

DEPARTMENT OF THE ARMY
Joint Base Myer-Henderson Hall
Forty Myer, Virginia 22211
31 July 2012

JBM-HH Reg 420-1

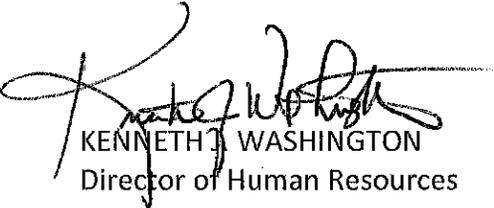
Allocation of Non-Commissioned/Enlisted Quarters
Joint Base Myer-Henderson Hall

FOR THE JOINT BASE COMMANDER

DISTRIBUTION

FERN O. SUMPTER
COLONEL, MILITARY INTELLIGENCE
COMMANDING

OFFICIAL:



KENNETH J. WASHINGTON
Director of Human Resources

Applicability. This memorandum applies to all service members, non-commissioned officers and enlisted personnel in the rank of staff sergeant (E6) (P) through sergeant major (E9), applying to the waiting list at Joint Base Myer-Henderson Hall.

Proponent and Exception Authority. The proponent of this memorandum is the Joint Base Commander. The Joint Base Commander has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations. The commander may not delegate this approval authority.

Suggested Improvements. The proponent of this pamphlet is the Executive Management and Housing Directorate, JBM-HH. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Director, Executive Management and Housing Directorate, Joint Base Myer-Henderson Hall, 228 Sheridan Ave, Fort Myer, VA 22211.

Contents	Paragraph	Page
Purpose	1	3
References	2	3
Responsibilities	3	3
Policy	4	3
Procedures	5	4
Appendix A		6
Appendix B		7
Appendix C (Diagram in Progress)		8

1. Purpose

This memorandum prescribes the policy, procedures, and management responsibilities for those government quarters at Joint Base Myer–Henderson Hall (JBM-HH), to include Fort McNair, which are managed by the Executive Management and Housing Directorate and designated for occupancy by non-commissioned officers and enlisted personnel in the rank of staff sergeant (E6) (P) through sergeant major (E9).

2. References

- a.* Department of the Army Regulation 420-1, Army Facilities Management, dated 28 March 2009.
- b.* Department of the Army Pamphlet 420-1-1, Housing Management, dated 2 April 2009.

3. Responsibilities

- a.* The JB Commander will be responsible for management and administration of family housing.
- b.* The Executive Management and Housing Directorate (EMHD) will be responsible for assignments for non-commissioned officers and enlisted personnel E6 (P) through E9 assigned to Joint Base Myer-Henderson Hall housing units.
- c.* Phone numbers for EMHD Housing Office are included at Appendix A.

4. Policy

a. NCO and enlisted personnel assigned in the Military District of Washington (MDW) may be authorized government quarters based on the following subsets, outlined below, within the Priority 1 Category of Key and essential military personnel:

- (1) Priority 1A: Key and essential personnel serving in designated positions (DP) have numbered dwelling units associated with their positions (see App B).
- (2) Priority 1B: Personnel serving as E6 (P) enlisted aides to general officers living on JBM-HH.

b. NCO and enlisted personnel who are authorized designated quarters are required to occupy those quarters. Exceptions to this policy may be granted under special circumstances by the Joint Base (JB) Commander. On such occasions, the designated quarters will then be assigned to other eligible personnel on the waiting list and will not normally be available for DP until the current occupant vacates the quarters. It may be necessary for the occupant of a set of DP quarters to sign a “recapture agreement” before occupying quarters (see para. 5f).

c. When a resident departs the position that is authorized assignment to DP quarters, he/she must also vacate those quarters. The last date of authorized occupancy will coincide with the last date of duty in the position that is authorized the quarters, unless the JB Commander grants an exception. Outgoing occupants transferring within the MDW area will be placed on the housing waiting list based upon their housing priority and will be offered the first available government quarters for which they qualify. However, this does not mean the individual is guaranteed government quarters. Relocation from DP will be government-funded.

d. Available quarters will be assigned as soon as possible to ensure maximum occupancy.

Per AR 420-1, the priority for housing is determined by the service members' eligibility date, also outlined in AR 420-1 para 3-14.

e. Personnel who have been offered quarters should accept or decline them within four working days of an offer. Anyone who declines a first offer may be placed back at the bottom of the waiting list or removed if requested in writing by the individual.

f. Occupants retiring or departing quarters on Joint Base Myer-Henderson Hall, should advise the EMHD Housing Office of their expected termination date at least 30 days in advance. Requests to remain in government quarters beyond retirement or past a reporting date in the case of a Permanent Change of Station must be submitted to the EMHD Housing Office as an exception to policy for the JB Commander's approval. Such requests must contain a detailed justification for wanting to remain in quarters. An occupant who remains in quarters past retirement date will pay rent per AR 420-1, para 3-112. This action will be coordinated with the EMHD Housing Office.

5. Procedures

a. Because there is limited housing on Joint Base Myer-Henderson Hall, once a Priority III attains the first or second position (freeze zone) on the waiting list, he/she will be stabilized and cannot be 'bumped' by a Priority I.

b. The waiting list reflects all NCO/enlisted personnel who are required or who have requested to live in government quarters by priority, grade, and eligibility based on the date departed last permanent duty station. When two or more personnel depart their last duty station or position on the same day and are in the same priority, then grade, date of rank, or seniority will be used as the determining factor for placement within the priority.

c. When possible, specific quarters assignments are projected based on the best match of availability of quarters and the arrival dates of the incoming personnel.

d. The JB Commander may approve exceptions to waiting list policies under special circumstances, such as extreme hardship, compassionate or medical reasons, and other appropriate considerations.

(1) Personnel with family members enrolled in the Exceptional Family Member Program (EFMP) may forward in writing a request for special housing assignment consideration to the housing office. The written request will include a statement from the service member's (SM) local medical department and the EFMP Committee. That statement will prescribe the specific structural housing requirements for the family member. The Housing Manager will make a determination on whether adequate housing exists in the local economy to satisfy the exceptional family member's needs.

(2) If the SM's family member requires quarters with special modifications and no such quarters are available at the time of assignment, the Housing Manager will coordinate to have the assigned quarters modified to accommodate the family member's special needs in accordance with AR 420-1-1, paragraph 2-23.

e. Once quarters are assigned, an inbound SM should work directly with the appropriate installation to coordinate occupancy date, transient housing, scheduled work on the quarters, and any other concerns related to housing.

f. In the special case when a SM who is authorized a set of DP quarters has requested and been granted an exception to live off post or to occupy an alternative set of quarters, the DP set of quarters will be offered to the next eligible SM in the same priority category on the housing list. To ensure that these quarters are available for the next person programmed to use that DP set of quarters, the Housing Manager will have the occupant sign a recapture agreement acknowledging the Army's need to recapture the quarters upon the arrival of the next DP NCO programmed to use that DP set of quarters. If an SM accepts quarters that include a recapture agreement that is later executed, the SM will be placed at the top of the appropriate priority category on the housing list. Once the recapture agreement has been signed, the Housing Manager will provide a copy to the SM concerned and retain a copy in the Housing Office file.

Appendix A
Joint Base Myer-Henderson Hall (JBM-HH)
Installation Housing Office Phone Numbers

Joint Base Myer-Henderson Hall Housing Office	COMM: 703-696-3903 or 703-696-9611	DSN 426

Figure A-1. Installation Housing Office Phone Numbers

Appendix B

Priority I Designated Government Quarters for Non-Commission Officers/Enlisted Personnel Grade E6 (P) through E9

The following positions are authorized allocation of Government quarters under Priority I (numbered dwelling units are assigned).

JOINT BASE MYER-HENDERSON HALL

<u>QUARTERS</u>	<u>DESIGNATION</u>	<u>POSITION</u>
431A	DP	CSM 1/3 The Old Guard
431B	DP	CSM MDW
432B	DP	CSM H&S Battalion USMC
435A	DP	The Old Guard Regimental CSM
435B	DP	CSM 4/3 The Old Guard
439B	DP	CSM JB Myer-HH

Figure B-1. Priority I Designated Government Quarters for CSM DP's

Residents residing in designated position (DP) quarters will be required to vacate upon the end of the DP tour of duty.

If, for any reason current DP resident is allowed to remain in the quarters, he/she (sponsor) will sign a "Recapture" statement that the quarters are designated for the specific purpose to house a DP and will vacate when notified by an EMHD representative when quarters need to be made available for in-bound DP resident.