



# NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS  
DEAN OF STUDENTS

1 August 2020

**Memorandum for:** Corps of Cadets

**Subject:** Standard Operating Procedures for Daily Room Inspection (DRI).

1. **Purpose.** This Standard Operating Procedure (SOP) details the rules for Daily Room Inspections and the general guidelines and standards for room appearance.
2. **Applicability.** This SOP is effective 9 October 2018, applies to the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the standards for Daily Room Inspections and how cadet rooms are to be maintained. All cadet rooms, including lockers and their contents, are subject to inspection by cadet leaders and Commandant's staff.
4. **Responsibilities.**
  - a. "Presentable" appearance is defined as:
    - 1) Beds made.
    - 2) No items or trash on the floor.
    - 3) Desk is organized and clean from clutter.
    - 4) Sink area is clean.
    - 5) No items hanging from the bunk or ladder.
    - 6) Windows clean.
    - 7) Shades properly dressed.
    - 8) Trash can not more than half (1/2) full (for non DRI hours).
  - b. Each cadet will have their room ready for Daily Room Inspection Monday-Friday between 0800 and 1530.
    - 1) New Cadets will have their rooms DRI ready 0800-1530 daily and "presentable" (neat appearance) at all other times.
    - 2) Yearlings and Old Cadets will maintain their rooms in a "presentable" manner (neat appearance) during non-DRI hours (1530-2200).
  - c. All cadets assigned to a room are equally responsible for the cleanliness and neatness of their room, except for their individual desks. They are also responsible for policing that portion of the stoop adjoining and extending from their room.
  - d. Squad Leaders should inspect their squad member's rooms each day before 0800 to ensure cadets are meeting the requirements of DRI. Squad Leaders experiencing

problems with unprepared cadets will prepare written counseling statements after reviewing this SOP with cadet.

- e. Platoon Sergeants will oversee Squad Leaders' execution of their room inspection responsibilities.
- f. First Sergeants will inspect common troop areas and ensure troop rooms are maintained in a presentable appearance at all times.
- g. Troop Leadership Advisors (TLAs) will ensure that Cadet Chain of Command checks rooms and that troop members are in compliance with this SOP at all times. TLAs will conduct a 100% check of their troops twice a week to monitor leader actions for DRI, and will provide results to DCS prior to COB on the day of the inspection.
- h. SLAs will ensure the troops in their squadron are in compliance with this SOP at all times To ensure cadet leader compliance.

## 5. **Procedures.**

### a. General Guidelines:

- 1) All cadets will have a personal property inventory posted inside their locker door with a copy turned into Troop Officer.
- 2) Inspection Process:
  - a) All rooms are inspected for “gigs” (deficiencies) in five areas:
    - Stoop/window/doors.
    - Floor.
    - Sinks/mirrors/trash can.
    - Bunk.
    - Desk.
  - b) Any cadet room with a gig in one of the five inspection areas noted on the DRI sheet during DRI is a “warning”.
  - c) Any room with gigs in two areas is a “Room Not Prepared .”
  - d) Any room with gigs in three areas is a “Room Not Presentable”.
  - e) Any room with gigs in four or more areas is an “Unsatisfactory Room.”
- 3) Nothing may be attached to any wood in the room. The only exception is the cadet inventory sheet which will be taped on the back of the locker door.
- 4) No extra furniture or appliances of any type will be allowed in a cadet room without the direct authorization of the Deputy Commandant for Support (DCS).
- 5) During break periods (Thanksgiving, Christmas, Spring Break):
  - a) Cadets will strip their beds.
  - b) Cadets will place all their high value items in their lockers for security.
  - c) Rooms will be clean (trash can empty).
  - d) All items will be unplugged.
  - e) Windows, lockers, and doors will be locked.
  - f) No food items of any type will be left in a room over any break period.

- g) Back shades will be pulled down.
- b. DRI Standards.
- 1) Beds:
    - a) Bunk made with head towards rear wall.
    - b) Each cadet is required to have one gray NMMI regulation blanket. Beds will be made daily (including weekends) with a “white collar.” The NMMI will be centered 10 inches from each side and 30 inches from the white collar. The white collar will be 6 inches long and 6 inches from the end of the mattress. The extra blanket (gray NMMI or Army green) will either be folded to 14 x 20 inches with the fold facing forward and placed in the locker over the boot well, or folded the width of bed, or placed at foot of bed with the single fold toward the door.
    - c) All mattresses will be covered with a mattress cover. Beds will be made each day with two sheets, one pillow with pillow case, and one blanket and an extra blanket as described above, if needed. Sheets and pillow case will be white. Beds will be “stockaded” on Friday mornings, and made prior to retiring for the evening. When beds are stockaded, the mattresses will remain flat. Folded blanket(s), pillow, clean sheets, and pillowcase will be placed in that order at the foot of bed.
    - d) Bunks, bunk rails, and bunk ladders will be free of unauthorized items.
  - 2) Broom and carpet sweeper (one each per room) behind door.
  - 3) Dustpan behind wastebasket stowed under individual sink #2.
  - 4) Chairs pushed in and centered on the desk.
  - 5) Desks:
    - a) Clean and free of dust with drawers closed.
    - b) Objects on desk neatly arranged.
    - c) Nothing will be posted to wood. All pictures will be placed on either the individual bulletin board, or the wall blanket.
    - d) Current school year Blue Book, closed, centered on desk in front of chair (out of date Blue Book on display is a “desk gig”).
    - e) Pencil drawer will have drawer organizer to hold pen, pencils, paper clips, etc.
    - f) Top drawer to contain only file folders, academic supplies, notebooks etc. Drawer will not be used for non-academic items (i.e., food, clothing, games, CDs, etc.).
    - g) Bottom drawer will contain only an authorized empty book bag or laptop bag.
  - 6) Bookshelves neatly arranged with books stowed largest to smallest, left to right, as you face them.
  - 7) Front door clean and free of black shoe marks.
  - 8) Floor cleaned and free of obstacles i.e. boxes, shoes, items of clothing or rugs.
  - 9) Locker doors and desk lockers locked with approved combination locks (purchased from Cadet Store with key access on back of lock). Contents will be neatly arranged as they may be inspected for health/safety reasons. Food, in “Tupperware” type containers, will be stored only in the desk locker.
  - 10) Only ROTC or athlete issued items will be placed in the open area above the wall locker. Civilian clothing will be stored in one NMMI garment bag per locker. New

cadets are not allowed to store civilian clothing in their locker or room. Requests for exceptions will be submitted in writing to the DCO or Commandant for approval.

- 11) Medicine cabinet door closed and mirrors spotless.
  - 12) Shine boxes closed. No items are authorized on top of the shine box.
  - 13) Sinks clean, dry, faucet/base free of soap, stubble, and lime.
  - 14) Stereo speakers (maximum size 6 x 9 x 12 inches) must be placed on top bookshelf and not on the floor. Maximum of one set of stereo speakers per cadet in each room. A set of stereo speakers consists of no more than three speakers. SUBWOOFERS AND WEBCAMS ARE UNAUTHORIZED FOR ALL CADETS.
  - 15) One towel per cadet, draped over the bathrobe, and hung on the back of the door. Towels will be white.
  - 16) Wastebasket under sink #2 (empty and clean). Wastebasket liners are encouraged for normal use.
  - 17) Windows and sills, outside and inside, will be clean. Shade will be dressed to mid-window. Window shades will be drawn only when changing. All windows facing away from campus will have shades drawn between 1800-0600 daily.
  - 18) No luggage will be stored in a cadet room.
  - 19) All wood will be lightly oiled with Old English furniture polish once a week.
  - 20) TLAs will inspect for authorized items based on cadet status: New, Yearling, Old, NCO, Officer. See Policy Letters #1 and #2.
  - 21) Miscellaneous items:
    - a) Personal sports and hobby equipment (with the exception of weights, barbells, or dumbbells) will be stored in lockers, or per Blue Book.
- c. When a Commandant's staff member enters a cadet's room for DRI all cadets will assume the position of attention. Cadets who are not occupants of that room will request permission to vacate and do so when directed. Occupants will turn off TVs, stereos, computers or other devices that would interfere with the inspection. Occupants will not sleep or eat through the inspection unless authorized by the inspector.

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Interim Commandant of Cadets