

NEW MEXICO MILITARY INSTITUTE

BLUE BOOK

REGULATIONS FOR THE CORPS OF CADETS



Academic Year 2022-2023

CADET'S NAME: _____ CADET # _____

SQUADRON/TROOP _____ ROOM/SIDE _____ DATE _____

From The Office of The Commandant of Cadets

To: The 2022 - 2023 New Mexico Military Institute Corps of Cadets:

First and foremost, congratulations! I would like to thank you for choosing to be a member of the 2022 – 2023 New Mexico Military Institute (NMMI) Corps of Cadets. Whether you are a New Cadet about to begin the Recruit at Training (RAT) experience, or you are returning as an Old Cadet ready for the many challenges and opportunities associated with the “Old Post,” I am confident that your experience will be memorable and productive.

The Institute is excited to, once again, provide the Corps with a plethora of learning opportunities that promote a comprehensive approach to development. Whether it be in the classroom, athletic field, parade field, or in conversation with a Cadet peer (leader), a Troop Leadership Advisor, or any other member of the academic and support staffs, the opportunities for personal growth and achievement are limitless.

The Blue Book, therefore, is produced with your success in mind. The information communicated within these pages is more than a set of rules and regulations governing individual and organizational “standards of conduct;” it is a guidebook for success. As you navigate through the text, please note how the historical synopsis provides the foundation for a culture that embraces the Institute’s core values of *Duty, Honor, and Achievement*. I challenge each of you, Old Cadets and RATs alike, to embrace those values as foundational tools to assist you through your many journeys here at the Institute and beyond. If you follow the guidance and directives provided within this text, you will be successful.

Once again, thank you for choosing to be a member of the 2022 – 2023 Corps of Cadets. It is an honor and privilege to serve as your Commandant.

Respectfully,

Thomas L. Tate

Thomas L. Tate, Ed.D.
Colonel, US Army (Retired)
Commandant of Cadets/Dean of Students

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Cadet Health & Wellness

Cadets who may be experiencing social, emotional, psychological, or physical issues, regardless of the circumstance, are urged to contact members of the NMMI's faculty, staff, and/or administration. The information provided below serves as a resource to assist Cadets who may encounter health and wellness challenges.

Office or Organization	Phone
Infirmery	575.624.8235 fax 575.624.8237
Cadet Counseling Center	575.624.8213
Cadet Life Coaching Center	575.624.8213
Student Assistance Center	575.624.8360
Office of the Commandant	575.624.8400
Hagerman Barracks Command Post	575.624.8478
Cadet Chaplain	575.624.8213
Anonymous Tip Line	575.624.8947

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Plan of the Day

Plan of the Day 2022-2023							
Uniform of the Day	Monday Class "C"	Tuesday DCU/OCP	Wednesday DCU/OCP	Thursday Class "C"	Friday Class "C"	Saturday As Directed	Sunday As Directed
SROTC - PT	0515-0615	0515-0615	0515-0615	0515-0615	0515-0615		
Reveille	0600	0600	0600	0600	0600	0600	0730
BRC Formation	0620	0620	0620	0620	0620	0620	0845 Accountability 0900-1200 Branch
Sick Call	0700 to 0800	0700 to 0800	0700 to 0800	0700 to 0800	0700 to 0800	Emergencies Anytime	Emergencies Anytime
Chapel Services							Protestant TBD Catholic TBD
Tutoring	0715 to 0745	0715 to 0745		0715 to 0745	0715 to 0745		
Commandant's Time (1)			0720 to 0810			0800 to 1200 *see below	
Academics - Periods 1-4	Period 1 0750 to 0840 Period 2 0850 to 0940 Period 3 0950 to 1040 Period 4 1050 to 1140	Period 1 0750 to 0840 Period 2 0850 to 0940 Period 3 0950 to 1040 Period 4 1050 to 1140	Period 1 0820 to 0905 Period 2 0915 to 1000 Period 3 1010 to 1055 Period 4 1105 to 1150	Period 1 0750 to 0840 Period 2 0850 to 0940 Period 3 0950 to 1040 Period 4 1050 to 1140	Period 1 0750 to 0840 Period 2 0850 to 0940 Period 3 0950 to 1040 Period 4 1050 to 1140		
DRC - All	1140 to 1240	1140 to 1240	1150 to 1255	1140 to 1240	1140 to 1240	1200 to 1300	
Academics - Periods 6-7	Period 5 1240 to 1330 Period 6 1340 to 1430 Period 7 1440 to 1530	Period 5 1240 to 1330 Period 6 1340 to 1430 Period 7 1440 to 1530	Period 5 1255 to 1340 Period 6 1350 to 1435 Period 7 1445 to 1530	Period 5 1240 to 1330 Period 6 1340 to 1430 Period 7 1440 to 1530	Period 5 1240 to 1330 Period 6 1340 to 1430 Period 7 1440 to 1530		
Physical Development Training	1545 to 1645		1545 to 1645		1545 to 1645		
Corps PT							
Bronco and Colt Practice time	1545 to 1800	1545 to 1800	1545 to 1800	1545 to 1800	1545 to 1800		
SROTC – Remedial PT	1545 to 1700	1545 to 1700		1545 to 1700	1545 to 1700		
Prep PT	1545 to 1645		1545 to 1645		1545 to 1645		
Cadet Activities							
MS 3 & 4 Lab		1540 to 1700					
Tour Squad					1900 to 2200	1300 to 1700 1900 to 2200	1300 to 1700
Recreation / Intramurals / Personal Time					1545 to 1745	1300 to 1645	
Cadet Free Time/Study Time	1645 to 1800	1545 to 1800	1645 to 1800	1545 to 1800			
Supper Roll Call (SRC) Formation	1730 to 1830 Free SRC	1730 to 1830 Free SRC	1730 to 1830 Free SRC	1730 to 1830 Free SRC	1730 to 1830 Free SRC	1730 to 1830 Free SRC	1800 to 1850 (March By)
Commandant's Time /Drill		1840 to 1930					
Accountability Formation	1850 to 1900		1850 to 1900	1850 to 1900	1850 to 1900		
Night Study Hall (NSH)	1900 to 2200	1940 to 2200	1900 to 2200	1900 to 2200			1900 to 2200
Personal Time	2100 to 2200	2140 to 2200	2100 to 2200	2100 to 2200			2100 to 2200
4 th Meal (optional)	2130	2130	2130	2130			
TAPS	2200	2200	2200	2200	2300	2300	2200

Remarks:

1. Saturdays will be either Commandants Weekend, Academic Weekend, Corps Training Activity, or Open Weekend
2. The Commandant may direct BRC, DRC, or SRC formations with march bys to Bates anytime throughout the school year.



THE MISSION OF NEW MEXICO MILITARY INSTITUTE

**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.**

NMMI CADET HONOR CODE

A Cadet will not lie, cheat, or steal, nor tolerate those who do.

Adopted by unanimous vote by the NMMI Corps of Cadets, 1921

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, 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.

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 RATs as 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 RAT 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

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CHAPTER 1

Introduction

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 teach, instruct, and encourage each Cadet, who 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. Those changes will be recorded in the electronic, posted version at the end of the document in the Record of Changes section. Recommended changes to the Blue Book can be submitted to the CMDT. Cadets may submit recommended changes to the CMDT for consideration, through the Cadet Chain of Command.

1.3 Purpose

The Blue Book prescribes the standards of conduct, rules, and regulations essential for the effective and efficient command, leadership, and administration of the Corps of Cadets.

1.4 Scope

While enrolled at NMMI, Cadets are subject to all regulations and policies governing the Institute inclusive of holidays, furloughs, 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 same rules, regulations, and policies. A Cadet employed by NMMI as a summer hire must comply with all the rules and regulations as stated in the NMMI Human Resources Operations and Procedures Manual.

1.5 Interpretation

The CMDT determines the interpretation of all policies and regulations in this Blue Book and has the final decision.

1.6 Compliance

Cadets are required to read, understand, and comply with the regulations in this document and the published changes or additions that may occur during the school year. This includes supplements, standard operating procedures (SOPs) and policy letters stemming from the Office of the Commandant in print and on the website. Ignorance is not an excuse for failure to comply.

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.

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 always. In addition, the Blue Book will be posted on the NMMI home page, www.nmmi.edu, and may be accessed by going to Cadets>Commandant's Home Page NMMI Online Blue Book. Policies and SOPs associated with the provisions of the Blue Book are also posted on the NMMI web site. Additional hard 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. The Troop Leadership Advisor (TLA) will conduct a Cadet Performance Assessments throughout the year (initial, midterm, change of duty, end of semester final). Cadets receive feedback to gauge performance and development.
- B. The Corps operates within a strict Honor Code system, implemented, and governed by a duly appointed Honor Board. The Honor Code states, “A Cadet will not lie, cheat or steal, nor tolerate those who do.” See Chapter 8.
- C. Violations of the Honor Code may result in disciplinary action up to and including dismissal from NMMI. The Honor Code will not be utilized to entrap, provoke, or threaten a Cadet. A Cadet's word is to be respected unless evidence is provided to the contrary.

1.10 Office of the Commandant

- A. Commandant of Cadets/Dean of Students (CMDT) The CMDT - supervises the Corps of Cadets, CMDT's staff, Daniels Leadership Center (DLC) and all Cadet auxiliary services and support. The CMDT is responsible for the safety, security, health and welfare, mentorship, leadership and character development, physical fitness, discipline, and accountability of all Cadets. The CMDT exercises these responsibilities through the Cadet Chain of Command and the Commandant's staff.
- B. Deputy Commandant for Operations (DCO) The DCO - manages day-to-day Corps operations, Cadet leadership and character development, Cadet physical fitness, training schedules, Master Calendar, discipline, activities. The DCO provides supervision of Squadron Leadership Advisors (SLA), Troop Leadership Advisors (TLA), and Night Accountability Officers (NACO). The DCO assumes responsibility for the Corps of Cadets in the Commandant's absence.
- C. Deputy Commandant for Support (DCS) - The DCS manages support functions and auxiliary agencies. The DCS also manages barracks issues, room assignments, ceremonies, special events, and Cadet transportation as required. The DCS coordinates with on- and off-Post organizations for community support, activities, and events. The DCS acts on behalf of CMDT/DCO in their absence.
- D. The Deputy Commandant for Training (DCT) – The DCT implements programs and initiatives to advance training and service opportunities in support of the Corps of Cadets, the campus community, and beyond. The DCT executes programs and initiatives which promote fitness and/or wellness, leader development, servant leadership and community service.
- E. Squadron Leadership Advisor (SLA) - The SLA is responsible for the safety, security, health and welfare, mentoring, Cadet Performance Assessments, accountability, and leadership and character development for the assigned TLAs and squadron. The SLA ensures that trainings, events, and activities are planned, supervised, and effectively executed.
- F. Troop Leadership Advisor (TLA) - The TLA is responsible for the safety, security, health and welfare, mentoring, Cadet Performance Assessments, accountability, and leadership and character development for the assigned troop. The TLA ensures that trainings, events, and activities are planned, supervised, and effectively executed. The TLA communicates with parents/guardians and oversees the day-to-day operational and support activities.
- G. Commandant's Chain of Command - The Commandant's Chain of Command must be followed to ensure consistent flow of information to conduct daily operations. See Chapter 7.
- H. The TLA Command Post (TLA CP) - The TLA CP is located adjacent to Hagerman Barracks and is hub for all information. The TLA CP operates 24/7 while Cadets are on Post. The DCO supervises all CP operations.
- I. Director of the Daniels Leadership Center -The Director is responsible for Cadet leadership and character development. The Director coordinates with the DCO for training the staff, faculty, and Cadets.
- J. Professor of Military Science (PMS) – The PMS serves as the Battalion Commander of the Senior Reserve Officer Training Corps (SROTC) at NMMI. The PMS coordinates with the Commandant's staff as required.

- K. Senior Army Instructor (SAI). The SAI is the Commander of the NMMI Junior Reserve Officer Training Corps (JROTC). The SAI coordinates with the Commandant's staff as required.

1.11 Safety, Health, Welfare, and Support of the Corps

- A. All Cadets will be:
- 1) Treated firmly, fairly, with dignity and respect
 - 2) Provided time to eat three meals per day (two on Sunday)
 - 3) Provided access to medical services as necessary
 - 4) Provided a safe and secure environment. Any form of abuse, hazing, bullying, or sexual harassment will not be tolerated.
 - 5) Provided the opportunity for eight (8) hours of sleep
 - 6) Provided ample time for personal hygiene
 - 7) Provided an environment free of weapons, drugs, tobacco, and alcohol
 - 8) Provided study and personal time in accordance with the Plan of the Day (POD) and the Training Schedule as directed by the CMDT
 - 9) Able to access:
 - a) His or her official educational records through the Registrar
 - b) His or her Cadet Performance Assessment through the TLA
 - c) His or her Physical Fitness Record through the TLA
 - 10) Able to address issues, complaints, and concerns through the Cadet Chain of Command
 - 11) Able to meet with the TLA, SLA, Academic Advisor, Coaches, and Chaplain as required or directed by the CMDT, the Academic Dean, Athletic Director (AD), or High School Principal/Vice Dean
 - 12) Afforded due process when preparing for or appearing before an Academic or Disciplinary Review Board
- B. Cadets are not authorized 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, AD or Finance Department.

1.12 Institutional Shared Learning Outcomes

Outcomes are the traits - knowledge, skills, and experiences – that a Cadet takes from the learning process. The shared learning outcomes support the three mission elements and are utilized as a wholistic approach to Cadet development.

<i>ACADEMIC Knowledge Outcomes</i>	<i>LEADERSHIP and CHARACTER Character Outcomes</i>	<i>PHYSICAL FITNESS Physical Fitness Outcomes</i>
Demonstrate Critical Thinking	Demonstrate Leading and Working with Others	Demonstrate skill and habits to enable sustained participation for physical activity
Demonstrate Written Communication	Demonstrate Self Development	Achieve and/or maintain an appropriate level of physical ability
Demonstrate Oral Communication	Demonstrate Being a Leader with Presence	Demonstrate quality improvement and progression in athletic or physical performance
Demonstrate Information Literacy		
Apply Technology in a Variety of Context		

1.13 Corps of Cadets Training Concept

- A. Cadet training focuses on the Cadet Learning Outcomes daily.
- B. Training is the responsibility of the Commandant’s staff as outlined in 1.10 above.
- C. Recruits At Training (RAT): Initial RAT training is conducted by Cadet Cadre in coordination with the SLA/TLA/DCO/DCT, the Daniels Leadership Center Director.
- D. The Cadet Leadership Development Program is designed to train and prepare Cadets for leadership positions within the Corps of Cadets.

CHAPTER 2

Cadet Structure and Organization

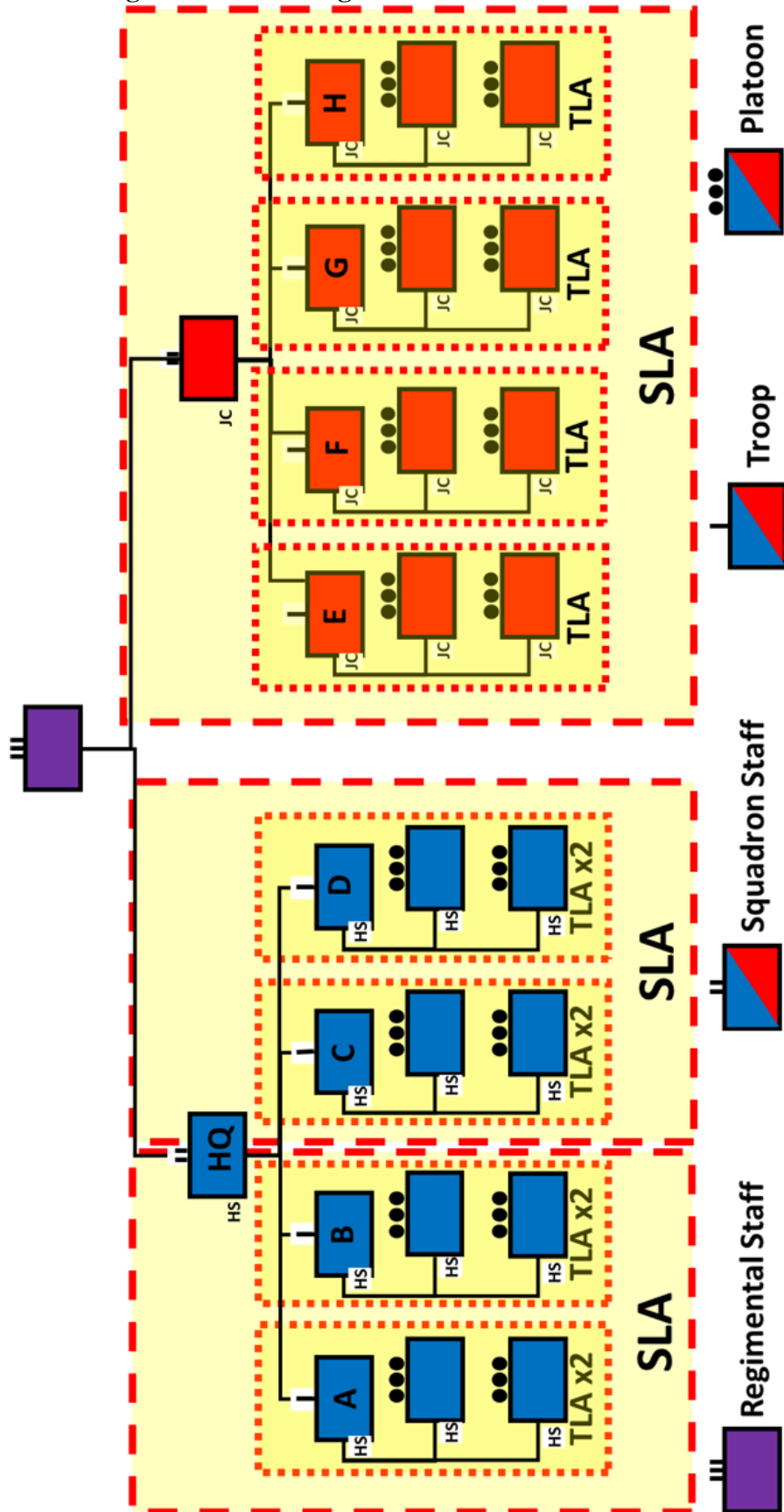
2.1 Cadet System

Since 1927, the Old Cadet/RAT System has remained the focus of Cadet development. The system intends to develop the respect and authority relationship that will exist throughout the year.

The Yearling/Old Cadets are responsible for the consistent and fair treatment of the RATs as they assimilate into the Corps of Cadets. The Yearling/Old Cadet earn the right to train the RATs after they have completed a progressive leadership and character development program.

The Cadet leadership will exemplify the school traditions that have produced leaders of character for more than 130 years. Through education and training, Cadet leaders reinforce standards of conduct and the Institute's values of Duty, Honor and Achievement. Moreover, Cadets progressively embrace the culture of the Institute as identified in the Goss Quote.

2.2 Regimental Task Organization



2.3 Cadet Leadership Positions

- A. Corps of Cadets - The Corps of Cadets is organized like an Army Cavalry unit and functions as a regiment comprised of two Cadet squadrons with four Cadet troops per squadron. Each troop is comprised of two platoons with three or four squads each. All Cadets are assigned to Cadet organizations (troops, squadron, or regimental staff) for accountability, administration, training, leadership development, and discipline. Cadet life centers around the troops within each squadron of the Corps.
- B. Regimental Organization – Two Squadrons
 - 1) Regimental Commander
 - 2) Executive Officer
 - 3) Adjutant
 - 4) Adjutant NCO/Etiquette NCO
 - 5) Operations Officer
 - 6) Quartermaster
 - 7) Command Sergeant Major
 - 8) Master of Fitness Officer in Charge/NCOIC
 - 9) Public Affairs Officer/PAO NCOIC
 - 10) Operations Sergeant Major
 - 11) Supply Sergeant
 - 12) Color Guard
- C. Squadron Organization – Four Troops
 - 1) Squadron Commander
 - 2) Executive Officer
 - 3) Adjutant (High School Only)
 - 4) Sergeant Major
 - 5) Master of Fitness Non-Commissioned Officer in Charge
 - 6) Color guard
- D. Troop Organization
 - 1) Troop Commander
 - 2) Executive Officer
 - 3) First Sergeant
 - 4) Two Platoon Leaders, two Platoon Sergeants
 - 5) Four Squad Leaders per platoon; two Team Leaders per squad
- 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)

2.4 Cadet Leaders' Duties and Responsibilities

- A. General: All Cadet leaders must maintain academic proficiency, physical wellness, and model the attributes of a leader of character. Cadets who have earned the privilege to lead must be prepared to serve selflessly and sacrifice for the betterment of those in their charge.
- B. Cadet Officers plan and execute unit operations, events and activities. Cadet Officers lead, guide, and mentor, Cadets within their squadron, troop, or platoon.
- C. Cadet Non-Commissioned Officers (NCOs) turn Cadet Officer plans, directions, 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, advise, and work with Cadet Officers to achieve unit goals and objectives.

2.5 Cadet Positions

- A. What follows is general descriptions of the 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, 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:
- B. Cadet Recruit (RAT):
 - 1) Responsible to learn the customs, courtesies, and traditions associated with the Institute.
 - 2) Can recite the Squad Leader name, troop housing location.
 - 3) Inspect room for pre-existing damages, record the results of the room inspection form and turn it in to the Troop Leadership Advisor (TLA).
 - 4) RATs are expected to learn to wear the uniform properly, march properly, conduct rifle drill, and prepare their rooms for inspection in accordance with NMMI regulations.
 - 5) A RAT is expected to learn close order drill through Chapter 5 of FM 3-21.5, Drill and Ceremonies.
 - 6) Learn the layout of campus in order to find their way around
 - 7) Complete a personal property inventory form.
 - 8) Cadet is expected to be able to wear the uniform properly, and prepare his/her room for inspection in accordance with NMMI regulations.
- C. Cadets in Ranks: Private (c/PVT) through Sergeant (c/SGT):
 - 1) All duties and Responsibilities of a RAT and
 - 2) Sets the example for RATs.
 - 3) To be in the right place at the right time, in the right uniform, with the right attitude.
 - 4) Cadets in Ranks will wear their uniform properly.
 - 5) Cadets in Ranks are 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.
 - 6) Performs other duties as directed by the Cadet Chain of Command.
- D. Team Leader and Squad Leader (TL and SL).

- 1) Maintains accountability of his/her team/squad. Takes accountability at all formations. SL submits accountability reports to their PSG.
 - 2) Will hold members of their team or squad to the standards. 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, supervise, and inspect subordinates in accordance with the standards of the Institute.
 - 4) Performs other duties as directed
- E. Guidon Bearer:
- 1) Acts as troop guidon bearer and is selected by the Troop Commander and 1SG.
 - 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.
- F. 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 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 the supervision of the platoon to ensure compliance with established standards.
- G. First Sergeant (1SG):
- 1) The 1SG is the senior NCO of the troop and works in support of the Troop Commander.
 - 2) Responsible for the accountability of all the members of the troop. Forms the troop and takes reports at all formations. Submit accountability reports to their SLA, TLA, and Squadron Sergeant Major.
 - 3) 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.
 - 4) Supervises administrative and logistical tasks as required.
 - 5) Assists the TC in the supervision of the Troop to ensure compliance with established standards.
 - 6) Performs other duties as directed
- H. Squadron Sergeant Major (SGM):
- 1) The SGM is the senior noncommissioned officer in the Squadron.
 - 2) Responsible for maintaining the standards of conduct in the Squadron.
 - 3) Responsible for Squadron colors condition and accountability
 - 4) Responsible for training and assessment of Troop First Sergeants
 - 5) Performs other duties as directed
- I. Command Sergeant Major (CSM):
- 1) The CSM is the senior noncommissioned officer in 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
- J. Platoon Leader (PL):

- 1) The PL is responsible to the Troop Commander for everything the platoon does or does not do.
 - 2) The PL exercises command and control of the platoon at all formations, ceremonies, activities, and events.
 - 3) Enforces NMMI rules and regulations within the platoon and insures the members of the platoon comply with the established customs and traditions of the Corps.
 - 4) Supervises, trains, and counsels the PSG and SLs assigned to the platoon to ensure they have accomplished their assigned duties in an acceptable manner.
 - 5) Under the guidance of the Troop Commander, plans and supervises the training of the platoon in drill and other military subjects as directed.
 - 6) Performs other duties as directed
- K. Troop Executive Officer (XO):
- 1) Is the principal assistant to the troop commander and represents the troop commander in his/her absence
 - 2) Assists with administrative and logistical requirements in support of the troop.
 - 3) Reports problems with troop sinks and other troop areas to the TLA
 - 4) Assists the TC in training of the PLs
 - 5) Performs other duties as directed
- L. Troop Commander (TC):
- 1) The TC is responsible to the Squadron Commander for everything the troop does or does not do. He/she works closely with the TLA.
 - 2) Exercises command and control of the troop at all formations, ceremonies, activities and events.
 - 3) TC supervises, assesses, and trains the XO, 1SG and platoon leaders assigned to the troop.
 - 4) Responsible, in-part, for the health, welfare, discipline, and morale of the troop.
 - 5) Establishes troop performance goals and takes appropriate actions to assure their accomplishment.
 - 6) 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.
 - 7) Looks after the welfare of the Cadets in the troop
 - 8) Performs other duties as directed
- M. Squadron Physical Readiness NCO (Master Fitness NCO):
- 1) Reports to the squadron XO.
 - 2) Monitors the physical readiness training in the squadron
 - 3) Motivates and inspires cadets during Corps' PT events
 - 4) Works with the strength and conditioning coaches in conducting accountability of squadron's participation in the Corps' PT program.
 - 5) Performs other duties as directed
- N. Squadron Adjutant (ADJ): (High School Only)
- 1) Responsible to the Squadron Commander for the administrative actions of the squadron.
 - 2) Serves as the Squadron Safety Officer.
 - 3) Prepares administrative documents pertaining to promotions, demotions, and awards
 - 4) Performs other duties as directed

- O. Squadron Executive Officer (XO):
- 1) Reports to the Squadron Commander
 - 2) Serves as the squadron's senior staff officer
 - 3) Directs and coordinates the activities of the squadron staff.
 - 4) Assists the Squadron Commander with mentoring and training the troop XO's.
 - 5) Serves as the Barracks Maintenance Officer
 - 6) Serves as the Squadron Safety Officer. (College Squadron)
 - 7) Prepares administrative documents pertaining to promotions, demotions, and awards (College Squadron)
 - 8) Performs other duties as directed.
- P. Squadron Commander (SC):
- 1) The Squadron Commander is responsible to the Regimental Commander for the welfare, good order and discipline, and accountability of their Squadron. Is responsible for everything their squadron does or does not do. Works closely with the SLA
 - 2) Exercise's command and control over the squadron at all formations, ceremonies, activities and events.
 - 3) Exercises direct supervision of members of squadron staff and subordinate troop commanders to insure that they perform their assigned duties in an acceptable manner.
 - 4) Enforces the NMMI rules and regulations within the squadron and insures compliance with established customs and traditions of the Corps.
 - 5) Establishes squadron performance goals supporting the Corps vision and takes appropriate actions to assure their accomplishment.
 - 6) Looks after the welfare of the Cadets in the squadron. Provides advice and counsel when appropriate.
 - 7) Performs other duties as directed.
- Q. Regimental Provost Marshall (PM) and (Constabulary Officer):
- 1) Plans and supervises constabulary support in accordance with guidelines and directives provided by NMMI Chief of Police and the Regimental Commander.
 - 2) Responsible for Charge of Quarters, Guard Box and Command Post and affiliated duties and responsibilities.
 - 3) Is responsible for accountability of Ranks Cadets during drill periods, parades and reviews, athletic events, and other special events.
 - 4) Performs other duties as directed
- R. Regimental Provost Marshall NCO (PM NCO):
- 1) Assists the PM with duties as required.
 - 2) Serves as the PM in his/her absence.
 - 3) Performs other duties as directed
- S. Regimental Physical Readiness Officer (Master Fitness Officer in Charge – MFOIC):
- 1) Responsible for conducting Corps Physical Fitness Testing.
 - 2) Maintains accountability of SAP Prep PT.
 - 3) Responsible for the Remedial PT program.
 - 4) Trains and supervises Squadron and Troop Masters of Fitness NCOs.
 - 5) Assists Strength and Conditioning Coaches with Cadet Corps PT accountability.
 - 6) Performs other duties as directed
- T. 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.
- U. Regimental Quarter Master (QM):
- 1) Responsible for Corps logistical support and barracks concerns.
 - 2) Supervises the activities of the Regimental Color Guard and Flag Detail.
 - 3) Coordinate and maintain accountability of equipment utilized in support of regimental activities.
 - 4) Ensure the Cadet laundry room is maintained in a neat and orderly manner.
Reports any issues to the DCS
 - 5) Ensure Bates Hall equipment used by Cadets (toasters, waffle irons, fountains, et cetera) is properly maintained. Reports any issues to the DCS.
 - 6) Performs other duties as directed.
- V. Regimental Adjutant (ADJ):
- 1) Responsible to the Regimental Executive Officer
 - 2) Prepares administrative documents pertaining to promotions, demotions, and awards.
 - 3) Prepares and publishes orders and directives issued by the Regimental Commander and/or Commandant.
 - 4) Performs other duties as directed
- W. The Regimental Adjutant NCO.
- 1) Assists the Regimental Adjutant as directed
 - 2) Performs other duties as directed
- X. Public Affairs Officer (PAO):
- 1) Assist NMMI Staff with external communication and publication in support of the Corps of Cadets.
 - 2) Organizes and schedules photographic events in support of the Corps of Cadets.
 - 3) Overseeing activities of the Cadet Photo squad.
 - 4) Performing other duties as directed.
- Y. 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.
- Z. Regimental Operations Officer (S3):
- 1) Reports to the Regimental Commander
 - 2) Responsible for the planning, execution, and evaluation of Corps wide events and activities under the guidance and direction of the Regimental Commander.
 - 3) Prepares, coordinates, publishes, and distributes written warning orders, operation orders, fragmentary orders, letters of instruction and other documents in support of Corps operations.
 - 4) Performs other duties as directed.
- AA. 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
- BB. Regimental Honor Board Chairman (HBC):

- 1) Serves as chairman of the Cadet Honor Board
 - 2) Supervises the implementation of Cadet Honor Code within the Corps of Cadets.
 - 3) Responsible for Honor education and training within the Corp of Cadets.
 - 4) Performs other duties as directed
- CC. Regimental Executive Officer (XO):
- 1) Reports to the Regimental Commander
 - 2) Serves as the Regimental Chief of Staff
 - 3) Coordinates and provides oversight of all logistical and administrative actions in support of the Corps of Cadets
 - 4) Prepared to serve as the Honor Board Chairman in the event of his/her absence.
 - 5) Prepared to serve as the Regimental Commander in the event of his/her absence.
 - 6) Performs other duties as directed.
- DD. Regimental Commander (RC):
- 1) Responsible, in-part, for the health and welfare, good order and discipline and operational oversight for the Corps of Cadets
 - 2) Exercises responsibility to members of the Cadet regimental staff and respective Squadron Commanders
 - 3) Exercise's command and control of the regiment at all Corps formations, ceremonies, activities, and events.
 - 4) Monitors the welfare of members of the Corps. Provides advice and counsel to Cadet Officers as appropriate
 - 5) Develops and directs procedures for enforcing NMMI rules and regulation and for insuring that members of the regiment comply with established and standing customs and traditions of the Corps.
 - 6) Serves as special assistant to the Commandant of Cadets.
 - 7) Performs duties as directed by the Commandant of Cadets.

2.6 Cadet Performance Assessment

CADET PERFORMANCE ASSESSMENT

Name, Last, First, MI, Sfx	Smith	Date / Time		Last Peer Eval.		Evaluation Type <input type="checkbox"/> Expectation <input type="checkbox"/> Initial <input type="checkbox"/> 9 Weeks <input type="checkbox"/> End of Sem. <input type="checkbox"/> Change in Duty <input type="checkbox"/> Other		
Rank		Troop/TLA		Tours / Demerits				
Cadet Current Position	(Pull down menu)	Platoon / Squad		PT Score				
ABT	000	Association/s		HP / DP / AP				
Class								
Assessor Name, Last, First	Doherty							
Assessor Position	TLA (Pull down menu)							
(Auto-populate-Current Position Duties Here)								
Squad Leader <ul style="list-style-type: none"> • Accountability • Assists Platoon Sergeant • Holds others to the standards • Checks: Rooms, uniforms, appearance 								
				1	2	3	4	NOTES ACTION TAKEN
RAT → SGT	SD	Honor/Integrity						
	Pr	Military Bearing						
	SD	Accepts Criticism						
	SD	Prepares Self						
	SD	Selflessness						
	Pr	Resiliency						
	CT	Process & Reasoning						
SSG → 1LT	LO	Adapts to Environment						
	Pr	Communicates						
	LO	Confidence						
	Pr	Taking Initiative & Action						
TC → RC	LO	Creates a Positive Environment						
	LO	Develops Others						
	LO	Collaboration						
	LO	Intellectual Resources Allocation						
Cadet Initials								
Assessor Initials								
SLA (as required)		Concur		SLA				
		Non-Concur		Notes				
PARENT/ GUARDIAN NOTIFICATION (as required)	_____ Parent Notification Date Time							

Ranks	General	Criteria	Superior 4	Competent 3	Emerging 2	Substandard 1
RAT-SGT	Self Development	Honor / Integrity	Shows exceptional moral judgment and behavior and professional values. Applies the principles of the Cadet Honor Code in every aspect of their life. Does not lie, cheat or steal, nor tolerate those things in others.	Shows good moral judgment and behavior and professional values. Lives within the principles of the Cadet Honor Code. Does not lie, cheat or steal, but may tolerate those things in others.	Occasionally shows good moral judgment and behavior and professional values. Lives within major principles of the Cadet Honor Code. Might lie, cheat or steal, and tolerate those things in others.	Demonstrates inconsistent moral decision making. Does not internalize professional values. Does not adhere to the Cadet Honor Code. Tolerates and promotes immoral conduct in others.
RAT-SGT	Leader with Presence	Military Bearing	Exemplary physical and professional appearance; demonstrates exemplary uniform, grooming, hygiene, posture, etiquette and courtesies.	Appropriate physical and professional appearance; demonstrates appropriate uniform, grooming, hygiene, posture, etiquette and courtesies.	Occasionally exhibits physical and professional appearance; occasionally demonstrates uniform, grooming, hygiene, posture, etiquette and courtesies.	Poor physical and professional appearance. Doesn't meet standards for uniform, grooming, hygiene, posture, etiquette and courtesies.
RAT-SGT	Self Development	Accepting Constructive Criticism	Balances firm resolve and flexibility-recognizes a better idea and incorporates into own decision. Recovers quickly after learning a decision was incorrect.	Attempts to balance resolve and flexibility; not afraid of better ideas from other sources. Hesitates after learning a decision was incorrect but corrects decision.	Occasionally attempts to balance resolve and flexibility; can be afraid of better ideas from other sources. And needs consistent and continuous guidance to make correct decision.	Dismissive and Inflexible; hostile towards better ideas from other sources. Can't accept their decision was incorrect.
RAT-SGT	Self Development	Prepares Self	Expands personal knowledge and capabilities. Readily applies lessons learned. Consistently listens actively; asks incisive questions. Actively seeks feedback on performance from superiors and peers and incorporates it for self-improvement	Attempts to expand personal knowledge and capabilities. Attempts to find ways to apply lessons learned. Listens; asks sound questions. Accepts feedback from others; seeks to improve performance with it.	Occasionally attempts to expand personal knowledge and capabilities and finds ways to apply lessons learned. Sometimes listens; asks simple questions. Rarely accepts feedback from others, therefore is unable to seek improvements in their performance.	Nonexistent attempts to expand personal knowledge and capabilities. Not interested in lessons learned. Inattentive; does not ask questions. Doesn't seek feedback
RAT-SGT	Self Development	Selflessness	Looks for opportunities to understand and help others regardless of reward.	Willing to help and/or understand others without any benefit to self.	Sometimes willing to help and/or understand others without benefit to self.	Unwilling to help others unless there is a benefit to self.
RAT-SGT	Leader with Presence	Resilient	Recovers quickly from setbacks, shock, injury, adversity and stress while maintaining focus. Successfully balances competing demands.	Recovers from setbacks, shock, injury, adversity and stress while maintaining focus. Balances most competing demands.	Inconsistently recovers from setbacks, shock, injury, adversity and stress. Does not always balance competing demands.	Loses focus when faced with setbacks, shock, injury, adversity, and stress. Cannot balance competing demands
RAT-SGT		Process & Reasoning				

Ranks	General	Criteria	Superior 4	Competent 3	Emerging 2	Substandard 1
SSG-1LT	Leading and Working With Others	Adapts to Changing Environments	Quickly adapts to changing environments and situations. Continually exhibits positive character traits that encourage or energize others. Quickly applies creative solutions and collaborates with others.	Adapts to changing environments and situations. Mostly exhibits positive character traits that encourage or energize others. Applies creative solutions and collaborates with others.	Struggles to adapt to changing environments and situations. Sometimes exhibits positive character traits that encourage or energize others. Inadequately applies creative solutions and collaborates with others.	Doesn't adapt well to changing environments and situations. Rarely exhibits positive character traits. Does not encourage others. Does not actively try to solve situations; does not collaborate with others.
SSG-1LT	Leading and Working With Others	Communicating	Clearly and positively articulates expectations. Inspires action by appropriately acknowledging good performance and dealing with poor performance. Keeps others informed, provides rationale and provides timely communication to facilitate group actions.	Adequately defines expectations. Acknowledges good and poor performance; takes some action accordingly. Keeps others informed, provides rationale, and provides timely communication to facilitate group action	Inadequately defines expectations. Rarely acknowledges good or poor performance; therefore cannot take action. Struggles to keep others informed, and provide rationale; fails to provide timely communication to facilitate group action.	Cannot or will not define expectations. Focuses on poor performance; rarely acknowledges good performance. Others are uninformed, don't have reasons for doing things, and are often surprised by events
SSG-1LT	Leader with Presence	Effective Confidence	Consistently is strong, self-assured with positive outcomes in mind and a positive attitude. Poised, remains calm, under control, effective under pressure; never complains. Excels by stress, chaos, and rapid change.	Often shows self-assuredness, positive attitude. Tries with success to be calm and effective under pressure; rarely complains. Functions under stress or amid chaos and rapid change.	Occasionally shows self-assuredness, positive attitude. Sometimes succeeds to be calm and effective under pressure; often complains. Functions poorly under stress or amid chaos and rapid change.	Shows insecurity and doubt, negative attitude. Agitated and ineffective under pressure; frequently complains. Freezes under stress or amid chaos and rapid change.
SSG-1LT	Leader with Presence	Taking Initiative & Action	Able to take appropriate action independently. Drives situations through smart, timely decisions. Quickly recognizes need and decides/acts in the absence of guidance. Thoroughly considers probable impacts and consequences of own decisions	Able to take appropriate action with minimal guidance. Makes decisions; keeps pace with situations. Eventually recognizes need to decide/act in the absence of guidance and does so. Adequately considers probable impacts and consequences of own decisions.	Frequently "overcome by situations" before making a decision. Continually needs reassurance. Rarely recognizes need to decide/act in the absence of guidance. Rarely considers impacts and consequences of own decisions.	Always having to be told what to do. Unable to overcome challenges of a situation. Lacks self-direction in the absence of guidance. Rarely considers probable impacts and consequences of own decisions.

Ranks	General	Criteria	Superior 4	Competent 3	Emerging 2	Substandard 1
TC-RC	Leading and Working With Others	Creates a Positive Environment	Effectively improves the collective performance, motivates people to work together; promotes ethical and fair treatment of group, and encourages positivity in confusing or changing situation. Willingly accepts and acts on requirements even on short notice. Effective at working up the chain of command to get problems	Attempts to improve the collective performance, actively works well with others; Attempts to promote ethical and fair treatment of group, and attempts to remain positive when situation is confused or changing. Usually willing to accept and act on requirements. Attempts to work up the chain of command when a problem must be solved.	Struggles to improve the collective performance, attempts to work with others and promote ethical and fair treatment of group, and struggles to remain positive when situation is confused or changing. Sometimes willing to accept and act on requirements. Occasionally attempts to work up the chain of command when a problem must be	Generates negative unintended consequences degrading group efforts and is absent or inactive participant in team efforts. Tolerates or fosters an unethical climate and treats people unfairly. Complains when the situation is confused or changing. Unwilling to accept and act on requirements. Bypasses the chain of command when a
TC-RC	Leading and Working With Others	Develops Others	Effectively cultivates and enhances the self-competence and self-esteem of group members. Guides, coaches, and/or mentors group members, encourages initiative; leads by example; inspires people. Encourages success in others, actively seeks to help them improve.	Attempts to cultivate or enhance self-confidence, competence or self-esteem of group members. Frequently coaches group members; often encourages initiative; visibly tries to lead by example. Attempts to help others succeed or improve.	Occasionally attempts to cultivate or enhance self-confidence, competence or self-esteem of group members. Sometimes coaches group members; often encourages initiative; visibly tries to lead by example. Struggles to help others succeed or improve.	Neglects the self-confidence, competence, or self-esteem of group members. Rarely coaches group members; rarely encourages initiative; sets a poor example. Makes no attempt to build on successes and fails to recognize the efforts of others.
TC-RC	Leading and Working With Others	Collaboration	Exceptional demonstration of teamwork by cooperating and coordinating the tasks to be completed by the work team.	Demonstrate teamwork by cooperating and coordinating the tasks to be completed by the work team.	Inadequately demonstrate teamwork by cooperating and coordinating the tasks to be completed by the work team.	Cannot or will not cooperate or coordinate the tasks to be completed by the work team.
TC-RC	Leading and Working With Others	Intellectual Resource Allocation	Identify team members' areas of expertise and how to use these areas of expertise to accomplish the tasks of the team in the most effective and efficient manner.	Identify team members' areas of expertise and how to use these areas of expertise to accomplish the tasks of the team.	Inadequately identify team members' areas of expertise and how to use these areas of expertise to accomplish the tasks of the team.	Cannot or will not identify team members' areas of expertise and does not use these areas of expertise to accomplish the tasks of the team.

2.7 Good Standing and Special Classifications

- A. A Cadet in “good standing” meets the following requirements:
- 1) A minimum of a 2.0 GPA based on the most recent 9 Week report (First-semester Cadets are in good standing unless otherwise noted)
 - 2) A grade of C or higher in Department based on the most recent 9 Week report (First-semester Cadets are in good standing unless otherwise noted).
 - 3) No outstanding tours
 - 4) Not on Disciplinary, Academic, or Honor Probation
 - 5) Completes the NMMI Physical Fitness Test or alternative (as determined by NMMI Athletic Trainer or Cadet Master of Fitness Officer) each semester
 - 6) At any time during the semester, the Commandant or DCO can change a Cadet’s probationary standing (disciplinary or honor) relative to substantial progress or decline in a Cadet’s performance. A Cadet on Academic Probation will remain so for the entire semester
- B. Special Classifications:
- 1) Superintendent’s List
 - a) A Cadet must earn a minimum GPA of 3.50
 - b) The Cadet’s department grade must be an “A”
 - c) Cadets who take grades of “Incomplete” are not eligible for the Superintendent’s List in the semester in which the incomplete was received.
 - d) Credits from developmental courses will not apply
 - e) College Cadets must complete a minimum of 14 credit hours, not including developmental courses
 - f) The high school Cadets must:
 1. Maintain a load of five solid subject (excluding Leadership Education Training (LET), which is part of the JROTC curriculum)
 2. New high school freshman and first semester sophomore Cadets will be eligible for the Superintendent’s List while taking four solid subjects, if they meet the other requirements
 - 2) Dean’s List Qualifications
 - a) A Cadet must earn a GPA of 3.25-3.49
 - b) The Cadet’s department grade must be an “A”
 - c) Cadets who take grades of “Incomplete” are not eligible for the Superintendent’s List in the semester in which the incomplete was received.
 - d) Credits from developmental courses will not apply
 - e) College Cadets must complete a minimum of 14 credit hours, not including developmental courses
 - f) The high school Cadets must:
 1. Maintain a load of five solid subject (excluding Leadership Education Training (LET), which is part of the JROTC curriculum)
 2. New high school freshman and first semester sophomore Cadets will be eligible for the Dean’s List while taking four solid subjects, if they meet the other requirements
 - 3) Commandant’s List Qualifications
 - a) A Cadet must earn a GPA of 3.0 – 3.24

- b) The Cadet’s department grade must be an “A”
- c) Cadets who take grades of “Incomplete” are not eligible for the Superintendent’s List in the semester in which the incomplete was received.
- d) Credits from developmental courses will not apply
- e) College Cadets must complete a minimum of 14 credit hours, not including developmental courses
- f) The high school Cadets must:
 - 1. Maintain a load of five solid subject (excluding Leadership Education Training (LET), which is part of the JROTC curriculum)
 - 2. New high school freshman and first semester sophomore Cadets will be eligible for the Commandant’s List while taking four solid subjects, if they meet the other requirements

Classification	Criteria*	
	GPA	Department
Presidents/Superintendent’s List	> 3.5	A
Dean’s List	3.25 – 3.49	A
Commandant’s List	3.00 – 3.24	A

* Refer to the academic catalog (academic.nmmi.edu) for credit hours (college) or solid course (high school) requirements.

2.8 Cadet Expectations

B. All Cadets will:

- 1) Stand at the position of attention when:
 - a) Addressed by a higher-ranking Cadet, adult staff or faculty member.
 - b) A higher-ranking Cadet 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 RAT for the purpose of correcting observed behaviors.
- 2) When reporting to a faculty, staff, or senior Cadet to conduct Corps business, the Cadet will:
 - a) Knock twice on door or door frame to announce presence
 - b) Remove cover
 - c) March into the room and assume the position of attention, center two steps in front of answering official’s desk. The Cadet’s cover rests on the palm of the Cadet’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)
 - d) Render hand salute and report to the Answering Official, announcing: “Sir/Ma’am, Cadet (*state your name*) reporting for (*nature of business*) as requested.” The Answering Official returns the salute
 - e) Upon completion of the business at hand, the Cadet will stand at the position of attention and report out
 - f) Render hand salute and report to the Answering Official, announcing: “Sir/Ma’am, Cadet (*state your name*) reporting out.” The Answering Official

- returns the salute and dismisses the Cadet
- g) Cadet then exits room in military fashion.
- 3) Conduct themselves in a respectful and courteous manner and address all adults and Cadet Officers as Sir/Ma'am.
 - 4) Maintain Cadet proper uniform, appearance, and hygiene standards
 - 5) Avoid harsh, degrading, or threatening methods of correction of any other Cadet, especially when dealing with RATs. Cadets engaging in such behavior are subject to disciplinary action to include suspension or dismissal
 - 6) Prevent or stop any unsafe act that threatens the safety or security of any Cadet
 - 7) Pick up litter and dispose of it in the nearest trash receptacle
 - 8) Stay off grassy areas except near Dow Hall and Stapp Field
 - 9) Not permitted to conduct business on stairwells
- C. Recruits At Training (RATs) In addition to the duties above, RATs are:
- 1) Recognized at the 21/28 Day Ceremony for having completed the initial RAT training
 - 2) Required to double-time through the Hagerman Box and through Saunders area. RATs not able to double-time due to an injury or illness must hold up their Ranks Slip in the left hand, making it completely visible to observers
 - 3) Required to RAT Walk (single file to the extreme far right and square corners)
 - 4) Permitted to use the PX and Internet Café but are only allowed to utilize the east side standing tables; not allowed to sit in the west side tables
 - 5) Not allowed to utilize the Game Room until after the 21/28 Day Ceremony
 - 6) Required to maintain a RAT grooming standards (see Chapter 4)
 - 7) Not permitted to cut stoops
 - 8) To fall out for formation on troop walks ten minutes prior to the beginning of First Call
 - 9) To stand at parade rest to read troop and Sally Port bulletin boards
 - 10) To Pop-to for Old Cadets before entering or upon leaving troop areas. (It is unnecessary to pop to for staff or faculty)
 - 11) To assume the position of attention when a faculty, staff, or higher-ranking Cadet enters the room
 - 12) To give way to a Cadet officer or a Senior Non-Commissioned Officer (SNCO) on the stoop:
 - a) When a Cadet officer enters the stoop, the Cadet who first recognizes the officer will call all personnel to attention. Cadets will remain at the position of attention until the officer directs otherwise (for example the command, "Rest" or "Carry On"
 - b) When a Cadet SNCO enters the stoop, the Cadet who first recognizes the SNCO will call, "At Ease". Cadets will remain at the position of "at ease" until the SNCO directs otherwise
 - 13) To enter and exit for classes only through the main Sally Port
- D. The Commandant has the authority to amend, modify, or edit these requirements at any time

2.9 RAT Training

- A. RAT training prepares Cadets to become a successful and productive member of the Corps of Cadets. Through the initial RAT training, the Cadet will learn:
- 1) NMMI customs, courtesies, and traditions
 - 2) The RAT/Old Cadet System
 - 3) Self-discipline, respect for authority, self-direction, standards of conduct, obedience to rules and standards, and attention to detail
 - 4) To work efficiently and effectively as a member of a team/unit
 - 5) Time management and organizational skills
 - 6) To develop personal pride, unit cohesion, and esprit de corps

2.10 Summary of RAT Cycle

- A. This section provides an overview of the training and education new cadets receive, known as the RAT (Recruits At Training) Cycle. The semester-long process begins when new cadets arrive on campus and is completed at the conclusion of a new cadet's first semester, when as a class they "turn" and become "Old" cadets. In order for a cadet to turn and become a yearling cadet, they must satisfy numerous qualifying challenges. For example, the challenges associated with the awarding of the NMMI unit crest and the rank of private, as well as the final step of "turning" to Old Cadet status are realized through ceremonies that recognize individual and collective performance. The intent of the semester-long process is to demonstrate adherence to NMMI values and traditions, while providing an inclusive and team-building approach to the transformation and growth of all cadets, old and new. The process is designed to be incremental, transformative, and each step along the RAT journey should signify achievement and inspire cadets to continue to challenge themselves and their peers.
- B. Each phase of training reinforces and promotes leadership and character development, academic achievement, and individual health and wellness. The phases of training are summarized below.
- C. Phase I: Basic RAT. Phase I begins with matriculation and concludes with the awarding of the unit crest. The focus of this phase is the comprehension and reinforcement of individual duties and responsibilities as a member of the corps of cadets. Blue Book knowledge, performance of RAT duties, the cadet honor code, character development, drill and ceremonies, understanding academic expectations, and physical training, highlight this phase of training. In each phase of the training, individual performance is assessed utilizing the Institute's Cadet Performance Assessment (CPA) -- a developmental counseling program to promote self-development. The "cresting" ceremony marks the end of the basic rat training and cadets are awarded the NMMI crest signifying successful completion of their initial phase of training.
- D. Phase II: Intermediate RAT. In Phase II cadets continue to carry out their rat duties. The values of duty, honor, and achievement are emphasized throughout the training regimen. Topics such as honor and character education, military drill, and the history

and lineage of the institute, serve to reinforce the learning process. Upon the conclusion of phase II, cadets are awarded the rank of private and authorized to wear the insignia of rank on their uniform. Selected RATs, identified with the skill and commitment to lead will be identified to fill positions of increased responsibility as “interim” team leaders and squad leaders. As the RAT class transitions to phase III, those cadets who are promoted and recognized for their leadership and sacrifice will be afforded the opportunity to attend formal leadership training, such as squad leaders school. These leaders, primarily team leaders, squad leaders, and guidon bearers will wear a black arm brassard noting their interim rank, and a black hat with the yellow bronco patch. As feasible, the intent is to conclude the intermediate phase of training in conjunction with parent’s weekend.

- E. Phase III: Advanced RAT. The processes continues to be individual and transformational as the learning outcomes associated with Phases I and II are reinforced and additional training requirements are introduced. Phase III concludes with the completion of the academic semester. Those cadets who have performed successfully as “interim” squad leaders, team leaders, and guidon bearers, etc., are permanently promoted to the rank commensurate with their duty position. This phase is characterized through reinforcement of phases I and II learning outcomes, and a focus on the collective performance of the RAT class in achievement of specific duties and responsibilities pertaining to academic achievement, physical wellness, and deportment.
- F. Phase IV: Rising Yearling (Turning Ceremony). The turning ceremony marks the culmination of RAT new cadet training. During the first week of January (for Fall RATS) or the first week of August (for Spring RATS), GPAs, deportment grades, and physical fitness test scores of each RAT will be tallied and a cumulative class score for GPA, deportment, and fitness will be assessed. The class must collectively achieve the minimum scores as noted below to “turn.” The turning ceremony marks the culmination of new cadet (RAT) training. Cadets are awarded the yearling bar and are authorized to wear the uniform and afforded the privileges extended to “Old” cadets.
- G. Collective RAT Class Standards for “Turning” from new to Old Cadet:
 - 1) GPA of 2.00 or higher
 - 2) Deportment Grade of B or better
 - 3) Physical fitness – To be determined in consultation with the Director of Athletics based upon the initial and collective assessment of all cadets for each semester.
- H. If the RAT Class, as a collective, fails to meet the standards of performance as annotated above, the “turning” of the class may be delayed until the milestones specific to academics, deportment, and/or individual fitness are satisfied. Once determined that all requirements have been satisfied pertaining training, education, and deportment, the turning ceremony marks the culmination of new cadet training. RAT are now recognized as Old Cadets and are authorized to wear the uniform of an

old cadet. Furthermore, those RATs who successfully complete the semester as interim leaders within their troops as team leaders, squad leaders, and guidon bearers, are permanently awarded the rank and title commensurate with the position in which they are serving. To reiterate, the awarding of the yearling bar recognizes the conclusion of the RAT cycle.

The RAT Cycle: A Phased Approach to Cadet Development

PHASES	PHASE I: BASIC RAT	PHASE II: INTERMEDIATE RAT	PHASE III: ADVANCED RAT	RISING YEARLING & TURNING CEREMONY
PROGRESSIVE TIMELINE: BEGINNING TO END OF SEMESTER	<ul style="list-style-type: none"> • Begins Matriculation • Ends "Cresting" Ceremony (Approx 3 wks) 	<ul style="list-style-type: none"> • Ends o/a Parents Weekend (Approx 6 wks) 	<ul style="list-style-type: none"> • Ends at Conclusion of 1st Semester 	<ul style="list-style-type: none"> • "Turning" Ceremony • End 1st Wknd January w/Bronco Challenge • Collective Requirements Satisfied
UNIFORM	<ul style="list-style-type: none"> • Standard Issue Uniform • Red Baseball Cap • Red Velcro Black RAT Identifier 	<ul style="list-style-type: none"> • Standard Issue Uniform • Red Baseball Cap • Red Velcro Black RAT Identifier • 'Interim' RAT leaders Identified 	<ul style="list-style-type: none"> • Standard Issue Uniform • All RATs wear Rank of Private (Replace Red Velcro Block Identifier) • RATs wear Red Baseball Cap • 'Interim' RAT Leaders wear Brassard/ Black Baseball Cap 	<ul style="list-style-type: none"> • Authorized wear of Old Cadet Uniform • 'Interim' RAT Leaders Awarded Permanent Rank & Position of Squad Ldr, Team Ldr, Guidon Bearer
LEARNING OBJECTIVES & OUTCOMES	<ul style="list-style-type: none"> • 'Blue Book' Standards • RAT Duties/Responsibilities • Honor Code • Character Development • Drill & Ceremony • Physical Training 	<ul style="list-style-type: none"> • RAT Duties Continue • Honor & Character Education <ul style="list-style-type: none"> - Moral/Ethical Decision Making • Military Drill • NMMI History 	<ul style="list-style-type: none"> • RAT Duties Continue with Focus on Academics, GPA, Department & Fitness • Modelling Behavior of a Person of Character Learned in Phases I & II 	<ul style="list-style-type: none"> • Collective RAT Requirements Calculated • Class GPA & Department Grade • Physical Fitness Test Score • Passing Bronco Challenge
RECOGNITION	<ul style="list-style-type: none"> • Awarded NMMI Uniform Crest at "Cresting" Ceremony 	<ul style="list-style-type: none"> • All RATs Awarded Private Rank • RATs Identified to Serve as "Interim" Cadet Leaders in Phase III 	<ul style="list-style-type: none"> • 'Interim' RAT Leaders Perform Duties of Squad & Team Leader, Guidon Bearer • Poor Performance Results in Removal (I.E., GPA, Department) 	<ul style="list-style-type: none"> • Successful 'Interim' RAT Leaders Promoted to Permanent Rank (SGT, CPL) • RATs Awarded "Yearling" Bar • Enjoy Benefits of Old Cadet
DEVELOPMENTAL GROWTH	<ul style="list-style-type: none"> • Initial RAT Performance Assessment • Followership 	<ul style="list-style-type: none"> • Intermediate RAT Performance Assessment • Followership 	<ul style="list-style-type: none"> • Advanced RAT Performance Assessment • Followership/Selected Cadets Introduced to Small Unit Ldrshp 	<ul style="list-style-type: none"> • Final RAT Performance Assessment (Collective Requirements Met) • Successful Individual and Collective Performance

INDIVIDUAL TO COLLECTIVE LEARNING AND PERFORMANCE

2.11 General Guidelines for Cadet Relationships

- A. All Cadets will comply with the following basic rules of the RAT/Old Cadet system:
- 1) All relationships are professional and emphasize good order and discipline over the social aspect of Cadet life
 - 2) Sir/Ma'am will be used in all communications including emails.
 - 3) RAT's response to verbal communication from an Old Cadet is limited to:
 - a) Yes, Sir/Ma'am
 - b) No, Sir/Ma'am
 - c) No excuse, Sir/Ma'am
 - d) Request permission to make a statement,
 - e) Sir/Ma'am, I do not understand
 - f) Sir/Ma'am, I have a question
 - 4) Verbal communication by any Old Cadet to a RAT will be firm, fair, and professional. The use of profane or abusive language or language of a sexual nature is prohibited
 - 5) An Old Cadet will not personally touch or use an object to touch a RAT. All Cadets will ask for permission to correct any discrepancy (uniform, Manual of Arms, Drill and Ceremony, or physical fitness) on any Cadet
 - 6) Hazing is strictly forbidden and could result in dismissal of any Cadet found to have condoned or participated in the behavior
 - 7) RATs will not be tasked by Cadets for unnecessary errands designed to waste time, be harassed, or causes them to be targeted for disciplinary measures
 - 8) RATs will be addressed as Mister, Miss, RAT, or Cadet
 - 9) RATs will address Old Cadets by their Cadet rank (when in doubt, address as Sir or Ma'am)
 - 10) RATs will promptly carry out all legitimate orders and/or instructions
 - 11) Personal service from RATs or fellow Cadets is prohibited (e.g., shining shoes, polishing brass, carrying items, or obtaining food)
 - 12) Old Cadets are prohibited from borrowing from RATs
 - 13) Old Cadets cannot direct a Cadet to violate any regulation, policy, or SOP
 - 14) The class and rank distinctions between Cadets may be suspended during athletic team participation, approved organized activities, and in the academic classroom as deemed appropriate by the staff/faculty. If suspended, the class and rank distinction resume when the activity concludes
 - 15) Fraternalization - Fraternalization is defined as a relationship that impedes upon the operational effectiveness, morale and/or good order and discipline within the Corps of Cadets. Fraternalization is strictly forbidden. (See Chapter 5 – Sexual Misconduct)
 - 16) RAT barracks rooms are off limits to Old Cadets until completion of the 21/28 Day Ceremony
 - a) An exception to this policy is granted to a RAT's Chain of Command on official duty within their own troop.
 - b) Squad Leaders and above may enter the room of a RAT of a different gender in the performance of official duties when accompanied by a fellow Squad Leader or above, who are of the same gender as the RAT

- B. RAT Reporting to an Old Cadet:
 - 1) RATs may be required to report to their Cadet Squad Leader or Platoon Sergeant for inspection or instructions. Inspections or instructions will not conflict with classes, tutoring, or other official duties and be scheduled no more than ten minutes prior to a formation.

2.12 Turning Signifies the End of RAT Status

- A. General. The appropriate recognition by Old Cadet for a RAT 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. RATs will “turn” upon meeting the following requirements:
 - 1) Have successfully completed one full semester at NMMI
 - 2) Achieve a class average GPA of 2.0 or better
 - 3) Achieve a class average of a “C” or better in Department
 - 4) Participate in the Physical Fitness test
 - 5) Participate in the Bronco Challenge (a physically challenging team-building experience)
 - 6) Memorize and recite the Goss Quote

2.13 Table of Cadet Rank Distribution and Organization (see table below)

Note: Red-looped epaulet for college Cadets

- A. A Cadet who is relieved, demoted, or resigns from a leadership position is eligible to apply for a position of leadership no earlier than nine academic weeks following the infraction.
- B. To create a competitive environment and maximize the NMMI leadership development experience, First Sergeants, Troop Commanders and above will be boarded and placed on an Order of Merit List.
- C. Assignment to troop or squadron billets will be in accordance with the requirements of the Corps. Cadets are not permitted to request a specific troop. Selection boards will be held as required.
- D. Throughout the selection process, Cadets are expected to pursue positions of increased rank, duty, and responsibility. (Refer to the Rank Chart following.)

2022-2023 Blue Book Officer/NCO Positions

Rank	Insignia	Position	Distribution	Class	Promotions	Requirements - start with cadet in good standing	Min GPA	Department	
COL		Regimental Commander (RC)	1 per Regiment	1st	Board	Commandant endorsement	2.00	A	
LTC		Regimental Executive Officer (XO)	1 per Regiment	1st	Board	Commandant endorsement	2.00	A	
		Honor Board Chairman (HBC)	1 per Regiment	1st	Board	Commandant endorsement	2.00	A	
		Squadron Commander (SC)	1 per Squadron	1st	Board	DCO endorsement	2.00	A	
		Regimental Adjutant	1 per Regiment	1st	Board	DCO endorsement	2.00	A	
		Regimental Inspector General (IG)	1 per Regiment	1st	Board	Commandant endorsement	2.00	A	
		Regimental Master of Fitness (MOF) Officer in Charge (OIC)	1 per Regiment	1st	Board	DCO endorsement	2.00	A	
MAJ		Regimental Operations Officer (OO)	1 per Regiment	1st	Board	DCO endorsement	2.00	A	
		Regimental Quartermaster	1 per Regiment	1st	Board	DCO endorsement	2.00	A	
		Regimental Provost Marshal	1 per Regiment	1st	Board	DCO endorsement	2.00	A	
		Squadron XO	1 per Squadron	1st	Board	DCO endorsement	2.00	A	
CPT		Squadron Adjutant (ADJ)	1 per Squadron	1st	Board	DCO endorsement	2.00	A	
		Troop Commander (TC)	1 per Troop	1st - 2nd	Board	TLA and SLA endorsements	2.00	A	
1LT		Troop XO	1 per Troop	1st - 2nd	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	TLA and SLA endorsements	2.00	B
2LT		Platoon Leader (PL)	1 per Platoon	1st - 2nd	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	TLA and SLA endorsements	2.00	B
Officer		Officer Track			Boards will interview and select cadets for Officer track and development	Any cadet wishing to enter Officer track must have the following: Basic leadership Course, the Squad Leader Course, and the Officer Course at a minimum. They must also have TLA recommendation and SLA endorsement	2.00		
CSM		Regimental Command Sergeant Major (CSM)	1 per Regiment	1st - 3rd	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	A	
SGM		Squadron Sergeant Major (SGM)	1 per Squadron	1st - 3rd	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	A	
		Regimental Operations Sergeant	1 per Regiment	1st - 3rd	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	A	
1SG		Troop First Sergeant (1SG)	1 per Troop	1st - 3rd	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	A	
		Drum Major	1 per HQ Troop	1st - 3rd	Selected by either Bandmaster or HQ TLA	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	B	
		Regimental Supply Sergeant	1 per Regiment	1st - 3rd	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	B	
MSG		Adjutant NCO/Etiquette NCO	1 per Regiment	1st - 4th	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	B	
		Personal S1 NCOIC	1 per Regiment	1st - 4th	Board	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	B	
		Squadron Master of Fitness (MOF) Non-Commissioned Officer in Charge	1 per Squadron	1st - 3rd	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	From this point forward to CSM all candidates must have SLA endorsement and the following Basic Leadership Course, NCO Course, Advanced NCO Leadership Course, and Staff Course	2.00	A
SFC		Platoon Sergeant (PSG)	1 per Platoon	1st - 4th	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	TLA CALL WITH SLA FINAL	2.00	B
SSG		Squad Leader (SL)	1 per Squad	1st - 5th	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	TLA CALL WITH SLA FINAL	2.00	A
SGT		Team Leader (TL)	2 per Squad	1st - 5th	High School TLA and JROTC Instructor selects will be by TLA and SLA	High School TLA and JROTC Instructor selects will be by TLA and SLA	TLA CALL WITH SLA FINAL	2.00	B
NCO		NCO Track			Cadets selected to fill an NCO position will have 90 days to take the appropriate cadet development course	Recommendation by TLA, SLA, and JROTC AI			
CPL		Guidon Bearer	1 per Troop	1st - 6th	at next 9 weeks in good standing	at next 9 weeks in good standing	TLA CALL WITH SLA FINAL	2.00	B
PFC		Cadet in Ranks	Unlimited	1st - 6th	at Semester - in good standing	at Semester - in good standing	TLA CALL WITH SLA FINAL	2.00	C
PVT		RAT after Intermediate Phase Cadets not in good standing will not be promoted	Unlimited	1st - 6th	at 9 weeks - in good standing	at 9 weeks - in good standing	TLA CALL WITH SLA FINAL	2.00	C
RCT		RAT after Cresting Ceremony	Unlimited	1st - 6th	Through 42 or 48 day	Through 42 or 48 day	Basic Leadership Course	2.00	C
RAT		Recruit and Training	Unlimited	1st - 6th	Cresting Ceremony	Cresting Ceremony	Becoming a cadet in the Corps	2.00	C

Note Cadets reduced in Rank as a penalty are not eligible for promotion until the following semester and/or good standing.
 Note Only cadets in good standing per the blue book will remain in their positions.
 Note Cadets to fail to achieve a 2.00 at each grading period will be immediately removed from their positions.

2.14 Promotions and Reductions

A. General:

- 1) Vacancy announcements will be published and disseminated throughout the Corps of Cadets
- 2) The Cadet Chain of Command, TLA, and SLA will provide recommendations for promotions
- 3) Applications will be received and reviewed for eligible applicants
- 4) A board will convene to review applications, interview the most qualified applicants, and develop an Order of Merit List (OML)

B. Promotions:

- 1) Promotions will occur as follows:
 - a) At the beginning of the Fall semester
 - b) As required after a nine-week grading period
 - c) In the event a senior leadership position is vacated, a Cadet will be activated from the OML
- 2) Cadets with prior military service, Break in Service, or who have attended other military schools/academies will enter the Corps with the rank of Private. They must participate in RAT training and will be eligible for promotion after the first nine-week grading period
- 3) The Commandant is the final approving authority for all exceptions to policy pertaining to promotions and assignments

2.15 Criteria

- A. Serving as a Leader in the Corps of Cadets is an honor, privilege, and opportunity
- B. Cadet leaders are selected for positions through a competitive process based primarily on merit and demonstrated competency to lead peers

2.16 Reductions

- A. Reduction in rank is based on the loss of trust, confidence, for cause, and/or lack of performance in duties and responsibilities
- B. Request for reduction in rank must be made in writing to the commandant's staff by the Cadet's Chain of Command
- C. Cadets will automatically be reduced the rank of PFC for receiving a deportment grade of D or F at the end of a grading period
- D. Cadets may be reduced in rank for failure to maintain academic standards
- E. Cadets placed on AP/DP/HP will automatically be reduced to the rank of PVT

CHAPTER 3

Daily Corps Operations, Accountability, and Privileges

3.1 Introduction - The Plan of the Day (POD) and Training Schedule are located on the troop bulletin boards and can be accessed online at the Cadet Intranet portal. The POD guides Cadet daily activities, and the Training Schedule provides an overview of upcoming events and activities throughout the academic year. The troop First Sergeant (1SG) and troop Executive Officer (XO) are responsible for maintaining and updating the troop bulletin boards daily. (POD in front of Blue Book)

3.2 Accountability Terms and Definitions

- 1) **Academic Duty:** A Cadet is required to attend all academic classes and can only be excused by the Academic Dean/Vice Dean, Commandant of Cadets, or NMMI Infirmary Staff
- 2) **Corps Duty:** A Cadet is required to attend all Corps functions and may only be excused by members of the Commandant's Staff or NMMI Infirmary Staff
- 3) **Late Class/Activities/Corps Events:** A Cadet is considered late if he or she fails to be in his or her place of duty at the appointed time
- 4) **Absent Class/Activities/Corps Events:** A Cadet is considered absent without approval from the Dean, Faculty, Commandant's Staff, or Infirmary personnel
- 5) **Absent Without Leave (AWOL):** A Cadet is considered AWOL if absent from his or her place of duty for more than six hours
- 6) **On Status:** Excuses a Cadet from academic and/or Corps duty requirements, to fulfill a specific event
 - a. Status requests must be submitted three working days prior to the event by NMMI staff, faculty or athletic coaches
 - b. The approving authority for status is the Commandant (CMDT) and/or Athletic Director for athletes
 - c. **Cadets are immediately removed from the Status report upon returning to Post, the completion of an event, or activity**
 - d. Cadets are responsible for knowing and reporting to their Chain of Command and TLA any changes of status
- 7) **Post limits:** The NMMI Post is bounded by four major streets: 19th Street on the North, N Main Street on the East, W. College Blvd. on the South, and Kentucky Ave on the West.
 1. Refer to the map on back cover of Blue Book for details
- 8) **Extended NMMI Post includes Dairy Queen, Walgreens, Burger King, Little Caesars, and Starbucks only.**
 1. DCU/ACU and PT Uniforms are not authorized for extended post.
 2. Cadet must be in good standing for extended post privileges.
 3. Underage cadets (under 18 years of age) must have parental consent for extended post privileges.
 4. Underage cadets (under 18 years of age) must use the buddy system when using extended post privileges.
 5. Refer to the map on back cover of Blue Book for details

- 9) Off Limits Areas:
 1. On Post barracks areas of the opposite gender
 2. High School Cadets are not allowed in College Rooms and vice versa
 3. High School Cadets are not allowed in Saunders Barracks unless conducting official business with the Commandant's Staff
 4. College Cadets are not allowed in Hagerman Barracks unless conducting official business with the Commandant's Staff. (except College Cadets who are housed in Hagerman Barracks)
 5. Barracks rooms when the occupant(s) is not present
 6. All unoccupied barracks' rooms
 7. Barracks' basements, crawl spaces, and tunnels
 8. West side of the Saunders Barracks (Kentucky Ave side)
 9. Any offices, buildings, or recreational areas during non-duty hours, unless accompanied by a faculty or staff member
 10. J Ross Thomas (JRT) building second floor except when conducting business with the DCS
 11. Roofs of all buildings
 12. Any area East of N. Main Street except for NMMI-sponsored events
 13. Any open, unlighted areas on Post during hours of darkness
 14. Tobacco shops, liquor stores, dispensaries
 15. NMMI motor pool
- A. Corps Formation and Accountability Systems:
 - 1) Formations are held in accordance with the POD, the Cadet Training Schedule or as directed by the DCO/CMDT
 - 2) 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 Regimental Commander through the Cadet Chain of Command
- B. Responsibilities:
 - 1) Cadet attendance at all formations is mandatory unless the Cadet is excused by Proper Authority or On Status (see Para 3.2). Personal convenience or lack of preparation is not an excuse for missing formation
 - 2) Cadets will be prepared for uniform and personal hygiene inspection at all formations.
 - 3) Participation in activities is mandatory
- C. Sick Call and Infirmary/Medical Procedures:
 - 1) Cadets will scan ID card upon entering and departing the Infirmary
 - 2) Walk-in for treatment is authorized any time
 - 3) Sick Call is held from 0700-0800 Monday through Friday
 - 4) Sick call is not available Saturday or Sunday
 - 5) Injured Cadets must report to the Infirmary
 - 6) The Infirmary is off-limits to Cadets except for emergencies, sick call, scheduled appointments, or authorized visitation
 - 7) NMMI Infirmary staff will determine if a Cadet needs to be housed for illness or injury
 - 8) On-duty Infirmary staff may grant visitation permission of a Cadet who is

- assigned the Infirmary (case by case basis)
- 9) Cadets will report to class or activity **NLT 10 minutes after being released** from Sick Call, an Infirmary visit, or any type of Status. **Cadets must attend or return to class or activity regardless of the amount of time remaining.**
 - 10) Medical or dental appointments for all cadets will be verified or scheduled through the Infirmary
 - 11) Transportation for medical and dental appointments will be coordinated with the Infirmary driver. A Cadet will report to the Infirmary 15 minutes prior to the appointment time. Failing to report in time for transportation may result in rescheduling of the appointment.
 - 12) Underage Cadets (under 18 years of age) must be driven to medical or dental appointments by the Infirmary driver or by parent or guardian.
 - 13) Underage Cadets (under 18 years of age) will be required to have a written consent form on file from a parent or guardian for elective surgeries.
 - 14) Cadets will be placed “on Ranks” only by the NMMI Infirmary staff or athletic trainers
 - 15) A Cadet on Ranks will wear the designated uniform assigned by the Infirmary Staff, no mixed uniforms are permitted.
 - 16) **Shave Rank slips will only be issued on Monday mornings by the Infirmary Staff**
 - 17) Upon completion of accountability or other types of formation, Cadets identified to report to sick call or who are on ranks will move unilaterally to their designated location (i.e., the Infirmary or Bates Dining Facility)
 - 18) A Cadet on Ranks will report to all formations unless specifically excused by a member of the Commandant’s Staff. Cadets will carry their Ranks Slip on their person at all times. 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.
 - 19) Altering the Ranks slips in any way will result in an Honor offense
- D. Status Checks: Status will be verified during accountability formations, night study hall, the conclusion of the duty day, or as designated by the Commandant Staff.
- 1) Accountability checks will be made by members of the CMDT’s staff between TAPS and REVEILLE. Cadets must be in their own rooms between TAPS and REVEILLE (i.e. no showering, or visiting other cadet rooms). The only reason a cadet should leave their room between these times is for the use of the latrines, going to the infirmary, or emergency situations. Cadets who are absent during nightly bed checks may face sanctions.

3.3 Athletic Teams and Sports Activities

A. General

- 1) Athletic activities at NMMI are classified as high school (Colt) and junior college (Bronco) sports. All programs are governed by either the New Mexico Athletic Association (NMAA) or the National Junior College Athletic Association (NJCAA).
- 2) Cadet athletes are responsible for providing their game and practice schedules to their Cadet Chain of Command and TLA

B. Status/Orders

- 1) The Athletic Director is the approving authority for athletic status request. Athletic coaches submit status request through the athletic department administrative assistant
- 2) **Cadets are not authorized to excuse any Cadet from Corps activities**
- 3) Status Reports are maintained and monitored by the Commandants Staff and Cadet Chain of Command
- 4) Cadet athletes are immediately removed from the Status report upon returning to Post, the completion of an event, or activity

C. In-Season Sport Team

- 1) An in-season Sport Team is defined as an athletic team that is in the playing season. This playing season is determined by NMAA or NJCAA regulations
- 2) In-Season Cadet Athletes are:
 - a) Excused from Corps PT
 - b) Required to attend all breakfast, dinner, and supper roll call formations in the correct uniform of the day, unless excused per Status Report or as determined by the Commandant of Cadets
 - c) Accountable for all NSH periods and bed checks, unless excused per Status Report
 - d) Required to make-up all missed Corps training before granted furloughs/permits
 - e) Required to satisfy all disciplinary sanctions or restrictions prior to participation in a athletic competition. Exception to policy may be granted by the Commandant in coordination with the Director Athletic or coaching staff

D. Off-Season Sports Teams

- 1) Is an athletic team not participating in NJCAA/NMAA sanctioned events or activities
- 2) Cadet Athletes are:
 - a) Required to attend all drills, formations, parades, corps training, and other assigned duties.
 - b) Required to serve all disciplinary sanctions/restrictions, and/or participate in Additional Instruction and Mentoring (AIM)

E. Meal Formations and Mess Hall

- 1) Cadet Athletes are required to attend meal formations, march, and dine with their troops. Exceptions will be granted for Cadets on Status or by order of the Commandant.
- 2) Senior ranking Cadets and Cadet Chain of Command are responsible for maintaining proper decorum in Bates Dining Hall, to include proper manners, food handling, and good order

F. Uniforms

- 1) Athletic Uniforms: Only the prescribed NMMI Athletic Uniform will be worn both on/off campus as directed by the Athletic Director or the Commandant. If a prescribed NMMI 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 NMMI issued PT uniform or Polo shirt is the only authorized

uniform and must be worn correctly with shirt tucked in. The NMMI PT uniform may not be worn off post unless engaged in supervised Physical Fitness or off Post PT. The NMMI 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.

3.4 NMMI Physical Fitness Training

- A. The NMMI Physical Fitness Training Program uses the Modified Army Physical Fitness Test (MAPFT) to measure upper body strength and cardiovascular endurance.
- B. The MAPFT consists of three events: push-ups (2 minutes), sit-ups (2 minutes), and the 2-mile run
- C. The test is evaluated on a 3.0 scale with a maximum of 100 points scored in each event. The objective for each Cadet is to achieve a minimum 2.0 on a 3.0 scale (150 out of 300 possible points), which constitutes a Good Standing in Physical Fitness. Each Cadet is expected to complete the MAPFT and improve on their initial score throughout the school year
- D. Cadets who cannot perform the required MAPFT will be provided with an alternate form of the physical fitness test. The alternate fitness test will be determined on a case-by-case basis
- E. Cadets who fail to pass the physical fitness test will not be allowed to advance to a leadership position
- F. Test evaluations will be submitted to the Office of the Commandant

3.5 Daily Conduct in Barracks

- A. 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.
- B. Cadets will respect the space and privacy of their roommate(s). Cadets will use headphones/ear buds or play music at a level that cannot be heard from outside of their rooms.
- C. Cadets will not perform drill in their rooms with weapons or sabers or use any type of athletic equipment
- D. Cadets will pay for breakage or damage to any State property caused by negligence or horseplay in their assigned rooms
- E. 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
- F. Cadets will turn off lights, and all other electrical items when they depart their room. Also, lights, and electronic devices will be turned off at the sound of Minute Call for TAPS
- G. Cadets will sleep in their assigned bed 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. Female Cadets must also wear underwear, shorts, or pajama bottoms. Issued and unaltered robes will be worn to the sinks
- H. Proper conduct in the barracks area is always expected
- I. Female and male Cadets will be billeted in designated rooms and whenever possible, 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 is conducting official business
- J. Squad Leaders and above may enter the room of a Cadet of the opposite sex only in the performance of official duties. They must be accompanied by a Cadet of the same sex as the Cadet visited
 - K. Doors will stay open, shades will be up, and all lights will be turned on when Cadets of the opposite sex are in the same room
 - L. Cadets regardless of gender will not sit or lay on the same piece of furniture
 - M. Display of affection or physical contact between two Cadets (regardless of gender) will be considered at a minimum a public display of affection (PDA) and/or sexual misconduct
 - N. Stopping or loitering on adjoining stairwells to visit with Cadets is prohibited.
 - O. The walkway in front of troop areas is the designated visiting area. The “Y” room and tower areas are not designated visiting areas
 - P. Male and female peer tutoring will take place in the library or designated classrooms under staff or faculty supervision

3.6 Daily Conduct in The Dining Hall

- A. Upon entering the Dining Hall, Cadets will immediately remove their headgear. RATs 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 will tuck their Garrison hat under the belt on front right side or store their ACU/DCU soft caps in their cargo pocket.
- B. The Regimental Adjutant, or other Regimental Officer, makes announcements as required. Minimal noise will be the standard during a meal, and when the command “at ease” is given, all Cadets will stop eating, sit erect, or stand at attention. Once announcements are complete the command “carry on” is given, Cadets may resume eating and movement.
- C. Cadet table heads (Troop Leaders) are the senior Cadet seated at the table and are responsible for all conduct. Slapping or pounding on the table to give instruction is prohibited.
- D. Old Cadets will set the example in manners, posture, conduct, and enforce all rules and regulations.
- E. The meal atmosphere will be conducive to normal digestion for all Cadets. Square meals are unauthorized; food must be seen. RATs 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.

3.7 Night Study Hall (NSH)

- A. NSH is mandatory and conducted per the POD. Cadets are permitted to be in their rooms or sanctioned, designated study areas as determined by the Academic Dean. Study areas may include the following: library, academic buildings, computer and writing labs
- B. Cadets will be in the proper UOD if enrolled in supervised NSH or NSH in academic buildings. Cadets who remain in the barracks for NSH are permitted to wear any complete NMMI uniform. No partial uniforms, civilian attire, or inappropriate

- clothing is permitted
- C. **During NSH, all Cadet room doors will be closed, shades will be completely up, and the room overhead lights will remain on**
 - D. Cadet Conduct During NSH in the Barracks:
 - 1) Cadets are expected to be at their desks studying during NSH
 - 2) Sleeping is not allowed
 - 3) Placing a mattress on the floor to study is prohibited
 - 4) Cadets are not allowed outside of their rooms during NSH, except when moving between NSH locations
 - 5) Watching TV is prohibited
 - 6) Playing video games is prohibited
 - 7) Making room changes or engaging in any other non-study activity is prohibited
 - 8) Disturbing a roommate is prohibited
 - 9) Hanging clothing on bunk rails to hide screens is prohibited
 - E. Cadet Leaders may perform official duties as approved by the Commandant's Staff
 - F. Requirements for Toles Learning Center during NSH:
 - 1) Uniform of the Day
 - 2) Gum, food, or drinks are not allowed in the Toles Learning Center
 - 3) The use of computers during NSH must be for research or class assignments only
 - 4) Priority for use of computers in the Writing Center will be given to Cadets working with the Writing Center Staff
 - 5) The use of audio-visual materials, including music, must be approved by a staff member of the Toles Learning Center

3.8 Academic Weekend/Retreat

- A. Academic weekends are scheduled to allow Cadet's 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 0800 and 1200)
- B. Academic Retreat/Weekend dates and times will be scheduled by the Academic Dean no less than twice each semester. Cadet furloughs are not authorized, permits will not interfere with exam schedules and must be approved by TLA/SLA. Extra-curricular activities will be held to a minimum during this time
- C. Cadets are restricted to Post during Academic Retreat unless authorized to go elsewhere by the CMDT. Only the Cadet Chain of Command or the CMDT's staff can grant permission for a Cadet to leave a room for any reason

3.9 Visitors

- A. Cadets are expected to assist visitors by directing them to the Command Post
- B. During the Academic Year, normal NMMI CMDT's office operating hours are Monday-Friday, 0730 - 1630
- C. Normal NMMI administrative and academic office operating hours are Monday-Friday, 0730 - 1630
- D. Members of the CMDT's staff are present 24 hours a day and can be contacted through Hagerman Guard Box
- E. Cadet Parents / visitors are not authorized in the barracks without specific approval by the CMDT's staff

- F. The PX (snack bar) and JRT are authorized for visitation
- G. Cadet Parents / visitors are required to schedule visitations in advance. Exceptions must be approved by the Commandant of Cadets.

3.10 Deliveries

- A. Authorized Delivery Places and Authorized Items for Delivery:
 - 1) Non-Food related deliveries will be directed to the Hagerman Command Post.
 - 2) Hours for delivery are from REVEILLE to one hour prior to TAPS
 - 3) Cadets will not be excused from class, corps activities, or Mandatory Night Study Hall to receive deliveries.
 - 4) **All food deliveries must be directed to Saunders Plaza only**
 - 5) **Deliveries in violation of this policy will be confiscated**

3.11 Special Privileges

- A. Cadet privileges must be earned
- B. Permits and furloughs are earned by Cadets in Good Standing.
- C. To use an approved permit or furlough a Cadet must:
 - 1) Sign out/in with SLA or TLA
 - 2) Cadet must have their current Cadet ID card
 - 3) Be in the proper uniform
 - 4) Remain subject to NMMI regulations, standard operating procedures, policy letters (on and off Post). See paragraph 3.16 for, *Cadet Passes, Permits and Furloughs*

- 3.12 **Cadets returning to post** after 2400 hours from a NMMI event or activity are not required to attend BRC formation the following morning.

3.13 Automobiles and 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. 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.
- C. Authorization for Possession and Operation of Vehicles:
 - 1) **A Cadet must be in good standing.**
 - 2) Fourth through Sixth Class Cadets are not authorized to possess or operate vehicles while in attendance at NMMI
 - 3) High School 3rd Class Rats are not authorized to operate a vehicle until the completion of the 9 week grading period of their first semester
 - 4) College Rats are not authorized to operate a vehicle until the completion of the 9-week grading period of their first semester
 - 5) Cadets who are members of the National Guard or Reserves may possess and operate vehicles to attend drill periods
 - 6) **Exceptions to this policy must be approved by the Commandant of Cadets**
 - 7) In special circumstances and upon written parental or guardian request, the CMDT may authorize a Cadet to possess and operate a vehicle

- 8) 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, may have 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
- D. Vehicle Parking:
- 1) Any vehicle used by a Cadet must be registered with NMMI police and display a valid NMMI sticker on the lower left rear window
 - 2) While on Post, all Cadets will park vehicles only in assigned locations
 - 3) To ensure security of personal property, all vehicles will be locked when parked on Post
 - 4) Vehicle parking in the assigned spaces will park with the front of the vehicle entering the parking space first
 - 5) Parking on Honor Avenue is a privilege and will be earned, assigned by the DCS and Campus Police. Only those designated will park on Honor Avenue. All others will be towed at their expense
 - 6) 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
- E. 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
 - 4) Cadets storing illegal/unauthorized items in vehicles or using vehicles 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 are prohibited from storing vehicles off Post or parking adjacent to Post
- F. 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 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

3.14 Bicycle Policy

- A. Cadets are not authorized to store, ride or use bicycles while at NMMI

3.15 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 does not allow for Cadets to spend time socializing on cell phones

B. Policy:

- 1) Possession and use of a cell phone or other electronic devices, i.e., iPads, tablets, etc., is a privilege and convenience. It is everyone's responsibility to adhere to the NMMI Policies of Security and social media.
- 2) Use of cell phones or, etc., to include text messaging, or other communication means outside of a Cadet's room should be kept professional, courteous, and meaningful to any given situation
- 3) Unless required or authorized, possession of a cell phone during the normal duty is not allowed
 - a) Cell phone use in the classroom 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) Cadets are prohibited from using cell phones outside academic buildings or their barracks except in emergencies
 - d) 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
- 4) Cell phones are permitted for Troop business purposes during formations by the chain of command and will not be allowed in formations or during corps activities or events
- 5) Cell phones are not authorized for use in Bates Dining Hall or Marshall Infirmary

3.16 Cadet Passes, Permits, and Furloughs

A. General

- 1) Passes, Permits, Furloughs are off-Post privileges that are typically granted to Cadets in Good Standing. Generally, the number and frequency of passes, permits, and furloughs is based on a Cadet's academic achievement, deportment, rank, position, or class status in the Corps. **The DCO/DCS/DCT, Commandant or Dean/Vice Dean of Academics may revoke Cadet privileges at any time.**

- 2) Parents, Guardians, and Cadets are encouraged to plan and coordinate requests for Cadet Passes, Permits, and Furloughs with SLA/TLAs and academic staff as early as possible. Cadets must plan and follow established protocol when requesting Passes, Permits, and Furloughs or their requests could be denied
 - 3) In emergency situations the TLA will coordinate with the SLA, DCO and the office of the Academic Dean for approval of Permits and Furloughs.
 - 4) TLAs are authorized to process requests through the SLAs for passes, permits, and furloughs that do not fall within the designated timeframe. The DCO must be notified and may or may not endorse the request
 - 5) 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 SLA/TLA before signing out and departing NMMI.
 - 6) Passes, permits, or furloughs are not authorized for Cadets who are not in good standing (to include Academic Probation, Disciplinary Probation, Honor Probation). However, the DCO/DCS or Commandant may grant an exception to policy.
 - 7) All passes, permits, and furloughs are suspended during midterms and final exams. Unless approved by the Commandant and the Dean/Vice of Academics.
 - 8) If there is a scheduled formation before a Cadet is due to depart on an approved pass, permit or furlough, the Cadet must attend the formation; an impending departure on pass, permit, or furlough is not an excuse to miss formation.
 - 9) Furloughs must be pre-approved by a TLA and finalized by an SLA/DCO. Cadets must sign out/in with a TLA.
 - 10) Cadets must immediately sign in after returning from a permit or furlough at the Hagerman Command Post or with a TLA/SLA.
 - 11) Violating provisions of the passes, permits, and furloughs policy will result in disciplinary action including forfeiture of off post privileges.
- B. General Passes
- 1) A Pass is for Cadets who meet established academic or rank criteria and allows a cadet to leave post for a set period of time, usually no more than three (3) hours. The cadet must sign in and out with a TLA
 - 2) Guidelines for passes:
 - a) A cadet must be in good standing to request a receive a pass
 - b) The cadet must remain within Roswell city limits and cannot visit any hotel or motel unless accompanied by his/her parent/guardian
 - c) The POD, Training Schedule, Letters of Instructions, mandatory formations, NSH or NGS, class attendance, or any other mandatory Corps event take precedence over passes
 - d) Passes are not authorized during the week of midterm or final exams
 - 3) Academic Free Period Passes
 - a) Is for college cadets in good standing who have a Free Period(s) during the Academic Day.
 - 4) Chapel Passes
 - a) A Chapel Pass is for cadets to attend religious services not offered on post.
 - b) A cadet does not have to be in good standing for a Chapel Pass
 - c) Chapel Passes authorizes a cadet to travel to, attend religious services, and

return to post. Additional stops to and from religious services are not authorized.

- 5) Night Study Hall Passes:
 - a) A Night Study Hall pass is for cadets who meet established academic criteria. The pass is available only during Night Study Hall.
 - b) Eligibility is based on semester and 9 week grades. A cadet must meet the criteria at each 9 week grading period to retain this privilege.
 - c) Criteria for Off Post Pass Availability (cadet only eligible from one category)

Classification	Criteria		Passes per Week
	GPA	Department	
Superintendent's List	>= 3.5	A	2
Dean's List	3.25-3.49	A	1
Commandant's List	3.00-3.24	A	1
1SG and Above			1

C. General Off-Post Permits

- 1) An Off-Post permit authorizes Cadets in Good Standing to leave Post for a specified period (usually from 1-6 hours) but does not allow for overnight stays. Cadets taking an Off-Post permit must sign out with TLA/SLAs at either the Hagerman CP or with a TLA
- 2) Guidelines:
 - a) Friday: Cadets can sign out after the last NMMI activity, but must return no later than 30 minutes prior to *Taps*
 - b) Saturday: Cadets can sign out after the last NMMI activity, but must return no later than 30 minutes prior to *Taps*
 - c) Sunday: Cadets can sign out after morning accountability formation, but must return no later than 30 minutes prior to accountability formation at 1730
- 3) Requests for Off-Post permits that conflict with a Cadet's prior duty requirements as communicated 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
- 5) Cadets on Off-Post permit cannot enter any hotel or motel unless accompanied by a parent or guardian
- 6) Cadets in the Simultaneous Membership Program (SMP) attending National Guard Training, will abide by all unit regulations and SOPs
- 7) When on permit, Cadets will wear a Class A, B or C uniform.
- 8) The NMMI PT uniform and the DCU/ACU uniform must be approved by the Commandant for off-Post wear. However, the PT uniform may be worn off-Post as required by the Infirmary Staff when Cadets are transferred to off-Post medical facilities for further diagnosis and treatment

D. Special Occasion Permit

- 1) A permit may be authorized for a special occasion, event, or situation.
- 2) Medical Permit
 - a) Medical and Dental Permits coordinated through the NMMI infirmary staff.
 - b) The infirmary will coordinate or verify medical / dental appointments

- c) Medical and Dental Permits are limited to 24 hours allowing time to travel directly to and from the medial / dental appointment.
 - d) Delays and/or additional stops in conjunction with Medical / dental permits are not authorized
 - e) For emergencies or medical requirements, 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
 - f) Upon return, Cadets must provide documentation of medical / dental visitation to the infirmary
 - g) **Medical Permits cannot be combined with other passes, permits, furloughs or breaks.**
- 3) 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
- E. Furloughs: There are four types of furloughs available to Cadets:
- 1) Major Furlough
 - 2) Full Furlough
 - 3) Mini Furlough
 - 4) Special Furlough
- F. Types:
- 1) Major Furlough include all Academic Breaks, such as Winter and Spring Break
 - a) Cadets are required to depart Post due to Barracks being closed and Off limits
 - b) Cadets are required to clear Post within 30 minutes of signing out
 - c) Cadets are required to sign in within 30 minutes of returning to Post at conclusion of a major break
 - 2) Full Furlough
 - a) Begins Friday after the last NMMI activity and concludes NLT 1700, Sunday evening (unless otherwise approved by the Commandant).
 - b) Cadets must submit furlough request in advance through their TLA/SLA NLT 1200, Wednesday, prior to the weekend requested
 - 3) Mini Furlough
 - a) Begins Saturday at 1200, following Corps Training and DRC formation and concludes NLT 1700, Sunday evening
 - b) Cadets must submit furlough request in advance through their TLA/SLA NLT 1200, Wednesday, prior to the weekend requested
 - 4) College Visit Furlough
 - a) College Visits
 - b) Available to 3rd class and above Cadets
 - c) Requests must be submitted seven days in advance to TLA/SLA with valid itineraries included in communication
 - 5) Medical Furlough
 - a) All medical and dental furloughs are coordinated through Marshall Infirmary
 - b) Infirmary personnel coordinate with Cadet's parent or guardian and health care provider(s) to schedule Cadet's appointment
 - c) Cadets will sign out with Infirmary personnel and must provide a doctor's note to staff upon return
 - d) **Medical Furloughs cannot be combined with other passes, permits,**

furloughs, or breaks

- 6) Rules and Restrictions
 - a) Cadets are not authorized to remain on or return to Post once signed out on furlough.
 - b) Cadets have 30 minutes to depart Post once they are signed out by a TLA or SLA. Cadets have 30 minutes to sign back in with a TLA or SLA once they arrive back on Post
 - c) Cadets under 18 years of age require a parent’s or guardian’s written permission to take a permit or furlough
 - d) Cadets are responsible for communicating with all instructors regarding any impending class absences or missed assignments
- 7) Simultaneous Membership Program (National Guard) - Drill Furloughs:
 - a) Contract Cadets will establish accountability for SMP Drill with SROTC administration/SMP Liaison by 0800 Wednesday prior to drill with the PMS.
 - b) 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.
 - c) All NMMI rules and regulations apply to SMP drilling Cadets while on Drill Furlough.
 - d) All Guard and Reserve cadets will share their drill schedule with their TLA/SLA to have documented in their CRR
 - e) All Guard and Reserve Cadets will adhere to the directives above as stated in Paragraph 3.16, 7 (a-d).
- 8) Furlough Uniform Guidelines:

Class	Uniform Guidelines
RAT	Class C (unless otherwise stated)
Old Cadets	Appropriate civilian attire see chapter 4 (4.6 k) (unless otherwise directed by the commandant)

- 9) Start Times for Furloughs:
 - a) The Commandant may cancel furloughs at any time.
 - b) Exceptions to the furlough policy may be granted at the discretion of the DCO/CMDT.

Event	Limitation
Academic Weekend	Mini furlough after noon on Saturday
Academic Retreat	No furloughs will be authorized
Home Bronco/Colt Football	Mini furlough only after Saturday afternoon game
Colt/Bronco Olympics	Mini furlough only after Olympics
Homecoming	No furloughs or permits until after all scheduled events
Inspection/Parade/Training Weekends	Mini furlough only after inspection and parade or other activities are complete

Parent/Family Weekend	Mini furlough for Old Cadets and RATS who complete the Cresting Ceremony.
JPA	Mini furlough only after JPA
Open House	At discretion of the Commandant of Cadets

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

CHAPTER 4

Personal Grooming, Uniform Guide, and Room Standards

4.1 General Guidelines

- A. Cadets will always present a professional image. As representatives of NMMI it is vital that all Cadets portray an image of pride and self-discipline both on and off duty.
- B. Cadets will always present the best possible image and continue to set the example in military presence. The NMMI uniform regulations for standards of personal appearance and grooming are as specific as practicable to establish the parameters with which Cadets must comply.
- C. NMMI Cadet Standards are modeled after Army Regulations modified to set expectations for NMMI Cadets.

4.2 Personal Grooming Cadets will observe the following rules with respect to personal grooming.

A. General

- 1) The requirement for hair grooming standards is necessary to maintain uniformity within a military population. Many hairstyles are acceptable, as long as they are neat and conservative. All Cadets will comply with hair, fingernail, and grooming policies while in any uniform.
- 2) Hairstyles (including bulk and length of hair) that do not allow cadets to wear any headgear properly, or that interfere with the proper wear of any protective equipment, are prohibited. Headgear will fit snugly and comfortably, without bulging or distortion from the intended shape of the headgear and without excessive gaps between the headgear and the head. Hairstyles that pose a health or safety hazard are not authorized.
- 3) Extreme, eccentric, or trendy hairstyles are not authorized. The hair on top of the head must be neatly groomed and not interfere with wearing of uniform headgear. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. Hair dyes, tints or bleaches that result in an extreme appearance are not authorized. Applied unnatural hair colors that are prohibited.
- 4) Barbershop Cosmetologists, Old Cadets, and Commandant's Staff are available to assist Cadets with achieving and maintaining appropriate hairstyles.
- 5) Cadets are not required to have a high and tight haircut.
- 6) All Cadets will keep their fingernails trimmed and clean. Male Cadets will keep nails trimmed so as not to extend beyond the fingertip. Female Cadets will not exceed a nail length of 1/4 inch as measured from the tip of the finger.
- 7) All Cadets will bathe daily.
- 8) ***Male Cadets will shave each morning.*** Male Cadets will always keep their faces clean shaven. This applies both on and off Post while in uniform or civilian clothes. More than one shave per day may be required for Cadets with rapid hair growth. Any male cadet affected with a skin condition preventing him from shaving must obtain and carry with them a current shaving ranks slip from the Infirmary.

B. Male Hair Cut Standards

- 1) All Male RATs will have their head shaved by the NMMI Barbers during matriculation. This is known as a "RAT-Cut" and is part of the matriculation process

for all Male Cadets. All Male RATs are authorized to re-grow their hair to regular standards after their initial “RAT-Cut”. (See fig 4-1)



Figure 4-1. Standard “RAT-Cut”

- 2) The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the Cadet’s hair conforms to the shape of the head (see scalp line in fig 4-2), curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. Males are not authorized to wear braids, cornrows, twists, dreadlocks, or locks while in uniform. Haircuts with a single, un-tapered patch of hair on the top of the head (not consistent with natural hair loss) are considered eccentric and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head, around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop). Hair that is completely shaved or trimmed closely to the scalp is authorized.
- 3) Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head. Sideburns will not extend below the bottom of the opening of the ear (see line A of fig 4-2). Sideburns will not be styled to taper, flair, or come to a point. The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.
- 4) Non-standard hairstyles, such as with the use of gel to achieve spikes, are not authorized.
- 5) Hair may be cut weekly at the NMMI Barber Shop. Barracks or locker room barbers are not authorized.

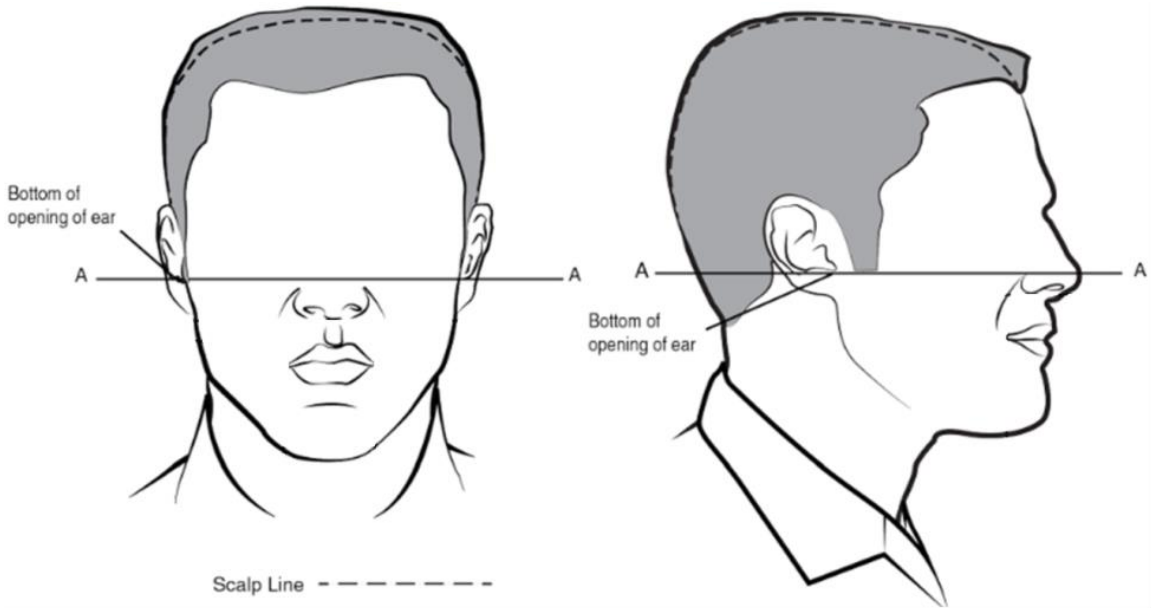


Figure 4-2. Male grooming standards

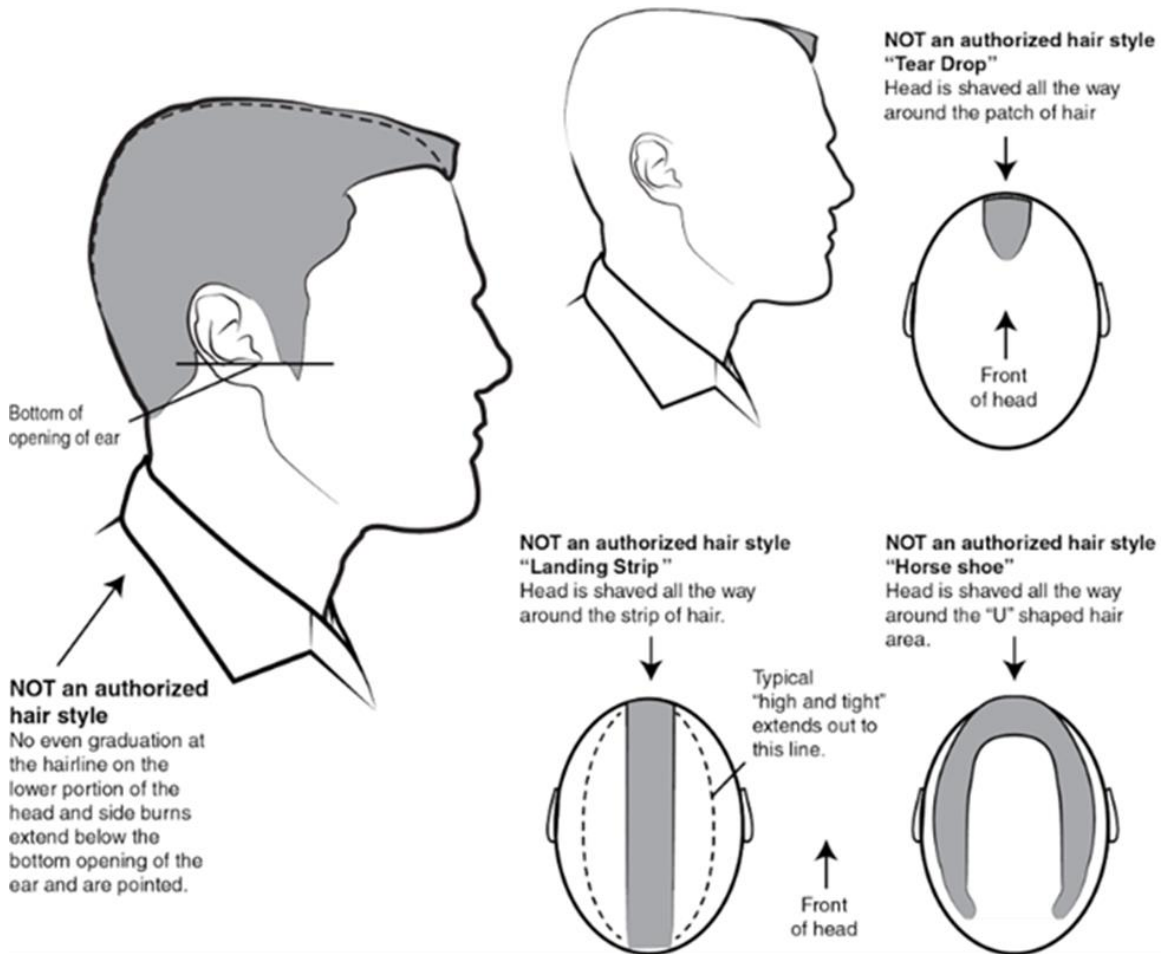


Figure 4-3. Prohibited male haircuts

C. Female Hair Cut Standards:

- 1) All female RATs with sufficient hair will braid their hair into a French braid with the assistance of female cadre during matriculation. This is known as a “RAT-Braid” (Fig 4-4) and is part of the matriculation process for all female Cadets. Female RATs are required to wear their hair in a “RAT-Braid” only until the first day of class. After this time all Female RATs must adhere to regular Female Hair Cut Standards.

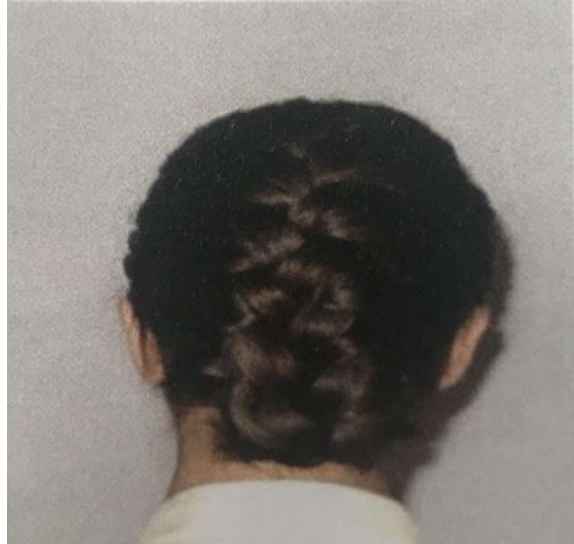


Figure 4-4. “RAT-Braid

- 2) Hair will be neatly groomed and pulled straight back from the face. 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. Hairstyles will not interfere with proper wearing of military headgear.
- 3) There is no minimum hair length for female cadets. Female cadets who are minors (under 18) must have parental consent documented in their CRR before shaving their heads.
- 4) The requirements for Female hair regulations are to maintain uniformity within a military population for female Cadets while in uniform, unless otherwise specified. Female hairstyles may not be eccentric or faddish and will present a conservative, professional appearance. For the purpose of these regulations, female hairstyles are organized into three basic categories: short length, medium length, and long length hair. (Fig 4-5)
 - a) Short length: Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be 0 to 2 inches from the scalp, and be evenly tapered to the scalp. Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
 - b) Medium length: Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform, and is not required to be secured. When worn loose, graduated hair styles are acceptable, but

the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1 inch difference in length, from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches. The width of the bangs may extend to the hairline at the temple.

- c) Long length: Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned above the lower edge of the collar, bangs may be worn. The width of the bangs may extend to the hairline at the temple. No portion of the bulk of the hair, as measured from the scalp as styled, will exceed 2 inches (except a bun, which is worn on the back of the head and may extend a maximum of 3 1/2 inches from the scalp and be no wider than the width of the head).
- 5) Females 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.
- 6) 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.
- 7) 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.

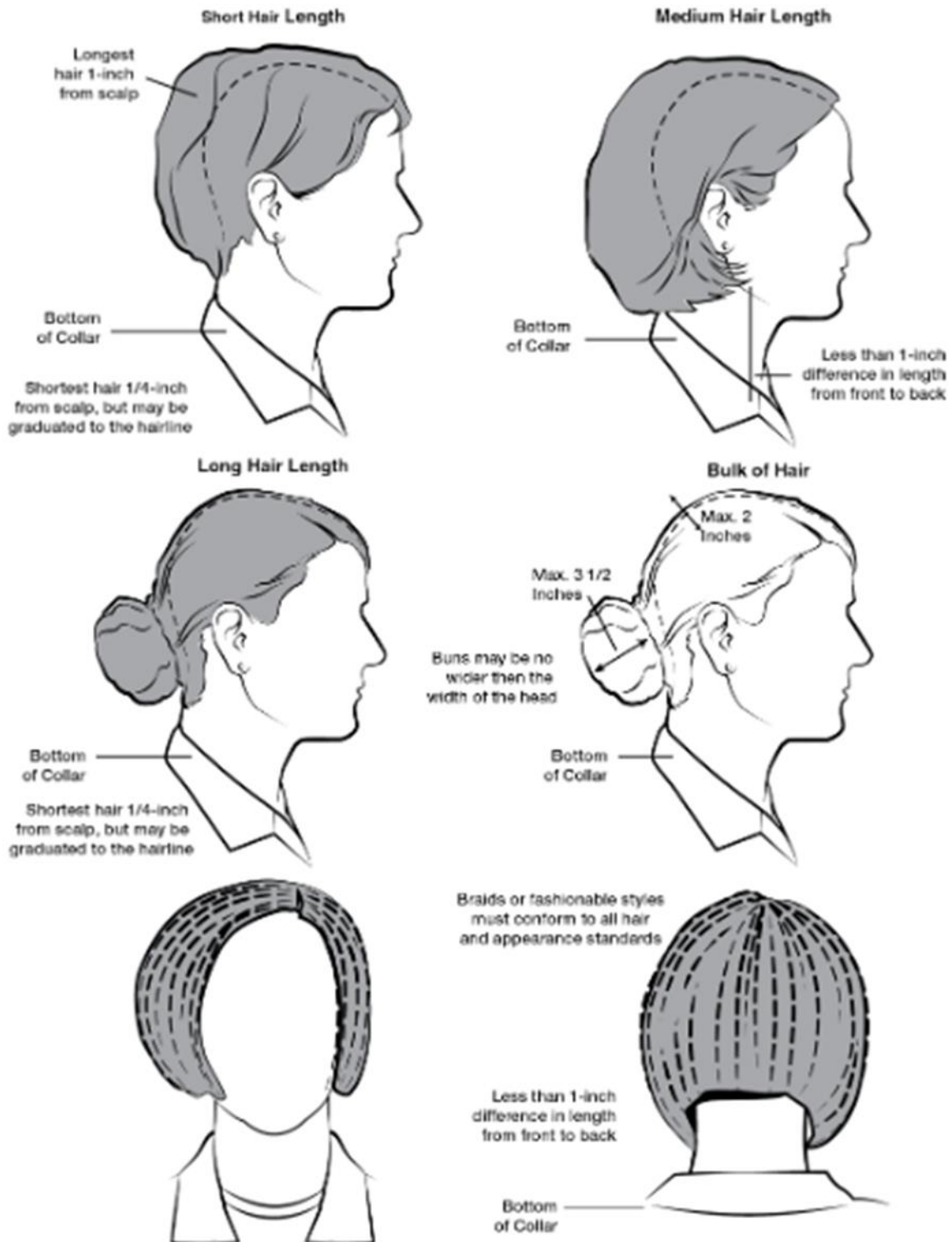


Figure 4-5. Female hair standards

- 8) Ponytails (Fig 4-6)
 - a) Female cadets are authorized to wear ponytails in Class “B”, Class “C”, Class “D”, Utility (DSU, ASU, OCP), and PT Uniforms only. Ponytails are not authorized in Formal or Class “A” uniforms.
 - b) Hair will be neatly and inconspicuously fastened or secured in either a bun, singular ponytail, two braids or singular braid. Multiple locks, braids, twists, or cornrows may come together in one or two braids or a single ponytail.
 - c) Braids and singular ponytails may be worn down the center of the back, but length **will not extend past the bottom of the shoulder blades** when standing at the position of attention. There is no minimum length for the wear of a ponytail or braid(s).
 - d) The length of the secured hair should not hinder the cadet’s performance and/or increase the risk to safety.
 - e) Unsecured hair will be worn centered in the back of the head (placement of ponytail will not be on the side or on top of the head), be wider than the width of the head, and will not interfere with proper wear of authorized headgear.
 - f) The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the female cadets back.
- 9) Braids, cornrows, twists, and locks (Fig 4-7)
 - a) Hair may be styled with braids, cornrows, twists, or locks. Each braid, cornrow, twist, or lock will be present a neat, professional, and well-groomed appearance. Each hairstyle may be worn against the scalp or loose (free-hanging). Ends must be secured inconspicuously. When multiple loose braids, twists or locks are worn, they must encompass the whole head. When braids, cornrows, twists, or locks are not worn loosely and instead worn close to the scalp, they must stop at one consistent location of the head and must follow the natural direction of the hair when worn back, which is either in general straight lines following the shape of the head or flowing with the natural direction of the hair when worn back with one primary part in the hair. Hairstyles may not be styled with designs, sharply curved lines, or zigzag lines.
 - b) Female cadets may wear multiple hairstyles at once as long as they are neat in appearance and doesn’t impact the proper wear of headgear.
- 10) Females 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
- 11) 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.
- 12) 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.



Over the shoulder

Figure 4-6. Ponytails

Below shoulder blades



Figure 4-7. Braids, cornrows, twists, and locks



Figure 4-8. Nail Polish

****Unauthorized**

Figure 4-9. Earrings

4.3 Cosmetics for females

- A. Female RATs may wear cosmetic upon completion of the Cresting Ceremony
- B. Only 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 if the color is conservative and complements the uniform.
- C. Female Cadets are authorized to wear solid color shades of lipstick that are not extreme. Extreme colors include but are not limited to; purple, bright pink, bright red, gold, blue, black, hot pink, green, yellow, ombre, and fluorescent/neon colors. Natural colors to include tinted glosses are authorized. The optional wear of lip liner, colors must match the shade of lipstick being worn.
- D. Female Cadets are authorized to wear solid color shades of nail polish that are not extreme. Extreme colors include, but are not limited to, purple, bright pink, red, gold, blue, black, hot pink, green, yellow, white, grey, ombre, and fluorescent/neon colors, to include French manicure. Colors that are authorized to wear include but are not limited to nude/natural shades, American manicure and light pink. Nail shapes that are extreme and not authorized are ballerina, stiletto, arrow, and coffin. Only Square or round nails are authorized. (Fig 4-8)
- E. Male Cadets are only authorized to wear clear nail polish.

4.4 Jewelry (male and female)

- A. RATs are not authorized to wear jewelry except for medical emergency identification purposes.
- B. 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).
- C. Male Cadets will not wear earrings, studs, or any piercings while in uniform or in civilian clothes while on or off Post during NMMI sanctioned events.
- D. Clear earrings, fishing line, or sleeves to prevent piercings from closing are not authorized for Cadets in any uniform.
- E. Authorized items of jewelry include
 - 1) One (1) watch.
 - 2) Two (2) rings (one per ring finger). May be NMMI class ring, solid band, or a ring of religious nature or cultural significance.
 - 3) One (1) necklace. Must be medal, with small object of religious nature or cultural significance on a metal chain long enough to ensure the object is not exposed above the front collar of the T-shirt.
 - 4) One (1) Military Bracelet is authorized for wear in 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.
 - 5) (1) pair of earrings (Female Cadets Only) (fig 4-9)
 - a) Female Cadets are authorized optional wear of screw-on, clip-on, or post-type earrings with all uniforms. Earrings will not exceed 6 mm or ¼” in diameter. They will be of gold, silver, white, pearl, or diamond, unadorned (plain), spherical (round), or square (ex. Princess cut). When worn, earrings will fit snugly against the ear, and will be a matched pair with only one earring per ear lobe. Hoop, two-sided, or drop earrings are not authorized.

- b) 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.
- c) Earrings will always be worn as a matched pair, one earring per ear.

4.5 Eyeglasses

- A. 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 lenses. Cadets will not wear sunglasses in formations or when participating in parades and other ceremonies unless such sunglasses are prescribed by a physician. Issued Military sunglasses are authorized with OCP Uniforms for ECP Cadets during lab, drill, and FTXs.

4.6 Uniform Standards

A. General

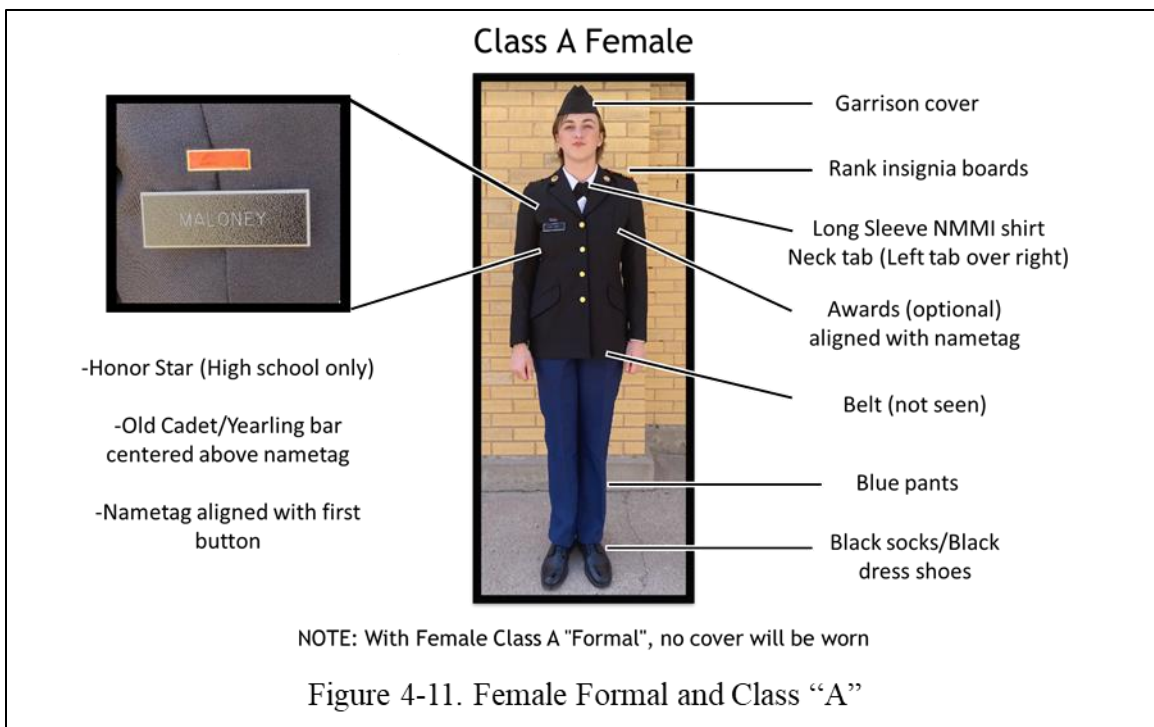
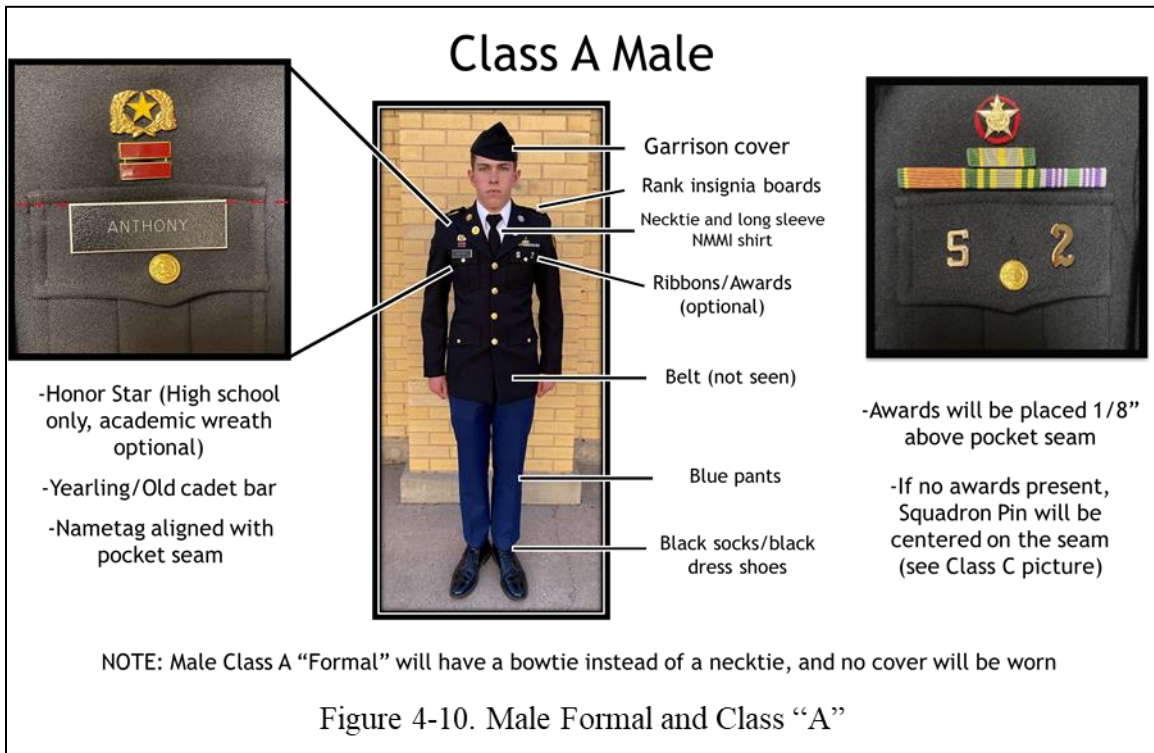
- 1) The NMMI Cadet Store is the only authorized distributor for NMMI Cadets to purchase and tailor NMMI Uniforms. The NMMI Parents' Club Uniform Swap Shop is available for Cadets to exchange serviceable but ill-fitting uniforms.
- 2) Cadets are responsible for ensuring the proper fit of all uniforms during the time of issue or purchase. Cadets will try on uniform items and verify proper fit with Cadet Store employees, Cadet cadre, or TLA prior to signing for and accepting uniform items. Once a uniform or uniform item has been issued and accepted it cannot be exchanged or returned to the Cadet Store. The Cadet Store is not responsible for changes in weight or growth that affect the fit of a Cadet's uniform.
- 3) After initial issue Cadets are responsible for all alterations, repairs, and or replacement of uniforms and uniform items to ensure serviceability and proper fit. Cadets may pay for alterations, repairs, or replacement of uniform items through the Cadet store. Serviceable items may be exchanged with the NMMI Parents' Club Uniform Swap Shop. Unserviceable uniform items must be replaced through purchase from the Cadet store.
- 4) Cadets are responsible and must maintain accountability for all uniforms, uniform items, and issued equipment. Cadets will legibly mark all uniform items with their Cadet Number such that the Cadet Number is not visible when the uniform is worn. No other writing or marks are authorized on Cadet Uniform Items to include backpacks and hydration packs. Lost items such as headgear must be replaced within one (1) business day.
- 5) Cadets are not authorized to wear uniforms or any uniform items belonging to another Cadet, unless approved by a member of the Commandant's Staff.
- 6) Cadets will always wear the prescribed hat or cap outdoors while in Class "A", "B", "C" or Utility uniforms. Berets are not authorized unless specifically approved by the Commandant.
- 7) Cadets will wear uniforms fully buttoned, zipped, and/or snapped.
- 8) Trousers will be worn at the waistline.
- 9) Cadets will not carry bulging items in their shirt or trouser pockets. Carried items will not extend beyond the opening of the pocket.

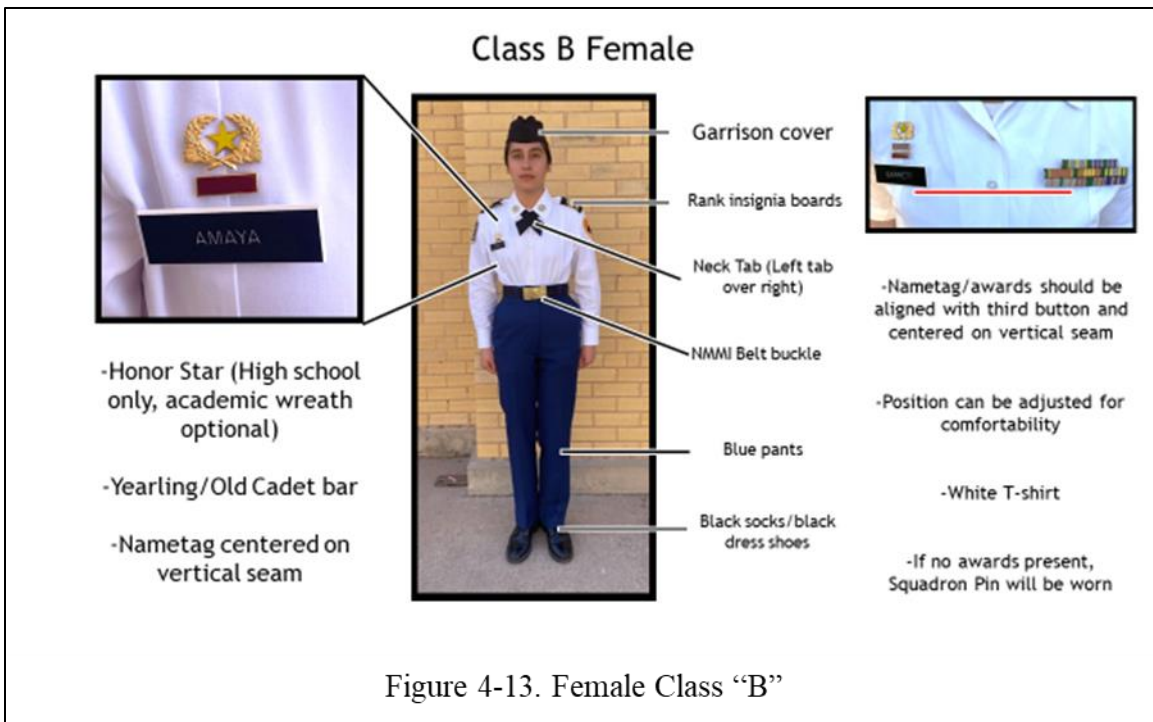
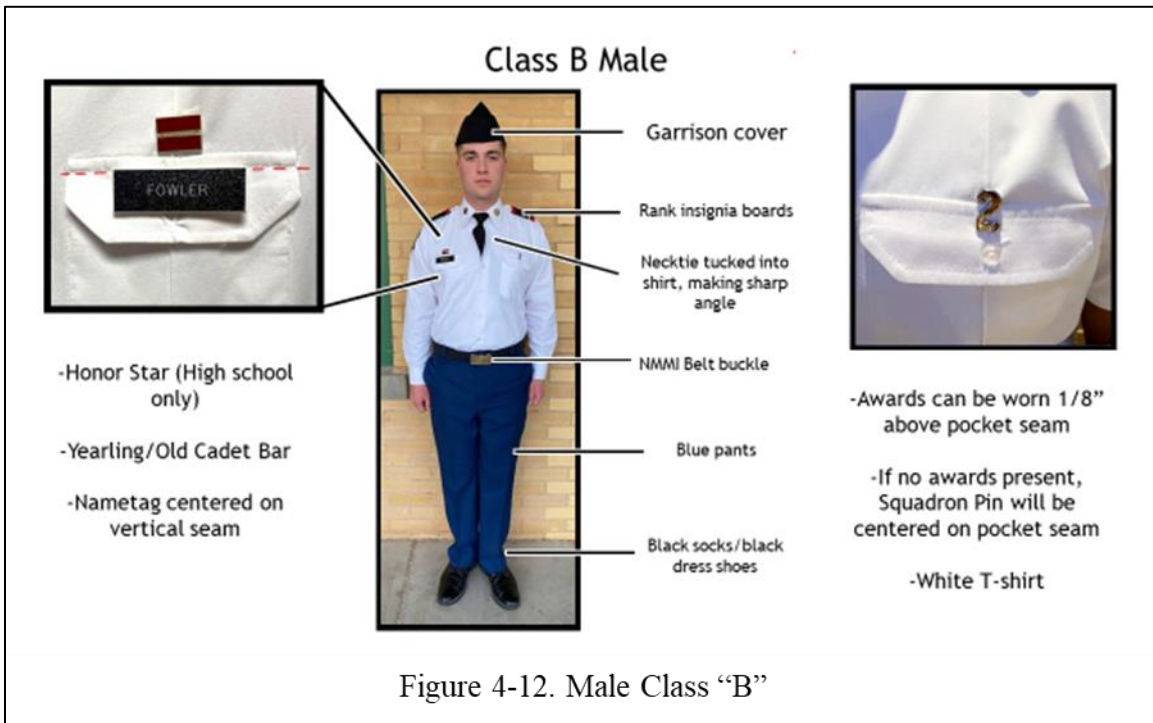
- 10) Cadet uniforms and uniform items must be clean and free of non-prescribed marking. Loose threads must be trimmed. Torn, tattered frayed, stained items are considered unserviceable and must be repaired or replaced.
 - 11) All metallic devices will be polished or subdued, free of scratches and corrosion. Stripping or de-lacquering of brass is not authorized.
 - 12) Cadets will wear clean undergarments and socks in all uniforms.
 - 13) Cadets will keep boots and shoes cleaned and/or shined, as appropriate. Cadets should routinely rotate and wear both pairs of issued low quarter shoes. Leather Luster and similar products are prohibited for use on low quarter shoes.
 - 14) Cadets may wear SROTC/JROTC badges and awards earned while training under the SROTC/JROTC programs.
 - 15) Cadets may wear but will not mix military service awards with Cadet Awards.
 - 16) While in uniform, Cadets will not place their hands in their pockets, except momentarily to place or retrieve objects.
 - 17) Cadets will not be engaged in activities that would interfere with the hand salute and greeting of the day or detract from a professional image. Examples include, but are not limited to, walking while eating, and using electronic devices.
 - 18) **Cadets are not authorized to wear wireless or non-wireless devices / earpieces while wearing any uniform.** The only exception is when a cadet is conducting physical training inside an athletic building, or on Stapp Field.
 - 19) Cadets participating in off post activities (i.e., athletic events, Cadet Activities, academic field trips) are required wear the same uniform.
 - 20) RATs are not authorized to wear civilian clothes without authorization from the Commandant.
 - 21) Cadets are not authorized to wear civilian clothes in any building on Post.
 - 22) Cadets will not mix Cadet Uniforms with civilian clothes other than items specified in paragraph M.13) below.
 - 23) 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.
 - 24) Cadets will return issued sabers/swords and Sam Brown belts with accessories to the DCS prior to graduation, within two working days of a demotion, or before departing post without plans of returning before the end of the current semester (i.e., suspension, dismissal, extended medical/personal furlough).
- B. Evening Formal Uniform: (fig 4-10, fig 4-11, & fig 4-15)
- 1) Occasions for wear: Formal white / black tie social functions. Civilian equivalent is formal / white / black tie.
 - 2) Description
 - a) Blue Dress Coat
 - b) Blue Pants
 - c) White long sleeve dress shirt
 - d) White Crew Neck T-Shirt
 - e) Black Bow Tie (male), Black Neck tab (female)
 - f) Black web belt with NMMI buckle
 - g) Black Dress Socks (Ankles and skin should not be exposed)
 - h) Black low quarter shoes
 - i) Rank on shoulders (Officer and Enlisted)

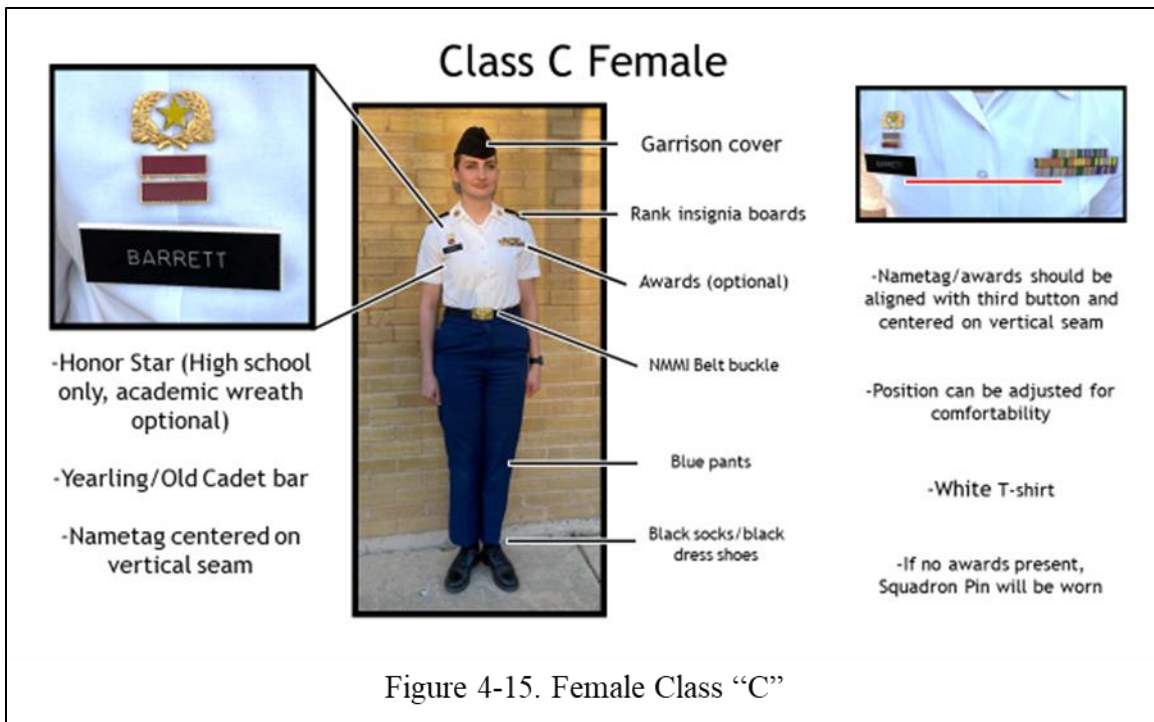
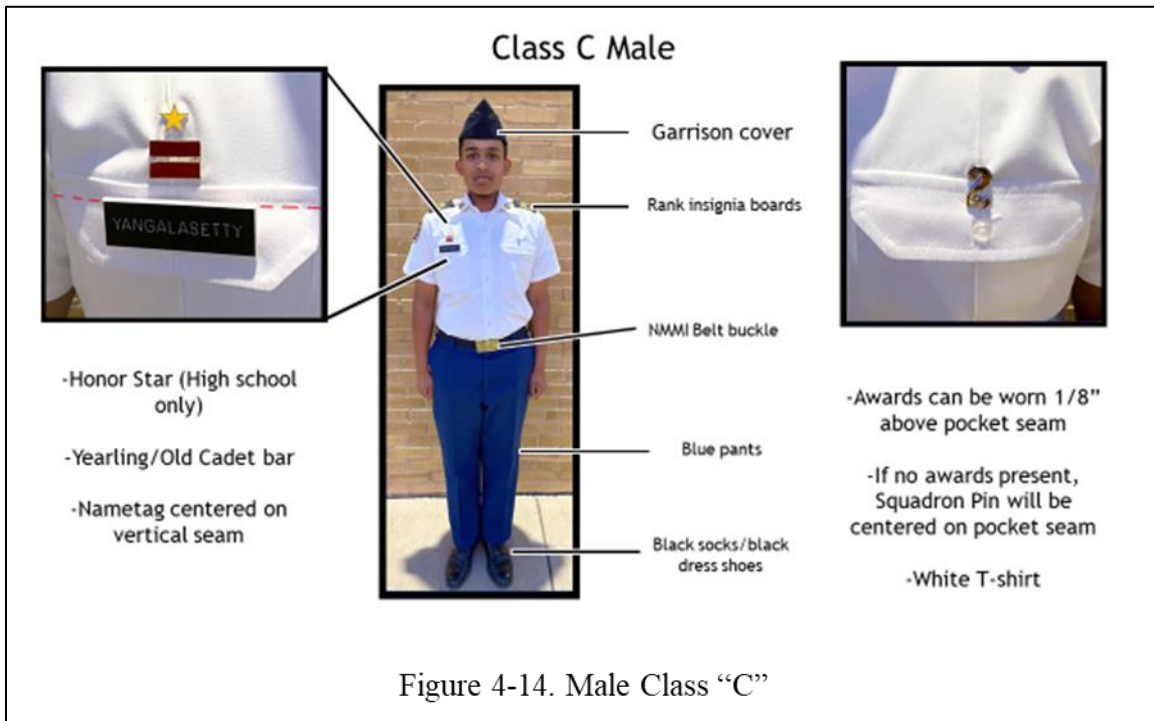
- j) Medals, Ribbons, Badges, and Insignia
- C. Class "A" Uniform: (fig 4-10, fig 4-11, fig 4-16)
 - 1) Occasions for wear: Graduation, Parades, ceremonies, formal/semi-formal social functions, furloughs, permits, and uniform of the day. Civilian equivalent is Semi-Formal or Business
 - 2) Description
 - a) Blue Garrison Cap / Cadet Officers' Service Cap (Cadet Officers only) / Cadet Campaign Hat (1SG and SGM only)
 - b) Blue Dress Coat
 - c) Blue Pants
 - d) White long-sleeve shirt
 - e) White Crew Neck T-Shirt
 - f) Black web belt with NMMI buckle
 - g) Black Necktie (male) / Black Neck tab (female)
 - h) Black Dress Socks (Ankles and skin should not be exposed)
 - i) Black low quarter shoes.
 - j) Rank on shoulders (Officer and Enlisted)
 - k) Ribbons, Badges, and Insignia
 - l) **When indoors the Blue Garrison Cap will be folded long ways and tucked into the Black web belt between the first and second belt loop on the right hip.**
- D. Class "B" Uniform: (fig 4-12, fig 4-13, fig 4-16)
 - 1) Occasions for wear: Parades, ceremonies, furloughs, permits, and uniform of the day. Civilian equivalent is Business Casual
 - 2) Description
 - a) Blue Garrison Cap / Cadet Officers' Service Cap (Cadet Officers only) / Cadet Campaign Hat (1SG and SGM only)
 - b) **White long-sleeve shirt**
 - c) White Crew Neck T-Shirt
 - d) Black Necktie (male) / Black Neck tab (female)Blue pants
 - e) Blue Pants
 - f) Black web belt with NMMI belt buckle
 - g) Black Dress Socks (Ankles and skin should not be exposed)
 - h) Black low quarter shoes
 - i) Rank on shoulders (Officer and Enlisted)
 - j) Ribbons, Badges, and Insignia
 - m) Black Jacket optional
 - n) **When indoors the Blue Garrison Cap will be folded long ways and tucked into the Black web belt between the first and second belt loop on the right hip.**
- E. Class "C" Uniform: (fig 4-14, fig 4-15, fig 4-16)
 - 1) Occasions for wear: Parades, ceremonies, furloughs, permits, and uniform of the day. Civilian equivalent is Business Casual
 - 2) Description

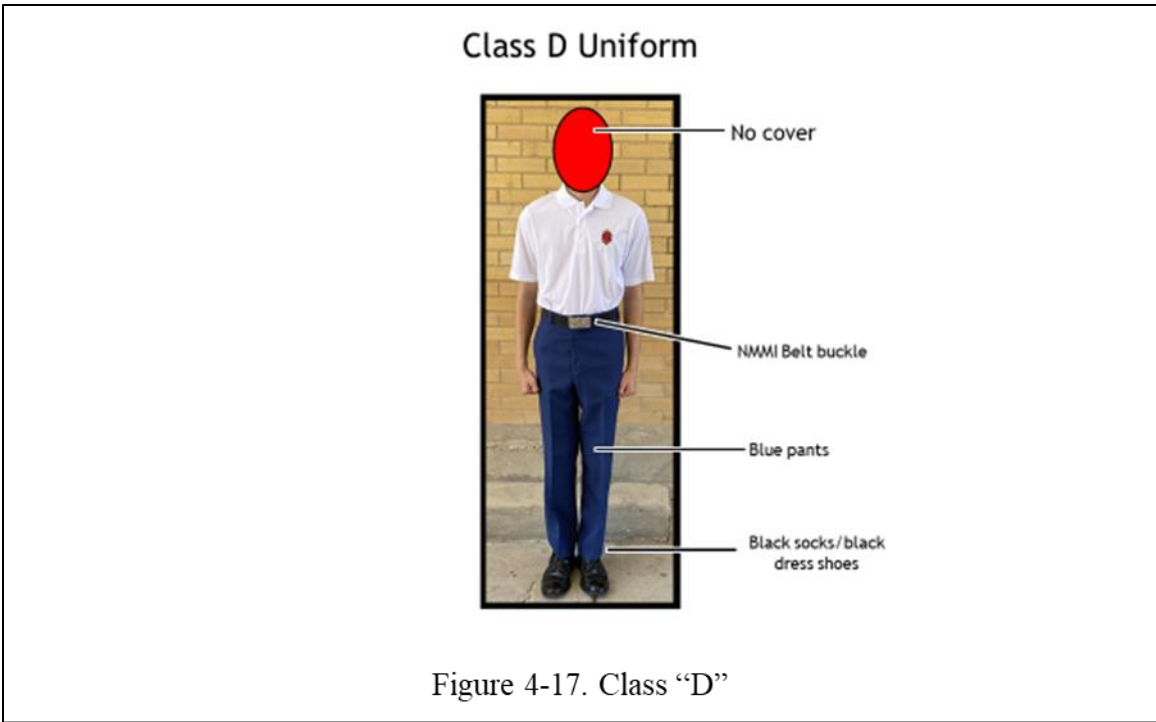
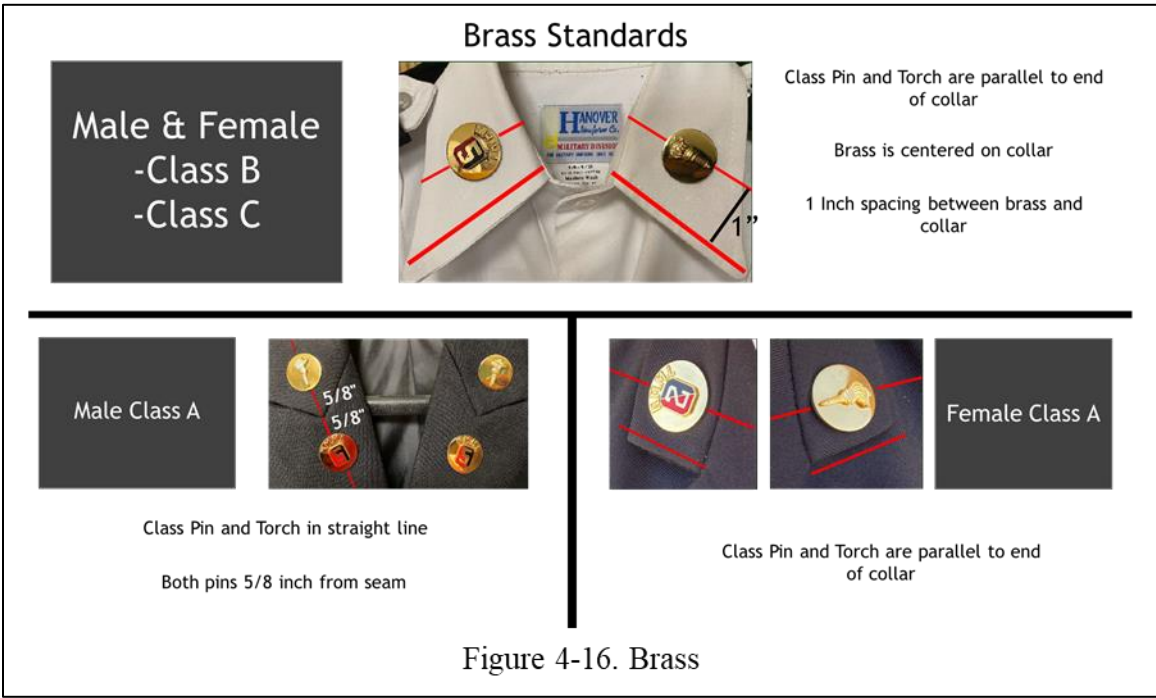
- a) Blue Garrison Cap / Cadet Officers' Service Cap (Cadet Officers only) / Cadet Campaign Hat (1SG and SGM only)
 - b) **White short-sleeve shirt**
 - c) White Crew Neck T-Shirt
 - d) Blue Pants
 - e) Black web belt with NMMI belt buckle
 - f) Black Dress Socks (Ankles and skin should not be exposed)
 - g) Black low quarter shoes
 - h) Rank on shoulders (Officer and Enlisted)
 - i) Ribbons, Badges, and Insignia
 - o) Black Jacket optional
 - p) **When indoors the Blue Garrison Cap will be folded long ways and tucked into the Black web belt between the first and second belt loop on the right hip.**
- F. Class "D" Uniform: (fig 4-17)
- 1) Occasions for wear: Travel, furloughs, NMMI supported off post activities, personal time, and uniform of the day. Civilian equivalent is Business Casual
 - 2) Description
 - a) **White NMMI Polo shirt**
 - b) Blue Pants
 - c) Black web belt with NMMI belt buckle
 - d) Black Dress Socks (Ankles and skin should not be exposed)
 - e) Black low quarter shoes
 - q) Black Jacket optional
- G. Utility Uniform - Desert Camouflage Uniform (DCU), Army Combat Uniform (ACU): (fig 4-18)
- 1) Occasions for wear: Sporting events, personal time, and uniform of the day. Not authorized for furlough/permit. Not authorized for Cadets off post without authorization from the Commandant. No Civilian equivalent
 - 2) Only NMMI SROTC Early Commissioning Program (ECP) Cadets are authorized to wear the Operational Camouflage Pattern (OCP) uniform. When worn ECP Cadets must follow current Army Regulations
 - 3) DCU/ACU Coat and Trousers must match
 - 4) Description
 - a) RAT, DCU/ACU cap with subdued rank. Cadet Campaign Hat (1SG and SGM only)
 - b) Cadet name tape attached to back of ACU cap
 - c) DCU/ACU blouse
 - 1. Cadet name tape attached over right breast pocket.
 - 2. SROTC, JROTC, or NMMI tape attached over left breast pocket
 - 3. ACU only
 - a. Subdued JROTC/ROTC/NMMI Bronco shoulder patch attached on left shoulder
 - b. Subdued rank center of chest

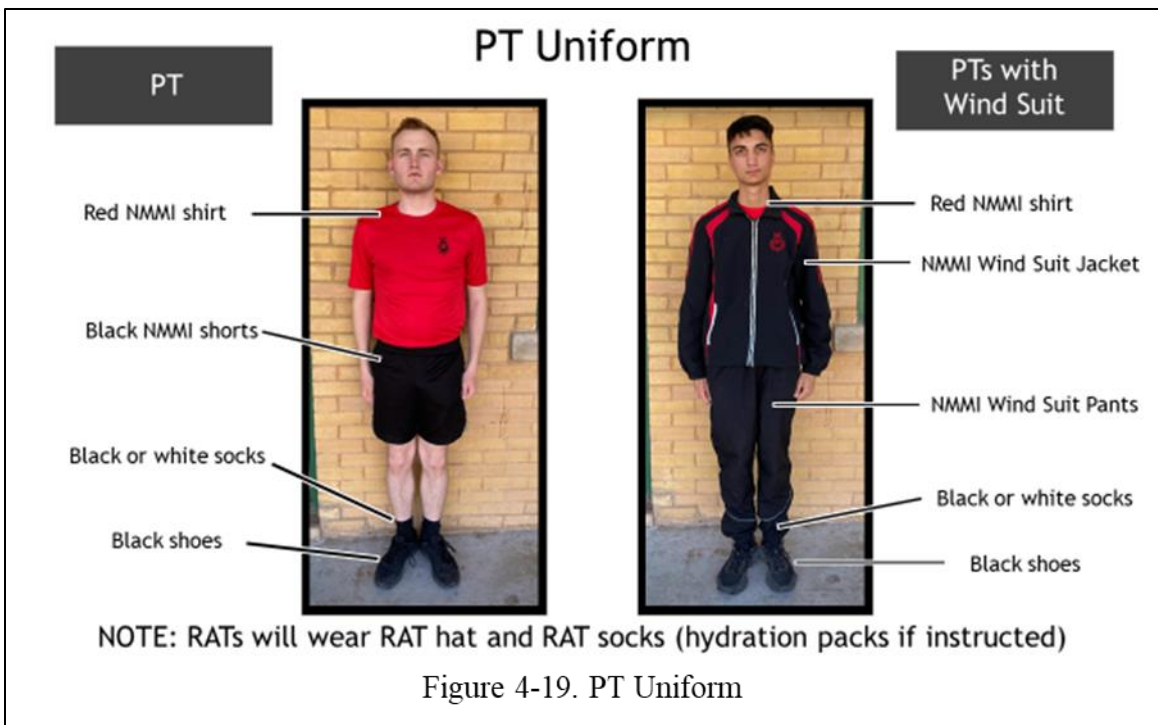
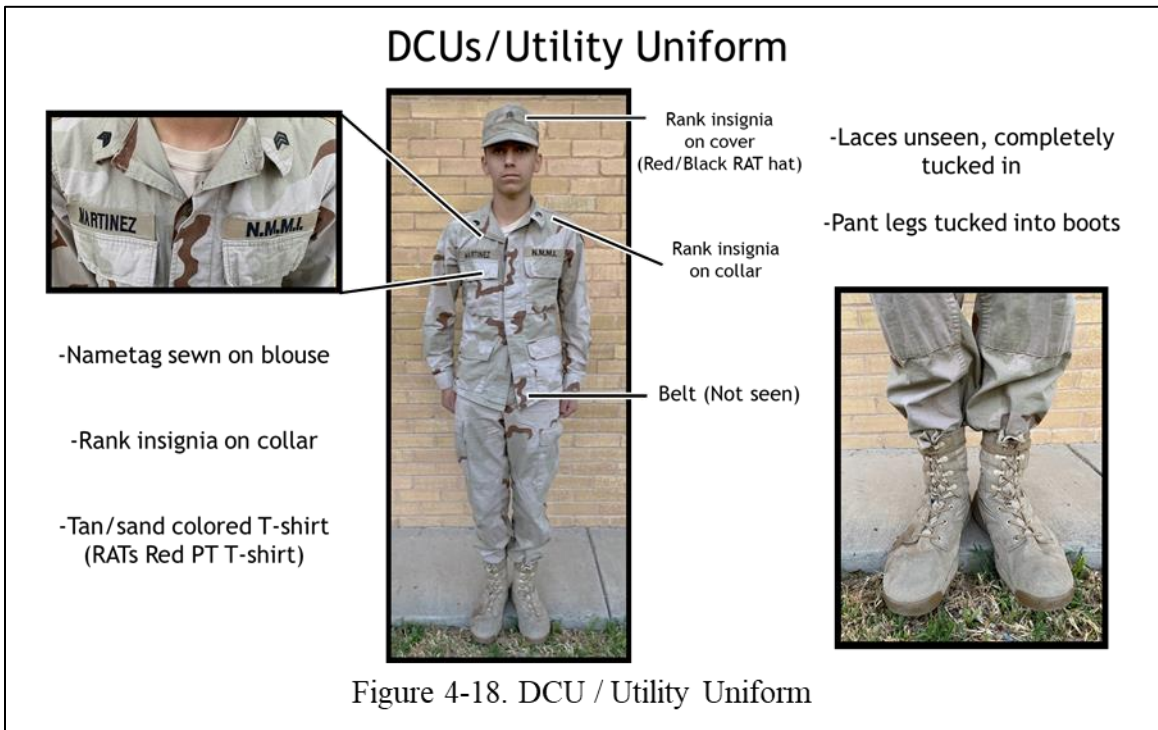
- 4. DCU only
 - a. Subdued NMMI Bronco shoulder patch sewed on left shoulder
 - b. Subdued rank on collar
 - d) DCU/ACU Trousers Bloused
 - e) Tan T-Shirt (**RATs will wear RED PT Shirt**)
 - f) DCU/ACU Belt
 - g) Black, White, or RAT socks
 - h) Brown Combat Boots fully laced; laces tucked into top of boots.
 - i) Badges and Insignia may be worn by qualified Cadets authorized by official orders.
 - j) **When indoors the RAT, DCU/ACU Cap will be folded down and tucked into the right cargo pocket.**
- H. Physical Training (PT) Uniform: (fig 4-19)
- 1) Occasions for wear: Physical Training, field day, personal time, and uniform of the day. Cadets on ranks may only wear PT Uniform when the uniform of the day cannot be worn as indicated on a current/valid Ranks Slip. Not authorized for furlough/permit. Not authorized for Cadets off post without authorization from the Commandant.
 - 2) 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.
 - 3) Only NMMI SROTC ECP Cadets are authorized to wear the US Army PT uniform. When worn Cadets must follow current Army Regulations.
 - 4) Description
 - a) RAT Cap (RATs only)
 - b) Red issued NMMI athletic T-shirt
 - c) Black issued athletic shorts with NMMI logo
 - d) White, black, or RAT socks
 - e) Black jogging/running shoes. All black shoes including logos, laces, soles, trim, etc. **Crocs, slide sandals, flip-flops are not authorized in PT uniforms.**











- I. Other military, Cadet activities, and organizational uniforms
 - 1) Occasions for wear: While on status for drill or specific event. When authorized by the Commandant.
 - 2) Cadets affiliated with military, Cadet activities, or other organizations with prescribed uniforms to include but not limited to, Reserve, National Guard, Civil Air Patrol, Commissioning Programs, Delayed Entry Programs, Academy Preparation, Boy Scouts, Girl Scouts, and Cultural Regalia are authorized to wear the associated uniform while participating in those activities while on or off post.
 - 3) Except for Cadet uniform items authorized for wear with civilian clothing in Paragraph (M.13) Cadets are not authorized to wear Cadet uniform items with other uniforms.
 - 4) Other organizational uniforms must be worn as prescribed by the rules and regulations that govern the organizational uniform standards.
- J. Athletic Uniforms
 - 1) Occasions for wear: When participating in associated sport competitions, during associated sport practices. No Civilian equivalent.
 - 2) Authorized in locker rooms, associated practice and competition areas only
 - 3) Not authorized in Lusk Hall, Bates Dining Hall, Toles Learning Center, Horgan Library, academic halls, or classrooms.
 - 4) All Cadets participating in associated sport (practice or competition) will wear the same uniform.
 - 5) Athletic uniform items are not authorized to wear with any other uniform.
 - 6) Must be worn as prescribed by athletic department per associated sport.
- K. Civilian Clothes:
 - 1) Occasions for wear: Departing post for holiday / summer break, furloughs, special events when authorized by the Commandant
 - 2) General Guidelines:
 - a) All grooming and Jewelry standards apply for Cadets in Civilian Clothing on post
 - b) All Cadets will always carry a school identification card
 - c) Cadets will not wear articles of clothing that contain vulgar, obscene, sexist, or racial overtones or innuendos (writing signs or symbols)
 - d) 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 PT uniform is worn.
 - e) Civilian guests of Cadets are expected to adhere to the Cadet Civilian Dress. It is the responsibility of the Cadet host to inform their guests about these regulations
 - f) Hats are not to be worn inside any building
 - g) Civilian clothes are not permitted for dances except for Homecoming and Final Ball for female Cadets and guests
 - h) Civilian clothes are not authorized on Post at any time unless leaving for furlough or school sponsored trip
 - i) The minimum standard for all Cadets is "Business Casual". Circumstances may require Cadets to dress more formally
 - j) If unable to comply with Civilian Clothing standards, a Cadet may wear Class A, B, C, or D uniforms as appropriate
 - 3) Description "Business Casual"

- a) All clothes will be proper fitting, clean, and serviceable (no holes).
 - b) No see-through or mesh garments
 - c) Long or Short Sleeve Collared Shirt
 - 1. Must be polo, casual dress, or another collared shirt long enough to go below the waist
 - 2. Prohibited items include, but are not limited to muscle shirts, halter tops, tank tops or tube tops
 - d) Pants or Shorts
 - 1. Slacks, khaki, or jean without holes or frays are authorized
 - 2. Prohibited items include, but are not limited to, spandex, yoga pants, leggings, or compression type pants
 - e) Appropriate undergarments will be worn. Undergarments must not be visible
 - f) Appropriate shoes properly laced
 - 1. Prohibited items include, but are not limited to, flip-flops, slippers, crocs
 - g) Female Cadets:
 - 1. Hair may be worn down, but must be neat, clean, and not dyed
 - 2. Dresses will not have exposing slits to the hip, exposed midriffs, or revealing necklines
 - 3. Skirt and dress lengths will be no shorter than the top of the knee
- L. Swimsuits:
- 1) Occasions for wear: Swimming, in swimming pool area, while conducting water related activity approved by the Commandant
 - 2) General Guidelines:
 - a) All grooming and Jewelry standards apply while wearing Swimsuits
 - b) Cadets will not wear swimsuits that contain vulgar, obscene, sexist, or racial overtones or innuendos (writing signs or symbols)
 - c) Swimsuits must be conservative in nature. Thongs and bikinis are not authorized
 - 3) Description
 - a) Swimsuits will be black, red, gray, white or any combination of these colors
 - b) Athletic or competitive style “similar” to the NMMI swim team
 - c) Male Cadets:
 - 1. Boxer or shorts style swimsuits
 - d) Female Cadets
 - 1. One piece style swimsuit that is not revealing
- M. Specific Cadet Uniform Items
- 1) RAT Cap is issued to all RATs. RAT Cap may be worn with Utility and PT Uniforms
RAT Cap is also worn by RATs in civilian clothes during matriculation
 - 2) Blue Garrison Cap is worn with Class A, B, and C Uniforms
 - a) The Blue Garrison Cap is worn with the front vertical crease of the cap centered on the forehead in a straight line with the nose and one (1) inch above the eyebrows. The bottom of the rear vertical crease should fit snugly to the back the head.
 - b) Hair will not be visible on the forehead below the bottom edge of the Garrison Cap.
 - c) Cadets will not distort or crush the Garrison Cap

- d) **When indoors the Blue Garrison Cap will be folded long ways and tucked into the Black web belt between the first and second belt loop on the right hip.**
- 3) Cadet Campaign Hat (Round Brown) may be purchased and worn by Cadet 1SGs and Cadet SGMs only. The Campaign Hat may be worn with Class A, B, C, and Utility Uniforms
 - a) Cadet Campaign Hat is worn with the brim parallel to the ground without noticeable tilt to the front, rear, or side
 - b) The shape of the Cadet Campaign Hat will not be altered in any manner
- 4) Cadet Officers' Service Cap may be purchased and worn by Cadet Officers only. The Cadet Officers' Service Cap may be worn with Class A, B, and C Uniforms
 - a) The Cadet Officers' Service Cap is worn straight on the head so that the braid hatband creates a straight line around the head parallel to the ground
 - b) The shape of the service cap will not be altered in any manner
- 5) Leather Service Belt (Sam Brown) is the standard sword belt issued to Cadet Officers (with shoulder-strap), Cadet 1SGs, and Cadet SGMs. The service belt may be worn with or without saber/sword in Formal Evening, Class A, B, C, and Utility Uniforms. When worn the individual is considered "under arms" and will remain covered indoors.
- 6) Black Leather Dress Gloves may be worn with all uniforms during cold weather, otherwise they are optional.
- 7) Black Service Jacket may be worn with Class B, C, and D uniforms during cold weather, otherwise it is optional. Black Service Jacket without rank may be worn with Civilian Cloths
 - a) Black service jacket is worn with the jacket fully zipped with Cadet Rank on epaulets
 - b) One earned athletic letter may be worn above the left jacket pocket
 - c) One authorized activity patch may be worn over the right jacket pocket while the Cadet is an active member of that activity
 - d) No other patches, pins, buttons, ribbons, will be worn on Black Service Jacket.
- 8) Black / Green Fleece Jacket may be worn with the Utility Uniform during inclement weather, otherwise it is optional
- 9) NMMI wind suit may be worn with the PT Uniform during inclement weather otherwise it is optional. The wind suit jacket may be worn with or without wind suit pants. When wind suit pants are worn the wind suit jacket must also be worn.
- 10) White Bathrobe is the only bathrobe authorized for wear while at NMMI.
 - a) Will be worn by all cadets going to and from sinks for hygiene / showers
 - b) Cadets must be completely covered with bathrobe from knee to neck and bathrobe must be secured with the white belt
- 11) Black NMMI Backpack may be worn or carried with all uniforms. NMMI Luggage Tag must be attached to the Backpack for positive identification. When worn both shoulder straps must be used. May be carried in the left hand so not to interfere with saluting.
- 12) Black NMMI Hydration Pack may be worn with Utility and PT uniforms only. NMMI Luggage Tag or name tape must be attached to NMMI Hydration Pack

- 13) Items authorized for wear with civilian clothing are restricted to, necktie, bowtie, footwear, socks, Black Leather Dress Gloves, Black NMMI Backpack, Black NMMI Hydration Pack, NMMI wind suit, athletic shorts, Black Service Jack (without rank), Black / Green Fleece Jacket (without rank).

4.7 M-1903 Springfield Drill Rifle Replica

- A. All Cadets of enlisted ranks RCT-1SG will be issued an M-1903 Springfield Drill Rifle Replica
- B. All Cadets issued a rifle are responsible for the rifle at all times
- C. **Cadets will memorize their rifle serial number and recite it whenever asked.**
- D. Cadets will keep their rifle in their wall locker whenever not required to carry it. Rifles will be secured in lockers whenever Cadets are not in their rooms
- E. Cadets will not lend their rifles to other Cadets. Lost rifles will be reported immediately to their Troop Leadership Advisor
- F. The Cadet rifle will not be disassembled
- G. 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 replacement costs including shipping and handling.
- H. 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 before transferring to a new unit.
- I. 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 within three (3) business days of the 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.

4.8 Other Issued Items

- A. Cadets may be issued additional uniforms and/or equipment based on participation and enrollment in clubs, activities, and programs offered at NMMI. This includes but is not limited to Army J/SROTC, Cadet Leadership Positions, and Photo Squad. These articles are the property of their program and will be issued in accordance with the policies governing those programs. Items may include Field Gear, Sabers, Swords, Sam Browns, Guidons, Cameras, Computers, Text Books, and digital devices.
- B. Cadets must maintain positive accountability of all issued items. Cadets must immediately report loss or damage of issued items to the office where the items were issued. Cadets are financially responsible for loss or damage of issued property through negligence or willful acts. Cadet may also face sanctions for losses or damages.
- C. Cadets must immediately return issued items to the issuing office when leaving a program. Items must be returned cleaned and in serviceable condition. Cadets departing on short notice may coordinate with TLA/SLA to assist with the turn in of issued items.

4.9 Room Standards and Inspections

A. General

- 1) As a Military boarding school, it is vital that all NMMI Cadets always keep their rooms in a clean and presentable state. It is also important to maintain a clean and presentable room for safety considerations and ease of inspection. Finally, a neat, clean, presentable room is conducive to good order and discipline. Cadets are responsible for the proper care and upkeep of NMMI rooms and their contents.
- 2) **Pets: Cadets are not authorized to keep a pet of any kind their rooms (e.g., mammals, reptiles, birds, insects, fish, dead or alive). Cadets who harbor animals in their rooms will be charged a room cleaning fee**
- 3) **Plants: Cadets are not authorized to keep plants of any kind in their rooms**
- 4) **Window shades will always be dressed to mid-window and may be fully drawn only when a Cadet is changing clothes.**
- 5) All windows facing away from Post will have shades drawn between 1800-0600 daily
- 6) Nothing may be attached to any wood surface in or outside the room. Pictures will be placed on the individual bulletin board.
- 7) Broom, carpet sweeper and dustpan (one per room) will be stored behind the door.
- 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 Commandant's staff
- 10) Locker doors and desk lockers will be locked with approved combination locks only (must be 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 or personal refrigerator.
- 11) Speakers (maximum size 4 x 8 x 4 inches) must be placed on top bookshelf and not on the floor. Maximum of one set speakers per Cadet
- 12) **Computer monitor screen size will not exceed 25 inches.**
- 13) One refrigerator is authorized per room, roommates, will need to share. Refrigerators must not exceed **2 cubic feet. RATS are not authorized refrigerators.**
- 14) **No extra furniture or appliances of any kind will be allowed in a Cadet room without the authorization of the DCS.**
- 15) Responsibilities:
 - a) All Cadets will maintain their rooms in a presentable manner (neat appearance)
 - b) 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
 - c) Squad Leaders (SLs) should inspect their squad member's rooms each day to ensure that they are presentable. SLs experiencing problems with unprepared Cadets will issue warnings and prepare written counseling statements after reviewing room standards with Cadet
 - d) ISGs will inspect troop common areas and ensure troop rooms are always maintained in a presentable appearance

B. Room Assignments:

- 1) The DCS 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.
- 2) 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.
- 3) 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 form must be submitted to a Cadet's TLA and approved by the Cadet's SLA then forwarded to the DCS.

C. 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 pillowcase, and one blanket (gray NMMI regulation). An extra blanket (gray NMMI) is folded and placed in the locker over the boot well or folded in an "e-fold" the width of the bed and placed at the foot of bed. The mattress is covered with a mattress cover. Sheets, pillows, pillowcases, 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, desktops, and furniture are cleaned 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 windowsills 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) Notebooks and Books arranged tallest to smallest on bookshelf
- 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) Bulky and oversized storage containers and boxes should be stored in the Trunk Rooms
- 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) Door Cards must displayed in window visible from the outside.

18) Cadets who fail to maintain daily room standards will be required to stand for a Formal Room Inspection

D. Formal Room Inspections (FRI):

- 1) On occasion and at scheduled times the Commandant and Regimental Commander will call for a Formal Room Inspection (FRI) for the entire Corps or for a single Squadron. FRIs differ from the daily presentable room standards by requiring much more stringent display 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 and annotated on the Training Schedule.
- 2) Formal Room Inspection Requirements: (see Fig 4-20 through 4-30)
 - a) Stoop outside of the room will be swept and clear of all debris
 - b) Front door will be clean and free of marks
 - c) Floor will be cleaned and free of obstacles i.e., boxes, shoes, items of clothing or rugs.
 - d) Windows and sills, outside and inside, will be clean and locked. Window shades will be dressed to mid-window. Issued black window name tag is displayed on window.
 - e) The Medicine cabinet doors will be open items displayed neatly and mirrors spotless
 - f) Sinks will be clean and dry and free of water spots.
 - g) Beds:
 1. Beds will be made with two sheets, one pillow and pillowcase, and one blanket. The head of the bed will face to the rear wall of the Cadet room. The mattress will be covered with a mattress cover. The bed will be covered by two white sheets (top and bottom sheets). One gray NMMI regulation blanket will cover the sheets to reveal 6 inches of the bottom sheet. The top sheet will be folded with the blanket towards the foot of the bed another 6 inches. The foot of the bed will have "hospital corners". 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 in an "e-fold" the width of the bed and placed at the foot of bed with the single fold toward the door.
 2. Bunks, bunk rails, and bunk ladders will be free of unauthorized items.
 3. Issued Laundry bags will be tied to the top tier of the ladder.
 - h) Desks:
 1. Clean and free of dust with drawers closed
 2. Objects on desk neatly arranged
 3. Chairs pushed in and centered in the desk well
 4. Pencil drawer will have drawer organizer to hold pen, pencils, paper clips, etc.
 5. Top files drawer will be open 6 inches and contain only file folders and academic supplies. Drawer will not be used for non-academic items i.e., food, clothing, games, DVDs, etc.

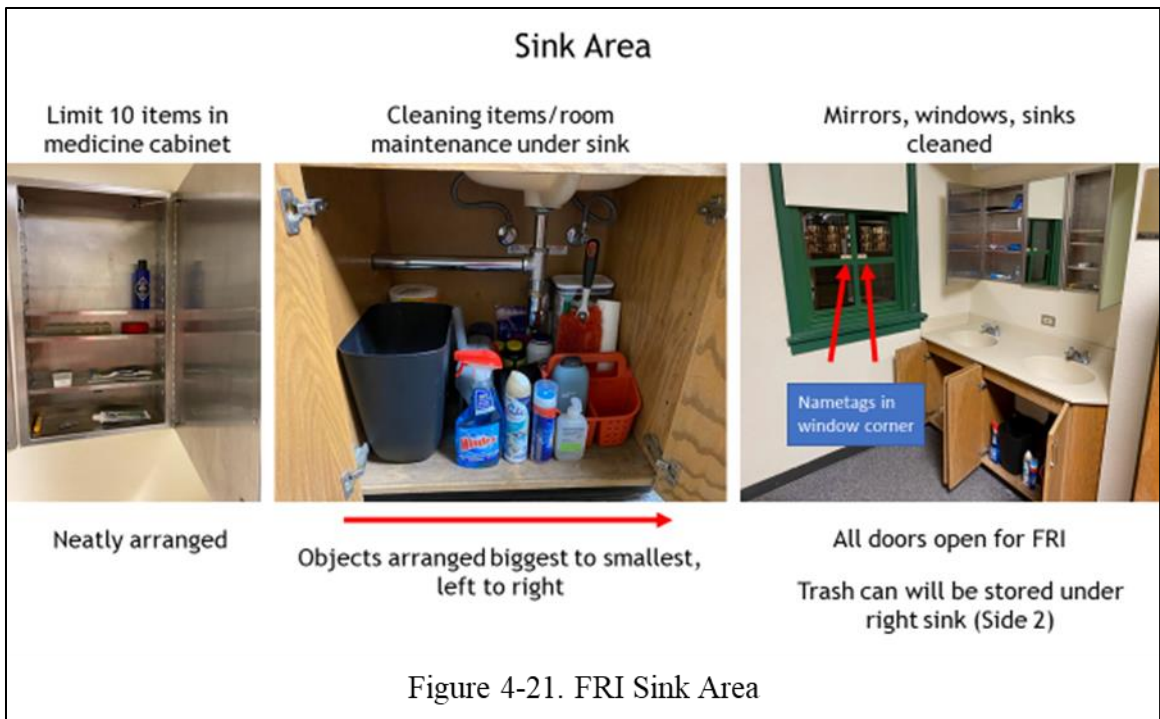
6. The bottom drawer will be open 8 inches. The drawer will contain only an authorized empty book bag, backpack, or laptop bag.
7. Cadet Blue Book will be placed centered, on the front edge of the desk.
8. The center desk drawer will be open 6 inches with the contents neatly arranged and limited to articles used for studying, reading, and writing.
9. Bookshelves will be neat with books and 3-ring binders arranged largest to smallest, left to right, as you face them
- i) Upper locker will contain only ROTC gear or in-season sports equipment.
- j) Shine boxes will be open items displayed
- k) One clean white towel per Cadet, draped over the bathrobe, and hung on the back of the door.
- l) Lockers:
 1. Hanging Items: All items will be hung on wire hangers. Order for placement will be from front to back of the room all items will face the partition:
 - a. Extra wire hangers (4 maximum)
 - b. Blue Trousers (Zipped and Buttoned)
 - c. White NMMI Polo Shirt
 - d. Short Sleeve NMMI Shirts (Buttoned)
 - e. Long Sleeve NMMI Shirts (Buttoned)
 - f. Black Dress Jacket (With brass, nametag, insignia boards if available)
 - g. Black Service Jacket (fully zipped-up). Black Dress Gloves will be placed in the pockets; fingers pointed up, thumb in and placed in the appropriate pocket.
 - h. Black/Green Fleece jacket
 - i. Wind Suit "Swishy" Jacket, Pants hung inside jacket. Laces will be tied and tucked into the wind suit
 - j. Civilian Clothes limited to 4 hangers (1 shirt, 1 trouser per hanger, recommended enclosed in Personal Garment Bag)
 2. Garment Bag:
 - a. Must be clean, dusted, zipped to the top (with the zipper facing the center partition), and will contain 4 hangers only
 - b. Only authorized civilian clothes are allowed in the garment bag
 - c. No extra shoes, extra hangers, or extra uniforms are allowed in the garment bag.
 3. Closet shelves (Top Down)
 - a. First Shelf (Top): RAT Hat and Hydration systems stored with bladder cap open
 - b. Second Shelf: 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.
 - c. Third Shelf: DCUs will be buttoned and folded individually and to the exact dimensions of the shelf. Shirt will be placed on top of the pants. The web belt will be neatly rolled and placed on top of the DCU shirt. The DCU cap will be placed over the top of the web belt with the bill facing front.

- d. Forth Shelf: Miscellaneous Items (Garrison cover, mesh laundry bags, neckties, bowtie, etc.) Neatly arranged
 - e. Fifth Shelf (Bottom): Personal hygiene items. No more than 10 large items.
4. Top Wide Shelf (Lower Locker):
 - a. Extra athletic shoes with the heels against the left side and placed against the back wall
 - b. A third pair of athletic shoes, with the heels facing out, will be placed upside down on top of the extra shoes
 - c. The best-looking athletic shoes will be placed against the left side with the toes flush with the front edge of the shelf
 - d. Shoelaces will be tied and tucked in
 - e. All items will be folded exactly 8 inches wide
 - f. Red PT shirts and black PT shorts will be placed against the right side of the same shelf
 - g. 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
 - h. The shorts will also be folded 8 inches across, stacked and placed flush with the front edge of the shelf
 5. Bottom Wide Shelf (Lower Locker):
 - a. Extra black shoes will be placed against the back wall with the heels against the left side
 - b. Shower slippers will be placed against the left side with the toes flush with the front edge of the shelf
 - c. 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.
 6. Cadet weapon rack – Weapon will be clean
 7. Drawer (Lower Locker):
 - a. Drawer will be clean with items placed in a neat and orderly manner
 - b. 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.
 - c. Section C: 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. (Females-Bras cups folded inside each other with straps underneath and stacked neatly on top of each other.)
 - d. 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
 - e. Section E: White handkerchief will be folded exactly 4 x 4 inches
 - f. Section F: Tan 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
 8. Locker Boot Well:
 - a. Boots will be placed with toes of boots flush with the front of the boot well area.

- b. An extra pair of boots may be placed behind the first pair
 - c. All boots will be clean.
 - 9. Shelf above Boot Well:
 - a. Extra blankets will be folded 14 x 30 inches
 - b. Pillows folded in half on top of blankets
 - 10. Wastebasket under sink #2 will be empty and clean
 - a. Miscellaneous items including personal sports and hobby equipment (except for weights, barbells, or dumbbells) will be stored in lockers.
 - 11. 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 all electronic devices that might interfere with the inspection. Room occupants will not sleep or eat during an inspection.
 - 12. 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
 - 13. "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.).
 - 14. Inspection results will be turned over to TC for correction/training.
- E. During Holiday breaks and furloughs greater than four (4) days Cadets will:
- 1) Strip the bed.
 - 2) Place personal high value items in the lockers for security purposes.
 - 3) Clean the room, remove all food items, and empty the trash can.
 - 4) Refrigerators will be empty, cleaned, and unplugged.
 - 5) Remove all dirty laundry.
 - 6) Unplug all electrical devices.
 - 7) Lock the windows, lockers, and door.
 - 8) Turn off AC/Heater and all lights.
 - 9) Leave window shade dressed.
- F. Clearing Room Inspection Standards
- 1) Cadets are responsible for reporting all damages in room prior to requesting to clear room. Damages discovered after a Cadet departs will be charged to the cadet's account.
 - 2) Window Shades completely up
 - 3) Windows and Door closed and locked
 - 4) Locker and Desk drawers open, empty, and clean
 - 5) Mattress clean, on top of bed frame, and placed on long edge against the adjacent wall
 - 6) Chair(s) clean and placed on center of assigned desk(s)
 - 7) All personal items and trash must be removed from the room
 - 8) Lights and AC/Heater off
 - 9) Only NMMI furniture items assigned are allowed to remain in a room being cleared
 - 10) Cadets not following instructions above may be charged a cleaning fee.

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Room Front

Top Drawer

Top drawer will contain only file folders, and academic supplies neatly arranged.



Door


Bath robes to be hung on door, towels can also be hung over robe

Large cleaning equipment to be stored behind door

Stepladder placed behind door

Bottom Drawer

Bottom drawer will contain empty backpack/bookbag



Shoe Shine Stand

All brushes, buffing cloths, polish, and toothbrush neatly displayed in the following fashion



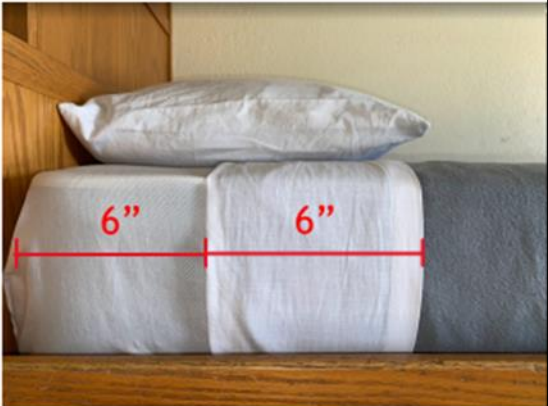


Figure 4-22. FRI Room Front

Bed

"Hospital Corner" made at 45° angle

One extra blanket allowed on foot of bed for FRI

Only one pillow allowed for FRI

Bed partitions made 6 inches wide (Dollar bill length)

Pillowcase opening towards wall

Figure 4-23. FRI Bed

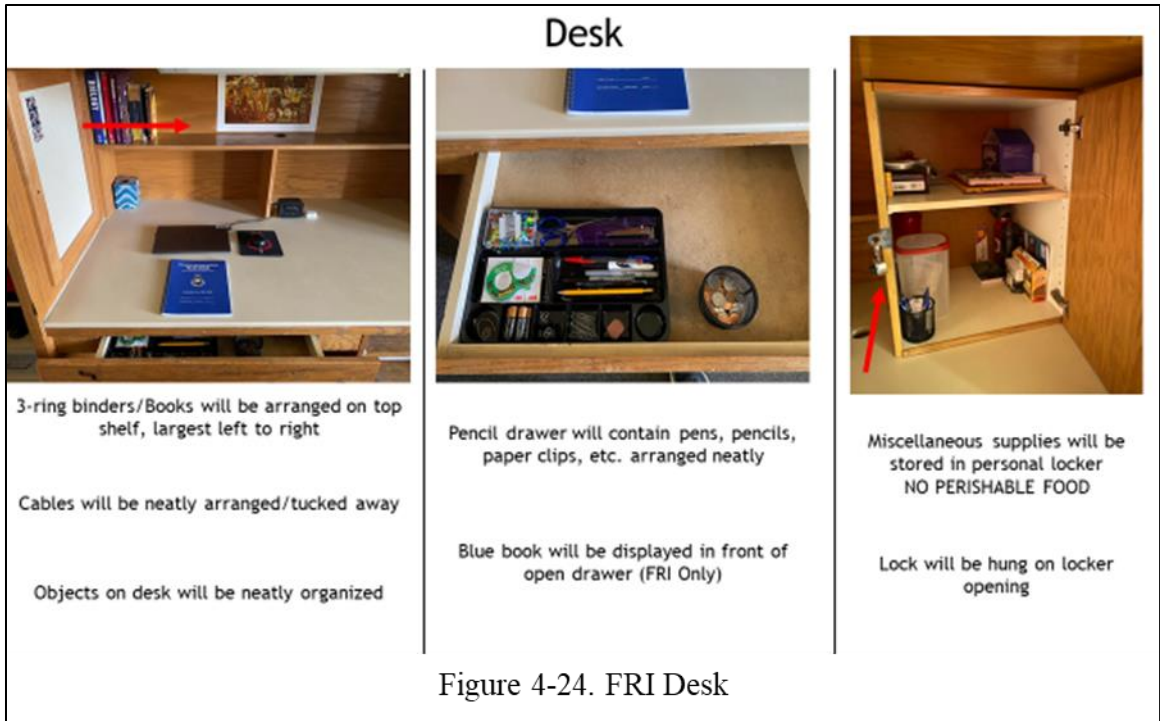


Figure 4-24. FRI Desk

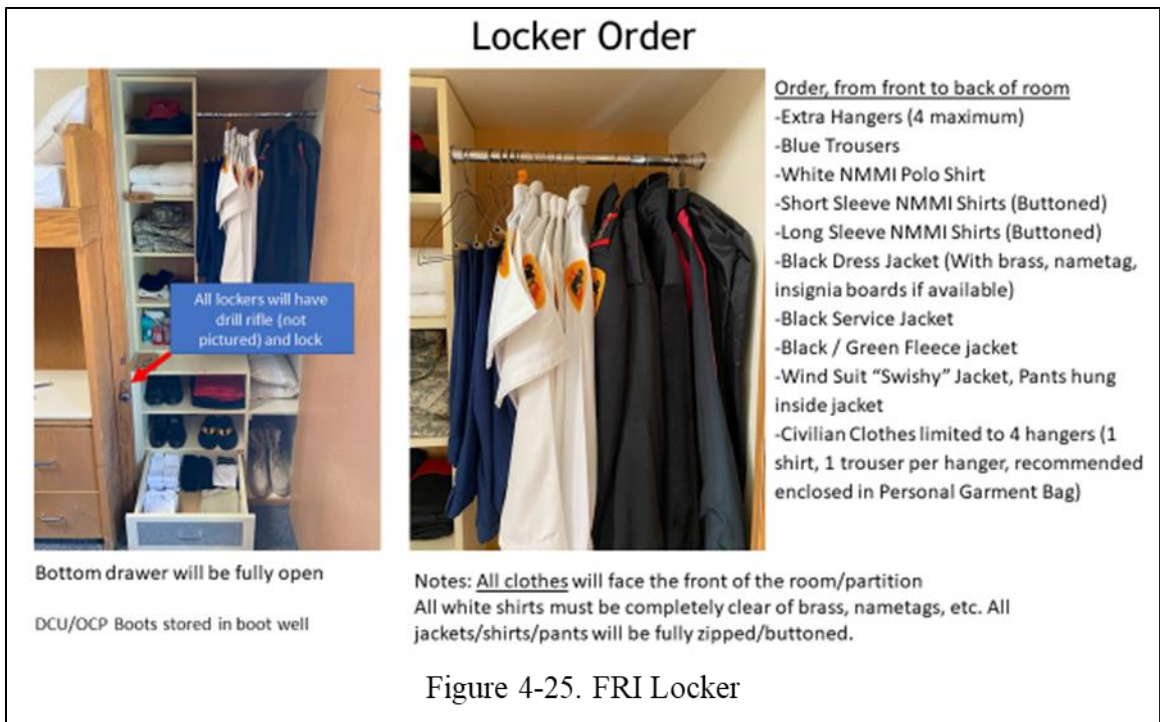


Figure 4-25. FRI Locker

Locker Shelves

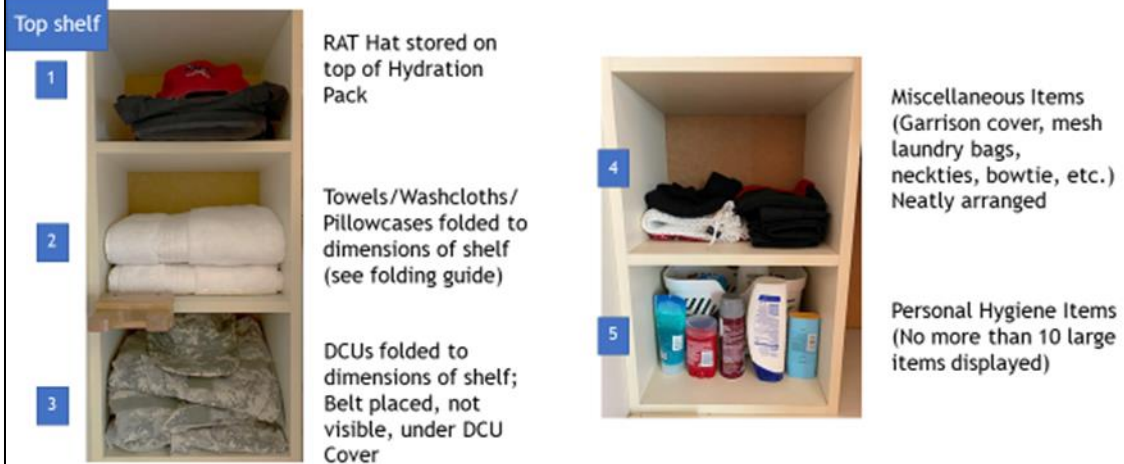


Figure 4-26. FRI Locker Shelves

Lower Locker

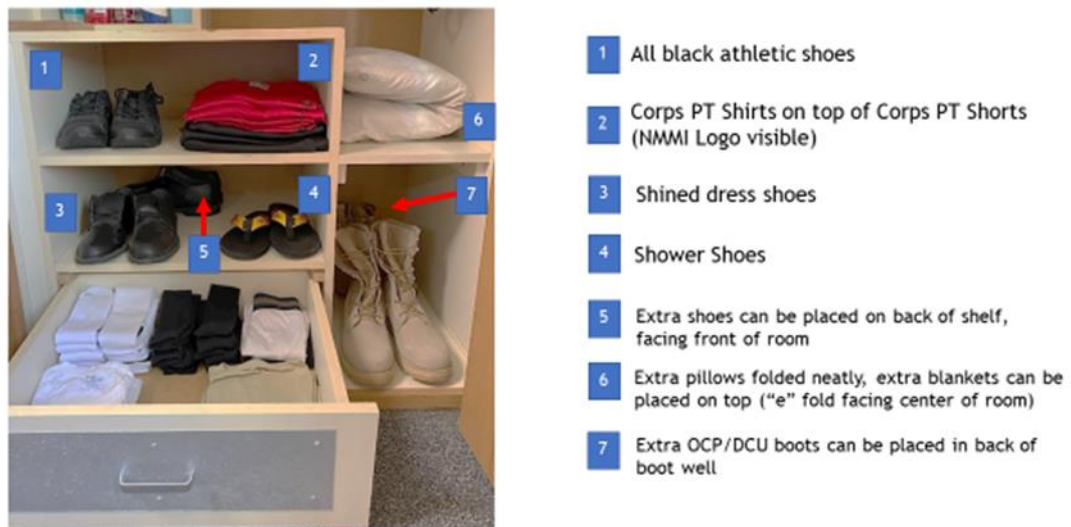
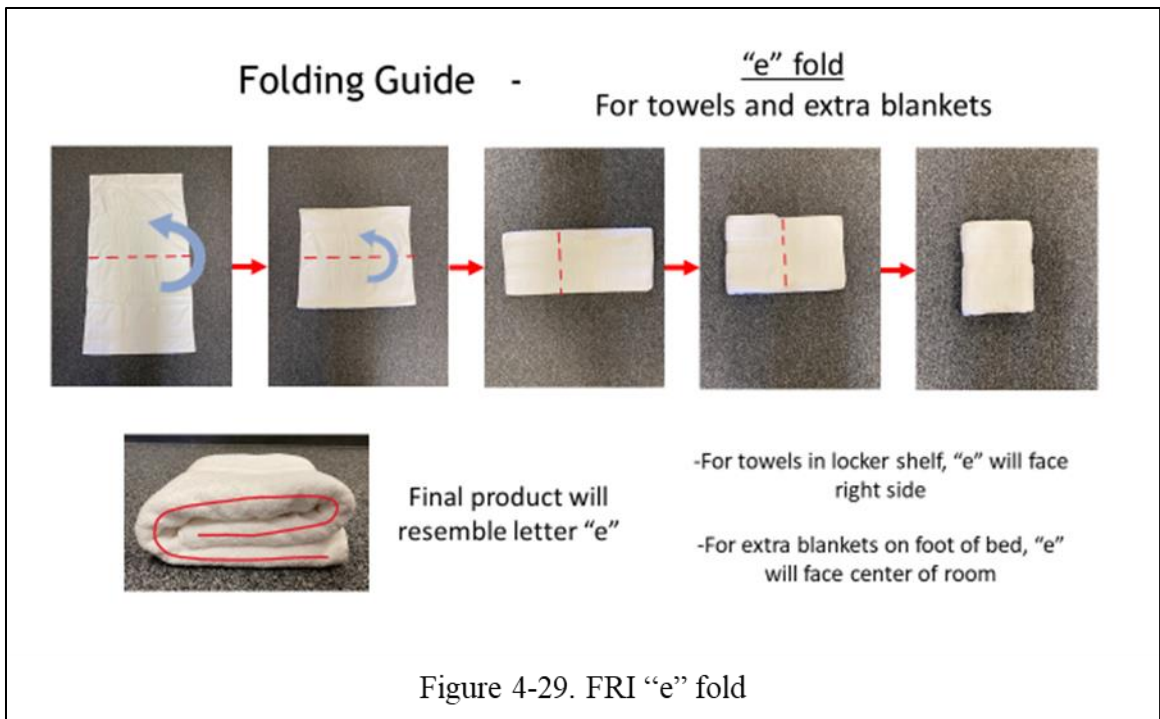
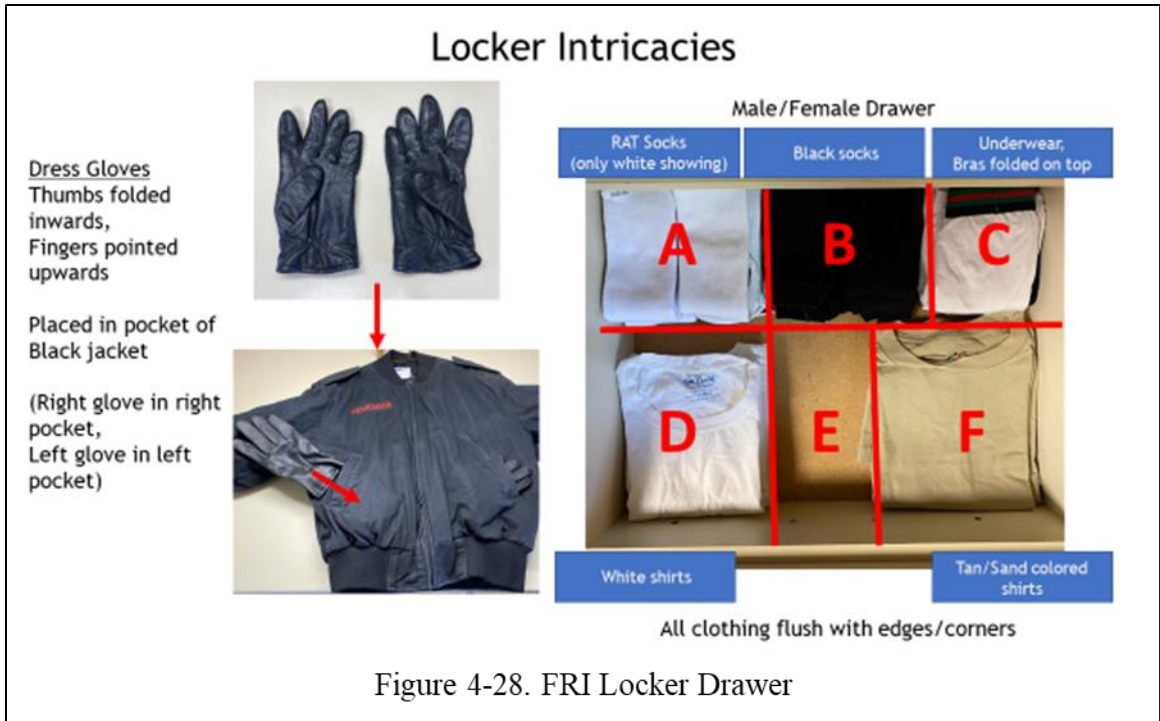
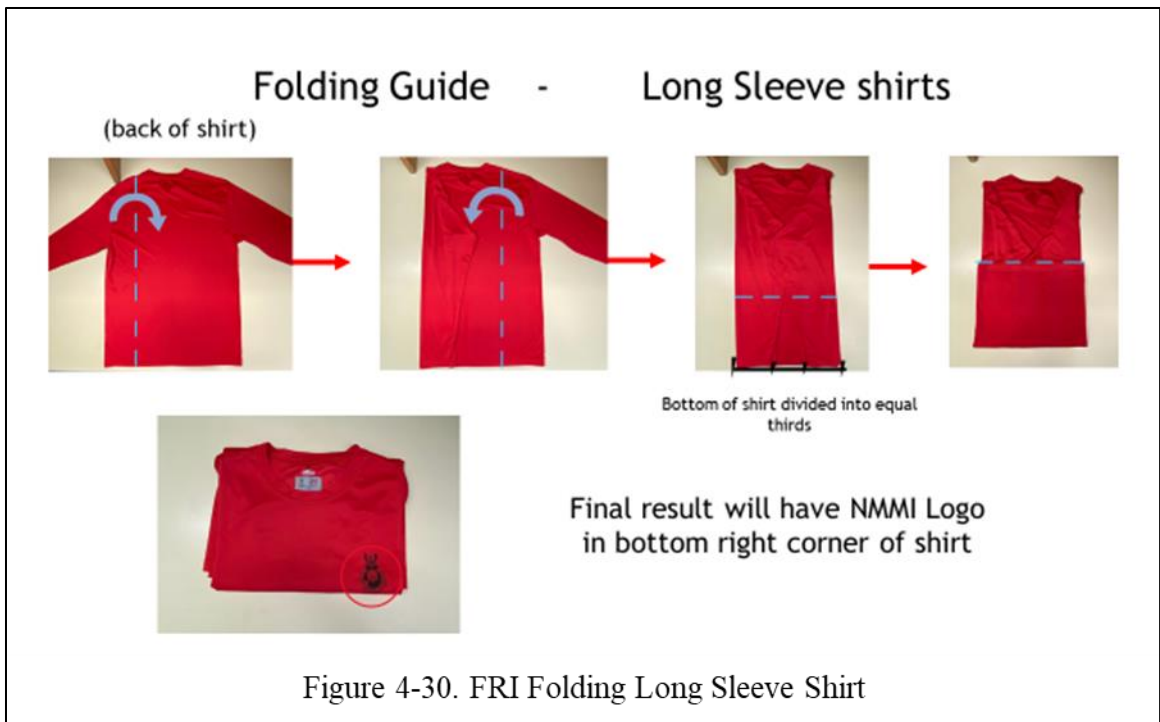


Figure 4-27. FRI Lower Locker





4.10 Laundry and Dry Cleaning

- A. Cadets are required to maintain properly cleaned uniforms and clothing items.
- B. Cadet uniform trousers, coats, jackets, hats, and collared shirts will not be laundered in the washing machines. These items are to be dry-cleaned only
- C. 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
- D. Cadets are recommended to use the contract laundry and dry-cleaning services. **The blue and white uniform items are dry cleaned only**
- E. Cadets must 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 2 business days for laundry and dry cleaning.
- F. Cadets will only handle their own laundry and dry cleaning to include turn in and pick up at the contractor customer service desk
- G. Cadets are required to show their NMMI ID when they report to pick up their laundry and dry cleaning
- H. RATs must use the contract laundry service until the Cresting Ceremony
- I. Washers and dryers are for convenience only and are not to serve as the primary method for washing clothes/uniforms.
- J. Laundromat Etiquette
 - 1) If you find a fellow Cadet's clothing in the dryer and they are still wet, dry them again.
 - 2) Display your laundry bag prominently on the washer/dryer so others will not have to guess whose it is
 - 3) If you do not see a bag for someone's laundry, check inside the washer/dryer.
 - 4) Never leave a fellow Cadet's clothing on the ground and make every attempt to place clothes in their respective bag
 - 5) Do not make room for your laundry by placing people's wet clothes on top of a dryer.
 - 6) Throw dryer lint in trash can after cleaning filter. Clean the filter prior to drying each load
 - 7) If a fellow Cadet leaves their detergent or dryer sheets in the laundry area, they are not offering them to you
 - 8) Clearly label your clothes and laundry bag
 - 9) Treat others' laundry as if it were your own
 - 10) All items left unattended in the laundry areas are subject to disposal.
 - 11) Cadets are to remain with their laundry in the laundry room until laundering is completed

CHAPTER 5

Standards of Conduct

5.1 General Standards of Conduct

Cadets must know, understand, and practice the Standards of Conduct in the Blue Book. To ensure compliance with the rules, the disciplinary system must be known and understood. Punitive actions may include written counseling, loss of privileges, penalty hours, restrictions, reduction in rank, loss of scholarships, and in extreme cases, suspension, or dismissal.

5.2 Conduct and Standards: *Disciplinary Measures will be progressive depending on the severity of the offense.* There are three categories of infractions:

- A. Category I offenses – First offense may result in:
 - 1) A warning
 - 2) A verbal counseling
 - 3) A written counseling
 - 4) Additional Instruction and Mentoring (AIM)
- B. Category I offenses - Second offense may result in:
 - 1) A warning
 - 2) A verbal counseling
 - 3) A written counseling
 - 4) Additional Instruction and Mentoring (AIM)
 - 5) Up to ten (10) demerits, (equals two (2) Penalty Tour/Hour)
- C. Category I offenses - Third offense may result in:
 - 1) A written counseling
 - 2) Additional Instruction and Mentoring (AIM)
 - 3) Up to twenty-five (25) demerits, (equals five (5) Penalty Tours/Hours)
 - 4) Possible reduction in rank
 - 5) Relief of leadership assignment/duties
- D. Fourth offense referred to SLA for Cat II Sanctions: No more than 25 demerits may be levied against a Cadet for a Cat I offense.
- E. A documented pattern of misconduct and failure to comply (failure to correct) and meet the established standards addressed in Cat I sanctions may lead to suspension from New Mexico Military Institute.
- F. Category II offenses may result in a:
 - 1) Written Counseling
 - 2) Reduction in rank
 - 3) Restriction to Post
 - 4) Up to 16 Penalty Tours/Hours
- G. Category III offenses may result in:
 - 1) Written Counseling
 - 2) Reduction in rank
 - 3) Restriction to Post
 - 4) Up to 32 Penalty Tours/Hours

- 5) Suspension
- 6) Dismissal

5.3 Category Violations

A. Defined by Category

- 1) Failure to perform assigned duties Cat I
- 2) Failure to respond to or acknowledge e-mail within 24 hours Cat I
- 3) Disrespect to staff or faculty Cat II or Cat III
- 4) Abuse of position and / or authority Cat I through Cat III
- 5) Trespassing / In an off-limits area Cat I through Cat III
- 6) Entering or departing Bates with food products (other than those authorized by the dining facility staff) Cat I
- 7) Entering or departing academic facilities with food products (other than those authorized by the dining or faculty / staff ISO a sanctioned event) Cat I
- 8) Uniform violations / failure to comply with uniform standards (see chapter 4) Cat I
- 9) Failure to follow instructions as directed by faculty / staff or cadet leaders Cat I
- 10) Inappropriate or inadequate grooming standards to include improper haircut, facial hair, or excessive use of make-up (see chapter 4) Cat I
- 11) Failure to secure quarters and/or personal items Cat I
- 12) Improper or inadequate personal hygiene Cat I
- 13) Failure to possess a current rank slip when on ranks Cat I
- 14) Public display of affection on or off post regardless of gender Cat I or Cat II
- 15) Stashing (storing items in unauthorized areas) Cat I
- 16) Conduct unbecoming a Cadet Cat I through Cat III
- 17) Unauthorized games or fatigue drills Cat I through Cat III
- 18) Safety violations / unsafe acts Cat I through Cat III
- 19) Entering or departing any facility (to include barracks quarters) by other than doors Cat I or Cat II
- 20) Failure to comply with room standards Cat I through Cat III
- 21) Unauthorized use of institutional property Cat I through Cat III
- 22) Disorderly conduct or creating a disturbance Cat I through Cat III
- 23) Vandalism Cat I through Cat III
- 24) Theft of personal or institutional property Cat III
- 25) Absence class or appointed place of duty Cat I through Cat III
- 26) Communicating a threat Cat II or Cat III
- 27) Disrespect to the local Institutional, state, or national colors Cat II or Cat III
- 28) Dereliction of duty Cat I through Cat III
- 29) Gambling Cat II or Cat III
- 30) Pornography Cat II or Cat III
- 31) Posting of a derogatory or disparaging remark / information Cat II or Cat III
- 32) Malicious use of digital photography, emails, videos, unofficial school publications Cat II or Cat III
- 33) Violation of alcohol, tobacco, and vaping policies Cat II or Cat III
- 34) Absence without leave for less than 24 hours Cat I through Cat III
- 35) Absence without leave for more than 24 hours Cat II and Cat III

- 36) Barrack’s policy violation (see chapter 4) Cat II or Cat III
- 37) Gang related activities Cat III
- 38) Provoking, escalating a conflict, or fighting Cat II or Cat III
- 39) Unauthorized possession of keys or items specific to the Institute Cat II or Cat III
- 40) Vehicle policy violation or improper use of vehicle Cat I through Cat III
- 41) Violation of computer policy: inappropriate use: hacking another computer: violation of social media policies Cat I through Cat III
- 42) Arson Cat III
- 43) Assault and/or battery and other criminal offenses (on or off post) Cat III
- 44) Drug violation policy to include paraphernalia Cat III
- 45) Extortion Cat III
- 46) Habitual Academic Indifference (HAI) Cat II or Cat III
- 47) Physical, verbal, and mental hazing, bullying, or cyber-bullying Cat III
- 48) Possession of weapons Cat III
- 49) Communicating a threat against the Institute or any other organization (public or private) Cat III
- 50) Sexual misconduct, sexual assault, sexual harassment Cat III
- 51) Purchase, possession, consumption, or transfer in sale of unauthorized or illegal drugs/medications Cat III

Standards of Conduct			
	Category I	Category II	Category III
	Answers report to the issuing Staff or Faculty member, may appeal to the SLA. Remediation (immediate corrective action) is utilized as a tool to redirect and correct inappropriate conduct or behavior. A Cadet may receive up to 25 Demerits (5 penalty tours) for a Category I offense	Answers report to the issuing Staff / Faculty member, or SLA, may appeal to the DCO / Vice Dean (for classroom misconduct). A Cadet may receive up to 16 penalty tours for a Category II offense	Answers report to the DCO, may appeal to the Commandant. A Cadet may receive up to 32 penalty tours for a Category III offense
Offense or Disciplinary Issue	<p>1st Offense – warning, verbal counseling, written counseling, Additional Instruction and Mentoring (AIM)</p> <p>2nd Offense – warning, verbal counseling, written counseling, Additional Instruction and Mentoring (AIM), Up to ten (10) demerits, (equals two (2) Penalty Tour/Hour)</p> <p>3rd Offense – written counseling, Additional Instruction and Mentoring (AIM), Up to twenty-five (25) demerits, (equals five (5) Penalty Tours/Hours), reduction in rank, Relief of leadership assignment/duties</p>	<p>Written Counseling</p> <p>Reduction in Rank</p> <p>Up to 16 Penalty hours</p> <p>Restriction to Post</p> <p>Multiple repeated offenses may be elevated to a Category III offense.</p>	<p>Written Counseling</p> <p>Reduction in Rank</p> <p>Up to 32 Penalty hours</p> <p>Restriction to Post</p> <p>Possible suspension or dismissal from New Mexico Military Institute</p>

	4 th Offense – Written counseling and elevated to a Category II Offense. Note: No more than 25 demerits per infraction may be levied against any Cadet for a Category I Offense.		
	A documented pattern of misconduct and failure to comply (failure to correct) and meet the established standards addressed in Cat I and/or Cat II sanctions may lead to suspension from New Mexico Military Institute.		
Failure to perform assigned duties	X		
Failure to check e-mail twice daily	X		
Disrespect to staff or faculty		X	X
Abuse of position and/or authority	X	X	X
Trespassing / In an off-limits area	X	X	X
Entering or departing Bates Dining Facility with food products (other than those authorized by the dining facility staff)	X		
Entering or departing academic facilities with food products (other than those authorized by faculty/staff ISO a sanctioned event)	X		
Uniform violations / failure to comply with uniform standards (see chapter 4)	X	Uniform violations and failure to follow instructions will not be tolerated. Please note as outlined above and reiterated below: A documented pattern of misconduct and failure to comply (failure to correct) and meet the established standards addressed in Category I sanctions may lead to suspension or dismissal from the Institute. A lack of accountability and responsibility for Cadet personal conduct will not be tolerated.	
Failure to follow instructions as directed by faculty / staff or cadet leaders	X		
Inappropriate or inadequate grooming standards to include improper haircut, facial hair, or excessive use of make-up (see chapter 4)	X		
Failure to secure quarters and/or personal items	X		
Improper or inadequate personal hygiene	X		

Failure to possess a current rank slip when on ranks	X		
Public display of affection, on or off-post, regardless of gender	X	X	
Stashing (storing items in unauthorized areas)	X		
Conduct unbecoming of a Cadet	X	X	X
Unauthorized games or fatigue drills	X	X	X
Safety Violations / Unsafe acts	X	X	X
Entering or departing any facility (to include barracks quarters) by other than the doors	X	X	
Failure to comply with room standards	X	X	X
Unauthorized use of institutional property	X	X	X
Disorderly conduct or creating a disturbance	X	X	X
Vandalism	X	X	X
Theft of personal or institutional property			X
Absent class or appointed place of duty	X	X	X
Communicating a threat		X	X
Disrespect to the local, institutional, state, or national colors		X	X
Dereliction of Duty	X	X	X
Gambling		X	X
Pornography		X	X
Posting of derogatory or disparaging remarks/information		X	X
Malicious use of digital photography / email, email videos, and unofficial school publications.		X	X
Violation of alcohol, tobacco, and vaping policies		X	X
Absent without leave (for less than 24 hours	X	X	X
Absent without leave for more than 24 hours		X	X
Barracks Policy Violation		X	X

Gang related activity			X
Provoking a conflict, escalating a conflict or fighting		X	X
Unauthorized possession of keys or other items specific to the Institute		X	X
Vehicle Policy Violation/Improper use of vehicles	X	X	X
Violation of Computer Policy: inappropriate use; hacking another Cadet's computer; violation of social media policies	X	X	X
Arson			X
Assault and/or battery and other criminal offenses (on or off Post)			X
Drug policy violation, to include paraphernalia			X
Extortion			X
Habitual Academic indifference (HAI)		X	X
Physical, verbal, and mental hazing, or bullying, or cyber-bullying			X
Possession of weapons			X
Communicating a threat against the Institute, or any other organization (public or private)			X
Sexual Misconduct, assault, or harassment			X
Purchase, possession, consumption, or transfer and sale of unauthorized or illegal drugs/medications			X

5.4 Class Attendance Policy

- A. Class attendance is mandatory.
- B. Cadets who have been charged with an unexcused absent class have 24 hours to resolve the stick with the Vice Dean of Academics
- C. Repeated incidents of unexcused absences may be considered Habitual Academic Indifference (HAI) and may result in suspension
- D. Habitual Academic Indifference (HAI) includes, but is not limited to, class absences or repeated class infractions, i.e., sleeping in class, disrupting class, not turning in

homework

- 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.
 - a) If the Dean upholds the appeal, the Cadet will immediately be placed on Academic Probation
 - b) **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.**
- 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

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, buying or selling legal/illegal drugs, drug paraphernalia, mind-altering substances, synthetic marijuana, spice, bath salts, electronic cigarettes, vaping, 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. If a Cadet is assumed to have committed a violation of the NMMI drug and alcohol policy and refuses to submit to a urinalysis testing; in such cases the Commandant's Staff will render appropriate disciplinary action including suspension.
 - 2) Drug paraphernalia includes, but is not limited to, hypodermic needles, fabricated or manufactured marijuana pipes, hookahs, roach clips, e-cigarettes, and vaping devices.
 - 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 over-the-counter drugs, amphetamines, narcotics, marijuana, Spice, cocaine, LSD or meth. Chemical substances may include performance-enhancing products, anabolic steroids, or other performance enhancing over-the-counter products.
 - 4) 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. All medications must be reported to the infirmary Staff.
- C. Alcohol: It is prohibited for Cadets to:

- 1) Purchase, possess, consume, or be under the influence of alcohol.
 - 2) Distribute alcoholic products to other Cadets.
 - 3) Attend off-Post functions where alcohol is present.
 - 4) Ride 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 is subject to disciplinary action, immediate dismissal and/or referral to law enforcement agencies.

5.6 Handling, Storage, Distribution and Use of Prescription Medications

- A. Medications
- 1) May not be shared or sold to another Cadet.
 - 2) Must be prescribed by a Cadet's personal physician or other health care provider.
 - 3) Must be maintained at the Infirmary.
 - 4) "Over-the-counter" medications must be approved by the Infirmary staff.
 - 5) Medications from foreign countries are prohibited.
- B. The Infirmary staff provides a daily report to the CMDT's office identifying Cadets who failed to follow medical staff instructions (failed to report for prescribed medication). A member of the CMDT's staff informs the TLA/SLA to address the issue. The TLA/SLA will verify with the Infirmary staff that the scheduled medication was not administered. If medication was not administered, the TLA will immediately locate the Cadet to verify their welfare, determine the reason for the missed medication, and take appropriate action in coordination with Infirmary staff. If the Cadet is a minor, the TLA will also contact the parent/guardian within 24 hours. All scheduled missed medications will be annotated in the CRR.

5.7 Tobacco Policy

NMMI does not permit the use of tobacco products of any kind and is a tobacco-free campus. The distribution or sale of tobacco products is prohibited. Cadets who violate this policy may be subject to suspension or dismissal.

5.8 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, 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 Category III offenses. Any Cadet found to be involved in hazing or bullying against another Cadet is subject to suspension or dismissal.
- C. Types of Hazing: Hazing or bullying includes physical or verbal abuse, and includes orders directing or forcing unauthorized and excessive physical activity and is not permitted.
- 1) Physical Hazing: A Cadet is not authorized to touch another Cadet. Any physical contact that does not positively promote the mission of the Institute or any contact

- that causes another Cadet discomfort or pain is hazing and is strictly prohibited.
- 2) Verbal Hazing: Cadets are prohibited from addressing another Cadet in a degrading or demeaning manner. Verbal hazing includes:
 - a) Threatening a Cadet with unfounded allegations.
 - b) Embarrassing or humiliating situations that violate the victim's personal dignity or shows a lack of respect.
 - c) The use of profanity or vulgar language.
 - d) Comments about a Cadet's family members, religion, race, sexual orientation, culture, or ethnicity
 - e) Abusive criticism.
 - D. Bullying: Cadets are prohibited from treating other Cadets abusively by means of force or coercion. This includes cyber bullying or harassment via social media or email (intra/internet).
 - E. 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.
 - F. A staff, faculty member, or Cadet who observes and suspects any type of abuse will take action to stop and report the offense to their Chain of Command.

5.9 Sexual Misconduct (Discrimination, Harassment, Violence)

- A. General – All forms of sexual misconduct are strictly prohibited and governed by:
 - 1) U.S. Department of Education (2020), Final Rule under Title IX of the Education Amendments of 1972
 - 2) NMMI Policies: <https://www.nmmi.edu/nmmi-policies/> NMMI Policies/NMMI O and P Manual, Section 6.16.
- B. Definitions: Cadets should be familiar with and understand the following terminology
 - 1) Sex Discrimination Involves:
 - a) Discrimination or harassment based upon one's sex (gender)
 - b) Unfair treatment, attitudes, or behaviors towards an individual based upon one's sex.
 - c) Sexism, sexist attitudes, and sex stereotyping
 - d) Gender-based bullying
 - e) Derogatory or sexist remarks
 - f) Gender discrimination
 - 2) Sexual Harassment involves:
 - a) Verbal, non-verbal, and physical behavior of a sexual nature
 - b) Unwanted sexual behavior, advances, or requests for favors
 - c) Unwelcome verbal, visual, or physical sexual conduct
 - d) Offensive, severe, and/or frequent remarks about a person's sex
 - e) Harassment of a sexual nature which interferes with an individual's right to an education and participation in a program or activity
 - f) Stalking or obscene phone calls, texts, emails, or gestures
 - g) Sexually suggestive jokes, whistles, catcalls, or innuendos
 - h) Inappropriate touching
 - i) Intimidation

- 3) Sexual Violence involves:
 - a) Sexual contact characterized by use of force
 - b) Sexual abuse or assault, battery, or coercion
 - c) Unwanted sexual contact up to and including rape
 - d) Use of force or manipulation of unwanted sexual activity
 - e) Non-Consensual physical acts
 - f) Inappropriate touching
 - g) Unwanted physical and/or verbal sexual advances
 - 4) Hostile Environment:
 - a) A situation of discriminatory or sexual nature that creates an adverse setting
 - b) An intimidating or offensive environment that causes a person to be fearful
 - c) A setting that denies, limits, or interferes with a person's ability to participate in or benefit from a program, activity, or employment
 - d) Bullying, abusive, or intimidating comments and actions
 - e) Intimidating or offensive comments that alter the conditions of a person's work, classroom, team, or program environment
 - f) Continual offensive comments or surroundings of a discriminatory or sexual nature
- C. 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; the existence of such relationship(s) shall be determined based upon the following factors:
- 1) Length of relationship
 - 2) Type of relationship
 - 3) Frequency of the interaction of the persons involved in the relationship
- D. Reporting: Reports of sexual misconduct of any kind must be immediately reported to any one of the following in no particular order:
- 1) The TLA or SLA
 - 2) Any member of the CMDT's Staff
 - 3) Campus Police or Infirmery Nurses
 - 4) Cadet Academic Advisor/Counselors
 - 5) Any member of the staff, faculty, or athletic department.
- E. Victim's Rights: 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 addressed. In applying these principles, NMMI may consider any applicable facts and circumstances of each case, including the rights, responsibilities, and needs 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, if they fear 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 *encourage reporting* of sexual misconduct, Institute officials will not hold accountable a bystander or a complainant acting *in good faith* who discloses any incident of sexual misconduct to Institute officials or law enforcement authorities.
 - 2) Amnesty: Anyone, including the complainant, who reports an incident of sexual misconduct *in good faith* may not be disciplined by NMMI for any related Blue Book violation occurring at or near the time of the reported sexual misconduct unless a person's health or safety is at risk.

- 3) Leniency: To encourage the reporting of sexual misconduct, NMMI will also offer leniency to complainants and witnesses for other Blue Book violations that are not related to the incident, but which may be discovered because of the investigatory process. Such violations will generally be handled so that the Cadet can remain in school while appropriately addressing these concerns.
 - 4) Support: Complainants or witnesses will be offered support.
- F. Dating Among Cadets: Typical Cadet friendships based on shared backgrounds, academic or extracurricular interests, or organizational associations, may not constitute dating.
- 1) **Dating between college Cadets and high school Cadets is prohibited**
 - 2) Old 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) RATs 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
 - 4) Dating within the Regimental system will be conducted as follows:
 - a) Squadron CDRs and SGMs will not date Cadets in their squadron
 - b) Troop CDRs and ISGs will not date Cadets in their troop
 - c) Platoon Leaders and PSGs will not date Cadets in their platoon
 - d) Squad Leaders will not date Cadets in their squad
 - e) Staff officers will not date subordinate Cadets within their staff. For example, a SQDN XO will not date a troop XO in their squadron
- G. Public Display of Affection: Public Display of Affection (PDA) is romantic physical contact and is not authorized on or off Post while in uniform (regardless of gender).

5.10 World Wide Web Online Safety, Security, and Behavior

- A. Cadets are reminded that:
- 1) Their online activity is neither private nor secure
 - 2) They are not invisible when online (millions of people can obtain access to personal information)
 - 3) Online activities could jeopardize their reputations, compromise their integrity, or make themselves or others targets
 - 4) They should create unique passwords, not share them with anyone, and avoid giving out personal information (phone numbers, addresses, etc.)
 - 5) They must always think twice before clicking “send” or downloading information
 - 6) They will be held accountable for their online behavior (e.g., sexual harassment, profanity, etc.)
 - 7) They must adhere to NMMI rules and regulations while online. Any activity that compromises NMMI’s internet capacity or brings discredit to the Institute is prohibited
 - 8) Unethical, dangerous, or illegal activities may result in disciplinary action to include suspension or dismissal

5.11 Social Networking Policy

- A. Use of social networks or entertainment sites (Facebook, Instagram, YouTube, Twitter, Snapchat, etc.) is considered a Cadet privilege. Misuse or abuse of the

- privilege could result in disciplinary actions.
- B. Cadets have a responsibility to always portray NMMI and themselves in a positive manner including during social networking. Cadets are held in high regard and are seen as role models in the community. Cadets may not be aware that third parties, including the media, faculty, future employers, and government officials can easily view all posted information. This includes all pictures, videos, comments, and posts. Inappropriate materials affect the perception of Cadets or NMMI and can be detrimental to a Cadet's future. Inappropriate and offensive behavior concerning participation in online communities may include actions, depictions or presentations of the following examples and are not intended to be all inclusive:
 - 1) Hacking into another Cadet's social media account
 - 2) Posting photos, videos, comments, showing the use of alcohol, tobacco, drugs or other illegal substances. (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.
 - 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 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 social media 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.

5.12 Delinquency Reports

Demerits should be used as a last resort where other methods have failed. Face-to-face counseling (on-the-spot corrections) and Additional Instruction and Mentoring (AIM) with warning sticks are considered part of the disciplinary process. Documentation of violations of Cadet Regulations are the responsibility of the Cadet Chain of Command and the Commandant's Staff.

There are three types of offenses: Category I, Category II, and Category III. The number of demerits and/or tours assessed is dependent upon the type of offense (see paragraph 5.3). Cadets can expect to receive, at a minimum, verbal counseling and/or AIM for any offense. Cadets are subject to demerits for repeat violations of these regulations. For all offenses, graduated response principles apply. (See Standards of Conduct Matrix.)

- A. Delinquency Report (Stick) Recommendations by Cadet Staff: A Cadet can recommend a stick for consideration to the TLA/SLA for a Category I offense in

accordance with the Standards of Conduct Matrix in Section 5.3. For Category II and Category III offenses Cadets are to immediately report the offense to their TLA/SLA or any member of the Commandant's Staff.

- B. Delinquency Report Submission Procedures for Cadets (Category I only):
 - 1) Cadet submits recommendation for Stick to the TLA electronically, via email, or hard copy
 - 2) The TLA reviews and makes a determination to approve or disapprove the stick.
 - 3) Approved sticks are recorded on the Charge Sheet. Hard copies of the Charge Sheet are posted in each barracks. All Cadets must check the Charge Sheet daily
- C. Delinquency Report Submission Procedure for Staff (less the Office of the Commandant):
 - 1) Sticks will be submitted through the Early Warning System via the Intranet
 - 2) Sticks submitted via the Early Warning System are forwarded to the DCO for approval
- D. Delinquency Report Submission Procedure for Faculty (in-class offenses):
 - 1) Sticks will be submitted through the Early Warning System via the Intranet
 - 2) Sticks are submitted via the Early Warning System are forwarded to the Associate Dean
 - 3) The Associate Dean evaluates validity and forwards the stick to the Vice Dean for adjudication
 - 4) The Vice Dean approves or disapproves academic sticks and submits to the DCO for posting on the Charge Sheet
- E. Charge Sheet:
 - 1) It is a Cadet's responsibility to check the Charge Sheet each day to see if they have received a stick
 - 2) The Charge Sheet is published and posted on the Hagerman and Saunders barracks bulletin boards
 - 3) Cadets who believe they were entered on the Charge Sheet in error should contact the faculty or staff member who submitted the charge.
 - 4) Questions concerning the charges on the Charge Sheet are addressed with the DCO (Category III), SLA (Category II) or TLA (Category I)
 - 5) A Cadet's final assessed demerits and/or tours is annotated on the CRR
- F. Answering Report:
 - 1) All Cadets must answer report in person for any charge
 - 2) All Cadets charged with a Category I offense are required to answer report to their TLA within 24 hours of posting to the Charge Sheet
 - 3) All Cadets charged with a Category II offense are required to answer report to the SLA within 24 hours days of posting to the Charge Sheet
 - 4) All Cadets charged with a Category III offense are required to answer report to the DCO within 24 hours of posting to the Charge Sheet
 - 5) Cadets who fail to answer report for an offense within 24 hours may forfeit their right to appeal.
 - 6) While waiting to answer report, a Cadet posts at the position of Parade Rest outside the Answering Official's office
 - 7) When answering report, the Cadet:
 - a) Knocks twice on the door or door frame then waits at the position of attention until directed to enter

- b) Removes their cover and rests it on the Cadet'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) Marches into the room and assumes 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)
- d) Renders 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
- e) The Answering Official reads the Delinquency Report (charges) to the Cadet and identifies the reporting individual (and/or explains the purpose for the Cadet to answer report)
- f) When answering the charge, 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 stands as written, reduced/revised, or dismissed
- g) When the Answering Official dismisses the Cadet, the Cadet renders a hand salute, once the Answering Official returns the salute, Cadet completes the salute, and executes the appropriate facing movements and exits the room.
- h) The opportunity to answer report may be forfeited by a Cadet who reports with a uniform violation, unacceptable grooming standards, or unacceptable acts of misconduct

G. Stick Removal:

- 1) TLAs will adjudicate removal of Category I sticks, SLAs Category II sticks, and the DCO Category III sticks
- 2) All sticks for class attendance must be removed by the issuing faculty member or the Vice Dean
- 3) Disciplinary sticks issued by Faculty may be removed by the issuing Faculty member, Department Chair, Associate Dean, Vice Dean or Academic Dean

H. Tours/Penalty Hours:

- 1) The department week period extends from 0001 hours, Tuesday, until 2400 hours the following Monday.
- 2) The Tour Roster identifies Cadets who must report for Tour Squad. The Tour Roster is published each Wednesday no later than 1200 hours
- 3) The Tour Squad is comprised of Cadets who have been assigned Penalty Tours/Hours
- 4) Tour Squad is a mandated scheduled formation for Cadets who are required to march to satisfy the Penalty Tours/Hours
- 5) One Penalty Tour/Hour consists of one 50-minute session of marching followed by a 10-minute rest period
- 6) Cadets receive one Penalty Tour/Hour credit for each Penalty Tour/Hour completed
- 7) Cadets are permitted to satisfy Penalty Tour/Hours requirements by marching

other than during the scheduled Tour Squad formation. One “Free Time Marching Tour” is equal to two Penalty Tour/Hours

- a) Cadets must report to the TLA and request permission to conduct Free Time Marching Tours
 - b) The uniform for Free Time Marching Tours is the Uniform of the Day
- I. Tour Squad: Cadets with outstanding tours report to the Tour Squad Officer or Commandant’s designated representative
- 1) Troop XOs will be notified via email every Wednesday by 1000 that the Tour Roster is available for pick up in the Hagerman Guard Box
 - 2) Troop XOs will coordinate with the Troop 1SG to notify all Cadets who must report for Tour Squad; Cadets acknowledge responsibility to report for Tour Squad by initialing the Tour Roster
 - 3) Cadets who are on the Tour Roster must report to the Command Post at Hagerman barracks or at a location directed by the Tour Squad Officer
 - 4) Tour Squad hours are:
 - a) Friday 1545-1745 and 1900-2200
 - b) Saturday 1300-1700 and 1900-2200
 - c) Sunday 1300-1700
 - 5) **Tour Squad formations are mandatory unless a Cadet is on Status.**
 - 6) Only the Commandant or Deputies may excuse Cadets from Tour Squad.
 - 7) The uniform for Tour Squad is ACU, DCU, or OCP with hydration pack and weapon
 - 8) During Tour Squad Formation, Cadets will answer Roll Call and be inspected for uniform and grooming standards. Failure to pass inspection may result in disciplinary action
 - 9) The Commandant, DCO, DCS, or designated representative may modify Tour Squad based upon operational or environmental conditions
 - 10) After completing all assigned Penalty Tours/Hours, Cadets will be released by the Tour Squad Officer or designated representative
 - 11) Cadets may sign out on furlough or permit after completion of all Penalty Tours/Hours provided they are not on AP, DP, HP, or any other restriction
 - 12) Only the Commandant and DCO (DCS in his absence) have the authority to suspend Penalty Tour/Hour(s)
 - 13) Cadets placed on RANKS will report to the Tour Squad Officer and present their RANKS slip. Cadets will comply with the uniform standards unless an exemption is stated on the Ranks Slip
 - 14) Cadets on RANKS who are unable to perform Tour Squad duties will report to the Tour Squad Officer for accountability. Cadets will complete Penalty Tour/Hour requirements once released from Ranks

5.13 AIM – Additional Instruction and Mentoring

- A. Additional Instruction and Mentoring (AIM) corrects and improves substandard performance by providing positive instruction and mentoring to promote Cadet Leadership and character development. Through AIM, Cadets are afforded the opportunity to rectify substandard performance without incurring disciplinary sanctions (demerits or Penalty Tours/Hours). AIM encourages and promotes:

- 1) A sense of duty, responsibility, and accountability for self and others
- 2) The attributes of leadership and followership
- 3) A culture of respect, inclusion, and trust
- 4) Unity of effort and team building within the Corps of Cadets (esprit de corps)

AIM is immediate and is executed through verbal and/or written counseling to remediate or correct Category I deficiencies. AIM will be administered by all personnel throughout the Chain of Command. Members of the Commandant's Staff will record written counseling in the Early Warning System.

5.14 Cadet Merit and Green Flag Rewards System

- A. Cadets will be awarded merits for positive performance
 - 1) Cadets who do not receive any demerits during the department week (Wednesday 0001 until Tuesday 2400) will receive five (5) merits
 - 2) Merits received will first be used to reduce demerits
 - 3) Cadets with no demerits will receive five (5) points towards The Green Flag Rewards System.
- B. Green Flag Rewards System
 - 1) Is a process that provides Cadets the ability to earn reward points through Green Flags in the Early Warning System
 - 2) Cadets may receive Green Flags from staff and faculty for positive performance in and outside of the classroom
 - 3) Points are cumulative
 - 4) Points cannot be traded between cadets
 - 5) Only cadets in good standing may exchange Reward Points for privileges
 - 6) Reward Points can be exchanged for the following privileges
 - a) Free Rev on Sunday (25 Reward Points)
 - b) Other rewards as approved by the Commandant

5.15 Commendatory and Disciplinary Actions

All Cadet Leaders have the responsibility and authority to administer commendatory and disciplinary measures. Cadet Leaders are encouraged to appropriately recognize those individuals who consistently meet and surpass standards of appearance and conduct. Cadet Leaders are also responsible for administering appropriate disciplinary action(s) when their subordinates fail to meet Corps standards. In accordance with their level of authority, Cadet Leadership may administer the following corrective actions:

- A. Commendatory Actions:
 - 1) A favorable counseling statements
 - 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) Recommendation for a Commandant or Superintendent Coin of Excellence
- B. Disciplinary Actions, Warnings, and Explanation of Corrective Action:
 - 1) Push-ups (20 max)
 - 2) A verbal or written warning with an explanation of the corrective action to be taken

- 3) Reprimand (written) + (warning stick issued)
 - 4) Training to standard or Additional Instruction and Mentoring (AIM). (Warning stick issued with AIM)
 - 5) Recommend or assign additional duties or responsibilities (Learning Opportunities) (warning stick issued)
 - 6) Recommend loss of some or all of class privileges
 - 7) Recommend restriction from extracurricular activities and events
 - 8) Recommend demerits
 - 9) Recommend punishment tours
 - 10) Recommend restriction to Post
 - 11) Recommend reduction or suspension of rank
 - 12) Recommend probation
 - 13) Recommend suspension
 - 14) Recommend dismissal
- C. Restriction to Post While Assigned to Tour Squad:
- 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.
- D. Restricted to Post but not marching tours:
- 1) As directed by the CMDT, DCO, or DCS, - a Cadet restricted to Post may be required to attend accountability formation (e.g., hourly) in the uniform of the day:
- E. Tour Squad Hours
- 1) Friday 1545-1745 and 1900-2150
 - 2) Saturday 1300-1650 and 1900-2150
 - 3) Sunday 1300-1700

5.16 Discipline and Deportment

The Cadet Performance Assessment (CPA) provides all faculty and staff, as well as the Cadet Chain of command, with a graduated and developmental approach to enhance Cadet Development. The process is collaborative and intended to promote accountability, self-esteem, and mutual respect.

Department is a key component to the CPA and is utilized to capture both commendable and inappropriate behavior in accordance with the standards of conduct. Cadets will receive a department grade each nine-week academic grading period from the Commandant of Cadets.

A. Cadets will be assessed a department grade in accordance with the following criteria:

Department Tour/ Hours:

- 1) A = 0-5 penalty hours and no Cat III offense
- 2) B = 6-10 penalty hours and no Cat III offense
- 3) C = 11-15
- 4) D = 16+

B. Cadets will be provided the opportunity to reduce and eliminate penalty hours to enhance their department grade.

- 1) A TLA/SLA will notify, by email, the parent (s) or legal guardian of a minor who has accrued 16, 32, and 48 penalty hours.
- 2) The TLA/SLA will annotate the offense on the Cadet Performance Assessment Form in the Early Warning System.
- 3) The TLA/SLA will annotate all forms of communication (email or letter) with the parent(s) or legal guardian into the Cadets CRR.
- 4) The Cadet Performance Assessment Form will be placed in the Cadets permanent file located in the Commandants office.

C. Suspensions:

- 1) Suspension provides a Cadet an opportunity to re-apply to the Institute.
- 2) The DCO has the authority to issue a suspension letter to a Cadet who has violated a Cat I through Cat III offense.
- 3) If under 18 years of age, a copy of the suspension letter will be sent to the to the Cadet's parent(s) or legal guardian.
- 4) A copy of the suspension letter will be provided to Cadets 18 years of age and older.
- 5) A Cadet who withdraws pursuant to a suspension without appeal is administratively treated as a suspended Cadet.
- 6) A Cadet who exceeds 64 penalty Tours/Hours in a semester may be suspended or dismissed from NMMI.

D. Dismissal:

- 1) A Cadet who is dismissed will not be permitted to reapply for admission to the Institute.
- 2) A Cadets who is dismissed from NMMI may be restricted from campus.

E. Appeals for Disciplinary Actions:

- 1) The DCO or DCS can place a Cadet on probation or suspend or dismiss a Cadet.
- 2) The DCO can uphold, rescind, or amend the punishment of a Cadet pending the outcome of an Honor board proceeding.
- 3) The CMDT is the appellate authority for Honor Board decisions, disciplinary probation, suspension, or dismissal.

- 4) The DCO is the appellate authority in the absence of the Commandant.
- 5) During an appeal, the CMDT may uphold, rescind, or amend any decision, to include modification of disciplinary sanctions.
- 6) Cadets who request to appeal a suspension, dismissal or probation decision must submit a written request to the Commandant of Cadets within 72 hours of the notification of suspension or dismissal.
- 7) A Cadet's written appeal may include:
 - a) The introduction of new evidence
 - b) Justification that existing evidence was insufficient
 - c) Evidence that due process was not provided
 - d) Evidence that the sanction was too severe for the infraction
 - e) Evidence that the infraction was administrative in nature and not subject to regulatory disciplinary measures.
- 8) All appeals are routed through the Cadet's TLA/SLA to the Commandant.
- 9) The Commandant's decision is final. As the appellate, the President / Superintendent will only address appeals pertaining to violations of due process.

F. 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, the CMDT may suspend or dismiss the Cadet from NMMI.

G. Graduation

Cadets with outstanding tours to complete may not be allowed to participate in commencement ceremonies. Any Cadet who commits a Cat III offense prior to the start of commencement ceremonies may not be eligible to participate.

CHAPTER 6

Cadet Complaint and Grade Grievance Policy

6.1 Purpose

NMMI will provide a safe, healthy environment that promotes respect, dignity and equality. It is NMMI 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 E 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 E below. The final step in the Academic Chain of Command is with the President/Superintendent. The 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 identified in Section E below. The final step in the Cadet Affairs or Cadet Life Chain of Command is with the President/Superintendent. The 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/SLA
 - d. Deputy Commandant for Support (formal written complaint respondent Level 1)
 - e. Commandant (formal written complaint respondent Level 2)
 - f. 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 E. below. The final step in the Athletic Chain of Command is: The President/Superintendent. The 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. The respondent has seven days to respond at each level of the complaint.
- D. Grade Grievance: A Grade Grievance is handled differently than other academic complaints. At the time of submittal by the cadet, the instructor, Department Head, and Associate Dean are notified immediately through the Complaint System. There is a five day response time for them to respond before the Grade Grievance goes to the Vice-Dean / High School Principal level.
- E. Cadets may file formal written complaints at the following link: <http://apps.nmmi.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

NMMI 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 NMMI's obligations to cooperate with parties to conduct a thorough investigation or to take necessary action to resolve a complaint, NMMI retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. While NMMI 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. NMMI 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 NMMI 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

Cadet References

7.0 NMMI Leadership Model – “BE, KNOW, DO”

Attributes

“BE”

What A Good Leader Is:

A Leader of Character

- Values and Integrity
- Empathy
- Honor

A Leader with Presence

- Military Bearing, Appearance
- Physically Fit
- Composed, Confident
- Resilient, Mentally Tough
- Self-Control

“KNOW”

A Leader with

Intellectual Capacity

- Critical Thinker
- Sound Analysis
- Mental Agility
- Sound Judgment
- Interpersonal Tact
- Subject Matter Knowledge
- Innovator

Core Leader Competencies

“DO”

What A Leader Does:

Leads

- Leads Others by Example
- Cares about People
- Communicates Effectively
- Enforces Standards
- Avoids

High Risk

Behavior

Develops

- Prepares Self
- Develops Others
- Maintains a Healthy Lifestyle
- Consideration for Others
- Appreciates

on for

Diversity

Achieves

- Builds a Cohesive Team
- Creates a Positive Environment
- Meets Standards
- Gets Results

7.1 Cadet Required Knowledge and Skill Qualification

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's 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 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 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 because 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.

In 2018 New Mexico Military was accredited by Advanced Ed(now Cognia) and received 23 power practices ratings for the High School program.

In 2020, New Mexico Military Institute received an unusual ten-year accreditation from the Higher Learning Commission for the Junior College.

Currently New Mexico Military Institute's Junior ROTC "Mustang Battalion" participates in the Joint Program Accreditation (JPA) evaluation program. The JPA provides a holistic review of Cadets and Instructors performance with emphasis on documenting continuous improvement.

7.2 Reveille History

A. 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.

7.3 Retreat History

A. 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 To the Color. This remains as music honoring the flag as it is lowered in the evening.

7.4 Bugle Calls

- A. 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.
- B. The Reveille - Sounded for troops to make the morning roll call.
- C. The Assembly - Sounded for troops to assemble in formation on the parade field for morning roll call, report and the Morning Colors ceremony.
- D. 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.
- E. Recall - This was a multipurpose signal and was used primarily to recall Cadets to their barracks.
- F. School - Sounded to report to classes. Adjutants - Guard detail march to guardhouse. Church - Sounded at 0830 hours for Sunday services.
- G. 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.
- H. To the Color - Sounded as the flag is lowered. All personnel face the post flag at the Position of Attention and Present Arms.
- I. Tattoo – Secure the Post and prepare for bed.

- J. Call to Quarters – Sounded to prepare for lights out and bed check.
- K. Taps – Played as the last call of the day – stop all talking and have lights out by the last note.

7.5 **Military Courtesy and Respect for Rank - Saluting**

- A. 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.
- B. Cadets will look toward the officer to be saluted.
- C. Officers in civilian clothing will be saluted if recognized.
- D. 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.
- E. Cadets who are walking will render the salute without stopping.
- F. Cadets who are running will slow to a walk then salute.
- G. If both hands are occupied, or if the right arm or hand is injured, the Cadet will look at the officer, and offer the greeting of the day.
- H. 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).
- I. When an officer approaches a unit in ranks, the unit commander will bring the unit to attention and render the hand salute with the greeting of the day.
- J. **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.”
- K. **RAT Response to Old Cadets:** The relationship between RATs and old Cadets will be formal at all times. A RAT’s response to verbal communication from an old Cadet 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.”

7.6 **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.”

7.7 Required Songs

A. It is the duty of each Cadet to memorize the words of THE NATIONAL ANTHEM, THE OLD POST, and THE NMMI FIGHT SONG

B. 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!*

C. 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.*

D. The NMMI 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 NMMI, 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

NMMI FIGHT SONG

Chorus: N M M I

*With our col-ors flying high, We're all in step, And full of pep, As we go marching
by AH RAH RAH, Cheers for the team, On the field or in the gym The old Bron-*

co, Is ar-in' to go, And the In-sti-tute is out to win. (After band interlude repeat chorus)

7.8 NMMI Key Personnel

A RATs must learn to recognize and name the following Institute personnel (Fill in the blank with the appropriate name):

- 1) President/Superintendent: Major General Grizzle, J., Ph.D.
- 2) Commandant of Cadets: Colonel Tate, T., Ed.D
- 3) Deputy Commandant for Operations:
- 4) Deputy Commandant for Training: Lieutenant Colonel Garza, G
- 5) Deputy Commandant for Support: Lieutenant Colonel Houghtby, A.
- 6) Academic Dean: Colonel Griego, O. Ph.D.
- 7) Vice Dean/High School Principal: Colonel Porras, J.
- 8) Professor of Military Science: Lieutenant Colonel Eisenhower, R.
- 9) Senior Army Instructor: Colonel Langowski, T.
- 10) Squadron Leadership Advisor: _____
- 11) Troop Leadership Advisor: _____
- 12) JROTC Army Instructor: _____
- 13) Academic Advisor: _____

B. CORPS OF CADETS ORGANIZATION

Regimental Commander and Staff (oversight by DCO/DCS/DCT).

<u>1st Squadron</u>	<u>2nd Squadron</u>
Squadron Staff (HHC)	Squadron Staff
A Troop	E Troop
B Troop	F Troop
C Troop	G Troop
D Troop	H Troop

C. CHAIN OF COMMAND

- 1) The Corps performs with a structured military environment lead by a Cadet Chain of Command under the supervision of the Commandant of Cadets. The chain of command is comprised of experienced Cadets who have demonstrated the ability and commitment to supervise and train fellow classmates while serving as peer leaders.

Cadet Chain of Command serves:

- a) To maintain and enforce Corps Standards of Conduct
- b) To promote individual growth and development
- c) To promote unity of effort, teamwork, and esprit de corps
- d) As a conduit of information
- e) To Identify, address, and resolve issues
- f) As a source of support and inclusion throughout a Cadets journey at NMMI

D. Troop Command Structure

- 1) Troop Commander
- 2) Executive Officer – Second in command
- 3) Platoon Leader
- 4) First Sergeant - Senior Non-Commissioned Officer (NCO) and oversees the Troop NCO's
- 5) Platoon Sergeant
- 6) Squad Leader

E. Squadron Command Structure

- 1) Squadron Commander
 - 2) Squadron Executive Officer
 - 3) Squadron Sergeant Major
 - 4) Squadron Master of Fitness NCO
- HS Only

- 5) Squadron Adjutant (S1)
- 6) Squadron (S2)
- 7) Squadron Operations Officer (S3)
- 8) Squadron Logistic Officer (S4)
- 9) Squadron (S5)

F. Regimental Command Structure

- 1) Regimental Commander
- 2) Regimental Executive Officer
- 3) Regimental Command Sergeant Major
- 4) Regimental Adjutant (S1)
- 5) Regimental Provost Marshall (S2)
- 6) Regimental Operations Officer (S3)
- 7) Regimental Quarter Master Officer (S4)

7.9 General Orders

- A. 1st General Order – *“I will guard everything within the limits of my post and quit my post only when properly relieved”*
- B. 2nd General Order – *“I will obey my special orders and perform all of my duties in a military manner”*
- C. 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”*

7.10 Cadet Knowledge Qualification – Training Record

A. Each Cadet must demonstrate knowledge of the following required information. Squad leader or above will verify proficiency by dating and initializing each task.

Task	Proficiency Go / No Go	Date	Initial's
Campus Safety and Emergency Procedure			
Goss Quote			
Cadet Honor Code			
NMMI Mascot			
NMMI Songs			
NMMI Key Personnel			
Corps of Cadet Organization			
Chain of Command			
Plan of the Day (POD)			
Daily Room Inspection Standards (DRI)			
Properly Prepare and Wear of Uniforms			
Laundry, Post Office, and PX Policies			
Understands and Identifies Bugle Calls			
Understand "Reporting" Procedures			
Understand Military Courtesies			
Identifies Rank Structure – Office and NCO			
Understand Chapter 5 in Blue Book, Cat I, II, III			
Understand Furloughs and Permits			

7.11 Cadet Skills Qualification – Training Record

A. 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 Go / No Go.

TASK	PROFICIENCY	DATE & INITIALS
1. Campus Safety and Emergency Procedure		
2. Goss Quote		
3. Cadet Honor Code		
4. NMMI Mascot		
5. NMMI Songs		
6. NMMI Key Personnel		
7. Corps of Cadets Organization		
8. Chain of Command		
9. Plan of the Day		
10. Make a Bed		
11. Prepare a Locker for Inspection		
12. Barracks Inspection Check List		
13. Prepare a Room for Inspection		
14. Clean a room		
15. Properly prepare and wear all uniforms		
16. Understands the standards of appearance		
17. Knows how to clean boots and tennis shoes		
18. Knows how to shine shoes		
19. Knows the Laundry, Post office, and PX procedure		
20. Bugle Calls		
21. Military Courtesies		
22. Rank		
23. Answering Report		
24. Good standing		
25. Furloughs/Missing Classes		
26. Category I,II,III Offenses		

B. 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 and Ceremonies (TC 3-21.5)

TASK

PROFICIENCY

DATE & INITIALS

STATIONARY MOVEMENTS

- 1.1. Position of Attention
- 1.2. Parade Rest
- 1.3. Stand at Ease
- 1.4. At Ease
- 1.5. Rest
- 1.6. Facing at the Halt
- 1.7. The Hand Salute

STEPS AND MARCHING MOVEMENTS

- 2.1. Forward March
- 2.2. Halt with a 30-inch Step
- 2.3. Change Step
- 2.4. 30-inch Step
- 2.5. The 15-inch Step
- 2.6. Forward/Half Step
- 2.7. Marching in Place
- 2.8. The 15-inch Step
- 2.9. Right/Left
- 2.10. The 15-inch Step
- 2.11. Backward
- 2.12. The 30-inch Step
- 2.13. Right/Left
- 2.14. Facing in Marching

MANUAL OF ARMS—M1903 SPRINGFIELD DRILL RIFLE

- 3.1. Order Arms
- 3.2. Rest Position with the Rifle
- 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

TASK

PROFICIENCY

DATE & INITIALS

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
- 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
- 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

TASK

PROFICIENCY

DATE & INITIALS

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/RAT System
- 9.2. Customs and Traditions
- 9.3. RAT Traditions
- 9.4. Recognition of RATs

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.

EVENT	RAW SCORE (REPS/TIMES)	POINTS	DATE
Push-up	_____	_____	_____
Sit-up	_____	_____	_____
Two-mile run	_____	_____	_____
Total Score	_____	_____	_____

C. Leadership Qualities that foster outstanding leadership and character

- 1) Loyalty
- 2) Duty
- 3) Respect
- 4) Selfless service
- 5) Honor
- 6) Integrity
- 7) Personal Courage

7.12 First Aid

A. 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 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
 - b) 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.)
 - c) Cover the burn loosely with a clean, dry cloth or special burn dressing.
 - d) Check the victim for shock.
 - e) Call 9-1-1 or seek medical attention as soon as possible.
- 4) Heat or Electrical Burns
 - a) If necessary, use water to stop actual burning of skin.

- b) 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.
 - c) Do not break a blister if one forms. Do not apply ointments or creams.
 - d) Call 9-1-1 or other emergency personnel if skin is broken, or if burns are severe.
 - e) Do not clean the wound or remove embedded clothing.
 - f) Cover the burn loosely with a clean, dry cloth.
 - g) Expect shock and treat accordingly.
- 5) 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).
- 6) 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
- 7) Eye Injury - Chemical
- a) 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
 - b) Place a gauze pad or cloth over both eyes and secure it with a bandage
 - c) Get to an eye specialist or emergency room immediately
 - d) Cut, Scratch or Embedded Object
 - e) Place a gauze pad or cloth over both eyes and secure it with a bandage.
 - f) Do not try to remove an embedded object.
 - g) Get to an eye specialist or emergency room immediately.
- 8) Fainting:
- a) 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.
 - b) Lay the victim down on their back and make sure they have plenty of fresh

- air.
 - c) Reassure the victim and apply a cold compress to the forehead.
 - d) If the victim vomits, roll the victim on his/her side and keep the windpipe clear.
- 9) Heat Injury:**
- a) Symptoms: muscular twitching, cramping, muscular spasms in arms, legs or abdomen
 - 1. Heat Exhaustion (Requires Medical Attention)
 - 2. Excessive thirst
 - 3. Fatigue
 - 4. Lack of coordination
 - 5. Increased sweating
 - 6. Cool/wet skin
 - 7. Dizziness and/or confusion
- 10) Heat Stroke (Can be life threatening MEDICAL EMERGENCY, DIAL 911)**
- a) No sweating
 - b) Hot/dry/flushed skin, body temp of 105°F and above
 - c) Rapid pulse
 - d) Rapid breathing
 - e) Coma
 - f) Seizure
 - g) Dizziness and/or confusion
 - h) Loss of consciousness
 - i) Get the victim out of the heat and into a cooler place
 - j) Place the victim in the shock position, lying on the back with feet up
 - k) Remove or loosen the victim's clothing
 - l) Cool the victim by fanning and applying cloth-wrapped cold packs or wet towels
 - m) Treat for shock.
- 11) Hypothermia (Prolonged exposure to the cold):**
- a) Hypothermia can be life threatening. Symptoms include lower than normal body temperature, shivering, apathy, disorientation, drowsiness, and unconsciousness.
 - 1. Immediately move the victim into the best available nearby shelter.
 - 2. Get the victim out of wet clothes and replace with dry clothes, sleeping bag or blankets.
 - 3. Have the victim drink a warm, non-alcoholic beverage if possible.
 - 4. Seek medical help.
- 12) Unconsciousness:**
- a) Determine responsiveness by gently tapping the victim's shoulder and asking, "Are you okay?"
 - 1. If there is no response, shout "Help!" and look for a medical alert tag on the victim's neck or wrist.
 - 2. If victim is not breathing and has no pulse, begin CPR.

3. Call 9-1-1 or seek medical aid as soon as possible.

7.13 Other References

Military time	Civilian time	Military time	Civilian time	Military time	Civilian time
0000	12 AM	0100	1 AM	0200	2 AM
0300	3 AM	0400	4 AM	0500	5 AM
0600	6 AM	0700	7 AM	0800	8 AM
0900	9 AM	1000	10 AM	1100	11 AM
1200	12 Noon	1300	1 PM	1400	2 PM
1500	3 PM	1600	4 PM	1700	5 PM
1800	6 PM	1900	7 PM	2000	8 PM
2100	9 PM	2200	10 PM	2300	11 PM

Examples of quarter or half hours

0715 = 7:15 AM 1515 = 3:15 PM 1130 = 11:30 AM 2230 = 10:30 PM

PHONETIC ALPHABET

A = Alpha	H = Hotel	O = Oscar	V = Victor
B = Bravo	I = India	P = Papa	W = Whiskey
C = Charlie	J = Juliet	Q = Quebec	X = X-ray
D = Delta	K = Kilo	R = Romeo	Y = Yankee
E = Echo	L = Lima	S = Sierra	Z = Zulu
F = Fox Trot	M = Mike	T = Tango	
G = Golf	N = November	U = Uniform	

7.14 Emergency Procedures 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.**

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.

Chapter 8

The Honor Code and System

“A Cadet will not lie, cheat, or steal, nor tolerate those who do.”

I. General Nature and Origin

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 always act honorably in both word and deed and permits no deviation from those standards. A Cadet shall always tell the truth, 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 NMMI 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 oneself 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 because of being confronted by another Cadet or member of the faculty and staff.
- C. Reporting: 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.

- D. 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. RATs 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 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. 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.
 - i. 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:
 - B. 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 RAT.
 - C. May be suspended or dismissed from NMMI.
 - D. May be suspended from NMMI if found to have tolerated the offense.
 - E. A Cadet found in violation of a second honor offense shall be suspended or dismissed from NMMI.
 - F. 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.
 - G. 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.

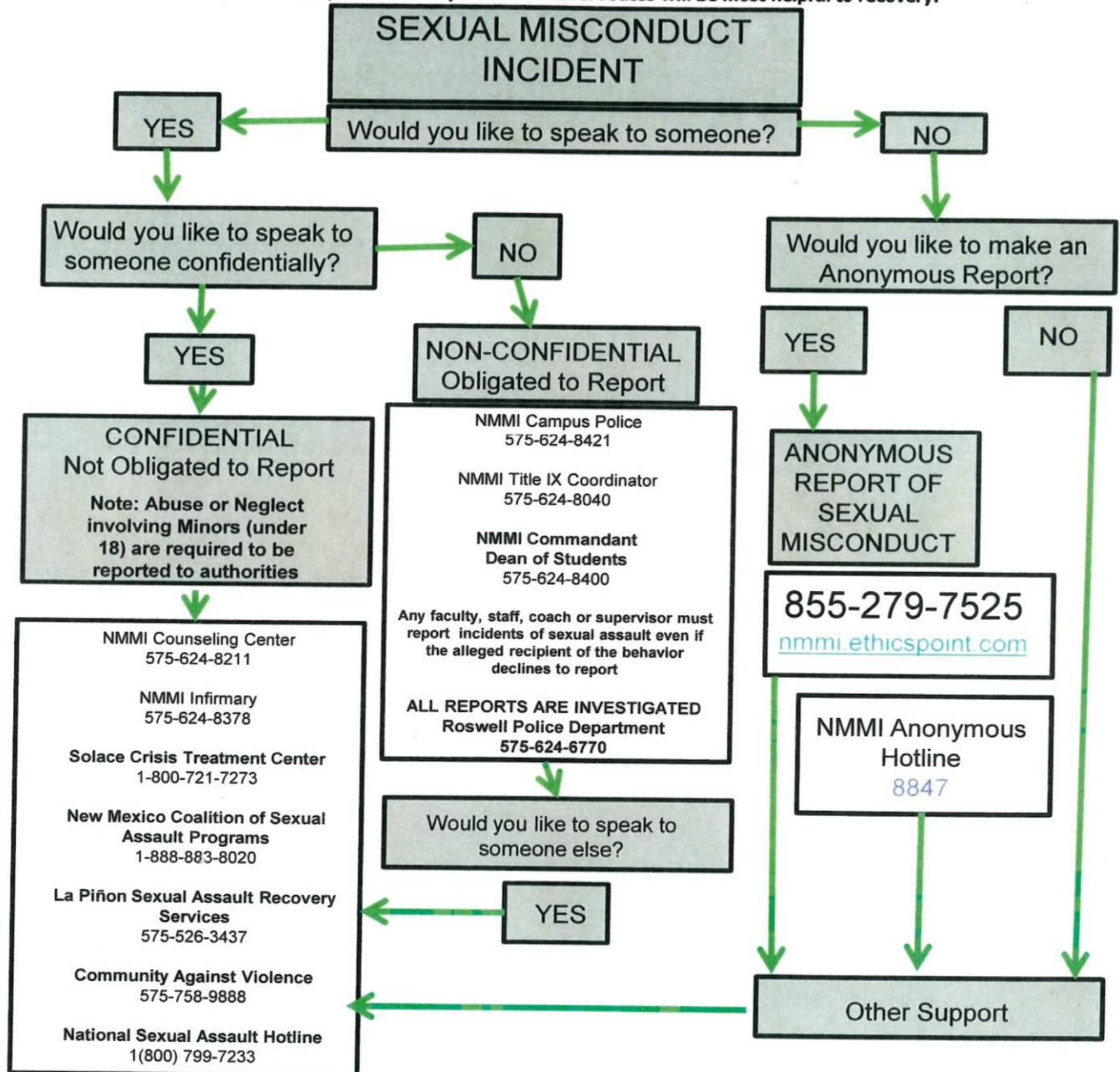
 - B. The Rising Honor Board members shall be nominated and selected at the beginning of the second semester.

- 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.



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.



Amnesty Policy - Anyone, including a victim, who reports an incident of Sexual Misconduct will not be disciplined for any related Blue Book or Honor Code violation occurring at or near the time of the reported Sexual Misconduct. NMMI offers victims or witnesses support, counseling, or education efforts to help cadets and to benefit the campus community.