



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

AMIM-MLG-ZA (420-1k)

U.S. ARMY GARRISON WEST POINT POLICY #33

SUBJECT: Residential Communities Initiative (RCI) Housing Wait List Procedures

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008, Rapid Action Review dated 24 August 2012
 - b. Assistant Secretary of the Army for Installations, Housing, and Partnerships, SUBJECT: Residential Community Initiative (RCI) Wait List Procedures, dated 6 July 2017
 - c. Assistant Secretary of the Army for Installations, Housing, and Partnerships, SUBJECT: Key and Essential (K&E) Guidance Pertaining to Housing Assignments, dated 15 August 2017
2. The purpose of this memorandum is to update the resident wait list procedures for housing, as developed by the Army and RCI Privatization Partners, for all future residents applying for privatized housing on West Point. All previous versions of a West Point Wait List Policy are rescinded.
3. West Point Military Reservation will follow the Assistant Secretary of the Army for Installations, Housing, and Partnerships' Residential Community Initiatives (RCI) wait list procedures found in enclosure 1, except for the O6/COL Aligned Type Housing (see paragraph 5). Policy guidance for identifying K&E positions is in enclosure 2.
4. Priority must be given to permitted tenants in accordance with RCI Ground Lease's Priority Sequence for Permitted Tenants (enclosure 3) with the highest priority given to priority level "1" and the lowest priority given to priority level "13".
5. **O6/COL Aligned Type Housing:** A West Point Military Reservation O6/COL Aligned Type Homes ensures housing assignments are consistent and fair since our rotation rate is unlike any other Army installation.

- a. Retirees: Due to the imbalance between number of O6/COL Aligned Type home applicants and number of homes, Retirees will not be assigned to O6/COL Aligned Type Homes. Service members will vacate the home no later than 30 calendar days after their official retirement date and will not be granted long-term exceptions to policy to remain in housing beyond that date. Short-term ETPs will be evaluated on a case-by-case basis.

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b. DOD Civilians: Only DOD civilian personnel filling the K&E positions listed below, with a grade equivalent to the military grade of O6/COL, are eligible to lease an O6/COL Aligned Type Home. Retiring civilians, or civilians transferring to a non-K&E position, will not be granted an exception to remain in an O6/COL Aligned Type Home and must vacate the home no later than 30 days after the official retirement or position transfer date.

Designated Housing Unit	Organization	K&E Position Title
	LRC	Director, LRC
	NEC	Director, NEC
70A	USAG	Deputy to the Garrison Commander
	USAG	Director, Plans, Training, Mobilization & Security
	USAG	Director, Public Works
	USMA DEAN	Vice Dean of Academic Affairs
	USMA DEAN	Vice Dean of Strategic Engagement

c. Designated Homes: Service members living in designated homes will vacate the home 30 calendar days prior to the arrival of the inbound K&E service member.

Designated Unit	Rank Band	Organization	Key and Essential Position
60	COL	USMA STAFF	Chaplain, USMA
70A	SR Grade Equivalent	USAG	Deputy to the Garrison Commander
76B	COL	USCC	Brigade Tactical Officer (BTO)
100	GO	USMA HQ	Superintendent, USMA
101	GO	USCC	Commandant of Cadets, USMA
102	GO	USMA DEAN	Dean Academic Board, USMA
103A	CSM	USMA HQ	Command Sergeant Major, USMA
103B	COL	USMA DEAN	Professors, USMA (Assigned by USMA Academic Board Dean)
105A	COL	USMA DEAN	Professors, USMA (Assigned by USMA Academic Board Dean)
105B	COL	USMA DEAN	Professors, USMA (Assigned by USMA Academic Board Dean)
107A	COL	USMA DEAN	Professors, USMA (Assigned by USMA Academic Board Dean)
107B	COL	USMA DEAN	Professors, USMA (Assigned by USMA Academic Board Dean)
112	CSM	USAG	Command Sergeant Major, U.S. Army Garrison
113	CSM	USCC	Command Sergeant Major, USCC
116A	COL	USMA HQ	Chief of Staff, USMA
118A	COL	USAG	Commander, Garrison
Designated Group: 116B, 120B, or 122B	COL	MEDDAC	Commander, MEDDAC
Designated Group: 116B, 120B, or 122B	COL	USCC	Director, DMI
Designated Group: 116B, 120B, or 122B	COL	USMAPS	Commandant
423	CSM	USMAPS	Command Sergeant Major, USMAPS
425	CSM	MEDDAC	Command Sergeant Major, MEDDAC
Designated Group 427, 429, 431, or 433	SGM	USCC	Sergeant Major, Brigade Tactical Officer (BTD NCOIC)
Designated Group 427, 429, 431, or 433	SGM	USAG	Sergeant Major, Emergency Services
Designated Group 427, 429, 431, or 433	SGM	USMA STAFF	Sergeant Major, G3

e. Home Assignments:

(1) Assignments will ensure no home remains vacant more than 30 calendar days from occupancy ready date. Current tenants are required to notify West Point Family Homes (WPFH) when their status changes (e.g., retirement). Notices to vacate are to be submitted to WPFH **at least** 30 days prior to the vacate date.

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(2) Internal transfers will comply with WPFH's transfer policy (enclosure 4) to include the five-business day transfer timeline.

(3) To apply for a home: Call 845-446-6407 or contact WPFH's leasing via website: <https://www.westpointfamilyhomes.com/howtoapply.aspx>. All applications and internal transfer forms, including required documentation, are to be submitted to WPFH.

(4) Promotable Service members may apply for an O6/COL Aligned Type Home at any time after publication of their promotion list. Applications and Internal Transfer Forms will not be accepted prior to the promotion list's publication. Promotion list must be provided along with the application.

(5) In accordance with DACA65-1-08-0032, Department of the Army Ground Lease and Deed of Conveyance of Improvements for Residential Communities Initiatives:

(a) If any home remains unleased for 60 days, the home can be leased in accordance with West Point's RCI Ground Lease (DACA65-1-08-0032) and Assistant Secretary of the Army for Installations, Housing, and Partnerships' policies.

(b) WPFH has final say on all housing assignments.

f. Wait list: Inbound and internal transfer applicants are merged into one wait list.

(1) A complete application packet or internal transfer form is required to be added to the wait list.

(2) Sequence priority:

(a) Priority 1, K&E service members and DOD civilians (paragraph 5b) (inbound and internal transfer applicants).

(b) Priority 2, non-K&E service members (inbound and internal transfer applicants).

(3) If two or more service member's priority and availability dates are the same, wait list sequence number will be determined by date of rank (DOR). If DOR is the same, the promotion list sequence number will be used to determine wait list sequence number. For DOD civilian applications or internal transfer forms received on the same date, sequence number will be determined by date and time application or internal transfer form, with all required paperwork, is received by WPFH. Arrival and transfer dates and a home's occupancy ready date are considered when making housing assignments.

(4) Availability date is established by:

(a) Inbound service members: Date departed last permanent duty station. For Dependent Restricted Tours, availability date is the date the service member departed

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previous installation for the Dependent Restricted Tour. K&E DOD civilians: Date WPFH has a complete application packet.

(b) Internal Transfers: Date when internal transfer from is submitted to WPFH.

g. Home Offers/Declinations:

(1) Offers: Homes are offered as they come available. A home's availability is based on the occupancy ready date.

(2) Applicants have 48 hours to accept or decline an offer.

(3) Declination: If an applicant declines the offered home or cannot occupy the home within 30 calendar days of the occupancy ready date, the next applicant on the wait list will be offered the home.

(a) First declination/unable to occupy home within 30 calendar days, applicant remains in the same position on the wait list.

(b) Second declination unable to occupy home within 30 calendar days, applicant goes to the bottom of the wait list.

(4) Signing lease: Inbound service member must be signed in at West Point and present confirmation of clearing previous duty station (DA 31 or equivalent). Internal transfers must meet the requirements in enclosure 4.

6. Army Housing Office Point of Contact for wait list procedures is Teresa Brown, Deputy AHO, Bldg. 695 Buckner Loop at 845-938-7162 or teresa.a.brown3.civ@army.mil.

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Encls

ANTHONY J. BIANCHI
COL, FA
Commanding

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6 JUL 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Residential Communities Initiative (RCI) Wait List Procedures

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008, Rapid Action Review dated 24 August 2012.
- b. Supersedes ACSIM Memorandum, (DAIM-ZA), SUBJECT: Residential Communities Initiative (RCI) Resident Wait List Procedures, dated 23 July 2010
- c. Supersedes ACSIM Memorandum (DAIM-ZA), SUBJECT: Guidance on Residential Communities Initiative (RCI) Privatized Housing Tenant Waterfall and Key and Essential (K&E) Personnel, dated 25 August 2014

2. The purpose of this memorandum is to update the resident wait list procedures for housing, as developed by the Army and RCI Privatization Partners for all future residents applying for privatized housing on an installation.

3. Soldiers have consistently expressed the need for consistency in procedures as they apply for on-post housing across the Army. Waiting List guidance is provided in reference 1.a. above, however, the additional guidance provided by this policy will ensure that procedures for waiting list management are consistent across the Army's privatized housing portfolio.

4. Active duty service members with current orders are eligible to apply for on-post housing. Advance applications can be received and are eligible to be placed on the waiting list prior to reporting to a new duty station as verified by orders.

5. Applications with orders and supporting documentation can be mailed, faxed, emailed, hand delivered, or submitted on-line via website (if available). All active duty service members who apply for on-post housing are required to submit:

- Copy of current orders
- Proof/validation of dependents who will occupy housing
- Valid identification and DA31 (or other Services' equivalent) during processing of Housing Application or upon initial visit to the local housing office.

Applicants will be placed on the applicable waitlist based on rank and number of family members; if all documentation is not provided, applicants will be placed on the waitlist in an administrative hold status with a completed rental application and will not be offered a home until all required documentation is received. The effective date of the application will be the date that all supporting documentation is received.

6. Online and Faxed Application: Applicants who submit all required supporting documents will be placed on the waitlist with an effective date equal to the date that the service member departed the last duty station. The waitlist application will be placed in administrative hold status until all documentation has been received.

7. Walk-in Applicant: Effective date of waitlist placement will equal the date the service member departed the last duty station as verified by DA-31 (or other Services' equivalent), except applicants that apply after 30 days of arrival will be placed on the wait list with an effective date equal to the date of application. In that case, all supporting documentation must be provided at the time of application, otherwise, the effective date will be the date in which all supporting documentation is received.

8. Extended or Unexpected Tours of Duty. The RCI Partner is the approval authority for exceptions to waiting list procedures at RCI installations. The RCI partner may approve requests from Soldiers or his/her spouse to add them to the housing waiting list and to subsequently allow either the Soldier or spouse to sign for quarters. The effective date for the housing waiting list is the date of the Soldier's request.

9. The point of contact for this action is Scott Chamberlain, (703) 614-5286 or scott.chamberlain.civ@mail.mil.



PAUL D. CRAMER
Deputy Assistant Secretary of the Army
(Installations, Housing and Partnerships)

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15 AUG 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key and Essential (K&E) Guidance Pertaining to Housing Assignments

1. References:

a. Army Regulation 420-1, Army Facilities Management, 12 February 2008, Rapid Action Review dated 24 August 2012.

b. Supersedes ACSIM Memorandum (DAIM-ZA), subject: Guidance on Residential Communities Initiative (RCI) Privatized Housing Tenant Waterfall and Key and Essential (K&E) Personnel, dated 25 August 2014.

2. The purpose of this memorandum is to provide guidance on the proper management of Key and Essential (K&E) Personnel Lists at Army installations and to outline the housing benefits associated with K&E positions.

3. In coordination with the Installation Commander or Senior Mission Commander and the RCI partner, the Garrison Commander (GC) will maintain a list of K&E positions which warrant priority consideration for on-post housing. Upon arrival at the installation, assignees to K&E positions will be offered the next available house which meets the requirement of their grade/position or the appropriate house designated for their position (i.e., the Commanding General's house).

4. The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. The list of K&E requirements should be limited so as to not result in an unreasonable number of housing units being used for priority assignment. Line commanders may identify positions as key and essential within an organization, but these positions may not necessarily warrant priority consideration for housing on the Garrison Commander's K&E list. The GC will review and, if necessary, update the K&E list at least annually.

5. Except when operationally required, GCs shall not get involved with the assignment of personnel into privatized housing, including K&E homes. Garrison commanders shall not influence the housing assignment process, including directing the holding of housing for specific personnel. The RCI partner is not required to hold a house vacant longer than 60 days awaiting the arrival of a K&E assignee. Should an individual in a K&E position decide to reside off the installation for personal convenience, an endorsement

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should be provided from the Commander (O5 or higher) indicating that the K&E status of that position is no longer a mission requirement and that it will be removed from the K&E list.

6. The point of contact for this action is Scott Chamberlain, (703) 614-5286 or scott.chamberlain.civ@mail.mil.

A handwritten signature in black ink, appearing to read "PAUL D. CRAMER", with a long horizontal line extending to the right.

PAUL D. CRAMER
Deputy Assistant Secretary of the Army
(Installations, Housing and Partnerships)

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Enclosure 3: Priority Sequence for Permitted Tenants

CATEGORY	PRIORITY
Key and essential accompanied military or civilian personnel	1
Accompanied military personnel, including foreign military personnel, assigned for duty at West Point, and unmarried chaplains	2
Unaccompanied families of military personnel deployed or on an unaccompanied tour assigned to West Point or departed from an assignment at West Point	3
Accompanied military personnel of all uniformed services, including Title 32 AGR assigned for duty within a 50-mile radius of West Point	4
Accompanied Title IO professors, Visiting Professors, Endowed Chairs, Fellows with Visiting Professor status, and ODIA coaches working on West Point	5
Key and essential unaccompanied military personnel (E6 and above)	6
Unaccompanied military personnel (E6 and above) assigned for duty at West Point	7
Unaccompanied military personnel (E6 and above) assigned for duty within a 50-mile radius of West Point	8
Widowed spouses of military personnel	9
Accompanied military retirees and spouses or widowed spouses of military retirees	10
Accompanied DOD civilians working at West Point	11
Accompanied DOD civilians not working at West Point or accompanied employees of other federal agencies	12
Accompanied Non-DoD civilians	13

Transfer Policy

All residents of Balfour Beatty Communities are bound by their leases to the current home in which they reside. If a resident desires a transfer within their lease term for any of the following documented reasons, they may do so as long as they have resided in their current home for a period of no less than 6 months, with the required notice to vacate at their own expense with no transfer fee:

1. Change in family status (additional bedroom needed due to an added family member), if requesting additional bedroom with proof of pregnancy, request may be submitted once pregnancy reaches five months.
2. Change in rank, making the resident eligible for a home in another neighborhood that is designated for their new rank designations, as new rank designation is not met by their current home.

Before the resident will be allowed to transfer, all resident accounts must be in good standing, the resident must provide the required documents. Resident will be responsible for all moving expenses incurred as well as any move out condition charges which must be paid by the time of move in. The resident will be required to sign a new one year lease for the new home. Following the transfer, the monthly rent due at the new home shall equal the senior service member's Basic Allowance for Housing with dependents rate that applies at the current home.

Balfour Beatty has the ability to deny transfer based on excessive late payments, and outstanding current balance on resident's account, excessive (2 or more) resident complaints, damages to the home, or issuance of a Letter of Caution and/or Letter of Warning. The current home requires a pre-inspection (to be completed within 24 hours of submitted transfer packet) and all damages must be repaired or paid in full before the transfer is granted. If the charges at the pre inspection exceed \$500 (to include the cleaning fees), the pre-inspection will need management approval before proceeding. The home inspection will be done within 24 hours from the time the completed request is turned in.

Once a resident is approved for transfer, the resident will be placed on a waiting list for the type of home they qualify for based on rank and number of dependents. Current Waitlist Policies and Procedures do apply. Once offered a home, an additional pre-inspection will be completed within 24 hours (exception is if previous pre-inspection was completed within 30 days of offer). Once the resident accepts keys to the new home, the resident will have 5 business days to complete the move without paying double rent. The final move out inspection at current home will be completed on the 5th business day and resident will be required to turn all keys over to the Community Management Office.

To request a transfer, the resident is required to submit the following documents to their Community Management Office:

1. Signed Transfer Policy Form
2. Completed Housing Application
3. Copy of current LES
4. Copy of most recent DEERS form (DD1172), Page 2 (Navy) for Family Member Verification
5. Copy of Orders and all Amendments (must reflect that service member will be attached to local duty station)

The request to transfer will not be processed until all documentation has been received, and the pre-inspection has been completed. If the charges at the pre inspection exceed \$500 (to include the cleaning fees), the pre-inspection will need management approval before proceeding.

This policy is effective immediately and is subject to change only with management approval. All transfers are subject to approval by management.

By signing below, I acknowledge understanding of the terms and conditions of Balfour Beatty Communities Transfer Policy as provided above.

Service Member Signature

Address

Date

Reason for Transfer: ☐ Change in Number of Dependents ☐ Change in Rank ☐ Other _____

Pre-Inspection Date: _____ Inspector: _____

Transfer: ☐ Approved ☐ Denied Management Signature: _____

Comments: _____