PT.
      c) Responsible for squadron’s participation in the Corps’ PT Program.
      d) Performs other duties as directed.

O. **Squadron Adjutant (ADJ):**
   1) The Adjutant is the squadron staff officer responsible to the squadron commander for the administrative actions concerning the squadron.
   2) Is the Squadron Safety Officer.
   3) Prepares administrative documents pertaining to promotions, demotions, and awards.
   4) Performs other duties as directed.

P. **Squadron Executive Officer (XO):**
   1) Acts as a chief of staff to the Squadron Commander; directs and coordinates the activities of the squadron staff.
   2) Assists the Squadron Commander in training troop XO’s.
   3) Serves as the Barracks Maintenance Officer.
   4) Performs other duties as directed.

Q. **Squadron Commander (SC):**
   1) The squadron commander is responsible to the Regimental Commander for everything his/her squadron does or does not do. He/she works closely with the Squadron Leadership Advisor on the Commandant’s Staff. The specific duties include the following:
a) Exercises command and control over the squadron at all formations, ceremonies, activities and events.
b) Exercises direct supervision over the members of squadron staff and assigned troop commanders to insure that they perform their assigned duties in an acceptable manner.
c) Enforces the NMMI rules and regulations within the squadron and insures compliance with established customs and traditions of the Corps.
d) Establishes squadron performance goals supporting the Corps vision and takes appropriate actions to assure their accomplishment.
e) Looks after the welfare of the Cadets in the squadron. Provides advice and counsel when appropriate.
f) Performs other duties as directed.

R. **Regimental Provost Marshall (PM) and (Constabulary Officer):**
1) The Cadet PM plans and supervises constabulary support in accordance with guidelines provided by Chief of Police, NMMI, and the Regimental Commander.
2) Is responsible for accountability of Ranks Cadets during drill periods, parades and reviews, athletic events, and other special events.
3) Responsible to Regimental Commander for the execution of Charge of Quarters Duty at the NMMI Guard Box and Command Post.
4) Performs other duties as directed.

S. **Regimental Provost Marshall NCO (PM NCO):**
1) Assists the PM with duties as required.
2) Serves as the PM in his/her absence.

T. **Regimental Physical Readiness Officer (Master Fitness Officer In Charge – MFOIC):**
1) Responsible for conducting Corps Physical Fitness Test.
2) Maintains accountability of Prep PT.
3) Responsible for Remedial PT program.
4) Trains and supervises Squadron and Troop Masters of Fitness.
5) Provides Cadet Corps PT accountability to Athletic Department Fitness coaches.
6) Performs other duties as directed.

U. **Regimental Physical Readiness NCO (MFOIC NCO):**
1) Assists the MFOIC with duties as required.
2) Serves as the MFOIC in his/her absence.
3) Performs other duties as directed.

V. **Regimental Quarter Master (QM):**
1) Primary Regimental Staff officer responsible for overall Corps logistics and barracks issues.
2) Supervises the activities of the Regimental Color Guard and Flag Detail.
3) Coordinate and maintain positive accountability equipment used for regimental activities.
4) Ensure the laundry room is maintained in a neat and orderly manner. Report to DCS.
5) Ensure Bates Hall equipment used by cadets (toasters, waffle irons, fountains, et cetera) is properly maintained. Report to DCS.
6) Performs other duties as directed.

W. **Regimental Quarter Master NCO / Color Guard NCO:**
1. Assists the QM with duties as required.
2. Ensures daily color guard duties are conducted.
3. Trains the Regimental Color Guard and Squadron Color bearers.
4. Performs other duties as directed.

X. **Inspector General (IG):**
1) The Inspector General is charged with inquiring into and reporting upon matters influencing the performance of mission and the state of discipline, efficiency and morale of the Corps of Cadets. He/She is also considered to be an extension of the eyes and ears of the commander. Specific functions of the IG include:
   a) Provide the Regimental Commander a continuing assessment of the operational effectiveness, discipline, morale and welfare of the Corps.
   b) Receive, review, process, report and coordinate resolution of Cadet issues and complaints.
   c) Performs other duties as directed.

Y. **Regimental Adjutant (ADJ):**
1) The Adjutant is responsible to the Regimental Executive Officer and has the following specific responsibilities:
   a) Prepares administrative documents pertaining to promotions, demotions, and awards.
   b) Prepares and publishes orders and directives issued by the Regimental Commander and/or Commandant.
   c) Performs other duties as directed.

Z. **Regimental Adjutant NCO:**
1) The Regimental Adjutant NCO assists the Regimental Adjutant as directed.

AA. **Public Affairs Officer (PAO):**
1) The Public Affairs Officer is responsible for:
   a) Coordinating Cadet-written articles for external communications and publications.
   b) Organizing and scheduling troop photographs through the Regimental Operations Officer.
   c) Overseeing activities of the Cadet photo squad.
   d) Performing other duties as directed.

BB. **Public Affairs Officer NCO (PAO NCO):**
1) Assists the PAO with duties as required.
2) Serves as the PAO in his/her absence.
3) Performs other duties as directed.

CC. **Regimental Operations Officer (OO):**
1) The Operations Officer is responsible for planning, executing and evaluating Corps-wide operations, events and activities under the guidance and direction of the Regimental Commander.
2) Prepares, coordinates, publishes and distributes written warning orders, operations orders, fragmentary orders, letters of instruction and other planning documents governing execution of Corps Operations.
3) Performs other duties as directed.

DD. **Regimental Operations Sergeant Major:**
1) Assists the Regimental Operations Officer as required.
2) Monitors, reviews and evaluates Squadron and Troop level training.
3) Assists subordinate units with training plans.
4) Performs other duties as directed.

EE. **Regimental Honor Board Chairman:**
1) The HBC serves the Corps and is responsible for the smooth functioning and operations of the Cadet Honor Board including executing the procedures through which the Board considers alleged violations of the Cadet Honor Code.
2) Supervises the implementation of Cadet Honor Code within the Corps of Cadets.
3) Responsible for Honor Training within the Corps.
4) Performs other duties as directed.
FF.  **Regimental Executive Officer/Honor Board Chairman (XO/HBC):**

1) Acts as the Chief of Staff for the Regimental Commander; coordinates and directs the activities of the Regimental staff in accordance with the Regimental Commander’s guidance.

2) Performs other duties as directed.

GG.  **Regimental Commander (RC):**

1) The Regimental Commander is responsible to the Commandant for everything the Corps of Cadets does or does not do. The RC exercises his or her responsibility through the members of the Cadet Regimental Staff and Cadet Squadron Commanders:

   a) Exercises command and control of the regiment at all Corps formations, ceremonies, activities, and events.

   b) Exercises direct supervision over the Regimental staff and subordinate unit commanders to ensure that they perform their assigned duties in an efficient and effective manner.

   c) Looks after the welfare of members of the Corps. Provides advice and counsel when appropriate.

   d) Develops and directs procedures for enforcing NMMI rules and regulations and for insuring that members of the regiment comply with established and standing customs and traditions of the Corps.

   e) Performs other duties as directed by the CMDT.

K.  **GENERAL ORDERS:**

1) 1st General Order – “I will guard everything within the limits of my post and quit my post only when properly relieved.”

2) 2nd General Order – “I will obey my special orders and perform all of my duties in a military manner.”

3) 3rd General Order – “I will report violations of my special orders, emergencies, and anything not covered in my instructions, to the commander of the relief.”

L.  **REVEILLE HISTORY:**

1) Reveille was not originally intended as honors to the flag. In 1812, it was a drum call to signify that soldiers should rise for day duty and sentries should leave off night challenging. As time passed, reveille came to denote when the flag was raised in the morning and the honors paid to it.

M.  **RETREAT HISTORY:**

The term retreat is taken from the French word *retraite* and refers to the evening ceremony. The bugle call sounding retreat was first used in the French army and dates back to the Crusades. Retreat was sounded at sunset to notify sentries to start challenging until sunrise, and to tell the rank and file to go to their quarters. The ceremony remains a tradition. The old cavalry call To the Standard, in use from about 1835, has been replaced by the present call of To the Color. This remains as music honoring the flag as it is lowered in the evening.

N.  **BUGLE CALLS:**

1) **First Call** - Also known as Assembly of the Buglers, was used to wake the buglers and troops and was the first call of the day. First Call is also played to call riders to the starting gate of many horse races including the Kentucky Derby.


2) **The Reveille** - Sounded for troops to make the morning roll call.

3) **The Assembly** - Sounded for troops to assemble in formation on the parade field for morning roll call, and report and the Morning Colors ceremony.

4) **Mess Call** - Sounded for the assembly of the troops for meals. **Drill** - Sounded to assemble on the drill field for instruction or drill. **Assembly of Guard** - Sounded to post guard detail.

5) **Recall** - This was a multipurpose signal and was used primarily to recall Cadets to their barracks.

6) **School** - Sounded to report to classes. **Adjutants - Guard detail march to guardhouse. Church** - Sounded at 0830 hours for Sunday services.

7) **Retreat** – Sounded as the flag detail prepares to lower the flag during the evening assembly. **All personnel face the post flag and assume the position of Parade Rest.**

8) **To the Color** - Sounded as the flag is lowered. **All personnel face the post flag at the Position of Attention and Present Arms.**

9) **Tattoo** – Secure the Post and prepare for bed.

10) **Call to Quarters** – Sounded to prepare for lights out and bed check.

11) **Taps** – Played as the last call of the day – stop all talking and have lights out by the last note.

O. **MILITARY COURTESY AND RESPECT FOR RANK - SALUTING:**

1) When approaching an officer outdoors, Cadets will salute and offer the greeting of the day (“Good Morning, Sir or Ma’am” or “Good Afternoon, Sir or Ma’am” or “Good evening, Sir or Ma’am”, as appropriate), when they arrive at a point approximately six paces (approximately 15 feet) from the officer to be saluted, or at the closest point of convergence and recognition if they are not walking directly toward the officer.

2) Cadets will look toward the officer to be saluted.

3) Officers in civilian clothing will be saluted if recognized.

4) When an officer approaches a group of Cadets out-of-doors, it is the duty of the first Cadet (irrespective of rank) who recognizes him to call the group to Attention. All Cadets will face the officer and salute. If the Cadet is leading a work detail, he or she will call Detail Attention and render a salute with the appropriate greeting of the day.

5) Cadets who are walking will render the salute without stopping.

6) Cadets who are running will slow to a walk then salute.

7) If both hands are occupied, or if the right arm or hand is injured, the Cadet will look at the officer, nod his or her head and offer the greeting of the day.

8) When an officer enters an area on campus that is occupied by a Cadet(s), the Cadet(s) will rise and stand at attention until the officer seats himself, departs, or directs the Cadet(s) to be seated, to stand at ease, or directs As you were (a command that enables Cadets to continue with the activity in which they are engaged).

9) When an officer approaches a unit in ranks, the unit commander will bring the unit to attention and render the hand salute.

10) **Entering Offices:** A Cadet entering the President/Superintendent’s office, Commandant’s office, Dean’s office, Deputy Commandant’s office or SLA/TLA offices will remove his or her hat, knock on the door, enter when directed, hold the hat with the left hand (lower left arm extended horizontally forward at waist level, hat rests on upturned palm of left hand), salute and report. Examples of standard reporting language are: “Sir/Ma’am, Cadet Jones, A. B. reporting as directed” or “Sir/Ma’am, Cadet Jones, A.B., requests permission to speak to the Commandant.”
11) **New Cadet Response to Yearlings and Old Cadets:** 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.”

P. **CADET KNOWLEDGE QUALIFICATION - TRAINING RECORD**
Each Cadet must demonstrate knowledge of the following required information. Squad leader or above will verify proficiency by dating and initializing each task. Proficiency is defined as Trained (T); Needs Practice (P); or Untrained (U).

<table>
<thead>
<tr>
<th>TASK</th>
<th>PROFICIENCY</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Campus Safety and Emergency Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>NMNI Mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>NMNI History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Goss Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Cadet Honor Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>NMNI Mascot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>NMNI Motto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>NMNI Songs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Learning Outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>NMNI Key Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Corps of Cadets Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Chain of Command</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>General Orders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Plan of the Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Reveille History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Retreat History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Bugle Calls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Military Courtesies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Rank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Answering Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>good standing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Parent/Cadet Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Class Attendance Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Furloughs/Missing Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Commandant’s Guidance on Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Minor, Major, Serious, Critical Offenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Q. **CADET SKILLS QUALIFICATION - TRAINING RECORD**
Each Cadet must demonstrate proficiency in the following skills/tasks. Squad leader or above will verify proficiency by dating and initializing each task. Proficiency is defined as Trained (T); Needs Practice (P); or Untrained (U).

**Drill & Ceremonies (TC 3-21.5)**

<table>
<thead>
<tr>
<th>TASK</th>
<th>PROFICIENCY</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATIONARY MOVEMENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.</td>
<td>Position of Attention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.</td>
<td>Parade Rest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.</td>
<td>Stand at Ease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4.</td>
<td>At Ease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5.</td>
<td>Rest</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.6. Facing at the Halt 
1.7. The Hand Salute 

STEPS AND MARCHING MOVEMENTS
2.1. Forward March 
   Halt with a 30-inch Step 
2.2. Change Step 
   30-inch Step 
2.3. The 15-inch Step 
   Forward/Half Step 
2.4. Marching in Place 
2.5. The 15-inch Step 
   Right/Left 
2.6. The 15-inch Step 
   Backward 
2.7. The 30-inch Step 
   Right/Left 
2.8. Facing in Marching 

MANUAL OF ARMS—M1903 SPRINGFIELD DRILL RIFLE
3.1. Order Arms 
3.2. Rest Position with the Rifle 

TASK PROFICIENCY DATE INITIALS 
3.3. Port Arms 
3.4. Present Arms 
3.5. Inspection Arms 
3.6. Right Shoulder Arms 
3.7. Left Shoulder Arms 
3.8. Changing Positions 
3.9. Sling Arms 
3.10. Salute at Sling Arms 
3.11. Port Arms from Sling Arms 
3.12. Inspection Arms 
3.13. Stack Arms 

MAINTENANCE AND SECURITY OF THE M1903 SPRINGFIELD DRILL RIFLE
4.1. Cleaning 
4.2. Security 

FORMATIONS AND MOVEMENTS
5.1. Forming the Squad 
5.1.1. Forming the Squad at Normal Interval 
5.1.2. Forming the Squad at Close Interval 
5.1.3. Forming the Squad in Column 
5.2. Counting Off 
5.3. Aligning the Squad 
5.4. Marching the Squad 
5.5. Changing Direction (Rear March) 
5.6. Marching to the Flank 
5.7. Forming a Column of Twos and Reforming 
5.8. Resting the Squad
5.9. Dismissing the Squad

RETREAT
5.10. In Formation
5.11. No Formation

DAILY CONDUCT
6.0. Blue Book
6.1. Daily Operations and Procedures
6.2. Cadet Accountability and Formations
6.3. Daily Conduct in Barracks
6.4. Daily Conduct in Dining Hall
6.5. NSH Conduct
6.6. Cadet Laundry Procedures
6.7. Sick Call, Infirmary and Ranks Formation Procedures
6.8. Location of the TLA Command Post
6.9. Drug and Alcohol Policy
6.10. Tobacco Policy

TASK PROFICIENCY DATE INITIALS
6.11. Sexual Misconduct Policy
6.12. Barracks Policy
6.13. Hazing and Bullying Policy
6.14. Social Media Policy
6.15. Medications Policy
6.16. Personal Property Security Policy

UNIFORM AND ROOM REQUIREMENTS
7.1. Proper Wear of Cadet Uniforms
7.2. Individual and Unit Competitions
7.3. Daily Room Inspection (DRI)
7.4. Formal Inspection
7.5. Barracks, Stoop, Sinks, Troop Area Police

EMERGENCY RESPONSE
8.1. Fire
8.2. Evacuation of Campus
8.3. Severe Weather
8.4. Intruder
8.5. Active Shooter

CADET CUSTOMS AND TRADITIONS
9.1. Old Cadet/new Cadet System
9.2. Customs and Traditions
9.3. New Cadet Traditions
9.4. Recognition of New Cadets

HONOR SYSTEM AND CODE/HONOR OATH

MODIFIED ARMY PHYSICAL FITNESS TEST
The intent of the Modified Army Physical Fitness Test (MAPFT) is to assess Cadet upper and lower body muscular endurance. It is a performance test that indicates a Cadet’s ability to perform
physically and handle his or her own body weight. Army Physical Fitness Test standards are adjusted for age and physiological differences between the genders.

The NMMI Modified APFT consists of: Push-ups: as many as possible in 2 minutes; Sit-ups: as many as possible in 2 minutes; Pull-ups/flexed arm hang: as many as possible or remain on the bar in the flex-hang position until muscle failure; two-mile run: done for time.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>RAW SCORE (REPS/TIMES)</th>
<th>POINTS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Push-up</td>
<td>______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit-up</td>
<td>______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two-mile run</td>
<td>______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Score</td>
<td>______________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

R. ARMY DOCTRINAL PUBLICATION 6-22, ARMY LEADERSHIP (EXTRACT)

LEADERSHIP DEFINED:

1) Leadership is the process of influencing people by providing purpose, direction, and motivation to accomplish the mission and improve the organization (ADP 6-22, 1-1).

2) Influencing entails more than simply passing along orders. Through words and personal example, leaders communicate purpose, direction, and motivation (ADP 6-22, 1-2).

3) Purpose gives subordinates the reason to achieve a desired outcome. Leaders should provide clear purpose for their followers. Leaders can use direct means of conveying purpose through requests or orders (ADP 6-22, 1-3).

4) Providing clear direction involves communicating what to do to accomplish a mission: prioritizing tasks, assigning responsibility for completion, and ensuring subordinates understand the standard. Although subordinates want and need direction, they expect challenging tasks, quality training, and adequate resources. They should have appropriate freedom of action. Providing clear direction allows followers to adapt to changing circumstances through modifying plans and orders through disciplined initiative within the commander’s intent (ADP 6-22, 1-4).

5) Motivation supplies the will and initiative to do what is necessary to accomplish a mission. Motivation comes from within, but others’ actions and words affect it. A leader’s role in motivation is to understand the needs and desires of others, to align and elevate individual desires into team goals, and to inspire others to accomplish those larger goals. Some people have high levels of internal motivation to get a job done, while others need more reassurance, positive reinforcement, and feedback (ADP 6-22, 1-5).

6) Indirect approaches to motivation can be as successful as direct approaches. Setting a personal example can sustain the drive in others. This becomes apparent when leaders share the hardships. When a unit prepares for a deployment, all key leaders should share in the hard work. This includes leadership presence at night, weekends, and in any conditions or location where subordinates are working (ADP 6-22, 1-6).

7) Improving for the future means capturing and acting on important lessons of ongoing and completed projects and missions. Improving is an act of stewardship, striving to create effective, efficient organizations. Developmental counseling is crucial for helping subordinates improve performance and prepare for future responsibilities. Counseling should address strong areas as well as weak ones. Two proven techniques that involve subordinates in assessing for improvement are in-progress reviews and after action reviews (AAR) (ADP 6-22, 1-7).

S. THE FIVE PRACTICES FOR EXEMPLARY LEADERS:

1) **Model the Way**: Exemplary leaders know that if you want to gain commitment and reach the highest standards, they must be models of the behavior they expect of others. Exemplary leaders set the example through daily actions that demonstrate they are deeply committed to their beliefs.
2) **Inspire a Shared Vision**: Every project, every organization, every social movement begins with a dream. The dream or vision is the force that invents the future. Leaders inspire a shared vision; they enlist others in a common vision. To enlist others in your vision, you must dialogue with them and know what their dreams and aspirations are.

3) **Challenge the Process**: Leaders search for opportunities to innovate, grow, and improve. The process of trial and error, inherent in looking to improve the organization, gives a perspective of what is required to be a successful leader. Challenge the process and experiment. *Try, fail, and learn.*

4) **Enable Others to Act**: Foster collaboration and build partnership trust. Leaders know that the people who are expected to produce results must feel a sense of personal power and ownership. Strengthen people with more decision-making authority and information to produce extraordinary results.

5) **Encourage the Heart**: Show you care with genuine acts of caring about others. Recognize the contributions of everyone in your organization. Celebrate values and victories in a group setting to build teams.

**T. LEADERSHIP PRACTICE INVENTORY THAT SUPPORTS THE FIVE PRACTICES FOR EXEMPLARY LEADERS:**

1) Sets personal example.
2) Looks ahead and communicates future.
3) Develops skills and abilities.
4) Fosters cooperative relationships.
5) Praises people.
6) Aligns others with principles and standards.
7) Describes ideal capabilities.
8) Helps others take risks.
9) Actively listens.
10) Encourages others.
11) Follows through on promises.
12) Talks about vision of future.
13) Keeps current.
14) Treats others with respect.
15) Provides support and appreciation.
16) Gets feedback about actions.
17) Finds common ground.
18) Asks “What can we learn from mistakes?”
19) Supports decisions others make.
20) Publicly recognizes alignment with values.
21) Builds consensus on values.
22) Is upbeat and positive communicator.
23) Sets goals and makes plans for projects.
24) Gives others freedom and choice.
26) Talks about values and principles.
27) Communicates purpose and meaning.
28) Takes initiative in experimenting.
29) Provides leadership opportunities.
30) Creatively recognizes people.
U. BASIC FIRST AID:
The following are some basic first aid procedures for treating shock, bleeding and wounds, burns, choking, electric shock, eye injury, fainting, heat stroke, hypothermia, and unconsciousness. These techniques are for immediate first aid response to injury, and are used as help is being summoned from the Infirmary or 911.

1) Shock:
Shock can be life threatening. Symptoms include cold sweat, weakness, irregular breathing, chills, pale or bluish lips and fingernails, rapid weak pulse and nausea.
   a) Call 9-1-1 or seek medical help immediately.
   b) Do not give the victim anything to eat or drink.
   c) Lay the victim on his/her back, but do not move him/her if there's a back or neck injury. If the victim is unconscious, vomiting or has severe injury to the lower face or jaw, lay him/her on his/her side and be sure the victim is getting adequate air.
   d) Keep the victim warm (not hot) by use of blankets or clothes.
   e) Raise the victim's feet and legs with a pillow. (Only do this if it does not cause the victim any pain.)

2) Bleeding and Wounds:
   a) Place a clean cloth or gauze and gloved hand over the wound; apply firm, steady pressure for at least 5 minutes.
   b) Call 9-1-1 or other emergency personnel if bleeding is severe.
   c) Elevate an injured arm or leg above the level of the victim's heart if practical.
   d) When bleeding stops, secure the cloth with a bandage. Do not lift the cloth from the wound to check if bleeding has stopped. Be sure the bandage is not too tight—it may cut off circulation.
   e) Check the victim for shock.

3) Burns:
   a) Chemical or Compressed Gas Burns
      1. Use a drench hose, emergency shower or eyewash for at least 15 minutes to rinse away all traces of chemicals while removing any contaminated clothing from the victim. (See illustration 1.)
      2. Cover the burn loosely with a clean, dry cloth or special burn dressing.
      3. Check the victim for shock.
      4. Call 9-1-1 or seek medical attention as soon as possible.
   b) Heat or Electrical Burns
      1. If necessary, use water to stop actual burning of skin.
      2. If the skin is not broken, immerse the burned area in cool (not ice) water, or gently apply a cool compress until pain is relieved. Bandage with a clean, dry cloth.
      3. Do not break a blister if one forms. Do not apply ointments or creams.
      4. Call 9-1-1 or other emergency personnel if skin is broken, or if burns are severe.
      5. Do not clean the wound or remove embedded clothing.
      6. Cover the burn loosely with a clean, dry cloth.
      7. Expect shock and treat accordingly.

4) Choking:
   a) If the victim can speak or cough forcibly and is getting sufficient air, do not interfere with his/her attempts to cough the obstruction from the throat. If the victim cannot speak or is not getting sufficient air, have someone call 9-1-1 while you perform abdominal thrusts.
   b) Stand directly behind the victim and wrap your arms around their stomach.
   c) Make a fist with one hand and place that fist just above the navel and well below the ribs, with the thumb and forefinger side toward you.
   d) Grasp this fist with the other hand and pull it quickly toward you with an inward and slightly upward thrust. Repeat if necessary.
e) If the victim becomes unconscious, lay them on their back.
f) If the object is visible, use your forefinger to reach deeply into the victim's mouth (along the inside of the cheek) and try to sweep the obstruction out of the victim's throat.
g) Even if this is not successful, attempt rescue breathing.
h) If the victim is still not breathing or moving, then begin chest compressions (CPR).

5) Electric Shock
   a) Do not touch the victim until electrical contact is broken.
   b) If possible, unplug or switch off the source of electricity.
   c) If victim is not breathing and has no pulse, call 9-1-1 or seek medical attention immediately.

6) Eye Injury:
   a) Chemical
      1. Hold the eyelids apart and flush the eyeball with lukewarm water for at least 15-30 minutes. Be careful not to let runoff water flow into the other eye.
      2. Place a gauze pad or cloth over both eyes and secure it with a bandage.
      3. Get to an eye specialist or emergency room immediately.
   b) Cut, Scratch or Embedded Object
      1. Place a gauze pad or cloth over both eyes and secure it with a bandage.
      2. Do not try to remove an embedded object.
      3. Get to an eye specialist or emergency room immediately.

7) Fainting:
   Note: Fainting complainants regain consciousness almost immediately. If this does not happen, the victim could be in serious danger and you should call 9-1-1 as soon as possible.
   a) Lay the victim down on their back and make sure they have plenty of fresh air.
   b) Reassure the victim and apply a cold compress to the forehead.
   c) If the victim vomits, roll the victim on his/her side and keep the windpipe clear.

8) Heat Injury:
   Symptoms: muscular twitching, cramping, muscular spasms in arms, legs or abdomen
   a) Heat Exhaustion (Requires Medical Attention)
      1. Excessive thirst
      2. Fatigue
      3. Lack of coordination
      4. Increased sweating
      5. Cool/wet skin
      6. Dizziness and/or confusion
   b) Heat Stroke (Can be life threatening MEDICAL EMERGENCY, DIAL 911)
      1. No sweating
      2. Hot/dry/flushed skin, body temp of 105°F and above
      3. Rapid pulse
      4. Rapid breathing
      5. Coma
      6. Seizure
      7. Dizziness and/or confusion
      8. Loss of consciousness
      9. Get the victim out of the heat and into a cooler place
     10. Place the victim in the shock position, lying on the back with feet up
     11. Remove or loosen the victim's clothing
     12. Cool the victim by fanning and applying cloth-wrapped cold packs or wet towels
     13. Treat for shock.

9) Hypothermia (Prolonged exposure to the cold):
   Hypothermia can be life threatening. Symptoms include lower than normal body temperature, shivering, apathy, disorientation, drowsiness, and unconsciousness.
a) Immediately move the victim into the best available nearby shelter.
b) Get the victim out of wet clothes and replace with dry clothes, sleeping bag or blankets.
c) Have the victim drink a warm, non-alcoholic beverage if possible.
d) Seek medical help.

10) **Unconsciousness:**
   a) Determine responsiveness by gently tapping the victim's shoulder and asking, "Are you okay?"
   b) If there is no response, shout "Help!" and look for a medical alert tag on the victim's neck or wrist.
   c) If victim is not breathing and has no pulse, begin CPR.
   d) Call 9-1-1 or seek medical aid as soon as possible.

7.3 **ARMY FIELD MANUALS**
Army Regulation 670-1 (Wear and Appearance of Army Uniforms and):

FM 3 – 21.5 Drill and Ceremonies
http://www.militarypubs.com/field%20manuals/FM03-21.05.htm

ADP-ADRP 6-22 Army Leadership (Aug 2012)

TC 3-22.20 Army Physical Fitness:

Army Pocket Physical Training Guide (Jan 2011)

7.4 **POLICIES:**
A. #1 Emergency Contact and Routine Correspondence/Contact during Duty/Non-Duty Hours
B. #2 Required, Authorized, Unauthorized and Issue Items
C. #3 Computer Requirements, Standard Operating Procedures and General Information
D. #4 Storage, Handling and Distribution of Prescription Medications
E. #5 Abandoned Property

7.5 **STANDARD OPERATING PROCEDURES:** (Found on our website)
A. Additional Military Instruction
B. Backpack
C. Bates Hall Conduct
D. Bates Laundromat
E. Cadet Duties and Responsibilities
F. Cadet of the Month
G. Cadet Parking
H. Cadet Room Assignment
I. Cadet Waiters
J. Cadet Driving Golf Carts
K. Ceremonies, Formations, and Inspections
L. Civilian Clothes and Costumes on Post
M. Commander Pins
N. Community Service
O. Constabulary
P. Distinguished Cadets
Q. Drug Testing
R. Etiquette Dinner
S. Emergency Work Order
T. Entering Cadet Rooms
U. External Group Requests
V. Flag Detail
W. Flame Guard
X. Furlough
Y. Harry Morrison Competition
Z. Holiday Decorations
AA. Honor Board
BB. Infirmary Lice Protocol
CC. JRT Suites and Apartments
DD. Lending Closet
EE. Letter of Instruction (LOI)
FF. Matchin Award
GG. New Cadet Personal Items
HH. NMMI Issued Equipment
II. NMMI Mailroom
JJ. PAO and PS
KK. Promotions and Demotions
LL. Range Operations
MM. Regimental Color Guard
NN. Religious Events
OO. Reporting of Crimes
PP. Sally Port Competition
QQ. School Sponsored Trips with Cadets
RR. Special Diets

7.6 NMMI WEBSITE: www.nmni.edu

7.7 NMMI ONLINE ACADEMIC CATALOG http://academic.nmni.edu/
7.8 Other References:

Military Time | Phonetic Alphabet
---|---
0100 – 1 am | Alpha
0200 – 2 am | Bravo
0300 – 3 am | Charlie
0400 – 4 am | Delta
0500 – 5 am | Echo
0600 – 6 am | Foxtrot
0700 – 7 am | Golf
0800 – 8 am | Golf
1200 – noon | Kilo
1300 – 1 pm | Lima
1400 – 2 pm | Mike
1500 – 3 pm | Mike
1600 – 4 pm | Mike
1700 – 5 pm | Oscar
1815 – 6:15 pm | Papa
1900 – 7 pm | Quebec
2000 – 8 pm | X-ray
2130 – 9:30 pm | Sierra
2200 – 10 pm | Tango
2300 – 11 pm | Zulu
2400 – midnight | Uniform

Daily Class Schedule

<table>
<thead>
<tr>
<th>M, T, W, TH, F</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0800</td>
<td>0850</td>
</tr>
<tr>
<td>2</td>
<td>0900</td>
<td>0950</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>1050</td>
</tr>
<tr>
<td>4</td>
<td>1100</td>
<td>1150</td>
</tr>
<tr>
<td>Lunch</td>
<td>1150</td>
<td>1240</td>
</tr>
<tr>
<td>5</td>
<td>1240</td>
<td>1330</td>
</tr>
<tr>
<td>6</td>
<td>1340</td>
<td>1430</td>
</tr>
<tr>
<td>7</td>
<td>1440</td>
<td>1530</td>
</tr>
</tbody>
</table>

Tuesday/Thursday Classes (College Only)

<table>
<thead>
<tr>
<th>T &amp; TH</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>0755</td>
<td>0910</td>
</tr>
<tr>
<td>13</td>
<td>0955</td>
<td>1110</td>
</tr>
<tr>
<td>Lunch</td>
<td>1110</td>
<td>1240</td>
</tr>
<tr>
<td>15</td>
<td>1240</td>
<td>1355</td>
</tr>
<tr>
<td>17</td>
<td>1415</td>
<td>1530</td>
</tr>
</tbody>
</table>

FACULTY TUTORING HOURS
Monday, Tuesday, Thursday, Friday 0715-0750. See teacher for location.

NIGHT STUDY HALL (NSH)
NSH is a mandatory study period. No permits or passes are authorized for any cadet during NSH. Cadets will be in a designated study/tutoring location or in the room.

A bugle call (school call) will alert the Corps to the beginning of NSH.

Free Academic help/tutoring for writing is available in Toles Learning Resource Center (TLRC) during NSH Library, Writing Center, Group Study Area Sunday-Thursday 1900-2130
Free Math Tutor-Willson Hall Sunday-Thursday 1900-2130
Free Science Tutor-Willson Hall Monday, Wednesday, Thursday 1900-2130
Three Sessions: 1900-1950, 1955-2040, 2045-2130
CHAPTER 8
HONOR MANUAL

The Honor Code and System
“A cadet will not lie, cheat, or steal, nor tolerate those who do.”

Grave challenges confront our nation today and for the foreseeable future. It is more important than ever that this Institute stress the development of character and integrity in our Corps of Cadets. The Cadet Honor Code and System, adopted in 1921 by a unanimous vote of the Corps of Cadets, is officially recognized as the primary means by which character development is accomplished at New Mexico Military Institute.

The Cadet Honor Code requires that all members of the Corps of Cadets act honorably at all times in both word and deed, and permits no deviation from those standards. A cadet shall tell the truth at all times, and he or she shall not quibble or make evasive statements. In the academic environment, a cadet shall do his or her own work and neither cheat, plagiarize, nor take unfair advantage of his or her classmates in any manner. Each cadet is responsible for maintaining these high honor standards.

To NM MIL cadets, honor means a sense of what is right, just, and true, and a desire to live by such standards. Honor is a basic attribute of good character. It is based on a respect for one’s self and for others. It requires self-discipline and moral courage. It suggests straight thinking and honest dealing rather than a complicated system of ethics. If a cadet is true in thought, word and deed, there is no question about him or her meeting the standards of the Corps of Cadets. On the other hand, evasive statements or the use of technicalities to conceal guilt are not tolerated at the New Mexico Military Institute. The goal of the Cadet Honor System is character development through right action.

II. Violations of the Honor Code.
The provisions of the Cadet Honor Code are simple. A cadet will not lie, cheat, or steal, nor tolerate those who do. These provisions of the Code include not submitting, as the cadet’s own, the writing or work of others without giving credit for the idea, passage, and/or plot of another’s work (i.e., plagiarism). A cadet is also responsible for reporting any suspected violation of the Honor Code (toleration).

III. Reporting Violations of the Honor Code.
There are three ways to report violations of the Honor Code:
A. Self-Admission:
   A cadet reports him or herself for an apparent violation of the Honor Code to an honor representative or other proper authority out of conscience.
B. Self-Reporting:
   A cadet violates the Honor Code and reports him or herself to an honor representative or other proper authority as a result of being confronted by another cadet or member of the faculty and staff.
C. Reporting:
   1. Anyone with knowledge of an honor violation must report the alleged violation to an honor representative or other proper authority immediately. The accused must be confronted by the accuser with the facts of the accusation and given the opportunity to explain his or her conduct. If the explanation is unsatisfactory, the accuser states so and recommends the accused speak to an honor
representative. The accuser shall then report the alleged violation to an honor representative or other proper authority immediately.

2. In the case of an academic allegation, the accused cadet shall make a response to the academic Chain of Command within two (2) school days after being informed of the alleged violation by the reporting faculty member. The cadet shall be responsible for scheduling a meeting with the reporting faculty member to explain his or her conduct and begin the academic review process. If the explanation is unsatisfactory, the reporting faculty member shall inform the cadet of his or her intention to comment on the cadet’s response and forward it to the appropriate Department Chair. The Department Chair shall comment on the response and forward it to the appropriate Associate Chair. The Associate Chair shall comment and forward the response to the Vice Dean/High School Principal or to the Academic Dean. The Vice Dean/High School Principal or the Academic Dean shall comment and forward the response to the Honor Officer, to be forwarded to the Honor Board Chair. The outcomes of the academic honor review could be: 1) the alleged violation is unsubstantiated and withdrawn; or 2) the violation is substantiated and the response documentation is forwarded to the Honor Board Chair or other proper authority for action.

IV. Administration – The Honor Board.

A. Membership:
   1. The Honor Board comprises all classes, except the Sixth (6th) Class. Members of the Honor Board are subject to removal, for cause, upon request of a member of the Honor Board, by unanimous vote, and by the action of the Commandant of Cadets. New Cadets shall not serve on the Honor Board.

B. Duties of the Members of the Honor Board are to:
   1. Sit as members of the Honor Board and investigate all cases which involve violations of the Honor Code.
   2. Bring out the facts of the case so a fair decision can be made.
   3. Orient and instruct all cadets on the principles, purposes and practices of the Honor System.
   4. Instill in the members of the Corps of Cadets honor in thought and actions through personal example, loyalty, moral courage, and integrity.

C. Officers and Duties:
   1. The officers of the Honor Board shall be Chairman, Vice-Chairman, and Secretary.
   2. Officers of the Honor Board for the next academic year shall be elected by and from the Rising Honor Board. The election shall be held in April and the results announced to the Corps of Cadets at the first formation after the election.
   3. The Chairman shall:
      a. Preside over the Honor Board at all meetings and speak for the Board in announcing the findings and the results of any vote upon a challenge or other question.
      b. Appoint a committee to investigate each violation of the Honor Code reported to him or her, not allowing an underclassman to investigate an upperclassman.
      c. Fix the hour, date and place of assembly for the formal investigation of charges when recommended by the Investigating Committee, after conferring with the accused and his or her counsel.
      d. Notify, in a timely manner, the accused cadet’s parent or guardian of the alleged Honor Code violation through the Office of the Commandant.
      e. Notify the Commandant, or his representative, of the time, date, uniform, and place of assembly for each investigation by the Honor Board, together with the names and participants in the investigation.
f. Summon any cadet witness requested by the Investigating Committee, the Honor Board, the accused and his or her counsel.
g. Offer to appoint as counsel a member of the Honor Board should the accused fail to select a counsel from the Corps of Cadets.
h. Be responsible for the fair, orderly, and timely conduct of each case investigated before the Honor Board.
i. Rule on all questions raised during the investigation other than challenge for cause. Such rulings may be objected to by any member of the Honor Board, in which case the investigation will be interrupted and the question put to a vote.
j. Prescribe in appropriate Standing Operating Procedures the operations of the Honor Board, to include, but not limited to: qualifications of board members, processing of reported honor violations, responsibilities and procedures, accused rights and responsibilities, and procedural actions of the Honor Board and its Committees. Such Standing Operating Procedures shall be provided to the accused and his or her counsel prior to the beginning of an investigation in order to assist in preparing for and participating in pre-investigations and hearings.

4. The Vice-Chairman shall act for and perform the duties of the Chairman during the latter’s absence and, while so acting, he or she shall be vested with all authority and responsibility of the Chairman.

5. The Secretary shall be the recorder of the Honor Board and shall keep a record of the minutes of the Honor Board and, together with the Chairman, shall authenticate all written records of such meetings.

D. Proceedings:

1. A member of the Commandant’s staff will serve as an ex-officio member of the Honor Board for purposes of advice and direction but without voting power.

2. Members of the faculty and staff, approved by the Commandant of Cadets, will serve as observers of the Honor Board process, but they will not participate and will not have voting power.

3. Any cadet accused of a violation of the Honor Code shall have the right to:
   a. Face his or her accuser and explain his or her conduct regarding an alleged honor violation.
   b. Be informed promptly of the specific alleged honor offense by the Investigating Committee.
   c. Have the assistance of counsel of his or her choosing from the Corps of Cadets during the pre-investigation and during the hearing.
   d. A reasonable time in which to prepare a defense.
   e. An impartial pre-investigation.
   f. A fair and prompt hearing.
   g. Call witnesses in his or her own behalf during a pre-investigation and during a hearing.
   h. Cross-examine witnesses during a pre-investigation and during a hearing.
   i. Give in his or her own words, orally or in writing, the merits of his or her case or to remain silent and to be given ample time to exercise such election any time during the investigation.
   j. Challenge any member of the Honor Board for cause.

4. If an Honor Board member is convinced of a violation and desires to initiate action, he or she will direct the accuser to write down all facts, to include the name of the accused and his or her class, the time and date of the alleged violation, the nature of the violation and the names of witnesses, if any. The accuser shall sign the report. The Honor Board member shall present the report to the Chairman of the Honor Board.

5. Upon receipt of the report, the Chairman of the Honor Board shall appoint an Investigating Committee from among members of the Honor Board, in accordance with established Standing Operating Procedures of the Honor Board, and shall designate one of the appointees as Chairman of the Investigating Committee.
6. The Investigation Committee shall conduct its activities in accordance with established Standing Operating Procedures of the Honor Board. The Committee shall notify the accused of the specific Honor Code violation that he or she is charged with and shall advise the accused of his or her rights. The Committee shall make a thorough and impartial investigation and report its findings, together with its recommendations, to the Chairman of the Honor Board. If the Committee recommends that the accused cadet be brought before the Honor Board, the Chairman shall set a time and date for the hearing that should not be more than 7 – 10 days hence and shall notify the accused again of his or her rights.

7. When a hearing is in progress only members of the Honor Board, the members of the Investigating Committee, the accused and his or her cadet counsel, and the designated staff or faculty shall be present. The Chairman may authorize the Rising Honor Board representatives to be present. Witnesses will be present only during the time that they are being questioned. The Chairman will announce at the start of each investigation that the proceedings, including the findings, are confidential and they shall not be discussed with any person outside of the investigating room.

8. Once the case comes to a hearing before the Honor Board, the Chairman of the Investigating Committee shall present the charge in the name of the Corps of Cadets of the New Mexico Military Institute. The other member(s) of the Investigating Committee may act as an assistant(s) if so directed.

9. The accused may challenge any member of the Honor Board for cause. Deliberation in voting upon a challenge will be in a closed Honor Board meeting, and the challenged member shall be excused. A unanimous vote shall decide the question of sustaining or not sustaining the challenge.

10. Each member sitting on the Honor Board shall have an equal voice and vote in deliberating upon and deciding all questions submitted to a vote by ballot.

11. All voting on any question, including the findings, shall be in a closed Honor Board meeting. Prior to the voting, all persons, excluding members of the Honor Board sitting on the case in question and the Institute Legal Advisor, shall leave the room. After the room has been cleared, a vote will be taken and the result will be communicated by the Chairman to the accused and to the Deputy Commandant of Cadets immediately. The signed written records of the proceedings will be provided to the Deputy Commandant of Cadets within twenty-four hours.

12. Each Honor Board member present is required to cast a vote when a vote on any question is taken.

13. An Honor Board member who has prior knowledge of a violation or of any facts bearing on the case is obligated to recuse himself/herself from the pre-investigation and/or hearing.

14. The Honor Board shall hear the evidence and determine a true bill or a false bill. The former requires a three-quarters vote of all sitting Honor Board members. The voting shall be done by secret written ballot; the mechanics of distribution, collection, and counting the ballots will be handled by the junior member of the Honor Board. When the Chairman has verified the count, he or she shall announce the result of the vote to the members of the Honor Board and to the accused cadet.

15. The Chairman will communicate the Board decision and recommendations to the Deputy Commandant of Cadets for action, following it with a complete record of proceedings within twenty-four hours. The findings of the Honor Board are not official until Board results are approved by the Deputy Commandant for Operations, unless appealed to the Commandant of Cadets.

16. The cadet found to have violated the Honor Code may appeal the Honor Board findings and recommendations and the decision of the Deputy Commandant to the Commandant of Cadets. After a decision is rendered by the Commandant, the accused cadet may appeal only alleged violations of due process to the President/Superintendent.

17. All evidence revealed in the Honor Board proceedings not directly related to the alleged offense will not be considered for later disciplinary action against any of the participants.
V. Non-Compliance with the Honor Code.
   A. A finding by the Honor Board that a violation of the Honor Code (true bill) has occurred may result in the following penalties. The cadet:
      1. May receive honor remediation for a first offense, depending on the type and severity of the offense, and the status of the cadet, old, yearling, or new cadet.
      2. May be suspended or dismissed from NMMI.
      3. May be suspended from NMMI if found to have tolerated the offense.

   B. A cadet found in violation of a second honor offense shall be suspended or dismissed from NMMI.

   C. A finding by the Honor Board that a violation of the Honor Code did not occur (false bill) may result in a recommendation for sanctions should the Board determine that the cadet’s conduct was so egregious as to call into question his or her character.

   D. Cadets who are suspended from NMMI as punishment for an honor offense may apply for re-admission to the Institute after one semester (e.g., a cadet who is suspended in the second semester of the school year is eligible to apply for re-admission for the spring semester of the following school year.) A cadet who applies for and is re-admitted to NMMI under this provision shall remain under Honor Probation. The Commandant of Cadets shall determine the provisions of Honor Probation to which the cadet shall agree prior to being re-admitted. Should the cadet fail to satisfy Honor Probation in its entirety, the cadet shall be suspended or dismissed from NMMI.

VI. Rising Honor Board.
   A. The nominees for the Rising Honor Board shall observe the operation of the Honor Board and the Honor Committee and learn all those operations of the Honor Board which will prepare them for their duties as members of the Honor Board.

   B. The Rising Honor Board members shall be nominated and selected at the beginning of the second semester.

VII. Conclusion.
   A. Living by the Honor Code simply requires straight thinking and honest dealing. It requires acting in good conscience without evasion or deception, and a cadet who lives to those standards need not be afraid that he or she will violate the Code. The details and explanations have been presented for the purposes of guidance, whereas it is fully understood that honorable intention and honorable action are the real criteria of successful living. This manual presents for each cadet not only an Honor Code, but a way of life.
To sin by silence when they should protest makes cowards of men.

(Abraham Lincoln)
SUPPORT AND REPORTING OPTIONS FOR RECIPIENTS OF SEXUAL MISCONDUCT

You can speak with anyone at any time. Reporting is always an option. Choosing one route does not exclude other options. Recipients should pursue whatever routes will be most helpful to recovery.

SEXUAL MISCONDUCT INCIDENT

YES

Would you like to speak to someone?

NO

Would you like to speak to someone confidentially?

NO

Would you like to make an Anonymous Report?

YES

NON-CONFIDENTIAL Obligated to Report

NMMI Campus Police
575-624-8421

NMMI Title IX Coordinator
575-624-8040

NMMI Commandant
Dean of Students
575-624-8400

Any faculty, staff, coach or supervisor must report incidents of sexual assault even if the alleged recipient of the behavior declines to report.

ALL REPORTS ARE INVESTIGATED
Roswell Police Department
575-624-6770

ANONYMOUS REPORT OF SEXUAL MISCONDUCT

855-279-7525
nmmi.ethicspoint.com

NO

CONFIDENTIAL Not Obligated to Report

Note: Abuse or Neglect involving Minors (under 18) are required to be reported to authorities

NMMI Counseling Center
575-624-8211

NMMI Infirmary
575-624-8378

Solace Crisis Treatment Center
1-800-721-7273

New Mexico Coalition of Sexual Assault Programs
1-888-883-8020

La Piña Sexual Assault Recovery Services
575-526-3437

Community Against Violence
575-558-9888

National Sexual Assault Hotline
1(800) 799-7233

Other Support

YES

Would you like to speak to someone else?