

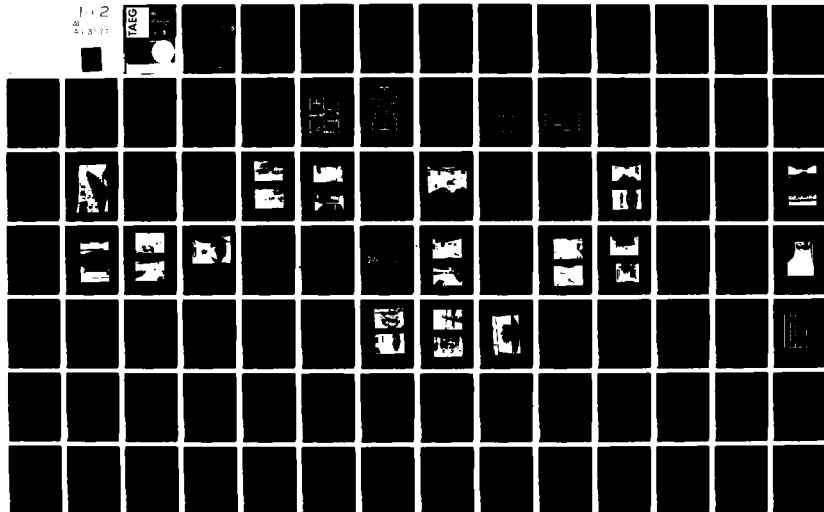
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**DESIGN CONCEPTS FOR
SEMI-OPEN-BAY BARRACKS
FOR USE BY NAVY "A"
SCHOOL STUDENTS**

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TRAINING ANALYSIS AND EVALUATION GROUP
ORLANDO, FLORIDA 32816

TAEG Report No. 109

12

DESIGN CONCEPTS FOR SEMI-OPEN-BAY BARRACKS
FOR USE BY NAVY "A" SCHOOL STUDENTS,

D. Robert Copeland

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Training Analysis and Evaluation Group

August 1981

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER TAEG Report No. 109	2. GOVT ACCESSION NO. AD-A103578	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) DESIGN CONCEPTS FOR SEMI-OPEN-BAY BARRACKS FOR USE BY NAVY "A" SCHOOL STUDENTS		5. TYPE OF REPORT & PERIOD COVERED
		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s) D. Robert Copeland		8. CONTRACT OR GRANT NUMBER(s)
9. PERFORMING ORGANIZATION NAME AND ADDRESS Training Analysis and Evaluation Group Orlando, FL 32813		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
11. CONTROLLING OFFICE NAME AND ADDRESS		12. REPORT DATE August 1981
		13. NUMBER OF PAGES 170
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		15. SECURITY CLASS. (of this report) Unclassified
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution is unlimited.		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Military unaccompanied enlisted housing Concepts in open-bay barracks Military initial entry training barracks design Semi-open-bay barracks Military barracks Military barracks management		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) This report presents design concepts for semi-open-bay barracks for Navy "A" School students. Included in the report are: 1) trends in the design and management of barracks used by other services during initial entry training; 2) a brief historical background on recent Navy unaccompanied enlisted personnel housing (UEPH). (continued on reverse)		

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S/N 0102-LF-014-6601

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

20. ABSTRACT (continued)

Based on Naval Facilities Engineering Command concept drawings, and current Navy management techniques, recommendations are made for using semi-open-bay barracks (UEPH) for future consideration by the Navy during initial entry training.

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ACKNOWLEDGMENTS

The development of this report could not have been possible without the superior cooperation of many activities and individuals. The experience and knowledge of individuals contacted provided understanding and insights to the author. The activities and personnel named in appendix A are gratefully acknowledged. The author wishes to express special appreciation to the following:

Dr. M. M. Zajkowski, Staff Consultant
Training Analysis and Evaluation Group

Mr. L. W. Giles, Jr., AIA, Chief Architect
Naval Facilities Engineering Command

Mr. James D. Long, Head Architect Branch
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Mr. J. C. Grimm, Director of Housing
University of Florida, Gainesville, FL

In addition, acknowledgment is expressed to the Naval Facilities Engineering Command for preparing the drawings that are used in section II (figures 1 through 4). Appreciation is also expressed to the Architect Branch of the Naval Facilities Engineering Command for the conceptual drawings specifically prepared for this report and found in section IV. These drawings relate to semi-open-bay compartments, typical cubicle elevation, Navy "A" school core area, and various barracks shapes.

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SUMMARY

The Chief of Naval Education and Training (CNET) tasked the Training Analysis and Evaluation Group (TAEG) to conduct a study concerning the potential use of semi-open-bay barracks for "A" school students as part of fleet preparation. This study principally addressed the design concept for living compartments, the core area for support, and some management considerations. The design concept provided considerations for the barracks complex that included:

- . proposed shapes of the total barracks complex
- . the design of individual barracks
- . living semi-open-bay compartments
- . compartment cubicles
- . core management and support facilities
- . management techniques.

A review was made of recent trends in barrack design by the Navy and other services with emphasis on initial entry training area. Concepts of design and management were obtained from selected universities. In addition, current instructions, directives, regulations, and standard operating procedures were obtained and reviewed. Due to the success in the use of open-bay barracks by Service School Command, Orlando, that organization was used as base line for design concepts. Based on a CNET request, the Naval Facilities Engineering Command supported this study by participating in a number of meetings and preparing concept drawings. Training Analysis and Evaluation Group personnel made numerous visits to military activities involved with initial entry training, and drawings were obtained from a cross section of barracks used throughout the Department of Defense and several universities which were contacted during this study.

The conclusions and recommendations of this investigation for semi-open-bay barracks are:

- . use semi-open-bay barracks in future construction for enlisted Navy personnel assigned to Navy "A" schools
- . design semi-open-bay compartments so that either male or female students could be billeted in the compartments without any changes
- . design each barracks complex to meet management, logistics, brigade, and student requirements to include:
 - .. controlled egress/ingress to barracks with watch station
 - .. office and staff facilities for command and administration including BEQ managers and company commanders
 - .. Master-at-arms office(s) with supporting watches

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- .. entrance lounge with supporting heads
- .. locker room for staff
- .. muster for quarters area on first deck
- .. consolidated student laundry
- .. combined study hall and training room
- .. compartment bag and storage room
- .. compartment and barracks gear lockers
- .. compartment day room.

In relation to managing and organizing students assigned to proposed semi-open-bay barracks and current unaccompanied enlisted personnel housing (UEPH), the following conclusions and recommendations are presented:

- . continue the BEQ management concept
- . continue the BEQ management course
- . PCS designated officers and enlisted personnel designated as BEQ managers through the BEQ management course
- . use the recommended organization and regulations for the Integrated Training Brigade (CNTECHTRAINST 5453.2) only as a guide in the student military organization
- . assign to each training activity under CNET a specific military organization that is tailored to its environment relating to type of classroom, training delivery system (self-paced, locked-step, and/or CMI/CAI) and type of BEQ/UEPH involved
- . where authorized, train "A" school company commanders in leadership, infantry drill, military formation, general military subjects, barracks and personnel inspection, physical training, student affairs/administration, and building and base security; this training be mandatory in the leading and supervising of "A" school students
- . emphasize "leadership by example" for officer and enlisted supervisory personnel
- . not allow civilian clothes for liberty, base clubs, visits to exchange and other public facilities except those associated with sports or hobby shops
- . conduct physical training every training day by the unit company commander or equivalent leader

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- . establish unit-organized athletic sports programs with competition among units as a key element of the program
- . provide each reporting "A" School student with a Welcome Manual and base/school Standard Operating Procedure.

In view of the findings, conclusions, and recommendations of this report, there is a continuing need for feedback concerning the total UEPH environment. In addition, there is a need to ensure that coordination is maintained among the managers and staff concerned with the brigade, UEPH, and facilities.

SECTION I

INTRODUCTION

Preparing the newly enlisted sailor for fleet duty involves a complex process. This begins with a short recruit training period that is presently 7.7 weeks in length. This training provides the individual with the administration, indoctrination, and orientation required for follow-on skill training prior to fleet assignment. During the recruit training period, the individual is placed in a living environment ashore that, as much as possible, provides an indication of life at sea. This is particularly true in the use of open-bay living compartments.

Upon completion of this initial phase of training, the individual sailor has either been selected for or guaranteed an "A" School for specific skill training, or, if nondesignated, enters 4 weeks of apprentice training prior to his first fleet assignment.

Navy apprentice training for the airman, fireman, and seaman is conducted as follow-on training by each Navy Recruit Training Command. This program involves approximately one-third of the sailors that complete recruit training. For example, during fiscal year (FY) 1977 there were 27,819 trainees that completed this training prior to fleet assignment.¹ The apprentice trainee is in a similar discipline environment as was experienced in recruit training including the open-bay living environment.

Those individuals designated for specific skill training are assigned to one of the many Navy "A" Schools located throughout the continental United States (CONUS). In the last decade, many "A" School students have been housed in unaccompanied enlisted personnel housing (UEPH). This has tended to detract from the open-bay environment of recruit training and the ship-board living compartment that will be found by the sailor's early experience with the fleet.

In recent years, there has been a major effort by the Navy to provide UEPH (formerly Bachelor Enlisted Quarters (BEQ)) with rooms designed for 2, 3, 4, and 5 "A" School students in lieu of the open-bay living compartments. This has often required commanding officers to manage a complex mixture of UEPH. These facilities have ranged from pre-World War II permanent open-bay barracks, the "temporary" barracks of World War II and Korea, to the current apartment type (Welton-Becket design and FY-75 Definition design), motel type (Marine Corps design), and hotel type (interior corridor design). The latter four new designs, described in detail in section II of this report, have detracted from the continued fleet preparation environment and have caused concern for those responsible for managing initial skill training.² In December 1980, the Chief of Naval Education and Training (CNET) proposed to the Chief of Naval Operations (CNO) that consideration be given to a new modified semi-open-bay barracks for "A" School students. These barracks would

¹Chief of Naval Education and Training Report 1500-1208 of October 1977.

²Chief of Naval Technical Training ltr Code NID/WPC 11101 of 12 November 1980.

provide the living environment in preparation for sea duty and continue the good order and discipline environment effort started in recruit training.³

This resulted in discussions among the Director Total Force Planning Division, Deputy Chief of Naval Operations (Manpower, Personnel, and Training), and various CNET representatives on the merits of semi-open-bay barracks for "A" School students. Based on interest in using semi-open-bay barracks as part of fleet preparation and consensus among those involved, it was agreed to further examine this issue. It was further agreed to task the Training Analysis and Evaluation Group (TAEG) to address this issue.⁴

PURPOSE

The present study addresses the following issues: (1) a design concept for semi-open-bay barracks, (2) the identification, if any, of unique male and female requirements in the living compartment design concept, (3) student team development and interaction based on the design concept, (4) student management and the brigade concept, and (5) trends in use of housing by other activities.

APPROACH

The initial effort of this study involved an historical review of trends and current efforts by the Navy and other services in UEPH design during initial entry training. Samples of instructions, regulations, rules, and standard operating procedures (SOP) were obtained for managing and supporting military UEPH and selected university housing. Commercial type housing (motels) was investigated but not considered in the basic design concept for this report.

During the spring of 1979, the Commanding Officer, Service School Command, Orlando, started using 40-year old former Army Air Force open-bay barracks for male students attending his Quartermaster and Signalman Schools. In spite of many discomforts, the academic achievement, morale, and discipline of the students have been outstanding. Therefore, the TAEG used this well-managed UEPH facility as a baseline in considering concepts for designing semi-open-bay barracks.

A critical element for this study was the involvement, guidance, and support provided by the Naval Facilities Engineering Command (NAVFACENGCOM). Early in the initiation of this effort the TAEG recognized the requirement to interface with the NAVFACENGCOM. This requirement was strongly supported by the Assistant Chief of Staff for Facilities at CNET. To insure this support, CNET requested that NAVFACENGCOM assist TAEG in developing the semi-open-bay configuration concept.⁵

The experience gained and the success achieved with the open-bay barracks at Service School Command, Orlando, served as a basis for the study development.

³Chief of Naval Education and Training ltr Code N-10 of 17 December 1980.

⁴Chief of Naval Education and Training ltr Code 022 of 22 January 1981.

⁵Chief of Naval Education and Training message 122224Z February 1981, subj: Study of Semi-Open-Bay UEPH for Navy "A" School Students.

Additional information was sought from other organizations on lessons learned in designing and managing housing facilities for unaccompanied personnel. Trends taking place in the management of these "students" during initial entry training were identified. Also, design drawings were obtained from a number of military and nonmilitary activities concerned with personnel housing. Visits were made with other Navy activities conducting initial entry skill training. In addition, other military services, selected housing managers of universities, and a private motel company were contacted and visited. Appendix A provides a list of the majority of personnel contacted during this study and appendix B provides the listing of activities contacted.

ORGANIZATION OF THIS REPORT

In addition to this introduction, four sections are included in this report. Section II presents the rationale underlying the installation and use of "motel"-type barracks by the Navy, the current design of Navy UEPH, and a general description concerning the management and control of "A" School students. Section III includes narrative feedback on current techniques used by other services and organizations in designing and managing barracks or housing. Section IV provides concepts for UEPH design and management consideration and section V states the conclusions and recommendations.

A bibliography has been prepared that includes key instructions, directives, and regulations essential for the various military services relating to design and management of UEPH. Those individuals contacted who contributed to the findings of this study are listed in appendix A. Appendix B provides a list of military activities, universities, and private concerns that were contacted in this investigation. Drawings provided by the various services and selected universities are cited in appendix C. Appendix D is a student welcoming handout used by the Service School Command, Orlando, for incoming "A" School students. A sample management and specific duty instruction for the Service School Command, Orlando, is presented in appendix E. Appendix F outlines the Sailor's Guide (to Trouble-Free Living) used by the Naval Technical Training Center, Meridian, as an example of a well-prepared document for incoming "A" School students. Indoctrination checklists found in appendixes G and H demonstrate two different approaches for personnel reporting to "A" School at Naval Air Technical Training Center, NAS Memphis. Appendix I provides a sample format BEQ (UEPH) inspection checklist for apartment-, hotel-, or motel-type rooms. Appendix J provides a topic checklist for Standard Operating Procedures for Navy "A" School students. It is based on a review of a wide range of orientation instructions given to students in basic skill training.

SECTION II

BARRACKS DESIGN AND MANAGEMENT

This section provides a recent history of the Navy designed UEPH and those barracks used throughout the Navy prior to FY 1971. Also provided are current practices in managing "A" School students.

POST-FY 1971 NAVY UNACCOMPANIED ENLISTED PERSONNEL HOUSING

Presently, four basic designs can be used by naval managers for new UEPH construction. These barracks are designed to meet varying environmental situations and conform to criteria established by the Department of Defense (Department of Defense Construction Criteria, 1978). These barracks are known as (1) Welton-Becket (W-B), an apartment type, (2) FY 1975 definition, an apartment type, (3) Marine Corps, a motel type, and (4) the interior corridor, a hotel type.

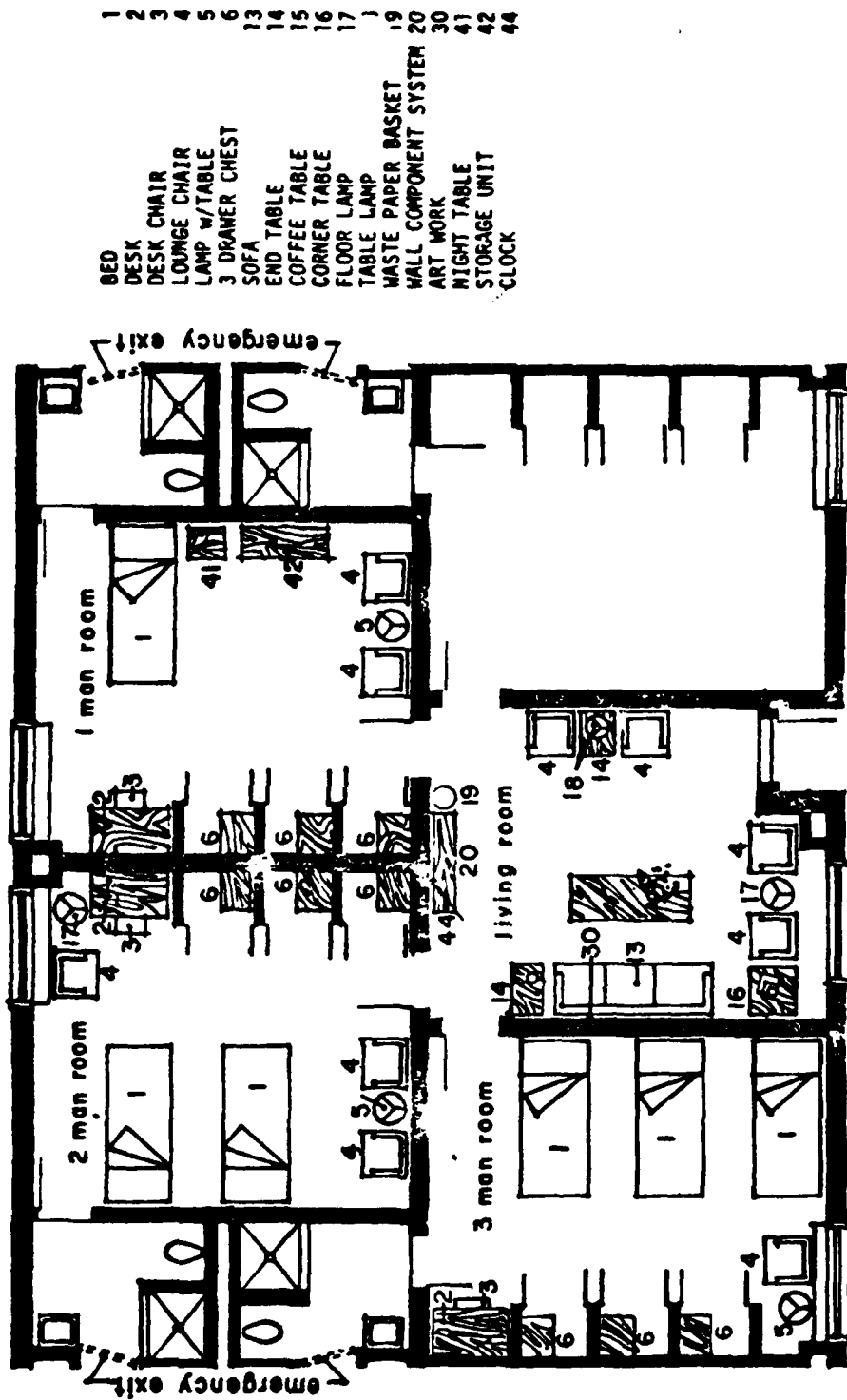
The Navy has, since 1975, used the FY 1975 definition, the Marine Corps, and the interior corridor designs. The Welton-Becket was the principal design from about 1971 to 1974.

THE WELTON-BECKET (W-B) DESIGN. This UEPH (figure 1) was designed as a three-story building providing enlisted personnel a home-like atmosphere by using modular-type apartments. Each apartment consisted of four bedrooms which housed from one to three persons in each bedroom. The bedrooms were clustered around a living room that opened to a balcony. This balcony was covered and of the type often found in civilian-type motels. Each of the bedrooms had an adjoining private bath and either closets or built-in wardrobes. The first floor contained limited space for an office, a lobby, vending machines, telephones, mailboxes, laundry room, and gear locker. Forty-six projects were completed from FY 1971 through FY 1974 in CONUS.

Several major problems were identified in the design of the Welton-Becket barracks. Experience has shown that due to traffic patterns, the living room (between the apartment entrance and bedrooms) was not used as intended. Further, since all bedrooms exited through the living room, a fire in the living room could trap personnel in their bedrooms. This required modifying the construction by installing an emergency exit. This modification resulted in another problem--that of security. With the new emergency egress system it was possible for individuals to enter an adjoining apartment. Due to unauthorized access to the rooms there was an increase in theft. To compensate for this, many individuals placed furniture against, or otherwise secured, these emergency exits.⁶

THE FY 1975 DEFINITION DESIGN. This new design, figure 2, was developed to replace the Welton-Becket. As in the W-B design, managers have the option of placing from one to three enlisted persons in a room. In addition, it corrected a W-B design flaw by eliminating traffic through the living room and by

⁶Memorandum for the Chief of Naval Operations (OP-441), FAC 213A/JJH:nld of 9 December 1980, subj: Tasking for DASN(M) on Housing.

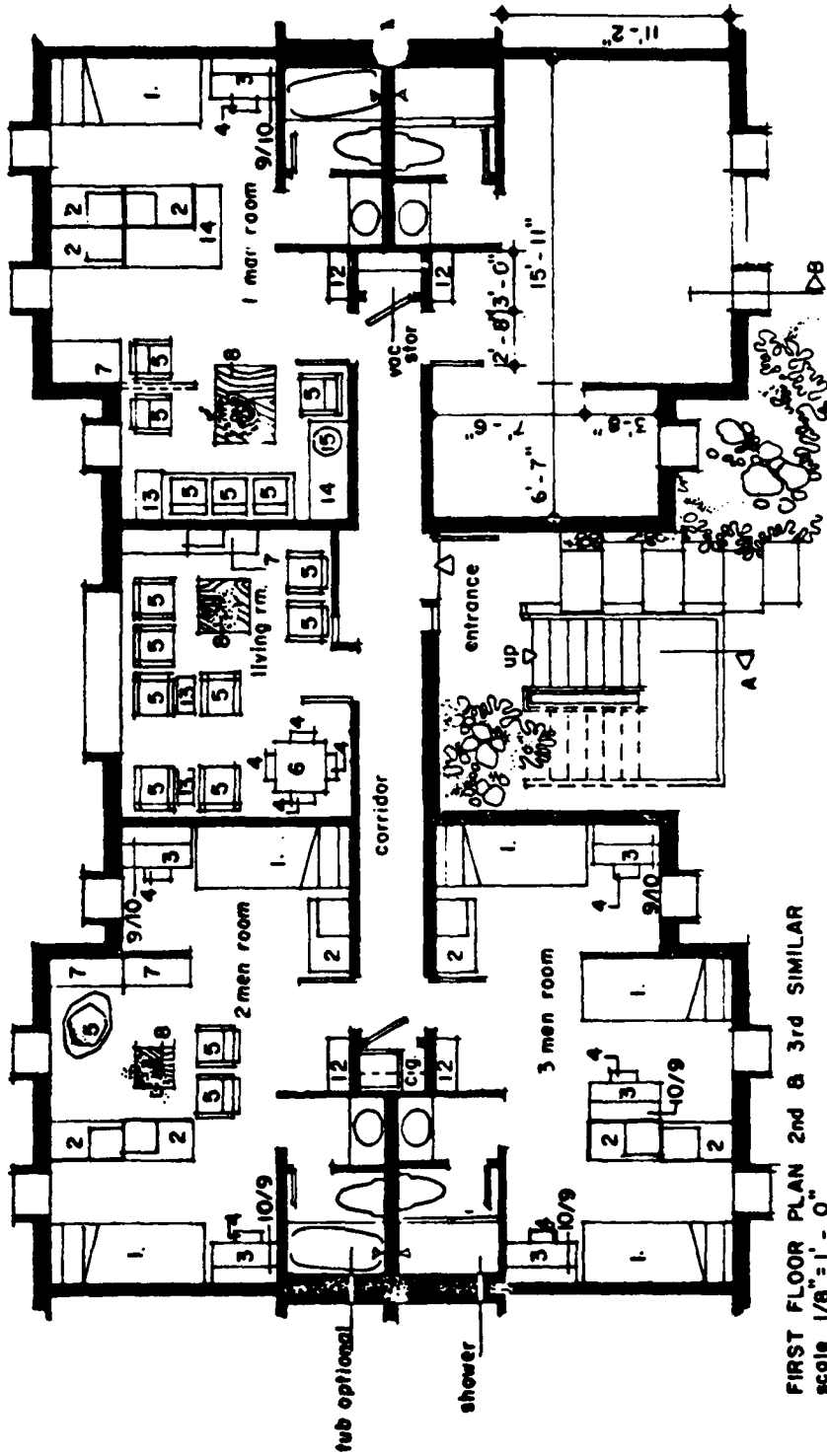


- 1 BED
- 2 DESK CHAIR
- 3 DESK CHAIR
- 4 LOUNGE CHAIR
- 5 LAMP w/TABLE
- 6 3 DRAWER CHEST
- 13 SOFA
- 14 END TABLE
- 15 COFFEE TABLE
- 16 CORNER TABLE
- 17 FLOOR LAMP
- 1 TABLE LAMP
- 19 WASTE PAPER BASKET
- 20 WALL COMPONENT SYSTEM
- 30 ART WORK
- 41 NIGHT TABLE
- 42 STORAGE UNIT
- 44 CLOCK

W-B DESIGN NAVY BEQ
 FY 75
MULTI-USE DESIGN

GROSS SQ. FT. AREA/MAN-150 S.F.

Figure 1. The Welton-Becket (W-B) Barracks



- | | | | |
|---|--------------|----|--------------|
| 1 | BED | 10 | BOOKSHELF |
| 2 | WARDROBE | 12 | WALL CABINET |
| 3 | DESK | 13 | LAMP TABLE |
| 4 | CHAIR | 14 | COUNTER |
| 5 | LOUNGE CHAIR | 15 | LAMP |
| 6 | CARD TABLE | | |
| 7 | STORAGE UNIT | | |
| 8 | COFFEE TABLE | | |
| 9 | LIGHT | | |

Figure 2. The FY 1975 Definition Design Barracks

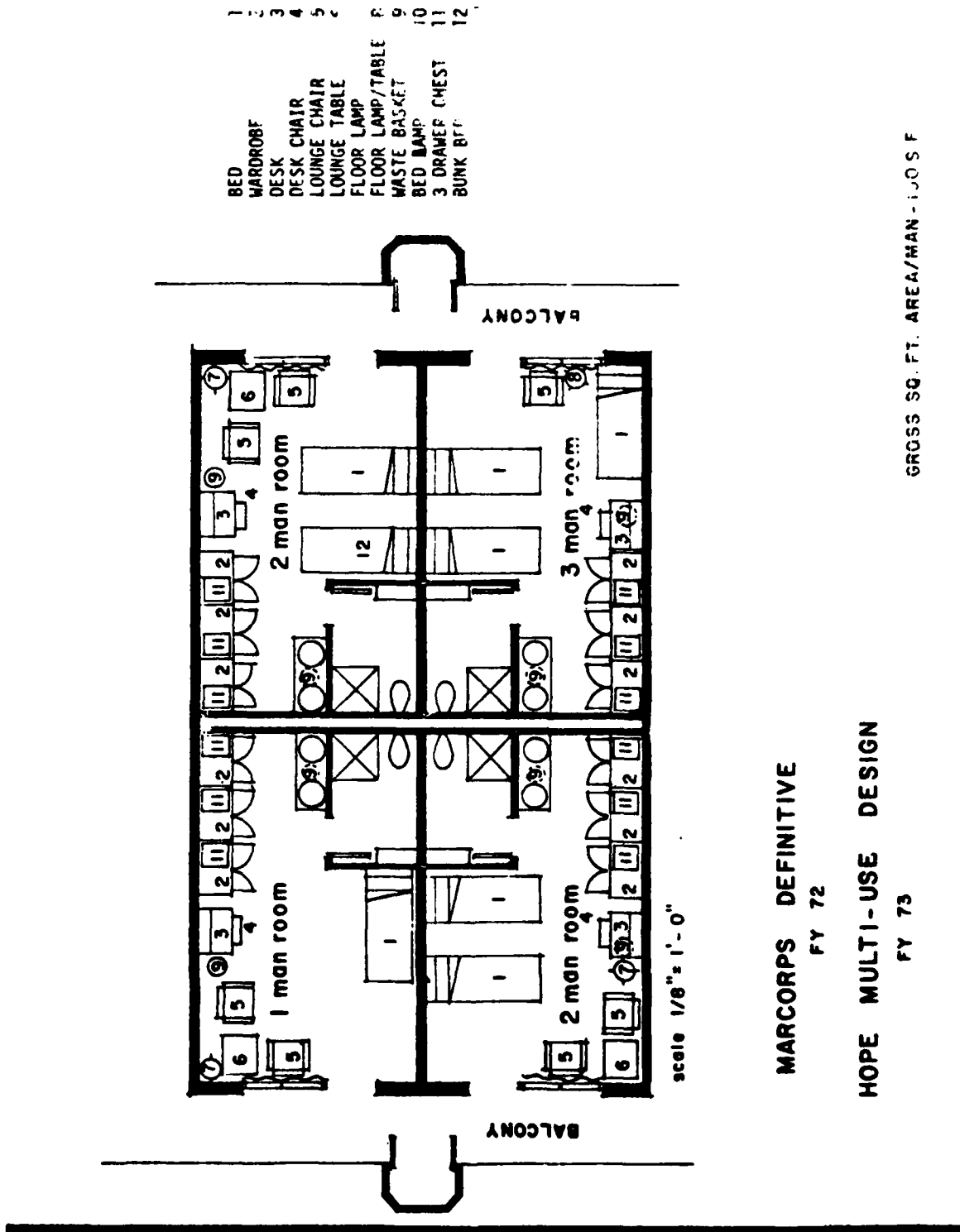
providing better security and emergency exits. In the FY 1975 definition, a separate building was included for management and support services. Like the W-B facility, this building was designed to support an office, lobby, lounge, telephone, mailboxes, laundry room, and gear locker.

THE MARINE CORPS DESIGN. This design, figure 3, has been used by the Marine Corps since FY 1971 and by some Navy activities since FY 1975. The design is similar to many civilian motels in that the individual rooms open to a covered balcony. Like the W-B and FY 1975 definition, the Marine Corps design allows managers to place from one to three enlisted personnel in each room. Besides the bathroom, each bedroom contains three built-in wardrobes. In support of these barracks are service areas on each floor and a small office on the first floor. As with previous designs, the Marine Corps service area contains a lounge, laundry room, storage area, telephone area, and mailboxes.

THE INTERIOR CORRIDOR DESIGN. This UEPH design, figure 4, was developed for FY 1976 effort. The major purpose of this hotel-type design was to provide Navy managers with a more energy efficient facility for colder environments. In addition, this type barracks could be designed for three floors or a high-rise configuration. Each bedroom contained a private bath and built-in wardrobes. A lounge was provided on each floor with the management and service area located on the first floor. An earlier design of the interior corridor, figure 5, placed the bathroom in a central location on each floor. This earlier design is found, for example, at the Naval Air Technical Training Center, NAS Memphis.

EFFORTS TO CHANGE POST-FY 1971 NAVY UNACCOMPANIED ENLISTED BARRACKS FOR NAVY "A" SCHOOL STUDENTS

While there has been an extensive effort by the Navy to improve UEPH, modernization is still far behind the requirements. Navy managers must still billet unaccompanied enlisted personnel in a wide-range of barracks. In the Naval Education and Training Command, those recent recruit graduates can be assigned to a wide-range of barracks. These facilities include permanent structures built prior to World War II (figure 6). Some of these facilities have been modified from open-bay to semi-open-bay to individual rooms. In a number of training bases, such as Naval Training Center (NTC) Great Lakes, San Diego, and Orlando, temporary facilities of the World War II era can be found. Many of these barracks (see figure 7) have been modified to meet required changes. The post-World War II and Korean period resulted in permanent dormitory-type structures (figure 8) being built for Navy personnel. These were often designed to house two and four persons per room. Since 1971, four additional UEPHs have been introduced. Until recently, the latter have been constructed at various Navy activities without the properly trained supervisory personnel or resources for support. In 1971 the issue of BEQ operations was brought to the attention of the CNO by senior Chief Petty Officers of the Navy. They expressed concern and were dissatisfied with the management, operation, and administration of enlisted quarters. As a result of this concern, early in 1972 the CNO directed a study to identify methods of improving the enlisted quarters situation. This resulted in establishing a BEQ management specialty code (NEC 9584), a BEQ Management School under the Chief of Naval Technical Training, and two BEQ management teams to assist activities in BEQ operation.



- 1 BED
- 2 WARDROBE
- 3 DESK
- 4 LOUNGE CHAIR
- 5 LOUNGE TABLE
- 6 FLOOR LAMP
- 7 FLOOR LAMP/TABLE
- 8 WASTE BASKET
- 9 BED BAMP
- 10 3 DRAWER CHEST
- 11 BUNK BFF
- 12

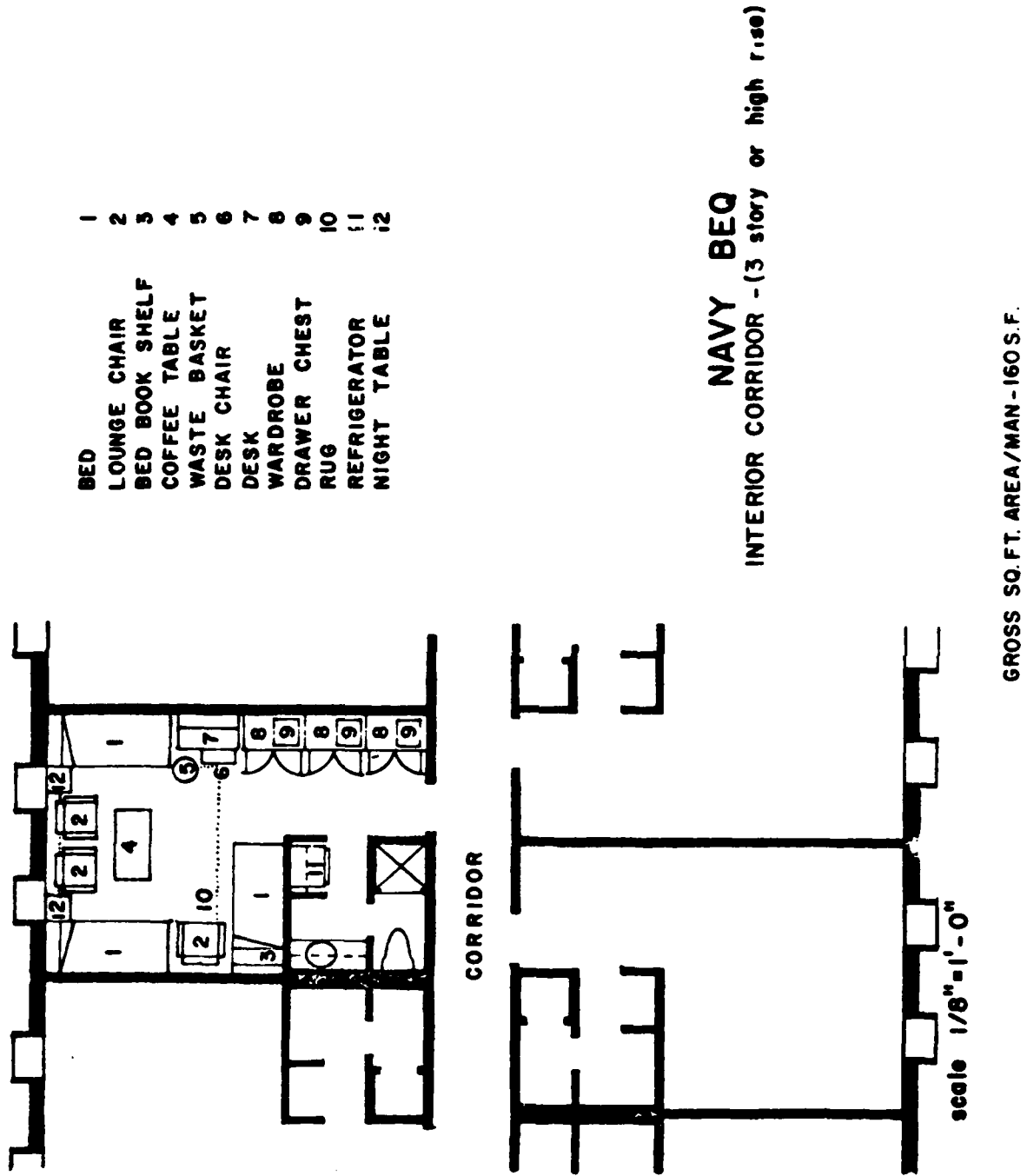


Figure 4. Interior Corridor Design Barracks, Navy BEQ, Room Layout

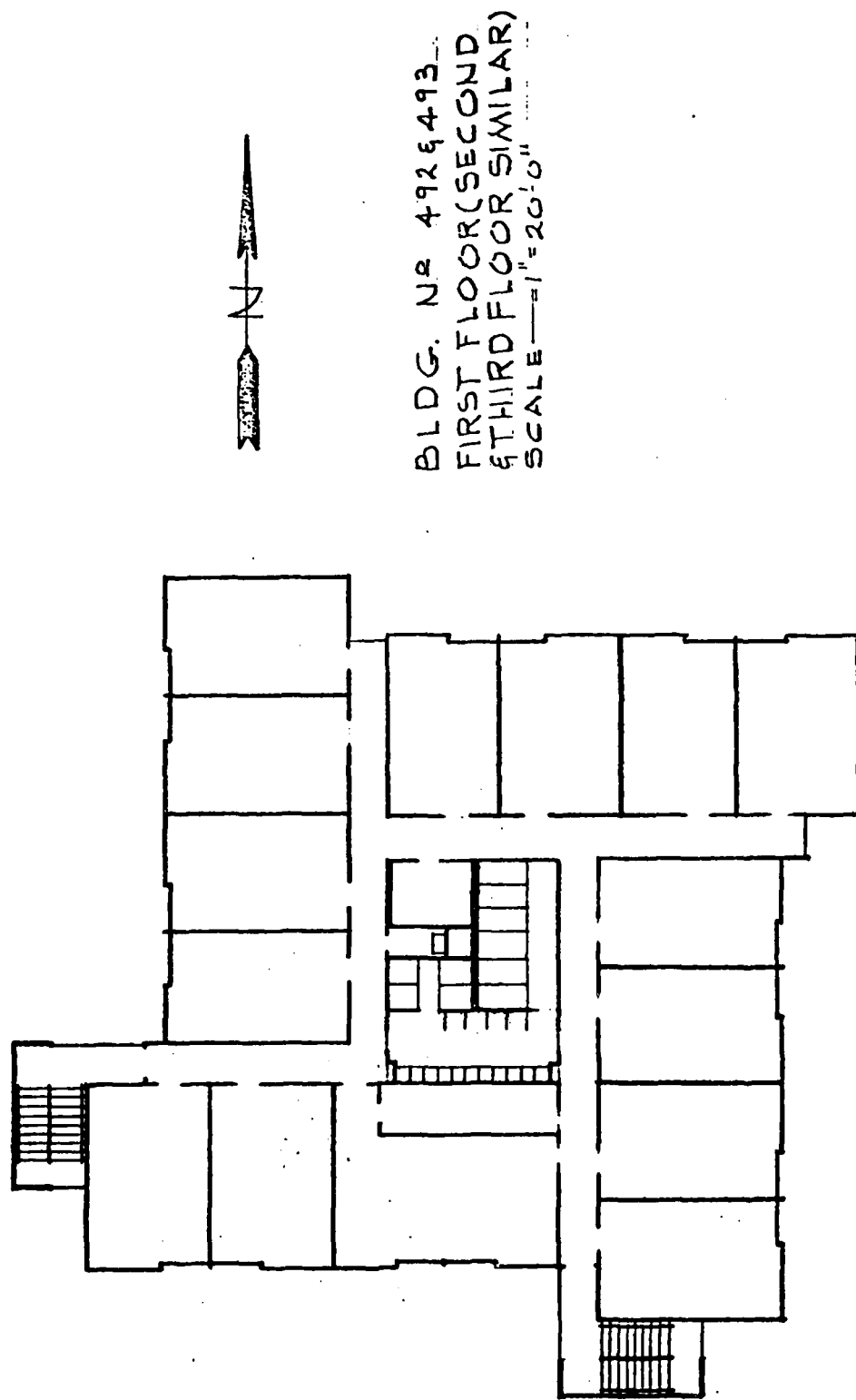
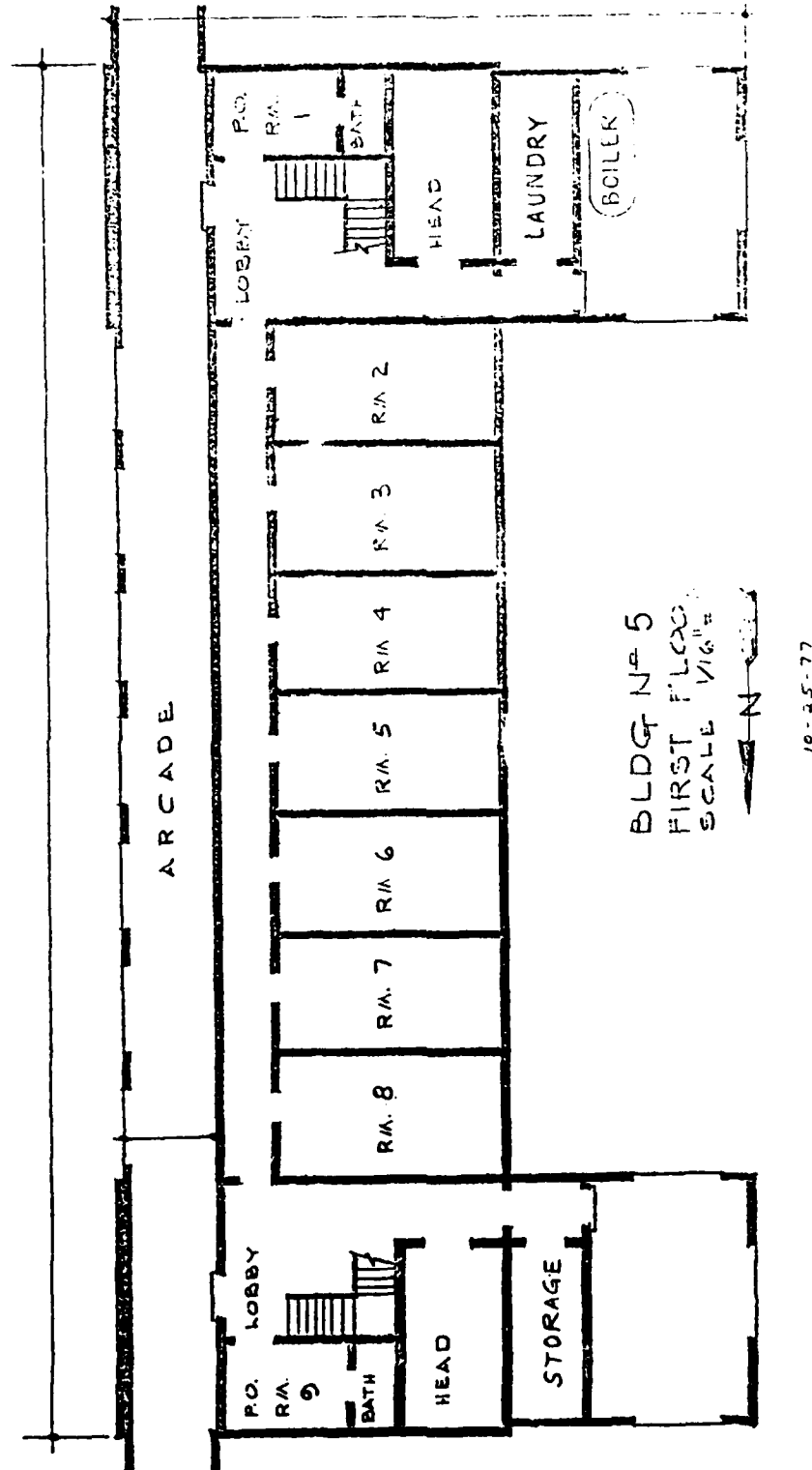


Figure 5. Overall First Floor Plan for Interior Corridor Design Barracks



10-25-77

Figure 6. Pre-World War II Modified Barracks, Service School Command, San Diego

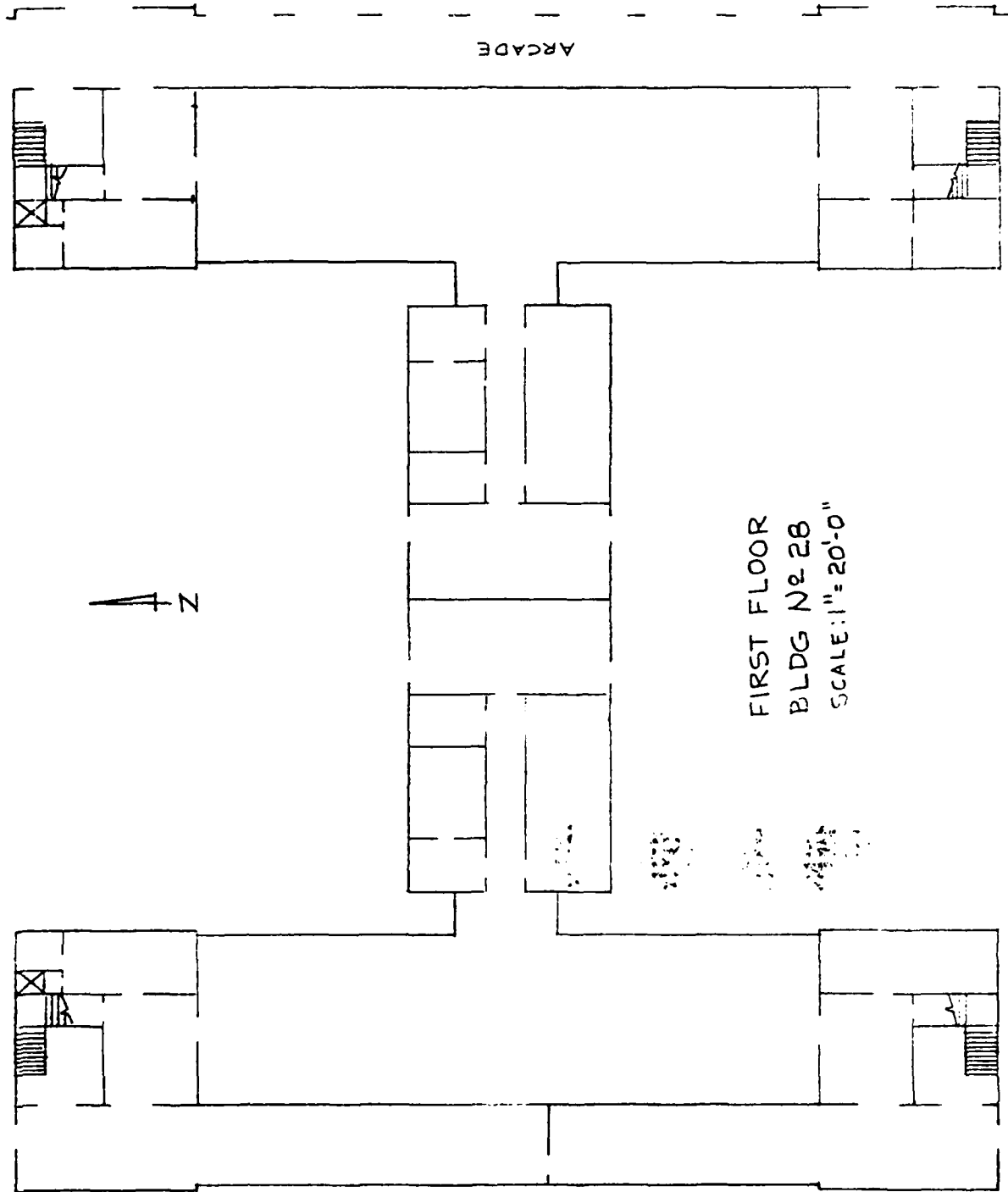
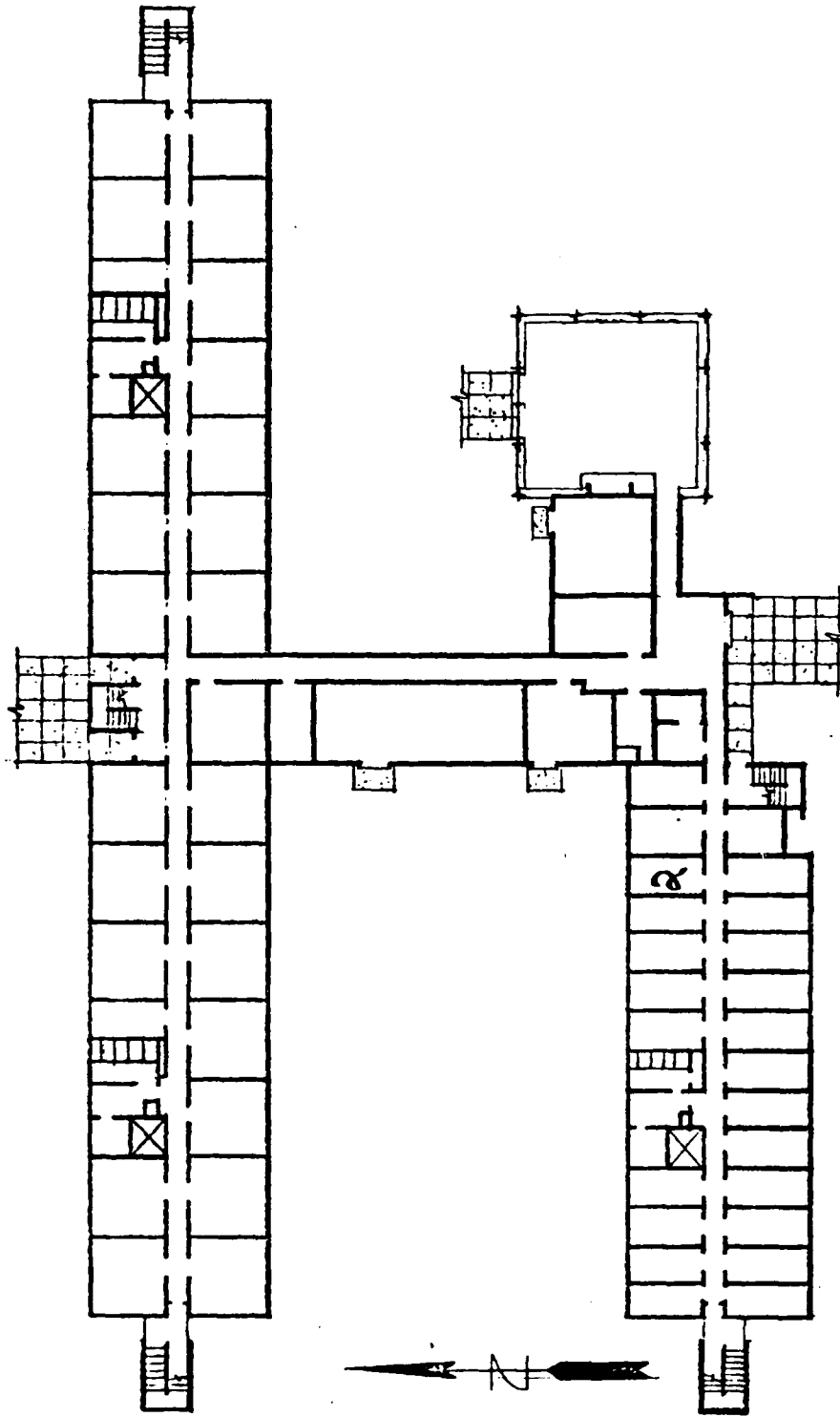


Figure 7. Modified World War II "H" Barracks, Service School Command, San Diego



FIRST FLOOR
BUILDING NO. 91
SCALE 1"=40'-0"
DATE 10-2-74

Figure 8. Post-World War II Individual Room Barracks, Service School Command, San Diego

The well-developed trend away from open-bay barracks brought forth congressional concern and a request in 1975⁷ to examine the advantages and disadvantages of open-bay barracks for the Navy "A" School student (figure 9). This investigation was the result of a congressional staff visit to the NTC, San Diego, during 4-7 August 1975. At that time the Chief of Naval Technical Training (CNTECHTRA) and Navy position presented to the Congress for "A" School open-bay barracks was as follows:

ADVANTAGES

- Lower O&M,N costs
- Better security
- Preparation for living in shipboard environment
- Promotes group study
- Promotes camaraderie

DISADVANTAGES

- No privacy
- Destroys individual respect

The concern about using and managing various type barracks and the trend away from the open-bay concept was again expressed by the CNTECHTRA in 1976.⁸ His letter to the CNO recognized that the cost of the newest type barracks had become prohibitive. In addition, administering and operating the new type barracks (W-B and FY 1975) had become a problem due to the lack of resources. In summary, the letter provided the following advantages to open-bay living compartments:

- . Lower O&M,N costs
- . better individual security
- . same living environment as on shipboard
- . promote group study
- . promote team work and camaraderie
- . MILCON costs would be less than with the apartment or three-man room motel-type construction.

It also recognized that the open-bay environment did have some disadvantages including:

- . no individual privacy

⁷Survey and Investigative Staff, Committee on Appropriations, U.S. House of Representatives, Washington, DC, September 1975.

⁸Chief of Naval Technical Training ltr Code N231/WPC 11000 of 4 February 1976.



Figure 9. Typical Single Bunk Open-Bay Barracks, Naval Training Center, San Diego

- . noise level could be a factor impacting on studying
- . large living open-bay compartment requires more restrictive regimentation and reduces individual self-esteem.

In spite of the identified disadvantages, the CNTECHTRA concluded that with proper design a well thought out open-bay living compartment could accomplish the advantages while also addressing the disadvantages. This concept proposed by CNTECHTRA was endorsed and forwarded by CNET.⁹ As a result of a review by the Commander, Naval Facilities Engineering Command, the CNO, in considering the Navy's overall bachelor housing MILCON objective, determined it would be in the best interest of the Navy to continue constructing facilities to meet new DOD construction design criteria.¹⁰

At about the time CNO was rejecting the open-bay concept for Navy "A" Schools, the Civil Engineering Laboratory published an extensive report on vandalism in naval bachelor enlisted quarters (Brady and Brill, 1978). The study concluded that approximately 99,000 sailors were berthed in BEQ on 130 CONUS naval bases. According to the study, there were approximately 179,000 reports of vandalism during 1978 that resulted in property damage estimated at almost \$8 million.

In order to foster good order and discipline, reduce vandalism, and continue the military learning started in recruit training, the CNO on 1 October 1979 established the Integrated Training Brigade (ITB). The objectives of the ITB were to provide a military organization that is traditional with the Armed Forces and a General Military Training Program for selected students assigned to the Naval Technical Training Command. The standard organization and ITB regulations manual was implemented 15 September 1980 (CNTECHTRAINST 5453.2). Since implementing the ITB concept, there has been tangible improvement in military discipline and attitude.¹¹

The issue of modifying barracks for Navy "A" School students was again raised by the CNET. In his letter,¹² the CNET recognized the effort made in planning, programming, and constructing housing with two- to four-man rooms. However, the need to review the requirements for "A" School students who continue to need training for living aboard ship was raised. It was recommended to the CNO that a new, modified semi-open-bay barracks be considered for the future.

SERVICE SCHOOL COMMAND, ORLANDO

While it is recognized that the commanders of the Navy "A" Schools are addressing and improving the management and good order and discipline of their students, the Service School Command, Orlando, has a unique situation.

⁹CNET First End, N-351 of 22 March 1976 on CNTECHTRA ltr Code N231/WPC 11000 of 4 February 1976.

¹⁰Chief of Naval Operations ltr ser 44/718639 of 23 February 1978.

¹¹Chief of Naval Technical Training ltr Code 215/WPC, 1500 of 21 October 1980.

¹²Chief of Naval Education and Training ltr Code N-10 of 17 December 1980.

In the spring of 1979, Navy and Coast Guard personnel attending Quartermaster (QM) and Signalman (SM) "A" School and Navy personnel attending the Torpedoman (TM) "A" School started being billeted in single deck cement block open-bay barracks. These buildings were constructed by the U.S. Army Air Force during the early part of World War II.

Each school (QM, SM, and TM) has a series of buildings assigned. One of these buildings (figure 10) serves as an office for the BEQ manager and contains a game room and TV lounge (figure 13). Although buildings were laid out in a random formation (figure 11), each school has a specific area of responsibility.

The 28-man barracks are modified open-bay (figure 12). Each cubicle contains two bunks and wall lockers. Each barracks contains a small central head with only two water closets, two small stall showers, two lavatories, and two urinals. Cubicles are equally divided among the open-bays on each end of the building.

The BEQ management building serves as focal point for each individual school. It serves as an office for the managers, and the manning and location board is kept there. It is also where incoming students report and fire watches work from.

Each reporting student is provided an information booklet for his school. This document provides the student a guide to what is expected of him while assigned to the command. However, each school provides unique information for their students. Appendix D is an example of a "Welcome" booklet. The information includes:

- . muster location and time
- . types of inspections
- . uniform regulations
- . regulations, in general
- . barracks cleanliness
- . Service School Command - Chain of Command
- . Note: In this part of the document the student must write in names.
- . military courtesies
- . telephone numbers
- . sick call
- . mail
- . classroom policy and breaks
- . visitors
- . liberty
- . payday
- . community relations
- . individual problems.

A series of well developed instructions and procedures, shown in appendix E, provides each level of supervision with information on just what is to be accomplished. Each school has selected notices that further implement the policy of the command.



Figure 10. BEQ and MAA Office for Signal School Barracks, Service School Command, Orlando



Figure 11. Signal School Barracks Area With Self-Help on Barracks Grounds, Service School Command, Orlando



Figure 12. Typical 25-30 Man Living Compartment Modified Open-Bay Barracks, Service School Command, Orlando

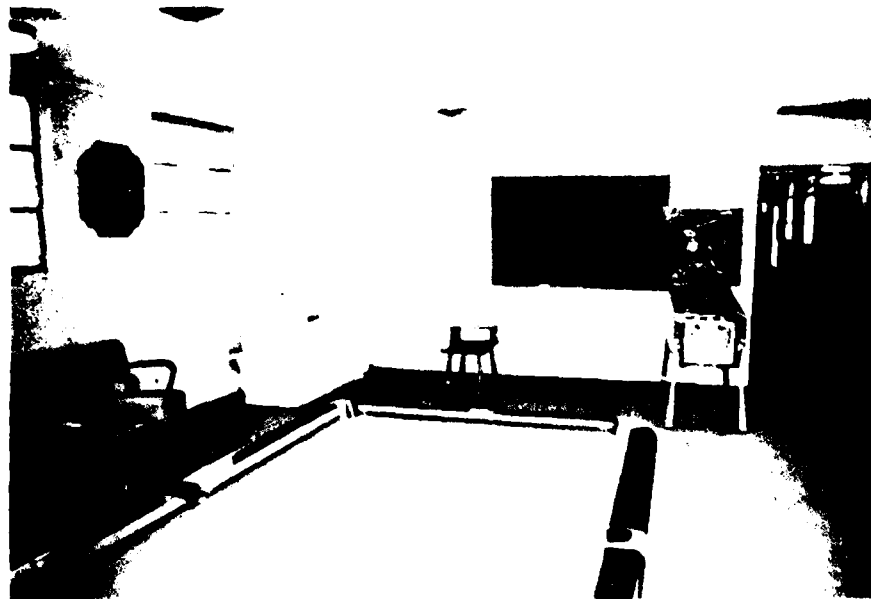


Figure 13. Typical Recreation Area in World War II Barracks, Service School Command, Orlando

While there is base support at NTC Orlando, the three schools have become somewhat independent and stress self-help. The laundry building (figure 14), part of the World War II facility, has student built tables that allow the sailor to continue practicing clothes folding which was learned as part of the regular routine in recruit training.

The walkways between buildings are student constructed (figure 11) as are the picket fences in certain areas. The lower part of trees have been whitewashed and school symbols (QM, TM, or SM) have been painted on appropriate barracks. Each class (barracks) is allowed to develop its own logo. This is constructed in front of barracks to give identity to the class.

The entire barracks complex is viewed by the commander, his staff, and the student as an extension of the classroom. As is the common practice throughout the Navy "A" Schools, these Orlando students march to and from classes. Morning quarters are conducted and colors observed. They are about a mile from the mess, which makes 0600 reveille very tight in order for them to be on time for morning quarters and must be accomplished by good team work due to small bathroom facilities. This restrictive environment helps prepare the sailor for the cultural shock of reporting aboard a naval vessel and being required to store his gear in a very restrictive space.

To compensate for this restrictive living environment, emphasis is placed on team competition between classes/barracks in each school. Much of this competition is from inspection awards. This is accomplished by team spirit within each barracks.

During the investigation at Service School Command, Orlando, in-depth structured interviews were conducted with the master chiefs, BEQ managers, and deck petty officers from each school. Based on the extensive experience of these enlisted supervisors, the following comments were made:

- . BEQ/deck petty officers need an office for counseling
- . BEQ offices should not be located in the lounge area so students can relax. However, the lounge area, TV rooms, laundry facility, and study halls should be located for deck petty officer observation.
- . Living compartment should not have drop ceilings, maintenance access doors, or exposed electrical tunnels. These areas can be used for hiding contraband.
- . Living compartments and support rooms should not have exposed pipes, air ducts, cable tunnels, or electric fixtures.
- . Laundry area must have tables for folding clothes and scrub shelf for white hats. The room should be designed so uniforms and other items can be hung to dry.
- . There is an advantage in using the class instructor as deck petty officer rather than ITB company commander. ITB company commander often cannot relate to or assist in the skill instruction.



Figure 14. Laundry Facility in Modified Open-Bay Barracks,
Service School Command, Orlando

- . No TVs should be kept in living compartment. Only radios with head sets are permitted in the barracks.
- . It is essential that living compartments and personnel are inspected daily by the military advisor or deck petty officer. The commanding officer should inspect some of the barracks twice a week. While it may not be possible for the commanding officer to cover the entire area, all areas at inspection time should be inspected by an officer.
- . Future barracks plans should consider a covered or protected area to be used for muster, physical training and inspections during inclement weather.
- . All decks (floors) should be of tile for cleaning and waxing. Wall to wall carpeting found in some motel-type barracks cannot be kept clean.
- . An area is needed to store baggage for personnel living in open-bay compartments. Only the deck petty officer or BEQ manager should have access to the area.
- . Stall type showers with a drying area are preferred without shower curtains. Shower curtains are a maintenance problem and do not hold up with heavy use.
- . A policy should be established on funding for linens, bedspreads, blankets, and getting cleaning equipment.
- . Cleaning equipment storage should be considered in designing new barracks.
- . Consideration should be given to routine supplies and equipment for simple maintenance. Lights, for example, when burned out should be changed immediately. Delay in these areas starts vandalism. This should be done by the deck petty officer or BEQ managers and not Public Works because of the delay.
- . Windows should start about 5 feet from the floor for cleaning and modesty. Both window blinds and curtains cause maintenance and cleaning problems. Crank-out type windows are a problem due to not closing properly, and mechanical closing and opening systems do not stand up to heavy use.
- . From time to time lice is still a problem in living areas regardless of type of UEPH. It is important to have an area for airing mattresses and washing machines that are heavy enough to wash blankets.

The experienced barracks supervisors considered two areas to be most critical. First is the orientation of the reporting student from recruit training or in some cases from the fleet. Second is the control and observation of the students in their living compartments.

In addition to the Welcome to TM "A" School orientation booklet shown in appendix D, two other examples are presented. The Naval Technical Training Center, Meridian, has developed a well thought out guide that addresses the requirements and policies of the command and in addition meets the needs of the incoming student. The manual, The Sailor's Guide (to Trouble-Free Living), is outlined in appendix F. Certain paragraphs in the appendix only have the title because the text material is obvious to the reader. Another example of student orientation is the Naval Company Indoctrination Folder for "A" School Students, shown in appendix G, prepared by the Naval Air Technical Training Center, NAS Memphis. While not in as much depth as the Sailor's Guide, it does provide the incoming student with the essential information to come on board.

Strong leadership for military personnel who have only a few weeks of service is essential. Managers must be able to make on-the-spot student corrections so they can continue to train the "A" School student. This can only be accomplished by involvement in all aspects of the military students' environment. To do this, the manager must be in a position to observe and control. Figures 15 and 16 illustrate a major difference in observation and control between an open-bay living compartment and the hotel-type UEPH. While the modified open-bay "A" School barracks (figure 15) at Service School Command, San Diego, provide some privacy, they also allow for observation, supervision, and on-the-spot training by the deck petty officer or company commander. The hotel-type UEPH hallway (figure 16) restricts the supervisor from observing and making on-the-spot corrections. This can further be illustrated by the layout shown in figure 5 which has a series of T-shaped halls that further reduce control in the hotel-type UEPH.

The Service School Command, Orlando, has demonstrated that modified open-bay barracks in a strong military environment can work. This is illustrated by the Captain's Non-Judicial Punishment (Captain's Mast) statistics for male "A" School students in calendar year 1980.¹³ In the open-bay environment there were only .36 cases per bunk, while in the motel-type UEPH the rate of Masts was .55 cases per bunk.

¹³Service School Command (02) memorandum of 6 March 1981, subj: Mast Statistics.



Figure 15. Typical Modified Open-Bay Living Compartment, Naval Air Technical Training Command, Memphis



Figure 16. Passageway of Interior Design Barrack

SECTION III

DORMITORY-TYPE HOUSING TRENDS AND
PRACTICES BY OTHER ACTIVITIES

This section provides information on current practices and trends by other military services and selected universities relating to designing and managing housing. In the case of the military services, the information is limited to that portion of initial entry training that includes basic and follow-on skill training.

ARMY INITIAL ENTRY TRAINING

The Army defines initial entry training as the process of converting a civilian into a soldier by providing the skills and knowledge needed to perform both common soldier and military occupational specialty (MOS) tasks at the first unit of assignment.

There are four modes of training used in the Army initial entry training system. One mode, Basic Training (BT), is currently an 8-week program providing the common training required for all soldiers. This is followed by Advanced Individual Training (AIT) that provides those skills required by the soldier for his assigned MOS. The AIT is similar to the Navy "A" School.

The Army recently established another mode, One Station Unit Training (OSUT). One Station Unit Training combines BT and AIT into a single program. This training is used for high density combat arms; i.e., infantry, field artillery, armor, and air defense, and takes place as a single program.

Since some AIT programs are highly technical, they do not lend themselves to OSUT. Therefore, another mode is One Station Training (OST) which conducts BT and AIT back-to-back. This is accomplished at the same activity.

In spite of these various modes for initial entry training, the Army has maintained training organizations that are similar to those found in the operational environment. The platoon, company, battalion, and brigade of these organizations have been reflected in the design of their barracks. Like their sister services, the Army still uses some platoon-size single and double deck World War II wooden barracks. These are supported by company offices, supply, and dayroom areas. However, in CONUS the trend has been to consolidate battalion-size self-contained barracks for both operational as well as training units.

While this new construction has been in use in some cases for 20 years, the Army also had built in the past some dormitory-type barracks (figure 17). These buildings were designed with three floors and a center hall on each floor. Rooms housing approximately 10 soldiers were off the center hall. Due to "problems behind closed doors," the Army has taken action to open up these areas. For example, at Fort Jackson all doors opening onto the hallways have been removed.

Security of these facilities is by building and also by floor. In this AIT environment, both male and female soldiers are assigned to a building.

Segregation of sexes is by floor. No change to facilities is made to the floors if there is a change in the sex being assigned. A modesty entrance has been placed at the entrance of each hall that also may serve as a checkpoint.

Concerning new construction for BT (figure 18) and OSUT, the Army has developed barracks that are self-contained for day-by-day support. This includes covered training areas on the first floor with platoon-size open-bay living compartments on the second and third floors. These protected areas serve as training areas for formations, drills, physical training, and administrative functions without exposure to direct weather environment. As noted in (figure 18) the center section is a core support area. For example, this includes:

- . dining hall for all battalion personnel
- . company offices
- . company supply rooms
- . company arms rooms
- . battalion office
- . battalion company/platoon-size classrooms
- . charge of quarters rooms
- . one- and two-man rooms for noncommissioned officers.

Trainee living compartments in battalion-size barracks at Fort Jackson can be used by either men or women. No changes are made in facilities to accommodate either male or female soldiers. Unlike the Navy and Marine Corps, single deck bunks are used in their open-bay living compartments.

It should be noted that where these new barracks are used (e.g., Fort Benning) for OSUT (this would be like combining Navy recruit and "A" school), open-bay living compartments are used during the entire training cycle. Presently, no women trainees are assigned to infantry OSUT.

Throughout the Army's Initial Entry Training program, drill sergeants are used to teach personnel in all phases of training (including follow-on skill training). These drill sergeants, like the Navy company commander assigned to Recruit Training Commands, have been carefully selected and trained. In the AIT and OSUT environment, these drill sergeants will lead their platoons in a manner similar to a platoon sergeant in an organizational platoon. However, in the AIT environment, they do not normally get involved in the classroom phase of this training.

The Army has recognized that the leadership and management of the Initial Entry Training program requires special requirements for their cadre. Therefore, during 1980 and 1981 an extensive cadre training program was established as follows:

- . Drill Sergeant's Course (6-8 weeks)
- . Company Commanders (03), Executive Officers/Training Officers (02), Company First Sergeants and Brigade/Battalion Command Sergeant Major Course (3 weeks)



Figure 17. Army Advanced Individual Training (AIT) Barracks Modified from Rooms to More Open Living Environment, Fort Jackson



Figure 18. Army Basic Training Battalion Size Barracks Showing Central Core Area and Open First Floor Below Open-Bay Platoon Size Compartment, Fort Jackson

- . Brigade (06)/Battalion (05) Commanders Pre-Command Course (2 weeks)
- . Senior Manager Course (Flag and Staff) (1 week)

One management tool that may be impacting on the management of OSUT and AIT programs is the use of well-developed Standard Operating Procedures (SOP) for the soldier undergoing training. As discussed in section II, the student handouts shown in appendixes D and F and the SOP checklist in appendix J are similar to what is common practice in the Army.

AIR FORCE INITIAL ENTRY TRAINING

Like the BT and AIT programs of the Army, the Air Force has a basic military training school followed by an extensive number of skill training programs. Also like the Army, the airman trainee is placed in organizations in the training environment (flights, squadrons, and wings) that will be found in the operational situation.

The new airman takes his basic 6 weeks training in a barracks environment much like that used by the Army for its battalion size facilities. Flights (Army platoon/Navy company) are assigned to open-bay living compartments. Several flights are placed in a self-contained, squadron-size (men and women) barracks that has part of the first floor open so that drill, physical training, and other functions can take place regardless of the weather. Like the Army, these squadron dormitories (1,000 trainees) contain a core for administration and support that includes:

- . dining hall
- . squadron administrative offices
- . classrooms
- . supply rooms
- . recreation rooms
- . flight offices
- . flight day rooms.

Upon completion of basic training, the airman is assigned to follow-on skill training. Like personnel in the other services, he/she may find himself/herself in World War II vintage barracks, facilities similar to those used by some Army posts (figure 17), or modern dormitories that continue the support core concept (figure 19). Like the barracks found in basic training, part of the first floor (figure 20) is open to allow for drill, physical training, and unit formation. These barracks, in support of skill training, do not contain formal classrooms as found in the newer basic (Recruit) training barracks of the Army and Air Force. However, more attention is placed in the core support area which includes lounges, game rooms, TV rooms, and a mini-base exchange area.

The more traditional support facilities, such as dining rooms (figure 21), laundry rooms (figure 22), and individual mailboxes (figure 23), are also found in this core area. Included in this core are those management offices for room assignment, maintenance services, and personnel records.



Figure 19. Entrance to Core Area of Advanced Skill Housing (Muse Manor), Keesler Air Force Base



Figure 20. Open Area First Floor, Muse Manor, Keesler Air Force Base



Figure 21. Central Dining Hall, Core Area, Muse Manor, Keesler Air Force Base



Figure 22. Central Laundry Facility, Core Area, Muse Manor, Keesler Air Force Base



Figure 23. Post Office and Individual Mail Boxes,
Muse Manor, Keesler Air Force Base

Emphasis in this present report centers on the trends in the barracks core and not on the type of living compartment found in Air Force skill training. Since, for the most part, the trained airmen will be assigned to an operational base, it is only natural that skill training facilities reflect the environment found on the typical Air Force base.

MARINE CORPS INITIAL ENTRY TRAINING

The Marine Corps recruit training, currently 10.3 weeks, is the longest phase of basic training in DOD. Like the Navy, the Marine Corps uses open-bay living compartments with double deck bunks. These barracks, both at Parris Island and San Diego, are designed to house the privates and provide limited office space for the drill instructors and organizational chain-of-command through the company level. A consolidated separate mess system follows the concept found in the Navy Recruit Training Commands. The barracks are limited relating to unit supply areas and do not include formal classrooms.

The Marine Corps follow-on skill training is unique in that 48 percent of this training is conducted at other military services' facilities. Thirty-eight percent of the recruit graduates will take their training at Navy "A" Schools. These include the Naval Technical Training Center, Corry Station; the Naval Air Technical Training Center, Memphis; and the Naval Technical Training Center, Meridian.

Eight percent of the initial skill training is conducted by the Army. For example, basic armor training is conducted at Fort Knox, and artillery training is provided at Fort Sill.

The Air Force provides two percent of the Marine Corps' initial skill training which includes training at Goodfellow Air Force Base.

While some of the Marine Corps students are completely integrated into the training organization, the majority are assigned to a training organization similar to an operational unit or are part of the operational organization. For example, Marines under instruction at the Naval Air Technical Training Center, NAS Memphis, are assigned to a Marine Aviation Training Support Squadron. Marines being trained at the Naval Technical Training Center, Corry Station, are assigned to Company "K" of the Marine Support Battalion. The latter is an organizational unit of the Fleet Marine Force. Regardless of where the Marine is assigned, he can, in most cases, identify with and become part of an organization that will have some similarities to his first duty organization. This is essential since many of the recruit graduates are taking their initial skill training with another service.

During this investigation, a number of Marine activities/detachments were visited that were receiving basic skill training with other military services. These Marine units were stressing, in their daily routine, many of the activities initiated during recruit training and applying management practices that would be found in the Fleet Marine Force. These included:

- platoon sergeants who provide very strong and active leadership and guidance to their platoons

- . junior officers that daily participate in military formations, counseling, and physical training
- . the rotation of noncommissioned officers who are primarily assigned as instructors to barracks duties
- . school instructors that also perform unit functions such as platoon sergeant
- . daily personnel and barracks inspections
- . daily physical training. Normally this is conducted by officers and noncommissioned officers. The program included a multi-mile run.
- . several Marine organizations conduct monthly weekend training that involves all personnel. This may consist of a tactical march, general military subject instruction, and/or competitive sports.

At some of the larger training installations, the Marines use the "receiving barracks" concept. This places the reporting student in a structured orientation environment. Under the leadership of assigned non-commissioned officers, the Marine student completes the indoctrination check required, appendix H, and gets into the new training routine.

Like the other services, most Marine Corps activities have developed excellent policies and procedures for managing and operating their organization. This has also included standard inspection checklists, appendix I.

Along with the Army and Air Force, Marine Corps UEPH managers and planners have recognized that the Marine student needs more than just a sleeping compartment. Whether by design (figure 24), or through self-help, more emphasis is being placed on core support areas in the barracks complex. In the organizational unit barracks design (figure 24), emphasis has been given to separate dayrooms and TV rooms to support each open-bay dormitory. In this plan, the dayroom and TV room have been separated from the dormitory to reduce the noise factor and control the traffic pattern. In this Marine UEPH design, ample space has been provided for bathroom facilities, storage, and unit administrative offices.

While some of the newer UEPH facilities have considered game rooms in the original design (figure 25), in many cases older barracks have been modified through self-help to furnish these needs (figure 26). This modification or self-help to provide core support to living compartments can be illustrated by the Marine Barracks, building 1084, at the Naval Technical Training Center, Corry Station (Command Duty Policies, 1980). In this situation, room adjustments have been made to meet these needs that include:

- . Staff NCO change room. This is a locker room for staff cadre. This allows the NCO to lead physical training, for example, then clean up and be on deck in the uniform of the day.
- . Bag room. In preparing for the Fleet Marine Force, the future deployment cycles, and to continue the initial entry training



Figure 25. Recreation Room Designed for That Purpose, Unit Barracks, Marine Corps Base, Camp Pendleton

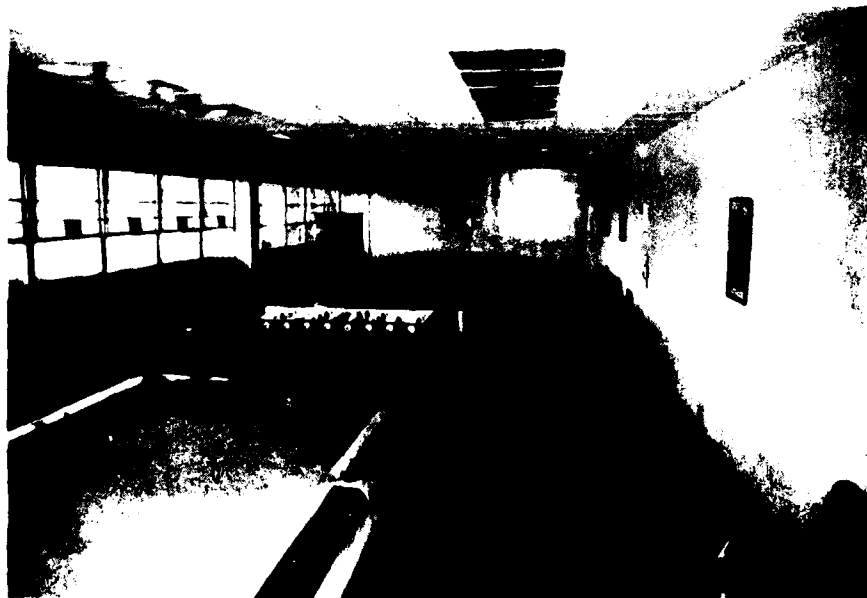


Figure 26. Self-Help Recreation Area in Barracks, Marine Corps Base, Camp Pendleton

effort, a number of Marine Corps activities restrict what should be retained in the living compartment. To insure this is followed, bag or storage rooms (figure 27) are being used. In the example being discussed in building 1084 at Corry, the Marines have designated a Bag room on each floor.

Laundry facilities. Since great emphasis is placed on uniform appearance, laundry facilities have been adjusted to include ironing capability. This is a continuation of ironing training stressed in recruit training for women Marines (figure 28) and now continued in support of the living compartments during skill training.

While most facilities such as Corry Station have a consolidated mess, there are Marine activities where the mess is an integral part of the training and UEPH facility. An excellent example is the self-contained Women's Marine Training Battalion at Parris Island. Besides the battalion mess (figure 29), this activity has a small base exchange, beauty shop, supply rooms, lounges, training rooms, open-bay living compartment, quarters for the cadre, and both company and battalion offices.

In discussions with the various Marine Corps activities, it was the opinion of first line officers and noncommissioned officers that stall-type metal water closets (figure 30) that allowed for easy cleaning were the best in the UEPH environment. Individual bathrooms for Marines during initial entry training were not recommended.

During this investigation, contact was made with many officer and enlisted Marines involved in the initial entry training process. There was general agreement that the use of semi-open-bay living compartments during the entire cycle better prepared the Marine for his first tour in the Fleet Marine Force and reinforced living skills required when on an "at sea" deployment. One former battalion commander who had used both open-bay and motel-type UEPH in the Fleet Marine Force and with the organizational units (infantry) preferred open-bay barracks for his men.

PRACTICES AND TRENDS IN UNIVERSITY HOUSING

University managers, like Navy managers, are faced with a lack of resources. A critical issue for the universities is a shortage of housing. The housing situation has a long way to go to meet the current demands. However, the managers of these institutions have been addressing the housing problem. It is generally recognized that the dormitory is not just a place to sleep and study but is an integral part of the total education system.

Those involved in managing and planning student housing must be cognizant of much more than just dormitories. It is essential that housing planners be heavily involved in the institutions' master plan. The location of various colleges, departments, classrooms, student infirmary, student union, and athletic facilities has a direct impact on placement of dormitories. Much of this planning relates to the aim, goals, and policies of the institution. Once this is established, site planning by zone can be one consideration. This might include an area or zone for the academic facilities, a



Figure 27. Typical Bag Storage Locker, Marine Corps Base, Camp Pendleton



Figure 28. Ironing Room, Women's Marine Training Battalion, Parris Island



Figure 29. Dining Facility, Central Core, Women's Marine Training Battalion, Parris Island

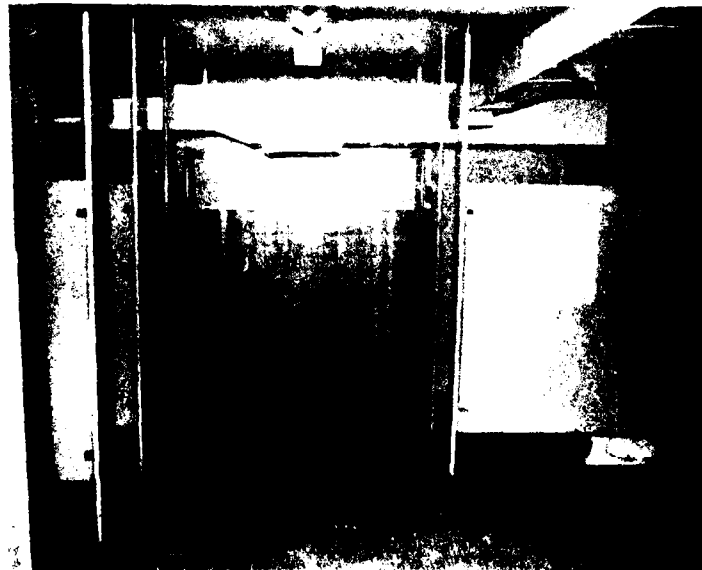


Figure 30. Typical Stall Type Water Closets, Marine Barracks, Camp Pendleton

zone for student activities, and a zone for housing. Included in this consideration must be traffic patterns and distances between zones and facilities. There is no point in building a "student union" that is not in the normal traffic pattern or is too distant for use by students.

FACILITY DESIGN

There are several major factors that impact on the design of dormitories. The needs of the student must, of course, be of prime consideration. This cannot be limited to just his/her bedroom, but must also consider his/her total waking hours. Of equal consideration, and in many cases the prime consideration, is cost. This attention to low cost has resulted in a trend by universities toward high rise housing (five or more floors) and low buildings (four or less floors) that have a large capacity for students. This need for a single or group of buildings to house a large number of students has resulted in more emphasis being placed on the educational, social, and services environment of the housing complex.

Several housing design factors that have impacted on improving social adjustment and esprit de corps among students are:

- . limit the height of dormitories to four floors
- . not using open balconies in conjunction with motel-type rooms
- . have rooms open to a center hall
- . use, where possible, hall entrances that open into a center court, lobby, or quadrangle
- . student traffic patterns for halls, stairs, and walks should be so placed as to cause a mixing of individuals.

To meet these requirements a core area has been developed. In general, this area either has fixed hours of operation or around-the-clock supervision by housing or staff support personnel.

EDUCATIONAL SERVICES. The use of mini-libraries in large capacity housing complexes allows the student an area for quick reference. In some universities, dormitories are set aside for a specific school; i.e., engineering, and the libraries are equipped to meet the needs of that specific college or school. Included in this type of library would be a periodical reading area, copy machine services, and another study area.

Other educational support services are small typing and meeting rooms located in the dormitory complex. This allows an individual to do his typing at all hours without any distraction by or to his roommate. Meeting rooms are used for seminars, tutorials, or where informal and formal meetings are required. Some rooms may be set aside for individual study carrels, either in a special study room or in the library.

SOCIAL FACILITIES. As the university is concerned with the total education of the individual, the housing environment must consider the social and

leisure time for the student. Therefore, the service core that supports the dormitories includes space resources for social activities and recreation. This may include:

- . TV rooms/area
- . pinball and electronic game room/area
- . lounges for social gathering, located both in the core area and halls. The latter would be similar to military dayroom
- . pool and/or ping pong room/area
- . exercise room/area (figure 31)
- . informal social rooms that may be located near a centralized snack bar.

SUPPORT SERVICES AND FACILITIES. This area of consideration may include both the core of the housing area and individual hall in the attached dormitories.

The core may include:

- . A lobby. This area is considered the principal and, often, the only entrance and exit to the housing complex. Activities and facilities in the lobby may include:
 - .. mailboxes and package pickup
 - .. mail drop
 - .. security guard and/or office
 - .. communication center that contains information/message board, public phones, student and/or dorm newspaper area, emergency information, and student location
 - .. male and female bathrooms
 - .. dormitory offices for staff and student housing managers
 - .. visitor lounge area.
- . Dining area. Large university housing facilities contain their own dining rooms as part of the core support. For the total university system, it may be more cost effective to have a centralized food preparation area. Food would be transported to the various housing dining rooms by specially equipped vehicles or "hot carts." However, while cost effective relating to floor space, equipment, and food service staff, it must be well planned to insure proper food handling and application of new prepackaged institutional meals.



Figure 31. Self-Help Women's Marine Exercise Room,
Marine Corps Base, Camp Pendleton

- Resident complex supervisor rooms and apartments. As part of the housing management system, professional staff personnel are furnished apartments or areas for themselves and their families. This area may be adjacent to or part of the core complex. It should be noted that there are several layers of supervisors that have rooms and/or apartments in the housing complex. This may range from the student resident assistant or hall counselor on each hall (floor), to the dormitory "manager." The latter may be a recent graduate or a graduate student studying in the profession of student and housing management at the university. Normally, he/she is married and is furnished an apartment. Finally, there is the housing complex manager or assistant director of housing. Since there may be several housing complexes at a university, there will be a number of assistant directors or supervisors.
- Mechanical equipment and services. This includes that equipment needed to service the housing complex. While there is often a central heating plant for the university system, there are cases where each housing complex has its own capability for heating and cooling. Included in the equipment area are workshops and storage area for the on-site custodian. A number of institutions contacted for this report indicated that a centralized university-wide Public Works system was replaced by a maintenance staff reporting directly to the Director of Housing. Further, an on-site housing custodian was used for minor and routine maintenance.
- Laundry facilities. Based on the policy of the institution relating to linens, commercial type laundry facilities are included in the core area of the housing complex. This, of course, is for staff use.

DORMITORIES AND HALLS. The dormitory is that part of the housing facility that contains one or more halls (floors) that is principally used for bedrooms. The type of facility requirements that support individual dormitories and their halls depends to some extent on university policy. These policies may include cooking in rooms, eating in rooms, student laundry, private phones, privately-owned furniture, and room modification. A number of dormitories visited in the course of this investigation included a community kitchen on each hall, a community eating area, and a laundry facility. In addition, a number of halls contained a lounge. As previously stated, each hall has a live-in supervisor. In most cases, this is an upperclassman that is first in the chain-of-command. One of his/her principal functions is to build the hall (floor) into an identifiable unit by social gatherings in "their" lounge or a brunch in "their" kitchen.

STUDENT ROOMS. During the preparation of this study there was no evidence that any university was using the semi-open-bay concept for student housing. However, there are certain factors in the design of a student room that might have an impact on design of Navy cubicles in an open-bay compartment.

It is not how new the room but how well it meets the needs of the individual. For example, the 165-year old rooms at the University of Virginia are the most sought after by the students (Riker and Lopez, 1961, p. 59). It

is not so much the historical aura of being designed by Thomas Jefferson which makes them so popular, as the efficient way in which they were designed. These rooms reflect similar considerations in today's design such as built-in furnishings and a compact environment. Some of the advantages of this approach are that fixed furniture can become part of the basic construction contract, is less likely to be damaged, and reduces the requirement for floor area.

The following practices and trends are found in student rooms:

- . Beds. Double deck bunks and other types of built-in beds are used to save space. In new construction, consideration is being given to additional storage space under each bunk.
- . Closets. A single built-in closet for each student with a minimum of 4 feet of hanging rod.
- . Additional storage. Often a built-in storage space over the closet allows for bags and out-of-season clothes and equipment. (Note: Many facilities have storage rooms for bags and large items.)
- . Chest of drawers. This may be a single piece of furniture, built-in or a part of the closet. As part of the closet in a small, confined space, it gives the illusion of greater floor space.
- . Study desks and bookshelves. In the university environment, this is an essential furnishing. Again, there is a trend toward self-contained, built-in units that include lighting fixtures, bookshelves, and storage drawers. Experience has shown that double desks that force students to face one another should be avoided.

Most dormitories do not include lavatories in the bedrooms, as many universities prefer the use of community-type bathrooms for all toilet requirements.

BATHROOMS. Community bathrooms have been the common practice for single student dormitories. In some cases a two-community bathroom (men and women) is used where student rooms are assigned to men and women as in a hotel- or motel-type facility.

From an initial construction cost, the community bathroom is the most cost effective and provides easier maintenance. However, maintenance costs can be higher than bathrooms in apartment-type dormitories, since community bathrooms are the responsibility of no one individual student. This can be overcome by sharing vandalism costs and establishing esprit de corps in individual halls.

There has been extensive experience gained in the use of equipment, materials, and furnishings for student community bathrooms. These include:

- . hard ceramic tile or epoxy material for floor and floor-to-ceiling instead of merely for wainscots and splashes

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- . hard ceramic tile, epoxy, or marble for stall toilet, shower walls (stalls), and shower dry rooms (stalls)
- . not using metal partitions between urinals
- . accessible pipe chassis
- . one tub/shower combination for each community bathroom
- . built-in, not attached, minor equipment such as soap dishes, towel racks, hanging hooks, rods for clothing, shelves, and door bumpers.

SECTION IV

DESIGN CONCEPT FOR SEMI-OPEN-BAY
UNACCOMPANIED ENLISTED PERSONNEL HOUSING

This section compares the living environment during recruit training, apprentice training, "A" School, and shipboard. Based on this comparison, design concepts for future UEPH for Naval personnel assigned to "A" Schools are proposed.

RECRUIT TRAINING ENVIRONMENT

Since the establishment of recruit training ashore, the Navy has provided its newly enlisted personnel with an open living environment as close as possible to what could be expected aboard ship. Presently, the Navy recruit barracks are designed to handle approximately 1,000 recruits, either men or women. (Women are housed at RTC Orlando, only.) These barracks are made up of 12 open-bay living compartments that are designed to hold approximately 80 trainees. Each living compartment houses a single training unit or recruit company. The living compartments at the three RTCs are similarly designed. Each contains double deck bunks and each recruit has a small individual locker. These lockers are, for the most part, open with one or more small locked drawers for personal items. Figure 9 provides a sample of these lockers. Much emphasis is placed by the company commanders and the recruit inspection process in proper clothes folding and storage of these lockers. In addition, each living compartment contains a company commander's office/watch station, a centralized bathroom (head), dayroom and gear locker. In the center of each living compartment is some sort of mess type table(s).

On the first floor of each barracks is a quarterdeck, office space for the division officer, the leading chief petty officer, yeoman and a lounge for the company commanders.

During this phase of training the new recruit has very little free time and is under constant supervision by his/her company commanders. While the policy of liberty varies among the RTCs, this time is also under partial control. For the most part, free time is spent in the compartment or barrack area.

As previously stated, recruit training is only 7.7 weeks in length and provides basically orientation and indoctrination to the trainee. Under close supervision, the recruit has some understanding of living in a confined area, attention to personal hygiene, wearing and care of his/her uniform, and getting along with his/her shipmates.

Due to the restriction in recruit time, only a very small part of the curriculum is devoted to liberty or conduct ashore, and very little preparation is given to the living environment for the remainder of initial entry training.

APPRENTICE TRAINING ENVIRONMENT

Each of the Navy RTCs has the same mission relating to recruit training, to "conduct an apprentice training program which provides the trainee with the skills and knowledge necessary to serve in a nonstriker billet and subsequent duty assignments ashore and afloat."¹⁴

Presently each of the RTCs has apprentice training as a department in the organization. It is the largest "fundamental training" program conducted by the Navy and trains about one-third of all Navy personnel involved in initial entry training each year.

The apprentice trainee is still under the command of the RTC. The trainee is supervised and instructed, for the most part, by highly selected, experienced, and trained company commanders. These company commanders while on rotational duty assignment to the Apprentice Training Department provide the apprentice trainee with the same leadership and management expertise that the trainee experienced in recruit training.

Therefore, for four additional weeks the newly enlisted individual is placed in a living environment similar to that found in recruit training. Whether airman, seaman or fireman, the apprentice trainee will live in an open-bay or modified open-bay living compartment. He/she will have a community bathroom, sleep in a double deck bunk, stand watches, have personal and compartment inspections, and march to and from mess. Based on individual command policy, the recruit may experience port and starboard liberty. This liberty may have some off- and on-base restrictions, but it is a new and welcome experience. Part of this experience is the use of free time in the open-bay environment. Although not the integrated team of the recruit company, both officer and enlisted supervisors provide guidance and supervision. While the apprentice trainee learns to get along with his/her shipmates in a less restrictive environment, he/she is being guided in self-discipline and continues in a living compartment that is similar to his/her past and will be as similar as possible to his/her first shipboard assignment.

"A" SCHOOL TRAINING ENVIRONMENT

The two-thirds of recruit graduates who are assigned to Navy "A" Schools can expect to be housed in a wide mixture of living compartments. Many take the recruit out of his/her previous living environment and place him/her in a situation that is counter productive to his/her potential shipboard living. Figures 1 through 8 of section II provide insights into the range in design of these UEPH.

¹⁴Chief of Naval Technical Training Instruction 5450.34A of 11 June 1976, paragraph 2h.

During interviews and visits, first line enlisted supervisors in the Navy "A" Schools were found to strongly support open- or semi-open-bay barracks for their students. Their major concern was that individuals assigned to rooms and apartment type quarters were:

- . more difficult to supervise and control
- . less considerate of their shipmates
- . not as involved with unit (company or class) integrity or esprit de corps
- . losing much of what they had practiced in recruit training relating to personal hygiene, uniform up-keep and locker storage
- . prone to use drugs more often in their living area
- . getting into old civilian living habits that were not possible in shipboard living
- . prone to find easier places to hide contraband
- . in need of more attention to cleaning and maintenance.

There was general agreement among the Chief Petty Officer of the Navy, selected Fleet and Force Master Chiefs and Command Master Chiefs (appendixes A and B), that the open-bay environment during the entire initial entry training period was better preparation for the first sea tour.

SHIPBOARD ENVIRONMENT

Like recruit training, sea duty accounts for more time during a 24 hour period than the newly enlisted sailor experiences in apprentice or "A" School training. The individual will be assigned to a living compartment that is more restrictive than that previously experienced. As an example, newly enlisted women reporting aboard the USS LEXINGTON (AVT-16) may be assigned to a living compartment (figure 32) that has triple-deck bunks with storage lockers under each bunk. The distance between bunk racks is similar to that experienced during recruit training.

The shipboard lockers (figure 33) while somewhat larger than experienced by the sailor in recruit training (see figure 9) are restrictive compared to most wall or fixed lockers experienced in the "A" School living environment. Due to this larger storage area, the sailor undergoing skill training tends to acquire material and civilian clothes that, when reporting aboard ship, take precedence over uniforms and essential or organizational equipment.

In the shipboard environment the head (bathroom) area will be similar to that experienced in recruit training. Lavatories (figure 34) are placed side by side in rows. They are functionally designed to serve the individual and allow for easy cleaning and maintenance. The same functions apply to the stall-type water closets, figure 35, and stall-type showers, figure 36.

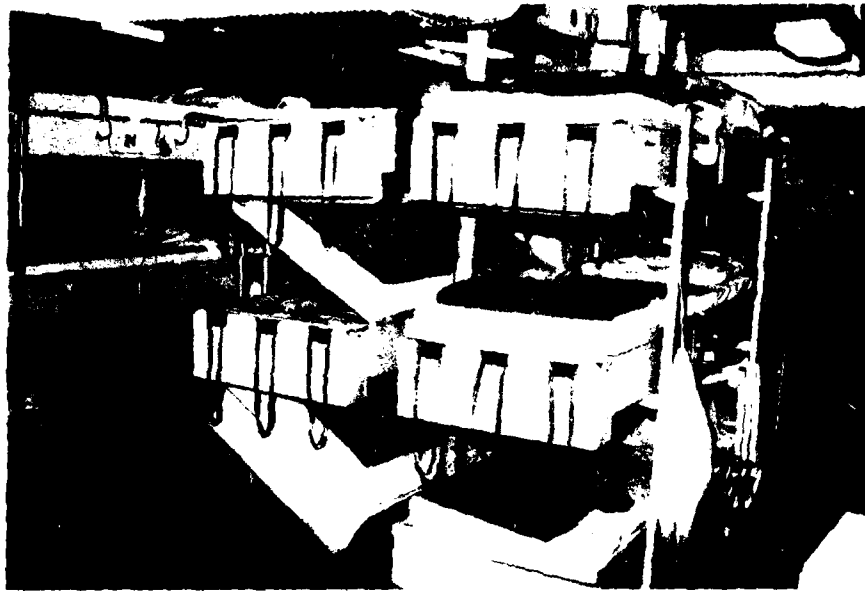


Figure 32. Women's Living Compartment, USS LEXINGTON (AVT-16)



Figure 33. Individual Lockers Aboard USS LEXINGTON (AVT-16)



Figure 34. Typical Shipboard Lavatories, USS LEXINGTON (AVT-16)



Figure 35. Open Stall Water Closets, Women's Area,
USS LEXINGTON (AVT-16)



Figure 36. Stall Type Shipboard Shower, USS LEXINGTON (AVT-16)

DESIGN CONCEPTS FOR NAVY "A" SCHOOL SEMI-OPEN-BAY BARRACKS

The design concept for semi-open-bay barracks assumes that the individual has learned the basic fundamentals of Navy compartment living. The "A" School trainee will now be placed in a less supervised environment that requires more self-discipline. The trainee must now learn new technical skills, continue the good order and discipline started in recruit training, take individual responsibility, and make productive use of free time.

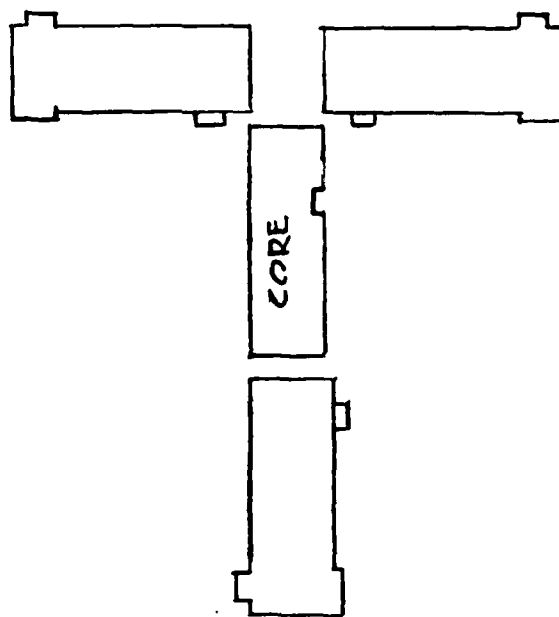
The proposed UEPH concept would have a core facility that would be designed to support a series of "A" School semi-open-bay barracks. The core could vary to meet proper land usage and to conform to already established facilities. Figures 37 through 39 present six UEPH configurations prepared by the Architect Branch of the Naval Facilities Engineering Command. There are several options for consideration by Navy managers. As shown in the "V" or "X" shape complex in figure 37 the "U" or "H" shape and double "E" or "E" shape in figure 38, Navy managers would have the option to expand the UEPH by additional barracks. For example, the "V" arrangement--one core and two barracks--can become "X" shaped with the addition of two more barracks. It is essential, in planning that the core for the barracks be initially designed to support the maximum number of barracks in the UEPH complex.

Another major consideration is the ingress-egress control of students. This is a major problem in the security of individual living compartments and barracks. While the UEPH arrangements presented, figures 37 through 39, show the core as a separate building, consideration should be given to having the major ingress-egress to all barracks through the core area. In this situation, only emergency egress would be from the barracks.

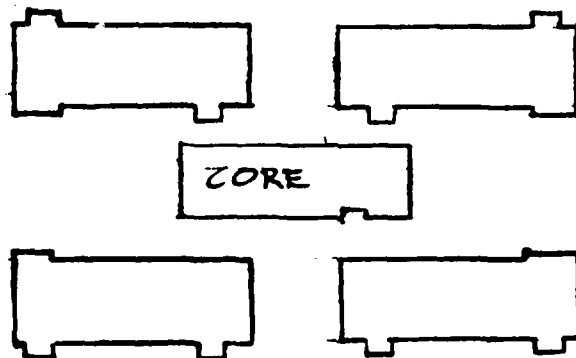
BARRACKS

The barracks should be limited to no more than four floors (decks). In no case should elevators be considered as access to upper floors. Barracks should be designed so that either male or female sailors could be assigned to a floor (living compartment) with complete security and privacy. This would involve making each living compartment secure from remaining areas of the barracks. A single normal traffic pattern between floors for both or either sexes should be established. Emergency traffic stairwells should conform to Navy standards already established.

Based on the consideration of four floors, a proposed concept is to have part or all of the first floor a covered training area (figure 40). With the emphasis on military drill, musters, physical training, and personnel inspections, this area could be used regardless of weather. This would provide to the ITB Company Commander or the Deck Petty Officer an area for muster and general military training. Part of this floor could be walled in to meet specific barracks (not living compartments) support functions. These might include:



'T' SHAPE



SYMMETRICAL SHAPE

Figure 37. Concept for "T" and Symmetrical Shapes for Semi-Open-Bay Barracks Complex, Naval Facilities Engineering Command

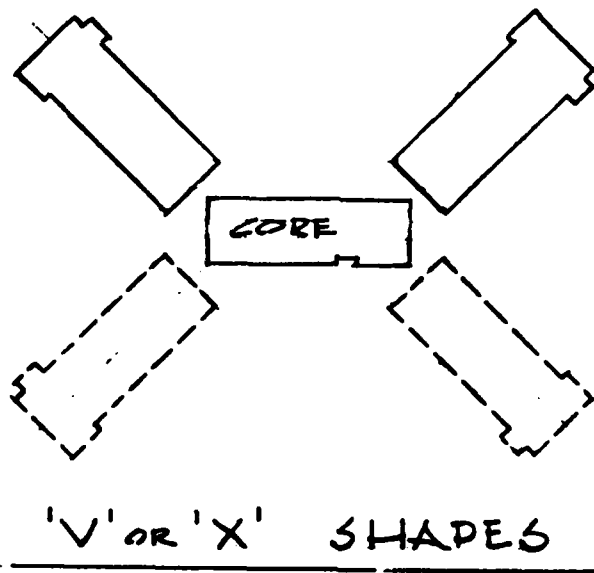
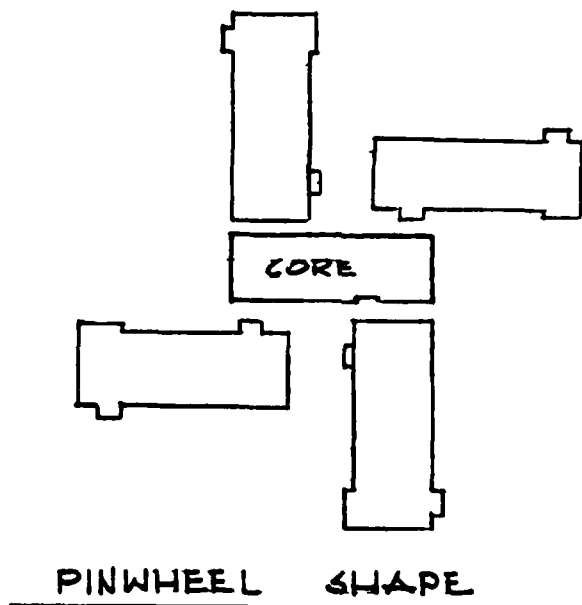
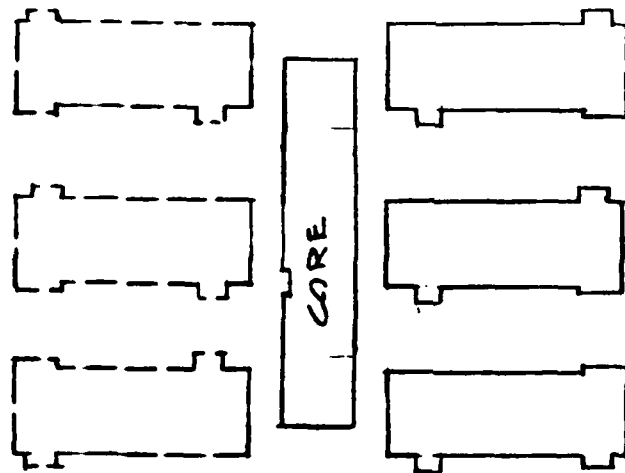
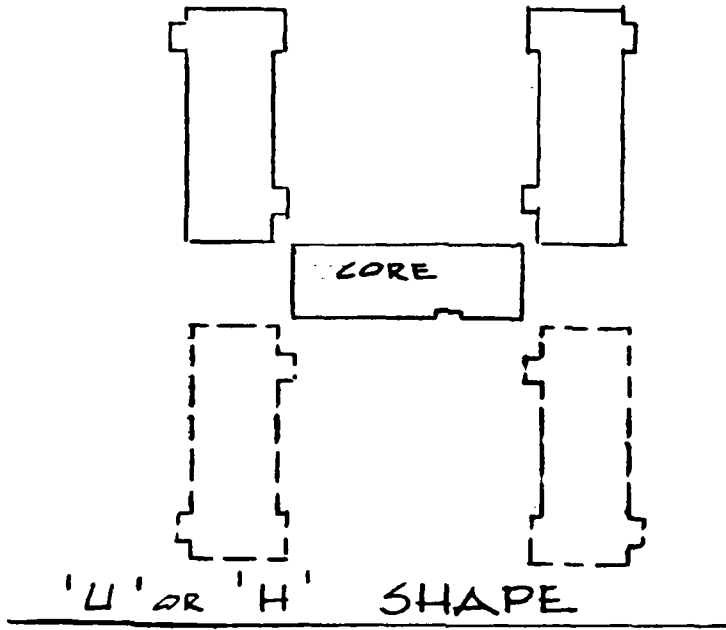
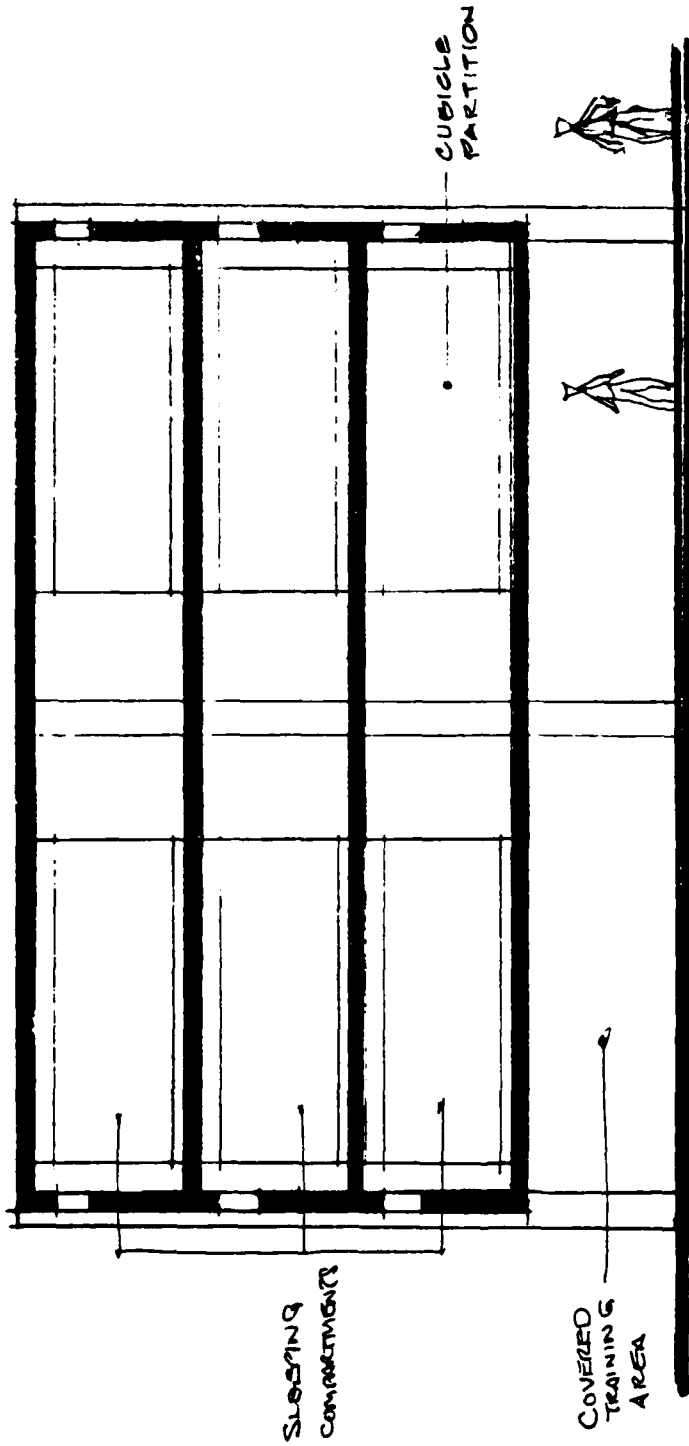


Figure 38. Concept for Pinwheel, "V" or "X" Shapes for Semi-Open-Bay Barracks Complex, Naval Facilities Engineering Command



DOUBLE 'E' OR 'E' SHAPE

Figure 39. Concept for "U" or "H," Double "E" or "E" Shapes for Semi-Open-Bay Barracks Complex, Naval Facilities Engineering Command



CROSS SECTION

Figure 40. Concept on Cross Section of Barracks With Open First Floor for Unit Activities, Naval Facilities Engineering Command

- . mail drop
- . building gear locker and supply room
- . storage area for ground care equipment
- . watch station with water closet and lavatory.

The living compartment for "A" Schools should be designed to hold less personnel (80) than are presently housed in the recruit training open-bay compartment. This concept proposes that each compartment contain 56 sailors (male or female) with an even number of cubicles on each side of an open center area (figure 41).

Each cubicle would contain two double bunks (figure 42), with a storage locker under each bunk. This bunk arrangement would be similar to the multi-tier bunk arrangement found aboard ship (figure 32). In addition, each individual student would have a stand-up locker and a desk with secure lockers for books and manuals. Electric outlets should be included for fixed reading lights at the desks. Located in the center passage of the living compartment would be small mess deck type tables (figures 41 and 42). These would be similar to the four person mess tables used by the Women Marine Training Battalion at Parris Island (figure 29). Long mess deck tables, like those used at Navy Recruit Training Command, are not proposed as they detract from normal traffic patterns among cubicles.

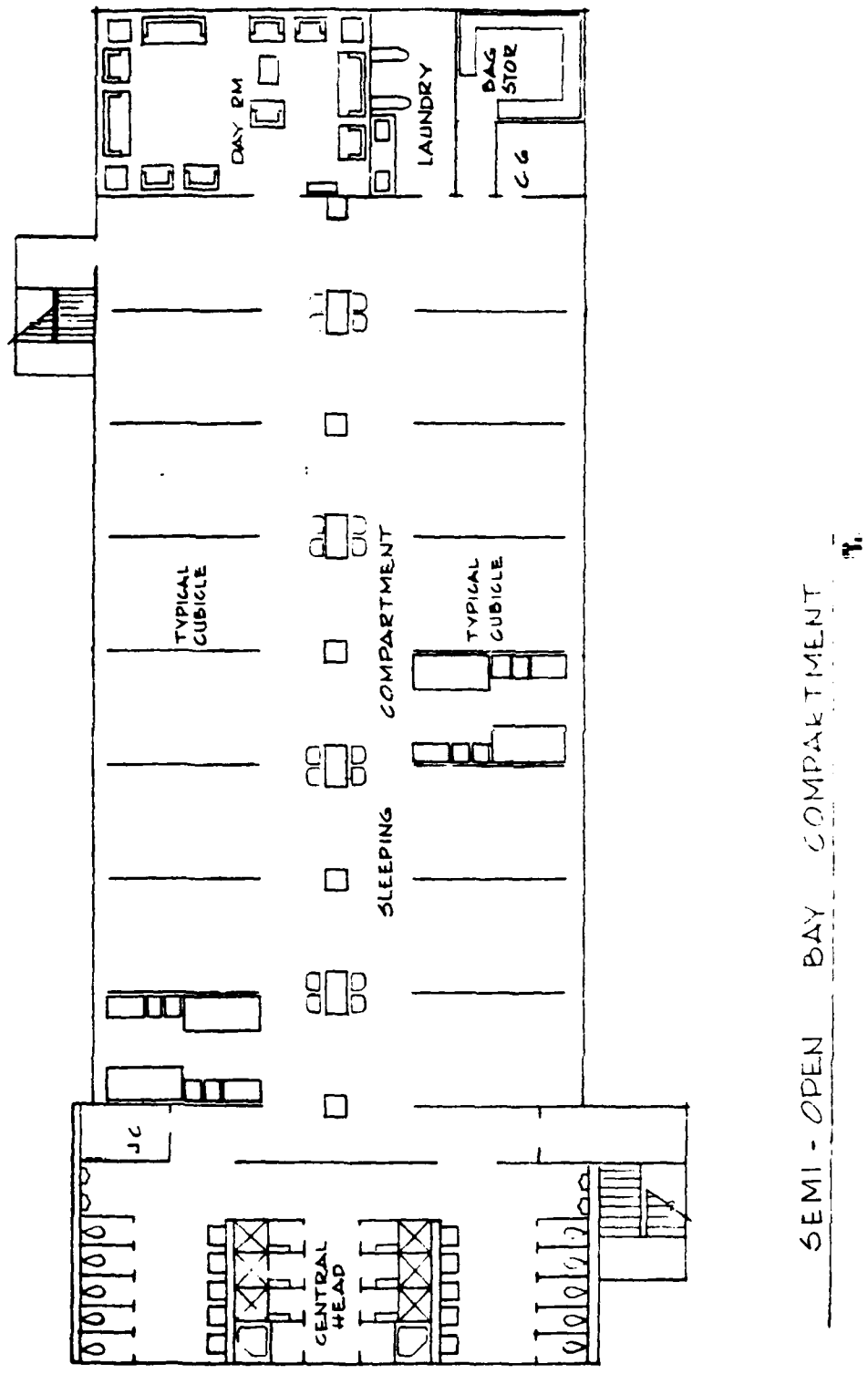
Except for required support, all bunks, desks, lockers and partitions would be at least 15 inches from the floor (figures 42 and 43) to:

- . allow complete cleaning and waxing
- . improve air flow
- . reduce hiding of contraband.

Neither would the partition or cubicle furniture come to the ceiling (overhead) except for required support. The principal rationale is air flow.

As presented in figures 41, 42 and 43, the partition would not come to the wall of the compartment. This break is not designed as a passageway but as a means of quick security check and supervision. This has proven to be most successful by a number of Naval activities that have developed, by self-help, modified-open-bay compartments.

CENTRALIZED BATHROOM (HEAD) FOR LIVING COMPARTMENT. The centralized bathroom should be designed to meet the personal hygiene requirements for both male and female. This would include urinals and sanitary napkin disposal cans. The latter would be removed when the living compartment is occupied by male sailors. Since a bathtub is now considered essential for hygienic purposes, two half-size bathtubs have been included (figure 41). The entire wall and floor surfaces of the bathroom would be ceramic tile or epoxy material. This would include the shower and drying area. Lavatories would include fixed mirror and female electrical outlets. Included in the bathroom area would be a mop sink with appropriate racks and drains.



SEMI - OPEN BAY COMPARTMENT

Figure 41. Living Compartment Concept With Support Facilities for Semi-Open-Bay Barracks, Naval Facilities Engineering Command

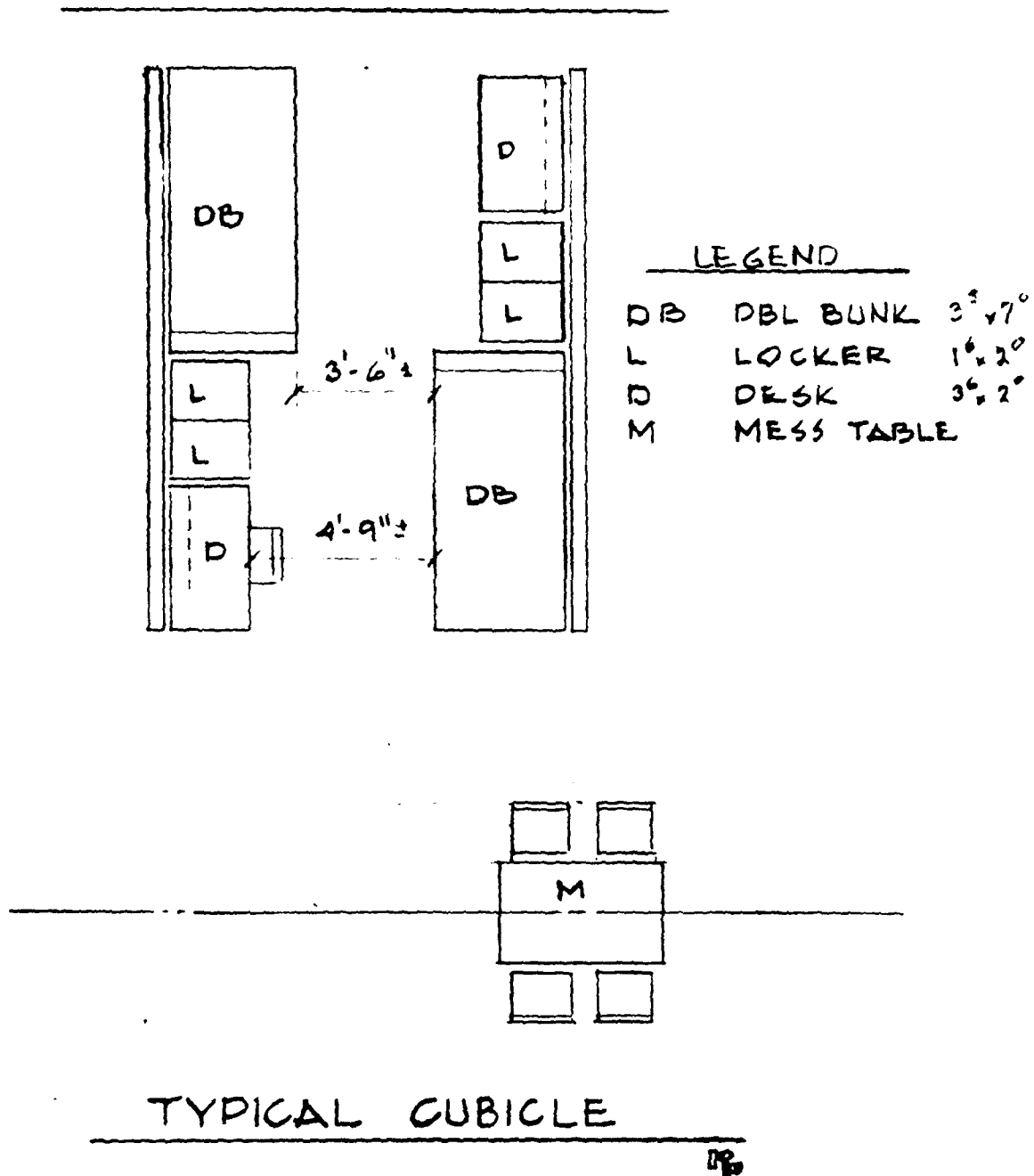
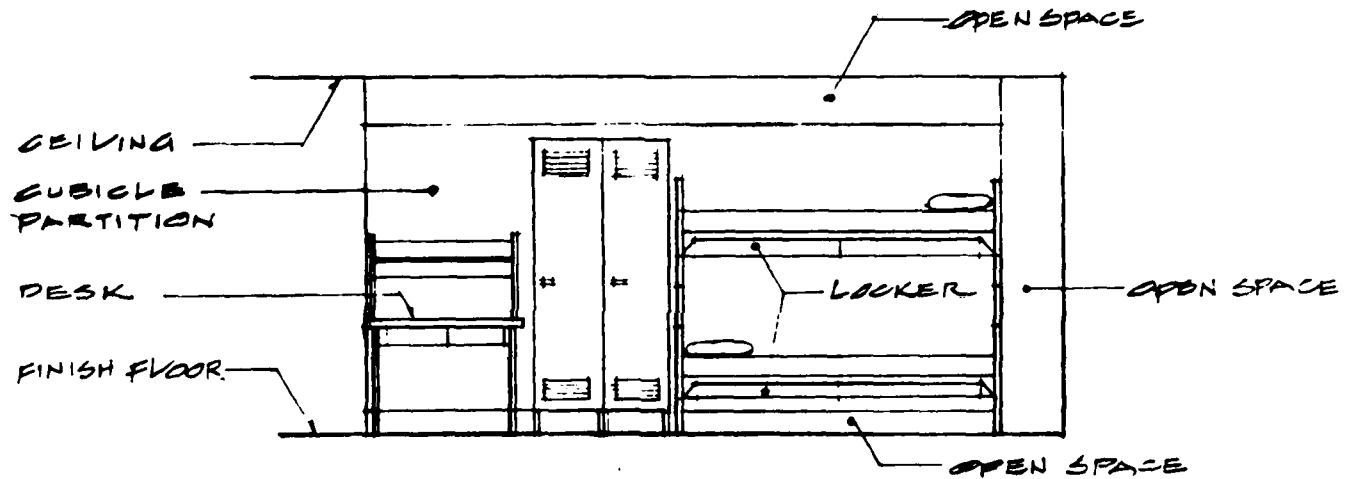


Figure 42. Top View; Concept for Typical Cubicle for Semi-Open-Bay Living Compartment, Naval Facilities Engineering Command



TYPICAL CUBICLE ELEVATION

Figure 43. Side View; Concept for Typical Cubicle (Elevation) for Semi-Open-Bay Living Compartment, Naval Facilities Engineering Command

ADDITIONAL LIVING COMPARTMENT SUPPORT AREAS. In addition to the bathroom, each living compartment would contain a day room, laundry, bag storage, and gear locker (figure 41). A watch officer or company commander's office has not been considered for the "A" School living compartment. Current first line Navy supervisors suggest that another area be provided for this function (counseling, administration, records keeping and supervision). It is considered essential that each living compartment have its own day room. This would be another place the company commander or deck petty officer could use for compartment training and meetings. This would be set aside for individual and group study and recreation. Based on command policy, this might be designated as a smoking area. The actual living compartment should be considered as a nonsmoking area.

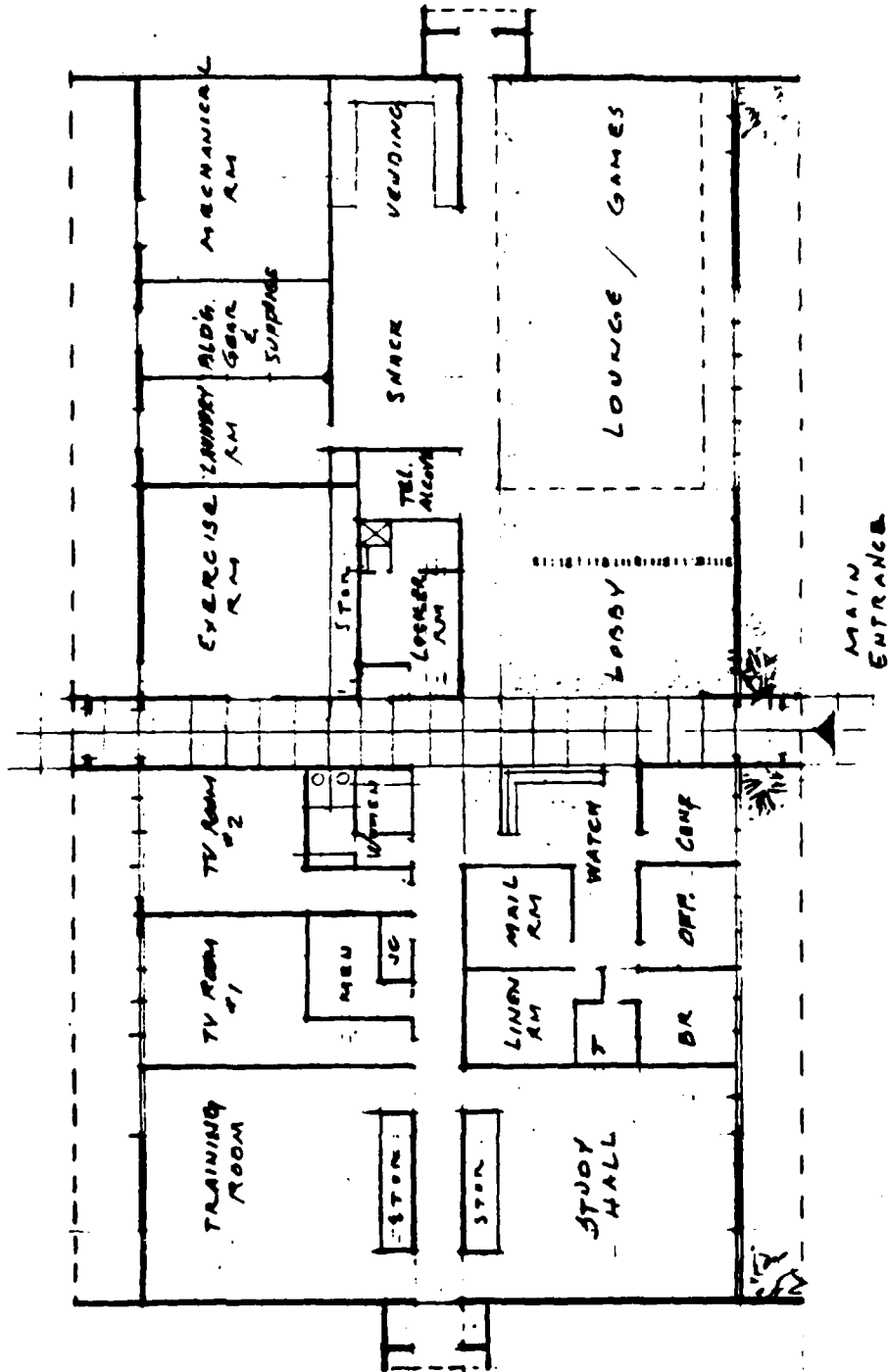
The laundry room would be for hand laundering only (figure 41) and not designed for washing machines. Two laundry tubs with scrub boards would be included for women to soak clothing, particularly after strenuous activity. Scrub boards would also be required for cleaning "white hats" and, when required, webbing material and leggings. This area should be large enough to dry some hand washed clothes. A need exists for permanently mounted ironing boards with appropriate electric outlets (figure 28).

An area is needed to store items that will not fit in the confined area of the cubicle located in the living area. When there is excess area in older type barracks, this space has often been used for storing excess individual gear. This desirable storage area must be so designed that it can be well secured and under the direct control of the company commander or deck petty officer. This space could also be used for the storage of linens for the living compartment.

CORE SUPPORT AREA

In managing and supporting the barracks, space must be provided to meet all possible requirements. With the BEQ manager and the personnel assigned to lead the ITB, there must be sufficient area to accomplish mission and functions. In addition, a training area, laundries (with washing machines and dryers), exercise rooms, game and TV rooms must be so situated to have some management control and observation. Figures 44, 45 and 46 present three options for design of the central management and support core area. Each of these options contain the following areas:

- . entrance lobby
- . watch office
- . staff offices with sleeping area and bathroom
- . a locker and shower for cadre personnel
- . lounge that could also contain electronic games. Male and female lavatories and water closets would be included in this area.
- . a snack and vending machine area
- . public telephone area
- . linen room



"A" SCHOOL CORE AREA

Figure 44. Concept for "A" School Core Area (Management and Support) Semi-Open-Bay Barracks, Naval Facilities Engineering Command

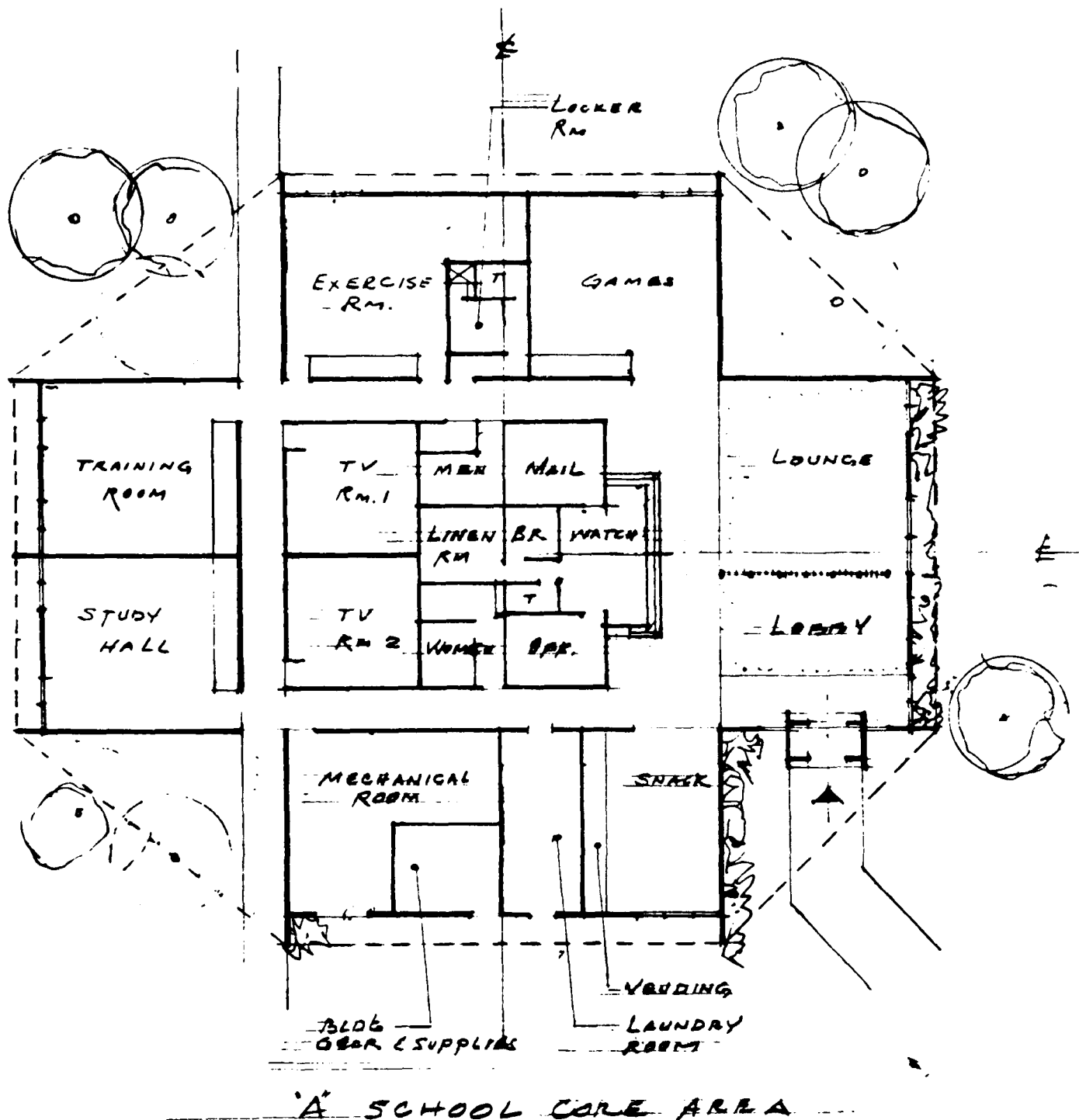
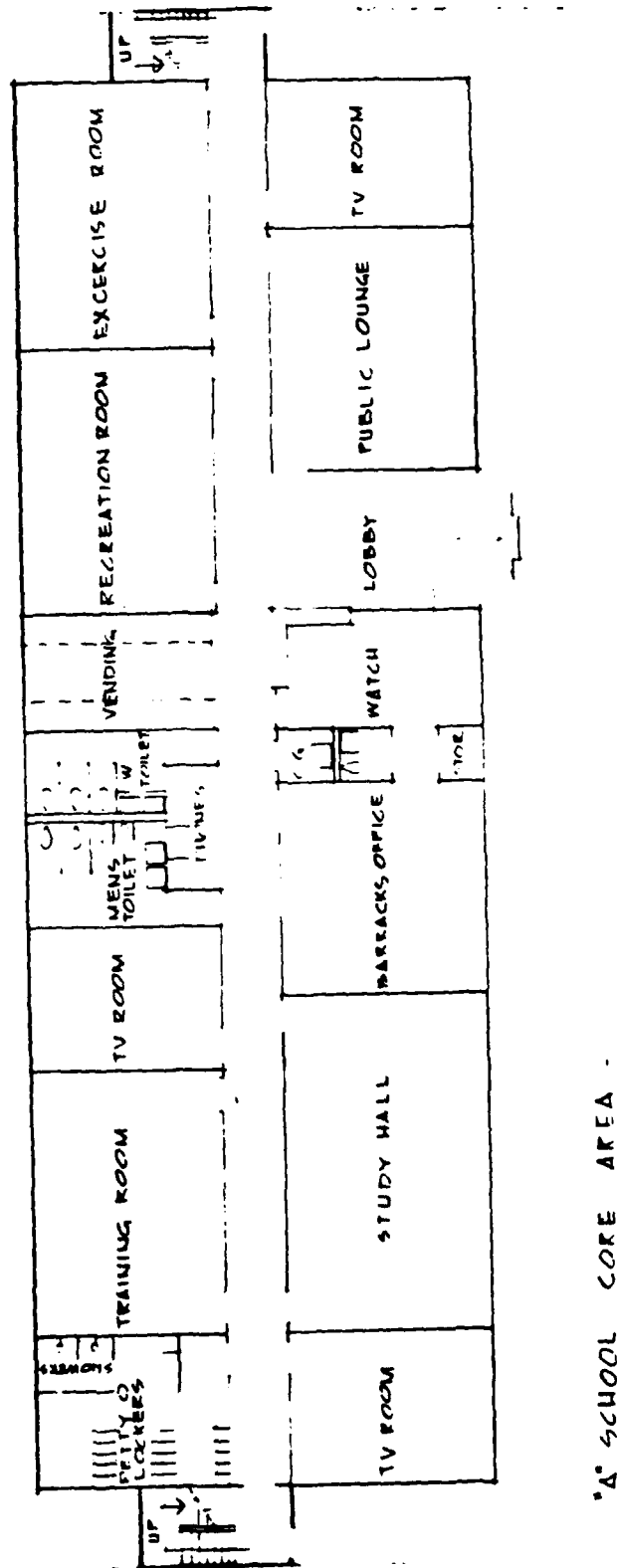


Figure 45. Concept for "A" School Core Area (Management and Support) Semi-Open-Bay Barracks, Naval Facilities Engineering Command



'A' SCHOOL CORE AREA

Figure 46. Concept for "A" School Core Area (Management and Support) Semi-Open-Bay Barracks, Naval Facilities Engineering Command

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- . training room
- . study hall
- . laundry room with washers, dryers, clothes folding tables and ironing boards, see figure 28
- . exercise room, see figure 31
- . TV room
- . mail room
- . building (complex) supply and gear locker
- . mechanical room.

Two major purposes are served by this consolidation core area. First, it meets many of the personal needs of the sailors assigned to the complex. In many past designs, little attention has been given to leisure time in the barracks area. By identifying games and TV rooms, exercise rooms and lounge areas, the Navy will be addressing these needs. The core area should be supported with outside recreational areas that are part of the barracks complex. These would include basketball courts and picnic areas. If these features are in the proximity of the barracks, they will be used. The gym across the base is too often not worth the effort. These features result in interface with peers in a social environment and tend to build esprit de corp. Second, the area can be monitored and thus reduce vandalism.

The key to this semi-open-bay concept is trained managers and supervisors. For example, the current Bachelor Enlisted Quarters Management Course (1976) and the Company Commander's Lesson Topic Guide for ITB, NTC, Great Lakes, present a number of training topics that would ensure that the management of the proposed barrack concept would succeed.

SECTION V

CONCLUSIONS AND RECOMMENDATIONS

This section presents conclusions and recommendations relating to design concepts of semi-open-bay barracks for unaccompanied enlisted personnel under instruction at Navy "A" School. Conclusions and recommendations are also presented in managing unaccompanied enlisted personnel relating to the housing environment with emphasis on semi-open-bay barracks.

CONCLUSIONS

Conclusions derived from this study include the following:

- . Future UEPH living compartments for class "A" Schools should continue the open-bay environment found in recruit training and which will be experienced during first sea tour.
- . The living environment at "A" School should be considered an essential part of the total training for fleet duty.
- . Emphasis for future UEPH design should place greater emphasis on the training, recreation, and logistic facilities that make up the total housing complex.
- . The semi-open-bay design will more readily accommodate changes in personnel assignment.
- . The use of UEPH compartments designed as semi-open-bay will reduce construction costs in the:
 - .. number of plumbing fixtures and plumbing runs
 - .. interior partitions and doors
 - .. electrical wiring, switches, and outlets
 - .. load relating to the building structural system.
- . When properly managed, open-bay barracks will have less vandalism.
- . The centralization of bathroom facilities reduces maintenance costs.
- . Emphasis should be placed on selecting and training first line officers and enlisted managers for semi-open-bay barracks.
- . There is a need to provide each student entering "A" School with a locally developed "welcome and standard operating procedure (SOP) manual."
- . Emphasis throughout the UEPH training environment should be to practice and reinforce:

- .. team work
- .. attention to group hygiene
- .. attention to personal hygiene
- .. care, respect, and maintenance of government property
- .. continued growth in the practice of military courtesy
- .. continued physical training.

RECOMMENDATIONS

The recommendations from this study are presented in two classes; first, for the UEPH design considerations and second, for management, organization, and support. These proposals are envisioned to have an impact on the total "A" School UEPH environment for NAVEDTRACOM. A number of recommendations concerned with managing UEPH may already be in use by one or more NAVEDTRACOM activities.

UEPH DESIGN CONSIDERATION. The recommendations listed below relate to future design of UEPH for Navy personnel assigned for instruction to "A" schools. It is recommended that:

- . future barracks be designed to support the total "A" School training environment for fleet readiness
- . barracks be limited to no more than four floors
- . first floor or part of the first floor be open in order to conduct general training, musters, infantry drill, and physical training
- . living compartments of each barracks be designed to house and train either sex without modifying the living compartment
- . each living compartment, designed for either sex, consider traffic flow to ensure that privacy between compartments is maintained
- . each living compartment be designed so that it can be made secure from the remaining areas of the barracks
- . each living compartment be self-contained relating to (see figure 41):
 - .. semi-open-bay sleeping area with four-person cubicles (see figure 42)
 - .. head facilities that are designed to meet personal hygiene requirements for either sex
 - .. day room/study room
 - .. gear locker

- .. bag/storage locker
- .. watch station
- .. laundry room for hand washing and ironing only.

. the semi-open-bay compartment (see figure 41):

- .. be designed to hold a minimum of 56 sailors, but can be increased to six-person cubicles in the event of mobilization
- .. be broken into equal numbers of port and starboard cubicles
- .. contain two double deck bunks similar to those found aboard ship. Under each would be a metal drawer type locker (see figures 42 and 43). At the end of each double deck bunk would be two small metal ship type lockers with desk. Each bunk and locker would have name plate
- .. contain partitions between cubicles that allow for cleaning beneath and air flow above. Partitions would not go to wall to allow observation by supervisor and better cleaning (figure 43)
- .. contain partitions that could be easily moved, if necessary
- .. contain bunks and lockers in each cubicle that could be expanded to three tier bunks and three lockers on each side in the event of mobilization
- .. contain plain straight walls with windows starting at 5 feet, 10 inches from floor. Overhead will not have false/drop ceiling. No texture type ceiling or walls. Floor will be of material that can be washed and waxed.

. the centralized head:

- .. will contain the required number of water closets, urinals, lavatories, and stall-type showers to meet the requirements for male or female students assigned to each compartment (see figure 41)
- .. will use ceramic tile or epoxy floor and wall surface throughout, including shower stall area
- .. will contain water closets of the stall-type with door. Stall walls and door would not come to floor to allow for cleaning
- .. will contain showers of the stall-type with individual drying areas (see figure 41)
- .. will contain a mop sink included in the head area

- .. consider
 - ... shower curtains of 10 gauge vinyl
 - ... washerless lavatory faucets
 - ... twist and turn shower chains with blank face plate
 - ... water saver water closets and shower heads.
- . gear lockers contain a sink, broom rack, storage shelf and space for waxing equipment
- . bag/storage locker to be used for personal items not authorized in the cubicle lockers. This locker will have 20-inch shelving on three sides for suitcase storage. This shelving should be 3 feet from floor and approximately 2½ feet between shelves
- . laundry/ironing room contain a hand washing and ironing area and a scrub shelf for washing parts of uniforms (i.e., white hats)
- . each barracks complex contain a core (see figures 37, 38, and 39) for management, training, recreation, and logistic support
- . each barracks core contain (see figures 44, 45, and 46)
 - .. controlled egress and ingress to living compartments
 - .. offices for command and administrative personnel with bathroom
 - .. Master-at-Arms offices and support watch facilities
 - .. public lounge with male and female heads (water closet and lavatory)
 - .. facility gear locker, supplies, and self-help storage
 - .. staff and student exercise room
 - .. two TV rooms for approximately 30 individuals
 - .. training/study room for 50 students
 - .. electronic game room
 - .. linen room
 - .. laundry room with commercial-type washing machines, clothing folding tables, and ironing boards
 - .. snack bar and vending machine area

- .. staff locker room with male and female heads (water closet, lavatory, and shower)
- .. mail room.

UEPH MANAGEMENT, ORGANIZATION, AND SUPPORT. This set of recommendations is presented for consideration by Navy managers responsible for the "A" School environment of the NAVEDTRACOM. Since each training activity has its own unique situation relating to facilities, type of instructor, and loading factors, it is essential that adjustment in management organizations and support be made. It is recommended that:

- . the brigade concept be instituted for all Navy "A" Schools
- . each "A" School commander tailor the brigade to meet his specific needs and resources
- . the CNTECHTRAINST 5453.2 relating to integrated training brigade organizations serve only as a guide for commanding officers of school commands
- . when officers and enlisted personnel are on PCS orders and designated as BEQ managers, that they be assigned TEMDUINS to the BEQ Management School
- . designated commanding officers of school commands be provided an orientation package on BEQ management prepared by the BEQ Management School
- . "A" School company commanders, deck petty officers, and other enlisted personnel in supervisory assignment have specific training in:
 - .. leadership (Note: When available, personnel attend the Leadership Management Education and Training (LMET) course for "A" School instructors)
 - .. brigade, company, and platoon organization and standard operating procedures
 - .. military formations/musters
 - .. infantry drill without arms
 - .. general military subjects
 - .. barracks and personnel inspections
 - .. conducting physical training
 - .. student affairs/administration
 - .. student, barracks, and basic security

- .. emergency drills and first aid
- .. extra military instruction (EMI)
- . officers assigned to the bridge or similar type organization in the "A" School environment to provide formal orientation similar to subjects taught to "A" School company commanders
- . civilian clothes not be authorized for liberty, base clubs, base exchanges, or other onboard public facilities except those functions associated with individual sports, organized athletics, or hobby shops
- . physical training, be conducted each training day with unit company commanders or deck petty officers participating
- . an organized competitive sports program be established among appropriate units or living compartments of the school or brigade.
- . military competitive system be established for drill, inspections (personal/unit/compartment) with other appropriate activities

NOTE: Any competitive system should be for a single event; i.e., inspection or sports activities, and not cumulative for scoring. A poor showing by any unit should not be a threat to a unit leader.

- . each reporting "A" School graduate be provided with a Welcome and Standard Operating Procedure (SOP) manual (see appendixes D, F, and J)
- . a feedback and exchange information system be established among Recruit Training Command and "A" School commands concerning:
 - .. mission and purpose of Navy recruit training
 - .. recruit training topics
 - .. SOPs of the various "A" Schools relating to those areas that need reinforcing since the orientation and indoctrination that was provided during recruit training
 - .. areas of observed weakness by "A" School company commanders relating to military customs, military courtesies, personal hygiene, and teamwork.

The findings, conclusions, and recommendations of this report point to the need for continued exchange of information among those responsible for the design of UEPH, those that manage the UEPH, and those that must manage fleet sailors, in order to provide the time to prepare sailors for duty at sea during intervals of training.

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APPENDIX A

LIST OF INDIVIDUALS CONTRIBUTING TO THIS STUDY

LIST OF INDIVIDUALS CONTRIBUTING TO THIS STUDY

In addition to the individuals recognized in the Acknowledgments of this report, the below listed individuals made a significant contribution by providing their experience, documents from their activity, and insight into future concepts for barracks design and management of enlisted personnel. Throughout the visits to both military and civilian activities, there were many unnamed individuals that provided information that also contributed to the final results of this report. These candid comments are appreciated.

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APPENDIX B

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AND MADE A CONTRIBUTION TO THIS STUDY

TAEG Report No. 109

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Chief of Naval Personnel
Washington, D.C.
 - . Director Total Force Planning Division
 - . Director Human Resource Management Division
2. Chief of Naval Operations
 - . Master Chief Petty Officer of the Navy (OP-01D)
3. Naval Facilities Engineering Command
Washington, D.C.
 - . Assistant Commander for Facilities
Planning and Real Estate
 - . Assistant Commander for Engineering and Design
(Architectural Division Director and Architectural Branch)
4. Chief of Naval Education and Training
(Codes 01, 02, N-10, N-32)
NAS Pensacola, FL
5. Chief of Naval Technical Training
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Naval Air Station Memphis
Millington, TN
6. Naval Air Station
Jacksonville, FL
7. Headquarters
Naval Air Technical Training Center
Naval Air Station Memphis
Millington, TN
8. Recruit Training Command
Naval Training Center
Orlando, FL
9. Headquarters
Naval Training Center
Great Lakes, IL

10. Recruit Training Command
Naval Training Center
Great Lakes, IL
11. Headquarters
Naval Training Center
Orlando, FL
12. Recruit Training Command
Naval Training Center
Orlando, FL
13. Service School Command
Naval Training Center
Orlando, FL
14. Recruit Training Command
Naval Training Center
San Diego, CA
15. Headquarters
Naval Training Center
San Diego, CA
16. Service School Command
Naval Training Center
San Diego, CA
17. USS LEXINGTON (AVT-16)
NAS Pensacola, FL
18. Civil Engineering Laboratory
Naval Construction Battalion Center
Port Hueneme, CA

Army

1. Headquarters
U.S. Army Training and Doctrine Command
Fort Monroe, VA
2. Headquarters
1st Infantry Training Brigade
Fort Benning, GA
3. Headquarters
U.S. Army Training Center
Fort Jackson, SC
4. Headquarters
1st Training Brigade
Fort Jackson, SC

Army (continued)

5. Headquarters
4th Combat Support Training Brigade
Fort Jackson, SC
6. Army Construction Engineering Research Laboratory
Champaign, IL

Air Force

1. Headquarters
Air Training Command
Randolph AFB, TX
2. Headquarters
Basic Military Training School
Lackland AFB, TX
3. Headquarters
Keesler AFB, MS
4. Headquarters
3300 Technical Training Wing
Keesler AFB, MS

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Washington, DC
2. Marine Aviation Training Support Squadron 901
Marine Aviation Training Support Group 90
Naval Air Technical Training Center
Naval Air Station Memphis
Millington, TN
3. Marine Corps Liaison Office
Naval Training Equipment Center
Orlando, FL
4. Recruit Training Regiment
Marine Corps Recruit Depot
Parris Island, SC
5. Company "K"
Marine Corps Support Battalion
Naval Technical Training Center
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Pensacola, FL

AD-A103 578 TRAINING ANALYSIS AND EVALUATION GROUP (NAVY) ORLANDO FL F/G 5/9
DESIGN CONCEPTS FOR SEMI-OPEN-BAY BARRACKS FOR USE BY NAVY 'A' --ETC(U)
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Marine Corps (continued)

6. School Battalion
Marine Corps Base
Camp Pendleton, CA
7. Office of the Thirteen Area Commander
Marine Corps Base
Camp Pendleton, CA
8. Weapons Training Battalion (MCRD)
Edison Range Area
Camp Pendleton, CA
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Boston, MA | 8. C. B. Day Realty of Florida, Inc.
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| 2. Housing Director
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| 3. Director of Housing
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APPENDIX C
BARRACKS DRAWINGS

BARRACKS DRAWINGS

In preparing the Recommendations for Concepts for Navy Semi-Open-Bay Barracks, drawings were obtained from a number of sources. These included the various services, selected universities and a single commercial motel chain. Such facilities as the Welton-Becket (W-D) apartment design is used by a number of Navy activities. The drawings furnished by the U.S. Army and U.S. Air Force were to show trends taking place in these services for their initial entry training programs.

1. United States Navy

Welton-Becket Design
Navy BEQ (Apartment Type)
Multi-Use Design
Naval Facilities Engineering Command
FY 1973

FY-75 Definitive (Suite)
(Apartment Type)
Typical Module
Navy BEQ
Naval Facilities Engineering Command
FY 1975

Marine Corps Definitive
Hope Multi-Use Design
Motel Type
Naval Facilities Engineering Command
FY 1972

Navy BEW
Interior Corridor
(3 Story or High Rise)
Naval Facilities Engineering Command

Barracks Plan
"Marine Barracks"
Naval Technical Training Center
Corry Station

Building 2, 3, 4, 14, 15, 16, 25
First and Second Floor
39 Man Open-Bay with Arcade (first floor)
Lounge over Arcade (second floor)
Service School Command
Naval Training Center, Great Lakes
1981

United States Navy (continued)

Building Number 5
First and Second Floor
(Modified from open-bay building 2, 3, etc.)
4 man room, 7 room each floor
Service School Command
Naval Training Center
Great Lakes
1981

Preliminary
660 Person
Unaccompanied Enlisted
Personnel Housing
Naval Training Center
Great Lakes
March 1981

Building S-239
Building Survey
Naval Air Station, Memphis
July 1980

Building S-145
Building Survey
Naval Air Station, Memphis
January 1971

1360th Civil Engineering Squadron
Orlando Air Force Base
1943 - Re-drawn Mar 1964
Now part of Open-Bay Barracks
Service School Command
Naval Training Center
Orlando

Building Number 28
"H" Type Open-Bay two floor Barracks
27 man per Open-Bay
Service School Command
Naval Training Center
San Diego
1981

Building 91
Four deck modified "A" Barracks with
2 and 4 person rooms
Service School Command
Naval Training Center
San Diego
1981

United States Navy (continued)

Building 92
Two deck "E"
Type Open-Bay Barracks
Service School Command
Naval Training Center
San Diego
1981

Building 492 and 493
3 deck 3/4 man rooms
Central head
Service School Command
Naval Training Center
San Diego
1981

Building 490, 491, and 494
3 deck 3/4 man rooms
Service School Command
Naval Training Center
San Diego
1981

UEP1-1 Upgrade Demonstration Program
Naval Training Center
San Diego
December 1980

2. United States Marine Corps

Floor Plan Building 5
BEQ (not recruit)
Marine Corps Recruit Depot
San Diego
December 1976

Floor Plan Building 29
Headquarters
BEQ (not recruit)
Marine Corps Recruit Depot
San Diego
December 1976

Floor Plan Building 138
Open-Bay Type Barracks
"H" Shop with NCO Quarters
Marine Corps Recruit Depot
San Diego
April 1978

United States Marine Corps (continued)

Floor Plan Building - 312
Converted Staff BEQ
Marine Corps Recruit Depot
San Diego
1976

Floor Plan Building 554
Open-Bay Barracks
"H" with central offices
Marine Corps Recruit Depot
San Diego
1976

Floor Plan Building 555
Open-Bay 3 Deck Barracks
"H" shape with 2nd and 3rd
Deck without office space
Marine Corps Recruit Depot
San Diego
1976

Floor Plan Building 570
Open-Bay "H" shape 3 deck Barracks
Marine Corps Recruit Depot
San Diego
1976

Barracks, San Onofre Area
Building Number 2
Modified self-contained
Less unit supply, unit mess
 $\frac{1}{2}$ 1st deck, 2nd deck
"H" Barracks
Marine Corps Base
Camp Pendleton
December 1968

Recruit Barracks - 600 man
P-260, P-261 and P-269
Recruit Weapons Training Facility
(Camp Stuart)
Marine Corps Base
Camp Pendleton
October 1962

Barracks, San Onofre Area (P-101)
Building Number 1
Self-contained "Company"
Size/Battalion Size Open-Bay (less galley)
2 deck modified "H"
Marine Corps Base
Camp Pendleton
December 1968

United States Marine Corps (continued)

Barracks, San Onofre Area
3 deck open-bay non-recruit
Each deck has 540 personnel capacity
with building total fallout shelter
of 1890 persons
Marine Corps Base
Camp Pendleton
April 1971

3. United States Army

Battalion Osut Barracks
1st Infantry Training Brigade
U.S. Army Infantry Training Center
Fort Benning
1977

E. M. Barracks Complex
Schematic Plan
Fort Jackson
August 1972

Barracks-Enlisted Men
Two Company
(Advanced Individual Training)
Department of the Army
(Source Fort Jackson)
November 1959

4. United States Air Force

Composite Dormitory
Keesler Air Force Base
United States Air Force
1975

Airmen Dormitory
Keesler Air Force Base
United States Air Force
1960

Basic Military Training School
Squadron Dormitory, Composite
Lackland Air Force Base
United States Air Force
1974

Composite Airmen Dormitory
Lowry Air Force Base
United States Air Force
May 1976

5. Universities and Motel Chain

Jennings Area
University of Florida
Gainesville

Graham Hall Area
University of Florida
Gainesville

Beaty Towers
University of Florida
Gainesville

Hume Hall (Area)
University of Florida
Gainesville

Broward Hall
Florida State University
Tallahassee

Salley Hall
Florida State University
Tallahassee

Residence Hall
University of Central Florida
Orlando

New Residence Hall
University of Central Florida
Orlando

Days Inn of Sarasota
AO & EDI
Ostrandar Associates Architect
Engineering Design, Inc.
P.O. Box 695
Longwood, Florida
March 1978

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APPENDIX D

WELCOME TO TM "A" SCHOOL
SERVICE SCHOOL COMMAND
NAVAL TRAINING CENTER, ORLANDO, FLORIDA
INFORMATION BOOKLET

GENERAL INFORMATION FOR TM "A" STUDENTS

I. Welcome to the Torpedoman's Mate Class "A" School! You are entering one of the most important phases of training of your Naval service. To make your stay at Service School Command more rewarding and enjoyable, the following information is provided. These are considered minimum standards of which you are responsible for compliance.

A. Musters

1. You will muster at 0725 Mon-Fri, in the Fire Lane, on the South side of the BKS 2551 with your Military Advisor.

2. All TM "A" students, with the exception of designated personnel, will march to class in the morning and to the TM barracks complex in the evening.

3. If you are going to be late for any reason, contact the TM "A" Military Advisor Team at 646-5009, prior to the time you are to muster.

B. Inspections

1. You will be inspected Mon-Fri by your Military Advisor or your class instructor after muster. A formal personnel inspection will be conducted every Wednesday by the Commanding Officer or his representative. After his personnel inspection, he will also inspect the barracks.

C. Uniform Requirements for Service School Command

1. The uniform of the day, as listed in the Service School Command Plan of the Day, will be worn at all times during working hours.

2. Dungarees will be worn on Tuesdays to enable you to have your uniform cleaned for Wednesday's inspection. During portions of your lab phase, you will also be allowed to wear dungarees. Dungarees WILL NOT be worn after 1800 or on weekends ANYWHERE ON NTC. The only exception to this rule is within the immediate vicinity of the TM barracks complex. Violators will be placed on report. When the dungaree uniform is worn, it must be properly stenciled, be in good repair, and pressed.

3. Pens, pencils, chains, hair combs, etc., are not to be worn in such a manner as to be visible while in uniform.

4. Shoes will be in good repair and have a glossy shine, not just buffed.

5. While you are attached to TM "A" Division, you are expected to have a fresh haircut every week. You will be given sufficient time every Monday for this purpose. It is also your responsibility to budget enough money from your pay to cover haircuts and uniform cleaning. All haircuts WILL conform to Navy regulations. NOTE: Barracks haircuts do not conform. If you have a mustache or beard when you check into TM "A" Division, you will be allowed to

keep it, providing that it conforms to Navy Uniform Regulations. You are not permitted to start growing beards or mustaches while attached to TM "A" Division. NOTE: Stray patches or facial hair do not conform to Navy Uniform Regulations. You are expected to be close shaven every morning unless a valid No Shaving Chit from Medical in your possession.

6. Remedial Military Instruction (RMI) or disciplinary action will be assigned recurring deficiencies in personal appearance or other infractions of regulations.

D. Regulations

1. While stationed at SSC, you will not only conform to SERVSCOLCOM instructions, but also NTC instructions/regulations.

E. Barracks Cleanliness

1. Barracks will be kept inspection ready at all times. They will be inspected every morning Mon-Fri by your Military Advisor and on weekends by the SSC Command Duty Officer/TM "A" JOOD.

2. Locker inspections are conducted at random so ensure your locker is neat and presentable at all times. DO NOT let dirty clothes build up in your locker, wash them!

3. Abide by ALL Barracks Regulations.

4. Report all discrepancies, including broken furniture, defective equipment, problems with roommates, and any other unsatisfactory conditions to your Class Leader or in his absence to the barracks JOOD. Report anyone damaging equipment or any thefts immediately to the JOOD.

5. Barracks Regulations are posted in each barracks. Ensure that you comply with all regulations.

F. Staff Offices

1. You will not go to Student Records, Disbursing, or any other office without going through your class instructor and Military Advisor. (Know your Chain of Command and observe it.)

G. Problem Areas

1. The most common problems students encounter are: being late for muster, returning late to class, missing a watch or muster on duty days. So plan ahead and don't fall into one of these traps!

H. Alcohol and Drugs

1. The possession or use of marijuana, or other unlawful drugs will result in your going to Captain's Mast or Court Martial, being removed from Personnel Reliability Program, dropped from school, and possibly the Navy.

2. Alcohol of any kind is not allowed in the barracks or barracks complex.

J. Course Critique Sheet

1. Upon completion of this course, you will be given the opportunity to fill out a Student Course Critique Sheet. Your comments on the course, instructors, facilities, etc., are welcomed. Any constructive criticisms or valid suggestions for improving any aspect of your stay at SERVSCOLCOM are greatly appreciated. However, any incident or problem encountered at SERVSCOLCOM/NTC should be brought to the attention of your class instructor or Military Advisor as soon as possible to eliminate it or prevent reoccurrence. Incidents and problems not reported cannot be solved. Comments concerning problems on the Critique Sheet cannot be justified if your instructor or Military Advisor has not been informed. The staff at Service School Command, Orlando, will do their utmost to make your stay as enlightening and pleasant as possible. The rest is up to YOU!

II. The following specific information is provided for your benefit.

A. Service School Command, Orlando, Chain of Command

1. Commanding Officer, SERVSCOLCOM _____
2. Executive Officer, SERVSCOLCOM _____
3. Director, AUW School _____
4. Division Officer, TM "A" _____
5. Senior Instructor, TM "A" _____
6. Military Advisor _____

B. Policies and Procedures of SERVSCOLCOM/NTC, Orlando

1. Military Courtesies

- building.
- a. All officers will be saluted at each meeting outside the building.
 - b. Official vehicles bearing officers will be saluted.
 - c. ANY official vehicle flying a flag and having its lights on will be saluted.

2. Uniform Policy

- a. The highest standards of uniforms will be maintained at all times. NOTE: This includes liberty.
- b. Civilian clothing WILL NOT be worn by nonrated personnel unless they possess a Civilian Clothes Pass. Civilian Clothes Passes will not

be issued unless you have been out of recruit training at least eight weeks. Failure of personnel inspections will result in the loss of civilian clothes privileges.

c. Civilian clothing must be clean and in good taste.

3. Telephone Numbers

- a. TM "A" Military Advisor 646-5009
- b. TM "A" JOOD 646-5367
- c. SSC OOD 646-4132

4. Sick Call

a. Sick call hours are 0800 and 1300 Mon-Fri at the RTC Dispensary. After normal working hours and on weekends, the Emergency Room at the hospital will be used. If you wish to go to sick call, first check out with your Class Leader, if prior to muster. During working hours, check out with your class instructor and Military Advisor.

5. Classroom Breaks

- a. Normally there will be a break at the end of each 50 minute period. Personnel will follow the clock in the classroom assigned. It is imperative that students return to classroom at the specified time.
- b. QUIET must be maintained in the passageways and lounge areas.
- c. Lounge areas and the patio will be kept free of trash or they will be secured. Smoking, eating, and drinking are not permitted in the classroom.

6. Visitors and Telephone Calls

a. Students WILL NOT be called out of class to receive visitors or telephone calls except under EMERGENCY circumstances.

7. Liberty

- a. Commencement of Liberty - 1600 Mon-Fri.
- b. Expiration of Liberty - 0725.

NOTE: For personnel not in the Duty Section.

8. Special Requests

a. During school hours, all requests must be made through your class instructor and Military Advisor. After working hours, they must be submitted to TM "A" JOOD. Four copies of Special Request Chits MUST be submitted.

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(1) Special Liberty - Granted in EMERGENCIES ONLY.

(2) Leave - Will normally be granted upon transfer to your next command. No request chit necessary. Any leave taken in school will be of an EMERGENCY nature only. NOTE: TAD personnel must request leave from their command or have it authorized on their orders.

(3) Advance Pay - Only personnel who receive orders to overseas commands will be allowed to draw advanced pay.

(4) Request Mast - Must submit special request chit.

(5) Exchange of Duty - All exchange of duty chits must be submitted through Barracks 2551. Standbys are not authorized. NOTE: All leave and special liberty chits must be submitted via TM "A" BEQ Manager.

9. Paydays

a. Students are paid by check normally at 0800 on the 15th and 30th of each month. It normally takes disbursing office five working days to process your pay records so your first paycheck may be late. If you are not paid within five working days, notify your Military Advisor.

10. Commuted Rations and BAQ

a. Request for commuted rations will not be approved unless you have a valid medical reason. BAQ requests will not be approved unless you have immediate family living in the Orlando area. NOTE: By immediate, they must be listed on page 2 of your service record.

11. Linen

a. Each student is responsible for the cleanliness of his own linen.

12. Mailing Address

a. TM "A" Division Class # _____
SERVSCOLCOM/NTC
Orlando, FL 32813

13. Problems

a. Students having personal or scholastic problems of any kind are encouraged to contact their class Military Advisor for counseling assistance. YOUR Military Advisor is assigned just to help YOU, so if at all possible, utilize him. Problems of a personal nature which an individual does not wish to discuss with the Military Advisor may be referred up to the Chain of Command to the appropriate authority.

14. Again, on behalf of the Commanding Officer, TM "A" Division, and the Military Advisor Team, "Welcome Aboard" to Service School Command, Orlando, and to the Torpedoman's Mate rating! We believe the TM rate is the best in the Navy. With hard work you can join our team.

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APPENDIX E

SAMPLE MANAGEMENT AND OPERATING INSTRUCTION
SERVICE SCHOOL COMMAND, ORLANDO

COMMANDING OFFICER
SERVICE SCHOOL COMMAND
NAVAL TRAINING CENTER
ORLANDO, FLORIDA 32813

SERVSCOLCOMORLINST 11101.2F
01

16 AUG 1977

SERVSCOLCOMORL INSTRUCTION 11101.2F

Subj: Bachelor Enlisted Quarters (BEQ); policies concerning

Ref: (a) NTCORLINST 11101.1F

Encl: (1) BEQ/WEQ Material Inspection (NTCORL 504112 (Rev 9-76))

1. Purpose. To promulgate Service School Command policies concerning the upkeep and maintenance standards for Bachelor Enlisted Quarters.

2. Cancellation. SERVSCOLCOMORLINST 11101.2E

3. Information. The intent of reference (a) and this instruction is to advise Service School Command personnel of their responsibility for the proper maintenance of the BEQ's assigned to Service School Command. The Naval Training Center BEQ managers have the overall responsibility for berthing assignments, linen issue, general maintenance, and cleaning of the common use and outer areas of the BEQ's during working hours. After 1600 on workdays, and on weekends and holidays, this responsibility belongs to Service School Command.

4. Action

a. Department Directors are responsible for the daily cleanliness and appearance of the Bachelor Enlisted Quarters assigned to the Service School Command and shall:

(1) Insure that all Service School Command personnel comply with the standard regulations set forth in this instruction.

(2) Appoint deck level petty officers who shall act as a student occupant contact point and conduct necessary liaison with BEQ manager. They shall monitor the cleanliness and appearance daily, reporting discrepancies to the responsible personnel.

(3) Under normal conditions, insure that students are assigned berthing as follows:

(a) TM Students - 2nd and 3rd deck BEQ 366 - BEQ 362

(b) QM/SM Students - BEQ 367 - 1st deck BEQ 366

(c) BE&E Students - BEQ's 360, 361, 364

(4) Restricted personnel will be assigned to restricted quarters by the CMAA. Restricted men will store all personal effects with the Berthing Officer for the duration of their restriction.

b. Inspections. School Directors will schedule room inspection by assigned inspectors to insure that all BEQ rooms are inspected weekly. School Directors will insure that BEQ managers are informed of material deficiencies noted and that cleanliness and appearance discrepancies are corrected.

c. Weekly Inspection. School Directors will:

(1) Dismiss all students from schools and require them to stand by their rooms. Each Director will assign inspectors to conduct Zone Inspections of Lounge and rooms.

(2) The inspector will inform students as to the condition of their spaces and inform those students failing inspections that their spaces will be reinspected.

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(3) School Directors will receive individual reports on enclosure (1) from inspectors and make a consolidated inspection report to the Executive Officer not later than 0800, the following Monday, indicating corrective action taken.

d. Reinspections. Department Directors will schedule reinspections for student personnel failing inspections. Inspectors will be designated by the Department Director and reinspections will be scheduled outside of normal working hours. Student personnel are required to be present for reinspection and will be in the seasonal uniform of the day.

5. Information concerning this instruction to be passed to students:

a. All School Directors/CMAA will insure this instruction is brought to the attention of each and every student at SERVSCOLCOM, during initial indoctrination and on a continuing basis during a student's tenure at SERVSCOLCOM.

6. General Regulations. Service School Command personnel berthed in BEQ's will comply with all rules and regulations issued by Commander, Naval Training Center and this instruction.

a. Cleanliness of rooms. Rooms will be clean and in a presentable condition at all times. Beds will be made up each morning as prescribed by Naval Training Center posters on bulletin boards (except on Linen Change Day, or when absent on authorized leave, when beds will be stripped for airing). Trash and butt cans will be emptied daily, floor swept, rug and deck cleaned prior to commencement of class. All clothing will be properly stowed in lockers. All magazines, books and other reading materials will be neatly arranged on tables or stands. Windows and light fixtures will be clean and free of dust.

b. Lights. All lights, except reading lights, in rooms and lounge will be turned off at taps and not turned on again until reveille. Individual reading lamps may be left on in rooms after taps. There is no prohibition against reading, watching TV, listening to radio/records, etc., so long as such activity does not disturb others.

c. Bulletin Boards

(1) The Naval Training Center BEQ Manager is responsible for the appearance and maintenance of current material on the official BEQ bulletin boards.

(2) Each individual is responsible for being knowledgeable of all instructions, notices, Plan of the Day, and memorandum posted on the bulletin boards.

(3) Personnel will not post or remove any material unless authorized to do so by the NTC BEQ Manager.

d. Electrically Operated Equipment

(1) Extension cords will be no longer than absolutely necessary. Spliced or deteriorated cords will not be used.

(2) All electrical equipment is subject to inspection by Public Works and Fire Department personnel.

(3) Electrical hot plates and coffee pots are not authorized in BEQ rooms or lounge areas.

(4) No alterations will be made to permanent lighting fixtures.

e. Food. The preparation of uncooked food in rooms is PROHIBITED. No prepared food, cookies, etc., will be stored in lockers or left on tables and night stands.

f. Alcoholic Beverages or Drugs. The possession and consumption of alcoholic beverages is not authorized in BEQ's utilized by Service School Command by students in pay grade E5 and below. The possession and use of drugs, narcotics and other controlled substance except as prescribed by competent medical authority is absolutely prohibited.

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g. Housekeeping Supplies. Supplies will be provided as needed for berthing areas and lounge areas. Cleaning supplies for each room and lounge area will be provided by the BEQ Manager upon request by occupant. Upon completion of cleaning, all supplies will be returned.

h. BEQ Furniture/Equipment

(1) Furniture and equipment will not be removed from berthing rooms or lounge areas of the BEQ's. All personnel are responsible for proper maintenance, cleanliness, and safe-guarding of furniture and equipment.

(2) Any student accidentally damaging room/lounge furniture/structure should immediately make a report, so that it may be properly logged as to what was damaged and the cause of such damage, as follows:

(a) 0730 - 1600 workdays to BEQ Manager

(b) 1600 - 0730 workdays to the SERVSCOLCOM OOD

(c) Saturdays, Sundays and holidays to the SERVSCOLCOM OOD

(3) Upon completion of training and in preparation for transfer, a check-out inspection will be conducted by the deck level petty officer or instructor assigned. This will not be considered the BEQ check-out inspection until signed by the Naval Training Center BEQ Manager in accordance with reference (a). The purpose of this inspection is to verify the cleanliness and material condition of the spaces.

i. Pictures, Posters and Photographs. There will be no pictures hung on the bulkheads or lockers. Family pictures and other suitable pictures, in appropriate frames, may be displayed on tables.

j. Fire and Smoking Regulations

(1) The Naval Training Center Fire Bill (CNTCORLINST 11300.1A) will be posted on all bulletin boards in BEQs and all hands shall be familiar with its contents.

(2) Smoking in or on bunks is STRICTLY PROHIBITED.

(3) Insure that no "live" ashes are dumped in lockers or drawers.

(4) Dirty ash trays are not to be stowed in desks or in locker drawers.

k. Valuables. It is the responsibility of the owner to safeguard his or her valuables. All articles of worth should be kept locked up at all times. Large sums of money should not be kept in the Bachelor Enlisted Quarters. Losses are to be reported to the NTC BEQ Manager and the Service School Command OOD immediately.

l. Guests

(1) Male visitors may be escorted to any area of male BEQs until 2200.

(2) Female guests are authorized in SERVSCOLCOM BEQ Control Lounge area only (BEQ 364) until 2200. At no time will female guests be authorized in the individual male rooms or lounges, nor will male guests be authorized in individual female rooms/lounges.

m. Field Day in Preparation for Weekly Inspection

(1) Deck shall be cleaned, waxed and buffed and rugs shall be vacuum cleaned.

(2) Bunks shall be made up as posted on NTC BEQ bulletin boards, at all times, except as provided in paragraph 6.a. of this instruction.

(3) Windows will be clean.

SERVSCOLCOMORLINST 11101.2F

01

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- (4) All furniture dusted and lockers locked, except when student is standing by.
- (5) Trash receptacles will be emptied and cleaned.
- (6) Refrigerators clean.
- (7) Bulkheads clean and free of all scuff marks and stains.
- (8) Cleaning gear will be stored only in authorized areas provided.
- (9) It is the responsibility of all occupants in the rooms to keep the Lounge in a presentable condition at all times and to hold Field Day for weekly inspection.

n. Each student will be responsible to insure that his individual bunk and locker has a name tag. Entry doors to rooms shall contain a card indicating name, rate and school assigned. The CMAA, Building 304 will provide bunk and locker name tags.


T. F. MULLANE

Distribution: (SERVSCOLCOMORLINST 5605.1D)

Case I

Copy to:

COMNTC ORLANDO

BEQ MANAGER BEQ 364 (10)

BEQ MANAGER BEQ 363 (03)

Stocking: 6ND SERVSCOLCOMORL 11101/1 (2-76), Room Inspection Check-Off List is available from the Administrative Division Officer.

COMMANDING OFFICER
SERVICE SCHOOL COMMAND
NAVAL TRAINING CENTER
ORLANDO, FLORIDA 32813

SERVSCOLCOMORLINST 11101.2F CH-1
20
18 May 1978

SERVSCOLCOMORL INSTRUCTION 11101.2F
CHANGE TRANSMITTAL 1

Subj: Bachelor Enlisted Quarters (BEQ); policies concerning

1. Purpose. To promulgate change 1 to subject instruction.
2. Action
 - a. Change reference (a) to read NTCORLINST 11101.1G.
 - b. Change paragraph 4b to read as follows:
Inspections. Each week on Wednesday the Commanding Officer, Service School Command will inspect a minimum of three deck levels. The deck Level Petty Officer will present his deck. The time and deck to be inspected will be designated.
 - c. Delete paragraph 4c and 4d.
 - d. Paragraph 6h(3), second line, delete deck level and or instructor.
 - e. Paragraph 6i, change first sentence to read as follows: Pictures may be hung on wall using tape only.
 - f. Paragraph 6n, on last line change CMAA to BEQ Manager and building 304 to 364.


T. F. MULLANE

Distribution: (SERVSCOLCOMORLINST 5605.1E)
Case I

Copy to:
COMNTC Orlando
BEQ Manager BEQ 364 (10)
BEQ Manager BEQ 363 (03)

NAME: _____

SECTION: _____

FIRST DUTY DAY: _____

DUTY SECTION INSTRUCTIONS

Entire duty section will muster at 1600 with the JOOD at BLDG 2551 Monday through Friday. Saturday, Sunday, and Holidays muster will be at 0730.

WORKING PARTIES:

BLDG 304 - Muster on Quarterdeck of BLDG 304 at 1800 for assignment of duties.

BLDG 2551 - Muster in lounge of BLDG 2551 at 1730 for assignment of duties.

Exchange of duty will be considered with a properly filled in chit submitted 3 working days prior to the duty day to the BEQ Manager.

"STAND-BYS" will not be allowed.

Duty days are 24 hours long, 0730 to 0730.

Civilian clothes are not authorized on duty days.

Duty personnel will check out with the JOOD prior to leaving the BEQ complex.

The watch bill will be posted outside the BEQ Manager Office (BLDG 2551) and must be signed and appropriate information filled in prior to 1200 on your duty day.

The 04-08 watch will relieve the 16-20 for evening meal.
The 16-20 watch will relieve the 04-08 for morning meal.

TMCN (SS) L. PUTMAN

INSTRUCTIONS FOR SERVSCOLOM TM BEQ SECURITY WATCH

1. Policy. The TM BEQ Security watches will be composed of TM (E-1, E-2, E-3) student personnel under the direction of the TM JOOD. The watch consisting of two rovers will be secured at 1600 on workdays and 0745 on weekends and holidays. The watch will be secured on workdays at 0600.

2. PROCEDURES

- A. All Service School Command nonrated watch standers will wear a web belt while on watch.
- B. Enforce the general articles for watch standers, paying particular attention to fire hazards.
- C. Make continuous patrol in and around assigned barracks area and report to the TM JOOD hourly.
- D. Report any violations of regulations or fire hazards to the TM JOOD/OOD immediately.
- E. Curtail excessive noise and boisterous conduct.
- F. In the event of suspicious activity within their post, contact the TM JOOD/OOD immediately.
- G. Pay particular attention to individuals entering their post after normal working hours. If doubt exists as to whether a person should be allowed access, contact the TM JOOD/OOD immediately.
- H. The security watch will request and receive permission from the TM JOOD/OOD prior to leaving his assigned area.
- I. In case of theft or fight one rover stay with the person. The other one report to JOOD/OOD.
- J. Make sure that all wake ups sign wake up log.
- K. Make sure all radio's are turned off at taps.
- L. Empty all trash cans in barracks 2551 before being relieved.
- M. Make sure JOOD is woke up at 0530 Monday through Friday.
- N. Female rovers will not enter TM Barracks.
- O. Male rover will enter barracks while female rover waits the door.

3 NOV 80

TM "A" UPH REGULATIONS

1. All residents will have a bunk tag denoting name, rate, social security number, school or division, and class number. Tags are available at barracks 2551.
2. All residents assigned to "X" Div. will make themselves available to barracks MAA for morning cleanup and field day schedules.
3. No alcoholic beverages are permitted in TM barracks complex.
4. No one will lie in or on bunks while in uniform or civilian attire.
5. Bunks will be made up each morning, in accordance with pictures provided in BEQ, prior to departing assigned BEQ.
6. All hands will be out of BEQ for morning cleanup by 0710. (NO LATER)
7. All gear will be stowed in your lockers at all times unless in use. Lockers will be kept locked. All personnel are responsible for keeping their valuables locked up at all times. UNLOCKED LOCKERS INVITE TROUBLE.
8. Gear adrift will be picked up by BEQ military advisor. Two hours RMT will be assigned and completed before adrift articles will be returned.
9. No posters/pin-ups, etc., will be attached to racks, bulkheads, or locker exterior.
10. Towels and washcloths are the only articles authorized to hang on bunks. They will be hung in accordance with pictures provided in each BEQ.
11. Radios and tape players, if played in barracks, will be played with ear phones.
12. Do not discard cigarette butts on grounds!
13. All TM students are subject to seabag and locker sanitation inspection at any time.
14. Cleaning gear will not be hoarded in berthing areas. It will be promptly returned to the gear locker for proper stowage when not in use.

Approved by:

W. A. Schmidt
Lt. USN
Department Head,
Advanced Undersea
Weapons School

14 Nov 80

MEMORANDUM

From: Department Head, AUWS
To: Commanding Officer, SERVSCOLCOM
Via: Executive Officer, SERVSCOLCOM

Subj: TM "A" Student Split Shift Daily Routine; submission of

1. A little research revealed that the TM "A" course of instruction has apparently been split shifted on as required basis since 1972. When the influx of students exceeded our optimum number, split shifting has been the vehicle to preclude a large backlog. Our historians indicate that backlogging results in a significant increase in report chits.

2. The early reveille and proposed supervised routine away from the barracks may result in the afternoon students being a little less alert. The TM "A" Division Officer is fully aware and will be alert for this and any other problems that may result from this routine.

3. TM "A" Barracks routine:

a. Nobody in TM "A" Barracks will be in their racks from 0730 until 1600.

b. No civilian clothes in barracks until 1600 Monday through Friday, except holidays.

c. Radios, tape decks, etc., are allowed with earphones only.

d. Reveille 0500 daily except holidays and weekends.

e. Monday

(1) First shift musters with Military Advisor (MA) at 0600. Personnel Inspection and class starts.

(2) Barracks secured, ready for inspection by 0745.

(3) Second shift muster with MA at 0745. Barracks inspected.

(4) 0800-1000 optional study period or time for haircuts, uniforms, etc.

(5) 1100-1200 clean-up chow and PI with MA. March to school.

(6) 1330-1530 first shift musters with MA. Optional study period or time for haircuts, uniforms, etc.

f. Tuesday - Field day AM by second shift, PM by first shift and day TM "A" 1600-1800. All supervised by MA.

g. Wednesday

(1) 0730 all hands PI.

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(2) 0830, second shift carry out supervised study until 1000.

(3) 1330-1530, first shift supervised study.

h. Thursday

(1) 0745-1000, second shift supervised JFK's and recreational athletics until 1530.

i. Friday - Graduation day - packing, moving and two hours of field day AM and PM by students in class. Thursday's routine for remainder of time.

4. A GMT theme is proposed for the study sessions. Obviously, professional (TM "A") training is available but additional subjects like deck seamanship, uniform regulations, and Navy-wide PQS requirements could be taught.

Very respectfully,

W. A. SCHMIDT
LT, USN

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HOLIDAY	DAILY	EVENT
Routine	Routine	
	0530/0545	JOOD UP
	0600	Reveille
0700/0900	0600/0730	Breakfast
	0630	Roving Patrol Watch Secures
0645	0645	Set Mock-up Watches
0700/0730	0700/0715	Oncoming JOOD Musters with CDO Bldg 304
	0710	Muster Students for Inspection and Instruction. Instructors inspect their Barracks
	0720	March classes to school accompanied by an Instructor. Two Musters oncoming Duty Station-Sweepers assigned
0730	0730	Hoist Flag of the Day and Duty Section Indicator
	0730	Commence Instruction - Morning classes are from 0730 to 1130 with a 10 minute break each hour
0800	0800	Colors
1000/1245	1115/1300	Brunch/Lunch
1300		JOOD Muster's Duty Section
	1300/1545	Instruction continues - afternoon classes are from 1300 to 1545 with a 10 minute break each hour
	1530	JOOD assumes the watch
	1545	Clean classrooms and offices in Bldg 2459
	1545/1600	March class to barracks
	1600	Knock off work-liberty commences

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HOLIDAY	DAILY	EVENT
1600	1600	JOOD Musters Duty Section
1630/1800	1630/1900	Dinner
1930	1930	Muster Duty Section Assign Sweepers
2130	2130	Muster Duty Section Assign Sweepers
2200	2200	TAPS
0000	0000	Secure mock-up watches Clean mock-ups

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JOOD ROUTINE

- * Special Situations
- 1530 Relieve BEQ Mgr
- 1535 Sweepers' List
- 1600 Muster duty section, assign duties, review watch bill, assign sweepers' duties, inform duty section of next muster and explain check in and out procedure for duty section
- 1930 Make rounds of complex to insure sweepers held
- 2130 Make rounds of complex to insure sweepers held
- 2200 Make rounds of complex to hold TAPS
- 0600 Make rounds of complex to hold Reveille
- 0700 OR Sunrise hold flags of the day
- 0700 Relieved by BEQ Manager
- 0730 (Weekends only) oncoming JOOD relieve the watch
- 1000 Make rounds of complex insure sweepers held
- 1500 Make rounds of complex insure sweepers held
- * Special Situations
- 1. Hold sunset
- 2. Rounds of complex normally hourly
- 3. Turn in for night normally 0015
- 4. Up and about normally 0545

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BEQ MGR ROUTINE

0700 Relieve the off going J00D
0715 Muster X Division assign duties
0720 Tour barracks for needed public works repairs
0730 Phone needed repairs into public works trouble desk
0800 Phone in washer and dryer report to 309
0800 Phone in muster report to 362 student control
0815 Commence daily routine repair and maintenance of SM QM complex
1530 Relieved by oncoming J00D
1545 Secure for day leave contact number.

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0600	Reveille
0700	All students out of barracks
0715	Quarters for muster
0730	Students march to school
0800-1100	Classroom
1100	Lunch
1230-1545	Classroom
1545	Clean-up Spaces
1600	March to barracks
1600	Night remediation
2000	End night remediation.

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APPENDIX F

THE SAILOR'S GUIDE
(TO TROUBLE-FREE LIVING)

NAVAL TECHNICAL TRAINING CENTER
MERIDIAN, MISS.

THE SAILOR'S GUIDE
(TO TROUBLE-FREE LIVING)

NTTC MERIDIAN

NOTE: The guide outlined below is an excellent example of a hand-out for reporting students. It provides the recent recruit graduate with all the information needed to function on the base, at his assigned school and in his UEPH. The Table of Contents is listed in its entirety. All paragraph headings have been listed, however, all or selected parts of paragraphs have been omitted when their content is obvious.

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WELCOME TO STENNIS CENTER

The UEPH Complex Staff welcomes you to the place you will call home during your stay at NTTC Meridian. We have printed this booklet to provide you with some general information about the UEPH Complex and to inform you of the regulations which have been established to help make your quarters the best possible.

We take the team approach in managing the UEPH Complex and in striving to maintain your room and all common areas so that they are clean, attractive and comfortable.

The people who will be working for you and with you are all enlisted personnel who have lived and worked in UEPH's. They know your situation from experience and will make every effort to meet your needs.

The following UEPH hints may possibly save you money, time and embarrassment:

- a. When you check into your UEPH room be sure you check each individual piece of furnishing in the lounge and room, with the UEPH Manager present at the time of inspection.
- b. If someone breaks something in your module, be sure it is reported promptly to the UEPH Front Desk and fill out a work request.
- c. When furnishings become loose, such as a table top, do not wait until it breaks, report it then.
- d. If you report a broken or loose item for repair and action is not taken within three (3) working days, use your Chain of Command to find out why.
- e. Study and retain your UEPH Regulation Book (Sailor's Guide) for straight information. It can be very beneficial.
- f. You will receive only one room key to your module while you are at this command, so guard it carefully. DO NOT LOAN IT OUT UNDER ANY CIRCUMSTANCES. You can be subject to disciplinary action if circumstances warrant.
- g. The fire doors are sealed for your safety. Should the seal be broken, report it to the UEPH Front Desk immediately.

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The staff consists of the following:

UEPH OFFICER (Officer or Master Chief)

COMPLEX MANAGER (CPO)

BUILDING MANAGER (of your building-(1st or 2nd Class PO))

DUTY UEPH COMPLEX MANAGER (1st or 2nd Class PO)

MAINTENANCE REPAIR CREW (SR through 1st Class PO)

CUSTODIAL STAFF (Non-rated personnel)

Your representative on the UEPH ADVISORY COMMITTEE

AND-----YOU!!!

PLEASE NOTE THAT THE INFORMATION IN THIS BOOKLET IS A COMPILATION OF THE UEPH REGULATIONS AND PART OF A STATION INSTRUCTION. IT IS A DIRECTIVE IN NATURE; THEREFORE, YOU SHOULD READ IT THOROUGHLY SO YOU WILL KNOW THE DO'S AND DON'TS. IF THERE IS ANYTHING YOU ARE UNCERTAIN ABOUT, PLEASE DON'T HESITATE TO COME TO THE BUILDING MANAGER OR TO CONTACT ANY MEMBER OF YOUR SCHOOL STAFF FOR A CLARIFICATION. WE ARE HERE TO SERVE, SO HELP US HELP YOU!!!

Reporting Student Personnel

1. Check-in time: Monday - Friday (except holidays) - 0630
Report to: BLDG 353 Room 110-2 (CDO Office)
2. Uniform: Monday - Thursday - Dungarees
Friday or Special Event days - Appropriate Dress Uniform (i.e. Winter/ Summer Dress Blues or Summer Whites)
3. Ensure you have a copy of your orders (NOT ORIGINALS) to use in lieu of a chow pass.

Enlisted Dining Facility Hours of Operation

Monday - Friday

Saturday, Sunday and Holidays ----

Authorized Smoking Areas at NTTC Meridian as per NTTCMERINST 6000.1:

- a. Rest Rooms
- b. Lounges designated as "SMOKING"
- c. Office spaces
- d. NTTC picnic areas
- e. UEPH rooms and lounges, however, SMOKING IN BED IS A SEVERE FIRE HAZARD AND IS STRICTLY FORBIDDEN.

When in military uniform, either the Uniform of the Day or working uniform, and transiting on any street or walkway within the Naval Air Station, SMOKING IS PROHIBITED.

Wearing of Civilian Clothing

Student personnel are required to be in the proper military uniform at all times within the confines of the Naval Air Station. Exceptions to this policy are as follows:

- (1) All students in pay grades E-4 and above.

- (2) Personnel participating in sporting events or using the gymnasium/ golf course may wear the appropriate athletic attire while transiting to and from the UEPH Complex.
- (3) All Marine students.

There will be no lounging by anyone in civilian clothes. This includes ALL Marines and NAS personnel. Personnel must be in complete uniform to utilize laundries and when outside their mods. This includes Field Day!!

Policy for Student Residencies

Present policy requires that all enlisted student personnel attached to Naval Technical Training Center, Meridian, reside in the UEPH unless their dependents are presently located in the Meridian area....

UEPH Advisory Committee

The UEPH Advisory Committee has been established to give you a voice in the operation of the UEPHs. The Duty UEPH Manager, UEPH Complex Manager, UEPH Officer or your Leading Petty Officer/Academic Advisor/Seadaddy can tell you the name of your representative. Take your complaints and/or suggestions to him....

The Role of the UEPH Staff-----US

The staff is here to ensure that all quarters are kept clean, secure, and well repaired. They will see to it that your washers and dryers, vending machines and TV's (in main lounges) are in good working order and that you have a lockable room which has furniture in good repair....

The Role of the UEPH Occupant-----YOU

We assume you are a mature, responsible person and, therefore, must realize that the task of managing a UEPH Complex the size of ours cannot be accomplished by one group of senior petty officers. It requires all hands to work together. You must join us.

You can help us in several simple ways: (a) Correct your shipmates when they are abusing UEPH facilities; (b) report invasions of your rights such as excessive noise, filth, unsanitary conditions, use of drugs, dangerous weapons, etc. Don't allow an inconsiderate person to disregard UEPH Regulations thereby causing you an inconvenience or loss of privileges. By the same token, you must do your part. It is an all hands responsibility.

The following is a list of general regulations for which everyone is accountable:

Storage of Personal Gear

There is ample storage space for personal gear either in your room or in baggage lockers; however, cardboard boxes will not be stored due to the

fire hazard that would be incurred. Contact a member of the UEPH Staff for access to storage spaces outside your room. Suitcases, trunks, and footlockers will not be allowed left out in the rooms.

Alcoholic Beverages

Possession of alcoholic beverages in the Student Unaccompanied Enlisted Personnel Housing, parking lots, or anywhere in the NTTC area is strictly prohibited. Alcoholic beverages include beer, wine and hard liquor; full or empty bottles and cans found in your rooms or lounges will be cause for disciplinary action.

Possession of Drugs

The possession and/or use of any illegal drug or drug paraphernalia in the UEPH Complex is strictly prohibited.

Incense and Incense Burners

The use of incense or incense burners within the UEPH Complex is strictly forbidden. When they are discovered, the incense and/or burner will be confiscated, and disciplinary action taken.

Gambling

Gambling and the loaning of money of any sort is illegal according to Navy Regulations, and is not permitted in the UEPH Complex.

Sunbathing

Sunbathing is not permitted within the courtyards of the UEPH Complex....

Room Assignments

You will be assigned to quarters according to the division/school to which you are attached. Once assigned, you must obtain permission to change rooms from the UEPH Complex Manager....

CHECK-IN/CHECK-OUT Procedures

CHECK-IN - The Duty UEPH Complex Manager will assign your room and issue linen and a key for which you will sign. He will then accompany you to the room and conduct an inspection with you....

CHECK-OUT - When you are checking-out, the Duty UEPH Complex Manager and you will also inspect the room. You will not be permitted to leave unless it is in the same condition as when you checked in. Prior to reporting for check-out, you must have all your personal belongings packed, your locker empty, and all your belongings from the room before you are allowed to clear the UEPH. Lost or damaged linen and keys will be replaced at your expense.

Authorized Occupants

Only those personnel assigned to NTTC Meridian will be assigned rooms in the UEPH Complex....

...Under no circumstances are males permitted in female spaces, including lounges and upper landings; and by the same token, no females are permitted in male UEPH spaces in accordance with UEPH Regulations 11101.1B.

Guests

You may receive guests (civilian and military) in the main lobby of BLDG 353 between the hours of 0800 and 2200 daily for 10 minutes only, however, you must remain with the guest at all times. They are not permitted to go into berthing spaces or lounge without permission of the Command Duty Officer. You are directly responsible for your guests' conduct and their whereabouts. "Guests" are defined as those civilians or military personnel not attached to NTTC.

Cleanliness Standards

Cleanliness standards are an individual matter; however, there are minimum standards which must be met. The floor must be swept daily, swabbed and buffed as necessary to maintain a clean, lustrous appearance. Complete field days are required weekly and will consist of a thorough cleaning of all floors, windows, window sills, lockers, toilet facilities, etc. On page 140 of this booklet, you will find a checklist of items to check when cleaning a room, lounge or head....

Cleaning Gear

Gear to clean rooms may be checked out from the Duty UEPH Complex Manager....

Cleaning Gear Issue and Issue Watch

Issue Card - An issue slip will be filled out by the individual drawing gear, signed by him/her and the assigned watchstander, and then filed.

Hours of Issue...

Daily Upkeep

Sweep the deck...

Weekly Upkeep

Sweep the deck...

...This procedure has been proven. It may seem like a radical change from the Navy way; however, give it an honest chance and you'll save time, money and effort.

Zone Inspections

Scheduled zone inspections will be held...

Cleaning Suggestions for Rooms and Lounges

When cleaning the shower stall (fiberglass), do not use any abrasive type cleansers, such as scouring compound, Comet or Ajax. Recommended are liquid cleaners such as 409, Fantastic, Janitor in a Drum, Crew, etc., along with a soft bristle brush....

Room Inspection Check List

YOUR ROOM WILL PASS INSPECTION IF YOU HAVE PERFORMED THE FOLLOWING:

Emptied all ash trays and trash cans.

Dusted all locker tops, furniture, window sills, ledges and frames....

Room Furnishings

Furniture, lamps, etc. are not to be removed from bedrooms or lounges...

Pictures and Drapes

Centerfolds from magazines, posters, or any other unframed or framed pictures of nudes, either male or female, are permitted, but must be kept inside lockers. Pictures or posters expounding racial superiority, social slurs, religious slurs or any other items that are lewd, lascivious or insulting to an individual or group, are considered in bad taste and are forbidden. Window drapes and screens are not to be removed except for cleaning.

Shower Curtains

Thermostats

The central heating and air conditioning systems in the older buildings are balanced... DO NOT TAMPER WITH THE SYSTEM, but report it.

Radio and TV Antenna

The installation of any type of radio or TV antenna, inside or outside of the building is prohibited.

Trouble Reports and Complaints

If you have problems with your room furnishings, door lock, toilet facilities, washers/dryers, vending machines, etc., report it to the Duty UEPH Manager or to the UEPH Complex Office and fill out a trouble chit (it only takes a minute)....

Noise/Consideration of Other Occupants

Exercise the "Golden Rule," that is, treat your roommates/shipmates with the same consideration you would expect from them in all berthing spaces. Be considerate of others....

Linen

You will be furnished with clean linen during your stay at NTTC Meridian. In keeping with good sanitation practices, you are required to change your linen (sheets and pillow case) once a week....

Washers and Dryers

Washers and dryers are provided free of charge. They are for the exclusive use of the UEPH Complex occupants. You can help us keep your machines working properly by immediately reporting all failures to the Duty UEPH Complex Manager or any staff member. When using the laundry facility, you must remain in the immediate area of the laundry. This is for your own benefit to deter laundry theft.

Food/Sanitation

Vending Machines

If you happen to lose money in one of the vending machines in the UEPH area, don't take it out on the machine. You will be refunded at the Central Assignment Desk in BLDG 353. This service will be on a 24 hour basis.

Security of Personal Possessions/Lost and Found

You have been issued a key to your room and assigned a lockable locker. It is your responsibility to protect your valuables and personal possessions. KEEP YOUR WINDOWS, ROOM AND LOCKER LOCKED IF YOU ARE OUT OF THE ROOM!!!...

Theft

People who are thieves aren't appreciated by anyone. While you are in the Navy, you will find out that about the worst thing that can happen on a ship or in a barracks is to have somebody running loose, stealing anything that isn't chained down. All of us would like to trust our shipmates, since we are all in the same "boat", but sometimes we shouldn't....

...If you should be tempted to engage in a 'small' rip-off, be advised that for property less than \$50, you could receive up to a six-months' confinement in the brig. If the value is over \$50, the punishment is figured in terms of years. The Navy will not stand for people ripping off their shipmates....

...In order to discourage the thief from breaking into a locker, below are some helpful hints:

1. Do not use long shank or bicycle locks. The long shank allows

enough free play to open the locker, unscrew a nut and enter the locker.

2. Use the shortest shank locks possible and preferably padlocks vice combination locks.
3. Place a loose nut on the shank of the lock. A nut slipped over the shank tends to eliminate even more play on the shank thereby making it even more difficult to enter.

Combustible/Explosive Items

No combustible/explosive items will be allowed in the UEPH complex...

Weapons

Items such as firearms, bows, arrows, spearguns, crossbows, hatchets, knives (with blades over three inches in length), pellet/BB guns, etc... are prohibited by Navy Regulations...

Bomb Threats

If you should receive a bomb threat, remain calm. (Rarely has a bomb threat caller failed to allow ample time for evacuation)...

Smoking/Fire Safety and Drills

Smoking in bed causes nearly all fires in UEPH's and is strictly forbidden... one mattress fire can kill all occupants of several rooms or an entire building... it is not the fire as much as the smoke and fumes that kill. Anyone caught smoking in bed will be subject to disciplinary action....

Promulgation of Fire Evacuation Information

353 Complex - In case of a fire drill and/or actual fire, all occupants will evacuate from the building to the parking lot south of UEPH 356....

Cooking in Rooms

The use of any type of utensil normally used in food preparation, such as hot plates, camp stoves, coffee pots, popcorn poppers, electric ovens, skillets, etc. are not permitted in the UEPH Complex...

Auto Decals

All autos must be registered on base...

Minor Auto Repairs

The personnel that own automobiles here at NTTC are in luck. Just around the corner from the UEPH is the Auto Hobby Shop...

Vehicle Parking

Ample parking spaces are provided for occupant vehicles...

Bicycles, Motorcycles, and Skateboards

Bicycle and motor driven cycles are not permitted in the UEPH rooms or lounges at any time...

Pets and Plants

Animals, fish, fowl, and reptiles are not permitted in the UEPH Complex...

EM/PO Club Restrictions

NTTC Student personnel (E-3 and below) are authorized to utilize the EM Club and are required to wear the uniform of the day. All students must leave the club prior to 2200 on Sunday through Thursday nights, except nights preceding a holiday. Petty Officers (E-4 and above) are required to use the PO Club and civilian attire is authorized.

Lakes and Forests

There is absolutely no swimming allowed in any lake on this base...

Building 357

Building 357 is the staff quarters and all students are restricted from lounging, hanging around, or being in the area unless so authorized by the supervisor for whom you are working.

Summary

Let me again remind you, the foregoing rules and regulations are necessary for the well-being of all; and, of course, they do not cover every conceivable existing regulation and/or guideline. Good common sense judgement on the part of each occupant is necessary to ensure the comfortable stay by all. The UEPH Staff is here to provide a service to you, but they cannot do it alone. Help us to help you. Be positive, and HAVE A HAPPY AND PLEASANT STAY AT NTTC MERIDIAN!!!

Map of NTTC Meridian (not included in this report).

NOTE: This map is designed for the Navy students and provides such marked areas as "NTTC Student Duty Section Muster Area" and those key facilities and areas that concern the student.
(Map is not included)

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APPENDIX G

NAVY COMPANY INDOCTRINATION FOLDER FOR "A" SCHOOL STUDENTS
NAVAL AIR TECHNICAL TRAINING CENTER
NAVAL AIR STATION, MEMPHIS

COMPANY INDOCTRINATION FOLDER
(EFFECTIVE 7 JAN 81)

The following is a list of rules and regulations that you will be held accountable for while assigned to S-431 NATTC Memphis. Everything from room standards to check-out procedures is covered. Violations of these rules are punishable under the Uniform Code of Military Justice (UCMJ).

ROOMS

All hands will be assigned to a 4 or 5 man room. Room cleanliness is the responsibility of all occupants. Rooms are to be neat and clean at all times!!! Rooms found to be unsatisfactory during daily room inspections can be assigned EMI or RMI.

Any problems with roommates will be reported to the Company Office. Locker cards will be filled out and attached to your locker door and your rack. Locker doors are to be locked at all times unless you are actually doing something in your locker. Room doors are to be locked at all times even if you are in the room.

Material problems will be reported to the company office.

Do not try to fix anything yourself without prior approval.

Vandalism will be reported to company office, you will be held accountable for any vandalism that can be contributed to you.

Cleaning gear is available in the gear locker on each deck. Use whatever gear you need and then return it to the gear locker. Barracks cleaning gear will not be kept in your room.

Nightstands, study carrels, etc. are considered common use areas and are inspected along with the room.

They will be kept neat and clean. Ashtrays are available at the Navy Exchange.

If you smoke, buy one. The room trashcan will not be emptied in the head.

It will be emptied in the dumpster in the parking lot. Windows will be open no more than 10 inches. Pictures or posters may be hung on walls under the following conditions:

- (1) Approved by company office
- (2) Framed
- (3) Only adhesive type hangers may be used

LOUNGES

There is a lounge located on each deck. Any lounge may be used by anyone residing in the barracks. The 1st and 3rd deck lounges have TV's, the 2nd deck lounge is a quiet study room.

Godunk machines are located in the 1st deck lounge.

The mail room is located in the second deck lounge.

Lounges may be closed down at anytime for duty section musters in case of inclement weather. Lounges will also be closed down indefinitely if they are not kept clean.

MUSTERS

In school: While in school musters are taken care of at school unless you are in the days duty section or have been assigned extra duty due to disciplinary action.

Unassigned: If you are awaiting your initial school, between schools, or awaiting orders you are unassigned. Unassigned personnel are responsible

for barracks cleanliness and security during normal work hours (0700 till done). Unassigned personnel first muster is 0700 in dungarees in front of the barracks unless otherwise directed.

DISCIPLINE

While at NATTC Memphis should you become a disciplinary problem due to disrespect, U/A, or any other offense punishable under the UCMJ you will be held accountable for your actions. Depending on the nature of your offense and past performance your punishment could be anything from an oral reprimand to commanding officers NJP.

DUTY

You are in one of six duty sections. Your duty section is made up of approximately 30 students under the direction of a section leader that is a student 3rd class PO and a Duty Company Commander that is a Staff 1st or 2nd PO. On your duty day you may stand an ID watch, Roving watch, Messenger, or be assigned to a base working party. Duty sections are responsible for barracks cleanliness and security during nonworking hours.

Duty section personnel may use the call sheet to ensure that they are on time for watches and musters. You must sign the call sheet. The last wake-up is 0445. Muster times are as follows:

Normal workday: 1700, 1900, 2100, 0500.

Weekends/Holidays: 0700, 0900, 1100, 1300, 1700, 1900, 2100, 0700.

The first and last muster times are definite, all other musters may be adjusted as section leader sees fit.

Surprise musters can happen at anytime.

Normal duty hours are as follows:

Workdays: 1700-0500

Fridays and days preceding holidays: 1700-0700

At 0700 muster, oncoming duty section will muster in 2nd deck lounge, off-going duty section will muster outside or in 1st deck lounge as directed by section leader.

UNIFORMS

All watches are stood in Dress uniform except working party. Dress uniform must be worn after 1900 weekdays and all day on Saturday, Sunday, and holidays when outside of the barracks.

Shoes must be worn at all times. Shower shoes or the equivalent will be worn in the passageways and heads (NO BARE FEET). Do not be in the area of the quarterdeck or office without being in complete uniform or civilian attire. Sitting, laying or sleeping in racks in clothes is not allowed. If you are not in your underwear or pajamas you do not belong in your rack.

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QUARTERDECK/COMPANY OFFICE

The quarterdeck area and company office are not lounge areas. If you need to be in these areas conduct your business and clear the area. Knock first at office, if the door is closed do not disturb.

TELEPHONE

The office phone is an on base line for official use only. This phone may be used only by first obtaining permission from the Company Commander. The pay phone is the only off base line in the barracks. It must serve the needs of over 200 people so therefore calls will be limited to 10 minutes.

CHALKBOARD/BULLETIN BOARD

On the QD there is a chalkboard. Check it each time you pass the area. This board is for individual messages and general announcements to all hands. The bulletin board by the first deck lounge is for unofficial info. The bulletin board by the office is for official info such as POD's, watchbills, inspections, etc.

MAIL CALL

The mailroom is located in the second deck lounge. You must have your ID card to check your mail. Mail must be checked at least once a week. Mail not picked up after seven days will be returned to the Post Office. Mail call hours are posted on the mail room door.

PAYCHECKS

Paychecks are passed out on the first deck from the duty C/C bunkroom. Hours are from 0800-1330 on Military paydays. You must have your ID card. Any check not picked up by 1330 is returned to the disbursing office.

FIRE EXTINGUISHERS EMERGENCY EXITS

Fire extinguishers are located throughout the barracks. They are not toys. If you play with them they will not be any good in the case of fire. *****IT IS YOUR LIFE***** Emergency exits are located on each deck, they will be used in an emergency and emergency only.

LIBERTY

While attending school you are normally on liberty from the time you finish school for the day until you have to be in school the next day. Exceptions are if you are in the days duty section or have extra duty/EMI as a result of disciplinary problems.

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Unassigned personnel are normally on liberty from 1600 until 0700 the next workday. The same exceptions apply to unassigned personnel regarding duty/extra duty/EMI.

After 1900 weekdays and all day Saturday, Sunday, and holidays, the dress uniform is required for Liberty both on and off base.

After six weeks in the company with a GODD PERFORMANCE RECORD you will be eligible for a special privilege card (pink card). This card allows you to wear civilian clothes on liberty. Do not try to beat the system. If you are found in civilian clothes without a card you will not receive a card as long as you are at NATTC MEMPHIS.

LEAVE

Leave is not normally granted unless it is an emergency. If an emergency arises, see the company commander.

AUTHORIZED ELECTRICAL EQUIPMENT

Radios, stereos, electric razors, clocks, irons, TV (may be rented from Navy Exchange), refrigerators (may be rented), (MUST BE KEPT CLEAN).

EVALUATIONS

Most of you will leave NATTC Memphis with your first Navy evaluation. This evaluation is used as a basis for recommendation for advancement and re-enlistment as are all other evaluations you receive. Evaluations are filled out by your Company Commander based on input from your section leader, school, and the Company Commanders personal observations. You are evaluated on military behavior, appearance, and adaptability. Adaptability includes not only how you adjust to military life but how well you get along with your shipmates.

CHECK-OUT PROCEDURES

On the day you transfer out of the company you should have packed all your gear the previous night. You are to be in the company office at 0700 on the day of transfer with your linen neatly rolled up. You must be in uniform of the day. Have your room key ready to be turned in.

UNAUTHORIZED ABSENCE (UA)

If you have problems dealing with either home, school, or the barracks, you might consider going UA. UA does not solve problems. It only creates more.

- (1) After 24 hours your pay stops
- (2) Your life insurance stops immediately until your return
- (3) Your enlistment will be extended to make up UA time
- (4) You may lose your school
- (5) You will face disciplinary action upon return.

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Whatever the problem, whether it is personal, financial, alcohol related, or what give your Company Commander a chance to help. If the Company Commander does not have the answer, he knows where on base to get it. If you come see the Company Commander but still decide that UA is the only answer, you will NOT be chained to a chair or locked in a locker; but your Company Commander will know that he tried to help.

WASHERS/DRYERS

Washers and dryers are available in the heads on each deck. They are free to use. Vending machines are on the first deck. Any problems with these machines should be reported to the company office. Vandalism will not be tolerated and you will be held accountable for your actions. Washers and dryers should not be left unattended while in use. Any loss or damage to your belongings is YOUR responsibility.

I.D. CARDS

Your ID card will be shown to the Quarterdeck watch each time you enter the barracks. Your ID card is Government property and loss can result in punishment under the UCMJ.

NOISE

Taps is observed at 2230 Sunday thru Thursday. At that time all lights out, radios, TVs, and stereos must be secured. Headphones will be used if you have music or TV after taps. If you wish to talk you must talk softly so you do not disturb anyone. The Company Commander or Duty Company Commander has the authority to confiscate any problem causing equipment. The best advice is that if your radio, stereo, etc., bothers someone, turn it down or off. Remember that the second deck lounge is a quiet study area.

VEHICLES

Parking on base is limited, so having a privately owned vehicle (POV) is not recommended. If you must have a POV on base it must be properly inspected and insured in accordance with Tennessee laws. It will be registered with Security at S-2. Ensure that you observe all base speed limits and reserved parking areas.

GAMES

Gameplaying (frisbee, catch, etc.) is not allowed in the area outside any barracks. Bicycles, roller skates, and skateboards are not allowed. The nearest recreation

area for this activity is the basketball court between the Second and Fourth Battalion.

VISITORS

Visitors are not allowed in the barracks. The reason for this policy is to keep the theft and vandalism problem suppressed. This barracks is your home while at NATTC MEMPHIS and strangers do not think twice about destroying your home.

NOT ALLOWED IN THE BARRACKS

- * Alcoholic beverages (any type)
- * Drugs not prescribed by a physician
- * Visitors
- * Explosives (ammunition, firecrackers, etc.)
- * Weapons (pistols, rifles, shotguns, nunchaka, bows, etc.)
- * Knives that have a blade three inches or longer or have a locking blade (considered a weapon)
- * Electrical appliances and tools (hot plate, coffee pot, soldering iron, etc.)
- * Extension cords

Any weapons or explosives may be kept in the base armory for safekeeping.

A FINAL WORD OF ADVICE

Often a question comes up after you have been in the company for a while. If it was covered in the INDOC folder all you need to do is come by the office and review the section that deals with your question. The folder is always available in the office. Do not fall into the trap that some people have in the past by using "SEA LAWYERS". A sea lawyer is an "OLD SALT" that has probably been in the Navy four to six months longer than you and knows all the answers already. DO NOT believe the sea lawyer. When the Company Commander gives you an answer to a question it not only comes from experience (all Company Commanders have re-enlisted at least once) but from command policy that is written in black and white in the form of NATTC MEMPHIS INSTRUCTIONS, Navy Regulations, and other official publications.

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APPENDIX H

RECEIVING BARRACKS INDOCTRINATION CHECKLIST
MARINE AVIATION TRAINING SUPPORT SQUADRON 901
MARINE AVIATION TRAINING SUPPORT GROUP 90
NAVAL AIR TECHNICAL TRAINING CENTER
NAVAL AIR STATION, MEMPHIS

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NAME: _____ BUNK: _____ REC'D BK'S S-238
CO: _____ DUTY SECTION: _____

1. REVEILLE at 0500.
2. No stereo, radio, tape recorder, unless they have headphones. They will stay in the BEQ. Personnel will not carry them around the building or outside the building. It is not a part of your uniform.
3. No one will be on the quarterdeck, lounge, laundry room, or using the telephone, unless personnel is in complete uniform of the day.
4. All racks will be made up every morning; hospital folds, 45 degree corners. The company commander will inspect daily.
5. Duty Section Muster 1530, 1930, and 2130. AT 1930 and 2130 all floors will be swept, swabbed, and all trash cans will be emptied before anyone is secured. The personnel who have the 2400-0400 (MID-WATCH) will not have to make the 2130 muster as long as they are asleep in their rack. Muster the oncoming and offgoing duty section at 0800 on Saturday, Sunday, and holidays.
6. Personnel will muster outside the quarterdeck on the courtyard at 0630 every morning. The first morning, personnel will muster with all of their paperwork, a pen that works, in dungarees, and regulation ball cap.
7. Watch bill will be posted at 1530.
8. No civilian clothes will be worn while assigned to Building S-238.
9. No alcohol, drugs, or females allowed in the BEQ at anytime.
10. Smoking is authorized in lounge, head area, and laundry room, only. Use butt kits, only.
11. No eating, smoking, or drinking in the berthing areas.
12. Forward ladder leading to Correctional Custody is secured. Use ladder at starboard wing.
13. Duty section personnel are authorized to go to chow only. Any other time personnel must be in the barracks.
14. The uniform of the day is the only authorized uniform to be worn unless otherwise told.
15. Talking on the pay phone is limited to 10 minutes. (No exception.)
16. Lounge will be secured at 2200; 2400 Friday and Saturday.
17. Personnel attending Indoctrination are not required to make the 1100 and 1300 musters.

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18. Personnel will not wear sunglasses in ranks or have them hanging from uniform.
19. Before transferring from Building S-238 personnel will present a neat military appearance: regulation haircut, clean shaven, and shined shoes. Personnel will have a complete seabag.
20. Muster times are as follows:

WEEKDAYS

0630
1100
1300
1530
1930 (Duty section only)
2130 (Duty section only)

WEEKENDS AND HOLIDAYS (Duty section only)

0800
1100
1530
1930
2130

APPENDIX I

SAMPLE INSPECTION CHECKLIST FOR
NAVY APARTMENT, MOTEL, AND HOTEL TYPE ROOMS

SAMPLE FORMAT BEG ROOM INSPECTION REPORT

DATE _____
 BEQ _____
 ROOM _____
 1ST NOTICE 2ND NOTICE 3RD NOTICE

OCCUPANTS: 1 _____
 2 _____
 3 _____
 1ST NOTICE

YOUR ROOM, HEAD, AND LOUNGE HAVE BEEN INSPECTED AND THE FOLLOWING DISCREPANCIES HAVE BEEN NOTICED. YOU ARE DIRECTED TO CORRECT THESE DISCREPANCIES FOR RE-INSPECTION ON _____

ROOM	HEAD
<input type="checkbox"/> MISSING NAME TAG	<input type="checkbox"/> DOOR DIRTY
<input type="checkbox"/> DOOR	<input type="checkbox"/> FLOOR DIRTY
<input type="checkbox"/> LOCKER	<input type="checkbox"/> SINK DIRTY
<input type="checkbox"/> BUNK	<input type="checkbox"/> SHOWER DIRTY
<input type="checkbox"/> DOOR UNLOCKED	<input type="checkbox"/> SHOWER CURTAIN DIRTY
<input type="checkbox"/> ROOM DOOR DIRTY	<input type="checkbox"/> COMMODE DIRTY
<input type="checkbox"/> BUNK NOT MADE UP	<input type="checkbox"/> WALLS DIRTY
<input type="checkbox"/> GEAR ADRIFT	<input type="checkbox"/> VENT DIRTY
<input type="checkbox"/> FLOOR DIRTY	<input type="checkbox"/> MIRROR DIRTY
<input type="checkbox"/> TRASH ON FLOOR	<input type="checkbox"/> MEDICINE CABINET DIRTY
<input type="checkbox"/> TRASH CAN DIRTY	<input type="checkbox"/> GEAR ADRIFT
<input type="checkbox"/> TRASH CAN NOT EMPTY	<input type="checkbox"/> EMERGENCY DOOR BROKEN
<input type="checkbox"/> RUG NEEDS SHAMPOOING	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> RUG NEEDS VACUUMING	
<input type="checkbox"/> NIGHT STAND DIRTY	
<input type="checkbox"/> BOOKCASE DIRTY	

YOU ARE DIRECTED TO REPORT TO _____

SIGNATURE _____

SAMPLE FORMAT BEQ ROOM INSPECTION REPORT

OCCUPANTS: 1 _____ DATE _____
 2 _____ BEQ _____
 3 _____ ROOM _____
 () 1ST NOTICE () 2ND NOTICE () 3RD NOTICE

YOUR ROOM, HEAD, AND LOUNGE HAVE BEEN INSPECTED AND THE FOLLOWING DISCREPANCIES HAVE BEEN NOTICED. YOU ARE DIRECTED TO CORRECT THESE DISCREPANCIES FOR RE-INSPECTION ON _____

MISSING NAME TAG	ROOM	HEAD
() DOOR	()	() DOOR DIRTY
() LOCKER	()	() FLOOR DIRTY
() BUNK	()	() SINK DIRTY
() DOOR UNLOCKED	()	() SHOWER DIRTY
() ROOM DOOR DIRTY	()	() SHOWER CURTAIN DIRTY
() BUNK NOT MADE UP	()	() COMMODE DIRTY
() GEAR ADRIFT	()	() WALLS DIRTY
() FLOOR DIRTY	()	() VENT DIRTY
() TRASH ON FLOOR	()	() MIRROR DIRTY
() TRASH CAN DIRTY	()	() MEDICINE CABINET DIRTY
() TRASH CAN NOT EMPTY	()	() GEAR ADRIFT
() RUG NEEDS SHAMPOOING	()	() EMERGENCY DOOR BROKEN
() RUG NEEDS VACUUMING	()	() OTHER _____
() NIGHT STAND DIRTY	()	_____
() BOOKCASE DIRTY	()	_____

YOU ARE DIRECTED TO REPORT TO _____

SIGNATURE _____

APPENDIX J

CHECKLIST OF ITEMS TO BE CONSIDERED IN PREPARATION OF
STANDARD OPERATION PROCEDURES FOR
PERSONNEL ASSIGNED TO NAVY "A" SCHOOLS

CHECKLIST FOR STANDARD OPERATING PROCEDURES
NAVY SEMI-OPEN-BAY BARRACKS

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1. Accident Prevention
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3. Alcoholic Beverages
4. Assessments
5. Arrivals
6. Auto Decals
7. Auto Insurance
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10. Baggage Storage
11. Barracks Advisory Committee
12. Base Exchange
13. Bicycles
14. Bomb Threats
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16. Brigade Organization
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18. Captain's Mast
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