



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

7 June 2022

Memorandum For: Corps of Cadets and Parents/Guardians

Subject: Policy Letter #1 Emergency Contact and Routine Correspondence/Contact during Duty/Non-Duty Hours

1. Parents/guardians are encouraged to utilize the Troop Leadership Advisors (TLA), Squadron Leadership Advisor (SLA), Chaplain, Counselor, Academic Advisors and Coaches as first points of contact for emergencies such as death, severe illness in the family, or any other matter that may be extremely difficult for the cadet.
2. Emergency contact numbers to contact your cadet, during normal duty hours (0600-2200) and during non-duty hours 24/7.
 - a. TLA Command Post (575) 624-8478
 - b. Hagerman Guard Box (575) 624-8418
 - c. Night Accountability and Control Officer (2200-0600)
Hagerman Barracks (575) 624-8478
Saunders Barracks (575) 624-8475
 - d. Campus Police (anytime)* (575) 624-8421
**Wait for office phone to forward to cell phone when officer is on patrol*
 - e. Infirmary (575) 624-8235
 - f. Chaplain (575) 624-8211
**Wait for office phone to forward to cell phone when Chaplain is out of his office*
 - g. Eastern New Mexico Medical Center Emergency Room (575) 622-8170
 - h. Lovelace Regional Medical Center Emergency Room (575) 627-7000
3. **All cadets are required to check NMMI email accounts twice daily when not on status for sports, cadet activities, or furloughs. Cadets are also required to check their mail boxes twice a week.** To contact a cadet during normal duty hours (0600-2200) for routine issues and correspondence, the following options should be used.
 - a. The primary non-emergency method of contact is to e-mail your cadet.
(for example) firstname.lastname@nmmi.edu or IDnumber@nmmi.edu (ID number must include zeros at beginning)
 - b. Troop Leadership Advisor. Voice and email capability. (575) 624-____
**Wait for office phone to forward to cell phone when TLA is out of his/her office*
 - c. TLA Command Post (24/7 operations and internal radio capability) (575) 624-8478
Cell Phone (2200-0600) (575) 624-8163
 - d. Academic Advisors (0800-1530). Voice and email capability. (575) 624-8360
 - e. Hagerman Guard Box (575) 624-8418
or 8419
 - f. **Parents or guardians are encouraged to send letters and cards.**

4. The contacts listed above should be utilized *first* during normal duty hours. **Please talk to your cadet's Troop Leadership Advisor (TLA) or Squadron Leadership Advisor (SLA) first!**

Emergency contact numbers if unsuccessful in reaching your cadet are listed below.

PLEASE ALLOW AT LEAST FOR 7 RINGS AS PHONES WILL FREQUENTLY ROLL FROM OFFICE TO POLICE, SLA AND TLA CELL PHONES

- a. Squadron Leadership Advisor
High School - Alpha/Bravo (575) 624-8461 barbour@nmmi.edu
High School - Charlie/Delta (575) 624-8474 romeror@nmmi.edu
Junior College - Echo, Foxtrot, Golf Hotel (575) 624-8460 goncalvez@nmmi.edu
- b. Deputy Commandant for Operations. Voice and email capability. garza@nmmi.edu
(575) 624-8405
- c. Deputy Commandant for Support. Voice and email capability. houghtby@nmmi.edu
(575) 624-8404
- d. Commandant's Office. Voice and email capability.
(575) 624-8400 baum@nmmi.edu
(575) 624-8402 johnson@nmmi.edu
(575) 624-8403 french@nmmi.edu
- e. Campus Police (24/7 operations) (575) 624-8421
- f. Infirmary (when applicable) (575) 624-8235 nurse@nmmi.edu
5. Authorized contact from cadets to parent/guardian during normal duty hours (0600-2200).
a. Email to parents
b. Parents are advised that cell phone use during night study hall (1900-2130) and after TAPs (2200-0600) is prohibited.
c. Letters/Post Cards
6. Questions regarding this policy should be addressed to the cadet's Troop Leadership Advisor or Squadron Leadership Advisor. If they cannot be reached, please call the Commandant's office at (575) 624-8400 or (575) 624-8402.