



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
EIGHTH ARMY WIGHTMAN NCO ACADEMY  
CAMP JACKSON, KOREA  
UNIT #15351  
APO AP 96258-5351

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #08, Barracks

1. Purpose: This SOP establishes the policies and procedures for the Eighth Army NCO Academy.
2. Scope: This SOP is applicable to all assigned or attached personnel residing in the Eighth Army NCO Academy.
3. General:
  - a. Section Leaders are responsible for the general supervision of the rooms in which their Soldiers reside.
  - b. The senior occupant of each room will sign for all furniture on a DA form 2062 and is responsible for the overall maintenance and appearance of the room.
  - c. Each individual is responsible for the security of their key and condition of their room in accordance with the provisions of this SOP.
  - d. Each individual is responsible for reading and complying with all policy letters and guidelines published by the Commandant for the NCO Academy.
  - e. All room windows are secured with the latch when no occupants are in the room.
4. Procedures:
  - a. The 1SG, will make room assignments. No changes in room assignments are made without prior approval from the 1SG. The Supply SGT will maintain a billeting chart to facilitate the locating of personnel. The supply sergeant will maintain and control all keys to the barracks rooms. Upon assignment to the NCOA, the supply sergeant will issue a room key. Room keys are inventoried on a show basis quarterly. Upon PCSing, room keys are returned to the supply sergeant prior to signing out of the company. The Supply Sergeant will inspect the room prior signing the clearance papers.

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b. The senior occupants are appointed the following duties:

1) Directly responsible to the 1SG for appearance, welfare, conduct and security of the personnel residing on their floor in the barracks and they will enforce this SOP to the fullest of their authority.

2) Ensure the noise and visitor controls within the barracks are enforced.

3) Quiet hours are from

Weekdays	2200-0500
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Weekends	2400-0900
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4) Will report fire, crime prevention, and company policy letters violations or deficiencies to the fire marshal, crime prevention NCO, and section NCOIC.

5) Obtains cleaning supplies and materials from the unit supply room.

6) Assigns duties to occupants on their floor of the Cadre barracks and supervise all cleaning as deemed necessary to maintain a high standard of police.

7) Ensure that maintenance deficiencies in the barracks are brought to the attention of the Supply Sergeant for corrections. The supply sergeant will ensure that all maintenance deficiencies are called into DPW by COB on the date reported, and logged into the barracks deficiency log. A 3X5 card is placed next to the deficiency site.

c. Each room is cleaned on a daily basis. The trashcans are emptied prior to the start of duty day and on weekends as needed. At no time is waste left in the hallway or foyer areas. No empty or partially filled food containers are kept in the rooms. Empty cans and bottles are removed from the room's daily, to include empty beer cans and alcohol containers. Such a program of removing waste material will reduce the likelihood of rodents in the area.

d. Civilian blankets and sheets are in good taste to all occupants of the room.

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- e. Personnel who use their own linen will insure their linen is washed on a weekly basis.
- f. Obscene or derogatory pictures, banners or articles are not displayed anywhere in the rooms. All items displayed are in good taste. Soldiers will use the picture board to hang posters on walls. Duct tape, olive drab green (100 mph) tape and other similar devices are not used on any walls since they cause paint to peel when removed or leave a glue residual. Pictures showing exposed sexual organs are not be displayed anywhere in the room. This is to include the inside of your wall locker doors. All other pictures are affixed on the poster board.
- g. All clothing is placed in drawers or in the wall locker. Clothing is not to be scattered across the room, on a chair, bed or on the floor. Dirty clothes are placed in the laundry bag or hamper.
- h. Floor maintenance is required daily. Floors are required to present a neat and clean appearance. All carpets are cleaned daily and clear of all stains.
- i. Smoking is not permitted in the Barracks. Smoking is ONLY authorized in designated smoking areas outline in the ISOP.
- j. Large bulky items take up valuable living space and are unsightly in the barracks. Stereo boxes, suitcase, etc are stored in the unit supply storage areas. The supply sergeant will give a receipt for those items to the owner(s).
- k. All weapons, rifles, pistols, swords, walking sticks etc, are prohibited on Camp Jackson and will not be stored or kept in the any barracks room. Personal weapons that are authorized by orders are stored in the unit arms room. Straight razors and knives with blades over 3 inches in length are considered illegal weapons and are confiscated. No toy pistol or handgun lighters are allowed.
- l. Candles are permitted for decorative purposes only. The burning of candles or incense is not authorized in the NCOA barracks.
- m. Mops are stored outside of the rooms. Other cleaning supplies are stored in an area designated by the senior occupant, yet accessible by room occupants.
- n. Safety is the responsibility of each individual residing in the barracks. Safety hazards are reported to the supply sergeant.
- o. Combustible items such as gasoline, charcoal fluid, paint, to include spray paint is not to be stored in the barracks.

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- p. The daily authorized ration control limits of alcoholic beverages are authorized in the room.

**No empty bottles of alcoholic beverages are displayed.**

- q. Fish are kept in the barracks so long as the aquarium is kept clean. All other types of pets are not authorized.
- r. Bicycles and motorcycles are not authorized inside the barracks. These are secured outside of the barracks. Bicycles are registered with the provost marshals office IAW Local SOP's.
- s. Open flames, hot plates, crock pots, toaster and electrical skillets are not authorized. Microwaves ovens and coffee makers are kept clean on a daily basis.
- t. All field gear is placed in a locked duffel bag and stored in or on top of the wall locker.
- u. Refrigerators are kept clean at all times. Only resealable containers or closed can will be placed in refrigerators. Refrigerators are kept free of ice build-up in freezers.
- v. Stereos, VCR's, TV's and other items valued at \$25.00 or more are recorded on DA Form 4986(personal property record). One copy is placed with the unit crime prevention NCO and the other will be placed in a document protector and taped to the inside of the wall locker door. This form is invaluable in deterring theft and aiding the recovery of stolen property.
- w. Money will not be left unsecured in the barracks. Checkbooks, phone cards, stamps, savings passbooks and any correspondences with Soldier's social security account number and any bank statements are not left unsecured. These items are kept in a secure area under lock and key.
- x. The barracks are subject to scheduled and unscheduled inspections. First line supervisor will check barracks daily to ensure health and welfare of Soldiers along with high standards of living are maintained. If subordinate Soldier proves over time to be responsible the supervisor inspection can be conducted once a week. Platoon Sergeants will check barracks once a week to ensure compliance and 1SG will check bi-weekly. Inspections can be either announced during duty hours or unannounced during reasonable times.

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- y. A copy of this SOP, the room hand receipt and a DA form 2404 is hung on the back of the room door in a document protector.

5. Noise Discipline:

- a. Because of the close proximity of living space on the barracks, personnel must respect the right of others.

- b. Volume on stereos and televisions are kept to an absolute minimum. If you can hear them outside of the room they are too loud.

- c. Utilization of headphones is encouraged at all times.

- d. Loud talking and other activities that disrupt others are not tolerated.

- e. Quiet hours are:

Weekdays	2200-0500
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Weekends	2400-0900
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- f. Have consideration for others. Music is turned down to a listening level so that it will not interfere with the right to privacy or comfort of other personnel.

- g. After three complaints for loud music, stereo equipment is turned into the unit supply and is reclaimed upon DEROS.

6. Identification Cards: A nameplate is used to show the occupants Name, Rank, Work Section and 1st Line Supervisor and is placed on the outside of the door. Occupant will keep their personnel information updated on the room door by utilizing their floor NCO.

7. Visitation:

- a. A visitor is defined as a person not assigned to this unit:

- b. Visiting hours are from 0530-2400. The sponsor (person receiving the visit) signs personnel not assigned to the unit in and out at the staff duty. All visitors will be off the installation by 2400. Guests are the responsibility of the individual who signed them in. They must adhere to all regulations and policies of this installation. Non DOD guest will be signed in/out of the installation at the front gate and if entering the barracks will sign in/out at the Staff duty.

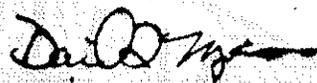
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- c. Family members may stay overnight with written approval of the Commandant. Family members may stay up to 30 days with written approval from the Commandant. Unit Soldiers may request a 30-day not permanent access pass to Camp Jackson for their guests. The pass is authorization for overnight visits. No guest will be allowed in barracks under the age of 18 without the escort of legal parent.
  - d. Custodial personnel may visit quarters for performance of their duties. Only with the approval of members assigned to the room.
  - e. Other persons may visit quarters but no such visit is authorized between 2400 and 0530.
  - f. Cadre will not stay in another cadre members' room between 2400 and 0530.
  - g. Sergeants (E5) and below are not authorized in a Sergeant's First Class or above rooms and Sergeant's First Class are not authorized in a Sergeant's (E5) or below room for social reasons. This step is intended to ensure that no Soldier is placed into a vulnerable position.
8. Safe environment:
- a. All leaders will ensure a safe and secure living environment is maintained in barracks. This requires leaders to be proactive and conduct checks during potential hours of misconduct. While drinking is authorized, frat parties are not nor will the barracks be used to sponsor alcoholic social events. Four or more individuals in a room drinking describe a social event.
  - b. Most sexual harassment and sexual assault start with alcohol and end up in our barracks. We must be proactive in identifying these situations and stopping them before they began. Staff duty will make regular checks during off duty time with a focus to identify and stop these events but it is all of our responsibilities to ensure this doesn't happen.
9. Additional Information:
- a. Personal locks will not be placed on room doors.
  - b. An engraving machine is available for all personnel to mark their personal property.
  - c. Individuals are responsible and liable for furniture located in their rooms. Furniture is not removed from any room without approval from the supply sergeant.
  - d. Any suggestion/complaints/recommendations regarding the contents of this policy are to be referred to the First Sergeant.
  - e. All rooms are cleaned prior to PCS move and inspected by Platoon Sergeant.

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10. This policy is punitive in nature and violators are subjected to actions under Article 92, UCMJ.
11. This SOP supersedes all previously published SOP's.



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Commandant

