



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS**  
**UNIT #15228**  
**APO AP 96271-5228**

REPLY TO  
ATTENTION OF:

IMHM-PWH

1 August 2012

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison Humphreys, Policy Memorandum #37, Army Family Housing (AFH) assignment policy**

1. The proponent for this policy is the Directorate of Public Works, Family Housing Division.
2. This Policy is effective immediately. It remains in effect until rescinded or superseded.
3. Reference: AR 420-1, Army Facilities Management, 12 February 2008
4. Purpose: To establish the assignment policy for Family Housing on USAG Humphreys.
5. All military personnel, to include Joint Domicile, key and essential civilians, who hold command sponsorship numbers for USAG Humphreys, will compete equally for government owned housing in accordance with the assignment priorities established by this memorandum.
6. To ensure maximum utilization of the Family Housing assets, assignment of quarters will be based on the Service Member's family composition, not necessarily on the Service Member's pay grade. Waiting lists will be established for two, three and four bedroom housing units. Bedroom requirement will be established in accordance with table 3-5 in AR 420-1. Waiting list eligibility date is determined by criteria in AR 420-1 i.e., the eligibility date for newly arriving command sponsored Service Member is the date the Service Member signed out of their last permanent CONUS duty station or the date of arrival (the Service Member must provide a copy of the signed leave form to use the earlier date).
7. At the time of in-processing, the Housing Counselor will determine bedroom requirement, eligibility date, and will place the applicant on the appropriate waiting list. If quarters are not available in the correct bedroom requirement, an applicant may elect, in writing, to be placed on a waiting list with less bedrooms than authorized. If housing is assigned under this procedure, residents are considered adequately housed for the remainder of their tour. The only exception to be considered will be a change in family size.

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8. The residency of the Family Housing facilities will be assigned as follows:

Rank	Requirement	Bldg. S-510	Bldg. S-511	Bldg. S-512
E1-E7	2BR	8 Units		
O1-O3, WO1-CW3	2BR			
E1-E6	3BR			28 Units
O4-O5, CW4-CW5	3BR		32 Units	
E9	3BR			
E7-E8	3BR	36 Units		
O1-O3, WO1-CW3	3BR			
E1-E6	4BR			14 Units
E7-E9	4BR		16 Units	
O1-O3, WO1-CW3	4BR			
O4-O5, CW4-CW5	4BR			
All Ranks	Super 4BR	8 Units		

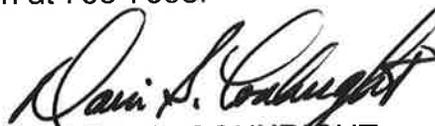
9. Assignment priorities are as established in AR 420-1 table 3-6.

10. The housing units are fully furnished. Personnel who bring their own furniture will not be authorized additional storage. If families have their own furniture they may do a onetime turn in of all or partial furnishings at government expense, within 90 days from signing for quarters. After the 90 days the sponsor is responsible to take any unwanted excess furniture to the Housing Furnishing warehouse for turn-in. When the Service Member clears quarters, any turned in furnishings will be restored at government expense. If the Service Member needs pickup/delivery of any furnishing after the 90 days or during their length of their tour they may opt to have this done at their expense and will be charged by the shipping contract rate for the movement of the items.

11. Requests for exceptions to the assignment portion of this policy will be in writing to the USAG Humphreys Garrison Commander through the Chief, Housing Division. All requests must have supporting documentation to justify the exception.

12. Point of contact is Chief, Housing Division at 753-7358.

2 Encl  
Appendix A  
Appendix B

  
DARIN S. CONKRIGHT  
COL, SF  
Commanding

DISTRIBUTION:  
A&B

## Designated Quarters List

1. IAW AR 420-1, paragraph 3-14b(2), the installation commander designates specific dwelling units for use by personnel assigned to selected key billets.

2. The following designated position will be assigned 1708 on USAG Humphreys:

2ID/ADCS

3. Additionally, the following designated positions will be assigned to the remaining 1700 series housing:

Commander, USAG Humphreys

Commander, 2<sup>nd</sup> CAB

CSM, USAG Humphreys

CSM, 2<sup>nd</sup> CAB

Station Director, American Red Cross

## **Family Housing Key and Essential List**

IAW AR 420-1, 3-14i(1), Key and essential military and DOD-sponsored civilian employees that are incumbents of designated key and essential positions as established by the Garrison Commander are as follows:

a. Command Sponsored Service Members:

Battalion Commanders  
Aide-De-Camp, 2ID  
Battalion CSM's

b. Command Sponsored Key and Essential Civilians:

Deputy Garrison Commander  
Fire Chief