

UNITED STATES ARMY DRILL SERGEANT SCHOOL
BARRACKS STANDARD OPERATING PROCEDURES
9576 PICKENS ROAD
FORT JACKSON, SOUTH CAROLINA 29207



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CHAPTER 1 – Unaccompanied Personnel Housing – Drill Sergeant Candidates

Purpose. The purpose of this SOP establishes the privileges, rules, guidelines, standards of conduct, courtesies, and cleanliness that will ensure the highest possible quality of life for Candidates. Every Candidates living in The United States Army Drill Sergeant School (USADSS) Barracks will be provided a safe, secure, and comfortable environment. Many issues addressed in this SOP are privileges, not rights. Candidates have earned these privileges; failure to abide by this SOP could result in revocation of certain privileges.

The DSS will assist you in obtaining maintenance, repair, pest control, and with fire and police protection for your assigned room. Two Non-Commissioned Officers (NCO) of the same gender will each have a private room but share a connecting kitchenette and bathroom common area.

1.1. DSS Barracks Room Setup. All suites are set up and equipped identically. All rooms are furnished with a single bunk w/ two under bunk drawers, a mattress, standard closet chest, two drawer night stand, desk, desk chair, table lamp, trash container, drapes, and one set of linen (see section 2.2.1. for linen information). The kitchenette areas are equipped with a refrigerator, a four burner range, microwave/convection oven, full bathroom (shower curtain included), two sided medicine cabinet, bathroom/kitchen sink, and two bar stools. Furnishings inside the kitchenette area of the suites will be signed for by both candidates sharing the suite. The furniture inside each room will be signed for by the individual candidate living in that room, your signature acknowledges receipt of items and responsibility of care.

1.1.1. Bunk Setup and Display. All bunks will be made daily in which the bunk will free of wrinkles and debris. Bunks made with Army issued linen will have corners of the blanket folded with a 45 degree angle (hospital corners). The blanket will have a white collar of approximately 6 inches in width (about the size of a dollar bill), and flushed with the bottom edge of the pillow. The pillow will be displayed with a flat and smooth appearance. The open end of the pillow will face the wall and will be folded neatly with all four corners complementing each other and finally concealed by the second blanket (dust cover).

1.1.2. Footwear. Footwear will be displayed as worn. They will always be clean, laced, tied and tucked in as applicable. Everyone will have their foot display neatly placed at the foot of their bunks. The alignment of the footwear is boots, running shoes, and shower shoes. Whenever a pair of shoes is removed all others must be shifted down to ensure that no gaps are visible within the display.

1.1.3. Drapes and Doors. Drapes and doors are to be closed when you leave for training for the



duty day, to include during physical training hours. Windows, ledges are to be dusted and cleaned prior to final inspection and clearing.

1.1.4. Room Assignment. All Drill Sergeant Candidates (DSCs) will be assigned a room in the DSS Barracks (DSSB) located at 9576 Pickens Road, students arriving after all rooms have been assigned, will be temporarily housed in an alternate barracks until room becomes available with the DSSB. After receiving your room, you may unload your luggage into your assigned room. Rooms are assigned IAW space authorizations outlined in AR 420-1, and this handbook. You may not move from your assigned room without the approval of the Commandant and your Company First Sergeant. You will be advised of any clearance requirements, and you must have the room prepared for a new arrival prior to final inspection. This includes removing all personal items. Candidates assigned to Fort Jackson will not occupy a room at anytime, unless otherwise directed by the Commandant.

Note: All room keys will be turned in prior to vacating the premises.

1.2. Charge of Quarters. The Charge of Quarters (CQ) NCO will make hourly checks to ensure Company areas of responsibility have been cleaned, perform fire watch duties, ensure all storage rooms are locked, ensure no suite room doors are wedged open, ensure all facility and common area trash cans are emptied, and will contact the Staff Duty NCO in the event of emergencies, issues in the barracks, or to correct any deficiencies that may arise after duty hours. Staff Duty will call the Military Police in the event of a serious incident, or to prevent a serious incident from occurring.

1.2.1. Charge of Quarters Runners. Each Company will maintain two CQ runners per level continuously throughout after duty hours. The CQ Runners will conduct Company areas of responsibility cleaning, perform fire watch duties, and report any misconduct within the barracks to the CQ NCO.

1.3. Initial Inspections.

- The Barracks NCOIC will conduct an initial inspection, at which time all discrepancies with the room and appliances will be identified and documented.
- Company Cadre are responsible for inspecting each room and common area assigned to their company prior to candidate's arrival and departure, by visually verifying that all furniture and the condition of all furnishings within the room are in a serviceable condition.
- DSCs will ensure that the assigned room key properly accesses the suite door and individual room of assignment.



- DSCs will annotate any and all discrepancies on the Barracks Room Inspection Form prior to signing and returning it to the Barracks NCO.

1.4. Keys. An electronic keycard will be issue to all candidates reporting to the drill sergeant's course from a duty location other than Fort Jackson, SC. Locks on doors are electronic and will be programmed to access specific areas within the barracks for the duration of the class cycle. Keys must be returned to the Barracks NCO prior to being cleared from the barracks. Failure to return assigned room keys may result in candidates not receiving their DA Form 1059 or being charged for lost keys. It is your responsibility for having your keycard re-keyed if you are new started into another platoon or your assigned key become deactivated. Issued room keys are an inspectable item and remains your responsibility to maintain accountability throughout the time you are here.

1.4.1. Lost or Misplaced Keys. A replacement keycard for a lost or misplaced keycard can be obtained by reporting it to the barracks NCO during normal duty hours. You must provide valid identification to gain access into your room and/or to get a new keycard programmed. After duty hours you must contact the Staff Duty NCO to gain entrance into your room. Loss of a room key must be reported immediately to the barracks NCO for deactivation. Payment of any lost or stolen room key assigned to you will be at the discretion of the Commandant. Under no circumstances will multiple room keys be issued to a single candidate.

1.5. Maintenance and Repairs. The USADSS has primary responsibility for ensuring maintenance of your room. If additional maintenance is required in your room, follow the procedures listed below.

1.5.1. Deficiencies. Deficiencies must be properly annotated on the barracks Maintenance Request Form (MRF) and turned-in to the barracks NCO for tracking and submission to The Directorate of Public Works (DPW), Ensure that you are very descriptive in listing issues, sign form and return to barracks NCO office (Room 100A). All service orders will be submitted by the barracks NCO during working hours Monday through Friday from 0830-1600. For work orders needed after duty hours, weekends, and holidays, you must complete a MRF located at the CQ Desk within the barracks and leave it in the drop box located outside of the barracks NCO office. The request will be submitted for processing the next business day to the DPW Work Order Section.

For emergency work orders after duty hours, complete the MRF and turn it in to the Staff Duty NCO and they will contact the Emergency Operations Center (EOC). Candidates must be available and present for the repair technician to gain access to your room and area needing repair during after hour emergency services. **Clearing is not the time to identify**



issues, as this may be considered negligence in which you may be liable depending on the issue or damage (i.e. broken light covers or broken/missing range knobs etc.).

1.5.2. Service Order Response Time.

- a. Emergency service order response time is within one hour, and work is to be completed within 24 hours. Examples are: flooded rooms, clogged shower drains etc.
- b. Urgent service orders response time is within 24 hours, and work is to be completed within 3 days. Examples are: no hot water, no heat/air etc.
- c. Routine service orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Examples are: minor faucet leaks, repairs to closet doors, repairs to interior walls etc. Maintenance will normally be performed from 0730-1600. If these response times are not met, notify the barracks NCO for assistance.

1.6. Refuse Collection and Disposal. Residents are responsible for bagging their personal room trash / garbage and disposing of it daily in the dumpsters provided by the school. **DO NOT**, place trash in stairwells, mechanical rooms, electrical closets, etc... at any time.

1.7. Pest Control. South Carolina consists of a warm climate system; which attracts its share of insects, rodents, and pest. You are expected to take preventative measures to control insects and other pests. In example: keep food in sealed plastic containers, remove trash and garbage from your room daily, and discard empty food containers. If an infestation occurs, inform the barracks NCO immediately and your room will be serviced as soon as possible.

1.8. Door Lock Repairs. Service orders will be reported to the barracks NCO prior to 1530, whenever possible. For emergencies occurring after 1600, notify the Staff Duty NCO. You may not receive a response until the next business day. If this happens, you may temporarily be placed in a vacant room until the lock can be repaired if available. If the locksmith determines the lock problem is a result of malicious damage, the candidate responsible will be charged for labor and replacement cost.

1.9. Grounds Maintenance. Grounds maintenance is the responsibility of each candidate staying within the USADSS Barracks. Additional guidance will be provided by the Commandant, Deputy Commandant, or your Company 1SG on areas of responsibility.



1.10. Appliances. Refrigerators, microwaves, and the stoves that are installed in the kitchenettes are government owned, furnished and serviced. If you experience any problems with these appliances, notify the barracks NCO during duty hours or the Staff Duty NCO after duty hours.

1.11. Heat/Air Conditioning. The heating/air conditioning system is routinely maintained by DPW. It is your responsibility to keep your vent covers free from dust, and to not block the vents. If the heating or cooling in your room stops operating properly, contact the barracks NCO immediately. The heating/air conditioning system will automatically be changed from heat to cool and vice versa according to DPW policy and climate change, no exceptions will be made. Temperature settings are also governed by DPW according to post policy and Army Regulations, and will be adjusted by DPW accordingly.



CHAPTER 2 – Resident Responsibilities, Standards and Policies

The USADSS Barracks is your temporary housing quarters, and we want you to feel at home in the room provided to you; however, there are some basic rules that must be complied with.

2.1. Prohibitions in Rooms. The following is a list of things that are prohibited (but not limited too) in the room/suites:

- Ammunition
- Animals
- Alcoholic Beverages
- Barbeque grills
- Burning candles or incense
- Cohabitation
- Overnight guest(s)
- Flammable liquids
- Electrical timers
- Extension cords
- Flammable pressurized gases (except cosmetics)
- Flammable Paints
- Gambling
- Hot Plates
- Live Christmas trees
- Open Flames
- Portable Heaters
- Smoking
- Unsealed foods
- Use of illegal drugs
- Weapons: Firearms, Knives 3+ inches, Bow/Arrows, Nun Chucks, Fighting Instruments etc.

Note: Power strips with an overload protective device not exceeding 15 amps may be used by multiple items. Manufactures must be UL LISTED.

2.1.1. Decorations. Pictures of scantily clothed person(s), either male or female may be offensive to others and are therefore prohibited within the barracks. No pictures or posters which reveal private body parts will be displayed anywhere in the USADSS Barracks at any time. No pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols will be considered acceptable as decorations. No items, pictures or posters that degrade national or military leaders and/or ethnic groups will be acceptable as decorations. No personal items, pictures or posters will be framed and hung within the USADSS Barracks at any time. Do not tape or affix Orders on the door or room surface. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings.

2.2. Cleanliness. The USADSS Barracks will be maintained within Army standards as outlined in AR 420-1 and this handout. Candidates will maintain cleanliness in their individual rooms/suite at all times. The floors will be swept and mopped daily; the windows will be cleaned only on the inside to ensure good sanitary and living conditions. The common areas within the suites will be maintained and cleaned by both occupants.



2.2.1 Linen. Upon arrival you will have the option of drawing a set of marked linen for your bunk; you will be responsible for inventorying all items assigned to you on DA Form 2062. Any discrepancies must be identified immediately to the DSL on duty or the barracks NCO for verification and documentation. You are responsible for maintaining all linen issued to you throughout the duration of your time at the DSS. All issued linen will be laundered by the Post Laundry Facility only; washing issued linen within the barracks or commercial laundry facility is unauthorized. Any unserviceable linen must be reported to the barracks NCO immediately, at which time disposition instructions will be given (do not take it upon yourself to discard and replace issued linen without approval). Personal linen is authorized and will be displayed on your bunk in a neat and orderly fashion.

2.2.2. Linen Turn-in. Soiled linen will be counted and turned-in weekly for laundry servicing on Thursdays by platoon **No Exceptions**. You will have already signed for linen upon room assignment and simply be receiving like items of what you turn in immediately. All linen will be turned in prior to the room being cleared on graduation day.

2.2.3. Lost or Damaged Linen. All lost or damaged linen must be reported to DSL or Barracks NCO immediately. All charges associated with the replacement of the linen are at the Furniture Management Branches' (FMB) discretion, and will be collected through the use of DD Form 362 Statement of Charges (SOC) for payroll deduction. Purchased linen is unauthorized and will not be accepted.

2.2.4. Hallways, Adjacent Floors, and Landings. Hallways, adjacent floors, and landings will be swept and mopped daily following Physical Training Sessions and again during CQ hours. Walls will be free of markings to include scuffmarks and finger prints. Stairwells will be swept, cleaned, and railings wiped down daily.

2.3. Inspections. The Commandant, Company First Sergeants, Senior Drill Sergeant Leaders, and Drill Sergeant Leaders are authorized to inspect government quarters to evaluate living conditions. Dignitaries may visit the USADSS Barracks from time to time because of their importance to Army Quality of Life issues. Render all appropriate customs and courtesies when these officials enter your room. The Commandant and First Sergeants reserve the right to conduct unannounced barracks/room inspections. The First Sergeants and supporting DSLs will inspect whenever deemed necessary for health, safety, and general cleanliness.

2.4. Furniture and Equipment. Candidates are not allowed to remove or rearrange any furniture from either their rooms or common areas to include outside recreational furniture. If any furniture is damaged, it must be reported immediately. Failure to notify a DSL or the



barracks NCO of any damage prior to clearing an assigned room will be consider negligence and any cost associated with the repairs or replacement will be at the Candidates expense if found to be a direct result from abusive misuse.

2.5. Personal Furniture. Personal furniture is unauthorized, and will not be considered acceptable for storage within the USADSS Barracks at anytime.

2.6. Visitors. No family members or visitors are authorized inside of the barracks or allowed to stay overnight while candidates are attending the Drill Sergeant School Course (DSSC). IAW AR 420-1, 3-19 (a) Army Facilities Management, you are negligent if you are aware of persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. You are grossly negligent if you know that damage is likely to result from the willful misconduct or reckless behavior of visitors, and despite such knowledge, you fail to exercise opportunities to prevent or limit the damage.

2.7. Double Occupancy. If you are solely housed in a double occupancy suite, the common area must remain free and clear of all personal equipment, clothes etc., the common areas must be maintained and kept clean at all times.

2.8. Security. Safety is the responsibility of all Candidates, and involves attention to detail and common sense. To ensure safety in the barracks, the following measures apply: Candidates will ensure that suite and room doors stay locked at all times. Room closets will remain locked (using combination lock) when rooms are unattended. All personal property (also known as high dollar value items) are required to be visually verified by a DSL and secured inside the room closet or safe (if available) when absent from the room. Bulky items such as stereos and personal laptops should be labeled and secured when not in use. Reimbursement is not authorized for stolen items that were not secured.

You must fill out a Personal Property Form (DA Form 4986) completely, once the form has been completed; sign and make two copies (1-for individual record, 1-for DSL/SDSL to keep on file). Closets are equipped with hasps to be locked for security. Candidates will use main doors adjacent to the CQ desk when entering or leaving the barracks. **IT IS YOUR RESPONSIBILITY TO ENSURE YOUR PERSONAL ITEMS ARE SECURED AT ALL TIMES!**

Candidates will not maintain Privately Owned Weapons (POW) in their rooms. Candidates will ensure POWs are registered IAW AR 190-11, and will store their POWs in the Company Arms Room IAW Company Arms Room SOP.



2.9. Room Exteriors. Room numbers will be the only thing mounted identifying suite and room. Do not tape or affix any type of Orders to the door surfaces. Profanity or other lewd messages are not authorized on message boards or common areas. Decals, stickers or posters are not allowed on the outside of doors.

2.10. Interior/Exterior Care. The entrances, hallways, stairwells, and laundry rooms will be kept cleaned daily. Outside areas will be split amongst Alpha and Bravo Company for police calling. Refer to the layout provided by your Cadre in order to know which platoon has which designated area. Each platoon has the responsibility of ensuring that their area is in a high state of cleanliness and organized as applicable. Each area must be to standard prior to PT, and before any movement formations. End state - keep the USADSS Barracks clean and neat, if you see trash pick it up and properly dispose of it.

2.11. Kitchenette. Maintaining the appliances, cabinets, and walls in kitchenette requires special attention. All suites have a kitchenette which is to be cleaned after each use by the individual using the facility. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls to prevent surface grease build up. Sitting on the countertops is strictly prohibited; excessive weight will result in structural damage. Failure to comply will result in candidate being charged for all associated damages, and possible drop from the DSSC.

2.12. Pest Control. Pest control measures will be taken by the barracks NCO to prevent pest problems or issues by using commonly available commercial products. You are responsible for keeping your floors free of equipment, personal clothing, or any other debris to allow proper application of insecticides. Rooms may be accessed and treated without prior knowledge or consent if pest issues have been reported.

2.13. Janitorial Closets. The maintaining and organizing of the janitorial closets is the responsibility of the owning Company. All shortages or issues are to be reported to the barracks NCO for work order submission and resupply. Everything within the supply closet must be kept clean and dress-right-dressed. Mops will be hung directly over drain tub for drying, and cleaning supplies will be organized neatly on the shelving space provided.

2.13.1. Supplies. The purchasing of room cleaning supplies is the DSS responsibility however; candidates may purchase additional supplies at their own cost and must dispose of such items prior to clearing suite/room. The barracks NCO will provide cleaning supplies for the janitorial closets as requested.



2.14. Liability for Damage to Equipment and Furnishings. Under federal law, members of the Armed Forces occupying military housing or barracks shall be held liable and accountable for loss or damage to room, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests. AR 420-1, Facilities Management, provides guidance on how to determine responsibility and pecuniary liability.

2.15. Damage to Quarters. The Candidate is responsible for all damages to quarters beyond reasonable wear and tear. Repairs and replacements must meet Army standards. The barracks NCO will provide a date for repairs or replacements. The Candidate will be billed for any charges incurred to repair damages due to abuse or negligence or for replacement of items damaged. The barracks NCO can fully explain your options for method of repayment to the Government for damages, i.e. payroll deduction.

2.16. Energy Conservation. Energy conservation is everyone's responsibility. Keep exterior doors closed during heating and cooling periods. Do not prop entry doors open, this adds strain to the HVAC units and the humidity drawn into the building. Turn off all lights when not in room.

2.16.1. Water. Excessive use of water results in increased costs and depletion of the natural source of supply. To maximize the use of water and reduce the amounts of water wasted ensure you:

- 1) Turn water off while brushing your teeth or showering.
- 2) Do not leave kitchen /bathroom sinks or tubs running while cleaning.
- 3) Only wash clothes when loads are full.

2.16.2. Heating and Air Cooling. The heating and air cooling system is systematically controlled and will be adjusted according to the season. The thermostat can be adjusted a few degrees in either direction. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual.

2.16.3. Heating and Air Conditioning (HVAC) System. The HVAC system uses hot and cold water in a closed loop for either winter heating or summer cooling. When HVAC Vents are blocked with furniture, cardboard or other items, airflow is cut off which starts the growth of mold and mildew, and damage to the fan or motor may occur. If damages to the fan or motor are caused by neglect, the Candidate guilty of this infraction may be found liable. If moisture forms on the HVAC outlets or on the windows during the cooling season, raise the thermostat setting a



few degrees to help eliminate the problem. All doors must remain closed or the HVAC system may not operate properly otherwise.

2.16.4 Electricity. An organized effort must be expanded to conserve electricity by eliminating unnecessary use. Minimize the use of electrical appliances and lights, especially during the peak demand periods of 0900-1130hrs and 1400-1900hrs. Do not leave unattended electrical devices on. When you leave your room, unplug irons and turn off all appliances and room lights.

2.17. Laundry Rooms. There are washer and dryer stations provided on each level of the barracks for use free of charge, and vending machines located on the first floor only. Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Overloading causes damage to the machine. Never place plastic articles, pens, or other markers in washers or dryers. Washing machines and dryers will be wiped down daily. Keep dryers free of lint after each use and do not leave your clothes in or on top of the washers or dryers or unattended at any time.

The washers and dryers are maintained by the Directorate of Logistics (DOL). If you have a problem with the washers or dryers, contact the barracks NCO at 704.496.3953 before 1530hrs or Staff Duty after duty hours. Use of the laundry room is for Drill Sergeant Candidates (DSC) staying within the barracks only. Unauthorized use by guests or other individuals not attending DSC training is punishable under the Uniform Code of Military Justice (UCMJ).

2.18. Environmental. Trash, engine oils, engine coolant, car grease, and other similar products must NOT be poured into the plumbing, drainage system, on the ground, or in the boot cleaning stations.

2.19. SMOKING AND ALCOHOLIC CONSUMPTION

2.19.1. Smoking. Smoking in rooms, barracks, or common areas is strictly prohibited. These non smoking areas include stairwells, bathrooms, kitchenette areas, laundry rooms, hallways etc. The only designated area for smoking is outside of barracks at a minimum of 50 feet of any entry or exit doors to the barracks. Smoking is a personal preference and therefore a personal responsibility to police call after, please ensure all depleted cigarette butts, filters, or half smoked cigarettes [shorts], are properly put out and discarded. Please refer to the candidate hand book for further information on designated smoking areas.



2.19.2. Alcoholic Consumption. The legal age for drinking alcoholic beverages in the state of South Carolina is 21. **NO EXCEPTIONS – IT’S THE LAW!** Violators will be prosecuted in accordance with UCMJ actions. No alcoholic beverages or containers will be consumed or concealed in or around the barrack complex. DSCs are not authorized to store or consume alcohol in their room.

2.20. Bicycles. Bicycles may be stored on the provided bike racks and proper identification must be labeled on bicycle. Abandoned bicycles will be tagged, picked up by the Department of Emergency Services (DES) and later turned into the Defense Reutilization Management Office (DRMO).

2.21. Privately Owned Vehicles. Parking stalls are available for all DSCs staying within the barracks. Repairs of vehicles are not authorized in the USADSS Barracks parking lot. Automotive work shall be done at the Auto Craft Shop located on Lee Road. Authorized minor work consists of cleaning or waxing and air filter changes. No cleaning or washing of vehicles will be done on sidewalks, grass, or seeded areas. The DESs will issue parking citations for parking infractions.

Note: Vehicles not operational and not registered are not authorized in the USADSS or Barracks parking area.

2.21.1. Oil Changes. Oil changes in the parking lot area are PROHIBITED. DES will issue citations. Reported offenses/citations are grounds for disciplinary actions.

2.21.2. Recreational Vehicles (RV). Storage of recreational vehicles, quad runners, utility trailers, motorcycle trailers, jet skis, etc. is unauthorized in the barracks area.

2.22. Clearing. When clearing your room, DSLs will walk through the Wednesday before graduation, to inspect rooms and furnishings. DSLs will have a copy of the initial inspection forms and all DA 2062 for each room and will verify that no new deficiencies have been found or to make note of such found at the time of inspection. DSL will ensure that all furniture and appliances are present and operational. Soiled linen consisting of: two sheets, a pillow case, and two blankets will be turned in to the barracks NCO for laundering the day of graduation. Bunks must be stockade to standard Thursday morning of the day of graduation and all keys will be turned in to the barracks NCO prior to the room being cleared. All personal items and baggage must be removed prior to room being cleared. You will not be permitted to return to the rooms after the graduation.



2.22.1. Dropped From Course. Candidates who are dropped from the course for academic disqualifications or unsatisfactory participation, are responsible for clearing their room and suite of all personal effects, debris, and will ensure that the suite is cleaned and move in ready. The soiled linen will be turned in to the barracks NCO upon check out. Candidate and DSL will conduct a walk through inspection prior to candidate checking out and released of responsibility. Any damage found at the time of inspection will be noted by Cadre member and appropriate paperwork generated by the barracks NCO.

2.22.2. Restarts. If a candidate is restarted during the course, the restarted candidate is required to clean and clear their currently assigned room IAW guidance listed above. Once room has been cleared the restarted Candidate will be assigned a new room within the new platoon and/or Company.

2.22.3. Lost or Found Items. Any items lost while attending the DSC should be reported to your DSL or Barracks NCO immediately. Items found should be turned in to a DSL or the Barracks NCO upon discovery. Any high dollar items found upon course completion will be turned over to the Senior Drill Sergeant Leader of the graduating platoon, in order to contact losing owner. All items found during the course will be secured and held until claimed, or discarded no later than one week after graduation from the course.



CHAPTER 3 – Fire Protection

3.1. Fire Evacuation Plan. A fire evacuation plan is provided and shows the primary route of escape in the event of a fire. The plan is posted near the exterior door of each suite, as well as in the door of the laundry rooms. Furnishings will be arranged to not obstruct or impede entering or the opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. Any questions on fire prevention should be directed to the Fire Department.

3.1.1. Fire Drill Procedures. A fire drill will be conducted up to 72 hours of a class start date. The purpose for this drill is to familiarize each candidate with the most expedient route from their assigned room, and to test for the serviceability of the fire alarm system and emergency response time. During a fire drill or real time emergency, all personnel involved should exit the building as quickly as possible in a safe and organized manner, Do not run past, push, or pull a fellow Candidate as this may cause injury and result in a delay in exiting the barracks. Once the barracks have been evacuated a formation will be held in the center most part of the Physical Training Field and accountability taken and reported to the SDSLs or Staff Duty NCO. Candidates will be allowed to reenter the barracks and rooms once the “All Clear” signal has been given by the Emergency Response Chief to the SDSLs or Staff Duty Personnel.

3.2. Fire Extinguishers. Fire extinguishers are located throughout the barracks. The fire extinguishers are for fire fighting and not for horseplay. Notify the barracks NCO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. Smoke Detectors. All occupants must evacuate the complex if the alarm sounds. Tampering with the alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. Inspection of the smoke detectors is performed by the Fire Department. Articles will not be mounted on, or attached to any fire protection device, wiring, or smoke detector. Combustible material must be kept to a minimum of 18 inches from light fixtures, heat or smoke detectors, and heating appliances.

3.4. Fire Reporting. If a fire occurs in your building, immediately notify the Fire Department by calling 803.751.9111. Give the fire alarm operator your name, building number and street if known. Do not hang up until you are told to do so. All fires must be reported.



3.5. Flammable Storage. Storage of flammable items is prohibited. Prohibited flammables include, but are not limited to: gasoline, kerosene, candles, incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (nail polish or polish remover). All other, including charcoal lighter fluid, must be stored outside the barracks.

3.6. Barbecue Grills. Two barbecue grills have been provided for use to the DSCs while attending school. The use of these grills is on a first come first serve basis, and should be made available for all to use. Barbeque grills or grease dripping cleaning is considered the user responsibility at time of use. Damage to the grill must be reported to the barracks NCO and a damage statement completed.

3.7. Space Heaters. Space heaters of any type are prohibited in the DSS Barracks.

3.8. Cooking Appliances. Your suite has been furnished with a microwave oven and four burner range. Additional appliances such as hot plates, toaster ovens, deep fryers, etc. are NOT permitted in suites or personal rooms.

3.9. Extension Cords. Extension cords must be continuous length without slices and must have the UL seal of approval on it. Extension cords represent a tripping hazard. Have all cords positioned in a manner that will not pose a threat. Extension cards will not be secured to walls, placed under floor covering or through holes in walls/floors, or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

3.10. Heat Producing Devices. Coffee pots, irons, hair dryers, and curling irons must be unplugged when not in use.



CHAPTER 4 – Consideration of Others

4.1. Candidate Courtesy. It is not easy for 300 plus candidates from different historical backgrounds to live together in close quarters. Courtesy goes a long way in helping to reduce tension or friction among each other. Please be considerate of others, and practice noise discipline at all times.

4.2. Quiet Time. It is imperative that all candidates get sufficient rest. The following quiet time hours are 2100-0500 on duty days; and 2200-0900 on non duty days and holidays. If stereos or other noises can be heard outside the room or through the walls, it is too loud. Please be considerate, don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down, excessive stereo and television volume can be disruptive. Use of headphones during quiet hours is strongly encouraged and highly recommended but not required if noise levels comply with above standards.

4.3. Parties and Social Gatherings. Parties or other social gatherings are **NOT** permitted inside the barracks at any time throughout the duration of the course. **DO NOT** rearrange common area furniture under any circumstances. **DO NOT** remove common area furniture from its place of assignment. Dispose of your trash properly. Noise level must remain low as not to disturb those around you or candidates within the barracks.

4.4. Pets. No pets are allowed within or around the barracks. Candidates further understand that damage caused to the room by unauthorized pets is subject to disciplinary actions.

4.5. Parking. There are parking spaces allocated for the DSS barracks area. Parking stalls are available for DSCs only. Any unauthorized parking of vehicles is subject to ticketing and possible removal by the DES, candidates are encouraged to notify the CQ NCO or the Barracks NCO if unauthorized vehicles are discovered.



APPENDIX A

ROOM MAINTENANCE REQUEST FORM

Date: _____ Time: _____ PM/AM

Floor: _____ Room: _____ Work Order #: _____

Occupant / Occupants Name: A - _____

B - _____

Platoon: _____ SDSL / DSL: _____

Description of Problem only:

(1.) Plumbing / Water Supply

(2.) Heating / AC

(3.) Electrical

(4.) Carpentry / Door Lock w-key

(5.) Pest Control

(6.) Washer / Dryer

(7.) Cable / Phone / Internet

DOL / DPW Maintenance, DSL, and/or S-4 personnel have my authorization to enter my room with or without my presence in order to facilitate repairs as needed. Please sign below. (NOTE):

As a courtesy notify your room mate of the maintenance request. The room must be accessible and clean for technician to initiate service.

Signature and Date



APPENDIX C

Physical Security / Crime Prevention Checklist

1. Ensure that all locks and other entry points are properly secured.
2. Utilize a “Battle Buddy” system in safeguarding your assigned suite and property.
3. When leaving for a short period of time, do not announce your absence or leave a note on the door for accountability purposes. Thieves can read too.
4. Do not give a room key to a “friend” or “battle buddy”.
5. Place your phone(s) on silent or vibrate when out of the room so the unanswered phone can’t be heard from the outside.

VEHICLE SAFETY

1. Over half of all stolen vehicles are either unlocked, and/or have the keys in the ignition. Always remove your car keys and lock your doors when not in use.
2. Never leave the engine running; not even for a few minutes while you return to your suite.
3. Motorcycles should be chained to an object to be considered secure as well as locking the steering column.