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***Civil Engineering***

**FURNISHINGS MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-60, *Housing*. It implements within the Air Force Department of Defense (DoD) philosophy pertaining to housing management (see DoD 4165.63-M, *DoD Housing Management*, September 1993; and DoD Instruction 1015.12, *Lodging Program Resource Management*, October 30, 1996); and provides guidance and rules for managing an installation furnishings and appliances program. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. If there is any conflict between statements in this AFI and AFMAN 37-139 regarding retention of records, AFMAN 37-139 applies. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 9775. Privacy Act system of record F032 AF CE D, On/Off-Base Housing applies.

**(KADENAAB)** AFI 32-6004, *Furnishings Management*, 3 March 2006, is supplemented as follows:

**(KADENAAB)** This supplement outlines policy, procedures, and responsibilities in 18th Wing and partner units and applies to the 18th Wing and partner units personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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/gcss-af61a/afirms/afirms/>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 9775. System of record notice F032 AF CE D, *On/Off-Base Housing Records*, applies.

### **SUMMARY OF CHANGES**

This revision incorporates Interim Change 2006-1 and clarifies the program elements that should be used when programming, purchasing, and maintaining furnishings and appliances for unaccompanied housing (UH), visiting quarters (VQ), and temporary lodging facilities (TLF). The revisions also clarify the role the Services Commander will play in identifying and advocating for VQ and TLF furnishings requirements through their local comptroller. The entire text of the IC is at the last attachment. A bar ( | ) indicates a revision from the previous edition.

**(KADENAAB)** This publication has been substantially changed and must be completely reviewed. It clarifies information concerning AFI 32-6004 specifically for all 18th Wing (18 WG) and partner units.

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## Chapter 1

### FURNISHINGS PROGRAM RESPONSIBILITIES

**1.1. Furnishings Management Program.** This program provides furniture and appliances for:

1.1.1. Family Housing. See **Chapter 5**, Overseas Operation, for tour duration items, furniture loaner kits and AFI 32-6003, General Officer Quarters (GOQ) for supplemental furnishings for GOQs and O-6 installation commanders.

1.1.2. Lodging facilities.

1.1.3. Unaccompanied housing (UH) (permanent party and pipeline).

1.1.4. Unaccompanied officer and NCO quarters.

1.1.5. Fire department sleeping and entertainment areas.

1.1.6. Airman Leadership School (ALS) sleeping areas and lounges.

1.1.7. Missile launch control/alert facility sleeping areas and lounges

1.1.8. Supplemental and special command position (SCP) furnishings. Supplemental furnishings may be provided to general officers, civilian equivalents, brigadier general selectees, and colonels serving as the installation commander and residing in government housing. Additional furnishings and tableware may be provided to SCPs. For further guidance, see AFI 32-6003, *General Officer Quarters*.

**1.2. HQ USAF Responsibilities :**

1.2.1. HQ USAF/ILE. The Office of the Civil Engineer oversees the furnishings management program.

1.2.2. HQ USAF/ILEH. The Chief of Housing is the office of primary responsibility (OPR) for the furnishings management program and serves as functional point of contact for furnishings standards.

**1.3. Major Command (MAJCOM) Responsibilities .** The MAJCOM Civil Engineer housing staff:

1.3.1. Manages the furnishings and appliance programs for their command.

1.3.2. Sets up supplemental guidance to implement the policies of this program.

1.3.3. Budgets/monitors funds requirements and recommends distribution of funds for furnishings and appliance support for new dormitory and lodging facility construction and for dormitory and lodging major renovation projects using MILCON, Quality of Life, and Host Nation funds.

1.3.4. Develops an excess furnishings program.

1.3.5. Submits an *Overseas Furnishings and Quarters Availability Report* (RCS: HAF-ILE [SA]7803) on overseas stations under its control (**Attachment 2**).

1.3.6. Approves, on a case-by-case basis, transfers of furnishings assets between family housing (FH) and operations and maintenance (O&M) accounts or vice versa only when justified and documented as in the best interest of the Government or on an emergency basis.

**1.4. Installation Commander Responsibilities.** The senior installation (wing) commander (hereafter called the installation commander, or commander):

1.4.1. Provides resources for all aspects of the furnishings management program.

1.4.2. Provides facilities meeting the standards DoD 4145.19-R, *Storage and Warehousing Facilities and Services*, June 1978, for the operation of furnishings management warehouses and administrative support.

1.4.3. Assigns qualified personnel to furnishings management.

1.4.4. Makes furnishings information available for all furnishings management office (FMO) customers.

1.4.5. Develops and maintains an installation furnishings management program and local furnishings standards which meet or exceed MAJCOM and Air Force standards.

1.4.6. Ensures that unit commanders or designated representatives, consolidated dormitory management office (CDMO), housing flight chief and lodging general manager sign for dormitory furnishings, performs an annual assessment, and forwards assessments to the FMO.

1.4.7. Provides data automation support.

1.4.8. Ensures the Military Personnel Flight (MPF) briefs members traveling to overseas areas about furnishings and quarters availability.

1.4.9. Ensures furnishings are purchased from the correct accounts.

**1.5. Installation or Base Civil Engineer (BCE) Responsibilities.** The BCE ensures:

1.5.1. Furnishings budget requirements are identified for UH, FH (including GOQs) and lodging.

1.5.2. Appropriated fund furnishings are properly inventoried and accounted for.

1.5.3. Training is available for furnishings management personnel.

1.5.4. GOQ furnishings expenditures are tracked and reported.

1.5.5. The housing flight chief reviews annual furnishings assessments.

1.5.6. Furnishings repair, either in-house or through a contract service, is provided.

1.5.7. Basewide appliance program is managed.

1.5.8. CE/CC or Deputy participation on the Quarters Improvement Committee (QIC).

**1.6. Housing Flight/Furnishings Management Responsibilities.** The furnishings management function, in the Housing Flight, is the base focal point for all transactions (to include being primary equipment custodian) involving quarters furnishings purchased with appropriated funding. They provide services for family housing, general officer quarters, unaccompanied housing and lodging. FMOs have limited responsibilities associated with nonappropriated fund items.

1.6.1. For appropriated fund purchases:

- 1.6.1.1. Furnishes budget inputs to the BCE and Services Commanders.
- 1.6.1.2. Receives and issues furnishings.
- 1.6.1.3. Maintains a furnishings backup stock.
- 1.6.1.4. Warehouses, redistributes, repairs, and turns in furnishings.
- 1.6.1.5. Prepares purchase requests for authorized items.
- 1.6.1.6. Provides customer pickup and delivery services.
- 1.6.1.7. Performs an annual inventory and assessment of FMO warehouse stocks
- 1.6.1.8. Identifies items that are excess to the installation and reports them to their MAJCOM.
- 1.6.1.9. Serves as the focal point for the Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP).
- 1.6.1.10. Identifies and reports suspected abuse or loss of property. For items damaged, destroyed, or lost through possible fault or neglect, starts report of survey when cost is \$500.00 or greater, unless the occupant volunteers to pay (see AFMAN 23-220, Reports of Survey for Air Force Property). Occupants' financial liability will be determined in accordance with Title 10, United States Code, Section 2775, and Chapter 7 of DoD 7200.11, Liability for Government Property Lost, Damaged or Destroyed. Funds collected for loss or damage to UH are credited to the local O&M appropriation (AFMAN 23-220).
- 1.6.1.11. Ensures the latest supply and customer service procedures are followed.

1.6.2. For nonappropriated fund purchases:

- 1.6.2.1. Coordinates on purchase requests for NAF items.
- 1.6.2.2. Provides warehouse space, materials handling equipment support and manpower support for NAF items.
- 1.6.2.3. Provides customer pickup and delivery service for NAF items.

**1.7. Unit Commander, CDMO, Housing Flight Chief, and Lodging Manager Responsibilities:**

- 1.7.1. Dual Responsibilities. Unit commanders, CDMO, lodging managers and housing flight chief:
- 1.7.1.1. Maintain control of furnishings in their respective facilities.
  - 1.7.1.2. Conduct annual quarters appropriated fund furnishings inventory and assessment on an AF Form 228, **Furnishings Custody Receipt and Condition Report**, and forward a completed copy to the FMO.
  - 1.7.1.3. Participate in the base QIC to represent unit dormitory, CDMO, and lodging furnishings needs.

1.7.2. Unit Responsibilities. Unit commanders or CDMOs (for UH) ensure inventories of room furnishings by dormitory residents at change of occupancy. The new occupant signs an AF Form 228, acknowledging quantity and condition of furnishings and equipment present in his or her room. The unit then ensures updated information is placed in the unit's master AF Form 228 file. A unit's master AF Form 228 file is one that compiles all the individual room data. The Housing Flight Chief accomplishes these requirements for unaccompanied officer quarters (UOQ) and unaccompanied noncommissioned officer quarters (UNCOQ). (Lodging managers do not have to inventory room furnishings between changes in temporary duty [TDY] or transient customers, since these individuals do not sign an AF Form 228.)

**1.8. Services Commander/Director Responsibilities.** The Services Commander or civilian Director ensures:

1.8.1. Authorized appropriated fund (APF) furnishings budget requirements are identified for lodging and requirements are coordinated with FMO for logistical support of receipt, handling and issue. However, the Services Commander/Director is responsible for advocating for APF resources (BOS PEXXX96F) needed for VQs and TLFs through the installation comptroller.

1.8.2. Coordinates with FMO on purchases of any NAF property that will require logistical support.

1.8.3. Coordinates with FMO on the disposal of any appropriated fund property and any NAF property that will not be sold and the proceeds returned to the NAF fund.

1.8.4. Participates on the Quarters Improvement Committee (QIC).

**1.9. General Officer Quarters (GOQ) Furnishings Costs.** Congress requires that the Office of the Secretary of Defense (OSD) annually review GOQ costs in the budget cycle and during the project approval process. GOQ supplemental furnishings costs are included in these operations cost reviews and must be monitored. General officers, their spouses, or adult household members will sign an AF Form 228 for all furnishings in their GOQ (AFI 32-6003).

## Chapter 2

### FINANCIAL RESPONSIBILITIES

**2.1. Furnishings and Appliances Budgets.** The BCE, through the housing flight and operations flight, consolidates requirements for the procurement, management, maintenance and repair (M&R) of all government-owned APF furnishings and domestic appliances for UH and FH. FMO, through the housing flight chief and lodging management, obtains budget input or estimates, by program element, and provides them to the BCE resource advisor (RA) who, based on the program element, forwards to the applicable resource advisor/comptroller who advocates for the listed program element. For example, fire department furnishings requirements are advocated in Facilities Operation (FO) PE (PE XXX79F). Dormitories furnishing requirements are advocated in the permanent party UH, PE (PE XX679F). These estimates include requirements for furnishings initial issue, upgrade, M&R and replacement programs for UH and FH. Lodging programs, through the services commander, for items to be procured with NAF funds and advocates through the installation comptroller for APF lodging requirements (PE XXX96F). (See AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, and AFI 34-214, *Procedures for Nonappropriated Fund Financial Management and Accounting*). AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, specifies when APF funds may be used for lodging furnishings and appliances.

2.1.1. When estimating furniture requirements:

2.1.1.1. Derive the basic furnishings requirements from furnishings allowance (see **Chapter 8**) for unaccompanied and family housing and AFI 34-246, *Air Force Lodging Program*, for lodging.

2.1.1.2. Use the installation QIP to further define the type and style of furnishings.

2.1.1.3. Include furnishings administrative support requirements in budget estimates.

2.1.2. Use O&M funds (PE XX679) to provide furnishings for government-owned UH and for unaccompanied personnel residing in overseas rental housing. Operating cost, to include UH furnishings and appliances for permanent party UH, is funded from UH PEXX679F.

2.1.3. Use family housing funds to provide furnishings for family housing and accompanied personnel authorized to live in rented quarters overseas.

2.1.4. Use APF and NAF for furnishings requirements related to facility construction, maintenance, and repair projects in accordance with AFI 65-106, Figure 6.1.

**2.2. Budget Requirements Justifications.** Furnishings budget justifications include complete information and thoroughly supported data. Note:

2.2.1. Age and condition of inventory and equipment.

2.2.2. Furnishings requirements for scheduled military construction program renovation, new construction, and acquisition housing projects.

2.2.3. Any mission changes.

2.2.4. Loaner kit requirements (full Joint Federal Travel Regulation [JFTR] locations) and furniture (limited JFTR locations) for overseas housing. Unaccompanied personnel are authorized loaner kits, which are purchased with base O&M funds.

**2.3. Budgeting for Appliances.** The BCE, through the housing flight, budgets for the maintenance and repair (M&R) of all government-owned appliances for dormitories, lodging, and family housing. M&R includes replacement and backup stock.

2.3.1. For FH authorized free-standing appliances, all costs associated with initial issue, replacement and maintenance & repair of are funded with P-721.4.

2.3.2. For FH authorized built-in appliances, replacement and maintenance & repair are funded with P-722.62. Refer to **Attachment 8** for authorized appliances.

2.3.3. For UH authorized appliances, the funding source is the permanent party UH PE (PEXX679F). See **Attachment 6** for authorized appliances.

2.3.4. For authorized lodging appliances (VQs and TLFs), the Lodging Manager provides requirements to the FMO. The Services Commander advocates for BOS PEXXX96F funding through the Installation Comptroller. See **Attachment 6** for authorized appliances.

**2.4. Furnishings Backup Stock.** Backup stock provides items to replace broken or worn-out furnishings. Compute the installation backup stock quantity or level by considering:

2.4.1. Past usage. (As an example, if only three particular items were exchanged in the past year, then only three of that item should be required for backup.)

2.4.2. Projected customer needs.

2.4.3. Transportation or resupply lead times.

2.4.4. Available storage space.

2.4.5. Furnishings repair time.

**2.5. Furnishings Repair.** Evaluate APF furnishings and appliance requirements for contract and in-house repair, including furnishings associated with facility repair and construction projects. The BCE should estimate funds requirements for contract and in-house repair of UH and FH furnishings from budgetary data provided by UH management and family housing. Determine required items, quantities and repair costs, and provide to the civil engineering RA for inclusion in the applicable O&M and MFH financial plans. Consolidate lodging furnishings and appliances repair requirements in the CE furnishings repair contract under a separate line item and fund in accordance with AFI 65-106. The Services Commander will advocate for VQ and TLF furnishings repair funding through their installation comptroller. Incorporate lodging furnishings and appliance repairs as a separate line item in the CE repair program, but fund in accordance with AFI 65-106. Identify and budget Services requirements and estimates through the Services Commander/Director. Describe each item needed and justify estimates for quantities and repair costs.

2.5.1. (**Added-KADENAAB**) Housing and Furnishings inspectors will use Kadena Air Base (AB) Form 8, *Discrepancy Report*, to annotate all discrepancies with Furnishings and appliances.

**2.6. Transportation of Furnishings.** Estimate the:

- 2.6.1. Number of units to be supported.
- 2.6.2. Number of trips.
- 2.6.3. Approximate weight per trip.
- 2.6.4. Costs for pickup and delivery services for contracted furnishings moves.
- 2.6.5. Mileage for fuel costs and associated equipment and supplies for in-house furnishings moves.

**2.7. Acquisition.** Furnishings and appliance acquisition is complicated and requires close coordination and aggressive follow-up on orders (See [Table 2.1](#)). Special attention to details is necessary so that the correct items arrive on time.

2.7.1. Appliances. Use locally established procurement procedures.

2.7.1.1. Family Housing. To determine the proper cost category for FH appliances, use the principle that freestanding is an operations cost (P-721) and installed is an M&R cost (P-722). Purchase FH freestanding (not built in) appliances, such as stoves, refrigerators, stoves, with 721.4 funds. Account for FH built-in appliances, such as dishwashers, built-in ovens and cooktops, in P-722.

2.7.1.2. Unaccompanied Housing (UH). Purchase UH appliances with O&M funds in PEXX679.

2.7.1.3. Visiting Quarters (VQ) and Temporary Lodging Facilities (TLF). Purchase and repair appliances for existing VQ and TLF with O&M funds and account for in BOS PEXXX96F. Purchase appliances for new construction of a VQ with O&M funds in BOS PEXXX96F, and purchase appliances for new construction of a TLF with NAF.

2.7.1.4. For new UH and VQ construction or major renovations, the housing and lodging managers, respectively, coordinate with FMO to ensure compatibility of appliances with utility connections (gas, water, sewer and electric) and space constraints.

2.7.2. FMO Responsibilities:

2.7.2.1. Orders furnishings and appliances by completing the required documentation.

2.7.2.2. Ensures funds are obligated by monitoring funds availability documents until the order is delivered.

2.7.2.3. Coordinates requirements for funding (CE funds manager) and purchasing (supply/contracting) with appropriate office.

2.7.2.4. Ensures the installation QIC approves all UH furnishings/appliances purchases included in the QIP.

2.7.2.5. Follows up on all outstanding furnishings/appliances orders until the items arrive.

2.7.3. Ordering. Use AF Form 2005, **Issue/Turn-In Request**, DD Form 1348-6, **DoD Private Line Item Requisition System Document**, AF Form 9, **Request for Purchase**, and IMPAC card to order furnishings and obtain services.

2.7.4. Special Procedures. Use contracting or General Services Administration (GSA) special project furnishings procedures to minimize storage and handling, to ensure that items

arrive by the estimated delivery date (EDD), and to obtain the best possible price. Special project procedures accommodate installation needs for:

- 2.7.4.1. Facility beneficial occupancy date.
- 2.7.4.2. Incremental shipments.
- 2.7.4.3. Quantity discounts.
- 2.7.4.4. Containerized shipments at manufacturer plants.

**Table 2.1. Deleted.**

**2.8. Supplies.** Do not include funds for expendable supplies and grounds maintenance equipment items for UH and lodging day-to-day operations (non-furnishings allowance) in the FMO budget. For permanent party UH, the using unit [squadron under unit dormitory management concept or Consolidated Dormitory Management Operations (CDMO)] budgets for and purchases these items using PE XX679F. For pipeline (student) dormitories, DO budgets for and purchases supplies.

**2.9. Contingency Lodging.** Services (SV), as the manager of contingency lodging facilities, identifies furnishings requirements to the base civil engineer (CE). CE should provide minimal furnishings to meet contingency requirements, such as excess FMO furniture from either the support base or within the region. If surplus stocks are not available, FMO should purchase required furnishings from appropriated funds as necessary, using funds earmarked for specific contingency operations when appropriate. SV provides accountability for furnishings assets while they are in use in contingency lodging facilities, and CE provides FMO purchasing, delivery, warehousing, and if required, pickup for final disposition when furnishings are no longer required.

**2.10. Appliance Backup Stock .** The backup stock provides replacement appliances, as required, using the same criteria as furnishings backup stock. Only minimum back-up stock will be maintained. Consider the availability of local purchase sources when computing the installation backup stock quantity or level based on:

- 2.10.1. Past usage. (Example: If only three particular items were exchanged in the past year, then only three of that item should be required for backup.)
- 2.10.2. Projected customer needs.
- 2.10.3. Transportation or resupply lead times.
- 2.10.4. Available storage space.
- 2.10.5. Appliance repair time.

## Chapter 3

### WAREHOUSE MANAGEMENT

**3.1. Storage and Materiel Handling** . To protect and safeguard the furnishings inventory, furnishings warehouses must meet or exceed standards set in DoD 4145.19-R-I. In addition to these standards, equip furnishings warehouses with:

- 3.1.1. Climatic control to preserve wood and fabrics.
- 3.1.2. Loading ramp and dock.
- 3.1.3. Sufficient lighting.
- 3.1.4. Appropriate shelving.
- 3.1.5. Administrative area.
- 3.1.6. Security area for pilferables (such as microwaves, VCRs, and TVs).
- 3.1.7. Workshop areas for minor maintenance.
- 3.1.8. Flammable materials storage space.
- 3.1.9. Space and electrical outlet service for materials handling equipment.
- 3.1.10. Staging area for receiving assets and processing turn-ins.

**3.2. Housekeeping and Safety :**

- 3.2.1. General Requirements. Keep areas clean, safe, and orderly.
  - 3.2.1.1. Establish a warehouse location system to illustrate item locations and assist in planning and management of space. Segregate O&M, NAF and FH appliances and furnishings in the warehouse.
  - 3.2.1.2. Block refrigerator doors open.
  - 3.2.1.3. Use material handling equipment to load and unload crated, boxed, or palletized items and to move assets within the warehouse. Pad hand trucks and dollies to avoid damaging items. Place pads between wood and item surfaces.
  - 3.2.1.4. Cover items that are not in boxes or containers.
  - 3.2.1.5. Mark aisles with safety stripes, and post exit markings, load bearing limits, and other safety information.
- 3.2.2. Stacking Requirements. When stacking items, do not exceed the load capacity of the bottom item. Mattresses and box springs are a special concern. Stack these in a manner that prevent safety hazards or damage to the assets. Observe the manufacturer's recommended stacking limitations.
- 3.2.3. Other Requirements:
  - 3.2.3.1. Obtain entomology services to exterminate insects in storage areas.

3.2.3.2. Request the technical assistance of the installation safety office in all matters relating to accident prevention. Make sure that workers wear protective clothing, such as gloves and safety shoes.

3.2.3.3. Use signs or aisle markers to identify the warehouse locations of serviceable items.

**3.3. Pickup and Delivery Service** . Coordinate pickup and delivery service with customers. Customers may provide transportation, if desired. A furnishings representative or quality assurance evaluator (QAE) in contract operations (surveillance method to measure contractor performance will be left to each base):

3.3.1. Accompanies commercial contractors for pickup and delivery service.

3.3.2. Checks issues and turn-ins for proper identification, quantity, condition, and cleanliness.

**3.4. Receiving Furnishings** . Base supply, transportation, and FMO must coordinate on the receipt of APF-purchased furnishings shipments. Lodging must coordinate on the receipt of items purchased with NAF funds. On incoming shipments:

3.4.1. Verify the identification, quantity, and condition of furnishings. Immediately report any new furnishings that are damaged or of poor quality to base supply or base contracting. These agencies explain how to report deficiencies according to AFI 23-101, *Centrally Managed Equipment*. Send information copies of deficiency reports through MAJCOM to HQ USAF/ILEH.

3.4.2. Maintain records on the date of delivery for furnishings items.

3.4.3. Use the date of receipt to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports, and reports of survey. Use the date of receipt to determine the age of the inventory for future furnishings replacement.

3.4.4. Maintain appliance warranty data by inserting information onto AF Form 4302, *Appliance Warranty*, listing make/model, warranty expiration date, serial number, and date of purchase. Affix it to the back of each appliance. The purpose is to have a record that determines if the appliance can be repaired under warranty provisions by the manufacturer. Use the date of receipt to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports, and reports of survey.

**Table 3.1. Life Expectancy Chart.**

<b>LIFE EXPECTANCY (YEARS)</b>		
<b>Item</b>	<b>Non-Tropical</b>	<b>Tropical</b>
Refrigerators	15	12
Ranges	10	8
Clothes Washers	7	7
Clothes Dryers	7	7
Dishwashers	9	9
Freezers	15	12
Microwave Ovens	* 8	* 8

**NOTE:**

Asterisk (\*) denotes the commercial standard currently available.

**3.5. Storage, Operation, and Movement of Property** . Follow established safety practices. Request the technical assistance of the installation safety office in all matters relating to accident prevention. Make sure that workers wear protective clothing such as gloves and safety shoes.

**3.6. Moving** . Industry standards will be used for this process. Use materials-handling equipment to load and unload crated, boxed, or palletized items, and to move assets within the warehouse. Pad hand trucks and dollies to avoid damaging items. Furniture pads or paper wrapping materials will be used to protect individual items of furnishings when being transported, unless they are already in corrugated or plastic shipping containers.

**3.7. Inspection and Tagging** . Furnishings personnel (assisted by lodging personnel for lodging APF and NAF property) will:

- 3.7.1. Identify property and mark/label it in places not easily visible by the user.
- 3.7.2. Check property condition.
- 3.7.3. Determine property's final disposition.
- 3.7.4. Sign appropriate documentation for turn-ins.
- 3.7.5. Segregate and mark all repairable and condemned property in storage.

**3.8. Repair and Replacement.** Charge appliance and furnishings maintenance, repair or replacement as directed in AFI 65-106.

3.8.1. Furniture will not be replaced unless the estimated cost of repair or rehabilitation, including any transportation expense, exceeds at least 75 percent of the cost of a new item of the same type and class. An exception is authorized in those unusual situations when rehabilitation of the furniture at 75 percent of the cost of a new item would not extend its useful life for a period compatible with the cost of rehabilitation (**Attachment 5**). **NOTE:** Prescribed repair allowances are in addition to any effective manufacturer's warranty. Warranty service will be used to the fullest extent.

3.8.2. Establish a repair and preventive maintenance program for items purchased with appropriated funds. This program includes minor touch-up of surfaces, tightening and adjusting hardware, and minor re-gluing.

3.8.3. Limit furnishings repair to items authorized by the furnishings allowance. Use O&M funds to repair furnishings procured with O&M funds.

3.8.4. Use contract repair services when furniture repair requirements exceed installation FMO preventive maintenance capabilities. Consider contractor pickup and delivery of items.

3.8.5. Customers who have furnishings items for repair may take the items in themselves or request FMO transportation assistance. The FMO inspects the item to determine whether it needs replacement because of fair wear and tear or negligence, and informs the customer.

3.8.5. (**KADENAAB**) Transporting of furnishings that require repair due to negligence maybe accomplished by the customer (self-help). If damage to an item is determined to be

customer neglect, the customer is required to reimburse the government for damages and member will have to use self-help to reissuing item after fee has been paid.

3.8.5.1. **(Added-KADENAAB)** Custodial responsibility: Anyone having possession of government property has custodial responsibility for it and is personally responsible for the property. If you have custodial responsibility, you also have pecuniary liability to replace property lost, destroyed, or damaged due to your negligence. However, even if a person pays for an item of government property, the property remains the possession of the government. This keeps the government supply system from becoming a source of supply for individuals, therefore items charged to member for damages are going to be return to warehouse for accountability and repair. Only FMO personnel are authorized to submit items not longer in serviceable condition to DRMO.

3.8.6. When available, immediately issue replacement appliances to the customer. When replacement items are not available, adjust the records and requisition the needed items. Process damaged items for repair or turn-in to the Defense Reutilization and Marketing Office (DRMO). The lodging manager decides when to process lodging property into the installation recycling center in lieu of transfer to DRMO.

3.8.7. Accomplish a written cost benefit analysis for appliances. This analysis should include items such as date purchased, date installed, previous repairs performed, and cost incurred. If the one-time cost for repair of the appliance is greater than 55 percent of replacement value, the appliance should be replaced.

3.8.8. The repair authority or QAE must maintain the appliance cost benefit analysis documentation for one year, or as directed by local record management personnel.

3.8.9. Limit appliance repair to only items authorized by allowance standards in **Attachment 6**. Use FH funds to repair appliances for family housing. Use NAF for repair of items purchased with NAF (AFI 65-106).

3.8.10. Use contracted repair services when appliance repair requirements exceed installation preventive maintenance (PM) capabilities. Immediately issue a replacement appliance when required and available. Process the damaged item for repair or turn it in to the DRMO. When replacement items aren't available, requisition or purchase the needed items in accordance with local procedures.

3.8.11. Appliances in FH in CONUS are Real Property Installed Equipment (RPIE) and normally consist of stoves, refrigerators, installed microwave ovens and dishwashers.

3.8.12. Furnishings Management Office (FMO) will establish procedures to register appliances and receive manufacturer recall information for potential fire and safety hazards by the end of the first quarter in Fiscal Year 2004. FMO will check the Consumer Product Safety Commission (<http://www.cpsc.gov>) and the Government-Industry Data Exchange Program (<http://www.gidep.org>) for current recall information on a quarterly basis, as a minimum.

## Chapter 4

### ACCOUNTABILITY

**4.1. Philosophy** . The Air Force has a large investment in quality quarters furnishings and issues these assets to numerous units. Accountability for quarters furnishings on an installation is therefore extremely important, and is not the sole responsibility of the FMO. Unit commanders, dormitory managers, lodging managers, housing flight chiefs, and all personnel who use and benefit from quarters furnishings must take an active and responsible part in the accountability process. Lodging managers account for NAF items.

**4.2. Types of Furnishings Accountability** . There are three supply accountability codes that pertain to furnishings. These are:

4.2.1. XB3 – Expendable items (low cost items for which no base level repairs are performed i.e. bedspreads, trash cans, smoke detectors, small fire extinguishers, small portable transformers, etc.).

4.2.2. NF1 – Non-equipment authorization inventory data accountable (EAID) items (for example: desks, wardrobes, chairs, beds, etc.).

4.2.3. NF3 – EAID accountable items with a line item value of \$2,500.00 or greater (for example: large screen television, etc.).

**4.3. Transaction Records** . Maintain a clear and defined audit trail of all furnishings transactions.

4.3.1. Establish accounts for NF3 items with base supply in accordance with AFI 23-101.

4.3.2. Use automated systems for accountability when available.

4.3.3. Document all furnishings transactions on internal furnishings accounting control records. These records show the status of all furnishings and appliances physically in the warehouses and those issued to customers and in in-house or contract maintenance.

4.3.4. Use AF Form 228, **Furnishings Custody Receipt and Condition Report** to issue furnishings to authorized customers, and make sure that all records are properly adjusted (custodian authorization/custody receipt listing [CA/CRL], automated, and manual system). FMO keeps a jacket file on all customers, with pertinent documents (such as AF Forms 228, orders, and appointment letters).

4.3.5. Use AF Form 227, **Quarters Condition Inspection Report**, for FH, and AF Form 228 for other users, to issue appliances to authorized customers. Use AF Form 228 to account for appliances maintained in the warehouse (includes serviceable, repairable, and condemned). The housing flight or FMO maintains a jacket file on all customers, with pertinent documents (such as AF Forms 227 or AF Forms 228, orders, and appointment letters). Installations will develop local procedures to account for appliances returned to storage for the convenience of the customer. Ensure the make, model, and serial numbers of appliances turned in to DRMO are recorded and items are removed from the inventory records. Documents showing transfer to DRMO should be maintained for a minimum of one year.

**4.4. Customer Accounts .** Customers (unit commanders or designated representatives, dormitory managers, lodging managers, housing flight chief, and housing residents, where appropriate) establish an account with FMO. FMO maintains a master AF Form 228, which reflects all furnishings issued to each customer. Customers sign AF Form 228 at FMO for total items used by their unit or quarters. Units and CDMO establish internal control measures to make sure individuals sign AF Form 228 for room furnishings (does not apply to lodging). They also appoint representatives from their units to act as points of contact with FMO.

4.4.1. Furnishings in jointly occupied UH using the unit dormitory management concept must be accounted for by the unit that manages the facility which is normally the largest assigned unit. Where CDMO is used, that office will sign for furnishings. Individual occupants, other than lodging guests, sign the AF Form 228 acknowledging the quantity and condition of furnishings.

4.4.2. Turn-ins. Individual room occupants turn in items as required to designated representatives. FMO accepts turn-ins from the custodian only. Do not use unit UH sleeping rooms and storage rooms to store quarters furnishings.

**4.5. Excess Furnishings.** See paragraph **8.4.9**. FMO will document any transfers on DD Form 1149, **Requisition and Invoice/Shipping Document**, or DD Form 1348-1, **Issue Release/Receipt Document**. Bases may report excess furnishings to MAJCOM via electronic means or by memorandum. MAJCOM may facilitate transfers of property between bases to meet furnishings needs. The transportation costs related to the transfer of excess property is the responsibility of the gaining installation.

**4.6. Inventory/Assessment.** An inventory and assessment of the condition of all furnishings and appliances other than in FH is required at least annually. Inventory and assessments are accomplished by the responsible customer and findings forwarded to the FMO. FH inventories and condition assessments are accomplished upon change of occupancy. The FMO inventories and assesses warehouse assets and appliances in repair. Results of all inventory and assessment finding must be forwarded from FMO to the housing flight chief.

**4.6. (KADENAAB)Furnishings inventory will be accomplished using the perpetual single item method.** The chief of Warehouse Management will establish an inventory schedule so that all furnishings are inventoried annually.

4.6.1. FMO will perform a physical count of warehouse assets and items in repair. Sensitive or pilferable items (televisions, VCRs, microwave ovens) will be inventoried semiannually. Records on items in maintenance (contract or in-house) or pending transfer to DRMO will be reconciled at the time of the inventory of serviceable assets.

4.6.2. FMO will conduct a review of at least 10 percent of jacket files for all GOQ and FH accounts annually. This reconciliation will consist of comparing the AF Form 228 of assets issued against manual or computer records of the transaction. A record of the reconciliation will be kept in the jacket file.

4.6.3. Customers (unit commanders, dormitory managers, lodging managers, and housing flight chief, for UOQ/UNCOQ facilities) annually (each base should establish a specific month) inventory and assess the condition of appropriated fund furnishings in their respective facilities to ensure they match the quantity originally received from FMO. The customer will conduct a physical inventory of furnishings. The assessment consists of a visual inspection of

the issued assets made at the time of inventory. Findings of the inventory and assessment will be reported to FMO.

4.6.3.1. Document the assessment on a unit master AF Form 228, sending one copy to the FMO and keeping one at the unit or in lodging.

4.6.3.2. Units report APF furnishings and appliances identified as damaged, lost, or destroyed through suspected occupant abuse or neglect to the FMO.

**4.7. Account Adjustment.** Correct discrepancies to customer accounts as they are discovered and adjust the master AF Form 228 for that unit as required until the next annual assessment. The FMO will ensure the appropriate action is taken.

**4.8. Review.** The housing flight chief annually reviews assessments and supporting documentation and certifies this review in writing. The services military support flight chief accomplishes these tasks for lodging and sends a results/findings to the housing flight chief certifying accomplishment.

## Chapter 5

### OVERSEAS OPERATIONS

**5.1. Requirements** . Overseas furnishings operations differ from continental United States (CONUS) operations in that greater inventories, staff, and resources to support on-base and off-base customers in full and limited JFTR conditions are needed.

5.1.1. Installation Furnishings and Appliances. The installation furnishings program is an important part of the sponsorship program. Advertise and promote the local furnishings program in base sponsorship and welcome package information; people use this information to make decisions about personal household goods shipments before they depart for an overseas area.

5.1.2. Definition. The Air Force authorizes overseas furnishings and appliances support to:

5.1.2. **(KADENAAB)** Full-time management personnel and faculty members for all colleges (with contracts on file) that provide support to the 18 WG are authorized furnishings support.

5.1.2.1. Personnel assigned to government-controlled housing.

5.1.2.2. Personnel who qualify for government housing but elect to live off base and receive a housing allowance (basic allowance for quarters [BAQ] or living quarters allowance [LQA]). Government civilian employees must be entitled to LQA to receive government provided furnishings/appliance support. Civilians in Alaska and Hawaii are also authorized use of loaner kits (in accordance with paragraph **8.6.1**) regardless of LQA entitlement when relocating from outside the local area.

5.1.2.3. Foreign military members or personnel authorized assistance by host tenant support.

5.1.3. Contractor and technical representative personnel are not authorized FMO support.

**5.2. Customer Support** . Designate a customer service function within each FMO. This function provides authorized personnel with furnishings entitlements and support.

**5.2. (KADENAAB)Customer support for FMO is handled by the Data Record Section.**

5.2.1. Provide a local procedure information brochure to customers.

5.2.1.1. **(Added-KADENAAB)** Data Records Section will provide customers with Kadena AB Form 25, *Furnishings Management Checklist*, to facilitate the process of setting up and pick up Government furniture and appliances.

5.2.2. Schedule pickup and delivery service. Customers who miss appointments for pickup and or delivery without prior approval will be rescheduled at the convenience of the FMO. Include this policy in the FMO brochure.

5.2.2. **(KADENAAB)** Customers who miss their appointment for furniture delivery or pickup must reimburse the government for transportation cost or use self-help.

5.2.3. Follow procedures for customer property receipt. An authorized member or spouse will sign the AF Form 228 to receive furnishings. A member may, in extraordinary

circumstances, give power of attorney to another person to perform all furnishings transactions (for example, if a member must depart early from the overseas area).

5.2.3. **(KADENAAB)** Upon receipt of furnishings customers sign AF Form 228 or Kadena AB Form 24, *Furnishing Custody Receipt and Condition Report*, to acknowledge responsibility over issued items.

5.2.4. Coordinate appliance connection and disconnection service (hookup of stoves, dryers) with civil engineering if required.

5.2.5. Make sure that employees who have contact with customers adequately speak and write English.

5.2.6. Issue replacements only when a furnishings inspector deems it necessary. Do not exchange items to satisfy a member's personal preference at government expense.

5.2.6. **(KADENAAB)** Exchange of furnishings is only authorized when furnishings is considered unserviceable upon arrival of the item through self-help by Warehouse personnel.

5.2.7. Keep a back-order list for items that are not available. Keep this list by item and date of request, so that the oldest back-order request may be satisfied first when items come in. Give initial-issue shortages priority over replacement shortages. Remove customers who no longer require requested items from the back-order list or who refuse to accept a serviceable, used item.

5.2.8. To minimize transportation expenses and unnecessary wear on furnishings, leave assets in quarters and make account transfers between authorized customers when possible. Account for furnishings at all times. The new and former customers jointly inventory assets, and the new customer signs the AF Form 228 after any discrepancies are corrected.

5.2.8. **(KADENAAB)** All furnishings will be removed from off-base quarters unless an immediate transfer can be accomplished between old and new occupant. Only complete transfers are authorized. All furnishings will be removed from government on-base quarters the day after final inspection. This will facilitate the quick cleaning and maintenance of quarters.

5.2.9. Customers should make every attempt to identify their furnishings requirements to FMO as soon as possible after arriving (ideally within 60 days). Limit subsequent requests for additional furnishings to extenuating circumstances, such as changed quarters or an increase in family size.

5.2.9. **(KADENAAB)** Customer must use self-help when requesting additional furnishings (can not exceed authorized quantity) not requested during their initial furnishings request.

5.2.10. Do not transport government-issued items solely for a customer's personal convenience. Provide transportation only for government-directed moves or for extenuating circumstances such as medical condemnation of quarters for health or sanitation problems.

5.2.10. **(KADENAAB)** There is a one time delivery/pickup of government furnishings at government expense (exception: appliances assigned to full JFTR account). Customers may utilize their one time pickup at anytime (letter required). However, all remaining items must be turned in using self-help.

5.2.11. FMO and the transportation management office (TMO) work together to coordinate delivery and pickup of government and personal household goods. Maintain a back-order list for appliances that are not available. To minimize transportation expenses and unnecessary wear on appliances, leave assets in quarters and make account transfers between authorized customers when possible. Account for appliances at all times. The new and former customers jointly inventory assets, and the new customer signs the AF Form 228 after discrepancies are corrected. Customers should make every attempt to identify their appliances requirements to FMO as soon as possible after arrival (ideally within 60 days).

5.2.11. **(KADENAAB)** FMO will not deliver/pick-up furnishings at the same time Transportation Management Office is picking up or delivering.

**5.3. Furnishings Support.** Set up basic furnishings support programs overseas to minimize government temporary lodging allowance (TLA) expenses and to alleviate personal inconvenience or hardships to customers. These hardships normally result from overseas construction practices and electrical services that cause members to purchase items they do not need in CONUS housing.

5.3.1. Give customers basic support items (excludes loaner kits) for the duration of the tour, regardless of their JFTR entitlement. Basic support items may include (but are not limited to) appliances, wardrobes, electrical transformers, and kitchen cabinets. Appliances are normally provided due to weight limitations and the utility differences from those used in CONUS. The list of appliances authorized includes ranges, microwave ovens, refrigerators, clothes washers and dryers, and portable dishwashers. The size of the refrigerator issued will be determined by facility constraints and or family size as determined by the local BCE. Items normally are issued only when not provided by the landlord.

5.3.2. For full JFTR, limit furnishings support to items in the furnishings allowance preface. In general, do not allow customers to keep loaner kits for more than 90 days. Installation commanders may authorize exceptions when circumstances warrant (for example, when the customer experiences hardships, natural disasters, or other unforeseen difficulties). Document exceptions in the customer jacket file.

5.3.3. For limited JFTR, limit furnishings support to items in the furnishings allowance preface. Issue furnishings for the duration of the tour. Authorize additional weight for customers to ship personal household goods when government items are not available.

5.3.4. Include FMO on the military personnel flight (MPF) out-processing checklist.

**5.4. Overseas Furnishings and Quarters Availability Report, RCS: HAF-ILE(SA) 7803 .** Housing flight chiefs at overseas locations must submit this report to their MAJCOM by 1 January and 1 July each year. See [Attachment 3](#) for specific reporting requirements. This report:

5.4.1. Projects government quarters and furniture availability over a six-month period for unaccompanied members.

5.4.2. Identifies excess weight entitlements for both unaccompanied and accompanied members at restricted JFTR locations when government furniture is not available.

## Chapter 6

### APPLIANCE MANAGEMENT

**6.1. Definition .** Appliances are defined as domestic refrigerators, stoves, clothes dryers, clothes washers, freezers, portable dishwashers, microwave ovens, and ice machines. Government-owned appliances provided in UH and lodging are non-EAID and the unit commander or designated representative, dormitory manager, housing flight chief, or lodging manager accounts for them.

**6.2. Appliance Authorizations.** Assign appliance quantity allowances in accordance with the furnishings allowance. The FMO provides initial issue and replacement, of appliances for UH and lodging (AFI 65-106, Chapter 6). Provide at least one washer per 12 individuals and one dryer for 8 individuals assigned to UH and lodging; this ratio can be adjusted to accommodate installation needs (for example, providing more dryers than washers). The standard for Temporary Lodging Facilities (TLF) is 1 Set (washer & dryer) per each TLF unit (new construction).

**6.3. Unaccompanied Housing (UH) and Lodging Appliances.** The size and type of appliance needed for UH and transient lodging will be the size and type of appliance "as required," depending on the room and facility configuration (**Chapter 8**).

6.3.1. Provide commercial-size washers and dryers in government-owned or -leased UH and in lodging quarters at no cost to occupants. The appliance may be contractor-owned, -leased, or government-owned.

6.3.2. Do not provide government purchased/owned ice machine, washers and dryers vice leased items unless such provision clearly serves the best interest of the government. In CONUS, obtain MAJCOM Civil Engineer approval prior to purchasing washers and dryers for use in UH and lodging.

6.3.3. Conduct a comparative cost analysis before procuring government-owned equipment for either initial installation or replacement purposes.

**6.4. Management.** Management is defined as budgeting for new and replacement appliances and accounting for items in use. The housing flight manages government-owned appliances in UH (permanent and pipeline) and family housing. The lodging manager manages appliances in VQs and TLFs.

#### **6.5. Appliance Maintenance:**

6.5.1. In CONUS, the operations flight is responsible for contract maintenance and repair (M&R) of appliances in FH, UH and lodging unless good business practices determine the responsibility should be elsewhere. The BCE competitively sources the appliance M&R program by separate contract, incorporating into an existing furnishings management contract, or as an addendum to the housing maintenance contract. When adding appliance M&R to the housing maintenance contract, provide separate contract line item numbers (CLIN) for O&M (PE XXX96F, PEXX679F), NAF, and FH (721.4). Appliances in CONUS FH are RPIE. Refer to [www.afcesa.af.mil](http://www.afcesa.af.mil) for a statement of work (SOW) template and marketing analyses for outsourcing appliance management and M&R.

6.5.2. The operations flight is responsible for providing a QAE and technical assistance. Overseas, the operations flight is responsible for the M&R and replacement of FH, UH and lodging appliances using the appropriate funds cite. When including M&R and replacement of UH and lodging in the housing maintenance contract, use separate funds cites for O&M (PE XXX96f, BOS (PE XXX679f), FH (PE 721.4), and NAF. Do not use housing funds for this purpose. When dormitory and lodging appliances are included in the housing maintenance contract, the housing flight is responsible for QAE duties, and develops local procedures to manage appliances in control of the contractor.

**6.6. Compatibility.** For new dormitory construction and or major renovation, the FMO coordinates with the customer (unit that will occupy the facility) and CE to make sure that the requested appliances are compatible with the utility connection (gas or electric) and space available in the quarters.

## Chapter 7

### QUARTERS IMPROVEMENT COMMITTEE (QIC)/QUARTERS IMPROVEMENT PLAN (QIP)

**7.1. Philosophy.** The QIC is the key element at each base to ensure furnishings are replaced on a systematic basis and an ongoing plan to upgrade and maintain the facilities used as UH.

**7.2. Quarters Improvement Committee (QIC).** The FMO is responsible for all actions associated with assembling data for and managing the QIC meetings (paragraphs [A3.4](#) and [A3.6](#)) and maintaining and updating the QIP. The FMO is responsible for acting as recorder and prepares and distributes minutes of QIC meetings. [Attachment 3](#) is a sample guide for establishing and conducting a QIC meeting.

**7.3. Quarters Improvement Plan (QIP).** The QIP implements the decision of the QIC. [Attachment 4](#) is a sample guide for preparing and maintaining a QIP.

## Chapter 8

### FURNISHINGS ALLOWANCE STANDARDS

**8.1. Philosophy.** The Air Force Equipment Management System (AFEMS) has changed dramatically the way furnishings allowances are maintained. Allowances for all quarters furnishings must be controlled. Next to accountability, establishing a standard for maintaining furnishings allowances is imperative. That is the purpose of this chapter.

**8.2. Policy.** DoD 4165.63-M states that government-owned furnishings will not be provided in CONUS except for a few specific authorizations. The authorizations applicable to this instruction are not for the quarters occupied by personnel assigned to SCPs as specified in DoD Directive 1100.12, *Authority for Establishing Special Command Positions*, September 3, 1991, and AFI 32-6003, and quarters occupied by foreign exchange officers.

**8.3. Types of Allowances .** With all furnishings allowance standards, there is general information applicable to all, while there is specific guidance unique to each. General information is provided in paragraph **8.4** Guidance unique to a specific allowance standard is provided in subsequent paragraphs. The allowance standards in this chapter supersede those under Allowance Standards 106 and 414, which are being deleted from AFEMS. The categories of quarters furnishings allowance standards covering different types of facilities or applications are:

#### 8.3.1. Unaccompanied housing (UH) allowance standards.

8.3.1.1. Furnishings for enlisted dormitories.

8.3.1.2. Furnishings for UNCOQ.

8.3.1.3. Furnishings for UOQ.

#### 8.3.2. Overseas housing allowance standards.

8.3.2.1. Furnishings for housekeeping quarters in overseas areas with JFTR weight limitations.

8.3.2.2. Furnishings for loaner kits for housekeeping quarters in overseas areas with full JFTR weight allowances.

8.3.2.3. Furnishings for housekeeping quarters in overseas areas for unaccompanied military and authorized civilian personnel required to reside off-base.

#### 8.3.3. Special allowance standards.

8.3.3.1. Furnishings for ALS dormitories.

8.3.3.2. Furnishings for intercontinental ballistic missile (ICBM) launch control facility (LCF) sleeping and entertainment areas.

8.3.3.3. Furnishings for quarters of allied exchange officers.

8.3.3.4. Furnishings for fire department sleeping and entertainment areas.

8.3.3.5. Furnishings for lodging facilities.

8.3.3.6. General officer and installation commander quarters. **NOTE:** These allowances are contained in AFI 32-6003.

8.3.3.7. Furnishings for quarters of incumbents of SCPs.

8.3.4. Changes to Allowance Standards. HQ USAF/ILE is the approval authority for changes to and deviations from allowance standards other than lodging. HQ USAF/ILV is the approval authority for deviations from allowance standards for lodging. Requests for changes and items not listed will be in writing and processed by the installation FMO through the MAJCOM/CE to HQ USAF/ILEHO. Requests should cite the particular circumstances involved and be fully justified. The estimated cost will be provided. When they will add clarity and provide a better understanding of the request, photographs, sketches, drawings, or floor plans should be included.

8.3.5. Accountability. All furnishings will be accounted for in accordance with **Chapter 4** of this instruction. All recipients of government furnishings will sign for those on AF Form 228 or other automated form. Also, items exceeding a unit price of \$2,500.00 may require the FMO to establish equipment accounts with the installation base supply. Further guidance can be found in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

**8.4. General Allowance Information.** The information in this paragraph applies to all allowance standards in this chapter.

8.4.1. Appliances. All requests for major appliances (washers, dryers, refrigerators, freezers, ranges, dishwashers, and ovens) will be coordinated with the installation civil engineer operations and or engineering flights to assure proper and adequate electrical and gas service or fuel availability. All appliances authorized in this chapter will be repaired by contract if in CONUS, or by the installation CE if overseas, in accordance with AFI 32-1001, *Operations Management*. It is recommended, as a minimum, refrigerators in FH should be at least 0.5947 cubic meter (21 cubic feet) in size and an icemaker should be provided. The size of refrigerators in UH will be as locally determined. This applies to all new construction, modernization, and replacement projects. Existing refrigerators will not be replaced with larger sizes if facility modifications are required to accommodate the larger size refrigerator. Freezers may be authorized for personnel living more than 100 miles from a commissary in CONUS, and 50 miles overseas. Government-owned washers and dryers are not authorized in CONUS family housing quarters except in Special Command Positions (see AFI 32-6003). Self-cleaning ovens are authorized. Replacement of existing units, including back-up stocks, should be through attrition. See paragraph **2.7.1** for funding guidance.

8.4.2. Carpet. Wall-to-wall carpeting is not considered a furnishings item but rather an integral part of the quarters. For policy on carpets in GOQs, see AFI 32-6003. Carpeting in high traffic areas of lodging and unaccompanied housing may be replaced more frequently than seven years as determined by the lodging manager and approved by the services commander/director for lodging and by the housing manager or Housing Flight Chief and base civil engineer for UH.

8.4.3. Window Treatments. Window treatments in UH are furnishings items and specifically defined as drapes, curtains, or sheers. Draperies will normally not be replaced at intervals of less than seven years. They will be replaced only when no longer serviceable and not solely

due to age. MAJCOM commander may approve exceptions to the seven-year minimum life-cycle drapery replacement policy. **NOTE:** Blinds, shades, and shutters are not considered furnishings items but rather an integral part of the facility. They will be accounted for under the M&R account. Vertical blinds and drapery are the standard window treatment in lodging; horizontal blinds are not used.

8.4.4. Fireplace Accessories. A fireplace tool set is authorized for each functional open-type built-in wood-burning fireplace in government-owned or -leased FH, distinguished visitor (DV) lodging accommodations, and UH when used by the occupant for open fires. These items are not authorized for decorative purposes only and will not be issued for gas fireplaces with artificial logs.

8.4.5. Furniture. The installation focal point for quarters furniture purchase, repair, cleaning, refinishing, and reupholstery is the FMO within the installation CE unit. New furniture can be provided from base furnishings stocks and GSA contract or local purchase sources. Repair and maintenance may be performed in-house or through local service contracts.

8.4.6. Audio and Video Equipment. Strict adherence to DoD Directive 5535.4, *Copyrighted Sound and Video Recordings*, August 31, 1984, is mandatory.

8.4.6.1. Audio and video duplicating and playback equipment is not authorized for reproduction of copyrighted sound or video recordings unless a copyright license for such reproduction is obtained.

8.4.6.2. Public performances of copyrighted sound or video recordings with permission or licenses from copyright owners are not authorized unless a performance is in an isolated area or for a deployed unit where English language programming is limited or nonexistent.

8.4.6.2.1. A public performance is “one transmitted to or performed at a place open to the public or at a place where a substantial number of persons outside a normal family circle and its social acquaintances are gathered.” A performance in a residential facility (an airman’s dormitory room) or a physical extension thereof (a dormitory day room) is not a public performance.

8.4.6.2.2. An isolated area is defined as an area or location that is manned on a short or unaccompanied tour basis, or an area which, because of language, geographic, and/or climatic conditions, normal access to public performances or civilian community sources is unavailable.

8.4.6.2.3. A deployed unit is defined as a DoD unit deployed from its normal home installation.

8.4.6.2.4. The isolated area or deployed unit commander is responsible for maintaining a log to verify that each copyrighted sound or video recording is erased after a maximum of 60 days.

8.4.7. Funding. Family housing (FH) funds, program element P721, will be used to procure FH furnishings. O&M funds, program element 3400, will be used to procure UH furnishings, including furnishings for unaccompanied personnel and authorized civilians stationed overseas and required to reside off-base. Lodging funding guidelines are outlined in AFI 65-106.

8.4.8. Procurement of Furnishings. The installation commander will ensure that all furnishings are procured in accordance with the Defense Federal Acquisition Regulation. While use of GSA Federal Supply Schedules are not mandatory, their use is highly recommended since the procurement process may be expedited.

8.4.9. Use of Excess Furnishings. Transfers of excess furnishings will be made to the maximum extent possible between family and unaccompanied housing furnishings accounts. Excess furnishings may also be transferred to other DoD components. The first priority should be transfers within the same funds appropriation (e.g., FH or O&M), followed by transfers between appropriations accounts (e.g., FH to UH or vice versa), then to other DoD components. Prior to transfer to DRMO or release to another DoD component, all excesses must be reported to the MAJCOM in accordance with [Chapter 4](#). These transactions are not reimbursable and are subject to all costs associated with transfer. Excess furnishings can not and will not be transferred directly to activities not authorized DRMO support (i.e., Airman's Attic, Thrift Shop, Family Support Centers). Lodging general managers will comply with AFI 34-204, *Services Logistics Support Program*.

8.4.10. Game Equipment. Government-owned game equipment provided in UH will be at no cost to the residents. Coin-operated equipment provided by the Army Air Force Exchange Service (AAFES) or private contractor is not authorized unless a benefit to the residents is clearly demonstrated and approved in writing by the installation commander.

8.4.11. Bed Linen. Bed linen is defined as sheets (fitted and flat), blankets, pillows, pillowcases, and mattress pads, and is authorized for UH. These are considered unit items. The using unit is responsible for the initial procurement and replacement.

8.4.12. Utilities. Any item listed herein that requires electricity, gas, or other type utility or fuel for its operation is not authorized unless the type of utility or fuel is available and certified by the BCE.

8.4.13. Use and Storage of Government Furnishings. No personal items will be stored in the FMO warehouse. Personal items for unaccompanied personnel that were shipped at government expense that will not fit in the dormitory room or secured dormitory storage area may be stored at government expense. For storage of personal items for Priority 1, 2, and 3 occupants at government expense see AFI 32-6005, *Unaccompanied Housing Management*. Visit the Housing Office for orders. In CONUS FH, a range and refrigerator will be provided and accounted for as real property installed equipment (RPIE). These can be replaced with personally owned equipment if the installation commander has not established a local policy prohibiting such replacement.

**8.5. Unaccompanied Housing Allowances.** The allowances for enlisted dormitories, UNCOQ, and UOQ, as defined on real property records, are provided in [Attachment 6](#).

8.5.1. Washers and Dryers. Washers and dryers in government-owned or leased unaccompanied quarters will be provided at no cost to the individual occupant. These may be contractor-owned or leased or government-owned. However, government-owned washers and dryers will be provided in these quarters unless it is clearly demonstrated in each instance to be in the best interest of the government. Instances may occur where contractual services are not available or these services are not as economical as providing government equipment. Procurement of government-owned washers and dryers for either initial

installation or replacement purposes is not permitted unless a comparative cost analysis is accomplished. Once the analysis is completed, the BCE will determine the most economical means of providing support and obtain installation commander approval. The cost analysis will not be limited to a few appliances but will compare the relative advantages of operating a complete facility with contractor-owned or -leased equipment versus government-owned equipment. Space permitting, as a minimum one washer will be provided for every 12 occupants or fraction thereof and one dryer per 8 occupants. Where military family units have been approved and converted to unaccompanied personnel quarters, washers and dryers will be provided as required. **NOTE:** Government-owned equipment presently installed may be used until no longer economically feasible.

**8.6. Overseas Housing Allowances.** The allowances for housekeeping quarters in areas with JFTR weight limitations, loaner kits, and housekeeping quarters for unaccompanied military and authorized civilian personnel required to reside off-base are provided in [Attachment 7](#).

8.6.1. Loaner Kits. Military and civilian personnel are authorized loaner kits of housekeeping furnishings for temporary use. These items are required to equip quarters with only essential items on a loan basis in lieu of providing TLA. Loaner kits are for use when personnel are awaiting their personally owned furniture in full JFTR weight allowance areas or when departing personnel desire to ship their personally owned furniture prior to departure in order to meet a preferred arrival date at the next duty station. The length of time for which a loaner kit may be issued will be determined locally unless otherwise set by the MAJCOM.

8.6.2. Support Authorization for Unaccompanied Military or Civilian Personnel Assigned in a JFTR Weight-Limited Area. Unaccompanied military or civilian personnel assigned in a JFTR weight-limited area overseas may be authorized government-owned furnishings. The installation commander or designee must determine that adequate government-owned quarters are not available on base and the individual is authorized to reside off base. This policy is applicable to personnel of all grades when authorized to reside off base. Furnishings will not be issued to any military member in the grades of E-4 or below who choose to reside off base for personal reasons or convenience.

8.6.3. Items Issued for the Duration of Tour. This authorization applies to personnel authorized to reside off base in private rental or government-leased quarters. The items listed may be retained for the duration of the sponsor's tour of duty in lieu of being issued as part of a loaner kit, provided they are not furnished by the landlord in private rental quarters or by the government in leased quarters.

8.6.3.1. Appliances. Appliances are normally provided due to the utility differences from that of CONUS. The list of appliances authorized include ranges, microwave ovens, refrigerators, clothes washers and dryers, and portable dishwashers. The size of the refrigerator issued will be determined by facility constraints and or family size as determined by BCE.

8.6.3.2. Storage Units. Due to the varied construction practices for private rental quarters, wardrobes, kitchen cabinets, and storage units are authorized when they are not built in or provided by the landlord.

8.6.3.3. Area Rugs and Pad. Area rugs and pads are authorized if wall-to-wall carpeting is not installed in the quarters.

8.6.3.4. Miscellaneous Items. Electrical transformers, space heaters, smoke detectors, carbon monoxide detectors, and fire extinguishers are authorized when approved by MAJCOM. Electrical transformers may be issued due to differences in local electrical currents. Space heaters may be issued to supplement the primary heating source of the quarters when it is determined to be inadequate. Smoke detectors, carbon monoxide detectors, and fire extinguishers may be issued for the personal safety of any member residing off base. All items may be issued only when not provided by the landlord.

8.6.3.5. Backup Stocks. Overseas FMOs will establish a backup stock of FH and unaccompanied personnel on- and off-base housing furnishings.

**8.7. Special Allowances.** The facilities listed in this paragraph are supported by and will receive furnishings from the furnishings management element of the civil engineer housing flight.

8.7.1. Airman Leadership School (ALS) Dormitories. Installations with in-residence ALS programs and student dormitories are authorized to use the dormitories section of [Attachment 6](#).

8.7.2. ICBM LCF Sleeping and Entertainment Areas. See AS 462, *Furnishings for Alert Facilities, Pilot Lounges, Strategic Missile Lounges, and Visitation Centers, Parts C and D*.

8.7.3. Quarters of Allied Exchange Officers. Installations housing allied exchange officers in FH are authorized to use [Attachment 7](#). This applies also to CONUS FH supporting foreign nation allied exchange officers. Furnishings may be provided from available assets in the FMO warehouse.

8.7.4. Fire Department Sleeping and Entertainment Areas. See AS 490, *Civil Engineering Fire Protection Support and Aircraft Rescue Equipment, Part C*.

8.7.5. Lodging Facilities. The standards in [Attachment 3](#) of AFI 34-246, *Air Force Lodging Program*, will be used as the furnishing allowance for lodging facilities. Only furnishing items such as case goods (beds, chests, dressers), seating, appliances, and lighting will be procured by the FMO. The procurement of amenities is the responsibility of lodging.

8.7.6. Supplemental furnishings for general officer quarters.

## Chapter 9

### FORMS

#### 9.1. Forms Prescribed:

AF Form 228, **Furnishings Custody Receipt and Condition Report**

AF Form 4302, **Appliance Warranty**

#### 9.1. (KADENAAB)Prescribed Forms: Kadena AB Form 8, *Discrepancy Report*

Kadena AB Form 24, *Furnishings Custody and Condition Report*

Kadena AB Form 25, *Furnishings Management Checklist*

#### 9.2. Forms Adopted:

AF Form 9, **Request for Purchase**

AF Form 227, **Quarters Condition Inspection Report**

AF Form 2005, **Issue/Turn-In Request**

DD Form 1149, **Requisition And Invoice/Shipping Document**

DD Form 1348-1, **Issue Release/Receipt Document**

DD Form 1348-6, **Single Line Item Requisition System Document**

#### 9.2. (KADENAAB)Adopted Form: AF Form 847, *Recommendation for Change of Publication*

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Lt. General, USAF  
DCS/Installations & Logistics

**(KADENAAB)**

KENNETH S. WILSBACH,  
Brigadier General, USAF  
Commander, 18th Wing

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

Title 10, United States Code, Section 2775

Title 18, United States Code, Sections 4121-4128

DoD Directive 1100.12, *Authority for Establishing Special Command Positions*, September 3, 1991

DoD Directive 5535.4, *Copyrighted Sound and Video Recordings*, August 31, 1984

DoD Instruction 1015.12, *Lodging Program Resource Management*, October 30, 1996

DoD 4145.19-R-I, *Storage and Warehousing Facilities and Services*, June 1978

DoD 4165.63-M, *DoD Housing Management*, September 1993

DoD 7200.11, *Liability for Government Property Lost, Damaged or Destroyed*.

Federal Acquisition Regulation, Subpart 8.602, current edition

AFI 23-101, *Centrally Managed Equipment*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 32-1001, *Operations Management*

AFI 32-6003, *General Officer Quarters*

AFI 32-6005, *Unaccompanied Housing Management*

AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*

AFI 34-246, *Air Force Lodging Program*

AFI 34-204, *Services Logistics Support Program*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*

AFPAM 63-503, *Quality Assurance of Training Systems Contracts*

AS 462, *Furnishings for Alert Facilities, Pilot Lounges, Strategic Missile Lounges, and Visitation Centers*, Parts C and D

AS 490, *Civil Engineering Fire Protection Support and Aircraft Rescue Equipment*, Part C

RCS: HAF-ILE (SA)7803, *Overseas Furnishings and Quarters Availability Report*

***Additional References***

AFI 32-6001, *Family Housing Management*

AFPAM 63-503, *Quality Assurance of Training Systems Contracts*

AF Supplement to DoD Regulation 5400.7, *Air Force Freedom of Information Act Program*

***Abbreviations and Acronyms***

**AAFES**—Army Air Force Exchange Service

**AFEMS**—Air Force Equipment Management System

**ALS**—Airman Leadership School

**APF**—Appropriated funds

**AS**—Allowance standard

**BAQ**—Basic allowance for quarters

**BCE**—Base civil engineer

**BOS**—Base operating support

**CA/CRL**—Custodian authorization/Custody receipt listing

**CDMO**—Consolidated Dormitory Management Office

**CLIN**—Contract line item number

**CONUS**—Continental United States

**DRMO**—Defense Reutilization and Marketing Office

**DV**—Distinguished visitor

**EAID**—Equipment authorization inventory data

**EDD**—Estimated delivery date

**FH**—Family housing

**FIN**—Finance

**FMO**—Furnishings Management Office

**FOIA/PA**—Freedom of Information Act/Privacy Act

**FY**—Fiscal year

**GOQ**—General officer quarters

**GSA**—General Services Administration

**ICBM**—Intercontinental ballistic missile

**IMPAC**—International Merchant Purchase Authority Card

**JFTR**—Joint Federal Travel Regulations

**LCF**—Launch control facility

**LQA**—Living quarters allowance

**M&R**—Maintenance and repair

**MAJCOM**—Major command  
**MFH**—Military family housing  
**MILCON**—Military construction  
**MPF**—Military Personnel Flight  
**NAF**—Nonappropriated funds  
**NSN**—National stock number  
**O&M**—Operations and maintenance  
**OPR**—Office of primary responsibility  
**OSD**—Office of the Secretary of Defense  
**PM**—Preventive maintenance  
**QAE**—Quality Assurance Evaluator  
**QIC**—Quarters Improvement Committee  
**QIP**—Quarters Improvement Plan  
**RPIE**—Real property installed equipment  
**RPS**—Real property services  
**SCP**—Special command position  
**SOW**—Statement of work  
**TA**—Table of Allowances  
**TDY**—Temporary duty  
**TLA**—Temporary lodging allowance  
**TLF**—Temporary Living Facility  
**TMO**—Transportation management office  
**UH**—Unaccompanied housing  
**UNCOQ**—Unaccompanied noncommissioned officer quarters  
**UOQ**—Unaccompanied Officer Quarters  
**VAQ**—Visiting Airmen’s Quarters  
**VOQ**—Visiting officer quarters  
**VQ**—Visiting quarters

*Terms*

**Assessment**—Determining condition of furnishings.

**Backup Stock**—Furnishings stored in the FMO warehouse to replace items being repaired or that are condemned.

**Contingency Lodging**—This type of lodging usually exists under two scenarios:

- At main operating bases, aerial en-route ports or fixed locations where contingency lodging normally consists of pickled, vacant or inactive quarters or community facilities (such as fitness centers, community centers, unused hangars, etc.). These facilities are temporarily opened to accommodate large influxes of en-route TDY personnel who cannot be housed in regular base lodging accommodations.

- At forward operating locations or deployed sites (such as SW Asia, Bosnia) where Prime RIBS personnel operate either "tent city" or leased facilities that are considered to be under "field conditions". Normally field conditions call for cots and sleeping bags; however, if an installation commander desires to enhance living conditions for deployed extended TDY personnel by providing furnishings such as beds, wardrobes, etc. use the procedures listed above for fixed locations. When rotations of personnel start (e.g. AEF personnel), and there is no end in sight to the deployment, then commanders should consider converting contingency lodging to contingency dormitories which are managed/operated by units in conjunction with civil engineering similar to permanent dormitories at permanent installations.

**Equipment Authorization Inventory Data (EAID)**—Items listed on a CA/CRL.

**Excess Furnishings**—Furnishings excess to installation requirements.

**Furnishings**—Furniture, equipment and amenities (such as drapes and bedspreads) authorized in allowance standards.

**Full JFTR**—Member receives total household shipping weight entitlement.

**Initial Issue**—First issue or new requirement.

**Jacket File**—Customer file or folder containing authorization documents, personnel, and unit data, and accountability receipts.

**Limited JFTR**—Entitlement to partial (usually 25 percent) household shipping weight. Also referred to as "restricted" JFTR.

**Loaner Kit**—A set of temporary furnishings provided to members awaiting arrival of personally owned household goods (overseas only).

**Lodging**—VOQ, VQ, VAQ, and TLF.

**MILCON**—Funds appropriated by Congress for new construction or major renovations.

**NF1**—Furnishings items not listed on a CA/CRL.

**NF3**—Furnishings accountable to base supply and listed on a CA/CRL.

**P721**—Operational funds for family housing.

**P722**—Maintenance funds for family housing.

**Real Property Installed Equipment (RPIE)**—Government owned appliances installed in Family Housing and are accounted for on the BCE real property records.

**Replacement Issue**—Replacement of existing or previously issued items.

**Unaccompanied Housing**—UOQ, UNCOQ, and dormitories.



b. Total Pounds of Government Furniture Not Available (indicate nomenclature in "Remarks"; see the following chart for standard weights)  (1) Current (2) 180 days									

**\*Applies to availability of furniture for members serving the accompanied tour at all restricted JFTR locations.**

**Table A2.2. Standard Furnishings Weights.**

REFERENCE NUMBER	NOMENCLATURE	UNIT WEIGHT
Living Room		
1	Light, floor	25
2	Light, desk	15
3	Lamp, table	15
4	Table, occasional	30
5	Table, coffee	60
6	Desk	180
7	Bookcase	60
8	Desk	18 0
9	Chair, occasional	55
10	Chair, easy	10 0
11	Settee	20 0
12	Chair, desk, without arms	40
13	Carpet, 12' x 15'	90
14	Pad, carpet, 12'x 15'	50
15	Draperies	20
16	Fireplace set	35
Dining Room		
17	Chair, dining, straight, without arms	40
18	Cart, tea server	105
19	Table, dining	150
20	Cabinet, china	140
21	Buffet	170
22	Chair, dining, with arms	45
23	Carpet, 9' x 12'	80
24	Pad, carpet, 9' x 12'	40

REFERENCE NUMBER	NOMENCLATURE	UNIT WEIGHT
25	Draperies	20
Kitchen		
26	Refrigerator	240
27	Table, kitchen	70
28	Chair, straight, with arms	45
29	Stool, step	21
30	Cabinet, storage, kitchen	70
31	Counter, cabinet, kitchen	210
32	Range, electric	210
33	Range, gas	210
34	Dishwashing machine	140
35	Drying tumbler	143
36	Washing machine	226
Bedroom		
37	Lamp, table	10
38	Table, occasional	40
39	Wardrobe	22 5
40	Chest of drawers	13 5
41	Bedstead, double	19 0
42	Bedstead, single	17 0
43	Vanity-dresser	11 5
44	Dresser, 3-drawer	18 0
45	Stool, vanity	25
46	Chair, straight, with arms	45
47	Mirror	35
48	Mattress, single	40
49	Mattress, double	80
50	Bedspring, box, single	70
51	Bedspring, box, double	15 0
52	Carpet, 9' x 12'	80
53	Pad, carpet, 9' x 12'	40
Porch		
54	Glider, porch	150
55	Table, porch	30
56	Chair, porch	45
57	Mat, floor	5



### Attachment 3

#### QUARTERS IMPROVEMENT COMMITTEE (QIC)

**A3.1. Quarters Improvement Committee (QIC).** The QIC is intended to be the base's primary forum to identify facilities and furnishings requirements for unaccompanied and transient personnel. The QIC ensures these requirements are maintained, renovated, and replaced on a timely basis by following a Quarters Improvement Plan (QIP).

A3.1.1. The installation commander will establish the QIC, which is charged with reviewing the annual base UH inventory, use, requirements, and standards. The most important function of the QIC is developing and supporting the QIP. (See **Attachment 4** for a sample of a QIP.)

A3.1.1.1. The QIC should meet at least semi-annually (may meet more often depending on local needs) to:

A3.1.1.1.1. Review the status of quarters improvement efforts.

A3.1.1.1.2. Recommend distribution of funds.

A3.1.1.1.3. Review future facility or furnishings projects for acceptability and compatibility with interior design goals.

A3.1.1.1.4. Establish base standards, normally one for permanent party and one for transient, for the style and type of furniture to be used in dormitories and lodging.

A3.1.1.1.5. Validate funds requirements.

A3.1.1.1.6. Review the status of furnishings replacement needs or shortages.

**A3.2. QIC Goals.** The goals of the QIC include the charter to develop and monitor improvements to base permanent party and transient quarters.

#### **A3.3. QIC Membership:**

A3.3.1. Voting Members:

A3.3.1.1. Installation commander or deputy (chairperson). May be delegated to support group commander.

A3.3.1.2. BCE or Deputy BCE.

A3.3.1.3. Services commander/director.

A3.3.1.4. Comptroller.

A3.3.1.5. Installation command chief master sergeant.

A3.3.1.6. First Sergeant representative.

#### **A3.4. Advisors:**

A3.4.1. Base chief of supply.

A3.4.2. Base contracting officer.

A3.4.3. Budget officer.

A3.4.4. Housing flight chief.

A3.4.5. Lodging general manager.

A3.4.6. FMO supervisor (also acts as recorder, and prepares and distributes minutes of the meeting).

A3.4.7. BCE representatives.

A3.4.8. Squadron commander/First Sergeant representative.

A3.4.9. Dormitory, UOQ, UNCOQ resident representatives.

**A3.5. Responsibilities.** Responsibilities of the voting and advisory QIC members by position should be clearly explained. This can be done in narrative form or in a “tasking” format, such as: “\_\_\_\_\_/Comptroller will (1) provide appropriated funds for this plan to the maximum extent possible, and (2) assist BCE in obtaining year-end funds for projects not identified in the normal budget process.

**A3.6. Mechanics of the QIC:**

A3.6.1. QIC Meeting Preparation Checklist. A meeting preparation checklist helps the FMO set up an effective QIC meeting with tasks and target dates. The following is a sample checklist:

**Table A3.1. Sample QIC Meeting Preparation Checklist.**

<b>Calendar Days Before Meeting</b>	<b>Tasks</b>
35	Set date of meeting and fill in appropriate dates on remainder of checklist.
30	Reserve conference room.
30	Send out call for agenda items to including furnishings assessments (suspense 15 days prior to meeting).
30	Send out request for OPRs to update status reports for meeting.
20	Ensure quarterly status report data and agenda item inputs have been received.
15	Draft QIC member’s package (agenda, status reports, old business).
13	Assemble agenda items and draft new business items.
11	Finalize QIC member’s package and print copies.
10	Advertise meeting in Daily Bulletin; request agenda items from base populace.
5	Distribute QIC member’s packages.
3	Finalize agenda and make copies.

**A3.7. QIC Agenda .** Since the meetings of the QIC occur only twice per year, a number of standard items must be covered during each meeting. To make the meetings as efficient as possible, an agenda is prepared. A sample QIC meeting agenda is shown below. It contains the items that should be covered during the meetings and allows for other topics to be discussed as well.

- A3.7.1. Agenda.
- A3.7.2. Introduction of new members.
- A3.7.3. Review minutes of last meeting.
- A3.7.4. Required status reports.
  - A3.7.4.1. Dormitory status – Occupancy (OPR: Housing).
  - A3.7.4.2. Lodging status – Occupancy (OPR: Services).
  - A3.7.4.3. Furnishings status (OPR: FMO).
  - A3.7.4.4. Facility projects (OPR: BCE).
  - A3.7.4.5. APF budget (OPR: Comptroller).
  - A3.7.4.6. NAF budget (OPR: Services).
- A3.7.5. Old business (list action item by title and OPR).
- A3.7.6. New business (list by subject and proposing office).
- A3.7.7. Furnishings status.
  - A3.7.7.1. Furnishings on order (dollar amount, supply status).
  - A3.7.7.2. Where furnishings will be used.
  - A3.7.7.3. Funding source.
  - A3.7.7.4. Storage requirements on delivery.
  - A3.7.7.5. Installation method.
- A3.7.8. Facility projects.
  - A3.7.8.1. Projects (list separately).
  - A3.7.8.2. Project number, description of work.
  - A3.7.8.3. Building number, occupants.
  - A3.7.8.4. Cost.
  - A3.7.8.5. Work status.
- A3.7.9. APF budget.
  - A3.7.9.1. Equipment budget.
  - A3.7.9.2. Contract furniture repair.
  - A3.7.9.3. Supply budget.
  - A3.7.9.4. Expenditures (required, allocated, expensed).
  - A3.7.9.5. Project funds availability.
- A3.7.10. NAF budget.
- A3.7.11. Furnishings budget.

A3.7.11.1. Furnishings expenditures.

A3.7.12. Supply budget.

A3.7.12.1. Supply expenditures.

A3.7.13. Other items.

## Attachment 4

### QUARTERS IMPROVEMENT PLAN (QIP)

**A4.1. The Quarters Improvement Plan (QIP).** The QIP addresses five-year furnishings requirements and should include budget input for the current fiscal year (FY) and the next four FYs. This document should be the basis for the furnishings management input to the base financial plan for O&M funds.

A4.1.1. It addresses both APF and NAF facility and furnishings projects and requirements.

A4.1.2. It is developed through a base quorum called the QIC.

A4.1.3. The QIP should address all elements of the lodging and unaccompanied facility living environment. Standards for the facility, furnishings, interior design, decorative themes, privacy, recreation, leisure, convenience, storage, parking and security are a few of the basic elements that should be addressed in the QIP.

A4.1.4. Although there is no standard format for a QIP, this sample represents a composite of several successful base QIP formats and covers the desired information. Individual bases may expand or reduce the amount of information required depending on local circumstances.

#### **A4.2. Elements of the QIP:**

A4.2.1. The first page of the QIP should be a statement of goals, usually in a letter format, signed by the installation commander. The commander's remarks are an important introduction to the QIP because they outline the installation's commitment to quality living conditions for all personnel living in unaccompanied housing and lodging facilities. The installation's goals to meet QIP standards and an overview of the QIP are included.

A4.2.2. A brief statement about the base mission, number of people supported in dormitories and lodging facilities orient the reader to the size and scope of QIP requirements (reference base Dormitory Master Plan). The QIP should address the condition of the installation's unaccompanied housing and lodging facilities and furnishings in broad terms, such as: "\_\_\_\_\_ AFB has 17 dormitories. Three are 1+1 configuration and 14 require conversion."

A4.2.3. Concluding remarks usually include the commander's request for active support from all base organizations participating in the QIC to use available resources and funds in providing better living conditions.

#### **A4.3. Planning Philosophy:**

A4.3.1. This portion of the QIP addresses individual base planning assumptions, detailed goals, and special emphasis areas. Planning assumptions may include statements addressing UPH occupancy rates, projected MILCON or project funding availability, projected base O&M funding availability, MAJCOM funds or MAJCOM directives and policy. Goals should be total quality living facilities that the installation wants to achieve, and should address items such as:

A4.3.1.1. Providing single-person rooms.

A4.3.1.2. Upgrade efforts.

A4.3.1.3. Lodging facility rates and NAF upgrade support.

A4.3.1.4. Future mission changes and needs.

A4.3.2. Special emphasis areas include:

A4.3.2.1. The need for senior leadership involvement in the QIC and QIP.

A4.3.2.2. Teamwork required between CE, services, budget, supply, and contracting.

A4.3.2.3. Large furniture orders (whole building concept).

A4.3.2.4. Ordering as a package.

A4.3.2.5. Receiving furnishings.

A4.3.2.6. Displacement of personnel.

A4.3.2.7. Relocation of occupants.

**A4.4. Facility Standards.** (Reference *Facility Design Guide for Enlisted Dormitories* at: <http://www.afcee.brooks.af.mil/dc/products/dcproducts/asp>) and the VQ Design Guide at: <https://www-r.afsv.mil/LD>.)

A4.4.1. Facility standards are desired features for all dormitory, UOQ/UNCOQ, and lodging buildings. These standards can be existing or desired and can be obtained through construction or alteration projects.

A4.4.2. The QIP should address the features for each functional part of the facility. Dormitory features, for example, would include:

A4.4.2.1. Sleeping rooms.

A4.4.2.2. Vanity areas.

A4.4.2.3. Shared bathrooms or central latrines.

A4.4.2.4. Common areas (laundry rooms, kitchens, dayrooms, hallways, storage rooms, guest bathrooms).

A4.4.2.5. Exterior grounds.

A4.4.2.6. Main entrance.

A4.4.2.7. Exterior of the building.

A4.4.2.8. Lock system.

A4.4.2.9. Parking area.

A4.4.3. The features should be listed with as much detail as possible; these lists can be used to assist BCE planners during design reviews for building projects.

A4.4.4. Detailed room features may include:

A4.4.4.1. Electrical outlets (see the Dormitory Design Guide).

A4.4.4.2. Fire/smoke detector.

A4.4.4.3. Woodwork stained, not painted.

A4.4.4.4. Individual room thermostat for heat, air conditioning, and air flow.

A4.4.4.5. One full-length framed mirror mounted on interior of closet door.

A4.4.4.6. Wall-to-wall patterned carpet (earth tone or neutral shades) with pad.

A4.4.4.7. Screens in windows.

A4.4.4.8. TV and telephone hook-up jacks.

A4.4.4.9. No exposed conduit, pipe.

A4.4.4.10. Window treatment to include drapes, venetian or vertical blinds.

**A4.5. Furnishings Standards.** Furnishings standards for unaccompanied housing facilities should also be detailed. Durability and functionality of dormitory furnishings is important to ensure years of serviceability under tough dormitory use conditions.

**A4.6. Construction Characteristics.** Suggested construction characteristics for dormitory furniture are as follows:

A4.6.1. Solid wood or solid wood core furniture.

A4.6.2. Heavy-gauge hinges.

A4.6.3. Lockable wardrobes or closets.

A4.6.4. Hinges on drop-lid desks with continuous heavy-duty piano hinge with adjustable flap supports on side.

A4.6.5. Dovetail drawers with double metal side rails and stopping device.

A4.6.6. Finished backs on all furniture.

A4.6.7. Adjustable leveling legs on all large pieces of furniture.

A4.6.8. Lamination on desks and table tops.

A4.6.9. Sturdy chair fabric without protrusions such as buttons or pleats.

A4.6.10. Audio cord holes predrilled in entertainment units and desks.

**A4.7. Lodging Furnishings.** Furnishings standards for lodging facilities should also be as detailed as possible and include rooms, hallways, front desk, lounge, laundry, and entrance ways.

**A4.8. Visits.** The QIC should visit various unaccompanied housing and lodging facilities and select a furnishings standard brand for each type facility. Furnishings standards establish a style and approved layout of furnishings for each type of facility (VOQ, VAQ, TLF, dormitories, and UOQ). Styles will vary according to facility layout, type of occupant, and uses.

**A4.9. Dayroom Furnishings.** Many bases have instituted a policy to select dormitory dayroom furnishings of a different style and manufacturer than dormitory sleeping room furnishings. This should reduce the migration of dayroom furnishings into sleeping rooms.

**A4.10. Restrictions.** Efforts should be made to restrict the different types of furnishings used in base unaccompanied housing and lodging facilities to the extent possible. Normally, one style/type of furniture should be used in unaccompanied housing and another for transient facilities. This minimizes FMO backup stock requirements and makes redistribution of furnishings between different facilities easier.

**A4.11. Guide.** *Furnishings Allowance*, [Chapter 8](#), is used as a guide for what items should be provided in unaccompanied housing and lodging facilities. Furnishings standards for lodging

facilities should be listed separately from permanent party facilities, as types of items vary significantly.

**A4.12. Style.** Furnishings should be of the same style within facilities to avoid a mismatched or piecemeal appearance. Furnishings should be purchased in “mass replacement” buys to the maximum extent possible, to ensure wood tones and finishes are of the same batch delivered by the manufacturer. If mass replacement is not feasible, then purchases should be incrementally made by the complete building, by entire floor, or by matched room set to ensure matched assets to the greatest extent possible.

**A4.13. Replacement.** The average life expectancy of furnishings is presented in [Table A4.1](#).

**Table A4.1. Average Life Expectancies for Furnishing Items.**

Item	Lodging Life Expectancy (years)	Dormitory Life Expectancy (years)
Furniture (case goods)	7-10	7-10
Drapes	5-7	5-7
Room carpet	5-7	5-7
High traffic area carpet	2-3	2-3
Big Screen TVs	4	4
TVs (24" and under)	9	9
Box Springs/Mattresses	3-5	3-5
Vacuum cleaners	2	2

**A4.14. Facility Data:**

A4.14.1. Facility data should provide a profile of the history and current condition of all unaccompanied housing and lodging facilities on the installation. The data should be used with adequacy standards in AFI 32-6005 for unaccompanied housing and AFI 34-246 for lodging and installation facilities listed in the base QIP to identify work requirements to the BCE.

A4.14.2. The following is a suggested format for an information worksheet which should be completed for each facility (\* denotes “must have” data):

A4.14.2.1. Building number\*.

A4.14.2.2. Building use\* (e.g., VAQ, dormitory).

A4.14.2.3. Principle user if dormitory\* (e.g., Security Forces, CES).

A4.14.2.4. Condition code\* (from real property records).

A4.14.2.5. Number of rooms\*.

- A4.14.2.6. Rated capacity\* (from real estate property records).
- A4.14.2.7. Year constructed/modernized\*.
- A4.14.2.8. Type of construction.
- A4.14.2.9. Configuration (room-bath-room, central latrine, private bath).
- A4.14.2.10. Number of bed spaces\*.
- A4.14.2.11. Number of diversions\* (list reasons).
- A4.14.2.12. Size of rooms\* (square feet).
- A4.14.2.13. Number of personnel on non-hardship BAQ\*.
- A4.14.2.14. Occupancy rate\*.
- A4.14.2.15. Number of laundry rooms.
- A4.14.2.16. Number of dayrooms.
- A4.14.2.17. Number of storage rooms.
- A4.14.2.18. Condition of common-use areas.

**A4.15. Furnishings Data:**

A4.15.1. Furnishings data should include information about the type and age of furnishings in use for each unaccompanied housing facility. Information about the brand of furniture, how old it is, and its general condition is good data that can be used in base budget inputs to justify and articulate replacement furnishings needs.

A4.15.2. Items are listed using supply national stock number (NSN) and nomenclature, so that this information is readily available for requisitioning purposes. The information required is as follows:

- A4.15.2.1. Item needed.
  - A4.15.2.1.1. Stock number.
  - A4.15.2.1.2. Quantity required.
  - A4.15.2.1.3. Quantity on-hand.
  - A4.15.2.1.4. Unit price.
  - A4.15.2.1.5. Extended cost.
  - A4.15.2.1.6. Date of purchase.

**A4.16. Standard Room Sets.** Standard room sets can be defined by type of facility or room (VAQ, VOQ), as well as lounge furnishings sets.

**A4.17. Facility Projects:**

A4.17.1. The QIC maintains a listing of the status of facility projects that are underway or planned. Real estate property records or other BCE standard report formats are used to reflect the status of facility projects for unaccompanied housing and lodging facilities. Recommended items include the following:

A4.17.1.1. .Project title.

A4.17.1.2. Project number.

A4.17.1.3. Estimated cost.

A4.17.1.4. Estimated completion date.

**A4.18. Facility Project Status.** **Table A4.2** presents these items in a format that can be used to graphically display this information. Tables such as **Table A4.2** should include NAF-funded projects for lodging and MILCON projects. Completed projects can be included on a separate page for historical data.

**Table A4.2. Facility Project Status.**

Project Title	Project No.	Estimated Cost	ECD	Status
Repair dorm Bldg 839	90-1003	\$129M	Nov 96	Under construction
Carpet	Work order	\$200K		Awaiting funds
Fire Sprinkler system	940022	\$50K	2 May 96	
Picnic table	9000052	\$2K	Unknown	Awaiting funds

**A4.19. Furnishings Requirements:**

A4.19.1. The QIC must determine the price of furnishings standards and actual replacement or new buys for the base dormitory and lodging facilities. The furnishings requirements section of the QIP presents this cost data. This should be an easy-to-read synopsis of what furnishings items are needed by the facility. Unit costs and extended costs are both listed so those requirements can be broken down into smaller phases, if necessary, as when they are dependent on the availability of funds.

A4.19.2. **Table A4.3** is an example of a furnishings requirements table.

**Table A4.3. Furnishings Requirements.**

FYXX					
Item	Quantity	Type	Quarters	Estimated Cost	Total
Double Headboard	85	UOQ	Bldg 208	\$90	\$7,650
Pictures	Various	Dorm	12 dayrooms		\$12,000
Chairs	16	VOQ	Bldg 103	\$125	\$2,000
Carpet		Dorm	Bldg 46		\$110,000
Drapes		VQ	Bldg 33		\$40,000

A4.19.3. Any notes that will help define requirements (e.g., “dormitory furnishings are required to replace furniture that is 20 years old and has exceeded its life expectancy”) should be included. Also, furnishings repair costs should be included when appropriate (for in-house and or contract furniture repair).

A4.19.4. Totals are presented by FY.

#### **A4.20. Sample Quarters Improvement Plan (QIP):**

A4.20.1. The following represents the content of a sample QIP.

A4.20.1.1. Preface:

A4.20.1.1.1. The purpose of this plan is to provide a comprehensive program for upgrading the permanent party and lodging facilities at \_\_\_\_\_ AFB, \_\_\_\_\_. The plan will cover the period FY95 through FY02. Inputs are to be coordinated with members of the Quarters Improvement Committee (QIC). The plan will be reviewed annually.

A4.20.1.1.2. Under the Unit Dorm Management Concept, the unaccompanied housing and lodging facilities are assigned to and managed by several organizations. Under a consolidated management concept, dorm managers manage assets from a central point. However, overall furnishings management is administered by the furnishings management office of the housing flight of civil engineering. The installation commander is the chairman of the QIC program and this plan. The duties may be delegated to the commander’s deputy, but no lower than the support group commander.

A4.20.1.1.3. The office of primary responsibility is the Furnishings Management Office (FMO), ext \_\_\_\_\_, \_\_\_\_\_ CSG/CEH, which will prepare, distribute, and direct implementation of this plan.

A4.20.1.2. Mission Statement. The Quarters Improvement Committee at \_\_\_\_\_ Air Force Base is dedicated to the continuous upgrade and improvement of all unaccompanied and transient facilities and will strive to provide the best possible living conditions attainable for both unaccompanied housing and transient personnel.

A4.20.1.3. Status of Housing Facilities:

A4.20.1.3.1. \_\_\_\_\_ AFB has 16 dormitories.

A4.20.1.3.2. \_\_\_\_\_ are 3-story with central latrine, masonry construction.

A4.20.1.3.3. \_\_\_\_\_ are 3-story with room-bath-room, masonry construction.

A4.20.1.3.4. The ages of the facilities range from 25 to 35 years.

A4.20.1.3.5. Total capacity is 2,158 spaces.

A4.20.1.3.6. Facilities are equipped with \_\_\_\_\_(brand/style) furniture purchased in \_\_\_\_\_.

A4.20.1.4. Status of Lodging Facilities:

A4.20.1.4.1. \_\_\_\_\_ AFB has 11 lodging facilities.

A4.20.1.4.2. \_\_\_\_\_ Visiting Officer Quarters.

A4.20.1.4.3. \_\_\_\_\_ Visiting Airmen Quarters.

A4.20.1.4.4. \_\_\_\_\_ Temporary Lodging Facilities.

A4.20.1.4.5. The ages of the buildings range from 19 to 35 years.

A4.20.1.4.6. The capacity is 310 spaces.

A4.20.1.4.7. Facilities are equipped with \_\_\_\_\_(brand/style) furniture purchased in \_\_\_\_\_.

**A4.21. Sample Quality of Life Improvement Program.** The QIC prepares the Quality of Life Program, which provides a plan for comprehensive upgrade for base facilities and furnishings. The program includes a brief description of the current situation at the installation and the assumptions on which the plan is based. A mission statement clarifies the purpose of the plan at each installation. The plan also outlines a strategy for plan implementation and execution, and describes each participant's responsibilities. The following paragraphs present sample content for a Quality of Life Improvement Program plan.

A4.21.1. Installation:

\_\_\_\_\_ Fighter Wing. \_\_\_\_\_ Air Force Base, \_\_\_\_\_ 12345-6789.

A4.21.2. Unaccompanied and Transient Housing Situation. A comprehensive master plan is required to upgrade all unaccompanied and transient living quarters to current Air Force standards. Command support for all levels is essential to improve the facilities and thereby enhance the quality of life of our unaccompanied personnel and visitors. Concern for occupants of dormitories and lodging facilities can best be demonstrated by credible and comprehensive planning that will ensure improvements in existing structures as well as replacement facilities.

A4.21.3. Assumptions:

A4.21.3.1. The improvement of dormitories and lodging facilities is one of the most important projects on \_\_\_\_\_ AFB.

A4.21.3.2. Life expectancy of interior and exterior paint is 4 years.

A4.21.3.3. Life expectancy of carpet is 7 years.

A4.21.3.4. Fourteen dormitories will be improved through the military construction program (MILCON). The project will involve extensive interior and exterior modifications.

A4.21.3.5. Life expectancy for furniture is 10-12 years.

A4.21.3.6. Labor and material cost will rise significantly each year.

A4.21.3.7. Base O&M funds will continue to be limited.

A4.21.4. Mission. The Quality of Life Improvement Program's mission is to provide the best living environment possible for the unaccompanied personnel of \_\_\_\_\_ AFB, and to develop a long-range plan to upgrade all dormitories and lodging facilities.

A4.21.5. Execution. The installation commander, deputy, or support group commander working through the QIC, will ensure proper actions are taken to implement this plan. Close coordination is required among services, civil engineering, HQ (MAJCOM), and the QIC.

A4.21.5.1. The dormitory facilities will be upgraded according to the schedule outlined herein. Complete study of each building will be made prior to submission of work requests to ensure all required, deferred, and future work is incorporated into each project, thereby minimizing the modification of completed work.

A4.21.5.2. As far as practical, serviceable furniture and drapes from facilities being renovated will be redistributed to other non-upgraded facilities, thus replacing unserviceable items. This action will significantly reduce replacement item expense while dormitory upgrading is in progress and will also allow for maximum use of existing furniture and accessories.

A4.21.6. Responsibilities:

A4.21.6.1. The installation commander, deputy, or support group commander will:

A4.21.6.1.1. Keep the personnel of \_\_\_\_\_ AFB informed on the plans, goals, and status of the QIC program.

A4.21.6.1.2. Gather information relative to upgrading dormitories and lodging facilities.

A4.21.6.1.3. Assign priorities to all QIC projects.

A4.21.6.1.4. Chair the QIC.

A4.21.6.1.5. Work closely with base planning personnel to ensure that a total package including repair and upgrade is applied to each dormitory and lodging facility.

A4.21.6.1.6. Periodically provide progress reports to the QIC members.

A4.21.6.2. The FMO will:

A4.21.6.2.1. Plan, budget, coordinate, and consolidate the actions called for in this program.

A4.21.6.2.2. Take inputs from Civil Engineering, Lodging, Commanders, First Sergeants, and Dormitory Managers and prepare a QIC agenda to be submitted to the chairman not later than two workdays prior to each meeting.

A4.21.6.2.3. Ensure that the meeting minutes are taken, finalized, and submitted to the chairman not later than seven work days after the meeting.

A4.21.6.3. The BCE will:

A4.21.6.3.1. Be responsible for the development of all MILCON and O&M projects.

A4.21.6.3.2. Develop work request actions based on inputs from the QIC.

A4.21.6.3.3. Provide architectural expertise to the QIC to ensure interior and exterior aesthetic characteristics, energy conservation, and space-efficient furniture are considered in each dormitory upgrade.

A4.21.6.3.4. Submit project status updates to the FMO for inclusion in the agenda.

A4.21.6.4. Comptroller and Chief of Supply. The comptroller and chief of supply act as technical advisors to the chairman for their respective areas of responsibilities.

A4.21.6.5. Installation Command Chief Master Sergeant. The installation command chief master sergeant acts as liaison between the committee and base enlisted personnel.

A4.21.6.6. The QIC will:

A4.21.6.6.1. Meet at least semiannually.

A4.21.6.6.2. Promote and monitor the improvement of all dormitories and lodging facilities.

A4.21.6.6.3. Review and approve all major changes to unaccompanied personnel facilities.

A4.21.6.6.4. Provide guidance on the selection of furniture and accessories.

A4.21.7. Resources. Improvement of furnishings in dayrooms, laundry and common areas should be included in upgrade projects for the facility. If there is no overall upgrade facility project, then local funds will be used to improve furnishings and appliances in those areas when needed. In addition, base resources will be used to perform normal facility maintenance and repair of room furnishings. MAJCOM funding will be solicited for furnishings, carpet, and those items contained in MILCON and major O&M renovation projects.

A4.21.8. Dormitory Capacities:

**Table A4.4. Installation Dormitory Capacities.**

Facility	Rooms	Facility	Rooms
143	129	371	132
145	133	372	132
147	133	375	133
149	129	376	136
151	129	377	129
153	129	378	129
251	88	379	129
254	136	714	125
258	50	240	48
238	68		

A4.21.9. Lodging Facility Capacities:

**Table A4.5. Installation Lodging Facility Capacities.**

Facility	Rooms
366	48
390	48
411	46
251	48

A4.21.10. Renovation Status. The status of renovation projects at \_\_\_\_\_ AFB is as follows:

A4.21.10.1. Building 411 (VOQ). Exterior was painted in August 1998. Roof will be repaired and building will be converted to VQ concept in FY02. Carpet installation (rooms and common areas) is included in the motel conversion. Carpet in registration/lobby areas will be replaced with porcelain tile in FY03. Design and rated capacity: 46.

A4.21.10.2. Building 390 (VOQ). Exterior is scheduled for painting in 2001. New furnishings, (sofas only) have been ordered and will be installed upon receipt. Major repair of interior/exterior of building is scheduled for FY02. Carpet installation (common areas and rooms) is included in repair. Design and rated capacity: 48.

A4.21.10.3. Building 366 (VOQ). Exterior of building was painted in 1998. Renovation to include replacement of drapes, upgrade of four VIP suites, carpet installation, and installation of heat/smoke detection system. Replacement of kitchen centers will begin in FY01. Roof will be repaired in FY02. Design and rated capacity: 48.

A4.21.10.4. Building 143 (Enlisted Dormitory). Exterior is scheduled for painting in FY02. VQ type renovation is scheduled for FY03. Renovation will include construction of private entrances, balconies, private room and bath configuration, smoke alarms, HVAC upgrade (4 pipe system with room thermostats), closets, central storage areas, and cable TV. Carpet installation (rooms and common areas) will also be accomplished under renovation. New furnishings, including new desks, lamps, dressers, artwork, mirrors, end tables, and box springs/mattresses, have been ordered and will be available upon receipt in 2001. Design and rated capacity: 129.

A4.21.10.5. Building 145 (Enlisted Dormitory). Exterior is scheduled for painting in CY02. Carpet was installed in common areas in 1998. New furnishings including desks, lamps, dressers, artwork, mirrors, end tables, and box springs/mattresses have been ordered and will be available upon receipt in 1998. VQ type renovation to include installation of carpet (common areas and rooms), HVAC upgrade including room thermostats, construction of private entrances with balconies, private room with private bath configuration, smoke alarms, closets, central storage area, and cable TV will begin FY02. Design and rated capacity: 133.

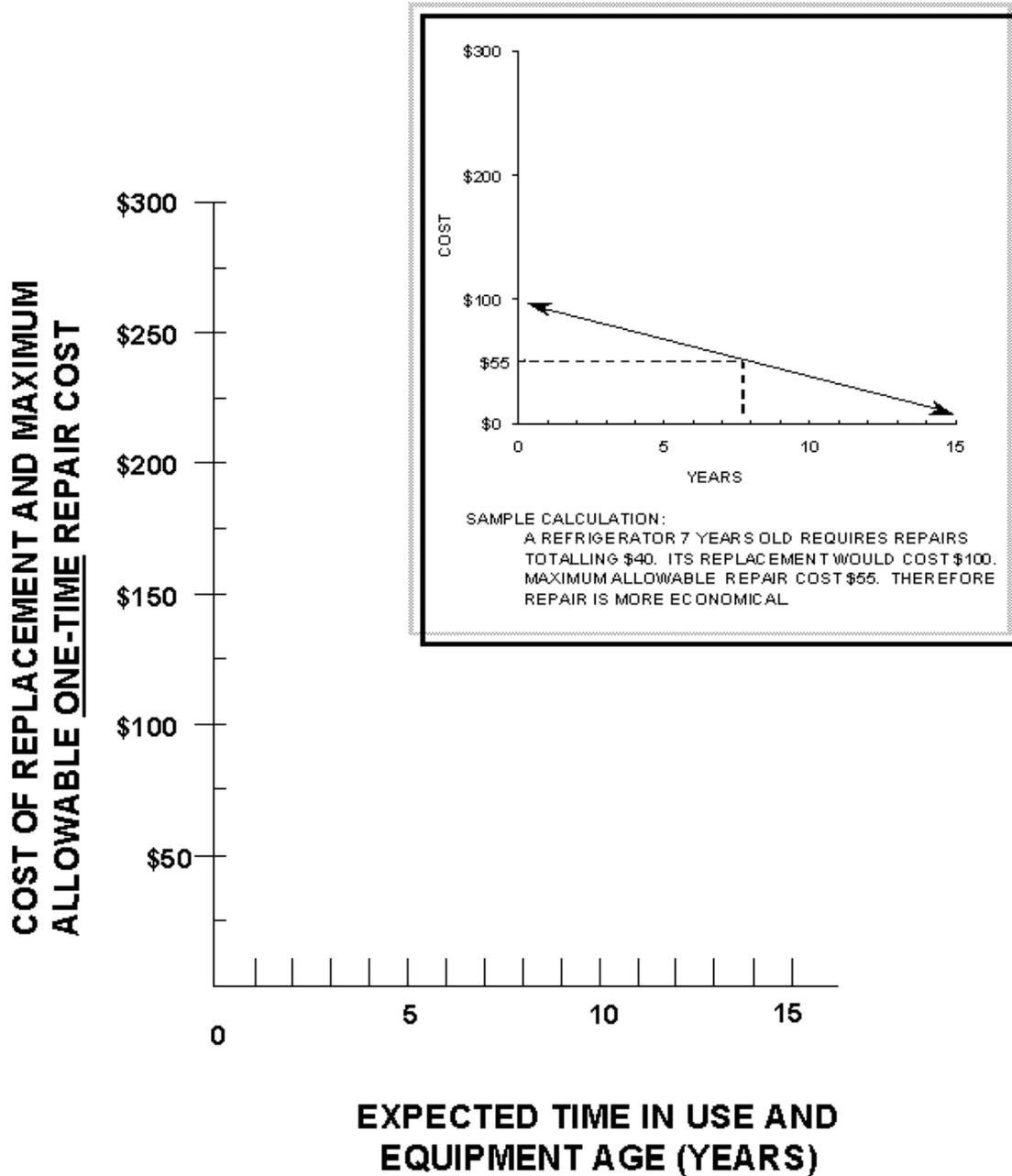
A4.21.10.6. Building 147 (Enlisted Dormitory). Interior was painted in 1999. Exterior is scheduled for painting in FY02. Carpet was installed in common areas in 1998. New furnishings, including desks, lamps, dressers, artwork, mirrors, end tables, and box springs/mattresses, were installed in 1998. Design and rated capacity: 133.

A4.21.10.7. Building 145. Scheduled for painting in CY01. Carpet was installed in common areas in 1998. New furnishings, including desks, lamps, dressers, artwork, mirrors, end tables, and mattresses, were installed in 1998. Design and rated capacity: 129.

Attachment 5

REPAIR ALLOWANCES AND REPLACEMENT CRITERIA

Figure A5.1. Repair/Replace Sample Calculation.



## Attachment 6

## FURNISHINGS ALLOWANCES FOR UNACCOMPANIED HOUSING

Figure A6.1. FURNISHINGS ALLOWANCES FOR UNACCOMPANIED HOUSING

	Dormitories	UNCOQ	UOQ
<b>Living Area (Bedroom/Living Room/Dining Room)</b>			
Mattress	Size and type, as required	Size and type, as required	Size and type, as required
Boxspring	Size and type, as required	Size and type, as required	Size and type, as required
Bedframe	1 per occupant	1 per room	1 per room
Headboard	Size and type, as required	Size and type, as required	Size and type, as required
Bed, Bunk	1 per occupant	As required	As required
Wardrobe	1 per occupant, if not built in	2, if not built in	2, if not built in
Night Stand	2 per room	2 per room	2 per room
Desk	1 per occupant	1 per occupant	1 per occupant
Chest of Drawers	As required	As required	As required
Dresser/Credenza	As required	As required	As required
Bookcase/Armoire	1 per occupant	1 per occupant	1 per occupant
Table, Occasional	Not applicable	1	1
Table, Coffee	Not applicable	1	1
Table, Dining	Not applicable	1	1
Mirror, Framed	1 per room	1 per room	1 per room
Sofa	1, as space permits	1, as space permits	1
Recliner	1, as space permits	1, as space permits	1
Chair, Side	1 per desk	1 per desk 2 per dining table	1 per desk 2 per dining table
Chair, Easy	1 per occupant	1 per occupant	1 per occupant
Lamp, Floor	1 per room	1 per room	1 per room
Lamp, Table	1 per desk and night stand	1 per desk and night stand	1 per desk and night stand
Bedsread	1 per bed	1 per bed	1 per bed
Cleaner, Vacuum, Upright	As required	As required	As required
Refrigerator	1 per room (except 1+1 rooms)	1 per room (except 1+1 rooms)	Not applicable
Oven, Microwave	1 per room (except 1+1 rooms)	1 per room (except 1+1 rooms)	Not applicable
<b>Kitchen (Semi-private and private)</b>			
Table, Dining	1	1	1

	Dormitories	UNCOQ	UOQ
<b>Living Area (Bedroom/Living Room/Dining Room)</b>			
Chair, Side	2 per table	2 per table	2 per table
Stool, Bar	As required where bar counter is installed	As required where bar counter is installed	As required where bar counter is installed
Oven, Microwave	1	1	1
Refrigerator	1	1	1
Range	1	1	1
Cooktop	1, in lieu of range	1, in lieu of range	1, in lieu of range
<b>Lounges, Day Rooms, and Common Areas</b>			
Sofa	As required	As required	As required
Loveseat	As required	As required	As required
Chair, Easy	As required	As required	As required
Recliner	As required	As required	As required
Stool, Bar	As required where bar counter is installed	As required where bar counter is installed	As required where bar counter is installed
Chair, Side	As required	As required	As required
Table, Occasional	As required	As required	As required
Table, Coffee	As required	As required	As required
Table, Lounge	As required	As required	As required
Lamp, Floor	As required	As required	As required
Lamp, Table	As required	As required	As required
Lamp, Swag	As required	As required	As required
Television, Wide Screen	1 per lounge or day room	1 per lounge or day room	1 per lounge or day room
Television, Console	1 per lounge or day room in lieu of wide screen TV	1 per lounge or day room in lieu of wide screen TV	1 per lounge or day room in lieu of wide screen TV
Recorder/player, Video Cassette or DVD	1 per lounge or day room	1 per lounge or day room	1 per lounge or day room
Stereo, CD/Tuner/Cassette Deck	1 per lounge or day room	1 per lounge or day room	1 per lounge or day room
Table, Billiards	2 per facility	2 per facility	1 per facility
Table, Table Tennis	As required	As required	Not Applicable
Table, Foosball	As required	As required	Not Applicable
Table, Bumper Pool	As required	As required	Not Applicable
Table, Air Hockey	As required	As required	Not Applicable
Table, Checkers	As required	As required	Not Applicable
<b>Central Kitchen</b>			
Table, Dining	As required	As required	As required
Chair, Side	As required	As required	As required
Refrigerator	As required	As required	As required
Oven, Microwave	As required	As required	As required

	Dormitories	UNCOQ	UOQ
<b>Living Area (Bedroom/Living Room/Dining Room)</b>			
Range	As required	As required	As required
Dishwasher	1 per kitchen	1 per kitchen	1 per kitchen
<b>Miscellaneous</b>			
Table, Laundry, Folding	As required	As required	As required
Cart, Laundry	As required	As required	As required
Ice Machine	As required	As required	As required
Cleaner, Vacuum, Upright	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Extractor, Carpet	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Cleaner, Vacuum, Wet/Dry	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Polisher, Floor	1 per 5,000 sq ft of tiled floor, if facility cleaning is not contracted	1 per 5,000 sq ft of tiled floor, if facility cleaning is not contracted	1 per 5,000 sq ft of tiled floor, if facility cleaning is not contracted
Grille, Barbecue	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Picnic	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Folding	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Chair, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Rack, Bicycle	As required	As required	As required
Locker, Bicycle	As required	As required	As required
Washer, Clothes	As required, but no less than 1 per 12 occupants	As required, but no less than 1 per 12 occupants	As required, but no less than 1 per 12 occupants
Dryer, Clothes	As required, but no less than 1 per 8 occupants	As required, but no less than 1 per 8 occupants	As required, but no less than 1 per 8 occupants

## Attachment 7

## FURNISHING ALLOWANCES FOR OVERSEAS HOUSING

Figure A7.1. FURNISHINGS ALLOWANCES FOR OVERSEAS HOUSING.

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
Mattress, Twin	1 per dependent child	1 per dependent child	1 per individual, in lieu of full mattress
Boxspring, Twin	1 per dependent child	1 per dependent child	1 per individual, in lieu of full mattress
Mattress, Full	1, in lieu of queen size	1 per sponsor	1 per individual
Boxspring, Full	1, in lieu of queen size	1 per sponsor	1 per individual
Mattress, Queen	1 per sponsor	1 per sponsor	1 per individual
Boxspring, Queen	1 per sponsor	1 per sponsor	1 per individual
Bed Frame	As required	As required	As required
Headboard, Twin	1 per bed	1 per bed	1 per bed
Headboard, Full	1 per bed	1 per bed	1 per bed
Headboard, Queen	1 per bed	1 per bed	1 per bed
Dresser	1	1	1 per individual, in lieu of chest of drawers
Chest of Drawers	1 per bedroom	1 per bedroom	1 per individual
Night Stand	1 per single bed 2 per double/queen bed	1 per single bed 2 per double/queen bed	1 per bed
Chair, Easy	1	1	1 per individual
Lamp, Floor	1 per bedroom	1	1 per bedroom
Lamp, Table	1 per night stand	1 per night stand	1 per night stand
Crib, Infants	As Required	As required	Not authorized
Wardrobe	2 per individual, if not built in	2 per individual, if not built in	2 per individual, if not built in
Air Conditioner, Window Unit (see Note 1.)	As required	0	0
Mirror, Dresser	1 per dresser	1 per dresser	1 per dresser
Mirror, Framed	1 per bedroom	1 per bedroom	1 per bedroom
<b>Living Room</b>			
Sofa	1	1	1
Chair, Easy	2	2	1
Chair, Side	1 per desk	1 per desk	1 per desk
Bookcase	2, if not built	1	2, if not built

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
Desk, Pedestal	1	1	1
Table, Occasional	4	2	2
Table, Coffee	1	1	1
Air Conditioner, Window Unit (see Note 1.)	1	0	0
Lamp, Floor	1	1	1
Lamp, Table	1 per desk 1 per occasional table	2	1 per desk 1 per occasional table
<b>Dining Room</b>			
Table, Dining	1	1	1
Chair, Dining, Arm	2	Not authorized	Not authorized
Chair, Dining, Side	4 with additional as required, not to exceed 1 per occupant or family member	1 per family member	4 with additional required, not to exceed 1 as per occupant
High Chair, Folding	Not authorized	As required	Not authorized
Cabinet, China	1, if not built	1, if not built	1, if not built
Buffet	1	1	1
<b>Kitchen</b>			
Range, Electric	1	1	1
Range, Gas	1 in lieu of electric range	1 in lieu of electric range	1 in lieu of electric range
Refrigerator/ Freezer	1, 2 for MAJCOM Command Chief Master Sergeants	1	1
Oven, Microwave	1	1	1
Dishwasher, Portable	1 when permanently installed unit is not provided	Not authorized	1 when permanently installed unit is not provided
Table, Dining	1 as space permits	Not authorized	1 as space permits
Chair, Side	4 additional as required not to exceed 1 per occupant or family member, as space permits	Not authorized	2, as space permits
Cabinet, Kitchen	2, if not built in	2, if not built in	2, if not built in
Cabinet, Storage	1, if not built in in lieu of 1 kitchen cabinet	1, if not built in in lieu of 1 kitchen cabinet	1, if not built in in lieu of 1 kitchen cabinet

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
<b>Main Hallway</b>			
Chair, Occasional	2	Not authorized	2
Table, Occasional	1	Not authorized	1
Mirror, Framed	1	Not authorized	1
Lamp, Table	1 per occasional table	Not authorized	1 per occasional table
Lamp, Floor	1	Not authorized	1
<b>Family Room or Den</b>			
<i>NOTE:</i> This allowance is only for units with a specifically identified family room or den as a separate room, and is not applicable for room combinations.			
Sofa, Sleeper	1	Not authorized	1
Chair, Easy	2	Not authorized	2
Table, Coffee	1	Not authorized	1
Table, Occasional	2	Not authorized	2
Bookcase	2	Not authorized	2
Lamp, Table	1 per occasional table	Not authorized	1 per occasional table
Lamp, Floor	1	Not authorized	1
<b>Utility/Laundry Room</b>			
Washer, Clothes	1	1	1
Dryer, Clothes	1	1	1
Table, Folding	1	Not authorized	1

**NOTE:**

1. See *Air Force Family Housing Guide for Planning, Programming, Design and Construction* for criteria. MAJCOMs may determine limits to total number of window units authorized per housing unit. This authorization also applies to Hickam AFB, HI.

## Attachment 8

## FURNISHING ALLOWANCES FOR CONUS HOUSING

(See paragraph 3.8.11)

**Figure A8.1. FURNISHINGS ALLOWANCES FOR CONUS AND NON-FOREIGN OCONUS HOUSING (Non GOQ)**

<b>Kitchen</b>	<b>Authorized</b>
Range, electric or gas	1
Combination Refrigerator/freezer	1, 2 for MAJCOM Command Chief Master Sergeants
Microwave Oven, built-in	1
Oven, wall mounted (single or double) electric or gas	1 in lieu of range
Cooktop, electric or gas	1 in lieu of range
Dishwasher, built-in	1

**Attachment 9****IC 2003-1 TO AFI 32-6004, FURNISHINGS MANAGEMENT****30 OCTOBER 2003*****SUMMARY OF REVISIONS***

This change requires all Furnishings Management Offices to establish procedures to register and receive manufacturer recall information on appliances. It incorporates interim change (IC) 2003-1 which provides new guidance to Furnishings Management Offices (paragraph **3.8.12**). See the latest attachment of this publication for the complete text of IC 2003-1. A star ( | ) indicates revision from the previous edition.

3.8.12. Furnishings Management Office (FMO) will establish procedures to register appliances and receive manufacturer recall information for potential fire and safety hazards by the end of the first quarter in Fiscal Year 2004. FMO will check the Consumer Product Safety Commission (<http://www.cpsc.gov>) and the Government-Industry Data Exchange Program (<http://www.gidep.org>) for current recall information on a quarterly basis, as a minimum.

**Attachment 10****IC 2006-1 TO AFI 32-6004, FURNISHINGS MANAGEMENT**

3 MARCH 2006

***SUMMARY OF REVISIONS***

This revision incorporates Interim Change 2006-1 and clarifies the program elements that should be used when programming, purchasing, and maintaining furnishings and appliances for unaccompanied housing (UH), visiting quarters (VQ), and temporary lodging facilities (TLF). The revisions also clarify the role the Services Commander will play in identifying and advocating for VQ and TLF furnishings requirements through their local comptroller. The entire text of the IC is at the last attachment. A bar ( | ) indicates a revision from the previous edition.

OPR: HQ USAF/ILEH (Ms Connie Lotfi)

Certified by: HQ USAF/ILEH  
(Col Michael J. Smietana)

- 1.1.1. Family Housing. See **Chapter 5**, Overseas Operation, for tour duration items, furniture loaner kits and AFI 32-6003, General Officer Quarters (GOQ) for supplemental furnishings for GOQs and O-6 installation commanders.
- 1.1.3. Unaccompanied housing (UH) (permanent party and pipeline).
- 1.1.7. Missile launch control/alert facility sleeping areas and lounges
- 1.3.6. Approves, on a case-by-case basis, transfers of furnishings assets between family housing (FH) and operations and maintenance (O&M) accounts or vice versa only when justified and documented as in the best interest of the Government or on an emergency basis.
- 1.4.9. Ensures furnishings are purchased from the correct accounts.
- 1.5.1. Furnishings budget requirements are identified for UH, FH (including GOQs) and lodging.
  - 1.6.1.1. Furnishes budget inputs to the BCE and Services Commanders.
- 1.8.1. Authorized appropriated fund (APF) furnishings budget requirements are identified for lodging and requirements are coordinated with FMO for logistical support of receipt, handling and issue. However, the Services Commander/Director is responsible for advocating for APF resources (BOS PEXXX96F) needed for VQs and TLFs through the installation comptroller.
- 2.1. Furnishings and Appliances Budgets.** The BCE, through the housing flight and operations flight, consolidates requirements for the procurement, management, maintenance and repair (M&R) of all government-owned APF furnishings and domestic appliances for UH and FH. FMO, through the housing flight chief and lodging management, obtains budget input or estimates, by program element, and provides them to the BCE resource advisor (RA) who, based on the program element, forwards to the applicable resource advisor/comptroller who advocates for the listed program element. For example, fire department furnishings requirements are advocated in Facilities Operation (FO) PE (PE XXX79F). Dormitories furnishing requirements are advocated in the permanent party UH, PE (PE XX679F). These estimates include requirements for furnishings initial issue, upgrade, M&R and replacement programs for UH and FH. Lodging programs, through the services commander, for items to be procured with NAF funds and advocates through the installation comptroller for APF lodging requirements (PE

XXX96F). (See AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*, and AFI 34-214, *Procedures for Nonappropriated Fund Financial Management and Accounting*). AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, specifies when APF funds may be used for lodging furnishings and appliances.

2.1.2. Use O&M funds (PE XX679) to provide furnishings for government-owned UH and for unaccompanied personnel residing in overseas rental housing. Operating cost, to include UH furnishings and appliances for permanent party UH, is funded from UH PEXX679F.

2.1.4. Use APF and NAF for furnishings requirements related to facility construction, maintenance, and repair projects in accordance with AFI 65-106, Figure 6.1.

2.3.3. For UH authorized appliances, the funding source is the permanent party UH PE (PEXX679F). See [Attachment 6](#) for authorized appliances.

2.3.4. For authorized lodging appliances (VQs and TLFs), the Lodging Manager provides requirements to the FMO. The Services Commander advocates for BOS PEXXX96F funding through the Installation Comptroller. See [Attachment 6](#) for authorized appliances.

**2.5. Furnishings Repair.** Evaluate APF furnishings and appliance requirements for contract and in-house repair, including furnishings associated with facility repair and construction projects. The BCE should estimate funds requirements for contract and in-house repair of UH and FH furnishings from budgetary data provided by UH management and family housing. Determine required items, quantities and repair costs, and provide to the civil engineering RA for inclusion in the applicable O&M and MFH financial plans. Consolidate lodging furnishings and appliances repair requirements in the CE furnishings repair contract under a separate line item and fund in accordance with AFI 65-106. The Services Commander will advocate for VQ and TLF furnishings repair funding through their installation comptroller. Incorporate lodging furnishings and appliance repairs as a separate line item in the CE repair program, but fund in accordance with AFI 65-106. Identify and budget Services requirements and estimates through the Services Commander/Director. Describe each item needed and justify estimates for quantities and repair costs.

2.7.1. Appliances. Use locally established procurement procedures.

2.7.1.1. Family Housing. To determine the proper cost category for FH appliances, use the principle that freestanding is an operations cost (P-721) and installed is an M&R cost (P-722). Purchase FH freestanding (not built in) appliances, such as stoves, refrigerators, stoves, with 721.4 funds. Account for FH built-in appliances, such as dishwashers, built-in ovens and cooktops, in P-722.

2.7.1.2. Unaccompanied Housing (UH). Purchase UH appliances with O&M funds in PEXX679.

2.7.1.3. Visiting Quarters (VQ) and Temporary Lodging Facilities (TLF). Purchase and repair appliances for existing VQ and TLF with O&M funds and account for in BOS PEXXX96F. Purchase appliances for new construction of a VQ with O&M funds in BOS PEXXX96F, and purchase appliances for new construction of a TLF with NAF.

2.7.1.4. For new UH and VQ construction or major renovations, the housing and lodging managers, respectively, coordinate with FMO to ensure compatibility of appliances with utility connections (gas, water, sewer and electric) and space constraints.

**Table 2.1. Deleted.**

2.8. **Supplies.** Do not include funds for expendable supplies and grounds maintenance equipment items for UH and lodging day-to-day operations (non-furnishings allowance) in the FMO budget. For permanent party UH, the using unit [squadron under unit dormitory management concept or Consolidated Dormitory Management Operations (CDMO)] budgets for and purchases these items using PE XX679F. For pipeline (student) dormitories, DO budgets for and purchases supplies.

3.8. **Repair and Replacement.** Charge appliance and furnishings maintenance, repair or replacement as directed in AFI 65-106.

3.8.6. When available, immediately issue replacement appliances to the customer. When replacement items are not available, adjust the records and requisition the needed items. Process damaged items for repair or turn-in to the Defense Reutilization and Marketing Office (DRMO). The lodging manager decides when to process lodging property into the installation recycling center in lieu of transfer to DRMO.

3.8.9. Limit appliance repair to only items authorized by allowance standards in [Attachment 6](#). Use FH funds to repair appliances for family housing. Use NAF for repair of items purchased with NAF (AFI 65-106).

5.1.2.2. Personnel who qualify for government housing but elect to live off base and receive a housing allowance (basic allowance for quarters [BAQ] or living quarters allowance [LQA]). Government civilian employees must be entitled to LQA to receive government provided furnishings/appliance support. Civilians in Alaska and Hawaii are also authorized use of loaner kits (in accordance with paragraph [8.6.1](#)) regardless of LQA entitlement when relocating from outside the local area.

6.4. **Management.** Management is defined as budgeting for new and replacement appliances and accounting for items in use. The housing flight manages government-owned appliances in UH (permanent and pipeline) and family housing. The lodging manager manages appliances in VQs and TLFs.

6.5.1. In CONUS, the operations flight is responsible for contract maintenance and repair (M&R) of appliances in FH, UH and lodging unless good business practices determine the responsibility should be elsewhere. The BCE competitively sources the appliance M&R program by separate contract, incorporating into an existing furnishings management contract, or as an addendum to the housing maintenance contract. When adding appliance M&R to the housing maintenance contract, provide separate contract line item numbers (CLIN) for O&M (PE XXX96F, PEXX679F), NAF, and FH (721.4). . Appliances in CONUS FH are RPIE. Refer to [www.afcesa.af.mil](http://www.afcesa.af.mil) for a statement of work (SOW) template and marketing analyses for outsourcing appliance management and M&R.

6.5.2. The operations flight is responsible for providing a QAE and technical assistance. Overseas, the operations flight is responsible for the M&R and replacement of FH, UH and lodging appliances using the appropriate funds cite. When including M&R and replacement of

UH and lodging in the housing maintenance contract, use separate funds cites for O&M (PE XXX96f, BOS (PE XXX679f), FH (PE 721.4), and NAF. Do not use housing funds for this purpose. When dormitory and lodging appliances are included in the housing maintenance contract, the housing flight is responsible for QAE duties, and develops local procedures to manage appliances in control of the contractor.

#### Attachment 7

### FURNISHING ALLOWANCES FOR OVERSEAS HOUSING

Figure A7.1. FURNISHINGS ALLOWANCES FOR OVERSEAS HOUSING.

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
Mattress, Twin	1 per dependent child	1 per dependent child	1 per individual, in lieu of full mattress
Boxspring, Twin	1 per dependent child	1 per dependent child	1 per individual, in lieu of full mattress
Mattress, Full	1, in lieu of queen size	1 per sponsor	1 per individual
Boxspring, Full	1, in lieu of queen size	1 per sponsor	1 per individual
Mattress, Queen	1 per sponsor	1 per sponsor	1 per individual
Boxspring, Queen	1 per sponsor	1 per sponsor	1 per individual
Bed Frame	As required	As required	As required
Headboard, Twin	1 per bed	1 per bed	1 per bed
Headboard, Full	1 per bed	1 per bed	1 per bed
Headboard, Queen	1 per bed	1 per bed	1 per bed
Dresser	1	1	1 per individual, in lieu of chest of drawers
Chest of Drawers	1 per bedroom	1 per bedroom	1 per individual
Night Stand	1 per single bed 2 per double/queen bed	1 per single bed 2 per double/queen bed	1 per bed
Chair, Easy	1	1	1 per individual
Lamp, Floor	1 per bedroom	1	1 per bedroom
Lamp, Table	1 per night stand	1 per night stand	1 per night stand
Crib, Infants	As Required	As required	Not authorized
Wardrobe	2 per individual, if not built in	2 per individual, if not built in	2 per individual, if not built in
Air Conditioner, Window Unit (see Note 1.)	As required	0	0
Mirror, Dresser	1 per dresser	1 per dresser	1 per dresser
Mirror, Framed	1 per bedroom	1 per bedroom	1 per bedroom
<b>Living Room</b>			
Sofa	1	1	1
Chair, Easy	2	2	1
Chair, Side	1 per desk	1 per desk	1 per desk
Bookcase	2, if not built	1	2, if not built
Desk, Pedestal	1	1	1

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
Table, Occasional	4	2	2
Table, Coffee	1	1	1
Air Conditioner, Window Unit (see Note 1.)	1	0	0
Lamp, Floor	1	1	1
Lamp, Table	1 per desk 1 per occasional table	2	1 per desk 1 per occasional table
<b>Dining Room</b>			
Table, Dining	1	1	1
Chair, Dining, Arm	2	Not authorized	Not authorized
Chair, Dining, Side	4 with additional as required, not to exceed 1 per occupant or family member	1 per family member	4 with additional required, not to exceed 1 as per occupant
High Chair, Folding	Not authorized	As required	Not authorized
Cabinet, China	1, if not built	1, if not built	1, if not built
Buffet	1	1	1
<b>Kitchen</b>			
Range, Electric	1	1	1
Range, Gas	1 in lieu of electric range	1 in lieu of electric range	1 in lieu of electric range
Refrigerator/ Freezer	1, 2 for MAJCOM Command Chief Master Sergeants	1	1
Oven, Microwave	1	1	1
Dishwasher, Portable	1 when permanently installed unit is not provided	Not authorized	1 when permanently installed unit is not provided
Table, Dining	1 as space permits	Not authorized	1 as space permits
Chair, Side	4 additional as required not to exceed 1 per occupant or family member, as space permits	Not authorized	2, as space permits
Cabinet, Kitchen	2, if not built in	2, if not built in	2, if not built in
Cabinet, Storage	1, if not built in in lieu of 1 kitchen cabinet	1, if not built in in lieu of 1 kitchen cabinet	1, if not built in in lieu of 1 kitchen cabinet
<b>Main Hallway</b>			
Chair, Occasional	2	Not authorized	2

	Areas with JFTR Weight Limitations	Loaner Kits for Areas with No JFTR Weight Limitations	Unaccompanied Military and Authorized Civilians Required to Live Off Base
<b>Bedroom</b>			
Table, Occasional	1	Not authorized	1
Mirror, Framed	1	Not authorized	1
Lamp, Table	1 per occasional table	Not authorized	1 per occasional table
Lamp, Floor	1	Not authorized	1
<b>Family Room or Den</b>			
<i>NOTE:</i> This allowance is only for units with a specifically identified family room or den as a separate room, and is not applicable for room combinations.			
Sofa, Sleeper	1	Not authorized	1
Chair, Easy	2	Not authorized	2
Table, Coffee	1	Not authorized	1
Table, Occasional	2	Not authorized	2
Bookcase	2	Not authorized	2
Lamp, Table	1 per occasional table	Not authorized	1 per occasional table
Lamp, Floor	1	Not authorized	1
<b>Utility/Laundry Room</b>			
Washer, Clothes	1	1	1
Dryer, Clothes	1	1	1
Table, Folding	1	Not authorized	1

**NOTE:** 1. See *Air Force Family Housing Guide for Planning, Programming, Design and Construction* for criteria. MAJCOMs may determine limits to total number of window units authorized per housing unit. This authorization also applies to Hickam AFB, HI.

### Attachment 8

#### FURNISHING ALLOWANCES FOR CONUS HOUSING

(See paragraph 3.8.11)

**Figure A8.1. FURNISHINGS ALLOWANCES FOR CONUS AND NON-FOREIGN OCONUS HOUSING (Non GOQ)**

Kitchen	Authorized
Range, electric or gas	1
Combination Refrigerator/freezer	1, 2 for MAJCOM Command Chief Master Sergeants
Microwave Oven, built-in	1
Oven, wall mounted (single or double) electric or gas	1 in lieu of range

<b>Kitchen</b>	<b>Authorized</b>
Cooktop, electric or gas	1 in lieu of range
Dishwasher, built-in	1