



NM SUMMER ENCAMPMENT OPERATING INSTRUCTION 25-02

4 MAY 2025

FINAL VERSION

Personnel - General

DORMITORY STANDARDS

This instruction prescribes the procedures for the setup and maintenance of student dormitories during the 2025 New Mexico Summer Encampment.

1. All students are required to comply with the standards set in this instruction as part of their training and education at the encampment. Failure to comply could result in poor performance, a lack of encampment completion credit, or early dismissal from the program.
2. Students will be expected to complete up to four room and uniform inspections during the encampment. Uniform inspections will be conducted in accordance with CAPR 39-1 and dormitory inspections will be in accordance with this instruction.
3. Questions regarding this instruction should be directed to the 2025 Commandant of Cadets and the 2025 Cadet Commander via encadmin@nmcap.us.

Erin East
ERAN EAST, Capt, CAP
Commander

Character, Culture, Community

Supersedes: NM Encampment OI 24-2, 06 April 2024

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Pages: 6

1.1. Dormitory Behavior Expectations

- 1.1.1. Cadets will move to the side and stand at attention in passageways to allow cadre officers to pass and parade rest for cadre NCOs. Cadets will not come to attention if it is unsafe to do so, (such as while on stairways,) but will allow cadre members to pass and issue the greeting of the day.
- 1.1.2. When an officer enters a room, cadets will call the room to attention.
- 1.1.3. Unnecessary noise and loudness will not be permitted at any time.
- 1.1.4. Dormitory areas will be kept clean and in inspection order between the hours of 0700 and 2100 daily. 'Inspection order' means free from dirt and with clothing, beds, and other material in accordance with SET standards.
 - 1.1.4.1. Uniforms will also need to be in inspection shape, during these times. Check with wingmen to ensure this standard is met (see CAPR 39-1).
- 1.1.5. Cadets are not allowed to enter any other dorms except their own.
- 1.1.6. Cadets must sleep in their own beds. You will remain in your bed between Lights Out and First Call, except for using the latrine or in an emergency.
- 1.1.7. There will be NO talking after Lights Out. If cadets must leave their bunks to use the latrine, they will use the latrine and proceed directly back to their beds.
 - 1.1.7.1. If there are any questions or concerns about your inspection score, please discuss this with your flight cadre or inspection party.
 - 1.1.7.2. Uniform Inspections will also be conducted during room inspections and the uniforms of cadets will be checked by wingman before rooms are inspected.
- 1.1.8. Cadets will turn the lights off and doors closed when leaving the room. Ensure to grab your key before you leave your room.
- 1.1.9. Windows are to remain closed at all times unless specifically instructed by staff to open them.
- 1.1.10. Bathrooms should never be locked. Knock before you enter your room's bathroom.
- 1.1.11. At the time that a cadre member knocks on a cadet's door, open as soon as possible.
- 1.1.12. During morning wake-up, cadre will wake up cadets via loud knocking on doors following First Call. The cadet should immediately turn on the room's lights and proceed to get ready in a timely fashion by going to the bathroom, ensuring proper PT Uniform, and ensuring hydration is filled.
 - 1.1.12.1. Hydration checks will be performed by line staff at least twice a day to ensure cadets are properly drinking and filling their hydration.
- 1.1.13. Cadets are not permitted to throw or damage any items in the dorms and any damage done to the dorm by the cadet will be paid completely by the cadet. It is important to report any damage to your flight cadre, especially if it was not caused by you or your roommate so therefore, there is no suspicion when you leave encampment. If you witness another cadet causing damage to the dorm, it is imperative that you discuss this with your flight cadre. Only report another cadet if you are completely sure that they were the ones that caused the damage. Rumors or suspicions will not be accepted.

1.2. Dormitory Standards

- 1.2.1. BUNKS (See Attached 1 for Hospital Corners Example, Attached 2 for Bed Example)

- 1.2.1.1. The mattress will be flat against the headboard. Bed rails will be clean and free of dust. Both sides of the mattress are subject to inspection.
- 1.2.1.2. **Fitted sheet** - Drape evenly over the mattress. Tuck extra material and corners under the mattress. The sheet should be tight with no wrinkles.
- 1.2.1.3. **Top Sheet** - Drape evenly over the mattress on top of the bottom sheet. Pull it up until the top edge of the sheet is 6 inches from the head of the mattress. Tuck any excess under the end of the mattress tightly.
- 1.2.1.4. **Blanket** - Drape evenly over the other two layers. Pull up until the top edge is 6 inches from the head of the mattress. Tuck any excess blanket under the bottom end of the mattress. **Hospital Corners** are required in making the bed.
- 1.2.1.5. **Extra Blankets** – Tri-folded neatly and placed on the bed and center at the foot of the mattress.
- 1.2.1.6. **Hospital Corners** - Use hospital corners to tuck in excess material. First, grasp the side of the sheet approximately 12 inches from the corner in which the hospital corner will be made. Pull the sheet at a 45-degree angle from the corner and tuck excess underneath the mattress. Next, grasp the 45-degree angle and without changing its shape, bring it down and tuck underneath the mattress. After tucked, smooth and tighten to the conformity of the mattress. Hospital corners need only to be made at the foot of the bed.
- 1.2.1.7. **White Collar** - Fold the top sheet and blanket over together to form a 6-inch white collar. Fold both over again so that the top of the collar is 18 inches from the head of the mattress. Tuck excess material underneath the mattress, including the collar itself. After tucked, smooth and tighten to the conformity of the mattress.
- 1.2.1.8. **Pillow and Pillowcase** - Put the pillow inside the case and place it on the bed, open side to the wall with the excess material neatly folded underneath, centered at the head of the bed, and centered on the width of the mattress. .
- 1.2.1.9. **Hydration Pack** – The hydration pack will be hung on bed post away from the wall at the foot of the bed.
- 1.2.2. **SHOES**
 - 1.2.2.1. Keep all shoes clean, dry, shined, and serviceable. If an item becomes unserviceable, notify a member of your flight cadre. Tightly lace all shoes/boots not being used. “Tightly laced” shoelaces will be pulled closed as tightly as possible without being tied. Tuck excess laces inside the shoe, out of sight.
 - 1.2.2.2. **Order of Display** - Cadets will place their shoes under the bed with the fronts grounded to an imaginary line parallel to the side of the bed. Shoes will be placed in the following order starting from the foot and going to the head of bed: Dress shoes, athletic shoes, combat boots, shower shoes. The row of shoes will be grounded to the most accessible bedpost as close as possible, without protruding from underneath the bed.
 - 1.2.2.3. **Alignment** - Ensure that the toes of shoes are grounded at the fronts. Keep shoes as perpendicular to the imaginary line as possible. Leave a space when wearing a pair of shoes. The toe of shoes will be pointed out towards the center of the room.
- 1.2.3. **CLOSET** (See Attached 3 for Closet Layout)
 - 1.2.3.1. Keep the closet clean and dust free. Keep all items clean, dry, pressed, folded, serviceable, and displayed properly. Display items as worn (zipped, snapped, buttoned, pressed, etc.), unless otherwise directed. Display items right side out. If furniture is present in closet upon arrival, ground to back.

- 1.2.3.2. The cadet in the left most bed will hang their clothes on the left side of the closet. Uniforms will be hung back to front in the following order: Blues slacks/skirts, Blues shirt(s), ABU trouser(s), and ABU blouse(s), Towel. The name tapes/plates will face the center or entrance of the closet.
- 1.2.3.3. Headgear will be placed on the shelf above its respective uniform. Ball cap issued upon arrival will be placed above the towel.
- 1.2.3.4. Belts may be stored in the respective pant belt loops or neatly rolled up next to each other in the bottom dresser drawer.
- 1.2.3.5. **Hanger Management** - Hang all hangers with the open end of the hook facing the rear of the closet. Hang all items separately. No more than three "extra" hangers per cadet are authorized. These hangers should be used for replacement purposes. Display extra hangers as one, grounded to the far wall of the closet. Space them out with an equal amount of space, depending on how many cadets' items are in that closet. When spacing the uniforms, the goal is to keep it orderly and as accessible as possible. When the uniform is being worn, leave the empty hangers in the place they would be if the uniform was on them.
- 1.2.3.6. **Laundry Bag** - The laundry bag will remain closed and pulled tight when not in use. On the cadet's respective side, the bag will be placed upright, in the corner immediately inside the entrance of the closet.
- 1.2.3.7. **Towels** – Wet towels will be hung on the rods in the closet. They will be hung in a way that looks neat, while allowing the towel to dry between showers. Both ends of the towel will be even with each other. Dry towels will be folded and placed on the shelf, above other wet towels.
- 1.2.3.8. **Luggage** – All duffle bags and suitcases will be placed neatly in the far corner of the closet on each cadet's respective side. It's recommended to keep feminine hygiene products here, but they may be kept at your discretion. Ensure all pockets are closed and secured.
- 1.2.4. **DRESSERS**
 - 1.2.4.1. **ONLY IF DRAWERS ARE DIFFICULT TO ACCESS CAN FURNITURE BE MOVED. PERMISSION MUST BE GIVEN BY YOUR FLIGHT COMMANDER or FLIGHT TAC AND MOVEMENT WILL BE SUPERVISED.** Furniture must be returned to its original state when packing up.
 - 1.2.4.2. **Top Drawer (See Attached 4.1 for Males, 4.2 for Females Drawer Layout)**
 - 1.2.4.2.1. **Underwear** - Place folded underwear so that it is grounded to the top left corner of the drawer with the waistband opening facing the top of the drawer. The next additional pair being displayed will be placed in front of and grounded to the first pair. The next pair will be placed in front of and grounded to the second pair. All subsequent pairs will be stacked neatly on top of original rows.
 - 1.2.4.2.2. **Boot Socks** - Place rolled pairs of socks grounded to the front edge of the drawer. Place each one grounded at the edge to the pair before and the front edge of the drawer. If a second row is needed, place the row behind and ground to the first row. If more than two rows are needed in the drawer, the third row may be stacked on top, centered between the first and second rows.
 - 1.2.4.2.3. **Athletic Socks** - Place rolled pairs of socks grounded to the right edge of the drawer and the last row of boot socks. Place each pair behind and ground to the previous pair until the column reaches the back of the drawer. If a second column is needed, ground the column to the first row and the last row of boot

socks. If a third column is needed, it may be stacked on top, centered between the first and second columns.

- 1.2.4.2.4. **Dress Socks** - Create a row between underwear and athletic socks in the same manner as the row(s) of boot socks. Ground the rows to the boot socks, athletic socks, and underwear. If another row is necessary, ground the new row to the previous row. If more space is needed for bras, blues socks may be placed in columns in the same manner as the athletic socks on top of the first column of athletic socks.
- 1.2.4.2.5. **Bras** - Place folded bras with the top of the garment grounded to the back edge of the drawer, between underwear and athletic socks. Stack each garment on top of the previous. If a second stack is needed, place it next to the previous stack, with the left side of the second grounded to the right of the first.

1.2.4.3. Middle Drawer (See Attached 5 for Drawer Layout)

- 1.2.4.3.1. **ABU Shirts** - Ground the first shirt to the front edge and left wall of the drawer with the “flap” edge facing down. Place each shirt behind the previous one until the last one is grounded to the back left corner of the drawer. If necessary, a second column may be placed on top of the first.
- 1.2.4.3.2. **White Shirts** - Ground the first shirt to the front edge of the drawer and right edge of ABU shirts with the “flap” edge facing down. Place each shirt behind the previous one until the last one is grounded to the back left corner of the drawer. If necessary, a second column may be placed on top of the first.
- 1.2.4.3.3. **Athletic Shorts** - Ground the first pair of shorts to the front edge of the drawer and right edge of white shirts with the waistband facing the top of the drawer. Place each pair behind the previous one until the last one is grounded to the back left corner of the drawer. If necessary, a second column may be placed on top of or next to the first.
- 1.2.4.3.4. **8x12 Notebook** - Ground the top right edge of the notebook to the top right corner of the drawer.
- 1.2.4.3.5. **Learn to Lead Volume 1** – Place Learn to Lead Volume 1 directly above the notebook, grounded to the top right corner of the drawer.
- 1.2.4.3.6. **Encampment Training Guide** – Ground the bottom right edge of the Encampment Training Guide to the bottom right edge of the drawer.
- 1.2.4.3.7. **12” Ruler** – Place the long edge of the ruler grounded to the left edge of the notebook.

1.2.4.4. Bottom Drawer

- 1.2.4.4.1. The bottom drawer may be used as a personal drawer. Other personal items will be stored here or in luggage. Items that may be stored in this drawer include miscellaneous items, shoeshine kit, foot care kit, toiletries (Soap, Oral hygiene, Shaving products, etc), hair materials (brushes, bobby pins, hair ties, etc), religious materials, and any other personal accouterments. This drawer will not be graded individually but is subject to visual inspection and will contribute to the overall neatness of the room

1.2.4.5. Top of the Dresser

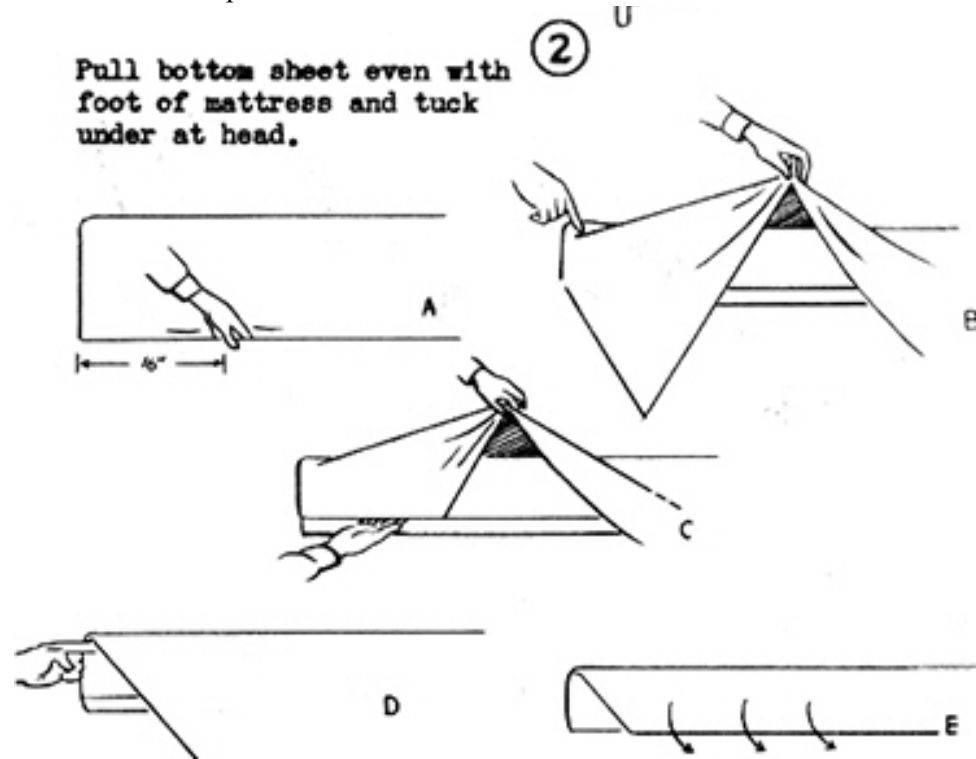
- 1.2.4.5.1. A flashlight may be kept on top of the dresser for use if the bathroom is needed

at night.

1.2.4.6. Sink and Bathroom

- 1.2.4.6.1. **Bathroom** - No items should be left in the bathroom. The shower and toilet will be kept clean. Any clogs or major damage will be reported to Flight Cadre
- 1.2.4.6.2. **Sink** - Toiletries will be kept on the cadet's respective side of the sink either in bag or neatly placed on end in the following order starting at the wall moving towards the sink. When a row is full start back at the wall. Shampoo, conditioner, body wash, shaving cream, deodorant, toothpaste, toothbrush, razor. Any skin care products will be kept in the bottom drawer of the dresser (1.2.4.4) Sink will be free from any hair or nail trimmings. Toiletries may also be placed under the sink, in drawers, but must be kept neat and is preferred to be in the order above.

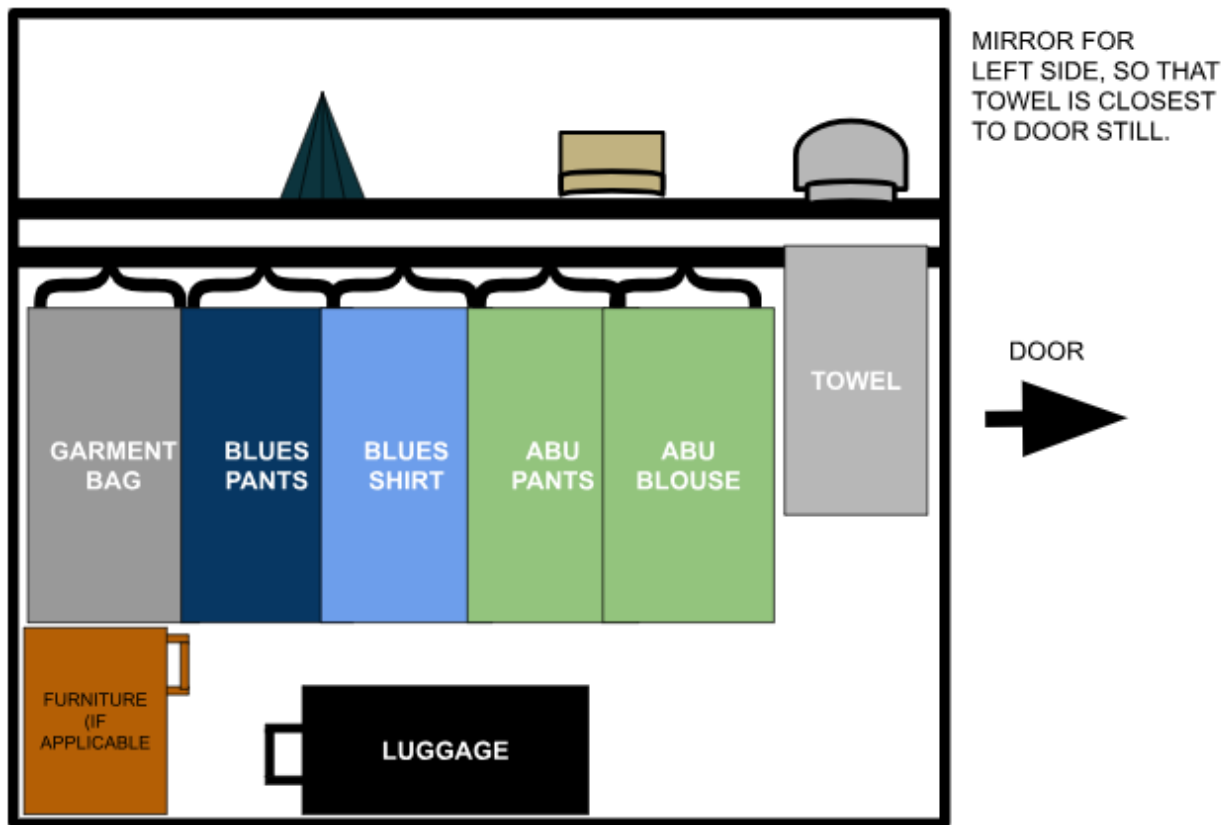
Attached 1 - "Hospital" Corners



Attached 2 – Bed example



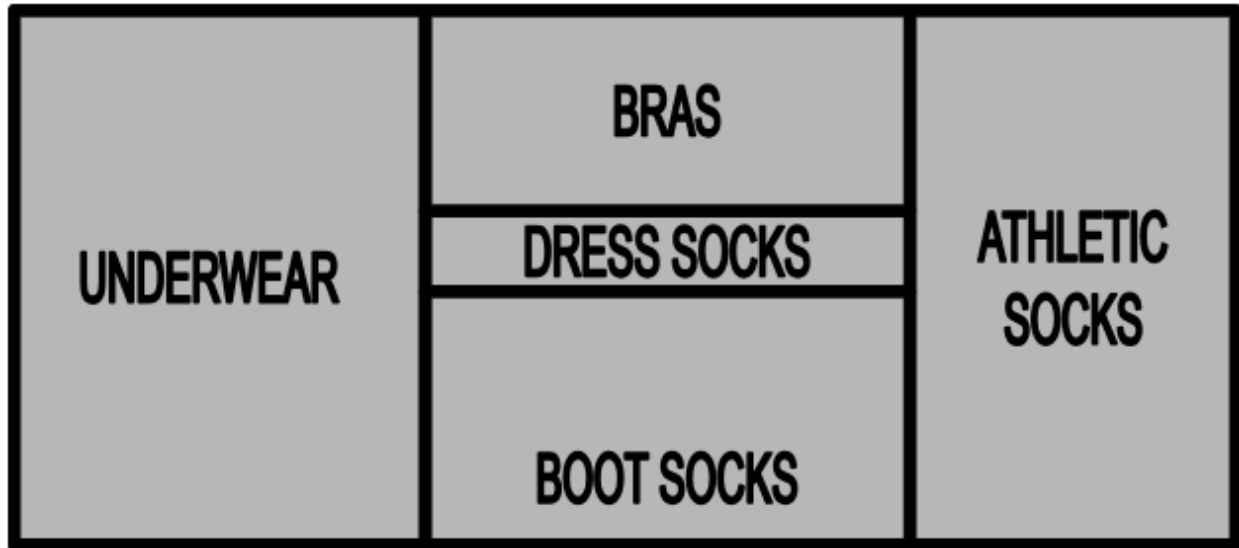
Attached 3 – Closet Layout



Attached 4.1 - Top Drawer (Male)



Attached 4.2 - Top Drawer (Female)



Attached 5 – Middle Drawer (All)

