



# **Ole Miss Army ROTC Alumni Board**



## **Standing Operating Procedures (ABSOP)**

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SUBJECT: Ole Miss Army ROTC Alumni Board Standing Operating Procedures (ABSOP)

1. The purpose of this ABSOP is to standardize roles and responsibilities for the Ole Miss Army ROTC Alumni Board and the Department of Military Science. Detailed lists of roles and responsibilities will be included in annexes as appropriate.

2. The Ole Miss Army ROTC Alumni Board serves to further the interest of the department in a variety of ways. Some of the Board's specific roles include:

- a. Advise and assist the Department on all matters relating to alumni relations.
- b. Assist in the preservation of the history of the program.
- c. Administer the Alumni Board Endowment (scholarship) Fund.
- d. Administer and solicit nominations for the Rebel Battalion Hall of Fame.
- e. Assist in the coordination of university and community issues.

3. The Department of Military Science recognizes the significant past and present contributions of the Alumni Board and the unique value of a Board of Officers who stand ready to provide advice and assist in keeping the program in the "band of excellence." Some of the specific responsibilities of the Department include:

- a. Maintain the alumni roster database.
- a. Coordinate and host an Alumni Board meeting a minimum of once per semester.
- b. Prepare and mail Rebel Battalion Insider (Alumni newsletter) once per semester.
- c. Provide all administrative support necessary for the Alumni Board.
- d. Manage the Endowment Fund and the Restricted Fund at the direction of the Alumni Board.

- e. Manage nominations and administrative requirements for the Hall of Fame.
  - f. Acquire, secure and maintain prints donated in commemoration of graduates.
  - g. Maintain Alumni Board files.
4. This ABSOP will be reviewed annually at the spring Board meeting.
  5. Submit recommendations for changes to the PMS at any time.

ROBERT W. CHESNUT  
MG, USA  
President

JOSEPH W. BLACKBURN  
LTC, AV  
Professor of Military Science

ANNEXES:

- A. Alumni Board Charter
- B. Hall of Fame Induction Criteria
- C. Hall of Fame Induction Procedures
- D. Endowment Fund
- E. Restricted Fund
- F. Commemorative print purchase and dedication procedures
- G. Newsletter
- H. Alumni Database management procedures
- I. Alumni Special Event Invitation List
- J. Recurring Events List
- K. Alumni Board Meeting Agenda

**ANNEX A (Bylaws) to Ole Miss Army ROTC Alumni Board SOP**

**BYLAWS**  
**THE ARMY ROTC ALUMNI CLUB**  
**OF**  
**THE UNIVERSITY OF MISSISSIPPI ALUMNI ASSOCIATION**

Article I. Name. The name of this organization shall be “The Army ROTC Alumni Club of the University of Mississippi Alumni Association,” hereinafter referred to as the “Army ROTC Alumni Club” or “Club.”

Article II. Purpose. The purpose of the Army ROTC Alumni Club shall be to deal effectively with matters pertaining to Army ROTC alumni and to promote the welfare of the Army ROTC unit and the University and to increase the affection that exists between the University and its alumni so that through their united efforts the University may develop into a greater educational institution which will serve the people of Mississippi more effectively and efficiently.

Article III. Rules and Regulations. The Army ROTC Alumni Club may adopt any other rules or regulations concerning its operation that its voting membership may deem necessary and proper, provided, such are not inconsistent with the Constitution of The University of Mississippi Alumni Association.

Article IV. Membership.

(a) Regular Members. Regular membership in the Club is bestowed upon all officers commissioned into the US Army from the University of Mississippi.

(b) Honorary Members. Honorary membership in the Club is bestowed upon any Army officer or noncommissioned officer who served as cadre at the University of Mississippi. Honorary membership in the Club may be bestowed upon alumni and friends of the University who are not otherwise classified as regular members.

Article V. Army ROTC Alumni Club Executive Committee.

(a) Membership and Officers. The club membership at a called meeting shall elect committee members, a president, and a secretary for two (2) year terms. The Professor

of Military Science will appoint a member of the ROTC cadre as treasurer and project officer.

(b) Authority. The Committee shall have the authority to act for and on behalf of the Army ROTC Alumni Club.

(c) Composition. The Committee shall have a minimum of three (3) and a maximum of eleven (11) regular members with the Director of Alumni Affairs and the Professor of Military Science serving as ex-officio members.

Article VIII. Duties and Responsibilities. The Committee shall have the following duties and responsibilities:

(1) To promote the best interests of The University of Mississippi Alumni Association and the University in all phases of its work.

(2) To promote the best interests of The Department of Military Science and its association with the University in all phases of its work.

(3) To coordinate the activities and programs of the Club; and receive, deposit, properly account for, and disburse funds for the Club in accordance with the policies and procedures established by the University of Mississippi Alumni Association.

Article VI. Meetings. The Army ROTC Alumni Club shall hold annual meetings at such time as directed by the Army ROTC Committee and may meet at such other times as it deems necessary.

Article VII. Voting. Any regular member of the Army ROTC Alumni Club in attendance at a duly called meeting of the Club may vote on any matter presented; provided, however, that the dues required in Article VIII have been paid.

Article VIII. Dues. The dues for membership in the Army ROC Alumni Club shall be set by the voting membership. Currently there are no dues required.

## **ANNEX B (Hall of Fame Induction Criteria) to Ole Miss Army ROTC Alumni Board SOP**

1. The purpose of this memorandum is to summarize the criteria for the Army ROTC Hall of Fame as prescribed by the Alumni Board committee.

2. Criteria:

- a. Received his/her commission through ROTC at The University of Mississippi. Exceptions are those who went into the service during WWII prior to receipt of their commission.
- b. Military career of substantial quality, although it could be for only a few years.
- c. If not long-time military service (active or reserve), the individual should have a substantial civilian record.
- d. If no active duty service, reserve duty should be extraordinary.
- e. Service in the nation's defense in another capacity other than active duty may be considered in lieu of military service: e.g. Under Secretary of Defense, etc.
- f. Service in combat a plus, but not required.
- g. KIA with any enrollment at Ole Miss and Army ROTC.
- h. No more than two persons per year will be selected. If more than two persons are nominated that nomination will carry over to the next year. Exception applies to KIAs. There is no limit to the number of KIAs that may be elected into the Hall of Fame in any given year.

3. These criteria have been unanimously approved by the Board of Directors of the Ole Miss Army ROTC Alumni Club on 12 February 2003. Any changes, deletions or additions to said criteria must be vote upon by the Board.

## **ANNEX C (Hall of Fame Induction Procedures) to Ole Miss Army ROTC Alumni Board SOP**

1. Purpose: To standardize procedures for induction into the Army ROTC Hall of Fame.
2. Who may be submitted? Nominees must meet the criteria established in Annex B of this SOP.
3. Who may submit a nomination? Anyone can submit a nomination.
4. How is a nomination submitted? The nomination should be submitted in written form but may be submitted verbally under extraordinary circumstances.
5. Format for nomination. There is no mandatory format. However, nominations should include the following information (example included in Appendix 1 of this Annex):

Submitted By: \_\_\_\_\_, Phone number, email address

- Name
  - Year graduated from Ole Miss (degree if known)
  - Year commissioned from Ole Miss Army ROTC
  - Branch (IN, AR, etc.)
  - List of assignments (if known)
  - List of military schools completed (if known)
  - List of military awards received (if known)
  - Narrative of substantial military accomplishments (why the individual should be considered for the Hall of Fame)
  - Narrative of substantial civilian accomplishments (why the individual should be considered for the Hall of Fame)
  - Recommendations or other supporting data (if desired)
  - Nominee's current address
6. How to submit a nomination. Nominations should be submitted to the Professor of Military Science. PMS will consolidate nominations for presentation to the Alumni Board at the fall or spring Board meeting. It is preferable for nominations to be submitted in the fall. This will provide ample opportunity for the Board's consideration, formal vote and notification of selectee in time for formal induction ceremony at the spring formal. Nominations provided after the fall



Board meeting may still be considered for spring inductions but provide less time to accomplish all requirements.

7. Voting. The Alumni Board may vote on nominations at either the fall or spring Board meeting. Minutes of the meeting will be the official record of the vote.

8. Notification of Selectee. Upon formal approval by the Board, the PMS will notify the Selectee through formal written correspondence. Example included in Appendix 2 of this Annex.

9. Induction. The Hall of Fame induction will normally be held during the spring formal (Dining Out). The spring formal is traditionally held during the Red-Blue weekend in order to maximize Alumni participation. Events and associated responsibilities are as follows;

- Notification of Selectee – PMS.
- Invitation for Spring Formal mailed to Selectee – Department secretary.
- RSVP (meal selections, assistance in securing hotel) – Selectee.
- Secure funds for Selectee meal(s) – Alumni Board.
- Obtain Hall of Fame plaque for presentation – PMS.
- Notify media – PMS.
- Selectee name and (brief) bio included in Program – PMS.
- Remarks for the Induction – Alumni Board president.
- Presentation of the plaque – Alumni Board and PMS.
- Coordinate other events for recognition (baseball game, football game, etc.) – PMS.
- New inductee's name etched on Department's Hall of Fame plaque – PMS

10. These are the minimum procedures for Hall of Fame inductions. They may be amended or added to at the discretion of the Alumni Board and PMS.

Appendix 1 (Format for Hall of Fame Nomination) to Annex C (Hall of Fame Induction Procedures) to Ole Miss Army ROTC ABSOP

Submitted by: CPT Steve McQueen (Ole Miss 97'), (557) 812-1667; [Smcqueen@hotmail.com](mailto:Smcqueen@hotmail.com).

1. CPT John K. Dillinger
2. Graduated May 1996, Mechanical Engineering
3. Commissioned May 1996
4. Infantry
5. Assignments:
  - 101<sup>st</sup> Airborne Division 1997 – 2000 (Rifle Platoon Leader, Company XO)
  - 82<sup>nd</sup> Airborne Division 2000 – present (Rifle Company Commander, SF Team leader)
6. IOBC, Airborne, Air Assault, Ranger School, Special Forces Qualification Course, INCCC
7. Silver Star, Bronze Star with “V” device, Purple Heart
8. CPT Dillinger distinguished himself as a Rifle Company Commander in Iraq and as a Special Forces Team Leader in Afghanistan. His “A” Team was responsible for the capture of Achmed Al-Asan on the Pakistani border in January of 2004. Al-Asan was a key leader in Al-Qaeda and was reportedly responsible for the recruiting, training and equipping of suicide bombers in Iraq. CPT Dillinger was wounded in the action to seize Al-Asan.
9. NA.
10. Silver Star citation attached.
11. Nominee’s current address: 1221 Almond Tree Dr., Fayetteville, NC 62677

Appendix 2 (Notification Letter) to Annex C (Hall of Fame Induction Procedures) to Ole Miss Army ROTC ABSOP

November 17, 2005

CPT John Dillinger  
1221 Almond Tree Dr.,  
Fayetteville, NC 62677

Dear Captain Dillinger:

On behalf of the Ole Miss Army ROTC Alumni Board and the ROTC Department, it is my distinct privilege to congratulate you on your recent selection to the Ole Miss Army ROTC Hall of Fame! Your achievements during your outstanding career are extraordinary and add great value to the reputation of this organization.

The Board plans to formally induct you into the Hall of Fame during our Joint Dining Out on 7 April 2006. The location is the new Oxford Conference Center. We would be delighted if you have the opportunity to be present for the induction. We are additionally coordinating a recognition ceremony at one of the on-campus sporting events for the following day if you are able to attend. We will provide you more information as it becomes available. It is my sincere hope that you are available to attend both of these ceremonies. Once again, congratulations on this well-deserved recognition. In addition to your impressive career, your reputation as an outstanding former APMS in the department still stands. We look forward to seeing you.

Sincerely,

Joseph W. Blackburn  
Lieutenant Colonel, US Army  
Professor of Military Science

## **ANNEX D (Endowment Fund) to Ole Miss Army ROTC Alumni Board SOP**

### **Administrative Guidelines ARMY ROTC ALUMNI ENDOWMENT FUND The University of Mississippi**

#### **I. General**

In June of 1996, The Army ROTC Alumni established The Army ROTC Alumni Endowment Fund at the University of Mississippi. The purpose of this fund is to strengthen the ROTC program by offsetting expenses of worthy Army ROTC scholarship and non-scholarship cadets. The fund, with the approval of the Army ROTC Alumni Board, may be used for other educational purposes for the Department of Military Science.

#### **II. Qualifications**

Candidates for receipt of funds must:

1. Be a full-time Army ROTC Cadet enrolled at The University of Mississippi.
2. Be of good moral character.
3. Have demonstrated leadership ability.
4. Have demonstrated interest in the Military as a career.

#### **III. Selection**

Applicants will be reviewed and nominated by a board of officers convened by the Army ROTC Professor of Military Science. An Order of Merit List (OML) will be made and

forwarded to **The Army ROTC Alumni Club Executive Committee**. Based on a majority vote of the committee, money will be awarded on a year to year basis. Recipients will reapply yearly, up to four years, to receive endowment funds.

#### IV. Fund Management

The principal assets of **The Army ROTC Alumni Endowment Fund** shall be kept intact and only the income from the principal assets shall be used to finance scholarship moneys. **The Army ROTC Alumni Endowment Fund** is an open fund which may be increased through additional contributions and may receive the proceeds from bequests, trusts, life insurance, real estate and personal property. Additions to the fund shall be subject to the award conditions contained in these guidelines.

The earnings shall be distributed in accordance with the spending policy established by the Joint Committee on University Investments. Currently, spendable return per unit will be calculated for each fiscal year at five percent (5%) on the average December 31 market value for the previous three years. Owners of units in the Combination Pools will receive quarterly distributions of twenty-five percent (25%) of the annual spendable return per unit based on the average number of units owed during the quarter. Yield in excess of five percent will be added to the individual endowments for reinvestment. Quarterly distribution may be returned to the foundation for addition to the endowment.

Endowments with no appreciation will receive only actual current yield. Should income in any year exceed the amount needed to fund the scholarship, the excess earnings shall be returned to the corpus of endowment.

All distributions of income are to be made following distribution of a portion of the income to The University of Mississippi foundation for administrative fund management. The amount of income distributed for this purpose is to be consistent with policies established by the Board of Directors of The University of Mississippi Foundation.

In administering the endowment, The University of Mississippi Foundation shall have all the power in the Mississippi Uniform Trustees Power Law (presently Section 91-9-101 et seq., Mississippi Code Annotated 1972) as amended from time to time or its then effective counterparts.

**The Army ROTC Alumni Endowment Fund** shall be administered in the best constituted practices used in institutions of higher learning. The recipient shall be a full-time University student and Army ROTC cadet as selected by the Army ROTC Alumni Club Executive Committee.

The Foundation shall invest and reinvest all property of the fund in such assets as would be acquired by prudent persons of discretion and intelligence in such matters who are seeking a reasonable income and preservation of capital.

Publicity shall be given to the **Army ROTC Alumni Endowment Fund** as deemed appropriate by The University of Mississippi Foundation and the Donor.

IN WITNESS WHEREOF, The University of Mississippi foundation has caused this Memorandum of Agreement to be duly executed and its seal to be hereunto affixed as the day and year first above written.

(Note: original copy with signatures is located at Barnard Hall)

## **ANNEX E (Restricted Fund) to Ole Miss Army ROTC Alumni Board SOP**

1. This Annex identifies procedures for the Alumni Board's Restricted Fund.
2. The Restricted Fund is distinctly different from the Endowment fund. Unlike the Endowment fund, the purpose of this fund is to pay for administrative costs and other purchases approved by the Alumni Board. An example is the Board's annual purchase of military artwork dedicated to the graduating class.
3. Responsibilities:
  - a. The Alumni Board will approve all purchases from the Restricted Fund. If the Board is not available to vote, the Board President has the authority to approve a purchase if the total is less than \$500.
  - b. The PMS, or his designated representative, will manage the account and will execute purchases approved by the Board.
  - c. The PMS will brief the Board on the status of the Restricted Fund during each Board meeting.
4. Contributions to the account. The Restricted Fund is funded solely through donations. Donors may elect to specify which fund (Endowment or Restricted) they want their donations to be deposited in. Important note -- non-specified donations will be deposited into the Endowment fund. If, in the future, the Board votes to establish Alumni dues, those funds will be deposited in the Restricted Fund.



## **ANNEX F (Commemorative Print Purchase) to Ole Miss Army ROTC Alumni Board SOP**

1. This Annex identifies procedures for the Alumni Board's selection, purchase and dedication of the commemorative print.
2. General. In 2002 the Alumni Board decided to purchase a piece of military artwork each year to commemorate the year's graduating (commissioning) class. A plaque mounted on the matting of the print contains the names of all Ole Miss cadets that are projected to receive their commission during that fiscal year. The print becomes the permanent property of the Department and will be mounted in the hall.
3. Responsibilities:
  - a. The Department will present a slate of prints for the Alumni Board to consider during the spring Board meeting.
  - b. The Board will select the print during the spring Board meeting. The Board may select one of the prints presented or may choose a different print at their discretion.
  - c. The Department will purchase the print, have it professionally matted, and ensure that all cadets receiving their commissions are listed on the plaque along with their branches (if known). The print will be ready for dedication to the class during the spring formal.
  - d. The Board president and all members in attendance will present the plaque to the cadet battalion commander during the spring formal.
  - e. The Department will ensure the print is displayed in a prominent location in the Hall and is responsible for the security and maintenance of the print from that point forward.
4. Selection of artwork. The print may be any military artwork selected by the Board. The focus of the print should be on military leadership, duty and/or sacrifice. A connection of the artwork to the Department is preferable but not required.

## **ANNEX G (Alumni Newsletter) to Ole Miss Army ROTC Alumni Board SOP**

1. This annex identifies procedures for publishing the Alumni Newsletter (Rebel Insider).
2. General. The purpose for producing and distributing the Rebel Insider is to keep all Ole Miss Army ROTC Alumni informed of the status of the program.
3. Responsibilities:
  - a. The Department will produce and distribute an edition of the Rebel Insider once per semester.
  - b. All Alumni are encouraged to submit brief notes or announcements to the newsletter. The Alumni Board president will include remarks in each edition as appropriate.
  - c. The PMS will present a draft of the current semester's Rebel Insider to the Board at each Board meeting. After any changes are made, the Department will print and mail to all addresses on the data base.
  - d. The Department will fund publishing and mailing the Rebel Insider through the 25 account. If necessary, the Department may ask for assistance from the Alumni Association.
  - e. An electronic copy of each edition will be posted on the Rebel Battalion web site. The web site will include an archive of previous editions.
4. Security of information. The mailing list will not be shared with any organization outside of the University.
5. Careful management of the Alumni data base (see Annex H) is essential for the success of the newsletter.

## **ANNEX H (Alumni Database Management Procedures) to Ole Miss Army ROTC Alumni Board SOP**

1. This annex identifies responsibilities and procedures for managing the Alumni Database.
2. General. The database provides a single source listing of all Alumni who have received their commission through Ole Miss Army ROTC. In addition to its usefulness as a historical document, the primary purpose of the list is to facilitate communications between the Department and its graduates.
3. History. While planning the Ole Miss ROTC Reunion in the fall of 2002, the Department recognized a need to develop a list of all Army ROTC Alumni. With funding provided by the office of the Vice Chancellor for University Relations, the Department conducted an extensive search of all available documents in order to produce an accurate list of all Army ROTC Alumni. CDT Ian Benson spearheaded this effort. A copy of the methodology used is included at Appendix 1 to this Annex.
4. Responsibilities:
  - a. The Department will maintain a list of all alumni who received a commission through Ole Miss Army ROTC. The list will be organized by the year the commission was received. It will contain, if possible, the full name, mailing address, email address and phone number of all alumni. Alumni who have attained the rank of General Officer will be annotated in bold. The list will be immediately updated with new information as appropriate.
  - b. All Alumni are encouraged to update their addresses, phone numbers and email addresses when they change.
  - c. The Department will compare this list to the Alumni Association on an annual basis (to be completed NLT the end of each spring semester).
5. Security of information. The Department will not share this list with any individual, agency or organization outside of the University of Mississippi. The Department may share the information with the Alumni Association if requested.

## APPENDIX 1 (History and Methodology) to ANNEX H (Alumni Database Management Procedures) to Ole Miss Army ROTC Alumni Board SOP

The Department of Defense established the Army Reserve Officer Training Corps at the University of Mississippi in 1936 on a trial basis. When cadre reported in the spring of 1936, no one could have predicted how fast the popularity of the program would grow in only a couple of years. Classes began in the fall of 1937. Students signed up for the classes were placed in either a basic course, or those students having prior military service could participate in the advanced course. Those in the Basic course would receive two years of military instruction, after which cadre would choose the best students to continue with the advanced course. After taking first year of the advanced class, cadets received a non-commissioned officer slot in the infantry reserve, while those cadets preferring to stay in the program and complete the second year of the advanced course received a commission in the Reserve as an infantry officer.

In 1938, the program commissioned its first four lieutenants. The popularity of the program spread, enrollment growing to over 200 students where the number would remain until the mid 1940s.

In 1944, with the beginning of state OCS, the number of ROTC commissionees dwindled due to the change of mission. The ROTC program acted as a holding brigade for ROTC graduates, Infantry OCS graduates, and members of the enlisted reserve. Also in 1944, the ASTP program began at the university. This program called for students to enlist and train, branching them into engineering or medical service. From 1944 to 1946, the ROTC program would only commission three lieutenants. However, by 1947, the program's enrollment was back up to pre-war numbers despite having to compete with the newly organized Navy ROTC and the immersion of the Air Force, which would form its own ROTC wing at the university in 1950.

The university administration made ROTC a compulsory class for all male students in the early fifties, but protesting in the late 1960s forced the university to rescind its mandate in 1970. ROTC remained a popular class and enrollment remained high until the 1980s when numbers fell gradually to what they are today.

Today the program boasts an illustrious history. Over 1600 men and women have received their commission in the United States Army or Reserve, having at least thirteen alumni to have reached the rank of general.

The names on the Army ROTC Alumni list were accumulated from the previous list of alumni which consisted of every student who had taken an ROTC class and the list of alumni from the web site. Those 2700 names were then cross referenced with year books, award plaques, and class records. The original list contained names of people that did not have received their commission from Ole Miss. Through an exhaustive cross-referencing effort, the original list was pared down to roughly 1600. The resultant list is the best source of Ole Miss Army ROTC Alumni available.

## **ANNEX I (Special Event Invitation List Procedures) to Ole Miss Army ROTC Alumni Board SOP**

1. This annex identifies procedures for developing and maintaining an alumni invitation list for special events.
2. General. The Department encourages all Alumni to attend official events such as Commissioning, Dining Out, Awards Day, etc. It is not economically feasible to mail an invitation to all Alumni so the Department will maintain a listing of all local Alumni who may desire to attend these functions.
3. Responsibilities:
  - a. The Department will maintain a list of all local alumni who are in a position and may have expressed a desire to attend military functions.
  - b. The PMS will distribute the list to the Alumni Board at least once annually for their review. This can be done more often as the situation warrants.
4. Security of information. The Department will not share this list with any individual, agency or organization outside of the University of Mississippi.

## **ANNEX J (Recurring Events Timeline) to Ole Miss Army ROTC Alumni Board SOP**

This annex identifies a timeline of recurring events.

JAN Deadline for submitting Hall of Fame nominations

FEB Spring semester Alumni Board meeting

- Standard Agenda
- Hall of Fame nominations vote
- Commemorative Print vote
- Spring Newsletter review
- Board selects new Officers

MAR Publish Spring Rebel Insider (newsletter)

APR Hall of Fame inductions

MAY Spring Commissioning Ceremony

JUN

JUL Summer Commissioning Ceremony

AUG

SEP

OCT Fall semester Alumni Board meeting

- Standard Agenda
- Fall Newsletter review (Hall of Fame solicitations)
- Early Hall of Fame nominations accepted

NOV Publish Fall Rebel Insider (newsletter)

DEC Fall Commissioning Ceremony

## **ANNEX K (Alumni Board Meeting Agenda) to Ole Miss Army ROTC Alumni Board SOP**

This annex identifies the standard template for Alumni Board meetings.

- President calls meeting to order (Pres)
- Review/approve minutes from last meeting (PMS)
- Rebel Battalion Update (PMS)
- SY 05-06 Training Highlights (PMS)
- Hall of Fame Nominations (All)
- Endowment Fund update (PMS)
- Review Draft Newsletter (PMS)
- Select new Board Officers – spring only (Pres)
- Questions / Issues / Discussion (All)
- Close the meeting (Pres)