

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
CHECKLIST 32-4**

1 APRIL 2004

Civil Engineering

HOUSING FLIGHT

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: CEHO (GS-12 John M. Robertson)
Supersedes AFSPCCL 32-4, 1 Sep 00.

Certified by: CE (Col Marvin N. Fischer)
Pages: 5
Distribution: F

This checklist reflects Command requirements for Civil Engineer Housing Flight units to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised and must be reviewed in its entirety.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units may produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

ROBERT M. WORLEY, Col, USAF
Director of Mission Support

ATTACHMENT 1

HOUSING FLIGHT

Table A1.1. Checklist.

SECTION 1: FAMILY HOUSING			
<p>MISSION STATEMENT: Provide a living environment that is consistent with contemporary standards, meets or exceeds present Air Force standards, is comfortable for members and their families and promotes pride, professionalism and individual dignity.</p> <p>NOTE: All references are from AFI 32-6001, <i>Family Housing Management</i>, unless otherwise noted.</p>			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are Military Family Housing (MFH) costs including General Officers Quarters (GOQ) costs being adequately monitored to ensure annual limits on maintenance, repair and furnishings are not exceeded? AFI 32-6002, <i>Family Housing Planning, Programming, Design, and Construction</i> (paragraph 1.12.3.1. and IAW Table 1.1.)			
1.1.2. Are all modules of ACES-HM being utilized? (In accordance with HQ USAF/ILE memo, <i>Automated Civil Engineer System--Housing Management (ACES-HM) Implementation</i> , and HQ AFSPC/CEC memo, <i>HQ AFSPC/CECH Policy #02-001 on Automated Civil Engineering System-Housing Management (ACES-HM) Implementation</i>)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. Are personnel given 30-day advance notice of availability date for quarters, if possible? (paragraph 6.2.2.)			
1.2.2. Is AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) or Dependency Redetermination , completed upon assignment or termination of family housing? (paragraph 10.1.1.)			
1.2.3. Does the housing brochure provide the occupant with suggestions and guidance for accomplishing their responsibilities? (paragraph 2.17.)			
1.2.4. Are family housing units maintained in good condition through means of effective preventive maintenance and change of occupancy programs? (Chapter 14)			
1.2.5. Are housing inspections performed as outlined? (Chapter 8)			

SECTION 2: HOUSING REFERRAL SERVICES MISSION STATEMENT: Provide customer oriented housing referral services that assist eligible members to locate suitable, non-discriminatory permanent housing.			
NOTE: All references are from AFI 32-6001, <i>Family Housing Management</i> , unless otherwise noted.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
None.			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are personnel desiring community housing assistance provided a copy of the restrictive sanction list? (paragraph 9.4.1.)			
2.2.2. Is positive action taken to obtain a maximum number of suitable nondiscriminatory listings of housing available for rent or sale in the community area? (paragraph 9.2.)			
SECTION 3: UNACCOMPANIED HOUSING MISSION STATEMENT: Provide a living environment that is consistent with contemporary standards, meets or exceeds present Air Force standards, is comfortable for members and promotes pride, professionalism and individual dignity.			
NOTE: All references are from AFI 32-6005, <i>Unaccompanied Housing Management</i> , unless otherwise noted.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
None.			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Have housekeeping standards been established? (paragraph 4.7.)			
3.2.2. Are dayrooms adequately furnished to include color television, comfortable furniture, wall art, draperies, wall to wall carpeting and games? (Dormitory Design Guide, page 62)			
3.2.3. Has a standardized nameplate been provided for each room? (Dormitory Design Guide, page 71)			
3.2.4. Are regular inspections conducted by the unit commander? (paragraph 5.2.1., 5.2.2. and Attachment 2)			
3.2.5. Is dormitory management aligned under either the unit or consolidated management concept? (paragraph 5.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
3.2.6. Is a central off base Basic Allowance for Housing (BAH) waiting list maintained by housing management? (paragraph 1.4.3.11., 4.1.1.1. and 4.1.1.2.)			
3.2.7. Are Unit Housing (UH) inventory and utilization reports prepared as of the end of 31 March and 30 September to arrive at the MAJCOM by the suspense date? (paragraph 1.10.)			
3.2.8. Is dormitory space utilized to the maximum extent possible (personnel are not living off base and receiving BAH when dormitory space is available)? (paragraph 4.9.)			
3.2.9. Do occupants acknowledge in writing their responsibilities and liabilities at time of assignment? (paragraph 1.4.5.1.)			
3.2.10. Is unit integrity maintained when assigning dorm rooms? (paragraph 2.2.)			
<p>SECTION 4: FURNISHINGS MANAGEMENT MISSION STATEMENT: Provide furnishings service that is consistent with contemporary standards, meets or exceeds present Air Force standards and is comfortable for members and their families.</p> <p>NOTE: All references are from AFI 32-6004, <i>Furnishings Management</i>, unless otherwise noted.</p>			
4.1. CRITICAL ITEMS:	YES	NO	N/A
None.			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Is the Furnishings Management Officer (FMO) performing the required annual inventory of the Furnishings Management Warehouse (utilizing ACES-FM)? (paragraph 1.6.1.7.)			
4.2.2. Are the facilities provided for the FMO and warehousing functions adequate? (paragraph 1.4.2.)			
4.2.3. Does the FMO provide projected requirements to Housing Management for use in preparing the furnishings portion of the base budget? (paragraph 2.1.)			
4.2.4. Are personnel being trained in FMO duties and is the training properly documented? (paragraph 1.5.3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
4.2.5. Are proper warehouse practices being performed on a daily basis such as furnishings covered with drop cloths, enough padding placed between stacked items to prevent damage, hand trucks and dollies padded to prevent damage to items being moved and entomology services being provided? (paragraph 3.2.)			
4.2.6. Is Non-Appropriated Funds (NAF) property segregated from Operations & Maintenance (O&M) property in storage? (paragraph 3.2.1.1.)			