



# NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS  
DEAN OF STUDENTS

1 August 2020

**Memorandum for:** Corps of Cadets and Commandant Staff

**Subject:** Standard Operating Procedures for use of the Trunk Rooms

1. **Purpose.** This Standard Operating Procedure (SOP) details the official procedures that will be followed cadets using the Trunk Rooms for temporary storage of personal gear.
2. **Applicability.** This SOP is effective 9 October 2019, applies to the Commandant's Staff and the Corps of Cadets and will expire at the discretion of the Commandant of Cadets.
3. **Scope.** This SOP identifies the procedures for cadets using the Trunk Rooms for temporary storage of personal gear.
4. **Responsibilities.**
  - a. Cadets will:
    - 1) Make an appointment with their respective TLA to complete the final inspection prior to departure. Cadet and TLA signatures will appear on the inspection sheet.
    - 2) Leave room clean and submit work order requests to Troop Leadership Advisors (TLAs).
    - 3) Minimize items in storage and make every effort prior to clearing the campus to send items home by any means available.
    - 4) Properly label items on at least two sides in accordance with procedures (5b).
    - 5) Provide a list of the items to the TLA and keep a copy. This copy must be presented to the TLA to receive the items out of storage.
  - b. Troop Leadership Advisors will:
    - 1) Enforce this SOP.
    - 2) Help cadets minimize the number of items in storage.
    - 3) Turn the completed final room inspection form to the SLA's office to be placed in the cadet's file NLT Graduation Day in the provided binders.
    - 4) Maintain a roster of storage with the following information:

- a) Cadet name.
  - b) ABT number.
  - c) Number of items in storage by cadet (Cadet Jones 2—1 Box, 1 suitcase)
  - d) Provide to the SLA a copy of items in storage.
- c. Squadron Leadership Advisor (SLA) will:
- 1) Receive copies of the final room clearance form from all TLAs.
  - 2) Consolidate all work orders by Troop.
  - 3) Maintain a list of all items in storage.
  - 4) Maintain each troop binder of completed room inspections and notes on charges submitted.
5. **Procedures.**
- a. Room Inspection Guidelines
- 1) Cadets will prepare and schedule their rooms for pre-inspection after their last exam.
  - 2) Cadets will leave their room clean to include:
    - a) All wood polished with wood polish.
    - b) All drawers, personal box, inside of the wall locker and inside of the vanity will be cleaned thoroughly with a cleaning solution and wiped dry.
    - c) Desk top cleaned.
    - d) Sinks cleaned.
    - e) Medicine cabinet shelves will be cleaned.
    - f) Windows and mirrors cleaned.
    - g) All black marks on the interior walls removed.
    - h) Carpet vacuumed.
    - i) Sink drain stopper left open.
    - j) A/C turned off.
    - k) Rest mattress on its side against the wall and remove mattress cover
  - 3) The room inspection form must be filled out in detail by the cadet and TLA. Cadets will note all damage and items needing work orders.
  - 4) Cadet will sign the room inspection form indicating agreement on the noted damage and acceptance of charges for the damage.
  - 5) Turn key into TLA.
  - 6) TLA will submit work order request.
- b. Summer Storage Guidelines.

- 1) Items will be taken on a first come basis. NMMI is not responsible for lost, stolen, abandoned, or damaged items.
- 2) Cadets may not store the following in the trunk rooms.
  - a) Contraband
  - b) Cash or valuables
  - c) Food
  - d) Liquids
  - e) Cleaning Supplies
  - f) Batteries including devices that are chargeable.
  - g) Electronics and appliances (printers, coffee makers, refrigerators etc.)
- 3) Items left for summer storage must be packed in an appropriated storage container such as a suitcase, foot locker, or plastic tote. Cadets are limited to 2 storage containers no larger than 18"x26"x13". Bags and cardboard boxes are not allowed.
- 4) The outside of each storage container will be marked with the following information:
  - a) Cadet Name.
  - b) Cadet Number.
  - c) Home Address and phone number.
  - d) Number of items in storage (1 of 2; 2 of 2).
- 5) All items to be left in summer storage must be in the trunk rooms by the Thursday before Commencement. No storage will be accepted after this date.
- 6) No hanging garment bags will be allowed.
- 7) Suspended or Dismissed cadets do not have the privilege of temporary storage at NMMI.

Arthur C. Houghtby II  
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Interim Commandant of Cadets