

**3 June 1996**

**Civil Engineer**

**ANDREWS AIR FORCE BASE  
MILITARY FAMILY HOUSING COUNCIL**

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This instruction implements AFPD 32-60, Housing, Jul 94. The purpose of this instruction is to establish and provide functional guidance for the Andrews AFB Family Housing Council. This council will serve as liaison between housing occupants and the installation commander on matters unique to Andrews AFB Family Housing. It applies to all residents of military family housing.

**SUMMARY OF REVISIONS**

This revision updates office names and symbols.

**1. Membership.** Membership of the Andrews AFB Family Housing Council will consist of the 89th Support Group Commander, the 89th Airlift Wing Senior Enlisted Advisor, the 89th Civil Engineer Commander, the family housing management officer, and the family housing area representatives appointed by the 89th Support Group Commander.

**2. Meetings.** Scheduled meetings of the family housing council will be held quarterly. Cancellation or postponement of scheduled meetings will be at the direction of the council chairman. Special meetings will be at the call of the chairman or designated representative.

**3. Officers:**

3.1. Chairman. The 89th Support Group Commander will serve as chairman of the Andrews AFB Family Housing Council.

3.2. Vice Chairman. The vice chairman will be elected from the membership by majority vote of those members in attendance on the first scheduled meeting of each fiscal year.

3.3. Recorder. The recorder, from the Andrews Housing Flight, will be appointed by the Andrews AFB Housing Flight Officer.

#### 4. Responsibilities:

4.1. Chairman. The chairman, when in attendance, will moderate the council meeting and provide guidance to the council as necessary.

4.2. Vice Chairman. The vice chairman will, in the absence of the chairman, serve as moderator and perform such duties relating to council functions as assigned by the chairman.

4.3. Recorder. The recorder will take minutes for each council meeting. A copy of the minutes for each meeting will be maintained in the Andrews AFB Housing Flight Office for review by any member of the housing council.

4.4. Housing Flight Chief. The housing flight chief will:

4.4.1. Make written appointment of area and block representatives. The appointee will normally be the ranking member residing in the specific housing area or block. A copy of the appointment letter will be sent to the appointee's commander.

4.4.2. Provide each housing area and block representative a copy of this instruction and any other published policy or written guidance necessary in the fulfillment of their responsibilities.

4.4.3. Maintain a current listing of all area and block representatives.

4.4.4. Provide written notification to the respective area housing representative when changes occur in designated housing block representatives within their area.

4.4.5. Provide each housing area representative with minutes of the housing council meeting within 1 week after publishing.

4.4.6. Provide each housing area representative with written copies of policy changes affecting residents or base housing facilities managed by the Andrews AFB Housing Office.

4.4.7. Publicize policy changes and items of general interest using available media.

4.5. Housing Area Representative. The housing area representative will:

4.5.1. Attend scheduled and short-notice housing council meetings. In the event the housing area representative will not be available, it is their individual responsibility to arrange for an alternate attendee. Normally, this will be the alternate area representative.

4.5.2. Serve as point of contact for assigned housing block representatives on matters affecting residents or facilities in the respective block.

4.5.3. Distribute official information which concerns base housing residents, through the respective housing block representatives, in a timely manner.

4.5.4. Present base housing occupant concerns to the housing council. These concerns should reflect subjects which are general in nature and applicable to large segments, if not all, occupants of base family housing.

4.5.5. Conduct meetings with housing block representatives and housing occupants as deemed necessary.

4.6. Housing Block Representatives. The housing block representative will:

4.6.1. Ensure families occupying quarters in the respective block are familiar with requirements contained in the Andrews AFB Housing Pamphlet, 32-1.

4.6.2. Present concerns affecting safety and welfare of base family housing occupants to the housing area representative. These should include only those concerns which are not normally handled through other base agencies.

4.6.3. Advise residents on how to resolve problems related to housing maintenance. The first call will be to housing maintenance; follow-up calls will be made to the quality assurance evaluator, Building 1190.

4.6.4. Encourage block residents to participate in efforts to maintain attractive common areas such as playgrounds, parking lots, and grassed or wooded areas.

4.6.5. Serve as alternate for the housing area representative at meetings of the housing council as necessary.

CHARLES J. WAX, Brigadier General, USAF  
Commander