



NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard
Roswell, New Mexico 88201-5173
575-624-8400
Fax: 575-624-8459



COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum For: Corps of Cadets

Subject: SOP for Bates Hall Conduct and Procedures

1. **Purpose:** Improve discipline and productivity in the Bates Hall, and to minimize the time spent in Bates.
2. **Applicability:** This SOP is effective 29 May 2019 and applies to the Corps of Cadets and the Commandant's Staff. It will expire at the discretion of the Commandant of Cadets.
3. **Responsibilities:** The RC will ensure that the officer corps will support and follow through with their respective NCOs (SCO to SGM for example). The CSM will uphold standards, follow through with SGMs and 1SGs, and assist the RC as needed. All senior NCOs must enforce the following standards and rules as outlined. The Regimental Adjutant will read eating order as the corps is forming to march to Bates Hall.
4. **Outcomes:** Improved discipline across the Corps of Cadets. Better adherence to the standards.
5. **Standards/Code of Conduct for Bates Hall:**
 - a. Squadron eating order will be read off by the Regimental Adjutant while corps is forming up prior to marching to Bates Hall.
 - b. The Troop assigned to waiters will clean the laundromat under the supervision of the IG or IG NCO.
 - c. All cadets will enter the mess hall following formation. No one will leave until announcements have been read and the command "Old cadets leave at will" is given.
 - d. CSM and SGMs will stay outside until every cadet has entered the mess hall to ensure stragglers are not leaving.
 - e. Upon approaching the Mess Hall, troops will be fallen out at the discretion of the Troop Commander with the order "File from the right (or left). Forward, march."
 - f. The foyer entrance is for c/SFC and above. All other cadets must enter through the north or west doors. Those wishing to use the restroom must enter through those (north or west) doors and then make their way to the restroom.

- g. Cadets will remove their jackets when they approach their respective seats, regardless of rank, class, or uniform (Class C or ACU for example). The only outer uniform item that is permitted is the NMMI issued sweater.
 - h. During non-free meals, troops will sit together by troop table, with no exceptions. No one will be permitted to sit together in groups (athletic teams, ECP, prep, etc.)
 - i. Within the troop tables, the troops will be seated by squads. The Squad Leaders will ensure cadets in their squad are adhering to the code of conduct according to their respective rank.
 - j. Cadets are not authorized in the mess hall unless they are in the uniform of the day; regardless of class or rank (Class C on a Monday for example). Any cadets seen in the mess hall at any time of any day in the wrong uniform will be ordered to exit the Mess Hall, or will be stuck at the discretion of the cadet leader who is making the disciplinary action. Cadets on ranks (or profile) may enter the mess hall in the wind suit PTs (swishies) these cadets must have their rank slip on them and the rank slip must be valid for PT uniform. Otherwise, swishes may only be worn in the mess hall when authorized by the Commandant.
 - k. During free meals, from the first HQ Troop table to the first Echo Troop table will be reserved for cadets with the rank of Recruit (RCT) only. Cadets with the rank of Private (PVT) to Staff Sergeant (SSG), and from First Lieutenant (1LT) to Colonel (COL) will have reserved seating from the second Echo Troop table to the last Oscar Troop Table. Cadets with the rank of Sergeant First Class (SFC) to Command Sergeant Major (CSM) will sit at the head and tails of the tables where Recruits sit. These are the only cadets above Private that are permitted to sit with the Recruits.
 - l. At any time during all meals (free or otherwise), cadets with the rank of Recruit (RCT) will not be permitted to talk, unless spoken to by a Senior NCO or above (SFC to COL).
6. Any questions, comments, concerns, or discrepancies with anything listed above will be brought through the proper chain of command that is applicable to the inquiring cadet.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Interim Commandant of Cadets