

USAWC Student Housing Assignment Information

1. Congratulations on being selected to attend the U.S. Army War College (USAWC). As you may know, Carlisle Barracks does not have a sufficient number of government quarters to accommodate the entire class; therefore, some students will be required to reside off post. Our ability to determine eligibility for government quarters is contingent upon your prompt and accurate submission of the Housing Survey/Application Data portion of the U.S. Army War College and Carlisle Barracks' Student Questionnaire. You should have been provided a User ID and password so you can complete your application online. If you did not receive your User ID and password you should contact the Human Resources at 717-245-3615 or DSN 242-3615.

2. Your response provides us with the critical information needed to determine your housing requirement. Please be sure to include all pertinent data on your application so that we can properly categorize you for housing. Please include your rank, date of rank, and promotable status as of **15 May 2003**. Although government civilian students are not eligible for on-post government quarters, assistance for obtaining off-post housing is available. It is important that all students reply to the housing portion of the questionnaire. Attached for your information are extracts of CBKs Reg 210-4, Appendix C, Senior Officer (O6) Housing Assignment Policy and Appendix E, AWC Student Housing Policy.

3. U.S. Military applicants for government family quarters are categorized by bedroom requirements. Two, three, and four bedroom quarters are in the student family housing inventory.

a. Carlisle Barracks allows each dependent child a bedroom for determining bedroom requirement. You are asked on the questionnaire whether or not a child will be attending college and not be residing with you at Carlisle (at any time during your tour), and to asterisk those who fall into that category. This affects bedroom requirements determination. Applicants are considered a minimum three-bedroom requirement in the initial stage of the Student Billeting Plan. At this stage of the plan promotable students will have precedence over non-promotable students in each bedroom category. Please be sure to indicate promotable status by listing your sequence number in the appropriate block of your application.

b. Under Carlisle Barracks Student Housing Assignment Policy each bedroom category is treated separately with ranking done within that bedroom category. In the event that four bedroom

quarters are excess, senior-ranking applicants with two dependent children will be programmed for the excess four bedroom units.

c. After all available three and four bedroom units are programmed; a waiting list is created of those students not programmed for on-post housing. Programming of two bedroom units (apartments in Young Hall) will start from the top of the waiting list to individuals who indicated on their questionnaire that they **volunteer** to accept a two bedroom unit if three bedroom units were not available. Young Hall apartments range in size from 780 square feet to 1700 square feet. Feedback from former student residents in Young Hall is that most have had a very pleasant and enjoyable year despite the smallness of some of the units. A general consensus has been that being on-post has made up for space limitations in these units. This is true stairwell living; therefore those students and their families who volunteer for Young Hall must be able to cope with the "close living" environment. **These units may be renovated summer of 2003, so they may or may be available to your class depending upon available funding for the project.**

4. Unaccompanied military students will be required to complete and submit by **15 May 2003** the housing application portion of the "Student Questionnaire" indicating desire for unaccompanied personnel housing to be included in the initial allocation for quarters.

a. Effective 01 May 2000, only eligible unaccompanied permanent party personnel including PCS Student personnel in priority 1 and 2, who are entitled to BAH at the "without dependent" rate and International Fellows will be considered for assignment in UPH, Building 40, Truscott Hall. There will no longer be "space available" assignments made to **Sponsor personnel** (receiving BAH at the w/o rate plus differential pay for support of family members) and **Geographic bachelors** (entitled to BAH at the with dependent rate but not accompanied by family members for personal reasons). The Housing Division will no longer maintain waiting lists for U.S. personnel in priority status 3 and below.

b. Unaccompanied student chaplains will compete for unaccompanied personnel housing.

5. Only those individuals whose housing applications are received at the USAWC by **15 May 2003** will be considered for on-post student housing in the initial assignment process. Those applications received after the **15 May 2003** suspense date will be added to the bottom of the existing waiting list with date of eligibility being the date the application is received at the USAWC.

6. Receipt of the housing application by the suspense date will allow the needed administrative time to accurately and completely prepare the billeting plan. You are asked to telephone the Housing Division after 02 June 2003 for information regarding your assignment of quarters. If you are to receive on-post housing you will be given specific information on the quarters' square footage, address, availability date and current resident's name. To facilitate the exchange of information from one resident to the next we will also furnish the current resident with your name and duty address.

7. If you are not initially assigned on-post housing, you will be advised as to your position on the waiting list for quarters and will be mailed a packet of Community Homefinding, Relocation and Referral Services information to assist you in locating suitable off-post housing. You may E-mail requests for updated off-post housing lists to varnere@awc.carlisle.army.mil.

8. Please be aware that off-post housing rental prices range anywhere from approximately \$750 to \$1600 a month for a three or four bedroom property. Four bedroom units typically run higher in rental price than three bedroom units. Utility costs range anywhere from \$200.00 to about \$600.00 a month. You may have costs for trash removal, water and sewer, cable TV, telephone, heat, and electric. These estimates are dependent on the type of house and the area in which it is located. Individual usage of the utilities (e.g., How high you keep your thermostat, how much water you consume, how often you do laundry, etc.) and seasonal variations will also impact on utility costs. Ask the landlord or agent for the average monthly utility costs on their property.

9. Calendar year **2002**, Carlisle, Pennsylvania monthly military Basic Allowance for Housing (BAH) for accompanied personnel in the pay grade of 05 **is \$1055** and for personnel in pay grade 06 it is **\$1063** per month. Current year BAH rates may be obtained at website: <http://www.dtic.mil/perdiem/bah.html>.

10. CONUS students who anticipate not receiving on-post quarters often commit to off-post housing early. This sometimes results in the choicest units going quickly. We realize that for those who are currently OCONUS, or are stationed on the other side of the United States, this creates a perception of unfairness. Please be aware that the Housing Division will do everything they can to assist you with finding an adequate rental unit. However, please realize the risks involved in renting a unit sight unseen. If you know a current student in the USAWC AY02 Class or have a friend near Carlisle who could help you in this process you are encouraged to seek their assistance.

11. If you are not able to return your housing application online you can FAX it **not later than 15 May 2003** to the Housing Office at area code (717) 245-3446 or DSN 242-3446. This will ensure that the housing office is aware of all applications being forwarded to the USAWC. For additional assistance and notification of assignment, please contact the Carlisle Barracks, Housing Division at (717) 245-4017 or DSN 242-4017 or e-mail: atze-dpw@carlisle.army.mil.

Attachments:

CBKs Reg 210-4, Appendix C
CBKs Reg 210-4, Appendix E

APPENDIX C

SENIOR OFFICER (06) HOUSING ASSIGNMENT POLICY

1. Assignment to senior officer family housing quarters is made from a separate waiting list. The list is composed only of serving permanent party senior officers (06) assigned for duty at Carlisle Barracks. Placement on the waiting list is made upon the written request of the senior officer at any time during his/her tour of duty at Carlisle Barracks. Placement on the Senior Officer Waiting List is based on date of eligibility as defined by AR 210-50.

2. Incoming senior grade officers with tours at Carlisle Barracks may choose to be placed on senior grade (O-6) or other officer waiting lists.

a. Senior grade (O-6) officers will be allowed to enter their name on both the senior grade and field grade list. However, once the senior grade officer accepts a family housing unit, they will remain in that unit for the duration of their assignment to Carlisle Barracks. This means that if a senior grade officer accepts other officer quarters, they will not be allowed to apply for senior grade quarters. The member may request to vacate government quarters to move off-post.

b. Newly arriving officers in the pay grade of LTC (05) who are promotable may compete for senior grade (06) housing. Officers currently assigned to Carlisle Barracks are not eligible to apply for senior grade housing until the date of promotion.

3. Incoming senior officers will be given two offers of quarters.

a. If the first offer is refused, the senior officer's name will be placed at the bottom of the waiting list. The eligibility date for placement will change to the date of refusal if the senior officer is still interested in competing for senior officer quarters.

b. If the senior officer turns down quarters after the second offer, his/her name will be removed from the list.

c. If the senior officer is unable to occupy quarters for reasons beyond his/her control, (i.e., hospitalization, emergency leave, restrictive rental lease clause, or uncontrolled delay in arrival of family or furniture), the member will not lose his/her relative position on the waiting list. In each case, the officer must document the situation by use of a "date of desire" request and the waiting list will be so reflected.

4. The six-bedroom senior officer quarters in Coren Apartments will be assigned to a senior officer based on bedroom requirement. In the event there are no applicants on the Senior Officer Waiting List with a matching bedroom requirement, the quarters will be offered to the Senior Officer with the next largest bedroom requirement.

5. Carlisle Barracks policy is that the minimum bedroom requirement for officers in grade O6 is three bedrooms.

6. USAWC Students who live in student housing on-post (College Arms, Faith Apartments (Bouquet Road), Young Hall, or the Farm House (839B)) and become permanent party will be offered other than senior officer housing at a student-to-permanent party "draw for quarters" within their bedroom requirement. If a LTC accepts other than senior officer housing and is later promoted to O6 while housed at Carlisle, he/she will still be afforded the opportunity to compete for O6 housing upon promotion. But, if at the time other than senior officer housing is accepted as a student to permanent party, he/she is a LTC(P) or COL, he/she will be considered adequately housed for the duration of his/her permanent party assignment at Carlisle Barracks. If a LTC(P) or COL student determines that other than senior officer housing is not desired for the duration of his/her permanent party assignment at Carlisle, he/she may move off-post upon graduation and place his/her name on the O6 Senior Officer Waiting List as either a LTC(P) or a COL to await O6 housing.

APPENDIX E

USAWC STUDENT ASSIGNMENT POLICY

FAMILY HOUSING

1. The assignment of family quarters to officers selected to attend the U.S. Army War College resident course will be made from an Annual Student Billeting Plan prepared by the Housing Office.
2. To be included in the Annual Student Billeting Plan, students must complete and submit by the required suspense date a U.S. Army War College and Carlisle Barracks Questionnaire specifically indicating family size and composition desires concerning assignment of quarters. The U.S. Army War College and Carlisle Barracks Questionnaires will be included in the advance information packet sent to incoming students by the U.S. Army War College. Students indicating a desire to occupy quarters will be expected to occupy them if assigned. Students who indicate they do not desire on-post quarters will not be further considered for assignment. When sufficient students do not desire on-post quarters, mandatory assignment to adequate quarters will be made starting with the junior student by rank and date of rank.
3. The Billeting Plan will be completed in May using information submitted by students on the questionnaires. A waiting list will be established for any quarters that may become available subsequent to the preparation of the Billeting Plan. The list will include students not assigned quarters in the Billeting Plan, who stated a desire for on-post quarters, and students whose questionnaires were not received by the required suspense date. Placement on the waiting list for students whose questionnaires were received by the cut-off date will be by rank and date of rank. Students whose questionnaires were not received by the cut-off date will be placed on the list by date the questionnaire was received at the Army War College.
4. The student allocation of quarters is based on an analysis that is conducted annually. The results of this analysis provide an equitable distribution of quarters based on the three categories (students, permanent party officer, and permanent party enlisted). The exact number of quarters allocated to students may vary based upon the allocation analysis.
5. Student quarters will be assigned on the basis of bedroom requirement and rank/date of rank. Bedroom requirements will take precedence over rank and date of rank when offering students a set of quarters. Upon completion of the Billeting Plan, all students will be notified of their quarters status. Government

civilians and International Fellows selected to attend the USAWC are not authorized to compete for on-post family housing.

6. Personnel in grades 05 and above will not be involuntarily assigned to less than three-bedroom quarters. However, when the sponsor accepts a two-bedroom apartment, the family is considered to be adequately housed. Bedroom requirement, rank and date of rank, and promotable status as of the date announced in Letter of Instruction to students, will be used as the basis for housing assignments. Promotable status must be indicated by sequence number.

7. Student quarter's assignments will be for the Academic Year only. Students remaining at Carlisle Barracks as command designees or permanent party will be housed in accordance with the assignment table on page E-4. A meeting will be held by the Housing Office for all students competing for quarters to select their quarters. This selection is made by bedroom requirement, rank and date of rank. Promotable status will be considered within the appropriate bedroom requirement. Once the students select their quarters, the commitment is firm. Students must relocate to their new quarters no later than 30 June.

UNACCOMPANIED PERSONNEL HOUSING

8. Unaccompanied students will be required to complete and submit, by the required suspense date, a U.S. Army War College and Carlisle Barracks Questionnaire indicating desire for unaccompanied personnel housing. Procedures outlined in the above paragraphs for family housing will also pertain to bachelor quarters assignments. An inventory of unaccompanied quarters will be established annually for unaccompanied USAWC students and for unaccompanied International Fellows.

9. Only eligible unaccompanied permanent party personnel including PCS student personnel in priority 1 and 2, who are entitled to BAH at the "without dependent" rate, and International Fellows will be considered for assignment in UPH, Building 40, Truscott Hall. There will no longer be "space available" assignments made to sponsor personnel (receiving BAH at the w/o dependent rate plus differential pay for support of family members) and Geographic Bachelors (entitled to BAH at the with dependent rate but not accompanied by family members for personal reasons). The Housing Division will no longer maintain waiting lists for U.S. personnel in priority status 3 and below.

PRIORITY	PERSONNEL CATEGORY
1	Key & Essential Personnel
2	Bona fide Bachelor

10. Unaccompanied student chaplains will be housed with other Unaccompanied personnel students in UPH, Officer Quarters.

COMMAND DESIGNEES

11. Students designated as command designees and identified by 1 April of the current Academic Year will be considered for retention of quarters. When the command designee selection process is delayed beyond the end of January, the Garrison Commander may extend this date up to, but not beyond, 1 May.

12. Command designees will be housed within the student quarters allocation.

13. If a command designee is departing prior to March of the following Academic Year, he/she will be required to move off-post.

14. If the family remains in government quarters, they must terminate by 30 June of the following academic year.