



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

12 Oct 2023

AMIM-HMP-H

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #43, Army Family Housing (AFH) Assignment Policy

1. References:

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

b. DA Pamphlet 420-1-1, Housing Management, 2 April 2009.

2. The proponent for this policy is the Directorate of Public Works, Family Housing Division.

3. This Policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose: To establish the assignment policy for Family Housing on USAG Humphreys.

5. All military personnel and key and essential civilians, who hold command sponsorship numbers for USAG Humphreys, will compete equally for government owned housing in accordance with (IAW) the assignment priorities established by this policy. Assignment to AFH is mandatory based on availability and occupancy rate.

6. AFH waiting lists will be established for three-, four-, and five-bedroom housing units. Bedroom requirement will be established IAW DA Pam 420-1-1, table 2-2 and AR 420-1, para 3-16c. Waiting list eligibility date is determined by criteria in AR 420-1, para 3-16g (i.e., the eligibility date for PCS personnel is the date the service member (SM) departed his/her last permanent duty station). Integrated Personnel and Pay System (IPPS-A) absence approval & DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station. If forms are not provided, the waiting list eligibility date will be the date of walk-in to in-process the Housing Office.

7. At the time of in-processing, the Housing Counselor will determine eligibility date, bedroom needs, and if housing is available for Command Sponsorship Program (CSP) grade/category.

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8. If AFH is not available, the Housing Office will then brief the SM of the requirements and information needed to secure housing in the local area using a realtor from the approved realtor referral listing.

9. The residency of AFH facilities will be IAW AR 420-1, table 3-3.

10. The Housing Office will assign AFH based on bedroom needs. If units are available in multiple locations, we will allow the SM to select the area they would prefer to live. The unit assigned will be based on first available occupancy date. Assignment to adequate housing will be for the duration of the tour.

11. If a SM refuses to occupy AFH when adequate housing for their grade and bedroom requirement is available, they will forfeit their overseas housing allowances (OHA) and temporary lodging allowance (TLA) will be terminated on the date a unit was available for assignment.

12. Assignment priorities are as established in AR 420-1, table 3-4 and AR 420-1, para 3-16i.

13. The housing units are fully furnished. Personnel who bring their own furniture will not be authorized additional storage. If families have their own furniture, they may execute a one-time turn in of all or partial government furnishings at government expense, within 90 days of signing for quarters. After 90 days, the sponsor may return unneeded furniture to the Housing Furnishings Branch (FMB), at the sponsor's expense. If the sponsor requests pickup/delivery of any furnishings after the 90 days, he/she will be charged for the movement of the items.

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SUBJECT: Command Policy<sup>413</sup>~~37~~, Army Family Housing (AFH) and Government Leased Housing (GLH) Assignment Policy

14. Point of contact is Mr. Samuel L. Brooks, Chief, Housing Division at DSN 757-2671.



RYAN K. WORKMAN  
COL, AR  
Commanding

DISTRIBUTION:  
USAG Humphreys Website

# **Army Family Housing Assignment** **United States Army Garrison Humphreys**

**Effective** \_\_\_\_\_

<b>Rank</b>	<b>Size</b>	<b>S-510</b>	<b>S-511</b>	<b>S-512</b>	<b>B-5101</b>	<b>B-5102</b>	<b>B-5103</b>	<b>COL/CSM</b>	<b>GO/SES</b>
<b>E1-E6</b>	<b>2BR</b>	<b>8 Units</b> 1598 SF							
<b>E1-E6</b>	<b>3BR</b>	<b>24 Units</b> 1734 SF	<b>32 Units</b> 1695 SF	<b>28 Units</b> 1695 SF	<b>48 Units</b> 1655 SF				
<b>E7-E9</b>	<b>3BR</b>								
<b>04-05, CW3-CW4</b>	<b>3BR</b>						<b>44 Units</b> 1655 SF		
<b>01-03, WO1-CW2</b>	<b>3BR</b>					<b>48 Units</b> 1655 SF			
<b>E1-E6</b>	<b>4BR</b>	<b>8 Units</b> (+4)2 867 SF	<b>16 Units</b> 1852 SF	<b>14 Units</b> 1852 SF	<b>18 Units</b> 1845 SF				
<b>E7-E9</b>	<b>4BR</b>								
<b>04-010, CW3-CW5</b>	<b>4BR</b>								
<b>01-03, WO1-CW2</b>	<b>4BR</b>								
<b>E1-E6</b>	<b>5BR</b>								
<b>E7-E9</b>	<b>5BR</b>								
<b>04-06, CW3-CW5</b>	<b>5BR</b>								
<b>Jr Enl</b>									
<b>Jr Enl</b>									
<b>Jr Enl</b>									
<b>Jr Enl</b>									
<b>CGO</b>									
<b>CG/SE/FG</b>									
<b>COL/CSM</b>									
<b>GO/SES</b>									

## **Key Billet Prioritization**

IAW USFK CG policy memo, Key and Essential Housing and Designation - USAG Humphreys, 4 Apr 2018

## **Key and Essential Personnel**

IAW AR 420-1, table 3-4, and AR 420-1, para 3-161, key and essential military and DOD-sponsored civilian employees are incumbents of designated key and essential positions as established by the Garrison Commander are as follows:

1. Service Members:

- Installation DGC-T

2. Key and Essential Civilians:

- a. Deputy Garrison Commander
- b. Station Director, Red Cross
- c. DPW Directorate