



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

IMSI-ZA

16 September 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Sill Key & Essential Personnel, and Designated Housing List, GC Policy Memorandum 20-01

1. Reference Army Regulation (AR) 420-1 (Army Facilities Management), 24 August 2012.
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 (OPQ).

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b. Foreign Officers, both exchange and liaison for whom on-posting housing agreements between the United States Army (host government) and Parent 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 (BAH) for USA grade equivalence. It must be paid monthly to Corvias; the Residential Communities Initiatives (RCI) private partner. Payments can be made by direct deposit, check, or money order. Direct deposit is the preferred method.

3. Point of contact for this memorandum is the Fort Sill Housing Office at (580) 442-3633.

4. This GC Policy memorandum supersedes GC Policy Memorandum, 18-12, Subject: Fort Sill Key & Essential Personnel, and Designated Housing List, 20 August 2018.

Encl



RHETT A. TAYLOR
COL, FA
Commanding

DISTRIBUTION:
Fort Sill Intranet
30th ADA BDE
31st ADA BDE
75th FA BDE
428th FA BDE
434th FA BDE
MEDDAC
DES
DHR
DPTMS
DPW
DFMWR
PAIO
RMO
Safety Office

Enclosure: Fort Sill Key & Essential Personnel, and Designated Housing

1. Designated Homes:

- a. Senior Commander/Commanding General, FCoE
- b. Deputy Commanding General, FCoE
- c. Commandant, Field Artillery School
- d. Commandant, Air Defense Artillery School
- e. Director, LRPF CFT, Army Futures Command
- f. Director, AMD CFT, Army Futures Command
- g. Chief of Staff, FCoE
- h. Command Sergeant Major, FCoE
- i. Commanding Officer, U.S. Marine Corps Artillery Detachment

2. Key and Essential Prioritization. The Command Slate List will be used 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 Lieutenant Colonel will be given fourth priority in accordance with established eligibility dates.
- e. Foreign Liaison/Exchange Officers, see para 3, 3(b) of the memo.

3. Key and Essential Personnel:

Garrison Commander

Staff Judge Advocate

Installation Chaplain

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Commander, 75th FA BDE

Commander, 428th FA BDE

Commander, 30th ADA BDE

Commander, 31st ADA BDE

Commander, 434th FA BDE

Commander, MEDDAC

Commander, DENTAC

FCoE CG's Enlisted Aide

Garrison Command Sergeant Major

Sergeant Major, U.S. Marine Corps Artillery Detachment

Command Sergeant Major, Field Artillery School

Command Sergeant Major, Air Defense Artillery School

Command Sergeant Major, 75th FA BDE

Command Sergeant Major, 428th FA BDE

Command Sergeant Major, 30th ADA BDE

Command Sergeant Major, 31st ADA BDE

Command Sergeant Major, 434th FA BDE

Command Sergeant Major, MEDDAC

Commandant, NCOA

Commander, 1-19th FA BN

Commander, 1-22nd FA BN

Commander, 1-31st FA BN

Commander, 1-40th FA BN

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Commander, 1-79th FA BN

Commander, 1-30th FA BN

Commander, 1-78th FA BN

Commander, 2-2nd FA BN

Commander, 2-6th ADA BN

Commander, 3-6th ADA BN

Commander, 5-5th ADA BN

Commander, 100th BSB BN

Commander, 2-18th FA BN

Commander, 3-13th FA BN

Commander, 1-14th FA BN

Commander, 2-4th FA BN

Commander, 2-20th FA BN

Commander, 3-2nd ADA BN

Commander, 4-3rd ADA BN

Commander, 4-60th ADA BN

Commander, 95th AG BN

Command Sergeant Major, 1-19th FA BN

Command Sergeant Major, 1-22nd FA BN

Command Sergeant Major, 1-31st FA BN

Command Sergeant Major, 1-40th FA BN

Command Sergeant Major, 1-79th FA BN

Command Sergeant Major, 1-30th FA BN

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Command Sergeant Major, 1-78th FA BN

Command Sergeant Major, 2-2nd FA BN

Command Sergeant Major, 2-6th ADA BN

Command Sergeant Major, 3-6th ADA BN

Command Sergeant Major, 5-5th ADA BN

Command Sergeant Major, 100th BSB BN

Command Sergeant Major, 2-18th FA BN

Command Sergeant Major, 3-13th FA BN

Command Sergeant Major, 1-14th FA BN

Command Sergeant Major, 2-4th FA BN

Command Sergeant Major, 2-20th FA BN

Command Sergeant Major, 3-2nd ADA BN

Command Sergeant Major, 4-3rd ADA BN

Command Sergeant Major, 4-60th ADA BN

Command Sergeant Major, 95th AG BN

Canadian Liaison Officer

Canadian Exchange Instructor

Japanese Liaison Officer

Netherlands Liaison Officer

British Exchange Officer

British Liaison Officer

Korean Liaison Officer

Australian Exchange Instructor

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German Liaison Officer

German Command Sergeant Major

Singapore Command Sergeant Major

French Liaison Officer

Italian Liaison Officer

Brazilian Liaison Officer