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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for the Selection of Matchin Award Winners

1. Purpose. This Standard Operating Procedure (SOP) details the criteria for the selection of the Matchin Award Winners.
2. Applicability. This SOP is effective 9 October 2018 and applies to the Corps of Cadets and will expire at the discretion of the NMMI Commandant of Cadets.
3. Scope. This SOP identifies the criteria for the selection of Matchin Award Winners.
4. Responsibilities.
 - a. Each college cadet will make sure they understand the criteria for the selection of the Matchin Award winners.
 - b. The Cadet Chain of Command will ensure that college cadets understand this SOP.
 - c. Troop Chain of Command of college troops will make the selection of a primary and alternate candidate for the Matchin Award winner.
 - d. Troop Leadership Advisors will ensure that the primary and alternate candidates meet the criteria to be selected as a Matchin Award winner.
5. Procedures.
 - a. Criteria
 - 1) Winners should be August Best New College Cadet from each troop.
 - 2) Cadets must have a minimum semester GPA of 2.5 or higher.
 - 3) Cadets must have a semester department grade of B or better.
 - 4) Cadets must have passed their PT test.
 - 5) Cadets will have participated in at least one community service project during the fall semester.
 - 6) Matchin Award winners will be announced the third weekend of January.
 - 7) Matchin Award winners will be promoted to Cadet Corporal.
 - b. Guidelines
 - 1) Troop staff will select their nominees by 10 December.
 - 2) Troop Commander will turn in names to their Troop Leadership Advisor.
 - 3) Troop Officer will review the primary and alternate to ensure both meet the criteria for the Matchin Award.
 - 4) Troop Leadership Advisor will turn in names to Deputy Commandant for Support (DCS).

- 5) DCS will submit qualified cadets to the commandant for approval.
- 6) DCS will have Special Order published announcing the Matchin Award Winners.

c. Ceremony

- 1) Matchin award winners will be recognized toward the end of January at the same time new cadets turn to yearlings.
- 2) DCS will prepare the LOI for the Matchin Award Ceremony that at a minimum, will include representatives from the Matchin family presenting the awards in front of the entire Corps.

Arthur C. Houghtby II
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Interim Commandant of Cadets