

19 May 2010

MEMORANDUM FOR HOUSING COORDINATORS

SUBJECT: 2010 Housing Draw

1. The 2010 Housing Draw is scheduled for 2 and 3 June in Randall Hall Auditorium at 0900 hrs. Field Grade officers will draw on 2 June. Company Grade officers will draw on 3 June.
2. I have attached 4 documents to this memorandum.
  - a. Summer Assignment Policy (SAP) – this document governs the process.
  - b. Tentative Housing Availability list – this list contains the most up to date available information about what houses will be in the draw and when they are expected to be ready for occupancy. This information changes daily. Please advise incoming officers that this list is subject to change up to the start of the actual draw process.
  - c. Field Grade Order of Merit List – Officers are listed in the priority established in the SAP. Request you have officers verify their rank, date of rank and bedroom requirement.
  - d. Company Grade Order of Merit List - Officers are listed in the priority established in the SAP. Request you have officers verify their rank, date of rank and bedroom requirement.
3. If an officer wishes to correct any of his or her information, they should contact Mike Colacicco (938-5948) or Eileen Kaczkin (938-2500) in the RCI office no later than 27 May. E-mail addresses are [Michael.colacicco@usma.edu](mailto:Michael.colacicco@usma.edu) or [Eileen.kaczkin@usma.edu](mailto:Eileen.kaczkin@usma.edu).
4. An update will be sent out next Thursday, 27 May. The final lists will be available at the housing draws. Changes from the 27 May list will be announced at the draws.
5. Request that you provide the attached information to all incoming officers.

Michael F. Colacicco  
RCI Project and Assets Manager



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

March 2010

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 West Point Housing LLC, Housing Assignment Policies.

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) 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.

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. 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 drawing. 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 quarters 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. 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

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** may select quarters in the category class of housing in the grade to which they will be promoted.

e. 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.

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.
- 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 Drawing:

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 example.

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. DA Centrally Selected Colonel Commanders with dependents will be protected to insure that they receive senior officer housing.

f. 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 quarters 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 set of quarters, then the draw proceeds to the next participant with a four bedroom requirement. When participants with a four bedroom requirement have been offered a set of quarters or all of the four bedroom quarters have been offered, the order of selection will return to the interrupted point in the selection order if

any quarters remain. If participants with four bedroom requirements remain in the draw, they will be offered a three bedroom set of quarters by rank and ADL when the number of three bedroom quarters equals the remaining participants with a four bedroom requirement.

g. Officers may NOT select any quarters that are less than that authorized by grade unless they are filling a Key & Essential position. Such officers are guaranteed an offer of on-post housing.

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 Drawing.

a. Officers may decline to participate in the Housing Draw and Community Management will place them on the appropriate Waiting List after the Housing Draw with an eligibility date of their application date.

**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.

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	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:

- 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.
- If two or more are newly Congressionally Confirmed, then assignment will be by rank, date of rank.
- Order will be by Bedroom Requirement, Rank, DOR then ADL No.
- Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
- 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:

- 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.
- Order will be by Bedroom Requirement, Rank, DOR then ADL No.
- Order will be by DOR then ADL No. Bedroom requirement will be protected as described in 4.b.
- 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 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.

## FIELD GRADE AVAILABILITY

(As of 1200 hrs, 19 May 2010)

Address	BR	Date	Grade	Area
309 B Alexander Place	5	6/23/2010	Field Grade	Grey Ghost
311 A Winans Place	5	6/10/2010	Field Grade	Grey Ghost
243 B Barnard Loop	4	7/3/2010	Field Grade	Lee
309C Alexander Place	4	6/21/2010	Field Grade	Grey Ghost
309D Alexander Place	4	1st wk August	Field Grade	Grey Ghost
310 A Winans Place	4	7/16/2010	Field Grade	Grey Ghost
312 D Winans Place	4	6/19/2010	Field Grade	Grey Ghost
313 C		Approx late July early Aug ODIA		
314 A South Moore loop	4	6/24/2010	Field Grade	Grey Ghost
314 C S Moore Loop	4	June/July No Orders Yet	Field Grade	Grey Ghost
315 A South Moore Loop	4	7/31/2010	Field Grade	Grey Ghost
315 B South Moore Loop	4	6/25/2010	Field Grade	Grey Ghost
315 D S Moore Loop	4	end June, early July	Field Grade	Grey Ghost
315 F So Moore loop	4	6/23/2010	Field Grade	Grey Ghost
3230 Meigs Rd.	4	6/30/2010	Field Grade	Stony I
3336 East Continental Rd.	4	8/31/2010	Field Grade	Stony I
3338 East Continental Rd.	4	8/31/2010	Field Grade	Stony I
3340 East Continental Rd. (UFAS)	4	8/31/2010	Field Grade	Stony I
150C Lee Road	3	6/19/2010	Field Grade	Lee
155 A Gardner loop	3	7/14/2010	Field Grade	Lee
170 A Lee Road	3	7/7/2010	Field Grade	Lee
211C Barry Road	3	6/11/2010	Field Grade	Lee
530 B Winans Rd.	3	7/3/2010	Company Grade	New Brick
531 A Winans Road	3	7/9/2010	Company Grade	New Brick
532A Winans Road		estimated 7/15/2010 ODIA	Company grade	New Brick
534 B Winans Rd.	3	6/26/2010	Company grade	New Brick
535 A Winans Rd.	3	6/19/2010	Company Grade	New Brick
537 B Winans Rd.	3	7/24/2010	Company Grade	New Brick
541 B Winans Rd	3	6/16/2010	Company Grade	New Brick
542 B Winans Road	3	7/17/2010	Company Grade	New Brick
546 A Winans Rd	3	Mid July	Company grade	New Brick
549 B Winans Rd.	3	6/18/2010	Company grade	New Brick
216C Barry Rd	3	This summer No orders yet	Field Grade	Lee
3220 Meigs Rd.	3	6/30/2010	Field Grade	Stony I
3226 Meigs Rd.	3	6/30/2010	Field Grade	Stony I
3228 Meigs Rd.	3	6/30/2010	Field Grade	Stony I

3236 Meigs Rd.	3	6/30/2010	Field grade	Stony I
3337 East Continental Rd.	3	8/31/2010	Field Grade	Stony I
3339 East Continental Rd.	3	8/31/2010	Field Grade	Stony I
3341 East Continental Rd.	3	7/30/2010	Field Grade	Stony I
3343 East Continental Rd.	3	7/30/2010	Field Grade	Stony I
3345 East Continental Rd.	3	7/30/2010	Field Grade	Stony I
551 A Connor Loop (UFAS)	3	7/10/2010	Field Grade	New Brick
556B Connor Loop	3	6/28/10??	Field Grade	New Brick
557 B Connor Loop	3	7/13/2010	Field Grade	New Brick
561 B Connor Loop	3	About 8/6/10	Field Grade	New Brick
562 A Connor Loop	3	7/6/2010	Field Grade	New Brick
564A Connor Loop	3	7/10-7/31/10	Field Grade	New Brick
564 C Connor Loop	3	Approx 6/28/10	Field Grade	New Brick
566B Connor Loop	3	Mid June	Field Grade	New Brick
567 A Connor loop	3	7/10/2010	Field Grade	New Brick
567 C Connor Loop	3	6/3/2010	Field Grade	New Brick
569 A Connor loop	3	7/23/2010	Field Grade	New Brick
570 C Connor loop	3	6/11/2010	Field Grade	New Brick
571 C Connor Loop	3	6/26/2010	Field Grade	New Brick
573 B Connor loop	3	6/5/2010	Field Grade	New Brick
588 A Connor Loop	3	6/12/2010	Field Grade	New brick
589A Connor Loop	3	7/5/10?	Field Grade	New Brick
10 A Thayer Rd		Estimated -7/10/10		
10 B Thayer Rd.	2	6/1/2010	Field Grade	Special Category
114C Washington Rd	2	end July	Field Grade	North Apartments
114 D Washington Rd.	2	6/1/2010	Field Grade	North Apartments
114H Washington Rd.	2	6/1/2010	Field Grade	North Apartments
127 B Biddle loop	2	6/1/2010	Field grade	Special Category