



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM  
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

6 August 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-16, Single Enlisted Soldiers Living Standards for the Barracks

1. References:

- a. AR 600-20, Army Command Policy, 6 November 2014.
- b. AR 420-1, Army Facilities Management, 24 August 2012.
- c. Fort Drum Regulation 420-4, Fire Prevention Program, 9 May 2016.
- d. HQDA Memorandum, Housing Policy for GEO Bachelors, 2 April 2005.
- e. HQDA Memorandum, Authorization for SSG to receive BAH, 9 March 2005.
- f. HQDA EXORD 068-18 Army Barracks Management Program (ABMP), 28 January 2018.
- g. ABMP Handbook, 9 January 2018.

2. Supersession: This policy supersedes and replaces Installation Policy Memorandum 19-16, Single Enlisted Soldiers Living Standards for the Barracks, 24 January 2020.

3. Purpose: Establish procedures governing Soldiers who live in barracks, and command responsibilities.

4. Concept: This policy fosters these core values by allowing each Soldier to have a more "home-like atmosphere" in his/her room and barracks area, while establishing standards that ensure a healthy living environment for all Soldiers. Balancing these goals is chain of command business. Each Soldier has individual responsibilities in this area and is accountable within the policies and guidelines established for the barracks.

5. Applicability: This policy is applicable to all Soldiers assigned to a barracks room while assigned or attached to Fort Drum.

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6. General:

a. Commanders have inherent authority over barracks and are responsible for enforcing standards to ensure a safe, secure, clean, pleasant, and functional living environment.

1) Commanders have full authority to conduct health and welfare inspections. Commanders may enter rooms and authorize unit leaders to enter rooms on their behalf. Commanders and leaders will check rooms and common areas, as necessary, to enforce standards and cleanliness, guarantee safety and security, and identify maintenance shortfalls. The frequency of checks is the Commander's prerogative based on demonstrated performance, behavior, and hygiene habits of each Soldier, and the condition of the existing facilities. At the Commander's request, the ABMP management team will assist conducting health and welfare inspections in the barracks.

b. Barracks Supervision. Refer to 10<sup>th</sup> Mountain Charge of Quarters (CQ) and Runner (CQR) Standard Operating Procedures. Charge of Quarters (CQ) are mandatory. Each company, troop, or battery-sized unit will maintain a CQ. BN SDNCO will routinely check the entire barracks area, moving from one place to another to ensure the provisions of this policy are followed. Units will assign an NCO who lives in the barracks as barracks supervisor and additional NCOs as floor supervisors. Barracks and floor supervisors will ensure routine compliance with standards. Units will establish a barracks council that meets quarterly with the chain of command to discuss concerns.

1) Command Presence. All units will establish and maintain a presence of command during off duty hours, weekends and holidays, on a random basis, and before and after midnight. Leaders should know what goes on in the barracks and fix problems, situations, or Soldier issues.

c. Space Utilization. Barracks are owned by individual units and unit integrity is a priority when assigning personnel to rooms. No barracks rooms will be used for unit business. There will be no platoon or squad command posts in the barracks. Ensure those who use the common areas, married or single, maintain those areas. No Soldier entitled BAH will be assigned a permanent party barracks room without an approved exception to policy by the Garrison Commander. During deployments, when possible, units will collapse their footprint so that it increases C2, supports maintenance and restoration and supports energy conservation.

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d. Visitation. Soldiers may have visitors in their barracks rooms from 1700 to 2400 on duty days. Any Soldier that wishes to have overnight guests on non-duty days must get prior authorization from their chain of command. All visitors will sign in/out at the CQ desk and will be required to leave one valid form of identification (i.e. state issued driver's license, state ID, university ID, etc.) with the CQ upon signing in as a visitor. CQ will review the visitor log and remaining ID cards beginning at 2345 each night and will escort all remaining visitors, not on a valid overnight guest authorization, from the building NLT 2400. Cohabitation is strictly prohibited; roommates must agree on ground rules for visits - who may visit, how often, and for how long. When more than one Soldier resides in a room, rights of privacy take precedence over visitation. Roommates must jointly agree to visitations prior to any visit taking place. Soldiers are responsible for their visitor's actions and must accompany their visitors at all times. Any non-military visitor below the age of 18, and not a member of the Soldier's immediate Family (brother or sister) must be accompanied by a parent or legal guardian. Commanders will remove unaccompanied visitors from the installation. Commanders are authorized to discontinue visitation privileges for individual Soldiers for reasons of discipline or military necessity.

e. Room and Common Area Standards. Nothing will be displayed that is inappropriate. Examples of inappropriate displays are those that contain nudity, pro-drug messages or depictions, extreme cruelty, inhumane treatment, or values incompatible with normal unit cohesion. Except for a coffee maker, only government furnished cooking appliances are approved for use in living quarters. NO use of hot plates, electric skillets, space heaters and similar small electrical appliances are permitted in rooms. All pets are prohibited. Smoking is prohibited to include e-cigarettes (vaping) anywhere in the barracks. Lit candles or any open flames are also prohibited. Soldiers must keep doors and windows locked at all times. Blocking the door lock mechanisms from functioning as designed is prohibited (e.g., taping or stuffing objects in the lock to prevent it from locking when shut). Rooms and common areas will comply with health and safety regulations, be free of excess dirt and trash, and will appear neat and orderly. Soldiers are prohibited from disconnecting, covering, or tampering with smoke detectors or any other type of alarm in any manner. Access to doors and fire exits must be unimpeded. Fire exits will be utilized in emergency situations only and will not be propped open.

f. Alcohol. Keg beer is not authorized in the barracks. Soldiers, who are 21 years of age or older, may possess or drink alcohol in the barracks. Consumption or possession of alcohol by those under age 21 is prohibited by law. **NO more than one 12-pack (144 oz) of beer, or 2 bottles (750 ml each) of wine, or one (750 ml) bottle of liquor per Soldier at any time.** All alcoholic beverages will not exceed 75% alcohol content (150

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proof). It is unlawful to provide alcoholic beverages to anyone under the age of 21. Suppliers of alcohol to under-age drinkers will be held accountable for their illegal acts. If Commanders detect a problem with a specific Soldier regarding possession and/or consumption of alcohol, tighter controls on amounts of alcohol may be imposed on that Soldier. Unit leaders will ensure Soldiers under the age of 21 have their barracks door marked indicating "Under 21."

g. Drug Paraphernalia. There will be no drug paraphernalia of any kind in barracks.

h. Weapons. There will be no personally owned weapons in the barracks. All personally owned weapons will be stored in the unit arms rooms or Fort Drum FMWR weapon storage facilities. This includes, but is not limited to, hand guns, rifles, shot guns and archery bows.

i. Sub-master keycards. Sub-master keycards are only for brigade and battalion-level management of barracks and to access SSH rooms for specific and approved reasons.

1) Sub-master keycards will be signed for by the battalion/brigade S-2. Sub-master keycards will be secured in a locked container (key box) located at the staff duty desk and inventoried by the outgoing Staff Duty Officer (SDO) and transferred to the incoming SDO on a DA 5513. The sub-master keycards are NOT to be transferred below the Staff Duty Noncommissioned Officer (SDNCO). SSH personnel will conduct monthly inventories of sub-master key cards to ensure accountability. All accountability discrepancies will be reported to the chain of command and SSH.

2) Approved uses of sub-master keycards are command safety checks, health and welfare inspections; emergency situations, to include catastrophic maintenance issues (water leak resulting in property damage) and potential life-threatening circumstances (Soldier is locked in room threatening suicide or harm to self); or a Soldier locked out of his/her room with SDNCO positive identification of the Soldier assigned to the room. The battalion barracks NCO will provide an occupancy roster, in accordance with the positive identification procedure, on a weekly basis.

3) When sub-master key cards have been used the SDNCO will enter the rooms accessed on the Staff Duty journal, to include the room number opened, name of the occupying Soldier(s), and the reason for access.

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j. Punitive Action. Violation of this policy may result in adverse administrative action and/or disciplinary action. Commanders may take any action they deem appropriate to punish violators of this policy.

7. Point of contact for this policy is Mr. Jeremy L. Wildhaber, Chief, Installation Single Soldier Housing Branch at (315) 772-6004.

Encl  
CQ SOP



MILFORD H. BEAGLE, JR.  
Major General, USA  
Commanding

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