



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum , Installation Policy's (Green Book)

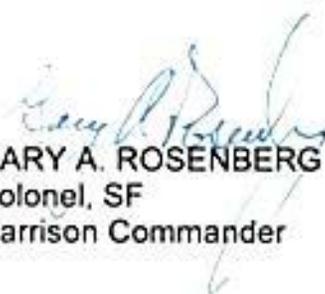
1. This policy memorandum and its enclosures apply to Soldiers and Civilians as identified in the applicability paragraph in each enclosure.
2. Enclosures that prohibit or require specific conduct are punitive. Violations of these provisions may subject offenders to non-judicial or judicial action under the Uniform Code of Military Justice. The State of New York has concurrent legislative jurisdiction on Fort Drum. Violations of these provisions may additionally subject offenders to administrative and judicial (civil and criminal) actions by State and local authorities.
3. Topics are programs covered under this policy memorandum are included in the following enclosures:
 - a. Army Family Advocacy Program (FAP).
 - b. Soldier for Life - Transition Assistance Program (SFL-TAP).
 - c. Suicide Prevention.
 - d. Safety.
 - e. Motorcycle Safety and Mentorship Program.
 - f. Government Paid Local Moves of Household Goods.
 - g. Single Enlisted Soldiers' Living Standards for the Barracks.
 - h. Personal Commercial Solicitation.
 - i. Installation Food Defense Program.
 - j. Army Substance Abuse Program (ASAP).
 - k. Personally Identifiable Information (PII).
 - l. Access Control.

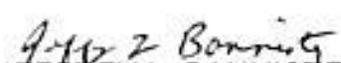
AFDR-CG

SUBJECT: Installation Policy Memorandum , Installation Policy's (Green Book)

- m. Sub-master Key Usage in Single Soldier Housing (SSH) Barracks.
- n. Energy Conservation.
- o. Environmental Policy.
- p. Net Zero Solid Waste.
- q. Basic Allowance for Housing (BAH), Certificates of Non-Availability (CNAs) and Exceptions to Policy (ETPs) for BAH and Geographic Bachelors in Unaccompanied Housing (UH).
- r. Public Automatic External Defibrillator (PAED) Program.
- s. Sale and Consumption of Alcoholic Beverages.
- t. Polystyrene Ban.
- u. Electronic Cigarettes.
- v. Child Supervision Policy.
- w. Equal Opportunity (EEO) for Civilian Employees and Applicants for Employment.
- x. Workplace Violence.
- y. In and Out Procedures.

4. Additions, changes or deletions to enclosures can be requested by contacting the Garrison Commanders office attention Garrison Executive Officer at DSN: 772-5501.


GARY A. ROSENBERG
Colonel, SF
Garrison Commander


JEFFREY L. BANNISTER
Major General, USA
Commanding

DISTRIBUTION:

A

--Enclosure A, Army Family Advocacy Program (FAP)--

1. Reference. AR 608-18, The Army Family Advocacy Program, Rapid Action Revision 13 September 2011.
2. Supersession. This memorandum supersedes and replaces Installation Policy Memorandum 12-07, Army Family Advocacy Program, dated 08 November 2012.
3. As commanders, we must be aware of the causes of Family violence and continue our efforts to end abuse. If spouse or child abuse does occur, you must take appropriate action to protect abuse victims from further harm. The Army FAP regulation, AR 608-18, Chapter 3, Section IV, describes measures that a commander can initiate. Coordination with the Medical Department Activity, Social Work Services, to determine when it is safe to lift any restrictions, is essential to ensure victims are protected from further abuse.
4. All subordinate commanders and senior enlisted advisers (E-7 through E-9) to commanding officers will be briefed on the FAP within 45 days prior to or following assumption of command, as well as annually. Commanders and senior enlisted advisers who do not attend the Company Commander/First Sergeant Course or similar course prior to or within 45 days of assuming command will contact FAP at 772-0593 to schedule a desk-side brief.
5. The unit commander exercising Uniform Code of Military Justice (UCMJ) authority over alleged abusers will attend the Case Review Committee (CRC) meeting when cases involving his or her Soldiers are scheduled for presentation or review. In the absence of the commander, a senior enlisted adviser is authorized to attend. Commanders' input is critical in determining the outcome of the case. The CRC is chaired by the Chief, Social Work Services, and I expect a dialogue with him/her throughout the case. If you, as the commander, feel that the Soldier cannot be rehabilitated, then the Soldier should be processed for elimination from the service.
6. The unit training personnel or designee will coordinate with Army Community Service (ACS) FAP, to ensure mandated annual training is provided to all Soldiers on the Family dynamics of spouse and child abuse, availability of prevention and treatment services, and the Army's policies regarding Family violence. Training may be scheduled by calling 772-2658/5914.
7. Commanders should be aware of the New Parent Support Program-Home Visitor (NPSP-HV). The NPSP-HV provides support to Families through a comprehensive combination of services to include: home visits, parent education, parent/child bonding, child development, and information and referral. The NPSP-HV is an important voluntary program that is designed to increase parental skills and reduce incidents of child abuse.
8. In order to provide safety and security for alleged victims of abuse, Fort Drum contracts with the Watertown crisis shelter for female victims. When needed safe shelter can be coordinated for male victims through ACS.

--Enclosure A, Army Family Advocacy Program (FAP)--

9. All victims have a right to receive supportive service through the ACS Victim Advocacy Program. The alleged victim will be offered all available services to provide safety and self-sufficiency. Alleged spouse or intimate partner victims have a right to refuse service; however, the service will always be offered and he or she has a right to change their mind at any time. FAP will also promote the involvement of both parents, when applicable, in the NPSP intervention process when cases involve children age three (3) and under in the home.

10. Under Informed Code of Military Justice (UCMJ), Article 31 a person (or Civilian agent of a person) may not question an Active Duty member suspected of an offense without first informing the Active Duty member of the nature of the accusation and a Soldier-suspect must be advised of his or her right to counsel, as set out in Article 31, UCMJ and Military Rules of Evidence 305. They must also advise the Active Duty member that he or she does not have to make any statement regarding the offense of which he or she is accused or suspected and that any statement the Active Duty member makes may be used as evidence against him or her in trial by court-martial.

11. Taking care of Families is essential to promoting Division readiness and Family well-being. It is imperative that we all work together to build strong Army Families prevent Family violence.

12. Point of contact is Army Community Service at 772-5914/0593/2658.

--Enclosure B, Soldier for Life – Transition Assistance Program (SFL-TAP)--

1. References:

- a. USC Title 10, Ch 58, Sections 1142, 1143, 1144
- b. VOW to Hire Heroes Act, Public Law 112-56
- c. OSD DTM 12-007, Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members, 21 November 2012
- d. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011
- e. FORSCOM Memorandum, Implementation Guidance in Support of the Army Transition Policy, 18 April 2012
- f. Army Transition Campaign Plan FY14-FY15, 18 June 2014
- g. Army Directive 2014-18 Army Career and Alumni Program, 23 June 2014
- h. DoDI 1322.29 Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members, 24 January 2014

2. Purpose. To provide local guidance and clarification of services and requirements regarding transition and, more specifically, the SFL-TAP. The references mandate that Soldiers have access to transition services. SFL-TAP is the Army's execution agency for these services. SFL-TAP is a commander's program, and leaders at all levels will embrace changes to the Army Transition Program. "Commander's program" means leadership focus and involvement. Commanders must ensure Soldiers have timely access to transition services.

3. Applicability. Soldiers are eligible for SFL-TAP services up to 18 months prior to separation or 24 months prior to anticipated retirement. Soldiers being released earlier than their contractual end term of service will be referred to the SFL-TAP Center upon identification of the potential for early release. Orders are not required. Adult Family members are also eligible for these services once the Soldier is registered.

4. Concept.

- a. All Soldiers transitioning from Fort Drum are required to complete the following, which are coordinated through SFL-TAP:
 - (1) Pre-separation counseling and SFL-TAP core events no later than (NLT) 12 months prior to separation. Core events include Individual Counseling, Transition Overview, and MOC Crosswalk.
 - (2) Financial Planning Workshop NLT 10 months prior to separation. A 12-month budget must be completed NLT 90 days prior to separation.
 - (3) Department of Labor Employment Workshop (DOLEW) NLT 9 months prior to separation.
 - (4) Department of Veterans Affairs (VA) Seminar NLT 6 months prior to separation.
 - (5) A resume or master application worksheet NLT 5 months prior to separation.

--Enclosure B, Soldier for Life – Transition Assistance Program (SFL-TAP)--

- (6) All Soldiers will complete a Capstone event NLT 90 days prior to separation. This event will capture attainment of career readiness standards: identified employment, acceptance at an educational institution, or completion of a business plan, and other deliverables per references. The event will entail an SFL-TAP Counselor review and completion of DD Form 2958 Service Member's Individual Transition Plan Checklist which will be provided to the Commander for signature.
- b. Soldiers may be exempted from the DOLEW in accordance with the following criteria:
 - (1) Soldiers who are retiring after 20 years or more of active federal service in the military.
 - (2) Service Members who have served 180 or more continuous days on active duty if they are able to confirm employment; or acceptance into an accredited technical training, undergraduate, or graduate degree program; or they have previously attended the DOLEW within 36 months.
 - (3) Soldiers with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days (Soldier's Commander must provide a make-up plan).
 - (4) Soldiers determined to be so severely wounded, ill, or injured that they cannot participate. This determination must be documented by the Commander.

5. General.

- a. All Soldiers are eligible for additional services provided by SFL-TAP: Individual counseling by SFL-TAP staff or Departments of Labor and VA staffs, seminars, and career fairs. Leaders must ensure Soldiers begin their transition services in a timely manner to facilitate attendance at these events and to allow scheduling that can accommodate unit training.
- b. Fort Drum established a Mountain Transition Council (MTC) to facilitate the synchronization of services and resources which are part of the transition process. Garrison transition stakeholders will comprise the core members of the MTC and will attend all MTC meetings. Units will ensure representation at all MTC meetings. At a minimum, brigade-level and battalion separate Transition Coordinators (TCs) will attend.
- c. All units, brigades and separates, must identify TCs and submit names, primary and alternate, in writing, to the Transition Services Manager. These TCs will act as liaisons between the units and various transition agencies and attend all MTC meetings.
- d. SFL-TAP will provide units with monthly reports to keep the chain of command informed of the status of services for each Soldier. Units must keep SFL-TAP informed

--Enclosure B, Soldier for Life – Transition Assistance Program (SFL-TAP)--

of any changes in separation dates or other information for Soldiers appearing on reports.

e. No Soldier will be kept past his/her ETS to complete requirements, so prior planning is required. The SFL-TAP staff will not clear individuals not in compliance with this letter.

f. All transitioning Soldiers must complete the DoD Exit Survey and SFL-TAP Exit Survey. Units must ensure Soldiers have completed the DoD survey and annotate such on the clearing record. The SFL-TAP will ensure Soldiers complete the SFL-TAP survey.

g. All Service members must be afforded the opportunity to attend events on site. On-line services will be used only under extenuating circumstances.

h. IAW Reference g, Soldiers are eligible to participate in internships, apprenticeships, and other job training opportunities when they are within 180 days of separation. Soldiers must complete all mandated SFL-TAP events and services in order to be eligible to participate. Participation requires O5 approval. Leaders will support these opportunities to the fullest extent possible.

i. Leaders will ensure Soldiers complete mandated events prior to the 180-day separation window. All Soldiers within this window should focus on successful transition; however, those who have not completed requirements will not be available to participate in unit mission training events. The Capstone event will be completed NLT 90 days prior to separation.

6. Point of contact for this memorandum is the SFL-TAP Transition Services Manager at (315) 772-3284.

-- Enclosure C, Suicide Prevention--

1. References.

- a. AR 600-85, The Army Substance Abuse Program, 28 December 2012.
- b. AR 600-63, Army Health Promotion, 7 September 2010.
- c. DA Pamphlet 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 7 September 2010.

2. **Purpose.** To provide guidance and establish policy to define the Suicide Prevention Program as a command program with an emphasis on readiness, resiliency and personal responsibility.

3. **Concept.** The readiness of our Army is paramount in our ability to fight and win on the battlefield. Sustaining the health and wellbeing of our Soldiers, Family members and Army DA civilians is a preeminent responsibility of Army senior leaders and personnel at all levels. The Army's strategic approach to mitigating suicide and high risk behavior helps build cohesive units. Promoting healthy lifestyles, reducing risk seeking behavior and preventing suicide are priorities in this Command.

4. **Applicability.** All commanders, leaders, supervisors, Soldiers, and Army DA civilians are responsible for creating an environment that reduces the stigma of seeking help for behavioral health issues. On a daily basis, it is incumbent on all of us to be aware of and recognize when someone may be at risk, and to be empowered to take appropriate action to save lives. Each of us is responsible for eliminating policies, procedures, and actions that inadvertently discriminate, punish, or discourage Soldiers or employees from seeking professional counseling.

5. General.

a) Commanders ensure no Soldier is belittled for requesting assistance from behavioral health professionals and social workers. Similarly, ensure civilian employees are encouraged to access help available for them. Leaders will utilize an extraordinary degree of discretion when identifying and sharing information regarding Soldiers and civilian personnel seeking help.

b) Ensure all Soldiers and DA Civilian employees receive annual basic suicide awareness and prevention training (ACE) focusing on the identification of suicide warning and danger signs, and what lifesaving actions they should take. All platoon size elements will have a minimum of one trained (ASIST) gatekeeper. All junior leaders and first line civilian supervisors will receive ACE-SI training annually.

c) Each life lost to suicide is one life too many. Suicide prevention spans the gamut of effort from prevention to intervention to post intervention. Each one of us has a personal role to play in preventing suicide. Task forces (such as the Suicide Prevention Task Force and the Community Health Promotion Council) and teams identify trends. Annual training and refresher training provide information for intervention. Response teams assist the commander in the event of a suicide.

-- Enclosure C, Suicide Prevention--

d) There are numerous resources available for those in need of help. The National Suicide Prevention Resources: www.preventsuicide.army.mil

- i. Behavioral Health 772-6891
- ii. Staff Duty Chaplain 315-772-5647
- iii. Police 911, Samaritan ER 315-785-4102
- iv. Jefferson County Mobile Crisis Services 315-782-2327
- v. National Suicide Prevention Hotline 800-SUICIDE (784-2433)
- vi. Military OneSource 800-342-9647
- vii. National Suicide Prevention Lifeline 800-273-TALK (8255)

6. POC for this action is the Suicide Prevention Program Manager at 772-9018.

-- Enclosure D, Garrison Safety Policy--

1. References:

- a. AR 385-10, The Army Safety Program, 27 Nov 13.
- b. Installation Management Command Regulation 385-10, 05 Apr 13.
- c. Fort Drum Policy Memorandum 7, Command Safety Program, 23 Jan 14.
- d. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 18 Jun 07.

2. Purpose. This policy establishes the garrison safety policy.

3. Concept. As the Garrison Commander, I am the Safety Officer and this is "NOT" delegated. To help protect our workforce, I direct that Collateral Duty Officers (CDSOs) be appointed in writing, in every directorate. Employees assigned as the CDSO will complete training within 30 days of appointment. The CDSO is the foundation for an effective safety program. All employees must understand their inherent responsibility in protecting themselves, by not taking shortcuts or tolerating horseplay. Safety should be ingrained in everything we do and integrated into both on/off duty activities. The key to an effective safety program is leader involvement and employee participation.

4. Applicability. This memorandum applies to all garrison Soldiers and Civilian employees.

5. General:

a. Through application(s) of the risk management process, we can lessen our exposure to hazards and reduce accidents. Supervisors must continually reassess the hazards and make risk decision adjustments, based on the probability of an occurrence and the severity of an accident. Risk approval will be made at the appropriate level. The risk acceptance authority levels within the garrison are:

- (1) Low Risk – Company Commander/Work Leaders (GS-10/11 or equivalent).
- (2) Moderate Risk – Battalion Commander/Directors (GS-13/14 or equivalent).
- (3) High Risk – Garrison Commander/Directors (GS-15 or equivalent).
- (4) Extremely High Risk – First General Officer in the Chain of Command.

b. All accidents are preventable! In order to protect ourselves from accidental loss, both human and equipment, we must be disciplined in our actions by avoiding unnecessary risks and staying proficient at our jobs.

c. Vehicle accident prevention; all garrison employees that operate government owned/operated equipment will complete the online Accident Avoidance Course as part of the licensing process. This training must be completed every 4 years. Employees that operate vehicles over 10,000 lbs must possess an Optional Form 346 and a valid Civilian driver's license, before operating any equipment/vehicle(s) both tactical and non-tactical; this excludes firefighters.

-- Enclosure D, Garrison Safety Policy--

d. To show our commitment to protecting the workforce, directors will ensure safety training focuses on accident prevention, accident trends, seasonal hazards, and upcoming events. Each director will chair a Quarterly Safety Council meeting attended by the Safety Officer, supervisors and any other attendees identified in the meeting announcement. The council reviews accident trends, addresses safety issues, and develop procedures for safe operations. All accidents will be reported to the directorate's CDSO, a determination then will be made if the accident should be recorded or reported via ReportIt, through the Command Safety Office, to the Army Safety Center.

e. Finally, if you see an unsafe act or condition, make an on-the-spot correction. If you cannot fix it, bring it to the attention of a supervisor/work leader. Supervisors are responsible for conducting periodic documented inspections of their work areas to identify hazards. Our Civilian work force provides invaluable contributions to the Army and Fort Drum's mission. I expect a proactive approach in establishing a plan of action, focused on executing the mission safely.

6. The point of contact is the, Garrison Safety Office at 772-5253.

--Enclosure E, Motorcycle Safety and Mentorship Program--

1. REFERENCES:

- a. Department of Defense Instruction 6055.04, DoD Traffic Safety Program, 20 April 2009 with change 2, January 23, 2013.
- b. Army Regulation 385-10, The Army Safety Program, 27 November 2013.
- c. Vice Chief of Staff of the Army Memorandum, 21 January 2011, Subject: Motorcycle Mentorship Program – Ride Smart Ride Safe, Team Up!
- d. FORSCOM Commander Memorandum, 23 February 2011, Subject: Motorcycle Mentorship Program.
- e. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- f. ALARACT 381/2011, Army Traffic Safety Training Program (ATSTP), DTG, R 131710Z 11.
- g. 10th Mountain Division (LI) Policy Memorandum 7, Command Safety Program, 23 January 2014.
- h. Fort Drum Regulation 190-2, Fort Drum Traffic Code, 24 November 2008.

2. **PURPOSE.** To improve rider ability through mentorship and to promote and foster an environment of safe motorcycle usage both on and off duty.

3. **CONCEPT.** Reducing the number of motorcycle accidents requires the dedicated support of every commander, leader, and Soldier. This policy includes mandatory training, leader mentorship, and the reinforcement of a Soldier's personal responsibility to keep safe.

4. **APPLICABILITY.** This policy applies to all military motorcycle licensed/owner operators assigned to 10th Mountain Division (LI) and Fort Drum.

5. GENERAL:

a. Motorcycle accidents continue to be a leading cause of Soldier fatalities and serious injuries. Recent Army accident trends suggest indiscipline; excessive speed, reckless operation and operator inexperience as the most common reasons. Every leader and Soldier must be committed to and actively involved in accident prevention, especially the prevention of motorcycle accidents. Training, leader involvement, enforcement of standards, and Soldier mentorship in conjunction with the integration of Risk Management (RM) will assist in mitigating our ongoing issues with motorcycle operations.

(1) **Mandatory Training:** Motorcycle training consists of the Basic Rider Course (BRC), Experienced Rider Course (ERC)/Basic Rider Course 2 (BRC-II), Military Sport Bike Rider Course (MSRC), Advanced Riders Course (ARC), Motorcycle Refresher Training (MRT), and sustainment training. All Soldiers who intend to operate a motorcycle on or off the installation will successfully complete Motorcycle Safety Foundation approved motorcycle rider safety course(s) prior to operating a motorcycle.

--Enclosure E, Motorcycle Safety and Mentorship Program--

All motorcycle operators must be properly licensed to operate a motorcycle on/off duty and on/off the installation. Training can be scheduled through the installation ATSTP website at <https://apps.imcom.army.mil/airs/> (Region = Northeast; Garrison = Fort Drum; Courses= Applicable Course). All Soldiers operating a motorcycle will complete the progressive and sustainment training described in the following paragraphs.

(a) BRC. The BRC is the initial training for all motorcycle riders which provides basic motorcycle skills and prepares them for licensing procedures. Since the BRC is conducted on smaller, government furnished motorcycles, the unit mentor will conduct a check-ride to ensure the Soldier can handle his/her personal motorcycle. The mentor will also conduct a check-ride when a Soldier purchases a different style motorcycle in reference to cruiser versus sport bike or vice versa. Three-wheeled and off-road motorcycle operators are only required to complete the BRC.

(b) ERC/BRC-II. It is recommended that new riders be given approximately 60 days after the BRC or possession of a motorcycle to gain experience before taking the ERC/BRC-II. The unit mentor will monitor the Soldier's progression and ensure the motorcycle operator is prepared for the ERC/BRC-II and training is completed within 12 months following the BRC or acquiring a motorcycle.

(c) MSRC/ARC. Motorcycle manufacturers categorize specific models as "Sport" and "Sport Touring" motorcycles. In order to obtain the skill set necessary to operate a high performance sport bike, all military "Sport" and "Sport Touring" motorcycle riders will complete the MSRC/ARC at the direction of the unit mentor/commander, but not later than one year after completing the BRC. Unit commanders have the responsibility for tracking sport bike riders and the successful completion of this command directive.

(d) MRT. All redeployed (greater than 180 day deployments) military motorcycle riders will attend unit led MRT or the next uncompleted phase of training (as determined by the commander with the recommendation of the unit mentor) prior to operating a motorcycle.

(e) Sustainment training. Within 5 years following completion of the ERC/BRC-II or the MSRC/ARC, or after a 5-year period of activity, or the acquisition of a new or changes in motorcycles, operators will complete sustainment training. Soldiers are encouraged to take sustainment training after a major geographical change. Commanders are not authorized to waive or defer sustainment training.

(f) Remedial Training for Motorcycle Operators. Commanders/leaders will provide an After Action Review (AAR) within seven days of any motorcycle accident, regardless of the severity of the accident. The AAR will be briefed to the battalion Executive Officer (XO). The battalion commander and XO will determine if the motorcycle operator will be required to attend the ERC/BRC-II or MSRC course for remedial training.

--Enclosure E, Motorcycle Safety and Mentorship Program--

Any Soldier experiencing a motorcycle accident will not operate a motorcycle until the XO has interviewed the Soldier, reviewed the Soldier's abilities, and approved the Soldier for continued motorcycle operations subsequent to a mentor-led check ride in accordance with paragraph 5b(3)(j).

(g) Soldiers who possess a valid state drivers license with a motorcycle endorsement but cannot produce proof of having completed a certified riders' course are required to complete the BRC prior to operating and/or riding a motorcycle on or off base.

b. Commanders/Leaders Mentorship: All unit motorcycle mentors will adhere to the following guidelines:

(1) Identify Soldiers with motorcycle licenses or planning to obtain a motorcycle license and ensure face-to-face counseling (to include a brief on this policy) between first-line supervisors and Soldiers. Soldiers must be identified by type of motorcycle and assigned to the appropriate mentor. Enforce motorcycle training requirements outlined in paragraph 5a(1). Soldiers shall execute a written motorcycle safety contract with their commander.

(2) Support and promote unit-level motorcycle safety activities within regulatory limits.

(3) Each brigade will establish mentorship programs at the battalion-level. Commanders will interview, approve and appoint motorcycle mentors (both standard/cruiser and sport/sport touring motorcycles) to coach unit motorcycle licensed and potential operators on orders. Each program will have a senior mentor to administer the program. However, the senior motorcycle rider in the brigade will be appointed on orders and oversee the entire program, and will be knowledgeable on all facets of the Motorcycle Mentorship Program (MMP). Company sized organizations are encouraged to establish mentorship programs. Unit motorcycle mentors will:

(a) Be experienced (five years or more on the appropriate motorcycle type) and a current motorcycle rider in good standing. The designated motorcycle mentor should be a knowledgeable and proactive leader (SGT or higher).

(b) Complete the BRC and ERC/BRC2. Mentors identified for sport motorcycles will complete the MSRC.

(c) Act as a conduit of information to Soldiers for motorcycle safety education and awareness.

(d) Set the standard for responsible motorcycle riding.

--Enclosure E, Motorcycle Safety and Mentorship Program--

(e) Mentor Soldiers in motorcycle licensing, purchasing, riding and maintaining motorcycles.

(f) Monitor and evaluate Soldiers' skill development and recommend appropriate training. Ensure Soldiers successfully complete appropriate training.

(g) Track and inform the commander of Soldiers' riding progress and completed training.

(h) Organize and promote activities to enhance motorcycle safety by unit affiliation or riding events.

(i) Promote command objectives related to motorcycle safety.

(j) Conduct individual check rides. Motorcycle mentors will perform individual motorcycle operator check rides to assess the Soldiers' skills and monitor progression. The first check ride will be conducted once the Soldier completes the BRC and obtains a motorcycle. Additional check rides will be performed to determine the Soldiers' skill level to attend ERC/BRC-II and MSRC. Check rides will be conducted each time the Soldier changes motorcycles in reference to cruiser versus sport bike or vice versa. Mentors can conduct additional check rides as needed. The mentor to rider ratio during check rides will not exceed 1 to 2. Mentors will consider the rider(s) experience level when developing routes. The check ride should cover a minimum of 30 miles.

(k) Plan and conduct mentorship rides. Mentorship rides will be conducted at the commanders discretion but at a minimum of twice per riding season. Mentors will ensure riders have the appropriate skills to participate in mentorship rides.

(l) Support and promote unit-level motorcycle safety activities within regulatory limits.

(m) Promote activities that reinforce positive training, mentorship and riding.

(n) Maintain records and a training folder on all motorcycle operators.

c. Individual Responsibilities:

(1) Immediately identify themselves as a motorcycle rider to their chain of command at the time of assignment to the unit, or when planning to purchase a motorcycle.

(2) Seek out mentorship from skilled, responsible, and positive riders.
Demonstrate self discipline and defensive driving when operating a motorcycle.
Recognize the inherently dangerous nature of motorcycle operation and do not join or participate in activities that contribute to high risk behavior.

--Enclosure E, Motorcycle Safety and Mentorship Program--

(3) Comply with installation, local, state, and Army motorcycle training, licensing and operating requirements. The Motorcycle Safety Foundation card issued as proof of course completion shall be carried at all times while operating a motorcycle.

(4) Use Risk Management in purchasing, riding, and maintaining motorcycles.

(5) Properly maintain and wear the appropriate Personnel Protective Equipment (PPE) for both on and off post riding. Operators must ensure that passengers comply with these PPE requirements while riding on Fort Drum. Anyone operating or riding as a passenger on a motorcycle (on or off military installations) must wear the required PPE. Minimum PPE consists of the following mandatory items:

(a) Helmets will be certified to meet DOT Safety Standard Number 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard M2005 and properly fastened under the chin.

(b) Full-fingered leather or abrasion-resistant material gloves or mittens designed for use on a motorcycle.

(c) Long-sleeved shirt/jacket and long trousers.

(d) Foot protection that provides sturdy over-the-ankle protection for the feet and ankles.

(e) Eye protection designed to meet or exceed American National Standards Institute standard Z87.1-2003 for impact or shatter resistant goggles, wrap around glasses or full-face shield properly attached to the helmet. Windshields, eyeglasses, and fairing do not meet this requirement. The goggles may be darkened for daylight use; however, they must be clear during the hours of darkness or adverse weather conditions.

(f) All motorcycle operators will wear a high visibility garment during the day with retro reflective material of a minimum 40 square inches, front and rear, for night and low visibility periods (the yellow safety belt used for PT is acceptable). These items will be worn at all times when operating a motorcycle or riding as a passenger on a motorcycle, on and off post, regardless of local Civilian requirements. All motorcycle operators and passengers will ensure outer garments are properly secured, clearly visible, and not covered. If wearing a backpack while riding, it should be of a highly visible color during the day with retro reflective material for night and low visible periods (if using a safety belt used for PT, ensure the belt is securely fastened to the backpack).

(g) During off-road operations, operators and riders must use additional PPE, such as knee and shin guards and padded full-fingered gloves.

--Enclosure E, Motorcycle Safety and Mentorship Program--

(6) Strongly encouraged (non-mandatory): Outer clothing worn should be constructed of abrasion-resistant material such as leather, Kevlar®, Cordura® and contain impact-absorbing padding.

(7) Report their involvement in any motorcycle accident to unit leadership.

(8) Support installation and unit motorcycle safety initiatives.

d. The number of Soldier motorcycle riders continues to increase. Our current concerns over motorcycle operation will require the personal involvement of leaders at all levels and the personal discipline of motorcycle operators. Across the Division and Fort Drum, we must foster an environment for safe motorcycle operation. Together we can keep our Soldiers safe.

e. The Command Safety Office is prepared to provide resources to assist units in setting up their MMP, take advantage of these resources and don't reinvent the wheel.

f. This Policy is effective upon signature and will remain in effect until it is superseded or rescinded and supersedes all previous local policy letters subject as above.

g. It is the affirmative duty of every Soldier to report violations of this policy letter, regardless of whether or not the violation occurs on or off post or the rank of the person committing the violation. Your duty to report begins as soon as you learn of the possible violation. Violations will be reported to your chain of command. Failure to report a violation is punitive in accordance with paragraph 9 of this policy.

h. Soldiers who fail to comply with the requirements of this policy are subject to adverse administrative action and/or punishment under the Uniform Code of Military Justice.

6. The point of contact is the, Command Safety Office at 772-5352.

-- Enclosure F, Government Paid Local Moves of Household Goods--

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008, Rapid Action Revision (RAR), dated 24 August 2012
- b. The Joint Travel Regulations, dated 01 October 2014, Chapter 5, Section A5
- c. DAIM-ZA Memorandum dated 11 July 2014, Subject: Local Short Distance Moves and Non-temporary Storage

2. This policy memorandum establishes the policy and procedures for approval of government paid short distance local moves of household goods for service members and their Families stationed at Fort Drum, New York.

3. The JFTR prohibits government paid short distance local moves of household goods incident to moving to/from local off-post housing, government housing, or privatized on-post housing made to accommodate a member's personal problems, convenience, or morale. This includes moves for Families of deployed service members.

4. Funding for local moves is typically only available for life, health or safety reasons. All other moves allowed by the JFTR will require a determination of the availability of funds before approval.

5. The point of contact is the Chief, Housing Division, Public Works at 772-7256.

--Enclosure G, Single Enlisted Soldiers' Living Standards for the Barracks--

1. References:

- a. Army Regulation 600-20, Army Command Policy, 18 Mar 08/RAR 11 Feb 09.
- b. Army Regulation 600-20, Army Command Policy, Rapid Action Revision, 20 Sep 12
- c. Fort Drum Regulation 420-4, Fire Prevention, 27 Jul 09.
- d. AR 420-1, Army Facilities Managements 12 Feb 08/RAR 28 Mar 09.
- e. Memorandum, HQDA, DAIM-AZ Housing policy for GEOs, 2 Apr 05.
- f. Memorandum, HQDA, DAIM-AZ, Authorization for SSGs to receive BAH, 9 Mar 05.
- f. First Sergeants Barracks Program (FSBP) 2020 Handbook, 2 Jan 13.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 09-07, Single Enlisted Soldiers' Living Standards in the Barracks, dated 15 Dec 2009.

3. Purpose: To establish the rules and procedures which govern Soldiers who live in the barracks, and the command teams as they oversee the living conditions of barracks Soldiers.

4. Concept: The Army's core values are respect for the dignity of each Soldier and the ability to live and work together as a team. This policy fosters these core values by allowing each Soldier to have a more "home-like atmosphere" in his/her room and barracks area, while establishing standards that ensure a healthy living environment for all Soldiers. Balancing these goals is chain of command business. Each Soldier has individual responsibilities in this area and is accountable within the policies and guidelines established for the barracks.

5. Applicability: This policy is applicable to all Soldiers assigned to a barracks room while assigned at Fort Drum.

6. General:

a. Commanders have inherent authority over the barracks and are responsible for enforcing standards to ensure a safe, secure, clean, pleasant, and functional living environment.

(1) Commanders have full authority to conduct inspections. Commanders may enter rooms and authorize others to enter rooms. Commanders and leaders will also check rooms and common areas as necessary to enforce standards and cleanliness, guarantee safety and security, and identify maintenance shortfalls. The frequency of checks is the prerogative of commanders based on the demonstrated performance, behavior, and hygiene habits of each Soldier, and the condition of the existing facilities. At the commander's request, the FSBP's management team will provide assistance to conduct health and welfare inspections in the barracks.

b. Barracks Supervision. Charge of Quarters (CQs) are mandatory. Each

--Enclosure G, Single Enlisted Soldiers' Living Standards for the Barracks--

company, troop, or battery-sized unit will maintain a CQ during off-duty hours. Units that share barracks space or have Soldiers in multiple buildings may coordinate with other units to share CQ duties in order to foster force protection and ensure a command presence by maintaining at least one CQ in every barracks building during off-duty hours. When an entire battalion is deployed for training or an operational requirement, the unit will have a staff duty NCO (SSG or above) and an assistant staff duty NCO (SPC or above). The assistant staff duty NCO's place of duty is the barracks. The assistant staff duty NCO should continuously check the entire barracks area, moving from one place to another to ensure the provisions of this policy are followed. The assistant will also check unit parking lots and motor pools as necessary. Units will assign an NCO who lives in the barracks as barracks supervisor and additional NCOs as floor supervisors. Barracks and floor supervisors will ensure routine compliance with standards; however, inspections and checks of Soldiers' rooms are "green-tab" business. Units will establish a Barracks' Council that meets quarterly with the chain of command to discuss concerns.

(1) **Command Presence.** All units will establish and maintain a presence of command during off duty, weekends and holidays, random basis, and before and after midnight. Leaders should know what goes on in the barracks and fix problems, situations, or Soldier issues.

c. **After-Duty Hours Details.** Commanders will ensure that Soldiers living in the barracks are no more susceptible to performing unscheduled duties than Soldiers residing off-post or in government housing. Use a duty roster to determine who will perform duties, to include unanticipated missions such as guarding the arms room. "Hey you" details should not be common practice.

d. **Space Utilization.** No barracks rooms will be used for unit business. There will be no platoon or squad command posts in the barracks. Ensure that those who use the common areas, married or single, maintain those areas. Whenever possible, assign one NCO per room. Assign no more than two Soldiers (SPC and below) per room. Make linen, bedding, and furniture available to Soldiers. Upon assignment to Fort Drum, single SSGs will receive BAH at the "without dependent" rate and will be required to reside off-post or at the Timbers. Soldiers entitled to BAH at the "with dependent" rate who are voluntarily separated from their Family members (geographical bachelors) may only reside in the barracks if they have an exception to policy approved by the Garrison Commander. The overall installation utilization occupancy rate must exceed 95 percent before Certificates of Non-Availability will be issued for Soldiers in the grade of Sergeant (E5) and below to draw BAH without dependents and to live off-post.

e. **Visitation.** Soldiers may have visitors of either sex in their barracks rooms from 1700 to 2400 on a duty day and from 0800 to 2400 on a non-duty day. Visitors

--Enclosure G, Single Enlisted Soldiers' Living Standards for the Barracks--

are prohibited during the hours of 0001 to 1700 on duty days and 0001 to 0759 on non-duty days. Visitors must sign in/out at the company/battery headquarters. Units will establish procedures to monitor and control who is in the barracks and ensure all visitors depart the barracks each evening. Cohabitation is strictly prohibited; there will be no overnight visits in barracks rooms. Roommates must agree on ground rules for visits - who may visit, how often, and for how long. When more than one Soldier resides in a room, rights of privacy take precedence over visitation. Roommates must jointly agree to visitations prior to any visit taking place. Soldiers are responsible for the actions of their visitors and must escort their visitors at all times. Any nonmilitary visitor below the age of 18 and not a member of the Soldier's immediate Family (brother or sister) must be accompanied by a parent or legal guardian. Commanders will remove unescorted visitors from the installation. Commanders may discontinue visitation privileges for individual Soldiers for reasons of discipline or military necessity.

f. **Room and Common Area Standards.** Soldiers may arrange and decorate their rooms within the limits of good taste. Commanders are reminded of their authority and responsibilities IAW 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 in order to ensure good order and discipline. Nothing will be displayed that is inappropriate. Examples of inappropriate displays are nudity, pro-drugs or extremely cruel inhumane, or displays depicting values incompatible with normal unit cohesion. Soldiers may have non-government furniture, microwave ovens, telephones, Civilian blankets, and other comforts. They will, however, be held financially responsible for any and all furniture and appliances (to include all furniture and appliance parts) that they have signed for on a hand receipt. Microwave ovens are the only cooking appliance approved for use in the living quarters. No use of hot plates, electric skillets, and similar small electrical appliances are permitted in rooms because of their proven high risk for fire and potential for loss of life. All pets are prohibited. Smoking is prohibited anywhere in the barracks. Lit candles or any open flames are also prohibited. Soldiers must keep doors and windows locked and register high-dollar value items. Soldiers must obtain Public Works' approval through their chain of command before making any structural modification to rooms. Rooms and common areas must comply with health and safety regulations, be free of excess dirt and trash, and will appear neat and orderly. Plumbing, electricity, heating, smoke detectors, fire alarms, doors, and windows must be maintained and serviceable. Soldiers are prohibited from disconnecting, covering, or tampering with smoke detectors in any manner. Access to doors and fire exits must be unrestricted. Fire exits will be utilized in emergency situations only and will not be propped open.

g. **Alcohol.** Keg beer is not authorized in the barracks. Soldiers who are 21 years of age or older may possess or drink alcohol in the barracks. Consumption or possession by those under age 21 is prohibited by law. It is also unlawful to provide alcoholic beverages to those under 21. Suppliers of under-age drinkers

--Enclosure G, Single Enlisted Soldiers' Living Standards for the Barracks--

will be held accountable for their part in this illegal act. If commanders detect a problem with a certain individual, tighter controls on amounts of alcohol may be imposed on that Soldier. This will be done in concert with other measures, such as counseling, to help the Soldier. I urge every Soldier who drinks alcohol to do so responsibly.

h. Drug Paraphernalia. There will be no drug paraphernalia of any kind in barracks rooms.

i. Behavior. Violators of any of the policies contained with this memorandum are subject to administrative action under Army regulations or disciplinary action under the Uniform Code of Military Justice. Commanders may take any action they deem appropriate to punish violators of this policy letter after evaluating each case in its own merits.

j. Summary. I want commanders to ensure that our Soldiers and leaders understand the intent, spirit, and details of this policy. This policy emphasizes Army values - respect for the dignity of each Soldier and the ability to live and work together as a team. Upholding these values is the spirit of this policy. The chain of command must take an active role in knowing how our Soldiers live, both on and off post, and be responsible for their well-being. We must ensure that each Soldier is treated with dignity and respect; provided clean, wholesome, healthy, and safe living conditions; and afforded privacy and consideration by other Soldiers.

7. Point of Contact is the Division Command Sergeant Major (315) 772-3921 or the Division Housing Manager at 772-6004.

-- Enclosure H, Personal Commercial Solicitation--

1. Reference: AR 210-7, Commercial Solicitation on Army Installations, 18 Oct 07.
2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-09, Personal Commercial Solicitation, dated 8 November 2012.
3. Purpose: To inform Soldiers and their Family members of solicitation rules.
4. Concept: Only the garrison commander may authorize persons or commercial enterprises to conduct business on the installation. Authorization to conduct business is granted through the issuance of a commercial solicitation permit, obtained from the Family and Morale, Welfare and Recreation (FMWR), Army Community Service (ACS) Financial Readiness Program, located in Bldg. 1R289 on 4th Armored Division Drive.
5. Applicability: The solicitation policy pertains to all Soldiers assigned to the 10th Mountain Division (Light Infantry) and Fort Drum, tenant units assigned to the installation, as well as their Family members, and anyone else who would like to conduct commercial business on the Installation.
6. General:
 - a. No person may enter Fort Drum and transact commercial business as a matter of right. Only the Garrison Commander may authorize persons or commercial enterprises to conduct business on the installation. Entry to Fort Drum for commercial solicitation must be in compliance with the Fort Drum Entry Gate Procedures established on 15 January 2015. Questions on Entry Procedures can be directed to: CPT of the Guard at 315-772-9959, Monday-Friday 0730-1600; SOGs at 315-772-8392, 24 hours a day; Chief, Physical Security at 315-772-3105, Monday-Friday 0730-1600.
 - b. Soliciting in Family housing and/or barracks areas without a specific appointment is **PROHIBITED**.
 - c. A commercial solicitation permit may be obtained from the Family and Morale, Welfare and Recreation (FMWR), Army Community Service (ACS), Financial Readiness Program, located at Building 1R289 on 4th Armored Division Drive.
 - d. Soliciting, pursuant to a specific appointment, may only be conducted in areas designated by the garrison commander.
 - e. Soldiers must be in a non-duty status during meetings.
 - f. The following locations are designated approved for specific appointment solicitation:
 - (1) Soldiers and their Families may meet with solicitors in their quarters.
 - (2) For Soldiers residing in the barracks, the preferred location for appointment is

-- Enclosure H, Personal Commercial Solicitation--

the Commons or ACS.

(3) Soldiers may meet with solicitors in their battalion headquarters conference rooms between 1700-2100 on duty days, 0800-2100 on Saturdays and holidays, and 1200-2100 on Sundays, provided that the rooms are available.

(4) Soldiers shall not meet with solicitors in their barracks room.

7. The point of contact is FMWR, ACS Financial Readiness Manager, 772-5196.

--Enclosure I, Installation Food Defense Program--

1. References:

- a. Department of Defense Instruction (DoDI) 2000.12, *DoD Antiterrorism (AT) Program*, March 1, 2012.
- b. DoDI 2000.16, *DoD Antiterrorism (AT) Standards*, 2 October 2006.
- c. DoD O-2000.12-H, *DoD Antiterrorism Handbook*, February 9, 2004.
- d. Army Regulation (AR) 40-657, *Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service*, 21 January 2005.
- e. AR 525-13, *Antiterrorism*, 11 September 2008.
- f. Memorandum of Agreement between Operations Division, Office of the Provost Marshal General and Department of Defense Veterinary Service Activity, Office of the Surgeon General, Subject: *Food and Water Vulnerability Assessments*, 6 Dec 06.
- g. Department of Defense Veterinary Service Activity (DODVSA) *Implementation Instructions for TG 188, July 2008; U.S. Army Food and Water Vulnerability Assessment Guide*, 8 September 2008.
- h. U.S. Army Center for Health Promotion and Preventive Medicine Technical Guide (TG) 188, *U.S. Army Food and Water Vulnerability Assessment Guide*, July 2008.
- i. U.S. Army Public Health Command (USAPHC) TG 355, *Installation Food Vulnerability Assessment Program Handbook*, November 2012.

2. Purpose. To provide policy on the implementation of the Installation Food Defense (IFD) Program in the Fort Drum Area of Responsibility (AOR). The IFD program consists of the Installation Food Vulnerability Assessment (IFVA) Program and the Special Events Assessment (SEA) Program.

3. Concept. The IFVA are required to be completed annually for each facility on Fort Drum that stores, prepares, serves, and/or sells food, ice, or bottled water. For any event or activity determined to be a Special Event (SE) or other activity involving a gathering of 300 or more DoD personnel, a terrorism vulnerability assessment (to include a IFVA) shall be integrated into the planning process. Antiterrorism plans, orders, and other implementing guidance shall not be considered complete unless signed by the commander.

4. Applicability. This policy applies to all food establishments on installations in the Fort Drum AOR. This policy also includes conferences where food shall be provided to attendees by any central food provider (hotel, caterer, etc.).

5. General:

a. Responsibilities:

(1) Fort Drum Veterinary Services (VS):

(a) The Fort Drum VS is designated as the Office of Primary Responsibility (OPR) and shall maintain overall responsibility for the IFD Program in the Fort Drum AOR.

--Enclosure I, Installation Food Defense Program--

(b) The Fort Drum VS shall provide complete support to all locations in matters related to the IFD Program, including annual IFVAs and SEAs.

(2) Antiterrorism Officer (ATO):

(a) The garrison/installation ATO shall form a Food Defense Assessment Team (FDAT) whose members shall conduct a thorough and systematic review and assessment of installation food systems using the principles of risk management. The FDAT team members include: Food Defense NCOs, Installation Food Defense Manager (FDM), Veterinary Corps Officer, Preventive Medicine Officer, Installation ATO, Criminal Investigation Division representative, Provost Marshall, and the Installation Food Program Manager.

(b) The FDAT activities shall be incorporated into the Installation Antiterrorism Working Group (ATWG). The FDAT will assist in identifying potential vulnerabilities, developing mitigation strategies, and determining final residual risks. Any mitigation strategies that cannot be funded by the installation shall be entered in the Core Vulnerability Assessment Management Program database at the discretion of the installation ATO.

(c) The FDAT will also assist in developing and monitoring activities and procedures appropriate at each Force Protection Condition level for the protection of food and bottled water from intentional contamination.

(d) The garrison/installation ATO shall request, in writing, support from the FDAT for all SEs with anticipated attendance of 300 or more DoD personnel at least 30 days prior to the event. (Note: The unit may have to provide the ATO with example requests).

(e) The garrison/installation ATO shall provide the installation FDM with a current listing of all upcoming SEs (Event Tracker) and their corresponding dates.

(3) Units:

(a) The unit requesting an SE assessment is responsible for submitting the request to the garrison/installation ATO at least 45 days prior to the event. (Note: The unit may have to provide example requests).

(b) The requesting unit is responsible for ensuring that the completed assessment is signed by the garrison/installation commander.

(c) The SEs that utilizes a facility to furnish meals to the DoD through Appropriated Funds or Non-appropriated Funds require approval regardless of the size of the event. The SEs at which Soldiers pay for the meal out-of-pocket (including Morale, Welfare and Recreation-sponsored events) do not require approval, however, the garrison/installation commander may still require assessments.

--Enclosure I, Installation Food Defense Program--

b. Procedures:

(1) Management of the IFVA Program shall be In Accordance With (IAW) USAPHC TG 355, Installation Food Vulnerability Assessment Program Handbook, November 2012.

(2) The Fort Drum IFD Program Technical Review Chain is as follows:
Food Defense NCOs → Branch/Section FDM → District FDM → Regional Food Defense Specialist → Installation Commander
(Note: The Regional FDS may be omitted if the District FDM has the authority to approve reports).

(3) The commander may request follow-up assessments to ensure compliance.

6. The point of contact is, Installation Food Defense Manager at 772-4270.

-- Enclosure J, Army Substance Abuse Program (ASAP)

1. References.

- a. AR 600-85, The Army Substance Abuse Program, 28 December 2012.
- b. AR 600-63, Army Health Promotion, 7 September 2010.
- c. DA Pamphlet 600-64, Health Promotion, Risk Reduction, and Suicide Prevention, 7 September 2010.

2. Supersession. This enclosure supersedes and replaces Installation Policy Memorandum 12-22, Army Substance Abuse Program (ASAP), dated 8 November 2012 and Installation Policy Memorandum 12-10, Required Random Drug Testing, dated 8 November 2012

3. Purpose. To provide guidance and establish policy to define the Army Substance Abuse Program (ASAP) as a command program with emphasis on readiness, resiliency and personal responsibility.

4. Concept.

a) ASAP will synchronize, integrate and deliver its services in support of the Army Ready and Resilient Campaign. Through the Community Health Model, the ASAP will utilize prevention methods, including Unit Risk Reduction data trends as primary drivers for focusing intervention efforts.

b) The abuse of alcohol, underage drinking, the use of illicit drugs and the misuse of prescription and/or over-the counter drugs are inconsistent with the standards of performance and high state of readiness required of all Fort Drum Soldiers, Family members and DA Civilians.

5. Applicability. This memorandum applies to all Soldiers and their Family members (on a space available basis), assigned to the 10th Mountain Division (Light Infantry) and Fort Drum, tenant units assigned to the installation, and all DA civilian employees.

6. General:

a) Fort Drum military leaders and civilian supervisors have a responsibility to support the Army's policy of de-glamorization of alcohol. This includes ensuring that the consumption of alcohol be safe and voluntary as well as within safe and appropriate levels at organized social events, such as hails and farewells, dining-ins, or unit dinners. Leaders and supervisors must also be vigilant to the problem of underage drinking, as well as excessive intake of alcohol by any personnel at informal events such as promotion parties. At all levels, leaders and supervisors must set the example through their personal behavior and directly encourage the responsible use of alcohol.

b) In order to deter the use of illicit drugs, enable military commanders to assess the security, combat readiness, good order and discipline of their units, and maintain a "drug free" environment, random drug testing will be conducted at the minimal rate of 4 percent of their personnel weekly.

-- Enclosure J, Army Substance Abuse Program (ASAP)

c) Commanders will also coordinate with ASAP to schedule Unit Risk Inventories (URI) at least 30 days prior to deployment, and Re-Integration Unit Risk Inventory (R-URI) for redeploying Soldiers between 30 and 180 days of their return from deployment to help installation care providers target appropriate intervention strategies where they are needed most.

d) Without exception, Soldiers who are suspected of using illicit drugs or abusing alcohol will be referred within five working days to the ASAP for screening. These Soldiers will also be considered for disciplinary action under the Uniformed Code of Military Justice (UCMJ), as appropriate, and may be processed for administrative separation IAW AR 600-85.

e) Rehabilitation counseling sessions and Prime For Life classes conducted under the auspices of ASAP are considered a Soldier's place of duty. Commanders and First Sergeants are responsible for ensuring Soldiers attend these sessions and classes. In the event a Soldier cannot attend the scheduled session or class, authority to cancel or reschedule resides solely with the Commander or First Sergeant.

f) All Soldiers are required to receive four hours of alcohol and illicit drug use prevention training annually. This training will be conducted on a quarterly basis by Unit Prevention Leaders and will be supported by Fort Drum's ASAP Prevention Coordinators (PCs) who are responsible for conducting at least one of the four hours of training. The PCs can assist UPLs in developing training by providing audiovisual and printed materials. Training sessions must be properly documented which includes a sign-in sheet, the topic taught, and the length of training. A copy of training documentation must be provided to PCs within five working days after the training has been completed. PCs will also coordinate yearly prevention campaigns to include: Prescription Take Back Days, Red Ribbon Week, Drugged and Drunk Driving, and other campaigns as requested or needed.

7. POC for this policy is the, ASAP Program Manager at 772-6701/6704.

--Enclosure K, Personally Identifiable Information (PII)--

1. References:

- a. AR 340-21, The Army Privacy Program, 5 July 1985.
- b. AR 380-5, Department of the Army Information Security Program, 29 September 2000.
- c. Memorandum, DoD OSD, 2 August 2012, subject: Use of Best Judgment for Individual Personally Identifiable Information (PII) Breach Notification Determinations.
- d. Memorandum, DoD OSD, 21 September 2007, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information.
- e. Department of Defense 5400.11, Department of Defense Privacy Program, 8 May 2007, incorporating Change 1, 1 September 2011.
- f. Memorandum, OMB, M07-16, 22 May 2007, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information.
- g. ALARACT 050/2009, 262121Z FEB 09, subject: Personally Identifiable Information (PII) Incident Reporting and Notification Procedures.
- h. AR 25-2, Information Assurance, 24 October 2007/RAR 23 March 2009.

2. Supersession: This enclosure supersedes and replaces Garrison Policy Memorandum 12-15, Personally Identifiable Information (PII), 08 November 2012.

3. Purpose. This policy explains PII and includes specific procedures on how to protect and report the loss of PII.

4. Concept. To ensure PII is protected and handled properly.

5. Applicability. This policy applies to all organizations/units/activities and their personnel (Soldiers, civilians, and contractors) who receive computer service from the Fort Drum Network Enterprise Center or are employed by and/or conduct business on Fort Drum.

6. General:

a. All personnel are required to protect all PII (in physical or electronic form) from unauthorized use, access, disclosure, alteration, or destruction.

b. Personally identifiable information is defined as any information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official functions or public life. Information includes but is not limited to education, financial transactions, medical history, criminal or employment history, and other which can be used to distinguish or trace an individual's identity (i.e., name, social security number, date and place of birth, mother's maiden name, biometric records, etc.) including other personal information which is linked or linkable to an individual. Personally identifiable information may be found in hard copy document form and/or stored electronically on computer/laptop hard drives and various media storage devices (i.e., diskettes, DVDs, CDs, flash media cards, paper files, etc.).

c. A breach is defined as the actual or possible loss of control, unauthorized

--Enclosure K, Personally Identifiable Information (PII)--

disclosure, or unauthorized access to PII.

d. All personnel must be knowledgeable of the procedures for protecting PII (Encl 1) and reporting the breach or loss of PII (Encl 2).

e. All personnel should limit the amount of PII collected and stored on workstations and mobile communication devices such as a laptop computer, BlackBerry, or cell phone, and removable storage media such as DVDs, CD-ROMs, SD/flash memory cards, etc.

f. An incident is when PII is suspected or confirmed to be lost, stolen, or otherwise available to individuals without a duty-related official need to know. This may include posting PII on a public-facing website, sending PII via e-mail to unauthorized recipients, providing hard copies of PII to individuals without a need to know, and losing electronic devices storing PII.

g. Media containing PII will be destroyed IAW reference 1b above (sensitive).

h. Failure to protect PII may result in punitive action.

7. Points of contact is the Chief, Administrative Services Division, 772-5288 and the Installation Information Assurance Manager at 772-2246.

--Enclosure K, Personally Identifiable Information (PII)--

Encl 1, Procedures for Protection of PII

**FORT DRUM PROCEDURES
FOR THE
PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

1. All users of Mobile Communication Devices (MCDs) (i.e., laptops/notebooks, BlackBerry phones, etc.) and Removable Storage Media (RSM) (CD-ROMS, diskettes, etc.) that contain PII will ensure PII is stored in an encrypted folder. If an encrypted folder cannot be created on the device or media, the PII will not be transported. Users will contact their Information Management Officer/Information Assurance Security Officer if they have questions on how to create or use an encrypted folder.
2. All users of MCDs and RSM will ensure their devices have an encrypted folder for PII data and are properly labeled to indicate they are properly protected and authorized for travel. Forms are available from the Fort Drum Directorate of Information Help Desk (772-6610).
3. All users will encrypt e-mail when PII is included.
4. All users will ensure hardcopy PII is secure, for example by using locking file cabinets and/or locked offices. All electronic PII will be protected, for example by using passwords, encryption, limiting access to a folder, etc.

--Enclosure K, Personally Identifiable Information (PII)--

Encl 2, Procedures for Reporting PII

**FORT DRUM PROCEDURES
FOR
REPORTING THE BREACH OF
PERSONALLY IDENTIFIABLE INFORMATION (PII)**

1. Individuals who are aware of an incident must immediately notify their Director/Commander of any breach of PII. Regardless of the situation, the initial notification must take place within one hour of initial discovery of a possible breach of PII. The organization which created the data is responsible for all reporting procedures. The organization responsible for safeguarding the PII at the time of the breach is responsible for notifying affected individuals, if applicable. In the event the cause of the breach cannot be determined, the organization creating the data breached will be responsible for all reporting and notification procedures.
2. The Director/Commander will:
 - a. Immediately notify the Fort Drum Mountain Operations Center (MOC) at 315-772-6324. The MOC will initiate a Serious Incident Report (SIR)/Commander's Critical Information Report (CCIR). Add the Fort Drum Privacy Office and the Fort Drum Information Assurance Office as "Required Information Addressees".
 - b. Report the incident to US-CERT at <http://www.us-cert.gov> within one hour of discovering the breach. NOTE: Internal command notification may not delay the one-hour US-CERT notification.
 - c. Within 24 hours, fill out DD Form 2959, Breach of Personally Identifiable Information (PII) Report, with as much information as is known at the time of the report and email to the Department of the Army (DA) Privacy Office at usarmy.belvoir.hqda-oaa-aha.mbx.rmda-foia-privacy-alert@mail.mil.
 - d. Complete a risk assessment on the likelihood of harm, embarrassment, and/or identity theft caused by the breach by addressing the five factors on the risk assessment at Encl 3. The Fort Drum Staff Judge Advocate (SJA), Administrative Law Office, will review and provide final determination of the risk level, regardless of which command the organization(s) involved falls under. Notify affected individuals of a breach determined to be high risk. Notification in instances of moderate or low risk is at the discretion of the reporting command in coordination with SJA review.
 - e. Coordinate with the Fort Drum SJA, Administrative Law Office, for sending affected individuals a notification within 10 days, if applicable. Notification should occur from a sufficient management level (Garrison Command or Chief of Staff) to reassure impacted individuals of the seriousness of the event. Method of notification is determined by the number and location of affected individuals. A

--Enclosure K, Personally Identifiable Information (PII)--

sample notification letter can be found at
<https://www.rmda.army.mil/privacy/docs/SampleNotificationLetter.pdf>.

f. Continue to update the MOC at 315-772-6324 until the investigation is closed and all individuals have been notified, if applicable. Reference the SIR/CCIR number and include the phrase "add-on" for additional information being added to the report or "correction" for corrections being made to the report.

g. Continue to update US-CERT and the DA Privacy Office via email until the investigation is closed and all individuals have been notified, if applicable. In the email subject line, include the US-CERT number with the phrase "add-on" for additional information being added to the report or "correction" for corrections being made to the report.

h. Maintain a copy of all reports, assessments, reviews, notifications, and coordinations IAW AR 25-400-2.

--Enclosure K, Personally Identifiable Information (PII)--

Encl 3, Risk Assessment Factors

Risk Assessment

Consider all 5 factors below assessing the level (low, moderate, or high) of risk and/or harm. A final decision regarding whether to make notification cannot be made until after each factor has been assessed. The decision to notify should not be based on one factor alone.

1. *Nature of Data Elements Breached*. The nature of the data elements compromised is a key factor to consider in determining when and how notification should be provided to affected individuals. For example, theft of a database containing individuals' names in conjunction with Social Security numbers, and/or dates of birth, may pose a high level risk of harm, while a theft of a database containing only the names of individuals may pose a lower risk, depending on its context. It is difficult to characterize data elements as creating low, moderate, or high risk simply based on the type of data because the sensitivity of the data element is contextual. A name in one context may be less sensitive than in another context. In assessing the levels of risk and harm, consider the data element(s) in light of their context and the broad range of potential harms flowing from their disclosure to unauthorized individuals.

2. *Number of Individuals Affected*. The magnitude of the number of affected individuals may dictate the method(s) you choose for providing notification, but should not be the only determining factor for whether an agency should provide notification.

3. *Likelihood the Information is Accessible and Useable*. Upon learning of a breach, agencies should assess the likelihood PII will be or has been used by unauthorized individuals. An increased risk that the information will be used by unauthorized individuals should influence the agency's decision to provide notification. Depending upon a number of physical, technological, and procedural safeguards employed by the agency, the fact the information has been lost or stolen does not necessarily mean it has or can be accessed by unauthorized individuals. If the information is properly protected by encryption, for example, the risk of compromise may be low to non-existent. Agencies will first need to assess whether the breach involving PII is at a low, moderate, or high risk of being used by unauthorized persons to cause harm to an individual or group of individuals. Other considerations may include the likelihood any unauthorized individual will know the value of the information and either use or sell the information to others.

4. *Likelihood the Breach May Lead to Harm*. The Privacy Act requires agencies to protect against any anticipated threats or hazards to the security or integrity of records which could result in "substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained". Additionally, agencies should consider a number of possible harms associated with the loss or compromise of information. Such harms may include the effect of a breach of confidentiality or fiduciary responsibility, the potential for blackmail, the disclosure of private facts, mental

-Enclosure K, Personally Identifiable Information (PII)-

pain and emotional distress, the disclosure of address information for victims of abuse, the potential for secondary uses of the information which could result in fear or uncertainty, or the unwarranted exposure leading to humiliation or loss of self-esteem.

Likelihood Harm Will Occur. The likelihood a breach may result in harm will depend on the manner of the actual or suspected breach and the type(s) of data involved in the incident. Social Security numbers and account information are useful to committing identity theft, as are date of birth, passwords, and mother's maiden name. If the information involved, however, is a name and address or other PII, the loss may also pose a significant risk of harm if, for example, it appears on a list of recipients patients at a clinic for treatment of contagious disease.

5. Ability of the Agency to Mitigate the Risk of Harm. Within an information system, the risk of harm will depend on how the agency is able to mitigate further compromise of the system(s) affected by a breach. In addition to containing the breach, appropriate countermeasures, such as monitoring system(s) for misuse of the PII and patterns of suspicious behavior, should be taken. Such mitigation may not prevent the use of PII for identity theft, but it can limit the associated harm. Some harm may be more difficult to mitigate than others, particularly where the potential injury is more individualized and may be difficult to determine.

--Enclosure L, Access Control--

1. Reference:

- a. AR 190-13, The Army Physical Security Program, 25 Feb 11.
- b. Army Directive 2014-05, Subject: Policy and Implementation for Common Access Card Credentialing and Installation Access for Uncleared Contractors, 7 Mar 14.
- c. HQDA EXORD 033-15 Installation Access (Directed Actions), 7 Nov 14.
- d. IMCOM OPORD 15-031, Implement Access Control Procedures at IMCOM Installations, 21 Nov 14.
- e. Fort Drum Visitor Control Plan, 15 Jan 15.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-21, Access Control, dated 08 November 2012.

3. Purpose: This guidance establishes basic procedures for granting access to Fort Drum, NY.

4. Concept: The entry procedures through the gates of Fort Drum are designed to protect the Soldiers, Family members, and Civilians residing, working on, or visiting the installation, while maintaining a proactive, effective, and secure posture. Access to Fort Drum is based on a bona fide need and the Force Protection Condition (FPCON) in effect at the time of entry. Personnel transiting Fort Drum access control points may experience delays while security personnel conduct background checks and/or implement the Random Antiterrorism Measures (RAM) program. Fort Drum security personnel use an access control system called RAPIDRCx to scan and verify identification (ID).

5. Applicability: This policy is applicable to all Soldiers, Family members, Civilian employees and visitors to the Fort Drum installation.

6. General:

a. Identification Cards:

(1) All personnel with DoD ID cards are required to produce that ID at the Access Control Point (ACP).

(2) Any adult with a DoD ID card can vouch for all other vehicle occupants under the Trusted Traveler Program (TTP). All other adult vehicle occupants are required to produce a photo ID for physical inspection and scanning.

(3) All personnel in a vehicle without an authorized DoD ID card holder must comply with additional processes and procedures to gain access.

(4) RAPIDGate credentials will allow contractors, sub-contractors, and vendors access to Fort Drum. All occupants in a vehicle must have RAPIDGate credentials to access without further processing.

--Enclosure L, Access Control--

(5) Increased FPCON measures will result in additional restrictions, delays and/or limitations in gaining access to the installation.

(6) Personnel entering Fort Drum for official or personal business may be directed to a specific gate due weather conditions, gate closures, construction, traffic volume, or changes to the FPCON.

b. Visitors:

(1) A visitor is defined as an individual who is invited to Fort Drum by a Soldier, Family member, DoD Civilian that do not possess a valid DoD ID card, RAPIDGate credential, or Local Pass.

(2) Visitors require a bona fide need to access the installation. Verification of this need will require an adult DoD ID card holder (Sponsor) to acknowledge and sponsor the non-ID card holder(s) to obtain access to Fort Drum.

(3) Sponsorship can be accomplished in person at the ACP or by submitting the Application for Sponsorship, IMDR-ESP Form 2, located at www.drum.army.mil.

(a) The form can be printed, filled in, signed, and faxed to **315-772-9173**.

(b) Dropped off in person at 10715 Mt Belvedere Blvd (MP Station), 2nd Floor, Room 223.

(c) The form can be filled in and signed electronically and emailed to usarmy.drum.imcom-atlantic.list-des-acp@mail.mil.

(d) Allow up to 72 hours for processing of all requests.

(4) Visitors (18 and over) are required to undergo a National Crime Information Center (NCIC) check, provide a valid photo ID, and vehicle registration with proof of insurance (if driving).

c. Visitor Passes:

(1) Passes for visitors are required for all visits unless riding in a vehicle with a DoD ID card holder utilizing the Trusted Traveler Program.

(2) Passes will be issued at Paul Cerjan Gate (I-781), Gas Alley Gate (Route 26), or Wheeler-Sack Army Airfield Gate, unless otherwise directed.

(3) Temporary passes can be issued to sponsored visitors for up to 30 days, if visitor receives clear NCIC check.

--Enclosure L, Access Control--

(4) Approved temporary passes will be available for pick-up at the Paul Cerjan Gate after a clear NCIC check is completed.

(5) Sponsors who submit the application in advance will be notified if an individual fails the NCIC check and is denied access.

(6) Personnel denied access may request an Application for Denial Waiver packet. Packets and instructions are available at Paul Cerjan, Gas Alley, or Wheeler-Sack Army Airfield Gates.

(7) Temporary passes over 30 days are currently not available due to lack of required equipment.

7. Point of Contact is the Chief of Physical Security, Directorate of Emergency Services at 772-3105.

--Enclosure M, Sub Master Key Usage in Single Soldier Housing (SSH) Barracks--

1. Reference: AR 420-1, Army Facilities Management, 12 Feb 08, RAR 24 Aug 12.
2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-17, Sub-Master Key Usage in Barracks, dated 8 November 2012.
3. Purpose: To establish guidelines for proper handling of sub-master keys in regards to SSH.
4. Concept: Sub-master keys are only for battalion-level management of barracks and to access SSH rooms for specific and approved reasons.
5. Applicability: This policy applies to all units assigned to Fort Drum, NY, with Soldiers living in permanent party barracks, and to First Sergeant Barracks Program (FSBP) 2020 management.
6. General:
 - a. Key accountability:
 - (1) Sub-master keys will be signed for by the battalion S-4, or commander's designated representative.
 - (2) Sub-master keys will remain secured and in a locked container. In the event they are used, the sub-master keys are to be immediately placed back into the container and locked.
 - (3) Sub-master keys will be accounted for AT LEAST daily or upon change of possession. A joint inventory of all keys will be conducted the next business day after a weekend with the outgoing SDO/SDNCO and the brigade S-4 or the commander's designated representative.
 - (4) The SSH branch personnel will conduct monthly accountability of sub-master keys to ensure compliance.
 - (5) Annual checks will be conducted by the Directorate of Emergency Services, Physical Security personnel.
 - (6) All discrepancies will be reported to the chain of command, and appropriate disciplinary actions initiated. Lack of control of sub-master keys and misuse of sub-master keys are punitive offenses, punishable by Uniform Code of Military Justice.
 - b. Approved uses of sub-master keys:
 - (1) Commander's safety, health and welfare check of Soldiers.
 - (2) Emergency situations, to include catastrophic maintenance issues. An example is a major water leak, when damage to property could occur.

--Enclosure M, Sub Master Key Usage in Single Soldier Housing (SSH) Barracks--

(3) Emergency situation when a Soldier is believed to be locked in their room and immediate access is required due to a potential life-threatening situation.

(4) A Soldier is locked out of his/her room and the SDNCO has made positive identification that the Soldier is assigned to the specific room. (The brigade FSBP 2020 team will provide an occupancy roster, in accordance with the positive identification procedure, on a weekly basis).

c. When sub-master keys have been used:

(1) The SDNCO will log in the Staff Duty Journal regarding the rooms he/she provided access, that includes the barracks room number opened, the name of the Soldier(s) living in the room, and the reason access was provided.

(2) Sub-master keys will be immediately returned to the key box and secured properly.

(3) The brigade FSBP 2020 teams will maintain a daily journal that includes the barracks room(s) opened, the name of the Soldier(s) living in that room, and the reason access was provided.

d. Unapproved uses of sub-master keys:

(1) Cannot provide access in a Soldier's absence for routine maintenance, deliveries, installation of cable television, internet or telephone service, or to other Soldiers who may have been granted permission to enter the room.

(2) Sub-master keys will not be used to place Soldiers in vacant rooms or to open rooms that are not signed for by the unit.

(3) Exception: The brigade FSBP 2020 team sub-master keys are authorized to provide access for routine maintenance, maintenance inspections and furniture repair or replacement.

e. Key type. Metallic sub-master keys will not be used in facilities where keyless entry is operational, except in the event of an emergency where the keyless system becomes non-operational and entry must be gained for life, health or safety reasons.

7. The point of contact is the, Chief of SSH, Public Works at 772-6004.

--Enclosure N, Energy Conservation--

1 Reference : AR 420-1 Chapter 22 Energy conservation

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-12, Energy Conservation, dated 8 November 2012.

3. Purpose: To educate Soldiers and civilian employees how to cut back on excess waste and be more energy conscious, and to provide them smart ways to cut energy consumption/costs.

4. Concept: The Army's Energy Conservation motto is "Conserve with Comfort and Common Sense," there is no reason to "freeze in the dark."

5. Applicability: Energy Conservation applies to all Soldiers and civilians assigned or attached to the 10th Mountain Division (Light Infantry) and Fort Drum.

6. General:

a. Fort Drum's utility bills for FY13 totaled \$18,442,000, electricity and natural gas were the major components. With the fiscal uncertainties coupled with the reduced base operations budget, these consumption levels cannot be sustained. Excessively hot building interior temperatures in the winter and excessively cool temperatures in the summer are uncomfortable, costly and waste energy. Saving energy needs to be part of our operating culture at Fort Drum.

b. Every day guidelines:

- (1) Shut off lights when you leave a room.
- (2) If you see something that is wasting energy, do an on-the-spot correction.
- (3) Don't prop doors open when the building/room is being heated or cooled.
- (4) Ensure maintenance facility overhead doors are not left open for extended periods when building is being heated/cooled.
- (5) Turn back temperatures when buildings/rooms are vacated.
- (6) Day of no scheduled activities are a unique opportunity to save energy. Liberal leave for civilian employees is encouraged.
- (7) Thermostats will be set back to the extent practical when rooms/buildings are unoccupied.

c. Winter heating season guidelines:

- (1) Responsible thermostat settings for winter/heating season are between 68F to 72F.

--Enclosure N, Energy Conservation--

(2) Do not open windows during heating season. Turn down thermostat when out of the room.

d. Summer cooling guidelines:

(1) Responsible thermostat settings for summer/cooling season are between 74F to 78F.

(2) Do not leave window air conditioning units running over night or when the room/office is unoccupied.

e. Unit Rear Detachments:

(1) Must collapse their footprint to minimum necessary.

(a) For a full BCT deployment, that minimum should only include BCT HQ and two BN HQ for shared admin space, one motor pool and barracks buildings sufficient to house rear detachment junior enlisted Soldiers.

(b) Coordinate with Public Works to shut off hot water, set back with reduced heat, shut down ventilation systems and exterior lighting systems for all unoccupied buildings.

(2) Rear detachments remain responsible for watching over their vacant facilities through winter months to prevent unattended facility frost damage.

f. Idling motor vehicles while parked waste energy and violate New York State Vehicle and Traffic Law, reference: New York State Vehicle and Traffic Law, section 1210, paragraph (a).

g. Training is available by contacting, 772-5433.

7. The point of contact is the, Directorate of Public Works, 772-5371.

--Enclosure O, Environmental Policy Statement--

1. Reference:

a. Executive Order 13423 (Strengthening Federal Environmental, Energy, and Transportation Management), January 24, 2007.

2. Purpose: To educate Soldiers, Family members, Department of the Army (DA) civilians of 10th Mountain Division (Light Infantry) and Fort Drum, Commanding General's Environmental Policy.

3. Concept: The 10th Mountain Division (Light Infantry) and Fort Drum, conducts base operations and mission functions to train, mobilize, sustain and deploy active and reserve component, combat-ready forces, and operates, maintains and repairs infrastructure and facilities to create a world-class installation.

4. Applicability: This policy is applicable to all Soldiers, Family members, DA civilians and local community members visiting the Fort Drum installation.

5. General:

a. Environmental Commitments:

(1) Comply with all applicable environmental policies, laws and regulations.

(2) Continually assess activities and services to determine environmental impacts and ensure those impacts are considered in environmental program objectives.

(3) Promote environmental awareness through training and publicity.

(4) Prevent pollution at the source wherever and whenever possible; and identify, research, and implement pollution prevention opportunities to reduce the use of hazardous materials and generation of municipal solid and hazardous wastes.

(5) Strive to fully integrate environmental considerations with training and mission requirements so that environmental awareness and compliance are complementary to mission success.

(6) The Environmental Management System is an organized, formal approach to managing an organization's environmental risks. All are encouraged to utilize this tool to support mission accomplishment and foster an ethic of environmental stewardship, partnership and sustainability.

b. Environmental compliance operation procedures can be found at <https://portal.drum.army.mil/garrison/pw/environmental/default.aspx>.

--Enclosure O, Environmental Policy Statement--

c. All personnel should be familiar with the impact of their job on the environment, and act accordingly to mitigate any negative impact.

d. Commanders/directors will ensure that copies are posted in offices, shops and work areas, as appropriate.

6. The point of contact is the Chief, Environmental Division at 772-5269.

--Enclosure P, Net Zero Solid Waste Policy--

1. References:

- a. Army Directive 2014-02 (Net Zero Installations Policy), January 28, 2014.
- b. Energy Independence and Security Act of 2007, Public Law 110-140.
- c. Energy Policy Act of 2005, Public Law 109-58.
- d. Executive Order 13514 (Federal Leadership in Environmental, Energy, and Economic Performance), October 5, 2009.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-14, Net Zero Solid Waste Policy, dated 8 November 2012.

3. Purpose: To inform Fort Drum Soldiers and civilians of the Net Zero Solid Waste Policy and provide information on living solid waste free.

4. Concept: This policy establishes the net zero solid waste program for the 10th Mountain Division (Light Infantry) and Fort Drum. This policy includes the organizational framework and approach, waste diversion goals, and performance standards necessary to comply with waste management regulations and executive order. Consequences for failing to comply with performance standards are identified.

5. Applicability: This memorandum pertains to all Soldiers and their Family members, assigned to the 10th Mountain Division (Light Infantry) and Fort Drum, tenant units assigned to the installation and all civilian employees.

6. General:

a. Net Zero Concepts and Waste Diversion Goals:

(1) **Net Zero Concept.** The Army faces significant threats to energy and water supply requirements, both at home and abroad. Addressing energy security and sustainability is operationally necessary, financially prudent, and essential to mission accomplishment. The Army's goal is to manage installations not only on a net zero energy basis, but also on a net zero water and net zero solid waste basis. The Army's net zero approach is comprised of five interrelated steps, reduction, re-purpose, recycling and composting, energy recovery and disposal. Disposal is the final step and last resort after the last drop of water, the last bit of thermal energy, and all other waste mitigation strategies have been fully exercised.

(2) **Net Zero Solid Waste.** A net zero solid waste installation is one that reduces, reuses and recovers waste streams, converting them to resource values with zero landfill over the course of a year. The components of net zero solid waste start with reducing the amount of waste generated, re-purposing waste, maximizing recycling of the waste stream to reclaim recyclable and compostable materials, recovery to generate energy as the by-product of waste reduction, with disposal being non-existent. A net zero waste strategy eliminates the need for landfills, protects human health, optimizes use of limited resources and keeps the environment clean.

--Enclosure P, Net Zero Solid Waste Policy--

(3) **Fort Drum Net Zero Waste Workgroup:** Within 120 days of the published date of this policy memorandum the Fort Drum garrison commander will establish a workgroups tasked with championing all major components of the net zero solid waste program. Net Zero workgroup will brief identified waste reduction and diversion opportunities to the Environmental Quality Control Committee (EQCC) quarterly.

(a) A net zero solid waste workgroup will be established to assist in identifying opportunities to reduce the amount of solid waste generated through review of acquisition processes and purchasing habits, analysis of supply procedures and contracting actions. This workgroup will link the procurement process (input) with waste generation (output) performing material flow analysis. The workgroup will be chartered to champion the re-purposing of solid waste as an alternative to disposal, expanding recycling and composting opportunities, and to review waste to energy and other alternative disposal methods. The workgroup will also develop and implement a marketing plan aimed at changing behavior and educating individuals on the critical importance of achieving net zero waste.

(4) **Fort Drum Waste Reduction Goals.** Solid waste diversion goals are identified in table 1.0. Actual Fort Drum waste diversion rates will be calculated on a quarterly basis and briefed at the EQCC by the Directorate of Public Works (DPW).

Waste Type	FY2012	FY2015	FY2018	FY2020	FY2025
Municipal Solid Waste	44%*	50%**	65%***	75%***	100%***
Construction & Demolition Debris	54%*	60%*	75%***	85%***	100%***

- * Department of Defense Sustainability Performance Plan Goal
- ** Executive Order 13514 Diversion Rate
- *** Fort Drum Senior Commander Net Zero Diversion Goals

b. Waste Management Performance Standards:

(1) **General.** The policy and goals established in paragraph 3 are management approaches for net zero waste success over the long term, but are insufficient to deal with the immediate solid waste challenge that confronts 10th Mountain Division (Light Infantry) and Fort Drum. Immediate action is needed to reduce our refuse disposal bill, comply with New York State (NYS) environmental conservation law, and to start to close the large gap that exists between our current solid waste landfill diversion rate (30%) and the 50% diversion rate mandated under Executive Order 13514 by no later than 2015. The 10th Mountain Division (Light Infantry) and Fort Drum, must do better when it comes to solid waste (refuse) diversion and recycling. Performance standards set forth in paragraph 4(b)-(i) are for immediate implementation. The

--Enclosure P, Net Zero Solid Waste Policy--

Mandatory Recycling Guide for Fort Drum is enclosed for guidance with each waste stream.

(2) Hazardous Materials. Improper disposal of hazardous materials/waste in refuse dumpsters places Fort Drum at risk of environmental fines and creates unacceptable safety risk to staff who cull these items from the refuse waste stream. Improper disposal of hazardous materials/waste can carry a fine of up to \$37,500 per day per violation. All military and civilian employees shall immediately refrain from discarding hazardous materials/waste in Fort Drum trash dumpsters. Collection of hazardous materials/waste shall be accomplished by calling "You Call-We Haul" at 772-6111.

(3) Off-Post Generated Refuse. In fiscal year 2014, it was estimated that 10% of all waste collected in Fort Drum refuse dumpsters came from off-post sources. This waste was inappropriately brought on post by military, civilians and contractors living in surrounding communities with access rights to Fort Drum. The extra disposal cost exceeds \$100,000 annually.

(4) Corrugated Cardboard. Disposal of corrugated cardboard in dumpsters is prohibited. Place corrugated cardboard in one of the 150 corrugated cardboard recycling receptacles located across the garrison. Costly refuse load rejection at the regional landfill is possible if loads contain excessive corrugated cardboard.

(5) Electronic Waste (E-Waste). Effective 1 January 2015, it is illegal to place any E-waste (i.e. computers, computer peripherals, televisions, and other electronics) in any dumpster or other curbside trash/recycle receptacle. Residentially generated E-Waste from Single Soldier Housing (SSH) and Fort Drum Mountain Community Homes (FDMCH) shall be turned in at the Fort Drum Solid Waste Transfer Station, Building P-11001. Effective 1 January 2012, the collection and hauling of E-Waste for disposal in landfills was prohibited under the NYS Electronic Waste and Refuse Recycling Act. Turn-in of all institutionally generated E-Waste (i.e. electronic waste generated while at work) shall be through the Directorate of Logistics Supply and Services Division Building P-4525.

(6) Rechargeable Batteries. Rechargeable batteries containing toxic chemicals harmful to the environment have been prohibited from disposal under the NYS Rechargeable Battery Disposal Act. All rechargeable batteries must now be recycled. All battery retailers in NYS now accept spent rechargeable batteries at no-cost to the consumer. Institutionally generated rechargeable batteries (the batteries generated at work) shall be turned in for recycling by calling "You Call-We Haul" at 772-6111. The FDMCH and SSH residents have the option of dropping off rechargeable batteries at Building P-11144 during posted turn in hours or using the retail battery take back programs available in surrounding communities.

(7) Plastic, Glass, Metal Cans, Office Paper, Newspaper. Failure to recycle consumes raw materials and electricity required to manufacture new plastic, glass,

--Enclosure P, Net Zero Solid Waste Policy--

paper and aluminum products. Fort Drum offices and buildings are equipped with collection bins with scheduled pick up by DPW. Recycling in offices throughout Fort Drum is mandatory. Do not place returnable bottles/cans in the regular trash, place in appropriate recycling containers (metals, glass, plastics) to be recycled. All SSH residents are responsible for carrying recyclables to the recycling centers within their campuses and separating materials according to categories identified on the self-serve recycling center. Recycling is mandatory in SSH.

(8) Wood Pallets. Recycling wood pallets is mandatory. Soldiers and civilians alike will refrain from throwing pallets in our trash dumpsters. All wooden pallets will be turned in at the Fort Drum Solid Waste Transfer Station, Building P-11001.

(9) Household Hazardous Waste (HHW). Soldiers and civilians alike will refrain from HHW in our trash dumpsters. The DPW has established a comprehensive household hazardous waste collection program for use by FDMCH and SSH residents. All FDMCH and SSH residents are strongly encouraged to participate in available household hazardous waste collection programs. All HHW can be turned in at building P-11144 for proper disposal.

(10) Textiles. The DPW has established a comprehensive textile recycling program for use by all Fort Drum personnel. All Fort Drum personnel are strongly encouraged to participate in the textile recycling program. Textiles must be clean and dry, examples are: all footwear, all clothing, all linens, purses, accessories (duffle bags, belts, gloves, ties, scarves, and bathrobes). There is currently three textile drop off sheds; Fort Drum Recycle Center Bldg 6000 Guard Lane, Fort Drum Thrift Shop Bldg P-55 and the Fort Drum PX parking lot. Drop off sheds are designated yellow for easy identification. www.fortdrumrecycles.com.

7. Consequences of Improper Disposal. All Officers, NCOs and civilian supervisors must become familiar with this policy and ensure that all subordinate Soldiers/employees understand and adhere to it. Improper disposal of hazardous materials, hazardous waste, medical waste, E-Waste, or batteries by an active duty Soldier will subject the Soldier to any and all sanctions available to the commander, including the Uniform Code of Military Justice. Civilian employees who commit these same infractions will be held to all available sanctions identified in the table of penalties with referral to the federal judge magistrate. In the event inappropriate materials are discovered in dumpsters, Fort Drum law enforcement officials will be notified. The dumpsters will not be emptied by the DPW crew until such waste is removed. It is the responsibility of units/organizations to remove recyclable or inappropriate materials from the dumpsters.

8. The point of contact is the Chief, Environmental Division at 772-5269.

--Enclosure Q, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNAs) and Exceptions to Policy (ETPs) for BAH of Geographic Bachelors in Unaccompanied Housing (UH)--

1. References:

Army Regulation (AR) 420-1, Army Facilities Management, 24 Aug 12.

2. Supersession: This enclosure supersedes and replaces Installation Policy Memorandum 12-18, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CAN) and Exceptions to Policy (ETP), dated 9 November 2012

3. Purpose: This policy establishes the rules and procedures which govern the processing of CNAs and ETPs when Soldiers want to depart from UH on Fort Drum and request authorization to reside off post and draw BAH. When requesting any of the below listed entitlements, CNAs or ETPs to reside off the installation and draw BAH, a request packet must be submitted by the Soldier's chain of command to the Single Soldier Housing Branch for tracking and/or processing.

4. Concept: Single Soldiers are to reside in their assigned UH while assigned to Fort Drum. There are exceptions that could allow single Soldiers to be eligible to receive without dependent BAH. Soldiers need to ensure they follow proper procedures in determining BAH eligibility so they do not put themselves in a financial hardship.

5. Applicability: This policy is applicable to all Soldiers assigned or attached to Fort Drum.

6. General: BAH entitlements, in accordance with AR 420-1, are authorized when a Soldier meets one or more of the following criteria listed below. Public Works, Housing Division, is the approval authority for the following circumstances:

a. Is assigned to a law enforcement, Criminal Investigation Division, or counterintelligence unit and cannot be billeted IAW AR 420-1. The Soldier must have a memorandum signed by their Commander requesting the Soldier be released from UH and authorized BAH and orders assigning Soldier to Fort Drum.

b. Is pregnant. Pregnant Soldiers must have a memorandum signed by their Commander or authorized representative releasing the Soldier from UH; a Department of the Army (DA) Form 3349 with delivery due date signed by an authorized medical authority, and orders assigning the Soldier to Fort Drum. If after moving out of UH, the Soldier does not deliver the child, they must return to UH as soon as their lease or other housing arrangement allows.

c. Has purchased a home near the installation prior to assignment notification. The Soldier must have a memorandum signed by their Commander or authorized representative releasing the Soldier from UH; a copy of the mortgage or deed, and orders assigning Soldier to Fort Drum.

--Enclosure Q, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNAs) and Exceptions to Policy (ETPs) for BAH of Geographic Bachelors in Unaccompanied Housing (UH)--

d. Is married to another Soldier or service member residing at Fort Drum or within a 50 mile radius. The Soldiers must show a copy of the marriage certificate and orders assigning both individuals to the area.

e. Is married to another Soldier or service member that is departing service. The Soldiers must show a copy of the orders of spouse departing service, marriage certificate, lease agreement (if applicable) and orders assigning Soldier to Fort Drum.

f. Is in a lease prior to Civilian spouse service enlistment. The Soldier must show a copy of the orders of spouse entering service, marriage certificate, lease agreement and orders assigning Soldier to Fort Drum.

g. Has court ordered residential (physical) custody of a dependent child or children for more than six consecutive months during the year. The Soldier must submit a memorandum signed by their Commander requesting the Soldier be released from UH; a copy of the court order, and orders assigning the Soldier to Fort Drum. An order simply stating the parties have "joint custody" is insufficient to determine eligibility for BAH for housing. If the order states the parties have joint custody, the order must further state the Soldier has residential (or physical) custody for more than six consecutive months during the year to be eligible for BAH. Documentation establishing paternity or child support requirements will not justify receiving full BAH for housing purposes. Eligibility for housing is determined by residential custody (physical custody). Court ordered paternity and child support payments authorizes the Soldier BAH DIFF only. This should be submitted to Finance on a DA Form 5960 with supporting documents.

h. Has a signed lease from prior marriage. A Soldier who is bound by an existing lease from a prior marriage (now divorced) must submit a memorandum signed by their Commander or authorized representative; the finalized divorce decree; the current lease; and orders assigning Soldier to Fort Drum.

i. Promoted to SSG/E6 while residing in UH. The Soldier must clear their barracks room and present their promotion orders, orders assigning them to Fort Drum and their barracks clearing form to the Finance Office to start BAH without dependent.

7. Exceptions:

a. For all other circumstances not covered above, a Soldier requesting to depart UH and receive BAH will submit a memorandum from their Commander or designated representative that has been endorsed by their chain of command to the Brigade level (including the Command Sergeants Major); orders assigning the Soldier to Fort Drum; and any other documentation to support and justify the "special circumstances" request. The Garrison Commander is the approving authority for all ETPs other than stated in the General topic # 6 of this policy. ETPs for special circumstances or additional

--Enclosure Q, Basic Allowance for Housing (BAH) Entitlements, Certificates of Non-Availability (CNAs) and Exceptions to Policy (ETPs) for BAH of Geographic Bachelors in Unaccompanied Housing (UH)--

reasons will only be granted when a unique set of circumstances causes the Garrison Commander to determine that an ETP is in the best interest of both the Soldier and the mission. The Garrison Commander will consider the circumstances that caused the Soldier to be in the situation prior to approving an ETP.

b. A CNA certifies that barracks space is not available and the overall Fort Drum Garrison occupancy rate is 95% or greater. The Garrison Commander will not issue CNAs based on Brigade occupancy rates. Approval of CNAs will be based on the occupancy rate for the entire installation. The Garrison Commander is the approval authority for all CNAs.

c. Soldiers entitled to BAH with Dependent may not be assigned UH. The Garrison Commander may grant ETPs for housing Geographic Bachelors in UH. The ETP requests require a Commander's memorandum endorsed by the chain of command to the Brigade level (including the Command Sergeants Major) explaining why the request is justified; orders assigning the Soldier to Fort Drum; and any other supporting documentation justifying why the Soldier already receiving BAH needs to live in UH.

7. Point of Contact is the Chief, Single Soldier Housing, Public Works Housing Division at 772-6004.

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

1. References:

- a. AR 40-3, Chapter 17 – Placement and Use of Automatic External Defibrillators on Army Installations and Within Army Facilities.
- b. Public Law 106-505, Cardiac Arrest Survival Act, 13 November 2000.
- c. Guidelines for Public Access Defibrillation in Federal Facilities, 66FR 28495-28501.

2. Purpose:

a. To prescribe the responsibilities, procedures, use, care, training and maintenance of Automatic External Defibrillators (AED) on the installation in accordance with AR 40-3, Chapter 17.

b. PAEDs make it possible to deliver defibrillation quicker than the traditional Emergency Medical System (EMS). The term "public access" device means any person(s) witnessing an event should be able to use a PAED and their actions are protected under "Good Samaritan" Law, unless specified under state/local provisions. For the purpose of this program, the tenant units being assigned PAEDs will meet the criteria of ARs and public law.

3. Applicability:

a. Applies to all directorates, tenant units, activities, and personnel who may potentially use AEDs and are appropriately credentialed.

b. Does not apply to Medical Activity health care personnel that fall under operating instructions and medical policies.

c. Does not apply to emergency response personnel that are health care professionals, are subject to medical protocols, and are under the direction of a medical director.

4. **Background.** Cardiac arrest is defined as ventricular fibrillation, a disorganized erratic electrical signal from the heart that causes the heart to stop pumping blood effectively. This is not to be confused with a heart attack in which blood flow to parts of the heart (and body) is interrupted. AEDs are devices that analyze the heart's rhythm and, if necessary, tell the AED user to deliver an electrical shock. The electrical shock, called defibrillation, may help the heart to re-establish its normal rhythm. AEDs are easy to use and will not administer a shock unless necessary. It is vital to survivability that the heartbeat be re-established as soon as possible to avoid any permanent damage or death. The Cardiac Arrest Act of 1999 and the Cardiac Arrest Survival Act of 2000 are two legislative actions that prompted the Secretary of Health and Human Services to recommend deployment of AEDs in federal buildings.

5. **Procurement of AEDs and Supplies.** Each facility manager will determine the need for an AED in conjunction with a representative from Directorate of Emergency Services

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

(DES), Fire and Emergency Services (FES) Division. FES Division representative will provide guidance and direction on what AEDs and supplies are to be purchased by the agency.

6. Placement:

a. Facility managers will work with the FES Division representative on determining placement.

b. Placement of AEDs will be assessed using the Department of Health and Human Services recommendations:

- (1) Area with large numbers of people.
- (2) DES/EMS response times.
- (3) Consider number of visitors.
- (4) Strenuous areas of work, i.e. workout rooms, pool/beach areas.
- (5) Uniformity of AED.

7. Responsibilities:

a. Garrison Commander (GC). The GC will have the overall responsibility for the program.

b. MEDDAC Commander or Director of Health Services:

(1) Designate, in writing, a physician as the Public Access Defibrillator Program subject matter expert.

(2) Evaluate the AED program annually.

(3) Recommend improvements and changes.

(4) Review AED use reports and monitor patient outcomes as they occur.

(5) Provide medical oversight, and maintain a quarterly AED use report.

(6) Provide training opportunities for installation personnel.

(7) Recover any data from a used AED; submit all permanent information to the receiving hospital.

(8) Maintain rescue data from each AED used.

c. DES. Designate a representative from FES to provide guidance.

d. FES Division:

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

- (1) Develop and implement Public Access Defibrillator Program.
 - (2) Provide technical assistance to ensure compliance of the program.
 - (3) Ensure the program complies with all national recognized standards, Department of Health protocols, Department of Defense regulations and ARs.
 - (4) Provide guidance and direction on purchasing of AEDs, supplies and ensure, to the extent practicable, the standardization and interoperability of all AEDs.
- e. Tenant agency, organizations, or units:
- (1) Appoint an AED coordinator in writing.
 - (2) Purchase and maintain AEDs and supplies per manufacture specifications. All AEDs and supplies will be purchased through MEDDAC, Medical Supply, by submitting the DA 1687 Form to Medical Supply.
 - (3) Conduct quarterly inspections of AEDs to ensure availability and operability.
 - (4) Ensure all units are located in an area that is accessible and known by all AED users.
 - (5) Designate AED users in writing and ensure they are properly trained in first aid, CPR, AED use and specific manufacturer training on the AED procured.
 - (6) Annual training shall be provided to all designated AED users. Documentation of training shall be maintained by the AED coordinator.
 - (7) Upon use of an AED, local EMS must be notified immediately. MEDDAC Public Access Defibrillator Program subject matter expert representative shall be notified of AED use within 24 hours of discharge by FORM (enclosure).
 - (8) AEDs shall be inspected and maintained in accordance with the manufacturer's instructions. An inspection/maintenance log shall be maintained for each AED.
 - (9) Each office with an AED should make team members aware of the AEDs capabilities and location, as well as the personnel trained in its use and their location.
 - (10) Maintenance. Each organization is responsible for their AED unit.
 - (11) Repair. Any and all costs associated with maintenance and repair is the responsibility of each organization.

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

(12) Upon use of an AED, the facility manager will ensure that the AED is immediately provided to the MEDDAC Public Access Defibrillator Program subject matter expert representative to pull the rescue data from the AED for record keeping.

8. The point of contact for this policy memorandum is the Fort Drum Fire Chief, DES at 772-5347.

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

Encl 1

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) USE REPORT

Name: _____ Age: _____ Gender: M/F (circle one)

Address: _____

City, State, and Zip: _____

When Incident occurred date/time: _____

Where Incident occurred, location: _____

Upon arrival of 1st responder:

Breathing: Y/N (circle one)

Pulse: Y/N (circle one)

Upon arrival of EMS:

Breathing: Y/N (circle one)

Pulse: Y/N (circle one)

CPR performed: Y/N (circle one) Number of Defibrillations: _____

Witnesses: _____

Complication/Other Factors: _____

Narrative: Critique of AED Program: _____

AED User: _____ Date: _____

-- Enclosure R, Public Automatic External Defibrillator (PAED) Program--

Encl 2

Fort Drum

Automatic External Defibrillator Program

Facility: _____

Facility AED Coordinator: _____

Make & Model: _____

In Service Date: _____

Serial#

Location: _____

In Service Date: _____

Make & Model: _____

In Service Date: _____

Serial#

Location: _____

In Service Date: _____

Make & Model: _____

In Service Date: _____

Serial#

Location: _____

In Service Date: _____

.....

Authorized Operator(s)

-- Enclosure S, Sale and Consumption of Alcoholic Beverages--

1. Reference. Military, Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, AR 215-1, chapter 10.

2. Purpose. To establish policies and procedures for the sale and consumption of alcoholic beverages at Fort Drum. Alcoholic beverages are considered to be any potable beverage containing any amount of ethyl alcohol including wines, malt beverages, and distilled spirits.

3. Scope:

a. This applies to all military members, including Reserve and National Guard personnel, Family members, Civilian employees, contractor employees, visitors, private organizations, and guests on the Fort Drum military reservation.

b. This regulation is punitive. Military personnel who violate the provisions of this regulation are subject to prosecution pursuant to the Uniform Code of Military Justice. All other violators are subject to administrative actions including, but not limited to, ejection from the military reservation and bar from re-entry. Persons who violate federal or state laws may be prosecuted by Civilian authorities.

4. General:

a. The minimum drinking age at Fort Drum is aligned with New York State and is 21.

b. No person subject to this regulation will make alcoholic beverages available in any form to persons under 21 years of age.

c. A person under age 21 may consume (not purchase or possess) an alcoholic beverage as part of: a bona fide religious ceremony; in connection with a culinary class performed by an accredited institution; or when given by a parent or legal guardian of the person under age 21. Alcoholic beverages are not authorized at unit parties, whether the units are assigned to Fort Drum or on Fort Drum for training, without the prior approval of their battalion commander. At unit parties where alcoholic beverages are available, commanders will ensure:

(1) Persons under 21 years of age do not consume alcoholic beverages.

(2) All participating Soldiers are in a non-duty status.

(3) Non-alcoholic beverages are also available at the party.

(4) Proper controls are in place to prevent drunk driving.

d. Military personnel will not consume alcoholic beverages while on duty or while in uniform during a normal duty day (0700-1600).

-- Enclosure S, Sale and Consumption of Alcoholic Beverages--

e. Alcoholic beverages are not authorized at directorate parties, without the prior approval of their director. Directors must apply the same rules as outlined in paragraph c (1) through (4) above.

f. Alcoholic beverages will not be sold, used, consumed, or permitted in or around these premises.

- (1) Auto Craft Center.
- (2) Youth Activities Center.
- (3) Child Care Centers.
- (4) Multi Purpose Auditorium.
- (5) Gymnasiums and Fitness Centers (except during special unit or Family and Morale, Welfare and Recreation (FMWR) sponsored social functions.
- (6) Post Library.
- (7) Education Center.
- (8) Administrative Offices, Storage and Maintenance Buildings.
- (9) Dental and Medical Clinics.
- (10) Public places such as roads, sidewalks, parking lots, etc.
- (11) Training Areas.

g. Exceptions to this regulation may only be granted by the Garrison Commander. Requests for exception will be submitted through the FMWR director for the Garrison Commander.

h. Alcoholic beverages will not be consumed while in any vehicle or aircraft owned or leased by the government. In accordance with New York State law, open containers of alcohol will not be transported in any vehicle on this installation. Alcoholic beverages will not be transported in military vehicles. Exceptions may be granted when such transportation is involved with an already approved unit party.

i. Malt beverages (beer and ale only) may be carried and consumed by military and Civilian personnel, 21 years and over, at the following recreation areas:

- (1) Remington Park (not to include swim beach area).
- (2) Outdoor sports facilities.
- (3) Parks and Recreation adventure areas.
- (4) Better Opportunities for Single Soldiers picnic areas.
- (5) Lodging recreation areas.
- (6) Special social events (MountainFest and major community sponsored) and physical fitness centers, dining facilities, LeRay Mansion when approved by the Garrison Commander.
- (7) Special areas authorized by the Garrison Commander on a one-time basis.

j. Authorized personnel may only purchase alcoholic beverages for personal use (includes use of immediate Family). They will not sell or give alcoholic beverages as

-- Enclosure S, Sale and Consumption of Alcoholic Beverages--

gifts to people who are not themselves eligible to purchase such beverages. This does not prevent the serving of guests, 21 years or older, under a host/guest relationship.

k. Enlisted personnel living in the unit barracks. Keg beer is not authorized in the barracks. Soldiers who are 21 years of age or older may possess or drink alcohol in the barracks. Consumption or possession by those under age 21 is prohibited by law. It is also unlawful to provide alcoholic beverages to those under 21. Suppliers of under-age drinkers will be held accountable for their part in this illegal act. If commanders detect a problem with a certain individual, tighter controls on amounts of alcohol may be imposed on that Soldier. This will be done in concert with other measures, such as counseling, to help the Soldier. I urge every Soldier who drinks alcohol to do so responsibly.

l. Military personnel residing in Fort Drum Mountain Community Homes, The Timbers, Guest Housing, InterContinental Hotels Group, LeRay Mansion, rental cottages or cabins etc. are authorized to possess and consume alcoholic beverages in their quarters. Alcoholic-related incidents which occur at or after a party in quarters are the host's responsibility.

m. Parties or functions at DFMWR facilities on the installation that serve alcoholic beverages must offer nonalcoholic beverage as an alternative.

5. Authorized Retail Activities: No alcohol will be sold from any establishment between the hours of 2400-0800. The following activities are authorized to serve and sell alcoholic beverages in accordance with AR 215-1, chapter 10-3. Alcoholic beverages will not be sold by the glass by the activities listed below before 1600 hours on any normal duty day to on duty Soldiers or Civilians, unless an exception is granted by the Garrison Commander:

- a. Commons Club.
- b. Bowling Center.
- c. Package Beverage Store (Class VI).
- d. AAFES Operated food service facilities.
- e. AAFES Main Exchange.
- f. AAFES Branch Exchanges.
- g. AAFES Shoppettes.

6. Responsibilities of Retail Activities: It is the responsibility of each selling activity to control the sale of serving alcoholic beverages:

a. Written policies and procedures will be issued to enforce the minimum drinking age. Policies will include, as a minimum, the checking of valid picture identification cards to ensure the individual meets minimum drinking age.

b. All individuals selling or serving alcoholic beverages have the responsibility to refuse service to patrons who appear intoxicated.

-- Enclosure S, Sale and Consumption of Alcoholic Beverages--

c. The minimum drinking age and state laws governing the transportation of alcoholic beverages will be prominently posted in each facility listed in paragraph 5.

d. No bulk sale of alcoholic beverages (six pack of beer or bottle or liquor) is permitted in a bar/lounge facility. Wine by the bottle may be served only in the dining rooms of facilities listed in paragraph a-d, above.

--Enclosure T, Polystyrene Ban--

1. References:

a. Army Directive 2014-02 Net Zero Installation Policy and DoD Green Procurement Program

2. Purpose. Reduce non-degradable and non-recyclable solid waste.

3. Concept. Takeout food packaging constitutes a large source of litter throughout the installation and greater community. It is in the interest of all who live, work and conduct business on the Fort Drum installation to make this ban effective immediately.

4. Applicability. This policy applies to all commands, contractors, tenants and all directorates located on or working within the Fort Drum installation boundary. This also applies to all personnel who solicit and award contracts administered on Fort Drum or any supporting contracts. Polystyrene food service wares are prohibited for retail at Army Air Force Exchange Service (AAFES), Base Supply Center (BSC), Defense Commissary Agency (DeCA) and any supporting tenants on Fort Drum.

5. General:

a. Under Army Directive 2014-02 Net Zero Installation Policy and DoD Green Procurement Program source reduction is the highest level of the Net Zero Waste hierarchy; therefore, it is the first course of action in reducing the installation's waste stream and specific materials in it.

(1) Solid waste that is non-degradable or non-recyclable poses an acute problem for any solid waste management program that is concerned with public health, the environment, sustainability and fiscal responsibility. Expanded polystyrene foam food service products make up a significant volume of food service waste across Fort Drum boundaries that are non-compostable and nearly impossible to responsibly recycle.

(2) Polystyrene food service wares are designed to have a useful life of minutes to hours but continue to damage our environment for thousands of years. Polystyrene is made from a petroleum by-product, a non-sustainable, non-renewable, heavily polluting and fast disappearing commodity. Takeout food packaging constitutes a large source of litter throughout the installation and greater community. It is in the interest of all who live, work and conduct business on the Fort Drum installation to make this ban effective immediately.

b. This requirement applies to all foods eaten at a business, packaging leftovers, "to go" orders or takeout food containers within the Fort Drum installation boundary. Food service packaging means all bags, sacks, wrapping, containers, bowls, plates, trays, cartons, cups, straws and lids which are not intended for reuse, in which any foods or beverages are placed or packaged on a restaurant's or retail food vendor's premises.

--Enclosure T, Polystyrene Ban--

(1) Contractors: limited duration service contracts, temporary/seasonal food service vendors, caterers and event food vendors are required to follow all directives in this policy and are not exempt. The only exemptions awarded will be made by following the exemption policy outlined in #5.



(2) Polystyrene foam food packaging/wares refer to any food packaging which contains any polystyrene foam. Polystyrene food service wares are generally marked with #6 PS designation, often within a chasing arrows symbol.

c. No restaurant, food vendor or retailer will provide prepared food to its customers in any polystyrene foam food packaging nor will any restaurant, food vendor or retailer purchase, obtain, or keep any polystyrene foam food packaging for such purposes. Prepared food means food or beverages which are prepared on the vendor's premises by cooking, chopping, slicing, mixing, freezing or squeezing, and which requires no further preparation to be consumed. Prepared food does not include any raw uncooked meat product or fruits or vegetables which are not chopped, squeezed or mixed.

(1) Any business, organization, establishment or person(s) selling or distributing food, located on or working within the Fort Drum installation boundary, must use food service packaging that is degradable or recyclable. Food packaging in which food is provided to customers, or which is kept, purchased or obtained for this purpose, must meet the minimum requirement of fifty percent recyclable or degradable content by volume.

(2) Food packaging at any Fort Drum sponsored event must be recyclable or degradable. All Fort Drum events will provide recycling receptacles for all pertinent materials generated at said event.

(3) Products that are degradable or recyclable offer environmentally sound alternatives that add value and revenue to a sustainable solid waste management program. Restaurants and all other vendors selling food at retail must use only paper, cardboard, aluminum or recyclable plastic cups, plates, bowls or trays. Recyclable plastic containers marked with the chasing arrows symbol #1-5 and #7 are acceptable.

(4) Each restaurant shall maintain written records evidencing its compliance with these requirements. All statements and documents in regards to this requirement must be made available for inspection, up to 1 year from their purchase date. Restaurant is defined by this policy as any establishment located within the Fort Drum installation boundaries that sell prepared food to be eaten on or about its premises by customers (including catering, food trucks, vendors, retail, vending machines, etc.).

d. No retailer like AAFES, DeCA, BSC or any other retailer within the Fort Drum installation boundaries will continue to carry, provide or sell polystyrene foam food service packaging effective 30 days from the date of this policy memo. This will give

--Enclosure T, Polystyrene Ban--

time to sell stock already purchased. All ordering of said materials should stop immediately.

e. Exemptions: Any item or type of food packaging which are banned by this document may become exempt from this ban, upon showing that the item or type has no acceptable non-polystyrene foam equivalent and that imposing the requirements on that item or type would cause undue hardship. Said documentation will include a list of suppliers contacted to determine if non-polystyrene foam substitutes are available. All requests and documentation for an exemption must be put in writing and addressed to the Fort Drum Garrison Commander.

Existing contracts exemptions. Food packaging required to be purchased under a contract entered into prior to this dated policy is exempt with proper documentation until such a time that the supply is diminished or the contract period is ended.

f. Recycling and Waste Receptacles: Each restaurant and food vendor will establish separate receptacles for each type of recyclable food packaging waste generated on premises, including, but not limited to, glass, cans, cardboard, plastic and paper. See www.fortdrumrecycles.com for all recyclable categories.

g. The Fort Drum Net Zero Waste Working Group will assist any restaurant, vendors, food service providers, event coordinators, etc., into researching substitutions for foam food service products that conform to these guidelines. Upon request, the working group will provide assistance in planning for recycling and waste receptacles at any venue.

6. The point of contact is the Chief, Environmental Division at 772-5269.

--Enclosure U, Electronic Cigarette (E-Cigarette) Use--

1. References:

- a. Army Regulation (AR) 600-63, Army Health Promotion, 7 May 07, (Rapid Action Revision, 7 Sep 10).
- b. 21 U.S.C. 321 (rr) (1).
- c. 18 U.S.C 13 (Assimilative Crimes Act).

2. Purpose. To provide guidance regarding the use of e-cigarettes. Because this policy defines e-cigarettes in the same category as tobacco products, their use is restricted as outlined in AR 600-63, para 7-3, Policy for Controlling Tobacco Use. Commanders and directors also need to be aware that these devices could be used to discreetly deliver substances other than nicotine (e.g., hemp oil, honey butane oil, pure liquid THC or alcohol.)

3. Concept. This is to alert all military and Civilian personnel about the safety concerns regarding a new type of nicotine delivery device, e-cigarettes, and to establish local policy. The policy does not cancel or supersede other instructions wherein tobacco use is controlled because of fire, explosive, or other safety considerations.

4. Applicability. This policy applies to all military and Civilian personnel, including appropriated and non-appropriated fund employees, as well as Family members, visitors, volunteers or contractors working on or visiting installations.

5. General:

a. E-cigarettes, also known as "e-cigs" or "vapors" vaporize liquid nicotine and flavoring, producing a vapor that is inhaled by the user. This is done by using the unit's three main components: the battery, atomizer/cartomizer (also known as the heating element) and the e-liquid.

(1) "E-cigs" are battery-operated devices that look like conventional cigarettes. The e-cigarette contains a cartridge pre-filled with nicotine and flavoring which is delivered to the user as a vapor.

(2) "Vapors" are battery-operated devices that look like pens or small flashlights that have clear containers with visible e-liquid. The vapor that is inhaled is primarily vaporized nicotine, propylene glycol, glycerin and natural and/or artificial flavoring. The nicotine level and flavor differ based on the user's choice. Water vapor is emitted from the end of the device to mimic the appearance of smoke.

b. Due to the nature, appearance, and safety concerns of electronic cigarettes, under this policy, they are considered to be in the same category as tobacco products.

--Enclosure U, Electronic Cigarette (E-Cigarette) Use--

whose use is governed by AR 600-63, Army Health Promotion, Chapter 7, Environmental Health. Because this policy defines e-cigarettes in the same category as tobacco products, their use is restricted as outlined in AR 600-63, para 7-3, Policy for Controlling Tobacco Use. There are no health warnings on these products similar to those seen on conventional cigarette packages.

c. Current restriction by the Food and Drug Administration (FDA) and other regulating bodies prohibit manufacturers from making any health claims about e-cigs or vapors. However, advertisements claim e-cigarettes only include the additive propylene glycol and/or glycerin, a non-toxic, oil based humectant which is typically found in food coloring and cake mixes.

d. E-liquids and cartridges range in levels of nicotine from 0mg to 36 mg. Manufacturers offer cartridges for e-cigarettes with decreasing levels of nicotine with the idea that they can be used to help someone quit smoking. No studies have been conducted to demonstrate the safety or effectiveness of these products as tobacco cessation aids and they are not approved by the FDA as a tobacco cessation device.

e. Violation of this policy by military personnel is punishable as an offense under Article 92 of the Uniform Code of Military Justice. Violation by any other person may subject the violator to adverse administrative action, debarment from the installation, and/or prosecution under reference c above.

6. Point of Contact, Army Substance Abuse Program office at 315-772-6701.

--Enclosure V, Child Supervision Policy --

1. References:

- a. Memorandum, HQ CFSC-CYS, July 2000, subject: Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.
- b. AR 608-10, Child Development Services, 15 July 1997.
- c. RAR 608-18, Family Advocacy Program, 30 October 2007/RAR 13 September 2011.
- d. RAR 608-75, Exceptional Family Member Program (EFMP), 22 November 2006/RAR 24 February 2011.
- e. New York Family Court Act, Articles 3, 7 and 10.
- f. New York State Bill S2192 (Unattended Children in a Motor Vehicle), 29 February 2012

2. This memorandum supersedes and replaces Garrison Policy Memorandum 10-12, Parental Responsibilities and Supervision for Children and Youth, 9 Dec 10.

3. Purpose. This policy imposes requirements for the supervision and safety of children on Fort Drum as outlined in the above references. This policy memorandum outlines guidance to:

- a. Protect the safety of children and young teenagers by ensuring they are not unsupervised on a reoccurring basis.
- b. Safeguards others from risks associated with children and young teens being unsupervised in housing/common areas, e.g., improper playing with matches or weapons.
- c. Minimize installation property damage, e.g., vandalism that occurs when school age children and young teens are unsupervised.
- d. Reduce Soldier, Civilian and Family member lost duty time due to child/youth misconduct through lack of supervision.

4. Applicability:

- a. This policy applies to all Civilian and military personnel at Fort Drum or assigned to Fort Drum. A violation of this policy subjects military personnel to disciplinary action under the Uniform Code of Military Justice. Violation of this policy may also subject

--Enclosure V, Child Supervision Policy --

personnel to criminal prosecution, civil liability, or termination by Mountain Community Homes of housing privileges on the installation.

b. Sponsors are inherently responsible for the health, welfare, and safety of minor Family members at all times. Sponsors will ensure Family members comply with the provisions of this policy. The sponsor's chain of command is responsible for the sponsor and Family members assigned or attached to their command or agency.

c. In all cases, interpretation of this policy will be made in favor of the child's safety and protection.

d. No child will be left unattended under circumstances involving potential or actual risk to the child's health and safety.

e. Chronological age will take precedence over child's grade in school.

f. Individuals should refer to the Age Matrix (Enclosure 1) for minimum standards for use in making decisions involving safety and proper supervision of children.

g. A "supervisor" is any person in 8th grade (13 years of age or older) who is in a supervisory role and can provide adequately for a child's welfare and safety in all circumstances deemed appropriate.

h. Child supervisory guidelines are as outlined in the age matrix Enclosure 1.

(1) Sponsors will ensure their children do not fire air rifles, pellet guns, BB guns, shoot arrows, operate motor driven planes, or play with any other type of dangerous objects which are hazardous to personal safety or property in areas not specifically designated. Use of any type of fireworks is strictly forbidden.

(2) All children alone in quarters, regardless of age, must have access to a parental designated adult who is available in the event of emergencies. All children must have the supervising adult's work, home, and necessary emergency phone numbers, and the designated adult must be within the local area. Children who are not under direct supervision should know, at a minimum, what to do in case of an emergency (i.e., injury, fire, assault, parents not returning as expected, etc.). The local area is defined as an area or location that is no more than one hour away by car.

(3) Parents whose children, for whatever reason, such as EFMP, need closer supervision than required in paragraph four of this policy memorandum must take appropriate steps to ensure that their children are properly supervised.

--Enclosure V, Child Supervision Policy --

5. A person is guilty of endangering the welfare of a child when:

a. He/she knowingly acts in a manner likely to be injurious to the physical, mental, or moral welfare of a child less than 17 years old, or directs/authorizes such child to engage in an occupation involving a substantial risk of danger to his life or health.

b. Being a parent, guardian, or other legally charged individual with the care or custody of a child less than 18 years old, he/she fails or refuses to exercise reasonable diligence in the control of such child to prevent him/her from becoming an "abused child," a "neglected child," a "juvenile delinquent," or a "person in need of supervision" as those terms are defined in Articles 3, 7 and 10 of the Family Court Act.

6. Point of contact, Director of Family and Morale, Welfare and Recreation at 315-772-5685.

--Enclosure V, Child Supervision Policy --

Enclosure – 1

AGE MATRIX

1. Parents are responsible for the welfare and safety of children in the military community.
2. Each child is unique. Personality, environment, developmental progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. The following are minimum community standards; under no circumstances will these guidelines be reduced. Parents are still required to assess their child and, if necessary, raise the age limits.

<u>Age/Grade of Child</u>	<u>Left Without Sitter in Quarters</u>	<u>Left Alone Overnight</u>	<u>Play Outside Unattended</u>	<u>Left in Car Unattended</u>	<u>Child Sit Siblings</u>	<u>Child Sit Others</u>
Newborn through 3 years of age	NO	NO	NO	NO	NO	NO
4 years – 1 st grade (6 years)	NO	NO	YES - with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
2 nd – 4 th grade (7-9 years)	NO	NO	YES - with access to emergency supervision and sponsor knows location of child	* See below	NO	NO
5 th – 6 th grade (10-11 years)	YES - with ready access to adult supervision; limit – 3 hours	NO	YES - with access to adult supervision	YES	NO	NO
7 th – 9 th grade (12-14 years)	YES - with access to adult supervision; limit – 6 hours	NO	YES - with access to adult supervision	YES	YES: ** see below	YES: **see below May not sit overnight
10 th – 12 th grade (15-18 years)	YES	YES - with sponsor in local area and access to adult supervision	YES - with access to adult supervision	YES	YES: ** see below	YES: **see below May sit overnight

* Children under the age of 8 cannot be left unattended in a motor vehicle with anyone under the age of 12 IAW NYS Bill S2192 passed on 29 February 2012.

** Call Youth Services at 772-6719 for information about the Red Cross Babysitting Course.

--Enclosure W, Equal Opportunity (EEO) for Civilian Employees and Applicants for Employment--

1. References:

- a. 29 CFR 1614.102(b)(5).
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints.
- c. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action.
- d. EEOC Management Directive 715, Part G

2. Supersession. This memorandum supersedes and replaces any previously signed EEO Installation Policy Memorandums.

2. Purpose. To provide guidance regarding on Fort Drum's Equal Opportunity Program for Civilian Employees and applicants for employment.

3. Concept. To be committed to the Army's EEO vision and be a model employer with a diverse workforce founded upon equality of opportunity and free of unlawful harassment and discrimination.

4. Applicability. This policy applies to all Civilian personnel, including appropriated and non-appropriated fund employees.

5. General:

a. All leaders, directors, managers, and supervisors will take prompt and effective action to eliminate discrimination. They will fully support the Fort Drum Affirmative Employment Plan as well as all employment laws designed to create a workforce that is representative of the civilian labor force at all levels. Affirmative employment practices include recruitment activities designed to reach all segments of the civilian labor force, fair selection procedures, career development training, and recognition programs.

b. Leadership support is necessary to ensure that all employees and applicants are treated fairly and afforded an opportunity to compete equally for the benefits associated with employment at Fort Drum. I expect all leaders to acknowledge subordinates' efforts and performance through appropriate recognition, make full use of their skills and potential, and provide necessary training for the performance of their duties. All allegations of discrimination and/or harassment will be addressed promptly, effectively and fairly. Leaders will ensure employees are not subjected to retaliation for participating in the EEO process.

c. Civilian employees or applicants for employment who feel they have been discrimination against on the basis of race, national origin, color, age (40 or over), sex, religion, disability (mental or physical), genetic information and/or reprisal for a previous EEO protected activity should report it immediately to the chain of command, and/or consult the EEO office, 772-6565.

6. Point of contact for this policy is, EEO office at 772-6565.

--Enclosure X, Workplace Violence--

1. References:

- a. Office of Personnel Management: Dealing with Workplace Violence: A Guide for Agency Planners, February 1998.
- b. FORSCOM PAM 190-1, 25 April 1994, Violence in the Workplace, Guidance for Leader.

2. Supersession. This memorandum supersedes and replaces any previously signed Workplace Violence Installation Policy Memorandums.

3. Purpose. To provide guidance regarding on Fort Drum's Workplace Violence for Civilian Employees.

4. Concept. To ensure all employees remain vigilant and identify instances of workplace violence when they occur and more importantly report or take action immediately to stop such conduct and prevent its reoccurrence in our workplace..

5. Applicability. This policy applies to all Civilian personnel, including appropriated and non-appropriated fund employees.

6. General:

a. Unfortunately, employees sometimes find themselves in abusive, hostile, and threatening situations. We believe that simply being aware is not enough. Behaviors and actions that disrupt the workplace will not be tolerated. It is the responsibility of every employee to remain vigilant and identify instances of workplace violence when they occur and more importantly report or take action immediately to stop such conduct and prevent its reoccurrence in our workplace.

b. When a workplace violence incident occurs, the first person that becomes aware of it shall immediately notify someone of authority i.e., supervisory chain or Workplace Violence Prevention Coordinator, 772-6704.

c. If the situation threatens life and/or property and it is safe to do so, call 911 or Department of Emergency Services, 772-2677.

d. Fort Drum employees will work in a workplace where dignity and respect are recognized as basic human rights and where behavior that violates these rights will not be tolerated.

e. Suspected violations of this policy will be immediately investigated and may result in disciplinary action. Fort Drum will remain a safe, harmonious, and productive workplace.

--Enclosure X, Workplace Violence--

f. Workplace violence training is an annual requirement for all employees and can be accomplished through on-line training using the following links:

<http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

<http://media.cpms.osd.mil/faslerd/employee/menu.htm>

or by attending one of the installations quarterly workforce development trainings.

7. Point of contact for this policy is Workplace Violence Prevention Coordinator, 772-6704.

--Enclosure Y - In and Out Processing Procedures--

1. References:

a. Fort Drum Pamphlet 600-5, 10th Mountain Division and Fort Drum Standards, 12 May 2014.

2. Purpose. To provide guidance regarding Soldier uniform for in-processing and out-processing and escort requirements during inprocessing and out-processing for Soldiers being involuntary separated.

3. Applicability. This policy applies to all Soldiers.

4. General:

a. All Soldiers in-processing or out-processing must be in appropriate military uniform and meet the prescribed standards of AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).

b. An escort is required for all Soldiers and Officers out-processing for separation as a result of Misconduct, Alcohol and or Drug Abuse Rehab Failure, Substandard Performance, or In Lieu of Court-Martial.

5. Point of Contact, Military Personal Division office at 315-772-5345.