



# 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 Procedure for Confiscating New Cadet Personal Items during the 21/28 Day Period.

1. **Purpose:** This Standard Operating Procedure (SOP) details the rules and regulations for Troop Staff which includes confiscation/returning of personal items from/to RATs.
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 the Troop Staff to include confiscation/returning of personal items from/to RATs.
4. **Responsibilities:**
  - a. The Troop Commander through his/her squad leaders is responsible for the execution of this SOP.
  - b. The Troop Commander will make sure that the proper procedures are followed.
  - c. The Cadet Chain of Command will enforce this policy.
  - d. The squad leaders/platoon sergeants/ISG will coordinate with the Troop Commander and TLA to ensure that all items confiscated from RATs are accounted for, properly stored and returned properly.
  - e. Troop Commanders will ensure all cadets that have computers are on online and operating prior to the first day of classes.
5. **Procedures:**
  - a. Each New Cadet is required to fill out a personal property inventory form and then turn over designated items to troop staff which includes, but is not limited to: radios, CD players, MP3 players, iPods, computer power cords, cosmetics (female cadets), food, and civilian clothing.
  - b. The Troop Commander or ISG will announce when and where this action will take place.

- c. The Troop Commander will coordinate with the TLA to ensure that all of the confiscated items are placed in the corresponding trunk rooms.
- d. All confiscated items will be returned immediately following first twenty-one or twenty-eight days on post. Exceptions include alarm clocks and computer power cords which will be returned immediately following the conclusion of “RAT Training.”
- e. **Troop Commander:**
  - 1) Will announce the time and place of confiscation to all troop staff and New Cadets.
  - 2) Will coordinate with the TLA to ensure all of the confiscated items are bagged and stored properly in the trunk rooms.
  - 3) Will directly supervise all squad leaders who are taking items from the New Cadets.
  - 4) Will coordinate with the TLA to ensure all of the confiscated items are returned to the New Cadets directly following the twenty-one or twenty-eight day period. Exceptions include alarm clocks which will be returned directly following the conclusion of “RAT Training.”
  - 5) Will coordinate with the squad leaders to ensure all of the confiscated items are returned to their corresponding New Cadet immediately following retrieval from trunk rooms.
- f. **Squad Leader:**
  - 1) Will be directly responsible for confiscating items from New Cadets.
  - 2) Will handle one New Cadet at a time to be waited on while all items are confiscated.
  - 3) Will place all items in a storage bag and place the New Cadet’s name and ABT# in a conspicuous place on the storage bag.
  - 4) Will write down everything the cadet gives them using the Personal Property Inventory (CMDT Staff Form PPI 24) and will have the cadet sign it.
  - 5) Will hand over all confiscated items to the 1SG/TC to be placed in the trunk rooms.
  - 6) Will coordinate with the TC to ensure all of the confiscated items are returned to their corresponding New Cadet immediately following retrieval from trunk rooms.
  - 7) Will have the New Cadet sign for their returned equipment on PPI 24.
- g. **Troop Leadership Advisor (TLA):**
  - 1) Will coordinate with the Troop Commander to ensure all of the confiscated items are bagged and stored properly in the trunk rooms.
  - 2) Will directly supervise all of the equipment placed in the troop’s corresponding trunk rooms.
  - 3) Will open the trunk rooms immediately following “RAT Training” for the retrieval of alarm clocks and computer power cords.
  - 4) Will provide each troop with enough storage bags to hold all confiscated items.

- 5) Will open trunk rooms immediately following the twenty-one or twenty-eight day period for the retrieval of the rest of the confiscated electronic equipment.
  - 6) Will provide email verification to DCS that all confiscated items have been returned to all cadets the Monday following the 21/28 period.
- h. **Squadron Leadership Advisor (SLA).** Will insure compliance with this SOP.

Arthur C. Houghtby II  
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Interim Commandant of Cadets

Encl: PPI 24