



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Commandant's Staff, Infirmary Staff, Sodexo, and Corps of Cadets

Subject: Cadet Special Diet SOP

1. Purpose: This Standard Operating Procedure (SOP) outlines the policy and procedures for the identification and management of certain cadet special diet requirements.
2. Applicability: This SOP is effective 9 October 2018 and applies to the Corps of Cadets, the Infirmary staff, the NMMI Chaplain, and SODEXO.
3. Scope: Cadets who have special dietary requirements including Gluten Free, Halal and Pork Free, Vegan, and Vegetarian may now be identified by certain stickers affixed to their cadet ID cards. These cards will be shown to Sodexo serving staff to obtain special meals that are created during meal times in only the required quantities and not produced in sufficient quantity as an optional entrée to cadets who choose not to consume the entrées provided. Sodexo requires accurate quantities of special diets by category to order and prepare the correct number of special meals and variety. The special diet stickers will be affixed to the cadet ID card as described below and placed on the front/center of the card (in the same manner as IDFY stickers) or placed next to the IDFY sticker when it is present. NMMI currently has no capability for special dietary requirements other than the categories listed above.
4. Responsibilities:
 - a. The Deputy Commandant for Support (DCS) coordinates the administration of this SOP with the Corps, Infirmary staff, NMMI Chaplain, and the Dining Facility contractor (SODEXO).
 - b. Individual cadets with special diet requirements will be expected to provide a legitimate dietary requirement for their need to the Infirmary. These requirements will include Gluten Free, Vegan, or Vegetarian.
 - c. NMMI Chaplain. Cadets requiring Halal or Pork Free options will provide justification to the chaplain. The chaplain will maintain a by-name roster of Halal and Pork Free cadets and affix the "apple" sticker to the individual cadet ID cards as needed.
 - d. Infirmary. The Infirmary staff will maintain a by-name roster of cadets who are Gluten Free, Vegan, or Vegetarian and will affix the "V" sticker for vegan or "GF" sticker for Gluten Free or the "VEG" sticker for vegetarians to the individual cadet ID cards as needed.

- e. Sodexo. Will obtain and provide the approved special diet stickers to the DCS who will distribute them as required to the Infirmary and Chaplain.

5. **Procedures.**

- a. Cadets who claim to have special dietary requirements due to religious, cultural, or physical need will obtain identifying stickers to be placed on their cadet ID cards from the staff as described above. The cadet ID card so designated will be shown to Sodexo dining hall serving line staff in order to be issued specially designated meals normally produced in low numbers based upon legitimate dietary requirements.
- b. Cadets who fail to obtain the special diet sticker or who fail to produce their cadet ID card so marked may be denied special diet entrees on serving lines.
- c. Cadets are expected to adhere to the NMMI Honor Code and not attempt to secure or use falsely identified ID cards for special diets so that correct quantities of meals will be produced for those cadets with legitimate dietary requirements.

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

Sample stickers:

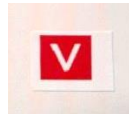
HALAL / PORK FREE:



VEGETARIAN:



VEGAN:



GLUTEN FREE:

