



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FOR INSTALLATIONS, ENERGY, AND ENVIRONMENT
110 ARMY PENTAGON
WASHINGTON, DC 20310-0110

SAIE-IHP

6 JUL 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Residential Communities Initiative (RCI) Wait List Procedures

1. References:

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

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

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

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

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

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

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

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

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

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

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



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