



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-4215**

AMIM-KNP-H (100)

14 July 2023

MEMORANDUM FOR

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

SUBJECT: Garrison Policy Memo No. 11 Key and Essential (K&E) Personnel List and Executive Homes

1. References.

a. Department of Defense (DoD) 4165.63M, DoD Housing Management, 28 October 2010.

b. Army Regulation (AR) 420-1, Army Facilities Management, 12 February 2008 (RAR, 24 August 2012).

c. Knox Hills Resident Occupancy Agreement (ROA).

d. Knox Hills Resident Guide, 1 June 2018.

2. All incoming service members, regardless of rank or assignment will contact the Army Housing Office (AHO) at (502) 624-8094/8093 to determine eligibility and in-processing requirements before arrival.

3. The K&E designation does not guarantee immediate housing availability upon arrival. Personnel identified as key and essential will be given priority on the respective housing wait list and assigned quarters once they become available. If incoming K&E Soldier is not available to occupy the home, within 45 days Knox Hills will be authorized to rent the home to the next available Soldier either incoming or on the waitlist. K&E for housing purposes may be different that K&E personnel in a specific unit. K&E 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 the area as stated in ref (a).

a. The assignment to Executive Homes will be coordinated by Knox Hills through the Housing Division with the Garrison Commander's approval. The following positions are priority for executive homes.

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- (1) Commanding General (CG), V Corps.
- (2) CG, US Army Cadet Command (USACC) & Fort Knox.
- (3) CG, 1st Army- Division East.
- (4) CG, Human Resources Command (HRC).
- (5) CG, 1st Theater Sustainment Command (TSC).
- (6) CG, US Army Recruiting Command (USAREC).
- (7) CG, 84th Training Command
- (8) Deputy Commanding General (DCG), V Corps – (US).
- (9) DCG, V Corps – (NATO).
- (10) DCG, USACC.
- (11) DCG, USAREC.
- (12) DCG, HRC.
- (13) The Adjutant General (TAG), HRC.
- (14) Command Sergeant Major (CSM), V Corps.

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 General Officer (GO) after coordination with the Garrison Commander.

4. Soldier listed as K&E personnel will reside in on-post housing unless the Garrison Commander, after consultation with the Senior Commander approves an exception to policy (ETP) to reside in community housing. If an ETP is approved, the SM should go to the Army Housing office for assistance in locating suitable community housing.

a. Nominative CSM for GO Commands are determined K&E personnel.

b. Brigade Commanders/Colonels and CSM within the following commands and positions are considered K&E personnel.

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- (1) United States Army Garrison, Fort Knox.
- (2) United States Army Medical Activity, Fort Knox.
- (3) United States Marketing and Engagement Brigade, USAREC.
- (4) Medical Recruiting Brigade, USAREC.
- (5) Recruiting and Retention School, USAREC.
- (6) Army Reserve Readiness Training Center (ARRTC).
- (7) 4th Cavalry Brigade.
- (8) Chief of Staff position in GO Commands.
- (9) G3 positions in GO Commands.
- (10) HRC Officer Personnel Management Director (OPMD).
- (11) HRC Enlisted Personnel Management Director (EPMD).
- (12) HRC Director, Casualty and Mortuary Affairs Operations Center.
- (13) Deputy Commander, United States Army reserve Aviation Command.
- (14) V Corps G2.
- (15) USACC Inspector General (IG).
- (16) USACC Staff Judge Advocate (SJA).
- (17) 1st TSC Support Operations Officer.
- (18) 1stTSC G2 Intelligence Officer.
- (19) 19th Engineer Battalion Commander/CSM.
- (20) 1/409th BEB, CD2/CSM, 4th Cavalry Brigade.
- (21) 1/410th BEB, CD2/CSM, 4th Cavalry Brigade.

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(22) 3/409th BSB, CD2/CSM, 4th Cavalry Brigade.

(23) 4/409th BSB, CD2/CSM, 4th Cavalry Brigade.

(24) 4/410th BSB, CD2/CSM, 4th Cavalry Brigade.

(25) V Corps STB Commander/CSM.

(26) 1st TSC STB Commander/CSM.

c. Other K&E positions:

(1) Director and Sergeant Major (SGM), Fort Knox Directorate of Emergency Services (DES).

(2) USAG, DES Police Chief.

(3) USAG, DES Fire Chief.

(4) Commanders and 1SGs of HHC/HHD USAREC, HRC and USACC.

(5) Army Reserve Career Division.

(6) PERSIND, SGM HRC.

(7) Executive Officers and/or aides to GOs.

(8) Chief Warrant Officer 5 positions.

d. Organizations/units requesting to add or delete position from K&E personnel roster must submit a written request to Housing Division, Directorate of Public Works (DPW), which contain position title, grade, scope of the position duties, responsibility, and a narrative justification on the need requiring on post housing, and the impacts, if request is denied.

5. Termination of Executive Homes. A written 30-day notice should be provided to Knox Hills under all circumstance. Under the following conditions a Soldier will terminate executive home on the installation and/or relocated 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.

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

c. When family members no longer reside in privatized housing, except in those cases of joint custody where family member 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 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, 30 days prior to final out-processing and receipt of DD214.

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

f. In cases of separation/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 ensuring units are leased to maximum potential and provide written guidance for military personnel. Should any interpretations of this policy differ refer to refer to references (a) through (e) will be higher authorities' decision documentation.

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 Housing Division, DPW.

8. Point of contact for this action is Mrs. Mary Ellen Correia, Chief, Housing Division, DPW, telephone (502) 624-8350 or maryellen.correia.civ@army.mil.



CHRISTOPHER J. RICCI
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Commanding