

**20 JULY 1994**

**Civil Engineering**

**HOUSING**



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OPR: HQ USAF/CEH (Col H. Dean Bartel)

Certified by: HQ USAF/CE  
(Brig Gen James E. McCarthy)

Supersedes AFPD 32-60, 9 July 1993.

Pages: 7  
Distribution: F

1. The Air Force is committed to adequately housing its people and responsibly managing its housing resources because productivity and retention of Air Force members greatly depend on such actions. This directive establishes policies for permanent party housing to include the acquisition, construction, improvement, operations and maintenance of family housing, and the effective management of all housing and furnishing resources. Policy for transient housing is in AFPD 34-6, *Air Force Lodging*. Revised material is indicated by a |.
2. Where the local civilian community cannot meet military needs, the Air Force will provide suitable housing at installations. In addition, the Air Force will dispose of family housing which is in excess of requirements and no longer economical to maintain.
3. The Air Force will ensure housing project designs conform to established criteria and standards defined in law, Department of Defense (DoD) policy, and Air Force directives. For family housing, these criteria incorporate whole-house standards which meet minimum square footages, contemporary housing features, and environmental and energy conservation attributes. For unaccompanied housing the essentials include room-bath-room configuration and minimum square footage commensurate with the occupant's grade.
4. At each installation with over 100 family housing units, the Air Force will ensure a Housing Community Plan is developed and maintained. The plan will be the roadmap for future family housing major repairs and investment. Annual execution of the family and unaccompanied housing program requires expedient, early award of investment projects.
5. Within established limits, the Air Force will operate and maintain cost-effective housing in good condition to reduce operating expenses and to protect the facilities from deterioration. Timely obligation of available funding is essential.

6. To carry out its family housing operations and maintenance (O&M) and capital investment programs within approved congressional limits, the Air Force will institute rigorous requirement validation. Housing community plans and requirement validation will be done in conformance with the Air Force Installations and Facilities Strategic Plan (AFPD 32-10, *Installations and Facilities*, and AFI 32-1001, *Air Force Installation and Facility Strategic Planning*).
7. To meet established Air Force standards of occupancy, the Air Force will equitably distribute, efficiently manage and operate Air Force controlled housing.
8. The following responsibilities and authorities are established:
  - 8.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for housing policy matters as described in AFPD 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2.
  - 8.2. The Civil Engineer (HQ USAF/CE) is responsible for policy formulation and execution, and essential procedural guidance for housing programs.
9. Major command (MAJCOM) and installation commanders are responsible for establishing housing programs, identifying requirements, and executing programs to comply with this policy.
10. See **Attachment 1** for measures of compliance.
11. See **Attachment 2** for related policies and instructions.

JAMES E. McCARTHY, Brig General, USAF  
The Civil Engineer

## Attachment 1

### MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

**A1.1.** Compliance with Air Force Housing policy in this policy directive will be assessed by measuring five areas. Measurements will be accomplished by each base and reported through the MAJCOM to HQ USAF/CEH. The measurement charts will reflect compliance with policy. Data can be displayed on a quarterly, semiannual, or annual frequency based on specific information tracked on individual metric charts. The Air Force Civil Engineer will issue, through an annual goal directive, specific goals for each measurement and the method for measuring each of the policy goals.

**A1.2.** Compliance criteria to ensure housing meets Air Force standards will be measured for both family housing and unaccompanied housing. Family housing complying with standards will be based on government-controlled housing meeting established contemporary standards (whole house). Adequate unaccompanied housing will be based on the number of personnel assigned to rooms configured as room-bath-room, that meet the minimum square footage requirement for the occupant's grade (**Figure A1.1.**).

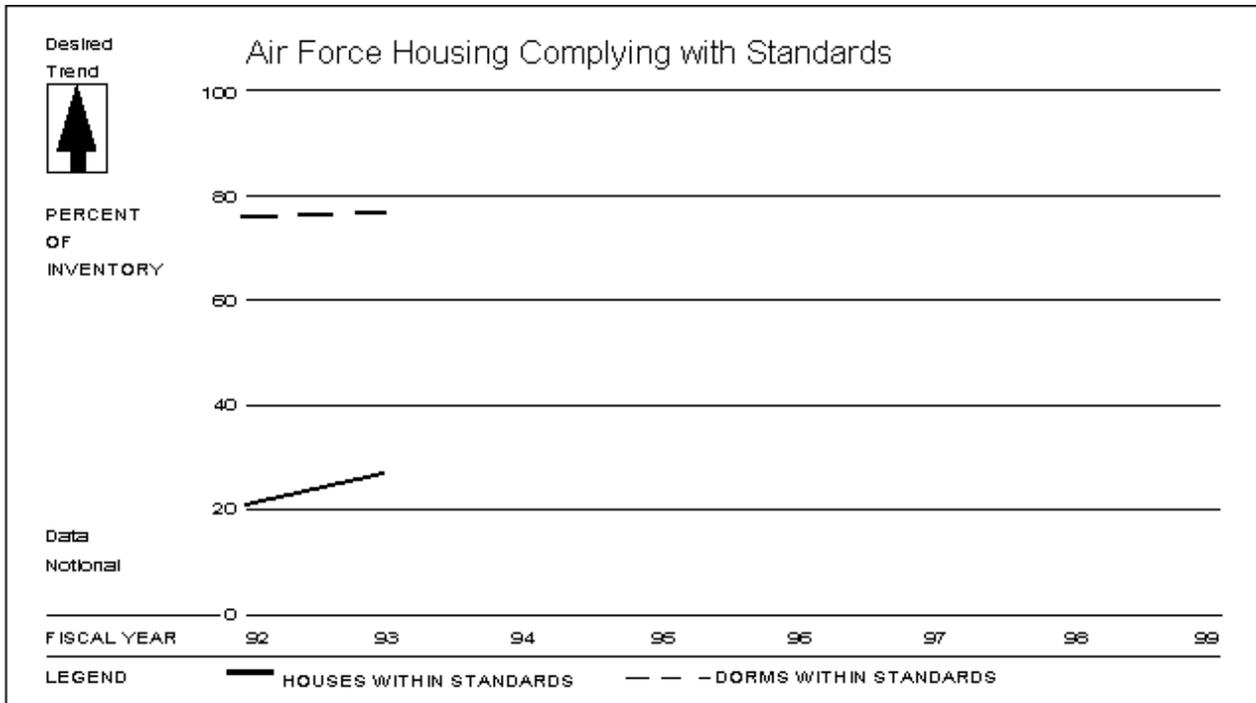
A1.2.1. The number of houses meeting Air Force whole-house standards will be reported as an attachment to the annual DD Form 1410, **Family Housing Inventory and Occupancy** (RCS: DD-P&L [A] 1081). The number of dormitory rooms meeting unaccompanied housing facility standards will be reported on the annual DD Form 2085, **Unaccompanied Personnel Housing Inventory and Utilization Data** (RCS: DD-P&L[A] 1470).

**A1.3.** Compliance with project design and award execution will be tracked quarterly, based on data in the Air Staff level Civil Engineering Programming, Design, and Construction data base as input by MAJCOMs (**Figure A1.2.** and **Figure A1.3.**).

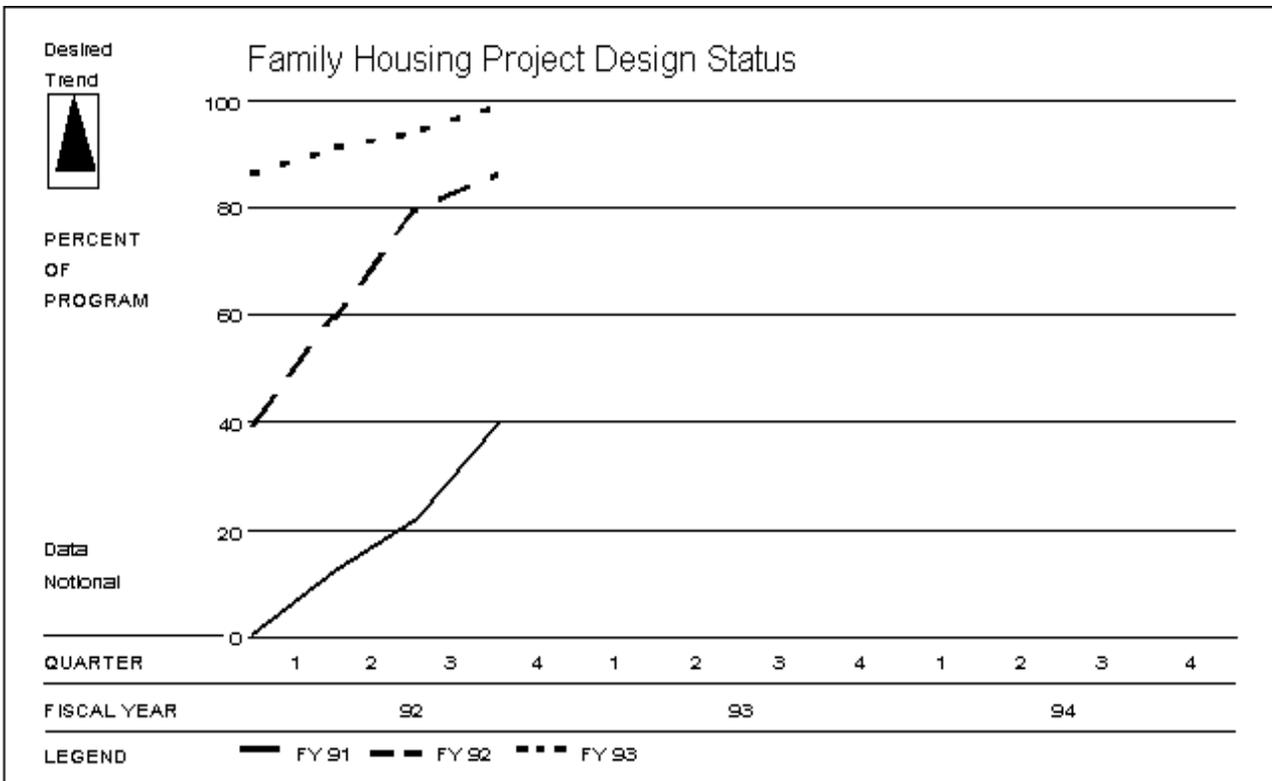
**A1.4. Operations and Maintenance (O&M) Obligation Rate.** Compliance with Air Force family housing O&M financial policy requires achieving timely and full obligation of the family housing O&M account. Data for obligation rates (**Figure A1.4.**) are extracted from the Air Force Accounting Reports (M)1002, *Appropriation Status by Fiscal Year Program and Subaccounts*, and the *Air Force Accounting Reports*, RCS: SAF-FM (M) 7130-DE, *Status of Project by Operating Agency Code*.

**A1.5. Management Effectiveness.** Compliance with standards for the efficient management of assets is measured by the occupancy rates (**Figure A1.5.**). Both family and unaccompanied housing will be used to the fullest extent. Data source for family housing is the RCS: DD-P&L (A) 1081 report. Data source for unaccompanied housing is the RCS: DD-P&L (A) 1470 report.

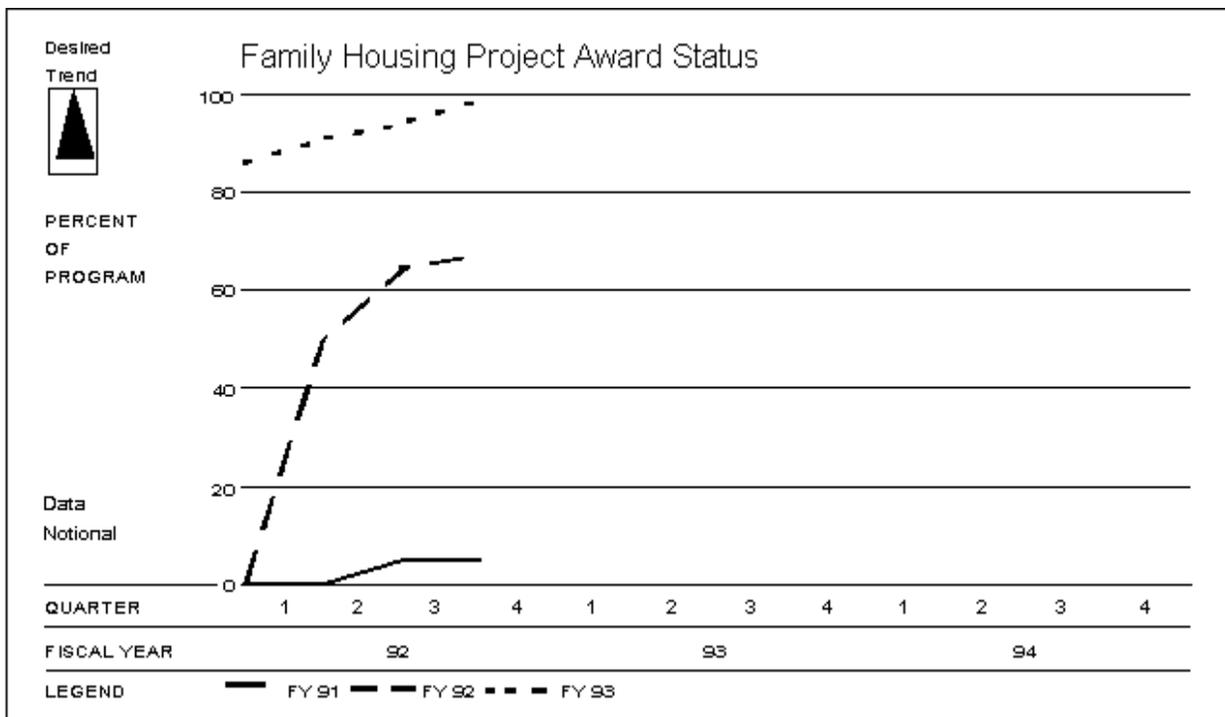
**Figure A1.1. Sample Metric of Air Force Housing Complying With Standards.**



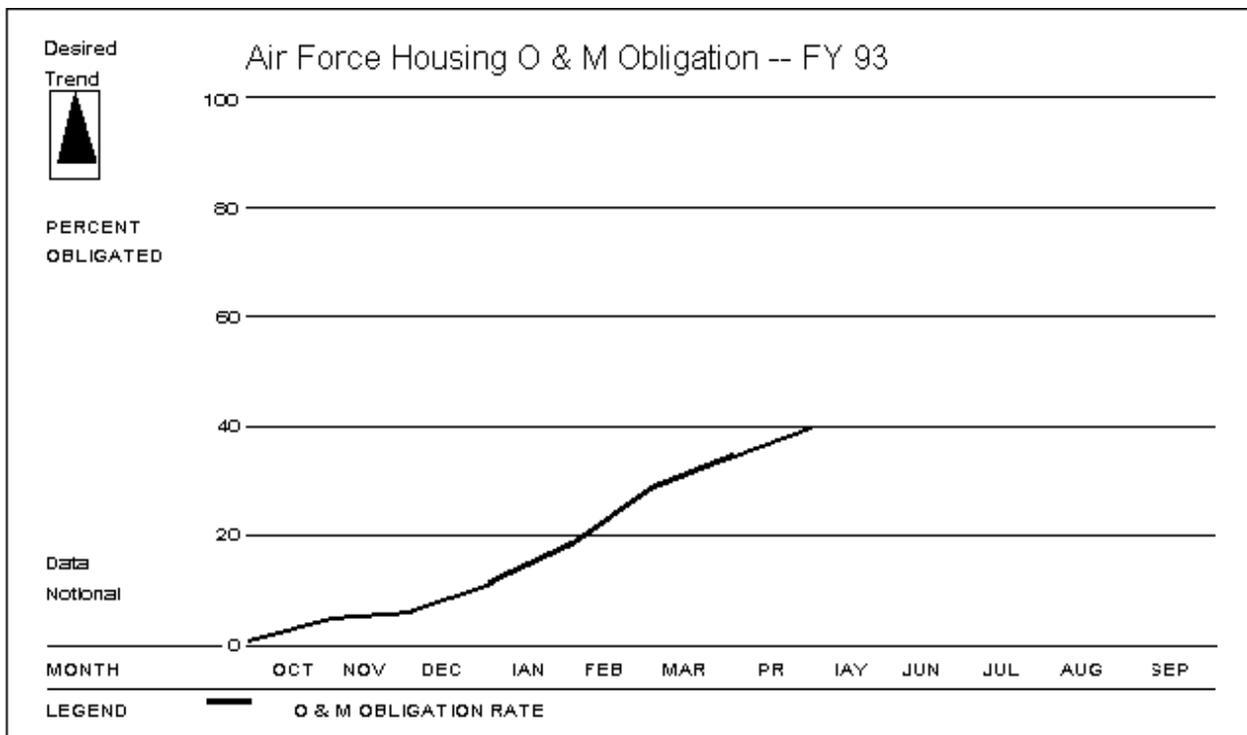
**Figure A1.2. Sample Metric of Family Housing Project Design Status.**



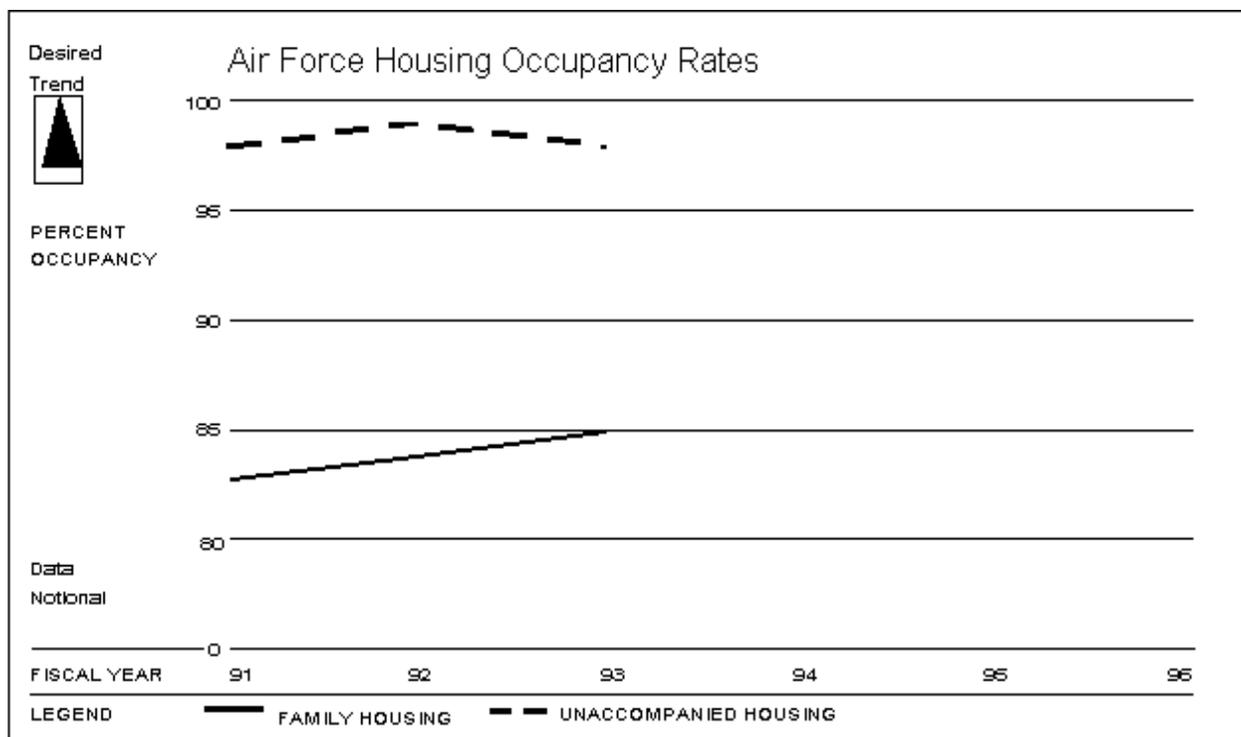
**Figure A1.3. Sample Metric of Family Housing Project Award Status.**



**Figure A1.4. Sample Metric of Air Force Housing O&M Obligation--FY 93.**



**Figure A1.5. Sample Metric of Air Force Housing Occupancy Rates.**



## Attachment 2

### RELATED POLICIES AND INSTRUCTIONS

#### ***Implemented National Policy:***

DoD Directive 1100.12, *Authority for Establishing Special Command Positions*, September 3, 1991

DoD Instruction 1100.16, *Equal Opportunity in Off-Base Housing*, August 14, 1989

DoD Instruction 1338.19, *Relocation Assistance Programs*, June 15, 1990

DoD Directive 1344.7 With Changes 1 and 2, *Personal Commercial Solicitation on DoD Installations*, February 13, 1986

DoD Directive 4145.19.1, *Storage and Materials Handling*, September 1979

DoD 4165.63-M, *DoD Housing Management*, June 1988

AFM 67-1, Volume II, Part 2, *USAF Standard Base Supply System*, November 1987

AFM 67-1, Volume IV, Part 1, *Air Force Equipment System Policy and Procedures*, February 1989

JFTR, Volume I, *Joint Federal Travel Regulations*, April 1991

JFTR, Volume 2, *Joint Federal Travel Regulations*, October 1992

#### ***Interfaced Publications:***

AFI 32-1001, *Air Force Installation and Facility Strategic Planning*

AFI 32-6001, *Family Housing Management*, (Formerly AFR 90-1)

AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction* (Formerly AFRs 86-1, Chapter 7 and 88-25)

AFI 32-6003, *General Officer Quarters* (Formerly AFP 90-6)

AFI 32-6004, *Furnishings Management* (Formerly AFR 140-1)

AFI 32-6005, *Unaccompanied Housing Management, and Operations* (Formerly AFR s 90-5 and 90-9)

AFPD 32-10, *Installations*

AFPD 32-80, *Facility Design and Construction*