

Barracks Standard Operating Procedures



FOR THE COMMANDER:

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Commanding

Summary. This SOP contains updated policy and guidance from the 307th Airborne Engineer Battalion Commander.

Applicability. This SOP applies to all Active United States Service Members assigned to the 307th Airborne Engineer Battalion.

Proponent and Exception Authority. The proponent is the Battalion Command Sergeant Major. The exception authority does not apply to this publication.

Distribution. This publication is distributed through the 307th Airborne Engineer Battalion Chain of Command.

Restrictions. There are no restrictions.

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1. Purpose

To establish standard operating procedures that will ensure the health, welfare, safety, and security of our Soldiers in the barracks and the community.

2. Responsibilities

Commanders and the Chain of Command are responsible for the 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. This SOP will be present at Staff Duty, Charge of Quarters, and unit areas for all Soldiers to read.

3. References

- a. Army Barracks Management Program Handbook, 12 January 2021.
- b. HQDA EXORD 068-18 (Army Barracks Management Program (ABMP)), 17 January 2018.
- c. Executive Order 13058 (Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace), 9 August 1997.
- d. AR 420-1 (Army Facilities Management), 12 February 2008 (Rapid Action Review, 24 August 2012).
- e. AR 600-20 (Army Command Policy), 6 November 2014.
- f. AR 600-63 (Army Health Promotion), 14 April 2015.
- g. Fort Bragg Regulation (FB Reg) 190-11 (Privately Owned Weapons and Ammunition Control and Prohibited Weapons), 1 June 2015.
- h. FB Reg 190-13-1 (Fort Bragg Physical Security Program), 15 October 2013.
- i. FB Reg 420-1 (Fire Protection and Prevention), 18 April 2018

4. Standards

- a. Command Presence.

(1) A leader will conduct a joint move-in inspection with all newly assigned Soldiers. The leader will assist the Soldier in identifying pre-existing damage to room or

appliances, explaining the work orders process, submitting work orders to repair or replace furniture/appliances, and provide a detailed "Leader's Brief" on expectation for conduct, standards, and cleanliness of room, common areas, and around the building. Leaders will check their Soldier's room regularly to identify deficiencies, functionality, cleanliness, security, and overall safety of all rooms. A leader will conduct a joint move-out inspection with all departing Soldiers. The Goal is to ensure that all rooms are maintained within the highest level of cleanliness, security, functionality, and safety. Moreover, this process allows incoming Soldiers to be welcomed into a suitable and fully serviceable accommodation.

(2) Staff Duty Requirements. The SDNCO on duty will be held accountable for all incidents that occur during their tour of duty. They will remain alert, diligent, and active during the entire tour of duty. All activities will be logged on a DA Form 1594. SDNCO will conduct **daily checks in each barracks** and place special emphasis during high risk hours. **SDNCO and SDO are responsible for the functionality, safety, security, and cleanliness of the footprint and facilities.** Prior to taking responsibility of the duty, the incoming leader will conduct a meticulous inspection of their area of responsibility and received a back-brief by outgoing leader. The SDNCO will not leave the unit area for any reason during their tour of duty unless required in the execution of assigned duties.

(3) Charge of Quarters (CQ). Battalion commanders will ensure that Company CQs are assigned and present during non-duty hours. Company CQs must be in the rank of Specialists or above and will be knowledgeable in all facets of their assigned duties. Instruction books will be inspected routinely and standardized throughout companies, batteries, troops, or detachments within separate unit commands or battalions within major unit commands. CQ books will be well-organized with all applicable policies, SHARP Reporting Procedures, emergency response and updated alert notification telephone rosters, etc.

b. Alcohol.

(1) The legal age for consumption of alcohol in North Carolina is 21. Soldiers 21 years of age or older may maintain no more than twelve 12-ounce beer bottles or cans (not to exceed 144 fl oz., no kegs) and one bottle of up to 25.3 ounces of liquor; or two bottles of up to 750 ml of liquor or wine, in their room per person assigned to the room. All alcohol will not exceed 75% (150 proof). An appropriate, prudent level of leadership presence and control is expected to maintain standards of behavior. As such, this policy does not prohibit a commander from suspending a Soldier's right to possess or consume alcohol in the billets based on military necessity, previous alcohol or drug related incidents, or to otherwise maintain good order and discipline. Alcohol consumption is not authorized by the CQ or CQ Runner during the tour of duty or eight hours prior to assuming duty.

(2) Group Consumption. The battalion commander must approve any off duty 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 should assign Soldiers that are 21 years old and over with other Soldiers 21 years old and over when practical. Soldiers under the age of 21 will have their door identification tags or markings clearly marked indicating "Under 21".

c. 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, and guinea pigs.

d. Privately Owned Weapons. Privately owned weapons will not be kept or stored in the barracks. Soldiers who reside in the barracks will store their privately owned weapons in the unit arms rooms or off the installation. All privately owned weapons on the installation must be registered through the Installation Provost Marshal. A privately owned weapon is defined in FB Reg 190-11. No ammunition will be kept or stored in the barracks.

e. Visitation. Soldiers living in the barracks may have visitors of either sex. CQ will verify the age of all visitors to the barracks. Verification will be through government issued ID card (i.e. state issued driver's license, state ID, military ID, university ID, etc.). CQ's will hold onto one of the valid forms of identification until the visitor departs. Visitors must be 18 years of age or older unless accompanied by their guardian or they are the children of the resident. CQ will annotate visitors to the barracks on the DA Form 1594 and the visitor's sign-in log. Visitors must sign in and out with the resident they are visiting. Visitors will provide CQ with information regarding the room in which they will be in, personal phone number, and their unit CQ phone number, if applicable. Roommates, if applicable, must establish ground rules for visits and both agree to who may visit. Soldiers must escort their visitors at all times. Soldiers are responsible for the actions of their visitors, and unescorted visitors will be removed from the installation when appropriate. Visitation remains a privilege and unit Commanders can discontinue visitation for reasons of discipline or military necessity, e.g., deployment. Visitors are not allowed in the barracks from 0001-0759hrs. CQ will review the visitor log and remaining ID cards beginning at 2345 HRS each night. The CQ will escort all visitors from the building NLT 2400 HRS. Violation of visitation hours is considered disobeying an order and subject to punishment under the UCMJ.

f. Room Standards. Soldiers can 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 per 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.

g. Barracks Standards.

(1) Serviceability. Light fixtures, heating and air conditioning units, toilets, windows, and plumbing fixtures will function properly. Occupants will maintain government-owned equipment, furniture, and appliances such as laundry machines, dryers, beds, linens, curtains, mini-blinds, microwaves, and refrigerators in good, useable condition.

(2) Security. Barracks occupants will ensure that external and internal doors and locks remain serviceable. Exterior barracks doors will have peepholes installed on doors. The occupants will report door security issues to DPW and their barracks manager to prevent unauthorized entry to individual rooms. Units will establish systems for key control IAW FB Reg 190-13-1, Chapter 5. Units will ensure that parking lots and walkways are well-lit, fire extinguishers are serviceable, and routinely inspected by unit safety officers on a monthly basis IAW FB Reg 420-1, para 8-4.

(3) Key Control. Units will conduct a joint inventory of all unit Room Keys/Key Cards, secured in the unit key box for their unit IAW FB Reg 190-13-1, Chapter 5. The initial joint inventory will occur with the on-coming CQ or SDNCO. The CSM or 1SG 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 room assignment roster by the barracks manager. 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, re-secure the key in the key box, and annotate the occurrence in the staff duty log.

(4) Cleanliness and Sanitation. Inside and outside areas will be routinely policed, and units will assign responsibility for maintenance of common areas. Barracks occupants are responsible for their own daily necessities which include, but are not limited to: toilet paper, hand soap, paper towels, and cleaning supplies. Units will place trash and cigarette receptacles in sufficient quantities and conduct routine services. Laundry rooms will be 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) Quiet Hours. Fort Bragg plays 'Tattoo' and 'Taps' nightly at 2200 and 2300 respectively, signifying Quiet / 'Lights Out'. At the playing of Tattoo Soldiers will extinguish all lights in squad rooms, and discontinue all loud talking and other

disturbances. At the playing of Taps, occupants will extinguish all room lights unless required for official duties.

(6) Room Paint Colors. Soldiers will paint interior and exterior surfaces IAW the installation design guide provided by DPW. Units will remove profane and offensive graffiti immediately. Units will provide programs for area beautification and landscaping to include edging, pruning, and cutting grass and shrubs. Unit will store, maintain, and account for lawn equipment for area beautification. Parking lots and other common areas will be free of abandoned vehicles and property.

(7) Damage other than Fair Wear and Tear. Commanders will conduct routine inspections to 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, window screens, and missing exit signs. When such damage is discovered, Commanders will determine if there is liability on the Soldier's part and take disciplinary or administrative action to remedy or to recover the cost of the damage.

h. Smoking and Tampering with Smoke Detectors. Tampering with smoke detectors is a federal offense and is punishable under the UCMJ. Soldiers will not smoke in the barracks or within 50 feet of the barracks. This includes cigarettes, cigars, pipes, and electronic cigarettes or vapor devices. Soldiers will not remove, cover, tamper with or disable smoke detectors.

i. Monthly Health and Welfare Inspections:

(1) Leaders have the authority to conduct health and welfare inspections 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.

(2) Company Commanders will conduct health and welfare inspections at least monthly to ensure the health and welfare of Soldiers in their command. Commanders will schedule and notify occupants of health and welfare inspections in advance. If commanders expect to discover evidence of a crime, drugs, or other contraband during an inspection, commanders should consult their legal advisor to ensure the inspection does not constitute a search. Additionally, commanders with questions regarding the appropriate use of searches and inspections should consult their unit legal advisor.

(3) 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.

(4) 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, and maintaining proper standards of readiness, sanitation and cleanliness; and that personnel are present, fit, and ready for duty.

(5) Commanders will not use health and welfare inspections as a means to conduct a search of Soldiers' rooms for evidence of a crime. Generally, a search is appropriate when there is probable cause to believe a crime occurred and there is evidence of the crime located in a specific location. Commanders will contact their Staff Judge Advocate and/or Military Police in such instances.

(6) Company Commanders will maintain records of inspections conducted. The Commander will record what was inspected and the results of the inspection.

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

(1) Commanders will assess the situation in their units and submit exceptions to policy for Soldiers, Sergeants and below, to reside off-post. Leaders will not direct Soldiers to move off post without an approved Certificate of Non-Availability (CNA) from the DPW Housing Services Office. The Garrison Commander is the approval authority for exceptions to policy to reside off-post. Requests for exceptions to policy are processed through the DPW Housing Services Office. Per AR 420-1, CNAs will not 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 take Soldiers to the DPW Housing Services Office for assistance in the house-hunting process.

k. Assignments. Priority for barracks billet space will go to single, Junior Enlisted Soldiers in the grades of E1 thru E5 and high risk Soldiers. However, Commanders may request an exception to policy from the Garrison Commander when special circumstances apply, such as when a healthcare provider recommends the Commander order the Soldier into the barracks for a given period.

5. Exceptions to Policy.

The Fort Bragg Garrison Commander is delegated the authority to grant a nonrecurring exception to policy for cause for any provision in this policy provided the request and the approval is in writing and otherwise complies with all service regulations

and policies. The Fort Bragg Garrison Commander has the discretion to elevate the exception to policy request to the XVIII Airborne Corps Chief of Staff for unique or complex issues. This delegated authority may not be further delegated.