



DEPARTMENT OF THE ARMY  
Charlie Company, Warrior Transition Battalion-Europe  
CMR 457  
APO AE 09033

REPLY TO  
ATTENTION OF:

MCEUB-WTU

8 February 2011

MEMORANDUM FOR All Company Personnel

SUBJECT: Commander's Policy Letter: Daily Room Inspection Standards

1. As per the Barracks SOP, the chain of command will conduct daily room inspections of the Soldiers living in the barracks.
2. During the inspection, the chain of command will inspect for cleanliness, upkeep, potential safety hazards and maintenance issues. They will also use this time to engage their Soldiers face to face to solicit their feedback or learn of any issues they may have.
3. During room inspections, squad leaders will use the attached room inspection checklist as a guide. They will note all deficiencies on the checklist and turn it in to the Platoon Sergeant. The Platoon Sergeant will then use the checklist to send a daily rollup of all deficiencies and issues to the 1SG.
4. The chain of command will also inspect the common areas once a day. They will note all deficiencies on the Common Area Checklist and will send a completed checklist to the 1SG daily.
5. The POC for this action is the undersigned at 354-7088.

A handwritten signature in black ink, appearing to read "BKR", written over the typed name.

BRENNA K. RICE  
CPT, SC  
Commanding