



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
AND FORT DETRICK
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

IMFD-ZA

19 APR 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Courtesy Checks, Health and Welfare Inspections and Leader in-Home Visits, CG Policy Memo 600-20-2 – Fort Detrick and Glen Haven

1. Purpose. As stewards of our Fort Detrick and Glen Haven community, we must continually assess the safety, readiness, and welfare of our Service Members and Families as well as the property entrusted to us. As military leaders, we have many tools by which we can proactively fulfill this responsibility. The traditional "Courtesy Check" is an informal and invaluable tool; other tools such as the "Health and Welfare Inspection", and "Leader In-Home Visit" are also valuable. We must use these tools properly and appropriately. These inspections and visits may raise concerns with law enforcement and personal privacy. This policy memorandum explains how we can use these tools effectively and appropriately, especially when leaders need to gauge the welfare of their Soldiers and/or Family Members where genuine privacy concerns might conflict with leaders' responsibilities. I expect all leaders to familiarize themselves with this policy, its definitions, and the enumerated best practices. Incorporate its lessons into your own programs, policies, and training plans.

2. Policy. Commanders, Leaders and Directors of all Fort Detrick tenant and assigned units and organizations will conduct regular Courtesy Checks, Health and Welfare Inspections, and Leader In-Home Visits, as appropriate, in order to assess and ensure the safety, welfare, and discipline of our Service Members, Families, and U.S. owned or leased property. Brigade-level Commanders will ensure that subordinate leaders (no lower than Company Command Level) conduct Courtesy Checks quarterly, Health and Welfare Inspections at least semi-annually, and Leader In-Home Visits annually. Additionally, when a Service Member in the pay grade of E-5 and below signs for privatized government housing, a leader (Officer or Senior NCO) will be present. We will plan and conduct these missions according to the definitions and best practice protocols outlined in the enclosures.

3. The point of contact for this action is COL Scott M. Halter at 301-619-7314, DSN 343-7314, or scott.m.halter.mil@mail.mil.

BARBARA R. HOLCOMB
Major General, U.S. Army
Commanding

- 4 Encls
- 1. Decision Tree
- 2. Health and Welfare Inspection Slides
- 3. Definitions
- 4. Protocols

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Policy Memo 600-20-2 – Fort Detrick and Glen Haven

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Commanders

BBC Fort Detrick residents

Forest Glen Annex residents