



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

IMHM-PWH

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #20, Visitation in Army Family Housing (AFH) and Unaccompanied Personnel Housing (UPH)

1. The proponenty for this policy is the Directorate of Public Works (DPW), Housing Division.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. Reference. AR 420-1, Army Facilities Management, 12 Feb 08.
4. Applicability. This policy is applicable to all residents of AFH and UPH (Senior Leaders Quarters (SLQ), Bachelor Officer Quarters (BOQ) and Senior Enlisted Quarters (SEQ)) within USAG Humphreys.
5. Purpose. To provide a uniform policy for visitation in AFH, UPH, (SLQ), (BOQ) and (SEQ) facilities on USAG Humphreys.
6. It is the policy of this command to permit visitation in AFH, UPH (SLQ, 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 conduct of their dependent(s)/guest(s) and are expected to enforce high standards of conduct of their dependent(s)/guest(s).
  - b. Visitors will not be permitted to remain in quarters in excess of 24 hours unless formal written permission is obtained. A written notification to DPW, 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 DPW, Housing Division Chief for 30 days or less.
  - d. For visitation of 31 calendar days or more written permission from the Commander, USAG Humphreys is required.
7. Residents desiring to have dependents visit during their tour of duty will take the following actions prior to the arrival of their dependent(s) or guest(s).

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a. Requests (IAW b, c and d above), 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, dependent's name, age and the date of departure. (Visitation request Memo's are attached as 1 Enclosure. All requests should be at the Housing Office, building 307 two (2) weeks prior to the arrival of dependent(s) or guest(s) to allow for processing.

b. Notify the Pass and ID Section and request access to the installation.

c. Notify the Housing Office, building 307 when dependent(s)/guest(s) depart.

d. Notify the Finance and Accounting Office if the visit will exceed seven (7) consecutive days.

8. At no time will dependent spouses/children or other Family members be allowed to reside in UPH facilities (SLQ, BOQ or SEQ) with the service member. Any time that exceeds 30 days, visitation will be considered residing and the service member must come to the housing office to change their housing status.

9. Point of contact is Chief, Housing Division at 753-7358.

Encl  
as

  
DARIN S. CONKRIGHT  
COL, SF  
Commanding

DISTRIBUTION:  
A&B

## Request for Visitor Authorization (Form 1)

1. I \_\_\_\_\_ am requesting visitation authorization for AFH/UPH  
(Print Name and Rank) (Circle One)
2. It is the policy of this command to permit visitation in AFH, UPH (SLQ, 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 Members (command sponsors orders), be allowed to take up residency in AFH facilities. Any time that exceeds 30 days visitation and without the Garrison Commanders written approval for extensions beyond 31 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 UPH facilities (SLQ, BOQ or SEQ) with the service member. Any time that exceeds 30 days visitation and without the Garrison Commanders written approval for extensions beyond 31 days, will be considered residency and the service member must come to the housing office to change their housing status.
5. For visitation of 31 calendar days or more written permission from the Commander, USAG Humphreys is required.
6. I understand the policy set forth above: Initials \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE COMPLETE THE ATTACHHED REQUIRED INFORMATION MEMO FOR  
SUBMISSION OF VISITATIOIN REQUEST)**

**Request for Visitor Authorization (Form 2)**

1. \_\_\_\_\_  
(Print full Name/Rank/Organization/Phone contact)

2. I am command sponsored/unaccompanied

3. I reside in Government Quarters building \_\_\_\_\_ Apartment \_\_\_\_\_. I request permission for below listed guests to visit my quarters for a total of \_\_\_\_\_ days:

From: \_\_\_\_\_ To: \_\_\_\_\_ inclusive.

4. Guests:

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

5. I understand that I am **NOT** authorized government furnishings to support my visitors.

(Initial/Date) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
(Signature/Date)

**A. Request Thru Company Commander**

Recommend Approval/Disapproval

\_\_\_\_\_  
Printed Name and Signature

**B. Thru Battalion Commander**

Recommend Approval/Disapproval

\_\_\_\_\_  
Printed Name and Signature

**C. Thru DPW Housing Division**

Recommend Approval/Disapproval

ELIZABETH G. WILSON  
Chief, Housing Division

For **Commander, USAG-Humphreys**

Approved/Disapproved

JOSEPH P. MOORE  
COL, EN  
Commanding