



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 2-9

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assignment of Excess Family Housing for Senior Enlisted, Field Grade and Senior Officer Housing

1. **REFERENCE:** Army Regulation 420-1, Army Facilities Management, 12 Feb 08.
2. **PURPOSE:** To establish policy, guidelines, and responsibilities for the assignment of excess Family Housing for Sergeants Major, Field Grade and Senior Officer Quarters. All other housing assignment policies in AR 420-1 and the Housing Division's Standing Operating Procedures (SOP) apply.
3. **APPLICABILITY:** Applies to all command-sponsored military personnel assigned at US Army Garrison Yongsan (USAG Y).

4. **DESIGNATION OF HOUSING AREAS:**

a. The USAG Y Commander assigns housing based upon the best interests of the Government.

(1) Sergeants Major (SGM) and Command Sergeants Major (CSM) housing is designated within the 7100 housing area. To maximize occupancy, excess housing units below 95% occupancy rate will be assigned to Master Sergeants/E8 equivalent. Sergeant First Class/E7 equivalent service members may also be assigned up to 95% occupancy in Quads only.

(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), 7200 area (Eagle Grove), and Burke Towers (Buildings 7170 and 7171). To maximize occupancy, excess housing units below 95% occupancy rate will be assigned to the next available O-3 on the waiting list for housing in Hannam Village.

(3) Senior Officer (SO) housing is in single and duplex housing units at various locations throughout South Post.

(a) To maximize occupancy, excess housing below 95% occupancy rate will be assigned to Battalion Commanders (O-5) based upon the sponsor's date of eligibility and bedroom requirement as first priority. If quarters are still available and vacancy is below 95% the next

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available O-5 on the waiting list for Field Grade Quarters will be assigned to Senior Officer housing.

(b) A Battalion Commander must have a minimum of 18 months of command time remaining to be assigned to Senior Officer housing.

(c) All relocation expenses are the responsibility of the Service Member that is relocating.

5. 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 in accordance with the provisions of AR 420-1, Table 3-5.

6. EXCESS HOUSING ASSIGNMENT: Service members who are authorized housing based upon family composition may be assigned to an additional bedroom unit when the following circumstances occur:

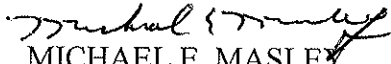
a. Excess Housing determination occurs no earlier than 15 August 20XX to ensure support to rotations and unexpected housing requirements.

b. Each bedroom category, 2, 3, and 4 bedrooms, are over 95% filled, assignment to the next category may be authorized by the Housing Division Chief when a waiting list exist.

c. Assignment to excess 3, 4 and 5 bedrooms is authorized when Service Member submits an Exception to Policy and it's approved by the Garrison Commander or designated representative.

d. Service members who are assigned to adequate housing and request to move into larger housing, if approved, the move and all associated expenses will be the Service Member's responsibility to include house cleaning and maintenance requirements in vacating assigned housing.

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


MICHAEL E. MASLEY
COL, AG
Commanding

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