



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY NORTH (FIFTH ARMY)
2108 WILSON WAY
FORT SAM HOUSTON, TEXAS 78234-7000

ARNO-CG

21 MAR 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key and Essential (K&E) Policy for Fort Sam Houston Family Housing

1. References.

a. AR 420-1, Army Facilities Management, 12 Feb 08//RAR 24 Aug 2012.

b. Department of the Army Ground Lease, Residential Communities Initiative, MCCS-BPW-R, 23 Feb 05, Fort Sam Houston Ground Lease, sections 14-b, 14-c and Exhibit F.

c. Fort Sam Houston Community Management Development Plan (CDMP), Residential Communities Initiative, MCCS-BPW-R, 2 Nov 04, Property Management and Operations Plan, Section 6-9.

2. The enclosed references support the requirement of housing for K&E personnel on Fort Sam Houston. The Fort Sam Houston Senior Commander establishes and approves the K&E list for this installation. The attached list at Enclosure 1 reflects all positions, by command, currently designated as K&E.

3. Pursuant to AR 420-1, para. 3-16i, K&E housing on Army installations provides on-post housing to Service Members whose duties require them to be immediately available on the installation due to military necessity. Therefore, K&E personnel must reside in on-post housing. Requests for exception to this requirement must be submitted in writing to the Senior Commander, Fort Sam Houston and Camp Bullis for approval, with an endorsement by the Service Member's chain of command. Fair and effective management of the installation K&E list minimizes wait times for incoming K&E personnel. Additions to the K&E list will only be made upon justification of a requirement for K&E housing by the respective command concerned and approval by the Senior Commander, Fort Sam Houston.

4. All K&E personnel are priority placement category 1 in accordance with the Ground Lease sections 14-b and CDMP, section 6-9. K&E personnel will be placed on the waiting list in a category 1 status, and offered housing appropriate to their grade and bedroom requirements. K&E priority exists until the first offer of quarters. Upon declination of the first offer the Service Member will be placed at the bottom of the priority placement category 2 waiting list. Subsequent declinations of housing offered may result in the Service Member's removal from the on-post housing waiting list. K&E

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designation is not for a designated house. There is only one designated quarters on FSH, Quarters 6 for the Senior Army Commander (SAC)/ARNORTH Commander.

5. General Officer Housing. General Officer housing is limited at Fort Sam Houston. Occupants may expect a door-to-door move. As such, General Officers must be prepared to vacate their quarters 45 days prior to PCS/retirement when there is a confirmed backfill for that set of quarters. Requests for exception to this requirement should be submitted to the Senior Commander, Fort Sam Houston.

6. A specified number of K&E authorizations is allocated to each command on Fort Sam Houston, as reflected in Enclosure 1. Individual commands shall not exceed the number of authorizations indicated at any given time. Individual commands are responsible for the management of their total authorizations in coordination with Lincoln Military Housing (LMH) and the Fort Sam Houston Residential Communities Initiative (RCI) office. Exceptions to this policy shall be submitted to the Senior Commander, Fort Sam Houston, endorsed by the Service Member's chain of command.

7. The point of contact for this policy is Mr. Mark Greszler, Manager, Army Support Activity, Fort Sam Houston at (210) 221-0948 or mark.t.greszler.civ@mail.mil.

Encl
Approved K&E List



JEFFREY S. BUCHANAN
Lieutenant General, USA
Fort Sam Houston and Camp Bullis

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Enclosure 1: The following Key and Essential positions are recognized by the Department of the Army Ground Lease and the Community Development Plan (CDMP). As of: 04 February 2019

| | POSITION | UNIT | RANK |
|----|----------------------------------|--|--------------|
| 1 | COMMANDING GENERAL | US ARMY NORTH | LTG |
| 2 | CHIEF OF STAFF | US ARMY NORTH | COL |
| 3 | COMMAND SERGEANT MAJOR | US ARMY NORTH | CSM |
| 4 | G-3 | US ARMY NORTH | COL |
| 5 | HHB COMMANDER | US ARMY NORTH | LTC |
| 6 | HHB COMMAND SERGEANT MAJOR | US ARMY NORTH | CSM |
| 7 | Deputy to the Commanding General | US ARMY NORTH | SES2 |
| 8 | COMMANDING GENERAL | IMCOM | LTG |
| 9 | DEPUTY COMMANDING GENERAL | IMCOM | MG |
| 10 | G-8 | IMCOM | BG |
| 11 | CHIEF OF STAFF | IMCOM | COL |
| 12 | COMMAND SERGEANT MAJOR | IMCOM | CSM |
| 13 | COMMANDING GENERAL | US ARMY SOUTH | MG |
| 14 | DEPUTY COMMANDING GENERAL | US ARMY SOUTH | BG |
| 15 | CHIEF OF STAFF | US ARMY SOUTH | COL |
| 16 | COMMAND SERGEANT MAJOR | US ARMY SOUTH | CSM |
| 17 | G-3 | US ARMY SOUTH | COL |
| 18 | HHB COMMANDER | US ARMY SOUTH | LTC |
| 19 | HHB COMMAND SERGEANT MAJOR | US ARMY SOUTH | CSM |
| 20 | DEPUTY COMMANDING GENERAL | MEDCOM | MG |
| 21 | COMMANDING GENERAL | AMEDDC&S | MG |
| 22 | COMMAND SERGEANT MAJOR | AMEDDC&S | CSM |
| 23 | COMMANDER | REGIONAL HEALTH COMMAND-CENTRAL (RHC-C) | MG |
| 24 | COMMAND SERGEANT MAJOR | REGIONAL HEALTH COMMAND-CENTRAL (RHC-C) | CSM |
| 25 | JOINT BASE COMMANDER | 502d Air Base Wing (ABW) | BG |
| 26 | VICE WING COMMANDER | 502d Air Base Wing (ABW) | COL |
| 27 | COMMANDING GENERAL | MISSION & INSTALLATION CONTRACTING COMMAND (MICC) | BG |
| 28 | COMMAND SERGEANT MAJOR | MISSION & INSTALLATION CONTRACTING COMMAND (MICC) | CSM |
| 29 | COMMANDANT | MEDICAL EDUCATION & TRAINING CAMPUS (METC) | CAPT/COL/Col |
| 30 | COMMANDER | NAVY MEDICINE EDUCATION & TRAINING COMMAND (NMETC) | CAPT/RADM |
| 31 | COMMAND MASTER CHIEF | NAVY MEDICINE EDUCATION & TRAINING COMMAND (NMETC) | CMC |
| 32 | COMMANDING OFFICER | NAVY MEDICAL TRAINING SUPPORT CENTER | CAPT/RADM |
| 33 | COMMAND CHIEF | NAVY MEDICAL TRAINING SUPPORT CENTER | CMC |
| 34 | COMMANDER | BROOKE ARMY MEDICAL CENTER (BAMC) | BG/COL |
| 35 | COMMAND SERGEANT MAJOR | BROOKE ARMY MEDICAL CENTER (BAMC) | CSM |

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|----|------------------------|--|-----|
| 36 | COMMANDER | 32ND MEDICAL BRIGADE | COL |
| 37 | COMMAND SERGEANT MAJOR | 32ND MEDICAL BRIGADE | CSM |
| 38 | COMMANDER | MEDICAL PROFESSIONAL TRAINING BRIGADE (MPTB) | COL |
| 39 | COMMAND SERGEANT MAJOR | MEDICAL PROFESSIONAL TRAINING BRIGADE (MPTB) | CSM |
| 40 | BATTALION COMMANDER | MEDICAL PROFESSIONAL TRAINING BRIGADE (MPTB) | LTC |
| 41 | COMMAND SERGEANT MAJOR | MEDICAL PROFESSIONAL TRAINING BRIGADE (MPTB) | CSM |
| 42 | COMMANDER | 187TH MEDICAL BATTALION | LTC |
| 43 | COMMAND SERGEANT MAJOR | 187TH MEDICAL BATTALION | CSM |
| 44 | COMMANDER | 232ND MEDICAL BATTALION | LTC |
| 45 | COMMAND SERGEANT MAJOR | 232ND MEDICAL BATTALION | CSM |
| 46 | COMMANDER | 264TH MEDICAL BATTALION | LTC |
| 47 | COMMAND SERGEANT MAJOR | 264TH MEDICAL BATTALION | CSM |
| 48 | COMMANDER | 502d MISSION SUPPORT GROUP (MSG) | COL |
| 49 | COMMAND SERGEANT MAJOR | 502d MISSION SUPPORT GROUP (MSG) | CSM |
| 50 | COMMANDER | 937TH TRAINING GROUP | COL |
| 51 | COMMAND MASTER CHIEF | 937TH TRAINING GROUP | CMC |
| 52 | COMMANDER | 381ST TRAINING SQUADRON | LTC |
| 53 | COMMANDER | 382ND TRAINING SQUADRON | LTC |
| 54 | COMMANDER | 383RD TRAINING SQUADRON | LTC |
| 55 | COMMANDER | 470TH MILITARY INTELLIGENCE BRIGADE | COL |
| 56 | COMMAND SERGEANT MAJOR | 470TH MILITARY INTELLIGENCE BRIGADE | CSM |
| 57 | COMMANDER | WARRIORS IN TRANSITION BATTALION | LTC |
| 58 | BRIGADE COMMANDER | 106TH SIGNAL BRIGADE | COL |
| 59 | COMMAND SERGEANT MAJOR | 106TH SIGNAL BRIGADE | CSM |
| 60 | COMMANDER | 505th MILITARY INTELLIGENCE BRIGADE | COL |
| 61 | COMMAND SERGEANT MAJOR | 505th MILITARY INTELLIGENCE BRIGADE | CSM |
| 62 | COMMANDER | 959TH MEDICAL GROUP | COL |
| 63 | COMMANDER | 56TH SIGNAL BATTALION | LTC |
| 64 | COMMAND SERGEANT MAJOR | 56TH SIGNAL BATTALION | CSM |