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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for Etiquette Dinners.

1. **Purpose.** This Standard Operating Procedure (SOP) details the rules for NMMI Etiquette dinners.
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 identifies the rules for Etiquette Dinners.
4. **Procedures.**
 - a. First Semester Etiquette Dinners will begin 28 August, 2018 with a lecture in Mabee at 1700 followed by dinner in the VMV Ballroom.
 - b. Troop Leaders will make sure this information is passed on and the following guidelines are carried out:
 - 1) Etiquette NCO will submit the server roster NLT 1200 day of the dinner for cadet servers to be put on status.
 - 2) Troop 1SGT will submit a correct and accurate troop roster sheet to the Protocol Office on the Thursday prior to that troop's dinner.
 - 3) Troop roster will consist of the rank, first and last name of every cadet who will be in attendance at that troop's etiquette dinner, as well as the names of those cadets with excused absences.
 - 4) Cadet Uniform is Class "A" Formal.
 - 5) Troop Commander will inspect each uniform prior to arrival at the DLC. A Cadet whose uniform/appearance is found to be unsatisfactory will be sent back to his/her room to meet uniform/hygiene standards.
 - 6) All troop members will arrive at the DLC and be seated by 1700.
 - 7) Cadet accountability is done and a copy is given to Protocol Officer at the conclusion of the lecture. Failure to attend will result in an unexcused absence.
 - 8) Those cadets not present at 1705 for the lecture will be reported as absent from class. Absence due to in season sports, SROTC, infirmary, etc., must be submitted prior to lecture.
 - 9) Cadets who do not attend the lecture will not be admitted to the dinner.
 - 10) Troop will march, as a whole, to Mabee for the lecture and then to dinner.

Arthur C. Houghtby II
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Acting Commandant of Cadets