



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

MAR 11 2016

IMPO-PWH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum # 16 - Key and Essential (K&E) Personnel Housing and Designation

1. Reference. Army Regulation 420-1, Army Facilities Management, 12 Feb 08.
2. Purpose. To establish garrison policy controlling the assignment of limited K&E designated housing.
3. Applicability. All current and incoming personnel assigned to K&E positions.
4. Intent. JRTC and Fort Polk desires to manage limited resources to appropriately house all K&E personnel in order to best utilize their special talents in the important positions for which they were selected.
5. Key and Essential Personnel. Key and Essential (K&E) personnel are divided into Groups I and II.

a. Group I

- (1) Commanding General and Post Command Sergeant Major, Joint Readiness Training Center and Fort Polk
- (2) Commander and Command Sergeant Major, JRTC Operations Group
- (3) Commander and Command Sergeant Major, HQ, US Army Garrison
- (4) Chief of Staff, Joint Readiness Training Center and Fort Polk
- (5) Commander and Command Sergeant Major, MEDDAC
- (6) Commander, DENTAC (if the position is filled by an individual with the rank of Colonel (O-6), otherwise the position will be part of Group II priority)
- (7) Commander and Command Sergeant Major, 3d Brigade/10th Mountain Division (Light)

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- (8) Commander and Command Sergeant Major 115th Combat Support Hospital
- (9) National Guard Advisor
- (10) Staff Judge Advocate
- (11) Installation Chaplain

b. Group II

- (1) Commander and Command Sergeant Major, 2d Battalion, 2d Infantry Regiment
- (2) Commander and Command Sergeant Major, 2d Battalion, 4th Infantry Regiment
- (3) Commander and Command Sergeant Major, 2d Battalion, 30th Infantry Regiment
- (4) Commander and Command Sergeant Major, 3d Squadron, 89th Cavalry Regiment
- (5) Commander and Command Sergeant Major, 5th Battalion, 25th Field Artillery Regiment
- (6) Commander and Command Sergeant Major, 317th Brigade Engineer Battalion
- (7) Commander and Command Sergeant Major, 710th Brigade Support Battalion
- (8) Commander and Command Sergeant Major, 46th Engineer Battalion
- (9) Commander and Command Sergeant Major, 519th Military Police Battalion
- (10) Commander and Command Sergeant Major, 5th Aviation Battalion (P)
- (11) Commander and Command Sergeant Major, 1st Battalion, 509th Parachute Infantry Regiment

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(12) Commander and Command Sergeant Major, 3d Battalion, 353d Infantry Regiment

(13) Commander, Special Operations Training Detachment, Operations Group

(14) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Task Force 1

(15) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Task Force 2

(16) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Task Force 3

(17) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Task Force 4

(18) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Brigade Command and Control

(19) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Aviation Division

(20) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Fire Support Division

(21) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Sustainment Division

(22) Senior Trainer/Mentor and Command Sergeant Major, Operations Group Live Fire Division

(23) G3/5/7 Senior Trainer/Mentor and Command Sergeant Major, Operations Group

(24) Mission Installation Contracting Command/Installation Contracting Office Commander, if the position is filled from a command select list.

(26) Commandant, Non-Commissioned Officer Academy

(27) Installation G3 and Sergeant Major

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6. Coordinating instructions.

a. Soldiers assigned to K&E Groups will be placed at the top of their corresponding waiting lists and will compete for housing based on eligibility dates (AR 420-1 para 3-14i).

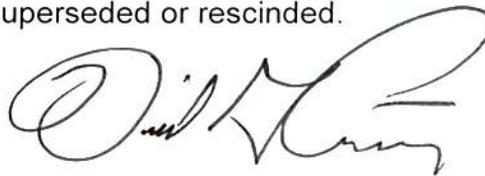
b. All incumbents assigned or scheduled for assignment to positions identified in Groups I and II who desire to reside off post must first obtain approval from the Commanding General.

c. No quarters or housing areas will be designated K&E-specific housing except for the designated General Officer Quarters.

d. Bona-fide bachelors in K&E positions will be assigned bachelor housing.

7. Proponent. The Residential Communities Initiative (RCI) Office is the proponent for this policy.

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



DAVID G. ATHEY
COL, AR
Commanding

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