



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 upon receipt of official PCS Orders.

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

Currently, there are four (4) methods in which to apply for on-post housing:

- a) *Walk-In Applicant:* Applicants may visit the Picerne Military Housing Leasing and Relocation Center located on the 6th floor of the Soldier Support Center, Bldg 4-2843, Normandy Dr., Fort Bragg. Hours of operation are Monday - Friday, 8:00 a.m. -4:30 p.m. and Saturday, 10:00 a.m. - 3:00 p.m. Saturday office hours are held at an alternate location due to the closure of the Solider Support Center. Call for directions to our Saturday office location.
- b) *Online Application:* Online applications may be submitted via Picerne's website, www.braggpicerne.com, by accessing "Military Housing Document Center" and selecting "Onsite Housing Application."
- c) *Printable Application:* Upon notifying the Leasing and Relocation Center team of the inability to submit an online application (i.e. technical difficulty, no computer access), a printable application will be e-mailed to an address provided by the applicant. Applications must be printed, completed and faxed to the Leasing and Relocation Center at (910) 436-0643. Applications may also be scanned and e-mailed to braggrelocation@picernemh.com.
- d) *Application by U.S. Postal Service:*
Picerne Leasing and Relocation Center
PO Box 73539
Fort Bragg, NC 28307

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

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

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

Currently, on-post family housing at Fort Bragg / Pope AFB is reserved for active duty military personnel 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?

On-post housing is reserved for service members and their dependents; accordingly, you are eligible to apply for housing at Fort Bragg / Pope AFB upon marriage. We require a current copy of your Orders to Fort Bragg / Pope AFB, a current DD Form 1172 (DEERS Enrollment) listing all accompanying dependents and a Leave Form DA31. Valid identification is required at the time of application for all walk-in applicants.

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 (MHL). If you experience technical difficulty in submitting your application, please contact Military HomeLink at (401) 493-3300 or you may email them at support@militaryhomelink.com for assistance.

7) May I submit my housing application via telephone?

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

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

Upon receipt of your online, mailed or faxed application, the Leasing and Relocation Center will e-mail an acknowledgement to the email address provided on the application. Within the e-mail, the applicant will be provided with a list of required documents needed to confirm eligibility for housing. The required documents may be scanned and e-mailed to braggrelocation@picernemh.com or faxed to (910) 436-0643. You will also receive instructions on accessing and viewing our wait lists and estimated wait times, via our website, www.braggpicerne.com, and submitting your wait list selection to our staff at the Leasing and Relocation Center.

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

All 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)
- c) DA Form 31 or equivalent for other military branches (must indicate the date the service member has cleared current duty station for all applicants who have not been signed into Fort Bragg or Pope AFB for more than 30 days).
- d) Show military photo identification card (walk-in visitors only)

** Additional documents may be requested on a case-by-case basis

10) What is Form DD1172 and where can I obtain it?

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 the required documents?

Upon submitting the required documents to the Leasing and Relocation Center, the staff will review your supporting documents, determine your eligibility and place you on the waiting list you have selected for your rank band and bedroom qualification. The Leasing and Relocation Center will forward confirmation of wait list placement to the email address on file and will provide you with the name and contact information of the Picerne Neighborhood Office that will notify you when a home is available for your family.

WAIT LIST PLACEMENT

1) When will I be placed on the waiting list?

Service members are placed on the waiting list on 'Administrative Hold' for up to 30 days until all supporting documents have been submitted and received by the Leasing and Relocation Center.

Service members not providing the required documents within 30 days of initial application must reapply for housing.

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

Incoming Families must meet rank and 4-bedroom eligibility requirements to qualify for recently constructed homes in the Ardennes/Bataan, Linden Oaks, Nijmegen/Cherbourg Hammond Hills and Normandy neighborhoods.

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 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 the service member has cleared his/her current duty station; applicable wait list credit will be applied for eligible service members.
- b) *Online, Faxed and USPS Application:* 1) Applicants not currently signed into Fort Bragg or Pope AFB will have an eligibility date equal to the date the service member has cleared his/her current duty station per the DA Form 31. 2) Applicants already signed into Fort Bragg or Pope AFB for more than 30 days that have submitted all required supporting documents and have made a wait list selection will be placed on the wait list according to the date of application.

Applications are placed on the waiting list on 'Administrative Hold' for up to 30 days until all supporting documents have been submitted and received by the Leasing and Relocation Center.

Service members not providing the required documents within 30 days of initial application must reapply for housing.

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. On the first page of the website, please click the link "Current Wait Times by Rank and Bedroom Eligibility. Note: our wait times are estimates and are subject to change. For your convenience, wait times are updated twice per week.

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

Picerne Military Housing does not offer emergency housing. However, on-post housing applicants have the option of submitting an Exception to Policy (ETP) requesting priority placement on the waiting list due to, but not limited to, medical, financial and other special circumstances. ETP guidelines may be obtained from the Leasing and Relocation Center. Upon completing the requirements of the ETP, please submit to the Leasing and Relocation Center 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) 396-2413, 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 waiting list?

EFMP status does not constitute priority placement on Fort Bragg / Pope AFB housing waiting lists. Service members who are enrolled in the EFMP and are seeking priority placement on the waiting list may submit an Exception to Policy (ETP) for 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 and stopping of Basic Allowance Housing (BAH).

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-E9), Company Grade (W1-O3), Field Grade (CW4-O5) and Senior Grade Officers (O6) with 0-2 minor dependents qualify for 3-bedroom housing
- 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 by the military will be counted when determining bedroom eligibility. Adult dependents must be listed on the service members DD93 or DD1172 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?

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 seeking approval to allow the family member to occupy the home for more than 30 days. An additional bedroom is not granted for approved bona fide guests.

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 dependents and the non-senior ranking spouse will be allowed to retain his/her BAH at the without dependents rate.

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

There is a *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 includes breed restrictions for the following breeds: 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 cost. Due to fencing policies, 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, water, sewer, trash, recycling, basic electricity and gas costs* and \$20,000 renter's insurance. Lawn care services, access to maintained common areas and Neighborhood Centers and pools are also included. Telephone, cable and internet services are not included but are available through third-party providers.

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 waiting 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 for an additional bedroom due to (1) change in rank band or (2) change in dependent count.

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

Randolph Pointe, is a new on-post luxury apartment community for single and unaccompanied non-commissioned officers and officers. Information on this exciting community can be found at www.RandolphPointe.com or you may reach the Randolph Pointe Office at (910) 764-5008.

7) Is it true that I will have to pay for utilities?

To encourage and reward military families for their energy conservation, the Department of Defense has required the Army to reduce its energy consumption by 20 percent. To accomplish this worthwhile goal, the Army has initiated the Live Army Green Program. This program provides military families living on-post with financial incentives to reduce their energy consumption. Fort Bragg is in the process of initiating this program to include all on-post homes. For enrolled homes, the essence of this Army program is simple; the Basic Allowance for Housing (BAH) will continue to cover electricity costs up to a certain point established each month for a certain home type. The amount the utility usage falls above or below that point each month will determine whether the resident must: a) do nothing; b) receive money back as a rebate; or c) supplement household energy costs. Government officials estimate that this program has encouraged military families to conserve 10 to 20 percent more energy. Many families are actually receiving money back as a result of program participation.

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. Our homes also feature washer/dryer hookups.

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 <http://www.fortbraggmwr.com/sls/sls.php>.

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 6th 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.