



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

7 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys, Policy Memorandum #37, Army Family Housing (AFH) and Government Leased Housing (GLH) 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. The proponent for this policy is the Directorate of Public Works, Family Housing Division.

3. This Policy is effective immediately. It remains in effect until rescinded or superseded.

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

5. All military personnel 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 a choice based on availability and occupancy rate.

6. AFH waiting list 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.

7. If AFH is not available, SM can decide if they want to be placed on the AFH list. When SM is notified housing is available SM must have 7 months retainability from offer

IMHM-PWH

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

of AFH. If SM refuses to occupy government housing, SM name will be removed from the waiting list. SM may re-apply after 90 days (or later) from turn down offer however the move will be considered voluntary and it will be at SM's own expense.

8. At the time of in-processing, the Housing Counselor will determine eligibility date, bedroom requirement and if housing is available for CSP grade/category. If AFH is not available, service member will be given a choice of occupying GLH or residing off-post. The SM will be briefed by the housing office the requirements and information needed to secure GLH or housing in the local area using a realtor from the approved realtor listing.

9. The residency of the AFH 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						
O4-O5, CW4-CW5	3BR						44 Units 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 1845 SF
O4-O5, CW4-CW5	4BR						
O1-O3, W01-CW3	4BR					18 Units 1845 SF	
E1-E6	5BR				6 Units 2067 SF		
E7-E9	5BR						6 Units 2067 SF
O4-O5, CW4-CW5	5BR					6 Units 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.

IMHM-PWH

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

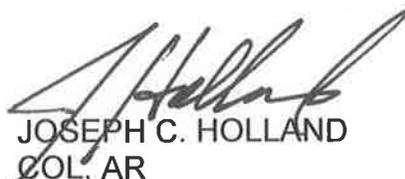
10. The Army has provided resources for Gov't leased housing off of the installation in a community which is encountering significant growth, Pyeongteak, RoK. Those GLH units come with significant benefits for our Soldiers and families. Specifically, all of the maintenance, utilities, and rent are pre-paid. As such, these units are intended to be offered primarily to junior Soldiers and NCOs who do not have the means to be able to afford such accommodation without paying out of pocket. And, because the Army has pre-funded these leases, we have to get the right Soldiers, with the right needs into them first. GLH assignments will be based on family composition size/ bedroom requirement. If we have GLH units available in multiple locations, we will allow the service member to select the area they would prefer to live. The GLH assigned will be based on first available. Assignment to GLH will be for the duration of your tour.

11. 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.

12. The AFH & GLH 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 furniture not needed 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.

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

Encl
Key and Essential Personnel


JOSEPH C. HOLLAND
COL, AR
Commanding

DISTRIBUTION:
A&B

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
 - g. Garrison Chaplain
2. Key and Essential Civilians:
 - a. Deputy Garrison Commander
 - b. Station Director, Red Cross
 - c. DPW Directorate