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JUN 28 2023

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General (CG) Policy Letter #6: Marne Comprehensive Barracks Program

1. References.

- a. Army Regulation (AR) 600-20 (Army Command Policy), 24 July 2020.
- b. AR 600-63 (Army Health Promotion), 14 April 2015.
- c. AR 420-1 (Army Facilities Management), 12 February 2008, Rapid Action Revision 24 August 2012.
- 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 #19 (Management of Certificates of Non-Availability), 25 January 2013.

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. Paragraphs 8c, 8d, 8e, 8f, 9b, 9e, 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, to include termination of employment.

6. Responsibilities.

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. In order 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. Charge of Quarters (CQs). The chain of command is responsible at all times for the safety, security, and environment in which their Soldiers live. CQs are the commander's representative for every building that houses Soldiers and will maintain a physical presence in the barracks. As permitted by law and regulation, they will solve issues in the barracks and are responsible for maintaining good order and discipline by enforcing unit policies, properly signing authorized visitors in and out of the barracks areas, checking ID cards of visitors as well as monitoring visitors actions, and communicating Commander's Critical Information Requirements

(CCIRs) to Battalion Staff Duty (SD) teams. CQs will maintain a duty log (DA Form 1594) during their tour of duty. Exceptions to the CQ requirement must be approved by the Division Command Sergeant Major and posted in the CQ Duty Book. Mission Senior Commander and separate battalion commanders may require additional CQs as necessary for readiness purposes.

b. Staff Duty Officers (SDOs) and Noncommissioned Officers (SDNCOs). Battalions and Brigades will have SDOs and SDNCOs as the commander's representatives after duty hours who will maintain a physical presence and are responsible for the functionality, safety, security, and cleanliness of their unit's assigned 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. Daily 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 (specifically platoon sergeants and squad leaders) 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. These checks should routinely be accomplished prior to the daily work call formation.

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

(4) Common area laundry facilities in the barracks will be checked daily and nonoperational appliances will be reported to the unit Unaccompanied Housing

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Office and service order called into DPW for immediate repair or replacement as required.

d. Leader Presence Checks. Commanders will ensure the execution of periodic inspections in the barracks during duty and off-duty hours.

(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 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.

(2) 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.

(3) 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.

e. 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.

f. 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.

g. 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 restriction will be reported to their company commander.

h. 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 outline 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 outline 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.

c. Smoking is prohibited in the barracks. This includes electronic cigarettes and other vapor producing devices. Soldiers may smoke in designated outdoor areas only.

d. Alcohol. Soldiers 21 years or older are authorized to possess alcohol, but will not buy, dispense, store, or serve alcohol to persons under 21 years of age. Soldiers under 21 years of age will not keep or drink alcoholic beverages. Soldiers will comply with all local and federal laws on the purchase, transportation, storage, and consumption of alcohol.

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

(a) Beer - (6) six pack containing 12 ounces per container.

(b) Malt Liquor or Beer - (1) one container holding 40 ounces.

(c) Liquor or Wine - (1) one bottle or carton containing 750 milliliters (ml) per bottle/carton.

(2) Each Soldier 21 years of age and older living in the barracks may possess no more than three of the items as defined in paragraphs 8d (1) (e.g., 3x6 packs of beer; 3 bottles of wine; or 2 x 6 packs of beer and 1 x 750 ml bottle of liquor) with the intent to consume for personal enjoyment but not to become excessively intoxicated.

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

(4) Possession or use of alcohol by persons under 21 years of age will be reported to CQs/SDs.

e. 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.

f. 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 Guideline.

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.

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e. Visitors. Soldiers are responsible for their visitor's actions in the barracks. Visitors must be sponsored and escorted at all times. 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-Availability (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.

6. The point of contact for this policy memorandum is the 3ID Engineer MAJ Darden at Michael.b.darden.mil@army.mil or (912) 435-9660.



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All tenant units and organizations on Fort Stewart

All tenant units and organizations on Hunter Army Airfield