DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
FORT IRWIN, CA 92310-5000

REPLY TO
ATTENTION OF

IMNT-ZA

MAY 24 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #8, Key and Essential Personnel and Designated Housing

1. PURPOSE. To establish installation policy for designation of key and essential personnel and designated housing.

2. APPLICABILITY. This policy applies to all residents of Fort Irwin housing.

3. REFERENCE. AR 420-1, Army Facilities Management.

4. POLICY. This policy establishes procedures to ensure that compliance with the housing policies and procedures are accomplished.

a. Priorities of Housing. The Fort Irwin Waterfall Housing Priority establishes criteria for the priority of housing assignment as set forth by California Military Communities, LLC, and the Department of the Army. Please see enclosure 1.

b. Key and Essential (K&E) Personnel. K&E military personnel and civilian employees are incumbents of designated K&E positions as established by the Garrison Commander. The duties of K&E positions require the incumbent's immediate availability on the installation due to military necessity and/or operational requirements. The designation of K&E personnel is kept to an absolute minimum to ensure housing equality for all personnel. K&E designations include both military and civilian personnel. Personnel on Permanent Change of Station (PCS) orders to the National Training Center who are serving in a designated key and essential position are the top priority on the applicable wait list. Please see enclosure 2 for detailed list.

c. Designated Housing. The Garrison Commander may designate specific houses to the incumbent's of Key and essential positions. Designated housing at NTC and Fort Irwin are for the following positions:

<u>POSITION</u>
Commanding General
Deputy Commander & Chief of Staff
Garrison Commander
Commander, Operations Group
Commander, 11th Armored Cavalry Regiment
Commander, 916th Support Brigade
Commander, MEDDAC

5. The proponent for this policy letter is the Director, Residential Communities Initiative (RCI) at 380-4310.

Encl 2

KURT J. PINKERTON
COL, IN
Commanding

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