



REPLY TO
ATTENTION OF

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

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 14, Key and Essential Duty Positions and Designated Position Housing

1. References.

- a. Army Regulation 420-1, Army Facilities Management, 27 May 2009.
- b. AE Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM, 7 May 2010.
- c. AE Supplement 1 to Army Regulation 420-1, Army Facilities Management, 20 November 2008.
- d. Memorandum, HQ, USAREUR, AEACG, 14 June 2011, subject: Housing Assignment Policy for the Army in Europe.

2. Purpose. To establish policy for key and essential (K&E) duty positions for Army Family Housing and Designated Position Housing for selected K&E duty positions.

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

4. Policy.

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

- (1) General Officer and civilian equivalent (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 (Wiesbaden-1).

IMWB-ZA

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 14, Key and Essential Duty Positions and Designated Position Housing

b. Incumbents of K&E duty positions, as listed above, will be placed at the top of the appropriate waiting list. They will also be placed above the "freeze zone" on the waiting list and integrated with incumbents of other K&E positions by date of eligibility and housed in the first available government quarters for their category.

c. Attached is a listing of all designated quarters within the USAG Wiesbaden (Encl 1) and K&E duty positions (Encl 2). K&E duty positions with designated quarters will be housed in the identified government quarters upon assumption of command or position. If residents of designated position housing are reassigned to a duty position not authorized designated position housing, they will be relocated at government expense to other quarters 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.

d. Residents of designated position housing units are required to vacate their assigned housing 15 days prior to relinquishing command. This is necessary to prepare the housing unit for their successor and enable the new commanders to situate their Families prior to assumption of command. Outgoing residents will then receive 15 days TLA while in transient lodging. Local servicing housing offices (not the individual Soldiers) are responsible for submitting a written request to obtain appropriate TLA approval (beyond 10 days) from 266th Finance to ensure Soldiers do not incur out-of-pocket expenses. This request shall be submitted in a timely manner to preclude any inconveniences.

e. If the incumbent of a K&E position with a designated position housing is not eligible for assignment to Family housing, and other adequate unaccompanied personnel housing (UPH) quarters are not available, a request may be submitted to IMCOM, Europe Region, to divert the designated unit to UPH.

f. The Housing Office for USAG Wiesbaden community will project and program quarters for incoming incumbents of K&E positions to ensure that they are housed expeditiously.

g. This policy supersedes all previously published memorandums and will be incorporated as part of the Housing SOP upon revision.

IMWB-ZA

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 14, Key and Essential Duty Positions and Designated Position Housing

5. Point of contact for this memo is Mr. Donald Meyer, Chief, Housing Division, who can be reached at DSN: 337-5556 / CIV: 0611-705-1560 or via email donald.meyer@us.army.mil.

2 Encls

1. Designated Quarters
2. K&E Listing



DAVID H. CARSTENS
COL, IN
Commanding