



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

REPLY TO
ATTENTION OF:

IMNE-RI-ZA

SEP 24 2009

MEMORANDUM FOR US Army Garrison-Rock Island Arsenal Directors/Office Chiefs

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

1. **Applicability and Effective Date.** This policy statement is applicable to all US Army Garrison-Rock Island Arsenal (USAG-RIA) Directorates and Offices 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 Rock Island Arsenal 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 Rock Island Arsenal.
4. **Operational Procedures.**
 - a. Upon confirmation of a high level visit, contact Mr. Charles Cervantes, IMNE-RIA-AO, via email at charles.cervantes@us.army.mil 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 Manager 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 Mr. Charles Cervantes, IMNE-RIA-AO, extension 2-2512 or email charles.cervantes@us.army.mil.


JOEL G. HIMSL
Garrison Manager