



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT EISENHOWER
307 CHAMBERLAIN AVENUE
FORT EISENHOWER, GEORGIA 30905-5730

AMIM-EIP-H (210-50a2)

APR 02 2024

MEMORANDUM FOR Key and Essential Personnel for Army Owned Family Housing

SUBJECT: Garrison Commander's Policy Memorandum No. 29 – Army Family Housing Policy for Key & Essential Personnel

1. REFERENCES:

- a. DoD 4165.63-M, DoD Housing Management, October 2010.
- b. Army Regulation (AR) 420-1, Facilities Management, February 2008.

2. Purpose: To designate Key and Essential (K&E) positions and housing units within Army Family Housing (AFH).

3. Applicability: This policy applies to those specific positions identified below that are deemed K&E for AFH (quarters provided).

4. Policy:

a. In accordance with Chapter 3-16, K&E positions are established by the U.S. Army Garrison Commander, Fort Eisenhower, in coordination with the Installation Commander or Senior Commander. The duties of K&E positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in government or privatized housing. In accordance with reference, Chapter 3-16, the designation of K&E positions shall be kept to an absolute minimum to ensure maximum housing equity for all Service Members and their Families.

b. The Garrison Commander can further designate specific Dwelling Units (DUs) for use by personnel assigned to selected K&E positions.

c. All inbound/outbound K&E personnel shall be reported by name, rank, position, date of arrival/departure to the DPW Housing Division (706-791-5116) to ensure every effort is made to adequately house K&E personnel. K&E Point of Contacts will provide the above information for K&E personnel to DPW's Housing

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Division no later than 90 days from expected arrival/departure date. This is necessary to ensure adequate support to K&E personnel and timely notification to the Family Housing Manager. Each command should provide DPW's Housing Division a POC to work with on K&E housing issues for both in and out bound K&E's.

d. Should an individual in a K&E position decide to reside off installation for personal convenience, an endorsement must be provided from their Commander indicating that the K&E status of that position is no longer a mission requirement and that it will be removed from the K&E list.

5. The following positions and addresses are designated K&E:

Commander, ARCYBER – 25 Boardman Lake Rd
DCG, ARCYBER
DCG, CCOE
JFHQ-C, ARCYBER
Commandant, Cyber School
Commandant, Signal School
Commander, USAG
Chief of Staff, CCoE
Chief of Staff, ARCYBER
CSM, USA, CCoE
CSM, ARCYBER
CSM, USA, Signal School
CSM, USA, Cyber School

6. The following addresses are further designated as K&E homes:

22 Boardman Lake Rd
24 Boardman Lake Rd
26 Boardman Lake Rd
29 Myer Drive
31 Myer Drive
32 Myer Drive
33 Myer Drive
34 Myer Drive

7. K&E personnel who occupy K&E housing and are subsequently assigned to another duty station or lose K&E status, must terminate and clear the K&E housing. Housing must be terminated prior to their Change of Command or Change of

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Responsibility to allow expeditious housing for incoming personnel. Relocation will be at government's expense.

8. Non-K&E personnel who occupy K&E housing must terminate housing upon direction from Garrison Commander due to incoming K&E personnel. Relocation will be at government's expense. You will be required to sign a memorandum for record for acknowledging this action.

9. Requests for exception to this policy will be forwarded through the Army Housing Office to the Commander, US Army Garrison, Fort Eisenhower, for final consideration of approval/disapproval.

10. Point of Contact for this policy memorandum is US Army Garrison, Fort Eisenhower, Directorate of Public Works, Housing Division, (706) 791-5116.

2 Encls

1. K&E Essential Guidance
2. AR 420-1 K&E Guidance



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