

West Point Housing LLC
2101 New South Post Road
Spellman Hall, 4th Floor
West Point, NY 10996
845-446-3960

January 2009

Subject: Summer Assignment Process (Housing Draw)

1. Purpose:

a. To provide guidelines for the selection of quarters during the period 1 May - 31 August by 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 process as described in the Project Community Development and Management Plan.

b. The normal officer assignment procedures are suspended during the period 1 May through 31 Aug. The procedures set down in this document are in effect for that period.

c. Personnel relocated due to the RCI Development Program (demolitions and renovations) 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. The Housing Draw will occur on the following dates as indicated:

(1) Senior Officers (Colonels/Lieutenant Colonel(P)s): Pre-Assignments will be made by West Point Housing LLC, Community Management and coordinated with the Garrison Commander. Quarters are pre-assigned by the 2nd week in May. Order of assignment will be in accordance with Table 1.

(2) Day 1 - The first Wednesday in June following graduation. CPTs - 2LTs, K&E civilians of like rank and WO1s - CW3s will select quarters. Order of assignment will be in accordance with Table 3.

(3) Day 2 - The first Thursday in June following graduation. LTCs, MAJ(P)s, MAJs, CPT(P)s, K&E civilians of like rank, CW5s and CW4s will select quarters. Order of assignment will be in accordance with Table 2.

e. 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. Preparation of Rank Listing/Quarters Listing:

a. Applications for housing and any exceptions to policy for special consideration (i.e., medical) required for the assignment of quarters, must reach West Point Housing LLC, Community Management in writing prior to 9 April.

b. All personnel eligible to participate in the Housing Draw and **on promotion lists prior to the last workday in May** may select quarters in the category class of housing in the grade to which they will be promoted. Eligible personnel are military officers and key & essential civilians:

- Incoming and assigned to West Point.
- Incoming and assigned to duty within a 50 mile radius of West Point.
- Currently housed either on or off post and on the appropriate Community Management waiting list.
- Others as allowed by the Project Ground Lease

Promotable officers participating in the Housing Draw will be ordered on the Draw List by Active Duty List Number. In the case of other services, promotable officers will be integrated based upon current date of rank. Officers who have a pending change in bedroom authorization as verified by a legal authority will be considered for quarters in the higher bedroom category.

c. A list of specific quarters available for the Draw will not be distributed prior to the actual Draw. An initial list of the number of quarters anticipated to be available in each neighborhood by bedroom will be distributed to Housing Coordinators by 1 May. Therefore, participants in the Housing Draw must know their neighborhood preference in order to select an individual house at the Draw. Order of assignment for all eligible personnel competing in the Housing Draw will be in accordance with Tables 1 through 3. All incoming and on-post waiting list personnel will be given a 1 June eligibility date for the purposes of the Housing Draw. 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.

d. During the actual draw process the projected availability date of each set of quarters will be shown. This date is predicated upon the quarters clearance date submitted by departing individuals and scheduled maintenance. It is emphasized that the projected clearance date is critical to the success of the selection. Availability dates will not be adjusted earlier for convenience of residents. Residents will not be allowed to accept quarters "as is", that is without Change of Occupancy Maintenance having 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. Conduct of the Drawing:

a. Participants in the Summer Assignment Process will physically assemble at a time and place to be announced by West Point Housing LLC, Community Management Office and coordinated through the USAG RCI Office. Officers can have designated proxies select quarters for them if they are unable to attend the Draw on the scheduled date. The Community Management Office must be notified of the proxy. A Power of Attorney designating the proxy (attached) must be received by West Point Housing LLC, Community Management Office prior to the Draw. Departmental Housing Coordinators will be asked to help inform participants. Participants will be called upon to verbally select their quarters IAW the Housing Selection List prepared by West Point Housing LLC, Community Management Office in coordination with the Housing Coordinators. The Housing Selection List will be prepared prior to the Draw in accordance with Tables 1, 2 & 3. Quarters selections are final and participants are required to immediately sign a letter of acceptance and make arrangements to sign their leases within seven days of the availability date.

b. Key and Essential personnel will be protected for adequate quarters. Officers assigned to West Point who are returning from sabbatical or the Senior Service College will be given Key and Essential status for the sole purpose of the Housing Draw. All officers will be protected for bedroom requirement. An example: LTCs are selecting FGO housing and there are five LTCs and MAJs still left with a four bedroom requirement. When there is only five, four bedroom FGO houses left, the order of selection will jump down to those officers with the four bedroom requirement. Once those officers have selected their four bedroom homes the order of selection will jump back up to the original point in the selection order. A similar action will happen for Key and Essential personnel.

c. Officers may NOT select any quarters that are less than that authorized by grade.

d. Even if adequate quarters in grade are available, officers may select quarters that are on the quarters list for the Housing Draw even if the quarters selected are less than that authorized by bedroom requirement. In this event, 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. For 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. Officers may opt to decline participation in the Housing Draw and be placed on the appropriate Waiting List after the Housing Draw with an eligibility date of their application date.

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

f. 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 to be placed on the normal waiting list until 1 August.

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

| Table 1: SO Housing Assignment Order of Selection | | Priority |
|--|--|----------|
| Officers Residing Off-Post on the Waiting List as of 1 March (Note 1) | | 1 |
| All Officers will be given a 1 June Eligibility Date | Newly Congressionally Confirmed Professors, USMA not already living in senior officer quarters. (Note 2) | 2 |
| | All Senior Officers with 6+ Bedroom Requirement (Note 3) | 3 |
| | COL (Note 4) | 4 |
| | LTC(P) (Note 4) | 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 June eligibility date and integrated with priority 2-5 officers.
2. If two or more are newly Congressionally Confirmed, then assignment will be by rank, date of rank.
3. Order will be by Bedroom Requirement, Rank, DOR then ADL No.
4. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
5. 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 Residing Off-Post 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 Bedroom Requirement, Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
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 Residing Off-Post 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 Bedroom Requirement, Rank, DOR then ADL No.
3. Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
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]