



NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets and Commandant's Staff

Reference: Field Manual 22-6, CQ Duty

Subject: Standard Operating Procedures for CQ Duty and CQ Mount

1. **Purpose.** This Standard Operating Procedure (SOP) specifies the rules for Charge of Quarters (CQ) on Post. **This SOP replaces the Guard Duty/Guard Mount SOP.**
2. **Applicability.** This SOP is effective 12 August 2019 and applies to the Corps of Cadets. It will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP explains the procedures for Charge of Quarters (CQ) Duty.
4. **Responsibilities.**
 - a. The TLA Duty Officer will ensure the provisions of this SOP are enforced and has the authority to dismiss the members of the CQ Detail when he/she considers it appropriately.
 - b. The Regimental Commander (RC) is responsible for everything the guard does or fails to do. For the execution of the guard, the RC can delegate authority to the Provost Marshal (PM), but the RC can never delegate command responsibility. The RC, XO, or the PM will post and relieve the Charge of Quarters Officer of the Day (CQOD) and issue instructions as is appropriate and necessary.
 - c. The Regimental Executive Officer (XO) responsibilities include:
 - 1) Post and relieve the CQOD and CQNCOD properly.
 - 2) Inspecting all CQ personnel while on post.
 - 3) Review the CQ Logbook Daily. Resolve and or report any issues.
 - d. The Regimental Provost Marshal (PM) responsibilities include:
 - 1) Ensuring the proper training, discipline and performance of the CQ personnel.
 - 2) Inspecting all CQ personnel while on post.
 - 3) Publish CQ Duty Roster.

- e. Charge of Quarters Officer of the Day (OD) is directly responsible to the RC. The OD executes and enforces all orders relating to security and discipline of the Cadets. The OD will also aid the Tour Squad Officer in the execution of Tour Squad. Only cadet officers serve as OD. As the RC's direct representative, the OD is directly responsible to the RC and the Provost Marshal for everything that occurs on the post during their watch. Cadets 2nd Lieutenant and 1st Lieutenant serve as OD.
- f. Charge of Quarters Non-Commissioned Officer of the Day (NCOD) assists the OD in all duties and responsibilities and is an RC representative. Cadets Staff Sergeant and Sergeant First Class serve as NCOD.
- g. Charge of Quarters Runner assists the OD and NCOD in all duties and responsibilities. Cadets Privates through Sergeants serve as Runner.
- h. The Cadet Chain of Command will enforce this policy. Troop Commanders (TCs) and First Sergeants (1SGs) will ensure cadets know when they are assigned to CQ Duty and are properly prepared to perform duty in the correct uniform and, therefore, will not serve as CQ members.
- i. Cadets will not perform any CQ during class time. Cadets may perform the assigned duties by the Command Post TLA during NSH only if they do not interfere with their academic activities.
- j. **During NSH, academic activities such Mandatory NSH, appointments with teachers, tests, etc. Take priority over CQ Duties. Cadets must still report to CQ Duty, but the OD along with the Command Post TLA will ensure that there is at least one CQ member at the Hagerman Guard Box during this period.**
- k. Cadets on CQ duty are responsible for all equipment and items in the Guard Box. The OD will report any discrepancies such as missing or damaged equipment to the TLA on duty and make note of it in the CQ logbook.

5. Procedures.

- a. Every cadet is eligible to be assigned to perform duty. The following Cadets will not be assigned CQ Duty; Regimental Commander (RC), Regimental Executive Officer (XO), Squadron Commanders (SCOs), Members of the Regimental Staff (MAJs/MSGs), Troop Commanders (TCs), Sergeants Major (c/SGMs), First Sergeants (1SGs), New Cadets, Recruits At Training (RATs), Cadets on Disciplinary Probation, or Cadets on Academic Probation. Cadets with Marching Tours may perform duty from Sunday evening to Thursday evening, but will be required to attend Tour Squad.
- b. Troops will be assigned to have their cadets serve in CQ Duty every two weeks. An officer from such troop will serve as OD for each week. An NCOD (SSG or SFC) will be assigned every two days. The CQ Runner will be assigned daily. Troop Commander (TCs) and First Sergeants (1SGs) will ensure cadets in their troop assigned to CQ Duty know when to report to their assigned periods and will work alongside the PM/PM NCO to ensure cadets from the assigned troop report to CQ Duty.

- c. The PM will publish the CQ duty roster at least five days in advance. Troop 1SGs will notify cadets from their troop of date's assigned CQ duty and post copies of the CQ duty rosters on troop bulletin boards and the TLA Command Post. Troop 1SGs will report any issues to the PM.
- d. A minimum of two days' notice is required for requesting changes in the Duty Schedule. The Provost Marshal is the approval authority for any changes in the Duty Schedule. In the case of an emergency the Cadet's Chain of Command is responsible for providing a replacement and notifying the Provost Marshal or the Provost Marshal NCO.
- e. The PM has authority over the cadet CQ and reports to the TLA CP Duty Officer for the performance of assigned duties related to security, discipline, control, and accountability.
- f. Failing to show for duty is chargeable as "Dereliction of Duty (8)" for every day absent.
- g. **On free rev mornings, the CQ detail will still report at 0620 hours. Cadets may use missed free rev on another morning if coordinated their TLA.**
- h. CQ members on duty until TAPS will be required to attend scheduled classes the next day. After classes, the CQ members will report to Hagerman CQ Box or the TLA CP office for instructions.
- i. CQ duties are as follows:
 - 1) A CQ Duty day starts after Retreat (1730) and finishes after Retreat of the following day. The OD will be changed at Retreat of a week after taking charge (if an OD takes charge on Monday, he/she will be replaced the Monday of the next week at Retreat). The NCOD will be changed at Retreat two days after taking charge (if a NCOD takes charge on Monday, he/she will be replaced on Wednesday at Retreat, completing a 48hrs cycle). The CQ Runner will be changed at Retreat in a daily basis (if a CQ Runner takes charge on Monday, he/she will be replaced on Tuesday at retreat, completing a 24hrs cycle). The Changing of the Guard will occur only when an OD is changed, in which a Regimental Officer will present the New Guard and dismiss the Old Guard.
 - 2) Tour of duty is in the Hagerman CQ Box from 0620 until TAPS every day except when attending class from 0745-1530 during school days. CQ cadets are to be in the CQ Box or conducting CQ Duties from 0620-0745 and 1530-TAPS. CQ Member will still report for DRC formation on Monday, Wednesday, Friday and Saturday. During NSH (1900-2200 Thursday through Monday and 1945-2200 Tuesday and Wednesday), the CQ members will be allowed to engage in academic activities. Cadets may be dismissed at the Command Post TLA's discretion. The OD or NCOD will be in the CQ Box during non-academic times. During NSH the OD will ensure that at least one CQ member is in the Hagerman Guard Box at all times. The OD will document in the CQ Logbook the times of departure and return of CQ Cadets throughout the tour of duty.
 - 3) CQ Cadets wear the uniform of the day with corresponding Brassard.
 - 4) The CQ OD will maintain the CQ Duty logbook documenting the performance of duties and keeping track of all major events that occur during their watch. All entries must be brief, concise, and clear. When recording events include the five W's: Who, What, When, Where, Why. The CQ OD documents all patrols and inspections in the CQ OD Log Book.

- 5) The CQ will deliver messages, run errands, and perform security duties, and other details as directed by the RC, XO, PM, and Commandant's Staff.
- 6) As the RC representative, the CQ enforces good order and discipline through the campus. The CQ corrects violations of the Blue Book. CQ reports all Serious and Critical Offenses to the RC and the commandant's staff.
- 7) The CQ will maintain high visibility but respect the privacy of Cadets in the Barracks. CQ notes the physical condition of the Barracks and reports any discrepancies to the Regimental Quartermaster and Commandant's Staff.
- 8) The CQ OD will supervise the raising or lowering of the flags at Reveille and Retreat as well as the posting of the General Officers' Flags in accordance with the Standard Operating Procedures for Flag Detail. Report any issues to the Regimental Quartermaster. Document conduct of color guard in the CQ OD Log Book.
 - a) Reveille times are as follows:
 - 0630 on Mondays, Tuesdays, Thursdays, Fridays and Saturday.
 - 0600 on Wednesdays.
 - 0730 on Sundays.
 - b) Retreat is 1730 Daily.
- 8) The CQ OD will inspect Bates Dining Facility during BRC, SRC, and 4th Meal. The OD will dismiss the NCO and the Runner to go to Bates Dining Hall at the respective times and will go after they return. When inspecting the dining facility, the CQ checks that common equipment, (toasters, waffle irons, etc.) are working properly. The CQ notes the cleanliness of the servers, food line, and garbage area. The CQ will report any issues presented with the food's quality, if reported to them by cadets, to the Regimental Quartermaster and Commandant's Staff. Document inspection in the CQ OD Log Book.
- 9) The CQ will receive and document in the CQ OD Log Book a report from the Quartermaster's Laundry Detail.
- 10) The CQ OD will inspect the Cadet Waiters Monday through Saturday for BRC and on Saturday for SRC, in accordance with the Cadet Waiter SOP. Document inspection in the CQ OD Log Book.
- 11) When sent to Supper Roll Call (SRC), the CQ will take a moment after they finish eating to inspect the laundry room in accordance with the Cadet Laundry Procedures SOP. Document inspection in the CQ OD Log Book and report any discrepancies to the Regimental Quartermaster.
- 12) Under the Tour Squad Officer discretion, the CQ OD will send at least five in ranks Tour Squad cadets under the supervision of the CQ NCO to the Cadet Laundromat at 1500 on Sunday in order to thoroughly clean and then inspect its appearance. Document inspection in the CQ OD Log Book.

13) The CQ will patrol the areas determined by the Command Post TLA, and will document these campus tours in CQ OD Log Book.

14) Telephone instructions:

- a) CQ box phones are for official use only.
- b) The CQ Cadets will answer the telephones in the CQ box.
- c) Telephone calls will be answered in the following manner: **“NEW MEXICO MILITARY INSTITUTE, HAGERMAN CQ BOX, CADET SERGEANT DOE SPEAKING, HOW MAY I HELP YOU?”** Be polite – speak clearly – be helpful.
- d) When a telephone call is for a cadet, take a message. After taking a message contact the cadet and share the information. Log the event in the CQ Duty logbook.
- e) Do not use the public address system to announce phone calls.
- f) **Refer all emergency phone calls to the TLA CP or member of the Commandant’s Staff on Duty.**
- g) Collect calls are not accepted by the CQ detail. If a collect call is accepted, the Officer of the Day (OD) will pay for the cost of the call.

15) CQ BOX: The CQ box in Hagerman is a place of official business.

- CQ Cadets conduct themselves in a professional, courteous, business-like manner.
- CQ Cadets do not allow other cadets to loiter in the CQ box.
- Distracting electronics such as TV’s, radios, etc. are not allowed in the CQ box. Laptops may be used for academic purposes only, and cellphones may be brought into the Hagerman Guard Box for emergency use or under the Command Post TLA’s approval.
- CQ members may read, work on class assignments, or conduct planning for cadet activities in the CQ box during inactive/academic periods.
- CQ Cadets will keep the CQ box and surrounding areas in a clean and orderly manner at all times.
- The CQ will keep visitors from entering barracks area and refer them to the TLA in CP. Visitors are not allowed in the CQ Box for any reason.

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

OD: c/2LT Melano, R.

NCOD: c/SSG Camela, B.

Runner: c/PVT Nítales, J.

Monday August 12, 2019

0620 c/2LT Melano posted for duty as OD. c/SSG Camela and c/PVT Nítales present. I understand all duties and responsibilities of OD. There are no special instructions at this time. I have one logbook and three CQ brassards.

0630 Color Guard raised colors. Flags are in good condition.

0635 Cadet Waiters departed and checked in at the Guard Box.

0655 CQ members depart for breakfast.

0725 CQ members return from BRC. Bates was clean and orderly. One broken toaster should be reported to Quartermaster.

0730 Laundry Detail reports that laundry room has been cleaned and there are no maintenance issues. Cadets Drift, G.A and Garb, N.O. abandoned clothing in the laundry room. Will report to Quartermaster.

0745 CQ members depart for classes.

1145 CQ members return for DRC formation.

1155 CQ members depart to Bates Dining Hall.

1530 Guard box reopened. OD, NCOD and runner present. Quartermaster was informed earlier about cadets who left laundry in laundry room. NCOD left for Cross Country practice.

1600 OD departs to tour area.

1620 OD returns. Assigned to tour Hagerman, Saunders and Toles. Nothing to report.

1700 NCOD returns from practice.

1730 Colors conducted properly. Flags are in good condition.

1735 New Runner reported to the Hagerman Guard Box for CQ Duty. Old Runner was dismissed.

1755 NCOD and Runner depart for supper.

1820 NCOD and Runner return from supper.

1820 OD Departs for supper.

1840 OD returns from supper. Alpha Troop table had trash. Cadet got intoxicated with chicken and taken to the infirmary. Laundry room was clean no mechanical issues.

1900 NSH begins. OD and Runner went to library for tutoring. NCOD left in charge.

2040 OD returns. Barracks is quiet.

2130 NCOD and Runner depart for forth meal.

2150 OD and Runner return from forth meal. Bates was clean. Two Football players fought in third squadron and were stopped by TLA.

2230 Guard box secured.