



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-ZA

1 December 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #10; Soldier's Quarters Control, Visitation and Post Access for Visitors

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope and Punitive Effect.** This policy letter is applicable to all Soldiers assigned, attached, or TDY to the USAG Grafenwoehr community (Main Post and Rose Barracks). Failure to comply with the provisions of this policy letter may result in adverse administrative action or punitive action against any person in the categories above, including punishment under the Uniform Code of Military Justice for service members.
3. **Policy.**
 - a. The Single Soldier's Quarters (SSQ) is the unaccompanied Soldier's home and will be treated with the same respect for individual rights and privacy afforded Soldiers of the same grade in Family housing.
 - b. Soldiers are permitted to paint rooms IAW standards prescribed by the tenant commanders who are signed for the facility. White/or pastel colors are available at Self Help. Rooms will be returned to the original off white color when the Soldiers vacates.
 - c. All organizations within the USAG Grafenwoehr community will appoint floor and building coordinators. Coordinators would ideally be volunteers. Where multiple volunteers exist, election will be held by floor or building occupants. Where volunteers are not available, coordinators will be appointed by the tenant commander who is signed for the facility. Coordinators will schedule maintenance of common use areas such as latrines, kitchen areas, and stairwells, and ensure sanitation standards and behavior standards are adhered to. Coordinators serve as members of the SSQ Advisory Council and will meet with the USAG Grafenwoehr Command Sergeant Major periodically to discuss residents' concerns. Coordinators are my representatives in the SSQs. I delegate to them the authority to assign individual residents to common area detail such as police, maintenance and clean-up.
 - d. Occupants of SSQs will observe German mandated quiet hours daily (Sunday thru Thursday 2200-0600 hours, Friday thru Saturday 2200-0900 hours). Quiet hours mean noise from rooms cannot be heard in hallways or adjacent rooms. Failure to abide by these guidelines will result in MP and chain of command involvement in corrective actions.
 - e. Soldiers may have visitors of either gender. When more than one Soldier resides in a room, a Soldier's right to privacy takes priority over visitation. Visitation hours are from 1800-200 hours on days approved by roommate(s). Soldiers are directly responsible for the conduct of their guest. A legal parent or guardian must accompany any non-military visitor below the age of 18. All non-resident visitors to billeting will sign in with the Charge-of-Quarters (CQ).
 - f. Commanders and Non-Commissioned Officers will conduct a risk assessment to ensure controls are in place to maintain safety, good order and discipline (this includes building and floor coordinators).

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g. Personnel living in troop billets (SSG and below) can store or consume alcoholic beverages as long as the month ration allowance is not exceeded (USAREUR Reg 600-702, dated 22 April 2002) and so long as such storage or consumption does not impair safety and security. The amount of alcohol that is allowed in a Soldier's room at any point in time is as follows:

- No more than one rack of beer per Soldier assigned to the room
- No more than 6.5 liters of hard liquor per Soldier assigned to the room

Commander may restrict this privilege as they deem necessary. Visitors under 18 years of age will not consume any alcoholic beverages in the billets. Soldiers may not possess or use equipment designed to increase the likelihood of becoming drunk quickly. Prohibited items include pure grain alcohol, beer funnels, beer bongs, or similar devices designed for consuming alcoholic beverages quickly.

h. Soldiers living in SSQs are authorized to draw supplies and equipment from the self-help store equivalent to those issued to Family housing occupants.

i. The individual Soldier's immediate chain of command is responsible for ensuring the Soldier's living area meets standards of cleanliness and maintenance. The Soldier's chain of command is authorized and required to conduct periodic visits to Soldiers' rooms for this purpose. Soldiers may not have pets in the SSQs because of the noise and sanitation problems that may be aggravated by the close living conditions.

j. Access to Soldiers' Quarters.

(1) Occupants of Soldiers' Quarters will be afforded their individual rights to privacy, free from undesired visitors and trespassers.

(2) Only residents and invited guests will be permitted access into Soldiers' Quarters. All quarters' residents are reminded that they remain responsible for their visitor's behavior at all times. Any uninvited personnel may, at my direction, be considered trespassers and subject to apprehension, questioning, or arrest. My intent is to provide each Soldier with a suitable living environment free from unwarranted intrusion.

(3) Quarters residents and room occupants must, however, continue to provide access to their living areas for engineering, fire and safety personnel conducting repairs and required inspections, and their immediate chain of command as stated above.

4. **Point of Contact.** Point of contact for this memorandum is the USAG Grafenwoehr Command Sergeant Major, 475-1320.



AVANULAS R. SMILEY
COL, IN
Commanding

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A (less Hohenfels and Garmisch)