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SECRETARY OF THE AIR FORCE**

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Supplement**

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Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, and Department of Defense (DoD) Manual 4165.63-M, *DoD Housing Management*. This instruction provides guidance, policy, and procedures for managing unaccompanied housing (UH). It interfaces with 10 United States Code (U.S.C.), Section 2775, *Liability of Members Assigned to Military Housing*; Air Force Instruction (AFI) 32-6001, *Family Housing Management*; and AFI 32-6004, *Furnishings Management Program*. It prescribes policy for UH at Air Force installations. It explains adequacy standards for unaccompanied officer quarters (UOQ), unaccompanied noncommissioned officer quarters (UNCOQ), and dormitories, including basic military training and technical training student housing. It also explains assignment and management of UH personnel in UOQs, UNCOQs, and dormitories. This instruction applies to major commands

(MAJCOM) and installations, including the Air National Guard (ANG) in Title 10 U.S.C. § status and Air Force Reserve Command (AFRC) units. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974, Title 5 U.S.C. Section 552a (AFI 33-332, *Air Force Privacy and Civil Liberties Program*). The authorities to collect and or maintain the records prescribed in this publication are Title 10 U.S.C. Section 8013, *Secretary of the Air Force*, and Executive Order (EO) 9397. The applicable Privacy Act System Notice(s) is available online at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11159/department-of-the-air-force.aspx>, Systems of Record Notice (SORN), F032 AF CE F, Unaccompanied Personnel Quarters Assignment/Termination. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A4CF for coordination prior to certification and approval. **(T-1)** Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

(LAKENHEATH) AFI 32-6005, 29 January 2016, is supplemented as follows: This supplement sets out procedures relating to 48th Fighter Wing Commander (48 FW/CC) responsibilities for the overall management of Unaccompanied Housing (UH) for the RAF Lakenheath communities. This supplement applies to all personnel assigned to the 48th Fighter Wing. 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*, prescribed by AFI 11-215, USAF Flight Manuals Program; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

(LAKENHEATH) This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 USC., Section 8013, *Secretary of the Air Force*, Powers and Duties and Executive Order 9397, *Numbering System For Federal Accounts relating to Individual Persons*, November 22, 1943.

SUMMARY OF CHANGES

This AFI has been totally revised and must be reviewed in its entirety. Major changes include realignment and changes of delegated authority. The rewrite eliminates the requirement for Quarters Improvement Committee (QIC) and the Quarters Improvement Plan (QIP). It also establishes policy for mandatory use of the DoD and Air Force approved automated system, Enterprise Military Housing (eMH). Policy includes UH lease support for personnel at geographically separate areas and Department of State (DoS) Embassies. The rewrite removed government-provided supply items to be ‘make available’ for dorm residents such as toilet paper, paper towels, and cleaning supplies. The glossary of references and supporting information has been updated.

(LAKENHEATH) This publication has been revised to delete obsolete requirements throughout.

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Chapter 1

PHILOSOPHY AND RESPONSIBILITIES

1.1. Philosophy:

1.1.1. Leadership at all levels is accountable for the success of the Air Force Unaccompanied Housing (UH) Program. Emphasis on UH as a Quality of Life (QoL) issue and the impact on readiness and retention have driven new Department of Defense (DoD) standards and priorities. Air Force dormitories and how we manage them are critical to the development process of unaccompanied Airmen. The Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) are dedicated to providing a quality unaccompanied living environment that balances needs of Airmen with the needs of the Air Force. Our Air and Space Expeditionary Force requires trained warriors and leaders, and the first 3 years of an Airman's career are key years in shaping a future noncommissioned officer (NCO) corps.

1.1.2. Development and training extends into the private lives and living quarters of each Airman. The UH is an Airman's personal residence and it should be modern, functional, well maintained, and comfortable, as well as promote pride, professionalism, and personal dignity.

1.2. HQ USAF Responsibilities:

1.2.1. **Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE).** Responsible for providing guidance, direction and oversight for all matters pertaining to the formulation, review and execution of plans, policies, and programs.

1.2.2. **Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE).** SAF/IEE provides Air Force policy development and oversight, and advocates for the built and natural infrastructure including unaccompanied housing.

1.2.3. **Deputy Chief of Staff, Logistics, Installations and Mission Support, Director of Civil Engineers, (HQ USAF/A4C).** AF/A4C develops policy guidance, provides program oversight, advocates and allocates resources, and assists MAJCOM and Direct Reporting Unit (DRU) staff for the UH programs.

1.3. Intermediate Headquarters Responsibilities:

1.3.1. **Major Commands (MAJCOMs) and DRUs.** MAJCOMs/DRUs implement Air Force policy to execute procedures, assist installations in determining UH assignments, and will:

1.3.1.1. Establish command policy for managing UH.

1.3.1.2. Develop requirements, prepares and manages budgets, and supervises execution of programs in accordance with (IAW) the Air Force Dormitory Master Plan (DMP), to include requirements associated with Regular Air Force (AF) members assigned to Reserve Component - Air Force Reserve Command (AFRC) and Air National Guard (ANG) installations.

1.3.1.3. Ensure Airmen receive basic allowance for housing (BAH) payments, as entitled.

1.3.1.4. Ensure utilization rates meet or exceed Air Force standards. Review, validate, and submit quarterly metrics to AF/A4CF.

1.3.1.5. In concert with the Installation Commander (IC), identify and determine disposition of surplus UH. Ensure approvals are obtained and real property records adjusted.

1.3.1.6. Approve/disapprove housing constrained locations.

1.3.1.7. Approve/disapprove assignment priority associated with training mission requirements.

1.3.1.8. MAJCOM Commanders responsible for overseas area of responsibility (AOR) will determine applicability of implementation of sex offender disclosure requirements within the theater.

1.3.2. **Air Force Installation Mission Support Center (AFIMSC):** Reserved for future use.

1.4. Installation Responsibilities:

1.4.1. **Installation Commander (hereinafter referred to as the “Commander”) will:**

1.4.1.1. Manage UH programs and ensure base leadership involvement. **(T-0)**

1.4.1.2. Establish local UH management policy. **(T-1)**

1.4.1.3. Ensure a UH Management Section within the Civil Engineer (CE) Housing Management element under the CE Installation Management Flight of the Civil Engineer Squadron/Group (CES/CEG). **(T-1)**

1.4.1.4. House unaccompanied Airmen in grades E-1 through E-3 and E-4 with less than 3 years of service (YOS). **(T-1)**

1.4.1.5. Designate and reallocate quarters based on need and optimum utilization. **(T-1)**

1.4.1.6. Maintain unit integrity. See [Attachment 1, Terms](#), for definition of unit integrity. **(T-1)**

1.4.1.7. Ensure assignment without regard to race, color, religion, national origin, sex, or sexual orientation (except to provide privacy between members or to avoid adjoining room assignment to opposite gender). **(T-0)**

1.4.1.8. Maintain an optimum utilization rate of 95 percent for all priorities in dormitories, UOQ and UNCOQ, and a minimum utilization rate of 95 percent for Priority 1 and 2 personnel. **(T-1)** See [Paragraph 4.2](#) for assignment priorities.

1.4.1.9. Authorize Priority 1 and 2 personnel to relocate off-base with basic allowance for housing (BAH) when the minimum utilization rate for Priority 1 and 2 personnel exceeds 95 percent. **(T-1)** Approval authority may be delegated, in writing, to the Base Civil Engineer (BCE) or Housing Manager to approve relocation of Priority 2 personnel. The Commander must authorize the relocation of Priority 1 personnel. **(T-1)**

1.4.1.10. Establish a single base-wide BAH waiting list, if possible. **(T-1)** When one base-wide list adversely affects unit integrity or causes undue hardship on Airmen (such

as requiring frequent moves), the Commander will ensure UH Management Section maintains BAH waiting lists by dormitory or group to achieve unit integrity. **(T-1)**

1.4.1.11. Determine members required to reside on base for reasons of military necessity, readiness, or discipline. **(T-1)**

1.4.1.12. Approve off-base residency (with allowances) requests as well as hardship and/or priority assignments to on-base quarters. **(T-1)** Approval authority may be delegated, in writing, to the mission support group commander or equivalent, but disapproval action remains with the Commander.

1.4.1.13. Provide Appropriated Funds (APF) to operate and maintain all UH facilities, to include manpower, furnishings, supplies, maintenance and repair (M&R), and change of occupancy maintenance (COM) requirements. **(T-0)**

1.4.1.14. Ensure adequacy standards are met. **(T-0)**

1.4.1.15. Establish inspection criteria and ensure base leadership conducts dormitory inspections. **(T-1)** See [Paragraph 2.13](#).

1.4.1.16. Establish a program that ensures all levels of leadership accomplish morale visits with dormitory residents at least monthly. **(T-1)**

1.4.1.17. Establish Dormitory Councils. **(T-1)**

1.4.1.18. Determine requirement for a Charge of Quarters (CQ) program. **(T-3)** If a CQ program is adopted, establish policies and procedures.

1.4.1.19. Establish cleaning standards for use by residents terminating occupancy of UH. **(T-0)**

1.4.1.20. Determine applicability of self-help programs to instill resident *pride of ownership*. **(T-3)**

1.4.1.21. Provide and maintain UOQs and UNCOQs as part of UH inventory where required. **(T-2)**

1.4.1.22. Implement surplus UH policy. **(T-0)** In concert with the MAJCOM/CE, the installations identify and determine disposition of surplus UH, ensure that appropriate approvals are obtained for divestiture or change-in-use, and update real property records. See [Paragraph 2.6](#).

1.4.1.23. Lease or contract for UH facilities, as required. **(T-2)**

1.4.1.24. Establish sex offender disclosure and acknowledgement processes for persons assigned to or applying for unaccompanied housing. **(T-0)** The Commander ensures all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure.

1.4.1.25. Establish local Airmen Dorm Leader (ADL) hiring process to advertise and solicit best qualified Airmen from assigned base personnel, in concert with the Air Force Personnel Center (AFPC) Personnel Services Delivery Guide for Air Force Specialty Code (AFSC) 8H000. **(T-1)** Process includes procedures to fill vacancies with qualified non-volunteers when vacancies cannot be filled with volunteers.

1.4.2. Installation Command Chief Master Sergeant (CCM) will:

- 1.4.2.1. Serve as the senior enlisted advocate for the UH management program. **(T-1)**
- 1.4.2.2. Monitor the status of the staff selection process, solicit and advocate for qualified volunteers at installation-level forums, and participate in the UH Manager/ADL selection process. **(T-1)**
- 1.4.2.3. Coordinate with unit/squadron commanders and first sergeants on health, safety, and morale issues affecting dormitory residents. **(T-1)**
- 1.4.2.4. Chair the Installation Dormitory Council and brief senior leadership on enlisted UH matters. **(T-1)**
- 1.4.2.5. **(Added-LAKENHEATH)** Coordinates Distinguished Visitors' tours with First Sergeants and Chief of Unaccompanied Housing.

1.4.3. Unit/Squadron Commander (may delegate responsibilities to first sergeant) will:

- 1.4.3.1. Advocate and enforce good order and discipline in dormitory residents and activities. **(T-1)**
- 1.4.3.2. Develop a CQ program, when required by the Commander; assign, supervise, and provide training for Airmen serving CQ. **(T-3)**
- 1.4.3.3. Establish an inspection program and perform rooms and campus inspections. **(T-1)**
- 1.4.3.4. Establish a leadership visit program and perform morale visits to dormitory facilities IAW the Commander established criteria. **(T-1)**
- 1.4.3.5. Schedule and assign bay orderlies for duty as required. **(T-3)**
- 1.4.3.6. Endorse hardship assignments requests and forward to the UH Management Section Chief for recommendation. **(T-3)**
- 1.4.3.7. Approve requests to reside off base without entitlements prior to entering into any rental agreement. **(T-3)** Member is not allowed to retain a room in UH after moving off-base.
- 1.4.3.8. Be responsible to clear the room of any member who is transferred to a confinement facility, receives an approved assignment curtailment, absent without leave (AWOL), or otherwise is unable to satisfactorily terminate the room assignment under normal conditions. **(T-1)** See [Paragraph 4.8](#) for UH room termination actions.
- 1.4.3.9. **(Added-LAKENHEATH)** After consulting with the base legal office, may ban the consumption of alcoholic beverages in common areas, at their discretion.

1.4.4. Base Civil Engineer (BCE) will:

- 1.4.4.1. Implement UH policies and procedures. **(T-1)**
- 1.4.4.2. Identify funding requirements for constructing, managing, maintaining and improving UH, furnishings and supplies. **(T-0)**
- 1.4.4.3. Manage UH M&R requirements to include COM. **(T-1)**
- 1.4.4.4. Serve as approval authority for self-help projects. **(T-3)**

1.4.4.5. Ensure personnel records of UH Managers are updated to a control and duty AFSC of 8H000 and these personnel are assigned to the civil engineering organization. **(T-1)** In concert with the CCM, ensure the member receives the correct assignment availability codes and that replacement personnel are in place when required, in accordance with the hiring process established by the Commander. Complete AF Form 2096, Classification/On-The-Job-Training Action, if required, at completion of ADL tour to return control and duty AFSCs to primary AFSC.

1.4.4.6. Ensure military UH Managers remain worldwide qualified in their primary AFSC by allocating on-duty time (as required) to complete related certifications. **(T-1)** Mobility training (weapons, chemical-biological, etc.) will be completed just-in-time to meet deployment requirements.

1.4.5. Installation Management Flight - Housing Manager will:

1.4.5.1. Serve as the base office of primary responsibility for this instruction and implements local policy and operating procedures for UH. **(T-1)**

1.4.5.2. Manage UH Management Section. **(T-1)**

1.4.5.3. Budget and advocate for UH requirements to include M&R, furnishings and supplies, local drayage and storage, and service and equipment reconnection (cable TV, telephone and internet) requirements. **(T-0)**

1.4.5.4. Advocate for UH facility and furnishings projects. **(T-2)**

1.4.5.5. Conduct training for UH Managers IAW Job Qualification Standards (JQS) for special duty identifier (SDI) 8H000. **(T-1)**

1.4.6. Unaccompanied Housing (UH) Management Section (including UH Manager/UH Superintendent/Airmen Dorm Leaders (ADLs) will:

1.4.6.1. Manage day-to-day operations of permanent party UH facilities to include dormitories, UNCOQs and UOQs. **(T-0)**

1.4.6.2. Determine eligibility, assign, terminate, and maintain waiting lists. **(T-0)**

1.4.6.3. Conduct initial, prefinal, and final inspections. **(T-0)**

1.4.6.4. Perform facility management for UH, M&R requirements to include COM, under their control (AFI 32-1001, *Operations Management*). **(T-1)**

1.4.6.5. Ensure resident compliance with directives and military living per this instruction. **(T-0)**

1.4.6.6. Assess good order and discipline and exercise general supervision over residents. **(T-1)**

1.4.6.7. Mentor residents and assist them in their adjustment to military life, the development of military attitude and their enhancement of social skills. **(T-1)**

1.4.6.8. Mediate resident disputes. **(T-1)**

1.4.6.9. Closely interact with and maintain liaison with first sergeants, unit/squadron commanders and wing CCMs. **(T-1)**

1.4.6.10. Advise leadership on the dormitory recognition programs. **(T-3)**

- 1.4.6.11. Manage occupancy, by room, in the automated software system - Enterprise Military Housing (eMH). **(T-0)**
- 1.4.6.12. Manage diverted rooms and temporary accommodations (administrative offices, storage space, hospitality rooms). **(T-1)**
- 1.4.6.13. Account for furniture, appliances, recreation equipment, and supplies for UH under their control. **(T-0)** In order to maintain accountability, ensure residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an eMH automated product.
- 1.4.6.14. Develop a UH Resident Brochure. **(T-1)** See [Attachment 2](#) for location of sample brochure.
- 1.4.6.15. Identify individual room and public area safety and health hazards to appropriate agencies. **(T-0)**
- 1.4.6.16. Provide squadron commanders and/or first sergeants with manning requirements for bay orderlies. **(T-3)**
- 1.4.6.17. Arrange for UOQ/UNCOQ residents to receive housekeeping/custodial services, if desired. **(T-3)**
- 1.4.6.18. Manage BAH waiting lists for unaccompanied personnel to live off base. **(T-1)**
- 1.4.6.19. Maintain a list of personnel authorized to reside off base at their own expense without allowances. **(T-2)**
- 1.4.6.20. Process authorizations to stop and start BAH based on occupancy of government owned, leased, or contract quarters to include stop actions for partial rate BAH (AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS) Unite Procedures Excluding FSO*). **(T-0)**
- 1.4.6.21. Process assignment and termination actions for all UH to include UOQs and UNCOQs. **(T-1)**.
- 1.4.6.22. Establish procedures to collect rental charges, when required per Office of Management and Budget (OMB) Circular A-45, *Rental and Construction of Government Quarters*. **(T-0)**
- 1.4.6.23. Review hardship requests and make approval or disapproval recommendation to the Housing Manager. **(T-2)**
- 1.4.6.24. Conduct quarterly verification, in partnership with the base Financial Services Officer (FSO), of members drawing single and partial rate BAH IAW AFMAN 65-116, Vol 2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*. **(T-1)**
- 1.4.6.25. In partnership with the Civilian Personnel Office (CPO), ensure APF civilians residing in UH who are authorized living quarters allowance (LQA) are forfeiting LQA (DoD Instruction (DoDI) 1400.25, Volume 1250, *DoD Civilian Personnel Management System: Overseas Allowances and Differentials*). **(T-0)**
- 1.4.6.26. Identify budget requirements for and authorize local drayage and storage of household goods (HHG) for eligible unaccompanied personnel assigned to or terminating from government quarters. **(T-0)**

- 1.4.6.27. Identify budget requirements for and authorize service and equipment reconnection fees (e.g. cable TV, telephone, and internet) when resident is directed to relocate for the convenience of the government (Comptroller General Decision B-187833). **(T-0)**
- 1.4.6.28. Maintain and report utilization data to MAJCOM. **(T-1)** When there is less than 95 percent utilization, UH Manager will recommend corrective action to Housing Manager. **(T-1)**
- 1.4.6.29. Perform space allocation assessments as required at minimum semi-annually and make recommendations to ensure optimum utilization. **(T-1)**
- 1.4.6.30. Initiate a report of survey (ROS) IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, for resident damages to UH, to include furnishings and other government equipment/property per DoD 4165.63-M. **(T-0)**
- 1.4.6.31. Provide data to determine and support UH sustainment, construction, and renovation requirements to include inputs for the Air Force Dorm Master Plan (DMP), Base Activity Management Plan (BAMP), and Base Comprehensive Asset Management Plan (BCAMP). **(T-1)**
- 1.4.6.32. Initiate facility projects to include renovation, self-help, and furnishings for Housing Manager approval and submission. **(T-2)**
- 1.4.6.33. Verify accuracy and request changes in use to UH real property records. **(T-1)**
- 1.4.6.34. Serve as an advisor on various dormitory councils. **(T-1)**
- 1.4.6.35. Conduct annual assessment of furniture and provide results to Housing Manager/Furnishings Management Section IAW AFI 32-6004. **(T-1)**
- 1.4.6.36. Identify annual and 5-year UH furnishings requirements. **(T-1)**
- 1.4.6.37. Identify budget requirements for, purchase, and control UH supplies, including initial issue and replacement linens for permanent party and technical training dormitories. **(T-1)**
- 1.4.6.38. Make available for individual resident use in all dormitories with government-provided supply items such as light bulbs. **(T-2)** Housing Manager will provide cleaning supplies to bay orderlies to maintain common areas, i.e., window cleaner, paper towels, wax, and furniture polish. **(T-2)** See [Paragraph 5.14](#).
- 1.4.6.39. Ensure that all personnel who are assigned to or applying for unaccompanied housing complete AF Form 4422, Sex Offender Disclosure and Acknowledgement, in accordance with guidance established in AFI 32-6001. **(T-0)** See [Paragraph 2.21](#).
- 1.4.6.40. Manage and account for centralized key control systems. **(T-1)**
- 1.4.6.41. Establish local criteria and procedures for the disposition of serviceable and unserviceable bedding upon a member's assignment termination. **(T-3)**
- 1.4.6.42. **(Added-LAKENHEATH)** Provide an on call after hours military dormitory manager or personnel of equivalent function for emergencies (lock repair, urgent work coordination).

1.4.7. Unaccompanied Housing (UH) Resident will:

1.4.7.1. Acknowledge responsibilities and liability, in writing, at the time of assignment and termination (10 U.S.C. §2775). **(T-0)** The condition of the room is validated at both assignment and prefinal or final inspection.

1.4.7.2. Perform housekeeping IAW installation standards and identify repair requirements to the UH Management Section in a timely manner to minimize damage to facility. **(T-1)**

1.4.7.3. Account for personal conduct in government-controlled rooms, conserve utilities according to energy conservation programs, report facility and furnishings maintenance needs, and follow fire, health, security, and safety instructions. **(T-0)**

1.4.7.4. **(Added-LAKENHEATH)** Storage of flammables or explosives is prohibited. Prohibited flammables include: gasoline, kerosene, candles (with wick showing they have been burned), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (i.e. nail polish, nail polish remover, cologne). All others, including charcoal lighter fluid, must be stored outside the dormitory in a flammable storage locker or other disclosed secure location.

1.4.7.5. **(Added-LAKENHEATH)** Each resident may store one personal clean/empty small size grill and up to 25 pounds of charcoal (that has not been pre-treated with lighter fluid) in a secured area, not in their rooms. These items will not be used or stored on catwalks, walkways, or stairwells.

1.4.7.6. **(Added-LAKENHEATH)** Air conditioners are prohibited in dormitories. Space heaters are only authorized when issued by 48 CES (CEI or HVAC) in the event of failure of the main heating system.

1.4.7.7. **(Added-LAKENHEATH)** Extension cords must be of continuous length without splices and must be CE (Conformité Européenne) compliant. Extension cords present a tripping hazard. Residents will ensure all cords are positioned in a manner that will not pose this threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors or ceilings. Extension cords will not be used in place of fixed wiring.

1.4.7.8. **(Added-LAKENHEATH)** A multiple surge protector, like the type used for computer equipment is authorized if it has the CE certification.

1.4.7.9. **(Added-LAKENHEATH)** Residents will not disable the self-closing devices on interior doors, or tinker with the fire alarm/smoke detectors.

1.4.7.10. **(Added-LAKENHEATH)** Legal age for drinking is 18. If residents are assigned a suitemate who is under 18, this underage person may NOT have or consume alcohol.

1.4.7.11. **(Added-LAKENHEATH)** Repairs of vehicles are not authorized in the dormitory areas or parking lots. Vehicle work shall be done in the Auto Hobby Shop or appropriate facility designed for vehicle repairs. No cleaning or washing of vehicles will be done except in authorized areas, such as Auto Hobby. Additionally, car parts/accessories will not be stored inside resident's rooms. Residents must contact dormitory management for access to storage areas in this case.

1.4.7.12. **(Added-LAKENHEATH)** Inoperative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory area parking lot and are subject to towing at owners expense. All vehicles must be registered with a current AF Form 75, Visitor/Vehicle Pass, and 3 AF Form 435, 3 AF Driving/Fuel Permit UK, prescribed by USAFEI 51-701, Control Procedures for the Supply of Tax-Free Gasoline and Diesel Fuel in the United Kingdom.

1.4.7.13. **(Added-LAKENHEATH)** Parking is only permitted on paved specifically marked areas, do not park in the crosswalk, fire lane, or within 15 feet of fire hydrant.

1.4.7.14. **(Added-LAKENHEATH)** Motorcycles must be parked in parking areas and not under gazebos, under dormitory staircases, bicycle sheds, or on sidewalks.

1.4.7.15. **(Added-LAKENHEATH)** Recreation vehicles and utility trailers are not authorized in the dormitory parking lots.

1.4.7.16. **(Added-LAKENHEATH)** Bicycles may be kept in rooms only if they are clean and do not pose a fire egress/ingress hazard. In most cases, they should be locked up at the bicycle racks, which are provided at each dormitory or outside if storage space is provided.

1.4.7.17. **(Added-LAKENHEATH)** The only pets allowed in the dormitory are fish. Aquariums are limited to one 55-gallon aquarium (maximum size) per room and will be kept clean and free of odor. Residents are responsible for any damage caused to the room by their pet(s).

1.4.7.18. **(Added-LAKENHEATH)** Any violation of these guidelines will be referred to Squadron Commanders and/or First Sergeant for action.

1.4.7.19. **(Added-LAKENHEATH)** Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory and possession is punishable under Article 92, Uniform Code of Military Justice. Local laws and military instructions govern registration, possession, and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 6 inches. All types of guns designed to propel a missile (ball bearing (BB), pellet, paint balls, bullet, etc.) whether by air, gas or other means are prohibited. Items such as stun guns are also prohibited. First Sergeants have the right to determine weapons versus decorative items on a case-by-case basis. Residents who elect to store a prohibited item may submit a written request to their First Sergeant and Chief of Unaccompanied Housing for approval. The approval request will be filed in UH manager's files and a copy of the letter posted in back of the resident's door.

1.4.7.20. **(Added-LAKENHEATH)** Quiet hours are 24 hours a day due to shift workers living in all dormitories. If music or other noise can be heard outside the room or through the walls, it is too loud. Violation of this policy will be referred to Squadron Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to Security Forces for response.

1.4.7.21. **(Added-LAKENHEATH)** Parties and other social gatherings are permitted, however, residents must also take into consideration that other dormitory residents may

be asleep. Residents must clean up after themselves. If resident rearranges dayroom furniture they must put it back to its original location. Residents may NOT remove dayroom furniture from the dayrooms. Trash must be disposed of properly. Noise must be kept to a level that will not disturb other residents.

1.4.7.22. **(Added-LAKENHEATH)** Rooms and windows will be locked at all times when not occupied.

1.4.7.23. **(Added-LAKENHEATH)** Room numbers, names and rank will be the only thing mounted on the door or to the side of the door. Resident's name and rank should be updated to reflect the most current status. Residents should see their dormitory manager for a new name plate when needed. Pen and ink or 'homemade' signs are not acceptable.

1.4.7.24. **(Added-LAKENHEATH)** Shift workers who are resting and do not wish to be disturbed may insert in their name sign "Shift Worker, Do Not Disturb".

1.4.7.25. **(Added-LAKENHEATH)** Wall displays or pictures are encouraged. Any holes or other damage to walls from posters/pictures will be repaired before vacating the room.

1.4.7.26. **(Added-LAKENHEATH)** Pictures of persons either male or female that may be offensive to other people are prohibited as determined by Squadron Commanders and/or First Sergeant. Pornographic as well as any other material concerning this matter is also unacceptable. Pictures that depict or show genitalia, breasts, and the act of sexual intercourse, sexist, racist or profane material are unacceptable as room decoration.

1.4.7.27. **(Added-LAKENHEATH)** Substance-abuse paraphernalia is unacceptable and subject to confiscation.

1.4.7.28. **(Added-LAKENHEATH)** Items or pictures that degrade national or military leaders are unacceptable as decorations.

1.4.7.29. **(Added-LAKENHEATH)** Alterations or modifications of government furniture are not authorized. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment.

1.4.7.30. **(Added-LAKENHEATH)** Roof area is off-limits to all dormitory personnel.

1.4.7.31. **(Added-LAKENHEATH)** No items will be posted or attached on windows. Exceptions may be made for day sleepers without black out blinds installed. Self-made black outs will be in good taste (not foil or cardboard).

1.4.7.32. **(Added-LAKENHEATH)** No decorations are permitted within 18 inches of light fixtures or smoke alarms.

1.4.7.33. **(Added-LAKENHEATH)** Dartboards are authorized only if plastic-tipped darts/safety boards are used. No metal-tipped darts allowed in dormitory rooms.

1.4.7.34. **(Added-LAKENHEATH)** During normal duty hours (0800-1630 Monday-Friday), residents should contact the dormitory manager if they are locked out of their rooms. The dormitory manager will escort the resident to his or her room and unlock the door. After duty hours they are to see their Bay Chief. If a Bay Chief cannot be located, they are to call the First Sergeant or their designated dormitory representative pertaining to their building to gain access into their quarters.

1.4.7.35. **(Added-LAKENHEATH)** Residents will be charged for lost room keys. Duplicate keys are requested through the UH office. All keys issued to the resident must be returned at the final inspection.

1.4.7.36. **(Added-LAKENHEATH)** Private telephones are permitted. Telephone cable and connection boxes will not be installed, moved, or altered.

1.4.7.37. **(Added-LAKENHEATH)** Private cable television is permitted. Cable wires, boxes, converters, and patch cord are the property of the cable company and will not be modified, installed, relocated or removed.

1.4.7.38. **(Added-LAKENHEATH)** Splicing of television cable, internet or telephone services is “piracy” and is prohibited. Violators will be referred to their Commanders and/or First Sergeant for action.

1.4.7.39. **(Added-LAKENHEATH)** Satellite dishes are not authorized.

1.4.7.40. **(Added-LAKENHEATH)** The dormitory manager will not accompany telephone or cable service technicians for installation, removal, or upgrade of telephone or cable services. The residents must be available to allow the technician access to their room; residents will not leave rooms unsecured.

1.4.7.41. **(Added-LAKENHEATH)** Residents may elect to purchase and use their own bedding. The resident will clean all linens, government-owned or personal, at least weekly. Residents will not smoke any type of tobacco or similar type products in their dormitory room or indoor common areas. This includes e-cigarettes and any other “vaping” products. All installation dormitories are designated non-smoking. Designated smoking areas are posted in each dormitory.

Chapter 2

POLICY

2.1. Unaccompanied Housing (UH) Management Concept. Installation UH management is the responsibility of the UH Management Section aligned under the Installation Management Flight within the CES/CEG. UH management duties are performed by highly motivated personnel dedicated to ensuring residents receive quality service.

2.1.1. UH Managers carry the special duty identifier (SDI) 8H000, *Airmen Dorm Leader*, per the Air Force Enlisted Classification Directory, and assigned for two years. The term Airmen Dorm Leader (ADL) is equivalent to, and may be used synonymously with, Unaccompanied Housing Manager (UH Manager).

2.1.1.1. Installations establish a local ADL hiring process to advertise and solicit best qualified Airmen from assigned base personnel, in concert with the AFPC Personnel Services Delivery Guide for AFSC 8H000. Process includes procedures to fill vacancies with qualified non-volunteers when vacancies cannot be filled with volunteers. The Installation CCM monitors the status of the hiring process and assignments to provide program management stability.

2.1.1.2. ADLs shall not be functionally responsible for furnishings management as an additional duty. **(T-1)**

2.1.2. Manpower authorizations are inherently governmental and earned based on an established manpower variance (currently one manager for a minimum of 50 rooms up to 145 rooms and one manager for every 145 rooms thereafter based on the long-range DMP requirements). Refer to AF Manpower Standard (AFMS) 44EH and 44EHOP (for Privatized Housing locations) for variance of UH manpower standards (see **AFI 38-201, Chapter 2, para 2.8**).

2.1.3. Manning is primarily military to provide for mentoring and leadership responsibilities. At least one civilian authorization is appropriate for program continuity.

2.1.3.1. As a minimum, designate a Master Sergeant or civilian equivalent as the UH Management Section Chief /UH Superintendent.

2.1.3.2. As a minimum, designate one civilian as an UH Manager (if not as the UH Management Section Chief) as appropriate based on total manpower authorizations.

2.1.3.3. All other UH Managers are limited to NCOs (Technical and Staff Sergeants).

2.1.4. BCE will ensure UH Managers receive required training to be proficient in the tasks identified in Air Force Job Qualification Standard (AFJQS) 8H000, *Airmen Dorm Leader*, within 90 days after being appointed. **(T-1)** UH managers (superintendents and their deputies) are required to attend the Unaccompanied Housing Management course within six-months of assignment (within three-months is desired). **(T-1)** Superintendents and deputies assigned to outside the continental United States (OCONUS) EQUAL-Plus locations are encouraged to obtain training prior to assignment. As needed, consult the unit training manager for guidance on the maintenance of training records.

2.1.5. ADLs deploy in their primary AFSC and no more than 50 percent of the ADLs will be deployed at one time. **(T-1)** ADLs (and their supervisors) are responsible for ensuring they remain current on all primary AFSC-related certifications required to remain worldwide deployable. **(T-1)**

2.2. Unit Integrity. Unit integrity is required in dormitories at all installations to promote esprit-de-corps, camaraderie, and wingman principles among squadron and group members. **(T-1)** The Commander must approve space allocation for individual groups based on rooms being located in the same dormitory facility, on the same wing or floor, and grouped together. **(T-1)** The focus for assignments remains on the squadron level, but assignment at the group level complies with unit integrity policies and principles. Where space is not available in a single dormitory for an individual group, assemble together additional required rooms in the nearest dormitory.

2.3. Space Allocation:

2.3.1. The UH Management Section Chief monitors space allocation and recommends changes to the Housing Manager. At minimum, UH Management Section will conduct a thorough space allocation assessment semi-annually. **(T-1)** The Commander approves space reallocation adjustments that:

2.3.1.1. Reallocate existing inventory to maintain 95 percent utilization in each UH facility.

2.3.1.2. Authorize redistribution of required UH space based on a squadron population of Priority 1 and 2 unaccompanied personnel.

2.3.2. Eligible members are assigned to rooms identified for use by their squadron.

2.3.2.1. If a room is unavailable in the squadron allocated space for an arriving member, assign member to a hospitality room or another squadron space until a room becomes available.

2.3.2.2. Moves resulting from space reallocation or to unit integrity are considered government-directed. Members directed to relocate are authorized a government-funded move and reimbursed services reconnection fees.

2.4. Utilization:

2.4.1. The minimum Air Force standard for utilization of permanent party dormitory, UNCOQ and UOQ facilities for Priority 1 and 2 personnel is 95 percent. Optimum utilization is 95 percent for all priorities.

2.4.2. Do not authorize BAH for E-1 through E-3 and E-4 with less than three years of service unless overall base-wide 95 percent utilization is maintained, or a validated hardship as approved by the Commander. Authorize BAH based on UH assignment priorities.

2.4.3. Dormitory facilities no longer needed to house Priority 1 and 2 personnel are considered surplus. Identify surplus dormitories and take action to remove facilities from the UH inventory IAW the base DMP (see [Paragraph 2.6](#)).

2.4.3.1. If 95 percent utilization cannot be maintained in each dormitory, UNCOQ or UOQ for two consecutive quarters, the Commander must establish a get-well plan. **(T-1)** The Installation Commander will submit an explanation regarding this circumstance with

the base quarterly UH metric along with the get-well plan and estimated completion date. (T-1)

2.4.3.2. If 95 percent utilization cannot be maintained for four consecutive quarters (one year), the Commander must reallocate the existing inventory to meet 95 percent utilization and remove surplus rooms from the inventory. (T-1)

2.4.4. Utilization of pipeline facilities or rooms used to house non-prior service (NPS) students are not included in installation utilization rate for Priorities 1 and 2.

2.5. Diversions:

2.5.1. The total base-wide diversions cannot exceed two percent of the base inventory. Diversions included in the two percent threshold are:

2.5.1.1. Divert rooms anticipated to be unavailable for less than 90 days due to the accomplishment of minor repairs or COM. These diversions are included in the two percent diversion cap and in the utilization rate calculation.

2.5.1.2. Divert rooms anticipated to be unavailable for individual assignment due to use as UH management administrative offices, storage space, hospitality rooms, or first sergeant rooms. These diversions are included in the two percent diversion cap but excluded in the utilization rate calculation.

2.5.2. Exception to the two percent diversions threshold are:

2.5.2.1. Divert rooms for use by pipeline students in facilities other than pipeline student dormitories. These diversions are excluded from the two percent diversion cap and the utilization rate calculated separately.

2.5.2.2. Divert rooms for major repairs or renovations (structural, plumbing, electrical repairs, or renovation work such as bath fixtures, window and door replacement, or complete refurbishment). These diversions are excluded from the two percent diversion cap and excluded in the utilization rate calculation. Diversions can start when projects are provided authority to advertise for award to allow timely relocation of residents prior to award date.

2.5.3. Report diverted rooms on the quarterly UH metric as appropriate. Conditions related to the diversion of rooms for more than 4 consecutive quarters should be assessed and consideration given to initiating action to surplus these facilities.

2.6. Change-In-Use of Surplus Unaccompanied Housing (UH):

2.6.1. The Commander can approve permanent changes in use of surplus UH facilities, while maintaining the integrity of the DMP (AFI 32-9002, *Use of Real Property Facilities*). The Commander will notify MAJCOM civil engineer and AF/A4CF when a change in use of surplus UH facilities is accomplished. (T-1)

2.6.1.1. The Commander and MAJCOM civil engineer must take a proactive, coordinated approach to identify and determine the disposition of surplus dormitories to maintain sound dormitory investment strategies. (T-1)

2.6.1.2. Consider the DMP (specifically the Area Development Plan), activity management plans (AMP), force protection (FP) concerns, and building conditions when determining surplus dormitory facilities.

2.6.2. The Commander must ensure surplus dormitory facilities are divested, either demolished or permanently converted to another use, IAW DoD 4165.63-M. **(T-0)**

2.6.2.1. In Continental United States (CONUS), surplus dormitory facilities (721-312) may be converted to UNCOQs (721-314) and offered to members in grades E-4 with 3 YOS or higher on a space-available basis (Priority 3 and 4) if base anticipates that 95 percent occupancy rate can be maintained. See **Paragraph 4.2** for Assignment Priorities.

2.6.2.2. In OCONUS, surplus dormitory facilities may be converted to UNCOQs (721-314) or UOQs (724-415) and offered on a space available basis if base anticipates that 95 percent occupancy rate can be maintained.

2.6.2.3. If converted to UOQs or UNCOQs, use base operations and maintenance (O&M) funds to maintain and/or upgrade. Apply the *Air Force UH Design Guide* standards and management practices for facility upgrades.

2.6.3. Ensure appropriate approval documents are obtained and real property records adjusted for surplus dormitory facilities to include the application of the UOQ and UNCOQs real property accounting codes. AFI 32-9002, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, AFI 32-9004, *Disposal of Real Property*, and AFI 32-9005, *Real Property Accountability and Reporting*, apply to managing disposition of surplus dormitories.

2.6.4. The Commanders do not have the authority to change the use of DMP-required facilities without AF/A4C approval. **(T-1)**

2.7. Unaccompanied Housing Metric. The UH metric is the Air Force tool for determining utilization of UH facilities, providing justification for space reallocation, authorizing BAH, managing change of occupancy timelines, and supporting construction and renovation of assets. Installations must accomplish reporting requirements via MAJCOMs IAW latest AF/A4CF guidance. **(T-1)**

2.7.1. The UH Management Section Chief maintains daily auditable occupancy records for all UH facilities, accomplishes the UH quarterly metric as of 31 Mar, 30 Jun, 30 Sep, and 31 Dec each calendar year and forwards to the MAJCOM accompanying get-well plan IAW **paragraph 2.4.3.1**.

2.7.2. Installation will certify and submit semi-annual utilization report and MAJCOMs will verify their installations updates in eMH UH module by end of reporting period and send forward to AF/A4CF to pull eMH utilization and occupancy reports. **(T-1)**

2.8. Tenant and Attached Unit Support. The host base provides UH support to eligible tenant and attached unit personnel under the responsibility of the host installation, when possible.

2.8.1. Support is provided through Support Agreements IAW AFI 25-201, *Support Agreement Procedures*, if a unit or element of one MAJCOM is located on or near an installation of another command. Inter-Service support agreements are used if units of another Service are located on or near an Air Force installation.

2.8.2. Host base UH policy prevails where policy conflicts between tenant and host unit. The host base is the approving authority for tenant and attached unit UH BAH authorizations.

2.8.3. If Regular Air Force members are assigned to a geographically separated unit at Reserve Component (AFRC and ANG) installations, the parent MAJCOM commander will determine whether adequate and affordable community housing is insufficient and government leased or contracted housing is necessary to meet mission or training requirements for priority 2 members. For these locations, [Paragraph 2.10.1](#) applies.

2.9. Training Facilities:

2.9.1. **Airmen Training Complex.** Housing facilities to accommodate basic enlisted military training (BMT) are located at Joint Base San Antonio-Lackland (JBSA-Lackland). These facilities are not administered by UH Managers.

2.9.2. **Non-Prior Service (NPS) Student Housing (also referred to as ‘Pipeline Student’).** UH facilities constructed to support initial skills training for pipeline students at locations defined by AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*. These UH facilities are not administered by UH Managers. Refer to AETC Instruction 36-2216 for guidance regarding these facilities. Non-AETC installations may house NPS students in permanent party dorms when there are no separate pipeline student facilities. These airmen are physically separated from permanent party residents by the most appropriate means (for example, a different floor or wing of the building). See [Paragraphs 2.4.4 and 2.5.1.3](#).

2.9.3. **Officer Training School (OTS).** Housing facilities constructed to support OTS are located at Maxwell AFB. These facilities are not administered by UH Managers.

2.9.4. **Unaccompanied Officer Quarters (UOQs).** Housing facilities used to support officer training other than OTS are administered by the UH Managers using this AFI.

2.9.5. **Cadet Dormitories.** Housing facilities to accommodate United States Air Force Academy cadets are located at the Academy. These facilities are not administered by UH Managers.

2.10. Leased and Contract Housing. The Commander may lease or contract for UH facilities for Priority 1 and 2 personnel when adequate government-owned quarters are unavailable (IAW AFI 32-9001, *Acquisition of Real Property*).

2.10.1. If Regular Air Force members are assigned to a geographically separated unit at Reserve component installations, the parent MAJCOM will provide contracted or leased UH quarters for regular AF members in the grades of E-1 through E-3 and E-4 with less than three YOS assigned to a geographically separated unit at a AFRC or ANG installation when government provided housing is necessary to meet mission or training requirements.

2.10.2. If Regular Air Force members are assigned to a geographically separated unit at or near non-DoD agencies, Government owned or leased UH housing can be acquired through inter-agency support agreement on a reimbursement basis for Priority 1 and 2 personnel from the non-DoD agency when the parent MAJCOM commander determines adequate and affordable community housing is insufficient and government-controlled housing is necessary to meet mission.

2.10.3. If Air Force/DoD members are assigned to the Department of State (DoS) missions under the Chief of Mission authority, the DoS Chief of Mission may mandate embassy housing for DoD members when self-leasing in a community using overseas housing allowance (OHA) is not a viable option or due to safety/security concerns. When embassy housing is mandatory, these members are designated as Priority 1 and housing cost and associated fees are funded from using O&M as required. Use of FH funds is not authorized to support UH requirements and the MAJCOM must verify status of member's accompanying dependent.

2.10.4. MAJCOM may authorize installation or requiring activity to lease/contract UH quarters from private sector;

2.10.4.1. Use contracted quarters to fill a short-term, fluctuating need, or special requirement normally less than 1-year. Use leased housing to fill UH requirements for more than 1-year. Use of lease to fill long-term and stable requirements is discouraged other than mission or AT/FP requirements.

2.10.4.2. Leased and contract UH is government-controlled housing and the installation must ensure these facilities meet the minimum adequacy standards. **(T-1)**

2.10.4.3. Manage leased and contract UH according to this instruction.

2.10.4.4. Use O&M funds for lease and contract costs (do not use Program Element (PE) xx553F). Verify availability of O&M funds before entering into leases and contracts. Limit costs to basic rent, utilities, and furnishings support unless otherwise approved by the MAJCOM.

2.10.5. Initiate appropriate actions to stop entitlements to BAH, including partial BAH, for personnel assigned to government-provided leased or contract UH IAW **Paragraph 5.1.1**.

2.10.6. Do not lease or contract UH if:

2.10.6.1. There is less than 95 percent utilization by Priority 1 and 2 personnel of adequate on-base UH.

2.10.6.2. Priority 3 and 4 personnel occupy adequate on-base UH.

2.10.6.3. Adequate government quarters, controlled by other Air Force installations or other Services within the local commuting distance are available through a host-tenant, inter-service support or other agreement.

2.10.6.4. Adequate and affordable private community housing is available.

2.10.6.5. Competent authorities deem quarters unsafe through a climate assessment.

2.10.6.6. Excess Temporary Lodging Facilities (TLF) are available.

2.10.7. MAJCOM/CE or equivalent agency will submit an annual report to AF/A4CF by 31 October of each year a listing of unaccompanied housing acquired through contract, lease, or support agreement as of 30 September. The MAJCOM report is to include location, number of units, annual cost to include O&M, and start and expiration date.

2.11. Dormitory Councils. The Commander establishes dormitory councils to ensure each dormitory resident has an opportunity to be responsible, accountable, and involved in their living conditions.

2.11.1. The Airmen Dormitory Council is the forum for residents of an individual dormitory to address their concerns about their living environment with a panel of their peers, establish standards for all residents, present solutions for problem areas, establish positive recreational activities, and identify facility and furnishings improvements. Each dormitory should have an Airmen Dormitory Council, or smaller-sized dormitories (as determined locally) may be combined. The goals of the council should include:

- 2.11.1.1. Developing a spirit of camaraderie and esprit-de-corps.
- 2.11.1.2. Improving QoL for residents.
- 2.11.1.3. Instilling a sense of home ownership to residents.
- 2.11.1.4. Enhancing the responsibility of residents.
- 2.11.1.5. Encouraging teamwork for the accomplishment of goals.
- 2.11.1.6. Resolving resident issues at the lowest level.

2.11.2. Membership for Airmen Dormitory Councils includes all residents of the dormitory. Advisors include first sergeants, UH Managers/ADLs, and bay chiefs (if applicable).

2.11.3. Installation Dormitory Council is the forum that serves as the communication link between the Airmen Dormitory Councils and wing leadership to promote and garner support for improving dormitory life for all residents. The goals of the council should include:

- 2.11.3.1. Improving QoL for all dormitory residents.
- 2.11.3.2. Addressing concerns/issues associated with dormitory living environments.
- 2.11.3.3. Empowering dormitory residents to be responsible and accountable for occupancy standards and living conditions.
- 2.11.3.4. Gathering information and advising leadership about the “Health of Dormitory Life.”
- 2.11.3.5. Acquiring support from the Commander for initiatives proposed by the Airmen Dormitory Councils.

2.11.4. Membership for the Installation Dormitory Council includes the Installation CCM as the chairperson, all chairpersons or vice-chairpersons of the individual Airmen Dormitory Councils, first sergeants, Housing Manager, UH Management Section Chief, and UH Managers/ADLs.

2.12. Charge of Quarters (CQ). If the Commander determines that a CQ program is necessary, unit /squadron commanders develop CQ procedures to provide for security, control building and room entry, escort official visitors, and facilitate emergency response. Squadron commanders and first sergeants provide manning and oversight to support a CQ program.

2.13. Dormitory Inspection Program. Squadron commanders (may be delegated to first sergeant) must implement the inspection program to ensure the residents from their squadron comply with installation standards. **(T-1)** The inspection criteria includes the removal of the following items found in any common areas accessible to all residents (considered contraband material):

2.13.1. Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional environment.

2.13.2. Lewd, obscene, or pornographic images or publications, in any form, or any media, whether commercially or individually produced.

2.14. Bay Orderly Program. The bay orderly program is comprised of residents detailed by individual units to perform required duties that ensure cleanliness standards of UH campus common areas are maintained. Installations establish a bay orderly program based on local requirements. Squadron commanders or first sergeants schedule and assign bay orderlies for duty as required. The UH Management Section provides overall program management and supervises residents performing these functions. See **Attachment 2** for location of sample bay orderly checklist.

2.14.1. Squadron commanders must ensure that bay orderlies perform activities consistent with maintaining cleanliness standards of UH campus and not be detailed to other duties. **(T-3)**

2.14.2. The Commanders should consider adding elements of the bay orderly program (i.e., attendance) into measurement criteria for dormitory awards at installations having a local awards program.

2.14.3. Command chiefs should make bay orderly performance a continuing discussion item during Installation Dormitory Councils.

2.15. Resident Liability. Residents are liable for loss or damage to UH, equipment, and furnishings caused by abuse or negligence of the residents or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. §2775).

2.15.1. The UH Management Section Chief makes the initial determination whether or not the resident is responsible for the abuse or negligence, informs the resident of their liability and ensure the costs of damage are collected.

2.15.2. The UH Management Section Chief initiates an ROS process by notifying the Housing Manager when the member does not accept liability or the damage is valued at over \$500 IAW AFMAN 23-220. The Housing Manager requests the BCE to appoint an investigating officer to determine liability. Financial liability is determined IAW DoD 7000.14-R Volume 12, **Chapter 7, *Financial Liability for Government Property Lost, Damaged, or Destroyed.***

2.15.2.1. Ensure member reimburses government for responsible costs sufficient to cover necessary repairs, replacements or cleaning. Authority to deduct charges from a military member's pay is in 10 U.S.C. §2775. Salary offset for civilian employees is authorized in DoD 7000.14-R Volume 8, *Civilian Pay*. Notify member prior to taking reimbursement actions.

2.15.2.2. Credit the amount collected for loss or damage to UH facilities and furnishings to the installation O&M account for UH PE xx553F.

2.16. Enterprise Military Housing (eMH). eMH is the DoD enterprise information technology system for the operations and inventory management of DoD housing. It has been designated as the authoritative data source for housing assets in DoD Real Property databases. All other forms

of software used in performing UH management are prohibited. See [Attachment 2](#) for location of eMH Business Rules outlining the mandatory use of all fields and modules.

2.16.1. UH management is required to utilize eMH to perform daily operations at installations where eMH is deployed to plan, advocate, program, design, and execute UH requirements. **(T-0)** Reporting and data extraction (mining) occur at every level of command and the assumption is that data in eMH is accurate and reliable. UH staffs at all locations where eMH is deployed must use this system exclusively to record, manage, monitor, and track the following. **(T-0)**

2.16.1.1. UH resident data, waiting lists, assignment/termination actions to/from UH facilities and diversions.

2.16.1.2. Inspection schedules and results for UH rooms.

2.16.1.3. Drayage and storage authorizations using AF Form 150 actions.

2.16.1.4. Furnishings assets assigned to dorm rooms and common areas within the facility.

2.17. Deployment. Residents retain room assignments during deployment. Local procedures should be developed to ensure rooms and personal property is inspected weekly for damages from local climatic conditions, insects, and intrusion.

2.17.1. Members who become eligible for BAH based on promotion during deployment may make arrangements in advance of their departure to terminate room assignment while deployed. See [Paragraph 5.1.3.1.4](#) for more information.

2.18. Pregnant Member. Pregnant women, regardless of rank or marital status, may submit a unit commander-endorsed request to the UH Management Section Chief, to move from assigned UH at the 20th week of pregnancy. The Commander may direct the move of pregnant members from the 30th week of pregnancy until the date of birth. An earlier move may be requested if determined necessary by medical authority.

2.18.1. If approved to move out, members are approved BAH.

2.18.2. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.) paragraph 4.2 applies.

2.18.3. Before assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member. **(T-1)**

2.18.4. At overseas locations a member may apply for government FH 60 days prior to the expected delivery date. The member may not be assigned government FH until member is entitled to BAH at the with-dependent rate. If excess FH is available it may be temporarily diverted to UH (approval authority is MAJCOM) which allows the single pregnant member to occupy the unit 60 days prior to the anticipated delivery date (AFI 32-6001, Paragraph. 3.1.4). Ensure FH funds are used for all costs associated with the temporary diversion to UH.

2.18.5. Housing Management Office will convert temporary diversion to UH back to FH upon the live birth of the child by a single pregnant member and the establishment of BAH at the with-dependent rate. **(T-1)**

2.19. Social Visits. The Installation Commander must establish the local policy regarding social visits that, at minimum, guests are at least 18 years old, be escorted at all times, and are prohibited between hours 2400 – 0600 hours. **(T-1)** Cohabitation is not authorized. **(T-1)**

2.19.1. MAJCOM commanders with overseas locations, excluding Alaska and Hawaii, may authorize Commanders the authority to waive the above restrictions in order to accommodate a member's dependents residing outside the local commuting area as social visitors. ~~Social~~ Dependents visits are limited to no more than 30 days during any 12-month period.

2.19.2. When authorized by MAJCOM commander, the Commanders must establish local procedures to process request for waiver on a case-by-case basis. **(T-2)** Approval authority may not be re-delegated.

2.20. Smoking. Smoking is permitted in designated UH rooms and Designated Tobacco Area, but prohibited in common areas.

2.20.1. Tobacco use is authorized in UH-designated smoking rooms; however, the Commander may designate the entire UH facility as non-smoking to minimize health risks from tobacco use and secondhand tobacco smoke and to promote a culture of health and wellness. If UH facilities are designated as non-smoking, the Commander will make a designated tobacco area available for residents. **(T-1)**

2.20.2. Reference AFI 40-102, *Tobacco Free Living*, UH Managers seek assistance from base environmental health technicians if air quality measurement is necessary.

2.20.3. UH Managers will brief prospective residents on the installation UH smoking policies. **(T-1)**

2.21. Sex Offender Policy. The Commander establishes the sex offender disclosure and acknowledgement processes for persons assigned to or applying for unaccompanied housing. The Commanders must ensure that all current residents comply with the requirements for disclosure and determine appropriate actions based on results of disclosure. **(T-0)** In foreign countries the MAJCOM commander defines disclosure and acknowledgement processes based on host-nation requirements and sensitivities. See **AFI 32-6001** for implementation guidance. Members will submit completed AF Form 4422 in conjunction with the UH assignment to be included in UH Assignment/Termination Record. **(T-0)** A DD Form 1746, *Application for Assignment to Housing*, does not need to be accomplished.

2.22. Internet Access. Use of appropriated funds for internet access in dormitories is authorized (**Note:** Do not use PE xx553F). However, such authorization does not fall under the auspices of the Military Morale, Welfare, and Recreation program.

2.22.1. Internet access services are to be procured and supported through a commercial vendor and it is neither be connected to the base network nor provided the privileges of an "af.mil" user.

2.22.2. All activities supporting the internet service, to include help desk/trouble calls and costs to maintain and sustain the internet service and associated hardware, are not the responsibility of the base communications organization.

2.22.3. Internet access is only to be placed in common areas available to all residents of the dormitory (does not include the shared space in Dorms-4-Airmen (D4A) modules) and will not be made available in private living areas as this would be a personal service. **(T-1)**

2.22.4. If Internet access is provided via a wireless router, the signal must be adjusted to minimize signal spillover to private living areas. **(T-1)**

2.22.5. Use of appropriated funds for procurement of computer/internet hardware or software above that necessary to provide basic internet access is not permitted.

2.22.6. Housing Managers and UH Managers will budget and account for related equipment (as required by **Paragraphs 1.6.5 and 1.6.6**), manage and issue internet access codes, and work with the internet provider and squadron commanders to create policies to monitor use and prohibit certain sites as determined by the Commander. **(T-3)**

2.22.7. UH Managers or requiring unit POCs coordinate with installation communications for any required waivers.

2.23. Environmental Hazard Disclosure. Housing Managers and UH Managers, in coordination with base environmental office, will fully disclose to residents the following environmental hazards, either upon assignment or by making available in public access areas, as appropriate (address process in the UH resident brochure). **(T-0)** Refer residents who report potential environmental-related health issues to their health care provider. Request the bioenvironmental engineer determine requirements for a follow-up health risk assessment. Coordinate development and periodic update of the installation fact sheets with the BCE and bioenvironmental engineering. See **Environmental Protection Agency (EPA)** web site at <http://www.epa.gov>, for ordering brochures and extended information. At OCONUS locations, provide additional local and/or host-nation brochures for environmental hazards, as required/appropriate.

2.23.1. **Asbestos.** Upon assignment, provide resident an installation letter or fact sheet about the potential risk of asbestos exposure, either locally developed or adapted from information on the EPA web site.

2.23.2. **Lead and Lead-Based Paint (LBP).** Upon assignment, provide resident the EPA pamphlet, *Protect Your Family from Lead in Your Home*. Include an installation-specific information paper or letter containing lead sampling performed by the installation and how to access sampling results for their unit type.

2.23.3. **Mold.** Upon assignment, provide resident the EPA publication, *A Brief Guide to Mold, Moisture and Your Home*, and make the guide available to all residents in an appropriate public area.

2.23.3.1. Immediately on resident notification of mold, conduct a visual inspection of the unit to identify mold growth, water leaks on wall surfaces and in building systems (heating, ventilation, and air conditioning (HVAC), ductwork, roof, windows, etc.), and potential safety risks (electrical shock and structural failure). If indicated by the inspection, determine habitability of the unit, schedule a comprehensive inspection, and repair according to severity of the problem. Keep the resident fully informed of inspection results and remediation plans.

2.23.3.2. If mold is located in multiple areas or is so extensive (more than 10 square feet) that remediation or repair cannot be accomplished in 24 hours, immediately relocate the resident to another room or temporary lodging until assessment and remediation are complete.

2.23.3.3. Refer residents reporting mold-related health concerns to their health care provider for an evaluation. If requested by the health care provider to support medical diagnosis and treatment, request bioenvironmental engineering (BE) to conduct an appropriate health risk assessment.

2.23.3.4. For minor mold and mildew or condensation on ceilings, walls, and windows, coordinate with civil engineering to advise resident on how to keep humidity low.

2.23.3.5. Recommend the following mold preventive measures to residents, modified as appropriate for the installation, but under no circumstances require a resident reporting mold sensitivity to clean mold from their unit. In high humidity locations, periodically publish in the installation newspaper on preventive measures:

2.23.3.5.1. Dry condensation from affected areas;

2.23.3.5.2. Increase air circulation by using a household fan, kitchen vent hood exhaust while cooking; and bathroom exhaust when shower is in use;

2.23.3.5.3. Minimize dust accumulation throughout the unit and clean mildew from visible surfaces using a detergent and water or mild household cleaner, wearing ordinary household rubber gloves; and

2.23.3.5.4. Ensure reporting process is established for residents to report all leaks to UH management, to include recurring leaks and persistent mold, mildew, and moisture.

2.23.4. **Radon.** Upon assignment, provide resident with the EPA publication, *A Citizen's Guide to Radon, The Guide to protecting Yourself and Your Family From Radon*, and summary results from any installation radon testing.

2.24. Quarters Improvement Committee (QIC).

2.24.1. The Commander may establish the QIC as a forum for identifying facility and furnishings requirements to improve living environment for permanent party unaccompanied and transient personnel to include standards for the facility, furnishings, interior design, decorative themes, privacy, recreation, leisure, convenience, storage, parking, and security. The QIC reviews the annual UH inventory, use, requirements, and standards. It ensures the facility and furnishings requirements are maintained, renovated, and replaced on a timely basis.

2.24.2. The UH Management Section Chief participates on the QIC, ensure updates are included, and advocates for specific UH facility and furnishings requirements. UH furnishings requirements accepted by the QIC are provided to the installation Housing Manager and Furnishings management Section for inclusion in the 5-year long range furnishings plans.

2.25. (Added-LAKENHEATH) Bay Chiefs.

2.25.1. **(Added-LAKENHEATH)** Bay Chief is a voluntary position and appointed by the individual First Sergeants, held in the dormitory to assist with after-duty situations to include: lockouts, loud music, and disruption within the dormitory.

2.25.2. **(Added-LAKENHEATH)** Bay Chiefs may have master keys of the dormitories, which residents may call upon for lockouts. These master keys are the sole responsibility of

the Bay Chief and must not be “loaned” to residents. When requested to assist with lockouts, the bay chief will accompany the resident to their room and unlock the door for them. If a master key is lost/stolen Bay Chiefs must report this to Dormitory Management immediately.

2.26. (Added-LAKENHEATH) Self-Help Projects. An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Prime areas of self-help projects include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to RAF Lakenheath procedures.

2.26.1. **(Added-LAKENHEATH)** All self-help projects require completion of an AF Form 332, Base Civil Engineer Work Request, prescribed by AFI 32-1001, Operations Management, showing coordination with the Chief, Unaccompanied Housing, and other agencies as necessary, and proper approval as determined by the Base Civil Engineer. No work will be accomplished until this form has been completed, properly coordinated, and approved.

2.26.2. **(Added-LAKENHEATH)** Painting of walls for other than approved colors requires an approved AF Form 332 by the Chief, Unaccompanied Housing prior to start of work. Approved colors are magnolia and light neutral colors only. Approval copy must be maintained on file with dormitory manager. Government furnished paint is available in a few approved colors. The room must be returned to its original color (or an approved color) and condition before terminating, or the room must be accepted, as is, by the new resident.

2.26.3. **(Added-LAKENHEATH)** Do not paint items not meant to be painted such as tree trunks, rocks and curbs, light switches, wall outlets, cabinets, moldings, and all furnishings.

2.26.4. **(Added-LAKENHEATH)** Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

Chapter 3

UNACCOMPANIED HOUSING (UH) ADEQUACY STANDARDS

3.1. Unaccompanied Housing (UH) Standards Philosophy. UH provides the space, privacy, and furnishings required for comfortable living. The Commander will apply UH Adequacy Standards to government-owned or government-controlled UH unless otherwise specified by contract or lease between the Air Force and a private contractor. **(T-1)** Use Tables 3.1, 3.2, and 3.3 to determine whether UH is adequate to involuntarily assign personnel to on-base UH. When the Commander determines existing on-base UH is not adequate, permanent party members may reside off base with allowances.

3.1.1. UH standards are established to support the mission and maintain QoL for unaccompanied residents. No authority is provided to exceed Air Force standards included in this chapter.

3.1.1.1. The Commanders must ensure all residents are assigned a single private sleeping/living room before divesting or changing the use of UH facilities. **(T-1)**

3.1.1.2. Do not establish local criteria that would result in increased BAH, OHA or O&M expenditures.

3.1.1.3. Maintaining surplus inventory to assign Airmen to multiple private sleeping/living rooms is not authorized.

3.1.2. Tables 3.1 and 3.2 establish Air Force adequacy standards for existing UH inventory constructed or converted in fiscal year (FY) 95 and earlier (2+2 construction standard) and for inventory constructed or converted between FY96 and FY02 (1+1 construction standard). Dormitories constructed or renovated in FY03 and beyond are constructed to the Dorms-4-Airmen (D4A) standard (Table 3.3).

Table 3.1. Adequacy Standards– FY95 and Earlier.

UH FACILITIES PROGRAMMED/FUNDED IN FY95 OR EARLIER (PER PERSON)		
Grade	Space Required	Space Available
0-3 thru 0-10; W-3 thru W-5; GS-10 and above	400 sq ft net living area ¹ , private sleeping, living and bath; semi-private kitchen	Same as space required
0-1, 0-2; W-1, W-2; GS-9 and below	250 sq ft net living area ¹ , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required

E-7 thru E-9	270 sq ft net living area ² , private combination sleeping/living room and bath	135 sq ft net living area ³ , private combination sleeping /living room, bath shared with not more than one other person
E-4 with 3 YOS or more through E-6	135 sq ft net living area ² , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required ³
Permanent Party E-1 through E-3 and E-4 with less than 3 YOS	90 sq ft net living area ² , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required ³
Technical Training (Pipeline) Student	90 sq ft net living area ² , not more than two persons to a sleeping/living room, central bath	N/A
Basic Military Training (BMT) Trainee	72 sq ft net living area, open bay, central bath	N/A
<p>¹The net living area of a UOQ private room or suite is measured from the inside face of the room walls and includes enclosed, unshared spaces and partitions.</p> <p>²Net living area is defined in the current UH Design Guide, page 15.</p> <p>³Priority 3 and Priority 4 personnel are limited to one private room per person.</p>		

Table 3.2. Adequacy Standards– FY96 to FY02

UH FACILITIES PROGRAMMED/FUNDED FY96 - FY02M (PER PERSON)		
Grade	Space Required	Space Available
0-3 thru 0-10; W-3 thru W-5; GS-10 and above	460 sq ft net living area ¹ ; private sleeping, living and bath; semi- private kitchen	Same as space required
0-1, 0-2; W-1, W-2; GS-9 and below	330 square feet net living area ¹ , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required

E-7 thru E-9	236 sq ft net living area ² , private combination sleeping/living room and bath	118 sq ft net living area ³ , private combination sleeping /living room, bath shared with not more than one other person
E-4 with 3 YOS or more thru E-6	118 sq ft net living area ² , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required ³
Permanent Party E-1 through E-3 and E-4 with less than 3 YOS	118 sq ft net living area ² , private combination sleeping/living room, bath shared with not more than one other person	Same as space required ³
Technical Training (Pipeline) Student	90 sq ft net living area ² , not more than two persons to a sleeping/living room; bath shared with not more than one other person.	N/A
Basic Military Training (BMT) Trainee	72 sq ft net living area, open bay, central bath ⁴	N/A
<p>¹For a UOQ, net living area is measured from the inside face of the suite's peripheral walls and includes all space including private bathroom, thereby enclosed.</p> <p>²Net living area is defined in the current UH Design Guide, page 15.</p> <p>³Priority 3 and Priority 4 personnel are limited to one private room per person.</p> <p>⁴Open bay, maximum of 60 persons; the net area for a basic trainee is one equal share of the open bay room measured to the inside of the peripheral walls.</p>		

Table 3.3. Adequacy Standards – FY03 and Later.

UH FACILITIES PROGRAMMED/FUNDED IN FY03 AND LATER (PER PERSON)		
Grade	Space Required	Space Available
0-3 thru 0-10; W-3 thru W-5; GS-10 and above	460 sq ft net living area, private bedroom, living, bath, and kitchen ¹	Same as space required

0-1, 0-2; W-1, W-2; GS-9 and below	330 sq ft net living area, private bedroom, living, bath, and kitchen ¹	Same as space required
E-7 through E-9	236 sq ft net living area, private bedroom, living, bath, and kitchen ¹	Same as space required
E-4 with 3 YOS or more through E-6	129 sq ft net living area, private combination sleeping/living area and private bath; shared common area that includes a kitchen, social space, laundry, and utility space ¹	Same as space required
Permanent Party E-1 through E-3 and E-4 with less than 3 YOS	129 sq ft net living area, private combination sleeping/living area and private bath; shared common area that includes a kitchen, social space, laundry, and utility space ²	Same as space required
Technical training (pipeline) student	98 sq ft net living area, not more than 2 persons per sleeping/living room, bath shared with not more than one other person ³	N/A
Basic Military Training (BMT) Trainee	72 sq ft net sleeping/living area; open bay, central bath ⁴	N/A
¹ One person per module ² Dorms-4-Airmen standard as an up to 4-person module with private living/bedroom and private bath and a shared common area with a kitchen, social space, laundry, and utility space. See Attachment 1, Terms , for more information on <i>Dorms-4-Airmen (New Construction)</i> and <i>Dorms-4-Airmen (Renovation)</i> ³ Pipeline student standard as a 196 sq ft room with 2 persons sharing living/bedroom/bath space ⁴ Open bay, maximum of 50 persons; the net area for a trainee is one equal share of the open bay room measured to the inside of the peripheral walls		

3.2. Adequacy Standards for Constrained Housing Locations. In areas where the installation Housing Requirements and Market Analysis (HRMA) justifies a deficit of adequate and affordable off-base housing for any portion of unaccompanied E-4 with over 3 YOS through E-9 personnel and officers, the MAJCOM/CC may designate the affected grades of unaccompanied personnel as Priority 2, space required. Installations should program to build UH for the affected grades as outlined in their base DMP. At these installations, grades affected in the HRMA are housed on base at the appropriate standard provided in Table 3.1, Table 3.2 or Table 3.3.

3.3. Exceptions to Adequacy Standards. The Commander may reduce adequacy standards for a period not to exceed (NTE) 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, the MAJCOM civil engineer is the approval authority and must provide written approval to the installation before standards are reduced. MAJCOMs notify AF/A4CF in writing of the approval and include the basis for reducing standards, the estimated get-well date, and plan of action to correct. At AETC technical training centers, the Commander may approve the waiver for a period NTE 120 days. MAJCOM CE will approve waivers for periods beyond 120 consecutive days.

3.3.1. For AETC student training dormitories on a non-AETC installation, the Commander may reduce adequacy standards for a period NTE 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days to NTE 120 days, the AETC Numbered AF commander (or equivalent at HQ AETC) must provide written approval to the base before standards are reduced. Send notification to AF/A4CF via the AETC Civil Engineer and include the basis for reducing the standards, the corrective action plan, and estimated get-well date.

3.4. Non-Air Force Installations. When Air Force personnel are assigned to an Army, Navy or Marine Corps installation, host installation service adequacy standards apply, except where otherwise provided for in an official support agreement.

3.5. Unaccompanied Housing (UH) Programming Criteria. To ensure that MAJCOMs and bases appropriately plan, program, and budget for UH requirements, the Air Force uses a master planning process. The plan quantifies projected UH requirements, captures facility data, identifies deficits and requirements for replacement, and provides recommendations and cost estimates for each installation UH program. For current dormitory programming information, Refer the latest Installation/Air Force DMP and AFMAN 32-1084, *Facility Requirements*.

3.6. Unaccompanied Housing (UH) Design Guidance. For UH design guidance, refer to the *Air Force Unaccompanied Housing Design Guide*, located in the CE Portal, Housing Program Group (Policy & Standards) web site, <https://cs1.eis.af.mil/sites/ceportal/ProgramGroups/Housing/Pages/PolicyandStandards.aspx>.

3.7. Adequacy of Unaccompanied Housing Food Preparation and Storage Facilities . Enlisted personnel residing in government provided UH and assigned to the Essential Station Messing (ESM), formerly known as meal cards, may receive Basic Allowance for Subsistence (BAS) at the standard rate (Type I) without meal deductions only when they are not furnished government meals IAW AFMAN 65-116V2.

3.7.1. Enlisted members in UH and assigned to the ESM may be eligible for BAS Type II, which is twice the BAS rate, when the local dining facility (DFAC) closes. Factors that determine whether BAS II may be authorized include: length of DFAC closure, adequacy of unaccompanied housing food preparation and storage facilities (see [Table 3.4](#)), and whether government furnished meals are available from an alternate source as determined by the Commander.

3.7.2. If BAS II criteria are met, the Commander must forward a BAS II authorization request to their MAJCOM A4, A1, and FM for coordination. (T-1) MAJCOMs functionals review, coordinate, and forward to the Air Force Accounting and Finance Office

(SAF/FMFC) for validation by AF/A1P, A1S, A4C, and SAF/FMB. Approval authority for BAS II resides solely with SAF/FM; further delegation is not authorized.

TABLE 3.4. UH Food Preparation and Storage Facilities Matrix

MATRIX FOR DETERMINING				
ENLISTED MEMBER ELIGIBILITY FOR BAS II WHEN DFAC IS UNAVAILABLE				
<u>When a member is assigned to a:</u>	<u>and the cooking space provided is a:</u>	<u>then the Member is eligible for BAS II for the following amount of time:</u>		
		< 14 Days¹	14-30 Days	> 30 Days
Dorms 4 Airman (D4A) Module	Kitchen 1 ^{2, 5}	NO	NO	YES
	Kitchen 2 ^{3, 5}	NO	YES	YES
1+1 Module	Kitchen 1	NO	NO	YES
	Kitchen 2	NO	YES	YES
	Central Kitchen ⁴	NO	YES	YES
2+2 Module	Kitchen 1	NO	NO	YES
	Kitchen 2	NO	YES	YES
	Central Kitchen	NO	YES	YES
Private Room/Suite	Kitchen 1	NO	NO	NO
	Kitchen 2	NO	YES	YES
	Central Kitchen	NO	YES	YES
Other Configurations	Submit to AF/A4C for recommendation			
Notes:				
1. Basic Allowance for Subsistence Type II (BAS II) is not authorized for closures of Government messing facilities of less than 14 days per DoDD 1418.5, Paragraph 4.3.7.3				
2. Shared and semi-private, unless otherwise stated, Kitchen 1 as built includes a four burner stove top, full sized oven, sink, full sized refrigerator ≥ 18 cf - ≤ 32 cf; exceptions can be made by AF/A4C up to 60 days for shared kitchen modules with dishwasher and adequate shelving space for food storage (≥ 16 sf per person)				
3. Shared and semi-private, unless otherwise stated, Kitchen 2 as built includes a two burner stove top, no oven, microwave, sink, full sized refrigerator ≥ 18 cf - ≤ 32 cf				
4. Accessible through common space areas shared by all dormitory residents, typically 1 per dorm or 1 per floor				
5. Typical Examples of Kitchen:				
<u>Kitchen 1</u>		<u>Kitchen 2</u>		
- Full refrigerator, stove, place to eat, food storage		- Two burner cooktop, no oven		
- Sink large enough to wash dishes		- Microwave only and minimal prep space		
		- Full refrigerator, no eating space		

- Bonus of dishwasher and microwave

Chapter 4

ELIGIBILITY, ASSIGNMENT AND TERMINATION

4.1. Eligibility. The following categories of personnel are eligible for assignment to UH (see [Paragraph 5.5](#) for rental charges for personnel other than military members):

4.1.1. Military Members . Permanent party unaccompanied personnel who are on active duty.

4.1.1.1. Members with dependents, separated for 30 days or less awaiting arrival of family members, are not authorized to be assigned UH or reside in UH temporary accommodations. These members need to reside off base or in lodging.

4.1.1.2. Members who are on temporary duty (TDY), regardless authorized per diem rates including permissive TDY, are not authorized to reside in UH facilities.

4.1.2. Civilian Personnel . Civilian personnel (defined in Attachment 1, Terms) are expected to rely on the civilian community for housing. The Commanders may provide housing to eligible civilians as follows:

4.1.2.1. In CONUS and non-foreign OCONUS (Alaska and Hawaii), civilians are only eligible for UH if required to live on base for reasons of military necessity, as determined by the Commander.

4.1.2.1.1. K&E positions that are identified in the base supplement to AFI 32-6001.

4.1.2.1.2. Civilians are required to pay fair market rental rate. **(T-0)**

4.1.2.2. Civilians may be provided UH in OCONUS (other than Alaska and Hawaii) when appropriate and adequate housing, support services and facilities do not exist, are not readily available in the local community or may not be used without restrictions (DoDI 1400.25, Volume 1230, *DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights*) or when housing is excess to the needs of military personnel assigned or attached to the installation or adjacent installation (5 U.S.C. §5911, *Quarters and Facilities*).

4.1.2.2.1. Eligible civilians authorized LQA funded with APF, who are offered and accept UH, are not authorized to continue to receive LQA. The UH Manager provides formal notification to the servicing CPO and/or tenant agency when a civilian employee is assigned to UH so LQA can be terminated. No further charges are necessary by the civilian employee or their agency.

4.1.2.2.2. Eligible civilians not authorized LQA funded with APF, who are offered and accept UH, must pay a monthly rental charge. **(T-0)**

4.1.2.2.3. Eligibility for housing is limited to 5 years occupancy at any location, except for key and essential (K&E) civilians. When there is a waiting list, the Commander must issue a 60 day mandatory termination notices to those who have occupied UH for 5 years or longer. **(T-1)** When local community housing is adequate or sufficient to house civilians, at the Commander's discretion, issue termination notices to civilians who have occupied UH for 5 years or longer.

4.1.3. US Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration. Unaccompanied personnel from these agencies may be assigned UH using priorities determined by the Commander. Normally, full-time unaccompanied personnel are assigned on the same basis as military members.

4.1.4. Contractor Employees and Technical Representatives . Unaccompanied personnel are not authorized to apply for or be assigned UH unless designated K&E. Exceptions are approved by MAJCOMs.

4.1.5. US Government, non-DoD personnel in foreign areas and US Territories and Trusts . Unaccompanied personnel are eligible for UH on a space-available basis or as stated in host/tenant support agreements.

4.1.6. American Red Cross (ARC) Personnel. An unaccompanied ARC Regional Manager, Senior Station Manager, Station Manager and Assistant Manager may be assigned UH in OCONUS per Table 5.1 of AFI 32-6001 or on a space available basis.

4.1.7. AFRC and ANG Personnel. Unaccompanied personnel (all grades) on active duty for training (school and annual tours) and for reasons other than training (man-days, activation, mobilization), as determined by the Commander at the permanent duty station (PDS). NOTE: The PDS for members of AFRC and ANG components ordered to active duty for training is the training location to which each member travels. The PDS for members ordered to active duty, other than for training, is their monthly drill or training station. The PDS for AFRC members who have no monthly drill or training station, i.e., individual ready reserve, some individual mobilization augmentees, standby reservists, is the place from which they were called or ordered to active duty.

4.1.8. Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee and Security Assistance Trainee) . Unaccompanied members are eligible for UH on a space-available basis, or as stated in official agreements.

4.1.9. Foreign Exchange Personnel in CONUS . Unaccompanied members are eligible for UH on the same basis as US military personnel.

4.1.10. Foreign Liaison Personnel in OCONUS . Unaccompanied members are eligible for UH on a space-available basis as specified in the current agreement between the United States Government and the Foreign Government.

4.1.11. Non-US Citizen Personnel in OCONUS . Unaccompanied members designated by the installation as a K&E are eligible for UH on a space available basis.

4.2. Assignment Priorities. Assign unaccompanied personnel to UH according to the following priorities.

4.2.1. Priority 1, Space Required . Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include FP), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bona fide hardship as determined by the Commander.

4.2.1.1. Pipeline students who are not authorized per diem or BAH are considered Priority 1.

4.2.1.2. E-4 personnel who attain over 3 YOS and have less than 6 months remaining on station due to permanent change of station (PCS) or separation, convert from Priority 2 to Priority 1 and are not authorized to relocate off base with BAH.

4.2.1.3. K&E positions that are listed in the base supplement to AFI 32-6001.

4.2.1.4. For hardship assignments, members initiate and submit a request with squadron commander endorsement to the UH Management Section Chief who processes the request to Housing Manager with a recommendation. The Commander is authority for approval; approval authority may be delegated, in writing, to the Mission Support Group commander or equivalent, but disapproval action remains with the Commander.

4.2.1.5. Installation Commander must revalidate status of Priority 1 personnel (hardship assignment) annually. (T-2)

4.2.1.6. Wounded Warriors (reporting identifier AFSC 9Wxxx) are provided Priority 1 assignment status, but are not required to live in unaccompanied housing unless directed by the squadron commander on advice of the medical case manager.

4.2.2. **Priority 2, Space Required** . Beginning with the most junior member, Priority 2 includes:

4.2.2.1. Personnel in grades E-1 through E-3 and E-4 with less than 3 YOS.

4.2.2.2. All enlisted and officers assigned a location that has been approved as a housing constrained location for their specific grade.

4.2.2.3. Involuntarily separated enlisted and officer personnel assigned to dependent-restricted areas.

4.2.2.4. Unaccompanied personnel in CONUS and non-foreign OCONUS with no entitlement to family member travel and HHG transportation.

4.2.2.5. Unaccompanied personnel assigned to CONUS and non-foreign OCONUS isolated locations identified in AFI 36-2110, *Assignments*.

4.2.2.6. Military members married to another military member (MIL-to-MIL) in grades E-1 through E-3 and E-4 with less than 3 YOS when geographically separated and not accompanied by family members.

4.2.2.7. MIL-to-MIL on separate unaccompanied assignments to a same dependent-restricted location where authorized by AFPC/Assignment.

4.2.3. **Priority 3, Space Available** . Beginning with the most junior member, Priority 3 includes:

4.2.3.1. Unmarried personnel in grades E-4 with 3 or more YOS through E-9.

4.2.3.2. Unmarried officers in OCONUS locations with established UOQs.

4.2.4. **Priority 4, Space Available**. Beginning with the most junior member, Priority 4 includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents:

4.2.4.1. Unaccompanied personnel in grades E-1 to E-9.

4.2.4.2. Unaccompanied officers in OCONUS locations with established UOQs.

4.3. Assignment Priorities in Constrained Housing Locations. When the HRMA reflects a deficit of adequate, affordable and safe off-base housing to support unaccompanied members in grades E-4 with 3 or more YOS through E-9 and officers at any location, the MAJCOM commander designates the affected grades of unaccompanied personnel as Priority 2, space required.

4.4. Waiting List. The UH Management Section manages waiting lists for assignment to and termination from UH.

4.4.1. Priority 1 members must have written approval from the Commander to relocate off base. **(T-1)**

4.4.2. Priority 2 waiting list for BAH. Maintain a base-wide BAH waiting list of Priority 2 members desiring to relocate off base with BAH. Ensure local procedures require squadron commander and/or first sergeant approval prior to member notification of selection and authorizing BAH. **(T-3)**

4.4.3. Priority 2 waiting list for assignment to UH. Maintain a list of members waiting assignment to UH due to insufficient UH space in grades E-1 through E-3, E-4 with less than 3 YOS, and others in approved constrained housing locations in the grades of E-4 with 3 YOS through E-9 and officers.

4.4.4. Priority 3 and 4 waiting list for assignment to UH. Maintain a list of Priority 3 and 4 members requesting assignment to UH on a space available basis.

4.5. Temporary Accommodations:

4.5.1. **Hospitality Room.** Provide a hospitality room as temporary accommodations for unaccompanied eligible personnel arriving and departing during non-duty hours. Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.1.1. UH Manager notifies first sergeant or squadron commander when there is no available UH permanent party room or hospitality room for arriving eligible members, so arrangements can be made for temporary accommodations in lodging. Members eligible for UH and occupying lodging facilities pay the daily lodging fee.

4.5.2. **First Sergeant Room.** Installations may elect to use UH rooms to provide space for temporary accommodations for personnel involved in extraordinary situations (such as domestic altercations). Keep the number of rooms used for this purpose to an absolute minimum (minimum adequacy standards do not apply) and limit a member's stay to no more than a total of 72 hours. Give special consideration to location within the dormitory campus for rooms designated for this purpose and furnish with only essential furniture (i.e. bed, chest). Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.2.1. The UH Management Section Chief will be responsible for the management of First Sergeant rooms. **(T-1)**

4.5.2.2. The First Sergeant must certify/sign for each usage of these rooms. **(T-1)**

4.6. Assignment Criteria and Procedures. The Air Force assignment standard is one private room for each permanent party Airman (E-1 through E-3 and E-4 with less than 3 YOS). See [Paragraph 3.3](#) for exceptions to adequacy standards.

4.6.1. Assignment Criteria.

4.6.1.1. UH Manager assigns member to a private room, including UOQs and UNCOQs, as soon as possible after an eligible member arrives on the installation.

4.6.1.2. Assign members to appropriate UH allocated for their group or squadron to ensure unit integrity.

4.6.1.3. Authorize BAH to inbound Priority 2 members who are E-4s within 60 days of having three YOS so that they may obtain off-base housing immediately upon arrival on station.

4.6.1.4. E-4s residing in dormitories reaching 3 YOS may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis without BAH (**Exception:** E-4s in this category with less than 6 months remaining on station convert to Priority 1). If the government requires a move to another on-base facility, the move is at government expense. Voluntary moves to another on-base facility are at the member's expense. Any subsequent move off base is at government expense.

4.6.1.5. Priority 3 and 4 members relocating from off base into UH on a space-available basis, are not authorized a government-paid move. Lower grade members have precedence for space available assignment.

4.6.1.6. MIL-to-MIL members on separate unaccompanied assignments to a same dependent-restricted location are treated as individual members. Each member is assigned individual UH quarters/room and can be assigned to the same module in 1+1 or 2+2 configurations, but not in a D4A module; joint residence is not allowed as it creates an accompanied housing requirement; and dependent children are not authorized. Other procedures in this paragraph apply.

4.6.2. Assignment Considerations. When determining room assignments UH Managers address the following issues:

4.6.2.1. **Males and Females** . UH Managers must house males and females in separate modules but may assign them in the same facility. **(T-1)** A module is either a D4A four-room suite, or the two-room/one bathroom suite in the 1+1 and 2+2 dorms.

4.6.2.2. **Smokers and Non-smokers.** UH Managers must attempt to assign smokers with smokers and nonsmokers with nonsmokers considering UH room and module configurations. **(T-1)** See [Paragraph 2.20](#). If a smoker and nonsmoker are assigned to the same room or module, the rights of the nonsmoker prevail. If a nonsmoker detects second-hand smoke, regardless of its source, the rights of the nonsmoker prevail.

4.6.3. Assignment Procedures. UH Managers process following assignment actions, including UOQs and UNCOQs and will:

4.6.3.1. Make assignment/termination actions in writing using approved automated software system. **(T-1)** Ensure Priority 3 and 4 personnel acknowledge, in writing, that: **(T-1)**

- 4.6.3.1.1. They are occupying UH on a space-available basis and may be required to terminate quarters with 30 days' notice.
- 4.6.3.1.2. Moves into and out of UH, including local drayage, nontemporary storage (NTS) of personal property and service reconnections (cable TV, telephone, and internet) are at their own expense. **Exception:** Government-funded moves are authorized when space-available members are directed to move from an assigned on-base dormitory room to another on-base dormitory room for the convenience of the government for reasons such as major repairs, renovations, and demolitions.
- 4.6.3.2. Accomplish AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance For Housing (BAH) or Dependency Redetermination* for every UH assignment to include E-1 through E-3 and E-4 with less than three YOS personnel. **(T-1)**
- 4.6.3.3. Perform an initial inspection of the UH facility and room with the resident and ensure discrepancies are annotated in writing and acknowledged by the resident and the UH Manager. **(T-0)** See [Attachment 2](#) for location of sample checklist.
- 4.6.3.4. Provide a Resident Brochure identifying applicable Air Force, MAJCOM, and local base standards. **(T-1)** See [Attachment 2](#) for location of sample brochure.
- 4.6.3.5. Provide bedding to include sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc. **(T-1)**
- 4.6.3.6. Perform an inventory and assessment of furnishings and use AF Form 228 or eMH generated form to issue and identify condition of room furnishings. **(T-1)**
- 4.6.3.7. Use locally developed checklists to ensure residents acknowledge receipt of the Resident Brochure, linens, condition of room and any other locally required information. **(T-3)**
- 4.6.3.7.1. UH Managers will ensure members acknowledge in writing that they are to reside in the assigned room provided unless otherwise approved by the first sergeant or squadron commander. **(T-1)**
- 4.6.3.8. Maintain all UH records to include those related to determinations made by the Commander. **(T-1)**

4.7. Involuntary Assignments. Involuntary assignments to UH are made when:

- 4.7.1. Required for reasons of military necessity, readiness or discipline. This applies to all personnel and to adequate and inadequate quarters.
- 4.7.2. Occupancy of adequate UH by Priority 1 and 2 personnel is below 95 percent utilization.
- 4.7.2.1. Involuntary assignments in CONUS and OCONUS apply to all Priority 1 and 2 personnel and those grade groups identified in constrained location approval. Make assignments beginning with the most junior member.
- 4.7.2.2. Provide members 30 days advance written notice of an involuntary assignment.
- 4.7.3. Make every effort to fill UH vacancies with newly arrived personnel. If projected unaccompanied personnel gains do not increase the utilization rate to 95 percent within 120

days, the Commander must recall Priority 1 and 2 personnel previously authorized to live off base and receive BAH, unless the member is a Priority 2 with grade of E-4 within 60 days of reaching three years of service. **(T-1)** Additionally, before recalling personnel, the Commander reviews the member's situation (i.e., lease term and other commitments the member may have incurred as a result of moving off-base) to prevent a financial hardship situation. Moves are at government expense.

4.7.4. Unless required for military necessity, readiness or discipline, do not involuntarily assign personnel in grades E-1 to E-3 and E-4 with less than 3 YOS, under the following conditions:

4.7.4.1. Member has official notification to depart the installation due to PCS.

4.7.4.2. After the death of a sole family member.

4.7.4.3. A military married to military couple resides off base. One spouse is reassigned to another base and one remains at the original location.

4.7.4.4. The Commander determines that a member is experiencing a hardship. (For example, member made permanent off-base housing arrangement; requires the sale of a home; or requires financial penalties resulting from the terms of existing lease.)

4.7.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity or FP. If the civilian employee refuses permanent, adequate, and available on-base housing in foreign countries and U.S. overseas areas (DoDI 1400.25, Volume 1250), LQA is not authorized for off-base housing.

4.8. Termination Criteria and Procedures. UH Managers process termination actions for all UH to include UOQs and UNCOQs. UH Managers must:

4.8.1. Terminate UH assignments in writing when: **(T-1)**

4.8.1.1. A member departs due to PCS or ends active military service or civilian employment.

4.8.1.2. A member becomes eligible for BAH (both with and without dependent rate) and authorized by proper authority to reside off base.

4.8.1.2.1. An E-4 residing in a dormitory reaches 3 YOS regardless of the utilization rate (unless they have less than 6 months remaining on station). The UH Manager, in coordination with squadron commanders/first sergeants, validates rank and time in service for E-4s before processing BAH.

4.8.1.2.2. Space is necessary for a member in a higher priority (over 95 percent utilization).

4.8.1.3. A member who voluntarily occupies UH (space available) requests termination.

4.8.1.4. A military or civilian member is away from their PDS and status is changed to deceased, missing in action, captured, or detained by the enemy, use procedures identified in AFI 34-511, *Disposition of Personal Property and Effects*, for protection of personal property.

4.8.1.5. Directed by squadron commander/First Sergeant for members who are on extended confinement, hospitalized, or absent without leave (AWOL).

4.8.1.6. To provide needed space for Priority 1 and 2 personnel. Use the following guidelines:

4.8.1.6.1. Terminate Priority 4 and then Priority 3 personnel, senior member first.

4.8.1.6.2. Authorize BAH to Priority 2 personnel (all grades) on the BAH waiting list, senior member first, when utilization of total space required (Priority 1 and 2) personnel exceeds 95 percent. **Note:** Airmen approved from the BAH waiting list are authorized for a government paid move.

4.8.2. Terminate assigned dormitory room in two phases: **(T-1)**

4.8.2.1. Prefinal Inspection. UH Manager conducts the prefinal inspection in advance (generally 30 to 45 days) of member vacating UH.

4.8.2.1.1. Provide residents written cleaning standards used for final inspection. See [Attachment 2](#), Sample Cleaning Standards, which may be adjusted to meet local base needs.

4.8.2.1.2. Assess condition of assigned rooms/shared common space and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. Provide members detailed written information regarding financial liabilities and include alternatives for restitution and/or repair as soon as possible to ensure requirements are accomplished before final inspection.

4.8.2.1.3. Identify maintenance required to make the unit ready for the next resident. See [Attachment 2](#) for location of sample COM checklist.

4.8.2.2. Final Inspection. Ensure resident meets cleaning standards established by the Commander and the room is cleared of personal property. Allow resident to correct minor items during the final inspection. If the unit fails inspection, schedule a reinspection at the earliest mutually acceptable time to minimize delay of resident departure.

4.8.2.2.1. After a successful final inspection, the UH Manager initiates and issues computer-generated Unaccompanied Quarters Assignment-Termination Record certifying termination.

4.8.2.2.2. UH manager prepares AF Form 594 and processes as required.

4.8.2.2.3. If member is relocating off base, BAH is not authorized until a successful final inspection is completed.

4.8.2.2.4. **(Added-LAKENHEATH)** If residents need a substitute to stand final inspections, notify the dormitory manager in advance and the necessary form and guidance will be given.

4.8.3. **Change of Occupancy Maintenance (COM).** During the prefinal inspection, identify items for repair or replacement on AF Form 1219, *BCE Multi-Craft Job Order*, and forward to CE customer service or contractor for action (or use locally established forms and procedures). **(T-1)** See [Attachment 1](#), *Terms*, for change of occupancy maintenance.

4.8.3.1. Installation CE Operations must respond to, complete, or order materials in response to COM work request according to the Air Force Common Output Level Standard (AF COLS) level for the current FY. **(T-1)**

4.8.3.2. If materials are ordered, COM work must be completed is within the COLS mandated time window after receipt of materials. **(T-1)**

Chapter 5

FINANCIAL MATTERS

5.1. Basic Allowance for Housing (BAH). An unaccompanied member's entitlement to BAH may be affected by assignment to UH. The implementing DoD Directive is DoDD 5154.29, *DoD Pay and Allowances Policy and Procedures*. Refer to Joint Travel Regulation (JTR), **Chapter 10**.

5.1.1. Unaccompanied personnel assigned to UH are authorized partial BAH. Partial BAH is not authorized when members occupy leased or contract quarters which cost more than BAH or OHA. The FSO automatically starts partial BAH for unaccompanied members not authorized without-dependent BAH.

5.1.2. Unaccompanied personnel are authorized to live off base and receive single rate BAH when dormitory, UNCOQ, and UOQ utilization of Priority 1 and 2 personnel exceeds 95 percent (in any of these housing categories, not all three categories together). Members, with approval by the first sergeant or squadron commander, are eligible to apply for the BAH waiting list. Local procedures may also require obtaining squadron commander and/or first sergeant approval prior to member notification of selection and authorization of BAH.

5.1.2.1. Personnel who voluntarily live off base without BAH are not automatically the most eligible and must compete with other members on the BAH waiting list to receive BAH. **(T-1)**

5.1.2.2. The UH Management Section maintains a single BAH waiting list system by seniority. Installation Commander must ensure the waiting list provides equitable allocation of dormitory space among squadrons and minimizes frequent dormitory resident moves. **(T-1)** The UH Management Section Chief will monitor individual dormitory utilization rates, advise the Housing Manager when individual facilities are causing the base-wide dormitory utilization rate to fall below 95 percent, and recommend space reallocation or change in use. **(T-1)**

5.1.2.2.1. **Single base-wide BAH waiting list.** When a single base-wide BAH waiting list adversely impacts unit integrity or causes hardship to unaccompanied Airmen by forcing frequent moves among dorms, the Commander may authorize BAH waiting lists by individual facility (dormitory) or unit.

5.1.2.2.2. **Facility (dormitory) or unit BAH waiting list.** If the base-wide utilization rate is greater than 95 percent and the dormitory rate of a specific dorm is below 95 percent utilization, do not issue BAH until that dormitory rate exceeds 95 percent.

5.1.3. There are conditions when unaccompanied personnel are authorized to live off base with allowances, regardless of the utilization rate or availability of government quarters, as long as the Commander does not require them to live on base for reasons of military necessity, readiness, or discipline. The following moves from UH to off base are at government expense.

5.1.3.1. Personnel (without dependent family members anywhere) in grades E-4 with 3 YOS and above.

- 5.1.3.1.1. Inbound E-4 members within 60 days of attaining 3 YOS will be authorized BAH and they obtain off-base housing immediately upon arrival on station. **(T-3)**
- 5.1.3.1.2. E-4s attaining 3 YOS will not be authorized to move off base with BAH if they have less than 6 months remaining on station prior to PCS or separation from the Air Force unless the move meets requirements in paragraph 5.1.3.4, 5.1.3.6 or 5.1.3.8. **(T-1)**
- 5.1.3.1.3. Normally, BAH for newly assigned members in grades E-4 with 3 YOS and above continues from their last duty station; however, if necessary, the local FSO starts BAH during in-processing once the member has certified non-occupancy of government quarters.
- 5.1.3.1.4. Airmen who become eligible for BAH as a result of promotion or due to reaching 3 YOS as an E-4 during a deployment may make arrangements to out-process prior to departure. Another military member, with a valid power of attorney, may terminate UH on behalf of the deployed member on the date he/she becomes eligible for the entitlement. Airmen, who chose to move off base and/or store the contents prior to that date, may do so at their own expense and with approval from the first sergeant or squadron commander. The UH Management Section Chief will process an AF Form 594 only when the member is eligible and the room is cleared IAW with local policies. **(T-1)**
- 5.1.3.2. Personnel with a hardship may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the UH Management Section Chief for coordination.
- 5.1.3.2.1. The Commander is the approval authority for a hardship request. Approval authority may be delegated, in writing, to the Mission Support Group commander or equivalent, but disapproval action remains with the Commander.
- 5.1.3.2.1.1. A hardship can be described as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.
- 5.1.3.2.2. The UH Management Section Chief provides a recommendation to Housing Manager who then forwards the request to the Commander for approval/disapproval.
- 5.1.3.2.3. The member must provide annual recertification to the UH Management Section Chief to continue the entitlement. **(T-0)**
- 5.1.3.3. Personnel with privately owned mobile homes moved from the previous duty station to the new duty station at government expense if the mobile home is acquired on/before the member's PCS order effective (publish) date. Single members with privately owned mobile homes may submit a request to reside in the community and receive BAH. The request must include a copy of the authorization to move the mobile home to the new duty station at government expense and the member must certify the intent to use the mobile home as a residence at the new location. **(T-0)** See **Joint Travel**

Regulation (JTR), Chapter 5, Part A, Section 7, for eligibility for mobile home transportation.

5.1.3.4. Pregnant women may be authorized to move from UH with BAH per 2.18.1.

5.1.3.5. Personnel with extensive HHG may submit a unit commander-endorsed request to the UH Management Section to reside in community housing and receive BAH when the annual cost of drayage and storage would exceed 50 percent of authorized BAH (drayage + 12 months storage)/by 12 months > (monthly BAH rate)/2). UH Manager/ADL must conduct a physical inventory of items against HHG shipping documents with a member and forwards requests to the Commander for approval. **(T-1)** If annual cost is below 50 percent of authorized BAH, Priority 1 or 2 members may request storage of items that were shipped at government expense and do not fit in the assigned dormitory room or in a secured dormitory storage area. UH Manager/ADL prepares an AF Form 150, Drayage/Storage Authorization - Government Quarters for approval of Non-Temporary Storage (NTS). See **Paragraph 5.3** for local drayage and NTS of personal property.

5.1.3.6. Personnel within 60 days of marriage, if setting up a household in the local area. Members may submit an unit commander-endorsed request to the UH Management Section to reside in community housing and receive BAH up to 60 days prior to pending marriage. BAH may not be started until the member properly out-processes his/her dormitory room. Within 30 days after the date the marriage was scheduled to occur, member must submit proof of marriage to continue BAH. If the marriage does not occur, paragraph 4.2 applies. **(T-1)**

5.1.3.7. Personnel who are military married to military (join-spouse assignment) who have an approved join-spouse assignment may submit a request to move from assigned UH to community housing and receive BAH 60 days prior to arrival of the spouse. If the join-spouse assignment does not occur, paragraph 4.2 applies.

5.1.3.8. Agents or agent-trainees with the Office of Special Investigation (OSI) may submit a request to the UH Management Section to reside in community housing and receive BAH. The request includes an Air Force OSI region commander or squadron commander certification that assignment to UH would impair agent or the agent trainee's mission effectiveness.

5.1.3.9. Personnel with approved terminal leave may request to move from assigned UH to community housing and receive BAH. The request includes documentation that the member is on terminal leave.

5.1.3.10. **AFRC and ANG personnel on active duty for training.** BAH entitlement for AFRC and ANG members is determined by the availability of UH at each training location. Each training location is viewed as a different PDS.

5.1.3.10.1. When UH is not available, the unit at the PDS prepares and sends to the UH management section chief an AF Form 594 and member's orders on an AF Form 1373, MPO Document Control Log-on Transmittal, and include a letter of determination from the unit commander when necessary. The UH management section chief signs and forwards all documents to the member's servicing pay FSO (provided by the ARC component) for processing.

5.1.3.11. Members in an ARC component on active duty tours other than for training are entitled to BAH under the same conditions as members serving on full-time active duty. Use the same process specified in paragraph 5.1.3.10.1.

5.1.4. Members who are unaccompanied but have dependents residing elsewhere. Members with dependents residing elsewhere may occupy UH without affecting their right to receive BAH, at the with-dependent rate, under certain circumstances.

5.1.4.1. A member may occupy UH or other government housing that does not exceed UH standards (Tables 3.1, 3.2 and 3.3) for the member's grade without dependents and still be eligible to receive BAH at the with-dependent rate if (a) the member is unaccompanied and (b) family members are not residing in adequate government quarters elsewhere (JTR Paragraph 10306-H).

5.1.4.2. The following only applies to personnel designated K&E (all others are ineligible for this exception). If the member occupies UH or other government quarters which exceed the unaccompanied standard for the member's grade, BAH will be terminated unless the quarters are the only quarters available and (a) quarters are not suitable for joint occupancy (see [Table 5.1](#)) or (b) quarters are suitable for joint occupancy and are jointly occupied with another member of the appropriate grade permanently assigned to the duty station. **(T-0)**

5.1.4.2.1. Air Force policy is to discourage the use of government-owned or privatized FH units as temporary UH. FH units or other quarters temporarily designated as UH will be considered adequate for joint occupancy if they have at least two private bedrooms, two separate full bathrooms, with a total net living area at least equivalent to the total net living area the joint residents would each be entitled to if it were permanent UH. **(T-1)** Members in grades O-1 to O-10, W-1 to W-5 and GS-10 and above must have access to a living room, kitchen and dining area (not necessarily private) as shown in Table 5.1. **(T-1)**

5.1.4.2.2. Regarding clause (b) in paragraph 5.1.4.2, the quarters must actually be jointly occupied, although such quarters may be singularly occupied for no longer than 30 days in order to accommodate a change in one of the joint residents who departs PCS. **(T-0)** The Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE) must approve waivers to this policy to relieve hardship circumstances (other than financial).

5.1.4.3. This policy does not apply to unaccompanied members residing in privatized housing since members pay rental charges for PH.

5.1.4.4. This policy applies to all locations and to FH units or other government quarters temporarily designated as UH.

5.1.4.5. Unaccompanied members should be assigned quarters that meet adequacy standards for their grade, whenever possible.

5.1.5. The UH Management Section is responsible for processing AF Form 594 for unaccompanied personnel assigned UH.

5.1.5.1. The UH Management Section prepares AF Form 594 annotating the date and address of the UH being assigned or terminated and forwards the AF Form 594 to the

FSO for processing. The FSO determines dependency and BAH entitlements and records required changes on the AF Form 594.

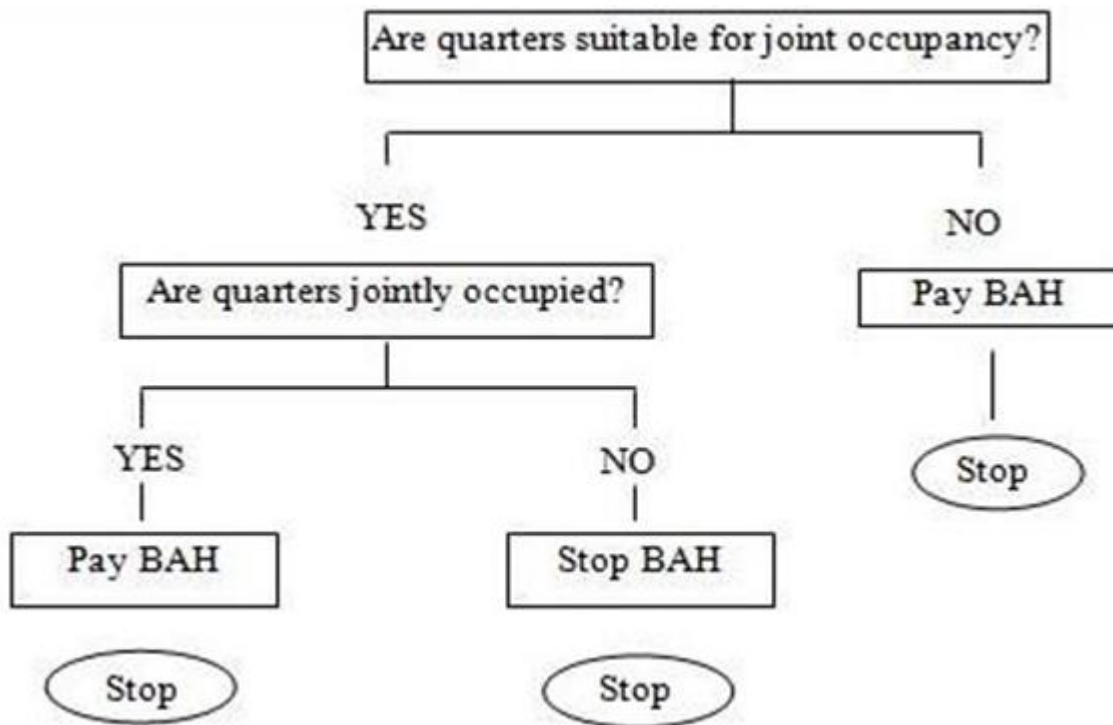
5.1.5.1.1. For Army, Navy, and Marine Corps members, the UH Management Section prepares the AF Form 594 and forwards to the appropriate servicing FSO as identified by the squadron or member.

5.1.5.2. Establish local procedures to ensure all AF Form 594s are forwarded to the FSO within one workday after the member is assigned UH.

Table 5.1. BAH Decision Matrix, Members W/Dependents, Unaccompanied K&E (T-1).

Minimum Standards for Unaccompanied Members Residing in Family Housing (FH)		When exceeds minimum standards for single occupancy but not suitable for joint occupancy	
Grade	Space Required	Example	Rationale
O-3 and above; W-3 - W-5; GS-10 and above	460 sq ft net living area; private bedroom; separate bath; access to kitchen and living room	O-5 lives in FH unit with 1,300 sq ft, 3 BR, LR, 1 full bath, 1 half bath	Each resident must have a separate bath
O-1, O-2; W-1, W-2; GS-9 and below	330 sq ft net living area; private sleeping; separate bath; access to kitchen facility and living room in same building	O-2 lives in TLF unit converted to UH with 680 sq ft, LR/kitchen, 2 BR, 1 bath	Each resident must have 330 sq ft and separate bath
E-7 - E-9	236 sq ft net living area; private room; separate bath	E-9 lives in UH dorm, 360 sq ft, 2 rooms, shared bath	Each resident must have 236 sq ft, separate bath

Figure 5.1. BAH Decision Process Chart



5.2. BAH Certification. Each quarter, IAW FSO guidance, the UH Management Section and FSO will reconcile their data to ensure members assigned to UH are receiving appropriate housing allowances. **(T-1)**

5.2.1. The FSO provides the UH Management Section Chief a list of personnel residing in UH receiving more than partial rate BAH. Within five business days, the UH Management Section Chief validates the data and submits changes to the FSO using AF Form 594. The action date on the AF Form 594 is retroactive to the effective date of the change(s).

5.2.2. The FSO provides the UH Management Section Chief with a list of personnel residing in UH not receiving partial BAH. Within five business days, the UH Management Section Chief validates and submits changes to the FSO, using AF Form 594. The action date of the AF Form 594 is retroactive to the date changes are effective.

5.2.3. The UH Management Section, in partnership with the CPO, should reconcile their data to ensure APF civilians residing in UH, are forfeiting LQA and/or paying rent. The UH Management Section should work with tenant agencies to ensure civilians are forfeiting LQA and/or paying rent.

5.3. Drayage and Storage. If the government is directing a resident to move from or to UH room, local drayage and NTS of personal property is authorized at government expense in connection with assignment or termination of government quarters IAW JTR and AFI 65-601, V1, *Budget Guidance And Procedures*, Paragraph 10.52. Local drayage and HHG storage are authorized on AF Form 150, *Drayage/Storage Authorization - Government Quarters*. Use the following guidance to determine local drayage and storage entitlements:

5.3.1. Moves from one UH accommodation to a different UH accommodation because of increased entitlement as a result of promotion, regulation changes, personal preferences and other personal reasons are considered requested moves, not directed. Requested moves, when endorsed by unit commanders, are made at the discretion of the individual and are at personal expense.

5.3.2. Moves are at government expense when personnel are directed to move into and out of UH for the benefit of the government (vacating facilities for renovation, moving into renovated or newly constructed facilities. etc.). Moves to local community are authorized at government expense when:

5.3.2.1. Member is authorized to live off base with single rate BAH regardless of the dormitory utilization rate (paragraph 5.1.3).

5.3.2.2. Member gains a dependent.

5.3.2.3. Member who is an E-4 reaches 3 YOS.

5.3.2.4. Member who was assigned UH as a Priority 1 and is no longer required to reside in UH.

5.3.2.5. Member is assigned to UH as a result of an involuntarily assignment IAW paragraph 4.7.

5.3.2.6. Member is assigned to UH as a result of not getting married (terminated UH IAW paragraph 5.1.3.6).

5.3.2.7. Member is approved to live off base with single rate BAH from the BAH waiting list (paragraph 5.1.2).

5.3.3. UH Manager advises eligible personnel to submit a request for NTS as soon as possible, but no later than 30 days after quarters are assigned.

5.3.3.1. Member must submit an inventory of property to be stored. (T-1) UH Manager only approves items that are not suitable for use in the assigned UH.

5.3.3.2. Members assigned UH as a Priority 3 or 4 are not entitled to government-funded moves, unless the member has been directed to move from one on-base facility to another on-base facility for the convenience of the government. These members are not entitled to NTS.

5.3.3.3. Members assigned as Priority 1 or 2 and continue occupancy as a Priority 3 or 4 with NTS authorized are entitled to continued NTS until termination.

5.3.3.4. E-4s reaching 3 YOS while assigned OCONUS, with HHG in CONUS NTS when required to vacate government quarters, require 12 months or more remaining on their overseas tour at the scheduled arrival date of HHG to be authorized the shipment at government expense.

5.4. Reconnection Fees. Members who are involuntary relocated between government housing and/or local off-base housing are authorized reimbursement for the costs associated with the reconnection of telephone and/or television services (Comptroller General Decision B-187833) to include those services supporting internet connection. This does not apply to members who were assigned as Priority 3 and 4 and who are now required to terminate quarters.

Reimbursements are limited to fees associated with reconnection of the existing service in place at the time relocation was directed. Cable TV/telephone reimbursement authority does not apply to self-help installation of TV dish antenna or cellular telephone service activation. Air Force will not reimburse a member when the Air Force terminates residency as a result of the member not adhering to policy. **(T-1)** To receive reimbursement, military or civilian personnel must:

5.4.1. Forward a reimbursement request through the unit commander, UH Management Section Chief and Housing Manager to the FSO for payment. **(T-1)**

5.4.2. Provide a copy of the special orders or a signed memo directing the move. **(T-1)**

5.4.3. Pay for and then provide a receipt for the cost of reconnecting telephone, and cable television line. **(T-1)**

5.5. Rental Charges:

5.5.1. **Eligible Civilians** . Eligible civilians occupying UH may be required to pay rental charges. This is a reimbursement to the UH O&M account (see **AFI 65-601V1, Chapter 21**).

5.5.1.1. In CONUS, rental charges should be established based on a fair market rental analysis IAW OMB Circular A-45, *Rental and Construction of Government Quarters*.

5.5.1.2. In OCONUS, when required, rental charges are collected as following; .

5.5.1.2.1. For DoD civilian authorized LQA funded with APF, the UH Manager provides formal notification to the servicing CPO and/or the tenant agency so that LQA can be terminated. No further charges are necessary to be paid by the civilian employee or their agency.

5.5.1.2.2. For all other DoD civilians not authorized LQA funded with APF, the UH Manager initiates actions to collect a monthly rental charge based on the established LQA rate of the equivalent grade or a rental rate based on the fair market rental analysis.

5.5.2. **Foreign Military Trainee** (Foreign Military Sales Trainee, International Military Education and Trainee, and Security Assistance Trainee). Personnel may be exempted from payment as specified in the agreement between the United States Government and the Foreign Government.

5.5.3. **Foreign Exchange Personnel in CONUS**. Personnel must pay rent equal to BAH of their equivalent grade. **(T-1)**

5.5.4. **Foreign Liaison Personnel in OCONUS**. Personnel must pay rent equal to OHA of their equivalent grade or may be exempted from payment as specified in the agreement between the United States Government and the Foreign Government. **(T-1)**

5.5.5. DoD-Sponsored Personnel.

5.5.5.1. Non-DoD federal government personnel including Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration are charged a rental rate equal to BAH/OHA/LQA of their equivalent grade.

5.5.5.2. An unaccompanied American Red Cross (ARC) personnel in OCONUS may be assigned UH without charge per Table 5.1 of AFI 32-6001. All other ARC personnel are

eligible on a space available basis and charged a rental rate based on the fair market rental analysis.

5.5.5.3. Other DoD sponsored personnel such as US national bank, contractors, technical representatives, or non-US citizens assigned to OCONUS installations and designated as K&E must pay rental charges based on the fair market rental analysis unless otherwise stated in the contract or agreement with the government. **(T-1)**

5.6. Living Quarters Allowance (LQA). Eligible civilian employees may be authorized LQA funded with APF when in OCONUS and not assigned to government quarters. The UH Management Section Chief provides written notice to the servicing CPO and/or agency when UH is assigned and terminated so that appropriate actions can be taken to start and stop LQA.

5.7. Dislocation Allowance (DLA). DLA may be authorized for members in PCS status to partially reimburse relocation expenses not otherwise reimbursed. Conditions and requirements for payment of DLA are identified in JTR, **Chapter 5**, Parts A and B, Section 10. Members without family members include personnel who have family members but do not relocate them in conjunction with PCS. Personnel may be assigned to government quarters for a period NTE 60 days without impacting their entitlement to DLA. When calculating the 60 days, exclude days the member may be deployed or TDY. In justifiable cases, up to 60 additional days may be authorized by the member's commanding officer for a maximum of 120 days.

5.7.1. DLA entitlement does not exist for members in grades E-4 with 3 or less YOS and below who have been offered permanent quarters, but elect to live off base at their own expense.

5.7.2. Members in grade E-4 with 3 YOS and above who elect to reside off base are eligible to receive DLA, regardless of the availability of quarters and may self-certify their non-occupancy of government quarters.

5.8. Partial Dislocation Allowance (PDLA). PDLA is not authorized for directed moves to and from UH to other UH facilities or off base.

5.9. Temporary Lodging Allowance (TLA). TLA is authorized for members in PCS status in OCONUS to partially reimburse for more than normal expenses associated with residing in TLF. Members must report to UH Manager or housing within 2 working days of arrival on station to determine UH and/or housing availability and process for TLA as required. **(T-1)** Conditions and requirements for payment of TLA are identified in the JTR, **Chapter 9**, Part C.

5.10. Temporary Lodging Expense (TLE). TLE is authorized for members to partially offset the added living expenses incurred within CONUS when it is necessary for the member and/or dependents to occupy TLF due to PCS. TLE is payable for TLF occupied in the old and new PDSs. Conditions and requirements for payment of TLE are identified in the JTR, **Chapter 5**, Part A, Section 9.

5.11. Overseas Housing Allowance (OHA). OHA is authorized for members who live in private housing at their overseas duty station to help offset housing costs to include rent, utility and recurring maintenance expenses, and the Moving-In Housing Allowance (MIHA). The UH Manager completes DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report* and forwards to the FSO as required. Conditions for payment of OHA are identified in the JTR, **Chapter 10**.

5.12. Moving-In Housing Allowance (MIHA). In applicable overseas areas, MIHA is authorized for members to help defray move-in costs associated with residing in privately leased quarters covered under OHA (one-time payment). Conditions for payment of MIHA are identified in the JTR, **Chapter 10**, Part A, Paragraph 10026 and JTR, Appendix N.

5.13. Housekeeping and Custodial Services. All members assigned quarters are responsible for ensuring individual rooms and common areas meet local cleaning standards. Lodging offices may elect to provide this service to members assigned UOQs or UNCOQs for a fee. The UH Management Section should work with lodging to establish a written agreement to meet minimum cleanliness standards and a service charge that is set at the lowest possible rate to cover direct costs and a fair share of the lodging administrative and other indirect costs. Members should work directly with the lodging office to establish the service. The Commanders may make housekeeping service or custodial service a mandatory condition for personnel voluntarily occupying UNCOQs or UOQs.

5.14. Daily Operations. A UH operations PE is established to identify funding requirements for UH management (PE xx553F). This PE includes manpower authorizations (military and civilian, and their training and TDY costs), contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute the provision of government owned, leased, contracted, or privatized unaccompanied housing for permanent party personnel, or designated for either initial military training, or other than initial military training. Functional categories include: UH, including permanent party UH management services; initial issue of furnishings (furniture, appliances, and equipment) for newly constructed and renovated facilities; and management of replacement furnishings (repair, replace, control, moving and handling, inventory, warehousing, and disposal). Excluded are the facilities construction or acquisitions (to include leased or contracted quarters), facilities operations (FO) (includes any administrative costs associated with the management of furnishings operations – see **AFI 31-10140, Programming and Resourcing Appropriated Fund Facilities Operation Requirements**, para 10.1.2.3); facilities sustainment; facilities restoration and modernization; and facilities demolition/disposal, which are reported under separate PEs. For most current list on PEs and additional information, access the **Financial Management Data Quality Service (FMDQS)** web site, <https://fmdd.affsc.af.mil/data-elements/home>, and **Civil Engineer (CE) Portal**, **CE Green Book Playbook** web site, <https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/GreenBook/default.aspx>.

5.14.1. The host installation will budget and fund all PE xx553F requirements, unless determined otherwise by a support agreement between the host and tenant organizations. **(T-1)** All tenant requirements beyond installation responsibility are provided on a reimbursable basis.

5.14.2. The UH Management Section purchases all UH supplies to maintain common areas such as toilet papers and cleaning supplies, i.e., window cleaner, paper towels, vacuum cleaners, wax, and furniture polish. Provide tenant units dormitory supply support consistent with the host dormitories. Provide government provided supply items for individual resident use to include initial issue and replacement linens and light bulbs.

5.14.3. Green procurement is the acquisition of environmentally preferable products and services in accordance with federally-mandated sustainable/green procurement preference programs. Green procurement training is mandatory for anyone who makes purchases or

develops and processes product specification requirements, to include: government purchase card (GPC) holders, resource advisors, contracting officer's representatives (COR)/quality assurance evaluators (QAE), and any individuals responsible for procuring goods and services. The Defense Acquisition University on-line course, **CLC 046 Green Procurement**, (<http://www.dau.mil/default.aspx>) fulfills this requirement.

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(LAKENHEATH)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

5 U.S.C. §552a, *The Privacy Act of 1974*

5 U.S.C. §5911, *Quarters and Facilities*

10 U.S.C. §8013, *Secretary of the Air Force*

10 U.S.C. §2775, *Liability of Members Assigned to Military Housing*

37 U.S.C. §401, *Definitions*

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DoD 4165.63-M, *DoD Housing Management*, 28 October 2010

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DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*, (Date varies by volume/chapter, web site for DoD FMR is located at <http://comptroller.defense.gov/fmr.aspx>)

DoD 7000.14-R, Volume 7A, Appendix C, *Implementing Procedures for Mandatory Electronic Funds Transfer (EFT) of Military Pay*

DoD 7000.14-R, Volume 8, *Civilian Pay Policy*

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Deputy Secretary of Defense Memorandum, *DoD Housing Inspection Standards for Medical Hold and Holdover Personnel*, 18 September 2007

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

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Air Force Dormitory Master Plan

Joint Travel Regulation (JTR), current edition is at the Defense Travel Management Office web site: <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Air Force Unaccompanied Housing Design Guide, located in the CE Portal, Housing Program Group (Policy & Standards) web site,

<https://cs1.eis.af.mil/sites/ceportal/ProgramGroups/Housing/Pages/PolicyandStandards.asp>
X

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Prescribed Forms

AF Form 291, *Unaccompanied Quarters Assignment-Termination Record*

Adopted Forms

AF Form 150, *Drayage/Storage Authorization - Government Quarters*

(Added-LAKENHEATH) 3AF Form 435, USAFE Driving/Fuel Permit UK

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

(Added-LAKENHEATH) AF Form 332, Base Civil Engineer Work Request

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

(Added-LAKENHEATH) AF Form 75, Visitor/Vehicle Pass

AF Form 847, *Recommendation for Change of Publication*

AF Form 1219, *BCE Multi-Craft Job Order*

AF Form 1373, *MPO Document Control Log-Transmittal*

AF Form 2096, *Classification/On-The-Job-Training Action*

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

DD Form 1746, *Application for Assignment to Housing*

DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report*

Abbreviations and Acronyms

ADL—Airman dorm leader

AF/A4C—Deputy Chief of Staff, Logistics, Installations and Mission Support, Director of Civil Engineers

AF/A4CF—Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Civil Engineers, Facilities, Environment & Energy Division

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force specialty code

ANG—Air National Guard

APF—appropriated funds

ARC—American Red Cross

AWOL—absent without leave

BAH—basic allowance for housing
BAH-DIFF—BAH differential
BCE—base civil engineer
BMT—basic military trainee
CES—civil engineer squadron
CCM—command chief master sergeant
COM—change of occupancy maintenance
CONUS—continental United States
CPO—civilian personnel office
CQ—charge of quarters
CSAF—Chief of Staff of the Air Force
DD—Department of Defense (as used on forms)
DLA—dislocation allowance
DMP—Dormitory Master Plan
DoD—Department of Defense
DoS—Department of State
DRU—direct reporting unit
FH—family housing
FMS—Furnishings Management Section
FO—facility operations
FOA—field operating agency
FP—force protection
FSO—financial services office (or officer)
HHG—household goods
HRMA—housing requirements and market analysis
(Added-LAKENHEATH) HVAC—Heating, Ventilation, and Air Conditioning
IAW—in accordance with
JTR—Joint Travel Regulations (Uniformed Service Members and DoD Civilian Employees)
JQS—Job Qualification Standard
K&E—key and essential
LQA—living quarters allowance
M&R—maintenance and repair

MAJCOM—major command

MIHA—moving-in housing allowance

MILCON—military construction

NAF—nonappropriated funds

NCO—noncommissioned officer

NPS—non-prior service

NTS—nontemporary storage

O&M—operation and maintenance

OCONUS—outside the continental United States

OHA—Overseas housing allowance

OPR—office of primary responsibility

OSI—Office of Special Investigation

OTS—Officer Training School

(Added-LAKENHEATH) PA—Privacy Act

PCS—permanent change of station

PDLA—partial dislocation allowance

PDS—permanent duty station

PE—program element

QIC—Quarters Improvement Committee

QIP—Quarters Improvement Plan

QoL—quality of life

RDS—Records Disposition Schedule

(Added-LAKENHEATH) RDS—Records Distribution Schedule

ROS—report of survey

ROTC—Reserve Officer Training Corps

SAF/IEE—Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure

SAT—security assistance training (personnel)

SDI—special duty identifier

SECAF—Secretary of the Air Force

TDY—temporary duty

TLA—temporary lodging allowance

TLE—temporary lodging expense

TLF—temporary lodging facility

UCMJ—Uniform Code of Military Justice

UH—unaccompanied housing

UHO—unaccompanied housing operation

(Added-LAKENHEATH) UL—Underwriters Laboratories

UNCOQ—unaccompanied noncommissioned officer quarters

UOQ—unaccompanied officer quarters

U.S.C—United States Code

VQ—visitor quarters

YOS—years of service

Terms

Abuse—Deliberate unauthorized use of government property or willful misconduct (damage).

Air Force Dormitory Master Plan (DMP)—Air Force-wide analysis of UH leading to a comprehensive investment plan for programming future year UH projects.

Airmen Dorm Leader (ADL)—Military or civilian employee who manages the day-to-day operations of permanent party unaccompanied housing facilities, with duties that include facility management, developing and managing budgets and program financials, mentoring residents and assessing good order, and advising Commanders as appropriate. Typically, possesses SDI 8H000, *Airmen Dorm Leader*. Refer to AFPC/Air Force Enlisted Classification Directory for full duties and responsibilities, special duty qualifications, and the Air Force Job Qualification Standard for job proficiency standards.

Airmen training complex—UH facility designed and constructed for use by BMTs during their basic indoctrination into the Air Force.

Basic allowance for housing (BAH)—Housing allowance entitled to military members by law according to pay grade and geographical location, categorized as follows:

With dependent rate—An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.

Without dependent rate—An allowance given members without dependents to defray the cost of housing when government quarters are not available.

Partial BAH—An allowance given to members without dependents who are assigned to single type quarters and is otherwise not entitled to receive a BAH are entitled to partial BAH at the rates provided on <http://www.defensetravel.dod.mil/site/bah.cfm> under ‘Non-Locality Rates’. A member without dependents is not entitled to Partial BAH when assigned to government leased quarters or family government quarters that have been converted to single government quarters.

Differential (BAH DIFF) rate—Beginning 1 January 2006, member paying child support for dependents living elsewhere receives BAH at the with-dependent rate. Single members who pay

child support and reside in UH continue to receive the difference between BAH at the with-dependent and without-dependent rate (BAH-DIFF).

Change in use—Permanent changes in use of government facilities that change the category code on real property inventory. Temporary changes in use are changes for less than three years, but that do not change the category code on real property inventory.

Change of occupancy maintenance (COM)—Maintenance and repair in rooms when occupancy changes. COM includes interior painting; repairing floors, walls, and ceiling finishes; repairing electrical and plumbing fixtures, and cleaning, as needed.

Civilian employee—U.S. civilian federal employee paid from DoD APF or nonappropriated funds.

Commuting distance—Distance from the installation that can normally be traveled by a person during rush hour traffic (one way) in either 60 minutes or 20 miles or within other limits to satisfy mission requirements.

CONUS (Continental United States)—Designation for locations within the 48 contiguous states and the District of Columbia.

Dependent—Sponsor's spouse, unmarried child, or parent who qualifies the sponsor for dependent-rate housing allowances. 37 U.S.C. §401 defines dependent, child, and parent for the purposes of allowances. For the purposes of housing management (except as otherwise stated), dependent is further defined to exclude non-custodial dependents. Dependent also includes the authorized non-medical attendants of medical hold or holdover Service members. Non-medical attendants may be the Service member's parent, guardian, or another adult (18 years or older).

Dislocation allowance (DLA)—An amount of money equal to two months BAH at the rate set for a member's grade and family member status. Authorized when a member is not assigned to government quarters for a period NTE 60 days.

Diversions—Temporary use of government facilities for other than designated use that does not change category code on real property inventory (e.g., temporary change of a FH unit to a UH unit to accommodate a pregnant member before the birth of her child, without removing the unit from real property records).

Dormitory—UH facility constructed and designated for use by permanent party E-1 through E-3 and E-4 with less than three YOS.

Dorms-4-Airmen (D4A)—Includes.

Dorms-4-Airmen (New Construction) or "D4A-N"—UH facility configuration that provides a module with four separate living/bedroom areas with private bathrooms and a shared area that include socialization, kitchen, laundry, and utility space.

Dorms-4-Airmen (Renovation) or "D4A-R"—UH facility configuration that provides a module with up to four separate living/bedroom areas with private bathrooms and a shared area that include socialization, kitchen, laundry, and utility space. The two, three, or four-room modules are developed for a cost effective solution based on the existing building and module configuration.

Eligible civilian employee—includes:

CONUS—A U.S. civilian incumbent of a designated K&E position required to reside on the installation as a condition of employment.

OCONUS—A U.S. civilian employee recruited from CONUS on a transportation agreement (or recruited locally under an employment agreement) entitled to travel or return to CONUS at government expense and is: (1) authorized to be assigned to UH according to [Chapter 4](#); and (2) authorized civilian LQA or NAF employee authorized housing.

Excess housing—Adequate housing that is within established HRMA requirements but is not immediately needed (no one is on waiting list) for personnel assigned or attached to the installation for housing support.

First sergeant rooms—Designated permanent party UH rooms, diverted for use by first sergeants or squadron commanders to provide temporary accommodations to a member involved in extraordinary situations (such as domestic altercations) for a total period NTE 72 hours.

Foreign exchange personnel—Military or civilian official of a foreign government (DoD equivalent) assigned to a DoD component IAW the terms of an exchange agreement who perform official duties for the DoD component (DoDD 5230.20, *Visits and Assignments of Foreign Nationals*).

Foreign military personnel—Non-U.S. military personnel assigned to a tour of duty to a U.S. government installation or unit.

Foreign military trainee—Foreign personnel receiving training from the U.S. military under foreign military sales, international military education and training, and similar security assistance trainee programs.

Furnishings management program—Furnishings management program provides appropriated funded furniture and appliances for dormitories, UNCOQs, and UOQs.

Government quarters—FH and UH units that DoD owns, leases, obtains by permit, or otherwise acquires.

Gross negligence—Extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and is accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequence of that act.

Hardship—Unique and unusual circumstances that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

Hospitality rooms—Permanent party UH rooms, diverted for use as temporary accommodations for unaccompanied eligible personnel arriving and departing the installation during non-duty hours.

Inadequate quarters—Quarters that do not meet minimum adequacy standards.

Installation Commander—Senior commander at an installation responsible for all housing at the installation, referred to herein as the “Commander.”

Involuntarily separated personnel—Service member who has family members but qualifies for occupancy of UH because either or both of the following apply: FH is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in

CONUS, Alaska, or Hawaii where dependents are not authorized or delayed arrival of dependents is required.

Job Qualification Standard (JQS) (8H000)—Record of tasks knowledge, technical references, and proficiency codes used to indicate training information and certification for on-the-job training.

Key and essential (K&E) personnel—Military and civilian personnel required by the commander to reside on the installation because of military necessity and operational considerations.

Liability—Responsible or answerable for the loss, damage, or destruction of government property.

Living quarters allowance (LQA)—Allowance paid to eligible civilian employees for allowable costs of off-base quarters in overseas areas when adequate government quarters are not assigned or made available.

Lodging—Temporary visitor quarters (VQ) for travelers, which includes visiting officer quarters, visiting Airmen quarters, and TLF.

Military necessity—Military considerations that, in the judgment of the Commander, require an individual to live in government-owned or controlled quarters for completion of essential duties that cannot be deferred or scheduled for normal duty hours. When military necessity is invoked by the Commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity must be specified. **(T-1)** Conservation of BAH or other funds is not a basis for a determination of military necessity.

Morale visits—A visit to the dorms by installation leadership to enhance quality of life and to improve morale of residents. Morale visits are not dormitory inspections.

Moving in housing allowance (MIHA)—Allowance in applicable overseas areas to help members defray move-in costs associated with residing in privately leased quarters covered under OHA.

Negligence—Failure to act as a reasonably prudent person would act under similar circumstances. Failure to comply with existing laws or regulations may be considered as evidence of negligence.

Non foreign OCONUS—The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

Overseas (or outside the) continental United States (OCONUS)—Locations outside CONUS.

Overseas housing allowance (OHA)—Allowance in addition to BAH for members who live in private housing at their overseas duty station (except for Alaska and Hawaii) to help offset housing costs to include rent, utility, and recurring maintenance expenses and MIHA.

Pipeline dormitory—A facility specifically constructed and designated for use by non-prior service members attending technical training school (Category Code 721-313).

Pipeline Student—Synonymous with non-prior service (NPS) student.

Permanent change of station (PCS)—Relocation due to change in duty station.

Permanent duty station (PDS)—Location of official permanent duty assignment.

Permanent party personnel—Personnel assigned or attached to an installation in a PCS status.

Report of survey (ROS)—Official report of facts and circumstances supporting an assessment of financial liability for the loss, damage, or destruction of Air Force-controlled property. It serves as the basis for a government claim for restitution for the loss or damage against a person, state, territory, or activity.

Seniority—Relative position of members, based on grade, date of rank, length of service, and date of birth.

Space available—Designation for unmarried E-4s with three YOS and above personnel (including officers) and unaccompanied personnel (including officers) who are voluntarily separated. UH is not programmed for this category; however, excess rooms may be assigned to space available individuals on a voluntary basis.

Space required—Designation for unaccompanied personnel in grades E-1 to E-3 and E-4 with less than three YOS, unaccompanied members in all grades considered Priority 1, unaccompanied members in all grades assigned to dependent restricted area and E-4s with more than three YOS and above (includes officers) who have been approved as part of the requirements in a constrained housing location. UH is programmed to house all space-required personnel on base.

Student housing (pipeline)—Housing for NPS students directly out of basic training in an initial skills formal course. Term is synonymous with pipeline dormitory.

Surplus UH—UH in excess of the requirements as defined by the HRMA.

Technical training student—Members who have completed BMT, are enrolled in primary AFSC award training or follow-on specialized training and have not reported to their first PDS.

Temporary lodging allowance (TLA)—Allowance for members in PCS status in OCONUS to partially reimburse for more than normal expenses associated with residing in TLF.

Temporary living expense (TLE)—Allowance for members to partially offset the added living expenses incurred within CONUS when it is necessary for the member and/or dependents to occupy TLF due to PCS.

Unaccompanied housing (UH)—Housing assets (owned or leased) constructed or designated for use by unaccompanied permanent party personnel, including dormitories, UNCOQs, and UOQs.

Unaccompanied Housing (UH) Management Section Chief—Military or civilian member who is identified as the senior UH Manager responsible for all UH management activities within the UH Management Section.

Unaccompanied Housing (UH) Manager—Military and civilian personnel who perform all tasks associated with the management of UH.

Unaccompanied Housing (UH) Superintendent—Synonymous with UH Management Section Chief.

Unaccompanied noncommissioned officer quarters (UNCOQ)—Housing assets (owned or leased) designated for use by permanent party unaccompanied personnel, E-4 with three YOS through E-9.

Unaccompanied officer quarters (UOQ)—Housing assets (owned or leased) designated for use by permanent party unaccompanied personnel, O-1 through O-10.

Unaccompanied personnel—Unmarried military member not authorized with-dependent BAH; member married to another military member, with no dependent, and *not* assigned to the same or adjacent installation (within the local commuting area); and married personnel authorized with-dependent BAH but voluntarily separated (includes unaccompanied civilians).

Unit—Synonymous with squadron.

Unit integrity—Concept of designating rooms in the same dormitory facility, on the same wing or floor, and assembled together in a facility for the exclusive use of a specific group. In instances where space is not available in one dormitory for an individual group, the additional required rooms should be assembled together in the nearest dormitory possible. Focus to the extent possible will remain on the squadron level, but assignment at the group level complies with unit integrity policies and principles.

Voluntarily Separated—Member, for whom FH would otherwise be programmable, elected for any reason not to be accompanied by dependents.

Willful misconduct—Intentional damage, destruction, or loss of government property.

Attachment 2**SAMPLE CHECKLISTS/INSTRUCTIONS****Figure A2.1. Sample Checklists/Instructions**

Following sample checklists/instructions are located in the **CE Portal, Housing Program Group** web site (Document Library) at:

<https://cs1.eis.af.mil/sites/ceportal/ProgramGroups/Housing/Pages/PolicyandStandards.aspx>

Sample Unaccompanied Housing (UH) Cleaning Standards Sample Checklist

Sample Change of Occupancy Maintenance (COM) Checklist

Sample Bay Orderly Checklist

Sample Unaccompanied Housing (UH) Room Condition Checklist

Sample Unaccompanied Housing (UH) Resident Brochure

Enterprise Military Housing (eMH) Business Rules

AF Manpower Standard (AFMS) 44EH, Housing Flight

AF Manpower Standard (AFMS) 44EH0P, Housing Flight (With Privatized Housing)