



UNACCOMPANIED HOUSING MANAGEMENT

AFI 32-6005, 1 June 1998, is supplemented as follows:

★SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 99-1 which establishes AETC guidance on open flame devices in unaccompanied housing (paragraph 1.4.5.3). See attachment 5 (Added)(AETC) for the complete IC.

1.3. Housing Programs (HQ AETC/CEPH) is the central contact point for all matters involving unaccompanied personnel housing.

1.4.1.7. AETC policy is to assign airmen to dormitories following "change of occupancy" maintenance similar to that performed on family quarters. Such a program is practical with single-occupancy rooms. With double occupancy, dormitory rooms will be scheduled for cyclic painting to ensure clean, presentable quarters for occupants. Color for scheduled in-house or contract paint is not restricted, but use of neutral and pastel tones is recommended. Colors should be selected by professional interior designers. Self-help painting may be done, with approval, provided residents agree to restore the room to its original color when terminating occupancy. The base civil engineer should furnish required materials. Frequency for painting hallways, lounges, dayrooms, etc., will be on an as-required basis. Pictures, posters, etc., will be attractively displayed and attached to the wall in a manner that does not damage the wall surface. (See the local base civil engineer for advice on the best method.)

1.4.3.6. Use AETC Form 121, **Quarters Assignment/Termination and Authorization for Payroll Deduction**, for occupants who desire to pay fees through payroll deduction.

1.4.3.11. Waiting lists for personnel who desire to live off base with basic allowance for housing (BAH) will be a base-wide list by grade and date of rank. Units are not authorized to maintain these lists.

1.4.4.2. Use AETC Form 321, **Dormitory Occupancy Report**, or automated product, to record occupancy data. Each organization making assignments to unaccompanied quarters space will submit this form or the automated product to the installation housing manager by the first workday of the

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HQ AETC/SCMC (Reports) - 1

following month. The housing manager will use this form to record daily student and permanent party occupancy statistics. Use data from this form in preparing the quality performance indicator worksheet for unaccompanied personnel housing.

★1.4.5.3. The burning of open flame devices such as candles, incense, etc., is prohibited in unaccompanied housing. Instead of using candles when power outages may occur, encourage occupants to maintain a flashlight and fresh batteries in their room.

1.7.2. Send requests for change in use or redesignation of unaccompanied facilities to the Real Estate Branch (HQ AETC/CEPE).

1.8. Unit commanders and first sergeants will be responsible for conducting inspections of permanent party enlisted and student officer dormitories according to a frequency established by the installation commander. At training wings, school commanders are responsible for inspecting unit assigned student enlisted dormitories. The installation commander or designated group commander should conduct a quarterly inspection of selected enlisted permanent party and officer dormitories. The housing manager will maintain inspection schedules and the documented results of the inspections conducted by these individuals. The organization being inspected will maintain the record of inspections by individuals other than the group commanders. AETC Form 42, **Unaccompanied Housing Inspection Checklist**, may be used to record inspection findings. Retain inspection records for 6 months.

1.10.1. Report is due to HQ AETC/CEPH by 15 April and 15 October.

2.3. Make unaccompanied quarters available on an equitable basis to active duty Air Force Recruiting members and active duty members of the Air Force Officer Accession and Training Schools (AFOATS) and Civil Air Patrol (CAP) units. These quarters are not to be interpreted as designated for the sole use of AFOATS and CAP personnel.

2.4.1. Onbase residency is required for AETC unaccompanied enlisted technical training students who are recent graduates of basic military training. These personnel are considered Priority 1.

2.4.1.1. (Added)(AETC) Officer students attending undergraduate pilot training (to include transition students), undergraduate navigator training, and technical training will be housed on base to the maximum extent quarters are available. If it becomes necessary to permit off-base residency of officer students, the senior members will be permitted to move off base, with incoming students taking their place on base.

2.4.2. Nonpipeline PCS students at training wings, both married (who elect not to bring their families) and single, are considered Priority 2. Minimum adequacy for dormitory assignment purposes will be the same as space available rather than space required. (See table 3.1 of the basic publication.)

2.6.3. Within AETC, a nominal fee, not to exceed \$5, may be charged for reproduction of lost room keys (to include core charge).

5.1. Consolidated dormitory management (CDM) is the standard for AETC bases.

5.5. The following AETC forms are prescribed: AETC Forms 42, 121, and 321.

DAVID M. CANNAN, Colonel, USAF
The Civil Engineer

1 Attachment (Added)(AETC)

5. IC 99-1

14 APRIL 1999

IC 99-1 to AFI 32-6005/AETC Sup 1, *Unaccompanied Housing Management*, 25 November 1998

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