



DEPARTMENT OF THE ARMY  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NY 10997

REPLY TO  
ATTENTION OF:

MACC-O-4C

15 August 2018

MEMORANDUM FOR RECORD SUBJECT:

C-4 Company Trunkroom Policy

1. The purpose of this memorandum is to outline the Trunkroom policy for C-4.
2. Key use
  - a. The trunkroom keys will remain on the CCQ Desk throughout the duty day until TAPS.
  - b. Keys will be signed in and out using the DA5513 found in the sign-out book. See Encl 1 for an example.
3. Trunkroom use
  - a. Cadets will label all lockers, trunks, bags, and boxes using the company template sheets (see Encl's 2 and 3). HVI must be verified by 1<sup>st</sup> line supervisor or C4 1Sgt.
  - b. All trunks or bags must be locked (if containing HVI) or labeled with a "NO HVI" sheet.
  - c. All lockers must be locked if in use.
  - d. Trunks and bags will not be placed on the floor but may be placed on top of lockers in a neat and orderly manner, unless it interferes with the sprinkler.
  - e. Items left on the floor and not secured will be discarded.
  - f. Items in lockers left unsecured or without a name sheet will be discarded.
  - g. Locks must be of sturdy design (see Encl 4 for examples of approved and disapproved locks). If a combination lock, the combination must not be marked or placed on the lock.
4. Trunkroom access
  - a. The trunkroom will remain locked at all times, unless being accessed by a member of C-4 or respective companies A4, B4, D4 in shared trunkrooms.
  - b. When accessing a trunkroom, the SF702 will be initialed and timestamped for in/out. You will also have to turn-in an HVI item such as Keys, CAC, or Driver License in exchange for trunk room keys. You may make this exchange with the Trunkroom Officer or assistant and/or the CCQ.
5. Trunkroom inspections
  - a. Trunkroom staff will inspect trunkrooms once a week, the CCQ is expected to check trunk rooms during their duty hours. This will be logged on trunk room inspection sheet, to include any deficiencies.
  - b. The staff will coordinate with the Cadet Company First Sergeant for unclean trunkrooms, or unsecured items.

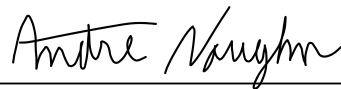
MACC-O-4C

SUBJECT: C-4 Company Trunkroom Policy

6. Failure to adhere to this policy, which is subject to CoC spot-checking, will result in disciplinary action. If cadets fail to pick up and secure their personal items then those items will be removed from the trunkroom.
7. The recommended punishment for violations is as follows:
  - a. 1<sup>st</sup>, Verbal counseling and Chain of Command notified.
  - b. 2<sup>nd</sup>, Written counseling by 1<sup>st</sup> line supervisor and five First Sergeant hours.
  - c. 3<sup>rd</sup> and beyond, Company Board.
8. Point of contact for this memorandum is the C4 Trunkroom Officer  
CDT Andre' Vaughn at [andre'.vaughn@usma.edu](mailto:andre'.vaughn@usma.edu)

Encl.

1. DA5513 Example
2. Trunkroom Name Sheets Templates
3. Proper Labeling of Containers
4. Authorized Locks



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Andre' Vaughn  
CDT, USCC C4  
Trunkroom Officer

Enclosure 1 – DA5513 Example

KEY CONTROL REGISTER AND INVENTORY			
For use of this form see AR 190-11; the proponent agency is PMG.			
UNIT/ACTIVITY Company F, 4th Regiment, USCC - TRUNK ROOM KEYS		PERIOD COVERED FROM: 8AUG2016 TO: 5JAN2017	
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)			
FB3-272-A 1. (Plebe TR - 4A 53B3)	27.	53.	79.
FB3-294-A 2. (Cow TR - 4B 55B1)	28.	54.	80.
FB3-295-A 3. (Yearling TR - 4C 55B3)	29.	55.	81.
FB3-296-C 4. (Firstie TR - 4A 54B1)	30.	56.	82.
5.	31.	57.	83.
6.	32.	58.	84.

*Figure 1 - First Page of DA5513. Find the Key Numbers Here*

KEY ISSUE AND TURN IN (Continued)					
KEY NUMBER	ISSUED (Date/Time)	ISSUED BY (Printed Name/Signature)	ISSUED TO (Printed Name/Signature)	TURNED IN (Date/Time)	RECEIVED BY (Printed Name/Signature)
1	10 Aug 2016 1700	CDT I Am A Yuk	CDT I Am A Cadet	10 Aug 2016 1730	CDT I Am A Yuk
		(CCQ Signature)	(Receiver Signature)		(CCQ Signature)

*Figure 2 - Second and Following Pages of DA5513. Sign the keys in and out here. In the example above, CDT I Am A Cadet is signing out the key to the Plebe trunkroom.*

*CDT I Am A Yuk is on the CCQ, and signs the key out to CDT I Am A Cadet and signs them back in when the key is returned.*

**C4 HVI**  
**Trunk/Container**



Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Posted: \_\_\_\_\_

List HVI Items: \_\_\_\_\_

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Describe Other Items: (ex: clothes, shoes, old books)

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Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of 1<sup>st</sup> Line Supervisor: \_\_\_\_\_

Signature of 1<sup>st</sup> Line: \_\_\_\_\_ Date: \_\_\_\_\_

*Don't leave your combinations on your locks!*

**C4 Non-HVI Bag/Box**



Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Posted: \_\_\_\_\_

Describe Contents: \_\_\_\_\_

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Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of 1<sup>st</sup> Line Supervisor: \_\_\_\_\_

*Don't leave your combinations on your locks!*

### C4 Locker



Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Posted: \_\_\_\_\_

List HVI Items: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe Other Items: (ex: clothes, shoes, old books)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of 1<sup>st</sup> Line Supervisor: \_\_\_\_\_

Signature of 1<sup>st</sup> Line: \_\_\_\_\_ Date: \_\_\_\_\_

*Don't leave your combinations on your locks!*

### C4 Non-HVI Bag/Box



Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Posted: \_\_\_\_\_

Describe Contents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of 1<sup>st</sup> Line Supervisor: \_\_\_\_\_

*Don't leave your combinations on your locks!*

Enclosure 3 – Proper Labeling of Containers



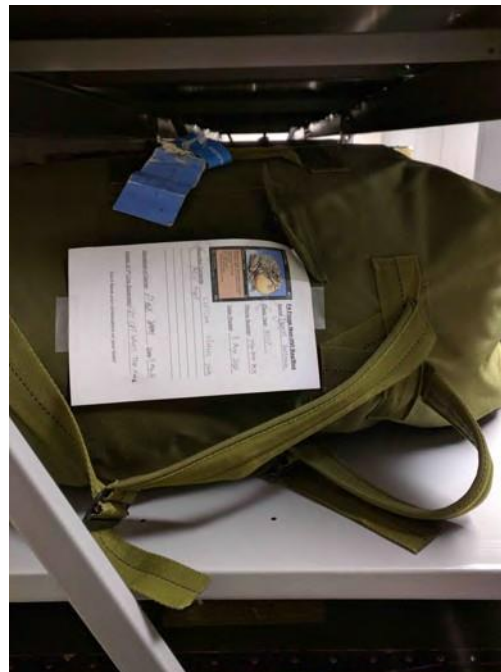
Locker Example



Trunk with HVI Example



Trunk Without HVI Example



Bag Without HVI Example



Enclosure 4 – Authorized Locks

Authorized locks are those that an average person would have difficulty breaking open. Locks with thin shackles that can easily be forced open with the claw of a hammer, for example, are not authorized. Any authorized lock that can be opened with a combination must not have that combination attached or printed on the lock.

Authorized Lock Examples



Unauthorized Lock Examples

