

**BY ORDER OF THE COMMANDER  
HOLLOMAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 32-6005**

**HOLLOMAN AIR FORCE BASE  
Supplement**

**28 JANUARY 2014**

**Civil Engineering**

**UNACCOMPANIED HOUSING  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 49 CES/CEAC

Certified by: 49 CES/CC  
(Lt Col Michael J. Johnson)

Pages: 18

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, and establishes responsibilities and procedures for dormitory management, room assignment and occupancy. It applies to all personnel who reside in or have responsibility for dormitories. Violations of this instruction are punishable under the Uniform Code of Military Justice. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Civil Engineer Squadron Asset Management Office (49 CES/CEAC), 2300 Alamogordo Blvd, Holloman AFB, NM 88330.

**1.2.7.7. (Added)** 49 CES/CEAC is the office of primary responsibility for the Contracting Officer Representative (COR) for the Unaccompanied Housing (UH) management contract.

1.2.8.24.1. **(Added)** ADL will help identify Quality of Life (QoL) items for each dormitory for 49WG/CC/CCC End of Year (EoY) funding.

1.2.8.24.2. **(Added)** ADL will identify dorm campus maintenance, improvements, and funding needs to 49 CES/CEAC.

1.2.8.38. **(Added)** ADL Superintendent:

1.2.8.38.1. **(Added)** One 8H000 MSgt position provided by HQ ACC/A1M for a two (2) year special duty assignment and an optional one year extension subject to AFPC/DPAA approval.

1.2.8.38.2. **(Added)** ADL Superintendent (8H000) hiring process will follow Personnel Services Delivery Guide:

1.2.8.38.3. **(Added)** Position will be advertised locally.

1.2.8.38.4. **(Added)** Applicants will be screened by 49th Civil Engineer Squadron Superintendent (49 CES/CCC).

1.2.8.38.5. **(Added)** Recommendations will be provided to 49th Wing Command Chief Master Sergeant (49 WG/CCC) for selection.

1.2.8.38.6. **(Added)** Member will be assigned to two year controlled tour w/AFSC change and assigned to 49 CES/CEAC.

1.2.8.38.7. **(Added)** ADL responsibilities include, but not limited to:

1.2.8.38.8. **(Added)** Work competitive hire program to select qualified personnel as Military Dorm Managers (MDM) with 49 CES/CEAC, 49 CES/CCC and 49 WG/CCC concurrence.

1.2.8.38.9. **(Added)** Provides OPCON/TACON to MDM.

1.2.8.38.10. **(Added)** Liaison to Unit Commanders, Command Chief, First Sergeants, Supervisors in relation to dormitory functions.

1.2.8.38.11. **(Added)** Provides outreach to inform, educate and address concerns or issues regarding AFI 32-6005.

1.2.8.38.12. **(Added)** Mentorship of residents.

1.2.8.38.13. **(Added)** Ensures resident compliance with directives and military living standards.

1.2.8.38.14. **(Added)** Assesses good order and discipline and exercises general supervision over residents.

1.2.8.38.15. **(Added)** Mentors residents and assists them in their adjustment to military life, the development of military attitude and their enhancement of social skills.

1.2.8.38.16. **(Added)** Knowledge in: Below-the-Zone (BTZ) promotion criteria,

promotion factors, Time-in-Service (TIS) and Time-in-Grade (TIG) promotion eligibility requirements, education benefits, retraining program, Career Job Reservation (CJR) program, and base referral agencies.

1.2.8.38.17. **(Added)** Manages Dorm of the Quarter (DoQ)/Room of the Quarter (RoQ) Programs.

1.2.8.38.18. **(Added)** Oversees management of Bay Orderly (BO) Program.

1.2.8.39. **(Added)** Military Dorm Managers (MDM).

1.2.8.39.1. **(Added)** MDM assigned from other base units will report to ADL. Commitment of service of the MDM will be no longer than 12 months.

1.2.8.39.2. **(Added)** Qualification for the MDM position includes, but not limited to, a highly motivated, dedicated and well organized Noncommissioned Officer (NCO) (well seasoned SSgt or TSgt) with no adverse actions (physical training failure, medical profile, Article 15, etc.). An interview process by the 49 CES/CCC is required for interested applicants (applicants will be local).

1.2.8.39.3. **(Added)** MDM hiring process:

1.2.8.39.3.1. **(Added)** Three MDM positions will be advertised and filled locally.

1.2.8.39.3.2. **(Added)** Members should not apply inside their AEF bands/adverse administrative actions disqualify members (Article 15, Control Rosters, Unfavorable Information File (UIF), etc.).

1.2.8.39.3.3. **(Added)** Must be quality Airmen--capable of mentoring dorm residents.

1.2.8.39.3.4. **(Added)** Applicants will be screened by 49 CES/CCC.

1.2.8.39.3.5. **(Added)** Recommendations will be provided to 49 WG/CCC for selection.

1.2.8.39.3.6. **(Added)** MDMs will serve no longer than one year tours.

1.2.8.39.4. **(Added)** Duty Requirements: (but not limited to).

1.2.8.39.4.1. **(Added)** Serves OPCON/TACON to ADL Superintendent. Administrative Control (ADCON) to respective unit.

1.2.8.39.4.2. **(Added)** Mentors residents and assists them in their adjustment to military life, the development of military attitude and their enhancement of social skills.

1.2.8.39.4.3. **(Added)** Ensures resident compliance with directives and military living standards.

1.2.8.39.4.4. **(Added)** Assesses good order and discipline and exercises general supervision over residents.

1.2.8.39.4.5. **(Added)** Customer service complaints should be addressed at the lowest level. Complaint resolution process is as follows: UH staff, MDM, ADL, COR, and Capital Asset Manager. Survey forms are available in the

UH office.

1.2.8.39.4.6. **(Added)** Knowledgeable in: BTZ promotion criteria, Promotion Factors, TIS & TIG Promotion Eligibility Requirements, Education benefits, Retraining Program, CJR Program, Base Referral Agencies.

1.2.8.39.4.7. **(Added)** Provides/coordinates with parties involved in DoQ inspections, i.e.... unit CC, CCC, CCF, Airman Dorm Councils (ADC).

1.2.8.39.4.8. **(Added)** Maintain continuity binder for desired facility and furnishings improvements.

1.2.8.39.4.9. **(Added)** Supervises Bay Orderly (BO) program, note: will track dates of BO on electronic spreadsheet & report no shows to respective units.

1.2.8.39.4.10. **(Added)** Provides ADL Superintendant requirements for BO schedule.

1.2.8.39.4.11. **(Added)** Supervise BO, ensures dorm campus is maintained in accordance with BO Checklist.

1.2.8.39.4.12. **(Added)** Develops/mentors Airman Dorm Councils (ADC), monthly meetings is encouraged.

1.2.8.39.4.13. **(Added)** Quality of Life Planning Ideas (involves unit ADC, CCF, CCC, CC).

1.2.8.39.4.14. **(Added)** Work with ADL to plan unfunded requirements list for potential 49 WG/CC/CCC, QoL, or EoY funding.

1.2.8.39.4.15. **(Added)** Helps oversee and initiates unit self help projects.

1.2.8.39.4.16. **(Added)** Misc. tasks include, updating dorm resident mailing list, maintaining military/dorm related bulletin board, EoY plan, updating nametags, account dorm item inventory, flame locker inventory, post flyers, monitor recycling program, continuity binder, etc.

1.2.9.1.1. **(Added)** 49 CES/CEAC Resident Responsibility Memorandum. **See Attachment 8.**

2.11.1.7. **(Added)** ADL promotes and participates with Airman Dorm Council and Installation Dorm Council.

2.11.1.8. **(Added)** ADL will assist unit leadership to procure items using DoQ funding.

2.13.1. **(Added)** Room and campus inspections will be conducted, at a minimum, once a month. **See Attachment 9.**

2.13.2. **(Added)** MDMs will ensure the following inspections are conducted:

2.13.2.1. **(Added)** Perform 10% Health and Wellness inspections weekly.

2.13.2.2. **(Added)** Perform 10% weekly maintenance inspections for W/O items.

2.13.2.3. **(Added)** Coordinates w/ First Sergeant for their monthly room inspections.

- 2.13.2.4. **(Added)** Perform monthly fire extinguisher inspections.
- 2.13.2.5. **(Added)** Quarterly DoQ inspections. **See Attachment 10.**
- 2.13.2.6. **(Added)** Daily walk around inspection (check all dayrooms, laundry rooms, hallways, outside walkways, etc. for any discrepancies).
- 2.14.4. **(Added)** Perform all duties as described in **See Attachment 11.**
- 2.14.5. **(Added)** ADL will notify Security Forces and Consolidated Dormitory Management (CDM) staff of vandalism and destruction, or theft of government property.
- 2.14.6. **(Added)** ADL oversees management of Bay Orderly (BO) Program.
  - 2.14.6.1. **(Added)** Provides squadron commanders and/ or First Sergeants manpower requirements for BO.
  - 2.14.6.2. **(Added)** Ensure dorm campus is maintained IAW BO Checklist.
- 2.15.1.1. **(Added)** ADL provides inputs for QIC.
- 2.18.2. **(Added)** Members departing for deployments are required to complete a Notification of Leave/TDY form (**See Attachment 12**) and turn it in to the ADL and UH office, Building 336 Room 124, prior to departing base.
- 4.5.3. **(Added)** Assignment of priority 3 and 4 personnel will not be considered if the overall dormitory occupancy rate meets or exceeds 95 percent.
  - 5.1.2.3. **(Added)** 49 CES/CEAC Capital Asset Manager will determine the number of personnel authorized to receive BAH if the occupancy rate exceeds the Air Force standard of 95 percent. UH staff will send a BAH selection letter to each selectees unit commander/first sergeant.
    - 5.1.2.3.1. **(Added)** In the event a member approved for single rate BAH is TDY, on leave or has less than 6 months for PCS or separation the Commander or First Sergeant notifies the UH staff the member is unavailable, normally within 72 hours. The UH staff will then proceed with notifications for the next person on the single rate BAH Wait List.
    - 5.1.2.3.2. **(Added)** When Unit Commanders/First Sergeants approve a member for single rate BAH they advise the member to report to the UH staff within five duty days.
    - 5.1.2.3.3. **(Added)** Personnel accepting BAH will be given 30 days from the date of the authorization to locate suitable off-base housing. If unable to locate suitable housing within 30 days, they need to advise to the UH/ADL to update their status locating quarters. All personnel must attend a housing referral briefing.
    - 5.1.2.3.4. **(Added)** Personnel declining BAH will be required to sign a statement of declination. Personnel declining for the first time will remain on the waiting list. Personnel who decline a second time will be removed from the waiting list for 90 days and must reapply after that time.
    - 5.1.2.3.5. **(Added)** Personnel selected while deployed/TDY or on leave, may

accept or decline upon return if they are within 15 days of the date the notification was sent to their unit commander/first sergeant. If their return date exceeds 15 days, they will be bypassed and the next eligible person will be notified. When personnel are bypassed, they will be frozen on the list until they return. They will then be eligible for BAH when the occupancy rate again exceeds 95 percent.

5.1.3.2.1.1.2. **(Added)** Checklist for Hardship Exception to Policy Request Packages. See [Attachment 13](#).

ANDREW A. CROFT, Colonel, USAF  
Commander, 49th Wing

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

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**49 CES/CCC**—49th Civil Engineer Squadron Superintendent

**49 CES/CEAC**—49th Civil Engineer Squadron Asset Management Office

**49 WG/CCC**—49th Wing Command Chief Master Sergeant

**ADC**—Airman Dorm Councils

**ADCON**—Administrative Control

**ADL**—Airmen Dorm Leader

**BO**—Bay Orderly

**BTZ**—Below-the-Zone

**CDM**—Consolidated Dormitory Management

**CJR**—Career Job Reservation

**COR**—Contracting Officer Representative

**DoQ**—Dorm of the Quarter

**EoY**—End of Year Funding

**HAFB**—Holloman AFB

**HVAC**—Heating, Ventilation and Air Conditioning

**MDM**—Military Dorm Manger

**OPCON**—Operational Control

**QoL**—Quality of Life

**RoQ**—Room of the Quarter

**SSS**—Staff Summary Sheet

**TACON**—Tactical Control

**TIG**—Time-in-Grade

**TIS**—Time-in-Service

**UIF**—Unfavorable Information File

**USAF**—United States Air Force

*Terms*

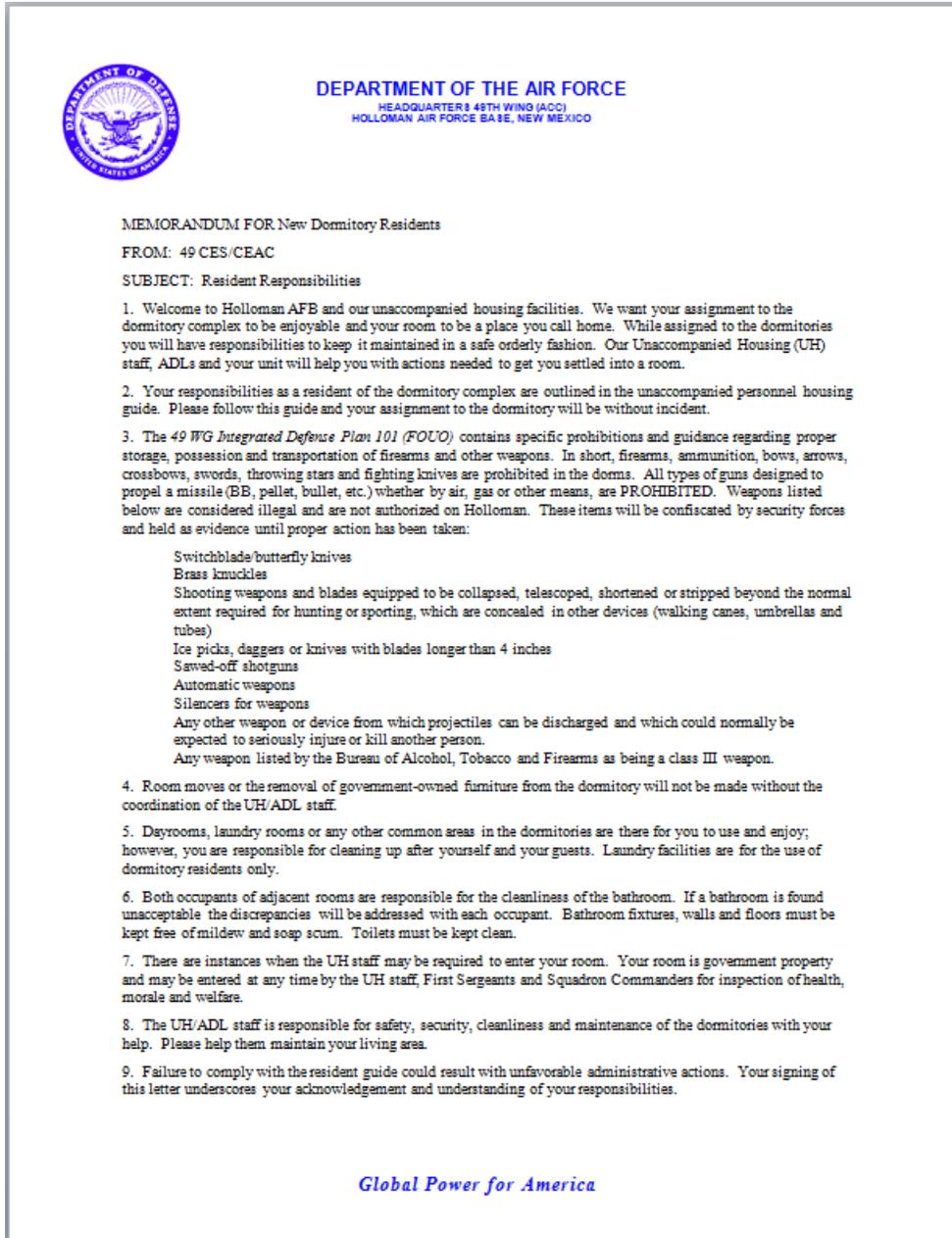
**Adequate Housing**—Government quarters for which Basic Allowance for Housing is forfeited when assigned.

**Family Housing (FH)**—Government owned, leased and acquired dwellings used as a residence for eligible military and civilian members and their families.

## Attachment 8 (Added)

## 49 CES/CEAC WELCOME LETTER

Figure A8.1. 49 CES/CEAC Welcome Letter.



10. If you have any questions, please feel to contact the UH/ADL staff at ext 572-3295.

DANN E. BARNES, DAFC, GS-12  
Capital Asset Manager  
49th Civil Engineering Squadron

Date: \_\_\_\_\_

1st Ind, \_\_\_\_\_  
(Print Resident name)

MEMORANDUM FOR 49 CES/CEAC

SUBJECT: Acknowledgement of Resident Responsibilities

I acknowledge receipt and understand I have responsibilities as a resident while residing in the dormitory complex. I understand the need to follow the resident guide and the Air Force policies.

\_\_\_\_\_  
(Resident Signature & Rank)

## Attachment 9 (Added)

## UNACCOMPANIED HOUSING INSPECTION CHECKLIST

Table A9.1. Unaccompanied Housing Inspection Checklist.

Date of Inspection: _____			
		Pass/Fail	REMARKS
Entry door	Exterior area and door		
Window	Interior/exterior window and sill		
Room does not create a neat appearance:			
	Walls dirty		
	Clothing not put away		
	Blinds dirty		
	Furniture dirty/needs dusting		
	Carpet needs cleaned/vacuumed		
	Personal items not organized/clean		
	Ashtrays emptied		
	Dirty dishes		
Bed not properly made			
	No linens/mattress cover		
Wall lockers not locked			
Trash can full			
	No trash can liner		
	*Contains food		
Sink area			
	Sink/countertop dirty/not neatly arranged		
	Soap dish/toothbrush holder dirty		
	Mirror/medicine cabinet dirty		
Light fixtures need cleaning			
	Light bulbs need replacement		
Microwave	Dirty inside/outside		
Refrigerator	Dirty seal/outside/inside		
	Needs defrosting		
	Coils on back dirty/dusty		
Unnecessary lights/appliances left on			
*Damage to rooms/furnishings not reported			
Air conditioner filter dirty			
*Fire hazard present			
*Safety hazard present			
*Security violation			
*Water conservation violation			
Bathroom	Odor/dirty/vent needs cleaning		

**Attachment 10 (Added)****DORM OF THE QUARTER**

**A10.1.** Dorm of the Quarter (DoQ) is a quarterly dorm competition based on factors including, but not limited to, dorm appearance, cleanliness, presentation and dormitory needs. The Room of the Quarter (RoQ) inspection happens in conjunction with the DoQ. One room per dormitory may be nominated by respective unit leadership. There are nine dormitories on HAFB.

**A10.2.** Practical timeframes to schedule the DoQ/RoQ is the last week of March, June, September and December.

**A10.3.** Parties involved in preparing for the DoQ/RoQ include Airman Dorm Leader (ADL), Military Dorm Managers (MDM), Individual Dorm Councils (IDC), Bay Orderlies and respective unit leadership (CC, CCC, CCF, and Supervisors). The IDC will be presenting the DoQ/RoQ to the inspectors.

**A10.4.** The DoQ/RoQ will be two inspections:

A10.4.1. The 1st round DoQ inspection will be accomplished by a 4 member team consisting of 3 HAFB unit CCCs (inspectors) and 1 Airman Council member (serves as escort). This team will inspect and rate 9 dormitories and 9 rooms and then pick the top 3 dorms. A DoQ checklist will be provided for the inspectors for each dormitory. The 1st round RoQ inspection will be accomplished by a 4 member team consisting of 3 HAFB unit CCFs (inspectors) and 1 Airman Council member (serves as escort). This team will inspect & rate all nominated rooms and then pick the top 3 rooms. After these inspections are complete the Airmen Dorm Leader (ADL) will meet with the inspectors to score the inspection.

A10.4.2. The 2nd round inspection will be accomplished by a 4 member team consisting of Wing CC, Wing CCC (inspectors) and the ADL & Airman Council member (escorts). The Wing CC and CCC will rate the top 3 dorms & top 3 rooms with 1st, 2nd and 3rd placing. The top 3 DoQ/RoQ winners will be announced at the following installation quarterly awards ceremony. DoQ/RoQ Monetary or time off pass awards will be determined by the 49 WG/CC/CCC.

## Attachment 11 (Added)

**BAY ORDERLY CHECKLIST**

**A11.1.** Each squadron is responsible for providing an NCO to oversee the bay orderly program for their respective dormitory. The bay orderly program is comprised of residents detailed by individual units to perform required duties within the dormitory complex.

**Table A11.1. Bay Orderly Checklist.**

DORM# _____							
<b>BAY ORDERLY DUTIES</b>							
Bay orderly duties are a military formation and duty is performed 0800 to 1600. Bay orderly will begin duty NLT 0800 hours in uniform signing in with Military Dorm Manager (MDM). The MDM is your supervisor while you are assigned duties as a bay orderly. This list is not all-inclusive; see your MDM for all other tasks.							
Day	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
BO Initials							
MDM Initials							
<b>DAILY</b>							
<b>Exterior of Building</b>							
Empty butt cans, pick up cigarette butts around the dormitory perimeter to include the smoke area's							
Empty garbage cans- pick-up paper and trash around building							
Sweep and clean-up around entrances and exits							
Any additional task designated by the MDM of First Sergeant							
<b>Day Rooms</b>							
Arrange furniture in an orderly and presentable fashion							
Dust/Wipe down furniture- chairs/sofa/table free of crumbs, food stains, etc. (Check under cushions)							
Vacuum Floor-including underneath furniture							
Adjust ceiling tile for proper fit							
Brush off and cover pool tables, put pool sticks away							
Close all windows							
Turn off TV and electronic equipment, if no residents are present							
<b>Kitchens/restroom (where it applies)</b>							
Wipe down counter, stove tops, and table tops- free of stains, spots and dirt.							
Clean Sink- free of stains, spots, and shine chrome fixtures							
Clean interior and exterior of microwave- free of stains, spots, and dirt							
Sweep and mop the floor/Empty trash cans							
Clean dirty dishes, if any and turn in to Dorm Management							
Clean tub, sink, and toilet. Re-stock two rolls of toilet paper and paper towels.							
<b>Breezeways</b>							

Vacuum Hallways- pick up hard objects before using (empty vacuum cleaner daily)
Remove dust and dirt from corners, ledges and behind bay doors
Clean doors- free of finger prints smudge marks, spots, and dirt
Clean all windows- free of finger prints smudge marks, spots, and dirt
Clean drinking fountains
<b>Stairwells</b>
Sweep non-carpeted areas
Mop Stairwells
Remove cobwebs from ceilings, corners, and doorways
Dust/Wipe down handrails
<b>Laundry Room</b>
Remove lint from lint trap of dryers
Wipe down interior and exterior of washer and dryers
Empty trash cans
Sweep and mop floors- free of stains, spots, and dirt
Clean light fixtures- free of bugs, spots, and dirt
Wipe down tables, vents, etc.
<b>WEEKLY (Every Tuesday)</b>
<b>Exterior</b>
Clean out ashes to barbecue pits and grills
Clean grill tops- free of excess grease and food products
Remove cobwebs from around first floor exterior
Pull weeds/grass from sidewalks, curbs and other paved areas and along fences & building walls
Empty and wash out interior and exterior garbage cans (if needed)
<b>Stairwells</b>
Clean Base of handrails- free from dust and dirt around base of handrails supports
Clean light fixtures- free of bugs, spots, and dirt
<b>Kitchen</b>
Clean oven- free of stains, spots, and dirt
Clean out refrigerators- dispose of any open items that could cause poisoning (mayonnaise, salad dressings, etc.) wipe down interior and exterior of unit, defrost if necessary
<b>Day Rooms</b>
Wipe down/dust all equipment (includes vending machines)
Dust/wipe down all window seals
Dust/wipe down TV, DVD, and cable box- free of dust and stains
Clean all windows- free of finger prints, smudge marks, spots and dirt
Dust and straighten book shelves/racks- place book in orderly arrangements, dispose of magazines two or more months old.
<b>Other Things</b>
Dust /wipe down all picture frames- free of dust
Dust/ Wipe down all plastic plants- free of dust
Dust/ Wipe down base boards in hallways, day room, laundry rooms, and stairwells

Move and clean behind washers and dryers (do not move dryers)
Clean resident storage rooms
Put out recycling bins in front of building at 0730 on Tuesdays and bring back inside when empty or end of day
Clean janitor closets
<b>MONTHLY (First Thursday of the Month)</b>
Clean out all light fixtures in the building to include: stairwells, laundry rooms, day rooms, and exterior lighting fixtures- free of bugs, stain, and dirt
Perform any additional task as designated by the Dorm Manager or First Sergeant
<b>Weekends, Holidays and Down Days(complete by 1000 hrs)</b>
Pick up trash around exterior of building and parking lot
Sweep and empty trash in laundry room
Empty all common area and exterior trash cans
I _____ have been briefed by _____ as to what my assigned duties are for the next seven days, from _____ to _____. I understand that if I fail to complete my assigned duties, appropriate disciplinary action will be taken by my Squadron First Sergeant for addition to my Personnel Information File (PIF).
(Signature of Bay Orderly) _____ (Date of Signature) _____

**Attachment 12 (Added)**  
**NOTIFICATION OF LEAVE/TDY**

**Figure A12.1. Notification of Leave/TDY Letter.**

	<p><b>DEPARTMENT OF THE AIR FORCE</b>  <small>HEADQUARTER 8 48TH WING (ACC)  HOLLOMAN AIR FORCE BASE, NEW MEXICO</small></p>
<p>MEMORANDUM FOR 49 CES/CEAC Unaccompanied Housing (UH) Office</p> <p>FROM: _____ (Name, Building #, and Room #)</p> <p>SUBJECT: Notification of Leave / TDY</p>	
<p>1. I will be departing on leave/TDY (circle one) from _____ to _____. I understand that my room must be in inspection order prior to my departure and all items of importance or value must be secured or locked away. I have listed items that cannot be properly secured on the back of this form (please include make, model, and serial number if applicable).</p> <p>2. Under no circumstance will I leave my-room key with anyone. It will remain in my possession at all times.</p> <p>3. If upon my return, I discover that items have been damaged or are missing, I will immediately notify the dorm manager and the Security Forces.</p> <p>4. If there are changes to my schedule I will notify the dorm manager as soon as possible.</p>	
<p>_____ Printed Name and Rank</p>	<p>_____ Signature</p>
<p>I acknowledge receipt and have inspected your room on _____ (date/time)</p> <p>The following items were noted during the inspection.</p> <p>___ All high value items have been properly secured or are listed on the back of form.</p> <p>___ Room is clean and in inspection order.</p>	
<p>_____ Unaccompanied Housing Office</p>	
<p><i>Global Power for America</i></p>	

**Table A12.1. Items Noted During Inspection.**

TELEVISION	BRAND	MODEL/SIZE	SERIAL	COLOR(S)	REMARK
1.					
2.					
3.					
<b>VCR</b>					
1.					
2.					
3.					
<b>DVD PLAYER</b>					
1.					
2.					
3.					
<b>CAMCORDER</b>					
1.					
2.					
<b>GAMING SYSTEM(S)</b>					
1.					
2.					
3.					
4.					
5.					
<b>DIGITAL CAMERA</b>					
1.					
2.					
<b>COMPUTER(S)</b>					
1.					
2.					
<b>MISCELLANEOUS</b>					
1.					
2.					
3.					
4.					
5.					
<b>PROPERTY IDENTIFICATION:</b>					
NAME: _____					
BLDG/ROOM: _____					
DATE COMPLETED: _____					
VERIFIED BY: _____(UH REPRESENTATIVE)					

**Attachment 13 (Added)****CHECKLIST FOR HARDSHIP REQUEST PACKAGES**

**A13.1.** When a hardship request is to be submitted for termination of quarters, the items marked below need to be provided to Unaccompanied Housing (UH) management for processing of exception requests. Requests are delayed without the items marked below or if endorsements are missing.

**A13.2.** A Memorandum written by member with the specifics of his/her situation and printed on official letterhead; routed through the unit First Sergeant and endorsed by member's Squadron Commander and Group Commander.

**A13.3.** Supporting documents needed to process your request:

A13.3.1. Divorce Decree.

A13.3.2. Child Visitation Documents/Notary Document.

A13.3.3. Approved Application for Dependency (Family members).

A13.3.4. Financial Analysis/Assessment from Family Support Center.

A13.3.5. Written documentation from the attending physician with 49 MDG/CC Endorsement LES.

A13.3.6. Lease (if applicable).

A13.3.7. Other -- Specify: \_\_\_\_\_.

A13.3.8. Copy of PCS orders, if applicable.

**A13.4. Staff Summary Sheet (SSS) will be prepared by UH.**

**A13.5.** Requester will provide the complete package to the central dormitory management office, Bldg 336, room 124 for processing to UH/ADL staff.

**A13.6.** 49 CES/CEAC Capital Assets Manager will forward the package to the 49 CES/CC for coordination/signature and routing to the 49 MSG offices. When the signed package is complete you will be notified.

**A13.7.** If you have any questions regarding this checklist, or the requirements, please contact the UH management office at 572-3295.