



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

05 JAN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #12 – Housing for Key and Essential Personnel

1. Applicability. This policy applies to all individuals in 25th Infantry Division identified by the Commanding General to be key or essential personnel.
2. Policy. All 25th Infantry Division brigade and battalion level commanders, command sergeants major, and select division staff officers are required to live in on-post quarters. Brigade leadership will live in the Canby Stucco neighborhood on Schofield Barracks and battalion leadership and division primary staff will live in the Woodies neighborhood. The exception is the Aviation Brigade, which will reside in the Wheeler Army Airfield historic Stuccos.
3. The 25th ID commanding general will consider exceptions to this policy on a case-by-case basis. Any commander, command sergeant major, or division staff officer identified as key or essential who desires an exception to this policy will initiate the request and will provide the basis for consideration.
4. The 25th ID leadership identified above are required to initiate a pre-inspection with Island Palm Communities (IPC) prior to departure. This pre-inspection will be conducted upon receipt of outgoing PCS orders or a minimum of 60 days prior to move-out. IPC will develop a scope of work necessary and may require the current residents to clear quarters early and move into temporary accommodations while the home is being prepared for the inbound leadership. Departing leadership will allow enough time to accommodate inbound personnel to be mission ready upon arrival.
5. This memorandum supersedes 25th Infantry Division Policy Letter dated 7 August 2015 and remains in effect until superseded or rescinded in writing.
6. Point of contact for this memorandum is the Housing Division at (808) 655-7396.

RONALD P. CLARK
Major General, USA
Commanding

Encl
1. Key and Essential Personnel
list