



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09096-0050

24 JUN 09

IMEU-WSB-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 31, Key and Essential Duty Positions and Designated Position Housing

1. REFERENCES:

- a. Army Regulation 420-1, Installation Housing Management, 12 February 2008.
- b. USAREUR Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM, 15 March 2005.
- c. AE Supplement 1 to Army Regulation 420-1, Installation Housing Management, 18 APR 2008.

2. PURPOSE. The purpose of this memorandum is 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. BACKGROUND. 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:

- a. General Officer and civilian equivalent (SES) positions.
- b. Deputy Commander to General Officer positions.
- c. Chief of Staff to General Officer positions.
- d. Colonel and Lieutenant Colonel command positions
- e. Command Sergeants Major positions.
- f. USAREUR Red Cross Hub/Station Manager positions (Wiesbaden-1).

5. POLICY. 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.

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6. Attached is a listing of all GFOQ and SES position housing 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.

7. 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 qualify to 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 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.


8. If the incumbent of a K&E position with 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.

9. 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.

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

11. Point of contact is Mr. Feliciano, 337-7060.

Encl  
Quarters Listing  
1. GFOQ/SES  
2. K&E Listing  
DISTRIBUTION:  
A

  
JEFFREY W. DILL  
COL, IN  
Commanding

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**USAG WIESBADEN GFOQ/SES QUARTERS**

**Wiesbaden Community**

**Address**

Commanding General, 1AD

2 Wuerttemberg

Director, ETC

8 Wuerttemberg

Commander, 5<sup>th</sup> Signal

3 Adler

DCG 1AD

18 Wuerttemberg

DCG 1AD

15 Heer Str. 6

Commander, USAG Wiesbaden

18 Hargis Str. 2

**Encl 1.**

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### USAG WIESBADEN KEY AND ESSENTIAL PERSONNEL

<u>Position</u>	<u>Unit</u>
Commanding General	1st Armored Division
Deputy Commanding General	1st Armored Division
Deputy Commanding General	1st Armored Division
Commanding General	5th Signal Command
Deputy Commander	5th Signal Command
Chief of Staff	1st Armored Division
Chief of Staff	5th Signal Command
Commander	USAG Wiesbaden
Commander	USA Corps of Eng Europe
Commander	AAFES
Commander	Army Health Clinic Wiesbaden
Commander	Dental Clinic Command Wiesbaden
Station Manager	Red Cross
Director	ETC
Director	DODDS - Europe
Chief of Staff	ESOC
Command Sergeant Major	1st Armored Division
Command Sergeant Major	5th Signal Command
Command Sergeant Major	USAG Wiesbaden
Commander	66th MI Brigade
Command Sergeant Major	66th MI Brigade
Commander	STB, 1st Armored Division
Commander	1st MI Battalion
Commander	2nd MI Battalion
Commander	24th MI Battalion
Commander	421st Multifunctional Medical Bn
Commander	102nd Signal Battalion
Command Sergeant Major	STB, 1st Armored Division
Command Sergeant Major	1st MI Battalion
Command Sergeant Major	2nd MI Battalion
Command Sergeant Major	24th MI Battalion
Command Sergeant Major	421st Multifunctional Medical Bn
Command Sergeant Major	102nd Signal Battalion

**Encl 2.**