



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
514th SUPPORT MAINTENANCE COMPANY
77th COMBAT SUSTAINMENT SUPPORT BATTALION
BAGRAM AIRFIELD, AFGHANISTAN
APO AE 09354

ACTS-SCA-C-WN

29 March 2014

MEMORANDUM FOR RECORD

SUBJECT: 514th Support Maintenance Company Orderly Room Standard Operating Procedure (SOP).

- 1. Purpose and Scope:** The purpose of this document is to establish an SOP for the 514th SMC Orderly Room.
- 2. Applicability:** This SOP applies to all personnel working in the 514th SMC Orderly Room.
- 3. Responsibilities:**
 - a. Daytime (0900-1700):**
 - (1) Responsibility.** Have overall responsibility for the control and accountability of personnel and equipment within the Orderly Room.
 - (2) Ensure SOP Compliance.** Ensure that all officers, noncommissioned officers, and junior enlisted personnel are familiar with their responsibilities as outlined in this SOP.
 - (3) Accountability.** In the event of Indirect Fire (IDF) or another event that requires 100% accountability of the unit, the NCOIC will coordinate with all Platoon Sergeants to contact their Soldiers. Upon reaching 100% accountability, the NCOIC will utilize the SINCGARS radio to communicate with Battalion and inform them of the unit's status.
 - (4) Staff Duty Roster.** The NCOIC is responsible for providing a monthly roster of personnel to perform Staff Duty. The roster will be disseminated to the platoons and also posted in the hallway outside the Orderly Room.
 - (5) Mail.** Mail will be picked up daily from Battalion at 1530. A roster of personnel who have received mail will be typed up and posted on the Mail Room door and in the hallway outside the Orderly Room. Soldiers who have received mail can pick up their mail by coming to the Mail Room between 1530 and 1630.

(6) Operations. Soldiers working in the Orderly Room will conduct daily operations including but not limited to scheduling training events, planning, Daily Status Reports, Troop to Task lists, and all other paperwork produced in the Orderly Room.

(7) Serviceability. Soldiers will maintain all electronics in the Orderly Room including printers, phones, computers, and more, and will notify the Company Communications Representative when any of these items becomes unserviceable.

b. Nighttime (1700-0900):

(1) Responsibility. Have overall responsibility for the control and accountability of personnel and equipment within the Orderly Room.

(2) Ensure SOP Compliance. Ensure that all officers, noncommissioned officers, and junior enlisted personnel are familiar with their responsibilities as outlined in this SOP.

(3) Accountability. Phone calls and radio checks that come in after hours need to be relayed up the chain of command. The NCOIC will contact the appropriate personnel regarding the message by either cell phone or by calling out using the NVOIP phone in 1SG's office. A phone roster is located next to every phone in the Orderly Room.

(4) Conduct Periodic Checks. Make periodic checks of the building during non-duty hours to ensure that everything is secure and no unauthorized personnel are in the building.

(5) Company Bus. Ensure that the bus is fueled prior to being used to transport Soldiers to work in the morning.

(6) Cleanliness. The Orderly Room must be swept and mopped every night. Trash must be taken out to the dumpster located outside the building. Soldiers on all shifts will ensure that they do not leave a mess for the next shift to clean up.

4. Point of Contact: The point of contact for this policy memorandum is the undersigned at 318-481-6509 (DSN) or dewey.a.courtney@afghan.swa.army.mil.

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Commanding