



DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
REDSTONE ARSENAL, ALABAMA 35809-7000

REPLY TO
ATTENTION OF

MCXW-MED

25 May 2004

MEMORANDUM FOR Fox Army Health Center Medical Company, Redstone Arsenal, AL
35809-7000

SUBJECT: Standard Operating Procedure (SOP) for Health and Welfare Inspections

1. **Applicability.** This SOP applies to inspections of all barracks and living areas within the control of the Fox Army Health Center Medical Company, including individual rooms, offices, the activity room, and common areas.
2. **Policy.** Health and welfare inspections (HWIs) will be conducted regularly in order to ensure security, military health/welfare, and good order/discipline. Specifically, they enable the command to determine whether soldiers are properly equipped are maintaining proper standards of readiness, cleanliness and sanitation, are present, fit and ready for duty. In addition, they allow the command to ensure that the barracks are free of unlawful weapons and other contraband.
3. **Frequency.** An HWI may be ordered by the Commander or First Sergeant at any time. However, HWIs will be conducted at least semi-annually. Twice per year, a HWI will be conducted with the assistance of a Military Police working dog trained to detect drugs and/or explosives.
4. **Procedure.** HWIs will be conducted according to the following procedures:
 - a. The extent of the HWI (i.e., which areas of the barracks will be inspected) will be determined at the time the decision is made to conduct the HWI. The inspection may include the entire barracks or any subdivision of the barracks, such as certain floors, all odd-numbered rooms, etc. An inspection will not be complete until all areas identified for inspection have been inspected.
 - b. An inspection may be announced or unannounced.
 - c. All parts of offices and common areas are subject to inspection.
 - d. Inspections of individual rooms may be conducted whether or not the room's occupants are present.

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e. Inspections of individual rooms will be conducted by no less than two inspectors, at least one of which will be a member of the soldier's chain of command or NCO support channel. Each member of the inspection team will be an Officer or Noncommissioned Officer.

f. Locked storage areas, such as lockers, drawers, night stands, etc., will not be opened by inspectors unless the occupant is present. The Commander will determine at the time of the search whether locked storage areas will be inspected. If locked storage areas are to be inspected, locked areas in all rooms will be inspected.

g. If a lockable storage area is found unlocked during an inspection and the occupant is not present, the inspector may inspect the storage area to look for and secure valuables and locate contraband. Inspections should be no more intrusive than necessary to locate valuables or contraband. Failure to keep these areas locked and keys safeguarded when the room is unattended is a security violation. If found unlocked, such areas, when practicable, will be secured with Army locks. Soldiers will report to the First Sergeant to regain access.

h. If unauthorized items (e.g., weapons, pyrotechnics) are observed anywhere in the room, including locked or unlocked storage areas, these items will be confiscated and brought to the attention of the Commander. If drugs or drug paraphernalia are observed anywhere in the room, including locked or unlocked storage areas, the inspector will stop the inspection, secure the room, and immediately notify the Commander. The Commander will notify the Military Police and CID.

i. Inspectors will not open any unopened mail found in a soldier's room.

5. POC is the undersigned at 955-8888 ext. 1150.

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LAURA S. EDWARDS
CPT, MS
Commanding