



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED) AND FORT CARSON
BLDG 1435, WETZEL AVE.
FORT CARSON, CO 80913-4145

REPLY TO
ATTENTION OF:

COMMAND POLICY
CG--04

AUG 05 2009

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Carson Billet Standards

1. References.

a. Department of the Army, Installation Management Policy Memorandum, Authorization for Staff Sergeants to Receive Basic Allowance for Housing and Reside Off Post in the 50 United States, 9 March 2005.

b. III Corps Policy Memorandum, Single Soldiers Quarters Living Standards, 5 April 2004

c. AR 600-20, Army Command Policy, 18 March 2008.

2. Purpose. To establish billet standards for all Fort Carson Soldiers.

3. Applicability. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson. If outside commands or other parent organizations establish conflicting policies, such policies may apply on Fort Carson only if approved by me.

4. Policy. My intent is for "good order and discipline" to exist in all of the billets at Fort Carson. Soldiers, regardless of marital status, deserve to be treated with dignity and respect, and allowed to live in a clean, healthy, and safe environment. This environment must provide privacy and comfort, as well as a predictable living standard, regardless of the unit of assignment. As Soldiers are assigned to a barracks room area, the chain of command has an inherent responsibility to ensure proper living standards and conditions are maintained. There are no arbitrary limits to this involvement or a specific number of inspections, visits, or checks required. The chain of command determines the amount of time necessary to discharge its responsibilities in this area in order to meet my intent of "good order and discipline". This policy reinforces the importance of our noncommissioned officer (NCO) leadership in daily care and supervision of subordinates, as well as the responsibility of all leaders to know, clearly define, and reinforce single Soldier living standards.

a. Good Order and Discipline in the Billets. The unit Commander and First Sergeant, hereafter referred to as the command team, are ultimately responsible for maintaining "good order and discipline" within their billets. The command team has many options to mitigate the risks of a junior NCO presence in their billets. This includes increasing off-duty leadership

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presence through unit leader visits, increasing the rank of the charge of quarters (CQ) on duty, and in extreme circumstances, even allowing staff sergeants to live in the billets. As such, the command team has the authority to designate on orders, Soldiers deemed “key and essential” to maintaining “good order and discipline” in unit billets. Staff sergeants designated by their command team as “key and essential” will be required to reside in the billets and assist the command team in maintaining good order and discipline. My intent is to have a responsible and knowledgeable NCO who, through his/her permanent presence in the billets, will reduce the propensity for disciplinary issues and help to foster a clean, orderly, and comfortable living environment

b. Designation of Staff Sergeants as “Key and Essential”. As each unit is inherently different, decisions by a unit’s command team to identify NCOs in the grade of staff sergeant as “key and essential” may be necessary to establish good order and discipline in unit billets when NCOs in the rank of sergeant (E5) are extremely junior or lack the influence required to maintain good order and discipline. If the command team is unable to mitigate the risks associated with junior NCO leadership in the billets and unable to meet the intent of “good order and discipline,” then the command team may elect to identify one or more staff sergeants to live in the unit’s billets. The command team must obtain approval from the first colonel commander in their chain of command for any and all staff sergeants designated to reside in the billets. To mitigate Soldier hardship, the command team should identify volunteers that could benefit from living in the billets. The command team and the staff sergeant will agree on the duration that the NCO will reside in the billets (12 months or until PCS, whichever is shorter) to ensure that the staff sergeant has a predictable timeline for his/her stay in the billets. If a command team deems that a staff sergeant residing in the billets is the required level of risk mitigation, such decision should not outweigh the space constraints and limitations of the billets (e.g. sergeants or specialists forced to live on the economy). The command team must coordinate with adjoining units to accommodate displaced and inbound junior Soldiers to ensure that the staff sergeant presence is maintained and no longer needed.

c. Leadership Presence. Another method to mitigate the risks of junior NCO leadership presence in the billets is to increase the presence of unit leaders during non-duty hours (evenings and weekends). Commanders are encouraged to develop and implement “presence plans” to ensure their units continue to meet my standards of “good order and discipline”. I am most concerned about redeployed Soldiers who, when deployed, were around their leaders 24 hours a day, and who, after redeployment, are left in the billets after duty hours without leader supervision. We assume great risk to the health and welfare of our single Soldiers by not maintaining adequate leader presence, especially immediately following a combat deployment.

d. Charge of Quarters (CQ). A unit’s command team is responsible at all times for the safety, security, and environment in which their Soldiers live. The minimum standard is a CQ for every barracks building. Commanders may increase the number of CQs in a building based on building design and a commander’s risk assessment. Additionally, a command team may choose to increase the rank requirements for the CQ within the billets to ensure “good order and discipline”. While some command teams may have adequate senior sergeant (E5) presence within their billets and can maintain a rotation of sergeant (E5) CQs, other units with more junior NCO presence in their billets, may choose to increase the CQ grade requirements to staff

sergeant to further mitigate risk. CQs will not watch television, listen to radios, or play video/computer games while on duty. Instead, they will stay alert, make their required checks, and follow their CQ instructions. First Sergeants will ensure CQs are thoroughly briefed on their responsibilities before assuming duty to ensure their understanding and compliance with all directives. The CQ will maintain a complete DA Form 1594, Daily Staff Journal (duty log) and will brief the unit ISG on all significant events during his/her tour of duty prior to being released. Traditionally, our NCOs have taken the lead in knowing how their Soldiers are living. This policy does not change that historical tie between the NCO and those in his/her charge.

e. Monthly Major Subordinate Command (MSC) Review of “Good Order and Discipline”. There are many options for the unit command team to use in order to meet my intent. The command team at company/troop/battery level are the leaders most capable of analyzing their unit environment and to ensure “good order and discipline” is maintained within their billets. I treat billets utilization as a green tab issue and expect major subordinate commanders to conduct a monthly review of each subordinate commander’s billets risk mitigation plan to ensure my intent is met with continued success.

5. Billet Standards.

a. Room Assignments. Soldiers will be assigned a room in accordance with this policy. When two or more Soldiers are assigned to one room, smoking and nonsmoking preferences will be used to determine the assignment of rooms. Smokers and nonsmokers will not be house in the same room. Senior NCOs who draw Basic Allowance for Housing (BAH) at the “without dependents” rate will not be housed in the barracks. Geographical bachelors will not be housed in the barracks unless approved by the first colonel commander in the chain of command. Geographical bachelors are those Soldiers who are unaccompanied by Family members because of personal reasons. Sponsor personnel are those individuals entitled to BAH differential that are single, divorced, or legally separated, or otherwise required to provide support for at least one other person. Sponsor personnel may reside in single Soldier quarters if space is available. This provision does not limit the Soldier who is restricted to the unit area to reside in the barracks for the duration of the restriction, regardless of the marital status of the Soldier. Similarly, Soldiers involved in alleged spouse/child abuse may be ordered to move into the barracks, regardless of marital status. In the event an NCO is ordered to move into the barracks, single Soldiers will not be displaced to provide that NCO with a private room.

b. Occupancy. My goal is to have two Soldiers per room (specialist and below). Noncommissioned officers (sergeants and staff sergeants) will have single rooms. In order to accommodate this requirement, administrative and logistical spaces in barracks rooms should be consolidated, squad/platoon command post eliminated, and storage spaces realigned. If the rank and number of unit Soldiers prevent meeting the billet’s occupancy requirement, NCOs should be put two to a room before putting three Soldiers in a room.

c. Room Configuration. Soldiers are not required to maintain rooms in a standard configuration. Rooms may be arranged to allow the Soldiers a degree of freedom and to eliminate uniformity standards while emphasizing cleanliness, safety, and proper accountability. This freedom allows for microwaves (in accordance with post regulations), telephones and

computers, civilian blankets, shower curtains, bedcovers, and other features normally found in private residences. Soldiers may also hang framed pictures on their walls. Posters need not be framed, but special care will be used in hanging posters, ensuring that walls are not damaged. Soldiers should use poster tape or fun tack (adhesive putty) to hang posters on walls. Duct tape, OD green (100 mph) tape and similar adhesive will not be used on windows, walls, or doors, as it causes paint to peel or leaves a residual glue when removed. Wall hanging boards and tacks will be used when available. All pictures and posters will be in good taste and not be offensive in nature. Commanders are reminded of their authority and responsibilities in accordance with paragraph 4-12, AR 600-20 to prohibit the display in billets of symbols, flags, posters, or other materials relating to extremist groups of activities to ensure good order and discipline. Pictures that show male or female genitalia will not be displayed.

d. Inspections. Commanders retain the authority to conduct legal searches as well as health and welfare inspections. Enforcing safety and living standards, caring for Soldiers, and identifying shortfalls in the function of appliances and plumbing in the rooms are among the most important responsibilities of commanders and the NCO Corps. Daily room checks are not required; however, commanders will use their discretion in balancing the maintenance standards while treating Soldiers with respect. Generally, new Soldiers should be checked or inspected daily until that Soldier's sergeant can make an accurate assessment of the Soldiers adherence to standards. Soldiers are not required to be present during these checks; however, they should be present during legal searches and health and welfare inspections. Layout inspections of TA-50 will not be conducted in barracks.

e. Alcohol. Soldiers may possess alcohol in their barracks provided they are 21 years of age or older. Normally, there will be no restrictions on the type or amount of alcohol allowed in the barracks. This policy is not meant to glamorize or encourage the use of alcohol, but is only an effort to realign privileges with counterparts residing off post and in government quarters. Programs and education towards the de-glamorization of alcohol and emphasizing good health and safety practices will be continued.

f. Visitation and Quiet Time. With limited restrictions, Soldiers residing in the barracks may have visitors of either gender. When more than one Soldier resides in a room, they must jointly agree to visitation prior to the visit. The rights of privacy always take precedence over visitation. Soldiers in barracks must be afforded private time during each day when no visitors are present. All visitors must sign in at the unit's CQ desk before entering any Soldier's room. Quiet time is meant to establish house rules that allow Soldiers to have a reasonable expectation of a relatively quiet state in the barracks. During quiet time hours, Soldiers must be allowed to rest and sleep undisturbed by noise from barracks area activities.

Hours of visitation and quiet time:

Duty days before duty days:

-Visitation 1700-2200 –Quiet time 2200-0500

Duty days before non-duty days:

-Visitation 1700-2400 –Quiet time 2400-0800

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Non-duty days before non-duty days:

-Visitation 1200-2400 –Quiet time 2400-0800

Non-duty days before duty days:

-Visitation 1200-2200 –Quiet time 2200-0500

(1) Any non-military visitor under the age of 18 years and not a member of the Soldiers immediate Family (brother, sister, or spouse) must be accompanied by a parent or legal guardian.

(2) Soldiers are responsible for their visitors' actions in the barracks. Units will maintain a visitors log at each CQ location. Soldiers having visitors will ensure that their visitors are properly signed in and out with the unit CQ. Unit Commanders will maintain the visitors log and review it daily along with the CQ duty log (DA Form 1594).

(3) Cohabitation is strictly prohibited. There will be no overnight visits in the barracks rooms.

g. Pets. No pets, including caged animals, are allowed in the barracks. Reasons for this restriction include consideration for roommates, disposition and care upon deployment, and human care for pets, among others. Aquariums containing fish are allowed if roommates agree. Units must have deployment disposition plans in place.

h. Privately Owned Weapons. Privately owned weapons and ammunition will not be stored or allowed in the barracks at any time. Soldiers must register weapons with the Provost Marshal and store them in the unit arms room.

6. Supersession. This Fort Carson Command Policy supersedes paragraph 3.c. of Fort Carson Commanding General Policy Letter #1 (17 May 2005) and Chapter 7 of Fort Carson Regulation 210-18* *Prohibited and Regulated Conduct* (15 May 1997).

7. Expiration. This policy letter will remain in effect until superseded or rescinded.

8. The POC is for this policy is the G3, 526-1299.



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Commanding

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