



NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard
Roswell, New Mexico 88201-5173
575-624-8400 Fax: 575-624-8459



COMMANDANT OF CADETS

DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedure for Best New Cadet/Yearling/Old Cadet selection.

1. **Purpose:** This Standard Operating Procedure (SOP) details the procedures for the nomination and selection of Distinguished or “Best” Cadets from each troop.
2. **Applicability:** This SOP is effective 28 October 2019, applies to the Corps of Cadets and expires at the discretion of the Commandant of Cadets.
3. **Scope:** This SOP outlines the responsibilities of each member of the Cadet Chain of Command in nominating cadets and selection procedures to be used in selecting the New, Yearling and Old Best Cadets.
4. **Responsibilities:**
 - a. **Squad Leader:**
 - 1) Assess the performance of each individual in his/her squad every 9 weeks.
 - 2) Make recommendations to their Platoon Sergeants as to whom they feel is performing in an exceptional manner based on the guidelines in paragraph 5.
 - b. **Platoon Sergeant:**
 - 1) Consult with their Platoon Leaders on recommendations.
 - 2) Inform the 1SG on the recommendations of each squad leader in his/her platoon.
 - c. **1SG/Troop Commander:**
 - 1) Assess all of the recommendations made by the squad leaders and ensure that each cadet falls into the guidelines stated above.
 - 2) Select one New Cadet, one Yearling, and one Old Cadet as the best cadets in the Troop. This will be done by the Friday after 9 weeks and week after Thanksgiving and Spring Break.
 - 3) The Troop Commander will write down each selected cadet’s name and ABT # and give that list to his/her Squadron Commander on that same day.
 - 4) The Squadron Commander will give the list of “Best Cadet” names to the Regimental Commander no later than the Saturday after.
 - d. **The Regimental Commander**
 - 1) Will review the list of names and pass that list to the Commandant of Cadets no later than the Monday after 9 weeks and week after Thanksgiving and Spring Break after the order is published.

e. **The Regimental Adjutant**

- 1) Will read the orders signed by the Commandant of Cadets at DRC.

f. **The Commandant of Cadets**

- 1) Will review the list of cadets recommended by the Regimental Commander and issue the special orders to be announced to the Corps of Cadets. A copy of the order will be provided to the Cadet Store manager to verify which cadets will be authorized to purchase the appropriate best cadet boards.

g. **The Cadet Store manager**

- 1) Will ensure only cadets listed on a current order signed by the Commandant will be allowed to purchase the appropriate best cadet boards.

5. Procedures:

a. **To be selected as a Distinguished or “Best” Cadet in a troop, the cadet must demonstrate the following:**

- 1) Maintain personal grooming and uniform standards.
- 2) Be on time to every formation, class and physical development training.
- 3) Maintain 2.5 GPA and B in department.
- 4) Maintain a positive attitude within the Corps.
- 5) Be proficient in drill and ceremony.
- 6) Demonstrate teamwork and support of fellow cadets.
- 7) Demonstrate progress in physical readiness development and training.

b. **Distinguished or “Best” Cadets will maintain status for two months at a time. The periods will be:**

- 1) 9 weeks
- 2) Week after Thanksgiving Break
- 3) Week after Spring Break

c. **The Best Cadets are selected by their troop Chain of Command and they have the following duties and privileges:**

1) **Best New Cadet:**

- a) Walk through Hagerman/Saunders Barracks to and from their respected Troop areas.
- b) Receive one “free rev” per week for 4 weeks except for Wednesday or Saturday mandatory Corps training unless specifically authorized by the Commandant. The preferred day for a Free Rev is Sunday.
- c) Participate in the Sally Port Competition when scheduled.
- d) Wear the distinctive “Best New Cadet” boards on his/her class C/B/A uniforms.

2) **Best Yearling:**

- a) Receive one “free rev” per week for 4 weeks except for Wednesday or Saturday mandatory Corps training unless specifically authorized by the Commandant. The preferred day for a Free Rev is Sunday.
- b) Participate in the Sally Port Competition when scheduled.
- c) Wear the distinctive “Best Yearling” boards on his/her class C/B/A uniforms.

3) Best Old Cadet can:

- a) Receive one “free rev” per week for 4 weeks except for Wednesday or Saturday mandatory Corps training unless specifically authorized by the Commandant. The preferred day for a Free Rev is Sunday.
- b) Participate in the Sally Port Competition when scheduled.
- c) Wear the distinctive “Best Old Cadet” boards on his/her class C/B/A uniform.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Interim Commandant of Cadets