

If you lose your key during duty hours, report to the barracks office. If you lose your key during non-duty hours, report to your respective Brigade Staff Duty Officer (SDO) or Staff Duty Noncommissioned Officer (SDNCO) for temporary access to your room. Soldiers in separate units, which do not fall under a Brigade, must request assistance from their unit SDO, SDNCO, or charge of quarter's staff. You will need to report to the barracks office the next business day for a new key.