MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #12 – Housing for Key and Essential Personnel

1. Applicability. This policy applies to all individuals in 25th Infantry Division identified by the Commanding General to be key or essential personnel.

2. Policy. All 25th Infantry Division brigade and battalion level commanders, command sergeants major, and select division staff officers are required to live in on-post quarters. Brigade leadership will live in the Canby Stucco neighborhood on Schofield Barracks and battalion leadership and division primary staff will live in the Woodies neighborhood. The exception is the Aviation Brigade, which will reside in the Wheeler Army Airfield historic Stuccos.

3. The 25th ID commanding general will consider exceptions to this policy on a case-by-case basis. Any commander, command sergeant major, or division staff officer identified as key or essential who desires an exception to this policy will initiate the request and will provide the basis for consideration.

4. The 25th ID leadership identified above are required to initiate a pre-inspection with Island Palm Communities (IPC) prior to departure. This pre-inspection will be conducted upon receipt of outgoing PCS orders or a minimum of 60 days prior to move-out. IPC will develop a scope of work necessary and may require the current residents to clear quarters early and move into temporary accommodations while the home is being prepared for the inbound leadership. Departing leadership will allow enough time to accommodate inbound personnel to be mission ready upon arrival.

5. This memorandum supersedes 25th Infantry Division Policy Letter dated 7 August 2015 and remains in effect until superseded or rescinded in writing.

6. Point of contact for this memorandum is the Housing Division at (808) 655-7396.

Encl
1. Key and Essential Personnel list

RONALD P. CLARK
Major General, USA
Commanding
SUBJECT: Enclosure 1 to 25th Infantry Division Policy Letter #12 –Key and Essential Personnel Listing

1. The following 25th Infantry Division Personnel are designated Key and Essential Personnel:

**25th Infantry Division (25th ID)**

Commanding General  
Deputy Commanding General- Operations  
Deputy Commanding General- Support  
Chief of Staff  
Division Command Sergeant Major  
Assistant Chief of Staff, G1  
Assistant Chief of Staff, G2  
Assistant Chief of Staff, G3  
Assistant Chief of Staff, G4  
Assistant Chief of Staff, G6  
Assistant Chief of Staff, G8  
Assistant Chief of Staff, G9  
Staff Judge Advocate  
Commander, Headquarters and Headquarters Battalion (HHBn)  
Command Sergeant Major, HHBn  
Commander, 25th ID Air Support Operations Squadron (ASOS)  
Senior Master Sergeant, 25th ID ASOS  
Commander, 25th Infantry Division Band  
Public Affairs Officer  
Division Surgeon  
Division Chaplain

**2nd Infantry Brigade Combat Team (2 IBCT)**

Commander, 2 IBCT  
Command Sergeant Major, 2 IBCT  
Commander, 1-14 Infantry Battalion (IN BN)  
Command Sergeant Major, 1-14 IN BN  
Commander, 1-21 IN BN  
Command Sergeant Major, 1-21 IN BN  
Commander, 1-27 IN BN  
Command Sergeant Major, 1-27 IN BN  
Commander, 65th Brigade Engineer Battalion (BEB)  
Command Sergeant Major, 65th BEB  
Commander, 2-14 Cavalry (CAV)  
Command Sergeant Major, 2-14 CAV  
Commander, 225th Brigade Support Battalion (BSB)
APVG-CG
SUBJECT: Enclosure 1 to 25th Infantry Division Policy Letter #12 –Key and Essential Personnel Listing

Command Sergeant Major, 225th BSB

3rd Infantry Brigade Combat Team (3 IBCT)
Commander, 3 IBCT
Command Sergeant Major, 3 IBCT
Commander, 2-27 IN BN
Command Sergeant Major, 2-27 IN BN
Commander, 2-35 IN BN
Command Sergeant Major, 2-35 IN BN
Commander, 29th BEB
Command Sergeant Major, 29th BEB
Commander, 3-4 CAV
Command Sergeant Major, 3-4 CAV
Commander, 325th BSB
Command Sergeant Major, 325th BSB

25th Combat Aviation Brigade (25 CAB)
Commander, 25 CAB
Command Chief Warrant Officer, 25 CAB
Command Sergeant Major, 25 CAB
Commander, 2-25 Aviation Regiment (AVN)
Command Sergeant Major, 2-25 AVN
Commander, 3-25 General Support Aviation Battalion (GSAB)
Command Sergeant Major, 3-25 GSAB
Commander, 2-6 Heavy Attack Reconnaissance Squadron (HARS)
Command Sergeant Major, 2-6 HARS
Commander, 209th Aviation Support Battalion (ASB)
Command Sergeant Major, 209th ASB

25th Division Artillery Brigade (DIVARTY)
Commander, DIVARTY
Command Sergeant Major, DIVARTY
Commander, 2-11 Field Artillery (FA)
Command Sergeant Major, 2-11 FA
Commander, 3-7 FA
Command Sergeant Major, 3-7 FA

25th Sustainment Brigade (SB)
APVG-CG
SUBJECT: Enclosure 1 to 25th Infantry Division Policy Letter #12 –Key and Essential Personnel Listing

Commander, 25th SB
Command Sergeant Major, 25th SB
Commander, 25th Special Troops Battalion (STB)
Command Sergeant Major, 25th STB
Commander, 524 Combat Service Support Battalion (CSSB)
Command Sergeant Major, 524 CSSB

2. The point of contact for this memorandum is the Secretary of the General Staff at (808) 655-4909.