



Housing Assignment Policies

West Point Housing LLC
Community Management
132 Bartlett Loop
West Point, NY 10996
845-446-6407

February 2012

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Change Log

Changes to the Housing Policies, November 2010

1. Designated Lee Area Old and New Doubles as LTC only.

Changes to the Housing Policies, August 2010

1. Added the Director of Strategic Communications on the Superintendent's staff to the Key and Essential List.
2. Added designated quarters list.
3. Added procedures for newly confirmed PUSMAs and the normal waiting list.
4. Numbered the paragraphs in various policies for easy reference.
5. The following changes were made to the Summer Assignment Process as a result of an After Action Review conducted after the 2010 Housing Draw:
 - a. General: Reordered some paragraphs to a more logical sequence and modified some unclear language.
 - b. Paragraph 2.d. (1): Added pre-assignment of PUSMAs and therefore deleted PUSMAs from Table 1.
 - c. Paragraph 2.d. (3): Added pre-assignment of very large families (6+ bedroom requirement).
 - d. Paragraph 6.e.: Added a provision for Soldiers selecting a 2 bedroom apartment to get on a waiting list for a larger home.

Changes to the Housing Policies, March 2010

The only changes made to the West Point Housing Policies concerned the Summer Assignment Process. These changes are detailed below.

1. Paragraph 2. d. (2) and (3): The sequence of the CGO and FGO draws is now ambiguous allowing the Partnership to pick the best order based on home availability.
2. Paragraph 4. a.: the deadline for submitting applications for housing has been moved from 9 April to 30 April.
3. Paragraph 4. f.: The Summer Assignment Process now includes a policy for redeploying Soldiers
4. Paragraph 5. e.: DA selected COLs with dependents will be protected to insure that they receive Senior Officer Housing.
5. Paragraph 5. f.: The procedure to protect for bedroom requirement has been refined
6. Order of Selection Tables 1-3: The words "Officers residing off-post on the waiting list as of 1 March" have been replaced with "Officers who have not had the opportunity to live on-post during their current tour and on the waiting list as of 1 March"

Changes to the Housing Policies, April 2011

The only changes made to the West Point Housing Policies were clarifications of some paragraphs, some correction of mistakes and updating some of the forms.

Changes to the Housing Policies, January 2012

The only change made to the West Point Housing Policies was a modification to the quarters acceptance letter on page 13. The move-in date section was modified to reflect potential delays due to renovation.

Changes to the Housing Policies, February 2012

- Changed the designated quarters for Foreign exchange officers on p. 18 from Lee Old or New Double to just Lee Area
- Added verbiage on p. 19 to insure proper coordination of pre-assigned officers.
- Added Academy Professors to the pre-assigned listing on p. 20.
- Added RTOs to the pre-assigned listing on p. 20.
- Modified SAP Rule 5f. p. 22 to allow all officers to pick a house designated for lower rank officers.
- Modified SAP Rule 5g. p. 22 to clarify Key and Essential Status.

- **Introduction**

1. Due to the nature of West Point the partnership recognizes that there exists a need to develop specific housing assignment policies unique for this Project. This document serves as a central reference for all West Point Housing LLC, Housing Assignment Policies as managed by the Community Management Office.
2. These policies are the result of joint agreement between the members of the partnership, the U.S. Army as represented by the West Point Garrison Commander and Balfour Beatty Communities as represented by the Project Director.
3. These policies are subject to change at any time. However, they can only be changed by mutual agreement between the partners. The Partnership will endeavor to keep the current policies available for download on the Project Web Site (westpointfamilyhousing.com). Please check with West Point Community Management Office (845-446-6407) to insure that you have the current version of these policies.
4. Should unoccupied housing units exist, the Project Director, in consultation with the Garrison Commander, shall reserve the authority to assign additional houses as required to sustain maximum occupancy.

Normal Housing Assignments

1. Normal housing assignment procedures are used for Officers during the period 1 September through approximately the last week in May. The Summer Assignment Process (SAP) Housing Draw (see page 18) is used to assign housing for Officers from the first week in June through 31 August. Enlisted Soldiers are assigned under the normal housing assignment rules at all times of the year.
2. Incoming residents that are interested in living on-post will be directed to the Community Management Office where they will provide their PCS orders and meet with a Resident Specialist to complete an Application for Housing (see page 7). During the meeting, the Resident Specialist solicits information from the resident such as size of family and housing requirements and collects copies of their orders. Leave and Earning Statements, marriage certificates and copies of birth certificates may be required to validate information.
3. Assignments for number of bedrooms will be based on the following:
 - a. Childless couple - 2 bedrooms
 - b. Couple with 1 child - 2 bedrooms
 - c. Couple with 2 children - 3 bedrooms
 - d. Couple with 3 children - 4 bedrooms
 - e. Couple with 4 children - 5 bedrooms
 - f. Couple with 5 children - 6 bedrooms
 - g. Etc.
4. The Resident Specialist will advise residents of the availability of housing that they qualify to occupy. Assignment priorities will be in accordance with the priorities set forth in the Ground Lease that governs the Project (see page 13). Lower priority applicants will only be offered housing if a significant excess of housing exists on West Point which the Community Manager is unable to rent. In such a case the Community Manager will make the deliberate decision to offer housing to lower priority applicants in consultation with the installation leadership. If there is more than one home available, they will be given a choice of locations. Applicants will not be permitted to wait for a particular home or area when others are available, and will not be authorized to move from one area to another once housing is assigned, except for valid reasons such as a change in family composition. Refusal to accept the available housing will result in the prospect's name being moved to the bottom of the waiting list.
5. Residents must apply for housing within 30 days of arrival to receive an eligibility date of the "date departed last permanent duty station" or they will be placed on a waiting list effective the date of application. This is the date that determines the resident's application date on the housing waiting list.
6. Residents that are returning from a dependent restricted tour will be given credit from the date of their departure for that tour for up to fourteen months but may not displace anyone within the freeze zone.

7. Personnel on a promotion list will be assigned housing designated for the grade to which they will be promoted.
8. Residents, who are required to relocate due to the development plan, will be notified of the requirement by either mail, email, or telephone. Residents being relocated will be given as much choice of the home relocation as possible and will be given priority over all others in the relocation process.

West Point Housing Application for Housing

SPONSOR							
Name:			SSN:		DOB:		
UIC:		DOR:		Branch of Service:		Rank:	
Installation Assignment:		Arrival Date:		Duty Phone:		Cell Phone:	
				Home Phone:		E-Mail:	
Duty Location (if different):			Duty Zip Code:		Last Assignment:		
Current Address:				Own:		Rent:	Govt:
Previous Address:				Own:		Rent:	Govt:
MILITARY SPOUSE (IF APPLICABLE)							
Name:			SSN:		DOB:		
UIC:		DOR:		Branch of Service:		Rank:	
Installation Attachment:		Arrival Date:		Duty Phone:		Cell Phone:	
				Home Phone:		E-Mail:	
Duty Location (if different):			Duty Zip Code:		Last Assignment		
Current Address:				Own:		Rent:	Govt:
Previous Address:				Own:		Rent:	Govt:
FAMILY MEMBERS							
Name:		DOB:	Relationship:				
VEHICLE							
Make:		Model:	Year:	Color:		Reg. #:	Tag #
MISCELLANEOUS							
Do you own a pet? Y - N			Number of Pets?		Type / Breed(s):		
Have you or any family member ever been barred from any military installation? Y - N							
Explanation:							
EMERGENCY CONTACT							
Name:		Address:			Phone Number:		Phone Work:
THE UNDERSIGNED AGREES THAT ALL INFORMATION THAT HAS BEEN PROVIDED IS ACCURATE.							
Signature:					Date:		
Co Signature:					Date:		

Waiting List Policies

1. If housing is not available, an active waiting list by grade and by authorized number of bedrooms will be established.
2. Ordering of the waiting lists will be made in accordance the resident's Eligibility Date. The Eligibility Date will be the date of departure from the resident's previous permanent duty station or the date authorized on official orders for pre-positioning of family members prior to a deployment.
3. Waiting lists will be posted in the Community Management Office and on the web site and will be updated weekly.
4. The top 10 percent of the waiting list will remain in the "freeze" zone. Prospective residents on the housing list who are bypassed because of a current lease obligation, or due to other circumstances beyond their control (examples: hospitalization, emergency leave, unavoidable delay in family arrival) will remain in the freeze zone.
5. A prospective resident who marries while on a dependent-restricted tour of duty will accrue priority credit on the waiting list from the date of marriage. Residents or prospective residents who become pregnant on restricted tours will accrue priority credit from the date the pregnancy is confirmed.
6. Once housing becomes available, the prospective resident at the top of the list will be notified by telephone and/or Email that housing is available. If the prospect has not provided the current home number to be contacted, messages will be left with the resident's Unit Commander or First Sergeant.
7. Under normal circumstances, housing will be reserved for two business days, if no response is received within this period, the housing will be assigned to the next prospect on the waiting list. If the prospective resident, the spouse, or the unit fails to contact the Community Management Office within five (5) business days, the prospect will be removed from the waiting list.
8. Refusal to accept the available housing will result in the prospect's name being moved to the bottom of the waiting list. A second refusal to accept the available housing will result in the prospect's name being removed from the waiting list. The applicant can then apply to have their name placed back on the waiting list with their eligibility date adjusted to the new application date.
9. Residents expecting the birth of a child that would change their bedroom requirements will be assigned with the number of bedrooms to take care of their future requirement.
10. A resident may elect to accept housing with fewer bedrooms than they are authorized. An addendum to the Lease will document their agreement that they are not eligible to transfer to a larger home for at least three years (see p. 27).

11. The principal family member or designated agent is authorized to accept assignment when the applicant is on an extended official absence. The applicant must provide a special or general power of attorney authorizing an agent to accept the housing (see page 25). An applicant's spouse may not accept, change or terminate housing without the special power of attorney.
12. Due to the nature of their exceptional responsibilities, newly confirmed PUSMAs will move to the top of the Senior Officer Wait List.

Accommodating Exceptional Family Member Residents

1. At West Point, five percent (5%) of the new homes (by grade and bedroom size) will be constructed to meet UFAS requirements following the same percentage requirements found in the UFAS and AR 415-15.
2. Strict assignment policies will ensure that every qualifying resident with UFAS accessibility requirements will be offered UFAS accessible housing on post.
3. If a home designed for an Exceptional Family is available and there is not a family with these needs on the waiting list, that home will be offered to other families on the waiting list. Should they accept, they will be required to sign a month-to-month Lease addendum stating that they agree to move when and if an appropriate Exceptional Family comes up on the waiting list and there are no other accessible units. The family that is required to move will be offered a choice of the available locations within the community. The move will be at the expense of the Project.
4. Alterations for handicapped residents to regular homes will be in accordance with the FHA and UFAS requirements and not to exceed the Local, State or Federal requirements for adaptable units. The Community Manager will meet with residents and families with special needs. The discussion will highlight the possible adaptations that are available to the home scheduled for occupancy. A work plan will be developed to make the home as accessible as possible. The on-site workforce will perform accessibility adaptations. Other renovations that require sub-contract work above and beyond the normal scope of change of occupancy maintenance will be at the approval of the Project Director. Any requests that are denied will be reviewed with the Installation RCI Asset Manager for concurrence.

Requests for Retention of Family Housing

1. These requests are for circumstances in which a resident may ask for special consideration, due to extenuating circumstances that are officially documented and recorded. Below are some examples of circumstances that would trigger these requests:
 - a. Residents in receipt of Permanent Change of Station (PCS) Orders to a dependent-restricted location
 - b. Residents in receipt of Overseas Accompanied Permanent Change of Station (PCS) Orders but housing not available within 30 days
 - c. Residents in receipt of PCS Orders with Temporary Additional Duty (TDY)
 - d. Death of Active Duty Residents

- e. Retirement of Sponsor
 2. Requests must be made by submitting a Request for Retention of Family Housing, (see page 11), through the Soldier's chain of command for approval and coordination. These approved requests will be forwarded to the Community Manager for further consideration no less than thirty (30) days prior to the change in status requirement. "Death of Active Duty Residents" is an exception to the thirty (30) days prior to the change in status requirement.
 3. Decisions on requests for service members that are in receipt of unaccompanied permanent change of duty station orders, overseas accompanied change of station orders, or orders with temporary additional duty will be made by the Community Management Office. Copies of these requests will be provided to the RCI Office.
 4. Any approvals will be contingent upon the resident signing a Lease Addendum detailing the conditions of the policy exception. The name of a Co-Sponsor for the family must be given to the Community Management Office upon approval of the Request for Exception.
 5. Requests from residents who have had incidents involving misconduct either by themselves or their family members or who have received notices for violations will not be approved.

Request for Exception to Occupancy Policy

REQUEST DATE: _____ **PHONE #:** _____
REQUEST NAME: _____
HOME ADDRESS: _____

NATURE OF THE EXCEPTION:

PERSONS STAYING IN THE HOME:

EXPECTED DATE OF RETURN: _____

RESIDENT SIGNATURE: _____

Please Print: _____

MANAGEMENT SIGNATURE: _____

RESIDENT SPECIALIST: _____

REQUEST APPROVED: _____ **REQUEST DENIED:** _____ **DATE:** _____

Confirmation of Housing

Once a house has been assigned, the resident will be given a Confirmation Letter, (see below) showing the address of the home and the move-in date so this information can be provided to the Transportation Office and the move can be scheduled.



HOUSING ASSIGNMENT FORM

SSN:	Name:
Rank:	Branch:
Pay Grade:	UIC:

Date: _____
 We are happy to inform you of your assignment to family housing, and you are hereby offered assignment to the following _____ bedroom family dwelling:

Address: _____

1. Anticipated move in date: _____ This home is under renovation. The move-in date is subject to change.
2. Pro-rated rent in the amount of \$_____ is due at time of lease signing. I understand that the pro-rated amount may be adjusted accordingly should my move-in date change. Accepted means of payment: Credit Card, Money Order or Certified Funds.
3. If you should decline this offer, your application will be noted with a decline of quarters. Each applicant will be given two opportunities to select a home before being removed from the waiting list. The service member may re-apply at any time and be placed back on the bottom of the waiting list.
4. Please respond within two (2) business days.

 Resident Specialist

*****CUSTOMER STATEMENT*****

I **accept** this assignment of on- post housing and am prepared to move when the address is available.

 Applicant Signature Date

 Agent Signature Date

I **decline** this assignment of on-post housing and am aware of the housing wait list policy as explained above.

 Applicant Signature Date

 Agent Signature Date

Housing Assignment Priorities

The following priority list is taken from the ground lease governing the Project and can only be changed by the Major Decision Process as detailed in the Ground Lease.

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 10 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

West Point Key and Essential Position List
(Approved 24 June 2010)

The Superintendent, USMA retains the authority to make exceptions based on specific USMA needs / requirements.

KEY AND ESSENTIAL LIST - MILITARY

USMA HQ (6)

G-3
Commander, USMA Band
Commander, 2nd Aviation Detachment
Command Sergeant Major, USMA Band
Senior Enlisted Aide
Junior Enlisted Aide

DEAN (29)

Professors of USMA (27)
IETD, IT Admin
IETD, System Admin

USCC (88-94)

Chief of Staff
Brigade Tactical Officer
Director, Military Instruction
Command Sergeant Major, USCC
Regimental Tactical Officers (4)
Company Tactical (TAC) Officers (any Grade Officer) (32)
Eisenhower Leader Development Program (ELDP) Future Tactical Officers (12-18)*
Tactical Non-Commissioned Officers (32)
Director, SCPME
Director, DCA
Director, DPE
*Includes Future USMAPS Tactical Officers

GARRISON COMMANDER (7)

Garrison Commander
Command Sergeant Major, US Army Garrison
Director, Emergency Services
SGM, Emergency Services
Commander, Military Police Company
1SG, Military Police Company
Chaplain, Jewish Chapel

USMAPS (11)

Commandant
Deputy Commandant
First Sergeant
Battalion Tactical Officer
Senior Battalion Tactical Non-Commissioned Officer
Company Tactical Officer (3)

Tactical Non-Commissioned Officers (3)

MEDDAC (42)

Commander, MEDDAC
Deputy Commander for Clinical Services
Command Sergeant Major, MEDDAC
CDR, Medical Company
CDR, Warrior Transition Company
1SG, Medical Company
1SG, Warrior Transition Company
WTU Platoon Sergeants (4)
Nurse Anesthetists (2)
Nurses, OR (2)
Head Nurse, Cadet Health Clinic
Head Nurse, ER
Head Nurse, MSU
Physicians (11)
OR Techs (6)
Lab Tech (2)
Radiology Specialist (2)
Pharmacy NCOIC
Community Health Nurse
Chief, Logistics

DENTAC (8)

Commander, DENTAC
Senior Dental NCO
Oral & Maxillofacial Surgeon
General Dentistry Officer
Dental Ops NCO
Dental Assistants (3)

D/Admissions (2)

Director of Admissions
Associate Director of Enrollment & Recruitment

ODIA (2)

Chief of Staff
Associate Athletic Director for Operations

CID (1)

Special Agent in Charge

KEY AND ESSENTIAL PERSONNEL – CIVILIAN

(As of 24 June 2010)

USMA HQ (1)

Director of Strategic Communications

Dean (4)

Visiting Professor (3)

Foreign Service Officer

USCC (1)

USCC Chaplain (1)

GARRISON COMMANDER (4)

Deputy to the Garrison Commander

Director - Public Works

Director - Plans, Training, Mobilization, and Security

Project Director, West Point Housing LLC

ODIA (2)

Offensive Coordinator*

Athletic Equipment Supervisor (NF Position)

Network Enterprise Center (1)

Director, NEC

*Position will be removed when the Offensive Coordinator moves from RCI housing into ODIA housing.

West Point Housing Designated Quarters

<u>POSITION</u>	<u>QUARTERS</u>
Superintendent	100
Commandant of Cadets	101
Dean	102
USMA Chief of Staff	103A
Professors USMA*	103B, 105A, 105B, 107A, 107B
USMA Chaplain	60
Regimental Tactical Officers (4)	Old or New Doubles
Command Sgt Major – USMA	61
Command Sgt Major – USCC**	Old Double
Command Sgt Major – MEDDAC**	Old Double
Command Sgt Major – Garrison Cmdr**	Old Double
Command Sgt Major – USMA Band**	SNCO
Members of the USMA Band***	421 A-O, 422 A-Q
Foreign Exchange Officers	Lee Area
<u>GRADE</u>	<u>QUARTERS</u>
O5, CW5, MAJ(P)	219 A/B through 298 A/B (excluding 249 A/B/C)

* Professors USMA – Assignments made by Dean, approved by Superintendent.

** Quarters 423, 425, 427, 429, 431, 433 will be designated for Command Sergeants Major and Sergeants Majors in accordance with the approved Community Development and Management Plan (CDMP) when they are converted from duplex units to single Family units by the end of the Initial Development Period in 2016. As these units are converted, Command Sergeants Majors will be assigned to one of the newly converted units. Command Sergeants Majors will have priority over Sergeants Majors.

*** Members of the USMA Band will be first offered these quarters when they become available via coordination with the CSM – USMA Band. If no one from the USMA Band can sign a lease with 30 days of an offer, then these quarters may be offered to any SNCO Soldier under the assignment waterfall.

Summer Assignment Process (Housing Draw)

1. Purpose:

a. To provide guidelines for the selection of quarters during the main summer officer rotation period. This period is defined as the first actual housing draw date (1st week in Jun after graduation) to 31 August. Participants in the housing draw are limited to incoming officers and Key and Essential civilians as well as officers on the various Housing Wait Lists. This process is known as the Summer Assignment Process (SAP).

b. To insure the maximum occupancy of the Residential Community Initiative Project homes. This in turn creates maximum cash flow into the project reinvestment account. The end result is a financially viable project that will be able to continue the construction and renovation program into the future in order to provide quality housing to West Point Soldiers.

c. To assure a maximum number of officers an opportunity to select and occupy the quarters of their choice when available for occupancy.

2. General:

a. This assignment process described in this document is for officers and Key & Essential civilian personnel. The assignment process for enlisted Soldiers is the normal waiting list process as described on page 8 of these Policies.

b. Normal waiting list procedures (p. 8) are in effect for officers who sign into West Point before the date of their housing draw. Officers can be offered any available home and accept that home. However, the home must be available before the date of the housing draw and a lease must be signed before the date of the officers housing draw. If an officer chooses not to accept any immediately available homes before the housing draw, then they may choose to participate in the draw with a 1 Jun eligibility date.

c. Personnel relocated due to the RCI Renovation Program will be relocated to other available quarters on West Point. These relocations have the highest priority of all housing assignments. Typically, these relocations will occur outside of the Summer Assignment Process.

d. Pre-assignments: Some homes are pre-assigned before the housing draw by direct coordination between the Community Management Office, the Project Director, and the RCI Asset Manager. If an officer decides to decline a pre-assigned home, they may elect to participate in the housing draw.

(1) Newly congressionally confirmed Professors, USMA, not already living in senior officer quarters, will be pre-assigned senior officer quarters before all other senior officers. If two or more are newly congressionally confirmed, then assignment preference will be by rank, and then date of rank. Assignment will be coordinated with the Garrison Commander prior to publication.

(2) DA Centrally Selected Colonel Commanders with dependents will be pre-assigned senior officer quarters prior to the SO draw. If two or more request housing, then assignment preference will be by rank, and then date of rank. Assignment will be coordinated with the Garrison Commander prior to publication.

(3) Newly appointed Academy Professors in the grade of O4 and O5, not already living in grade appropriate officer quarters, will be pre-assigned quarters by grade and bedroom before all other field grade officers. If two or more are newly appointed, assignment preference will be by rank, and then date of rank. Assignment will be coordinated with the Garrison Commander prior to publication. This policy may eventually be changed to include senior officers (O6) when the supply of grade appropriate homes comes into balance with senior officers assigned to West Point.

(4) Newly arriving Regimental Tactical Officers will be pre-assigned a Lee Area Double of appropriate bedroom requirement before all other field grade officers. If two or more are newly arriving, then assignment preference will be by rank, and then date of rank.

(5) Field Grade Officers with 6+ bedroom requirements will be pre-assigned to available oversize homes only due to the extremely limited number of these homes. Assignment preference will be by rank, date of rank, then ADL. There are nine oversized homes 42 A/B/C, 45 A/B/C, and 48 A/B/C. Officers in this category who are not pre-assigned a home can enter the normal housing draw as a 5+ bedroom requirement, priority 2.

e. The Housing Draw will occur on the following dates as indicated:

- (1) Housing selection for senior officers will occur at a time determined by the Community Management Office. The actual date will depend upon the arrival dates of incoming officers and the availability of senior officer homes. However, it will occur before the 2nd week of May. Order of assignment for COLs and LTC(P)s will be in accordance with Table 1.
- (2) Housing selection for field grade and company grade officers will occur the first Wednesday and Thursday in June following graduation. The specific date for each will be determined each year and communicated to applicants for housing by Community Management.
- (3) Order of assignment for LTCs, MAJ(P)s, MAJs, CPT(P)s, K&E civilians of equivalent rank, CW5s and CW4s will be in accordance with Table 2. Order of assignment for CPTs - 2LTs, K&E civilians of equivalent rank and WO1s - CW3s will be in accordance with Table 3.

f. Heads of Departments and Activities will be asked to appoint a Housing Coordinator who will be the point of contact between West Point Housing LLC, Community Management and incoming and outgoing personnel.

3. Preparing the Available Quarters Lists:

a. Community Management will publish a forecast of available quarters to Housing Coordinators by 1 May, and will distribute an up-to-date list at the actual Housing Draw. The 1 May list is tentative and based on dates given to Community Management by departing individuals and maintenance managers.

b. Personnel drawing for quarters must pay close attention to the listed quarter's availability dates, for they will not be adjusted for convenience. Residents may not accept quarters "as is": that is, before Change of Occupancy Maintenance has been performed. Residents must be able to sign a lease for their selected quarters within 7 days of the projected availability date or they will forfeit their selected quarters.

4. Preparing the Draw Lists.

a. West Point Housing LLC, Community Management will change normal waiting list procedures to produce lists that determine the order in which incoming personnel will select quarters. Applications for housing must reach West Point Housing LLC, Community Management in writing prior to 30 April.

b. The pool of eligible personnel for the SAP are military officers and key & essential civilians who fall into normal assignment priority categories one through five (see p. 13). Once the pool of applicants is identified, new priorities are assigned for each applicant for the purposes of the SAP. These new priorities are explained in Tables 1, 2 and 3.

c. Community Management will place eligible personnel on draw lists by rank category: senior officers (O-6), field-grade officers (FGOs), and company grade officers (CGOs).

d. All eligible personnel **on promotion lists prior to the last workday in May** must select quarters in the category class of housing in the grade to which they will be promoted. The only exceptions are forced relocations due to the development plan, and K&E personnel.

e. Officers who have a pending change in bedroom authorization as verified by a legal or medical authority will be considered for quarters in the higher bedroom category.

f. Order of assignment for all eligible personnel competing in the Housing Draw will be in accordance with Tables 1 through 3. Incoming personnel are responsible for ensuring before the draw that their eligibility dates and order of assignment are accurate. Community Management will determine eligibility dates as follows:

- Personnel living off post and on a waiting list for on-post housing before 1 March will keep their eligibility dates.
- The eligibility date of personnel reporting to West Point from a dependent-restricted tour will be the date they departed for the dependent-restricted tour, for credit up to fourteen months. These personnel must present orders when they apply for housing that indicate they are returning from a dependent-restricted tour. These applicants will be given SAP priority 1 status.
- The eligibility date for all other incoming personnel will be 1 June for the SAP.

g. When date of rank is the same, precedence is established by the U.S. Army Active Duty List (ADL) number. In the case of other services, the age of the oldest service will prevail in lieu of ADL number.

5. Conduct of the Draw:

a. Participants in the Summer Assignment Process will assemble at a time and place announced by West Point Housing LLC, Community Management Office and coordinated through the USAG RCI Office.

b. Officers can have designated proxies select quarters for them if they are unable to attend the Draw on the scheduled date, but they must notify the Community Management Office that they will be represented, and the West Point Housing LLC, Community Management Office must receive a Power of Attorney designating the proxy before the Draw. See the attached authorized form on p. 25..

c. Participants will be called upon to verbally select their quarters from the appropriate Available Quarters List prepared by West Point Housing LLC, Community Management Office in coordination with the Housing Coordinators. Quarters selections are final and participants must immediately sign a letter of acceptance, and they must arrange to sign their leases within seven days of the availability date.

d. Community Management will ensure that Key and Essential personnel and officers returning to West Point from a sabbatical or a Senior Service College receive offers of on-post quarters.

e. Participants in the summer assignment process will be protected for bedroom requirement, while still respecting rank and time in service. Participants will select quarters IAW Housing Draw Order of Selection, until the number of four bedroom homes remaining equals the number of participants with four bedroom requirements. At that point, the order of the draw will continue by rank and ADL for participants with four bedroom requirements only. If a participant with a four bedroom requirement passes on a four bedroom home, then the draw proceeds to the next participant with a four bedroom requirement. When participants with a four bedroom requirement have all been offered a home or all of the four bedroom homes have been offered, the order of selection will return to the interrupted point in the selection order if any quarters remain. In the case where participants with four bedroom requirements remain in the draw after all four bedroom homes have been offered, they will be offered a three bedroom home by rank and ADL along with all remaining participants. When the number of remaining three bedroom homes equals the remaining participants with a four bedroom requirement, those remaining homes will be first offered to the remaining four bedroom requirement officers.

f. When sufficient available housing is reasonably presumed for all housing grades, then Officers may select any officer quarters, regardless of rank designation. The sufficiency of available housing will be determined prior to the draw by Community Management. If this option will not be available during the draw, Community Management will make a public announcement at least two weeks beforehand.

g. Officers filling a Key & Essential position as designated in the official West Point Key and Essential Position List (p. 15) are guaranteed an offer of on-post housing. Key and Essential status does not move an officer higher in the Order of Assignment List while appropriate housing is still available.

h. Even if adequate quarters in grade are available, officers may select quarters that are less than their bedroom requirement. Officers selecting quarters that are less than their bedroom authorization will be required to sign a statement that they accept the selected quarters as adequate with respect to bedroom requirement at the time of the selection.

- Example: An inbound LTC with a 4-bedroom requirement selects a 3-bedroom house when 4-bedroom Field Grade Quarters are still available. That LTC will be required to sign a statement that he accepts the 3-bedroom quarters. Failure to sign the statement will result in the officer not receiving those quarters AND in the officer not being placed on a Waiting List for quarters until the first workday in August.

6. After the Draw.

a. Officers may decline to participate in the Housing Draw with no penalty concerning the normal waiting list. Community Management will place them on the appropriate Waiting List after the Housing Draw with their original eligibility date as determined before the draw.

b. Officers are not permitted to sign for quarters until they have signed in to the Installation and in-processed with RCI Housing Services.

c. Inbound personnel should call the West Point Housing LLC, Community Management Office (845-446-6407) for a Move-In Appointment. The appointment must be at least one week prior to the quarters availability date but not later than seven calendar days after availability or they will forfeit the selected quarters. Individuals forfeiting quarters for other than legitimate reasons, as determined by the Community Manager, will not be permitted to apply for the normal waiting list until the first workday in August.

d. Individuals making an intra-post move must terminate their old quarters within seven calendar days of signing for their new quarters.

e. Officers selecting 2 bedroom homes will be permitted to immediately go on the waiting list for an appropriately sized home.

Table 1: SO Housing Assignment Order of Selection		Priority
Officers who have not had the opportunity to live on-post during their current tour and on the waiting list as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	All Senior Officers with 5+ Bedroom Requirement (Note 2)	2
	COL (Note 3)	3
	LTC(P) (Note 3)	4

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-4 officers. Officers with an eligibility date on or after 1 March will be given a 1 June eligibility date and integrated with priority 2-4 officers.
2. Order will be by Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 5.f.
4. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

Table 2: FGO Housing Draw Order of Selection		Priority
Officers who have not had the opportunity to live on-post during their current tour and on the waiting list as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	All FG Officers with 5+ Bedroom Requirement (Note 2)	2
	LTC and CWO5 (Note 3)	3
	MAJ(P) and CWO4(P) (Note 3)	4
	MAJ and CWO4 (Note 3)	5
	CPT(P) and CWO3(P) (Note 3)	6

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-6 officers. Officers with an eligibility date on or after 1 March will be given a 1 June eligibility date and integrated with priority 2-6 officers.
2. Order will be by Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 5.f.
4. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

Table 3: CGO Housing Draw Order of Selection		Priority
Officers who have not had the opportunity to live on-post during their current tour and on the waiting list as of 1 March (Note 1)		1
All Officers will be given a 1 June Eligibility Date	All CG Officers with 5+ Bedroom Requirement (Note 2)	2
	CPT and CWO3 (Note 3)	3
	1LT and CWO2 (Note 3)	4
	2LT and WO1 (Note 3)	5

Notes:

1. Order will be by Eligibility Date first, then Rank, DOR and ADL No. Intra post moves will be integrated with priority 2-5 officers. Officers with an eligibility date on or after 1 March will be given a 1 Jun eligibility date and integrated with priority 2-5 officers.
2. Order will be by Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 5.f.
4. Key & Essential civilians will be integrated by their equivalent military rank as determined by the West Point RCI Office.

LIMITED POWER OF ATTORNEY

I, _____, residing at _____, hereby appoint
_____ residing at _____, as my lawful
Attorney-in-Fact ("Agent") to act in my capacity to do any and all of the following acts of
my behalf:

*To execute any and all documents relating to the selection of rental housing for myself and my family at
the annual West Point Housing Draw, including, subsequent to such selection of housing, the execution
of a letter of acceptance (or such other related instruments or documentation) with respect to the house
that is selected on my behalf.*

The rights, powers, and authority of my Agent to exercise any and all of the rights and
powers herein granted shall commence and be in full force and effect on
_____, 20___, and shall remain in full force and effect until
_____, 20___, or unless specifically extended or rescinded earlier by either
party.

Dated _____, 20___ at _____

[YOUR SIGNATURE]

[YOUR FULL LEGAL NAME]

[WITNESS' SIGNATURE]

[WITNESS' FULL LEGAL NAME]

[WITNESS' SIGNATURE]

[WITNESS' FULL LEGAL NAME]

Civilian Rent

Applicability - This policy refers to civilians that are assigned housing as Priority #1 (Key and Essential accompanied personnel (military and civilian)) and Priority #5 (Accompanied Title 10 professors, Visiting Professors, Endowed Chairs, Fellows with Visiting Professor Status, and ODIA coaches working on West Point) as designated in the West Point RCI Housing Assignment Priority List.

Policy – Rent will be an amount at least equivalent to the military Basic Allowance for Housing (BAH) with dependants of the civilian's equivalent DA grade as determined by the West Point RCI Office but not less than the average BAH for the grade designation of the occupied home.

Foreign Officers

Applicability - This policy refers to foreign military officers that are assigned housing on West Point.

Policy – Rent will be an amount equivalent in US dollars to the US military BAH with dependants for the equivalent US military grade of the foreign officer as determined by the West Point RCI Office.

House Sitting

Applicability - This policy refers to officers assigned to West Point who desire to have another officer live in their house while they perform temporary duties at another location and intend to return to the same house at West Point after completion of those temporary duties. This is commonly referred to as House Sitting.

Policy – The original lessee will be required to maintain their lease with the Housing Partnership in order to insure that they can occupy the same house upon their return. As such, the temporary resident will be required to gain a sublease approval letter from the Community Management Office. This will allow the lessee to enter into a sublease agreement with the house sitting officer. The original lessee will continue to pay their West Point BAH to the Partnership. It is the lessee's responsibility to make any necessary financial arrangements with the house sitter.

Sabbaticals and Senior Service College

Applicability - This policy refers to officers assigned to West Point who will attend the Army Senior Service College and return to West Point or are going on an academic sabbatical.

Policy - Officers are encouraged to take advantage of the House Sitting policy above. However, if the officer is unable to engage a house sitter and must PCS away from West Point then the officer must terminate his quarters. The officer's former quarters will not be held for them during their absence. Upon the officer's return to West Point they will be given Key and Essential status for the sole purpose of the Summer Assignment Process (Housing Draw).

Residents Who Wish to Move to a Different On-Post Residence

Applicability: This policy refers to residents of West Point family Housing who have accepted a home and then wish to move to a different residence.

Policy:

1. Upon a promotion that entitles the resident to a higher grade of housing the resident can place their name on the appropriate waiting list. As housing becomes available a house will be offered to the resident. Normal acceptance and declination rules apply. The move will be at the resident's own expense.
2. If a resident's bedroom requirement changes the resident can place their name on the appropriate waiting list. All provisions of 1. above apply.
3. After a resident has occupied their home for a minimum of three years the resident can place their name on the appropriate waiting list. All provisions of 1. above apply. Additionally, the resident may be required to pay a \$300 administrative fee for a voluntary relocation move.