



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140
APO AP 96368

SUBJECT: Policy Memorandum #16 - Barracks Standard Operating Procedures (SOP)

1. RESPONSIBILITIES:

A. FIRST LINE LEADERS:

- 1) Responsible for ensuring the Quality of Life for Single Soldiers and BOSS programs are observed while safeguarding the integrity of military standards, living conditions and health and welfare through daily barracks checks, and unannounced inspections.
- 2) NCOs will check each of their areas of responsibility daily, to include periodic visits of those residing in government and off post quarters.

B. ROOM OCCUPANTS:

1. The following areas will be maintained in a high state of cleanliness, and will be subject to inspection at any time:

a. **WALLS:** Pictures or posters will be placed in a frame before being mounted on the wall. PORNOGRAPHIC or obscene pictures (any genitalia) will not be displayed in the rooms. Walls will be clean at all times. The unit CDR/ISG will decide what posters are in good taste. **Nothing will be taped or stapled to the walls in the barracks.**

b. **WINDOWS:** All windows will be clean. Window ledges will be clean at all times. No trash or objects will be left outside on the window ledge at any time.

c. **TRASH CANS:** All trash will be emptied daily; containers will be clean, and trash cans will be lined with plastic bags. Small amounts of trash in containers are acceptable, no food will be left.

d. **LIGHT FIXTURES, WALL OUTLETS AND SWITCHES:** Light fixtures, wall outlets and switches will be free of dust. All light fixtures and outlets will be operational in all areas of the barracks. Any item found to be non-operational will be reported to the barracks manager (Facilities Manager) through your First Line Leader.

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e. **PETS:** Fish are the only pets allowed. Fish tanks must be safe, properly installed, and kept clean at all times. Failure to maintain cleanliness will result in tank removal. SM is liable for any damage to Gov. and personal property caused by leakage or breakage. **Unit 1SG must approve fish before hand.**

f. **NAME TAGS:** A nametag will be displayed on all room doors in the barracks. This is to include the empty rooms, with "NO OCCUPANTS", being displayed on the nametag. As a minimum, all nametags will have the occupant's name, rank, platoon/section, platoon sergeant and his/her section chiefs name displayed on it.

g. **BEDS/BUNKS:** Each bed will have a mattress cover. Beds will be made on a daily basis, and odor free. Civilian blankets are authorized.

h. **FLOORS:** Barracks floors will be free of scuffmarks and will be shined. Carpets and rugs will be clean (swept or vacuumed).

i. **DESK:** Desks provided in the barracks will be neatly arranged and clean.

j. **REFRIGERATORS:** Refrigerators pose special health hazards and require close monitoring. Defrosting is required once a month. Refrigerators will be clean to include the door seals. No uncovered food will be stored in refrigerators.

k. **MICROWAVES:** Microwaves will be kept clean and free of food particles at all times to avoid a potential health risk to soldiers.

l. **EMPTY LUGGAGE/BOXES:** All baggage and boxes requiring storage will be stored in the barrack's designated storage area, POC is the Barracks Manager.

m. **WEAPONS:** No weapons of any kind are to be authorized in the barracks. Weapons include knives with a blade longer than 3 inches, spring-loaded blades, and modified sports equipment (i.e. cut off pool sticks). All soldier's are responsible to read and comply with policy letters pertinent to the possession of weapons and the description there of.

n. **CLOSETS:** Closets will be well organized and clean. All CTA 50 will be stored inside a secure closet. Closets are not to be used as a dirty clothes hamper or storage area. All clothing displayed inside the closets will be on hangers.

o. **FOOT GEAR:** All visibly displayed military/civilian footgear will be free of mud and dirt.

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p. **LATRINES:** All latrines will be cleaned on a daily basis. Latrines will be free of mold, mildew and rust. All showers will have shower curtains. During duty hours, all shower curtains will remain open for proper ventilation and prevention of mildew build up. All floors will be clean and dry, to include the shower floor. All fixtures and walls will be free of dust, dirt, soap scum etc...

q. **TRIMMINGS AND BASEBOARDS:** All trimmings and wall baseboards will be free of tape, dust, scouring powder, paint and dirt, to include black marks.

r. **CEILINGS:** Ceilings will be the same color as the walls. Flags, rags and posters will not be displayed on the ceilings. This poses a fire hazard especially over any type of light fixtures.

s. **CRIME PREVENTION:** All rooms will have crime prevention sheets (High Dollar Value Item Sheets) posted on the inside of all closet doors. Checkbooks, stamps, and money or loose change will be secured and will not be left unattended at anytime. Room doors must be locked whenever no one is in the room or whenever the occupant is asleep.

t. **ALCOHOL:** Personnel will not promote any function glamorizing the use of alcohol through drinking contests, games, initiations, or the awarding of alcoholic beverages as prizes in contests.

1) The Company/ Battery CDR have the option of withdrawing or reducing privileges when violations occur.

2) No alcohol will be consumed during duty hrs. SM will have no more than 12 (12 oz.) beers, 2 (32 oz.) bottles of wine, and 1 (750 ml) bottle of liquor at one time. He or she will not possess an excessive amount. Failure to abide by this policy may result in revocation of drinking privileges at the Platoon, Btry, and/ or BN level. **Alcohol consumption is the root of every SIR the Battalion has had.**

u. **RADIOS AND STERIOS:** Music will not be played at such a level to be heard outside of the room when the door or window is closed. Failure to comply with this standard will result in your radio/stereo being confiscated and stored in the unit supply room for not less than 30 days.

v. **FIRE EXITS:** Fire exits will only be used for emergencies only. The only authorized entrance into the building is by the CQ desk. This includes civilian guest/visitors, 1st floor front or rear main entrance.

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w. **SMOKING: No smoking in the barracks is permitted.** Designated smoking areas are in the front and rear of the building, 50 feet away, in the grass sections of the parking lot.

x. **OPEN FLAME:** There will be no open flames in the barracks. No burning of wax, shoe polish or any flammable material will be permitted in the barracks at any time. This includes incense, candles, hot plates or PX bought unsafe extension cords. **Please see Barracks manager (SSG Wieden) for approval.**

y. **CIVILIAN FURNITURE:** Civilian Furniture is authorized to be maintained and displayed in the barracks, as long as it is in good taste and presents a neat, clean and serviceable condition.

z. **MILITARY FURNITURE:** Personnel will sign for and maintain all Military Furniture assigned to that room. All military furniture assigned to that room will be assembled and displayed, not stored in a closet or under a bed. In rooms in which only one occupant resides, all furniture will be assembled and readily available for another occupant to move in, (furniture will not be used by a single occupant to double mattresses or in any way prevent the immediate use of a second occupant).

2. VISITATION:

a. Barracks room visitation hours are from 0900-2400 hrs (Sunday – Thursday) and 0900 – 0200 (Friday – Saturday), and holidays.

b. (If roommates) Personnel living in the barracks may be allowed to receive visitors in their rooms as long as visitors are respecting the rights and privacy of their assigned roommates. If the roommate objects to the visit, then the visitor must leave. All conflicts should be worked out and brought to the CQ's, 1SG, and CDR's attention.

c. Visitors from outside the Battalion/Company (Military or Civilian) may visit unit members as long as they present proper identification. Visitors must be 18 years old or older to sign in on the CQ's visitor's log. Before the visitor leaves they must sign out on the CQ's visitor's log.

d. It is the unit's right to deny visitation, visitors must show I.D.

e. **CQs will make hourly checks of the barracks to ensure compliance with this policy.**

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3. LEADERSHIP VISITATION:

a. All leaders will conduct command presence, crime prevention and health and welfare checks during weekends and holidays (common respect, good judgment; harassment will not be tolerated.) While doing so, ensure that the CQ's and Soldiers are maintaining standards of cleanliness throughout the unit area. All visits are to be entered in the CQ's log.

b. All Platoon Sergeants and First Line Leaders will detail required personnel to maintain their common areas during weekends & holidays. Details will be completed as required and inspected by the CQ.

4. DISTINGUISHED VISTORS:

a. When a commander or Field Grade Officer enters the building, the first person who sees them will command "ATTENTION" and render the following: "Rank, name" May I help you Sir/Ma'am?"

b. When a 1SG or SGM/CSM enters the building, the first person to see them will command "AT EASE"

c. All visitors will be escorted while in the building, including contract personnel. Report visits of Bn or Base level duty personnel to the CQ, SDNCO or CDR/1SG immediately.

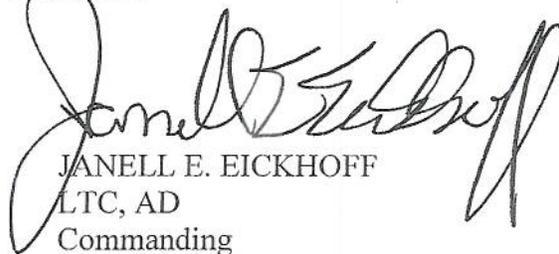
d. The CQ will annotate all leadership visits on the DA Form 1594.

5. This policy letter is in effect until cancelled or superseded.

"FIRST AMONG EQUALS!"



FINIS A. DODSON
CSM, USA
Battalion Command Sergeant Major



JANELL E. EICKHOFF
LTC, AD
Commanding