



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
1 KARKER STREET  
FORT BENNING GEORGIA 31905-5000

Policy Memorandum 420-1-2  
9 September 2020

IMBE-PWH

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Key and Essential Housing Policy

1. References:

a. Army Regulation 420-1 (Army Facilities Management), 12 February 2008 (RAR 002, 24 August 012).

b. Villages of Benning Housing Assignment Policy, 23 September 2010.

2. Purpose. This policy establishes Key and Essential (K&E) duty positions on Fort Benning and outlines policy in which incumbents of these designated positions are prioritized to reside in on-post housing. On-going renovations and increased scope of maintenance being performed in several main post neighborhoods is limiting the number of homes available to both company and field grade officers. As such, all inbound K&E personnel will be affected. Increased waiting periods, neighborhood availability, and in some cases obtainability may be experienced.

3. Policy.

a. Enclosure 1 identifies current K&E duty positions and priorities of those positions. The K&E roster, for housing purposes, identifies critical duty positions on the installation requiring increased priority of availability and assignment of Soldiers in these designated positions. The duties of Soldiers filling the identified K&E duty positions require priorities in the on-post housing assignment process due to military necessity. Military necessity is defined as requiring either the incumbents' direct support to installation anti-terrorism planning; membership in a command team with large numbers of Soldiers requiring on-post leadership presence; or participation in installation-level crisis action planning/execution.

b. The designation of K&E duty positions will be kept to an absolute minimum.

c. The Garrison Commander will consult with the Army's privatized partner, Fort Benning Family Communities (FBFC), LLC about housing availability before directing a K&E leader for a particular neighborhood housing assignment. Assignments of specific housing units and general day-to-day operations are handled by the Property Manager for the FBFC. These decisions are predominantly based upon current availability, maintenance schedules, termination timelines of current residents, and clearing dates from prior installations.

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d. Upon arrival, or assignment if previously arrived, Soldiers assigned to positions listed on the K&E roster will be placed on the waiting list as a Priority Status.

e. The K&E designation does not guarantee immediate housing availability to the Soldier upon arrival at Fort Benning. Priority will be given, on the applicable housing category wait list. Quarters will be assigned as they become available.

f. The Garrison Commander will request FBFC LLC give priority on the applicable housing wait list upon arrival to prepositioned Soldiers slated to occupy identified K&E positions.

g. Prepositioned Soldiers slated to occupy identified K&E positions must notify the Villages of Benning leasing staff of their status (pre-positioned K&E). Although this does not guarantee placement in a certain set of quarters, it will greatly benefit in the overall planning of allocated housing units. Villages of Benning POC is Noelle Keith, Leasing Manager, 706-685-3939. If unable to contact the Villages of Benning POC or if you have further questions regarding K&E, please contact Mr. Keith Lovejoy, Housing Chief, Fort Benning, at 706-545-3803 (work) or 706-577-6293 (cell) or e-mail at [keith.r.lovejoy.civ@mail.mil](mailto:keith.r.lovejoy.civ@mail.mil)

4. All Training and Doctrine Command Brigade and Battalion level Commanders and Command Sergeants Major and above will reside on the installation unless given an exception by the Commanding General. Request must be delivered in writing through the Chief of Staff office for a decision from the CG. See enclosure 2 for memorandum example.

a. Personnel submitting an exception from the Commanding General should include circumstances surrounding their request.

b. All other K&E positions are not required to submit intentions, but should inform their chain of command to ensure full situational awareness.

5. REVISIONS. Organizations requesting to add or delete positions from the K&E roster for housing purposes should submit a request to Chief, Housing Division, Directorate of Public Works (DPW), [keith.r.lovejoy.civ@mail.mil](mailto:keith.r.lovejoy.civ@mail.mil). Include position title, grade, scope of the position duties, responsibilities, a narrative justification of the new requirement/obsolescence of former requirement for on-post housing, and the impacts if request is not approved. The Housing Chief will process requests through the Garrison Commander and Chief of Staff.

6. SUPERSESSION: This policy memorandum supersedes MCoE Policy Memorandum 420-1-1, 4 February 2019, same subject.

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7. PROPONENT: Mr. Keith Lovejoy, Chief, Housing Division, DPW, at 706-545-3803 or e-mail at keith.r.lovejoy.civ@mail.mil.

A handwritten signature in black ink, appearing to read 'P. Donahoe', with a long horizontal line extending to the right.

PATRICK J. DONAHOE  
Major General, USA  
Commanding

2 Encls

DISTRIBUTION:

ADMIN L, MCoE BN CDR, MCoE SGM/CSM, and MCoE DCO Lists

**Maneuver Center of Excellence and Fort Benning**  
**Key and Essential Priority List by Positions**  
**As of 28 August 2020**

**PRIORITY # 1**

- (1) General Officers
- (2) MCoE Chief of Staff
- (3) All Brigade Commanders/Command Sergeants Major
- (4) Garrison Commander/Command Sergeant Major

(TRADOC, FORSCOM, SOCOM)

**PRIORITY # 2**

- (1) SOCOM DCOs
- (2) MCoE Chaplain

**PRIORITY # 3**

All Battalion Commanders and Command Sergeants Major

**PRIORITY # 4**

Drill Sergeants

LNOs

Encl 1

Office Symbol

Date

MEMORANDUM THRU MCoE Chief of Staff, ATTN: ATZB-CS, Fort Benning, GA  
31905-5000

FOR MCoE Commanding General, ATTN: ATZB-CG, Fort Benning, GA 31905-5000

SUBJECT: Request for Exception to Policy to not Reside in On-Post Housing

1. In accordance with the MCoE Key and Essential Policy, the undersigned requests and Exception to Policy to reside off-post.
2. The K&E duty position occupied or to be occupied if pre-positioned.
3. Justification. (Adequate housing not available, Family desire, etc.)
4. Point of contact is Rank, First, Middle, Last Name, phone number with area code and e-mail address.

FIRST MI LAST  
RNK, BR  
Duty Title

Encl 2