



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 June 2016

Memorandum For: Corps of Cadets and Parents/Guardians

Subject: Policy #2 Required, Authorized, Unauthorized and Issue Items

1. The following items are required for all cadets.
 - a. **These items must be purchased in advance:**
 - 1) Alarm clock (Electric clock, with backup battery strongly suggested)
 - 2) One regular size pillow (oversize is unauthorized) and 2 white pillow cases
 - 3) Six white towels (bath size) and six white washcloths
 - 4) Physical training running or “cross training” shoes (at least one pair, they must be **ALL BLACK SHOES WITH BLACK SHOE LACES – NO ACCENT COLORS**)
 - Zip-up high tops are unauthorized.
 - Wear them before arriving at school so they have a chance to get broken in.
 - **Athletic shoes with exposed individual toes or with bright colored laces or trim are not authorized.**
 - 5) One pair of slippers or flip flops (black, white, red, or grey)
 - 6) Sleepwear—at least two sets (black, red, white, or gray—cotton sweat suit/gym shorts and shirt type is preferred and most practical for **both male and female**)
 - 7) Black pocket comb/brush
 - 8) Fingernail clippers with file
 - 9) Sunblock cream, sunscreen, and chapstick
 - 10) Electric (optional) or disposable razors
 - 11) Black permanent ink laundry marking pen
 - 12) Hanging garment bag for storage of civilian clothes
 - 13) Civilian clothes (for when authorized to be worn or carried on a school sponsored trip) including:
 - A long sleeve collared shirt, conservative collared shirt for males, or blouse for females
 - One or two pairs of trousers/khaki or black “Dockers style” for males or slacks for females.
 - b. **Male only items:**
 - 1) Boxer shorts/briefs and crew neck tee shirts (minimum fourteen white sets)
 - 2) Athletic supporter (2)
 - 3) Long underwear (bottoms), neutral or white - 2 pair required
 - 4) Black, red, gray, white or a combination of these colors swimming suit (boxer type—Speedo type is unauthorized except for swim team members during competition)



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c. **Female only items:**

- 1) Underwear, brassieres, slips, and crew neck tee shirts (at least fourteen sets).
 - Long underwear (bottoms only, white or neutral) – 2 pair required
 - Brassieres will be worn while in uniform on/off campus (sports bras for PT, intramurals, and sports are authorized).
 - White Briefs, boy shorts, hipsters or bikini underwear are highly recommended for female cadets. (Expensive thong or other underwear is not appropriate).
- 2) The following makeup is optional and must be worn conservatively in earth or natural tones:
 - Foundation
 - Powder
 - Eye shadow
 - Blush
 - Water proof mascara
 - Clear lip gloss
 - Eye/lip liner, lip stick, and any cosmetics containing glitter are unauthorized items.
 - Clear nail polish, hair spray or spritz may be used.
- 3) Earrings: small gold studs, silver studs, or pearl stud earrings (**only one pair at a time and ¼ inch in diameter**)
- 4) Barrettes, pins, clips, etc. must be neutral color or transparent and inconspicuously placed. Scrunchies are prohibited.
- 5) Skin tone panty hose or equivalent with skirts (if skirt is purchased)
- 6) One piece swim suit (black, red, white, gray or some combination—**bikinis are not authorized**)
- 7) Hair brush, hair dryers and curling irons must have automatic shutoff
- 8) Regular nail care equipment
- 9) Purse should be simple and plain black only. This is the only type or color authorized with any cadet uniform.
- 10) **Yoga pants are not authorized.**

d. **Additional items that are authorized (one of each):**

- 1) Cell Phone (after 21/28 days)
- 2) Printer
- 3) MP-3s, iPods and iPod Touch, iPads, and portable CD players with headphones
- 4) Camera
- 5) Small vacuum (Dirt Devil type or hand held)
- 6) Ironing boards (small) and irons with auto shutoff



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- 7) Watch – Conservative (black, brown, silver, or gold), regular size
 - **No oversized watches**
 - **No white or bright colored watches**
 - **No wide band watches**
- 8) Eyeglasses – Conservative (black, brown, clear, wire, silver or gold) frames, **no bright colors, embedded jewelry, etc.**
- 9) Electric razors
- 10) Long underwear (2 pair, bottoms only, white or neutral)

e. **Items which may be brought from home or purchased at the NMMI Cadet Store.**

(The Cadet Store does have a wide variety of school supplies and sundry items.)

- 1) Toothbrush, toothpaste and dental floss
 - 2) Bath soap or body wash
 - 3) Disposable razors (limited quantity)
 - 4) Deodorant (mandatory and non-aerosol)
 - 5) Feminine hygiene products
 - 6) Disinfectant cleaner, window cleaner and sponges
 - 7) Lemon oil furniture polish
 - 8) Broom, dust pan and small black or dark brown trash can
 - 9) Paintball/Racquetball/Tennis equipment/Golf clubs/musical instrument
 - 10) Liquid laundry detergent and dryer fabric softener with static guard
 - 11) Insect repellent
2. **NMMI will not be responsible for lost, abandoned, or stolen items.** Cadets and parents/guardians are highly encouraged to obtain appropriate personal property insurance to cover authorized high dollar personal items such as computers, cell phones, iPods, iPads, MP-3s, digital cameras, watches and jewelry.
3. **Unauthorized Items:** Due to the limited desk space, storage area, electrical power capacity, and safety issues, the following items are not authorized, as indicated by cadet status.
- a. Electric/Battery operated hair clippers are **not allowed for any cadets.**
 - b. TVs, VCRs, or DVD players, stereos (stand-alone) and speakers are not allowed for new cadets and yearlings.
 - c. Any computer games and playing devices (i.e. X-Box, PlayStation, Gameboy, Wii, etc.) are **not allowed for new cadets and yearlings.**
 - d. Maximum monitor size for authorized TVs and computers screens is 21 inches.
 - e. Refrigerator, microwaves, hot pots/plates, toasters, coffee makers, cooking devices, water coolers, candles, matches, lighters or any device creating an open flame are **not allowed for any cadets. Cadets are not authorized to cook in their rooms!**



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- f. Floor heaters, fans, air purifiers, humidifiers, hair clippers, water fountains, desk lamps or any type of lighting are **not allowed for any cadets.**
- g. Stuffed animals, oversize pillows, comforters, knick knacks are **not allowed for any cadets.**
- h. Bicycles, skateboards, or roller skates are **not allowed for any cadets.**
- i. Any quantity of food that cannot be consumed within 2 days. All food must be kept in plastic containers and must fit in a cadet's personal locker. This applies to all cadets except RATs. **Fall RATs cannot have any food in their rooms for the first 21 days and Spring RATs cannot have any food in their rooms for the first 28 days.**

NOTE: If unauthorized items are found, they will be confiscated and mailed home at the cadet's expense. While authorized in small size and quantity, Holiday decorations are to be kept to a minimum. Please check with your cadet or TLA prior to sending.

- 4. Cadets need very little pocket money and are highly discouraged from maintaining large amounts of cash (more than \$50.00) on their person or in their rooms.
- 5. All items brought to NMMI are required to be marked with the cadet's number. Various clubs, sports, and activities may require cadets to purchase additional equipment, uniforms or accessories. While in uniform cadets are authorized to wear a watch, one ring and a medical bracelet. Attached is the list of items issued during matriculation. Questions about this policy should be addressed through the Commandant's chain of command starting with the Troop Leadership Advisor.

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Commandant of Cadets/Dean of Students

Encl. 1 How to Pack for Arrival
Encl. 2 Arrival Recommendations



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HOW TO PACK FOR ARRIVAL

After reviewing Policy Memorandum #2 “*Required, Authorized, Unauthorized and Issue Items*” please consider the following guidance on how to pack for arrival.

The cadet Matriculation process on the designated matriculation dates listed in this packet begins with luggage drop off at the Godfrey Athletic Center (GAC). Vehicles enter at Achievement Avenue gate onto the NMMI campus from N. Kentucky Avenue on the west side of NMMI. Cadets will be stationed to assist with directions and traffic flow. As each vehicle approaches the luggage drop off point all cadet luggage will be removed from vehicles and transported by hand and handcart into GAC. The luggage station inside the center will ensure that all bags and items are tagged with the cadet’s name.

WHAT **NOT** TO DO:

- DO NOT USE PLASTIC BAGS (like grocery store bags) TO PACK ITEMS IN
- DO NOT CARRY IN LOOSE PILLOWS, BEDDING, CLOTHING, OR SMALL ITEMS
- DO NOT WEAR UNCOMFORTABLE SHOES OR FLIP-FLOPS (includes parents). There will be a lot of walking and standing until the process is complete.
- DO NOT BRING FULL SIZE VACUUM CLEANERS
- DO NOT BRING IN UNAUTHORIZED ITEMS (See Policy Memo #2 referenced above).
- DO NOT WEAR HATS

RECOMMENDED:

- Cadets should wear black running shoes when they arrive (not packed)
- International cadets should carry their passports and immigration paperwork with them
- Cadets should carry the cadet/parent package forms with them (not packed)
- Large, rolling suitcases work best or large bags or containers that can be carried by hand. Each cadet will return to the luggage area upon completing matriculation and will carry his/her luggage to their room.
- Bring the least number of luggage pieces as possible
- Pack pillows and other loose items inside luggage/containers
- Write the cadet’s last name, first name, and cadet ID number on each piece of luggage or container (Admissions issues the cadet number at acceptance).
- Expect hot weather. Pack jackets inside luggage.

FOR AFTER HOURS ARRIVALS: If your cadet arrives after normal business hours, luggage drop off and in-processing BEGINS at the Command Post in Hagerman Barracks (large square brick building, enter at Honor Ave gate, off N. Kentucky Avenue). Proceed south through the central walkway on the north end of the barracks building.



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Arrival: What to Expect, What to Wear (Parents too!)

In order to make your arrival and Matriculation Day as efficient and comfortable as possible, please review these recommendations. Every effort is made to move new cadets through matriculation as efficiently and quickly as possible with stations inside air conditioned buildings. Cadets will be moved on foot between buildings and stations for up to a few hours after arrival under the direct control of cadet leaders trained in the matriculation process.

NMMI is not a large campus compared to some other colleges or universities, but there will be a few hours of walking and standing involved. August matriculation in Roswell, New Mexico may occur during some of the hottest days of the year as well, so please make sure you are well hydrated and try not to skip breakfast on the day you arrive. Parents and family members may accompany new cadets through most of the matriculation process however once the new cadet's luggage is dropped off parents or guardians may only need to be with minor cadets at the Infirmary/medical station and the Business Office since any questions regarding billing or medical care and insurance can be addressed by the NMMI staff at those locations.

We highly recommend the following:

- Once luggage is dropped off you will be directed to temporary parking areas to speed up the luggage in-processing and vehicle traffic. Entry traffic is one-way entering from Kentucky Avenue through the Achievement Avenue gate on the west side of campus on the designated college and high school matriculation day. Arrivals after hours or not during scheduled matriculation days will be directed to Hagerman Barracks Command Post to begin the process.
- Wear comfortable, loose clothing and comfortable shoes – new cadets and family members.
- Hydrate before you get here. New Mexico can be very dry. Drink lots of water before getting on campus.
- If you are not from an arid climate, be sure to bring some type of lip balm and lotion to use until your skin acclimatizes.
- Males – bring a small tube of sunscreen in your pocket that you can put on top of your head after it gets shaved. It may burn if you don't put some on before you are issued your hat.
- Consolidate all luggage and personal items as much as possible. We highly recommend using "Tupperware" or plastic type large containers with wheels and handles. Your cadet will move his or her luggage from the luggage station to their rooms (up to 200 yards) later in the day after completing matriculation. The fewer items your cadet has to move the easier it will be for them.
 - Please do not use individual plastic bags (e.g. "Walmart" or grocery bags) or other bags or containers that are easily torn, broken, or easily mixed in with other small items.
 - It is much better to pack the cadet's pillow inside luggage or a rolling container than as a loose item. New cadets will receive two fitted and two flat sheets and a blanket when they matriculate but we do recommend they also arrive with one white flat and one white fitted sheet for a twin-size mattress in case they arrive after hours when they will not be able to in-process the uniform issue station until the following business day.



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- Due to the distances you/your family may need to walk we recommend that anyone who has difficulty walking or standing arrive with a wheel chair or a means to travel with the cadet or you plan to drop off your cadet and not follow them through their in-processing. NMMI does not have the staff or the means to transport family members or friends with disabilities.
- Once your cadet has finished in-processing and arrives at their final station (where they turn in their matriculation form and prepare to return to the luggage drop off area for their luggage) the parents and family members need to say good bye and depart. If you choose to stay to watch the new cadets march to the evening meal, you may wait outside the barracks only. You may not be able to “pick out” your cadet since they will all look very similar when they go to the evening meal. The sooner you say good bye the better it will be for you and your cadet since they will be very busy finishing their long arrival day.

