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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for Formations, Inspections, and Ceremonies

1. **Purpose.** This Standard Operating Procedure (SOP) details the types of common formations, inspections, and ceremonies at NMMI. These activities are integral to the discipline and efficiency of the Corps of Cadets, support traditional tenets and historical significance, and provide opportunities to honor distinguished visitors.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the types and procedures for formations, inspections, and ceremonies. The US Army Field Manual 3-21.5 and the NMMI Blue Book are the primary references for this SOP. Other SOPs or LOIs used for specific events also serve as references to this SOP.
4. **Responsibilities.**
 - a. The Deputy Commandant for Support (DCS) is responsible for the guidelines outlined in this SOP and provides recommendations for modifications of the SOP to the Commandant of Cadets.
 - b. The Deputy Commandant for Operations (DCO) is responsible for synchronizing the Corps training schedule and the NMMI Master Calendar when applicable to the formations, inspections, and ceremonies conducted by the Corps during the school year.
 - c. The PMS and SAI may provide professional guidance to the events in this SOP and are the resident subject matter experts for the planning, execution, and recommendations for the conduct of these events.
 - d. The NMMI Band Master provides guidance and recommendations as applicable for events where the Band or individual band members are involved.
 - e. The Regimental Commander and Corps Command Sergeant Major have overall responsibility for the planning and execution of these events. Through the regimental staff, all significant activities outlined in this SOP and other events as needed will be coordinated with the Commandant's staff and approved by the Commandant of Cadets and the Deputy Commandant for Operations.

- f. The Cadet Chain of Command will support the execution of events determined by the Regimental Commander and/or Commandant to include rehearsals as necessary.

5. **Description of Events.**

a. **Formations**

- 1) Formations will be conducted IAW the Plan of the Day (POD).
- 2) Formations will be conducted IAW the Training Schedule.
- 3) Formations will be conducted daily as required by the Corps Chain of Command.
- 4) Formations may be directed by the Commandant, Commandant's Staff, JROTC, SROTC, faculty, or staff as needed for accountability, discipline, transfer of information, rifle and key inventories, or other situations as necessary.

5) **Mandatory Formations**

- a) Formations will always occur prior to the movement of the Corps, Squadrons, Troops, and Platoons to any activity on Post.
- b) Formations will normally be conducted by the NCOs until turned over to the Chain of Command when applicable.
- c) Cadets are held accountable to the specific requirements for the conduct of formations as described in the Blue Book.
- d) Formations begin at the sound of First Call. Cadets are considered late to formation if they arrive after the final note of the Minute Call.

- b. **Parades.** Parades are conducted throughout the school year to develop and maintain order and discipline, provide honors for special events, and should always be preceded by parade practices as determined by the Regimental Commander or the Commandant.

- 1) **Parade practice.** Practices normally occur during Wednesday drill and ceremony times established in the POD and training schedule and may be augmented by evening or weekend practices as needed. Cadet Officers will wear the service cap for all practices unless otherwise instructed.
- 2) **Formal Parades.** The Corps Parade will occur as required for any special occasion including but not limited to:
 - a) First parade of the school year
 - b) Family Weekend Parades (Fall/Spring)
 - c) Eastern New Mexico Fair – (Main Street Parade / Fall)
 - d) Homecoming Parade (Fall)
 - e) Veteran's Parade (Fall)
 - f) Parades Honoring Distinguished Visitors / Public Officials (Fall/Spring)
 - g) Final Retirement Parade (Spring)

- c. **March-On.** The March-On is a formal Corps movement on to the football field to honor the nation and begin the program for all home football games.

- d. **March-By.** The March-By is used for:

- 1) Weekly movement of the Corps by Troop normally conducted after Wednesday DRC formation to the mess hall, and is a scored event supported by JROTC and SROTC cadre. Scores for 1st-3rd place based upon the least amount of "gigs" per troop translates to Harry Morrison points for 30 points (1st), 20 points (2nd), and

- 10 points (3rd place) performance in drill and ceremony conduct. On special occasions, the March By may be conducted on any day as directed by the Commandant.
- 2) An opportunity to show the Corps to visiting dignitaries or guests.
- e. **Guard Mount.** Refer to Guard SOP and Staff Duty SOP.
- f. **Flame Guard.** The Flame Guard is one of the most important demonstrations of military order and discipline and is reserved for special events during the school year. (Also refer to Flame Guard SOP).
- 1) The Flame Guard officer in charge and Non Commissioned Officer in Charge normally served as guards for at least one year prior to assuming command of the Flame Guard.
 - 2) Portions of the Flame Guard uniform are maintained by the Cadet Store.
 - a) At the end of each semester, or following the final performance of the year, Flame Guard members will turn in all unique uniforms and accessories to the Cadet Store. The OIC and NCOIC will schedule a date and time through the Regimental Quartermaster for uniform return to the DCS.
 - b) At the beginning of each school year an OIC and NCOIC will be designated. The OIC/NCOIC will conduct “try outs” for potential guard members. Cadets desiring to serve as members must be in good standing and may be relieved from the guard at the discretion of the OIC, NCOIC, Regimental Commander, DCS, DCO, or Commandant.
 - c) Once designated as members of the guard, the OIC/NCOIC will arrange for uniform issue through the Regimental Quartermaster to the DCS.
 - d) The Flame Guard will coordinate a practice schedule through the DCS.
- g. **Funerals.** Funerals conducted in the NMMI Cadet Chapel are significant events and will be conducted in the highest standard of professionalism.
- 1) **Buglers.** Buglers may be requested by organizations or for NMMI participation in funerals. Silver Taps (3 buglers) is normally reserved for NMMI Special Events and NMMI funerals but may be considered for community requests.
 - 2) **Pall Bearers.** Pall Bearers may be tasked from the Corps for NMMI funerals, or by special request to the Commandant of Cadets.
 - 3) **Ushers.** Ushers may be tasked from the Corps for funerals and other special events, or by special request to the Commandant of Cadets.
- h. **Silver Taps.** Silver Taps is the playing of “Taps” honoring deceased distinguished personnel and includes echo Taps by three NMMI buglers. Silver Taps occurs when and not limited to:
- 1) A designated portion of the Homecoming Schedule of Events occurring in Hagerman Barracks including a Corps formation and candle lighting and extinguishing ceremony conducted by the Corps Command Sergeant Major, Sergeant’s Major, and First Sergeant’s ICW a narration of deceased alumni by the Director of Alumni Relations.
 - 2) Other formal events as determined by the Commandant.

- i. **The Honor Ceremony.** The Honor Ceremony is used for:
 - 1) Honoring Alumni during the Homecoming Schedule of Events.
 - 2) Honoring distinguished visitors as determined by the President/Superintendent or Commandant
 - 3) The Honor Ceremony is conducted by:
 - a) The Regimental Commander and Regimental Staff
 - b) The full NMMI Band
 - c) The Honor Troop
 - d) A diagram and description of the Honor Ceremony is included at Enclosure 1.

- j. **In Ranks Inspections.**
 - 1) In Ranks Inspections will occur as determined by the Training Schedule, Regimental Commander, Squadron Commanders, or Commandant.
 - 2) In Ranks Inspections occur during the school year IAW the Training Schedule and normally occur at least once per semester and during the Annual Federal Inspection (AFI). In Ranks Inspections are normally conducted by the Cadet Chain of Command however they may be conducted by JROTC and SROTC Cadre as determined by the Commandant. The In Ranks Inspection is a formal inspection to determine order, discipline, uniformity, compliance with regulations and policies, and demonstration of general cadet knowledge as required by the Blue Book.

- k. **In Rooms Inspections.**
 - 1) In Rooms Inspections will occur as determined by the Training Schedule, Regimental Commander, Squadron Commanders, or Commandant.
 - 2) In Rooms Inspections are normally conducted by the Cadet Chain of Command however they may be conducted by JROTC and SROTC Cadre (normally only for AFI) or as determined by the Commandant.
 - 3) The In Rooms Inspection is a formal inspection to determine order, discipline, uniformity, compliance with regulations and policies, and demonstration of general cadet knowledge as required by the Blue Book.

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

Enclosure 1: The Honor Ceremony

(Enclosure 1 “The Honor Ceremony”) (03 December 2008)

d. Honor Guard Ceremony

(1) Honor Guards are designed to welcome or recognize a visiting dignitary. The dignitary may be a general officer or a civilian. Honor Guards are traditionally performed at AFI, the 1st Class Dining In and at other times as directed by the Commandant.

(2) Line Up (see Figure 5-9)(Point of reference is from the group or person listed).

(a) Honor Guard will be appointed by the Commandant. There will be an Honor Guard Commander (HGC) and an Honor Troop Commander. The Bandmaster (BM) and the Drum Major (DM) have different roles in the Honor Guard. The Color Guard Commander (CGC) is in charge of the colors.

(b) All front ranks have their toes on the edge of the brick pavers that are 2/3 toward the Bronco Plaza from Sally Port. The Honor Troop is to the East (right guide's feet are on the right edge of the brick paver), the colors are centered on Sally Port, and the Band is to the West (left guide's feet are on the left edge of the brick paver).

(c) The BM and the HTC are four steps in front of their units. The HGC is centered on the formation, toes on the brick pavers immediately to the south of the rest of the Honor Guard, facing the Bronco.

(3) Sequence of Events

(a) The DM brings the Band to position, dresses and covers the Band, then changes post with the BM. The HTC brings the Honor Troop into position and dresses and covers the Honor Troop. The CGC brings the colors into position and takes his position. When all units are ready, the HGC commands PARADEREST.

(b) The host (usually the Superintendent) brings the Honoree to the cement area immediately to the North of the Goss marble slab. As they approach, the HGC brings the Honor Guard to ATTENTION. Once the Host and Honoree have halted, the HGC gives PRESENT ARMS (band plays honors if appropriate). The HGC commands ORDER ARMS.

(c) After the HGC gives ORDER ARMS, the Host and Honoree move forward to the next line (3 steps to brick paver). The HGC salutes and says “Sir, the Honor Guard is prepared for inspection.” The band plays inspection music (normally Garry Owen March) while the HGC guides the inspecting party to the right of the band, then leads the party past the front of the honor guard, and around the honor guard to end at the right flank of the band. The honor guard members do

not salute or execute eyes right to the inspecting party during the inspection. The inspecting party renders a hand salute (command given by the HGC) as it passes in front of the colors. When the inspecting party reaches the right flank of the band, the HGC gives PARTY, HALT. The HGC moves to a position in front of the honoree and they exchange salutes. The inspecting party members then march directly back to their posts (starting positions for the inspection) while the HGC hesitates and then moves to his starting position.

(d) The HGC next commands PRESENT ARMS and the Band plays The Star Spangled Banner. The HGC then gives ORDER ARMS.

(e) After preparing to play, the Band immediately plays the Army Song once.

(f) After the Army Song, the HGC salutes and announces, “Sir, this concludes the ceremony.” The BM and DM exchange positions, the Band forward marches, counter columns and returns to Hagerman Barracks. The colors step off with the Band, counter columns and returns to the barracks in front of the Band. The Honor Troop executes forward march, counter columns and returns to Hagerman Barracks.

(g) If the drill team is the Honor Troop, it may remain and perform a demonstration drill for the honoree and party.

5. MANUAL OF THE SABER

a. General

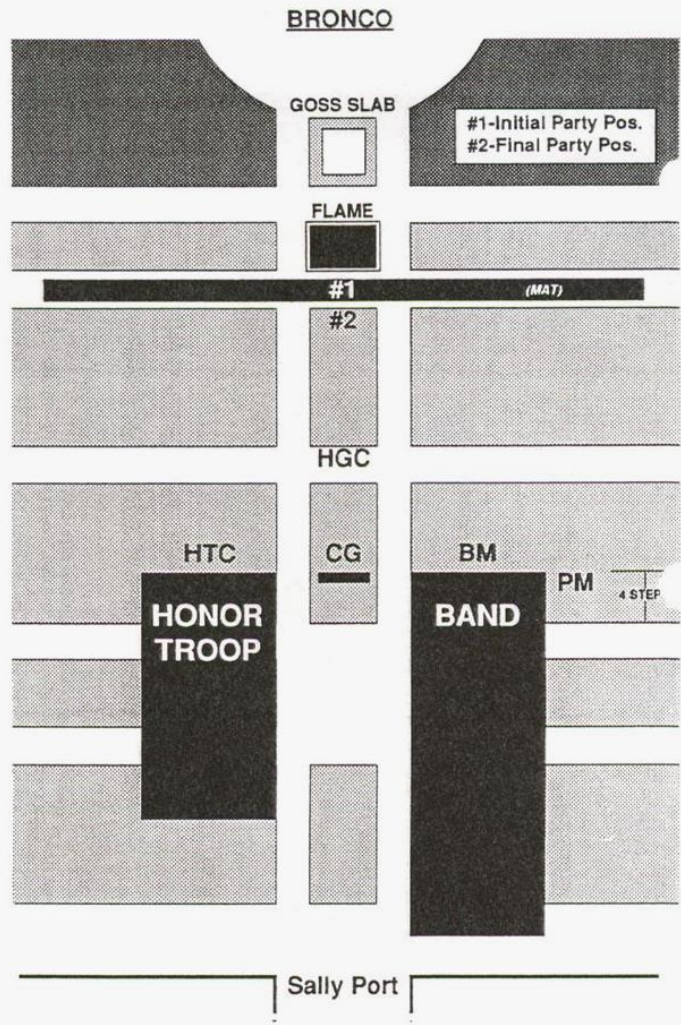
(1) This section prescribes the manual for the saber/sword. Officers and NCOs equipped with the saber/sword will follow these procedures. Where the term officer is used, it applies to NCOs armed with the saber/sword as well.

(2) When the wearer is dismounted, the scabbard is carried on the left side attached to the belt by the saber chain and hooked to the belt by means of the upper ring, guard of the saber to the rear.

(3) When the wearer is mounted, the scabbard is carried in the saber carrier attached to the offside of the cantle of the saddle, guard of the saber to the rear.

(4) Officers of a commander's staff draw and return saber on his command.

(Enclosure 1 “The Honor Ceremony”) (03 December 2008)



Honor Guard Ceremony
Figure 5-9