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

REPLY TO
ATTENTION OF:

NOV 30 2011

AFZX-CSM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-01 - 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

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 SDNCOs will be in the grade of staff sergeant (promotable) or above and Battalion SDNCOs 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 when a battalion is fully deployed. Unit command sergeants major or their designated representatives will brief SDNCOs prior to their assumption of duties. Duty rosters for SDNCOs and runners should be published at least 2 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. CQs 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 CQs prior to their assumption of duties. Duty rosters for CQs and runners should be published at least two weeks in advance.

b. Alcohol: Soldiers 21 years of age or older may possess, consume, and purchase alcohol in accordance with state law and installation policy. Soldiers under 21 years of age may not possess or consume alcohol in the barracks. Commanders may also restrict individual Soldiers from possessing alcohol in the billets based on alcohol - or drug-related incidents involving those Soldiers.

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 during each day when no visitors are present. Visitation hours are 1700-2400 Sunday thru Thursday, and from 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/guests must be signed in and

out by the staff duty NCO. Proof of identification with age must be shown before individual(s) are allowed to visit. Those without identification showing them to be over the age of 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 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-issue refrigerator (1 per Soldier) and microwave (1 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. Noncommissioned officers will have private rooms when space is available. Single Soldiers and sergeants (E5) and below are not entitled to basic allowance for housing (BAH), but may live off post at the company-level commanders' discretion. They are not required to maintain a place in the barracks.

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. Telephones in public booths should be

serviceable, and the booth itself should accommodate individual privacy and shelter needs.

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

(3) Common Areas: The DPW assigns footprints to maintain at least battalion-level unit integrity in coordination with major subordinate command (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. Off-post Billeting for Junior Enlisted Soldiers: Overcrowding in the barracks affects Soldier morale, discipline, and quality of life. When insufficient barracks rooms are not available, commanders should assess the situation in their units and submit exceptions to policy for Soldiers, specialist and below, to reside off post. We must approach this smartly. Leaders must take ownership of house-hunting challenges, garner the resources of the housing referral office, and do everything possible to secure a clean, safe, off-post living environment for our Soldiers.

k. 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 a yearly Single Soldier Quarters Action Plan (SSQAP) in conjunction with the fiscal year (FY). 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, DPW SGM, 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 (TDY) 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 SOPs that govern matters addressed in this memorandum without my permission.

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

CLARENCE K.K. CHINN
Brigadier General, USA
Commanding

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