



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PW

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #34, Designation of Key and Essential (K&E) Status for Housing at Fort Belvoir

1. REFERENCE. AR 420-1 (Army Facilities Management), 12 February 2008 (RAR 24 August 2012).
2. PURPOSE. To establish policy and procedures for requesting and designating K&E status for housing at Fort Belvoir.
3. APPLICABILITY. This policy applies to all military personnel assigned within the National Capital Region (NCR).
4. POLICY:
 - a. Fort Belvoir provides housing for military personnel assigned within the NCR. Fort Belvoir's housing inventory is not large enough to accommodate all requests. With the exception of those personnel occupying positions designated as K&E, those desiring housing at Fort Belvoir must register for housing in order to be placed on a waiting list until housing becomes available. The waiting list is based on a first come, first served basis.
 - b. In order to offer military personnel a reasonable expectation of being assigned housing from the waiting list during duty tours, positions designated as K&E are strictly limited to Commanding Officers and Command Sergeants Major/First Sergeants of organizations located at Fort Belvoir and to those assigned as Aides-de-camp to General Officers whose organizations are headquartered at Fort Belvoir.
 - c. Military personnel assigned to the local Warrior Transition Unit recovering from combat-related injuries receive priority placement for housing.
 - d. Requests for K&E status will be considered as an exception to policy on a case-by-case basis. Requests must be endorsed through the first General Officer in the Service Member's chain of command. All requests for exceptions to this policy to obtain K&E status must use the format included at enclosure.
5. PROPONENT. The proponent for this policy is the Directorate of Public Works. The point of contact is the Residential Communities Initiatives Liaison Office, (703) 805-3047.

Encl

ANGIE K. HOLBROOK
Colonel, AG
Commanding

“LEADERS IN EXCELLENCE”

MEMORANDUM FOR Commander, U.S. Army Garrison, Fort Belvoir, 9820 Flagler Road, Suite 213, Fort Belvoir, VA 22060-5928

SUBJECT: Key and Essential Status for Housing

1. Request _____ be afforded Key and Essential status for housing on Fort Belvoir.

2. _____ will be the _____.
He/she is currently assigned as the _____ with a report date of _____.

3. This position is essential _____
_____.

4. Point of contact for this action is _____
_____.

Signed,