



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FT HUACHUCA**  
**2837 BOYD AVENUE**  
**FORT HUACHUCA, ARIZONA 85613-7000**

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20 MAR 2020

**MEMORANDUM FOR RECORD**

**SUBJECT: Temporary Policy #1 (Visitor Access)**

1. Due to the ongoing COVID-19 situation, Fort Huachuca limits new visitor access to only those individuals who are sponsored by an active duty member (including active Guard and Reserve) or the dependent spouse of an active duty member.
2. Visitors who do not have a sponsor will not be allowed on-post.
3. When a visitor arrives at the visitor center, they will be asked to provide proof of sponsorship before being provided a pass.
4. Proof of sponsorship will be one of the following items:
  - a. For trainees; a memorandum signed by a unit commander (O-3 or higher) stating the Soldier trainee is able to sponsor the visitor(s), with the visitor(s) listed by name.
  - b. For permanent party; the sponsor (service member or dependent spouse) will meet the visitor at the visitor center and sign a memorandum (available at the visitor center) validating the visitors need to access the installation.
5. This policy does not affect the following:
  - a. Individuals who already possess a valid means of post access (e.g., DoD ID card, Gold Star Families, VHIC, etc.) or who already possess an existing pass for on-post access.
  - b. Individuals who are renewing existing passes and who require access to the installation to conduct official business.
  - c. Personnel seeking employment on Fort Huachuca. Existing procedures for this remain in effect.
6. Exceptions to this policy may be granted by the Garrison Commander on a case-by-case basis. Requests for exception should be routed through the Directorate of Emergency Services at 520-533-3269.

**CHAD O. RAMBO**  
Colonel, MI  
Commanding