



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL OK 73503-1340

AMIM-SIG-ZA (420-1n)

13 June 2024

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Fort Sill Key & Essential Personnel, and Designated Housing List,
GC Policy Memorandum 24-01**

1. Reference Army Regulation 420-1 (Army Facilities Management).
2. Purpose. This policy establishes the guidelines for key and essential, and all other personnel authorized priority on-post housing at Fort Sill. In accordance with AR 420-1, 3-14b (2), the Garrison Commander designates specific houses for use by personnel assigned to selected key and essential positions (see Enclosure). 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 or unaccompanied are authorized to reside in on-post housing. This includes all U.S. military services as well as foreign liaison and instructor personnel. Key and essential personnel will be offered the first available, uncommitted house for grade and bedroom requirement upon arrival to Fort Sill.
 - (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 closest to the Old Post Quadrangle.
 - b. Foreign officers, both exchange and liaison for whom on-posting housing agreements between the United States Army (host government) and parent

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government (sending country) are established will normally receive housing occupied by their predecessor. These homes will be reserved and designated for follow-on liaison officers as required. In the event that 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. Foreign officers will pay rent in the amount of the Basic Allowance for Housing for USA grade equivalence. It must be paid monthly to Corvias; the Residential Communities Initiatives private partner. Payments can be made by direct deposit, check, or money order. Direct deposit is the preferred method.

4. The point of contact for this memorandum is the Fort Sill Housing Office at (580) 442-3633.
5. This GC Policy memorandum supersedes GC Policy Memorandum, 23-01, Subject: Fort Sill Key & Essential Personnel, and Designated Housing List, 25 March 2024.



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Encl

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