



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 1ST ARMORED DIVISION AND FORT BLISS**  
**11685 SERGEANT MAJOR BOULEVARD**  
**FORT BLISS, TEXAS 79918-6818**

AFBL-CG

11 FEB 2021

**MEMORANDUM FOR SEE DISTRIBUTION**


**SUBJECT: Command Policy Letter #4 – Installation Health and Welfare Program**

1. References. See enclosure 1.
2. Purpose. In accordance with Military Rule of Evidence 313, Commanders have inherent authority to conduct reasonable inspections of persons, equipment, and facilities subject to their command. The primary purpose of the installation health and welfare program is to determine and ensure the security, military fitness, good order and discipline of units, organizations, aircraft, and vehicles on Fort Bliss, Texas.
3. Applicability. This policy applies to all Special Courts-Martial Convening Authorities (SPCMCA) on Fort Bliss, Texas and persons, objects, and facilities under their control.
4. Policy. Commanders will conduct a full health and welfare inspection at least once per quarter. Special Court-Martial Convening Authorities (SPCMCA) will report completion by memorandum to Commander, Fort Bliss and enclose a roll up of all findings using the format in enclosure 2 no later than the last duty day of the quarter.
  - a. Commanders will identify officers and non-commissioned officers best qualified to serve as inspectors. In coordination with their servicing judge advocates, commanders will establish clear inspection parameters using enclosure 1 and Appendix A.
  - b. Prior to any health and welfare inspection, commanders will train all inspectors on procedures in enclosure 1, Appendix C. Inspections will include all areas and items specified in enclosure 1, Appendix B. Prior to each inspection, commanders will read the inspection script contained in enclosure 1, Appendix D to their formations.
5. The point of contact for this policy is the Chief, Military Justice at 915-744-6949.

**IRON SOLDIERS!**

Encls

1. H&W Guidance
2. Report Format
3. References

  
SEAN C. BERNABE  
Major General, USA  
Commanding

**DISTRIBUTION:**

A



**DEPARTMENT OF DEFENSE**  
**HEADQUARTERS, 1ST ARMORED DIVISION AND FORT BLISS**  
**OFFICE OF THE STAFF JUDGE ADVOCATE**  
**11685 SERGEANT MAJOR BOULEVARD**  
**FORT BLISS, TEXAS 79918**

AFBL-JA

15 SEP 2020

**MEMORANDUM FOR RECORD**

**SUBJECT: Enclosure 1--Health and Welfare Guidance**

1. In accordance with Military Rule of Evidence 313, Commanders have inherent authority to conduct lawful inspections of the whole or any part of a unit or installation to ensure security, military fitness, good order, and discipline.

2. Procedures.

a. Coordinate with key custodians to ensure you have access to every unit, to include those of Soldiers who are away from their assigned lodging.

b. Define the scope of the inspection using Appendix A. Establish the time, date, and location for inspection. Identify and train inspectors.

c. Provide all inspectors with a copy of the Health and Welfare Inspection Checklist (Appendix B) and a the Procedures for Unit Inspectors (Appendix C) prior to the inspection).

3. Commanders may notify the MPs or Drug Suppression Team of the fact they will be conducting a health and welfare inspection, and (resources permitting) request law enforcement presence. Commanders may also request (if available) presence of a Military Working Dog (MWD) for use during the inspection. If a MWD is available, the Commander ordering the inspection should ask for a demonstration of what the dog does when it alerts. This demonstration is done immediately before the inspection.

4. Inspectors should be Sergeant First Class, or above, but Staff Sergeants may be used if necessary. Officer in the command can, and should, also be detailed as inspectors. Conduct training for inspectors in advance of the inspection to ensure uniformity between different inspectors using Appendices C and D.

6. Commanders do not personally participate in the inspection of Soldiers or their rooms – doing so will render that Commander unable to grant a search authorization if it is necessary during the course of the inspection (to search beyond the scope of the health and welfare inspection). Commanders should be accessible, but far enough way not to be tempted to personally participate.

7. Sequence of Events:

a. Assemble the Soldiers away from the inspection area and read the inspection script (Appendix D) to the Soldiers.

b. Conduct an open-ranks inspection of the Soldiers. If the Commander has coordinated for the use of military working dogs (MWD), MWDs may be brought through the formation.

c. If available, bring MDWs through rooms and common areas prior to any inspector entering the rooms.

(1) If a MWD alerts, contact the Commander and CID drug suppression team.

(2) Do NOT question the Soldier regarding suspected drug use, or ask questions like "Why did the Dog Alert?" in the presence of any person being inspected.

d. Once MWDs complete their walk through, the Soldiers who live in that unit area will be brought-in, and told to stand outside their doors at parade rest. There should be no conversations between the inspectors and the Soldiers. In some circumstances a conversation could inadvertently lead to a violation of a Soldier's Article 31 rights.

e. When the Soldiers are brought back to their living areas, two inspectors should go through each Soldier's area and all common areas. If contraband is found, do not question the Soldiers until the Commander has been contacted and a rights-warning form has been prepared. Inspectors should take notes regarding any statements "blurted out" by Soldiers, as those may be used against the Soldier for UCMJ purposes.

8. The POC is the undersigned at 915-744-6949.



RONSON P. HONEYCHURCH  
MAJ, JA  
Chief, Military Justice



DEPARTMENT OF THE ARMY  
2D BATTALION, 3D FIELD ARTILLERY REGIMENT  
## ARMORED BRIGADE COMBAT TEAM, 1ST ARMORED DIVISION  
FORT BLISS, TX 79918

AFBL-XXX-XX

1 August 2019

MEMORANDUM FOR RECORD

SUBJECT: Appendix A–Unit Health and Welfare Inspection

1. A health and welfare inspection of [unit to be inspected] will be conducted at [time of inspection] hours on [date of inspection]. The purpose of this inspection is to determine and ensure the security, military readiness, good order, and discipline of the unit. If, during the course of the inspection, contraband or evidence of a crime is discovered, it will be seized and properly secured IAW M.R.E. 313.

2. During the course of the inspection, an examination will be made to determine and ensure that any and all of the following are met:

- a. That the command is properly equipped;
- b. That the command is functioning properly;
- c. That the command is maintaining proper standards of readiness, sanitation, and cleanliness;
- d. That all personnel are present, fit, and ready for duty;
- e. That there is no contraband located in the Soldiers' quarters;

3. The following personnel will be inspected:

- a. All assigned and attached personnel;
- b. All personnel assigned temporary lodging at: (FILL IN BLDG NUMBER(S));

4. The inspection will consist of the following items:

- a. Dwellings of Soldiers residing in the barracks located in Building (FILL IN BLDG NUMBER(S)) to ensure the safety and adequacy of the facilities.
- b. Accountability and serviceability of OCIE and military clothing;
- c. Absence of spoiled foods, mildew, dirt and debris;

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SUBJECT: Unit Health and Welfare Inspection

- d. Absence of ammunition, pyrotechnics, and fireworks;
  - e. Absence of unlawful weapons;
  - f. Absence of controlled substances;
5. POC for this action is the undersigned at XXX-XX-XXXX.

FIRST M. LAST  
LTC, BR  
Commanding

Appendix B

Health & Welfare Inspection Checklist

**All inspections are to be conducted reasonably, respectfully, and uniformly throughout the company.**

\_\_\_\_\_ Living areas.

\_\_\_\_\_ All rooms, closets, lockers, wardrobes, cabinets, and shelves. Note any loose or damaged flooring or floor boards. Note any major damage to the interior of the room (e.g., fist-sized holes in the wall).

\_\_\_\_\_ All bunks, beds, sleeping bags.

\_\_\_\_\_ All duffel bags, laundry bags, knap sacks, backpacks and luggage.

\_\_\_\_\_ All packages, shaving kits, medications. (check dates on all medications and ensure prescriptions are current).

\_\_\_\_\_ Vehicles parked in unit parking lots.

\_\_\_\_\_ All open areas, the trunk, the spare tire compartment, glove box.

\_\_\_\_\_ All other appropriate areas specified by commander in Enclosure A.

## Appendix C

### Procedures for Unit Inspectors

- Minimum of 2 Inspectors per inspection team (recommend three inspection teams per company sized unit)
- Limit speaking to the Soldiers, except when issuing instructions or asking questions related to the Soldiers' health and welfare.
- Upon entering the room, inspectors should turn opposite of one another and start a systematic inspection from the waist level down. Be thorough (but respectful); do not be afraid to get inspect the Soldier's personal Items. This inspection is for their welfare.
- Inspect completely to include the following areas: clothes; drawers, boxes, underneath the bed, contents of any locked or closed containers, behind furniture, etc.
- Once the inspectors meet at the midpoint of the room, they should turn around and retrace their steps. This time, they should cover the area from the waist level and up.
- Ensure that ceiling tiles are also given, at the very least, a cursory inspection.
- If there are packs of cigarettes, tins, or team boxes, open and inspect these items.
- Check the pockets of any jackets.
- Be prepared to take notes on each Soldier's room that you inspect and mark down whether the room was in good condition, and if not, the issues for which the Soldier needs to be counseled (e.g., over-abundance of dust, poor condition of room, etc.).
- Ensure that the thermostat, heating and air-conditioning, and all locks are in good, working condition.
- Vehicle inspections will be conducted in a similar manner.
- Ensure the vehicle is in proper working condition (this is a good time to conduct a safety inspection)

#### **If you should find contraband, follow these 4 steps:**

- 1-Stop the inspection immediately
- 2-One (1) inspector secures the room; the other notifies the Commander.
- 3-The Commander notifies the MP's and Trial Counsel
- 4-DO NOT question the Soldier. Make note of things he or she "blurts out," but do not ask any questions.

## Appendix D

### Inspection Script to Read to Soldiers Prior to the Inspection

This is a command directed health and welfare inspection. The purpose of this inspection is to ensure the safety, security, military fitness, and good order and discipline of this unit and Fort Bliss, Texas. In addition to inspecting individual barracks rooms, the inspection will include all unit common areas, including parking lots and any privately owned vehicles (POVs) parked in a unit parking lot. Fort Bliss DES will be contacted to investigate and impound any POVs with an unidentified owner or otherwise abandoned in the unit footprint.

As part of this inspection, any contraband or illegal items will be seized. It is imperative that you do not speak to the inspectors unless asking to use the latrine. In order to do so, you must be escorted one at a time. You are ordered to stand at the door of your room while the inspection team goes through it. You will open any locked or closed containers as the inspection team may direct. You are ordered not to return to your room or remove any object in your room unless told to do so by an inspector. The same directions apply for vehicle inspections for Soldiers with POVs parked in the unit footprint.

The inspection will begin at this time.





AFBL-CG

Enclosure 3 to SUBJECT: Command Policy Letter #4 – Installation Health and Welfare Program (References)

References.

1. Manual for Courts-Martial, 2019
2. Army Regulation 27-10, Military Justice, 20 November 2020
3. Fort Bliss Regulation (FBR) 27-10, *Military Justice*, 18 November 2016
4. Fort Bliss Regulation (FBR) 27-5, Prohibited Conduct, 26 April 2019