



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

10 JUN 2019

MEMORANDUM FOR 25th Infantry Division and United States Army Hawaii Key and Essential Personnel

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #32 – Housing for Key and Essential Personnel

1. All 25th Infantry Division and United States Army Hawaii Key Essential Personnel are required to live in on-post quarters.
2. Commanding General, 25th Infantry Division and United States Army Hawaii will consider exceptions on a case-by-case basis. Key Essential Personnel who desire an exception to policy will initiate a request thru their respective chain of command and the Chief of Staff, 25th Infantry Division.
3. The 25th Infantry Division and United States Army Hawaii Key Essential Personnel identified are required to initiate a pre-inspection with the Island Palm Communities (IPC) staff prior to departure. This pre-inspection will be conducted upon receipt of outgoing PCS orders or a minimum of 60 days prior to move-out. IPC will develop a scope of work necessary and may require the current residents to clear quarters early and move into temporary accommodations while the home is being prepared for the inbound leadership. Departing leadership will allow enough time to accommodate inbound personnel to be mission ready upon arrival.
4. The point of contact for this memorandum is Mr. Clyde E. Sage, Housing Division Chief, at clyde.e.sage.civ@mail.mil or (808) 655-7396.

A handwritten signature in black ink, appearing to read "Ronald P. Clark".

RONALD P. CLARK
Major General, USA
Commanding

Encl
Key and Essential Personnel List

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SUBJECT: Enclosure 1 to 25th Infantry Division and United States Army Hawaii Policy Letter #32 – Housing for Key and Essential Personnel

1. The following 25th Infantry Division and United States Army Hawaii positions are designated as Key and Essential Personnel:

25th Infantry Division (25th ID) and United States Army Hawaii (USARHAW)

Commanding General
Deputy Commanding General- Operations
Deputy Commanding General- Support
Chief of Staff
Division Command Sergeant Major
Assistant Chief of Staff, G1
Assistant Chief of Staff, G2
Assistant Chief of Staff, G3
Assistant Chief of Staff, G4
Assistant Chief of Staff, G6
Assistant Chief of Staff, G8
Assistant Chief of Staff, G9
Staff Judge Advocate
Commander, 25th ID Air Support Operations Squadron (ASOS)
Senior Master Sergeant, 25th ID ASOS
Commander, 25th Infantry Division Band
Public Affairs Officer
Division Surgeon
Division Chaplain

2d Infantry Brigade Combat Team (2 IBCT)

Commander, 2 IBCT
Command Sergeant Major, 2 IBCT
Commander, 1-21 IN BN
Command Sergeant Major, 1-21 IN BN
Commander, 1-27 IN BN
Command Sergeant Major, 1-27 IN BN
Commander, 65th Brigade Engineer Battalion (BEB)
Command Sergeant Major, 65th BEB
Commander, 2-14 Cavalry (CAV)
Command Sergeant Major, 2-14 CAV
Commander, 2-11 Field Artillery (FA)
Command Sergeant Major, 2-11 FA
Commander, 225th Brigade Support Battalion (BSB)
Command Sergeant Major, 225th BSB

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3rd Infantry Brigade Combat Team (3 IBCT)

Commander, 3 IBCT
Command Sergeant Major, 3 IBCT
Commander, 2-27 IN BN
Command Sergeant Major, 2-27 IN BN
Commander, 2-35 IN BN
Command Sergeant Major, 2-35 IN BN
Commander, 29th BEB
Command Sergeant Major, 29th BEB
Commander, 3-4 CAV
Command Sergeant Major, 3-4 CAV
Commander, 3-7 FA
Command Sergeant Major, 3-7 FA
Commander, 325th BSB
Command Sergeant Major, 325th BSB

25th Combat Aviation Brigade (25 CAB)

Commander, 25 CAB
Command Chief Warrant Officer, 25 CAB
Command Sergeant Major, 25 CAB
Commander, 2-25 Aviation Regiment (AVN)
Command Sergeant Major, 2-25 AVN
Commander, 3-25 General Support Aviation Battalion (GSAB)
Command Sergeant Major, 3-25 GSAB
Commander, 2-6 Heavy Attack Reconnaissance Squadron (HARS)
Command Sergeant Major, 2-6 HARS
Commander, 209th Aviation Support Battalion (ASB)
Command Sergeant Major, 209th ASB

25th Division Artillery (DIVARTY)

Commander, DIVARTY
Command Sergeant Major, DIVARTY
Commander, Headquarters and Headquarters Battalion (HHBn)
Command Sergeant Major, HHBn

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25th Division Sustainment Brigade (DSB)

Commander, 25th SB

Command Sergeant Major, 25th SB

Commander, 25th Special Troops Battalion (STB)

Command Sergeant Major, 25th STB

Commander, 524 Combat Service Support Battalion (CSSB)

Command Sergeant Major, 524 CSSB

2. The point of contact for this enclosure is the Secretary of the General Staff at (808) 787-5115.