



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

REPLY TO  
ATTENTION OF:

IMKO-ACH-DPWH

DATE:

MEMORANDUM FOR DPW Army Family Housing (AFH) & Unaccompanied Personnel Housing (UPH)

SUBJECT: Request for Visitor Authorization

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 dependants 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)

IMKO-ACH-DPWH

DATE:

MEMORANDUM FOR DPW Army Family Housing (AFH) & Unaccompanied Personnel Housing (UPH)

SUBJECT: Request for Visitor Authorization

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) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
(Your 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