

## FACT SHEET

DPW  
MRS. WRAY (287-8505)  
11 May 2011

IMWE-HOD-PWH

SUBJECT: Application for On-Post Housing Fact Sheet

PURPOSE: To provide information on procedures and requirements for application for on-post housing at Fort Hood.

### FACTS:

1. Soldiers of all ranks with a Family housing requirement may apply for on-post housing.
2. Soldiers must apply for housing within 30 days of arrival to receive an eligibility date of "date departed last duty station." Eligibility date for applications received after 30 days of arrival will be the "date of application." Application may be made while on leave; however, Soldier must be signed in to Fort Hood to occupy housing (Any exceptions will be made on a case-by-case basis with approval from Chief, Housing Services Branch).
3. Spouses, with a valid ID card and a valid Power of Attorney, may apply for on-post housing in the absence of sponsor. (Documentation in paragraph 4 is required).
4. The following documents are required for application for on-post housing:
  - a. DA 31, Application for Leave.
  - b. PCS or MEPS orders assigning Soldier to Fort Hood. DD 4-1 (Enlistment Contract) for prior service re-enlistee.
  - c. Marriage certificate (or DD Form 1172).
  - d. Birth certificates for dependent children residing with sponsor (or DD 93), or pregnancy statement signed by physician (or medical profile w/due date). Legal custody papers signed by a judge are required to determine whether sponsor has primary custody of child/children in question.
  - e. Soldiers returning from an unaccompanied tour need an Enlisted Records Brief (ERB), DA Form 4037 (ORB), or DA 31 from last permanent duty station prior to going overseas.
6. Soldiers who acquire Family Members after they arrive are eligible to apply for on-post housing. Application must be made within 30 days of the change to receive an eligibility date as of the status change. If application is not made within 30 days, eligibility date will be the "date of application." If the status changes due to pregnancy, a pregnancy statement containing the estimated date of delivery must be provided. The

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same is true for Soldiers wishing to increase their bedroom requirement due to pregnancy.

7. Soldiers are placed on the waiting list based on their rank and bedroom requirement. If applicant elects, in writing, to be placed on a waiting list for housing with less bedrooms than authorized and applicant is assigned under this procedure, applicant will be considered adequately housed for the remainder of the tour, unless the numbers of the sponsor's Family Members increase. (AR 420-1, Chapter 3, Housing Management).

8. Soldiers who are on the waiting list, but reapply for larger units due to an increase in family size, will be transferred to the waiting list for which they are eligible, with the same eligibility date.

9. Soldiers are responsible to keep the Housing Office informed of changes in eligibility status, unit, duty, and home phone numbers, and off-post address as they occur. If housing files have outdated data about present duty assignment, the Soldier may be bypassed for assignment when housing becomes available. Soldiers will be removed from the waiting list 30 days after Fort Hood Family Housing (FHFH) tries to locate them when housing became available.

10. All Soldiers who are offered and accept on-post housing are required to sign a housing agreement and pay rent in the amount of their BAH by means of an allotment.

11. Visit our website at [www.hood.army.mil/dpw](http://www.hood.army.mil/dpw) for more information on housing services and policies.

(original signed)  
AUTHENTICATION: Susan Burrow

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