



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D CAVALRY REGIMENT  
BUILDING 9001 LEGENDS WAY  
FORT CAVAZOS, TX 76544



AFZC-RCO

25 MAY 23

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #2 - Command Presence in the Barracks

1. This policy applies to all Troopers residing in the barracks and Command Teams.
2. Purpose. In order to properly care for and supervise subordinates, Leaders must know their Soldiers both on and off duty. Professionals and members of the Regiment know and enforce standards 24/7/365. Therefore, I expect Leaders to be both involved and present in the barracks.
3. Execution. Each Troop will establish a leader rotation in order to provide command presence in the barracks. At a minimum, during a DONSA, weekend, or holiday, Troops will conduct checks once during the day and once during the night, with no more than 8 hours between checks. During nights prior to a DONSA, weekend, or holiday, Troops will conduct checks at least once between the hours of 2000-0300.
  - a. Checks will be conducted by leadership within the Troop, rotating between Platoon leadership (Platoon Leader, Platoon Sergeant) and Troop leadership (Commander, First Sergeant, Executive Officer). Platoon and Troop leadership checks must last at least one hour. Squadron leadership (Commander, Command Sergeant Major, Executive Officer, Operations Officer, Operations Sergeant Major) will conduct checks in addition to the Troop level checks. Squad and Team leadership will conduct checks during the work week.
  - b. Company Commanders and First Sergeants will visit their single service members' barracks for at least one hour per weekend between 1700 and 2000 on either Friday, Saturday, or Sunday.
  - c. When conducting checks, leaders will sign in and out with Squadron Staff Duty and CQ before and after walkthroughs.
  - d. Troops will submit a monthly roster detailing who is conducting these checks to SQDN S1 NLT 5 days prior to the start of the month. SQDN S1 will ensure the roster is posted at SQDN Staff Duty IOT check who is supposed to be conducting each check.
  - e. A walkthrough will consist, at a minimum, of a visual inspection of common areas, day rooms, smoking areas, barbecue pits, parking lots, and most importantly - active

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engagement with Troopers present - including the Charge of Quarters. When appropriate, Leaders should knock on barracks room doors to inquire into the welfare of the occupants. The command presence in the barracks is not to serve as an inspection but an opportunity to better connect with and know our Soldiers.

4. Squadron Staff Duty. On duty days and the night prior to a duty day, Staff Duty will conduct checks every 4-6 hours during a 24 hour shift, ensuring there is at least one check from 2100-2400, and one from 0000-0300 by either the SDO or SDNCO.

5. Reporting Requirements. Squadron Staff Duty will submit a close out report of all Leaders (Name & time) who conduct checks for the weekend NLT 0400 to the Regimental Staff Duty Officer. The Regimental SDO will provide a consolidated report to the RXO NLT 0500 the first duty day of the week.

6. The point of contact for this memorandum is the Regimental Executive Officer at 254-287-0691.

  
JEFFREY J. BARTA  
COL, AR  
Commanding  
