



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND PACIFIC**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU**  
**UNIT #15746**  
**APO AP 96218-5746**

02 FEB 2022

AMIM-DAG-ZA (420-1d2)

**MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY  
GARRISON (USAG) DAEGU AND AREA IV INSTALLATIONS**

**SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-37, Key and  
Essential Positions and Designated Housing**

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008.
- b. Department of Army Pamphlet 420-1-1, Facilities Engineering, Housing Management, 2 April 2009.
- c. Memorandum, Assistant Chief of Staff Installation Management (ACSIM), DAIM-ZA, subject: Approval Process for Service Members in Same-Sex Marriages who Request Housing Benefits While Assigned to Overseas Locations, 17 November 2015.
- d. Memorandum, Installation Management Command (IMCOM), Headquarters, Revision to the Designation of Housing for Pay Grades Chief Warrant Office Five (CW5) and Chief Warrant Officer Three (CW3), 10 June 2015.

2. Purpose: To establish policy for Key and Essential positions for Army Family Housing and Designated Housing for Key and Essential.

3. Applicability: This policy applies to all Key and Essential positions in USAG Daegu.

4. Policy:

- a. The Key and Essential military and civilian positions require the incumbent's immediate availability on the installation because of military necessity and/or operational requirements. The following are positions considered Key and Essential:
  - (1) General Officer and civilian equivalent Senior Executive Service positions.
  - (2) Deputy Commander to General Officer positions.
  - (3) Chief of Staff to General Officer positions.
  - (4) Colonel and Lieutenant Colonel Command (or equivalent) positions.

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(5) Command Sergeant Major positions.

(6) Area IV Red Cross Hub/Station Manager positions, one position at USAG Daegu.

(7) Deputy to the Garrison Commander or equivalent.

b. Incumbent of Key and Essential positions (Encl), will be placed as priority one on appropriate waiting list. Personnel who are priority one on a waiting list are offered housing before personnel in the freeze zone on the waiting list and integrated with other personnel in Key and Essential positions who may be on the same waiting list by grade, date of eligibility and bedroom requirement. They will be housed in the first available Government quarters for their grade and bedroom requirement.

c. The Key and Essential positions with designated quarters will be housed in the identified quarters upon assumption of command or position. The following are Key and Essential designated housing within Area IV:

(1) 19<sup>th</sup> ESC, Commanding General: Quarters #001

(2) 19<sup>th</sup> ESC, Command Sergeant Major: Quarters #602

(3) USAG Daegu, Garrison Commander: Quarters #149

(4) USAG Daegu, Garrison Command Sergeant Major: Quarters #148

d. If tenants of designated housing are reassigned to a position not authorized designated housing, they will be relocated at Government expense to other housing appropriate for their grade and bedroom requirement. These individuals will be placed at the top of the waiting list and will be assigned the next available set of quarters that meet their category and bedroom requirement.

e. Tenants of designated housing are required to vacate their assigned housing 15 days prior to relinquishing command. This is necessary to prepare the house for their successor and enable the new commander to situate their family prior to assuming command. Outgoing tenants will then receive 15 days Temporary Lodging Allowances while in transient lodging. The Housing Office, not the individual in the Key and Essential position, is responsible for submitting a written request to obtain appropriate Temporary Lodging Allowance approval (beyond 10 days) from 175<sup>th</sup> Finance to ensure Service Member do not incur out-of-pocket expenses. This request shall be submitted in a timely manner to preclude any inconveniences.

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f. If the incumbent of a Key and Essential position with designated housing is not eligible for assignment to Family housing, and other adequate Unaccompanied Housing is not available, a request may be submitted through IMCOM Pacific Region to the Assistant Chief of Staff for Installation Management requesting to divert the designated Family housing unit to Unaccompanied Housing.

g. The USAG Daegu Housing Office for Area IV will project and program housing for incoming Key and Essential positions to ensure they are housed expeditiously.

10. This policy supersedes all previously published memorandums.

11. The point of contact for this memorandum is the Chief of Housing at 763-4570.

Encl  
USAG Daegu Key and  
Essential Personnel



BRIAN P. SCHOELLHORN  
COL, AR  
Commanding

## USAG DAEGU KEY AND ESSENTIAL PERSONNEL

<u>Position</u>	<u>Unit</u>
Commanding General	19 <sup>th</sup> Expeditionary Sustainment Command
Command Sergeant Major	19 <sup>th</sup> Expeditionary Sustainment Command
Deputy Commanding General	19 <sup>th</sup> Expeditionary Sustainment Command
Chief of Staff	19 <sup>th</sup> Expeditionary Sustainment Command
Commander	United States Army Garrison, Daegu
Command Sergeant Major	United States Army Garrison, Daegu
Deputy Commander	United States Army Garrison, Daegu
Commander	403 <sup>rd</sup> Army Field Support Brigade
Command Sergeant Major	403 <sup>rd</sup> Army Field Support Brigade
Deputy Commander	403 <sup>rd</sup> Army Field Support Brigade
Commander	USA Material Support Center-Korea
Deputy Commander	USA Material Support Center-Korea
Commander	6 <sup>th</sup> Ordnance Battalion HHC
Command Sergeant Major	6 <sup>th</sup> Ordnance Battalion HHC
Commander	2502 <sup>nd</sup> Digital Liaison Detachment
Chief Operations Sergeant Major	2502 <sup>nd</sup> Digital Liaison Detachment
ACofS Support Operations	19 <sup>th</sup> Expeditionary Sustainment Command
ACofS G1	19 <sup>th</sup> Expeditionary Sustainment Command
ACofS G2	19 <sup>th</sup> Expeditionary Sustainment Command
ACofS G3	19 <sup>th</sup> Expeditionary Sustainment Command
ACofS G4	19 <sup>th</sup> Expeditionary Sustainment Command
ACofS G6	19 <sup>th</sup> Expeditionary Sustainment Command
Commander	Regional Cyber Command Korea
Commander	Defense Logistics Agency Energy
Commander	Defense Logistics Agency Distribution Korea
Commander	USA Medical Material Center-Korea
Commander	168 <sup>th</sup> Medical Battalion
Command Sergeant Major	168 <sup>th</sup> Medical Battalion
Commander	498 <sup>th</sup> Support Battalion
Command Sergeant Major	498 <sup>th</sup> Support Battalion
Commander	25 <sup>th</sup> Transportation Battalion
Command Sergeant Major	25 <sup>th</sup> Transportation Battalion
Commander	2 <sup>nd</sup> Battalion, 1 <sup>st</sup> Air Defense Artillery
Command Sergeant Major	2 <sup>nd</sup> Battalion, 1 <sup>st</sup> Air Defense Artillery
Commander	837 <sup>th</sup> Transportation Battalion
Command Sergeant Major	837 <sup>th</sup> Transportation Battalion
CID Special Agent	21 <sup>st</sup> Military Police Detachment

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