



# NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS  
DEAN OF STUDENTS

1 August 2020

**Memorandum for:** Corps of Cadets

**Subject:** Standard Operating Procedure for Tour Squad

1. **Purpose:** The purpose of this SOP is for running Tour Squad each weekend during the school year.
2. **Applicability:** This SOP is effective 9 October 2018, applies to the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope:** This SOP outlines the proper conduct, rules, regulations, and responsibilities of the inspectors and participants of Tour Squad.
4. **Overview.** The commandant's guidance in running Tour Squad is that it should be to teach discipline to Cadets, to avoid Tour Squad and to follow the rules of the Blue Book. The conduct of Tour Squad must be tempered with common sense, good judgment and an overriding mandate of safety for Cadets in ANY Tour Squad activity.
5. **Responsibilities.**
  - a. The Cadet Accountability Training Officer's (Tour Officer) Uniform may be ACU's or Commandants Polo Shirt with authorized slacks with tennis shoes. The Tour Officer will coordinate with the administrative assistant at the Commandant's office to obtain the Tour Roster prior to Tour Squad starting. The Tour Officer does not settle tour issues with Cadets before or during the running of Tour Squad. At 15:45 on Friday the Tour Officer starts Tour Squad and briefs the Cadet Officer of the day (OD)/leaders assisting him/her. Once the OD assembles the formation as directed, the Tour Officer takes accountability and inspects for uniform/appearance. During this time the OD and Cadet Leaders help the Tour Officer maintain strict silence and control of the formation. The will report violators to the Tour Officer. Cadets with uniform/appearance infractions will be sent to their rooms to correct them and will return as soon as possible. This will result in the loss of tour credit (annotated by a "O" on the log for that hour. Upon returning to Tour Squad the Cadet must still finish the tour hour. Annotate tour Credit earned with an "X", excused with an "E" and absent with an "A". Mark the excused reasons in the right Margin (comments) next to the Cadet's name (i.e. Football, PT, furlough, etc.). All Tour Entries (except totals) will be made in pencil while the totals will be made in pen. The Tour Officer will check the Status Report for those missing. Those that cannot be accounted for will be marked absent. A notice will be sent to any Cadet marked absent which indicates they are absent and are to report to the Tour Officer ASAP. The Commandant, DCO, DCS or Tour Officer may award extra tour credit. Tours can only be credited during Tour Squad hours unless previously approved by the Commandant. The following is his guidance at this time: 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 06:30 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 can be the uniform of the day except for HONOR TOURS which will be class B. Cadets late to Tour Squad will receive a zero but will march the remaining time for that hour. After inspecting, the OD will break Cadets off into squads of 10 to 12 (with one acting as Squad Leader)

## 6. **Procedures**

- a. The following are Tour Squad Procedures taken directly from the Blue Book:
  - 1) Cadets appearing on the Pre-tour Roster will report to Tour Squad on Alpha Troop walk in Hagerman Barracks. Tour Squad hours are: Friday – 15:45 to 16:35 (marching), 19:00 to 21:50 (study tours). Saturday - 13:00 to 16:50 (marching), 19:00 to 21:50 (study tours). Sunday - 13:00 to 16:50 (marching). NOTE: For study tours, Cadets will report directly to the Tour Officer in VMV (not later than 19:00) through the inside East set of doors. The doors will be closed at 19:00 and those late will lose that first hour but will remain in VMV for that hour. Tour Squad formations are mandatory unless the cadet is “on status,” at sport/activity practice, or at an in-season sport or activity. These cadets are “excused” from Friday afternoon tours, but must inform the Tour Squad Officer of their status prior to Tour Squad starting. Cadets will receive one tour credit for each hour of Tour Squad. A cadet may accrue credit for a maximum of sixteen tours in a weekend (unless otherwise directed by the CMDT).
  - 2) Cadets on Tour Squad are under the direct supervision of the cadet CQ OD, CQ NCOD and a member of the CMDT’s staff. The uniform for Tour Squad is Summer “A” with Camel Packs and weapons.
  - 3) A uniform and personal appearance inspection will be conducted at the beginning of Tour Squad. Failure to pass inspection will result in loss of tour credit for the first hour.
  - 4) At 1500 on Sundays, the CQ OD will send at least five in ranks Tour Squad cadets under the supervision of the CQ NCOD to the Cadet Laundromat in order to thoroughly clean and then inspect its appearance
  - 5) As directed by the CMDT, Tour Squad may be tailored on any given Friday, Saturday, and/or Sunday to include cadet PT, study hall, police call, or other activities in support of the Corps. Cadets will bring their Blue Book to any session involving study tours (Friday and Saturday nights).
  - 6) It is a cadet’s responsibility to know how many tours he or she has remaining to and how many he or she has been credited as completing. Cadets who are on their last tour (normally identified at the hourly accountability formation) may leave Tour Squad after completing the tour and after checking with the Officer of the Day or Commandant Staff member.
  - 7) Cadets may sign out for furlough, permit and/or extended Post after they finish their tours, if not otherwise on restriction. Cadets will have 30 minutes to dress in the uniform of the day upon finishing their tours.
  - 8) Only the Commandant and DCO (DCS in his absence) have the authority to place tours on hold while a concern is investigated.

- 9) Tours that are the result of Honor offenses will be marched in “B” with Brass, north to south and back north in the box.
  - 10) Those on RANKS will report (with their RANKS slip), in the proper uniform as stated on their ranks slip. On Saturday and Sunday afternoon’s those on RANKS will be separated from those marching and their names will be taken and their RANKS slip inspected. They will then be released with the understanding that they are restricted to Post and will report to the Tour Officer on the hour every hour (1300 through 1700) for accountability but will not receive tour credit.
  - 11) Those on RANKS will attend Study Tours on Friday and Saturday evening and will receive tour credit for these hours.
  - 12) Those who feel they need to be on RANKS should report to Sick Call or to the Trainer prior to the weekend and not wait until the last minute prior to Tour Squad starting.
  - 13) The first hour ends at 16:35 so that Cadets have a ten minute break in place before the beginning of the next tour. Cadets finished with their tours report to the Tour Officer at the break to verify their tour completion. The next tour begins at 16:45. The Tour officer will use the last ten minutes of the second hour to issue instructions for Tour Squad study hall and verify tours finished. He/she will release tour squad NLT 17:35 so that Cadets have time to clean up and report to SRC in formation of the day.
  - 14) The Tour Officer will contact Campus Police to open VMV NLT 18:40 and will contact them at the end of study tours to lock VMV up. Upon entering VMV for study tours, Cadets will immediately sit down as instructed where roll call will be taken and instructions for study tour’s will be given (i.e., nothing to eat, drink or chew on, no phones, no head phones/ear buds, unless authorized by the tour officer and safety briefing). Cadets will begin studying and approach the Tour Officer to go to the sinks after the entire squad is seated, quiet and accountability taken.
- b. Inclement Weather: Tour Squad may be conducted as a study hall in VMV during inclement weather as determined by the Tour Officer.
  - c. Special instructions: Tour Squad tasks will be adjusted to support various Corps activities during the year as directed by the commandant. These tasks include but are not limited to marching, such as police call of Colt field after football games and obstacle course maintenance.
  - d. Direct any questions/concerns on running Tour Squad to the Tour Officer.

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Interim Commandant of Cadets