



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
ROK-US COMBINED DIVISION
BLDG P6500 UNIT #15041
APO AP 96271-5041

JUL 09 2024

EAID-CG

MEMORANDUM FOR ALL 2ID/RUCD Personnel

SUBJECT: Command Policy Letter #13—Barracks Policy

1. The health and safety of all personnel directly affects our ability to fight tonight. Leaders and Soldiers share responsibility to ensure that barracks are safe, crime-free, clean, and functional. In addition to the directed actions below, I expect all individuals will intervene to stop harmful behaviors in shared living quarters.

2. This policy augments the enclosed Eighth Army Command Policy Letter #26, *Single Enlisted Soldiers' Living Standards for the Barracks*, dated 18 December 2020. It applies to all Soldiers assigned or attached to 2d Infantry Division. This policy is punitive and violations may result in action under the Uniform Code of Military Justice (UCMJ), adverse administrative action, or both.

3. Leader Responsibilities. Leaders at all levels have an inherent responsibility to ensure the health and welfare of their subordinates. In addition to the below, I strongly encourage leaders to conduct walkthroughs and other activities when they anticipate their presence will be a decisive factor in deterring harmful behaviors.

a. As required by Eighth Army policy, brigade commanders will ensure their battalions develop standard operating procedures (SOPs) concerning the duties of Staff Duty (SD) and Charge of Quarters (CQ) personnel within their command. Resulting SOPs will incorporate requirements and guidance found in this policy.

b. Because there is no substitute for physical presence, battalion commanders will ensure senior leader patrols are conducted on all non-duty days. A summary of any observations concerning cleanliness, safety, or security will be compiled at the brigade level and provided to the division Command Sergeant Major (CSM), NLT 0600, by email on the first duty day following a weekend or holiday. In addition, battalion commanders will ensure that health and welfare inspections are conducted monthly, after consultation with a unit's assigned judge advocate.

c. Company commanders and company-level leaders will conduct daily checks in the barracks, annotating their actions in the CQ log. Commanders will also verify that all barracks doors are appropriately marked in accordance with Eighth Army policy.

4. Resident Responsibilities. Soldiers have a responsibility to themselves and their teammates to ensure that barracks remain clean, safe, and secure. A summary of these requirements is provided as an enclosure. In the absence of specific guidance, the principles of common courtesy will serve as a guide.

a. Alcohol. For those of legal age, Soldiers may possess no more than one 12-pack of beer, or two bottles of wine, or one 750ml bottle of liquor in a barracks room at any time. Multiple bottles of liquor, of any size, are prohibited. For the purposes of this paragraph, liquor includes any alcoholic beverage with an alcohol by volume (ABV) of twenty percent (20%) or more. Unless being consumed, all alcohol will also be stored in its original commercial container. Possession of keg beer in the barracks is not authorized. Residents are responsible for ensuring that guests assigned to other rooms and their visitors abide by this policy.

b. Visitation. Visitors are defined as any personnel present in a barracks in which they do not reside. Visitors are prohibited from midnight-1700 on duty days and midnight-0800 on non-duty days. During authorized visitation periods, Soldiers are required to sign visitors into the CQ visitor's log, escort their visitors, and verify that their visitors depart before the end of the visitation period. Non-military visitors under the age of 18 are not permitted in the barracks without a parent or guardian present. Overnight visitation after midnight or cohabitation requires extraordinary circumstances and brigade commander approval.

c. Parties and Quiet Hours. Barracks parties are not permitted, as they disturb the peace of other Soldiers residing in the barracks. Soldiers may not sponsor more than five guests at any one time and in the case of shared living spaces no more than seven persons may be present in any barracks room at the same time (e.g., a Soldier, a roommate, and five authorized visitors). Additionally, quiet hours are in effect during from 2230-0600. During quiet hours, Soldiers will ensure that their activities and their guests respect others by minimizing noise and not engage in activity that can be heard from neighboring rooms, common hallways, or areas immediately outside their windows.

d. Safety Measures. Soldiers are responsible for ensuring the safety of their assigned quarters, a responsibility that protects individual and group health. Soldiers are prohibited from storing or using hot plates, electric skillets, space heaters, or other non-government furnished appliances in barracks rooms or shared spaces. Burning candles, smoking, vaping, or utilizing any device producing an open flame are also prohibited. To protect health, Soldiers are prohibited from engaging in acts of tattooing, piercing, branding in the barracks. Soldiers will also secure their valuables and lock their doors when away from their rooms.

e. Room Standards. Soldiers will not decorate their rooms with items that depict or reference extremist views, illegal drug use, pornography, or contain messages that are incompatible with unit cohesion or the Army values.

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SUBJECT: Command Policy Letter #13, Barracks Policy

5. Staff Duty and Charge of Quarters Responsibilities. SD and CQ personnel perform key roles in ensuring good order and discipline across the command. All barracks will have CQ personnel assigned and present during all non-duty hours. SD and CQ personnel are also directed to perform the following:

a. SD and CQ personnel will review this policy and any battalion-level SOP at the beginning of each shift, acknowledging the same in the appropriate log. During their shifts, SDs are responsible for the conduct of CQs in the performance of their duties. CQs are required to report suspected violations of the visitation policy, alcohol policy, or other disciplinary infractions to SD personnel upon observation. Issues that do not otherwise require law enforcement or command notification and cannot be resolved on scene will be immediately reported to first-line supervisors.

b. SD and CQ personnel will inspect unit areas during their shift and maintain a visible presence. CQs will ensure that every emergency exit or secondary entry point is serviceable and physically secured. CQ personnel will also inspect all common areas for cleanliness, safety (e.g., lighting), and serviceability during their shifts. All actions will be logged.

c. CQ personnel will verify that every visitor entering the barracks is signed-in by their sponsor (the sponsor must be physically present). In accordance with Eighth Army policy, one form of a visitor's identification will be maintained at the CQ desk until the visitor's departure. CQs will also verify that all visitors have departed at the end of visitation hours. Discrepancies will be reported to SD personnel and first-line leaders.


d. Commanders are expected supplement these requirements based on the specific needs of their units. Nothing in this policy, however, relieves any service-member from a duty to comply with existing unit policies consistent with this policy.

6. Summary. Engaged leadership protects the well-being of subordinates and provides an example for intervention that encourages the same in others. By ensuring that all Soldiers live in safe, crime-free, secure, clean, and functional environments, we best ensure that this command and all individuals reach their full potential.

7. The point of contact for this memorandum is the 2d Infantry Division Command Sergeant Major.

Encls

1. Eighth Army Policy
2. Door Summary


CHARLES T. LOMBARDO
Major General, USA
Commanding