



REPLY TO
ATTENTION OF:

IMWE-HOD-HH-CDR

14 Jul 2009

MEMORANDUM FOR Transient Soldiers

SUBJECT: Policies and Guidelines for Barracks

1. Welcome to Fort Hood Reception Detachment, our goal is to make your stay in the barracks as comfortable and safe as it can possibly be during the four-day phase of In-processing. Keep in mind that this is the US Army's standard for military customs and courtesies. Uphold and abide by it at all times.

2. All Soldiers must adhere to the policies and guidelines set forth in this memorandum. Punishment under the UCMJ has taken place already:

EXAMPLE

- a. Did you sign into the Copeland Soldiers Service Center prior to reporting to staff duty, bldg 16008?
- b. Did you turn in your personnel file, dental and medical records to the Copeland bldg 18010?
- c. Did you receive a processing checklist from the Copeland bldg 18010?

3. All Soldiers will sign, be responsible and accountable for the following:

- a. Room. You will sign for a metallic room key, wall locker, bed, mattress and linen (2-sheets, 1-mattress cover, 1-pillow, 1- pillow case, 1-blanket).
- b. Inspection of Room. You will ensure you do a thorough inspection of the items you sign for on the hand receipt, DA Form 2062. Should any items be damaged ensure you bring it to the attention of the Staff Duty NCO immediately.
- c. Room Responsibilities. It is your responsibility to ensure your room is kept to standard (floor swept, mopped, trash taken out prior to first formations daily, refrigerator wiped out and bathroom cleaned). Do not empty your trash in the dayroom, laundry room, stairwells or in any other common area. The brown dumpster is located in the east parking lot across from building 16009.

d. Key Accountability. It is recommended you wear your room key on your identification tags chain at all times. The key on the chain is an inspectable item. If you lose this assigned key, you must inform your Cadre or Staff Duty immediately. If the key is not located in a timely fashion, you will receive a Statement of Charges, to pay for the lost item.

e. DA Form 4986 (Personal Property Record). You will complete this form for any items you own over \$100 as proof of ownership for your personal high dollar value items. (A copy will be maintained at the Staff Duty desk).

f. Personal Items. You will ensure that your items are secure in your wall locker at all times. The door to your room and window should be locked at all times. This is your responsibility and lessens the probability of theft.

g. Weapon. All weapons will be turned into the Staff Duty NCO during in-processing of (include knives (5 inches or larger or with locking blades), pis... All items will be documented and placed in the Staff Duty locker. Weapons are to be turned in at 0900 hours the... the Staff Duty NCO.

h. Alcohol is permitted. Soldiers who are 21... consume alcohol responsibly after the safety briefing formation at 1600... weekdays. Soldiers who are 20 years and younger are not permitted by law to consume alcohol, at anytime. If anyone purchase and/or offer alcohol to an underage Soldier or Civilian he/she will be prosecuted under UCMJ. Alcohol is not permitted in the barracks or on the premises, at any time.

i. Designated Smoking Area. The only designated smoking area is the gazebo located in the front of the building and/or the volleyball court at the back of the building. Tampering with the smoke detectors in and out of your room (or any room) is considered a felony offense and UCMJ actions will be taken.

j. Designated use of Tobacco. The only designated use of chewing tobacco, snuff, etc, is at the gazebo. It is not permitted in barracks room breezeway/around your room.

4. All Soldiers will be responsible for reading all posted messages and highly encourage to use the battle buddy system at all times.

a. Personal messages. The messages will be posted at the Staff Duty desk after duty hours. During duty hours, check with the Staff Duty NCO for updates. You will be contacted in the event of emergencies by the Staff Duty NCO (i.e. Red Cross)

b. Dining Facility (DFAC). Soldiers assigned to the barracks will be allowed to eat meals at the following DFAC: Patriot Inn and Raider DFAC. Strip map of DFAC and operational hours will be located on the bulletin boards on the first floor.

c. Battle Buddy System. The battle buddy system consists of the following groups; male Soldier(s) with male Soldier(s) / or female Soldier(s) with female Soldier(s) ONLY. There will be no mixing with the opposite sex. Anytime you leave the barracks area you are highly encouraged to use the Battle Buddy system (during and after duty hours).

5. All Soldiers will adhere to the following:

a. Military Customs and Courtesy. You are expected to conduct yourself in a professional manner at all times. You will give proper courtesy and respect to all Non Commissioned Officers and Officers including CQ runners after duty hours, at all times. If any Soldier suspects a NCO(s) or Officers during their in-processing phase, UCMJ action

b. Reveille. When you hear "Reveille" you should face towards the music. During reveille the first note of music. During reveille all vehicles will dismount their vehicles and render the proper courtesy. When required, the senior Soldier should bring the formation to attention and salute. If you are in civilian attire and hear "Reveille" you are expected to remove all headgear and place your right hand over your heart.

c. Retreat. When you are outside, in uniform and you hear "Retreat" you should face towards the US flag, if visible. If the US flag is not visible, face towards the music and assume the position of attention. Soldiers will salute when "To the Colors" is played. During retreat ceremonies all vehicles in the area will stop. Military occupants will dismount their vehicles and render the proper courtesy. When required, the senior Soldier should bring the formation to attention and salute. If you are inside you will assume the position of attention and face towards the US flag. If you are in civilian attire and hear "to the Colors" or the National Anthem, you are expected to remove all headgear and place your right hand over your heart.

d. Army Regulation 670-1. You will not mix military and civilian attire at any time. You will adhere to the policies in accordance with Army Regulation 670-1 (Wear and Appearance of the Army Uniform and Insignia). Standards to include no plain white t-shirts, brown t-shirts, tank tops, cream t-shirts that may be perceived as a white T, white short shorts, or any other revealing attire. Females and males may wear sandals. Males will not wear earrings and MUST be clean shaven daily. Soldiers will not sag their pants or shorts below their waist. This includes wearing a long shirt that may hide

the top of your belt line. Soldiers will not wear body piercings of any kind (i.e., tongue, lip, nose, eye brow) on Fort Hood.

e. Sexual Harassment/Sexual Assault. There is a zero tolerance for Sexual Harassment and Sexual Assault (Policy Letter # 4). Sexual Harassment, Sexual Assault, Fraternization and Improper Relationships between the Cadre, Permanent Party and Transient Soldiers. During your in-processing, you will not be allowed to mingle with any other Soldiers that are permanent party. You are highly recommended to report all incidents of this nature to your chain of command immediately.

f. Socialization. There will be no intimate socialization between any Soldier(s) in any area of the barracks and/or parking lot area. This will not be tolerated in the Reception Detachment area at any given time. Do not enter or loiter around any room of the opposite sex. Male Soldiers are not allowed on the female Soldiers stairwell and female Soldiers are not allowed on the male Soldier stairwell, rooms or any other area gender specific.

6. Solicitors

a. Outside Businesses. You will not enter into any side businesses. You will not enter into any side businesses, mobile phones, home stereos, personal computers, appliances, books, or any other unit gaining unit.

b. Solicitors. We have a serious problem with solicitors who "prey" on our Transient Soldiers within the company area; therefore, if a Soldier approaches you... ask for his or her business card and report the incident to Staff Duty or your Cadre immediately.

7. Formations, Visitation, Pass Policies and Miscellaneous.

a. It is your responsibility to be at the appointed place 15 minutes prior at all times. Due to the hectic schedule during in-processing, it is imperative that you assist the Cadre(s) and Staff Duty NCOs by ensuring you comply with all instructions given.

b. Accountability formations (Barracks Personnel Only – Soldiers must have room key & identification card):

0530 hrs Linen Turn In (Day 4)

0610 hrs Physical Training Formation at the field (SSG and below)

0730 hrs Personal hygiene, breakfast and barracks maintenance

0845 hrs Formation at Bldg. 16011 for Day 1 Soldiers

Formation at Bldg. 16011 for Day 4 Soldiers

1630 hrs Safety Briefing Formation at Bldg. 16008 for all Soldiers (M,T and F)

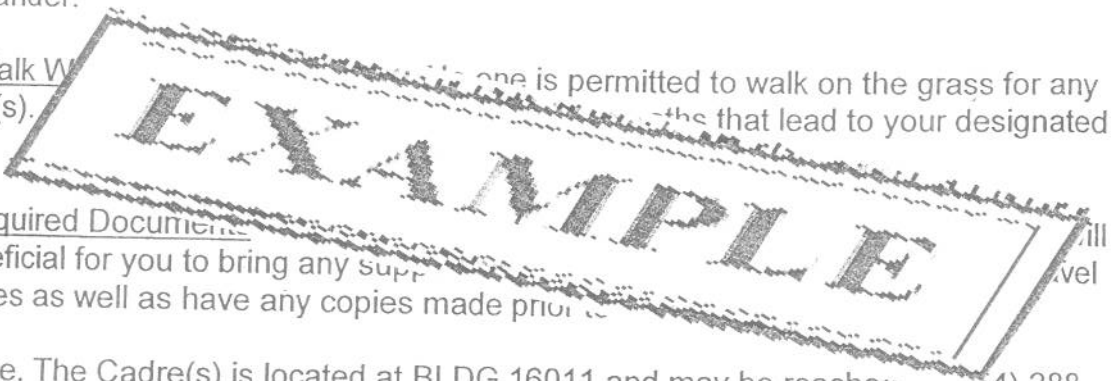
1445 hrs Safety Briefing Formation at Bldg. 16008 for all Soldiers (Thursday)

c. Visitation. You are allowed to have visitors in the barracks. Visitors are only authorized to be in the dayroom and at the gazebo. All Soldiers are responsible and accountable for the action(s) of his/her visitor(s). All visitors must report to Staff Duty and abide by all orders and policies of the Reception Detachment during their visit. All food deliveries will be met at the entrance door and/or received at the gazebo. No one is required to look for you for a food delivery.

d. Pass. All Soldiers who travel up to 150 miles out of the local area (Killeen, Harker Heights and/ or Copperas Cove) will fill out a DA Form 31 and must provide a good contact number. No Transient Soldiers will be allowed to travel beyond the 150 miles radius (exceptions will be considered on a case by case basis) If you own a motorcycle you must read and adhere to the III Corps policy on motorcycle safety. Cadre personnel will be able to provide a copy of the policy and must be counsel by the Commander.

e. Walk W...one is permitted to walk on the grass for any reason(s)...the that lead to your designated areas.

f. Required Document...will be beneficial for you to bring any supp...expenses as well as have any copies made prior...vel



8. Cadre. The Cadre(s) is located at BLDG 16011 and may be reached at (254) 288-7114. The Cadre members will be in charge of you each day, to assist you with the following: Army Emergency Relief Loans, Advance Pay, lost key, missed formations, missed linen turn-in and making a list of personal effects, etc.

a. If an issue arises in the barracks during duty or after duty hours, go to the Staff Duty desk immediately to report the concern(s) otherwise contact the SDNCO at, (254) 287-4549.

9. If you have any problems with Cadre(s) personnel, feel free to request to see and speak with the First Sergeant at (254) 287-0020 under his open door policy.

10. If you have any concerns with another transient Soldier, this should be taken up with the Staff Duty or the Cadre NCOIC.


DONYAK K. MOSLEY
CPT, AG
Commanding

I, _____, have read this memorandum and
(Rank, Last Name, First Name)
by signing below I acknowledge that I fully understand and will comply with all the
policies and guidelines in this memorandum. I will be subject to Uniform Code of
Military Justice if otherwise.

EXAMPLE



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

AFZF-CG

AUG 21 2008

GENERAL ORDER NUMBER 1

TITLE: Motorcycle Safety Requirements

PURPOSE: Identify the Requirements to Operate or Ride a Motorcycle On or Off the Installation.

AUTHORITY: Code of Military Justice (UCMJ); Department of Defense Instruction (AR) 385-10

APPLIC: ... to, attached to, or under, ... off the installation.

EXAMPLE

1. STATEMENT OF MILITARY PURPOSE
of III Corps and Fort Hood Soldiers is negatively affected by injuries or deaths caused by motorcycle accidents. These injuries and ... grade the readiness of this command and interfere with good order. Investigation reveals a lack of proper training, operator inexperience, lack of proper personal protective equipment (PPE), excessive speed, and reckless operation, as significant factors in many motorcycle accidents.

2. REQUIREMENTS.

a. Soldiers shall not operate motorcycles unless they are properly trained, licensed, registered, and insured.

b. Before operating any motorcycle, on or off the installation, Soldiers shall:

(1) within 7 days of arrival to Fort Hood or acquisition of a motorcycle, enroll in an approved Motorcycle Safety Course.

(2) successfully complete an approved Motorcycle Safety Course as outlined in the III Corps and Fort Hood Command Motorcycle Safety Program.

(3) execute a written motorcycle safety contract with their commander as outlined in the III Corps and Fort Hood Command Motorcycle Safety Program.

(4) carry at all times while operating a motorcycle the Motorcycle Safety Foundation (MSF) card issued as proof of course completion.

Soldiers that fail to carry and present the MSF card, valid registration, and proof of insurance will not be allowed on post with their motorcycle.

c. The wearing of portable headphones, earphones, or other listening devices (except for hands-free cellular phones) is prohibited while operating a motorcycle. Motorcycle operators may wear motorcycle helmets equipped with operator-passenger intercom systems

d. Motorcycle shall have at least one headlight on at all times, and shall be equipped with a rearview mirror mounted on the handlebars.

e. Soldiers are required to wear Personal Protective Equipment (PPE) requirements while either operating or riding a motorcycle. Soldiers shall wear the following PPE whenever operating or riding a motorcycle:

(1) A Department of Transportation approved motorcycle helmet, properly fastened under the chin.

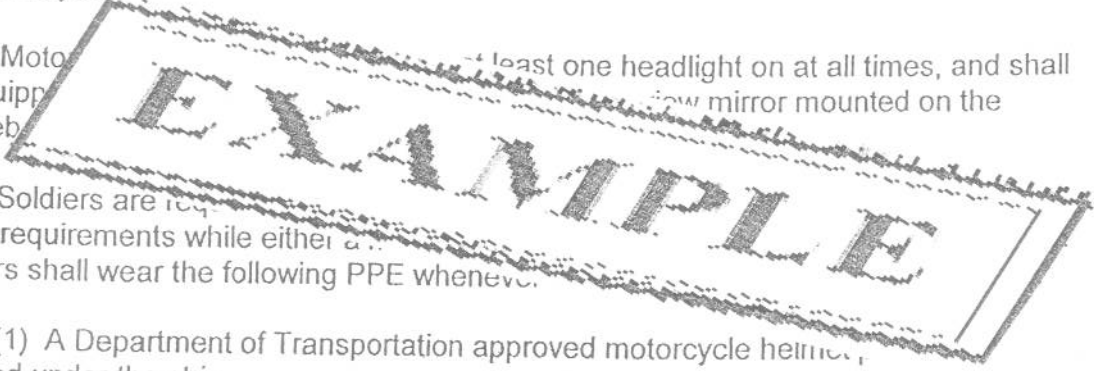
(2) Full fingered gloves or mittens designed for use on a motorcycle.

(3) Long sleeved shirt/jacket and long trousers.

(4) Boots or sturdy over the ankle shoes.

(5) Impact or shatter resistant goggles, wraparound glasses or full face shield attached to the helmet in the down position. Windshields, eyeglasses, and fairing do not meet this requirement. The goggles may be darkened for daylight use; however, they must be clear during the hours of darkness or adverse weather conditions.

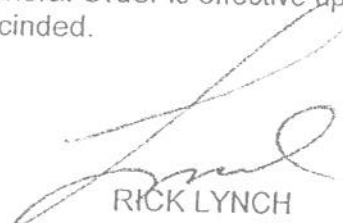
(6) A brightly colored (white, yellow, orange, silver, etc.) upper garment (vest or jacket) during the day and a reflective upper garment during dusk/dawn and at night. Outer garments will be properly secured, clearly visible, and not covered. Items may be worn on top of the outer garment, but they must meet the same visibility requirements of



the outer garment. Brightly colored/reflective belts do not meet the upper garment or backpack requirement.

3. PUNITIVE ORDER: Soldiers who fail to comply with the requirements of this policy are subject to adverse administrative action and / or punishment under the Uniform Code of Military Justice.

4. EFFECTIVE DATE. This General Order is effective upon signature and will remain in effect until superseded or rescinded.


RICK LYNCH
Lieutenant General, USA
Commanding

EXAMPLE



Army Operation Identification

Recording identifying data of your high value property will assist in recovering lost of stolen property, and for claims against the Government and/or private insurance, as appropriate.

**AUTHORITY:
PRINCIPAL PURPOSE:
ROUTINE USES:**

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:

DATA REQUIRED BY THE PRIVACY ACT OF 1974
Title 10, USC 3012 and 3 USC 301.
To record identifying data of individual personal property. Upon the reporting of a loss by the individual, information may be used to assist in the recovery and return of the personal property. Information can also assist in adjudication of claims against the Government for loss or damage to personal property.

Disclosure of information is voluntary. Failure to provide information will have no adverse effect on the individual.

TYPED OR PRINTED NAME OF OWNER (Last - First - MI)

REMEMBER -

- When marking your personal property, use the prefix "USA" followed by your Social Security Number.
- When you have completed marking your property, display DA Label 167, Warning, Army Operation Identification by law enforcement agencies.
- Keep this record of high value property in a safe place.

SOCIAL SECURITY NO.

SIGNATURE OF OWNER

BRAND NAME, MODEL OR STYLE, OTHER DESCRIPTION SERIAL NO. OR MARKING DATE ACQUIRED (if known) VALUE SIGNATURE OF INDIVIDUAL VERIFYING RECORDING OF PROPERTY AND DATE

In a conspicuous location outside your room or building.



HAND RECEIPT/ANNEX NUMBER
 For use of this form, see DA FORM 710-2-1.
 The proponent agency is ODSGLOG.

FROM:

FORT HOOD RECEPTION DETACHMENT

FOR ANNEXOR ONLY: END ITEM STOCK NUMBER

END ITEM DESCRIPTION

TO:

PUBLICATION NUMBER

NAME:

DATE:

PUBLICATION DATE

QUANTITY

HAND RECEIPT NUMBER

SSN:

ITEM DESCRIPTION

b.

SEC c.

UI e.

QTY AUTH f.

A

B

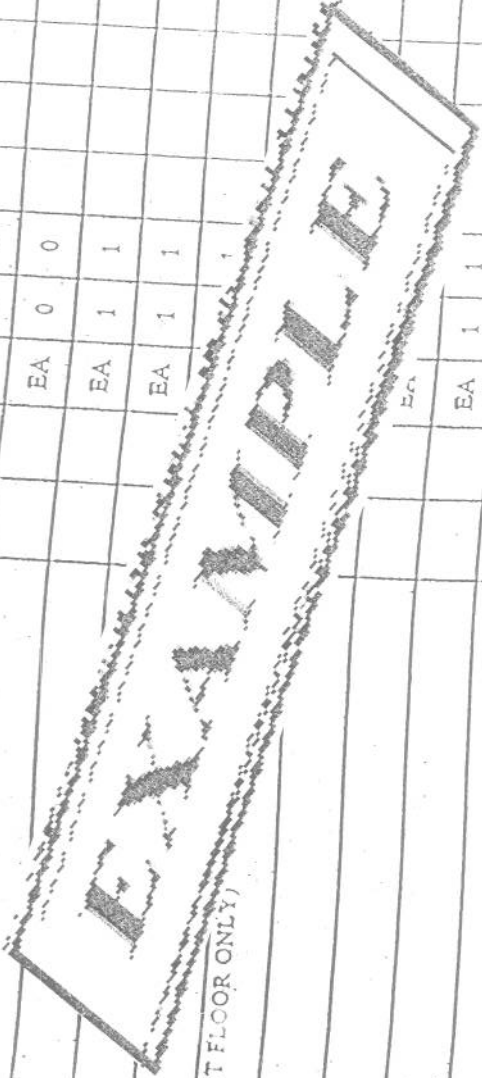
C

D

E

F

STOCK NUMBER a.	ITEM DESCRIPTION b.	SEC c.	UI e.	QTY AUTH f.	A	B	C	D	E	F	QUANTITY	HAND RECEIPT NUMBER
7105-01-271-0937	BED, BUNK		EA	1	1							
7210-00-110-3102	MATTRESS, BED		EA	1	1							
7105-01-233-9100	DESK, DROPLID LIGHT OAK		EA	0	0							
7105-01-233-6686	CHAIR, DESK		EA	1	1							
7105-01-233-9097	WARDROBE UNIT		EA	1	1							
7150-01-029-0392	REFRIGERATOR		EA	1	1							
00-202-7950	MICROWAVE OVEN (C/FIRST FLOOR ONLY)		EA	1	1							
00-205-3002	Blanket, Wool (\$25.00)											
01-015-3190	Cover, Mattress (\$14.00)											
01-119-6416	Pillowcase, Cotton (\$7.00)											
	Sheet, Bed Cotton (\$7.00)											
	By signing this hand receipt (DA 2062), you are responsible and accountable for the room and the condition of the furniture in it (broken or missing). Any additional items, broken or missing will result in you being held financially liable. Any lost key will result in a statement of charges which you will sign and the barracks room will be rekeyed at your expense.											
			EA	1	1							
			EA	2	2							



* WHEN USED AS A:

HAND RECEIPT, enter Hand Receipt Annex-Number

HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes

HAND RECEIPT ANNEX/COMPONENT'S RECEIPT, enter Accounting Requirements Code (ARC).

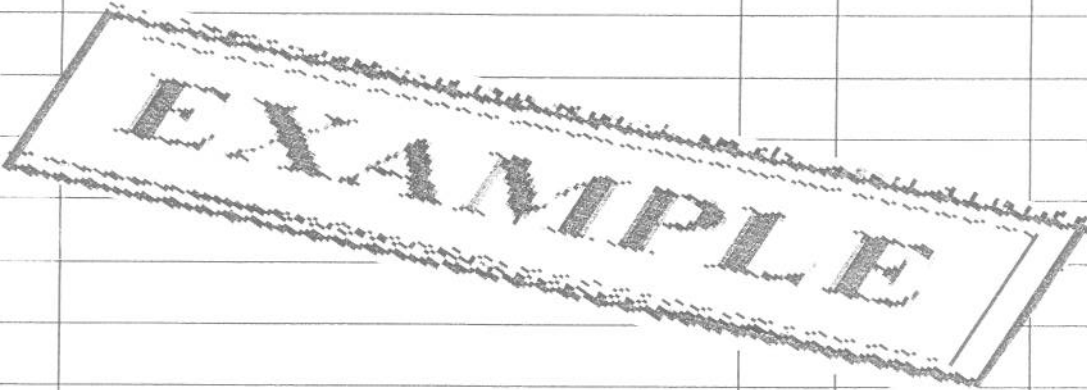
STATEMENT OF CHARGES/CASH COLLECTION VOUCHER

1 DATE
8 Sep 08
2 DOCUMENT/VOUCHER NUMBER

3 ORGANIZATION
Fort Hood Reception Detachment
4 STATION
Fort Hood, TX 76544

5 DISBURSING OFFICE COLLECTION VOUCHER NUMBER
6 DISBURSING STATION SYMBOL NUMBER
7 ACCOUNTING CLASSIFICATION

STOCK NUMBER a	ITEM DESCRIPTION b	QTY c	UNIT PRICE d	TOTAL COST e
NSN	Room Key, BHREZ _____, Bldg 16008	1	\$1.50	\$1.50



8 TYPE OR ACTION (Select one)

a. PAYROLL DEDUCTION <input checked="" type="checkbox"/>	b. CASH COLLECTION <input type="checkbox"/>	c. GRAND TOTAL \$1.50
---	--	--------------------------

9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL

I certify that my signature hereon constitutes

- a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.
- b. An affirmation that the articles are not now in my possession.
- c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.

d. RANK/ GRADE	e. NAME (LAST, First, Middle Initial) f. SOCIAL SECURITY NUMBER	g. CAUSE FOR CHARGE LOSS OF GOVT PROPERTY	h. SIGNATURE	i. AMOUNT
----------------	--	--	--------------	-----------

10. ORGANIZATION COMMANDER The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.	11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER The amount entered in grand total has been (FAO) check the appropriate action below.	
	<input type="checkbox"/>	a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.
	<input type="checkbox"/>	b. Remitted through cash collection.

a DATE	b. SIGNATURE BLOCK/SIGNATURE Donya K. Mosley, CPT, AG Commanding	c. DATE	d. SIGNATURE BLOCK/SIGNATURE
--------	---	---------	------------------------------