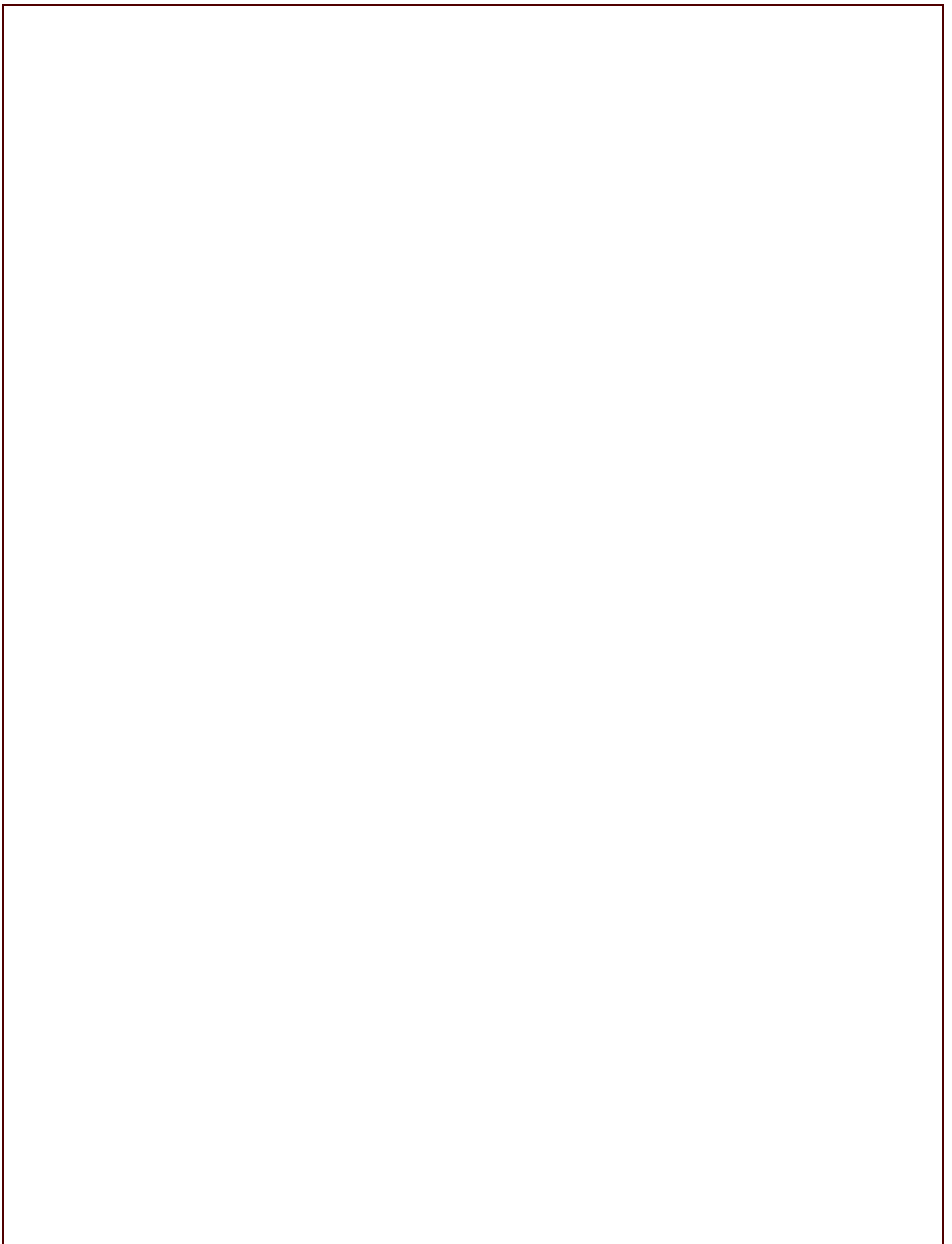


# **STANDARD ORDER 4**

## **Logistics & Facilities**



**Corps of Cadets**  
**Texas A&M University**  
**August 2021**



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## Record of Changes

DATE	CHANGE
13 Sep 2018	Updated raincoat storage, shoe storage, and wardrobe hook usage.
1 Aug 2019	<p>Chapter 1</p> <ul style="list-style-type: none"> <li>- Rooms will be inspection ready between 0830 and 1800.</li> <li>- The movement or removal of dorm furniture is not authorized, regardless of the Corps classification of the room occupants.</li> <li>- When cadets sign for their room on the Move In, Move Out (MIMO) card, they accept responsibility for all items in the room in the condition as indicated on the MIMO card.</li> <li>- Any individual (cadet, non-reg student or family/friend) not actually assigned to the specific Corps dorm and room by ResLife is considered a guest. Cadets housed in other corps dorms or even on other floors/rooms of the same dorm are guests in any room to which they are not assigned, and visitation policy applies.</li> </ul> <p>Chapter 2</p> <ul style="list-style-type: none"> <li>- Corrected Duncan Dining Hall normal operating hours. Duncan Dining Hall is closed on Sunday evenings.</li> <li>- Corps Logistics chain is responsible for informing Dining Services of any deviations in the dining schedule.</li> <li>- If necessary, cadets must submit meal reimbursement requests during the first three weeks of each semester.</li> <li>- Cadets will attend breakfast on Monday morning in the UOD. Uniform for breakfast on Tuesday-Friday mornings can be UOD or Corps/unit athletic uniform depending on the morning activity conducted. Cadets in extremely soiled/muddy gear must change clothes prior to coming to breakfast.</li> </ul>
1 Aug 2021	Duncan Dining Hall procedures have been significantly revised. Review Chapter 2 in its entirety.



## CHAPTER 1 – DORMS

### 1. ROOM STANDARDS

Cadet rooms, to include junior and senior rooms, will be clean, neat, and orderly at all times. Arbitrary standards established by individual units are prohibited. Rooms will be inspection ready between 0830 and 1800. Clothing or other personal items will not be left outside the room, on windowsills, or in the hallways. Bicycles may only be stored inside the room or at an approved bicycle rack outside the dorm. Refer to the “Bicycles” section of the Cadet Resident Handbook for additional information regarding bicycle parking and storage. Neither bicycles, scooters, skates, nor skateboards will be operated in the dorm hallways.

#### A. Door

- (1) All cadets must have their completed class schedule card displayed in the card holder located on the door, using the format provided in Standard Order 3 (Chapter 3, Figure 1) and on the Corps of Cadets website <http://cadets.tamu.edu>. Name plates are authorized and must be displayed in a uniform manner throughout the unit. Female rooms will be marked in accordance with Corps Housing policy. Anything applied to the door or wall must be done so that no damage occurs when the item is removed. The wall behind the door has four hooks. Two hooks shall be used for robes and towels, one hook for each of the occupants in the room. The robe will be closed and the sashes tied. The other two hooks will have the room occupants’ laundry bags.
- (2) Cadets will lock their doors when needed for privacy while dressing or undressing. All cadets are encouraged to lock their doors when away from their room and at night when going to bed. The doors of freshmen, sophomores and cadets on Academic Probation remain unlocked during the day when occupied and/or studying during EST.

#### B. Wardrobes

- (1) Military and civilian clothes will be organized in a neat orderly fashion. Military clothes will be kept on the top hanging bar and civilian clothes on the bottom hanging bar with the heavier articles towards the room entrance. If a single bar wardrobe is used, military items will be hung to the left and civilian clothes to the right.
  - a. Freshmen are required to close all fasteners on military clothing and civilian clothing, and equally space all hangers grounded to the end of the hanging bar.
  - b. Sophomores, juniors, and seniors will close the top fastener on all military clothing.
  - c. Clothes will be hung in a unified manner with fasteners to the cadet’s left when facing the wardrobe. Freshmen and sophomores must hang military trousers such that the fastener is to the rear and the pant legs are towards the left side. If skirts are present, the fasteners will be facing towards the inside of the wardrobe.
  - d. The raincoat will be hung on the hook in the back of the wardrobe, and must be tied up.
- (2) Military clothes will be organized as follows, starting closest to the entry door:
  - a. Class A Blouse.

- b. Jacket, Black.
  - c. Letter/Band/Yell Leader/FDT Sweater.
  - d. ACUs (blouse and trouser on one hanger).
  - e. Midnight Shirt (if applicable).
  - f. Long Sleeve Gabardine Shirt.
  - g. Poplin Shirt.
  - h. Class B Shirt
  - i. Winter Trousers.
  - j. Winter Skirt (if applicable).
  - k. Summer Trousers.
  - l. Summer Skirt (if applicable).
- (3) Military shoes will be placed with the heels flush to the front edge of the shelf. Shoes will be clean with laces tucked in. They will be organized in the following manner, starting with the side closest to the room entrance.
- a. Combat Boots.
  - b. Low Quarters.
  - c. Female Pumps (if applicable)
- (4) Civilian shoes will be placed on the floor of the wardrobe. The heels will be flush with the front of the wardrobe and additional rows behind the first row may be added if necessary. Shoes will be aligned from heaviest starting closest to the room entrance and will descend to lightest shoes near the window.
- (5) On the inside door there are three hooks, and starting on the hook closest to the inside of the wardrobe, cadets will have the following.
- a. Reflector belt and uniform belt (both fastened).
  - b. Black Tie (Tan Tie and Tab Tie as applicable).
  - c. Extra garrison cover.
- (6) Additional items may be stored on the wardrobe floor below the civilian clothes but must be organized in a neat and orderly fashion.
- (7) Each freshman may have at most one wired uniform on the hook closest to the window on the outside of the door.
- a. Freshmen and sophomores cannot have partially wired uniforms in, or outside, their wardrobes.
  - b. Upperclassmen may not have more than two wired uniforms on their closet hooks.
  - c. Unwired or partially wired uniforms must be placed inside the wardrobe unless being serviced by the cadet.



- (8) On the wardrobe hook closer to the room entrance, freshmen must hang their camelbacks.
- a. The wired uniform will hang on the wardrobe hook that is closer to the window, while the camelback will hang on the side of the mirror closer to the door.
  - b. Sophomores may place hydration gear where the camelback would be placed in a freshman hole.
- C. Hygiene Area. Sink, mirror, sink-shelf, and towel rack will be clean, neat, and orderly.
- (1) Freshmen will have up to three items determined within their class on the sink shelf (EX: Windex, Paper towels, and Pledge), and the items must be flushed with the front edge of the shelf and may not be glued or taped down in any way.
  - (2) Freshmen will also have a white towel and matching wash cloth centered on each of the towel racks on the doors below the sink. Both towel and washcloth are to be folded in half with the folded edge facing the window in the room. Upperclassmen are not required to have towels. However, if towels are present, they must be folded in the same manner as above.
  - (3) Items in the medicine cabinet and the cabinet above the shelf will be neat.
- D. Study Area. Desk/hutch, trash can, and bulletin board will be neat and orderly. Freshmen will have only three items on their desk when not in use; sophomores may have five items. The trashcan will be grounded under the desk on the side closest to the window and must be emptied of all trash during inspection times. The bulletin board behind the desk may be used for any academic material; items will be tacked on all corners.
- E. Desk Shelving The shelves above the desk will be for academic materials only. The books need to be flushed to the front and in height order with the tallest books towards the window. Cadets will start with the lower shelf with any overflow academic material placed on the upper shelf. If space allows, the area above the desk shelves will be used for military headgear. Headgear will be organized in the following manner and start closest to the room entrance. The brim of the cover will run flush to the forward edge of the shelf (Campaign Hat, Service Cap, and ACU Cap).
- F. Windows. All cadets (freshmen through seniors) will close and lock windows any time the room occupants are not in the immediate area. The blinds will be extended completely and parallel to the floor during inspection times unless occupants are attempting to sleep. The shelf at the bottom of the window will not be used by freshmen or sophomore cadets. **No articles of clothing may be hung outside the window (this applies to all cadets).** Cadets will not remove the window limiters installed in the window frames.
- G. Beds. All beds will remain assembled according to Corps Housing regulations and made each day. Refer to the "Room Upkeep" section of the Cadet Resident Handbook for additional information regarding assembly and configuration. All cadets will make their bed on a daily basis, freshmen and sophomores will maintain their beds according to the following guidelines:
- (1) Two white sheets, one white pillow case, and a Corps bedspread will be used (mattress pads, fitted sheets, and various colored bedspreads may only be used by juniors and seniors).

- (2) The top sheet paired with the bedspread on top will fold down 18 inches from the head of the bed using six-inch folds and be neatly tucked underneath the mattress.
- (3) The pillow will be centered and grounded to the fold in the bedspread. The opening of the pillowcase will face the wall. The end of the bed with the pillow will be closest to the window wall.
- (4) Hospital corners will be used for all exposed corners.
- (5) Safety pins will not be used to secure the sheets to the mattress. Even the smallest holes in the mattress reduce the fire retardant properties of the mattress and make the mattress unserviceable. Cadets will have to pay the replacement cost for a new mattress.
- (6) Shelves above the rack will not be used by freshmen. The area above shelves may be used for storage such as suitcases and luggage (must be neat).
- (7) Dressers below the rack will be aligned with front edge of the rack and closed (if open, they are subject to inspection).
- (8) The empty space below the rack will be located between the two dressers and behind the dressers. Footlockers may be stored in these areas.

H. Floors. Floors will remain clean, neat, and orderly (see Chap 2 of Standard Order 1.2 for privileges regarding authorized floor coverings).

I. Moving of Furniture. The movement or removal of furniture from the dorms room is not authorized. Dorm room furniture will remain in place no matter the Corps classification of the occupants.

## **2. UNAUTHORIZED ITEMS**

Upon entering the Corps, cadets voluntarily agree to a more regimented lifestyle than other University students. Part of this lifestyle involves conducting official Corps of Cadets business throughout the day. It also involves inspections of cadet rooms and the cadet environment to ensure the maintenance of good order and discipline. To promote this environment in the dormitory, cadets will not possess any of the items listed below. Joining the Corps of Cadets and affirming the Cadet Oath authorizes inspection of cadet rooms to ensure compliance.

- A. Alcohol containers. Alcohol containers of any kind (full, partially-full, or empty) are not permitted in any designated Corps dorm room or on the quad.
- B. Street signs and construction equipment. Unless a legal receipt of purchase is attached to the back/inside of the item, street signs and construction signs/equipment are prohibited.
- C. Offensive signs / logos / symbols / items. Racially offensive, hate group, and gang-related symbols, illegal drugs and drug paraphernalia, along with any form of pornography or sexually related material (including pictures, books, magazines, collections, files, and material stored / accessed through electronic media) that would interfere with Corps business and maintenance of good order and discipline as determined by the Assistant Commandant of Operations are prohibited.
- D. Flags and Posters. The display of any unauthorized / offensive flag (including posters and/or pictures of flags) is prohibited. Authorized flags include the national, state, and/or

US military service flags, a sovereign country flag, or any college, athletic, or POW/MIA flag. Specifically, the display of the Confederate Battle Flag is prohibited.

- E. **No items are allowed to be displayed in the windows that can be seen from the outside. This includes flags, signs, political items and class year items.**
- F. Cadets should refer to the Chapter 2, Privileges/Responsibilities of Standard Orders 1.2 and the “Appliances” section of the Residents Life Handbook for specific information on approved and restricted items. **Additional or extra furniture is no longer authorized in the Corps dorm rooms.**
- A. Commandant’s Staff Inspections. This includes any inspection authorized by the Commandant not previously mentioned and may be announced or unannounced.

### 3. DORM MAINTENANCE

- A. Cadets are responsible to maintain the cleanliness of their room. Unit commanders, whole units, and individual cadets will be held responsible for damage to dorm room, hallways, restrooms, and other common areas. Cadets will be charged for vandalism and fined for repair/replacement costs. When cadets sign for their room via the Move In, Move Out (MIMO) card, they are accepting responsibility for all items in the room in the condition as indicated on the MIMO card.
- B. Cadets are also responsible for immediately reporting any and all maintenance & custodial issues in their room to AggieWorks by using the work request system. <http://aggieworks.tamu.edu>

#### **Immediate Response**

If your request requires an immediate response including electrical failure, gas leaks, glass replacement affecting safety or security, excessive hot/cold conditions, plumbing leaks or floods, roof leaks, or door/lock malfunctions affecting safety or security,

Call 979-845-4311 (24 Hours a Day, 7 Days a Week)

<http://reslife.tamu.edu/>

<http://reslife.tamu.edu/aggieworks/>

- C. Commanders are responsible for ensuring all common areas (meeting/study rooms, hallways, stairwells, bathrooms, laundry rooms, and vending areas) are free of personal items and for immediately reporting any and all maintenance issues to Facilities Services via the AggieWorks website.
- D. To obtain maintenance service, contact the following:
  - (1) Internet or Cable. Help Desk Central 845-8300
  - (2) Requests for a new light bulb or filter should be submitted via the Aggie Works website. Do not remove your bulb or filter.
  - (3) Loss of Power. Report to your Commander, Corps Housing Officer, or Aggie Works website or contact the Commandant’s Duty Officer through the Guard Room 845-6789 after 1700 and on weekends.

- (4) Emergency Problems which compromise safety or security or which will result in severe damage to facilities – report immediately to your Commander, Aggie Works website, or contact the Commandant’s Duty Officer through the Guard Room 845-6789. Examples include, but are not limited to, leaking pipes, smoking outlets, or unauthorized visitors.
  - (5) All maintenance requests should be submitted via Aggie Works website. Keep the reference number provided as you may need to refer to it at a later time.
  - (6) Repairs may be made without the resident’s presence. If problems arise, Corps Housing will be notified and they will coordinate with the resident as required.
- E. **Do not move or remove furniture from rooms!** Refer to the “Room Upkeep” section of the Cadet Resident Handbook for information regarding standard room configuration and furniture installation/placement/arrangement. Room occupants will be fined for damage to room furniture.
- F. Advance approval must be obtained from Corps Housing before any substantial changes are made to or within residence hall rooms or the common areas including but not limited to painting walls, painting murals, mounting outfit signs / other signage / other structures. The decision of Corps Housing is final. Refer to the “Room Upkeep” and “Unit Areas” section of the Cadet Resident Handbook.
- G. Drilling holes into walls or doors is strictly prohibited.
- H. Monster hooks will not be installed (e.g., use of screws or nails) into the doors, door frames, closet frames, furniture or the ceiling. The only acceptable hooks are those already installed in the dorm rooms.
- I. Drilling holes into the doors or walls for the purposes of mounting an object, such as but not limited to speakers or bicycles, is strictly prohibited. Drilling into the furniture is strictly prohibited.
- J. Walls may be decorated with posters as permitted by privilege. However, posters are to be hung only with poster putty. Wallpapering of any type is strictly prohibited. Nails and tacks may be used in moderation provided they are removed. Hooks with adhesive backing are not to be attached to walls as they damage the wall covering.
- K. Guidance for unit Signs and Other Items in Corps Dorm Hallways. Cadet leaders will ensure dissemination and enforcement of the following rules as they apply to unit boards / signs and other items they wish to hang on the walls of the dorm hallways.
- (1) Signs and other items must hang from existing eye bolts in the wall or affixed to the existing bulletin boards
  - (2) No items can be protruding from the wall more than 4 inches, hallways will not be blocked or movement obstructed. Larger items (memorials, shadow boxes, etc) must be approved in writing by the CTO with a copy provided to the Corps Housing Officer
  - (3) Any items to be placed in hallways must be inspected and approved by MUC and CTO
  - (4) Items hanging between door frames cannot rest or protrude past the door frame (so as to not block movement through the door)

- (5) Items hung in the hallway must hang no lower than two feet off the deck and will stop at least one foot short of the ceiling
- (6) Max width for items hanging from eye bolts between door frames is 5.5 to 6 feet (see #4 and #5)
- (7) Max weight for hanging items on eye bolts is 75lbs
- (8) Hanging items must have adequate hardware (chains and d-rings) to handle the weight to prevent damage to walls, floors and cadets
- (9) Excessively long bolts or screws protruding from the rear and making contact with the wall must be cut/ground down or removed completely so they will not damage the walls
- (10) Items protruding out the back of the sign and making contact with the walls must have a patch of carpet or other cushion/covering affixed to prevent damage to the walls
- (11) All items hanging on the walls will have a one inch wide cushion (bumper/edging) affixed to all edges on the back of the item to ensure no scarring of the wall occurs when mounting or hanging on the wall.

**DAMAGE to walls will be charged to the outfit; sign will be confiscated/destroyed.**

#### **4. DORM ADMINISTRATION**

- A. Logos and signs. Outfit logos and signs are intended to enhance unit pride and esprit. Logos also convey outfit goals and traditions to other cadets, students, faculty, parents, and observers of the Corps. Therefore, outfit logos and signs will exclude the following: alcohol, illegal substances and drugs, sadistic violence, and other references which could be reasonably interpreted as counter to the mission of the Corps of Cadets and the desired image of Texas A&M University. Also excluded from outfit logos and signs is the Confederate Flag or other inflammatory symbols. The proper incorporation of the flags of the United States of America and/or the State of Texas into outfit logos and signs of units in the Corps of Cadets is encouraged. All outfit logos and signs must be approved by the Office of the Commandant.
- B. Bulletin Boards. Bulletin Boards provide timely dissemination of information to all members of the unit. Commanders will require each member of their unit to check the bulletin board daily for new information.
- C. All cadets are required to cooperate fully with Housing Representatives regardless of Outfit or Corps affiliation. Housing functions are very important and are vital to ongoing smooth, efficient Corps operations. Cadets will not change rooms or keys without going through their commander and a Corps Housing Officer. Refer to the "Room Assignments" section of the Cadet Resident Handbook for information regarding room changes.
- D. Cadets may not live by themselves unless their Commander has designated that cadet as an "odd number cadet" by gender and class year, or unless the cadet pays additional charges for a private room. Refer to the "Room Assignments" section of the Cadet Resident Handbook for information regarding "odd number cadets" or "paid single status." Due to the size of the Corps population, Paid Single Availability will be decided each year by the Assistant Commandant for Operations.

- E. Cadets will not give their room keys to anyone else. If a cadet loses their key, they must report to Corps Housing for a temporary replacement. Cadets will be billed for permanent loss if not found within three days. If a key breaks, report to Corps Housing for replacement. Cadets will not be billed for a replacement. Refer to the “Facility Access (Key Control)” section of the Cadet Resident Handbook.
- F. Cadets experiencing problems with ID card access to exterior doors and restroom doors must report to Corps Housing for assistance.
- G. During February of each year, cadets are expected to renew their housing contract for the next year. This mandatory process is called “HOUSING DECISION.” Failure to comply may result in monetary penalty, loss of Corps Housing, and disciplinary actions.
- H. Access to quad by vehicle is not authorized except in emergency situations. Personal vehicles are not permitted on the quad for any reason. BBQ Pits and unit tailgates/potlucks are not allowed on the interior/exterior of the quad. Loading and unloading of vehicles is not permitted on the interior of the quad. Motorcycle parking is not permitted on any part of the Quad including but not limited to the sidewalks, grass area, covered walkways and the perimeter immediately around a dorm or LLC. Transportation Services will ticket a motorcycle parked on the Quad and the motorcycle may be subject to towing. Transportation Services will impound any bicycles not properly secured in authorized bike racks.
- I. In accordance with their housing contract, cadets are responsible for damages beyond fair wear and tear for the dorm room in which they reside. In their individual rooms, they are presumed responsible. Refer to the “Financial Accountability” section of the Cadet Resident Handbook for information regarding cadet billings for damage to property including but not limited to rooms and common area. Billings will be posted for information throughout the semester and will be posted to individual accounts at the end of the semester.
- J. Corps Housing’s policy on pets in the dormitories is based on Section 36 of the University Student Rules. Only fish in an aquarium (maximum aquarium size is 20 gallons) and the University Mascot, Reveille are allowed. Cadets will not bring pets into the dorm or to Corps activities / events. In rare circumstances, cadets may be allowed to maintain a service dog or comfort animal as long as the animal meets specific guidelines and the cadet has been evaluated by Disabilities Services on campus as needing the animal. While ResLife housing rules allow students to live on campus and raise/train a working guide dog, the Commandant has determined the daily duties of raising and training a dog are not compatible with membership in the Corps. Academics is the first priority for every cadet. The multitude of Corps requirements is the second priority. Cadets attempting to raise and train a working/guide dog would either fail to accomplish the first two priorities or fail to properly train the animal.
- K. Cadets are required to maintain cleanliness of their rooms and hallway floors. The use of linoleum flooring, tiles, and other type of flooring coverage in which an adhesive is used to secure the coverage is strictly prohibited. Caution and care should be taken when using “heel and sole” in the room or hallway. Refer to the “Room Upkeep”, “Waxing Hallway Floors”, and “Unit Areas” sections of the Cadet Resident Handbook for additional information regarding floor cleanliness, “heel and sole” clean up, and carpet.

- L. Room changes, empty/unassigned rooms, hallways, and staff areas are described in the Cadet Resident Handbook.

**5. VISITATION POLICY**

**A. INTENT**

This policy is in effect from the first day of FOW Cadre Training to the last day of final exams for Spring Semester. All cadets residing in or visiting a cadet dormitory are responsible for knowing the visitation rules and regulations and hours of visitation. A guest is a visitor of either gender. The cadet is responsible for the guest’s conduct. Current students and cadets not normally granted access to a specific dorm may enter a Corps dorm during the Academic Day if they are escorted the entire time and the purpose of their visit is of short duration and for academic reasons. Parents, family members and friends must comply with the visitation hours.

**B. POLICY**

- (1) Definition of a Guest in Corps Dorm. Any individual (cadet, non-reg student or family/friend) not actually assigned to the specific Corps dorm and room by ResLife is considered a guest. Cadets housed in other corps dorms or even on other floors/rooms of the same dorm are guests in any room to which they are not assigned.
- (2) Guests of cadets are not permitted in the Corps dorms, including doorways and hallways, other than during visitation hours. Female cadets are authorized to traverse a different dorm hallway than what they live on to utilize the female restroom.
- (3) During visitation hours, all cadets and their guests must be dressed as if they are in public areas. Guests and their actions are the responsibility of the sponsoring cadet.
- (4) Corps dorm visitation hours are below. Visitation hours on football game days and other Corps special events are suspended from one hour prior to Quad step off until 30 minutes after the end of the game/event.

<b>Weekdays</b>	<b>NONE</b>
<b>Fridays</b>	<b>1700 - 0200 (SAT)</b>
<b>Saturdays</b>	<b>1000 - 0200 (SUN)</b>
<b>Sundays</b>	<b>1200 - 1800</b>
<b>Reading / Final Exam Days for study</b>	<b>1000-0200 (FOLLOWING DAY)</b>

- (5) The civilian co-ed residence halls have visitation hours determined by vote of the residents. The single sex halls are only open for visitors from 0900 – 0200. Cadets will not violate the visitation hours of any residence hall.
- (6) Commanders will enforce the visitation regulations and report any violations to the CDO through the Guard Room (845-6789) or the appropriate CTO.
- (7) The Corps Leadership Learning Centers (LLCs) maintain different hours depending on the time of year (Finals, Summer, normal school days). Standard operations hours are below. The LLCs are closed on GameDays and for other special corps events.

<b>Mon - Thu</b>	<b>0500 - 0100</b>
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**Fridays**

**0500 - 2200**

**Saturdays**

**1000 - 1700**

**Sundays**

**1000 - 0100**



## CHAPTER 2 – DUNCAN DINING HALL

### 1. DUNCAN DINING HALL OPERATIONS

A. The purpose in going to the Duncan Dining Center at mealtime is to eat. The environment must be such that all cadets, regardless of class, may consume the type and quantity of food desired. Training activities in Duncan will focus on dining procedures. Arbitrary rules and procedures are prohibited.

B. All cadets, except “Day Students” must be on an approved meal plan. Periodic ID card checks may be done to ensure all cadets dining have an appropriate meal plan.

C. Duncan Dining Hall normal operating hours:

- |   |                                     |
|---|-------------------------------------|
| (1) Corps Early Morning / Regular Chow      | 0600 / 0700 to 0730 (M – F)         |
| (2) Breakfast / Lunch (Meal Swipe required) | 0730 to 0800 / 1100 to 1300 (M – F) |
| (3) Dinner (Meal Swipe required)            | 1700 to 2000 (Mon – Thu)            |
| (4) Corps Evening Chow                      | 1830 to 1915 (Mon, Tue & Thu)       |

Notes:

- Duncan Dining Center is closed for Dinner on Friday evening and all day on Saturday and Sunday.
- Cadets wanting to eat early chow in the evening on Mon, Tue or Thu will need to be in uniform of the day to avoid having to swipe (thus paying for the meal a second time)
- If formation times change, the above schedule will be changed accordingly. Amendments to the above schedule can be made for special events.

D. Early Chow.

(1) Cadets who have an early class (prior to 0800) and those Blinn TEAM/TEAB cadets who must depart early are authorized to partake of early chow. All other cadets will eat chow with their unit immediately following morning activities. Cadets who exercise at morning activity and have a 0800 class should be released early from unit activity in order to clean up and get into uniform and join their unit at chow.

(2) Early chow in the evening runs from 1700 to 1820 and is for those cadets who have class, lab, or other valid appointment/meeting preventing them from eating with their outfit at 1830. Cadets who have class until just before formation at 1830 can still eat with their unit when they get out of class. Early evening chow is not authorized for those who want to beat the rush or are just hungry and don't want to wait.  
**Corps/Unit PT uniform is not authorized for early chow.**

(3) BRC/SRC and eating chow with your outfit after formation in both the morning and evening is an outfit function/activity in which every cadet should strive to participate. Finding an excuse to eat early or to skip out on eating with your unit is skipping out on an outfit activity and could incur disciplinary actions.

- E. Deviation from Normal Serving Routine.
- (1) Silver Taps – Complete silence (Silent Chow) will be observed in Duncan. No upperclassmen details of any kind will be allowed.
  - (2) Corps Bag-Ins. On mornings when there is a Corps bag-in, Duncan Dining Hall will serve free flow chow until 0830. Cadets will wear a clean Corps/Unit athletic uniform or the uniform of the day.
- F. Any deviation from this schedule must be submitted in writing to the Corps Logistics Officer at least 24 hours before the meal. Corps Logistics must coordinate the deviation with Dining Services at least 12 hours (24 hours desired) before the event. Include information as to date, meal in question, unit's estimated time of arrival, and number of cadets involved. Without an approved written request, Dining Services' employees may turn away anyone attempting to eat outside normal hours of operation.
- G. Corps bag-ins must be coordinated with the Assistant Commandant of Operations, appear on the Corps Training Schedule, and a Duncan Dining Services Supervisor should be advised seven days in advance, if possible. No cadet, other than the Corps Commander, has the authority to approve deviations from this policy. When the Aggie Band has a bag-in the Commander of the Combined Band is responsible for notifying the Corps Logistics Officer and a Duncan Dining Services supervisor in a timely manner. Note: Bag-ins excuse cadets from morning formation and breakfast only. Bag-ins do not relieve cadets, including commanders, from responsibilities of the day, such as classes, reports, meetings, room inspections, etc.
- H. Cadets will enter Duncan as part of formation. Late entry is only authorized for cadets with special circumstances which cause them to miss formation.
- I. Cadets have eight meals committed to Duncan Dining Hall each week. Morning meals (Monday through Friday) and evening meals (Monday, Tuesday, and Thursday). These eight meals will automatically be deducted from each cadet's meal plan. Should a cadet not be able to eat any of the meals listed above in Duncan due to academic conflicts, they may seek meal reimbursement from the Assistant Commandant for Operations during the first three weeks of classes for each semester.
- J. Cadets are encouraged to eat at Duncan Dining Hall for all midday meals. Since Duncan is "just another" Dining Services facility during the midday meal, cadets may sit where and with whom they choose. Cadets may bring guests according to Dining Services rules.
- K. The uniform for chow corresponds to the uniform of the day and can be modified by the Corps Commander.
- (1) Corps and ROTC special unit uniforms will be established by the respective unit commander as authorized by the Corps Deputy Commander. Leaders of these special groups are responsible for allowing time for uniform change prior to chow.
  - (2) The Corps/Unit athletic uniform is acceptable for lunch and will consist of sweats (as required, if sweat pants are worn so must a sweat shirt be worn), the issued Corps/Unit PT uniform (shirt tucked in), along with athletic shoes and socks.
  - (3) Cadets will attend breakfast on Monday morning in the UOD. Uniform for breakfast on Tuesday-Friday mornings can be UOD or Corps/unit athletic uniform depending on

the morning activity conducted. Cadets in extremely soiled/muddy gear must change clothes prior to coming to breakfast.

- (4) Cadets will attend all evening formations in the UOD. Afternoon activity must conclude by 1800 (if not before) to allow cadets time to change to the UOD.
- (5) Cadets engaged in a scheduled intramural or outfit activity immediately before or after evening chow may wear the Corps or Unit athletic uniform.
- (6) Cadets in excessively wet or soiled uniforms will not enter Duncan and will be directed to leave if their uniform is not appropriate for Duncan Dining Hall. Dining Services employees will normally coordinate this direction through the appropriate cadet commander.
- (7) Cadets with medical conditions which prevent the wear of the uniform may wear the Corps athletic uniform.
- (8) Cadets who are out of uniform will not be allowed in Duncan Dining Hall without military letter authorization.
- (9) Appropriate civilian clothing is authorized for evening meal on Friday and all weekend meals at Sbisa Dining Hall and Commons Dining Center.

## **2. DINING SERVICES AUTHORITY**

Dining services employees (cadets or civilians) have authority over dining services operations. Cadet leadership will be responsible for coordinating cadet conduct in the dining halls so the cadet procedures do not violate Dining Services procedures. The Assistant Commandant of Operations will assist in this coordination to ensure necessary cadet activities are included in Dining Service procedures. All cadets will cooperate with Dining Service employees in the execution of their duties. Problems involving Dining Services employees should be immediately referred to the Corps Logistics Officer, Corps Logistics Sergeant or member of the Commandant's Staff.

## **3. DUNCAN DINING HALL PROCEDURES**

- A. Table Arrangement. All tables will be separated so cadets eat at a nine-person table (four cadets on each side and a junior or senior on the end). All staffs will sit at designated tables in order to facilitate contact with the CTO/CDO. Any table re-arrangement will be done by Duncan staff.
- B. Table Assignment. Each semester, tables will be assigned to units and each unit will designate assigned seating for all morning and evening meals. Unit commanders may allow temporary seating to replace a missing white belt at a table or make permanent changes to adjust for cadets who have left the unit. A white belt cadet will be assigned to each table with the responsibility to supervise the cadets at that table. The remaining seven/eight cadets will be a mix of cadets from all classes.
- C. Timing. A moment of reflection or prayer is conducted after all units enter Duncan but will not wait for everyone to be seated. Announcements may be made immediately following. Completion of announcements will not mark the beginning of consolidation or required departure time for any cadets (e.g., sophomores will not perform a mass exodus). When "ATTENTION" is called for the announcements, cadets not seated will quietly listen to the

announcements and may continue their actions if it does not interfere with listening to the announcements. Seated cadets **will not** slam down their elbows on the tables when “ATTENTION” is called.

D. Consolidation. Consolidation of trays and dinnerware will be accomplished at each table after all cadets have finished their meal. Fish will consolidate trays at their tables and other unit tables as appropriate. Fish will complete consolidation in a timely manner and will not delay their departure from Duncan to consolidate upperclass cadets’ trays. If no fish are present, upperclassmen will consolidate their own trays. Consolidation will be a clean and orderly process, no more than four trays at a time, accomplished at a pace consistent with good order and discipline to minimize the possibility of spilling food or damaging dishes.

(1) Food from plates and trash will be consolidated onto one tray.

(2) Plates, glasses, and silverware will be consolidated on separate trays.

(3) Do not over-stack items on trays to the extent they may fall off on the way to or inside the accumulator.

E. Conduct

(1) Responsibilities

(a) The environment in Duncan Dining Hall must be one in which cadets are proud to bring a distinguished guest at any time, and know that the guest will receive dignified hospitality. This type of hospitality is not obtained except by the sincere cooperation of all cadets.

(b) Outfit commanders have the responsibility to ensure all cadets in their charge are well-nourished and the procedures outlined in this document are enforced. Commanders must not hesitate to step in and exert positive and direct control if the situation dictates.

(c) The senior cadet present at a table will serve as the table leader. The table leader presides over and maintains order during meals. The table leader sets the pace for cadets and will look after the welfare of the cadets dining with him/her.

(2) Customs and Etiquette

(a) Duncan Dining Hall is a cadet’s dining room away from home. It is a place where cadets may gather with their fellow cadets for moments of relaxation, discussion of the day’s challenges, and a meal. Whatever the event, it is a place where cadets must conduct themselves within the ordinary rules of propriety, common sense and good manners, in addition to observing established rules of etiquette.

(b) Duncan Dining Hall Etiquette

- i. Uniform. The uniform of the day will be worn in Duncan Dining Hall except on formal occasions. The cadet PT uniform is authorized for breakfast and lunch.
- ii. Entry. All cadets will walk in Duncan Dining Hall. Cadets will take no more than one tray (if available), one set of silverware, and two glasses upon entering Duncan Dining Hall. Cadets will not be required to set the table for other cadets.

- iii. Serving. All cadets will select the food they wish to eat for their meal and promptly report to their assigned table.
- iv. Seating. The table leader sits at the head of the table. Cadets are seated at the right and left of the leader in order of seniority.
- v. Common Courtesies
  - a. The table leader should be punctual for commencement of meals. In the event the table leader is delayed he/she should inform the next senior cadet to proceed with the meal.
  - b. Cadets should arrive at the table in time to be seated at the same time that the table leader sits down. Cadets will not sit down to meals before the table leader takes his/her seat. If cadets are late for the meal, they should request permission to join the meal from the senior cadet at the table.
  - c. The table leader should make any announcements and lead the discussion at the table. Cadets will ask permission from the table leader to speak to other cadets at the table.
  - d. Table leaders will promote conviviality and a cheerful atmosphere at the table. This does not mean boisterous conduct, but rather contributing to the conversation. A cheerful atmosphere cultivates good will among cadets and guests.
  - e. It is not polite to rapidly eat and leave the table precipitately. If a cadet must leave the table before the meal is over, the cadet will request to be excused by the table leader.
  - f. Cadets will observe good table manners as a matter of course. There is nothing that will compensate for bad table manners. The table leader will privately counsel those whose deportment brings down the tone of the meal.
  - g. Cadets will request permission to be excused from the table leader.
  - h. Cadets may excuse themselves to use the restroom, as necessary.
- vi. Thoughtful Habits
  - a. Cadets will always remove their covers upon entering Duncan Dining Hall.
  - b. Cadets will not appear in the Duncan Dining Hall out of uniform without permission from a proper authority.
  - c. Cadets will pick up any dropped items and will notify Duncan employees of the need to clean up any food or liquid spills.
  - d. Cadets will not be boisterous or noisy in Duncan Dining Hall. It is the dining room for all cadets and their rights and privileges must be respected. Consideration of others is one of the basic elements of gentlemanly and ladylike conduct. Cadets will show consideration for their fellow cadets.

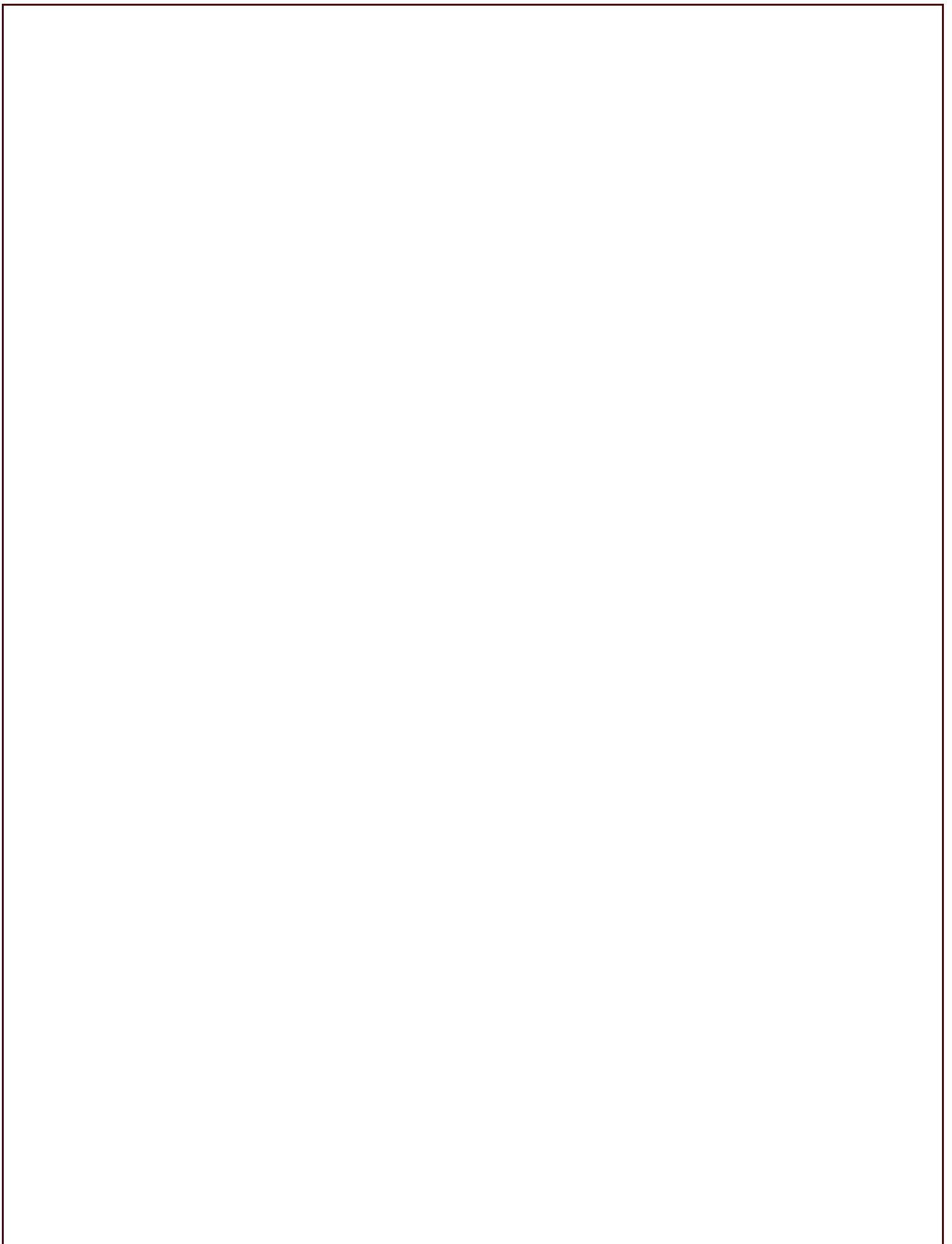
- e. Remember that obscenity, vulgarity, and off-color tales do not belong in a cadet's conversation at any time, especially at meals.
- f. The senior cadets will set the proper example of manners, consideration of others, and the tone of conversational decorum.
- g. Unkind and unfavorable comments about other cadets and opinions about seniors are not appropriate.
- h. Cadets will recognize when guests are present and converse with them appropriately, especially if seated beside them. Engaging them in polite conversation, if the opportunity presents itself, will be appreciated by the guests and their host. All matters under discussion should be in keeping with good taste and not cause embarrassment by discussing personalities, items or persons with which guests are obviously unfamiliar and/or in which they are not interested.

### (3) Place Setting

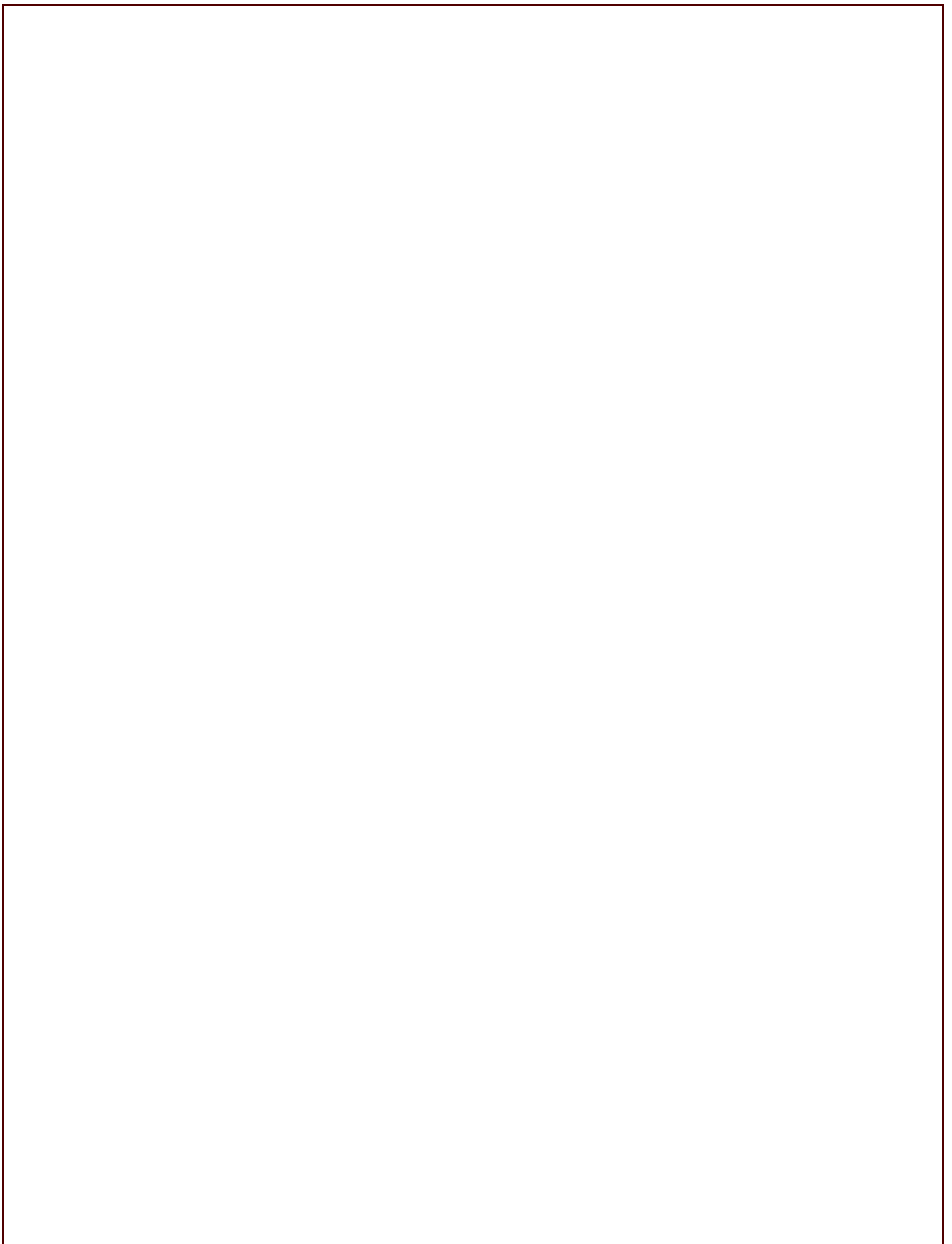
For meals, the place service usually consists of a serving plate, a fork, a knife, a spoon, and a drinking glass. The main plate will be placed centered on the chair. The fork will be placed to the left of the plate, with the tines facing away from the chair. The knife will be placed to the right of the plate, with the cutting edge facing the plate. The spoon will be placed to the right of the knife. The drinking glass will be placed to the right of the plate, just beyond the point of the knife. A folded napkin may be placed to the left of the fork. The napkin may be placed in the lap after sitting.

## APPENDIX 1 – DUNCAN DINING HALL VOCABULARY

Artillery - Beans	Red Rabbit – Beets/ Tomatoes
Baby - Mustard	Dead Rabbit - Cabbage
Bib – Napkin	Reg - Syrup
Blanket - Hotcakes	Saber – Knife
Blood - Catsup	Sand - Salt
Bucket – Water/Tea/Juice Pitcher	Sand and - Salt and Pepper
Bull Neck – Meat	Sawdust - Sugar
Cackle – Eggs	Scabs – Cereal
China – Coffee Cup	Shield - Tray
Cow – Milk	Shingles – Crackers
Cold Cow - Ice Cream	Shoot the ____ -- Pass the ____
Crystal – a Drinking glass	Shot - Peas
Cush – Dessert	Shotgun - Pepper Sauce
Deal – Bread	Shovel – Spoon
Dirt - Black Pepper	Sky - Water
Dope – Coffee	Sour – Lemon
Dry Cush – Cookies	Sour Rabbit – Pickles/ Onions
Elbows – Macaroni	Spuds - Potatoes
Grease – Butter	Stud - Tea
Horse Feed – Corn	Sunshine - Carrots
Hot Stuff - Hot Sauce	Sweetstuff – Jelly/ Preserves
Lube – Gravy	Timber - Toothpicks
Mud - Chocolate Milk	Tree Tops - Broccoli
Mush - Hot Cooked Cereal/ Grits	Tub - Bowl
Platter – Plate	Wiggle - Jello
Pitchfork - Fork	Wildcat – Pineapple
Popeye - Spinach	Winchester -Worcestershire Sauce
Rabbit – Lettuce/salad	Worms – Spaghetti









*"We Make Leaders"*