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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Commandant's Staff, Corps of Cadets

Subject: Promotions and Demotions

1. **Purpose:** This Standard Operating Procedure (SOP) details the procedures for Cadet promotions and demotions.
2. **Applicability:** This SOP is effective 9 October 2018 and applies to the Corps of Cadets and Commandant's Staff. It will expire at the discretion of the Commandant of Cadets.
3. **Scope:** This SOP identifies the procedures for Promotions and Demotions. Promotions are based upon the concept that cadets are assessed for leadership positions based upon their potential to succeed with higher rank and responsibility. This SOP is designed to support guidance published in the Blue Book.
4. **Responsibilities:**
 - a. **The Commandant of Cadets** is the promotion and demotion authority.
 - b. **Cadet leaders:** Cadet leaders are encouraged to maintain the standards and traditions of the Corps of Cadets and should exercise the initiative to recommend the selection of other cadets to fill all leadership positions and to coach, train, and mentor those cadets to achieve personal and professional success and to provide the best possible environment in the Corps for all cadets to excel.
 - 1) **Troop Commanders and First Sergeants.**
 - a) Should provide coaching, training and mentorship to their subordinate leaders and make recommendations to their TLA to fill vacancies, develop cadets within the troop, or for demotions for cause or replacement of individuals who are not able to perform as leaders for various reasons within their troops.
 - b) Ensure that any recommendations are not based upon friendships or peer pressure, but are instead based upon a deliberate process that includes counseling and mentoring techniques.
 - c) Continually look for opportunities to train subordinates and build upon cadet leader potential to succeed at higher ranks.

- 2) **Squadron Commanders and Sergeant's Major.**
 - a) Are responsible for subordinate cadet development and recommendations throughout their squadrons in the same manner that Troop Commanders and First Sergeants are responsible for their troops.
 - b) Ensure that promotion or demotion recommendations within their squadrons are not based upon friendships or peer pressure, but are instead based upon a deliberate process that includes counseling and mentoring techniques and that they meet the criteria as outlined in the Blue Book.
 - c) Provide conditions that support timely and complete administrative actions.
 - d) **Squadron Adjutants.**
 - a. Gather promotion or demotion recommendations and staff them with the Squadron Commander and Sergeant Major.
 - b. Ensure the format on promotion or demotion sheets (Commandant's Form 30) are complete and accurate.
 - c. Ensures signatures are obtained at the SLA level and below.
 - d. Submit CF 30 to the Regimental Adjutant.
- 3) **Regimental Adjutant.**
 - a) Gathers promotion or demotion recommendations and staffs them with the Regimental Commander and Command Sergeant Major.
 - b) Ensure the format on promotion or demotion sheets (Commandant's Form 30) are complete and accurate.
 - c) Ensures signatures are obtained at the DCO/DCS level and submits completed forms to the Commandant's Special Projects Analyst.
- c. **Troop Leadership Advisors.**
 - 1) Provide guidance through coaching, mentoring, and leadership development for all cadets assigned within their troop and at all class levels and cadet types (RAT, New, Yearling, Old) to empower all cadets to live up to their potential.
 - 2) Seek selection of cadets for leadership positions within the troop that fill all vacancies and best support troop missions.
 - 3) Ensure cadets who need developmental training required for leadership positions have the opportunity to attend training (e.g. Squad Leader School, Mentor Training, Platoon Sergeant training, officer training and Leadership Development Program (LDP) training.
 - 4) Ensure troop leaders are involved in leader selection and training and provide required documentation up the chain of command.
 - 5) Ensure a sense of urgency for cadet leadership continuity to support cadet morale.
 - 6) Supervise promotion boards at troop level to ensure accuracy and that a fair process is followed.
- d. **Squadron Leadership Advisors.**
 - 1) Provide guidance through coaching, mentoring, and leadership development for all cadets assigned within their squadron and at all class levels and cadet types (RAT, New, Yearling, Old) to empower all cadets to live up to their potential.

- 2) Seek selection of cadets for leadership positions within the squadron that fills all vacancies and best support squadron missions.
- 3) Ensure cadets who need developmental training required for leadership positions have the opportunity to attend training (e.g. Squad Leader School, Mentor Training, Platoon Sergeant training, officer training and Leadership Development Program (LDP) training.
- 4) Ensure squadron leaders are involved in leader selection and training and provide required documentation up the chain of command.
- 5) Ensure a sense of urgency for cadet leadership continuity to support cadet morale.
- 6) Provide guidance to TLAs as required to process promotions and demotions.
- 7) Supervise promotion boards at squadron level to ensure accuracy and that a fair process is followed.

e. **Deputy Commandant for Support.**

- 1) Provides a supporting organizational structure for cadet development.
- 2) Serves as a primary or assistant instructor for Corps training events and LDP sessions.
- 3) Provides LOIs that include a supporting plan that meets the Commandant's intent for various training events or major activities during the SY.
- 4) Signs CF 30 sheets once all other signatures below the DCS/DCO have been obtained and provide recommendations as needed.
- 5) Provides support for required staff training.
- 6) Sits on regimental staff boards.
- 7) Serves on behalf of the DCO or Commandant as needed.

f. **Deputy Commandant for Operations.**

- 1) Provides an operational and training structure for cadet development.
- 2) Serves as a primary or assistant instructor for Corps training events and LDP sessions.
- 3) Provides LOIs that include a supporting plan that meets the Commandant's intent for various training events or major activities during the SY.
- 4) Signs CF 30 sheets once all other signatures below the DCS/DCO have been obtained and provide recommendations as needed.
- 5) Ensures staff training is planned and executed as required.
- 6) Sits on regimental staff boards.
- 7) Serves on behalf of the DCS or Commandant as needed.

g. **Special Projects Analyst.**

- 1) Provides training and guidance to the Regimental Adjutant as needed in the promotion and demotion process.
- 2) Collects all CF 30 and checks for accuracy and completeness.
- 3) Screens all recommendations to ensure they are consistent with the Blue Book, policy, and guidance of the Commandant.
- 4) Informs the DCO/DCS of any recommendations that may be a problem for resolution.
- 5) Provides final documents to the Commandant with recommendations for approval.
- 6) Publishes promotion and demotion orders and ensures dissemination.

h. **Leadership and Character Development Instructor/Advisor.**

- 1) Primary instructor for Squad Leader School
- 2) Developer for Platoon Sergeant, and or other NCO instruction.
- 3) Assists with LDP training as required.
- 4) Provides Subject Matter Expertise for the department.
- 5) Sits on regimental staff boards.

i. **Commandant of Cadets.**

- 1) Final authority for promotion or demotion orders, policy, and guidance.

5. **Procedures:**

- a. **Normal promotion and demotion recommendations** are staffed through channels from troop level to the Commandant using Commandant's Form 30.
 - 1) Signature blocks on CF 30 are required before the form is processed higher.
 - 2) Any signatory at each level may provide a "red line" due to disqualification or may provide a remark that assists with a final decision.
 - 3) The preferred promotion submission *cycle will be on the 2nd and 4th Monday of each month that cadets are present:
 - a) 2nd and 4th Monday at TLA and SLA level.
 - b) 2nd and 4th Wednesday to Special Projects Analyst.
 - c) 2nd and 4th Friday for orders to be published.
 - d) *note: The TLA or SLA may "back up" his/her paperwork submission timeline as needed to support the cycle as described above; however, submission of CF 30 will occur on the established cycle.
- b. **GPA requirements.** Term grades may be used in the semester before 9 week grades are available, otherwise 9 week grades will be used as soon as they are available.
- c. **Extraordinary promotions or demotions** (e.g. to fill critical vacancy, to demote for cause).
 - 1) May be processed on an individual basis with a greater sense of urgency based on requirements.
- d. **Considerations for unit individual replacements.**
 - 1) Every effort should be made to "step up" subordinate leaders to fill superior vacancies as permitted by policy. For example HS cadets will not serve as officers.
- e. **Boards**
 - 1) Promotion boards should be conducted at troop, squadron, and regimental level. A normal process for scheduling boards would be:
 - a) For the next academic year:
 - a. After Spring Break/9 week grading period for Regimental boards beginning with Regimental Commander. The outgoing RC and CSM should sit on the selection board for RC.
 - b. Regimental boards should be scheduled as soon as possible after the RC board and include the CSM position.

- c. Squadron and Troop boards should be scheduled as soon as possible after decisions are made for RC and regimental staff respectively.
 - b) At the beginning of each school year or semester as needed if more selections are needed than individual replacements or to fill vacancies.
 - c) At the end of the fall semester in the event individual replacements are not preferred or in the event a more competitive process is needed due to graduations or non-reenrollments.
- f. **Accuracy in reporting.**
 - 1) Forms submitted will always contain accurate information (accurate name, rank, cadet number, GPA (term until 9 week is available then 9 week), Department grade, status) or all nominations on the form may be delayed until corrections are made.

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Interim Commandant of Cadets