

THE WHITE BOOK

CHAPTER 5

Barracks

SECTION 1

Billeting

Version (date): 4/6/2019

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Position: Commandant Department Sergeant Major

- I. **Organization:** The Commandant Department Sergeant Major has Commandant Department responsibility for, in conjunction with the Battalion TACs, maintaining the department billeting policy.
- II. **Functions:** This policy proscribes procedures for
 - A. **Guidance for assigning individuals to rooms**
 - B. **Overflow guidance**
 - C. **Key control**
 - D. **Documenting and changing room assignments**
 - E. **Accountability and serviceability inspection and documentation**
- III. **Procedures:**
 - A. **Guidance for assigning individuals to rooms**
 1. BN TACs will assign blocks of rooms to each company and the battalion staff based on assigned strength.
 2. Individuals will not be billeted outside of their company or staff area or with members of a class other than their own unless required by space restrictions and with TAC approval.
 3. Fourth class and third class Corps squad athletes are not permitted to be billeted together.
 4. No cadet will room alone without TAC approval.
 5. With the exception of Band Company, which billets its fourth class cadets on the first division, fourth class cadets will be billeted on the fourth division with overflow on to the third division if necessary. As much as is practical, fourth class room assignments will be made to preserve squad integrity and to room "like" majors together. One upper-class NCO and a roommate (usually the cadre platoon sergeant and/or the HA Sergeant) will be billeted on the fourth division for C2 purposes.
 6. If a situation arises where a fourth class cadet does not have a roommate, they will be issued a cot and be required to sleep in another fourth class room until other arrangements can be made.
 7. A division inspector and assistant division semester will be assigned to each division.

B. Overflow guidance

1. When cadets from two different companies must share a room because of overflow purposes, that room will be located at the “border” between the two companies.
2. The Commandant Department Sergeant Major will remediate inter-battalion and corps overflow situations by temporary and/or permanent transfers and use of surge racks across all five BN’s.
3. Returning cadets will receive billeting priority over readmit cadets in overflow situations.
4. Surge racks (12 total) will be used as required before assigning cadets to the Visiting Team Trailer.

C. Key control

1. TACs will ensure supply sergeants have each cadet in the company sign for his or her room key and turn it in prior to summer departure or disenrollment. TACs will notify F & E of any lost keys and cadets who lose their room key will be required to pay for it.
2. Cadet company commanders will ensure a physical inspection of room keys is part of each SMI, and lost key procedures are followed.

3. Documenting and changing room assignments

1. Within ten days of Reconstitution, Bn CSM’s and Cadet Company First Sergeants will forward to the Command Sergeant Major a room roster in the following format:

Company:					Date:
Name	ID	Class	C Status	Phone	Room

2. No changes will be made to room assignments without the approval of the TAC and the appropriate transfer of keys. Platoon Sergeants of the cadet moving rooms are responsible for ensuring this requirement is fulfilled. CSM’s and 1SGs will update the room roster as required and forward it to the Command Sergeant Major in order to facilitate changes in Banner.

4. Accountability and serviceability inspection and documentation

1. Whenever a cadet is initially assigned or changes rooms, the procedures for accountability and serviceability inspection and documentation outlined in Section 3 (Maintenance, Common Areas, and Work Orders) of this chapter will be followed.
2. The general police of the room, the care of all common property, and the good order of the room is the responsibility of the assigned room orderly. All cadets are responsible for their own bed, presses, desk, and other personal furniture and articles. Cadets will be held financially responsible for any loss or damage not identified on the initial room inspection sheet.
3. If a senior lives with an underclass cadet, the senior will retain their privilege of rearranging room furniture. Every effort will be made to room cadets with members of their own class. Rooms will be returned to MRI order before departing for Summer furlough.
4. Room furniture will not be removed from any room for any reason. Furniture will not be placed in Company storage closets.