



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

IADK-CSM

1 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 501st MI Brigade Barracks Standards

1. References: AR 600-20, Army Command Policy, 30 November 2009; USFK Reg. 27-5, Individual Conduct and Appearance, 20 May 2004; Eighth United States Army (8A) Command Policy Letter # 9, Living Standards for Soldiers in Barracks, dated 27 October 2008.

2. Applicability. This SOP is applicable to all Soldiers residing in 501st Military Intelligence Brigade Barracks, all visitor(s) to such 501st MI Brigade barracks, and all Soldiers assigned to the 501st MI Brigade. Command Sergeants Major may supplement this policy with more restrictive guidance and procedures if they deem necessary.

3. Responsibilities. Unit First Sergeants and NCOs have the primary responsibility for the health, welfare, cleanliness, functionality, neatness, and security of their Soldiers, including maintaining sanitary conditions in the barracks. I charge all noncommissioned officers to ensure their Soldiers understand and comply with this SOP. This is best accomplished by leaders proactively conducting counseling with junior enlisted Soldiers – know your Soldiers! Soldiers are responsible for understanding and abiding by the SOP, as well as reporting violations of the SOP to their supervisors.

4. Enforcement. Personnel violating this SOP Violators may be subject to adverse administrative action or other adverse action authorized by applicable laws or regulations. Personnel not subject to the UCMJ who fail to comply with the provisions of this SOP may be subject to adverse administrative sanctions, including but not limited to, revocation of privileges as authorized by applicable laws and regulations.

5. Standards. All Soldiers are required to adhere to the prescribed barracks standards. These standards have been established to ensure a higher quality of life for all Soldiers and should be regarded as such. The sustainment of these standards reflects pride in one's self as well as one's unit.

a. No smoking in the barracks, or within 50 feet of any building entrance.

b. No personally owned weapons as defined in USFK Regulation 27-5 (i.e. firearms, knives in excess of 3 inches, martial arts weapons, BB guns, etc.). Additionally, all weapons are required to be stored in the Unit Arms Room.

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c. All prescription medication will be secured and current; all out-of-date prescriptions will be discarded. Soldiers will only be authorized a reasonable amounts of non-prescribed cold/cough medication (i.e. robitussin, corticeden, etc.) per room occupant based on facts and circumstances. No defacing or destruction of barracks walls, bulletin boards, and other government property.

d. Items with sexual, racial, or drug-related overtones that may be considered offensive are not to be displayed. Sexual, racial or extremist related banners, flags, or any item deemed not conducive to good order and discipline are not authorized. The Company First Sergeant will act as the final determining authority for any items thought to be offensive.

e. Individual rooms and areas outside the barracks must be cleaned and maintained in a manner that is consistent with normal sanitary requirements and military standards.

f. Name placards will be placed on the doors of every occupied room. The placard will contain duty section and first line supervisor's name and contact phone number of each occupant. (Do not recommend any Soldier's name be displayed on the door of an open barracks building – even a supervisor. Recommend this section removed.

6. Courtesy and Respect. The right of the individual Soldier must be recognized and appreciated when large numbers of individuals live in close proximity to each other. As such the following practices will be adhered to:

a. Prior to entering any room other than the Soldier's own, the Soldier will knock, wait for response, and identify himself/herself as requested. This will be done regardless of rank.

b. "Quiet Hours" will be from 2200-0730 for days preceding duty days and from 2400-0830 on days preceding non-duty days (non-duty days are defined as weekends, holidays, and training holidays). During "Quiet Hours," TVs, stereo systems and any other activities being conducted within barracks rooms, hallways, or common areas will be quiet enough as not to be heard in any adjoining rooms. If this SOP is violated, the offended person will inform the CQ of the incident. Repeated offenses will result in the suspension of privileges for the offending Soldier. Subordinate commanders who have shift workers may seek a written exception for alternate quiet hours from the Brigade Commander IAW 8A Policy Letter #9.

c. Rowdy or disorderly conduct will not be tolerated regardless of circumstances. All NCO's, CQ's, or barracks residents will take immediate corrective action in response to this type of conduct.

7. Visitation. With limited restrictions, Soldiers residing in the barracks may have visitors. When more than one Soldier resides in a room, both Soldiers must jointly agree to visitation prior to the visit. The rights of privacy take precedence over visitation and all Soldiers in the barracks must be afforded private time during each day when no visitors are present. Abuse of this privilege may result in a No Visitation Policy and/or subject the offender to UCMJ action. The following restrictions apply:

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a. Hours of visitation:

- (1) Duty days before duty days: 1700 to 2400.
- (2) Duty days before non-duty days: 1700 to 0200.
- (3) Non-duty days before non-duty days: 1000 to 0200.
- (4) Non-duty days before duty days: 1000 to 2400.

b. Subordinate commanders may seek a written exception to the visitation policy from the Brigade Commander to accommodate shift workers as necessary IAW 8A Policy Letter #9.

c. Visitors not permanently residing in a company's barracks will be signed in and out by the Soldier (sponsor) they are visiting on the daily staff journal log. Soldiers residing in the same barracks do not have to be signed in nor out of another Soldier's room being visited. However all Soldiers residing in the barracks will adhere to the visitation policy (i.e., hours of visitation, right to privacy, etc). Ultimate responsibility for the visitor will rest upon the sponsor of that visitor.

d. Sponsors are responsible for the conduct of their visitor at all times. The sponsor will escort their visitors at all times.

8. Crime Prevention and Security. In an effort to prevent sexual assaults and the theft of personal belongings of any Soldiers, the following will be adhered to:

a. If a Soldier appears to be intoxicated and not in control of their mental or physical faculties, the Soldier will not be left alone with a member of the opposite sex in the same room. It is every Soldier's responsibility to be proactive and vigilant in order to prevent sexual assault. If a situation shows the potential of escalating, notify the Barracks NCO, CQ, 1SG, or Commander immediately.

b. Challenge any individual you do not recognize as a member of your unit or not known to reside in your barracks.

c. Investigate disturbances regardless of whose room it may be.

d. Report any suspicious activity or persons to the CQ, Barracks NCO, or 1SG immediately.

e. Anytime a Soldier leaves his/her room, even if for a brief moment, the Soldier will ensure the room is locked and secure all valuable items.

9. Inspections. Unit Commanders may conduct room health and welfare inspections when approved by a commander in the rank of O-5 or above. The unit commander may seek assistance from the First Sergeant, Platoon Sergeant, etc. in carrying out the inspection. This SOP does not limit in any way the authority to conduct inspections and inventories pursuant to Military Rule of

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Evidence 313. Subordinate commanders retain the authority to conduct legal searches or health and welfare inspections. Soldiers should be present during legal searches or health and welfare inspections. In the event the Soldier is reasonably unavailable, a minimum of two Soldiers, one being an NCO, will be present during the execution of any search or inspection. Enforcing standards, caring for Soldiers, and identifying shortfalls in the function of appliances, plumbing, safety, or living standards are among the most important responsibilities for commanders and NCOs. Daily room checks are not required but commanders will use their discretion in balancing the maintenance of standards while treating Soldiers with respect and allowing privacy.

10. Questions will be referred to the undersigned at DSN 723-4343.



ALAN P. PENDERGAST
CSM, USA
Command Sergeant Major

DISTRIBUTION:

Cdr, 3rd MI Bn

Cdr, 524th MI Bn

Cdr, 532nd MI Bn

Cdr, 719th MI Bn

Cdr, HHC, 501st MI Bde