



U.S. ARMY



Fort Wainwright Levy Brief

Housing Services Office (HSO) Brief



Fort Wainwright LEVY Brief

Housing Services Office (HSO)

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REQUIREMENTS TO CLEAR HOUSING

ALL soldiers living on or off the installation are required to complete the following:

Upon receipt of orders, provide a minimum of 30 DAY NOTICE TO VACATE* to your barracks or property manager and schedule a Pre and Final Inspection



Schedule your HHG pickup with Transportation



Report to the HSO with a copy of your orders and installation clearance packet **AFTER** your residence is cleared

Keep in mind- If Proper Notice is not given, you may be charged the following month's rent





ADDITIONAL HOUSING REQUIREMENTS

Unaccompanied Housing- UH

- Contact your barracks manager to set up final out

For assistance with additional UH concerns, please contact the following:

UH (Specialists) **353-4171**
UH (Stryker) **353-2568**
UH (Aviation) **353-2568**

North Haven Communities- NHC (Privatized Housing)

- Provide a forwarding address to the NH Community Center
- Spouse is required to have a Special Power of Attorney if they will be clearing for you

To schedule inspections contact NH Community Center @ **356-7000**

Housing Services Office- HSO (Off-Post Housing)

- Provide a 30-Day Notice to Vacate (Templates are available at HSO)

For assistance with Off-Post Housing, please contact the HSO at **353-1190**





TEMPORARY LODGING ASSISTANCE (TLA)

TLA Guidelines:

If you are eligible for TLA, you **MUST** come to the HSO to initiate the process and TLA documents **MUST** be processed at Fort Wainwright

The following documents are required for processing:

- Orders
- Complete DA-31 (Leave Form)
- DA-Form 1299 (received from Transportation ; HHG) or Bill of Lading

PLEASE NOTE:

- Do **NOT** set your reservations through a third-party site or through an AirBnB, VRBO, or similarly structured reservation site. These sites do not meet the requirements for TLA authorization
- Soldiers who reside in the barracks are **NOT** eligible for TLA





QUESTION

**Housing Services Office (HSO)
Building 3401 (1st Floor)
907-353-4237**

