



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS

DEAN OF STUDENTS

Memorandum for: NMMI Faculty, Staff, and Corps of Cadets

15 September 2020

Subject: Standard Operating Procedure for the New Mexico Military Institute Life Coaching Center

1. Purpose:

To provide a Standard Operating Procedure (SOP) for the Life Coaching Center (LCC) at New Mexico Military Institute, (NMMI).

2. Mission:

The mission of the LCC is to provide accessible life coaching for cadets.

3. Scope:

a. Purpose:

- 1) Deepen Cadets awareness of self
- 2) Improve Cadets performance
- 3) Enhance Cadets quality of life
- 4) Assist Cadets in finding solutions to issues

b. Vision:

Cadets capable of resolving daily issues and problems through logic, reason, and patience in regard to the requirements presented by classroom and Corps.

c. Strategy:

- 1) Individual coaching
- 2) Group coaching
- 3) Mentoring program
- 4) Off post referral

4. Services:

The LCC offers free coaching to help cadets address personal and interpersonal concerns or stressors. Our approach is collaborative, developmental, and strengths-based which means that we know cadets possess a variety of strengths, resources, and abilities when they arrive for assistance. Our goal is to help cadets capitalize on these strengths by developing new skills and insights to better navigate their concerns in the future.

1) Individual Coaching:

Life coaching sessions are held for approximately 30 minutes on a scheduled or walk-in basis. Sessions should be held during cadets free time (non-academic time) whenever possible. During appointments, cadets work collaboratively with his or her life coach to identify and address primary concerns.

For example, but not limited to:

- Feel unhappy or hopeless
- Worry excessively or feel on edge
- Have difficulty concentrating on schoolwork or other extracurricular activities
- Experience changes in your appetite (weight gain or loss of appetite)
- Have difficulty sleeping or falling asleep
- Experience a loss of a loved one or traumatic breakup
- Use of alcohol, tobacco, or other
- Feel overwhelmed
- Thoughts of harming yourself or others

2) Group Coaching:

The LCC provides substance abuse education for the Corp of Cadets.

NMMI has a strict policy regarding tobacco and alcohol use. Cadets who receive a penalty for same use are required to meet with a counselor for education and assessment; as well as complete training during scheduled group sessions.

3) Mentoring Program

Troop Leadership Advisors (TLAs), and/or Squadron Leadership Advisors (SLAs) are the primary and first point of contact for cadets. TLAs and SLAs who pair cadets with a mentor will inform the LCC of same, and direct mentored pairs to the LCC. The life coach will set scheduled development and assessment appointments with the mentor and mentee until (in consultation with the TLA/SLA) mentored cadet is able to be successful on their own. The LCC can and will conduct mentor training as requested.

4) Off Post Referral

Off post referrals for (not limited to) mental health therapy, behavioral health counseling, and/or hospital admission will be conducted through, and in consultation with the NMMI infirmary. The infirmary either transport the cadet, or call 911 services to pick up the cadet.

Off post referral is primarily for, but not limited to:

- Psychiatric assessment and diagnosis
- Self-harming (see appendix A)
- Suicidal Ideations

5. Documentation:

All and any encounters with cadets will require the life coach to annotate same in the Cadet Record Review (CRR). Life coaches will also notify the TLA, SLA, Deputy Commandant of Operations (DCO), and the other life coaches of same via e-mail.

6. Confidentiality:

The LCC will recognize their primary obligation regarding confidentiality is to the cadet, but balance that obligation with an understanding of NMMI's inherent rights to be the guiding voice in the cadet's life. Confidentiality is the ethical and legal term ascribed to the information communicated within the life coaching relationship, and it must be maintained unless keeping that information leads to foreseeable harm. "Foreseeable harm" is different for each cadet, and is determined by cadet's maturity, age, and the setting. Exceptions to confidentiality exist, and cadets should be informed when situations arise in which the life coaches have a responsibility to disclose information obtained in counseling relationships to NMMI.

7. Certification:

NMMI Life Coaches will hold at minimum a Level I Life Coach Certification from the Life Coach Institute, or a Life Coaching Certification from an International Coaching Federation (ICF) accredited program.

8. Credentialing:

Life coaches will be required to maintain their own certifications and credentialing requirements. Required continuing education, credentialing, and cost associated with same will be purchased through the NMMI, LCC budget.

The POC for this SOP is the NMMI Director of the Cadet Counseling Center – 575-624-8211

Chance Mace
Major USAR
Chaplain/Director of the Life Coaching Center

Appendix A

Self –Harming procedure:

1. TLA/SLA links Cadet with the LCC.
2. LCC escorts the Cadet to the infirmary for base line body examination.
3. Based upon “base line” assessment, LCC prescribes future body examination schedule (i.e. 1, 2, 3 times per week, month, etc.) To be reassessed as time passes showing favorable results.
4. Cadet sees LCC regularly (min – once per week).
5. Future cutting/missed LCC/INF appointments, will call for medical board review.
6. Medical Board will convene to determine forward action – grounds for dismissal.
7. TLA notification to parents – of above actions.
8. CRR entry for each action as listed above.