



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107

IMSG-ZA

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison Stuttgart Command Policy Letter # 64 Single Service Member Housing

1. **References:**

- a. AR 600-20, Army Command Policy, 6 November 2014.
- b. AR 420-1, Army Facilities Management, 12 Feb 08/RAR 24 August 2012.
- c. AE Supp 1 to AR 420-1, Army Facilities Management, 12 Feb 08/RAR 24 August 2012.
- d. AR 600-63, Army Health Promotion, 14 April 2010 / RAR 7 Sept 2010.
- e. AER 190-6, Registration and Control of Privately Owned Weapon, 8 November 2013.
- f. AER 600-1, Regulated Activities in Europe, 30 May 2009.
- g. USEUCOM Europe Supplement to AR 420-1, 19 Nov 2008.

2. **Revocation:** This memorandum revokes all prior United States Army Garrison (USAG) Stuttgart Single Service Member Housing policy memorandums.

3. **Applicability:** This policy applies to all single and unaccompanied personnel assigned quarters in the Army Garrison Stuttgart barracks and nonresident visitors. Furthermore, this policy letter applies to SEQ/BOQ. Check with the Housing Office for any questions or clarifications.

4. **Authority:** This policy is punitive. Military personnel who violate this policy are subject to judicial or non-judicial disciplinary administrative actions. Unit leaders will ensure all service members are aware of these standards and adhere to them.

5. **Purpose:** This policy promotes readiness through good order and discipline and maintenance of clean, healthy, and safe barracks.

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6. **Assignments:** All E-1 through E-6 single and unaccompanied personnel will be assigned to barracks. E-6 personnel are entitled to minimum housing accommodation. The minimum accommodation is 1) a private room, and 2) a shared bathroom by only one other person. If USAG Stuttgart housing cannot meet the minimum housing accommodations, the E-6 personnel may receive a Certificate of Non-Availability to live off-post from the housing office. Regardless of marital status, commanders may order service members with domestic problems to temporarily move into barracks. Residents will not be displaced to provide a private room for temporary occupants.

7. **Room Decorations:** Service members may temporarily attach items, such as posters, certificates or photographs on their wall using poster tape or adhesive putty. Use of duct tape, 100-MPH tape, adhesives, or nails is prohibited. Service members will be financial responsible for all repair costs for damage to walls. Service members shall not display materials that adversely impact good order and discipline, indecent, or obscene.

8. **Watch Desk:** The chain of command is responsible for the health and welfare of its service members and protection of government property. At a minimum, each unit will maintain a watch desk as part of the unit-barracks program. Each watch desk personnel will receive training before assuming duties. At a minimum, watch desk personnel will be posted during non-duty hours (1700-0600). The watch desk will maintain a log and 24/7 emergency contact information. Additionally, MP patrols will regularly inspect each barracks perimeter, floors, and billets nightly. Watch desk personnel will not watch television, listen to music, make excessive personal telephone calls, or play video games while on duty.

9. **Firearms and Ammunition Storage:**

- a. Storing DoD-owned firearms and ammunition in the barracks is strictly prohibited.
- b. Storing Privately Owned Firearms (POF) and Ammunition

(1) Storing POFs and ammunition in the unit arms room is authorized when the unit commander provides written authorization and Provost Marshall registration.

(2) Storing POFs and ammunition in the barracks is strictly prohibited.

10. **Alcohol Consumption:** Prior to signing for quarters, service members shall read and acknowledge Policy Letter #14 which is punitive and contains the USAG Stuttgart alcohol consumption policy. Service members over 18 years of age may possess and consume alcohol in barracks. Although there is no limit on the amount of alcohol a service member may possess in quarters, Commanders may impose

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appropriate possession limits in order to ensure good order and discipline. All service members who consume alcohol in barracks shall do so in a responsible manner. Service members who are unable to consume alcohol responsibly are encouraged to seek assistance from the USAG Stuttgart Alcohol and Substance Abuse Program. Service members are encouraged to intervene when they suspect that others may be abusing alcohol.

**11. Health and Welfare (H&W) Inspections:** H&W inspections are authorized when conducted to ensure security, military fitness, and good order and discipline. H&W inspections may be conducted without notice. Only commanders have the authority to order H&W inspections of their service members' barracks rooms. When service members attached to different commands share quarters, H&W inspections shall be coordinated among commands to ensure a thorough inspection of quarters and common areas. H&W inspections shall be conducted as follows:

a. Unauthorized weapons or contraband discovered during a H&W inspection will be seized.

b. H&W inspections shall be conducted in a reasonable fashion, and shall not be used to single out one person because the command believes that individual may be involved in criminal activity.

c. If a commander believes a service member possesses unauthorized weapons or contraband, the commander should coordinate efforts with CID and the Stuttgart Law Center Trial Counsel or unit Staff Judge Advocate before conducting any search.

**12. Visitation, Overnight, and Quiet Hours:**

a. Visitors must be at least 18-years old and signed in at the CQ desk. The service member-host will escort visitors at all times. Service members are responsible for their visitor's actions in the barracks. Any non-military visitor under 18, and not a member of the service member's immediate family, must be accompanied by a legal parent or guardian. Roommates must agree to all in-quarter's visitations. The right of privacy always takes precedence over visitation. Cohabitation is prohibited. There will be no overnight visits in barracks rooms, even if a service member is married to the visitor. Visitation hours are as follows:

(1) Monday through Thursday: 1700 - 2100

(2) Friday through Saturday: 1700 – 2200

(3) Sunday: 1200 – 2100

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b. Excessive noise at any time of day is prohibited. Additionally, quiet hours are as follows:

(1) Sunday through Thursday: 2100 – 0800

(2) Friday through Saturday: 2200 – 0700

13. **Recycling:** Service members residing in the barracks shall participate in the on-post recycle program. Service members will be required to separate recyclable materials from other garbage and place them in recycle containers located within their respective footprint.

14. **Smoking:**

Smoking and e-cigarette use is prohibited inside all barracks quarters and common areas, which includes, but is not limited to, stairwells, kitchens, storage areas, and laundry rooms.

a. Individuals shall only smoke at designated smoking areas.

b. Service members shall extinguish cigarette butts and dispose of them in the cigarette ash containers found throughout the Garrison.

15. **Pets:** Fish aquariums containing are permitted in barracks, if roommate agrees; all other pets are prohibited.

16. **Proponent:** Chief, USAG Stuttgart Housing Division at DSN 431-2218 or COMM 07031-15-2218.

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Commanding