



FAMILY HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication does not apply to US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AFI 32-6001, 23 January 2002, is supplemented as follows:

1.4. A Wing Form 54, *Detailed Rental Listing*, or WG Form 53, *Detailed Sales Listing*, is completed for each unit listed. The owner, agent, or landlord completes the original copy and it's retained by the Housing Flight. Elmendorf is the primary coordinating office for Fort Richardson and a second optional copy may be sent to them. Member will be counseled and provided two copies of WG Form 55, *Tenant-Landlord Joint Pre-Occupancy and Termination Inspection*, and WG Form 56, *Tenants Intent to Vacate-30 Day Notice*. Copies to be retained by the member and the landlord/designated agent.

2.2.1. (Added) (3WG). Applicants entering the top 10 percent of each list (freeze zone) will be contacted by housing flight personnel to update their preferences and clarify their lease or month-to month rental situation. If the applicant is unable to accept housing within the next 30-90 days, they will be asked to provide a copy of their lease or rental agreement to the housing flight. Applicants should continually update their application whenever changes occur, that is, changes in entitlements, home and duty phone numbers and address. If the applicant cannot accept housing at the time of an offer due to reasons beyond their control, they may be bypassed in accordance with AFH 32-6009, paragraph 1.14.1.2.

2.3. Senior enlisted four-bedroom applicants have the choice of selecting from renovated military family housing (MFH) New Sunflower, MFH Cherry Hill, and MFH Boulder housing areas. Senior enlisted three-bedroom applicants have the choice of selecting MFH Cherry Hill and Private Sector Finance (PSF) Boniface/Ship Creek housing area. Junior enlisted four-bedroom applicants have the choice of selecting from PSF Dallas and PSF Chugach housing areas. Junior enlisted three-bedroom applicants have the choice of selecting from MFH Houston, MFH unrenovated Boston, MFH Seattle, and PSF Boniface/Ship Creek housing areas. Junior enlisted two-bedroom applicants have the choice of MFH renovated New

Sunflower and unrenovated New Sunflower (three-bedrooms), renovated MFH Boston, and MFH Douglas PSF New Sunflower, and PSF New Boniface housing areas. Company grade officers have the choice of selecting a four-bedroom unit from the MFH Phoenix or MFH Denver housing areas. MFH Dayton housing unit 7449 is designated for waiting list applicants on the senior officer list. All applicants, except senior officers, may identify Fort Richardson family housing as a personal preference option based on the availability of such housing.

2.4. Applicants for base housing must provide their landlord with a 30-day written notification on or before the rental due date to terminate a lease or rental agreement in accordance with the Alaska Landlord/Tenant Act. In order to provide a timely transition of quarters, residents living in military family housing must provide the housing office with a minimum 60-day notice prior to permanent change of station, separating, retiring, or moving off base. Residents not providing 60 days' notice must have their squadron commander substantiate, in writing, to 3 CES/CEH, why sufficient notice was not provided. Residents who have scheduled their final termination inspection with the housing flight and wish to change the final inspection date must have approval from their group commander if the date is changed within 16-45 days of the final inspection. If the date is changed within 15 days of termination, the member must have approval from the 3rd Wing Commander.

3.1. The following general, senior officer grade, and command chief quarters are designated as residences for the incumbents of command positions:

- 11th Air Force Commander
- 3rd Wing Commander
- Alaskan NORAD Region Deputy Commander
- Alaskan Command Chief of Staff
- Alaskan Command Director, Plans and Policy
- Alaskan Command Director for Operations
- 11th Air Force Vice Commander
- 11th Air Force Command Chief Master Sergeant
- 3rd Wing Vice Commander
- 3rd Wing Command Chief Master Sergeant
- 3rd Operations Group Commander
- 3rd Logistics Group Commander
- 3rd Support Group Commander
- 3rd Medical Group Commander
- 3rd Civil Engineer Squadron Commander
- 611th Air Operations Group Commander
- 611th Air Support Group Commander
- 732nd Air Mobility Support Squadron Commander

3.2. Key or Mission Essential Personnel. Installation commanders identify positions as key and mission essential, and require the incumbent to reside on the installation, unless off-base approval is granted by the command. The following positions are designated key and essential:

11th Air Force Commander Enlisted Aide.

3rd Operations Group Deputy Commander (Two Positions).

3rd Logistics Group Deputy Commander.

3rd Support Group Deputy Commander.

3rd Medical Group Deputy Commander.

3rd Wing Chaplain.

3rd Wing Staff Judge Advocate.

3rd Security Forces Squadron Commander.

611th Air Operations Group Deputy Commander.

611th Air Support Group Deputy Commander

Det 631, AF Office of Special Investigations Commander.

3.2.1. Twelve 4-bedroom units in Cherry Hill are designated as prestige senior noncommissioned officers (NCO) (CMSgt).

4.1. One unit is designated for the Royal Air Force Exchange Officer, that is, the 611th Operations Support Flight Commander.

10.1.1. Members relocating from privatized family housing (PFH) to MFH will have basic allowance for housing (BAH) stopped upon termination of PFH (member turns in keys). Members assigned to PFH, or moving from MFH to PFH, will have BAH started upon acceptance of PFH (member signs lease and accepts keys).

19. (Added) (3WG). Forms Prescribed: Wg Forms 53, Detailed Sales Listing, 54, Detailed Rental Listing, 55, Tenant-Landlord Joint Preoccupancy and Termination Inspection, and 56, Tenants Intent To Vacate - 30 Day Notice.

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