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Civil Engineering

**UNACCOMPANIED STUDENT OFFICER
QUARTERS MANAGEMENT**

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This instruction implements AFD 32-60, *Housing*. It establishes an unaccompanied student officer quarters management program and defines responsibilities and operational procedures for unaccompanied student officers assigned to unaccompanied officer quarters.

1. Philosophy. In Air Education and Training Command (AETC), unmarried student officers attending undergraduate pilot training (to include transition students), undergraduate navigator training, and technical training as their first duty assignment must reside in onbase unaccompanied officer quarters (UOQ) to the maximum extent quarters are available.

2. Costs. Although the management of UOQs is a part of the housing flight, all costs associated with their operation must be paid with base operations and maintenance (O&M) (3400) funds.

3. Procedures. When unmarried student officer arrives at a base and UOQ space is not available, the individual may use lodging facilities (see AFI 34-246, *Air Force Lodging Program*). Permanent party unaccompanied officers may occupy UOQs only when the quarters are not required to house students. If a permanent party member is assigned quarters, he or she will be notified in writing at the time of assignment that he or she may be required to terminate with 30 days notice if the quarters are needed to house students.

4. Responsibilities:

4.1. The installation commander:

4.1.1. Implements and enforces this instruction.

- 4.1.2. Ensures new basic allowance for housing (BAH) payments are not authorized if the base-wide UOQ occupancy rate is below 90 percent for unmarried students.
 - 4.1.3. Authorizes BAH when required. This authority may be delegated to the support group commander, base civil engineer, or housing flight chief.
 - 4.1.4. Approves requests for off-base residency (with allowances) based on hardship. Approves or disapproves requests for onbase residency submitted by personnel experiencing a hardship. This authority may be delegated to the support group commander.
 - 4.1.5. Sets base standards for behavior and housekeeping within UOQs and surrounding areas.
 - 4.1.6. Determines inspection criteria for room and common-use areas. Establishes termination standards similar to those used in family housing (see [Attachment 2](#)).
 - 4.1.7. Conducts only essential inspections.
 - 4.1.8. Provides appropriated funds to operate and maintain UOQs.
 - 4.1.9. Ensures UOQs meet installation standards established by the base quarters improvement committee (QIC) and delineated in the quarters improvement plan.
- 4.2. The base civil engineer:
- 4.2.1. Ensures UOQ maintenance and repair are accomplished in a timely manner and at change of occupancy.
 - 4.2.2. Develops long-term plans and programs for UOQ use, repair, renovation, and replacement as required. Incorporates the furnishing plan provided by the QIC into the civil engineer O&M budget to repair and replace furniture on a systematic basis. Plans may be separate documents or a part of the Base General Plan. Planning should be done in conjunction with the senior leadership, housing flight chief, base QIC, and the furnishings management office (FMO).
- 4.3. The housing flight chief:
- 4.3.1. Implements the installation commander's policies for managing and controlling UOQs.
 - 4.3.2. Provides one-stop processing for UOQ residents.
 - 4.3.3. Initiates an AF Form 594, **Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**, as required.
 - 4.3.4. Maintains daily auditable occupancy records using AETC Form 321, **Dormitory Occupancy Report**, or an automated dormitory management system.
 - 4.3.5. Briefs residents on their responsibilities.
 - 4.3.6. Issues keys and linens to incoming occupants. Occupants will be issued two sets of linen (sheets and pillowcases) when assigned quarters. Occupants are responsible for laundering their own linens. If linen replacement is required during UOQ occupancy, the occupant will take the unserviceable items to the housing office for replacement. Unserviceable items may be turned in to the base linen exchange or other organizations locally designated for disposal. Upon terminating occupancy, the occupant should return serviceable linens to the housing office and either discard as expendable items or recycle for rags items no longer serviceable.

4.3.7. Prepares and submits quality performance metric for unaccompanied personnel housing (see AFI 32-6005, *Unaccompanied Housing Management*, for frequency).

4.3.8. Ensures supplies required for interior or exterior maintenance are available. Orders, controls, and distributes expendable supplies such as toilet paper, light bulbs (government-owned items only), toilet/shower cleaner, window cleaner, paper towels, etc., for UOQ individual room use.

4.3.9. Performs an inspection of work in interior and exterior common-use areas to ensure the condition of the UOQ, grounds, and parking areas complies with installation directives. Ensures deficiencies are corrected. Periodically reviews the condition of rooms to ensure facility and furnishings meet installation standards.

4.3.10. Performs building manager duties for assigned UOQ buildings. Makes timely inspection of work done by contract (for example, custodial services contract, contract maintenance, etc.) to ensure accurate completion. Serves as an energy conservation monitor for assigned facilities. Accompanies fire inspectors, initiates corrective action for noted fire hazards, and maintains facilities in a safe condition.

4.3.11. Requests, schedules, and coordinates change of occupancy maintenance (COM) per paragraph 7. of this instruction.

4.3.12. Reports UOQ furnishings maintenance and repair requirements to the FMO and UOQ facility and equipment requirements to the civil engineer squadron (CES). Keeps accurate records of these actions.

4.3.13. Reports to the appropriate CES office those work requirements related to buildings and installed equipment and monitors work progress. Logs all requests for work (for example, service call, AF Form 332, **Base Civil Engineer Work Request**, etc.) sent to the CES organization. Maintains file copies and follows up with appropriate CES office to determine status.

4.3.14. Initiates verbal requests for emergency or urgent work service (by telephone or walk-in) to the appropriate CES function.

4.3.15. Reports to the quality assurance evaluator any contract equipment (for example, washers, dryers, etc.) needing maintenance or repair.

4.3.16. Processes AF Form 332 for all self-help work done by UOQ occupants in UOQ facilities, including common-use areas and individual rooms. The AF Form 332 for improvement (except repair) work should be coordinated with the QIC to make sure there are no conflicts with approved base plans. Performs minor maintenance and repair tasks allowed by base directives through the local self-help store.

4.3.17. Determines requirements for furniture and supplies and submits them to the FMO for presentation to the QIC and for inclusion in the overall housing flight and civil engineering O&M (3400) budget.

4.3.18. Signs for individual room and common-use area furniture, appliances, recreation equipment, and supplies from the FMO using AF Form 228, **Furnishings Custody Receipt and Condition Report**.

4.4. The unit commander:

4.4.1. Implements installation commander policy on periodic and required inspections of individual rooms to maintain reasonable discipline and cleanliness standards for UOQ residents.

4.4.2. Coordinates with the housing flight chief on matters pertaining to UOQ living.

4.4.3. If necessary, investigates vandalism in UOQ, altercations, unreasonable noise, etc.

4.5. UOQ residents will:

4.5.1. Be responsible for the routine maintenance, minor repair, and housekeeping that would be expected of tenants in private housing or similar type and value.

4.5.2. Perform their housekeeping duties in UOQ and surrounding areas. Perform grounds maintenance as required by local base policy.

4.5.3. Be liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the occupant or guest and for failure to satisfactorily clean an assigned room on termination.

4.5.4. On initial room assignment, inventory furniture, annotate furniture's condition, annotate the room's physical condition, and sign an AF Form 228. Room assignments will not be terminated until all property has been accounted for and payment made or a report of survey initiated for any damage judged by the inspecting dormitory manager to be beyond fair wear and tear.

4.5.5. Report to the housing manager (or if unavailable, to the security forces or their unit commander) any intentional damage of furnishings, equipment, or the facility.

4.5.6. Clean quarters according to base standards before room assignments are terminated.

4.5.7. Advise the housing manager of required facility and furnishings maintenance.

4.5.8. Advise the housing manager at least 30 days in advance of pending termination of assigned dormitory space and arrange for a prefinal and final inspection.

5. Assigning Quarters:

5.1. The housing manager assigns personnel to UOQs as soon as possible after their arrival on base using AF Form 291, **Unaccompanied Quarters Assignment-Termination Record** (or by automated methods if Automated Civil Engineer System-Housing Management (ACES-HM) or Dormitory Information Management System (DIMS) is used. The housing manager also advises the member of standards, answers inquiries, and determines room assignment.

5.2. Assign incoming student officers onbase quarters to the maximum extent that quarters are available. If it becomes necessary to make quarters available for incoming class members, offer the senior members (those who have been in training the longest) the opportunity to reside off base with BAH. The housing office will maintain a BAH waiting list (without regard to unit affiliation), sorted first by class seniority, grade, and then date of application. If an insufficient number of personnel express a desire to relocate from on-base to off-base quarters, the incoming member must reside in community housing. All persons authorized to reside off base must process through the housing referral office before entering into off-base housing agreements.

6. **Termination of Quarters.** Termination of an assigned UOQ room is accomplished in two phases:

6.1. Prefinal Inspection:

6.1.1. A representative from the housing office will conduct this inspection 30 to 45 days in advance of an individual's vacating UOQ space so that COM and repairs can be scheduled and accomplished without delay. Note and compare the condition of all items assessed during the initial occupancy inspection. The housing representative will then provide this list to the CES or a contractor who will accomplish COM.

6.1.2. Inform residents of their responsibilities for any damaged or missing property and the options for making restitution. Immediately initiate any claim against the resident to permit settlement before the resident departs the installation. Also inform the resident, in writing, of the quarters cleanliness standards expected at final inspection ([Attachment 2](#)).

6.2. Final Inspection. The final inspection ensures the standard of cleanliness established by the installation commander is met. If there is damage to the facility or furnishings, the housing representative will give the resident the options for making restitution. The correction of minor items may be accomplished during the final inspection (if the unit fails inspection, reinspection is scheduled at the earliest mutually acceptable time to minimize delay of the resident's departure). On the date of the final inspection, all personal property must be removed from the room. Upon successfully completing the final inspection, the individual must turn in the room key to housing. If the person is moving off base, BAH is not authorized until the final inspection and checkout are satisfactorily completed. If termination affects BAH, the housing office will prepare an AF Form 594.

7. Change of Occupancy Maintenance (COM). During the prefinal inspection, the housing representative will identify maintenance required to make the unit ready for the next resident. Identify items needing repair or replacement on AF Form 1219, **BCE Multi-Craft Job Order**, and forward to the appropriate CES shop for action. [Attachment 3](#) is a sample list of items to check.

DAVID M. CANNAN, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*

AFI 32-6005, *Unaccompanied Housing Management*

AFI 34-246, *Air Force Lodging Program*

Abbreviations and Acronyms

ACES-HM—Automated Civil Engineer System-Housing Management

AETC—Air Education and Training Command

BAH—basic allowance for housing

CES—civil engineer squadron

COM—change of occupancy maintenance

DIMS—Dormitory Information Management System

FM—furnishings management office

O&M—operations and maintenance

QIC—quarters improvement committee

UOQ—unaccompanied officer quarters

Attachment 2

UNACCOMPANIED HOUSING CLEANING STANDARDS

A2.1. Guidelines. The vacating occupant is responsible for ensuring quarters meet cleaning standards as described in paragraph **A2.2**. The occupant can either clean the quarters, contract with the base lodging office, or have the room professionally cleaned by an approved cleaner as provided by the housing office. When cleaning service is provided, the occupant is responsible for the cost. **NOTE:** The housing representative may reduce or delete some normal requirements due to scheduled maintenance and repair to avoid any unnecessary cleaning by the member.

A2.2. Standards. The following items are usually inspected:

A2.2.1. Refrigerator. Defrost, if not self-defrosting, and wipe down the inside, the accordion-fold gasket, and accessible outside surfaces to remove grease and food particles. (Accessible outside surfaces are normally the top, front, and sides that are not against walls or cabinets.) After cleaning, ensure the refrigerator is reconnected to the electrical outlet.

A2.2.2. Range and Hood. Remove burned/crusted-on food and grease from accessible surfaces of the range and hood. (Accessible surfaces include the inside and outside of the range hood including the filter, top and bottom of a lift-up range top, surface areas under the top, drip pans, oven, oven racks, broiler pan, and the front and sides that can be cleaned without moving the range.)

A2.2.3. Dishwasher. Remove food particles, soap residue, and grease on both interior and exterior (front) surfaces.

A2.2.4. Kitchen Sink, Faucets, and Countertops. Remove soap residue, food particles, grease, and removable stains.

A2.2.5. Kitchen Cabinets, Drawers, Shelves, and Closets. Remove contact paper and sticky residue. Wipe off grease, clean up spills, and remove food particles.

A2.2.6. Vanity Sink and Faucets. Remove soap residue, stains, and excessive lime or calcium deposits.

A2.2.7. Walls, Ceilings, Woodwork, and Doors. Spot-clean accessible areas to remove stains, grime, cobwebs, excessive dirt, contact paper, and sticky residue. Normally, ceilings only require removal of cobwebs.

A2.2.8. Light Fixtures. Clean or dust (determined by base due to various types of light fixtures).

A2.2.9. Bathrooms. Clean all dirt, soap residue, and stains from the floor, vanity, commode, and shower/tub (to include walls). Occupant will remove personal items before final inspection.

A2.2.10. Wardrobes and Closets. Remove contact paper (if installed). Clean and remove dirt inside and out.

A2.2.11. Floors. Vacuum.

A2.2.12. Blinds. Wipe free of dust.

Attachment 3**ROOM MAINTENANCE CHECKLIST**

- A3.1.** Is the baseboard in place and secure?
- A3.2.** Do walls and doors, to include bathroom, need painting?
- A3.3.** Are closet and wall locker doors functional?
- A3.4.** Does the refrigerator work?
- A3.5.** Do windows open and close properly?
- A3.6.** Does the carpet need cleaning, repair, or replacement?
- A3.7.** Is the curtain rod secure?
- A3.8.** Does the exhaust fan in the bathroom work?
- A3.9.** Does the commode flush properly?
- A3.10.** Does the shower have adequate water pressure? Do the showerhead, curtain, or curtain rod need replacement?
- A3.11.** Are there any loose tiles in the bathroom? Does the tile need to be regouted?
- A3.12.** Do the blinds operate properly?