



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-PWH

MAY 16 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #37, Army Family Housing (AFH) and Government Leased Housing (GLH) Assignment Policy

1. References:

- a. AR 420-1, Army Facilities Management, 12 February 2008 (Rapid Action Revision, 24 August 2012).
- b. DA Pamphlet 420-1-1, Housing Management, 2 April 2009.

2. The proponent for this policy is the Directorate of Public Works, Family Housing Division.

3. This Policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose: To establish the assignment policy for Family Housing on USAG Humphreys.

5. All military personnel and key and essential civilians, who hold command sponsorship numbers for USAG Humphreys, will compete equally for government owned housing in accordance with the assignment priorities established by this policy. Assignment to AFH and GLH is mandatory based on availability and occupancy rate.

6. AFH and GLH waiting lists will be established for two, three, four, and five bedroom housing units. Bedroom requirement will be established in accordance with DA Pam 420-1-1, table 2-2 and AR 420-1, para 3-16c. Waiting list eligibility date is determined by criteria in AR 420-1, para 3-16g (ie, the eligibility date for PCS personnel is the date the service member (SM) departed his/her last permanent duty station). A signed DA Form 31 (Request & Authority for Leave) & DA Form 137-2 (Installation Clearance Record) will indicate date departed last permanent duty station. If forms cannot be provided, waiting eligibility date will be date of walk in to the Housing Office.

7. At the time of in-processing, the Housing Counselor will determine eligibility date, bedroom needs, and if housing is available for Command Sponsorship Program (CSP) grade/category. If AFH is not available, the Housing Office shall assign SM to GLH.

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8. If AFH and GLH are not available, the Housing Office will then brief the SM the requirements and information needed to secure housing in the local area using a realtor from the approved realtor listing.

9. The residency of the AFH facilities will be assigned according to the table #1 (Enclosure 1).

10. The Housing Office will assign GLH based on bedroom needs. If units are available in multiple locations, we will allow the SM to select the area they would prefer to live. The unit assigned will be based on first available. Assignment will be for the duration of the tour.

11. The Army has provided resources for GLH off of the installation in Pyeongtaek, ROK, and a community which is encountering significant growth. Those GLH units come with significant benefits for our SM and families. Specifically, all of the maintenance, utilities, and rent are pre-paid. As such, these units are intended for SM to prevent them from paying out of pocket. And, because the Army has pre-funded these leases, we have to get the right SM, with the right needs into them first.

12. If a SM refuses to occupy government housing, AFH or GLH, when adequate housing for their grade and bedroom requirement is available, they will forfeit their overseas housing allowances (OHA) and temporary lodging allowance (TLA) will be terminated on the date a unit was available for assignment.

13. Assignment priorities are as established in AR 420-1, table 3-4 and AR 420-1, para 3-16i. The USFK CG policy memo and key and essential personnel listing designates housing for USFK, 8th Army and 2 ID (Enclosure 2).

14. The housing units are fully furnished. Personnel who bring their own furniture will not be authorized additional storage. If families have their own furniture, they may execute a one-time turn in of all or partial government furnishings at government expense, within 90 days from signing for quarters. After 90 days, the sponsor may return unneeded furniture to the Housing Furnishing Branch (FMB), but at the sponsor's expense. If the SM requests pickup/delivery of any furnishings after the 90 days he/she will be charged for the movement of the items.

15. Exception to policy to refuse GLH will only be considered for extreme and unusual circumstances.

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16. Point of contact is Chief, Housing Division at 754-9896.

2 Encls

1. AFH Assignment Table
2. Key and Essential Personnel



SCOTT W. MUELLER
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Commanding

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**Army Family Housing Assignment
United States Army Garrison Humphreys**

Effective _____

Rank	Size	S-510	S-511	S-512	B-5101	B-5102	B-5103	COL/CSM	GO/SES
E1-E6	2BR	8 Units 1598 SF							
E1-E6	3BR	36 Units 1734 SF	32 Units 1695 SF	28 Units 1695 SF	48 Units 1655 SF				
E7-E9	3BR								
O4-O5, CW3-CW4	3BR						44 Units 1655 SF		
O1-O3, WO1-CW2	3BR							48 Units 1655 SF	
E1-E6	4BR	8 Units (+4)2 867 SF	16 Units 1852 SF	14 Units 1852 SF	18 Units 1845 SF				
E7-E9	4BR								
O4-O10, CW3-CW5	4BR						16 Units 1845 SF	12 Units 2890 SF (CSM Only)	22 Units 4039 SF
O1-O3, WO1-CW2	4BR						18 Units 1845 SF		
E1-E6	5BR				6 Units 2067 SF				
E7-E9	5BR						6 Units 2067 SF		
O4-O6, CW3-CW5	5BR						6 Units 2067 SF		
		Jr Enl	Jr Enl	Jr Enl	Jr Enl	CGO	CG/SE/FG	COL/CSM	GO/SES

Key Billet Prioritization

IAW USFK CG policy memo, Key and Essential Housing and Designation Prioritization - USAG Humphreys, 4 Apr 2018

Key and Essential Personnel

IAW AR 420-1, table 3-4, and AR 420-1, para 3-161, key and essential military and DOD-sponsored civilian employees are incumbents of designated key and essential positions as established by the Garrison Commander are as follows:

1. Service Members:
 - Installation DGC-T
2. Key and Essential Civilians:
 - a. Deputy Garrison Commander
 - b. Station Director, Red Cross
 - c. DPW Directorate