



DEPARTMENT OF THE ARMY
HEADQUARTERS, 12TH COMBAT AVIATION BRIGADE
ANSBACH ARMY HELIPORT, GERMANY
APO AE 09177-1870

AETV-CAB

18 September 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 12th Combat Aviation Brigade Policy Letter 16: Living Standards for Soldiers in Barracks

1. References:

- a. Army Regulation (AR) 600-20, para. 4-12, Army Command Policy, 18 March 2008
- b. First Sergeant Barracks Program (FSBP 2020), a guide to property management and operations of Army barracks, 02 January 2013
- c. Barracks lockout SOP, 16 August 2013

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 polices 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) Rank Last, First name
- (2) The occupant's brigade, battalion, and company
- (3) Section and Squad leader

c. Appliances and Wall Hangings. Unit barracks will conform to the FSBP 2020 Handbook procedures. Units may apply further restrictive measures as they deem necessary for the health, welfare, good order, and discipline of their unit.

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d. Extremist Symbols and inappropriate images. Commanders are reminded of the 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. All leaders are expected to be visible in the barracks to demonstrate concern and enforce standards. Identifying faulty appliances, plumbing, safety, or living standards are the responsibilities of the Chain of Command. 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. Visitation. Soldiers residing in the barracks may have visitors of either sex. Soldiers must first obtain permission from their roommate or adjoining roommate to have a guest.

(1) Hours of Visitation:

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

(b) Duty days before non-duty days: 1700-0200

(c) Non-duty days before non-duty days: 1000-0200

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

**Battalion commanders may authorize overnight guest 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) Visitors will 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 guest to the barracks is properly signed on and off the installation being visited, as necessary.

(4) 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.

(5) Guests are not allowed to use the barracks laundry facilities.

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g. 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 by the Commander/First Sergeant.

h. Quiet Hours. Subordinate unit policies will provide for designated Quiet Hours. 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.

i. Alcohol in the Billets. Alcohol possession and amount will be IAW subordinate unit alcohol policies.

(1) Alcohol may not be consumed in the hallway, laundry room, CQ or Staff Duty areas, fire escapes, tactical sites, parking lots, or in and around unit areas (i.e. orderly rooms, motor pools). Alcohol may be consumed in the dayroom and picnic areas. There will be no display of 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 judgment. It is the responsibility of the CQ and unit chain of command to take positive action to reduce this accident probability and to keep Soldiers out of trouble.

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

k. Pets. No pets allowed in the barracks.

l. 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.

m. Every Soldier is considered an adult and as such entitled to treatment indicated above. However, should Soldiers violate the trust given by this policy letter; their privileges will be suspended or revoked.

n. 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.

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

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p. When a Soldier is locked out of their room in the barracks, the Soldier must report to their appropriate staff duty. The staff duty will contact the First Sergeant Barracks Program (FSBP) POC at **0151-2058-2270**. At no time will the SDO allow a Soldier into their room with the master key. The only exception to this policy is when emergency conditions exist. The FSBP Soldier will report to the staff duty and then will confirm the identity of the individual Soldier who is locked out of his/her room by verifying the Barracks Manning Roster (BMR). When the Soldier is positively identified, all three individuals; The FSBP Soldier, The Staff Duty / Runner, and Soldier who is locked out will gain access the Soldier's room.

q. Master keys will be maintained at the battalion staff duty. They will be locked in a safe at all times. Master keys will **not** be used to provide access in a Soldier's absence for routine maintenance; deliveries; installation of cable television, internet, or telephone service; or to other Soldiers who may have been granted permission to enter the room. This envelope will not be further transferred below the 1SG level. A joint inventory will be conducted with the next OIC/NCOIC receiving the master keys. It will be accounted for daily and or upon change of possession and treated with the same care as a sensitive item. The master key and a DA Form 5513-R Key Control Register will be kept in a sealed envelope. The sealed envelope will have the date and time written across the seal of the envelope when the key was last verified. An inventory of the master key will be completed by the battalion S-2 on the 1st working day of every month. Discrepancies will be reported to the Chain of Command and appropriate disciplinary actions initiated. Lack of control of master keys and misuse of master keys is a punitive offense punishable by UCMJ action

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

4. The point of contact for this policy letter is the Brigade Command Sergeant Major at 467-2624.



VINCENT H. TORZA
COL, AV
Commanding