



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

APR 19 2012

ATCL-CG

FORT LEE POLICY NO. 7-04

MEMORANDUM FOR RECORD

SUBJECT: Key and Essential (K&E) Positions/Designated Quarters (DQ) for Privatized Family Housing Assignment

1. PURPOSE: To designate certain Key and Essential (K&E) positions at Fort Lee, and to express policy to live on-post to the extent that on-post Family Housing is available. On-post residency is considered to facilitate responsive leadership by having a constant physical presence in close proximity to on-post units and organization personnel.

2. POLICY:

a. The following positions are designated Key and Essential with one home being designated as indicated below:

<u>POSITION</u>	<u>ADDRESS</u>
<u>USA Combined Arms Support Command</u>	
(1) Commanding General	
(2) Aide-de-Camp	
(3) CSM	
(4) Chief of Staff	
(5) USA Quartermaster School Commanding General	
(6) USA Quartermaster School CSM	
(7) 23 rd QM BDE Commander	
(8) 23 rd QM BDE CSM	
(9) USA Ordnance School Commanding General	
(10) USA Ordnance School CSM	
(11) 59 th Ordnance BDE Commander	
(12) 59 th Ordnance BDE CSM	
(13) USA Transportation School Commanding General	
(14) USA Transportation School CSM	
(15) Army Logistics University Military Vice-President/Commandant	
(16) Army Logistics University NCO Academy Commandant	
<u>IMCOM</u>	
(17) Garrison Commander	
(18) Garrison CSM	
(19) Installation Chaplain	
<u>Defense Contracting Management Agency (DCMA)</u>	
(20) Director, DCMA	
(21) Commander, DCMA International	
(22) Chief of Staff, DCMA	

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Kenner Army Health Clinic

(23) KAHC Commander

(24) KAHC SGM

Defense Commissary Agency

(25) DeCA CSM

Defense Logistics Agency

(26) DLA Aviation Commander

3. Accompanied and Unaccompanied K&E Personnel assignment priority procedures: K&E personnel entitled to basic allowance for housing (BAH) at "with dependent rate" and arriving with Family members will be given number one priority assignment to Family housing. K&E personnel entitled to BAH at "without dependent rate" will be given number one priority and will be charged their BAH at "without dependent rate" for rent.
4. The duties of K&E positions require that they must reside in on-post Family housing. Request for exception to reside off the installation must be submitted in writing to the appropriate Commanding General for approval.
5. The next highest priority will be the Command Priority Management Group which will consist of Battalion Commanders, Battalion Command Sergeant Majors, DENTAC Commander, SJA, IG, and PMO who will identify themselves on the application for Family Housing and will receive the highest priority on the waiting list.
6. This policy supersedes Fort Lee Policy 7-04, dated 13 June 2011.
7. This policy shall be effective immediately and shall remain in effect until expressly superseded or rescinded.
8. Point of Contact for this memorandum is the DPW, Housing Division Chief, RCI Asset Manager at 804-765-1976.


JAMES L. HODGE
Major General, US Army
Commanding