



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

AMIM-KNG-PWH (420-1bb)

8 March 2022

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: Fort Knox Policy Memo No.11 - Key and Essential (K&E) Personnel List and Executive Homes

1. References.

- a. DoD 4165.63M, 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 Jun 18.

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 than 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 East.
- (4) CG, Human Resources Command.
- (5) CG, 1st Theater Sustainment Command (TSC).
- (6) CG, US Army Recruiting Command (USAREC).
- (7) CG, 84th Training Command.
- (8) DCG V Corps – (US).
- (9) DCG V Corps – (NATO).
- (10) DCG USACC.
- (11) DCG USAREC.
- (12) DCG HRC.
- (13) TAG HRC.
- (14) V Corps CSM.

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 after coordination with the Garrison Commander.

4. Soldiers listed as Key and Essential 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 Command Sergeant Majors for GO Commands are determined Key and Essential Personnel.

b. Brigade Commanders/Colonels and Command Sergeants Major within the following commands and positions are considered Key and Essential Personnel.

- (1) United State Army Garrison, Fort Knox.

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- (2) United States Army Medical Activity, Fort Knox.
- (3) 1st Brigade, USACC.
- (4) 7th Brigade, USACC.
- (5) 3rd Brigade, USACC.
- (6) United States Army Marketing and Engagement Brigade, USAREC.
- (7) Medical Recruiting Brigade, USAREC.
- (8) Recruiting and Retention School, USAREC.
- (9) Army Reserve Readiness Training Center (ARRTC).
- (10) 4th Cavalry Brigade.
- (11) Chiefs of Staff positions in General Officers (GO) Commands.
- (12) G3 positions in GO Commands.
- (13) HRC Officer Personnel Management Director (OPMD).
- (14) HRC Enlisted Personnel Management Director (EPMD).
- (15) HRC Director, Casualty and Mortuary Affairs Operations Center.
- (16) Deputy Commander, US Army Reserve Aviation Command.
- (17) V Corps G2.
- (18) USACC Inspector General (IG).
- (19) USACC Staff Judge Advocate (SJA).
- (20) 1st TSC Support Operations Officer.
- (21) 1st TSC G2 Intelligence Officer.
- (22) 19th Engineer Battalion Commander/CSM.
- (23) 1/409th BEB, CD2/CSM, 4th Cavalry Brigade.
- (24) 1/410th BEB, CD2/CSM, 4th Cavalry Brigade.
- (25) 3/409th BSB, CD2/CSM, 4th Cavalry Brigade.

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(26) 4/409th BSB, CD2/CSM, 4th Cavalry Brigade.

(27) 4/410th BSB, CD2/CSM, 4th Cavalry Brigade.

(28) V Corps STB Commander/CSM.

(29) 1st TSC STB Commander/CSM.

c. Other Key and Essential Positions:

(1) Director and 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 General Officers.

(8) Chief Warrant Officer 5 Positions.

d. Organizations/units requesting to add or delete position from the Key and Essential 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 of 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 circumstances. 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.

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

c. When Family members no longer resided 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.

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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, 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 insuring units are leased to maximum potential and provide written guidance for military personnel. Should any interpretations of this policy differ refer to references (a) through (e) will be the higher authorities decision documentation.

7. Exceptions to this policy will be in accordance with AR420-1, 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.

LANCE A. O'BRYAN
COL, FA
Commanding