

Administrative Changes to AETCI 32-6001, *Government-Leased Quarters*

OPR: HQ AETC/A7CAB

References to HQ AETC/A7CPH should be changed to HQ AETC/A7CAB throughout the publication; references to HQ AETC/A7CP should be changed to HQ AETC/A7CA throughout the publication; reference to the certifying official in Certified by line should be changed to (Ms. Sheryl Faust-Beck) and remove reference to (Col Philip Rainforth); reference to Programs Division in paragraph 4 should be changed to Asset Management Branch.

Under “SUMMARY OF CHANGES” reference is made that “This instruction has been completely restructured and combines AETCI 32-6001, *Leased Unaccompanied Housing*, and AETCI 32-6003, *Government-leased Family Quarters (GLFQ) Program*; therefore, it must be reviewed in its entirety.” Reference in paragraph 1 of Attachment 4, to “the AETC-leased family quarter’s instruction (AETCI 32-6003),” *should be changed to* “the **AETC government-leased quarters instruction (AETCI 32-6001)**” as the current Instruction reads.

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**Civil Engineering**

**GOVERNMENT-LEASED QUARTERS**



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Certified by: HQ AETC/A7CP  
(Col Philip Rainforth)

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*. It establishes procedures and responsibilities for acquisition, utilizing, and disposing of government-leased quarters (GLQ) for military personnel assigned to Air Force Recruiting Service (AFRS) and Air Force Officer Accession and Training Schools (AFOATS). This instruction prescribes the use of AETC Form 79, *Utility Data Sheet*. It does not apply to the Air National Guard or Air Force Reserve Command. **Attachment 1** lists publication references and terms associated with this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at [https://afirms.amc.af.mil/rds\\_series.cfm](https://afirms.amc.af.mil/rds_series.cfm).

**SUMMARY OF CHANGES**

This instruction has been completely restructured and combines AETCI 32-6001, *Leased Unaccompanied Housing*, and AETCI 32-6003, *Government-leased Family Quarters (GLFQ) Program*; therefore, it must be reviewed in its entirety.

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## 1. Availability of Government Quarters:

1.1. Government-owned quarters are not always available for members of AFRS and AFOATS; they must often compete in the private community for adequate quarters. Due to the high cost and limited availability of adequate quarters in many areas, members are often required to spend a disproportionate share of their total pay and allowances and (or) travel excessive distances to secure suitable living accommodations.

1.2. The GLQ program provides adequate quarters for members whose duty location prevents suitable quarters on military installations. Members who meet the eligibility requirements of this instruction and are assigned to locations where surveys validate the no availability of adequate quarters at or below the leased quarter's eligibility cost (LQEC) may be considered for GLQ.

1.3. HQ AFRS, Real Estate and Logistics Branch (HQ AFRS/RSXL), has oversight responsibility for AFRS members; the (HQ AFOATS/SDFA) has oversight responsibility for AFOATS members.

## 2. Eligibility for GLQ. A member is eligible for GLQ if all of the following conditions apply:

2.1. Member (AFRS or AFOATS) is eligible for basic allowance for housing (BAH). If BAH is at the with-dependent rate (except military married to military) the dependents must accompany the member. In cases of joint custody of common dependents, only the military member who receives BAH at the "with dependent" rate is eligible.

2.2. Member's duty station is located 20 miles or more than a 1-hour commute (one way), during normal commute traffic, from a military installation with housing or a family housing lease program, whichever is longer. The commute time is measured from the entry into the housing area if they have housing and from wing headquarters if they have a lease program.

2.3. The cost of adequate community quarters (including rent and utilities, exclusive of telephone and television cable costs) exceeds member's LQEC.

2.4. Member has more than 12 months of retention at current duty location at the estimated date of lease consummation. This restriction applies only to the initial lease for a member.

**3. Furniture and Furnishings.** Quarters acquired by government lease for unaccompanied personnel are furnished with basic items of furniture necessary to make the quarters livable. **Attachment 2** lists authorized and unauthorized furnishings. The occupant with squadron commander's authorization may request to lease unfurnished GLQ. Government-owned furniture will not be issued to members for use in furnished or unfurnished privately leased units.

## 4. Programs Division (HQ AETC/A7CP) Responsibilities. The program manager will:

4.1. Program for government quarters lease authorization and requisite funds.

4.2. Serve as the overall GLQ program coordinator as follows:

4.2.1. Allocate funding to HQ AFRS and HQ AFOATS.

4.2.2. Establish and maintain case file for high-cost leases.

4.2.3. Review for accuracy all high-cost lease reports and forward to the Housing Division (HQ USAF/A7CH).

**5. HQ AFRS/RSXL and HQ AFOATS/SDFA Responsibilities.** (*Note:* These organizations are the OPRs for managing the lease programs in AFRS and AFOATS, respectively.) These organizations will:

- 5.1. Appoint a program manager and establish organizational guidelines.
- 5.2. Determine requirements for their respective programs.
- 5.3. Prepare and coordinate budget estimates and financial plans. Submit requirements and budget estimates to HQ AETC/A7CP.
- 5.4. Budget for operations and maintenance (3400) associated with drayage and storage of household goods (HHG).
- 5.5. Allocate funds to their units.
- 5.6. Establish a priority system for assigning available homes to eligible personnel.
- 5.7. Serve as the primary point of contact with appropriate US Army Corps of Engineers (COE) districts for lease acquisition, management, renewal, and cancellation actions.
- 5.8. Ensure lease documentation and records keeping are accomplished according to this instruction, organizational guidelines, and upward reporting requirements.
- 5.9. Monitor lease, utility, and service payments to ensure annual costs remain within statutory limits.
- 5.10. Review and verify lease documentation.
- 5.11. Approve or disapprove normal leases, and disapprove or recommend approval of high-cost leases to HQ AETC/A7CP.
- 5.12. Establish and maintain electronic lease files.
- 5.13. When leases have not been consummated within 33 days following the requested effective date, dispatch formal status requests to the COE.
- 5.14. When a pending cancellation of a previously approved lease requires establishing a new lease, simultaneously process both actions. The effective date of the new lease will not be more than 10 days prior to the effective cancellation date of the existing lease.
- 5.15. Forward quarterly high-cost lease reports to HQ AETC/A7CP by the fifth calendar day of January, April, July, and October.

**6. Unit (Squadron or Detachment) Responsibilities.** The unit commander:

- 6.1. Notifies incoming personnel of availability of housing and GLQ.
- 6.2. Ensures that members understand this program is not an entitlement but a privilege.
- 6.3. Executes commander's checklist at [Attachment 3](#).
- 6.4. Determines and justifies requirements for GLQ according to this instruction.
- 6.5. Conducts initial survey to determine nature of the housing rental market. This unit commander will certify a military installation, with housing or a lease program, or adequate quarters (within or below member's LQEC) are not available within 20 miles or a 1-hour commute, whichever is longer.
- 6.6. Submits lease request to HQ AFRS/RSXL or HQ AFOATS/SDFA, as applicable.

- 6.7. Reviews support agreements with servicing installations. Ensures items such as real property accountability and HHG storage and drayage are addressed.
- 6.8. Ensures funds are available to pay applicable lease costs. Ensures payments are consistent with AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and this instruction. **Note:** HQ AFOATS/SDFA is responsible for AFOATS leases.
- 6.9. Manages lease and associated service payments to ensure annual costs remain within the statutory limits. **Note:** AFOATS/SDFA is responsible for AFOATS leases.
- 6.10. Ensures only COE communicates and negotiates with the lessor, prospective lessors, and agents. Ensures COE documentation is complete and required market research is completed and documented.
- 6.11. Ensures no member or other person acting on the member's behalf (except COE):
- 6.11.1. Communicates or negotiates terms or prices with the lessor, prospective lessors, or agents.
  - 6.11.2. Provides other remuneration in the form of money, goods, or services to lessors or agents for leases and associated utility and service costs as listed in this instruction.
- 6.12. Ensures member does not draw BAH during the period leased quarters are occupied. Also ensure each member acknowledges in writing, that:
- 6.12.1. He or she is expected to reside in the quarters for at least 1 year.
  - 6.12.2. Vacating leased quarters without proper written authorization will result in forfeiture of BAH, when appropriate, for the remaining term of the lease or until relieved of responsibility by both the commander and HQ AFRS/RSSL or HQ AFOATS/SDFA, as applicable.
- 6.13. Ensures utility and service connections are provided and establishes billing procedures when the lessor does not furnish authorized utilities as a part of the lease.
- 6.14. Acts as mediator for issues that the member and lessor cannot resolve to include maintenance and repair issues.
- 6.15. Establishes procedures to ensure members clearly understand their responsibilities. (See a sample member's statement of understanding at [Attachment 4](#).)
- 6.16. Ensures members occupying leased quarters understand the liabilities and obligations imposed on persons occupying government quarters.
- 6.17. Establishes controls to ensure repair of, or restitution for, damages to quarters (other than fair wear and tear) before clearing the member from the quarters.
- 6.18. Establishes and maintains case files on each lease according to paragraph [24](#).
- 6.19. Validates and submits lease renewal requirements to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) at least 90 days prior to lease expiration.
- 6.20. When the COE district has not advised that leases are consummated by the effective date noted in the lease request, contacts the COE to determine the status.
- 6.21. When a member wants to occupy quarters before consummation of the government lease, ensures the member clearly understands such action is taken at his or her risk. Any agreement (finan-

cial or otherwise) negotiated between the lessor and the member is a private matter; the government is neither involved nor obligated in any capacity.

6.22. Advises members to seek competent legal assistance before entering into any legally binding contract. They should request a clause providing for the prompt refund of security, damage, and cleaning deposits on consummation of a government lease and for rent paid during the same period paid by the government. Also provide a statement allowing lease cancellation within a reasonable period of time should a government lease not be consummated.

**7. Member's Responsibilities.** (*Note:* See [Attachment 5](#) for a sample checklist.) The member:

7.1. Fulfills the obligations usually imposed on personnel occupying government quarters, administrative requirements established by this instruction and other responsibilities specified in the lease document. See specific responsibilities in paragraph [6.12](#).

7.2. Uses assigned quarters as if they were government quarters.

7.3. Neither assumes nor pursues direct obligations to or from lessor.

7.4. Reports all maintenance and repair requirements (including health and safety issues) to the squadron or detachment for their coordination with the lessor. The member reports any repairs not made to the squadron or detachment.

7.5. Permits responsible supervisor, commander, detachment commander, HQ AFOATS commander, HQ AFRS/RSXL, or HQ AFOATS/SDFA (as applicable), lessor or representative, and or COE district personnel to inspect leased quarters as required.

7.6. Conserves energy when using utilities and services (for example, electricity, gas, and oil).

7.7. Informs commander of any change in marital or dependent status that would alter eligibility or entitlement for GLQ.

7.8. At termination of lease, ensures quarters are cleaned to meet the conditions of the lease agreement.

**8. US Army COE Responsibilities.** The US Army COE:

8.1. Acts as the Air Force agent for all negotiations with lessor, including services and required maintenance.

8.2. Certifies a military installation with housing or a family housing leasing program is not located within 20 miles or a 1-hour commute of the duty location.

8.3. Selects prospective leased quarters as follows:

8.3.1. Surveys the local housing market to ensure fair and open competition requirements are met.

8.3.2. Performs a rental determination to determine fair market.

8.3.3. Determines the best candidate and certify (on letterhead or COE-Leased Government Housing RFMIS-NT Program document) that lower cost adequate quarters are not available within the next 30 days within the commute area identified in paragraph [8.2](#). This includes quarters which will not accept a government lease.

8.4. Does not enter into a lease agreement without approval from HQ AFRS/RSXL or HQ AFOATS/SDFA.

8.5. Submits a projected annual cost estimate for required utilities to HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable) as part of the lease package, when a lease is negotiated without utilities and services. The projected cost should be based on area utility consumption cost estimates.

8.6. Submits necessary documentation to HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable) for review and verification of leases.

8.7. Documents actions using a US government lease for real property.

8.8. Negotiates lease renewals, cancellations, and restoration costs.

8.9. Sends HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable) the required information for establishing the USAF Installation Characteristics Report (RCS: SAF-MII(AR) 7119), using the AF IMT 1192, *USAF Installations Characteristics Report*). (**Note:** AF IMT 1192 is prescribed in AFI 32-9005, *Real Property Accountability and Reporting*; refer to that publication for guidance on filling out the form.)

**9. Leasing Procedures.** See paragraphs 10. through 16. for procedures to help program managers, units, and the COE determine requirements, select prospective quarters, calculate lease costs, identify special leasing considerations, enter into a lease agreement, account for real property, and assign or retain quarters, respectively.

#### **10. Determining Requirements:**

10.1. HQ AFRS/RSXL and HQ AFOATS/SDFA will work with their units to determine which locations qualify for this program. When a situation dictates that leased quarters are required, a unit will submit a request with supporting data, requesting lease approval and funding.

10.2. HQ AFRS/RSXL and HQ AFOATS/SDFA should contact their servicing COE concerning the availability of quarters leased for other agencies.

10.3. If adequate quarters are already under lease and are vacant or will be vacated within a reasonable period of time--up to 90 days pending HQ AFRS/RSXL or HQ AFOATS approval, these quarters will be offered to the member rather than requesting a new lease. Refusal of assignment to such quarters normally eliminates the member from any further consideration for GLQ.

10.4. Bedroom entitlement for adequate quarters will be determined by grade, family size, and family composition. Use AFI 32-6001, *Family Housing Management*, Table 4.2, to determine bedroom requirement based on grade; use Table 4.3 to determine bedroom requirement based on family size and composition.

#### **11. Selecting Prospective Quarters:**

11.1. Before selection can begin, HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable) will forward a lease request to the COE to begin lease action based on information submitted by the unit. **Note:** A lease request to the COE cannot be issued unless lease points and funding for quarters and (or) operations and maintenance (O&M) are available.

11.2. The COE must identify a representative sample (at least three of leasing prospects that meet the member's entitlements and are within commuting distance). Size limitations are specified in AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*. It is desired, but not mandatory, that the interior of the quarters meet the functional requirements outlined in AFI 32-6002. Quarters will contain a range and refrigerator and may contain other appliances. Also, other amenities such as washer and dryer hookups, heating and air-conditioning appropriate for the location, telephone outlets, and utility systems will be provided.

11.3. Quarters will not be considered for lease unless the lessor provides maintenance.

## **12. Calculating Total Lease Costs (TLC):**

12.1. Include annual rents paid to the lessor for use of facilities:

12.1.1. Utility deposits. (If required, utility deposits must be included in the annual cost of the lease.)

12.1.2. Annual costs for allowable utilities and services.

12.2. Do not include administrative and overhead costs attributable to travel, inspection, etc., experienced by COE districts and Air Force organizations.

## **13. COE Leasing Considerations:**

13.1. If a military installation with family housing or a family housing lease program is within 20 miles or a 1-hour commute of the duty location, terminate all further leasing actions and notify HQ AFRS/RSSO or HQ AFOATS/SDFA, as appropriate.

13.2. If TLC of any adequate quarter's candidate is below the member's LQEC, terminate all further leasing actions and notify HQ AFRS/RSSL or HQ AFOATS/SDFA, as appropriate.

13.3. A waiver is required if selected quarters exceed the fair market value and no other adequate quarters meet the member's requirements. Submit the analysis of the prospective quarters to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) and request a waiver.

13.4. Leases will not include, as a separate cost item, parking for any vehicle nor will separate leases or agreements be entered into for such facilities at government expense.

## **14. Entering Into a Lease Agreement:**

14.1. After verifying the cost of available adequate quarters, the COE will determine the best candidate for the government to lease. The COE will submit a request package to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable). As a minimum, the package must contain the member's request for leased quarters, COE market survey results depicting the lease candidates and total costs, location of the nearest military installation (in miles and commute time), and a rental determination. The package must also include certification (on letterhead or COE Leased Government Housing RFMIS-NT Program document) recommended quarters are the least expensive adequate quarters in the commute area available within the next 33 days.

14.2. After the lease is approved, the COE will immediately send the lease to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) for execution. The COE will provide documentation to the unit and HQ AFRS/RSSL or HQ AFOATS/SDFA.

14.3. A high-cost lease requires HQ AETC/A7CP coordination and HQ USAF/A7CH approval. HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) will review the package, verify the documentation is accurate, and based on this information, either disapprove or recommend approval to HQ AETC/A7CP.

14.3.1. If the lease is approved, HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) will forward the package to HQ AETC/A7CP for review and approval.

14.3.2. If the lease is disapproved, HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) will annotate why, inform the unit and COE, and ensure lease actions are terminated.

14.3.3. HQ AETC/A7CP will review the lease package and forward to HQ USAF/A7CH within 48 hours.

14.3.4. If the lease is approved, HQ AETC/A7CP notifies HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) to proceed with the lease actions. If the lease is disapproved, HQ AETC/A7CP directs HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) to discontinue action on the lease.

14.3.5. In turn, HQ AFRS/RSSL or AFOATS/SDFA (as applicable) will inform the parties involved whether the lease has been approved or disapproved. If approved, the COE provides the lease agreement to AFRS or AFOATS/SDFA (as applicable) for execution. If disapproved, HQ AFRS/RSSL or AFOATS/SDFA (as applicable) ensures all COE lease actions are terminated.

**15. Accounting for Real Property.** After a lease agreement is finalized, the COE sends HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) the required information for establishing the *USAF Installation Characteristics Report*, AF IMT 1192 (RCS: SAF-MII(AR)7119).

#### **16. Assigning or Retaining Quarters:**

16.1. When the unit receives an executed lease, it will initiate AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) or Dependency Redetermination*, providing the date the member (or members) was assigned quarters. (**Note:** If a military member is married to another military member, both forfeit their BAH.) Send completed forms to the financial services office (FSO) that maintains the member's pay records.

16.2. Within 15 days of occupancy, the commander (or designated representative), the lessor (or designated representative), and the member jointly inspect the quarters. They should identify and document any discrepancies between COE-prepared forms initiated when identifying the property (ENG Form 3143, *Joint Survey and Inspection of Condition of Government Leased Property*; and ENG Form 3143a, *Joint Survey and Inspection of Condition Leased Property, Section III—Interior Condition of Individual Room*). The member and the lessor will each keep one copy of the forms; the squadron keeps the original forms for use in determining condition of the quarters when the member vacates them.

16.3. The commander or designated representative may allow quarters to remain vacant for periods of up to 30 days. If needed, extensions for an additional 60 days may be approved by HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable). **Note:** To allow quarters to remain vacant **beyond** 90 days requires HQ AETC/A7CP approval.

**17. Lease Forms and Clauses.** Leases are formally documented by the COE. Regardless of the forms used, the COE district attempts to obtain terms judged to be most favorable to the government and within statutory thresholds. The commander, HQ AFRS or HQ AFOATS (if necessary), and the member will review the lease thoroughly to ensure complete understanding of both the landlord's and the government's responsibilities. Each lease:

17.1. Requires the lessor to maintain the quarters and lessor-furnished appliances. This includes maintenance required due to fair wear and tear.

17.2. Provides for payment of rents in arrears.

17.3. Provides for prorating the rental fee for an effective date other than the first day of a month. For example, rental payment for a lease with an effective date of 20 August would be prorated for the period 20 through 31 August and then continued monthly (1 through 30 September, 1 through 31 October, etc.).

17.4. Provides for cancellation by the government with 30 days, but not more than 60 days, of written notice to the lessor.

17.5. Contains the following clause:

“The lessor hereby agrees that the rental consideration specified herein is the only consideration to be received for the demised premises and includes payment for all utilities, maintenance, and services specified herein. No other remuneration will be paid by the government member, his or her family, or any other person acting on the member's behalf.”

**18. Lease Review.** Commanders will review leases annually and when a member's eligibility changes. During the review, commanders will monitor lease expiration dates and advise HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) at least 90 days before any lease expiration.

18.1. The commander will verify that the member occupying leased quarters is still eligible for GLQ. If a member is no longer eligible, the commander must determine whether it is cost-effective to maintain GLQ for the remainder of the member's time on station. If the commander believes it is cost-effective to allow the member to remain in GLQ, the commander must request approval from HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable). If the lease is high cost, HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) must secure HQ AETC/A7CP approval.

18.2. Members whose dependents no longer reside with them or members who no longer reside with their dependents are not eligible for GLQ. If this occurs to a member living in GLQ, the commander must take action to have the occupant vacate the quarters within 30 days unless it has been determined cost-effective to maintain the GLQ.

**19. Lease Renewal:**

19.1. HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) must approve all GLQ renewals before the COE can negotiate a renewal lease agreement.

19.2. Commanders must validate lease requirements for continuing the existing leases. After validation and at least 90 days before the lease expiration, lease requirement will be submitted to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) for approval.

19.3. The applicable office reviews the package and ensures sufficient funds are available. If funds are available and the annual total TLC does not exceed the normal cost lease limit of \$12,000 (adjusted annually), approval may be granted. If approved, the applicable office will contact the COE to renew the lease.

19.4. If the TLC exceeds the normal cost lease limit but is less than \$14,000 (adjusted annually), HQ AFRS/RXSL or HQ AFOATS/SDFA (as applicable) forwards the lease to HQ AETC/A7CP for review. HQ AETC/A7CP will forward to HQ USAF/A7CH for approval.

19.5. HQ AETC/A7CP will forward the package to HQ USAF/A7CH within 48 hours.

19.6. If the TLC for lease renewal exceeds the high-cost lease threshold, the applicable office notifies the COE to cancel the lease.

**20. Payment.** The member's support base Defense Finance and Accounting Service (DFAS) pays lease fees (monthly, in arrears) directly to the lessor according to AFI 32-9001, *Acquisition of Real Property*. For AFRS, the DFAS also pays all charges for authorized utilities and services not provided by the lessor directly to suppliers identified in the lease quarters utilities data.

20.1. **Leases.** COE lease amendments are required to make rental or payment adjustments, except prorating rent according to binding contracts.

20.2. **Utilities.** Utility charges are certified for payment in the same manner as lease charges. The squadron posts utilities suppliers' bills to leased quarters using AETC Form 79. The squadron commander forwards the suppliers' bills or invoices (segregated by lease number), written confirmation of services received, and the fund citation to support base DFAS. The squadron makes every effort to take advantage of discounts offered by suppliers for prompt payments. The squadron will forward a copy of AETC Form 79 to AFRS/RXSLR or HQ AFOATS/SDFA by the 15th of the following the month bills are posted.

20.3. **Lease Certification.** By the 25th day of each month, the commander certifies in writing to the supporting FSOs all leases in effect that month. Certification indicates the fund citation and lists each lease by number, showing the individual to whom payment is due, the address to which the payment is to be forwarded, and the amount of payment authorized. Include explanatory remarks for leases where the authorized payment period or amount differs from the norm. A COE lease amendment is required to make rental or payment adjustments, except for prorating of rents in accordance with the lease.

**20.4. Restoration Charges:**

20.4.1. Members will be held liable for loss or damage to quarters, equipment, or furnishings caused by abuse or negligence of the members or their guests and for failure to satisfactorily clean assigned leased quarters on termination.

20.4.2. The member may voluntarily correct damage or reimburse the government for charges to correct damage (DD Form 1131, *Cash Collection Voucher*, or DD Form 362, *Statement of Charges/Cash Collection Voucher*).

20.4.3. When a member refuses to correct damages, the commander notifies the member in writing of damage and estimated repair or replacement costs and requests a reply by endorsement, stating the member's reasons for refusing to acknowledge liability.

20.4.4. A member's refusal to acknowledge liability requires a report of survey to be initiated. AFMAN 23-220, *Reports of Survey for Air Force Property*, prescribes requirements and procedures concerning reports of survey.

20.4.5. Restoration charges are negotiated by the COE district and documented through a supplemental agreement to the original lease. On receipt of a supplemental agreement for restoration charges from the COE district, the commander verifies charges, using ENG Form 3143 and ENG Form 3143a.

20.4.6. Authority to make deductions from a military member's pay sufficient to cover the cost of necessary repairs, replacements, or cleaning is contained in Title 10, United States Code (U.S.C.) 2775, *Liability of Members Assigned to Military Housing*.

## 21. Lease Termination:

21.1. **Members' Responsibilities.** Members terminating assignment to leased quarters for any reason must advise their commander in writing at least 150 days before the date they plan to vacate. If permanent change of station (PCS) orders are received in a shorter timeframe, they will notify the commander as soon as possible.

### 21.2. Termination for Personal Convenience:

21.2.1. HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) may approve a member's request for lease termination for personal convenience. Normally, the member must have resided in current leased quarters for at least 1 year to be eligible for lease termination. Members must give proper notice and acknowledge in the request that relocation is at their own expense and they are ineligible for GLQ for the duration of assignment at that duty location.

21.2.2. Requests for termination prior to 1 year of occupancy for personal reasons must be fully documented, justified, and forwarded through the member's unit to HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) for consideration. Approval of such requests normally renders the member ineligible for further participation in the GLQ program.

21.3. **Prefinal Inspection.** Approximately 2 weeks before the termination, the commander or designated representative, lessor or designated representative, and member will jointly conduct a prefinal inspection of the quarters to view the condition and determine charges for damage (if any) for which the member is responsible. Use the ENG Forms 3143 and 3143a completed at the time of initial occupancy. Where damage other than fair wear and tear is evident, refer to paragraph **20.3**.

21.4. **Final Termination Inspection.** Conduct a final termination inspection on the date the member vacates the quarters to ensure the quarters are clean and no additional damage has occurred since the prefinal inspection. The commander or designated representative, lessor or designated representative, and member will jointly conduct the final inspection. Use ENG Form 3143 and ENG Form 3143a to document findings. Encourage the lessor to accept custody of the quarters on completion of the final inspection.

21.5. **Reinstatement of BAH.** On satisfactory completion of the final termination inspection, the unit initiates AF Form 594 providing the date quarters were terminated. Send the completed form to the FSO that maintains the member's pay records.

**22. Lease Cancellation:**

22.1. Premature or indiscriminate cancellation of a lease is not only detrimental to good community relations, but it creates unnecessary overhead costs for the government. Send each request for lease cancellation to HQ AFRS/RSSL or HQ AFOATS/S DFA (as applicable) for review to ensure the action is fully justified and leased quarters can no longer be used. Leases are not canceled based solely on an individual member's desire; for example, a move to more desirable leased quarters.

22.2. When it becomes necessary to request a lease cancellation (including cases where the lessor has failed to meet his or her obligations), the unit informs HQ AFRS/RSSL or HQ AFOATS/S DFA (as applicable) of the proposed cancellation. Include in the request all data necessary to identify the specific lease, a detailed account of circumstances justifying cancellation, and the proposed effective date of cancellation.

22.3. If approved, HQ AFRS/RSSL or HQ AFOATS/S DFA informs the appropriate COE district to take cancellation actions for the lease specified.

**23. Reporting Active Leases.** Commanders are required to report active leases quarterly to HQ AFRS/RSSL or HQ AFOATS/S DFA (as applicable). This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Each report must track and report all active leases.

23.1. Quarterly reports will cover the fiscal year period 1 October to 31 December, 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September. HQ AFRS/RSSL and HQ AFOATS/S DFA will forward reports to HQ AETC/A7CP by the fifth calendar day of January, April, July, and October.

23.2. HQ AETC/A7CP will forward report to HQ USAF/A7CH by the 15th of January, April, July, and October. Quarterly reports will include high-cost leases and all leases as required by Congress acquired during the quarter.

**24. Documentation of Case History Files.** As a minimum, establish case numbers for each lease. Each case file will contain:

24.1. A copy of the lease, member's statement of understanding ([Attachment 4](#)), ENG Form 3143 and ENG Form 3143a, and AF Form 594.

24.2. Other pertinent correspondence to include a market survey, rental determination, quarter's description, and utility data.

**25. Prescribed Forms:**

AETC Form 79, *Utility Data Sheet*

**26. Adopted Forms:**

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 1131, *Cash Collection Voucher*

AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) or Dependency Redetermination*

AF IMT 1192, *USAF Installations Characteristics Report*

ENG Form 3143, *Joint Survey and Inspection of Condition of Government Leased Property*

ENG Form 3143a, *Joint Survey and Inspection of Condition Leased Property, Section III–Interior Condition of Individual Room*

MARK A. ATKINSON, Colonel, USAF  
Director of Logistics, Installations, and Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 2828, *Liability of Members Assigned to Military Housing*  
AFPD 32-60, *Housing*, 16 September 2005

AFI 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*, 27 May 1997

AFI 32-9001, *Acquisition of Real Property*, 27 July 1994

AFI 32-9005, *Real Property Accountability and Reporting*, 30 September 1994

AFJI 32-9006, *Army and Air Force Basic Real Estate Agreements*, 22 February 1995

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005

<https://afirms.amc.af.mil/> (previously AFMAN 37-139, *Records Disposition Schedule*)

***Abbreviations and Acronyms***

**AFRS**—Air Force Recruiting Service

**AFOATS**—Air Force Officer Accession and Training Schools

**BAH**—basic allowance for housing

**COE**—US Army Corps of Engineers

**DC**—deposit cost

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**FSO**—financial services office

**GLQ**—government-leased quarters

**HHG**—household goods

**LC**—lease cost

**LFQ**—leased family quarters

**LQEC**—leased quarters eligibility cost

**O&M**—operations and maintenance

**TLC**—total lease cost

**USC**—utility and service cost

### *Terms*

**Acceptable travel time**—20 miles or 1 hour or less commute time during normal commute traffic from quarters to duty location or duty location to quarters.

**Accompanied personnel**—Military personnel eligible for BAH at the with-dependents rate and accompanied by dependents.

**Adequate leased quarters**—Quarters that meet Air Force guidelines for size and quality and are commensurate with the member's grade. These quarters contain normal accommodations to satisfy reasonable living needs of the individual who will reside in it, are located within acceptable travel time, and are within prescribed monetary leasing limits. This includes apartments, townhouses, condominiums, modular homes, and single-family homes. Mobile homes are considered inadequate. **Note:** All Department of Defense (DoD) housing is considered “adequate” unless it was deemed substandard by the respective service department in 1973.

**Commander**—AFRS squadron commander or AFOATS detachment commander.

**Designated representative**—Person designated to manage and administer the program by the commander.

**Drayage**—The movement of household goods.

**High-cost leases**—TLC is greater than \$12,000 (adjusted annually), but less than high-cost lease threshold. The high-cost lease threshold is based on inflation and will be published annually. **Note:** HQ AETC/A7CP is the approval authority for high-cost leases.

**High-cost lease threshold**—Statutory limit (\$14,000) for high-cost leases is determined annually based on inflation.

**Lease point**—Authorization from the Air Staff to lease quarters.

**Leased quarters eligibility cost (LQEC)**—Monthly dollar cost (varying by grade and location) that determines each member's eligibility for participation in the program. The LQEC is established by multiplying the member's BAH by 12. If adequate suitable quarters (including utilities and services) are not available at or below the LQEC, the member may apply for leased accompanied quarters. If both members are active duty, the LQEC is based on the highest ranking member's grade. A TLC higher than LQEC does not automatically qualify the member for participation in the program since the member is expected to be able to pay a reasonable cost above the LQEC for housing.

### **NOTES:**

1. Inflation of BAH Rates. When calculating the LQEC, use current BAH rates. If rates change after application but before acquisition, recalculate LQEC before the lease is awarded.
2. Promotions. If the member has been selected for promotion, the BAH rates for the higher grade will be used to determine LQEC.

**Member**—An AFRS or AFOATS person who meets the qualifications of “accompanied personnel.”

**Multiple Occupancy GLQ Unit**—Leased facility acquired for occupancy by two or more members.

**Normal leases**—TLC at or below \$12,000 (adjusted annually). HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable) is the approval authority. If HQ USAF/A7CH delegates lease approval and lease points for

normal leases to HQ AETC, AETC may further delegate the approval authority to HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable).

**Quarters**—A place of residence: apartment, townhouse, condominium, modular home, single-family home, etc.

**Single Occupancy GLQ Unit**—Leased facility acquired for occupancy by one member or family.

**Total lease cost (TLC)**—Calculated by adding lease costs (LC) to allowable utility and services costs (USC) plus required deposit costs (DC), if needed. The equation would be:  $TLC = LC + USC + DC$ . The TLC determines whether a normal lease allocation or a high-cost lease allocation is required.

**Unaccompanied Personnel**—Military personnel eligible for BAQ at the without-dependents rate.

**Unit**—The organization making the request for lease action--squadrons for AFRS and detachments for AFOATS.

**Utilities and services**—Allowable utility and service costs include electricity, gas, water, sewage, and trash collection. In no case will lease provisions provide for parking, cleaning, maid, laundry, telephone, and television cable services.

## Attachment 2

## FURNITURE AND FURNISHINGS FOR LEASED UNACCOMPANIED HOUSING

**A2.1. Authorized Items.** The items of furniture and furnishings listed below are the maximum allowance per leased unaccompanied housing unit and (or) per member occupying a leased unaccompanied housing unit for which costs may be included in the lease rental fee and for which the government will accept consideration for restoration costs (if applicable). Any of the items listed may be substituted with a like item which will serve the purpose for which the authorized item is intended. All other items provided in leased quarters by the lessor will be provided at the risk of the lessor.

<b>Item</b>	<b>Per Individual</b>	<b>Per Leased Unit</b>
Bed (innerspring mattress and box springs)		1
Nightstand	1	
Chest	1	
Dresser (single or double, with or without mirror)	1	
Barrel back chair	1	
Full-length mirror		1
Sofa (two or three cushion where living room provided)		1
Lounge chair	1	
Coffee table (where living room provided)		1
Lamp table (two per sofa, one per lounge chair)		(as required)
Desk with chair		1
Table lamp (per table except coffee and kitchen tables)		(as required)
Desk lamp		1
Floor lamp (per room except kitchen and bathroom)		(as required)
Bookcase		1
Draperies		(as required)
Carpeting and rugs with pad (except kitchen and bathroom) only when not carpet not provided		(as required)
Range (where kitchen or kitchenette provided)		1
Kitchen table with four chairs (where kitchen or kitchenette provided)		1
Desk fan, circulation (where unit not air-conditioned)		1
Smoke detector		1

**A2.2. Unauthorized Items.** The items of furniture and furnishings listed below will not be provided in leased unaccompanied quarters at government expense, nor will the government accept any liability or consideration for restoration cost should the lessor intentionally or inadvertently provide or, for any reason, fail to remove such items from quarters leased by the government.

**Item**

Radio

Flatware

Dishes

Kitchen appliances (other than range/refrigerator)

Hi-Fi and (or) stereo equipment

Cooking utensils

Paintings and wall plaques

**Attachment 3****SAMPLE CHECKLIST OF COMMANDER'S GLQ ELIGIBILITY**

- \_\_\_\_\_ Verify no military installation with family housing or a family housing lease program is located within a 20-mile or 1-hour commute of member's duty location.
- \_\_\_\_\_ Ensure sufficient lease points and adequate funding are available.
- \_\_\_\_\_ Verify bedroom and size requirements for member's GLQ requests according to AFI 32-6002.
- \_\_\_\_\_ Calculate leased quarters eligibility costs (LQEC).
- \_\_\_\_\_ Contact local rental associations, etc., to verify housing rentals cost (quarters and estimated monthly utilities). Submit lease request only if estimates exceed LQEC.
- \_\_\_\_\_ Verify member is eligible for GLQ according to paragraph 2. of the publication.
- \_\_\_\_\_ Ensure members are briefed on their responsibilities regarding GLQ leases.
- \_\_\_\_\_ Ensure BAH is stopped on the date quarters were available for and assigned to the member.
- \_\_\_\_\_ Monitor monthly utility and services costs (when not included in lease) to ensure rent plus utilities and services does not exceed approved annual or high-cost lease limits.
- \_\_\_\_\_ Notify HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) and COE of any problems or disagreements between the member and lessor.
- \_\_\_\_\_ Notify HQ AFRS/RSSL or HQ AFOATS/SDFA (as applicable) at least 90 days prior to the lease renewal or termination date or member's request to vacate.

**Attachment 4****SAMPLE MEMBER'S STATEMENT OF UNDERSTANDING**

**Note:** File the member's statement of understanding with the application for leased quarters.

1. I understand the final determination for the acquisition of quarters rests with the supporting US Army Corps of Engineers (COE) district engineer according to DoD policies, the AETC-leased family quarter's instruction (AETCI 32-6003), cost criteria, and adequacy standards. A lease consummated by an individual on his or her own behalf is either binding on, or a commitment by, the government. Only the COE district engineer's representative can negotiate and execute a lease between the government and a landlord.
2. I further understand:
  - a. I have no option to decline assignment to vacant leased quarters currently under lease and located within the acceptable travel distance or to decline assignment to quarters negotiated by the COE in response to a request submitted by me.
  - b. I should anticipate a delay from the time I initiate a request until the COE district engineer is able to execute a lease and make it available for assignment.
  - c. I am responsible to notify my commander if my BAH is not terminated when government quarters are occupied.
  - d. Once assigned to government quarters, I will be required to remain in those quarters until any of the following occurs:
    - (1) The lease terminates under its own terms.
    - (2) I become ineligible for leased quarters.
    - (3) I am reassigned out of the area.
    - (4) I am directed to move because of government necessity.
    - (5) The lease is terminated for the convenience of the government.
    - (6) I receive approval for retirement or separation.
  - e. I will be responsible for such routine housekeeping, maintenance, minor repairs and related servicing of the dwelling unit, equipment and furnishings, and the maintenance of grounds as would be expected of a tenant in on base quarters.
  - f. For maintenance and servicing of equipment and furnishings, I will notify the lessor.
  - g. I will permit responsible supervisor, commander, detachment commander, HQ AFOATS commander, HQ AFRS/RSXL or HQ AFOATS/SDFA (as applicable), lessor or representative, and or COE district personnel to inspect leased quarters as required.
  - h. I will not permit occupancy of quarters assigned to me by anyone except myself and my dependents. I understand a violation of this principle is sufficient cause for the commander to withdraw the leasing privilege.
  - i. I will notify the commander in writing at least 90 days prior to the date desired for vacating the quarters. If my notification is less than 150 days, I will notify the commander as soon as possible.

j. I will immediately notify my commander in writing of any change in dependency status that would result in a change in eligibility for my continued occupancy of the leased quarters.

k. I will accept quarters leased by the COE.

l. When I vacate, I will ensure my quarters are cleaned to meet the conditions of the lease agreement.

m. I may be held pecuniary liable to reimburse the government for damage to leased quarters and to any government furniture and furnishings resulting from negligence or willful acts according to AFI 23-220.

n. I understand the decision to have pets is a personal decision, but the COE may select quarters that do not allow pets. I further understand if I refuse quarters selected by the COE, I will be ineligible for the lease program.

o. I understand the Air Force is not and will not be responsible for any damages caused by pets.

\_\_\_\_\_  
(Signature of commander or designated representative)

\_\_\_\_\_  
(Signature of service member)

\_\_\_\_\_  
(Typed name and grade)

\_\_\_\_\_  
(Typed name and grade)

\_\_\_\_\_  
(Date of signature)

\_\_\_\_\_  
(Date of signature)

**Attachment 5****SAMPLE CHECKLIST OF MEMBER'S RESPONSIBILITIES**

- Before signing a rental agreement in the local community when the cost exceeds your LQEC, contact your squadron or detachment about the availability of government-leased family quarters (GLQ).
- If your spouse is pregnant, provide a physician's statement with the lease request.
- If additional persons (for example, mother or father) are "bona fide" dependents, provide proper documentation or an affidavit attesting to the fact.
- Inform your commander of any change in your marital status that would render you ineligible for GLQ.
- Inform your commander if your dependents no longer reside with you or if you no longer reside with your dependents.
- Do not communicate or negotiate any leasing actions with prospective lessor on behalf of the government.
- Assume no direct obligations to a lessor or prospective lessor.
- Fulfill legal and moral obligations and administrative requirements usually imposed on members occupying government quarters and other responsibilities specified in the lease.
- Occupy assigned quarters in a manner that fosters a favorable public attitude toward the GLQ program.
- Report all maintenance and repair requirements (including emergencies) to the lessor. Repairs not made should be reported to the commander.
- Permit your supervisor, commander, HQ AFRS/RSSL or HQ AFOATS (as applicable), lessor or representative, and or COE district personnel to inspect your leased quarters as required.
- Conserve energy while using utilities.
- Notify the squadron 90 days prior to your estimated termination date or request to vacate.