



NEW MEXICO MILITARY INSTITUTE

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OFFICE OF THE COMMANDANT

1 August 2020

Memorandum for: Corps, Staff, and Faculty

Subject: Standard Operating Procedure for Reserving NMMI JRT Suites and JRT Apartments.

1. Purpose. This Standard Operating Procedure (SOP) details the procedures for the management of the (2) JRT Suites and Apartments (6) barracks style rooms; 201, 203, 205, 207, 209, 211).
2. Applicability. This SOP is effective 9 October 2018, applies to the Staff, and Faculty and will expire at the discretion of the Commandant of Cadets.
3. Scope. This SOP identifies the procedures for the management of the JRT Suites and Apartments. The (6) barracks-style apartment rooms each have two bunkbed/desk units and one sink with two built in wall lockers and one closet. Each room has its own HVAC system. The barracks-style rooms are provided as a convenience and room assignment is intended to be temporary unless an exception to this policy has been approved on an individual basis. WiFi and cable TV are also available.
4. Duties and Responsibilities.
 - a. The Deputy Commandant for Support (DCS).
 - 1) As JRT/VMV Building Supervisor, the DCS is the staff officer responsible for managing these rooms IAW this SOP or as directed by the Commandant or Superintendent.
 - 2) The DCS will manage work orders, key requests, and other administrative issues with the occupants and the appropriate staff departments as needed.
 - 3) The DCS will coordinate with the staff or faculty personnel and their Tier One supervisor/department head before providing keys to occupants.
 - 4) The DCS will notify NMMI HR when a staff or faculty member moves in or out of the building.
 - b. H.R. officer. The NMMI HR officer will manage any contractual or pay arrangements with approved occupants.
5. Procedures.
 - a. The six barracks style rooms/apartments are allocated based on three categories as follows:
 - 1) Category One (two rooms designated): Includes new full-time employees. When space is available, a room may be assigned for up to six weeks. This category allows a new employee sufficient time to find permanent housing in Roswell.
 - 2) Category Two (three rooms designated): Intermediate occupancy for temporary or seasonal employees under contract for a portion of the school year, normally by semester or for the length of an employee's contract as approved. This category should not go beyond the end of May in any case. Includes stipend part-time coaches or intern coaches.
 - 3) Category Three (one room designated): Short to intermediate time housing may be made available for an extenuating circumstance as deemed appropriate by the Commandant of Cadets. This term will be granted for a pre-determined length of time not to exceed 90 days. This will provide flexibility in circumstances that may not fit another category.

- 4) Exceptions. Provided only when space is available and Tier One approves the exception.
6. Physical Security and Rules governing use of the Apartments/barracks style rooms.
 - a. NMMI is a 100% tobacco free area.
 - b. Alcohol is not permitted.
 - c. Occupants will not have additional overnight guests without the approval of their department heads. Due to limitations of the building infrastructure, long term occupancy and occupancy in excess of one person per assigned barracks room can lead to unnecessary stress on plumbing and custodial systems.
 - d. Occupants are responsible for locking their assigned room and are responsible for locking all access doors to the top floor after business hours to prevent unauthorized access to the floor.
 - e. Occupants are responsible for keeping their rooms cleaned and in a serviceable condition. All trash will be removed daily and placed in the hallway trash cans for custodial housekeeping.
 - f. Open flame or heat producing appliances are prohibited in the barracks rooms.
 - g. Occupants may place bunk mattresses on the floor for their convenience.
 - h. Occupants will not allow cadets on the floor for any reason.
 - i. At termination of employment the occupant must clear the room and clean it removing all personal items as soon as possible. Keys will be turned in to the DCS or in rare circumstances keys may be left on the desk in the room if the occupant must depart after hours or on weekends or holidays.
 7. Physical Security and Rules governing use of the Suites.
 - a. The Suites (two; North and South) are normally occupied by 12-month contracted members of the Commandant's staff who are also normally expected to be available for emergency recall to handle cadet emergency situations. The Suites are designed for long-term occupancy and may accommodate family members or friends of the occupants on a longer term basis than the barracks style rooms.
 - b. Occupants are responsible for locking their assigned room and are responsible for locking all access doors to the top floor after business hours to prevent unauthorized access to the floor.
 - c. Occupants may submit their own work orders.
 - d. Occupants are responsible for keeping their rooms cleaned and in a serviceable condition. All trash will be removed daily and placed in the hallway trash cans for custodial housekeeping.
 - e. Occupants will not allow cadets on the floor for any reason.
 - f. Occupants are provided with an inventory annually of NMMI property items and will personally conduct that inventory and return their inventory sheets back to the Facilities Dept.
 - g. At termination of employment the occupant must clear the room and clean it removing all personal items as soon as possible. Keys will be turned in to the DCS or in rare circumstances keys may be left on the desk in the room if the occupant must depart after hours or on weekends or holidays.

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Interim Commandant of Cadets