



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

IMHM-PWH

FEB 16 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #37, Army Family Housing (AFH) Assignment Policy

1. References:

a. Department of Army Pamphlet 420-1-1, Housing Management, 2 April 2009.

b. Army Regulation 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).

2. Applicability: This policy applies to all personnel assigned to Area III and Camp Humphreys.

3. Purpose: To establish the assignment policy for Family Housing on USAG Humphreys.

4. All military personnel (including Joint Domicile) and 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. Assignment to AFH is mandatory based on availability and occupancy rate.

5. Waiting lists will be established for two, three, four, and five bedroom housing units. Bedroom requirement will be established in accordance with DA PAM 420-1-1, table 2-2 and AR 420-1, para 3-16c. Waiting list eligibility date is determined by criteria in AR 420-1, para 3-16g (i.e., the eligibility date for PCS personnel is the date the Service member departed his/her last permanent duty station). A signed DA Form 31 (Request & Authority for Leave) & DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station. If forms cannot be provided, waiting eligibility date will be date of walk in to the Housing Office.

6. At the time of in-processing, the Housing Counselor will determine eligibility date and will place the applicant on the appropriate waiting list based upon bedroom requirement. If quarters are not available for 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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7. The residency of the Family Housing facilities will be assigned as follows:

Rank	Size	S-510	S-511	S-512	B-5101	B-5102	B-5103
E1-E7	2BR	8 Units					
O1-O3, W01-CW3	2BR	1598 SF					
E1-E6	3BR	36 Units 1734 SF	32 Units 1695 SF	28 Units 1695 SF	48 Units 1655 SF		
E7-E9	3BR						44 Units
O4-O5, CW4-CW5	3BR						1655 SF
O1-O3, W01-CW3	3BR					48 Units 1655 SF	
E1-E6	4BR	8 Units (+4)2 867 SF	16 Units 1852 SF	14 Units 1852 SF	18 Units 1845 SF		
E7-E9	4BR						16 Units
O4-O5, CW4-CW5	4BR						1845 SF
O1-O3, W01-CW3	4BR					18 Units 1845 SF	
E1-E6	5BR				6 Units 2067 SF		
E7-E9	5BR						6 Units
O4-O5, CW4-CW5	5BR					6 Units 2067 SF	2067 SF
		Jr. ENL	Jr. ENL	Jr. ENL	Jr. ENL	CGO	CG/SE/FG

- ❖ Command Sponsored Service members with 2BR requirements will be placed on the 3BR waitlist (E1-E6 and O1-O3, CW1-CW3).
- ❖ Command Sponsored Service members (E1-E6) with 1BR requirement will be placed on the 2BR waitlist.

8. Assignment priorities are as established in AR 420-1, table 3-4 and AR 420-1, para 3-16i. A list of key and essential personnel is enclosed.

9. 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 execute a one-time turn in of all or partial government furnishings at government expense, within 90 days from signing for quarters. After 90 days, the sponsor may return unneeded furniture to the Housing Furnishing Branch (FMB), but at the sponsor's expense. If the Service member requests pickup/delivery of any furnishings after the 90 days he/she will be charged for the movement of the items.

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

Encl  
Key and Essential Personnel



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## **Key and Essential Personnel**

IAW AR 420-1, table 3-4, and AR 420-1, para 3-16I, key and essential military and DOD-sponsored civilian employees are incumbents of designated key and essential positions as established by the Garrison Commander are as follows:

1. Service members:
  - a. ADC(S)/2ID
  - b. Brigade/Battalion Commanders
  - c. Brigade Deputy Commanders
  - d. Installation, DGC-T
  - e. Aide-De-Camp, 2ID
  - f. Brigade/Battalion CSMs
2. Key and Essential Civilians:
  - a. Deputy Garrison Commander
  - b. Station Director, Red Cross
  - c. DPW Directorate