



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U. S. ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8002

ATSS-CD

1 July 2014

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 23, **USASMA Area Maintenance Responsibilities**

1. References: None

2. Purpose: To designate areas of responsibilities and specify maintenance and upkeep expectations.

3. General. USASMA is a singular and unique organization within the Army and emblematic of the high standards, professionalism, and achievements of its NCO Corps. The appearance of the Academy's facilities must reflect the organization's values, discipline, and pride. Members of the organization are expected to assume ownership and maintain the professional appearance of the Academy's facilities.

4. Responsibilities.

a. Team Bliss provides and maintains specified and limited housekeeping and grounds maintenance services through base operations contracts. These contracts provide basic cleaning of the flooring in public areas, latrines upkeep, and limited (usually once a week) upkeep of specified office spaces (i.e. emptying trash cans, vacuuming, etc.). These contracts do not cover classrooms. Contracted grounds maintenance provides periodic cleaning of parking lots and lawn/landscape maintenance of areas between public roadways and buildings. At this time, these contracts do not cover any grounds support of the Academy's interior areas.

b. The USASMA Facilities Maintenance section receives, processes, and executes Academy-wide work, repair, and service orders. Additionally, they coordinate and supervise the maintenance of the Academy grounds (e.g. lawn and landscaping) using detailed labor (i.e. inmates) or contracted agencies from Team Bliss. As necessary, they coordinate and oversee the employment of assigned military personnel to accomplish immediate tasks or to perform routine tasks in lieu of Team Bliss detailed or contracted support. Beyond contracted support, Facilities Maintenance is specifically responsible for the upkeep of the LRC and Cooper Lecture Center (including exterior entryways).

c. The SMC will maintain the cleanliness and professional appearance of the first and second floors of the Academy's north, south, and center (service) wings. These responsibilities include upkeep of all classrooms, hallways, and servicing exterior entryways (including exterior steps and immediate sidewalks). AAFES personnel have the responsibility to clean the interior area of the AAFES dining area.

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d. The SMC Nonresident Course will maintain the cleanliness and professional appearance of the first floor of the Academy's east wing. These responsibilities include upkeep of all assigned classrooms, hallways, and servicing exterior entryways (including exterior steps and immediate sidewalks).

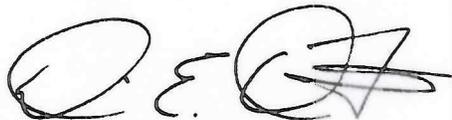
e. The Battle Staff NCO Course will maintain the cleanliness and professional appearance of the second floor of the Academy's east wing. These responsibilities include upkeep of all classrooms, hallways, and all three servicing stairwells and elevator.

f. Staff and Faculty Company will maintain the cleanliness and professional appearance of the command group building. These responsibilities include maintenance of interior common areas, the upper deck of the loading dock, exterior entryways, and exterior of the Chaplain's/EOA's building.

g. DA Civilians and Contractors may not be directed to perform general housekeeping or maintenance tasks unless those duties are specifically stated in their position description or contracted scope of work. They are however expected to maintain their assigned work areas (i.e. desk, cubicle, office space) in a safe and healthy state of repair. Civilian personnel must report any needed maintenance or housekeeping issues to their supervisor.

h. Each organization is responsible for the professional upkeep of hallway decorations and displays within their assigned areas of responsibilities. Structural repairs to the building, walls, ceilings, or floors will be reported to the Facilities Maintenance section. Maintenance of light bulbs, ceiling fans, and furniture is the responsibility of assigned AOR owners. Hallways, common areas, and entryways will be maintained free of trash, debris, and dislocated furniture at all times. Trash and debris will be placed inside provided waste and recyclable dumpsters situated around the Academy. Every effort will be made to separate recyclable materials from trash. Detailed labor will not remove trash, debris, or furniture from assigned AORs unless coordinated through the Facilities Maintenance section. Organizations are required to purchase adequate cleaning supplies to maintain their assigned areas of responsibilities (e.g. brooms, trash bags, etc.). Upon request, the Facilities Maintenance section will provide additional maintenance materials and equipment such as light bulbs, ceiling tiles, shovels, ladders, ice melt, and leaf blowers.

5. POC this policy is the Director, Plans & Operations, (915) 744-9069.



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Commandant