

**BY ORDER OF THE COMMANDER
EIELSON AIR FORCE BASE (PACAF)**



AIR FORCE INSTRUCTION 32-6005

**EIELSON AIR FORCE BASE
Supplement**

22 JUNE 2018

Civil Engineer

**UNACCOMPANIED
HOUSING MANAGEMENT**

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This publication implements and extends the guidance of Air Force Instruction 32-6005, *Unaccompanied Housing Management*. It further describes policy and procedures to active duty Air Force, Air Force Reserve and Air National Guard, as well as all units at Eielson Air Force Base that utilize Unaccompanied Housing (UH) (including assigned and attached associate units as specified in host-tenant support agreements). It also provides procedures for authorizing and processing requests for Basic Allowance for Housing (BAH) at the without dependent rate. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm/>. There are no waivers authorities granted by Headquarters Air Force OPR. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force

Failure to observe the prohibitions and mandatory provisions in paragraph [2.34](#) of this publication by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

SUMMARY OF CHANGES

(EIELSONAFB) This document has major revisions and must be completely reviewed. Major changes include: Deletion of Eielson being a constrained housing location; clarifying initial linen issue; deletion of Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP); change to lockout procedures; change to snow removal plan; changed room re-inspection (post failure) process.

2. Policy

2.25. **(Added)** UH management will meet with residents at their rooms for initial inspections. All discrepancies will be identified, and furniture/appliances inventoried. Finding and inventory shall be annotated on a locally generated form as a supplement to AF Form 228, *Furnishings Custody Receipt and Condition Report*.

2.26. **(Added)** UH Management Office has the primary responsibility for maintaining the dormitory facilities. Residents will report maintenance needed to be performed in their quarters. Failure to report maintenance due to neglect may result in resident being held financially responsible for further damages caused by the neglect to report.

2.26.1. **(Added)** During normal duty hours Monday through Friday, residents will contact (phone or email) UH Management Office and provide name, dorm number, room number or location, and a brief description of the maintenance to be performed.

2.26.2. **(Added)** After duty hours, including weekends and holidays, residents may call in emergency work orders by contacting the 354 CES Customer Service Desk at 377-2100. Resident will notify UH Management Office the following work day if the problem persists or is deemed not to be an emergency by service desk or CES standby personnel.

2.27. **(Added)** Residents will place room garbage in the exterior dumpsters provided. Dayroom and exterior garbage cans are provided for minor trash and litter only, not room garbage.

2.27.1. **(Added)** Residents will not place room trash in hallways, laundry areas, and other common areas, or exterior trash cans.

2.27.2. **(Added)** Residents are responsible for disposing of all unwanted personal furniture items (i.e., couches, chairs, T.V.s, etc.). Residents can bring unwanted items to the Salcha Transfer Site located 1.5 miles north of Salcha Elementary School, or to the North Pole Transfer Site located between North Pole High School and Flint Hills Refinery.

2.27.3. **(Added)** Residents should not place recyclable materials into base dumpsters. These items should be taken to established recycling collection points, if available.

2.28. **(Added)** Residents shall maintain a neat and clean room in order to prevent pest infestation. Actions should include keeping food sealed in containers, removing garbage daily, and removing paper bags, boxes, and clutter as quickly as possible. Residents will contact UH management immediately if an infestation occurs.

2.29. **(Added)** Residents locked out will take the following actions to regain entry to their rooms:

2.29.1. **(Added)** Residents may contact dorm/bay chief for entry using master key. At no time will resident be given a master key.

2.29.2. **(Added)** If a resident cannot reach the dorm/bay chief, then he/she shall use the kiosk located outside the UH Management Office to obtain a key.

2.29.3. **(Added)** If the kiosk does not work for the resident to regain access to the room, then the resident shall stop by the UH Management Office during duty hours or contact his/her First Sergeant to utilize the master key after hours. If unable to reach First Sergeant, contact the CES service call desk at 377-2100 after duty hours to request a standby locksmith.

2.30. **(Added)** Residents are responsible for keeping the dormitory grounds clean and performing snow removal during winter months.

2.30.1. **(Added)** Bay Orderly personnel are responsible for snow removal during winter months. Dorm/Bay Chiefs can be tasked to assist with the snow removal if Bay Orderly is unable to complete the detail. UH management details the Bay Orderly for his/her respective building to complete snow removal as required. The Bay Orderly is briefed on snow removal responsibilities by UH management.

2.30.2. **(DeleteEIELSONAFB)** Dorm/bay chiefs are responsible for ensuring residents complete snow removal duties during winter months. Discrepancies will be reported by UH management to First Sergeants.

2.31. **(Added)** All appliances and electrical items must be Underwriters Laboratory (UL) approved. Appliances approved for the dormitory rooms are coffee pots with timed auto shut off, hot air popcorn poppers, microwave ovens, electric space heaters with tip over protection, and portable air conditioning units. Air conditioning units will not be mounted or vented to windows. Cooking appliances (i.e. rice cookers, crock pots, electric grills (i.e. George Forman grills), toasters, etc.) may be used in provided kitchen areas only.

2.31.1. **(Added)** Do not leave cooking items unattended while in use.

2.31.2. **(Added)** Items must be unplugged, cleaned, and stored while not in use.

2.31.3. **(Added)** Items such as deep fryers and any cooking appliance with an open flame is not permitted for use in dormitories, including in the provided common area kitchens.

2.32. **(Added)** Parking is permitted in parking lots only. Parking is not permitted on grass, dirt/seeded areas, or sidewalks. Additionally, do not park in fire lanes, within 15 feet of a fire hydrant, or inside gated areas. Do not block sidewalks, pedestrian crosswalks, or park in a way that obstructs visibility of traffic.

2.32.1. **(Added)** The fire lane is the area adjacent to any building extending 20 feet from the building in any direction, or any area marked or posted as a fire lane, excluding designated parking areas.

2.32.1.1. **(Added)** POVs found in these areas will be ticketed and may be towed at owner's expense unless previously coordinated with UH management.

2.32.1.2. **(Added)** Dormitory residents will notify UH management prior to using these parking areas and/or fire lanes for room moves or PCSs.

2.32.1.3. **(Added)** If illegally parked, residents may be ticketed and vehicles may be towed. The owner will be responsible for the cost incurred as a result of towing and impoundment.

2.32.2. **(Added)** Vehicle maintenance in parking lots shall be limited to tire changes or battery changes in emergency situations. Other maintenance and vehicle repairs are prohibited in dormitory parking lots and should be performed at an approved location. Tires and batteries must be disposed of properly and may not be stored in parking lot. Batteries may not be stored inside dormitories or storage lockers.

2.32.3. **(Added)** In case of vehicle fluid leaks, a drip pan may be used until repairs can be completed. Drip pans must not remain after vehicle is moved. All fluids must be disposed of properly. Spills must be reported to Dorm Management (DM).

2.32.4. **(Added)** Cleaning and washing of vehicles may be conducted in parking lots, but not on grass, sidewalks, or seeded areas.

2.32.5. **(Added)** Motorcycles and dirt bikes shall be parked in parking lots. They may not be parked under gazebos, overhangs, sidewalks, storage areas, or stairwells.

2.32.6. **(Added)** Vehicles not registered with an updated state license plate or in operational “running” condition are considered abandoned and are not authorized in the dormitory parking area.

2.32.7. **(Added)** Parking/Storage of recreational vehicles, ATVs, snow machines, trailers, toppers, lumber, boats, canoes, storage units, maintenance items, parts or gas cans may not be parked or stored in dormitory parking areas. A recreational vehicle lot is provided across from 2196 Wabash for ATVs and snow machines. All items must have alternate storage areas. Gas cans may be stored in the dorm flammable storage locker (must be labeled with product and resident name).

2.32.8. **(Added)** Residents will not leave vehicles abandoned on blocks, jacks or similar equipment. The owner will be responsible for the cost incurred as a result of towing and impoundment.

2.32.9. **(Added)** Head bolt outlets are provided in the respective dormitory parking lots. Resident will not plug their vehicle in until the temperature is -10 degrees Fahrenheit or colder (except diesels, which may be plugged in at +10 degrees Fahrenheit). Residents will not run extension cords from inside the building to their vehicle. Residents will not unplug other vehicles to plug in their own.

2.32.10. **(Added)** Extension cords used for automobile heating during cold weather must be the arctic (cold weather) rated cord and used only with an approved head bolt outlet (HBO).

2.32.11. **(Added)** For the purpose of snow removal operations, personnel who will be out of the area for a short duration (TDY, on leave, etc.) should leave their keys with a friend or the First Sergeant in order to move the vehicle if the need arises. Residents may incur towing and storage costs associated with removal if necessary arrangements are not made prior to departure.

2.32.12. **(Added)** Bicycles will be (parked) stored upright in the bike racks, and secured when not in use. Neglected and/or unsecured bikes may be confiscated and temporarily stored or disposed of by UH management.

2.33. **(Added)** There is a two pet limit except for fish in 25 gallon (max) aquarium which must adhere to one inch of fish per gallon rule. Fish, gerbils, lizards (not to exceed 12”), and small birds are authorized. All other types of pets are strictly prohibited.

2.33.1. **(Added)** Residents will be held liable for any damages caused by pets or aquariums.

2.33.2. **(Added)** Pets must be properly contained in cages while resident is not present in room.

2.33.3. **(Added)** If going on leave or TDY longer than three days, ensure another resident is assigned to care for pets.

2.33.4. **(Added)** Aquariums and cages will be kept in good working order and cleaned.

2.33.5. **(Added)** Any violation of any pet policies may result in loss of future pet privileges.

2.34. **(Added)** Weapons, flares, fireworks, ammunition, or any type of explosive device is prohibited in UH. Failure by military members to obey the mandatory prohibition of this paragraph is a violation of Article 92 of the UCMJ.

2.34.1. **(Added)** Weapons including, but not limited to, firearms, pellet/BB guns, CO₂ powered guns, spear guns, dart guns, slingshots, ammunition, flares, crossbows, bow and arrows, machetes, bayonets, blackjacks, slapjacks, spring loaded knives, folding knives with blades exceeding five inches, swords, spears, nunchaku (“nun chucks”), shurikens (throwing stars), hatchets, or any similar items are not allowed in the dormitories. Hunting and fishing knives with blades smaller than five inches may be stored in dormitory rooms in sheaths. Knives for cooking purposes are allowed and will be stored appropriately with cooking utensils.

2.34.2. **(Added)** Only firearms are allowed to be stored in the Security Forces armory, DSN 377-2036.

2.34.3. **(Added)** Store paintball guns and other similar style guns in dormitory cages. These items must be in a case while stored in storage cages. Storage cages must be locked and properly identified. Paintball guns and accessories can only be removed from secure storage for purpose of transport to and from paintball activities and at no time are authorized in dormitory rooms or common areas. Violations of these rules may result in loss of authorization to store paintball guns, CO₂ containers and accessories in personal secure storage.

2.34.4. **(Added)** Weapons including, but not limited to, firearms, pellet/BB guns, CO₂ powered guns, spear guns, dart guns, slingshots, ammunition, flares, crossbows, bow and arrows, machetes, bayonets, blackjacks, slapjacks, spring loaded knives, folding knives with blades exceeding five inches, swords, spears, nunchaku (“nun chucks”), shurikens (throwing stars), hatchets, or any similar items are not authorized in the Security Forces armory. Residents must make their own arrangements outside the dormitory or base armory.

2.34.5. **(Added)** Mace is considered a weapon and is not allowed in the dormitory.

2.34.6. **(Added)** Dorm residents should contact UH management with any questions concerning items authorized to keep in rooms.

2.35. **(Added)** Possession and consumption of alcoholic beverages is regulated by Alaska statutes. Individuals under the age of 21 years shall not possess or consume alcohol in the dormitories or elsewhere.

2.35.1. **(Added)** Alcohol will not be stored in a shared common area, to include the building common kitchen or in a dorm room, when a suitemate is under the age of 21 years old.

2.35.2. **(Added)** Ensure social events in or around dormitories are coordinated through proper channels according to AFI 34-219, *Alcoholic Beverages Program*. The Commander or First Sergeant has authority to disapprove any event not within standards of good order and discipline.

2.36. **(Added)** Dormitory quiet hours are 24 hours a day, 7 days a week. All violations will be reported to Unit Commander or First Sergeant.

2.36.1. **(Added)** Operating radios, televisions, stereos, etc. at a volume which may disturb others is not permitted. Reasonable volume levels will be maintained at all times as a common courtesy to other residents.

2.36.2. **(Added)** Personnel who are disturbed should first politely talk to the other occupant and ask him/her to keep the noise down. If the individual does not heed the request, notify the First Sergeant and ask for assistance in dealing with the situation. If there's a belief that criminal activity, damage to property, or public safety is in question notify Security Forces immediately. Residents should be judicious when calling for Security Forces assistance, as "nuisance complaints" tie up emergency response assets.

2.37. **(Added)** Fund raising activities in the dormitories require prior approval by the installation commander through the 354th Force Support Squadron and coordination with UH Management.

2.38.1. **(Added)** Common area furniture will be replaced by contract movers on an as needed basis via coordination with the UH Management Office. Residents will be charged for the unauthorized relocation of government furniture.

2.38.2. **(Added)** ONLY contract movers will be used for replacing defective furniture, moving furniture, moving furniture into and out of rooms, and other official moves deemed necessary by UH management.

2.38.3. **(Added)** Residents are not authorized to move government furniture, equipment, and linen from their assigned room to another room, hallways, dayrooms, lounges, or common area(s).

2.38.4. **(Added)** Residents must use assigned furniture for its intended use. Any altering or misuse of furniture resulting in damage will be charged accordingly.

2.38.5. **(Added)** If room furniture signed for upon in processing is not in the room at the time of final inspection, the resident will be charged accordingly. Resident will either not pass inspection until item is recovered, or pay fair market replacement value for missing item. Resident will not be cleared from dorms until issue is resolved.

2.38.6. **(Added)** Residents may use linen provided by the government, or purchase their own. If residents choose to use their own, they should return the government issued linen to UH management.

2.39. **(Added)** Residents must report to UH management at least 14 days prior to expected departure to schedule pre-final and final inspections.

2.39.1. **(Added)** UH management will advise resident of all termination requirements.

2.39.2. **(Added)** First Sergeant or supervisor will coordinate all short notice terminations. If TMO cannot remove personal items prior to residents' departure, then the supervisor will be required to complete all termination requirements.

2.39.3. **(Added)** Final inspections will be no earlier than 48 hours prior to residents' MPS out-processing date.

2.39.4. **(Added)** Residents failing final inspections will be required to reschedule final inspection as soon as possible. Residents will not be released from UH without a satisfactory final inspection as deemed by UH management. The base MPS and the First Sergeant will be notified. Separating personnel will be allowed to out-process; termination procedures will be required to be completed by the member's supervisor.

2.40.1. **(Added)** Residents will not open dorm windows when the temperature is below 32 degrees Fahrenheit; doing so may cause pipes to freeze and break. Residents will turn down thermostat if rooms are too warm. Residents will set thermostat to no lower than 50 degrees Fahrenheit to prevent interior facility damage. If the thermostat is not working properly, residents will call dorm management to request a work order to repair it.

2.40.2. **(Added)** Heavy snowfall in this area may result in large amounts of snow and ice accumulating on roofs. Residents will beware of snow and ice sliding or falling from roofs.

2.41. **(Added)** Unscheduled power or heat outages are an unfortunate aspect of life in the arctic. During the summer months, it is an inconvenience that can last a few minutes to a few hours. In winter, it can place resident in a survival situation. Preparations have been made to reduce some dangers in this situation. Residents will follow the directions provided by wing leadership at the time of any outage.

2.41.1. **(Added)** Recommend residents keep the following items in their room: portable AM/FM radio; flashlight with reliable batteries (also a fresh set of replacement batteries); warm clothing; and extra bedding (preferably a sleeping bag).

2.41.2. **(Added)** Residents will keep personal vehicle gas tanks at least half full during the winter months.

2.41.3. **(Added)** Residents will listen for public announcements over the base “giant voice” system.

2.41.4. **(Added)** Residents will minimize opening exterior doors to conserve heat.

2.41.5. **(Added)** Residents will unplug vehicles to reduce electricity demand from the Central Heat and Power Plant.

2.41.6. **(Added)** Residents will monitor local radio stations for emergency news.

2.41.7. **(Added)** Residents will use rugs, towels, or other materials to improve insulation of doors and windows.

2.41.8. **(Added)** Residents will gather important records (birth certificate, insurance policies, etc.), warm clothing and bedding in case quarters evacuation is necessary.

2.41.9. **(Added)** Residents will open faucets to a slow trickle to prevent pipes from freezing and bursting. Residents will report frozen or leaking pipes to the dormitory manager during normal duty hours. After duty hours, weekends, and holidays call 354th Civil Engineer Squadron (CES) Customer Service at 377-2100.

2.41.10. **(Added)** When power is restored, residents will not plug in vehicles or turn on appliances until instructed to do so by base leadership.

2.41.11. **(Added)** If power is not restored, arrangements will be made to house residents. Residents will use the following checklist if quarters evacuation becomes necessary.

2.41.11.1. **(Added)** Residents will bring bedding, warm clothing, important records, special medical or dietary needs, and a two day supply of nonperishable foods.

2.41.11.2. **(Added)** Residents will not bring pets to personnel shelters. Separate shelters will be established for pet care. Listen for local announcements concerning the location of pet shelters. **NOTE:** Residents should purchase pet carriers in advance and bring it with their pets along with pet food.

2.42. **(Added)** Residents shall read and comply with EAFBI 32-2001, *Fire Protection and Prevention Program*.

2.42.1. **(Added)** If a fire occurs residents will attempt to put it out with a fire extinguisher. If the fire is small, activate the fire alarms (utilize pull stations), evacuate all residents, and call 911 immediately once outside of the building. Residents will give the 911 operator their name, building number, room number, and street address. Residents will not hang up until they are told to do so. Report all fires regardless of size.

2.42.2. **(Added)** Residents will not tamper with smoke detectors or fire alarm status panels (generally located on the first floor middle stairwells). When smoke detectors and/or fire alarm status panels activate, call the UH Management Office at 377-2727 during duty hours (0830-1630). For after duty alarms call CE Customer Service at 377-2100. Individuals will be liable for damage incurred due to tampering with smoke detectors and/or fire alarm status panels, and this is also punishable under the UCMJ.

2.42.3. **(Added)** Residents shall not tamper with the self-closing device on doors, or use door stops or any other object to prevent fire doors from closing. The door and the closure device work together to form a protective fire door or barrier. Individuals will be liable for damage incurred due to misuse and /or abuse, and will be reported to the respective First Sergeant.

2.42.4. **(Added)** Cooking appliances in dormitory rooms not equipped with kitchenettes are limited to coffee pots with timed auto shut off, hot air popcorn poppers, and microwave ovens. In dormitories where kitchens exist, normal cooking can be done. Residents will keep stoves and overhead exhaust fan filters free of grease and will not leave cooking unattended.

2.42.5. **(Added)** Open flames are prohibited. Burning candles, incense, etc., is prohibited. Use of light operated wax warmers are authorized.

2.42.6. **(Added)** Fireworks are prohibited.

2.42.7. **(Added)** Electric Underwriters Laboratories (UL) listed space heaters with thermostatic control and automatic tip over cutoff switches are the only ones authorized to be used inside Air Force facilities. There will be at least 30 inches of clearance from combustibles such as drapes, trash cans, furniture, etc. Residents are not authorized any type of fuel space heaters in the dormitory.

2.42.8. **(Added)** Residents will not leave approved cooking appliance unattended while in use.

2.42.9. **(Added)** Residents will check and clean clothes dryer lint traps before each use. Do not place plastic articles in dryers.

2.42.10. **(Added)** Extension cords will not be used on a permanent basis. They will not be attached to structure surfaces, run through doors, doorways, windows, holes in walls, ceilings etc. Extension cords will not be arranged to run under rugs, carpets, or other items which will conceal damage and insulate conductors causing wires to overheat. Extension cords will be in good condition and UL approved. Frayed, deteriorated, spliced, or otherwise degraded cords will not be used. Use only UL approved cords. Multi-outlet assemblies must have a built in surge

protector. Extension cords used for automobile heating during cold weather must be the arctic (cold weather) rated cord and used only with an approved head bolt outlet.

2.42.11. **(Added)** Residents will not accumulate trash in closets, storage areas, or near wall heaters.

2.42.12. **(Added)** Residents will direct questions concerning fire prevention to the base Fire and Emergency Services Flight at 377-1293.

5. FINANCIAL MATTERS

5.14.2.1. **(Added)** Eielson UH management section will provide supplies for common areas and Bay Orderly duties only. Daily use items such as toilet paper and paper towels are resident's responsibility. Initial linen issue will be provided by dorm management. One set of "bed in a bag" linens will be provided and are the residents to keep, launder and maintain. Replacement linens are at resident expense.

DAVID A. MINEAU, Colonel, USAF
Commander

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

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

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

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

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

37 U.S.C. §401, *Definitions*

37 U.S.C. §403, *Basic Allowance for Housing*

42 U.S.C. Chapter 45 (§3601-3631), *Fair Housing*

Comptroller General Decision B-187833, *Telephone Reconnection Fees*, 6 July 1977

OMB Circular A-45, *Rental and Construction of Government Quarters*, 20 Oct 1993

DoDI 1400.25, Volume 1230, *DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights*, 26 July 2012

DoDI 1400.25, Volume 1250, *DoD Civilian Personnel Management System: Overseas Allowances and Differentials*, 23 February 2012

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

DoDD 5154.29, *DoD Pay and Allowances Policy and Procedures*, 9 March 1993

DoDD 5230.20, *Visits and Assignments of Foreign Nationals*, 22 June 2005

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

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

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

DoD 7000.14-R, Volume 10, Chapter 12, *Miscellaneous Payments*

DoD 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, or Destroyed*

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

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

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

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AFI 32-1001, *Operations Management*, 16 October 2014

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AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6004, *Furnishings Management*, 18 May 2015

AFI 32-6005, *Unaccompanied Housing Management*, 29 January 2016

AFI 32-9001, *Acquisition of Real Property*, 27 July 1994

AFI 32-9002, *Use of Real Property Facilities*, 22 November 1993

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997

AFI 32-9004, *Disposal of Real Property*, 21 July 1994

AFI 32-9005, *Real Property Accountability and Reporting*, 4 March 2015

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 34-219, *Alcoholic Beverage Program*, 30 September 2016

AFI 34-511, *Disposition of Personal Property and Effects*, 7 June 2011

AFI 36-2110, *Assignments*, 22 September 2009

AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, 6 December 2010

AFI 40-102, *Tobacco Free Living*, 4 March 2015

AFI 65-601, Vol 1, *Budget Guidance And Procedures*, 16 August 2012

AFMAN 65-116V2, *Defense Joint Military Pay System (DJMS) Unite Procedures Excluding FSO*, 16 March 2007

Air Force Dormitory Master Plan

EA-FBI 32-2001, *Fire Protection and Prevention Program*, 21 July 2017

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

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

Prescribed Forms

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

Adopted Forms

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

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

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

AF Form 847, *Recommendation for Change of Publication*

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

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

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

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

DD Form 1746, *Application for Assignment to Housing*

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

Abbreviations and Acronyms

ADL—Airman dorm leader

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

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

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force specialty code

ANG—Air National Guard

APF—appropriated funds

ARC—American Red Cross

ATVs—All-terrain vehicles

AWOL—absent without leave

BAH—basic allowance for housing

BAH—DIFF—BAH differential

BCE—base civil engineer

BMT—basic military trainee

CEIHD—office symbol for Unaccompanied Housing
CES—civil engineer squadron
CCM—command chief master sergeant
CO2—Carbon Dioxide
COM—change of occupancy maintenance
COMPACAF—Commander Pacific Air Force
CONUS—continental United States
CPO—civilian personnel office
CQ—charge of quarters
CSAF—Chief of Staff of the Air Force
DD—Department of Defense (as used on forms)
DEROS—Date Eligible for Return from Overseas
DLA—dislocation allowance
DMP—Dormitory Master Plan
DoD—Department of Defense
DoS—Department of State
DRU—direct reporting unit
FH—family housing
FM—Facility Manager
FMS—Furnishings Management Section
FO—facility operations
FOA—field operating agency
FP—force protection
FSO—financial services office (or officer)
HBO—Head Bolt Outlet
HHG—household goods
HRMA—housing requirements and market analysis
IAW—in accordance with
JTR—Joint Travel Regulations (Uniformed Service Members and DoD Civilian Employees)
JQS—Job Qualification Standard
K&E—key and essential
LQA—living quarters allowance

M&R—maintenance and repair

MAJCOM—major command

MIHA—moving-in housing allowance

MILCON—military construction

MPS—Military Personnel Squadron

NAF—nonappropriated funds

NCO—noncommissioned officer

NPS—non-prior service

NTS—nontemporary storage

O&M—operation and maintenance

OCONUS—outside the continental United States

OHA—Overseas housing allowance

OPR—office of primary responsibility

OSI—Office of Special Investigation

OTS—Officer Training School

PCS—permanent change of station

PDLA—partial dislocation allowance

PDS—permanent duty station

PE—program element

QIC—Quarters Improvement Committee

QIP—Quarters Improvement Plan

QoL—quality of life

RDS—Records Disposition Schedule

ROS—report of survey

ROTC—Reserve Officer Training Corps

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

SAT—security assistance training (personnel)

SDI—special duty identifier

SECAF—Secretary of the Air Force

TDY—temporary duty

TLA—temporary lodging allowance

TLE—temporary lodging expense

TLF—temporary lodging facility

UCMJ—Uniform Code of Military Justice

UH—unaccompanied housing

UHO—unaccompanied housing operation

UL—Underwriters Laboratory

UNCOQ—unaccompanied noncommissioned officer quarters

UOQ—unaccompanied officer quarters

U.S.C—United States Code

VIN—Vehicle Identification Number

VQ—visitor quarters

YOS—years of service

Terms

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

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

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

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

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

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

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

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

Differential (BAH DIFF) rate—Beginning 1 January 2006, member paying child support for dependents living elsewhere receives BAH at the with-dependent rate. Single members who pay child support and reside in UH continue to receive the difference between BAH at the with-dependent and without-dependent rate (BAH-DIFF).

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

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

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

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

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

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

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

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

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

Dorms-4-Airmen (D4A)—Includes.

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

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

Eligible civilian employee—includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Involuntarily separated personnel—Service member who has family members but qualifies for occupancy of UH because either or both of the following apply: FH is not programmable for the member regardless of desire to be accompanied; or member is assigned to a location not in CONUS, Alaska, or Hawaii where dependents are not authorized or delayed arrival of dependents is required.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unit—Synonymous with squadron.

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

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

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

Attachment 2 (Added)

UNACCOMPANIED PERSONNEL FINAL ROOM INSPECTION CHECKLIST

Figure A2.1. Unaccompanied Personnel Final Room Inspection Checklist.

Unaccompanied Personnel Final Room Inspection Check List				
Dorm:	Room:	Inspector:	Date of Final Inspection:	Cleaning Bucket#
Items checked need more attention from the occupant. More than 3 items checked will result in a re-inspection on a later date and a notification of room failures sent to the squadron First Sergeant				
Room Area				
Turned key in to the post office		Contacted cable company to disconnect service		
Ceiling clean free of dust and dirt		Ceiling fan clean free of dust and dirt		
Light fixtures in room clean free of dust		All light bulbs in working order and clean		
All items removed from wall/holes refilled		Wall are clean free of dust and dirt		
Drapes are clean free of dust and dirt		Blinds are clean free of dust and dirt		
Window/windows ill clean of dust		Window screen clean and in window		
Carpet vacuumed and shampooed		All personal belongings and trash out of room		
Light switches, outlets, and thermostats clean free of dust and dirt		Rubber base around room and heaters cleaned; no dust/dirt		
Storage cage is cleaned out of all personal belongings, trash. It has been swept out		All locks and tags removed from door of storage cage		
Furniture				
All furniture is in your room and put together		All drawers are clean; free of dust and dirt		
The outer surfaces clean free of dirt		The carpet is cleaned under the furniture		
Closets				
All personal items removed		Shelves are cleaned free of dust and dirt		
Walls and doors cleaned free of dirt and marks		All light fixtures cleaned free of dust and bulbs work		
Bathroom and Vanity Area				
Needs to be cleaned even if you have a room mate				
Shower or tub clean free of all hard water stains		Shower curtain clean free of all hard water stains		
Drain and faucet clean free of all water spots		All personal belongings out of bathroom vanity area		
Toilet bowl clean free of hard water stains		Toilets seat and tank clean free of dirt and stains		
Behind toilet and the outside of toilet clean		Bathroom walls cleaned free of water spots and dirt		
Bathroom lights cleaned and bulbs replaced		Sink/vanity counters clean free of water spots		
Bathroom floors cleaned free of water stains		Light switches, and outlet covers clean free of dirt		
Cabinets and shelves cleaned and free of stains		Mirrors cleaned free of spots and smudges		
Medicine cabinets shelves cleaned free of all stains and dirt				
Kitchen				
Needs to be cleaned even if you have a room mate				
Stove top, burners, and drip pans are cleaned and free of food		Oven is cleaned and free of food, if it has a light it is in working order		
Stove grease trap is cleaned		Hood above stove is cleaned and filter is replaced		
Refrigerator freezer is defrosted and cleaned out		Refrigerator is cleaned on the inside and out free of all stains and light is in working order		
Microwave is cleaned free of all dirt and stains		Kitchen walls are cleaned free of all dirt and stains		
Kitchen lights and fans are cleaned free of stains		Sink and counters are all cleaned free of dirt and stains		
Kitchen cabinets are cleaned out and wiped down		All personal belongings and trash are removed		
Washer and dryer are cleaned inside and out, free of all spilled laundry detergent, old detergent bottles thrown away		(only in 2196)		
Signature of Resident:			Date of Pre-Final Inspection:	

Attachment 3 (Added)
BAY ORDERLY CHECKLIST

Figure A3.1. Bay Orderly Checklist.

BAY ORDERLY CHECKLIST						
<p>Duty Hours: 0830 to 1630 Break times are for 15 Min at: 0930 and 1430 Lunch hour: 1130 to 1230 Dorm Management office : 377-2727 <u>**YOU ARE NOT ALLOWED IN YOUR ROOM DURING THE DUTY DAY EXCEPT FOR LUNCH**</u></p> <p align="center">Check off task as you complete them</p>						
TWICE A DAY TASKS	<u>NEEDS TO BE DONE FIRST THING IN THE MORNING & AFTER LUNCH</u>	Tuesday	Wednesday	Thursday	Friday	Monday
		Collect trash, cigarette butts and debris from all parking spots and grounds surrounding the dorms				
Empty all outside trash receptacles and cigarette butt cans and replace trash liners						
Empty all inside trash receptacles and replace liners in day rooms, hallways, laundry rooms, kitchen and bathrooms						
FLOORS						
TUESDAY ONLY Scrub ALL common area tile and linoleum floors such as bathrooms, kitchen, laundry rooms, stairwells, hallways and storage cage area. Accomplish this by first sweeping. Secondly, scrub floors using the long handle scrub brush with hot soapy water. Finally mop using hot clean water						
Sweep and mop all common area tile/linoleum floors such as bathroom, kitchen, laundry room, stairwells and hallways						
COMMON AREAS						
Ensure janitor closet is secured at all times when not in use						
Ensure all televisions and lights are off when not in use						
Clean and sanitize all common use restrooms to						

include toilets, sinks and bath tubs					
Replace soap, paper towels and toilet paper as needed					
Clean all common use mirrors					
Clean all interior light fixtures and replace light bulbs as needed (bring old bulbs to dorm office for replacement)					
Vacuum the floors in all common area rooms and hallways					
Count and report all broken/stained ceiling tiles to dorm management to receive replacement tiles					
Clean all interior and exterior glass doors and windows to include window sills					
Report all damaged/broken items to dorm management (be specific)					
Clean and dust all TV, wall art, fake plants and handrails					
Clean, dust and straighten all furniture and gaming tables					
Clean wall surfaces if dirty, greasy or stained					
Clean and polish water fountains using a scrub pad					
Inspect for and remove all spider webs inside of dorm					
Inspect ALL fire extinguishers and emergency exit lights. Sign off extinguishers once a month					
LAUNDRY ROOMS	Tuesday	Wednesday	Thursday	Friday	Monday
Wipe down outside of washers and dryers, report broken washers and dryers to dorm office					
Remove lint from lint traps on dryers					
Clean lint and trash from behind washers and dryers					
Clean wall surfaces if dirty, greasy or stained					
Clean and sanitize sinks					
JANITOR ROOM, STORAGE CAGE ROOM & KITCHEN					
Neatly organize cleaning supplies in janitor closet and clean sink					
Clean all vacuum cleaners inside and out					
Replace rotten mops (get replacement from dorm office)					
Report any items that are left outside of storage					

cages					
Clean and sanitize all kitchen appliances, sink, countertops, cabinets and wall surfaces					
Clean refrigerators, remove expired food					
EXTERIOR					
R					
Chip ice and shovel snow from all sidewalks and walkways surrounding the entire dorm leading from building to roads and parking lots					
Sweep exterior sidewalks/walkways					
Ensure all security gates are closed and locked					
TRASH				Saturday	Sunday
Collect trash, cigarette butts, and debris from all parking lots and grounds surrounding dorms					
Empty all outside trash receptacles and cigarette butt cans and replace trash liners					
Empty/replace liner for all inside trash cans day rooms, laundry rooms, kitchen and bathrooms					

Attachment 4 (Added)

COMMUNITY HOUSING AND BAH HARDSHIP APPROVAL REQUEST

Figure A4.1. Community Housing and BAH Hardship Approval Request.

MEMORANDUM FOR 354 W/CC

Date

FROM: UNIT/OFFICE SYMBOL

SUBJECT: Community Housing and BAH Hardship Approval Request

1. IAW AFI 32-6005, *Unaccompanied Housing Management*, paragraph 5.1.3.2, personnel with a hardship may request to reside in community housing and receive BAH based on a hardship condition. A hardship is defined as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at the installation.

2. Introduction of Airman. State justification, description of the situation and expected duration of concern.

3. If there are any questions regarding this matter, please do not hesitate to contact me at DSN: 377-XXXX.

FIRST M. LAST, Rank, USAF

Duty Title

1st Ind, Commander, Unit/Office

Symbol MEMORANDUM FOR 354

CES/CEIHD

Recommend approval/disapproval.

FIRST M. LAST, Rank, USAF

Commander

2d Ind, 354 CES/CEIHD

MEMORANDUM FOR 354 CES/CC

Recommend approval/disapproval.

FIRST M. LAST, RANK, USAF

Senior Airmen Dorm Leader

3d Ind, 354 CES/CC

MEMORANDUM FOR 354 MSG/CC

Recommend approval/disapproval.

FIRST M. LAST, RANK, USAF

Commander

4th Ind, 354 MSG/CC

MEMORANDUM FOR 354 FW/CC

Recommend approval/disapproval.

FIRST M. LAST, RANK, USAF

Commander

5th Ind, 354 FW/CC

Request is approved/disapproved.

FIRST M. LAST, RANK, USAF

Commander

Attachment 5 (Added)

INTENT FOR MARRIAGE LETTER

Figure A5.1. Intent for Marriage Letter.

<p>MEMORANDUM FOR 354 CES/CEIH</p> <p>FROM: (Unit/Office Symbol) SUBJECT: Intent for Marriage Letter</p> <p>1. I am requesting consideration to allow a release from the dormitories to reside in community housing in preparation for my upcoming marriage on or before <i>Marriage Date</i>. I am authorized to move no earlier than 60 days prior to marriage or arrival of my spouse.</p> <p>2. I understand that I must supply Unaccompanied Housing Management a marriage certificate within 30 days after the above date or my BAH will be stopped IAW AFI 32-6005, <i>Unaccompanied Housing Management</i>. I also understand that if the marriage does not occur, is annulled, or divorce occurs while in the ranks of E-4 and below, I will have to move back into unaccompanied housing, and may be held financially liable for cost incurred of moving and/or breaking a lease.</p> <p>3. If there are any questions, please contact give POC name / phone number.</p> <p>Member's signature block</p> <p>1st Ind, (Commanders Unit/Office Symbol) MEMORANDUM FOR 354 CES/CEIHD</p> <p>Concur/nonconcur.</p> <p>Commander's Signature Block</p>

Attachment 6 (Added)
INTENT TO MOVE OFF BASE

Figure A6.1. Intent to Move off Base.

<p>MEMORANDUM FOR 354 CES/CEIH</p> <p>FROM: (Unit/Office Symbol)</p> <p>SUBJECT: Intent To Move Off Base</p> <p>1. I am requesting consideration to allow a release from the dormitories to reside in community housing in preparation for my upcoming pregnancy at the 20th week of my expected delivery date of <i>Expected Delivery Date</i>.</p> <p>2. I understand that if a live birth does not occur, or the child does not reside with me after BAH is authorized (i.e., adoption, resides with other relatives, etc.) I will have to move back into unaccompanied housing, and may be held financially liable for cost incurred of moving and/or breaking a lease.</p> <p>3. If there are any questions, please contact <i>give POC name / phone number</i>.</p> <p><i>Member's signature block</i></p> <p>1st Ind, (Commanders Unit/Office Symbol)</p> <p>MEMORANDUM FOR 354 CES/CEIHD</p> <p>Concur/nonconcur.</p> <p><i>Commander's Signature Block</i></p>
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