



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

IMFJ-ZA

21 October 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Policy Memorandum #18 - Use of the Dozier House

1. PURPOSE: The Dozier House is a location of recreational lodging managed and operated by the Directorate of Family and Morale, Welfare and Recreation, (DFMWR) Operations Division. The Intercontinental Hotel Group (IHG) has specific rooms/suites dedicated for official Distinguished Visitors (DV) visits, but, in special circumstances, the Dozier House can be used for official travelers. There are no restrictions for unofficial travelers to reserve the Dozier House. This policy prescribes rules, policies, procedures, and responsibilities for the reservations, assignments, and management of the Dozier House, Fort Jackson, South Carolina.

2. RESPONSIBILITIES:

a. Executive Services Office (ESO) will:

(1) Contact DFMWR Victory Travel when the IHG Fort Jackson Inn rooms are booked and a reservation is required for an official or unofficial DV.

(2) Send via email the following information to DFMWR Victory Travel on each DV to be inputted into the computerized reservation system: full name, rank, title, branch of service, unit or home address, arrival and departure dates, number of persons in the party, nature of visit (i.e., official, unofficial), military status (i.e., active, retired, reservist, etc.), Point of Contact (POC) with a phone number. Payments will be handled through Victory Travel.

(3) Inform callers requesting lodging in the Dozier House of the following information: "No Pet" and "No Smoking" policies, tentativeness of unofficial guest reservations, rates for sponsor and guests, key pick-up, check-in time after 1600, check-out time at 1100. Check-out will be handled through Jack's Inn.

b. DFMWR Victory Travel will:

(1) Confirm availability of all reservation requests from ESO, and call the POC to request payment information.

(2) Accept and book reservations for unofficial visitors directly for graduating Families and advise tentativeness of unofficial guest reservations.

(3) Collect the full amount of the stay when the reservation is processed.

c. Dozier House visitors defined and utilization for special events:

(1) Visitors and guests IAW AR 215-1.

(2) Use of the Dozier House other than lodging purposes must be approved by the DFMWR.

d. DFMWR Jack's Inn will:

(1) Inspect Dozier House prior to the arrival of guests to ensure facilities meet a high standard. Ensure telephone directories and welcome brochures are in the Dozier House.

(2) Provide and supervise housekeeping service. Housekeeping for guests of the Dozier House will be limited to two occurrences per week, excluding weekends and holidays.

(3) Maintain the Dozier House in an excellent state of repair to include furnishings, dishes and flatware. Provide replacements when necessary. Maintain outside grounds. Perform prevent maintenance and quality checks frequently. Ensuring furniture and equipment are clean and operational. Coordinate and submit all DPW work orders and facility repairs.

4. PROCEDURES:

a. Keys to the Dozier House will be obtained from Jack's Inn on the scheduled day of arrival. Aides or escorts may pick up the keys no earlier than 1400 on the scheduled day of arrival for a distinguished visitor. The aide or escort will be informed that the Dozier House will not be ready for occupancy prior to 1600. After normal duty hours, keys will be placed in a lock box and placed on the front door of the Dozier House. The Jack's Inn staff must be notified if a late arrival is required. All other guests may pick up their keys from Jacks Inn Monday-Friday, between the hours of 0800-1700.

b. Check-out time is 1100. All guests will check out at Jack's Inn. This time may be extended on a case-by-case basis as requested by the guest. Requests for late check-out must be approved by Jack's Inn. Requests will be approved when a late check-out does not interfere with other reservations.


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c. Problems concerning reservations should be referred to Victory Travel during duty hours.

d. Dozier House unofficial guest's daily rates are \$150.00 per night. Official guests will be charged the full lodging per diem rate.

5. PROPONENT: R. Gary Fulham, Director, Family and Morale, Welfare and Recreation, 751-4215.


JOHN W. HANKINS
COL, AG
Commanding

DISTRIBUTION:

Commander, 165th IN BDE
Commander, 193rd IN BDE
Commander, Special Troops Battalion
Commander, Soldier Support Institute
Commander, Air Force Chaplain Corps Institute
Commander, Chaplain School and Center
Commander, Columbia Recruiting Command
Commander, Navy Chaplaincy School & Center
Commander, Student Detachment
Commander, Leader Training Brigade (IMT)
Commander, MEPS
Commandant, USA Drill Sergeant Academy
Director, AAFES
Director, CPAC
Director, Commissary
Director, Contracting
Director, DES
Director, DHR
Director, DFMWR
Director, DPTMS
Director, DPW
Director, DMPO
Director, EEO