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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets and Commandant's Staff

Subject: Standard Operating Procedures for Flag Detail

Purpose. This Standard Operating Procedure (SOP) specifies the procedures for raising and lowering the flag at reveille and retreat by the Flag Detail.

1. **Applicability.** The SOP is effective 9 October 2018 and applies to the Corps of Cadets. It will expire at the discretion of the Commandant of Cadets.
2. **Scope.** This SOP explains the procedures for Flag Detail during retreat and reveille on normal occasions and during special events. The reference for Flag Detail procedures is found in FM 3-21.5 Appx K and Table K-1. With exceptions approved by the DCS only these procedures will be followed. NMMI has modified US Army guidance for flag detail based upon the duty roster for Flag Detail, the use of the New Mexico state flag, and US flag sizes that are different from those used by the US Army. The Flag Detail also handles the general officer flags for reveille and retreat Monday-Friday with the only weekend exception for special events as provided by the DCS.
3. **Responsibilities.**
 - a) **Deputy Commandant for Support**
 - a. Commandant's staff member responsible for Flag Detail operations including management of re-supply, work orders and coordination with the Regimental Color Guard cadet activity sponsor as required.
 - b. Communicates all half-staff proclamations to the QM and QMNCO and NMMI Golf Course staff to ensure proper display of the flags. For half-staff display the US flag will always be raised to the top of the flag pole then be lowered to half-staff position that will not interfere with the guide wires supporting the flag pole. The DCS will also provide half-staff proclamations to the Corps, Staff and Faculty when published by the NM state governor's office or the White House.
 - c. Maintains an inventory of flags to support flag detail at all times.
 - d. Submits any necessary work orders for repairs or replacement of equipment.
 - b) **SGM England**
 - a. Serves as Regimental Color Guard Cadet Activity Sponsor and works with the DCS on requests for Regimental CG requests and tasking.
 - b. Coordinates with Regimental Color Guard on training as needed.
 - c) **The Cadet Quartermaster** is the cadet staff officer responsible for the execution of this SOP.

d) The Quartermaster NCO/Regimental Color Guard NCO

- a. Ensures that the provisions of this SOP are enforced and will manage the duty roster for weekly flag detail.
- b. Will include squadron color guard cadets and guidon bearers in the flag detail SOP.
- c. Ensures every cadet on the detail is trained on proper procedure for raising and lowering the flags.
- d. Ensures that the General Officer flags will be posted at Lusk Hall M-F from reveille to retreat with the Superintendent's flag posted on the left (east) bracket and the Dean's flag is posted on the right (west) bracket on the front of Lusk Hall.
- e. When the QM NCO is present he/she will also assign two cadets for flag detail for reveille and retreat for the term of one week Sunday to Sunday. When the QM NCO is not present he/she will assign an NCOIC in addition to the two flag detail cadets.
- f. Ensures flag detail cadets immediately report any issues (i.e. shortage of Guards, equipment malfunctions, etc.)
- g. Posts his/her phone number in the Guard Box for flag detail cadets to report issues.
- h. Ensures that the garrison flag and/or state and international flags are posted as required in Letters of Instruction for special events under the direction of the DCS. On these occasions the QM NCO will arrange for additional cadet volunteers to assist as necessary.
- i. Submits requests for merits or other incentives to the DCS as appropriate for flag detail cadets.
- j. Reports absences of flag detail cadets to the DCS for disciplinary action, normally Dereliction of Duty.
- k. During inclement weather the NCOIC may determine a different time for the actual raising or lowering of the flags (e.g. lightning within 8 miles as alerted by the Command Post). For normal, non-dangerous weather, the flags will be raised or lowered regardless of rain, snow, or wind.

e) Flag Detail cadets.

- a. Every cadet assigned to supervise the raising and lowering of the flags is not required to go to formation, but is a resource for the term of one week for Guard Duty in their duties concerning the colors.
- b. The uniform at reveille is NMMI or Army PT as applicable. The uniform for retreat is UOD.
- c. May not take a permit or furlough that will cause them to miss their duty during the week assigned unless they find a capable replacement and notify the Quartermaster NCO a minimum of one day prior except in emergencies. Should they need to miss their duty for an emergency they must contact the Quartermaster NCO or the Quartermaster as soon as possible. Recruits at Training (RAT) will not be on flag detail until after fall or spring family weekend.
- d. Will only raise or lower the flags at Lusk Hall. Luna Hall flag is displayed permanently day and night under lighting.
- e. The US and NM flags and general officer's flags will be stored in the Hagerman Guard Box when not in use.

4. Procedures.

- a) The CQ OD will supervise the raising or lowering of the flags at Reveille and Retreat.
- b) Cadets will report to the Guard Box 10 minutes prior to reveille or retreat.
- c) Cadets will be informed at least two days prior to their week and given an opportunity to cite reasons for inability to complete duty for the week.
- d) **Cadets must report for duty even on free rev mornings** unless they find an adequate replacement and inform the Quartermaster NCO.
- e) Cadets will ensure all who pass by pay proper respect to the Colors.
- f) Retreat is 1730 Daily
- g) Reveille times are as follows
 - a. 0630 on Monday, Tuesday, Thursday, Friday
 - b. 0600 on Wednesday
 - c. 0730 on Sunday

5. Special Events.

- a) During special events in which all school colors must be raised a total of 13 individuals will be required. One member from each troop will be tasked and report to the Quartermaster NCO two days prior to the event.
- b) Cadets on this detail will report to the Guard Box 45 minutes prior to both retreat and reveille.
- c) Anyone assigned who fails to attend should expect AMI or a Dereliction of Duty stick as recommended by the QM NCO to the DCS.
- d) Any member not be able to attend must inform the Quartermaster NCO and send a replacement. The Quartermaster NCO will train them how to correctly raise and lower the colors. Should the Garrison Flag be raised extra volunteers along with assigned flag detail and CQ runners if on duty will report to Lusk Hall ten minutes prior to retreat and reveille to assist.

Arthur C. Houghtby II
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Interim Commandant of Cadets