



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGP-H

29 July 2021

MEMORANDUM FOR All Accompanied Personnel Assigned to USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #22, "First Choice" Army Family Housing (AFH) Assignment Program

1. REFERENCES:

- a. Army Regulation (AR) 420-1 (Army Facilities Management), Rapid Action Revision (RAR), 24 August 2012.
- b. Army in Europe Regulation (AER) 37-4 (Providing Temporary Lodging Allowance in USEUCOM).
- c. Army in Europe (AE) Supplement 1 to AR 420-1 (Army Facilities Management).
- d. Department of the Army Pamphlet 420-1-1 (Housing Management).
- e. HQ USAREUR, AECG, memorandum (Military Family Housing Assignment Policy for the Army in Europe (AE Cmd Memo 2018-032)), 20 June 2018.

2. SUPERSESSION: This policy supersedes all prior USAG Stuttgart Government Controlled Army Family Housing (AFH) Assignment policy memoranda.

3. PURPOSE: This policy aims to promote and provide incoming personnel choice of housing, while balancing mission requirements of the headquarters on the installation, and maximizing the required use of available AFH inventory.

4. APPLICABILITY: This program applies to all incoming Service Members assigned to USAG Stuttgart with command sponsored dependents.

5. CONDITIONS:

- a. The January 2017 Stuttgart Housing Market Analysis predicted a combined AFH and private sector housing shortfall within a 30 minute commuting radius of USAG Stuttgart installations of 373 homes by 2021.
- b. The economic environment and the publication of overseas housing allowance (OHA) rates makes the Stuttgart Metropolitan Area a "landlord's market," offering

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homeowners the opportunity to select from multiple applications and charge rates at, or exceeding, current OHA rates. This has extended the commuting range of personnel assigned to USAG Stuttgart installations and increased out-of-pocket housing expenses for our Joint Military Community (JMC).

c. The 24/7 mission requirements for the five major headquarters and their supporting units that reside in USAG Stuttgart create the need to secure families and guarantee access to duty locations for select personnel not currently on the USAG Stuttgart Key and Essential (K&E) list.

d. USAG Stuttgart Housing Division will work with units on sponsorship efforts, enabling proactive management of the AFH inventory to prevent extended wait times for newly arrived families in temporary housing and hotels. This includes assigning incoming personnel to housing ahead of or immediately upon arrival to USAG Stuttgart.

6. "FIRST CHOICE" AFH PROGRAM ASSIGNMENT CATEGORIES: Consistent with AR 420-1, Table 3-4, this program will prioritize AFH availability, occupancy, and assignments to Service Members with command sponsored dependents in the following categories:

a. Personnel on the K&E list (mandatory assignment)

b. Service Members in the ranks of E-1 to E-6, CW-1 to CW-2, and O-1 to O-3 (mandatory assignment subject to AFH grade and bedroom availability) and

c. Service Members requesting assignment to AFH

7. "FIRST CHOICE" PROGRAM POLICY:

a. HQs Chiefs of Staff and O-5 and above supporting unit commanders will submit changes to their K&E list through the Housing Office POC to the garrison commander. Garrison commanders are the approving authority for adding and deleting positions from the K&E list within the constraints of reference d. The Housing manager will maintain a list of K&E positions and provide a copy to IMCOM-Europe (IMEU-PWD-H).

b. Service Members in the grades O-4 to O-6, CW-3 to CW-5, and E-7 to E-9, at time of arrival, not on the K&E list are eligible to choose to live off the installation, when on post AFH occupancy levels are above 90%, or request assignment to AFH. These personnel will automatically be placed on the appropriate AFH waiting list for tracking purposes.

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c. USAG Stuttgart Housing Division will coordinate with commands across the installation to begin the housing process in advance of arrival. In close coordination with unit leadership, in-bound Service Members will know if they are in the mandatory assignment categories, in para. 6 above, prior to their arrival in USAG Stuttgart. Regardless of category, the housing process will connect incoming Service Members and families with resources that detail housing options on and off the installation to facilitate planning and the shipment of household goods. In-processing requirements and timelines are found in the USAG Stuttgart App.

d. The K&E designation is not intended to guarantee a Service Member's ability to walk to work. It provides guaranteed protection and access to emergency services for Family Members followed by a Service Member's access to work by foot or secure transport from another installation during periods of increased Force Protection Conditions (FPCON) or inclement weather.

e. Eligibility dates for AFH will be determined based upon date departed last permanent duty station CONUS, providing application is made no later than 30 days after arrival to USAG Stuttgart. For personnel departing from another OCONUS duty station, including Alaska and Hawaii, eligibility dates for placement on the waiting list will be date departed from last permanent duty station from another command. This also applies to Service Members in para. 7b, above, who choose to seek housing on the local economy, but later request placement on the AFH waitlist.

f. To the greatest extent possible, AFH offers to K&E personnel will begin on the installation where their assigned headquarters resides. In cases where housing is not available at the installation where the Service Member's assigned headquarters resides, the Housing Division will provide an offer for commensurate quarters in another USAG Stuttgart AFH community.

g. Service Members who have not initiated the housing process in advance of arrival must email their orders and application for housing to the housing office within two business days of arrival for temporary lodging allowance eligibility, attend the next possible virtual Housing In-brief and schedule an appointment with the Housing Division via the USAG Stuttgart App as part of in-processing.

h. In accordance with AER 37-4 para 15(b), Temporary lodging Allowance (TLA) eligibility ends the day before the Service Member refuses to occupy suitable or adequate AFH. Service Members must sign declinations of suitable or adequate AFH within 48 hours (2 working days) of the offer of available quarters. If declination is not signed within 48 hours (2 working days) it will be considered a rejection of the suitable or adequate AFH. Additionally, refusal of offered AFH will result in either removal from or placement at the bottom of the waiting list. This applies to Service Members identified

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in 6, 6a, 6b, and 6c and includes assignment offers made during the PCS process ahead of arrival.

i. Exceptions and offset. If a command requests an exception for a Service Member in categories 6a or 6b to reside off the installation, they must provide an offset arriving voluntary occupant of AFH housing from category 6c. If there is no availability within the AFH inventory, this offset requirement is waived.

8. AFH INVENTORY MANAGEMENT:

a. General and Flag Officer Designated Quarters. The General and Flag Officer Quarters (GFOQ) Management Office, via USAG Stuttgart Command Group, will coordinate with EUCOM and AFRICOM Chiefs of Staff to program assignments of O-7 and above and Command-designated Senior Enlisted Leaders (SEL) in GFOQ designated quarters.

b. USAG Stuttgart Housing Division, via USAG Stuttgart Command Group, will coordinate with Chiefs of Staff from the Combatant Commands and their Component Commands and O-5 and above supporting unit commanders to publish and maintain a list of K&E billets for units residing on the Garrison.

c. Pay grade and number of eligible Family Members. This will take precedence over unit assignment to maximize AFH utilization, first by installation and then across the entire USAG Stuttgart AFH footprint. In an effort to make best use of available inventory in addition to ensuring K&E personnel are able to reside on the installation, personnel in the grade of O-6 will be offered quarters based on family composition which could result in an assignment to a three bedroom unit.

9. Point of contact for AFH and TLA is Chief, USAG Stuttgart Housing Division at DSN 596-2218 or COMM 09641-705-96-2218.



MATTHEW T. ZIGLAR
COL, CA
Commanding