

CORPS RECRUITING

Standard Operating Procedure



Texas A&M University

Corps of Cadets

Headquarters

1. RECRUITING PROGRAMS

- a. Spend the Night With the Corps (SNWC)
 - i. SNWC is held about 15 times each semester on either a Monday-Tuesday or Thursday-Friday. Dates can be found on the cadets website on the recruiting calendar.
 - ii. Major Units will need to provide two (2) runners in Summer Class Bs from 1600-1700 to take prospects from the Corps Center to their host outfits to drop off their belongings and then bring them back to the Corps Center.
 - iii. Outfits are responsible to pick up their prospects from the Corps Center at night. Outfits should be at the Corps Center NLT 2055 to pick up prospects.
 - iv. From 2100 the first day until 0925 on the second day outfits are responsible for their prospects. All cadets should be on their best behavior while hosting prospects. See the Cadet Rules for Hosting Prospects on the recruiting page of the cadets' website for a complete list of rules.
- b. Extended Programs
 - i. In addition to SNWC, Corps Recruiting hosts three extended programs each semester: the Aggie Eagle Program, the Junior Cadet Accessions Program (JCAP) and the 4H/FFA Program.
 - ii. These programs start on either a Thursday or Friday and have activities through the end of Saturday. Some prospects will need to stay until Sunday morning for travel arrangements. Schedules for these events will be posted to the recruiting page when available and the dates can be found on the recruiting calendar.
 - iii. Outfit and Major Unit responsibilities will be similar to SNWC programs and will be detailed further in the schedules.
 - iv. All cadets should be on their best behavior while hosting prospects. See the Cadet Rules for Hosting Prospects on the recruiting page of the cadets' website for a complete list of rules.
- c. Spend the Day With the Corps (SDWC)
 - i. SDWC is held twice each summer and allows rising juniors and seniors in high school and their parents to see A&M's campus, get admissions and financial aid briefings, and get a better knowlege of what it means to join the Corps of Cadets.



- ii. SRC is responsible for supportin SDWC

2. RECRUITING PERSONEL JOB DESCRIPTIONS.

a. Corps Recruiting Officer

- i. Corps Staff will have one (1) senior cadet to serve as the Corps Recruiting Officer.
- ii. Reports to the Corps Commander and the Assistant Commandant for Recruiting (ACFR)
- iii. Responsible for coordinating all cadet recruiting efforts. Approves all individual recruiting awards. Responsible for turning in recruiting points accumulated by each outfit for the J. J. Schez Award to the ACFR
- iv. Directly oversees the Major Unit Recruiting Officers, the Corps Recruiting Sergeant, the Darling Recruiting Company (DRC) Commander, the Aggie Eagle Post Commander and the Summer Recruiting Company (SRC) Commander.

b. Corps Recruiting Sergeant

- i. Corps Staff will have one (1) junior cadet to serve as the Corps Recruiting Sergeant.
- ii. Reports to the Corps Recruiting Officer.
- iii. Responsible for enforcing all Corps Recruiting Policies throughout the Corps. Ensures Major Unit Recruiting Staffs are accounted for at all required recruiting activities and meetings. Assumes Corps Recruiting Officer duties and powers in his/her absence.

c. Major Unit Recruiting Officer

- i. Each major unit staff will have one (1) senior cadet to serve as their Recruiting Officer.
- ii. Report to the Corps Recruiting Officer on matter dealing with recruiting.
- iii. Responsible for coordinating all cadet recruiting efforts within their major unit. Encourages and assists the outfits below them in their recruiting endeavors. Ultimately responsible for ensuring the cadets in the outfits below them are following both their major unit policies, all corps policies and that outfits send representatives when required. Responsible for coordinating their major unit recruiting board and enforcing that their subordinate outfits have up to date recruiting boards.
- iv. Directly oversees their subordinate outfit recruiting officers and their major unit recruiting sergeant(s)

d. Major Unit Recruiting Sergeant(s)

- i. Each major unit staff will have one-two (1-2) junior cadet(s) to serve as their recruiting sergeant(s).



- ii. Report to their major unit recruiting officer.
 - iii. Responsible for tasks given to them by their officer.
- e. Outfit Recruiting Officer
- i. Each outfit will have one (1) head recruiting officer responsible for his/her outfit's recruiting efforts.
 - ii. Report to their outfit commanders and their major unit recruiting officers.
 - iii. Directly oversees their outfit recruiting efforts. Responsible to ensure cadets attend all required recruiting activities. Ensures outfit compliance with Corps and Major Unit Recruiting policies. The outfit recruiting officer is ultimately responsible for outfit attendance at required activities and giving their outfit recruiting sergeant(s) and corporal(s) appropriate directives. Ultimately responsible for his/her outfit's recruiting board.
- f. Outfit Recruiting Sergeants and Corporals
- i. Each outfit will have one (1) or more recruiting sergeants and one (1) or more recruiting corporals.
 - ii. The chain of command will be dictated by the outfit's senior leadership if not by the major unit recruiting staff.
 - iii. The duties of the sergeants and corporals will be dictated by the outfit and/or major unit Recruiting Standard Operating Procedure(s).

3. RECRUITING SPECIAL UNITS

- a. Darling Recruiting Company (DRC)
- i. The DRC is responsible for informing young men and women in high school about the Corps of Cadets and its on-campus recruiting programs (SDWC, SNWC, AEP, JCAP, etc.)
 - ii. The DRC is to be an elite task force that handles activities outside of the day to day recruiting programs to include all on and off campus recruiting programs not handled by the Recruiting Chain or another special unit.
 - iii. Cadets from every outfit are encouraged to apply to join DRC as sophomores through seniors to help the Corps recruiting effort.
- b. Aggie Eagle Post
- i. The Aggie Eagle post is a group of cadets that have obtained their Eagle Scout or Gold Award, joined the Corps, and now desire to recruit similar high school students to join



the Corps.

- ii. The Aggie Eagle Post supports recruiting events related to scouting and works with the Corps Recruiting Chain to run the Aggie Eagle Program each semester.
 - iii. All cadets that have obtained their Eagle Scout or Gold Award and meet the unit's minimum requirements are encouraged to apply.
- c. Summer Recruiting Company (SRC)
- i. The SRC is a temporary unit comprised of cadets living in the Bryan-College Station area over the summer term.
 - ii. SRC cadets have the option to live in the Corps dorms and can apply for a 25% discount on their housing based on availability.
 - iii. SRC is responsible for all Corps activities from Final Review in May until Freshman Orientation Week in August.
 - iv. Outfits will receive points toward the J. J. Sanchez Award for each cadet that participates in SRC and meets the minimum requirements dictated by the SRC Commander.

4. RECRUITING AWARDS

- a. J. J. Sanchez Recruiting Award (Outfit)
- i. The J. J. Sanchez is awarded to the outfit with the highest recruiting and retention proficiency. The outfit is given a flag to bear at all formations, march-ins and runs as well as a cord for all cadets within the outfit.
 - ii. This award is given at one of the first home football games each year.
 - iii. The award is 50% Recruiting and 50% Retention as follows:
 1. **Recruiting (50% of total).** Outfits will be ranked in order and receive an inverse point value for each area (1st place will receive 36 pts., 2nd place will receive 35 pts., etc.)
 - a. **fish gains – 20%**
 - i. Rank order of outfits based on total number of fish as a percentage of the size of returning sophomores through seniors.
 - b. **Replacements - 10%**
 - i. Total number of replacements earned on the first week of school by the outfit will be divided by number of sophomore through senior cadets in the outfit as of the first day of school in the fall semester. (Theoretical replacement badges earned if cadets could earn more than one or if graduating seniors were awarded).



c. Applications – 10%

- i. Percent of prospects who attended a Corps program (SNWC, JCAP, AEP, or 4H/FFA) that have fully applied by 15 Jan.

d. Recruiting Points/Hours - 10%

i. Cadet logged Points/Hours on the cadets website - 7% overall

- 1. Fall Semester - 2%
- 2. Spring Semester - 2%
- 3. Summer - 2%
- 4. High School Visits - 1%

ii. Attendance at Required Recruiting Events – 3%

- 1. TBD by Corps Recruiting Officer
- 2. To include picking up prospects at recruiting events and all corps recruiting meetings

2. Retention (50% of total). Outfits will be ranked in order and receive an inverse point value for each area

a. fish retention – 40%

- i. fish retention is calculated from FOW Sunday until the first day of school the following year.

b. Sophomore retention – 5%

- i. Sophomore retention is calculated from the first day of school until the first day of school the following year.

c. Junior retention – 5%

- i. Junior retention is calculated from the first day of school until the first day of school the following year.

b. Outstanding Recruiting Award (Cadet)



- i. The Outstanding Recruiting Award is a ribbon and drape award presented to cadets that have demonstrated a willingness to go above and beyond in cadet recruiting. Cadets are nominated by their major unit staffs and are approved by the Corps Recruiting Officer.
- ii. Cadets are awarded at parents weekend.

c. Recruiting Award (Cadet)



- i. The Recruiting Award is a ribbon only award given to cadets once they have accumulated 40 recruiting points in a cadet class year (Final Review is considered beginning and end)
 - ii. Only points logged on the Recruiting Page of the cadets website will be considered.
 - iii. Cadets do not need to apply for the ribbon separately, they will be approved and awarded by the Corps Recruiting Officer.
 - iv. Consecutive awards will be noted by a small gold star. Up to four stars may be worn on the award as per The Standard before an additional ribbon should be added.
- d. Outstanding Major Unit/Corps Recruiters and Event P.O.C.s
- i. Each year at the CCA Recruiting Banquet one sophomore, junior, and senior from the major unit level as well as the Corps level are given a gift certificate to use at the CCA for their efforts throughout the year.
 - ii. Cadets are nominated by major unit staffs and approved through the Corps Recruiting Officer
 - iii. All major Recruiting Event P.O.C.s are also recognized and given gift certificates.
 - iv. There is no ribbon/medal associated with these awards.

5. RECRUITING BOARDS

- a. All outfits and staffs are required to maintain a Recruiting Bulletin Board in the hallway within their respective dormitory/unit areas. At a minimum the following information must be posted on the bulletin board:
- i. SNWC Agenda – may be customized to reflect outfit requirements
 - ii. Corps of Cadets Recruiting Personnel (All outfit level through Corps Staff)
 - iii. Reasonable recruiting goals for major unit/outfit.
 - iv. Information about cadet contact
 1. Can include some type of sign off sheet once cadets have contacted their prospects that month.
 - v. Schedule of runners for SNWC and other Recruiting events.

