

## WAIT LIST EXPLAINED

### When can I be added to the wait list?

You can be added to the wait list upon receiving orders to Hawaii. Once you receive PCS orders, please submit your (1) DD Form 1746 (Application for Assignment to Housing), (2) copy of PCS orders (web orders), (3) Registered Sex Offender Disclosure Statement, (4) MCBH Family Housing Applicant's Statement of Understanding (SOU), and (5) a Privacy Act Release Letter to MCBH Government Family Housing Office (MCBH FHO) to be placed on our wait list. They can be reached at:

- Email: MCBH.G4.FMLY.HSG.FMB@usmc.mil
- Phone: (808) 257-2676
- Fax: (808) 257-1259

### How is my position on the wait list determined?

Three main factors determine your position on the wait list:

- Control date:** The control date for Service Members is determined by the date MCBH FHO receives all five documents listed above. If your packet is incomplete, your control date will be set on the date MCBH FHO receives your final document.
- Paygrade & Bedroom Eligibility:** Your paygrade and bedroom eligibility will determine, which wait list you will be selected for at MCBH. We have three, four, and five bedroom options at MCBH. Your family size determines your bedroom eligibility, which will be determined by your application and backup documentation if required.
- Wait List Priority:** After the control date and paygrade & bedroom eligibility is established, the next determining factor is priority. Refer to the Wait List Priority Guidelines chart below to determine what priority you would be on our wait list.

### Why does my wait list number move up and down?

There are many reasons why your wait list number fluctuates. Below are a few examples:

- Service Member was added to the wait list with a higher control date.
- Service Member with a higher priority was added to the wait list.
- Service Member accepted an offer for a home or chose to be removed from the wait list.

New applications and homes are processed and leased daily, so expect your place on the wait list to change frequently. Do not get discouraged if your number on the wait list appears low. There are many people ahead of you that may be in a lease off base or not available for housing. When a home becomes available, these members are passed over, without penalty, and the home is offered to the next person on the wait list.

### Why does my wait time for a home change?

Wait times will change depending on housing availability and the number of members available for housing or on the wait list. Other factors that may lengthen or shorten wait times are:

- Renovation schedules
- Number of move-outs
- Short or canceled notices
- Number of members scheduled to PCS away from or to Hawaii
- Deployments or re-deployments

	Priority Level	Category
Target Tenants	1	Key & Essential Service Members
	2	Active duty service members with dependents assigned or attached to MCBH
	3	Other active duty service members with dependents assigned to Oahu, Hawaii
	4	Active Guard and Reserve on active duty with dependents under Title 32 U.S.C.
	5	Active duty Coast Guard with dependents
Other Eligible Tenants	6	Bachelor Service Members assigned or attached for duty at MCBH and Marine Commands
	7	Bachelor Service Members assigned for duty in the area of MCBH
	8	Department of Navy Civil Service employees
	9	Department of Defense Civil Service employees
	10	Other Civil Service employees
	11	Retired Military