



INDIANA ARMY NATIONAL GUARD
1ST BATTALION (GS) 138TH REGIMENT
(CA) BUILDING 5, CAMP ATTERBURY
EDINBURGH, INDIANA 46124- 5000

NGIN-RTA-C

15 July 2023

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: RC-WOCS Camp Atterbury Barracks SOP – 2023

1. **Purpose:** To delineate standards of cleanliness and neatness in the barracks individual areas.
2. **Responsibilities:** Candidate leadership within each class is responsible for the enforcement of standards for Individual Area / Equipment Maintenance on their respective class floor. Individual rooms will be the shared responsibility of all occupants. All candidates will adhere to the standards in this SOP and the WOC SOP. Leaders at all levels are responsible to conduct spot-checks to ensure compliance. Individual candidates bear the ultimate responsibility for the appearance, cleanliness, maintenance, and accountability of their personal equipment, clothing, and display areas (wall lockers, desk, and bed). TAC Officers will conduct random spot-checks to ensure compliance. Candidates who fail to maintain an acceptable standard of living (cleanliness, organization, serviceability of items) will be counseled, and may be assigned corrective training or lose privileges, depending on the severity of the negligence. This document has been written based on the facilities available at the 138th Regional Training Institute at Camp Atterbury, Indiana. Any conflicts between this document and the WOC SOP or any other guidance are to be resolved through the Primary TAC.
3. **Individual Areas and Clothing / Equipment:** The following guidance provides the minimum standards for display, maintenance, and cleanliness of individual equipment, clothing, and display areas. Again, it is the overall responsibility of each candidate to ***maintain individual equipment and a living area that reflects the high standard and sense of pride indicative of a future Warrant Officer.***
 - a. Rooms will be kept in a high state of police at all times. Floors (FL) will be clean, shined, and free of trash and debris. Window blinds (WB), window ledges (WL), and the inside of windows (WI) will be kept clean and free of dust. Furniture will be kept free of dust and debris and positioned in a neat and orderly fashion In Accordance With (IAW) guidance from the TAC Officers and this SOP. During summer months (April – October), WB may be closed during daylight hours in order to increase the efficiency of the air conditioning system.

- b. Candidates will maintain a Discrepancy Card (DIS) for each room prepared and posted IAW the WOC SOP and current guidance from their TAC Officer. This card will be used to record maintenance problems with the building and its rooms, furnishings, and equipment. Class supply officers, and class maintenance officers, must ensure that problems with facilities, furnishings, and equipment are promptly repaired or reported to the facility supply sergeant so a work order may be initiated as soon as possible.
- c. Candidates will ensure that trash is taken out of the building and placed in the appropriate dumpster at least daily. Trash will not be left in display wall lockers, desks, personal security areas, rooms, or common areas.
- d. Personal Equipment will be displayed neatly IAW the guidance in this SOP. Candidates will not display soiled, unserviceable, or outdated clothing or equipment at any time. Candidate leadership is responsible for conducting periodic checks as prescribed by the Primary TAC Officer to verify accountability, serviceability, cleanliness, and neatness. TAC Officers will conduct random spot-checks to ensure compliance. Candidate leadership, along with the candidates responsible for the equipment or area, will be held accountable for meeting the standards prescribed in this SOP. Failure to maintain a reasonable standard of cleanliness and appearance will result in negative counseling, corrective training and the loss or denial of privileges at the discretion of the cadre.
- e. Desks (D) will be displayed open from wake-up until the class returns to the barracks after academics in the evening. Rooms will be secured when unoccupied. Desk Drawers (DD) will be open and staggered at approximately a 3 inch interval between DDs. All items will be displayed IAW this SOP. TAC Officers will conduct a spot-check after wake-up to ensure compliance with standards.

4. Display Items-General:

- a. **Required Items.** You must possess all required items as outlined in this SOP and on the Student Packing List.
- b. **Additional Items.** You may possess additional items as authorized in this SOP, the WOC SOP, the Student Packing List, or as authorized by your TAC officers.
- c. **Accountability.** You must account for all required and additional items by:
 - (1) Wearing the item
 - (2) Displaying the item IAW this SOP
 - (3) Account for all items turned in for alterations or laundering.

- d. **Marking.** Mark all items IAW Appendix G of the WOCSOP.
- e. **General Care.** Keep all equipment and clothing clean, neat, serviceable, and free of loose threads, laundry tags, staples, removable stocking stamp data, and so forth. Do not remove labels that are sewn to the garment. Remove all adhesive residue. Do not remove painted labels or scratch any painted surfaces.
- f. **Starch / Sizing.** You may use sizing and/or spray starch where authorized by clothing manufacturer.
- g. **Underclothing.** The underclothing you are normally expected to wear with the duty uniform is accounted for automatically. (The training schedule specifies the daily uniform).
- h. **Use and Rotation.** You must use and rotate all items, both required and additional.
- i. **Overflow Items.** Place overflow items (e.g., towels, underclothing, etc.) on the foot end of the bed only when there is not enough room in the assigned display drawer. Except for the position, all other criteria apply to all overflow items displayed.

5. **Display Items-Specific:**

a. **Display Placement.**

- (1) All drawers and wall lockers will be arranged as you face them regardless of which side of the room you are on unless otherwise stated.
- (2) The center of the room refers to the side where you are standing when facing the doors of cabinets or displays.

6. **Desk (D):** (See ENCLOSURE 1A through 1E)

- a. **D - General.** You will be issued a desk for storing and displaying your clothing and equipment. Maintain your D IAW the guidance in this SOP.
 - (1) The occupant of the bunk closest to the door will use the D closest to the door.
 - (2) The occupant of the bunk by the window will use the D closest to the window.
 - (3) Keep your D and all items on it neat, clean, and organized at all times.

(4) Do not use brass cleaner (or other harsh cleaners) on any part of the D or any item displayed on top of the D. Keep all metallic surfaces clean and shined (use general purpose cleaner only).

(5) When inside the billets or wearing the class A or B uniform, hang the HS by the straps from the top of the desk chair. HS will be marked using 18 inches of medical tape, folded in half around a binding ring. Binding ring will be placed on the carrying handle of the HS. If the HS does not have a carrying handle the NT will be placed on the left zipper in the middle of the HS as you face it.

b. **Desktop.** Unless directed otherwise, display only the following items on the desktop:

(1) **Field Manuals (FM) and Regulations:** Utilize student computers for all regulations and manuals while assigned to RC-WOCS.

(2) **WOC SOP.** Normally, the WOC SOP will be carried in the front of the assault pack. When not carried, display it centered on the front edge of your desktop. Do not mark in or alter the WOC SOP.

(a) Do not fold or bend any pages of the WOC SOP. Repair torn pages with cellophane tape.

(b) If your WOC SOP needs repair and you do not have the material to repair it, coordinate with your class supply officer to procure the required materials.

(c) Candidates will carry the WOC SOP with them at all times or as directed by the Primary TAC Officer. Obvious exceptions to this policy are during physical readiness training, personal hygiene, and common area clean-up. Leadership, however, may want to carry it as a reference for demerit codes and abbreviations during common area clean-up. At other times, it will be placed / carried as instructed by the TAC Officers.

(3) **Lamp (L).** Keep the lamp and all surfaces clean. Immediately notify the maintenance officer if a light bulb is burnt out. When not in use wrap the cord around the base of the lamp. Plug the cord into the nearest electrical receptacle when in use. Ensure the lamp is turned off any time you leave the room.

(a) Free-standing desk lamps will be placed to the outside edge of the television monitor. Lamp shades will touch the wall but not so much as to alter the normal position of the shade.

- (b) If the room has a flexible neck desk lamp it will be placed to the outside edge of the television monitor. Light neck will be bent at a 90-degree angle facing away from the wall and shade will point down.
 - (4) **Alarm Clock.** The alarm clocks will be centered on the forward edge of the lamp, facing the center of the room. When not in use the alarm clock will have the cord wrapped around the clock.
 - (5) **Television (TV) Monitor and Remote.** The TV monitor will be placed centered on the joint between the two D. The monitor will remain unplugged, and the cord wrapped around the base of the monitor. Keep the monitor and all surfaces clean. Place the TV remote on the TV base/base pointed towards the door side wall.
- c. **Desk Drawer 1 (DD1).** Display boot socks, athletic socks, and low-quarter socks in DD1 as shown in **Enclosure 1B** to this SOP.
 - (1) **Boot Sock (BS).** Seven pairs of BS are required. BS will be folded in half lengthwise, stacked, and grounded to the right and front of DD1, in two rows, with your name as you would read it.
 - (2) **Athletic Sock (AS).** Six pairs of athletic socks are required. White or black crew-type socks void of colored bands, markings or logos that may be seen when wearing gym shoes are required. Athletic socks will be displayed grounded to the right of DD1 in two rows directly behind the BS, and will be folded and stacked in the same manner as the BS.
 - (3) **Low-Quarter Socks (LQS).** Two pairs of LQS are required. Neatly fold LQS in the same manner as BS and athletic socks and stack individual LQS on top of the other(s). LQS will be placed grounded behind AS in DD1, and placed in the same manner as BS and athletic socks.
- d. **Desk Drawer 2 (DD2).** Display undershirts and underpants/shorts in DD2 as shown in **Enclosure 1C** to this SOP.
 - (1) **Underpants/Under Shorts (UP).** Seven UP are required. Neatly fold UP in thirds along the waistband and then in half from bottom to top. Ground the first three pairs, one on top of the other, to the left and front walls of DD2. Position additional UP in another stack behind the first and grounded to the left wall of DD2 and to the first three pairs. Waistband will face the front of the drawer.
 - (a) **(Male Candidates Only).** UP must be brown, tan or predominately white in color and may be boxer, boxer / brief, or jockey type.
 - (b) **(Female Candidates Only).** UP must be predominately white, brown, tan, or black in color. “Thongs” or panties without side panels are not authorized.

(2) **T-Shirt (ACU) (TS).** Seven coyote brown TS are required. Neatly fold each TS into an approximate 7"x7" square. Colored TS will be placed in DD2 in stacks of no more than three. The first stack will be grounded to the front and right side of DD2 with the neck to the back of the drawer. When more than three TS are displayed, the second stack will be positioned behind the first, and oriented in the same manner.

(Male Candidates Only). Two white TS are required. The white TS are folded in the same manner as the colored TS, and stacked when two are displayed. Ground white TS to the right wall behind the colored TS.

(3) **Brassiere (Female Candidates Only).** Neatly fold brassieres and ground to the left rear corner of DD2.

e. **Desk Drawer 3 (DD3).** Display your towels and washcloths in DD3 as shown in Enclosure 1D to this SOP.

(1) **Towel (TO).** Two brown TO are required. Two additional TO are authorized. The maximum number of TO that you may possess is four (the TO used for personal hygiene counts). Display a minimum of one folded TO in DD3. Neatly fold each TO in half lengthwise twice, and then into thirds widthwise. The TO will be stacked and grounded to the right and front with the candidates name to the left of DD3 reading back to front.

Use a TO daily during personal hygiene. Replace the TO at least once a week. Personal hygiene TO will be grounded to the left side of the towel bar, folded in half lengthwise. The open end of the towel will face to the left.

(2) **Washcloth (WC).** Six brown WCs are required. Two additional WCs are authorized. Display a minimum of one WC in DD3. Neatly fold the WC in fourths. Display WC stacked one on top of the other and grounded to the left side of DD3 and directly behind the folded TO.

Use a WC daily during personal hygiene. Replace the WC at least once a week. Personal hygiene WC will be folded in half and grounded to the right of the TO. The bed closest to the door will use the top towel bar and the bed closest to the window will use the bottom towel bar. Both TO and WC will be displayed with the open end facing to the left.

f. **Desk Drawer 4 (DD4).**

(1) **Black Four-in-Hand Tie (T). (Male Candidates Only)** One T is required. Fold the T in half and then in half again. Display the T in DD4 grounded to the front left edge of DD4.

(2) **Neck Tab (NB). (Female Candidates Only)** Display neck tabs flat in DD4 grounded to the left front edge.

(3) **Ruler (RU).** Center the RU inside DD4 from left to right with the bottom edge of the RU grounded to the front edge of DD4 and the numbers running sequentially (lowest-to-highest) from left-to-right.

(4) **Awards, Decorations, and Insignia.** Display your awards and decorations, one extra name plate (if you have a second), candidate leadership rank insignia, and unused WOC insignia on a 5x8 card and store them neatly centered and grounded to the RU in DD4. You must have all of your authorized awards and decorations you would normally wear on the ASU. On a second 5x8 card stack unused ACU rank, name tapes, U.S. Army tapes, flags, shoulder sleeve insignia, and tabs. You may use up to three 5x8 cards if needed, with the third card containing overflow ASU and/or ACU insignia if the initial two cards are insufficient.

(5) **Belt (BE).** Display your brass belt buckle and belts as shown in **Enclosure 1E**. Belts will be rolled starting with the buckle end and wrapping the belt around itself.

7. Candidate Bed Compartment (CBC).

a. **CBC - General.** You will have a Candidate Bed Compartment (CBC) to display your clothing and equipment. Maintain your CBC IAW the guidance in this SOP and **Enclosure 4A**.

(1) Each occupant will use their CBC to display the required items.

(2) Keep the CBC clean, neat and organized and in a high state of police at all times.

(3) Do not use brass cleaner (or other harsh cleaners) on any part of the CBC. Keep all metallic surfaces clean and shined (use general purpose cleaner only).

(4) Unless otherwise noted, fasten all fasteners, buttons and snaps, Velcro, and zip all zippers in order to display the item “as worn” or “as used”.

(5) All pockets must be empty.

(6) Never display uniform items with removable insignia or name plates/tapes attached until the Primary TAC Officer has approved the “Pre-flighting” privilege for uniforms.

(7) Ironed or sewn-in military creases are not authorized.

(8) You may only use sizing on white shirts (ASUSS). Starch is unauthorized on the cold weather coat/field jacket and the Operational Combat Pattern ACU (OCP ACU).

(9) You must use, wash and rotate all items, both required and additional. OCP

ACU's may be worn more than one day, but must be clean and serviceable. This guidance also applies to the white short-sleeve shirt/blouse. Candidates who wear or display soiled uniforms are subject to corrective training, probation, and/or loss of privileges at the discretion of the TAC Officer.

b. CBC Display. Enclosure 4A

(1) **Leather Glove Shells (LGS).** One pair of LGS is required. Display the LGS in the CBC with one pair of glove inserts (GI) installed. This pair of GI will have the cuffs rolled inward to a point where the opening of the GI, when rolled, will be aligned with the opening of the LGS. Align the open end of the LGS with the front of the CBC and grounded to the left wall within the CBC. The thumbs of the LGS will be facing to the left when placed inside the CBC. Keep the LGS clean and free of loose debris. Properly maintain metal tabs; make sure no un-painted metal is visible.

(2) **Glove Inserts (GI).** Two pairs of GI are required. Display one pair of GI inside the LGS. Display the second pair of GI (GI2) separately in DWL1/SH2 grounded and centered left to right on the front edge of DWL1/SH2. Align the open ends of the GI2 with the front edge of the DWL1/SH2 with the thumbs to the left wall. Keep your GI free of loose strings and debris.

(3) **ACU Patrol Cap (ACUPC).** Two ACUPCs are required. Mark the caps IAW Appendix G of the WOC SOP. Place the one you are not wearing in the CBC, centered left to right and grounded to the front of the interior wall of the CBC. Align the front tip of the bill with the front of the interior wall of the CBC. When you wear your class A or B uniform, display the extra cap (the one you would normally wear that day) where you normally display your beret. When inside the billets, or when wearing the PRT uniform, place the ACUPC inside the CBC as prescribed. Align the bill (facing forward) with the front edge of the CBC inside wall. The extra ACUPC shall be placed directly behind the first and in the same manner.

(4) **Beret (BER).** One BER is required. Display the BER inside the CBC with the head band grounded to the right interior wall with the flash up. Align the front of the BER with the front edge of the CBC interior wall.

(5) **Duffle Bag (DB).** A DB is your PSA which must be secured with your combination lock. If you have two DBs, the PSA goes on top of folded DB, centered, in the CBC. Label DB IAW WOC SOP.

(6) **Cold Weather Coat (CWC) [Field Jacket].** One CWC is required. For display, completely close all zippers and fasten all snaps. Secure the Velcro collar tab in the open position rather than across the collar.

OR **Gortex Parka (GP).** For display, completely close all zippers and fasten all snaps. Align all Velcro in the closed position. Ground the hood drawstring slide fasteners to the knot on the end. The hood bill will be tucked in. NOTE: The CWC or GP is grounded to the right and back of the CBC as you face it.

(7) **APFU Pants and Jacket (Winter APFU).** If a candidate has only one winter APFU, the APFU is grounded to the left wall inside DWL1 on the hanging bar. The second APFU is folded as prescribed, centered and grounded to the back wall inside the CBC.

(8) **APFU (LS/SS Shirt and Shorts - Soiled).** The soiled APFU will be placed on a hanger to dry and hung centered on the front side of the DWL1 door.

(9) **Shirts and Coats.** Place the left shoulder of each shirt, blouse, or coat to the center of the room.

(10) **Trousers.** Fold all trousers inseam to inseam. Place trousers over a wire clothes hanger so the waistband hangs to the left with the zipper / buttons / front to the center of the room. Align the bottoms of the trouser legs with the waistband.

c. General.

(1) **TA-50 Name Tapes (NT).** Construct and display all TA-50 NT IAW Appendix G of the WOC SOP. Replace NT when they become illegible or excessively dirty.

(2) **TA-50.** When not in use, place all TA-50 in the CBC grounded to the left and back wall as shown in **Enclosure 4A** of this SOP. Keep your TA-50 neat, clean, dry, and serviceable. Coordinate with the class supply officer for exchange of damaged or unserviceable items as soon as possible.

(3) **Wet Weather Gear.** Align all Velcro fasteners. Close all zippers. When dry, neatly fold the wet weather gear. Store the WWT and WWJ in the AP as directed by your STANZO. If the wet weather gear is wet, hang evenly spaced to the right of the APFU in DWL1 until dry.

(4) **Modular Lightweight Load-Carrying Equipment (MOLLE).** Neatly fold the MOLLE Load Bearing Vest (LBV) and place inside the CBC grounded to the left and back wall as shown in **Enclosure 4A** of this SOP.

8. Display Wall Locker 1 (DWL1). (See ENCLOSURE 3A through 3E)

a. DWL1 Top.

Ballistic Helmet. Place the ballistic helmet on top of the DWL1 centered and grounded to the front of the DWL1, so as not to pose a danger of falling. All parts of the ballistic helmet to include cover, liner, bands and chinstrap will present a neat military appearance. Chinstrap will be pulled tight.

b. DWL 1 Shelf 1 (DWL1/SH1). Display personal hygiene items and boot care kit if applicable in DWL1/SH1.

Miscellaneous Items. The following items will be placed neatly on DWL1/SH1 in accordance with current class Standardization Tips as prescribed by the class leadership and approved by the Primary TAC: personal hygiene kit, shoe brush, shoe polish, suede brush and boot cleaner, brass cleaner (BC), and stationary or writing materials.

c. DWL1 Shelf 2 (DWL1/SH2) Bottom of Shelf.

(1) Army Physical Fitness Uniform (APFU).

(a) If a candidate has two sets of winter APFUs (APFUJ/APFUT), one set will be displayed IAW the CBC display (See **Enclosure 4A**) and the other will be displayed IAW the hanging display inside DWL1.

(b) During summer months (April – Oct), the Primary TAC may authorize both sets of APFUJ/T to be kept in the DWL1/SH2 instead of displaying one set in the CBC.

(c) **APFU Shirt.** Neatly fold your APFU shirts approximately 7x7 inches. Ground the shirts to the left rear of DWL1/SH2, collar grounded to the left. Place long sleeve shirts to the bottom of the stack.

(d) **APFU Short (APFUS).** Neatly fold your APFUS in half (left-to-right) then fold them in half again (waistband to the bottom of the legs. Ground the APFUS to the left wall in front of APFU shirts with Army logo face up reading front of the DWL1/SH2 to the rear.

(e) **Spandex Undergarments.** Spandex undergarments are authorized for use under the APFUS or APFUT for Physical Readiness Training only. Gray/Black spandex is permitted. Fold/store spandex the same as APFUS.

(2) **Black Fleece Cap (FC).** Fold the Fleece Cap in half (from left to right) and ground the Fleece Cap to the center and rear wall of DWL1/SH2 with the folded end to the left.

(3) **Reflective Belt (RB).** Reflective belt will be placed to the left front of the DWL1/SH2, folded to the same length as the APFUS. The buckle of the Reflective belt will not be visible.

(4) **Road Guard Vest.** Secure the vest with the Velcro straps and fold it in fourths. Display the vest grounded to the front right of DWL1/SH2.

(5) **Flashlight.** Place the flashlight centered on the vest with the bottom of the flashlight facing to the front of the DWL1/SH2 and the switch to the right.

c. **DWL1/SH2 (DWL1/SH2) Hanging Display.**

- (1) **ASU Short Sleeve Shirt (ASUSS).** One ASUSS is required. Button all buttons.
- (2) **Army Service Uniform Coat (ASUC).** One ASUC coat is required. Fasten all buttons, snaps, or clasps. If the pocket flaps of the ASUC do not have fasteners at the bottom corners, you may tack them down using needle and thread. Ensure that the tacking thread goes through the pocket flap lining only and is not visible on the outside of the garment.
- (3) **Army Service Uniform Trousers (ASUT).** Center the ASUT on the hanger. Align the cuff of the ASUT legs with the waistband. (Because you must obtain a tapered cut at the bottom of the ASUT, you may not be able to completely align the cuff with the waistband. In this case, align the longest point of the ASUT leg with the waistband.) You may use two small pieces of cellophane tape per hanger to help keep your ASUT aligned.

One pair of ASUT is required. Hang the ASUT on the same hanger as the ASUC. Location is as shown in **Enclosure 3D** of this SOP.

- (4) **Class Sweatshirt.** Class sweatshirts (if applicable) will be hung in the DWL1 with the front of the shirt facing to the left.
- (5) **Class Shirt (CS).** Hang shirts in the DWL1 to the left of the class sweatshirts with the front of the shirt facing left.

OCP ACU. Four sets of the OCP ACU are required. You must have the OCP ACU (either summer or winter weight) to make a complete uniform per AR 670-1 and DA PAM 670-1, and relevant ALARACTs. You may use and display up to two additional sets of the OCP ACU. Display a minimum of one set of the OCP ACU at all times. For display, leave the top Velcro open on the OCP ACU coat. Do not tie the drawstrings on the legs of the OCP ACU trousers or pull the waist tabs tight. The OCP ACU uniforms are evenly spaced to the left of the CS.

- (6) **APFU Trouser (APFUT).** Neatly fold your APFUT in half (left-to-right) then fold them in half again (align the waistband to the bottom of the legs) Hang the APUT on the same hanger as the APFUJ.
- (7) **APFU Jacket (APFUJ).** Place your APFUJ over the APFUT and zip as worn facing to the left. Place hanger on hanging bar and ground the APFU to the left inside wall of DWL1.

- d. **DWL1 / Shelf 3 (DWL1/SH3).** Place the Room Information Binder, if present, on DWL1/SH3 centered and grounded to the front edge with the opening to the right. NOTE: If there is no room information binder in the room, leave this shelf empty.

9. Other Items.

a. **Assault Pack (AP).** The assault pack will be displayed on the ground directly behind the DWL1 on the inside part of the room with the front of the pack facing the desk. Use 18 inches of medical tape, folded in half around a binding ring and your name will be handwritten. Binding ring will be placed on the top handle of the AP.

b. **Locator Card (LOC).** Prepare a LOC IAW Appendix E of the WOC SOP. When required, center the LOC aligned with the front edge of the D. If both roommates require a locator card place the second card $\frac{1}{4}$ " above the first.

c. **Probation Card (PRC).** Prepare a PRC IAW Appendix E of the WOC SOP when placed on probation. Display the PRC face up aligned to the left and front desktop edges. Display the PRC so that you can read it when standing in front of the desk.

d. **Room Occupancy Card (ROC).** Prepare a ROC IAW Appendix E of the WOC SOP. Display the ROC on the dark gray plastic part of the room number placard, outside the room, next to the door frame. (See **Enclosure 7**).

e. **Discrepancy Card (DIS).** Prepare a DIS IAW Appendix E of the WOC SOP. The DIS Card is taped on the bottom edge of the room number placard directly below the ROC Card and not to the wall. **NOTE: No tape is permitted on the wall or door.**

f. **Chair (C).** Center and ground the C to the center of D opening. Keep the C clean and free of dust and debris.

g. **Individual Equipment Readiness Report (IERR).** The IERR will be placed on the desk directly below the FMs. The front edge of the IERR will be aligned with the front edge of the desk. The outside edge of the form will be aligned with the outside edge of the desk. If a PRC is displayed, the IERR will be placed grounded to the card towards the center of the front edge of the desk.

10. **Bed. (See ENCLOSURES 4B/4C).**

a. **General.** Maintain your bed IAW the guidance in this SOP from wake up until lights out.

- (1) All candidates will sleep with their head toward the headboard of the bed.
- (2) Ground all headboards forward to the wall.
- (3) Keep your bed clean and neat at all times.

b. **Bed Frame Name Tape (BF/NT).** Construct a NT IAW Appendix G of the WOC SOP. Place a NT on the BF rail closest to the center of the room, aligned with the bottom of the rail and measured 7 inches from the inside edge of the foot board as shown in **Enclosure 4B**.

c. **Mattress (MA).** Ground the MA to the headboard. Align the side of the MA with the outer edge of BF rail closest to the center of the room. Align the center of the 45-degree angle folds of blanket (B) on occupied beds as shown in **Enclosure 4B** of this SOP.

d. **Blankets (B) and Sheets (SHT).**

- (1) Use 45-degree corners (hospital folds) to prepare B and SHT for display. The US insignia on the B will not show. Bunched fabric will not hang over or outside the metal bed frame.
- (2) Exchange linen weekly. The class supply officer (S4) will coordinate with unit supply for the day and time for exchange.
- (3) Keep all B clean and properly maintained. Exchange B with large holes or tears at unit supply. B that are too short or too small to maintain a proper bed display should be exchanged during the next scheduled linen exchange.

e. **Pillow (PI) and Pillowcase (PC).** Display the PI grounded to the center of the headboard and as flat and even as possible. Place the PI in the PC. Display the PI without a PC on the stockade bed display. Display the PI smooth, flat, and as square as possible.

f. **Configurations.** Prepare beds in one of two configurations: regular or stockade.

- (1) **Regular Bed Display.** Prepare a regular bed display every day except linen exchange day.

- (a) Drape the bottom SHT neatly over the mattress cover. If the SHT is too short to tuck in at both the head and foot of the bed, tuck in the head, first. Tuck in the sides and foot end of the bottom SHT tightly, removing all wrinkles.
- (b) Drape the top SHT neatly over the bottom SHT. Tuck in the foot of the top SHT with the head end of the top SHT 6 inches from the headboard. Tuck in the sides of the top SHT tightly, removing all wrinkles.
- (c) Drape the B neatly over the top SHT. Tuck in the foot of the B, with the head end of the B, allowing a 6" collar approximately 20" from the top of collar to headboard. Tuck in the sides of the B tightly, removing all wrinkles.
- (d) Prepare the PI and PC as instructed in paragraph 10(e).
- (e) Refer to **Enclosure 4B** of this SOP for a proper regular bed display.

(2) **Stockade Bed Display.** Prepare a stockade bed display on linen exchange day.

- (a) Remove the soiled PC from the PI and the soiled SHT from the bed. Place the SHT in the PC and follow the instructions of the class supply officer (S4) concerning linen exchange.
- (b) Do not remove or exchange the MC unless required. Make sure that the MC is neat and free of wrinkles.
- (c) Prepare the B one at a time as instructed below:
- (d) Place the B on the bed as if you were making the bed.
- (e) Fold the B in half from the headboard to the footboard. The single fold should be toward the headboard.
- (f) Fold in the two sides so that the B is the same width as the bed.
- (g) Fold one-third of the remaining length of the B from the foot toward the headboard. Repeat this fold. When folded properly, the B should have a single fold toward the foot of the bed and an open fold toward the head.
- (h) Ground the B to the headboard, one on top of the other, with the single folds toward the foot of the bed.
- (i) Display the PI on top of the B grounded to and centered on the headboard.

- (j) Place the clean SHT on top of the PI with the single fold facing the foot of the bed. Fold the PC in thirds (widthwise) and wrap it around the SHT and the PI so the ends are hidden under the PI.
- (k) Refer to **Enclosure 4C** for a proper stockade bed display.

g. Laundry Bag (LB).

- (1) Attach the LB to the top horizontal rail of the footboard. The LB will be displayed in the center of the foot board.
- (2) Ensuring the LB is right side out, tightly close the neck of the LB. Standing at the foot of the bed, put the neck of the LB through the opening between the MA and the bottom of the top horizontal rail. Pull it over the top of the rail and back down in front of the footboard so that the closed neck of the bag hangs approximately 1 ½" lower than the bottom edge of the rail and faces you.
- (3) Neatly wrap the LB strings twice around the neck of the bag in opposite directions. Tie a bow knot on the outside of the bag directly below the last wrap. Ensure that the ends of the tie strings hang freely, are approximately the same length and the knot is below the wrapped strings when completed.

11. Footwear Display. (Enclosure 5)

- a. **Boot (BO).** Two pairs of BO are required. A third pair of BO is authorized for field use. Store the third pair of BO in your POV or class storage room (managed by the class S4 officer) when not in use. Before removing your third pair of BO from your POV you must obtain authorization from your Primary TAC. Mark the BO IAW Appendix G of the WOC SOP. Wear the BO with one dot on odd days and the BO with two dots on even days. (Calendar days).
- (1) Keep the BO clean, serviceable, and conditioned. Keep the soles and heels clean and free of dirt, debris, and foreign objects. You may NOT apply color, polish, or dye to the boot bottoms.
- (2) Neatly lace boots bottom to top. Drape the excess boot lace (BL) neatly inside the boot tops. Allow the BL to hang freely inside the BO.
- (3) Display the BO at the edge of the bunk with the LQ, GS, and SS, in the order BO, LQ, GS, SS from the foot of the bunk.
- (4) Single bunk occupants will ground the BO to the edge of the BF leg at the foot of their bed with the heels and the widest parts of the soles grounded together. Align the heels of the BO with the outside edge of the BF when looking down.

(5) Ground the LQ together at the heels and widest part of the soles. Ground the LQ to the BO at the widest part of the soles only. Align the heels of the LQ with the heels of the BO.

(6) Mark your BO and LQ IAW Appendix G of the WOCSOP.

(7) Remove all dirt and debris from the BO and LQ before displaying.

b. **Low-Quarter, Black Oxford Shoes (LQ).** One pair of LQ is required. Female candidates may store one pair of pump-style shoes in their POV or storage area for use at the WOCS graduation. Candidates must obtain authorization from Primary TAC before removing pump-style shoes from your POV.

(1) Display LQ as stated above. Do not cut notches in the heels of the LQ.

(2) When wearing a class A or B uniform, display the BO you would normally wear that day in place of the LQ.

(3) LQ made from permanent gloss materials must meet the criteria established in AR 670-1.

c. **Gym Shoes (GS) and Shower Shoes (SS)** GS and SS are displayed aligned with the edge of the bed. **See Enclosure 5.** Keep your GS and SS clean and free of all debris. Footwear is displayed, aligned and grounded in the following manner:

(1) Ground the GS to the LQ at the foot of your bed with the heels and the widest parts of the soles grounded together. Ground the GS to the LQ at the widest part of the soles only. Align the heels of the GS with the heels of the LQ when looking down.

(2) Ground the SS together at the heels and widest part of the soles. Ground the SS to the GS at the widest part of the soles only. Align the heels of the SS with the heels of the GS.

(3) Mark your GS and SS IAW Appendix G of the WOC SOP. Perform routine maintenance to keep NTs visible and serviceable.

(4) Remove all dirt and debris from the GS and SS before displaying.

(5) Remove all stickers from SS.

(6) Gym Shoe Laces (GSL). Lace GS bottom-to-top, left-over-right as you look down on your GS. Tuck the remaining length neatly inside the GS.

(7) If your GS have Velcro fasteners and/or zippers, completely align the Velcro pads on the top and outer edges and zip zippers to the top.

(8) Do not install shoe trees in your GS.

Standards: High standards are the hallmark of the Warrant Officer Cohort. Warrant Officer Candidates are expected to demonstrate pride, professionalism, and competence in everything they do. The appearance of an individual (or group's) area of responsibility indicates the presence of these qualities. All WOCs are challenged to exceed the minimum standards set forth in this SOP and represent themselves in a manner that reflects well on everyone, the class, and the Warrant Officer Cohort.

POC for this SOP is the Senior TAC.

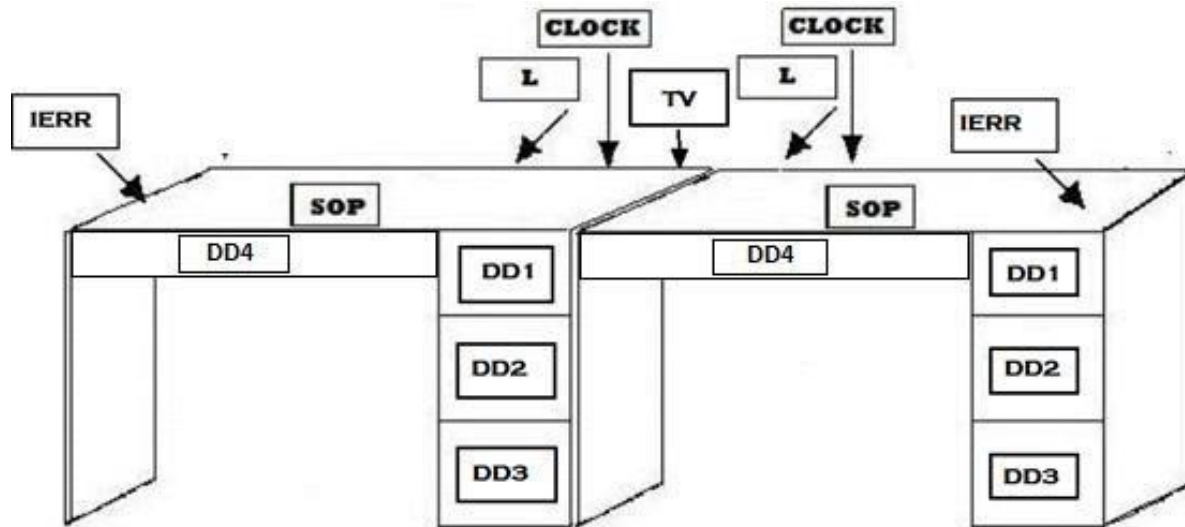


DENNIS A. WHITE
CW4, QM, INARNG
Course Manager

Enclosures:

- 1A – Desk Display
- 1B – Desk Drawer #1
- 1C – Desk Drawer #2
- 1D – Desk Drawer #3
- 1E – Desk Drawer #4
- 2 – Candidate Bed Compartment
- 3A – Display Wall Locker 1 (DWL1)/ External
- 3B – Display Wall Locker 1 (DWL1)/ Internal
- 3C – Display Wall Locker 1 (DWL1)/ Shelf #1 (SH1)
- 3D(I) – Display Wall Locker 1 (DWL1)/ Shelf #2 (SH2) Hanging Display
- 3D(II) – Display Wall Locker 1 (DWL1) Shelf #2 (SH2) Bottom Shelf
- 3E – Display Wall Locker 1 (DWL1)/ Shelf #3 (SH3)
- 4A – CBC Display w/PSA
- 4B – Regular Bed Display
- 4C – Stockade Bed Display
- 5 – Footwear Display
- 6 – Towel Bar
- 7 – ROC/DIS Card Display
- 8 – Sink (SI)

ENCLOSURE 1A – Desk Display

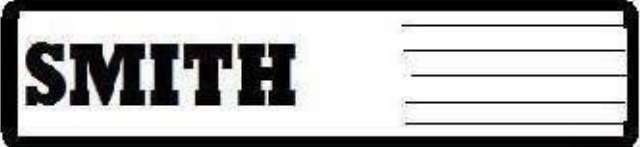


ENCLOSURE 1B – DD#1

(LQS) Low
Quarter Socks



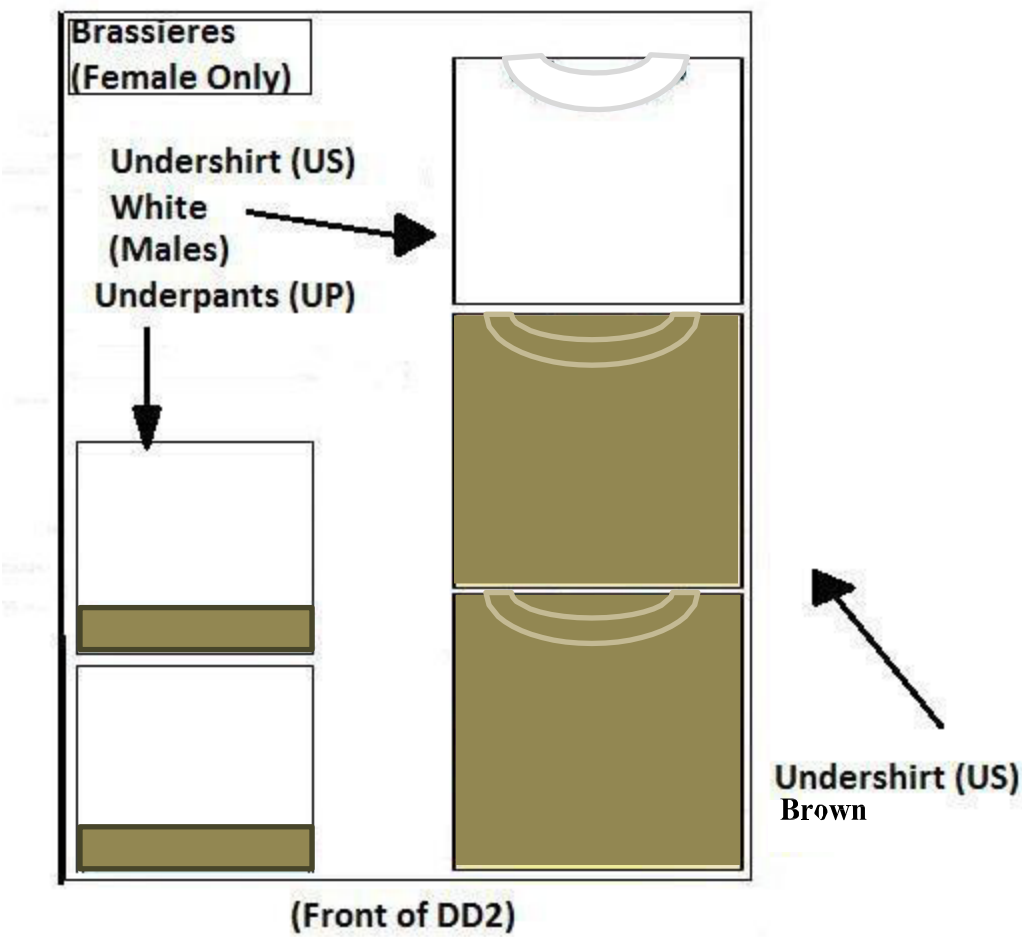
(AS) Athletic
Socks



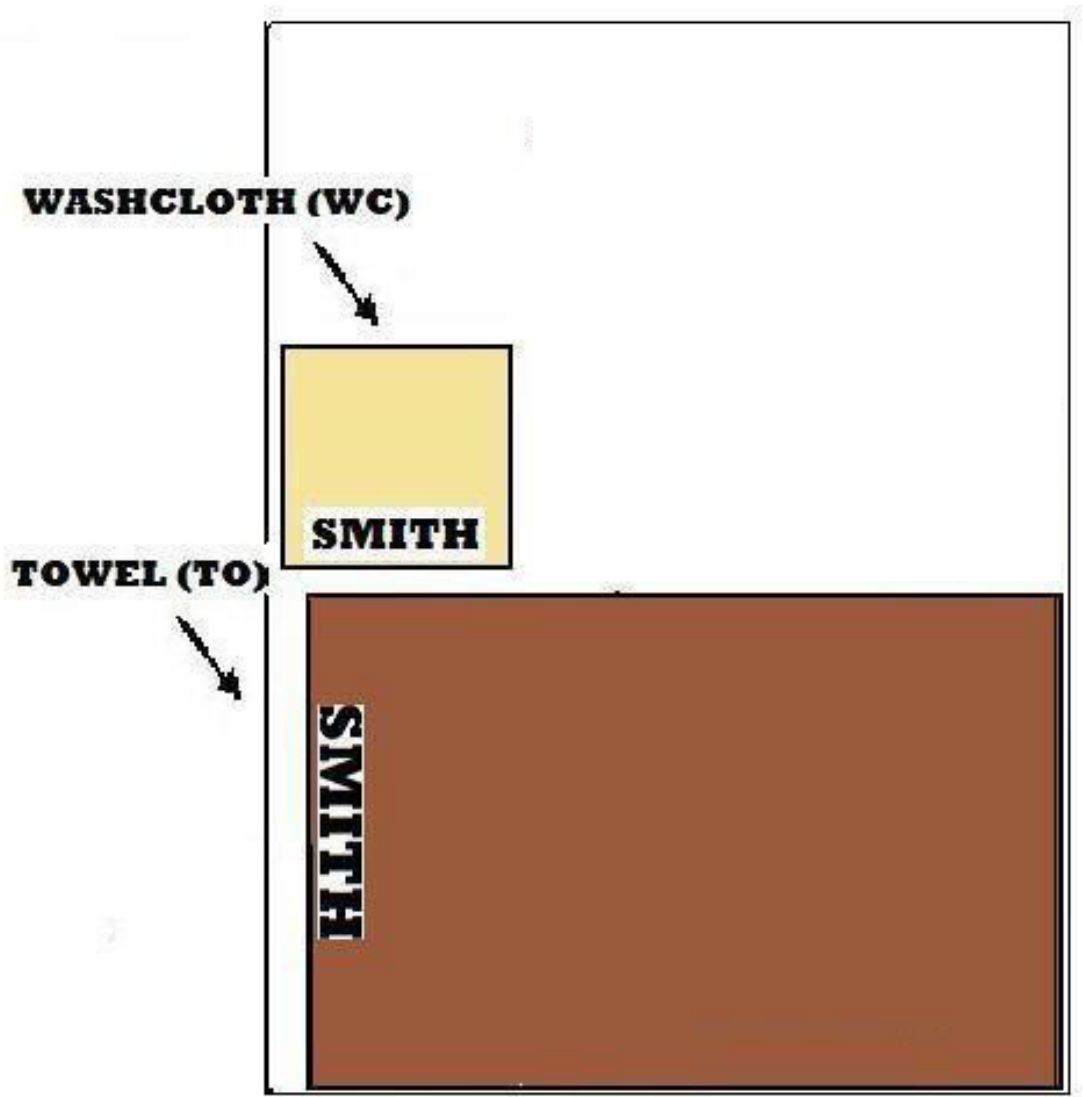
(BS) Boot
Socks



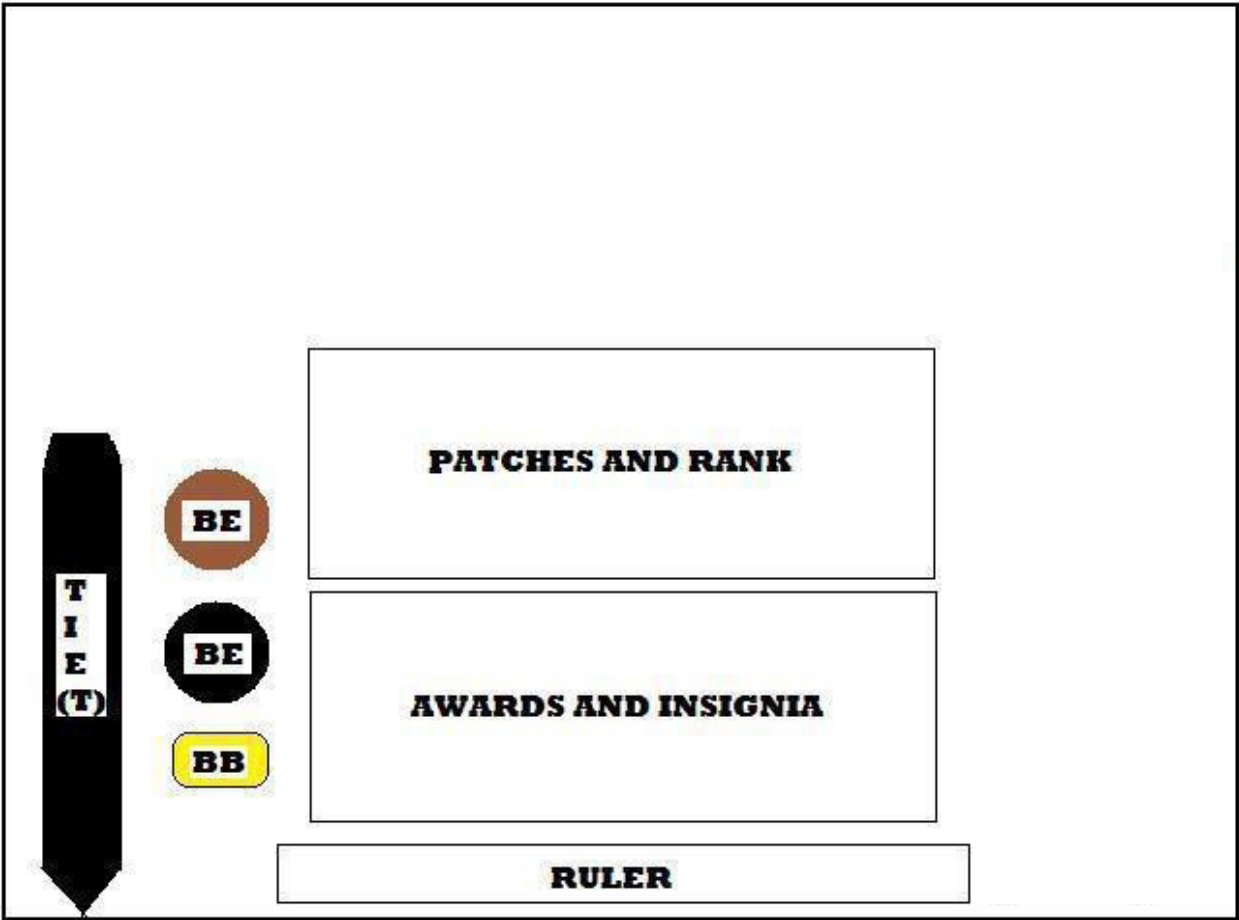
ENCLOSURE 1C – DD#2



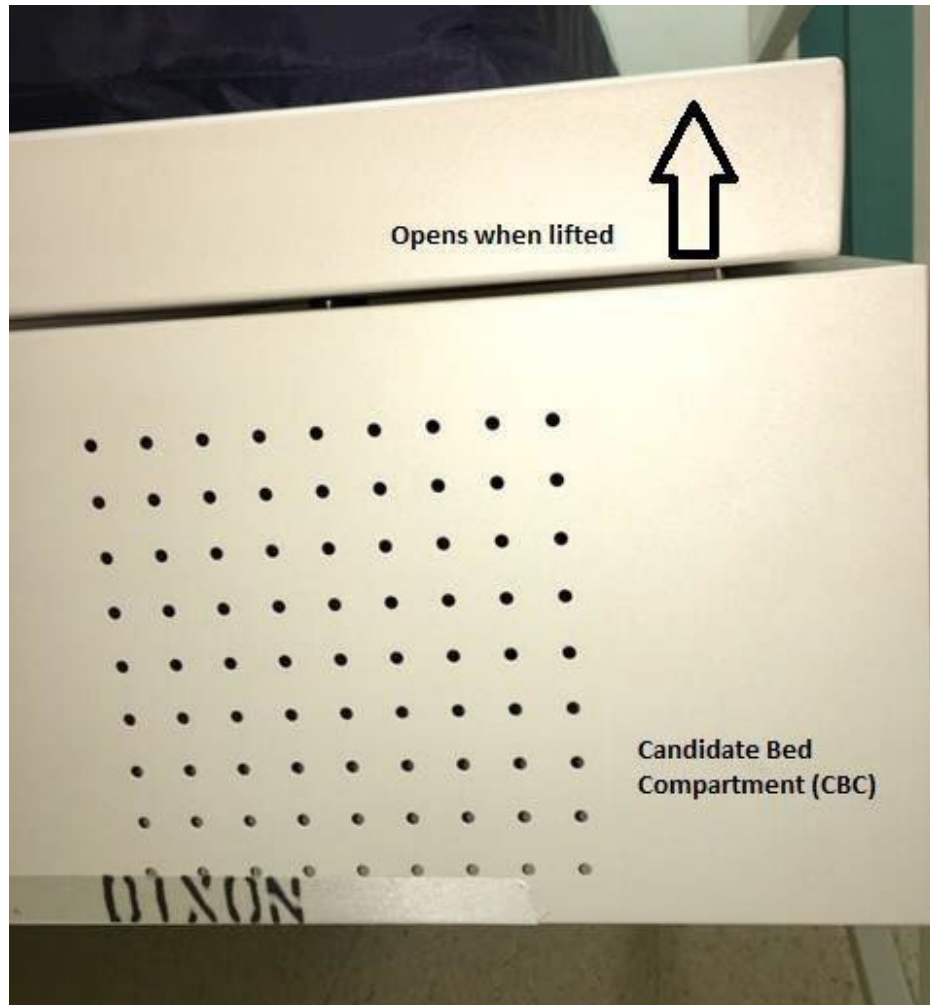
ENCLOSURE 1D – DD#3



ENCLOSURE 1E – DD#4



ENCLOSURE 2 – CANDIDATE BED COMPARTMENT (CBC)



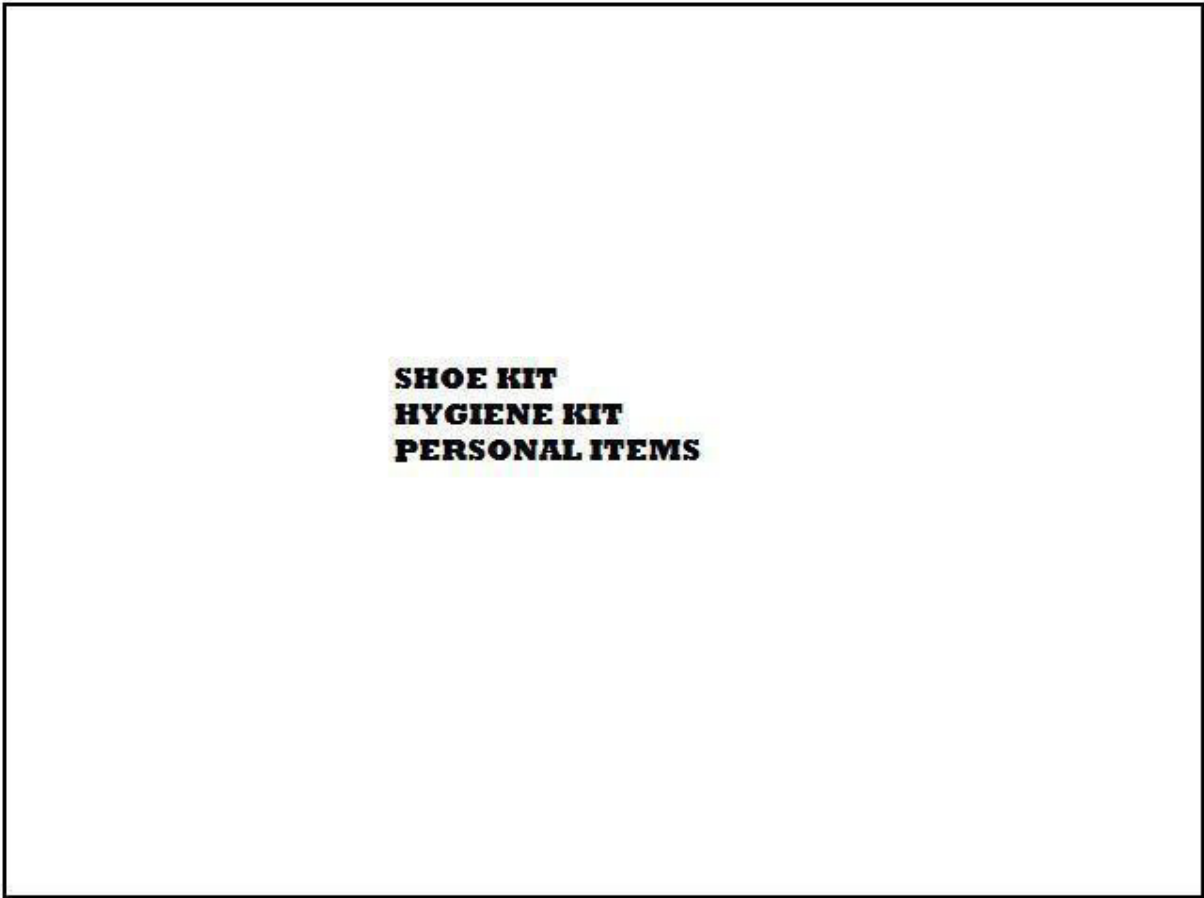
ENCLOSURE 3A – DWL1/ EXTERNAL



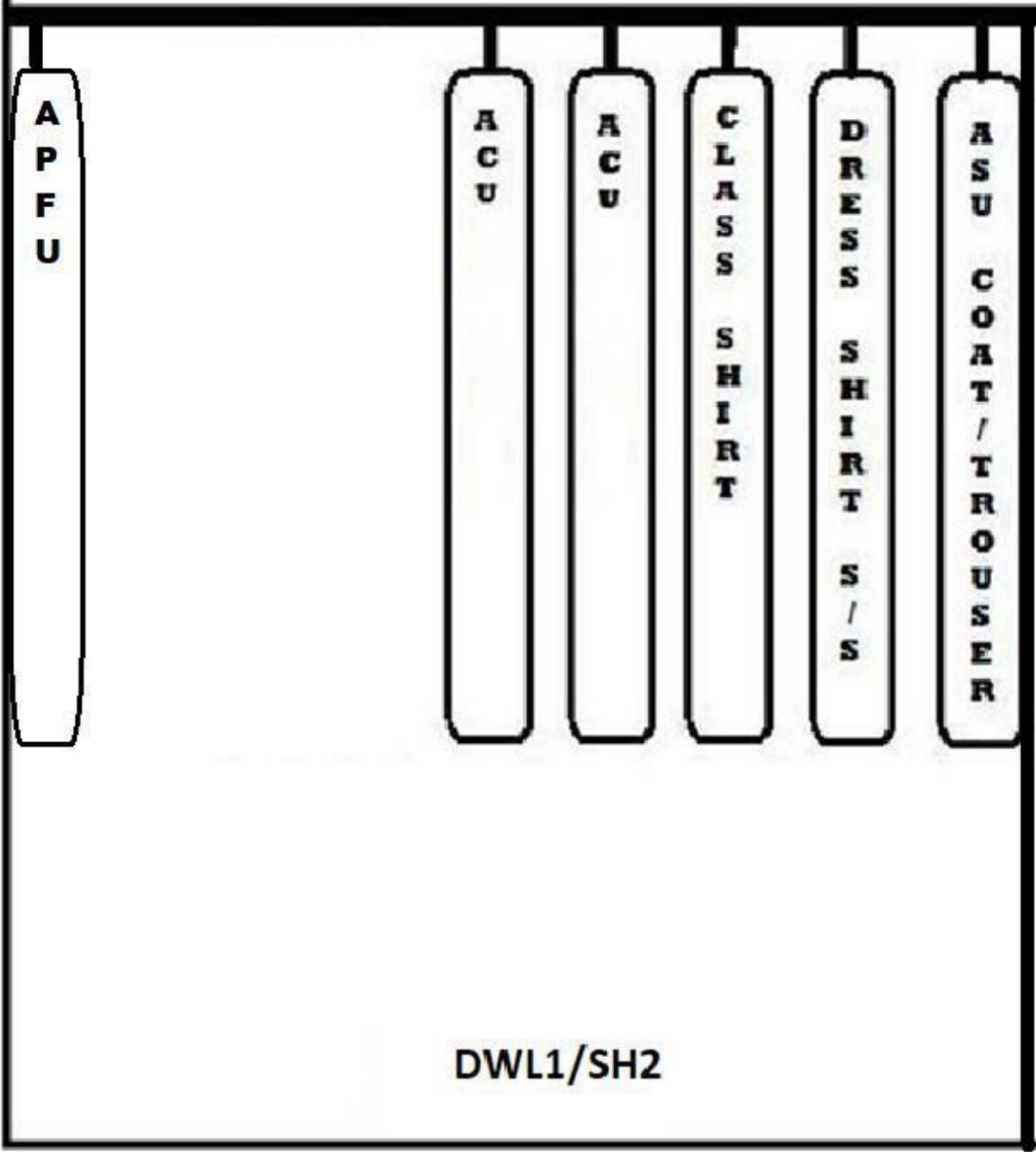
ENCLOSURE 3B – DWL1/ INTERNAL



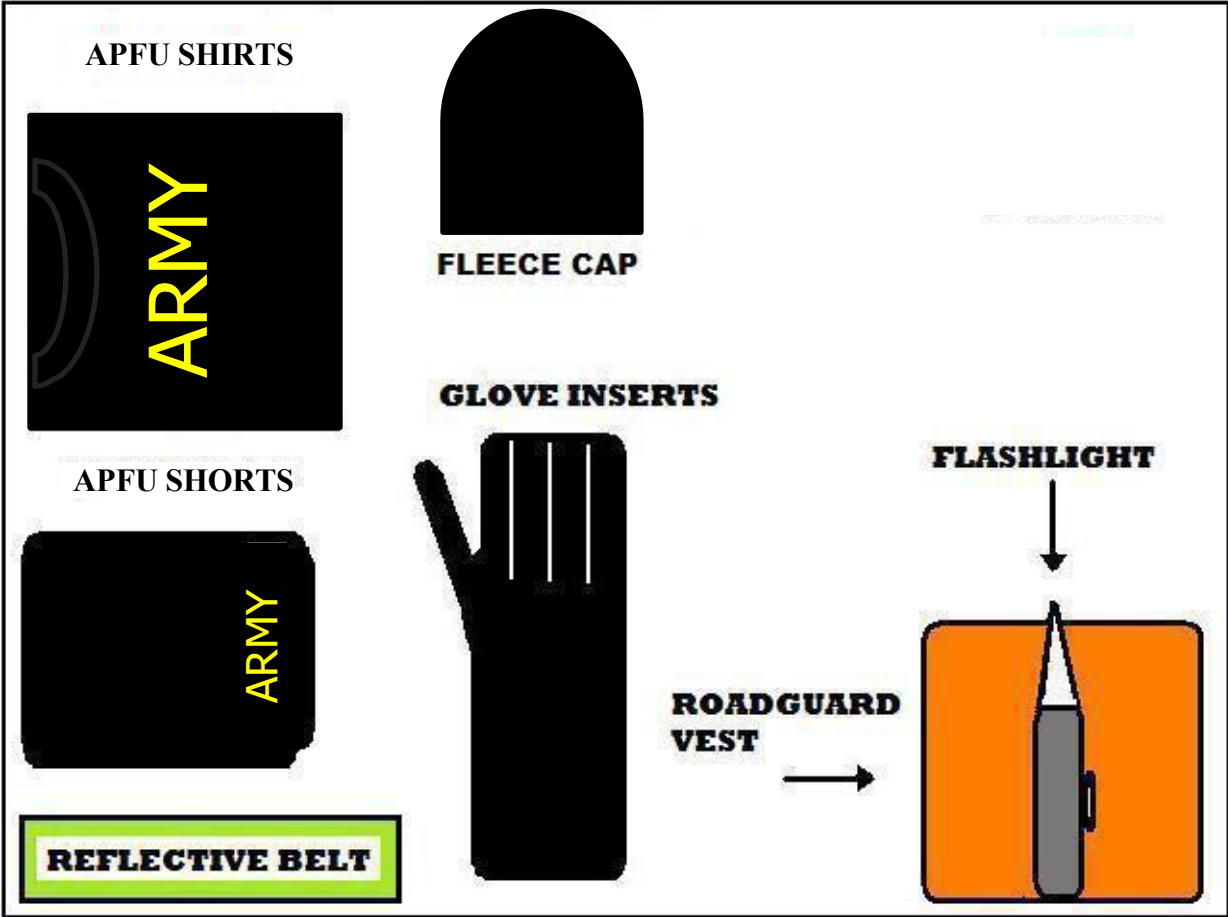
ENCLOSURE 3C – DWL1/SH1



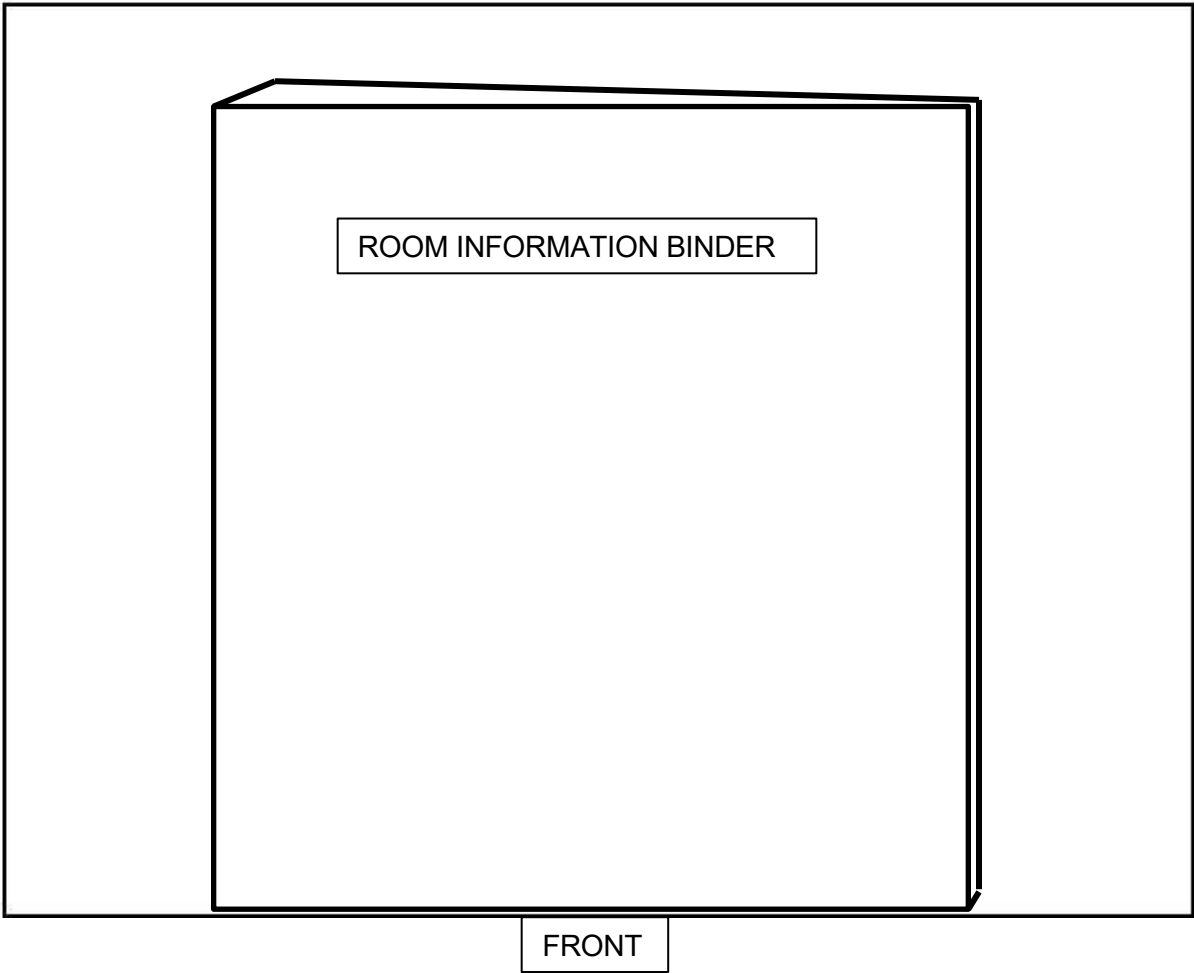
ENCLOSURE 3D(I) – DWL1/SH2 (Hanging)



ENCLOSURE 3D(II) – DWL1/SH2 (Bottom)



ENCLOSURE 3E – DWL1/SH3

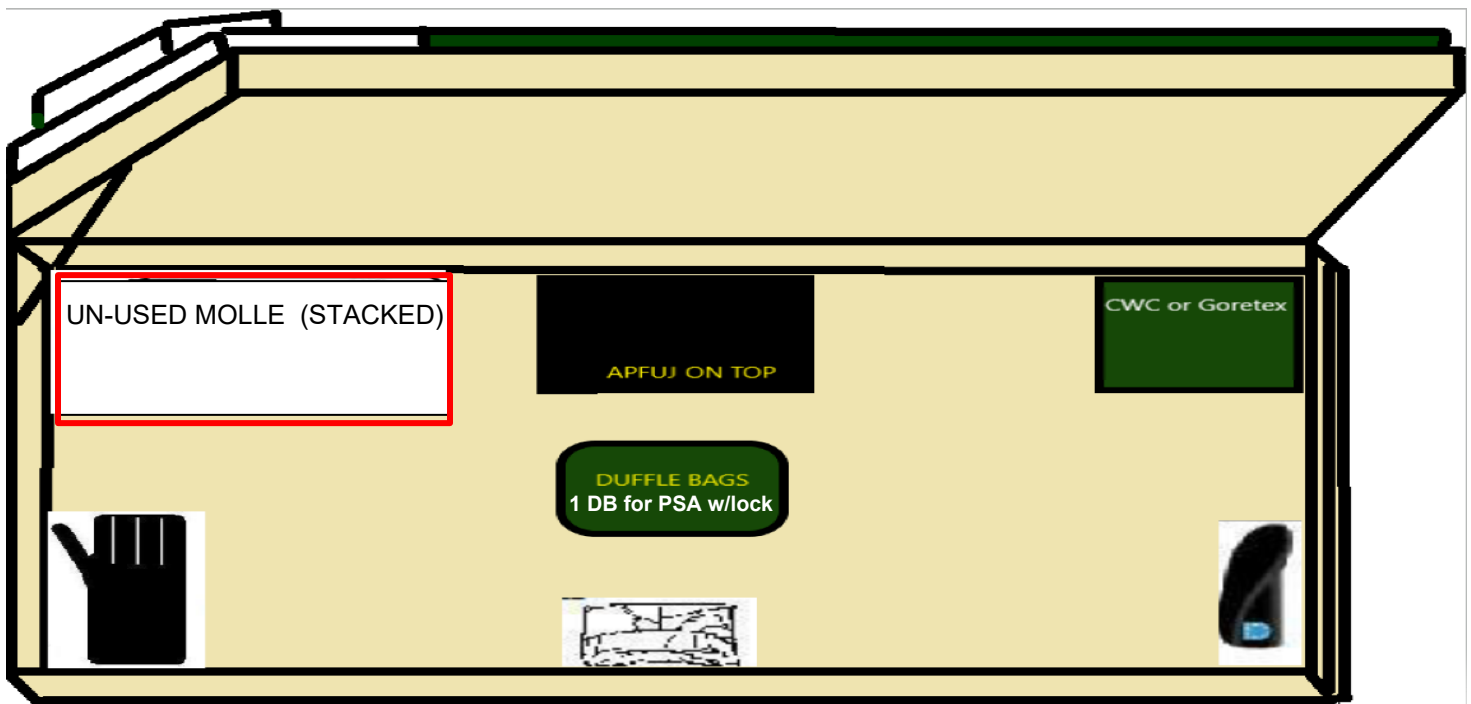


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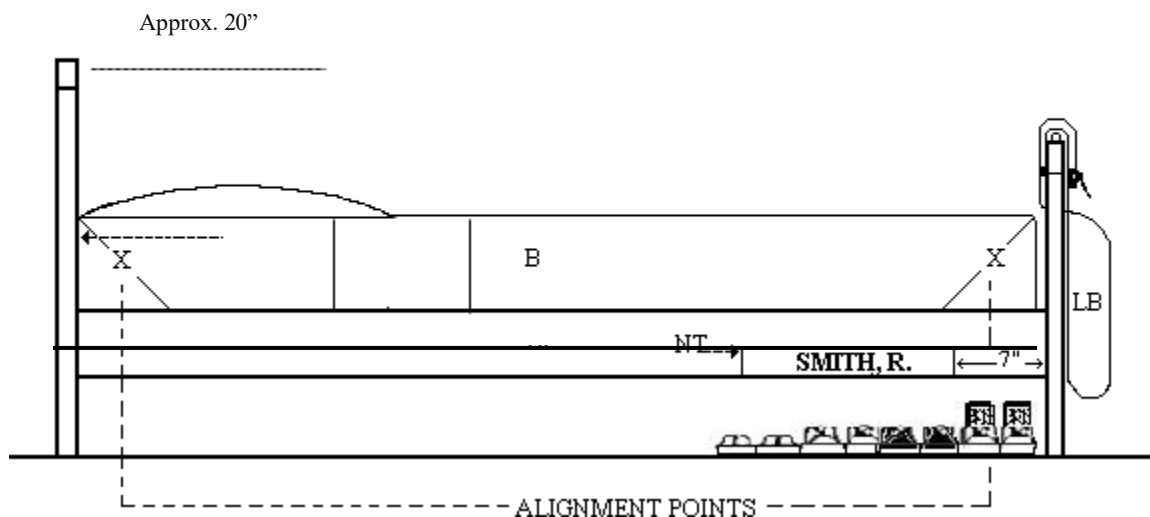
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ENCLOSURE 4A – CBC Display



ENCLOSURE 4B – REGULAR BED DISPLAY/Detail A/B

Regular Bed Display

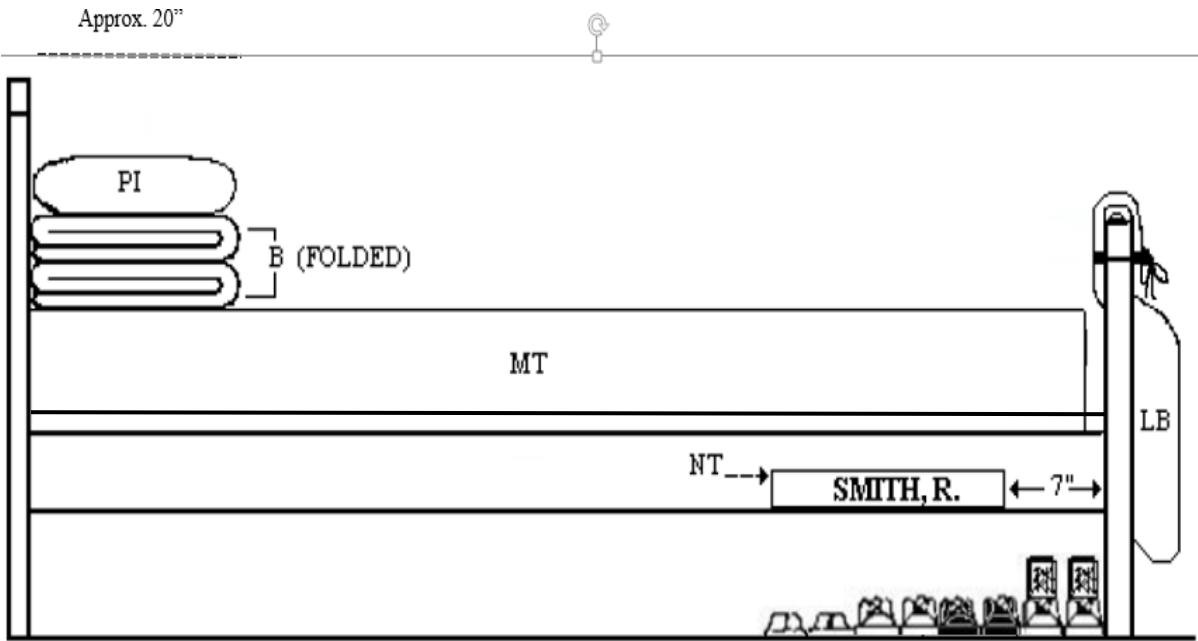


Detail A

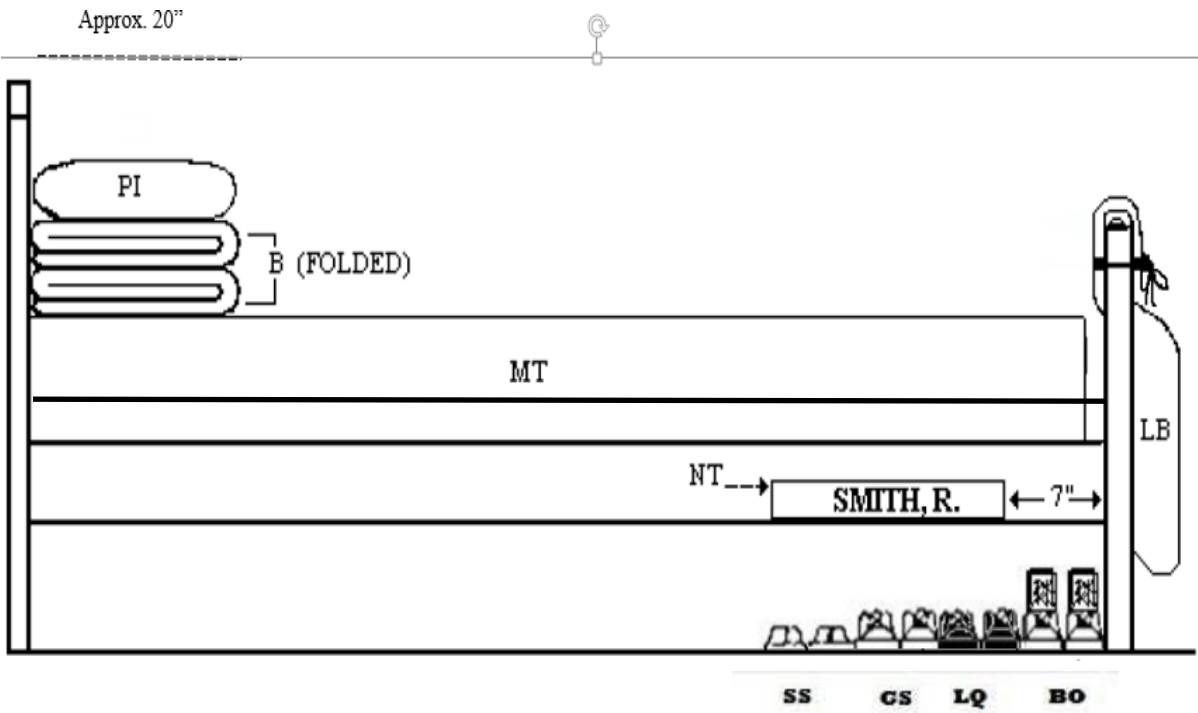


Detail B

ENCLOSURE 4C – STOCKADE BED DISPLAY



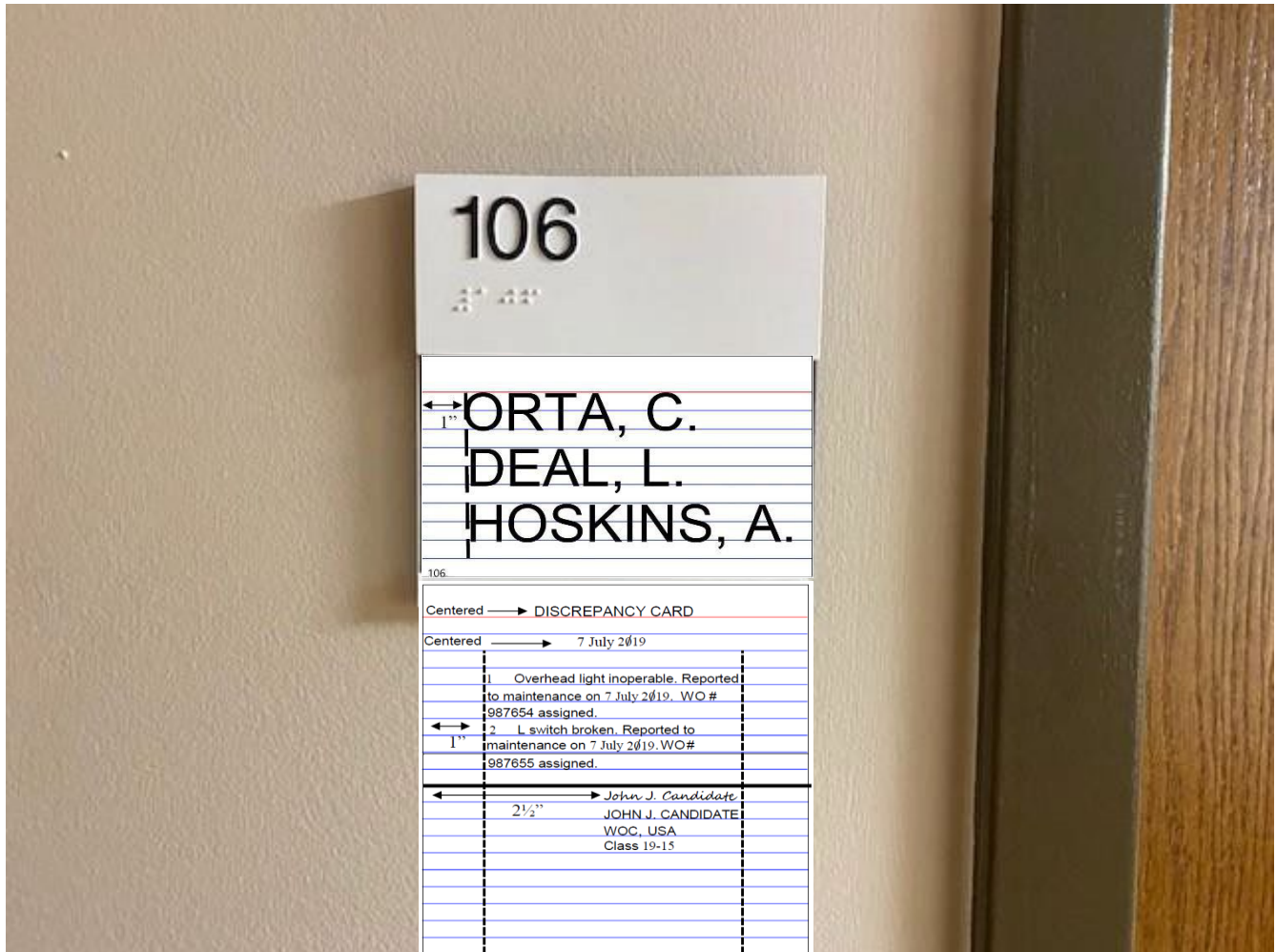
ENCLOSURE 5 – FOOTWEAR DISPLAY



ENCLOSURE 6 – TOWEL BARS



ENCLOSURE 7 – ROC/DIS Card LOCATION



NOTE: The DIS Card is taped on the bottom edge of the room number placard directly below the ROC Card and not to the wall. No tape is permitted on the wall or door.

ENCLOSURE 8 – Sink (SI)

MINIMAL PAPER TOWELS / TOILET
PAPER SHOULD BE STORED IN
THESE DRAWERS. DO NOT
STORE OTHER ITEMS HERE
UNLESS PERMISSION IS GIVEN
BY YOUR CADRE.



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