



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

AECG

20 June 2018

MEMORANDUM FOR

HQ USAREUR and IMCOM-Europe Staff Principals  
Commanders of USAREUR Major Subordinate Commands  
Commanders of United States Army Garrisons  
Commanders of Tenant Units on Army Installations

SUBJECT: Military Family Housing Assignment Policy for the Army in Europe  
(AE Cmd Memo 2018-032)

1. Reference AR 420-1 and [AE Supplement 1](#), Army Facilities Management.
2. This memorandum supersedes memorandum, USAREUR, AECG, 28 July 2015, subject: Family Housing Assignment Policy for the Army in Europe.
3. Throughout this memorandum, the term “Soldier” is used because the policy applies primarily to U.S. Army Soldiers. The policy, however, applies to all Servicemembers assigned to tenant units on Army installations.
4. The intent of the Army in Europe military Family housing (MFH) assignment policy is to maintain a balanced and fully functioning on-post cadre to support unit readiness, Soldier resiliency, and our ability to react to a crisis while taking care of those who face the greatest challenges with off-post housing in foreign locations—the Families of junior enlisted Soldiers.
5. Government-controlled MFH comprises on-post Government-owned (that is, Government Family housing) and on- or off-post Government-leased Family housing. The policy is based on the following:
  - a. Reducing recall times supports our ability to respond to crises. During a crisis, the recall time from off post will be significantly lengthened by force-protection and access-control measures that cause traffic congestion.
  - b. Soldiers who reside on post have better access to quality-of-life (QOL) resources. Access to adequate QOL resources improves readiness, attracts high-quality Soldiers, and contributes to retention. Access to on-post resources also increases Family readiness, which ensures Soldier readiness.

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c. Maximizing the number of direct assignments to on-post housing reduces the vacancy rates and turnover of MFH and minimizes the disruption to personnel and units caused by multiple moves from off-post to on-post housing.

6. United States Army garrison (USAG) commanders will—

a. Designate and assign Government-controlled MFH and define MFH-eligibility standards according to AR 420-1, paragraphs 3-16a through d.

b. Mandatorily assign 100 percent of accompanied Soldiers in all grades to Government-controlled MFH when occupancy is lower than 95 percent.

c. If Government-controlled MFH is projected to be unavailable within 60 days after a Soldier's arrival date, give the Soldier the option to accept a certificate of nonavailability (CNA) to seek off-post private-rental housing. If Government-controlled MFH is projected to be unavailable until 90 days or later after the Soldier's arrival date, USAGs will issue the Soldier a CNA.

d. Assign all key and essential (K&E) personnel ([para 7](#)) to Government-controlled MFH up to the limits of the available inventory. USAG commanders will—

(1) Publish and maintain the USAG K&E personnel list ([AE Suppl 1 to AR 420-1, para 3-14i\(4\)](#)).

(2) Prioritize the USAG K&E personnel list and assign applicable vacant housing according to that prioritization.

(3) Send requests to obtain K&E personnel status for incumbents of positions other than those listed in [paragraph 7](#) through the Director, IMCOM-Europe, to the Chief of Staff, HQ USAREUR, for approval. Requests must include a full explanation of the requirements that make K&E housing necessary (for example, need for regular SIPRNET access, need for quick response time to the unit or on-post facilities after duty hours).

7. Only the following positions are eligible for placement on the K&E personnel list:

a. General officer, flag officer, and Senior Executive Service (SES) positions and the positions of the associated command sergeants major.

b. Unit commander positions that are colonel and lieutenant colonel positions and the positions of the associated command sergeants major.

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c. Colonel positions that are the deputy commander, the chief of staff, and primary staff positions of two-star commands and higher.

d. Colonel positions that are the deputy commander, the chief of staff, and G3 positions of one-star commands.

e. Colonel positions that are the deputy to "J-" or "G-" staff principals who are general officers, flag officers, or SES civilians.

f. Colonel positions that require the incumbent to serve as a chief of a 24-hour operations centers.

**NOTE:** The list in [subparagraphs a through f](#) above supersedes the list in [AE Supplement 1 to AR 420-1, paragraph 3-14i\(3\)\(a\) and \(b\)](#).

g. Red Cross management positions identified in [AE Supplement 1 to AR 420-1, paragraph 3-14i\(3\)\(c\)](#).

8. This policy is effective immediately and remains in effect until revised, rescinded, or incorporated in the next revision of AE Supplement 1 to AR 420-1.

9. The POC is the Housing Branch, Office of the Assistant Chief of Staff, G4, HQ IMCOM-Europe, military 544-4403 or civilian 0049-(0)611-143-544-4403.



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