

**BY ORDER OF THE
BASE COMMANDER**



**GRAND FORKS AIR FORCE BASE
INSTRUCTION 32-108**

1 FEBRUARY 2003

Civil Engineering

**RETENTION OF MILITARY
FAMILY HOUSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 319 MSG/CC
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The purpose of this instruction is to define policy and responsibilities, and to establish procedures for retention of military family housing by families of personnel who have a permanent change of station (PCS). This instruction requires collecting and maintaining information protected by *The Privacy Act of 1974*. The authority to collect and maintain this information is in 10 U.S.C 8013, *Secretary of the Air Force: Power and Duties: Delegation By*; Air Force Handbook (AFH) 32-6009, *Housing Handbook*. System of Records notice F032 AF CE C, *Base Housing Management*, applies.

SUMMARY OF REVISIONS

Changed paragraph **3.1**. Responsibilities: Added the statement (In the military members absence a sponsor is appointed to be a liaison between the military and the dependents.) after the word procedures. Added **Attachment 2**, SAMPLE INDORSEMENT LETTER. A bar (|) indicates a change since the last edition.

1. Policy: Military members may apply to retain housing for their family members if one of the following applies:

- 1.1. The military member receives a remote PCS tour.
- 1.2. The military member receives an overseas PCS tour with non-concurrent travel.
- 1.3. The military member is TDY en route to a PCS tour.
- 1.4. The military member or his/her family suffers hardship in connection with the PCS assignment.

2. Procedures: The military member will request to retain family housing from CES/CEH using a Request to Retain Government Quarters standard form letter, (**Attachment 1**)

3. Responsibilities:

3.1. Military members are responsible for the conduct of their families regarding any damage, costs from abuse of the house, vacating the unit at the designated period, and complying with applicable directives and procedures. In the military member's absence, a sponsor is appointed to be a liaison between the military and the dependents.

3.2. The military member's squadron must:

3.2.1. Assign and approve the sponsor obtained by the member. (Normally this person would be assigned to the military member's squadron. Designation of a sponsor from another unit requires the approval of the sponsor's unit commander)

3.2.2. Brief the sponsor, member, and member's spouse on their responsibilities.

3.2.3. Select, appoint, and brief a replacement sponsor if a replacement is needed.

3.3. The sponsor will be a liaison between the Air Force and the family, as required, to assist in resolving conflicts, problems, and emergencies. The minimum rank of a sponsor will be Staff Sergeant.

3.4. The Base Housing Officer, on behalf of the 319 MSG/CC, will accept and process applications for retention of military family housing and ensure compliance with this instruction and other appropriate directives.

SCOTT R. PHILLIPS, Colonel, USAF
Commander

Attachment 1

SAMPLE LETTER REQUEST TO RETAIN GOVERNMENT QUARTERS

MEMORANDUM FOR 319 CES/CEH

FROM: (Name, Organization, Duty Phone)

SUBJECT: Request to Retain Government Quarters

1. I have received (Type of Orders) orders to _____ with a reporting date of _____. Request I retain government quarters during this period. I understand that my dependents must terminate quarters within 60 days after I return to the CONUS or receive an accompanied tour. I further understand that my decision to retain military family housing will waive my entitlement to additional moves at government expense during my unaccompanied tour.

2. I understand that my dependents can be evicted for "Adverse Conduct or Behavior and Conduct" and for "Destruction or Abuse of Property."

3. My spouse will maintain contact with our sponsor, and/or if assistance is required, notify our sponsor without delay. He/she will be responsible to conduct and/or behave in a manor that meets acceptable Air Force standards. He/she will also assure that there will be no willful, malicious, or negligent abuse which destroys property, and will comply with regulations and other applicable policies and procedures while occupying government family housing.

4. The following information is furnished:

- a. Name, Grade, SSAN and length of service
- b. Present Address
- c. Name of Spouse
- d. Name of Sponsor
- e. Copy of overseas PCS orders attached
- f. Copy of Power of Attorney

Occupant's Signature, Signature Block

AUTHORITY: 10 U.S.C.8013

PRINCIPLE PURPOSE: To identify customer's need for assistance in retaining Government Quarters

ROUTINE USE: Information provided will be forwarded for processing by 319th Mission Support Group Commander

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

Attachment 2

SAMPLE INDROSEMENT LETTER

1st Ind, Requestor's Organization, Request Date, Request to Retain MFH Quarters

Organization, Rank and Name of Sponsor

TO: Squadron Commander

I will assist _____ as liaison between the Air Force and the military member's family. I will maintain contact with the family and assist as required and will act on behalf of the family to ensure policies and procedures are followed.

Sponsor's Signature, Signature Block

2nd Ind, Squadron Commander

TO: 319 CES/CEH

1. I recommend approval/disapproval.
2. I have briefed the sponsor and the requestor on the duties and responsibilities of a sponsor to the family and the Air Force.
3. If a replacement sponsor is needed, the squadron will select and furnish the name to the base housing office and brief the responsibilities as outlined above.
4. The squadron will maintain responsibility of the dependents remaining on base until PCS or return of the military family member.

Squadron Commander's Signature and Signature Block