

INFORMATION PAPER

SUBJECT: Wait List Procedures for Fort Sam Houston Family Housing, Limited Partnership (FSHSH, LP) on Joint Base San Antonio-Fort Sam Houston (JBSA-FSH)

1. **PURPOSE:** To provide an overview of Wait List Procedures.
2. **BACKGROUND:** The Residential Communities Initiative (RCI) program is the cornerstone of the Army's plan to eliminate inadequate family housing in the U.S. and ensure adequate housing for the long term. Quality affordable, sustained housing is a key well-being issue, and a significant contributor to retention and readiness. The Military Housing Privatization Initiative (MHPI) Act, passed in 1996, provided the military Services with alternative authorities for the construction and improvement of military housing.
3. **DISCUSSION:**
 - a. The **relationship** under housing privatization is a business partnership, not a **contract/contractor** relationship. The privatized housing partnership between the Secretary of the Army and Lincoln Property Company is Fort Sam Houston Family Housing, Limited Partnership (FSHSH, LP). Lincoln Military Housing (LMH) is the managing member for the privatized housing on JBSA-FSH.
 - b. Under **Joint Basing Rules**, all Services may reside in privatized housing on JBSA-FSH and follow the terms of the Tenant Lease Agreement just like community rental housing.
 - c. The Senior Army Commander, Fort Sam Houston and Camp Bullis will provide the **Key and Essential List** for housing to LMH. This list will be updated and changed as necessary. LMH does not participate in the Key and Essential List selection process.
 - d. **Disputes** regarding the wait list or your home should be worked out with LMH through your Village Manager, the District Manager, or the Operations Director. If a dispute cannot be resolved through LMH, the Installation RCI Asset Manager will engage and mediate the dispute. If the dispute can't be resolved at this level, you have the option of seeking independent legal guidance to resolve the dispute.
 - e. **Military regulations** are not applicable in privatized housing on JBSA-FSH. Residents are required to follow the LMH lease agreement and community policies as outlined in the lease documents.
4. **RENTAL AND OCCUPANCY REQUIREMENTS.** The privatized housing project is operated as a residential rental development for permitted tenants. LMH will offer homes for rent consistent with the following priorities:

CATEGORY	PRIORITY
Key and Essential to include accompanied or unaccompanied military or civilian personnel assigned or attached for duty at the installation.	1
Accompanied military personnel assigned or attached for duty at the installation.	2
Accompanied military personnel assigned or attached for duty within a 50 mile radius of the installation.	3
Unaccompanied family members of military personnel.	4
Unaccompanied military personnel (married and single) assigned or attached for duty as stated in (2) or (3) above.	5
Retired military personnel and spouses or widowed spouses of retired military personnel.	6
Department of Defense (DoD) and Federal Agency civilians (other than designated Key and Essential Personnel).	7
DoD Contractors	8
Non-military or non-DoD or non-Federal Agency personnel not included in priority categories 1-8 (general public).	9

Priority categories 4 through 9 must be approved by the Secretary of the Army and the project must meet certain criteria before offering homes in these categories.

5. WAIT LIST PROCEDURES:

- a. Service Members are eligible to apply for on-post housing once you receive orders to JBSA-FSH. In order to complete the application process and be placed on the wait list, you will also need to provide the following documents:
 - (1) Copy of assignment orders with all amendments
 - (2) Documentation reflecting date of departure from last duty station (Army-DA 31, Navy/Air Force/Marine stamped orders)
 - (3) Copy of most recent Form DD1172 (DEERS Enrollment)
 - (4) Hardship Tour Documentation (ORB/ERB/Deployment Orders)
 - (5) Custody Paperwork
 - (6) Current End of Month LES
 - (7) Additional documentation may be required for dual military, foreign military, or students.
- b. Once your application and all supporting documentation have been received and approved, you will be placed on the appropriate wait list in an ADMIN HOLD Status.
- c. You will not progress on to the active wait list or be offered a home until you have signed out of current duty station and signed into JBSA-FSH. You will have 30 days from the date you sign into JBSA-FSH to apply for housing and receive an adjusted eligibility date. Failure to provide a DA31 or stamped orders in a timely manner will result in your losing your eligibility date and receiving a new date effective the date you provide the correct documentation.

- d. Housing wait time on JBSA-FSH is based on your pay grade and bedroom requirements. If you request a specific housing area, your wait times will increase. Homes will be offered on a first-available basis.
- e. The waitlist changes constantly as homes are leased and new applications are processed. For the most up to date information on your waitlist location, we encourage you to contact your Service Manager or Village Manager.
- f. Wounded Warrior, Medical Hold Service Member, or EFMP status does not constitute priority placement on JBSA-FSH housing wait lists. Requests for medical priority are processed through the RCI Office.

6. ELIGIBILITY DATES AND WAIT TIMES. There are two important factors that determine your position on the waitlist – eligibility date and category priority.

- a. For most Service Members who apply, the eligibility date is the date of sign out from the last duty station. If it has been longer than 30 days from the time you reported to JBSA-FSH, your eligibility date is the date you complete all the required documentation to apply for housing.
- b. After eligibility date is established, the next factor in your position on the wait list is priority. Our priority is a tiered system (See Chart on page 2).
- c. Once you are placed on a waitlist, your placement on the list is not guaranteed. You can be displaced on the list for the following reasons:
 - (1) Service Member has a greater sequence priority.
 - (2) Service Member is assigned to a Key and Essential Position.
 - (3) Service Member is recommended for medical priority.
 - (4) Service Member is added to the list with an earlier eligibility date.
 - (5) Service Member is given credit for dependent restricted tours. Service Members that are assigned to a location to which transportation of dependents was restricted could receive a maximum 14-month credit. For example: Service Member is assigned to Korea and the military determines the dependents are not authorized to be located at the Korea assignment. The Service Member completes 12 months in Korea without his dependents. The Service Member would be given 12 months credit from his assignment date to JBSA-FSH on his eligibility date.
 - (6) Service Member is given deployment credit. Service Members that PCS to JBSA-FSH within 90 days of returning from deployment could receive a maximum 14-month credit. For example: Service Member is deployed to Afghanistan on 1 April 2011 from Fort Campbell, returns to Fort Campbell from Afghanistan on 31 March 2012, and PCSs to JBSA-FSH with a report date of 31 May 2012. The Service Member would be given a credit of 365 days from his assignment date to JBSA-FSH on his eligibility date.
 - (7) Service Member chose to remove themselves from the list.
 - (8) Service Member accepts a home offer.

- d. You will be removed from the waitlist and must reapply for a new eligibility date if LMH contacts you and you do not respond within two weeks.
 - e. You can retain your eligibility number on the waitlist if you are in a lease off-post. However, if you are in an extended lease greater than one year in length, your name will be removed from the wait list and you will be permitted to retain your original eligibility date if you determine you wish to have housing on-base. LMH will provide you with a letter stating you are being removed, why, and what your honored eligibility number will be if this situation is applicable to you.
 - f. All requests for exception must be submitted in writing with supporting documentation.
 - g. All requests for medical exceptions for priority housing to include Wounded Warriors, Medical Hold Service Members, or EFMPs must be processed through the RCI office. Approved medical priority exceptions are placed at the top of the appropriate wait list based on their category and priority sequence. The eligibility date for approved medical priority exceptions will be based on the approval date. For example: a Priority Category 2 E6 with a 3-bedroom requirement and a Priority Category 1 O6 with a 4-bedroom requirement are approved for medical priority; the E6 would be placed at the top of the 3-bedroom E1-E6 wait list and the O6 would be placed at the top of the 4-bedroom O6 wait list with the approval date of each request as the eligibility date.
 - h. Based on the availability at the time of home offer, a maximum of four homes may be offered to you before reapplication is required, resetting your eligibility date to the date of reapplication. However, if a specific offer of housing is declined at anytime, LMH may elect to remove your name from the wait list.
 - i. Service Members who are assigned to a position on the Key and Essential list for housing and are waiting on a home to become available have priority over those Service Members who live in housing on-base but on the wait list for another home.
 - j. You have 24 hours to accept or decline the offer once given in writing. No response within 24 hours is considered a declination and the home will be offered to another person on the waitlist. After 4 declinations, you will be removed from the waitlist.
 - k. You may not be on more than one wait list at any time.
 - l. You are responsible for keeping LMH informed of your contact information and current living situation such as off-post housing lease expiration.
 - m. Wait lists will be kept current and made available to Service Members on the wait list for review at the housing office.
7. For additional information regarding the waitlist, contact your LMH Village Manager.

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