



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: External Organizations, Staff, Faculty, NMMI contractors

Subject: Standard Operating Procedure for support requests for NMMI resources and facilities by external organizations, NMMI Mission Elements, or NMMI employees or contractors.

1. **Purpose:** This Standard Operating Procedure (SOP) outlines the policy and procedures for the management and approval of requests from external organizations, NMMI Mission Elements, NMMI employees or contractors to use NMMI resources and facilities.
2. **Applicability:** This SOP is effective 9 October 2018 and applies to all external organizations, mission elements, staff, faculty, and NMMI contractors.
3. **Scope:**
 - a. NMMI routinely receives requests from individuals, groups, organizations, schools, non-profits, and others to support them with training opportunities, venues, facilities, staff, and cadets. These group requests normally include students of middle school age and older or adults and may have a direct recruiting and marketing benefit to NMMI.
 - b. Other requests may not have a direct recruiting benefit but may market the school to other influencers who interact with potential cadets and families. Additionally, the opportunity for cadets to assist in training these external groups is a valuable leadership and training development opportunity.
 - c. The Office of the Commandant will work in conjunction with the Director of Outreach and Recruiting to provide coordination to ensure the events are supported in a legal, logical, and feasible means to support the NMMI mission and the development of our cadets.
 - d. The definitions of group-type and sample baseline costs for typical services NMMI provides is included in the SOP as a guide. This template takes into consideration applicable law and state statues and recognizes that often recruiting funds are better applied when groups come to NMMI then when NMMI elements are sent out to recruit.
 - e. Examples of NMMI facilities, venues, or training support routinely requested include Pearson Auditorium, the Daniel's Leadership Center (DLC), Yates Leadership Challenge Course (YLCC), Godfrey Athletic Center (GAC), Stapp Field or other "grounds locations", Bowling Alley, PX, Game Room, Obstacle Course, classrooms, food services and catering.
 - f. No individual, department, or external group may use a NMMI venue without prior approval granted in writing normally in the form of a contract.

g. Any group using a NMMI venue without approval may be asked to leave.

4. Responsibilities:

a. The Director of Enrollment and Development and the Director of Outreach and Recruiting, are often in the best initial position to interact with groups, other schools, or organizations that may directly benefit from the leadership and training opportunities that NMMI has to offer.

b. Members of the admissions/recruiting/outreach staff under the management of the Director of Outreach and Recruiting will:

- 1) Provide information to potential users and act as liaison with the Deputy Commandant for Support (DCS).
- 2) Use established available dates, times, and events that will be communicated to interested groups and when possible every effort will be made to accommodate high-priority groups. Special attention for target windows of opportunity will be provided by the DCO and will normally appear on the Master Calendar.
- 3) Establish contact between the external group and the DCS, and will provide background information to the DCS for follow-up to include scheduling.
- 4) Act as primary initial point of contact with outside groups and coordinate with the DCS for events, or pass the requestor directly to the DCS to begin the planning process.
- 5) Explain to potential groups that NMMI requires a minimum of 30 calendar days advance notice to plan for a potential event and that the ability for NMMI support is subject to planned training for the Corps and major calendar events during the school year.
- 6) Identify any group or organization that they view as a “high priority recruitment group” that may influence the feasibility of support.
- 7) Identify those groups that require support for use of NMMI facilities and those groups /individuals that do not require facility support. (Campus tours for selected groups and individual tours of campus typically do not require facility support) Open House events will be coordinated with the DCO and DCS thru the LOI process. (added by admissions)

c. **The DCS will:**

- 1) Initiate and coordinate the staffing process once requests are received and approved IAW paragraph 2 above. (changed by admissions)
- 2) Establish the group type identity as defined in paragraph 4 below.
- 3) Coordinate requests passed from the Director of Outreach and Recruitment and establish and maintain contact with the organizational point of contact (POC).
- 4) Communicate planning dates with the Deputy Commandant for Operations (DCO) for inclusion of events on the NMMI Master Calendar.
- 5) Staff potential events with the appropriate departments that may be tasked to provide support.

- 6) Coordinate with the Chief Financial Officer (CFO) and the Chief of Staff (COS) for guidance on potential costs for each event as required.
- 7) Obtain the Commandant's, Academic Dean's, and/or Superintendent's intent in regard to outside group requests as appropriate.
- 8) Provide planning details to the Director of Programs on the Daniel's Leadership Center (DLC) staff and continue to provide coordinating assistance as planning develops.
- 9) Keep the Commandant of Cadets and the DCO informed as requests are received and planning develops.

d. The Director of Programs within the Daniel's Leadership Center will:

- 1) Organize and coordinate detailed NMMI support to external organizations based upon the requesting organization's training objectives. Support may include the use of the Yates Leadership Challenge Course or other venues at NMMI that best support the requesting organization's goals as well as those that best support showcasing NMMI supporting recruiting and marketing opportunities.
- 2) Obtain detailed headcounts from organizations that includes ages and genders and describes adult staff or chaperone support when applicable.
- 3) Obtain the training objectives and training schedule or agenda from the requesting organization
- 4) Lead coordinating In Progress Reviews (IPRs) or other meetings as appropriate.
- 5) Include all support requirements in the NMMI contract.
- 6) Obtain the appropriate "hold harmless" or liability forms or statements as required to be included with the contract.
- 7) Provide "packing lists" or recommended dress, etc. to the group representative as provided by the Manger of the Yates Leadership Challenge Course.
- 8) Coordinate food service support using the NMMI Special Events Form (SEF) with the Protocol Officer a minimum of two weeks prior to the event.
- 9) Coordinate work orders with Information Services as needed.
- 10) Coordinate support with the Yates Leadership Challenge Course Manager.
- 11) Develop a NMMI contract for review by the DCS and the Director of Outreach and Recruiting in Admissions to ensure the contract meets the recruiting intent and to ensure appropriate "face time" is available for recruiting with each group and Admissions representatives.
- 12) Confirm with the Director of Outreach and Recruiting that any proposed fees to be waived to an organization will be covered by Admissions prior to the final contract going out for signature.
- 13) List all support requirements to be provided to a requesting group in the NMMI contract.

- 14) Develop a Letter of Instruction (LOI) when determined as necessary by the Commandant, DCO, or DCS especially where other departments support will be needed.
- 15) Provide scheduling changes or updates to the DCO.
- 16) Coordinate NMMI cadet facilitators with the Yates Leadership Challenge Course Manager and the DCO for any other support requirements from cadets. The minimum number of cadets necessary for each mission will be used. For example, if multiple tasks can be assigned to cadets such as group escort and course facilitator, this will be combined to lessen the impact on cadets.
- 17) Coordinate with the Director of Outreach and Recruiting for Cadet Ambassador Support and the Commandant's Office (DCO to data entry clerk, administrative assistant) as needed to place cadets on status or de-conflict schedules.
- 18) Ensure a list of all cadets involved is sent to the Commandant's secretary for "Cadet in Good Standing" screening.
- 19) Provide an AAR to the Commandant/DCO/DCS following event completion.

e. **Manager, Yates Leadership Challenge Course will:**

- 1) Provide technical guidance or resource clarifications to the customer (or Director of Programs/DCS/DCO as applicable) to detail the support possible to meet an organization's training objectives or intent.
- 2) Recommend dates and times that the YLCC components (Ropes Course, Leadership Reaction Course, or Rappel Tower) are available and assist the DCS and DCO with scheduling these venues.
- 3) Coordinate for cadet facilitator support to support the mission, to include providing list to the Vice Dean as necessary for classroom and instructor coordination. Coordinate or alert members of the faculty to missions that involve cadets when these missions impact academic classes.
- 4) Provide "packing list" items, proper dress requirements, or other recommendations to the Director of Programs to pass to the organization representatives
- 5) Request status for cadet facilitators to the Commandant's Office (DCO to data entry clerk or administrative assistant) at least seven (7) days prior to a mission.
- 6) Maintain internal Standard Operating Procedures (SOP) that describe the management of YLCC components.
- 7) Maintain files on safety certifications or required items as needed.
- 8) Maintain a record of support provided to groups.
- 9) Provide an AAR to the Commandant/DCO/DCS following event completion.

f. **Leadership and Character Development Educator/Advisor will:**

- 1) Provide support and expertise as directed.
- 2) Coordinate with Director of Programs, and the Manager of Yates Leadership Challenge at the DLC.

g. **DCO will:**

- 1) Add events to the Master Calendar when applicable.
- 2) Coordinate support as required from the Corps of Cadets.
- 3) Provide guidance as needed.

h. **The Chief Financial Officer (CFO) will:**

- 1) Review the draft contract and LOI and provide guidance regarding any and all fees or costs to an external group to the DCS, Director of Programs at the DLC, or the Director of Outreach and Recruiting in Admissions as necessary.
- 2) Provide guidance regarding the New Mexico state constitution anti-donation clause (Article IX, Section 14) to decision makers before a final contract is approved as needed.
- 3) Sign NMMI contracts as the approval authority.

5. Fees

a. **Common groups seeking support at NMMI include:**

- 1) Group A: NM Public Schools.
- 2) Group B: Out-of-State public schools.
- 3) Group C: Non-profit organizations (501c3).
- 4) Group D: Private education institution, company, or organization.
- 5) Group E: Governmental organizations.
 - a) New Mexico government agencies/organizations: Waiver for rental fee however direct costs such as meals or custodial fees will be charged.
 - b) Federal government or other state governments. Full price.
- 6) Group F: NMMI departments.
- 7) Group G: NMMI employees or contractors.

b. NMMI may charge a fee or fees for any mission *regardless of group* depending on the nature and extent of the request or mission as defined above (Groups A-G).

c. Fees charged to an organization are governed all or in part by the “anti-donation clause” in New Mexico state statute which reads, in part:

The New Mexico Constitution strictly prohibits donations to individuals by governmental entities. The provision provides in pertinent part, "neither the state nor any county, school district or municipality, except as otherwise provided in this constitution, shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or Private Corporation"

(N.M. Const. art. IX, § 14.)

d. Generally, for basic services common to recruiting type events, New Mexico public schools (group A) will not be charged if Admissions feels the group directly benefits

NMMI recruiting. The Admissions recruiting budget will be charged the in-kind equivalent. During the regular school year when cadets are in session the public school provides transportation to/from NMMI at their own expense.

Note: Group A includes all MESA groups in NM.

- e. Public schools outside the state of New Mexico (Group B) will be charged full price. During the regular school year when cadets are in session the public school provides transportation to/from NMMI at their own expense.
- f. Non-profit, 501c3 organizations (Group C) will be charged full price.
- g. Private education entities, companies, or organizations (Group D) will be charged the full price as provided on venues or services that have associated costs determined including but not limited to food/catering, buildings or grounds rentals, training venue fees, and custodial or maintenance support fees.
- h. Federal government entities (Group E) will be charged full price.
- i. New Mexico State government entities rental fees: Waived.
- j. Normally NMMI departments (Group F) will not be charged for the use of NMMI facilities, venues, or training support when cadets are the training audience.
- k. NMMI employees or contractors (Group G) may be charged based on the facilities, venues, or support they are requesting. The CFO will determine the cost, if any, based upon the request.
- l. The Director of Programs within the Daniel's Leadership Center will establish the requirements from each organization and list them with the applicable fee structure based on the guidelines above in a contract that must be approved by the Commandant of Cadets / Dean of Students then the CFO. The CFO or Chief of Staff will obtain approval to waive fees from the Superintendent/President as needed.
- m. Any exception to the above must be approved by the Superintendent / President.

6. Procedures.

- a. The Director of Outreach and Recruiting and his/her staff will recruit external audiences as part of their strategy and will coordinate with the DCS to assist the external groups in linking up with the DCS to begin the operational and supporting plan.
- b. The Director of Outreach and Recruiting and the DCS will be the NMMI points of contact for external groups or organizations for liaison to coordinate all incoming requirements and develop a complete supporting package to meet training objectives or goals.
- c. The Director of Programs, ICW the DCS, will develop the supporting plan, normally covered in an NMMI contract and LOI and communicate with the requesting group representative as needed to clarify the level and type of support needed to fulfill the mission.
- d. NMMI will view any and all recruiting opportunities as a priority mission.
- e. The Chief of Staff will make the final decision for committing NMMI resources.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Acting Commandant of Cadets

- Encl. 1 Checklist
- Encl. 2 Welcome letter

Encl. 1 (SCHEDULING CHECKLIST)

NLT 30 days Prior to Event

To hold a reservation for the Ropes Course and/or the LRC a Registration Packet and/or Group Information Sheet should be completed and returned via email, fax or dropped off at the Daniels Leadership Center.

NLT 14 days Prior to Event

The Daniels Leadership Center should issue a contract to the external group NLT fourteen (14) days prior to the event.

NLT 12 days Prior to Event

The contract should be signed by the external group POC and sent back to the Daniels Leadership Center.

NLT 10 days Prior to Event

The Daniels Leadership Center should send the contract to the Commandant's office for approval.

NLT 7 days Prior to Event

All facilitators should be scheduled and placed on status by the Yates Leadership Challenge Manager NLT seven (7) days prior to the event.

NLT 7 days Prior to Event

All information, including the Release of Liability and Medical Consent forms, should be received by the manager.

NLT 7 days Prior to Event

If used the Special Dining Event Service Form should be submitted, or appropriate NMMI personnel contracted.

NLT 7 days Prior to Event

Security needs should be arranged.

NLT 7 days Prior to Event

The Marketing and Public Affairs Office shall be contacted to create a welcome notice on the lighted marquis

NLT 7 days Prior to Event

The Admissions Office should be contacted to create packets of material for distribution to participants.

NLT 3 days After Event

All executing parties send AARs to the DCS/DCO

NLT 7 days After Event

The Person X invoices the organization/POC

NLT 30-70 days After Event (Summer Camp, YLCC events)

Send follow up cards

NLT 180 days After Event

Send follow up cards

Encl. 2 (Welcome Letter)

Dear Future or Prospective Participant,

Congratulations! You have registered for an adventure program at New Mexico Military Institute Yates' Leadership Challenge Complex. Our cadets really enjoy working with our local area youth.

Please read all the enclosed information and SIGN AND RETURN the contract. It is due no later than INSERT DATE HERE. In addition, I am sending you the Release of Liability Forms and Medical Information Form. Each person walking on the course, whether they participate or not, must sign the forms.

I know your group is going to have a great day on the course, and use this experience for healthy personal and group development and have fun doing it! Here is what your group will need to bring with them!

In order to customize your experience we need to get a complete picture of your group's characteristics, challenges, and goals. Please contact the Manager of the Yates Leadership Challenge Complex and let him know what your goals for your organization that the course could meet.

Release of Liability and Medical Consent Forms

Please have each participant to read and sign the RELEASE OF LIABILITY FORM and please note any additional/further physical conditions out of the ordinary for the participant on the attached MEDICAL CONSENT FORMS. Please return these two forms to New Mexico Military Institute one (1) week prior to the start of event. A minor may only participate with a waiver signed by their parent or court appointed legal guardian. Those without complete waivers may not participate.

Please write legibly when filling out these forms.

Attire

Modesty of dress and wearing protective clothing is of supreme importance and all participants should assess their outfits prior to attending any event. Clothes with inappropriate messages or images, such as drugs, alcohol or profanity, are not permitted. When in doubt, don't wear it! Refrain from items that are revealing – e.g. tube tops, spaghetti straps, short shorts, and exposing sagging pants, etc. Please dress appropriately for the outside weather, typically loose comfortable clothing. We recommend the "layered" approach for all pants or shirts in order to adjust to weather conditions. Please wear clothing and shoes that you will not mind scuffing up a bit. Closed-toe footwear is required, such as comfortable running or tennis shoes, hiking boots or combat boots. Please do not bring any open toes shoes, such as sandals, flip-flops. There is a good possibility that you could get dirty during the day. Plan on continuing your experience in most weather conditions bringing a rain jacket is recommended.

Summer Months

- All shirts must be worn to where they can be tucked in at the waist
- A rain jacket – just in case
- We would recommend that everyone wear loose fitting long pants, as opposed to shorts.

Winter Months

- A heavy jacket is strongly recommended that will protect you from the wind and rain
- Long pants are a must, no shorts please
- Gloves and ski hats, ear-gloves or gaiters, baseball hat (only type that fits under the helmets). Neck gaiters are also recommended.
- Boots or sneakers with wool/or poly-propylene socks are also important.

Jewelry

Jewelry such as large rings and ear rings should be left at home. We will ask that they be removed before going onto to the course. Wristwatches that are snug fitting are acceptable.

Equipment

Regardless of the season, sunscreen, sunglasses, and a baseball hat/visor are very important to protect participants from the elements. Clothing should be comfortable. Participants must also bring a refillable, non-breakable personal water bottle containing at least twelve ounces of water – the supply can be replenished while on the course. Take any precautions that you would normally take when participating in outdoor activities to protect your eyes and your glasses and contact lenses.

Parking

Participant personal vehicles (cars and small trucks) may be parked where indicated along Achievement Avenue, space permitting. Large vehicles (busses, shuttles, etc.) may enter the campus on Achievement Avenue from Kentucky, in the DLC Parking Lot, or will be dropped off the participants at the Ropes Course and/or LRC at the specified time, and then continue through the campus to 19th Street, exit to the left and turn left again onto Kentucky and park in the vacant lot across the street from NMMI.

Prohibited Items

Please note that alcohol, tobacco, non-prescription drugs, and weapons, are strictly prohibited at NMMI. While we do not allow food or beverages (such as gum or candy) other than water on the course, participants who may require nutrition at a specific time during the time on the course will be permitted.

For more information or questions, please feel free to contact the NMMI Program Manager at 575.624.8348 or the Yates' Leadership Challenge Course Manager at 575.624.8139.

We look forward to your visit!!

Sincerely,

NAME HERE