

ATZC-DHR-SM

MEMORANDUM FOR RECORD

SUBJECT: Policies and Procedures for Transient soldiers residing in the Welcome Center Barracks

INITIALS

1. The following policies and guidelines are set forth for soldiers residing in the transient barracks.

a. Did you sign into Building 505 prior to reporting here? YES/NO (circle) _____
NOTE: If not, you need to go back to Building 505 to sign in and turn in your 201 files, medical records, dental records, finance brief, etc.

b. You will sign for the following items: room key, linen, wall locker, desk, _____ bed, and mattress. NOTE: A statement of charges will be completed for all missing or broken items that you signed for. It is imperative that you inventory the room and report any discrepancies to the CQ.

c. You will complete a personal property record (DA Form 4986) and turn it _____ into the CQ. NOTE: This will be used as proof of ownership, if your personal (high dollar) value items are stolen.

d. Ensure your personal items are secured in your wall locker and door to _____ your room is locked whenever you leave the room. Ensure your window is locked. NOTE: This is your responsibility and it lessens the possibility of theft.

e. Alcohol is not permitted within the Welcome Center barracks. _____
Do not drink and drive.

f. Drinking age in Texas is 21 years of age, however, on Fort Bliss the legal _____ drinking age is 18 years old. Eighteen – 20 year old soldiers may only drink alcohol on the installation.

g. Smoking is not authorized in the barracks. DO NOT tamper with the _____ smoke detectors in your room. This is a federal offense and UCMJ action WILL BE taken if you are caught. NOTE: Do not throw cigarette butts on the ground.

h. Utilize the appropriate entrances when going to your rooms. Do not _____ enter or loiter around the rooms of the opposite sex. NOTE: All visitors will sign in at the CQ desk and will only be allowed in the dayroom.

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i. It is your responsibility to ensure your room is kept up to standard _____
(i/e: Floors swept, buffed, trash can empty, wall locker and personal items secured, etc prior to formation each day.

j. Personal messages will be posted on the message board located vicinity of _____
the CQ desk. Check this board daily for your messages from friends and families. Only in cases of emergency, will the CQ/Asst CQ deliver your messages/calls to your room.

k. The Bamford and Stafford DFS support this unit for meals. It is your _____
responsibility to consume your meals and report on time to formations, etc. The location and times are posted in the CQ area. NOTE: PT uniform (clean) is only authorized during in-processing hours for transient soldiers.

l. You will conduct yourself in a professional manner at all times and give _____
the proper respect to the CQ/Asst CQs and cadre. You will be treated with respect from the CQ/Asst CQs and cadre at all times. NOTE: **We have a zero tolerance policy on sexual harassment or fraternization between cadre and transient soldiers.** Report all incidents of this nature to your chain of command in this unit immediately.

m. You will adhere to the policies and guidelines IAW AR 670-1 (Wear _____
and Appearance the Army Uniform and Insignia) at all times. NOTE: Soldiers in-processing in civilian clothes (soldiers returning to active duty from MEPS only) will also adhere to this policy to include the wearing of jewelry.

n. It is your responsibility to be at the appointed place of duty at all times. _____
Due to the hectic schedule of in-processing, it is imperative that you assist the Team Sergeants and ensure you comply with the instructions given by them.

o. All soldiers in-processing with a privately-owned weapon must _____
immediately inform the NCOIC of the Welcome Center so that they are secured in the C Det 546th arms room. This is to include any knives longer than 3 inches.

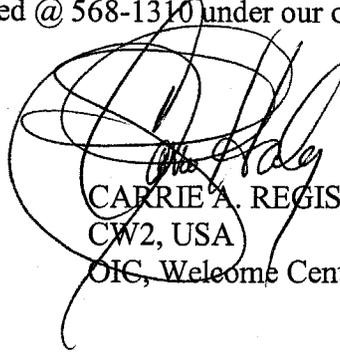
p. **The Welcome Center does not endorse any business in the greater _____
Fort Bliss area. You are STRONGLY DISCOURAGED from entering into any agreement to purchase automobiles, home stereos, personal computers, appliances, books, etc. until you speak to consumer affairs or sign in at your gaining unit.**

q. Failure to comply with any of the above stated policy may result in UCMJ action.

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2. If you have any problems with the CQ or any Welcome Center cadre, feel free to report it to the NCOIC @ 568-5802 or the undersigned @ 568-1310 under our open door policy.



CARRIE A. REGISTER-HALEY
CW2, USA
OIC, Welcome Center

I (Rank/Full Name) _____ have read this memorandum and fully understand the contents. I will comply with the policies and guidelines set forth in this document. I also understand that if I fail to comply with these policies, I will be subject to UCMJ action.

Signature: _____