



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY**  
**1759 LEWIS ROAD, SUITE 210**  
**MONTEREY, CA 93944-3223**

AMIM-PMG-ZA (1oo)

MEMORANDUM FOR Presidio of Monterey Installation

SUBJECT: United States Army Garrison (USAG) Presidio of Monterey (PoM),  
Command Policy #11 - Privatized Housing Policy for Key & Essential Personnel

1. References.

- a. DoD 4165.63-M, DoD Housing Management, September 1993
- b. Army Regulation (AR) 420-1, Facilities Management, February 2008

2. PURPOSE: This memorandum (policy) designates Key and Essential (K&E) housing units within privatized housing of The Parks at Monterey Bay and identifies the approved K&E positions which are encouraged, but not required, to reside in the designated K&E housing units. This memorandum provides the process to request additions to the K&E roster.

3. APPLICABILITY: This policy applies to all personnel who request housing within the Presidio of Monterey, Ord Military Community, Naval Support Activity/Naval Postgraduate School and the La Mesa Village Neighborhood.

4. POLICY:

a. K&E leaders are incumbents of designated K&E positions as established by the US Army Garrison Commander, Presidio of Monterey, in coordination with the Naval Support Activity and all Tenant Units. In accordance with reference 1.b. the designation of K&E positions shall be kept to an absolute minimum to ensure maximum housing equity for all service members and their families. The list of designated K&E positions is enclosed.

b. All inbound/outbound K&E personnel shall be reported by name, rank, position, date of arrival/departure to the DPW's Housing Division (831-242-7984) in order to ensure every effort is made to adequately house K&E personnel. Provide the above information for K&E personnel to DPW's Housing Division no later than 90 days from expected arrival/departure date. This is necessary to ensure good support to K&E personnel and timely notification to the Privatized Family Housing Manager. Each command should provide DPW's Housing Division a POC to work with on K&E housing issues for both in and out bound K&E's.

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c. First Responder Defined: MBMH Partners (GC and MBMH) agree "POM/NSAM Federal First Responders" applies specifically to DoD Emergency Service Personnel who serve as Fire Fighters, Police Officers, Security Officers and Emergency Services Dispatchers.

d. Privatized Military Family Housing prioritizes housing support to K&E personnel. Housing, other than designated homes shall not be held, or pre-assigned by any entity other than the Privatized Property Manager.

5. The following are designated homes for the positions listed below. If another home is chosen, or the K&E decides to reside off-post, wait list procedures will be used to fill the home.

<u>Address</u>	<u>Position</u>
437 Lewis, POM	Commander, US Army Garrison
327 Fitch, POM	Commandant, DLIFLC
332 Fitch, POM	Assistant Commandant, Commander 517 <sup>th</sup> Training Group
267A O'Donnel	President, NPS
267M O'Donnel	Base Commander Naval Support Activity Monterey
355 Fitch	Command Sergeant Major, US Army Garrison
309 Fitch	Command Sergeant Major, DLIFLC
333 Fitch	Chief Master Sergeant, 517 <sup>th</sup> TRS

6. The following are designated homes for O6s and Brigade Level Command Sergeant Major equivalent personnel:

20221 Biddle	20227 Biddle
20223 Biddle	20229 Biddle
20225 Biddle	20231 Biddle

7. POC for this action is Mr. Oscar M. Ordonez, Chief of Housing at (831) 242-7992.

Encl

DANIEL S. ARTINO  
COL, AV  
Commanding

CF:  
NSA-Monterey

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<b>Key and Essential Positions</b>	
<b>POM / DLIFLC</b>	
<b>USAG-POM</b>	
1	Garrison Commander
2	Garrison CSM
3	DoD First Responders as defined at para 4.c.
<b>DLIFLC</b>	
4	Commandant
5	Assistant Commandant / CDR 517th TRG
6	DLIFLC CSM
7	517th SEL
<b>ARMY 229th MI BN</b>	
8	229th MI BN Commander
9	229th MI BN SEL
<b>NAVY IWTC</b>	
10	IWTC Commander
11	IWTC SEL
<b>USMC MCD</b>	
12	MCD Commander
13	MCD SEL
<b>USAF 517th TRG</b>	
14	Deputy Commander 517th TRG
15	311th TRS Commander
16	311th TRS SEL
17	314th TRS Commander
18	314th TRS SEL
<b>CA MEDICAL DETACHMENT</b>	
19	CDR CALMED
<b>NSAM</b>	
20	NPS President
21	NSAM Base Commander
22	NPS Chief of Staff
23	NPS Dean of Students
<b>FNMOG</b>	
24	FNMOG Commander
<b>USCG</b>	
25	USCG Commander
26	USCG Hawksbill CO
<b>Designated Home</b>	