



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

JUN 23 2020

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MEMORANDUM FOR All Accompanied Personnel Assigned to USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #22, "First Choice" Army Family Housing Pilot Program

1. References:

- a. Army Regulation (AR) 420-1 (Army Facilities Management), 12 February 2008, Rapid Action Revision (RAR), 24 August 2012.
- b. Army in Europe Regulation (AER) 37-4 (Providing Temporary Lodging Allowance in USEUCOM), 15 November 2013.
- c. Army in Europe (AE) Supplement 1 to AR 420-1 (Army Facilities Management), 20 November 2008.
- d. Department of the Army Pamphlet 420-1-1 dated, 2 April 2009.
- e. Memorandum, HQ USAREUR and IMCOM Europe, dated 20 June 2018, SUBJECT: Military Family Housing Assignment Policy for the Army in Europe.

2. SUPERSESSON: This policy supersedes all prior USAG Stuttgart Government Controlled Army Family Housing (AFH) Assignment policy memoranda.

3. PURPOSE: This policy aims to promote and provide incoming personnel choice of housing, while balancing mission requirements of the headquarters on the installation, and maximizing the required use of available AFH inventory.

4. APPLICABILITY: This pilot program applies to all incoming service members assigned to USAG Stuttgart with command sponsored dependents.

5. CONDITIONS:

- a. The January 2017 Stuttgart Housing Market Analysis predicted a combined AFH and private sector housing shortfall within a 30 minute commuting radius of a USAG Stuttgart installations of 373 homes by 2021.

- b. The economic environment and the publication of overseas housing allowance (OHA) rates makes the Stuttgart Metropolitan Area a "landlord's market," offering

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homeowners the opportunity to select from multiple applications and charge rates at, or exceeding, current OHA rates. This has extended the commuting range of personnel assigned to USAG Stuttgart installations, and increased out-of-pocket housing expenses for our Joint Military Community (JMC).

c. Reference d. requires USAG Stuttgart to mandatorily assign one-hundred percent (100%) of accompanied personnel to AFH when occupancy rates fall below ninety-five percent (95%) and AFH is projected to become available within sixty (60) days of those personnel's arrival.

d. The 24/7 mission requirements for the five major headquarters and their supporting units that reside in USAG Stuttgart create the need to secure families and guarantee access to duty locations for select personnel not currently on the USAG Stuttgart Key and Essential (K&E) list.

e. USAG Stuttgart Housing Division will work with units with respect to integrating itself into unit sponsorship efforts, enabling proactive management of the AFH inventory to prevent extended wait times for newly arrived families in temporary housing and hotels.

6. "FIRST CHOICE" AFH PILOT PROGRAM ASSIGNMENT CATEGORIES:  
Consistent with AR 420-1, Table 3-4, this pilot program will prioritize AFH availability and assignments to service members with command sponsored dependents in the following categories:

a. Personnel on the K&E list (mandatory assignment);

b. Service members in the ranks of E-1 to E-6, CW-1 to CW-2, and O-1 to O-3 (mandatory assignment subject to AFH grade and bedroom availability); and

c. Service members requesting assignment to AFH.

7. "FIRST CHOICE" PILOT PROGRAM POLICY:

a. K&E service members not captured within the current K&E list will be identified on a new K&E list that is updated annually and approved by HQs Chiefs of Staff and O-5 and above supporting unit commanders. Requests to obtain K&E personnel status for incumbents of positions not currently on the approved K&E list must be sent through the Director IMCOM-Europe, to the Chief of Staff, HQ USAREUR, for approval, IAW reference 1d.

b. Service members in the grades O-4 to O-6, CW-3 to CW-5 and E-7 to E-9 not on the K&E list are eligible to choose to live off the installation or request assignment to AFH. These personnel will automatically be placed on the AFH waiting list for tracking purposes.

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c. USAG Stuttgart Housing Division will coordinate with commands across the installation to begin the housing process in advance of arrival. In close coordination with unit leadership, in-bound service members will know if they are in the mandatory assignment categories, in para. 6 above, prior to their arrival in USAG Stuttgart. Regardless of category, the housing process will connect incoming service members and families with resources that detail housing options on and off the installation to facilitate planning and the shipment of household goods.

d. The K&E designation is not intended to guarantee a service member's ability to walk to work. It provides guaranteed protection and access to emergency services for family members followed by a service member's access to work by foot or secure transport from another installation during periods of increased Force Protection Conditions (FPCON) or inclement weather.

e. Eligibility dates for AFH will be determined based upon date departed last permanent duty station CONUS, providing application is made no later than 30 days after arrival to USAG Stuttgart. For personnel departing from another OCONUS duty station, including Alaska and Hawaii, eligibility dates for placement on the waiting list will be date departed from last permanent duty station from another command. This also applies to service members in para. 7b, above, who choose to seek housing on the local economy, but later request placement on the AFH waitlist.

f. To the greatest extent possible, AFH offers to K&E personnel will begin on the installation where their assigned headquarters resides. In cases where housing is not available at the installation where the service member's assigned headquarters resides, the Housing Division will provide an offer for commensurate quarters on Robinson Barracks. If commensurate quarters on Robinson Barracks are not available, housing on the other installations will be offered.

g. Service members that have not initiated the housing process in advance of arrival must schedule an appointment with the Housing Division after beginning installation in-processing. This will enable the Housing Division to confirm a service member's assignment category with the gaining headquarters prior to the appointment.

h. In accordance with AER 37-4 para. 14(b), Temporary Lodging Allowance (TLA) eligibility ends the day before a service member refuses an offer to occupy suitable or adequate AFH. Service members must sign declinations of suitable or adequate AFH within 48 hours (2 working days) of the offer of available quarters. Additionally, refusal of adequate AFH may result in either removal from, or placement at the bottom of the waiting list. This applies to service members identified 6, 6a, 6b, and 6c.

i. Exceptions and offset. If a command requests an exception for a service member in categories 6a or 6b to reside off the installation, they must provide an offset arriving

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voluntary occupant of AFH housing from category 6c. If there is no availability within the AFH inventory, this offset requirement is waived.

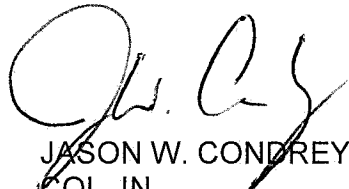
8. AFH INVENTORY MANAGEMENT:

a. General and Flag Officer Designated Quarters. The General and Flag Officer Quarters (GFOQ) Management Office, via USAG Stuttgart Command Group, will coordinate with EUCOM and AFRICOM Chief's of Staff to program assignments of O-7 and above and Command-designated Senior Enlisted Leaders (SEL) in GFOQ designated quarters.

b. USAG Stuttgart Housing Division, via USAG Stuttgart Command Group, will coordinate with Chief's of Staff from the Combatant Commands and their Component Commands and O-5 and above supporting unit commanders to publish and maintain a list of K&E billets for units residing on the Garrison.

c. Pay grade and number of dependents. This will take precedence over unit assignment to maximize AFH utilization, first by installation and then across the entire USAG Stuttgart AFH footprint. In an effort to make best use of available inventory in addition to ensuring K&E personnel are able to reside on the installation; unless a true four bedroom requirement exist, personnel in the grade of O-6 will be required to accept three bedroom Senior Officer housing.

9. Point of contact for AFH and TLA is Chief, USAG Stuttgart Housing Division at DSN 596-2218 or COMM 09641-705-96-2218.



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