



DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600

DAIM-ZA

JUL 23 2010

MEMORANDUM FOR Deputy Commanding General, Installation Management  
Command, 2511 Jefferson Davis Highway, Arlington, Virginia 22202

SUBJECT: Residential Communities Initiative (RCI) Resident Wait List Procedures

1. The purpose of this memorandum is to forward the Resident Wait List Procedures for privatized housing (attached), as developed by the Army and RCI Privatization Partners, for all future residents applying for RCI housing developments.
2. These procedures are in response to an Army Family Action Plan (AFAP) issue raised in late 2009 that highlighted how Soldiers and Families wanted some consistency in procedures as they applied for RCI Projects at RCI's 44 installations. With implementation of these procedures, Resident Waiting list procedures will be the same across the Army's RCI portfolio. I endorse and fully support our joint efforts to improve the RCI housing experience for our Soldiers and their Families, and I expect widest dissemination throughout the Installation Management Command.
3. Questions relating to clarification of these procedures should be directed to my point of contact, Mr. Ivan Bolden, Chief, Public/Private Initiatives Division at (703) 601-2603, [Ivan.Bolden@hqda.army.mil](mailto:Ivan.Bolden@hqda.army.mil).

Rick Lynch  
Lieutenant General, GS  
Assistant Chief of Staff  
for Installation Management

Encl

CF:  
Office of Army General Counsel  
Deputy Assistant Secretary of the Army (I&Hs)  
Director, Installation Services Directorate, Office of the Assistant Chief of Staff of  
Installation Management  
Director, Northeast Region, Installation Management Command  
(CONT)

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SUBJECT: Residential Communities Initiative (RCI) Resident Wait List Procedures

Director, West Region, Installation Management Command  
Director, Pacific Region, Installation Management Command  
RCI Garrison Commanders and Asset Managers  
RCI Privatization Partners

**Residential Communities Initiative (RCI), Waiting List Procedures**  
**1 August 2010**

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 new duty station as verified by orders

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
- Copy of most recent Form DD1172 (DEERS Enrollment)
- Applicants will be required to present valid identification and DA-31, (or other services' equivalent), during processing of Housing Application or upon initial visit to the local housing office.

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 position with a completed rental application and will not be offered a home until all required documentation is received.

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. All supporting documentation must be provided at the time of application or within ten (10) business days of the application submission. The waitlist application will be placed in administrative hold until all documentation has been received.

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 that applicants who 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.