



# 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 Procedure for Community Service Requests

1. **Purpose.** This Standard Operating Procedure (SOP) outlines the rules and regulations for all community service requests and events during the school year.
2. **Applicability.** This SOP is effective 9 October 2018 and applies to the Corps of Cadets. It will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the procedures for managing community service requests for cadet assistance.
4. **Responsibilities.**
  - a. Each member of the Commandant's staff will enforce the provisions of this SOP.
  - b. Members of staff and faculty will provide a summary of requests for cadet service to the Deputy Commandant for Support (DCS) who is the primary action officer and community liaison for NMMI.
  - c. The DCS is responsible for:
    - 1) Coordinating requests with the Deputy Commandant for Operations (DCO) when the activity needs to be identified on the training schedule or Master Calendar, or when the Regimental staff is involved in planning and execution, and will implement instructions from the Commandant of Cadets when required.
    - 2) Maintaining a list of all requests during the school year including the nature of the request, dates, numbers of cadets involved and the number of hours provided.
    - 3) Arranging transportation to and from an event using organic NMMI transportation or a commercial alternative when necessary.
    - 4) Coordinating staff drivers for NMMI organic transportation when required.
    - 5) Processing requests received from staff and faculty.
  - d. The DCO will:
    - 1) Ensure community service events are scheduled on the Training Schedule and/or Master Calendar as applicable.
    - 2) Ensure the Regimental Operations Officer develops the planning necessary to execute the Commandant's intent and the nature of the request.

- 3) Processes Tour Credit when applicable.
- e. The Regimental Operations Officer will receive taskings from the Commandant, DCO, or DCS for community service opportunities and will create a plan for the Corps to support the request.
- f. The Regimental Executive Officer will manage the regimental staff if required for community service planning and execution.
- g. The Regimental Commander will inform the Commandant of Cadets of the plan for the Corps or elements of the Corps to support a request when required and will receive additional guidance from the Commandant and insure his/her staff implements that guidance.
- h. Cadets. Cadets will not receive and accept any community service requests without informing their TLA, SLA, and the DCS. No cadet shall conduct community service without this coordination and approval of the DCS or DCO.

5. **Procedures.**

- a. All community service requests should be made not less than ten (10) days from the requested event.
- b. Community service requests received by any member of the Corps, staff, or faculty will be forwarded to the DCS for action.
- c. The DCS will determine the feasibility of the request and seek additional details when necessary to begin a planning process.
- d. The DCS will seek guidance from the DCO, Commandant, and Institute legal advisor when necessary.
- e. The DCS will coordinate with the DCO to begin Corps regimental planning and support when necessary.
- f. The DCS will coordinate with JROTC and SROTC as necessary for ROTC specific requests.
- g. Cadet Troop Executive Officers/ Platoon leaders will be responsible at the Troop level for organizing and tracking community activities and troop involvement. The Regimental and Squadron Executive Officers will manage the Corps of Cadet Program.

6. **Types of Requests.**

Typical requests include, but are not limited to:

- a. Requests for Color Guards and Drill Teams. These requests will be shared by JROTC and the Junior College teams when possible during the school year.
- b. Requests for buglers or other band or choir members.
- c. Various forms of assistance at local public schools.
- d. PTA activities.
- e. Trash pickup.
- f. Charitable activities.

- g. Requests for the Spirit Squad.
- h. Participation in Veteran's recognition ceremonies.
- i. Requests for Chaplain support.

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