DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
7330 MISSISSIPPI AVENUE, SUITE 101
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

AFZX-CSM

15 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change 1

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 units' 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 enlisted 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 stated 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 <u>will</u> 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): SDNCOs will be in the grade of staff sergeant or above and will be knowledgeable of all facets of their assigned duties. They will be identified with armbands to clearly designate them as symbols of the commander's authority. Promotable sergeants may serve as SDNCO only if a staff duty officer (SDO) is on duty full time. Sergeants may be authorized to serve as SDNCO only when a battalion is deployed/in the field in full. Unit command sergeants major or their designated representatives will brief SDNCOs prior to their assumption of duties.

(3) Charge of Quarters (CQ): CQs must be in the grade of corporal or above and will be knowledgeable in all facets of their assigned duties. They will be identified with armbands to clearly designate them as symbols of the commander's authority. Charge of quarters is not mandatory, but encouraged. Commanders are responsible for living condition standards and will establish a means by which billets are checked during after-duty hours, regardless of whether CQs are used. 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 2 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. Only I may establish a restriction on the types and amounts of alcohol Soldiers may possess in the billets, provided they are of legal age to consume and/or possess alcoholic beverages. 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 live pets. This includes unit mascots.

d. Privately Owned Weapons: Privately owned weapons of Soldiers who reside in the barracks must be stored in the units' arms room. All privately owned weapons must be registered through the installation provost marshall office.

e. Visitation. All Soldiers must be afforded private time during each day when no visitors are present. **Visitation hours are 1700-2400, Monday thru Friday, and from 1200-2400 on weekends and holidays**. All visitors must leave the barracks by 2400. 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. 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; there will be no overnight visits in barracks' rooms. 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, staff sergeant and below, are not entitled to basic allowance for quarters (BAQ), but may live off post at the company-level commanders' discretion. They are not required to maintain a place in the barracks. Soldiers are assigned rooms based on smoking preferences. If a smoker and a non-smoker must room together, the room is designated non-smoking. Commanders may house geographical bachelors on a case-by-case basis, as long as there is no degradation of quality of life for bona fide bachelors.

h. 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 routinely policed, and responsibility will be assigned for maintenance of common areas.

(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 IAW the Installation Design Guide. 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.

i. Off-post Billeting for Junior Enlisted Soldiers: Overcrowding in the barracks affects Soldier morale, discipline, and quality of life. 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. I expect leaders to 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.

j. 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. 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, and the garrison CSM. Major subordinate units' CSMs or their designated representatives are encouraged to participate. The Single Soldier Action Plan 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.

MICHAEL D. BARBERO
Brigadier General, USA
Commanding

DISTRIBUTION:
A+