



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

IMKN-ZA

JUL 25 2017

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 11 – Key and Essential Personnel and Executive Home Assignment(s)

1. References.

- a. DoD 4165.63-M, DoD Housing Management, 28 Oct 10.
- b. AR 420-1, Army Facilities Management, 12 Feb 08 (RAR 24 Aug 12).
- c. Ground Lease between Knox Hills and Fort Knox, Nov 06.
- d. Knox Hills Resident Occupancy Agreement (ROA).
- e. Knox Hills Resident Guide, 1 Sep 11.

2. All incoming service members, regardless of rank or assignment should contact the Army Housing Services Office at (502) 624-3548/8093, to determine their eligibility and in-processing requirements before arrival. Army Housing Services Office should be part of the check-in process and if the incoming Soldiers are interested in privatized housing, the Housing Services Office will provide Knox Hills with a preferred referral. Privatized Residential Communities Initiative (RCI) housing consists of 2500 privately owned housing units on post. These units are managed by Knox Hills under a partnership between the Army and Lend Lease. Fort Knox also has 45 geographical-bachelor units operated by the Directorate of Family, Morale, Welfare and Recreation (DFMWR).

3. Fort Knox has designated appropriate areas in an attempt to ensure Key and Essential Personnel are housed accordingly and in a timely manner. Key and Essential Personnel designation does not guarantee immediate on-post housing availability. Key and Essential Personnel will be given priority on the respective housing wait list (if applicable) and assigned a home, once it becomes available. With a Key and Essential Personnel designation, it is determined that mission requires the member to reside on post as soon as a unit becomes available. Key and essential for housing purposes may be different than Key and Essential Personnel in a specific unit. Key and Essential

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Personnel are not afforded the opportunity to choose the area, neighborhood or specific housing unit they are assigned, they are offered the next vacant and available housing unit on post, regardless of area as stated in ref (a).

a. Executive Homes. Executive Homes are projected to be occupied by specific service members (SM) assigned to a particular position and/or as the Garrison Commander deems appropriate. The assignment to Executive Homes will be coordinated by Knox Hills through the Chief of Army Housing Division, with the Garrison Commander's approval. The following positions are priority for Executive Home assignments:

- (1) Quarters 1-CG, US Army Cadet Command (USACC) and Fort Knox.
- (2) CG, 1st Army Division East.
- (3) CG, Human Resources Command (HRC).
- (4) CG, 1ST Theater Sustainment Command (TSC).
- (5) CG, US Army Recruiting Command (USAREC).
- (6) DCG, USACC.
- (7) DCG, HRC.
- (8) DCG, USAREC.
- (9) AG, HRC.
- (10) CSM, USACC and Fort Knox.
- (11) Officer Personnel Management Director (OPMD).
- (12) Enlisted Personnel Management Director (EMPD).

b. Knox Hills will only hold Executive Homes for an incoming SM, if the home will be occupied within 45 days of departure of previous lessee. If incoming SM is not available to occupy the home, Knox Hills will lease the home to the next available Senior Officer after coordination with the Garrison Commander. The Garrison Commander and US Army Medical Activity Commander will be the first considered for any unfilled vacancies.

4. Soldiers listed as Key and Essential Personnel will reside in on-post housing unless the Garrison Commander, after consultation with the Commanding General (CG),

approves an exception to policy (ETP) to reside in community housing. Military necessity requires direct support to installation anti-terrorism and contingencies, Command level leaders of a command team with large numbers of Soldiers requiring constant coverage, or participation in installation level crisis action execution. If an ETP is approved, the SM should go to the Army Housing Services Office for assistance locating suitable community housing.

a. The Fort Knox Key and Essential Personnel move immediately to the top of the housing wait list.

b. Commanding Generals, General Officers, and Command Sergeants Majors, Nominative Command Sergeants Majors and Sergeants Majors within the following units are determined to be Key and Essential Personnel:

- (1) United States Army Cadet Command.
- (2) United States Army Human Resources Command.
- (3) United States Army Recruiting Command.
- (4) 1st Army Division East.
- (5) 1st Theater Sustainment Command.

c. Colonels/Brigade Commanders and Command Sergeants Majors/Equivalents within the following units are determined to be Key and Essential Personnel:

- (1) United States Army Garrison, Fort Knox.
- (2) United States Army Medical Activity, Fort Knox.
- (3) 1st Brigade, United States Army Cadet Command.
- (4) 7th Brigade, United States Army Cadet Command.
- (5) 3rd Brigade, United States Army Recruiting Command.
- (6) United States Army Marketing and Engagement Brigade.
- (7) Medical Recruiting Brigade, United States Army Recruiting Command.
- (8) Recruiting and Retention School, United States Army Recruiting Command.

- (9) Army Reserve Readiness Training Center (ARRTC).
- (10) 4th Cavalry Brigade.
- (11) Colonels (O6) serving as Chiefs of Staff or G3
- (12) Director/SGM, Enlisted Personnel Management Directorate, HRC.
- (13) Director, Personnel Information Systems Directorate (PERSIND), HRC.
- (14) Director, Casualty and Mortuary Affairs Operations Center, HRC.
- (15) Deputy Commanding Officer, 11th Aviation Command.
- (16) 1st Theater Support Command.

d. Battalion Commanders and Command Sergeants Majors within the following units are determined to be Key and Essential Personnel:

- (1) 19th Engineer Battalion.
- (2) Medical Recruiting Battalion.
- (3) 1/409th BEB, 4th Cavalry Brigade.
- (4) 1/410th BEB, 4th Cavalry Brigade.
- (5) 3/409th BSB, 4th Cavalry Brigade.
- (6) 4/409th BSB, 4th Cavalry Brigade.
- (7) 4/410th BSB, 4th Cavalry Brigade.
- (8) Mission Support Battalion.
- (9) Special Troops Battalion.
- (10) 1st Theater Sustainment Command.

e. Other Key and Essential Personnel positions:

- (1) Director and SGM, Fort Knox Directorate of Emergency Services.

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- (2) Commanders and 1SGs of HHC/HHD USAREC, HRC, and USACC.
- (3) Army Reserve Career Division.
- (4) Support Operations Officer, 1st TSC.
- (5) G2 Intelligence Officer, 1st TSC.

f. Organizations/units requesting to add or delete positions from the Key and Essential Personnel Roster must submit a written request to Housing Division, Directorate of Public Works (DPW), which contains position title, grade, scope of the position duties, responsibilities, and a narrative justification of the need requiring on-post housing, and impacts, if request is disapproved.

5. Termination of Executive Home. Under the following conditions a Soldier will terminate executive home on the Installation and/or relocate to available housing:

a. Within seven days of the report date of the sponsor's Permanent Change of Station (PCS) orders to a duty station located more than 50 miles from Fort Knox.

b. Within seven days of the sponsor's Change of Command/Responsibility that is in conjunction with a PCS.

c. When Family members no longer reside in privatized housing, except in those cases of joint-custody where Family members reside with the sponsor for more than 181 consecutive days per year.

d. Within 15 days after date of DD214 received during final out-processing associated with retirement or separation from active duty. Soldiers wishing to reside in privatized housing during transitional/terminal leave period must submit a request for an exception to policy to DPW Housing Division (see para 9 below), 30 days prior to final out-processing and receipt of DD214.

e. As a result of a violation of terms of their lease agreement.

f. In cases of involuntary termination, written notification should be provided to Knox Hills and to the SM at least 30 days prior to the termination date unless otherwise directed by the Garrison Commander.

6. This policy is meant to assist the Residential Communities Initiatives (RCI) partnership in ensuring units are leased to maximum potential and provide written guidance for military personnel. Should any interpretations of this policy differ, ref. (a) through (e) will be the higher authorities' decision documentation.

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7. Exceptions to this policy will be in accordance with AR 420-1, chapter 3, sections 3-16 and 3-18, and must be submitted in writing for the Garrison Commanders approval through Chief Housing Division, DPW.

8. Point of contact for this policy is Calvin Williams, Chief Housing Division, DPW at (502) 624-8350.



PATRICK N. KAUNE
COL, MI
Commanding

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