

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



**AIR FORCE INSTRUCTION 32-600**

**BARKSDALE AIR FORCE BASE  
Supplement**

**7 JUNE 2022**

**Civil Engineering**

**BARKSDALE AIR FORCE  
BASE HOUSING MANAGEMENT**

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This supplement provides the 2d Bomb Wing Commander's preferences for Key and Essential (K&E) positions for the assignment of personnel to privatized family housing. It makes the Commander the sole final appeal authority for Airmen in Unaccompanied Housing (UH) requesting to relocate off base. It applies to all Barksdale Air Force Base active duty personnel residing in privatized and unaccompanied housing and does not apply to Air National Guard, Air Force Reserve Command, or Civil Air Patrol. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*. The use of the name or mark of any specific manufacture, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This supplement is substantially revised and must be completely reviewed. Major changes include making the Commander the sole final appeal authority for Airmen requesting to move out of UH. Includes the process for requesting a waiver to allow a restricted breed animal on base. It significantly reduces the overall number of K&E positions within the 2 BW and adjusting K&E positions to reflect a recent AFGSC realignment. Designated housing was added for AFGSC CC/CV, 8 AF/CC, 2 BW/CC and several other K&E Command positions in **Attachment 16, Table A16.1** Other changes include identifying positions with a communications closet requirement. Added Notes 1 and 2 to prioritize communication closet requirements

## **1.2. Roles and Responsibilities.**

### **1.2.27. Installation Commander.**

1.2.27.68. Acts as the sole final appeal authority for Airmen residing in UH that are requesting to relocate off the installation due to a personal hardship as described in this instruction.

1.2.27.69. May provide verbal approval for emergency relocations of Airmen followed up with approval documentation.

### **1.2.30. Squadron Commander.**

1.2.30.7. Act as the vetting authority and will endorse hardship requests by Airmen under their authority to relocate out of UH by providing their recommendation to CES/CEIH for consideration.

1.2.30.8. Along with the member's immediate supervisor, bears the burden of ensuring Airmen selected for relocation out of UH are prepared to do so, and doing so is not to the detriment of mission accomplishment and the Airman's individual readiness.

1.2.30. 9 Review monthly supervisor room inspection logs to ensure rooms are inspected by supervisors monthly, or every two weeks for TDY/deployed Airmen.

1.2.30. 10 Inspect a minimum of 10% of their unit's dorm resident rooms monthly.

1.2.30. 11 Work directly with the Housing Manager in situations where a relocation is a matter of individual safety or an Airman is a victim of alleged or confirmed criminal behavior at the advice of Law Enforcement (LE), Area Defense Counsel (ADC), Special Victims Counsel (SVC), or the installation's Judge Advocate (JA) activity.

### **1.2.35. Military Housing Office (MHO) Housing Manager.**

1.2.35.28. The Installation Management Flight Chief may act on behalf of the Housing Manager as needed, as determined by the BCE.

### **1.2.36. Unaccompanied Housing Manager.**

1.2.36.12. Route and follow-up on all requests made by Airmen to relocate out of UH due to hardships.

1.2.36.13. Airmen may rescind their UH release request, in writing, to the UH Manager at any point in the approval process.

1.2.36.14. Maintain a unit integrity inspection program, if directed by the Installation Commander.

1.2.36.15. Ensure Airmen selected for release from UH based on time in service (TIS) requirements vacate the dorms within 42 days of written notice from Airman Dorm Leaders (ADLs).

1.2.36.16. Airmen who have been identified by their unit commander or First Sergeant as not recommended to relocate at the required TIS point are required to submit a memo for record (MFR) signed by the Airman's First Sergeant stating so and an estimated date, not to exceed 90 days, for the issue to be resolved. If the issue persists beyond 90 days, a new letter must be submitted.

- 1.2.36.17. Maintain a hospitality room for eligible new Airmen as outlined in this guide.
- 1.2.36.18. Be an active member and work with various helping agencies on the installation to include the First Sergeant's Council, Chief's Group, Airman Advisory Council, and Dorm Council.
- 1.2.36.19. Attend the Civil Engineer Squadron Operations Flight production meetings in order to validate and advocate for the prioritization of maintenance and improvements of the installation's dorm facilities.
- 1.2.36.20. Arranges for the release of Airmen from UH when named as a complainant and/or victim in a protective order issued by civilian or military authorities if the subject also resides in UH.
- 1.2.36.21. Ensures Airmen who receive BAS are placed in facilities with full kitchens to maximum extent possible.
- 1.2.36.22. Enforces adherence of the 2d Bomb Wing UH brochure, which includes general information, Air Force responsibilities, resident responsibilities, cleaning standards, fire prevention, security forces, shelter-in-place, active shooter threats, hazardous materials incidents, local climate considerations, residential activities, and UH termination processes and procedures.
- 1.2.36.23. Utilize the Airman's chain of command as appropriate to obtain satisfactory resolutions to complaints and disputes.
- 1.2.36.24. Ensures the 2d Bomb Wing UH brochure is updated annually, or any time a significant change occurs.

#### 1.2.42. **Housing Residents (FH & UH).**

1.2.42.2.1. Residents in UH may elect to contact independent cleaners for daily/termination cleaning requirements. It is a contract between the Airman and the private cleaner, each resident is responsible for negotiating their agreed fee.

**2.10. Key and Essential (K&E), Command Position, and Special Command Positions.** Identified K&E personnel desiring to reside off-base must submit a waiver request for 2d Bomb Wing Commander approval/disapproval. Any other attached and or tenant personnel so deemed key and mission essential by the 2d Bomb Wing Commander may be verbally designated as such, pending revision of this supplement. (See [Attachment 16](#) for Special Command Position & Designated Housing.) There are no K&E positions at Barksdale that are authorized to use the dorms.

2.10.3.1. K&E personnel are not assigned to designated homes. Member will go to the bottom of the freeze zone on the appropriate active waitlist or will be offered the next vacant and available home on base within their bedroom and rank eligible category.

#### **2.17. Environmental Hazard Disclosure for Dormitories (Mildew/Mold).**

2.17.3.1. UH residents are provided mold prevention literature upon dormitory check in. Residents are responsible for taking measures to prevent and remove growth. Barksdale AFB is a humid climate with numerous mold strains present in the environment, which increases the probability of allergies and reactions to potential growths.

2.17.3.2.1.4. UH residents must immediately dry and wipe condensation from walls and air registers when present. Ensure air circulation by using fans, kitchen hood vents when cooking, and bathroom exhausts will be used when in bathrooms, particularly when in shower/bath. Dust is an accumulation of dead skin cells and environmental contaminants, and mixed with moisture, provides opportunities for substance growth. Dust is often misdiagnosed as “suspect mold”; however, mold cannot be determined by visual inspection only; it must be confirmed by a certified laboratory.

2.17.3.2.1.5. UH residents can be provided cleaning instructions, supplies, personnel protection equipment (PPE) and prevention tips by visiting the housing team and ADL/UH management office.

2.17.3.2.1.6. Mildew will permeate rubber and caulking if moisture is not dried immediately. Mildew does not pose any health threat unless ingested. Mildew does not have mold spores that can become airborne. Residents must wipe down showers after each use.

2.17.3.3.7. Local UH Suspect Mold and Mildew Policy is strictly adhered to.

2.17.3.3.8. First Report: Resident/Leadership report is entered into enterprise Military Housing (eMH) and UH growth tracker. ADLs will visit room within 24 hours of report and will take photos to be added to resident file. Resident supervisor will be notified by attending ADL. Resident will clean area and ADL will re-inspect within 48 hours to ensure removal. If mold is located in multiple areas or is so extensive (more than 10 square feet) that remediation or repair cannot be accomplished in 24 hours, immediately relocate the resident to another room until assessment and remediation are complete. ADLs will recommend Airmen visit Primary Care Manager (PCM) or Emergency Room if having an allergic reaction. All reports should be provided to the ADL and will be entered in resident file.

2.17.3.3.9. Second Report: Added to tracker as the 2nd report. ADL opens CE service request to determine cause of reoccurring growth and to facilitate repair. ADLs will inspect room weekly to determine if resident requires relocation to another room. Resident will be required to clean area smaller than 10 square feet. ADL will follow up within 24 hours and document findings in eMH.

2.17.3.3.10. Third Report: Resident room-to-room move is required even if no medical concern present. Room will be removed from available inventory until problem is remediated. All reports are documented in eMH and the local substance growth tracker for record.

2.17.3.3.11. Exception: Any Airmen reporting health concerns will be directed to seek medical attention and a room-to-room move will be required. Exceptions to policy to receive BAH and relocate off base will not be accepted for personal convenience. Any medical observations or environmental report of findings will be provided to the Housing Chief via the UH Manager within 3 business days.

## **2.19. Social Visits for Dormitories.**

2.19.1. No one under 18 years of age is allowed in unaccompanied housing at any time. Guests are allowed in quarters no earlier than 0600 hours and no later than 2400 hours. Resident must accompany their guest at all times and are responsible for their conduct. Unauthorized, suspected unauthorized, and/or unaccompanied visitors will be reported to Security Forces. Visitors may not use UH laundry facilities.

## **2.21. Pets in Housing.**

2.21.7. Individuals requesting a waiver for a restricted breed or exotic animal will fill out a request and route it through their unit for approval. The request will be turned in to the MHO for approval/disapproval recommendation and forwarded to the Commander for final approval/disapproval. The Commander signed request will be returned to the MHO to be filed in eMH database and a copy sent to the Privatized Owner (PO).

## **7.4. Unaccompanied Housing Management.**

7.4.1.1. Dormitory Folders. Electronic folders will be maintained and completed for each occupant. Occupant will sign all appropriate data including furnishings and then the resident becomes responsible for the room, furnishings, room key, and postal key. All vehicles will be registered in eMH and a parking pass will be issued to identify resident property during check in. If a vehicle is acquired after check in, the resident will register within 30 days. Unregistered vehicles, boats, trailers or motorcycles that require towing will be at the owner's expense.

7.4.1.2. File eMH documents along with orders, memorandums, or other appropriate documentation, after termination from the dorms. Maintain records in accordance with current files plan policy. Everyone living in the dormitory will be required to sign a DD form 4422, "Sex Offender Disclosure" form and a copy of PCS Orders will be uploaded into individual folder.

7.4.3. Barksdale Unaccompanied Housing Standard Operating Procedures are outlined in Barksdale Unaccompanied Housing Welcome Brochure.

### **7.7.3. Priority 3, Space Available.**

7.7.3.3. Unaccompanied personnel may request, in writing, space available assignment to UH for a period not to exceed 45 days when occupancy is below 75%. A letter must be routed/approved through the member's squadron commander and approved by the Housing Manager before quarters will be assigned. Member will be given a 3-day termination notice if space is required for higher priority personnel. Member is not entitled to reimbursement of telephone, cable or storage of household goods while assigned to or terminating government quarters.

## **7.13. Termination Considerations.**

7.13.4.3. Priority 2 personnel from the BAH waiting list are notified in conjunction with their First Sergeant of the opportunity to vacate the dorms and collect BAH. Members must have First Sergeant or Squadron Commander endorsed memorandum or unit checklist prior to termination/checkout of UH. In the event a memorandum cannot be obtained in a timely manner and waiting would cause higher priority personnel a delay in quarters assignment or would otherwise cause hardship to the member relocating, an email from the First Sergeant with the Squadron Commander courtesy copied to the ADL will suffice until the memorandum can be obtained.

7.13.4.3.1. Airmen will be notified of release from the UH housing NLT 42 days prior to three years' time in service (TIS) as determined by the Airman's Total Air Force Military Service Date (TAFMSD).

7.13.4.3.2. If an Airman's leadership team determines that member is not ready to relocate out of UH at three years TIS, the First Sergeant must submit a memorandum to the UH Manager with an expected date that the member will be ready to move out. A new letter is required every 30 days. In these cases, supervisors should work with the Airman and Family Readiness Center (A&FRC) to obtain courses to aid in the Airman's transition out of UH housing.

7.13.9. It is the responsibility of the member and the member's unit deployment manager to notify ADLs of pending deployments.

#### 7.15.2. **Installation Dormitory Council.**

7.15.2.2.1.2. Completed/scheduled projects.

7.15.2.2.1.3. Resident requests.

7.15.2.2.1.4. Substandard living conditions.

7.15.2.2.1.5. Conflict resolution.

7.15.2.2.1.6. Delinquent work order requests (over 30 days).

7.15.2.2.1.7. Facility status (ADL & Residents), trends (positive & negative) and safety concerns.

7.15.2.2.1.8. Establish consensus for wing course of action plans/requests.

7.15.2.2.1.9. Installation Dormitory Council will forward meeting minutes to the UH Management Section.

#### 7.15.3. **Dormitory Inspection Program.**

7.15.3.2.3. To ensure safety, health, good order and discipline, Squadron Commanders are required to conduct random, monthly inspection of at least 10% of all assigned residents from their squadron. Scope of inspection will include individual room, living areas and common areas. Inspections will include, at a minimum, the following: room cleanliness, security, safety, and contraband detection.

7.15.3.2.4. Monthly Squadron Visits: To enhance quality of life and to improve morale of residents assigned, the resident's supervisor will conduct monthly Morale Visits of 100% assigned personnel. Substandard living conditions will be dealt with by the supervisor, while safety concerns will be immediately reported to the ADL of that building. Supervisors ARE NOT allowed to open locked or secured personal effects. Supervisors must be accompanied whenever in dorm rooms. If contraband is discovered, supervisors must leave items undisturbed, secure the room and contact Security Forces immediately. Supervisors must remain outside the room until authorities arrive; they MUST NOT allow items to be removed from the room or destroyed.

7.15.3.2.5. Weekly Unit Supervisor Visits: When dorm residents are deployed, temporary duty (TDY), or on extended leave, the supervisor will conduct weekly visits to verify the security and condition of personnel rooms. All maintenance or evidence of substance growth will need to be reported to the ADL immediately to prevent further damage. Supervisors will be required to clean the substance growth on the spot. Supplies will be provided by UH Management staff upon request. Supervisors will notify ADL's and visits will be documented in eMH.

7.15.3.2.6. Residents must coordinate a pre-departure inspection prior to final-out with their ADL and First Sergeant or designated representative. The pre-departure inspection will be documented on a checklist (recommend taking photos of room condition/personal belongings). The first week following the resident's departure, a post-departure inspection will be conducted by the supervisor and the ADL and documented on the Inspection checklist and kept in the resident's folder. This inspection will start the weekly check of the deployed resident's dormitory room and will continue until their return. Failure to notify the ADL and conduct the proper pre and post-departure inspections could result in damage to the facility and the resident personal property. Personal property should be documented with serial numbers and estimated value(s).

7.15.3.2.7. All inspections and visit findings will be documented by the ADLs and will be recorded in eMH.

7.15.3.2.8. All squadrons will provide UH management a record of all squadron Airmen staying within the dormitories during family/liberal leave holiday periods exceeding one week.

#### **7.15.5. Bay Orderly Program.**

7.15.5.1. Per the Bay Orderly fair share roster on the UH SharePoint, First Sergeants are responsible for allocating identified number of members to report to the UH Office weekly for bay orderly duty. The member will be assigned to the ADL and not tasked back to their unit for the time they are on bay orderly. Bay orderly runs Tuesday through Monday and includes weekend and holiday duties. The First Sergeant is responsible for any changes and/or replacement of members.

#### **7.16.2. Smoking and Tobacco Use.**

7.16.2.3.1. Tobacco (as identified in 7.16.2.3) by this definition shall be restricted to Designated Tobacco Areas (DTAs) and is prohibited inside a dorm room or within 50 feet from building entrances, pedestrian walkways (sidewalks), parking lots, dining areas (e.g. outdoor patios, non-DTA picnic tables) and athletic grounds (e.g. running tracks, walking trails, basketball courts).

7.16.2.3.2. DTAs are located in the center of the complex pavilion and outside the Dining Facility where cigarette butt cans and extinguishers are present. Tobacco users are responsible for keeping DTAs clean and free of cigarette butts/debris. The Housing Manger may remove DTAs at the request of ADLs if the area around it or leading up to it is cluttered with trash, cigarette butts or spittoons.

7.16.2.3.3. Violations or the perception of violations (ashtrays, spittoons, or other paraphernalia in used condition) in prohibited areas will result in Commander/First Sergeant notification. Residents will be responsible for immediate cleaning of the carpet, furniture, draperies, etc. to remove tobacco residue from the room, residents will be charged to have professional cleaning accomplished.

#### **7.17. (Added) Unaccompanied Housing Resident will.**

7.17.1. (Added) Not disconnect or disable fire alarm sensors.

7.17.2. (Added) Remove all food trash daily and all other trash weekly.

7.17.3. (Added) Report water intrusion and reduce stagnant water.

7.17.4. (Added) Residents are to maintain room thermostat setting to 72-78 degrees summertime and 68-72 degrees wintertime.

**7.18. (Added) Drayage and Storage.**

7.18.1. **(Added)** The Dormitory has limited areas to store personal items. Cages are provided but locks are the responsibility of the member. All building occupants have access to the storage area and dorm management is not responsible for any lost or stolen items. Cages must be labeled with full names and room number. The following items are prohibited at all times from UH: fireworks of all types, flammable liquids such as lighter fluid, oil and gasoline, used car parts, CO2 cartridges, firearms, stun guns, BB or pellet guns, gunpowder, and ammunition.

7.18.2. **(Added)** All occupants will be advised of the following upon initial assignment to UH.

7.18.3. **(Added)** Under 10 U.S.C. 2575, you are hereby advised that any private property found after your termination from UH will be disposed of 45 days from initial notification of found property, or if unable to be contacted, 45 days from termination date. A request for the return of the private property will be honored if received before the time specified but at the expense of the resident. A request for return of the private property after the specified time will only be honored if disposition has not been completed.

**7.19. (Added) Fire Pits.**

7.19.1. **(Added)** The authority having jurisdiction will enforce all burn bans that cover BAFB.

7.19.2. **(Added)** Review extinguisher instructions located on the extinguisher prior to starting a fire.

7.19.3. **(Added)** Wood, fire logs, charcoal, and other products intended for outdoor cooking and recreational fires are permitted. Wood can be harvested from downed and dead trees on BAFB; the removal of live trees is prohibited. Contact the Natural Resources Office in 2d Civil Engineer Squadron (CES) for location of downed/dead trees. Wood must be stored away from buildings as it attracts termites. Treated or green treated wood contains arsenic and heavy metals and is prohibited.

7.19.4. **(Added)** Burning of trash and wood pallets is prohibited.

7.19.5. **(Added)** All fires will be completely out and cold/wet when unattended. Fire pits will be cleaned of ash, charcoal, and/or unburnt wood after each use and when cool to touch.

7.19.6. **(Added)** Burning of prohibited items and/or abuse of the fire pit will result in its closure. Questions about what and when to burn will be directed to the Environmental Office and Fire Prevention Office.

7.20.1. **(Added)** Residents are not to block any HVAC grille or register or hang items from them.

**7.21. (Added) Emergencies.**

7.21.1. **(Added)** Emergencies are inevitable when living in communal areas such as the dormitories. During any inspection or visit, if a death is discovered, the discoverer must report to Security Forces, MHO and UH immediately. The finding person(s) must not touch or remove any item/body from its existing position. The room must be undisturbed and secured until emergency responders are on scene and an all clear is issued by the appropriate official. ADLs must secure the perimeter and ensure minimal impact to other residents. When scene is cleared, the ADL must request a re-core of the lock.

7.21.2. **(Added)** ADLs have a responsibility to assist fire and police as needed. All Airmen will be briefed upon check in on muster points and accountability measures during emergencies and evacuations.

MARK C. DMYTRYSZYN, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 33-322, Records Management and Information Governance Program, 27 July 2021

UTD 007-18(E), Revised Joint Travel Regulations (JTR), Chapter 10—Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) 19 June 2018

DoD 7000.14-R Vol 7A, Chapter 26, Housing Allowances

DoD MAN 4165.63, DoD Housing Management

10 U.S. Code 2575 Disposition of unclaimed property

***Adopted Forms***

AF IMT 847, Recommendation for Change of Publication

DD form 4422, Sex Offender Disclosure

***Abbreviations and Acronyms***

**SCP**—Special Command Position

**GO**—General Officer

## Attachment 16 (Added)

## SPECIAL COMMAND POSITION – DESIGNATED HOUSING

A16.1. (Added) 2d BW Unaccompanied Brochure, current edition is at the 2d CES SharePoint web site : <https://usaf.dps.mil/sites/barksdale/2%20BW/2msg/2ces/Bay%20Orderly%20Signup/Form/AllItems.aspx>.

Table A16.1. Special Command Position – Designated Housing.

<b>Organization</b>	<b>Position</b>	<b>Home Address</b>	<b>COMM Required</b>
AF Global Strike Command	Commander (SCP-GO)	201 Ira Eaker	Yes
<b>Key &amp; Essential Command - Designated Housing</b>			
<b>Organization</b>	<b>Position</b>	<b>Home Address</b>	<b>COMM Required</b>
AF Global Strike Command	Deputy Commander (GO)	205 Hap Arnold	Yes
8th Air Force	Commander (GO)	301 Hap Arnold	Yes
AF Global Strike Command	Director A5/8 (GO)	101 Hap Arnold	Yes
AF Global Strike Command	Director A3/6 (GO)	204 Spaatz	Yes
AF Global Strike Command	Director A4 (GO)	201 Hap Arnold	Yes
AF Global Strike Command	Chief of Staff		Yes
2d Bomb Wing	Commander	305 Hap Arnold	Yes
AF Global Strike Command	Director A1		Yes
AF Global Strike Command	Director A2		Yes
AF Global Strike Command	Deputy Director A5/8		Yes
AF Global Strike Command	Deputy Director A3/6		Yes
AF Global Strike Command	Comptroller		Yes
AF Global Strike Command	Staff Judge Advocate		Yes
AF Global Strike Command	Command Surgeon General		Yes
AF Global Strike Command	Div Chief, Aerospace Med		Yes
AF Global Strike Command	Commander, SMAC		Yes
8th Air Force	Vice Commander		Yes
8th Air Force	Director, JGSOC		Yes
2d Bomb Wing	Vice Commander		Yes
2d Mission Support Group	Commander		Yes
2d Operations Group	Commander		Yes

2d Maintenance Group	Commander	Yes
2d Medical Group	Commander	Yes
AF Global Strike Command	Command CMSgt	No
8th Air Force	Command CMSgt	No
2d Bomb Wing	Command CMSgt	No
2d Mission Support Group	Command CMSgt	No
<b>Key and Essential Positions</b>		
AF Global Strike Command	Executive Officer	No
AF Global Strike Command	Aide de Camp	No
AF Global Strike Command	Enlisted Aide	No
8th Air Force	Executive Officer	No
8th Air Force	Aide de Camp	No
8th Air Force	Enlisted Aide	No
2d Civil Engineer Squadron	Commander	No (Note 1)
2d Force Support Squadron	Commander	No (Note 1)
2d Security Forces Squadron	Commander	No (Note 1)
<p><b>Note 1:</b> If a house is available with a communications closet, it will be assigned based on communications requirement priorities. All homes listed above have C2 closets, as well as 100 Chennault, 100 Ira Eaker, 203 Montgolfier, 300 Vandenberg, 302 Vandenberg, 304 Vandenberg.</p> <p><b>Note 2:</b> Key and Essential for housing assignment purposes are reflected above. A service member can be Key and Essential to their squadron, included in PCS orders; however, it does not impact housing assignment or availability. Key and Essential for housing purposes dictates members required to live on base however, it does not guarantee a specific home or neighborhood. They will go to the top of their waitlist and will be offered the next vacant and available home within their assignment category. There is no turn down option.</p>		