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COMMANDANT OF CADETS
DEAN OF STUDENTS

1 August 2020

Memorandum for: Corps of Cadets

Subject: Standard Operating Procedures for Holiday Decorations

1. **Purpose.** This Standard Operating Procedure (SOP) details the rules for holiday (Halloween, Thanksgiving, Kwanza, Christmas, Hanukah, Valentine's Day, Easter, etc.) decorations in cadet rooms at New Mexico Military Institute (NMMI).
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 rules for holiday decorations in cadet rooms.
4. **Responsibilities.**
 - a. Each cadet will make sure that proper procedures are followed in his/her room and that decorating is coordinated and discussed with his/her roommate.
 - b. The Cadet Chain of Command will enforce this policy.
 - c. Troop Leadership Advisors will ensure that the proper procedures are followed in his/her troop and resolve issues between roommates.
 - d. Squadron Leadership Advisors will ensure that proper procedures are followed in his/her squadron.
 - e. Cadet chain of command or Commandant's Staff may direct removal of any decoration or lights deemed inappropriate.
5. **Procedures.**
 - a. Cadet rooms are authorized the following decorations for fourteen days prior to the holiday:
 - 1) Lights (no more than one string of 25 lights per cadet) may be placed around the bunk/study area. They may not go above a line even with the mattress. Lights must be mini-holiday lights.
 - 2) Holiday cards and posters (no more than 2) may only be on the wall pennants. They cannot be directly affixed to the walls, lockers or furniture.
 - 3) One small holiday decoration (no more than 8 inches in height) can be placed on the desk.
 - 4) A small, free standing holiday decoration (artificial tree, menorah, etc.) no more than 30 inches in height, may be placed under the back window.
 - 5) Lights on Windows
 - b. The following guidelines will be followed:
 - 1) Safety first whenever decorating.
 - 2) Holiday lights may only be on when the cadets are in the room.

- 3) Holiday lights will be turned off at taps.
 - 4) Decorations of any type are not allowed on the front or back windows. At no time are the windows to be obstructed by anything.
 - 5) Candles are never allowed.
 - 6) Decorations are not allowed on either side of the front door.
 - 7) No holiday decorations in common areas.
 - 8) Be considerate of your roommate.
- c. Decorations must be removed the day after the holiday or prior to the Cadet's departure for holiday break.

Arthur C. Houghtby II
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Interim Commandant of Cadets