



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

AFZF-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy – Accountability for Soldiers and Service Members Assigned to Barracks

1. Purpose. This policy establishes notification requirements and approval authority for Soldiers and service members who are assigned to barracks to sign leases or reside off post in order to ensure proper accountability.
2. 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 Commanding General's Policy Letter #15, Single Soldier/Service Member Quarters Living Standard, 15 December 2014.
3. Applicability. This policy applies to all Soldiers and Service Members assigned to Fort Hood.
4. Policy. Accountability is a cornerstone of military discipline. Leaders and commanders must be aware of their subordinates' living arrangements in order to maintain safety and accountability. Therefore, this policy prescribes notification procedures that must be followed in those circumstances where a service members desires to reside off post even though the service member is assigned a barracks room.
  - a. Any Soldier or service member who intends to reside off post while assigned to a barracks room, but not enter into a formal lease, contract, or other binding agreement, will notify and obtain approval from their first line leader. This notification and approval is required even for part time arrangements and even where it is without cost. For example, if a single service member has family in the Killeen area, and seeks to stay in their home instead of in the barracks, the service member's first line leader must be notified of this arrangement and approved. This notification will include the physical address of the residence and other relevant information. If the service member moves

AFZF-CG

SUBJECT: Command Policy – Limitations for Soldiers Assigned to Barracks

from one off post residence to another, the service member's first line supervisor must be notified and approve of the new location.

b. Service members assigned to barracks will not enter into a lease, contract or other binding agreement concerning off post residences until they have notified their first line supervisor and obtained approval from the service member's Company Commander. The Company Commander will evaluate the service member's request and ensure that the service member has adequate financial means and transportation to ensure that accountability, and unit readiness can be maintained if the service member enters the agreement.

c. Commanders retain the authority to issue orders and directives that ensure unit and Soldier accountability and discipline.

5. This policy goes into effect immediately. Service members who reside in the barracks and who have existing off post living arrangements will immediately inform their first line supervisor and Company Commander of these arrangements in accordance with paragraph 4, above. Commanders should consult with their servicing judge advocate if they have questions or concerns about existing leases or contracts.

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

7. The point of contact for this memorandum is the Staff Judge Advocate at 287-3421.



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

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IAW FH Form 1853