



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade- National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
17 – Soldier's Barracks and Lodging Facilities

1. **APPLICABILITY:** This policy applies to all personnel assigned, attached or personnel on temporary duty (TDY) to include Family members, within the WTB-NCR. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
2. **GENERAL:** This command supports the overall quality of life for all Soldiers. This policy's intent is to enhance command responsibility in maintaining standards of conduct, good order and discipline. It provides responsibilities for the management and operation of barracks and lodging facilities used by Soldiers in Transition.
3. **POLICY:** Your leadership team is committed to providing a safe, secure and healthy living environment for all of the residents of the Soldiers Barracks and Lodging facilities. To do this in an efficient manner, residents must adhere to this policy.
 - a. **Safety**
 - (1) **Fire Safety**
 - (a) Post the fire exit plan on the inside of each barracks/lodging door.
 - (b) Do not store combustible materials in the rooms.
 - (c) Incense burning, candle burning, or open flame cooking is not authorized.
 - (d) Space heaters are not authorized. If additional heating sources are required for medical reasons, then only GSA approved electric heat producing appliances may be used.
 - (e) Additional heating sources must be monitored while in use.
 - (f) Inspect additional heating source for frayed or bare wires.
 - (g) Wiring will not be covered under area rugs and carpets.
 - (h) Wiring will not be installed on the ceiling.
 - (2) **Quarters Arrangement and Safety Restrictions**

(a) Arrangement of personal and government issued furniture must not impede exiting the room during an emergency.

(b) Stacking furniture is not authorized.

(c) Weapons, ammunition and explosives are not authorized to be stored in government barracks and or lodging.

(d) Drug paraphernalia is not authorized.

(e) No pets are allowed; see the WTB-NCR Policy Letter # 21 – for Service Dogs, Service Dogs in Training, Companion Dogs, and Therapy Dogs Living in On-Post Lodging or Warrior Transition Brigade Off-Post Contracted Lodging

(f) Smoking is not authorized in the barracks. Smoking is authorized in designated smoking areas only.

(g) Do not tamper with the smoke detectors.

b. Physical Security

(1) Theft Prevention

(a) When not occupied, residents will secure their wardrobe, chest and quarters.

(b) Valuable (i.e. cash, checks, checkbooks, jewelry) will be secured in the wardrobe or chest. High value items must be registered on DA Form 4986.

(c) Quarters will be locked when sleeping.

(d) Medication will be secured at all times.

(e) Report all thefts to the SDNCO immediately.

(f) Resident’s failure to secure personal and/or government property may result in their liability to replace stolen property. Adjudication of any personal property claim for reimbursement from the government may be denied.

(2) Visitation

(a) No overnight guests are authorized.

(b) 1700-2200 visitation authorized during workdays.

(c) 0800-0200 visitation authorized during non-workdays.

(d) Residents must escort their guests at all times, they do not have unlimited access to quarters, dayrooms and facilities.

(e) Children under 17 must be escorted at all times.

c. Health

(1) Alcohol Consumption, see the WTB-NCR Policy Letter # 25 - Army Substance Abuse Program (ASAP) and Alcohol Consumption

(a) Residents and guests under the age of 21 years may not possess or consume alcoholic beverages at any time within the Soldiers Barracks or Lodging facility.

(b) Soldiers in Transitin will not consume alcohol when taking medication.

(c) Residents who commit inappropriate actions in the Barracks or Lodging facility while under the influence of alcohol may warrant revocation of privileges.

(2) Cleanliness

(a) Remove smudge marks and film from windows and mirrors.

(b) Line trash cans with plastic bags.

(c) Keep the refrigerator clean with no ice build up.

(d) Floors must be swept and mopped.

(e) Latrine floors must be swept and mopped. The sink, toilet, and shower will be clean and free of mildew and soap scum. The medicine cabinet and mirror will be clean.

(f) Stove and stove hood will be free of grease and grime. The countertops will be clean and cabinets clean inside and out.

(g) Dust all furniture surfaces to include drawers and blinds.

(h) All electronic devices will be clean of dust. All remote controls will be accounted for and all hard drives will be clear of personal files.

(i) The closet will be cleaned, mopped and swept.

(j) Dryers lint filters will be cleaned after each use.

(3) Noise

(a) Quiet times are from 2200 to 0700.

(b) Lower the stereo, television, radio, musical instruments, etc. volume as to not disturb other residents.

(c) Respect others’ rights and wear earphones.

(4) Common Areas

(a) Clean common areas daily.

(b) Report any damages to Staff Duty or First Sergeants.

(5) Issued Furniture and Linen

(a) Residents must maintain the government issued furniture assigned to the quarters.

(b) Residents may decorate the quarters with their own furniture. Excess household goods and baggage will result in transitioning processes delays.

(c) Residents may use personal beddings and linens.

(6) Displays and Dress Code

(a) Residents may display potted plants.

(b) Display of posters is authorized with the exception of posters displaying sex and violence.

(c) Posters degrading the Nations Colors, the Armed Forces, specific nationalities, creed, ethnicity, or race is strictly prohibited.

(d) Posters may only be posted on walls, using locally approved devices that will not result in permanent damage.

(e) At a minimum, residents will wear a shirt, shorts, and shoes when leaving their rooms.

(f) Pajamas, robes, and housecoats are not authorized in common areas.

d. Assignment and Termination of Quarters

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(1) Squad Leaders will conduct a joint inspection with the billeting manager to determine any existing damages to the rooms and furniture. Squad Leaders will sign for the rooms and subhand receipt to their Soldiers.

(2) Failure to conduct a joint inspection may result in an assessment of monetary liability during termination of quarters.

(3) Soldiers in Transition must return quarters to acceptable standards prior to termination and must return room key to their billeting managers.

(4) Soldiers in Transition will be assigned transient space if required.

e. Inspections: Announced and unannounced inspections will be conducted to ensure compliance with this policy.

5. The point of contact for this policy is the WTB-NCR S4 at (301) 400-2268.

Caring for Our Soldiers...Heal, Educate, Transition!



DANA S TANKINS
COL, SC
Commanding