



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

NOV 12 2003

APVG-GC

MEMORANDUM FOR DISTRIBUTION

SUBJECT: USAG-HI Family Housing Assignment Policy for Soldiers affected by deployments, mobilization, and unit moves.

1. Reference: AR 210-50, Housing Management.
2. Purpose: The purpose of this memorandum is to establish housing assignment policy for Soldiers who deploy or mobilize in excess of 179 days, also Soldiers who are affected by a Unit Move.
3. Discussion: Referenced regulation table 3-3 delineates priority categories 1 through 6 for assignment to Army Family Housing (AFH). Within these six categories, relative position on the family housing waiting list is prioritized according to eligibility date in accordance with referenced regulation. The Installation Commander may deviate from this prioritization on a case-by case basis to alleviate undue hardship (paragraph 3-9 and Table 3-3, AR 210-50).
4. Applicability: This policy memorandum pertains to all military members otherwise eligible for assignment to family quarters on Army installations in Hawaii.
5. The purpose of this policy is to prevent undue hardship on families residing in private rental quarters during long-term deployments, unit moves, and mobilizations. This policy does not guarantee assignment of government family housing prior to the departure of the sponsor. Soldiers with orders for a unit move, deployment or mobilization lasting in excess of 179 days will;
 - a. Immediately provide the housing office a copy of the orders.
 - b. Provide name, unit address, and telephone information for the military member responsible for assisting the family's relocation into government quarters during the Soldier's absence.
6. Upon receipt of a unit move, deployment or mobilization order, the housing office will add the applicant's name immediately below the freeze zone (top 10% of waiting list) of the appropriate waiting list as long as the affected Soldier contacts the housing office and submits a copy of his/her orders within 30 days of the date on the orders. The eligibility date, which determines the Soldiers placement on the appropriate waiting list, will be the issue date on these orders. In addition, the following rules will apply;
 - a. The priority list below the existing freeze zone will be in the following priority.
 - (1) Deployments
 - (2) Mobilization
 - (3) Unit moves
 - (4) PCS moves

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- b. Identical dates on the orders will be prioritized, in order.
 - (1) The date received at family housing
 - (2) Soldier's rank
 - (3) Date of Rank (DOR)
 - c. Soldiers already on the waiting list in the respective freeze zone will not be displaced.
 - d. Soldiers that have been on waiting list who have accepted quarters will not be retracted.
 - e. Applicants awaiting priority assignment by reason of approval from Tripler Army Housing Medical board will not be displaced. Assignments will commence in sequence of the respective lists.
7. The affected Soldiers who contact the housing office after the 30 calendar days of the issue date shown on the orders, will have an eligibility date of the day the housing office is contacted. Further prioritization by rank and date of rank will be used if necessary. Rules of Para 6b- thru e of the memo, shall apply in all cases.
8. The Director of Public Works, Housing Division, will resolve exceptions or disputes to this policy.
9. Effective date: This policy memorandum is effective upon signature and remains in effect until superceded or rescinded in writing.
10. Proponent: The proponent for this policy memorandum is the Director of Public Works, Housing Chief, Karen Goodrich (808) 656-1048 ext. 2240


DAVID L. ANDERSON
COL, FA
Commanding

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