



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

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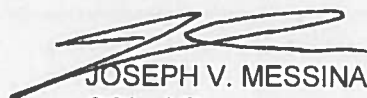
09 August 2022

**MEMORANDUM FOR US Army Fort Belvoir Personnel**

**SUBJECT:** Policy Letter #9, Designation of Key and Essential (K&E) Status for Housing at Fort Belvoir

1. Purpose. To establish policy and procedures for requesting and designating K&E status for housing at Fort Belvoir.
2. Applicability. This policy applies to all military personnel assigned within the National Capital Region (NCR).
3. Reference. AR 420-1 (Army Facilities Management), 12 February 2008 (RAR 24 August 2012).
4. Discussion.
  - a. Fort Belvoir provides housing for military personnel assigned within the NCR. Fort Belvoir's housing inventory is not large enough to accommodate all requests. With the exception of those personnel occupying positions designated as K&E, those desiring housing at Fort Belvoir must register for housing in order to be placed on a waiting list until housing becomes available. The waiting list is based on a first come, first served basis.
  - b. In order to offer military personnel a reasonable expectation of being assigned housing from the waiting list during duty tours, positions designated as K&E are strictly limited to Commanding Officers and Command Sergeants Major/First Sergeants of organizations located at Fort Belvoir and to those assigned as Aides-de-camp to General Officers whose organizations are headquartered at Fort Belvoir.
  - c. Military personnel assigned to the local Warrior Transition Unit recovering from combat-related injuries receive priority placement for housing.
  - d. Requests for K&E status will be considered as an exception to policy on a case-by-case basis. Requests must be endorsed through the first General Officer in the Service Member's chain of command. All requests for exceptions to this policy to obtain K&E status must use the format included at enclosure.
5. PROPONENT. Directorate of Public Works, Housing Division, at (703) 805-3047.

Encl

  
JOSEPH V. MESSINA  
COL, AG  
Commanding

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