



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

AUG 01 2025

AMIM-GOP-H

MEMORANDUM FOR Key and Essential Personnel for Housing

SUBJECT: Garrison Commander's Policy Memorandum No. 28 -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. K&E positions as established by the U.S. Army Garrison Commander, Fort Gordon, in coordination with the Installation Commander or Senior Mission 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 housing. In accordance with reference 1b. 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 further designates 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 should be provided from the Commander (O6 or higher) 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 are designated K&E:

Commander, ARCYBER
DCG, ARCYBER
JFHQ-C, ARCYBER
Commander, CCoE
DCG, CCoE
Commander, USAG

Commander, Cyber School
Commander, Signal School
CSM, CCoE
CSM, Signal School
CSM, Cyber School
CSM, USAG

6. Personnel who occupy K&E housing, who are subsequently assigned to another duty station or non-K&E position, must terminate and clear housing prior to their Change of Command or Change of Responsibility to allow expeditious housing for incoming personnel.

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

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



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Commanding