



DEPARTMENT OF THE ARMY
HEADQUARTERS, 35TH AIR DEFENSE ARTILLERY BRIGADE
UNIT #2075
APO AP 96278

EAAD-Z

AUG 16 2017

MEMORANDUM FOR All 35th Air Defense Artillery Brigade Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Brigade Policy Letter #6 – Living Standards for Soldiers in Barracks

1. References.

- a. Army Regulation (AR) 600-20, para. 4-12, Army Command Policy, 6 November 2014
- b. 8A OPORD 69-13, Responsible Conduct, 20 November 2012

2. Purpose. To provide guidance to units for the development of policy regarding Soldier living standards and to maintain good order and discipline in the barracks. This policy encourages maximum involvement of subordinate units by offering flexibility in the development of local policies consistent with their mission and disciplinary needs. Subordinate unit policies will adhere to the directives contained in this policy.

3. Units are directed to develop written barracks policies incorporating the following:

- a. Barracks Rooms. Rooms may be arranged to allow Soldiers more freedom of expression, eliminating uniformity standards while emphasizing cleanliness, safety, and property accountability.

- b. Each barracks door will be marked to indicate, at a minimum:

- (1) The occupant's brigade, battalion and unit.
- (2) Occupant's age 21 years old, underage or not of drinking age
- (3) Occupant's gender
- (4) Soldier's name, rank and MOS
- (5) Occupant's platoon of assignment
- (6) Occupant's first line leader's name

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c. Appliances and Wall Hangings. Unit barracks policies will conform to their local installation barracks standard operating procedures. Units may apply further restrictive measures as they deem necessary for the health, welfare, good order, and discipline of their unit.

d. Extremist Symbols and inappropriate images. Commanders are reminded of their authority and responsibilities in accordance with AR 600-20, para. 4-12, prohibiting the display in billets of extremist symbols and activities. Pictures showing male or female genitals or naked pubic regions will not be displayed. Flags that may be racially inflammatory or paramilitary in nature will not be displayed.

e. Inspections. First line (CPT and below) leaders are expected to be visible in the barracks on a daily basis to demonstrate concern and enforce standards. Identifying faulty appliances, plumbing, safety, or living standards are the responsibility of the Chain of Command.

(1) Commanders will direct unit level health and welfare inspections to be conducted quarterly, at a minimum.

(2) This policy does not limit in any way a Commander's authority to conduct inspections and inventories pursuant to Military Rule of Evidence (M.R.E.) 313.

f. Mandatory Charge of Quarters (CQ). Every battery unit will have a dedicated CQ and Charge of Quarters Runner (CQR) located in the lower enlisted barracks for their unit. The NCOs (SGT and above or KATUSA SGT) of the unit will perform CQ. CQs are responsible for the proper conduct, accountability, and safety of Soldiers. They are responsible for knowing and enforcing all policies ranging from USFK to battery. CQs are expected to be proactive leaders and prevent minor misconduct from turning into serious incidents. Requests for an exception to this policy must be in writing to the Brigade Commander.

(1) Subordinate units will ensure CQ policies provide barracks checks during non-duty hours. CQs will not watch TV, listen to radios, or engage in activities that distract from their mission.

(2) Battalion Command Sergeants Major will implement a certification plan to ensure CQs understand duties and responsibilities prior to assuming duty

(3) First Sergeants will implement a certification plan to ensure CQRs understand their duties and responsibilities prior to assuming duty.

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g. NCO Responsibility. In accordance with Army traditions, NCOs will maintain responsibility of Soldier living conditions and standards. All NCOs have an obligation to report to their superiors when they become aware of misconduct, conditions that are unsafe, and items in need of repair.

(1) The Battery Commander or First Sergeant will designate a sergeant who is in charge of the floor as floor sergeant. These NCOs will reside in the barracks. In those cases where a unit does not have enough NCOs assigned, a senior specialist can be utilized as floor sergeant. The emphasis is promoting leadership at the lowest level.

(2) First Sergeants will make every attempt to house NCOs in their own barracks room. If insufficient rooms prevent this arrangement, then First Sergeants will try to house NCOs of the same rank together. NCOs and junior enlisted (PVT through PFC) will not be housed together.

(3) First line NCO leadership will conduct daily checks on their Soldiers living in the barracks to ensure clean living standards and good order and discipline.

h. Visitation. Unit policies must address the following requirements: Soldiers residing in the barracks may have visitors of either sex. Battalion policies will define "visitor" to be, at a minimum, any person outside the battery of the room occupants.

(1) Hours of visitation:

(a) Duty days before duty days: 1700-2400

(b) Duty days before non-duty days: 1700-0100

(c) Non-duty days before non-duty days: 1000-0100

(d) Non-duty days before duty days: 1000-2400

Battalion commanders may authorize overnight guests and may not delegate that authority. The Soldier is responsible for obtaining any necessary installation approvals for such overnight guests.

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

(3) Soldiers will ensure their visitors sign in/out at the CQ desk. Soldiers are responsible for the actions of their visitors in the barracks and will personally escort them throughout their visit. Additionally, Soldiers are responsible for ensuring any

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guests to the barracks are properly signed on and off the installation being visited, as necessary.

(4) When a person, who is not an occupant of the room being visited, is present, regardless of gender, the main door to the barracks room will be open all the way and remain open until the visitor has departed. All visitors who do not reside within the barracks must be signed into/out of the room formally at the CQ desk and the CQ/CQ Runner will check periodically to ensure all adhere to Policy Letter 6 and BN SOP.

(5) Dual military couples are allowed to live in the same room in a barracks designated for cohabitation only if authorized in writing by the Battalion Commander. Otherwise, cohabitation is prohibited.

i. Better Opportunities for Single Service Members (BOSS). Soldiers will fully employ the BOSS Council as a means to effectively communicate the needs of barracks residents to the Commander and to address issues or problems that require action at the Commander/First Sergeant level.

j. Noise Levels. Stereos, radios, and televisions will be played at a volume so as not to disturb Soldiers in adjacent rooms. Units with shift workers will implement policies to accommodate the needs of all Soldiers residing in the barracks.

k. Alcohol in the Billets.

(1) Alcohol may not be consumed in the hallway, laundry room, CQ or Staff Duty areas, fire escapes, tactical sites, parking lots, and in and around unit areas (i.e. orderly rooms, motor pools). Alcohol may be consumed in the dayroom or unit picnic areas. There will be no display of empty alcohol bottles or cans in the barracks or rooms.

(2) Intoxicated Soldiers in the billets are a safety hazard, both to themselves and to others within the barracks as they are accident prone and have impaired judgement. It is the responsibility of the CQ and unit chain of command to take positive action to reduce the accident probability and to keep Soldiers out of trouble.

(3) Soldiers may not possess in their barracks room more than one 750 ml container of hard liquor or wine, and no more than one six pack of beer (355 ml per can) per Soldier occupying each room. Unit commanders will use their discretion commensurate with their readiness requirements to enforce narrower limitations.

l. Smoking. There will be no smoking in the barracks, billets, rooms or dormitories. Smoking is only allowed in designated areas.

m. Pets. No pets are allowed in the barracks.

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n. Solicitation. No solicitation, whether by civilian or military personnel, will be allowed in Soldier living areas without specific written permission of the Post or Area Commander.

4. This policy requires maximum effort by the chain of command and every Soldier. Leaders at all levels must know how their Soldiers live both on and off-post, and are responsible for the Soldiers entrusted to them. Commanders remain responsible for the health, welfare, and security of Soldiers.

5. Commanders or First Sergeants will personally brief newly assigned personnel living in the barracks on this policy and provide them with a written copy. Commanders will post the barracks visitation policy on unit and barracks bulletin boards.

6. This policy is punitive. Individuals who fail to comply with the provisions of this policy may be subject to punishment under the UCMJ and to adverse administrative actions.

7. The point of contact for this policy letter is the Brigade CSM at DSN 783-5562.

8. Ready in Defense!


RICHARD W. WRIGHT
COL, AD
Commanding