



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-5013

AMIM-HIG-ZA

10 APR 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key and Essential Positions and Designated Quarters

1. Reference. AR 420-1 (Army Facilities Management), 12 February 2008 with Rapid Action Revision (RAR) issued 24 August 2012.

2. Policy:

a. The Commander, U.S. Army Garrison (USAG) Hawaii, prioritizes on-post housing to military and civilian personnel holding Key and Essential (K&E) positions. These housing assignments are made in coordination with the Senior Commander, U.S. Army Hawaii (USARHAW) and/or the Commanding General, U.S. Army Pacific (USARPAC).

b. Designation of K&E positions are not for the sole purpose of bypassing housing waitlists. AR 420-1 defines K&E personnel as having duties that require their immediate availability on the installation due to military necessity. The designation of K&E positions will be kept to an absolute minimum to ensure maximum housing equity for all Soldiers.

c. The table below is designed to improve transparency and consistency in determining K&E positions. GO/SES-level commands may substitute a position not included in the standard model at their discretion. Substitutions are only permitted when the total number of K&E positions is not increased.

Table 1 – Key and Essential Positions – Standard Model

Key and Essential	Command Level					
	O-10	O-8	O-7	O-6	O-5	SES
Commander/SES Director	x	x	x	x	x	x
Deputy Commander(s)/Director	x	x	x			x
Command Sergeant Major	x	x	x	x	x	x
Chief of Staff	x	x	x			x
Primary Assistant Chiefs of Staff, G-X	x	x				
Executive Officer	x	x	x			
Aide de Camp	x	x	x			

Note 1: In a Joint Command, if an Army Service member is in the above staff structure, they are considered Key and Essential. Nominative CSMs as defined by HRC are considered K&E.
Note 2: USAR or Multi-compo Commands may be addressed differently due to the unique nature of the active/reserve makeup.
Note 3: Due to the nature of their mission, TAMC and USAG Hawaii do not follow the standard O6 model.
Note 4: As a Special Designated Command, USARPAC is allotted additional positions commensurate with the command's responsibilities.

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d. Some K&E positions have designated quarters associated with them (see Enclosure 1). These designated quarters are kept to a minimum to facilitate rapid placement of the majority of inbound personnel. Only specific General/Flag Officers, senior Colonel and Command Sergeant Major positions are assigned designated quarters.

e. Designation as K&E does not guarantee immediate placement in a home. Arrival Temporary Lodging Allowance (TLA) is available to offset the cost of temporary quarters/hotel accommodation. In cases where on-post housing is not immediately available, incoming Key K&E personnel will be given priority on the wait list, second only to K&E personnel already awaiting housing. If housing cannot be provided within 30 days, the matter will be escalated to the Garrison Commander for review and resolution. In situations where the quarters for which a K&E position qualifies are not immediately available upon the incumbent's arrival, or in exceptional circumstances (e.g., family size or special needs), alternate quarters may be assigned. The Garrison Commander holds the authority to approve alternate quarters for these K&E positions.

f. Personnel filling K&E positions are not required to live on the installation if the current aggregate housing fill is over 95% or if the wait time for their qualified quarters is beyond 30 days of arrival. If K&E personnel desire to wait longer than 30 days, every effort will be made to accommodate them within the available inventory of housing. If the family housing occupancy rate is below 95%, K&E personnel wishing to live off the installation must submit a request for exception to policy, including justification for the request, to the Garrison Commander through the Army Housing Office.

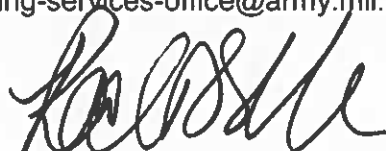
g. Island Palm Communities will administer the housing assignment of K&E positions in accordance with this memorandum with oversight from the Garrison Housing Services Office and Garrison Commander. Housing assignments on Historic Palm Circle at Fort Shafter will be managed by the Chief of Staff, USARPAC through the Garrison Commander.

3. This memorandum supersedes memorandum, Subject: Army Key and Essential (K&E) Positions and Designated Quarters, dated 30 October 2024. This memorandum is in effect until superseded or rescinded.

4. The point of contact for this memorandum is the Garrison Housing Services Office at (808) 787-7700 or usarmy.schofield.usag.mbx.housing-services-office@army.mil.

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RACHEL D. SULLIVAN
COL, CA
Commanding

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Enclosure 2

1. The following positions are designated as K&E and have priority to reside in Army family housing closest to their assigned duty station. If housing is unavailable on the installation of assignment, housing on other installations can be offered as available. Personnel in these positions will be placed at the top of the wait list for the housing for which they qualify, based on eligibility date of other K&E personnel already on the wait list.

25th Infantry Division (25th ID) (Schofield Barracks/AO North)

Commanding General, 25th Infantry Division & U.S. Army Hawaii

Deputy Commanding General, Operations, 25th ID

Deputy Commanding General, Support, 25th ID

Command Sergeant Major, 25th ID (Nominative)

Chief of Staff, 25th ID

Assistant Chief of Staff, 25th ID, G-1

Assistant Chief of Staff, 25th ID, G-2

Assistant Chief of Staff, 25th ID, G-3

Assistant Chief of Staff, 25th ID, G-4

Assistant Chief of Staff, 25th ID, G-5

Assistant Chief of Staff, 25th ID, G-6

Assistant Chief of Staff, 25th ID, G-8

Executive Officer, CG, 25th ID

Aide de Camp, CG, 25th ID

Aide de Camp, DCG-Operations, 25th ID

Aide de Camp, DCG-Support, 25th ID

Executive Officer, DCO-Interoperability, 25th ID

Commander, HHBN, 25th ID

Command Sergeant Major, HHBN, 25th ID

Commander, 25th ID Air Support Operations, Squadron (ASOS)

Command Sergeant Major, 25th ID ASOS

25th ID Military Personnel Exchange Program (MPEP) (Schofield Barracks/AO North)

Deputy Commander, Interoperability, 25th ID

Lightning Academy Instructor, OIC

Lightning Academy Instructor, NCOIC

2nd Mobile Brigade (2nd MBDE) (Schofield Barracks/AO North)

Commander, 2nd MBDE

Command Sergeant Major, 2nd MBDE

Commander, 1-35th Infantry Battalion (IN BN)

Command Sergeant Major, 1-35th IN BN

Commander, 1-21st IN BN

Command Sergeant Major, 1-21st IN BN

Commander, 1-27th IN BN

Command Sergeant Major, 1-27th IN BN

Commander, 225th Brigade Support Battalion (BSB)

Command Sergeant Major, 225th BSB

3rd Mobile Brigade Combat Team (3rd MBDE) (Schofield Barracks/AO North)

Commander, 3rd MBDE

Command Sergeant Major, 3rd MBDE

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Commander, 2-27th IN BN
Command Sergeant Major, 2-27th IN BN
Commander, 2-35th IN BN
Command Sergeant Major, 2-35th IN BN
Commander, 2-21st IN BN
Command Sergeant Major, 2-21st IN BN
Commander, 325th LSB
Command Sergeant Major, 325th LSB

25th Division Sustainment Brigade (DSB) (Schofield Barracks/AO North)

Commander, 25th DSB
Command Sergeant Major, 25th DSB
Commander, Special Troops Battalion (STB)
Command Sergeant Major, Special Troops Battalion (STB)
Commander, 524th Combat Services Support Battalion (DSSB)
Command Sergeant Major, 524th DSSB
Commander, 65th DEB
Command Sergeant Major, 65th DEB

25th Division Artillery Brigade (DIVARTY) (Schofield Barracks/AO North)

Commander, Division Artillery, 25th ID
Command Sergeant Major, Division Artillery, 25th ID
Commander, 125th Multi-Domain Fires BN (MDFB)
Command Sergeant Major, 125th MDFB BN
Commander, 3-7th FA BN
Command Sergeant Major, 3-7th FA BN
Commander, 2-11th Field Artillery Battalion (FA BN)
Command Sergeant Major, 2-11th FA BN
Commander, 125th Division Signal Battalion
Command Sergeant Major, 125th Division Signal Battalion

25th Combat Aviation Brigade (25th CAB) (Wheeler Army Airfield/AO North)

Commander, 25th CAB
Command Sergeant Major, 25th CAB
Command Chief Warrant Officer, 25th CAB
Commander, 2-6th CAV
Command Sergeant Major, 2-6th CAV
Commander, 2-25th Aviation (AVN)
Command Sergeant Major, 2-25th AVN
Commander, 3-25th AVN
Command Sergeant Major, 3-25th AVN
Commander, 209th Aviation Support Battalion (ASB)
Command Sergeant Major, 209th ASB

8th Theater Sustainment Command (TSC) (Fort Shafter/AO South)

Commanding General, 8th Theater Sustainment Command (8th TSC)
Command Sergeant Major, 8th TSC (Nominative)
Deputy Commander, 8th TSC
Chief of Staff, 8th TSC
Assistant Chief of Staff, G1
Assistant Chief of Staff, G2
Assistant Chief of Staff, G3

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Assistant Chief of Staff, G4
Assistant Chief of Staff, G5
Assistant Chief of Staff, G6
Assistant Chief of Staff, G8
Executive Officer, CG, 8th TSC
Aide de Camp, CG, 8th TSC
Commander, 8th TSC, Special Troops Battalion (STB)
Command Sergeant Major, 8th TSC, STB

8th Military Police Brigade (MP BDE) (Schofield Barracks/AO North)

Commander, 8th MP BDE
Command Sergeant Major, 8th MP BDE
Commander, 728th Military Police Battalion (MP BN)
Command Sergeant Major, 728th MP BN
Commander, 303D Ordinance Battalion (EOD)
Command Sergeant Major, 303D EOD
Commander, 125th FI BN
Command Sergeant Major, 125th FI BN

130th Engineer Brigade (EN BDE) (Schofield Barracks/AO North)

Commander, 130th EN BDE
Command Sergeant Major, 130th EN BDE
Commander, 84th EN BN
Command Sergeant Major, 84th EN BN

Medical Readiness Command - Pacific (MRC-P) (TAMC/AO South)

Commanding General, MRC-P
Command Sergeant Major, MRC-P (Nominative)
Chief of Staff, MRC-P
Chief of Operations, MRC-P
Executive Officer, MRC-P
Aide-de-Camp, CG, MRC-P

Tripler Army Medical Center (TAMC) (TAMC/AO South)

Commander, TAMC
Command Sergeant Major, TAMC
Deputy Commanding Officer (Navy Officer), TAMC
Deputy Commander for Clinical Services/Chief Medical Officer, TAMC
Deputy Commander for Administration, TAMC

Desmond Doss Health Clinic (DDHC) (Schofield Barracks/AO North)

Commander, DDHC
Command Sergeant Major, DDHC

599th Transportation Brigade (Wheeler Army Airfield/AO North)

Commander, 599th Transportation Brigade
Command Sergeant Major, 599th Transportation Brigade

U.S. Army Garrison Hawaii (Wheeler Army Airfield/AO North)

Commander, USAG Hawaii
Command Sergeant Major, USAG Hawaii
Director of Public Works, USAG Hawaii

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Wildland Fire Program Manager, Directorate of Emergency Services, USAG Hawaii

413th Contracting Support Brigade (Fort Shafter/AO South)

Commander, 413th Contracting Support Brigade
Command Sergeant Major, 413th Contracting Support Brigade

Island Palm Communities (IPC)

Project Director, Centinel
Director, Property Management, Island Palm Communities, LLC
Director, Maintenance, Island Palm Communities, LLC

U.S. Army Pacific (USARPAC) (Fort Shafter/AO South)

Commanding General, USARPAC (Palm Circle)
Deputy Commanding General, USARPAC (Palm Circle)
Command Sergeant Major, USARPAC (Palm Circle)
Deputy CG for Strategy and Plans, USARPAC (Palm Circle)
Deputy CG for Homeland Affairs, USARPAC (Palm Circle)
Chief of Staff, USARPAC (Palm Circle)
ACoS, G1, USARPAC
ACoS, G2, USARPAC
ACoS, G3/5/7, USARPAC (Palm Circle)
ACoS, G3 SGM, USARPAC (Nominative)
Chief of Current Operations (G33), USARPAC
Chief of Future Operations (G35), USARPAC
ACoS, G4, USARPAC
ACoS, G5, USARPAC
ACoS, G6, USARPAC
ACoS, G8, USARPAC (SES)
Director, Future Plans and Concepts, USARPAC (SES)
Director, Concepts, USARPAC
Director, Force Management, USARPAC
Director, Engineering, USARPAC
Director, Theater Fires Element, USARPAC
Executive Officer to the Commanding General, USARPAC
Executive Officer to the Deputy Commanding General, USARPAC
Executive Officer to the DCG for Strategy and Plans, USARPAC
Executive Officer to the DCG for Homeland Affairs, USARPAC
Aide-de-Camp to the Commanding General, USARPAC
Aide-de-Camp to the Deputy Commanding General, USARPAC
Aide de Camp to the DCG for Strategy and Plans, USARPAC
Aide de Camp to the DCG for Homeland Affairs, USARPAC
Enlisted Aide to the Commanding General, USARPAC
Commander, HHBN, USARPAC
CSM, HHBN, USARPAC

18th Theater Medical Command - Pacific (TMC-P) (Fort Shafter/AO South)

Commanding General, 18th TMC-P
Command Sergeant Major, 18th TMC-P (Nominative)
Deputy Commander, 18th TMC-P
Chief of Staff, 18th TMC-P
Assistant Chief of Staff, G1, 18th TMC-P
Assistant Chief of Staff, G2, 18th TMC-P

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Assistant Chief of Staff, G3, 18th TMC-P
Assistant Chief of Staff, G4, 18th TMC-P
Assistant Chief of Staff, G5, 18th TMC-P
Assistant Chief of Staff, G6, 18th TMC-P
Assistant Chief of Staff, G8, 18th TMC-P
Executive Officer, CG, 18th TMC-P
Aide de Camp, CG, 18th TMC-P

Installation Management Command (IMCOM) - Pacific (Fort Shafter/AO South)

Director, IMCOM - Pacific
Command Sergeant Major, IMCOM - Pacific (Nominative)
Deputy Director, IMCOM - Pacific
Chief of Staff, IMCOM - Pacific

94th Army Air and Missile Defense Command (94th AAMDC) (AO South)

Commanding General, 94th AAMDC
Deputy Commanding Officer, 94th AAMDC
Command Sergeant Major, 94th AAMDC (Nominative)
Chief of Staff, 94th AAMDC
Executive Officer, 94th AAMDC
Aide-de-Camp, CG, 94th AAMDC

311th Signal Command (Theater) (Fort Shafter/AO South)

Commanding General, 311th Signal Command (311th SC(T))
Deputy Commander, 311th SC(T)
Command Sergeant Major, 311th SC(T) (Nominative)
Command Chief Warrant, 311th SC(T)
Chief of Staff, 311th SC(T)
Aide-de-Camp, CG, 311th SC(T)

516th Signal Brigade (SIG BDE)

Commander, 516th SIG BDE (Fort Shafter/AO South)
Command Sergeant Major, 516th SIG BDE (Fort Shafter/AO South)
Commander, 307th Integrated Theater Signal Battalion (ITSB) (AO North)
Command Sergeant Major, 307th ITSB (AO North)
Commander, 30th Signal Battalion Network Enterprise Center (SIG BN NEC) (AO North)
Command Sergeant Major, 30th SIG BN NEC (AO North)
Director, Pacific Regional Cyber Center (Fort Shafter/AO South)

U.S. Army Corps of Engineers (USACE) (Fort Shafter/AO South)

Commander, USACE, Pacific Ocean Division (POD)
Regional Business Director, USACE, POD
Programs Director, USACE, POD
Deputy Commander, USACE, POD
Command Sergeant Major, USACE, POD (Nominative)
Commander, USACE, Honolulu District

9th Mission Support Command (9MSC) (Fort Shafter/AO South)

Commanding General, 9MSC
Deputy Commander, 9MSC
Command Sergeant Major, HQ, 9MSC (Nominative)
Command Chief Warrant, 9MSC

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Chief of Staff, HQ, 9MSC
Aide-de-Camp, CG, 9MSC

5th Battlefield Coordination Detachment (5th BCD) (AO South)

Commander, 5th BCD
Deputy Commanding Officer, 5th BCD

3rd Multi-Domain Task Force (3MDF)

Commander, 3MDF
Command Sergeant Major, 3MDF
Commander, 3rd Multi-Domain Effects Battalion (3MDEB)
Command Sergeant Major, 3MDEB

Theater Strike Effects Group (TSEG)

Commander, TSEG
Command Sergeant Major, TSEG

500th Military Intelligence Brigade (MI BDE)

Commander, 500th MI BDE
Command Sergeant Major, 500th MI BDE
Commander, 205th MI BN
Command Sergeant Major, 205th MI BN
Commander, 715th MI BN
Command Sergeant Major, 715th MI BN

196th Infantry Brigade (IN BDE)

Commander, 196th IN BDE
Command Sergeant Major, 196th IN BDE
Commander, Support Battalion, 196th IN BDE
Command Sergeant Major, Support Battalion, 196th IN BDE
Commander, 1st Battalion, 196th IN BDE
Command Sergeant Major, 1st Battalion, 196th IN BDE

The following K&E positions are part of an enduring MOU between USAG Hawaii, Island Palm Communities, and the U.S. Coast Guard:

U.S. Coast Guard (USCG) (Red Hill)

Joint Interagency Task Force West, USCG
Pacific Fleet Liaison Officer
Command Pacific (J5) Liaison Officer
Commanding Officer, Base Honolulu
Executive Officer, Base Honolulu
Command Master Chief, Base Honolulu Gold Badge
Base Honolulu Senior Medical Officer
Commanding Officer, Civil Engineering Unit (CEU)
Commanding Officer, Sector Honolulu
Deputy Commander, Sector Honolulu
Command Master Chief, Sector Honolulu Gold Badge
Commanding Officer, USCG Cutter (USCGC) Juniper
Commanding Officer, USCGC Hollyhock
Commanding Officer, USCGC Kimball
Executive Officer, USCGC Kimball

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Commanding Officer, USCGC Midgett
Executive Officer, USCGC Midgett
Commanding Officer, Marine Safety and Security Team
Chief of Staff, D14
Command Master Chief, D14 Gold Badge
Commanding Officer, USCG Air Station
Executive Officer, USCG Air Station
Command Master Chief, USCG Air Station Gold Badge
Commanding Officer, USCGC William Hart
Commanding Officer, USCGC Oliver Berry
Commanding Officer, USCGC Joseph Gerzack
Commanding Officer, USCGC Harriet Lane
Commanding Officer, USCG Cryptologic Unit Kunia

The following positions will be considered K&E if they are filled by an Army service member. Other service branch personnel will be accommodated in accordance with Island Palm Communities waterfall priorities.

HQ, U.S. Indo-Pacific Command (USINDOPACOM)

Deputy Chief of Staff, USINDOPACOM
Executive Assistant to the Commander, USINDOPACOM
Executive Assistant to the Deputy Commander, USINDOPACOM

Defense Personnel Accounting Agency (DPAA)

Director, Current Operations/Plans, DPAA
Director, Logistic Support Directorate, DPAA
Director, Expeditionary Support Directorate, DPAA
Command Sergeant Major, DPAA (Nominative)

Special Operations Command Pacific (SOCPAC)

Commanding General, SOCPAC
Deputy Commander, SOCPAC
Command Senior Enlisted Leader, SOCPAC (Nominative)
Chief of Staff, SOCPAC