



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVE, BLDG 1435
FORT CARSON, CO 80913

AFYB-CG

OCT 07 2025

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #9 – Command Housing Visitation Program

1. References. 4th Infantry Division & Fort Carson, Subject: Green Book Standards, Part 4, Paragraph 4(g), dated 1 October 2023.

2. Purpose: Leaders are responsible for engaging Soldiers and Family Members to ensure that they are provided quality on-post or off-post housing, landlords or property managers fulfill their legal obligations, and Soldiers understand their housing rights and responsibilities. The purpose of the program is not to conduct home inspections, it is to provide Soldiers and Families the opportunity to share concerns with leadership regarding housing, maintenance, landlords/property managers, or other concerns. It also provides leaders with the opportunity to check on the welfare, living standards, and well-being of their Soldiers and Families.

3. Applicability: This policy applies to all Soldiers assigned to the Installation.

4. Policy: Commanders will periodically check on the well-being of Soldiers and their Families living on and off-post.

a. Commanders are required to conduct command visits to a Soldier's on-post or off-post housing annually (at a minimum) to assess living conditions and general Soldier/Family welfare.

b. Command visits will include discussions of housing, maintenance, landlord/property manager concerns, Soldier rights and responsibilities regarding housing, unit training, deployment plans, upcoming events, and Family Readiness services. Leaders will address and offer guidance regarding Family stressors (finances, childcare, marital tension, or similar issues), assess housing quality, and verify that landlords/property managers are fulfilling their obligations. Each visit will be documented and will include issues to be addressed by the Soldier and/or landlord/property manager and will ensure a follow-up to foster issue resolution. Life, health, and safety issues will be immediately addressed with the Soldier and/or landlord/property manager.

5. Soldiers will be given a minimum of 24 hours' notice of the visit. Granting entry of a commander, designated representative, or leader during a visit to privatized on-post or off-post housing is voluntary for the Soldier or Family Member residing in the home.

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Informed consent is required for entry and to view any part of the premises. At any time during the visit, the housing occupant may completely revoke consent or limit the area of consent within the home. When this occurs, the visiting representative will access only those areas of the home where access has been granted. If consent is totally revoked, the visitor will immediately leave the home.

6. There shall be no reprisal against a Soldier or Family Member for not giving consent to enter the home or view any portion of the home.

7. This policy does not address all conditions where a commander may visit or enter a Soldier's housing; it explains the housing visitation program only. A commander has the responsibility to conduct a command visit if he/she determines the Soldier's and/or Family Member's health and welfare are at risk. Supplementation of this policy is not authorized without my written approval.

8. The point of contact for this policy memorandum is the Chief, Fort Carson Army Housing Office, Directorate of Public Works, at (719) 352-8762.



PATRICK J. ELLIS
Major General, USA
Commanding