



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: Regimental Flame Guard

Subject: Standard Operating Procedures for Regimental Flame Guard

1. **Purpose.** This Standard Operating Procedure (SOP) governs the operation of the Regimental Flame Guard (FG)
2. **Applicability.** This SOP is effective 9 October 2018 and applies to the Regimental Flame Guard.
3. **Scope.** This SOP identifies the criteria for the selection of Flame Guard cadets and the operation and procedures for training and execution of the FG detail.
4. **Responsibilities.**
 - a. **SGM England**
 1. Is the sponsor for this Cadet Activity.
 2. Approves the FG OIC or NCOIC.
 3. Provides the annual budget and semi-annual Cadet Activity reporting as required by the Commandant's office.
 4. Provides the Flame Guard SOP to the OIC/NCOIC each academic year at an initial meeting to outline FG selection criteria and guidance for the management of the FG.
 5. Provides guidance on the FG uniform.
 6. Provides support for flame operation by work order to turn the flame on and off.
 7. Assists in scheduling the operation of the FG detail for major events and coordinates scheduling with the DCO/DCS, whomever is responsible for the major event LOI.
 8. Provides logistical support as required to the detail.
 9. Provides the OIC/NCOIC with a current roster of cadets on DP or HP who are ineligible to march tours on the flame but who are not exempt from FG training. Once the cadet is cleared of DP or HP he/she may be added to the marching tour schedule on the flame.
 - b. **DCS**
 1. Maintains FG equipment in DCS office storage. Issues and receives equipment each SY.
 2. Assists sponsor with organization of FG and ordering equipment as needed.
 - c. **DCO**
 1. Approves status request for FG personnel for training (outside of Cadet Activity time when required) and flame tours.

2. Approves additional practice time as required and recommended by the DCS after the FG OIC/NCOIC makes the request for practice time.

d. Flame Guard OIC or NCOIC

1. The Cadet in Charge of the FG is normally a ranking cadet officer or NCO with previous FG experience.
2. Manages the recruitment, training, scheduling, and personal inspection of each member of the FG.
3. Is present to recruit at the Cadet Activity Fair each fall semester and provides FG photos and other recruiting materials at the fair as necessary.
4. Provides the DCS with a by-name rosters of all cadets on the FG including cadet number as follows:
 - a) A roster of all cadets currently participating in FG as a Cadet Activity (may or may not be in Good Standing) and who are authorized to wear the Flame Guard ribbon (#3012). The Uniform SOP states that any current or former cadet who was on the FG is authorized to wear this ribbon.
 - b) A roster of current cadets on this year's roster for training and that identifies eligible to march tours at the flame (in Good Standing) so that the DCS can provide the roster to the Cadet Store to authorize purchase of the FG shoulder cord (royal blue, white and black). This cord may be worn by prior and current FG cadets in Good Standing only.
5. Provides the DCS with the weekly schedule for training. Training will occur on Tuesday and Thursday during Cadet Activity time.
6. Additional training outside of Cadet Activity time must be pre-approved with cadets placed on status by the DCO.

e. Additional requirements and guidance.

1. Being a member of the FG in one of the most honored positions any cadet may have at NMMI.
2. The FG is not a method to obtain tour credit. The benefit of FG selection is the individual honor that goes with the cadet in Good Standing who may march tours at the flame.
3. The FG is normally scheduled for all major NMMI events including but not limited to:
 - a) Fall and Spring Family Weekend
 - b) Homecoming
 - c) Veteran's Day
 - d) Patriot's Day (11 September)
 - e) The primary fall and spring Admissions Open House
4. There is no requirement for FG to march flame tours after TAPS or before REVEILLE on any given day of a special event date. The FG OIC/NCOIC is free to request the period of time he/she wishes the flame tours to be marched to the DCS with status requests then forwarded to the DCO to cover accountability.

f. Uniform

- 1.** The Flame Guard uniform consists of the following:
 - a)** Each cadet's issued, individually tailored blue uniform pants, coat, and white shirt with their current rank and all authorized awards and decorations (follow Uniform SOP).
 - b)** The FG service hat with red trim.
 - c)** White gloves.
 - d)** White "Ceremonial Belt" (new issue item 2014).
 - e)** Black Corfam Oxford Shoe (not issued but available for purchase). This item is authorized for wear by FG personnel when on status to march tours on the flame.
 - f)** FG shoulder cord as described above.
 - g)** US Army issue type silver wire frame sunglasses.
 - h)** Sam Brown Belt with accessories including sword or saber as appropriate.
 - i)** Chromed drill rifles and white slings.

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