



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

IMIM-WBG-ZA

21 May 2021

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

**SUBJECT: USAG Wiesbaden Command Policy Letter #14, Key and Essential (K&E)
Positions and Designated Housing**

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.

2. Purpose: To establish policy for key and essential (K&E) positions for Army Family Housing and Designated Housing for K&E special command positions and United States Army and Africa (USAREUR-AF) primary staff.

3. Applicability: This policy applies to all K&E positions in USAG Wiesbaden.

4. Policy.

a. The K&E military and civilian positions require the incumbent's immediate availability on or near the installation because of military necessity and/or operational requirements. The following are positions considered K&E:

(1) General Officer and civilian equivalent Senior Executive Service (SES) positions.

(2) Deputy Commander to General Officer positions.

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(3) Chief of Staff to General Officer positions.

(4) Colonel and Lieutenant Colonel Command (or equivalent) positions.

(5) Command Sergeants Major positions.

(6) American Red Cross Regional Director, Deputy Director, and local Station Manager; three positions at USAG Wiesbaden.

b. Incumbents of K&E positions (Encl) will be placed as priority one on appropriate waiting list. Personnel who are priority one on a waiting list are offered housing before personnel in a freeze zone on the waiting list and integrated with other personnel in K&E positions who may be on the same waiting list by grade, date of eligibility and bedroom requirement. They will be housed in the first available government quarters for their grade and bedroom requirement.

c. K&E positions with designated quarters will be housed in the identified government quarters upon assumption of command or position. The following is K&E designated housing within the USAG Wiesbaden:

(1). USAREUR-AF, Commanding General - 2008 Kroesen Loop

(2). USAREUR-AF Primary Staff that are K&E will be assigned to any of the following homes when available based on the need for SIPR communications. There is not a direct alignment between quarters and position.

2121, 2122, 2123, 2124 McGinnis Street,
2150, 2051, 2152, 2153 Craig Street
1509-1, 1509-2, 1510-1, 1510-2 Adler Strasse

d. If residents of designated housing are reassigned to a position not authorized designated housing, they will be relocated at government expense to other housing appropriate for their grade and bedroom requirement. These individuals will be placed at the top of the waiting list and will be assigned the next available set of quarters that meet their category and bedroom requirement.

e. Residents of designated housing are required to vacate their assigned housing 15 days prior to relinquishing command. This is necessary to prepare the house for their successor and enable the new commanders to situate their Families prior to assumption of command. Outgoing residents will then receive 15 days temporary lodging allowance (TLA) while in transient lodging. The housing office, not the individual in the K&E position, is responsible for submitting a written request to obtain appropriate TLA approval (beyond ten days) from 266th Finance to ensure Soldiers do

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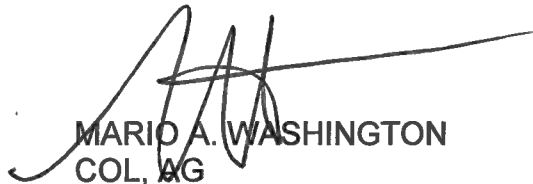
not incur out-of-pocket expenses. This request shall be submitted in a timely manner to preclude any inconveniences.

f. If the incumbent of a K&E position with designated housing is not eligible for assignment to Family housing, and other adequate unaccompanied personnel housing (UPH) is not available, a request may be submitted through IMCOM, Europe Region, to the Assistant Chief of Staff for Installation Management requesting to divert the designated housing to UPH.

g. The Housing Office for USAG Wiesbaden community will project and program housing for incoming K&E positions to ensure they are housed expeditiously.

h. This policy supersedes all previously published memorandums.

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



MARIO A. WASHINGTON
COL, AG
Commanding

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USAG WIESBADEN KEY AND ESSENTIAL PERSONNEL

<u>Position</u>	<u>Unit</u>
Commanding General	USAREUR-AF
Command Sergeant Major	USAREUR-AF
Deputy Commanding General	USAREUR-AF
Deputy Commanding General, ARNG	USAREUR-AF
Chief of Staff	USAREUR-AF
DCofS	USAREUR-AF
CGXO	USAREUR-AF
DCG XO (LTC)	USAREUR-AF
Aide de Camp (CG)	USAREUR-AF
XO to the Cos	USAREUR-AF
G1	USAREUR-AF
DG1	USAREUR-AF
G2	USAREUR-AF
G3	USAREUR-AF
G3 Sergeant Major	USAREUR-AF
DG3	USAREUR-AF
G3 Chief of Operations (CHOPS)	USAREUR-AF
G4	USAREUR-AF
DG6	USAREUR-AF
G8	USAREUR-AF
DG8	USAREUR-AF
Mil. Asst. to the USAREUR CoS	USAREUR-AF
Commander	Multi Domain Task Force
Command Sergeant Major	Multi Domain Task Force
Commander	41 st Theater Fires Command
Command Sergeant Major	41 st Theater Fires Command
Director	IMCOM-E
Deputy Director	IMCOM-E
Command Sergeant Major	IMCOM-E
Commander	2nd Signal Brigade
Command Sergeant Major	2nd Signal Brigade
Commander	102d Signal Bn
Command Sergeant Major	102d Signal Bn
Commander	66th MI Brigade
Command Sergeant Major	66th MI Brigade
Commander	2d MI BN
Command Sergeant Major	2d MI BN
Commander	24th MI BN
Command Sergeant Major	24th MI BN
Commander	522 MI BN
Command Sergeant Major	522 MI BN

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Commander	1/214 AVN REG
Command Sergeant Major	1/214 AVN REG
Commander	4ASOG
Chief Master Sergeant	4ASOG
Commander	USAG Wiesbaden
Command Sergeant Major	USAG Wiesbaden
Commander	485th IS
Commander	402nd IS
Commander	693d ISR
Commander	7th Weather Squadron
Commander	DCMA-Europe
Commander	Dental Clinic WSB
Commander	Health Clinic WSB
Commander	U.S. Army COE-Europe
Director	ETC
Director	ESOC
Regional Director	Red Cross
Regional Deputy Director	Red Cross
Station Manager	Red Cross