



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 20 - Command Visitation Program

1. Purpose: This policy explains Command and Soldier responsibilities regarding on and off post Soldier and Family living standards in order to improve the overall welfare of our military community. Leader responsibilities extend beyond merely knowing Soldiers' tactical and technical competencies, but also knowing the general welfare of the Soldier and their Family. Soldiers must ensure their welfare and that of their Family members. A safe, clean living environment facilitates accomplishment of this responsibility and contributes to the general welfare, happiness and success of the Family unit, and to the military mission.

2. Policy: Commanders will periodically check on the well-being of Soldiers living both on and off post as further discussed below.

a. Leaders are responsible for engaging Soldiers and Family members to ensure they are provided quality housing. The purpose of the program is not to conduct home inspections. Rather, to provide Soldiers and Families the opportunity to share concerns with leadership, regarding housing, maintenance, or any concerns in general. Just as important, these visits provide leadership the opportunity to check on the welfare, living standards and well-being of Soldiers and their Family.

b. Semiannually, commanders will conduct command visits of Soldiers' quarters on and off post. A command visit will consist of two representatives, designated by the commander; ideally an officer and a senior noncommissioned officer in the rank of Sergeant First Class or above. Visits will be pre-scheduled and be conducted during the duty day between the hours of 0900 and 1700. The Soldier must be physically present for the scheduled visit. Typically, a visit will include discussions of housing or maintenance concerns, unit training, deployment plans, key dates and events, and Family readiness services. Leaders will address and offer solutions to Family stressors (finances, child care, marital tension, or similar issues) and assess the quality of living conditions. In efforts to ensure Soldiers and Family members are provided quality housing, leaders will use the enclosed worksheet to document the visit.

3. This policy does not address all circumstances under which a commander may visit or enter a Soldier's home; it explains the home visitation program only. Additionally, the commander has the responsibility to conduct a command visit if he/she determines the Soldier and/or their Family members' health and welfare are at risk.

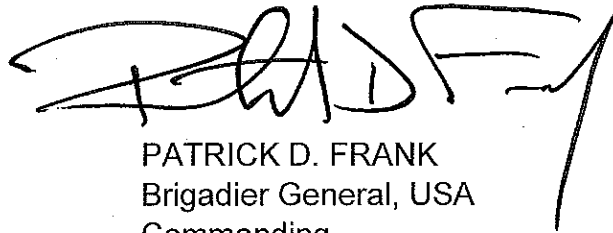
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Further supplementation of this policy is not authorized without prior written approval by this headquarters.

4. Proponent: The point of contact for this policy is the Installation Command Sergeant Major at (337) 531-6699.

5. This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'P. D. Frank', with a long vertical line extending downwards from the end of the signature.

PATRICK D. FRANK
Brigadier General, USA
Commanding

Encl

Distribution:
A+

**JRTC and Fort Polk
Housing Visit Worksheet**

Unit:
Date of Visit:
Name of Command Representative:
Duty Title:
Email Address:
Duty Telephone Number:
Commander's Signature:
<u>Residence Data</u>
Residence Address:
Year Constructed:
Resident Move-In Date:
Date of last change of occupancy maintenance:
<u>Maintenance/Condition of Property</u>
Is tap water discolored in the kitchen?
Is tap water discolored in the bathrooms?
Evidence of interior water damage, wet conditions and/or mold?
Chipped or peeling paint on walls, ceilings, baseboards, or other painted surfaces?
Are walls damaged (holes)?
Are floors damaged (carpet ripped, broken tiles)?
Evidence of pest infestations (e.g. rat droppings, termites, roaches, ants)?
Exterior damage (windows, doors, etc)?
Are windows sealed (caulking)?
<u>Work Orders</u>
Number of active work orders:
<u>Life/Health/Safety</u>
Are there life/health/safety concerns? This includes any condition that endangers the life, health, or safety of an individual or damage to the real property (mold over 10 square feet, no heating, ventilating, and air conditioning).
Does the command recommend a follow-up inspection of the residence?
<u>Remarks:</u>