



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum for: Commandant's Staff

Subject: Standard Operating Procedures for the Selection of Cadet of the Month (COM)

- I. Purpose.** This Standard Operating Procedure (SOP) details the criteria for the selection of the Cadets of the Month.
- II. Applicability.** This SOP is effective 9 October 2018 and applies to the Commandant's Staff and will expire at the discretion of the NMMI Commandant of Cadets. Learning objective:
- III. Scope.** This SOP identifies the criteria for the selection of Cadets of the Month.
- IV. Responsibilities.**
 - a. Troop Leadership Advisors (TLA).**
 1. Provides one nominee per criteria below to Squadron Leadership Advisor.
 2. Annotates status of nomination or award in Cadet Record Review (CRR).
 3. Submits nominees in the following format:
 - a) Cadet (Rank)
 - b) (First, Last name), (ABT)
 - c) Is a member of (Troop) and serves as the (position).
 - d) Cadet (Last name) currently has a _ GPA, and "A (or B)" in department and is from (hometown).
 - e) Cadet's interests include (athletics, hobbies, etc.).
 - f) Includes any other pertinent data that justifies nomination.
 4. Receives approved cadet name for his/her troop and insures cadet conducts link up with local organization as required, and insures cadet is on status for any time(s) cadet will be off post with sponsoring organization.
 5. TLAs will never announce to any cadet that they "will" be a COM, only that they have been nominated for it.
 - b. Squadron Leadership Advisor (SLA).**
 1. Verifies the TLA nominations and insures the nominee fits the criteria below.
 2. Submits the Squadron nominees in the prescribed format to the DCS NLT the 15th of the month prior to the designated month or months in accordance with the criteria below.
 3. Insures CRR entries are made.
 4. Considers COM nominees and winners for other award opportunities during the school year.
 5. SLAs will never announce to any cadet that they "will" be a COM, only that they have been nominated for it.

- c. **DCS**
 - 1. Verifies TLA and SLA nominations meet the criteria.
 - 2. Submits the nominations thru the Special Projects Analyst to the Commandant on a Staff Summary Sheet for approval/disapproval.
- d. **Commandant**
 - 1. Provides the approved names to the Special Projects Analyst.
- e. **Administrative Assistant**
 - 1. Contacts the Cadet of the Month organizations to provide names and contact information
 - 2. Writes congratulatory letters for approved nominees
 - 3. Assists with organization liaison with the cadets and the TLAs.
- f. **Special Projects Analyst**
 - 1. Provides the approved names to the Administrative Assistant
 - 2. Alerts the approved nominees and requests verification of biographical data
 - 3. Announces COM winners to Corps, Staff, and Faculty, and provides information to the Parent E-News.
- g. **Sponsor organizations.**
 - 1. Provide timely guidance to the cadet for any activities including the cadet.
 - 2. Transport the cadet to and from the activity.

V. Procedures.

- a. **Criteria.**
 - 1. High School Juniors (HSJR) may be considered only if no qualified High School Seniors (HSSRs) are available, or if qualified HSSRs were selected previously.
 - 2. Nominees should be different cadets each nomination period (no repeated winners).
 - 3. Cadets must have a minimum semester GPA of 2.5 or higher.
 - 4. Cadets must have a semester deportment grade of B or better.
 - 5. Cadets must have passed their PT test.
 - 6. Nominations will be provided to the DCS thru the SLA NLT the following dates:
 - a) AUG/SEP (combined): 15 AUG
 - b) OCT: 15 SEP
 - c) NOV/DEC: 15 OCT
 - d) JAN/FEB: 15 DEC
 - e) MAR: 15 FEB
 - f) APR/MAY (combined): 15 MAR

Arthur C. Houghtby II
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Interim Commandant of Cadets