

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 32-6005  
9 OCTOBER 2008  
Civil Engineering**



**UNACCOMPANIED HOUSING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, and Department of Defense (DoD) 4165.63-M, *DoD Housing Management*. This instruction provides guidance, policy and procedures for managing unaccompanied housing (UH). It interfaces with 10 United States Code (U.S.C.), Section 2775, *Liability of Members Assigned to Military Housing*; Air Force Instruction (AFI) 32-6001, *Family Housing Management*; and AFI 32-6004, *Furnishings Management*. It prescribes policy for UH at Air Force installations. It explains adequacy standards for unaccompanied officer quarters (UOQ), unaccompanied noncommissioned officer quarters (UNCOQ) and dormitories, including basic military training and technical training student housing. It also explains assignment and management of UH personnel in UOQs, UNCOQs and dormitories. This instruction applies to major commands (MAJCOM) and installations, including the Air National Guard (ANG) in Title 10 U.S.C. § status and Air Force Reserve Command (AFRC) units. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 (AFI 33-332, Privacy Act Program). Authority to collect and maintain this information is in 10 U.S.C. § 8013. Systems of record notice, F032 AF CE F, Unaccompanied Personnel Quarters Assignment/Termination, applies. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*. Route the AF IMT 847 from the installation, through MAJCOM, to HQ USAF/A7CAH. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/>. If there is any conflict between statements in

this AFI and the Air Force Records Information Management System (AFRIMS) regarding retention of records, AFRIMS applies.

## **SUMMARY OF CHANGES:**

This document is substantially revised and must be completely reviewed. This revision implements CORONA South 2003 policy for housing Airmen, establishes the UH Management Section under the Housing Asset Management Flight and clarifies responsibilities for UH management (paragraphs 1.2 and 2.1); incorporates UH surplus policy (paragraphs 1.2 and 2.6); provides for UH Manager authorizations (paragraph 2.1); provides for dormitory councils (paragraph 2.11); managing UH when residents are deployed (paragraph 2.18); explains UH eligibility for civilian employees and clarifies LQA termination upon assignment (paragraph 4.1.2.2.1.); clarifies policy for housing males and females (paragraph 4.6); changes the time allowed for those with a pending marriage to terminate UH and be authorized Basic Allowance for Housing (BAH) (paragraph 5.1.3.6); incorporates new UH program element (PE) guidance; clarifies UH rental charges for civilian employees (paragraph 5.5); and clarifies budgeting and funding supplies (paragraph 5.14).

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## CHAPTER 1

### PHILOSOPHY AND RESPONSIBILITIES

#### **1.1. Philosophy:**

1.1.1. Leadership at all levels is accountable for the success of the Air Force Unaccompanied Housing Program. Emphasis on UH as a Quality of Life (QoL) issue and the impact on readiness and retention have driven new DoD standards and priorities. Air Force dormitories and how we manage them are critical to the development process of unaccompanied Airmen. The Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) are dedicated to providing a quality unaccompanied living environment that balances needs of Airmen with the needs of the Air Force. Our Air and Space Expeditionary Force requires trained warriors and leaders, and the first 3 years of an Airman's career are key years in shaping a future noncommissioned officer (NCO) corps.

1.1.2. Development and training extends into the private lives and living quarters of each Airman. The UH is an Airman's personal residence and should be modern, functional, well maintained and comfortable, as well as promote pride, professionalism and personal dignity.

#### **1.2. Responsibilities:**

**1.2.1. The Air Force Civil Engineer (HQ USAF/A7C).** HQ USAF/A7C establishes policy and staff oversight for UH management.

1.2.1.1. The Chief, Asset Management Division (HQ USAF/A7CA) develops policy and implements UH programs.

**1.2.2. Major Commands (MAJCOM), Direct Reporting Units (DRU) and Field Operating Agencies (FOA).** MAJCOMs, DRUs and FOAs implement Air Force policy to execute procedures and assist installations in determining UH assignments, and also:

1.2.2.1. Establish command policy for managing UH.

1.2.2.2. Develop requirements, prepares and manages budgets and supervises execution of programs IAW the Air Force Dormitory Master Plan (DMP).

1.2.2.3. Ensure Airmen receive BAH payments, as entitled.

1.2.2.4. Ensure utilization rates meet or exceed Air Force standards. Reviews, validates and submits quarterly metrics to AF/A7CA.

1.2.2.5. In concert with the Commander, identify and determine disposition of surplus UH. Ensure approvals are obtained and real property records adjusted.

1.2.2.6. Approve/disapprove housing constrained locations.

1.2.2.7. Approve/disapprove assignment priority associated with training mission requirements.

**1.2.3. Installation Commander (hereinafter referred to as the "Commander"):**

1.2.3.1. Manages UH programs and ensures base leadership involvement.

1.2.3.2. Determines local UH management policy.

1.2.3.3. Establishes a UH Management Section aligned under the Civil Engineer Squadron (CES), Housing Asset Management Flight.

1.2.3.4. Houses unaccompanied Airmen in grades E-1 through E-3 and E4 with less than 3 years of service (YOS) in UH.

1.2.3.5. Designates and reallocates quarters based on need and optimum utilization.

1.2.3.6. Maintains unit integrity.

1.2.3.7. Ensures assignment without regard to race, color, religion, national origin, or sex (except to provide privacy between members of the opposite sex).

1.2.3.8. Strives to maintain an optimum utilization rate of 95 percent for all priorities in dormitories, UOQ and UNCOQ, and a minimum utilization rate of 90 percent for Priority 1 and 2 personnel and designated UOQs and UNCOQs for Priority 3 and 4 personnel.

1.2.3.9. Authorizes Priority 1 and 2 personnel to relocate off base with BAH when the minimum utilization rate for Priority 1 and 2 personnel exceeds 90 percent. Approval authority may be delegated, in writing, to the Base Civil Engineer (BCE) or Housing Asset Manager.

1.2.3.10. Maintains a single base-wide BAH waiting list, if possible. When one base-wide list adversely affects unit integrity or causes undue hardship on Airmen (such as requiring frequent moves) maintain BAH waiting lists by dormitory or squadron to achieve unit integrity.

1.2.3.11. Determines members required to reside on base for reasons of military necessity, readiness or discipline. Approves/disapproves off-base residency (with allowances) requests as well as hardship and/or priority assignments to on-base quarters. Approval authority may be delegated, in writing, to the Mission Support Group commander or equivalent.

1.2.3.12. Provides Appropriated Funds (APF) to operate and maintain all UH facilities, to include manpower, furnishings, supplies, maintenance and repair (M&R) and change of occupancy maintenance (COM) requirements.

1.2.3.13. Ensures adequacy standards are met.

1.2.3.14. Establishes inspection criteria and ensures base leadership conducts dormitory inspections.

1.2.3.15. Establishes a program that ensures all levels of leadership accomplish morale visits with dormitory residents at least monthly.

1.2.3.16. Establishes Dormitory Councils.

1.2.3.17. Determines requirement for a Charge of Quarters (CQ) program. If a CQ program is adopted, establishes policies and procedures.

1.2.3.18. Establishes and chairs a Quarters Improvement Committee (QIC). Chairmanship may be delegated in writing to the vice commander.

1.2.3.19. Ensures a Quarters Improvement Plan (QIP) is developed, updated annually and approved by the QIC IAW AFI 32-6004.

1.2.3.20. Establishes cleaning standards for use by residents terminating occupancy of UH (Sample checklist, Attachment 3).

1.2.3.21. Encourages self-help programs to instill resident *pride of ownership*.

1.2.3.22. Provides and maintains UOQs and UNCOQs as part of UH inventory where required.

1.2.3.23. Implements surplus UH policy. In concert with MAJCOM, identify and determine disposition of surplus UH. For Outside the Continental United States (OCONUS) bases, commanders may permanently change the use of surplus dormitories considering UOQs and UNCOQs as options. For Continental United States (CONUS), the Commander may permanently change the use of surplus dormitories considering UNCOQs as an option. Ensure appropriate approvals are obtained and real property records updated.

1.2.3.24. Leases or contracts for UH facilities, as required.

**1.2.4. Installation Command Chief Master Sergeant (CCM):**

1.2.4.1. Serves as the senior enlisted advocate monitoring the status of UH management staff selection process.

1.2.4.2. Coordinates with commanders and first sergeants on health, safety and morale issues affecting dormitory residents.

1.2.4.3. Chairs the Installation Dormitory Council and briefs senior leadership on enlisted UH matters.

1.2.4.4. Serves as a voting member of the QIC.

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

1.2.5.1. Advocates and enforces good order and discipline in dormitory occupancy and activities.

1.2.5.2. Establishes a CQ program, when required by the Commander, assigns, supervises and provides training for Airmen serving CQ.

1.2.5.3. Establishes an inspection program and performs rooms and campus inspections.

1.2.5.4. Establishes a leadership visit program and performs morale visits to dormitory facilities IAW Commander established criteria.

1.2.5.5. Schedules and assigns bay orderlies for duty as required.

1.2.5.6. Endorses hardship assignments requests and forwards to the UH Management Section Chief for recommendation.

1.2.5.7. Serves on the QIC.

**1.2.6. Base Civil Engineer (BCE):**

1.2.6.1. Implements UH policies and procedures.

1.2.6.2. Identifies funding requirements for constructing, managing, maintaining and improving UH, furnishings and supplies.

1.2.6.3. Manages UH M&R requirements to include COM.

1.2.6.4. Serves as approval authority for self-help projects.

1.2.6.5. Serves on the QIC.

**1.2.7. Asset Management Flight - Housing Asset Manager:**

1.2.7.1. Serves as the base office of primary responsibility for this instruction and implements local policy and operating procedures for UH.

1.2.7.2. Manages UH Management Section.

1.2.7.3. Budgets and advocates for UH requirements to include M&R, furnishings and supplies, local drayage and storage, and service and equipment reconnection (cable TV, telephone and internet) requirements.

1.2.7.4. Prepares and plans for QIC and manages the QIP.

1.2.7.5. Advocates for UH facility and furnishings projects.

1.2.7.6. Conducts training for UH Managers IAW approved, established 9D000 Job Qualification Standards (JQS).

**1.2.8. Unaccompanied Housing (UH) Management Section (including UH Management Section Chief/UH Superintendent):**

- 1.2.8.1. Manages day-to-day operations of permanent party UH facilities to include dormitories, UNCOQs and UOQs. Determines eligibility, assigns and terminates and maintains waiting lists. Conducts initial, prefinal and final inspections (sample checklists and brochure at Attachments 3, 4, 5, 6 and 7).
- 1.2.8.2. Performs facility management for UH under their control (AFI 32-1001, *Operations Management*).
- 1.2.8.3. Ensures resident compliance with directives and military living standards.
- 1.2.8.4. Assesses good order and discipline and exercises general supervision over residents.
- 1.2.8.5. Mentors residents and assists them in their adjustment to military life, the development of military attitude and their enhancement of social skills.
- 1.2.8.6. Mediates resident disputes.
- 1.2.8.7. Closely interacts with and maintains liaison with first sergeants, commanders and wing CCMs.
- 1.2.8.8. Advises leadership on the dormitory recognition programs.
- 1.2.8.9. Manages occupancy, by room, in the Automated Civil Engineer System-Housing Management (ACES-HM) module.
- 1.2.8.10. Manages diverted rooms and temporary accommodations (administrative offices, storage space, hospitality rooms).
- 1.2.8.11. Accounts for furniture, appliances, recreation equipment and supplies for UH under their control. In order to maintain accountability, ensures residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an automated product.
- 1.2.8.12. Develops a UH Resident Brochure (sample at Attachment 7).
- 1.2.8.13. Identifies individual room and public area safety and health hazards to appropriate agencies.
- 1.2.8.14. Provides squadron commanders and/or first sergeants requirements for bay orderlies.
- 1.2.8.15. Arranges for UOQ/UNCOQ residents to receive housekeeping/custodial services, if desired.
- 1.2.8.16. Manages BAH waiting lists for unaccompanied personnel to live off base.
- 1.2.8.17. Maintains a list of personnel authorized to reside off base at their own expense without allowances.
- 1.2.8.18. Processes authorizations to stop and start BAH based on occupancy of government quarters.
- 1.2.8.19. Processes authorizations to stop and start BAH based on occupancy of government leased or contract quarters to include stop actions for partial rate BAH.
- 1.2.8.20. Establishes procedures to collect rental charges, when required.
- 1.2.8.21. Reviews hardship requests and makes approval or disapproval recommendation to the Housing Asset Manager.
- 1.2.8.22. Conducts quarterly verification, in partnership with the base Financial Services Officer (FSO), of members drawing single and partial rate BAH. In partnership with the Civilian Personnel Office (CPO), ensure APF civilians residing in UH who are authorized living quarters allowance (LQA) are forfeiting LQA.

- 1.2.8.23. Identifies budget requirements for and authorizes local drayage and storage of household goods (HHG) for eligible unaccompanied personnel assigned to or terminating from government quarters.
- 1.2.8.24. Identifies budget requirements for and authorizes service and equipment reconnection fees (e.g. cable TV, telephone and internet) when resident is directed to relocate for the convenience of the government.
- 1.2.8.25. Maintains and reports utilization data to MAJCOM. When there is less than 90 percent utilization, recommends corrective action to Housing Asset Manager.
- 1.2.8.26. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization.
- 1.2.8.27. Initiates a Report of Survey (ROS) for resident damages to UH.
- 1.2.8.28. Provides data to determine and support UH construction and renovation requirements to include inputs for the Air Force DMP.
- 1.2.8.29. Initiates facility projects to include renovation, self-help and furnishings for Housing Asset Manager approval and submission.
- 1.2.8.30. Verifies accuracy and requests changes in use to UH real property records.
- 1.2.8.31. Participates on QIC and ensures all required UH inputs are provided.
- 1.2.8.32. Serves as an advisor on various dormitory councils.
- 1.2.8.33. Conducts annual assessment of furniture and provides results to Housing Asset Manager (AFI 32-6004).
- 1.2.8.34. Identifies annual and 5-year UH furnishings requirements. Ensures all UH requirements are included in the QIP.
- 1.2.8.35. Identifies budget requirements for, purchases and controls UH supplies, including initial issue and replacement linens for permanent party and technical training dormitories. Makes available for individual resident use, government-provided supply items for all dormitories to include Dorms-4-Airmen facilities. Items should include toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items. Also, provide cleaning supplies to bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish. NOTE: UH supplies are budgeted and funded in the Unaccompanied Housing Operations (UHO) PE (XX679F). Do not use unit mission or training funds for this purpose except for student dormitories at Goodfellow, Keesler, Lackland, Maxwell, Vance, Columbus, Laughlin, Randolph and Sheppard.

#### **1.2.9. Unaccompanied Housing (UH) Resident:**

- 1.2.9.1. Acknowledges responsibilities and liability, in writing, at the time of assignment and termination. The condition of the room is validated at both assignment and pre-termination or final inspection (sample checklist at Attachment 6).
- 1.2.9.2. Performs housekeeping IAW installation standards. Identifies repair requirements to the UH Management Section in a timely manner to minimize damage to facility.
- 1.2.9.3. Accounts for personal conduct in government-controlled rooms, conserves utilities according to energy conservation programs, reports facility and furnishings maintenance needs, and follows fire, health, security and safety instructions.

1.2.9.4. Maintains bedding when washers and dryers are provided at no charge. Bedding includes sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc. Residents are provided two sets of sheets and pillowcases upon assignment. When bedding replacement is required, members return unserviceable items to the UH Management Section for replacement. The UH Managers may turn in unserviceable linen items to the appropriate base organization locally designated for disposal. Establish local criteria and procedures for the disposition of serviceable and unserviceable bedding upon a member's assignment termination.

## CHAPTER 2

### POLICY

**2.1. Unaccompanied Housing (UH) Management Concept.** Installation UH management is the responsibility of the UH Management Section aligned under the Asset Management Flight within the CES. UH management duties must be performed by highly motivated personnel dedicated to ensuring residents receive quality service.

2.1.1. UH Managers carry the reporting identifier (RI) 9D000 and assigned for a minimum of 2 years with the option to extend for 1 additional year.

2.1.2. Manpower authorizations are inherently governmental and earned based on an established manpower variance (currently one manager for a minimum of 50 rooms up to 145 rooms and one manager for every 145 rooms thereafter based on the long-range DMP requirements).

2.1.3. Manning will be primarily military to provide for mentoring and leadership responsibilities. At least one civilian authorization is appropriate for program continuity.

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

2.1.3.2. As a minimum, designate one civilian as a UH Manager (if not as the UH Management Section Chief).

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

2.1.4. UH Managers must receive required training to be proficient in the tasks identified in the Air Force JQS for Dormitory Managers within 90 days after being appointed as a UH Manager (reference JQS 9D000).

2.1.5. UH Managers will deploy in their primary Air Force Specialty Code (AFSC). No more than 50 percent of the managers will be deployed at one time.

2.1.6. Installations establish a UH Manager selection process. The Installation CCM monitors the status of UH Manager assignments to help provide program management stability, ensure assigned UH Managers receive the correct AFSC and assignment availability codes, and to program for replacements to ensure managers are in place when required. They participate in the UH Manager selection process.

**2.2. Unit Integrity.** Unit integrity is required in dormitories at all installations to promote esprit-de-corps, camaraderie and buddy care among squadron members. The Commander approves space allocation for individual squadrons based on rooms being located in the same dormitory facility, on the same wing or floor and grouped together. Where space is not available in a single dormitory for an individual squadron, group together additional required rooms in the nearest dormitory.

### **2.3. Space Allocation:**

2.3.1. The UH Management Section Chief monitors space allocation and recommends changes to the Housing Asset Manager. At minimum, a thorough assessment must be accomplished semiannually. The Commander approves space reallocation adjustments.

2.3.1.1. Reallocate existing inventory to maintain 90 percent utilization in each UH facility.

2.3.1.2. The Commander authorizes redistribution of required UH space based on a squadron population of Priority 1 and 2 unaccompanied personnel.

2.3.2. Eligible members are assigned to rooms identified for use by their squadron.

2.3.2.1. If a room is unavailable in the squadron allocated space for an arriving member, assign member to a hospitality room or another squadron space until a room becomes available.

2.3.2.2. Moves resulting from space reallocation or to apply unit integrity are considered government-directed. Members directed to relocate are authorized a government-funded move and reimbursed services reconnection fees.

#### **2.4. Utilization:**

2.4.1. The minimum Air Force standard for utilization of permanent party dormitory, UNCOQ and UOQ facilities for Priority 1 and 2 personnel is 90 percent. Optimum utilization is 95 percent for all priorities.

2.4.2. Do not authorize BAH for E1s through E3s and E4s with less than 3 YOS unless overall base-wide 90 percent utilization is maintained. Authorize BAH based on UH assignment priorities.

2.4.3. Dormitory facilities no longer needed to house Priority 1 and 2 personnel are considered surplus. Identify surplus dormitories and take action to remove facilities from the UH inventory IAW the base DMP (Paragraph 2.6).

2.4.3.1. If 90 percent utilization cannot be maintained in each dormitory, UNCOQ or UOQ for 2 consecutive quarters, the Commander must establish a get-well plan. An explanation regarding this circumstance must be submitted with the base quarterly UH metric along with the get-well plan and estimated completion date.

2.4.3.2. If 90 percent utilization cannot be maintained for four consecutive quarters (1 year), the Commander must reallocate the existing inventory to meet 90 percent utilization and remove surplus rooms from the inventory.

2.4.4. Utilization of pipeline (non-prior service members) facilities or rooms used to house pipeline students are not included in installation utilization rate for Priorities 1 and 2.

#### **2.5. Diversions:**

2.5.1. The total base-wide diversions cannot exceed two percent of the base inventory. Diversions included in the two percent threshold are:

2.5.1.1. Divert rooms anticipated to be unavailable for less than 90 days due to the accomplishment of minor repairs or COM. These diversions are included in the two percent diversion cap and in the utilization rate calculation.

2.5.1.2. 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. These diversions are included in the two percent diversion cap but excluded in the utilization rate calculation.

2.5.1.3. Divert rooms for use by pipeline students in facilities other than pipeline student dormitories. These diversions are excluded from the two percent diversion cap and the utilization rate calculated separately.

2.5.1.4. Divert rooms for major repairs or renovations (structural, plumbing, electrical repairs or renovation work such as bath fixtures, window and door replacement, or complete refurbishment). These diversions are excluded from the two percent diversion cap and excluded in the utilization rate calculation.

2.5.2. Report diverted rooms on the quarterly UH metric as appropriate. Conditions related to the diversion of rooms for more than 4 consecutive quarters should be assessed and consideration given to initiating action to surplus these facilities.

## **2.6. Change-In-Use of Surplus Unaccompanied Housing (UH):**

2.6.1. MAJCOMs approve permanent changes in use of surplus UH facilities, maintaining the integrity of the DMP (AFI 32-9002, *Use of Real Property Facilities*).

2.6.1.1. The Commander and MAJCOM civil engineer must take a proactive, coordinated approach to identify and determine the disposition of surplus dormitories to maintain sound dormitory investment strategies.

2.6.1.2. Consider the DMP, specifically the Area Development Plan, force protection (FP) concerns and building conditions, when determining surplus dormitory facilities.

2.6.2. Surplus dormitory facilities may be permanently converted to another function, leased for enhanced use or demolished.

2.6.2.1. In CONUS, surplus dormitory facilities (721-312) may be converted to UNCOQs (721-314) and offered to members in grades E4 with 3 YOS or higher on a space-available basis (Priority 3 and 4) if base anticipates that 90 percent occupancy rate can be maintained.

2.6.2.2. In OCONUS, surplus dormitory facilities may be converted to UNCOQs (721-314) or UOQs (724-415) and offered on a space available basis if base anticipates that 90 percent occupancy rate can be maintained.

2.6.2.3. If converted to UOQs or UNCOQs, use base operations and maintenance (O&M) funds to maintain and/or upgrade. Apply the *Air Force UH Design Guide* standards and management practices for facility upgrades.

2.6.3. 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, 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 and Reporting*, apply to managing disposition of surplus dormitories.

**2.7. Unaccompanied Housing (UH) Metric.** The UH metric is the Air Force tool for determining utilization of UH facilities, providing justification for space reallocation, authorizing BAH, managing change of occupancy timelines and supporting construction and renovation of assets. Installations and MAJCOMs accomplish reporting requirements IAW latest AF/A7CAH guidance.

2.7.1. The UH Management Section Chief maintains daily auditable occupancy records for all UH facilities, accomplishes the UH quarterly metric as of 31 Mar, 30 Jun, 30 Sep and 31 Dec each calendar year and forwards to the MAJCOM.

2.7.2. MAJCOM consolidates installation quarterly UH metrics and forwards to HQ USAF/A7CAH by 5 May, 5 Aug, 5 Nov and 5 Feb each calendar year.

**2.8. Tenant and Attached Unit Support.** The host base provides UH support to eligible tenant and attached unit personnel, when possible.

2.8.1. Require support agreements IAW AFI 25-201, *Support Agreements Requirements*, if a unit or element of one MAJCOM is located on or near an installation of another command. Require inter-service support agreements if units of another service are located on or near an Air Force installation.

2.8.2. Host base UH policy prevails where policy conflicts between tenant and host unit. The host base is the approving authority for tenant and attached unit UH BAH authorizations.

## **2.9. Training Facilities:**

**2.9.1. Recruit Housing and Training (RH&T).** Housing facilities to accommodate basic enlisted military training are located at Lackland AFB. These facilities are not administered by UH Managers.

**2.9.2. Non-Prior Service Student Housing (Pipeline).** UH facilities constructed to support initial skills training for pipeline students are located at Lackland, Sheppard, Goodfellow and Keesler. These facilities are not administered by UH Managers. Refer to AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, for guidance regarding these facilities.

**2.9.3. Officer Training School (OTS).** Housing facilities constructed to support OTS are located at Maxwell AFB. These facilities are not administered by UH Managers.

**2.9.4. Unaccompanied Officer Quarters (UOQs).** Housing facilities used to support officer training other than OTS are administered by the UH Managers using this AFI.

**2.9.5. Cadet Dormitories.** Housing facilities to accommodate United States Air Force Academy cadets are located at the Academy. These facilities are not administered by UH Managers.

**2.10. Leased and Contract Housing.** The Commander may lease or contract for UH facilities for Priority 1 and 2 personnel when adequate government-owned quarters are unavailable (IAW AFI 32-9001, *Acquisition of Real Property*).

2.10.1. Use leasing to fill a long-term and stable UH requirement and a contract arrangement to fill a short-term or fluctuating need.

2.10.2. Leased and contract UH is government-controlled housing and must meet the minimum adequacy standards.

2.10.3. Manage leased and contract UH according to this instruction.

2.10.4. Use O&M funds (XX679F) for lease and contract costs. Verify availability of O&M funds before entering into leases and contracts, and limit costs to basic rent, utilities and furnishings support unless otherwise approved by the MAJCOM.

2.10.5. Initiate appropriate actions to stop entitlements to BAH, including partial BAH, for personnel assigned to leased or contract UH when the cost to the government exceeds the member's BAH or Overseas Housing Allowance (OHA).

2.10.6. Do not lease or contract UH if:

2.10.6.1. There is less than 90 percent utilization by Priority 1 and 2 personnel of adequate on-base UH.

2.10.6.2. Priority 3 and 4 personnel occupy adequate on-base UH.

2.10.6.3. 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.

2.10.6.4. Adequate and affordable private community housing is available.

2.10.6.5. Competent authorities deem quarters unsafe through a climate assessment.

2.10.6.6. Excess Temporary Lodging Facilities (TLF) are available.

**2.11. Dormitory Councils.** The Commander establishes dormitory councils to ensure each dormitory resident has an opportunity to be responsible, accountable and involved in their living conditions.

2.11.1. The Airmen Dormitory Council is the forum by which residents of an individual dormitory address their concerns about their living environment with a panel of their peers, establish standards for all residents, present solutions for problem areas, establish positive recreational activities and identify facility and furnishings improvements. The goals of the council should include:

2.11.1.1. Developing a spirit of camaraderie and esprit-de-corps.

2.11.1.2. Improving QoL for residents.

2.11.1.3. Instilling a sense of home ownership to residents.

2.11.1.4. Enhancing the responsibility of residents.

2.11.1.5. Encouraging teamwork for the accomplishment of goals.

2.11.1.6. Resolving resident issues at the lowest level.

2.11.2. Installation Dormitory Council is the forum that serves as the communication link between the Airmen Dormitory Councils and wing leadership to promote and garner support for improving dormitory life for all residents. The goals of the council should include:

2.11.2.1. Improving QoL for all dormitory residents

2.11.2.2. Addressing concerns/issues associated with dormitory living environments.

2.11.2.3. Empowering dormitory residents to be responsible and accountable for occupancy standards and living conditions.

2.11.2.4. Gathering information and advising leadership about the “Health of Dormitory Life”.

2.11.2.5. Acquiring support from the Commander for initiatives proposed by the Airmen Dormitory Councils.

2.11.3. Membership for Airmen Dormitory Councils includes all residents of the dormitory. Advisors should include first sergeants, UH Managers and bay chiefs (if applicable).

2.11.4. Membership for the Installation Dormitory Council include the Installation CCM as the Chairperson, all Chairpersons or Vice-chairpersons of the individual Airmen Dormitory Councils, first sergeants, Housing Asset Manager, UH Management Section Chief and UH Managers.

**2.12. Charge of Quarters (CQ).** If the Commander determines that a CQ program is required, develop CQ procedures to provide for security, control building and room entry, escort official visitors and facilitate emergency response. Squadron commanders and first sergeants provide manning and oversight to support a CQ program.

**2.13. Dormitory Inspection Program.** The Commander establishes a base-wide dormitory inspection program focused on safety and health. Squadron Commanders (may be delegated to first sergeant) implement the inspection program to ensure the residents from their squadron comply with installation standards.

**2.14. Bay Orderly Program.** The bay orderly program is comprised of residents detailed by individual units to perform required duties that ensure cleanliness standards of UH campus common areas are maintained. Installations establish a bay orderly program based on local requirements. Squadron commanders or first sergeants schedule and assign bay orderlies for duty as required. The UH Management Section provides overall program management and supervises residents performing these functions. Attachment 5 provides a sample bay orderly checklist.

**2.15. Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP):** Refer to AFI 32-6004 for QIC and QIP policy.

**2.15.1. QIC.** The QIC is the installation primary forum for identifying facility and requirements for permanent party unaccompanied and transient personnel. The QIC reviews the annual UH inventory, use, requirements and standards. The QIC ensures that UH facility and furnishings requirements are maintained, renovated and replaced on a timely basis by following a QIP. The UH Management Section Chief participates on the QIC, ensure updates are included and advocates for specific UH facility and furnishings requirements.

**2.15.2. QIP.** The QIP is a 5-year facility and furnishings requirements plan that documents all elements of UH facility living environments to include standards for the facility, furnishings, interior design, decorative themes, privacy, recreation, leisure, convenience, storage, parking and security. The QIP, approved by the QIC, includes budget inputs for the current fiscal years and the next four fiscal years. The UH Management Section Chief identifies UH facility and furnishings requirements to the Furnishings Management Office (FMO) for inclusion in the annual QIP.

**2.16. Resident Liability.** Residents are liable for loss or damage to UH, equipment and furnishings caused by abuse or negligence of the residents or their guests and for failure to satisfactorily clean an assigned room upon termination (10 U.S.C. § 2775).

2.16.1. The UH Management Section Chief makes the initial determination whether or not the resident is responsible for the abuse or negligence, informs the resident of their liability and ensure the costs of damage are collected.

2.16.2. The UH Management Section Chief notifies the Housing Asset Manager of the need for an ROS when the member does not accept liability or the damage is valued at over \$500 (AFMAN 23-220, *Reports of Survey for Air Force Property*). The Housing Asset Manager requests the BCE initiate an ROS to determine liability. Financial liability is determined IAW 10 U.S.C. § 2775 and DoD 7000.14R Volume 2, Chapter 7.

2.16.2.1. Ensure member reimburses government for responsible costs sufficient to cover necessary repairs, replacements or cleaning. Authority to deduct charges from a military member's pay is in 10 U.S.C. § 2775. Salary offset for civilian employees is authorized in DoD 7000.14R Volume 8 (Civilian Pay). Notify member prior to taking reimbursement actions.

2.16.1.2. Credit the amount collected for loss or damage to UH facilities and furnishings to the installation O&M account for UH PE xx679.

**2.17. Automated Civil Engineer System (ACES).** ACES-HM is the Air Force Civil Engineer standard management software for managing family housing (FH) and UH.

2.17.1. ACES is one of the tools used to plan, advocate, program, design and execute UH requirements.

2.17.2. UH management is required to utilize the existing Air Force automation system to

perform daily operations. Installations may not fund or use other information systems when the functions exist in ACES.

2.17.2. Reporting and data extraction (mining) occur at every level of command and the assumption is that data in ACES-HM is accurate and reliable. It is critical that UH staffs at all locations use ACES-HM exclusively to record, manage, monitor and track the following:

2.17.2.1. UH resident data, waiting lists, assignments into and termination from UH facilities and diversions.

2.17.2.2. Inspection schedules and results for UH rooms.

2.17.2.3. Drayage and storage authorizations and obligations.

**2.18. Deployment.** Residents will retain room assignments during deployment. Develop local procedures to ensure rooms and personal property is inspected weekly for damages from local climatic conditions, insects and intrusion.

2.18.1. Members who will become eligible for BAH based on promotion during deployment may make arrangements in advance of their departure to terminate room assignment while deployed (paragraph 5.1.3.1.4).

**2.19. Pregnant Member.** Pregnant members at the 20<sup>th</sup> week of pregnancy, regardless of rank or marital status, may submit a squadron commander approved request to the UH Management Section Chief to relocate from UH to community housing. An earlier move may be requested if deemed necessary by medical authority. The Commander may direct the move of pregnant members from the 30<sup>th</sup> week of pregnancy until the date of birth. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.) paragraph 4.2 applies

2.19.1. Air Force FH policy allows a single pregnant member to apply for government FH 60 days prior to the expected delivery date. The member may not be assigned government FH until member is entitled to BAH at the with-dependent rate. If excess FH is available it may be temporarily diverted to UH (approval authority is MAJCOM) which allows the single pregnant member to occupy the unit 60 days prior to the anticipated delivery date (AFI 32-6001, paragraph. 3.1.4). Ensure FH funds are used for all costs associated with the temporary diversion to UH. Before assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member.

2.19.2. Temporarily diverted FH to UH for occupancy by a single pregnant member must be converted back to FH upon the live birth of the child and the establishment of BAH at the with-dependent rate.

**2.20. Social Visits.** The Commander establishes local policy regarding social visits. At minimum, guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400 – 0600 hours. Cohabitation is not authorized.

**2.21. Smoking.** Smoking is permitted in UH rooms but prohibited in common areas.

2.21.1. The Commander may designate the entire UH facility as nonsmoking, if necessary, to eliminate second-hand smoke exposure. If UH facilities are designated as nonsmoking, commanders make provisions for smokers through a segregated area with separate ventilation.

2.21.2. Reference AFI 40-102, *Tobacco Use in the Air Force*, and seek assistance from base environmental health technicians if air quality measurement is required.

## CHAPTER 3

### UNACCOMPANIED HOUSING (UH) ADEQUACY STANDARDS

**3.1. Unaccompanied Housing (UH) Standards Philosophy.** UH provides the space, privacy and furnishings required for comfortable living. Adequacy standards apply to government-owned or government-controlled UH unless otherwise specified by contract or lease between the Air Force and a private contractor. Use Tables 3.1, 3.2 and 3.3 to determine whether UH is adequate to involuntarily assign personnel to on-base UH. When the Commander determines existing on-base UH is not adequate, permanent party members may reside off base with allowances.

3.1.1. UH standards are established to support the mission and maintain QoL for unaccompanied residents. No authority is provided to exceed Air Force standards included in this chapter.

3.1.1.1. Commanders must ensure all residents are assigned a single private sleeping/living room before divesting or changing the use of UH facilities.

3.1.1.2. Do not establish local criteria that would result in increased BAH, OHA or O&M expenditures.

3.1.1.3. Maintaining surplus inventory to assign Airmen to multiple private sleeping/living rooms is not authorized.

3. 1.2. Tables 3.1 and 3.2 establish Air Force adequacy standards for existing UH inventory constructed or converted in FY95 and earlier (2+2 construction standard) and for inventory constructed or converted between FY96 and FY02 (1+1 construction standard). Dormitories constructed or renovated in FY03 and beyond must be constructed to the Dorms-4-Airmen standard (Table 3.3).

**Table 3.1 Adequacy Standards – FY95 and Earlier**

<b>UH FACILITIES PROGRAMMED/FUNDED IN FY95 OR EARLIER (PER PERSON)</b>		
<b>Grade</b>	<b>Space Required</b>	<b>Space Available</b>
0-3 thru 0-10, W-3 thru W-5, GS-10 and above	400 sq ft net living area <sup>1</sup> , private sleeping, living and bath; semi-private kitchen	Same as space required
0-1, 0-2, W-1, W-2, GS-9 and below	250 sq ft net living area <sup>1</sup> , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required
E-7 thru E-9	270 sq ft net living area <sup>2</sup> , private combination sleeping/living room and bath	135 sq ft net living area <sup>3</sup> , private combination sleeping /living room, bath shared with not more than one other person
E-4 with 3 YOS or more thru E6	135 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>
Permanent Party E-1-E-3 and E-4 with less than 3 YOS	90 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>
Technical Training (Pipeline) Student	90 sq ft net living area <sup>2</sup> , not more than two persons to a sleeping/living room, central bath	N/A
Basic Military Trainee (BMT)	72 sq ft net living area, open bay, central bath	N/A

<sup>1</sup>The net living area of a UOQ private room or suite is measured from the inside face of the room walls and includes enclosed, unshared spaces and partitions.

<sup>2</sup>Net living area is defined in the current UH Design Guide, page 15.

<sup>3</sup>Priority 3 and Priority 4 personnel are limited to one private room per person.

**Table 3.2 Adequacy Standards – FY96 to FY02**

<b>UH FACILITIES PROGRAMMED/FUNDED FY96 - FY02M (PER PERSON)</b>		
<b>Grade</b>	<b>Space Required</b>	<b>Space Available</b>
0-3 thru 0-10, W-3 thru W-5, GS-10 and above	460 sq ft net living area <sup>1</sup> ; private sleeping, living and bath; semi-private kitchen	Same as space required
0-1, 0-2, W-1, W-2, GS-9 and below	330 square feet net living area <sup>1</sup> , private combination sleeping/living room and bath; access to kitchen within the same facility	Same as space required
E-7 thru E-9	236 sq ft net living area <sup>2</sup> , private combination sleeping/living room and bath	118 sq ft net living area <sup>3</sup> , private combination sleeping /living room, bath shared with not more than one other person
E-4 with 3 YOS or more thru E-6	118 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person.	Same as space required <sup>3</sup>
Permanent Party E-1-E-3 and E-4 with less than 3 YOS	118 sq ft net living area <sup>2</sup> , private combination sleeping/living room, bath shared with not more than one other person	Same as space required <sup>3</sup>
Technical Training (Pipeline) Student	90 sq ft net living area <sup>2</sup> , not more than two persons to a sleeping/living room; bath shared with not more than one other person.	N/A
Basic Military Trainee (BMT)	72 sq ft net living area, open bay, central bath <sup>4</sup>	N/A

<sup>1</sup>For a UOQ, net living area is measured from the inside face of the suite's peripheral walls and includes all space including private bathroom, thereby enclosed.

<sup>2</sup>Net living area is defined in the current UH Design Guide, page 15.

<sup>3</sup>Priority 3 and Priority 4 personnel are limited to one private room per person

<sup>4</sup>Open bay, maximum of 60 persons; the net area for a basic trainee is one equal share of the open bay room measured to the inside of the peripheral walls.

**Table 3.3 Adequacy Standards – FY03 and Later**

<b>UH FACILITIES PROGRAMMED/FUNDED IN FY03 AND LATER (PER PERSON)</b>		
<b>Grade</b>	<b>Space Required</b>	<b>Space Available</b>
O4 thru O10	460 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
O1 thru O-3	330 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
E-7 thru E-9	236 sq ft net living area, private bedroom, living, bath and kitchen <sup>1</sup>	Same as space required
E-4 with 3 YOS or more thru E-6	129 sq ft net living area, private combination sleeping/living area and private bath; shared common area that includes a kitchen, social space, laundry and utility space <sup>2</sup>	Same as space required
Permanent Party E-1 thru E-4 with less than 3 YOS	129 sq ft net living area, private combination sleeping/living area and private bath; shared common area that includes a kitchen, social space, laundry and utility space <sup>2</sup>	Same as space required
Technical Training (Pipeline) Student	98 sq ft net living area, not more than 2 persons per sleeping/living room, bath shared with not more than one other person <sup>3</sup>	N/A
E-1 Basic Trainee	72 sq ft net sleeping/living area; open bay, central bath <sup>4</sup>	N/A

<sup>1</sup>One person per module

<sup>2</sup>Dorms-4-Airmen standard as a 4-person module with private living/bedroom and private bath and a shared common area with a kitchen, social space, laundry and utility space

<sup>3</sup>Pipeline Student standard as a 196 sq ft room with 2 persons sharing living/bedroom/bath space

<sup>4</sup>Open bay, maximum of 50 persons; the net area for a trainee is one equal share of the open bay room measured to the inside of the peripheral walls

**3.2. Adequacy Standards for Constrained Housing Locations.** In areas where the installation Housing Requirements and Market Analysis (HRMA) justifies a deficit of adequate and affordable off-base housing for any portion of unaccompanied E-4 with over 3 YOS through E-9 personnel and officers, the MAJCOM/CC may designate the affected grades of unaccompanied

personnel as Priority 2, space required. Installations should program to build UH for the affected grades as outlined in their base DMP. At these installations, grades affected in the HRMA will be housed on base at the appropriate standard provided in Table 3.1, Table 3.2 or Table 3.3.

**3.3. Exceptions to Adequacy Standards.** The Commander may reduce adequacy standards for a period not to exceed (NTE) 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, the MAJCOM Civil Engineer is the approval authority and must provide written approval to the installation before standards are reduced. MAJCOMs notify HQ USAF/A7CAH in writing of the approval and include the basis for reducing standards, the estimated get-well date and plan of action to correct. At AETC Technical Training Centers the Commander may approve the waiver for a period NTE 120 days. Periods beyond 120 consecutive days require MAJCOM CE approval.

3.3.1. For AETC student training dormitories, the Commander may reduce adequacy standards for a period NTE 30 days for reasons of military necessity or to satisfy mission needs. For periods exceeding 30 days, NAF/CC must provide written approval to the base before standards are reduced. Send notification to HQ USAF/A7CA and HQ AETC/A7C and include the basis for reducing the standards, the corrective action plan and estimated get-well date.

**3.4. 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.

**3.5. Unaccompanied Housing (UH) Programming Criteria.** To ensure MAJCOMs and bases appropriately plan, program and budget for UH requirements, the Air Force uses a master planning process. The plan quantifies projected UH requirements, captures facility data, identifies deficits and requirements for replacement and provides recommendations and cost estimates for each installation UH program. For current dormitory programming information, see the latest Air Force DMP and AFH 32-1084, *Facility Requirements*.

**3.6. Unaccompanied Housing (UH) Design Guidance.** For UH design guidance, refer to the *Air Force Unaccompanied Housing Design Guide*.

## CHAPTER 4 ELIGIBILITY, ASSIGNMENT AND TERMINATION

**4.1. Eligibility.** The following categories of personnel are eligible for assignment to UH:

**4.1.1. Military Members.** Permanent party unaccompanied personnel who are on active duty.

4.1.1.1. 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. These members must reside off base or in lodging.

4.1.1.2. Members who are on temporary duty (TDY) and authorized per diem are not authorized to reside in UH facilities.

**4.1.2. Civilian Personnel.** Civilian personnel (defined in Attachment 1, Terms) are expected to rely on the civilian community for housing. Commanders may provide housing to eligible civilians as follows:

4.1.2.1. In CONUS (Alaska and Hawaii), civilians are only eligible for UH if required to live on base for reasons of military necessity, as determined by the Commander.

4.1.2.1.1. Positions should be identified in the base supplement to AFI 32-6001.

4.1.2.1.2. Members are required to pay fair market rental rate (paragraph 5.5.).

4.1.2.2. Civilians may be provided UH in OCONUS and non-foreign OCONUS (other than Alaska and Hawaii), when appropriate and adequate housing, support services and facilities do not exist, are not readily available in the local community or may not be used without restrictions (DoD 1400.6-D, DoD Civilian Employees in Overseas Areas) or when housing is excess to the needs of military personnel assigned or attached to the installation or adjacent installation (5 U.S.C. § 5911).

4.1.2.2.1. Eligible civilians authorized LQA funded with APF, who are offered and accept UH, are not authorized to continue to receive LQA. The UH Manager provides formal notification to the servicing CPO and/or tenant agency when a civilian employee is assigned to UH so LQA can be terminated. No further charges are required by the civilian employee or their agency.

4.1.2.2.2. Eligible civilians not authorized LQA funded with APF, who are offered and accept UH, must pay a monthly rental charge based on the established LQA rate of the equivalent grade. This rental charge is a reimbursement to the UH O&M account (see AFI 65-601, Section 10K).

4.1.2.2.3. Eligibility for housing is limited to 5 years occupancy at any location, except for key and essential (K&E) civilians. When there is a waiting list, issue 60-day mandatory termination notices to those who have occupied UH for 5 years or longer. When local community housing is adequate or sufficient to house civilians, at the Commander's discretion, issue termination notices to civilians who have occupied UH for 5 years or longer.

**4.1.3. US Coast Guard, US Public Health Service and National Oceanic and Atmospheric Administration.** Unaccompanied personnel from these agencies may be assigned UH using priorities determined by the Commander. Normally, full-time unaccompanied personnel are assigned on the same basis as military members. Personnel are charged a rental rate equal to BAH of their equivalent grade (paragraph 5.5).

**4.1.4. Contractor Employees and Technical Representatives.** Unaccompanied personnel are not authorized to apply for or be assigned UH unless designated K&E. Exceptions are approved by MAJCOMs. Personnel in OCONUS are charged a rental rate equivalent to the civilian LQA rate unless otherwise stated in the contract with the government. In CONUS, personnel are charged a fair market rental rate (paragraph 5.5).

**4.1.5. US Government, non-DoD personnel in foreign areas and US Territories and Trusts.** Unaccompanied personnel are eligible for UH on a space-available basis or as stated in host country agreements. Personnel are charged a rental rate equivalent to the civilian LQA rate (paragraph 5.5).

**4.1.6. American Red Cross (ARC) Personnel.** An unaccompanied ARC Regional Manager, Senior Station Manager, Station Manager and Assistant Manager may be assigned UH as follows:

4.1.6.1. In CONUS and non-foreign OCONUS, ARC personnel are housed on the same basis as DoD civilians and pay a fair market rental rate (paragraph 5.5).

4.1.6.2. In OCONUS, ARC personnel listed in Table 5.1 of AFI 32-6001 may be assigned UH without charge. All other ARC personnel are eligible on a space available basis and charged a rental rate equivalent to the civilian LQA rate (paragraph 5.5.)

**4.1.7. AFRC and ANG Personnel.** Unaccompanied personnel (all grades) on active duty for training (school and annual tours) and for reasons other than training (man-days, activation, mobilization), as determined by the Commander at the permanent duty station (PDS). NOTE: The PDS for members of AFRC and ANG components ordered to active duty for training is the training location to which each member travels. The PDS for members ordered to active duty, other than for training, is their monthly drill or training station. The PDS for AFRC members who have no monthly drill or training station, i.e., individual ready reserve, some individual mobilization augmentees, standby reservists, is the place from which they were called or ordered to active duty.

**4.1.8. Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee and Security Assistance Trainee).** Unaccompanied members are eligible for UH on a space-available basis, or as stated in official agreements. Personnel are not required to pay a rental charge (paragraph 5.5).

**4.1.9. Foreign Exchange Personnel.** Unaccompanied members are eligible for UH on the same basis as US military personnel. Personnel must pay rent equal to BAH of their equivalent grade (paragraph 5.5).

**4.1.10. Foreign Liaison Personnel.** Unaccompanied members are eligible for UH on a space-available basis. Personnel must pay rent equal to BAH of their equivalent grade or as specified in the current agreement between the United States Government and the Foreign Government (paragraph 5.5).

**4.1.11. Non-US Citizen Personnel.** Unaccompanied members are eligible for UH on a space available basis. Personnel must pay rent equal to BAH of their equivalent grade, equal to the civilian LQA or as specified in the current agreement between the United States Government and the Foreign Government (paragraph 5.5).

**4.2. Assignment Priorities.** Assign unaccompanied personnel to UH according to the following priorities.

**4.2.1. Priority 1, Space Required.** Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include FP), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bonafide hardship as determined by the Commander (para 1.2.2.7).

4.2.1.1. Pipeline students who are not authorized per diem or BAH are considered Priority 1.

4.2.1.2. E4 personnel who attain over 3 YOS and have less than 6 months remaining on station due to permanent change of station (PCS) or separation, convert from Priority 2 to Priority 1 and are not authorized to relocate off base with BAH.

4.2.1.3. K&E positions must be listed in the base supplement to AFI 32-6001.

4.2.1.4. For hardship assignments, members initiate and submit a request with squadron commander endorsement to the UH Management Section Chief who processes the request to Housing Asset Manager with a recommendation. The Commander is authority for approval or disapproval and may delegate this authority no lower than the Mission Support Group Commander, or equivalent.

4.2.1.5. Priority 1 personnel must be revalidated annually.

**4.2.2. Priority 2, Space Required.** Beginning with the most junior member, Priority 2 includes:

4.2.2.1. Personnel in grades E-1 through E-3 and E-4 with less than 3 YOS.

4.2.2.2. All enlisted and officers assigned a location that has been approved as a housing constrained location for their specific grade.

4.2.2.3. Involuntarily separated enlisted and officer personnel assigned to dependent-restricted areas.

4.2.2.4. Unaccompanied personnel in CONUS and non-foreign OCONUS with no entitlement to family member travel and HHG transportation.

4.2.2.5. Unaccompanied personnel assigned to CONUS and non-foreign OCONUS isolated locations identified in AFI 36-2110, *Assignments*.

4.2.2.6. Military members married to another military member (MIL-to-MIL) in grades E1 through E3 and E4 with less than 3 YOS when geographically separated and not accompanied by family members.

4.2.2.7. Personnel receiving BAH differential (BAH-DIFF).

**4.2.3. Priority 3, Space Available.** Beginning with the most junior member, Priority 3 includes:

4.2.3.1. Unmarried personnel in grades E-4 with 3 or more YOS through E-9.

4.2.3.2. Unmarried officers in OCONUS locations with established UOQs.

**4.2.4. Priority 4, Space Available.** Beginning with the most junior member, Priority 4 includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents:

4.2.4.1. Unaccompanied personnel in grades E-1 to E-9.

4.2.4.2. Unaccompanied officers in OCONUS locations with established UOQs.

**4.3. Assignment Priorities in Constrained Housing Locations.** When the HRMA reflects a deficit of adequate, affordable and safe off-base housing to support unaccompanied members in grades E-4 with 3 or more YOS through E-9 and officers at any location, the MAJCOM commander designates the affected grades of unaccompanied personnel as Priority 2, space required.

**4.4. Waiting List.** The UH Management Section manages waiting lists for assignment to and termination from UH.

4.4.1. Priority 1 members must have written approval from the Commander to relocate off base.

4.4.2. Priority 2 waiting list for BAH. Maintain a base-wide BAH waiting list of Priority 2 members desiring to relocate off base with BAH. Ensure local procedures require squadron commander and/or first sergeant approval prior to member notification of selection and authorizing BAH.

4.4.1. Priority 2 waiting list for assignment to UH. Maintain a list of members waiting assignment to UH due to insufficient UH space in grades E1-E3 and E4s with less than 3 YOS and others in approved constrained housing locations in the grades of E4s with 3 YOS through E9 and officers.

4.4.2. Priority 3 and 4 waiting list for assignment to UH. Maintain a list of Priority 3 and 4 members requesting assignment to UH on a space available basis.

**4.5. Temporary Accommodations:**

4.5.1. Provide a hospitality room as temporary accommodations for unaccompanied eligible personnel arriving and departing during non-duty hours. Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.1.1. UH Manager notifies first sergeant or squadron commander 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. Members eligible for UH and occupying lodging facilities pay the daily lodging fee.

4.5.2. Installations may elect to use UH rooms to provide space for temporary accommodations for personnel involved in extraordinary situations (such as domestic altercations). Keep the number of rooms used for this purpose to an absolute minimum (minimum adequacy standards do not apply) and limit a member's stay to no more than a total of 72 hours. Give special consideration to location within the dormitory campus for rooms designated for this purpose and furnish with only essential furniture (i.e. bed, chest). Include designated rooms in the total rooms authorized for diversion but do not assign the member to the room.

4.5.2.1. The UH Management Section Chief is responsible for the management of these rooms.

**4.6. Assignment Criteria and Procedures.** The Air Force assignment standard is one private room for each permanent party Airman (E1 through E4 with less than 3 YOS). Exception: See paragraph 3.3 for waiver authorities.

4.6.1. Assignment Criteria:

4.6.1.1. UH Manager assigns member to a private room, including UOQs and UNCOQs, as soon as possible after an eligible member arrives on the installation.

4.6.1.2. Assign members to appropriate UH allocated for their squadron to ensure unit integrity.

4.6.1.3. Authorize BAH to inbound Priority 2 members within 60 days of having 3 YOS so they may obtain off-base housing immediately upon arrival on station.

4.6.1.4. E4s residing in dormitories reaching 3 YOS may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis without BAH (Exception: E4s 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.

4.6.1.5. Priority 3 and 4 members relocating from off base into UH on a space-available basis, are not authorized a government-paid move. Lower grade members have precedence for space available assignment.

4.6.2. Assignment Considerations. When determining room assignments UH Managers must consider the following issues:

4.6.2.1. Males and Females. Males and females may be assigned in the same facility, but must be housed in separate modules. A module is either a Dorms-4-Airmen four-room suite, or the two-room/one bathroom suite in the 1+1 and 2+2 dorms.

4.6.2.2. Smokers and Non-smokers. Attempt to assign smokers with smokers and nonsmokers with nonsmokers considering UH room and module configurations. 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.

4.6.3. Assignment Procedures. UH Managers process assignment actions, including UOQs and UNCOQs. UH Managers must:

4.6.3.1. Make assignments in writing using ACES-generated Unaccompanied Quarters Assignment-Termination Record (attachment 2). Ensure Priority 3 and 4 personnel acknowledge, in writing, that:

4.6.3.1.1. They are occupying UH on a space-available basis and may be required to terminate quarters with 30 days notice.

4.6.3.1.2. Moves into and out of UH, including local drayage, nontemporary storage (NTS) of personal property and service reconnections (cable TV, telephone and internet) are at their own expense. Exception: Government-funded moves are authorized when space-available members are directed to move from an assigned on-base dormitory room to another on-base dormitory room for the convenience of the government for reasons such as major repairs, renovations and demolitions.

4.6.3.2. Accomplish AF IMT 594, *Application and Authorization to Start, Stop or Change Basic Allowance For Housing (BAH) or Dependency Redetermination* for every UH assignment to include E1-E3 and E4 with less than 3 YOS personnel.

4.6.3.3. Perform an initial inspection of the UH facility and room with the resident. Ensure discrepancies are annotated in writing and acknowledged by the resident and the UH Manager (see sample checklist at Attachment 6).

4.6.3.4. Provide a Resident Brochure identifying applicable Air Force, MAJCOM and local base standards (see sample Resident Brochure at Attachment 7).

4.6.3.5. Issue and provide local cleaning policy for linens including bedspreads, draperies, sheets, blankets, etc.

4.6.3.6. Perform an inventory and assessment of furnishings. Use AF Form 228 to issue and identify condition of room furnishings.

4.6.3.7. Use locally developed checklists to ensure residents acknowledge receipt of the Resident Brochure, linens, condition of room and any other locally required information.

4.6.3.7.1. Ensure members acknowledge in writing that they are required to reside in the assigned room provided unless otherwise approved by the first sergeant or commander.

4.6.3.8. Maintain all UH records to include those related to determinations made by the Commander.

**4.7. Involuntary Assignments.** Involuntary assignments to UH are made when:

4.7.1. Required for reasons of military necessity, readiness or discipline. This applies to all personnel and to adequate and inadequate quarters.

4.7.2. Occupancy of adequate UH by Priority 1 and 2 personnel is below 90 percent utilization.

4.7.2.1. Involuntary assignments in CONUS and OCONUS apply to all Priority 1 and 2 personnel and those grade groups identified in constrained location approval. Make assignments beginning with the most junior member.

4.7.2.2. Provide members 30 days advance written notice of an involuntary assignment.

4.7.3. Make every effort to fill UH vacancies with newly arrived personnel. If projected unaccompanied personnel gains will not increase the utilization rate to 90 percent within 120 days, the Commander must recall Priority 1 and 2 personnel previously authorized to live off base and receive BAH. Moves are at government expense.

4.7.4. Unless required for military necessity, readiness or discipline, do not involuntarily assign personnel in grades E-1 to E-3 and E-4s with less than 3 YOS, under the following conditions:

4.7.4.1. Member has official notification to depart the installation PCS.

4.7.4.2. After the death of a sole family member.

4.7.4.3. A military married to military couple resides off base. One spouse is reassigned to another base and one remains at the original location.

4.7.4.4. The Commander determines that a member will experience a hardship. (For example, member made permanent off-base housing arrangement; requires the sale of a home; or requires financial penalties resulting from the terms of existing lease.)

4.7.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity or FP. If the civilian employee refuses permanent, adequate, available on-base housing in foreign countries and US overseas areas (DoD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM), Chapter 592, Overseas Allowances and Differentials), LQA is not authorized for off-base housing.

**4.8. Termination Criteria and Procedures.** UH Managers process termination actions for all UH to include UOQs and UNCOQs. UH Managers must:

4.8.1. Terminate UH assignments in writing when:

4.8.1.1. A member departs PCS or ends active military service or civilian employment.

4.8.1.2. A member becomes eligible for BAH (both with and without dependent rate) and authorized by proper authority to reside off base.

4.8.1.2.1. An E4 residing in a dormitory reaches 3 YOS regardless of the utilization rate (unless they have less than 6 months remaining on station). The UH Manager, in coordination with commanders/first sergeants, validates rank and time in service for E4s before processing BAH.

4.8.1.2.2. Space is required for a member in a higher priority (over 90 percent utilization).

Terminate housing in reverse order of priority (Priority 4 first).

4.8.1.3. A member who voluntarily occupies UH (space available) requests termination.

4.8.1.4. When 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 34-244, *Disposition of Personal Property*, for protection of personal property. Direct a move for members who are on extended confinement or absent without leave (AWOL).

4.8.1.5. To provide needed space for Priority 1 and 2 personnel. Use the following guidelines:

4.8.1.5.1. Terminate Priority 4 and then Priority 3 personnel, senior member first.

4.8.1.5.2. Authorize BAH to Priority 2 personnel (all grades) on the BAH waiting list, senior member first, when utilization of total space required (Priority 1 and 2) personnel exceeds 90 percent.

4.8.2. Termination of assigned dormitory room is accomplished in two phases:

4.8.2.1. Prefinal Inspection. UH Manager conducts the prefinal inspection in advance (generally 30 to 45 days) of member vacating UH.

4.8.2.1.1. Provide residents written cleaning standards used for final inspection (see sample cleaning standards at Attachment 3 which may be adjusted to meet local base needs).

4.8.2.1.2. Assess condition of assigned rooms/shared common space and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. Provide members detailed written information regarding financial liabilities and include alternatives for restitution and/or repair as soon as possible to ensure requirements are accomplished before final inspection.

4.8.2.1.3. Identify COM requirements (see Attachment 4, Sample COM checklist).

4.8.2.2. Final Inspection. Ensure resident meets cleaning standards established by the Commander and the room is cleared of personal property. Allow resident to correct minor items during the final inspection. If the unit fails inspection, schedule a reinspection at the earliest mutually acceptable time to minimize delay of resident departure.

4.8.2.2.1. After a successful final inspection, the UH Manager initiates and issues ACES-generated Unaccompanied Quarters Assignment-Termination Record certifying termination.

4.8.2.2.2. UH Manager prepares AF IMT 594 and processes as required.

4.8.2.2.3. If member is relocating off base, BAH is not authorized until a successful final inspection is completed.

4.8.3. Change of Occupancy Maintenance (COM). During the prefinal inspection, the UH Manager identifies maintenance required to make the unit ready for the next resident (see sample COM checklist at Attachment 4 which may be adjusted to meet local base needs). Identify items for repair or replacement on AF Form 1219, *BCE Multi-Craft Job Order*, and forward to CE customer service or contractor for action (or use locally established forms and procedures).

## CHAPTER 5

### FINANCIAL MATTERS

**5.1. Basic Allowance for Housing (BAH).** An unaccompanied member's entitlement to BAH may be affected by assignment to UH [Joint Federal Travel Regulation (JFTR) Chapter 10, U103064].

5.1.1. Unaccompanied personnel assigned to UH are authorized partial BAH. Partial BAH is not authorized when members occupy leased or contract quarters which cost more than BAH, plus OHA. The FSO automatically starts partial BAH for unaccompanied members not authorized without-dependent BAH.

5.1.2. Unaccompanied personnel are authorized to live off base and receive single rate BAH when dormitory, UNCOQ and UOQ utilization of Priority 1 and 2 personnel exceeds 90 percent. Members, with approval by the first sergeant or squadron commander, are eligible to apply for the BAH waiting list.

5.1.2.1. Personnel who voluntarily live off base without BAH are not automatically the most eligible and must compete with other members on the BAH waiting list to receive BAH.

5.1.2.2. The UH Management Section maintains a single BAH waiting list system by seniority. The waiting list system must ensure equitable allocation of dormitory space among squadrons and minimize frequent dormitory resident moves. The UH Management Section Chief should monitor individual dormitory utilization rates, advise asset manager when individual facilities are causing the base-wide dormitory utilization rate to fall below 90 percent and recommend space reallocation or change in use.

5.1.2.2.1. Single base-wide BAH waiting list. When a single base-wide BAH waiting list adversely impacts unit integrity or causes hardship to unaccompanied Airmen by forcing frequent moves among dorms, the Commander may authorize BAH waiting lists by individual facility (dormitory) or unit.

5.1.2.2.2. Facility (dormitory) or unit BAH waiting list. If the base-wide utilization rate is greater than 90 percent and the dormitory rate of a specific dorm is below 90 percent utilization, do not issue BAH until that dormitory rate exceeds 90 percent.

5.1.3. There are conditions when unaccompanied personnel are authorized to live off base with allowances, regardless of the utilization rate or availability of government quarters, as long as the Commander does not require them to live on base for reasons of military necessity, readiness, or discipline. The following moves from UH to off base are at government expense.

5.1.3.1. Personnel (without dependent family members anywhere) in grades E-4 with 3 YOS and above.

5.1.3.1.1. Inbound E-4 members within 60 days of attaining 3 YOS will be authorized BAH and must obtain off-base housing immediately upon arrival on station.

5.1.3.1.2. E4s attaining 3 YOS will not be authorized to move off base with BAH if they have less than 6 months remaining on station prior to PCS or separation from the Air Force unless the move meets requirements in paragraph 5.1.3.4, 5.1.3.6 or 5.1.3.8.

5.1.3.1.3. Normally, BAH for newly assigned members in grades E-4 with 3 YOS and above will continue from their last duty station; however, if necessary, the local FSO starts BAH during in-processing once the member has certified non-occupancy of government quarters.

5.1.3.1.4. Airmen who will become eligible for BAH as a result of promotion during a deployment may make arrangements to out-process prior to departure. Another military member, with a valid power of attorney, may terminate UH on behalf of the deployed member on the date he/she becomes eligible for the entitlement. Airmen, who chose to move off base and/or store the contents prior to that date, must do so at their own expense and with approval from the First Sergeant or Squadron Commander. The UH Management Section Chief will process an AF IMT 594 only when the member is eligible and the room is cleared IAW with local policies.

5.1.3.2. Personnel with a hardship may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the UH Management Section Chief for coordination.

5.1.3.2.1. The Commander is the approval authority for a hardship request.

5.1.3.2.1.1. A hardship can be described as a unique and unusual circumstance that, in the judgment of the Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

5.1.3.2.2. The UH Management Section Chief provides a recommendation to Housing Asset Manager who then forwards the request to the Commander for approval/disapproval.

5.1.3.2.3. The member must provide annual recertification to the UH Management Section Chief to continue the entitlement.

5.1.3.3. Personnel with privately owned mobile homes moved from the previous duty station to the new duty station at government expense (authorized in PCS orders). Members with privately owned mobile homes may submit a request to reside in the community and receive BAH. The request must include a copy of the authorization to move the mobile home to the new duty station at government expense.

5.1.3.4. Pregnant women residing in UH. Pregnant women, regardless of rank or marital status, may submit a unit commander-approved request to the UH Management Section Chief, to move from assigned UH at the 20<sup>th</sup> week of pregnancy and receive BAH. An earlier move may be requested if determined necessary by medical authority. The commander may direct a pregnant member to terminate assigned UH from the 30<sup>th</sup> week of pregnancy up to the date of birth. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.) paragraph 4.2 applies.

5.1.3.4.1. A single pregnant member may apply for FH (government controlled) 60 days prior to the expected delivery date. However, the member may not be assigned quarters until entitled to BAH at the with-dependent rate.

5.1.3.4.2. The installation may temporarily divert an excess FH unit to UH and allow the single pregnant member to occupy the unit 60 days prior to the anticipated delivery date (AFI 32-6001, paragraph 3.1.4). Before assignment in OCONUS areas, the member must provide evidence of application for command sponsorship and tour extension as an accompanied member.

5.1.3.5. Personnel with extensive HHG. Members may submit a commander-endorsed request to the UH Management Section to reside in community housing and receive BAH when the annual cost of drayage and storage would exceed 50 percent of authorized BAH (drayage + 12 months storage)/by 12 months > (monthly BAH rate)/2).

5.1.3.6. Personnel within 60 days of marriage, if setting up a household in the local area. Members may submit a commander-approved request to the UH Management Section to reside

in community housing and receive BAH up to 60 days prior to pending marriage. Within 30 days after the date the marriage was scheduled to occur, member must submit proof of marriage to continue BAH. If the marriage does not occur, paragraph 4.2 applies.

5.1.3.7. Personnel who are military married to military (joint-spouse). Members with a military spouse who have an approved joint spouse assignment may submit a request to move from assigned UH to community housing and receive BAH 60 days prior to arrival of the spouse. If the joint assignment does not occur, paragraph 4.2 applies.

5.1.3.8. Agents or agent-trainees with the Office of Special Investigation (OSI). Members who are OSI agents and agent-trainees may submit a request to the UH Management Section to reside in community housing and receive BAH. The request must include an Air Force OSI region commander or squadron commander certification that assignment to UH would impair agent or the agent trainee's mission effectiveness.

5.1.3.9. Personnel with approved terminal leave. Members who have approved terminal leave may request to move from assigned UH to community housing and receive BAH. The request must include documentation that the member is on terminal leave.

5.1.3.10. ARC personnel on active duty for training. BAH entitlement for ARC members is determined by the availability of UH at each training location. Each training location is viewed as a different PDS.

5.1.3.10.1. When UH is not available, the unit at the PDS prepares and sends to the UH Management Section Chief an AF IMT 594 and member's orders on an AF Form 1373, *MPO Document Control Log-on Transmittal*. Additionally, if a letter of determination from the unit commander is necessary it should be included. The UH Management Section Chief signs and forwards all documents to the member's servicing pay FSO (provided by the ARC component) for processing.

5.1.3.11. Members in an ARC component on active duty tours other than for training are entitled to BAH under the same conditions as members serving on full-time active duty. Use the same process specified in paragraph 5.1.3.10.1.

5.1.4. Members who are unaccompanied but have dependents residing elsewhere. Members with dependents residing elsewhere may occupy UH without affecting their right to receive BAH, at the with-dependent rate, under certain circumstances.

5.1.4.1. A member may occupy UH or other government housing that does not exceed UH standards (Tables 3.1, 3.2 and 3.3) for the member's grade without dependents and still be eligible to receive BAH at the with-dependent rate if (a) the member is unaccompanied and (b) family members are not residing in adequate government quarters elsewhere (JFTR U10302).

5.1.4.2. The following only applies to personnel designated K&E (all others are ineligible for this exception). If the member occupies UH or other government quarters which exceed the unaccompanied standard for the member's grade, BAH will be terminated unless the quarters are the only quarters available and (a) quarters are not suitable for joint occupancy (Table 5.1) or (b) quarters are suitable for joint occupancy and are jointly occupied with another member of the appropriate grade permanently assigned to the duty station.

5.1.4.2.1. Air Force policy is to discourage the use of government-owned or privatized FH units as temporary UH. FH units or other quarters temporarily designated as UH will be 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. Members in grades 0-1 to 0-10, W-1 to W-5 and GS-10 and above must have access to a living room, kitchen and dining area (not necessarily private) as shown in Table 5.1.

5.1.4.2.2. Regarding clause (b) in paragraph 5.1.4.2, the quarters must actually be jointly occupied, although such quarters may be singularly occupied for no longer than 30 days in order to accommodate a change in one of the joint residents who departs PCS. The Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI) may approve waivers to this policy to relieve hardship circumstances (other than financial).

5.1.4.3. This policy does not apply to unaccompanied members residing in privatized housing since members must pay rental charges for PH.

5.1.4.4. This policy applies to all locations and to FH units or other government quarters temporarily designated as UH.

5.1.4.5. Unaccompanied members should be assigned quarters that meet adequacy standards for their grade, whenever possible.

5.1.5. The UH Management Section is responsible for processing AF IMT 594, for unaccompanied personnel assigned UH.

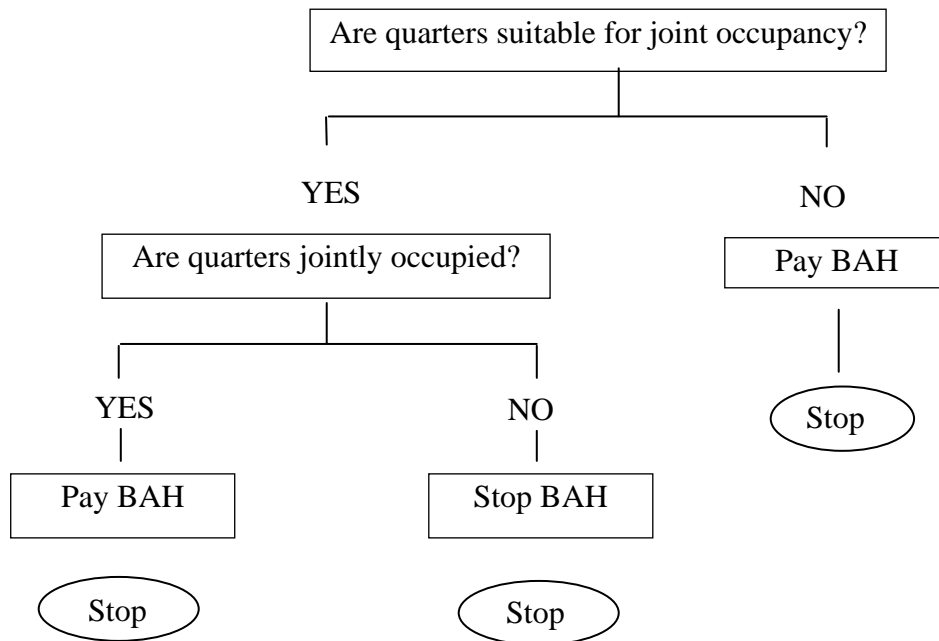
5.1.5.1. The UH Management Section prepares AF IMT 594 annotating the date and address of the UH being assigned or terminated and forwards the AF IMT 594 to the FSO for processing. The FSO determines dependency and BAH entitlements and records required changes on the AF IMT 594.

5.1.5.1.1. For Army, Navy and Marine Corps members, the UH Management Section prepares the AF IMT 594 and forwards to the appropriate servicing FSO as identified by the squadron or member.

5.1.5.2. Establish local procedures to ensure all AF IMT 594s are forwarded to the FSO within 1 workday after the member is assigned UH.

**Table 5.1 BAH Decision Matrix, Members W/Dependents, Unaccompanied K&E**

<b>EXAMPLES: Exceeds minimum standards for single occupancy but not suitable for joint occupancy</b>		<b>Minimum Standards for Unaccompanied Members Residing in Family Housing (FH)</b>	
<b>Example</b>	<b>Rationale</b>	<b>Grade</b>	<b>Space Required</b>
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-3 and above; W-3 - W-5; GS-10 and above	460 sq ft net living area; private bedroom; separate bath; access to kitchen and living room
O-6 lives in TLF unit converted to UH with 680 sq ft, LR/kitchen, 2 BR, 1 bath	Each resident must have 460 sq ft and separate bath	O-1, O-2; W-1, W-2; GS-9 and below	330 sq ft net living area; private sleeping; separate bath; access to kitchen facility and living room in same building
E-9 lives in UH dorm, 360 sq ft, 2 rooms, shared bath	Each resident must have 236 sq ft, separate bath	E-7 - E-9	236 sq ft net living area; private room; separate bath



**5.2. BAH Certification.** Each quarter, IAW FSO guidance, the UH Management Section and FSO reconcile their data to ensure members assigned to UH are receiving appropriate housing allowances.

5.2.1. The FSO provides the UH Management Section Chief a list of personnel residing in UH receiving more than partial rate BAH. Within 5 business days, the UH Management Section Chief validates the data and submits changes to the FSO using AF IMT 594. The action date on the AF IMT 594 will be retroactive to the date changes should be have effective.

5.2.2. The FSO provides the UH Management Section Chief a list of personnel residing in UH not receiving partial BAH. Within 5 business days, the UH Management Section Chief validates and submits changes to the FSO, using AF IMT 594. The action date of the AF IMT 594 will be retroactive to the date changes should have been effective.

5.2.3. The UH Management Section, in partnership with the CPO, should reconcile their data to ensure APF civilians residing in UH, are forfeiting LQA and/or paying rent. The UH Management Section should work with tenant agencies to ensure civilians are forfeiting LQA and/or paying rent.

**5.3. Drayage and Storage.** If a move is directed by the government, local drayage and NTS of personal property is authorized at government expense in connection with assignment or termination of government quarters (JFTR, Volume 1, paragraphs U4770, U5355 and U5380). Local drayage and HHG storage are authorized on AF IMT 150, *Drayage/Storage Authorization - Government Quarters*. Use the following guidance to determine local drayage and storage entitlements:

5.3.1. Moves from one UH accommodation to a different UH accommodation because of increased entitlement as a result of promotion, regulation changes, personal preferences and other personal reasons are considered requested moves, not directed. Requested moves, when approved by the commander, are made at the discretion of the individual and are at personal expense.

5.3.2. Moves are at government expense when personnel are directed to move into and out of UH for the benefit of the government (vacating facilities for renovation, moving into renovated or newly constructed facilities. etc.). Moves to local community are authorized at government expense when:

5.3.2.1. Member is authorized to live off base with single rate BAH regardless of the dormitory utilization rate (paragraph 5.1.3).

5.3.2.2. Member gains a dependent.

5.3.2.3. Member who is an E4 reaches 3 YOS.

5.3.2.4. Member who was assigned UH as a Priority 1 and is no longer required to reside in UH.

5.3.2.5. Member is assigned to UH as a result of an involuntarily assignment IAW paragraph 4.7.

5.3.2.6. Member is assigned to UH as a result of not getting married (terminated UH IAW paragraph 5.1.3.6).

5.3.3. UH Manager advises eligible personnel to submit a request for NTS as soon as possible, but no later than 30 days after quarters are assigned.

5.3.3.1. Member must submit an inventory of property to be stored. UH Manager only approves items that are not suitable for use in the assigned UH.

5.3.3.2. Members assigned UH as a Priority 3 or 4 are not entitled to government-funded moves, unless the member has been 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 NTS.

5.3.3.3. Members assigned as Priority 1 or 2 and continue occupancy as a Priority 3 or 4 with NTS authorized are entitled to continued NTS until termination.

5.3.3.4. E4s reaching 3 YOS while assigned OCONUS, with HHG in CONUS NTS when required to vacate government quarters, must have 12 months or more remaining on their overseas tour at the scheduled arrival date of HHG to be authorized the shipment at government expense.

**5.4. Reconnection Fees.** Members who are involuntary relocated between government housing and/or local off-base housing are authorized reimbursement for the costs associated with the reconnection of telephone and/or television services (Comptroller General Decision B-187833) to include those services supporting internet connection. This does not apply to members who were assigned as Priority 3 and 4 and who are now required to terminate quarters.

Reimbursements are limited to fees associated with reconnection of the existing service in place at the time relocation was directed. Cable TV/telephone reimbursement authority does not apply to self-help installation of TV dish antenna or cellular telephone service activation. A member will not be reimbursed when the Air Force terminates residency as a result of the member not adhering to policy. To receive reimbursement, military or civilian personnel must:

5.4.1. Forward a reimbursement request through the unit commander, UH Management Section Chief and Housing Asset Manager to the FSO for payment.

5.4.2. Provide a copy of the special orders or a signed memo directing the move.

5.4.3. Pay for and then provide a receipt for the cost of reconnecting telephone and cable television line.

## **5.5. Rental Charges:**

**5.5.1. Eligible Civilians.** Eligible civilians occupying UH may be required to pay rental charges.

5.5.1.1. In CONUS, rental charges should be established based on a fair market rental analysis IAW OMB Circular A-45, Policy Governing Charges for Rental Quarters and Related Facilities.

5.5.1.2. In OCONUS, when required, rental charges should be established based on the LQA rate of the equivalent grade.

5.5.1.2.1. For civilian authorized LQA funded with APF, the UH Manager provides formal notification to the servicing CPO and/or the tenant agency so that LQA can be terminated. No further charges are required to be paid by the civilian employee or their agency.

5.5.1.2.2. For all other civilians not authorized LQA funded with APF, the UH Manager initiates actions to collect a monthly rental charge based on the established LQA rate of the equivalent grade. This is a reimbursement to the UH O&M account (see AFI 65-601, Section 10K).

**5.5.2. Foreign Military Trainee (Foreign Military Sales Trainee, International Military Education and Trainee, and Security Assistance Trainee).** Personnel are not charged a rental rate.

**5.5.3. Foreign Exchange Personnel.** Personnel must pay rent equal to BAH of their equivalent grade.

**5.5.4. Foreign Liaison Personnel.** Personnel must pay rent equal to BAH of their equivalent grade or as specified in the current agreement between the United States Government and the Foreign Government.

**5.5.5. DoD-Sponsored Personnel.** Non-DoD federal civilian personnel including Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration, US national bank, contractors, technical representatives, or non-US citizens assigned to OCONUS installations must pay rental charges equal to LQA of the grade equivalent or as specified in the current agreement between the United States Government and the Foreign Government.

5.5.5.1. For ARC personnel, see paragraph 4.1.6.

**5.6. Living Quarters Allowance (LQA).** Eligible civilian employees may be authorized LQA funded with APF when in OCONUS and not assigned to government quarters. The UH Management Section Chief provides written notice to the servicing CPO and/or agency when UH is assigned and terminated so that appropriate actions can be taken to start and stop LQA.

**5.7. Dislocation Allowance (DLA).** DLA may be authorized for members in PCS status to partially reimburse relocation expenses not otherwise reimbursed. Conditions and requirements for payment of DLA are identified in JFTR, Volume 1, Chapter 5, Part G. Members without family members include personnel who have family members but do not relocate them in conjunction with PCS. Personnel may be assigned to government quarters for a period NTE 60 days without impacting their entitlement to DLA. When calculating the 60 days, exclude days the member may be deployed or TDY. In justifiable cases, up to 60 additional days may be authorized by the member's commanding officer for a maximum of 120 days.

5.7.1. DLA entitlement does not exist for members in grades E-4 with 3 or less YOS and below who have been offered permanent quarters, but elect to live off base at their own expense.

5.7.2. Members in grade E-4 with 3 YOS and above who elect to reside off base are eligible to receive DLA, regardless of the availability of quarters and may self-certify their non-occupancy of government quarters.

**5.8. Partial Dislocation Allowance (PDLA).** PDLA is not authorized for directed moves to and from UH to other UH facilities or off base.

**5.9. Temporary Lodging Allowance (TLA).** TLA is authorized for members in PCS status in OCONUS to partially reimburse for more than normal expenses associated with residing in TLF. Members must report to UH Manager or housing within 2 working days of arrival on station to determine UH and/or housing availability and process for TLA as required. Conditions and requirements for payment of TLA are identified in the JFTR, Volume 1, Chapter 9.

**5.10. Temporary Lodging Expense (TLE).** TLE is authorized for members to partially offset the added living expenses incurred within CONUS when it is necessary for the member and/or dependents to occupy TLF due to PCS. TLE is payable for TLF occupied in the old and new PDSs. Conditions and requirements for payment of TLE are identified in the JFTR, Volume 1, Chapter 5, Part H.

**5.11. Overseas Housing Allowance (OHA).** OHA is authorized for members who live in private housing at their overseas duty station to help offset housing costs to include rent, utility and recurring maintenance expenses, and the MIHA (paid on a one-time basis). The UH Manager completes DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report* and forwards to the FSO as required. Conditions for payment of OHA are identified in the JFTR, Volume 1, Chapter 10.

**5.12. Moving-In Housing Allowance (MIHA).** In applicable overseas areas, MIHA is authorized for members to help defray move-in costs associated with residing in privately leased quarters covered under OHA (one-time payment). Conditions for payment of MIHA are identified in the JFTR, Volume 1, Appendix N.

**5.13. Housekeeping and Custodial Services.** All members assigned quarters are responsible for ensuring individual rooms and common areas meet local cleaning standards. Lodging offices may elect to provide this service to members assigned UOQs or UNCOQs for a fee. The UH Management Section should work with lodging to establish a written agreement to meet minimum cleanliness standards and a service charge that is set at the lowest possible rate to cover direct costs and a fair share of the lodging administrative and other indirect costs. Members should work directly with the lodging office to establish the service. Commanders may make housekeeping service or custodial service a mandatory condition for personnel voluntarily occupying UNCOQs or UOQs.

**5.14. Daily Operations.** An UH Operations PE is established to identify funding requirements for UH management (xx679). This PE covers requirements associated with the UH assignments, terminations, surveys, utilization and inspections. It excludes any administrative costs associated with the management of furnishings operation and all requirements funded under Facility Operations (FO), Sustainment, Restoration and Modernization of facilities [e.g., facility project improvements, military construction (MILCON), etc.]. The UH Management Section Chief includes the following in the budget:

5.14.1. Military and civilian personnel cost for full-time UH Managers.

5.14.2. Training/TDY funding requirements for UH Managers.

5.14.3. Furnishings and appliance (new and replacement) costs for UH management offices, permanent party, technical training and recruit facilities.

5.14.4. Supplies and equipment for the UH Management Section and permanent party facilities only (use training funds for this purpose for student dormitories at Goodfellow, Keesler, Lackland, Maxwell, Vance, Columbus, Laughlin, Randolph and Sheppard.).

5.14.4.1. The UH Management Section purchases all UH supplies to include initial issue and replacement linens. Government-owned supply items such as toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items should be made available for individual resident use. Also, ensure cleaning supplies are available to maintain common areas, (i.e., light bulbs, window cleaner, paper towels, vacuum cleaners, wax and furniture polish). Provide tenant units dormitory supply support consistent with the host dormitories.

### **5.15. Information Collection, Records and Forms:**

**5.15.1. Information Collections.** No information collections are accomplished by this publication.

**5.15.2. Records.** The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**5.15.3. Forms (Adopted and Prescribed):**

**5.15.3.1. Adopted Forms:**

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

AF Form 673, *Air Force Publication/Form Action Request*

AF IMT 847, *Recommendation for Change of Publication*

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

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

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

**5.15.3.2. Prescribed Forms:**

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

IMT 228, *Furnishings Custody Receipt and Condition Report*

KEVIN J. SULLIVAN, Lt Gen, USAF  
DCS/Logistics, Installation & Mission Support

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

5 U.S.C. § 552a, *The Privacy Act of 1974*  
5 U.S.C. § 5911, *Quarters and Facilities*  
37 U.S.C. § 401, *Pay & Allowances of the Uniformed Services*  
10 U.S.C. § 8013, *Secretary of the Air Force*  
10 U.S.C. § 2775, *Liability of Members Assigned to Military Housing*  
*Comptroller General Decision B187833*  
OMB Circular A-45, *Policy Governing Charges for Rental Quarters and Related Facilities*  
DoD 1400.6-D, *DoD Civilian Employees in Overseas Areas*, 15 February 1980  
DoD 1400.25-M, *Department of Defense Civilian Personnel Manual (CPM)*, 1 December 1996  
DoD 4165.63-M, *DoD Housing Management*, 30 September 1993 (Under Revision)  
DoD 5154.29, *DoD Pay and Allowances Policy and Procedures*, 9 March 1993  
DoD 5230.20-D, *Visits and Assignments of Foreign Nationals*, 22 June 2005  
DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*, (Date varies by volume)  
DoD FMR, Volume 7A, Appendix C - 260301C, March 2005  
DoD FMR, Volume 10, Chapter 12 – 1200205M, December 2005  
AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, 16 June 2004 (IC 2007-01 incorporated 15 August 2007)  
AFPD 32-60, *Housing*, 16 September 2005  
AFH 32-1084, *Facility Requirements*, 1 September 1996  
AFI 25-201, *Support Agreements Procedures*, 1 May 2005  
AFI 32-1001, *Operations Management*, 1 September 2005  
AFI 32-6001, *Family Housing Management*, 21 August 2006  
AFI 32-6004, *Furnishings Management*, 3 March 2006  
AFI 32-9001, *Acquisition of Real Property*, 27 July 1994  
AFI 32-9002, *Use of Real Property Facilities*, 22 November 1992  
AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997  
AFI 32-9004, *Disposal of Real Property*, 21 July 1994  
AFI 32-9005, *Real Property Accountability and Reporting*, 30 September 1994  
AFI 33-332, *Privacy Act Program*, 29 January 2004  
AFI 34-244, *Disposition of Personal Property and Effects*, 2 March 2001  
AFI 36-2110, *Assignments*, 20 April 2005  
AFI 40-102, *Tobacco Use in Air Force*, 3 June 2002  
AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

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

*Air Force Dormitory Master Plan*

*Joint Federal Travel Regulation (JFTR)*

*Air Force Unaccompanied Housing Design Guide*

### **Abbreviations and Acronyms**

**ACES-HM**—Automated Civil Engineer System—Housing Management

**AF/A7C**—Air Force Civil Engineer

**AF/A7CA**—Office of The Civil Engineer, Asset Management and Operations Division

**AF/A7CAH**—Office of The Civil Engineer, Asset Management and Operations Division, Housing Management Branch

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**APF**—Appropriated Funds

**ARC**—American Red Cross

**AWOL**—absent without leave

**BAH**—Basic Allowance for Housing

**BAH-DIFF**—BAH differential

**BCE**—Base Civil Engineer

**BMT**—Basic Military Trainee

**CES**—Civil Engineer Squadron

**CCM**—Command Chief Master Sergeant

**COM**—change of occupancy maintenance

**CONUS**—Continental United States

**CPO**—Civilian Personnel Office

**CQ**—Charge of Quarters

**CSAF**—Chief of Staff of the Air Force

**DD**—Department of Defense (as used on forms)

**DLA**—Dislocation Allowance

**DMP**—Dormitory Master Plan

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**FH**—family housing

**FMO**—Furnishings Management Office  
**FO**—Facility Operations  
**FOA**—Field Operating Agency  
**FP**—force protection  
**FSO**—Financial Services Office (or Officer)  
**HHG**—household goods  
**HRMA**—Housing Requirements and Market Analysis  
**IAW**—in accordance with  
**IMT**—Information Management Tool  
**JFTR**—Joint Federal Travel Regulations (Military)  
**JQS**—Job Qualification Standard  
**K&E**—key and essential  
**LQA**—Living Quarters Allowance  
**M&R**—maintenance and repair  
**MAJCOM**—major command  
**MIHA**—Moving-In Housing Allowance  
**MILCON**—Military Construction  
**NAF**—Nonappropriated Funds  
**NCO**—Noncommissioned Officer  
**NTS**—nontemporary storage  
**O&M**—operation and maintenance  
**OCONUS**—Outside the Continental United States  
**OHA**—Overseas Housing Allowance  
**OPR**—office of primary responsibility  
**OSI**—Office of Special Investigation  
**OTS**—Officer Training School  
**PCS**—permanent change of station  
**PDLA**—Partial Dislocation Allowance  
**PDS**—permanent duty station  
**PE**—Program Element  
**QIC**—Quarters Improvement Committee  
**QIP**—Quarters Improvement Plan  
**QoL**—Quality of Life  
**RDS**—Records Disposition Schedule  
**RH&T**—recruit housing and training  
**RI**—reporting identifier  
**ROS**—report of survey  
**ROTC**—Reserve Officer Training Corps

**SAF/IEI**—Deputy Assistant Secretary of the Air Force, Installations

**SAT**—Security Assistance Training (Personnel)

**SECAF**—Secretary of the Air Force

**TDY**—temporary duty

**TLA**—Temporary Lodging Allowance

**TLE**—Temporary Lodging Expense

**TLF**—Temporary Lodging Facility

**UCMJ**—Uniform Code of Military Justice

**UH**—unaccompanied housing

**UHO**—unaccompanied housing operation

**UNCOQ**—Unaccompanied Noncommissioned Officer Quarters

**UOQ**—Unaccompanied Officer Quarters

**U.S.C.**—United States Code

**VQ**—visitor quarters

**YOS**—years of service

### *Terms*

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

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

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

**With Dependent Rate.** An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.

**Without Dependent Rate.** An allowance given members without dependents to defray the cost of housing when government quarters are not available.

**Partial Rate.** 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 <https://secureapp2.hqda.pentagon.mil/perdiem/>.

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

**Change in Use**—Permanent changes in use of government facilities that change the category code on real property inventory. Temporary changes in use are changes for less than 3 years, but that do not change the category code on real property inventory.

**Civilian Employee**—US civilian federal employee paid from DoD APF or Nonappropriated Funds (NAF).

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

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

**Dependent**—With respect to a member of a uniformed service, includes: (NOTE: No person entitled to basic pay under 37 U.S.C. § 401 may be considered a dependent at any time for allowance purposes.).

The spouse of the member.

An unmarried child of the member who is:

Under 21 years of age.

Incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support.

Under 23 years of age, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned for the purposes of this subparagraph and is, in fact, dependent on the member for more than one-half of the child's support.

A parent of the member if:

The parent is in fact dependent on the member for more than one-half of the parent's support.

The parent has been so dependent over a period prescribed by the Secretary concerned or became so dependent due to a change of circumstances arising after the member entered on active duty.

The dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations by the Secretary concerned.

Explanatory Definitions of Dependent:

The term "child" means:

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).

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.

An illegitimate child of the member if the member's parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned.

The term "parent" means:

A natural parent of the member.

A stepparent of the member.

A parent of the member by adoption.

A parent, stepparent or adopted parent of the spouse of the member.

Any other person, including a former stepparent, who has stood in *loco parentis* (in the place of a parent) to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

**Dislocation Allowance (DLA)**—An amount of money equal to 2 months BAH at the rate set for a member's grade and family member status. Authorized when a member is not assigned to government quarters for a period NTE 60 days.

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

**Dormitory**—UH facility constructed and designated for use by permanent party E1-E3 and E4s with less than 3 YOS.

**Dorms-4-Airmen**—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.

**Eligible Civilian Employee**—Includes:

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

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

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

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

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

**Foreign Military Personnel**—Non-U.S. military personnel assigned to a tour of duty to a U.S. Government installation or unit.

**Foreign Military Trainee**—Foreign personnel receiving training from the U.S. military under Foreign Military Sales, International Military Education and Trainee and similar Security Assistance Trainee Programs.

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

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

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

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

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

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

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

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

**Job Qualification Standard (JQS) (9D000)**—Record of tasks knowledge, technical references, proficiency codes used to indicate training information and certification for on-the-job training.

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

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

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

**Lodging**—Temporary Visitor Quarters (VQ) for travelers, which includes Visiting Officer Quarters, Visiting Airmen Quarters and TLF.

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

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

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

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

**Overseas Continental United States (OCONUS)**—Locations outside CONUS.

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

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

**Pipeline Student**—Synonymous with Non-Prior Service (NPS) student.

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

**Permanent Duty Station (PDS)**—Location of official permanent duty assignment.

**Permanent Party Personnel**—Personnel assigned or attached to an installation in a PCS status.

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

**Recruit Housing and Training (RH&T)**—UH facility designed and constructed for use by BMTs during their basic indoctrination into the Air Force.

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

**Space Available**—Designation for unmarried E-4s with 3 YOS and above personnel (including officers) and unaccompanied personnel (including officers) who are voluntarily separated. UH is not programmed for this category; however, excess rooms may be assigned to space available individuals on a voluntary basis.

**Space Required**—Designation for unaccompanied personnel in grades E-1-E-3 and E-4 with less than 3 YOS, unaccompanied members in all grades considered Priority 1, unaccompanied members in all grades assigned to dependent restricted area and E4s with more than 3 YOS and above (includes officers) who have been approved as part of the requirements in a constrained housing location. UH is programmed to house all space-required personnel on base.

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

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

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

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

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

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

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

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

**Unaccompanied Noncommissioned Officer Quarters (UNCOQ)**—Housing assets (owned or leased) designated for use by permanent party unaccompanied personnel, E-4 with 3 YOS through E-9.

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

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

**Unit**—Synonymous with squadron.

**Unit Integrity**—Concept of designating rooms in the same dormitory facility, on the same wing or floor and grouped together in a facility for the exclusive use of a specific squadron. In instances where space is not available in one dormitory for an individual squadron, the additional required rooms must be grouped together in the nearest dormitory possible.

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

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

## Attachment 2

### INSTRUCTIONS FOR COMPLETING UNACCOMPANIED QUARTERS ASSIGNMENT AND TERMINATION RECORD (ACES-GENERATED)

#### **A2.1. General:**

A2.1.1. Purpose. This form consolidates and standardizes actions about the assignment and termination of UH, BAH and DLA entitlements, informs members of quarters availability and the required coordination when obtaining off-base housing.

A2.1.2. The UH Management Section retains the signed ACES-generated Unaccompanied Quarters Assignment-Termination Record for dormitories, UOQs and UNCOQs from assignment date until 1 year after the member terminates quarters.

#### **A2.2. Section I - Personal Data:**

A2.2.1. Name of member. Self-explanatory.

A2.2.2. Grade of member. E4 with less than 3 YOS; E3, etc.

A2.2.3. SSN. Self-explanatory.

A2.2.4. Organization. Member's current organization.

A2.2.5. Station. Member's current duty station.

A2.2.6. Male/Female. Self-explanatory.

A2.2.7. Smoker. Self-explanatory.

A2.2.8. Date of Birth. Self-explanatory.

A2.2.9. Martial Status. Married, Single, Divorced.

A2.2.10. Date of Enlistment. Date member entered the military.

A2.2.11. Date of Rank. Effective date of member's current grade.

#### **A2.3. Section II – Assignment Priority**

A2.3.1. Priority 1, 2, 3, 4. The priority for which member is assigned UH.

#### **A2.4. Section III – Quarters Assignment/Termination**

A2.4.1. Building #. Self-explanatory.

A2.4.2. Room #. Self-explanatory.

A2.4.3. Assignment Date. Date member is assigned a room.

A2.4.4. Termination Date. Date member is terminating occupancy of assigned room.

#### **A2.5. Section IV – Reason for Termination from UH**

A2.5.1. E4s over 3 YOS. E4s with over 3 YOS are longer authorized space as a Priority 2.

A2.5.2. New arrival – E4s within 60 days of 3 YOS. E4s within 60 days of being over 3 YOS are not required to reside on base.

A2.5.3. Intended marriage date. The date member intends to marry (basis for BAH authorization).

A2.5.3.1. Marriage certificate due date (90 days). The date member must provide the UH Management Section the marriage certificate to validate the marriage occurred.

A2.5.4. Hardship - reason: The reason for the member's termination.

A2.5.4.1. Effective date of termination based on hardship approval.

A2.5.5. Separation from Service, effective date. Self-explanatory.

A2.5.6. PCS-effective date. Self-explanatory.

A2.5.7. Pregnancy – due date. Member may be authorized to terminate occupancy due to pending birth of child. Base authorizations on medical documentation providing due date.

A2.5.7.1. Birth certificate due date (30 days). This is the date member is required to bring the birth certificate to The UH Management Section to validate continued authorization.

A2.5.8. Gain of dependent – documentation provided. Self-explanatory.

A2.5.9. Direct to reside off base – reason. Member is directed to move off base.

A2.5.9.1. Effective date member is required to terminate assignment.

A2.5.10. Voluntarily relocating to community (E4 over 3 YOS). Member is residing as space available and voluntarily terminating assignment.

A2.5.11. Room-to-room move (Directed). Member is directed to move from one room to another.

A2.5.12. Room-to-room move (Voluntary). Member is authorized to move from one room to another.

A2.5.13. Move to community. Member is authorized to reside off base.

A2.5.12. Move to confinement. Member is required to move into confinement.

## **A2.6. Section V – Reason for Assignment to UH**

A2.6.1. New arrival (E4 with less than 3 YOS). Self-explanatory.

A2.6.2. Directed to reside on base, reason. Member is directed to be assigned UH.

A2.6.2.1. Effective date member is required to be assigned space.

A2.6.3. Available space. Member is being assigned UH based on space being available.

A2.6.4. Hardship – reason. Member is authorized assignment based on a hardship reason.

A2.6.4.1. Effective date. Self-explanatory.

A2.6.5. Room-to-room move. Member is authorized/directed to relocate from room to room.

A2.6.6. From confinement. Member assigned UH who previously was in confinement.

## **A.2.7. Section VI – Reason for Release from UH**

A.2.7.1. Reside off base with entitlements, the base-wide utilization rate is equal to or exceeds 90 percent. Member is authorized to reside off base with the appropriate allowances.

A.2.7.2. Reside off base without entitlement. Member is authorized to reside off base without entitlements.

A.2.7.3. Reside off base with entitlements pending marriage or birth of child. Member is authorized to reside off base with entitlements up to 60 days in advance of a pending marriage or birth of child.

**A.2.8. Section VII – Dislocation Allowance. Member was not nor will be assigned quarters.**

**A.2.9. Section VIII – FMO (overseas only). Member who is authorized to reside off base at overseas locations is required to report to FMO for off-base furnishings support.**

**A.2.10. Section IX – Endorsement/Acknowledgement**

A.2.10.1. Unit/First Sergeant Concurrence - Self-explanatory. Per this AFI and locally established procedure, the squadron commander or the first sergeant must acknowledge/endorsement certain assignment or terminations from UH.

A.2.10.2. Individual Acknowledgement - Self-explanatory. Required for all actions.

A.2.10.3. UH Certifying Official - Self-explanatory. Required for all actions.

### Attachment 3

#### UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS CHECKLIST (SAMPLE)

**A3.1. General.** UH residents are responsible for ensuring assigned quarters meet cleaning standards as established by the installation at the time of termination. The UH Manager may reduce or delete requirements due to scheduled M&R to avoid unnecessary cleaning.

**A3.2. Standard.** The following UH standards checklist is a sample of items usually inspected:

<b>UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS - CHECKLIST</b>		
<p>General Statement: A UH resident is responsible to clean his or her room prior to out-processing the installation or before BAH is authorized.</p>	<p>Cleaning Standard: All items must be cleaned to include removal of dirt, debris, mold, mildew, stains, soap scum, sticky residue and dust. Floor/ground surfaces must be free of heel marks, swept, mopped, vacuumed and shampooed as required. Glass areas must be free of streaks. Furniture must be cleaned and polished. Drawers in furniture and cabinetry must be emptied and cleaned. Walls and ceilings must be free of marks and cobwebs. Appliances must be free of food particles, grease and mildew to include the interior, exterior, top and bottom. NOTE: INCLUDE BASE INFO FOR DRAPERIES, COMFORTERS, UPHOLSTERED FURNITURE</p>	<p>Pass/ Fail</p>
Exterior	Exterior Area Around Room, Front Door, Edge of Porch/Balcony or Center of Hallway	
Windows	Windows - Exterior and Interior	
	Window Screens	
	Window Tracks and Sills	
	Windows Blinds/Rods	
Furnishings	Draperies, Comforter	
	Furniture (including Upholstered Furniture) Items, Mattress	
	Lamps, Lampshades	
Floors	Carpeting	
	Tile	
	Baseboards	
	Thresholds	
Walls/Ceiling	Light Fixtures (including Globes) with Working Bulbs	
	Ceiling Fan (including Blades)	
	Walls, Ceilings, Doors, Door Jambs	

<b>UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS - CHECKLIST</b>		
	HVAC Equipment, Vents, Returns	
Bathroom	Toilet, Toilet Tanks	
	Sink	
	Shower/Tub (including Shower Doors)	
	Vanity, Countertop, Medicine Cabinet, Mirror	
	Soap Dish, Toothbrush Holder, Towel Holder, Toilet Paper Holder	
Kitchen	Refrigerator/Freezer	
	Range, Range Hood, Drips Pans, Vents, Fans, Oven Racks and Broiler	
	Microwave	
	Dishwasher	
	Countertop, Sink, Garbage Disposal, Splash Plate	
	Cabinetry	
Miscellaneous Areas	Closets or Wardrobes	
	Trash Cans	
	Bulk Storage Area	
	Light Switches, Outlets	
	Keys	

## ATTACHMENT 4

### CHANGE OF OCCUPANCY MAINTENANCE (COM) CHECKLIST (SAMPLE)

**A4.1. General.** The Air Force is responsible for ensuring assigned quarters are acceptable for occupancy by military members. Repairs should be accomplished during change of occupancy in preparation for a new resident. The UH Manager identifies work requirements to the proper agency for repair.

**A4.2. Standard.** The following COM checklist is a sample of items usually identified:

<b>CHANGE OF OCCUPANCY CHECKLIST</b>	
Entrance/Exterior	Full/Partial Paint
	Repair/Replace Door, Frame
	Adjust/Repair/Replace Door Closer, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace Peep Hole
	Adjust/Replace Weather Stripping
	Repair/Replace Name Holders
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Blinds/Rods/Draperies
	Repair/Replace Window Screen/Window Locks /Track
Bathroom	Adjust/Replace Toilet Flush Valve
	Repair/Replace Toilet Seat
	Tighten/Recaulk Toilet Base
	Adjust/Repair/Replace Vanity Door
	Recaulk/Repair/Replace Vanity Top
	Repair/Replace Towel Rack
	Repair/Replace Toilet Paper Holder
	Repair/Replace Bathroom Door
	Repair/Replace Bathroom Door Stops, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace Vanity Sink
	Repair/Replace Vanity Faucet
	Repair/Replace Vanity Sink Stopper
	Repair/Replace Exhaust Fan
	Repair/Replace Shower Doors/Rod/Curtains
	Repair/Replace Showerhead

<b>CHANGE OF OCCUPANCY CHECKLIST</b>	
	Repair/Replace Light Fixture
	Repair/Replace Medicine Cabinet
	Repair/Replace Blinds/Rod
	RegROUT Bath Tiles
	Replace/RegROUT Ceramic Floor Tiles/Vinyl
	Repair 110 Outlet/GFI
	Repair/Replace/Paint Baseboards
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Full/Partial Paint
Kitchen	Full/Partial Paint
	Repair/Replace Kitchen Door
	Repair/Replace Kitchen Door Stop, Locking Mechanism, Door Jambs, Threshold
	Repair/Replace/Paint Baseboards
	Repair 110 Outlet/GFI
	Repair/Replace Counter Top
	Recaulk Counter Top
	Repair/Replace Sink Faucet
	Repair/Replace Sink Stopper
	Repair/Replace Paper Towel Holder
	Adjust/Repair/Replace Cabinet Doors
	Repair/Replace Light Fixture
	Replace Light Bulb
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Replace Vinyl/Ceramic Floor Tiles
	Adjust/Repair/Replace Refrigerator/Bulb
	Adjust/Repair/Replace Range/Drip Pans/Racks
	Adjust/Repair/Replace Range hood Vent/Fan/Light/Filter
	Adjust/Repair/Replace Microwave
	Adjust/Repair/Replace Washer
	Adjust/Repair/Replace Dryer/Dryer Vent

<b>CHANGE OF OCCUPANCY CHECKLIST</b>	
	Adjust/Repair Garbage Disposal
Sleeping Room	Full/Partial Paint
	Repair/Replace/Paint Baseboards
	Repair/Replace Ceiling Fan
	Repair/Replace Light Fixture
	Repair 110 outlets/GFI
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Repair/Replace Sleeping Room Doors
	Repair/Replace Sleeping Room Door Stops, Locking Mechanism, Door Jambs, Threshold
	Adjust/Repair Closet Door
	Adjust/Repair/Replace Closet Door Lock
	Adjust/Repair/Replace Closet Rod
	Replace Carpeting/Vinyl/Ceramic Floor Tiles
	Repair/Replace Blinds/Rods

**Attachment 5**

**BAY ORDERLY CHECKLIST (SAMPLE)**

**A5.1. General.** The UH Management Section Chiefs are responsible for managing a bay orderly program that ensures UH campus common areas are maintained to a cleanliness standard consistent with local policy. Bay orderly program is comprised of residents detailed by individual units to perform required duties.

**A5.2. Standard.** Use the following sample cleanliness standard checklist for Bay Orderly duties:

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

<b>COMMON AREA BATH ROOMS</b>	<b>DORM #</b>				
Clean and sanitize toilets					
Clean and sanitize sinks					
Clean and sanitize soap, paper towel and toilet paper dispensers					
Replace soap, paper towels and toilet paper as needed					
Inspect for and remove all spider webs					
Clean mirrors					
Clean interior light fixtures, replace light bulbs as needed					
Clean and sanitize walls					
Sweep and mop floors					
<b>UTILITY ROOMS</b>	<b>DORM #</b>				
Neatly organize cleaning supplies					
Sweep and mop floors					
Clean and sanitize sinks					
Clean walls as needed					
<b>LAUNDRY ROOMS</b>	<b>DORM #</b>				
Clean washers and dryers inside and out, report noted damage to UH management					
Remove lint from lint traps on dryers					
Dust furniture					
Sweep floors daily and mop floors as indicated					
Sweep and mop floors behind washers and dryers					
Clean wall surfaces					
Clean interior light fixtures, replace light bulbs as needed					
Clean and sanitize sinks					
Inspect and clean vents on HVAC units, replace filters as needed					
Clean windows and doors, interior and exterior					
Dust and clean all shelves and exposed pipes					
<b>KITCHENS</b>	<b>DORM #</b>				
Clean and sanitize all appliances					
Clean and sanitize sinks					
Clean and sanitize countertops and wall surfaces					
Polish cabinets					
Clean refrigerators, removing old food with guidance					
Clean interior light fixtures, replace light bulbs as needed					
Inspect and clean vents on HVAC units, replace filters as needed					
Sweep and mop floors					

**Attachment 6**

**UNACCOMPANIED HOUSING (UH) ROOM CONDITION CHECKLIST (SAMPLE)**

**A6.1. General.** UH Managers and residents are responsible for ensuring the UH room is inspected upon assignment and termination and the room condition annotated in writing and acknowledge by both the residents and the UH Manager

**A6.2. Standard.** The following is a sample room condition checklist:

<b>Dormitory Room Condition Verification</b>					
<b>Bldg.</b> _____		<b>Room #</b> _____		<b>Resident</b> _____	<b>Date</b> _____
	Condition (Excellent, Good, Fair, Poor)	Type of Damage (Hole, Scratch, Gouge, Dent, etc.)	Location (Top, Bottom, Front, Back, etc.)	Remarks	
<b>Room Exterior</b>					
Main Entrance Door					
Doorframe/Threshold					
Door Hardware					
Windows/Screens					
Screens					
Name Plate					
Light					
<b>Sleeping Area</b>					
Main Entrance Door					
Doorframe/Threshold					
Door Hardware					
Door to Kitchen					
Windows/Screens					
Window Coverings					
Window Treatments					
Walls					
Ceiling					
Light Fixtures/Ceiling Fans					
Receptacles					
Baseboards					
Floor Covering					
Closets					
Closet Door					
<b>Bathroom</b>					

<b>Dormitory Room Condition Verification</b>				
Door, Interior				
Door, Exterior				
Vanity and Sink and Fixtures				
Medicine Cabinet/Mirror				
Toilet				
Floor				
Walls/Tile				
Shower/Bathtub				
Exhaust Fan				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Ceiling				
<b>Kitchen</b>				
Door				
Doorframe/Threshold				
Countertops				
Appliances				
Dishwasher				
Disposal				
Walls				
Ceiling				
Range Hood/Vent				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Flooring				
Baseboards				
<b>Member Signature and Date:</b>				
<b>UH Manager Signature and Date:</b>				

**Attachment 7**

**UNACCOMPANIED HOUSING (UH) RESIDENT BROCHURE TEMPLATE**

**A.7.1. General.** Each installation should provide a UH Resident Brochure to all UH residents upon assignment to quarters.

**A.7.2. Standards.** The following sample UH brochure includes recommended topics and content:

**INTRODUCTION.** Welcome (resident name) to unaccompanied housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because UH represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

<b>YOUR UH MANAGEMENT TEAM</b>			
<b>Position</b>	<b>Name</b>	<b>Telephone</b>	<b>Area of Responsibility</b>
UH Management Section Chief	MSgt John Doe	703-604-4469	Overall UH Mgt Team
UH Manager	TSgt Marv Smith	703-604-4268	1800, 1801 and 1802
UH Manager	Ms Martha Stewart	703-604-4489	1900, 1904
UH Manager	SSgt John Hulk	703-604-0989	1905, 1910
<b>OTHER USEFUL TELEPHONE NUMBERS FOR _____ AFB</b>			
<b>Agency</b>		<b>Telephone Number</b>	
Fire Department			
Ambulance			
Hospital Appointment Desk			
Emergency Room (Non-Emergency Calls)			
Crime Stop			
Directory Assistance			
_____ AFB Information			
Service Calls			
After Duty Service Calls			
Housing Management Office			
UH Management Section			
Transportation Management Office (TMO) In-bound			
TMO Out-bound			
Telephone Service/Repair			
Cable Service/Repair			

**GENERAL INFORMATION.** Provide the following information to assist Airmen while living on the installation.

**Personnel Changes.** Report changes to your personal information to the UH Management Section, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, etc.

**Dining Facility.** Location of the Airmen Dining Hall and the processes and documents required to use the facility.

**Rooms Inspections.** Explain the Commander's Inspection Program.

**Room Decorations.** List requirements/limitations for room decorations.

**Smoking.** Specify rules for smoking in UH rooms and on the campus.

**Vehicle Parking.** Parking locations around campus; provide map if available.

**Storage.** Available bulk storage.

**Pets.** Rules for pets in UH facilities.

**Unauthorized Items.** List unauthorized items.

**Cleaning Equipment/Supplies.** Available equipment and supplies used for cleaning rooms.

**BAH Entitlements/Waiting List.** Explain the BAH waiting list.

**Insect Control.** Discuss insect control, recommend treatment for insects particular to your area and list products available at the self-help store.

**Telephone Installation.** List local telephone service available on the installation.

**Cable TV Installation.** List local television service available on the installation.

**Internet Service.** List local internet service.

**Self Help Program.** Describe the process to accomplish self help work in assigned quarters.

## **SECTION A – Air Force RESPONSIBILITIES**

**Services.** In support of this government-owned facility, UH management will provide M&R, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas and snow removal from streets.

**Initial Inspection.** The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment.

**Maintenance and Repair (M&R).** The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, call the UH Management Section at \_\_\_\_\_. **For emergencies during nonduty hours, contact** \_\_\_\_\_.

**Service Response.** There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

Service Call	Response Time	Defined As
Emergency		Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine		Work of a routine nature that does not meet the criteria of emergency or urgent.

**Refuse Collection and Disposal.** Place your room trash and garbage in the dumpsters provided. Garbage cans (are/are not) government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. The BCE organization will dispose of dead animals found on base.

**Lockouts.** The UH Manager keeps a master key to all rooms. If locked out, contact the UH Manager in person during duty hours, 0730 – 1630. After duty hours and on weekends, call the number posted on the UH Management Section door. You are responsible for the cost of replacing lost keys. Where duplicating a key is prohibited commercially, you must reimburse the government for replacement keys at a cost of \$\_\_\_\_\_ each. Also, you will have to reimburse the government for the cost of rekeying the lock, if required. You also must pay for missing keys when you terminate your room. The UH Manager will assist you with payment procedures.

**Exterior Building and Grounds Care.** As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This may require sweeping or vacuuming the hallway or walkway around your room. The base normally maintains common areas on the campus. Residents are responsible for keeping the grounds around your facility clean; the UH Manager may require additional grounds care.

**Snow Removal.** State government responsibilities for snow removal at your base and include resident responsibility.

**Appliances.** The installation replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

**Laundry Facility (Washer and Dryer).** (Describe types of laundry facilities available and include requirements for cleaning lint filters).

**Filters.** Air-conditioning and heating filters are government furnished. Give dimensions and how to obtain filters.)

**Name Plates/Signs.** Add local policy about the type of nameplates/signs provided.

## SECTION B - RESIDENT RESPONSIBILITIES

**Social Visits.** All guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400–0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized.

**Leave or Extended TDY to include Deployments.** You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the UH Manager in writing, of your intended absence and the name of the person you designate to care for your room. At your request, your UH Manager will check on your quarters. Do not turn off your HVAC system during your absence.

**Maintenance and Repair (M&R).** Promptly notify the UH Manager, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture. **For emergencies, during after duty hours, contact \_\_\_\_\_.**

**Damages.** You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

**Repair Costs.** The following list of most commonly damaged and destroyed items is not all-inclusive, but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials: (List typical damage, repair and replacement costs for your installation and add explanatory remarks, if applicable.)

Damage	Estimated Cost	Remarks
Broken window		
Broken door lock		

**Environmental.** Include information regarding recycling to include where the recycling center is located. Provide guidance from the Environmental Flight on lead-based paint, radon and other hazards in the area, as available. Also include available information on waste, engine oils, engine coolants, car grease and other similar products; hazards of pouring these substances into plumbing, drainage system and on the ground; rules for burning leaves and refuse.

## SECTION C – CLEANING STANDARDS

**Windows.** Occupants are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to the UH Manager. For security reasons, lock windows when you leave the room.

**Kitchen.** Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Also, do not pour grease down the drain as it can

solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. We recommend nonadhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**Bathroom.** Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, request a new one from the UH Manager. Clean tub and shower walls periodically with a product made to clean mildew.

**Floors.** Excessive water can damage any floor. Use a quality wax remover to prevent wax build-up, paying special attention to corners and baseboards.

**Carpets.** Vacuum and shampoo carpets, as needed.

**Walls.** Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls. (Indicate items the self-help store maintains.)

**Painting.** Request prior approval from the UH Manager to paint your room.

**SECTION D – FIRE PROTECTION.** (Make sure to coordinate this section with the Fire Protection Flight.) The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions within \_\_\_ days after moving in.

**Fire Evacuation Plan.** A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the base fire department at telephone \_\_\_\_\_.

**Smoke Detectors.** Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). The Fire Department is responsible for inspecting smoke detectors.

#### ***FIRE REPORTING***

- *In case of a fire in your room or UH facility, immediately notify the base fire department at \_\_\_\_\_*
- *Give the fire alarm operator your name, dorm number and street*
- *Do not hang up until you are sure the information has been received correctly*

***REPORT ANY FIRES, REGARDLESS OF SIZE.***

**Flammable Storage.** Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

**Barbeque Grills.** Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories; however, you may store your grill for personal outings.

**Space Heaters.** Space heaters of any type are prohibited in dormitories.

**Cooking.** Cooking in dayrooms and resident sleeping rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

**Housekeeping.** Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

**Extension Cords.** Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner.

Direct additional questions on fire prevention to the base fire department.

#### **SECTION E - SECURITY FORCES.** (Coordinate section with installation Security Forces.)

The Commander is responsible for controlling and safeguarding base property. When notified, the security forces will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces at (telephone number).

**Firearms and Fireworks.** Provide base specifics regarding firearms/weapons in UH. Fireworks are prohibited.

**Crime Stop.** For immediate response to a crime in progress, telephone (number).

#### **SECTION F—GOOD NEIGHBORS**

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

**Noise Control.** Excessive noise is the primary complaint received by the UH Managers. Many residents work shifts and sleep during the day. Please be considerate.

**Parties.** (Insert base rules.)

**Excessive stereo and television volume.** Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your room.

**Vehicle Repair Work.** To maintain the desired appearance in the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the campus area--use the hobby shop.

## SECTION G—SPECIAL CLIMATIC CONDITIONS

(Insert conditions unique to local community area. Carefully cover warning signals, natural disasters prevalent in the area and shelter information. Give complete and thorough information. The safety of our Airmen depends on it!)

## SECTION H—COMMUNITY RESIDENTIAL ACTIVITIES

**Dormitory of the Quarter.** (State rules and recognition plans unique to your base.)

**Dormitory Resident NCO, Bay Chiefs, Charge of Quarters, and Similar Programs.** (USE LOCAL TITLES). (Briefly describe plans, rules and instructions unique to the base. Use separate flyers or letters for details for each program. Issue an invitation and criteria for volunteers to fill these important jobs.)

**Dormitory Council.** (Briefly describe the dorm council activities and how one becomes a member).

**Quiet Hours.** Quiet hours are 24 hours a day, 7 days a week. There are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside your room or through the walls, it is too loud.

**Alcohol.** Underage drinking of alcoholic beverages is prohibited. (Include installation-specific rules).

**Smoking.** (AFI 40-102, *Tobacco Use in the Air Force*, covers smoking in the dormitories. Insert installation rules.)

## SECTION I—TERMINATION OF UH

**Giving Notice.** We require 30 days notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. Call or visit the UH Management Section for departure arrangements. If you notify the UH Manager promptly, they can schedule your prefinal and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Family Support or Housing Office.

**Prefinal Inspection.** This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH Manager also identifies normal maintenance and damages above normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

**Final Inspection.** This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection. If you fail your final inspection, ask the UH Manager to schedule a reinspection as soon as possible.