



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL**  
**2700 INDIANA AVENUE**  
**FORT CAMPBELL KY 42223-5656**

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum 17 – Command Responsibility for Soldier Safety, Security, and Living Standards in the Barracks and the Community**

**1. References:**

a. Executive Order 13058, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace, 9 August 1997.

b. AR 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.

c. AR 600-20, Army Command Policy, 24 July 2020.

d. AR 600-63, Army Health Promotion, 14 April 2015.

e. CAM Reg 190-1, Fort Campbell Physical Security Program, 1 June 2018.

f. CAM Reg 420-24, Fire Protection and Prevention, 1 November 2019.

**2. Purpose:** To establish policies and standards that will ensure the health, welfare, safety, and security of our Soldiers in the barracks and the community.

**3. General:** Commanders and the chain of command are responsible for quality of life and disciplinary standards that foster a sense of ownership and shape the overall health, welfare, safety, and security climate for our Soldiers.

**4. Applicability and Punitive Nature:**

a. This policy applies to all 101st Airborne Division (Air Assault) units, tenants and separate organizations assigned to Fort Campbell, KY.

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b. Punitive Policy: Paragraphs 5.d., Alcohol; 5.e, Pets; 5.f., Privately Owned Weapons; 5.g., Visitation; and 5.j., Tobacco use, Smoking and Tampering with Smoke Detectors, are punitive in nature and apply to all service members assigned to or physically on Fort Campbell. Violations of these paragraphs may subject the offender to criminal, disciplinary, or administrative action.

5. Policy:

a. Off-post Billeting for Junior Enlisted Soldiers: Overcrowding in the barracks affects Soldiers' morale, discipline, and quality of life.

(1) BN Commanders will assess the situation in their units and submit exceptions to policy for Soldiers, Sergeant and below, to reside off-post. **Soldiers will not be directed to move off post without an approved Certificate of Non-Availability (CNA).** The approval authority is the Garrison Commander (GC Policy LTR#24). Requests for CNA's and exceptions to policy are processed through the Directorate of Public Works Housing Office. **In accordance with AR 420-1, CNAs cannot be issued for overcrowding unless the installation occupancy rate exceeds 95%.** In the event an individual Brigade is overcrowded, the DPW will assist in locating available barracks spaces across the installation.

(2) Leaders must take ownership of house-hunting challenges, garner the resources of the DPW, Housing Services Office, and do everything possible to secure a clean, safe, off-post living environment for our Soldiers. Upon receipt of approved CNA to live off-post, leaders will ensure Soldiers, specialist and below, are taken to the Housing Services Office for assistance in the house-hunting process. Unit sponsors, preferably a squad leader or immediate supervisor, will assist new Soldiers. Soldiers already at Fort Campbell will be assisted by their squad leader or immediate supervisor.

(3) Matters specifically pertaining to BAH authorization for Divorces, Dependent Custody, and Visitation decisions will be reviewed and endorsed by the BN CDR. If questions arise, DPW Housing will be contacted for clarification prior to terminating a Soldier from the Barracks.

b. Assignments: Priority for barracks billet space will go to single, Junior Enlisted Soldiers (E1-E5) and high risk Soldiers. Geographical bachelors are not authorized barracks space. However, Commanders must request an exception to policy from the Garrison Commander when special circumstances apply, such as

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when a healthcare provider recommends that the Commander order the Soldier into the barracks for a given period.

c. Command Presence:

(1) Inspections: Leaders have the authority and duty to conduct health and welfare inspections during duty hours and non-duty hours to maintain the standards outlined in this policy memorandum. Commanders are required to have a written policy regarding the standards and conduct of health and welfare inspections. The condition of existing facilities and the overall performance, behavior, and hygiene demonstrated by barracks residents will determine the frequency of barracks inspections. Squad leaders, platoon sergeants, platoon leaders, first sergeants, and company commanders should conduct weekend and off-duty-hours inspections. At a minimum, unit first

sergeants, or their designated representatives, will inspect the billets daily, including common areas such as latrines, laundry rooms, dayrooms, and a sampling of Soldiers' rooms.

(2) Battalion and Brigade Staff Duty Officers (SDO) and Noncommissioned Officers (SDNCO): SDOs will be in the rank of CW2 or above. SDNCOs will be the grade of staff sergeant or above. SDOs will be on call and SDNCOs will be on duty. SDOs and SDNCOs will be knowledgeable of all facets of their assigned duties. SDNCO instruction books will be routinely inspected and generally standardized throughout battalions within major unit commands. Books will be well organized with all applicable policies, updated alert notification telephone rosters, etc. Unit Command Sergeants Major, or their designated representatives, will brief SDNCOs prior to their assumption of duties. Duty rosters for SDNCOs and runner will be published at least two weeks in advance. Staff Duty Officers and Staff Duty Noncommissioned Officers are required to regularly inspect their assigned unit areas, to include the barracks.

(3) Charge of Quarters (CQ): Battalion commanders will ensure that Company-Troop- Battery CQs are assigned and present during non-duty hours. Company-Troop- Battery CQs must be in the grade of corporal or above and will be knowledgeable in all facets of their assigned duties. Specialists may serve when the entire battalion is deployed. Instruction books will be inspected routinely and standardized throughout companies, batteries, or detachments within separate unit commands or battalions within major unit commands. CQ books will be well-organized with all applicable policies, updated alert notification telephone rosters,

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etc. First sergeants, or their designated representatives, will brief CQs prior to their assumption of duties. Duty rosters for CQs and runners should be published at least two weeks in advance.

d. Alcohol:

(1) Individual Consumption. The legal age for consumption of alcohol in Tennessee and Kentucky is 21. Soldiers that are 21 years of age or older may maintain no more than twelve 12-ounce containers of beer, or 1 bottle of liquor (25.3 ounces/ 750 mL), or one bottle of wine in their room per person assigned to the room. Commanders may restrict individual Soldiers from possession of alcohol in the billets based on previous alcohol or drug-related incidents.

(2) Group Consumption. The battalion commander must give approval before any event involving the presence of large quantities of alcohol in the barracks or in the areas surrounding the barracks. An appropriate, prudent level of leadership presence and control at such events is required to maintain standards of behavior.

(3) When making barracks assignments, leaders are encouraged to assign Soldiers that are 21 and over with other Soldiers 21 and over when practical.

e. Pets: Soldiers living in the barracks are prohibited from maintaining or having pets in the barracks, including unit mascots. Pets include exotic animals or reptiles such as snakes, lizards, fish, hamsters, guineas pigs, etc.

f. Privately Owned Weapons: Privately owned weapons, to include Bows, Crossbows and arrows, are not authorized to be kept or stored in the barracks. Soldiers who reside in the barracks must store their privately owned weapons in the unit arms rooms. Privately owned weapons on the installation must be registered through the Installation Provost Marshal in accordance with CAM REG 190-1, Chapter 9. A privately owned weapon is discussed in CAM REG 190-1, Chapter 9. **No ammunition will be kept or stored in the barracks.**

g. Visitation: Visiting hours for all units on Fort Campbell is 1700-2400 hours on weekdays and from 1200 – 2400 hours on weekends and holidays. Visitors are defined as military or non-military persons not otherwise assigned to that room. Non-military visitors below the age of 18 who are not a member of the Soldier's immediate family are strictly prohibited, unless a parent or legal guardian accompanies them. When more than one Soldier resides in the room, they must

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jointly agree to visitation prior to the visit. The rights of privacy take priority over visitation. Cohabitation is strictly prohibited; there will be no overnight visits in barracks rooms. Major and separate unit Commanders may request more restrictive visitation policies from the Senior Commander if necessary for mission requirements or for disciplinary reasons.

h. Room Standards: Soldiers will be allowed flexibility to arrange and decorate their rooms consistent with standards of cleanliness, to include personal hygiene, safety, property accountability, and consideration and respect for others. Commanders are reminded of their authority and responsibility IAW AR 600-20, para. 4-12, to prohibit the display of symbols, flags, posters, or other materials relating to extremist groups or activities in order to ensure good order and discipline. Soldiers are responsible for any damage their room decorations cause.

i. Barracks Standards:

(1) Serviceability: Light fixtures, heating and air conditioning units, toilets, windows, and plumbing fixtures will function properly. Government-owned equipment, furniture, and appliances such as laundry machines, dryers, beds, linens, curtains, mini-blinds, microwaves, and refrigerators will be in good, useable condition. **If they are found to be damaged, unserviceable or inoperable, the occupants will report their condition to their respective unit FMTs or FSBP representatives for repair or replacement.**

(2) Security: External and internal doors and locks must be serviceable. Peepholes will be installed on doors to each room (commanders should prioritize the order of work appropriately). Measures will be taken to preclude credit cards or other field expedient devices from being used to gain unauthorized entry to individual rooms. Systems for key control will be established IAW Army and local policies and regulations. Parking lots and walkways will be well-lit. Fire extinguishers will be serviceable and routinely inspected by unit safety officers and noncommissioned officers IAW fire safety guidelines. Qualified fire department personnel will inspect Soldier-installed appliances IAW local fire prevention policies. Emergency telephone numbers will be posted on or near each telephone.

(3) Pass Keys: Each current and incoming Unit Command Sergeant Major or First Sergeant will conduct a joint inventory of all unit Room Keys, which will be secured in the unit key box, for their respective unit. The initial joint inventory will occur with the on-coming CQ or SDNCO. Afterward, the Unit Command Sergeant Major or First Sergeant will conduct periodic inspections of the unit key box and key accountability. The oncoming CQ or SDNCO shall be provided a copy of the unit's

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room assignment roster. In the event a Soldier is locked out of his or her room, the Soldier will report to the unit CQ or SDNCO, who will verify the identity of the Soldier using a photo ID, access the key box to retrieve the Soldier's Room Key, allow the Soldier into the appropriate room, and re-secure the key in the key box. The acting CQ or SDNCO will note the occurrence by entering it in the log, and will conduct a joint inventory at the end of the duty tour.

(4) Cleanliness and Sanitation: Inside and outside areas will be routinely policed, and responsibility will be assigned for maintenance of common areas. Procedures ensuring Soldier access to toilet paper, hand soap, paper towels, and cleaning supplies during both duty and non-duty hours will be in place. Trash and cigarette receptacles will be available in sufficient quantities and routinely serviced. Laundry rooms will be routinely inspected and policed daily by occupants. Individual rooms and government-owned appliances will be free from insects, pests, mildew, and other sources of vector-borne diseases.

(5) Aesthetically Pleasing: Interior and exterior surfaces will be painted or touched up where appropriate. Profane and offensive graffiti will be removed immediately. Programs that provide for area beautification and landscaping to include watering, edging, pruning, and trimming of grass and shrubs will be in place. Lawn equipment, such as riding lawn mowers and weed eaters, will be stored to facilitate accountability and avoid excessive exposure to the elements. Parking lots and other common areas will be free of abandoned vehicles and property.

(6) Damage other than Fair Wear and Tear: When conducting routine inspections, commanders and the chains of command will look for signs of damage to the barracks that indicate "occupant abuse", such as locks, doors, or door grills that appear to have been kicked in, broken windows, holes on walls, missing Exit signs, etc. When such damage is discovered, commanders and the chains of command will investigate to determine if there is liability on the Soldier's part and take disciplinary or administrative action, if appropriate, to recover the cost of the damage.

j. Tobacco, Smoking and Tampering with Smoke Detectors. Soldiers will not use Tobacco products, or smoke in the barracks or within 50 feet of the barracks. This includes cigarettes, cigars, pipes, snuff, dip, chew and e-cigarettes or vapor cigarettes/devices. Soldiers will not remove, cover, tamper with or disable smoke detectors, Fire Exit signs, or Fire Extinguishers.

k. Monthly Health and Welfare Inspections:

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(1) Company, battery, troop and detachment commanders will conduct health and welfare inspections at least monthly to ensure the health and welfare of Soldiers in their command.

(2) The commander should direct the inspection, but the inspectors should be the first-line leaders, noncommissioned officers, or officers. This provides unit leaders with necessary feedback on readiness, safety, and welfare of their Soldiers.

(3) The inspections should focus on living areas (barracks); work areas, including motor pools; unit common use areas, to include day rooms; and unit controlled parking lots, including privately owned vehicles. Inspections should determine whether the command is properly equipped, functioning properly, maintaining proper standards of readiness, sanitation and cleanliness; and that personnel are present, fit, and ready for duty. Commanders may also use inspections to locate and confiscate unlawful weapons, narcotics, and other dangerous drugs; stolen and wrongfully appropriated property; and other contraband.

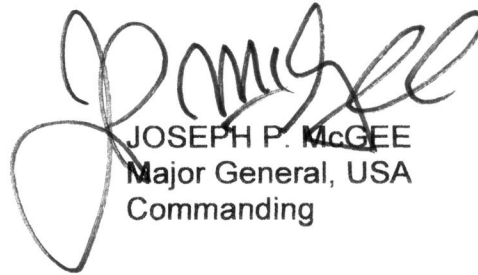
(4) Commanders will not use health and welfare inspections as a subterfuge to conduct a search. Generally, a search is appropriate when there is probable cause to believe a crime has occurred and that there is evidence of the crime located in a specific location. To avoid confusion between a search and an inspection, health and welfare inspections should be scheduled well in advance by commanders. The commander should also notify an exterior element of the planned inspection, and the inspection should cover a large area and not a specific target of rooms, cars, or Soldiers. Commanders with questions regarding the appropriate use of searches and inspections should consult their unit legal advisor.

(5) Major unit and separate commanders are responsible for ensuring their subordinates conduct required inspections. As a minimum, records of inspections conducted will be maintained at the company, battery, troop and detachment commander's level.

6. The Division CSM is the point of contact for this policy at 270-798-9607.

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