



NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard
Roswell, New Mexico 88201-5173
575-624-8400
Fax: 575-624-8459



COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets, Staff, and Faculty

Subject: NMMI Used Uniform, Accessory, and Item Exchange

1. **Purpose:** This Standard Operating Procedure (SOP) details the rules and responsibilities for the management of a cadet uniform, uniform accessory, and cadet room equipment exchange program to provide a means for uniform or item replacement when cadets cannot afford it, to prevent unnecessary waste of cadet required items at the end of the SY, and to provide a means to exchange unserviceable or ill-fitting uniforms to improve overall Corps appearance.
2. **Applicability:** This SOP is effective 1 July 2019 and applies to the Corps of Cadets. It will expire at the discretion of the Commandant of Cadets.
3. **Scope:** This SOP identifies the procedures and responsibilities for an exchange program. The only items that are acceptable to be subject to this program are:
 - a. **Issued and authorized items provided by NMMI as part of the matriculation process or for purchase through the NMMI Cadet Store.** These items include:
 - 1) ACU top or bottom
 - 2) NMMI Blue uniform pants, skirts, or Class A coat
 - 3) ACU cap
 - 4) NMMI black service jacket (polyester only – wool coat no longer issued)
 - 5) NMMI blue garrison or service caps/hats
 - b. **Other non-uniform items that cadets are authorized to have:**
 - 1) Vacuum cleaners
 - 2) Small ironing boards
 - 3) Irons
 - 4) NMMI rank and authorized uniform accessories.
 - c. **Items that will **NOT** be allowed to be part of this program:**
 - 1) Items procured from any other source than the NMMI Cadet Store including, but not limited to the Senior Army ROTC Department, Junior ROTC Department, the US Army, Army surplus items, and/or items purchased from other sources will not be authorized in the exchange program.
 - 2) NMMI bathrobes
 - 3) NMMI bedding
 - 4) Towels
 - 5) Socks
 - 6) Shoes or Boots

- d. “Serviceability.” Serviceability means an item is still usable and is not permanently stained or damaged in any way. A serviceable item will not require any repair (replacement of buttons, zippers, belt loops, pockets, shoulder loops, etc.).

4. **Responsibilities:**

- a. The Commandant of Cadets through the Deputy Commandant for Support (DCS) and/or the Deputy Commandant for Operations (DCO) as applicable is responsible for the execution of this SOP. The Commandant, or his designated representative (DCO or DCS) will have the final word on what items are authorized/serviceable/acceptable for current NMMI cadets to use in this program.
 - 1) **TLA/SLA.** Each Troop Leadership Advisor and Squadron Leadership Advisor is in the best position to be aware of the appearance and uniform serviceability of cadets assigned to their troop or squadron. The TLA/SLA should:
 - a) Maintain a supply of cadet rank, brass, or other small items that can be exchanged with unserviceable or lost items, or provided to cadets who are promoted to different ranks during their tenure as a cadet.
 - b) Wherever possible, cadet rank and minor uniform items that can be maintained or stored by the TLA/SLA should be made available to cadets in need and include cadets progressing in rank turning in their rank insignia to be used by other cadets assuming rank.
 - c) Refer cadets with unserviceable exchangeable items to the “Lending Closet” and follow up with the cadet to ensure alterations are completed if required for exchanged uniform items.
 - d) Assist cadets with understanding where the “Lending Closet” is and what the process is for exchange or purchase of used items.
 - 2) **DCS.** The DCS is responsible for the management of this SOP and any modifications to procedures outlined as this new program is stood up and adjustments are made as needed. The DCS will:
 - a) Monitor progress of this SOP and recommend staffing or modifications as needed.
 - b) Coordinate with the Protocol Officer for Parents’ Club involvement and support.
 - c) Ensure the Cadet Chain of Command is aware of the exchange program.
 - 3) **Protocol Officer.**
 - a) Coordinate with the DCS for Parents’ Club support and assistance with this program.
 - b) Provide recommendations from the Parents’ Club to the Commandant for consideration as necessary.
 - 4) **Parents’ Club.**
 - a) Provide support for the exchange program and assist the Commandant with providing information on the program to parents.

- b) Assist with gathering and sorting items that are part of the program and checking the serviceability of uniform items and accessories and separating donated items to be collected by the Laundry/Dry Cleaning contractor before items are passed to the “Lending Closet.”
 - c) Assist the owner/operator of “Once Again Consignments” store in Roswell as needed.
- 5) **Parents’ Club.**
- a) Manage an exchange program at the store located on the west side of the Saunders barracks:
 - a. Collect cleaned uniform items from current NMMI cadets or the parents of current NMMI cadets and exchange them with serviceable uniform items maintained at the store that fit or will fit with minor alterations that the cadet will be financially responsible for completing using the NMMI alterations contractor located in Bates Hall.
 - b. Assist the cadet attempting an exchange with the proper fitting of the item IAW NMMI uniform fitting guidelines (e.g. length of pants, proper wear of uniform pants at the belt line, arm length, neck size, hat or cap size fitting properly on a horizontal line on the head at the top of the ears).
 - c. Receive and re-sell serviceable items that cadets are encouraged to have in their barracks rooms that are also authorized such as small ironing boards or vacuum cleaners to accepted incoming cadets, current cadets, or to the public.
- 6) **Director, Facilities Department.**
- a) Assist the Commandant/DCS in the location of a secure “Lending Closet” room on campus that is or can be cleaned and protected from the weather that Parent’s Club volunteers or Tour Squad may have access to during periods that the closet is open and available for cadets to utilize. (Note: the NMMI barracks basement trunk rooms are not suitable for this location due to the environment that would require cleaned items to be re-cleaned before re-issue).
 - b) Provide containers for the collection of authorized items as described above at the end of each semester and the SY.
 - c) Transport items collected to the on campus Lending Closet location (if applicable and not an off campus privately owned location).
- 7) **Chief Financial Officer.**
- a) Assist with the management of payment to the NMMI authorized Laundry/Dry Cleaning contractor for items turned in to be accepted as exchange uniform items after the items have been sorted for serviceability.
- 8) **Laundry/Dry Cleaning Contractor.**

- a) Receive, clean, and return authorized uniform items for re-issue by the “Lending Closet.”
- b) Bill NMMI for these exchange items separately than cadet turned in items.

9) **Athletic Director.**

- a) The NMMI Athletic Director will not maintain a separate “Lending Closet” for cadet athletes and will assist the Commandant with the implementation and management of this exchange program.
- b) The Athletic Department coaching staff will assist the TLA/SLA in the identification of cadet athletes who need help in maintaining properly fitting and appearing uniforms.
- c) The Athletic Department coaching staff will advise cadet athletes to maintain their uniforms properly and follow uniform appearance regulations and will wear all items appropriate with the proper wear of the uniform.

5. **Procedures:**

- a. Cadets who have unserviceable issued items as described above or issued uniform items that no longer fit and cannot be altered/tailored to fit by the NMMI alterations contractor located in Bates Hall, or cadets directed by their TLA/SLA or Coach to exchange a uniform item will:
 - 1) Turn in the item to be exchanged to the NMMI Laundry and Dry Cleaning contractor and pick up and provide the cleaned item to the “Lending Closet.”
 - 2) Turn in the item that is undamaged, does not have permanent stains, holes, or need repair and is still in a serviceable condition, to the “Lending Closet” for exchange.
 - 3) Ensure that any alterations or tailoring that must be done to follow NMMI uniform wear guidelines are done, at the cadet’s expense – or the expense of the NMMI Athletic Department for AGA athletes only.
- b. Items other than uniform items (vacuum cleaners, ironing boards, etc.) are subject to purchase prices set by the “Lending Closet” if a private company, or, for no fee if the “Lending Closet is maintained by the NMMI campus and staffed by volunteers.

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