



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Commandant's Staff

Subject: Troop Leadership Advisor (TLA) Duty Officer Operating Procedures

1. **Purpose.** Establish predictable, consistent, and visible staff presence. TLAs will be prepared to respond to cadets, parents and visitors; ensure safety and security; and facilitate Emergency Preparedness and notification.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Commandant's staff and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the general procedures for the Daily TLA Duty Officer.
4. **Responsibilities.**
 - a. Must be familiar with Emergency Action Plan and Safety, Security, and Visitor Control SOP
5. **Procedures.**
 - a. The Duty SLA/TLA's place of duty from 0600-2300 will be the office next to the Hagerman Guard Box to be referenced as the "TLA Command Post."
 - b. TLAs will be available to:
 - 1) Sign in/out any visitors
 - 2) Spot check/ inspect cadets going through the Sally Port.
 - 3) Available for discussion with potential cadets and assist Admissions' staff.
 - 4) Monitor campus security cameras.
 - 5) Sign cadets in/out on pass, permit, or furlough.
 - 6) Be prepared to execute emergency preparedness announcements or procedures.
 - 7) Mentor/Oversee cadet OD and guard detail.
 - c. SLAs/TLAs will maintain an accurate duty log.
6. Phone number for the Duty Officer is 575-624-8478.

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