



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps, Staff, and Faculty

Subject: Standard Operating Procedures for Letters of Instruction (LOI)

1. **Purpose.** This Standard Operating Procedure (SOP) explains the procedures for production and publishing of Letters of Instruction (LOI).
2. **Applicability.** This SOP is effective 9 October 2018 and applies to the Corps, Staff, and Faculty.
3. **Scope.** This SOP outlines the procedures for the purpose, production, and publishing LOIs. The LOI addresses NMMI-wide support and coordination for all mission elements, and is intended to include all set up requirements from the Officer Primarily Responsible (OPR) for each event as outlined on the cover page of the LOI. Once published, no changes or additions may be made to set up requests or support requirements without the consent of the Chief of Staff and the Deputy Commandant for Operations or Deputy Commandant for Support as shown in the signature block on the LOI. The goal is to publish a LOI a minimum of two weeks prior to a scheduled event.
4. **Responsibilities**
 - a. **OPR**
 - 1) The DCO or DCS will write a draft LOI and coordinate with key personnel involved in the planning and execution of the event as part of a normal staffing process.
 - 2) The DCO/DCS will draft the base LOI and coordinate it with the OPR (when OPR is identified as someone other than the DCO or DCS) for scheduling and support requirements.
 - b. **Special Projects Analyst/Administrative Specialist**
 - 1) Provides the historical final LOI used the year before to the DCO or DCS approximately one month prior to the event.
 - 2) Maintains all draft and final copies.
 - 3) Formats the final draft and provide it to the Commandant for review and approval.
 - 4) Sends the final draft LOI provided by the DCO/DCS to staff and faculty for comment.
 - 5) Receives comments from staff and faculty on the final draft and updates final draft for DCO/DCS approval before sending final to the Commandant for signature.

- 6) Publishes the LOI to Corps, Staff, and Faculty as appropriate.
- 7) Ensures applicable information is posted on website and in Parent Email.
- 8) Maintains a file of all historical LOI.
- 9) Receives After-Action Review comments.

5. Procedures

- a. The following LOIs are the responsibility of the DCO:
 - 1) Matriculation (August and January)
 - 2) 21 and 28-day RAT Training and Ceremony (August or September / January or February)
 - 3) Fall and Spring Family Weekend (September and March)
 - 4) Fall and Spring Bronco Olympics (September and February)
 - 5) Math/Science Olympiad (When hosted at NMMI, Spring Semester)
 - 6) Spring Graduation Week (April/May)
 - 7) Summer Operations (June – August)

- b. The following LOIs are the responsibility of the DCS (when applicable):
 - 1) Cadet Activity Fair (August/September)
 - 2) General's Cup Golf Tournament (Fall)
 - 3) Homecoming (October)
 - 4) Fall Drill Meet (October)
 - 5) Bowl Games (December)
 - 6) Winter graduation and commissioning (December)
 - 7) Matchin Awards (January)
 - 8) Fall and Spring Open House (October/April)
 - 9) Pecan Harvest (January)
 - 10) Cancer Awareness March (February/March)
 - 11) JROTC Program Accreditation (JPA) (Spring – usually April)
 - 12) National Honor Society Induction (Spring)
 - 13) Science Olympiad
 - 14) Summer Operations
 - 15) Fall Matriculation
 - 16) Spring Graduation

Arthur C. Houghtby II
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