



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

10 August 2020

Memorandum for: Corps of Cadets
Subject: Cadet Parking.

1. **Purpose:** This Standard Operating Procedure (SOP) details the rules and regulations for cadet parking in the cadet parking cage on Achievement Avenue.
2. **Applicability:** This SOP is effective 9 October 2018 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 for cadet parking in the Achievement avenue cage. Cadets must meet the criteria as described in the Blue Book to maintain a vehicle on Post.
4. **Responsibilities:**
 - a. The Regimental Commander through his/her Provost Marshal is responsible for the execution of this SOP.
 - b. The Provost Marshall will establish the parking plan and make sure that the proper procedures are followed.
 - c. The Cadet Chain of Command, Constabulary, and Guard of the Day Detail will enforce this policy.
 - d. Constabulary NCOIC and Officer on Duty will coordinate with the Provost Marshall to ensure that all cadets are parked in their assigned spots.
 - e. **Provost Marshall:**
 - 1) Will be directly responsible for the parking lot and parking plan.
 - 2) Will enforce Juliet troop's parking spots
 - 3) Will be informed about any discrepancy regarding the Achievement Avenue cadet parking.
 - 4) Will update the roster every time promotion and demotions take place
 - 5) Will coordinate with NCOIC of Constabulary to assign deputies for parking check or other assignments as ordered.
 - 6) Will coordinate with Officer on Duty to send Orderly to check for cadet parking or other assignments as ordered
 - f. **Constabulary NCOIC**
 - 1) Will coordinate with the Provost Marshall to make sure Honor and Achievement avenues are checked every day
 - 2) Will be the responsible for the proper execution of the PM's commands
 - 3) May delegate to Constabulary Deputies the checking of such avenues
 - 4) Will hand a report daily of the parking activity to the Provost Marshal
5. **Procedures:**
 - a. Any cadet who is eligible to have a vehicle at NMMI in accordance with The Blue Book, will complete PGF forms 10 and 11 and submit them to Campus Police for instructions.
 - b. The cadet will then proceed to the cashier and Police Department in that order to purchase and obtain a sticker. The cadet will submit all applicable paperwork (insurance, registration) to the police.

- c. Campus Police will provide a list of cadets who have submitted registration forms to the DCO who will validate that the cadet is IAW the Blue Book criteria to have a vehicle on post, and is a cadet in Good Standing. He will provide approval or disapproval back to the Campus Police.
- d. The DCO will also provide the names of cadets denied the privilege of maintaining a vehicle on post to the SLAs who will insure cadets are counseled accordingly with the counseling documented in the CRR. Cadets not in good standing will lose their vehicle privileges.
- e. The cadet will park as directed by the Provost Marshal
- f. The Provost Marshal will create the Parking chart with assigned spots as follows:
 - 1) Parking roster for the year will be annexed to this SOP.
 - 2) Each cadet will park in the assigned spot based on their leadership position
 - 3) If there is an open slot, due to an open position, the cadet next to that spot will move up.
 - 4) Each cadet is responsible for his/her own parking spot, Troop commanders and below will enforce their own assigned spot. Provost Marshal will make sure that the Juliet troop parking area is in order.
 - 5) Parking spots are subject to change by the Provost Marshal with the authorization of the Regimental Commander.
 - 6) After the last slots occupied by the Platoon Sergeant, the parking spots will become available for any cadet to park on.
- g. Failure to follow this SOP will result in; Stick, Parking ticket, Boot, or loss of vehicle privilege

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

