



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ROCK ISLAND ARSENAL
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ROCK ISLAND, ILLINOIS 61299-5000**

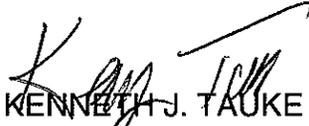
IMRI-ZA

JUN 13 2016

MEMORANDUM FOR US Army Garrison Rock Island Arsenal (USAG RIA)
Directors/Office Chiefs

SUBJECT: High Level Visits – Policy Memorandum #B-06

1. **Applicability and Effective Date:** This policy statement is applicable to all USAG RIA Directorates and Office Chiefs and is effective immediately.
2. **General:** High level visits will be coordinated through the Command Group to ensure we speak with one voice on highly visible and politically sensitive issues affecting RIA and the Garrison. To that end, the following procedures will be followed for notification of high level visits.
3. **Background:** A high level visitor refers to elected officials, general officers or their civilian equivalent, high ranking foreign nationals or a person who, by their position regardless of rank, could have an impact on the future of RIA.
4. **Operational Procedures:**
 - a. Upon confirmation of a high level visit, contact Ms. Donna Anderson, IMRI-ZB, via e-mail with the name, rank and title of the visitor and the purpose and objectives of the visit. This information will be forwarded to the Garrison Commander for his review prior to sending to higher headquarters.
 - b. The Garrison's general objectives will be to showcase our base operations functions, historical significance, and installation management. If a visitor has interest in a specific area, any known background information which will be of use in planning the visit will also be provided.
 - c. Topics which affect other Tenant organizations will be coordinated with them to ensure a united corporate position is communicated to our high level visitors.
5. Questions concerning this policy may be addressed to Ms. Donna Anderson, IMRI-ZB, extension 26038 or e-mail donna.k.anderson.civ@mail.mil.


KENNETH J. TAUKE
Colonel, MP
Garrison Commander