



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 22 - Key and Essential (K&E) Personnel Housing and Designation

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management (RAR), dated 24 August 2012.
- b. Community Development and Management Plan (CDMP), Volume IV, dated 2004.

2. Purpose: To establish policy on assignments of limited K&E designated housing.

3. Applicability: All current and incoming personnel assigned to K&E positions and all personnel occupying K&E housing.

4. Intent: JRTC and Fort Polk desires to manage limited resources to appropriately house all K&E personnel in order to best utilize their special talents in the important positions for which they were selected.

5. Guidance: Effective immediately, all outgoing K&E personnel will be required to vacate quarters seven days prior to relinquishing any K&E position. If a K&E home is occupied by non-K&E personnel, the non-K&E personnel is also required to vacate quarters seven days prior to their relinquishing their respective position(s).

- a. A request for an exception to this policy for an outgoing K&E individual to remain in currently assigned quarters must be submitted 30 days prior to the position relinquishment. This includes former K&E personnel who are occupying K&E quarters and are on temporary Change of Station (TCS) for a deployment or are assigned on a Worldwide Individual Augmentee System tasker.

- b. The Garrison Commander receives exceptions to policy and provides recommendations to the CG for approval/disapproval of the exception to policy. Approval of an exception to policy will be based on the ability of the Residential Communities Initiatives (RCI) partner to appropriately house all incoming K&E personnel in the same type and size quarters.

- c. When considering an exception to policy, preference will be given to arriving K&E personnel versus departing K&E personnel.

AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 22 - Key and Essential (K&E) Personnel Housing and Designation

6. Key & Essential Personnel: Key & Essential (K&E) personnel are divided into Tiers 1A/1B and 2A/2B. Tier A positions will be given priority over Tier B positions. Tier B positions will be placed if designated quarters are available once all Tier A positions are housed.

a. Tier 1A

TIER 1A		
UNIT	RANK	POSITION
HQ, JRTC and Fort Polk	BG	Commanding General
HQ, JRTC and Fort Polk	CSM	Command Sergeant Major
HQ, JRTC and Fort Polk	COL	Chief of Staff
HQ, JRTC and Fort Polk	COL	Staff Judge Advocate
HQ, JRTC and Fort Polk	COL	Senior National Guard Advisor
United States Army Garrison	COL	Commander
United States Army Garrison	CSM	Command Sergeant Major
United States Army Garrison	COL	Chaplain
Operations Group	COL	Commander
Operations Group	CSM	Command Sergeant Major
Bayne Jones Army Community Hospital	COL	Commander
Bayne Jones Army Community Hospital	CSM	Command Sergeant Major
3rd Brigade Combat Team, 10th Mountain Division (3/10 MTN)	COL	Commander
3rd Brigade Combat Team, 10th Mountain Division (3/10 MTN)	CSM	Command Sergeant Major
115th Combat Support Hospital (32nd Hospital Center)	COL	Commander
115th Combat Support Hospital (32nd Hospital Center)	CSM	Command Sergeant Major

b. Tier 1B

TIER 1B		
UNIT	RANK	POSITION
Operations Group	COL	Deputy Commander
Bayne Jones Army Community Hospital	COL	Deputy Commander for Nursing (DCN)
Bayne Jones Army Community Hospital	COL	Deputy Commander for Clinical Services (DCCS)
115th Combat Support Hospital (32nd Hospital Center)	COL	Chief Nurse

c. Tier 2A

TIER 2A		
UNIT	RANK	POSITION
Operations Group	LTC	Task Force (TF) 1 Senior Maneuver Observer/Coach/Trainer (OCT)
Operations Group	CSM	TF1 Senior Maneuver CSM OCT
Operations Group	LTC	TF2 Senior Maneuver OCT
Operations Group	CSM	TF2 Senior Maneuver CSM OCT
Operations Group	LTC	TF3 Senior Maneuver OCT

AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 22 - Key and Essential (K&E) Personnel Housing and Designation

TIER 2A (CONTINUED)		
UNIT	RANK	POSITION
Operations Group	CSM	TF3 Senior Maneuver CSM OCT
Operations Group	LTC	TF4 Senior Maneuver OCT
Operations Group	CSM	TF4 Senior Maneuver CSM OCT
Operations Group	LTC	TF5 Senior Engineer OCT
Operations Group	CSM	TF5 Senior Engineer CSM OCT
Operations Group	LTC	TF Live Fire Senior OCT
Operations Group	CSM	TF Live Fire Senior CSM OCT
Operations Group	LTC	TF Aviation Senior OCT
Operations Group	CSM	TF Aviation Senior CSM OCT
Operations Group	LTC	TF Fire Support Senior OCT
Operations Group	CSM	TF Fire Support Senior CSM OCT
Operations Group	LTC	TF Signal Senior OCT
Operations Group	CSM	TF Signal Senior CSM OCT
Operations Group	LTC	TF Sustainment Senior OCT
Operations Group	CSM	TF Sustainment Senior CSM OCT
Operations Group	LTC	Brigade Mission Command Senior OCT
Operations Group	CSM	Brigade Mission Command Senior CSM OCT
Operations Group	LTC	Brigade Mission Command Senior Intelligence OCT
Operations Group	CSM	Command Sergeant Major, Plans / Exercise Maneuver Control
Operations Group	LTC	Commander, Special Operations Training Detachment
Operations Group	LTC	Commander, 1st Battalion, 509th Parachute Infantry Regiment
Operations Group	CSM	CSM, 1st Battalion, 509th Parachute Infantry Regiment
Operations Group	LTC	Commander, 3rd Battalion, 353rd Regiment
Operations Group	CSM	CSM, 3rd Battalion, 353rd Regiment
3/10 MTN	LTC	Commander, 2nd Battalion, 2nd Infantry Regiment
3/10 MTN	CSM	CSM, 2nd Battalion, 2nd Infantry Regiment
3/10 MTN	LTC	Commander, 2nd Battalion, 4th Infantry Regiment
3/10 MTN	CSM	CSM, 2nd Battalion, 4th Infantry Regiment
3/10 MTN	LTC	Commander, 2nd Battalion, 30th Infantry Regiment
3/10 MTN	CSM	CSM, 2nd Battalion, 30th Infantry Regiment
3/10 MTN	LTC	Commander, 3rd Squadron, 89th Cavalry Regiment
3/10 MTN	CSM	CSM, 3rd Squadron, 89th Cavalry Regiment
3/10 MTN	LTC	Commander, 5th Battalion, 25th Field Artillery Regiment
3/10 MTN	CSM	CSM, 5th Battalion, 25th Field Artillery Regiment
3/10 MTN	LTC	Commander, 317th Brigade Engineer Battalion
3/10 MTN	CSM	CSM, 317th Brigade Engineer Battalion
3/10 MTN	LTC	Commander, 710th Brigade Support Battalion
3/10 MTN	CSM	CSM, 710th Brigade Support Battalion
HQ, JRTC and Fort Polk	LTC	Commander, 1st Battalion, 5th Aviation Regiment
HQ, JRTC and Fort Polk	CSM	CSM, 1st Battalion, 5th Aviation Regiment
46th Engineer Battalion	LTC	Commander
46th Engineer Battalion	CSM	Command Sergeant Major
519th Military Police Battalion	LTC	Commander
519th Military Police Battalion	CSM	Command Sergeant Major
32nd Hospital Center	LTC	Commander, 115th Field Hospital

AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 22 - Key and Essential (K&E) Personnel Housing and Designation

TIER 2A (CONTINUED)		
UNIT	RANK	POSITION
Dental Activity	LTC	Commander
Mission Installation Contracting Command	LTC	Commander, MICC – Fort Polk
United States Air Force	LTC	Commander, 34th Combat Training Squadron (Detachment One)
United States Air Force	LTC	Commander, 548th Combat Training Squadron
Criminal Investigations Division	CW5	Special Agent, 90th Military Police Detachment

d. Tier 2B

TIER 2B		
UNIT	RANK	POSITION
HQ, JRTC and Fort Polk	LTC	Assistant Chief of Staff, G1
HQ, JRTC and Fort Polk	SGM	G1 SGM
HQ, JRTC and Fort Polk	LTC	Assistant Chief of Staff, G3
HQ, JRTC and Fort Polk	SGM	G3 SGM
HQ, JRTC and Fort Polk	LTC	Assistant Chief of Staff, G4
HQ, JRTC and Fort Polk	SGM	G4 SGM
HQ, JRTC and Fort Polk	LTC	Deputy Staff Judge Advocate
HQ, JRTC and Fort Polk	SGM	Command Career Counselor
Operations Group	LTC	Chief of Staff
Operations Group	LTC	Chief Plans / Exercise Maneuver Control
Operations Group	LTC	Chief Training Analysis Computer Support and Simulations OCT
Operations Group	LTC	Leader Training Program Lead OCT
Operations Group	LTC	Brigade Mission Command Brigade Executive Officer OCT
Operations Group	SGM	Brigade Mission Command Senior Intelligence SGM OCT
Operations Group	SGM	Special Operations Training Detachment SGM
Bayne Jones Army Community Hospital	LTC	Deputy Commander for Administration (DCA)
Bayne Jones Army Community Hospital	LTC	Chief of Primary Care
Bayne Jones Army Community Hospital	LTC	Chief of Anesthesia
Bayne Jones Army Community Hospital	LTC	Chief of Pharmacy
Bayne Jones Army Community Hospital	LTC	Senior Physician Assistant / JRTC Liaison Officer
Bayne Jones Army Community Hospital	LTC	Deputy Chief of Nursing
Bayne Jones Army Community Hospital	LTC	Chief Perioperative Services
Bayne Jones Army Community Hospital	LTC	Orthopedic Surgeon
Bayne Jones Army Community Hospital	LTC	General Surgeon

7. Coordinating instructions:

a. Soldiers assigned to K&E Tiers will be placed at the top of their corresponding waiting lists and will compete for housing based on eligibility dates (AR 420-1 para 3-16f(13)).

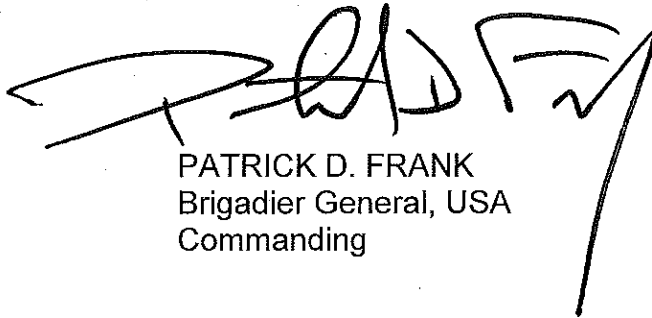
AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 22 - Key and Essential (K&E) Personnel
Housing and Designation

b. All incumbents assigned or scheduled for assignment to positions identified in Tiers 1A/1B and 2A/2B who desire to reside off-post must first obtain approval from the Commanding General.

8. Proponent: The point of contact for this policy is the Garrison Commander at (337) 531-1606.

9. This policy will remain in effect until superseded or rescinded.



PATRICK D. FRANK
Brigadier General, USA
Commanding

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