



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 7 - Barracks Policy

1. Reference. AR 420-1, *Army Facilities Management*, 12 Feb 2008.
2. Purpose: To establish and provide guidance concerning barracks conduct and procedures.
3. Policy. All personnel, military and civilian, assigned, attached, supporting, or participating in CST, will comply with the provisions of this policy and other applicable regulations and directives.
4. General. All provisions of this memorandum apply to all personnel living in barracks while assigned to, supporting, or participating in CST; in some instances, a rule may only apply to Soldiers or only apply to Cadets as stated in the rule.
  - a. A Separate and Secure Environment Policy is always enforced (see CST24 Policy Memorandum 11).
  - b. Cadets are not authorized to be in cadre barracks, or in the dwelling of any military or civilian personnel assigned, attached, or supporting CST, at any time.
  - c. Entertaining visitors in the barracks is a privilege and not an inherent right. Visitor guidelines will be strictly enforced as detailed below.
  - d. Both Soldiers and Cadets are prohibited from modifying the barracks area without approval from the Cadet Command Facilities Office. Please do not move furniture from one location to another (i.e., from your barracks room to another room; to/from the common areas; moving furniture outside; etc.). Before conducting room clearing procedures, the room configuration must be the same as the initial check-in room configuration. Personnel missing furniture or possibly damaging furniture while moving it to other locations, may be subject to monetary charges upon clearing the barracks.
  - e. Smoking is **prohibited** anywhere in the barracks or within 50 feet of any government building. Soldiers will not smoke in the presence of Cadets. Cadets are prohibited from smoking or using any type of tobacco product during CST. All personnel are prohibited from disconnecting, covering, or tampering with smoke detectors in any manner. All persons assigned, attached, supporting, or participating in

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CST are reminded to comply with CST Policy Memorandum 5 when engaging in smoking activities.

f. Building managers will conduct monthly fire drills and will coordinate with the Fort Knox Fire Department and the CST Safety Office.

g. Building managers will conduct daily walk throughs looking for cleanliness and weekly walk throughs looking for maintenance issues.

5. Visitation Policy. The following rules apply to all personnel living in the barracks, unless specifically limited to Cadets in the barracks.

a. Cadet visitors will be formally approved by the CST Commandant's office and escorted by a representative from the CST Task Force Warrior/Leader Office or Ceremonies and Special Events Section. Cadets are not authorized informal visitors not approved by the Commandant and escorted per this paragraph.

b. Visitors of the opposite sex are not allowed in the barracks.

c. All visitors must report to the TOC, building 5924, to sign in/out.

d. Visitors/guests under the age of 18 are not authorized in individual rooms in the barracks area.

e. All cadre/Cadets bringing visitors into the CST AOR are responsible for the conduct of their visitors.

(1) Soldiers and Cadets who fail to adhere to the provisions of this policy, or who may introduce unruly, uncooperative, or unregistered guests to the CST AOR, may have their visitation privileges revoked.

(2) Any cadre or Cadet residing in the barracks who is involved in a serious incident (any potential violation of a punitive article of the Uniform Code of Military Justice) involving a barracks visitor will have his or her visitation privileges suspended immediately until an investigation is conducted concerning the serious incident.

6. Drugs and Alcohol Policy.

a. The Army drug policy remains in effect throughout CST. Only drugs prescribed by a physician are authorized in the CST AOR. All persons assigned, attached, supporting, or participating in CST are reminded to comply with CST Policy Memorandum 5 when engaging in alcohol-related activities.

b. Soldiers may consume alcohol after the individual's duty hours during CST. Cadets may not consume alcohol at all during CST without the permission of the CG,

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USACC. Soldiers may not consume alcohol with Cadets, nor may they knowingly consume alcohol eight hours prior to operating a motor vehicle or the start of training. Soldiers under the age of 21 are prohibited from consuming alcohol.

7. Entrances and Exits. All doors and windows must remain securely closed. Doors will not be blocked or propped open for re-entry. Emergency exits are posted on each floor.

8. Physical Security.

a. Rooms with replaceable core door locks will be locked when tenants are not physically in them. Tenants who lock themselves out of the room must contact Billeting Office at 502-624-3013 (24 hours a day, 7 days a week).

b. In the event of a lost key, the responsible party incurs up to a **\$150 fee** to replace the associated cores and keys. Lost key cards will result in a **\$15 replacement fee** via pay.gov to the US Treasury.

c. All cipher lock codes are to be safeguarded. Do not give out the cipher code to unauthorized personnel.

9. Both Soldiers and Cadets are responsible for the appearance and cleanliness of their assigned rooms and shared space. A cleaning service contract ensures cleaning of the Soldiers barracks common areas (latrines and dayroom), to include emptying trash cans. This service is not daily. Tenants must police after themselves on days when the cleaning crew is not present and take trash in the common areas to the dumpsters. Common area trash bins are for common area trash only. No personal trash gathered from rooms will be thrown out in common areas to include any food or beverage waste items. These items are the responsibility of the tenant to remove daily. The Barracks managers will ensure that the common areas are cleaned and free of excessive trash for their respective building. The cleaning service contract does not include individual Cadet or Cadre rooms. In addition, Soldiers and Cadets living in the barracks will conduct daily police call 50 feet around their billets.

a. Cleaning Supplies. Cleaning supplies can be obtained by contacting the building manager or at the Billeting Office.

b. Laundry Rooms. Wipe down washers and dryers after use to include lint screens. Report damaged or broken washers and dryers to Billeting.

c. Utility Closets. The mops, brooms, and buckets are all community property. Return these items after use. Do not store them in your rooms.

10. Specific Rules.

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a. Noise/Music Control. TVs, radios, etc. will not reach the level in which it can be heard in adjoining rooms or hallways.

b. Posters. All posters must be in good taste and placed in common areas. Such posters must comply with EO and SHARP policies regarding intimidating, hostile, threatening, provocative, derogatory, or offensive media that would be unwelcome to a reasonable person. Posters may NOT be placed in assigned living areas.

c. Food. Perishable food items must be kept in refrigerators or in tightly sealed containers so as not to attract insects, rodents, or other pests.

d. Refrigerators and Microwaves. Appliances are not to be moved, as they are assigned to individual buildings and rooms by an attached barcode. Appliances are to be always kept clean.

e. Furniture. All exposed surfaces of furniture are to be kept clean. Report broken or damaged items to Billeting.

f. Trash Cans. Plastic bags will be always used. Soldiers and Cadets are responsible for placing trash and unwanted items in the appropriate dumpsters provided.

g. Quiet Hours. Due to Soldiers on shift work and the varying Cadet training schedules, quiet hours are 24 hours a day. Occupants must be always cognitive of this and refrain from loud activity.

h. Work Orders. Both Soldiers and Cadets are responsible for maintaining good working conditions in their rooms by calling in routine and emergency service orders to the Billeting Office:

- Email address: [usarmy.knox.usacc.mbx.hq-g4-facilities-service-requests@mail.mil](mailto:usarmy.knox.usacc.mbx.hq-g4-facilities-service-requests@mail.mil)
- SharePoint Online: [United States Army Cadet Command - Home \(sharepoint-mil.us\)](https://www.sharepoint-mil.us)
- Facilities WO Ph#: [502-624-4090](tel:502-624-4090) (During duty hours M-F 0700-2000; Sat/Sun: 0800-1600)
- After Hrs. WO PH#: [502-919-5031](tel:502-919-5031) (CST CADRE Billeting After Hours), effective 21 April - 8 May
- CST Billeting will accept WO's at phone number: [502-624-3013](tel:502-624-3013)

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i. Energy Conservation. Both Soldiers and Cadets are responsible for promoting energy conservation within their assigned rooms by turning off all lights and electronics when the room is not occupied. Keep blinds drawn and down to facilitate keeping the cooling cost at a minimum.

j. Pets. In compliance with USACC facilities SOP, pets are not permitted in any USACC facility.

k. Service Animals. In compliance with the Americans with Disabilities Act, certified service animals with substantiating documentation will be permitted in all USACC facilities.

11. Barracks/Company Parking. Personnel residing in the billets are required to park in designated parking lots. The fire lanes (sidewalks running adjacent to both buildings) and the concrete pad between buildings are not authorized parking areas. Do not park on the grass. Long term (over 3 days) parking of trailers, motor homes and recreation vehicles are **not permitted** in billeting parking areas.

12. This policy memorandum will remain in effect until rescinded.

13. Point of contact for this memorandum is SFC Lesley B Congdon at 502-624-1495 or [lesley.b.congdon.mil@army.mil](mailto:lesley.b.congdon.mil@army.mil)



STEVEN M. KING  
Brigadier General, USA  
CST Commandant

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