



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015

ATZJ-CG

3 AUG 2018

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT: Fort Jackson Policy Memorandum #23 - Key and Essential Military Positions for On-Post Housing**

**1. REFERENCES:**

a. Army Regulation 420-1 (Army Facilities Management), 12 Feb 08.

b. Fort Jackson RCI Project Community Development Management Plan, 24 Jul 08.

**2. PURPOSE.** To provide on-post housing guidance to all commands and identify key and essential (K&E) military positions and designated on-post housing positions.

**3. APPLICABILITY.** This policy is applicable to all identified K&E military personnel assigned to Fort Jackson.

a. The following positions are identified as K&E for designated on-post housing:

Senior Commander  
Commanding General, Soldier Support Institute (SSI)  
Garrison Commander  
CSM, Post

b. The following positions are identified as K&E for on-post housing but not designated on-post housing:

Deputy Commanding Officer  
Chief of Staff  
Deputy Commander, SSI  
CSM, SSI  
CSM, Garrison Command  
Commandant, Drill Sergeant Academy  
Cdr & CSM, 165th IN Bde

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Cdr & CSM, Leader Training Bde  
Cdr & CSM, 193rd IN Bde  
Cdr & CSM, MEDDAC  
Installation Chaplain  
Staff Judge Advocate  
Director, Emergency Services & Provost Marshal  
Cdr & CSM, 1-13th IN Bn  
Cdr & CSM, 2-13th IN Bn  
Cdr & CSM, 3-13th IN Bn  
Cdr & CSM, 1-61st IN Bn  
Cdr & CSM, 2-60th IN Bn  
Cdr & CSM, 3-60th IN Bn  
Cdr & CSM, 1-34th IN Bn  
Cdr & CSM, 3-34th IN Bn  
Cdr & CSM, 2-39th IN Bn  
Cdr & CSM, 3-39th IN Bn  
Cdr & CSM, 4-39th IN Bn  
Cdr & CSM, Headquarters & Headquarters Bn  
Cdr & CSM, 120th AG Bn  
Cdr & CSM, 369th AG Bn  
Drill Sergeants  
Commanding General Enlisted Aide

4. POLICY: The duties of K&E positions require the Soldier's immediate availability on the installation due to military necessity. Therefore, they must reside in on-post housing. Approved K&E personnel will receive priority consideration for on-post housing assignments in accordance with the Fort Jackson RCI Community Development Management Plan. The designation of K&E positions is kept to an absolute minimum to ensure maximum housing equity for all Soldiers.

a. Drill sergeants should reside in new housing if available at the time of arrival. However, they will not displace personnel on the waiting list who have received a firm commitment for housing assignment.

b. At the Garrison Commander's discretion and in coordination with the on-post family housing partner, family housing units may be held vacant for a period not to exceed 30 days pending the arrival of designated K&E personnel. This is to ensure the minimum time between assumption of K&E duties and housing occupancy is achieved.

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c. To ensure housing is available for incoming personnel, battalion commanders and command sergeants major, and above are required to terminate their on-post housing ten days prior to their change of command/change of responsibility.

d. All K&E personnel requesting to live off-post must submit a written request for an exception to policy through their chain of command to me for approval. K&E personnel approved to reside off the installation are encouraged to reside as close to Fort Jackson as possible.

5. PROPONENT. The Directorate of Public Works, Housing Division, is the proponent for this policy. The point of contact is the Housing Chief who can be reached at (803) 751-9343.



MILFORD H. BEAGLE, JR.  
Brigadier General, U.S. Army  
Commanding