



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-PWH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #80, Visitation in Army Family Housing and Unaccompanied Housing

1. Reference. AR 420-1, Army Facilities Management, 24 August 2012.
2. Purpose. To provide a uniform policy for visitation in AFH and UH facilities on USAG Daegu.
3. Applicability. This policy is applicable to all residents of Army Family Housing (AFH) and Unaccompanied Housing (UH): Senior Officer Quarters (SOQ), Bachelor Officer Quarters (BOQ) and Senior Enlisted Quarters (SEQ) within USAG Daegu.
4. It is the policy of this command to permit visitation in AFH and UH of authorized dependents and guests when such visit do not infringe on the rights of other residents.
 - a. Sponsors are responsible for the conduct of their dependent(s)/guest(s) and are expected to enforce high standards of conduct.
 - b. Visitors will not be permitted to remain in housing in excess of 24 hours unless formal written permission is obtained. A written notification to the Housing Division is required when having visitors for over 24 hours.
 - c. Written permission for visitation of dependent(s)/guest(s) must be obtained from the Chief of Housing Division for 30 days or less.
 - d. Written permission from the Garrison Commander, USAG Daegu is required for visitation of 31 days or more.
5. Residents desiring to have dependents visit during their tour of duty will take the following actions prior to the arrival of their dependent(s)/guest(s).
 - a. Requests will be approved by the resident's Company Commander and Battalion Commander before processing by the Housing Office. All requests will include date of arrival, visitor's name, age, and date of departure. All requests should be turned in to the Camp Henry or Camp Carroll Housing Office two weeks prior to the arrival of dependent(s)/guest(s) to allow for processing.

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- b. Notify the Pass and ID Section and request access to the installation.
 - c. Notify the Housing Office when dependent(s)/guest(s) depart.
6. At no time will dependent spouses/children or other family members be allowed to take up residency in UH facilities (SOQ, BOQ, and SEQ) with the service member. Visitation that exceeds 30 calendar days and without the Garrison Commander's written approval for extensions beyond 31 calendar days, will be considered residency and the service member must come to the Camp Henry or Camp Carroll Housing Office to change their housing status.
7. This policy is effective immediately and will remain in affect until rescinded or superseded.
8. Point of contact is the Chief of Housing Division at 768-9032.



K TED STEPHENS
COL, AR
Commanding

DISTRIBUTION:
A&B

Visitation Authorization Request (Part I)

1. I _____ am requesting visitation authorization for AFH/UH.
(Print Name and Rank) (Circle One)

2. It is the policy of this command to permit visitation in AFH or UH (SOQ, BOQ, and SEQ) of authorized dependents and guests for a period of 30 calendar days when such visits do not infringe on the rights of other residents.

a. Sponsors are responsible for the whereabouts and conduct of their guest(s) and are expected to enforce high standards of conduct of their guest(s) at all times. A guest who does not have a valid ID card must be escorted while on the installation at all times.

b. Guests who fail to adhere to established regulations and policies are subject to revocation of this pass and may be barred from future access to the installation. Sponsors who fail to properly control their guests may face administrative actions.

3. At no time will dependent spouses/children or other family members not on the service member's command sponsor orders be allowed to take up residency in AFH facilities. Any time that exceeds 30 calendar days and without the Garrison Commander's written approval for extensions beyond 31 calendar days, will be considered residency and the service member must come to the housing office to change their housing status.

4. At no time will dependent spouses/children or other family members be allowed to take up residency in UH facilities (SOQ, BOQ, or SEQ) with the service member. Any time that exceeds 30 calendar days and without the Garrison Commanders written approval for extensions beyond 31 calendar days, will be considered residency and the service member must come to the housing office to change their housing status.

5. Written permission for visitation of dependent(s)/guest(s) must be obtained from the Housing Division Chief for 30 calendar days or less. Visitation for 31 calendar days or more requires written permission from the Commander, USAG Daegu.

I understand the policy set forth above:

Signature/Date

NOTE: Complete the attached Visitation Authorization Request (Part II). The form must be signed by your Company and Battalion Commander per USAG-Daegu Policy Letter #80, Visitations in Army Family Housing and Unaccompanied Housing. Once signed, bring back to Housing for processing.

Visitation Authorization Request (Part II)

1. _____
(Print full Name/Rank/Organization/Phone Contact)

2. I am command sponsored/unaccompanied.

3. I reside in Building _____ Apartment/Room _____. Request permission for the guest(s) listed below to visit my quarters for a total of _____ days from _____ to _____:

Name (Last, First, MI)	Date of Birth	Sex	Relationship to Sponsor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. I understand that I am NOT authorized government furnishing to support my visitors.

(Signature/Date)

Company Commander Approval/Disapproval

(Printed Name and Signature)

Battalion Commander Approval Disapproval

(Printed Name and Signature)

DPW Housing Division Approval/Disapproval

WILFREDO G. MOORE
Chief, Housing Division

Garrison Commander Approval/Disapproval

K TED STEPHENS
COL, AR
Commanding