



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-PWH

SEP 09 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #64, Authorization for Bona Fide Guests in Privatized Housing

1. References.

- a. AR 190-13, Chapter 8
- b. Military District of Washington Policy Memorandum 26
- c. Fort George G. Meade Policy Memorandum 70
- d. Corvias Standard Operating Procedures CML-PMG-0027
- e. Resident Responsibility Guide (RRG)

2. Purpose. To establish policies and procedures for residents who are requesting guests to reside in their privatized family housing or Reece Crossings.

3. Applicability. This policy is applicable to all residents living in Corvias Military Living properties on Fort Meade.

4. Policy.

a. Service members or lease holders may have guests visit their home for up to 30 consecutive days without written consent from Corvias. Any guests visiting or residing in the home or apartment for longer than 30 consecutive days requires written consent from the property manager and final approval will be contingent upon clearance from the Visitor Control Center (VCC).

b. A guest is defined as a person who is not a dependant of the service member as determined by the service member's DEERS enrollment or immediate family of the lease holder in cases of retirees or federal Civilians. Guests can be Family members as defined under the Family and Medical Leave Act, fiance's, or those persons identified on a service member's Emergency Family Plan.

IMME-PWH

SUBJECT: Fort George G. Meade Policy Memorandum #64, Authorization for Bona Fide Guests in Privatized Housing

c. Residents requesting guests to stay with them must comply with FGGM Policy 70. All guests are required to have a NCIC III background check performed prior to receiving unescorted or escorted access. Requests that are approved by Corvias will go to the VCC for the background check to be processed. Lease holders will accompany the guest to the VCC with a copy of lease, exception to policy letter from Corvias, proof of citizenship, social security card, and picture ID (license).

d. All guest requests will not exceed one year.

5. Procedures.

a. The service member, lease holders or representatives with a valid Power of Attorney (POA) will submit a completed Request for Guest Form and supporting documents indicated on the form to their Neighborhood Community Office.

b. Requests will be forwarded through Covias Resident Relations Manager for evaluation, to the Director of Public Works Housing Division for review. This process may take up to 30 days.

c. Resident will receive decision letter from Corvias. Approvals will require appointed sponsor or lease holder to accompany the guest to the Visitor Control Center (VCC). Requests will include a copy of the current lease, approved Exception to Policy Letter (ETP) from Corvias and picture ID. The VCC will process an NCIC III background check. Until the requested guest has cleared, they will not be issued a resident guest badge.

d. The VCC will first notify sponsor or lease holder of the results of background check. In a situation when the guest background check is denied, sponsor or the lease holder will follow the established process for appeals through the VCC. Corvias will be informed of the denial, and will notify the resident that the guest must vacate the home. Approved guests will be issued a resident guest badge for the length of time requested or not to exceed one year.


THOMAS S. RICKARD
COL, IN
Commanding

DISTRIBUTION:

A
B