- Safety
- Phone calls
- Chain of command
- Duty Performance
- Cleanliness/Hygiene
- Duty Schedule
- Uniform/Appearance
- Continuous Soldier Development
- Physical Fitness
- Conduct on and off-duty
- Appointment Policy
- Smoking
- Training

- Safety is paramount. If you see an unsafe condition, report it!

- Limit personal phone calls. Answer phones with courtesy using standard "Can I help you sir or ma'am".

- Use the chain of command at all times especially when scheduling appointments or schedule changes.

- Report to work well-rested, alert and able to work. Soldiers will not consume alcohol 12 hours prior to starting work.

- Keep duty areas neat. Clean up after youself. Empty trash and recycle bins at end of shift. Smoke only in designated areas, do not discard cigarette butts in indoor trashcans.

- Shower daily and maintain clean, dry and serviceable uniforms.

- Soldiers will report to work in the proper uniform in accordance with AR 670-1. The duty uniform includes ID card, dog tags, meal card, pen, and anything else you will require during your shift.

- Soldiers will conduct themselves in a professional manner. Maintain military bearing on and off-duty and render appropriate respect to others, especially those senior in rank.

- While on duty, maintain speed limits and stay within assigned areas. Do not operate shop van unless qualified.

- Shift schedule is posted and maintained by your shift NCOIC. Be present 15 minutes before the hour.

- Soldiers are encouraged to enroll in correspondence courses, read soldiers manuals, and to continue learning all duty-related computer programs (Word, Powerpoint, Excel) for self development.

- Soldiers are encouraged to attend training or classes to improve themselves for future employment. Clear with supervisor first before committing to class schedule.

- Soldiers will participate in a physical fitness program and will perform PT on a regular basis. I will inform you on scheduled record PT tests.

- Stay on top of training. Review training records regularly and requalify before expiration.

- Watch out for your peers. If you see a buddy in trouble, help him get the help he needs.

- My cell phone number is [Redacted] and I am available 0600 - 2100.