



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

AMIM-FJP-H (420-1k)

04 NOV 2024

MEMORANDUM FOR

Commanders, All Units Reporting Directly to US Army Training Center and Fort Jackson
Commander, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Offices US Army Training Center and Fort Jackson

SUBJECT: Fort Jackson Policy Memorandum #23 - Key and Essential Military Positions for On-post Housing

1. References:

- a. Army Regulation 420-1 (Army Facilities Management)
- b. Fort Jackson Residential Community Initiative (RCI) Project Community Development Management Plan, 24 July 2008

2. Purpose: To provide on-post housing guidance to all commands and to identify leaders whose proximity to their units and/or responsibilities requires they be afforded and reside in on-post housing when available and/or in the interest of the government and the RCI community housing provider.

3. Applicability: This policy is applicable to all identified military personnel assigned to Fort Jackson.

a. The following order of merit list will guide the process of offering housing to leaders identified, as requiring on-post housing, in the Mabry housing area:

- 1) Senior Commander (SC) (Designated Address)
- 2) Garrison Commander (GC) (Designated Address)
- 3) ATC&FJ Deputy Commander
- 4) ATC Command Sergeant Major
- 5) Brigade Commanders, 165th IN and 193rd IN
- 6) ATC&FJ Chief of Staff

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- 7) Institute for Religious Leadership (IRL) Director
- 8) Soldier Support Institute Commander
- 9) MAHC Commander
- 10) Leader Training Brigade Commander
- 11) DENTAC Commander
- 12) Adjutant General School Commandant
- 13) Finance School Commandant
- 14) IRL Deputy Director
- 15) 81st Readiness Division Commander
- 16) Installation/Garrison Chaplain
- 17) ATC&FJ Staff Judge Advocate

b. The following order of merit list will guide the process of offering housing to leaders identified as requiring on-post housing in the Sims Mood Court housing area:

- 1) Garrison Command Sergeant Major
- 2) Drill Sergeant Academy Commandant (Designated Address)
- 3) Brigade Command Sergeants Major, 165th IN and 193rd IN
- 4) IRL Command Sergeant Major
- 5) Soldier Support Institute Command Sergeant Major
- 6) Leader Training Brigade Command Sergeant Major
- 7) NCOA Commandant

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- 8) Adjutant General School Command Sergeant Major
- 9) Finance School Command Sergeant Major
- 10) MAHC Command Sergeant Major

c. The following order of merit list will guide the process of offering housing to leaders identified, as requiring on-post housing, in all other housing areas:

- 1) Battalion Commanders
- 2) Battalion Command Sergeants Major
- 3) G3 ATC&FJ
- 4) Drill Sergeants
- 5) ATC&FJ Commanding General's Aide-de-Camp
- 6) ATC&FJ Commanding General's Enlisted Aide
- 7) Director, Emergency Services & Provost Marshal

4. Policy: The duties of the leaders identified on these lists require immediate availability on the installation in the interest of the government. Therefore, unless exempted by the SC, these individuals must live on the installation. Approved leaders on these lists will receive priority consideration for on post housing in the order listed above and in accordance with the Fort Jackson RCI Community Development Management Plan.

a. Housing offers will be made no more than 90 days prior to the sign out date depicted on the approved leave form or the termination date of other government housing of the individual leader reporting to Fort Jackson. Leaders who intend to decline their housing offers must do so within 72 hours of the offer.

b. Leaders listed above may request to live off post. Written requests for an exception to policy must be submitted to their gaining chains of command, through the

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garrison commander and approved by the SC before leaders decline on post housing offers.

c. At the discretion of the US Army GC and in coordination with the family housing partner and the SC, family housing units may be offered to prepositioned command selected list commanders.

d. At the discretion of the US Army GC and in coordination with the family housing partner and the senior commander, family housing units may be held vacant for a period not to exceed 60 days pending the arrival of designated personnel.

e. Leaders on these lists who reside in housing should make every effort to vacate those homes within 30 days of their projected change of command dates, permanent change of station orders report date or retirement terminal leave start date. Thirty-day notices to vacate will be issued to residents living in homes that are preleased to inbound key and essential (K&E), based on the prelease/move in date of the inbound K&E. Those who wish to maintain housing beyond 30 days must seek an exception to policy from the GC.

f. When in the best interest of the government, at the discretion of the GC and in coordination with the family housing partner and approval of the SC, housing agreements may be terminated to afford incoming leaders housing when no other options are available.

g. Drill sergeants will have priority in housing if available at the time housing is offered. They will not displace personnel who have accepted an offer.

5. Point of contact is Thomas Houston, Chief of Housing at 803-751-9343 or thomas.c.houston.civ@army.mil.



DARYL O. HOOD
Major General, USA
Commanding