



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

11 April 2022

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 Schofield Barracks, Wheeler Army Airfield, Tripler Army Medical Center and Fort Shafter.

3. Procedures.

a. K&E Positions. The Commander, United States Army Garrison, Hawaii (USAG-HI) designates K&E military and civilian positions. The duties require the incumbent to be immediately available on the installation and reside on-post for reasons of military necessity. The incumbent may request for an exception to policy 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 waiting for a home. 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 available when the incumbent arrives, or in exceptional cases (i.e., family size, special needs), alternate quarters may be assigned.

AMIM-HWG-ZA

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

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 memorandum.

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. The Garrison Commander is the waiver authority for all Brigade and Battalion Commanders and Command Sergeant Majors.

5. This memorandum supersedes memorandum, Subject: Army Key and Essential (K&E) Positions and Designated Quarters, dated 4 April 2018. This memorandum is in effect until superseded or cancelled.

6. The proponent for this memorandum is Mr. David Reynolds, Chief, Housing Division at (808) 655-7396 or david.a.reynolds36.civ@army.mil.

MISIGOY.DANI Digitally signed by
MISIGOY.DANIEL.1185958422
Date: 2022.04.11 16:20:10 -1000
EL.1185958422

Encls
as

DANIEL MISIGOY
COL, LG
Commanding

DISTRIBUTION
Electronic Media