



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL OK 73503

ATZR-CS

2 November 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fires Center of Excellence (FCoE) and Fort Sill Minimum Requirements for Charge of Quarters (CQ) Standard Operating Procedure (SOP)

1. **References:**

- a. AR 190-13 (The Army Physical Security Program), 27 June 2019
- b. AR 420-1 (Army Facilities Management), 12 February 2008
- c. AR 600-63 (Army Health Promotion), 14 April 2015
- d. DA PAM 220-45 (Duty Rosters), 16 July 2021
- e. Fires Center of Excellence and Fort Sill Standards, 1 February 2022

2. **Applicability:** This SOP applies to all tenant organizations assigned to Fort Sill, OK.

3. **Purpose:** The safety and security of the barracks is paramount. This SOP establishes minimum requirements for units to build their own SOP to ensure the CQ understands their role and responsibilities while on shift.

4. **General:**

a. Rank Requirement for CQ and CQ Runner:

- (1) The CQ will be a Corporal or above.
- (2) The CQ Runner can be any rank subordinate to the CQ.

b. Brigades will develop Battle Drill flow charts for inclusion in their respective Staff Duty (SD) and CQ binders. These are different from SIRs and should show what the actions are for the position. The Battle Drills at a minimum should cover:

- (1) Suicide Ideation or Attempt
- (2) Sexual Assault

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- (3) Death of Soldier
- (4) Accident/Injury of any Soldier in the barracks
- (5) Active Shooter
- (6) Natural Disaster/Extreme weather conditions
- (7) Power outages
- (8) Water outages
- (9) Bomb Threat
- (10) Arrest of a Soldier for any reason at the barracks
- (11) Fight among/involving Soldier at the barracks
- (12) MP or Fire Department visit to barracks
- (13) Fire alarm/fire in the barracks
- (14) Illegal substance found, wrongful possession, use, or suspected use of illegal substance in barracks
- (15) Theft in barracks
- (16) Soldier locked out of barracks room

c. Brigade level Commanders will establish quiet hours based on mission requirements. Units with shift workers will implement policies to accommodate the needs of all personnel residing in the barracks.

d. Brigades will establish a local policy for collection, review, and storage of completed DA Form 1594's. Storage can be accomplished via electronic or paper copy.

e. DA Form 6:

(1) The unit will maintain a DA Form 6 that is periodically inspected by the Battalion Command Team. The purpose of the DA 6 is to provide our Soldiers predictability of when they will work a 24-hour duty at least 30 days in advance, IAW DA PAM 220-45.

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(2) A Soldier will receive a compensatory day to recover after 24 hours of duty.

(3) No Soldier will conduct duty within the first 30 days of being assigned to the unit, or their last 30 days before signing out on PCS or ETS leave.

## **5. Duties and Responsibilities of the CQ:**

a. As the CQ for designated barracks, the Soldier is a direct representative of unit leadership assigned. They are expected to always conduct themselves in a professional manner by maintaining their military appearance and bearing throughout their tour of duty. This includes adhering to proper military customs and courtesies, i.e. standing at parade rest or attention when speaking to an NCO or Officer, calling the building to attention or at ease, enforcing standards and discipline.

b. All activities will be logged on a DA Form 1594. This will include the first entry that the CQ has read the SOP and acknowledges their understanding.

c. The CQ must ensure that all visitors and guests report to the CQ desk to check in prior to entering the barracks.

(1) DPW workers are permitted to work in common areas without an escort. However, if work is required in a Soldier's room that Soldier should be present or the CQ Runner stays with the worker until properly relieved.

(2) All guests of Soldiers must present proper identification and sign in on a visitor log sheet. The visitor log sheet should include date/time, sponsor name, room number, phone number, visitor name, and visitor age. Guests under the age of 18 are not permitted in the barracks unless written authorization from the Soldier's Commander is granted in the case of a Family member. Visitation hours when the following day is a workday end at 2200 hours, when the following day is a weekend or holiday visitation hours end at midnight.

(3) Food delivery personnel will wait at the CQ desk for the Soldier to come retrieve their food. The delivery person will not be permitted to enter the barracks unless the CQ Runner is available to escort them to the Soldier's room, however, escorting the delivery driver is only an option if the Soldier doesn't respond to phone calls.

(4) Senior NCOs or Officers conducting Leader Checks (IAW FCoE and Fort Sill Standards pamphlet) will sign in/out at the CQ desk either on a senior leader log or by other means if the unit is utilizing QR code sign in. It is also recommended a leader check sign in be placed on the inside of each Soldier's door so unit 1SGs, Commanders, or CSMs can ensure that leaders are checking their Soldiers rooms. Senior Leader checks should, at a minimum, occur once between 2000-0001 hours and

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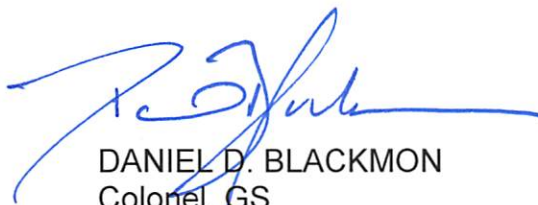
once between 0200-0600 hours when the next day is a non-duty day. These checks will last no less than 30 minutes.

d. The CQ will conduct regular crime prevention and security checks in the barracks. These checks will be focused on the safety, security, and professional appearance of the building and the footprint. As an example, the CQ will check to ensure barracks room doors are not left unsecured while the occupant isn't in their room, exterior doors are secured and not propped open, cleanliness of common areas to include parking lot, dayrooms, laundry rooms, stairwells and check on any social gatherings that are happening within the barracks to ensure Soldiers are not excessively drinking alcohol. Although these checks should occur throughout the tour of duty, there should be special emphasis during high-risk hours between 2100 and 0400 hours. The CQ will ensure that these checks are annotated on the DA Form 1594.

e. The CQ will assist in alerting Soldiers in the barracks during any recall when notified by the SD. This will include notifying Soldiers by knocking on doors throughout the barracks and speaking with Soldiers in common areas.

f. The CQ is responsible for calling in any emergency work orders for the barracks. These include but are not limited to; loss of power to the building, any weather incident causing damage to the building, any water or sewer loss/leak to the building, HVAC outage, building temperature above or below 70 degrees, any significant issue requiring emergency attention. DPW Emergency work order phone is (580) 442-3251.

6. The point of contact for this SOP is the Fires Center of Excellence CSM, at (580) 442-3205.



DANIEL D. BLACKMON  
Colonel, GS  
Chief of Staff

DISTRIBUTION:  
Fort Sill Intranet  
30<sup>th</sup> ADA BDE  
31<sup>st</sup> ADA BDE  
75<sup>th</sup> FA BDE  
428<sup>th</sup> FA BDE  
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