



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

REPLY TO  
ATTENTION OF:

FORT LEE POLICY NO.: 01-13  
3 January 2013

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General's Policy - Quarters Visitation Guidance

**1. REFERENCES.**

- a. AR 600-20, Army Command Policy, 18 Mar 2008, Rapid Action Revision Issue Date: 20 Sep 12.
- b. Uniform Code of Military Justice, 2012 Edition.

**2. PURPOSE.** Soldiers are the most important asset in the Army. They shall remain our highest priority, and it is every leader's duty to ensure that the Soldier's needs and concerns are being met while they are in our care. This Policy Letter establishes guidance to ensure that Soldiers and their families are always safe and secure in their quarters by implementing a quarters visitation plan.

**3. POLICY.** Every quarter, leaders, including officers and noncommissioned officers, from Platoon Sergeant and Platoon Leader up, shall visit the quarters of every Soldier he or she leads (to include both on-post housing and the barracks). This is an area in which we must remain vigilant, to ensure the Soldier's housing needs meet both their and the Army's expectations. While this policy is mandatory for all Army leaders, I encourage leaders from other services to do the same.

a. **INTENT.** This Policy will serve as a means for the leadership team to visit each Soldier, introduce themselves, and generally greet those living in the quarters. During visitation, leaders shall ensure the Soldier and his or her family's needs are being met. Leaders will offer help in any way, and will provide assistance when needed.

b. **COORDINATION.** If possible, visits should be coordinated and scheduled with the Soldier ahead of time to maximize participation and fulfill the intent of this policy. Leaders shall develop a roster of Soldiers to use in implementing this policy to ensure that each and every Soldier is visited. Leaders will also track Soldiers arriving to the unit, and will add them to the visitation roster.

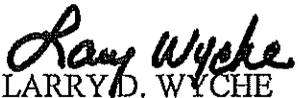
c. **INSPECTIONS.** Visitation shall not serve as a Health and Welfare Inspection or a Search. There is no expectation that, during the visitation, leaders enter the quarters or request entry into the quarters. However, upon invitation, leaders may enter the home out of courtesy. Leaders should promptly leave if asked to do so.

ATCL-CG

SUBJECT: Commanding General's Policy—Quarters Visitation Guidance

d. **SAFETY.** If the leader notices a non-criminal safety issue or concern, that leader shall address that issue with the Soldier or the Soldier's spouse. If the leader notices evidence of criminal activity, that leader shall immediately contact his or her designated Office of the Staff Judge Advocate trial counsel for guidance. If it appears that such activity presents imminent danger to the Soldier or the family's health and safety, the leader will contact the Provost Marshal immediately.

4. **IMPLEMENTATION.** This policy is effective immediately and applies to all of CASCOM and all Fort Lee tenant units. This policy will be clearly posted in all unit areas. Visitations shall begin immediately following the implementation of this Policy Letter.

  
LARRY D. WYCHE  
Major General, US Army  
Commanding

DISTRIBUTION:  
LEEKEY