



# NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard  
Roswell, New Mexico 88201-5173  
575-624-8400  
Fax: 575-624-8459



COMMANDANT OF CADETS  
DEAN OF STUDENTS

1 August 2020

**Memorandum for:** Corps of Cadets

**Subject:** Standard Operating Procedures for Commanders Pins.

1. **Purpose:** This Standard Operating Procedure (SOP) details the guidelines for awarding of Commanders pins.
2. **Applicability:** This SOP is effective 9 October 2018 and applies to the Corps of Cadets and will expire at the discretion of the NMMI Commandant of Cadets.
3. **Scope:** This SOP identifies the guidelines for awarding of Commanders Pins.
4. **Responsibilities:**
  - a. The Regimental Adjutant is Responsible to maintaining record of how long commanders are in their positions.
  - b. The Regimental Adjutant is responsible for preparing recommendation for the awarding of the Commanders Pin to the Regimental Commander.
  - c. The Regimental Commander is responsible for approving or denying the recommendation and preparing to brief the Commandant.
5. **Procedures:**
  - a. Cadet Commanders are authorized to be awarded the Commanders Pin when these requirements are met.
    - 1) The Cadet is in a Command Position for 9 weeks or more.
  - b. Wearing of the Commanders Pin
    - 1) The Commanders Pin is worn with Class A, Class B and Class C uniforms.
    - 2) The Commanders Pin is worn on the right side of the uniform above the Nametag, Old Cadet bars, Honor Star (if worn) and Chaplin's Insignia (if earned).
    - 3) Troop Commanders will wear the Pin with a circular piece of red felt behind the pin.

- 4) Squadron Commanders will wear the Pin with a circular piece of black felt behind the pin.
- 5) The Regimental Commander will wear the Pin with a circular piece of black behind a circular piece of red felt.
- 6) Once a cadet has earned the Commanders Pin they are allowed to wear the pin if they are promoted to a higher position.
- 7) Cadets who are demoted are authorized to wear the pin if they are promoted to a Troop Commander Position or Squadron/Regimental Staff position. (i.e. no cadet in the position of Platoon Leader or below will be authorized to wear the Commanders Pin).

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