DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
667 RUGER ROAD
WEST POINT, NEW YORK 10996-1514

AMIM-MLG-ZA 11 May 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unaccompanied Service Member Barracks Policy

1) REFERENCE:

   a) Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives, 17 January 2019

   b) Army Regulation 190-13, The Army Physical Security Program, 15 April 2026

   c) Army Regulation 420-1, Army Facilities Management, 15 April 2026

   d) Army Regulation 420-5, Army Fire and Emergency Service, 01 August 2024

   e) Army Regulation 600-20, Army Command Policy, 15 April 2026

   f) Army Regulation 600-63, Arny Health Promotion, 15 April 2026

2) PURPOSE: To establish basic standards for service members, leaders, and units to ensure the good order and discipline of all military personnel residing in permanent party single service member housing units (barracks) on West Point Military Reservation, New York.

3) GENERAL: Commanders and the chain of commands are responsible for quality of life and disciplinary standards that foster a sense of ownership and shape the overall health, welfare, safety, and security climate for our service members.

4) APPLICABILITY: This policy applies to all Uniformed Service Members assigned, attached to, or otherwise performing duties on West Point Military Reservation, New York, regardless of branch of military service or component (active, guard, reserve) when on active duty, inactive duty for training, or in a duty status under Title 10 of the U.S. Code.

5) PUNITIVE ORDER: Paragraph 8 of this policy is punitive and constitutes a lawful general order within the meaning of Article 92, UCMJ. Violations of this policy by engaging in prohibited conduct or failing to discharge the affirmative duties

established in this policy may result in punitive action under UCMJ, adverse administrative action, or both.

6) POLICY:

a) Off-post Billeting for Junior Enlisted Service Members:

i) Overcrowding in the barracks affects service members' morale, discipline, and quality of life.

ii) Company First Sergeants will assess the situation in the units and submit exceptions to policy for service members, Sergeants (E-5) and below, to reside off post. Service members will not be directed to move off post without an approved Certificate of Non-Availability (CNA). The approval authority for all CNAs is the Garrison Commander. Requests for CNAs and exception to policy are processed through the West Point Army Housing Office. In accordance with AR 420-1, CNAs cannot be issued for overcrowding unless the installation occupancy rate exceeds 95%.

iii) Leaders must take ownership of house-hunting challenges, garner resources of the Army Housing Office, and do everything possible to secure a clean, safe, off-post living environment for all service members.

b) Assignments:

i) Priority for barracks billet space will go to single, junior enlisted service members (E1-E5) and high-risk service members. Geographical bachelors are not authorized barracks space. Commanders may request an exception to policy from the Garrison Commander when special circumstances apply.

ii) Prior to the arrival of a service member who will reside in the barracks, the unit First Sergeant is responsible for determining the specific room the inbound service member will occupy. Once the room has been identified, the assigned room will be inspected by the immediate chain of command prior to the arrival of the service member to ensure it is ready of occupancy (no damages, all utilities and furnishing accounted for and serviceable). Under no circumstances will a service member be assigned a room that is dirty, has maintenance issues, furnishings or appliances are damaged or missing, etc.

iii) After the arrival of the service member, a joint inspection will be completed by the service member, the service member's immediate supervisor (NCO), and the unit barracks manager. During the joint inspection the service member will ensure all appliances and furnishings are functional, there is no damage to the room, and their room is clean. If damages or deficiencies are found, the service member will annotate any issues on the sub-hand receipt before

signing. Failure to annotate condition of facility and furnishing could result in charges upon move-out. Upon conclusion of the inspection, the service member will sign for all items in the room and input a new code in the barracks room door(s). Service members will not disclose their door code to anyone. The sub-hand receipt will be unloaded into eMH completing the room assignment process.

c) Move-Out:

i) Service members must schedule a pre-move-out inspection no later than 30 days prior to the desired date of move-out with the unit barracks manager. The pre-move-out inspection will be conducted by the service member, the service member's first line supervisor, and the barracks manager. During the pre-move-out inspection, the requirements for cleaning and clearing the room will be discussed, known damages will be annotated/discussed, and the move-out date and move out inspection date/time will be confirmed.

ii) The move-out inspection will be conducted after all personal belongings have been removed from the room. The move-out inspection will be conducted by the service member, the service member's first line supervisor, the unit barracks manager, and an Army Housing Office representative. During the move-out inspection, the room will be inspected for cleanliness and damages. All damages that are found to be due to the fault of the service member will result in a statement of charges/FLIPL. All statements of charges/FLIPLs must be adjudicated and rectified prior to clearing a service member from the room in eMH and signing any unit clearing papers (if required).

iii) Once a service member has properly cleared the barracks room, the service member will be provided with a copy of the move-out report from eMH and have their unit clearing papers signed by an authorized representative from the command, if required.

iv) If a service member does not properly clear the barracks and damages are found within the facility, furnishings, or cleaning is not to standard, the service member will be charged utilizing a DD Form 139, Pay Adjustment Authorization. If the service member is no longer part of the military, arrangements will be made with Finance to collect the payment from the service member.

d) Command Presence: Leaders have the authority and duty to conduct health and welfare inspections during duty hours and non-duty hours to maintain the standards outlined in this policy memorandum. The condition of existing facilities and the overall performance, behavior, and hygiene demonstrated by the barracks residents will determine the frequency of barracks inspections.

e) Alcohol:

i) Individual Consumption: The legal age for alcohol consumption in New York is 21. Service Members that are 21 years of age or older may maintain no more than thirty (30) 12-ounce containers of beer, 1 bottle per type of liquor (25.3 ounces/750 mL), or one bottle of wine in their room per person assigned to the room. Commanders may restrict individual service members from possession of alcohol in the billets based on previous alcohol or drug-related incidents.

ii) Group Consumption: The Company Commander must give approval before any event involving the presence of large quantities of alcohol in the barracks or in the areas surrounding the barracks. A large event is defined as any event where 15 or more people (service members or civilians) are gathered. An appropriate, prudent level of leadership presence and control at such events is required to maintain standards of behavior.

iii) When making barracks assignments, leaders are encouraged to assign service members that are 21 and over with other service members 21 and over, when practical.

iv) Underage alcohol consumption will not be tolerated. Service members under the age of 21 found to be possessing or consuming alcohol or service members found to be contributing to the alcohol possession or consumption of an individual under the age of 21 will be recommended for appropriate action under the Uniform Code of Military Justice or appropriate administrative actions.

f) Pets: Service Members living in the barracks are prohibited from maintaining or having pets in the barracks, including unit mascots. Pets include exotic animals or reptiles such as snakes, lizards, fish, hamsters, guineas pigs, etc.

g) Privately Owned Weapons: Privately owned weapons, to include bows, crossbows, and arrows, are not authorized to be kept or stored in the barracks. Service members who reside in the barracks must store their privately owned weapons in their unit arms room. Privately owned weapons on the installation must be registered through the Provost Marshal Office in accordance with West Point Policy Letter 12. A privately owned weapon is outlined in West Point Policy Letter 12. No ammunition will be kept or stored in the barracks. Explosives, including firecrackers, gunpowder, etc., are prohibited in the barracks.

h) Visitation:

i) Service members are prohibited from bringing visitors into a barracks building or their assigned barracks room except in accordance with the requirements

contained below. “Visitors” include all non-DOD affiliated persons and all service members, contractors, DA Civilians, and dependent family members not assigned quarters in the facility visited or otherwise present for an official purpose.

ii) Service members may only sponsor a visitor between 0800-2300 daily. Commanders may further curtail visiting hours necessary to meet mission requirements or maintain good order and discipline in their units.

iii) Service members are prohibited from sponsoring any visitor under eighteen (18) years of age, unless the minor is the child or sibling of the service member, or is accompanied by a parent or legal guardian for the duration of the visit.

iv) The sponsoring service member has a duty to escort any sponsored visitor while the visitor remains within the barracks footprint.

v) When more than one service member resides in the room, the residents must jointly agree to visitation prior to the visit. The rights of privacy take priority over visitation.

i) Cohabitation: Cohabitation in any form is prohibited in single-occupancy rooms, to include between suitemates who share common areas adjoining their individual rooms. There will be no overnight visits in barracks rooms.

j) Noise Considerations: Noise considerations will be observed at all times and are not limited to a specific time of day or day of the week. Service members will respect the sleep requirements of fellow service members by minimizing noise in the barracks. Service members are prohibited from engaging in any activity that will result in audible noise outside their assigned barracks room that can be heard from neighboring rooms, common hallways, or areas immediately outside their windows. Prohibited activities include but are not limited to the following when audible from outside a barracks room: yelling, cheering, speaking loudly, or playing loud music, videos, or games. These activities are also prohibited in all common areas (including day rooms, orderly rooms, and hallways) when activities are audible from inside any barracks room.

k) Entry/Exit: Service members will only use authorized entries or exit points for barracks buildings. Use of emergency exits is strictly prohibited in the absence of a public safety emergency. Service members are prohibited from taping, tampering with, or otherwise manipulating any entry/exit point or barracks room door to defeat or bypass any lock or locking mechanism.

l) Room Standards: Service members will be allowed flexibility to arrange and decorate their rooms consistent with standards of cleanliness, to include personal

hygiene, safety, property accountability, and consideration and respect for others. Commanders are reminded of their authority and responsibility IAW AR 600-20 paragraph 4-12, 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. Service members will not have or display drug paraphernalia including but not limited to syringes and hypodermic needles, bongs and water bowls, hookahs and other smoking pipes, surgical tubing, pipes, and fittings put together and used as a smoking device, roach clips, and rolling papers. Service members are responsible for any damage their room decorations cause.

m) Barracks Standards:

i) Serviceability:

(1) Light fixtures, heating and air conditioning units, toilets, windows, and plumbing fixtures will function properly. Government-owned equipment, furniture, and appliances such as laundry machines, dryers, beds, mini-blinds, microwaves, and refrigerators will be in good, useable condition. If they are found to be damaged, unserviceable, or inoperable, the occupants will submit a work order through the Army Maintenance Application (ArMA) for repair or replacement.

(2) Service members will submit work orders immediately through ArMA upon identification of a deficiency in their room, common area, or exterior of the building. It is the service members' responsibility to notify the unit barracks manager when issues are identified. Service members will not wait until their leadership inspects their room to mention issues. Service members will not have the option to remain in their room when issues are present that have detrimental impacts on their health.

ii) Security:

(1) External and internal doors and locks must be serviceable. Doors and windows will be closed and locked when the room is not occupied. Peepholes will be installed on doors to each room. Measures will be taken to preclude credit cards or other field expedient devices from being used to gain unauthorized entry to individual rooms.

(2) The common areas of the barracks are monitored by Closed Circuit Television (CCTV). For instances which require access to CCTV recordings for investigative purposes, service members will request a specific period of time and location through their Chain of Command. The Chain of Command will contact the Physical Security Office (PSO) with the request, where the PSO will validate the request, review footage, and if necessary, provide a brief to the Chain of Command. If copies of the

footage are required for command use, the requestor must provide the media form for the copy to be saved on, and the Provost Marshal will serve as the determination authority for granting footage release to the requestor.

(3) Systems for key control/code control will be established IAW Army and local policies and regulations. At no time will service members be asked for or coerced into providing their individual room door codes. Room door codes for required access by maintenance personal accompanied by a barracks manager or representative from the Army Housing Office will be secured by the unit barracks manager. At no time will the maintenance room door code be given to unauthorized personnel. Service members signed for a mailbox key are responsible for the accountability of the key once it has been signed for upon assignment to a barracks room.

(4) Parking lots and walkways will be well lit.

(5) Fire extinguishers will be serviceable and routinely inspected by unit safety officers and noncommissioned officers IAW fire safety regulations.

iii) Cleanliness and Sanitation: Inside and outside areas will be routinely policed, and responsibility will be assigned for maintenance of common areas. Procedures ensuring Service members access to toilet paper, hand soap, paper towels, and cleaning supplies during both duty and non-duty hours will be in place for all common areas. Trash and cigarette receptacles will be available in sufficient quantities and routinely serviced. Laundry rooms will be routinely inspected and policed daily by occupants. Individual rooms and government-owned appliances will be free from insects, pests, mildew, and other sources of vector-borne diseases.

iv) Aesthetics:

(1) Interior and exterior surfaces will be painted or touched up where appropriate. Profane and offensive graffiti will be removed immediately. Parking lots and other common areas will be free of trash, abandoned vehicles, and property.

(2) Stairs, hallways, and common areas will be kept free of trash, furnishings, bicycles, or other obstructions, which would prevent immediate and expedient egress in the event of an emergency. Liquid spills will be wiped immediately to prevent accidents.

v) Damage other than Fair Wear and Tear: When conducting routine inspections, commanders and the chains of command will look for signs of damage to the barracks that indicate “occupant abuse,” such as locks, doors, and door grill that appear to have been kicked in, broken windows, holes in

walls, missing exit signs, etc. When such damage is discovered, commanders and the chain of command will investigate to determine if there is liability on the service member's part and take disciplinary or administrative action, if appropriate, to recover the cost of the damage.

vi) Tobacco, Smoking, and Tampering with Smoke Detectors: Service members will not use tobacco products, or smoke in the barracks or within 50 feet of the barracks. This includes cigarettes, cigars, pipes, snuff, dip, chew, and e-cigarettes, or vapor cigarettes/devices. Service members will not remove, cover, tamper with or disable smoke detectors, fire exit signs, or fire extinguishers.

vii) Electrical Cooking Appliances:

(1) Electrical cooking appliances authorized for use are microwaves, air fryers, slow cookers, George Foreman (type) grills, air (type) popcorn poppers, or any item that does not use oil, produce extreme heat, or open flame. All others including hot plates, heating units, and deep fryers are strictly prohibited. Electrical cooking appliances will be disconnected when not in use.

(2) Service members are authorized to use cooking oil/cooking spray as a means for non-sticking properties. Service members will not use cooking oil in large quantities (more than 2 tablespoons) for frying purposes.

(3) Service members will always utilize the cook top ventilation system when utilizing the cook top for cooking purposes.

viii) Grills: Barbeque grills will not be utilized within 50 feet of any structure. Grilling indoors or on patios is strictly forbidden. When cooking in an authorized area, service members will never leave grills unattended and never add lighter fluid or flammable liquids after the fire is lit. Service members will make sure that coal is completely extinguished before disposal. Barbeque grills are not authorized to be stored anywhere in the barracks.

ix) Open Flame: Any open flame is prohibited. This includes, but is not limited to candles, lamps, and incense.

x) Parking: Service members will park in approved areas. Service members will not park their vehicles on the grass or utilize service vehicle access points. Service members will not store inoperable or recreational vehicles in the parking lot. Service members will not conduct vehicle maintenance (i.e oil changes, engine maintenance, tire changes) in the parking lot. Vehicles found to be abandoned will be towed and stored at the owner's expense.

7) The point of contact for this memorandum is the Garrison Command Sergeant Major at taylor.a.cathey.mil@army.mil or (520)691-6491.

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DANIEL R. STUEWE
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