



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

JAN 23 2020

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 4 - Single Enlisted Soldiers' Living Standards in the Barracks

1. Purpose: To establish policy and guidance for single enlisted Soldiers and the chain of command to ensure proper single enlisted Soldiers' living standards and conditions are maintained in the barracks throughout Fort Polk.

2. General: Single enlisted Soldiers' living standards and conditions in the barracks are the responsibility of each unit's chain of command.

a. The Soldier has individual responsibilities in this area, and each Soldier should be held accountable within the policies and guidelines established for the barracks. Soldiers deserve to be treated with dignity and respect and be provided a clean, wholesome, healthy, and safe environment that fosters our Army values. A proper environment should provide privacy and comfort, as well as predictable living standards.

b. Each unit commander is responsible to maintain proper living conditions. In order to meet this responsibility, units' chains of command will be directly involved.

c. This policy reinforces the importance of Noncommissioned Officers (NCO) leadership in the daily care of subordinates, as well as all leaders' responsibility to ensure standards are maintained and preserve the right of each Soldier to have a clean, healthy living environment with a degree of privacy each day.

3. Policy:

a. Command Presence:

(1) Inspections: Commanders are responsible for single Soldiers' living conditions. As such, they retain full authority and responsibility to conduct health and welfare and other billet inspections and to enter and/or authorize others to enter rooms under appropriate circumstances, such as proper searches based on probable cause. Enforcing standards, caring for Soldiers, and identifying shortfalls in maintenance, safety, or living standards are among the most important responsibilities of commanders and the NCOs. Therefore, leaders will conduct daily checks of Soldiers' rooms. The

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purpose of these checks will be to enforce standards and identify maintenance issues. I expect unit leaders to check their barracks each weekend. Leader presence in barracks is required.

(2) Staff Duty NCO (SDNCO): Brigade SDNCO will be in the grade of staff sergeant (promotable) or above and Battalion SDNCO will be in the grade of sergeant (promotable) or above, and will be knowledgeable of all facets of their assigned duties. Sergeants may be authorized to serve as SDNCO only in situations when the Installation CSM approves the unit CSM's request. Unit command sergeants major or their designated representatives will brief SDNCO prior to their assumption of duties. Duty rosters for SDNCO and runners should be published at least two weeks in advance.

(3) Charge of Quarters (CQ): CQ is mandatory in every barracks in which Soldiers reside. Units who share barracks will share this responsibility to have one NCO per barracks. CQ must be in the grade of corporal or above and will be knowledgeable in all facets of their assigned duties. Commanders are responsible for living condition standards and will establish a means by which billets are checked during after-duty hours. First Sergeants or their designated representative will brief CQ prior to their assumption of duties. Duty rosters for CQ and runners should be published at least two weeks in advance.

b. Alcohol Use in the Barracks:

(1) Commanders will take steps to deglamorize the consumption of alcohol. Personnel under the age of 21 are not authorized to use or possess alcoholic beverages. For those Soldiers over 21 years old, use of alcohol should be in moderation.

(2) Leaders at all levels will be attentive to the signs of improper alcohol-related behavior or alcohol abuse by Soldiers. This includes watching for Soldiers who consume excessive amounts of alcohol on a frequent basis, Soldiers who binge drink, or Soldiers whose off-duty recreation is focused on the consumption of alcohol. Leaders who observe potential substance abusers will coordinate with their Brigade Legal Office and consider referral of Soldier to ASAP.

(3) Soldiers are limited to possessing in their rooms, or on their person, or within the general vicinity of the room (to include unit parking lots and the Soldier's POV) no more than two of the following:

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(a) 144 ounces of beer or malt beverage of the equivalent alcohol by volume (i.e., a 12-pack of 12 ounce beer or wine coolers); or

(b) 25.4 fluid ounces of wine (one bottle of wine); or

(c) 25.4 fluid ounces of liquor.

(d) For example, it is permissible for a Soldier to have a 12-pack of 12 ounce beers plus a bottle of liquor or wine. It is permissible for a Soldier to have two bottles of liquor or two bottles of wine or two 12-packs of beer. A Soldier may not have two 12-packs of beer and a bottle of liquor or wine at the same time.

(4) Soldiers may not possess any liquor with a strength in excess of 75% alcohol by volume (i.e., in excess of 150 proof).

(5) If a Soldier is identified as a potential substance abuser by self-referral, alcohol testing, a DUI/DWI investigation, apprehension, underage drinking, or other incident involving the use of alcohol, he/she will lose the privilege of possessing alcohol until completion of the Army's educational Alcohol/Drug Abuse Prevention Training (ADAPT) and/or Substance Use Disorder Clinical Care (SDUCC)/Army Substance Abuse Program (ASAP), as required by Army Regulation.

c. Pets: Soldiers living in the barracks are not authorized to maintain pets. This includes unit mascots.

d. Privately Owned Weapons: Privately owned weapons of Soldiers who reside in the barracks must be stored in the unit's arms room. All privately owned weapons must be registered through the installation Provost Marshal Office.

e. Visitation: All Soldiers must be afforded private time each day when no visitors are present. Visitation hours are 1700-2400 Sunday thru Thursday, and 1200-0100 on weekends and holidays (defined as the next day not being a duty day). Soldiers may have visitors of either gender. Any non-military visitor below the age of 18 who is not a member of the Soldiers' immediate family (brother or sister) must be accompanied by a parent or legal guardian. All visitors must be signed in and out by the SDNCO. Proof of identification (ID) with age must be shown before guest(s) are allowed to visit. Those without ID showing they are over 18 will not be allowed to enter. When more than one Soldier resides in the room, rights of privacy take priority over visitation. Roommates must jointly agree to visitations prior to any visit, and rights of privacy are to be protected by all during visits. Cohabitation is strictly prohibited. Commanders may

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request more restrictive visitation policies from the installation commander. Additionally, commanders may limit individual visitation rights as a condition on liberty. Such limitation on an individual should not be used as a punishment.

f. Room Standard: Soldiers will be allowed flexibility to arrange and decorate their rooms consistent with cleanliness to include personal hygiene, safety, property accountability, and consideration and respect for others in the barracks. Commanders are reminded of their authority and responsibilities IAW AR 600-20, paragraph 4-12, to prohibit the display in billets of flags, symbols, posters, or other materials relating to extremist groups or activities, as well as any clearly offensive materials, in order to ensure good order and discipline. Soldiers will not be required to maintain rooms in a standard configuration in accordance with standing operating procedures. A government-issued refrigerator (one per Soldier) and microwave (one per room) are provided. Telephone and cable television are available; installation and monthly fees are the Soldiers' responsibilities. Civilian blankets, bedcovers, carpets, drapes, furniture, and other personal features, in good taste are authorized. Soldiers may purchase, at their own expense, serviceable furniture to be used in lieu of government furniture, within reasonable restrictions necessary to ensure safety.

g. Assignments: The standard is no more than two Soldiers per room for specialists and below. Priority for billet space will go to the single Soldier. NCOs will have private rooms when space is available. Single Soldiers and sergeants (E5) and below are not entitled to basic allowance for housing (BAH). Sergeants (E5) are provided with billet/barracks space; when a unit is challenged with a barracks occupancy rate above 90% or faced with a specific reason for off-post billeting, the unit leadership will submit a request for off-post authorization to the installation Chief of Staff (with a recommendation from the USAG Commander).

h. Smoking: Smoking is prohibited in the barracks.

i. Barracks Standards:

(1) Serviceability: Light fixtures, heating and air conditioning, toilets, windows and plumbing should function properly. Government owned equipment, furniture, and appliances will be in good, usable condition.

(2) Cleanliness and Sanitation: Inside and outside areas will be policed daily and responsibility will be assigned for maintenance of common areas to include parking lots.

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(3) Common Areas: The Department of Public Works (DPW) assigns footprints to maintain at least battalion-level unit integrity in coordination with major subordinate commands (MSC) and battalion-level command sergeants major. Units will establish programs to enhance the entire community environment of single Soldiers' quarters to promote the sense of civic responsibility and community spirit. Common areas will be painted in earth tones or neutral colors. Landscaping around the unit area is a unit responsibility.

(4) Security: External and internal doors and locks must be serviceable. Measures will be taken to preclude credit cards or other field expedient devices from being used to gain unauthorized entry to individual rooms. Parking lots and walkways will be well lit. Fire extinguishers will be serviceable and routinely inspected.

j. Education and Training: All unit commanders will ensure that Soldiers and subordinate leaders understand the intent and spirit of this policy. Commanders must be responsible for the well-being of their Soldiers and must take an active role in knowing how they live, both on and off post. This policy reemphasizes the role of commanders and the chain of command in supporting the mature, responsible, and accountable majority of our Soldiers, while recognizing the individual Soldiers' responsibilities to each other.

4. Single Soldier Quarters Action Council (SSQAC): The JRTC and Fort Polk command sergeant major will chair a SSQAC that will be responsible for developing an annual Single Soldier Quarters Action Plan (SSQAP) in conjunction with the fiscal year. The SSQAC will meet quarterly to evaluate outstanding barracks' work orders and furniture requirements, allocate resources and establish priorities. The SSQAC will be comprised of the JRTC and Fort Polk CSM, Director of DPW, Installation Safety Manager, Installation Budget Officer, Garrison CSM, and MSC CSMs or their designated representatives. The SSQAP and minutes of quarterly SSQAC meetings will be provided to the commanding general for review and approval. Commanders will ensure that unit work orders and furniture requirements are valid and routinely updated as these will form the basis of the council's decisions.

5. This policy is effective immediately and applies to all personnel assigned, attached, or on temporary duty at Fort Polk. This policy will not be restated below installation level. All subordinate commands, units, and detachments are prohibited from further supplementation through internal unit policies or standard operating procedures that govern matters addressed in this memorandum without my permission.

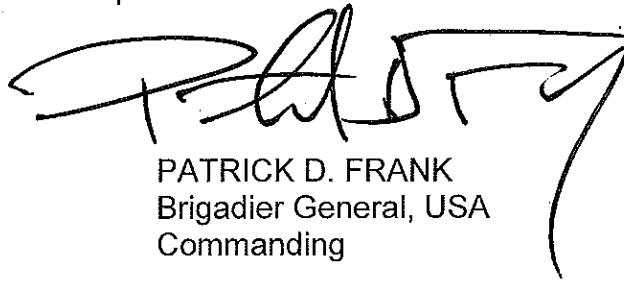
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6. The provisions of this policy are punitive in nature. Individuals who violate these provisions may be punished under Article 92 of the Uniform Code of Military Justice and may be subject to adverse administrative action.

7. Proponent: The point of contact for this policy is the Command Sergeant Major, JRTC and Fort Polk, at (337) 531-6699.

8. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

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