MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Sill Key & Essential Personnel, and Designated Housing List, GC Policy Memo 18-12.


2. Purpose. This policy establishes the guidelines for key and essential, and all other personnel authorized priority on-post housing at Fort Sill. IAW AR 420-1, 3-14b (2), the Garrison Commander designates specific houses for use by personnel assigned selected key and essential positions. The designation of representational housing will be kept to an absolute minimum to ensure maximum housing equity for all Soldiers.

3. Policy.

   a. Key and Essential Personnel.

      (1) Key and essential personnel are incumbents of designated key and essential positions as established by the Garrison Commander in coordination with the Senior Commander. The duties of these positions require immediate availability on the installation due to military necessity beyond normal hours. For that reason, they must reside on-post. Key and essential personnel will receive the highest priority for on-post housing. Incumbents may find suitable off-post housing and retain their relative position on the appropriate waiting list if on-post housing is not available upon their arrival.

      (2) Key and essential personnel accompanied and unaccompanied are authorized to reside in on-post housing. This includes all U.S. Military services as well as foreign liaison and instructor personnel.

      (3) The Commanding General’s enlisted aide will receive priority equal to key and essential personnel. This person will be offered the first available, uncommitted house for grade and bedroom requirement in a housing area closet to Old Post Quadrangle (OPQ).

   b. Foreign Officers, both exchange and liaison for whom on-posting housing agreements between United States Army (Host government) and Parent government (sending countries) are established; will normally receive housing occupied by their
SUBJECT: Fort Sill Key & Essential Personnel, and Designated Housing List, GC Policy Memo 18-12

predecessor. These homes will be reserved, and designated for follow-on liaison officers as required. In the event there is no immediate follow-on liaison, reserved homes will be placed back into the inventory to be leased to the next person on the waitlist. All furniture or equipment that is in the home must be removed and stored by the officer prior to departing housing and will be at the Parent Government’s (sending Country’s) expense.

c. Foreign Officers, will pay rent in the amount of the Basic Allowance for Housing (BAH) for USA grade equivalence. It must be paid monthly to Corvias Military Living; the Residential Communities Initiatives (RCI) private partner. Payments can be made by direct deposit, check, or money order. Direct deposit is the preferred method.

4. The proponent for this policy is Fort Sill Housing Office, 580-442-3633.

5. This GC Policy memorandum supersedes GC Policy Memo, 14-04, Subject: Fort Sill Key & Essential Personnel, and Designated Housing List, 22 May 2014.

Encl

DON A. KING, JR.
COL, SF
Commanding

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Welcome Center
KEY AND ESSENTIAL PERSONNEL

The Command Slate List will be utilized when housing key and essential personnel.

(a) Brigade Commanders, Brigade Command Sergeant Majors, and the Senior Commander's enlisted aide will be given first priority in accordance with established eligibility dates.

(b) Battalion Commanders and Battalion Command Sergeant Majors will be given second priority in accordance with established eligibility dates.

(c) Special staff officers with the rank of Colonel will be given third priority in accordance with established eligibility dates.

(d) Special staff officers with the rank of Lt Colonel will be given forth priority in accordance with established eligibility dates.

(e) Foreign Liaison/Exchange Officers, see para 3, 3 (b) of the memo.