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This instruction supplements Department of Defense Manual (DoDM) 4165.63, *DoD Housing Management*, September 1993, and implements Air Force Policy Directive (AFPD) 32-60, *Housing*. It provides guidance for establishing and operating a government-controlled family housing (FH) program. This instruction applies to all major commands (MAJCOM) and installations including the Air National Guard (ANG) in Title 10 United States Code (U.S.C.) status and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created because of prescribed processes in Air Force Records Information Management System (AFRIMS) (**https://afrims.amc.af.mil**), Air Force Records Disposition Schedule, Series 32, Civil Engineering, Table T32-19, Housing Records. If there is any conflict between statements in this Air Force Instruction (AFI) and AFRIMS regarding retention of records, AFRIMS

applies. 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 U.S.C., 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. Forms affected by the PA have an appropriate PA statement. System of records notice F032 AF CE C, *Base Housing Management* (June 11, 1997, 62 FR 31793) applies. Refer to related guidance in AFI 32-6003, General Officer Quarters; AFI 32-6004, Furnishings Management; AFI 32-6005, Unaccompanied Housing Management, and AFI 32-6007, Privatized Family Housing.

(VANCEAFB) This supplement implements and extends the guidance within Department of Defense Manual (DoDM) 4165.63, DoD Housing Management, September 1993, Air Force Policy Directive (AFPD) 32-60, Housing, 16 September 2005, and Air Force Instruction (AFI) 32-6001, Family Housing Management, 21 August 2012, Incorporating Change 4, 2 August 2012. It provides a listing of all key and essential positions for the 71st Flying Training Wing (71 FTW) and designated housing units for Vance Air Force Base (Vance AFB) privatized housing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) AF Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the Vance AFB Publications and Forms Manager. AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

This IC complies with JFTR1010 (PDTATAC coordination #RR080925). This interim change revises AFI 32- 6001 by (1) clarifying rental charges for civilian employees assigned and occupying government-managed housing, (2) clarifying **Table 3.1**—Housing Eligibility Criteria, (3) clarifying sort order for the prestige housing waiting list, (4) adding new policy to give the surviving military spouse of a deceased military member the same housing retention as other surviving spouses, (5) adding new authorization for local moves for Armed Forces members or dependents forced to move from a private rental dwelling because property owner is under foreclosure action, (6) updating **Table 5.1** to remove the American Red Cross position from closed Lajes Field, (7) revising **Table 5.2**—Housing Categories for Civilian Assignment, to add NSPS personnel, (8) identifying household goods (HHG) permissible for nontemporary storage (NTS), (9) adding new **Table 11.1**—GPM- PDLA-NTS Eligibility Reference Guide with changes, and (10) renumbering paragraphs affected by this IC.

(VANCEAFB) This supplement has been revised and should be reviewed in its entirety. Changes include the process for waivers to Key and Essential (K&E) requirement to reside on base and the process for changing the K&E list.

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Chapter 1

RESPONSIBILITIES

1.1. Overview. This chapter defines responsibilities for managing Air Force family housing (FH) programs to ensure personnel and their families and eligible civilians have access to excellent housing facilities and services generally reflecting contemporary living standards. Coordinate supplements to this AFI with HQ USAF/A7CH, through the MAJCOM, except supplements identifying key and essential (K&E) positions and personal preference housing options. Responsibilities may be further delegated unless stated otherwise in this AFI.

1.2. Deputy Assistant Secretary of the Air Force, Installations, Environment and Logistics (SAF/ IE). SAF/IE establishes housing policy, provides broad policy and performance oversight and is the principal representative and advocate with the Office of the Secretary of Defense (OSD), federal agencies and Congress. SAF/IE is the approval authority to dispose of buildings and facilities on nonexcess land when the estimated value of the building or facility does not exceed $750,000.

1.3. Deputy Chief of Staff, Logistics, Installations and Mission Support, The Civil Engineer (HQ USAF/A7C). HQ USAF/A7C develops and executes FH programs.

1.4. Deputy Chief of Staff, Logistics, Installations and Mission Support, Office of the Civil Engineer, Housing Division (HQ USAF/A7CH). HQ USAF/A7CH formulates housing policy and procedures and provides guidance on the following:

1.4.1. Determines who may live in FH.

1.4.2. Establishes procedures to assign and terminate FH.

1.4.3. Develops standards for maintaining houses.

1.4.4. Determines construction and improvement requirements.

1.4.5. Establishes reporting requirements associated with FH utilization.

1.4.6. Validates and provides leasing authority to MAJCOMs. Forwards waivers to exceed square footage limitations for leased housing to HQ USAF/A7C for approval.

1.4.7. Forwards case files of substantiated discrimination complaints to the HQ USAF Office of the Judge Advocate (JA) for review and determination of legal sufficiency.

1.5. Major Commands (MAJCOM). MAJCOMs identify facility requirements, and establish and execute FH programs. MAJCOM commanders have the responsibility and authority to implement AF policy, to delegate or retain waiver authority, and unless otherwise stated in this AFI, may determine the level of delegated approval authority. MAJCOM commanders have responsibility and approval authority for:

1.5.1. FH retention beyond 60 days after retirement or separation. Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.2. Establishing additional command positions. Authority may not be delegated below MAJCOM Civil Engineer.

1.5.3. Holding designated housing more than 90 days for incumbents of K&E and Command positions (AFI 32-6003 and DoDD 1100.12, *Authority for Establishing Special Command Positions)*. Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.4. Certifying installation economic analyses (EA). Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.5. Exceptions to house contractor employees, technical representatives and bank employees. Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.6. Installation Family Housing Master Plan (IFHMP). Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.7. Reviewing, coordinating MAJCOM legal review and forwarding substantiated discrimination case files to HQ USAF/A7CH within 20 days from the date a case is forwarded from the installation.

1.5.8. Grounds maintenance waivers. Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.9. Mandatory housing at foreign OCONUS locations.

1.5.10. Disposition of buildings and facilities on nonexcess land with an estimated value not to exceed $25,000. Authority may not be delegated below the MAJCOM Civil Engineer.

1.5.11. Diversions (temporary change in use for up to 3 years) for nonsurplus units to unaccompanied housing (UH). Authority may be delegated to the installation commander.

1.5.12. Reviewing quarterly *MFH Occupancy and Utilization Report* for each installation and forwarding to HQ AF/A7CAH.

1.6. Installation Commander. The installation commander (referred to herein as "Commander") is responsible for housing programs and has broad authority to plan, program and determine the best use of installation resources. Commanders use this instruction to manage and administer FH facilities and mobile home spaces under their control or jurisdiction but may not exercise this authority to make decisions about their own housing unit or the unit of a person senior in rank. Commanders may delegate approval and disapproval authority unless otherwise stated in this AFI:

1.6.1. Rely on the local community first to provide housing for DoD families assigned to AF installations.

1.6.2. Maintain 98 percent occupancy rate as a goal for FH.

1.6.3. Determine if a base supplement to this instruction is required.

1.6.4. Review and approve Housing Flight annual redistribution surveys.

1.6.5. Determine K&E positions and military necessity for K&E and command personnel to reside on the installation.

1.6.6. Direct government-funded moves for reasons of military necessity.

1.6.7. Decide whether to permit personal preference options.

1.6.8. Authorize inquiry into allegations of housing discrimination against applicants for community housing, render the determination of discrimination and impose restrictive sanctions for validated complaints. This responsibility may not be delegated.

1.6.9. Approve and disapprove the following: (***Note:*** Commanders may delegate approval and disapproval authority unless otherwise stated.)

1.6.9.1. FH retention and termination requests. Disapproval authority may be delegated no lower than the mission support group or an equivalent-level commander.

1.6.9.2. Hardship waiver requests. Disapproval may not be delegated.

1.6.9.3. Waivers to 1-year mandatory residency requirement.

1.6.9.4. Involuntary relocations.

1.6.9.5. Requests for commercial activities in FH.

1.6.9.6. Reapplication to FH for evicted members.

1.6.9.7. Permanent redistribution of FH.

1.6.9.8. Exceptions to 30-day limit of social visits in FH.

1.6.9.9. Installation Family Housing Master Plan (IFHMP).

1.6.9.10. Requirement to replace carpeting in FH (non-GOQs) in less than 7 years.

1.6.9.11. Live-in childcare provider. Approval authority may not be delegated below the Mission Support Group Commander or equivalent.

1.7. Base Civil Engineer (BCE). The BCE ensures availability of sufficient resources to manage, maintain and improve FH assets. Approval may be further delegated unless otherwise stated. The BCE:

1.7.1. Ensures full implementation and use of the Automated Civil Engineer System-Housing Management (ACES-HM) for managing overall housing information and the Automated Housing Referral Network (AHRN), where available, as the single repository for rental listings in managing the Referral and Relocation Assistance Program.

1.7.2. Fills FH position authorizations promptly.

1.7.3. Ensures adequate material support for maintenance and self-help.

1.7.4. Ensures compliance with AF standards.

1.7.5. Identifies budget requirements and obtains program-level funding for required maintenance and improvement projects.

1.7.6. Certifies carpet meets AF standards and that requirement for replacing carpet newer than 7 years is necessary.

1.7.7. Keeps records of construction and improvements costs for government-owned mobile home parks (MHP).

1.8. Housing Flight Chief. The Housing Flight Chief administers the Air Force Housing Program, serves as the Air Force property manager for government-owned housing and ensures

DoD personnel and their families receive equal housing opportunities regardless of race, color, religion, national origin, gender, familial status or handicap. The Housing Flight Chief:

1.8.1. Provides quality housing referral and relocation services and works with government agencies, public utilities, civic organizations and community leaders to provide adequate community housing assets.

1.8.2. Is a member of the installation Community Action Information Board (CAIB).

1.8.3. Helps eligible DoD personnel find adequate community housing that meets AF standards.

1.8.4. Inquires into allegations of housing discrimination against applicants for community housing and recommends action to the Commander (**Attachment 3**).

1.8.5. Manages FH assets and MHP spaces.

1.8.6. Identifies, and requests adequate funding, for maintenance requirements.

1.8.7. Mediates community housing complaints.

1.8.8. Briefs residents on DoD and Air Force FH management standards regarding tenant liability, resident responsibilities for cleaning, and for maintenance and repair (M&R) of their unit.

1.8.9. Initiates remedial action against member when damage occurs to FH as a result of negligence or abuse.

1.8.10. Conducts initial, pretermination and final management and resident inspections.

1.8.11. Prepares AF Information Management Tool (IMT) 594, **Application and Authorization to Start, Stop or Change Basic Allowance for Housing (BAH) or Dependency Redetermination**, to notify the financial services office (FSO) and to verify that member's housing status has changed.

1.8.12. Quarterly, reconciles with FSO the current listing of members residing in government-controlled FH.

1.8.13. Coordinates with other base agencies to meet housing objectives.

1.8.14. Assists the U.S. Army Corps of Engineers (USACE) in administering the Homeowners Assistance Program (HAP).

1.8.15. Participates in the development of the Housing Requirements and Market Analysis (HRMA), Housing Community Profile (HCP) and IFHMP (AFI 32-6002, *Family Housing Planning, Programming, Design and Construction).*

1.8.16. Monitors planning and programming and manages programs to replace, improve, operate, maintain, repair and lease FH.

1.8.17. Performs annual assessment (in January) of FH distribution to determine if housing is equitably distributed among eligible members.

1.8.18. Briefs incoming personnel at the installation newcomer orientation on community housing, privatized housing, and government FH availability and related support programs.

1.8.19. Validates work requirements generated through housing-monitored maintenance programs, including purchases made with the Government-Wide Purchase Card (GPC) (AFI 64-117, *Government-Wide Purchase Card Program*).

1.8.20. Approves FH retention and termination if authority is delegated to the Housing Flight Chief.

1.8.21. Recommends approval or disapproval of hardship requests and forward to the Installation Commander for approval.

1.8.22. Budgets, controls and authorizes expenditures for the FH program.

1.8.23. Budgets, controls and authorizes expenditures for drayage and storage of household goods (HHG), Furnishings Management Office (FMO) requirements and nonsurplus FH diverted to UH.

1.8.24. Develops an installation-specific housing brochure using the HQ USAF/A7CH format, available on the Air Force Civil Engineer Service Agency (AFCESA) website **https://wwwmil.afcesa.af.mil/directorate/ceo/automation/acesweb/housingipt.htm**.

1.8.25. Recommends personal preference housing options for Commander approval.

1.8.26. Monitors advertising of housing rental or for-sale property appearing in official and unofficial installation media.

1.8.27. Monitors statutory and minor alteration limitations to ensure compliance.

1.8.28. Validates/certifies Living Quarters Allowance (LQA), Temporary Lodging Allowance (TLA), Temporary Lodging Expense (TLE), Overseas Housing Allowance (OHA), Moving In Housing Allowance (MIHA) and Partial Dislocation Allowance (PDLA) entitlements.

1.8.29. Fully discloses environmental hazards to housing residents and refers potential safety and health issues to appropriate installation agencies; distributes information about environmental hazards identified by the BCE.

1.8.30. Responds to occupant complaints of environmental hazards. Refer occupants with health complaints related to FH to their medical provider.

1.8.31. Completes the annual BAH data collection survey.

1.8.32. Coordinates the self- help store operations.

1.8.33. Develops and administers a quality assurance (QA) program to promote data integrity and employs best practices to ensure timely and accurate information is maintained in ACES-HM.

1.8.34. Ensures utilization of AF-endorsed housing management software systems.

1.8.35. Ensures acknowledgement of advance applications.

1.8.36. Coordinates on requests to establish additional Command Chief Master Sergeant (CCM) prestige housing.

1.8.37. Informs residents of their responsibility for routine maintenance, grounds care, minor repair and housekeeping. Explains to resident they are responsible for loss and damage to assigned FH unit, equipment and government-provided furnishings caused by the abuse or

negligence of the member, dependents and guests and by pet damage; and for failure to clean an assigned unit satisfactorily upon termination.

1.8.38. Quarterly, reviews and submits to the MAJCOM an ACES generated FH Occupancy and Utilization report when government-controlled FH exists at the installation.

Chapter 2

POLICY – GENERAL

2.1. Family Housing (FH) Policy Overview. Rely on the community first to provide adequate and affordable FH. When a shortage of housing exists in the community, as determined by the HRMA, provide adequate government housing, giving priority to personnel who must live on the installation for military necessity. Use 98 percent as a goal for measuring occupancy of existing assets and determine management actions when occupancy fails to meet that goal. Mandatory housing is allowed only in foreign OCONUS locations under certain conditions (**paragraph 4.7**). ***Note:*** The terms *dependent* and *family member* are synonymous.

2.2. Status of Forces Agreement (SOFA). The SOFA between the United States and foreign governments takes precedence over AF housing policy.

2.3. Equal Opportunity in Housing. Provide FH to eligible personnel of all Services without regard to race, color, religion, sex, familial status, handicap or national origin.

2.4. Leasing and Subleasing. Leasing or subleasing of FH is not authorized (Comptroller General (CG) Decision B-140917 and 39 CG Decision 401).

2.5. Independent Duty (ID) Personnel. The Air Force provides housing for ID personnel on the same basis as other active duty military personnel (Priority 2). Installations plan and program adequate housing to support active duty military families; therefore, it is critical to ensure accurate ID populations are included in the manpower and requirements data provided in the HRMA.

2.6. Support Agreements. A host-tenant support agreement may be established between Air Force commands, organizations, units or elements and between an AF organization and another Military Service (Interservice Support Agreement) or another federal agency (Interagency Support Agreement). The Commander may authorize personnel covered in the interservice or interagency support agreement (ISA) to live in Air Force-controlled housing on the same basis as AF members. Follow procedures in AFI 25-201, Support Agreements Procedures and DoD Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support, for agreements with non-AF Services and agencies. The Air Force Office of Regional Issues (HQ USAF/A5XX) is the approval authority for agreements with another country.

2.7. Air Force Standardized Housing Brochure. Provide an installation-specific housing brochure to housing residents upon assignment. Brief residents of their responsibility for such routine maintenance, minor repair, operation and housekeeping typically expected of tenants in similar community housing. See **paragraph 6.6** for resident responsibilities to be briefed at the initial, preterm and final inspections, responsibilities for routine M&R during occupancy and for departure cleaning. See the following AFC- ESA website for format and content of the Brochure.
http://www.afcesa.af.mil/userdocuments/publications/miscellaneous/ceo/ceok/housingbrochuretemplate.pdf.

2.8. Resident Liability. Military and civilian residents are held liable for loss and damage to their assigned FH unit, including equipment, furnishings, grounds and exterior facilities in their area of responsibility caused by the abuse or negligence of the member, dependents, guests and

pets, and for failure to clean an assigned unit satisfactorily upon termination (10 U.S.C. 2775 and DoD Regulation (DoDR) 7000.14).

2.8.1. At the time of assignment, inform residents of the FH unit replacement cost, recommend renters insurance and explain that when liability is determined, residents are required to pay for damages (**paragraph 6.6.2**).

2.8.2. Include a resident liability clause in every housing maintenance contract that requires the contractor to report suspected resident abuse or negligence when observed.

2.8.3. The Housing Flight makes the initial determination whether or not the resident is responsible for the abuse or negligence, informs the resident of their liability and ensures the cost of damage is collected.

2.8.4. Liability is determined in accordance with (IAW) 10 U.S.C. 2775 and AFMAN 23-220, *Reports of Survey for Air Force Property*. AFMAN 23-220 requires the Air Force to investigate and report damages or losses to government-owned housing of $500 or more. The Commander may, however, initiate an ROS for damages or losses under $500 as appropriate for the circumstances.

2.8.5. The ROS process may be disregarded when the value is less than $500 and the member is willing to pay for the damage. If the resident does not pay voluntarily, the Housing Flight requests a Report of Survey (ROS).

2.8.6. With approval of the Housing Flight, the resident may repair the damage, pay a commercial contractor to repair the damage or allow the housing maintenance contractor to repair the damage and reimburse the government. In any case, the repair must have government approval before the inspector clears the member from FH.

2.8.7. For abandoned units, arrange for a commercial contractor to clean and repair occupant damages and seek reimbursement from the member using DD Form 139, **Pay Adjustment Authorization**.

2.8.8. Authority to deduct the cost of FH damage from the civilian employee pay is in DoDR 7000.14, *Financial Management Regulations*, Chapter 8.

2.8.9. Credit money collected for loss, damage to or cleaning FH to the installation MFH Operations and Maintenance (O&M) account. The Housing Flight monitors collection of damage assessments.

2.9. Insurance and Reimbursement Claims Against the Government. The government does not provide personal property or liability insurance for residents. Recommend to residents that they secure adequate insurance coverage for their needs. The installation legal office considers claims for reimbursement of personal property at a depreciated amount when FH is damaged through no fault of the resident. Advise the resident to seek further assistance from the installation Judge Advocate (JA), if specialized advice is required.

2.10. Privately Owned Firearms. Residents must comply with AFI 31-101, *The Air Force Installation Security Program (FOUO)* and other installation firearms policy.

2.11. Social Visits. FH units are appropriated for use as single-family dwellings and may not be jointly occupied by more than one family. If defined as a dependent (**Attachment 1**), a relative of the member or spouse is not considered a social visitor, regardless of the length of stay.

2.11.1. Bonafide social visits of 30 days or less do not constitute joint assignment of FH.

2.11.2. Social visits of military personnel assigned to the installation and civilians residing outside the commuting area are limited to 30 days, and those residing within the commuting area are limited to 2 days. The Commander may authorize extension to the 30 days. Personnel authorized BAH or LQA who visit more than 30 days forfeit BAH and LQA.

2.12. Live-in Childcare Provider (Nanny): FH residents may employ a live-in childcare provider with approval of the Commander. In coordination with the installation JA and Security Forces (SF), the Housing Flight develops a standardized installation template for members to use in requesting a live-in child- care provider. The Housing Flight forwards requests meeting the following criteria to the Commander for approval:

2.12.1. Resident has dependent child, infant through high school age, residing in household.

2.12.2. Nanny's family status and relationship to member are identified.

2.12.3. Nanny will reside in FH, unaccompanied.

2.12.4. Private bedroom is available for nanny IAW this AFI and adherence to **Table 4.3**.

2.12.5. Request meets installation the JA legal requirements for federal, state and local domestic employment laws and contracts, host nation provisions and SF security requirements for background checks, base entry and access to facilities. ***NOTE:*** Approval of a live-in childcare provider does not imply entitlement to benefits or privileges to which nonfamily members are not otherwise entitled nor does approval represent a FH bedroom requirement.

2.13. Commercial Activity in Family Housing (FH). Limited commercial activity that can be properly carried out from a FH unit is allowed. Commercial activity is defined as a business enterprise conducted for profit by family members assigned to a FH unit (DoDM 4165.63).

2.13.1. Activities may involve direct sales of products, minor repair service on small items, incidental services, tutoring and limited manufacture of items.

2.13.2. Sale of specific brand name merchandise not available in military exchanges is not construed as competition with installation officially sanctioned commerce.

2.13.3. The member submits a written request to conduct commercial activity in assigned FH to the Housing Flight Chief. The Housing Flight Chief forwards request to the Commander for approval. Approval is required before business start-up.

2.13.4. The following policies apply:

2.13.4.1. Commercial activity may not be authorized or continued at the expense of community tranquility, safety or the installation mission.

2.13.4.2. Local government licensing requirements, agreements, host nation business practices and advertising practices are taken into account as each request is considered. The member is responsible for obtaining necessary licenses.

2.13.5. Childcare in FH units is a unique category of commercial activity and is governed by AFI 34-276, *Family Child Care Programs* (**paragraph 2.17**).

2.13.6. The resident may request minor self-help modifications to FH unit to facilitate commercial activity. If approved, the resident follows self-help guidelines, complies with electrical and fire safety codes, pays for the modification and restores the FH unit to its original configuration upon departing the installation.

2.13.7. DoDR 5500.7, *Joint Ethics Regulation (JER)*, applies to soliciting from personnel junior in rank or grade. Family member employment in FH is authorized if the family member complies with this AFI and other Service regulations prohibiting solicited sales to subordinates. The prohibition against door-to-door solicitation, in person or via printed material, applies (DoDD 1344.7, *Personnel Commercial Solicitation on DoD installations*).

2.13.8. Advise residents to obtain personal liability insurance, to cover the risk of legal actions from customers and damage to government property, since residents conducting a private business in FH could be held personally liable for loss or damage.

2.14. Resident Responsibility for Grounds. FH residents are responsible for maintaining grounds for their exclusive use extending from the footprint of the structure to the border of common areas. Exclusive use is defined as the area within a natural boundary (playground, tree line, sidewalk, driveway, fence, common area boundary such as a park, picnic area, flower garden, and so forth) or halfway to adjoining residence. Provide information in the installation-specific housing brochure for grounds care unique to the installation and area.

2.14.1. The MAJCOM Commander may approve a waiver for the government to provide partial or complete grounds care when one of the following criteria is met. Approval authority in this AFI applies to non-GOQs only and may not be delegated below the MAJCOM Civil Engineer. For GOQ grounds maintenance waivers, see AFI 32-6003.

2.14.1.1. The residence is prominently located and makes a unique contribution to the appearance of the installation.

2.14.1.2. The area for the exclusive use of the resident is extremely large (more than ½ acre). Waiver provides government-furnished grounds maintenance beyond the ½ acre surrounding the home. For ease of grounds maintenance and overall appearance, the Housing Flight Chief and resident jointly determine the location and layout of the ½ acre for which the resident is responsible.

2.14.1.3. Areas with unique landscaping, extra large trees or shrubbery, or trees requiring professional service or specialized equipment.

2.15. Self-Help Program. The Air Force supports the Self-Help Program to foster pride of ownership in FH. This program allows residents to accomplish minor work in their FH unit to benefit their living conditions and can reduce maintenance costs to the government. Housing funds support the FH Self-Help Program, and the BCE and Housing Flight jointly establish guidance to operate the program (AF Pamphlet 32-1098, *Base Civil Engineer Self-Help Guide*, and **paragraph 11.11**).

2.15.1. Residents submit AF IMT 332, **BCE Work Request**, to request minor modifications to the housing unit and surrounding grounds and may request government-furnished materials on the AF IMT 332.

2.15.2. When AF IMT 332 requests grounds work and digging is required, an AF IMT 103, **Base Civil Engineer Work Clearance Request,** must be approved before starting work.

2.15.3. The housing inspector or respective shop craftsman inspects self-help projects, and the Housing Flight maintains Self-Help Program records on file and in ACES-HM. Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. Self-help work must not be used to increase the square footage of the unit by constructing additions or enclosing and weather proofing existing exterior porches, carports, patios or decks, and so forth. Inform the resident that FH unit must be returned to the original configuration before departing the installation unless the government or incoming resident accepts project. Advise resident of requirement to comply with the installation-specific housing brochure for grounds care unique to the installation and area.

2.16. Self-Help Store. The Housing Flight Chief coordinates the self-help store operations with the BCE or provides for a contractor-operated store if housing maintenance is contracted.

2.16.1. The self-help store makes available to housing residents a list of stocked housing items, customer training and guidance on completing basic tasks and instructions for using tools.

2.16.2. Self-help stores may provide hand tools and lawn equipment on a loaner basis but may not provide materials for installation of in-ground lawn sprinklers to FH residents.

2.17. Self-Help Work in FH to Support the Family Child Care Program. In most instances, modifications to FH dwelling units supporting the installation Family Child Care Program are accomplished using donated self-help labor and materials. When clear evidence shows the Family Child Care Program is unable to provide adequate childcare because of the high cost of home daycare modifications and the installation mission could be affected, the Commander may authorize government-funded labor and materials to support required FH modifications (**paragraph 2.13.5**, AFI 34-276 and AF Pamphlet 32-1098).

2.18. Flags in Family Housing (FH). At the Commander's discretion, FH M&R funds may be used to purchase and install United States (American) flags. Make flags available through the installation Self-Help Store.

2.19. Lawn Irrigation Systems. To reduce irrigation requirements in arid and semiarid climates, use xeriscape principles to the maximum extent practical and as comparable to local community housing.

2.19.1. Lawn irrigation systems may be provided in (1) any yard size, regardless of rank, where the average annual rainfall is less than 20 inches as defined by the Air Force Combat Climatology Center (AFCCC) (**Attachment 2** and Air Force Family Housing Guide) or (2) in any yard ½ acre or greater (lot size less the footprint of the unit). ***Note:*** For GOQs only, approval is SAF/IEI.

2.19.2. In installing irrigation systems, do not create a condition that violates Executive Order 13148, Greening the Government Through Leadership in Environmental Management and Guidance for Presidential Memorandum of Environmentally and Economically Beneficial Landscape Practices on Federal Landscaped Grounds, 60 Federal Register 40837.

2.20. Key and Essential (K&E), Command and Special Command Positions (SCP). MAJCOM approval authority is required to hold FH units vacant for more than 90 days. Refer to AFI 32-6003 for guidance on general officers and SCPs.

2.20.1. MAJCOM commanders may require K&E personnel, including incumbents of command positions, to reside on the installation as a condition of employment. MAJCOM and installation commanders should strictly limit K&E positions to those necessary to reside on the installation to perform their mission.

2.20.2. The Commander may designate specific FH units for personnel in K&E, SCP and Command positions who reside on the installation as a matter of military necessity. Commanders may assign a member, other than the intended occupant, to a designated housing unit. Assigned members acknowledge, in writing, they may be required to relocate at government expense to another on-base or off-base housing compatible with their grade and bedroom requirement when the FH is required by designated incumbent.

2.20.2.1. **(Added-VANCEAFB)** The senior officer quarters (SOQ) unit at 4410 Lieb Way is designated for the 71 FTW/CC. The following SOQ units are designated, in no specific order, for the 71 FTW/CV, the 71 MDG/CC, the 71 OG/CC and the 71 MSG/CC:

4402 Lieb Way	4414 Lieb Way
4406 Lieb Way	4418 Lieb Way

2.20.3. K&E and Command housing may be held vacant for 90 days pending the arrival of incumbent.

2.20.4. The Commander establishes a K&E position only when there is a compelling need for a member to live on base. For example, incumbent is required to respond to continual operational requirements or emergencies and off-base residency would adversely impact the installation readiness, safety and security or health and welfare of the base population. The Commander identifies K&E positions in an installation supplement to this instruction.

2.20.4.1. Do not designate a specific FH unit for every incumbent of a K&E position; instead, reserve certain areas or groups of houses for K&E personnel.

2.20.4.2. When housing is not immediately available identify incumbents of K&E positions in ACES-HM, which places them at the top of the appropriate waiting list. This includes the freeze zone, but does not displace members with a firm housing commitment.

2.20.4.3. The Commander may waive the requirement for an incumbent of a designated position to reside on the installation under the following conditions:

2.20.4.3.1. Adequate FH is not or will not be available to meet incumbent's family size and composition, or housing is geographically separated from the installation and is the only suitable housing available.

2.20.4.3.2. The incumbent owns or is purchasing housing in the local community at the time of assignment to the K&E position. Incumbents with this waiver who subsequently apply for government housing are placed on the waiting list, compete with other members in their grade and bedroom category and are not given priority assignment.

2.20.4.3.2.1. **(Added-VANCEAFB)** Exception to policy requests for K&E personnel to remain off base must be submitted in writing to 71 LRS/CEA to be approved by the installation commander. If a home in the appropriate category is

not available, then the incumbent is authorized to live off base.

2.20.4.4. **(Added-VANCEAFB)** Key and Mission Essential Positions (K&E): The following positions are designated as K&E personnel:

71 FTW/CC
71 FTW/CV
71 FTW/CCC
71 MDG/CC
71 MSG/CC
71 OG/CC
71 SFS/CC

2.20.4.5. **(Added-VANCEAFB)** The housing management office will maintain the installation commander-approved K&E list. Organizations need to provide their K&E submissions in letter format to 71 LRS/CEA by 1 October each year or anytime a revision is required. Housing management will staff the request through the appropriate channels for approval and notify requestor of the status.

2.20.5. Command positions are commanders and vice commanders of MAJCOMs, numbered Air Forces, centers, wings, groups and their deputies and command chief master sergeants (CCM) of MAJCOMs, numbered Air Forces, centers, wings and installations. MAJCOM commanders may authorize additional command positions and designate specific housing units. Authority may not be delegated below the MAJCOM Civil Engineer.

2.21. Unaccompanied Personnel in Designated Position. When a member assigned to a Command or K&E position is single or not accompanied by family members and there are no other on-base facilities, such as visiting quarters (VQ), FH may be diverted to UH. Use FH funds to maintain FH diverted to UH. Diverted FH must comply with congressional M&R limits. Update ACES to reflect the diversion and assign member to UH (AFI 32-6005).

2.22. Unaccompanied Members in Housing with Dependents Residing Elsewhere. Under certain conditions, members with dependents residing elsewhere may occupy housing and receive BAH at the with-dependent rate.

2.22.1. A member may occupy UH or other government housing that does not exceed minimum standards (**Table 2.1**) for the member's grade without dependents and still be eligible to receive BAH at the with-dependent rate if (a) member is unaccompanied and (b) family members are not residing in adequate government housing elsewhere (DoD Financial Management Regulation (FMR), 260301C).

2.22.2. The following applies only to personnel designated as K&E. All others are ineligible for this exception: If the member occupies UH or other government housing which exceed the unaccompanied minimum standard for member's grade, BAH is terminated. If the occupied housing is the only housing available and (a) housing is not suitable for joint occupancy or (b) housing is suitable for joint occupancy and jointly occupied with another member of the appropriate grade permanently assigned to the duty station, BAH may not be terminated.

2.22.2.1. AF policy is to discourage the use of government-owned FH units as temporary UH. FH units or other housing temporarily designated as UH are 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. 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 2.1**.

2.22.2.2. Regarding clause (b) in **paragraph 2.22.2**, the housing must actually be jointly occupied, although such housing may be singularly occupied for no longer than 30 days to accommodate a change if one of the joint residents departs permanent change of station (PCS). SAF/IE may approve waivers to this policy to relieve hardship circumstances (other than financial).

2.22.3. This provision applies to all locations and to FH units or other government housing temporarily designated (diverted) as UH.

2.22.4. Assign unaccompanied members to housing that meet minimum adequacy standards for their grade, when possible.

Table 2.1. BAH Decision Matrix, Unaccompanied K&E Members With Dependents.

Minimum Standards For Unaccompanied Members Residing In FH	
GRADE	**SPACE REQUIRED**
O-3 & above; W-3 – W-5; GS-10 & Above	460 sq ft net living area; private bedroom; separate bath; access to kitchen, dining area and living room
O-1, O-2; W-1, W-2: GS-9 & below	330 sq ft net living area; private sleeping; separate bath; access to kitchen facility and dining area (except GS-9 and below) and living room in same building
E-7 – E-9	236 sq ft net living area; private room; separate bath

Examples of Exceeding Minimum Standards for Single Occupancy When Not Suitable For Joint Occupancy	
EXAMPLE	**RATIONALE**
O-5 lives in an FH unit with 1,300 sq ft, 3 BR, LR, 1 full bath, 1 half-bath	Each resident must have separate bath
O-6 lives in temporary lodging facility (TLF) unit converted to UH with 680 sq ft, LR/kitchen, 2 BR, 1 bath	Each resident must have 460 sq ft and separate bath
E-9 lives in UH dorm, 360 sq ft, 2 rooms, shared bath	Each resident must have 236 sq ft and separate bath

2.23. Prestige Family Housing (FH) and Command Chief Master Sergeants (CCM).

2.23.1. Designate all E9 housing as prestige housing, categorized as follows (**Table 4.2** and **Table 4.3**):

2.23.1.1. Air Force E-9 CCMs, and equivalent members from other Services residing on Air Force installations and joint bases managed by the Air Force, position listed on CMSAF-approved list; specific prestige unit designated; four-bedroom requirement; 10 percent size increase applies (**paragraph 2.23.2**).

2.23.1.2. E-9 K&E; Commander may designate specific prestige housing unit; four-bedroom requirement.

2.23.1.2.1. **(Added-VANCEAFB)** The Prestige unit at 2392 Black is designated for the 71 FTW/CCC. Additionally, 2348 Barnes is designated as a Prestige (E-9) unit.

2.23.1.3. All other E-9s; prestige housing; three- or four-bedroom requirement; based on family size and composition.

2.23.2. All prestige housing must meet standards in the Air Force Family Housing Guide for Planning, Programming, Design and Construction. For new/replacement construction, units designated for CCMs (only those approved by the CMSAF) may be increased by an additional 10 percent of the largest sized E-9 house at the installation, not to exceed the programming benchmark size of new/replacement construction (1940 net square feet (NSF)/2410 gross square feet (GSF)) (Air Force Family Housing Planning Guide for Planning, Programming, Design and Construction).

2.23.3. Commanders must carefully review and validate designated E-9 positions. The HRMA determines maximum on-base prestige housing requirements. Since CCMs are K&E, assignment priority is the same as other K&E personnel. Identify prestige housing in ACES by changing the designation to "Chief Prestige" and maintain a separate waiting list.

2.23.4. The Chief Master Sergeant of the Air Force (CMSAF) is the approval authority for any changes to CCM positions at the MAJCOM, wing, number AF, joint command and center, including equivalent members from other Services residing on Air Force installations and joint bases managed by the Air Force. See CMSAF-approved list at the AF Townhall website (**https://www.airforcehousing.hq.af.mil/**). Submit request for additional prestige housing units through the MAJCOM Civil Engineer to HQ USAF/A7CH. Include the following justification:

Title of position
Normal grade for position
Present incumbent of position
Identification of unit proposed for such designation
Reason to establish prestige FH requirement
Impact if not approved

2.24. Unit Moves and Base Closures. Give equal consideration for available housing at the gaining installation to all eligible DoD personnel identified for PCS reassignment during a unit move. It is essential to provide members advance notice of housing available at the gaining installation so they can make suitable arrangements for their families. Public notification of housing availability promotes morale and efficiency of personnel, whether advance or incremental staff. Due to time-phasing activities of unit moves (especially multiple units), commanders of the losing and gaining installations usually negotiate the effective merger date of waiting lists to ensure equity for all concerned and the shortest possible waiting lists. Send unresolved issues to the MAJCOM Civil Engineer for resolution and to HQ USAF/A7CH for final determination, if necessary. The following procedures apply:

2.24.1. Losing Commanders:

2.24.1.1. Identify personnel selected for PCS reassignment with the unit.

2.24.1.2. Submit list of eligible personnel to be considered for FH at the gaining installation. Arrange list from losing installation, considered the advance application, by grade category and effective date of housing application. Send list to the gaining installation at least 45 days before the effective date of the unit move.

2.24.1.3. Submit proposed K&E personnel list to the gaining installation commander.

2.24.1.4. If required, enter into host-tenant negotiations at the earliest practical date before the unit move (**paragraph 2.6**).

2.24.2. Gaining Commanders:

2.24.2.1. Merge incoming unit personnel list with existing FH waiting lists.

2.24.2.2. Evaluate impact of the unit move on existing waiting lists and revise housing assignment forecasts.

2.24.2.3. If applicable, enter into host-tenant negotiations with the incoming unit commander.

2.24.2.4. If adequate FH is unavailable, make other arrangements to house incoming personnel.

2.24.2.5. Provide effective housing services to all personnel, including expanded housing referral services, as necessary.

2.24.3. Honor commitments for housing assignments at the gaining installation, issued before the waiting lists were merged.

2.24.4. Merge the final personnel list of the incoming unit with the gaining base waiting lists at least 30 days before the scheduled arrival of the incoming advance party. If the incoming unit personnel strength is revised before the effective date of the unit move, adjust the merged waiting lists, accordingly. Merge the waiting lists on a pro rata basis, as follows:

2.24.4.1. Merge the list from losing base A (300), with the waiting list of gaining base B (100), as follows: B-A-A-A-B-A-A-A and so forth. Do not bump members in a freeze status on the gaining installations waiting list.

2.24.5. Post the merged waiting lists in the Housing Flight for public view by incoming units and by the gaining installation.

2.24.6. Send a welcome package and provide forecasted waiting times to incoming personnel. Use an ACES-generated or locally produced DD Form 1747, **Status of Housing Availability**.

2.24.7. Give incoming K&E personnel priority housing assignment but do not displace members on the waiting list who have a firm commitment for housing.

2.25. Base Realignment and Closure (BRAC) Transition Personnel. Move members and their families on a scheduled basis with continual coordination among all functional installation activities. Close FH units consistent with the capability to provide essential support and services. Current FH residents who are members of the BRAC team placing the base in caretaker status may send their dependents to the next duty station in advance of their departure. The following conditions apply:

2.25.1. Assign housing to unaccompanied family members at the gaining installation under normal priority and procedures. The effective date of application is the walk-in date of the family member.

2.25.2. The sponsor's projected arrival date to gaining installation is within 90 days.

2.25.3. The qualifying family member presents a duly executed Power of Attorney (POA) with authorization to conduct housing business, PCS orders and a letter signed by the losing Commander certifying the member is delayed due to assignment to a transition closure team.

2.25.4. The family member's decisions on personal preference options, bedroom and housing acceptance are final and may not be overturned by the sponsor.

2.26. Government-Owned Carpet. Installed carpet, including pad, is considered an alternative floor finish and an integral part of the FH unit. Professionally clean government-installed carpet, as needed, typically during change of occupancy, IAW the most current engineering technical letter (ETL) and manufacturer instructions to preserve the quality and life of the carpet.

2.26.1. When carpet is authorized, install carpet in living areas, except kitchen, bathroom, powder room, patio, porch and areas exposed to weather. Avoid installing carpet at entrances and heavy-traffic areas. To minimize damage to flooring and subflooring, glue-down installation is not allowed.

2.26.2. Maintain the following historical information in the Housing Flight for each carpet installation:

2.26.2.1. Location (FH address, building number and rooms).

2.26.2.2. Name of carpet manufacturer, pattern and color.

2.26.2.3. Manufacturer certification that carpet conforms to the most recent ETL *Air Force Carpet Standard*. ETLs are available at the following AFCESA website: **http://www.afcesa.af.mil/library/etl.asp?Category=Engineering%20Technical%20Letters**

2.26.2.4. Date of installation.

2.26.2.5. Method of installation and type of pad used.

2.26.2.6. Certification of disposal and certification that new carpet meets AF standards.

2.26.3. Purchase quality carpet with a minimum 7-year life expectancy, meeting AF standards in the *Air Force Family Housing Guide for Planning, Programming, Design, and Construction* and the most recent ETL. Before purchase, the BCE certifies the carpet meets AF carpet standards.

2.26.4. Selected carpet must be a neutral color, such as beige, taupe or off-white in a light to medium shade that provides a flexible background that can integrate with the decor of successive occupants. Do not use pure whites or dark shades. Use solid colors or muted tone-on-tone tweeds.

2.26.5. When replacing carpet in less than 7 years, the Commander or delegated representative certifies the carpet is no longer serviceable and requires replacement, and replacement carpet meets AF standards (**paragraph 1.6.9.10** and AFI 32-6003).

2.27. Automated Civil Engineer System-Housing Management (ACES-HM) and Automated Housing Referral Network (AHRN). ACES-HM is the Air Force Civil Engineer standard management software for managing family and unaccompanied housing. Use data extracted from ACES-HM to validate the IFHMP and FH Military Construction (MILCON) projects, identify and monitor surplus housing and develop management initiatives. ACES-HM is the primary tool used to plan, advocate, program, design and execute FH and UH requirements. AHRN is the single DoD repository for rental housing property. Do not fund or use other information systems when the functions exist in ACES and AHRN and do not duplicate AHRN functions in ACES.

2.27.1. Reporting and data extraction (mining) occur at every level of command and the assumption is that data in ACES-HM is accurate and reliable. It is critical that housing staffs at all locations use ACES-HM exclusively to record, manage, monitor and track the following:

2.27.1.1. FH applicants, waiting lists, change of occupancy maintenance (COM), offers, declinations, projections and assignments into and out of government-controlled housing.

2.27.1.2. Inspection schedules, inspection results and M&R of FH units.

2.27.1.3. Drayage and storage, authorizations and obligations.

2.27.1.4. Type, total number and status of FH facilities; including surplus units determined by the most current HRMA, units identified as inadequate by type based on the Condition Assessment Matrix (CAM) score from the latest HCP, inactive and diverted units.

2.27.2. Except at locations where AHRN is deployed use ACES for community housing referral and relocation. At deployed locations, use AHRN for managing housing referral and relocation programs. At foreign OCONUS locations only, record and maintain member (community) leases in ACES.

2.27.3. Develop a quality assurance (QA) program to promote data integrity and employ best practices to ensure timely and accurate information is maintained in ACES-HM. A responsive QA program is required to enable accurate occupancy metrics, validate HRMA, HCP, IFHMP, justify funding, develop management initiatives and to reconcile BAH with FSOs.

2.27.4. The ACES generated *MFH Occupancy and Utilization Report* is the AF tool for determining the utilization FH facilities, providing justification for funding, managing change of occupancy timelines, and supporting construction, demolition and renovation of assets. Installations and MAJCOMs accomplish reporting requirements in accordance with the latest AF/A7CA guidance.

2.27.4.1. Installations with traditional FH accomplish the ACES generated *MFH Occupancy and Utilization Report* quarterly, inclusive of 01 Oct - 31 Dec (1st quarter), 01 Jan - 31 Mar (2nd quarter), 01 Apr - 30 Jun (3rd quarter) and 01 Jul - 30 Sep (4th quarter) and forward to their MAJCOM.

2.27.4.2. MAJCOMs review installation quarterly reports to validate type, total number and status of FH facilities, including surplus units determined by the most current

HRMA, units identified as inadequate, by type, based on CAM scores from the latest HCP, inactive and diverted units and change of occupancy timelines.

2.27.4.3. MAJCOMs forward the installation reports to HQ USAF/A7CA by the 5th of Feb, May, Aug and Nov of each calendar year.

2.27.5. Coordinate day-to-day ACES operations with communications squadrons (installation network control centers) and provide notification to the 754 Electronics Systems Group (ELSG), Combat System Support Help Desk, to facilitate reconciliation of slow response times and connectivity issues. The 754 ELSG Help Desk website is **https://ceds.ssg.gunter.af.mil/login.asp**.

2.28. Education Leave of Absence Program (ELAP):

2.28.1. Members enrolled in ELAP may retain FH while enrolled in the ELAP program on a space available basis, but must pay a rental charge equal to BAH at the member's current grade, beginning the date the ELAP contract is signed. The Housing Flight computes the rental rate, prepares and sends the paperwork to finance. The member is responsible for arranging rental payments with the FSO. ELAP members may apply for waiver to rental payments on same basis as other hardship cases (10 U.S.C. 708).

2.28.2. To the extent possible do not displace ELAP enrollees from FH except to house K&E personnel. The member may retain housing while enrolled in ELAP, even though there is a waiting list for the type and bedroom category of the house occupied.

2.29. Environmental Hazard Disclosure. Fully disclose to FH residents the following environmental hazards, either upon assignment, delivery to residence or by making available in public access areas, as appropriate. 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 **www.epa.gov** for ordering brochures and extended information.

2.29.1. 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 website. Inform residents of common elements of housing, particularly older housing, that contain asbestos (for example, floor tiles and adhesives, furnace ductwork, roofing shingles and siding) and the potential for exposure to asbestos fibers when items are cut, sanded or scraped.

2.29.2. 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 FH unit or unit type. Maintain a signed disclosure form in resident file.

2.29.3. 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. Additionally, provide a current installation-specific fact sheet including the preventive measures in **paragraphs 2.29.3.1–2.29.3.6** to residents in coastal

areas and other locations with high humidity, in housing with a history of water damage and in housing where construction design has proven susceptible to mold growth.

2.29.3.1. Immediately on FH resident notification of mold, a housing inspector and a maintenance service provider jointly conduct a visual inspection of the unit to identify mold growth and water leaks on wall surfaces and in building systems (HVAC, ductwork, roof, windows, and so forth) and potential safety risks (electrical shock and structural failure). If indicated by the inspection, determine habitability of the unit, and schedule a comprehensive inspection and repair according to severity of the problem. Keep the resident fully informed of inspection results and remediation plans.

2.29.3.2. If mold is located in multiple areas or is so extensive (more than 10 square feet) that remediation or repair cannot be accomplished in the service provider emergency response time- frame, immediately relocate resident to temporary lodging until assessment is complete.

2.29.3.3. 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) conduct an appropriate health risk assessment.

2.29.3.4. Based on recommendation from a health care provider or as required by the scope of the repair, relocate resident from temporary lodging to another adequate house.

2.29.3.5. For minor mold and mildew or condensation on ceilings, walls and windows, request service provider measure indoor humidity and advise resident on how to keep humidity low (below 60 percent).

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

- Dry condensation from affected areas
- Increase air circulation by using a household fan, kitchen vent hood exhaust while cooking and bathroom exhaust when shower is in use
- Minimize dust accumulation throughout the house and clean mildew from visible surfaces using a detergent and water or mild household cleaner, wearing ordinary household rubber gloves
- Routinely empty water from the air conditioner drip pan
- Report recurring leaks and persistent mold, mildew and moisture to the Housing Flight or maintenance service provider

2.29.4. 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. EPA and the Surgeon General recommend testing all homes below the third floor level for radon. Consider furnishing simple radon test kits in the Self-Help Store.

Chapter 3

ELIGIBILITY AND APPLICATIONS

3.1. Eligibility of Military Members. Members of all Military Services who are commissioned officers, warrant officers and enlisted personnel on active duty and eligible for BAH at the with-dependent rate, except military-married-to-military (mil-to-mil), are eligible for FH when accompanied by a dependent or will be accompanied by a dependent within 30 days except dependent college student. In OCONUS areas, personnel are eligible for FH if they are serving an accompanied tour and are accompanied or will be joined by authorized command-sponsored dependents within 30 days. ***Note:*** The terms dependent and family member are synonymous.

3.1.1. Mil-to-mil Members. Mil-to-mil members are authorized FH when jointly assigned to the installation. In OCONUS areas, both members must be serving an accompanied tour in the area.

3.1.2. Mil-to-mil parents Separated with Joint Custody of Common Dependents. Only the member receiving with-dependent BAH is authorized housing. When physical custody is divided equally between the mil-to-mil parents, only the member receiving with dependant rate BAH is assigned FH (DoDM 4165.63). If the child will be absent from the FH household for more than 30 days, the member must have a Commander-approved waiver to retain FH pending return of dependent at a specified date.

3.1.3. Single Military Members. Single members are authorized FH if receiving with-dependent BAH and the dependent shares the household. A military member separated from a civilian spouse, with shared custody of a common dependent, must have physical (controlling) custody (referred to as custodial custody) of dependent child to be eligible for FH (**Attachment 1**). If the child will be absent from the FH household for more than 30 days, the member must have a Commander-approved waiver to retain FH pending return of dependent at a specified date.

3.1.4. A single pregnant member may apply for housing 60 days before the expected delivery date. A physician statement is required to certify pregnancy and anticipated delivery date. The member may be assigned housing when authorized with-dependent BAH (DoDM 4165.63). If the installation diverts excess housing to UH, the member may occupy the unit up to 60 days before the anticipated delivery date. Update ACES to reflect the diversion. Use FH funds to maintain housing when diverted to UH. When the member is authorized with-dependent BAH, reestablish the unit as FH. Before housing assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member.

3.1.5. A member with pending marriage may apply for housing 60 days before the marriage. A written statement by the member of intent to marry and the date of the event accompanies the application and member provides proof of marriage before housing assignment. In OCONUS areas, the member must be serving an accompanied tour and have command sponsorship for dependent before assignment to FH. The member must provide proof of command sponsorship at OCONUS locations before housing assignment.

3.2. Eligibility of Civilian Personnel. Civilians are eligible to reside in FH, when meeting one of the following criteria. See **Chapter 5** for housing civilian personnel:

3.2.1. In CONUS and OCONUS, when civilian is K&E and required to live on base as a condition of employment (5 U.S.C. 5911, 5 U.S.C. 5912, OMB Circular A-45).

3.2.2. In OCONUS when appropriate and adequate housing, support services and facilities do not exist, are not readily available within the private community or may not be used without restrictions (DoD Directive 1400.6).

3.2.3. In OCONUS, when housing is excess to the needs of the military personnel assigned, or those attached to the installation or in the area (5 U.S.C. 5912).

3.2.4. **(DELETED)**

3.2.5. If surplus FH exists at the installation.

Table 3.1. Housing Eligibility Criteria (see paragraph 4.2. for priorities).

RULE	**PERSON IS**	**AND**	**AND**	**COMMANDER MAY**
3	CONUS Eligible civilian employee paid from APF (includes Alaska, Hawaii and US territories) and **not** authorized LQA funded with APF	Is K&E and required to live on base as a condition of employment	Housing offered and employee elects to occupy	Assign housing Employee pays rental charge based on fair market rental rate (para. 5.5.1) ***Priority 1***
RULE	**PERSON IS**	**AND**	**AND**	**COMMANDER MAY**
	OCONUS Eligible civilian employee paid from APF and **is** authorized LQA funded with APF	Is K&E and required to live on base as a condition of employment	Housing offered and employee elects to occupy	Assign housing Employee forfeits LQA (para. 5.5.2.1) ***Priority 1***

	OCONUS Eligible civilian employee paid from APF **is** authorized LQA funded with APF	AF determines that within private community housing, appropriate and adequate housing, support services and facilities do not exist, are not readily available or may not be used without restrictions; **or** Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation or in the area	Housing offered and employee elects to occupy	Assign housing Employee forfeits LQA ***Priority 2***
	OCONUS US federal civilian employee paid from APF or NAF and **not** authorized an LQA funded with APF	AF determines that within private community housing, appropriate and adequate housing, support services and facilities do not exist, are not readily available or may not be used without restrictions; **or** Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation or in the area	Housing offered and employee elects to occupy	Assign housing Employee pays rental equal to DoD civilian employee of equivalent grade (5.5.2.2) ***Priority 2***
RULE	**PERSON IS**	**AND**	**AND**	**COMMANDER MAY**

	OCONUS DOD-sponsored civilian not paid from APF or NAF and **not** authorized an LQA funded with APF (see item 6 for ARC specifics)	Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation or in the area	Housing offered and employee elects to occupy	Assign housing Employee pays rental equal to DoD civilian employee of equivalent grade (5.5.2.2) ***Priority 3***
6	American Red Cross (ARC) K&E	On duty in CONUS, including Alaska Hawaii, and US Territories	Housing offered	Assign housing on same basis as DoD civilian employees Employee pays rental equal to DoD civilian employee of equivalent grade (Note 1) ***Priority 2***
	ARC Regional Manager, Senior Station Manager, Station Manager, and Assistant Station Manager	On duty at OCONUS locations (Table 5.1)	Housing available	Assign housing on same basis as DoD civilian employees ARC employees listed in Table 5.1 assigned on rent-free basis (Note 1) ***Priority 2***
	ARC full-time employee	On duty in CONUS and OCONUS	Housing available	Assign housing on same basis as DoD civilian employees Employee pays rental equal to DoD civilian employee of equivalent grade (Note 1) ***Priority 3***
14	Unmarried Chaplains	Command chaplain has determined that a FH unit is required to perform pastoral or professional duties	Assigned to installation	Assign housing; divert to UH. Limit occupancy to one unit per installation when waiting list exists for same category of housing. Shared occupancy may be used on voluntary basis when more than one unmarried chaplain is assigned to installation ***Priority 2***

3.3. Applications for Family Housing (FH). As required, assist applicants with the application process. Eligible members may submit applications to the gaining installation Housing Flight any time after receiving PCS or active duty orders. The member completes DD Form 1746, **Application for Assignment to Housing**, and provides PCS orders. ANG and Reserve members provide active duty orders. If applying online at the Air Force Portal (secure) or through ACES, members provide orders via FAX, electronic transmission or postal service to the gaining installation Housing Flight. Personnel acting on behalf of a military member must also provide a duly executed POA. The effective date of application is the date members depart their losing permanent duty station (PDS). If available housing at the gaining installation is privatized, contact the local Housing Flight for information in assisting member to submit an advance application. The status of housing applications is available in 2-3 business days at **https://www.airforcehousing.hq.af.mil/**.

3.3.1. Members with an impending entitlement (promotion, increase in the number or maturation of dependent) that would entitle member to an additional bedroom in the following 12 months must provide supporting documentation and note the entitlement in the remarks section of the application. Members applying at the Housing Flight provide documentation with the housing application. Members applying online provide information on the advance application, print a confirmation copy and present the online application and supporting documentation to the gaining Housing Flight upon arrival. The Housing Flight requires a physician statement to confirm pregnancy and a written statement from the military personnel flight (MPF) to confirm selection for promotion.

3.3.1.1. Advanced Application. Members ordered to active duty or PCS to a new location may submit advance applications. The effective date of advance applications is the date the applicant departs the losing installation (including members with TDY enroute) or the date ordered to active duty. The effective date of application may not predate the date of entry on active duty.

3.3.1.2. Walk-in Applications. The effective date for a member who walks into the gaining installation Housing Flight is as follows:

3.3.1.2.1. If within 30 days of arrival, the application date will be the departure date from the losing installation.

3.3.1.2.2. If more than 30 days after arrival, the application date will be the date of the walk-in.

3.3.1.2.3. If the date of application is the walk-in date and dependents have not arrived on the installation or arrival is more than 30 days; the application date will be the date member's dependents arrive on the installation.

3.3.2. Mil-to-Mil personnel assigned to the same duty station may apply for FH before approval of joint spouse assignment when one member arrives before the other.

3.3.3. A family member, with a POA duly executed by the member, may apply for and be assigned housing at the gaining installation when the member departs an accompanied tour and performs temporary duty (TDY) enroute to the PCS location. When the military member is attending Officer Training School, the family member may accept enlisted housing if available, but will be required to move into officer housing after the newly commissioned officer arrives at the installation. The move will be at member's expense.

3.4. Unauthorized Applications. Members may not apply for (or be assigned to) FH under any one of the following circumstances:

3.4.1. Member is notified (if member knows date) of impending PCS and has less than 6 months remaining on station, or until retirement or administrative separation, except for reasons of military necessity or to relieve a hardship. **Paragraph 3.4.3** does not apply to this prohibition.

3.4.2. The Commander has evicted the member from FH. Reapplication requires written authorization from the Commander.

3.4.3. Member does not agree to occupy the FH unit for 1 year.

3.5. Application To, From and Between OCONUS Locations. The requirements and conditions for submitting advance applications for housing to and from OCONUS areas follow:

3.5.1. PCS from CONUS to OCONUS location. The advance application date for FH at the gaining installation is the date member departs the losing CONUS installation.

3.5.2. PCS from Long Tour In OCONUS to CONUS. The advance application date for FH at the gaining installation is the date member departs the losing installation. If the member elects a consecutive OCONUS tour, due to base closure or drawdown, the date of estimated return from overseas (DEROS) changes. If the transfer is within 30 months of the date member departed CONUS or date member arrived in theater, the advance application date at the gaining installation is the date of departure from the CONUS losing installation or arrival date in theater, whichever is later. Confirm date departed CONUS via PCS orders.

3.5.3. Transfer Within or Between OCONUS Theaters Before Completing Tour. Advance applications from members involuntarily transferred before completing their OCONUS tour within or between OCONUS theaters may receive priority placement on the gaining installation waiting list. The following rules apply:

3.5.3.1. The effective date of application is the date of departure from the first losing installation. If member submitted no application to the second losing installation, the effective date for the gaining installation is the date the member departed the first losing installation, assuming the member was then eligible for FH; otherwise, the effective application date is the date of eligibility for FH.

3.5.3.2. Maximum credit may not exceed authorized tour length at the gaining installation.

3.5.3.3. The transfer must occur before the last 6 months of member's current tour.

3.5.3.4. The member must apply for housing at the gaining installation within 30 days of arrival to obtain retroactive credit.

3.6. Unaccompanied Dependents Restricted (UDR) Tour.

3.6.1. Eligibility:

3.6.1.1. Applicants (including members of other Services) eligible for FH and transferring from a UDR tour receive priority placement on the gaining installation waiting list on the date the application is received. Give credit for the number of months

spent on the UDR tour at the losing installation and limit credit to the normal UDR tour length.

3.6.1.2. Applicants deployed to the Central Command (CENTCOM) area of responsibility (AOR) for a consecutive 365 days and will PCS within 60 days of returning to their assigned location receive priority placement. The effective date of application will be the date the member entered the AOR. Require a copy of member's paid travel voucher to verify date of application.

3.6.1.3. Family members relocating to other than home-basing or follow-on assignment location.

3.6.2. Procedures:

3.6.2.1. When member applies for FY within 30 days of returning from a UDR tour, add member to the waiting list effective the first day of the arrival month member entered the UDR without bypassing members in the freeze zone.

3.6.2.2. When member is authorized home basing or a follow-on assignment and has departed the installation or is at the UDR location, a family member with a duly executed POA may apply for and occupy government housing in CONUS and OCONUS in member's absence.

3.6.2.2.1. The effective date of the application is the date the family member applies as a walk-in or online applicant. If the family member has not received a housing assignment when the member completes and returns from the UDR tour, the application effective date is adjusted to include, but may not exceed, the UDR tour length.

3.6.2.2.2. Do not give short tour credit to mil-to-mil members when both return from a joint remote tour of duty.

3.6.2.2.3. Date of rank (DOR) is adjusted to reflect UDR credit for eligible senior officer applicants. ***NOTE:*** The SOFA between the United States and foreign governments takes precedence over AF housing policy. Members should determine SOFA restrictions before commitment to any action that might leave family members unaccompanied. In some countries, family members may not be allowed to remain in country when the military member is no longer assigned to the installation. Caution member to verify housing and TLA entitlements or restrictions at the follow-on location with the MPF before requesting advance travel for dependents.

3.6.3. The following are excluded from provisions in **paragraph 3.6**:

3.6.3.1. Member acquires dependent in the UDR tour area.

3.6.3.2. Member with dependent traveling with them or joining them at the UDR location at government expense.

3.6.3.3. Family members relocating to other than home-basing or follow-on assignment location.

Chapter 4

OPERATIONS AND PROCEDURES

4.1. Waiting Lists. The Housing Flight maintains separate waiting lists in ACES by grade, bedroom requirement and type of housing requested (**Table 4.1**, **Table 4.2** and **Table 4.3**).

4.2. Prioritizing Waiting Lists. Use the following priorities to determine placement on the waiting list. Commanders may approve other than the following priority placement on a case-by-case hardship basis.

4.2.1. Priority 1. Members and civilians assigned to SCP, K&E positions and Command positions. Personnel with Commander-approved hardships, after SCP, K&E and Command positions (AFI 32-6003).

4.2.2. Priority 2.

4.2.2.1. Eligible members and equivalent civilians (in OCONUS areas) who are assigned or attached to the installation for duty, or assigned to another installation served by the Housing Flight and housing support is authorized by an ISA or Letter of Agreement (LOA).

4.2.2.2. Members of all Services assigned ID to the housing market area with no housing support available from their parent Service.

4.2.2.3. Unaccompanied dependents of members serving a UDR tour meeting requirements in **paragraph 3.6**.

4.2.2.4. Public Health Service, U.S. Coast Guard and other non-DoD federal agency members receiving a housing allowance.

4.2.2.5. ARC Director.

4.2.3. Priority 3. All other members and civilians eligible for FH but not assigned or attached to the installation.

4.2.4. Priority 4. Unaccompanied dependents of members (except members on a UDR tour), foreign liaison and SAT personnel.

4.3. Managing Waiting Lists. The DoD premise is each family member (dependent, exclusive of spouse), is assigned a bedroom if existing housing inventory permits; otherwise, determine housing requirement by grade, family size and composition, but do not place a member on more than one waiting list. Display a current waiting list in the Housing Flight for public viewing, as well as other locations accessible at other than normal duty hours.

4.3.1. Determine appropriate bedroom entitlement based on the member's grade and family composition (**Table 4.1**, **Table 4.2** and **Table 4.3**). Use the table that provides the most bedrooms unless the member voluntarily accepts less.

4.3.2. Members may voluntarily apply for and be assigned FH that has one bedroom less than their entitlement, if such housing exists in their grade category.

4.3.2.1. No more than two dependent children may be assigned to a bedroom unless the Commander certifies in writing one bedroom can accommodate more (DoDM 4165.63).

Members who voluntarily occupy housing with fewer bedrooms than their entitlement may apply for larger housing immediately after assignment. The application date will be as a walk-in or the original effective date if the member applied within 30 days of PCS arrival. The member pays for a subsequent move into larger housing.

4.3.3. Members occupying FH and gaining an entitlement within 12 months, such as an increase in number of dependents, maturation of children or promotion, may apply for housing and be placed on the waiting list. The effective date of application is when the member walks into the Housing Flight. Housing is not assigned until the event occurs unless the waiting list is exhausted or the installation has adequate excess housing. The member pays for the move except as provided for in **paragraph 11.10.1.1**.

4.3.4. Members on the waiting list should notify the Housing Flight when there is a change in their housing entitlement, including promotion, demotion, divorce, remarriage, gain in dependents, dependents no longer residing with member or member no longer residing with dependents. When category of housing or bedroom entitlement changes, the member may transfer to a new waiting list using the same date of application from which the waiting list member transferred.

4.3.5. Except for the assignment of K&E personnel and hardship cases, the top 10 percent of each waiting list is protected from bumping (freeze zone).

4.3.6. A mil-to-mil member assigned to the installation may remain on the waiting list for up to 3 months awaiting approval of joint spouse assignment, but must be removed from the waiting list if the joint spouse does not join the member at the gaining installation (**paragraph 3.3.2**).

4.3.7. Members accepting a written commitment for assignment to housing are removed from the waiting list and the commitment is honored.

4.3.8. Maintain senior and general officer (O-6 to O-10) waiting lists in the following order using the date of rank as the effective date of application in ACES:

Grade
Date of Rank (DOR)
Length of service
Date of birth

4.3.9. Maintain prestige housing (E-9) in the following order:

Grade
Date of Rank (DOR)
Length of service
Dat

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4.3.10. Maintain other grades, including field grade (O-4 to O-5), company grade (O-1 to O-3 and W-1 to W- 4), senior NCO (E-7 to E-8) and enlisted (E-1 to E-6), in the following order:

Priority
Effective date of application
Grade
Date of Rank
(DOR)
Length of
service
Date of birth

4.3.11. Consider community housing as the primary source of housing for a FH applicant with more dependents than can be suitably housed in available on-base housing using **Table 4.1**, **4.2** and **4.3**. Consider exceptions on a case-by-case basis for a K&E member when the local community cannot support the housing requirement. For K&E personnel, the Commander may consider temporarily converting two adjoining housing units into one large unit or approving a waiver to allow more than two children to share a bedroom.

4.3.11.1. Members on the waiting list in the same category that are eligible for the next higher, then lower, bedroom requirement.

4.3.11.2. Members on the waiting list in the next higher, then lower category, which are eligible for the same bedroom requirements.

4.3.11.3. Members on the waiting list in the next higher, then lower, category and bedroom requirements.

4.3.11.4. Other members according to priorities in **paragraph 4.2**.

4.3.12. Exhausted Waiting List. When a waiting list for a specific bedroom requirement within a category of housing is exhausted and there are no eligible applicants, the projected vacancy is offered to other members according to the priorities below. The most urgent housing need determines whether the vacancy is offered to a lower or higher category:

4.3.12.1. Members on the waiting list in the same category who are eligible for the next higher, then lower, bedroom requirement.

4.3.12.2. Members on the waiting list in the next higher, then lower category, who are eligible for the same bedroom requirements.

4.3.12.3. Members on the waiting list in the next higher, then lower, category and bedroom requirements.

4.3.12.4. Other members according to priorities in **paragraph 4.2**.

Table 4.1. Family Housing (FH) Categories.

RANK	HOUSING CATEGORIES	MILITARY GRADE
General Officer	General Officer	0-7 thru 0-10
Colonel	Senior Grade Officer	0-6
Lt. Colonel and Major	Field Grade Officer	0-4 and 0-5 W-4 and W-5
Captain and below	Company Grade Officer	0-1, 0-2, 0-3 W-1, W-2, W-3
Command Chief Master Sergeant Chief Master Sergeant	Prestige Housing	E-9
Senior Master Sergeant Master Sergeant	Senior NCO	E-7 and E-8
Enlisted	Enlisted/Junior NCO	E-1 thru E-6

Table 4.2. Bedroom Authorization Based on Grade.

HOUSING CATEGORY	GRADE	2 BR[3]	3 BR	4 BR	5 BR[2]
General Officer	0-7 thru 0-10			X	X
Senior Officer	0-6			X	X
Field Grade Officer	0-4 thru 0-5		X	X	X
	W4-W5		X	X	X
Company Grade Officer	0-1 thru 0-3	X[1]	X	X	X
	W-1 thru W-3		X	X	X
Command Chief Master Sergeant (CCM)[4,5]	E-9			X	X
Chief Master Sergeant[5]	E-9		X	X	X
Senior NCO	E-7 and E-8		X	X	X
Junior NCO/Junior Enlisted	E-1 thru E-6	X	X	X	X

Table 4.3. Bedroom Requirements Based on Family Size and Composition.

DEPENDENTS (Notes 1 through 7)	BR AUTH
Spouse and/or one dependent	2
Two dependent children, except as follows:	2
One, 10 years or older	3
One 6 years or older and opposite sex	3

DEPENDENTS (Notes 1 through 7)	BR AUTH
Three dependent children, except as follows:	3
Two of the three are 10 years or older	4
One is 10 years or older, other two opposite sex with one 6 years or older	4
Four dependent children, except as follows:	3
One, 10 years or older	4
One 6 years or older, other three opposite sex, with one 6 years or older	4
Two 6 years or older, of opposite sex, and other two same sex	4
Two 10 years or older, other two opposite sex, with one 6 years or older	4
Five dependent children, except as follows:	4
Two or more 10 years or older	5
One 10 years or older, one 6 years or older and opposite sex of the other three	5

4.4. Housing Availability. Within 2-3 workdays of receiving an advance application for housing, forward ACES-generated DD Form 1747 or locally produced fact sheet to the member outlining the housing status at the gaining base. Commanders may incorporate procedures into the installation in-and-out processing process to make sure applicants promptly report to the Housing Flight, a requirement also stated on members PCS orders.

4.5. Assignment to Family Housing (FH). Do not use or assign FH identified on real property records as temporary housing. Use ACES and the ACES-generated AF IMT 1326, **Change of Occupancy Report**, to record and track offers, refusals and assignments. Offer the first available uncommitted house to the first eligible member on the waiting list and physically present at the installation. If reasonable attempts fail to contact the member, make the offer to the next member on the waiting list. The assignment is complete when the member accepts keys for the housing unit. Unless the installation has excess housing (see **Attachment 1** for definition), do not assign FH to members with less than 6 months retainability at the installation. Do not assign housing until the member is present for duty and is accompanied or will be joined by family members within 30 days (dependent college students excepted) at the installation, except for families of members on UDR assignment and base closure transition personnel and family members authorized by **paragraph 3.3.3**. Make offer and obtain acceptance in writing.

4.5.1. Give member a minimum 30-day advance notice of assignment to FH to allow time to notify landlord of their intent to move. If a 30-day notice is not possible because of a short-notice PCS assignment of current occupant, consider the following options, depending on local conditions:

4.5.1.1. Hold the unit vacant up to 30 days for the first member on the waiting list who is physically present at the installation and has accepted the housing.

4.5.1.2. Offer a unit to applicants on the waiting list, in succession, until the unit is accepted.

4.5.2. Members may exercise a turndown option for any reason and a turndown is assessed. Bypass members on the waiting list who do not accept the offer for reasons beyond their control (fulfill a lease commitment or when given a short notice of housing availability) and do not assess a turndown. For members under lease, do not bypass more than 1 year or the term of the lease, whichever occurs first. This bypassing provision does not apply to personal situations, such as a home sale. To ensure compliance and maintain program integrity, the Housing Flight Chief must review documentation to support bypassing member.

4.5.2.1. Except for incumbents of K&E positions, personnel with approved hardships and personnel on TLA, members may exercise their option to turn down a FH unit. A member is given 1 duty day to accept or decline the unit. Apply the following rules to turndown options:

4.5.2.1.1. Offer the unit to the next member on the waiting list.

4.5.2.1.2. Do not remove members from the waiting list when exercising their turndown option for the first time.

4.5.2.1.3. Remove members from the waiting list when they refuse housing the second time and do not allow them to reapply for 90 days unless the waiting list is exhausted.

4.5.3. Members who relocate from one on-base FH unit to another at the same installation must complete the move within 5 duty days.

4.5.4. Record assignments in ACES and on printed version of ACES-generated AF IMT 1326 and complete the following applicable forms at the time of occupancy and maintain in the resident housing folder:

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

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

AF IMT 3505, **Condition of Occupancy for Military Family Housing**

AF IMT 3506, **Customer Initial and Final Evaluation of Quarters Inspection** (voluntary by member)

4.6. Assignment Priorities. Assign when member has at least 6 months retainability at the installation. Assign eligible members and their dependents from the top of the waiting list (freeze zone) in descending order to adequate housing according to the following priorities:

4.6.1. Personnel in Designated Positions. Give precedence to incumbents of SCPs, Command and K&E positions and place at the top of the waiting list including the freeze zone without displacing members with a firm housing commitment (**paragraph 2.20**).

4.6.2. Personnel With Approved Hardship. With written approval from the Commander, assign housing as an out-of-turn assignment for hardship conditions. Assign member to the next uncommitted unit in the appropriate grade and bedroom category to satisfy the requirement and do not allow a turndown option. Only the Commander or delegated representative may approve hardship requests (**paragraph 1.6.9.2**).

4.6.3. Members Assigned or Attached for Duty at the Installation. This priority includes eligible personnel assigned to units, organizations and detachments or any Service personnel such as recruiters and Reserve Officer Training Corps (ROTC), who are:

4.6.3.1. Located on or attached to the installation for housing support.

4.6.3.2. Located in the vicinity or within commuting distance of the installation, when an ISA includes housing support with the host installation. ***NOTE***: When an AF installation provides housing support to another Service, AF housing policy takes precedence over other Service policy.

4.6.3.3. ID Member assigned duty away from a military area where the parent Service cannot reasonably provide support facilities (such as housing). The installation with FH nearest the ID site provides FH, unless another installation within commuting distance (either 60 minutes or 20 miles) consents to a transfer of the responsibility.

4.7. Foreign OCONUS Mandatory Assignments. AF policy is to rely on local communities first to provide adequate housing; however, installation commanders at foreign OCONUS locations only may require personnel to live in on-base housing for force protection and mission essential purposes. To avoid underutilizing government-controlled housing, the Commander may also institute mandatory assignments for a 6-month period for the following housing categories:

4.7.1. Long-Term Leased Units. If mandatory assignments do not achieve the AF occupancy goal of 98 percent within 6 months, renegotiate the lease based on current housing requirements and divest underutilized units through attrition.

4.7.2. Government Housing Provided by Host Nation. Review historical occupancy rates and determine an appropriate occupancy rate based on current housing requirements. If mandatory assignment does not achieve the revised occupancy rate within 6 months, develop a strategy to divest underutilized housing.

4.8. Personal Preference Options. When a wide variance in style, type, location, age or design of adequate housing exists, the Commander may permit personal preference options for the type of FH member desires. Offer members housing consistent with their recorded preference. Offer members expressing no housing preference any house that becomes available for assignment consistent with their grade and family composition. Guidance follows for this option:

4.8.1. The Housing Flight Chief recommends type and extent of personal preference options for Commander approval.

4.8.2. Record approved options in a base supplement to this AFI.

4.8.3. Members may exercise this option when they apply for FH or when they arrive at the installation and may change their preference at any time. Although a preference may not be changed in lieu of a turndown, members with an assessed turndown may change their options before being offered a second FH unit.

4.8.4. Administer personal preference options within existing waiting list policies and do not establish a separate waiting list to accommodate this provision. Update ACES with approved options and maintain option preferences on each member in ACES. Members with a preference remain on the waiting list and are bypassed until a FH unit meeting their preference is available. Members exercising this option are not notified of other available

housing, except members receiving TLA are notified because they are required to accept available adequate housing or forfeit their TLA.

4.8.5. The Commander should consider discontinuing personal preference options when occupancy rates drop below the AF goal of 98 percent, except if the low occupancy rate is related to assignment to surplus housing.

Chapter 5

HOUSING CIVILIAN PERSONNEL

5.1. Authority. Commanders may provide housing to eligible civilian employees when one of the following criteria is met:

5.1.1. When civilian employees are K&E and are required to live on base as a condition of employment (5 U.S.C. 5911, 5 U.S.C. 5912 and OMB Circular A-45) and the position is identified in a base supplement to this AFI.

5.1.2. In OCONUS areas 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 (DoDD 1400.6).

5.1.3. When housing is excess to the needs of military personnel assigned or attached to the installation or to an adjacent installation (5 U.S.C. 5911).

5.2. Eligibility. Establish procedures with the local civilian personnel flight (CPF) to verify civilian employee eligibility. Except for K&E civilians, occupancy of FH is limited to 5 consecutive years at any location. When both spouses are DoD employees at the same or adjacent installations and both are eligible for FH, they jointly decide whose eligibility to use but are not eligible for FH at both installations. Refer to **Table 5.1** for a comparison of military and civilian grades.

5.3. Pro Rata Distribution:

5.3.1. Pro rata distribution is based on total population of eligible military and civilian personnel, without regard to housing categories or size of the units (number of bedrooms) required. Count civilians residing in housing regardless of how long they have resided in housing. However, do not count civilians as eligible if they have terminated housing as a result of the 5-year rule or if they have been served notice of termination as a result of the 5-year rule but are in housing pending relocation. Use the following formula for computing the pro rata share:

$$\frac{\text{Eligible Civilians}}{\text{Total Eligible (Military and Civilian)}} \times \text{Housing Assets} = \text{Pro rata Share}$$

5.3.2. To determine the number of housing assets exclude FH units designated for SCP, command and K&E positions and exclude the incumbents from the total personnel count.

5.4. Termination. When there is a waiting list, issue 60-day mandatory termination notices to civilians who have occupied housing for over 5 years (except K&E personnel). When local community housing is adequate and sufficient to house civilians, at the Commander's discretion, issue termination notices to civilians who have occupied FH 5 years or longer. When directed, the move is at government expense.

5.5. Rental Charges. See **11.8** for reimbursement of the MFH account (AFI 65-601, Section 21E).

5.5.1. CONUS (includes Alaska, Hawaii and US territories). At CONUS locations, where eligible civilian employees are not authorized an LQA funded with APF:

5.5.1.1. Eligible civilian employees, who are offered and elect to occupy government-managed housing (includes leased housing), must pay a monthly rental charge based on a fair market rental rate.

5.5.1.2. The fair market rental rates include heat, electricity, fuel, furniture and other services. See OMB Circular A-45 for specific processes to determine fair market value. If assigned government-managed housing, the rental charge is a reimbursement to the FH account (AFI 65-601, Section 21E).

5.5.2. OCONUS (See the defined terms "eligible civilian employee" and "DoD-sponsored civilian employee"):

5.5.2.1. At OCONUS locations, where eligible civilian employees are authorized LQA funded with APF, and who are offered and elect to occupy government-managed housing are not authorized to continue to receive LQA. No further charges are required from the civilian employee or their agency.

5.5.2.2. At OCONUS locations, where eligible civilian employees are not authorized LQA funded with APF, and who are offered and elect to occupy government-managed housing, must pay a monthly rental charge based on the established LQA rate of the equivalent grade. If assigned government-managed housing, the rental charge is a reimbursement to the MFH account (AFI 65-601, Section 21E).

5.5.2.3. At OCONUS locations, a DoD-sponsored civilian employee offered and assigned government- managed housing must pay a rental charge based on the LQA rate of equivalent DoD civilian employee. If assigned government-managed housing, the rental charge is a reimbursement to the MFH account (AFI 65-601, Section 21E).

5.6. Household Goods (HHG) Storage. Unless authorized and funded by the employing organization, do not authorize government-paid HHG storage incidental to civilians occupying government housing.

5.7. American Red Cross (ARC) Positions. ARC positions include the Regional Manager, Senior Station Manager, Station Manager and Assistant Manager. The Commander may assign FH under the following conditions:

5.7.1. In CONUS, ARC employees are housed on the same basis as DoD eligible civilians and assessed a fair market rental charge.

5.7.2. In OCONUS areas, ARC employees in the positions listed in **Table 5.1** may be assigned to FH without rental charge. All other ARC full-time personnel pay a rental charge equal to the LQA of a DoD civilian employee of equivalent grade.

Table 5.1. American Red Cross (ARC) Positions in OCONUS.

	Regional Manager	Sr. Station Manager	Station Manager	Asst. Station Manager
Ramstein AB, GE	1	1		3
Spangdahlem AB, GE			1	
Aviano AB, IT			1	
RAF Lakenheath, UK		1		

	Regional Manager	Sr. Station Manager	Station Manager	Asst. Station Manager
RAF Mildenhall, UK			1	
Yokota AB, JP	1	1		1
Kadena AB, JP			1	1
Misawa AB, JP			1	
Kunsan AB, Korea			1	
Osan AB, Korea			1	

5.8. Contractor Employees and Technical Representatives. These employees are not authorized to reside in FH unless designated K&E. MAJCOMs may approve exceptions. If allowed to reside in FH, contractor employees and contract technical representatives pay rental rates as specified in **paragraph 5.5**.

5.9. Army and Air Force Exchange Service (AAFES) Employees. AAFES employees in OCONUS locations are authorized to reside in FH on the same basis as DoD civilian employees and must pay a rental rate as specified in **paragraph 5.5**.

5.10. Bank Employees. MAJCOM commanders may authorize US citizen employees of banks located on foreign OCONUS installations to occupy FH on a rental basis as specified in **paragraph 5.5**, provided the bank employee is designated K&E or suitable private housing and community support facilities are not available.

Table 5.2. Housing Category for Civilian Assignment.

Housing Category	NSPS Grade	General Schedule (GS)	Senior Executive Service (SES)	Teacher (20 U.S.C. 902-907)	American Red Cross (ARC)	NAF Employee	Wage Grade System
GOQ	No equivalent (*)	*	SES-1–6	*	Sr. Director, Field Opns	NF 6	*
SOQ	YG3, YJ4	GS 15	*	*	Regional Mgr	*	*
**	[1] YA3, YC3, YD3, YF3, YG2, YH3, YJ3, YK3, YN3						

Field Grade	YA3, YC2, YC3, YD3, YE4, YF3, YG2, YH3, YJ2, YJ4, YJ3, YK3, YL4, YN2, YN3	GS 12-14	*	Schedule K Teaching Principal, Schedule L	Sr. Station Manager Station Mgr Assistant Station Mgr	NF 5 NF 4	WS14-19 WL15 & Production Support Equivalent
**	[2] YA1, YA2, YB3, YC1, YD1, YD2, YE3, YF1, YF2, YH1, YH2, YI3, YJ1, YK1, YK2, YL3, YM2, YN1, YP1						
Company Grade	YA2, YB2, YB3 YC1, YD2, YE2, YE3, YE4, YF1, YF2, YH2, YI2, YI3, YJ1, YK2, YL2, YL3, YM2, YN1	GS 07-11	*	*		NF 3	WS8 - WS13 WL6 – WS14 WG12-WS15 & Production Support Equivalent
**	[3] YA1, YB1, YD1, YE1, YF1, YH1, YI1, YK1, YL1, YM1, YP1						
Housing Category	**NSPS Grade**	**General Schedule (GS)**	**Senior Executive Service (SES)**	**Teacher (20 U.S.C. 902-907)**	**American Red Cross (ARC)**	**NAF Employee**	**Wage Grade System**

Senior NCO	[4] YA1, YB1, YD1, YE1, YF1, YH1, YI1, YK1, YL1, YM1, YP1	GS 06	*	*		*	WS1 – WS7 WL1 – WL5 WG9 – WG11
NCO	YA1, YB1, YD1, YE1, YH1, YI1, YK1, YL1, YM1, YP1	GS 01-05	*	*		NF 1, NF 2	WG1 – WG8

NOTES:

1. Only if Base Salary is a minimum of GS-15, Step 1. If base salary is included in any GS-14 step category, request Civilian Personnel confirm position is a GS-15 equivalent. If not confirmed, use field grade housing

2. Only if Base Salary is a minimum of GS-12, Step 1. If base salary is included in any GS-11 step category, request Civilian Personnel confirm position is GS-12 equivalent. If not confirmed, use company grade housing

3. Only if Base Salary is a minimum of GS-7, Step 1. If base salary is included in any GS-6 step category, request Civilian Personnel confirm position is minimum GS-7 equivalent. If not confirmed, use senior NCO housing

4. Only if Base Salary is a minimum of GS-6, Step 1. If base salary is included in any GS-5 step category, request Civilian Personnel confirm position is minimum GS-6 equivalent. If not confirmed, use junior NCO housing

Chapter 6

RETENTION AND TERMINATION

6.1. Retention of Assigned Housing. The Air Force intent is that eligible members keep housing for the duration of their tour at the installation unless there are reasons that justify reassignment or termination. Requests to retain FH are submitted in writing with supporting documentation to the Commander through the Housing Flight Chief. If the Commander has delegated approval authority, the Housing Flight Chief may approve retention requests. Disapproval authority is the responsibility of the Commander, but may be delegated to mission support or equivalent level group commander (**paragraph 1.6.9**). Members and their families are usually allowed to retain FH for longer than normal occupancy periods under the following conditions:

6.1.1. Member in Missing Status. Dependent of a member who is officially reported in missing status (includes members who are captured, interned and involuntarily detained foreign OCONUS) are permitted to retain housing for up to 12 months. The member's BAH is forfeited during occupancy of dependent.

6.1.2. Member Incarcerated (Jailed or Imprisoned). Dependents may request to retain housing when the member is entitled to BAH/OHA during the period of incarceration. The Commander determines approval and the retention period.

6.1.3. TDY. A member may retain housing at the home station while on TDY for duty or training.

6.1.4. PCS With TDY En Route (does not apply to OCONUS areas). Member may retain housing during period of a TDY while attending Service or training school (PCS) for a period of 1 year or less until dependents commence travel on member's PCS orders.

6.1.5. PCS From CONUS to Accompanied OCONUS Tour. If concurrent travel of dependents is disapproved and the anticipated travel delay for dependents is less than 20 weeks, dependents may retain housing for 20 weeks after member departs. ***NOTE:*** Member must agree to serve an accompanied tour and apply for command sponsorship for dependents to travel to the new duty station.

6.1.6. Transfer to Hospital. A hospitalized member may retain FH for the period of hospitalization or a period agreed on by the Commander, the Installation Surgeon General and Housing Flight Chief.

6.1.7. Member Dies While on Active Duty. Dependents of a member who dies on active duty, who occupy adequate FH other than on a rental basis, on the date of the member's death, may retain housing without charge for a period of 365 days (37 U.S.C. 403).

6.1.7.1. The Commander may extend occupancy beyond 365 days on a case-by-case basis, but dependents must pay a rental charge equal to the equivalent BAH of member.

6.1.8. Completion of School Term. Commanders may approve retention of housing for dependent to complete a school term for student to graduate or if student would lose credit if required to withdraw or transfer (**paragraph 6.3.8**).

6.1.9. Dependents Unable to Accompany Sponsor Due to Medical or School Delay. Dependents denied travel to an accompanied foreign OCONUS area due to lack of medical or school facilities in the foreign OCONUS location may retain FH for a period determined by the Commander. Member requests approval on AF IMT 1466, **Family Member's Medical and Education Clearance for Travel**.

6.1.10. Educational Leave of Absence Program (ELAP). While enrolled in ELAP members may retain FH on a space available basis (**paragraph 2.28**).

6.1.11. Unaccompanied Families. Dependents of member assigned to a UDR, home-basing tour or follow-on assignment who occupy government FH including leased units when the sponsor departs, may retain housing until the sponsor returns or reports to the next PDS. Commanders may approve extended retention when the sponsor extends their UDR tour. FH is terminated within 60 days of member's return from the UDR location. This provision includes mil-to-mil members with no dependents. The Commander may also encourage residents to retain FH for the duration of the sponsor's UDR tour.

6.2. Retention for Hardships. Commanders may approve a written request for housing retention to relieve hardship (defined in **Attachment 1**).

6.2.1. Commanders may permit members or dependents to retain FH based on hardship for periods shown in **Table 6.1** and may extend the periods on a case-by-case basis. The occupant must pay rent as stated in **Table 6.1**. This does not apply to transition assistance benefit. As provided in 10 U.S.C. 1147, transition benefits may not continue more than 365 days after the date of separation.

Table 6.1. Retention of Family Housing (FH).

Death of Active Duty Member - Dependents Reside in FH	*Hardships as Determined by the Commander	Former Federal Employees and Dependents or Dependents of Deceased Federal Employees
Dependents may remain in housing for 365 days.	Member and dependents may remain in housing for 60 days.	Federal employee and or dependents may remain in housing for 60 days.
Rental Charges		
No charge for the first 365 days. For extensions beyond 365 days, charge a rental amount equivalent to deceased member's BAH.	Charge a rental amount equivalent to member's BAH.	Continue to charge established rent.

*See **Attachment 1**, Terms, for hardship.

6.3. Termination of Family Housing (FH). Military members may voluntarily terminate FH for any reason after completing a mandatory 1-year tenancy. Members terminating FH give the Housing Flight at least 40 days notice and must terminate occupancy of FH under the following

circumstances. Refer to **Chapter 11** for moves funded by the government and moves for which the member is responsible:

6.3.1. Waiver to Mandatory Residency. Commanders may waive the 1-year mandatory residency requirement when in the best interest of the Air Force or when a hardship exists. Waiver approval may be delegated to the BCE or Housing Flight Chief. Disapproval may be delegated to mission support or equivalent level group commander (**paragraph 1.6**).

6.3.2. PCS. A member who receives PCS orders to another installation must terminate housing before departing, except those with authorized retention.

6.3.3. Enlisted Member Commissioned as an Officer. An enlisted member who accepts a commission and active duty, with no interruption of active Military Service, relocates to officer housing unless the member has less than 6 months retainability at the installation. Move will be at government expense.

6.3.4. Commissioned Officer Who Remains on Active Duty in Enlisted Status. A commissioned officer who is separated and re-enlists or who assumes an enlisted grade relocates to enlisted housing unless the member has less than 6 months retainability at the installation. Move will be at government expense.

6.3.5. Family Separation. When a member no longer lives with dependents or dependents no longer live with the member, the member must terminate housing within 30 days from date of separation. Move is at government expense, but PDLA is not payable (JFTR, U5630B, and **paragraph 11.7**).

6.3.6. Adverse Conduct or Behavior. Commanders may require a member to terminate FH with 30 days notice when member or dependent's conduct or behavior is contrary to accepted standards or adverse to military discipline. Fully document and retain the termination notice on file for a minimum of 1 year. Move is at government expense, but PDLA is not payable (JFTR, U5630B).

6.3.6.1. When the member fails to comply with the AF family child care policies, the Commander may terminate the member's housing privileges. Move is at government expense, but PDLA is not payable (JFTR, U5630B).

6.3.7. Destruction or Abuse of Property. Commanders may terminate FH with a 30-day notice when the member or dependents are responsible for willful, malicious or negligent abuse or destruction of property. Fully document and retain termination on file for a minimum of 1 year. Move is at government expense, but PDLA is not payable (JFTR, U5630B).

6.3.8. Separation or Retirement. A member who is separating or retiring must terminate housing no later than the date of separation or retirement from active duty. The Housing Flight Chief (with delegated approval authority) may approve retention of 60 days to relieve a hardship that occurs after member applies for separation or retirement when conditions are beyond their control (provision in **paragraph 6.1.8** excepted). MAJCOM approval is required for extensions beyond the 60 days. Separated and retired members must pay a daily rental charge equal to one-thirtieth of the combined BAH or OHA. Rental fees may not be waived.

6.3.9. Death of Qualifying Dependent or Military Spouse. Members terminate FH within 90 days following the death of a military spouse or a family member who qualified them for BAH at the with-dependent rate. The Commander may approve retention beyond the 90 days.

6.4. Termination Procedures. Members should give at least 40 days advance notice of intent to terminate FH upon PCS, separation or retirement. The following procedures apply:

6.4.1. The occupant provides one copy of PCS, separation, retirement, or other orders to housing management.

6.4.2. Use ACES to manage terminations, generate AF Form 594, **Application to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**, establish required inspections and track results. AF IMT 1326 documents termination milestones, which enables monthly reconciliation of ACES data.

6.4.3. When the occupant has met clearance requirements and settled property accounts promptly relieve the resident of responsibility and terminate the housing assignment.

6.4.4. Prepare AF Form 594 to notify the FSO of a change in housing status. The member's BAH or OHA is reinstated upon satisfactorily clearing FH or physical departure from the PDS, whichever occurs first. Failure to provide appropriate advance notice of termination of housing may affect member's BAH start date (DoDR 7000.14, Volume 7A, Chapter 26, Table 26-6, Date to Start BAH - Members w/Dependents).

6.4.5. DoD Civilians. Issue a dated and signed clearance document as evidence of housing termination. Provide one copy of the termination document to the FSO and the servicing CPF, as appropriate.

6.5. Involuntary Relocation Between Housing Units. When involuntary relocations are required to complete emergency repairs and major renovation projects, the Commander directs residents to relocate to other FH or to community housing. Unless compelling circumstances exist, do not involuntarily relocate residents for redesignation or redistribution of FH. Instead, redistribute housing vacated by normal attrition. When occupants are directed to relocate, offer the next available uncommitted unit appropriate for their grade and family size and no turndown option is allowed. The move is at government expense (**paragraph 11.10**).

6.6. Family Housing (FH) Inspections. The three inspections associated with the occupancy of FH are the initial, pretermination and final. The member and a housing inspector jointly perform inspections. The inspector and the occupant sign and retain a copy of AF IMT 227 and AF IMT 228 if government-owned furniture is provided. Accomplish inspections as follows:

6.6.1. Initial Inspection. Perform the initial inspection in the housing unit, when possible, at time of occupancy or as soon as possible thereafter. Record the condition of the FH unit, furnishings, equipment, appliances and grounds on AF IMT 227, and AF IMT 228 if applicable, according to instructions on the reverse of the form. Advise new residents that if the condition of the housing unit, appliances, equipment and government furnishings differ from the entries recorded on the AF IMT 227, the resident must submit the discrepancies in writing to the Housing Flight within 15 days of the move-in date to preclude an assumption of occupant damage. Complete AF IMT 3505 during the initial inspection. Brief residents on issues, such as, but not limited to:

- Installation housing brochure (provide copy)
- Appliances and mechanical systems
- Minor M&R, such as changing light bulbs, replacing heat/air conditioner (AC) filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets/sinks and basic insect control
- Cleaning standards (reverse of AF IMT 227)
- Grounds care
- Self-Help Program and Self-Help Store
- Refuse and recycle
- Telephone numbers for emergencies and local services
- Environmental hazards, as applicable (lead-based paint, mold, asbestos, radon)

6.6.2. Pretermination Inspection. Perform the pretermination inspection 30-45 days before the resident vacates FH to facilitate scheduling COM and other repairs. Compare the condition of the unit to the initial inspection recorded on AF IMT 227. Inform terminating residents of their responsibilities for damaged or missing property and how to make restitution. If the resident does not agree to repair or reimburse for occupant damage or if damage is over $500, request an ROS. The ROS process may be disregarded when the value is less than $500 and the member is willing to pay for the damage (**paragraph 2.8**).

6.6.3. Final Inspection. The purpose of the final inspection is to clear the member of responsibility for the unit.

6.6.3.1. Use standardized cleaning requirements for all residents and make sure the resident accomplishes DoD-mandated cleaning listed on the reverse of AF IMT 227 (DoDM 4165-63).

6.6.3.2. The government performs final cleaning of portions of the FH unit scheduled to be repaired or replaced and required cleaning not included on the reverse of AF IMT 227. The government also performs final cleaning of FH units in geographical locations where TLA is authorized to reduce TLA for departing members. See AFI 65-601, Volume I, *Budget Guidance and Procedures* (Chapter 21) and AFMAN 65-604, *Appropriation Symbols and Budget Codes*, for turnover maintenance, cleaning and clearing FH units when occupants change.

6.6.3.3. Schedule a reinspection of a failed final inspection at the earliest mutually agreed date to prevent disrupting the member's scheduled departure. Do not identify new inspection items except obvious defects for which the member is responsible that have occurred since the most recent inspection.

6.6.3.4. Arrange for a commercial contractor to clean and repair occupant damages in abandoned units and seek reimbursement from the member using DD Form 139, **Pay Adjustment Authorization**.

6.6.4. Self-Help Work. When authorized self-help work is performed, occupants are responsible for returning the unit and surrounding grounds to the original configuration, unless housing management approves transfer of the self-help project to the next occupant. Residents may donate and the AF may accept self-help improvements when workmanship and aesthetics meet acceptable construction standards.

6.7. Customer Evaluations. Provide each customer with an AF IMT 3506 or locally developed comment form to measure customer service. Request customers evaluate the service they received during the inspection process and return the form to the Housing Flight. The Housing Flight Chief uses the feedback to improve the inspection processes.

Chapter 7

REFERRAL AND RELOCATION PROGRAM

7.1. Policy. The Air Force is committed to equal opportunity and treatment for all DoD personnel seeking housing, regardless of race, color, religion, sex, national origin, age, handicap and familial status and to eliminating discrimination against DoD personnel in housing. The Housing Flight must provide eligible personnel with professional and personalized service to assist them in locating suitable, nondiscriminatory community housing, recognizing:

7.1.1. Adequate housing is required within a commuting distance of either 60 minutes or 20 miles of the installation.

7.1.2. DoD personnel are entitled to an equal opportunity to reside in housing free from discriminatory practices. When a resident reports circumstances that appear suspicious of illegal discrimination, the Housing Flight Chief immediately initiates a review in cooperation with installation and community agencies (**Attachment 3**).

7.2. Housing Services. Offer complete referral services and a full range of relocation assistance and monitor community housing referral and relocation activities to make sure they provide needed services, they are free from discrimination and provide equal opportunity and treatment for all personnel.

7.2.1. Members are free to select community or privatized housing, except where restrictive sanctions are imposed or when required to occupy FH. Mandatory assignment is allowed in foreign OCONUS locations, primarily for force protection (**paragraph 4.7**).

7.2.2. Maximize participation in the Rental Partnership Program (RPP), considering local property and marketing conditions. The Air Force endorses the RPP to acquire quality community housing and to promote formal agreements between property managers and homeowners, and the Housing Flight to give preferential referral to military members. The property manager or owner agrees to reduce out-of-pocket moving in expenses, such as deposits for damage and utilities and eliminates reference and credit checks. The member agrees to sign a 12-month lease and pay rental fees by allotment.

7.2.3. The Housing Flight is the only installation agency authorized to provide housing referral and relocation services, including, but not limited to managing and inspecting listings for rental and listing for-sale-by-owner properties, counseling incoming members seeking housing and assisting with rental and lease agreements.

7.2.4. At locations where AHRN is deployed, monitor the website on a daily basis. AHRN is an approved DoD website that provides housing rental listings and offers information on home-buying services from realtors. Develop a recurring schedule to inspect all properties within the commuting distance of either 60 minutes or 20 miles.

7.2.5. The Housing Flight Chief actively supports installation relocation agencies, such as the Relocation Assistance Coordinating Committee (RACC), where established, and the Community Action Information Board (CAIB). (AFI 36-3011, *Air Force Relocation Assistance Program (RAP)*; AFI 90-501, *Community Action Information board and Integrated Delivery System*).

7.2.5.1. As prescribed by AFI 36-3011, the Housing Flight at both the losing and gaining installation makes sure full housing services are available, including provision for the Exception Family Member Program (EFMP), home finding service, counseling on home buying, selling or renting and property management with emphasis on locating adequate, affordable temporary and permanent housing.

7.2.5.2. As required, provide current comprehensive housing availability data to the RACC for the worldwide-automated network, Standard Installation Topic Exchange Service (SITES) (**https://www.dmdc.osd.mil/appj/sites/index.jsp**.

7.3. Community Liaison and Data Sources. To increase available community housing, enhance related services, maintain current information sources and strengthen support in the community, commanders and housing management must maintain professional association with civic groups, local government and school officials and related installation agencies.

7.3.1. Sources include, but are not limited to the local chapter of National Apartment Association, property management and real estate associations, board of realtors, Federal Housing Administration and Veterans Administration.

7.3.2. Maintain and monitor a wide variety of current data sources on local housing, utilities, telephone, cable, internet and other services, schools, transportation, recreation and shopping areas available to military families to assist the member in locating housing based on family requirements.

7.3.2.1. Recommended data are community and privatized houses, condos, apartments and mobile homes for rent, apartments for sharing, subletting, temporary housing, rooming houses; location of mobile home parks (MHP); and for-sale-by-owner housing. Sources are AHRN, homeowners, property managers, real estate agents, newspapers and community liaison.

7.3.3. Communicate with property managers and homeowners to stay informed about when property is rented, sold or becomes otherwise unavailable and to promote AHRN as a marketing tool for rental property.

7.4. Promoting Housing Services. Publicize housing services on the installation website and other installation media, commander calls, newcomer briefings and appropriate community meetings. Monitor official and unofficial installation media advertising housing property for rent and sale. Occasionally, post an article in official media, explaining restrictions on any installation except the Housing Flight providing housing services as a guide for those who maintain bulletin boards and publish installation newspapers and produce other media.

7.5. Counseling and Assistance. Participate in newcomer briefings to advise members to seek counseling from the Housing Flight before negotiating a rental or lease agreement for community housing. Provide the following information and counseling:

7.5.1. List of housing facilities with restrictive sanctions.

7.5.2. List of rental housing, how to access to the AHRN website (**www.ahrn.com**), or list of for-sale-by-owner property. Assist member by verifying with property manager that the selected property is available.

7.5.3. Make sure transportation is available for member to view and inspect community housing, as required, when no public transportation is available (foreign OCONUS).

7.5.3.1. Mark maps and give driving directions to selected property.

7.5.3.2. Furnish language interpretation for dealing with landlord and utility companies.

7.5.3.3. Provide rental agreements in both English and the national language in foreign OCONUS areas.

7.5.3.4. Maintain current information as handouts on local laws and customs in OCONUS.

7.5.4. Counsel member on:

7.5.4.1. DoD equal opportunity policy in community housing and member's obligation to immediately report suspected discrimination.

7.5.4.2. Personal conduct while occupying community housing and assistance available in the Housing Flight for resident and landlord dispute resolution.

7.5.4.3. Necessity for a military release clause in lease agreements.

7.5.4.4. Available legal assistance to review lease and sale contracts.

7.5.4.5. Availability of sponsor (designated by squadron commander) to provide assistance in getting settled in the community.

7.6. Homeowners Assistance Program (HAP). HAP provides assistance to eligible DoD military and civilian personnel and eligible personnel of other Federal agencies negatively affected by BRAC actions. The program does not cover temporary personnel employed under a time limit, NAF employees or independent contractors and their employees.

7.6.1. The U.S. Army Corps of Engineers (USACE) manages and executes the program **www.sas.usace.army.mil/hapinv/**.

7.6.2. The Housing Flight administers the program for military and civilian personnel assigned to installation housing and assists homeowners prepare DD Form 1607, **Application for Homeowner Assistance**, if required. The base legal office provides legal guidance to other staff agencies and assistance to individual claimants.

7.7. Dispute Resolution. Investigate and mediate community housing complaints submitted by the member. The initial complaint may be verbal but must be subsequently submitted in writing. Collect information from each party and evaluate issues objectively. Include monetary savings to member or landlord because of mediation. Keep a complete record of the complaint and resolution.

7.8. Community Housing Discrimination. The Housing Flight, military equal opportunity, JA, public affairs and military and civilian personnel flights must maintain open and professional relationships to effectively respond to and assist personnel who report suspected discrimination during their housing search.

7.8.1. DoDM 4165.63 directs that a suspected discriminatory act be investigated with or without the complainant filing a formal complaint. The Housing Flight investigates the housing discrimination complaint and prepares a report, including legal review and validation, to command officials for additional investigation. This action complies with DoDI 1100.16, *Equal Opportunity In Off-Base Housing*, and DoDD 1020.1,

Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense.

7.8.1.1. The Housing Flight maintains a listing of property agents and facilities against which the Commander has imposed restrictive sanctions. Restrictive sanctions are imposed against the agent, identified facility and all other facilities owned or operated by the agent for a minimum of 180 days and continue until the agent has agreed in writing to a policy of nondiscrimination.

7.8.1.2. When providing the restrictive sanction list to personnel seeking community housing, obtain a signed receipt for the list and retain the receipt in the member's active housing file for at least 1 year following member's departure from the installation.

7.8.1.3. Personnel moving into or changing their residence within the installation commuting area are prohibited from entering into a rental, purchase or lease agreement with an agent of a facility that is under restrictive sanctions.

7.8.1.4. Restrictive sanctions do not apply to DoD personnel residing in a facility at the time the restrictive sanction is imposed, or those who wish to renew or extend a rental or lease agreement that started before the restrictive sanctions were imposed.

7.8.1.5. A resident may not relocate to another unit within a restricted facility without the written approval of the Commander.

7.8.2. Within 3 workdays after receiving a complaint of discrimination, the Housing Flight initiates an inquiry. The inquiry must be detailed enough to determine if discrimination occurred. Refer to **Attachment 3** for investigative procedures for housing discrimination.

7.8.3. If the complainant does not locate adequate housing after a reasonable time because of discriminatory practices in the community, the Commander may approve priority assignment to FH for the complainant.

7.9. Community Housing Inspections. Inspect rental properties, whether listed in ACES or AHRN (as deployment) to determine adequacy. Record inspections and applicable comments in ACES and AHRN. Provide guidance to property managers and owners on acceptable standards for units deemed to be deficient and encourage upgrades.

7.9.1. If a current resident requests an inspection or if there is reason to question the suitability of the housing based on environmental, health or safety considerations, seek permission from the landlord and enter the property for inspection. Remove property from viewing in AHRN and ACES that does not meet adequacy standards.

7.9.2. In OCONUS areas where rental property standards differ significantly from the US inspect all rental properties before listing or occupancy, as required, for protection of members.

7.9.3. Air Force Joint Instruction (AFJI) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*, provides guidance on placing a housing facility off-limits for such reasons as safety, health or morale (as distinguished from imposing restrictive sanctions for discriminatory practices).

7.10. Standards of Conduct. Familiarize military and civilian Housing Flight employees with DoDR 5500.7, *Joint Ethics Regulation (JER)*, and advise the employees to make sure business

associations or financial interests are conducted without suspicion of partiality and to avoid any action, whether or not specifically prohibited, that might result in or create the appearance of:

7.10.1. Using public office for private gain.

7.10.2. Giving preferential treatment to any person or business associate.

7.10.3. Making government decisions outside official channels.

7.10.4. Adversely affecting the confidence of the public in the integrity of the government.

Chapter 8

PROPERTY MAINTENANCE AND REPAIR (M&R)

8.1. Maintenance and Repair (M&R) Standards. Maintain FH units according to AF standards in *The Air Force Family Housing Guide for Planning, Programming, Design and Construction*. The BCE and Housing Flight Chief ensure AF standards through routine preventive maintenance programs, accomplishing M&R according to accepted engineering practices, experience and manufacturer recommendations and by fostering an attitude of home ownership among residents.

8.1.1. Inform residents to promptly notify the service provider when the FH structure, equipment or fixture is defective, broken, damaged or malfunctioning, and that they must allow entry into the housing unit for necessary repairs. Schedule routine work in occupied units with minimum disruption to occupants.

8.1.2. The service provider completes urgent or emergency work within a time period consistent with the degree of urgency and schedules nonemergency and routine work in the most economical and efficient manner. Maintenance personnel must also take proper precautions to protect the resident's personal property and leave the worksite clean and orderly. To reduce disruption to the occupant, accomplish maintenance tasks during COM, when possible.

8.1.3. Identify requirements to improve or replace FH units, infrastructure, playgrounds and other common grounds in the housing area IAW HCP priorities and accomplish the work IAW AFI 32-6002 and program guidance letters. Inspect playgrounds annually and maintain according to standards in the U.S. Consumer Product Safety Commission Publication No. 325, *Handbook for Public Play- ground Safety.*

8.2. Change of Occupancy Maintenance (COM). COM is minor M&R required to make the FH unit ready for the next occupant. Identify repairs during the pretermination and final inspection. Since COM costs are excluded from the $20,000 M&R limitation in FH (non-GOQs), limit COM repairs to minor M&R, carpet and drapery cleaning and replacement, floor refinishing, interior painting and replacing filters. Maintain COM maintenance start and stop dates in ACES to ensure accuracy of the ACES-generated FH Occupancy and Utilization Report.

8.3. Maintenance and Repair (M&R). The following are examples of minor and major M&R when performed during COM:

8.3.1. Minor M&R:

Interior painting
Floor and wall repair
Restoring ceiling and wall finishes
Electrical and plumbing fixture repair
Landscaping and planting trees and shrubs

8.3.2. Major M&R:

Restoration or replacement of structural members in the original locations, such as repairing or replacing foundation, roof, exterior structure or wall, exterior painting, interior partition, electrical, plumbing, heating ventilations and air conditioning.

8.4. Minor Alterations. Minor alteration is construction or improvement (new) work typically performed in support of an M&R project and funded with FH M&R funds (P-722). However, some circumstances may warrant use of minor alteration without repair. Minor alteration work installs or constructs systems, or features that do not currently exist or changes systems, features or spaces that already exist. Use this authority for interior and exterior work consistent with AF standards. Do not use this authority to increase the size of any unit or increase the number of rooms in any unit.

8.4.1. Replacement of functioning or serviceable material, system or component systems before the end of their useful life is classified as minor alteration. Replacement of failed or unserviceable materials, systems or components with contemporary standard components or materials, consistent with local standards, is not minor alteration if justified by a life-cycle analysis. Replacement of failed or unserviceable materials, systems or components with an upgraded material, component or system that exceeds contemporary standards or local standards is classified as minor alteration. Anti-Terrorism/ Force Protection (AT/FP) requirements supported by documented vulnerability assessments are excluded from minor alteration cost limits (AFI 32-6002).

8.4.2. Examples of minor alteration work are:

Installing new planting areas or borders which are not currently installed.
Replacing carpet with wood flooring or tile (even if the carpet is due for replacement).
Replacing laminate countertop with an upgraded surface such as Corian or granite.
Installing new outlets and/or lighting which is not currently installed.
Replacing window air conditioning unit with ducted system.

8.5. Maintenance of Common Areas. The installation maintains grounds in common areas of FH. For individual units, installation responsibility is limited to erosion control, tree surgery, screening and overall attractiveness except for units with an approved waiver (**paragraph 2.14.1**). Use low maintenance shrubbery and hedges that do not require trimming.

8.6. Maintenance of Government-Installed Carpet. Clean government-installed carpet, as needed, IAW the AFCEE carpet guide, the most current ETL and manufacturer instructions to preserve the quality and life of the carpet (**www.afcesa.af.mil**) (**paragraph 2.26**).

Chapter 9

FAMILY HOUSING (FH) REQUIREMENTS

9.1. Air Force Family Housing Master Plan (FHMP). The AF FHMP provides a corporate, requirements-based housing investment strategy that integrates and prioritizes traditional construction and O&M funding with private sector financing in a single road map. The road map identifies the most cost-effective investment option for each installation (use of privatization authorities or traditional MILCON) to meet its FH requirements consistent with congressional and OSD constraints and directives (*USAF Family Housing Guide for Planning, Programming, Design, and Construction*).

9.2. Housing Requirements and Market Analysis (HRMA). DoD requires the local community to be the first source for satisfying housing requirements of military families. DoD requires Military Services to determine requirements based on a thorough analysis of the local community's ability to house military families. To meet this requirement, the AF uses the HRMA. The HRMA assesses the type and amount of community housing, including privatized housing on and off base, that satisfies DoD suitability criteria. Housing constructed with appropriated funds or privatization authorities can be used to meet housing demand not satisfied by the local community. The HRMA should be conducted every 3 years.

9.3. Housing Community Profile (HCP). The HCP provides a long-range plan for planning, programming, design and construction of improvements, replacement and privatized FH. The HCP is key to the Whole-House/Whole Neighborhood Program. It is the justification for housing design projects submitted to HQ USAF/A7CH by the installation/MAJCOM. The AF has completed HCPs for all installations with a housing inventory. Updates are accomplished approximately every 3 years, depending on the installation mission requirement. The HCP provides assessments of FH current conditions, describes actions and associated costs to update FH to modern standards and determines the best investment decision (improvement or replacement) for each installation.

9.4. Installation Family Housing Master Plan (IFHMP). The IFHMP incorporates data from the HRMA and HCP and adjusts the HCP data to reflect the beginning of the Fiscal Year Defense Planning (FYDP). This adjustment assumes projects programmed in years prior to the beginning of the FYDP are complete and future investment funding requirements start with the beginning of the FYDP. The IFHMP also documents the O&M funding requirements including operations, utilities, leases, privatization support costs and sustainment costs, including real property maintenance activities (RPMA) and real property maintenance by contract (RPMC). All of the O&M costs, except RPMC, are based on actual housing accounting records. The sustainment RPMC costs are estimated by the real property maintenance (RPM) model. The RPM model uses results of the Condition Assessment Matrix (CAM) inspections conducted to support the HCP to predict the timing and cost of major repair/replacement for housing components and infrastructure and community systems.

9.5. Economic Analysis (EA). An EA is required for:

9.5.1. New FH construction and replacement projects.

9.5.2. FH support facility construction projects with a total cost of over $2,000,000.

9.5.3. Improvement projects when the most expensive unit exceeds $50,000 ($60,000 for accessible handicapped units) multiplied by the local area cost factor, except foreign OCONUS locations. In foreign OCONUS locations, installations may not apply the area cost factor to increase the cost limit (AFI 32-6002).

9.5.4. Prepare the EA IAW AFMAN 32-1089, *Air Force Military Construction and Family Housing Economic Analysis Guide.*

9.5.4.1. Initiate the EA as early as practical during the project planning process and update when significant developments occur that would invalidate or significantly alter the conclusions. Document the EA to allow for complete replication, including costs traceable to their most basic input and unit of measure.

9.5.4.2. Military Construction Project Data (DD Forms 1391), which are sent to OSD and Congress, must contain a summary of the EA results for the applicable project.

9.5.4.3. The installation prepares and the MAJCOM certifies the EA. The methodology provides for cooperative analysis between the installation BCE and financial manager (FM), MAJCOM Civil Engineer and FM and HQ USAF/A7C and SAF/FM, and assures selection of the most cost-effective alternative.

9.6. Standards for Family Housing (FH). The goal of the Air Force is to provide its members with the highest possible quality housing within legal limits. Congress has removed size standards for FH, including GOQ (AFI 32-6002). Room sizes are specified in the *Air Force Family Housing Guide for Planning, Programming, Design and Construction*.

9.7. Equitable Use of Housing Assets. Because changes in housing requirements reflect changes to the base mission, force structure, population distribution and availability of community housing, Commanders must (each January) reevaluate the distribution of existing FH among categories in **Table 4.1** to ensure equitable allocation (**paragraphs 1.6.4** and **1.8.17**).

9.8. Temporary Redistribution. The Commander considers temporary redistribution of FH when an imbalance exists but circumstances do not warrant permanent redistribution and change of property records. Do not use temporary redistribution when permanent redistribution is clearly warranted.

9.8.1. The Housing Flight Chief compares current distribution of FH assets with requirements using ACES-HM occupancy data and submits recommendations to the Commander.

9.8.2. Consider the following to determine the need for temporary redistribution:

9.8.2.1. Housing requirements within each category, by number of bedrooms, including current, projected and programmable changes.

9.8.2.2. Recent or projected mission changes.

9.8.2.3. Approved and programmed new construction for government, privatized and community housing.

9.8.2.4. Separation of officer and enlisted family areas.

9.8.2.5. Imbalance of waiting times among categories.

9.8.3. Make sure ACES reflects temporarily redistributed units by changing the current designation.

9.9. Permanent Redistribution: Permanently redistribute FH units in ACES and on real property records to align units with requirements when evaluation shows a significant change in the following conditions (**paragraph 1.6.9.7**):

9.9.1. Base mission.

9.9.2. Base population.

9.9.3. Availability of government, privatized and community housing.

9.9.4. Continued temporary redistribution to maintain equity among categories.

9.10. Conversions (Permanent Change in Use) and Diversions (Temporary Change in use). Do not permanently convert FH identified on real property records without prior approval of SAF/IEI. Use AF IMT 123, **Request for Changed Use of Real Property**, to track approval of conversions of family housing (AFI 32-9002, *Use of Real Property Facilities*).

9.10.1. Converting FH to Other Uses. FH units determined to be surplus to installation requirements based on the current HRMA may be converted to other uses. Only convert units considered adequate based on the current HCP CAM score. Units considered inadequate due to functional suitability deficiencies, but otherwise adequate, may be converted. Follow guidance in AFI 32-9002 to request conversions and include information outlined in **Attachment 4** to justify the conversion.

9.10.1.1. Conversions require AF real property records to be changed; therefore, determine the source of funds for conversion, follow-on maintenance, utilities, repair and construction work.

9.10.1.2. Follow AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, for funding conversions to MWR and NAF activities. As part of the conversion, units must meet standards necessary for the end-state use and yield at least a C-2 Installation Readiness Report rating. Appropriated funds are used for conversions to VQs. NAF pays for conversions to TLFs. FH funds may not be used to pay for any conversion costs. Conversion projects must be funded within existing MAJCOM Total Obligation Authority. After conversion, make sure FH funds are not charged for utilities services to these facilities.

9.10.1.3. If FH units are removed from the FH property records as a conversion, the appropriate base O&M account pays for the M&R of the converted unit.

9.10.1.4. For surplus housing identified in the IFHMP, request permanent conversion. ***Exception:*** Housing for unaccompanied K&E personnel may be diverted.

9.10.2. Diverting FH to Other Uses. Divert FH units to non-FH use only when the requirement will not exceed 3 years. Show the date diverted and nature of the temporary use in ACES. If the expected use is more than 3 years, request permanent conversion. The MAJCOM Civil Engineer may approve diversions for UH only for up to 3 years and may delegate this authority to installation commanders. HQ USAF/A7C is the approval authority for all other diversions. Charge O&M costs to the FH account for units diverted to any non-

FH use (including UH), as long as FH unit is kept on FH property records. Do not divert surplus units.

9.11. Surplus Housing. Units excess to the FH requirement determined by the HRMA are considered surplus to the installation requirement. For identified surplus housing units the installation must develop a disposal plan using a methodical and phased approach to reduce and consolidate FH. Include government-owned and leased and Section 801 housing.

9.11.1. Identify surplus housing by unit type and neighborhood. Consider economic investment, condition (dispose of worst first based on CAM score), location, size and occupancy. Also, consider the community environment by reducing density and maintaining neighborhood continuity. Houses on the Historical Register and those eligible to be registered may be declared surplus.

9.11.2. Bases must actively manage surplus unit inventory to ensure proper accountability. Annotate surplus units in the ACES-HM.

9.11.3. Foreign OCONUS bases follow appropriate guidelines for disposal of FH as stipulated in the SOFA and other host-nation governing documents.

9.11.4. Only two categories of surplus housing (adequate and inadequate) are possible (based on the CAM score) and disposition will vary for each category.

9.11.5. OSD guidance defines the occupancy requirements necessary to retain surplus housing. Use a 3-year average occupancy rate (100 minus the vacancy rate as calculated by ACES) to determine the average occupancy rate. Calculate twice per year (1 April and 1 October) for the previous 3 years to account for seasonal variations. When historical ACES-HM data is not available, supplement with manual data.

9.11.6. Surplus housing units are not eligible to receive programmed MILCON or programmed RPMC funds.

9.11.6.1. Bases will receive no funding beyond RPMA for maintenance of surplus housing. M&R expenditures are limited to $3,800 per unit per fiscal year (FY). HQ USAF/A7C must approve per-unit expenditures in excess of this amount.

9.11.6.2. MAJCOMs and installations track M&R costs for their surplus housing units.

9.11.6.3. Send request to waive the $3,800 per-unit limit to HQ USAF/A7CH. Include:

9.11.6.3.1. Unit description and type, unit address and year of construction or most recent whole house renovation, general construction and location.

9.11.6.3.2. Indicate if the unit is surplus-adequate or surplus-inadequate and programmed disposal date.

9.11.6.3.3. Description of M&R requirements that warrant supplemental funding and justification for repairs exceeding the $3,800 limit (storm damage, excessive wear, etc.) and an estimate of total costs for the entire year. Include a detailed M&R estimate sufficient to identify individual components of the work. State the required start date for the M&R work and an estimated performance period.

9.11.6.3.4. State whether the work is routine or emergency and impact if waiver is not approved.

9.11.6.4. Use MFH O&M funding to perform RPMC level work on surplus units under emergency conditions only (affecting life, health and safety), and when no other options exist to relocate families into adequate housing.

9.11.6.5. Adequate surplus housing may be retained as long as the 3-year average occupancy rate is at least 97 percent.

9.11.7. MAJCOMs report progress to HQ USAF/A7CH quarterly (1 January, April, July, October) on disposing surplus FH and removing units from AF Real Property records.

9.11.7.1. Track the following information: total housing inventory to include AF owned, privatized, leased and Section 801 leased units.

9.11.7.2. Provide occupancy rate twice per year (April and October).

9.11.7.3. Track the number of adequate and inadequate surplus units and the number of units removed from the real property records.

9.11.7.4. Report FH units as surplus until the disposal action is complete and information is updated in ACES-RP (Real Property).

9.12. Disposal/Divestiture. MAJCOMs should have a program for disposal/divestiture of surplus units (defined in the HRMA), inadequate units replaced via MILCON construction, or units conveyed as part of a privatization initiative in the FHMP. MAJCOM Civil Engineers request approval from HQ USAF/A7C for all MFH disposals/divestitures on a by-unit basis. See **Attachment 5** for requirements for approval of disposals/divestitures.

Chapter 10

FAMILY HOUSING (FH) LEASING

10.1. Leasing Authority and Criteria. Congress authorized leasing of FH under 10 U.S.C. 2828 as a temporary measure to provide housing until permanent housing becomes available or the local community can provide sufficient adequate and affordable housing. Specific criteria and conditions for domestic and foreign leasing of FH units are in **paragraph 10.3** and **10.4**, respectively. The authority vested in the Secretary of the Air Force to execute FH leases is redelegated to Air Force Real Property Agency (AFRPA), IAW Secretary of the Air Force Order (SAFO) 715.4, 25 July 2002 and SAF/IEI memorandum, 13 May 2003. Leasing programs are administered at all levels within the criteria and cost limitations established by law.

10.1.1. Policy. The Domestic Housing Leasing Program allows the AF to lease existing privately owned housing in the United States, Puerto Rico and Guam for assignment as government controlled housing to eligible members and DoD civilian employees. The Foreign Housing Leasing Program allows the AF to lease existing privately owned housing or privately owned build-to-lease (BTL) housing, which is constructed specifically for assignment to eligible members and DoD civilian employees. Leased units are assigned and operated as adequate government-controlled housing.

10.1.2. Rental Rates. For domestic leased housing, military members forfeit BAH upon occupancy. See **paragraph 5.5**, and **Tables 3.1** and **5.2** for CONUS and OCONUS civilian employee eligibility and rental rates.

10.1.3. Approval Authority. Although the Congress authorized FH leasing under Title 10 U.S.C. 2828, they retained approval authority for high-cost leases and BTL projects.

10.1.3.1. Office of the Deputy Under Secretary of Defense for Installations and Environment (ODUSD(I&E)) allocates lease points (leasing authority) among the Services and other agencies subject to statutory provisions and considerations of legislative intent. ODUSD(I&E) also issues annual cost limits per leased unit for domestic and foreign leases, which reflect the national median housing cost adjustments to the previous year adjusted domestic lease cost limits, and Consumer Price Index adjustments to foreign lease cost limits based on the unadjusted limits established in 10 U.S.C. 2828. Services must further adjust lease limits in foreign counties for currency fluctuation.

10.1.3.2. USACE is the executive agent for domestic leasing. The Commander, USACE, provides a service to locate, negotiate and execute domestic housing leases.

10.1.3.3. HQ USAF/A7CH establishes management procedures, controls and reporting requirements associated with the housing leasing program and allocates FH lease points to MAJCOMs (one point equals one leased unit). HQ USAF/A7CH also:

10.1.3.3.1. Provides lease points to the MAJCOM for authorized units for domestic and foreign leases for regular cost leases.

10.1.3.3.2. Validates the requirement and provides lease points (authority) to the MAJCOM for high-cost leases.

10.1.3.3.3. For each new or renewal foreign high-cost lease, provides a 21-day congressional notification to appropriate congressional committees through the Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller) (SAF/FM) following coordination with AFRPA and approval by SAF/IEI. If Congress requires no additional information, the MAJCOM may finalize the lease at the expiration of the 21 calendar days. For domestic high-cost leases, HQ USAF/A7CH provides quarterly notification to Congress after the lease contract has been executed and certifies that less expensive housing units are not available.

10.1.3.3.4. Coordinates leasing actions with AFRPA. (SAF/IEI delegated approval authority to AFRPA for regular cost leases.)

10.1.3.4. MAJCOMs manage the leasing program within their command, determine requirements, develop justification, comply with statutory and administrative limitations, negotiate and execute leases in foreign counties within authority of host nation agreements and plan and program for O&M of Section 801 and BTL housing.

10.1.3.5. Installations determine requirements for leased housing and manage leases in their area of responsibility.

10.2. Leasing Program Administration and Approval. Use the following process to request authority to lease housing:

10.2.1. The Housing Flight, AFRS and Air Force Office of Assession and Training Schools (AFOATS) identify all lease requirements to the MAJCOM, regardless of cost.

10.2.1.1. Apply programming benchmark size for government-owned housing to leased housing. If adequate leased housing within the programming benchmark size cannot be located, the MAJCOM certifies the unavailability and forwards a request to exceed the limitations to HQ USAF/A7CH for approval. Refer to AFI 32-6002 for policies and criteria for programming, planning and acquiring leased units.

10.2.2. The MAJCOM validates the lease requirement, identifies the funding source and forwards a request for lease authority (points) to HQ USAF/A7CH, who forwards request to AFRPA.

10.2.3. HQ USAF/A7CH certifies the lease requirement, availability of points (authority) and funds, issues the required number of lease points to the MAJCOM, coordinates the request with other Air Staff agencies and assigns the points against the installation lease inventory. For foreign OCONUS high-cost leases, HQ USAF/A7CH first issues a 21-day notification package to Congress.

10.2.4. The MAJCOM authorizes their real estate function to execute the lease contracts, following guidance in AFI 32-9001.

10.2.5. Refer to **paragraph 10.5** for the foreign Build-to-Lease Program.

10.2.6. MAJCOMs with highly fluctuating requirements for leased housing, such as AFRS and AFOATS, have the option to request a block of lease points for domestic, regular cost leases only. If HQ USAF/A7CH approves the request, the MAJCOM provides a quarterly update of all leases, including lease identification number, city, state, rank of occupant, annual lease cost and estimated annual utility cost.

10.3. Domestic Leasing. FH may be leased in CONUS, Alaska, Hawaii, Puerto Rico and Guam when a shortage of adequate housing exists at or near the installation. A lease contract may not be executed for more than 5 years (usually a 1-year contract with 4 option years). The total annual lease cost may not exceed the statutory limits and the number of leases may not exceed the number of lease points authorized by HQ USAF/A7CH. A government-authorized agent must identify housing units to be leased and the request must include certification that less expensive adequate housing was not available for lease. Even if the total lease cost is higher than member's BAH, approval requirements in **paragraph 10.2** must still be met. At least one criterion below must be met:

10.3.1. The requirement to lease is temporary.

10.3.2. Leasing is more cost-effective than construction or acquisition of new housing. To compare costs prepare an economic analysis IAW AFMAN 32-1089.

10.3.3. FH is required for personnel attending Service schools on PCS orders.

10.3.4. Construction of FH at the installation is authorized by law, but has not been completed.

10.3.5. A MILCON authorization bill that includes a request to construct FH is pending congressional authorization.

10.3.6. Housing is required in locations with housing deficits and is used only until government housing programs or the local economy can provide sufficient housing at a reasonable cost within BAH rates.

10.3.7. Fluctuating requirement where no base support is available.

10.4. Foreign Leasing. Housing units may be leased in foreign locations for DoD military and civilian personnel and incumbents of SCPs in countries where excessive housing costs would cause an undue hardship or in countries that prohibit leasing to individuals. Apply criteria in **paragraph 10.3** and the following policy:

10.4.1. A lease for FH units in foreign countries may not exceed 10 years. Leases are renewed annually, and the cost is paid from the appropriations of the renewal year.

10.4.2. When leasing 25 or more housing units perform an EA to determine the most effective method to obtain housing. Accomplish the EA IAW OMB Circular A-94, *Discount Rates to be Used in Evaluating Time-Distributed Costs and Benefit*, DoDI 7041.3, *Economic Analysis for Decision Making*, and AFI 65-501, *Economic Analysis.*

10.4.3. Limit make-ready repairs, alterations and additions to work necessary to provide adequate living accommodations. Make-ready work is also limited to once during the life of the lease and the cost may not exceed 25 percent of the first year annual rent without authority from SAF/IE (DoD Manual 4165.63).

10.4.4. Follow guidance in **paragraph 10.2** for coordinating congressional notification. Include the following items in the lease justification package and maintain a complete record of the documentation for 5 years after the lease expires.

10.4.4.1. Location of the lease by city and country.

10.4.4.2. Identify designated position of the occupant.

10.4.4.3. Size of unit based on family size and grade of occupant.

10.4.4.4. Annual cost, including lease, utilities and maintenance.

10.4.4.5. Cost of community housing compared to the housing allowance of occupant (OHA, plus utilities).

10.4.4.6. Certification that government housing is not available.

10.4.4.7. Certification that the lease is temporary.

10.4.4.8. Funding source.

10.4.5. Foreign leases may be obtained through the Department of State (DoS) housing pools in areas where military facilities are not readily available, where there is a shortage of adequate housing in the area, where member is assigned to duty, and the DoS housing pool is the most cost-effective means of providing housing. Reimburse DoS for housing and related services furnished under the agreement; however, leases obtained through the DoS are considered regular leases and not a high-cost lease. Obtain lease points from HQ USAF/A7CH before executing DoS lease agreements (**paragraph 10.2.2**).

10.5. Foreign Build-to-Lease (BTL) Housing. BTL housing is congressionally approved and includes leasing groups (typically 100 to 400 or more units) of existing privately owned units or built-to-lease units for military members and eligible DoD civilians when adequate housing is not readily available. The BTL Program allows housing to be built specifically for leasing to the Air Force. A BTL contract may not exceed 10 years, and the annual cost for each year is paid from appropriations for that year. If leased housing is required beyond the initial 10 years, another agreement is negotiated. Before entering into the second agreement, as with the first, a 21-day congressional notification is required with complete justification including an economic analysis. MAJCOMs:

10.5.1. By memorandum, notify HQ USAF/A7CH and AFRPA of intent to pursue a BTL project, including scope and composition, and provide justification for proposed acquisition. The requirement must be supported by a HRMA not more than 3 years old.

10.5.2. After approval by HQ USAF/A7CH develop a draft Request for Proposal (RFP), coordinate with the MAJCOM Civil Engineer, JA, FM, and forward two copies to HQ USAF/A7CH for review and coordination with SAF/GCN.

10.5.3. After approval by HQ USAF/A7CH finalize and issue the RFP and complete the evaluation and selection process.

10.5.4. Prepare the final project proposal, including the EA, contract drawings and specifications and a cover memorandum verifying MAJCOM Civil Engineer/JA/FM coordination and forwards to HQ USAF/A7CH and AFRPA for final review. HQ USAF/A7CH coordinates the proposal through HQ USAF/A7C, SAF/GCN, SAF/FMC and SAF/IE for approval to forward the proposal to the appropriate congressional committees for the 21-day notification. At the end of 21 calendar days, AFRPA will notify the MAJCOM of authority to award the project for construction.

Chapter 11

FINANCIAL MANAGEMENT

11.1. Basic Allowance for Housing (BAH). Military personnel with dependents, as defined in 37 U.S.C. 401, are entitled to receive BAH, except when they and their dependents (or their dependents only) occupy adequate government housing. Refer to AFI 32-6005 for housing unaccompanied personnel and BAH eligibility.

11.1.1. The Housing Flight prepares an ACES-generated AF Form 594 annotating the date and address of the housing being assigned or terminated, and forwards the AF Form 594 to the FSO for processing. The FSO determines dependency and BAH entitlement and enters required changes on the AF Form 594.

11.1.2. BAH will commence when the member departs the losing installation pursuant to valid PCS orders, regardless of whether the assignment to housing has been officially terminated (CG Decision B-213560, 3 Apr 84).

11.1.3. When mil-to-mil members are assigned to FH on the same or adjacent installations prepare an AF Form 594 for each member and send to FSO for processing. When one member arrives on station before the other and is eligible for housing based on other dependents, BAH terminates upon arrival of that member. BAH for the member arriving later terminates upon arrival. If one mil-to-mil member departs the installation before the other and one remains in housing, prepare AF Form 594s, identify the date each member departs and forward to FSO for processing as the member departs.

11.1.4. For Army, Navy and Marine Corps members, the Housing flight prepares a DD Form 137, **Application for BAH for Members with Dependents**, to notify their FSO of FH assignment or termination. Send the DD Form 137 with a DD Form 114, **Military Pay Order**, to the appropriate service FSO. Keep one copy of these forms in suspense pending acknowledgment of receipt from the Service FSO.

11.1.5. The effective date of assignment to government FH is the date the member or designated representative assumes responsibility or accepts keys for the housing unit, whichever occurs first.

11.1.6. FH accepted and occupied by the member or dependents is considered adequate housing according to grade and family size requirements.

11.1.7. Quarterly, the FSO initiates the BAH reconciliation with Housing to ensure members assigned to FH are receiving housing allowances appropriately.

11.1.7.1. AFCESA provides ACES data to DFAS to compare with pay records. DFAS provides the FSO with discrepancies between the ACES data and pay records on a Family Quarters Verification report. FSO provides this report to the Housing Flight.

11.1.7.2. Within 5 business days, the Housing Flight investigates the discrepancies and provides a copy of the original AF IMT 594 and transmittal to the FSO. If no AF IMT 594 exists in the housing records, the Housing Flight provides a new AF IMT 594 to the FSO showing the original assignment date. The Housing Flight Chief assists with any further action required resulting from the discrepancies.

11.1.7.3. The Housing Flight verifies that civilian personnel assigned to FH are either paying rental charges or forfeiting LQA, as specified in **Chapter 5**, Housing Civilian Personnel.

11.1.8. When FH is not furnished for dependents, a member may occupy single-type UH that is at or below minimum standards for members without dependents without affecting their option to receive BAH at the higher rate, based on previous duty station. Housing exceeding the minimum standards must be (a) the only housing available, (b) not suitable for joint occupancy or (c) jointly occupied with other members permanently assigned to the PDS in order not to affect the members BAH. For example, a student could live in a dorm room and continue to draw the higher BAH rate as long as the above criteria are met. Dorm rooms normally would not exceed minimum standards (**paragraph 2.22**).

11.1.9. Members are reimbursed from the installation O&M funds for lodging expenses exceeding BAH rates when they are temporarily displaced from FH for the convenience of the government (programmed renovations, upgrades and emergency repairs) (Comptroller General decisions B-213293 and B-225205; and AFI 34-206, *Air Force Lodging Program*).

11.1.9.1. The member claims housing expenses exceeding the BAH entitlement on Standard Form (SF) 1164, **Claims for Reimbursement for Reimbursement for Expenditures on Official Business**.

11.1.9.2. Residents may claim housing expenses exceeding the BAH entitlement for (1) the number of days lodged in TLF and off-base contract quarters, and (2) up to the maximum allowable lodging rate for that locale IAW Joint Federal Travel Regulation (JFTR), for the number of days lodged in off-base noncontract quarters.

11.2. Living Quarters Allowance (LQA). Housing management sends a written notice to the servicing CPF to start or stop LQA when civilian employees are assigned to or terminate government housing. Civilian employees occupying FH do not receive LQA payment (**paragraph 5.5**).

11.3. Temporary Lodging Allowance (TLA). Members in PCS status are authorized to receive TLA upon arrival and departure in OCONUS areas.

11.4. Temporary Lodging Expense (TLE)— An allowance to partially offset the added living expenses incurred in CONUS by members and dependents when occupying temporary lodging incident to PCS.

11.5. Overseas Housing Allowance (OHA) and Move-In Housing Allowance (MIHA). For OCONUS areas only, individuals moving into community housing may be eligible for OHA and MIHA. Specific circumstances, conditions and requirements of OHA or MIHA are identified in the JFTR.

11.6. Dislocation Allowance (DLA). The FSO authorizes DLA for expenses incurred in relocating the member's household on a PCS move, moves ordered for the government's convenience, or incident to an evacuation. This allowance is in addition to all other allowances authorized in the JFTR and may be paid in advance.

11.7. Partial Dislocation Allowance (PDLA). Members of all Services are entitled to a PDLA when ordered to occupy or vacate family-type housing (37 U.S.C. 407(c) and JFTR, U5630B). PDLA is authorized on an AF IMT 150, **Drayage/Storage Authorization--Government**

Quarters, in conjunction with a local move but is not authorized without an approved local move. Do not pay PDLA when member is ordered to occupy or vacate housing that is not provided by the government (U.S.C. 37, Section 407(f)).

11.7.1. PDLA must be paid to a member ordered to occupy or vacate government family-type housing due to privatization, renovation or for any other reason for the convenience of the government other than a PCS.

11.7.2. PDLA is not authorized for local moves from FH upon separation or retirement, incident to PCS, for member's convenience (including promotion and change in family size or bedroom requirements), if voluntarily initiated by the member pending divorce or family separation; or due to member's misconduct. PDLA is also not paid in conjunction with a local move when member is ordered out of FH because of family separation or divorce (**11.10.1.3**).

11.7.3. See **Table 11.1** for further guidance on PDLA eligibility.

11.8. Reimbursement to the Housing Account. For FH, the rental charge is a reimbursement to the MFH account (AFI 65-601, Section 21E).

11.8.1. All Services (including Air Force) and agencies, including U.S. Coast Guard, U.S. Public Health Service, AAFES and banks, must reimburse the FH account when their Appropriated and Non- appropriated Fund civilian employees live in government-owned or government-leased housing.

11.8.2. The Housing Flight coordinates billing and collection procedures with the appropriate FSO. Sponsor organizations reimburse the housing account monthly. For civilians not entitled to a housing allowance, collect rent locally using a DD Form 1131, **Cash Collection Voucher** (**paragraph 5.5**).

11.9. Disconnection and Reinstallation Charges. Reimburse member for telephone and cable reconnection fees when local moves are government-directed and member is not entitled to PDLA. Members are entitled to reimbursement to restore the same service they had at their previous residence, and there is no limit to the number of disconnection and reinstallation reimbursements. Do not authorize reimbursement for disconnection and reinstallation when member is evicted by the government.

11.10. Local Drayage and Household Goods (HHG) Storage. Personnel directed to move into, between and from government housing are entitled to a local HHG move and HHG storage at government expense, as authorized by JFTR, Volume 1, Chapter 5, part D, paragraph U5355, section B. The Housing Flight must stay updated with and consistently apply JFTR policy. The Housing Flight Chief, in coordination with the local traffic management office (TMO) or Joint Personal Property Shipping Office, budgets and controls local drayage and storage funds (P-3400) (AF IMT 406, Miscellaneous Reimbursement Obligation Document, and AF IMT 616, Fund Cite Authorization (FCA). Employ ACES to track and reconcile these drayage and storage funds. Local drayage and HHG storage is authorized on ACES-generated AF IMT 150. Moves to, from or between FH units for the convenience of the member or family are not authorized at government expense.

11.10.1. Local Drayage. The following are government-paid moves:

11.10.1.1. Local moves from community housing to government-owned, -leased and privatized housing are paid on a one-time basis after PCS. Subsequent moves from FH to community housing or from community housing to government housing are paid only when directed by the Commander, except the Housing Flight Chief may authorize a local move from one unit on base to another to prevent more than two dependent children from sharing a bedroom.

11.10.1.2. Local moves to vacate government housing scheduled for major repair or renovation.

11.10.1.3. Local moves from government-owned and -leased housing resulting from family separation or divorce are paid when member no longer lives with dependents or dependents no longer live with member (**paragraph 6.3.5**).

11.10.1.4. An Armed Forces member who relocates from, or whose dependent relocates from, leased or rented private housing, by reason of a foreclosure action against the landlord is authorized a short distance move (P.L.110-289; 37 U.S.C. § 406). The following provisions apply:

11.10.1.4.1. This provision does not apply if the member or dependent is the homeowner.

11.10.1.4.2. The move is to another dwelling from which the member is to commute daily to the PDS (or to a location where the dependent resides).

11.10.1.4.3. Before using this authority, encourage member to exhaust remedies available under the Servicemembers Civil Relief Act (50 U.S.C., Appendix 531) and state law.

11.10.1.4.4. Members requesting a government-funded local move submit a written request to the Housing Management Office with justification to include lease, termination notice from the foreclosing company, financial institution or other legal authority requiring the member or dependent to vacate the property, and other related documentation.

11.10.1.4.5. Members should be advised to contact the installation JA office to seek advice concerning their rights and responsibilities under the terms of the lease. Remind members that their housing allowances will be terminated upon moving into government-managed housing.

11.10.1.4.6. Housing Management should develop local procedures to coordinate with the installation JA to validate member's documentation and to verify the member is being forced to move because of a foreclosure action.

11.10.2. Nontemporary Storage (NTS) of Household Goods (HHG). A member is authorized NTS of HHG excess to needs while occupying government-managed and privatized housing. The member sends a request for nontemporary storage (NTS) to the Housing Management Office and attaches an inventory of items to be stored. In considering requests for NTS of HHGs, Housing Asset Managers perform the following management controls:

11.10.2.1. Brief newly assigned members on NTS authority and that residents must request NTS within 30 days after housing assignment. The Housing Management Office

may extend the 30-day period as circumstances warrant. The member should consult the JFTR Appendix A (definition of household goods) for clarification of items that are prohibited for government storage.

11.10.2.2. NTS authority excludes furnishings acquired after move-in. NTS is not authorized for member voluntarily vacating government-managed or privatized housing for personal convenience.

11.10.2.3. The Housing Asset Manager approves those items determined to be impractical or unsuitable for use in the housing unit assigned. Generally, impractical or unsuitable furnishings are items that are unusable due to design configuration or insufficient space in the housing unit; for example, oversized beds, sofas, bookcases and books, dinette sets, china cabinets (and associated china and crystal), and clothing required only in another climate. Items not appropriate for NTS under this paragraph are accessory household items, such as vacuum cleaners and other minor appliances and machinery (i.e., table and chain saws and craft equipment), trashcans, vehicles and vehicle parts, building material, suitcases, commonly used clothing, linens, small rugs, toys and other miscellaneous small items. Major appliances may be stored if like items are government- provided.

11.10.2.4. A member may request a dockside release of a partial inventory of HHG and ship the rest. Since there is no authority for a member to open boxes, sort and remove contents, extra charges will be assessed. The member coordinates financial arrangements for extra charges with the NTS agent.

11.10.2.5. At CONUS locations, reassess the need for continued NTS when member moves into larger FH (move between units).

11.10.2.6. Include a reminder on out-processing checklists for the member to remove NTS upon departure from the installation.

11.10.2.7. Unless authorized and funded by the CPF, disapprove requests from DoD civilians for storage of HHG incidental to occupying government-managed or privatized housing.

11.10.3. See **Table 11.1**, for further guidance on drayage and NTS eligibility.

11.11. Personal Consumables, Personal Expenses and Personal Services. Do not use appropriated funds for personal expenses, to purchase personal consumable items or to perform personal services unless specific authority is granted. Personal consumables are items such as holiday decorations, gas for portable grills, wood for fireplaces, pet supplies and equipment. Personal services are services performed for the sole benefit of the resident; for example, installing a personal ceiling fan or chandelier, electrical outlet for personal equipment and equipment to accommodate pets (**paragraph 2.15**).

Chapter 12

MOBILE HOME PARKS (MHP)

12.1. Authority and Guidance: The AF does not consider mobile homes to be suitable permanent party housing and does not purchase or maintain mobile homes. Installations may retain MHPs, but may not build new parks or program for major improvements to existing parks and must annually evaluate the need for existing MHPs. The cost of M&R is computed as rental charges to residents (**paragraph 12.8**). For MHP standards, see *Air Force Family Housing Guide for Planning, Programming, Design and Construction*.

12.1.1. Safety Inspections. The installation BCE, safety office and medical personnel are responsible for safety inspections of mobile homes and spaces annually.

12.1.2. Utility Connections (Electric, Gas, Oil, Water and Sewer). The installation BCE and mobile home carrier, if included in a contracted moving service, connect and disconnect utilities. The owner provides all materials, which must comply with installation safety criteria and standards for utility connections. The installation BCE inspects the connection work to ensure proper connections are made; corrections are at owner's expense.

12.1.3. Other services provided for MHPs include:

Management
Refuse collection and disposal
Entomology (exterior grounds only)
Street cleaning
Snow removal
M&R of streets, parking areas, mobile home pads, community facilities, government-owned storage sheds and common recreational areas

12.1.4. Housing management maintains records of MHP business activities, and makes available for periodic audit. Records include:

12.1.4.1. Licenses (original AF IMT 1505, **License to Occupy Mobile Home Space**) and notices of extension, revocation and termination.

12.1.4.2. Transactions of rental, utility and service charges, billed and collected.

12.1.4.3. Proof of mobile home ownership (copy of mortgage document, payment book, payment coupon, bill of sale or title of the unit).

12.2. Resident Responsibilities. MHP resident responsibilities are similar to FH residents, with unique exceptions. MHP owners must:

12.2.1. Before space acceptance, determine if the available park space can accommodate their mobile home, pay charges for adapting their mobile home to the available space and provide materials for utility connections.

12.2.2. Move their mobile home to the MHP, provide and install skirting, ground anchors and tie-down straps to protect the mobile home, awning, storage sheds and other accessories from high winds. A BCE-approved work clearance request (AF IMT 103) is required before installing ground anchors and tie downs, and ground anchors must meet state and local code.

12.2.3. Equip their mobile home with single station, local alarm, residential-type smoke detectors before moving in. A smoke detector will be installed in each sleeping area and between the bedroom area and the rest of the mobile home. Detectors must comply with National Fire Protection Association Standards. Inspect smoke detectors as a part of the initial inspection to make sure they are operational. Carbon monoxide detectors are also required for mobile homes using fossil fuel systems.

12.2.4. Maintain their mobile home and spaces in good condition consistent with policies established by the Commander; within 30 days of occupying the mobile home space, provide additional screening or landscaping to frames and wheels; store privately owned materials and equipment inside the mobile home or in storage sheds, which may or may not be provided by the government. Mobile home additions and accessories are subject to approval by the installation BCE or authorized representative, before they are installed.

12.3. Eligibility. MHPs are for use by military families assigned to the installation and to units attached to the installation for housing support. Unaccompanied members may be assigned only when no members with dependents are on the MHP waiting list. Sharing and subletting are not authorized.

12.4. Safety Requirements. Mobile homes must meet the minimum state and local health, safety and aesthetic standards established by the Commander.

12.5. Application and Assignment. Mobile home spaces and waiting lists are managed in ACES. Members may be placed on the waiting list pending purchase of a mobile home. However, a member at the top of the list unable to accept an offered space is moved to the bottom of the list. A member unable to accept assignment of a space for the second time is removed from the list for 90 days. Unless first on the waiting list, in-place purchase of a mobile home does not automatically allow the purchaser to retain that space. Housing management coordinates with members ahead of the purchaser on the waiting list to allow the mobile home to remain in place. Rental mobile homes are not permitted in base MHPs.

12.5.1. Commanders may grant and revoke licenses (AF IMT 1505) to use mobile home spaces or may delegate authority to housing flight chiefs. The term of a license is typically four years, but may need to be adjusted in the event park closure is programmed.

12.5.2. A license establishes mobile home owner responsibilities and rights while occupying a MHP space. A license to occupy a MHP space may not be issued to a single military member who owns the mobile home with any other person. Housing management prepares the license for signature of the Commander or designee and the mobile home owner and maintains the original license for the duration of occupancy.

12.5.3. A government-funded move of a mobile home to the PCS location (private property, leased space or another government-owned MHP) is authorized in conjunction with a PCS move (JFTR, Part 1). Generally, after initial arrival and setup, movement of a mobile home to or from a government-owned MHP within the area of the gaining installation is at no cost

to the government. However, members ordered by the Commander to vacate the MHP are entitled to a government-paid move to the local vicinity (JFTR, U5530, Local Moves).

12.6. Retention. Personnel may retain their MHP space under the same conditions established for FH (**paragraph 6.1**). Members must notify housing management when their mobile home will be unoccupied for more than 2 weeks.

12.7. Termination. Housing management uses FH terminations procedures (**paragraph 6.2**). The Housing Flight Chief establishes procedures to ensure collection of departing MHP resident unpaid monthly charges. Housing management notifies the FSO to collect monthly charges and verifies that all indebtedness has been paid before signing the member's base clearance. A copy of the DD Form 139 may serve as evidence of payment.

12.8. MHP Closure. The MAJCOM and Commander make the determination to close a MHP.

12.8.1. When the Commander announces closure of the MHP but has not ordered residents to vacate, a government funded move of mobile homes is authorized only in conjunction with PCS, retirement and separation orders to the next PDS, home of selection (HOS), home of record (HOR) or the local community in lieu of a HHG shipment. When the Commander issues the notice to close the MHP, members may sell mobile homes in place until the order to vacate is issued. New owners are entitled to a government-funded local move when the order to vacate is issued.

12.8.2. Once the Commander orders residents to vacate the MHP by a specified date, members are authorized reimbursement for moving or are authorized a government-procured (locally issued and funded orders) move of their mobile home to an off-base location in the PDS vicinity. The member must own the mobile home when it is moved but is not required to occupy the mobile home after the move. If the member is ordered into government housing at the local PDS, a government-funded move of HHG into government housing is authorized (simultaneously or within a given period of time). The Commander determines a reasonable distance the mobile home can be moved based on local geographic conditions. Members subsequently receiving PCS, retirement or separation orders are authorized applicable weight allowance for HHG shipment to the next PDS, HOS or HOR.

12.8.3. In-place sales of mobiles are not allowed after the Commander issues the order to vacate. Send request for waiver to this provision, with full justification, to HQ USAF/A7CH for approval. New owners are required to sign a statement they fully understand they are not entitled to a government-funded local move and they are obligated to relocate the mobile home before closure of the MHP.

12.9. Financial Administration. The Air Force recovers construction, improvement, M&R, operations and utilities costs from MHP residents through space rental fees. For audit purposes, the BCE keeps records of construction and improvements costs until the AF deactivates the MHP. The BCE also retains records for amortizing costs until disposal of the park.

12.9.1. In coordination with the resources flight, reassess rental fees annually based on MHP operating costs for management, M&R, alterations, utilities and refuse collection. Members pay MHP rental fees by payroll deduction.

12.9.2. Establish a rental fee to amortize the cost of construction and improvements over a 25-year period. The amortization period begins with completion of construction. To

determine the rental fee, add any improvement cost to the initial MHP construction cost, divide by 300 months (25 years) and then by the number of spaces in the park. The requirement to amortize construction cost and subsequent improvements expires at the end of the 25-year period regardless of the occupancy rate or the amount of rent collected. When deactivating a MHP, do not adjust the rent of remaining residents.

12.9.3. Calculate O&M charges for the following FY, based on the actual cumulative cost for the prior FY O& M costs. (Include services such as street cleaning, snow removal and refuse collection, as applicable). Assign a pro rata share of the costs to each MHP space. Use available contract rates for the new FY for service collection under Element of Expense/Investment Code (EEIC) 721.22, *Management*, 533XX.

12.9.4. Management costs (EEIC 721.11, *Management-Government Dwellings*), assume that 50 percent less management effort is required for a mobile home space than for an FH unit. Use the following example to compute management costs for a MHP.

The number of FH units = 1,000
The number of MHP spaces = 100
The annual total management cost = $190,000
$190,000/12 months = $15,388
$15,388/1,100 (FH units + MHP spaces) = $14.39 per month
$14.39 X .50 = $7.19 per month management cost

12.9.5. Charges for utilities provided by the Air Force are usually based on individually metered or measured consumption. When not metered, residents pay a pro rata share of the total costs for utilities provided to the MHP.

12.10. Prescribed Forms.

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

AF IMT 227, *Quarters Condition Inspection Report and Mobile Home Space*

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

AF IMT 1326, *Change of Occupancy Report*

AF IMT 1505, *License to Occupy Mobile Home Space*

AF IMT 3505, *Condition of Occupancy for Military Family Housing*

AF IMT 3506, *Customer Initial and Final Evaluation Of Quarters Inspection*

12.11. Adopted Forms.

AF IMT 103, *BCE Work Clearance Request*

AF IMT 300, *Facility Disposal*

AF IMT 332, *BCE Work Request*

AF IMT 406, *Miscellaneous Reimbursement Obligation Document*

AF Form 594, *Application to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

AF IMT 616, *Fund Cite Authorization (FCA)*

AF IMT 813, *Request for Environmental Impact Analysis*

AF IMT 1466, *Family Member's Medical and Education Clearance for Travel*

DD Form 114, *Military Pay Order*

DD Form 137, *Application for BAH for non-Air Force Members with Dependents*

DD Form 139, *Pay Adjustment Authorization*

DD Form 1131, *Cash Collection Voucher*

DD Form 1391, *Military Construction Project Data*

DD Form 1607, *Application for Homeowner Assistance*

DD Form 1746, *Application for Assignment to Housing*

DD Form 1747, *Status of Housing Availability*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACES-HM—Automated Civil Engineer System-Housing Management

AF—Appropriated Funds

AFCCC—Air Force Combat Climatology Center

AFCEE—Air Force Center for Environmental Excellence

AFCESA—Air Force Civil Engineer Service Agency

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AF/RE—Air Force Reserve

AFRC—Air Force Reserve Command

AFRPA—Air Force Real Property Agency

ANG—Air National Guard

ARC—American Red Cross

AFOATS—Air Force Office of Assession and Training Schools

AT/FP—Anti-Terrorism/Force Protection

BAH—Basic Allowance for Housing

BCE—Base Civil Engineer

BRAC—Base Realignment and Closure

BTL—Build to Lease

CAM—Condition Assessment Matrix

CCM—Command Chief Master Sergeant

CMSAF—Chief Master Sergeant of the Air Force

COM—Change of Occupancy Maintenance

CONUS—Continental United States

CPF—Civilian Personnel Flight

DD—Department of Defense (as used on forms)

DEROS—Date of Estimated Return From Overseas

DLA—Dislocation Allowance

DoD—Department of Defense

DODPM—DoD Military Pay and Allowances Entitlements Manual

DOJ—Department of Justice

DOR—Date of Rank

DOS—Department of State

EA—Economic Analysis

EEIC—Element of Expense/Investment Code

ELAP—Education Leave of Absence Program

EPA—Environmental Protection Agency

ETL—Engineering Technical Letter

FH—Family Housing

FHMP—Family Housing Master Plan

FMO—Furnishings Management Office

FMR—Financial Management Regulation

FYDP—Fiscal Year Defense Planning

FM—Financial Manager

FOIA—Freedom of Information Act

FSO—Financial Services Office or Officer

FY—Fiscal Year

FYDP—Fiscal Year Defense Planning

GOQ—General Officer Quarters

GPC—Government-Wide Purchase Card

GSF—Gross Square Feet

GS—General Service (Employee)

HAP—Homeowners Assistance Program

HCP—Housing Community Profile

HHG—Household Goods

HOR—Home of Record

HOS—Home of Selection

HRMA—Housing Requirements and Market Analysis

HQ USAF—Headquarters United States Air Force

HQ USAF/A7C—Deputy Chief of Staff, Logistics, Installations and Mission Support, The Civil Engineer

HQ USAF/A7CH—Deputy Chief of Staff, Logistics, Installations and Mission Support, Office of the Civil Engineer, Housing Division

HQ USAF/JA—Office of the Judge Advocate

HQ USAF/A5XX—Deputy Chief of Staff, Air and Space Operations, Regional Plans and Issues Division

HUD—Housing and Urban Development

IAW—In accordance with

ID—Independent Duty

IMT—Information Management Tool

ISA—Interservice or Intragency Support Agreement

JA—Judge Advocate

IFHMP—Installation Family Housing Master Plan

JER—Joint Ethics Regulation

JFTR—Joint Federal Travel Regulations (Military)

JTR—Joint Travel Regulations (Civilian)

K&E—Key and Essential

LOA—Letter of Agreement

LQA—Living Quarters Allowance

M&R—Maintenance and Repair

MAJCOM—Major Command

MHP—Mobile Home Park

MHPI—Military Housing Privatization Initiative

MIHA—Move-In Housing Allowance

Mil-to-Mil—Military Member Married to Military Member

MILCON—Military Construction

MOA—memorandum of agreement

MPF—Military Personnel Flight

MWR—Morale, Welfare and Recreation

NAFIS—Nonappropriated Fund Instrumentalities

NCO—Noncommissioned Officer

NSF—net square feet

NTS—nontemporary storage

O&M—Operation and Maintenance

OCONUS—Outside the Continental United States

ODUSD—Office of the Deputy Under Secretary of Defense for Installations and Environment

OHA—Overseas Housing Allowance

OMB—Office of Management and Budget

OPR—office of primary responsibility

OSD—The Office of the Secretary of Defense

OSSG—Operational Sustainment Systems Group

PA—Privacy Act

PCS—Permanent Change of Station

PDLA—Partial Dislocation Allowance

PDS—Permanent Duty Station

PH—privatized housing

POA—power of attorney

RACC—Relocation Assistance Coordinating Committee

RAP—Relocation Assistance Program

QA—quality assurance

ROS—Report of Survey

ROTC—Reserve Officer Training Corps

RPM—Real Property Maintenance

RPMA—Real Property Maintenance Activities

RPMC—Real Property Maintenance by Contract

RPP—Rental Partnership Program

SAF/FM—Office of the Assistant Secretary (Financial Management and Comptroller)

SAF/IE—Office of the Assistant Secretary (Installations, Environment and Logistics)

SAT—Security Assistance Training (Personnel)

SCP—Special Command Position

SITES—Standard Installation Topic Exchange Service

SOFA—Status of Forces Agreement

TDY—Temporary Duty

TLA—Temporary Lodging Allowance

TLE—Temporary Lodging Expense

TLF—Temporary Lodging Facility

TMO—Transportation Management Office

UDR—Unaccompanied Dependents Restricted Tour

UH—Unaccompanied Housing

USACE—U.S. Army Corps of Engineers

USAF—United States Air Force

U.S.C.—United States Code

VQ—Visiting Quarters

Terms

Adequate Family Housing (FH)—FH that meets or exceeds minimum adequacy standards. For government-controlled housing, units must meet or exceed standards in **paragraph 9.6**, and full housing allowances are withheld when assigned. Privately owned rental housing must also meet or exceed standards in **paragraph 9.6**.

Base Closure Transition Personnel—Personnel who remain at a base to phase down operations to zero and account and dispose of government property for final closure.

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

Civilian Employee—US federal civilian employees paid from any DoD component, APF or NAF.

Department of Defense (DoD)-Sponsored Civilian Employee—Non-DoD civilian who is essential to mission accomplishment and is located at the installation as a result of direct or indirect sponsorship by a DoD Component (e.g., Red Cross personnel, contract technicians, bank managers and others as determined by the Commander).

Foreclosure Action—For purposes of this AFI, a legal action taken by the homeowner to dispose of their property when foreclosure is pending, or an action taken by a legal authority against the homeowner to foreclose against the property, either of which results in legal notice to the military member or dependent that the rental property is no longer available for continued rent by the current military member or dependent.

With Dependent Rate—An allowance to defray the cost of housing for members and their families when government housing is not available.

Without Dependent Rate—An allowance for single members to defray the cost of housing when government housing is not available.

Differential (BAH/DIFF)—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 unaccompanied housing continue to receive the difference between BAH at the with-dependent and without-dependent rate (BAH-DIFF).

Partial BAH—A member without dependents assigned to UH and not entitled to BAH is entitled to partial BAH at rates in DoDR 7000.14, Volume7A, Chapter 26, Table 26-12.

Caretaker Status—Housing facilities closed during BRAC with no intent to reoccupy in the near future.

Change of Occupancy Maintenance (COM)—Maintenance and repair (M&R) in units when occupancy changes. COM includes interior painting; repairing floors, walls and ceiling finishes; and repairing electrical and plumbing fixtures and cleaning. ***NOTE:*** For 3 years following beneficial occupancy after a P-713 whole house project has been completed, only minor M&R is allowed.)

Child—Includes:

a. A natural child of the member by birth

b. A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood)

c. An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption

d. A foster child legally placed with the member, dependent on the member for support, and member is not receiving financial assistance to care for the child.

e. A ward of the Court.

f. An illegitimate child of the member if member parentage is established IAW AF criteria.

Civilian Employees—US civilian Federal employees paid from DoD AF or NAF.

Command Positions—Commanders and vice commanders of MAJCOMs (if not designated as SCP). SCPs are general officer positions specifically designated and approved by OSD and require designated housing and furnishings allowances; commanders and vice commanders of numbered Air Forces, centers, and wings; mission support group commanders; and deputies and command chief master sergeants (CCM) to installation and MAJCOM commanders.

Command-Sponsored Dependent—A dependent entitled to trav el to OCONUS commands at government expense and endorsed by the appropriate military commander to be present in a dependent status.

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.

Complainant—A military member of the armed forces (or authorized dependent designated by the military member) or a civilian employee of DoD (or authorized dependent designated by the civilian employee) who submits a complaint of discrimination.

Conversion—A change in use of a FH facility requiring a permanent change of category code on real property inventory records from a FH unit to a non-FH facility category code.

Custodial Custody—Physical (controlling) custody of dependent child.

Dependent—Definition of dependent for purposes of allowances. Includes the following:

a. Any of the persons who are related to the sponsor (for purposes of dependent-rate housing allowances per 37 U.S.C. 401) in the capacity of:

1. Spouse.

2. Unmarried child who is—

(a) The sponsor's child by birth, by legal adoption (including a child placed in the home of the sponsor by a placement agency for the purpose of adoption), or a child by marriage; for example, a stepchild (except that such term does not include a stepchild after the divorce of the sponsor from the stepchild's parent by blood), or

(b) An illegitimate child of the sponsor if the sponsor's parentage of the child is appropriately established, and

(c) A child under 21 years of age or over 21 years old and incapable of self-support because of mental or physical incapacity and is, in fact, dependent on the sponsor for over one-half of his or her support; or child is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and is, in fact, dependent on the sponsor for more than one-half of his or her support; or

3. Parent by blood, marriage (for example, parent-in-law, stepparent or adopted parent of spouse) or adoption who is in fact dependent on the sponsor for over one-half of his or her support. Parent also includes any other person, including a former stepparent, who has stood *in loco parentis* to the sponsor at any time for a continuous period of at least 5 years before the sponsor became 21 years of age.

4. If the family member is dependent on the sponsor for care as in daily cleaning, meals, nursing care, etc. as long as the person is a close blood relative (mother, father, brother, sister) and the member is not receiving any compensation for rent and so forth.

5. An unmarried person who:

(a) Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 consecutive months, and

(b) Either:

(1) Has not attained the age of 21, or

(2) Has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

(3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or a former member under this paragraph pursuant to item 1 or 2 above.

(c) Is dependent on the member for over one-half of the person's support.

(d) Resides with the member unless separated by the necessity of Military Service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the Secretary concerned may by regulation prescribe; and

(e) Is not a dependent of a member under any other paragraph.

b. For housing management (except as otherwise stated), dependent is further defined to exclude noncustodial dependent. (See Family Member, preferred term for dependent.

Discrimination—An act, policy or procedure that arbitrarily denies equal treatment in housing because of race, color, religion, sex, national origin, age, handicap, or familial status to an individual or group of individuals.

Designated Housing—Housing identified and permanently designated for use by incumbent of specific position and specific pay grade groups. Designation for specific positions, such as K&E and command chief master sergeant (CCM) requires Commander approval.

Diversion—Temporary change in the designated use of a facility, normally not to exceed 3 years. Diversion requires a real property inventory record annotation of the applicable temporary facilities construction category code, but does not change category code on real property inventory records.

Economic Analysis (EA)—A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective to find the most cost-effective (economical)

solution. It provides a structured method to identify, analyze and compare costs and benefits of the alternatives.

Eligible Civilian Employee—Includes:

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

b. OCONUS. A US federal 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 joined or accompanied by dependents, (2) authorized to be assigned to FH according to **Chapter 3** and (3) authorized civilian LQA or NAF employee authorized housing.

Eligible Military Personnel—Members of the Military Service who are commissioned officers, warrant officers, and enlisted personnel in pay grades E-1 and above, on active duty and eligible for BAH at the with-dependent rate (except mil-to-mil) and accompanied by dependents (or will be accompanied within 30 days. In OCONUS areas, eligible personnel are also serving an accompanied tour for the area and are authorized to be joined or accompanied by command-sponsored dependents. Activated ANG and Reserve personnel are eligible for FH for the duration of their tour.

Excess Housing—Adequate FH 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 FH support.

Facility—Dwelling (single and multifamily FH) and other government-owned structures and real property improvements, such as a garage, storage shed and fence.

Family Housing (FH)—On-base and off-base government-owned, -leased and -controlled residential dwellings provided for eligible military and civilian members and their families. ***Note:*** Generally, in foreign areas housing is owned by the host nation and controlled by the U.S. government.

Family Member—Synonymous with dependent, and the preferred term, as appropriate.

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. For additional clarification, see DoDD 5230.20.

Foreign Military Personnel—Non-U.S. military personnel, including liaison 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 Trainee and similar Security Assistance Trainee Programs.

Geographical Terms—

a. CONUS (Continental United States)—The 48 contiguous states and District of Columbia.

b. OCONUS (Outside the Continental United States)—All areas outside CONUS (includes foreign and nonforeign locations).

1. Nonforeign OCONUS—Areas outside the 48 contiguous states and the District of Columbia, including Alaska, Hawaii, Guam, Commonwealth of Puerto Rico and U.S. territories and possessions.

2. Foreign OCONUS—All other foreign geographical locations.

Government-Directed Move—Commander-directed move approved by the installation Housing Flight on an AF IMT 150, **Drayage/Storage Authorization - Government Quarters**.

Government-Wide Purchase Card (GPC)—A government credit card, with established single and monthly dollar limits and issued to a cardholder and which identifies the approving official responsible for verifying, certifying and submitting monthly e-statements.

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

Homeowners Assistance Program (HAP)—Program authorized by law to assist eligible homeowners who, through no fault of their own, face a financial loss when selling their home in an area where real estate values have declined because of a base closure or realignment.

Inadequate Housing—Any FH unit requiring whole-house repair, improvement or replacement as identified by the Services condition assessments, exceeding a per-unit cost of $50,000 adjusted by the area cost factor and as defined by CAM scores below 3.75. Services condition assessments use private sector housing industrial construction codes and sizing standards as a basis for assessing inventory adequacy.

Independent Duty (ID) Personnel—A member operating and subsisting far enough away from the parent Service to preclude reasonable expectation of facilities (including housing) support by the parent Service.

Installation Commander—The senior commander at an installation responsible for all housing at the installation, referred to as the Commander.

Interagency Support Agreement (ISA)—Host-tenant support agreement established between the Air Force and another federal agency.

Interservice Support Agreement (ISA)—Host-tenant support agreement established between the Air Force and another Military Service.

Key and Essential (K&E) Personnel—Personnel with duties requiring their immediate availability on an installation because of military necessity or operational requirements, as determined by the Commander.

Leased Housing—Privately owned housing leased by the government. The lease agreement defines the operation, M&R responsibilities of the lessor and lessee.

Lease Point—Authority to lease housing units. One lease point may represent authority to lease one unit or a number of units.

Living Quarters Allowance (LQA)—An entitlement for eligible U.S. civilian employees for allowable costs of community housing in OCONUS areas.

Major Maintenance and Repair (M&R)—Work necessary to repair or replace systems and their components nearing the end of their useful lives. Major repair includes:

- Restoring or replacing components of facilities damaged by fire, storm or other disaster.
- Restoring or replacing equipment (over 1 HP), utility systems or plants.
- Restoring or replacing structural members in their original locations, foundations, roofs, exterior structures or walls, interior partitions, electrical, plumbing, heating, ventilation and air conditioning, and real property installed equipment.
- Any project where the cost of materials and labor exceed $2,500.
- Addition of insulation where either no insulation or inadequate insulation exists.
- Installation of carpet, vinyl wall coverings and wall paneling (when repair is required).
- Complete exterior painting, landscaping and planting of trees or shrubs.
- An upgrade to contemporary standards may be considered major M&R if (1) the work is consistent with projected facility life, utilization, and sound engineering practices, and (2) the upgrade would provide a better product or is more economical with the existing product. An engineering analysis is required.

Military Necessity—Military conditions or factors which, in the judgment of the Commander, require an individual to be housed on the installation to carry out an essential operation or mission on a long-term or continuing basis (see Key and Essential (K&E) Personnel).

Minor Alteration (P-722 Funds)—Construction and improvement work accomplished with P-722 funds. Minor alterations work installs or constructs systems, features or functional spaces that do not currently exist, replaces items still within their service life or changes spaces that already exist (relocates walls, adds or removes openings, or otherwise reconfigures existing spaces). Projects can be interior or exterior work but may not add, expand, or extend the physical dimensions of the house or increase net floor area. Replacement of failed or unserviceable components with contemporary standard components or materials, consistent with local standards, is not minor alteration if justified by a life-cycle analysis considering planned and programmed work. AT/FP requirements supported by documented vulnerability assessments are excluded from minor alteration cost limits.

Minority—Any person classified as black (not of Hispanic origin), Hispanic, Asian or Pacific Islander, or Alaskan native.

Negligence—Failure to act as a reasonably prudent person would act under similar circumstances.

Overseas Housing Allowance (OHA)—An allowance to which the member may be entitled when residing on the local economy in OCONUS areas, including Hawaii and Guam. The member's grade and authorized rent/utilities ceiling determine the amount of OHA.

Parent—Includes:

Natural parent of the member

Stepparent of the member

Parent of the member by adoption

Parent, stepparent or adopted parent of the spouse of the member

Any other person, including a former stepparent, who has stood *in loco parentis* to the member at any time for a continuous period of at least 5 years before the member became 21 years of age

Prestige Housing—FH units designated for all E9s at an installation meeting standards in the Air Force Family Housing Guide for Planning, Programming, Design and Construction. Prestige housing for Command Chief Master Sergeants (CCM) correlates with the list approved by the Chief Master Sergeant of the Air Force at **https://www.airforcehousing.hq.af.mil/**.

Red Cross Director—Member of the American Red Cross providing services to the installation and includes Senior Director, Hub Manager, Station Manager and Assistant Station Manager.

Restrictive Sanctions—Action imposed against an agent and facility by the Commander to prevent DoD personnel from residing in or entering into a new lease or purchase agreement with an owner, agent or manager of a housing facility found to have discriminated against DoD personnel.

Special Command Position—A general officer or civilian position designated by the OSD Director of Administration & Management (DA&M) (AFI 32-6003).

Temporary Lodging Allowance (TLA)—An allowance designed to partially reimburse members and their family members the added living costs at an OCONUS duty station when occupying temporary lodging incident to PCS.

Temporary Lodging Expense (TLE)—An allowance to partially offset the added living expenses incurred within CONUS by members and dependents when occupying temporary lodging incident to PCS.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

U.S. Territories and Possessions—Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

Verifier—Volunteer used by the Commander during the course of a housing discrimination investigation to verify housing discrimination.

Attachment 2

INSTALLATIONS APPROVED FOR SPRINKLER SYSTEMS IN ARID AND SEMIARID CLIMATES

Installation	Nearest City with Rainfall Data	State	Average Annual Rainfall in Inches *
Luke AFB	Glendale	AZ	8
Davis-Monthan AFB	Tucson	AZ	12
Travis AFB	Fairfield	CA	19.2
Vandenberg AFB	Lompoc	CA	14.5
Edwards AFB	Mojave	CA	6
Peterson AFB	Colorado Springs	CO	16.2
Schriever AFB	Colorado Springs	CO	16.2
USAF Academy	Colorado Springs	CO	16.2
Buckley AFB	Aurora	CO	15.4
Hickam AFB	Honolulu	HI	17.2
Mountain Home AFB	Pocatello	ID	12.1
Malmstrom AFB	Great Falls	MT	15.2
Minot AFB	Minot	ND	17.4
Grand Forks AFB	Grand Forks	ND	19.5
Kirtland AFB	Albuquerque	NM	8.9
Cannon AFB	Clovis	NM	17.5
Holloman AFB	Alamogordo	NM	11.2
Nellis AFB	Las Vegas	NV	4.2
Ellsworth AFB	Rapid City	SD	16.9
Laughlin AFB	Del Rio	TX	18.7
Hill AFB	Ogden	UT	17.6
Fairchild AFB	Spokane	WA	16.5
FE Warren AFB	Cheyenne	WY	14.6

*Data from World Climate Organization, National Weather Service or AFCCC. All other installations measured rainfall amounts are greater than 20 inches per year. For additional information, see references in the Air Force Family Housing Guide, Appendix B.

Attachment 3

PROCESSING HOUSING DISCRIMINATION COMPLAINTS

A3.1. Detecting Potential Discrimination. Refusing to show, rent, lease or sell suitable housing to potential residents may establish the basis for a potential complaint of housing discrimination. Language that expresses or conveys discrimination or suggests discriminatory policy is considered an act or incident of discrimination. Promptly report every incident of potential housing discrimination to the Housing Flight Chief for action, and follow the investigative procedures in this chapter.

A3.2. Initial Inquiry Into Complaint. Within 3 workdays after receiving a complaint of discrimination, the Housing Flight Chief or housing representative initiates an inquiry. The inquiry may be informal, but must be detailed enough to determine if discrimination may exist, as defined in **Attachment 1**, Terms.

A3.2.1. Interview the complainant promptly and document details of the circumstances surrounding the alleged discriminatory act.

A3.2.2. Notify the BCE and Commander immediately.

A3.2.3. If the complaint concerns a change in availability of a vacancy (such as just rented) and the Housing Flight receives notice soon after the alleged act, immediately determine whether there is an actual vacancy. The Commander may authorize the use of two or more verifiers. The housing representative may telephone or visit the agent and without referring to the complaint, try to verify the vacancy without alerting the agent that a complaint has been received.

A3.2.4. To allow prospective tenants to decide if they wish to look at the facility in question, advise them that the Housing Flight has received a complaint of discrimination against the agent or facility, but that the inquiry has not yet been completed.

A3.2.5. Advise the complainant of the following:

A3.2.5.1. Procedures set forth in this instruction.

A3.2.5.2. Their right to take further actions through Housing and Urban Development (HUD), Department of Justice (DOJ), or local or state agencies during or after the AF inquiry and without regard to AF results. If the complainant files a complaint with another agency and the AF inquiry is incomplete, do not delay the AF investigation pending the outcome of the other investigation. Even if the complainant declines to submit HUD Form 903, **Housing Discrimination Complaint**, the Commander is still responsible for conducting the inquiry and for taking whatever action is required.

A3.2.6. Document actions and submit the results of the preliminary inquiry, including complete documentation, to the Commander to make a determination of discrimination.

A3.2.7. If the inquiry validates the complaint and the complainant concurs, the Commander sends the complaint, with supporting documents to HUD using HUD Form 903, and an information copy to DOJ.

A3.2.8. Assist the complainant, as follows:

A3.2.8.1. Complete HUD Form 903 in seven signed, dated and notarized copies. (Recommend a housing staff member be a licensed notary public.) Summarize the incident in the summary of events on HUD Form 903, and include that statement as part of the file sent by the Commander.

A3.2.8.2. Coordinate with the base legal office to advise the complainant on:

A3.2.8.2.1. How the Civil Rights Act of 1866 and the Civil Rights Act of 1968 apply and the limitations in the current situation.

A3.2.8.2.2. The complainant's right to file the complaint directly with HUD or DOJ, or to bring a private civil action in the proper local, state or Federal court.

A3.2.8.2.3. Legal assistance available at the installation.

A3.2.8.3. Options for obtaining suitable housing. If after a reasonable amount of time, the complainant cannot find adequate housing because of discriminatory practices in the community, the Commander may approve the priority assignment to FH. As a last resort, a humanitarian reassignment action may be appropriate, but must be fully justified as required by AFI 36-2706, *Military Equal Opportunity and Treatment Program*. A statement from the Commander that FH is not available must support the request for reassignment.

A3.3. Selecting and Using Verifiers. The Commander may authorize the use of verifiers to investigate the complaint, as necessary. Do not use verifiers solely to determine practices and behaviors of an agent outside the allegations of the current complaint. The following procedures apply:

A3.3.1. Verify a vacancy as soon as possible after the discrimination is alleged.

A3.3.2. Use volunteer verifiers, if possible, from the base social actions office and Command Chief Master Sergeant. Do not use housing management personnel except in an unusual situation.

A3.3.3. Verifiers determine what characteristic (race, color, religion, sex, national origin or familial status) is the suspected basis for unequal treatment or for declining rental or sales to the complainant.

A3.3.3.1. Use verifiers with the same basic characteristics as the complainant, except the characteristics that are identified in the complaint.

A3.3.3.2. Use two verifiers, one that possesses similar characteristics to the complainant.

A3.4. Instructions to Verifiers. The Housing Flight explains the policy and procedures of Equal Opportunity in community housing and housing referral programs and emphasizes that the verifiers:

A3.4.1. Obtain information about the operating policies, practices and procedures of the agent or facility that can be used to determine the validity of the complaint.

A3.4.2. Do not make any verbal or written contract for the apartment, pay any money or express a commitment for facility. Instead, verifiers may say that the property does not meet their needs or they are looking for less expensive or larger housing. At the time of the visit, the verifier must make it clear to the agent they are not interested in the facility.

A3.4.3. Know the family composition, pets and housing requirements of the complainant, so they can ask for identical requirements.

A3.4.4. Obtain the following information, if possible, for inclusion in the inquiry.

A3.4.4.1. Facility. Which facility was available; did it meet the complainant's requirements; rental amount; deposit required; are children and pets allowed; is application required; time lag between the application and move in date; minority families or minority singles in the facility; presence or absence of a vacancy sign; and other appropriate information.

A3.4.4.2. Prospective Tenant. Qualifications requirements (such as credit rating, salary, marital status, race, children, deposit, written application), including all steps from initial inquiry to moving in. Verifier's opinion about whether the manager's subjective impression of the applicant would play a part in the decision to rent an apartment?

A3.4.5. The verifier completes statement immediately after the verification visit, and it must be accurate, objective and detailed. Include the following:

A3.4.5.1. Date, time of visit, name and position of person contacted. Include any other pertinent information obtained during the visit such as length of time employed at facility and race of person contacted.

A3.4.5.2. In reconstructing the conversation, write in the first person (I and we). Use direct quotes if possible, and give the full name of the person being quoted, and the persons to whom they are speaking. Do not use the pronouns, he, she or they to refer to persons quoted.

A3.4.5.3. Verifier signs and dates the statement, gives full name, address and telephone number (duty and home), and provides race or other self-characteristics relevant to the complaint.

A3.5. Notice of an Informal Hearing. With three workdays of receiving the inquiry report initially substantiating the complaint, but before final determination of validity, the Commander sends a written notice to the agent of the facility. A representative of the Commander delivers the notice to the agent personally, or the notice is sent to the agent by certified mail with return receipt. ***Note:*** This notice explains the specific nature of the discrimination complaint and states that the agent has a right to:

A3.5.1. Request a hearing with the Commander and to appear personally at the hearing.

A3.5.2. Be represented by an attorney.

A3.5.3. Present evidence and call witnesses on his or her behalf. ***NOTE:*** After receiving the notice, the agent has 5 workdays to request a hearing. If the Commander receives no request within that time, the right to a hearing is considered waived.

A3.6. Conducting Informal Hearing. The Commander will hold this hearing at a convenient location.

A3.6.1. The agent, the agent's attorney, the complainant, the complainant's attorney, the equal opportunity officer, housing management representative, JA or other designated persons may attend.

A3.6.2. A summary of the hearing is prepared and placed in the complaint file. The summary should include who attended, location of hearing, and a summary of discussion.

A3.7. Disclosure of Information. Give copies of HUD Form 903 and other pertinent statements required for HUD or DOJ action to the agent or agent's attorney. The AF must not damage any potential HUD or DOJ investigation by disclosing facts before other enforcement agencies begin their procedures.

A3.8. Legal Review. Request a legal review for content and completeness after the inquiry and informal hearing (if applicable), but before the Commander makes a final determination of complaint validity. Place a statement in the file, signed by the installation JA performing the review, that the review was conducted. The statement must include:

A3.8.1. Explanatory remarks, including comments about the facts and evidence presented.

A3.8.2. Information about other pending complaints from private parties against the same facility or agent.

A3.8.3. Comments regarding how state, federal, local or foreign country civil rights legislation applies to the case.

A3.9. Installation Commander Determination. The Commander alone must render the determination of discrimination, and is responsible for imposing restrictive sanctions if complaint is validated. This responsibility may not be delegated. The Commander's decision must be based on a full and impartial review of facts weighed against this instruction. The Commander has the option to make further inquiry or to close the case. If the case is closed, the steps to take vary, depending on whether the complaint was or was not validated.

A3.10. Making a Further Inquiry. If the Commander requires more information, or further inquiry, an AF officer is appointed from outside the Housing Flight to make a formal inquiry or investigation, as the situation warrants. If the officer is not an attorney, the JA, EEO office and housing representative are available to advise and assist.

A3.11. Closing the Case:

A3.11.1. If the Commander determines that the inquiry did not validate the complaint, the case is closed, and:

A3.11.1.1. The Commander advises the complainant in writing of:

A3.11.1.1.1. Actions taken and their right to proceed with further action (submit a complaint to HUD and/or DOJ, or to initiate a civil action).

A3.11.1.1.2. Availability of legal assistance from the installation JA or other legal counsel in pursuing a civil action.

A3.11.1.2. The Housing Flight discontinues the action described in **paragraph A3.2.4** and prepares a summary of the case for the report file.

A3.11.1.2.1. The summary outlines the practices that gave rise to the complaint, actions and results of the inquiry, action of Commander to obtain relief, as well as a commitment from the agent of the facility about future practices.

A3.11.1.2.2. The case file also includes the statement, completed by the complainant: I (am)(am not) satisfied with the efforts taken by the Commander in my behalf to

achieve satisfactory resolution of my off-base housing discrimination complaint. If the complainant is not satisfied with actions or results, so state in the file.

A3.11.1.3. If an informal hearing was offered, the Commander notifies the agent by command correspondence of the inquiry results. This notification should emphasize that DoD and AF policy must ensure equal opportunity in community housing.

A3.11.1.4. The Commander sends the report to the MAJCOM and other agencies as explained in **paragraph A3.12**.

A3.11.2. If the inquiry validates the discrimination complaint, and the Commander determines the discriminatory act conflicts with DoD or AF policy, the following actions must be taken:

A3.11.2.1. Impose restrictive sanctions against the agent and all properties represented by the agent for a minimum of 180 days or until other specific requirements in **paragraph A3.15** are met.

A3.11.2.1.1. Also, impose restrictive sanctions when an alleged discriminatory act is investigated and substantiated, even without a written complaint.

A3.11.2.1.2. Do not withhold restrictive sanctions pending investigation of another agency (HUD or DOJ).

A3.11.2.1.3. To ensure program credibility, impose restrictive sanctions promptly and correctly once a complaint is substantiated.

A3.11.2.2. Take the following steps in imposing restrictive sanctions:

A3.11.2.2.1. If the facility is listed with the Housing Flight, remove the listing from the files.

A3.11.2.2.2. Impose sanctions against all facilities owned or operated by the agent on the date of notification.

A3.11.2.2.3. Revise the restrictive sanctions list to include the facility. Prepare the restrictive sanctions list on official letterhead stationery and send to the Commander for signature.

A3.11.2.2.4. The Commander informs the agent, by command correspondence, that restrictive sanctions have been imposed and the reasons why, explains the nature and minimum length of the restrictions and outlines what action is required to remove the restrictive sanctions. The notice is personally delivered to the agent by a representative of the Commander or is sent by certified mail with a return receipt requested.

A3.11.2.2.5. Personnel seeking housing in the community are given a copy of the restrictive sanctions list, informed they may not rent, lease, purchase or reside in any of the facilities listed, and sign a statement verifying they received the list.

A3.11.2.2.6. The Housing Flight sends the restrictive sanction list to the public affairs officer to incorporate into the appropriate internal information program.

A3.11.2.3. The Commander informs the complainant in writing of all actions taken, and that the complaint receives continuing base attention. If appropriate, send a copy of this

notice to agencies where the complaint file is being sent and repeat complainant's right to pursue remedies in civil court. If the complainant has not been suitably housed, the Commander emphasizes continuing assistance of the Housing Flight.

A3.11.2.4. The Commander develops a cover memorandum, analyzing the:

A3.11.2.4.1. Impact of restrictive sanctions on the facility, DoD personnel and their dependents and the community-housing program.

A3.11.2.4.2. The number of facility units involved (if available).

A3.11.2.4.3. The base efforts in locating housing for the complainant.

A3.11.2.4.4. Other relevant considerations.

A3.11.2.5. The Commander requires the following statement be completed by the complainant and placed in the case file: I (am)(am not) satisfied with the efforts taken by the Commander in my behalf to achieve satisfactory resolution of my off-base housing discrimination complaint. If the complainant is not satisfied, document the reasons in the case file.

A3.11.2.6. The Commander sends the complaint as outlined in **paragraphs A3.12**.

A3.12. Submitting the Report. Timely submission of the complaint report is extremely important. Complete the inquiry or investigation and administrative actions within 35 calendar days after the complaint is received.

A3.12.1. Interim Report. If an inquiry requires more than 35 days, the Commander sends an interim report to the MAJCOM Civil Engineer

A3.12.1.1. The interim report may be in narrative format, with details presented in chronological order, or it may be sent as a case file.

A3.12.1.2. The MAJCOM monitors the action taken on the complaint to make sure correct procedures are followed in the investigation, the base is responding affirmatively to the complaint, and the base expedites the process.

A3.12.2. Unsubstantiated Complaints. If the complaint is not validated by the investigation, the Commander sends a copy of the case file to the MAJCOM for information and review.

A3.12.2.1. As a minimum, include a chronology of events, a copy of the complaint; the inquiry report; all of the supporting documents; the legal review; the Commander's memorandum; the complainant's statement; and any other correspondence regarding the complaint, including the interim report (if any).

A3.12.2.2. Maintain files at the installation and MAJCOM for at least 24 months. Typically, unsubstantiated complaints are not forwarded to HQ USAF/A7CH.

A3.12.3. Substantiated Complaints. If the complaint is validated, the Commander sends five copies of the complete files to the MAJCOM.

A3.12.3.1. As a minimum, the file includes a chronology of events, complaint, inquiry report, supporting documents, informal hearing correspondence and summary, legal review, Commander's memorandum, complainant's statement, correspondence about the complaint and an interim report (if any).

A3.12.3.2. Within 20 days of the date the case is forwarded from the installation, the MAJCOM reviews and sends four copies of substantiated case files and pertinent MAJCOM correspondence and a MAJCOM legal review, to HQ USAF/A7CH. If necessary, the MAJCOM promptly returns the case to the installation for corrective action.

A3.12.3.3. HQ USAF/A7CH sends a copy to HQ USAF/JA for review and determination of legal sufficiency. Complaints found legally sufficient by HQ USAF/JA are processed according to DoDI 1100.16.

A3.13. Related Complaints:

A3.13.1. When the Housing Flight Chief receives more than one complaint against the same agent or facility, the complaints may be consolidated for the purpose of the inquiry, legal review, Commander's memorandum, and forwarding action. However, the consolidated case file should include a separate HUD Form 903 for each complainant.

A3.13.2. When the Housing Flight Chief receives a second complaint against the same agent or facility after finalizing an unsubstantiated complaint report, a new investigation must be initiated.

A3.13.3. When housing management receives a complaint against an agent or facility already under restrictive sanctions, the Commander:

A3.13.3.1. Sends a summary of the facts about the new complaint to the MAJCOM, an analysis of the extent to which it and related information affects the prior report and supporting documentation.

A3.13.3.2. Sends the complaint to other agencies, as required.

A3.13.3.3. Informs the complainant of the action taken on the prior complaint, plus any ongoing action related to the current complaint.

A3.14. Follow-Up Action. After the report and attachments are sent, the Commander takes the following actions:

A3.14.1. Coordinates the investigation and case processing with HUD, DOJ and state or local representatives.

A3.14.2. Regularly follows up with HUD area or regional office on the status until HUD resolves or closes the complaint.

A3.14.3. Informs the complainant about information received and action being taken by HUD or DOJ.

A3.14.4. Make sure DoD personnel comply with the restrictive sanctions imposed on the facility or agent.

A3.14.4.1. Military personnel moving or changing their place of residence in the commuting area of the installation are prohibited from entering into a rental, purchase or lease arrangement with an agent of a facility under restrictive sanctions.

A3.14.4.2. Restrictive sanctions do not apply to DoD personnel who are residing in a facility at the time the restrictive sanction is imposed, or who wish to renew or extend a rental or lease agreement begun before the restrictive sanctions were imposed.

A3.14.4.3. Relocation of a military tenant within a restricted facility is prohibited without the written approval of the Commander.

A3.14.5. Establish procedures to ensure DoD personnel are informed about current restrictive sanctions, and establish controls to determine where a member finally locates housing. If a military member takes residency in a restricted facility, contrary to instructions, the Commander takes administrative or appropriate disciplinary action.

A3.14.6. As a minimum, publish a current list of facilities on restrictive sanction in the base bulletin and newspaper when there has been an addition, deletion, or change to the list. Also, publicize the list through other appropriate media, such as newcomer briefings and commander calls.

A3.15. Removing Restrictive Sanctions:

A3.15.1. Remove restrictive sanctions under the following circumstances.

A3.15.1.1. Upon request, HQ USAF/A7CH may approve a waiver to lift the restrictive sanctions before the 180-calendar day limit for unusual or exceptional circumstances. For example, the discriminatory act was a single action of the manager but the owner has a nondiscriminatory rental policy, has forbidden the discriminatory practice or has replaced the agent. Submit the request to waive the 180-day calendar day limit through the MAJCOM to HQ USAF/A7CH, and:

A3.15.1.1.1. Outline the agent's action to correct the situation.

A3.15.1.1.2. Provide the agent's commitment, in writing, to stop further discrimination.

A3.15.1.1.3. Outline the agent's affirmative action to ensure nondiscriminatory policy in the future.

A3.15.1.1.4. Provide other supporting data, such as the number of minorities currently residing in the facilities and the number of units.

A3.15.1.1.5. Describe the positive result on the civilian and military communities if restrictive sanctions are removed before the 180-calendar day minimum ends.

A3.15.1.2. When the 180-calendar day period ends, remove restrictive sanctions if the agent provides a written assurance of future nondiscrimination policy to the Housing Flight. As determined locally, the agent or base official may initiate the assurance, but the Commander's decision to remove the restrictive sanctions must be supported by the written assurance.

A3.15.2. The Commander informs the Housing Flight Chief, social actions officer, public affairs officer and the agent, in writing, when the facility is removed from the restrictive sanctions list.

A3.16. Processing Inquiries Under the Privacy Act (PA) and Freedom of Information Act (FOIA). Process PA and FOIA requests for information as outlined in DoDR 5400.7/AF Supplement, *AF FOIA Program*, or AFI 33-332, *Privacy Act Program*, as applicable.

A3.17. Complaints Made Outside the United States. Upon receiving a complaint of discrimination, the Housing Flight:

A3.17.1. Consults with the JA to determine if the Status of Forces Agreement or other host nation or local laws, conflict with actions outlined in this AFI.

A3.17.2. Takes action outlined in this AFI, except a HUD Form 903 is not required. Do not send complaints from outside the United States to HUD or DOJ. Inform the complainant that the fair housing provisions of the Civil Rights Acts of 1866 and 1968 do not apply outside the United States.

A3.17.3. Determines, with JA counsel, how to pursue the discrimination complaint, based on laws of the host nation.

A3.18. Referring Complaints to Other Agencies:

A3.18.1. If the complainant requests the complaint and supporting documents be sent to HUD for action under the Civil Rights Act of 1968, the Commander sends the original complaint and the HUD Form 903 to Fair Housing, HUD, Washington DC 20410-9000.

A3.18.1.1. Forward the HUD Form 903 to HUD at the time the complainant reports the incident to a housing representative. To take action, HUD must receive the complaint within 180 days of the alleged discrimination. To ensure meeting the 180-day requirement, send the complaint to HUD before initiating the preliminary inquiry and subsequent procedures.

A3.18.1.2. Recommend the Commander also send a copy of the complaint to the local HUD regional office, but state in the transmittal memorandum that the complaint is being sent to HUD headquarters and other agencies for action or information.

A3.18.2. When forwarding a complaint to HUD, send an information copy of the complaint and the investigative report to the DOJ, Civil Rights Division, Washington, DC 20530-2001. At the request of the complainant, also send an action copy to DOJ, including a memorandum that informs DOJ of other agencies to which the report was submitted.

A3.18.3. If allowed by the Commander or if the complainant requests, send an information copy of the complaint report to state and local agencies in the US and in OCONUS locations that take legal action on housing discrimination complaints. Summarize the discrimination in a cover memorandum, and list all agencies to which the report was submitted.

Attachment 4

CONVERSION OF FAMILY HOUSING (FH) TO OTHER USES SUPPLEMENTAL JUSTIFICATION

A4.1. Facilities Number.

A4.2. Facilities Street Address.

A4.3. List units considered surplus to housing requirements based on most recent HRMA.

A4.4. List units considered adequate (Condition Assessment Matrix (CAM) score >= 3.75) and inadequate (CAM score <3.75).

A4.5. State the year the units were built or the year of last whole-house renovation.

A4.6. Furnish coordination of the conversion with the gaining functional user, and provide details.

A4.7. If converting to a TLF, include an approved needs assessment to support the requirement, with details.

A4.8. State whether the units replace a programmed TLF project or supplement a programmed requirement.

A4.9. If a project has been programmed to convert the units, provide details, such as scope, cost, source of funds and other supporting information.

Attachment 5

DIVESTITURE OF FAMILY HOUSING (FH) UNITS

A5.1. Conveyance for Privatization With Nonexcess Land. As a result of approval of the privatization concept, SAF/IEI authorizes the MAJCOM to pursue a privatization deal with a defined number of units to be disposed of through conveyance (specific units are not identified). SAF/IEI will execute the conveyance transaction.

A5.1.1. Upon completion of the Congressional notification period of intent to solicit, MAJCOMs provide HQ USAF/A7CH the following information along with completed AF IMT 300, *Facility Disposal.*

Identify units that are surplus to the installation requirement as indicated by the most recent HRMA and HCP

Identify Capehart Housing and Wherry Housing units

Complete AF IMT 813, **Request for Environmental Impact Analysis**

McKinney-Vento Homeless Assistance Act Screening

Cultural and Historic assessments as needed

Walking Shield Program considerations (where appropriate)

A5.1.2. To convey Capehart Housing units, the AF is required to obtain a release from the lease-interest owned by USAF Housing, Inc. Release of these leases requires concurrence of the corporation. SAF/GCN processes the release with the corporation. HQ USAF/A7C requests SAF/GCN assistance in gaining release from the leases when Capehart units are identified for conveyance as part of privatization. The MAJCOMs are required to provide the following information to support this requirement:

The lease number

The lease term beginning date

The name of the lessee (Capehart project owner)

The name of the county (or other government unit) where the lease was recorded

The number of Capehart units built on the land

Brief description of project (or other reason) requiring disposal of corporate assets
Additional recording information (e.g., date,

book/liber/volume, pages)

If available, acreage of the land leased

If available, Capehart project number

If amended, date of each amendment and all available recording information

The estimated date for closing title

A5.2. Conveyance for Privatization With Excess Land. As a result of approval of the privatization concept, SAF/IEI authorizes the MAJCOM to pursue a privatization deal with a

defined number of units to be disposed of through conveyance (specific units are not identified). SAF/IEI will execute the conveyance transaction.

A5.2.1. AFRPA is the office of primary responsibility for transaction of real property when FH is conveyed with excess land. Upon completion of congressional notification period of intent to solicit, MAJCOMs prepare and provide AFRPA (with a copy to HQ USAF/A7CH) the following information along with the completed AF IMT 300, *Facility Disposal.*

Identify units surplus to the installation requirement, as indicated by the most recent HRMA and HCP

Identify Capehart Housing and Wherry Housing units

Complete AF IMT 813

McKinney-Vento Homeless Assistance Act Screening

Cultural and Historic assessments, as needed

Walking Shield Program considerations (where appropriate)

A5.2.2. MAJCOMs provide a copy of the request submitted to AFRPA/RE.

A5.2.3. To convey Capehart Housing units, AF must obtain a release from the lease-interest owned by USAF Housing, Inc. Release of these leases requires concurrence of the corporation. SAF/GCN processes the release with the corporation. HQ USAF/A7C requests SAF/GCN assistance in gaining release from the leases when Capehart units are identified for conveyance as part of privatization. MAJCOMs provides the following information to support this requirement:

Lease number

Lease term beginning date

Name of the lessee (Capehart project owner)

Name of the county (or other government unit) where the lease was recorded

Number of Capehart units built on the land

Brief description of project (or other reason) requiring disposal of corporate assets Additional recording information (e.g., date,

book/liber/volume, pages)

If available, acreage of the land leased

If available, Capehart project number

If amended, date of each amendment and all available recording information

Estimated date for closing of title

A5.3. Demolition of MFH Units Related to MILCON.

A5.3.1. Authority for approval to demolish FH units is delegated to HQ USAF/A7C. HQ USAF/A7C must notify SAF/IEI and USAF Housing, Inc. of approval to demolish Capehart and Wherry units.

A5.3.2. The number of units to be demolished is identified for a MILCON project on DD Form 1391, **Military Construction Project Data**, (specific units are not identified). However, HQ AF has no visibility for which units are inadequate or surplus (or both), or whether the units are owned by USAF Housing, Inc, (Capehart and Wherry) and require SAF/IEI notification.

A5.3.3. Upon authorization of a MILCON project that includes disposal of family housing units, HQ USAF/A7C approval is required, on a by unit basis, for all units to be disposed of as part of a project. Upon approval for disposal, HQ USAF/A7C will make the appropriate notification to SAF/IEI. MAJCOMs provide the following information along with the completed AF IMT 300 for HQ USAF/A7C approval.

Identify units surplus to the installation requirement as indicated by the most recent HRMA and HCP

Identify whether each unit is adequate or inadequate as indicated by the latest CAM score

Identify Capehart Housing and Wherry Housing units

Include a copy of the completed AF IMT 813 (should have been accomplished as part of the planning, design, and programming process)

McKinney-Vento Homeless Assistance Act Screening

(checklist) Cultural and Historic assessments, as

needed

Walking Shield Program considerations, where appropriate

A5.3.4. Unlike privatization, the AF is not required to obtain a release from the lease-interest owned by USAF Housing, Inc for housing units disposed of as a result of a MILCON project since the AF will retain control of the land. The corporation and SAF/GCN do not support pursuing the release of the lease-interest.

A5.4. Demolition of Surplus MFH with O&M Funding.

A5.4.1. Identify and program requirements for demolishing FH units in the IFHMP. Demolition not identified through conveyance in privatization or through a MILCON project can be included in the MFH O&M Financial Plan (RPMC project list) data call for the appropriate fiscal year. Identify requirements not anticipated or not programmed in the IFHMP in the annual Financial Plan (RPMC project list) data call.

A5.4.2. In addition to a DD Form 1391, MAJCOMs provide the following information along with the completed AF IMT 300, for HQ USAF/A7C approval.

Identify units surplus to installation requirement as indicated by the HRMA

and HCP. Identify whether each unit is adequate or inadequate as indicated

by latest CAM score Identify Capehart Housing and Wherry Housing units

Complete AF
IMT 813

McKinney-Vento Homeless Assistance Act Screening

(checklist) Cultural and Historic assessments, as

needed

Walking Shield Program considerations, where appropriate

A5.4.3. Unlike privatization, the AF is not required to obtain a release from the lease-interest owned by USAF, Inc for FH units disposed of as a result of an O&M project since the AF will retain control of the land. The corporation and SAF/GCN do not support pursuing the release of the lease-interest.

A5.5. Conversion of Family Housing (FH) Units to Other Uses.

A5.5.1. Conversions of FH units for other uses require SAF/IEI approval.

A5.5.2. FH units determined to be surplus to the installation based on the current HRMA may be converted to other uses. Only units considered adequate based on the HCP CAM may be converted. Units considered inadequate due to functional suitability deficiencies, but otherwise in adequate condition, may be converted (AFI 32-9002). To justify conversion, include information identified in **Attachment 4**.

A5.5.3. Surplus FH units may not be diverted (temporarily converted).

A5.6. Divestiture of MFH Units Via Conveyance to Host Nation

A5.6.1. Methods. Only four methods are authorized for divesting MFH units in foreign OCONUS locations: Permanent conversion, demolition, lease termination and conveyance to host nation. Any other method requires approval of HQ USAF/A7CH.

A5.6.2. Permanent Conversion. Follow guidelines in **Attachment 4** for permanently converting MFH units.

A5.6.3. Demolition. MFH units may be demolished as part of a MILCON project or as a separately identified RPMC project.

A5.6.4. Early Lease Termination. Early termination of leased housing units reduces the period of commitment in the lease agreement and may result in a financial penalty. Submit waiver requests for early termination, including a full justification and cost benefit analysis, to HQ USAF/A7CH for approval.

A5.6.5. Conveyance to Host Nation: Units identified for conveyance to the host nation will be considered divested when (a) the last occupant moves out, and (b) the host nation has been notified of the desire to transfer. Code units pending transfer inactive in ACES.

Attachment 6

HOUSING AND RELATED FORMS INFORMATION AND INSTRUCTIONS

AF IMT/Form Para Ref.	Title and Use	Requested/ Prepared By	Distribution
AF IMT 103 **Para. 2.15.2.**	BCE Work Clearance Request Request by mobile home owner to install anchors and for other self-help work when digging is required	MH owner/resident	Housing Flight BCE
AF IMT 123 **Para. 9.10.**	Request for changed use of Real Property Tracks approval and costs of real property conversion (permanent change in use)	Real Property Flight in coordination with Housing Flight	Installation Facilities Board MAJCOM Civil Engineer HQ USAF/A7CH
AF IMT 150 **Para. 11.6.,11.9.**	Drayage/Storage Authorization - Government Quarters Authorizes government-paid local move, PDLA, and movement and storage of excess furnishings	Requested by resident ACES generated	Housing Flight TMO
AF IMT 227 **Para. 6.6.**	Quarters Condition Inspection Report and Mobile Home Space Records initial, pretermination and final condition of FH	Housing inspector prepares Inspector and resident sign	Housing Flight Copy to resident
AF IMT 228 **Para. 6.6.**	Furnishings Custody Receipt and Condition Report Records issue and receipt of	Housing inspector prepares Inspector and resident sign	Housing Flight FMO
AF Form 300 **Para. A6.1.2.**	Facility Disposal Information and authorization for	Prepared by MAJCOM	HQ AF/A7CH
AF IMT 332 **Para. 2.15.1.**	BCE Work Request Requests approval of self-help project in FH, including grounds	Prepared by resident; Housing Flight assists, as required	Housing Flight BCE
AF IMT 406	Miscellaneous Reimbursement Obligation	Housing Flight tracks drayage and storage	Housing and Resources Flights
AF Form 594 **Para. 6.4.2.**	Application to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination	Generated from ACES by Housing Flight FSO owns process	FSO
AF IMT 616	Fund Cite Authorization (FCA)	Housing Flight tracks drayage and storage	Housing and Resources Flights

AF IMT/Form Para Ref.	Title and Use	Requested/ Prepared By	Distribution
AF IMT 813	Request for Environmental Impact	MAJCOM	HQ USAF/A7CH
AF IMT 1326 **Para. 4.5.**	Change of Occupancy Report Records changes in FH occupancy	ACES-generated	Housing Flight
AF IMT 1466 **Para. 6.1.9.**	Family Member's Medical and Education Clearance for Travel Request for dependents denied travel to retain assigned housing during member's foreign OCONUS	Requested by member Assisted by Housing Flight	Housing Flight Installation Commander
AF IMT 1505 **Para. 12.1.4.1.**	License to Occupy Mobile Home Space Lease agreement between MH owner and government to rent and occupy MH space	Prepared by Housing Flight Signed by Housing Flight and MH owner	Original filed in Housing Flight Copy to MH owner
AF IMT 3505 **Para. 6.6.1.**	Condition of Occupancy for Military Family Housing	Housing Flight	Housing Flight Copy to resident
AF IMT 3506 **Para. 6.7.**	Customer Initial and Final Evaluation Of Quarters Inspection Evaluates customer Housing Flight	Resident	Housing Flight Commander
DD Form 114 **Para. 11.1.4.**	Military Pay Order Transmits DD Form 137 to appropriate	Housing Flight	Non-AF FSO
DD Form 137 **Para. 11.1.4.**	Application for BAH for non-AF Members with Dependents Notification to stop/start BAH for	Housing Flight	FSO of parent Service
DD Form 139 **Para. 6.6.3.4.**	Pay Adjustment Authorization Proof of payment for MH charges	Housing Flight	FSO
DD Form 1131 **Para. 11.7.**	Cash Collection Voucher	Housing Flight	FSO
AF 1357 **Para. 11.3.**	Request for Temporary Lodging Allowance (TLA)	Housing Flight	FSO
DD Form 1391 **Para 9.5.4.2.**	Military Construction Project Data	BCE	
DD Form 1607 **Para. 7.6.2.**	Application for Homeowner Assistance Assistance to homeowner at base closing or draw down	Homeowner prepares, with assistance from Housing Flight	U.S. Army Corps of Engineers
AF IMT/Form Para Ref.	**Title and Use**	**Requested/ Prepared By**	**Distribution**

AF IMT/Form Para Ref.	Title and Use	Requested/ Prepared By	Distribution
DD Form 1746 **Para. 3.3.**	Application for Assignment to Housing Application for government-controlled, privatized and community housing	Member, w/assistance from Housing Flight. Can be	Housing Flight
DD Form 1747 **Para. 2.24.6.**	Status of Housing Availability Notifies applicant of housing status gaining installation	ACES-generated	Applicant at losing installation
DD Form 2337 **Para 11.5.**	Individual Overseas Housing Allowance (OHA) Report	Housing Flight	FSO
DD Form 2556 **Para 11.5.**	Move-in Housing Allowance Claim (MIHA)	Housing Flight	FSO

Attachment 6 (Cont'd)

INSTRUCTIONS
AF IMT 1326, CHANGE OF OCCUPANCY RECORD

Use ACES-generated AF IMT 1326 to record change of occupancy (COM) data for FH. Data from this form are also used as the basis for summary data that is sent to the MAJCOM and HQ USAF annually. ***NOTE:*** Base housing flights establish local procedures to ensure the information is recorded on the form for COMs in FH units. Complete form in an original only. At the end of the annual reporting period (30 September), close out and retain the forms for that period.

Front of Form:

GRADE CATEGORY. Enter the grade category of the housing unit as it appears on the current temporary redistribution listing.

NO. OF BEDROOMS. Self-explanatory.

FH REAL PROPERTY CODE. Co-established for each housing area real property installation code. Housing Flight Chiefs may establish more subdivisions (separate sets) AF IMT 1326, such as housing category (OCONUS source, leased, surplus commodity), grade category or bedroom size.

INSTALLATION NAME. Self-explanatory.

REPORTING PERIOD. 1 October through 30 September of each FY.

LINE NO. Enter a number for each entry. The numbers are sequenced within a given reporting period and set of AF IMT 1326.

ADDRESS. Enter the local housing unit identifying number.

VACANCY- HOUSING NOTIFIED. Enter the day and month that the current resident notified the Housing Flight of the pending termination of government housing. This will equal the date notified on the occupancy change screens in ACES. ***NOTE:*** When short notifications (less than 30 days) are received, recommend the notification date be entered in red or otherwise highlighted.

VACANCY - TERMINATED. Enter the date the current resident's housing assignment was terminated. Termination date from the occupancy change screens.

VACANCY - TO MAINT. Enter the date the unit was turned over to maintenance. This is the COM begin date on the occupancy change screens in ACES.

VACANCY - COM. Enter the number of days units were vacant for COM in the reporting period. This automatically populates once the end date of COM is entered into ACES.

VACANCY - MAJOR REPAIR. Enter number of days unit was vacant for maintenance (major rehabilitation, repair, improvement, alteration, or conversion), but do not include the day house is available for assignment. If repair days cross-reporting periods, enter only days

appropriate to reporting period; show remaining days as a carryover in new reporting period. ACES generates number of days when major M&R is recorded on the COM tab in occupancy change, number of days will be from begin date to end date or number of days during report period.

VACANCY - AVAILABLE. If unit is turned over to maintenance, enter date the unit is returned and available for assignment. If no maintenance is required, enter termination date. This is the available date field from occupancy change in ACES; enter estimated date in ACES anytime.

VACANCY - ADMIN. Enter the number of days the unit was vacant, excluding days counted for maintenance. This is the number of days from termination to the first day of maintenance (if any exist), then the number of days from the end of maintenance to the available date. If the vacant days cross reporting periods, enter only days appropriate to the reporting period; show the remaining days as a carryover in the new reporting period. ACES automatically calculates.

NEW OCCUPANT. Use the new occupant name field to record the name of the member. This will populate in ACES when a person, is offered, projected and assigned. When completing manually between printings, use this field to record the name of the occupant when offer is made.

NEW OCCUPANT - PROJECTED. Enter date of projected move-in for new resident; may not be known until resident establishes move and given landlord notice. Projected date from ACES.

NEW OCCUPANT - COMMITTED. Enter the date the unit was committed to the new resident. Committed date from ACES.

NEW OCCUPANT - ASSIGNED. Enter the date the unit was assigned to the new resident and the resident's BAH was terminated. Assignment date from ACES

NEW OCCUPANT - NAME. Self-explanatory. Use to track occupant when making an offer.

NEW OCCUPANT - WAIT TIME. Enter the number of days the new resident was required to wait for FH. Calculate the days from the new resident's effective date on the waiting list until the date assigned. ACES will calculate when AF IMT 1326 is generated.

NEW OCCUPANT - REMARKS. Use for comments pertinent to COM and unit occupancy rate. In ACES, this is the remarks tab in occupancy change for reach unit. The following are examples of when explanations should be entered: Vacancies exceeding 5 days; turndowns of the specific unit; new resident's grade differs from grade category shown in the "use" block; new resident's bedroom authorization differs from the number of bedrooms in the housing unit

Reverse of Form

LINE NO. Enter line number of data on form front requiring supplementary remarks.

REMARKS. Enter additional remarks that would not fit in the "Remarks" on the form front. See appropriate line number. In ACES, this is remarks tab in occupancy change for each unit.

Attachment 6 (Cont'd)

DEFINITIONS AND INSTRUCTIONS
AF IMT 1327 REDISTRIBUTION OF HOUSING

Use ACES-generated AF IMT 1327 to determine distribution and redistribution of FH. ACES uses a standardized mathematical model to analyze redistribution of FH requirements (minus Key and Essential housing). ***NOTE:*** Make sure all Key and Essential, Command and SCP occupants are identified in ACES. Calculations are for adequate government-controlled housing (government-owned and government-leased housing.

CALCULATIONS: There are six steps to complete the redistribution analysis:

1. Establish housing requirements and assets
2. Establish Key and Essential personnel
3. Compute revised housing requirement minus Key and Essential assets
4. Compare recommended distribution
5. Compare recommended distribution to present distribution
6. Obtain approval to change to distribution or retention of existing redistribution

I. WAITING LIST. ACES enters number of personnel on waiting lists for adequate FH in appropriate columns for each grade category. Eligible personnel on waiting lists are counted in their specific grade category and bedroom size, whether or not they elected to accept one bedroom less.

II. ELIGIBLE OCCUPYING QUARTERS. ACES will enter the number of current residents (eligible personnel), by grade category and bedroom size in appropriate columns. ACES includes all personnel in the unit for which they are eligible, regardless of the unit they currently occupy. The intent is to determine the actual eligibility requirement.

III. TOTAL REQUIREMENTS. ACES adds Waiting List and Eligible Occupying Quarters columns, by grade category and bedroom size, to calculate total requirements.

IV. HOUSING ASSETS. ACES enters total available adequate government controlled housing assets at the installation. Inadequate Housing assets are not included.

V. PERCENTAGE OF BEDROOM REQUIREMENTS. ACES calculates the percentage of total housing requirement (expressed as a decimal, carried out to four decimal points) for each grade category and bedroom requirement. The sum of all decimals in each category must equal 1,000.

VI. KEY & ESSENTIAL SET ASSIDES. ACES enters the number of residents with the Out Of Turn Code set to Key and Essential, Command Position or Special Command Position on the Status tab of member's record.

VII. REVISED HOUSING ASSETS. ACES subtracts the K&E in section VI from actual housing assets in Section IV.

VIII. REVISED RQMTS & PERCENT OF TOTAL. The new total and percentage are calculated, minus Key and Essential.

IX. DISTRIBUTION W/O KEY AND ESSENTIAL SET ASIDES. The revised housing assets in Section VII are multiplied by the decimals developed in section VIII, then rounded off to the nearest whole number.

X. ANALYTICAL REDISTRIBUTION. The Key and Essential in Section IV are added to the numbers arrived at in Section IX. This section represents the distribution of all government controlled housing assets based on equal housing opportunity, regardless of grade category (except Key and Essential).

XI. EXISTING APPROVED DISTRIBUTION. The current distribution in ACES of all government controlled housing.

XII. DISTIBUTION CHANGES REQUIRED. The difference between the analytical distribution in Section X and the existing ACES distribution in section XI. A positive number indicates that the category and bedroom size require additional assets. A negative number indicates that the category and bedroom size have underutilized assets.

XIII. REAL PROPERTY DESIGNATION OF HOUSING. The permanent grade designation of the government-controlled housing assets.

XIV. RECOMMENDATION. The Installation Commander approves the recommendation for the distribution of government-controlled housing assets by placing an X and signing in the appropriate box. If the third option (Adoption of Different Distribution) is recommended, the different distribution and rationale are included as an attachment. Once the recommendation is approved, ACES reflects the change.