



# Housing Assignment Policies

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

December 2013

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**Table of Contents**

<b>Table of Contents .....</b>	<b>2</b>
<b>Change Log.....</b>	<b>4</b>
<b>1 Introduction.....</b>	<b>7</b>
<b>2 Contact Information.....</b>	<b>7</b>
<b>3 Normal Housing Assignments.....</b>	<b>8</b>
3.1 General Information .....	8
3.2 Waiting List Policies.....	9
3.3 Accommodating Exceptional Family Member Residents .....	11
3.4 Requests for Retention of Family Housing .....	12
3.5 Confirmation of Housing .....	12
3.6 Housing Assignment Priorities .....	13
3.7 Civilian Assignment and Rent.....	14
3.8 Renewal of Leases for Priority 9-13 Residents.....	14
3.9 Foreign Military Personnel .....	15
3.10 House Sitting .....	15
3.11 Residents Who Wish to Move to a Different On-Post Residence .....	16
3.12 West Point Key and Essential Position List .....	17
3.13 West Point Housing Designated Quarters .....	18
<b>4 Summer Assignment Process (Housing Draw).....</b>	<b>19</b>
4.1 Purpose .....	19
4.2 General.....	19
4.3 Preparing the Available Quarters Lists .....	21
4.4 Preparing the Order of Selection Lists .....	21
4.5 Conduct of the Draw: .....	22
4.6 After the Draw.....	23
<b>5 Exceptions to These Policies.....</b>	<b>24</b>
<b>Appendix A: Military to Civilian Rank Equivalency Chart.....</b>	<b>25</b>
<b>Appendix B: Forms.....</b>	<b>26</b>
WEST POINT HOUSING - APPLICATION FOR HOUSING.....	27
HOUSING ASSIGNMENT FORM.....	28
LIMITED POWER OF ATTORNEY .....	29

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EXCEPTION TO POLICY REQUEST FORM ..... 30

## Change Log

### **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. The sequence of the CGO and FGO draws is now ambiguous allowing the Partnership to pick the best order based on home availability.
2. The deadline for submitting applications for housing has been moved from 9 April to 30 April.
3. The Summer Assignment Process now includes a policy for redeploying Soldiers
4. DA selected COLs with dependents will be protected to insure that they receive Senior Officer Housing.
5. 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, 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:
6. General: Reordered some paragraphs to a more logical sequence and modified some unclear language.
7. Added pre-assignment of PUSMAs and therefore deleted PUSMAs from Table 1.
8. Added pre-assignment of very large families (6+ bedroom requirement).
9. 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, November 2010**

Designated Lee Area Old and New Doubles as LTC only.

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**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 Housing Acceptance Form. The move-in date section was modified to reflect potential delays due to renovation.

**Changes to the Housing Policies, February 2012**

1. Changed the designated quarters for Foreign exchange officers from Lee Old or New Double to just Lee Area
2. Added verbiage to insure proper coordination of pre-assigned officers.
3. Added Academy Professors to the pre-assigned listing.
4. Added RTOs to the pre-assigned listing.
5. Modified SAP to allow all officers to pick a house designated for lower rank officers.
6. Modified SAP to clarify Key and Essential Status.

**Changes to the Housing Policies, October 2012**

1. Added a temporary housing paragraph.
2. Added the Community Manager to the Garrison Key and Essential List.
3. Modified the Designated Quarters list.
4. Consolidated and reordered pre-assignments in the SAP.
5. Changed Priority 2 in the SAP from 5+ bedroom requirement to 6+.
6. Modified the foreign officer rent rule to reflect the ground lease.
7. Amended the House Sitting Rule.
8. The policy on Sabbaticals and Senior Service College was rescinded in lieu of the amended House Sitting policy.
9. Made significant changes to the civilian rent policy modifying the rule that government employees pay rent equal to the BAH of their equivalent military rank.

**Changes to the Housing Policies, February 2013**

1. Added the long standing verbal policy of assigning housing to only priority 1-5 applicants.
  2. Added new policy on the termination of leases for priority 6-13 residents.
  3. Made various other small formatting changes.
  4. Significantly reorganized the structure of the entire document.
  5. Added a new section on ETP requests.
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**Changes to the Housing Policies, December 2013**

1. Global: Many minor changes to include formatting and heading structure.
  2. Section 3.2 (Waiting Lists): Modified to clarify the Eligibility Date for an applicant and to allow Soldiers to be assigned a home prior to their arrival based on their anticipated arrival date.
  3. Section 3.3 (Accommodating Exceptional Family Members): Simplified and clarified.
  4. Section 3.7 (Civilian Assignment and Rent): Set a fixed rent for the initial 3 years of civilian lease and disassociated civilian rent from BAH increases.
  5. Section 3.11 (Residents Who Wish to Move ...): Simplified the verbiage and added new Academy Professors.
  6. Section 3.12 (K&E Lists): Deleted the current list and marked it as "Under Revision".
  7. Section 3.13 (...Designated Quarters): Added the Garrison Commander, BTO, USMAPS Commandant, USCC CSM, and USAG CSM.
  8. Section 4.2 (SAP – General): Removed Academy Professors from pre-assignment before the SAP.
  9. Section 4.2 (SAP – General): Established a one-day Housing Draw. FGO in the AM. CGO in the early PM and unaccompanied officers last.
  10. Section 4.4 (SAP- List Preparation): Eliminated the priorities for off-post soldiers, redeployed soldiers, and large families. Instead included them in the "protection" procedure. The order of selection lists are now strictly by rank and DOR.
  11. App A: Included a military to civilian rank equivalency chart.
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## 1 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](http://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.

## 2 Contact Information

Phone: Call the Community Management Office at 845-446-6407 and a knowledgeable and friendly Resident Specialist will be happy to answer your questions and help you as much as possible 845-446-6407

Fax: You can fax many different documents to the Community Management Office at 845-446- 6936.

Mail: Community Management  
West Point Housing LLC  
132 Bartlett Loop  
West Point NY 10996

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## 3 Normal Housing Assignments

### 3.1 General Information

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) or Housing Draw 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. 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 - 3 bedrooms
    - b. Couple with 1 or 2 children - 3 bedrooms
    - c. Couple with 3 children - 4 bedrooms
    - d. Couple with 4 children - 5 bedrooms
    - e. Couple with 5 children - 6 bedrooms
    - f. 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. Lower priority applicants will only be offered housing if a significant excess of housing exists on West Point which the Community Manger 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 Project Director and installation leadership. If there is more than one home available, they will be given a choice of locations. Two refusals to accept the available housing will result in the prospect's name being moved to the bottom of the waiting list.
  5. **Soldiers are not permitted to sign for quarters until they have signed-in to the installation and in-processed through the RCI Housing Services (B695).**
  6. Personnel on a promotion list will be assigned housing designated for the grade to which they will be promoted. The resident must show proof of selection for promotion such as promotion orders.
  7. Residents, who are required to relocate due to the development plan, will be notified of the requirement by 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 normal assignment process.
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8. Temporary Housing: If there are no homes immediately available either during normal wait list assignments or because of the Summer Assignment Process (SAP), the Community Management Office may be able to offer temporary housing in a neighborhood that has low occupancy. The neighborhood may not be the appropriate grade designation and the home may not meet the resident's bedroom requirement. If the resident chooses to accept temporary housing the following policies applies:
  - a. The rent will be the Soldier's full BAH
  - b. If the resident stays in the temporary housing for a minimum of one month, the Project will pay a fixed amount to move the resident into permanent housing. This reimbursement is limited to a maximum amount equal to one month of the Soldier's BAH. The remainder of any and all moving costs incurred is the responsibility of the resident. Therefore, a partial delivery of HHG to the temporary housing is recommended.

### 3.2 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 determined by one of the following methods:
    - a. The date of departure from the resident's previous permanent duty station as evidenced by a signed DA Form 31.
    - b. The date authorized on official orders for pre-positioning of family members prior to a deployment. Soldiers should contact the Community Management Office as soon as possible to minimize confusion and reordering of the appropriate waiting list.
    - c. Residents that are returning from a dependent restricted tour can have their eligibility date adjusted to the date of their departure for that tour for up to fourteen months but may not displace anyone within the freeze zone.
  3. Soldiers may be assigned a home based on an anticipated arrival date at West Point if there is housing available. An Application for Housing (Appendix B) must first be received by the Community Management Office. Proof of assignment to West Point must accompany the application in the form of a valid set of Assignment Orders or Request for Orders (RFO).
  4. Waiting lists will be posted in the Community Management Office and on the web site and will be updated weekly.
  5. 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.
  6. 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.
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7. 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.
  8. 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.
  9. A first refusal to accept the available housing will result in no penalty or change of position on the waiting list. A second refusal to accept an available housing offer will result in the prospect's name being moved to the bottom of the waiting list.
  10. 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.
  11. 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.
  12. 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. An applicant's spouse may not accept, change or terminate housing without the special power of attorney.
  13. Due to the nature of their exceptional responsibilities, newly confirmed PUSMAs will move to a position on the Senior Officer Wait List just below the freeze zone.
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### 3.3 Accommodating Exceptional Family Member Residents

1. Every effort will be made to offer a UFAS accessible home to every qualifying resident with UFAS accessibility requirements.
  2. If a home designed for an UFAS 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 Lease addendum stating that they agree to move when and if an appropriate UFAS 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.
  3. 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.
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### 3.4 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 Exception to Occupancy Policy, 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.

### 3.5 Confirmation of Housing

Once a house has been assigned, the resident will be given a Confirmation Letter 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.

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### 3.6 Housing Assignment Priorities

1. The following priority list is taken from Article 15 b in the Ground Lease which is the principle legal document governing the Project and can only be changed by the Major Decision Process.
2. The Community Management Office will normally only offer housing to priority 1 through 8 personnel as described in the chart below. Housing may be offered to priority 9 through 13 personnel under exceptional circumstances and only with the consent of the Army partner.

#### 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

### 3.7 Civilian Assignment and Rent

Applicability - This policy refers to civilians that are assigned on-post housing when the West Point Housing Assignment Priority List (Section 3.6) is opened to Priority 9 and below.

1. Assignment: Civilians that are eligible for on-post housing will be offered housing that is appropriate for their position and financial status. The appropriate grade band and neighborhood will be determined by mutual agreement of the Partnership members.
2. Rent Policy: The Initial rent will be the average BAH for the grade designation of the offered home.
  - a. Senior Officer Home: Rent = COL BAH
  - b. Lee Double Home: Rent = LTC BAH
  - c. Field Grade Home: Rent = Average of LTC and MAJ BAH
  - d. Company Grade Home: Home: Rent = Average of 2LT, 1LT, and CPT BAH
  - e. SNCO Home: Home: Rent = Average of E7, E8, and E9 BAH
  - f. JNCO Home: Home: Rent = Average of E4, E5, and E6 BAH
3. The initial rent will remain fixed for the first three years of residency.
4. Subsequent to the initial rent period, every three years on the lease renewal date, the rent will be adjusted to match current market conditions as determined by both members of the Project Partnership.

### 3.8 Renewal of Leases for Priority 9-13 Residents

Applicability: This policy applies to residents who were offered and accepted an offer of housing as a priority 9-13 as defined in Article 15 b of the West Point Housing Ground Lease (See Housing Assignment Priorities in this document). If a resident's priority level changes during their period of occupancy, they must immediately report their new status to the Community Management Office for adjudication of their eligibility for residency. (Example: Originally assigned housing as a priority 11 DOD civilian working at West Point and then leaves government service. New priority is 13 and will not be allowed to continue in residency.)

1. Priority 9-13 residents who are living on-post as the result of an offer of housing from West Point LLC and are residents in good standing will be guaranteed residency in that home for a minimum of three years.
  2. During the last two weeks of March every year the Project will evaluate all leases for priority 9-13 residents to determine if they should be renewed or terminated. The projected supply and demand of homes for priority 1-8 personnel will be the primary factor in determining renewal or nonrenewal. If the Project determines that there will be a deficit of homes for prospective incoming priority 1-8 residents, then priority 9-13 residents can be identified for termination of their leases.
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3. The Community Manager and Assistant Manager will group all priority 9-13 residents by 24 March of each year into two categories: (1) leases to be renewed, and (2) leases to be terminated. The final decision for termination will be made jointly by the Project Director and the Garrison Commander (or his designated representative) by 31 March of each year. WPH Community Management Office will then immediately notify all priority 9-13 residents of their status. Residents whose leases will be terminated must receive 60 days' notice in writing.
4. The following criteria will be used to select residents for termination of their lease:
  - a. The resident must currently be a priority 9-13 resident.
  - b. The resident must have resided on-post contiguously for a minimum of three years.
  - c. Lower priority residents will be selected before higher priority residents.
  - d. There are no other suitable homes for the inbound priority 1-8 personnel.
5. Priority 9-13 residents who are offered on-post housing will be made explicitly aware of this policy at the time of the offer and at all lease signings. They will receive a written copy of the policy and sign an addendum to their lease each time they execute a lease.
6. Yearly, on the first business day in April, all priority 9-13 residents that have been selected for renewal of their leases must report to the Community Management office and sign a new lease and addendum which will guarantee another full year of on-post residency. This annual lease renewal applies to all priority 9-13 residents regardless of the three year residency status.

### **3.9 Foreign Military Personnel**

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

Primary Policy: Rent will be an amount equivalent in US dollars to the US military BAH with dependents for the resident's equivalent US military grade as determined by the West Point RCI Office.

Organizational sponsors are encouraged to negotiate a stipend equal to full BAH for their foreign military personnel.

Alternate Policy: If the primary policy results in a financial hardship for the resident then the following policy becomes effective. As per the Ground Lease, foreign military personnel shall be charged rent according to their country's determination of an equivalent BAH rate. A higher rate can be negotiated as long as it is reasonable and does not create a financial hardship for the resident. If the foreign military personnel do not receive a BAH equivalent, the parties shall agree to a rate.

### **3.10 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:

1. A resident can arrange to have their home enter into a House Sitting status if:
  - a. The original resident is permanently assigned to West Point.

- b. The temporary absence is no more than 1 year.
  - c. A house sitter has been identified that qualifies for housing on West Point and is either equal in rank or within two grades of the original resident (i.e. a MAJ can house sit for a COL but not a CPT)
2. The original lessee must give at least 30 days' notice to the Community Management Office. Once the proper house sitting arrangements are made, the Community Management Office will issue a letter guaranteeing the reassignment of the current home when the resident returns. The Community Management Office will terminate the original resident's lease and execute a new lease for the house sitter.
3. The original resident must give at least 30 days' notice of their return to West Point to the Community Management Office. The house sitter's lease will be terminated at a date that allows adequate Change of Occupancy Maintenance (COM) to be conducted in coordination with the returning original resident. When the original resident returns a similar action will occur restoring the lease to the original resident.
4. West Point Housing LLC is not responsible for any associated moving costs.

### **3.11 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: An on-post resident that meets any one of the criteria below can place their name on the appropriate waiting list at any time. 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.

Intra-Post Moving Criteria:

1. A documented promotion that entitles the resident to a higher grade of housing. Generally, this includes promotion from E6 to E7, CPT to MAJ, and LTC to COL. Additionally, when promotions from MAJ to LTC are announced, all new promotable MAJs can go on the Wait List for a Lee Double.
  2. The resident's bedroom requirement changes (i.e. a new baby).
  3. A documented selection to Academy Professor.
  4. More than three years residency at the same home
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### **3.12 West Point Key and Essential Position List**

Residents should be aware that there are at least two different types of Key and Essential Status at West Point, (1) K&E for Mission and (2) K&E for Housing. Having one does not infer the other. Also, K&E for Housing Status is attached to a position and not an individual. To obtain K&E for Housing Status, an individual must be serving in one of the positions listed below. The following list is nominated by the Garrison Commander and approved by the Superintendent.

#### **KEY AND ESSENTIAL LIST - MILITARY**

#### **KEY AND ESSENTIAL PERSONNEL - CIVILIAN**

# **Under Revision**

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### 3.13 West Point Housing Designated Quarters

<u>BY POSITION</u>	<u>QUARTERS</u>
Superintendent	100
Commandant of Cadets	101
Dean	102
Garrison Commander	118A
USMA Chief of Staff	103A
Professors USMA*	103B, 105A, 105B, 107A, 107B
USMA Chaplain	60
Brigade Tactical Officer	Old English North
Regimental Tactical Officers (4)	Lee Doubles
Commandant USMAPS	Lee Doubles
Command Sergeant Major – USMA	61
Command Sergeant Major – USCC	112
Command Sergeant Major – USAG	113
Command Sergeant Majors and Sergeant Majors**	403, 405, 407
Members of the USMA Band***	421 A-O, 422 A-Q
Foreign Military Personnel	Lee Area (if possible)
 <u>BY GRADE</u>	 <u>QUARTERS</u>
O5, CW5, MAJ(P)	(Lee Doubles)

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

\*\* Command Sergeant Majors will have priority over Sergeant 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.

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## **4 Summer Assignment Process (Housing Draw)**

### **4.1 Purpose**

1. 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 (1<sup>st</sup> 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).
2. 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.
3. To assure a maximum number of officers an opportunity to select and occupy the quarters of their choice when available for occupancy.

### **4.2 General**

1. 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 earlier in these Policies.
2. Normal waiting list procedures 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.
3. 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.
4. 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.
  - a) Senior Officers (COL): Most Senior Officers will participate in the Senior Officer Draw. However, the categories below will be pre-assigned in the following priority.
    - i) 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.

- ii) Newly congressionally confirmed Professors, USMA, not already living in senior officer quarters. 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.
    - iii) The Brigade Tactical Officer
  - b) Field Grade Officers (LTC, MAJ): Most Field Grade Officers will participate in the Field Grade Officer Draw. However, the categories below will be pre-assigned in the following priority.
    - i) The Commandant of the USMA Prep School and newly arriving USMA Regimental Tactical Officers will be pre-assigned a Lee Area Double (if available) 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.
    - ii) USMA Foreign Exchange Personnel will be pre-assigned a Field Grade home of appropriate bedroom requirement in Lee Area if possible. This assignment will be closely coordinated with the sponsoring USMA office.
  - c) Field Grade Officers with 6+ bedroom requirements will be pre-assigned to available oversize homes only if there is no one remaining on the standing Oversize Unit Waiting List . Assignment preference will be by rank, date of rank, then ADL. There are nine oversized homes Q42 A/B/C, Q45 A/B/C, and Q48 A/B/C. Officers in this category who are not pre-assigned a home can enter the normal housing draw.
5. The Housing Draw will occur on the following dates as indicated:
- a) The housing selection draw 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.
  - b) The housing selection draw for field grade and company grade officers will occur on the first Wednesday following the USMA graduation. The specific date will be determined each year and communicated to applicants for housing by the Community Manager. On that date:
    - i) Field grade officers will select housing beginning at 0900\*.
    - ii) Company grade officers will select housing beginning at 1400\*.
    - iii) All unaccompanied officers will select housing beginning at 1600\*
- \* Subject to change. Participants will be notified at least 24hrs in advance if there is a change.
- c) The preferred location is Randall Hall adjacent to Michie Stadium with parking in A Lot. However, this is subject to change. The Community Manager will confirm the location each year and notify the participants.
6. 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.
-

### 4.3 Preparing the Available Quarters Lists

1. Community Management will initially publish a forecast of quarters available in the Draw to Housing Coordinators by 1 May each year. , Community Management will update the list weekly until the morning of the Draw and will distribute a final up-to-date list at the Draw. Participants should understand that this list is tentative and subject to change since it is based on estimated dates provided by departing individuals and maintenance managers.
2. 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.

### 4.4 Preparing the Order of Selection Lists

1. 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. In order to participate in the Draw, applications for housing must reach West Point Housing LLC, Community Management in writing prior to the day before the Draw.
  2. Personnel that are eligible to participate in the Draw are military officers and Key & Essential civilians who fall into normal assignment priority categories one through eight as described in the Housing Assignment Priorities in this document.
  3. Community Management will prepare four draw lists by rank category:
    - a) Senior officers (O-6)
    - b) Field-grade officers (FGOs)
    - c) Company grade officers (CGOs).
    - d) Single Officers
  4. 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.
  5. 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.
  6. Order of assignment for all eligible personnel competing in the Housing Draw will be first by Rank, then Date of Rank, and lastly Active Duty List if needed. (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.)
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7. Incoming personnel are responsible for checking with the Community Management Office prior to the draw to ensure that their position on the Order of Selection is correct.
8. The Order of Selection Lists will also include Protected Status information (see Conduct of the Draw below) to include:
  - a. Key and Essential Personnel: As designated in the West Point Key and Essential Position List.
  - b. Off-Post: Personnel living off post and on a waiting list for on-post housing before 1 March.
  - c. Redeployed: Personnel reporting to West Point immediately following a dependent-restricted tour.
  - d. Bedroom Requirement: Personnel that have a four or greater bedroom requirement.

### **4.5 Conduct of the Draw:**

1. 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.
  2. 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. The approved proxy form can be found in the Forms section of this document.
  3. Participants will be called upon sequentially in accordance with the prepared Order of Selection Lists to verbally select their quarters from the appropriate Available Quarters List. Quarters selections are final. After selecting a home, participants must immediately sign a letter of acceptance before they leave the Draw and must be prepared to sign a lease within seven days of the availability date.
  4. Certain participants in the Draw will be protected to insure that they are offered an appropriate home, if available, while still respecting rank and time in service. Participants will select quarters IAW the Housing Draw Order of Selection, until the number of appropriate homes remaining equals the number of participants for any of the protected categories. At that point, the order of the draw will deviate and jump to the protected participants only. If a protected participant passes on an appropriate home, then the order of selection will return to the interrupted point in the selection order. Therefore, if a protected officer declines an appropriate home, they effectively lose their priority. When all protected participants have been offered an appropriate home or all of the appropriate 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 protected participants remain in the draw after all appropriate homes have been offered, they will be offered a remaining home by rank and ADL along with all remaining participants.
  5. Officers filling a Key & Essential position as designated in the official West Point Key and Essential Position List (which is part of this document) will be protected during the draw as described above. Key and Essential status does not move an officer higher in the Order of Selection List while appropriate housing is still available.
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6. 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.

#### **4.6 After the Draw.**

1. 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.
  2. Inbound personnel should call the West Point Housing LLC, Community Management Office (845-446-6407) for a Move-In Appointment. Residents must sign a lease within 14 calendar days of the availability date of their selected home 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.
  3. Individuals making an intra-post move must terminate their old quarters within seven calendar days of signing for their new quarters.
  4. Officers selecting 2 bedroom homes will be permitted to immediately go on the waiting list for an appropriately sized home.
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## 5 Exceptions to These Policies

1. These policies cannot cover every situation for every Family. Therefore, exceptions to these policies can be granted on a case-by-case basis. However, exceptions will only be granted under unusual and extenuating circumstances that together constitute a **compelling reason** to deviate from the established policies. A reason becomes compelling if the average, reasonable person would agree that the circumstances surrounding the request are extraordinary and therefore requires special consideration beyond these published rules.
  2. Exceptions to Policy (ETP) are granted by the Community Management Office but are adjudicated by the ETP Evaluation Committee. The three members of that committee are:
    - a. The Project Director
    - b. The Garrison Commander or his designated representative, the RCI Asset Manager
    - c. The Community Manager
  3. The procedure for submitting and adjudicating an Exception to Policy is as follows:
    - a. The resident completes an Exception to Policy Form and submits it to the Community Management Office. The ETP form can be found in Appendix B of this document. Applicants must insure that all the requested information is provided on the form. Most importantly, they must insure that a compelling reason is provided. Any documents that support the request should be submitted with the ETP form.
    - b. The Community manager will provide the completed ETP Form to the ETP Evaluation committee for adjudication. All three members will provide a recommendation to either approve or disapprove the ETP request. Any member can ask for clarification of existing information or additional information. Committee members have two working days to respond to the Community Manager with their decision.
    - c. The ETP is approved upon the unanimous agreement of all committee members. The ETP is disapproved if any one committee member votes for disapproval.
    - d. Within two days of the final decision, the Community Manager will convey the decision to the requestor to include the rationale for either approval or disapproval.
    - e. If new circumstances or information arises, a disapproved ETP can be resubmitted for reconsideration.
  4. An administrative fee of up to \$500 may be charged to the resident to offset costs associated with the ETP that are incurred by the Project.
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**Appendix A: Military to Civilian Rank Equivalency Chart**

<b><u>Military</u></b>	<b><u>GS</u></b>	<b><u>Title 10</u></b>	<b><u>DOD Teachers</u></b>	<b><u>NAF</u></b>	<b><u>Wage Grade</u></b>
O-7 thru O-10				NF6	
O-6	GS-15	Full Professor	Superintendent /Asst. Superintendent	NF5	
O-5/W-5	GS-13/14	Associate Professor	Principal /Assistant Principal	NF5	WS14-19, WL-15
O-4/W-4	GS-12	Assistant Professor	Teacher with >10 years svc		
O-3/W-3	GS-10/11		Teacher with <10 years svc	NF4	WS8-13
O-2/W-1/2	GS-8/9			NF3	WL6-14
O-1	GS-7			NF3	WG12-15
E-7 thru E-9	GS-6			NF3	WS1-7
E-5 thru E-6	GS-5			NF3	WL1-5/WG9-11
E-4	GS-4			NF2	WG1-8
E-1 thru E-3	GS 1/2/3			NF1	WG1-8

## **Appendix B: Forms**

The following pages contain forms that are used by the Community Management Office for various purposes. Prospective and current residents are encouraged to print these forms and mail, email, or fax them to the Community Management Office as needed.

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## WEST POINT HOUSING - APPLICATION FOR HOUSING

SPONSOR							
Name:			SSN:		DOB:		
UIC:		DOR:	Branch of Service:		Rank:		
Installation Assignment:		Home Phone:	Duty Phone:		Cell Phone:		
Arrival Date:		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 Assignment:		Home Phone:	Duty Phone:		Cell Phone:		
Arrival Date:		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:	Name:	DOB:	Relationship:		
VEHICLE							
Make:	Model:	Year:	Color:	Reg. #:	Tag #	State	Decal #
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:		

## 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

**LIMITED POWER OF ATTORNEY**

I, \_\_\_\_\_,

residing at \_\_\_\_\_,

hereby appoint \_\_\_\_\_,

residing at \_\_\_\_\_,

as my 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]

## EXCEPTION TO POLICY REQUEST FORM

- Medical       EFM Status       Housing       Other  
 Medical Documentation

*In order for this request to be processed, the service member will need to complete this form and deliver it to the Balfour Beatty Communities Management Office at 132 Bartlett Loop, West Point N.Y. Phone: 845-446-6407, fax: 845-446-6936.*

Request Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Names of Persons Staying in the Home: \_\_\_\_\_

Command Contact: \_\_\_\_\_ Command Phone: \_\_\_\_\_

Rank: \_\_\_\_\_ PRD: \_\_\_\_\_

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Nature of the Exception: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Resident Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

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***For Office Use Only:***

*Resident Specialist:* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Request Approved:* \_\_\_\_\_ *Request Denied:* \_\_\_\_\_

*Managers Signature* \_\_\_\_\_

*Note:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_