



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets, Staff, and Faculty

Subject: NMMI Range Operations

1. **Purpose:** This Standard Operating Procedure (SOP) details the rules and regulations for NMMI Range Operations in Dow Hall and the duties and responsibilities of the NMMI Range Master.
2. **Applicability:** This SOP is effective 9 October 2018 and applies to the Corps of Cadets, Staff, and Faculty. It will expire at the discretion of the Commandant of Cadets.
3. **Scope:** This SOP identifies the procedures for NMMI Range Operations.
4. **Responsibilities:**
 - a. The Commandant of Cadets through the Deputy Commandant for Support and/or the Deputy Commandant for Operations as applicable is responsible for the execution of this SOP.
 - b. **Range Master:** The Range Master position was developed beginning SY 2010-2011 to manage and supervise all Range Operations leading to competitive shooting teams at the High School and Junior College level.
 - 1) Will report directly to the Commandant of Cadets or his designated representative.
 - 2) Serves as the Junior College shooting team coach.
 - 3) Will identify any assistant instructors who may be filling in or augmenting range operations to the DCO/DCS and PMS or his designated representative for building access identity purposes.
 - 4) Will submit transportation requests or other support requirements for team activities to the DCS or the Protocol Officer per NMMI policies and procedures (e.g. special dining requests, charter transportation requests).
 - 5) Will conduct a maintain an inventory of all range materials including items part of the High School / JROTC program (provided in hard copy by the SAI or JROTC coach) and the College program (formerly managed by SROTC) on an as-needed basis or a minimum of once per year prior to the cadet activity inventories that normally occur in April.
 - 6) Will provide a list of required items for normal range operations including but not limited to ammunition, targets, cleaning, safety equipment, and any other items he believes are necessary to operate shooting teams at the High School and College level to the Commandant's staff for approval to procure and processing.

- 7) Will coordinate with the High School shooting team coach (JROTC cadre / staff member) for designated practice or competition dates and times in the Dow range.
- 8) Will coordinate with the Deputy Commandant for Operations (DCO) for conflicts in training schedules, placing cadets on status for training and/or competition, and any function that may conflict with the NMMI Master Calendar, the Training Schedule, or major events normally prescribed in a Letter of Instruction published by the Commandant of Cadets.
- 9) Will approve all training schedules for cadet shooting team members.
- 10) Is responsible for general maintenance and safe operation of the range as dictated by and not limited to OSHA, US Army Cadet Command regulations and policies, and National Rifle Association (NRA) guidelines. Any conflict in these regulations and/or policies requiring a decision to waive or modify will be provided in writing with a recommended course of action to the Commandant of Cadets.
- 11) Will coordinate activities in Dow Hall with the building supervisor (Professor of Military Science) or his designated representative. Coordination includes but is not limited to:
 - a) Providing copies of range training schedules
 - b) Submitting work orders involving the range facility or Dow Hall
 - c) Providing a copy of current inventories
 - d) Building access including key control for range operations
- 12) Will be compensated for duties through a NMMI stipend as a Cadet Activities sponsor.
- 13) Will not approve team practice schedules where 22 caliber rifles and air rifles will be in use simultaneously in the Dow range.
- 14) Will have access to all areas and range storage in Dow Hall with the exception of the SROTC Arms Room in the basement.
- 15) Will have access to and use of any and all shooting equipment belonging to NMMI and not on the JROTC property book.
- 16) Will submit requests for JC shooting team members to be on status IAW NMMI policies.
- 17) Will schedule a conference with the Commandant of Cadets and other team representatives or others as needed to resolve any conflicts that may occur.

c. **Professor of Military Science (PMS).** The PMS commands the SROTC program and serves as building supervisor for Dow Hall.

- 1) Will coordinate with the Range Master to support the Superintendent's and Commandant's intent to provide a facility for the competitive development of the High School and Junior College shooting teams.
- 2) Will provide recommendations to the Range Master for any potential facility conflicts due to building operations including building-wide maintenance projects, new guidance provided by US Army Cadet Command regarding ROTC shooting team policy or safety alerts.
- 3) May assist the Range Master with submission of work orders
- 4) May provide a work space on the basement or main floor with phone and computer access if available due to SROTC staff assignments and manning.

- 5) Will utilize the Range Master as the primary Point of Contact for SROTC cadet shooting opportunities that mutually supports the Early Commissioning Program (ECP) and his/her training curriculum.
 - 6) Will designate a cadre member to coordinate range operations with the Range Master to support ECP requirements in order to de-conflict range operations schedules when necessary.
 - 7) When range use is necessary for SROTC cadet training the PMS should notify the Range Master in advance as a courtesy and may also inform the DCO for potential Master Calendar or schedule de-confliction.
- d. **Senior Army Instructor (SAI).** The SAI is responsible for the Junior ROTC program for all NMMI high school cadets and supervises the JROTC shooting team.
- 1) The SAI or his designated representative will coordinate Dow range operations and team schedules with the Range Master.
 - a) Designated JROTC HS shooting coach may receive a NMMI stipend at the discretion of the Commandant of Cadets.
 - 2) Will provide accurate inventories of HS shooting team equipment to the Range Master upon request in order for the Range Master to manage a consolidated NMMI inventory for Range equipment.
 - 3) Will provide current JROTC or US Army Cadet Command policies, regulations, and safety messages to the Range Master.
 - 4) The SAI or his designated representative will submit transportation requests or other support requirements for team activities to the DCS or the Protocol Officer per NMMI policies and procedures (e.g. special dining requests, charter transportation requests).
 - 5) The SAI or his designated representative will submit requests for cadets to be placed on status IAW NMMI policies.
- e. **Campus Police.**
- 1) Will maintain a combined use calendar available to the Commandant, SROTC, JROTC, and Campus Police
 - 2) Campus police officers have access to all facilities on the NMMI campus including the Dow Hall range.
 - 3) May utilize the Dow Hall range for officer training. Training will be scheduled at times that will not interfere with the Range Master training calendar (includes JC shooting team practice and HS/JROTC shooting team practice).
 - 4) May invite outside law enforcement officers for the purpose of interdepartmental training IAW the MOU regarding common training and support functions between the NMMI Police Department and local law enforcement departments/agencies/offices. At least one NMMI police officer will be present on the range when other officers are using the range.

f. **Director, Facilities.**

- 1) Supports range maintenance through the work order process.
- 2) Provides limited access to the Dow Hall range through the key and lock shop. Range should be keyed to provide access only to the following range managers:
 - a) Range Master
 - b) PMS (building supervisor)
 - c) SAI
 - d) Campus Police
- 3) Maintenance personnel will have access to the Range in order to provide utility service as needed.

5. **Procedures:**

- a. The NMMI range is rated to .45 caliber pistol ammunition and lower including air rifle. No high velocity or +P ammunition is to be used at any time. Full metal jacket (FMJ) ammunition is not recommended. Hand loaded manufactured ammunition is highly discouraged due to the difficulty in rating velocity and power of that type ammunition.
- b. All NRA range operations safety protocols will be followed.
- c. The PMS (or his designated representative) will be notified by email, phone call, or in person in advance of users operating the range either during or after normal duty days and duty hours. US Army Cadet Command requires routine building checks for Force Protection, and as a courtesy to the Building Supervisor and his/her staff, the PMS needs to know who is occupying Dow Hall.
- d. Range schedules for JC and HS shooting teams will suffice as sufficient notification to the PMS of cadet range use and do not require additional notification unless training is to occur outside scheduled use days/times or in the event another coach or assistant coach or instructor will be present or filling in for the primary coach.
- e. The high school and college shooting programs are a priority for NMMI and are not considered “normal” cadet activities with the same limitations to other cadet activities on the Plan of the Day. Cadet use of the range is first priority over all other range users.
- f. Use of personally owned weapons/firearms/handguns. IAW applicable New Mexico State Law (*state statutes 30-7-2.1 and 30-7-2.1*) at no time, should anyone bring onto school premises (outside of a personal vehicle) or shoot/discharge on school premises a personal weapon / firearm.
- g. Cadets who volunteer to sign up for the high school (HS) or junior college (JC) teams and are qualified to be on those teams by being a cadet in good standing and approved by the coaches and the Commandant will be required to commit to these teams as a priority when a conflict may exist with other activities listed in the current Plan of the Day, training schedule, or Master Calendar event. Specifically:
 - 1) In order to be competitive the HS and JC must have the opportunity to practice beyond normal times set aside for other cadet activities and may be regarded in a similar manner as a Varsity or Junior Varsity athletic team.

- 2) Practice may be scheduled any week day following normal academic classes or weekend days as determined by the team coaches and approved by the Range Master to include Corps PT time. Cadets who have duty as a PT coach may be required to terminate their PT Coach duties in order to practice when the range is available for his/her team.

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Interim Commandant of Cadets