



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-0171

REPLY TO  
ATTENTION OF:

18 AUG 2003

EANC-SGS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 47 - Command Bunker Operations

1. REFERENCES.

- a. EUSA Pam 420-1

2. PURPOSE. This policy letter provides guidance for all 19<sup>th</sup> Theater Support Command (TSC) units and personnel on the policies and procedures to ensure that the Command Bunker (Bldg 1600) is maintained in a high state of maintenance and appearance and that the occupants working in the Command Bunker work in a safe and healthy atmosphere.

3. APPLICABILITY. This policy is effective immediately and applies to all military and civilian personnel entering and/or working in the Command Bunker.

4. RESPONSIBILITY. ACofS G3 has responsibility for the operation, maintenance, cleanliness and safety of the Command Bunker.

5. HOUSEKEEPING.

- a. Empty all trash cans and dispose of all other trash, empty boxes, etc, NLT the end of each shift. Each shift should begin with fresh work areas free of trash.

- b. All tables and desks should be routinely wiped to keep them free of dust and dirt.

- c. IAW all fire prevention regulations, no combustible materials will be stored inside the building at any time. This includes cleaning supplies. All flammable liquids must be maintained in a closed container outside the building.

- d. No mops or brooms will be stored inside the building.

- e. Routine maintenance of all floors and carpets will be performed on each shift. The floors will be mopped or vacuumed respectively, on Friday of each week or as necessary based on weather and floor conditions.

- f. Spills on the carpets and furniture will be cleaned up immediately.

- g. Food and drinks will be consumed in the break area until further notice.

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h. Do not tape, staple, or tack anything to the interior walls of the bunker. If information needs to be displayed, it will be properly framed and placed on the walls using nails or appropriate anchors depending on the frame's weight. This will be coordinated through designated personnel in G3.

i. Do not tape or staple items to furniture.

j. There will be no cooking appliances used in the bunker.

k. The only painting in the bunker to be done will be done by authorized DPW workers or contractors.

l. Building maintenance problems will be reported to the G3 who will contact the building manager for submission of appropriate workorder to repair the deficiency.

m. Do not self repair any deficiencies. This is due to the recognition of a one year warranty period (Aug 2003 – Aug 2004). Any repair may void the warranty.

n. Police call outside the bunker and guard shack should be performed between shifts and as needed.

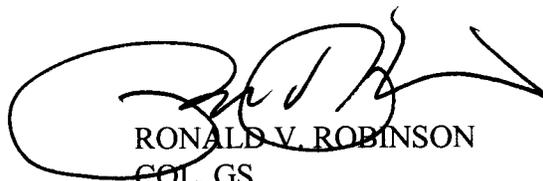
6. SMOKING CONTROL. There will be designated smoking areas outside the bunker. There will be no smoking at the main entrance to the bunker. The use of smokeless tobacco products inside the bunker is prohibited.

#### 7. FIRE EXTINGUISHERS.

a. Fire extinguishers will not be used for any other purpose except for what their intended purpose. Do not use fire extinguishers for blocking open doors or bracing equipment, etc. Fire extinguishers are not to be removed from their storage location except for annual or semiannual maintenance or for actual use in extinguishing a fire.

b. Fire extinguisher access will not be blocked.

8. Point of Contact is SFC Huckabee, at 768-8433, 011-9372-0199.



RONALD V. ROBINSON  
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