



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON YONGSAN - CASEY  
UNIT #1533  
APO AP 96205-5333

24 APR 2019.

IMYN-ZA

**UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 66**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Barracks Visitation Policy on USAG Yongsan – Casey Installations

1. **REFERENCES:**

- a. Army Regulation 600-20 (Army Command Policy), 6 November 2014
- b. Eighth Army Blue Book, 5 January 2018
- c. Eighth Army Command Policy Letter #40, Single Enlisted Soldiers' Living Standards for the Barracks, 25 February 2019

2. **PURPOSE:** To establish rules regarding guests of personnel residing in USAG Yongsan-Casey barracks.

3. Visitation is authorized with the consent of all occupants of a room. A visitor is any individual not assigned to the room that they are visiting. Visitors must have valid identification. Overnight visitation is prohibited and Soldiers will not stay overnight in the barracks/billets of other tenant units. Any nonmilitary visitor below the age of 18 and not related to the Soldier must be accompanied by a parent or legal guardian.

4. All Visitors will sign in and out at the Charge of Quarters (CQ) desk before being allowed entry past the CQ desk by:

- a. Reporting to the CQ in the presence of the resident they are visiting. If the resident is not present when the visitor arrives, the ACQ will physically go and get the Soldier that is being visited to sponsor their guest.

- b. Presenting a valid form of identification to the CQ for the verification of the visitor's identity and age.

- c. Printing and signing their name legibly on the DA 647 Personnel Register and writing the room number the guest is visiting in the remarks section (10), in the presence of the sponsor when they arrive and depart the barracks.

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5. Visitation hours are as follows:


- a. Duty day before duty day: 1700 – 2200
- b. Duty day before non-duty day: 1700 – 2400
- c. Non-duty day before non-duty day: 1000 – 2400
- d. Non-duty day before duty day: 1000 – 2200

6. Delivery personnel are not authorized entry to the barracks past the CQ desk at any time. If there is a delivery to the barracks, the individual who ordered is responsible for receiving their delivery in the CQ area.

7. Responsibility for the conduct of guests rests with the sponsor, they are not authorized to move freely throughout the barracks unescorted. Visitors must comply with all barracks policies during their visit.

8. In the event of misconduct by a visitor, the CQ is required to log the incident on the DA Form 1594, notify the occupant's Chain of Command, and when good judgement identifies the need, request the assistance from Military Police if required.

9. Point of contact for this policy is the USAG Yongsan – Casey Command Sergeant Major at 738-7455.

  
MONICA P. WASHINGTON  
COL, LG  
Commanding

DISTRIBUTION:

HHC, USAG Yongsan  
HHC, USAG Casey