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HOUSING MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing.* Department of Defense (DoD) Instruction, 4165.63, *DoD Housing* and Department of Defense (DoD) Manual 4165.63, *DoD Housing Management*. This instruction provides guidance, policy and procedures for planning, programming and managing government-controlled Air Force (AF) Family Housing (FH) and Unaccompanied Housing (UH), including government leased housing, and providing oversight for Privatized Housing (PH). This instruction applies to all major commands (MAJCOM) and installations including the Air National Guard (ANG) in Title 10 United States Code (U.S.C.) status and Air Force Reserve (AFR) units as identified where applicable. This instruction requires the collection and maintenance of information protected by the Privacy Act of

1974 authorized by Title 10 United States Code 9013, *Secretary of the Air Force*, 10 U.S.C. 2831, *Military Family Housing Management Account*, and DoDM 4165.63, *DoD Housing Management*. The applicable System of Record Notice NM1110-01, *Family and Unaccompanied Housing Program*, is available at: **https://dpcld.defense.gov/privacy/SORNS.aspx**. This instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Civil Engineers, Asset Management Division (AF/A4CA) for coordination prior to certification and approval. 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier **("T-0, T-1, T-2, T-3")** number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

(ROBINSAFB) This instruction aligns with Air Force Instruction (AFI) 32-6000, Housing Management. It establishes and defines procedures and responsibilities for identifying key and mission essential positions at Robins Air Force Base (AFB). It applies to all persons designated as key and essential and establishes responsibilities for Hunt Military Family Housing as the Privatized Owner, 78th Civil Engineer Group (CEG), and the Military Housing Office (MHO). Also, it establishes dormitory inspection criteria and ensure base leadership conducts regular, standardized and consistent inspections at a minimum monthly. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the Commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication;* route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Information Management System Records Disposition Schedule located at **https://afrims.cce.af.mil/afrims/rds/rds_series.cfm**. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

(ROBINSAFB) This publication is substantially revised and must be completely reviewed. It establishes the Air Force key and mission essential positions for organizations at Robins AFB. Key and essential positions are designated when there is a compelling need for a member in that position to live on-base. In addition, Squadron commanders and first sergeants must implement

the installation dormitory inspection program to ensure residents comply with installation standards in private and common areas.

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Chapter 1

OVERVIEW, RESPONSIBILITIES AND WAIVERS

1.1. Overview: This instruction implements AFPD 32-60, *Housing* and establishes policies and responsibilities for managing Air Force Housing Programs to ensure personnel and their families and eligible civilians have access to safe, affordable, quality family and unaccompanied housing and services consistent with grade and dependent status and generally reflecting contemporary community living standards. Air Force Housing Programs consist of family, unaccompanied, privatized, leased, and general officer quarters (GOQ) as well as furnishings management. Air Force Housing referral and relocation support services assist Department of Defense (DoD) personnel in locating adequate, nondiscriminatory housing.

1.2. Roles and Responsibilities.

1.2.1. **Office of the Secretary of Defense (OSD), Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense (DA ODCMO) is the office designated by OSD to coordinate and oversee all matters relating to Special Command Position (SCP) General Officers.**

1.2.2. **Office of the Assistant Secretary of Defense for Energy, Installations, and Environment (ASD EI&E), as described in DoDM 4165.** 63, serves as the DoD Housing Management program manager for all housing, whether DoD-owned or privatized. Directs use of Unified Facilities Criteria (UFC) for planning, design, construction, sustainment, restoration, and modernization of facilities, regardless of funding source. Additionally, ASD EI&E has directed the use of Enterprise Military Housing (eMH) as the housing management information technology (IT) system of record and authoritative source for housing data.

1.2.3. **Assistant Secretary of the Air Force for Installations (SAF/IE), as delegated in Headquarters Air Force Mission Directive (MD) 1-18, Assistant Secretary of the Air Force (Installations, Environment and Energy), is responsible for providing guidance, direction and oversight with respect to Air Force built infrastructure, including housing, and executes built infrastructure and housing-related statutory authorities as referenced in MD 1-18.** SAF/IE will:

1.2.3.1. Provide policy, strategic direction, priorities, guidance, and oversight of the management and execution of Air Force housing programs for accompanied and unaccompanied members. **(T-0)**

1.2.3.2. Provide a PH update at least annually during the MAJCOM/CD Bundle, or similar forum.

1.2.3.3. Lead the Housing Oversight Council forums, semiannually.

1.2.4. **Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) will:**

1.2.4.1. Serve as the authority for all matters relating to the management of AF housing.

1.2.4.2. Approve conversion (permanent change in use) of FH.

1.2.4.3. Approve housing privatization initiatives and changes to project transaction documents.

1.2.4.4. Approve disbursements from the housing privatization reinvestment account. Approval authority may be delegated to the Air Force Civil Engineer Center, Installations Directorate **(**AFCEC/CI) for specific dollar thresholds.

1.2.4.5. Submit annual GOQ cost reporting expenditures to Deputy Assistant Secretary of the Air Force, Budget (SAF/FMB) for review and Congressional reporting. **(T-0)**

1.2.4.6. Review Congressional notification of project owner (PO) expenditures exceeding $50K per GOQ.

1.2.4.7. After coordination with SAF/FMB, approve, the use of appropriated funds (non-Military FH) in PH.

1.2.4.8. Lead the Housing Oversight Board forums, semiannually.

1.2.5. **Deputy Assistant Secretary of the Air Force for Installations, Real Property (SAF/IEIR) will lead the Housing Oversight Group forums at a minimum semiannually, or if necessitated by events, quarterly.**

1.2.6. **Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE) will:**

1.2.6.1. Program and budget FH construction projects and UH military construction (MILCON).

1.2.6.2. Approve and forward to Congress out-of-cycle budget requests.

1.2.6.3. Approve, and notify Congress IAW 10 U.S.C. § 2853, when architectural and engineering services and construction design costs exceeds $1,000,000. **(T-0)**

1.2.6.4. Approve FH projects to be carried out on land not owned by the United States (10 U.S.C. § 2852). **(T-0)**

1.2.6.5. Approve, and notify Congress IAW 10 U.S.C. § 2853, of cost variation or scope of work reductions greater than 25 percent of the programmed amount, or greater than 200 percent of the minor construction project ceiling specified in 10 U.S.C. § 2805(a), for the construction, improvement, and acquisition of a military FH project. **(T-0)**

1.2.6.6. Ensure that floor areas of military UH do not exceed similar local private sector housing (10 U.S.C. § 2856). **(T-0)**

1.2.6.7. Approve and provide congressional notification of waivers to energy monitoring and utility control systems upon determination that the application to military FH is not life cycle cost-effective (10 U.S.C. § 2867). **(T-0)**

1.2.6.8. Certify the need for additional funds appropriated for FH to expedite construction, and establish reasonable project completion date (10 U.S.C. § 2858). **(T-0)**

1.2.6.9. Approve payment of meritorious contractor claims arising under FH contracts (10 U.S.C. § 2863). **(T-0)**

1.2.7. **Secretary of the Air Force, Deputy General Counsel for Environment and Installations (SAF/GCN) will advise on all legal matters related to the management and administration of the Air Force privatized housing portfolio.** SAF/GCN will coordinate with AF/JA offices as appropriate. Nothing in this paragraph is inconsistent with Headquarters Air Force Mission Directive (HAFMD) 1-14, *General Counsel and The Judge Advocate General*.

1.2.8. **Headquarters, United States Air Force, The Judge Advocate General (AF/JA) will advise command at all levels on command installation-specific housing privatization management issues, including but not limited to the commander's authorities over privatized housing.** AF/JA will coordinate with SAF/GCN offices as appropriate. Nothing in this paragraph is inconsistent with Headquarters Air Force Mission Directive (HAFMD) 1-14, *General Counsel and The Judge Advocate General*.

1.2.9. **Office of the Chief of Staff of the Air Force (AF/CC) will:**

1.2.9.1. Request OSD approval for new, and provide biennial recertification for existing, SCP designations.

1.2.9.2. Approve furnishings waivers for the Vice Chief of Staff of the Air Force (AF/CV).

1.2.10. **Office of the Vice Chief of Staff of the Air Force (AF/CV) will approve furnishings waivers and minor alteration (P-722, see Chapter 11 for housing funding policy and descriptions of family housing fund types) work within established limits for homes of four-star general officers (GO), all MAJCOM Commanders, the United States Air Force Academy (USAFA) Superintendent, and the Chief Master Sergeant of the Air Force (AF/CCC).** See **Attachment 5** and **Table 11.1**.

1.2.11. **Office of the Chief of Staff, Logistics, Installations and Force Protection, (A4) will attend the Housing Oversight Council forums semiannually.**

1.2.12. **Deputy Chief of Staff, Logistics, Installations and Force Protection, Director of Civil Engineers, (AF/A4C) will:**

1.2.12.1. Develop housing policy and standards, provide implementing guidance, conduct PH oversight and represent the FH and UH housing programs in interdepartmental affairs.

1.2.12.2. Determine housing requirements, establish investment strategies, advocate for resources, and direct the AF Housing Program.

1.2.12.3. Establish strategy for housing career field management including education and training.

1.2.12.4. Prepare and deliver Congressional briefings and provide responses to Congressional requests for information. **(T-0)**

1.2.12.5. Assist in the delivery of OSD briefings and provide responses to information requests from OSD. **(T-0)**

1.2.12.6. Process requests for SCP authorizations, the annual GOQ cost expenditures report, annual budget exhibits, FH program justification book, out-of-cycle and after-the-fact congressional notification packages, request for the use of appropriated funds (non-FH) in PH for GOQs and AF/CCC and policy waiver requests.

1.2.12.7. Attend the Housing Oversight Board forums, delegable no lower than the Deputy Director of Civil Engineers.

1.2.13. **Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Civil Engineers, Asset Management Division (AF/A4CA) will:**

1.2.13.1. Serve as the AF/A4C OPR for the Family and Unaccompanied Housing programs.

1.2.13.2. Develop strategy, policy, and implementing guidance for family, unaccompanied, privatized and leased housing, general officer quarters, housing referral and relocation support services, and furnishings management.

1.2.13.3. Develop FH and UH design standards.

1.2.13.4. Develop and maintain allowances for SCP and non-SCP furnishings, tableware, appliances, and equipment.

1.2.13.5. Develop Management Internal Control Toolset (MICT) Self-Assessment Checklist for this AFI.

1.2.13.6. Build strategic level Key Performance Indicators aligned to the Civil Engineering (CE) objectives to accurately present program requirements/goals.

1.2.13.7. Provide oversight of housing program management and execution including GOQ and PH and ensure compliance with statutory requirements, AF strategy and policy.

1.2.13.8. Advise and assist SAF/IEI, SAF/IEE, Air Force Installation and Mission Support Center (AFIMSC), and AFCEC regarding the AF housing program.

1.2.13.9. Attend the Housing Oversight Group forums at a minimum semiannually, or if necessitated by events, quarterly.

1.2.13.10. Review AFIMSC-provided Housing Budget Estimate Submissions and Justification Books and provide AF submittal to SAF/FMB.

1.2.13.11. Staff GOQ cost reports (FH operations and management (O&M) and project owner) for OSD Congressional reporting and budget exhibits, and out-of-cycle and after-the-fact congressional notification packages.

1.2.13.12. Provide annual inputs for FH appropriation requirements to support AF/A4C, including housing education requirements, and AF-wide housing programs.

1.2.13.13. Advocate for resources (including funding, manpower, and other supported programs) for housing management.

1.2.13.14. Advocate for and represent AF housing policy and program to Congressional, OSD, Service and AF entities.

1.2.13.15. Develop business rules associated with mandatory use of eMH for housing management.

1.2.13.16. Serve as AF Representative on OSD policy panel, eMH configuration management board, and eMH configuration control board.

1.2.13.17. Serve as the housing career field advisor for the Functional Advisory Council, AF lead for housing manpower determinant efforts, and the co-chair for the Housing Education Review Committee to identify educational and training requirements associated with housing professionals.

1.2.13.18. Provide guidance to determine appropriate planning methodology (Tabletop or full field visit) for Dormitory Master Plan (DMP), Housing Community Profile (HCP), Family Housing Master Plan (FHMP), and Housing Requirements and Market Analysis (HRMA) execution.

1.2.14. **Major Commands (MAJCOMs), the United States Air Force Academy (USAFA), and Air Force District Washington (AFDW), with AFIMSC intermediate headquarters support will:**

1.2.14.1. Consult on unaccompanied and accompanied housing policy guidance and program execution.

1.2.14.2. Coordinate on HRMA, HCP, FHMP, and DMP final reports.

1.2.14.3. Coordinate on Installation Commander's determination for mandatory housing assignments at foreign installations. **(T-0)**

1.2.14.4. Determine whether sex offender disclosure processes are required in applicable foreign countries, based on host nation requirements and sensitivities.

1.2.14.5. Establishes additional command positions as required.

1.2.14.6. Coordinate on all family, unaccompanied and GOQ exception to policy and waiver requests.

1.2.14.7. Consult with AFIMSC, AFCEC/CI, and AF/A4CA to ensure adequate manpower to support installations execution of FH, UH, and PH programs.

1.2.14.8. With AFIMSC, and AFCEC/CI intermediate headquarters support; perform the following roles related to PH:

1.2.14.8.1. Ensure Installation Commanders understand their authorities to oversee and protect the health and safety of residents.

1.2.14.8.2. Review quarterly project summary reports for bases within their command.

1.2.14.8.3. Provide feedback and recommendations regarding projects for bases within their command.

1.2.14.8.4. Inform SAF/IEI, AF/A4C, and AFCEC/CI of significant or sensitive issues, such as health and life safety issues.

1.2.15. **Commander, Air Education and Training Command (AETC/CC) will:**

1.2.15.1. Provide manpower to administer, manage and operate AETC unaccompanied training facilities (see **paragraph 7.3**).

1.2.15.2. Validate unaccompanied training facility requirements.

1.2.15.3. Establish policy associated with the daily management of unaccompanied training facilities and assigned personnel.

1.2.16. **Commander, Air Force Materiel Command (AFMC/CC) will:**

1.2.16.1. Approve/disapprove waivers to the 1-year and 5-year furnishings cost limits for O-8s and O-9s, except the O-9 MAJCOM/CCs, USAFA Superintendent, and AF/CCC.

1.2.16.2. Approve/disapprove requests to increase quantities of authorized furnishings for O-8s and O-9s except, the O-9 MAJCOM/CCs, USAFA Superintendent, and AF/CCC.

1.2.16.3. Approve/disapprove waivers for FH occupied by O-8s and O-9s to allow carpet replacement, prior to the end of the 7-year life cycle, and window treatment replacement in FH and PH prior to the end of the 7-year life cycle, except for the O-9 MAJCOM/CCs, USAFA Superintendent, and AF/CCC.

1.2.16.4. Approve/disapprove waivers for minor alteration work exceeding $3,000 but not exceeding $7,500 in FH for O-8s and O-9s except the O-9 MAJCOM/CCs, USAFA Superintendent, and the AF/CCC.

1.2.16.5. Approve/disapprove waivers for non-SCP grounds maintenance in FH.

1.2.16.6. Attend the Housing Oversight Council forums semiannually.

1.2.17. **Commander, Air Force Installation and Mission Support Center (AFIMSC/CC) will:**

1.2.17.1. Coordinate on requests to establish new SCP designations.

1.2.17.2. Approve/disapprove requests for supplemental furnishings for Installation Commander.

1.2.17.3. Approve/disapprove waivers to the 1-year and 5-year furnishings cost limits for Installation Commanders and O-7s.

1.2.17.4. Approve/disapprove requests to increase quantities of authorized furnishings for Installation Commanders and O-7s.

1.2.17.5. Approve/disapprove waivers for FH occupied by Installation Commanders and O-7s to allow carpet replacement prior to 7 years, and window treatment replacement prior to 7 years in FH and PH.

1.2.17.6. Approve/disapprove waivers for minor alteration work exceeding $3,000 but not exceeding $7,500 in FH for Installation Commanders and O-7s.

1.2.17.7. Staff AFCEC-initiated Housing Program products and waiver requests for approval by MAJCOMs, as required.

1.2.17.8. Review results of pertinent Annual Site Visits and CEL & Associates (CEL) surveys.

1.2.17.9. Receive AFCEC/CI provided updates on all health and life safety work orders.

1.2.17.10. Attend Housing Oversight Board forums semiannually. .

1.2.18. **Air Force Installation and Mission Support Center, Resource Management (AFIMSC/RM) will:**

1.2.18.1. Participate in developing strategic planning choices, develop Program Objective Memorandum inputs and identify resource shortfalls, capability gaps, and potential trade-space offsets across the Future Years Defense Program for all housing portfolio Program Element (PE) Codes.

1.2.18.2. Conduct housing Program Element Monitor parades, and advocate for resources in support of the Installations Support Panel.

1.2.18.3. Develop housing Budget Estimate Submissions and Justification Books in conjunction with AFCEC Portfolio Management (CIM), and provide submittals to AF/A4C.

1.2.18.4. Manage the FH and UH Execution Plans in coordination with AFCEC/CIM. Coordinate and acquire AFIMSC/CC approval of FH and UH Execution Plans before review by AF/A4CA and submittal to SAF/FMB.

1.2.18.5. Distribute FH and UH funds to installations based upon their approved execution plan. Monitors distribution and obligation rates.

1.2.19. **Air Force Installation and Mission Support Center, Installation Management (AFIMSC/IZ) will:**

1.2.19.1. Provide general housing program/portfolio guidance and establish applicable goals.

1.2.19.2. Develop AF Common Output Level of Services (COLS) for housing programs for approval through the governance structure.

1.2.20. **Air Force Civil Engineer Center, Director (AFCEC/CL) will:**

1.2.20.1. Provide project approval as indicated in **Chapter 11** and **Table 11.1**.

1.2.20.2. Attend Housing Oversight Board forums semiannually.

1.2.21. **Air Force Civil Engineer Center, Installations Directorate (AFCEC/CI) will:**

1.2.21.1. Serve as the AF Portfolio Manager and execution agent with specific roles and fiduciary responsibilities for the AF Military Housing Privatization program as delegated.

1.2.21.2. Plan, program, manage, and execute the AF FH, UH and PH programs.

1.2.21.2.1. Provide PH oversight, monitor PH projects for the AF and applicable Government lender, and assist the MAJCOMs, USAFA and installations in the resolution of transaction document disputes.

1.2.21.2.2. Approve/disapprove PH project operating budgets as delegated.

1.2.21.2.3. Approve/disapprove disbursements from PH project reinvestment accounts under lockbox agreements, as described in the projects' transaction documents, and authority to consent to and execute modifications to PH project documents as delegated.

1.2.21.2.4. Approve/disapprove Quarterly Performance Incentive Fee (PIF) payments for PH projects (see **paragraph 6.19 Performance Incentive Fees**).

1.2.21.2.5. Provide SAF/IEI, AF/A4C, MAJCOMs and AFIMSC/CC results and status of Annual Site Visits, CEL surveys, health and life safety concerns to include actions taken to resolve identified issues.

1.2.21.3. Provide program management reviews of FH, UH, and PH programs.

1.2.21.4. Inform SAF/IEI and AF/A4C of significant or sensitive issues that may garner the attention of SAF/IE.

1.2.21.5. Provide Housing Program reach-back support to installations and MAJCOMs.

1.2.21.6. Review base-initiated Housing Program products and waiver requests for technical sufficiency prior to forwarding requests to AFIMSC for further coordination with MAJCOMs, as required.

1.2.21.7. Attend Housing Oversight Board forums semiannually.

1.2.22. **Air Force Civil Engineer Center, AF Portfolio Management (AFCEC/CIM) will:**

1.2.22.1. Perform overarching program and portfolio management and execution for FH, UH, and PH programs.

1.2.22.2. Coordinate with MAJCOMs, AFIMSC Detachments, and Installation-level organizations on housing issues to ensure equities are addressed.

1.2.22.3. Perform continual evaluation of installation Self-Assessment Checklists IAW AFIMSC/IG requirements.

1.2.22.4. Prepare analysis of installation policy implementation and provide AF/A4CA feedback/recommendations through the Management Internal Control Toolset.

1.2.22.5. Develop Integrated Manpower Requirements Documents and conduct housing studies, plans, and analyses to include the FHMP, HRMA, HCP, and DMP.

1.2.22.6. Validate and execute FH and UH projects in compliance with the FHMP and DMP.

1.2.22.7. Certify that project economic analyses are completed for installation FH and UH MILCON projects. Certification authority may not be further delegated.

1.2.22.8. Assist installations in developing and coordinating Memoranda of Agreement, or other alternatives, to ensure compliance with Section 106 of the National Historic Preservation Agency. **(T-0)** This applies to installations with government-controlled and privatized housing.

1.2.22.9. Develop supporting documentation for the Program Objective Memorandum and Budget Estimate Submission in support of AFIMSC/RM.

1.2.22.10. Validate installation housing budget requests including GOQ requirements in the annual execution plan to ensure compliance with AF policy and program requirements.

1.2.22.11. Execute eMH Intermediate HQ-level responsibilities. Ensure installations use eMH for all housing programs and maintain accurate database information based on daily operations and transactions.

1.2.22.12. Ensure housing inventory utilization rates meet or exceed Air Force standards. Review, validate and submit quarterly Inventory and Utilization metrics IAW eMH protocols.

1.2.22.13. Approve/disapprove requests for FH retention beyond 60 days after retirement or separation.

1.2.22.14. Validate, prepare, and staff requests for the use of appropriated funds (non-FH) in PH.

1.2.22.15. Ensure installation housing personnel attend appropriate Air Force Institute of Technology (AFIT) housing education and AFCEC housing training courses approved by the Housing Education Review Committee, and are adequately trained.

1.2.22.16. Participate on the Housing Education Review Committee and support AFIT with delivery of course material as required.

1.2.22.17. Conduct PH portfolio management and report performance execution including occupancy, ensure transaction compliance, evaluate and lead efforts for proposed changes to project transaction documents, lead restructure, refinance and amendment analysis and execution, and take action(s) to mitigate financial and legal risk to the AF.

1.2.22.17.1. Review and submit annual PH project owner budgets to AFCEC/CI for approval.

1.2.22.17.2. Review base quarterly compliance checklists, tenant surveys, quarterly project summary reports, and project action plans and conduct annual site surveys to measure compliance with closing documents. Initiate and monitor corrective action plans.

1.2.22.17.3. Provide MAJCOM PH portfolio scorecards, which provide a snapshot of project performance.

1.2.22.17.4. Serve as group Management Review Committee (MRC) Co-Chair for multiple-commands. Perform oversight role for non-AFCEC co-chaired MRCs ensuring meetings occur as directed in transaction documents. Assists MAJCOMs, USAFA, AFDW, and installation with outstanding issues.

1.2.22.17.5. Coordinate utility rate structure and privatized family housing unit pricing policy between PO and the installation and AFCEC/Energy Directorate annually.

1.2.22.17.6. Verify compliance with Davis Bacon Wage Act (40 U.S.C. § 3141 et seq.), as required. **(T-0)**

1.2.22.17.7. Attend Housing Oversight Group forums at a minimum semiannually, or if necessitated by events, quarterly.

1.2.23. **Air Force Civil Engineer Center, Facility Engineering Directorate (AFCEC/CF) will execute the FH and UH construction programs, to include project management of associated FH Construction and MILCON funding.**

1.2.24. **Air Force Civil Engineer Center, Planning and Integration Directorate (AFCEC/CP) will:**

1.2.24.1. Ensure Installation planning products housed within the Comprehensive Planning Platform (e.g. District Plans, Area Development Plans) include Family Housing and Unaccompanied Housing planning requirements.

1.2.24.2. Support development of AF-wide housing program investment strategy to ensure MAJCOM, Air Staff, and Secretariat priorities are addressed within funding constraints and strategic guidance.

1.2.25. **Air Force Civil Engineer Center, Installation Technology Functional Management Office (AFCEC/CT) will:**

1.2.25.1. Provide O&M budget inputs and ensure payment to Navy Program Manager for AF use of eMH for UH Program as part of Memorandum of Agreement.

1.2.25.2. Ensure integration of housing IT solution with other A4C IT requirements.

1.2.26. **Air Force Institute of Technology (AFIT) will:**

1.2.26.1. Provide continuing education courses in support of FH and UH housing programs.

1.2.26.2. Facilitate the Housing Education Review Committee with AF/A4CA and AFCEC/CIM to review and establish annual housing education and training requirements.

1.2.27. **Installation Commander (hereafter referred to as "Commander") will:**

1.2.27.1. Retain and use Commander Authorities relating to installation security and mission; health, welfare, safety, and security of persons on the installation; and maintenance of good order and discipline established in law, regulation, or military custom. **(T-0)**

1.2.27.2. Use this instruction to manage and administer FH and UH facilities under their control or jurisdiction and with broad authority to plan, program and determine the best use of installation resources for housing programs including furnishings management. **(T-0)** Commander may not exercise this authority to waive or implement policy in order to benefit only their own housing unit or the unit of a person senior in rank. **(T-1)** Commanders may delegate approval and disapproval authorities unless otherwise specified.

1.2.27.3. Establish installation FH, UH, and furnishings management programs and oversight of PH, with local processes and procedures IAW this instruction. **(T-0)**

1.2.27.4. Respond to resident concerns regarding health and life safety of FH, UH and PH. **(T-1)**

1.2.27.5. Authorize and direct installation security personnel to conduct periodic security inspections, in accordance with installation defense plan, throughout PH areas of the installation leased to the project owner. The security inspections must be conducted by installation security personnel in conjunction with their official duties and in compliance with the PH project transaction documents. **(T-1)**

1.2.27.6. Ensure all military personnel and their families, to include eligible civilians, are provided housing referral and relocation services and make contact with Military Housing Office (MHO) prior to entering into a rental or lease agreement. **(T-0)**

1.2.27.7. Authorize inquiry into allegations of housing discrimination against applicants for housing, render the determination of discrimination and impose restrictive sanctions for validated complaints IAW DoD Instruction (DoDI) 1100.16, *Equal Opportunity in Off-Base Housing*. This responsibility may not be delegated. **(T-0)**

1.2.27.8. Ensure adequacy standards for FH and UH facilities are met. **(T-0)**

1.2.27.9. Coordinate on installation housing planning documents to include the installation HRMA, HCP, FHMP, and DMP. **(T-1)**

1.2.27.10. Provide appropriated funds to operate and maintain UH and furnishings management to support base wide requirements. **(T-0)** Ensure FH appropriated O&M and investment funding is budgeted annually to AFIMSC to support installation management and housing improvements. **(T-0)**

1.2.27.11. Establish a MHO within Civil Engineer Squadron/Group (CE) under the CE Installation Management Flight and provide manpower authorizations for daily operations for FH and UH programs including furnishings management and oversight of PH. **(T-1)**

1.2.27.12. Ensure adherence to requirements set forth in the AF Personnel Center (AFPC) Developmental Special Duty Nomination and Selection Program Personal Services Delivery Guide to select members for Airmen Dormitory Leader positions. **(T-1)**

1.2.27.13. Provide suitable office and warehouse spaces that meet AF and DoD standards to accommodate FH, UH, and furnishings management operations. **(T-1)**

1.2.27.14. Rely on the local community first to provide housing for DoD families assigned to AF installations in CONUS and non-foreign locations. **(T-0)**

1.2.27.15. Rely on the local community where appropriate for DoD families in foreign locations. Assist in the development of a Business Case Analysis to determine housing requirements. **(T-1)**

1.2.27.16. House unaccompanied Airmen in grades E-1 through E-3 and E-4 with less than 3 years of service in government-controlled UH. **(T-1)**

1.2.27.17. Provide and maintain Unaccompanied Officer Quarters and Unaccompanied Non-Commissioned Officer Quarters as part of UH inventory where required. **(T-2)**

1.2.27.18. Establish when members are required to reside on base for reasons of military necessity, readiness, or discipline. **(T-1)**

1.2.27.19. Establish Key and Essential (K&E) positions and military necessity for K&E and command personnel to reside on the installation. **(T-1)**

1.2.27.20. Develop a base supplement to this instruction as required and identify K&E including command positions. **(T-1)**

1.2.27.21. As appropriate, establish an installation GOQ Management Team comprised of points of contact (POCs) from the installation MHO and PH project owner to effectively manage and provide services for GOQs. **(T-1)**

1.2.27.22. Establish local standards for fixtures, finishes and upgrades for government-owned GOQs. **(T-1)**

1.2.27.23. Ensure base agencies involved in GOQ management use appropriate funding, and report GOQ expenses as required. **(T-0)**

1.2.27.24. Ensure BCE (or deputy), MHO Manager, and GOQ Management Team members complete the AFIT-provided GOQ management course. **(T-1)**

1.2.27.25. Enforce mandatory use of the DoD designated housing information management system, Enterprise Military Housing (eMH), as the approved Defense Business System and authoritative data source for housing assets in DoD real property databases. **(T-0)**

1.2.27.26. Maintain optimum utilization of government-owned housing assets to include a rate of 98 percent occupancy for FH, a rate of 95 percent for all priorities in dormitories, Unaccompanied Officer Quarters and Unaccompanied Non-Commissioned Officer Quarters, and a minimum utilization rate of 95 percent for Priority 1 and 2 personnel. **(T-1)**

1.2.27.27. Implement mandatory housing assignment policy for FH in overseas locations to ensure optimum utilization of 98 percent. **(T-1)** Commander shall not mandatorily assign members to homes that have a Facility Condition Index adequacy score of less than 60. **(T-1)** Notify AF/A4C when implemented or acquire waiver if required. **(T-1)**

1.2.27.28. Approve annual redistribution assessment for FH and space allocation assessment for UH to ensure optimal utilization. **(T-1)**

1.2.27.29. Establish local procedures for screening those members who are determined eligible for "Housing Flexibility for Certain Armed Forces Members with Dependents, Permanent Change of Station (PCS) within the United States" in accordance with Title 37, U.S.C. § 403a as implemented by DoDI 1315.18, *Procedures for Military Personnel Assignments* (hereafter referred to as "Housing Flexibility"). **(T-0)** Advanced and delayed dependent housing allowance waivers are further implemented by the Joint Travel Regulations (JTR), para. 100915. **(T-0)**

1.2.27.30. Approve/disapprove requests for a member-disclosed sex offenders to reside in FH, UH, and PH after coordination with the Staff Judge Advocate, Air Force Office of Special Investigations (AFOSI), Security Forces, and the Force Support Squadron. Authority may not be delegated. **(T-1)**

1.2.27.31. Establish local Service Dog policy incorporating AF policies. **(T-0)**

1.2.27.32. Establish local pet policy incorporating AF policies. **(T-1)**

1.2.27.33. Establish local commercial activities policy specific to FH, UH, and PH. **(T-1)**

1.2.27.34. Establish local policy regarding personal preference options for FH. **(T-1)**

1.2.27.35. Direct government-funded local moves and Non-Temporary Storage IAW JTR, this AFI, and PH transaction documents. **(T-0)** Approval authority may be delegated to the installation MHO Manager.

1.2.27.36. Authorize UH Priority 1 and 2 personnel to relocate off-base with allowances when the minimum utilization rate for Priority 1 and 2 personnel exceeds 95 percent. **(T-1)** Approval authority may be delegated, in writing, to the BCE or MHO Manager to approve relocation of Priority 2 personnel. The Commander must authorize the relocation of Priority 1 personnel. **(T-1)**

1.2.27.37. Establish a single base-wide waiting list for UH personnel desiring to reside in community housing with allowances. **(T-1)**

1.2.27.38. Approve UH requests for off-base residency (with allowances), hardship and priority assignments to UH. **(T-1)** Approval authority may be delegated, in writing, to the mission support group commander or equivalent, but disapproval action remains with the Commander.

1.2.27.39. Ensure UH assignments are being accomplished without regard to race, color, religion, national origin, sex, or sexual orientation (except to provide privacy between members or to avoid adjoining room assignment to opposite gender). **(T-0)**

1.2.27.40. Establish dormitory inspection criteria and ensure subordinate commanders conduct inspections. **(T-1)**

1.2.27.41. Establish a bay orderly program. **(T-1)**

1.2.27.42. Establish local social visitor policy incorporating AF policies. **(T-1)**

1.2.27.43. Establish a dormitory resident morale program and ensure all subordinate commanders, as applicable, visit respective residents at least monthly. **(T-1)**

1.2.27.44. Establish Dormitory Councils. **(T-1)**

1.2.27.45. Implement surplus UH policy. **(T-0)** In concert with the MAJCOM and AFCEC/CIM, identify and determine disposition of surplus UH and ensure appropriate approvals are obtained. **(T-1)**

1.2.27.46. Lease or contract for UH facilities, as required. **(T-2)**

1.2.27.47. Approve 5-year long range furnishings plans for FH and O&M facilities. In OCONUS locations, include community housing support. **(T-1)**

1.2.27.48. Ensure a Report of Survey is completed for suspected lost, damaged or destroyed government property. **(T-0)**

1.2.27.49. Approve and disapprove the following member requests associated with FH. **(T-1)** Commanders may delegate approval and disapproval authority unless otherwise stated below.

1.2.27.49.1. FH retention and termination requests. Disapproval authority may be delegated no lower than the mission support group commander or equivalent. **(T-1)**

1.2.27.49.2. Requests for hardship consideration. Disapproval may not be delegated. **(T-1)**

1.2.27.49.3. Waivers to 1-year mandatory residency requirement. **(T-1)**

1.2.27.49.4. Waivers associated with involuntary relocations. **(T-1)**

1.2.27.49.5. Requests for members evicted from FH to reapply for housing. **(T-1)**

1.2.27.49.6. Permanent redistribution of FH. **(T-1)**

1.2.27.49.7. Waivers to 30-day limit of social visits in FH. **(T-1)**

1.2.27.49.8. Requests to replace carpeting in FH (non-GOQs) in less than 7 years. **(T-1)**

1.2.27.49.9. Requests for live-in child care provider. **(T-1)** Approval authority may not be delegated below the mission support group commander or equivalent.

1.2.27.50. Establish and co-chair with the PH project owner, the Management Review Committee for single-base PH projects ensuring functional area OPR support. **(T-1)** May not be delegated below Installation Vice Commander.

1.2.27.51. Establish and co-chair with the PH project owner, the Installation Management Review Committee for each base in a grouped PH project.

1.2.27.52. Establish Privatized Housing Resident Advocate as part of the command staff (see **paragraph 6.7**) and Resident Councils (see **paragraph 6.8**).

1.2.27.53. Establish routine partnering meetings with the PH project owner to resolve local and day-to-day issues. **(T-1)**

1.2.27.54. Communicate pertinent health and life safety issues and work orders and significant trends in PH to MAJCOM/CC and AFCEC/CIM, at least quarterly.

1.2.27.55. Review annual operating budget and Capital Repair and Replacement (plan and budget) and provide comments to AFCEC/CI.

1.2.27.56. Determine quarterly Commander Evaluation score IAW AFCEC/CIM guidance and established survey parameters for Performance Incentive Fees. May not be delegated below Installation Vice Commander. **(T-1)**

1.2.27.57. Participate with AFCEC/CI in resolving transactional disputes with the PH project owners IAW transaction and delegation documents. **(T-1)**

1.2.27.58. Establish local credentialing procedures associated with non-DoD affiliated persons leasing PH and ensure application of base access procedures for all PH residents and PH project owner personnel. **(T-0)**

1.2.27.59. Review annual PH resident satisfaction survey results and AFCEC-approved project owner action plans to ensure installation and resident concerns are addressed. **(T-1)**

1.2.27.60. Consult on any proposed standardization products developed by AFCEC/CI Portfolio Management. **(T-1)**

1.2.27.61. Request approval for use of appropriated funds in PH. **(T-0)**

1.2.27.62. Sign the Certificate of Compliance for Critical Planning Actions after Installation Facilities Board approval. **(T-1)**

1.2.27.63. Approve antiterrorism and mission-related permanently installed communications requirements for FH units. **(T-1**)

1.2.27.64. Ensure that the Facilities Board reviews the Military Family Housing Program in accordance with AFI 32-1015, *Integrated Installation Planning*.

1.2.27.65. Serve as the office of responsibility for Privatized Housing Resident Advocate duties.

1.2.27.66. Review annually the mold mitigation plan and pest control plan of each PO managing housing units for the installation. Notify the PO and AFCEC/CI if deficiencies are identified in either plan. **(T-0)**

1.2.27.67. Upon request by the MHO Manager, use assigned bio-environmental personnel or contractor equivalent at the installation to test housing units for mold, unsafe water conditions, and other health and safety conditions. **(T-0)**

1.2.28. **Installation Command Chief Master Sergeant (CCM) will:**

1.2.28.1. Serve as the senior enlisted advocate for the UH program. **(T-1)**

1.2.28.2. Establish base level review and validation program for eligible members nominated through the Developmental Special Duty program for Airmen Dormitory Leader positions and include MHO Manager in the selection process. **(T-1)**

1.2.28.3. Coordinate with squadron commanders and first sergeants on health, safety, and morale issues affecting dormitory residents. **(T-1)**

1.2.28.4. Chair the Installation Dormitory Council and brief senior leadership on enlisted UH matters. **(T-1)**

1.2.29. **Privatized Housing Resident Advocate will:**

1.2.29.1. Serve as the point of contact to assist military members and their families residing in PH who seek solutions to unresolved problems, concerns and needs.

1.2.29.2. Consult with member or member's dependents on landlord/tenant rights as contained in laws, privatization agreements, DoD and AF regulations when requested.

1.2.29.3. Take a proactive approach to ensure the concerns of military members and their families regarding PH are addressed and elevated to the appropriate levels within the chain of command.

1.2.29.4. Document resident concerns with PH, perform trend analysis, identify opportunities for improvement and provide feedback to the Installation Commander and other government officials as required.

1.2.29.5. Inform the Commander when a resident complaint may involve reasons for litigation.

1.2.29.6. Plan, schedule and coordinate activities associated with PH Resident Councils and participate in housing advocacy activities.

1.2.29.7. Assist with public relations involving PH residency to promote members' awareness of housing resources.

1.2.29.8. In concert with base Public Affairs office, monitor social media related to PH concerns.

1.2.29.9. When requested by the military member or family, work with the installation Exceptional Family Member Program (EFMP) coordinator, MHO and the privatized project owner to address specific privatized housing requirements to support their unique needs.

1.2.30. **Squadron Commander (may delegate responsibilities to first sergeant) will:**

1.2.30.1. Advocate and enforce good order and discipline of their squadron members assigned to UH quarters. **(T-1)**

1.2.30.2. Establish a dormitory inspection program, perform room and campus inspections. **(T-1)**

1.2.30.3. Perform morale visits to dormitory facilities IAW Commander-established criteria. **(T-1)**

1.2.30.4. Endorse dormitory member waiver and hardship requests. **(T-1)**

1.2.30.5. Perform dormitory room termination procedures for any member who is unable to satisfactorily terminate the room assignment under normal conditions. **(T-1)**

1.2.30.6. Approve requests to reside off base without entitlements prior to entering into any rental agreement. **(T-1)**

1.2.31. **Installation Military Treatment Facility Commander will:**

1.2.31.1. Address housing resident medical and environmental health concerns through Primary Care Managers. **(T-1)**

1.2.31.1.1. If, after appropriate evaluation, the housing resident presents as a patient with evidence of FH, UH, or PH-induced exposure to an unremediated health hazard, the Installation Occupational and Environmental Medicine Consultant (IOEMC), the Chief of Aerospace Medicine (SGP), occupational medicine physician or his/her delegated will initiate an evaluation of that facility. **(T-1)**

1.2.31.1.2. The IOEMC will work with the installation Bioenvironmental Engineering (BE) Flight and the MHO to determine appropriate follow-up actions to minimize patient exposure. **(T-1)**

1.2.31.2. Consult on housing resident concerns for environmental health including indoor air quality, mold exposure, radon, or similar when not addressed to the residents' satisfaction by the MHO or Privatized Housing Resident Advocate. **(T-1)**

1.2.31.3. Assign a representative to the Management Review Committee as described in **paragraph 6.5**.

1.2.32. **Installation Staff Judge Advocate will:**

1.2.32.1. Staff Judge Advocates advise installation commanders on installation-specific housing privatization management issues, including but not limited to the commander's authorities over privatized housing, and policies and issues arising from the management of Air Force Housing Programs. Staff Judge advocates are strongly encouraged to engage with SAF/GCN and AF/JA to ensure consistency with the transaction documents and, to the extent possible, uniformity of application of policy throughout the Air Force.

1.2.32.2. Staff Judge Advocates provide assistance to residents of family, unaccompanied, and privatized housing, in accordance with AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*.

1.2.32.3. Nothing in **paragraph 1.2.32** or its subparagraphs is inconsistent with Headquarters Air Force Mission Directive (HAFMD) 1-14, *General Counsel and The Judge Advocate General*.

1.2.33. **Installation Defense Force Commander will:**

1.2.33.1. Provide security, force protection and police services for PH IAW applicable jurisdictions and project transaction documents. **(T-0)**

1.2.33.2. Ensure background checks for all PH Other Eligible Tenant categories (see **paragraph 6.9.2 Other Eligible Tenants**) and PH project owner personnel are accomplished and identification/access cards issued. **(T-0)**

1.2.33.3. Advise leadership and coordinate on all requests to allow sex offenders to reside in housing. **(T-0)**

1.2.33.4. Provide annual response data to Security Forces Resource Advisor to compute annual updates for reimbursable costs for security services, unless otherwise stated in transaction documents. **(T-0)**

1.2.33.5. Review changes to lease agreements for Other Eligible Tenants pertaining to installation access. **(T-1)**

1.2.34. **Base Civil Engineer (BCE) will:**

1.2.34.1. Take action to establish an MHO within Civil Engineer Squadron/Group (CE) under the CE Installation Management Flight and ensure there is adequate manpower authorizations to manage FH and UH programs including furnishings management and provide oversight of PH. **(T-1)**

1.2.34.2. Ensure housing personnel complete appropriate AFIT housing education courses, AFCEC training, and other courses identified as requirements. **(T-1)**

1.2.34.3. Attend the AFIT GOQ Management course when assigned to an installation supporting GOs **(T-1)**. May be delegated to Deputy BCE.

1.2.34.4. Approve FH O&M and non-FH O&M budget requirements to AFIMSC to effectively maintain housing assets and provide housing services. **(T-1)** Identify and advocate FH construction and UH MILCON projects to MAJCOMs, AFIMSC and AFCEC/CIM IAW established protocols. **(T-1)**

1.2.34.5. Ensure local procedures are established to manage FH, UH, and furnishings management operations. **(T-0)**

1.2.34.6. Ensure GOQ management procedures are established that provide daily control of GOQ expenditures and cost accounting for all limitations. **(T-0)**

1.2.34.7. Certify GOQ expenditures by signing AF Form 3826, *Quarterly Cost Report for General Officer Quarters*. **(T-0)**

1.2.34.8. Ensure the housing office is utilizing eMH for daily operations, maintaining an accurate database, and providing inventory and utilization data, GOQ cost reporting information, etc. to installation leadership as required. **(T-0)**

1.2.34.9. Support the PH Management Review Committee, Installation Management Review Committee, and partnering meetings IAW transaction documents or other established guidance. **(T-1)**

1.2.34.10. Ensure fire protection services are provided to PH located within the Installation boundaries under proprietary or exclusive federal jurisdiction IAW applicable jurisdictions and project transactions documents. **(T-0)**

1.2.34.11. Certify FH carpet less than 7 years requires replacement and that the new carpet meets AF standards. **(T-1)**

1.2.34.12. Review and certify the annual furnishings management section inventory and assessment. **(T-1)**

1.2.34.13. Ensure unaccompanied housing and military family housing requirements are captured in the Comprehensive Planning Platform.

1.2.35. **Military Housing Office (MHO) Housing Manager will:**

1.2.35.1. Administer the Air Force Housing Programs for FH, UH, and provide oversight of PH projects. **(T-0)**

1.2.35.2. Serve as the office of primary responsibility for installation housing programs, advocate on behalf of all military members and families for safe, affordable, and quality housing. Implement local policy and operating procedures for housing operations IAW AF policy. **(T-0)** Approve requests IAW delegated authorities provided by the Commander. **(T-0)**

1.2.35.3. Ensure DoD personnel and their families receive equal housing opportunities IAW DoDI 1100.16, *Equal Opportunity in Off-base Housing*. **(T-0)** Assist in processing inquiry into allegations of housing discrimination against applicants for community housing and recommend action to the Commander. **(T-0)**

1.2.35.4. Provide DoD personnel and their families, to include eligible civilians, housing referral and relocation services to assist members in locating suitable housing. **(T-0)**

1.2.35.5. Assist in the mediation of complaints by members associated with FH, UH, community, or PH. **(T-1)** Will be the first point of contact for all complaint resolution issues to include those from PH residents. When all resources have failed to satisfactorily resolve issues, the MHO shall ensure the PH residents are aware that the Privatized Housing Resident Advocate is the next source for assistance. **(T-1)**

1.2.35.6. Assist the DoD Executive Agent, the Secretary of the Army, with administering, managing and executing the Homeowners Assistance Program. **(T-0)**

1.2.35.7. Utilize eMH housing management modules and components to perform daily housing operations, maintain database accuracy, and provide reporting information as required. **(T-0)**

1.2.35.8. Use eMH to collect, record, and report GOQ expenditures. **(T-0)**

1.2.35.9. Budget, advocate, control, and authorize expenditures, as applicable, for housing programs. Ensure statutory and minor alteration limitations to ensure compliance. **(T-0)**

1.2.35.10. Participate in the development of the HRMA, HCP, FHMP, and DMP. **(T-1)**

1.2.35.11. Ensure Commander approves FH and O&M 5-year long range furnishings plans. **(T-1)**

1.2.35.12. Identify, budget, advocate, and monitor programs to replace, improve, operate, maintain, and repair housing assets. **(T-1)** Use Commander-approved FH and O&M 5-year long-range plans to support furnishings requirements. **(T-1)**

1.2.35.13. Serve as the installation OPR for the annual Basic Allowance for Housing (BAH) data collection process. **(T-0)**

1.2.35.14. Assist eligible Armed Forces Service Members and/or qualifying dependents with Housing Flexibility. **(T-0)**

1.2.35.15. Advise the installation Community Action Team (CAT) on housing issues. **(T-1)**

1.2.35.16. Provide housing personnel with installation-specific training, and ensure completion of appropriate AFIT housing education courses and AFCEC training. **(T-1)**

1.2.35.17. Work in concert with Installation CCM to ensure nominative Developmental Special Duty members meet the quality force indicators and leadership traits required of an Airmen Dorm Leader (ADL) and participate as a board member. **(T-1)**

1.2.35.18. Validate and certify housing allowance documents IAW JTR and this AFI. **(T-0)**

1.2.35.19. Ensure military and civilian housing applicants disclose all names of persons who will reside in FH, UH or PH. Ensure written attestation by applicant that the applicant has disclosed if any resident listed as residing in FH, UH, or PH is a sex offender and registered, or required to register, on the National Sex Offender Public website maintained by the United States Department of Justice, **www.nsopw.gov**, and the State Sex Offender Registry. **(T-0)**

1.2.35.20. Provide FH and UH residents information regarding environmental hazards and potential safety and health issues. Notify applicable base agencies of resident concerns. **(T-1)**

1.2.35.21. Conduct quarterly reconciliation actions, in conjunction with base Financial Services Officer, for members assigned to FH and UH drawing BAH. **(T-1)**

1.2.35.22. Advise civilians authorized housing allowances that those allowances are forfeited when assigned to FH and UH. **(T-0)** See **paragraph 10.2.13** for further information on rental charges for civilians assigned to government-controlled housing.

1.2.35.23. Establish procedures to collect rental charges for FH and UH when applicable. **(T-0)**

1.2.35.24. Provide annual redistribution assessment for FH and space allocation assessment for UH to maximize utilization for Commander approval. **(T-1)**

1.2.35.25. Provide FH and UH residents a housing brochure, the Environmental Protection Agency (EPA) pamphlet, "*A Brief Guide to Mold, Moisture and Your Home*," and installation environmental fact sheets upon assignment to quarters, and ensure members acknowledge resident responsibilities and liability upon receipt. **(T-1)**

1.2.35.26. Provide oversight of PH projects IAW the installation housing privatization transaction documents as identified by AFCEC/CIM and this AFI. **(T-1)**

1.2.35.26.1. Ensure members and their families are aware of PH and provide target tenant applicant information to PH property management office when applicant provides consent of release of Personally Identifiable Information in writing. **(T-1)**

1.2.35.26.2. Provide the Military Housing Privatization Initiative Tenant Bill of Rights document, the Military Housing Privatization Initiative Tenant Responsibilities document, and the EPA pamphlet, "*A Brief Guide to Mold, Moisture and Your Home*".

1.2.35.26.3. Review annual PH resident survey results and ensure installation and resident concerns are addressed in the AFCEC-approved project owner action plans. **(T-1)** Identify and ensure discussion item included in the Management Review Committee, Installation Management Review Committee, and partnering meetings. **(T-1)** Identify and recommend to Commander any items of responsibility by the MHO. **(T-1)**

1.2.35.26.4. Review PH work orders, and report health and life safety work orders to the Commander for command awareness. **(T-1)**

1.2.35.26.5. Review annual operating budget and provide comments to the Commander.

1.2.35.26.6. Serve as the AF functional OPR at the installation level to facilitate the Installation Management Review Committee and Management Review Committee meetings and partnering meetings. **(T-1)**

1.2.35.26.7. Submit the Commander-approved quarterly compliance checklist to AFCEC/CIM. **(T-1)**

1.2.35.26.8. Identify and coordinate on proposed transaction documents changes. **(T-1)**

1.2.35.26.9. Review annual project owner budgets and provide input for submittal to Commander. **(T-1)**

1.2.35.26.10. Ensure fire, policy and utility information is provided to AFCEC/CIM for establishing annual reimbursements. **(T-1)**

1.2.35.26.11. Staff the Commander's recommendation for the Performance Incentive Fee award to the approval authority. **(T-1)**

1.2.35.26.12. Ensure appropriate project permits are on file as required. **(T-1)**

1.2.35.26.13. Review Extraordinary Costs & Expenditures report provided by project owner and discuss during the PH Management Review Committee, and Installation Management Review Committee meetings. **(T-1)**

1.2.35.26.14. Establish procedures with Security Forces on processing requests for base access for PH project owner personnel, subcontractors, and potential non-DoD residents as required. **(T-1)**

1.2.35.26.15. Coordinate with the installation planner to integrate the Family Housing Master Plan (see **paragraph 11.2.3**) and Dorm Master Plan (see **paragraph 11.21.7**) with installation planning efforts.

1.2.35.27. Successfully complete the course "Certified Military Housing Inspector (CMHI)" offered by Military Housing and Lodging Institute (MHLI).

1.2.36. **Unaccompanied Housing (UH) Management Section, including UH Manager/Superintendent, and Airmen Dorm Leaders (ADLs) will:**

1.2.36.1. Manage daily operations of permanent party UH facilities to include dormitories, Unaccompanied Non-Commissioned Officer Quarters and Unaccompanied Officer Quarters to maintain optimal utilization, and use eMH for all transactions and reporting requirements. **(T-0)**

1.2.36.2. Perform facility management for UH, Maintenance and Repair (M&R) requirements to include Change of Occupancy Maintenance, under their control IAW AFI 32-1001, *Civil Engineer Operations*. **(T-1)**

1.2.36.3. Ensure resident compliance with applicable directives and policy. **(T-0)**

1.2.36.4. Assess good order and discipline and exercise general supervision over residents. Mentor residents and assist them in their adjustment to military life, the development of military attitude and their enhancement of social skills. **(T-1)**

1.2.36.5. Closely interact with and maintain liaison with first sergeants, squadron commanders, and wing CCMs and advise Commander on UH program. **(T-1)**

1.2.36.6. Manage permanent party rooms authorized for temporary diversion. **(T-1)**

1.2.36.7. Maintain accountability of supplies and furnishings issued by Furnishings Management Section and turn-in all unserviceable items to Furnishing Management. **(T-0)**

1.2.36.8. Manage BAH waiting list for unaccompanied personnel requesting to reside off base. **(T-1)**

1.2.36.9. Provide and ensure accuracy of data for DMP. **(T-1)**

1.2.36.10. Serve as an advisor on various dormitory councils. **(T-1)**

1.2.36.11. Assist members determined eligible under Housing Flexibility for assignment to UH. **(T-0)**

1.2.37. **Furnishings Management Section Managers will:**

1.2.37.1. Manage daily operations including warehouse facility and provide furnishings and appliances to eligible personnel. **(T-1)**

1.2.37.2. Serve as the OPR to purchase, maintain, and dispose of furnishings for FH and UH programs. **(T-1)**

1.2.37.3. Serve as installation primary custodian for GOQ furnishings, includes SCP tableware and linen. **(T-1)**

1.2.37.4. Conduct annual inventory and assessment of 100 percent of furnishings issued to supported agencies and in warehouse, and prepare plan for acquisition, repair or disposal of items based on the assessment. **(T-1)** Supported agencies must assist Furnishings Management Section with the inventory and assessments to ensure accountability and condition of issued items. **(T-1)** Furnishings Management Section will perform a semiannual inventory of high value or pilferable items. **(T-1)**

1.2.37.5. Develop FH and O&M 5-year long range furnishings plans for Commander approval. In OCONUS locations, include community housing support. **(T-1)**

1.2.37.6. Maintain furnishing back-up stock not to exceed maximum allowance of three-percent per item for all furnishings items. **(T-1)** This does not apply to GOQ supplemental furnishings items.

1.2.37.7. Establish a furnishings repair program. **(T-1)**

1.2.37.8. Provide support for the lodging program as requested by Force Support Squadron Commander, and as approved by the MHO Manager and BCE. **(T-1)**

1.2.38. **Tableware Program and Amenities Representative 11th Wing Logistic Readiness Squadron (11 WG/LRS) will:**

1.2.38.1. Manage the AF SCP Tableware Program to include budget, inventory accountability, issuance, replacement and disposal. **(T-0)**

1.2.38.2. Ensure inventory accountability for Air Force tableware, including on-hand inventory, issuances, replacement, and disposal. **(T-0)**

1.2.38.3. Identify budget requirements for the AF Tableware Program, through Air Force District Washington (AFDW) to AFCEC. **(T-0)**

1.2.38.4. Provide AF/A4CA, AFCEC and installation MHO Manager an annual inventory with costs for all SCP residences. **(T-1)**

1.2.39. **Installation Wing, CE, and Security Forces Resource Advisors (RA) will ensure installation level information associated with fire, police, and utility reimbursements are provided to AFCEC/CIM and the MHO Manager in support of PH. (T-0)**

1.2.40. **Civil Engineer Resource Advisors will:**

1.2.40.1. Support the MHO Manager in the development of housing budgets as needed. **(T-1)**

1.2.40.2. Provide MHO Manager monthly information on expenditures for GOQs. **(T-1)**

1.2.41. **Furnishings Management Supported Agencies will maintain control of furnishings in their respective facilities, assist Furnishings Management Section in conducting annual inventory and condition assessments, and turn-in all unserviceable furniture to the Furnishing Management Section. (T-1)**

1.2.42. **Housing Residents (FH & UH) will:**

1.2.42.1. Receive and Acknowledge receipt in writing of: the EPA pamphlet: *A Brief Guide to Mold, Moisture and Your Home*, installation environmental fact sheets, the housing resident brochure, and resident responsibilities and liabilities, at the time of assignment. **(T-0)**

1.2.42.2. Perform housekeeping IAW installation standards and report maintenance and repair requirements in sufficient time to minimize damage to facility. **(T-1)** Account for personal, family and guest conduct, conserve utilities, report furnishings maintenance needs, and follow fire, health, security, and safety instructions. **(T-1)**

1.2.42.3. Participate in the development and review of annual and long-range plans for their GOQ to identify M&R and furnishings requirements. **(T-2)** For GOQs, review quarterly expenditures and sign AF Form 3826 to acknowledge expenditures. **(T-1)**

1.2.43. **Housing Residents (PH) will:**

1.2.43.1. Receive and Acknowledge receipt in writing of: Military Housing Privatization Initiative Resident Bill of Rights document, "Resident Responsibilities and Liabilities" document, the EPA pamphlet: *A Brief Guide to Mold, Moisture and Your Home* with any supporting installation fact sheets, and all pertinent Environmental Hazard Disclosures at the time of referral.

1.2.43.2. Identify maintenance and repair requirements IAW the established work order system identified by the PO and IAW lease document. Track and monitor work status and completion, notifying MHO if work order is closed without work being satisfactorily completed.

1.2.44. **Enlisted Aides will represent the GOQ resident, as directed by the resident, and work closely with the GOQ Management Team on daily support of GOQ operations to ensure requirements are identified. (T-1)**

Chapter 2

GENERAL POLICY FOR HOUSING PROGRAMS

2.1. Policy. The Air Force policy, IAW Department of Defense Manual 4165.63, *Department of Defense Housing Management*, is to ensure that eligible service members, their families, and eligible civilians have access to affordable, quality housing facilities and services consistent with grade and dependent status and generally reflecting contemporary community living standards. Commanders have responsibility for their military housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families.

2.2. Military Housing Office (MHO). The Commander must ensure a MHO is established to support and provide services to military members and their families. **(T-0)** The Commander and the BCE must ensure personnel are provided with education and training opportunities to meet OSD and AF competency standards. **(T-1)**

2.2.1. **Military Housing Office Organizational Structure.** The BCE and the MHO Manager ensure the following sections are in place to provide housing assistance and perform property management actions. **(T-1)**

2.2.1.1. Family Housing (FH) Management Section.

2.2.1.2. Unaccompanied Housing (UH) Management Section.

2.2.1.3. Furnishings Management Section**.**

2.2.2. **Housing Manpower Authorizations.** Installation housing management is the responsibility of the MHO aligned under the Installation Management Flight within the Civil Engineer Squadron or Civil Engineer Group. MHOs currently earn manpower authorizations based on two manpower standards.

2.2.2.1. Installations with government-controlled housing use Air Force Manpower Standard *44H3 Housing Flight.* Installations with PH use Air Force Manpower Standard *44H3 Housing Flight with Privatized Housing*. For FH privatization oversight, the MHO Manager and positions performing PH oversight are considered inherently governmental.

2.2.2.2. Positions earned in support of FH are directly cited and paid from AF housing appropriation (P-721).

2.2.2.3. Positions earned in support of UH are considered inherently governmental and paid from 3400 O&M funding, specifically PE xx553F.

2.2.2.4. Positions earned in support of Furnishings Management are paid from 3400 O&M funding, specifically PE xxx79F.

2.2.3. **Unaccompanied Housing Management Manpower.** UH Management personnel are in positions referred to as Airmen Dorm Leader (ADL) with the Air Force Specialty Code 8H000. The term Airmen Dorm Leader is equivalent to, and may be used synonymously with, Unaccompanied MHO Manager.

2.2.3.1. Installations follow the requirements set forth in the Air Force Personnel Center Developmental Special Duty Nomination and Selection Program Personnel Services Delivery Guide when selecting members to the position of ADL. **(T-1)**

2.2.3.2. ADLs are assigned for three years per the Air Force Enlisted Classification Directory (Assignment Availability Code 50).

2.2.3.3. Manpower authorizations are inherently governmental. Manning is primarily military to provide for mentoring and leadership responsibilities. At least one civilian authorization is appropriate for program continuity. **(T-1)**

2.2.3.3.1. As a minimum, designate a Master Sergeant or civilian equivalent as the UH Management Section Chief/UH Management Section Superintendent.

2.2.3.3.2. As a minimum, designate one civilian as a UH Manager (if not as the UH Management Section Chief) as appropriate based on total manpower authorizations.

2.2.3.3.3. All other UH Managers are limited to NCOs (Technical and Staff Sergeants).

2.2.4. **Furnishings Management Manpower.** The Commander must allocate manpower within the MHO for furnishings management, and ensure furnishings management is performed by government personnel or by government contract. **(T-1)** Incumbents of FH and UH manpower authorizations shall not be functionally responsible for furnishings management as an additional duty. **(T-1)**

2.2.5. **Housing Education and Training.** AF/A4CA, in concert with the AFIT and AFCEC/CIM, identify required education and training programs in support of FH, UH and PH oversight.

2.2.5.1. The Housing Education Review Committee will meet annually to establish the following year's education and training program and schedule. **(T-1)**

2.2.5.2. All housing personnel are required to attend AFIT functional education courses at least once every three years to ensure proficiency in their primary area of responsibility. Housing personnel with any facility (government controlled, privatized, or community) inspection responsibilities will complete the identified course to become a certified military housing inspector. **(T-1)** The MHO Manager must ensure members secure training slots as appropriate. **(T-1)**

2.2.5.3. ADLs must enroll in the Unaccompanied Housing Leadership (in-residence) course and the Unaccompanied Housing Management courses conducted by the Air Force Institute of Technology upon assignment selection. **(T-1)** **Note:** This applies to both Developmental Special Duty selects and OCONUS remote location hires.

2.2.5.4. AFIT education courses are offered to contract and PO personnel, and funded by the individual company.

2.3. Enterprise Military Housing (eMH). IAW the 16 April 2014 Undersecretary of Defense, Acquisition, Technology and Logistics memo (see **Attachment 15.25**), eMH is the DoD enterprise information technology system for operations and inventory management of DoD housing; all other programs are prohibited. **(T-0)** The eMH system is the authoritative data source for housing assets in the DoD Real Property database. All organizational levels, including installation, intermediate and Air Staff, must use eMH to record, manage, monitor, and track housing operations and actions for all accompanied and unaccompanied housing programs.

2.3.1. The MHO will use all modules and components in eMH to perform daily operations and management of assets. **(T-0)**

2.3.2. The MHO Manager must develop a quality assurance program to ensure data integrity and to maintain timely and accurate information in eMH. **(T-1)** Intermediate HQ must ensure installations are using eMH as required. **(T-1)**

2.3.3. AF eMH Business Rules outlining the mandatory use of all fields and modules and processes for reporting are located on the AF/A4C Portal, Housing Program Group Website (see **Attachments 15**.5.; **15.6**; **15.7**; **15.10**; **15.11**; **15.15**; **15.17**; and **15.23**).

2.3.4. FH and UH occupancy and utilization are reported semiannually, and GOQ costs are reported quarterly. **(T-1)**

2.3.4.1. The housing IT system will also be used to justify funding, manage change of occupancy timelines, and support construction, demolition, and renovation of assets.

2.3.4.2. Ensure inventory reported within eMH is coordinated with Real Property database on an annual basis IAW AFI 32-9005, *Real Property Accountability* (see **Attachment 15.6**). **(T-1)**

2.3.5. MHO personnel will use eMH training clips available on the eMH home page under Housing Training Tools Module. **(T-1)**

2.3.6. MHO personnel with GOQ management responsibilities will complete the eMH General and Flag Officer Module training clips available on the eMH home page at least once every two years and provide the certificate of completion to MHO manager and BCE as appropriate. **(T-1)**

2.4. Government-Controlled Housing Utilization. The AF goal is to maximize utilization of government-controlled housing. For FH, the goal is at least 98 percent occupancy and for UH, 95 percent occupancy.

2.4.1. Perform Family Housing utilization reporting according to the criteria within the eMH system (see **paragraph 2.3**). **(T-0)**

2.4.1.1. Installations accomplish eMH-generated Inventory and Utilization (I&U) reports during Mid-Year closeout (31 Mar) and End-of-Year closeout (30 Sep). For quarters of the year ending on 31 Dec and 30 Jun, installations will utilize the I&U module to verify data accuracy and process an Inventory Change Request (ICR) to make necessary corrections to inventory. Upon completion of ICR actions, installations will notify AFCEC/CIM to confirm utilization of inventory is correctly reflected. **(T-1)**

2.4.1.2. If 98 percent utilization cannot be maintained, determine necessary management actions to meet the goal. Mandatory housing is allowed only in foreign OCONUS locations under certain conditions (see **paragraph 4.11**).

2.4.2. Perform Unaccompanied Housing utilization reporting according to the criteria within the eMH system.

2.4.2.1. Installations accomplish eMH-generated I&U reports during Mid-Year closeout (31 Mar) and End-of-Year closeout (30 Sep). For quarters of the year ending on 31 Dec and 30 Jun, installations will utilize the I&U module to verify data accuracy and process an Inventory Change Request (ICR) to make necessary corrections to inventory. Upon completion of ICR actions, installations will notify AFCEC/CIM to confirm utilization of inventory is correctly reflected. **(T-1)**

2.4.2.2. If 95 percent utilization cannot be maintained in each dormitory, Unaccompanied Noncommissioned Officer Quarters (UNCOQ) or Unaccompanied Officer Quarters (UOQ) for two consecutive quarters, the Commander must establish a get-well plan. **(T-1)** The Installation Commander will submit an explanation regarding this circumstance with the base semiannual I&U report along with the get-well plan and estimated completion date. **(T-1)**

2.5. Housing Oversight Council, Housing Oversight Board, Housing Oversight Group

2.5.1. AFCEC/CI will provide housing program management reviews for the following meetings:

2.5.1.1. Housing Oversight Council on a semiannual basis. **(T-1)**

2.5.1.2. Housing Oversight Board on a semiannual basis. **(T-1)**

2.5.1.3. Housing Oversight Group on a semiannual basis unless events necessitate quarterly Housing Oversight Group meetings. **(T-1)**

2.5.2. Housing program management reviews will address all aspects of the Housing Program to include Military Family, Privatized, Leased and Unaccompanied Housing, General Officer Quarters, Furnishings Management and Housing Referral and Relocation Services. **(T-1)**

2.5.3. Briefings should detail the enterprise housing program and address execution of the following: Family Housing Construction and Family Housing Operations and Maintenance (FH O&M); Unaccompanied Housing (UH) MILCON and UH O&M; AF strategic plans (i.e., FH Master Plan, Dormitory Master Plan, and Housing Requirements and Market Analysis and Housing Community Profiles); project status and program management challenges/issues; and strategic/required resources to support a healthy program. **(T-1)**

2.6. Status of Forces and Support Agreements

2.6.1. **Status of Forces Agreement (SOFA).** The official SOFA or other international agreement between the United States takes precedence over AF housing policy. **(T-0)**

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

2.7. Joint Basing. At joint bases, organizations providing housing support will ensure the housing program is managed IAW management and operations policies, and provision of services and resources, as defined in a Memorandum of Agreement and installation implementation plans, and as agreed to by the supporting and supported Components. **(T-0)**

2.8. Housing Assignment Priorities. Assign eligible personnel to government-controlled housing IAW DoD Assignment Priorities. **(T-1)** (See Chapters **4, 6 and 7** regarding specific eligibilities related to the various types of housing.) PH uses the same priorities (refer to **Chapter 6** for details).

2.8.1. **Priority 1.** Key and Essential Service members and civilians, including special command positions.

2.8.2. **Priority 2.**

2.8.2.1. Service members and equivalent civilians who are assigned to, or attached for duty at, the installation (including sea duty), or who are assigned to other installations that are served by the housing complex.

2.8.2.2. Independent duty personnel of any Service working within suitable commuting distances of the installation.

2.8.3. **Priority 3.** All Service members and civilians not included in Priority 1 or 2.

2.9. Special Command Positions (SCPs). In accordance with DoDD 5105.53, *Director of Administration and Management (DA&M)*, OSD (DA ODCMO) designates a small number of general and flag officer and civilian GO-equivalent positions as SCPs. Members in these positions represent the interests of the United States in official and social activities involving foreign or domestic dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities. Incumbents are authorized additional furnishings and amenities in government-provided and PH to support these responsibilities. Refer to **Attachment 5**.

2.9.1. The approved list of Air Force positions is in **Attachment 4**.

2.9.2. Air Force provides housing support for some other SCPs from Joint Commands and the other Services. SCP designation list is maintained by the Director, Washington Headquarters Services, the Director, Human Resources Directorate (HRD) online at: whsportal.osd.mil/HRD/MILPERS/default.aspx

2.9.3. Organizations will request SCP designation via memorandum to AF/A4C IAW Department of Defense Manual S-5105.63-M, *DoD Cover And Cover Support Security Classification Guide (SCG) (U),* and Department of Defense Directive 5105.82, *Deputy Chief Management Officer of the Department of Defense,* and Department of Defense Directive Instruction 1338.21, *Special Command Positions (SCPs)*. **(T-0)** The MHO Manager must ensure the memorandum includes detailed information on the hosting requirements of the General Officer's position. **(T-0)** The memorandum should clearly differentiate the position from most other senior leader positions whose incumbents reside in government-provided or PH. **(T-0)** The justification must include:

2.9.3.1. Numbers of foreign or US dignitaries, high-ranking government or military officials, or outstanding members of the business, industrial, labor, scientific, and academic communities hosted at their government-provided or PH to further national interests during the two most recent calendar years. **(T-0)**

2.9.3.2. Description on how the number and scope of events identified is distinctly different and/or greater than other peer senior leader positions in government-provided or PH. **(T-0)**

2.9.4. Every two years OSD (DA ODCMO) will recertify the SCP list and request the SECAF justify each SCP requirement.

2.10. Key and Essential (K&E), Command Position, and Special Command Positions. Personnel assigned to K&E, command, or special command positions will be required to reside on the installation due to military necessity, operational requirements, and as a condition of employment or assuming the position. The Commander identifies K&E, command and SCP positions in an installation supplement to this instruction. **(T-1)**

2.10. (ROBINSAFB) Key and Essential (K&E) and Command Housing Positions.

2.10.1. Non-SCP command positions include commanders, deputy commanders, and command chief master sergeants at MAJCOM, Numbered Air Force, center, wing, and installation group level. MAJCOM/CC may authorize additional command positions. Authority may not be delegated below MAJCOM/CC.

2.10.1. **(ROBINSAFB)** Incumbents of certain key and essential positions known as Command Positions are required to reside in specific privatized homes as a matter of military necessity or as a condition of employment. The positions are identified by the Installation Commander (**Attachment 2**.).

2.10.2. Special Command Positions are designated by OSD and incumbents in these positions represent the interests of the United States in official and social activities involving foreign or domestic dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

2.10.2. **(ROBINSAFB)** The Installation Commander determines those positions considered as key and essential (**Attachment 2**). Although specific homes are not designated for these positions, certain areas or groups of homes may be reserved for them as determined by the MHO. Hunt Military Communities will work closely with the MHO with regard to key and essential personnel and will accept rent at the Basic Allowance for Housing (BAH) "without dependent" rate less a utility allowance should the individual be drawing BAH at the without rate. Personnel assigned to key and essential positions who do not have a home available for them upon arrival to the base will move to the top of the appropriate waiting list. Occupancy of an identified General Officer Home by any resident other than a General Officer must be approved by the Installation Commander.

2.10.3. K&E and Command housing may be held vacant for 90 days pending the arrival of incumbent. AFCEC/CI is the approval authority for vacancies beyond 90 days.

2.10.4. When housing is not immediately available, incumbents of K&E, command or SCPs are placed at the top of the appropriate waiting list to include the freeze zone; do not displace members with a firm housing commitment.

2.10.5. The Commander may waive the requirement for an incumbent of a K&E, command or SCP to reside on the installation under the following conditions:

2.10.5.1. Adequate FH is not available, or will not be available, to meet incumbent's family size and composition.

2.10.5.2. The only suitable, adequate FH for incumbent is geographically separated from the installation at which the K&E position is assigned.

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

2.10.6. Commanders may assign a member, other than the intended resident, to a designated housing unit. **(T-1)** Assigned members acknowledge, in writing, they may be required to relocate at government expense to another on-base or off-base housing compatible with their grade and bedroom requirement when the unit is required by designated incumbent.

2.10.7. When a member assigned to a Command or K&E position is single or not accompanied by family members, and there are no UH facilities or other on-base facilities to use as UH (such as visiting quarters), FH may be diverted to UH as a last resort. The MHO Manager uses FH funds to maintain FH diverted to UH. **(T-0)** Diverted FH must comply with congressional M&R limits. **(T-0)**

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

2.11.1. A member may occupy UH or other government-controlled housing that does not exceed minimum UH adequacy standards for assignment **(Attachment 8**) for the member's grade and still be eligible to receive BAH at the with-dependent rate if, (a) member is unaccompanied, and (b) family members are not residing in adequate government housing elsewhere (reference DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 7A, Chapter 26, section 2603). A member approved for Housing Flexibility who is offered assignment as a Priority 4 in UH (see **paragraph 7.7.4**) is not impacted by this policy.

2.11.2. For personnel determined to be K&E only, if the member occupies UH or other government housing which exceeds the unaccompanied minimum assignment standard for member's grade, BAH is terminated. If the occupied housing is the only housing available, and (a) housing is not suitable for joint occupancy, or (b) housing is suitable for joint occupancy and jointly occupied with another member of the appropriate grade permanently assigned to the duty station, BAH may not be terminated. **(T-0)** Members in grades O-1 to O-10, and W-1 to W-5 must have access to a living room and kitchen as shown in **Table 2.1**. **(T-0)**

2.11.2.1. AF discourages the use of government-owned FH units as temporary UH.

2.11.2.2. FH units or other housing temporarily designated as UH are considered adequate for joint occupancy if they have at least two private bedrooms, two separate full bathrooms, with a total net living area at least equivalent to the total net living area the joint residents would each be entitled to if it were permanent UH.

2.11.2.3. Regarding clause (b) in **paragraph 2.11.2**, the housing must actually be jointly occupied, although such housing may be singularly occupied for no longer than 30 days to accommodate a change if one of the joint residents departs (PCS). **(T-0)** SAF/IE may approve waivers to the 30 day requirement for joint occupancy of residents based on an unforeseen hardship (other than financial). There is no general basis in law for paying a basic allowance for housing (BAH) while at the same time providing quarters appropriate to the rank and adequate for the member and dependents. In fact, the law (37 U.S.C. § 403, implemented by DoD 7000.14-R, Volume 7A, Chapter 26, section 2608) affirmatively forbids such payment except (under 37 U.S.C. § 403(e)(5)) in cases where dependents are prevented by orders from occupying the quarters.

2.11.2.4. This provision applies to all locations and to FH units or other government housing temporarily diverted for use as UH.

2.11.2.5. Assign unaccompanied members to housing that meets minimum adequacy standards for their grade, when possible. (See **Attachment 8**.**)**

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

Minimum Standards for Unaccompanied Members Residing in Family Housing (FH)		**When exceeds Minimum Standards for single occupancy but not suitable for joint occupancy**	
Grade	**Space Required**	**Example**	**Rationale**
O-3 and above; W-3 - W-5;	460 sq. ft. net living area; private bedroom; separate bath; access to kitchen and living room	O-5 lives in FH unit with 1,300 sq. ft., 3 BR, LR, 1 full bath, 1 half bath	Each resident must have a separate bath
O-1, O-2; W-1, W-2;	330 sq. ft. net living area; private sleeping; separate bath; access to kitchen facility and living room in same building	O-2 lives in TLF unit converted to UH with 680 sq. ft., LR/kitchen, 2 BR, 1 bath	Each resident must have 330 sq. ft. and separate bath
E-7 - E-9	236 sq. ft. net living area; private room; separate bath	E-9 lives in UH dorm, 360 sq. ft., 2 rooms, shared bath	Each resident must have 236 sq. ft., separate bath

2.12. Sex Offender Disclosure. The Commander will require applicants for government-controlled housing and PH disclose the names of all persons who will reside in housing and require written attestation by each applicant that the applicant has disclosed if any resident listed as residing in the assigned unit is a sex offender and are registered, or required to register, on the National Sex Offender Public website. **(T-1)** Since disclosure could impose residency restrictions, develop a disclosure process consistent with federal and state laws, in coordination with the Commander, Staff Judge Advocate (SJA), Security Forces (SF), Force Support Squadron, and MHO Manager. Compliance is mandatory, except in foreign countries where compliance will be determined by the MAJCOM/CC based on host-nation requirements and sensitivities.

2.12.1. The MHO Manager must ensure members being assigned FH and UH and potential residents of PH complete AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, prior to assignment or leasing actions. **(T-1)** This disclosure notifies members and applicants of sex offender disclosure requirements and policies, and memorializes their certification of sex offender status of each prospective resident.

2.12.1.1. Members applying for FH must complete AF Form 4422, in conjunction with DD Form 1746, *Application for Assignment to Housing*. **(T-1)**

2.12.1.2. Members being assigned to UH must complete AF Form 4422 but completion of DD Form 1746 is not required. **(T-1)**

2.12.1.3. All prospective PH residents must complete AF Form 4422 at the time of application including military members or personnel determined to be an Other Eligible Tenant. **(T-1)** The MHO will ensure the disclosure form is completed before the project owner finalizes a lease with a tenant. (**T-0**) Do not release AF Form 4422 to project owner. The MHO will provide written or electronic documentation, not including a copy of AF Form 4422, to project owner validating member's eligibility as a target tenant or Other Eligible Tenant. **(T-0)**

2.12.2. An applicant for housing, who discloses that he or she or another prospective resident of his or her home is a sex offender required to register (**paragraph 2.12**), and therefore cannot sign AF Form 4422, must provide required documentation, when requested, in order for the Commander to make a final residency determination. **(T-1)** An applicant's failure to disclose required information will result in denial of housing application and/or eviction from housing (at member's expense). **(T-1)** Documentation should include the following, but additional information may be required:

2.12.2.1. Whether the sex offender is the military member, civilian or dependent.

2.12.2.2. Nature and circumstances of the offense.

2.12.2.3. Precise criminal statute or law under which the person was convicted.

2.12.2.4. State or jurisdiction in which the offense occurred and location and date offense was adjudicated.

2.12.2.5. Time passed since the offense was committed.

2.12.2.6. Age of the offender at the time the offense was committed.

2.12.2.7. Age of the victim at the time the offense was committed.

2.12.2.8. Evidence that tends to demonstrate the applicant's subsequent rehabilitation, exemplary conduct, or other commitment to obedience to law.

2.12.2.9. Whether the conviction requiring registration has been reversed, vacated, or set aside or if the registrant has been granted an unconditional pardon of innocence for the offense requiring registration.

2.12.2.10. Conditions of parole or probation or monitoring, if any.

2.12.3. The Commander is the approval or disapproval authority for applications by members who disclose he or she, or a member of the household, is a registered sex offender. Commanders must coordinate with the Staff Judge Advocate, AFOSI, Security Forces, and the Force Support Squadron before making the determination. **(T-1)**

2.12.3.1. The Staff Judge Advocate verifies that the content of the application, disclosure statement, and staff package, as well as the Commander's decision and any follow-on actions, are conducted IAW applicable state and federal law. **(T-1)**

2.12.3.2. The Security Forces verifies through state and federal registration databases that the individual is registered and coordinates with parole officers when the individual is under supervision. **(T-1)**

2.12.3.3. The Force Support Squadron ensures all areas (including home day care service providers) where children congregate, and the surrounding vicinity as determined by an appropriate buffer distance, are identified and disclosed to the Commander to present a clear picture as to where children are typically present to assist in determining risk. **(T-1)** Additionally, the Force Support Squadron must disclose to the Commander any home day care service being provided within the same unit under consideration by the Commander with respect to this section **(2.12)**. **(T-1)** Furthermore, any application to establish a home day care service must be deconflicted with any previous Commander-approved application under this subsection (2.12.3). **(T-1)**

2.12.4. When a Commander decision is rendered, the MHO Manager must immediately notify all parties concerned. **(T-1)**

2.13. Leasing and Subleasing. Leasing or subleasing of government-controlled housing is not authorized (Comptroller General Decision B-140917 and 39 Comp. Gen Decision 401). **(T-0)**

2.14. Air Force Housing Resident Brochure. The MHO Manager must provide an installation-specific resident brochure for UH and FH residents, and members must acknowledge receipt in writing. **(T-1)** Refer to **Attachment 15.4** and **Attachment 15.14** for the sample brochures. The MHO Manager establishes assignment procedures to ensure members are briefed on the details from the Resident Brochure during an initial inspection. **(T-1)**

2.15. Normal Wear and Tear. Upon move-out, residents should not be charged for normal wear and tear on the housing unit they occupied. Normal wear and tear is the expected decline on the condition of a property due to normal everyday use. Deterioration occurs to housing units during the course of living in a property. This is not caused by abuse or neglect. The amount of acceptable wear and tear varies based on the condition of the unit components at move-in and how long a tenant resides in a property. See **Table 2.2** for some examples of normal wear and tear versus damage caused by a resident.

Table 2.2. Examples of Normal Wear and Tear versus Damages.

NORMAL WEAR AND TEAR	DAMAGES
Fading, peeling, or cracked paint	Drawings, crayon markings, or unauthorized wallpaper that owner did not approve
Slightly torn or faded wallpaper	Seriously damaged or ruined existing wallpaper
Small chips in plaster	Gaping holes in walls or plaster
Nail holes, pin holes, or cracks in wall	Holes in ceiling from removed fixtures
Door sticking from humidity	Doors ripped off hinges
Cracked window pane from faulty foundation or building settling	Broken windows
Floors needing coat of varnish	Chipped or gouged wood floors
Carpet faded or worn thin from walking	Holes, stains, or burns in carpet
Loose grouting and bathroom tiles	Missing or cracked bathroom tiles
Worn or scratched enamel in old bathtubs, sinks, or toilets	Chipped and broken enamel in bathtubs and sinks
Rusty shower rod	Missing or bent shower rods
Partially clogged sinks caused by aging pipes	Clogged or damaged toilet from improper use
Dirty or faded window covering	Torn, stained, or missing window covering
Worn or discolored fixtures	Missing fixtures

2.15.1. Cleaning standards at move-out vary by installation, geographic region, or privatization project owner; but minimum standards for move-out condition include that each component of the housing unit fulfills the function for which it was designed, operates properly, is in acceptable condition, and has acceptable appearance (no noticeable defects). The new resident will have a period of time, typically 5 – 10 days from move-in, to document any additional existing conditions or discrepancies they find in the home. **(T-1)**

2.15.2. During the move-out inspection, the current condition of the unit will be compared to the condition at move-in, and any applicable damage charges for items that exceed normal wear and tear will be assessed. Certain components of the unit may be depreciated based upon their useful life and the damage costs should be prorated accordingly. Any resident's alterations to the structure, finishes or appliances performed without authorization are considered damages.

2.15.3. The resident should be present during the move-out inspection. In PH, the resident may have command representation in attendance during check-out inspections. The staff performing the inspection should identify any damages and provide an explanation of the variance between current state and to the move-in condition to the resident.

2.15.4. **Anchoring of Certain Items.** A resident of a FH unit is allowed to anchor any furniture, television, or large appliance to the wall of the unit for the purpose of preventing such items from tipping over without incurring a penalty or obligation to repair the wall upon vacating the unit. **(T-0)** For the resident to be exempt from damage charges or obligation to repair, the anchoring must be for the sole purpose of preventing the object from tipping over.

2.16. Resident Liability in Government-Controlled Housing. Residents are liable for loss or damage to housing, equipment, furnishings, grounds and exterior facilities in their area of responsibility caused by the abuse or negligence of the member, dependents, guests, service animals, emotional support animals, and pets, and for failure to clean an assigned unit satisfactorily upon termination. Financial liability is determined IAW DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability For Government Property Lost, Damaged, Destroyed, Or Stolen.*

2.16.1. The MHO and UH Management Section must inform residents at the time of assignment that the government does not provide personal property or liability insurance for residents. **(T-1)** Recommend that residents secure adequate insurance coverage such as renters insurance for their needs. Provide information to members that the Air Force Claims Service Center (for Air Force personnel) or sister-service equivalent may consider claims for reimbursement of personal property at a depreciated amount when government controlled housing is damaged through no fault of the resident or privatized housing contractor. Any claims for reimbursement by the government are secondary to any available insurance. Advise the resident to seek further claims information or assistance from the Air Force Claims Service Center or the installation Staff Judge Advocate.

2.16.2. The MHO Manager must ensure a resident liability clause is included in every housing maintenance contract that requires the contractor to report suspected resident abuse or negligence when observed. **(T-1)**

2.16.3. In the event of damaged, destroyed or lost property, the MHO Manager or UH Management Section Chief must make the initial determination whether the resident is responsible for the abuse or negligence, informs the resident of their liability and ensures the cost of damage is collected when resident voluntarily agrees to recoupment. **(T-1)**

2.16.4. The MHO Manager initiates a Report of Survey as required by DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen*. The Air Force must investigate and report damages or losses to government-owned equipment with an initial acquisition cost (value) of $5000 or greater; all sensitive, classified, or leased (capital lease) property regardless of initial acquisition cost; and any real property. **(T-0)** The BCE must initiate a Report of Survey for government housing when the proximate cause of the loss or damage is determined to be gross negligence or abuse, or damage if the member was "on notice" of the particular risk involved and failed to exercise reasonable, available opportunities to prevent or limit the loss or damage. **(T-0)**

2.16.5. With the MHO Manager approval, the resident may repair the damage, pay a commercial contractor to repair the damage or allow the FH or UH maintenance contractor to repair the damage and reimburse the government. The member must have government approval for method of repairs before any MHO personnel clears the member from housing. **(T-1)**

2.16.6. For abandoned units, the MHO Manager must arrange for a commercial contractor to clean and repair resident damages and seek reimbursement from the member using DD Form 139, *Pay Adjustment Authorization*. **(T-1)**

2.16.6.1. The MHO Manager may deduct charges from a military member's or civilian employee's pay pursuant to DoD 7000.14-R, Volume 12, Chapter 7. **(T-0)** Notify member prior to taking reimbursement actions. **(T-1)**

2.16.6.2. Credit money collected for loss, damage to or cleaning FH to the installation Military Family Housing, Unaccompanied Housing or furnishings FH Operations and Maintenance account (as appropriate).

2.16.6.3. The MHO Manager must monitor collection of damage assessments to ensure the member reimburses the government costs sufficient to cover necessary repairs, replacements or cleaning. **(T-1)**

2.17. Environmental Hazard Disclosure. Before assignment of housing to a member or their family, the MHO Manager and UH Management Section Chief, in coordination with base environmental office, must fully disclose information on environmental hazards. **(T-0)** Refer residents who report potential environmental-related health issues to their health care provider. Request the Bioenvironmental Engineer determine requirements for a follow-up health risk assessment. Coordinate development and periodic update of the installation fact sheets with the BCE and Bioenvironmental Engineering. See **www.epa.gov** for ordering brochures and extended information. At OCONUS locations, provide additional local and/or host-nation brochures for environmental hazards, as required/appropriate. At installations with PH, ensure the project owner is providing environmental hazard disclosures in accordance with Federal and State law. The MHO Manager and UH Management Section Chief must provide residents applicable information for asbestos, lead-based paint, mold, and radon hazards and obtain written acknowledgement by the member of receipt of each notification, disclosure, and document/report. **(T-1)**

2.17.1. **Asbestos.** Communicate asbestos hazards by providing:

2.17.1.1. A locally-adapted installation letter or fact sheet, based on information from the EPA's website, about the potential risk of asbestos. **(T-1)**

2.17.1.2. Any sampling results performed by the installation within housing units, housing common areas, and housing support facilities. **(T-1)**

2.17.1.3. Notification to the member of the presence of known or presumed asbestos-containing materials in the assigned unit or unit-type. The provided notification must include the location of asbestos-containing materials with the potential to be disturbed, as well as how and why to avoid disturbing the asbestos-containing material. **(T-1)** Additionally, ensure this documented disclosure aligns with AFI 32-1001, *Civil Engineer Operations*, Chapter 15, *Facility Asbestos Management*. **(T-1)**

2.17.2. **Lead and Lead-Based Paint (LBP).** Complete the required lead-based paint disclosures by providing:

2.17.2.1. The EPA pamphlet, *Protect Your Family from Lead in Your Home*, which can be ordered from the EPA at **www.epa.gov/lead/protect-your-family-lead-your-home-real-estate-disclosure**.

2.17.2.2. A lead-based paint certification and acknowledgement. **(T-0)** A sample form containing all five required parts is available from the EPA at **www.epa.gov/lead/lessors-disclosure-information-lead-based-paint-andor-lead-based-paint-hazards**.

2.17.2.3. A copy of records/reports pertaining to the presence of lead-based paint or lead-based paint hazards known or suspected/presumed in the assigned housing unit and any associated common areas. **(T-0)**

2.17.3. **Mold.** Communicate mold hazards and undertake mitigation and remediation actions by:

2.17.3.1. Provide the EPA publication, *A Brief Guide to Mold, Moisture and Your Home*, during initial Housing Referral and Relocation services support and make the guide available to all residents in an appropriate public area. Additionally, coordinate with the local military treatment facility and provide an installation-specific fact sheet, which includes preventive measures, to address high moisture and mold growth if any of the following apply to the housing unit or unit-type:

2.17.3.1.1. Located in a coastal area or other location with high humidity.

2.17.3.1.2. A history of water damage, whether natural or man-made.

2.17.3.1.3. The construction design or materials have proven susceptible to mold growth or excessive moisture build-up.

2.17.3.2. Address mold and moisture occurrences as quickly as possible to prevent proliferation through, at a minimum, the following actions:

2.17.3.2.1. Immediately upon resident notification of mold conduct a visual inspection of the unit. The visual inspection of the unit should identify the presence or absence of mold growth and water leaks on wall surfaces and in building systems (HVAC, ductwork, roof, windows, etc.) and potential safety risks (electrical shock and structural failure).

2.17.3.2.1.1. In FH or UH, the initial visual inspection is jointly conducted by the MHO and maintenance service provider. In PH, the initial visual inspection is jointly conducted by the MHO and a PO representative.

2.17.3.2.1.2. If warranted based on the inspection, determine habitability of the unit, and/or schedule a comprehensive inspection and appropriately repair according to the severity of the problem while addressing the root cause to the extent reasonably possible to prevent a reoccurrence.

2.17.3.2.1.3. Keep the resident fully informed of the action plan, inspection results, remediation plans, and estimated schedule.

2.17.3.2.2. Immediately relocate the resident to another room or temporary lodging until assessment and remediation are complete 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.

2.17.3.2.3. Refer residents reporting mold-related health concerns to their health care provider for an evaluation.

2.17.3.2.4. Relocate resident from temporary lodging to another adequate house based on a recommendation from the Chief of Aerospace Medicine and/or Installation Occupational and Environmental Medicine Consultant (IOEMC) or as required by the scope of the repair.

2.17.3.2.5. Request maintenance service provider measure indoor humidity and MHO advise resident on how to keep humidity low (below 60 percent) for occurrences of minor mold and mildew or condensation on ceilings, walls and windows.

2.17.3.3. Recommend the following mold preventive measures to residents, modified as appropriate for the installation's climate, unit types, and construction methods. Under no circumstances require a resident with a reported or documented mold-sensitivity to clean mold from their unit. In high humidity locations, periodically publish in the installation newspaper and other installation Public Affairs venues preventive measures:

2.17.3.3.1. Dry condensation from affected areas.

2.17.3.3.2. Increase air circulation by using a household fan, kitchen vent hood exhaust while cooking, and bathroom exhaust when shower is in use and immediately after use.

2.17.3.3.3. Minimize dust accumulation throughout the unit and clean mildew from visible surfaces using detergent and water or a mild household cleaner, wearing ordinary household rubber gloves.

2.17.3.3.4. If unit is equipped, routinely empty water from the air conditioner drip pan.

2.17.3.3.5. Report recurring leaks and persistent mold, mildew and moisture to the MHO for FH, to UH management for UH, or to maintenance service provider.

2.17.4. **Radon.** Communicate radon hazards by providing:

2.17.4.1. The EPA publication, *A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon* (**www.epa.gov/radon/citizens-guide-radon-guide-protecting-yourself-and-your-family-radon**). **(T-1)**

2.17.4.2. Summary results from any installation radon testing pertaining to housing units, regardless of the results. Include results specific to the unit or unit-type, as applicable. **(T-1)** The EPA and the Surgeon General recommend testing all homes below the third floor level for radon. See AFI 48-148, *Ionizing Radiation Protection*, 5.3.1, *Radon Exposure*, for additional requirements.

2.17.5. For any substantiated health or safety risks, to include the above environmental hazards, take appropriate action to relocate the member and their family temporarily or permanently.

2.18. Privately Owned Firearms. The MHO Manager and the Defense Force Commander must establish processes to ensure UH, FH and PH residents acknowledge and comply with installation specific policies and procedures regarding registering privately owned firearms. **(T-1)** Residents must comply with AFI 31-101, *Integrated Defense (FOUO)* and other installation firearms policy. **(T-1)**

2.19. Social Visits. The Commander must establish local social visit policies for FH and UH. **(T-1)**

2.19.1. **Unaccompanied Housing.** Local policy must include that at a minimum guests must: be at least 18 years old, escorted at all times, and prohibited between hours 2400 – 0600 hours. **(T-1)** Cohabitation is not authorized. **(T-1)**

2.19.1.1. MAJCOM/CC with overseas locations, excluding Alaska and Hawaii, may authorize Commanders the authority to waive the above restrictions in order to accommodate a member's dependents residing outside the local commuting area as social visitors. Dependents' visits are limited to no more than 30 days during any 12-month period.

2.19.1.2. When authorized by MAJCOM/CC, the Commander must establish local procedures to process request for waiver on a case-by-case basis. **(T-2)** Approval authority may not be re-delegated.

2.19.2. **Family Housing.** Local policy must consider that FH is appropriated for use as single-family dwellings and may not be jointly occupied by more than one family. **(T-1)** Personnel defined as a dependent (see **Attachment 1** for definitions), are not considered a social visitor.

2.19.2.1. Bona fide social visits of 30 days or less do not constitute joint assignment of FH.

2.19.2.2. Social visits of military personnel assigned to the installation and civilians residing outside the commuting area are limited to 30 days, and those residing within the commuting area are limited to 2 days. The Commander may authorize extension of social visits (except for persons authorized BAH, Overseas Housing Allowance (OHA) or Living Quarters Allowance (LQA)). When persons authorized BAH, OHA, or LQA, extend visits beyond 30 days, the visit is reclassified as joint occupancy. Joint occupancy is not authorized.

2.19.2.2.1. IAW DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26, BAH and OHA is not authorized when a military member occupies adequate Government quarters.

2.19.2.2.2. IAW DoDI 1400.25-V1250, LQA is terminated when a civilian employee occupies Government-owned or Government-leased quarters at no personal expense, except when the employee occupies Government quarters during the temporary absence of the regular resident and at the same time is obligated to maintain his/her own non-Government-owned or non-Government-leased quarters.

2.20. Commercial Activity in Housing. With the appropriate approvals, government-controlled and PH residents may be authorized to conduct a commercial activity in their assigned or leased quarters. Approvals are required before business start-up.

2.20.1. Commercial activities should be limited to those that can be properly carried out from assigned or leased quarters. Activities may involve direct sales of products, minor repair service on small items, incidental services, tutoring and limited manufacture of items.

2.20.2. For government-controlled housing, member requests are submitted to the MHO Manager for Commander's approval.

2.20.3. For PH, resident requests are submitted to project owner for approval. When PH is located on non-federal land and within city limits, certain fees, code compliance and community regulations may apply.

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

2.20.5. Child care in government-controlled FH and PH is a unique category of commercial activity and is governed by AFI 34-144, *Child and Youth Programs*. Family child care is generally permitted by the PH mandatory tenant lease clauses; however, all parties must comply with the tenant lease agreement. **(T-1)** Providing of child care services in housing is not a consideration for assignment priorities, nor eligibility of family housing.

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

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

2.20.8. The MHO Manager must advise residents to obtain personal liability insurance, to cover the risk of legal actions from customers and damage to government property, since residents conducting a private business in government-controlled housing could be held personally liable for loss or damage. **(T-1)**

2.21. Pets in Government-Controlled Housing and Privatized Housing. Commanders must establish a local pet policy incorporating AF restrictions, as a minimum. **(T-1)** MHO must ensure PO establishes pet policy that complies with AF and local restrictions for PH residents and is incorporated into individual lease agreements. For PH ensure incorporation of policy in project documentation and individual lease agreements. **(T-1)** Residents in government-controlled housing must comply with applicable federal, state and local laws, installation-specific requirements for pet ownership, registration, control and vaccination, **(T-0)** and adhere to the following guidelines:

2.21.1. Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive" or "potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer with written approval of the Defense Force Commander or approval is obtained by the Commander in writing. (**T-0**) For purposes of this policy, “aggressive” or “potentially aggressive” breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following type of behaviors:

2.21.1.1. Unprovoked barking, growling or snarling at people approaching the animal.

2.21.1.2. Aggressively running along a fence line when people are present.

2.21.1.3. Biting or scratching people.

2.21.1.4. Escaping confinement or restriction to chase people.

2.21.2. Residents may not board exotic animals such as, but not limited to: reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.

2.21.3. Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. **(T-1)** Pets must not be left tied or unattended in exterior appurtenances or unfenced yards, or allowed to run loose outside fenced yards. **(T-1)**

2.21.4. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies attached. **(T-1)**

2.21.5. Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up daily or immediately if the pet evacuates outside the patio or yard. **(T-1)**

2.21.6. Operating a commercial kennel is prohibited. **(T-1)**

2.22. Service Dogs in Government-Controlled Housing. The Commander must accommodate eligible military and civilian personnel and their dependents, including Recovering Service Members, who become residents of government-controlled housing and have a requirement for a service dog. **(T-0)** If no accommodations are available, make every attempt to make available accommodations by offering other ranking Service Members to relocate off base with housing allowance. **(T-0)** The Commander establishes local policy and procedures for the use of Service Dogs by eligible residents. **(T-0)**

2.22.1. Authorities associated with Service Dogs are provided from DoDI 1300.27, Guidance on the Use of Service Dogs by Service Members, the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., and the Fair Housing Act, 42 U.S.C. § 3601 et seq. DoDI 1300.27 establishes policy and procedures for the use of service dogs by Service Members as defined in Title 28, Code of Federal Regulations (CFR) §35.136 (Reference (b) and Title 38 CFR §17.148 (Reference (c)).

2.22.2. **Commanders must: (T-0)**

2.22.2.1. Ensure residents with accredited service dogs have access to appropriate housing. **(T-1)** Ensure proper documentation regarding service dog assignment along with any recommended limitations on use of the service dog. **(T-0)**

2.22.2.2. Ensure residents with assigned accredited service dogs are granted facility access and accommodations to the greatest extent possible commensurate with health and safety. **(T-0)**

2.22.2.3. Establish designated relief areas for accredited service dogs to the greatest extent possible commensurate with health and safety. **(T-0)**

2.22.2.4. Exercise authority over installation access, control and domiciling for all other animals. All other animals are defined as all domestic or wild animals that are not Service Dogs or Military Working Dogs, including pets, emotional support animals, therapy animals, and service dogs in training. Emotional support and therapy animals are treated differently under the law than service dogs. Determines whether it is permissible to allow on the installation a non-dog service animal or therapy/support animal (including a dog) which falls under the criteria of an "aggressive" or "potentially aggressive" breed as noted in AF policy or to allow other than dog or cat species (e.g., exotic and farm animals). **(T-0)**

2.22.3. **Residents with Service Dogs are:**

2.22.3.1. Responsible for their service dogs' proper behavior, health, and adherence to installation policies. **(T-0)**

2.22.3.2. Required to register their service dogs with the installation veterinary service and ensure that proper service dog identification is clearly displayed. **(T-0)**

2.22.3.3. Responsible for any damages and injuries a service dog may cause. **(T-1)**

2.23. Flags in Government-Controlled and Privatized Family Housing. At the Commander's discretion, United States of America flags may be purchased and installed in FH using the FH appropriation M&R funds (P-722). The MHO Manager will make flags available through the installation Self-Help Store. **(T-1)**

2.23.1. For government-controlled GOQs, United States of America, combatant command, Service, and host nation flags, and appropriate apparatus (pole, stanchion) for flying, may be purchased and installed. Only two flags per GOQ may be purchased. Purchase of GO, state, and other organizational flags are not authorized. Charge authorized flags to the annual $35,000 limits. Examples of unified combatant commands are Central Command (CENTCOM), Southern Command (SOUTHCOM), Transportation Command (TRANSCOM), and Special Operations Command (SOCOM).

2.23.2. For PH GOQs, project transaction documents may include a requirement for the PH Property Owner to provide GOQs a United States of America flag, a Service flag and an appropriate apparatus (pole, stanchion) for display of each. If transaction documents do not include this requirement, the Air Force may negotiate with the project owner to attempt to include this requirement. Appropriated funds may not be used to purchase any flags for PH.

2.24. Self-Help Program. The Commander may authorize self-help work be performed by FH or UH residents.

2.24.1. **Self-Help Store.** The MHO Manager coordinates the self-help store operations with the BCE for FH and UH or provides for a contractor-operated store if housing maintenance is contracted.

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

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

2.24.1.3. If approved for UH residents, the MHO Manager, with BCE approval, must determine what stock items are authorized for use in UH. **(T-1)**

2.25. Family Housing Grounds Maintenance. In general, FH residents are responsible for grounds maintenance around their home and the government is responsible for common areas.

2.25.1. Family housing residents are responsible for maintaining the grounds within the exclusive use area of their homes. The exclusive use area includes the grounds extending from the footprint of the structure to the border of common areas or halfway to adjoining residence. Normally, this includes an area 50 feet from the home (calculated from the further most elevation on all four sides of the homes); however, it may be larger as a result of natural or constructed barriers which limit free access to the area by members of the installation housing community or as designated by the Commander. Grounds maintenance includes routine lawn/landscaping maintenance, such as mowing, edging, raking, planting annuals, tree trimming, maintaining shrubbery, herbicide treatments, fertilizing, pruning, mulching, including self-help store materials. For individual quarters, installation responsibility is limited to erosion control, tree surgery, screening and overall attractiveness except for units with an approved waiver. The MHO Manager must ensure the FH Resident Brochure includes information on grounds care unique to the installation and area. **(T-1)**

2.25.1.1. General Officer Quarters occupied by incumbent of a Special Command Position are authorized government-provided grounds maintenance for the entire GOQ exclusive use area.

2.25.1.2. AF/A4 may authorize government-provided grounds maintenance for the entire exclusive use area of a GOQ occupied by a senior civilian as a condition of his or her employment and assignment to a position which, if occupied by a military officer, could be maintained by enlisted aides to that officer. Charge costs to the annual $35,000 limit.

2.25.1.3. Waivers for government-provided partial or complete grounds care may be approved by AFCEC/CI for non-GOQs and AFMC/CC for GOQs when one of the following conditions exists.

2.25.1.3.1. If the residence is prominently located and makes a unique contribution to the appearance of the installation.

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

2.25.1.3.3. If there are areas with unique landscaping, extra-large trees or shrubbery or trees requiring professional service or specialized equipment.

2.25.1.3.4. For GOQs with an approved waiver, all associated costs are charged to the annual $35,000 limit. When enlisted aides perform grounds maintenance, their work is not charged to the GOQ limits.

2.25.1.3.5. When the government provides grounds maintenance to areas shared by more than one GOQ, costs are prorated and charged to each benefiting GOQ and GOQ limits apply.

2.25.2. The installation is responsible to maintain grounds in FH common areas.

2.25.3. For PH, including GOQs, grounds maintenance is performed IAW Project Transaction Documents.

2.26. Customer Evaluations. The MHO Manager should ensure each housing customer is provided an opportunity to provide feedback on an MHO-developed comment form and/or be referred to the Integrated Customer Evaluation website to measure customer service including specifics for GOQ management. **(T-1)** The MHO's feedback tool should include:

2.26.1. Clearly defined objectives.

2.26.2. Most important question asked first.

2.26.3. Short, clear questions.

2.27. Contingency Quarters. AFMAN 34-135, *Air Force Lodging Program*, allows Commanders to temporarily open contingency quarters to accommodate large influxes of en route TDY personnel resulting from emergency or wartime conditions who cannot be housed in regular base lodging accommodations.

2.27.1. Vacant and available FH and UH may be identified for use as contingency quarters.

2.27.1.1. When FH units are identified for contingency quarters, use FH O&M for facility-related expenses such as M&R, utilities, and contract cleaning. Limit M&R expenditures to Minor Maintenance and Repair activities. No Major M&R activities should be undertaken. For all other requirements, such as equipment and supplies, related to the lodging function (linens, cleaning supplies, dishes, etc.), use 3400 funds.

2.27.1.2. FH categorized as excess (required per Housing Requirements and Market Analysis but not currently occupied) and adequate surplus are authorized FH funding for the duration of the contingency.

2.27.1.3. FH categorized as inadequate surplus cannot be used as contingency quarters for more than 6 months. Dispose of inadequate surplus units at the end of this period.

2.27.2. AFCEC/CIM must notify AF/A4CA when FH or UH housing units are identified for use as contingency quarters, inactivate units used for contingency in eMH, **(T-1)** and include the following information:

2.27.2.1. Circumstances creating the need for the contingency quarters.

2.27.2.2. Number of units being used.

2.27.2.3. Estimated length of time contingency quarters will be required.

Chapter 3

HOUSING REFERRAL AND RELOCATION PROGRAM

3.1. Policy. DoD and the Air Force are committed to equal opportunity and treatment for all DoD personnel seeking housing, regardless of race, color, religion, sex, age, national origin, handicap or familial status, and to eliminating discrimination against DoD personnel in housing. The MHO must advocate for and provide eligible personnel with services to assist them in locating suitable, nondiscriminatory housing, recognizing: **(T-0)**

3.1.1. Adequate community housing is required to be within a market area defined by either a peak traffic commuting time of 60 minutes or by a distance of 20 miles from an entrance gate to the installation.

3.1.2. DoD personnel are entitled to an equal opportunity to reside in housing free from discriminatory practices. When a resident reports circumstances that appear suspicious of discrimination, the MHO Manager will immediately initiate an investigation in cooperation with installation and community agencies (**Attachment 15.1**). **(T-0)**

3.2. Housing Referral and Relocation Services. Housing Referral and Relocation services must be made available to eligible personnel at both the gaining and losing installations to enable them to make informed housing decisions. **(T-0)** Members, IAW DoDM 4165.63 *DoD Housing Management* must obtain housing support services prior to agreeing to rent, lease or purchase housing. **(T-0)** The MHO is chartered to provide member's access to affordable, quality, nondiscriminatory housing and provide information on community services (**Attachment 15.11**). **(T-0)** This office must:

3.2.1. Serve as the only installation agency authorized to provide housing referral and relocation services. Offer a full range of referral and relocation assistance tailored to the need of the individual member. Maintain listings of current, available rental properties in the local community using eMH in conjunction with the HOMES.mil website (**Attachment 15.3**). **(T-1)**

3.2.2. Inform personnel of restrictive sanctions imposed by the Commander as a result of violations of DoDI 1100.16, *Equal Opportunity in Off-Base Housing*. **(T-0)**

3.2.3. Inform personnel of facilities placed off-limits by the Commander due to health, safety or morale IAW Air Force Joint Instruction 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. **(T-1)**

3.2.4. Provide personnel information on all available housing options to include FH, PH and community housing. Members are free to select housing, except where restrictive sanctions are imposed or when required to occupy FH or UH. **(T-1)**

3.2.5. Provide current comprehensive housing availability data to the Airmen and Family Readiness Center for updates to the worldwide-automated network, Military One Source. This system serves as the DoD official source for installation and state resources and is made available to active duty service members and families: installations.militaryonesource.mil. **(T-0)**

3.2.6. Publicize housing services on the installation website and other installation media, commander calls, newcomer briefings and appropriate community meetings. Monitor official and unofficial installation media advertising housing property for rent and sale. **(T-1)**

3.3. Community Liaison and Data Sources. Commanders and housing management must maintain professional associations with civic groups, local government and school officials and related installation agencies to strengthen support in the community, increase available community housing, and enhance related services. **(T-1)** Sources include, but are not limited to: civic leaders, the local Builders' Association, the local chapter of National Apartment Association, property management and real estate associations, board of realtors, Federal Housing Administration, and Veterans Administration. The MHO must:

3.3.1. Maintain and monitor a variety of current housing data sources to ensure members have access to available rentals. **(T-0)**

3.3.1.1. Properties can be PH, community houses, townhomes, condos, apartments, and mobile home parks; include those identified for sharing, subletting, or temporary housing.

3.3.1.2. Sources can be HOMES.mil, homeowners, property managers, real estate agents, community housing websites, and newspapers.

3.3.2. Communicate with property managers and homeowners to stay informed about when property is rented, sold or otherwise becomes unavailable. **(T-0)**

3.3.3. Promote HOMES.mil as a free marketing tool for rental property. **(T-1)**

3.3.4. Maintain and monitor community information for utilities, telephone, cable, internet and other services, schools, transportation, recreation and shopping areas and make available to personnel. **(T-1)**

3.4. Counseling Assistance. The MHO must provide personnel ample rental and community information to assist in their choice of housing. **(T-0)** Personnel may request housing information via multiple sources to include the Housing Early Assistance Tool (HEAT) and/or MHOs. MHOs provide information directly to personnel listed on the Confirmation of Arrival Roster (**Attachment 15.2**). To ensure personnel are knowledgeable about housing options, the MHO will offer individual briefings, and provide personnel the following information: **(T-0)**

3.4.1. DoD equal opportunity policy in community housing and member's obligation to immediately report suspected discrimination. **(T-0)**

3.4.2. List of community housing facilities with restrictive sanctions and those put off-limits by the Commander. **(T-0)**

3.4.3. Available rental housing properties and specific instructions on how to access the HOMES.mil website (**www.HOMES.mil**). Assist member by verifying with property manager that the selected property is available. Provide maps and driving directions as needed.

3.4.4. The purpose and method of documenting the condition of a rental housing unit before moving in, providing copies of the documentation to the landlord at move-in, and preserving documentation for use during move-out inspections.

3.4.5. Information on renter's insurance coverage. **(T-0)**

3.4.6. Necessity for a military clause in lease agreement. **(T-0)**

3.4.7. Availability of legal assistance to review lease agreement and to be advised on landlord-tenant law, as provided in AFI 51-304 *Legal Assistance, Notary, Preventive Law, and Tax Programs*. **(T-0)**

3.4.8. Availability of sponsor (designated by squadron commander) to provide assistance. **(T-1)**

3.4.9. Personal conduct while occupying community housing. **(T-0)**

3.4.10. Assistance for resident and landlord complaint mediation. **(T-0)** The MHO should investigate community housing complaints, mediate community housing complaints, and use eMH to document the complaints and actions taken for resolution. **(T-0)**

3.4.11. In foreign locations, ensure the following are also provided/made available:

3.4.11.1. Transportation for member to view and inspect community housing when no public transportation is available. **(T-0)**

3.4.11.2. Language interpretation to assist in communicating with landlord and utility companies. **(T-0)**

3.4.11.3. Rental agreements in both English and the local language. **(T-0)**

3.4.11.4. Current information on local laws and customs. **(T-0)**

3.4.12. Information about PH, with personnel acknowledging receipt in writing, to include: **(T-0)**

3.4.12.1. Details on PH housing categories; referral policies; waiting list procedures; right to refuse occupancy offer(s) and consequences of refusal IAW the Unit Occupancy Plan; and lease requirements. **(T-1)** Include notification to prospective tenants that a PO may not change the position of, nor remove, a prospective tenant on a waiting list for a housing unit in response to the prospective tenant turning down an offer for a housing unit, if the housing unit is determined unsatisfactory by the prospective tenant and the determination is confirmed by the housing management office and the installation commander.

3.4.12.2. Brief inbound personnel on the requirement to document condition of unit before moving in, ensure PO is provided a copy, and retain a copy for use during move-out inspections. **(T-1)**

3.4.12.3. A plain-language briefing by the MHO, before signing a lease and 30 days after move-in, on all rights and responsibilities associated with tenancy of the housing unit which must include all of the following elements: **(T-0)**

3.4.12.3.1. Military Housing Privatization Initiative Tenant Bill of Rights document and Military Housing Privatization Initiative Tenant Responsibilities document.

3.4.12.3.2. Information regarding the existence of any additional fees authorized by the lease.

3.4.12.3.3. Tenant responsibility for utility payments, as per transaction documents.

3.4.12.3.4. Procedures for submitting and tracking work orders.

3.4.12.3.5. The identity of the military Privatized Housing Resident Advocate.

3.4.12.3.6. Details on the Dispute Resolution Processes.

3.4.12.4. Landlord/tenant complaint resolution processes, including the right to receive advice from military legal assistance on procedures involving mechanisms for resolving disputes with the property management company or property manager to include mediation, arbitration, and filing claims against a landlord. See AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*, for additional guidance.

3.4.12.5. Ensure PH residents are aware that the MHO is the first point of contact for all complaint resolution issues, and that if all resources fail to satisfactorily resolve issues then the Privatized Housing Resident Advocate is the next source for assistance. **(T-1)**

3.4.12.6. Details on AF, installation and PO pet standards including restrictions on aggressive breeds, pet deposits, and limitations associated with number of pets per household, etc. **(T-1)**

3.4.12.7. Details on installation firearms policy.

3.4.12.8. Renter's insurance coverage.

3.4.12.9. Self-help limitations or allowances.

3.4.12.10. Notify the member that the project owner staff should provide prospective tenants, prior to signing a lease and move-in, a maintenance summary or complete maintenance history as provided by the Military Housing Privatization Initiative Tenant Bill of Rights. The member may select either a summary or complete history, or both. This history should include all information regarding maintenance and renovation conducted with respect to the particular housing unit for the period provided by the Military Housing Privatization Initiative Tenant Bill of Rights. If desired by the member, the MHO staff can be involved in the request for the information.

3.4.12.11. Allotment procedures and annual allotment adjustments for PH tenants and other applicable local issues based on the installation PH project. **(T-1)**

3.4.12.12. Information on possible Health and Life Safety hazards in housing which must include requirements detailed in **paragraph 2.17 Environmental Hazard Disclosure**. **(T-1)** (See **paragraph 6.4.2.5.1** and **paragraph 6.4.2.5.2** concerning critical life safety and critical health work orders.)

3.5. Community Housing Inspections. The Military Housing Office will inspect community housing rental properties for suitability based on environmental, health, and safety considerations prior to listing the property. **(T-0)**

3.5.1. Inspect 100 percent of the rental properties in foreign locations provided in HOMES.mil or before occupancy by eligible personnel. **(T-1)**

3.5.2. Inspect 100 percent of rental properties in CONUS locations provided in HOMES.mil; however, an exception may be made for rental property within an apartment complex that has been inspected within the past year and no problems have been identified, an individual unit inspection is not required. **(T-1)**

3.5.3. Remove property from viewing in HOMES.mil if it does not meet adequacy standards. **(T-0)**

3.5.4. Inspect properties at the request of the resident or if there is reason to question suitability in response to a resident's complaints. Ensure landlord or property manager is aware of the inspection. **(T-0)**

3.5.5. Provide information to property managers and owners on acceptable standards for units deemed to be deficient, encourage upgrades, and arrange for a re-inspection of the property. **(T-0)**

3.5.6. Use eMH to document inspection and results. **(T-0)**

3.6. Rental Partnership Program. Installations should consider the feasibility of establishing a Rental Partnership Program to provide quality community housing, depending on local property and marketing conditions. This program requires formal agreements between property managers, homeowners and the MHO to provide preferential referral to military members. The MHO negotiates with local landlords or property managers to obtain special reductions and benefits for members leasing a rental unit (such as deposits for damage or utilities and pay eliminate reference or credit checks). The member, in turn, will pay rent through payroll allotment. The installation is under no obligation to compensate the landlord for breach of lease agreement or for damages to the rental unit by the member.

3.7. Community Housing Discrimination. The MHO, in concert with other appropriate base or community agencies, must effectively respond to and assist personnel who report suspected discrimination during their housing search. **(T-0)**

3.7.1. The MHO, IAW DoDM 4165.63, must investigate a suspected discriminatory act with or without the complainant filing a formal complaint. **(T-0)** The MHO investigates and prepares a report that includes legal review and validation, to command officials for additional investigation. **(T-0)** This action complies with DoDI 1100.16, *Equal Opportunity in Off-Base Housing*.

3.7.1.1. The MHO maintains a listing of property agents and facilities against which the Commander has imposed restrictive sanctions. **(T-0)**

3.7.1.2. Restrictive sanctions are imposed against the agent, identified facility and all other facilities owned or operated by the agent for a minimum of 180 calendar days, and continued until the agent has agreed in writing to a policy of nondiscrimination.

3.7.1.3. When providing the restrictive sanction list to personnel seeking community housing, the MHO must obtain acknowledgement of receipt by the member and retain as part of member's active housing file for at least 1 year following member's departure from the installation. **(T-0)**

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

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

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

3.7.2. The MHO initiates an inquiry within 3 workdays after receiving a complaint of discrimination. **(T-0)** The inquiry must be detailed enough to determine if discrimination occurred. **(T-1)** Refer to **Attachment 15.1** for investigative procedures for housing discrimination.

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

3.8. Homeowners Assistance Program. DoDD 4165.50E, authorizes the Homeowners Assistance Program in accordance with Section 3374 of Title 42, United States Code. The Homeowners Assistance Program provides assistance to eligible military, surviving spouses of fallen warriors and civilian federal employee homeowners when the real estate market is adversely affected by closure or reduction-in-scope of operations at a military installation. In addition, the authority was expanded in 2009 to include members of the Armed Forces (30% or greater disability) who incur a wound, injury or illness in line of duty during a deployment in support of Armed Forces on or after Sep 11, 2001, wounded DoD and Coast Guard civilians reassigned in furtherance of medical treatment or rehabilitation due to the injury in line of duty during a forward deployment on or after Sep 11, 2001, and surviving spouses of fallen warriors who move with two years of the death of such employee or member.

3.8.1. The Secretary of the Army is designated as the DoD Executive Agent for administering, managing and executing the Homeowners Assistance Program.

3.8.2. The MHO will liaise with the Homeowners Assistance Program field office to obtain guidance or assistance on the Homeowners Assistance Program **(https://www.usace.army.mil/Missions/Military-Missions/Real-Estate/HAP/). (T-0)** The MHO will disseminate information on the program and assist military and civilian personnel with the preparation of DD Form 1607, *Application for Homeowner Assistance*, as required. **(T-0)**

3.9. Standards of Conduct. The MHO employees must be familiar with DoDR 5500.7-R, *Joint Ethics Regulation (JER)*, and ensure their business associations or financial interests are conducted without suspicion of partiality and to avoid any action, whether or not specifically prohibited, that might result in or create the appearance of: **(T-0)**

3.9.1. Using public office for private gain.

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

3.9.3. Making government decisions outside official channels.

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

Chapter 4

FAMILY HOUSING (FH)

4.1. Policy. Leadership at all levels is responsible and accountable for the management of the Air Force FH program. Successful management of FH ensures personnel and their families, and eligible civilians have access to adequate FH consistent with their grade and bedroom composition. The Commander determines when there is sufficient housing on the installation to allow civilians to be housed; civilians are considered second in priority to the military.

4.2. Family Housing Eligibility: Eligible military and civilians may be assigned to government-controlled FH. Members must be on active duty and eligible for the with-dependent rate BAH. **(T-0)** The exception is military members-married-to-military members (mil-to-mil) personnel with no dependents and unmarried Chaplains. Personnel must have 6 months retainability on the installation to be authorized FH, unless excess housing exists or with Commander's approval. **(T-1)** For eligibility and bedroom criteria, refer to applicable tables in **Attachment 2** and **Attachment 3**.

4.2.1. **Military Members.** All Service members who are commissioned officers, warrant officers and enlisted personnel, must be on permanent change of station orders assigned to the installation and eligible for with-dependent rate BAH, except mil-to-mil personnel without dependents and unmarried Chaplains. **(T-1)**

4.2.2. Under Housing Flexibility as implemented (DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26) military members may be eligible for advanced and delayed housing allowance waivers while under a PCS order within the United States during a covered relocation period.

4.2.2.1. Eligibility is limited to Service members with:

4.2.2.1.1. A spouse who is gainfully employed or enrolled in a degree, certificate or license granting program at the beginning of the covered relocation period.

4.2.2.1.2. One or more dependents attending an elementary or secondary school at the beginning of the covered relocation period.

4.2.2.1.3. One or more dependents enrolled in the EFMP.

4.2.2.1.4. An immediate family member with a chronic or long term illness at the beginning of the covered relocation period for whom the member is caring

4.2.2.2. The covered relocation period begins 180 days before the date of the PCS, which is the date the Service member leaves his or her current PDS, and ends 180 days after the date of the PCS.

4.2.2.3. Housing flexibility allows the service member to receive a housing allowance based on the dependent's location as further described in DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26.

4.2.2.4. Expiration. If the Service member's eligibility expires for any reason during the covered relocation period, that period is terminated and the housing allowance is paid at the PDS where the Service member is assigned at that time.

4.2.2.4.1. At the end of the 180 day time period after the PCS travel date, if the dependents have not PCS traveled to the new PDS, housing allowances will be paid at the new PDS rate. **(T-0)**

4.2.2.4.2. At the end of the 180 day time period, if the Service member has not PCS traveled, housing allowances will be paid at the PDS rate where the Service member is assigned at that time. **(T-0)**

4.2.2.4.3. In OCONUS areas, personnel serving an accompanied tour and are accompanied or will be joined by authorized command-sponsored dependents within 30 days. **(T-0)**

4.2.2.4.4. When a mil-to-mil couple divorces while residing in government-controlled housing, the member who obtains court-ordered physical custody for more than 6 months of eligible dependent may retain FH. The other member is considered unaccompanied for housing purposes.

4.2.3. **Single Military Members.**

4.2.3.1. Members with joint legal custody of dependent children and have physical custody for more than 6 months per year are eligible for FH. The 6 months need not be consecutive but must equal at least 183 days. **(T-0)** The member is not required to terminate FH while the children are residing with the other parent. Retain a copy of the court order or settlement document with the application for government-controlled housing to show custody periods.

4.2.3.2. A single pregnant member may apply for housing 60 days before the expected delivery date when supported by a physician's statement to certify pregnancy and anticipated delivery date. The member may be assigned housing when authorized with-dependent BAH (DoDM 4165.63).

4.2.3.2.1. If the installation diverts excess housing to UH, the member may occupy the unit up to 60 days before the anticipated delivery date. Use FH funds to maintain housing when diverted to UH. When the member is authorized with-dependent BAH, reestablish the unit as FH.

4.2.3.2.2. In OCONUS, member must provide evidence of application for command sponsorship and tour extension as an accompanied member before housing can be assigned. **(T-1)**

4.2.3.3. A member with pending marriage may apply for housing 60 days before the marriage. A written statement by the member of intent to marry and the date of the event must accompany the application, and member must provide legal proof of marriage before housing assignment. **(T-1)**

4.2.3.3.1. The member is not eligible for government-controlled FH if the marriage does not occur.

4.2.3.3.2. In OCONUS areas, the member must be serving an accompanied tour and have command sponsorship for the dependent(s) before assignment to FH. **(T-1)** The member must provide proof of command sponsorship at OCONUS locations before housing assignment. **(T-1)**

4.2.3.4. Unmarried Chaplains. The member's Command Chaplain determines if FH is required to perform pastoral or official duties. Occupancy is limited to one unit per installation when waiting list exists for same category of housing. Shared occupancy may be used on voluntary basis when more than one unmarried chaplain of the same gender are assigned.

4.2.4. **Civilian Personnel.** Civilian personnel are expected to rely on community housing for support. Commanders may provide FH to eligible civilians under certain circumstances with or without rental charges (refer to **Chapter 10** for determination).

4.2.4.1. In CONUS and non-foreign OCONUS areas the Commander may provide FH to civilians required to live on base for reasons of military necessity and identified as K&E.

4.2.4.2. In OCONUS areas, in addition to civilians deemed K&E, the Commander may provide FH when appropriate and adequate housing support services and facilities are not readily available in the local community or may not be used without restrictions. FH may also be provided when housing inventory is excess to the needs of military personnel and families assigned or attached to the installation or an adjacent installation.

4.2.5. **Other Civilians.** Other accompanied civilians may be authorized FH with or without rental charges (refer to **Chapter 10** for determination).

4.2.5.1. **American Red Cross personnel.** American Red Cross personnel may reside in FH under certain conditions.

4.2.5.1.1. In CONUS, American Red Cross employees identified as K&E by the Commander are housed on the same basis as DoD eligible civilians.

4.2.5.1.2. In OCONUS areas, American Red Cross employees in the positions listed in **Attachment 3**, **Table A3.2**, may be assigned FH. All other full-time personnel may only reside in FH when housing is excess to the needs of the military and families.

4.2.5.2. **Contractor Employees and Technical Representatives.** Contractor Employees and Technical Representatives are not authorized to reside in government-controlled housing unless designated K&E.

4.2.5.3. **Army and Air Force Exchange Service (AAFES) Employees.** AAFES employees in OCONUS locations are authorized to reside in FH on the same basis as DoD civilian employees and must pay a rental rate as specified in **paragraph 10.2.13**. **(T-1)**

4.2.5.4. **Bank Employees.** AFCEC/CI in coordination with the MAJCOM may authorize US citizen employees of banks located on OCONUS installations to occupy FH on a rental basis provided the bank employee is designated K&E or suitable private housing and community support facilities are not available.

4.3. Priorities for FH. The following priorities will be used for determination of placement on the government-controlled FH waiting lists. Commanders may approve exceptions to the following priority placement on a case-by-case hardship basis:

4.3.1. **Priority 1.** SCP, K&E, and Command positions. Personnel with Commander-approved hardships align after SCP, K&E, and Command position personnel. **(T-0)**

4.3.2. **Priority 2.** Eligible members and civilians (in OCONUS areas) assigned or attached to the installation for duty, or assigned to another installation served by the MHO and housing support is authorized by an Inter-Service Agreement or Letter of Agreement. **(T-0)**

4.3.2.1. Members of all Services assigned as Independent Duty to the housing market area with no housing support available from their parent Service. **(T-0)**

4.3.2.2. Unaccompanied dependents of a member serving an Unaccompanied Dependent Restricted (UDR) tour who is authorized home basing or follow-on assignment with a duly-executed power of attorney relocating to member's home-basing or follow-on assignment location. **(T-0)**

4.3.2.3. Public Health Service, U.S. Coast Guard and other non-DoD federal agency members receiving a housing allowance. **(T-0)**

4.3.2.4. American Red Cross authorized positions listed in **Attachment 3**, **Table 3.2**. **(T-0)**

4.3.3. **Priority 3.** All other members and civilians eligible for FH, but not assigned or attached to the installation. **(T-0)**

4.3.4. **Priority 4.** Unaccompanied dependents of members (except members on a UDR tour), foreign liaisons, and Security Assistance Training (SAT) personnel. **(T-0)**

4.4. Applications for Family Housing. Eligible members should contact their gaining installation MHO to request housing information, and to submit DD Form 1746, *Application for Assignment to Housing*, and email a copy of their PCS orders via email. Applicants should use the Housing Early Assistance Tool (HEAT), available on HOMES.mil, or the AF Housing public website (**www.housing.af.mil**) to contact the gaining MHO. MHOs must use eMH FH Module, Applications Component, to monitor inquiries from members seeking housing assistance and information. **(T-0)** MHO must respond to members within 2 business days. **(T-1)** Personnel acting on behalf of a military member must also provide a duly executed Power of Attorney. **(T-1)** If available housing at the gaining installation is privatized, contact the local MHO for information in assisting member with an advance application submittal (see **Attachment 15.2**). **(T-0)**

4.4.1. **Impending Entitlement.** Members with an impending entitlement (promotion, increase in the number or maturation of dependents) that would entitle member to an additional bedroom in the following 12 months must provide supporting documentation and note the entitlement in the remarks section of the application. **(T-1)** A physician's statement to confirm pregnancy and a written statement from the military personnel flight to confirm selection for promotion is required, as applicable for the claimed entitlement.

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

4.4.1.2. **Walk-in Application.** The effective date for a member who walks into the gaining installation MHO is as follows:

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

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

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

4.4.1.3. Unless the waiting list is exhausted, housing is not assigned until the event triggering the entitlement occurs. The Member pays for the move except for a move to prevent more than 2 dependent children entitled to individual bedrooms having to share a bedroom (see **paragraph 4.9**).

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

4.4.3. **Power of Attorney.** A family member, with a Power of Attorney duly executed by the member, may apply for and be assigned housing at the gaining installation when the member departs an accompanied tour and performs TDY en route to the PCS location.

4.4.4. **Prior to Commission.** When the military member is attending Officer Training School, the family member may accept enlisted housing if available, but will be required to move into officer housing after the newly commissioned officer arrives at the installation. The second move will be at member's expense.

4.5. Members Applying To, From and Between OCONUS Locations. The requirements and conditions for submitting advance applications for housing to and from OCONUS locations are as follows:

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

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

4.5.3. **Transfer Within or Between OCONUS Theaters Before Completing Tour.** Advance applications from members involuntarily transferred prior to the completion of their oversea tour, within, or between oversea theaters, are given priority placement on the gaining installation waiting list. The following rules apply:

4.5.3.1. Effective date of application is the same as that used at the losing installation. If no application was submitted at the losing installation, the date departed CONUS (DD CONUS) is used, provided the member was then eligible for family housing. Otherwise, use the date of eligibility for family housing.

4.5.3.2. Maximum credit cannot exceed authorized tour length at the gaining installation.

4.5.3.3. The transfer must occur within 30 months of the member's date departed CONUS. **(T-1)**

4.5.3.4. The member must apply for family housing at the gaining installation within 30 days of arrival to obtain retroactive credit. **(T-1)**

4.6. Members Applying From Unaccompanied Dependent Restricted (UDR) Tour.

4.6.1. **Unaccompanied – Dependent Restricted Applicants.** Applicants (including members of other Services) eligible for FH and transferring from an unaccompanied or dependent restricted tour receive priority placement on the gaining installation waiting list on the date the application is received. Give credit for the number of months spent on the unaccompanied or dependent restricted tour at the losing installation and limit credit to the normal unaccompanied or dependent restricted tour length.

4.6.2. **Deployed Applicants.** Applicants deployed to an Area of Responsibility (AOR) for a consecutive 365 days who will PCS within 60 days of returning to their assigned location receive priority placement. The effective date of application will be the date the member entered the AOR. MHOs must verify date of application with a copy of member's paid travel voucher. **(T-1)**

4.6.3. **Relocating Family Members.** Family members relocating to other than home-basing or follow-on assignment location.

4.6.3.1. When member applies for FH within 30 days of returning from an unaccompanied or dependent restricted tour, add member to the waiting list effective the first day of the arrival month member entered the unaccompanied or dependent restricted without bypassing members in the freeze zone.

4.6.3.2. When member is authorized home basing or a follow-on assignment and has departed the installation or is at the unaccompanied or dependent restricted location, a family member with a duly executed Power of Attorney may apply for and occupy government housing in CONUS and OCONUS in member's absence.

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

4.6.3.2.2. Do not give short tour credit to mil-to-mil members when both return from the same dependent-restricted location.

4.6.3.2.3. Date of rank (DOR) is adjusted to reflect unaccompanied or dependent restricted credit for eligible senior officer applicants. ***NOTE:*** The SOFA between the United States and foreign governments takes precedence over AF housing policy. Members should determine SOFA restrictions before commitment to any action that might leave family members unaccompanied.

4.6.3.2.4. In some countries, family members may not be allowed to remain in country when the military member is no longer assigned to the installation. MHO Manager should be knowledgeable of SOFA requirements for location. Caution member to verify housing and temporary lodging allowance entitlements or restrictions at the follow-on location with the Military Personnel Office before requesting advance travel for dependents.

4.6.3.2.5. The following are excluded from provisions in **paragraph 4.6**.

4.6.3.2.5.1. Member acquires dependent in the unaccompanied or dependent restricted tour area.

4.6.3.2.5.2. Member with dependent traveling with them or joining them at the unaccompanied or dependent restricted location at government expense.

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

4.7. Housing Availability. Members do not have to physically report to the MHO to receive housing information and obtain application to apply for housing at the gaining location. MHO sends housing information and availability data within 2 business days of receiving a request from members using HEAT or submission of an advance application for housing. MHO must acknowledge receipt of advanced inquiry for housing and/or advance housing application and forward locally produced fact sheet to the member outlining the housing status at the gaining base, on-base housing information at the installation and community information. **(T-1)**

4.8. Operations and Management. The MHO must use eMH to maintain inventory assets to include waiting list management, assignment/termination actions, occupancy records, and record keeping of customer support provided. **(T-0)**

4.8.1. **Waiting Lists.** The MHO maintains separate waiting lists in eMH by category designation, grade, bedroom requirement and type of housing requested (when preference option available). The DoD premise is each dependent (exclusive of spouse), is assigned a bedroom if existing housing inventory permits; otherwise, determine housing requirement by grade, family size and composition, but do not place a member on more than one waiting list (**Attachment 2**, **Table A2.2** and **Table A2.3**). Display a current waiting list in the MHO for public viewing, as well as other locations accessible at other than normal duty hours.

4.8.1.1. **Freeze Zone.** Except for the assignment of K&E personnel and hardship cases, the top 10 percent of each waiting list is protected from bumping. Members accepting a written commitment for assignment to housing are removed from the waiting list and the commitment is honored.

4.8.1.2. **Personal Preference Options.** Commander may authorize personal preference options when a wide variance in style, type, location, age or design of adequate housing exists. The MHO Manager recommends type and extent of personal preference options for Commander's approval. Offer member housing consistent with their recorded preference in eMH. Record approved options in a base supplement to this AFI. The Commander should consider discontinuing personal preference options when occupancy rates drop below the AF goal of 98 percent, except if the low occupancy rate is related to assignment to surplus housing.

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

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

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

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

4.8.1.3.4. Other members according to priorities.

4.8.2. **Senior Officer – General Officer Waiting Lists.** Maintain senior and general officer (O-6 to O-10) waiting lists in the following order using the date of rank as the effective date of application in eMH: Grade, Date of Rank (DOR), Length of service, date of birth.

4.8.3. **E-9 Waiting Lists.** Maintain prestige housing (E-9) in the following order: grade, date of rank (DOR), length of service, date of birth.

4.8.4. **Other Grade Waiting Lists.** Maintain other grades, including field grade (O-4 to O-5), company grade (O-1 to O-3 and W-1 to W- 4), senior NCO (E-7 to E-8) and enlisted (E-1 to E-6), in the following order: Priority, effective date of application, grade, date of rank (DOR), length of service, date of birth.

4.9. Bedroom Entitlement. Determine appropriate bedroom entitlement based on the member's grade and family composition (**Attachment 2**, Tables **A2.2** and **A2.3**). Use the table that provides the most bedrooms unless the member voluntarily accepts less. No child will share a bedroom with parents (or any adult). No more than two dependent children may be assigned to a bedroom unless the Commander certifies in writing one bedroom can accommodate more than two children (DoDM 4165.63).

4.9.1. Consider community housing as the primary source of housing for a FH applicant with more dependents than can be suitably housed in available on-base housing using **Attachment 2**, Tables **A2.2** and **A2.3**.

4.9.2. Consider exceptions on a case-by-case basis when the local community cannot support the housing requirement. The Commander may consider temporarily converting two adjoining housing units into one large unit or approving a waiver to allow more than two children to share a bedroom.

4.10. Assignment Criteria. Do not use or assign FH identified on real property records as temporary housing. Offer the first available uncommitted house to the first eligible member on the waiting list and physically present at the installation. If reasonable attempts fail to contact the member, make the offer to the next member on the waiting list. Make offer using eMH and issue Offer Acceptance for Assignment to FH memorandum to obtain written acceptance and to authorize a local government-funded move, if determined authorized. The assignment is complete when the member accepts keys for the housing unit and signs the eMH FH Check-In Record. (Refer to **Attachment 15.5**.)

4.10.1. Do not assign housing until the member is present for duty and is accompanied or will be joined by dependents within 30 days (dependent college students excepted) at the installation, except dependents of members on unaccompanied or dependent restricted assignment and base closure transition personnel and family members.

4.10.2. Commanders may approve FH assignment for members with less than 6 months retainability at the installation based on hardship or for military necessity.

4.10.3. Give member a minimum 30-day advance notice of assignment to FH to allow time to notify landlord of their intent to move. If a 30-day notice is not possible, consider the following options:

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

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

4.10.4. Members may exercise a turndown option for any reason; a turndown is assessed.

4.10.4.1. Bypass members on the waiting list who cannot accept the offer for reasons beyond their control (lease commitment or when given a short notice of housing availability); do not assess a turndown.

4.10.4.1.1. For members with an existing lease commitment, do not bypass more than 1 year or the term of the lease, whichever occurs first; do not assess a turndown. This provision does not apply to personal situations, such as a home sale.

4.10.4.1.2. To ensure compliance and maintain program integrity, the MHO Manager must review documentation to support bypassing member. **(T-1)**

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

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

4.10.4.2.2. Do not remove members from the waiting list when exercising their turndown option for the first time. Remove members from the waiting list when second offer is refused. Unless waiting list is exhausted, members must wait 90 days before reapplying. **(T-1)**

4.10.5. Members must complete the move within 5 duty days when relocating to another on-base FH unit. **(T-1)**

4.10.6. Record assignments in eMH and complete the following applicable documents at the time of occupancy and maintain in the resident housing record:

4.10.6.1. Complete the eMH FH Check-In/Check-Out Record, and record inspection and condition of quarters and receipt and condition of furnishings.

4.10.6.2. Provide resident with locally-developed customer comment form and/or refer member to the Integrated Customer Evaluation (ICE) website (voluntary by member).

4.10.7. Members may voluntarily apply for and be assigned FH with fewer bedrooms than their entitlement. They may re-apply for larger housing immediately after assignment with walk-in date or the original effective date if member applied within 30 days of PCS arrival. The member pays for a subsequent move.

4.11. Foreign OCONUS Mandatory Assignments. AF policy is to rely on local communities first to provide adequate housing; however, Installation Commanders at foreign OCONUS locations only may require personnel to live in on-base housing to obtain optimum utilization of 98 percent of the inventory, or for force protection and mission essential purposes. To avoid underutilizing government-controlled housing, the Commander may institute mandatory assignments for a 6-month period for the following housing categories:

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

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

4.12. Involuntary Relocation between Government-Controlled Housing Units. The Commander may direct residents to relocate to other government-controlled or to community housing when required to complete emergency repairs and major renovation projects. Unless compelling circumstances exist, do not involuntarily relocate residents for redesignation or redistribution of government-controlled housing. Instead, redistribute housing vacated by normal attrition. When residents are directed to relocate, offer the next available uncommitted unit appropriate for their grade and family size, no turndown option is allowed. The move is at government expense (**paragraph 10.2.5**).

4.13. Retention of Government-Controlled Housing. The Air Force intent is that eligible members keep assigned housing for the duration of their tour at the installation unless there are reasons that justify reassignment or termination. However, there are circumstances in which government-controlled housing may be retained when member's status changes. Submit written requests to retain housing with supporting documentation to the Commander through the MHO Manager. Commander may approve retention of FH for the following circumstances; however, in foreign OCONUS locations the country SOFA takes precedence and determines restrictions, if any, before retention can be approved:

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

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

4.13.3. **PCS with TDY En route (does not apply to OCONUS).** Member may retain housing during periods of PCS with TDY en route to service or training school for a period of 1 year or less until dependents commence travel on member's PCS orders.

4.13.4. **PCS from CONUS to Accompanied OCONUS Tour.** If concurrent travel of dependents is disapproved and the anticipated travel delay for dependents is less than 20 weeks, dependents may retain housing for 20 weeks after member departs.

4.13.5. **Transfer to Hospital.** A hospitalized member may retain FH for the period of hospitalization, or for a period agreed on by the Commander, the Chief of the Medical Staff (SGH), and MHO Manager.

4.13.6. **Member Dies While on Active Duty.** Dependents of a member who dies on active duty may retain housing without charge for a period of 365 days (37 U.S.C. § 403(I)(1)). The Commander may extend occupancy beyond 365 days on a case-by-case basis, but dependents must pay a rental charge equal to the member's equivalent BAH. **(T-1)**

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

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

4.13.9. **Air Force Educational Leave of Absence Program.** While enrolled in Educational Leave of Absence Program members may retain FH on a space available basis, but must pay a rental charge equal to BAH at the member's current grade. **(T-1)** The MHO computes the rental rate beginning the date the Air Force Educational Leave of Absence program contract is signed, prepares paperwork for the Finance Office to process. The member is responsible for arranging rental payments with the Finance Office. Members may retain housing while enrolled in this program even if a waiting list exists for the bedroom and category of the house occupied; however, if the FH unit is needed to house K&E personnel, the member may be displaced from the home.

4.13.10. **Unaccompanied Families.** Dependents of member assigned to an Unaccompanied or Dependent Restricted (UDR), home-basing tour or follow-on assignment who occupy government-controlled housing when the sponsor departs, may retain housing until the sponsor returns or reports to the next PDS. Commanders may approve extended retention when the sponsor extends their unaccompanied or dependent restricted tour. Housing is terminated within 60 days of member's return from the unaccompanied or dependent restricted location. This provision includes mil-to-mil members with no dependents. The Commander may also encourage residents to retain housing for the duration of the sponsor's unaccompanied or dependent restricted tour.

4.13.11. **Retention for Hardships.** Commanders may permit members or dependents to retain government-controlled housing based on hardship (defined in **Attachment 1**) for 60 days and may extend timeframe on a case-by-case basis. Approval authority beyond 60 days for separating/retiring members may not be delegated below AFCEC. Residents will pay rent equivalent to members BAH. **(T-0)**

4.13.12. **Retention by General Officers.** Refer to **Chapter 5** for details on general officers to retain government-controlled and privatized housing.

Table 4.1. Retention of Family Housing (FH).

Death of Active Duty Member - Dependents Reside in FH	Hardships as Determined by the Commander*	Former Federal Employees and Dependents or Dependents of Deceased Federal Employees
Dependents may remain in housing for 365 days.	Member and dependents may remain in housing for 60 days.	Federal employee and or dependents may remain in housing for 60 days.
Rental Charges		
No charge for the first 365 days. For extensions beyond 365 days, charge a rental amount equivalent to deceased member's BAH.	Charge a rental amount equivalent to member's BAH.	Continue to charge established rent.
*See **Attachment 1**, **Terms**, for definition of hardship.		

4.14. Live-in Child Care Provider (Nanny): Commander may approve FH residents to employ a live-in child care provider. MHO, in coordination with the installation Staff Judge Advocate's Office and Security Forces, develops a standardized installation template for members to use in requesting a live-in child care provider. The MHO forwards requests meeting the following criteria to the Commander for approval:

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

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

4.14.3. Nanny will reside in FH, unaccompanied. **(T-1)**

4.14.4. Private bedroom is available for nanny IAW this AFI and adherence to **Attachment 2**, **Table A2.3**.

4.14.5. Request meets the installation Staff Judge Advocate's Office legal requirements for federal, state and local domestic employment laws and contracts, host nation provisions, and Security Forces security requirements for background checks, base entry and access to facilities, IAW AFMAN 31-113, *Installation Perimeter Access Control* (FOUO). **Note:** Approval of a live-in child care provider does not imply entitlement to benefits or privileges to which non-family members are not otherwise entitled nor does approval represent a FH bedroom requirement.

4.15. Assignment and Termination Procedures.

4.15.1. **Assignment Procedures.** The MHO ensures assignment actions are done in eMH FHM and must establish local procedures to ensure members are briefed on details regarding occupancy of FH. **(T-1)** At a minimum, new residents should be provided an initial inspection of the assigned unit and grounds area of responsibility, a Resident Brochure, furnishings if applicable, information on resident liability, disclosure of environmental and safety hazards, processes for reporting of maintenance and repair requirements, expectations of cleanliness for the unit and maintenance of grounds, and details in preparation for termination.

4.15.2. **Termination Procedures.** The MHO ensures termination actions are done in eMH FHM and must establish local procedures to terminate occupancy of FH residents. **(T-1)** Preliminary inspection must be completed to assess the FH unit, furnishings (if applicable), and assigned grounds area for potential damages, identify change of occupancy requirements, and provide the member cleaning standards for final inspection. **(T-1)** A final inspection must be done to ensure member's personal property is removed and unit and grounds have been cleaned and repaired, if applicable. **(T-1)**

4.16. Terminating Housing. FH residents may voluntarily terminate FH for any reason after completing a mandatory 1-year residency with at least 40 days' notice to the MHO. Commanders may waive the 1-year mandatory residency requirement for government-controlled housing when it is in the best interest of the Air Force or when a hardship exists.

4.16.1. MHOs must schedule inspections for termination and process termination in eMH using the FH Check-Out Record to clear resident of assigned quarters, followed with an AF FH Termination Memorandum. **(T-0)**

4.16.2. Without an approved retention request, residents must terminate housing **(T-1)** under the following conditions:

4.16.2.1. A resident receives PCS orders to another installation.

4.16.2.2. A resident is separating or retiring from military/government service.

4.16.2.3. When the sponsor and dependents no longer live together, the sponsor must terminate FH within 30 days of separation. **(T-1)**

4.16.2.4. Commanders may terminate government-controlled housing with 30-day notice when residents fail to comply with the AF family child care policies, are responsible for willful, malicious or negligent abuse or destruction of property, or display conduct or behavior contrary to accepted standards or adverse to military discipline. Fully document in eMH. The move is at government expense, but partial dislocation allowance is not authorized (refer to **Chapter 10** for details).

4.16.2.5. An enlisted member living in government-controlled housing who accepts an active duty commission, with no interruption of active service, should be relocated to officer housing unless the member has less than 6 months retainability at the installation.

4.16.2.6. A commissioned officer living in government-controlled housing who is separated and re-enlists or assumes an enlisted grade relocates to enlisted housing unless the member has less than 6 months retainability at the installation.

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

4.17. Housing Inspections. There are three FH inspections associated with assignment and termination of government-controlled housing. These inspections must be conducted jointly with the resident when assigned and prior to resident terminating the government-controlled housing unit, as applicable: Initial, Pre-termination, and Final Inspection. **(T-1)** MHO must use eMH FH Module, Scheduler Component to schedule these with incoming or outgoing resident, as applicable: **(T-0)**

4.17.1. **Initial Inspection.** Perform in the housing unit, when possible, at time of occupancy or as soon as possible thereafter. Record the condition of the unit, furnishings, equipment, appliances and grounds on AF FH Check-In/Check-Out Record. Advise new residents that if the condition of the housing unit, equipment and/or government furnishings differ from the entries recorded on the AF FH Check-In/Check-Out Record then the resident must submit the discrepancies in writing to the MHO within 15 days of the move-in date to preclude an assumption of resident damage. **(T-1)** Provide and brief resident on contents of Installation Resident Brochure and request resident complete the locally developed customer evaluation form during the initial inspection.

4.17.2. **Pre-termination Inspection.** Perform the pre-termination inspection 30-45 days before the resident vacates housing to identify maintenance requirements to facilitate scheduling change of occupancy maintenance and other repairs after final inspection. Compare the condition of the unit to the initial inspection recorded on AF FH Check-In/Check-Out Record. Refer to **paragraph 2.15 Normal Wear and Tear**, **Table 2.2 Examples of Normal Wear and Tear versus Damages**, and **paragraph 2.15.4 Anchoring of Certain Items**. Inform terminating residents of their responsibilities for damaged or missing property and how to make restitution. If the resident does not agree to repair or reimburse for resident damage, a report of survey may need to be initiated IAW DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 12, **Chapter 7**.

4.17.3. **Final Inspection.** The purpose of the final inspection is to clear the member of responsibility for the unit. In geographical locations where temporary lodging allowance is authorized, the government may perform final cleaning of FH units to reduce temporary lodging allowance costs for departing members.

4.18. Change of Occupancy Maintenance. Change of occupancy maintenance is Minor Maintenance and Repair required after a resident vacates a unit to make the unit ready for the next resident. Identify repairs during the pre-termination and final inspection (see **paragraph 11.10.4.1**).

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

4.19.1. The MHO Manager compares current distribution of FH assets with requirements using eMH occupancy data and submits recommendations to the Commander.

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

4.19.2.1. Recent or projected mission changes.

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

4.19.2.3. Separation of officer and enlisted family areas.

4.19.2.4. Imbalance of waiting times among categories.

4.19.2.5. Ensure eMH reflects temporarily redistributed units by changing the current designation. **(T-1)**

4.20. Permanent Redistribution. Permanently redistribute FH units in eMH and on real property records to align units with requirements when evaluation shows a significant change in the following conditions:

4.20.1. Base mission.

4.20.2. Base population.

4.20.3. Availability of government, privatized and community housing.

4.20.4. Continued temporary redistribution to maintain equity among categories.

4.21. Diversions (Temporary Changes in Use). Diversions of non-surplus FH is only authorized for use as UH for K&E personnel. MHOs must use eMH to process temporary change in use of FH (refer to **Attachment 15.6**). **(T-0)**

4.21.1. Diversion of surplus FH units is not authorized.

4.21.2. AFCEC/CIM may only approve diversion of non-surplus FH to UH for K&E unaccompanied personnel for up to 3 years and may delegate this specific authority to Commanders.

4.21.2.1. Do not change AF Real Property Records for a diversion.

4.21.2.2. Charge O&M costs to the FH account for diverted unit.

4.21.2.3. Diversions will not be entered in the eMH System to avoid a negative impact to utilization rates.

4.22. Conversions (Permanent Change in Use). FH units determined to be surplus to installation requirements based on the current Housing Requirements and Market Analysis may be converted to other uses. Do not permanently convert FH identified on real property records without prior approval of SAF/IEI (see **paragraph 11.22.1.8** for details).

Chapter 5

GENERAL OFFICER QUARTERS (GOQ) GOVERNMENT-OWNED, LEASED AND PRIVATIZED GENERAL OFFICER QUARTERS (GOQ)

5.1. Policy. The Air Force strives to ensure GOQs are maintained in a state of excellence commensurate with their purpose, historical significance, and the need to protect significant Air Force investments. Quality GOQs are critical to enabling senior Air Force leadership to perform their missions and provide appropriate settings for official entertainment. GOQs receive close scrutiny from both the private and public sector. As a result, GOQs are frequently a matter of special congressional interest.

5.2. GOQ Inventory. FH facilities to support general officer requirements are provided from various sources.

5.2.1. **Government-owned GOQs.** AF owned facilities are managed, operated, and maintained by the MHO.

5.2.2. **Leased GOQs.** Leased facilities are managed by the MHO IAW leasing agreement.

5.2.3. **Privatized GOQs.** GOQs included in PH projects are owned and operated by the PH project owner IAW project transaction documents.

5.3. Statutory Limitations: There are two statutory limitations that limit the annual expenditures of the FH appropriation on any GOQ.

5.3.1. **GOQ Operations, Maintenance and Repair Limit.** 10 U.S.C. § 2831 limits total Operations, Maintenance and Repair expenditures to $35,000 per GOQ, per FY.

5.3.1.1. GOQ expenditures in management (P-721.1), services (P-721.2), furnishings (P-721.4), and M&R (P-722) all count against the operations, maintenance and repair annual limit..

5.3.1.2. M&R expenditures include change of occupancy, minor/routine M&R, major M&R, grounds maintenance, and minor alterations.

5.3.2. **Exceeding Operations, Maintenance and Repair, and Maintenance & Repair Limits.** Statutory limitations may not be exceeded without approval. Typically, notification is accomplished through submission of the annual Air Force budget.

5.4. GOQ Management Team. The Commander establishes a GOQ management team to serve as the focal point for all GOQ matters and interface with other installation agencies and GOQ residents. At installations with privatized housing, this is done via a Partnering Agreement with the project owner. The GOQ team is comprised of points of contact from the MHO (includes furnishings management section), PH project owner personnel, and other installation agencies determined necessary to provide required services. The MHO Manager, in concert with the team, will establish and formalize processes and procedures to: **(T-1)**

5.4.1. Promote excellent service and encourage positive relationships among the MHO staff, GOs and their support staffs, and PH property owner personnel. **(T-1)**

5.4.2. Strive to satisfy resident expectations using all available resources within existing policies and transaction documents.

5.4.3. Engage the Commander and project owners, as necessary, to provide resolution for general officer requirements that cannot otherwise be met. **(T-1)**

5.4.4. GOQ Management Team members must complete training as specified in **paragraph 2.3.5**. **(T-1)**

5.5. GOQ Customer Support. Under the leadership of the MHO Manager, the GOQ Management Team will support required actions following four interconnected phases: **(T-1)**

5.5.1. **Before Arrival.** Contact incoming resident or designated representative to coordinate housing application and information on prospective GOQ. **(T-1)**

5.5.2. **Arrival.** Schedule a walkthrough of the assigned GOQ to conduct the initial inspection. Provide a GOQ Resident Guide. Brief residents on PH Project Management Office, MHO and resident responsibilities, identify points of contact and contact information for maintenance, furnishings, and other housing and installation requirements. **(T-1)**

5.5.3. **Residency.** Meet with GOQ residents, as needed, to develop a coordinated annual and long range housing plan which includes service requirements, and to provide information about scheduled or unscheduled work and services. **(T-1)**

5.5.4. **Departure.** Conduct pre-termination inspection to explain cleaning standards and request feedback to identify scope of maintenance and repair. Conduct final inspections to ensure cleaning meets standards and that requirements for change of occupancy are complete. **(T-1)**

5.6. General Officer Retention of Quarters. GOQ residents may request retention of FH or PH, and approvals will impact a member's furnishings authorizations.

5.6.1. When a member occupying a government-controlled GOQ departs the installation on an Unaccompanied Dependent Restricted (UDR) tour, make every effort to adequately house the incoming family while ensuring as little disruption as possible to family of the departing member. The Commander may allow family members to retain the GOQ, with current furnishings and amenities, unless compelling circumstances require immediate occupancy by incoming GOs. If a move to another unit is necessary to support the family of the departing member, furnishings may not be provided as the GO no longer requires furnishings to support official entertainment responsibilities.

5.6.2. When a member occupying a privatized GOQ departs the installation on a UDR tour, the privatized housing property manager, in coordination with the Commander, determines if the family members may retain housing. In these cases, the member is no longer considered a "target tenant" and quarters may be required to support incoming personnel. If a move to another unit is necessary to support the family of the departing member, furnishings may not be provided, as the general officer no longer requires furnishings to support official entertainment responsibilities.

5.7. GOQ Furnishings. The Air Force may provide furnishings to support official entertainment responsibilities of GOs, Brigadier General selectees, O-6 Installation Commanders, the AF/CCC, and GO civilian equivalents (Senior Executive Service) residing in government-owned, leased, and privatized housing (target tenants only). Authorized furnishings vary between incumbents of SCPs and non-SCP positions, and are limited to public entertainment areas only. Supplemental furnishings are only authorized to complement, not replace, personally owned furnishings. All costs associated with furnishings are charged against the operations, maintenance and repair threshold.

5.7.1. **Special Command Position (SCP).** OSD (DA ODCMO) designates a small number of general and flag officer and civilian positions as SCP when the incumbent must represent U.S. interests at official and social entertainment activities involving foreign and U.S. dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities. **(T-0)** SCP incumbents have significantly more responsibilities for official entertainment activities and are often housed in larger GOQs. See **Attachment 4** for the current list of approved AF SCPs.

5.7.2. **Non-SCP.** A non-SCP position is a position occupied by a GO, Brigadier General selectee, Colonel (O-6) serving as the Installation Commander, or a civilian GO-equivalent not designated as an SCP.

5.7.3. **Supplemental Furnishings Allowances.** Supplemental furnishings may be provided in the public entertainment areas of FH occupied by SCPs and non-SCPs to supplement personally owned furnishings of residents who are required to frequently accommodate or entertain visitors as part of their official duties.

5.7.3.1. Authorized supplemental furnishings for SCP and non-SCPs are identified in **Attachment 5**.

5.7.3.2. Public entertainment areas are defined as the entrance foyer, living room, dining room, den, library, family room, kitchen area, porches, patios, stairways and hallways and sidewalks connecting these areas. For SCPs, it includes a guest bedroom for official guests requiring overnight accommodations.

5.7.3.3. Commanders may only approve the purchase of supplemental furnishings to complement, not replace, personally owned furnishings. Commanders may not approve purchases of supplemental furnishings for their own quarters, AFIMSC/CC is the approval authority. **(T-1)**

5.7.3.4. Installations may not purchase, maintain, repair, or replace furnishings items not authorized in **Attachment 5**. **(T-1)**

5.7.3.5. Installations may not purchase furnishing items when similar items are available in furnishings management inventory. **(T-1)**

5.7.3.6. All consumable items to support official entertainment via Air Force-provided furnishings and equipment are the responsibility of the resident (i.e. propane gas, cleaning supplies, etc.).

5.7.3.7. Unaccompanied members and voluntarily unaccompanied members residing in GOQs receive the same furnishings authorizations as accompanied members of equal grade.

5.7.3.8. Furnishings Management Section in coordination with the MHO Manager must account for all items issued to the incumbent of the SCP position on the AF FH Check-In/Check-Out Record. **(T-0)**

5.7.4. **Specific Supplemental Furnishings.**

5.7.4.1. **Window Treatments may be provided as a supplemental furnishing in the public entertainment areas of the GOQ.** Window treatments may be provided as a decorative compliment to the entertainment areas and when utilized, must always be in addition to window coverings (see **paragraph 11.20.3 Window Coverings**). **(T-1)** See **Attachment 5** for details.

5.7.4.1.1. Treatments include draperies, curtains, sheers, valances, cornices, fabric shades, and associated hardware.

5.7.4.1.2. Treatments must be neutral in color (may include white) and constructed of quality materials with at least a 7-year life expectancy. **(T-1)**

5.7.4.1.3. If treatments require replacement before the end of the 7-year life expectancy, the Commander must submit a waiver request to AFCEC/CIM. **(T-1)** See **Table 5.1** for approval authorities. Waiver requests must include: **(T-1)**

5.7.4.1.3.1. Explanation for why early replacement is required to include a statement that the BCE has validated the requirement for replacement.

5.7.4.1.3.2. Total cost of the replacement items.

5.7.4.1.3.3. Clearly labeled floor plan and photographs documenting the requirement.

5.7.4.1.3.4. The month and year the items requiring replacement were originally installed or placed in the GOQ. State whether the items are still under manufacturer warranty, and include available warranty information.

5.7.4.1.3.5. List of furnishings actions and costs completed in the FY, and those proposed for the FY.

5.7.4.1.3.6. GOQ spend and long-range plans that reflect the installation's ability to maintain furnishings in future FYs.

5.7.4.2. **Appliances are provided in FH and PH GOQs.**

5.7.4.2.1. Government owned appliances (which are classified as real property installed equipment) are provided for government owned or leased GOQs IAW **Attachment 5**. Appliances may be freestanding or permanently installed. GOs in PH may be authorized appliances not covered in the PH project transaction documents.

5.7.4.2.2. PH project owner appliances are provided for GOQs IAW project transaction documents. The appliances provided in the project and government-conveyed must be maintained and replaced by the project owner. **(T-0)**

5.7.5. **Special Command Position (SCP) Amenities and Allowances.** Incumbents of SCP positions residing in government-owned, leased and privatized GOQs may be provided additional amenities and allowances. For non-Air Force SCPs supported at AF installations, the MHO Manager must ensure items provided by their primary Service are considered before issuing additional items. **(T-1)**

5.7.5.1. **Tableware.** The Air Force has standardized tableware authorizations (see **Attachment 5**, **Part B—China, Glassware, Flatware, Silver Service, and Table Linen**).

5.7.5.1.1. The 11 WG/LRS identifies an AF Tableware Program and Amenities Representative to manage the AF tableware program for support to SCPs. This office uses eMH to track SCP tableware inventory and accountability. **(T-0)**

5.7.5.1.2. The Furnishings Management Section in coordination with the MHO Manager must account for all items issued to the incumbent of the SCP position on the AF FH Check-In/Check-Out Record. **(T-0)**

5.7.5.1.3. The initial issue of tableware is not subject to the $1,000 annual replacement allowance but included in the annual operations, maintenance and repair limit.

5.7.5.1.4. Replacement items are charged against the $1,000 limit and the annual operations, maintenance and repair limit.

5.7.5.1.5. The MHO Manager must initiate request for replacements to the AF Tableware Representative at the request of the resident or designated representative. **(T-1)** The AF Tableware Representative must notify MHO if any items are received directly from the resident or the enlisted aide for reconciliation. **(T-1)**

5.7.5.1.6. The AF Tableware Representative must only issue replacement items to the Furnishing Management Section after validation of authorization and verification by the MHO Manager that sufficient funds remain available below the annual limit. **(T-1)**

5.7.5.1.7. Furnishings Management Section forwards the item to be replaced via certified mail to 11 WG/LRS, Tableware Program and Amenities Representative, 3066 E. Perimeter Rd, Joint Base Andrews MD 20762. The 11 WG/LRS will reclaim any precious metals from these items. **(T-1)**

5.7.5.1.8. The 11 WG/LRS must provide AF/A4CA and AFCEC/CIM a total inventory and reconciliation of tableware on hand and issued by 1 March annually, and a transaction summary by base and address quarterly, by the 10th day following the end of the quarter. **(T-1)**

5.7.5.2. **Table Linen.** SCPs may maintain, at maximum, a set of 48 placemats, 48 napkins, and up to 12 tablecloths (white or neutral), depending on size and shape of the primary dining table.

5.7.5.2.1. The Furnishings Management Section in coordination with the MHO Manager must account for all table linen issued to the incumbent of the SCP position on the AF FH Check-In/Check-Out Record. **(T-0)** These items remain with the GOQ until they are unserviceable at which time they are turned into Furnishing Management Section for disposal.

5.7.5.2.2. The Furnishings Management Section purchases linens locally, or the incumbent of the SCP position may purchase replacement linens using personal funds. The MHO Manager processes Optional Form (OF) 1164, *Claim for Reimbursement for Expenditures on Official Business*, to the Financial Services Office for reimbursement to the member. **(T-1)**

5.7.5.2.3. Table linen may be cleaned at government expense.

5.7.5.3. **Miscellaneous Supplemental Allowance.** SCPs are provided an additional $1,000 allowance for items required for official entertainment such as small cookware, hollowware (serving pieces), and other items required for entertainment but not listed in **Attachment 5**.

5.7.5.3.1. Furnishings Management Section in coordination with the MHO Manager must account for all items purchased under this authority and issued to the incumbent of the SCP position on the AF FH Check-In/Check-Out Record. **(T-0)** These items remain with the GOQ until they are unserviceable at which time they are turned into Furnishings Management Section for disposal.

5.7.5.3.2. Furnishings Management Section purchases miscellaneous supplemental items locally or the incumbent of the SCP position may purchase miscellaneous supplemental item using personal funds. The MHO Manager processes Optional Form (OF) 1164, *Claim for Reimbursement for Expenditures on Official Business*, to the Financial Services Office for reimbursement to the member.

Table 5.1. Approval Authorities.

	Rank of GOQ Tenant (Including SES Equivalents)					
Category of Limit	**Installation Commanders**	**All O-7s**	**All O-8s, and O-9s (that are not MAJCOM/CCs)**	**MAJCOM/CCs, the USAFA Superintendent, the AF/CCC, All O-10s**	**AF/CV**	**AF/CC**
Waivers to Expenditure Limits						
Furnishings GOQ (non SCP) 1-Year Limit $6000 or 5-Year Limit $20,000	AFIMSC/CC	AFIMSC/CC	AFMC/CC	AF/CV	N/A	N/A
Furnishings SCP 1-Year Limit $10,000 or SCP 5-Year Limit $40,000	N/A	N/A	N/A	AF/CV	AF/CC	SECAF
Tableware and Linen SCP 1-Year Limit $1000	N/A	N/A	N/A	AF/CV	AF/CC	SECAF
Miscellaneous Supplemental Allowance SCP 1-Year Limit $1000	N/A	N/A	N/A	AF/CV	AF/CC	SECAF
Waivers to Minimum Life Cycle Limits						
Window Treatment Replacement 7 Years	AFIMSC/CC	AFIMSC/CC	AFMC/CC	AF/CV	AF/CC	SECAF
Carpet Replacement 7 Years	AFIMSC/CC	AFIMSC/CC	AFMC/CC	AF/CV	AF/CC	SECAF
Waivers to Furnishings and Amenities Allowances Quantities (Table 9.1)						
Table of Furnishings Allowances	AFIMSC/CC	AFIMSC/CC	AFMC/CC	AF/CV	AF/CC	SECAF
Approval for Supplemental Furnishings						
Approve Purchase of Supplemental Furnishings	AFIMSC/CC	Installation Commander	Installation Commander	Installation Commander	Installation Commander	Installation Commander

	Rank of GOQ Tenant (Including SES Equivalents)					
Category of Limit	**Installation Commanders**	**All O-7s**	**All O-8s, and O-9s (that are not MAJCOM/CCs)**	**MAJCOM/CCs, the USAFA Superintendent, the AF/CCC, All O-10s**	**AF/CV**	**AF/CC**
Notes: 1. All GOQ carpet replacement requires Installation Commander certification that existing carpeting is no longer serviceable and requires replacement. 2. Replacement of Window Treatments before the end of the 7-year life cycle requires Installation Commander justification. 3. If waiving the 1-year and/or 5-year limit causes the projected operations, maintenance and repair costs to exceed $35,000 for that FY, obtain appropriate additional approvals prior to incurring additional furnishings costs. 4. Installation Commanders approve the purchase of supplemental furnishings to complement GOQ resident's personally owned furnishings, except for their own quarters; AFIMSC/CC is the approval authority for purchasing supplemental furnishings for Installation Commander quarters.						

5.7.6. **Furnishings Cost Limits.** See **Table 5.2** for AF-established 1-Year and 5-Year (consecutive period of time) threshold limits for SCP and non-SCP furnishings costs. Do not exceed furnishings costs limits without appropriate approval. These established limits are not considered budgeted amounts for every GOQ. All furnishings costs count against the operations, maintenance and repair annual limit.

Table 5.2. Furnishings Cost Categories and 1- and 5-Year Limits.

Cost Category	GOQ (non-SCP) 1-Year Limit	GOQ (non-SCP) 5-Year Limit	SCP 1-Year Limit	SCP 5-Year Limit
Furnishings	$6,000	$20,000	$10,000	$40,000
Tableware and linen	No Authority	No Authority	$1,000	None
Miscellaneous supplemental allowance	No Authority	No Authority	$1,000	None

5.7.6.1. The furnishings limit applies to the following items:

5.7.6.1.1. Purchase cost of furniture.

5.7.6.1.2. Purchase cost of area rugs with required pads.

5.7.6.1.3. Replacement cost of window treatments.

5.7.6.1.4. Purchase of artificial plants (SCP only).

5.7.6.1.5. Refinishing and reupholstering.

5.7.6.2. Exclude the following furnishings costs from 1- and 5-year furnishings limits; shipping, transportation, pickup, delivery, installation, repair, cleaning, storage and furnishings storage containers.

5.7.6.3. Exclude initial-issue window treatments required due to new construction or re-designation of a unit from non-GOQ to GOQ use.

5.7.6.4. The 1-year and 5-year limits apply to the purchase of new items and any item that is issued from the existing Furnishings Management warehouse that has never been previously charged to a GOQ.

5.7.6.5. Do not include items which have been issued and previously charged to other homes (used).

5.7.7. **Furnishings Cost Limits Waivers.** If SCP or non-SCP requirements exceed the AF established 1-Year and/or 5-Year limits, the Commander must forward a waiver request to AFCEC/CIM. **(T-1)**

5.7.7.1. The waiver request must include: **(T-1)**

5.7.7.1.1. Explanation for exceeding the limit, to include a statement validating the necessity of the requirement to exceed the limit.

5.7.7.1.2. List items requested, including costs.

5.7.7.1.3. List of furnishings actions/cost completed in the FY and those proposed for the FY.

5.7.7.1.4. GOQ spend and long-range plans that reflect the installation's ability to maintain quality furnishings within the expenditure limits in future FYs.

5.7.7.2. Approval authorities are dependent on the grade of the incumbent in which the waiver is required. In no case may the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank. **(T-1)** If necessary, use date of rank to determine authority. See **Table 5.1** for authorities.

5.7.7.3. If waiving the 1-year and/or 5- year limit causes the projected operations, maintenance and repair costs to exceed $35,000 for that FY, obtain appropriate additional approvals prior to incurring additional furnishing costs.

5.7.8. **Furnishings Accountability.** General officers are accountable and liable for damages for government-issued furnishings in their GOQ. Furnishings items are recorded on AF FH Check-In/Check-Out Record and signed for by the general officer, spouse, or designated representative (including Enlisted Aides). The Furnishings Management Section maintains the record of issued items and receives unserviceable items for disposal. The Furnishings Management Section and the resident must conduct an annual inventory and assessment, and perform reconciliation actions as needed. **(T-1)**

5.7.9. **Requesting New Items.** When new furnishings, appliances, or equipment items, not included in **Attachment 5** are needed, Commanders submit requests to AFIMSC/CC with supporting documentation. Included in the request should be a description of the items and proposed locations in the entertainment area of the GOQ, cost, and include other available information (brochures, sketches, and photographs). AFIMSC/CC forwards supported request to AF/A4C for consideration.

5.8. GOQ Cost & Reporting. The Air Force is required to report all GOQ expenditures per Congressional and OSD direction. This requirement applies to all expenditures on all Air Force GOQs (government-owned, leased, and privatized). Government costs for government-owned GOQs temporarily diverted as unaccompanied GOQs are paid exclusively from family housing appropriated funds and all limits apply. The MHO Manager must approve FH operations and maintenance funds before expenditures, and track and accurately account for all GOQ costs to ensure statutory and policy limits are not exceeded and accomplish reporting requirements. **(T-1)**

5.8.1. **Tracking and Reporting General Officer Quarters (GOQ) Costs.**

5.8.1.1. The MHO Manager is responsible to ensure proper collection, recording, and certification of GOQ government (appropriated funds) and project owner expenditures in government-owned, leased and privatized GOQs (units occupied by GOs as either Target Tenants or Other Eligible Tenants). The MHO Manager must monitor and validate costs frequently to ensure sufficient authorizations exist before approving additional expenditures in the GOQ. **(T-1)**

5.8.1.2. The MHO Manager must read and must use **Attachment 6** to determine how to charge, track, and report appropriated funds for GOQs. **(T-0)**

5.8.1.2.1. The PH project owner will use categories as specified in **Attachment 15.8** to identify and report expenditures.

5.8.1.2.2. For government-controlled housing, charge and report annual costs the date funds are obligated. However, for multiunit service contracts, where funds are obligated when the contract is awarded, charge costs to individual GOQs as expenses are incurred. Examples of these contracts are housing maintenance, grounds maintenance, and refuse collection.

5.8.1.2.3. For contracted project work in government-controlled housing, charge and report the entire cost of the work (labor plus materials) at the time the contract is awarded. Report changes to costs prior to end-of-year (fourth quarter reports) when the contract change is approved.

5.8.1.2.4. For in-house work in government-controlled housing, charge and report the cost of materials as they are received. Charge and report labor for in-house work at the time the hours are expended. When military or civilian labor, other than enlisted aides, performs housing work, the cost for the reported labor hours is based on the total shop rate, less the military factor.

5.8.1.2.5. Determine O&M costs for government-controlled GOQs in one of two ways, and charge accordingly:

5.8.1.2.5.1. If the costs are solely attributable to a GOQ, such as a maintenance project or contract cleaning for an individual unit, charge the entire cost to the GOQ.

5.8.1.2.5.2. If two or more units benefit from services (e.g., refuse collection, maintenance, shared garage), prorate the costs among all benefiting units. For utilities where units are not metered, determine a cost per square foot and establish the charge based on the unit size**.**

5.8.1.2.6. Charge costs to maintain and repair irrigation systems within 50 feet of the GOQ to that GOQ. If two or more units share an irrigation system, prorate the costs among all GOQs sharing the system, but in all cases charge only the cost within 50 feet of each GOQ. This policy is specific to irrigation systems, and the "exclusive use" provision in **paragraph 2.25.1** does not apply.

5.8.1.3. The MHO Manager will collect and record GOQ expenditures using eMH General & Flag Officers Module. **(T-0)**

5.8.1.3.1. The MHO Manager must develop and maintain a separate General & Flag Officer Module Quarterly Cost Report for all housing units used as GOQs (including general officers that are “frocked” but excluding brigadier general selects) regardless of the length of time occupied by the general officer during the FY, including those re-designated as unaccompanied housing, to track and report cost associated with government and project owner operations, maintenance, repair and improvement actions. **(T-0)**

5.8.1.3.2. The installation CE Resource Advisor and other offices and agencies will provide the MHO Manager government expenditures as required. **(T-0)**

5.8.1.3.3. The PH project owner will provide expenditures to the MHO Manager, at minimum quarterly not later than the end of the first month following the end of the quarter. The PH project owner may use the Project Owner Cost Workbook (sample at **Attachment 15.9**). The MHO Manager will transfer the costs from the Project Owner Cost Workbook to the appropriate line in the GOQ’s Quarterly Cost Report. **(T-0)**

5.8.2. **Reporting General Officer Quarters (GOQ) Costs.** DoD requires annual submittal of expenditures for homes occupied by general officers during the FY. AF uses the business rules established in **Attachment 15.10** for annual reporting.

5.8.2.1. The MHO Manager uses the criteria for tracking and reporting GOQ expenditures at **Attachment 6**.

5.8.2.2. Once annual reports have been approved by AF/A4CA in eMH, the MHO manager notifies AFCEC/CIM and submits updated reports only if a cost change would affect statutory or regulatory compliance. However, these changes should be annotated on the final AF Form 3826 and retained at the installation in eMH.

5.8.2.3. The MHO Manager generates the AF Form 3826 for each GOQ being reported from eMH General and Flag Officer Module at the end of each quarter along with the detailed transaction sheet. The MHO manager and project owner representative will brief the GOQ resident details on expenditures being reported, as requested. **(T-1)**

5.8.2.3.1. The MHO Manager and BCE must sign the government and privatized section of the AF Form 3826; the PH project owner representative signs the Project Owner section. **(T-0)**

5.8.2.3.2. The general officer signs the AF Form 3826 if available at the duty station to acknowledge expenditures. **(T-1)**

5.9. GOQ General Policy. The MHO Manager is responsible to manage GOQ daily operations. A key to maintaining GOQs is to accurately identify facility work requirements, and participation by residents in this process is vital.

5.10. General Officer Quarters Specific Items: There are specific items associated with government-owned GOQs that the MHO Manager may be required to address with residents.

5.10.1. Window Coverings are considered part of the facility. See **paragraph 11.20.3** for Window Covering policies.

5.10.2. Window Treatments are considered furnishings. See **paragraph 5.7.4.1**.

5.10.3. Carpeting is considered part of the facility. See **paragraph 11.10.7.7**.

5.10.4. Appliances and specific equipment may be considered furnishings or part of the facility. See **Attachment 6** to determine appropriate category for charging work and costs. Use the principle that the term "installed" typically describes a facility cost (built in oven or cooktop, dishwasher) and the term "freestanding" typically describes a furnishings cost (refrigerator, range, microwave, washer & dryer). Subsequent costs incurred for the item (maintenance, repair or replacement) are charged to the same cost category initially assigned to the appliance.

5.10.5. An exterior name sign can be provided as a facility cost at GOQs when required.

5.10.6. A name plaque to serve as an historical interior record may be provided at each GOQ including PH as a furnishings.

5.10.7. Certain flags may be provided at GOQs. See **paragraph 2.23** for details.

5.11. General Officer Quarters Planning. The BCE must develop a plan for each GOQ that includes day-to-day requirements while considering future capital investments necessary to sustain the quality of the dwelling. **(T-1)** Specific details for investment decisions are provided in the GOQ Individual Facility Profile within the base-specific Housing Community Profile. The BCE is required to ensure all work is consistent with *Air Force GOQ Guide, GOQ Standards for Programming, Design and Construction, Volume 2*. **(T-0)**

5.11.1. **Air Force Family Housing Master Plan (FHMP).** Refer to paragraph **11.2.3.** for a description of how the FHMP is used by the AF/A4C to establish an investment strategy for all FH units.

5.11.1.1. **Housing Community Profile.** The FHMP includes a Housing Community Profile for each installation. (See **paragraph 11.2.2**).

5.11.1.2. **Individual Facility Profile.** Every Housing Community Profile for installations with GOQs includes an Individual Facility Profile for each GOQ. The Individual Facility Profile includes facility data, such as the age and condition of the GOQ; improvements, major and minor maintenance and repair requirements; and cost estimates for work planned to be accomplished using the Operations & Maintenance program or planned to use a one-time whole-house improvement project. Each Individual Facility Profile identifies an interim Operations & Maintenance plan, and a long-range whole-house investment plan.

5.11.1.3. Repairs, improvements, new construction or replacements shall be planned IAW the FHMP (see **paragraph 11.2.3**). **(T-1)** Bases must comply with the requirements identified in the Individual Facility Profile or seek approval from AFCEC/CIM to deviate. **(T-1)**

5.11.2. **General Officer Quarters Guide.** The Air Force developed a GOQ Guide for use in GOQ management and planning. The GOQ Guide is contained in a boxed set of three volumes:

5.11.2.1. **Volume I, *GOQ Resident Handbook*.** The handbook provides GOs, their spouses, and executive staffs with the rules, standards, and expectations concerning GOQs including, furnishings authorizations, cost reporting, and expenditure limitations.

5.11.2.2. Volume II, GOQ Standards for Programming, Design, and Construction:

5.11.2.2.1. Volume II, supplements housing facility standards in the *Air Force Family Housing Guide for Planning, Programming, Design and Construction*, and is available from AFCEC (**https://www.wbdg.org/FFC/AF/AFDG/goqguidev2.pdf**).

5.11.2.2.2. Installations may supplement Volume II with local installation standards compatible with Air Force parameters, considering climatic conditions, architectural styles, local construction practices, AF/A4C policies, applicable laws, and regulations.

5.11.2.3. Volume III, *GOQ Individual Facility Profile (IFP)* (see **paragraph 5.10.1.2**).

5.11.3. **Long-Range Plan.** The MHO Manager must prepare an annual long-range plan for each GOQ to identify funds required for operations, M&R, and improvement work. **(T-0)**

5.11.3.1. The plan covers a 5-year period (the current year plus the following 4 years) and provides detailed costs planned for management, services, furnishings, change of occupancy, minor/routine maintenance and repair, major maintenance and repair, ground maintenance, minor alteration, and improvement costs for each year. The plan also identifies the need to request additional authority when the total operations, maintenance and repair, or M&R, costs for a FY exceeds $35,000 (**Table 5.1**).

5.11.3.2. Limit M&R to health or life safety issues when the GOQ is included in a near-term whole housing renovation project.

5.11.3.3. **Spend Plan.** The MHO Manager, in collaboration with the GOQ management team, will prepare a spend plan that identifies programmed and recurring work and services required during the coming FY. **(T-0)** Inputs should include requirements provided by residents, current inspections, Housing Community Profile and approved project work (O&M or improvement) identified in the GOQ Individual Facility Profile. If conditions have changed from published Housing Community Profile, identify work as needed and keep supporting documents. **(T-1)**

5.12. General Officer Quarters Programming. See **paragraph 11.3.10** for details regarding programming requirements for GOQs.

5.13. Privatized General Officer Quarters Policy. The Air Force privatization of FH, included the privatization of GOQs. The project owner owns and operates GOQs IAW transaction documents. Requirements set forth are only binding on the project owner to the extent such requirements are mandated by law or incorporated into project transaction documents.

5.13.1. The MHO Manager provides oversight of the PH project and specific to GOQs, is the focal point for furnishings, force protection, official communications equipment, SCP requirements, cost reporting, and informal complaint resolution between the resident and the project owner.

5.13.2. The project owner owns the GOQ, funds the maintenance, repair and capital improvement requirements, and performs daily operations to include directing and managing work accomplished in and around GOQs.

5.13.3. FH appropriation expenditures in privatized GOQs must comply with statutory limitations. **(T-0)** See **paragraph 5.3** for limitations.

5.13.4. The MHO Manager is required to report annual FH appropriation expenditures in privatized GOQs. See **paragraph 5.8** for reporting requirement.

5.13.5. The Air Force is required by Title 10 U.S.C. § 2884 to report any privatized GOQ unit where the total project owner expenditures for operations, maintenance and repair exceed $50,000 annually as part of the Air Force annual budget. Since the $50,000 threshold is a reporting "trigger" and not a funding limit, no congressional or Air Force approval is required before it may be exceeded by the project owner.

5.13.6. The use of non-FH appropriated funds in privatized GOQs is permitted under certain circumstances and with coordination from SAF/FMB and approval by SAF/IEI. See **paragraph 10.2.17** for details.

5.13.7. **Privatized General Officer Quarters Specific Items:** There are specific items associated with privatized GOQs that the project owner may be required to address with residents.

5.13.7.1. An exterior name sign may be provided IAW project transaction documents. If the project does not include this requirement, the AF may negotiate with the project owner to attempt to include the requirement.

5.13.7.2. Certain flags may be provided at privatized GOQs. See **paragraph 2.23** for details.

5.13.7.3. GOQ resident requests that are outside of the project transaction documents should be referred to the MHO Manager for resolution.

Chapter 6

PRIVATIZED HOUSING (PH)

6.1. Policy. In 1996, Congress authorized the privatization of family housing (FH) on or near military installations within the United States and its territories and possessions under Title 10, United States Code (U.S.C.), Sections (§) 2871-2885, as amended, known as the Military Housing Privatization Initiative (MHPI). The AF has met the goal to privatize the majority of CONUS FH, and is focused on sustaining viable projects and ensuring project owners continue to provide military members and their families suitable housing IAW housing privatization agreements (referred to as "transaction documents"). AFCEC/CI is delegated responsibilities by SAF/IEI for MHPI portfolio management and accomplishing program management oversight.

6.2. Privatized Housing Assets. AF-owned family housing assets within CONUS, Alaska, and Hawaii installations were conveyed to a project owner (PO) who now owns and leases these units to military members and their families. The agreement between the project owner and the Air Force provides for a 50-year lease and satisfies the shortfall of community housing within the installation's housing market area.

6.3. Military Housing Office. The MHO performs a variety of roles associated with PH oversight. The Installation Commander establishes the location of the MHO. If co-located with the project owner staff, each must have distinct and separate office areas with clear signage and demarcation (see **paragraph 6.3.6 Co-location of Military Housing Office**). **(T-1)** The MHO Manager must be knowledgeable of the installation PH transactions documents, provide performance oversight on a daily basis, and report compliance via a quarterly compliance checklist. **(T-1)** The MHO Manager must: **(T-1)**

6.3.1. Ensure inbound personnel are briefed on all housing options and general information and responsibilities during occupancy as detailed in **paragraph 3.4**. The MHO Manager must ensure that inbound personnel briefings include, at a minimum, the information detailed in **paragraph 3.4.12** related to the leasing of PH. **(T-1)**

6.3.2. Ensure information is available on appropriate web sites to assist current and potential residents in gaining vital housing information (Base newcomer's page, Base AF Portal page, the Housing On-line Military Enterprise System, Housing Early Assistance Tools, AF Public Housing Web site or PH Project Web site, etc.). **(T-1)**

6.3.3. Monitor and analyze trends using PH reports as outlined in transaction documents, identify areas of concern, and ensure status is provided to installation leadership and AFCEC/CIM as necessary. **(T-1)**

6.3.4. Identify opportunities to improve project performance, including installation practices, policies and transactional requirements, and coordinate development and implementation of solutions with AFCEC/CIM. **(T-1)**

6.3.5. Partner with the project owner to ensure vacancy, tenant, and other PH issues are presented and discussed at partnering meetings and/or during the Management Review Committee, and Installation Management Review Committee meetings. **(T-1)**

6.3.6. **Co-location of Military Housing Office.** The Installation Commander has the authority to co-locate the MHO and project owner staff in the same facility. If they are not co-located, provide exterior signage at each location to clearly identify and differentiate the Military Housing Office from the project owner Property Management Company. **(T-1)** If co-located they must:

6.3.6.1. Provide exterior signage on co-located housing offices to clearly identify that it houses both the Military Housing Office and the project owner Property Management Company. **(T-1)**

6.3.6.2. Ensure that the MHO and project owner staff have distinct and separate office areas to include clear signage for demarcation between MHO and project owner areas. **(T-1)**

6.3.6.3. Ensure separate visual identification between MHO and project owner staff to reduce resident confusion. **(T-1)**

6.3.6.4. Ensure a private area is established for discussions with MHO staff on complaints with project owner to protect resident confidentiality. **(T-1)**

6.3.6.5. Ensure that all MHO staff, except for UH and Furnishings Management Section personnel, are in the same building. For joint base installations, satellite MHOs are allowed. **(T-1)**

6.4. Oversight. The MHO Manager must provide quality oversight of project performance using a partnering methodology and understanding that the level of project performance should dictate the level of oversight required. **(T-1)** The MHO Manager observes and reports compliance with transaction documents via a quarterly compliance checklist. Provide results of compliance testing IAW transaction documents to appropriate AF portfolio manager. Refer to **Chapter 1** for roles and responsibilities and **paragraph 6.5** for additional details. The MHO manager and MHO staff must:

6.4.1. Successfully complete the course "Certified Military Housing Inspector (CMHI)" offered by Military Housing and Lodging Institute (MHLI). **(T-1)**

6.4.2. Conduct required inspections using the Oversight Inspection Documents (**Attachment 15.24**) and file completed Oversight Checklist for Change of Occupancy to document condition and for uses in trend tracking. **(T-1)** In the context of this section, an inspection includes careful physical examination and scrutiny, as applicable, of the subject work request, work performance, impacted system, and/or housing unit as a whole. A paperwork/data-only review is insufficient for the purpose of maintaining appropriate oversight as specified in the following subordinate paragraphs.

6.4.2.1. Reserved.

6.4.2.2. Reserved.

6.4.2.3. Conduct a minimum of 10% inspection of routine, initial, and pre-termination inspection work orders. **(T-1)**

6.4.2.4. Conduct a minimum of 30% inspection of urgent work orders. **(T-1)**

6.4.2.5. Conduct 100% inspections of PH during change of occupancy, critical life safety work orders, critical health work orders, work orders associated with health and life safety systems preventive maintenance (fire alarms, CO detectors, gas safety checks, etc.), and emergency work orders. **(T-1)**

6.4.2.5.1. Critical Life Safety work order is defined as any work request regarding the conditions of a building component that could indicate failure of the component is imminent, and that its failure would endanger the life and safety of building occupants. Examples include, but are not limited to: missing, damaged, or inoperative life safety equipment such as smoke detectors, fire sprinklers, fire extinguishers, carbon monoxide detectors; large structural cracks; gas leaks; exposed electrical wiring; loose or missing handrails on stairs; or broken/shattered glass (windows). **(T-1)**

6.4.2.5.2. Critical Health work order is defined as any work request regarding a condition that may be fostering risks to the health of the building's occupants. Examples include, but are not limited to: Cooling system not working when outside temperatures are above 85 degrees F; heating system not working when outside temperature is below 50 degrees F; missing/damaged or inoperative radon detectors or related mitigation systems; peeling/chipping paint in homes suspected of containing lead-based paint; disturbed/damaged/degrading asbestos building materials; evidence of rodent intrusion; pest infestation; visible mold growth, and pungent odors including volatile organic compounds. **(T-1)**

6.4.2.6. Follow-up on all work order satisfaction surveys scoring 3.5 or less.

6.4.2.7. Conduct a follow-on inspection (after the PO remediates any issues and makes appropriate repairs to the satisfaction of the MHO) when any inspection causes the MHO to determine that the housing unit does not meet minimum health, safety, and welfare standards set forth in Federal, State, and local law.

6.4.2.8. **Health and Life Safety Reporting.** The MHO must report critical life safety work orders and critical health work orders in accordance with the following order of precedence: **(T-1)**

6.4.2.8.1. **Commander's Critical Information Requirement (CCIR).** Any event, information, work order category, or work order detail that has been defined as a CCIR by the Commander must be reported IAW installation-directed CCIR reporting procedures and timelines. **(T-1)** All CCIR reports pertaining to PH must be sent to AFCEC/CI by the BCE *after* Commander notification has been confirmed.

6.4.2.8.2. **Routine Health and Life Safety Reporting.** All critical life safety work orders (**6.4.2.5.1**) and critical health work orders (**6.4.2.5.2**) must be reported to the Commander and intermediate headquarters. **(T-1)**

6.4.2.8.2.1. Weekly, the MHO must applicable work order data, received from the PH project management office or PO's work order system, covering the last seven days. The consolidated data will be transmitted weekly to the Commander according to locally-established procedures. **(T-1)**

6.4.2.8.2.2. Monthly, the MHO must consolidate applicable work order data, received from the PH project management office or PO's work order system, covering the past three reports to the Commander and the last seven days. **(T-1)** This consolidated report will cover approximately the last 30 days and be transmitted monthly to the Commander according to locally-established procedures. (**T-1)** The Commander will transmit the consolidated monthly data to the applicable MAJCOM and NAF. **(T-1)** MHO will transmit the consolidated monthly data to AFCEC/CIM only after receiving the Commander's coordination. **(T-1)**

6.4.3. Reserved.

6.4.4. Provide random oversight to ensure appropriate preventive maintenance and capital repairs are accomplished IAW approved Facilities Maintenance and Capital Repair and Replacement plans, respectively. **(T-1)**

6.4.5. Provide random oversight to ensure provision/performance of required services as identified in transaction documents (refuse, snow, grounds, pest control services, etc.). **(T-1)**

6.4.6. Provide oversight of appropriate management plans to ensure target, referral and other eligible tenant rental policies are IAW transaction documents. **(T-1)**

6.4.7. Provide assistance to the project owner regarding base escort services, vendor access lists, and base passes for the project owner and subcontractor employees IAW base Security Forces requirements in AFMAN 31-101 Volume 3, *Installation Perimeter Access Control (FOUO)*. **(T-1)**

6.4.8. Assist the project owner in compliance with base polices on fire, safety, and security and the associated maintenance requirements. **(T-1)**

6.4.9. Assist military members in resolution of tenant complaints. **(T-1)**

6.4.10. Review tenant leases as requested by appropriate military/civilian tenants. **(T-1)**

6.4.11. Review the project owner-provided resident brochure/handbook and website. **(T-1)**

6.4.12. Assist with and coordinate prepared communications with wing leadership, as necessary. **(T-1)**

6.4.13. Assist the project owner with the coordination of proposed media releases and communications with the installation Public Affairs Office. **(T-1)**

6.4.14. Verify that damaged or destroyed Government property is repaired or the AF is reimbursed for repair or replacement. **(T-1)**

6.4.15. Review annual recalculation of utility rates. **(T-1)**

6.4.16. Review utility payment to ensure accuracy. **(T-1)**

6.4.17. Review Fire and Police Protection Services reimbursements. **(T-1)**

6.4.18. Receive a list of any move-out charges that a landlord seeks to collect from an outgoing tenant.

6.4.19. Reserved.

6.4.20. Reserved.

6.4.21. Reserved.

6.4.22. Reserved.

6.5. Management Review Committee. The Management Review Committee (MRC) is a quarterly forum to discuss the performance of privatization projects and any housing related issues. The forum must include, but is not limited to, the following government representatives: AFCEC/CIM, BCE, Military Treatment Facility, the MHO Manager, Security Forces, Fire Department, Public Affairs, Staff Judge Advocate's Office and tenant representatives where applicable. **(T-1)** The Commander ensures MRC meetings are held IAW Transaction Documents, schedule, and other guidance established by AFCEC/CI and in coordination with AF/A4C. **(T-1)** **Note:** The MHO Manager is the primary focal point for installation activities related to housing privatization projects. The Commander and AFCEC/CI coordinate the project owner's annual budget submission IAW transaction documents. **(T-1)** AFCEC/CI approves project owner budget submissions.

6.5.1. For single-base housing privatization projects, the Commander establishes and co-chairs the MRC with the project owner. **(T-1)**

6.5.2. For grouped privatization projects, AFCEC/CI and the project owner co-chair the MRC. **(T-1)** For individual bases within a grouped privatization project, the Commander establishes, and co-chairs with the project owner, the Installation Management Review Committee (IMRC). **(T-1)**

6.5.3. For bases in grouped privatization projects the IMRC is required to meet at least quarterly, in advance of the MRC (see **paragraph 6.5.2**), to discuss installation-specific issues. The Commander's Dashboard (see **paragraph 6.6.4**) is reviewed/briefed in the IMRC for bases in grouped projects or the MRC for single-base privatization projects, but not at the group MRC.

6.5.4. Items briefed at MRCs include, but are not limited to: key performance indicators, tenant satisfaction survey results, site visits conducted, project ratings, occupancy, construction progress, maintenance performance issues, health and life safety issues, and any proposals or compliance issues that require further discussion. The Commander's Evaluation (see **paragraph 6.6.3**) of performance is only briefed at the IMRC for grouped projects or the MRC for single-base privatization projects.

6.5.5. MHO is responsible for updating and briefing the Commander's Dashboard during the appropriate IMRC or MRC meeting.

6.5.6. MRC and IMRC meeting minutes will be provided to MAJCOM Commanders and all commanders at the installation, including tenant unit commanders. **(T-1)**

6.6. Compliance Testing Processes. The processes involve direct liaison between the project owner and the MHO Manager to coordinate observations, results and reports. Completed compliance testing checklists are submitted to the AF Portfolio Manager on a quarterly basis. The MHO Manager will use the compliance-testing tool as their operating procedures. **(T-2)**

6.6.1. AFCEC/CI will conduct periodic compliance reviews of all closed housing privatization projects. **(T-1)** This function may involve direct and indirect verification of certain compliance items and coordination of legal, engineering, environmental, and other installation functions to ensure accurate reporting to the Air Force Portfolio Manager.

6.6.2. At a minimum, AFCEC/CI will maintain records adequate to demonstrate compliance verification was accomplished. **(T-1)**

6.6.3. **Commander Evaluation.** AFCEC/CI must develop and provide a standardized evaluation, with business rules, for use by the Commander for the purpose of evaluating performance of the PO and PH management office at the installation-level for all PH projects. **(T-1)**

6.6.3.1. The evaluation shall be statistically sound, in order to support meaningful analysis, and will cover the following areas with questions to assess if the PO is meeting the Commander's expectations: resident satisfaction; housing maintenance; and health and life safety. **(T-1)**

6.6.3.2. The Commander will complete the evaluation quarterly and transmit to AFCEC/CI for additional use (reference **paragraph 6.19.2**) within 30 days of the end of each award period. **(T-1)** Synchronize evaluation with MRC cycle to provide current and relevant information in support of MRC meetings (see **paragraph 6.5.4**).

6.6.3.3. The MHO will provide data, as required, to support completion of the Commander Evaluation.

6.6.3.4. The Commander Dashboard (see **paragraph 6.6.4**) will be one data source used to inform completion of the Commander Evaluation.

6.6.3.5. Metrics and scoring guides for the evaluation shall be standardized and clearly defined in the accompanying business rules. (**T-1)** The result of associating scores from an evaluation to a percentage of a PIF payment (see **paragraph 6.19**) must provide the Commander with a meaningful tool to drive PO performance and be reasonably and clearly tied to the Commander's assessment of the PO for the performance quarter. **(T-1)**

6.6.4. **Commander Dashboard.** AFCEC/CI must develop and provide a standardized template and business rules to facilitate IMRC and MRC meetings through the careful and meaningful presentation of key performance indicators and data related to the performance of PH projects over time. **(T-1)**

6.6.4.1. The Commander Dashboard will be comprised of summary information covering the following areas: resident feedback; occupancy; maintenance and operations; and sustainment and reinvestment. **(T-1)**

6.6.4.1.1. The data elements included in each area will clearly convey project performance and highlight deficiencies for decision makers. **(T-1)**

6.6.4.1.2. Each area will contain trending information, based on data from not less than the past four quarters, derived from statistically-appropriate analysis. **(T-1)** Include, as applicable, the target or performance goal for each area. **(T-1)** Trending should highlight potential future performance concerns for discussion at the IMRC or MRC and proactive mitigation.

6.6.4.1.2.1. Annotate missing data or gaps in trending which may impact interpretation of the metric.

6.6.4.1.2.2. Include relevant rating scales, categories, and keys to allow the Commander Dashboard to stand on its own.

6.6.4.2. The AFCEC/CI standardized template and calculations will not be adjusted at the installation level, although Commanders may include supplemental data elements on additional slides. **(T-1)**

6.6.4.3. The MHO will update the Commander Dashboard with data reported by the PO and with data from other government management and oversight activities. **(T-1)** Judiciously communicate to AFCEC/CI any failure on the part of the PO to provide accurate and timely data products IAW the transaction documents.

6.7. Privatized Housing Resident Advocate. The installation Privatized Housing Resident Advocate takes a proactive approach to ensure military members' and their families' concerns with PH are addressed and elevated to the appropriate levels within the chain of command. The incumbent must be a government civilian employee who is directly aligned under the Installation Commander Support staff and responsible to perform the following: **(T-1)**

6.7.1. Advocate for service members and their families residing in privatized housing to promote access to safe and healthy homes.

6.7.2. Provide advice/consultation to any member or member's dependents on landlord/tenant rights as contained in laws, privatization agreements, DoD, and AF regulations.

6.7.3. Act as a liaison between PH residents, the MHO, and PH management staffs to assist with issue resolution or expedite services within established transaction documents, policies and, when appropriate, through partnering meetings with the MHO and PH managers.

6.7.4. Mediate with privatization project owner's staff at the members' request to assist with unresolved complaints or needs IAW resident rights and in concert with other base organizations.

6.7.5. Document resident concerns with PH, perform trend analysis and provide feedback to the Installation Commander and other government officials as required.

6.7.5.1. Produce cumulative reports categorizing resident inquiries and assist the MHO Manager in identifying opportunities for improvement based on the analysis of resident inquiries as well as feedback from other advisory sources.

6.7.5.2. Maintain records of PH resident inquiries within Enterprise Military Housing (eMH), and produce case summaries and reports to include how each complaint was resolved.

6.7.5.3. Provide monthly updates to Installation Commander, AFCEC/CIM and AF/A4C on all documented inquiries to include the status of resolution.

6.7.5.4. Identify existing and potential practices or conditions that contribute to or cause resident dissatisfaction which leads to resident complaints and make recommendations for changes that will reduce or eliminate justified complaints.

6.7.5.5. Inform the Commander when a resident complaint, which may involve reason for litigation, needs to be elevated to governmental officials.

6.7.5.6. Plan, schedule and coordinate activities associated with PH Resident Councils. Coordinate, document, and disseminate Resident Council information regarding identified issues, provide direct feedback to governmental officials.

6.7.6. Provide input to, attend or serve on various meetings or committees that review PH issues for Quality Improvement or Risk Management to include the Management Review Committee (MRC), partnering meetings or town halls.

6.7.7. Assists with public relations involving PH residency, to increase military and family members' awareness of housing resources.

6.7.7.1. In concert with base Public Affairs office monitor social media related to PH concerns.

6.7.7.2. Develop social media accounts representing the function of the Privatized Housing Resident Advocate to distribute or receive communication from PH residents and respond with appropriate action or inform appropriate offices.

6.7.7.3. The Privatized Housing Resident Advocate must complete training courses and initiatives to enhance their skills in order to perform responsibilities. Incumbent must successfully complete the course "Certified Military Housing Inspector (CMHI)" offered by Military Housing and Lodging Institute (MHLI). **(T-1)**

6.7.8. Maintain liaison with other base agencies to support resolution of resident issues.

6.7.9. When requested by the military member or family, work with the installation EFMP coordinator, MHO, and PH project owner to address specific privatized housing requirements to support their unique needs.

6.8. Privatized Housing Resident Councils. The PH Resident Council is established as the forum for military member and their families residing in PH to discuss health and safety concerns, identify required improvements, present solutions for problems, and establish positive interaction between residents, wing leadership, MHOs and project owners. Membership is open to all PH military residents.

6.8.1. Installation Commanders, Installation CCMs, Mission Support Group Commanders, First Sergeants, and MHO Managers must advise the Privatized Housing Resident Advocate as necessary in support of their Resident Council responsibilities. **(T-1)**

6.8.2. Commanders must ensure Resident Councils:

6.8.2.1. Are established by rank categories or neighborhoods to ensure all members have an opportunity to participate. **(T-1)**

6.8.2.2. Have an established Charter that outlines the purpose, goals, reporting requirements, and frequency of council meetings. **(T-1)**

6.8.2.3. Require meetings to be held quarterly at a minimum. **(T-1)**

6.8.2.4. Require meeting minutes to be published and include identified issues, implemented solutions and unresolved issues. **(T-1)**

6.8.3. The Privatized Housing Resident Advocate will hold follow-on meeting with the MHO and PO to discuss and resolve issues which are brought up during the Resident Council meetings. **(T-1)**

6.8.4. All issues discussed at the Resident Council will be presented at the quarterly Management Review Committee (MRC), and Installation Management Review Committee (IMRC) meetings for information purposes and/or follow-on actions for unresolved issues. **(T-1)**

6.9. Eligibility Categories. The project owner leases PH IAW the Unit Occupancy Plan:

6.9.1. **Target Tenants.**

6.9.1.1. Target Tenants include active duty members assigned or attached to the installation for housing support (including independent duty personnel and Recruiters), eligible for BAH at the with-dependent rate, and accompanied by dependents (or will be within 30 days), including K&E, or mil-to-mil without dependents, and are eligible for PH as identified in transaction documents. (See **Attachment 2**, **Table A2.2** for Housing Categories and corresponding bedroom eligibility.)

6.9.1.2. **Activated Air Reserve Component.** Considered target tenants when assigned to the installation on active duty orders, entitled to with-dependent rate BAH, and have concurrent/delayed travel of dependents.

6.9.1.3. **Foreign Military.** Foreign military and foreign military students/trainees are considered Target Tenants when assigned to the installation. The project transaction documents will specify when foreign personnel/students are assigned PH. **(T-1)** The rental rates for the units will be established at the time of assignment and will not increase for the period of occupancy unless otherwise stated in project legal documents or signed tenant/rental agreement. **(T-1)**

6.9.1.4. **Mil-to-mil.** For this category of tenants, rent is based on the BAH with-dependent rate of the highest ranking member.

6.9.1.5. **Unaccompanied Dependent-Restricted (UDR) Tour.** Members who are assigned an Unaccompanied Dependent-Restricted (UDR) Tour and their family members who receive approval to leave their dependents at the losing or follow-on installation are also target tenants.

6.9.2. **Other Eligible Tenants.** When there is available housing and no Target Tenant requesting to lease quarters, the project owner may lease housing to other personnel known as Other Eligible Tenants.

6.9.2.1. The project owner leases units to Other Eligible Tenants IAW the Unit Occupancy Plan. Refer to **Attachment 2**, **Table A2.4**, to determine appropriate category and priority.

6.9.2.2. Members who are assigned an UDR Tour and their family members apply at an installation other than that of the follow-on or home-basing assignment of the sponsor are considered Other Eligible Tenants IAW the transaction closing documents.

6.10. Applications and Referrals. Personnel interested in PH must complete an application and the MHO must validate eligibility before a lease is finalized between the project owner and the prospective resident. **(T-1)** The installation housing application process should comply with the transaction documents, and be established to include base-specific requirements.

6.10.1. **Target Tenants.** Military members and their families must contact the MHO to be verified eligible as a target tenant. The MHO will provide written or electronic documentation validating eligibility of the prospective residents to the project owner (known as the "referral"). **(T-1)**

6.10.1.1. Members must complete DD Form 1746, *Application for Assignment to Housing* and AF Form 4422, *Sex Offender Disclosure and Acknowledgement.* These forms are not releasable to the project owner. **(T-1)** Military member must consent to release PII to the project owner. **(T-1)**

6.10.1.2. The MHO must verify eligibility of member with valid military identification (ID) and copy of Permanent Change of Station (PCS) orders. **(T-1)**

6.10.1.3. MHOs should reach out to inbound members from the Military Personnel Inbound Roster to provide housing information and options available at their installation.

6.10.1.4. Target Tenants should receive information about all available housing in the local area, including government-controlled, privatized and community housing, as well as related community services (See **Chapter 3** for details).

6.10.1.5. The project owner is responsible for advertising to prospective residents. The MHO should coordinate and partner with the project owner to ensure sufficient advertisement. **(T-1)**

6.10.2. **Other Eligible Tenants.** Personnel determined to be Other Eligible Tenants should contact the project owner to submit a leasing application. The project owner must request the MHO validate eligibility and provide approval for installation access of potential residents. **(T-1)**

6.10.2.1. Prospective residents complete the DD Form 1746 and AF Form 4422.

6.10.2.2. The MHO must verify eligibility using the following: **(T-1)**

6.10.2.2.1. **Category 1 – Active duty military and dependents not assigned to the installation (or Dependents of Unaccompanied/Dependent Restricted Tour at an installation other than the follow-on or home-basing assignment).** Verify military identification and Permanent Change of Station orders.

6.10.2.2.2. **Category 2 – Guard and Reserve military not assigned to the installation or not entitled to with-dependent BAH.** Verify military identification and assigned unit validation and/or validated status through Defense Enrollment Eligibility Reporting System (DEERS).

6.10.2.2.3. **Category 3 – Federal Civil Service Employees.** Verify identification card and proof of employment.

6.10.2.2.4. **Category 4 – Retired military members.** Verify military identification, copy of DD Form 214 and/or validate status through the Defense Enrollment Eligibility Reporting System.

6.10.2.2.5. **Category 5 – Retired Federal Civil Service Employees.** Verify identification card and copy of Standard Form 50.

6.10.2.2.6. **Category 6 – DoD Contractor Permanent Employee (US Citizen).** Validate Common Access Card (CAC) via the Joint Personnel Adjudicating System or Contracting Officer Representative and proof of employment.

6.10.2.2.7. **Category 7 – General Public.** Follow transaction document requirements and installation access/credential policy/process.

6.10.2.3. Installation Security Forces must approve installation access. **(T-0)** See **paragraph 6.12.2.1** for required background checks.

6.10.2.4. The MHO will provide written or electronic documentation validating eligibility of the prospective Other Eligible Tenants to the project owner. **(T-1)**

6.11. Waiting Lists. The project owner will maintain the PH waiting list based on tenant eligibility IAW transaction documents and Privacy Act requirements.

6.12. Leasing Actions. The project owner will lease PH based on established priorities and IAW transaction documents. First priority is to Target Tenants and subsequently to Other Eligible Tenants (see **Attachment 2**, **Table A2.4**).

6.12.1. **Target Tenants.** Members determined to be eligible as Target Tenants and referred by the MHO to the project owners may immediately enter into a lease for PH with the project owner.

6.12.2. **Other Eligible Tenants.** When PH occupancy rate drops below 98 percent, the project owner may immediately begin to lease to the Other Eligible Tenants Categories 1 through 6 (refer to **Attachment 2**, **Table A2.4**). The project owner may continue to rent to Other Eligible Tenants until the occupancy returns to 98 percent. When occupancy at an installation drops below 95 percent for 90 consecutive days, the project owner may rent units to qualified Other Eligible Tenant applicants in Category 7. The waiting time and occupancy rate requirements in the project transaction documents are waived until the project documents are changed to reflect this new policy.

6.12.2.1. The Installation Security Forces Squadron are authorized to, and will conduct, background checks to include all required National Crime Information Center (NCIC) and Interstate Identification Index (III) checks on those persons residing in, or applying for, PH on military installations, in accordance with AFMAN 31-101 Volume 3, *Installation Perimeter Access Control (FOUO)* and Commander-approved installation access processes/procedures, which will include procedures for issuing installation access credentials/identification cards. **(T-0)** The MHO Manager must sponsor individuals in PH Other Eligible Tenant categories that do not have DoD-issued identification, and must conform to local credentialing standards. **(T-1)** Ensure credentials expire on or before the termination date on the PH lease. **(T-1)**

6.12.2.2. When more than 98 percent of the units are occupied, the Commander will consider, on a case-by-case basis, permitting Other Eligible Tenants to occupy units that have remained vacant for more than 60 days if Target Tenants do not require the units. **(T-1)**

6.12.2.3. Leases for Other Eligible Tenants are generally limited to one year. At the end of the lease term, the project owner and the MHO Manager will discuss extension eligibility based on PH availability and projected inbound personnel.

6.13. Tenant Lease Agreements.

6.13.1. **Lease Agreements.** The project owner has sole responsibility for entering into a lease agreement with personnel authorized to reside in PH. Leases will contain appropriate requirements for pet owners, including deposits, acceptable breeds, and density (number of animals per unit). **(T-1)** The transaction documents provide a list of pre-approved addendums for use; additionally, Delegations of Authority documents provide further guidance for lease amendments/addendums. Tenant responsibilities are identified in the tenant lease, and by signing the lease, tenants are bound by its terms and conditions. Members will be provided a Resident Brochure upon signing a lease. **(T-1)**

6.13.2. **Rental Payments.** Members who are Target Tenants are required to pay rent by allotment. These transactions are completed between the project owner and the member. Generally, the project owner uses a third party company to process allotments and track payments for the project owner, at project expense. Other rent payment arrangements for military members may be used depending on project-specific transaction documents and the policy in effect at the time of the transaction closing.

6.13.3. Target Tenants will pay rent in arrears, and rent will equal the amount of the BAH rate received by the military member, less the utility allowance. **(T-1)**

6.13.4. K&E personnel who are single or unaccompanied must pay rent based on the without-dependents BAH rate. **(T-1)**

6.13.5. **Termination of Privatized Housing.** The MHO Manager must refer to transaction documents and tenant lease for termination procedures. **(T-1)**

6.13.5.1. Tenancy may be terminated by the project owner if a member/tenant does not abide by the signed tenant lease stipulations. For disputed matters, military members may request informal assistance from the MHO, Resident Advocate, or formal legal assistance through the installation Staff Judge Advocate.

6.13.5.2. PH resident may request that a MHO staff member attend the final inspection.

6.14. Retention of Privatized Housing. Members must terminate their lease when they are no longer eligible for PH unless retention is approved or the project is in the Other Eligible Tenant category placement to the point of the tenant's new eligibility. **(T-1)** Refer to transaction documents and tenant lease for continued eligibility, the process to request continued occupancy and termination procedures.

6.14.1. PH tenants who undergo a change in status (including hardship) but wish to remain in housing must submit a request for continued occupancy. **(T-1)** Refer to transaction documents and tenant lease for procedures.

6.14.2. Title 37 U.S.C. § 403 provides for continuation of BAH to the dependents of a military member who dies while on active duty for 365 days after the date of the member's death. Dependents of a member who dies on active duty and whose family lives in PH should be advised to contact the project owner to discuss eligibility to terminate or extend their lease in these circumstances.

6.15. Inspections. The project owner performs inspections IAW transactions documents.

6.16. Maintenance and Repair.

6.16.1. **Maintenance Services.** The transaction documents provide a detailed description of maintenance work to be provided to PH units by the project owner, including response times to Routine, Urgent, and Emergency service calls.

6.16.2. **Change of Occupancy Maintenance Standards.** The project owner is responsible for performing minor maintenance and repairs as part of change of occupancy maintenance, which is required to make the unit ready for the next resident. Required repairs are identified during the pre-termination inspection conducted with the tenant prior to the tenant lease expiration or termination. Refer to the transaction documents for more information on change of occupancy standards.

6.16.3. **Prohibition on Disclosure of PII for Certain Work Orders.** The project owner may not require the disclosure of PII as a part of the submission of a request for maintenance regarding a PH unit or common area when the disclosure of PII is not needed to identify the location at which such maintenance will be performed.

6.17. General PH Policy. PH is administered IAW project transaction documents. Federal and State law and the project transaction documents between the Air Force and project owner may override requirements of this AFI.

6.17.1. **Utilities Services.** The transaction documents provide a detailed description of the utility service to be provided to PH residents, including utility maintenance and response times to routine and emergency utilities service calls. The utility owner/provider must comply with applicable provisions of Title 33 U.S.C. § 1251, *Clean Water Act*, and Title 42 U.S.C. § 300, *Safe Drinking Water Act*, and applicable state regulations, including, but not limited to, sampling and employing certified operators. **(T-0)**

6.17.2. **Utilities Costs and Allowances.** The project owner will calculate the Utility Allowance (UA) for the majority of housing units based on the average monthly meter readings of electricity and natural gas (or other heating fuel) in like-type housing groupings. **(T-1)** The upper and lower 10% of meter readings will be eliminated from the UA calculation within like-type groups. For groupings of fewer than 10 homes, the UA may be calculated on either a per-square-foot or a rolling, five-year average basis. For projects where residents receive a bill from the utility provider and pay the provider directly, the UA will continue to be calculated on the 5-year rolling average. The project owner will continue to pay for water, wastewater and trash as part of the rent.

6.17.3. **Utility Reimbursement.** The installation uses information on AF Form 3556, *Utility Sales Rates Computation Worksheet*, as the source document to calculate the reimbursable rate. Refer to AFMAN 32-1061, *Providing Utilities to U.S. Air Force Installations*, for guidance in calculating rates. Rates are updated IAW project transaction documents. The project owner reimburses the Government for utility services in two separate charges: commodity charge and O&M or capital construction charge.

6.17.3.1. The first charge is the monthly utility bill, which is based on the sum of cost of the basic commodity (average cost of purchased utility service) plus utility distribution system line losses.

6.17.3.2. The second charge, applicable when part of the installation utility distribution system is used solely to provide service to the PH project, is a pay-as-you-go charge for O&M or capital construction required only on that part of the system solely servicing the PH project. If there are Air Force facilities either within the boundaries of, or further serviced through, the PH project that receive utility service from the PH system, that particular PH project is entirely exempt from O&M and capital charges on utility lines leading to the PH project.

6.17.4. **Insurance Coverage.** The project owner is responsible for real property damage and liability coverage. If tenant rental insurance is provided by the project owner, then they will advise all tenants of limits and claims procedures.

6.17.5. **Privatized Housing Community Integrity (Rank Segregation).** Maintaining military tradition in military housing communities necessitates rank segregation between the Officer and Enlisted housing areas. Exceptions to this policy are permitted to mitigate the need to pursue Other Eligible Tenants to maximize occupancy. In order to promote military member residency while ensuring PH projects remain financially viable, the Commander should support reasonable integration of Non-Commissioned Officers and Officers (to include quarters within the same roof configuration). In doing so, the Commander's authority to take necessary actions to maintain good order and discipline is not impaired, in accordance with the applicable project transaction documents.

6.17.5.1. When overall occupancy of PH falls below 98 percent and the occupant waterfall is enacted, the Commander will consider integration of the housing community if requested by the project owner when no eligible active duty, Guard, or Reserve military members are available on the waiting list and willing to immediately move into vacant housing following 30 consecutive days of occupancy below 98 percent.

6.17.5.2. Rank integrity will be restored as soon as possible. In such cases, allowing the integration of Non-Commissioned Officers and officers may reduce the requirement to pursue further waterfall actions to achieve maximum occupancy. **(T-1)**

6.17.6. **Severability.** Where the transaction documents require the project owner to sever housing units or areas occupied by members of the General Public from the installation and the housing units or areas occupied by Target Tenants, the project owner shall develop a severability plan.

6.17.6.1. The severability plan shall include: (1) how the site(s) will be set apart from the base, (2) how the area will be accessed, (3) how tenants in those sites will be serviced, and (4) identify the source of funds for the construction of fencing and roadways needed for the project owner to implement this requirement.

6.17.6.2. The Government will have no responsibility for any costs associated with implementation of the severability plan. **(T-1)**

6.17.6.3. Project owners will not be required to implement severability requirements as long as the number of General Public tenants does not exceed 10 percent of the total number of occupied privatized homes on an installation. **(T-1)**

6.17.6.4. Severing shall be accomplished when directed by the Government, consistent with the severability plan. SAF/IEI retains authority for determining applicability of severability requirements and may waive them on a case-by-case basis.

6.17.7. **Antiterrorism/Force Protection (AT/FP).** Transaction documents specify project owner responsibilities for AT/FP requirements known at the time of closing. In the event that AT/FP requirements have not been identified for a closed PH project, or new AT/FP requirements arise after a PH project has closed, the Air Force may attempt to renegotiate with the project owner for an amendment to the transaction documents to require compliance with specific AT/FP requirements. The Commander must advise the project owner of all future AT/FP requirements and tenancy changes. **(T-1)**

6.17.8. **Extraordinary Costs and Expenditures.** The project owner should consult with the MHO Manager and Commander on requests from residents regarding project improvements. No member of any rank has the authority to direct the project owner to expend funds.

6.17.8.1. The project owner cannot be directed to spend any unbudgeted funds and must report expenditures that exceed $50,000 annually on any house to AFCEC/CI. **(T-1)**

6.17.8.2. The project owner reports Extraordinary Costs and Expenditures quarterly.

6.17.8.3. AFCEC/CI notifies SAF/IEI and AF/A4C of unreasonable extraordinary costs and expenditures based on dollar value, purpose and frequency.

6.17.8.4. Unit costs considered Extraordinary Costs and Expenditures must be identified by the MHO on the annual General Officer Quarters Cost Report. **(T-0)** Refer to **Chapter 5** for cost reporting details.

6.17.9. **Fire and Police Reimbursement.** When fire protection and security force protection and police services are required for PH, the MHO Manager will facilitate annual updates to fire protection and security forces calculations with Civil Engineer and Security Forces Resource Advisors IAW the project transaction documents and annual reimbursement guidance. **(T-1)**

6.17.9.1. The respective Resource Advisors will receive updates for annual number of responses, with supporting call logs, as necessary, which will exclude Privacy Act information, from the Fire Department and Security Forces IAW the fire protection and security forces reimbursement methodology (**Attachment 15.12**). AFCEC/CIM will initiate an annual data call to the MHO Manager with applicable updates to Personnel and vehicle costs. **(T-1)**

6.17.9.2. The MHO Manager is the liaison for coordinating the fire protection and security forces reimbursement annual updates with appropriate installation offices; Fire Department and Security Forces and their Resource Advisors, Accounting Liaison Office, Regional DFAS site office, and project owner personnel, with review and approval by AFCEC/CIM.

6.17.9.3. The MHO Manager must ensure a reimbursement process is established; billings prepared and costs updated annually IAW transaction documents and established reimbursement guidance. **(T-1)** Annual updates are accomplished IAW project transaction documents and in time to allow project owner time for proper budgeting of these expenses.

6.17.9.4. The MHO Manager, as required, will advise AFCEC/CIM of disputes or other significant issues concerning fire protection and security forces reimbursements. **(T-1)**

6.17.10. **Privatized Housing at Joint Bases.** Project management and oversight for PH shall remain with the Service that executed the privatization project. Oversight functions such as Referral/Relocation and furnishing support transfers to the Supporting (Lead) Service. **(T-0)**

6.17.10.1. Management of the ground lease and responsibility for providing municipal services for privatized housing (e.g., utilities, refuse removal, fire, and police) shall transfer to the supporting Service or as established in a Memorandum of Agreement.

6.17.10.2. The amounts that the project owner must reimburse the supporting Service for municipal services shall be calculated using the methodology employed by the Service that entered into the privatization project.

6.17.10.3. At joint bases, reimbursements for utilities, fire, and police services will be based on the privatized housing project's transaction documents, accepted pro forma, and the historical practice of calculating such costs by the supported Service. **(T-0)**

6.17.10.3.1. Reimbursement calculations shall not be based on the methodology of a supporting Service if the calculations conflict with the terms of the privatization project. **(T-0)**

6.17.10.3.2. Any payment received shall be credited to the appropriation or working capital account from which the cost of furnishing the specific utilities or services concerned was paid. The only exception is when the Services and the project owner enter into a mutually-agreed adjustment that is determined to be in the best interest of all parties.

6.17.11. **Legal Jurisdiction of Federal Property.** Legal jurisdiction of federal property can be exclusive, proprietary, or concurrent. Installations may have different jurisdictions on different real estate parcels. Jurisdictional status is subject to change at the discretion of the federal and state Governments. Jurisdiction is not changed by leasing property but may change when conveying property.

6.18. Demographic Changes. The MHO Manager must review demographics with the project owner and forward recommendations for demographic changes to the Commander for coordination, prior to assisting the project owner in the request to AFCEC/CI for demographic change. **(T-1)**

6.18.1. Varying demographics generally do not require a change to transaction documents. The mix of available homes in the PH complex and rent structure must ensure Government flexibility in referral of Target Tenants to the project. (**T-1**)

6.18.2. Demographic changes are made to minimize vacancy rates and to maintain a positive income stream for the project because the income stream is based on the total anticipated income from the original project target demographics.

6.18.3. When required by changing demographics, the installation coordinates any change requests to reflect correct mix of available homes in the PH project in transaction documents with AFCEC/CI. **(T-1)** Unless there are potential legal or safety impediments, the Government should support occupancy of Other Eligible Tenants and waive rank separation to maximize the health of the project.

6.19. Performance Incentive Fees.

6.19.1. AFCEC/CI approves payment of Performance Incentive Fees to project owners based on performance criteria detailed in transaction documents. **(T-1)**

6.19.2. The Commander provides project feedback to AFCEC/CI through the quarterly Commander Evaluation. AFCEC/CI uses the results of the Commander Evaluation, along with other metrics, to determine the percentage of the project owner Performance Incentive Fees (PIF) to award. No later than 30 days after the end of each award period, the Commander transmits the Commander Evaluation to AFCEC/CI. **(T-1)**

6.20. Portfolio Reporting Requirements. The project owner collects, maintains and transmits PH financial and operations data to AFCEC/CIM IAW transaction documents. This data is used to develop reports as follows:

6.20.1. **OSD Required Report.** House Report 114-92, accompanying the Military Construction, Veterans Affairs, and Related Agencies Appropriations Bill, 2016 and 10 U.S.C. § 2884(c), require the Department of Defense to submit two reports on the Military Housing Privatization Initiative (MHPI) program: the Program Evaluation Report (PER) and the 2884(c) Report to Congress. In response to OSD call letters, AFCEC/CI will prepare the Program Evaluation Report and the 2884(c) Report and submit to OSD. **(T-0)**

6.20.1.1. **Program Evaluation Report (PER).** Submitted annually through eMH (after AFCEC/CIM approval) to OSD. Information for the report is sourced from the project owner and the Government.

6.20.1.2. **The 2884(c) Report.** Submitted annually through eMH PER Module (after AFCEC/CIM approval) to OSD. Information for the report is sourced from the project owner and the government.

6.20.1.3. **Annual Reforecast Report.** Prepared for each project and the portfolio. The report utilizes historical performance and revised forward looking assumptions to assess future risks to the Government's financial interests and policy objectives.

6.20.2. **Scorecard.** Quarterly snapshot of project performance across key financial, construction and operational metrics through utilization of color-coded rating levels. Used to determine whether project is meeting the expectations established in the closing pro forma and identifies problem areas or trends that require attention. Projects that fail to meet those expectations may require modifications to the scope of work or level of service provided to tenants.

6.20.3. **Annual Insurance Report.** Report for each project indicating the adequacy of current certificates of insurance, including comments and recommendations.

6.20.4. **Project Summary Report.** Annual report for each project detailing the findings of annual site visits, including trends, comments and recommendations.

6.20.5. **Compliance Testing Report.** Quarterly report for each project summarizing compliance with the transaction documents.

6.20.6. **Direct Loan and Loan Guarantee Re-estimates.** Financial reporting in conjunction with DFAS, as required by the Federal Credit Reform Act of 1990, Circular A-11, to appropriate Government offices.

6.20.7. **Extraordinary Costs and Expenditures Report.** The project owner provides detailed expenses for work on any privatized home that exceeds normal operations, maintenance and repair, or replacement, of an item within its expected service life. This includes work that primarily benefits a tenant and is not necessary for the safe utilization, functionality or habitability of the home.

6.20.8. **GOQ Cost Reports.** Reports are required for all housing units used as GOQs during the FY regardless of the length of times occupied by the GO (or civilian equivalent), including those re-designated as UH, if occupied by a GO. This requirement applies to all government and project owner expenditures in all GOQs (government-owned/leased and privatized). Refer to **Chapter 5** for detailed information on reporting requirements.

6.21. Project Scope Changes Post Award. Scope changes to the legal transaction documents that are not driven by building codes, law and safety must be agreed to by all parties. **(T-1)**

6.21.1. The Commander coordinates on recommended changes affecting the project and forwards the changes to AFCEC/CI for review and coordination.

6.21.2. AFCEC/CI staffs recommended changes to AF/A4CA for coordination before SAF/IEI approval.

6.22. Design and Construction Management. The Resident Construction Manager represents AFCEC at each construction site and is responsible for ensuring construction is conducted in compliance with transaction closing documents. The Resident Construction Manager coordinates actions with the installation for staffing and concurrence on significant design changes affecting the project. The Resident Construction Manager keeps stakeholders informed of construction status via weekly and monthly construction reports that are posted to AFPACES.

6.23. Portfolio Management. Portfolio Management is executed by AFCEC/CI and includes oversight of both AF and private sector performance. Portfolio Management ensures project performance adheres to transaction documents. Stakeholders include, but are not limited to SAF/IEI, SAF/GCN, AF/A4C, Installation Commander, MSG, BCE, the MHO Managers, MAJCOMs, lockbox agents, project owners, senior lenders, bondholder representatives, insurance brokers, DFAS and other private or Governmental entities. AFCEC/CI develops tools, templates and guidance to aid Installations and MHOs in execution of their responsibilities, including the compliance checklist and oversight procedures. Functions of the AF Portfolio Manager include, but are not limited to:

6.23.1. AFCEC/CI provides housing privatization brief semiannually to stakeholders, includes project performance, resident issues, health and life safety concerns, and work order trends.

6.23.2. Communication of potential or imminent default issues directly to all stakeholders.

6.23.3. Verification that all accounts are maintained and funds disbursed IAW lockbox agreements. Validation of project owner requests regarding funds disbursement and reimbursements from lockbox accounts.

6.23.4. Reviews the annual capital repair and replacement plan and budget. The project owner prepares the plan and budget and submits to the Government and Lender. The budget identifies projected capital repair and replacement requirements with anticipated funding sources for the 50-year term of the Government Lease, and explains any variances from the prior FY. The FY is usually the calendar year; refer to the transaction documents for verification.

6.23.4.1. Implements processes for replacement construction on an alternative site. AFCEC is responsible to establish procedures that comply with 32 CFR Part 989, *Environmental Impact Analysis Process*, as the host unit for acquiring, preparing and using required Environmental Impact Analysis Process, metes and bounds, programmatic agreements and environmental baseline survey documentation in decisions about proposed actions.

6.23.4.2. AFCEC also assists, as requested, the installation in activities to comply with Section 106 of the National Historic Preservation Act where historic properties are involved. See AFI 32-7065, *Cultural Resources Management*, for details.

6.23.5. Reimbursement of Government provided Fire Protection Services and Police Protection Services to PH Projects. 10 U.S.C. § 2872a authorizes the Government to furnish firefighting, fire protection services, and police protection services, on a reimbursable basis, to any military housing acquired or constructed under the Military Housing Privatization Initiative if the housing is located on a military installation. AFCEC/CI provides oversight, guidance, and approval authority for the reimbursement process. The BCE oversees installation level offices that perform the calculations of the reimbursement rate. (Refer to **Attachment 15.12**.)

6.23.6. AFCEC/CI ensures project owner performs fire protection services and preventative maintenance support to include fire flow testing of the water distribution system, recurring repair, maintenance and inspections on fire hydrants, as well as incorporating the hydraulic modeling and leak detection at a frequency equivalent and in coordination with that of the current AF standards as incorporated within the Housing Privatization transaction documents. (Refer to **Attachment 15.12**.)

6.23.7. Reserved.

6.23.8. Reserved.

Chapter 7

UNACCOMPANIED HOUSING

7.1. Policy. Leadership at all levels is accountable for the success of the Air Force Unaccompanied Housing (UH) Program. Dormitories and how we manage them are critical to the development process of unaccompanied Airmen.

7.2. Unaccompanied Housing (UH) for Permanent Party. Unaccompanied housing is government-controlled housing assets constructed or designated for use by unaccompanied permanent party personnel, including dormitories, unaccompanied non-commissioned officer quarters and unaccompanied officer quarters.

7.2.1. **Dormitory.** UH facility constructed and designated for use by permanent party personnel in the grades of E-1 through E-3, and E-4s with less than three years of service.

7.2.2. **Unaccompanied Noncommissioned Officer Quarters.** UH facility designated for use by permanent party unaccompanied personnel, E-4 with three years of service through E-9.

7.2.3. **Unaccompanied Officer Quarters.** UH facility designated for use by permanent party unaccompanied personnel, O-1 through O-10.

7.3. Unaccompanied Training Facilities. The MHO Manager is responsible for providing furnishings in support of training facilities and HQ AETC is responsible for establishing policy associated with daily management of space and assigned personnel. ADLs are not responsible for administering training facilities.

7.3.1. **Airmen Training Complex.** Housing facilities to accommodate basic enlisted military training are located at Joint Base San Antonio-Lackland (JBSA-Lackland).

7.3.2. **Non-Prior Service (NPS) Student Housing.** UH facilities constructed to support initial skills training for pipeline students at AETC locations. Non-AETC installations may house non-prior service students in permanent party dorms when there are no separate pipeline student facilities. These airmen will be physically separated from permanent party residents by the most appropriate means (for example, a different floor or wing of the building).

7.3.3. **Officer Training School.** Housing facilities constructed to support the Officer Training School located at Maxwell AFB.

7.3.4. Air Force Reserve Officer Training Corps Field Training Dormitories. Housing facilities used to support reserve officer training.

7.3.5. **Cadet Dormitories.** Housing facilities to accommodate United States Air Force Academy cadets located at the Academy.

7.4. Unaccompanied Housing (UH) Management. The MHO UH Management Section accomplishes mentoring and leadership responsibilities, performs daily operations, and identifies future facility and furnishings requirements.

7.4.1. The MHO UH Management Section uses the eMH Unaccompanied Housing Module to perform daily operations. (Refer to **Attachment 15.23**, *Business Rules for the Unaccompanied Housing Module*.)

7.4.2. The MHO Furnishings Management Section, not the UH Management Section, is the OPR for the installation furnishings management program. Reference **paragraph 9.5** for details.

7.5. Unaccompanied Housing (UH) Eligibility. Eligible military and civilians may be assigned to permanent party UH.

7.5.1. **Military Members.** Members who are permanent party, unaccompanied, and on active duty are eligible for assignment to UH.

7.5.1.1. Members with dependents who are eligible for Housing Flexibility, may be assigned to government-controlled UH until the member's detachment date or the spouse or other dependents arrival date, but only if UH is available without displacing a member of higher priority.

7.5.1.2. Members with dependents, separated for 30 days or less awaiting arrival of family members, are not authorized to be assigned UH or reside in UH temporary accommodations unless eligible under **paragraph 7.5.1.1** These members must reside off base or in lodging. **(T-1)**

7.5.1.3. Members who are on temporary duty (TDY), including permissive TDY, are not authorized to reside in UH facilities.

7.5.2. **Other Military Members.** Other unaccompanied personnel may be assigned UH.

7.5.2.1. Members of the US Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration (NOAA) may be assigned UH on the same basis as military members using priorities determined by the Commander.

7.5.2.2. Members of the Air Force Reserve Command and the Air National Guard on active duty for training (school and annual tours) and for reasons other than training (man-days, activation, mobilization), may be assigned UH as determined by the Commander at the permanent duty station.

7.5.2.3. Members who are Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee and Security Assistance Trainee) are eligible for UH on a space-available basis, or as stated in official agreements.

7.5.2.4. In CONUS, members who are Foreign Exchange Personnel are eligible for UH on the same basis as US military personnel.

7.5.2.5. In OCONUS, members who are Foreign Liaison Personnel are eligible for UH on a space-available basis as specified in the current agreement between the United States Government and the Foreign Government.

7.5.3. **Civilian Personnel.** Civilian personnel are expected to rely on community housing for support. The Commanders may provide UH to eligible civilian personnel under certain circumstances with or without rental charges (refer to **Chapter 10** for determination).

7.5.3.1. In CONUS and non-foreign OCONUS locations, the Commander may only provide UH to civilians required to live on base for reasons of military necessity and identified as K&E. **(T-1)**

7.5.3.2. In OCONUS locations, in addition to those deemed K&E, the Commander may provide UH when adequate housing support services and facilities are not readily available in the local community or may not be used without restrictions, or when housing is excess to the needs of military personnel assigned or attached to the installation or adjacent installation. When space is needed to support military members, Commander should issue termination notices to civilians permitted to reside in excess UH. **(T-1)**

7.5.4. **Other Civilians.** Other unaccompanied civilians may be authorized assignment to UH with or without rental charges. (Refer to **Chapter 10** for determination.)

7.5.4.1. Contractor employees and Technical Representatives identified as K&E may reside in UH. AFCEC/CI in coordination with MAJCOMs may approve exceptions to permit other than K&E personnel.

7.5.4.2. American Red Cross personnel may reside in UH under certain conditions.

7.5.4.2.1. In CONUS, American Red Cross employees identified as K&E by the Commander are housed on the same basis as DoD eligible civilians.

7.5.4.2.2. In OCONUS areas, American Red Cross employees in the positions listed in **Attachment 3**, **Table A3.2 - American Red Cross Positions Authorized Housing in OCONUS** may be assigned UH. All other full-time personnel may only reside in UH when space is excess to the needs of the military members.

7.5.4.3. US government, non-DoD personnel in OCONUS and non-foreign OCONUS locations, may be assigned on a space-available basis or as stated in host/tenant support agreements.

7.5.4.4. Non-US citizen personnel may be designated by the Commander as K&E and provided UH.

7.6. Assignment Criteria. UH must provide the space, privacy, and furnishings required for comfortable living. **(T-0)** The Air Force assignment standard is one private room for each permanent party Airman, E-1 through E-3 and E-4 with less than 3 years of service. The UH Management Section must refer to **Attachment 8**, to determine adequacy standards for assignment of all priorities by grade. **(T-1)** When Air Force personnel are assigned to Other Services' installations, the host installation service adequacy standards apply, except where otherwise provided for in an official support agreement.

7.6.1. There is no authority to exceed these standards.

7.6.2. Commanders must ensure all residents are assigned a single, private sleeping/living room before divesting or changing the use of UH facilities. **(T-1)**

7.6.3. Commander must not establish local criteria that would result in increased BAH, OHA or O&M expenditures. **(T-1)**

7.6.4. Maintaining surplus inventory to assign multiple private sleeping/living rooms to an Airman is not authorized.

7.6.5. At locations where the Housing Requirements and Market Analysis determines that there is not adequate off base housing for E-4s with over 3 years of service through E-9s and officers, the MAJCOM/CC may designate the affected grade of unaccompanied personnel as Priority 2, space required. Members would be assigned IAW **Attachment 8**.

7.6.6. Exception to the adequacy standards. See **paragraph 11.21.4** for details.

7.7. Unaccompanied Housing (UH) Assignment Priorities. The MHO UH Management Section assigns unaccompanied personnel to UH according established priorities. **(T-0)** Space required identifies priorities supported by UH construction and space available for priorities that may occupy UH when excess to space required members.

7.7.1. **Priority 1, Space Required.** Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include force protection), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bona fide hardship as determined by the Commander.

7.7.1.1. Pipeline students who are not authorized per diem or BAH are considered Priority 1.

7.7.1.2. E-4 personnel who attain over 3 years of service and have less than 6 months remaining on station due to permanent change of station or separation, convert from Priority 2 to Priority 1 and are not authorized to relocate off base with BAH.

7.7.1.3. K&E positions that are listed in the base supplement to AFI 32-6000.

7.7.1.4. The Commander must revalidate status of Priority 1 personnel annually. **(T-1)**

7.7.1.5. Wounded Warriors (reporting identifier AFSC 9Wxxx) are provided Priority 1 assignment status, but are not required to live in unaccompanied housing unless directed by the squadron commander on advice of the medical case manager.

7.7.1.6. Commanders must approve termination of Priority1 personnel. **(T-1)**

7.7.2. **Priority 2, Space Required.** Beginning with the most junior member, Priority 2 includes:

7.7.2.1. Personnel in grades E-1 through E-3 and E-4 with less than 3 years of service.

7.7.2.2. All enlisted and officers assigned to a location that has been approved as a housing constrained location for their specific grade.

7.7.2.3. Involuntarily separated enlisted and officer personnel assigned to dependent-restricted areas.

7.7.2.4. Unaccompanied personnel in CONUS and non-foreign OCONUS with no entitlement to family member travel and HHG transportation.

7.7.2.5. Unaccompanied personnel assigned to CONUS and non-foreign OCONUS isolated locations identified in AFI 36-2110, *Total Force Assignments*.

7.7.2.6. Mil-to-mil in grades E-1 through E-3 and E-4 with less than 3 years of service when geographically separated and not accompanied by family members.

7.7.2.7. Mil-to-mil on separate unaccompanied assignments to the same dependent-restricted location where authorized by AFPC/assignment.

7.7.3. **Priority 3, Space Available.** Beginning with the most junior member, Priority 3 includes:

7.7.3.1. Unmarried personnel in grades E-4 with 3 or more years of service through E-9.

7.7.3.2. Unmarried officers in OCONUS locations with established UOQs.

7.7.4. **Priority 4, Space Available.** Beginning with the most junior member, those members determined eligible under Housing Flexibility have priority over all other Priority 4 personnel for assignment to unaccompanied housing, if available. Priority 4 also includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents and are secondary for assignment following those eligible under this act.

7.7.4.1. Housing Flexibility eligible members PCS moving from CONUS to CONUS locations unaccompanied.

7.7.4.2. Unaccompanied personnel in grades E-1 to E-9.

7.7.4.3. Unaccompanied officers in OCONUS locations with established unaccompanied officer quarters.

7.8. Waiting List. The MHO UH Management Section must establish and manage waiting lists for assignment to and termination from UH. **(T-1)**

7.8.1. For termination of UH, maintain a base-wide BAH waiting list of Priority 2 members by seniority. When selected for release, the UH Management Section must ensure receipt of squadron commander and/or first sergeant approval prior to notifying a member of selection and authorizing BAH. **(T-1)**

7.8.2. For assignment of UH, maintain a base-wide Priority 2 waiting list for members who are unable to be immediately assigned due to insufficient UH space in grades E-1 through E-3, E-4 with less than 3 years of service, and others in approved constrained housing locations in the grades of E-4 with 3 years of service through E-9 and officers.

7.8.3. For assignment of UH, maintain a base-wide Priority 3 and 4 waiting list for members requesting assignment to UH based on space availability.

7.9. Assignment Considerations. The MHO UH Management Section must consider certain matters before assigning a member to the appropriate UH room. **(T-1)**

7.9.1. Males and females may be assigned to the same facility but in separate modules. **(T-1)** **(Note:** A module is either a D4A four-room suite, or the two-room/one bathroom suite in the 1+1 and 2+2 dorms.)

7.9.2. Smoking preferences will be considered in room assignments. **(T-1)** If a smoker and nonsmoker are assigned to the same room or module, the rights of the nonsmoker prevail. If a nonsmoker detects second-hand smoke, regardless of its source, the rights of the nonsmoker prevail. **(T-1)**

7.9.3. If the Commander establishes a requirement for unit integrity, assign members to appropriate UH allocated for their group or squadron. Otherwise, members should be assigned to the first available space upon arrival. **(T-1)**

7.9.4. Members in the grade of E-4 residing in dormitories who reach 3 years of service may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis. If any member residing in the dorms has less than 6 months remaining on station, member converts to Priority 1. **(T-1)**

7.9.5. Mil-to-mil members on separate unaccompanied assignments to the same dependent-restricted location are treated as individual members. Each member is assigned individual UH quarters and can be assigned to the same module in 1+1 or 2+2 configurations, but not in a D4A module. Joint residence is not allowed as it creates an accompanied housing requirement and dependent children are not authorized. **(T-1)**

7.9.6. Unaccompanied personnel with dependents residing elsewhere may be provided UH as priority 4 or, if K&E, priority 1. Refer to **paragraph 2.11** for details. UH Management Section should only assign quarters that meet adequacy assignment standards for their grade or risk loss of with-dependent BAH for the family residing elsewhere. **(T-1)**

7.9.7. Personnel with approved hardships related to the assignment and termination of UH, to include request to reside in community housing and receive BAH.

7.9.7.1. Member submits squadron commander endorsed request to the UH Management Section for processing to appropriate approval authority.

7.9.7.2. Hardships are considered to be unique and unusual circumstances that, in the judgement of the Commander, imposes an extraordinary burden on the member not normally encountered by other members of similar grade at that installation.

7.10. Authorization for BAH. An unaccompanied member's BAH authorization may be affected by assignment to UH.

7.10.1. Unaccompanied members assigned to UH are authorized partial BAH. Partial BAH is not authorized when members occupy leased or contract quarters which cost more than BAH or OHA. The Financial Service Office automatically starts partial BAH for unaccompanied members not authorized without-dependent BAH.

7.10.2. Unaccompanied personnel are authorized to live off base and receive single rate BAH when dormitory, unaccompanied non-commissioned officer quarters, and unaccompanied officer quarters utilization by Priority 1 and 2 personnel exceeds 95 percent (in any of these housing categories, not all three categories together). Approval by the first sergeant or squadron commander, is required before a member is released from the dormitory.

7.10.3. Includes personnel (without dependent family members anywhere) in grades E-4 with 3 YOS and above.

7.10.4. There are certain circumstances in which E-1s to E-3s and E-4 with less than 3 years of service may not require dormitory assignment (unless required to remain for military necessity, readiness or discipline) but may be authorized BAH regardless of base utilization rate or availability of space. **(T-1)**

7.10.4.1. Inbound Priority 2 members who are E-4s within 60 days of having three years of service.

7.10.4.2. Pregnant unaccompanied members when approved by Commander.

7.10.4.2.1. Member may request move at 20th-week of pregnancy. Earlier moves may be requested if determined necessary by medical authority.

7.10.4.2.2. Commanders may direct the move from 30th-week of pregnancy until the birth.

7.10.4.2.3. If live birth does not occur or the child does not reside with member after BAH is authorized, member must be reassigned to UH. **(T-1)**

7.10.4.3. Personnel within 60 days of marriage when approved by Unit Commander. If marriage does not occur, member must be reassigned to UH. **(T-1)**

7.10.4.4. Mil-to-mil who have an approved join-spouse assignment up to 60 days prior to arrival of the spouse. If the join-spouse assignment does not occur, member will be reassigned to UH. **(T-1)**

7.10.4.5. Agents or agent-trainees with the Office of Special Investigation (OSI) when approved by the Commander. Air Force Office of Special Investigations Region Commander or Squadron Commanders must certify that assignment to UH would impair agent or the agent trainee's mission effectiveness. **(T-1)**

7.10.4.6. Members who are on terminal leave.

7.10.4.7. Members with privately owned mobile homes acquired on/before the member's permanent change of station orders effective (publish) date and moved at government expense.

7.10.4.8. Members with extensive household goods when the annual cost of drayage and storage would exceed 50 percent of authorized BAH.

7.11. Involuntary Assignment Criteria. The Commander may be required to involuntarily assign members to UH under certain conditions. **(T-1)**

7.11.1. When required for reasons of military necessity, readiness or discipline. This applies to all personnel and to adequate and inadequate quarters.

7.11.2. When UH occupancy by Priority 1 and 2 personnel is below 95 percent utilization. The UH Management Section should ensure:

7.11.2.1. Assignments must be made beginning with the most junior member. **(T-1)**

7.11.2.2. Members are provided 30 days advance written notice of an involuntary assignment. **(T-1)**

7.11.3. UH Management Section must make every effort to fill UH vacancies with newly arrived personnel. **(T-1)**

7.11.3.1. Commander recalls Priority 1 and 2 personnel previously authorized to reside off-base with BAH if the projected unaccompanied personnel gains do not increase the utilization rate to 95 percent within 120 days, unless the member is a Priority 2 with grade of E-4 within 60 days of reaching three years of service. **(T-1)**

7.11.3.2. Before recalling personnel, the Commander reviews the member's situation (i.e., lease term and other commitments the member may have incurred as a result of moving off-base) to prevent a financial hardship situation.

7.11.4. Unless required for military necessity, readiness or discipline, Commanders should not involuntarily assign personnel in grades E-1 to E-3 and E-4 with less than 3 years of service, under the following conditions:

7.11.4.1. Member has official notification to depart the installation due to PCS.

7.11.4.2. After the death of a sole family member.

7.11.4.3. Mil-to-mil couple residing off base, and one spouse is reassigned to another base and one remains at the original location.

7.11.4.4. The Commander determines that a member would experience a hardship.

7.11.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity or force protection.

7.12. Assignment Procedures. The UH Management Section must establish local procedures to ensure members are briefed on details regarding occupancy of UH. At minimum, new residents should be provided an initial inspection of the facility and assigned room, a Resident Brochure, room furnishings to include bedding (sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc.), information on resident liability, disclosure of environmental hazards, specifics about dormitory councils, processes for reporting of maintenance and repair requirements, expectation of cleanliness, dormitory inspection programs, and details on termination. **(T-1)** (Refer to **Attachment 9** and **Attachment 15.14** for additional details.)

7.13. Termination Considerations. The MHO UH Management Section must ensure members terminate UH when appropriate and with required approvals. **(T-1)**

7.13.1. A member PCSs or ends active military service or civilian employment.

7.13.2. A member becomes eligible for BAH (both for with and the without dependent rate) and authorized to reside off base.

7.13.3. An E-4 residing in a dormitory reaches 3 years of service (unless they have less than 6 months remaining on station).

7.13.4. To provide space for Priority 1 and 2 personnel.

7.13.4.1. Terminate Priority 4 and then Priority 3 personnel, senior member first. (Refer to **paragraph 7.7.4**).

7.13.4.2. Authorize Priority 2 personnel (all grades) on the BAH waiting list when utilization of total space required (Priority 1 and 2) personnel exceeds 95 percent.

7.13.5. A member assigned as Priority 3 or 4 requests termination.

7.13.6. A military or civilian member is away from their PDS and status is changed to deceased, missing in action, captured, or detained by the enemy, use procedures identified in AFI 34-501, *Mortuary Affairs Program,* for protection of personal property.

7.13.7. Directed by squadron commander/First Sergeant for members who are on extended confinement, hospitalized, or absent without leave (AWOL).

7.13.8. Residents will retain room assignments during deployments. The UH Management Section must ensure accountability of rooms and the unit commander of the resident must ensure accountability of the resident's personal property through weekly inspections. **(T-1)** Members who will become eligible for BAH during deployment may make arrangements to terminate room assignment while deployed.

7.14. Termination Procedures. The UH Management Section must establish local procedures to terminate occupancy of UH residents. **(T-1)** Preliminary inspection must be completed to assess the individual's room, furnishings and shared space for potential damages, identify change of occupancy requirements, and provide the member cleaning standards. **(T-1)** A final inspection must be done to ensure member's personal property is removed and room is cleaned. (Refer to **Attachment 15.13** for additional details.) **(T-1)**

7.15. Leadership Programs. The Commander establishes specific installation programs and policies to ensure squadron commander, first sergeant, supervisor, and resident involvement with the MHO UH Management Section in the administration of UH programs. **(T-1)**

7.15. (ROBINSAFB) Leadership Programs.

7.15.1. **Unit Integrity.** The Commander may establish unit integrity within dormitories but implementation cannot increase room requirements or operational costs. **(T-1)**

7.15.2. **Dormitory Councils.** The Commander must establish dormitory councils to develop esprit-de-corps, teamwork, feelings of home ownership, provide an opportunity for dormitory residents to be responsible, accountable and involved in their living conditions and resolve issues at their lowest level while improving quality of life. **(T-1)**

7.15.2.1. The Airmen Dormitory Council is established as the forum for individual dormitory residents to address living concerns, establish resident standards, identify improvements, present solutions for problems, establish positive recreational activities, and identify facility and furnishings improvements. Members include all dormitory residents. Advisors include First Sergeants, UH Managers/ADLs, and Bay Chiefs (if applicable).

7.15.2.2. The Installation Dormitory Council is established as the forum that links the Airmen Dormitory Councils and wing leadership to promote and garner support for improving dormitory life across the installation, acquiring Commander's support for Airmen proposals, and advise leadership on the "Health of Dormitory Life." Members include the Installation Command Chief Master Sergeant as the chairperson, all chairpersons or vice-chairpersons of individual Airmen Dormitory Councils, First Sergeants, MHO Manager, UH Management Section Chief, and UH Managers/ADLs.

7.15.3. **Dormitory Inspection Program.** Installation Commanders must establish dormitory inspection criteria and ensure base leadership conducts regular, standardized and consistent inspections at a minimum, semiannually. Commanders should consider including maintenance, health and life safety items identified in **paragraph 7.15.6** as part of the inspection criteria. **(T-1)**

7.15.3. **(ROBINSAFB)** Airmen deserve to be treated with respect and to live in a clean, healthy and safe environment. The chain of command has an inherent responsibility to ensure proper living standards and conditions are maintained in areas assigned to their Airmen. Unaccompanied Housing must provide a safe and predictable living standard regardless of the unit of assignment.

7.15.3.1. Squadron commanders and first sergeants must implement the installation inspection program to ensure residents comply with installation standards in private and common areas. **(T-1)** After completion of inspections, squadron commanders and first sergeants must provide feedback regarding maintenance, health and life safety concerns directly to the ADL to ensure requirements are identified to the appropriate source and/or take appropriate action. **(T-1)**

7.15.3.1. **(ROBINSAFB)** All commanders retain the authority to conduct legal searches, and health and welfare inspections. However, they must also ensure housekeeping and living conditions meet acceptable standards. As such, each unit commander shall establish internal policies to ensure Airmen living in unaccompanied housing meet acceptable standards and is environmentally safe.

7.15.3.2. Inspections should include the removal of the following items found in any common areas accessible to all residents (considered contraband material):

7.15.3.2. **(ROBINSAFB)** Airmen are normally present during legal searches, and health and welfare inspections. **Ensure 100% morale and welfare visits occur routinely and are logged into the Dormitory Management Office located in building 780.**

7.15.3.2.1. Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional environment.

7.15.3.2.2. Lewd, obscene, or pornographic images or publications, in any form, or any media, whether commercially or individually produced.

7.15.4. **Charge of Quarters.** The Commander establishes a Charge of Quarters program when appropriate. **(T-1)** When established, Squadron Commanders develop Charge of Quarters procedures to provide for security, building and room entry control, escort official visitors, facilitate emergency response and provide manning and oversight to support the program.

7.15.5. **Bay Orderly Program.** The Commander establishes a Bay Orderly Program to ensure cleanliness of UH campus common areas. **(T-1)** Installation Squadron Commanders or First Sergeants and the MHO UH Management Section must institute processes to schedule personnel for bay orderly duty and ensure members report and complete tasks daily. **(T-1)** (Refer to **Attachment 15.13** for sample bay orderly checklist.)

7.15.6. **UH Facility Management.** ADLs as the UH facility managers**,** are responsible to identify maintenance, health and life safety concerns within UH facilities and common/campus areas and ensure requirements are identified to the appropriate authority for action. **(T-1)**

7.15.6.1. ADLs must develop a UH facility inspection checklist to include at a minimum key criteria addressed in paragraphs **7.15.6.1.1** through **7.15.6.1.5**. **(T-1)**

7.15.6.1.1. Dormitory Rooms/Balconies/Patios: Examine doors, ceilings, floors, vents, closets, windows, window caulking, window trim, HVAC units, furnishings, walls, inside/outside of vanity/sinks, toilets, showers/tubs, mirrors, to ensure these are free of visual stains, grease, trash, mildew, mold, leaks, moisture, damage, and pests. **(T-1)**

7.15.6.1.2. Fire Alarm/Fire Safety: Check smoke detectors to ensure they have not been removed, disabled or covered, that sprinklers are not covered or have items attached; door locks/closers have not been disabled or removed and that the resident does not have prohibited cooking devices. **(T-1)**

7.15.6.1.3. Electrical Safety: Check to ensure that there is no excessive use of extension cords, no more than 2 power strips in use, no power strips are plugged into each other and no modifications have been done to wiring; that multi-outlet devices are in use and that power strips have breakers. **(T-1)**

7.15.6.1.4. Kitchen Areas: Examine refrigerators, stoves, microwaves, sinks, countertops, cabinets, range hoods/vents, walls, ceilings, windows, window caulking, window trim, to ensure these are free of grime, visual stains, grease, food particles, trash, mildew, mold, moisture, leaks, damages, and pests. Check inside and outside of all items. **(T-1)**

7.15.6.1.5. Miscellaneous Items: Check to ensure that base policies are being followed regarding to storage of bicycles, use of parking lots, use of storage facilities, use of candles, possession of flammables, smoking, pets, cooking devices, and all other base specific items. **(T-1)**

7.15.6.2. ADLs must inspect 10% of the dormitory room inventory every month to identify conditions that might require maintenance and repair, and conditions that might pose a health or life safety concern. **(T-1)** ADLs refer identified requirements to appropriate authority and/or take proper action. **(T-1)**

7.15.6.3. ADLs inspect UH campus and dormitory day rooms on a daily basis. **(T-1)**

7.16. Unaccompanied Housing General Policy. UH Management Section should consider other issues when administering the UH program.

7.16.1. **Temporary Accommodations.** Under certain circumstances, UH rooms may be required to support other than permanent housing requirements.

7.16.1.1. Hospitality rooms may be provided for unaccompanied eligible personnel arriving and departing during non-duty hours.

7.16.1.2. The UH Management Section must notify squadron commander or first sergeant when there is no available UH permanent party room or hospitality room for arriving eligible members, so arrangements can be made for temporary accommodations in lodging. **(T-1)**

7.16.1.3. Installations may elect to use UH rooms to provide space for First Sergeants use in support of personnel involved in extraordinary situations (such as domestic altercations).

7.16.1.3.1. The MHO Manager must consider the location within the dormitory campus for rooms designated for this purpose, noting that minimum adequacy standards do not apply, and furnish with only essential furniture (i.e. bed, chest). **(T-1)**

7.16.1.3.2. First Sergeant rooms must be kept to an absolute minimum with a member's stay limited to no more than a total of 72 hours. **(T-1)**

7.16.1.3.3. The UH Management Section Chief will be responsible for the management of First Sergeant rooms. **(T-1)**

7.16.1.3.4. The First Sergeant must certify/sign for each usage of these rooms. **(T-1)**

7.16.2. **Smoking and Tobacco Use.** Commanders must establish a UH tobacco use policy and the UH Management Section must brief resident accordingly. (Refer to AFI 40-102**,** *Tobacco Free Living***)**. **(T-1)**

7.16.2.1. Smoking is permitted in designated UH rooms and Designated Tobacco Areas, but is prohibited in common areas.

7.16.2.2. The Commander may designate the entire UH facility as non-smoking to minimize health risks from tobacco use and secondhand tobacco smoke and promote a culture of health and wellness. If UH facilities are designated as non-smoking, the Commander will make a designated tobacco area(s) outside the facility available for residents. **(T-1)**

7.16.2.3. Tobacco products include all products that may be configured to deliver nicotine, including but not limited to: cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, vaporizers, smokeless products that are chewed, dipped, sniffed, or "vaped"; and any other nicotine delivery system that the Food and Drug Administration defines as a tobacco product. **NOTE:** The definition of tobacco does not include Food and Drug Administration-approved prescription or over-the-counter nicotine replacement therapy.

7.16.2.4. UH Management Section must seek assistance from base Bioenvironmental Engineering if air quality measurement is necessary. **(T-1)**

7.16.3. **Internet Access.** Commanders may authorize basic internet access be provided in dormitories using appropriated funds in common areas only. **(T-1)**

7.16.3.1. Internet access is only to be placed in common areas available to all dorm residents and not be available in private living areas (including shared space in Dorms-4-Airmen modules) as this would be a personal service. **(T-1)** If internet is provided wirelessly, the signal must be adjusted to minimize signal spillover to private living areas. **(T-1)**

7.16.3.2. Procurement of computer/internet hardware or software above what is necessary for basic internet access is not permitted. Services will not be connected to the base network nor provide "af.mil" user privileges. **(T-1)**

7.16.3.3. Services should be procured and supported (help desk/trouble calls) through a commercial vendor Internet authorization that does not fall under the auspices of the Military Morale, Welfare, and Recreation program or the responsibility of the base communications organization. **(T-1)**

7.16.3.4. The MHO Manager must budget and account for related equipment and the UH Management Section in coordination with internet provider and Squadron Commanders must monitor use and prohibit certain sites as determined by the Commander (**Note:** Do not use PE xx553F). **(T-1)**

7.16.3.5. The MHO Manager or requiring unit POCs coordinate with installation communications for any required waivers. **(T-1)**

7.16.4. **Adequacy of Unaccompanied Housing Food Preparation and Storage Facilities.** Enlisted members residing in UH and assigned to the Essential Station Messing may be eligible for BAS Type II, when the local Dining Facility closes. Factors that determine whether BAS II may be authorized include: length of Dining Facility closure, adequacy of unaccompanied housing food preparation and storage facilities, and whether government-furnished meals are available from an alternate source as determined by the Commander. Installations forward authorization requests to Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) whereby AF/A4C coordinates on determination of adequacy of UH food preparation and storage capacity based on **Attachment 7**.

7.16.5. **Temporary Change in Use.** The UH Management Section may require a temporary change in use of rooms to support other UH requirements. Refer to **Attachment 15.7** for details on inactivation. The total base-wide diversions cannot exceed two percent of the installation inventory.

7.16.5.1. Diversions included in the two percent threshold are:

7.16.5.1.1. Divert rooms anticipated to be unavailable for less than 90 days due to the accomplishment of minor repairs or COM.

7.16.5.1.2. Divert rooms anticipated to be unavailable for individual assignment due to use as UH management administrative offices, storage space, hospitality rooms, or first sergeant rooms.

7.16.5.2. The following diversions do not count against the two percent diversion threshold:

7.16.5.2.1. Divert rooms for use by pipeline students in facilities other than pipeline student dormitories.

7.16.5.2.2. Divert rooms for major repairs or renovations. Diversions can start when projects are provided authority to advertise for award to allow timely relocation of residents prior to award date.

7.16.5.3. Conditions related to the diversion of rooms for more than four consecutive quarters should be assessed and consideration given to initiating action to surplus these facilities.

Chapter 8

LEASED HOUSING PROGRAM

8.1. Policy. Congress authorizes leasing of FH under 10 U.S.C. §2828, *Leasing of Military Family Housing*, as a temporary measure to provide housing until permanent housing becomes available, or the local community can provide sufficient, adequate, and affordable housing, both domestically and in foreign countries. Under certain circumstances, the AF may use 10 U.S.C. § 2834, *Participation in Department of State Housing Pools*, to use leased Department of State housing. The authority to approve all leases or renewals may not exceed the total number allocated by ODASD/FIM and dollars appropriated annually.

8.2. Leasing Authorities. The AF uses leasing authorities provided in 10 U.S.C. §2828 and 10 U.S.C. § 2834 to support FH requirements as required.

8.2.1. **Domestic Lease Authority.** 10 U.S.C. §2828 authorizes domestic leasing of FH units provided annual costs do not exceed $12,000 per unit, per year. Authority is also provided to lease a limited number of units that have annual costs not exceeding $14,000 per unit, per year. These cost limits include the cost of utilities, maintenance and operation, and are adjusted annually by the ODASD/FIM. The ODASD/FIM also allocates the available lease authorizations among the Services for each of the cost categories. There is no provision in 10 U.S.C. §2828 for the Secretary of the Air Force to exceed the $14,000 per unit, per year (exclusive of annual ODASD/FIM adjustments) cost limit.

8.2.2. **Foreign Lease Authority.** 10 U.S.C. §2828 authorizes foreign leasing of FH units provided annual costs do not exceed $20,000 per unit while allowing a limited number of units that have annual costs not exceeding $25,000 per unit. Additionally, authority is provided to lease units costing more than $20,000 annually for incumbents of SCPs, for personnel assigned to Defense Attaché Offices, or units leased in countries where excessive costs of housing would cause undue hardship on personnel. The ODASD/FIM allocates the available lease authorizations among the Services for each of the cost categories/limits. These lease limits include the cost of utilities, maintenance and operation, and are adjusted annually by the ODASD/FIM.

8.2.3. **Department of State Housing Pool.** AFCEC/CI may approve Air Force participation in any Department of State housing pool, per 10 U.S.C. § 2834. Lease authorizations approved for these requirements are included in the leasing authorizations provided from the ODASD/FIM.

8.2.3.1. The installation or the requiring agency may seek FH support from Department of State for personnel who are assigned to duty in a foreign country under the military commander authority if there is a shortage of adequate housing in the area in which the personnel are assigned and participation in the Department of State housing pool is the most cost-effective means of providing housing. If the Department of State agrees to provide housing and related services, AFCEC/CI must first approve participation using 10 U.S.C. § 2834. **(T-1)**

8.2.3.2. The costs for the Department of State leases and furnishings are reimbursed by the AF, and the Department of State manages the leases.

8.3. Lease Authorizations/Points. The ODASD/FIM allocates domestic and foreign lease points among the Services and other agencies subject to statutory provisions and considerations of legislative intent.

8.3.1. Leases are reflected as "regular cost" and "high cost."

8.3.2. ODASD/FIM issues annual cost limits at the beginning of each FY, per leased unit, that reflect the national median housing cost adjustments to the previous year's domestic lease cost limits, and Consumer Price Index adjustments to foreign lease cost limits, based on the unadjusted limits established in 10 U.S.C. § 2828. AFCEC/CI further adjusts lease cost limits in foreign countries for currency fluctuation.

8.3.3. FH units leased under 10 U.S.C. §2834 authority are counted against the regular cost lease authorization allocated by ODASD/FIM.

8.4. Approval Authorities. AFCEC/CI manages Service lease points, and validates and approves all 10 U.S.C. § 2828 domestic and foreign leases, including high-cost leases, and any Air Force participation in 10 U.S.C. § 2834 Department of State Housing Pool.

8.5. Execution Agents. The AFCEC/CI or US Army Corps of Engineer may act as the Air Force Real Estate Agent to locate, negotiate, and execute FH leases. Upon approval by AFCEC/CI, the installation or requiring activity may use a commercial professional services where AFCEC/CI or US Army Corps of Engineer real property support is not available.

8.6. Determination of Requirements (10 U.S.C. § 2828). The installation or requiring agency requests support for a FH lease only after determining that the member cannot self-lease and the lease is required. **(T-0)**

8.6.1. **Domestic.** The AF may lease existing privately owned FH in CONUS, Alaska, Puerto Rico, and Guam, and for assignment to eligible members and DoD civilian employees, when the requirement is supported by the following:

8.6.1.1. Shortage of adequate FH at or near the installation (commute area as defined by the Housing Requirements and Market Analysis).

8.6.1.2. Installation Housing Requirements and Market Analysis. See **paragraph 11.2.1**.

8.6.1.3. Low vacancy rate (two percent or less) in community housing, or government or privatized housing, whichever exists at the installation.

8.6.1.4. Less expensive, adequate FH is unavailable in community housing.

8.6.1.5. Rental rate exceeds 7.5 percent of member's housing allowance.

8.6.2. **Foreign.** The Air Force may lease housing facilities in foreign countries for assignment to eligible members and DoD civilian employees, when the requirement is supported by the following:

8.6.2.1. Leasing would be more cost effective than construction/purchase of housing units or awaiting MILCON.

8.6.2.2. For incumbents of special command positions.

8.6.2.3. In countries where excessive costs of housing or other lease terms would cause undue hardship on DoD personnel.

8.6.2.4. In countries that prohibit leases by individual military or civilian personnel of the U.S.

8.6.2.5. For members assigned to the Department of State embassies under the Chief of Mission authority per 10 U.S.C. § 2828. Chief of mission must mandate embassy leased housing in writing and AF reimburses the Department of State for housing and related services. **(T-1)**

8.7. Term of Lease Agreement. AF only leases FH using an individual lease agreement based on member's requirement.

8.7.1. A domestic lease agreement will be limited to the duration of member's assignment or change in status and will not be used to transfer occupancy to other member. **(T-1)**

8.7.2. Basic term of lease agreement for foreign leases may be for a period not in excess of three years and it may include optional periods renewed annually. Total periods will not exceed 10 years (15 years in Korea). **(T-1)** Approval is required for new member prior to change of occupancy in existing leased unit.

8.8. Leasing Cost Limits. There are certain costs that apply to the leasing cost limit.

8.8.1. Domestic and Foreign Leases.

8.8.1.1. Annual Cost limits apply to the housing unit itself, and include operations, maintenance and utilities costs. Leases are renewed annually, and the cost is paid from the appropriations of the new or renewal year.

8.8.1.2. Costs to be included within the statutory limitations are basic shelter rent, maintenance and utilities when not provided by the lessor, and services (such as refuse collection) if separately contracted by the lessor.

8.8.1.3. Costs excluded from the statutory lease cap limitations are initial improvement costs for AT/FP and mission required communications requirements; administrative costs such as assignment, travel, and inspection by installation personnel; costs above installation level, such as costs attributable to US Army Corps of Engineer districts, public works offices, and other command levels as well as headquarters levels for personnel, travel, inspections and other like expenses.

8.8.1.4. When the AF leases more than 25 FH units, an economic analysis to determine the most effective method to obtain housing is required. The economic analysis is accomplished IAW OMB Circular A-94, *Guidelines and Discount Rates for Benefit-Costs Analysis of Federal Programs,* DoDI 7041.03, *Economic Analysis for Decision-Making,* AFI 65-501, *Economic Analysis* and AFMAN 65-506, *Economic Analysis.*

8.8.2. Foreign Only. Funds may be expended but must be limited for make-ready repairs, alterations and additional work necessary to make comparable with US home and provide an adequate living accommodation. **(T-0)** Make-ready work is also limited to once during the life of the lease and the cost may not exceed 25 percent of the first year annual rent without approval from AFCEC/CI.

8.8.3. Leased GOQs must also comply with all congressional cost limitations, including operations, maintenance and repair. **(T-0)**

8.9. Management of Leased Housing. The AF manages leased FH acquired IAW 10 U.S.C. § 2828 and 10 U.S.C. § 2834 using eMH**.**

8.9.1. Leased FH units are designated public quarters, operated and assigned as adequate government-controlled FH and residents forfeit their housing allowances upon occupancy.

8.9.2. AFCEC/CI must approve FH lease point and funding before a lease is executed. **(T-1)**

8.9.3. Advance rental payments may be made within the criteria outlined in 10 U.S.C. § 2396 when it is in the best interest of the U.S. Government or is an established custom in a foreign country.

8.9.4. A lease may not be entered into if the average estimated annual rental for FH exceeds the annual limit during any year within the term of the lease.

8.9.5. The MHO Manager or requiring agency must ensure housing allowance rate increases do not exceed the cost of the lease before exercising option years in existing lease agreements and must evaluate other circumstances that may eliminate the need to continue the lease. **(T-1)**

8.10. Lease Requests. Installations or requiring agencies must use eMH Leasing Module to request approval for a FH lease, and to manage leased quarters, including requests for use of Department of State housing. **(T-0)**

8.10.1. The MHO Manager or requiring agency must submit a request IAW eMH Leasing Module Business Rules (see **Attachment 15.15**) with justification documents. **(T-0)**

8.10.2. The AFCEC/CIM validates requirement for "regular cost" or "high cost" based on established criteria from **paragraph 8.6**, to include a review of housing availability in the local community housing market and current BAH rates.

8.10.3. The AFCEC/CIM validates availability of leasing point and available funding, and acquires AFCEC/CI approval.

8.10.4. If adequate leased FH cannot be located within the square footage of the AF's programming benchmark for new construction (bedrooms and square footage) (see **Attachment 13**) AFCEC/CI certifies non-availability and approves waiver.

8.10.5. Upon approval of lease point and funding, AFCEC/CI or US Army Corps of Engineer executes lease.

8.10.6. The MHO Manager or requiring agency must identify or report any changes of lease requirements or lease conditions. **(T-1)** If these changes result in the lease being classified as high cost versus regular cost lease, AFCEC/CI must ensure appropriate approvals are in place. **(T-1)**

8.11. Reporting. AF leasing requirements are identified in the President's Budget for approval and specific reporting requirements are mandated by legislation. SAF/FMB reviews and coordinates on AF leases requiring Congressional notification.

8.11.1. 10 U.S.C. § 2828(f) requires congressional approval for a foreign FH lease agreement with the average estimated annual rental exceeds $1,000,000 during the term of the lease. SAF/FMB notifies the appropriate congressional committees at least 14 days prior via electronic medium (notice and wait) and any new or renewal of lease agreement will not be executed before the end of this waiting period. **(T-1)** Notification is not required when exercising option years to an existing lease agreement.

8.11.2. SAF/FMB reports to the appropriate congressional committees on new or renewed leases exceeding cost threshold set by 10 U.S.C. § 2828(b)(2) and 10 U.S.C. § 2828(e)(1) (domestic and foreign high-cost leases) as required per the *Leasing reporting requirements* specified in the House Report (HR) from the Committee on Appropriations accompanying Military Construction, Veterans Affairs, and related Agencies Appropriations Bill each FY.

8.11.2.1. **Domestic lease.** Within 30 days, SAF/FMB submits a report of new or renewal high-cost domestic leases entered into during the previous quarter, including certification that less expensive housing was not available for lease. AFCEC/CI verifies and forwards the status of quarterly domestic high-cost FH leases to AF/A4CA by no later than 5 business days after end of quarter.

8.11.2.2. **Foreign lease.** SAF/FMB submits annual Budget Estimates Justification Data on the foreign leases exceeding threshold set by 10 U.S.C. § 2828(e)(1). Any new foreign lease requirements that will exceed threshold and have not previously included in the annual budget estimates submission require a 14-day notification.

8.12. Leased and Contracted Housing for Unaccompanied Housing (UH) Requirements. The Commander or requiring agency may lease or contract for UH facilities for UH personnel deemed as Priority 1 and 2 personnel when adequate government-owned quarters are unavailable (IAW AFI 32-9001, *Acquisition of Real Property*, and this instruction). **(T-1)**

8.12.1. The Commander or requiring agency may contract quarters to fill a short-term, fluctuating need, or special requirement normally less than 1-year and lease housing to fill UH requirements for more than 1-year. The use of leased quarters to fill long-term and stable requirements is discouraged other than for mission or AT/FP requirements. **(T-1)**

8.12.1.1. When active duty Air Force members are assigned to a geographically separated unit at a Reserve component installation, the MAJCOM in concert with AFCEC/CI may provide contracted or leased UH quarters for E-1s through E-3s and E-4s with less than three years of service.

8.12.1.2. If active duty Air Force members are assigned to a geographically separated unit at or near non-DoD agencies, Government owned or leased UH housing can be acquired through inter-agency support agreement on a reimbursement basis for Priority 1 and 2 personnel from the non-DoD agency when the MAJCOM in concert with AFCEC/CI determines adequate and affordable community housing is insufficient and government-controlled housing is necessary to meet mission requirements.

8.12.1.3. If Air Force/DoD members are assigned to the Department of State missions under the Chief of Mission authority, the Department of State Chief of Mission may mandate embassy housing for DoD members when self-leasing in a community using OHA is not a viable option or due to safety or security concerns. When embassy housing is mandatory, these members are designated as Priority 1.

8.12.2. The UH Program Element xx553F cannot be used to lease or contract UH. The MHO Manager or requiring agency must verify availability of O&M funds before entering into UH leases and contracts. **(T-0)** Cost should be limited to basic rent, utilities, and furnishings support.

8.12.3. Temporary diversion of leased FH unit, acquired based on individual or position requirement including K&E and leased GOQ to UH, is not authorized.

8.12.4. Do not lease or contract UH if:

8.12.4.1. There is less than 95 percent utilization by Priority 1 and 2 personnel of adequate on-base UH.

8.12.4.2. Priority 3 and 4 personnel occupy adequate on-base UH.

8.12.4.3. Adequate government quarters, controlled by other Air Force installations or other Services within the local commuting distance are available through a host-tenant, inter-service support or other agreement.

8.12.4.4. Adequate and affordable private community housing is available.

8.12.4.5. Competent authorities deem quarters unsafe through a climate assessment.

8.12.4.6. Excess Temporary Lodging Facilities (TLF) are available.

8.12.5. Leased and contracted UH will be considered government-controlled housing, and the installation or requiring agency must ensure these facilities meet the minimum adequacy standards. **(T-1)** The installation or requiring agency must ensure these facilities are managed according to this instruction. **(T-1)** Units that exceed a member's space adequacy standards should be limited and joint occupancy is required when there is more than 1-bedroom. **(T-1)**

Chapter 9

FURNISHINGS MANAGEMENT

9.1. Policy. The furnishings management program supports the Air Force's commitment to quality living conditions for all personnel. The program includes furniture and appliance management for the UH, FH, GOQ, and other authorized facilities. IAW DoD 4165.63-M, *DoD Housing Management*, furnishings are provided in government-owned UH facilities; may be provided at OCONUS locations in government-owned or in private community housing; may be provided at CONUS locations in government-owned FH; or provided in specific GOQ.

9.2. Support Facilities. The following facilities are authorized government-provided furnishings IAW Attachments **5**, **9**, **10**, and **11**. See **paragraph 9.4** for eligible members.

9.2.1. Unaccompanied Housing for permanent party and Unaccompanied Training facilities as identified in paragraphs **7.2** and **7.3**.

9.2.2. Government-controlled FH including GOQs.

9.2.3. Community Housing in foreign and non-foreign OCONUS.

9.3. Other Supported Facilities. The MHO Furnishings Management Section will support other facilities IAW appropriate policy. **(T-1)**

9.3.1. Airman Leadership School (ALS) facilities with in-residence programs and student dormitories IAW **Attachment 11**.

9.3.2. Intercontinental Ballistic Missile (ICBM) Launch Control Facilities (LCF) and alert facilities sleeping and entertainment are IAW Allowance Standard (AS) 115, *Furnishings for Alert Facilities, Pilot Lounges, Strategic Missile Lounges, and Visitation Centers, Allowance ID 115FBAA and 115FCAA.*

9.3.3. Fire Department sleeping and entertainment areas, IAW AS 490, *Civil Engineering Fire Protection Support and Aircraft Rescue Equipment*, with Allowance ID 490COOA.

9.3.4. Lodging facilities IAW AFMAN 34-135, *Air Force Lodging Program*.

9.3.5. Contingency Quarters IAW AFMAN 34-135, and as identified by the Force Support Commander. Installations should provide minimal furnishings to meet contingency requirements, such as excess furniture from either the support base or within the region. Installation shall not maintain excess furnishing above their furnishings requirements in support of contingency/deployment operations. If surplus stocks are not available, the Furnishings Management Section should purchase only required items. Installation will use War Readiness Materiel assets to meet the personnel surge during emergency, contingency beddown operations, or wartime conditions when fixed assets are not available. **(T-1)**

9.4. Eligible Members. The MHO Manager provides furnishings support for eligible personnel assigned to or supported by the installation in CONUS and OCONUS locations and establishes an individual account in eMH for accountability and inventory.

9.4.1. Military members assigned to government-controlled FH and UH housing or those assigned foreign OCONUS who qualify for government housing but live in the local community and receive OHA. Refer to **Chapter 5** for GOQ furnishings.

9.4.2. Government civilian members in foreign OCONUS who are entitled to LQA and live in the local community or assigned government housing in lieu of LQA.

9.4.3. Civilian employees, recruited from CONUS on a transportation agreement, or recruited from OCONUS area under an employment agreement, entitled to travel or return to CONUS at government expense, are authorized loaner kits in Alaska regardless of LQA entitlement.

9.4.4. All other members or contractor personnel in government-controlled housing paying rent, are provided with appliances (only stove/refrigerator) solely to make unit usable. No other furnishings, loaner kits and/or duration of tour items are authorized for these individuals.

9.4.5. Military members residing in geographically separated locations from the installation may be provided furnishings support when there is no additional cost for shipping or there are funds provided by the requiring activities.

9.5. Furnishings Management Section. The MHO Furnishings Management Section is the installation focal point for all furnishings requirements. The Furnishings Management Section must use various eMH modules to perform daily operations. **(T-1)** (Refer to **Attachment 15.17**, *Business Rules for the Furnishings Component with the FH and UH Modules*.)

9.6. Furnishings Authorizations. Furnishings for FH and UH are authorized and maintained according to Attachments **9**, **10**, and **11** by type as space permits. Installations are not required to purchase all the authorized items for any category. For GOQ supplemental furnishings, see **Attachment 5**. Refer to **Table 9.1** for expected life cycles of purchased goods.

9.6.1. **General Furnishings.** Furnishings are generally identified as Hard Goods (also known as case goods) or Soft Goods (also known as consumables or nondurable goods).

9.6.1.1. Hard goods are any type of tangible products such as wood, metal, glass or plastic that is intended to remain functional for an extended period of time. In general, a product provides in excess of three years of usage in order to be considered a hard good. Air Force intent is to sustain a life cycle of a minimum of 10-12 years for furniture items. Therefore, quality furniture such as solid wood or solid wood core furniture is purchased to meet the minimum 10-12 year life-cycle requirements. Do not purchase laminate or particle board furniture that cannot meet the expected life-cycle.

9.6.1.2. Generally, soft goods are any products that are expected to have a life span of less than three years, unless specified otherwise. These items have no repair value and are to be replaced at the end of serviceable life. Soft goods include bedding, mattresses, box springs, mattress covers/pads, mattress/box springs encasements, and draperies.

9.6.2. **Appliances and Equipment.** Installations may provide authorized appliances, and equipment in accordance with **paragraph 9.6**. The Furnishings Management Section coordinates with the installation CE to ensure proper and adequate electrical and gas service or fuel availability for all requests for government-provided major appliances.

Table 9.1. Furnishings/Appliance Life-Cycle Guide.

Furniture Life-Cycle Guide		
Item	**UH**	**FH**
Hard Goods (Furniture, wood, metal items)	10	12 years
Mattresses/Box Springs	4	6 years
Upholstered Furnishings – Replace Material	4	6 years
Drapery	7	7 years
Appliance Life-Cycle Guide		
Item	**UH**	**FH**
Refrigerators	12	15 years
Ranges	8	10 years
Washers and Dryers	7	7 years
Dishwashers	9	9 years
Freezers	N/A	15 years
Microwave Ovens	4	4 years
Televisions	5	N/A

9.7. Authority for Furnishings Allowance Deviation.

9.7.1. AF/A4C is the approval authority for furnishings allowance changes and deviations. The Commander must submit written requests for changes and/or for items not listed in this instruction, through AFCEC/CI to AF/A4C. **(T-1)** Cite the circumstances involved and justification for the requested change including cost estimate, photographs, sketches, drawings or floor plans, as applicable.

9.7.2. For GOQs see **Chapter 5**.

9.7.3. The Commander must submit a request for lodging facilities allowance standard deviations through AFSVA/SVI to Deputy Chief of Staff, Manpower, Personnel, Services, Director of Services (AF/A1S). **(T-1)**

9.8. Accountability and Inventory Control. The MHO Furnishings Management Section, squadron commanders, UH Management Section personnel, MHO Managers, and the personnel who use and benefit from furnishings are responsible for inventory control and accountability.

9.8.1. **Accounts, Transactions and Inventory Control.** The Furnishings Management Section must establish separate accounts for each authorized agency and member, and maintain all transaction records in eMH. **(T-1)** The agency representatives and members must ensure inventory control of issued items and are financially responsible for excessive damage beyond fair wear and tear. **(T-1)**

9.8.1.1. **Issuances.** Agencies are issued furnishings on a master eMH-generated inventory Delivery Order and for members assigned to FH using the FH Check-in/Check-out Record. For UH, the UH Management Section Chief receives furnishings on a master eMH-generated inventory Delivery Order.

9.8.1.1.1. The UH Management Section personnel issues furnishings to members upon assignment, using the UH Check-in/Check-out record. Agency representatives, UH Management Section Chiefs and members sign to acknowledge receipt and accept inventory control of the furnishings assets by type, quantity, serial number and condition.

9.8.1.1.2. When a change to member's eligibility is documented (unaccompanied member marries or divorces), keep issued furnishings in the original account (O&M or MFH) and physically in place for the remainder of the member's assignment if current assets are interchangeable and meet the member's need. Upon turn-in, return items to the original account.

9.8.1.1.3. Ensure all Government-provided freestanding chests, door chests, armoires, dressers, entertainment centers, bookcases taller than 27 inches, televisions, and large appliances within furnished FH units are securely anchored to prevent such items from tipping over. **(T-0)** Government-furnished existing FH units and new FH units must be in compliance according to the timeline established by Public Law 116-92 § 3062(b). **(T-0)**

9.8.1.2. **Turn-Ins.** The Furnishings Management Section receives furnishings and appliance turn-ins only from agency representatives and members from government family housing and community housing.

9.8.1.2.1. The Furnishings Management Section monitors loaner furniture issues for arriving and departing FH residents, Accompanied and Unaccompanied personnel residing in the community to ensure turn-in occurs no later than the end of the 90-day period.

9.8.1.2.2. Appliances in FH are to remain in the quarters and inspected by the MHO personnel during initial assignment inspection, pre-termination and final inspection.

9.8.2. **Accountability.** The Furnishings Management Section will ensure all serialized and non-serialized assets are barcoded and captured in eMH with detailed information to include stock item number, make, model, serial number (when applicable), date of purchase, cost, values, quantities, and etc. **(T-1)**

9.8.2.1. The barcode label is attached to the asset for accountability, life cycle management, and warranty.

9.8.2.2. Assets are barcoded on receipt of delivery, when in the warehouse, and by attrition, upon pickup and turn-in.

9.8.3. **Inventory Assessment and Certification.** The Furnishings Management Section must conduct an annual physical inventory and condition assessment of furnishings, equipment and appliances. **(T-1)** The Furnishings Management Section will investigate and reconcile inventory discrepancies, initiate a Report of Survey for loss, damage or destruction of property IAW DoD 7000.14-R, *DoD Financial Management Regulation,* Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen,* update eMH and issue each agency a new master eMH-generated Delivery Order. **(T-0)** The Furnishings Management Section:

9.8.3.1. Uses eMH to initiate an inventory review and conditions assessment.

9.8.3.2. Conducts physical inventory of 100 percent of the furnishings assets in the warehouse, in repair, and in staging during annual assessment. For high-value or pilferable items such as televisions, DVD Players and microwave ovens, performs a semiannual inventory.

9.8.3.3. Conducts physical inventory of 100 percent of the furnishings assets for GOQ, FH, and community housing in CONUS and OCONUS during change of occupancy.

9.8.3.4. With participation of the resident, conducts physical inventory and assessment of 100 percent of the furnishings assigned to the GOQ annually, and performs reconciliation actions as needed. **(T-1)**

9.8.3.5. Conducts with Squadron Commanders or First Sergeants, the UH Management Section personnel, Lodging Manager, or agency representatives an annual physical inventory and assessment for all UH facilities and other supported facilities.

9.8.3.6. The BCE reviews the annual and semiannual inventories and provides a written certification of the inventory and supporting documentation.

9.8.3.7. The Force Support Commander provides accountability for furnishings assets purchased for use in contingency lodging facilities.

9.8.3.8. Furnishings Management Section also conducts an annual review of at least 30 percent of member account files. This review consists of comparing the Member's eMH Inventory Hand Receipts of the assets issued against the eMH furnishings inventory records showing what has been issued to the dorm room. Furnishings Management Section reconciles discrepancies found during the review with the member signing a new eMH Inventory Hand Receipt and updates new information in eMH.

9.9. Acquisition of Furnishings. The Furnishings Management Section purchases furnishings and appliances for supported facilities IAW this AFI.

9.9.1. Purchases are processed through the local contracting office and/or the AF Government-Wide Purchase Card Program.

9.9.2. The Air Force Installation Contracting Agency implemented strategic sourcing for UH soft goods and use is mandatory unless a waiver is approved by the agency. When strategic sourcing is implemented for CONUS UH hard case goods, installations will be required to use the strategic source. **(T-1)** Waivers may be sought when an item is believed to not rightfully fall under the agreement, an item is not listed on the products list, or the item can be obtained at a significantly lower price than what is available from Air Force Installation Contracting Agency.

9.9.3. Excess furnishings must be used before the Furnishings Management Section purchases new items. **(T-1)**

9.9.3.1. Items includes those excess at the installation or those available from other installations within CONUS or OCONUS Area of Responsibility. **(T-1)**

9.9.3.2. The Housing Manager submits to AFCEC/CI a list of the items that are determined to be excess at the installation using the template datasheet (**Attachment 15**.16). Installation request must include a written economic determination that the excess items can be used without costly repairs and /or refinishing, that the items can be shipped without severe damage to the items, and that the shipping costs are economical feasible.

9.9.3.3. AFCEC validates the installation excess furnishings submission and forwards to other installations within the same MAJCOM. If needed, AFCEC forwards submission to AF/A4C for posting on the AF/CE Portal and exposure to all installations.

9.9.3.4. AFCEC monitors efforts to find another installation that will take the excess furnishings. If no installation requests the excess furnishings after 30 days of public notice on AF/CE Portal, then AFCEC gives approval to BCE to offer excess furnishings to other agencies on the installation.

9.9.3.5. Installations must follow procedures in **Attachment 15.17** to identify, and dispose of excess furnishings. **(T-1)**

9.9.3.6. New requirements cannot be created as a result of excessing furnishings.

9.9.4. Installations must maintain a back-order waitlist by date of request and item. **(T-1)** The Furnishings Management Section must validate monthly whether items are still required. **(T-1)** The oldest back-order requirements are issued first, with initial issue shortages having priority over replacement shortages. **(T-1)**

9.10. Receiving New Furnishings. Base supply, transportation, and the Furnishings Management Section must coordinate on the receipt of appropriated funds-purchased furnishings shipments. **(T-1)** The Furnishings Management Section must:

9.10.1. Verify the identification, quantity, and condition of furnishings and immediately report any damages or poor quality to base supply or base contracting. **(T-1)** Refer to AFI 23-101, *Air Force Materiel Management,* to report deficiencies. Send information copies of deficiency reports through AFCEC/CIM to responsible contracting agency, and info copy to AF/A4CA. **(T-1)**

9.10.2. Use the date of receipt to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports, and reports of survey and the date of receipt for furnishings replacement. **(T-1)**

9.11. Repair and Replacement. Installations must establish a furnishings repair and preventive maintenance program within the Furnishings Management Section for appropriated funds-purchased items. **(T-1)** This program includes minor re-gluing, minor touch-up of surfaces (i.e., touchup stain pens), tightening and adjusting hardware, and replacement of small parts (i.e., knobs on stoves, refrigerator drawers, etc.). More complex repair requirements may be performed in-house or through local service contracts.

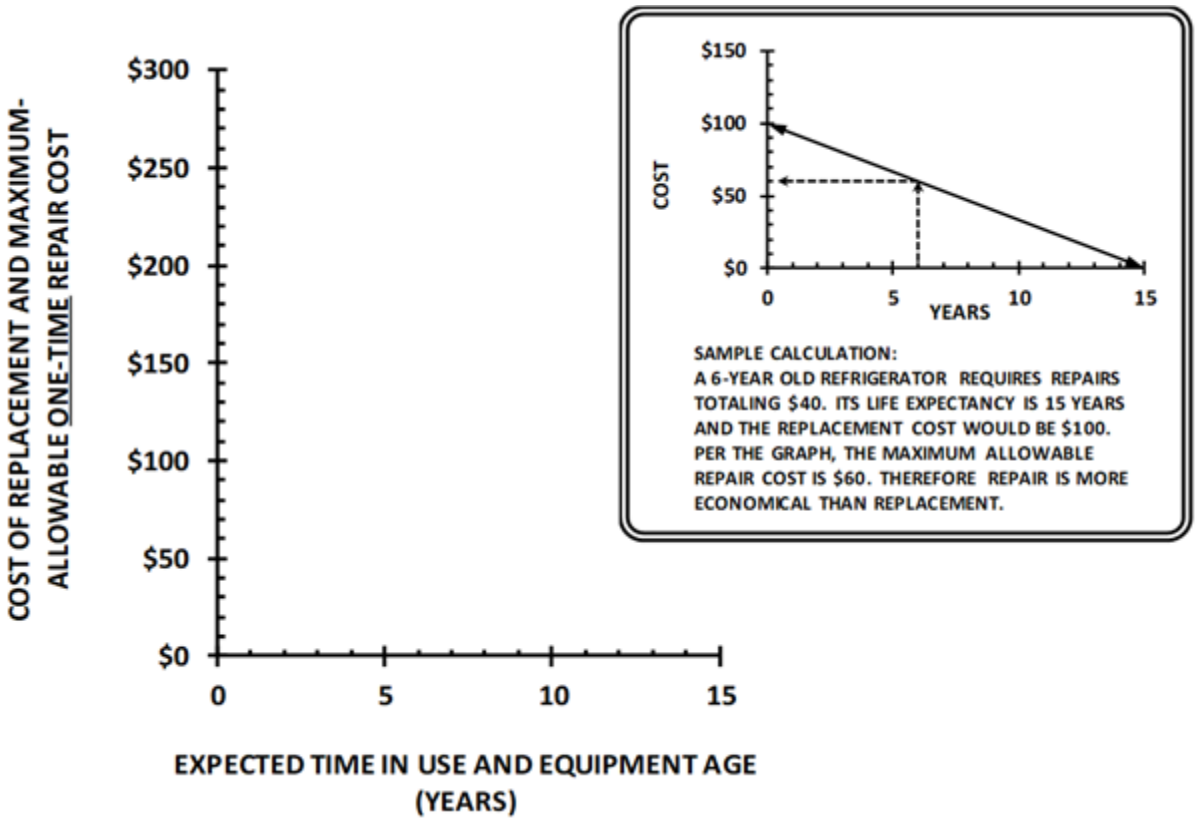
9.11.1. In CONUS and non-foreign OCONUS, the MHO manager must competitively source the appliance maintenance & repair and/or repairs may be provided on an as-needed basis via Government-Wide Purchase Card. **(T-1)** In foreign OCONUS, appliance M&R is done either in-house or through a maintenance contract, depending on the most cost effective method at the location.

9.11.2. The Furnishings Management Section must determine whether furnishings require repair or replacement due to fair wear and tear or negligence and inform members of personal liability. **(T-1)** Local processes for receiving and delivery of repair requirements should be established based on repair programs.

9.11.3. Do not replace furniture unless the estimated cost of repair or rehabilitation, including any transportation expense, exceeds at least 75 percent of the cost of a new item of the same type and class. An exception is authorized in those unusual situations when rehabilitation of the furniture at 75 percent of the cost of a new item would not extend its useful life for a period compatible with the cost of rehabilitation. Replace appliance if the one-time cost for repair of the appliance is greater than 55 percent of replacement value.

9.11.4. Furnishings Management Section will implement a depreciation method to allocate, in a systematic way, the total amount to be depreciated between each accounting period of the useful economic life of the asset. **(T-1)** The straight line method of depreciation is widely used and simple to calculate. It is based on the principle that each accounting period of the asset life should bear an equal amount of depreciation. Use **Table 9.1** and **Figure 9.1** to determine repair or replacement decision based on straight line depreciation model.

Figure 9.1. Repair and Replacement Calculation Chart.



9.11.5. The Furnishings Management Section must use manufacturer's warranty service to the fullest extent and follow guidelines from manufacturer and consumer product safety using all available resources. **(T-1)**

9.11.5.1. Procedures must be established to register appliances and receive manufacturer current recall information and potential fire and safety hazards to include subscribing to email distribution sources (**Attachment 15.17**). **(T-1)**

9.11.5.2. For CONUS locations, the Furnishings Management Section checks the Consumer Product Safety Commission site quarterly to validate current recall information and for OCONUS, reviews information on the Government-Industry Data Exchange Program.

9.11.6. **Disposition of Furnishings.** The MHO Manager and the Furnishings Management Section are responsible for disposal of unserviceable and excess furnishings . **(T-1)**

9.11.6.1. The Furnishings Management Section must prepare required documents for disposal of unserviceable and excess furnishings and retain for record. **(T-1)** The DD Form 1149, *Requisition and Invoice/Shipping Document,* or DD Form 1348-1A, *Issue Release/Receipt Document,* is completed to ensure accountability is transferred.

9.11.6.2. The MHO Manager must approve final disposal decisions for items transferred to Defense Logistics Agency Disposition Services. **(T-1)** When this agency is unable to receive the items, the MHO Manager consults with the agency for the best alternative method of disposal.

9.12. Back-Up Stock. Installations may maintain back-up stock for all non-GOQ furnishings and appliances but may not exceed three-percent per item. **(T-1)** Purpose of back-up stock is to provide replacement for items being repaired or out-of-cycle condemned goods. Installations will not include requirements for scheduled replacement for the end of life-cycle in the calculation of back-up stock level. **(T-1)** The Commander must submit a waiver request for requirements exceeding three percent through AFCEC/CI to AF/A4C for approval. **(T-1)**

9.13. Warehouse Operations. The MHO Manager and Furnishings Management Section must ensure proper warehouse space is identified and operating procedures established to protect and safeguard the installation furnishings inventory. **(T-1)** FH units and UH facilities and rooms will not be used to support base warehouse operations. **(T-1)**

9.13.1. **Facility Standards.** Furnishings management facilities should meet or exceed standards set in AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, and the *Air Force Housing Support Facilities Guide*, Chapter 4, *Management Warehouse* (**Attachment 15.19**). **(T-1)** Refer to **Chapter 11** regarding warehouse storage facilities.

9.13.1.1. Warehouses must be climate controlled to preserve wood and fabrics on stored furnishings and prevent damage by extreme temperatures or humidity. **(T-1)** More stringent climate control measures such as air conditioning system may be required for locations subject to climatic extremes. The BCE is to determine whether or not additional systems are required based on the record of furnishings experiencing damage due to climate conditions inside the warehouse.

9.13.1.2. The warehouse and dock areas must provide adequate storage space and material handling areas for furnishings and appliances to include: **(T-1)**

9.13.1.3. A staging area for processing inbound and outbound furnishing.

9.13.1.4. A small workshop for minor maintenance and repair of furniture items.

9.13.1.5. A secured/locked storage area within the FM warehouse for high value or pilferable items IAW AFJMAN 23-210, AFMAN 32-1084, *Standard Facility Requirements*, and the *Air Force Housing Support Facilities Guide*.

9.13.1.6. A segregated storage area to separate O&M and FH appliances and furnishings.

9.13.1.7. A segregated storage area for GOQ excess furnishings.

9.13.2. **Material Handling.** The Furnishings Management Section must follow established safety procedures and comply with required Occupational Safety and Health Administration laws and regulation, as applicable. **(T-0)** They must coordinate with the installation Safety Office on all matters relating to safety and accident prevention. **(T-1)** The Furnishings Management Section should:

9.13.2.1. Stack mattresses and box springs in a manner that prevents safety hazards or damage to the assets. Observe manufacture recommend stacking limitations.

9.13.2.2. Block refrigerator doors open when storing used refrigerator for air circulation to prevent odors and mildew. New refrigerator may be stored with doors closed in its original packaging (or repacked after labeling) for protection.

9.13.2.3. Use furniture pads or paper wrapping materials to protect furnishings while transporting, unless they are already packed in corrugated or plastic shipping containers.

9.13.2.4. Cover items that are not in boxes or containers.

9.13.2.5. Inspect, service and then store returned assets to the back of the stock so that the assets are rotated and used for the fullest extent of life expectancy.

9.14. OCONUS Furnishings Support. OCONUS furnishings operations differ from the CONUS operations in that greater inventories, staff, and resources are needed to support on- and off-base members in full and limited JTR eligibility. Foreign construction practices and utilities services may require purchase of certain items to meet local conditions.

9.14.1. Electrical transformers are authorized where required.

9.14.2. Armed Forces Network decoders and satellite dishes are not authorized furnishings items. FH and UH funding is not authorized to support purchase or management of these items.

9.14.3. In foreign OCONUS, furnishings may be left in place when account transfers can be made between the members who are authorized the same allowance (i.e. military FH assets to military FH assets) to minimize transportation expenses and unnecessary wear.

9.14.3.1. Both new and former members must jointly inventory the assets and the new member signs the eMH-generated AF FH or UH Check-In/Check-Out Record or Delivery Order after any discrepancies are resolved. **(T-1)** New members may be authorized delivery or pick-up of additional items.

9.14.3.2. Furniture assignment (including temporary transfer) to off-base rental landlords is not allowed.

9.14.4. **Duration of Tour Furnishings for Areas without JTR Weight Restrictions.** Specific furnishings items are provided for the duration of tour to all authorized members in foreign OCONUS locations, and are intended to supplement the members' household goods. These specific items are listed in **Attachment 9**.

9.14.4.1. Basic support items are in the authorized furnishings list in **Attachment 9**. Members are not allowed to retain loaner kit (full or partial).

9.14.4.2. Items are normally only issued when they are not provided by the landlord or in-place in government-controlled housing.

9.14.4.3. Appliances are normally provided in foreign OCONUS locations due to weight limitations and utility differences from CONUS appliances. Family size and facility constraints determine the size of refrigerator issued.

9.14.4.4. Duration of tour furnishings and appliances including washer and dryer are not authorized for members in Alaska.

9.14.4.5. **Duration of Tour Furnishings for Areas with JTR Weight Restrictions.** Eligible accompanied and unaccompanied personnel moving to installations with established weight and type of household goods shipment limitations are provided duration of tour furnishings support IAW **Attachment 9**.

9.14.5. **Overseas Furnishings and Quarters Availability Updates.** Foreign OCONUS MHO managers must submit updates on Overseas Furnishings and Quarters Availability semiannually (1 January and 1 July) to support AFPC in processing Permanent Change of Station orders. **(T-1)** These updates should address quarters and furnishings availability for accompanied and unaccompanied personnel at each overseas location. AFCEC/CIM submits a consolidated input to AFPC/DP3A Workflow (**afpc.dp3a.workflow@us.af.mil**) and AFPC/DP3AM Relocations (**afpc.dp3am.relocations@us.af.mil**) with info to AF/A4CA. **(T-1)** See **Attachment 15.18** for template and instructions.

Chapter 10

FINANCIAL MANAGEMENT

10.1. Policy. Military members and those with authorized families may receive housing and other allowances that require MHO input to start, stop or authorize. The MHO Manager should refer members to the Financial Services Office, Defense Travel Management Office website (**www.defensetravel.dod.mil**) and the JTR, and DoD 7000.14-R, DoD FMR, Volume 7A, Chapters 26 and 68 for details on authorizations.

10.2. Housing Allowances. Assignment or termination from government-controlled FH or UH may impact a member's authorization for a variety of housing allowances. Refer to JTR, Chapters 5, 9, and 10 regarding allowances.

10.2.1. **Basic Allowance for Housing (BAH).** Military personnel with or without dependents, as defined in 37 U.S.C. § 401, are authorized BAH, except when they or their dependents occupy government-controlled housing. BAH is not intended to cover 100 percent of housing costs.

10.2.2. **Partial BAH.** Members without dependents assigned to unaccompanied housing and not authorized BAH are authorized partial BAH (refer to JTR, Chapter 10 for exceptions).

10.2.3. **Overseas Housing Allowance (OHA).** OHA is authorized when members are not assigned to government-controlled housing and self-lease private community housing in non-foreign OCONUS and OCONUS locations. The allowance is to help defray housing costs and includes three components:

10.2.3.1. **Maximum Rental Allowance.** A monthly payment designed to help compensate Service members for rental expenses.

10.2.3.2. **Utility/Recurring Maintenance Allowance.** Paid monthly to help offset expenses for members who pay utilities, recurring maintenance, and minor repair expenses.

10.2.3.3. **Move-in Housing Allowance.** A one-time payment to all OHA recipients designed to cover average move-in expenses, such as utility installation.

10.2.4. **Temporary Lodging Allowance.** Members in permanent change of station status are authorized temporary lodging allowance upon arrival and departure in non-foreign OCONUS and OCONUS locations.

10.2.5. **Partial Dislocation Allowance.** This allowance is paid to a member ordered to occupy or vacate Government family-type quarters due to privatization, renovation or any other reason other than PCS for the government's convenience. A member relocated due to PCS is not eligible.

10.2.6. **Military Housing Office (MHO) Documentation.** The MHO assists the Financial Services Office by notifying or certifying government-controlled or community rental housing data for determination of allowances. **(T-1)** Refer to AFMAN 65-116, Vol 2, *Defense Joint Military Pay System Unit Procedures Excluding FSO*, for specific MHO roles.

10.2.6.1. **Government-Controlled FH and UH.** The MHO must generate an Assignment or Termination memorandum from eMH when a member is assigned or terminates government-controlled housing at CONUS, OCONUS, and OCONUS non-foreign locations and provides copy to the member. **(T-1)**

10.2.6.1.1. For AF members, the MHO must forward a copy to the Finance Services Office or Civilian Personnel Office and for other DoD members, to the appropriate Services Finance Services Office. **(T-1)**

10.2.6.1.2. Mil-to-mil members require separate Housing Assignment or Termination memoranda.

10.2.6.2. **Community Housing.** Military members must complete DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report*, Part A and certify Part B, Block 10, IAW AFMAN 65-116, Volume 2 and DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26 upon securing rental lease agreement. **(T-0)** The member must submit their completed DD Form 2367, with copies of their rental lease agreement and permanent change of station order, to the MHO. **(T-0)**

10.2.6.2.1. The MHO must review the member's rental lease agreement and ensure DD Form 2367 accurately depicts the rent amount (or purchase price) in Part A, Block 6 and verify that utilities information in Part A, Block 7 as applicable. **(T-0)**

10.2.6.2.1.1. The MHO will ensure fixed or flat rate utility payments on DD Form 2367, Block 7, is not included in the monthly rent amount in Block 6.a., to avoid over payments in OHA/utility allowance. **(T-0)**

10.2.6.2.1.2. The MHO will refer to the JTR guidance for utility/recurring maintenance allowance structure and how the rent agreement affects the rental allowance ceiling for the Member. **(T-0)**

10.2.6.2.2. The MHO certifies in Part B, Block 11a of DD Form 2367 if Move In Housing Allowance/Miscellaneous Payment is/is not authorized based on rental lease agreement and PCS order and checks applicable box if entitlement is based on initial move into community housing or if subsequent move. (Refer to DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26 to verify eligibility). **(T-0)**

10.2.6.2.2.1. Move In Housing Allowance is not payable to a member occupying government-owned or leased housing and does not cover move-out costs.

10.2.6.2.2.2. Each Member classified as a "sharer" and authorized Move In Housing Allowance is authorized the full Move In Housing Allowance/Miscellaneous allowance.

10.2.6.2.2.3. Move In Housing Allowance is not authorized for a subsequent move from community housing to community housing unless a government-funded move occurs.

10.2.6.2.3. The MHO only signs Block 11 to certify accuracy of data provided by the member on the DD Form 2367, forwards completed form with attached rental lease agreement to the Financial Services Office, and retains copy on file in the Member's record. **(T-0)**

10.2.6.3. **Temporary Lodging Allowance.** The MHO must generate a Temporary Lodging Allowance Memorandum when member processes through housing and permanent housing has not been located. **(T-1)** Refer to local temporary lodging allowance policy for processes and implementation guidance.

10.2.6.4. **Partial Dislocation Allowance.** The MHO generates a Housing Assignment or Termination Memorandum annotating when a member who has been ordered to occupy or vacate government-controlled family-type quarters is authorized partial dislocation allowance.

10.2.6.4.1. This allowance is only authorized in conjunction with a government funded local move into or out of government-controlled quarters. Members must file a voucher for partial dislocation allowance payment at Finance Services Office, using the assignment or termination memorandum, after the move-in date. **(T-1)**

10.2.6.4.2. Partial dislocation allowance is not authorized for directed moves to and from UH or privatized housing, between UH facilities or privatized housing facilities, or off-base.

10.2.7. **Financial Document Authorized Signatures.** The MHO Manager will ensure only authorized officials sign financial documentation. **(T-1)** Authorized personnel must have a valid DD Form 577, *Appointment/Termination Record –Authorized Signature*, on file with the local Financial Services Office. **(T-0)** Personnel authorized on DD Form 577 will receive training on proper completion of financial forms before obligating the government for funds authorizations. **(T-1)**

10.2.8. **Training Requirements.** The MHO Manager will ensure OHA training is conducted semiannually and compliance reported to AFCEC/CIM. **(T-1)** AFCEC/CIM will track compliance is completed by the base MHO's as required. **(T-1)**

10.2.9. Joint Reviews by MHO and Financial Services Office.

10.2.9.1. The MHO and the Financial Services Office must perform quarterly BAH reconciliation actions to ensure members are receiving appropriate allowances while residing in FH and UH. **(T-1)**

10.2.9.2. The MHO and Finance Service Office will conduct a joint monthly review of at least 10 percent of the DD Forms 2367 processed during the previous month to ensure compliance and accuracy against leased documents and the OHA authorizations in the Finance Pay System. **(T-1)**

10.2.9.3. The Financial Services Office and MHO will process documentation to correct discrepancies for all joint reviews within 48 hours. **(T-1)**

10.2.10. **Local Moves and Non-Temporary Household Goods Storage.** The MHO must ensure consistent application of authorizations IAW JTR and AF policy for members assigned to government-controlled housing and privatized housing. **(T-0)** Refer to JTR, **Chapter 5**, and **Attachment 12** to determine when a member may be authorized a government funded move or non-temporary household goods storage.

10.2.10.1. **Budgeting.** The MHO Manager, in coordination with the local traffic management office or Joint Personal Property Shipping Office, budgets and controls local moves and non-temporary storage funds (3400, O&M).

10.2.10.2. **MHO Documentation.** The MHO assists the local traffic management office by notifying when a member is authorized a government funded move or government funded non-temporary household goods storage and provides the funding appropriation. The MHO generates an Assignment Offer Memorandum or a Termination Memorandum that identifies these authorizations upon move into or out of UH or FH and for PH an Authorization for Gov't Funded Move to or From PH.

10.2.10.3. **Authorizations for Local Moves.** Members may be authorized government funded moves into, between and from government-controlled housing and PH.

10.2.10.3.1. Directed moves are required for the benefit of the government (vacating facilities for renovation, moving into renovated or newly constructed facilities, etc.) and at government expense.

10.2.10.3.2. Local moves from community housing to government-controlled or privatized housing are paid on a one-time basis after permanent change of station. Subsequent moves are only paid when directed by the Commander. The MHO Manager may authorize a local move from one government-controlled unit on base to another to prevent more than two dependent children from sharing a bedroom.

10.2.10.3.3. Moves to, from or between FH units to accommodate increased entitlement as a result of promotion, regulation changes, personal preferences and other reasons of convenience for the member or family, are requested (not directed) moves made at the individual’s discretion and expense.

10.2.10.3.4. Local moves from government-controlled FH resulting from family separation or divorce are paid when member no longer lives with dependents or dependents no longer live with member.

10.2.10.3.5. Moves from/to UH are authorized moves at government expense when:

10.2.10.3.5.1. Member is authorized to reside in community with allowances.

10.2.10.3.5.2. Member is authorized dependent rate BAH by gaining a dependent.

10.2.10.3.5.3. Priority 1 member is no longer required to reside in UH.

10.2.10.3.6. Member is assigned to UH as a result of an involuntarily assignment.

10.2.10.3.7. Member is assigned to UH as a result of not getting married.

10.2.10.3.8. Priority 3 or 4 personnel are not entitled to government-funded moves, unless directed to move from one on-base facility to another on-base facility for the convenience of the government. These members are not entitled to non-temporary storage.

10.2.10.3.9. E-4s residing in dormitories reaching 3 years of service may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis without BAH (Exception E-4s in this category with less than 6 months remaining on station convert to Priority 1). If the government requires a move to another on-base facility, the move is at government expense. Voluntary moves to another on-base facility are at the member’s expense. Any subsequent move off base is at government expense.

10.2.10.3.10. A service member who relocates from, or whose dependent relocates from, leased or rented private housing, by reason of a foreclosure action against the landlord is authorized a short distance move (Pub. L.110-289, Section 2609; 37 U.S.C. § 476). The following provisions apply:

10.2.10.3.10.1. Does not apply if the member or dependent is the homeowner.

10.2.10.3.10.2. The move is to other housing within the installation's housing market area or to a location where the dependent resides.

10.2.10.3.10.3. Before using this authority, advise members to contact the installation Staff Judge Advocate's Office to seek advice concerning their rights and responsibilities under the terms of the lease. Members should exhaust remedies available under the Service members Civil Relief Act (50 U.S.C. § 3951) and state law.

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

10.2.10.4. **Authorizations for Non-Temporary Storage.** Members may be authorized government funded Non-Temporary Household Good Storage when assigned to government-controlled housing or when leasing PH. This authorization may be used when a member's household goods cannot be accommodated within or at the quarters.

10.2.10.4.1. Members will request non-temporary storage and provide a list of items to be stored to the MHO Manager. Members should refer to the JTR, Appendix A, for prohibited items for government storage.

10.2.10.4.2. Members must seek government funding for non-temporary storage requirements within 30 days of housing assignment or leasing. The MHO Manager may extend the 30-day period as circumstances warrant. **(T-1)**

10.2.10.4.3. The MHO Manager approves items determined to be impractical or unsuitable for use in the quarters. Generally, examples are items that are unusable due to design configuration or insufficient space in the housing unit (oversized beds, sofas, bookcases and books, dinette sets, china cabinets and associated china and crystal, and clothing required only in another climate). Items not appropriate for non-temporary storage under this paragraph are accessory household items, such as vacuum cleaners and other minor appliances and machinery (i.e., table and chain saws and craft equipment), trashcans, vehicles and vehicle parts, building material, suitcases, commonly used clothing, linens, small rugs, toys and other miscellaneous small items. Major appliances may be stored if like items are government-provided. **(T-1)**

10.2.10.4.3.1. Non-temporary storage authority excludes furnishings acquired after move-in.

10.2.10.4.3.2. Non-temporary storage is not authorized for members vacating government-controlled or privatized housing.

10.2.10.4.4. At CONUS locations, the MHO Manager must reassess the need for continued non-temporary storage when member moves into larger FH (move between units). **(T-1)**

10.2.10.4.5. For UH, Priority 1 or 2 personnel who continue occupancy as a Priority 3 or 4 with non-temporary storage authorized are authorized continued non-temporary storage until termination.

10.2.11. Unless authorized and funded by the Civilian Personnel Flight, the MHO Manager must not approve requests from DoD civilians for storage of household goods incidental to occupying government-controlled or privatized housing. **(T-1)**

10.2.12. **Disconnection and Reinstallation Charges.** Members assigned to government-controlled facilities may be authorized reimbursement for telephone and cable reconnection fees when local moves are government-directed and member is not entitled to partial dislocation allowance. Members are entitled to reimbursement to restore the same service they had at their previous residence, and there is no limit to the number of disconnection and reinstallation reimbursements. (Refer to AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures* for details.)

10.2.12.1. Members evicted by the government are not authorized reimbursement.

10.2.12.2. Priority 3 or 4 members assigned to UH who are required to terminate quarters are not authorized reimbursement.

10.2.12.3. To receive reimbursement, members must pay for and forward receipt, copy of special orders or signed memo directing move with reimbursement request through the Unit Commander and the MHO Manager to the Finance Services Office for payment. **(T-1)**

10.2.13. **Rental Charges for Civilians Assigned to Government-Controlled Housing.** The Commander may provide government-controlled housing to eligible civilians under certain conditions (Refer to **Chapter 4** and **Chapter 7** to determine civilian eligibility). Unless otherwise stated, all civilians residing in government-controlled housing must pay rental charges or if authorized a housing allowance funded with appropriated funds, forfeit this allowance. **(T-1)**

10.2.13.1. At CONUS and non-foreign OCONUS locations, eligible civilian employees are not authorized a LQA funded with appropriated funds and therefore must pay a monthly rental charge based on a fair market rental rate. **(T-1)** Refer to Office of Management and Budget Circular A-45, *Rental and Construction of Government Quarters*, for specific processes to determine fair market value.

10.2.13.2. Eligible civilians at OCONUS locations authorized a LQA funded with appropriated funds and who elect to reside in government-controlled housing, must forfeit this allowance. **(T-1)** No additional charges are required from the civilian employee or their agency.

10.2.13.3. Eligible civilians at OCONUS locations not authorized LQA funded with appropriated funds and who elect to occupy government-controlled housing, must pay a monthly rental charge based on the established LQA rate of the equivalent grade, or IAW Office of Management and Budget Circular A-45. **(T-1)**

10.2.13.4. Contractor Employees and Technical Representatives identified as K&E may reside in government-controlled housing on a rental basis. AFCEC/CI in coordination with MAJCOMs may approve exceptions to permit other than K&E personnel.

10.2.13.5. AFCEC/CI in coordination with the MAJCOM may authorize US citizen employees of banks located on OCONUS installations to occupy FH on a rental basis provided the bank employee is designated K&E or suitable private housing and community support facilities are not available.

10.2.13.6. Army and Air Force Exchange Service employees in OCONUS locations are authorized to reside in FH on the same basis as DoD civilian employees and must pay rental charges. **(T-1)**

10.2.13.7. American Red Cross personnel may be assigned to FH or UH. Refer to **Attachment 2**, **Table 2.1**, to determine criteria.

10.2.13.7.1. In CONUS, American Red Cross employees are housed on the same basis as DoD eligible civilians and pay a rental charge.

10.2.13.7.2. In OCONUS areas, American Red Cross employees in the positions listed in **Attachment 3**, **Table 3.2** may be assigned to FH or UH without rental charge. All other full-time personnel pay a rental charge equal to the LQA of a DoD civilian employee of equivalent grade.

10.2.13.8. In CONUS, rental charges should be established based on a fair market rental analysis IAW Office of Management and Budget Circular A-45.

10.2.13.9. In OCONUS, rental charges are based on the established LQA rate of the equivalent grade.

10.2.14. **Other Positions and Rental Charges.** There are other situations in which potential residents may be required to pay rental charges.

10.2.14.1. Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee, and Security Assistance Trainee) may be exempted from payment as specified in the agreement between the United States Government and the Foreign Government.

10.2.14.2. The MHO must collect rent from Foreign Exchange Personnel in CONUS equal to BAH of their equivalent grade. **(T-1)**

10.2.14.3. The MHO must collect rent from Foreign Liaison Personnel in OCONUS equal to the OHA of their equivalent grade if not exempted from payment as specified in the agreement between the United States Government and the Foreign Government. **(T-1)**

10.2.15. **Reimbursement for Rental of Government-Controlled Housing.** The MHO Manager coordinates all billing and collection procedures with the appropriate Finance Services Office. Payments are reimbursed to the appropriate FH or UH Operations and Management account (Refer to AFMAN 65-605, Volume 1).

10.2.15.1. The Air Force accepts agency-to-agency transfer as an acceptable method of rental payment for the U.S. Coast Guard only.

10.2.15.2. For DoD civilians authorized LQA, the MHO provides formal notification to the servicing Civilian Processing Office and/or the tenant agency so the LQA can be terminated. No further charges are required to be paid by the civilian employee or their agency.

10.2.15.3. DoD Civilians not authorized LQA are individually responsible for rental payments. These payments are collected using a DD Form 1131, *Cash Collection Voucher*.

10.2.16. **Family Housing Appropriation and Funding.** The FH appropriation must be used to fund all operations, maintenance and repair, improvements and new construction for government-controlled FH assets. **(T-0)** FH appropriation is used to fund specific aspects of PH. Refer to AFMAN 65-605, Volume 1, and AFMAN 65-604, *Appropriation Symbols and Budget Codes*, for details regarding FH appropriation.

10.2.16.1. **Privatized Housing.** A subproject of the FH Operations Budget Programs Activity Codes (P-727) is the sole source of funds used to develop, acquire and execute PH. **(T-0)** These funds may not be used for execution of PH construction or demolition, or to support PH assets or infrastructure.

10.2.16.2. Privatization project scored costs are funded through the DoD FH Improvement Fund. Funds are transferred into the FH Improvement Fund from P-711/P-713 appropriations. Congressional approval is necessary to transfer funds into the FH Improvement Fund. The DoD FH Improvement Fund is centrally managed by OSD.

10.2.16.3. The MHO and project owner staff may be co-located depending on the Installation Commander requirement. **(T-1)** All cost associated with relocation, furnishings & communications for the Government housing staff will be funded with P-721 FH appropriations. **(T-0)**

10.2.17. **Non-FH Appropriation in Privatized Housing.** Appropriated non-FH funds may be used where specifically authorized in PH. **(T-0)**

10.2.17.1. AF organizations may fund with non-FH funds permanent improvements to satisfy mission requirements in PH, under the limited conditions, using organizational (not FH) operations and maintenance funds. The proposed improvements can only be accomplished if required to support a non-housing mission that is related to communications equipment, to secure information systems, or for anti-terrorism/force protection. Design, solicitation, or construction cannot begin until written approval is obtained from SAF/IEI per the process outlined below:

10.2.17.2. The Commander must initiate the request to include justification for the proposed work, description and cost of the proposed work and required equipment, certification of funds availability for construction and enduring sustainment, and a copy of the project owner's concurrence with completing the proposed work. **(T-0)** Funding for completing any approved improvements is the responsibility of the installation.

10.2.17.2.1. The Commander will ensure:

10.2.17.2.1.1. The proposed improvement is incidental to and essential for the accomplishment of the purpose of the appropriation. **(T-1)**

10.2.17.2.1.2. The cost of the improvement is reasonable. **(T-1)**

10.2.17.2.1.3. The improvement is used for the principal benefit of the government. **(T-1)**

10.2.17.2.1.4. The government interest in the improvement is protected. **(T-1)**

10.2.17.2.2. The Commander forwards request to AFCEC for determination if the work is within project transaction documents scope or is the responsibility of the government. Once determination is made, package is forwarded to appropriate office for consideration.

10.2.17.3. AFCEC evaluates and coordinates the request with appropriate MAJCOM agencies (Civil Engineer, Communication, Staff Judge Advocate's Office, and Finance) to jointly determine whether the requirement is mission essential or not and that the required criteria are all met. MAJCOM/CC approves the determination.

10.2.17.4. AFMC/CC forwards the approved determination to AF/A4C for coordination and SAF/IEI approval prior to starting work. SAF/IE approval is required for requests from four-star general officers (GO), all MAJCOM Commanders, the United States Air Force Academy (USAFA) Superintendent, and the Chief Master Sergeant of the Air Force (AF/CCC).

10.2.17.5. For purposes of this policy, permanent improvements are defined as maintenance, repair, alteration, renovation, or construction of real property, which includes the housing structure, site work, infrastructure, and landscaping. Permanent improvements do not include the purchase, maintenance, and repair of supplemental furnishings required for mission-related entertainment.

10.2.18. **Communications, Security and AT/FP Requirements/Funding.** The costs of M&R for security, AT/FP and communications (excluding removable communication equipment) required by the GOQ resident to perform his or her mission is funded with FH appropriation.

10.2.18.1. FH funds pay for permanently installed communications requirements, such as fiber optic cables. Communications equipment that is readily removable and mission-required is funded with non-FH funds. See **Attachment 1** for the definition of "readily removable communications equipment".

10.2.18.2. FH funds pay for permanently installed security and AT/FP system components such as wiring/fiber optics. Readily removable security and AT/FP equipment is funded with non-FH funds.

10.2.19. **Unaccompanied Housing Funding.** Daily operations for UH is funded from O&M 3400 specifically budgeted and identified for UH Management under Program Element xx553F. Refer to the Air Force Civil Engineer Green Book Playbook at Civil Engineer (CE) Portal, CE Green Book Playbook web site, cs2.eis.af.mil/sites/10041/CEPlaybooks/Green_Book/Pages/default.aspx.

10.2.19.1. The UH Program Element includes manpower authorizations (military and civilian, and their training and TDY costs), contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute the provision of government owned housing for permanent party personnel, or designated for either initial military training, or other than initial military training. Functional categories include: UH, including permanent party UH management services; initial issue of furnishings (furniture, appliances, and equipment) for newly constructed and renovated facilities; and management of replacement furnishings (repair, replace, control, moving and handling, inventory, warehousing, and disposal).

10.2.19.2. The host installation will budget and fund all Program Element xx553F requirements, unless determined otherwise by a support agreement between the host and tenant organizations. **(T-1)** All tenant requirements beyond installation responsibility will be provided on a reimbursable basis. **(T-1)**

10.2.19.3. The UH Management Section must purchase all UH supplies to maintain common areas such as toilet paper and cleaning supplies, i.e., window cleaner, paper towels, vacuum cleaners, wax, and furniture polish. **(T-1)** The section will provide dormitory supply support to tenant units consistent with the host dormitories and will provide government provided supply items for individual resident use to include initial issue and replacement linens and lightbulbs. **(T-1)**

10.3. Furnishings Requirements/Budgeting. The MHO Manager through Furnishings Management Section must identify requirements for the purchase, management, maintenance and repair (M&R), and cleaning of the appropriated funded furnishings and appliances for FH, UH and other supported facilities. **(T-1)**

10.3.1. Furnishings Management Section establishes a 5-year long range furnishings plan (current year plus 4 out years) for O&M facilities and a 5-year long range furnishings plan for FH including GOQs. **(T-1)** Plans identify requirements considering the age, condition and the expected life cycle of the assets and uses that information to budget annual requirements. Commander must approve plans and the MHO Manager forwards to AFCEC/CI for inclusion in budget requests. **(T-1)**

10.3.2. Furnishings Management Section identifies items, quantities and repair costs IAW long range plan and provides to the MHO for inclusion in the annual O&M and MFH financial plans. Furnishings Management Section provides supporting data that considers the expected life cycle of the assets, scheduled MILCON Program renovation, new construction, housing acquisition projects and mission changes.

10.3.2.1. Appliances (FH & UH). Furnishings Management Section budgets for government-owned appliances including cost associated with initial issue, replacement, and back-up stock. For FH authorized free-standing appliances (not including privatized housing) fund with P-721.4, *FH Furnishings.* For FH authorized built-in appliances (not including privatized housing) fund with P-722.62, *FH Maintenance and Repair*. For UH authorized appliances, fund with UH Program Element (PE) XX553F.

10.3.2.2. Furnishings (FH & UH). Furnishings Management Section budgets for furnishings requirements associated with initial issue, replacement and back-up stock as well as contract and in-house repair costs using the appropriate PE identified below.

10.3.3. Program Elements (PE).

10.3.3.1. Use PE XXX79F for all furnishings administrative and management activities to include facilities/warehouse operations.

10.3.3.2. Use PE XX553F to provide furnishings for government-owned permanent party UH, pipeline training and basic military training dormitories, and for unaccompanied personnel residing in foreign OCONUS rental housing. Include initial issue of furnishings (furniture, appliances, and equipment) for newly constructed and renovated facilities; and management of replacement furnishings (repair, replace, pick-up and delivery, and maintaining minimum backup stock). Operating costs/expendable supply items such as linen are also funded from UH PE XX553F.

10.3.3.3. Use PE XXX79F (Facilities Operation) to provide furnishings, as authorized, for the Fire Department.

10.3.3.4. Use FH O&M funds (P-721.41, P-721.42, and P-722.62) to provide furnishings for government-owned FH, privatized and government-owned GOQ, and accompanied personnel authorized to live in foreign OCONUS community rental housing.

10.3.3.5. Use 3400 O&M funds provided by units/activities requiring furnishings in other authorized facilities such as Airman Leadership Schools or Intercontinental Ballistic Missile Launch Control Facilities/alert facilities sleeping and entertainment areas. Use of PE XX553F account is not allowed.

10.3.3.6. Lodging facilities. Lodging manager identifies & advocates furnishings budget and Force Support Squadron Commander/Director approves appropriated funds and non-appropriated funds for furnishings and appliances.

Chapter 11

HOUSING PLANNING, PROGRAMMING & DESIGN STANDARDS

11.1. Overview. The housing planning, programming and design process provides for the construction of new or renovation and repair of FH and UH. The FH construction program is authorized in 10 U.S.C. Chapter 169, *Military Construction and Military Family Housing*.

11.2. Planning Policy. The Air Force Family Housing Master Plan (FHMP) provides the planning road map to ensure all military family households have access to adequate housing. The FHMP supporting components include the Housing Requirements and Market Analysis (HRMA), and Housing Community Profile (HCP).

11.2.1. **Housing Requirements and Market Analysis (HRMA).** The HRMA is a detailed study to determine the required quantity and bedroom configuration of FH and how the local housing market can accommodate it. AFCEC/CI in conjunction with installations will execute HRMAs. **(T-1)** HRMAs will be executed as follows:

11.2.1.1. In compliance with the HRMA Guidance Manual and supplemental policy guidance. **(T-0)**

11.2.1.2. For installations with government-controlled FH, update every four years, or as necessary.

11.2.1.3. For installations with PH, update if there is an approved mission change or requirement to restructure the project resulting in a change to the end-state. Otherwise, consider updating if two of the following criteria occur:

11.2.1.3.1. Community vacancy rate below three percent.

11.2.1.3.2. Sustained privatized housing target tenant occupancy above 98 percent.

11.2.1.3.3. Average installation waitlist time exceeds twelve months.

11.2.1.4. For foreign OCONUS, HRMAs will be used as one factor in determining the on-base housing requirement along with existing inventory, business case analysis, demand, and historical occupancy data.

11.2.1.5. For CONUS, installations will rely on local community housing first and only provide FH to maintain a minimum inventory to compensate for shortfalls of adequate, affordable community housing. **(T-0)**

11.2.2. **Housing Market Analysis (HMA).** The HMA assesses the available supply and current demand for housing in a given market area. The analysis will evaluate the suitability of housing in the defined market area based on information collected through a variety of military and public sources. AFCEC/CI in conjunction with installations will execute HMAs when one of the following situations occur:

11.2.2.1. Installations are being evaluated for mission change. MAJCOMs are responsible to provide estimates of incoming military, civilian, and contract personnel.

11.2.2.2. Community vacancy rate is projected to fall below three percent.

11.2.2.3. Sustained military members traveling beyond approved commute area due to decrease in suitable housing.

11.2.3. **Housing Community Profile (HCP).** The HCP is developed to determine the condition and adequacy of the FH inventory and assist with the planning and programming of projects for the housing units, associated infrastructure, and support facilities. The HCP identifies an investment plan for sustainment, improvement, replacement, divestiture and new construction of FH to meet the established end state requirement.

11.2.3.1. General Officer Quarters Individual Facility Profile. For bases with GOQs, the Air Force developed the GOQ Individual Facility Profile to ensure AFCEC/CI and bases appropriately plan, program and budget for GOQ requirements. The HCP includes an Individual Facility Profile for each GOQ which captures facility condition data, identifies Major and Minor Maintenance and Repair requirements, and provides recommendations and cost estimates (see **paragraph 5.11.1.2**).

11.2.3.2. AFCEC/CI performs HCP updates every four years. Tabletop updates may be performed on an as-needed basis depending on installation requirements such as mission changes.

11.2.4. **Air Force Family Housing Master Plan (FHMP).** The FHMP is developed to assist the Air Force in providing adequate FH to meet current Air Force standards and housing requirements. The FHMP uses HRMA and HCP data to provide a requirements based investment strategy that integrates and prioritizes Family Housing Construction and Family Housing Operations and Maintenance (FH O&M) funding for future fiscal years. It identifies FH funding requirements for each installation. The FHMP:

11.2.4.1. Identifies the adequate and inadequate government-controlled, privatized, and leased inventory at each installation.

11.2.4.2. Provides an investment strategy for FH to meet housing requirements and to provide adequate housing by identifying funding for divestiture, improvement, replacement, and new construction of FH to meet the investment strategy.

11.2.4.3. Develops a proposed Family Housing Construction project schedule and funding requirements across the Future Years Defense Plan.

11.2.4.4. Establishes FH O&M funding requirements to operate and sustain FH inventory.

11.2.4.5. Develops a plan to divest surplus inadequate housing, including associated costs.

11.2.4.6. Indicates inventory changes by year based on the investment strategy.

11.2.5. Economic Analysis.

11.2.5.1. An economic analysis is required for:

11.2.5.1.1. New construction and improvement projects.

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

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

11.2.5.2. Prepare the economic analysis IAW AFMAN 65-501, *Economic Analysis.*

11.2.5.2.1. Initiate the economic analysis early in the project planning process and update when significant developments occur that would invalidate or significantly alter the conclusions.

11.2.5.2.2. Department of Defense (DD) Form 1391, *FY__ Military Construction Project Data*, which are sent to OSD and Congress, must contain a summary of the economic analysis results for the applicable project. **(T-0)**

11.3. Programming Policy. Address significant needs in all categories of FH, including GOQs, with limited housing Operations and Maintenance budgets. The Air Force does not budget for nor does it expect to spend the full amount of the GOQ or Non-GOQ annual thresholds annually on each unit.

11.3.1. **The Budget Estimate Submission.** Each year AFIMSC/RM with support of AFCEC/CI prepares and submits the Budget Estimate Submission to AF/A4C. AF/A4C submits the Budget Estimate Submission to SAF/FMB for further submission to OSD and inclusion in the President's Budget Submission to Congress for authorization and appropriation. The submission includes maintenance and repair projects that will exceed the GOQ and non-GOQ thresholds. AFCEC/CI will:

11.3.1.1. Execute approved work exceeding the GOQ and non-GOQ Maintenance and Repair thresholds in the year of appropriation. **(T-1)**

11.3.1.2. Not exceed the annual Maintenance and Repair and Operations, Maintenance and Repair thresholds for GOQs until Congress has approved the President's Budget submission. **(T-0)**

11.3.1.3. Not exceed the annual Maintenance and Repair threshold for non-GOQ FH until Congress has approved the President's Budget submission. **(T-0)**

11.3.1.4. Provide AF/A4C with a list of all unawarded approved-exceed-threshold projects on 1 September of the budget year after approval to exceed GOQ Maintenance and Repair or Operations, Maintenance and Repair threshold is received. For each project, provide justification on why it is not awarded and the plan to award the project in the remaining portion of the budget year. **(T-1)**

11.3.1.5. Not reduce project scope for non-GOQs if total project costs are increased above per-unit or project cost thresholds. **(T-1)**

11.3.1.6. Not exceed the 25 percent flexibility for new construction and improvement of non-GOQs without prior congressional notification. **(T-0)**

11.3.2. **Combining Three Years of Requirements.** Installations must use HCPs for non-GOQs and GOQs to develop Maintenance and Repair project requirements. Combine requirements identified for the execution FY with requirements identified for FY+1 and FY+2 to create a three-year requirement project (see **paragraph 11.3.5 Three Year Rule** for details). **(T-1)** If project exceeds the threshold limits then comply with Congressional notification requirements (see paragraphs **11.11.24 and 11.11.3.25**). Do not reduce scope to purposely stay beneath the thresholds. **(T-1)**

11.3.2.1. Do not split the three-year requirement project between an improvement project (P-713) and a Maintenance and Repair project (P-722). **(T-1)**

11.3.2.2. For P-713 improvement projects the statutory improvements cost limit (**paragraph 11.11.1**) applies during the construction period. The Maintenance and Repair thresholds (**paragraph 11.11.2**) return to their statutory limitations after project completion.

11.3.2.3. Multiple incremental improvement projects, that when combined together significantly alter a housing unit, are prohibited. **(T-1)**

11.3.2.4. Threshold limits apply per unit, not project.

11.3.3. **Project Scope.** The number of units proposed in acquisition, privatization and construction projects should target the projected housing requirement as determined through the HRMA process. Ensure the number of new units proposed in acquisition, privatization and construction projects does not exceed 90 percent of the projected housing deficit. **(T-1)**

11.3.4. **Delegation and Approval Levels.** SAF/IE, SAF/IEE, or AF/A4C may, at their discretion, for particular projects, reduce or otherwise impose restrictions on the delegated approval levels. For non-GOQ project approval levels and delegations of authority table, see **Table 11.1**.

11.3.4.1. Project Re-Approval. The authorities provided for project approval cover both scope and cost as provided in the approval document (DD1391). Approved projects that, after approval, have had work added outside the scope or that, after approval, have had costs increase over the threshold amounts described in this paragraph, require re-approval. The cost threshold requiring re-approval of a repair project is different in the project's pre-award and post-award life cycle. Prior to award, a repair project with costs exceeding 125% of the approved amount requires re-approval by the appropriate approval authority (based on the newly-expected cost). After award, the baseline is reset at the award amount and a repair project with costs increasing to exceed 115% of the newly established award amount require re-approval by the appropriate approval authority (based on the newly-expected cost). Once a project has been re-approved, the new threshold for a project is based on the re-approved amount.

11.3.4.1.1. Cost Increase and Re-approval. If, after AF/A4C or AFCEC/CL approves a repair project, the project costs increase and exceed the SAF/IEI approval threshold, programmers or project managers must request SAF/IEI approval, including notification to the appropriate congressional committees. **(T-0)** The BCE must ensure that any portion of the work that will cause the project cost to exceed the applicable approval threshold must not start until after re-approval and after any necessary notification to the appropriate congressional committees is complete. **(T-0)** Re-approval for projects exceeding $7,500,000 must be accomplished at SAF/IEI. **(T-1)** Re-approval for repair projects costing from $5,000,000 to $7,500,000 must be accomplished at AF/A4C. **(T-1)**

11.3.4.1.2. If modifications of an already-approved project will change the approved scope, programmers or project managers must obtain appropriate approval prior to obligating funds for the newly-added scope. **(T-1)** Determinations of allowable scope changes within the approved project can be addressed on a case-by-case basis with AF/A4CA.

11.3.4.1.3. When requesting re-approval of a project, if the project has been awarded, do not modify the DD Form 1391 from the time of award. The DD Form 1391 indicates the project of record at the time of award. The re-approval request package should explain the reason for re-approval, what has happened to cause the cost and/or scope to increase from initial approval, root cause analysis leading to the cost and/or scope increases, local and enterprise lessons learned and corrective actions

11.3.4.2. Approval Request Packages and Certification. Programmers must ensure documents (e.g., DD Form 1391, etc.) are signed/approved by the appropriate certifying official (per designations in this Instruction or other delegations). **(T-1)** Programmers must ensure approval request packages coming to the Air Staff include, at minimum, the following (preliminary review packages do not require signed documents): 1) DD Form 1391 (prepared IAW AF/A4CF FSRM DD1391 preparation business rules), 2) Certificate of Compliance for Critical Planning Actions signed by the installation commander (or as delegated, but not lower than the first cross-functional commander above the BCE), 3) a completed cost comparison or approved economic analysis waiver as necessary, and 4) a cost estimate in sufficient detail to show how the costs on the 1391s were derived. **(T-1)** Reviewers must ensure approval request packages sent to Air Staff include, at minimum, an approval request signed or sent by AFCEC/CL or designated coordinating official (memorandum, electronic staff summary sheet, etc.) which includes a certifying statement of review and concurrence and the three items outlined above. **(T-1)** The AFCEC certifying statement should read similarly to the following, "This package's programming document has been reviewed, and I certify it is complete and accurate, the scope and technical solutions are consistent with asset management principles, and the programming is compliant with appropriate statute(s) and instructions. The primary and supporting costs and work classification have been reviewed."

11.3.4.3. Certification. The DD Form 1391 does not need to be signed during preliminary review; however, a DD Form 1391 signed by the BCE is required for final staffing and approval above the installation level. The signed DD Form 1391 must include the following certification from the BCE: "I have reviewed this document and certify it is complete and accurate, and is compliant with appropriate statute(s) and instructions. I have validated the project's primary and supporting costs and work classification. It has been fully coordinated with the user and other appropriate agencies." **(T-1)**

11.3.4.4. Electronic Signature. Use of electronic (including digital) signatures on documents supporting repair and construction projects is authorized if the signature meets the criteria established in AFI 33-321, *Authentication of Air Force Records*, **paragraph 3.1.3.**.

11.3.4.5. The suspense for project approval package submission is the end of the second quarter of the FY.

11.3.5. **Three Year Rule.** Bases are restricted from undertaking a Replacement, Improvement, Minor Improvement, Major Maintenance and Repair or Minor Alteration project on a new or improved dwelling or non-dwelling unit within three years after initial occupancy. **(T-1)**

11.3.5.1. The Three Year Rule does not apply when:

11.3.5.1.1. A project addresses health, safety, or life-threatening situations.

11.3.5.1.2. A project falls under the auspices of a larger program such as a general energy-efficiency upgrade program.

11.3.5.1.3. Work must be accomplished to prevent further damage to the dwelling following a natural disaster or other emergency.

11.3.5.2. In other cases, including host nation funded new construction, AFCEC/CI must seek approval from AF/A4C by submitting Department of Defense (DD) Form 1391, *FY__ Military Construction Project Data*, with full justification for not meeting the 3-year rule. **(T-1)**

11.3.5.3. For self-help projects, AF/A4C waives the 3-year rule for projects less than $2,500. The waiver is for simple, minor projects such as installing ceiling fans, fences and flowerbeds. The waiver is not intended for large projects such as kitchen or bathroom renovations.

11.3.6. **Programming Size Standards for Family Housing (FH).** The goal of the Air Force is to provide its members with the highest possible quality housing within legal limits.

11.3.6.1. Programming size standards for constructing, acquiring and improving FH units are in **Attachment 13**.

11.3.6.2. Room sizes are specified in the Air Force Family Housing Guide for Planning, Programming, Design and Construction.

11.3.6.3. Housing units may be increased above the programming benchmark for new construction up to ten percent for the following housing categories:

11.3.6.3.1. GOQ occupied by an incumbent designated by OSD as a Special Command Position (SCP)(**Attachment 4**).

11.3.6.3.2. Installation Commander.

11.3.6.3.3. Command Chief Master Sergeant (CCM) or Service equivalent residing on a military installation.

11.3.6.4. Housing units may be increased up to 300 net square feet (28 net square meters) for indoor activity rooms in FH located in harsh climates. Installations in harsh climates are those with more than 7,500 heating degree-days or 5,500 cooling degree-days annually according to UFC 3-40-02, *Design: Engineering Weather Data*. Eligible installations with FH are listed in the Air Force Family Housing Guide.

11.3.6.5. See the Air Force Family Housing Guide for outdoor living spaces size limits.

11.3.7. **Antiterrorism and Force Protection.** Base Civil Engineer must ensure new FH with more than 12 units per building comply with the design requirements for antiterrorism design standards as defined in UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*. **(T-0)** Family Housing with 12 or fewer units per building is exempt from the minimum antiterrorism requirements in UFC 4-010-01. AFCEC/CI or MAJCOMs may set more stringent antiterrorism building standards to meet specific threats identified and justified by integrated Joint Mission Assurance Assessment (JMAA), or MAJCOM, or installation vulnerability assessments.

11.3.8. **Environmental requirements.** Installations shall accomplish planning actions to ensure compliance with the following:

11.3.8.1. AFI 32-1020, *Planning and Programming Built Infrastructure Projects*. **(T-1)**

11.3.8.2. AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*. **(T-1)**

11.3.8.3. AFI 32-7001, *Environmental Management*. **(T-1)**

11.3.8.4. AFI 32-7020, *The Environmental Restoration Program*. **(T-1)**

11.3.8.5. AFI 32-1015, *Integrated Installation Planning*. **(T-1)**

11.3.8.6. AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*. **(T-1)**

11.3.9. **Historic Housing Units.** Installations must consult with the State Historic Preservation Office (SHPO), and in some instances the Advisory Council on Historic Preservation, before repairing, improving, renovating, or demolishing historic housing facilities. **(T-0)** Consultation is complete only when the Air Force, SHPO, and Advisory Council on Historic Preservation (if applicable) have signed a Memorandum of Agreement (MOA) or Programmatic Agreement (PA) that resolves the adverse effects of the action. The installation Cultural Resource Manager and AFCEC, as appropriate, are responsible for developing MOAs and PAs. (54 U.S.C. §§ 30010 - 307101, *National Historic Preservation Act of 1966*; 36 CFR 800, Protection of Historic Properties; AFI 32-7065, *Cultural Resources Management*) **(T-0)**

11.3.10. **General Officer Quarters Programming Policy.** The Installation Civil Engineer uses the installation GOQ Individual Facility Profiles to identify requirements for FH investment or Major Maintenance and Repair projects. Consider all statutory limits and Air Force GOQ policies (see **Chapter 5**). ***Do not exceed these limits under any circumstance without prior congressional approval through the budget submission process or an out-of-cycle exceed-threshold request*** (see **paragraph 5.3**). **(T-0)**

11.3.10.1. The Three Year Rule applies to GOQs (exception noted in **paragraph 11.11.3.4**).

11.3.10.2. If there are compelling or unforeseen reasons that cause substantial deviation from the GOQ Individual Facility Profile, bases must document the circumstances, reference GOQ standards (including GOQ Guide, Volume 2), and provide justification (photos, life-cycle cost analysis, etc.) to AFCEC/CIM for approval. **(T-1)**

11.4. Funding Policy. FH funds are used to acquire, construct, replace, improve, operate, lease, maintain and repair housing and ancillary support facilities (AFPD 65-5, *Cost and Economics*; AFPD 65-6, *Budget*; AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*). See AFMAN 65-604, *Appropriation Symbols and Budget Codes*, Chapter 6, for a complete description of FH fund types. Ancillary housing support facilities include:

11.4.1. Military Housing Offices, furnishings warehouses, maintenance facilities and supply and storage facilities (self-help stores).

11.4.2. Recreational, athletic and other community support facilities and infrastructure located in FH areas for the exclusive use by housing area residents.

11.4.3. Utility distribution systems and associated protective or control devices, including transformers, switch gears, manholes and hydrants located in FH areas for the exclusive support of the housing area.

11.4.4. **Funding FH Communications, Security, Anti-Terrorism/Force Protection Requirements.** FH funds are used to fund permanently installed equipment (wiring, cables, etc.) to meet Communications, Security, Anti-Terrorism/Force Protection Requirements. Distribution branch lines, exclusively used by housing, are funded with FH funds. Use non-Family Housing appropriated funds to pay for Communications, Security, Anti-Terrorism/Force Protection equipment that is readily removable and mission-required. (See **paragraph 11.11.1.3** for limits) For GOQs, include all FH funds expended in the annual Maintenance and Repair $35,000 limit, except when funded by authorized improvement project (P-713 funds)(see **Chapter 6** for Privatized Housing). See **Attachment 1** for the definition of "readily removable communications equipment".

11.4.5. **Prohibition of Non-FH Maintenance and Repair Funding for FH Maintenance and Repair.** The annual DoD Appropriations Act prohibits the use of base O&M funds (Element of Expense/Investment Code 521, 522, 524) to maintain and repair FH units, including any areas within the FH unit used to conduct official DoD business. The annual Military Construction Appropriations Act requires that FH O&M funds are the exclusive source of funds for Maintenance and Repair of all FH units.

11.4.6. **Diverted (temporarily converted) Units.** Use Maintenance and Repair (P-722) funds to maintain FH units diverted for other uses.

11.4.7. **Funding Antiterrorism and Force Protection Requirements.** Use FH funds for antiterrorism measures required exclusively for FH (see **paragraph 11.3.7**).

11.5. Construct New, or Replace Existing Family Housing Projects. (P-711 Funds). The Air Force may acquire, construct, demolish or replace FH units and ancillary support facilities under the authority of 10 U.S.C. §§ 2821, 2822, and 2824.

11.5.1. **Congressional Authorization and Appropriation.** Congress approves, by line item, new and replacement construction projects.

11.5.2. **Economic Analysis.** Required to support new construction requirements. When a repair by replacement project is being considered, MAJCOMs, AFIMSC, AFCEC or the base must develop an economic analysis or an economic analysis waiver if the estimated repair cost exceeds 75 percent of the FH unit replacement cost (AFI 65-501). **(T-1)**

11.5.3. **Compliance with the Family Housing Master Plan (FHMP).** For non-historic units, when total repair and/or improvement costs exceed 75 percent of the replacement cost, as identified in the HCP, a housing project is programmed as a replacement construction project. New construction must address deficits identified in the FHMP. AF/A4CA advocates for funding according to the FHMP priorities. AFCEC/CI and bases develop projects for each location. Additionally, AFCEC/CI and bases must ensure these projects follow and are compliant with the FHMP and GOQ Master Plans. **(T-1)**

11.5.4. **Major Land Acquisition Approval.** DODI 4165.71, *Real Property Acquisition*, established the major land acquisition approval requirement. Obtain OSD approval for any land purchase, lease, permit or other agreement exceeding 1,000 acres in size or $1M in cost. **(T-0)** AFCEC/CI must obtain approval prior to submitting any project involving major land acquisition in the applicable Budget Estimate Submission. **(T-1)** AFCEC/CI is responsible for processing the approval request.

11.5.5. **Prohibition of Advance Land Acquisition and Site Preparation.** Congress prohibits any funds to be used solely to (1) acquire land, (2) provide for site preparation, or (3) install utilities for any FH units, unless the housing units are authorized by law and funds for such units are appropriated.

11.5.6. **Project Documentation.** For each project, submit the following forms to AFCEC/CI for approval:

11.5.6.1. DD Form 1391 and DOD Cost Model for new and replacement construction projects (see **Attachment 15.20** for sample forms).

11.5.6.2. DD Form 1523, *Military Family Housing Justification*, for acquisition and deficit construction projects (see **Attachment 15.20** for sample 1391 forms).

11.5.6.3. DD Form 1391, Sample Deficiency Detail Data Sheets for Support Facilities Projects (see **Attachment 15.20** for sample forms).

11.6. Improvement Projects (P-713 Funds). This program improves the existing FH inventory to meet whole-house and whole-neighborhood standards and covers required Maintenance and Repair to extend the life of the house for 25 years using the authority under 10 U.S.C. § 2825, *Improvements to Family Housing Units*.

11.6.1. Improvement projects include:

11.6.1.1. Altering, adding, expanding, or extending the life of an existing housing facility.

11.6.1.2. Upgrading related housing support facilities such as housing management offices and housing maintenance facilities.

11.6.1.3. Upgrading or constructing other exclusive-use community support facilities such as parking areas, utilities, bus shelters and playgrounds.

11.6.1.4. Upgrading exclusive-use utility distribution systems such as electric, gas, water and sewage disposal.

11.6.2. **Programming.** Program improvements, including all necessary Maintenance and Repair work and Minor Alterations to bring units (and housing support facilities where appropriate) up to whole-house standards. Ensure improvement projects comply with the Housing Community Profile, and all applicable GOQ Individual Facility Profiles; even if the projected costs exceed the statutory improvement cost limit. **(T-1)**

11.6.2.1. If projected costs exceed the limit, perform an Economic Analysis to determine whether to program the project under the improvement program or the construction (replacement) program.

11.6.2.2. Identify rank and bedroom mix on the DD Form 1391. **(T-1)** The DD Form 1391 provides additional justification needed for congressional approval of all projects exceeding the statutory limit.

11.6.2.3. **Minor Improvement Projects.** A minor improvement project (P-713) is defined as an improvement project where the per-unit cost does not exceed the statutory improvement cost limit (see **paragraph 11.11.1**). In calculating the statutory improvement cost limit, include the total cost of improvement, major Maintenance and Repair and minor alteration work planned or accomplished during the current FY. Plan minor improvement projects for low-cost, small-scale projects to improve existing housing facilities or housing community areas to include concurrent maintenance or repair work.

11.6.2.4. **Improvement Project Form.** See **Attachment 15.20** for a sample of DD Form 1391, Improvement Projects. For GOQs, ensure this data provides strong justification and is consistent with the GOQ Individual Facility Profile. **(T-1)** AFCEC/CI validates that the work is consistent with the GOQ Individual Facility Profile by signing the DD Form 1391.

11.6.2.5. **Funding Limitations.** In the FY the improvement project's funds are obligated, the Major Maintenance and Repair and Minor Alteration work is limited to what is identified in the DD Form 1391. The only additional FH O&M (P-722) work authorized in the year funds are obligated is Minor Maintenance and Repair (see **paragraph 11.10.4**), and Change of Occupancy Maintenance (see **paragraph 11.10.4.1**). In the following years, the GOQ $35,000 limit (**paragraph 5.3**) and non-GOQ $20,000 limit applies to all Operations, Maintenance and Repair costs.

11.6.3. **Three Year Rule.** (See **paragraph 11.3.5**) Only Minor Maintenance and Repair, and Change of Occupancy Maintenance work is allowed for three years following occupancy except for extremely urgent and compelling repairs, typically relating to health or life-safety (see **paragraph 11.11.5.21**). The project may be executed at a higher cost only if prior authority is obtained in the military construction authorization bill. The new limit resulting from this bill becomes the new statutory limit for the specific GOQ for the specific FY of project execution.

11.6.4. **Conjunctive Funding for Host Nation Funded Projects.** When a host nation government funds housing construction to meet Air Force housing requirements at less than Air Force standards, the installation then programs an improvement project (P-713) to provide the conjunctive funding required for constructing housing to Air Force standards. The conjunctive funding requirement is programmed in the President's Budget to coincide with the host nation funded program year.

11.7. Cost and Scope Control of New Construction (P-711) and Improvement (P-713) Projects.

11.7.1. **FH Construction.** Congress approves each FH new construction project at a specific authorized and appropriated cost and scope. **(T-0)** Title 10 U.S.C. § 2853, *Authorized Cost and Scope of Work Variations*, authorizes a cost increase or decrease of not more than 25 percent of the amount appropriated or 200 percent of the minor construction project ceiling, whichever is less. The project scope may be reduced by not more than 25 percent or increased by more than 10 percent of that specified to Congress. The HAF-AFCEC Program Management Plan (PgMP) for MILCON Execution, Management Controls, summarizes and updates the controls in place to manage the MILCON execution program, and applies to FH new construction and improvement projects. A copy of the HAF-AFCEC PgMP is available at the Whole Building Design Guide (WBDG) website (**www.wbdg.org**) or by contacting AFCEC/CF Workflow.

11.7.2. **Reprogramming and Notification.** Reprogramming and notification actions will be performed in accordance with all applicable requirements as outlined in the HAF-AFCEC PgMP, Management Controls. **(T-1)** AFCEC/CI will prepare all documentation, coordinate project reprogramming, and submit requests to AFCEC/CF for continuance of action. **(T-1)**

11.8. Planning and Design Projects (P-714 Funds). Planning and design activities for projects in prior, current and future FH Construction programs. AFCEC/CI manages design funds and tracks design costs for each project.

11.8.1. Planning and Design activities include:

11.8.1.1. Architect-Engineer (A-E) services, including project-specific environmental impact analyses and installation level in-house costs when investigating project sites.

11.8.1.2. Housing Community Profiles.

11.8.1.3. Preparing contract drawings, specifications and Requests for Proposals.

11.8.2. **Notification.** The Air Force is required by 10 U.S.C. § 2807, *Architectural and Engineering Services and Construction Design*, to notify Congress 14 days before obligation of funds for A-E design contracts over $1M. The A-E fee for producing plans and specifications for a FH project is limited to six percent of the Programmed Amount per 10 U.S.C. § 9540(b), *Architectural and Engineering Services*. Notification actions will be performed in accordance with all applicable requirements as outlined in the HAF-AFCEC PgMP, Management Controls. **(T-1)** AFCEC/CI will prepare all documentation and submit requests to AFCEC/CF for continuance of action. **(T-1)**

11.9. Housing Operations (P-721 Funds). These funds are used for: preparing Housing Requirements and Market Analyses; the AF Family Housing Master Plan; feasibility studies; economic analyses; preparing as-built drawings and alternative site studies; preparing non-project specific environmental impact assessments and statements, or developing and justifying construction project requirements; and administrative or management costs during the source selection process for turnkey or design-build projects.

11.10. Maintenance and Repair Projects (P-722 Funds). FH units and ancillary support facilities are maintained and repaired under the authority of 10 U.S.C. § 2833, *Family Housing Support*. This program covers Minor Alterations, Major Maintenance and Repair, and Minor Maintenance and Repair (**Attachment 1**) required to preserve FH units and support facilities. This program is subject to Maintenance and Repair limits (**Table 11.1**).

11.10.1.

11.10.1.1. A Maintenance and Repair project maintains and restores a facility, system or component to such a condition that it can be used for its originally designated functional purpose.

11.10.1.2. In determining the total cost for approval and notification purpose, a Maintenance and Repair project applies FY+2 Maintenance and Repair requirements and all phases of a multi-year Maintenance and Repair project to a single facility, system or component.

11.10.1.3. A Maintenance and Repair project cannot be programmed to provide new facilities, additions to existing facilities, or functional conversions that expand footprint or functional space.

11.10.1.4. For infrastructure (including utility system) projects, a facility, system or component is defined by a category group such as 811 (electrical power generation), 812 (electrical distribution system), 831 (water treatment & disposal), 832 (sanitary sewer), 841 (water supply treatment & storage), 843 (fire hydrants), and 871 (storm sewer) etc. Similar facilities, systems, and components that service a discreet function should be grouped in one project. It may be programmed to more than one project if it is non-contiguous, non-adjacent, and geographically separated and each services its function independently. Different utility systems may be programmed in a project when they are feasible and cost effective to bundle together.

11.10.2. **Standards.** Maintain FH units according to AF standards in the *Air Force Family Housing Guide* (**Attachment 15.22**) and maintain UH according to the standards in the *Air Force Unaccompanied Housing Design Guide* (**Attachment 15.21**). The BCE and MHO Manager ensure AF standards are met through routine preventive maintenance programs, accomplishing Maintenance and Repair according to accepted engineering practices, experience and manufacturer recommendations. **(T-1)**

11.10.2.1. Identify requirements to improve or replace FH units, infrastructure, playgrounds and other common grounds in the housing area IAW Housing Community Profile priorities and accomplish the work IAW **Chapter 11** and program guidance letters.

11.10.2.2. Inspect playgrounds annually and maintain according to standards in the U.S. Consumer Product Safety Commission Publication No. 325, *Public Playground Safety Handbook* .

11.10.3. **Major Maintenance and Repair Projects (P-722 Funds).** Work necessary to fix or replace systems and their components nearing the end of their useful lives. Major Maintenance and Repair includes: restoration or replacement of structural members in the original locations, such as repairing or replacing foundation, roof, exterior structure or wall, exterior painting, interior partition, electrical, plumbing, heating, ventilation and air conditioning.

11.10.4. **Minor Maintenance and Repair Projects (P-722 Funds).** Minor Maintenance and Repair includes, but is not limited to, minor repairs to floor, wall, and ceiling finishes, and electrical and plumbing fixtures and landscaping actions with a cost of $2,500 or less per task. For GOQ cost reporting, charge interior painting and floor repair (or replacement), to Major Maintenance and Repair when the cost per task (single item of work) exceeds $2,500. Do not split Maintenance and Repair requirements to keep costs under $2,500.

11.10.4.1. Change of occupancy maintenance is Minor Maintenance and Repair required after a resident vacates a unit to make the unit ready for the next resident, and is excluded from the $20,000 Maintenance and Repair limitation in non-GOQs. Maintain change of occupancy maintenance start and stop dates in eMH to ensure accuracy of the eMH-generated FH Inventory and Utilization Report.

11.10.4.2. For GOQs charge all Minor Maintenance and Repair and cleaning done during the change of occupancy maintenance to P-722.62.

11.10.4.3. If time permits and conditions warrant, other authorized Maintenance and Repair work may be performed during GOQ change of occupancy maintenance if it is consistent with requirements identified in the GOQ Individual Facility Profile and IAW Air Force standards. In accordance with the Three Year Rule (**paragraph 11.3.5**) some work may not be authorized if determined to be Major Maintenance and Repair, Minor Alteration, or improvement type work.

11.10.5. **Minor Alteration Project.** Minor alteration is construction or improvement work typically performed in support of a Maintenance and Repair project and funded with FH O&M (P-722) and subject to the approval limits in **Table 11.1**.

11.10.5.1. Minor alteration work installs or constructs systems, or features or functional spaces that do not currently exist, replaces items still within their service life, changes spaces that already exists (relocates walls, adds or removes openings), or otherwise reconfigures existing spaces.

11.10.5.2. Minor alteration projects can improve housing units, support facilities and streets (including sidewalks), parking areas, utility systems and recreation facilities. However, some circumstances may warrant use of minor alteration without repair.

11.10.5.3. Projects can be interior or exterior work, but will not add, expand, or extend the physical dimensions of the house or increase net floor area. Minor Alteration work will not increase the size (living area or net square footage) of the unit or increase the number of rooms in the unit or perform improvement, nor alter uninhabitable space in attics, basements or garages. **(T-1)**

11.10.5.4. Replacement of failed or unserviceable materials, systems, or components with contemporary standard components or materials, consistent with local standards, is not minor alteration if justified by a life-cycle analysis.

11.10.5.5. AFCEC/CI and installations track the cost and scope of work for minor alterations to ensure the per-unit and per-project limits are not exceeded (**Table 11.1**) and that no restrictions are violated. **(T-1)**

11.10.5.6. For GOQs this authority should be used for work identified in the Air Force GOQ Individual Facility Profile. See **Table 11.1** for project approval levels.

11.10.5.6.1. AFIMSC/CC may delegate authority for minor alterations costing up to $3,000 per GOQ unit per year to the BCE. Minor alteration work exceeding $3,000 but not exceeding $7,500 annually require approval by the AFIMSC/CC for Installation Commanders and O-7s. AFMC/CC approves minor alteration work exceeding $3,000 and up to but not exceeding $7,500 for O-8s and O-9s except the USAFA Superintendent, O-9 MAJCOM/CCs and the AF/CCC. For MAJCOM Commanders (MAJCOM/CC) or other O-10s, the approval authority is Air Force Vice Chief of Staff (AF/CV). Forward requests through the AFIMSC/CC to AF/A4C for processing to AF/CV for approval. Cumulative annual costs exceeding $7,500 require approval by SAF/IEI.

11.10.5.6.2. Charge costs for GOQ minor alterations work to the annual GOQ Maintenance and Repair and Operations, Maintenance and Repair limits. Minor alterations to a GOQ must be properly documented in the annual GOQ cost report submitted to Congress, **(T-0)** and must be accomplished within the GOQ Operations, Maintenance and Repair threshold. **(T-1)**

11.10.5.7. For non-dwelling units, use the minor alteration authority to increase the size of the facility, extend streets, construct new parking areas, increase the capacity of utility systems and expand recreation areas (see approval limits in **Table 11.1**).

11.10.5.8. Antiterrorism and mission-related, permanently installed communications equipment that is required by residents to perform assigned duties are not subject to the minor alteration limit, but do count against the annual operations, maintenance and repair Limit. Identify antiterrorism requirements subject to this exclusion through JMAA, or MAJCOM, Service, or installation vulnerability assessments, and ensure they are approved by the Commander. **(T-1)** Documentation of the assessment and approval for antiterrorism requirements should be kept on file with project approval documentation. Antiterrorism and communications work is still subject to the GOQ and non-GOQ Maintenance and Repair statutory limits, and the MHO will include this cost within GOQ cost reporting. **(T-0)**

11.10.6. **Common Utility Infrastructure.** For maintenance, repair and minor alteration, only the first five feet of utility infrastructure, measured from the footprint of the unit, are considered dwelling costs. Utilities include water, electricity, gas, wastewater, storm water, communications and alarm systems. This does not apply to the alarm system itself, but does apply to communications lines connecting the alarm to a central off-site system. For driveways and sidewalks exclusively serving a specific dwelling, all costs are considered a dwelling cost and subject to the appropriate limits. AFCEC/CI and installations must count all dwelling costs towards the GOQ and non-GOQ Maintenance and Repair thresholds. **(T-1)**

11.10.7. **Standards for Government-Owned Carpet.** Installed carpet, including pad, is considered an alternative floor finish and an integral part of the housing unit.

11.10.7.1. Purchase quality carpet with a minimum 7-year life expectancy that meets Air Force standards in the Air Force Family Housing Guide (wbdg.org/ffc/af-afcec/design-guides-standards/us-air-force-family-housing-design-guide-for-planning-programming-design-and-construction), and Air Force Corporate Facilities Guide. Prior to purchase, the BCE must certify the carpet meets Air Force carpet standards. **(T-1)**

11.10.7.2. Purchase neutral color carpet, such as beige, taupe, or off-white in a light to medium shade.

11.10.7.3. Do not replace carpet in less than seven years.

11.10.7.4. Professionally clean government-installed carpet, as needed, typically during change of occupancy, IAW manufacturer instructions to preserve the quality and life of the carpet.

11.10.7.5. Charge installation and cleaning of installed carpet against the annual limits.

11.10.7.6. The BCE maintains the following historical information for each carpet installation:

11.10.7.6.1. Location (address, building number, and room).

11.10.7.6.2. Name of carpet manufacturer, pattern, and color.

11.10.7.6.3. Manufacturer certification the carpet conforms to the most recent Air Force carpet standards available from the Air Force Corporate Facilities Standards and AFCEC.

11.10.7.6.4. Date of installation.

11.10.7.6.5. Method of installation and type of pad used.

11.10.7.6.6. Disposal certification.

11.10.7.7. Carpeting in GOQs.

11.10.7.7.1. For all GOQ carpet replacement, the Commander must certify that the carpet is no longer serviceable and requires replacement. **(T-1)**

11.10.7.7.2. For GOQs occupied by O-7s and housing units occupied by Installation Commanders, AFIMSC/CC must approve all requests to replace carpet less than seven years old. **(T-1)**

11.10.7.7.3. For GOQs occupied by O-8s and O-9s (except for the USAFA Superintendent, O-9 MAJCOM/CCs, and the AF/CCC) AFMC/CC must approve all requests to replace carpet less than seven years old. **(T-1)**

11.10.7.7.4. For GOQs occupied by O-10s and O-9 MAJCOM/CCs, the USAFA Superintendent, and the AF/CCC, AF/CV must approve all requests to replace carpet less than seven years old. **(T-1)**

11.10.7.7.5. In no case may the individual make a decision about carpet in the government owned unit he or she occupies or the unit of a person senior in rank.

11.10.7.8. Installations must submit waiver requests which include: **(T-1)**

11.10.7.8.1. A statement signed by the Commander validating the requirement.

11.10.7.8.2. Statement signed by the BCE validating replacement carpet meets Air Force standards.

11.10.7.8.3. Month and year the carpet requiring replacement was originally installed. State if the carpet is still under manufacturer warranty and include available warranty information.

11.10.7.8.4. Clearly labeled photographs documenting the requirement.

11.11. Congressional Spending Limits and Reporting Limits.

11.11.1. **Statutory Improvement Project Funding Limitation and Reporting Requirements (P-713 Funds).** Congress sets the statutory unit-cost limit for FH (both GOQs and non-GOQs) Improvement and concurrent Maintenance and Repair (10 U.S.C. § 2825, *Improvements to Family Housing Units*).

11.11.1.1. Congressional limits:

11.11.1.1.1. A cost of $50,000, multiplied by the area cost factor, per housing unit at the time of the contract award.

11.11.1.1.2. A cost of $60,000, multiplied by the area cost factor, per housing unit at the time of the contract award for improvements necessary to make the unit suitable for handicapped family members.

11.11.1.1.3. For foreign source housing units, the three-year limitation is $35,000, installations should program three-year requirements in one year when they exceed $35,000 and request waiver in the annual budget request. Cost increase after contract award resulting from varying foreign currency exchange rates do not constitute a violation of this limit.

11.11.1.2. This limit does not apply to projects authorized for restoring or replacing damaged or destroyed housing units.

11.11.1.3. Communications, Anti-Terrorism, Force Protection equipment that is required by the resident in the performance of assigned duties are excluded from the statutory limit, and include:

11.11.1.3.1. Readily-removable equipment; the costs to purchase, install, maintain, or repair may not be funded with FH funds.

11.11.1.3.2. Permanently installed equipment; the costs to install, maintain, or repair, may be excluded from the application of the statutory improvement cost limit. See **paragraph 11.4.4**.

11.11.1.4. Waiver to the statutory improvement cost limit:

11.11.1.4.1. To request a waiver, installations must perform an Economic Analysis IAW AFI 65-501, *Economic Analysis*, and show improving the facility is more cost effective than other alternatives. **(T-0)**

11.11.1.4.2. SAF/IEE is the approval authority to waive the cost limit after the congressional notification and wait period.

11.11.1.5. Waiver for new FH unit under the Architectural Barriers Act. SAF/IEE may waive the statutory improvement and Maintenance and Repair cost limit if it is determined that exceeding the limit to improve an existing unit is more cost effective than constructing a new Architectural Barriers Act compliant accessible unit.

11.11.1.6. Re-Approval. Projects approved for execution that then experience scope or cost growth over certain thresholds, will require higher-level re-approval obtained through Project Approval Threshold packages submitted for staffing to AFCEC (see **paragraph 11.3.4**).

11.11.1.7. Approval thresholds are described in **Table 11.1**.

11.11.2. **Non-GOQ Major Maintenance and Repair (M&R) Limit (P-722 & P-721 Funds).** This limit is set at $20,000 per unit per the House of Representatives Report 106-614 accompanying the 2001 Military Construction Appropriations Bill, and:

11.11.2.1. Places an annual obligation limit on major Maintenance and Repair and alteration work, accomplished by job order, work order or contract.

11.11.2.2. Excludes costs for design and contract claims.

11.11.2.3. Applies to the cost of housing units and ancillary support facilities up to the 5-foot (1.5 meters) line outside of the housing unit and any support facility.

11.11.3. **GOQs.** There are two statutory limitations (10 U.S.C. § 2831, *Military Family Housing Management Account*, and annually recurring provisions in the Military Construction Appropriation Acts) that limit the annual expenditure of the funds on Government-controlled/Leased GOQs.

11.11.3.1. **GOQ Maintenance and Repair Limit.** The Military Construction Appropriation Acts annually place a ceiling of $35,000 on all Maintenance Repair expenditures per GOQ per FY. GOQ expenditures that count against the Maintenance and Repair annual limit include change of occupancy, Minor/routine Maintenance and Repair, Major Maintenance and Repair, grounds maintenance and minor alteration. Recurring provision in the appropriations act allows for after-the-fact notification based on unforeseen environmental remediation.

11.11.3.2. **GOQ Operations, Maintenance and Repair Limit.** 10 U.S.C. § 2831, *Military Family Housing Management Account*, places a ceiling of $35,000 on Operations, Maintenance and Repair expenditures per GOQ, per FY. GOQ expenditures counted against the Operations, Maintenance and Repair annual limit include management (P-721.1), services (P-721.2), furnishings (P-721.4) and Maintenance and Repair (P-722). Maintenance and Repair expenditures include change of occupancy, Minor/routine Maintenance and Repair, Major Maintenance and Repair, grounds maintenance and minor alterations.

11.11.3.3. Maintenance and Repair (P-722) costs to service GOQs for utility systems such as water, electricity, gas, wastewater, communications and alarm systems, and associated Maintenance and Repair may extend only to the 5-foot line of the GOQ footprint.

11.11.3.4. Do not exceed the Maintenance and Repair Limit, or the Operations, Maintenance and Repair Limit without prior notification to Congress.

11.11.4. In-Budget Cycle Notification to Exceed Operations, Maintenance and Repair and Maintenance & Repair Thresholds for GOQs or Non-GOQs. GOQ and non-GOQ limits may be exceeded only after appropriate approval and notification to Congress. Notification is accomplished through submission of the Air Force budget. AFCEC/CI will issue a data call to accomplish this as part of the Budget Estimate Submission preparation. **(T-1)**

11.11.4.1. Submit DD Form 1391 validated by AFCEC/CI, as justification for all GOQ or non-GOQ exceed-threshold projects.

11.11.4.2. Ensure projects are consistent with the HCP and GOQ Individual Facility Profile. **(T-1)**

11.11.4.3. When requesting an exceed-threshold project, the AFCEC will ensure the total amount requested is equal to the sum of annual projected costs for management, services, furnishings, and Maintenance and Repair (major and minor Maintenance and Repair, minor alteration, grounds maintenance, and change of occupancy maintenance). **(T-1)** When approved by Congress, the total becomes the Operations, Maintenance and Repair limit for the GOQ for that Budget Year and the Maintenance and Repair request becomes the Maintenance and Repair limit for that Budget Year.

11.11.4.4. Make every effort to award major Maintenance and Repair projects (P-722) in the exceed threshold request within the Budget Year. **(T-1)** AFCEC is responsible to work with the installation to ensure timely awards. Only use current year (year of award) funds to award the projects.

11.11.4.5. AFCEC/CI must notify AF/A4C prior to 1 September of the Budget Year of Non-GOQ and GOQ exceed threshold projects not awarded in the Budget Year. **(T-1)**

11.11.4.6. If an exceed threshold GOQ project is deferred to the year following the Budget Year (Budget Year +1), the Maintenance and Repair and Operations, Maintenance and Repair limit for the Budget Year are reduced to the GOQ statutory Operations, Maintenance and Repair limit ($35,000) and Congressional renotification is required.

11.11.5. **Out-of-Budget-Cycle Notification to Exceed Operations, Maintenance and Repair and Maintenance & Repair Thresholds for GOQs or Non-GOQs.** Commonly referred to as "out-of-cycle."

11.11.5.1. An out-of-cycle budget submission for a GOQ or non-GOQ is typically for an urgent situation, related to health and life safety. This includes emergent requirements that were not identified in time for the current Budget Year and that are too urgent to wait for the next annual budget submission. Cost of the work causes the GOQ to exceed the $35,000 operations maintenance and repair limit and possibly the Maintenance and Repair limit. **(T-0)**

11.11.5.2. SAF/IEI reviews all out-of-cycle notifications and submits to Congress for approval. After-the-fact notifications for GOQs are not allowed. Submissions should include:

11.11.5.2.1. Strong justification for why work needs to be done out of the budget cycle, including reasons why the requirement was not included in the budget submission, urgency, and impact of the delay.

11.11.5.2.2. Comprehensive narrative for each GOQ project, including validation the work is identified in the GOQ Individual Facility Profile. If the work is not included in the GOQ Individual Facility Profile, provide a detailed explanation for the work.

11.11.5.2.3. A completed DD Form 1391 to show specific project work to be accomplished on the unit and to identify costs additional to the threshold.

11.11.5.2.4. Detailed cost breakout (including line item details).

11.11.5.2.5. Photographs depicting repair requirements.

11.11.5.2.6. A statement signed by the GOQ resident acknowledging the work.

11.11.5.2.7. A project certification statement signed by AFCEC/CI.

11.11.5.2.8. Detailed breakout of other anticipated costs for the FY, including, but not limited to, specific projects approved by SAF/IEI and all Operations, Maintenance and Repair costs.

11.11.5.2.9. Detailed breakout of Major Maintenance and Repair or investment work completed in the previous five years or planned for the next five years IAW the GOQ Individual Facility Profile.

11.12. Family Housing Self-Help Program. Self-help work is for simple, Minor Maintenance and Repair projects (including minor alteration) on government-controlled FH units, and is not intended for large or complicated improvement or replacement projects. Self-help projects are funded with FH O&M funds and should not exceed $2,500. The Base Civil Engineer and MHO will establish local self-help policy and procedures. **(T-1)**

11.12.1. A4C delegates approval authority for non-GOQ projects $2,500 or less to the BCE.

11.12.2. Base Civil Engineer ensures self-help work complies with Air Force housing standards and appropriate codes, that they are safe and functional. **(T-1)** The cost of self-help work combined with other minor alteration and maintenance and repair work performed by contracts or service orders may not exceed approval levels, Air Force size standards, improvement cost limits, or (for GOQs) annual GOQ or non-GOQ thresholds. Request is submitted on Air Force Form 332 by resident for approval, and may include a request for government furnished materials.

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

11.12.4. When grounds work and digging is required, an AF Form 103, *Base Civil Engineer Work Clearance Request*, must be approved before starting work. **(T-1)**

11.12.5. Self-help work to support the Family Child Care Program. In most instances, modifications to units supporting the installation Family Child Care Program are accomplished using donated self-help labor and materials. When clear evidence shows the Family Child Care Program is unable to provide adequate child care because of the high cost of home daycare modifications and the installation mission could be affected, the Commander may authorize government-funded labor and materials to support required FH modifications (**paragraph 2.20.5**; AFI 34-144, *Child and Youth Programs*).

11.12.6. The following applies to GOQ self-help projects:

11.12.6.1. Charge government-provided materials against the $35,000 Operations, Maintenance and Repair and Maintenance and Repair limits.

11.12.6.2. AFCEC/CI waives the Three Year Rule (see **paragraph 11.3.5**), if the self-help project does not exceed $2,500 and meets the following criteria:

11.12.6.2.1. Simple, minor projects (e.g., installing ceiling fans, fences, and flower beds).

11.12.6.2.2. Does not violate approval levels, Air Force size standards, improvement cost limits, or GOQ limits.

11.12.7. Privatized GOQ self-help guidance is in the tenant lease and Housing Resident Handbook. GOQ residents may not use the installation self-help facility (government-funded) to support privatized GOQ.

11.12.8. Sample Forms. See **Attachment 15.20** for sample DD Form 1391, *FY__ Military Construction Project Data*.

11.13. Foreign Lease Program. See **Chapter 8**.

11.14. Domestic Lease Program. See **Chapter 8**.

11.15. Military Housing Privatization Initiative (MHPI). See **Chapter 6**.

11.16. No-Cost Acquisition Program:

11.16.1. The Air Force may acquire FH units at no cost to the government under authority of 10 U.S.C. § 2822, *Requirement for Authorization of Number of Family Housing Units*. This program does not require line-item authorization.

11.16.2. SAF/IEI is the approval authority for no-cost acquisition projects supporting a validated requirement before the installation acquires FH units.

11.17. Interservice Transfer Program. DoD permits the transfer of FH among the Services without compensation under authority of 10 U.S.C. § 2696, *Real property: transfer between armed forces and screening requirements*. The Secretaries of the respective services and OSD are the approval authorities for transfers.

11.18. Restoration/Replacement for Damaged or Destroyed Housing Program. This program provides funds for restoring or replacing FH units damaged by fire, hurricanes, earthquakes, storms or other disasters under the authority of 10 U.S.C. § 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*.

11.18.1. Prior notification for restoration of damaged or destroyed housing is required for all projects exceeding non-GOQ Maintenance and Repair threshold. It does not apply to projects exceeding GOQ operations, maintenance and repair threshold. SAF/FMB reviews and coordinates on the Congressional notification memo. SAF/IEE approves and signs the Congressional notification memos.

11.18.2. If notification must be made, follow steps in subsequent paragraphs while securing facility to protect it from further deterioration:

11.18.2.1. Program permanent repairs as soon as possible, using P-722 funds. **(T-1)**

11.18.2.2. Program replacement facility projects, using P-711 funds. **(T-1)**

11.18.2.3. Include known maintenance, repair and improvement requirements resulting from unforeseen events. **(T-1)**

11.18.2.4. Notify SAF/IEI through AFCEC/CI and AF/A4C when restoring damaged or destroyed housing units due to unforeseen events, not from long-term deterioration, and when performing emergency work exceeding the Maintenance and Repair thresholds. **(T-1)**

11.18.2.5. Include in the cost estimate, a per-unit cost to restore each unit in multifamily structures. **(T-1)**

11.18.2.6. AFCEC/CI submit to AF/A4CA any per-unit restoration cost that exceeds 75 percent of replacement costs or $100,000, whichever is less; or any changes to the programmed amount for a previously approved project that exceeds the 75 percent or $100,000 threshold. Identify the total extent of damage and other projects programmed to restore damaged or destroyed units.

11.18.2.6.1. SAF/IEI approves and provides prior notification to Congress for projects that exceed either 75 percent of the replacement costs, or $100,000 per unit.

11.18.2.6.2. The approving authority, as delegated in **Table 11.1**, determines the need for repair or replacement due to damage caused by unforeseen events and not from long-term deterioration. See **Table 11.1** for approval levels and **Attachment 15.20** for sample DD Form 1391.

11.19. Family Housing Design Standards. Ensure FH designs follow statutory limitations, all applicable UFCs including UFC 4-711-01 *Family Housing*, and concepts in the housing community plan and the Air Force Family Housing Guide, regardless of the funding source. **(T-1)** AFCEC/CI and installations must ensure design and construction conform to local, national and federal building codes. **(T-0)**

11.19.1. The Air Force Family Housing Guide provides requirements for whole-house design and addresses functional layout and basic amenities, minimal floor areas, room dimensions, energy criteria and environmental issues.

11.19.2. Accessible design criteria for FH will follow the Architectural Barriers Act. Each installation must ensure five percent of its FH inventory is handicap adaptable. **(T-0).**

11.19.3. Follow the guidelines in the Air Force Housing Support Facilities Guide to plan and design Housing Management Offices, Housing Maintenance Facilities and storage warehouses.

11.20. Family Housing Design Policy and Criteria. The design procedures within AFI 32-1023, *Designing and Constructing Military Construction Projects*, apply to FH design.

11.20.1. The following additional requirements apply to FH design:

11.20.1.1. Awarding A-E contracts by October of the programmed FY, minus two years.

11.20.1.2. Completing designs by June of the programmed FY, minus one year.

11.20.1.3. Completing the environmental impact analysis process by October of the programmed FY, minus two years or ensure completion by AFCEC.

11.20.1.4. Awarding construction contracts one month after Air Force receives annual appropriation.

11.20.2. **Lawn Irrigation Systems.** Depending on type and size of Family Housing units, lawn irrigation is governed by UFC 3-201-02 Landscaping and/or UFC 1-200-02 High Performance and Sustainable Building Requirements.

11.20.2.1. UFC 1-200-02 limits the use of potable water for landscape irrigation. Specifically it includes the following restrictions/considerations:

11.20.2.1.1. Prohibit potable water use to irrigate new landscaping other than for plant establishment.

11.20.2.1.2. Apply drought resistant, water smart, and/or xeriscaping landscape architectural design to all new and updated landscape architecture.

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

11.20.2.3. All lawn irrigation systems proposed for GOQs, regardless of method of accomplishment, require approval by SAF/IEI. Project Transaction Documents may include a requirement that the project owner of privatized GOQs provide and maintain irrigation systems in arid and semiarid climates. For GOQs comply with cost reporting requirements in **paragraph 5.8**.

11.20.3. **Window Coverings.** The primary function of window coverings is to control the passage of light through the window for privacy or for controlling natural lighting. Window coverings and associated hardware are an integral part of the dwelling and should be provided on all windows throughout the unit (including porch and patio windows for GOQs). Window coverings are not considered furnishings (see **paragraph 5.7.4.1** for Window Treatments).

11.20.3.1. Window coverings include roller shades (vinyl and fabric), shutters, blinds (vertical and horizontal wood, aluminum, and vinyl), and associated hardware. The BCE ensures blind slats meet AF standards and are made of hard material, such as aluminum, vinyl, or wood, and have a neutral color. **(T-1)**

11.20.3.2. For GOQ units, charge window coverings and associated hardware against the annual limits.

11.20.3.3. Cords for Window Coverings. All new and replacement window coverings must be in compliance with ANSI A100.1-2018, *Standard for Safety of Window Covering Products*, which requires window coverings to have inaccessible cords. **(T-0)**

11.20.3.4. Window Covering with Accessible Cords Awareness Campaign. MHO must ensure all personnel processing through the MHO are made aware of the risks to children of window coverings with accessible cords. **(T-1)**

11.20.4. **Window Fall Protection.** The BCE must develop an annual window fall prevention inspection program and annually conduct an Installation Window Fall Protection Inspection to ensure all government-controlled FH is equipped with functional (compliant with ASTM F2090-17, *Standard Specification for Window Fall Prevention Devices with Emergency Escape (Egress) Release Mechanisms* (or any successor standard)) window fall prevention screens, guards, or other devices. **(T-1)** A window must be compliant if the bottom sill of the window is within 42-inches of the floor, as measured in the interior of the unit, and is more than 72-inches above the ground, as measured on the exterior grade of the building.

11.20.4.1. For properties leased by the DoD for families with children under the age of nine the BCE at the local installation should conduct a life-safety inspection of the property ensuring the unit has been equipped with functional window fall prevention screens, guards or other devices.

11.20.4.2. **Window Fall Protection Privatized Housing Inspection.** Annually, the PO office shall conduct an inspection to ensure all PH is equipped with functional window fall prevention screens, guards, or other devices. **(T-1)**

11.20.4.3. **Window Fall Awareness Campaign.** MHO must ensure all personnel processing through the MHO are made aware of the risks of window falls and of window fall prevention measures. **(T-1)**

11.21. UH Design and Adequacy Standards: For new or replacement construction of dormitories for permanent party E-1 through E-3 and E-4 with less than three years of service, a 182 square feet net living area, private room/private bath with kitchenette module is the standard. Common areas within the dormitory will provide social and laundry space. Net Living Area is defined in **Attachment 1**.

11.21.1. **Unaccompanied Housing Design Guidance.** For UH design guidance, refer to the *Air Force Unaccompanied Housing Design Guide*, located on the CE Portal, Housing Program Group (Policy and Standards) web site, **Attachment 15.21**, or the *Whole Building Design Guide* at **www.wbdg.org/FFC/AF/AFDG/unaccompaniedhousing.pdf**.

11.21.2. **Unaccompanied Design Standards.** Configuring older adequacy standards to conform to newer standards is not authorized. Dormitories will be improved in their existing configuration. The new Unaccompanied Airman (2019) design standard is for new construction only.

11.21.2.1. The Commander must ensure all residents are assigned a private room before divesting or changing the use of UH facilities. **(T-1)**.

11.21.2.2. Assigning Airmen to multiple rooms to increase occupancy, provide private sleeping/living rooms or bathrooms or to justify inventory is not authorized.

11.21.2.3. The Commander must not establish local criteria that would result in increased BAH, OHA or O&M expenditures. **(T-1)**.

11.21.2.4. New construction guidance is available from the Air Force Standard Design Permanent Party Enlisted Dormitories available in the Whole Building Design Guide.

11.21.3. **Minimum Adequacy Standards for Unaccompanied Housing.** Members will be assigned quarters that meet adequacy standards for their grade, whenever possible (**Attachment 8**). **(T-1)** All standards discussed in attached tables are considered adequate for UH. There is no authority to exceed the Air Force adequacy standards.

11.21.4. **Adequacy Standards for Constrained Housing Locations.** In areas where the HRMA validates a deficit of adequate and affordable community housing for any unaccompanied military members, MAJCOM Commander may designate the affected grades as Priority 2. Installations and AFCEC/CI will ensure impacts of constrained housing are captured within the installation Dormitory Master Plan. **(T-1)**

11.21.5. **Exceptions to Adequacy Standards.** The Commander may reduce adequacy standards for a period not to exceed 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, AFCEC/CI is the approval authority and must provide written approval to the installation before standards are reduced. **(T-1)**

11.21.5.1. For AETC technical training centers and AETC student training dormitories on non-AETC installations, the Commander may reduce adequacy standards for a period NTE 30 days for reasons of military necessity or to satisfy mission requirements. Reduction of adequacy standards for periods exceeding 30 days, but less than 365 days, must first be approved in writing by the AETC Numbered Air Force Commander prior to a reduction of standards at the installation. **(T-1)** In all cases, the Commander must notify AFCEC/CI when:

11.21.5.1.1. Adequacy standards have been approved for reduction in excess of 30 days. **(T-1)**

11.21.5.1.2. The Actual days of reduced adequacy standards for, or within, a given facility have exceeded a total of 30 days within the last 365 days. **(T-1)**

11.21.5.2. AFCEC/CI will notify AF/A4C in writing of all approvals of exception greater than 30 days and include the basis for reducing standards, the corrective action plan, and estimated get-well date. **(T-1)**

11.21.6. **Non-Air Force Installations.** When Air Force personnel are assigned to an Army, Navy or Marine Corps installation, host installation service adequacy standards apply, except where otherwise provided for in an official support agreement.

11.21.7. **Unaccompanied Housing Planning, Programming, and Reporting.**

11.21.7.1. Installations will plan, program, and budget for UH requirements, using the AF master planning process, which is the AF Dormitory Master Plan (DMP). **(T-1)** The DMP quantifies projected UH requirements, captures facility data, identifies deficits and requirements for sustainment, restoration and modernization, and replacement, and provides recommendations and cost estimates for each installation UH program.

11.21.7.2. For current dormitory programming use information in the latest Installation/AF DMP, the updated BUILDER™ SMS UH facility Building Condition Index (BCI); and the System Component Index (SCI) scores. **(T-1)**

11.21.7.3. Follow AFMAN 32-1084, *Standard Facility Requirements*, AFI 32-1020, *Planning and Programming Built Infrastructure Projects*; AF Unaccompanied Housing Design Guide; and for new and replacement construction, the AFCEC standard design permanent party enlisted dormitory. (**T-1)**

11.21.7.4. AFIMSC will provide an annual report on installation compliance with AF policy for planning and programming UH facilities to MAJCOM/CDs no later than 60 days after the construction tasking order is published each year, starting in 2020. **(T-1)**

11.21.8. **Maintenance, Repair, and Improvement Projects.**

11.21.8.1. The Installation Commander will ensure that the BCE has an effective, adequately resourced UH maintenance and repair program. **(T-1)** These activities should first be funded utilizing facility operations and sustainment funds provided in initial distribution to the installation.

11.21.8.1.1. ADLs will identify change of occupancy maintenance (COM) items for repair or replacement during the pre-final inspection and process requirements IAW locally established forms and procedures. **(T-1)** See **Attachment 1**, **Terms**, for change of occupancy maintenance.

11.21.8.1.2. Installation CE Operations must respond to and complete COM work requests according to the Air Force Common Output Level Standard (AF COLS) level for the current FY. **(T-1)**

11.21.8.2. The Installation Commander will ensure the BCE programs and designs: **(T-1)**

11.21.8.2.1. A major improvement project for a UH facility when the BCI score falls below 80 for inclusion on the Integrated Priority List (IPL) within the FYDP or

11.21.8.2.2. A major repair project in the next fiscal year when either the roofing, plumbing, HVAC, or electrical and lighting System Component Index score falls below 70.

11.21.8.2.3. When other component scores (in the same facility) are approaching 70, carefully consider including these other components into the repair project.

11.21.8.3. To provide timely asset visibility, the BCE will ensure the applicable BUILDER™ component index data is updated at the completion of each project for UH facilities. **(T-1)**

11.21.8.4. Programmed projects will be brought to the attention of the AFCEC UH activity manager and sub activity manager for project prioritization. **(T-1)**

11.21.8.5. Leadership will encourage UH resident input and participation in identifying deficiencies and to foster an attitude of property ownership. **(T-1)**

11.22. Surplus Housing Management

11.22.1. **Surplus Family Housing:** In general, FH units that are excess to the FH requirement as determined by the HRMA, including government-controlled units, are considered surplus to the installation requirement (see **paragraph 11.2.1.1**). Mandatory assignment of surplus housing is prohibited. There are two categories of surplus housing, adequate and inadequate, which are based on the Facility Condition Index score. Disposition will vary for each category.

11.22.1.1. Identify surplus housing by unit type and neighborhood in eMH. Consider economic investment, condition (dispose of worst first based on Facility Condition Index score (FCI)), location, size and occupancy. Also, consider the community environment by reducing density and maintaining neighborhood continuity. Houses on the National Register of Historical Places and those eligible for the Register may be declared surplus. The installation Cultural Resource Manager will be notified when the historic FH units are declared surplus units. **(T-1)**

11.22.1.2. Retain surplus adequate housing where the installation has maintained a three-year average occupancy rate of 97 percent. Limit work on surplus adequate housing to health, safety and minimal cosmetic repairs, and dispose of at the end of the useful operating/economic life. In calculating the occupancy rate for purposes of identifying surplus units to retain, remove units from the inventory that are undergoing Maintenance and Repair above that normally required for change of occupancy maintenance.

11.22.1.3. Dispose of surplus inadequate FH IAW the HCP and the FHMP disposal plan, and after completing a business case analysis of the different disposal courses of action. Requirements for approval of disposal/divestitures of FH units are provided in **paragraph 11.22.2** (Also see AFI 32-9004, *Disposal of Real Property*.)

11.22.1.4. Surplus FH units are not eligible to receive programmed MILCON or programmed Major Maintenance and Repair funds.

11.22.1.5. Installations will receive no funding beyond Minor Maintenance and Repair funds for maintenance of surplus housing. Maintenance and Repair expenditures are limited to $5,500 per unit per FY. AF/A4C must approve per unit expenditures in excess of this amount. **(T-1)**

11.22.1.6. Waiver requests to exceed the $5,500 per unit per FY limit must be submitted to AF/A4CA and must include: **(T-1)**

11.22.1.6.1. Unit description, type, address and year of construction or most recent whole-house renovation, general structural description and location.

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

11.22.1.6.3. Description of Maintenance and Repair requirements that warrant supplemental funding and justification for repairs exceeding the $5,500 limit (storm damage, excessive wear, etc.) and an estimate of total costs for the entire year. Include a detailed Maintenance and Repair estimate sufficient to identify individual components of the work. State the required start date and an estimated performance period.

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

11.22.1.7. Use FH Operations and Maintenance funding to perform Real Property Maintenance by Contract level work on surplus units under emergency conditions only (affecting health and life safety), and when no other options exist to relocate families into adequate housing.

11.22.1.8. Surplus family housing facilities (both family housing units and family housing support facilities) may be permanently converted to other uses. Diversion (temporary change in use) of surplus housing units is not permitted. Convert units in accordance with the current HCP and after completing a business case analysis. Permanent conversions change Air Force real property records and therefore determine the source of funds for the conversion, follow-on maintenance, repair and construction work. For permanent conversion requests AFCEC/CI and the installation must demonstrate a valid need for the proposed new use. **(T-1)**

11.22.1.9. Inadequate Housing. Installations may improve or replace inadequate housing only if the housing requirement is validated by a current HRMA.

11.22.2. **Demolition of Surplus FH with Operations and Maintenance Funding (AF Form 300*, Facility Disposal*).**

11.22.2.1. Authority for approval to demolish FH units with O&M funding is delegated to AF/A4C.

11.22.2.2. Identify and program all requirements for demolishing FH units in the Family Housing Master Plan. Demolition not identified through a MILCON project can be included in the FH O&M Financial Plan (O&M project list) data call for the appropriate FY. Identify requirements not anticipated or not programmed in the Family Housing Master Plan in the annual Financial Plan (O&M project list) data call. AF/A4C approval is required for all specific units to be disposed of as part of a project. Upon approval for disposal, AF/A4C will make the appropriate notification to SAF/IEI. **(T-1)**

11.22.2.3. AFCEC/CI will provide the following for AF/A4C approval: **(T-1)**

11.22.2.3.1. Completed DD Form 1391.

11.22.2.3.2. Completed AF Form 300.

11.22.2.3.3. Surplus units identified in HRMA and HCP.

11.22.2.3.4. Unit adequacy including latest Facility Condition Index score.

11.22.3. **Conversion of Family Housing Units to Other Uses (AF Form 123, *Request for Changed Use of Real Property*).**

11.22.3.1. Conversions of FH units for other uses require SAF/IEI approval through the submittal of a completed AF Form 123.

11.22.3.2. FH units determined to be surplus to the installation based on the current HRMA may be converted to other uses after completing a business case analysis. To justify conversion, include information identified in **Attachment 15.20**.

11.22.3.3. Surplus FH units may not be diverted (temporarily converted).

11.22.4. **Divestiture of Family Housing Units through Conveyance to Host Nation in OCONUS locations (AF Form 300).**

11.22.4.1. Conveyance of FH units to the host nation in OCONUS locations requires AFCEC/CI signature on completed AF Form 300 IAW AFI 32-9004.

11.22.4.2. Code units pending transfer inactive in eMH when (1) the last resident moves out, and (2) the host nation has been notified of the desire to transfer.

11.22.4.3. Foreign OCONUS installations must follow appropriate guidelines for disposal of FH as stipulated in the SOFA and other host-nation governing documents. **(T-0)**

11.22.4.4. AFCEC/CI will obtain in writing from the in-theater Component Commander that there are no other alternative uses for the FH units and all OSD (include SOFA) requirements are completed. **(T-1)**

11.22.4.5. AFCEC/CI will ensure the net proceeds from residual value of the units are deposited in the USAF FH appropriations. **(T-1)**

11.22.4.6. For partial conveyance of FH units, AFCEC/CI is required to establish how the utilities and support infrastructure will be separated from the remaining FH inventory. All required supporting O&M projects approval documents shall be provided with the submittal.

11.22.5. The BCE and MHO must develop a divestiture/disposal plan for identified surplus FH units and forward it to AF/A4CA via AFCEC/CI. **(T-1)** Once adequate surplus FH no longer meets occupancy requirements for continued use, disposal must occur within 18 months. **(T-1)** MHO must track the following information: **(T-1)**

11.22.5.1. Track the total government-controlled housing inventory.

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

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

11.22.5.4. Report FH units as surplus until the disposal action is complete and information is updated in the real property records and eMH.

11.22.5.5. AFCEC/CI must report progress to AF/A4C bi-annually (1 January and 1 July) on disposing surplus FH and removing units from Real Property records. **(T-1)**

11.22.6. **Change-In-Use of Surplus Unaccompanied Housing.** Surplus UH will be either demolished or converted to another use IAW DoDM 4165.63. **(T-0)**

11.22.6.1. The Commander may request AF/A4C approval through AFCEC/CI for permanent changes in use of surplus UH facilities, as identified in the Dormitory Master Plan IAW AFI 32-9005, *Real Property Accountability*. **(T-1)**

11.22.6.2. Consider the Dormitory Master Plan, activity management plans, force protection concerns, and building conditions when determining surplus dormitory facilities.

11.22.6.3. In CONUS, surplus dormitory facilities (721312) may be converted to UNCOQs (721314) and offered to members in grades E-4 with three years of service or higher on a space-available basis (Priority 3 and 4) if the installation anticipates that 95 percent utilization rate can be maintained.

11.22.6.4. In OCONUS, surplus dormitory facilities may be converted to UNCOQs (721314) or UOQs (724415) and offered on a space available basis if the installation anticipates that 95 percent utilization rate can be maintained.

11.22.6.5. Ensure appropriate approval documents are obtained and real property records adjusted for surplus dormitory facilities to include the application of the UOQ and UNCOQs real property accounting codes. AFI 32-9002, *Management of Real Property*; AFI 32-9003, *Granting Temporary Use of Air Force Real Property*; AFI 32-9004, *Disposal of Real Property*; and AFI 32-9005, *Real Property Accountability* apply to managing disposition of surplus dormitories. Commanders do not have the authority to change the use of Dormitory Master Plan-required facilities without AF/A4C approval. **(T-1)**

11.23. Disposal and Divesture of Family Housing. AFCEC/CI must have a program for disposal of surplus housing units (requirements as defined in the latest HRMA) and after completing a business case analysis (see **paragraph 11.22.5**). **(T-1)**

11.23.1. AFCEC/CI requests approval from AF/A4C for FH disposals on a unit-by-unit basis.

11.23.2. AFCEC/CI must submit a completed AF Form 123, *Request for Changed Use of Real Property*, or AF Form 300, *Facility Disposal*, to AF/A4C for disposal/divesture of all FH units. **(T-1)**

11.23.3. Approval authority to demolish FH units related to a MILCON project is delegated to AF/A4C.

11.23.4. The number of units to be demolished is identified for a MILCON project on DD Form 1391, FY Military Construction Project Data.

11.23.5. Upon authorization of a MILCON project that includes disposal of FH units, AF/A4C approval is required for all specific units to be disposed of as part of a project. Upon approval for disposal, AF/A4C will make the appropriate notification to SAF/IEE. AFCEC/CI provide the following information along with the completed AF Form 300 for AF/A4C approval. **(T-1)**

11.23.5.1. Identify surplus units to the installation requirement as indicated by the most recent HRMA and HCP.

11.23.5.2. Identify whether each unit is adequate or inadequate as indicated by the latest Facility Condition Index score.

11.23.5.3. Complete AF Form 813, *Request for Environmental Impact Analysis*, McKinney-Vento Homeless Assistance Act Screening (checklist), Cultural and Historic assessments as needed, and Walking Shield Program considerations where appropriate.

Table 11.1. Military Family Housing Project Approval Levels and Delegation of Authority.

Family Housing Operations and Maintenance					
TYPE OF WORK	**FUND TYPE**	**SAF/IEI**	**AF/A4C**	**AFCEC/CL**	**AFCEC/CL DELEGATION AUTHORITY**
		GOQ Dwelling Units[2,3]			
Operations, Maintenance & Repair (OMR)	P-721 P-722	$35K[1] per unit per year and 75% replacement costs and unlimited cost per project[7]	$35K[1] per unit per year and 50% replacement cost and $7.5M per project	$35K[1] per unit per year and 50% replacement cost and $7.5M per project	$35K[1] per unit per year and 50% replacement cost and $5M per project (cannot be delegated below BCE)
Minor Alterations	P-722	Unit cost exceeding AFCEC/CL limits	Note[5]	$7.5K per unit per year	$3K per unit per year (cannot be delegated below BCE)
Minor Improvements	P-713	All GOQ Projects	Note[5]	Note[5]	Note[5]
		Non-GOQ Dwelling Units[2]			
Maintenance & Repair (M&R)	P-722	$20K[1] per unit per year and 75% replacement cost and unlimited cost per project[7]	$20K[1] per unit per year and 50% replacement cost and $7.5M per project	$20K[1] per unit per year and 50% replacement cost and $7.5M per project	$20K[1] per unit per year and 50% replacement cost and $5M per project (cannot be delegated below Deputy BCE)
Minor Alterations	P-722	Project or unit cost exceeding AFIMSC/CC limits	Note[5]	$7.5K[1] per unit per year and $750K per project	$7.5K[1] per unit per year and $750K per project (cannot be delegated below Deputy BCE)

Family Housing Operations and Maintenance					
TYPE OF WORK	**FUND TYPE**	**SAF/IEI**	**AF/A4C**	**AFCEC/CL**	**AFCEC/CL DELEGATION AUTHORITY**
Restoration	P-711 P-722	Greater than 75% replacement cost or greater than $100,000 per unit	Note[5]	75% replacement cost or $100K per unit, whichever is less	75% replacement cost or $100K per unit, whichever is less (cannot be delegated below Installation Commander)
		Non-Dwelling Units			
Maintenance & Repair (M&R)	P-722	75% replacement cost; and unlimited cost per project[7]	50% replacement cost and $7.5M per project	50% replacement cost and $7.5M per project	50% replacement cost and $1M per project (cannot be delegated below Deputy BCE)
Minor Alterations	P-722	Unit cost exceeding AFCEC/CL limits[4]	Note[5]	$30K per project	$30K per project (cannot be delegated below Deputy BCE)[4]

Family Housing Construction & Improvement[3]					
TYPE OF WORK	**FUND TYPE**	**SAF/IEE**	**AF/A4C**	**AFCEC/CL**	**AFCEC/CL DELEGATION AUTHORITY**
Minor Improvements Non-GOQ Dwelling Units	P-713	Greater than $200K per project but less than statutory improvement cost limit[6]	Note[5]	$200K per project and statutory improvement cost limit[6]	Note[5]
Minor Improvements Non-Dwelling units	P-713	Projects greater than $30K per project	Note[5]	$30K per project	Note[5]
Improvements	P-713	Less than statutory improvement	Note[5]	Note[5]	Note[5]

Construction	P-711	Note[5]	Note[5]	Note[5]	Note[5]

NOTES:
(1) GOQ operation, maintenance & repair (OMR) threshold of $35,000 and non-GOQ maintenance & repair (M&R) threshold of $20,000 include the minor alteration threshold of $7,500 except as noted in note (2); and to exceed these thresholds, SAF/IEI notifies congress as described in paragraph **11.11** and paragraph **11.18**.
(2) AT/FP and mission-related permanently installed communication requirements for family housing dwelling units are not subject to minor alteration limits. Anti-terrorism requirements subject to this execution are identified according to paragraph **11.10.5.8** and are approved as described in paragraph **11.10.5.8**. Anti-terrorism and communications work are still subject to the statutory OMR limits of $35,000 per unit for GOQs and M&R limit of $20,000 per unit for non-GOQs.
(3) No general officer can approve work on his/her unit or for a general officer senior in rank. The approval authority for all O-7s, is the AFIMSC/CC. The approval authority for the AFIMSC/CC, all O-8s, all O-9s (that are not MAJCOM/CC) is the AFMC/CC. The approval authority for all MAJCOM/CCs, the AF/CVA, the USAFA superintendent, the AF/CCC, and all other O-10s is the AF/CV. The approval authority for the AF/CV is the AF/CC.
(4) All minor alteration costs including those for Force Protection and mission-related permanently installed communications requirements included within the $30,000 limit for non-dwelling units.
(5) No authority.
(6) Refer to paragraph **11.11.1. Statutory Improvement Project Funding Limitation and Reporting Requirements**
(7) If the funded cost of a repair project exceeds $7.5M, SAF/IEI notifies congress as described in paragraph **11.11** and paragraph **11.18**.

WARREN D. BERRY, Lieutenant General, USAF
DCS/Logistics, Engineering and Force Protection

(ROBINSAFB)

BRIAN R. MOORE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

2018 NDAA Section 603, *Housing Flexibility for Certain Armed Forces Members with Dependents, Permanent Change of Station (PCS) within the United States*

28 CFR 35.136, *Service Animals*

32 CFR Part 989, *Environmental Impact Analysis Process*

36 CFR 60.15(a) (1)-(4), *National Register of Historic Properties*.

36 CFR 800, *Protection of Historic Properties*

38 CFR 17.148, *Service Dogs*

42 U.S.C. § 12101, *Americans with Disabilities Act of 1990*

(Added-ROBINSAFB) AFI33-322, *Records Management and Information Governance Program,* 23 March 2020

Comptroller General Decision B-140917 and 39 COMP. Gen. Decision 401

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

Federal Credit Reform Act of 1990

Title 5 U.S.C. § 552, *Public Information, Agency Rules, Opinions, Orders, Records and Proceedings*

Title 5 U.S.C. § 5911, *Quarters and Facilities; Employees in the United States*

Title 5 U.S.C. § 5912, *Quarters in Government Owned or Rented Buildings, Employees in Foreign Countries*

Title 10 U.S.C. Chapter 169, *Military Construction and Military Family Housing*

Title 10 U.S.C. § 708, *Armed Forces – Educational Leave of Absence*

Title 10 U.S.C. § 2396, *Advances for payments for compliance with foreign laws, rent in foreign countries, tuition, public utility services, and pay and supplies of armed forces of friendly foreign countries*

Title 10 U.S.C. § 2696, *Real property: transfer between Armed Forces and screening requirements*

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

Title 10 U.S.C. § 2805, *Unspecified Minor Construction*

Title 10 U.S.C. § 2807, *Architectural and Engineering Services and Construction Design*

Title 10 U.S.C. § 2821, *Requirement for Authorization of Appropriations for Construction and Acquisition of Military Family Housing*

Title 10 U.S.C. § 2822, *Requirement for Authorization of Number of Family Housing Units*

Title 10 U.S.C. § 2824, *Authorization for Acquisition of Existing Family Housing in lieu of Construction*

Title 10 U.S.C. § 2825, *Improvements to Family Housing Units*

Title 10 U.S.C. § 2828, *Leasing of Military Family Housing*

Title 10 U.S.C. § 2831, *Military Housing Management Account*

Title 10 U.S.C. § 2833, *Family Housing Support*

Title 10 U.S.C. § 2834, *Participation in Department of State Housing Pools*

Title 10 U.S.C. § 2852, *Military construction projects: waiver of certain restrictions*

Title 10 U.S.C. § 2853, *Authorized Cost and Scope of Work Variations*

Title 10 U.S.C. § 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*

Title 10 U.S.C. § 2856, *Military unaccompanied housing: local comparability of floor areas*

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Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 103, *Base Civil Engineering Work Clearance Request*

AF Form 332, *Base Civil Engineer Work Request*

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AF Form 123, *Request for Changed Use of Real Property*

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DD Form 139, *Pay Adjustment Authorization*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

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Abbreviations and Acronyms

11 LRS—11th Logistics Readiness Squadron

AAFES—Army and Air Force Exchange Service

ADL—Airmen Dorm Leader

AF—Air Force

AF/CC—Air Force Chief of Staff

AF/CCC—Chief Master Sergeant of the Air Force

AF/CV—Air Force Vice Chief of Staff.

AF/A1—Deputy Chief of Staff, Manpower, Personnel, Services

AF/A1S—Deputy Chief of Staff, Manpower, Personnel, Services, Director of Services

AF/A4—Deputy Chief of Staff, Logistics, Engineering & Force Protection

AF/A4C—Deputy Chief of Staff, Logistics Engineering & Force Protection, Directorate of Civil Engineers

AF/A4CA—Deputy Chief of Staff, Logistics Engineering & Force Protection, Directorate of Civil Engineers, Asset Management Division

AF/A4CAH—Deputy Chief of Staff, Logistics Engineering & Force Protection, Directorate of Civil Engineers, Asset Management Division, Housing

AFCEC—Air Force Civil Engineer Center

AFCEC/CI—Air Force Civil Engineer Center, Installations Directorate

AFCEC/CIM—Air Force Civil Engineer Center, Housing Portfolio Management Division

AFCEC/CL—Air Force Civil Engineer Center, Director

AF COLS—Air Force Common Output Level Standards

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFIMSC/IG—Air Force Installation Mission Support Center, Inspector General

AFIMSC/IZ—Air Force Installation and Mission Support Center, Installation Management

AFIMSC/RM—Air Force Installation and Mission Support Center, Resource Management

AFIT—Air Force Institute of Technology

AFJMAN—Air Force Joint Service Manual

AFJI—Air Force Joint Instruction

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFPACES—Air Force Portfolio and Asset Control and Evaluation System

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFSC—Air Force Specialty Code

AFSVA/SVI—Air Force Services Agency, Installation Support

ALS—Airman Leadership School

ANG—Air National Guard

AOR—Area of Responsibility

AS—Allowance Standard

AT/FP—Antiterrorism Force Protection

AWOL—Absent Without Leave

BAH—Basic Allowance for Housing

BAS—Basic Allowance for Subsistence

BCE—Base Civil Engineer

BR—Bedroom

CAC—Common Access Card

CCM—Command Chief Master Sergeant

(Added-ROBINSAFB) CE—Civil Engineer

CEL—CEL & Associates, Inc.

CENTCOM—Central Command

cf—cubic feet

CFR—Code of Federal Regulation

CGO—Company Grade Officer

CMHI—Certified military Housing Inspector

CO—Carbon Monoxide

CONUS—Continental United States

CR&R—Capital Repair and Replacement

CSAF—Chief of Staff of the Air Force

D4A—Dorms for Airmen

DCS—Deputy Chief of Staff

DD—Department of Defense (as used on Forms)

DEERS—Defense Eligibility Enrollment Reporting System

DFAS—Defense Finance and Accounting Service

DLADS—Defense Logistics Agency Disposition Services

DMP—Dormitory Master Plan

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DoDPM—Department of Defense Military Pay and Allowances Entitlements Manual

DoDR—Department of Defense Regulation

DOR—Date of Rank

DTMO—Defense Travel Management Office

DUSD(I&E)—Deputy Under Secretary of Defense for Installations and Environment

E-1—Airman Basic

E-2—Airman

E-3—Airman First Class

E-4—Senior Airman

E-5—Staff Sergeant

E-6—Technical Sergeant

E-7—Master Sergeant

E-8—Senior Master Sergeant

E-9—Chief Master Sergeant

ENL—Enlisted Personnel

eMH—Enterprise Military Housing

eMH FHM—Enterprise Military Housing Family Housing Module

EPA—Environmental Protection Agency

F—Fahrenheit

FGO—Field Grade Officer

FH—Family Housing

FHMP—Family Housing Master Plan

FOUO—For Official Use Only

FSRM—Facilities Sustainment Repair & Modernization

FY—Fiscal Year

FYDP—Future Years Defense Program

GO—General Officer

(Added-ROBINSAFB) GOH—General Officer Homes

GOQ—General Officer Quarters

GS—General Service (Employee)

GSF—Gross Square Feet

GSM—Gross Square Meters

HAF—Headquarters Air Force

HAF—AFCEC PgMP—HAF and AFCEC Program Management Plan for MILCON Execution, Management Controls.

HCP—Housing Community Profile

HEAT—Housing Early Assistance Tool

HHG—Household Goods

HOMES—Housing On-line Military Enterprise System

HQ—Headquarters

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

AF/A4CA—Deputy Chief of Staff, Logistics, Installations and Mission Support, Directorate of Civil Engineers, Facilities Management Division

AF/A5XX—Deputy Chief of Staff, Air and Space Operations, Regional Plans and Issues

HRMA—Housing Requirements and Market Analysis

HVAC—Heating, ventilation and air conditioning

I&U—Inventory and Utilization

IAW—In Accordance With

ICBM—Intercontinental Ballistic Missile

ICE—Integrated Customer Evaluation

ICR—Inventory Change Request

III—Interstate Identification Index

IOEMC—Installation Occupational and Environmental Medicine Consultant

IPL—Integrated Priority List

ISNCO—Installation Senior Noncommissioned Officer

IT—Information Technology

JENL—Junior Enlisted

JMAA—Joint Mission Assurance Assessment

JNCO—Junior Noncommissioned Officer

JTR—Joint Travel Regulations (Uniformed Service Members and DoD Civilian Employees)

K&E—Key and Essential

LCF—Launch Control Facilities

LOA—Letter of Agreement

LQA—Living Quarters Allowance

LRS—Logistics Readiness Squadron

M&R—Maintenance and Repair

MAJCOM—Major Command

MAJCOM/CC—MAJCOM Commander

MAJCOM/CD—MAJCOM Deputy Commander

MHO—Military Housing Office (government/leased)

(Added-ROBINSAFB) MHO—Military Housing Office

MHLI—Military Housing and Lodging Institute

MHPI—Military Housing Privatization Initiative

MICT—Management Internal Control Toolset

mil—to-mil—Military member married to military member

MILCON—Military Construction

MRC—Management Review Committee

N/A—not applicable

NCIC—National Crime Information Center

NCO—Noncommissioned Officer

NOAA—National Oceanic and Atmospheric Administration

NPS—Non-Prior Service

NSDD—National Security Decision Directive

NSF—Net Square Feet

NSM—Net Square Meters

NTE—Not to Exceed

O-1—Second Lieutenant

O-2—First Lieutenant

O-3—Captain

O-4—Major

O-5—Lieutenant Colonel

O-6—Colonel

O-7—Brigadier General

O-8—Major General

O-9—Lieutenant General

O-10—General

O&M—Operation and Maintenance

OCONUS—Outside the Continental United States

ODASD/FIM—Office of Deputy Assistant Secretary of Defense/ Facilities Investment & Management

ODUSD(I&E)—Office of the Deputy Undersecretary of Defense for Installations and Environment

OHA—Overseas Housing Allowance

OMB—Office of Management and Budget

OMR—Operations, Maintenance and Repair

OPR—Office of Primary Responsibility

OSD—The Office of the Secretary of Defense

OSD (AT&L)—Office of the Secretary of Defense, Acquisition, Technology and Logistics

OSD (DA ODCMO)—Office of the Secretary of Defense, Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense

OSD (HRD)—Office of the Secretary of Defense, Human Resources Directorate

OSI—Office of Special Investigation

OUSD(C)—Office of the Under Secretary of Defense, Comptroller

OUSD(P&FC)—Office of the Under Secretary of Defense Comptroller, Directorate for Program and Financial Control

OUSD(FE&P)—Office of the Under Secretary of Defense, Installations and Environment, Office of Facilities, Energy and Privatization

PCS—Permanent Change of Station

PDLA—Partial dislocation allowance

PDS—Permanent Duty Station

PER—Program Evaluation Report

(Added-ROBINSAFB) PH—Privatized Housing

PIF—Performance Incentive Fees

PII—Personally Identifiable Information

PO—Project Owner

POC—Point of Contact

Pub. L.—Public Law

RA—Resources Advisors

ROTC—Reserve Officer Training Corps

RPM—Real Property Maintenance

RSM—Recovering Service Member

SAF—Secretary of the Air Force

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

SAF/FMB—Deputy Assistant Secretary of the Air Force, Budget

SAF/FMC—Deputy Assistant Secretary of the Air Force, Cost and Economics

SAF/GC—Air Force General Counsel

SAF/GCN—Air Force Deputy General Counsel for Installations and Environment

SAF/GCN - RPO—Air Force Deputy General Counsel for Installations and Environment, Real Property Office

SAF/GCQ—Air Force Deputy General Counsel for Acquisition

SAF/IE—Assistant Secretary of the Air Force for Installations, Environment and Energy

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

SAF/IEI—Deputy Assistant Secretary of the Air Force, Installations

SAF/LLP—Deputy Assistant Secretary of the Air Force, Legislative Liaison

SAT—Security Assistance Training

SCP—Special Command Position

SecAF—Secretary of the Air Force

SES—Senior Executive Service

SHPO—State Historic Preservation Office

SNCO—Senior Noncommissioned Officer

SO—Senior Officer

SOFA—Status of Forces Agreement

SOQ—Senior Officer Quarters

SOUTHCOM—Southern Command

TDY—Temporary Duty

TLF—Temporary Lodging Facility

UA—Utility Allowance

UFC—Unified Facilities Criteria

UDR—Unaccompanied or Dependent Restricted

UH—Unaccompanied Housing

UNCOQ—Unaccompanied Noncommissioned Officer Quarters

UOQ—Unaccompanied Officer Quarters

US—United States

USACE—U.S. Army Corps of Engineers

USAF—United States Air Force

USAFA—United States Air Force Academy

U.S.C.—United States Code

U.S.C. §—United States Code Section

VCSAF—Vice Chief of Staff of the Air Force

W-1—Warrant Officer

W-2—Chief Warrant

W-3—Chief Warrant

W-4—Chief Warrant

XL—extra long

YOS—Years of Service

Terms

Adequacy Standards—Space and associated amenities to be provided to each occupant (this is separate from condition adequacy).

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

Air Force Portfolio Manager—Official to whom AF/A4C and SAF/FM delegate authority and responsibility for long-term oversight of AF Military Housing Privatization Initiative projects, beginning at project closure and ending upon expiration of all project transactional documents to which the AF is a party, including all successive terms that may be negotiated or required by regulation. Areas of responsibility include: long-term oversight of the financial performance of the privatized housing project, including monitoring all aspects that impact the financial health of the project during its life cycle, reporting the status of project requirements, reporting project status and facilitating problem resolution.

Airmen Dorm Leader (ADL)—Military personnel selected through the AFPC Developmental Special Duty selection program that manage 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. Possess 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.

Annual Site Visit (ASV)—On-site visit from AFCEC/CI to assess the overall health and condition of the Project and performance of key stakeholders (project owner, Property Manager and MHO).

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

Back-up Stock—Furnishings stored in the Furnishings Management Section warehouse to replace items being repaired or items condemned.

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

a. 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.
b. Without dependent rate – An allowance given members without dependents to defray the cost of housing when government quarters are not available.
c. 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' under "Quick Links and Resources. 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.

Budget Year—The fiscal year covered by the budget estimate. A budget year beings 1 October and ends 20 September of the following calendar year. It is used by the federal government for accounting purposes, and is frequently referred to as "BY".

BUILDER™ Sustainment Management System (SMS)—A web-based software application developed by the US Army's Engineer Research and Development Center, Construction Engineering Research Laboratory to help civil engineers, technicians, and managers decide when, where and how to best maintain building infrastructure.

Building Condition Index—One of two scoring systems within the BUILDER-SMS database. The system produces a Building Condition Index rating score for each facility that summarizes the results of the most recent assessment in a numerical score between 0 and 100. (The Facility Condition Index is the other scoring system within the BUILDER-SMS database.)

Capital Repair and Replacement (CR&R) Plan—The CR&R Plan and budget for the PH Project prepared by the project owner and submitted to the Government and the Lender as part of the preliminary PH Project Budget for each FY, which identifies the projected capital repair and replacement needs of the PH Project, together with anticipated funding sources for the 50-year term of the project, and explains any variances from the Capital Repair and Replacement Plan for the prior FY.

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

Civilian Employee—U.S. federal civilian paid from any DoD component, appropriated funds or non-appropriated funds.

Child—Includes:

a. A natural child of the member by birth.
b. A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood).
c. An adopted child of the member, including a child placed in the home of the member by a placement agency for the purpose of adoption.
d. A foster child legally placed with the member, dependent on the member for support, and member is not receiving financial assistance to care for the child.
e. A ward of the Court.
f. An illegitimate child of the member if member parentage is established IAW Air Force criteria.

Climate Controlled Warehouse—Heating, Ventilation, and Air Conditioning systems that provide climate control to prevent damage to furnishings by extreme temperatures or humidity. Typical systems used are heating and ventilation for the warehouse with a series of ceiling-hung unit heaters and through-the-wall thermostat controlled exhaust fans. More stringent climate control measures may be required for bases located in areas subject to climatic extremes i.e. if that cannot be accomplished without air conditioning, than air conditioning would be a requirement.

Command Positions—Command positions include: commanders and vice commanders of MAJCOMs (if not designated as SCP); commanders and vice commanders of numbered Air Forces, centers, and wings; installation group commanders and their deputies; and installation and MAJCOM CCMs. MAJCOM commanders may require members filling command positions to reside on the installation as a condition of assuming the position.

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

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

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

Compliance Checklist—Microsoft Excel tool that catalogues all compliance tasks by transaction documents and divides oversight responsibilities into Base, AF Portfolio Management and project owner tasks in order to identify all transaction document criteria that require Government oversight.

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

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

Demographics (or Target Demographics)—Approved distribution of end-state privatized housing units broken out by bedroom type and military pay grade.

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

Dependent Service Members—The term "dependent" is defined by 37 U.S.C. §401, and for service members any of the following individuals are a dependent: Service member's spouse; unmarried child, adopted child, or step child under age 21; child that is under 23 years of age and enrolled full time in an institution of higher education; or child regardless of age, is physically or mentally incapable of self-support; or parent who qualifies under JTR definitions and 37 U.S.C. §401.

Dependent Government Civilian Employees—The term "dependent" is defined by 37 U.S.C. §401 and for government civilian employees, it includes the following:

a. Employee's spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual's state of residency recognizes such marriages. The term "spouse" does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law;
b. Employee's domestic partner;
c. Children of the civilian employee, of the civilian employee's spouse, or of the civilian employee's domestic partner who are unmarried and under age 21 years, or child is under 23 years of age and enrolled full time in an institution of higher education; or child who, regardless of age, are physically or mentally incapable of self-support.
d. Dependent parents (including step and legally adoptive parents) of the civilian employee, of the civilian employee's spouse, or of the civilian employee's domestic partner who qualify under JTR definitions and 37 U.S.C. §401.

Designated Housing—Housing identified and permanently designated for use by incumbent of specific position and specific pay grade groups. Designation for specific positions, such as K&E and CCMs requires Commander's approval.

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

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

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

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, and four-room modules are developed for a cost effective solution based on the existing building and module configuration.

Duration of Tour—The length of time a Service member will be on assignment to perform duty. Furnishings issued as "Duration of Tour" will remain with the Service member during the entire period of time they are assigned to the installation location.

Dwelling—Single structure or part of a multiple-family building, including carport, garage, driveway, or other associated parking; grounds; patio; privacy fence; utility service lines; and other structures associated with that unit.

Economic Analysis—A systematic method for quantifying the costs and/or benefits of alternative solutions for achieving an objective to find the most cost-effective (economical) solution. It provides a structured method to identify, analyze and compare costs and benefits of the alternatives.

Eligible Civilian Employee—Includes:

a. CONUS. A US federal civilian incumbent of a designated K&E position required to reside on the installation as a condition of employment.
b. OCONUS. A US federal civilian employee, recruited from CONUS on a transportation agreement, or recruited locally under an employment agreement, entitled to travel or return to CONUS at government expense and is (1) authorized to be joined or accompanied by dependents, (2) authorized to be assigned to FH according to **Chapter3** and (3) authorized civilian living quarters allowance or non-appropriated funds employee authorized housing.

Environmental Baseline Survey—Current environmental condition of facility or location being assessed before assigning real property responsibility.

Excess Housing—Adequate FH that is within established Housing Requirements and Market Analysis requirements but is not immediately needed (no one is on waiting list) for personnel assigned or attached to the installation for FH support.

Exterior Appurtenances—Facility, system, or component outside the living area of the FH unit, such as garages, carports, patios, decks, porches, and fences.

Extraordinary Costs and Expenditures—Expenses for work on any privatized house that exceed normal operations, Maintenance and Repair or replacement of an item within its expected service life, including work that primarily benefits a tenant and is not necessary for the safe utilization, functionality or habitability of the facility, as intended. Extraordinary costs are typically, but not necessarily limited to changes, alterations or expansions to the physical layout of a dwelling, services or service levels not included in the accepted proposal, chattel replaced or services provided before the end of their useful life, excluding damaged or repaired items and charged to the tenant. Extraordinary costs exclude all routine O&M activities.

Facility Condition Index—One of two scoring systems within the BUILDER-SMS database. BUILDER-SMS calculates the score by evaluating work items (repair and renewal costs) with the Plant Replacement Value. (Building Condition Index is the other scoring system within the BUILDER-SMS database.)

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

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.

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

Foreign Exchange Personnel—Military or civilian official of a foreign government (DoD equivalent) assigned to a DoD component IAW the terms of an exchange agreement who perform official duties for the DoD component. For additional clarification, see DoDD 5230.20.

Foreign Military Personnel—Non-U.S. military personnel, including liaison personnel, assigned to a tour of duty to a U.S. Government installation or unit.

Foreign Military Trainee—Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Trainee and similar Security Assistance Trainee Programs.

Foreign OCONUS—All foreign locations except Alaska, Hawaii, Guam, Commonwealth of Puerto Rico and U.S. territories and possessions.

Frocked—Member receives and is allowed to wear a rank prior to officially receiving the financial benefits of the rank.

Full Joint Travel Regulations (JTR)—Total household shipping weight entitlement.

General Officer Quarters (GOQ)—FH unit assigned to a GO (including those frocked to O-7) or civilian GO-equivalent, and includes grounds, walks, driveways, other paved areas, and structures on the grounds for the exclusive use of the residents.

Government-Controlled Housing—Family Housing and Unaccompanied housing that the Air Force owns, leases, obtains by permit, or otherwise acquires. This does not include Privatized Housing.

Government-Owned Housing—Housing units acquired by the Air Force through country-to-country agreements, transfer from other military services, or constructed with MFH MILCON funds.

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

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

Grouped Project—Air Force Privatization Project containing multiple Air Force Bases under one project owner and one set of legal documents.

HAF AFCEC PgMP—The HAF and AFCEC Program Management Plan for Program Execution, Management Controls, summarizes and updates the controls in place to manage the MILCON execution program. Available on the Whole Building Design Guide website.

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.

High Value—Items have value of $2,500 or more (i.e., large screen television, pool table).

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.

Housing Flexibility—Reference to Title 37 United States Code, Section 403a "Housing Treatment for certain members of the armed forces, and their spouses and other dependents, undergoing a permanent change of station within the United States" as implemented by DoDI 1315.18 with housing allowance waiver implementation through JTR, par. 100915.

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

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

Inter-service Support Agreement (ISSA)—An agreement used to establish the material or services one government agency/Service has agreed to provide another government agency/Service, and any remuneration, if required, agreed upon between the government agencies. A DD Form 1149 and/or a Military Interdepartmental Purchase Request (MIPR) are the most common ways of placing an obligation against the ISSA.

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.

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

Limited Joint Travel Regulations (Limited JTR)—Partial (usually 25 percent) household goods shipping weight; also referred to as "restricted" JTR.

Living Quarters Allowance (LQA)—A housing allowance for eligible DoD civilians assigned to OCONUS areas who reside in the local community.

Loaner Kit—Set of temporary furnishings provided to members awaiting arrival of personally owned household goods (OCONUS only).

Lockbox Agent—Official who establishes and maintains the Accounts and Subaccounts IAW the terms of the Agreement and accepts all cash, cash equivalents, instruments, investments and other securities to be delivered to or held by the Lockbox Agent pursuant to the terms of the Agreement, and from such cash, cash equivalents, instruments, investments and other securities, makes deposits, releases and transfers contemplated by the Agreement as and when specified IAW the terms of the Agreement.

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

Management Review Committee (MRC)—Informal, asset-level mechanism to facilitate discussion of post-transaction closure issues and administrative matters, including, but not limited to, routine development and operations, tenant relations, quality of service, quality of safety, tenant referral issues, budget approval recommendations, capital reinvestment expenditures and possible changes to the transaction documents.

Member Account File—File containing documents on the issuance of furnishings to personnel authorized furnishings

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. 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.

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.

Net Floor Area—Generally, living area within exterior walls, excluding unfinished basements or attics, utility service space or bulk storage (in place of a basement), attic, laundry rooms, garage, carport, open or screened porches, decks, and stairwells; in multifamily dwellings, excludes common stairwells, halls, entries, and other common areas.

Net Living Area—For Unaccompanied Housing only, within the private living suite, apartment, module, the area of the space designed as the "bedroom" or sleeping space plus adjoining circulation space used to access the bathroom, the closet, or the entrance to the suite, apartment, module from the shared community circulation space within the Unaccompanied Housing facility.

Net Square Feet—Net Square Feet or Net Square Footage in Unaccompanied Housing is calculated in accordance with DoDM 4165.63 which states: "The floor space in square feet within the interior face of full height walls of a room(s) with no deductions for furnishings, door swings, sinks, installed cabinets and countertops, heating and cooling system components, or exposed vertical pipes. Net SF of a bedroom does not include the area of a closet."

Neutral Color—Neutral colors such as beige, taupe, or off-white in a light to medium range that provide a flexible background that can integrate with the decor of successive residents.

Non-Dwelling Units—Non-dwelling units are communal facilities directly associated with a housing area, or facilities outside a housing area, that solely support family housing. Examples include roads, common-use parking areas, bus shelters, playgrounds, common-use walks, utility mains and family housing management offices and shops.

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

Non-Serialized Assets—Appliances, such as a small handheld kitchen appliance, or individual item of furniture not containing a unique identifying number or group of numbers, used in eMH.

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

Overseas—Foreign OCONUS locations.

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 permanent change of station status.

Pilferable Items—Items which are easy to pilfer such as televisions, DVD Players and microwave ovens.

Pipeline Student Dormitory—A facility specifically constructed and designated for use by non-prior service members attending technical training school (Category Code 721313).

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

Prestige Housing—FH units designated for all E-9s at an installation meeting standards in the Air Force Family Housing Guide for Planning, Programming, Design and Construction. .

Privatized Housing—Housing units acquired through the Military Housing Privatization Initiative (MHPI) authorities provided in 10 U.S.C. §§ 2871-2885.

Project Documents—Documents issued or executed by the Lessee/Borrower and the Government in connection with the Project, including but not limited to; Solicitation, Design- Build Agreement, Property Management Agreement, any service contracts, Selected Proposal, Lease of Property, Final Plans, Lockbox Agreement, Agreement to Share Proceeds, Intercreditor Agreement, any use agreement, the Operating Agreement, and payment and performance bonds. The project Documents do not include the Direct Loan Documents.

Project Owner (PO)—Refers to the non-Government/private industry owner and operator of privatized family housing units.

Readily Removable Communications Equipment—Mission-essential equipment that can be unplugged and removed and is dependent on, but not a part of, installed infrastructure, such as fiber optics cable.

Real Property Installed Equipment (RPIE)—Government-owned appliances installed in FH and accounted for on BCE real property records.

Recovering Service Member (RSM)—A member of the military services who is undergoing medical treatment, recuperation, or therapy and is in an inpatient or outpatient status, who incurred or aggravated a serious illness or injury in the line of duty, and who may be assigned to a temporary disability retired or permanent disability retired list due to the Military Department's disability evaluation system proceedings.

Reinvestment Account—Account used by the PH project owner to fund revitalization of existing housing assets.

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.

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

Scored Cost—Government funds obligated at contract signing IAW the Federal Credit Reform Act of 1990 to meet the Government legal obligations under the terms of the contract.

Semiprivate kitchen—Shared kitchenette within UH module

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

Serialized Assets—A unique, identifying number or group of numbers and letters assigned to an appliance or individual item of furniture, used in eMH.

Service Dog—Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability. The dog is trained to respond to a verbal command or condition of the owner. The work or tasks performed by the service dog must be directly related to the individual's disability. Other species of animals, whether wild or domestic, trained or untrained, are not service dogs for the purposes of this definition. Dogs that are "in training" or whose sole function is to provide emotional support, comfort, therapy, or companionship are not service dogs. See 28 CFR Part 35.

Space Available—Designation for unmarried E-4s with three Years of Service 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 Years of Service, 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 Years of Service 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)—Students directly out of basic training in an initial skills formal course. Term is synonymous with non-prior service (NPS) student

Surplus Housing—Housing units that have been determined to be no longer needed to satisfy family housing requirements as determined by the Housing Requirements and Market Analysis.

Surplus UH—UH in excess of the requirements as defined by the Housing Requirements and Market Analysis.

Tenant Lease Agreement—Residential agreement between the Landlord (as project owner) and Tenant for use and occupancy purposes.

Transaction Documents—Bond/Loan Documents, Government Loan Documents, Government Documents, Credit Enhancer Documents, Reserve Account Contract Documents and Project Documents.

Unaccompanied Training Facilities—Housing facilities, including those to accommodate basic enlisted military training (Airmen Training Complex), Non-Prior Service Students attending initial skills training (pipeline students), Officer Training School (including AFROTC Field Training dormitories), and Cadet Dormitories at the United States Air Force Academy.

Uniformed Services—The U.S. Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Public Health Service Commissioned Corps (PHSCC), and National Oceanic and Atmospheric Administration Commissioned Officer Corps (NOAA Corps).

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 must 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. May only be implemented if it does not increase room requirements or operational costs.

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

Waiting List—List of qualified housing applicants waiting to occupy housing.

Attachment 2

FAMILY HOUSING ELIGIBILITY CRITERIA

Table A2.1. Family Housing Eligibility Criteria

RULE	PERSON IS	AND	AND	COMMANDER MAY
1	Incumbent of SCP, command or K&E position	Required to reside on base	Housing available	Assign housing; do not hold housing more than 90 days awaiting arrival *Priority 1*
	Permanently assigned or attached to installation, including Independent Duty (ID) personnel, authorized with-dependent BAH, accompanied or will be joined by family members within 30 days (dependent college students excepted) Mil-to-mil when jointly assigned to the installation. <u>OCONUS</u> Mil-to-mil members serving an accompanied tour in the area	Eligible for FH	Housing available	Assign housing *Priority 2*
		Unable to obtain community housing due to discriminatory practices	Housing available	Assign housing. *Priority 2*
		Assigned in PDS location, accompanied or authorized to be joined by command-sponsored dependent	Housing available	Assign housing *Priority 2*
2	National Guard and reserve personnel (all Services) on activated component status	Eligible for FH	Housing available	Assign housing *Priority 2*

3	**CONUS** **Eligible civilian employee paid from appropriated funds (includes Alaska, Hawaii and US territories) and not authorized LQA funded with appropriated funds**	**Is K&E and required to live on base as a condition of employment**	**Housing offered and employee elects to occupy**	**Assign housing Employee pays rental charge based** **on fair market** **rental rate** ***Priority 1***
	OCONUS **Eligible civilian employee paid from appropriated funds and is authorized LQA funded with appropriated funds**	**Is K&E and required to live on base as a condition of employment**	**Housing offered and employee elects to occupy**	**Assign housing Employee forfeits LQA** ***Priority 1***
3 **Cont.**	**OCONUS** **Eligible civilian employee paid from appropriated funds is authorized LQA funded with appropriated funds**	**AF determines that within private community housing, appropriate and adequate housing, support services and facilities do not exist, are not readily available or may not be used without restrictions;** **or** ***Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation, or in the area**	**Housing offered and employee elects to occupy**	**Assign housing Employee forfeits LQA** ***Priority 2***

	OCONUS **US federal civilian employee paid from appropriated funds or non-appropriated funds and not authorized an LQA funded with appropriated funds**	**AF determines that within private community housing, appropriate and adequate housing, support services and facilities do not exist, are not readily available or may not be used without restrictions;** **or** ***Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation, or in the area**	**Housing offered and employee elects to occupy**	**Assign housing Employee pays rental equal to DoD civilian employee of equivalent grade** ***Priority 2***
3 Cont.	**OCONUS** **DOD-sponsored civilian employee not paid from appropriated funds or non-appropriated funds, and not authorized LQA funded with appropriated funds (see Rule 6 for American Red**	***Installation Commander determines housing is excess to the needs of military personnel assigned, attached to the installation, or in the area**	**Housing offered and employee elects to occupy**	**Assign housing Employee pays rental equal to DoD civilian employee of equivalent grade** ***Priority 3***
4	**Public Health Service; U.S. Coast Guard; (NOAA); other federal (non-DoD) agency member (receives housing allowance)**	**Assigned to same or adjacent base**	**Housing available**	**Assign FH on same basis as Air Force personnel of comparable grade pays rental equal to BAH of equivalent grade** ***Priority 2***

5	**Family member of eligible military member, including members on UDR tour**	**Member is assigned to UDR tour and family member is eligible to apply for FH; member has approved follow-on or home basing assignment**	**Housing available**	**Assign housing at the approved follow on or home basing assignment location** ***Priority 2***
6	**American Red Cross K&E**	**On duty in CONUS,** **including Alaska Hawaii, and US Territories**	**Housing offered**	**Assign housing on same basis as DoD civilian employees. Employee pays rental equal to DoD civilian employee of equivalent grade (Note 1)** ***Priority 2***
6 **Cont.**	**American Red Cross Deputy Manager, Senior Station Manager, Station Manager, and Assistant Station Manager**	**On duty at OCONUS locations Attachment 3, Table A3.2**	**Housing available**	**Assign housing on same basis as DoD civilian employees American Red Cross employees listed in Attachment 3, Table A3.2 do not pay rental charges** ***Priority 2***

	American Red Cross full-time employee	**On duty in CONUS and OCONUS**	**Housing available**	**Assign housing on same basis as DoD civilian employees. Employee pays rental equal to DoD civilian employee of equivalent grade** ***Priority 3***
7	**Foreign exchange and foreign liaison personnel assigned to installation**	**Authorization to housing is specified in Nation-to- Nation support agreement or Letter of Agreement (LOA)**	**Housing available**	**Assign FH on same basis as Air Force personnel of comparable grade (Note 1). Pays rent according to the nation-to-nation support agreement or LOA** ***Priority 2***
8	**Foreign liaison personnel on official duty from parent nation**	**No authorization to housing specified in employment or military assignment**	**Excess housing available**	**Make FH available. Pays rental equal to BAH of equivalent grade (Note 1).** ***Priority 4***
9	**Foreign Military Sales trainee, International Military Education and Trainee, and Security Assistance Training (SAT) Personnel**	**No authorization to housing specified in employment or military assignment**	**Excess housing available**	**Make FH available. Pays rental equal to BAH of equivalent grade** ***Priority 4***

10	**Non-U.S. military member or employee assigned to OCONUS Air Force installation**	**Authorization to housing specified in employment or military assignment**	**Housing available**	**Assign housing at rental rate specified in host nation treaty or support agreement** ***Priority 2***
	Non-U.S. military member or employee assigned to OCONUS Air Force installation	**No authorization to housing specified in employment or military assignment**	**Excess housing is available**	**Assign housing at approved rental rate based on Air Force personnel of comparable grade** ***Priority 4***
11	**Mil-to-mil assigned to same or adjacent base and reside jointly**	**Neither spouse has dependents in their own right**	**Eligibility rests with either member**	**Authorize joint occupancy at only one location** ***Priority 2***
		Both spouses have dependents in his/her own right	**Eligibility rests with either member**	**Authorize only one house at only one location for both spouses and dependents (Note 2)** ***Priority 2***
12	**Mil-to-mil who do not reside jointly**	**Neither spouse has dependent**	**Ineligible for FH**	**Do not assign**

	Mil-to-mil legally separated and residing at same base	**Both spouses have dependents in their own right**	**Eligibility rests with either or both members with legal custody of dependents (Notes 3 and 4)**	**Authorize FH for either or both spouses with legal custody of dependents, only if divorce is pending (Notes 3 and 4)** ***Priority 2***
12 **Cont.**	**Mil-to-mil legally separated and residing at different bases**	**Both spouses have dependents in their own right**	**Eligibility rests with either or both members with legal custody of dependents (Notes 3 and 4)**	**Authorize FH at different permanent duty station (PDS) locations for either or both spouses with custody of dependents (Notes 3 and 4)** ***Priority 2***
13	**Single military member**	**Member has custody of dependent and has physical custody for more than 6 months per year, and dependent shares household**	**Receives with-dependent BAH**	**Authorize FH** ***Priority 2***

14	**Unmarried Chaplains**	**The member's Command chaplain has determined that a FH unit is required to perform pastoral or professional duties**	**Assigned to installation**	**Assign housing. Limit occupancy to one unit per installation when waiting list exists for same category of housing. Shared occupancy may be used on voluntary basis when more than one unmarried chaplain of the same gender are assigned to installation** ***Priority 2***
15	**Unaccompanied pregnant member**	**Member is within 60 days of scheduled delivery**	**Excess housing is available**	**Assign to FH** ***Priority 4***
			No excess housing is available	**Place on waiting list and bypass until birth of child** ***Priority 2***
16	**Member pending marriage; member may apply for FH within 60 days of scheduled marriage**	**Provides proof of marriage**	**Housing available**	**Authorize FH** ***Priority 2***

***Provision does not include surplus housing. See Attachment 1, Terms for "Excess Housing" and "Surplus Housing" definitions.**

NOTES:
1. Foreign military personnel pay rental amount equal to the BAH rate of the comparable U.S. military personnel grade. Once established at the beginning of the tour of duty, do not increase the monthly rental charges during the tour regardless of whether the foreign officer is promoted or U.S. officers receive an increase in BAH.
2. Entitlement to BAH for either/or both members is governed by DoD 7000.14-R, DoD FMR, Volume 7A, Chapter 26, and 37 U.S.C. 403.
3. Both members are authorized housing if each member has dependents in his or her own right.
4. If members have joint custody of common dependents, only the member collecting the with-dependent rate BAH is entitled to FH.

Table A2.2. Bedroom Authorization Based on Grade for Government-controlled Family Housing (FH) Categories and Bedroom Eligibility for Privatized Housing.

HOUSING CATEGORY	GRADE/RANK	2 BR[3]	3 BR	4 BR	5 BR[2]
General Officer	0-7 thru 0-10/ General Officer			X	X
Senior Grade Officer	O-6/Colonel			X	X
Field Grade Officer	O-4, O-5, W-4, W-5/Lt. Colonel, Major, Chief Warrant Officer 4 & 5		X	X	X
Company Grade Officer	O-1 thru O-3, W-1 thru W-3 Captain and below; Chief Warrant Officer 3 & 2 and Warrant Officer	X[1]	X	X	X
Prestige Housing	E-9/ Command Chief Master Sergeant (CCM)[4,5]			X	X
Prestige Housing	E-9/ Chief Master Sergeant[5]		X	X	X
Senior NCO	E-7, E-8/ Senior Master Sergeant Master Sergeant		X	X	X
Junior NCO/Junior Enlisted	E-1 thru E-6; Technical Sergeants thru Basic Airmen	X	X	X	X

NOTES:
1. If available in these categories.
2. If available in grade category, base five-bedroom entitlement on number of dependents.
3. Member entitled to two-bedrooms is placed on two-bedroom waiting list but may request one-bedroom unit, when available.
4. See AF/CCC approved list.
5. CCMs and other E-9 positions approved as K&E are entitled to a four-bedroom unit. All other E-9s are eligible for three or four bedroom housing based on family size and composition.

Table A2.3. Bedroom Requirements Based on Family Size and Composition.

DEPENDENTS	BR AUTH
Spouse and/or one dependent	**2**
Two dependent children, except as follows: When one is 10 years or older When one child is 6 years or older and opposite gender	**2** **3** **3**
Three dependent children, except as follows: When two are 10 years or older When one is 10 years or older, one is 6 years or older and opposite gender of youngest	**3** **4** **4**
Four dependent children, except as follows: When one is 10 years or older When one is 6 years or older, and opposite gender of other three When two are 6 years or older and opposite gender, and other two same gender When two are 10 years or older and one is 6 years or older and opposite gender of youngest	**3** **4** **4** **4** **4**
Five dependent children, except as follows: Two or more 10 years or older One 10 years or older, one 6 years or older and opposite sex of the other three	**4** **5** **5**

Table A2.4. Other Eligible Tenants and Category

When to Offer Leases to Other Eligible Tenants	Category	Other Eligible Tenants
When occupancy drops below 98 percent and until occupancy returns to 98 percent	Category 1	Other Active Duty members of the Uniformed Services/Families
	Category 2	National Guard and Reserve Military Members/Families (See Note below)
	Category 3	Federal Civil Service employees, including Non Appropriated Fund, Defense Commissary Agency and AAFES personnel
	Category 4	Retired Military Members/Families
	Category 5	Retired Federal Civil Service
	Category 6	DoD Contractor Permanent Employees (US citizens)
Upon 90 consecutive days of occupancy below 95 percent	Category 7	General Public
Note: *Within Category 2, first priority should be given to National Guard and Reserve Key and Essential positions including Wing, Group and Squadron Commanders and Command Chief Master Sergeants assigned to a tenant organization on the installation. Dual status individuals (Air Reserve Technicians and National Guard Technicians) will be prioritized based on military rank unless otherwise stated in project transaction documents.*		

Attachment 2 (ROBINSAFB)

COMMAND POSITIONS

Figure A2.1. (ROBINSAFB) Command Positions.

POSITION	RANK	QUARTERS
Commander, WR-ALC	O-7	400 Starlifter Way
Commander, 78 ABW/Installation	O-6	402 Starlifter Way
Commander, 461 ACW	O-6	505 Strike Eagle Drive
Vice Commander, 78 ABW	O-6	512 Starlifter Way
Vice Commander, 461 ACW	O-6	503 Strike Eagle Drive
Commander, 78 MSG	O-6	413 Starlifter Way Drive
Command Chief, 78 ABW	E-9	637 Thunderbird Alley
Command Chief, 461 ACW	E-9	639 Thunderbird Alley

Key and Essential Positions

POSITION	RANK
Vice Commander, WR-ALC	Colonel
Commander, 78 MDG	Colonel
Commander, 461 OG	Colonel
Commander, 461 MXG	Colonel
Commander, WR/DLA	Colonel
Commander, 402 AMXG	Colonel
Commander, 78 SFS	Lt Colonel
Commander, 78 LRS	Lt Colonel

Attachment 3

CIVILIAN ELIGIBILITY FOR HOUSING ASSIGNMENT

Table A3.1. Housing Category for Civilian Assignment

Housing Category	NSPS Grade	General Schedule (GS)	Senior Executive Service (SES)	Teacher (20 U.S.C. § 902-907)	American Red Cross	Non-appropriated Fund Employee	Wage Grade System
GOQ		*	SES-1–6	*	Division Director	NF 6	*
SOQ		GS 15	*	*	Far East & Europe Strategic Planning Officer; Deputy Director; Division Manager.	*	*
Field Grade		GS 12-14	*	Schedule K Teaching Principal, Schedule L	Regional Program Director; Regional Program Manager; Regional Program Specialist	NF 5 NF 4	WS14-19 WL15 & Production Support Equivalent
Company Grade		GS 07-11	*	*		NF 3	WS8-WS13 WL6 - WS14 WG12-WS15 & Production Support Equivalent
Senior NCO		GS 06	*	*		*	WS1-WS7 WL1-WL5 WG9-WG11
NCO		GS 01-05	*	*		NF 1, NF 2	WG1-WG8

Table A3.2. - American Red Cross Positions Authorized Housing in OCONUS.

Installations	Division Director	Far East & Europe Strat Planning Officer	Deputy Director	Division Manager	Regional Program Director	Regional Program Manager	Regional Program Specialist
Ramstein AB, GE	1	1		1	1		
Spangdahlem AB, GE						1	1
Aviano AB, IT						1	
RAF Lakenheath, UK					1		
RAF Mildenhall, UK							1
Yokota AB, JP	1		1				
Kadena AB, JP						1	1
Camp Butler, JP						1	1
Misawa AB, JP						1	1
Osan AB, Korea						1	

Attachment 4

SPECIAL COMMAND POSITION (SCP) DESIGNATION AND APPROVED AIR FORCE POSITIONS

A4.1. OSD (DA ODCMO) designates a small number of general and flag officer and civilian positions as SCPs which establishes an authorization for additional furnishings and amenities in government-provided and privatized housing. These designations are only extended when it is absolutely necessary.

A4.1.1. Incumbents of SCPs act as hosts on behalf of the U.S. Government at official and social entertainment activities for foreign or U.S. Dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

A4.1.2. SCP designation generally should be limited to O-10 general officer positions, select key senior command positions outside the continental United States, and, in certain instances, the head position at major DoD education institutions.

A4.1.3. The official SCP list is maintained by OSD(HRD) and published on line at **https://whsportal.osd.mil/HRD/MILPERS/default.aspx**.

A4.1.4. The following Air Force-specific special command positions have been approved by OSD:

O-10, Chief of Staff, U.S. Air Force.
O-10, Vice Chief of Staff, U.S. Air Force.
O-10, Commander, Pacific Air Forces.
O-10, Commander, U.S. Air Forces in Europe.
O-10, Commander, Air Combat Command.
O-10, Commander, Air Force Materiel Command.
O-10, Commander, Air Force Global Strike Command
O-10, Commander, Air Mobility Command.
O-10, Commander, Air Force Space Command.
O-09, Commander, Air University.
O-09, Superintendent, U.S. Air Force Academy.
O-09, Deputy Commander, United Nations Command & US Forces Korea (7th Air Force).
E-9, Chief Master Sergeant of the Air Force.

A4.1.5. Other non-Air Force Service SCP positions and joint SCP positions may be supported at Air Force installations.

A4.1.6. The 11 WG/LRS supports non-Air Force SCPs assigned to Air Force installations. Ensure items provided to the non-Air Force SCP by their primary Service are considered before issuing additional items. **(T-1)**

Attachment 5

FURNISHINGS AND AMENITIES ALLOWANCES GENERAL OFFICER QUARTERS (GOQ)

A5.1. The following is a list of GOQ furnishings that may be provided to : Support frequent, official entertainment for SCP incumbents and for non-SCP GOs, Brigadier General selects, O-6 Installation Commanders, and GO civilian equivalents (Senior Executive Service). SCP items are subject to a $10,000 annual and $40,000 5-year cost limit. Non-SCP items are subject to a $6,000 annual and $20,000 5-year cost limit. Notes at the end of this attachment apply.

Table A5.1. General Officer Quarters Furnishings Authorizations.

Part A—Room and Outdoor Area Furnishings (Notes 1,7, 11)		
Item	**SCP**	**General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES**
LIVING ROOM		
Sofa (3-seat or 2-seat)	As required	1
End Tables	As required	2
Coffee Table	1 per sofa	1
Upholstered chair	As required	2
Occasional table	As required	As required
Table lamp	As required	1 per table
Desk	1	1
Desk chair	1	1
Desk lamp	1	1
Bookcase	1, if not built in	1, if not built in
Ottoman	As required	1
Framed mirror	1	1
Floor lamp	As required	As required
Window treatments	As required	As required
Area rugs with required pads	As required, when installed carpet is not present	As required, when installed carpet is not
Fireplace set and screen	1 per fireplace	1 per fireplace
Sound System (coverage in entertainment areas; excludes all bedrooms)	1	Not authorized
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
DINING ROOM		
Dining table	1	1
Table Pad	1	1
Dining chair (arm)	2	2

Item	SCP	General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Dining chair (side)	As required, NTE seating capacity of dining table less 2 dining chairs with arms	6, with additional NTE seating capacity of dining table less 2 dining chairs with arms
China cabinet	1, if not built in	1, if not built in
Buffet	As required	1
Server	As required	1, in lieu of buffet
Serving cart (tea)	1	1
Framed mirror	1	1
Floor lamp	As required	As required
Table lamp	As required	2 per buffet
Window treatments	As required	As required
Area rugs with required pads	As required, when installed carpet is not present	As required, when installed carpet is not
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
KITCHEN AREA		
Kitchen table	1	Not authorized
Kitchen chair	4	Not authorized
Window treatments	As required	Not authorized
Clothing locker	1, if no closet exists	Not authorized
Step stool	1	Not authorized
Wine Rack/Shelves	As required	Not authorized
Counter stool	4	4
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
MAIN HALLWAY		
Arm chair	2	2
Occasional table	As required	1
Framed mirror	1	1
Table lamp	1 per occasional table	1
Floor lamp	1	1
Window treatments	As required	As required
Area rugs with required pads	As required, when installed carpet is not present	As required, when installed carpet is not
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
ENTRY WAY (FOYER)		
Easy chair	As required	1
Writing desk	1	Not authorized
Desk chair	1	Not authorized
Occasional table	As required	1

Item	SCP	General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Library table	1	Not authorized
Bookcase	1, if not built in	1, if not built in
Coat rack	As required	As required
Framed mirror	As required	1
Floor lamp	As required	1
Table lamp	As required	1
Artificial plants	As required	Not authorized
Historical interior name plaque	As required, for each resident	As required, for each resident
Window treatments	As required	As required
Area rugs with required pads	As required, when installed carpet is not present	As required, when installed carpet is not
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
FAMILY ROOM/DEN		
Sofa (3-seat or 2-seat)	1	1
Upholstered chair	2	1
End tables	As required	2
Coffee table	1	1
Occasional table	As required	1
Desk	1	1
Desk chair	1	1
Bookcase	As required, if not built in	1, if not built in
Lateral or vertical file cabinet	1	Not authorized
Ottoman	1	1
Magazine Rack	1	1
Desk Lamp	1	1
Table lamp	As required	1 per table
Floor lamp	As required	As required
Fireplace set and screen	1 per fireplace	1 per fireplace
Window treatments	As required	As required
Area rugs with required pads	As required, when installed carpet is not present	As required, when installed carpet is not
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
GUEST BEDROOM		
Bed frame	As required	Not authorized
Headboard	Size and type, as required	Not authorized
Box spring	Size and type, as required	Not authorized
Mattress	Size and type, as required	Not authorized
Night Stand	1 per twin bed/2 per queen bed	Not authorized

Item	SCP	General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Table lamp	1 per night stand	Not authorized
Wardrobe	1, if not built in or no closet exists	Not authorized
Dresser	1	Not authorized
Dresser mirror	1 per dresser	Not authorized
Framed mirror	1, in lieu of dresser mirror	Not authorized
Chest of drawers	1, in lieu of dresser	Not authorized
Side chair	1	Not authorized
Window treatments	As required	Not authorized
Radiator Cabinet (Wood)	As required, where radiators exist	As required, where radiators exist
MAIN PORCH, PATIO OR DECK (Note 9)		
Outdoor dining table	2	1
Umbrella, free-standing or with base for dining table	2	1
Outdoor dining chair	6 per table	6
Patio Chair	6	4
Glider or Patio Sofa	2	1
Patio end/coffee table	2 end tables and 1 coffee table	2 end tables or 1 coffee table but not both
Table lamp	1 per table	1 per table
Portable gas grill	1	Not authorized
Patio heater	As required	1
Furniture covers	As required	As required
Part B—China, Glassware, Flatware, Silver Service, and Table Linen (Items subject to $1,000 annual replacement allowance)		
STANDARD CHINA SET (Note 2)		
	Crested	**Non-Crested**
Plate, place (charger)	24	24	Not authorized
Plate, dinner	24	24	Not authorized
Plate, fish	24	Not available	Not authorized
Plate, bread and butter	24	24	Not authorized
Plate, dessert	24	Not available	Not authorized
Plate, salad	24	Not available	Not authorized
Plate, dessert/salad	Not available	24	Not authorized
Plate, cream soup	24	24	Not authorized
Plate, luncheon	Not available	24	Not authorized

Item	SCP		General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Saucer, tea	24	24	Not authorized
Saucer, demitasse	24	24	Not authorized
Cup, tea	24	24	Not authorized
Cup, demitasse	24	24	Not authorized
Cream, soup	24	24	Not authorized
STANDARD GLASSWARE (Note 2)			
Glass, highball	24	24	Not authorized
Glass, on-the-rocks	24	24	Not authorized
Flute, champagne	24	24	Not authorized
Saucer, champagne	24	24	Not authorized
Bowl, finger	24	Not available	Not authorized
Goblet, white wine	24	Not available	Not authorized
Goblet, red wine	24	Not available	Not authorized
Goblet, sherry	24	Not available	Not authorized
Goblet, water	24	24	Not authorized
Goblet, wine	Not available	24	Not authorized
Goblet, iced beverage	Not available	24	Not authorized
MISCELLANEOUS CRYSTAL AND SILVER (Note 2)			
	Crested	**Non-Crested**	
Crystal Salt and Pepper Shakers	Not available	As Required	Not authorized
Dish, chaffing	Not available	As Required	Not authorized
STANDARD SILVER FLATWARE (Note 2)			
Fork, oyster	Not available	24	Not authorized
Fork, salad	Not available	24	Not authorized
Fork, fish	Not available	24	Not authorized
Fork, dessert	Not available	24	Not authorized
Fork, dinner	Not available	24	Not authorized
Knife, fish	Not available	24	Not authorized
Knife, dessert	Not available	24	Not authorized
Knife, butter	Not available	24	Not authorized
Knife, dinner	Not available	24	Not authorized
Knife, steak	Not available	24	Not authorized
Spoon, soup	Not available	24	Not authorized
Spoon, demitasse	Not available	24	Not authorized
Spoon, dessert	Not available	24	Not authorized
Teaspoon	Not available	24	Not authorized
Teaspoon, iced	Not available	24	Not authorized
STANDARD SILVER FLATWARE SERVING SET (Note 2)			
Scraper, crumb	Not available	As required	Not authorized
Spoon, salad serving	Not available	As required	Not authorized
Fork, salad serving	Not available	As required	Not authorized

Item	SCP		General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Ladle, gravy	Not available	As required	Not authorized
Server, cake or pie	Not available	As required	Not authorized
Tablespoon	Not available	As required	Not authorized
SILVER SERVING ITEMS (Note 2)			
	Crested	**Non-Crested**	
Round Server	Not available	2	Not authorized
Oval server	Not available	2	Not authorized
Dish, vegetable	Not available	As required	Not authorized
Dish, well and tree	Not available	As required	Not authorized
Gravy boat	Not available	As required	Not authorized
Tray, bread	Not available	As required	Not authorized
Tray, serving	Not available	As required	Not authorized
SILVER TEA AND COFFEE SERVICE (Note 2)			
Kettle, water, hot	Not available	2	Not authorized
Teapot	Not available	2	Not authorized
Bowl, sugar with cover	Not available	2	Not authorized
Pitcher, cream	Not available	2	Not authorized
Pot, coffee	Not available	2	Not authorized
Tray, serving	Not available	2	Not authorized
TABLE LINEN			
Tablecloth	12, to fit various sizes and configurations of dining table		Not authorized
Napkin	48		Not authorized
Placemat	48		Not authorized

Part C—Appliances and Equipment (Notes 1, 3, 4, 5, 8, 9, 10)		
Item	**SCP**	**General Officers, Brigadier General Selectees, O-6 Installation Commanders, Civilian SES**
Refrigerator with icemaker	Not to exceed 2	1
Freezer	1	1
Range	Not to exceed 2	1
Built in Wall Oven	2 (in lieu of range)	1
Cooktop	1 6-burner (in lieu of range)	1
Dishwasher	Not to exceed 2	1
Microwave oven	1	1
Trash compactor	1	1
Ice maker	1	1
Clothes washer	1	1—Overseas only
Clothes dryer	1	1—Overseas only
Wine refrigerator/cooler	1	Not authorized

Item	SCP	General Officer, Brigadier General Selectee, O-6 Installation Commander, Civilian SES
Hot water dispenser	1	Not authorized
Ice cream maker	1	Not authorized
Mixer, stand-alone	1	Not authorized
Vacuum sealer	1	Not authorized
Food processor	1	Not authorized
Blender	1	Not authorized
Steamer (For linens)	1	Not authorized
Iron (For linens)	1	Not authorized
Ironing board (For linens)	1	Not authorized
Vacuum cleaner with attachments	1	Not authorized
Carpet cleaner with attachments	1	Not authorized
Leaf blower/vacuum/mulcher	1	Not authorized
Protective Packing for SCP Part B Authorizations	As needed	Not authorized
Part D—Miscellaneous SCP Supplemental $1,000 Allowance (Note 6)		
Item	**SCP**	**General Officer, Brigadier General Officer Selectees, O-6 Installation Commander, Civilian SES**
Supplemental items required for official entertainment	As required	Not authorized

NOTES:

[1] AFIMSC/CC may increase or limit quantities as deemed necessary for Installation Commanders and all O-7s, AFMC/CC may increase or limit quantities as deemed necessary for AFIMSC/CC, all O-8s, and all O-9s (that are not MAJCOM/CCs). Next higher authority (AF/CV) must approve/disapprove requests for all O-10s, MAJCOM/CCs, the USAFA Superintendent, AF/CCC, and other GOs who are an equivalent grade to the AF/CV and may not approve requests for their own homes. Requests for items not in Section A, or C must be submitted to AF/A4C. Submit fully justified requests as described in paragraph **5.7.9**. See Note 6 for SCP miscellaneous supplemental allowance items.

[2] Items displaying the Air Force crest are provided to Air Force members only. Items provided for Joint service positions filled on a rotational basis or by another Service and for which the Air Force has administrative responsibility may not contain an Air Force crest, since these items must be appropriate for use by SCPs from all DoD components. Each SCP is authorized one set of china and glassware (either crested or non-crested) unless approved by AF/CV. Quantities for all items are limited by Part B; submit waivers to A4C, which are approved/disapproved by AF/CV.

[3] SCPs are authorized professional-grade appliances designed for residential use.

[4] A second refrigerator may be substituted for the food freezer.

[5] When space does not accommodate a built-in appliance, provide a stand-alone appliance.

[6] The annual $1,000 SCP Miscellaneous supplemental allowance applies to additional items, not included under Part C, Appliances and Equipment, but required for official entertainment. Items may include kitchen utensils, glass punch bowls, cookware, hand-held vacuum, and doormats. **Note:** This list is not all-inclusive; other items may be purchased, as needed.

[7] Three pool tables are authorized for USAFA only, for joint use by cadets. One is assigned to Superintendent, one to the Commandant, and one for the Dean.

[8] SCPs are authorized protective packing to protect and maintain china, glassware, flatware, and silver service. If built-in containers are provided within the housing unit specifically designed for these items (i.e., closet, cabinets, etc.) do not purchase additional containers.

[9] Installations are authorized to purchase covers for items listed in this section if required due to climatic conditions and/or lack of storage.

[10] Do not provide any appliance/equipment item already provided by the privatized housing project owner.

[11] Installations are only authorized to provide a desk, desk chair and desk lamp in either the living room or family/den, not both.

Attachment 6

INSTRUCTIONS FOR TRACKING EXPENDITURES AND COMPLETING THE QUARTERLY COST REPORT

A6.1. All costs expended on homes occupied by general officers during a FY must be tracked and reported to Congress. The guidance in this attachment must be used by the MHO Manager to ensure appropriate funding is expended, tracking is consistent and the Quarterly Cost Report is accomplished using the eMH General & Flag Officer Module.

A6.2. The MHO Manager must complete a Quarterly Cost Report for all housing units occupied by a General Officer (GO), including those family housing units re-designated as unaccompanied housing, if occupied by a GO regardless of the length of time the home was occupied by the GO during the FY. This requirement applies to all government and project owner expenditures in all GOQs (government-owned/-leased and privatized). Air Force specific training lessons on the use of eMH General & Flag Officer Module to process the Spend Plan, Long Range Plan and Quarterly Cost Reporting are available in eMH Training Tools on the eMH Home Page.

A6.3. Section I-1. Operations:

A6.3.1. Admin and Management (P-721.10 and P-727): Enter all government administration costs to support the GOQ (government-owned/-leased or privatized). This includes an appropriate share of FH functions such as MHO personnel salaries, supplies, equipment, custodial services, and occupancy inspections and surveys. This also includes other GOQ support services such as GOQ managers and cost recording and analysis. Costs for support provided to all units on base should be distributed across all units. Costs for support provided only to the GOQs on the installation should be distributed to the benefiting units as appropriate.

A6.3.2. Services (P-721.20):

A6.3.2.1. **(P-721.20)** Enter prorated municipal type services, such as refuse collection and disposal, entomological services, custodial services, snow removal and street cleaning, etc., that support government-owned FH units and/or other family housing properties and programs. Report fire and police protection services only when manpower standards identify personnel to support government-owned/-leased family housing exclusively. Prorate the costs among the housing units (GOQ and non-GOQ) receiving the services.

A6.3.2.2. Furnishings (P-721.40): Include costs in four categories. Charge all costs against the $35K Operations, Maintenance and Repair (OMR) limit.

A6.3.2.2.1. Furnishings – charged against $6K/$10K limit (P-721.40): Charge costs for initial- issue government-owned furnishings, replacement window treatments (draperies, curtains, sheers, rods, valances, cornices, and supporting hardware), and furniture refinishing and reupholstering against the annual $6,000 furnishings allowance**.**

A6.3.2.2.2. Furnishings – not charged against $6K/$10K limit (P-721.40): Include costs for freestanding (not installed) appliances and equipment (includes purchase, installation, Maintenance and Repair); for furniture (shipping, moving, handling, installation, repair, and storage); name plaques (interior record of residents); initial issue window treatments, and cleaning window treatments and table linen. Also commercial shipping costs for items delivered to base Furnishing Management Section stocks at OCONUS locations.

A6.3.2.2.3. SCP Tableware & Linen Allowance (P-721.40) (SCP only): Include costs for tableware and linen. This allowance has a $1,000 annual limit for expenditures.

A6.3.2.2.4. SCP Miscellaneous Supplemental Allowance (P-721.40) (SCP only): Include costs for items required for official entertainment, such as small cookware, serving pieces, and tableware items**.** This allowance has a $1,000 annual limit for expenditures.

A6.3.2.3. Miscellaneous (P-721.50): Miscellaneous Government Dwellings: Include costs for country-to-country agreements, accommodation charges, reimbursement to other U.S. Government agencies for government-owned FH units, other family housing properties and programs, and other FH costs not included elsewhere. It does not include real estate taxes paid to a foreign government.

A6.3.2.4. Non-FH Appropriated Expenditures: Include all non-MFH costs (e.g. readily removable communications equipment).

A6.4. Section I-2. Utilities (P-728): Enter costs for all utilities consumed in family housing. This includes costs of utilities consumed in government-owned family dwelling units and other family housing properties. It also includes cost of reimbursable utility services furnished to civilian occupants of CONUS government quarters. It includes cost of:

A6.4.1. Electricity procured or produced.

A6.4.2. Water procured or produced for consumption.

A6.4.3. Gas, procured (including delivery costs, if applicable).

A6.4.4. Fuel oil, and coal procured (including delivery costs, if applicable).

A6.4.5. Sewage disposal procured or produced.

A6.4.6. Base-produced utilities transferred to FH, cost of heating and air conditioning plant operations, and cost of other utilities or fuels, such as steam and coal, provided to government-owned family dwelling units. If utilities are metered, report the direct charges incurred, which includes a charge for amortization, during the reporting period for the unit being reported. If not metered, divide the total costs incurred during the reporting period of each utility by the total square footage of all housing units, then multiply by the square footage of the individual GOQ unit being reported.

A6.5. Section I-3. Maintenance & Repair (M&R), Minor Alterations: Report direct government costs applicable to the unit being reported for change of occupancy, minor maintenance and repair, major maintenance and repair, grounds maintenance, and minor alteration.

A6.5.1. Change of Occupancy Maintenance (P-722.62, P-722.61):

A6.5.1.1. Enter minor maintenance and repair, change of occupancy maintenance work and cleaning for housing units when occupancy changes. Contract Cleaning for Overseas Only (P-722.61). Minor maintenance and repair may include, but is not limited to, floor, wall, and ceiling finishes; electrical and plumbing fixtures; and cleaning, where cost for each item of work is $2,500 or less. Report work items, including interior painting and major floor repair or replacement, costing more than $2,500 in Section I-3, Line 3, Major M&R.

A6.5.1.2. Report all minor maintenance and repair work done other than during change of occupancy on Line 2 (Minor/Routine Maintenance and Repair). Report all maintenance, normal and change of occupancy maintenance, on foreign (P-724) and domestic (P-726) leases under Item 3, Major M&R.

A6.5.2. Minor/Routine M&R (P-722.62, P-722.66, P-722.81), costing $2,500 or less.

A6.5.2.1. **(P-722.62)** Minor and routine maintenance and repair of government housing except work done during change of occupancy maintenance. Includes maintenance and repair of installed equipment and/or appliances, such as water heaters, dishwashers, garbage disposals, built-in appliances, furnaces, air conditioners and interior utilities as authorized. Also includes cleaning and clearing of government quarters, after change of occupancy maintenance and annual carpet cleaning costing no more than $2,500**.**

A6.5.2.2. **(P-722.66)** Cost of items from the self-help store used to perform minor maintenance and repairs in government-owned FH. It also includes the cost of personnel who manage the self-help store, or issue materials and tools to housing occupants.

A6.5.2.3. **(P-722.81)** Cost to repair driveways, walks, fences, common grounds, and irrigation systems that are integral to a family housing area.

A6.5.3. Major maintenance and repair with costs exceeding $2,500 (P-722.71, P-722.81, P-722.96, P-722.97, P-724, P-726).

A6.5.3.1. **(P-722.71)** Maintenance and repair of exterior utility systems, up to 5 feet from the GOQ, that primarily serve FH units or areas. It includes permanently installed communications, antiterrorism, and force protection requirements such as fiber optic cables. It excludes utility lines or mains that may pass through or in front of FH locations but which serve other base locations and facilities.

A6.5.3.2. **(P-722.81)** Cost exceeding $2,500 to repair driveways, walks, fences, common grounds, irrigation systems, etc., that are integral to a family housing area.

A6.5.3.3. **(P-722.91)** Major maintenance and repair projects, including antiterrorism, force protection, on government-owned/leased FH units, including those damaged or destroyed, and annual carpet cleaning where costs exceed $2,500.

A6.5.3.4. **(P-724)** Maintenance and Repair (includes Make Ready work) of Leased Family Housing (FH) - Foreign Leases: All maintenance, including change of occupancy maintenance, for foreign leased FH, when not provided by the lessor. The cost of make ready work may not exceed 25 percent of the first year’s annual rental cost.

A6.5.3.5. **(P-726)** Maintenance of Leased Family Housing - Domestic Leases: All maintenance, whether provided by the lessor or separately contracted by the government.

A6.5.4. Grounds Maintenance (P-722.67, P-722.81): Maintenance of GOQ grounds, when authorized (routine lawn-type services, such as mowing, edging, planting annuals, tree-trimming, fertilizing, pruning, and mulching). Include items from the self-help store used for grounds maintenance. Charge costs for repair to yards, driveways, walks, fences, landscape lighting, tree/shrub removal and planting, and irrigation systems to minor or major maintenance and repair as appropriate.

A6.5.5. Minor Alterations (P-722.91, P-722.92): Minor alterations to government-owned dwellings and other real property and buildings directly associated with a FH area. This work is construction-type work typically performed in support of a maintenance and repair project. The installation may approve up to $3,000. For work over $3,000, but not exceeding $7,500, attach the AFIMSC/CC, AFMC/CC, or AF/CV waiver approval. With approval, antiterrorism and force protection work is not charged against the minor alteration limit, but still requires identification as a minor alteration and charged against the $35,000 limits.

A6.5.6. **Leases:** (P-723 – Foreign; P-725 - Domestic): Include only if the GOQ unit being reported is a government – leased unit.

A6.5.6.1. **(P-723)** Operating Costs of Leased Family Housing (FH) - Foreign Leases: Includes leasing FH overseas from private owners or foreign government agencies; utilities, if not provided by the lessor; and services such as refuse collection, if separately contracted for by the government.

A6.5.6.2. **(P-725)** Operating Costs of Leased Family Housing (FH) - Domestic Leases: Includes leasing FH from private owners, and utilities and services not provided by the lessor, if separately contracted for by the government.

A6.5.7. **Improvements (P-713):** Enter the project number, project title, date obligated and costs of improvement project. Report the total cost (or prorated cost if project is for multiple units) of the awarded contract in the quarter the contract is awarded (when funds are obligated). Submit corrected report if costs change after the initial report.

A6.5.8. **Furnishings History:**

A6.5.8.1. Furnishings (5-Year Total). Shows annual expenditures for each FY in the 5-year period for furnishing charged against the limit. For the current FY, ensure these costs match the Furnishings line in Section I-1.

A6.6. Section II-1. Project Owner (PO) Operations Cost: Used to record PO operations expenditures on the GOQ unit reported to the MHO on the PO Cost Workbook; Section 2, Operations Expenses and Section 5, Other Expenses**.**

A6.6.1. Admin and Management – Enter all such PO costs to support the GOQ. This includes an appropriate share of administrative/overhead functions such as management office personnel salaries, supplies, equipment, custodial services, and surveys. This also includes other GOQ support services such as exclusive GOQ managers/staff.

A6.6.2. Services– Enter prorated municipal type services such as trash pickup, entomology service, snow removal, and street sweeping. Fire and police/security forces services reimbursements paid to the base are excluded.

A6.6.3. Communications Equipment– Enter costs for permanently installed communications lines/equipment funded by the project. Exclude government funded/provided equipment, materials, and cables.

A6.6.4. Utilities – This section combines direct utility costs for the GOQ and a prorated share of utility costs for the common spaces. These include costs of water procured or produced for consumption and electricity procured or produced. It also includes gas, fuel oil, and coal procured (including delivery costs), sewage disposal, and base-produced utilities provided/billed to the project (minus common area). Exclude costs paid by resident from applicable billing processes.

A6.6.5. Other – Enter costs for property taxes, insurance and other cost not reported on other lines.

A6.7. Section II-2, Project Owner (PO) Maintenance Cost: Used to record PO maintenance expenditures on the GOQ unit reported to the MHO on the PO Cost Workbook, Section 3, Maintenance Expenses.

A6.7.1. Change of Occupancy – Enter M&R work and cleaning done to prepare the housing unit for new residents. Do not include appliances supplied by the Air Force. Do not include expenses paid utilizing CR&R funds.

A6.7.2. Service Orders/Work Requests - Enter M&R work that includes service call requests (emergency, urgent, routine). Do not include expenses paid utilizing CR&R funds.

A6.7.3. Self Help - Enter costs of items from the PO self-help store used to make repairs or improvements. Self-help items are obtained specifically for the GOQ by the aide or family members. Do not include expenses paid utilizing CR&R funds.

A6.7.4. Maintenance and Repair. Exteriors – Do not include expenses paid utilizing CR&R funds.

A6.7.5. Force Protection, Anti-Terrorism - Do not include expenses paid utilizing CR&R funds.

A6.7.6. Grounds Maintenance - Enter costs of maintenance and report of GOQ grounds. Snow removal should be included on Section II-1, Line 2, Services.

A6.8. Section II-3, Project Owner (PO) Repair Costs (Capital Repair and Replacement): Used to record PO repair expenditures on the GOQ unit reported to the MHO on the PO Cost Workbook, Section 4, Repair (CR&R) Expenses**.**

A6.8.1. Maintenance and Repair with Capital Repair and Replacement (CR&R) – Enter costs for M&R work for GOQs paid from the CR&R budget. Generally, this work is necessary to fix or replace existing systems and their components nearing the end of their useful lives. Do not include appliances supplied by the Air Force. Only include expenses paid out of the CR&R budget.

A6.8.2. Exterior Maintenance and Repair with Capital Repair and Replacement (CR&R) - Enter costs for M&R work for GOQs paid from the CR&R budget. Generally, this work is necessary to fix or replace existing systems and their components nearing the end of their useful lives. Do not include appliances supplied by the Air Force. Only include expenses paid out of the CR&R budget.

A6.8.3. Maintenance Repair Damaged/Destroyed Home - Do not include costs paid by insurance proceeds. Only include expenses paid utilizing CR&R funds.

A6.9. Section II-4, Project Owner (PO) Reinvestment Account Costs: Enter cost for all actions funded from the reinvestment account.

A6.10. Extraordinary Expenditures: Enter any extraordinary expenses with a reference to the Section and line number that includes the expense.

Attachment 7

UH FOOD PREPARATION AND STORAGE FACILITIES

Table A7.1. UH Food Preparation and Storage Facilities Matrix.

MATRIX FOR DETERMINING ENLISTED MEMBER ELIGIBILITY FOR BAS II WHEN DFAC IS UNAVAILABLE				
When a member is assigned to a:	**and the cooking space provided is a:**	**then the Member is eligible for BAS II for the following amount of time:**		
		< 14 Days[1]	**14-30 Days**	**> 30 Days**
Dorms 4 Airmen (D4A) Module	Kitchen 1[2, 5]	NO	NO	YES
	Kitchen 2[3, 5]	NO	YES	YES
1+1 Module	Kitchen 1	NO	NO	YES
	Kitchen 2	NO	YES	YES
	Central Kitchen[4]	NO	YES	YES
2+2 Module	Kitchen 1	NO	NO	YES
	Kitchen 2	NO	YES	YES
	Central Kitchen	NO	YES	YES
Private Room/Suite	Kitchen 1	NO	NO	NO
	Kitchen 2	NO	YES	YES
	Central Kitchen	NO	YES	YES
Other Configurations	Submit to AF/A4C for recommendation			

Notes:

1. Basic Allowance for Subsistence Type II (BAS II) is not authorized for closures of Government messing facilities of less than 14 days per DoDD 1418.05 *Basic Allowance for Subsistence (BAS) Policy*, paragraph 4.3.7.3

2. Shared and semiprivate, unless otherwise stated, Kitchen 1 as built includes a four burner stove top, full sized oven, sink, full sized refrigerator ≥18 cubic feet (cf) - ≤ 32 cf; exceptions can be made by AF/A4C up to 60 days for shared kitchen modules with dishwasher and adequate shelving space for food storage (≥ 16 square feet per person)

3. Shared and semiprivate, unless otherwise stated, Kitchen 2 as built includes a two burner stove top, no oven, microwave, sink, full sized refrigerator ≥18 cf - ≤ 32 cf

4. Accessible through common space areas shared by all dormitory residents, typically 1 per dorm or 1 per floor

5. Typical Examples of Kitchen:

Kitchen 1
- Full refrigerator, stove, place to eat, food storage
- Sink large enough to wash dishes
- Bonus of dishwasher and microwave

Kitchen 2
- Two burner cooktop, no oven
- Microwave only and minimal prep space
- Full refrigerator, no eating space

Attachment 8

ADEQUACY STANDARDS FOR UNACCOMPANIED PERSONNEL HOUSING ASSIGNMENT

Table A8.1. Adequacy Standards for Unaccompanied Personnel Housing Assignment

ADEQUACY STANDARDS FOR UNACCOMPANIED PERSONNEL HOUSING ASSIGNMENT		
PAY GRADES	**MINIMUM STANDARDS FOR SPACE REQUIRED PRIORITY 1&2 PERSONNEL[1]**	**MAXIMUM STANDARDS FOR SPACE AVAILABLE PRIORITY 3&4 PERSONNEL**
O-3 to O-10, W-3 to W-5	Private unit with a living area, bedroom, kitchen, and bathroom with 400 net square feet	Same as space required
O-1, O-2, W-1, W-2	Private unit with combined living/sleeping area, private bathroom with 250 net square feet; access to kitchen within the same facility	Same as space required
E-7 to E-9	Private unit with combined living/sleeping area, private bathroom with 236 net square feet	Private unit with combined living/sleeping area, bathroom shared with not more than one other person with 118 net square feet
E-4 greater than 3 years of service to E-6	Private unit with a combined living/sleeping area, shared bathroom (with not more than one other person), with 118 net square feet	Same as space required
Permanent Party E-1 to E-4 less than 3 years of service	Private unit with a combined living/sleeping area, shared bathroom (with not more than one other person), with 90 net square feet	90 square feet net living area[2], private combination sleeping/living room, bath shared with not more than one other person.

NOTES:
1. The minimum standards can be waived on a temporary basis (for no more than 1 year) due to military necessity. See paragraph **2.11.2.3**.
2. See Glossary for definition of net square feet.

Attachment 9

GOVERNMENT PROVIDED FURNISHINGS ALLOWANCES FOR OCONUS AND COMMUNITY HOUSING (BOTH FAMILY AND UNACCOMPANIED)

Figure A9.1. Furnishings Allowances for OCONUS FH and Community Housing.

Furnishings Item	Areas with JTR Weight Restrictions (Duration of Tour)	Loaner Kits for Areas without JTR Weight Restrictions	Areas without JTR Weight Restrictions (Duration of Tour)
BEDROOM			
Mattress, Twin	1 per dependent child	1 per dependent child	Not Authorized
Box Spring, Twin	1 per dependent child	1 per dependent child	Not Authorized
Mattress, Full or Queen	1, per sponsor	1 per sponsor	Not Authorized
Box Spring, Full or Queen	1 per sponsor	1 per sponsor	Not Authorized
Bed Frame	As required	As required	Not Authorized
Headboard, Twin, Full, Queen	1 per bed	1 per bed	Not Authorized
Mattress/ Box Spring Encasement	1 Per Mattress	1 Per Mattress	Not Authorized
Dresser	1	1	Not Authorized
Chest of Drawers	1 per bedroom	1 per bedroom	Not Authorized
Night Stand	1 per single bed 2 per full/queen bed	1 per single bed 2 per full/queen bed	Not Authorized
Chair, Easy	1	1	Not Authorized
Lamp, Floor	1	1	Not Authorized
Lamp, Table	1 per night stand	1 per night stand	Not Authorized
Wardrobe	2 per individual, if not built in	2 per individual, if not built in	2 per individual, if not built in
Mirror, Dresser	1 per dresser	1 per dresser	Not Authorized
LIVING ROOM			
Sofa	1	1	Not Authorized
Loveseat	1	1	Not Authorized
Chair, Easy or Recliner	2	2	Not Authorized
Table, Occasional	4	2	Not Authorized
Table, Coffee	1	1	Not Authorized

Furnishings Item	Areas with JTR Weight Restrictions (Duration of Tour)	Loaner Kits for Areas without JTR Weight Restrictions	Areas without JTR Weight Restrictions (Duration of Tour)
Lamp, Floor	1	1	Not Authorized
Lamp, Table	1 per occasional table	2	Not Authorized
Portable Transformer (where needed)	4, if not provided in unit	4, if not provided in unit	4, if not provided in unit
DINING ROOM			
Table, Dining	1	1	Not Authorized
Chair, Dining, Arm	2	Not authorized	Not authorized
Chair, Dining, Side	4 with additional as required, NTE 1 per occupant. Or family member	1 per family member	Not Authorized
KITCHEN[1]			
Range, Electric or Gas	1, if not provided with unit	1, if not provided with unit	1, if not provided with unit
Refrigerator	1, if not provided with unit	1, if not provided with unit	1, if not provided with unit
Cabinet, Kitchen	2, if not built in	2, if not built in	2, if not built in
Note 1. Dishwasher may be provided for government provided quarters only. All built-in appliances are considered part of the facility and paid for with FH O&M funds.			
FAMILY ROOM[2]			
Sofa	1	Not Authorized	Not Authorized
Loveseat	1	Not Authorized	Not Authorized
Chair, Easy	2	Not Authorized	Not Authorized
Table, Coffee	1	Not Authorized	Not Authorized
Table, Occasional	2	Not Authorized	Not Authorized
Note 2. Family room allowances are only authorized for units with a specifically identified separated family room. Not applicable to open floor arrangements or room combinations. **Note 3.** Armed Forces Network decoder and satellite dishes are not authorized furnishings items.			
UTILITY/LAUNDRY ROOM			
Washer, Clothes	1	1	1
Dryer, Clothes	1	1	1

Attachment 10

FURNISHINGS ALLOWANCES FOR CONUS FAMILY HOUSING

Figure A10.1. Furnishings Allowances For CONUS Family Housing Program.

FURNISHINGS ITEM	AUTHORIZED
KITCHEN	
Range,	1
Refrigerator/ self-defrosting with ice maker	1
Microwave Oven, if built-in	1
Dishwasher, built-in	1
Oven, wall mounted (single or double) electric or gas	1 in lieu of range
Cooktop, electric or gas	1 in lieu of range
Note: All built-in appliances are considered part of the facility and paid for with FH O&M funds.	

Attachment 11

FURNISHINGS ALLOWANCES FOR UNACCOMPANIED HOUSING PROGRAM

Figure A11.1. Furnishings Allowances For Unaccompanied Housing Program.

ITEM	DORMITORY	UNCOQ	UOQ
LIVING AREA (BEDROOM/LIVING ROOM)			
Bed – Twin, Twin extra-long (XL), Full, Full XL, Bunk Bed, Captain	1 per resident	1 per resident	1 per resident
Headboard	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Bedframe	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Mattress	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Box spring	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Night Stand	1 per resident	1 per resident	1 per resident
Desk	1 per resident	1 per resident	1 per resident
Desk or Computer Chair	1 per desk	1 per desk	1 per desk
Lamp, Table	1 per desk, and night stand in Bedroom, and 1 per end table in Living Room in D4A only	1 per desk and night stand and end table	1 per desk and night stand and end table
Chest of Drawers	1 per resident	1 per resident	1 per resident,
Media Chest	1 per resident	1 per resident	1, per resident
Wardrobe	1 per resident, if not built in	1 per resident, if not built in	1 per resident, if not built in
Mirror (Framed)	1 per resident	1 per resident	1 per resident
Recliner or Easy Chair	1 per Bedroom and 2 per Living Room in D4A only	1 per resident	1 per resident
Sofa or Love Seat	1 per Living Room in D4A only	1 per Living Room	1 per Living Room
Tables, End	2 per Living Room in D4A only	2 per Living Room	2 per Living Room

ITEM	DORMITORY	UNCOQ	UOQ
Table, Coffee	1 per Living Room in D4A only	1 per Living Room	1 per Living Room
Lamp, Floor	1 per resident in bedroom when no overhead lighting is provided	1 per resident in bedroom when no overhead lighting is provided	1 per resident in bedroom when no overhead lighting is provided
Oven, Microwave[2]	1 per resident if no private or semiprivate kitchen	1 per resident if no private or semiprivate kitchen	1 per resident if no private or semiprivate kitchen
Refrigerator[2]	1 per resident if no private or semiprivate kitchen	1 per resident if no private or semiprivate kitchen	1 per resident if no private or semiprivate kitchen
Note 1. Allowances are as space permits. **Note 2.** Individual-sized combination microwave/refrigerator units are allowed.			
KITCHEN (SEMIPRIVATE AND PRIVATE) / DINING ROOM			
Table, Dining	1	1	1
Chair	2 per table (except D4A – 4 chairs)	2 per table	2 per table
Bar/Counter Stools	As required, when bar/counter is installed	As required, when bar/counter is installed	As required, when bar/counter is installed
Oven, Microwave	1 per kitchen	1 per kitchen	1 per kitchen
Refrigerator	1 per kitchen[3]	1 per kitchen	1 per kitchen
Range[4]	1 per kitchen	1 per kitchen	1 per kitchen
Note 3. For D4A/shared module, mini-fridge is also allowed in each room. **Note 4.** Range may be substituted with built-in Cooktop			
COMMON AREA (LOUNGE, MEDIA, CAFÉ)			
Sofa	As required	As required	As required
Loveseat	As required	As required	As required
Chair, Lounge	As required	As required	As required
Recliner	As required	As required	As required
Stool, Counter	As required, when counter is installed	As required, when counter is installed	As required, when bar/counter is installed
Table, End	As required	As required	As required
Table, Coffee	As required	As required	As required
Café Table	As required	As required	As required

ITEM	DORMITORY	UNCOQ	UOQ
Café Table Chairs	As required	As required	As required
Lamp, Floor	As required	As required	As required
Lamp, Table	As required	As required	As required
Television, Flat Screen	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	1 per lounge or day room
Television Stand	1 per Television	1 per Television	1 per Television
Surround Sound System	1 per Television	1 per Television	1 per Television
DVD/Blue Ray Player[5]	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	1 per lounge or day room
Table, Billiards	2 per facility	2 per facility	1 per facility
Table, Foosball	1 per lounge or day room	1 per lounge or day room	Not Applicable
Table, Bumper Pool	1 per lounge or day room	1 per lounge or day room	Not Applicable
Table, Air Hockey	1 per lounge or day room	1 per lounge or day room	Not Applicable
Electronic Gaming System[6] (no games)	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	Not Applicable
Note 5. Audio and Video Equipment. Audio and video duplicating and playback equipment is not authorized for reproduction of copyrighted sound or video recordings without a copyright license for the reproduction IAW DoD Directive 5535.4, *Copyrighted Sound and Video Recordings*. Refer to DoD 5535.4 for restrictions, permissions and application to isolated areas. **Note 6.** Government-owned game equipment provided in UH is provided at no cost to residents. Do not authorize coin-operated equipment provided by the Army and Air Force Exchange Service (AAFES) or private contractor. **Note 7.** Armed Forces Network decoder and satellite dishes are not authorized furnishings items.			
CENTRAL KITCHEN			
Dining Table	As required	As required	As required
Chairs, Dining	As required	As required	As required
Refrigerator	NTE 2 per kitchen	NTE 2 per kitchen	NTE 2 per kitchen
Oven, Microwave	NTE 2 per kitchen	NTE 2 per kitchen	NTE 2 per kitchen
Range	1 per kitchen	1 per kitchen	1 per kitchen
Dishwasher	1 per kitchen	1 per kitchen	1 per kitchen

ITEM	DORMITORY	UNCOQ	UOQ
Stool, Bar/Counter	As required where bar counter is installed	As required where bar counter is installed	As required where bar counter is installed
LAUNDRY AREA			
Cart, Laundry	1 per laundry room	1 per laundry room	1 per laundry room
Washer, Clothes (Stackable only if can be separated for repair/replacement)	As required, but no less than 1 per 12 residents, where space permits	As required, but no less than 1 per 12 residents, where space permits	As required, but no less than 1 per 12 residents, where space permits
Dryer, Clothes (Stackable requires ability to separate for repair or replacement)	As required, but no less than 1 per 8 residents, where space permits	As required, but no less than 1 per 8 residents, where space permits	As required, but no less than 1 per 8 residents, where space permits
OUTDOOR AREA			
Grille, Barbecue	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Picnic	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Folding	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Chair, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Rack, Bicycle	As required	As required	As required
Locker, Bicycle	As required	As required	As required
DORMITORY MANAGEMENT OFFICE			
Desk, with Hutch and Credenza	As required	As required	As required
Desk and Side Chairs	As required	As required	As required
Filing Cabinets	As required	As required	As required
Easy Chair and Side Table	As required	As required	As required

ITEM	DORMITORY	UNCOQ	UOQ
MISCELLANEOUS ITEMS			
Cleaner, Vacuum, Upright	1 each for every 25 residents, or as required for general facility cleaning, if not contracted	1 each for every 25 residents, or as required for general facility cleaning, if not contracted	1 each for every 25 residents, or as required for general facility cleaning, if not contracted
Carpet Shampooer	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Cleaner, Vacuum, Wet/Dry	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Polisher, Floor	As required if facility floor cleaning is not contracted	As required if facility floor cleaning is not contracted	As required if facility floor cleaning is not contracted
Ice Machine in Vending Area	As required	As required	As required
SOFT GOODS			
Sheet Set (includes flat, fitted sheets and 2 pillowcases) – Twin, Twin XL, Full, Full XL	1 set per resident, if not provided in Bed-in-a-Bag	1 set per resident, if not provided in Bed-in-a-Bag	1 set per resident, if not provided in Bed-in-a-Bag
Blankets – Twin, Full	1 per resident, size as required, if not provided in Bed-in-a-Bag	1 per resident, size as required, if not provided in Bed-in-a-Bag	1 per resident, size as required, if not provided in Bed-in-a-Bag
Comforters	1 per resident, if not provided in Bed-in-a-Bag	1 per resident, if not provided in Bed-in-a-Bag	1 per resident, if not provided in Bed-in-a-Bag
Bed-in-a Bag	1 per resident	1 per resident	1 per resident
Pillows – Standard	1 per resident	2 per resident	2 per resident
Pillow Cases – Standard Size	1 set per resident, if not provided in Bed-in-a-Bag	1 set per resident, if not provided in Bed-in-a-Bag	1 set per resident, if not provided in Bed-in-a-Bag
Mattress Covers – Twin, Twin XL, Full, Full XL	1 per resident, size as required	1 per resident, size as required	1 per resident, size as required

ITEM	DORMITORY	UNCOQ	UOQ
Mattress and Box Spring Encasement Covers – Twin, Twin XL, Full, Full XL	1 per resident, size as required	1 per resident, size as required	1 per resident, size as required
WINDOW TREATMENTS[8]			
Draperies	As required	As required	As required

Note 8. Window treatments are furnishings items and defined as draperies. Draperies are not replaced at intervals of less than 7 years; however, they may be replaced when no longer serviceable. AFCEC/CI approves exceptions to the 7-year minimum lifecycle drapery replacement policy. Blinds, shades, and shutters are not considered furnishings items but rather an integral part of the facility and are accounted for under the M&R account.

Attachment 12

QUICK REFERENCE GUIDE, GOVERNMENT PAID MOVE, NONTEMPORARY STORAGE, PARTIAL DISLOCATION ALLOWANCE

Figure A12.1. Quick Reference Guide, Government Paid Move, Non-temporary Storage, Partial Dislocation Allowance.

AUTHORIZED MEMBER MOVES TO:	MEMBER/DEPENDENT IS ELIGIBLE *(TERMS)* AND FUNDED BY THE GOVERNMENT								
	Local Drayage			Household Goods Non-temporary Storage Note 1			Partial Dislocation Allowance Note 2		
	FH	PH	UH	FH	PH	UH	FH	PH	UH
From community housing. See **Note 3** when member moves to any residence due to a foreclosure action against the landlord.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A
AUTHORIZED MEMBER MOVES FROM: DUE TO:	**FH**	**PH**	**UH**	**FH**	**PH**	**UH**	**FH**	**PH**	**UH**
Voluntary move (***Terms***)	No	No	No	No	No	No	No	N/A	N/A
Divorce	Yes	Yes	N/A	No	No	No	No	N/A	N/A
Family separation	Yes	Yes	N/A	No	No	No	No	N/A	N/A
Promotion	No	No	Yes	No	No	No	No	N/A	N/A
Eligibility for prestige (designated) housing	Yes	No	N/A	Yes	No	N/A	Yes	N/A	N/A
Increase in family size or maturation of children	No	No	N/A	No	No	N/A	No	N/A	N/A
To prevent more than two dependent children from sharing a BR	Yes	Law, Lease Prevail	N/A	Yes	Yes	N/A	Yes	N/A	N/A
Death of dependent qualifying member for with-dependent BAH	Yes	Lease Docs Prevail	N/A	No	No	N/A	Yes	N/A	N/A
Death of member; family retains housing	Yes	Yes	N/A	Yes	Yes	N/A	Yes	N/A	N/A

Government-directed (***Terms***) for government convenience (repair, renovation, demolition,)	Yes	N/A	Yes	Yes	N/A	Yes	Yes	N/A	N/A
Authorized member moves to: Commander-ordered (***Terms***) move for destruction or abuse of property, adverse conductor behavior, etc.	Yes	N/A	Yes	No	N/A	No	No	N/A	N/A
Commander bars family member from base access **Note 4**	Yes	Yes	N/A	No	No	N/A	Yes	N/A	N/A
Subsequent move after member voluntarily accepted fewer than authorized bedrooms	No	No	N/A	Yes	Yes	N/A	No	N/A	N/A
Enlisted member attends Officer Training School; returns to base as newly commissioned officer	Yes	No	N/A	Yes	Yes	N/A	Yes	N/A	N/A
Commissioned officer remains on active duty in enlisted status	Yes	No	N/A	Yes	Yes	N/A	Yes	N/A	N/A
Dependents retain designated unit; required to move for incumbent	Yes	No	N/A	Yes	Yes	N/A	Yes	N/A	N/A

NOTES

1. Continued non-temporary storage is authorized for moves to or between FH and/or privatized housing only

2. Partial Dislocation Allowance is not payable under any circumstances for member moving into or out of community or privatized housing, and Partial Dislocation Allowance is payable for member in UH only when that member becomes eligible for and accepts FH

3. An Armed Forces member who relocates from, or whose dependent relocates from, leased or rented private housing, by reason of a foreclosure action against the landlord is authorized a short distance move

4. A Commander may authorize a government-funded move when anyone living in a member's household in FH or privatized housing is found to be a sex offender and he or she determines it necessary in the interest of good order and discipline or for the health and welfare of the installation population.

TERMS.
Commander-Ordered/Directed Move. Commander requires member, in writing, to terminate government-controlled housing. **NOTE:** Per paragraph 4.16.2.4 move is at government expense, but Partial Dislocation Allowance is not authorized.
Eligible Military Personnel. Active duty members of a Military Service (including target and non-target tenants in privatized housing) who are commissioned officers, warrant officers, and enlisted personnel, including Coast Guard members. Activated ANG and AFR personnel are eligible for the duration of their tour.
Government-Ordered/Directed Move. In the context of JTR, Chapter 5, Section 5f, the word "order" means a government-funded move, which is also referred to as a government-directed move. The AF Assignment or Termination Memorandum for government-controlled housing, or Authorization for Government-Funded Move into or out of Privatized Housing, is the vehicle by which the move is authorized. These moves may be voluntary, but are always in the best interest of the government.
Voluntary Move. Move solely for the convenience of the member, and initiated and paid for by the member.
REFERENCES.
JTR, Chapter 5, paragraph 0519, Short Distance Local Moves. JTR, Chapter 5, paragraph 051904-C, Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action Against the Landlord. JTR, Chapter 5, paragraph 0518-B, Non-temporary Storage. JTR, Chapter 5, paragraph 050508, Partial Dislocation Allowance (PDLA). JTR, Appendix A, Definitions. U.S.C. Title 37, § 407(f), PDLA. JTR Website: http://www.defensetravel.dod.mil/

Attachment 13

FAMILY HOUSING UNIT PROGRAMMING SIZE STANDARDS

Figure A13.1. Family Housing Unit Programming Size Standards.

Pay Grade	Bedrooms	Improvement Minimum				Replacement/ New Construction Minimum				Replacement/ New Construction Programming Benchmark				Replacement/ New Construction Maximum				Detached Units Garages	Attached Units Garages
						Improvement Target				Improvement Maximum									
		NSF	NSM	GSF	GSM	NSF	NSM	GSF	GSM	NSF	NSM	GSF	GSM	NSF	NSM	GSF	GSM		
JENL (E-1 to E-3) JNCO (E-4 to E-6)	2	870	81	1,080	100	950	88	1,180	110	1,080	100	1,340	124	1,210	112	1,500	139	2 car	1-2 car
	2/M	980	91	1,220	113	1,070	99	1,330	124	1,180	110	1,480	137	1,300	121	1,630	151	2 car	1-2 car
	3	1,100	102	1,370	127	1,200	111	1,490	138	1,310	122	1,630	151	1,420	132	1,760	164	2 car	1-2 car
	4	1,230	114	1,530	142	1,350	125	1,670	155	1,570	146	1,950	181	1,790	166	2,220	206	2 car	1-2 car
	5	1,420	132	1,760	164	1,550	144	1,920	178	1,850	172	2,300	214	2,150	200	2,670	248	2 car	1-2 car
SNCO (E-7 to E-8) CGO (O-1 to O-3)	2	870	81	1,080	100	950	88	1,180	110	1,200	111	1,490	138	1,440	134	1,790	166	2 car	1-2 car
	2/M	1,050	98	1,300	121	1,150	107	1,420	132	1,350	125	1,670	155	1,540	143	1,920	178	2 car	1-2 car
	3	1,230	114	1,530	142	1,350	125	1,670	155	1,500	139	1,860	173	1,650	153	2,050	190	2 car	1-2 car
	4	1,330	124	1,650	153	1,450	135	1,800	167	1,730	161	2,150	200	2,020	188	2,500	232	2 car	1-2 car
	5	1,420	132	1,760	164	1,550	144	1,920	178	2,020	188	2,510	233	2,490	231	3,090	287	2 car	1-2 car
FGO (O-4 to O-5) E-9 Prestige	3	1,280	119	1,590	148	1,400	130	1,740	162	1,630	151	2,020	188	1,850	172	2,300	214	2 car	1-2 car
	4	1,420	132	1,760	164	1,550	144	1,920	178	1,860	173	2,310	215	2,180	203	2,700	251	2 car	1-2 car
ISNCO (E-9)	4	1,490	138	1,850	172	1,620	150	2,010	187	1,940	180	2,410	224	2,180	203	2,700	251	2 car	1-2 car
SO (O-6)	4	1,560	145	1,930	179	1,700	158	2,110	196	2,030	189	2,520	234	2,350	218	2,920	271	2 car	1-2 car
IC SO (O-6)	4	1,710	159	2,120	197	1,870	174	2,320	216	2,230	207	2,770	257	2,350	218	2,920	271	2 car	1-2 car
GO (O-7+)	4	1,920	178	2,380	221	2,100	195	2,600	242	2,690	250	3,330	309	3,270	304	4,060	377	2 car	1-2 car
SCP GO (O-7+)	4	2,110	196	2,620	243	2,310	215	2,860	266	2,960	275	3,660	340	3,270	304	4,060	377	2 car	1-2 car
		Improvement Range																	
						Replacement/New Construction Range													

NOTE: Detached homes are authorized two-car garages; attached homes are authorized one- or two-car garages, based on site and funding allowances
GROSS FLOOR AREA:
Standards
All interior spaces (finished and unfinished) within the exterior faces of exterior walls and center line of party walls (in multiplex units) of housing units with the following areas of exclusion:
• Carports and Garages
• Exterior bulk storage (detached from the conditioned space of the house)
• Exterior mechanical rooms (detached from the conditioned space of the house), sized only for mechanical equipment.
• Trash enclosures
• Porches, open or closed, which are not heated or cooled, but retain the basic characteristics of a porch
• Terraces, patios, decks, balconies and entrance stoops

NET FLOOR AREA:
Standards The space within the interior faces of exterior walls and party walls of living units, with the following exclusions:
• Carports and garages
• Exterior bulk storage (detached from the conditioned space of the house)
• Trash enclosures
• Porches, open or closed, which are not heated or cooled, but retain the basic characteristics of a porch
• Terraces, patios, decks, balconies and entrance stoops
• Utility rooms (laundry rooms)
• Interior bulk storage
• Washer and dryer space, if not located in separate utility or laundry room (not to exceed 30 square feet)
• Furnace or boiler equipment, domestic water heater, heat pump and solar equipment, if any, if not located in a separate utility room
• Stairways on each floor (including intermediate landings between floors)
• Stair landing at each floor level above the first floor (not to exceed 10 square feet per floor)
• Unfinished space under stairs
• Unfinished attic space
• Unfinished and finished basement space
• Common stairways, halls and entries in multi-family dwellings
• Areas required solely for installed solar energy systems, including collection and storage equipment and mass walls as well as interior spaces required by and designed specifically for passive solar energy systems
• Increase required to meet accessibility standards (not to exceed 75 square feet)
• Mechanical rooms and chases
• Fireplaces
IC - Installation Commander
GSF - Gross Square Feet
NSF - Net Square Feet
GSM - Gross Square Meters
NSF - Net Square Feet

Attachment 14

RESERVED.

A14.1. This attachment is Blank.

Attachment 15

ADDITIONAL SAMPLES, WORKSHEETS, INSTRUCTIONS AND REFERENCES

A15.1. Introduction. This attachment includes a complete listing of additional documents necessarily to manage and operate housing in compliance with AFI 32-6000, *Housing Management*. References numbered A15.1 through A15.19 and A15.23 are located on the AF/A4C Portal, Housing Program Group website (Policy & Standards) under the AFI 32-6000 tab. Because this site is within the AF Portal, users will be required to log in to access the policies at: **https://cs2.eis.af.mil/sites/10041/programgroups/housing/pages/policyandstandards.aspx**

Table A15.1. Referenced Samples/Worksheets/Instructions.

No.	Table/Form	Webpage
A15.1.	Instructions for Processing Housing Discrimination Complaints	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.1%20Instructions%20Processing%20Housing%20Discrimination%20Complaints.docx
A15.2.	Business Rules for Housing Early Assistance Tool (HEAT)	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.2%20Business%20Rules%20for%20HEAT.docx
A15.3.	Business Rules for the Housing On-line Military Enterprise System (HOMES.mil)	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.3%20Business%20Rules%20for%20HOMES.docx
A15.4.	Family Housing Resident Brochure Template	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.4%20Family%20Housing%20Resident%20Brochure%20Template.docx
A15.5.	Business Rules for the Enterprise Military Housing Family Housing Module (eMH FHM)	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.5%20Business%20Rules%20for%20FH%20Module.docx
A15.6.	Business Rules for the Enterprise Military Housing Inventory Change Request (ICR) Module	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.6%20Business%20Rules%20for%20ICR%20Module.docx
A15.7.	Business Rules for Enterprise Military Housing Inventory and Utilization Module (I&U)	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.7%20Business%20Rules%20IU%20Module.docx
A15.8.	Instructions for Tracking and Reporting Project Owner Costs	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.8%20Instructions%20Tracking%20Reporting%20PO%20Costs.docx
A15.9.	Workbook Sample Project Owner Cost	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.9%20%20Workbook%20Sample%20Project%20Owner%20Cost.xlsx

No.	Table/Form	Webpage
A15.10.	Business Rules – Enterprise Military Housing General & Flag Officer Module AF GOQ Cost Reporting	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.10%20Business%20Rules%20eMH%20General%20Flag%20Officer%20Module.docx
A15.11.	Business Rules for the Referral Component of the Enterprise Military Housing Family Housing Module (eMH FHM)	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.11%20Business%20Rules%20for%20Referral%20FH%20Module.docx
A15.12.	Methodology Estimating Reimbursement Police and Fire	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.12%20Methodology%20Estimating%20Reimbursement%20Police%20and%20Fire.docx
A15.13.	Sample Checklists and Instructions Unaccompanied Housing: • Unaccompanied Housing Cleaning Standards Checklist • Sample Change of Occupancy Maintenance Checklist • Sample Bay Orderly Checklist • Sample Unaccompanied Housing (UH) Room Condition Checklist	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.13%20Sample%20UH%20Checklists%20Instructions.docx
A15.14.	Unaccompanied Housing (UH) Resident Brochure Template	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.14%20Unaccompanied%20Housing%20Resident%20Brochure%20Template.docx
A15.15.	Business Rules for the Enterprise Military Housing Leasing Module	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.15%20Business%20Rules%20for%20Leasing%20Module.docx
A15.16.	Excess Furnishings Workbook Template	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.16%20Excess%20Furnishings%20Workbook%20Template.xlsx
A15.17.	Business Rules for the Enterprise Military Housing Furnishings Component with the FH and UH Modules	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.17%20Business%20Rules%20for%20Furnishings%20Module.docx
A15.18.	Overseas Furnishings and Quarters Availability Report Template and Standard Weight Table	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.18%20Overseas%20Furnishings%20and%20Quarters%20Availability%20Template.xlsx
A15.19.	Air Force Housing Support Facilities Guide, Furnishings Managements Warehouse, April 1994	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.19%20AF%20Housing%20Support%20Facilities%20Guide.pdf

No.	Table/Form	Webpage
A15.20.	Sample 1391 Forms	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.20%20Sample%201391%20Forms.docx
A15.21.	Air Force Unaccompanied Housing Design Guide	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/Air%20Force%20Unaccompanied%20Housing%20Design%20Guide.pdf
A15.22.	Air Force Family Housing Guide	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/Air%20Force%20Family%20Housing%20Guide%20(AFFHG).pdf
A15.23.	Business Rules for the Enterprise Military Housing Unaccompanied Housing Module	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.23%20Business%20Rules%20for%20UH%20Module.docx
A15.24.	Oversight Inspection Documents	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.24%20Oversight%20Inspection%20Documents.pdf
A15.25.	Enterprise Military Housing Information Management System Memorandum	https://cs2.eis.af.mil/sites/10041/ProgramGroups/Housing/Housing%20Policy%20and%20Standards/15.25%20Enterprise%20Military%20Housing%20Information%20Management%20System%20Memorandum.pdf