



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 2-8

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Housing Assignment

1. **REFERENCE:** Army Regulation 420-1, Army Facilities Management, 12 Feb 08.
2. **PURPOSE:** To establish policy, guidelines, and responsibilities to designate housing units for specific grade category, set assignment policy, and to ensure efficient utilization of government quarters (GQ). All other housing assignment policies contained in AR 420-1 and the Housing Division's Standard Operating Procedures (SOP) apply.
3. **APPLICABILITY:** Applies to all command-sponsored military, and, as applicable, civilian personnel (excluding contractors) assigned to Yongsan and US Army Garrison Yongsan (USAG Y).
4. This Command Policy supersedes Area II Support Activity Revised Command Policy #2-1, SAB, 11 September 2007.
5. **DESIGNATION OF HOUSING AREAS:**
 - a. Hannam Village:
 - (1) Low-rise (walk-up) buildings A, B, and C are designated for company grade officers (CGO), O1 through O3, and warrant officers, WO1 through WO3.
 - (2) Low-rise (walk-up) buildings D, E, and F are designated for senior enlisted personnel in grades E7 and E8.
 - (3) High-rise apartment buildings I is designated for junior enlisted personnel in grades E1 through E6.
 - b. South Post: The USAG Y Commander, with recommendations from the Directorate of Public Works, has the right to make housing assignment decisions based upon the best interests of the Government.
 - (1) Sergeants major (SGM) and command sergeants major (CSM) housing is designated within the 7100 area.

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(2) Field grade officer (FGO) housing (O4 and O5, CW4 and CW5) is designated in the leased housing developments: 4600 area (Itaewon Acres), 5500 area (Blackhawk Village) and 7200 area (Eagle Grove), and the mid-rise building Burke Towers, buildings 7170 and 7171.

(3) Senior officer quarters (SOQ) designated housing is in single and duplex housing types at various locations throughout South Post.

6. GENERAL RULE:

a. All USAG Y members currently housed in government-owned, government-operated (GOGO) or contractor-owned and contractor-operated (COCO) leased housing are considered adequately housed for the remainder of their tour once they have accepted a set of quarters. Members may be authorized to move to a larger unit in their grade category due to an increase in family composition or promotion. **Note: Members must have at least 12 months remaining on station and moves to larger quarters will be at the member's expense, to include restoration of the occupied unit.**

b. In order to ensure maximum utilization of government assets, USAG Y has a mandatory assignment policy for both government-owned and government-leased Army Family Housing. If a service member declines an offer for adequate on-post quarters, he/she will not receive overseas housing allowance (OHA) until all quarters in his/her grade and bedroom category are filled.

c. If members decline any offer for on-post quarters, or during their occupancy of government quarters decide to move off-post, members will not be authorized to occupy government quarters for the remainder of the service member's tour.

7. APPLICATION AND ASSIGNMENT POLICIES: The following housing assignment priorities apply:

a. Priority 1a. Key billet (KB) commanders and command sergeants major at battalion level or above.

b. Priority 1b. Service members occupying key billet (KB) or key and essential (K&E) civilian billet positions within the designated housing category not residing on post in permanent or temporary housing and/or members directed to be assigned or relocated to larger quarters by order of the commander for hardship or mission essential reasons. This applies to all grade categories E1 through O6.

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c. Priority 2. Command-sponsored members in the same grade category not housed in GOGO or COCO leased quarters with at least one dependent residing off-base or in temporary quarters.

d. Priority 3. Command-sponsored members already housed in GOGO or COCO leased quarters in the same grade category with at least one dependent may apply to relocate to larger quarters if they reside in a two-bedroom unit. **Note: Members must have at least 12 months remaining on station and understand that the move will be at the member's expense to include restoration of the occupied unit. Repainting of the unit will be at the member's own expense if the member occupied the unit for twenty (20) months or less. This is in addition to assessed non-fair wear and tear damages.**

8. HOUSING WAITING LISTS: Housing waiting lists will be established to accommodate the above policy. Individual members are placed on the waiting list for their grade category and bedroom requirement (one bedroom per child).

9. ELIGIBILITY DATE: All members will be placed on the housing waiting list in accordance with (IAW) provisions of AR 420-1. Placement on the waiting list will be the date departed last permanent duty station. If a tie occurs based on rank, then date of rank applies.

10. ASSIGNMENT OF SGM: SGM are expected to be housed on South Post in housing areas designated for their rank. Application for, and assignment to, Hannam Village for SGM will only be considered on a case-by-case and as-needed basis. Declination of a bona fide housing offer in Hannam Village will not impact on the member's position on the waiting list for South Post housing. Any SGM assignment to Hannam Village will be considered a permanent assignment.


11. TURN-DOWNS: Any turn-down of a bona fide offer of GOGO or COCO leased housing within the member's bedroom entitlement will be managed IAW AR 420-1 and the Housing Division's SOPs.

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12. HOUSING OF CIVILIAN EMPLOYEES: US civilian personnel employed by USAG Y may be housed at Hannam Village when applicable waiting lists in all categories have been exhausted, or as needed by the USAG Y Commander. Assignments will be subject to either surrender of living quarters allowance (LQA) or rental charge determined by the USAG Y Housing Office. Occupants are subject to vacating assigned quarters with a 60-day notice when quarters are required for military necessity as determined by the Commander.

13. Point of contact for this policy is the Chief, Housing Division, 738-7531.


MICHAEL E. MASLEY
COL, AG
Commanding

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