



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623**

AMIM-WBG-ZA

1 May 2023

MEMORANDUM FOR All Members of the United States Army Garrison (USAG) Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #79, Housing Assignments and Wait List Management

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management.
- b. Army in Europe (AE) Supplement to Army Regulation 420-1, Housing Management.
- c. Department of Army (DA) Pamphlet 420-1-1, Facilities Engineering, Housing Management.
- d. Memorandum, Installation Management Command (IMCOM), Headquarters, 10 June 2015, Revision to the Designation of Housing for Pay Grades Chief Warrant Officer Five (CW5) and Chief Warrant Officer Three (CW3).
- e. Memorandum, USAREUR, AECG, 20 June 2018, subject: Military Family Housing Assignment Policy for the Army in Europe.
- f. Army in Europe Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM, 2 February 2021.

2. Purpose: To apply the AECG housing assignment policy, reference 1.e., to specific USAG Wiesbaden conditions; incorporate best practices designed to better manage available resources; reduce unnecessary stressors and transient time for newly assigned families; and establish general wait list policy.

3. Applicability: This policy applies to all Service Members (SMs), civilians, and family members residing in USAG Wiesbaden.

4. Policy: In accordance with reference 1.a. above, military personnel and Key & Essential (K&E) civilians with command sponsored family members are eligible for assignment to Army Family Housing (AFH) and assignment will not be made unless the sponsor is expected to occupy the housing for a minimum of six months. Accompanied SMs of all grades shall be mandatorily assigned to AFH when housing is available. USAG Wiesbaden's goal is to house SMs as quickly as possible, appropriate to their grade and bedroom requirement, as stipulated in reference 1.a. To achieve this, "pinpoint housing assignments" may be made prior to arrival whenever feasible, as described in paragraph 4.b. below.

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In accordance with reference 1.a., paragraph 3-16f, a waiting list shall be established for each designation of family housing by bedroom composition. Separate waiting lists may be established when the housing units are designated for special uses, such as for K&E personnel. The sponsor's grade and bedroom requirement will determine the waiting list upon which the name is placed. The relative position on a waiting list will be determined by the eligibility date criteria set forth in paragraph 3-16g of reference 1.a., rank, and date of rank with senior member having the higher priority. Other relevant criteria include Exceptional Family Member Program (EFMP) status, school age children, urgent medical issues, and other special considerations.

In accordance with reference 1.c., temporary lodging allowance will stop the day before a SM refuses to occupy suitable or adequate Government quarters.

a. K&E personnel will be assigned to AFH in accordance with reference 1.e. and the USAG Wiesbaden Command Policy Letter for K&E Positions and Designated Housing.

b. Clay Kaserne, Newman Village, and Aukamm neighborhoods will be the primary housing areas that will be used to house K&E Commanders/CSMs and their staff officers. The following priority of assignment applies:

(1) General/Flag officer and Senior Executive Service (SES) positions, Brigade Level, Centralized Selection List (CSL) Commanders and their CSMs.

(2) Assigned nominative Sergeants Major.

(3) Senior officers (O6 and CW5) assigned K&E staff positions.

(4) When additional housing is available outside the projected K&E requirement, accompanied non-K&E SMs may be offered housing in accordance with reference 1.a.

c. The following categories are recognized for assignment to associated representational housing allocations:

(1) General Flag Officer Quarters (GFOQ), which include Senior Executive Service (SES) civilian billets.

(2) Senior officer and senior field grade warrant officer quarters (O-6, W-5).

(3) Field grade and field grade warrant officer quarters (O-5, O-4, W-4, W-3).

(4) Company grade officer quarters (O-3, O-2, O-1, W-2, W-1).

(5) Sergeants Majors quarters (E9).

a. Nominative (Sergeants Majors to GO/SES)

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b. CSMs to Brigade/Battalion.

c. Sergeants Majors.

(6) Senior enlisted non-commissioned officer quarters (E-8, E-7).

(7) Junior non-commissioned officer quarters (E-5, E-6).

(8) Junior Enlisted Quarters (E1 thru E-4).

a. Assignment Methodology. Following is a basic guide to the assignment process for newcomers to USAG Wiesbaden. The USAG Wiesbaden goal is to house incoming families within 10 days, or no more than 14 days, after arrival at the Wiesbaden Lodge. When availability allows, families will receive two to three housing assignment offers from which to choose.

(1) For newcomers, the process begins when the Housing Office is in receipt of assignment orders and a completed housing application form (DD Form 1746), which can be found at the following link: https://www.esd.whs.mil/Directives/forms/dd1500_1999/.

(2) The Housing Office will then determine eligibility based on sponsor's grade and family composition. If the sponsor is K&E, it will be necessary to know if there a requirement for SIPR communications.

(3) Special consideration may also be made for EFMP enrollees, school age Children, and urgent medical issues.

(4) Other considerations may include pets, electric vehicles, spouse employment, and home based businesses (HBBs).

(5) It should be noted that the above listed conditions may result in deviation from a family's position on the waiting list. Furthermore, the garrison commander will have final approval authority for the following housing assignments: O-6/O-5 Centralized Selection List (CSL), O-6 non-CSL, W-5, CSM (excluding USAREUR-AF CSM), and SGM.

b. When practical, pinpoint housing assignments will be made using the following steps to ensure a smooth, "plane to pillow" transition into a home. To assist in this process, incoming SMs should provide assignment orders, a housing application (DD Form 1746), and a flight itinerary to the Housing Office as soon as they are available.

(1) Housing Office will contact you and your sponsor concerning housing availability in your housing category no later than 15 calendar days prior to your arrival.

(2) The sponsor may be given keys to several housing units to view and provide a virtual tour, if possible, to the SM and family.

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(3) The sponsor will then notify the housing office of the inbound SM's choice of dwelling unit.

(4) The Housing Office will lock in the selection and work with the sponsor for a date to sign for the keys. This will allow for immediate assignment of the family upon arrival and allow for setting up the home.

(5) Loaner furniture and appliances will already be in the dwelling unit. The sponsor should work with ACS to obtain linen and accessories for the home. TKS boxes are already in the homes and just need activated if the SM wishes to have services.

(6) Those SMs who have not made a housing selection 10 days prior to their arrival, may have one selected for them by the Housing Office. These selections will be made in accordance with the references in paragraph 1.

c. A SM may elect, in writing, to be placed on a waiting list for housing with less bedrooms than that which is authorized. If housing is assigned under this procedure, residents will be considered adequately housed for the remainder of the tour unless the number of the sponsor's family members increases.

d. A SM may elect, in writing, to be placed on a waiting list for housing with one (1) bedroom more than that for which qualified. This may be done when:

(1) Sponsor or spouse is pregnant (as confirmed by medical authority) upon arrival at the installation.

(2) Adoption of a child or other family member that has been approved by a court of competent jurisdiction.

e. A SM may not be on more than one (1) adequate housing waiting list at one time.

f. Pregnant military personnel, otherwise without family members, may be placed on the waiting list when pregnancy is confirmed by medical authority.

g. Promotable applicants may elect, upon arrival at the installation, to be placed on the waiting list for housing designated for their promotable grade. Personnel who attain promotable status while occupying adequate housing can request placement on a waiting list for the new grade.

h. If a SM requests and is allowed to change from one waiting list to another, the date of eligibility will be the date of change to the new waiting list.

i. If the SM is unable to accept housing for reasons beyond his/her control (for example, hospitalization, emergency leave, or unavoidable delay of family's arrival), the SM will retain relative position on the waiting list.

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j. In accordance with reference 1.b., paragraph 3-14f(5), if a request for an exception to policy is approved because of medical complications with a pregnancy, the SM's name will be added to the bottom of the "freeze zone" of the waiting list. To maintain eligibility for AFH after the birth of the child, the SM must give the local housing office documentation of an approved tour extension for an accompanied tour and command sponsorship for the newborn child within 30 days after the birth.

k. In accordance with reference 1.b., paragraph 3-14f(8), SMs who receive orders for a transfer within the theater or COT may be placed on the waiting list at the gaining installation 60 days before their reporting date. SMs must give a copy of their orders to the gaining housing division before being placed on the waiting list. The eligibility date will be established according to reference 1.a.

l. If a specific offer of adequate housing is declined, the SM's name will be removed from the waiting list for 30 days. The SM can then request in writing to once again be placed on the waiting list. The date of eligibility will be the date of the application or request. Additionally, SMs declining a specific offer of housing will either sign a simple statement acknowledging the declination or provide the Housing Office notification in writing or by email for placement in the SM's file.

5. Point of contact for this memorandum is Chief, DPW Housing Division, DSN 548-4402 / CIV: 0611-143-548-4402.

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