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Civil Engineering

GENERAL OFFICER QUARTERS

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(Ms Kathryn Halvorson)
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This instruction implements AFD 32-60, *Housing*; DoD Directive 1100.12, *Authority for Establishing Special Command Positions*, September 3, 1991; and DoD 4165.63-M, *DoD Housing Management*, September 1993. It interfaces with AFI 32-6001, *Housing Management*; AFI 32-6002, *Family Housing Programming, Design, and Construction*; and AFI 32-6004, *Furnishings Management*. It:

- Provides guidance and procedures on general officer quarters (GOQ) management and cost reporting.
- Prescribes and explains the use of AF Form 3826, **Quarterly Cost Report for General Officer Quarters**, RCS: HAF-CEH(Q)9440.
- Does not apply to the Air National Guard or the US Air Force Reserve.

See **Attachment 1** for references, abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which allows MAJCOM/CCs to delegate decision-making authority for GOQ grounds maintenance, carpet and drapery lifespan, and span furnishings sub-limit exceptions to NAF/CCs or MAJCOM/CVs. A | (bar) preceding a paragraph indicates changes from previous editions.

Chapter 1

RESPONSIBILITIES

1.1. General. General officer quarters (GOQ) receive close scrutiny from both the private and the public sector, with special congressional interest.

1.2. Understanding GOQ Rules. The rules, laws, and congressional language concerning GOQs are complex. Those responsible for GOQ management at MAJCOMs and installations, particularly installation housing managers, need to understand GOQ rules and convey these rules to GOQ occupants.

1.3. Responsibilities:

1.3.1. OSD. OSD designates Special Command Positions (SCP), and determines categories of furnishings and tableware support as directed in DoD Directive 1100.12 and establishes broad housing policy under DoD 4165.63-M. HQ USAF/CE is the Air Staff office of primary responsibility with regard to processing requests to establish special command positions.

1.3.2. SAF/MI. Approves Air Force housing policy and conducts oversight of the management of GOQs.

1.3.3. HQ USAF/CE. Formulates housing policy for the management of GOQs.

1.3.4. Major Command (MAJCOM). Oversees the execution of Air Force policies and programs. They develop requirements, prepare budgets, and supervise execution of programs.

1.3.5. Installation Commander. Establishes local policies to effectively manage GOQs.

1.3.6. Base Civil Engineer (BCE) and Housing Manager. Implement GOQ guidance and policies according to this AFI and local directives.

1.3.7. GOQ Occupants. Comply with the guidance in this AFI and participate in developing current and long range plans for their quarters.

Chapter 2

PLANNING FOR FACILITY MAINTENANCE AND REPAIR REQUIREMENTS

2.1. Goal. GOQs must be well-maintained. Follow a "prudent landlord" concept, accomplishing work to keep the quarters comfortable and protecting the significant investment the Air Force has in these homes.

2.2. Living Area. A 1983 law limits the living area of GOQs to four bedrooms and 2,100 net square feet (NSF) of floor area, which excludes unfinished basements, porches, stairwells, landings, and storage areas. The law authorizes an additional 10 percent (for a total of 2,310 square feet) for general officers occupying SCPs and for the senior installation commander position.

2.2.1. AFI 32-6002 describes how to calculate the net square footage of floor area.

2.2.2. For GOQs constructed before the 1983 law, use the existing floor area as the authorized limit.

2.3. Identifying Requirements. The key to identifying GOQ requirements is to have a plan that takes care of the day-to-day work, but looks to the future to identify capital investments necessary to sustain the quality of the quarters. It is important for occupants to participate in building a plan.

2.4. Planning. The BCE prepares annual and 5-year work plans for each GOQ. Comprehensive planning can prevent unprogrammed, often costly, services or maintenance that may exceed budget limits.

2.4.1. Annual Plan. Prepare the annual plan prior to the start of the fiscal year. The plan identifies programmed and recurring work required during the year. Base the plan on occupant input, current inspections, housing community plans, and the long-range plan. Use the annual plan to schedule work throughout the year for each unit. Adjust the plan as new requirements develop.

2.4.2. Long-Range Plan. Prepare and update the long-range plan when doing the annual plan (Table 2.1). Use the long-range plan to budget for maintenance, repair, improvements and operations. The plan:

- Covers a 5-year period (the annual plan year plus the following 4 years).
- Details the total cost of projected major maintenance and repair, minor alterations, improvements and operations (utilities, services, and furnishings).
- Includes work planned for change of occupancy.
- Helps managers anticipate the need for getting Congressional approval for maintenance and repair work that exceeds the budget threshold.

Table 2.1. GOQ Long-Range Plan.

CATEGORY	94	95	96	97	98	TOTAL
OPERATIONS						
Utilities						
Services						
Furnishings						
MAINTENANCE & REPAIR						

CATEGORY	94	95	96	97	98	TOTAL
Recurring						
Nonrecurring						
MINOR ALTERATIONS						
MAJOR ALTERATIONS						
TOTAL COST						

2.4.3. Scope of Work. GOQ plans should reflect the total scope of work and improvements to renovate a home to Air Force "whole-house" standards. Do not artificially suppress costs; GOQ work usually costs more than work for other family housing units due to the age, design and size of typical units, and the complexity of the work.

2.5. Programming Facility Work. Follow family housing programming instructions contained in AFI 32-6002. Take into account additional statutory limits and Air Force policies that apply to GOQs. Use both AFI 32-6002 and the special requirements below when programming GOQ work.

2.5.1. Improvements. All GOQ improvements require Congressional notification. The cost of an improvement project for a set of quarters is limited by statute to \$50,000 times the area cost factor (ACF). The ACF is not applied in foreign locations. If the cost of a proposed improvement project exceeds the statutory limit, the Air Force must include it in the annual budget and include an economic analysis. The project can only be executed at the higher cost (greater than \$50,000) if the authority is obtained in the military construction authorization bill. When this occurs, the new limit resulting from this Bill becomes the new statutory limit for this project. If the estimated improvement costs exceed 70% of the replacement cost, a replacement construction project will be programmed.

2.5.2. Maintenance and Repair. Each year in the Military Family Housing Authorization Act, Congressional language places a ceiling of \$25,000 (P-722 funds) on all maintenance, repair, and minor alterations per unit per fiscal year. The \$25,000 limitation cannot be exceeded without prior authorization from Congress.

2.5.3. Exceeding the Limit. If approved by SAF/MI, maintenance and repair limits may be exceeded by notifying Congress in the submission of the Air Force budget. MAJCOMs accomplish this in their response to the call letter issued by HQ USAF/CEH as part of the Biennial Budget Estimate Submission (BES) preparation. Out-of-cycle budget submissions will only be made when there is an extremely urgent situation, normally relating to health or safety.

2.5.4. Minor Alterations. Commands may authorize minor alterations costing up to \$3,000 per GOQ unit per year, using maintenance and repair funds. This authority may be delegated to installation level. Minor alteration work is normally done in conjunction with maintenance and repair work. If necessary a minor alteration project can be accomplished without M&R work, but the cost can not exceed \$3,000 per unit per year. In foreign locations, major commands may authorize up to \$5,000 per unit, but only when the work is performed concurrently with repair work.

2.5.4.1. Restrictions on Use of Minor Alteration Authority. Do not use this authority to:

- Increase the size of any unit.
- Increase the number of rooms in any unit.

- Add environmental control to any space not presently air-conditioned or heated.
- Add new or alter exterior appurtenances such as garages, carports, driveways, storage sheds, detached facilities, patios, sprinkler systems, fences, decks, or porches.

2.5.4.2. Exceptions to Minor Alteration Authority Restrictions. As an exception to these restrictions, an appurtenance may be added for reasons of overriding consideration impacting health, life safety, or economics. An appurtenance may also be added for patios, decks, or fences constructed under the family housing self-help program.

2.5.4.3. When senior or general officer quarters have exterior appurtenances added using minor alteration authority, it will be reported to HQ USAF/CE annually in October (reference AFI 32-6002, figure 1.11). The report must include a statement describing the circumstances that justified the use of this authority.

2.6. Out-of-Cycle Requests for GOQ Facility Work. The Chief of Staff and the Secretary of the Air Force must review and approve all out-of-cycle requests to exceed the \$25,000 limit for GOQ work. Approved requests are submitted to Congress for notification. Follow these steps:

- Detail all expenditures for the last 5 years (M&R and improvement).
- Refer to AFI 32-6002 for the procedures for submitting these projects.
- Certify that the request is the most cost-effective method of maintaining these quarters.
- Include strong justification as to why the work must be done out-of-cycle.

2.7. Maintaining Grounds. General officers and installation commanders are responsible for the care of grounds within approximately 50 feet of their quarters.

2.7.1. Exceptions: Major command commanders may approve exceptions when they determine that one or both of the following conditions exist:

- The grounds are assigned to the occupant of a special command position
- The GOQ is prominently located and makes a unique contribution to the appearance of the installation

Major command commanders may delegate approval authority for grounds maintenance exceptions to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

2.7.2. Base Civil Engineer. If the command approves an exception, the base civil engineer takes care of the grounds. Work is charged on GOQ cost reports (see **Chapter 4**).

2.7.3. Aides. Aides may discharge occupant responsibilities in their role that allows for the care and order of assigned quarters. Do not charge their work to the GOQ cost reports.

2.7.4. Fertilizer. Charge fertilizer and other materials provided for grounds care from appropriated funds to the GOQ cost reports.

2.8. Carpet and Blinds. Carpet and blinds are components of the facility (see AFI 32-6002), not furnishings items. Important considerations in planning for carpet and blinds:

- Charge wall-to-wall carpet and blinds against the \$25,000 maintenance and repair limit, not against the \$6,000 furnishings limit.
- Purchase quality carpet, which must last at least 7 years. Mandatory requirements for carpet are in the Housing Design Guide. The senior installation commander must certify that the carpet meets Air Force carpet standards.
- Do not replace carpet installed for less than 7 years. The senior installation commander must certify that the carpet is worn out and needs replacement in all instances.

Major command commanders may approve exceptions to the 7-year minimum life-cycle carpet replacement policy. Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

Chapter 3

FURNISHINGS, TABLEWARE, AND APPLIANCES

3.1. Types of GOQ Furnishings Support. Individuals are authorized GOQ furnishings and tableware to meet official representational responsibilities. There are two different types of GOQ furnishings support:

- Supplemental furnishings support (Table of Allowance [TA] 414).
- SCP furnishings and tableware support (TA 106).

3.1.1. Supplemental Furnishings. General officers, brigadier general selectees, colonels serving as the installation commander, and civilian equivalents who reside in government-controlled housing may get supplemental furnishings. TA 414, Part A, lists items that are authorized for the public entertainment areas of the home: living room, dining room, recreation room, den, entryway and hallways.

3.1.2. SCP Furnishings and Tableware. SCP general officers and civilian equivalents are the only people authorized to get SCP furnishings and tableware.

3.1.2.1. Furnishings support extends to nearly all areas of the home and includes SCP tableware. SCP tableware is Air Force crystal, china, flatware, hollowware, and table linen. TA 106 lists SCP furnishings and tableware items.

3.1.2.2. The Office of the Secretary of Defense authorizes SCPs (see DoD Directive 1100.12).

3.2. Authorized Furnishings. HQ USAF/CE authorizes GOQ furnishings by placing them in the appropriate TA. If furnishings are required that are not listed in the TA, then a request to add these items to the TA must be sent through the command to HQ USAF/CE.

3.3. Requesting New Items. When a quarters requires new items not in TAs, submit an AF Form 601, **Equipment Action Request**. Include the cost, the proposed location (within the designated entertainment areas) of the quarters, and any justifying information (for example, brochures, sketches, and photographs).

3.3.1. Command Equipment Management Office (CEMO). Send the AF Form 601 to the CEMO, who obtains MAJCOM/CE coordination and MAJCOM/CV validation of the request.

3.3.2. Air Logistics Center. CEMO forwards the request simultaneously to HQ USAF/CE and Warner Robins Air Logistics Center (WR-ALC/LZEB).

3.4. Interior Design Considerations. Furnishings are an integral component of GOQ annual and long-range plans. The goal is to achieve a universal decorating scheme which successive occupants can use.

3.4.1. Neutral Colors. Paint, drapes, and furnishings colors must be neutral colors so that new occupants won't need to redecorate solely because of change-of-occupancy.

3.4.2. Draperies. Draperies are considered a furnishings item. Install draperies in the public entertainment areas that are neutral in color and constructed of quality materials that will last the 7 year life expectancy. Government-installed drapes may be cleaned at government expense. Major command commanders may approve exceptions to the 7-year minimum life-cycle drapery replacement policy.

Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.5. Furnishings Cost and Replacement Limits. Figure 4.1. shows furnishings cost and replacement limits.

3.5.1. Furnishings Cost Limits. Limit expenditures for furnishings to \$6,000 per GOQ per fiscal year and \$20,000 per GOQ for any 5-year period. This policy applies from FY 91 forward. The 5-year limit does not apply to the years up to and including FY 90.

3.5.1.1. Apply the furnishings limit to the purchase of furniture, area rugs, replacement draperies and curtains, and refinishing/reupholstering.

3.5.1.2. Exclude moving and handling of furniture, cleaning expenses, and initial issue draperies and curtains (items purchased for a new GOQ, due to new construction or redesignation) from the \$6,000 furnishings limit.

3.5.2. Furnishings Replacement Limits. Furnishings Replacement Limits. Major command commanders may approve exceptions to the furnishings cost limitations in paragraph 3.5.1. Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.6. Waiver Procedures. An approval authority must consider the reasons advanced by the wing commander justifying the request for exception. The wing commander must fully justify requests for exception and include the following information.

- A statement that the wing commander has validated the requirement to exceed the cost or replacement limits. For carpet replacement requests, include the installation commander's verification that the carpet requires replacement and the replacement carpet meets the Air Force housing carpet standards, which are in the Air Force Housing Design Guide.
- The total cost of the replacement items requested.
- The date (month and year) in which the items requiring replacement were originally installed or placed in the quarters. State whether the items are still under manufacturer warranty, and include any available warranty information.
- A description of all furnishing actions (including costs) completed and proposed for the fiscal year.
- The annual and long-range plans, which include the furnishings plan for the GOQ. The plan should show an ability to maintain quality furnishings within the expenditure limits in future fiscal years
- An explanation as to why exceeding the limits is necessary now or in planned projects.
- Clearly labeled photographs documenting the requirement.

3.7. Appliances. The base civil engineer provides appliances. Occupants may select from warehouse stock, Government Services Administration (GSA), or other sources. Either in-house resources or contract services may perform appliance repair.

3.8. Furnishings and Tableware Accountability. General officers are personally accountable for government-issued furnishings and tableware placed in the GOQ. All furnishings and SCP tableware items are recorded on the AF Form 228, **Furnishings Custody Receipt and Condition Report**, and signed for by the general officer. Other procedures for the AF Form 228:

- The furnishings management office (FMO) maintains current AF Forms 228.
- For SCP positions, tableware item replacements or changes are posted to the AF Form 228 from information on the amenity cost report sent from Bolling AFB.

3.9. SCP Tableware. There are special procedures for SCP tableware issue and replacement.

3.9.1. Table Linen. The SCP incumbent selects and pays for table linens and submits receipts to Bolling AFB/LGS for reimbursement as the expenses are incurred.

3.9.1.1. Each SCP GOQ should contain a standard white set of 36 place mats, 36 napkins, and up to three tablecloths depending on the size and shape of the primary dining table.

3.9.1.2. Table linens are accountable items which are entered on the quarters furnishings custody receipt (AF Form 228).

3.9.1.3. The combined china, crystal, and flatware replacement cost, plus table linen expenditures, will not exceed \$1,000 per fiscal year.

3.9.2. SCP Initial Issue Tableware. The annual \$1,000 replacement allowance does not include the initial issue of SCP china, crystal, and flatware.

3.9.3. Damaged SCP Items. Use certified mail to return damaged or broken china, silverware, and hollowware to Bolling Air Force Base Supply (1100 ABG/LGS, Bolling AFB Washington DC 20332). The precious metal in these items will be reclaimed.

3.9.3.1. The occupant throws away damaged, chipped or broken crystal. Notify the FMO who adjusts the AF Form 228.

3.9.3.2. The occupant either throws away unserviceable table linen or turns it in to FMO for disposal. The FMO adjusts the AF Form 228.

3.9.4. Replacing SCP Items. Bolling AFB Supply replaces damaged china, crystal, flatware and hollowware items. Send requests to Bolling AFB Supply, or call them at DSN 297-4569 for assistance. The SCP incumbent purchases replacement table linens and submits the receipt to Bolling AFB Supply for reimbursement.

Chapter 4

COST ACCOUNTING AND REPORTING

4.1. Reporting Operations and Maintenance Costs. Figure 4.1. shows an overview of GOQ reports and limits. Track all GOQ costs using a separate cost record for each GOQ. Annually report all costs associated with the operations and maintenance (O&M) and improvement of a GOQ unit and its associated real property.

Figure 4.1. GOQ Reports and Limits Overview.

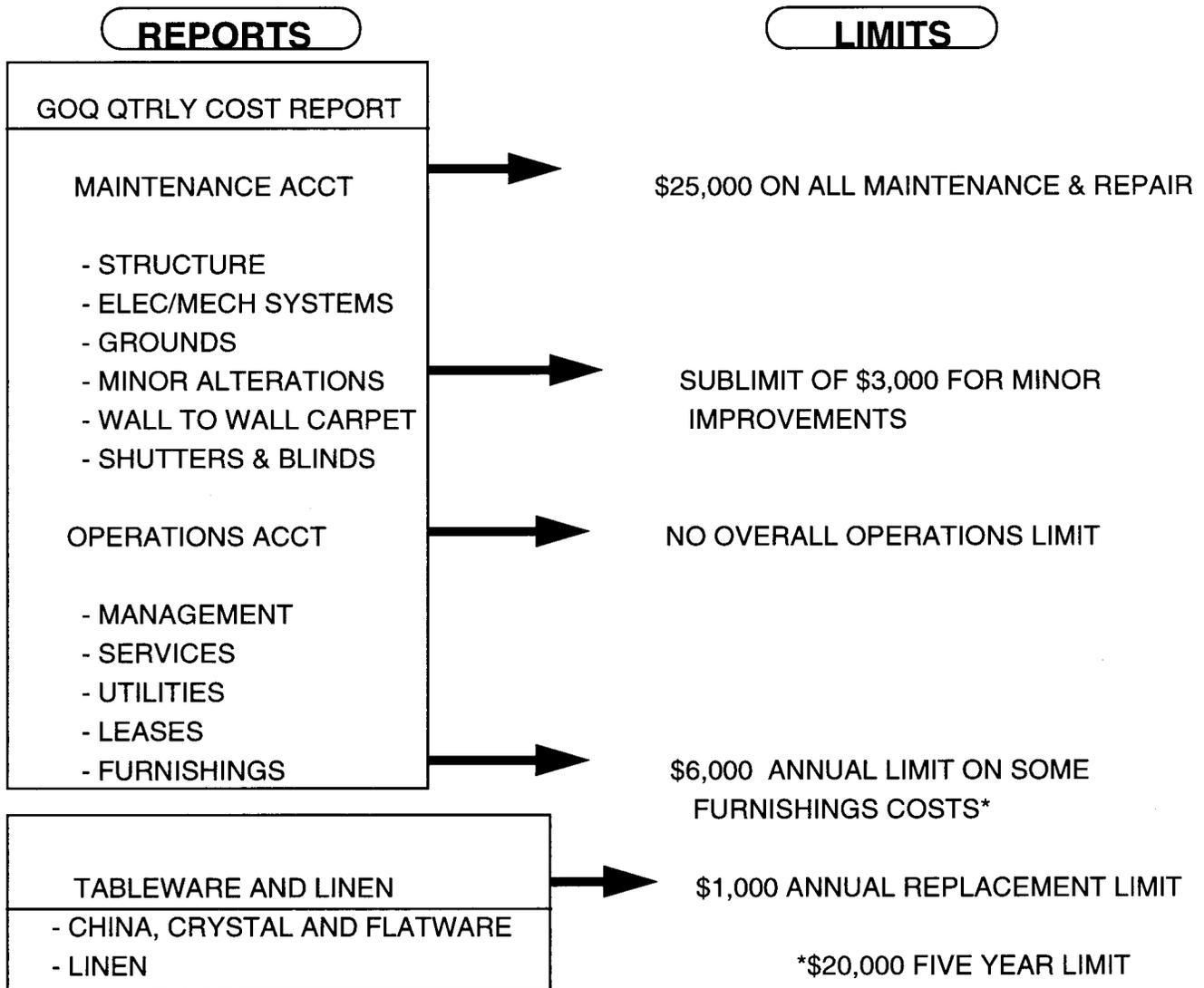


Figure 4.1. GOQ Reports and Limits Overview.

4.1.1. Occupancy Period for Cost Reporting. Report costs for the entire fiscal year on any unit occupied by a general officer, regardless of the period occupied. Do not report O&M costs for housing that is designated for general officer use but not occupied by a general officer at all during the fiscal year.

4.1.2. When to Charge Costs. Reported costs are based on obligations. Charge the entire cost of contract work at the time the contract is awarded. Report and charge actual man-hours for in-house work at the time the man-hours are expended. When military or civilian labor (other than enlisted aides) is used to perform housing work, base the cost for the reported labor hours on the total shop rate.

4.1.3. How to Charge Costs. Determine O&M costs for GOQs in one of two ways and charge accordingly:

- If the costs are solely attributable to a GOQ, such as a maintenance project or custodial services for an individual unit, charge the entire cost against the GOQ.
- If two or more units benefit from services (e.g., refuse collection) or maintenance (e.g., a shared garage), charge the costs equally against all benefiting units. For utilities, determine a cost per square foot and establish the charge based on the unit size.

4.2. Operations and Maintenance Costs Considerations. Use the following ground rules for GOQ cost accounting.

4.2.1. Furnishings Charges. Charge a piece of furniture to a GOQ once per item. Examples:

- For an item purchased for a specific GOQ, charge it to that GOQ. Charge it when the item is ordered.
- For an item taken new from FMO stock and as a first-time issue to a GOQ, charge it to that GOQ when it is issued.
- For an item issued from FMO stock but previously issued to a GOQ (a used item), do not charge it at all.

4.2.2. Maintenance and Repair Costs. Include all work, including periodic and recurring maintenance, contract cleaning, service calls, minor and major repair, minor alterations, and grounds maintenance in this category. Charge costs as shown in paragraphs 4.2.2.1. and 4.2.2.2..

4.2.2.1. Exterior Utilities. Charge maintenance and repair costs for major utility systems within fifty feet of the exterior walls of the GOQ, or where it joins a main or terminates, whichever is less.

4.2.2.2. Other Real Property. Charge other real property costs associated with the dwelling unit, such as garages, driveways, and grounds, directly to the GOQ.

4.2.3. Furnishings Cost Reports. There are three furnishings report requirements:

- The AF Form 3826 and DD Form 2405, **General and Flag Officer Quarters Management Report** (RCS: DD-A&T(AR)1706), are completed by the BCE. Both include all furnishings expenditures and apply to all general officer quarters.
- The SCP tableware cost report, completed by Bolling AFB Supply, applies to SCP tableware expenses only and covers tableware expenditures. This report is sent to SCP occupants, with informational copies sent to supporting FMOs and HQ USAF/CEH.

4.2.3.1. Furnishings Costs in AF Form 3826 and DD Form 2405. These reports include all furnishings expenditures and obligations (except SCP tableware) incurred during the reporting period in the GOQ cost report. Include these applicable furnishings costs:

- Initial issue, replacement, reupholstery, refinishing, cleaning, moving and handling, repair, and storage of furnishings for the quarters.
- Draperies and curtains, including initial issue, replacement, and cleaning.
- Area rugs, including initial issue, replacement, and cleaning. **NOTE:** Area rugs are not authorized when wall-to-wall carpet is in place.
- Initial issue, replacement, connection and disconnection, and repair of appliances.

4.2.3.2. The SCP Tableware Report. Bolling AFB Supply:

- Includes table linen expenditures and initial issue and replacement of Air Force crystal, china, flatware and hollowware issued to SCP occupants.
- Reports tableware expenditures quarterly to each SCP occupant.
- Sends an information copy to the base FMO to assist in maintaining the quarter's AF Form 228 and accountability for items issued to the occupant.
- Sends an information copy to HQ USAF/CE.

4.3. Reporting Requirements. Track the cost of operating and maintaining GOQ on AF Form 3826 and DD Form 2405. Submit the DD Form 2405 on every GOQ annually to HQ USAF/CE, for review by the Air Force Chief of Staff.

4.3.1. DD Form 2405. This report tracks annual obligation for GOQs and provides a historical data base on GOQ expenditures.

4.3.1.1. Submit reports to the MAJCOM at the end of the fiscal year. Submit one form (with two copies) for each unit occupied by a general officer.

4.3.1.2. MAJCOMs consolidate all information and provide a MAJCOM summary along with the original copies of the DD Form 2405 and a minor alteration report to HQ USAF/CEH.

4.3.2. AF Form 3826. This report allows base, FOA, and MAJCOM personnel to track expenditures associated with a GOQ (see **Attachment 2**). Use it to keep occupants informed of expenditures charged against their quarters. File this report at the MAJCOM. Do not forward to HQ USAF. This report is designated emergency status code C-3; continue reporting during emergency conditions, precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means, if possible. Discontinue reporting during MINIMIZE.

4.3.2.1. Include all funds obligated during the full fiscal quarter, regardless of whether a general officer occupied the unit for the full quarter.

4.3.2.2. The housing manager and base civil engineer sign the report, certifying the costs. Attach a breakout of minor alterations (see AFI 32-6002 for format).

4.3.2.3. The GOQ occupant reviews the report.

EUGENE A. LUPIA, Maj General, USAF
The Civil Engineer

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoD Directive 1100.12, *Authority for Establishing Special Command Positions*, September 3, 1991; and DoD 4165.63-M, *DoD Housing Management*, September 1993

AFPD 32-60, *Housing*

AFI 32-6001, *Housing Management*

AFI 32-6002, *Family Housing Programming, Design, and Construction*

AFI 32-6004, *Furnishings Management*

AFI 65-601, Volume I, *Budget Policies and Procedures*

TA 106, *Housekeeping Furnishings for Special Command Positions*

TA 414, *Quarters Furnishings*

Abbreviations and Acronyms

AC—Account Code

ACF—Area Cost Factor

AWP—Annual Work Plan

CONUS—Continental United States

DoD—Department of Defense

FOA—Field Operating Agency

GOQ—General Officer Quarters

MAJCOM—Major Command

M&R—Maintenance and Repair

O&M—Operations and Maintenance

OSD—Office of the Secretary of Defense

SAF—Secretary of the Air Force

SYWP—Seven Year Work Plan

TA—Table of Allowance

Terms

Dwelling Unit—A military housing living area assigned to an individual or family, including carport, garage, grounds and other structures associated with that unit.

Entertainment Areas—The areas used for public entertainment. Includes the entrance foyer, living room, dining room, den, library, family room, and stairway and any hallways connecting these areas. The

other areas of the quarters are not considered entertainment areas.

General Officer Quarters (GOQ)—Any military housing unit assigned to a general officer, including all grounds, walks, driveways, other paved areas, and structure on the grounds for the exclusive use of the occupants and guest.

General Officer Quarters (GOQ) Maintenance and Repair (M&R) Threshold—The annual \$25,000 cost limit for all maintenance, repair, and minor alteration expenses on a GOQ.

Improvements—Any work that changes the physical layout or adds to the overall area of the dwelling unit (P-713 funds).

Minor Alterations (P-722 Funds)—Improvement work with P-722 funds for less than \$3,000 that changes or alters a dwelling unit. Minor alterations may not add, expand, or extend the physical dimensions or increase the net floor area.

Net Floor Area—The living area within the exterior walls, excluding unfinished basements or attics, utility service space or bulk storage (in place of a basement), attic, garage, carport, open or screened porches, decks, and stairwells. In multi-family dwellings, common stairwells, halls, entries, and other common areas are excluded.

Special Command Position—A position designated by the Department of Defense (Director of Administration and Management), according to DoD Directive 1100.12. Table of Allowance 106 lists these positions. A general officer or civilian equivalent occupies the position and carries public entertainment responsibilities that require the incumbent to represent the interests of the United States in official and social activities involving foreign or domestic dignitaries. Normally these positions are limited to general officers in the grade of O-10, however generals in a lower grade may be designated as SCP if the incumbent is:

- Responsible directly to the Secretary of Defense or the Secretary of a Military Department.
- The top US representative in an international, political, or military group.
- The commandant, director, president, or superintendent of a DoD or Service college or academy.

Tableware—For special command positions (SCP), special allowance items including Air Force china, crystal, flatware, and hollowware issued by Bolling AFB LGS. Also includes table linen selected by the occupant (the cost reimbursed by Bolling AFB). These items are also sometimes called SCP amenities.

Attachment 2

SAMPLE AF FORM 3826, QUARTERLY COST REPORT FOR
GENERAL OFFICER QUARTERS

Figure A2.1. Sample AF Form 3826.

QUARTERLY COST REPORT FOR GENERAL OFFICER QUARTERS				Report Control Symbol RCS: HAF-CEH(Q) 9440						
FISCAL YEAR 94	QUARTER (Check applicable quarter) <input checked="" type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH			REPORT DATE 30 January 1994						
INSTALLATION: George AFB		QUARTERS NUMBER 1	YEAR BUILT 1970	NET SQUARE FEET 1800						
CURRENT RESIDENT (Name and Grade): BGen Smith		POSITION AND OFFICE SYMBOL Wing Commander, 9000 TFW		MOVE-IN DATE 28 August 1993						
SECTION I. OPERATIONS COSTS	BUDGETED AMOUNT	THIS QUARTER		FY TOTAL						
1. ADMINISTRATION AND MANAGEMENT (AC 721.11)	\$456.00	\$114.00		\$114.00						
2. SERVICES (AC 721.21 & 29)	\$911.00	\$228.00		\$228.00						
3. UTILITIES (AC 728.11-12)	\$2,961.00	\$740.00		\$740.00						
4. LEASES (AC 723. 725)										
5. FURNISHINGS (AC 721.41- 42)	\$228.00	\$57.00		\$57.00						
6. MISCELLANEOUS (AC 721.51 & .53)										
7. TOTAL OPERATIONS COST (Add Section 1, Items 1-6)	\$4,556.00	\$1,139.00		\$1,139.00						
SECTION II. MAINTENANCE/REPAIR/MINOR ALTERATIONS										
1. CHANGE OF OCCUPANCY (M&R ONLY)										
2. MINOR/ROUTINE M&R (AC 722.62, AC 722.66-67)	\$2,334.00	\$584.00		\$584.00						
3. MAJOR M&R (AC 722.71, 722.96, 724. 726)	\$4,374.00	\$1,094.00		\$1,094.00						
4. GROUNDS MAINTENANCE (AC 722.81)	\$878.00	\$220.00		\$220.00						
5. MINOR ALTERATIONS (AC 722.91 - 92)	\$1,126.00	\$280.00		\$280.00						
6. TOTAL MAINTENANCE/REPAIR/MINOR ALTERATIONS (Add Section II, Items 1-5)	\$8,712.00	\$2,178.00		\$2,178.00						
7. CONGRESSIONALLY APPROVED M&R THRESHOLD IF DIFFERENT FROM \$25,000										
SECTION III. OPERATIONS AND MAINTENANCE COST										
TOTAL OPERATIONS AND MAINTENANCE COSTS (Add Section I, line 7 and Section II, Line 6)		\$3,317.00		\$3,317.00						
SECTION IV. IMPROVEMENTS (AC P-713)										
PROJECT NUMBER(S)				ACTUAL COST						
SECTION V. FURNISHINGS HISTORY										
FURNISHINGS 5-YEAR TOTAL (Do not record costs before FY 91)				FIVE YEAR TOTAL						
FY 92	\$3,000.00	FY 93	\$2,000.00	FY 94	\$170.00	FY 95	\$1,700.00	FY 96	\$1,700.00	\$8,570.00
PREPARED BY	NAME, OFFICE SYMBOL AND SIGNATURE Mr. Bart, CEH			DATE 15 Apr 94						
CERTIFIED BY	HOUSING MANAGER SIGNATURE Ms. Kelly			DATE 15 Apr 94						
	BASE CIVIL ENGINEER SIGNATURE Col Clark			DATE 15 Apr 94						
REVIEWED BY	OCCUPANT SIGNATURE			DATE						

Attachment 3
IC 98-1 TO AFI 32-6003, GENERAL OFFICER QUARTERS

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which allows MAJCOM/CCs to delegate decision-making authority for GOQ grounds maintenance, carpet and drapery lifespan, and furnishings sub-limit exceptions to NAF/CCs or MAJCOM/CVs. A ^ indicates revisions of previous edition.

2.7.1 Exceptions: Major command commanders may approve exceptions when they determine that one or both of the following conditions exist:

- The grounds are assigned to the occupant of a special command position
- The GOQ is prominently located and makes a unique contribution to the appearance of the installation

Major command commanders may delegate approval authority for grounds maintenance exceptions to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

2.8. Carpet and Blinds: Carpet and blinds are components of the facility (see AFI 32-6002), not furnishings items. Important considerations in planning for carpet and blinds:

- Charge wall-to-wall carpet and blinds against the \$25,000 maintenance and repair limit, not against the \$6,000 furnishings limit.
- Purchase quality carpet, which must last at least 7 years. Mandatory requirements for carpet are in the Housing Design Guide. The senior installation commander must certify that the carpet meets Air Force carpet standards.
- Do not replace carpet installed for less than 7 years. The senior installation commander must certify that the carpet is worn out and needs replacement in all instances.

Major command commanders may approve exceptions to the 7-year minimum life-cycle carpet replacement policy. Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.4.2. Draperies. Draperies are considered a furnishings item. Install draperies in the public entertainment areas that are neutral in color and constructed of quality materials that will last the 7 year life expectancy. Government-installed drapes may be cleaned at government expense. Major command commanders may approve exceptions to the 7-year minimum life-cycle drapery replacement policy. Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.5.2. Furnishings Replacement Limits. Major command commanders may approve exceptions to the furnishings cost limitations in paragraph 3.5.1. Major command commanders may delegate this approval authority to the major command vice commander or subordinate numbered air force commander. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.6 Waiver Procedures: An approval authority must consider the reasons advanced by the wing commander justifying the request for exception. The wing commander must fully justify requests for exception and include the following information.

- A statement that the wing commander has validated the requirement to exceed the cost or replacement limits. For carpet replacement requests, include the installation commander's verification that the carpet requires replacement and the replacement carpet meets the Air Force housing carpet standards, which are in the Air Force Housing Design Guide.
- The total cost of the replacement items requested.
- The date (month and year) in which the items requiring replacement were originally installed or placed in the quarters. State whether the items are still under manufacturer warranty, and include any available warranty information.
- A description of all furnishing actions (including costs) completed and proposed for the fiscal year.
- The annual and long-range plans, which include the furnishings plan for the GOQ. The plan should show an ability to maintain quality furnishings within the expenditure limits in future fiscal years
- An explanation as to why exceeding the limits is necessary now or in planned projects.
- Clearly labeled photographs documenting the requirement.