



DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER & FORT IRWIN
988 INNER LOOP ROAD
FORT IRWIN, CALIFORNIA 92310-5000

AFZJ-RC

11 December 2018

MEMORANDUM FOR ALL SOLDIERS RESIDING IN THE OPEN BAY BARRACKS

SUBJECT: Soldier Open Bay Barracks Standard Operating Procedure (SOP)

1. Purpose:

a. This SOP establishes the privileges, occupant rules and guidelines, standards of conduct, courtesy, and cleanliness that will ensure the highest possible quality of life for Soldiers.

b. Every Soldier living in open bay barracks will be provided a safe, secure and comfortable environment. Soldiers are adults and will be treated as adults. Many of the issues addressed in this SOP are privileges, not rights. Soldiers have earned these privileges; failure to abide by the SOP could result in revocation of certain privileges.

c. Units are responsible for coordinating check-in and check-out times and inspections. Inspections and issue of supply are conducted Monday through Friday from 0800-1700 and Saturday through Sunday from 0900-1300. A pre-inspection will occur prior to the departure of any main body and will be scheduled within the above mentioned times. Emergency situations that delay arrival will be routed through the staff duty, they can be reached at 760-964-1774. Any exception to these timeframes will be addressed in the billeting request by the unit.

2. Charge of Quarters: The Charge of Quarters (CQ), tenant unit provided, will make checks upon arrival and through the duration of stay. They are to call the billeting point of contact (POC) in the event of emergencies, problems in quarters, or to correct any deficiencies that may arise after duty hours. CQs will contact the RC-OPT staff duty phone with any deficiencies, so an emergency work order can be turned in. Military Police and the Fire Department will be called only in the event of an emergency, serious crime or to prevent a serious crime.

3. Rules and Guidelines: A copy of this SOP and the occupant Rules and Guidelines (enclosure #1) will be posted on the back of each bay entrance door. Occupants will adhere to this SOP as well as the rules and guidelines.

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4. Safety: Safety is the responsibility of all Soldiers, and involves attention to detail and common sense. To ensure safety in the transient and training quarters, the following measures apply:

a. Soldiers will NOT rearrange room furniture. Furniture is already set so it does not get in the way of a Soldier quickly leaving his/her room/area in an emergency, during the hours of darkness, or when lights are off.

b. Soldiers will only use one appliance cord per extension. Cords will not run across doorways where they may be walked on. The use of multiple cords, or daisy chaining of extension cords and surge protectors is forbidden.

c. Hot plates, portable heaters, and stoves are not authorized in the bays. Soldiers may use provided coffee makers, microwaves and refrigerators and used in accordance with (IAW) post regulations.

d. Smoking Areas: No smoking or use of smokeless tobacco, to include vaping devices and electronic cigarettes, is authorized in open bays. Smoking in all common areas to include latrines and laundry rooms is prohibited. All forms of tobacco will only be used in the designated smoking area.

5. Security:

a. Soldiers will lock all doors at all times, when the bay is unattended.

b. Soldiers will lock all used wall lockers when the user is not present.

c. RC-OPT is not responsible for lost, damaged or stolen items.

d. Soldiers will not leave clothes unattended in laundry rooms, all dryer lint traps will be cleaned after each use.

e. Soldiers will not bring into the bays privately owned weapons (POWs).

f. Soldiers will immediately report loss of keys to the CQ, which will report to RC-OPT staff duty during normal business hours.

g. Soldier will not store any type of ammunition or pyrotechnics in the bay or compound area.

6. Quiet Hours: It is imperative that all Soldiers get sufficient rest, relaxation, and sleep. Quiet hours are between 2200 and 0500. Lighting and conversation will be

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subdued. Use of headphones during quiet hours is encouraged. Speakers are not authorized.

7. Energy Conservation: All lights and electrical appliances, except for timers, clocks and refrigerators will be off or unplugged when the bay is unoccupied. Faucets will be tight, and any leaks corrected should be reported to the CQ so a work order can be turned in.

8. Alcohol: Use and consumption of alcohol within the barracks compound is only authorized with a unit exception to policy provided to the RC-OPT prior to the start of the unit stay. The RC-OPT reserves the right to deny the consumption of alcohol at any time due to the training environment and various types and compositions of units in a co-use status.

9. Maintenance and Clean Up: Soldiers are expected to keep the bay area clean including all government and personal property. Specific daily responsibilities include, but are not limited to:

- a. Floors, corners and baseboards will be clean and free of debris.
- b. Bedding will be neat and tidy, mattress covers must be cleaned and/or wiped down. No foot prints, dirt or dust will be on the mattress covers. Bunks will also be free from dirt or dust.
- c. Bathrooms and fixtures will be clean.
- d. Open food products will be stored in the refrigerator or inside lockers or cabinets.
- e. Trash will be placed in plastic bags inside and outside trashcans will be emptied each morning or when full.
- f. Units are authorized to utilize mermite feeding within the compound but will not feed inside of the living areas. Food containers will not be emptied or cleaned out onto the ground within the compound, remnant food will be bagged and placed within the commercial waste receptacles.
- g. All coffee pots, microwaves, and refrigerators will be cleaned out on a daily basis.
- h. Laundry room floors will be swept, washers and dryers will be wiped down, free of dirt, dryer lint traps will be cleaned out after each use.
- i. Wall lockers will be kept clean and organized.

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10. Common Areas: The 1SG or his/her representative will assign responsibility for inside and outside common areas. Areas will be kept policed, clean and organized. Cleaning equipment will be stored in utility closets. Necessary cleaning supplies are provided, if found to be out of stock or unserviceable alert the RC-OPT staff duty during normal business hours. Mops will be rinsed and hung up to dry. Buckets will be rinsed inside and out. Sponges and rags will be cleaned, rinsed and air-dried.

11. Furniture: Soldiers will not rearrange their furniture in the open bay areas. Personal furniture is not authorized. **SOLDIERS WILL NOT MOVE FURNITURE FROM BAY TO BAY.**

12. Decorations: Decorating bays is permitted to a moderate degree. Authorized decorations include the following:

a. Soldiers may not paint or write on any wall or furniture. Approval for a unit rock in the common area is the only exception and must be requested prior to arrival for training.

b. Posters, tapestries, pictures are only authorized in a wall locker. Soldiers will not attach any items to walls or fixtures.

c. Items that espouse or attempt to create illegal discrimination or deny equal opportunity based on race, creed, color, gender, religion, or national origin are prohibited and will not be displayed. In addition, items that would tend to promote sexual harassment or to create a hostile sexual environment are prohibited. This prohibition includes the display of pornography (defined as the display of genitalia, pubic hair, or sexual acts).

d. Soldiers will not display any item, which implies affiliation or approval of illegal organizations or activities. Items may include, but are not limited to, posters, pictures, insignia, or other paraphernalia

e. The **U.S. Flag** is the only flag that may be **properly displayed**. Other flags of any city, county, state, or country, either past or present, will not be displayed.

13. Inspections: Inspections will occur at the very least during check-out prior to departure. The final out inspection will be scheduled upon arrival and will occur during normal duty hours unless an exception to policy is granted. RC-OPT reserves the right to conduct a spot check, as deemed necessary.

a. The commander will perform health and welfare inspections as deemed appropriate.

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b. The chain of command will perform informal walkthroughs on a continual basis. These walkthroughs do not constitute formal inspections; rather, they allow the chain of command to monitor the compliance with this SOP.

c. Soldiers quarters' and common areas are subject to continual inspections by the chain of command, CQ personnel, RC-OPT staff and the installation fire/safety staff.

d. Soldiers will return bays to their original condition prior to clearing. Bays, bathrooms, and furniture will meet all foregoing standards and will be inspected by first line supervisor or unit leadership prior to installation inspection. All Soldiers and units, regardless of size and composition will pass the same clearance standards. A copy of the Reserve Component barracks cleaning standards and checklist is provided upon check-in.

14. Laundry Room: Only soldiers living in the soldiers' quarters may use the laundry room.

15. Miscellaneous Considerations:

a. Stereo boxes and suitcases will be tagged and stored in unassigned wall lockers. If unassigned wall lockers are not available, these items will be stored in the rooms in a neat fashion.

b. The senior occupant of a room is the room commander.

c. Telephones are authorized, but soldiers are responsible for all charges and for controlling access to their personal phone lines.

e. Pets of any type are not authorized.

f. Soldiers will not gain unauthorized access to commercial telephone lines or TV cable (tapping). Tapping constitutes theft of services and is illegal.

3 Encls

1. Rules and Guidelines
2. Unit Memorandum of Agreement
3. Clearance Process


MICHAEL J. ALLEN
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Chief, RC-OPT