DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D INFANTRY DIVISION & FORT STEWART
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FORT STEWART, GA 31314

AFZP-CG

25 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Letter# 14: Marne Comprehensive Barracks Program

1. REFERENCES.

a. Army Regulation (AR) 600-20 (Army Command Policy), 06 February 2025.

b. AR 600-63 (Army Health Promotion), 14 April 2015.

c. AR 420-1 (Army Facilities Management), 12 February 2008, Chapter 25 Superseded by AR 420-5, 01 August 2024.

d. AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), 17 January 2019.

e. AR 190-13 (Army Physical Security Program), 27 June 2019.

f. AR 190-51 Security of Unclassified Army Resources (Sensitive and Nonsensitive), 27 June 2019.

g. Army Barracks Management Program Handbook, Version 2: 12 January 2021.

h. U.S. Army Garrison (USAG), Fort Stewart/Hunter Army Airfield Policy memorandum #13 (Management of Certificates of Non-Availability), 07 November 2023.

2. APPLICABILITY. All FORSCOM, MEDDAC, DENTAC, and USAG units at Fort Stewart and Hunter Army Airfield.

3. 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's Ready and Resilient Campaign goals by reinforcing professionalism and positive behaviors while reducing at- risk behaviors, ultimately leading to the sustained personal readiness and

resilience of Soldiers.

4. INTENT. Soldiers are to be treated with dignity and respect. Commanders are expected to exercise common sense when implementing this policy; disciplinary actions will be limited to direct violators.

5. PUNITIVE NATURE. Paragraph 9b and 9f of this policy is punitive in nature. 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. Civilian employees who fail to comply with the requirements of this memorandum are subject to adverse administrative action, including termination of employment.

6. RESPONSIBLITIES.

a. Leaders. Leaders are responsible for ensuring that Soldiers maintain a healthy living environment through the enforcement of good order and discipline of proper living standards, along with excessive noise limits, quiet hours, alcohol limits and Soldiers under 21 residing throughout the barracks. To do this, leaders must be aware of living conditions of their Soldiers residing in 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 and upkeep of their living area. Soldiers must maintain a healthy living environment and ensure the proper maintenance of the barracks.

7. DUTY PERSONNEL.

a. Consolidated Charge of Quarters (CQs). The chain of command is always responsible for the safety, security, and environment in which their Soldiers live. Each unit will establish their own SOPs; however, the following is the minimum mandatory requirements: The SDNCO on duty will be held accountable for all incidents that occur during their tour of duty. They will remain alert, diligent, and active during the entire tour of duty. All Consolidated CQ NCOs will be in the rank of Corporal or above. All Battalion SDNCOs will be in the rank of Sergeant or Staff Sergeant. Brigade SDNCOs will be in the rank of Staff Sergeant serving in a SFC position or Sergeant First Class, with no exceptions. The SDO will be a Warrant Officer or Lieutenant. SDNCO or Consolidated CQ will conduct three checks before Midnight and three checks after Midnight. The three checks will be the barracks, COFs, and the Motor Pool. All checks will be logged in DA Form 1594.

b. SDNCO and SDO are responsible for the functionality, safety, security, and cleanliness of their unit's assigned footprint and facilities. Prior to taking responsibility

of the duty, the incoming Leader will conduct an inspection of their area of responsibility and receive a back-brief from the outgoing Leader. The back brief will, at the minimum, cover the last 24-hours events, any movements of subordinate units, CCIRs, SIRs, Red Cross Messages, newly arrived Soldiers, leave arrivals or departures, MP reports, and any deficiency noted during the outgoing Leader's inspections. This entire roll up and copy of the DA Form 1594 will be emailed to the Battalion or Brigade Leadership (CDR, XO, S3 OIC and NCOIC, CSM).

b. Daily Barracks Checks.

(1) Commanders are responsible for ensuring a safe, secure environment and discipline for Soldiers living in the barracks. Commanders will establish unit SOPs, in coordination with their legal advisors, to enforce Leadership involvement in the health and welfare of their soldiers. At a minimum, SOPs will contain the following guidance.

(2) Initial. Squad leaders or Platoon sergeants will conduct a joint move-in inspection with all newly assigned Soldiers.

(3) Leadership Presence. Leaders will check their Soldiers' rooms to identify deficiencies, functionality, cleanliness, security and overall safety of all rooms.

(4) The minimum requirement for leaders' checks by ranks is that team Leaders will check their Soldiers' rooms daily, Squad leaders will check their Soldiers' rooms twice a week, Platoon Sergeants and Platoon leaders will check their Soldiers' rooms twice a month, and 1SGs and CDRs will check their Soldiers' rooms once a month. Leaders will notify Soldiers and leadership of identified deficiencies. Vacant rooms will be checked weekly.

(5) Termination. Squad leaders or Platoon Sergeants will conduct a joint move-out inspection with all departing Soldiers.

(6) 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 discretion 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.

(7) Health and Welfare Inspections. Health and welfare inspections are planned, but unannounced, inspections authorized by the unit commander or higher. The authorizing commander may 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) Consent. Individuals will not enter a Soldier's barracks room without consent, except at a commander's direction or military necessity to conduct an inspection.

c. All duty personnel procedures will be standardized within each Mission Senior Commander, separate brigade, or battalion. Each unit will establish a written CQ/SD book and maintain a duty log (DA Form 1594), key control log (DA Form 5513), current policy letters and SOPs, along with all necessary items needed for the tour of duty.

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 24/7 FSGA/HAAF SHARP Victim Advocate Hotline (912) 271-9958. Where possible, units will include a picture of the unit SARC.

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

f. Units will maintain duty rosters for required functions/maintenance 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.

8. ACCESS AND INSPECTIONS.

a. Emergency Access. Each brigade, separate battalion, or tenant unit must have independent ability to quickly access barracks rooms throughout their footprint to supplement Headquarters Emergency Services abilities during emergency situations. This access must allow quick enough access (no more than 15 minutes) to rooms in cases of natural safety hazards (fires and floods) and man-made threats to safety (e.g., suicidal ideations and attempts, sexual or other assault, medical emergencies, etc.). The Brigade, separate battalion, or tenant will maintain a key control log (DA Form 5513) of the Master Access Key Card to their unit in a secured key locked based on procedures outlined in AR 190-51, Appendix D.

b. Lockouts. In the event a Soldier locks him/herself out of their room, each brigade, separate battalion, or tenant unit SDO or SDNCO is responsible for maintaining the master access key card to barracks rooms as stated in para (a) above in the event of emergency. When a Soldier is locked out of their room, the Soldier will report to the BDE/BN SD. The SDO or SDNCO will access the master access key card

IAW procedures outlined in AR 190- 51, Appendix D. Once the master access key card is secured the SDO or SDNCO will unlock the Soldier's room for them. This method is to be used first, if you are at FSGA then the Division Operations Center (DOC) has a hard metal key and at HAAF the barracks' managers have an on-call capability to use the Lock Programmer-Interrogator before DPW is called. Once all means have been exhausted then Brigade/Battalion CSM or if tenant unit (highest ranking NCO) and lastly the Division CSM will be the only individuals authorized to call in a OMO for the DPW locksmith to come out and service the Soldier's barracks room door. Smoking is prohibited in the barracks. This includes electronic cigarettes and other vapor producing devices. Soldiers may smoke in designated outdoor areas only.

c. Alcohol. Soldiers over the age of 21 who live in the barracks are authorized to possess no more than 144oz. of beer equal to a standard 12 packs, 1,500 ml of wine equal to two standard bottles, or 750ml of spirits equal to a metric fifth of liquor. Soldiers are not permitted to store alcohol for any other person. Soldiers under the age of 21 are prohibited from possessing any amount of alcohol.

(1) Commanders may further restrict the possession limits as outlined in paragraph 8c as mission requirements dictate.

(2) Possession or use of alcohol by persons under 21 years of age will be reported to the Soldier's CO/BTRY/TRP 1SG.

d. Open flames and other items that pose a significant risk of fire are prohibited in barracks. These include candles, incense, hot plates, and other similar items.

e. Privately Owned Weapons and Ammunition. Prohibited weapons include crossbows, nun-chucks, swords, throwing, stars, or excessively large knives. Soldiers are required to comply with federal, state, and local laws, -and regulations on ownership, possession, registration, off-post transport, and use of firearms. Commanders will ensure firearms and ammunition belonging to Soldiers residing in the barracks are secured in the units' arm rooms in approved locked containers separate from military arms, ammunition, and explosives (AA&E) IAW AR 190-11.

9. ROOM AND GUIDELINES.

a. Paint. The standard for barracks room walls is "as painted by the Government." Commanders may approve exceptions for solid-color, light pastels; however, rooms must.be restored to Government color upon clearing. No dark colors, patterns, or other schemes are allowed.

b. Posters and Wall Displays. Nothing may be displayed in barracks rooms or

hallways that violates the Army's Equal Opportunity, Sexual Harassment, SHARP, and Extremism policies contained in AR 600-20, that is prejudicial to good order and discipline, or that is detrimental to unit cohesion and morale. Commanders will determine what is offensive. Examples of offensive and inappropriate displays include nudity; support for racist, extremist, or gang- related organizations; or displays depicting values or conduct that are incompatible with normal unit cohesion.

c. Room Arrangements and Standards. There are no Division/Installation standards for room arrangements. However, units will prohibit unsafe living arrangements and ensure rooms maintain, at minimum, a 24-inch-wide unobstructed egress route. E4 and below will double up in all the barracks across FSGA/HAAF, along with one (1) NCO (ES) residing per stairwell in the Volar style barracks and one (1) NCO (ES) per floor in the 1 + 1 style barracks. Soldiers may have civilian bed covers. Commanders will otherwise determine acceptable room standards. In determining such standards, commanders should not attempt to strictly define room arrangements, nor specify how Soldiers should arrange equipment and clothing inside their wall lockers/walk in closets. Rather, commanders should look to overall safety (e.g., no hot plates) and appropriateness of room arrangement.

d. Mixed Gender Barracks. Commanders will ensure that male and female Soldiers residing in the barracks are similarly housed. Separate male and female sleeping and latrine facilities will be provided. Two rooms served by the same latrine will be assigned to the same gender. Gender separation by floors is encouraged where practical. Where not practical, Commanders will make all efforts to group female rooms near other female rooms, and male rooms near other male rooms. Commanders are responsible for educating Soldiers living in mixed-gender barracks on proper behavior.

e. Visitors. Soldiers are responsible for their visitors' actions in the barracks. Visitors must be sponsored and always escorted. If any Soldier residing in the room requests that the visitor(s) leave, the Soldier(s) being visited will escort the visitor(s) to be signed out and visitors will depart the barracks area. It is the Soldier's responsibility to ensure that all visitors sign in and out with the CQ/SD. Unsolicited (i.e., uninvited) visitors are prohibited. CQ/SDs will order unsolicited visitors to leave the barracks and unit areas and inform their SDO and/or SDNCO, as appropriate.

f. No pets of any type are authorized in the barracks (that includes animals in cages). Soldiers requiring service dogs must follow Army Directive 2013-01, Guidance on the Acquisition and Use of Service Dogs by Soldiers, dated 28 January 2013.

10. BARRACKS UTILIZATION AND CERTIFICATES OF NON-AVAILABILTY (CNA).

a. A temporary CNA is the document required by finance to begin Basic Allowance for Housing (BAH) without dependents for Soldiers, E-5 and below.

b. A temporary CNA has a specified duration, not to exceed 365 days (a start and end date).

c. Soldiers that reside in the barracks (E-5 and below) will not move off post or enter into a lease prior to receiving an approved CNA. Every CNA will be endorsed by their immediate 06 Commander and approved by the FSGA/HAAF Garrison CDR. Units will report their number of CNA's by Battalion monthly to Chief of Housing, FSGA/HAAF Garrison CSM, DIV CSM, and CoS through the Division's Command & Staff.

11. The point of contact for this memorandum is the 3ID Engineer, MAJ Cameron Stinnett at cameron.t.stinnett.mil@army.mil or 571-801-2943.

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Commanding

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