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COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum for: Corps of Cadets and Commandant Staff

Subject: Standard Operating Procedures for assigning of Cadet Rooms, Room Changes and Cadet Troop Transfers and Inspections

1. **Purpose.** This Standard Operating Procedure (SOP) details the assignment of cadet rooms, room change requests, and the requirements for transferring cadets between troops.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the procedures for initial assignment of cadet rooms and subsequent room and/or troop changes. It is the intent of the Commandant to manage room moves throughout the semester. Room changes and troop transfers should be considered a “last resort” when the cadet chain of command, Troop Leadership Advisors (TLAs) and Squadron Leadership Advisors (SLAs) or the Cadet Counseling Center staff has exhausted other means of resolving room or roommate issues. Cadets should not view room or troop transfers as an immediate solution. The chain of command, working with the TLA and SLA will attempt to determine the feasibility of requests first. Cadets may request moves or transfers IAW this SOP however the TLA and SLA will make every effort to provide a solution at the squadron level before forwarding a request to the Deputy Commandant for Support (DCS). The TLA or SLA are expected to be in contact with parents and are usually in a better position to resolve room or troop issues. When a room and/or troop transfer is made by the TLA or SLA the change will be reported to the DCS to insure the database is accurate. Finally, the TLA / SLA will adhere to the room assignment rules as listed in this SOP, or may recommend a waiver of a rule to the DCS. When a waiver is required the DCS, DCO, or Commandant are the only staff members who may approve it. Waiver of room assignment rules is not delegated to TLAs or SLAs. Room or troop transfers will be considered a “last resort” after all other options have been investigated.
4. **Responsibilities.**
 - a. The Deputy Commandant for Support (DCS) will make all initial room assignments and is the approving authority for room changes. When the TLA or SLA resolves a room or troop change issue within their unit the SLA will forward the request to the DCS for final approval. No moves are authorized without DCS approval.
 - b. Each cadet will make sure that proper procedures are followed. (e.g. email requests, in person requests, etc. will not be accepted. Cadets must use the room / troop change request format.)

- c. The Cadet Chain of Command will enforce this SOP. Troop Commanders/ISGs will be responsible for those who violate these guidelines.
- d. Squadron Leadership Advisors (SLA) will ensure members of his/her squadron follows this SOP.
- e. Troop Leadership Advisors (TLA) will ensure that members in his/her troop follow the proper procedures. TLAs are not authorized to make changes but will make recommendations thru their SLA to the DCS for consideration. They are responsible for following the Cadet Room Change/Troop Transfer process as outlined in paragraph 5d.
- f. TLA will verify the move the following Monday and annotate the Cadet Record Review. An email verifying the move was completed will be sent to the SLA, DCS, and CMDT's Administrative Assistant.
- g. The Admin Asst. will ensure cadet room assignments are accurately reflected in the computer database and on cadet records. Records will be maintained on all room moves for the academic year.

5. **Procedures.**

- a. General guidelines for room assignments (subject to recommendations from TLA, SLA, Deputy Commandants, or Commandant on an individual basis where another concern may have priority):
 - 1) All cadets will have roommates. Exceptions will only be granted by the DCS/CMDT.
 - 2) Every attempt will be made to house cadets assigned to each troop within the troop areas "between the towers."
 - 3) High School and College cadets will not room together.
 - 4) Cadets will room with a cadet of the same class. If this is not possible a one-class difference will be allowed.
 - 5) Recruits will not be roomed with yearlings or old cadets.
 - 6) Cadets who are related will not be roomed together.
 - 7) Cadet Officers will room with Cadet Officers only (c/2LT-c/COL)
 - 8) Cadet SNCOs will room with Cadet SNCOs only (c/SSG-c/CSM)
 - 9) Cadet athletes will be roomed with Cadet non-athletes.
 - 10) SROTC Cadets will be roomed with non-ROTC Cadets or Service Academy Preps.
 - 11) Service Academy Prep Cadets will be assigned with Preps from a different service or a SROTC cadet.
 - 12) International Cadets will be roomed with Cadets from the United States.
 - 13) Local Cadets (Chaves County) will not be roomed together.
 - 14) Female Cadets will always be housed together on designated third stoop female-only areas.
 - 15) College male New Cadets will be housed on the 1st stoop and High School male New Cadets will be assigned to the 2nd stoop. If rooms are not available on the respective stoop, New Cadets will be housed in available rooms.
 - 16) Cadets on Disciplinary Probation (DP) will normally be housed together due to similar restrictions. The one-year difference rule may be waived in these cases. The TLA or SLA may recommend a waiver to rooming with another DP cadet if extenuating circumstances are involved. The DCS/COMDT will make the final determination.
 - 17) Room consolidations will take place to ensure each cadet has a roommate. Emergency room moves will be considered on a case-by-case basis.
 - 18) The CMDT is the approval any exceptions to the above guidelines.

- b. Procedures for requesting room changes:
- 1) RATs may not make requests.
 - 2) Room changes for non-emergency reasons normally take place the first week of the second, third, and fourth quarter grading periods.
 - 3) Room and troop transfers will cease by Spring Break in order to finalize room damage documentation.
 - 4) Roommates who request a room change because of not getting along must first:
 - Be counseled by their Squad Leader, Platoon Sergeant and First Sergeant.
 - Be counseled by their Platoon Leader and Troop Commander.
 - Be counseled by their TLA, or SLA and Cadet Counseling Center counselors when deemed necessary.
 - All counseling will be documented in writing.
 - 5) Cadets must completely fill out a room change request.
 - 6) When a parent or guardian makes a request for room or troop transfer the cadet must still submit a request form through channels.
 - 7) Cadets will turn in room change requests to their TLA. The TLA will review the request and make sure it is filled out correctly. The TLA will discuss with the SLA to seek an intra squadron solution. If a local solution cannot be identified, the SLA will forward the request with recommendation to the DCS.
 - 8) For centralized room and/or troop transfer changes, the DCS will publish a move order. Order will be sent out by NMMI email and posted in each troop area. Moves are normally conducted on Saturdays.
- c. Cadet procedures for executing room changes:
- 1) Cadets will move to their new room on the date indicated. All room moves will take place on Saturday afternoons between 1300 and 1700. Cadets will not be allowed to leave on furlough or general permit until they have completed their room move. Cadets should not be involved in a room move during a mandatory event for the Corps or other training schedule event.
 - 2) Cadets will fill out and turn in a room inspection form, and turn it in to the TLA within 24 hours of moving to the new room. Failure to submit a room inspection form, or to provide proof of work orders submitted may result in the cadet occupant being charged for room damages or room cleaning as applicable. The cadet is responsible to insure the desk chair assigned to that room and room side is present.
 - 3) Cadets will update their personal property inventory within 24 hours of the move and turn in a copy to their TLA.
 - 4) TLA will verify the move the following Monday and annotate the Cadet Record Review. An email verifying the move was completed will be sent to the DCS and CMDT's Secretary.
- d. TLA procedures for room change/troop transfer and inspections (where applicable)
- 1) Notify parents of cadet moving, old roommate and new roommate and annotate parent notification in the CRR.
 - 2) Current Troop Cadet Chain of Command notified.
 - 3) Background briefing on cadet from former TLA given to new TLA. (Troop Transfer only)
 - 4) Face to face counseling with cadet upon departure from old Troop and arrival at new Troop, all annotated in the CRR. (Troop Transfer only)
 - 5) Cadet property signed for and new key and old key accounted for.
 - 6) Verify cadet has lock for wall locker and personal locker and has a serviceable door card.
 - 7) Cadet introduced to new Cadet Chain of Command. (Troop Transfer only)

- 8) Ensure personal property inventory and room inspections completed after the move to new room. Any needed work orders submitted by the TLA using their "Schooldude" account.
- 9) Personal items in storage moved to proper Troop storage area trunk room.
- 10) Verify maintenance or computer work orders.
- 11) Inspect the room within 3 days of arrival and ask cadet if there were any problems or needed work orders.
- 12) TLAs and SLAs will be responsible to insure work orders are submitted promptly when damages or room cleanliness are discovered during routine DRI.
- 13) TLAs/SLAs will be prepared to conduct a thorough room inspection and document the inspection using the room inspection form when a cadet departs NMMI during the school year, and will submit a copy of the room inspection to the SLA. Damages or charges will be annotated on the room inspection, and in the CRR to include a note that the parent or guardian has been notified of the damage and that the cadet is likely to be charged.
- 14) When room damages are discovered and the work order is submitted, the TLA or SLA will include the responsible cadet's name and ABT in the work order form.
- 15) TLAs/SLA will be prepared to conduct a thorough room inspection during JPA and submit all troop inspections in troop binders provided by the DCS back to the SLA NLT 7 days following JPA. TLAs/SLAs will conduct a final room inspection as cadets depart for the summer when the cadet clears. Any changes from the JPA room inspection will be annotated and provided to the SLA.

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