

MEMORANDUM FOR Students and Cadre, USARAK NCO Academy, Ft Richardson, AK 99505

SUBJECT: Policy Letter #8, Entry into Billets/Administrative Buildings

1. Purpose. The purpose of this policy letter is to establish specific guidance for personnel entering into billets areas designated for occupation by members of the opposite gender and administrative areas within the USARAK NCO Academy.
2. Scope. Because of the living environment of the NCO Academy, it is necessary to establish a policy outlining definitive guidance for entry into the billets by members of the opposite gender. This policy applies to all cadre and students assigned or attached to the NCO Academy. There are no exceptions to this policy unless specifically addressed below.
3. Policy.
 - a. Male students are generally not allowed in female students' room and female students are generally not allowed in male students' room.
 - b. Cadre assigned to the NCO Academy may enter all student rooms as required in the performance of official duties.
 - c. In all cases where any of the above listed personnel must enter a room occupied by soldiers of the opposite gender or administrative areas, except in emergencies where time is of the essence, the following procedures will be strictly adhered to:
 - (1) Knock on the door and wait for one of the occupants to answer. If there is no answer, knock again, louder and with more insistence. If there is no response after one minute, then, and only then, may the door be opened to see if the room is occupied. If there is someone in the room, alert them to your intentions.
 - (2) When the occupant of the room answers the door, instruct them that you need to enter and that the occupant need to ensure that they are fully clothed and/or covered by their bed linen. Once the occupant has verified that the above has been accomplished, then, and only then, may the room be entered. After accomplishing all of the above, you may proceed with your official duties.
 - (3) In cases where no one can be seen in the room, enter just inside the door and announce loudly what your intentions are. If there is no response after one minute, it can be safely assumed that there is no occupant in the room and you may proceed with your official duties. In any circumstance the door will remain open.

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(4) No student will enter the administrative areas of building 1101 (HQ, Supply, Commo) unless accompanied by a cadre assigned to the academy.

(5) The above procedures will be followed for each and every room/administrative area that must be entered in the performance of official duties by the aforementioned personnel. Again, the only exception to this policy is in cases of emergency.

4. Male or female student leaders, SGLs and Senior SGLs may conduct regular, routine billets inspections.

5. No visitors from outside the NCO Academy are allowed inside any of the billets, regardless of gender, without the express approval of the Commandant.

RONNIE GARRETT
CSM, USA
Commandant