



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Faculty, Staff and Coaches

Subject: Standard Operating Procedures for School Sponsored Trips with Cadets

1. **Purpose.** This Standard Operating Procedure (SOP) outlines the requirements for all School Sponsored Trips involving Cadets, to ensure the safety, security, health, welfare and accountability of all participating cadets.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Staff, Faculty, Coaches and Corps of Cadets. This SOP also applies to High School and Junior College athletic team travel.
3. **Scope.** This SOP covers all School Sponsored Trips involving Cadets traveling away from Post.
4. **Responsibilities.**
 - a. Sponsors/Coaches will complete all actions (except C below for coaches) at least five (5) days prior to departure and closely coordinate progress with the Commandant's Office.
 - b. Sponsors/Coaches are responsible for the safety, security, health and welfare of all cadets under his/her supervision, and therefore have the authority to make the decision deemed necessary to protect cadets. In an emergency situation contact one of the following numbers:
 1. TLA Command Post (from 0600-2200) 575-624-8478 or 575-624-8163
 2. DCO: 575-624-8405
 3. DCS: 575-624-8404
 4. CMDT: 575-840-5946
 - c. Sponsors/Coaches are responsible for emailing the tentative list of cadet participants to the faculty NLT five (5) working days prior to departure. Coaches email team rosters at the beginning of each season, and any changes after that to Commandant's Office. **Rosters must include cadet numbers.**
 - d. Sponsors/Coaches will verify through the Commandant's Office that Cadets and/ or parents have signed proper forms to allow travel. This will ensure that the appropriate faculty members are alerted to cadets traveling and discuss concerns with sponsor.
 - e. All Chaperones will be approved by Commandant and Chief Financial Officer. The trip sponsor must submit a request for approval of volunteers to the Personnel Office. The request should contain the details of the trip and outline the specific duties of the sponsor

- f. for the trip. This must be completed three weeks advance of the trip since fingerprinting and a background check are required for all non-employee volunteers. Volunteers under the age of 21 will not be approved.
- g. Only Cadets in Good Standing will be allowed to travel (GPA 2.0 or above and C or above in department- as determined by the most recent 9 week or semester grading period)
- h. Cadet must be placed on status and list approved by DCO. The Status list will be submitted to the Commandant's Office NLT five working days prior to departure by the sponsor. Cadets on status will remain in an approved uniform, and Blue Book rules still apply.
- i. Cadets on Ranks must be reviewed by TLA and Nurse in Infirmary prior to being granted permission to travel. In the case of team athletes, cadets will be approved by Trainers.
- j. Sponsors/Coaches will provide trip itinerary to the Commandant's office five (5) days prior to departure.
- k. Sponsors/Coaches and chaperones must provide their cell phone numbers to DCO/DCS/CMDT and TLA Command Post.
- l. Sponsor/Coaches and chaperone will maintain list of cell numbers of all Cadets traveling on trip, and provide one copy to Commandant's Office.
- m. Sponsors/Coaches will brief Chaperones that all O&P Manual guidelines apply to them, familiarize with Blue Book, and have them review a copy of the Cadet/ Parent contract.
- n. Cadet rooms will be inspected by TLA and SLA prior to departure. Ensure door cards are properly marked and rooms are properly secured.
- o. Senior Cadet Leaders on the trip will be identified and briefed prior to departure that they still have cadet leader responsibilities to enforce standards.
- p. Sponsors/Coaches will ensure prior coordination with proper approval through the Commandant's Office if a Cadet is going to go on furlough from the trip, or plans to meet parents for a special permit.

5. **Procedures.**

- a. Sponsor will verify accurate "on status" list with the Commandant's Office on the day of departure. If a weekend or after hours, check with TLA or Night TAC.
- b. All Cadets will travel with school ID and emergency card provided by Commandant's Office. Sponsors/Coaches will check prior to departure.
- c. During travel, adults will provide adequate supervision to the point of sitting in the back, middle and front of the bus during all road trips.

- d. At the trip destination, Cadets will be housed in same location and building with adults in every building and on every floor. Sponsors/Coaches and Chaperones will maintain a list of Cadets and room numbers.
- e. Bed checks conducted as determined by Sponsor (trip itinerary) nightly and accountability taken at each meal during the trip. Senior Cadet leaders are expected to assist. Sponsors/coaches will designate lockdown times for cadets to stay in their rooms.
- f. Sponsor must meet parents (check ID) if a Cadet and has permission from the Commandant/DCO to go on furlough/permit during or after an event.
- g. Upon return to NMMI, the Sponsor will notify the duty TLA or Night TAC. The TLA will ensure that all Cadets are accounted for and make entry in the duty log.
- h. Sponsors/Coaches provide a Trip Report to their Department Chair or staff Supervisor with copies provided to the Commandant.

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

Encl: Travel Request Form
Cc: Staff and Faculty