DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-ZA

5 JAN 2012

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett Soldiers and Civilians and Tenant Organizations

SUBJECT: Fort Hunter Liggett Policy #30 Key or Essential Position List and Command Housing Management Overview

1. REFERENCE.

a. Army Regulation 420-1, dated 28 March 2009

b. DoD 4165.63-M, DoD Housing Management, September1993

2. PURPOSE. IAW AR 420-1, paragraph 3-14.b.(2), to establish and maintain the IMHL-PWH Key or Essential Position List; and to describe command housing management for United States Army Garrison (USAG) Fort Hunter Liggett.

3. APPLICABILITY. This memorandum applies to all personnel assigned or attached to the USAG Fort Hunter Liggett and tenant activities.

4. POLICY. The Garrison Commander, USAG, Fort Hunter Liggett, determines who will be assigned all housing at Fort Hunter Liggett and in specified housing as stated below. The Garrison Commander will consult with the Deputy Commander concerning officer housing assignments and with the installation Command Sergeant Major concerning E8/E9 housing assignments.

a. Incumbents of Key or Essential Positions are individuals permanently assigned to leadership, supervisory, or key and senior management positions, who are required to be available 24 hours a day by virtue of those positions, and as such are required to reside in government family housing on the installation, if qualified IAW AR 420-1.

b. The following are key and essential positions for IMHL-ZA, including the tenant organizations.

(1) Garrison Commander

(2) Deputy Commander

(3) Chaplain

(4) Command Sergeant Major

5. PROCEDURES.

a. USAG Fort Hunter Liggett, Key and Essential Positions who are attending school or deployed may retain Army Family housing for up to 13 months.

b. Incumbents of Key and Essential Positions will not be relocated to other quarters/billeting if they are within 90 days of PCS, ETS or retirement. This minimizes cost to the government and turmoil to the families. No special extension of occupancy beyond the PCS, ETS, or retirement will be authorized.

c. The Deputy Garrison Commander will be the approval authority on the eviction or involuntary termination of any military or civilian personnel living at the USAG and Fort Hunter Liggett. The Garrison Commander will be the final appeal authority for any eviction or involuntary termination order by the Garrison Commander.

6. PROPONENT. The Directorate of Public Works, Housing Office is the proponent for this USAG FHL policy. Exceptions and questions regarding this policy should be directed to the Housing Manager, (831) 386-2075.

JAMES M. SURIANO
COL, CA
Commanding