



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

REPLY TO
ATTENTION OF

Policy Memorandum 420-1-1

IMBE-PWH

4 FEB 2019

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 2012).

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 will all 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

4. Notification Requirements for K&E Soldiers electing not to reside in on-post housing:

Due to the extensive ongoing renovations and overall availability of quarters, getting approval to live off the installation is not a current requirement for Soldiers filling designated K&E positions. Brigade and Battalion level Commanders and Brigade and Battalion level Command Sergeants Major should however make their intentions known to either the Maneuver Center of Excellence (MCoE) Chief of Staff or the Garrison Commander. A short e-mail to the Fort Benning Housing Chief, keith.r.lovejoy.civ@mail.mil would also be appropriate to ensure awareness and coordination purposes. All other K&E positions are not required to submit intentions, but should inform their chain of command to ensure full situational awareness. (Example format and e-mail address are at Enclosure 2).

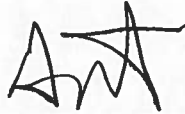
5. REVISIONS. Organizations requesting to add or delete positions from the K&E roster for housing purposes should submit a request to Chief, Housing Division, Directorate of Public Works (DPW), (e-mail address above in paragraph 4). Include position title, grade, scope of the position duties, responsibilities, a narrative justification of the new requirement/obsolescence of former requirement for on-post housing, and the impacts if request is disapproved.

6. SUPERSESSON: This policy memorandum supersedes MCoE Policy Memorandum 420-1-12, 30 November 2017, same subject

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



GARY M. BRITO
Major General, USA
Commanding

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DISTRIBUTION:

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

**Maneuver Center of Excellence and Fort Benning Key and Essential Position and
Priority List
As of 31 January 2019**

PRIORITY # 1

All Brigade Commanders/Command Sergeants Major
(TRADOC, FORSCOM, SOCOM)

PRIORITY # 2

MCoE CoS, GC, SOCOM DCOs

PRIORITY # 3

All Battalion Commanders and Command Sergeants Major

PRIORITY # 4

Drill Sergeants (1 MAR 2019)

LNOs

MEMORANDUM FOR Housing Chief, Fort Benning, Georgia (IMBE-PWE-R)
6701 Transportation Street, Bldg 280, Fort Benning, GA 31905-5000
keith.r.lovejoy.civ@mail.mil, work phone (706) 545-3803, cell (706) 577-6293

SUBJECT: Brigade and Battalion Commanders and Command Sergeants Major desiring to not reside in On-Post Housing.

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

FIRST MI LAST
RNK, BR
Duty Title