

15 August 1995

Civil Engineering

**OUT-OF-SEQUENCE ASSIGNMENT AND
RETENTION OF FAMILY HOUSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available in electronic format on the local server. If you lack access, contact your Base Publishing Office.

OPR: CES/CEHA (Mrs. Beavers)
Supersedes AAFBR 90-2, 15 Jan 93

Certified by: CES/CEH (Mr. Berry)
Pages: 2
Distribution: F; X: HQ AMC/CEH...1

This instruction implements AFI 32-6001, Family Housing Management, April 1994, and AFPD 32-60, Housing, July 1994. It establishes procedures to be used for applying for family housing to relieve hardship, retention of assigned quarters, and any other special requests pertaining to the assignment of family housing on Andrews Air Force Base. It applies to military family housing applicants.

SUMMARY OF REVISIONS

This revision updates office names and symbols.

1. General. The installation commander may approve out-of-turn assignment to family housing when hardship conditions exist. However, approval is normally not granted for financial hardship. Approvals for retention of quarters beyond the time of a retirement, separation, or PCS grace period, previously granted or otherwise allowed in accordance with the AMC Housing Guide, will be granted only for valid emergency situations. To be approved, the hardship must be considered to be greater than that being experienced by other applicants of the same grade and/or family composition.

2. Responsibility. The housing flight office, during the "in-processing" of housing applicants, will clearly inform them of the proper procedures and policies outlined in this instruction.

3. Procedures:

3.1. Application for hardship assignment to family housing or request for retention of assigned quarters will be submitted first to the appropriate squadron commander for verification of the facts and circumstances, and for his/her recommendation as an endorsement to the request; then, to the housing flight office (89 CES/CEH) with medical statements and/or supporting documents attached. CEH will send medical hardship requests for evaluation and endorsement of the commander or deputy commander, 89th Medical Group.

3.2. After reviewing the request, the housing flight officer will prepare a reply in final form and coordinate with action agencies prior to signature of the installation commander.

3.3. After signature, requests will be returned to the applicant through the housing flight office and appropriate commander. Squadron commanders are encouraged to assist the requester in any way possible if their request is disapproved.

MONROE S. SAMS, JR., Brigadier General, USAF
Commander