



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

IMWB-ZA

JUL 22 2016

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

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

1. References.

- a. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
- b. Army in Europe Supplement to Army Regulation 420-1, Housing Management, 20 November 2008.
- c. Department of Army Pamphlet 420-1-1, Facilities Engineering, Housing Management, 2 April 2009.
- d. Memorandum, Assistant Chief of Staff Installation Management (ACSIM), DAIM-ZA, 17 November 2015, subject: Approval Process for Service Members in Same-Sex Marriages who Request Housing Benefits while Assigned to Overseas Locations.
- e. 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).
- f. Memorandum, IMCOM-Europe, AECG, 28 July 2015, subject: 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.

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 the installation because of military necessity and/or operational requirements. The following are positions considered K&E:

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

(2) Deputy Commander to General Officer positions.

(3) Chief of Staff to General Officer positions.

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

(5) Command Sergeants Major positions.

(6) USAREUR Red Cross Hub/Station Manager positions, one position 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 the 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. The K&E positions with designated quarters will be housed in the identified government quarters upon assumption of command or position. The following are K&E designated housing within the USAG Wiesbaden:

USAREUR, Commanding General	2008 Kroesen Loop
USAREUR, Deputy Commanding General	2006 Kroesen Loop
USAREUR, Command Sergeant Major	2010 Kroesen Loop
Director IMCOM-E	2004 Kroesen Loop
CSM IMCOM-E	2002 Kroesen Loop
DCG USAREUR (ARNG)	2113 McGinnes Street
USAREUR G8	2123 McGinnes Street
USAREUR G1	3 Adler
Garrison Commander Wiesbaden	9 1 Adler Str 1 #1509
Commander, 66 <sup>th</sup> MI Brigade	17 A Hargis Street 1 #1017
Commander, 2nd Signal Brigade	17 B Hargis Street 2 #1017

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.

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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 10 days) from 266<sup>th</sup> Finance to ensure Soldiers do 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 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 is Ms. Mary E. Schmitt, Chief, DPW - Housing Division, at DSN: 548-4402 / CIV: 0611-143-548-4402 or email: [mary.e.schmitt4.civ@mail.mil](mailto:mary.e.schmitt4.civ@mail.mil).



TODD J. FISH  
COL, LG  
Commanding

Encl

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## USAG WIESBADEN KEY AND ESSENTIAL PERSONNEL

<u>Position</u>	<u>Unit</u>
Commanding General	USAREUR
Command Sergeant Major	USAREUR
Deputy Commanding General	USAREUR
Deputy Commanding General, ARNG	USAREUR
Chief of Staff	USAREUR
DCofS	USAREUR
CG XO	USAREUR
DCG XO (LTC)	USAREUR
Aide de Camp (CG)	USAREUR
XO to the CoS	USAREUR
G1	USAREUR
DG1	USAREUR
G2	USAREUR
G3	USAREUR
G3 Sergeant Major	USAREUR
DG3	USAREUR
G3 Chief of Operations (CHOPS)	USAREUR
G4	USAREUR
DG6	USAREUR
G8	USAREUR
DG8	USAREUR
UK LNO	USAREUR
HHBN Commander	USAREUR
HHBN Command Sergeant Major	USAREUR
Mil. Asst. to the USAREUR CoS	USAREUR
Director	IMCOM-E
Deputy Director	IMCOM-E
Command Sergeant Major	IMCOM-E
Commander	5th Signal CMD
Command Sergeant Major	5th Signal CMD
Commander	2nd Signal BDE
Command Seageant Major	2nd Signal BDE
Commander	102d Signal Bn
Command Sergeant Major	102d Signal Bn
Commander	66th MI Brigade
Command Sergeant Major	66th MI Brigade
Commander	1st MI BN
Command Sergeant Major	1st MI BN

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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
Commander	1/214 AVN REG
Command Sergeant Major	1/214 AVN REG
Commander	4 ASOG
Chief Master Sergeant	4 ASOG
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
Director	DODDS – Europe
Station Manager	Red Cross