



## Wait List and On-Post Family Housing Frequently Asked Questions FORT BRAGG / POPE AFB

### APPLICATION PROCESS

**1) When can I apply for on-post housing at Fort Bragg / Pope AFB?**

Active duty service members, with current Orders to Fort Bragg / Pope AFB, are eligible to apply for on- post housing *within ninety (90) days* of the report date specified on the service members Orders.

**2) How do I apply for on-post housing at Fort Bragg / Pope AFB?**

Currently, there are three (3) methods in which to apply for on- post housing:

- a) *Walk-In Applicant:* Applicants may visit the Leasing and Relocation Center (LRC) located on the 6<sup>th</sup> floor of the Soldier Support Center, Bldg 4- 2843, Normandy Dr., Fort Bragg. Hours of operation are Monday - Friday, 8:00am- 4:30pm and Saturday, 10:00am - 3:00pm.
- b) *Online Application:* May be submitted via Picerne's website, [www.braggpicerne.com](http://www.braggpicerne.com), by accessing 'Military Housing Document Center' and selecting 'Onsite Housing Application'.
- c) *Printable Application:* Upon notifying the LRC team of the inability to submit an online application (i.e. technical difficulty, no computer access), a printable application will be emailed to an email address provided by the applicant. Applications must be printed, completed and faxed to the LRC at (910) 436- 0643. Applications may also be scanned and emailed to the LRC at [braggrelocation@picernemh.com](mailto:braggrelocation@picernemh.com).

Applications are not accepted via U.S. Postal Service.

**3) Can another person apply for on-post housing on my behalf?**

Yes. Any person acting on behalf of the service member may apply for on- post housing. The person must present a current and valid Power- of- Attorney authorizing said person to arrange housing accommodations and must possess valid photo identification. This person must also provide standard, supporting documents required in confirming eligibility for on- post housing.

**4) I am a civilian. May I apply for on-post living?**

Currently, on- post family housing at Fort Bragg and Pope AFB is reserved for active duty service members and their dependents.

**5) I am a single soldier with no children. I am getting married next week; when am I eligible to apply for housing?**

Because on- post housing is reserved for service members and their dependents, you are eligible to apply for housing at Fort Bragg / Pope AFB upon marriage. A current copy of your Orders to Fort Bragg / Pope AFB and an updated DD Form 1172 (DEERS Enrollment) which lists your spouse as your dependent is required.

**6) I am experiencing technical difficulty in submitting the online application. What do I do?**

Online applications are transmitted to Picerne Military Housing via MilitaryHomeLink.com (MHL). If you experience technical difficulty in submitting your application, please contact MHL at (401) 493- 3300 or you may email them at [support@militaryhomelink.com](mailto:support@militaryhomelink.com) for assistance.

**7) May I submit my housing application via telephone or postal mail?**

To protect the privacy and safety of the service member's confidential information, housing applications are not accepted via telephone or postal mail.

**8) What happens after I submit my online or faxed application?**

Upon receipt of your online or faxed application, the LRC will email an application acknowledgement to the email address provided on the application. Within the email, the applicant will be provided with a list of required documents needed to confirm eligibility for housing and to determine bedroom qualification. The requested documents may be scanned and emailed to [braggrelocation@picernemh.com](mailto:braggrelocation@picernemh.com) or faxed to (910) 436- 0643. The applicant will also receive instructions on accessing and viewing our wait lists and *estimated* wait times, via our website, [www.braggpicerne.com](http://www.braggpicerne.com). Applicants are required to personally choose the wait list in which he/she would like to be placed. The LRC staff should be notified, via email, of the applicants wait list choice.

**9) What required documents do I need to apply for on-post housing?**

All active duty service members who apply for on- post housing are required to submit:

- a) Copy of current Orders to Fort Bragg or Pope AFB
- b) Copy of Form DD1172 (DEERS Enrollment...must be updated within last 12 months)
- c) Copy of military photo identification card (front and back)

\*\* Additional documents may be required on a case-by- case basis

**10) What is the Form DD1172 and where can I get them?**

Form DD1172 is the DEERS Enrollment Form and can be obtained from any military installation ID Card Facility/DEERS office.

**11) What happens after I submit required documents in support of my online application?**

Upon submitting the required documents to the LRC, the staff will review your supporting documents, determine your housing and bedroom eligibility and place you on the wait list that you have selected...based on your current rank and bedroom eligibility. The LRC will forward confirmation of wait list placement to the email address on file providing you with the name and contact information of the Picerne Neighborhood staff who will notify you when a home is available for your family.

## WAIT LIST PLACEMENT

### **1) When will I be placed on the wait list?**

Applicants are placed on the wait list upon receipt of all required supporting documents and wait list selection; provided the service member is within ninety (90) days of reporting to Fort Bragg / Pope AFB and is in possession of current PCS Orders to the installation.

### **2) Am I allowed placement on the wait list for a new construction home?**

Yes, the following wait lists are currently open for four (4) bedroom new construction homes:

- 1) Junior Enlisted...Ardennes/Bataan, Linden Oaks and Nijmegen Neighborhoods
- 2) Senior Enlisted...Bataan, Hammond Hills, Nijmegen and Linden Oaks Neighborhoods
- 3) Company Grade Officer...Linden Oaks Neighborhood
- 4) Field Grade Officer...Linden Oaks and Normandy Neighborhoods

Families must meet the 4- bedroom requirements in order to be placed on the new construction wait list.

### **3) I am returning from a dependent-restricted tour (e.g. Korea). Do I receive priority placement on the wait list?**

In order to determine eligibility for credit toward wait list placement for dependent-restricted tours, we require PCS orders to the dependent-restricted tour and PCS orders to Fort Bragg / Pope AFB from the dependent-restricted tour. Eligible service members are allowed wait list credit of up to fourteen (14) months only.

### **4) I am deployed and/or returning from deployment. Do I receive priority placement on the wait list?**

Currently, credit toward wait list placement is not afforded to deployed or redeploying service members.

### **5) What is my effective date of wait list placement?**

- a) *Walk-in Applicant*: Effective date of wait list placement will equal the date all required supporting documents and wait list selection are submitted; applicable wait list credit will be applied for eligible service members.
- b) *Online and Faxed Application*: 1) Applicants who submit all required supporting documents and wait list selection, *within 10 business days* of the date of application, will be placed on the wait list with an effective date equal to the date of application. 2) Applicants who submit all required supporting documents and wait list selection *10-30 business days after* the date of application, will be placed on the wait list with an effective date equal to the date the documents and wait list selection is received. *Applications not supported by the required documents within 30 days of the date of application must be resubmitted.*

In both cases, applicable wait list credit will be applied for eligible service members.

### **6) Am I allowed to switch wait lists once placed on the wait list of my choice?**

Yes. Applicants who wish to switch wait lists may do so *within 30 days* of initial wait list placement in order to maintain their original placement date. Applicants choosing to

switch wait lists *after 30 days* of initial placement will be placed on the alternate wait list with an effective date of placement equal to the date of the request to switch.

**7) May I place my name on multiple wait lists?**

Service members are allowed placement on one (1) wait list only.

**WAIT TIMES**

**1) How may I view the current wait times for Fort Bragg / Pope AFB on-post housing?**

To view our current wait lists and current *estimated* wait times, we invite you to visit our website at [www.braggpicerne.com](http://www.braggpicerne.com). On the first page of the website (*under Fort Bragg Housing Wait Lists*), please click the link "Current Wait Time by Rank and Bedroom Eligibility. Note, our wait times are estimated and are subject to change. For your convenience, wait times are updated bi-weekly and are current at the time of viewing.

**2) I need emergency housing; what do I do?**

Picerne Military Housing does not offer emergency or temporary housing. However, on-post housing applicants have the option of submitting an Exception to Policy (ETP) requesting priority placement on the wait list due to, but not limited to, medical, financial and other special circumstances. ETP guidelines may be obtained from the LRC office. Upon completing the requirements of the ETP, please submit to the LRC office and allow at least fifteen (15) business days for a decision.

**3) I need temporary housing while I wait for on-post housing. Can you help me?**

Picerne Military Housing does not offer temporary housing accommodations. Families may contact Fort Bragg's Airborne Inn, at (910) 396- 7700 or the Army's off-post housing division, at (910) 396- 6004, for temporary housing options.

**4) I have a dependent that is enrolled in the Exceptional Family Member Program (EFMP). Does our family qualify for priority placement on the wait list?**

EFMP status does not constitute priority placement on Fort Bragg / Pope AFB housing wait lists. Service members who are enrolled in the EFMP and are seeking priority placement on the wait list may submit an Exception to Policy (ETP) requesting approval for priority placement on the wait list.

**5) I am unable to wait for Picerne housing. How can I apply for Heritage Village housing?**

Housing at Heritage Village is not included in the privatization initiative. Accordingly, Picerne Military Housing does not maintain wait lists or manage housing at Heritage Village. You may contact Heritage Village's personnel at (910) 875- 0113.

**6) Can a person with a Power-of-Attorney accept housing on my behalf and in my absence?**

Yes. The person acting on behalf of the service member must possess a valid Power-of- Attorney (i.e., Special Power-of- Attorney) which authorizes the starting of Basic Allowance Housing (BAH) allotments.

**BEDROOM ELIGIBILITY**

**1) How many bedrooms does my family qualify for?**

- Junior Enlisted (E1- E5) families with 0- 1 minor dependent qualify for 2 bedroom housing
- Junior Enlisted (E1- E5) families with 2 minor dependents or 1 minor dependent and expecting qualify for 3 bedroom housing

- Junior Enlisted (E1- E5) families with 3 or more minor dependents qualify for 4 bedroom housing
- Senior Enlisted (E6- E8), Company Grade (W1- O3), Field Grade (CW4- O5) and Senior Grade Officers (O6) with 0- 2 minor dependents qualify for 3 bedroom housing
- Sergeant Major (E9) families qualify for 4 bedroom housing (*regardless of dependent count*)
- Senior Enlisted (E6- E9), Company Grade (W1- O3) , Field Grade (CW4- O5) and Senior Grade Officers (O6) with 3 or more minor dependents qualify for 4 bedroom housing

Adults deemed dependents of the service member by the military will be counted when determining bedroom eligibility. Adult dependents must be listed on the service members DD1172 (DEERS Enrollment) and possess a valid dependent photo identification card.

*\*\* Current bedroom eligibility guidelines are subject to change. \*\**

**2) A family member is coming to live with me; will I receive a bedroom for this person?**

No. Family members who are not deemed dependents by military standards and who reside in the on- post home for a period of *more than 30 days* must receive occupancy approval. The service member is required to submit a Bona Fide Guest Request to their respective Neighborhood Center seeking approval to allow the family member to occupy the home for more than 30 days.

**MISCELLANEOUS**

**1) What is the housing policy for dual military households?**

Dual military service members are eligible for on- post housing at Fort Bragg / Pope AFB if each service member has PCS orders that reflect a report date within 30 days of one another. If one service member is stationed at Fort Bragg /Pope AFB and the dual military spouse is stationed at another installation, without orders to Fort Bragg / Pope AFB, the service member stationed at Fort Bragg / Pope AFB may apply for on- post housing if he/she has other accompanying dependents.

For dual military members both stationed at Fort Bragg / Pope AFB, the housing application must be submitted naming the senior ranking service members as sponsor. In addition, the Resident Occupancy Agreement (ROA or lease), will be placed in the name of the senior ranking service member. BAH will be deducted at the rate equal to the senior ranking service members BAH with dependent rate while the non- senior ranking spouse will be allowed to retain his/her BAH.

**2) Are there any pet policies or breed restrictions for on-post housing?**

There is a *2 pet limit* for residents occupying on- post housing. Exotic pets such as monkeys, snakes, etc. are not permitted. The installation has recently adopted a revised pet policy which does include breed restrictions for the following breeds that are not allowed on Fort Bragg: wolf or wolf hybrids, Pit Bull, American Staffordshire Terrier, English Staffordshire Bull Terrier, and Rottweiler.

**3) I have pets. Does Picerne provide yard fencing?**

No. Residents who elect to have a fence must purchase or rent it at their own expense. Due to fencing policies, guidelines and prior approval from Neighborhood Management must be obtained before erecting a fence.

**4) What does my Basic Allowance for Housing (BAH) cover?**

BAH currently covers the resident's rent, basic utility costs and limited renter's insurance. Basic utility costs *do not* include telephone, cable and/or internet service.

**5) I have been a resident of Fort Bragg / Pope AFB on-post housing for 2 years and my family is ready to move to another home. Can we apply for another wait list?**

Once a family is adequately housed, the service member may apply for an alternate wait list *only* if one of the two following situations occurs: the service member meets the eligibility requirements due to (1) change in rank band or (2) change in dependent count for an additional bedroom.

**6) I'm a single soldier, do you offer unaccompanied housing?**

Yes, Randolph Pointe is our new on- post luxury apartment community for single and unaccompanied officers and senior non- commissioned officers. For more information about Randolph Pointe, please visit [www.RandolphPointe.com](http://www.RandolphPointe.com) or call (910) 764- 5008.

**7) I've heard about a utility responsibility program. Is it true that I will have to pay for utilities?**

The Utility Responsibility Program is a Department of Defense mandate to encourage energy conservation. As more homes are added to the program, on- post family housing residents do not become responsible for paying all their utility costs out of pocket. In fact, the program could actually result in putting more of your hard- earned money back in your pocket. Many Fort Bragg families currently enrolled in the program are receiving money back as a direct result of their smart energy consumption and conservation efforts.

The essence of the program is simple; your Basic Allowance for Housing (BAH) will continue to cover your utility costs up to a certain point established each month. The amount your utility usage falls above or below that point each month will determine whether you receive money back or must supplement your energy costs.

As a participant in this program, Fort Bragg is in good company with every other Army, Air Force, Navy and Marine base with privatized family housing. The Department of Defense instructed this well thought out initiative to promote positive change and to protect the security of our country by protecting our valuable natural resources. The program does not increase Picerne's profits. If money is collected as a result of high utility usage, it is reinvested back into Fort Bragg in the form of new and renovated homes, services and amenities for you.

**8) Are the homes on post furnished?**

Picerne Military Housing does not offer furnished housing; however, our homes are fully equipped with refrigerator, stove, dishwasher and garbage disposal. The homes also feature full size washer/dryer hookups. Basic utilities (electric, water and sewer) are included.

**9) How do I get information about Fort Bragg schools?**

You may contact the Fort Bragg School Liaison office at (910) 432- 1008 or visit the Bragg Army website, at [www.bragg.army.mil](http://www.bragg.army.mil), to research school information.

**10) Can I get assistance with Permissive TDY procedures from your office, such as stamping my orders?**

The Picerne Military Housing Leasing and Relocation Center does not service Permissive TDY. This process is serviced by the Off- Post Housing Division located on the 6<sup>th</sup> floor of the Soldier Support Center.

**11) I am PCSing to another duty station. Can you help me apply for housing there?**

The Leasing and Relocation Center processes housing applications for Fort Bragg and Pope AFB only. In order to apply for housing at your next installation, you must contact their housing office.