



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY REGIMENT  
3906 MOW-WAY ROAD  
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

8 June 2021

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #12 – Commanders Barracks Policy

1. Reference:

- a. 31<sup>st</sup> ADA Barracks Standard Operating Procedure (SOP)
- b. Fort Sill Regulations 210-9

2. Purpose: This policy is to outline the standards for all Soldiers residing in the barracks or assigned to 3-2 ADA. All Soldiers are afforded the opportunity for an enhanced quality of life and are expected to maintain a safe and secure living environment.

3. General:

a. Commanders are responsible for ensuring that high standards of readiness, accountability, and cleanliness are maintained in the barracks, common areas, building grounds, and work areas by conducting regular checks. They will conduct periodic scheduled and random health and welfare inspections of their Soldiers' quarters and facilities. Commanders will ensure all members of the command adhere to the standards prescribed in this policy. It is the responsibility of each Commander to ensure that our Soldiers understand the importance of providing the utmost care and security for the barracks. To assist in this process, Commanders will establish a written policy that clearly defines resident responsibilities in the rooms, common areas, and building grounds. Commanders are responsible for the accountability and maintenance of all common use dayrooms and furnishings. Nothing in this policy is intended to limit the authority of a Commander. Leaders will maintain their authority to issue orders and restrictions necessary to maintain the good order and discipline required to protect the safety, welfare, and security of their Soldiers.

b. Soldiers are expected to read, understand, and comply with this policy, all Fort Sill Barracks Regulations, and all 31st ADA Brigade Barracks SOP; perform all duties as directed in a timely manner; respect and maintain all areas IAW standards; ensure all personnel and military property are properly secured; operate in conjunction with initiatives to enhance each Soldier's quality of life.

c. First Sergeants will establish a program to address the maintenance and cleanliness of common areas such as laundry rooms, dayrooms, stairwells and landings, hallways, and outside lawn and police call areas.

4. Visitations: Soldiers may have visitors in their rooms with the following guidelines:

- a. All visitors will be escorted while in the barracks area by their sponsor at all times.
- b. Visitation hours are 1700-2400 Monday-Thursday, 1700-0200 on Friday; 1000-0200 on Saturday, and 1000-2400 on Sunday. Visits will terminate NLT 2400 hours when the next day is a duty day recognized by the unit as a normal duty day. If the next day is a holiday, federal or training, the visitor may visit at 1000 hours and terminate at 0200 hours.
- c. No visitors under the age of 18 are allowed in the barracks grounds unless accompanied by a parent or guardian. At no time are minors allowed to enter a Soldier's room.
- d. The Battalion Commander is the only person authorized to approve overnight visitors. Cohabitation is not authorized IAW Fort Sill Regulation 210-9. Cohabitation means that visitors may not take up even short-term residence in the barracks. Overnight visitation is STRICLY prohibited without the written approval of the Battalion Commander.
- e. Visitors are considered anyone who is not specifically assigned to the living quarters. Soldiers will consider the privacy and consent of their suitemate when entertaining guests. If the suitemate objects to the visitation, the visit will not be allowed.
- f. Visitation in the barracks is a privilege and Soldiers are responsible for the conduct of their guests. Any Soldier who fails to adhere to the provisions of this policy, or who introduce unruly, uncooperative guests will have their visitation privileges revoked and are subject to UMCJ action. Any Soldier involved in a serious incident with a barracks visitor will have visitation privileges suspended until an investigation concerning the incident is completed.

5. Room Standards:

- a. Keep each room clean, neat, and free of clutter. Report any deficiencies to the First Line Leader and the Barracks Manager will submit a work order in EMH.
- b. Empty trash daily and sweep and mop floors as needed. Keep carpets free of dirt by vacuuming and shampooing. No dirt or dust will be allowed to accumulate in corners or under furniture.
- c. Make beds daily. Civilian linen is authorized.
- d. OCIE will be secured by locking in a closet or wall locker. If this space is unavailable, OCIE will be locked in a duffle bag or tough box and properly stored.

e. Photos or posters that depict pornography, profanity, drugs, drug use, or drug paraphernalia are prohibited. Images that may be deemed as racially or sexually insensitive are prohibited. The chain of command is within their authority to have any poster or image removed that is determined unsuitable for display for a professional organization.

f. Photos or posters that are displayed may not be affixed to walls, doors, or furniture by the use of nails or damaging adhesives. Soldiers are liable for any damages caused by the use of these items.

g. Keep refrigerators clean at all times. Store food in airtight containers and wash dishes and utensils immediately after use. Defrost freezers as necessary to prevent ice building greater than a half of an inch.

h. Furniture may be arranged in a safe manner as the Soldier sees fit. Civilian furniture is authorized. Soldiers will not remove barracks furniture from their rooms at any time. Upon occupancy, the soldier assumes responsibility for all government furniture in the room. If the Soldier fails to annotate damaged or missing furniture upon initial inspection or hand receipt, the soldier will be held financially liable. Soldier will sign for furniture via DA form 2062 accessed through EMH.

i. Barracks rooms will be maintained IAW AR 210-50 and FS Reg 210-9. Commanders, the NCO Support Channel, and designated personnel will inspect government quarters to evaluate living conditions. Commanders have the authority to conduct no-notice inspections throughout the barracks. The First Sergeant and the NCO Support Channel will inspect for health, safety, morale, and general cleanliness as often as necessary to maintain good order and discipline.

## 6. Security:

a. Keep doors locked at all times. Windows may be left open when Soldier is present. Lock wall lockers and closets when Soldiers are not in rooms or sleeping. Inventory high dollar value items on a DA Form 4896; a high dollar item is considered an item with a value of \$50 or more. Individual items of less than \$50 but have a cumulative value of greater than \$50 (i.e., DVDs or video games) may be entered individually on separate DA Form 4896.

b. Post one copy of DA Form 4896 inside a standard binder along with all barracks hand receipts and work orders, this is an inspectable item. The Soldier will maintain a current copy for personal records and one copy will be turned in to the unit Supply Room. It is the responsibility of the First Line Leader to inspect and update the DA Form 4896 every 180 days to ensure all high dollar items are current and accurately accounted for.

c. Secure all money, stamps, coins, jewelry, identification cards, credit and debit cards, and blank checks in a secure location within the room.

d. Soldiers will secure bicycles in the racks located outside the barracks; no bicycles will be stored in or under the stairwells.

e. Soldiers will immediately report any missing items or suspected theft to the First Line Leader and First Sergeant for deposition through Military Police.

7. Work Orders:

a. All units will have an assigned barracks manager and repairs & utilities (R&U) POC.

b. Soldiers will report room deficiencies to their first line leader and contact Department of Public Works (DPW). Soldiers will maintain the Service Order number given to them by DPW. This service order number will be given to unit barracks manager. First line leaders, as well as unit barracks manager, will follow up with DPW on the status of work orders every 72 hours. Unit barracks managers will input the work order into EMH to accurately reflect the living conditions of the barracks. Any deficiency involving loss of power to electrical outlets, possible electrical shorts or evidence of mold will have priority with DPW.

c. Soldiers desiring phone, cable, or internet services in their rooms are responsible for all associated cost for installation and maintenance. Sudden Link is the only authorized internet and cable provider for the barracks. Satellite dish systems are not allowed. Soldiers will not share cable with unauthorized parties by means of running cables through ventilation ducts, windows, or doors. Holes will not be drilled to facilities sharing of cable or internet between rooms. Any violations or damage to government property is punishable under the UCMJ.

8. Drugs and Medication:

a. Prescription drugs and over the counter medication are the only drugs allowed in the barracks at any time. Soldiers will not possess any prescription drugs that are expired or not specifically prescribed to them. Soldiers will dispose of all expired prescription or over the counter medication by taking them to the pharmacy located at Reynolds Army Community Hospital or turning them in to the Battalion Aid Station.

b. All prescribed medication will be secured in the Soldier's room to prevent the unlawful use by unauthorized parties. Soldiers will not share prescribed medication with any other individuals regardless of circumstance. This may constitute distribution of unauthorized or controlled substance and will be punished under the UCMJ.

c. Soldiers found in possession of illegal substances will be punished under the UCMJ.

9. Alcohol consumption and storage:

- a. Alcohol consumption in the barracks is a privilege not a right; violation of this policy will result in immediate revocation of alcohol possession privileges and punishment under the UCMJ.
- b. Any Soldier possessing or consuming alcohol must be at least 21 years of age. At no time will anyone under the age of 21 consume alcohol for any reason. Soldiers will not provide alcohol for anyone under the age of 21.
- c. Soldiers are responsible for the actions of their guest(s) while consuming alcohol. Any inappropriate behavior associated with the consumption of alcohol will be grounds for immediate revocation of privileges and possible punishment under the UCMJ.
- d. Soldiers involved in alcohol related incidents on or off post may have alcohol privileges revoked, face possible UCMJ action, and may be referred to the Alcohol and Substance Abuse Program, or a combination thereof.
- e. All empty or used alcohol containers will be immediately policed and disposed of in the proper receptacles.

10. Safety and Fire Prevention:

- a. Hot plates, toasters, electric skillets, popcorn poppers and other cooking appliances are permitted only in the common area kitchen. Coffee pots and microwaves may be used in individual rooms as long as they are plugged directly into the wall outlet and turned off when Soldier is not present. Irons, curling irons, and hair dryers are allowed but must be unplugged when not in use and never left unattended while plugged in. Only surge protection extension cords are authorized for use and must be routed through walk ways.
- b. Candles and incense are not authorized for burning in the barracks at any time.
- c. Smoking and vaping is not allowed in any individual rooms at any time. The only authorized smoking area is located outside the barracks, directly south of building 913 and west of the primary parking lot.
- d. Do not store combustible liquids or flammable materials in the barracks; this includes all petroleum based products used for fire starting or clearing.
- e. In the event of a fire or fire alarm, all persons will immediately exit the building and assemble in the primary parking lot south of the barracks (building 913) for accountability and further instruction by the designated representative.
- f. Rooms will have unimpeded access to exits. No furniture will be set up in such a manner that it presents a hazard or obstacle when exiting the room in an emergency.

g. Barbecue grills must be used a minimum of 75 feet from any building or structure. It is the responsibility of the owner/operator to clean up after grill use. The owner/operator is also responsible for any possible damages.

11. Vehicles:

a. Repairs of vehicles are not authorized in the unaccompanied personnel housing (UPH) areas or parking lots. Oil changes in the parking lot are prohibited. Military Police may ticket offenders. Authorized minor work consists of cleaning or waxing and air filter changes. Soldiers may not clean or wash vehicles on sidewalks, grass, or seeded areas. Vehicles not operational are not authorized in UPH housing area.

b. Parking. There is limited parking space allocated in the UPH area. Visitors and additional vehicles should park outside the areas and across the street in front, if possible. Residents must be reasonable and considerate. Residents must not park on the grass, sidewalks, or fire lanes.

c. Storage of recreational vehicles, quad runners, utility trailers, motorcycle trailers, jet skis, wave runners, etc., in the UPH area is NOT authorized. Storage of recreational vehicles is available on post. Service Members can contact DPW Housing Division, Building 4700, 3rd Floor to sign for a recreational lot storage key.

12. Weapons:

a. All personnel possessing privately owned firearms will register their weapons with the Provost Marshall within 24 hours of arriving to Ft Sill or within 24 hours of purchase. At no time will privately owned weapons be allowed in the barracks. All weapons will be transported and stored in the unit arms room IAW USAFCOEFS Regulation 190-1.

b. Switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades in excess of 3 inches, ammunition, nun chucks, throwing stars/knives, machetes, Taser guns, police batons, and any personal offensive or defensive weapons are strictly prohibited from possession at any time in or out of the barracks.

13. Inspections:

a. Leader checks will be conducted at any time before, during or after during duty hours to ensure compliance with this policy letter and FS Reg 210-9.

b. There will be an Officer, NCO, and Soldier on Staff Duty at all times. Staff Duty personnel will complete a daily checklist, initial, and submit to the BN OPS SGM upon completion.

c. Health and welfare inspections may be conducted at any time to ensure the health and welfare of all barracks occupants. Health and welfare inspections will be

conducted with the presence of an additional NCO or Officer. The goal of these inspections are to:

(1) Identify and correct conditions existing in the barracks which could contribute to physical injury or promote the spread of disease.

(2) Eliminate the possession of unauthorized or illegal controlled substances.

(3) Confiscate any weapons that are not authorized in the barracks.

(4) Recover government items such as tools, equipment, or computers.

(5) Ensure all assigned furniture and fixtures are maintained, accounted for, and serviceable.

14. All cleanup will be completed NLT 0900 hours daily. First Line Leaders will supervise and verify that all individual and common areas are cleaned to standard. Weekend and holiday cleanup will be completed NLT that 1000 hours.

15. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.

CHRISTOPHER T. MAJORS  
LTC, AD  
Commanding