

- 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
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- 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 yourself. 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.