

**BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE (AMC)**

AIR FORCE INSTRUCTION

32-6000



**FAIRCHILD AIR FORCE BASE
Supplement**

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Civil Engineering

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-6000, dated 18 March 2020 is supplemented as follows: *This publication implements Fairchild AFB policy by supplementing specific processes and procedures that are unique to Fairchild AFB. This publication applies to all military and civilian personnel assigned to the 92d Air Refueling Wing (ARW) and all residents of privatized housing except where otherwise noted. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.*

1.2.17.18.1. **(Added)** The 92 MSG/CC is delegated the authority to determine when members are required to reside on base for reasons of military necessity, readiness, or discipline.

1.2.17.18.2. **(Added)** The 92 MSG/CC is delegated the authority to approve out-of-turn privatized housing assignments when hardship conditions exist. If the assignment is out of the members target category, then exhausted waiting list rules apply as required by the privatized housing Unit Occupancy Plan.

1.2.27.66.1. **(Added)** The 92 MSG/CC is delegated the authority to conduct the annual reviews of the mold mitigation plan and the pest control plan of the privatized owner.

1.2.27.35.1. **(Added)** The installation MHO Manager is delegated the authority to direct government-funded local moves and Non-Temporary Storage IAW JTR, this AFI, and PH transaction documents.

1.2.27.36.1. **(Added)** The 92 CES/CC and the 92 CES Deputy are delegated the authority to approve UH Priority 2 personnel to relocate off-base with allowances when the minimum utilization rate for Priority 1 and 2 personnel exceeds 95 percent. The authorization to relocate Priority 1 personnel is not delegated.

1.2.27.38.1. **(Added)** The 92 MSG/CC is delegated the authority to approve off-base residency (with allowances) for hardship and priority assignments to UH. Disapproval action is not delegated.

1.2.27.40.1. **(Added)** Dormitory of the Quarter inspections will be scheduled in January, April, July and October. Each dormitory common area, both interior and exterior, will be assessed. In addition, a minimum of three rooms from each dormitory will be randomly selected for inspection. The four-person inspection team shall consist of an O-6, a Squadron Commander, a representative of the Chiefs Group and a representative of the First Sergeant's Council.

1.2.27.40.2. **(Added)** The Dormitory of the Quarter and the Room of the Quarter will be recognized during the Wing Quarterly Awards Ceremony. The Room of the Quarter resident will receive a 3-day pass. As funding allows, the dormitory selected as "Best Overall" will receive a monetary prize to be spent at the discretion of the Dorm Council.

1.2.27.51.1. **(Added)** The 92 ARW/CV is delegated the authority to co-chair the Installation Management Review Committee.

1.2.27.55.1. **(Added)** The 92 MSG/CC is delegated the authority to review the annual operating expense, capital repair and replacement and sustainment budgets and provide comments to AFCEC/CI.

1.2.27.56.1. **(Added)** The 92 ARW/CV is delegated the authority to determine the score of the quarterly commander evaluation.

1.2.30.3.1. **(Added)** Commanders with Airmen residing in dormitories will conduct a morale visit of their Airmen living areas and the campus common areas not less than monthly. If the visit is delegated to the First Sergeant, the Commander must visit at least once per quarter. Commanders (and First Sergeants, if delegated) must document visits using one or the following methods: signing the hard copy document located on the lobby bulletin board in each building, using the QR code located on the lobby bulletin board in each building which generates an e-mail to UH management, or sending an e-mail to FAFB Dorm Management with the date and time of the visit.

1.2.35.11.1. **(Added)** The 92 CES/CC and the 92 CES Deputy are delegated the authority to approve the O&M 5-year long range furnishings plan.

1.2.35.26.7.1. **(Added)** The 92 CES/CC and the 92 CES Deputy are delegated the authority to approve the quarterly compliance checklist.

2.10.5.4. **(Added)** The 92 ARW/CV is delegated the authority to waiver the requirement for K&E or a Command Position to reside on the installation.

2.10.7. **(Added) Designated K&E Housing Positions:** The table below identifies 30 K&E positions that must reside on the installation in the designated K&E housing as a matter of compelling military necessity.

Table 1.1. Key and Essential Positions.

| | | | | |
|------------|------------|------------|------------|------------|
| 92 ARW/CC | 92 MDG/CC | 92 MSG/CC | 92 MXG/CC | 92 OG/CC |
| 92 ARW/CV | 92 MDSS/CC | 92 MSG/CD | 92 MXG/CD | 92 OG/CD |
| 92 ARW/HC | 92 OMRS/CC | 92 CES/CC | 92 AMXS/CC | 92 ARS/CC |
| 92 ARW/SE | 92 HCOS/CC | 92 CONS/CC | 92 MXS/CC | 93 ARS/CC |
| 92 CPTS/CC | | 92 CS/CC | | 384 ARS/CC |
| 92 ARW/CCC | | 92 FSS/CC | | 92 OSS/CC |
| 336 TRG/CC | | 92 LRS/CC | | 97 ARS/CC |
| | | 92 SFS/CC | | |

2.10.8. **(Added) Designated Housing Units:** The table below identifies units designated for specific positions:

Table 1.2. Designated Housing Units.

| Unit Address | Designated Position | Requirement for Non-K&E tenants to sign acknowledgement IAW AFI 32-6000 para 2.10.6. |
|--------------------|---------------------|--|
| 1 Commanders Drive | 92 ARW/CC | YES |
| 7740 Wisconsin Ave | 92 ARW/CCC | YES |

2.10.9. **(Added) Designated Group of Housing Units:** The table below identifies groups of houses designated for specific Key and Essential Personnel.

Table 1.3. Designated Group Housing Units.

| Unit Address | Tenants may be from any of the following Designated Positions | Requirement for Non-K&E tenants to sign acknowledgement IAW AFI 32-6000 para 2.10.6. |
|---------------------------------------|--|---|
| Units 2-6 Circle Drive | 92 ARW/CV, 92 OG/CC, 92 MXG/CC, 92 MSG/CC, 92 MDG/CC, 336 TRG/CC | YES (see Note 1) |
| 5685/5790/5792/5794 Ft Wright Oval | 92 OG/CD, 92 MXG/CD, 92 MSG/CD, 92 MDG/CD | NO (see Notes 2 and 3) |

Note 1: An occupant of one these homes is required to vacate the home within 7 days after they are no longer assigned to one of the designated positions. They may apply for a transfer at their own expense to another privatized unit based upon their new Priority's categorization.

Note 2: Currently assigned officers living in Privatized Housing who are subsequently assigned to one of these positions are not entitled to a government paid move from one PH unit to one of these units. If a unit is available and the officer chooses to relocate at their own expense, they will be given priority over all other non-Group Deputy Commanders.

Note 3: If the officer is residing off-base when assigned to the position, they will be considered as a Priority 1 applicant and may receive a government funded move.

2.10.10. **(Added) Housing units for all other Key and Essential positions:** All other K&E personnel will be considered Priority 1 for housing purposes and given priority for FGO units on Ft Wright Oval to include allowing a unit to sit vacant for up to 90 days to allow for their acceptance of the unit, even if another FGO located elsewhere is available. If a Ft Wright Oval unit is not available or will not become available within 90 days, they will be offered any other available FGO unit. The lack of availability of a FGO unit on Ft Wright Oval when there is an available FGO unit elsewhere, which is suitable for the family's size and composition, is not justification for a waiver to reside off base. K&E personnel will not be offered SNCO housing.

2.19.3. **(Added) Authorizations of social visits in excess of 30 days.** As long as the privatized housing agreement reserves the Air Force the right to approve individuals to visit and reside in privatized housing beyond 30 days; the approval determination will comply with the same requirements as for Family Housing stated in AFI 32-6000 para 2.19.2. All social visitors will complete an AF fm 4422 as part of the approval packet. All approved packets will be provided to the MHO who will provide only the approval to the Privatized Owner and will retain the AF FM 4422 for record.

2.19.3.1. **(Added)** The 92 MSG/CC is delegated the authority to approve social visits, as defined in the PH closing documents, in excess of 30 days.

2.20.2.1. **(Added)** The 92 MSG/CC is delegated the authority to approve commercial activities in Unaccompanied Housing.

2.21.4.1. **(Added)** Privatized housing residents must adhere to any agreement, understanding or inter-local agreement between the installation and Spokane County Regional Animal Protection Services.

2.22.2.4.1. **(Added)** The 92 MSG/CC is the approval authority for installation access of these animals. The Privatized Housing Community Manager is the approval authority for these animals to be boarded in a privatized housing unit. Both approvals are required before an animal may be boarded in privatized housing.

7.9.3.1. **(Added)** Members will be assigned in an attempt to maintain Group integrity. Whenever the group integrity percentage drops below 80%, the need for a mass move to reassign members back to their Group dormitories will be evaluated by the 92 MSG/CC and every 6 months thereafter as appropriate.

7.10.4.2.4. **(Added)** The 92 MSG/CC is delegated the authority to approve determinations with regards to pregnant UH tenants.

7.15.5.1. **(Added)** The bay orderly program is comprised of five (5) residents detailed from individual units. The UH management section provides overall program management and supervises residents performing these functions.

7.15.2.2.1. **(Added)** The IDC shall meet as needed but at a minimum twice per year. The Unaccompanied Housing Superintendent is responsible for proposing agenda items to the 92 ARW/CCC, taking meeting minutes, and providing the minutes to all IDC members.

7.15.2.2.2. **(Added)** Each dormitory shall have an ADC with membership consisting of all residents of the dormitory. The First Sergeants, with the input of ADLs if requested, will facilitate the establishment of an ADC and the election of an ADC President, Vice President, and Secretary. Each Dormitory shall have a First Sergeant appointed with primary responsibility for establishing an ADC for the building. The First Sergeant Council shall provide a current listing of these appointments to the UH Superintendent. The ADC President is responsible for overseeing all operations of the council. The ADC Secretary shall provide dormitory residents and ADC advisors (First Sergeants and ADLs) meeting notices and meeting minutes. Each ADC shall meet as needed but at a minimum quarterly.

7.15.5.2. **(Added)** Squadron Commanders and/or First Sergeants schedule and assign bay orderlies for duty on a weekly basis. The frequency a unit is assigned bay orderly duties is based upon the percentage of rooms they occupy. The schedule will be posted to the First Sergeants Sharepoint to provide an accessible location for all First Sergeants and Commanders.

7.15.5.3. **(Added)** The weekly cycle is Tuesday through Monday to ensure bay orderly coverage during weekends/holidays. The team will begin work at 0730 and be released at 1530 or upon completion of assigned duties. Personnel will report in OCPs to the UH Office, Bldg 2260, each morning where they will receive relevant safety briefings, supplies and special tasks. The bay orderly with seniority will be assigned as the bay orderly team lead for the week. The team lead is responsible for the completion of the Bay Orderly Checklist and any additional tasks assigned by the UH Office

7.15.5.3. **(Added)** The First Sergeant will be notified the first time that a unit fails to provide a bay orderly and/or the designated bay orderly fails to report on time. The Squadron Commander

will be notified the second time a unit representative does not report for bay orderly duty. The 92 MSG/CC will be notified if a unit repeatedly fails to participate in the bay orderly program.

7.16.2.1.1. **(Added)** Smokeless (chewing) tobacco products may be utilized responsibly within bedrooms. If smokeless tobacco is used in bedrooms, the member is responsible for their room maintaining a professional appearance along with any associated damages from spills, stains, etc. All other forms of tobacco use (cigars, electronic cigarettes, hookahs, vaporizers, etc.) are prohibited from use in bedrooms. Smoking products such as hookahs may be stored in bedrooms in a safe manner.

7.16.2.1.2. **(Added)** Common areas includes shared bathrooms, shared kitchens, laundry rooms, day rooms, game rooms, stairwells, lobbies, Airman's Lounge, and outdoor areas not specifically designated as a tobacco area.

7.16.2.2.1. **(Added)** The Designated Tobacco Areas (DTA) within the UH campus shall be maintained free of trash, litter, cigarette butts, chewing tobacco, etc. by the tobacco users. The UH management section will clearly mark the location of these areas and has authority to close any DTA until it is properly maintained.

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ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ARW—Air Refueling Wing

CC—Current Commander

CES—Civil Engineering Squadron

DTA—Designated Tobacco Areas

MDG—Medical Group

MSG—Mission Support Group

MXG—Maintenance Group