



Wait List Procedures Policy

Approved September 2010

The Villages at Fort Irwin has adopted the RCI Waiting List Procedures Policy initiated by General Lynch that states the following:

- 1) Active duty service members with current orders are eligible to apply for on-post housing. They are allowed to submit applications in advance and may be placed on the wait list prior to reporting to their new duty station, as verified by their orders.
- 2) Applicants will be placed on the waitlist based on their rank and number of family members. Additionally, they will be placed on the waitlist with an effective date equal to the date that the service member departed the last duty station.
- 3) If applicant applies after 30 days of arrival, they will be placed on waitlist with an effective date equal to the date of application. Otherwise, the effective date that all supporting date that all supporting documentation is received.

Please note that all applicants are required to submit the following documentation:

- Copy of current orders
- Current Form DD1172 (DEERS Enrollment)
- DA-31 (or other Service equivalent)
- Copy of Driver's license
- Completed housing application

Failure to provide copies of the above listed documents will result in an administrative hold position on the waitlist and will not be offered a home until all documents are received

Freeze Zone

The top ten (10) people of every housing list are considered in the "freeze" zone and cannot be displaced. Key and Essential Personnel are the only individuals that take priority of the freeze zone. The Key and Essential list is maintained by the Garrison Commander.