

Visitation Authorization Request (Part I)

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 Army Family Housing (AFH) or Senior Leader Quarters (SLQ), BOQ and SEQ) of authorized dependents and guests for a period of 90 days or less, 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 (SM) command sponsors orders, be allowed to take up residency in **AFH** facilities. **Any time that exceeds 90 days visitation and without the Chief, Housing Division written visitor approval will be considered residency and SM must come into the housing office to change their housing status.**
4. At no time will dependent spouse/children or other family members be allowed to “permanently” reside in **UPH SLQ** facilities with SM. **Any time visit exceeds 90 days visitation and without the Chief Housing Division written visitor approval it will be considered residency and SM must come to the housing office to change their housing status to non-command sponsored. IAW JTR Chapter10, Part E, Section 3. - Dependents may visit the OCUNUS PDS without changes to allowances. However, when the visit exceeds 90 consecutive days, it is no longer visit but a change of the dependents’ permanent residence. SM must change their OHA to w/ Dependent Rate & forfeit BAH allowance stateside. SM cannot receive multiple housing allowances for dependents.**
5. **A flight itinerary is required for both AFH and UPH SLQ visitation requests to include inclusive dates of visit.**
6. I understand the policy set forth above.

Signature/Date

NOTE: Complete the attached required submission of visitation “signed” by your CC or BNT commander per DPW Policy #03 Visitations in Army Family Housing (AFH) and Senior Leader Quarters (SLQ).

Once signed bring back to Housing Office for final approval.

Visitation Authorization Request (Part II)

1. _____

(Print full Name/Rank/Organization/Phone Contact)

2. I am command and sponsored/unaccompanied.

3. I reside in Government Quarters building _____ Unit/Room# _____. 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. **SM must provide a flight itinerary with inclusive dates of visit (see #3. above) with this visitation request!**

6. I understand that I am NOT authorized government furnishing to support my visitors.

(Initial/Date) _____

(Signature/Date)

A. Request Thru Company/Battalion commander

Recommend Approval / Disapproval

Printed Name and Signature

B. Thru DPW Housing Division

Recommend Approval / Disapproval

Samuel L. Brooks
Chief, Housing Division