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COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for Additional Military Instruction for the Corps of Cadets

1. Purpose. This Standard Operating Procedure (SOP) explains Additional Military Instruction (AMI) conducted to help cadets correct shortcomings in order to meet established standards within the Corps of Cadets. AMI is designed to address the cause of an infraction and not the symptom of an infraction and is best used on-the-spot rather than delaying until a pre-determined day. Cadets who do not meet the standard for presentable rooms for example may be included in AMI to correct that deficiency by having mandatory supervised training that focuses on how to make their room presentable. AMI is never a method for mass punishment nor is it designed for excessive physical training under most circumstances since those methods typically do not address a specific deficiency in cadet performance. Detailed instructions are provided in the Blue Book, Chapter 5.
2. Applicability. This SOP is effective 24 August 2018 and applies to the Corps of Cadets. It will expire at the discretion of the Commandant of Cadets. AMI guidance in the Blue Book will always be followed.
3. Scope. This SOP outlines the procedures for conducting Additional Military Instruction. AMI is conducted as near to the infraction requiring corrective action as possible or during a Saturday morning that does not interfere with an Academic Weekend from 0800-1200 or during other mandatory Corps training, or by special permission granted by the Commandant, DCO, DCS, or SLA.
4. Responsibilities.
 - a. The Troop Chain of Command has the option of directing cadets to Additional Military Instruction (AMI) for failing to meet established standards, after first being taught the standards. The Troop and/or Squadron Chain of Command will plan for and conduct AMI after describing their plan to the cadet's respective TLA or SLA for approval and the chain of command is responsible for conducting AMI unless the TLA or SLA personally conducts AMI for the cadet or cadets requiring instruction.
 - b. AMI should be administered at the lowest leader level if possible. For example, a Squad Leader working with his or her squad member more closely replicates an Army model for corrective training.
 - c. A cadet's TLA or SLA should always be briefed in advance when AMI is to be used so that adherence to NMMI policy and guidelines for cadet safety and welfare are followed and to ensure the corrective action addresses the specific deficiency or deficiencies as a progressive step toward improvement rather than a subjective "stick" as a first option.
 - d. TLAs will not remove sticks resulting in cadets missing AMI without informing the DCO.
 - e. A member of the Commandant's Staff will be present during AMI.
 - f. If AMI is planned to address cadet physical fitness only prescribed and approved calisthenics may be considered and only the Athletic Department has the authority to design approved exercises. Any deviation from approved methods may result in severe punishment for a leader involved that may include a hazing charge.
5. Procedures.
 - a. All AMI will be conducted in well-lit, supervised areas.

- b. All cadets will be in proper uniform to include Cadet Leaders.
- c. Upon completion, cadets will be released to their troop chain of command.
- d. Failure to attend AMI as directed will be treated as Absent Mandatory Training.
- e. Cadets on Ranks will report for AMI. Those that are sick will be released back to their rooms.
- f. AMI is a one-time event for a single offense. AMI does not carry over week to week.

Arthur C. Houghtby II
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