



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

3 SEP 2013

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MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter # 33, Use of the Army Lodging (AL) Rooms for Distinguished Visitors

1. Purpose: This Memorandum Outlines the Support that Army Lodging will Provide 19th ESC in the lodging of Distinguished Visitors.
2. Responsibility:
 - a. The Army Lodging Manager is responsible for administering and managing the Army Lodging facilities at USAG-Daegu within the constraints of RMWRC Army Lodging Standard Operating Procedures and other applicable regulations.
 - b. The priority for room reservations are In-processing Families, In-processing Single Soldiers, Out-processing Families, Out-processing Single Soldiers, Support to Theater Exercises, Distinguished Visitors TDY, TDY, and all others.
 - c. 19th ESC Protocol or SGS are allowed to reserve "Standard Rooms" only and are allowed to do so 30-days before T6 visit of General Officer or equivalent and/or their Senior Enlisted Representative. Within 14-days of visit; Protocol/SGS or unit representative must provide payment information for T6 room if not the room is turned back over to the Lodge.
 - d. 19th ESC Protocol or SGS are only authorized to reserve rooms for O7 or O7 CSM billets. All O-6s and below and associated CSM and below fall into priority categories as defined by paragraph 2.b.
 - (1) Once contacted by the Protocol Officer, the Lodging Manager will be responsible for entering the designated Distinguished Visitor into the Property Management System. The Manager will use any room in the Lodging Inventory to complete this request. The Army Lodging will be responsible for assigning the room and contacting the individual concerning changes to plans such as late or early arrivals or special requests.
 - (2) Keys to the room will not be given out prior to the day of arrival in order to keep all rooms available for assignment. Check in time is 15:00. If the room was unoccupied the previous day or the occupant checks out early the key may be picked up earlier.

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(3) The 19th ESC Protocol Officer must provide the Lodging Manager with the name and pertinent contact information of Distinguished Visitor's as soon as possible. If the information is not provided at least 14 days prior to T6 arrival the Army Lodging Manager may not be able to honor the request for a room. Walk-ins will only be accommodated if space is available.

(4) For USFK exercises, the Protocol Officer may make reservations in his name but at least 14 days prior to check in the names and pertinent contact information of the guests must be provided to the Lodging office, who will contact the individuals close to check in to confirm the schedule to preclude rooms sitting empty while a waiting list is in effect.

3. This policy remains in effect until rescinded or superseded.

4. PROPONENT. The point of contact is the USAG-Daegu Lodging Manager at DSN 764-5517.


JIM M. BRADFORD
COL, IN
Commanding

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