



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

AFDR-CG

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum #17-16, Single Enlisted Soldiers' Living Standards for the Barracks

1. References:

- a. AR 600-20, Army Command Policy, 6 November 2014.
- b. Fort Drum Regulation 420-4, Fire Prevention Program, 9 May 2016.
- c. AR 420-1, Army Facilities Management, 24 August 2012.
- d. Memorandum, HQDA, DAIM-AZ Housing policy for GEOs, 2 April 2005.
- e. Memorandum, HQDA, DAIM-AZ, Authorization for SSGs to receive BAH, 9 March 2005.
- f. First Sergeants Barracks Program (FSBP) 2020 Handbook, 2 January 2013.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 15-01 (Green Book), 3 August 2015.

3. Purpose: To establish the rules and procedures which govern Soldiers who live in the barracks, and the command teams as they oversee the living conditions of barracks housed Soldiers.

4. Concept: The Army's core values are respect for the dignity of each Soldier and the ability to live and work together as a team. 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 the 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 prerogative of Commanders based on the demonstrated performance, behavior, and hygiene habits of each Soldier, and the condition of the existing facilities. At the Commander's request, the FSBP management team will assist conducting health and welfare inspections in the barracks.

b. Barracks Supervision. Refer to 10th Mountain Charge of Quarters (CQ) and Runner (CQR) Standard Operating Procedures. Charge of Quarters (CQs) are mandatory. Each company, troop, or battery-sized unit will maintain a CQ during off-duty hours. Units that share barracks space or have Soldiers in multiple buildings may coordinate with other units to share CQ duties in order to foster force protection and ensure a command presence by maintaining at least one CQ in every barracks building during off-duty hours. When an entire battalion is deployed for training or an operational requirement, the unit will have a staff duty NCO (SSG or above) and an assistant staff duty NCO (SPC or above). The assistant staff duty NCO's place of duty is the barracks. The assistant staff duty NCO should continuously check the entire barracks area, moving from one place to another to ensure the provisions of this policy are followed. The assistant will also check unit parking lots and motor pools as necessary. 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. After-Duty Hours Details. Commanders will ensure that Soldiers living in the barracks are no more susceptible to performing unscheduled duties than Soldiers residing off-post or in privatized housing. Units will use a duty roster to determine who

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will perform duties, to include unanticipated missions such as guarding the arms room. "Hey you" details should not be common practice.

d. Space Utilization. Barracks are owned by individual units and unit integrity is a priority when assigning personnel to rooms. Every effort will be made to roommate Soldiers with members of their unit. Particular care should be taken when assigning Soldiers in low-density MOS's such as medics, FO's, etc. No barracks rooms will be used for unit business. There will be no platoon or squad command posts in the barracks. Ensure that those who use the common areas, married or single, maintain those areas. Whenever possible, assign one NCO per room. Assign no more than two Soldiers (SPC and below) per room. Make linen, bedding, and furniture available to Soldiers. Upon assignment to Fort Drum, single SSGs and above will receive BAH at the "without dependent" rate and will not be allowed to reside in the barracks. Soldiers entitled to BAH at the "with dependent" rate who are voluntarily separated from their Family members (geographical bachelors) may only reside in the barracks if they have an exception to policy approved by the Garrison Commander. The overall installation utilization occupancy rate must exceed 95 percent before Certificates of Non-Availability will be issued for Soldiers in the grade of Sergeant (E5) and below to draw BAH without dependents and to live off-post. During deployments, when possible, units should collapse their footprint so that it increases C2, supports maintenance and restoration and supports energy conservation.

e. Visitation. Soldiers may have visitors of either sex in their barracks rooms from 1700 to 2400 on a duty day and from 0800 to 2400 on a non-duty day. Visitors are prohibited during the hours of 0001 to 1700 on duty days and 0001 to 0759 on non-duty days. Visitors must sign in/out at the CQ desk. Each visitor will be required to leave one valid form of identification (i.e. state issued driver's license, state ID, military ID, university ID, etc.). CQ will review the visitor log and remaining ID cards beginning at 2345 HRS each night; and will escort all remaining visitors from the building NLT 2400 HRS. Cohabitation is strictly prohibited; there will be no overnight visits in barracks rooms. 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 the actions of their visitors and must escort their visitors at all times. Any nonmilitary 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 unescorted visitors from the installation. Commanders may discontinue visitation privileges for individual Soldiers for reasons of discipline or military necessity.

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f. Room and Common Area Standards. Soldiers may arrange and decorate their rooms within the limits of good taste. Commanders are reminded of their authority and responsibilities IAW AR 600-20, to prohibit the display of symbols, flags, posters, or other materials relating to extremist groups or activities in order to ensure good order and discipline in the barracks. 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. Soldiers may have non-government furniture, telephones, civilian blankets, and other comforts. They will, however, be held financially responsible for any and all furniture and appliances (to include all furniture and appliance parts) that they have signed for on a government hand receipt. Except for a coffee pot/machine only Government furnished appliances for cooking are approved for use in the living quarters; NO use of hot plates, electric skillets, space heaters and similar small electrical appliances are permitted in rooms because of their proven high risk for fire and potential for loss of life. All pets are prohibited. Smoking is prohibited to include e-cigarettes (vaping) anywhere in the barracks. Smoking and vaping is not permitted within 50 feet of any government facility. Lit candles or any open flames are also prohibited. Soldiers must keep doors and windows locked at all times. DA Form 4986 (Personal Property Record) will be completed for each Soldier and updated at a minimum of every six months. Soldiers must obtain Public Works' approval through their chain of command before making any structural modifications to rooms. Rooms and common areas must comply with health and safety regulations, be free of excess dirt and trash, and will appear neat and orderly. Plumbing, electricity, heating, smoke detectors, fire alarms, doors, and windows must be maintained and serviceable. 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 unrestricted. Fire exits will be utilized in emergency situations only and will not be propped open.

g. 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 1 12 pack (144 oz) of beer or 2 bottles (750 ml each) of wine or 1 (750 ml) bottle of liquor per Soldier at any time.** All alcoholic beverages will not exceed 75% alcohol content (150 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. This will be done in concert with other measures, such as counseling, to help the Soldier. Unit leaders will ensure that Soldiers under the age of

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21 have their barracks door identification tags clearly marked indicating "Under 21". I urge every Soldier who drinks alcohol to do so responsibly.

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

i. Weapons. There will be no personally owned weapons in the barracks at any time. 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.

j. Punitive Action. Violations of the policies in this memorandum may result in adverse administrative action pursuant to Army Regulation(s) and/or disciplinary action under the Uniform Code of Military Justice. Commanders may take any action they deem appropriate to punish violators of this policy memorandum after evaluating each case on its own merits.

k. Summary. I want commanders to ensure that Soldiers and leaders understand the intent, spirit, and details of this policy. This policy emphasizes Army values - respect for the dignity of each Soldier and the ability to live and work together as a team. Upholding these values is the spirit of this policy. The chain of command must take an active role in knowing how our Soldiers live, both on and off post, and be responsible for their well-being. We must ensure that each Soldier is treated with dignity and respect; provided clean, wholesome, healthy, and safe living conditions; and afforded privacy and consideration by other Soldiers.

7. Point of Contact is the Division Command Sergeant Major (315) 772-3921 or the Division Housing Manager at (315) 772-6004.



WALTER E. PIATT
Major General, USA
Commanding

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