

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

AIR FORCE INSTRUCTION 32-6000



**LUKE AIR FORCE BASE
Supplement**

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Civil Engineering

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 32-6000, *Housing Management*; Air Force Policy Directive (AFPD) 32-60, *Housing*; Department of Defense (DoD) Manual, 4165.63; *DoD Housing Management*; and DAFI 32-1015, *Integrated Installation Planning*. Federal and State law and the project transaction documents between the Air Force and Project Owner (PO) may override requirements in this instruction. This supplement establishes Key and Essential Personnel, provides guidance, procedures, policies, checklists and delegations for the standardized management of the Military Housing Office, Unaccompanied Housing office, Furnishings Management Office and oversight responsibilities of privatized housing at Luke AFB. This publication does not apply to Air Force, Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Requirements set forth in these instructions are only binding on the PO to the extent such requirements are mandated by law or incorporated into project transaction documents. This instruction requires collection and maintenance of information protected by the Privacy Act of 1974 (AFI 33-332, *Privacy Act Program*). Authority to collect and maintain this information is in 5 U.S.C. §552a.

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Records Disposition Schedule, which is located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This supplement has been substantially revised and should be reviewed in its entirety. Major changes are: 2.21.1.5 (Added) Residents shall register all pets with Balfour Beatty Communities (BBC). Updated [paragraph 2.10.8](#), adding 56th Force Support Squadron (56 FSS/CC) to the paragraph, and added [paragraph 2.21.1.7](#) (Added) No more than two (2) pets per household are allowed at any given time. Small fish bowls/tanks and small caged birds may not count toward the pet limit. Updated [paragraph 2.21.1.6](#) (Removed) Emotional support animals are not considered a “Service Animal” and will be denied access to privatized housing if it is considered an aggressive breed.

1.2.27.35.1. **(Added)** Delegated approval authority to the Military Housing Office (MHO) Manager.

1.2.27.36.1. **(Added)** Delegated approval authority to the MHO Manager to approve relocation of Priority 2 personnel. The 56 FW/CC must authorize the relocation of Priority 1 personnel.

1.2.27.37.1. **(Added)** The UH Superintendent will establish and maintain a single base-wide waiting list for UH personnel desiring to reside in community housing with allowances.

1.2.27.38.1. **(Added)** Delegated approval authority to 56 MSG/CC, but disapproval actions remain with the 56 FW/CC.

1.2.27.56.1. **(Added)** Delegated authority to the 56 FW/CD.

1.2.31.1.1.1. **(Added)** Establishes that, if possible, the Military Treatment Facility (MTF) will notify the MHO in advance of any tests, sampling, or evaluations are to be conducted within the PH Area, to allow coordination with PO and resident notifications.

2.10.8. **(Added)** Luke AFB has deemed the following position K&E and will reside on the installation. Commander, 56th Fighter Wing (56 FW/CC); Deputy Commander, (56 FW/CD); Command Chief Master Sergeant, (56 FW/CCC), Commander, 56th Operations Group (56 OG/CC); Commander, 56th Maintenance Group (56 MXG/CC); Commander, Luke Medical Group (MDG/CC); Commander, 56th Mission Support Group (56 MSG/CC), Commander, 56th Civil Engineer Squadron (56 CES/CC); Commander, 56th Security Forces Squadron (56 SFS/CC), 56th Force Support Squadron (56 FSS/CC).

2.10.8.1. **(Updated)** Individuals identified as K&E by the 56 FW/CC must obtain 56 FW/CC written approval to reside off the installation and provide a copy of the approval document to the Military Housing Office (MHO).

2.20.9. **(Added)** Members residing in PH will follow the Residential Business rules, guidelines and procedures identified in the lease agreement.

2.20.10. **(Added)** Members residing in UH will not engage in commercial activities on the installation.

2.21.1.5. **(Added)** The following breeds are also considered aggressive and are not permitted in Privatized Housing on the installation: Akita, American Bull Dog, Presa Canario (Canary Mastiff), Mastiff, and Alaskan Malamute.

2.21.1.6. **(Added)** Residents may not board any of these unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval has been obtained by the Installation Commander in writing. The policy also disallows any breed of dog (including a mixed breed) that is deemed aggressive or potentially aggressive. Should a pet violate the lease law, bite someone or another animal, show a violent, aggressive or vicious demeanor, or generate excessive complaints, it may be banned from on-base housing.

2.21.1.7. **(Added)** No more than two (2) pets per household are allowed at any given time. Small fish bowls/tanks and small caged birds may not count toward the pet limit.

2.22.3.4. **(Updated)** All housing residents will adhere to standards in LukeAFB48-104, Animal Disease Prevention, and Control for vaccination policy.

6.10.2.4.1. **(Updated)** The MHO will ensure PH Operations Director follows credentialing procedures IAW local base access guidelines, and Luke AFB Tier 7 checklist. All applicants will submit background package paperwork to be cleared by Security Forces prior to entering into any PH lease agreement.

7.10.4.3.1. **(Added)** Personnel must provide proof of marriage within 30 days of the listed marriage date to the UH office.

7.15.3.1.1. **(Added)** Squadron Commander and/or First Sergeant perform periodic dormitory and room inspections. All permanent party dormitories will be inspected a minimum of every 90 days.

7.15.3.1.2. **(Added)** Inspections will not infringe on residents right to privacy, but will ensure local standards of cleanliness; health, safety and conduct are maintained.

7.15.3.1.3. **(Added)** Units will provide residents a minimum of 24 hours advance notice of inspections. No-notice inspections; however, are authorized and are encouraged when conditions warrant.

7.15.3.1.4. **(Added)** Additional Duty First Sergeants may be selected to assist in performing dormitory inspections.

7.15.3.1.5. **(Added)** Units must provide written results of these inspections to UH Office within 10 days from the end of the quarter. See Inspection Checklist in [Attachment 17](#), [Figure A17.1](#).

7.15.5.1. **(Added)** Assignment of Bay Orderly duties is recommended to be dorm residents but not required. The squadron's First Sergeants assign the individual/s to the UH Office by providing a scheduled Bay Orderly list of personnel to the UH Office, every two weeks.

7.15.5.2. **(Added)** At a minimum, bay orderlies will perform duties and responsibilities established in the Bay Orderly Checklist shown in [Attachment 16](#), [Table A16.1](#), for the buildings and areas assigned by the ADLs, and other additional UH related duties as identified by the ADLs while under their supervision.

7.15.5.3. **(Added)** Personnel assigned to the Command Post, those actively participating in Honor Guard duties, Security Forces personnel, and those in student status are exempt from Bay Orderly duties.

7.16.6. **(Added)** Morale visits are tracked for safety purposes; however, they are not performed as formal inspections. They will be treated as opportunities for leadership to interact with dormitory residents, while informally assessing dormitory conditions and quality of life.

7.16.6.1. **(Updated)** Document morale visits by sending email with comments if any to the UH Office within 10 days of the end of the month.

9.11.2.1. **(Added)** The Furniture Management Section will provide services for receiving items to the warehouse for inspection, repair, replacement, or disposal with scheduled appointments.

DAVID J. BERKLAND
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Commander, 56th Fighter Wing

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

AFPD 32-60, *Housing*, 25 January 2021

DAFI 32-1015, *Integrated Installation Planning*, 11 April 2025

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020 w/cc 12 May 2020

DoD 4165.63, *DoD Housing Management*, 28 October 2010 w/IC3 1 April 2025

LUKEAFBI 48-104, *Animal Disease Prevention and Control*, 26 February 2024

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADL—Airman Dorm Leader

AF—Air Force

AFB—Air Force Base

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directives

AFRIMS—Air Records Information Management System

CC—Commander

CES—Civil Engineer Squadron

DoD—Department of Defense

eSSS—Electronic Staff Summary Sheet

FH—Family Housing

FSS—Force Support Squadron

FMS—Furnishings Management Section

FW—Fighter wing

GOQ—General Officer Quarters

IAW—In Accordance With

IMRC—Installation Management Review Committee

K&E—Key and Essential

LHS—Life Health Safety

MDG—Medical Group

MHO—Military Housing Office

MRC—Management Review Committee

MSG—Mission Support Group

MTF—Military Treatment Facility

MXG—Maintenance Group

OPR—Office of Primary Responsibility

PH—Privatized Housing

PIF—Performance Incentive Fees

PO—Project Owner

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

UH—Unaccompanied Housing

VC—Vice Commander

Attachment 16 (Added)
BAY ORDERLY CHECKLIST

Table A16.1. Bay Orderly Checklist.

BAY ORDERLY DUTIES	DETAIL LEADER:			DAY:	
EXTERIOR	DORM #				
Collect trash and debris from all parking lots surrounding the dorms					
Collect trash and debris in a 100-yard radius surrounding your building					
Collect trash and debris in dumpster containment areas					
Collect trash and debris from the gazebos					
Sweep dumpster containment areas					
Sweep exterior stairwells ensuring trash, debris and/or cigarette butts are removed					
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed					
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed					
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed					
Remove spider webs from exterior stairwells, balconies and gazebos					
Empty all trash receptacles to include gazebos and replace trash liners					
Remove trash and debris then sweep bike storage areas					
DAY ROOM/WEIGHT ROOMS	DORM #				
Collect and dispose of all litter and debris					
Empty all trash receptacles and replace liners					
Clean windows, interior and exterior					
Clean wall surfaces					
Inspect for and remove all spider webs					
Clean, polish, dust and straighten all furniture and equipment (vacuum as needed)					
Sweep and mop or vacuum the floors as applicable to type of floor					
Clean TV					
Dust and clean all wall art					
Clean interior light fixtures, replace light bulbs as needed					

Inspect and clean vents on HVAC units, replace filters as needed				
FOYER AND INTERIOR	DORM #			
Collect and dispose of all litter and debris				
Clean windows, interior and exterior				
Sweep daily and mop as indicated, all interior stairwells				
Sweep and mop or vacuum all hallways and foyers				
Inspect for and remove all spider webs				
Clean, polish, dust and straighten all furniture (vacuum as needed)				
Clean, polish, dust and straighten display cabinets				
Clean and polish doors, interior and exterior				
Clean interior light fixtures, replace light bulbs as needed				
Clean and polish water fountain				
Inspect and clean vents on HVAC units, replace filters as needed				
Clean wall surfaces				
COMMON AREA BATHROOMS	DORM #			
Clean and sanitize toilets				
Clean and sanitize sinks				
Clean and sanitize soap, paper towel and toilet paper dispensers				
Replace soap, paper towels and toilet paper as needed				
Inspect for and remove all spider webs				
Clean mirrors				
Clean interior light fixtures, replace light bulbs as needed				
Clean and sanitize walls				
Sweep and mop floors				
UTILITY ROOMS	DORM #			
Neatly organize cleaning supplies				
Sweep and mop floors				
Clean and sanitize sinks				
Clean walls as needed				
LAUNDRY ROOMS	DORM #			
Clean washers and dryers inside and out, report noted damage to UH management				
Remove lint from lint traps on dryers				
Dust furniture				

Sweep floors daily and mop floors as indicated				
Sweep and mop floors behind washers and dryers				
Clean wall surfaces				
Clean interior light fixtures, replace light bulbs as needed				
Clean and sanitize sinks				
Inspect and clean vents on HVAC units, replace filters as needed				
Clean windows and doors, interior and exterior				
Dust and clean all shelves and exposed pipes				
KITCHENS	DORM #			
Clean and sanitize all appliances				
Clean and sanitize sinks				
Clean and sanitize countertops and wall surfaces				
Polish cabinets				
Clean refrigerators, removing old food with guidance				
Clean interior light fixtures, replace light bulbs as needed				
Inspect and clean vents on HVAC units, replace filters as needed				
Sweep and mop floors				