



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 42
APO AE 09630

AMIM-ITG-ZA

08 November 2023

MEMORANDUM FOR All U.S. Army Garrison (USAG) Italy Units and Supported Units

SUBJECT: USAG Italy Policy for Designating Housing to Key and Essential Personnel

1. Reference:

- a. Army Regulation (AR) 420-1, dated 02 Feb. 2008
- b. Army Europe Regulation (AER) Supplement 1 to 420-1, 20 Nov. 2008

2. This memorandum supersedes all previous USAG Italy Memorandums for Key and Essential Positions and Designated Housing at USAG Italy.

3. IAW AR 420-1 and AER Supplement 1 to AR 420-1, the Installation Commander may designate Key and Essential positions. The Housing Office maintains a list of Key and Essential positions for housing units and makes assignments to quarters as indicated below for accompanied personnel.

4. The following are Key and Essential personnel with "designated" housing by position:

SETAF-AF Commander General
SETAF-AF Deputy Commander General
SETAF-AF Chief of Staff
SETAF-AF Command Sergeant Major
173rd Airborne Brigade, Commander
USAG Italy Commander

5. Key and Essential personnel are eligible for assignment to government quarters on a priority "1" basis. Furthermore, the positions listed in enclosure 1, in the grade of Lieutenant Colonel (O-5) and above, CSM (E-9) or GS-14 and above are eligible for assignment, on a priority "1" basis. Assignment to these units is contingent on availability and allocated on a basis of five (5) for Field Grade/Senior Officers and three (3) Command Sergeant Major where possible.

6. Positions listed above will be given priority "1" assignment at available Government Controlled Quarters of the appropriate category or given priority assistance in obtaining private rental housing.

7. Once housed in either Government Controlled Quarters or private rental housing personnel will be removed from the respective waiting list and will not normally be reinstated unless an exception is approved by the USAG Italy Commander.

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8. In addition to personnel occupying the above positions, also Officers and Command Sergeant Major pre-positioned to fill one of these positions are considered Key and Essential for assignment purpose.
9. Red Cross Hub and Station Manager are designated Key and Essential Civilian positions for assignment to Government Leased Quarters only on a priority "1" basis.
10. Sponsors losing their Key and Essential status due to change in job assignment also lose their entitlement to Key and Essential housing. This memorandum includes sponsors who receive priority assignment to Key and Essential housing and sponsors may be required to relocate from housing. Upon loss of Key and Essential status, sponsors may be required to relocate from Government Controlled Quarters at the discretion of the USAG Italy Commander. In the event a command directed move becomes necessary, moving expenses will be government funded.
11. Request for exception to policy to reside in private rental housing will be forwarded through DPW, Housing Office to the USAG Italy Commander for approval.
12. Point of contact is Mr. Michael D.J. Ashwood, Chief Housing Office, DPW, USAG Italy. DSN 646-2766 or email: michael.d.ashwood.civ@army.mil.

Encl.
Key and Essential Positions List


SCOTT W. HERRIGAN
COL, IN
Commanding

Encl. 1

Key and Essential Positions List

USAG Italy CSM
USAG Italy Deputy to the Garrison Commander
USAG Italy S-3 Director
USAG Italy DPW Director
USAG Italy DES Director
1-503rd Infantry Battalion Commander
1-503rd Infantry Battalion CSM
2-503rd Infantry Battalion Commander
2-503rd Infantry Battalion CSM
SETAF-AF Battalion Commander
SETAF-AF Assistant Chief of Staff G-3
SETAF-AF Deputy Chief of Staff
509th Signal Battalion Commander
509th Signal Battalion CSM
207th MI Brigade Commander
207th MI Brigade CSM
FCB Battalion 207th MI Brigade Commander
FCB Battalion 207th MI Brigade CSM
BSB 173rd Commander
BSB 173rd CSM
173rd Airborne Brigade, CSM
54th BEB 173rd Commander
54th BEB 173rd CSM
522nd Battalion 207th MI Brigade Commander
522nd Battalion 207th MI Brigade CSM