



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY



POLICY NUMBER: 8

DATE: 21 July 2004

SUBJECT: Key and Essential Positions for Housing

1. **REFERENCE:** USAREUR Regulation 210-50, Housing Management, 25 Aug 92.
2. **PURPOSE:** This policy establishes approval authority for key and essential positions and the designation of dwelling units for them.
3. **SCOPE:** This policy applies to all assigned and tenant units within the 98th Area Support Group geographical area.
4. **POLICY:**
 - a. The ASG commander is the approving authority for establishing key and essential positions and designating specific housing units for them. Occupants of housing, subsequently designated for key and essential personnel, will be relocated only through attrition; i.e., after the present occupant moves out voluntarily. Key and essential status alone, merely results in waiting list priority with no particular housing designated. In addition to positions listed in paragraph 25 of the reference, the following military positions are considered key and essential within the 98th ASG:
 - (1) Military
 - (a) Brigade- and battalion-level commanders (Command Designated Position List selectees).
 - (b) The following 1ID General/Special staff positions:
 - (i) Chief of Staff.
 - (ii) Assistant Chief of Staff, G1.
 - (iii) Assistant Chief of Staff, G2.
 - (iv) Assistant Chief of Staff, G3

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- (v) Assistant Chief of Staff, G4.
 - (vi) Assistant Chief of Staff, G5.
 - (vii) Staff Judge Advocate (SJA).
 - (viii) Inspector General (IG).
 - (ix) Secretary of the General Staff (SGS).
 - (x) Public Affairs Officer (PAO).
 - (xi) CG's aide-de-camp.
 - (xii) Division Chaplain.
 - (xiii) Division Surgeon.
- (c) The following 98th ASG staff positions:
- (i) Provost Marshal (PMO).
 - (ii) Director of Public Works (DPW).
 - (iii) ASG Chaplain.
- (d) Battalion-level and above Command Sergeants Major (CSM).

(2) Civilian: American Red Cross (ARC) station managers and assistants, where authorized.

a. BSB housing offices must maintain a list of the above positions. Requests to add positions and/or designate specific dwelling units for key and essential personnel must be submitted to the ASG DPW for consideration and approval by the ASG Commander.

b. When family housing is temporarily diverted to unaccompanied personnel housing (UPH) for key essential members, the housing manager will have the member sign a statement acknowledging that all Basic Allowance for Housing (BAH) entitlements will terminate upon assignment to the diverted

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housing. A copy of this statement will be retained in the member's housing occupancy file and will be reviewed during command inspections.

5. This policy memo supersedes 98th ASG Policy Memo 8, dtd 30 January 2003.

"Team of Teams!"



RUSSEL D. SANTALA
Colonel, AD
Commanding