



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-0003

IMBM-ZA

20 AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3-3, Single Soldier Housing (SSH) Policy

1. References.

- a. Army Regulation 600-63, Army Health Promotion, 7 May 2007 (RAR 001, 20 Sep 2009).
- b. Army Regulation 600-20, Army Command Policy, 18 Mar 2008 (RAR 001, 11 Feb 2009, RAR 002, 20 Nov 2009, RAR 003, 27 Apr 2010, RAR 004, 30 Jun 2010).
- c. USAG Baumholder First Sergeant's Barracks Program SOP, 16 Aug 2010.
- d. USAG Baumholder First Sergeant's Barracks Program Resident's Handbook, 6 Aug 09.

2. Applicability. This policy applies to all Soldiers living in SSH on USAG Baumholder.

3. Enforceability. This policy is punitive. Military personnel who fail to comply with this policy are subject to judicial or non-judicial disciplinary action under the Uniform Code of Military Justice or appropriate administrative action.

4. Policy. Soldiers, regardless of marital status, deserve to be treated with dignity, 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 installation or 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. As such, leaders must be involved to the degree necessary. There are no arbitrary limits to this involvement, nor are there any specified numbers of inspections, visits, or checks to be done. The chain of command determines the amount of time needed to discharge its responsibilities in this area. This policy reinforces the importance of our Non Commissioned Officer (NCO) leadership in the daily care and supervision of subordinates, as well as the responsibility of all leaders to know, to clearly define and to enforce single Soldier living standards.

5. Assignments. Priority for SSH will go to bona fide bachelors and SSG and below who PCS to Baumholder in an unaccompanied status. 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 Garrison

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Commander. Geographical bachelors are those Soldiers assigned to Baumholder in an accompanied status who elect to leave their Family Members outside of the normal commuting distance because of personal reasons. Soldiers assigned to other housing (AFH, off-post) may be temporarily moved into the barracks after coordination with the SSH Office for a period of 30 days but will not be extended further unless actions have started to clear the other quarters.

a. Assignments will be made at the Housing Office by the First Sergeant's Barracks Program (FSBP) contractors in coordination with the unit. Once assigned to a barracks room, Soldiers will not be moved unless there is a change in unit or under special circumstances with approval of the battalion CSM and the SSH office. This prevents the Soldier from unwarranted expenses in moving their property and connectivity. Failure to communicate the unit's desires upon the initial assignment will not constitute the movement of a Soldier.

(1) Soldiers will not be moved for the sole purpose of aligning squads, platoons, etc. Soldiers housed two per room will not be moved when single rooms or other 2-Soldier rooms are emptied.

(2) Unit integrity will be maintained at the company level whenever possible. Any deviation of this policy must be coordinated with unit leadership. However, Statements of Non Availability (SNA) will not be issued unless space is unavailable across the brigade area.

b. Smokers will be assigned to room with other smokers. If a nonsmoker and smoker are roomed together, the room is nonsmoking. There will be no smoking in doorways or common areas. The barracks are DoD facilities which requires all public access areas be designated nonsmoking.

c. Occupancy. The goal is one Soldier per room (SPC and below). Noncommissioned Officers (SGT thru SSG) will have single rooms.

d. Government furniture and appliances. Upon assignment of the SSH room/space, the Soldier will sign a hand receipt for furnishings and appliances and will be held liable for the accountability of the items and any damages or loss due to negligence that occur while the property is in their possession. The FSBP Office and the Soldier will have a copy of the furniture hand receipt.

e. 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 humane care for pets. Aquariums containing fish are allowed if roommates agree. Units must have deployment disposition plans in place.

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f. 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 arms room.

g. Room configuration. Soldiers are not required to maintain rooms in a standard configuration. Rooms may be arranged to allow the Soldiers a degree of personal freedom, eliminating uniformity standards, but emphasizing cleanliness, safety, and proper accountability. However, if living alone in a 2-Soldier room, the space for the second Soldier must remain move-in ready at all times.

(1) Soldiers may use microwaves (in accordance with post regulations), telephones and computers (as trunking is available), civilian blankets, shower curtains, bedcovers and other features normally found in government or private homes.

(2) Soldiers may have hand framed pictures on their walls. Posters need not to 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 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 or activities to ensure good order and discipline. Pictures that show male or female genitalia will not be displayed.

h. Soldiers must inform the FSBP Office of any change in status that may affect eligibility for SSH such as marital status, promotion, or assignment to Family housing.

6. Terminations. Each Soldier is responsible for terminating his/her room. The Soldier will ensure that the condition of the room/space allows immediate follow-on assignment.

a. Each Soldier will schedule a pre-termination inspection at least 14 days prior to anticipated final clearance.

b. The final inspection will be schedule based on the Soldier's final outprocessing appointment.

c. Soldiers held liable for damaged facilities or missing/dirty equipment or furnishings will report to the FSBP Office to initiate a Statement of Charges or a Financial Liability Investigation of Property Loss (FLIPL) before receiving final clearance.

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7. Inspections. Commanders retain the authority to conduct legal searches, and health and welfare inspections. Enforcing standards, caring for Soldiers, and identifying shortfalls in the function of appliances and plumbing in the rooms, safety, or living standards are among the most important responsibilities of commanders and the NCO Corps. Daily room checks are not required. 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 the NCO responsible for that new Soldier can make an accurate assessment of the Soldier's adherence to standards. Soldiers are not required to be present during these checks. Soldiers are normally present during legal searches, and health and welfare inspections. Layout inspections of TA-50 should not be conducted in the barracks.

8. After hours details. "Hey-you" details are prohibited. A duty roster will be maintained inclusive of all eligible Soldiers subject for duty. Unanticipated requirements will be fulfilled per duty roster regardless of whether the Soldier lives on or off post.

9. Alcohol. Normally, there will be no restrictions on types or amounts of alcohol Soldiers may possess in the barracks room provided they are 18 years of age or older. 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 oriented towards de-glamorization of alcohol and emphasis on health and safety risks will be continued. Commanders may restrict Soldiers from possessing alcohol in the billets based on alcohol or drug related incidents or if a Soldier demonstrates a pattern of irresponsible behavior. When a Soldier's privilege to possess alcohol in the barracks is restricted, the unit chain of command will counsel that Soldier in writing. The counseling will address, at a minimum, why action is being taken, the duration of the action and the conditions that must be met to regain the privilege.

10. 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 the room, they must jointly agree to visitation prior to the visit. The rights of privacy always take precedence over visitation.

a. You will conduct yourself so you do not disturb others. Quiet hours are 24 hours a day to accommodate shift workers. Stereo, TV or other noise must not be heard outside the room or through the walls.

b. Social gatherings are allowed provided they take into consideration others might be sleeping or otherwise do not want to be disturbed. Social gatherings should be conducted in the common area lounges or away from the building in the recreation areas. Common areas will be cleaned at the end of the gatherings.

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c. Quiet hours include the parking lots and adjoining streets. Noise will be kept to a minimum to accommodate shift workers. Music or other noise must not carry past the interior of the vehicle.

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

e. 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 at the CQ. Unit commanders will maintain the visitors log and review it daily along with the duty log.

f. Cohabitation is strictly prohibited. Visitors may not take up even short-term residence in the barracks. There will be no overnight visits in the barracks rooms.

11. Charge of quarters. The chain of command is responsible at all times for the safety, security and environment that their Soldiers live in. Commanders may require every unit to have a CQ. CQs will stay alert, make their required checks, and follow their CQ instructions. First Sergeants will ensure CQs are thoroughly briefed on their duty to ensure their understanding and compliance. The CQ will brief the First Sergeant on the events of the duty prior to being released. Additionally, Commanders will establish a process to ensure billets are checked after normal duty hours. Traditionally, our NCOs have taken the lead in how their Soldiers are living; this policy does not change that historical tie between the NCO and those in his/her charge.

12. Deployment/redeployment. During times of deployment and redeployment, the policy for barracks assignments and terminations will be handled differently. The FSBP Office will work with unit personnel to ensure all barracks are terminated upon deployment and all Soldiers have adequate housing upon return from deployment.

13. Education and training. This policy requires maximum effort by the chain of command and every Soldier. It does not reduce a leader's responsibilities for the discipline of Soldiers or the care of facilities and equipment. Leaders, at all times, must know how their Soldiers live both on and off post and are at all times responsible for the health, welfare and security of our Soldiers. This policy increases individual responsibility and recognizes that the majority of our Soldiers are mature, responsible and accountable for their actions.

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14. The point of contact for this policy is the Garrison CSM at DSN 485-1520.



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Commanding

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