



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII**  
**851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD**  
**SCHOFIELD BARRACKS, HAWAII 96857-5000**

IMHW-ZA

13 AUG 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key and Essential (K&E) Positions and Designated Quarters

1. References:

- a. AR 420-1, Army Facilities Management, 12 Feb 08 with Rapid Action Revision (RAR) issued 24 Aug 12.
- b. Executive Order 118-07, Dept of Army, Healing Warriors, 2 Jun 07.
- c. Memorandum, Office of the Deputy Chief of Staff G1, DAPE-PR, 18 Jun 07, Subject: Housing Prioritization for Warriors in Transition (WT).

2. Enclosure 1 identifies K&E positions and designated quarters at Fort Shafter and Schofield Barracks.

3. Policy.

a. K&E Positions. Reference 1a, provides Department of the Army policy concerning K&E positions. Reference 1b, paragraph 3, provides guidance concerning designated quarters. The Commander, United States Army Garrison, Hawaii (USAG-HI) designates K&E military and civilian positions. Reference 1c, states that WT and their Families will receive priority housing commensurate with K&E personnel. The duties of K&E positions require the incumbent to be immediately available on the installation for reasons of military necessity. This is mandatory requirement and the incumbent must reside in on-post housing. The incumbent may request for an exception to policy for waiver of on-post residency. Submit request in writing through command channels to the Commander, USAG-HI. All personnel assigned to Headquarters and Headquarters Battalion, United States Army Pacific will submit request through the Chief of Staff, USARPAC. If on-post housing is not immediately available for inbound K&E personnel, they will be placed at the top of the waiting list, directly behind K&E personnel currently on the waiting list. K&E designation does not guarantee housing availability upon arrival nor preferred housing areas. Incumbents of K&E positions may have limited housing options due to their requirement to reside on post. If K&E personnel cannot be housed within 30 days, the situation will be reported to the Commander, USAG-HI.

b. Designated Quarters. Certain K&E positions have 'designated' quarters associated with them. The Commander, USAG-HI is the designating authority for quarters assigned to specific K&E positions. These designated quarters are kept to a minimum – in general only General, Flag Officer, and certain senior Colonel and Command Sergeant Major positions are assigned designated quarters. If the quarters for a 'designated quarters' K&E position is not immediately

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available when the incumbent arrives, or in exceptional cases (i.e., family size, special needs), alternate quarters may be assigned.

c. The Chief of Staff, United States Army Pacific, determines assignment to quarters on Palm Circle, Fort Shafter. In the event that a General Officer's designated quarters are vacant, a Senior Officer may be assigned with the understanding that he/she may be relocated if the quarters are required for General Officer use. Enclosure 2 is the resident guideline for General Officers.

d. The Project Manager of Residential Communities Initiative (RCI) will monitor assignment of incumbents of K&E positions in accordance with this policy.

4. Commander, USAG-HI will consider exceptions to policy contained in this memorandum on a case-by-case basis. Any Commander who desires an exception to policy will initiate the request and will provide the basis for considering an additional position to be a vital military necessity.

5. This memorandum supersedes memorandum, Subject: Army Key and Essential (K&E) Positions and Designated Quarters, dated 15 May 13. This policy memorandum is in effect until superseded or cancelled.

6. The proponent for this memorandum is Mr. David Pawlak, Chief, Housing Division/RCI Project Manager at 655-7394 or david.a.pawlak2.civ@mail.mil.



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COL, AD  
Commanding

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