DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
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AFZF-CG

COMMANDING GENERAL'S
POLICY LETTER # 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Single Soldier/Service Member Quarters Living Standards

1. REFERENCES.

a. Army Regulation (AR) 600-63, Army Health Promotion, 7 September 2010.

b. Army Regulation (AR) 600-20, Army Command Policy, 27 April 2010.

c. Army Regulation (AR) 420-1, Army Facilities Management, 24 August 2012.

d. Fort Hood Regulation (FH Reg) 190-11, Weapons, 13 October 2010.

e. FH Reg 420-1, Fire and Emergency Services, 1 September 2007.

2. APPLICABILITY. This policy applies at all times and in all locations to all service members assigned to, attached to, or performing duties in units or activities assigned, attached, stationed, based, or otherwise located on the Fort Hood military reservation. This includes, but is not limited to, units and service members conducting maneuvers, training, maintenance, or other duties on the Fort Hood military reservation. It also applies to all military personnel present within the limits of the Fort Hood military reservation. All service members assigned to, attached to, or performing duties in units or activities over whom Commander, III Corps and Fort Hood, exercises Senior Commander (SC) authority are also subject to this policy.

3. PUNITIVE NATURE. This policy is punitive. Military personnel who fail to comply with this policy are subject to judicial or non-judicial disciplinary action under the Uniform Code of Military Justice (UCMJ) or appropriate administrative action.

4. POLICY. Service members, regardless of marital status, deserve to be treated with dignity and respect and to live in a clean, healthy, and safe environment. This environment must provide privacy and comfort, as well as a predictable living standard regardless of the installation or unit of assignment. As service members are assigned a barracks room area, the chain of command has an inherent responsibility to ensure proper living standards and conditions are maintained. As such, leaders will be involved. There are no arbitrary limits to this involvement, nor is there any specified

number of inspections, visits, or checks to be done. The chain of command determines the amount of time needed to discharge its responsibilities in this area. This policy reinforces the importance of our Noncommissioned Officer (NCO) leadership in the daily care and supervision of subordinates, as well as the responsibility of all leaders, to clearly define and to reinforce single Soldier/service member living standards.

a. Assignments. Unit Barracks Management Teams (BMTs) will assign their service members a room in accordance with current First Sergeant's Barracks Program (FSBP) 2020 assignment guidelines. Unit integrity will be achieved to the greatest extent possible. Barracks management teams will utilize Enterprise Military Housing (eMH) exclusively for all assignments, terminations, space facility and furnishings inventory management and reporting. When two or more service members are assigned to one room, smoking and non-smoking preferences will be used to determine the assignment of rooms. Units determine the assignments. This is not to be construed that smoking is allowed within or around any barracks building. Priority for Single Enlisted Quarters space assignment is our single service members.

b. Geographical (GEO) Bachelors. Neither bona fide bachelors in the rank of SSG and above nor GEO bachelors (service members of any rank who are unaccompanied by Family members because of personal reasons) will be housed in the barracks without a written exception to policy approved by the Garrison Commander. In order to deal with immediate concerns, O6-level commanders are authorized 2% of their allocated unit spaces as transient rooms and may assign any service member into these spaces at their discretion.

(1) Exception to Policy (ETP) process.

(a) The Garrison Commander is the approving authority for exceptions to policy to house GEO bachelors. Service members must be housed in their respective unit's transient spaces (2% of allocated unit spaces) until the ETP is approved. The FSBP 2020 office will provide ETP example packets to the units and explain the ETP process. Units will complete all required paperwork and submit their ETP requests to the Garrison FSBP 2020 office for review and processing. The FSBP 2020 office will notify the unit and service member of approval or disapproval.

(b) GEO bachelors will be housed on a "space available" basis. Unit leaders are responsible for ensuring that GEO bachelors vacate their rooms and terminate their barracks occupancy through FSBP when they are required to vacate.

(2) Command-directed Assignments:

(a) GEO bachelors cannot be command directed into the billets simply due to their GEO bachelor status. There must be a bona fide reason, to include service members who are: 1) Pending or serving UCMJ action, to include non-judicial punishment; 2) Pending an administrative chapter; 3) Under CID investigation; and/or 4) Required to reside in the barracks pursuant to DA/Fort Hood regulations or policies such as the mandatory seven-day cooling off period for domestic violence incidents.

(b) Commanders may direct that a service member living off-post move into the barracks on a case by case basis, and/or based on a commander's assessment that the off-post service member has demonstrated high risk behavior where it is substantially foreseeable that the service member's actions and/or mental state could cause harm to him/her or others. They will not direct a service member to reside in the barracks for a reason that would normally require an ETP (i.e., divorce/finances). Any length of time exceeding 14 days for a company grade and 45/60 days for a battalion/brigade commander, for a command-directed service member, will require an ETP. This provision does not limit the commander's inherent authority to order service members to move into the barracks for the commander's purposes. A commander at any level may order a service member who is restricted (UCMJ) to the unit area to reside in the barracks for the duration of the restriction, regardless of the marital status of the service member. Similarly, service members involved in spouse/child abuse may be ordered to move into the barracks, regardless of their marital status. In the event an NCO is ordered to move into the barracks, single service members will not be displaced to provide an NCO with a private room.

c. Certificate of Nonavailability (CNA) for Barracks. Married Soldiers and Staff Sergeants and above are entitled to receive Basic Allowance for Housing (BAH) and reside off-post (do not need CNAs). Single Soldiers in the grade of SGT and below are required to live in the barracks unless granted a CNA. The Commander designates the Director of Public Works as the approval/ disapproval authority for all CNAs. Issuance of CNAs is based on an unaccompanied personnel housing utilization rate of 95 percent, or above, at the installation level. Unit leadership must not direct Soldiers to live off post without an approved CNA. For special circumstances requiring exceptions to policy, requests will be signed by the Brigade Commander, including original documentation (DA Forms 4187 and/or 5960), justification, the effective BAH start date, and submitted to the FSBP office, Building 49017. If a Unit Commander requires reconsideration of a disapproved ETP for special circumstances, the resubmission will be taken to FSBP for routing through the Director of Public Works and then to the Garrison Commander for a decision. Brigade level Commanders and CSMs will review and verify all CNAs issued to Soldiers

annually. This will be accomplished in coordination with the Garrison FSBP 2020 office.

d. Occupancy. The Army standard is 95% occupancy at the installation level. The installation bi-monthly Barracks Utilization Report (BUR) provided by the Garrison FSPB 2020 Team will be used to monitor the utilization percentage, GEO bachelor population, number of CNAs issued, and to provide the Office of the Assistant Chief of Staff for Installation Management (OACSIM) the required quarterly Installation Dashboard Report and Brigade level space allocation. The Unit BMTs will verify that their eMH information is 100% accurate at all times to ensure that these tasks are accomplished. Also, to accommodate this requirement, administrative and logistical spaces in barracks room, squad/platoon command post will be eliminated, and storage space realigned.

e. Room Configuration. Units will determine room configuration. Rooms may be arranged to allow the service members a degree of personal freedom -- eliminating uniformity standards, but emphasizing cleanliness, safety, proper accountability -- and provide the chain of command with visibility into the living area, e.g., no "cubbyholes." This freedom allows for telephones and computers, civilian blankets, shower curtains, bedcovers, and other features normally found in government or private homes. Service members may hang framed pictures on their walls. Posters do not need to be framed, but special care will be used in hanging posters, ensuring that walls are not damaged. Service members should use poster tape or fun tack (adhesive putty) to hang posters on walls. Duct tape, OD green (100 mph) tape and similar adhesive will not be used on windows, walls, or doors, as it causes paint to peel or leaves a residual glue when removed. Wall hanging boards and tacks will be used when available. All pictures and posters will be in good taste and not offensive in nature. Commanders are reminded of their authority and responsibilities in accordance with paragraph 4-12, AR 600-20, to prohibit the display in billets of symbols, flags, posters, or other materials relating to extremist groups or activities to ensure good order and discipline. Pictures that show male or female genitalia or are sexually explicit will not be displayed.

f. Inspections. Commanders retain the authority to conduct legal searches, and health and welfare inspections. Enforcing standards, caring for service members, and identifying shortfalls in the function of appliances and plumbing in the rooms, safety, or living standards are among the most important responsibilities of commanders and the NCO Corps. Daily room checks are required. Commanders will use their discretion in balancing the maintenance of standards while treating service members with respect. Service members are not required to be present during these checks. Service members are normally present during legal searches, and health and welfare inspections. Layout inspections of TA-50 will not be conducted in the barracks.

Barracks command inspections after duty hours will be conducted by Brigade, Battalion SDO/SDNCOs, CQs and unit leadership.

g. After Hour Details. Barracks common areas, inside or outside of the barracks facility, will be maintained during and after duty hours and non-duty hours. A duty roster will be maintained inclusive of all eligible service members subject for duty. Unanticipated requirements will be fulfilled per duty roster regardless of whether the service member lives on or off post.

h. Alcohol and Smoking. Normally, there will be no restrictions on types or amounts of alcohol service members may possess in the barracks room, provided they are 21 years of age or older. This policy is not meant to glamorize or encourage the use of alcohol, but is only an effort to realign privileges with counterparts residing off post and in government quarters. Programs and education oriented towards de-glamorization of alcohol and emphasis on health and safety risks will be continued. Commanders may restrict service members from possessing alcohol or limit the amount of alcohol a service member may possess in the billets based on alcohol or drug related incidents or if a service member demonstrates a pattern of irresponsible behavior. Smoking and the use of smokeless tobacco is prohibited in the barracks room and barracks building.

i. Visitation and Quiet Time. With limited restrictions, service members residing in the barracks may have visitors of either gender. When more than one service member resides in the room, they must jointly agree to visitation prior to the visit. The right of privacy always takes precedence over visitation. Service members in barracks must be afforded private time during each day when no visitors are present. All visitors from units within the Battalion must be signed in with the unit Charge of Quarters (CQ) desk before entering service members' rooms. If not a member of the Battalion, they must also sign in with the Battalion Staff Duty. Quiet time is meant to establish hours that allow service members to have a reasonable expectation of a relatively quiet state in the barracks. During quiet time hours, service members must be allowed to rest and sleep undisturbed by noise from barracks area activities. The following restrictions apply:

(1) Hours of visitation and quiet time.

(a) Duty days before duty days:
Visitations: 1700-2200
Quiet Time: 2300-0500

(b) Duty days before non-duty days:
Visitations: 1700-2400
Quiet Time: 2300-0500

(c) Non-duty days before non-duty days:
Visitations: 1200-2400
Quiet Time: 2300-0500

(d) Non-duty days before duty days:
Visitations: 1200-2200
Quiet Time: 2300-0500

(2) Any non-military visitor, under the age of 18 years and not a member of the service member's immediate Family (brother, sister, or spouse), must be accompanied by a legal parent or guardian.

(3) Service members are responsible for their visitors' actions in the barracks. Units will maintain a visitors log at each Battalion Staff Duty location. Service members having visitors will ensure that their visitors are properly signed in and out at the Battalion Staff duty. Unit commanders will maintain the visitors log and review it daily along with the duty log.

(4) Cohabitation is strictly prohibited. Visitors may not take up even short-term residence in the barracks. There are visitation hours, but no overnight visitation in the barracks.

j. Charge of Quarters (CQ). The chain of command is responsible at all times for the safety, security, and environment that their service members live in. The minimum standard is a CQ for every Company sized element. Commanders may require every unit to have a CQ or increase the number of CQs in the buildings based on assessments and building design. CQs will not watch television, listen to radios, or play video games while on duty. Instead, they will stay alert, make their required checks, and follow their CQ instructions. This applies to Battalion and Brigade SDO/SDNCOs. First Sergeants and Command Sergeants Majors will ensure CQs are thoroughly briefed on their duty to ensure their understanding and compliance. The CQ will brief the First Sergeant on the events of the duty prior to being released. Additionally, commanders will establish a process to ensure billets are checked after normal duty hours. Traditionally, NCOs have taken the lead in how their service members are living; this policy does not change that historical tie between the NCO and those in his/her charge.

k. Recycling. Service members residing in the barracks are required to actively participate in the Fort Hood Net Zero Recycle Program. Service members will be required to separate recyclable materials from their garbage and place them in recycle

containers located within their respective footprint. Additional information on recycling can be found in FH Reg 420-6 (Recycle Program).

l. Pets. No pets, including caged animals, are allowed in the barracks. Reasons for this restriction include consideration for roommates, disposition and care upon deployment, and humane care for pets. Aquariums containing fish are allowed if roommates agree. Units must have deployment disposition plans in place.

m. Privately Owned Weapons. Privately owned weapons and ammunition will not be stored or allowed in the barracks at any time. Service members must register weapons with the Provost Marshal and store them in the arms room. Service members must comply with the requirements of FH Reg 190-11.

5. EXPIRATION. This Fort Hood Command Policy Memorandum supersedes Command Policy CSM-02, dated 3 July 2013, and will remain in effect until superseded or rescinded.

SEAN B. MacFARLAND
LTG, U.S. Army
Commanding

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