

Headquarters  
Department of the Army  
Washington, DC  
19 January 2001

**Installations**

**Allocation of General Officers Quarters**

**Applicability.** This memorandum applies to all Headquarters, Department of the Army (HQDA) organizations and their field operating agencies (FOA).

**Proponent and exception authority.** The proponent of this memorandum is the Director of the Army Staff. The Director of the Army Staff has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations. The Director of the Army Staff may not delegate this approval authority.

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**1. Purpose**

This memorandum prescribes policy, procedures, and management responsibilities for those government quarters at Fort Myer, Fort McNair, Fort Belvoir, Fort Meade, Walter Reed Army Medical Center (WRAMC), and Fort Hamilton which are controlled by the Department of the Army (DA) and designated for occupancy by general or flag officers, the Sergeant Major of the Army, key field grade officers, and the Vice President (VP), National Defense University (NDU).

**2. References**

AR 210-50, Housing Management, dated 1 September 1997.

**3. Explanation of abbreviations and terms**

Abbreviations and terms used in this memorandum are explained in the Glossary.

\*This memo supersedes DA memo 210-7, 31 March 1998.

#### **4. Responsibilities**

a. The Director of the Army Staff (DAS) will allocate and assign all Army general officer quarters, quarters for the Sergeant Major of the Army, key field grade officers, and the VP, NDU in the MDW/NCR.

b. Installation commanders will be responsible for management and administration of family housing.

c. The Fort Myer Military Community (FMMC) Housing Division for Fort Myer and Fort McNair, the Fort Belvoir Housing Division, the Fort Meade Housing Division, the Walter Reed Army Medical Center (WRAMC) Housing Division, and the Fort Hamilton Housing Division will be responsible for financial management and all inspections associated with assignment and termination of quarters for their respective installations. Phone numbers to each Housing Division are included at Appendix A.

d. The General Officer Management Office (GOMO), Office of the Chief of Staff, Army (OCSA) will advise inbound general officers to contact the General Officer Housing Manager (GOHM), Executive Actions Division (EAD), OCSA for information on the availability of government quarters.

e. GOHM, EAD will—

(1) Maintain close liaison with GOMO to obtain and track general officer announcements.

(2) Review general officer housing in the MDW/NCR on at least a weekly basis.

(3) Recommend allocation and assignment of quarters to the DAS within 7 days of an announced general officer retirement or permanent change of station (PCS) when the officer is occupying government quarters.

(4) Upon request, inform incoming general officers of their designated priority based on announced assignment. If quarters are not available, general officers will be placed on the waiting list if desired.

#### **5. Policy**

a. General officers assigned in the NCR will be authorized quarters based on the following priorities:

(1) Priority I. Personnel authorized designated position (DP) quarters where a numbered dwelling unit is assigned to the position. (App B)

(2) Priority II. Remaining Lieutenant Generals not occupying a DP, all Major Generals that occupy a special command position (SCP), and select positions based upon operational considerations. (App C)

(3) Priority III. Remaining Major Generals assigned in the MDW/NCR.

(4) Priority IV. Brigadier Generals assigned in the MDW/NCR.

b. Those general officers authorized SCP allowances and/or designated quarters within the MDW/NCR are required to occupy those quarters. Exceptions to this policy may be granted under special circumstances by the DAS. On such occasions, the SCP or designated quarters quarters will then be assigned to other eligible personnel from the waiting list and will not normally be available for the SCP or DP personnel until vacated by the current occupant. It may be necessary for the occupant of a set of SCP or DP quarters to sign a "recapture agreement" before occupying quarters (see para 6k).

c. SCP and DP quarters must be vacated when the occupant is no longer the incumbent of the position authorizing assignment to those quarters unless an exception is granted by the DAS. The last authorized date of occupancy is the same as the last date of duty in the position authorizing the quarters. Outgoing occupants transferring within the area will be placed on the waiting list at the top of their new priority and offered the first available government quarters for which qualified; however, there is no guarantee of government quarters. Relocation will be government funded. Official notification is represented by GOMO announcement of either the incumbent's new assignment or the replacement's name.

d. Not all general officer quarters are equivalent within the NCR. As a means of assigning quarters according to seniority, the following will apply at the discretion of the DAS:

(1) At Fort Myer, quarters 5 and 27A are reserved for occupancy by Lieutenant Generals. Quarters 11A, 11B, 12A, 12B, 23A, 26A, and 27B are reserved for Lieutenant Generals or Major Generals, in priority.

(2) At Fort McNair, quarters 1 through 15 are normally reserved for Priority I and II officers.

(3) Officers selected for promotion will be considered at the next higher grade for assignment purposes. Grade, not date of rank, is considered in this process.

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*e.* Available quarters will be assigned as soon as possible to ensure maximum occupancy. Priority for GO housing will be determined by the date departed last permanent duty station per AR 210-50. Quarters will not be assigned to officers more than 45 days in advance of their arrival date. Quarters will not be held for assignment for more than 30 days without written exception by the DAS.

*f.* General officers who have been offered quarters should accept or decline within four working days of an offer. Should an officer decline his or her first offer, he or she may be placed back on the waiting list in the same position. An officer may decline only twice without being removed from the waiting list.

*g.* General officers will not be assigned government quarters, either temporary or permanent, without prior coordination with the DAS through the Chief, EAD.

*h.* Occupants retiring or departing the NCR should advise the appropriate installation housing office of their expected termination date at least 30 days in advance. Requests to remain in government quarters beyond a retirement or new reporting date must be submitted to the DAS as an exception to policy. Such requests must contain a detailed justification for remaining in quarters. A copy of the action taken will be provided to the appropriate housing office. Occupants remaining in quarters past their retirement dates pay rent per AR 210-50, paragraph 3-20g. Installation housing offices will tell occupants when, where, and how much to pay.

*i.* Requests for exceptions to policy concerning assignment of general officer housing will be submitted to the Chief, Executive Actions Division, Office of the Chief of Staff, Army, ATTN: DACS-DMC-A, 200 Army Pentagon, Washington, DC 20310-0200.

### 6. Procedures

*a.* Using the guidance in paragraph 5d as a base, allocation of general officer quarters is determined first by the priority of the position to which the officer is assigned, second by grade within the position priority, and third by date departed last permanent duty station. EAD will maintain a waiting list of those officers who have requested quarters. Officers can be placed on the waiting list at any time following their date of announcement by GOMO. Per AR 210-50, eligibility date for placement on the waiting list will be the date departed last permanent duty station provided the General Officer Housing Manager is notified of a request for quarters within 30 days of assignment. Beyond the initial 30-day period, additions to the waiting list will use the date of application as the eligibility date. Officers requiring confirmation will not be assigned DP quarters until that process is complete.

*b.* Because of the priority system, an officer's relative standing on the list may vary based on General Officer announcements by GOMO. Because there is limited housing for Priority III and IV officers in the MDW area, once a Priority IV officer attains the first or second position (freeze zone) on the waiting list, he/she will be stabilized and cannot be 'bumped' by a Priority III officer.

*c.* The waiting list indicates all officers required or requesting to live in government quarters by priority, grade, and date departed last permanent duty station. When two or more general officers 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.

*d.* For Lieutenant Generals, date of senate confirmation determines each officer's relative position within the priority. If confirmed on the same date, date departed last duty station will be used as the determining factor for placement within the priority.

*e.* Colonels assigned to the MDW/NCR who are subsequently selected for promotion to Brigadier General are prioritized based upon date of announcement rather than date departed last duty station.

*f.* When possible, specific quarters assignments are projected based on the best match of availability of quarters and the arrival dates of the incoming officers. Specific quarters assignments consider duty location when possible. Unless otherwise notified by the incoming officer, the GOHM will consider the GOMO report date as the date of the officer's projected arrival.

*g.* The DAS may approve exceptions to waiting list policies under special circumstances such as extreme hardship, compassionate or medical reasons, and other appropriate considerations. General Officers with exceptional family members may forward a request for special housing assignment consideration in writing

to the General Officer Housing Manager (GOHM). The written request will include a statement from the officer's local medical department and its Exceptional Family Member Program (EFMP) Committee. That statement will prescribe the specific structural housing requirements for the exceptional family member. The GOHM will forward the request to the Deputy Chief of Staff for Engineering and Housing, Military District of Washington (DCSEH, MDW) who will determine whether adequate housing exists in the local economy to satisfy the exceptional family member's needs. If such housing does exist and is reasonably available, the DAS will assign the officer a normal housing priority (IAW the routine procedures of this memorandum). If such housing does not exist, the DAS will elevate the officer to the top of the waiting list (less designated quarters) and assign the officer the best available quarters to satisfy the special needs.

*h.* If the general officer's family member requires quarters with special modifications and no such quarters are available at the time of assignment, the DCSEH, MDW will modify the quarters to which the General Officer is assigned in order to accommodate the family member's special needs in accordance with paragraph 7-23, AR 210-50, Housing Management.

*i.* Once quarters are assigned, incoming officers should deal directly with the appropriate installation housing office to coordinate occupancy dates, transient housing, scheduled work, and other assignment concerns.

*j.* Occasionally, general officer assignments into or out of the MDW/NCR are unexpectedly changed (at the last minute) without prior notice. These changes may affect specific quarters assignments. As a general rule, if the delay is greater than 30 days, quarters assignments affected by the delay may be reviewed to determine whether the original assignments are equitable and fair to all parties concerned.

*k.* In the special case where an officer who is authorized a set of SCP or DP quarters has requested and been granted an exception to live off post or to occupy an alternative set of quarters, then that SCP/DP set of quarters will be offered to the next eligible officer in the appropriate priority. Therefore, that set of quarters will not normally be available for the succeeding SCP or DP officer until it is vacated by the current occupant. In some rare cases, it may be necessary for the GOHM to have the occupant of the SCP or DP quarters sign a recapture clause acknowledging the Army's requirement to recapture the quarters when the incumbents change. The GOHM will explain the specific recapture provisions, if required, orally and in writing prior to assignment of these quarters. If an officer accepts quarters with a recapture clause and that clause is enacted, the officer will be placed at the top of his/her priority. Once signed, the GOHM will provide copies of the recapture clause to the officer concerned and the appropriate housing office.

**Appendix A  
Installation Housing Office Phone Numbers**

APPENDIX A

Installation Housing Office Phone Numbers

FMMC Housing Division	COMM (703) 696-3417, DSN 426
Fort Belvoir Housing Division	COMM (703) 806-3943, DSN 656
Fort Meade Housing Division	COMM (301) 677-9323, DSN 923
WRAMC Housing Division	COMM (202) 782-3117, DSN 662
Fort Hamilton Housing Division	COMM (718) 630-4203, DSN 232

**Figure A-1. Installation Housing Office Phone Numbers**

**Appendix B  
Priority I Designated Government Quarters for General and Flag Officers in  
the MDW/NCR**

APPENDIX B

Priority I Designated Government Quarters  
for General and Flag Officers in the MDW/NCR

The positions listed below are authorized allocation of government quarters under Priority I (numbered dwellings are assigned).

FORT MYER

<u>QUARTERS</u>	<u>DESIGNATION</u>	<u>POSITION</u>
1	DP/SCP	Chief of Staff, Army (CSA)
2	DP	Deputy Chief of Staff for Operations and Plans (DCSOPS)
6	DP/SCP	Chairman, Joint Chiefs of Staff (CJCS)
7	DP/SCP	Chief of Staff, Air Force
8	DP/SCP	Vice Chairman, Joint Chiefs of Staff (VCJCS)

Figure B-1. Priority I Designated Government Quarters for General and Flag Officers in the MDW/NCR

FORT MCNAIR

<u>QUARTERS</u>	<u>DESIGNATION</u>	<u>POSITION</u>
1	DP/SCP	Chief, National Guard Bureau
2	DP/SCP	Chairman, Inter-American Defense Board (IADB) *
5	DP/SCP	Commandant, National War College (NWC) *
7	DP	Director of the Army Staff (DAS)
8	DP/SCP	Vice Chief of Staff, Army (VCSA)
9	DP/SCP	Chief of Engineers (COE)
11	DP	Commanding General, Military District of Washington (MDW)
12	DP/SCP	President, National Defense University (NDU)
13	DP/SCP	Commandant, Industrial College of the Armed Forces (ICAF) *
15	DP	Vice President, National Defense University (NDU)

\* Eligible for LTG quarters only at Ft. McNair regardless of service; otherwise, eligible for MG quarters in MDW when the position is occupied by an Army officer.

**Figure B-1. Priority I Designated Government Quarters for General and Flag Officers in the MDW/NCR - Continued**

FORT BELVOIR

<u>QUARTERS</u>	<u>DESIGNATION</u>	<u>POSITION</u>
1	DP/SCP	Commanding General, U.S. Army Materiel Command (AMC)

WALTER REED ARMY MEDICAL CENTER

1	DP	Deputy The Surgeon General of the Army
2	DP	Commanding General, Walter Reed Army Medical Center (WRAMC)

FORT MEADE

2	DP	Director, National Security Agency (NSA)
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FORT HAMILTON

2	DP	Commanding General North Atlantic Engineer Division
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**Figure B-1. Priority I Designated Government Quarters for General and Flag Officers in the MDW/NCR - Continued**

**Appendix C**  
**Priority II Special Command Positions for General and Flag Officers and**  
**Selected Key Personnel in the MDW/NCR**

## APPENDIX C

### Priority II Special Command Positions for General and Flag Officers and Selected Key Personnel in the MDW/NCR

Under the provisions of AR 210-50, the Director of Administration and Management, OSD has approved the following positions as Special Command Positions. They are authorized allocation of government quarters under Priority II only when that position is occupied by Army.

- a. Director, Defense Information Systems Agency (DISA)
- b. Director, Defense Intelligence Agency (DIA)
- c. Director, Defense Logistics Agency (DLA)
- d. Director, National Imagery and Mapping Agency (NIMA)
- e. Director, Defense Security Assistance Agency
- f. Director, Joint Staff, OJCS
- g. Director, J5

Under the provisions of AR 210-50, the Director of Administration and Management, OSD has approved the following positions as Special Command Positions. They are authorized allocation of government quarters under Priority II.

- a. CG, U.S. Army Space and Missile Defense Command
- b. Deputy Chief of Staff for Intelligence
- c. Chief, Office of Legislative Liaison

The following MG positions are authorized allocation of government quarters under Priority II for Ft. Myer only based upon operational considerations.

- a. Assistant DCSOPS \*
- b. Director, Operations, Readiness and Mobilization Directorate \*
- c. Vice Director for Operations, J3 (only if Army) \*
- d. Deputy Director J33 (Current Operations) (only if Army) \*

\* For quarters elsewhere within MDW, the positions above compete under Priority III.

**Figure C-1. Priority II Special Command Positions for General and Flag Officers and Selected Key Personnel in the MDW/NCR**

**Appendix D  
Housing Priority for Commanding Generals in the MDW/NCR**

## APPENDIX D

### Housing Priority for Commanding Generals in the MDW/NCR

The following LTG position is authorized priority housing among Priority II officers:

- a. CG, Space and Missile Defense Command

The following MG positions are authorized priority housing within grade at Fort Belvoir only:

- a. CG, Army Test and Evaluation Command
- b. CG, US Army Personnel Command
- c. CG, US Army Security Assistance Command
- d. CG, Intelligence and Security Command
- e. CG, Military Traffic Management Command

The following BG positions are authorized priority housing within grade at Fort Belvoir only:

- a. CG, Community and Family Support Center
- b. CG, US Army Criminal Investigation Command
- c. CG, Physical Disability Agency

**Figure D-1. Housing Priority for Commanding Generals in the MDW/NCR**

**Appendix E**  
**General Officer Quarters Managed by the Office of the Chief of Staff, Army**  
**and Special Command and Designated Position Quarters in the MDW/NCR**

APPENDIX E

General Officer Quarters Managed by the Office of the Chief of Staff, Army and Special Command and Designated Position Quarters in the MDW/NCR

FORT MYER			FORT MCNAIR			FORT BELVOIR		
<u>QTRs</u>	<u>BR</u>	<u>DP</u>	<u>QTRs</u>	<u>BR</u>	<u>DP</u>	<u>QTRs</u>	<u>BR</u>	<u>DP</u>
1	7	CSA	1	7	CG, NGB	1	6	CG, AMC
2	6	DCSOPS	2	7	CHM, IADB	2	5	
5	5		3	7		3	5	
6	6	CJCS	4	7		4	5	
7	5	CSAF	5	7	CMDT, NWC	5	3	
8	5	VCJCS	6	7		6	3	
11A	4		7	8	DAS	7	3	
11B	4		8	8	VCSA	8	3	
12A	4		9	8	COE	10	3	
12B	4		10	7		12	3	
13A	3		11	7	CG, MDW	13	5	
13B	3		12	7	PRES, NDU	14	5	
14A	5		13	7	CMDT, ICAF	15	5	
14B	4		14	7		16	5	
15A	5		15	7	VP, NDU	17	5	
15B	5		15 GO QTRS			18	5	
16A	5					19	5	
16B	5					51	3	
19A	4					52	5	
19B	4					53	5	
23A	6					54	5	
24B	5					55	5	
25B	6					56	5	
26A	5					57	5	
27A	5					58	5	
27B	5					59	5	
<hr/>						60	5	
26 GO QTRS						27 GO QTRS		
FORT MEADE			WRAMC			FORT HAMILTON		
<u>QTRs</u>	<u>BR</u>	<u>DP</u>	<u>QTRs</u>	<u>BR</u>	<u>DP</u>	<u>QTRs</u>	<u>BR</u>	<u>DP</u>
1	4		1	4	DTSG	2	4	CG
2	4	DIR, NSA	2	4	CG, WRAMC	1 GO QTRS		
3	4		2 GO QTRS					
4	4							
5	4							
6	3							
7	3							
<hr/>								
7 GO QTRS			TOTAL OF 78 GO QUARTERS					

Figure E-1. General Officer Quarters Managed by the Office of the Chief of Staff, Army and Special Command and Designated Position Quarters in the MDW/NCR

**Appendix F**  
**DAS controlled Field Grade/Senior Enlisted Quarters (Fort Myer)**

## APPENDIX F

### DAS controlled Field Grade/Senior Enlisted Quarters (Fort Myer)

<u>QTRs</u>	<u>BR</u>	<u>DP</u>
17	3	SMA
21A	3	
20B	3	
22B	3	
23BU	3	
26BU	3	

Priority of assignment for field grade quarters is: Executive Assistant (EA), Chairman of the Joint Chiefs of Staff (CJCS); XO, Secretary of the Army; XO, Chief of Staff, Army (CSA); XO, Chief of Staff, Air Force ; XO, Under Secretary of the Army; XO, Vice Chief of Staff, Army; Aide-de-Camp, CJCS; and Aide-de-Camp, CSA.

**Figure F-1. DAS controlled Field Grade/Senior Enlisted Quarters (Fort Myer)**

## **Glossary**

### **Section I Abbreviations**

**AMC**

Army Materiel Command

**ASA(ALT)**

Assistant Secretary of the Army for Acquisition, Logistics, and Technology

**COE**

Chief of Engineers

**DA**

Department of the Army

**DCSINT**

Deputy Chief of Staff for Intelligence

**DCSLOG**

Deputy Chief of Staff for Logistics

**DCSOPS**

Deputy Chief of Staff for Operations and Plans

**DCSPER**

Deputy Chief of Staff for Personnel

**DISC4**

Director of Information Systems for Command, Control, Communications, and Computers

**DP**

Designated Position

**GOHM**

General Officer Housing Manager

**GOMO**

General Officer Management Office

**OJCS**

Office of the Joint Chiefs of Staff

**MACOM**

Major Army Command

**MDW**

Military District of Washington

**NCR**

National Capital Region

**NGB**

National Guard Bureau

**OCSA**

Office of the Chief of Staff, Army

**OCLL**

Office of the Chief of Legislative Liaison

**OSD**

Office of the Secretary of Defense

**PCS**

Permanent Change of Station

**SCP**

Special Command Position

**WRAMC**

Walter Reed Army Medical Center

**Section II  
Terms****Allocation**

A commitment that a set of quarters will be offered to an incoming officer.

**Assignment**

The designation of a specific set of quarters for an incoming officer.

**Designated Position**

A duty position identified in this memorandum to which a numbered set of quarters is assigned.

**Military District of Washington**

An integrated Major Army Command (MACOM)/ Installation headquarters. The MDW MACOM consists of: (i) the Military District of Washington (MDW-I), comprised of Fort Myer and Fort McNair, which function as a single installation, (ii) Fort Belvoir, (iii) Fort Meade, and (iv) Fort Hamilton.

**National Capital Region**

The area including the District of Columbia; the cities of Alexandria, Fairfax, and Falls Church, Virginia; Fairfax and Arlington counties, Virginia; and Montgomery and Prince George counties, Maryland.

**Special Command Position**

A specified position identified in AR 210-50, para 13-9 warranting occupancy of government quarters and authorizing SCP allowances for incumbents.

**Walter Reed Army Medical Center**

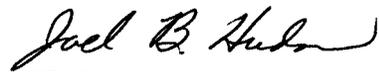
An installation located within the NCR under the U.S. Army Medical Command.

DACS-ZD

By Order of the Secretary of the Army:

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