AFZJ-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy #11, Barracks Policy Letter

1. REFERENCES:
   a. AR 600-20, Para. 4-12, Army command Policy, 6 November 2014.
   b. NTC Policy #12, Prohibited Activities and Items.
   d. AR 420-1, Chapter 3, Army Facilities Management, 12 FEB 2008 (RAR 24 AUG 2012).

2. PURPOSE: This policy establishes guidelines to maintain and improve the health and readiness of Soldiers, and to reinforce a climate of trust, dignity, and self-discipline. All Soldiers deserve to live in a clean, safe, functional, and secure environment and to be treated with dignity and respect. The barracks should provide privacy and comfort as well as predictable living standards. This policy supports the Army Barracks Management Program (ABMP) and assists with ensuring all leaders will be decisively engaged to better the health and welfare of our Soldiers.

3. APPLICABILITY: This policy is applicable to all service members assigned or attached to Fort Irwin and who are eligible for or assigned Unaccompanied Personnel Housing (UPH).

4. INTENT: Soldiers are to be treated with dignity, respect and Commanders will ensure ALL Soldiers have a clean, safe barracks room provided. Commanders are expected to exercise common sense when implementing this policy; disciplinary actions will be limited to direct violators.

5. PUNITIVE POLICY: Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the requirements contained herein are subject to punishment under the UCMJ and adverse administrative action.

6. RESPONSIBILITIES:
   a. Leaders are responsible for ensuring that Soldiers maintain a healthy environment through the enforcement of proper living standards throughout the
barracks. In order to do this, leaders must be aware of living conditions of their Soldiers residing in the barracks. The chain of command determines the amount of time needed to discharge the responsibilities in this area.

b. Soldiers. Barracks occupants are accountable for their actions 24 hours a day and are responsible for the care of their living area. Soldiers must maintain a healthy living environment and report any issue in their room or laundry rooms to the CQ and barracks manager.

7. Access and Inspections:

a. Emergency Access. Each unit must have independent ability to quickly access barracks rooms throughout their footprint to supplement Emergency Services abilities during emergency situations. This access must allow quick enough access (no more than 15 minutes) to rooms in case of natural safety hazards (fires and floods) and man made threats to safety (suicidal ideations and attempts, sexual or other assault, medical emergencies, etc.).

b. Common Leader Barracks Checks.

(1) Commanders are responsible for ensuring a safe, secure environment and discipline for Soldiers living in the barracks. Unit leaders will check rooms and hold Soldiers accountable for cleanliness/orderliness of their rooms.

(2) NCOs will check their Soldiers' rooms frequently, at random times, to ensure cleanliness, security, proper maintenance, safety, functionality of facilities/equipment, and Soldier discipline. These checks are not intended as a formal inspection, but an unobtrusive check on overall room status, so that NCOs know how Soldiers are living and health and safety concerns are being addressed and corrected for all personnel residing in the barracks. These checks should routinely be accomplished prior to the daily work call formation.

(3) If assigned a "common area" in the barracks, NCOs will ensure that the area is clean and ready prior to the daily work call formation. NCOs will enforce standards within the barracks IAW the guidelines of their unit SOP. The unit leadership is expected to check barracks areas and rooms in a manner which ensures good order, discipline, and protects the health and welfare of Soldiers.

(4) Common areas laundry facilities in the barracks will be checked daily and any unserviceable appliances will be reported/called in as a work order for immediate repair or replacement as required.

c. Formal Leader Presence Checks. Commanders will ensure the execution of periodic inspections in the barracks during duty and off-duty hours. The purpose of
these checks is to ensure a positive command climate, while maintaining discipline and standards.

(1) Formal Inspections. Units will conduct formal inspections as required to ensure readiness and enforce standards. Unit commanders will place formal inspections on unit training calendars and will allow Soldiers ample time to prepare. These inspections may involve layouts, corrective actions and/or remedial procedures. Formal inspections are at the direction of the commander and will uphold the high standards expected of all Soldiers. These inspections are functional and in no way designed to harass the Soldiers living in the barracks.

(2) Health and Welfare Inspections. Health and welfare inspections are planned, but unannounced, inspections authorized by the unit commander or higher. The authorizing commander will assign a Senior NCO to conduct the inspections. Health and welfare inspections are not intended as searches for evidence of contraband or criminal activity. The proper purpose is to ensure unit readiness, standards, and discipline, as well as the health and welfare of Soldiers. Where commanders suspect an area under their control contains contraband or evidence of a crime, they should immediately coordinate with their Judge Advocate and law enforcement.

8. Duty Personnel:

   a. CQs. The chain of command is responsible at all times for the safety, security, and environment in which their Soldiers live. CQs are mandatory for every building that houses Soldiers and serve as the commander’s representative and physical presence in the barracks, CQs will take charge and represent the commander. They will solve issues in the barracks and are responsible for maintaining good order and discipline by enforcing unit policies, properly signing visitors in and out of the barracks areas, monitoring visitors, communicating Commanders Critical Information Requirements (CCIR) to Battalion Staff Duty (SD) teams. CQs will maintain a duty log during their tour of duty. Exceptions to the CQ requirements must be approved in exception to policy (ETP) to the NTC & FT Irwin CSM and posted in the CQ book.

   b. Staff Duty Officers (SDOs) and Staff Duty NCOs. Battalions/Squadrons and Brigade/Regiment will have SDOs and SDNCOs as the Commander’s representatives after duty hours who will maintain a physical presence in their unit area. SDOs and SDNCOs must be of appropriate rank for their assigned responsibilities, listed on a duty roster, pre-briefed by a command team-designated representative, and in contact with the next higher headquarters’ duty team, as well as subordinate staff duty or CQ teams. Battalion-level SDs must be in the unit area during non-duty hours and make frequent checks on the barracks CQs. Brigade-level SDs must also be at the unit area during non-duty hours and make routine checks on the subordinate SDs and CQs.

   c. Duty personnel procedures will be standardized within each MSC, separate brigade, or battalion. Each unit will establish a written CQ/SD book.
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d. Units will display on all barracks bulletin boards and at the CQ/SD desk the names and contact information for the unit Sexual Assault Response Coordinator (SARC) and the number to the SHARP Victim Advocate Hotline. Units will include a picture of the unit SARC.

e. Units will provide to SDs a list of Soldiers on restriction, or cool down rooms, their room numbers, and the nature of their restriction. Soldiers seen in violation of their restriction will be reported to their company commander.

f. Units will maintain duty rosters for required functions in the barracks. "Hey you" details are not permitted for Soldiers who are off duty. Soldiers living in the barracks will be assigned to details to maintain common areas both inside and outside of the barracks to standard. These details will be scheduled and posted on information boards in the barracks.

9. Work Orders (WO):

a. Every barracks building will have a trained building manager. The manager is responsible for calling in all WO to High Desert Support Services at (760) 380-3539 or turn it in in person to building 365. Any Soldier can call in an emergency work order. The building manager will track all WO until completion. A copy of all open work orders will be maintained by CQ.

b. After the work order is called in, it is assigned a priority, a service order (SO) number and it is assigned to a shop designated to handle the repair. The dispatcher gives the SO number to the building manager for tracking.

c. WO priority levels; Routine/3 - completed within 30 days; Urgent/2 - completed within 7 days; Emergency/1 - completed within 24 hours.

d. All emergency work orders that are not complete within 24 hours is immediate CCIR to the Commanding General NTC and Fort Irwin.

10. Policies:

a. Visitation. Within the limits of the restrictions below, Soldiers residing in the barracks may have visitors of either gender. Visitors are defined as individuals who do not reside in the barracks room. When more than one Soldier resides in the room, they must jointly agree to visitation prior to the visit. The right of privacy always takes precedence over visitation. Soldiers in the barracks must be afforded private time during each day when no visitors are present. The following restriction apply:

(1) Visitors are allowed from 0800-2400 hours. Absolutely no overnight visitors
are permitted in the barracks. Any visitor below the age of 18 must be accompanied by a legal parent or guardian at all times and must remain in the unit common areas (dayroom).

(2) All visitors will sign in and out through the CQ by providing government issued identification to the CQ. CQs will maintain a visitor’s log, which will include: date; visitor’s name; government issued picture identification number (driver’s license, state identification, etc.); sponsor’s name; room number; time in; and time out. Sponsors will meet visitors at the CQ desk upon arrival and will remain with the visitor during the entire visit. CQ will ensure that all visitors are accounted for and have departed the barracks when visiting hours are over.

(3) Visitation is a privilege. Soldiers are responsible for their visitor’s actions in the barracks. Unit commanders may further restrict or completely deny this privilege to any Soldier if the Soldier or the Soldier’s visitor(s) fail to maintain the appropriate standards of conduct.

b. Alcohol.

(1) The following definitions are established for the purpose of this paragraph.

(a) Beer – a 6 pack of cans or bottles containing 12 ounces per can/bottle.

(b) Malt Liquor or Beer – 1 can or bottle containing 40 ounces per can/bottle.

(c) Liquor or Wine – 1 bottle or carton containing 750ml per bottle/carton.

(2) Each Soldier 21 years of age and older living in the barracks may possess no more than 3 of the items as defined in paragraph 8b(1) (e.g., 3 x 6 packs of beer; 3 bottles of wine; or 2 x 6 packs of beer and 1 x 750 ml bottle of liquor).

(3) Commanders may further restrict the possession limits as outlined in paragraph 8b(2) as mission requirements dictate.

(4) Soldiers under 21 years of age will not possess or consume alcoholic beverages.

(5) Soldiers will comply with all local and federal laws on the purchase, transportation, storage, and consumption of alcohol.

(6) Soldiers authorized to possess alcohol will not buy, dispense, or serve alcohol to persons under 21 years of age. Possession or use of alcohol by persons under 21 years of age will be reported to CQs/SDs.

(7) Kegs of any size, containing alcohol are prohibited.
11. Room and Common Area Standards:

   a. 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.

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

   c. Soldiers may have non-government issued, clean and serviceable 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. Only Government furnished appliances for cooking are approved for use in the living quarters. Unless approved by the Garrison Commander, there will be NO use of hot plates, electric skillets, space heaters and similar small electrical appliances are prohibited in rooms because of their proven high risk for fire and potential for loss of life. The following exceptions apply small coffee pots (e.g. Keurig) and small water heating devices.

   d. Soldiers are responsible for securing all personal property within their living quarters. In addition, occupants have an obligation to ensure all outside doors are closed/locked and common area door is secured. Renter’s insurance is recommended but not mandatory for occupants.

   e. Government owned furnishings will not be removed from the quarters or dayroom, or exchanged without proper authorization and documentation from the Single Soldier Housing Office (SSHO).

   f. All pets are prohibited.

   g. 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.

   h. 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, carbon monoxide detectors, fire alarms, doors, and windows must be maintained and serviceable. Work orders should be reported to the responsible unit Building Manager and SSHO as soon as a defect is noticed.

12. Space Utilization. Barracks are owned by individual units and unit integrity within the Regiment/Brigade assigned barracks is a priority when assigning personnel to
rooms. Every effort will be made to roommate Soldiers with members of their unit. When this is not achievable due to occupancy rate at 100%, units will coordinate with SSHO for cross unit living arrangement. Assign no more than two Soldiers (SPC and below) per room.

a. Upon assignment to Fort Irwin, single SSGs and above will receive BAH at the "without dependent" rate and will not be allowed to reside in the barracks.

b. 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) to draw BAH without dependents and to live on-post or off-post at the Soldiers' discretion but on-post housing is highly recommended and encourage.

13. Single Pregnant Soldiers: Exceptions to Policy can be requested on the FIRST DAY of the second trimester for pregnant single Soldiers who wish to relocate from the barracks to quarters suitable for dependents. These exceptions will be reviewed and approved on a case-by-case basis by the Unit and Garrison Commander.

14. Weapons: Privately Owned weapons (POW), firearms and ammunition will be stored in the designated arms room of the unit in which the individual is assigned, attached, or on temporary duty. Individuals will withdraw POW from designated arms rooms only with the prior approval of the individual's Commander or the Commander's authorized representative.

15. A copy of this policy letter will be posted in every barracks and placed in every SD and CQ book.

16. PROPOSENT: The proponent for this policy is the NTC & Ft. Irwin CSM. Questions concerning this policy should be directed to the office of the CSM at (760) 380-3319.

[Signature]

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Commanding General