



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS

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Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for window stickers.

- The stickers are to identify the living quarters of Troop Commanders, First Sergeants, (Command) Sergeant Major(s), and Squadron Commanders
- At the end of each year, or semester dependent whether a demotion, promotion, or graduation occurs before the end of the year, the stickers will be turned in. SCOs and SGMs will turn them in to their respective SLAs and TCs and 1SGs will turn them in to their respective TLAs so they may be passed out for the new incoming cadre.
- The CSM and OPS SGM will turn theirs into the DCS
- The stickers will also serve as a replacement to troop window letters
- The following are examples of how they should be placed in rooms with front windows.

(The red stickers)





- For Tower Rooms with windows in the door itself this an example of how it should be



- All window cards will be placed in accordance with what side the cadet lives on, if cadets live in a three man hole, place the 3rd sticker upper corner closest to the door.

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