

THE NCO'S BARRACKS GUIDEBOOK

FREQUENTLY ASKED QUESTIONS & ANSWERS

[Q] What is The NCO's Barracks Guidebook?

[A] *The NCO's Barracks Guidebook* is a resource to help empower NCOs and reinforce their roles and responsibilities in the barracks. It was developed to strengthen barracks leadership and help to improve Soldier quality of life. It was developed by and for NCOs, with role-based guidance, checklists, examples, and resources for all leaders.

[Q] Why did the Army create this guidebook?

[A] The Army created this guide to help NCOs understand their essential roles in the barracks and provide guidance on caring for the health, welfare, and safety of their Soldiers. Clean, comfortable, and safe living conditions are directly tied to overall military readiness, morale and discipline.

[Q] Who should use the guidebook?

[A] This guidebook is designed for NCOs from the team leader level all the way up to command sergeants major, but it is a valuable resource for leaders at all levels. It is not only for the Soldiers living in the barracks, but for commanders, platoon leaders, first sergeants, barracks managers, and garrison partners who support unaccompanied housing.

[Q] Is the guidebook Army policy or a directive?

[A] No. The guidebook is not policy or a directive. It is a professional development and leadership resource. It is meant to complement other existing barracks management practices throughout the Army.

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[Q] Does the guidebook replace local barracks standard operating procedures?

[A] No. Local policies and standard operating procedures remain the primary authority because requirements and processes vary by installation and unit. This guidebook is designed to support local rules by helping leaders understand their common responsibilities and establish effective management practices that work for their specific location.

[Q] What topics does the guidebook cover?

[A] The guidebook covers everything residents and leaders need to manage daily barracks life. It explains daily responsibilities, room assignments, and inspections while offering practical advice on handling maintenance requests and work orders. It also outlines the roles each rank plays in helping to maintain the barracks. Additionally, it highlights security procedures and explains how to prepare barracks for deployments, field exercises, and block leave.

[Q] What does the guidebook say about Soldiers living in the barracks?

[A] The guidebook emphasizes that Soldiers are responsible for maintaining their assigned rooms, keys and furniture, along with keeping common areas clean, safe, and organized. It encourages residents to take ownership of their space by keeping property secure, following safety rules, treating neighbors with respect, and reporting maintenance issues immediately.

[Q] What does the guidebook expect of NCOs?

[A] NCOs must stay actively involved in barracks conditions and Soldier welfare by conducting routine walkthroughs, enforcing standards, and helping Soldiers resolve maintenance issues. They are also expected to train junior leaders, recognize safety concerns, and quickly escalate unresolved problems through the chain of command.

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[Q] How does the guidebook address maintenance concerns?

[A] The guidebook encourages Soldiers and leaders to use the Army Maintenance Application (ArMA) to submit and track routine work orders, while using local installation hotlines for urgent emergencies. It also emphasizes the need for leaders to track unresolved issues and coordinate directly with barracks managers and the Directorate of Public Works to ensure repairs are completed.

[Q] How can leaders use the guidebook in their formations?

[A] Leaders can use this guide to train junior NCOs, onboard incoming leaders, structure barracks meetings, and clearly define barracks-related duties. It also serves as reference to help units build local checklists, counseling packets, review common issues, and improve daily barracks management.

[Q] Where can I find the guidebook?

[A] The guidebook will be available on [Army's Tell Your Formation site](#), along with various other platforms. Users should refer to their installation and unit resources for local barracks procedures, points of contact, and emergency information.