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GENERAL OFFICER QUARTERS

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This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing;* Department of Defense Directive (DoDD) 1100.12, *Authority for Establishing Special Command Positions,* 3 September 1991; and DoD 4165.63-M, *DoD Housing Management,* September 1993. It interfaces with Air Force Instruction (AFI) 32-6001, *Family Housing Management;* AFI 32-6002, *Family Housing Programming, Design, and Construction*; and AFI 32-6004, *Furnishings Management.* It provides guidance and procedures on general officer quarters (GOQ) management, the Air Force GOQ Master Plan, furnishings, and cost reporting. This instruction applies to all major commands (MAJCOM) and installations except Air National Guard (ANG) and Air Force Reserve (AFRES) and all general and flag officers (including general officer civilian equivalents) occupying Air Force GOQs, without regard to Service. If there is any conflict between this instruction and Air Force Manual (AFMAN) 23-1110, *USAF Supply Manual*, regarding GOQ furnishings or special command position (SCP) procedures, this AFI takes precedence. Maintain and dispose of records created as a result of prescribed processes in this AFI in accordance with AFMAN 37-139, *Records Disposition Schedule.* If there is any conflict between this AFI and AFMAN 37-139 regarding retention of records, AFMAN 37-139 takes precedence.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision clarifies applications for special command positions (SCP) (paragraph **1.2.2.**); establishes GOQ service expectations (paragraph **2.1.**); explains use of the Air Force GOQ Master Plan (paragraph **2.2.**); clarifies maintenance and repair (M&R) funding sources and limits (paragraph **2.5.** -**2.8.**); adds authority for after-the-fact congressional notification for exceeding $35,000 (and higher) limit for environmental hazard remediation (paragraph **2.5.2.2.1.**); changes local approval authority to $3,000 for minor alterations (paragraph **2.5.3.1.**); establishes exclusion for antiterrorism/force protection (AT/FP) requirements from minor alteration limit (paragraph **2.5.3.5.**); contains new funding policies for family housing force protection and communication requirements (paragraph **2.8.2.**); reinstates authority for irri-

gation systems (paragraph **2.8.7.**); adds and clarifies furnishings policy for family housing units temporarily redesignated for unaccompanied personnel use (paragraph **3.1.3.**); increases the annual and 5-year furnishings limit for SCPs (paragraph **3.3.1.**); clarifies supplemental furnishings allowances and policies (paragraph **3.4.-3.5.**); describes a new process for purchasing SCP table linen (paragraph **3.4.1.**); adds a new monetary allowance for SCP supplemental items required for official entertainment (paragraph **3.5.**) and describes new housing flight requirements for budgeting for and monitoring this allowance (paragraph **1.8.3.1.**); expands and clarifies GOQ reporting requirements and cancels requirement for DD Form 2405, General and Flag Officer Quarters Management Report (paragraph **4.2.** - **4.4.**); and contains a sample revised AF Form 3826, **Quarterly Cost Report for General Officer Quarters**, with new, detailed instructions (**Attachment 2** and **Attachment 3**).

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Chapter 1

RESPONSIBILITIES

1.1. General Officer Quarters (GOQ) Management.

1.1.1. GOQs receive close scrutiny from both the private and public sector. The Office of the Secretary of Defense (OSD) is involved with GOQ policies and oversight, and GOQs frequently receive special congressional interest.

1.1.2. The laws, rules, and congressional language concerning GOQs are complex. Those responsible for GOQ management at MAJCOMs and installations, particularly base civil engineers (BCE), housing flight chiefs, and BCE financial management personnel, must understand GOQ rules, convey these rules concisely to general officer residents and base leadership, and consistently apply those rules to the management of GOQs.

1.2. Office of the Secretary of Defense (OSD). OSD, Director of Administration and Management (DA&M), designates SCPs and establishes entitlements for furnishings and tableware support as directed in DODD 1100.12. OSD, Acquisition, Technology and Logistics (AT&L), establishes broad housing policy under DOD 4165.63-M.

1.2.1. An SCP is occupied by a general officer or civilian equivalent and carries public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social activities involving foreign and domestic dignitaries. Although these positions are typically limited to generals (O-10), general officers in a lower grade may be designated as an SCP if they meet one of the following criteria:

1.2.1.1. Responsible directly to the Secretary of Defense or secretary of a military department.

1.2.1.2. Serving as the top US representative in an international, political, or military group.

1.2.1.3. Serving as the commandant, director, president, or superintendent of a DOD or military service college or academy.

1.2.2. Application for designation as an SCP is made in accordance with DODD 1100.12 and this instruction. The requestor sends their application to the MAJCOM civil engineer (CE). Requests should include specific justification regarding how the position meets the OSD criteria, and supporting documentation estimating the number of official entertainment functions, level of guests entertained, and other pertinent information about official representational duties. The MAJCOM/CC endorses the request and forwards it to the Deputy Chief of Staff, Installations & Logistics, The Office of the Civil Engineer (HQ USAF/ILE), who processes the request for Air Force Chief of Staff (CSAF) endorsement and OSD (DA&M) approval.

1.3. Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI). SAF/IEI:

1.3.1. Approves Air Force housing policy and provides oversight for GOQ management.

1.3.2. Reviews and forwards to the Deputy Secretary of the Air Force, Budget (SAF/FMB) for submittal to Congress out-of-cycle budget requests exceeding the $35,000 annual GOQ M&R limit.

1.3.3. Provides after-the-fact notification to Congress when the $35,000 limit (or higher congressionally approved limit) is exceeded solely due to costs associated with environmental hazard remediation.

1.3.4. Approval authority for waivers to the 3-year rule for new or recently improved units.

1.3.5. Approval authority for lawn irrigation systems.

1.4. The Civil Engineer (HQ USAF/ILE). HQ USAF/ILE formulates GOQ housing policy and provides program oversight, guidance, and staff assistance to MAJCOMs and direct reporting units (DRU), and:

1.4.1. Develops program guidelines, facility standards, and customer service quality standards for GOQs, and approves or disapproves requests to add new supplemental furnishings items.

1.4.2. Facilitates GOQ management education and training for all civil engineer personnel, including the BCE, housing flight chief, and civil engineer financial management personnel.

1.4.3. Develops and maintains GOQ furnishings allowances and provides policy oversight of the SCP tableware program.

1.4.4. Advocates for and provides required resources for GOQ management to MAJCOMs and DRUs.

1.4.5. Processes requests to designate new SCPs to CSAF and OSD.

1.4.6. Considers waivers to the 3-year rule for self-help projects only.

1.4.7. Develops budget requests to exceed the annual GOQ $35,000 annual limit and forwards to SAF/IEI for approval.

1.4.8. Forwards MAJCOM-approved after-the-fact notification to SAF/IEI to notify Congress when the $35,000 limit (or higher congressionally approved limit) is exceeded solely due to costs associated with unforeseen environmental hazard remediation.

1.5. Major Commands (MAJCOM) and Direct Reporting Units (DRU). MAJCOMs and DRUs provide oversight for the execution of Air Force GOQ policies, programs, and standards, and:

1.5.1. Develop requirements, prepare budgets, and supervise execution of programs using the Air Force GOQ Master Plan and the Air Force Family Housing Master Plan (FHMP). The MAJCOM/CE validates GOQ projects requiring MAJCOM approval to make sure the scope of work is consistent with the GOQ Master Plan Individual Facility Profile (IFP).

1.5.2. Provide oversight and positive control of base GOQ programs, expenditures, and management actions; perform staff assistance visits and train BCE personnel, as required; make sure individuals responsible for GOQ management (primary and secondary GOQ monitor, housing flight chief, financial manager, and BCE and deputy) attend the GOQ Management Course.

1.5.3. The MAJCOM/CE makes sure BCEs follow the GOQ IFP and items rated in good condition are not replaced early. If early replacement is required due to unforeseen failed or unserviceable condition, the BCE documents the circumstances with a life-cycle analysis and photographs or other evidence supporting the early replacement or repair decision and document changed conditions in the next IFP update.

1.5.4. The MAJCOM/CE is the approval authority to exceed the $35,000 M&R limit (or higher congressionally approved limit) based on an exception for unforeseen environmental hazard remediation (paragraph **2.5.2.2.1.1.**)

1.5.5. The MAJCOM/CV is the approval authority for minor alteration work exceeding $3,000 and up to, but not exceeding, $7,500. No general may approve work on their own quarters or quarters of general officers senior in rank; for single installation MAJCOMs and DRUs the approval authority is the Air Force Assistant Vice Chief of Staff (HQ USAF/CVA).

1.5.6. The MAJCOM/CC is the approval authority for waivers for monetary limits on furnishings and carpet replacement. MAJCOM/CCs validate requests to establish new SCPs for general officer positions within their purview. They also authorize exceptions to GOQ grounds maintenance in accordance with this instruction (paragraph **2.7.1.**). MAJCOM/CCs may not approve work on their own quarters or quarters of general officers senior in rank and must forward these requests to the Air Force Vice Chief of Staff (HQ USAF/CV) for approval.

1.6. 11th Wing Supply Squadron (11WG/SUPS). Upon notification, the 11WG/SUPS at Bolling AFB provides initial-issue SCP china to newly assigned general officers. The 11WG/SUPS orders, stores, maintains, and ships SCP china in accordance with procedures in this instruction and AFMAN 23-110. Point of contact is the 11WG/SUPS, DSN 297-0871.

1.7. Installation Commander. The installation commander establishes local policies to effectively manage GOQs; provides an installation single POC to GOQ residents for all GOQ matters; makes sure base agencies involved in execution of GOQ and family housing requirements use housing funds when appropriate; and informs the BCE of all projects.

1.8. Base Civil Engineer (BCE), Housing Flight Chief, and CE Financial Management Personnel. These entities will:

1.8.1. Implement GOQ guidance and policies according to this instruction, AFI 32-6001, AFI 32-6002, AFI 32-6004, AFI 32-6005, *Unaccompanied Housing Management*, and other applicable local directives.

1.8.2. Provide each GOQ a GOQ Guide boxed set consisting of the *GOQ Resident's Handbook,* Volume I; *GOQ Standards for Programming, Design, and Construction,* Volume II; and *GOQ Individual Facility Profile*, Volume III*;* and provide extra copies of the GOQ Guide to inbound general officers, as requested (paragraph **2.3.**).

1.8.3. Provide GOQ residents with timely and accurate information and advice on plans, programs, management, and cost expenditures for their residence, and provide residents cost accounting information on AF Form 3826, at least quarterly.

1.8.3.1. Prepare annual and long-range plans for each GOQ (paragraph **2.4.**). For bases supporting SCPs, budget for and monitor two separate $1,000 allowance accounts (paragraphs **3.4.** and **3.5.**).

1.8.3.2. Provide GOQ residents with base information, including base GOQ standards, work plans, and base POCs, as required.

1.8.4. Establish effective GOQ monitoring procedures that provide daily control of GOQ expenditures and cost accounting for all limitations. This includes furnishings expenditure limitations for quarters of colonels (O-6) serving as installation commanders and civilian equivalents.

1.8.5. Establish local GOQ standards for fixtures, finishes and upgrades. Standards will not exceed those set forth in the GOQ Master Plan, *GOQ Standards for Programming, Design, and Construction,* Volume II, and MAJCOM supplemental standards. Seek professional architectural and interior design assistance in developing local GOQ standards to ensure architectural compatibility, compliance with the state historic preservation office (SHPO) or historic requirements, neutral colors, durability, and the GOQ IFP.

1.9. General Officer Quarters (GOQ) Resident. Each GOQ resident must comply with the guidance in this instruction and will:

1.9.1. Notify the appropriate base POC promptly when quarters require work and make the unit available when repairs are needed.

1.9.2. Not approve waivers or exceptions to policy for their own unit or for GOQs of general officers senior in rank. The MAJCOM/CC is the approval authority unless otherwise identified in this instruction. For MAJCOM/CCs, HQ USAF/CV is the approval authority, and for DRUs, HQ USAF/CVA is the approval authority.

1.9.3. Participate in developing annual and long-range plans for their GOQ, in accordance with the IFP, and make sure prudent investment, maintenance, and repair decisions are exercised while residing in the GOQ.

1.9.3.1. Review and sign the long-range plans, acknowledging future work requirements.

1.9.3.2. Review and sign AF Form 3826 to acknowledge cost expenditures for their residence, and return the original signed copy to the housing flight as soon as possible for forwarding to the MAJCOM.

Chapter 2

REQUIREMENTS

2.1. Concept:

2.1.1. The Air Force is committed to maintaining GOQs in a state of excellence commensurate with their purpose and historical significance and to protect significant Air Force investments. Quality GOQs are critical to enabling senior Air Force leadership to perform their mission and provide adequate settings for official entertainment.

2.1.2. The key to maintaining GOQs is properly identifying facility work requirements; participation by general officer residents in this process is vital. Each GOQ must have a plan that includes day-to-day requirements while considering future capital investments necessary to sustain the quality of the dwelling. Specific details for long-range requirements are in the GOQ IFP. For major maintenance, repair, and investment decisions, bases must use the Air Force GOQ Master Plan and the Air Force FHMP. All work must be consistent with Air Force *GOQ Standards for Programming, Design and Construction* as supplemented by MAJCOM-approved installation standards.

2.1.3. By congressional direction, military family housing funds are the exclusive source of funds for all M&R of family housing units, including those temporarily diverted as unaccompanied housing.

2.2. Air Force General Officer Quarters (GOQ) Master Plan. To make sure MAJCOMs and bases appropriately plan, program, and budget for GOQ requirements, the Air Force developed a GOQ Master Plan. The plan captures facility data, identifies improvements, major and minor M&R requirements, and provides recommendations and cost estimates for each GOQ based on a whole-house perspective. The GOQ Master Plan contains an IFP for each GOQ. The IFP will be updated and incorporated into the Housing Community Profile (HCP) every 3 years as the HCP is updated. The HCP, including the IFP, identifies requirements for all family housing and is incorporated into the FHMP for funding priority and allocation. Whole-house projects for all family housing will be scheduled according to overall Air Force priorities for investment funding based on condition as determined by the Air Force FMHP.

2.3. General Officer Quarters (GOQ) Guide. In addition to the GOQ Master Plan, the Air Force has developed a GOQ Guide. The GOQ Guide is contained in a boxed set of three volumes:

2.3.1. Volume I, *GOQ Resident's Handbook*. The handbook provides general officers, their spouses, and executive staffs with the rules, standards, and expectations concerning GOQs. The handbook also incorporates guidelines and limitations associated with overall GOQ program management, work requirements, furnishings authorizations, cost reporting, and standards.

2.3.2. Volume II, *GOQ Standards for Programming, Design, and Construction*.

2.3.2.1. This volume supplements housing facility standards in the *Air Force Family Housing Guide for Planning, Programming, Design and Construction* (available from the Air Force Center for Environmental Excellence [HQ AFCEE] at **http://www.afcee.brooks.af.mil/dc/dch/mfhguide/guide.asp**). Volume II also provides standardized residential criteria for all GOQs, balances quality of life with cost, establishes architectural elements and building features comparable with regional and local housing standards, and minimizes recurring maintenance.

2.3.2.2. Installations with GOQs should supplement Volume II with local installation standards compatible with Air Force parameters, but which address climatic conditions, architectural styles, and local construction practices. MAJCOM policies, applicable laws, and regulations must also be considered.

2.3.3. Volume III, *GOQ Individual Facility Profile*. The IFP for each GOQ includes facility data, such as the age and condition of the GOQ, improvements and major and minor M&R requirements, and cost estimates for work accomplished using the O&M program or as a one-time, more cost-efficient, whole-house, improvement project. Each IFP identifies an interim O&M plan and a long-range whole-house investment plan.

2.3.3.1. IFP cost estimates are categorized based on M&R codes, indicating the relative urgency of repair. Codes 1 through 3 prioritize work items by distinguishing among repairs immediately required to address life-safety issues, components that fail prior to the whole-house project, and those which should wait until the whole-house project is executed.

2.3.3.2. Whole-house estimates combine all required maintenance, repairs, and investments into one project to completely revitalize a GOQ to last another 25 years. Whole-house projects represent the most cost-effective housing revitalization approach for the Air Force to meet current standards. These projects are congressionally approved and are typically accomplished using military construction (MILCON) funds (P-713).

2.3.4. The following documents are available in GOQs and are accountable on AF Form 228, **Furnishings Custody Receipt and Condition Report**.

2.3.4.1. GOQ Guide, Volumes 1, 2, and 3 (boxed set), provided in all GOQs.

2.3.4.2. Mary Starkey's *Setting Household Standards,* and USAF Enlisted Aides *Household Management Guide* (Guide publication, late summer 2003*)*. These two documents are provided in GOQs where an enlisted aide is authorized.

2.4. Planning. The BCE prepares an annual work plan for each GOQ and uses the GOQ IFP along with the base FHMP to prepare the long-range plan. Comprehensive planning can prevent unprogrammed, often costly, services and maintenance. GOQ long-range plans should reflect the total scope of work and improvements to renovate the GOQ to standards. Do not suppress costs but make sure budget estimates accurately reflect anticipated expenditures. GOQ work may cost more than other family housing units because of age, historic designation, design and size of typical units, and the complexity of the work. The BCE must make sure all work is consistent with the GOQ Master Plan and IFP.

2.4.1. Annual Plan.

2.4.1.1. Before the beginning of each fiscal year, prepare an annual plan that identifies programmed and recurring work and services required during the coming year. Inputs should include requirements provided by residents, current inspections, HCP, and approved project work (operation and maintenance [O&M] or improvement) from the GOQ IFP. Use priorities identified in the IFP to determine O&M work requirements. Adjust the plan as new requirements develop, and include change of occupancy maintenance (COM) work when a change of resident is anticipated. Use the annual plan to schedule work throughout the year for each unit while closely monitoring cost limits.

2.4.1.2. BCEs must document justification for accomplishing work requirements that cannot wait for a whole-house project. If there are compelling or unforeseen reasons that cause GOQ IFP components rated good or excellent to fail or be in a worsened condition, BCEs must document the circumstances with a life-cycle analysis and photos or other evidence supporting early replacement or repair decisions. The intent is not to preclude good maintenance and repair of GOQs but to make sure fully functional components or systems are not replaced until they are near the end of their economic life or it makes good economic sense when included as part of a larger revitalization project.

2.4.2. GOQ Long-Range Plan. See **Table 2.1.**

2.4.2.1. Bases prepare an annual long-range plan to budget for GOQ costs, including O&M and improvement work requirements identified in the IFP. The plan must cover a 5-year period (the current year plus the following 4 years) and include work as appropriate from the GOQ IFP. The plan should provide detailed costs of projected major M&R, minor alterations, improvements and operations (utilities, services, and furnishings), include projected work for COM, and identify the need for congressional approval for M&R work exceeding statutory limits and whole-house improvement projects.

2.4.2.2. When a whole-house renovation project is planned, limit M&R work to correct a life, health, or safety issue, or to repair a failed component that cannot wait for the whole-house project.

Table 2.1. Sample GOQ Long-Range Plan.

Category	FY03	FY04	FY05	FY06	FY07	Total
Operations (P-721)						
Utilities						
Services						
Furnishings						
M&R and Minor Alterations (P-722)						
Change of occupancy						
Minor/routine M&R						
Major M&R						
Grounds maintenance						
Minor alterations						
Project 1						
Project 2						
Project 3						
Major Improvements (P-713)						
Project 1						
Project 2						
Project 3						
Total Costs						

2.5. Programming. Use the installation FHMP and GOQ IFPs to identify requirements for family housing investment or major M&R projects. Follow programming instructions contained in AFI 32-6002. Consider all statutory limits and Air Force GOQ policies; **do not exceed these limits under any circumstances without prior congressional approval through the budget submission process or an out-of-cycle exceed-threshold request**. Bases may not perform major M&R, minor alteration, replacement, improvement, or minor improvement to a new (P-711) or improved (P-713; whole-house) unit within 3 years after the first resident moves in (beneficial occupancy) following project completion without prior approval (exception noted in paragraph **2.5.1.7.**).

2.5.1. Improvements (P-713). Bases must program improvement (investment) projects to whole-house and whole-neighborhood criteria as defined in AFI 32-6002 and GOQ standards. Program scope in DD Form 1391, **Military Construction Project Data**, must comply with approved scope and functional changes in the GOQ IFP. Major improvement projects are accomplished with MILCON funds (P-713) and should revitalize the unit to last another 25 years. This is the preferred Air Force method used to upgrade the housing inventory.

2.5.1.1. Congress sets the statutory unit cost limit for housing improvements and concurrent major M&R and minor alteration work. The current statutory limit for improvement projects is $50,000 times the area cost factor (ACF). ACF is not applied in foreign locations. The limit excludes costs associated with installation and maintenance or repair of communications, security, and antiterrorism equipment required by the occupant in the performance of assigned duties. If the

cost of a proposed improvement project is expected to exceed the statutory limit, the Air Force must include the project in the annual President's Budget for approval by Congress.

2.5.1.2. The project can be executed at the higher cost only if prior authority is obtained in the military construction authorization bill. The new limit resulting from this bill becomes the new statutory limit for the specific GOQ for the specific fiscal year (FY) of project execution.

2.5.1.3. DD Form 1391 provides additional justification needed for congressional approval of all projects exceeding $50,000. This data must provide strong justification and be consistent with the GOQ IFP. The MAJCOM/CE will validate the work is consistent with the GOQ IFP by signing the DD Form 1391. The BCE will provide information to the base financial management office, which will prepare the economic analysis (EA) (AFI 65-501, *Economic Analysis*, and AFMAN 32-1089, *Air Force Military Construction and Family Housing Economic Analysis Guide*).

2.5.1.4. An EA is required for all projects. If the EA determines the estimated improvement costs exceed 70 percent of the replacement cost, a replacement construction project will be programmed unless the GOQ is eligible for or listed on the *National Register of Historic Places.*

2.5.1.4.1. Installation commanders may request historic properties be removed from the National Register following procedures in 36 CFR 60.15(a)(1)-(4).

2.5.1.5. The most expensive unit (costs include contingency and supervision, inspection and overhead) in a MILCON project becomes the high-cost unit. When the most expensive unit is a GOQ and there is a requirement to exceed this limit, HQ USAF/ILE approval is required prior to proceeding. Additionally, SAF/IEI approval is required to exceed the high unit cost by more than 25 percent during project execution. Requests to exceed the most expensive unit must be signed by the MAJCOM/CE and submitted to HQ USAF/ILE.

2.5.1.6. DD Form 1391 for GOQ improvement projects (P-713) must also include projected major M&R. In the FY the improvement project is awarded (when funds are obligated), the new congressional limit for the GOQ is the only limit that applies. Since major M&R is included in the improvement project, the only type work authorized in the year of award is minor maintenance and COM (**Attachment 1**). In the FY improvement project funds are obligated, the P-713 congressionally approved limit applies. In following years, the $35,000 limit applies. Make sure only minor maintenance and COM work is performed and the work is required to maintain the GOQ in a habitable state; no other M&R work is allowed for 3 years following occupancy except for extremely urgent and compelling repairs, typically relating to health or life-safety.

2.5.1.7. Do not undertake a replacement, improvement, minor improvement, major M&R, or minor alteration project on a new unit or on a unit that has been improved for 3 years following beneficial occupancy. The 3-year limit does not apply when a project addresses health, safety, or life-threatening conditions, if the project falls under the auspices of a larger program, such as a general energy efficiency upgrade program, or if work must be accomplished to prevent further damage to the dwelling following a natural disaster or other emergency. In all cases, MAJCOMs must request approval from the Deputy Chief of Staff, Installations & Logistics, The Office of the Civil Engineer, Housing Division (HQ USAF/ILEH), prior to accomplishing the work by submitting a copy of DD Form 1391 with full justification for not meeting the 3-year limit. See paragraph **2.5.4.** for self-help project approval.

2.5.2. M&R (P-722). Annually, recurring provisions in the Military Construction Appropriations Acts provide a ceiling of $35,000 (P-722) on all M&R and minor alteration work per GOQ per fiscal year.

2.5.2.1. The Air Force does not budget for, nor expect each resident to spend $35,000 per year. Significant needs in all categories of family housing, including GOQs, must be addressed with limited housing O&M budgets. Funding is based on the validated requirements contained in the installation FHMP and GOQ IFPs.

2.5.2.2. Do not exceed the $35,000 GOQ M&R limitation without prior approval by SAF/IEI. SAF/IEI will provide any required prior notification to Congress (AFI 65-601, *Budget Policies and Procedures,* Volume 1).

2.5.2.2.1. Exception for Environmental Hazard Remediation. The Military Construction Appropriations Acts allow after-the-fact notification (in lieu of prior notification) to Congress if the GOQ M&R limit of $35,000 is exceeded solely due to costs associated with unforeseen environmental hazard remediation.

2.5.2.2.1.1. The MAJCOM Civil Engineer is the approval authority to exceed the $35,000 M&R limit due to unforeseen environmental hazard remediation. Such approval must be obtained prior to starting any work that will cause the GOQ annual M&R costs to exceed $35,000 limit. This approval authority may not be delegated below the MAJCOM/CE level.

2.5.2.2.1.2. MAJCOMs will notify AF/ILE within 15 days of approved exceptions for unforeseen environmental hazard remediation. The notification package will include a copy of the exception approval memo, a DD Form 1391 (with backup detailed cost estimates) documenting revised project costs including the planned remediation, and a summary of current and projected end-of-FY M&R costs for the GOQ.

2.5.2.2.1.3. File a copy of the exception approval memo in the GOQ project folder and the M&R cost files.

2.5.2.2.1.4. Submit a copy of the exception approval memo with the annual cost report for the GOQ.

2.5.2.2.1.5. SAF/IEI notifies Congress after the fact, as required.

2.5.3. Minor Alterations (P-722). Minor alteration is construction or improvement new work typically performed in support of an M&R project and funded with MFH O&M funds (P-722). However, some circumstances may warrant use of minor alteration without repair. This authority should be used for interior and exterior work consistent with the Air Force GOQ IFP and GOQ standards. Replacement of items still within their service life is also classified as a minor alteration. See **Attachment 1** for definition of minor alteration.

2.5.3.1. MAJCOMS may delegate authority for minor alterations costing up to $3,000 per GOQ unit per year to the BCE. Minor alteration work exceeding $3,000 and up to but not exceeding $7,500 annually must be approved by the MAJCOM/CV. Cumulative annual costs exceeding $7,500 require approval by SAF/IEI.

2.5.3.2. Do not use this authority to:

2.5.3.2.1. Increase the size (living area or net square footage) of the unit.

2.5.3.2.2. Increase the number of rooms in the unit.

2.5.3.2.3. Perform improvement or alteration to nonliving (uninhabitable) space in attics or basements.

2.5.3.3. No general officer may approve a waiver to the minor alteration limit for work on their own GOQ, nor for the GOQ of an officer senior in rank. For DRUs and single-installation MAJCOMs, the approval authority is HQ USAF/CVA. For MAJCOM/CCs or other O-10s, the approval authority is HQ USAF/CV.

2.5.3.4. Charge costs for GOQ minor alterations work against the annual $35,000 GOQ M&R limit.

2.5.3.5. Installation of AT/FP requirements are excluded from minor alteration limits. Requirements subject to this exclusion must be identified through a Joint Service Integrated Vulnerability Assessment (JSIVA) or MAJCOM, service, or installation vulnerability assessment. The work must be approved by the installation commander before beginning installation. Keep documentation of the assessment and approval on file with the project approval documentation. Although the AT/FP requirement is not charged against the minor alteration limit, it must be identified on AF Form 3826 cost report as a minor alteration and charged against the overall $35,000 M&R limit (paragraph **A3.2.5.**).

2.5.4. Self-Help Work. The Air Force strongly supports self-help projects that are consistent with codes and standards, safety, and functionality. Self-help minor improvement projects are subject to approval by the BCE and, if approved, become Air Force property. If the BCE approves self-help projects with the condition the GOQ be returned to its original configuration, the resident is responsible for restoring the GOQ to its original condition before clearing the GOQ. Residents must consult with the BCE or housing flight chief before beginning self-help projects. Charge self-help work materials against the $35,000 M&R limit.

2.5.4.1. For self-help projects only, HQ USAF/ILE will consider waivers to the 3-year rule explained in paragraph **2.5.1.7.** under the following conditions (SAF/IEI is the approval authority for all other waivers to the 3-year rule):

2.5.4.2. Waiver is for simple, minor projects (e.g., installing ceiling fans, fences, and flower beds).

2.5.4.3. Waiver is not for large complicated projects (e.g. renovating kitchens or bathrooms).

2.5.4.4. The waiver must not violate approval levels, Air Force size standards, improvement cost limits, or GOQ M&R limits.

2.5.4.5. Project costs may not exceed $2,500.

2.5.5. Exceeding M&R (P-722) Limit. GOQ M&R limits may be exceeded only after approval by SAF/IEI and notification to Congress. Typically, notification is accomplished through submission of the Air Force budget. MAJCOMs accomplish this in their response to HQ USAF/ILEH call letter issued as part of the Budget Estimate Submission (BES) preparation.

2.5.5.1. Submit DD Form 1391 validated by the MAJCOM/CE, as justification for all GOQ exceed-threshold projects.

2.5.5.2. Projects must be consistent with the GOQ IFP.

2.5.5.3. When submitting an exceed-threshold request, MAJCOMs must make sure the total amount requested is equal to the sum of FY projected cost for major and minor M&R, minor alter-

ations, service contracts, and COM. Once approved by Congress, this total becomes the M&R FY limit for this GOQ for that budget year (BY).

2.5.5.4. Every effort must be made to award major M&R projects (P-722) in the BY. MAJCOMs are responsible to work with the base to ensure timely awards. Only as a last resort may these projects be executed in the year following the BY under the limits reported to Congress. Current year (year of award) funds will be used to award the projects.

2.5.5.4.1. MAJCOM/CEs must notify HQ USAF/ILE prior to 1 September of the BY of GOQ exceed-threshold projects not awarded in the BY.

2.5.5.4.2. If an exceed-threshold GOQ project is deferred to the year following budget year (BY+1), the M&R limit for the BY is reduced to the GOQ statutory M&R limit ($35,000 as of FY02). The M&R limit for the BY+1 is the approved exceed-threshold amount (includes the cost of the project work and all M&R).

2.5.5.4.3. A memo for record will be placed in the project file that documents the carryover of the budget authority. Annotate AF Form 3826, Quarterly Cost Report for General Officer Quarters, to reflect carryover of this authority.

2.5.6. Out-of-Cycle Requests.

2.5.6.1. Out-of-cycle budget submission will be made only when there is an extremely urgent situation, typically relating to health or life-safety. Out-of-cycle requests must be for proposed work so urgent and compelling it cannot wait for the next annual budget submission; it could not reasonably have been foreseen at the time of budget submission; cost of the work will cause the GOQ to exceed the $35,000 M&R limit; and work does not constitute an alteration, addition, or improvement.

2.5.6.2. Out-of-cycle requests to exceed the $35,000 limit for GOQ work receive scrutiny by numerous Air Staff and Air Force Secretariat officials. After-the-fact notifications are not allowed, including those for incidents involving hazardous materials. The Chief of Staff and the Secretary of the Air Force must review and approve all out-of-cycle requests. Approved requests are then submitted to Congress for notification. Congress has 30 days to act on the notification. Submissions should include:

2.5.6.2.1. Strong justification for why work must be done out of cycle, including reasons the requirement was not included in the budget submission, urgency, and impact of the delay.

2.5.6.2.2. Comprehensive narrative for each GOQ project, including validation the work is identified in the GOQ IFP. If the work is not included in the GOQ plan, provide a detailed explanation for the work.

2.5.6.2.3. A completed DD Form 1391 to show specific project work to be accomplished on the unit and to identify costs additional to the threshold.

2.5.6.2.4. Detailed cost breakout (including line item details).

2.5.6.2.5. Photographs depicting repair requirements.

2.5.6.2.6. A statement signed by the GOQ resident acknowledging the work.

2.5.6.2.7. A project certification statement signed by the MAJCOM/CE.

2.5.6.2.8. Detailed breakout of other anticipated costs for the FY, including, but not limited to, specific projects approved by SAF/IEI and all O&M costs.

2.5.6.2.9. Detailed breakout of major M&R or investment work completed in the previous 5 years or planned for the next 5 years in accordance with the GOQ IFP.

2.6. Change of Occupancy Maintenance (COM). COM is maintenance and repair work on housing units when occupancy changes, including interior painting; repairing floors, walls, and ceiling finishes; repairing electrical and plumbing fixtures; and cleaning over and above occupant responsibilities. Air Force policy is to make sure necessary COM tasks are accomplished, depending on the local conditions and installation requirements.

2.6.1. COM may include, but is not limited to, the following tasks and should be performed as required:

2.6.1.1. Restore interior walls. Depending on condition, patch and repaint walls and ceilings as required, typically every 3 years. Paint walls and ceilings, using a neutral color. Paint must meet Air Force and base GOQ standards. Neutral color is defined in **Attachment 1**.

2.6.1.2. Clean carpets, window coverings, light fixtures, and chimney.

2.6.1.3. Service heating, ventilation, and air conditioning systems; inspect and clean air ducts.

2.6.1.4. Perform minor M&R work throughout, including electrical and plumbing fixtures.

2.6.1.5. Restore and paint exterior surfaces.

2.6.1.6. Inspect and repair structure and infrastructure (roof, attic, crawlspace, and pavements).

2.6.1.7. Service and repair doors and windows.

2.6.1.8. Apply/renew barrier pesticide treatments.

2.6.1.9. Grounds maintenance (mow, edge, trim trees and bushes).

2.6.1.10. Repair or replace caulking and weather seals (interior and exterior).

2.6.2. Charge all minor M&R and cleaning done during the COM to 722.62 on AF Form 3826, section II, line 1 (paragraph **A3.2.1.**). Minor M&R includes, but is not limited to, minor repairs to floor, wall, and ceiling finishes, and electrical and plumbing fixtures with a cost of less than $2,500 per task. Charge interior painting and floor repair or replacement to major repairs when the cost per task (single item of work) exceeds $2,500. Do not split M&R requirements to keep costs under $2,500.

2.6.3. If time permits and conditions warrant, other M&R work may be performed during the COM which must be consistent with requirements identified in the GOQ IFP and in accordance with Air Force and local GOQ standards. ***NOTE:*** For new units and those within 3 years of reoccupancy after a MILCON project, some work may not be authorized if determined to be major M&R, minor alteration, or improvement type work (paragraph **2.5.1.7.**).

2.7. Maintaining Grounds. SCPs are authorized government-provided grounds maintenance, which is charged against the $35,000 limit. All other GOQ residents and O-6 installation commanders are responsible for the care of grounds for their exclusive use. MAJCOM/CCs may approve exceptions. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about their own GOQ or the GOQ of a person senior in rank.

2.7.1. Exceptions:

2.7.1.1. Where the area for the exclusive use of the resident is extremely large (one-half acre or more), MAJCOM/CCs may approve exceptions for grounds care beyond 50 feet surrounding the home. If a waiver is approved, costs for government-provided grounds maintenance is charged against the $35,000 limit.

2.7.1.2. MAJCOM/CCs may approve exceptions when it is determined the GOQ or O-6 installation commander residence is prominently located and makes a unique contribution to the appearance of the installation. Costs are charged to the annual $35,000 limit.

2.7.1.3. Waivers for government-provided grounds maintenance may include, but is not limited to, cutting grass, edging next to hard surfaces, raking, maintaining shrubbery, fertilizer and herbicide treatments. Charge costs to the annual $35,000 limit.

2.7.2. When enlisted aides perform resident ground maintenance responsibilities in their role of caring for the assigned quarters, no costs are charged to the GOQ.

2.7.3. When the government provides grounds maintenance beyond the capability of the resident, costs are prorated and charged to each benefiting GOQ; M&R limits apply.

2.8. Miscellaneous Facility Work. Facility work accomplished in GOQs must be charged to the applicable GOQ limit in accordance with the following**:**

2.8.1. Base Infrastructure Work.

2.8.1.1. M&R (P-722) costs to serviced GOQs for utility systems such as water, electricity, gas, wastewater, communications and alarm systems, and associated M&R will extend only to the 5-foot line of the GOQ footprint. This charge does not apply to the alarm system itself, but only to the communications connections going to the central system.

2.8.2. Communications, Security and AT/FP Requirements. M&R costs for security, AT/FP and communications (excluding removable communication equipment) required by the GOQ occupant to perform his or her mission, are charged to the annual $35,000 limit, except when funded by a minor improvement or MILCON project (P-713 funds). Communications requirements include permanently installed communications, such as fiber optic cables, funded from the MFH O&M account (P-722), or in a MILCON project (P-711, P-713). Communications equipment that is readily removable and mission-required is funded with non-MFH funds. See **Attachment 1** for the definition of readily removable communications equipment.

2.8.3. Carpet. Installed carpet, including pad, is considered an alternative floor finish and therefore an integral part of the GOQ. Carpet should be professionally cleaned as needed in accordance with the AFCEE carpet guide, the most current engineering technical letter (ETL), and manufacturers instructions to preserve the quality and life of the carpet.

2.8.3.1. Charge installation and cleaning of installed carpet against the annual M&R limit.

2.8.3.2. Carpet may be installed in all living areas except the kitchen, bathroom, powder room, patio, porch, and areas exposed to weather. When possible, do not install carpet at entrances and heavy-traffic areas of the GOQ. To minimize damage to flooring and sub flooring, no glue-down installation is allowed.

2.8.3.3. The BCE must keep the following historical information for each carpet installation:

2.8.3.3.1. Location (address, building number, and room).

2.8.3.3.2. Name of carpet manufacturer, pattern, and color.

2.8.3.3.3. Manufacturer certification the carpet conforms to ETL 02-20 (or superseding ETL) *Air Force Carpet Standard* (available from the Air Force Civil Engineer Support Agency [HQ AFCESA] at **http://www.afcesa.af.mil/Publications/ETLs/default.html**.)

2.8.3.3.4. Date of installation.

2.8.3.3.5. Method of installation and type of pad used.

2.8.3.3.6. Disposal certification.

2.8.3.4. For all carpet replacement, the installation commander must certify the carpet is no longer serviceable and requires replacement.

2.8.3.5. Purchase quality carpet with a minimum 7-year life expectancy that meets Air Force standards in the AFCEE *Air Force Family Housing Guide for Planning, Programming, Design, and Construction* (paragraph **2.3.2.1.**) and ETL 02-20 (paragraph **2.8.3.3.3.**). Prior to purchase, the BCE must certify the carpet meets Air Force carpet standards.

2.8.3.6. Carpet must be a neutral color, such as beige, taupe, or off-white in a light to medium value that provides a flexible background that can integrate with the decor of successive occupants. Do not use pure whites or dark shades. Use solid colors or very muted tone-on-tone tweeds.

2.8.3.7. Do not replace carpet in less than 7 years. Only MAJCOM/CCs may approve exceptions to the 7-year minimum life carpet replacement policy. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about carpet in his or her own unit or the unit of a person senior in rank.

2.8.3.8. Waiver requests must include:

2.8.3.8.1. A statement signed by the installation commander validating the requirement for replacement carpet.

2.8.3.8.2. A statement signed by the BCE validating the replacement carpet meets Air Force standards.

2.8.3.8.3. The month and year the carpet requiring replacement was originally installed. State whether the items are still under manufacturer warranty and include available warranty information.

2.8.3.8.4. Clearly labeled photographs documenting the requirement.

2.8.4. Window Coverings. See **Attachment 1** for the definition of window coverings. Window coverings (not to be confused with window treatments in paragraph **3.2.1.**) and associated hardware are considered an integral part of the dwelling and should be provided on all windows throughout the GOQ as well as on porch and patio windows. Window coverings, unlike window treatments, are not considered furnishings. See paragraph **3.2.1.** for items that are considered furnishings.

2.8.4.1. Window coverings include shades, shutters, blinds (vertical and horizontal wood, aluminum, and vinyl), and associated hardware. Blind slats must be of hard material, such as aluminum, vinyl, or wood, and must be a neutral color.

2.8.4.2. Charge window coverings and associated hardware against the annual M&R limit.

2.8.5. Wall Coverings. Wall coverings are authorized in specific areas of GOQs. Wall coverings and decorative borders must be in neutral colors and of a quality and durability to last through successive residents. Do not use pure white or dark colors.

2.8.5.1. Charge authorized wall coverings and decorative borders against the annual M&R limit.

2.8.5.2. Neutral-color wall coverings and decorative borders are authorized for use in the kitchen, powder room and bathrooms. Neutral-color wall coverings may also be installed below any chair railing in the designated entertainment areas, such as the living room, dining room, family room, and foyer. Wall coverings must not be used on ceilings or paneling. Neutral colors are beige, taupe, or off-white in a light to medium value that provides a flexible background that can integrate with the decor of successive occupants. Do not use pure white or dark shades.

2.8.5.3. GOQ residents may install borders and accents over other painted surfaces at their own expense. Residents are responsible for returning the walls to their original condition when these items are removed.

2.8.5.4. Because wallpaper can be a costly item, installations are encouraged to obtain the services of a certified interior design professional to assist in determining best value, quality, and neutral colors. If an interior design service is not available locally, contact the MAJCOM/CE or AFCEE Design Group for assistance.

2.8.6. Flags. US (American), combatant command, Service, and host nation flags may be purchased and installed using M&R funds. Only two flags per GOQ unit may be purchased. Purchase of general officer flags, state, and other organizational flags is not authorized. Charge authorized flags against the annual M&R limit. *NOTE*: Examples of unified combatant commands are Central Command (CENTCOM), Southern Command (SOUTHCOM), Transportation Command (TRANSCOM), and Special Operations Command (SOCOM).

2.8.7. Irrigation Systems. All lawn irrigation systems proposed for GOQs, regardless of method of accomplishment, must be approved by SAF/IEI.

Chapter 3

FURNISHINGS, TABLEWARE, AND APPLIANCES

3.1. General Officer Quarters (GOQ) Furnishings Support . General officers (and civilian equivalents) living in government-controlled (family housing and unaccompanied personnel housing) and privatized housing are authorized furnishings support to meet official representational and entertainment responsibilities. **Attachment 5** provides furnishings and tableware allowances for the quarters of incumbents of SCPs and supplemental furnishings for quarters of general officers, brigadier general selectees, Chief Master Sergeant of the Air Force (CMSAF), colonels (O-6) serving as installation commanders, and civilian general officer equivalents. The CMSAF is authorized the same furnishings and amenities as SCPs. Furnishings items not included in **Attachment 5** may not be purchased, maintained, repaired, or replaced at government expense.

3.1.1. SCP Furnishings and Tableware. SCPs have significantly more responsibilities than non-SCPs for official and social entertainment activities in representing the interest of the United States. Also, incumbents of SCPs are often housed in larger GOQs, which may require more than the usual amount of furniture. Therefore, incumbents of SCPs are authorized whole-house furnishings and window treatments in all rooms throughout the GOQ, including bedrooms. Tableware support includes Air Force crystal, china, flatware, hollowware and table linens. See **Attachment 5** for a detailed listing of authorized items.

3.1.2. Supplemental Furnishings. Supplemental furnishings are intended to support the official entertainment needs of non-SCP general officers, brigadier general selectees, colonels serving as the installation commander, and civilian general officer equivalents living in government-controlled and privatized housing. Supplemental furnishings should be used to complement, not replace, personally owned furnishings typically expected of an individual of this grade and position based on his or her grade and family size. Installation commanders approve the purchase of supplemental furnishings. Entertainment areas include the entrance foyer, living room, dining room, den, library, family room, porches, patios, and stairway and hallways connecting these areas. See **Attachment 5** for a detailed listing of authorized items.

3.1.3. Furnishings for Unaccompanied Members Residing in Government-Controlled Family Housing. Unaccompanied members and voluntarily unaccompanied members residing in family housing receive the same entitlement to furnishings as accompanied members of equal grade. Unaccompanied members who reside in housing permanently designated as unaccompanied housing on real property records receive appropriate furnishings support provided in accordance with AFI 32-6004.

3.2. Authorized Furnishings. The Air Force standardizes SCP furnishings, tableware and supplemental furnishings to ensure these items are prudent, reasonable, and consistent with OSD directives. Authorized furnishings are identified in **Attachment 5**. MAJCOMs may request authorization for additional furnishings items if required (paragraph **3.2.3.**).

3.2.1. Window Treatments. See **Attachment 1** for the definition of window treatments. Window treatments (not to be confused with window coverings) are considered furnishings and include draperies, curtains, sheers, rods, valances, cornices, and associated hardware. Window treatments must be neutral in color (may include white) and constructed of quality materials with at least a 7-year life

expectancy. See paragraph **2.8.4.** to note the difference between window treatments and window coverings.

3.2.1.1. For SCP quarters, window treatments are authorized throughout the unit. For other GOQs, window treatments are authorized only in entertainment areas (**Attachment 1**).

3.2.1.2. For SCP quarters, charge the cost of initial-issue and replacement window treatments against the annual furnishings limit of $10,000 and 5-year limit of $40,000 (exclude initial-issue window treatments required due to new construction or redesignation of a unit for GOQ/SCP use). For all other GOQs, charge the replacement cost against the annual furnishings limit of $6,000 and 5-year limit of $20,000.

3.2.1.3. Cleaning costs for window treatments are reported on AF Form 3826 under Section I, Line 5.B, Furnishings—Not charged against limit (AC 721.41-42); these costs are not subject to any limit.

3.2.1.4. Exceptions.

3.2.1.4.1. MAJCOM/CC may approve exceptions to the 7-year minimum life for window treatments. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank.

3.2.1.4.2. The installation commander will forward requests to replace window treatments before the 7-year period has expired to MAJCOM/CE. MAJCOM/CC is final approval authority for waivers. Waiver requests must be justified and include:

3.2.1.4.2.1. A statement the BCE has validated the requirement for replacement.

3.2.1.4.2.2. Total cost of the replacement items.

3.2.1.4.2.3. Clearly labeled photographs documenting the requirement.

3.2.1.4.2.4. The month and year the items requiring replacement were originally installed or placed in the housing. State whether the items are still under manufacturer warranty and include available warranty information.

3.2.1.4.2.5. An explanation of why early replacement is necessary. Include a description of all furnishings actions and costs completed and proposed for the FY; and the annual and long-range plans, including furnishings and how the furnishings will be maintained with future expenditure limits.

3.2.2. Appliances. The BCE provides freestanding or permanently installed appliances for GOQs in accordance with **Attachment 5**, part C. To determine the proper cost category, use the principle that **installed** is an M&R cost (P-722), and **freestanding** is an operations cost (P-721). Charge subsequent costs incurred for the item (maintenance, repair or replacement) to the same cost category initially assigned to the appliance.

3.2.2.1. Authorized appliances and equipment for GOQs include stove or cook top with wall oven, two refrigerators or a refrigerator and freezer, installed or portable dishwasher, microwave oven, trash compactor, and icemaker. Washers and dryers are provided in GOQs in oversea areas and for SCP quarters in the continental United States (CONUS) and overseas.

3.2.2.2. Installed or built-in appliances such as a dishwasher or built-in oven or cook top are charged and reported against the annual $35,000 M&R limit. Charge maintaining, repairing, or replacing of installed appliances to the M&R limit (AFI 65-601, Volume I).

3.2.2.3. Freestanding appliances (not installed) such as a portable dishwasher on wheels, refrigerator, stove, microwave, and washer and dryer are charged as furnishings and not subject to any limit (**Attachment 5**, part C). These appliance items are reported on AF Form 3826, section 1, line 5.B, against the no limit furnishings category. Charge purchasing, maintaining, repairing, or replacing of freestanding appliances to the operations account P-721.41-42.

3.2.3. Requesting New Items. If new furnishings, appliance, or equipment items not included in this instruction are needed, the MAJCOM will submit a request with supporting documentation to HQ USAF/ILE. To assist HQ USAF/ILE to evaluate the request, state the cost, describe the proposed location in the designated entertainment area of the quarters, and provide other available information (brochures, sketches, and photographs). HQ USAF/ILE will determine whether the item is appropriate for Air Force-wide application; if so, the item will be added to this instruction and MAJCOM/CEs will be notified of the new SCP or supplemental furnishings item.

3.3. Furnishings Cost Limits.

3.3.1. Furnishings cost limits must be applied to GOQs. Limit expenditures for furnishings listed in **Attachment 5**, part A, of this instruction to $10,000 per SCP per fiscal year and $40,000 per SCP for a 5-year consecutive period. For other GOQs, limit expenditures to $6,000 per GOQ per fiscal year and $20,000 per GOQ for a 5-year consecutive period. ***NOTE*:** The limit applies to new items taken from existing base stocks that have never been charged to a GOQ. Exclude items from existing base FMO stock when the item has been used and previously charged to other quarters. Exclude costs associated with government-provided shipping, transportation, pickup, delivery, installation, repair, and cleaning furnishings, as well as commercial shipping costs for items delivered to base FMO stocks at OCONUS locations. Apply the furnishings limit to the:

3.3.1.1. Purchase cost of furniture.

3.3.1.2. Purchase cost of area rugs.

3.3.1.3. Replacement cost of window treatments (excludes initial-issue window treatments required due to new construction or redesignation of a unit for GOQ use).

3.3.1.4. Purchase of artificial plants for SCPs.

3.3.1.5. Refinishing and Reupholstering.

3.3.2. Waiver to Cost Limits. The installation commander will forward requests to exceed furnishings cost limits (annual and 5-year limits) to the MAJCOM/CE. The MAJCOM/CC may approve waivers to the annual and the 5-year limits. This authority may not be further delegated. In no case will the individual exercising this authority make a decision about his or her own dwelling or the dwelling of a person senior in rank. The waiver requests must be justified and include:

3.3.2.1. BCE statement validating the requirement to exceed the cost limits, including an explanation why exceeding costs is necessary.

3.3.2.2. List of items requested, including costs.

3.3.2.3. Description of furnishing actions completed (with costs), and those proposed for the FY.

3.3.2.4. Annual and long-range plans, including furnishings plan, for GOQs. The plan should show an ability to maintain quality furnishings within the expenditure limits in future FYs.

3.4. Special Command Position (SCP) Tableware and Linen Allowances . The Air Force has standardized tableware authorizations. In accordance with **Attachment 5**, part B, china, crystal, silver service, and table linen are subject to a $1,000 annual replacement allowance. Housing flight chiefs are responsible for tracking and reporting these expenditures on the cost reports. These items are not charged against any other furnishings limit.

3.4.1. Table Linen. As a minimum, each SCP should maintain a standard white set of 36 place mats, 36 napkins, and up to three tablecloths, depending on the size and shape of the primary dining table.

3.4.1.1. Table linens are accountable items and should be itemized on AF Form 228, **Furnishings Custody Receipt and Condition Report**. Unserviceable linen should be turned in to the FMO for disposal. The FMO will adjust the AF Form 228 accordingly.

3.4.1.1.1. Housing flight chiefs may purchase replacement linens (P-721.41-42) locally using the Government Purchase Card (GPC).

3.4.1.1.2. General officers may purchase replacement linens using personal funds, and the housing flight chief will process Standard Form (SF) 1164, **Claim for Reimbursement**, to the financial services office.

3.4.1.2. Table linen may be cleaned at government expense with P-721.41-42 funds. Report costs on AF Form 3826, section I, line 5.B, Furnishings no limit category; this service is not subject to any limit.

3.4.2. Tableware. The initial issue of SCP china, crystal, and flatware is not subject to the $1,000 annual replacement allowance. Replacement items are charged against the $1,000 annual limit.

3.4.2.1. Authorized tableware items are accountable and should be itemized on AF Form 228. Turn in damaged, chipped, or broken crystal to the FMO for disposal. The FMO will adjust the AF Form 228 accordingly and follow the procedures in paragraph **3.4.2.2.3.**

3.4.2.2. 11WG/SUPS replaces damaged china, crystal, flatware, and hollowware items in accordance with the following procedures:

3.4.2.2.1. At the resident's request, the housing flight chief requests replacement items (via e-mail) from 11WG/SUPS, who then provides the housing flight chief a written replacement cost. The housing flight chief certifies sufficient funds remain on the annual limit.

3.4.2.2.2. 11WG/SUPS will forward the replacement item to the housing flight chief. The FMO will annotate changes on the AF Form 228 and provide the replacement item to the resident.

3.4.2.2.3. The FMO will send damaged or broken china, silverware, and hollowware (via certified mail) to Bolling Air Force Base Supply (11WG/SUPS, 229 Brookley Avenue, Bolling AFB, DC 20332-0302). The precious metals in these items will be reclaimed.

3.5. Special Command Position (SCP) Miscellaneous Supplemental Allowance. The Air Force provides SCPs an additional annual $1,000 allowance for items required for official entertainment, such as

small cookware, serving pieces, and tableware items not listed in **Attachment 5**. These items are not charged against any other furnishings limit.

3.5.1. Authorized items are purchased with P-721 funds and reported under the SCP miscellaneous supplemental allowance cost category (AF Form 3826, section I, line 5.D). These items are not charged against any other furnishings limit.

3.5.2. The housing flight chief, or designated representative, will purchase items locally using a GPC. General officers may also purchase items using personal funds if they desire. The housing flight chief will process an SF 1164 claim for reimbursement to the financial services office.

3.5.3. Authorized items are accountable and should be itemized on AF Form 228. Items will remain the property of the GOQ. Unserviceable items should be turned in to the FMO for disposal. The FMO will adjust the AF Form 228 accordingly.

3.6. Furnishings and Tableware Accountability. General officers are accountable for government-issued furnishings and tableware placed in the quarters. Furnishings and tableware items are recorded on AF Form 228 and signed for by the general officer, spouse, or adult household member. The FMO will maintain the current AF Form 228. Unserviceable items should be turned in to the FMO for disposal, and the FMO will adjust the AF Form 228 accordingly.

Chapter 4

COST ACCOUNTING AND REPORTING

4.1. General Officer Quarters (GOQ) Expenditures. GOQ expenditures are reported to OSD and Congress annually per their direction. It is important to track and accurately account for GOQ operation and maintenance costs to ensure limits (law or policy) are not exceeded and to accomplish reporting requirements. M&R costs for family housing GOQs temporarily diverted as unaccompanied GOQs are paid exclusively from family housing funds.

4.1.1. The BCE will appoint a single POC whose responsibility will be to ensure proper collection, recording, and certification of GOQ costs. This POC should monitor and validate costs frequently to make sure sufficient authorizations exist before approving additional work in the GOQ. The POC initiates quarterly and annual GOQ cost reports.

4.1.2. GOQ residents should be made aware of all work required and performed in their quarters, including cost estimates prior to work, if desired. Residents should review expenditures included on their cost reports. Residents should sign quarterly cost reports (if available at the duty station), acknowledging expenditures, and return the original signed copy to the BCE/housing flight.

4.2. Tracking and Reporting General Officer Quarters (GOQ) Costs . Maintain a separate cost record (AF Form 3826) for each GOQ, and track and report costs associated with operations, M&R, and improvement of a GOQ and its associated real property.

4.2.1. Occupancy Period for Cost Reporting.

4.2.1.1. Report costs for any unit occupied by a general officer, including those "frocked," for any part of the fiscal year. For Operations (Section I, AF Form 3826), report costs incurred only during the time the unit is occupied by a general officer. For Maintenance, Repair and Minor Alteration (Section II, AF Form 3826), report costs for the entire year if general officer occupies the GOQ for any part of the year. (**Table 4.1.** and paragraph **4.3.1.1.**). Do not report O&M costs for housing designated for general officer use but not occupied by a general officer at any time during the fiscal year. Senior officer quarters (SOQ) occupied by a brigadier general selectee are not GOQs; however, project approval levels for brigadier general selectees are the same as for general officers. Additionally, project work will not commence until the date of promotion of the occupant to grade O-7.

4.2.1.2. When a senior officer (O-6; limit of $20,000) and a general officer (O-7 and above; limit of $35,000) occupy a GOQ in the same fiscal year, the rules in **Table 4.1.** apply. The non-GOQ $20,000 limit places an annual obligation limit on major M&R and alteration work on non-GOQs, accomplished by job order, work order, or contract. The GOQ $35,000 limit places an annual obligation limit on total costs for maintaining, repairing, and making minor alterations on GOQs (AFI 32-6002, paragraph 1.12).

4.2.1.2.1. **Table 4.1.** gives general guidance for tracking and reporting GOQ M&R and non-GOQ major M&R costs. For unusual situations, consult with the MAJCOM to avoid exceeding these limits without prior approval authority. In all cases, when a general officer occupies a GOQ for any part of a fiscal year costs must be reported on AF Form 3826.

Table 4.1. Tracking and Reporting M&R When Redesignating GOQs and SOQs.

Status of Resident	Quarters Redesignated To	Guidance on Limits (Note paragraph 4.2.1.2.2. below for application of limits)
Senior officer occupies SOQ for part of year, then becomes a general officer	GOQ	- $35,000 limit applies - All M&R charged to $35,000 from pin-on date to end of FY - Minor M&R before pin-on date not charged against $35,000 - Major M&R charged against the $20,000 SOQ limit is also charged against $35,000
General officer occupies GOQ for part of year, then moves out; senior officer moves in	SOQ	- $35,000 limit applies for FY reporting purposes - Minor M&R not tracked while senior officer occupies; however, report costs for entire year if general officer occupies for any part of year - Major M&R done while GOQ charged to $20,000 major M&R limit - If major M&R costs exceed $20,000, no more major M&R allowed for FY

4.2.1.2.2. To avoid an Anti-Deficiency Act (ADA) (Title 31 United States Code [U.S.C.] Section 1341) violation, current expenditures and anticipated costs for the remainder of the fiscal year must be analyzed (AFI 65-608, *Antideficiency Act Violations*). If it appears statutory and congressional language limits of $35,000 and $20,000 may be exceeded for the fiscal year, submit an out-of-cycle budget request to exceed the limit through the MAJCOM to SAF/IEI for review, who will forward it to SAF/FMB for submittal to Congress (paragraphs **1.3.** and **1.4.**).

4.2.2. When to Charge and Report Costs. In general, charge and report annual costs on the date the funds are obligated. However, for multiunit service contracts where funds are obligated when the contract is awarded charge costs to individual GOQs as expenses are incurred. Examples of these contracts are housing maintenance, grounds maintenance and refuse collection.

4.2.2.1. Contract Costs. For contract work (P-713 and P-722), charge and report the entire cost of the work (labor plus materials) at the time the contract is awarded. Changes to costs prior to end-of-year reports (fourth quarter) will be reported when the contract change is approved. Once annual reports have been submitted through the MAJCOM to HQ USAF/ILEH, updated reports need to be submitted only if a cost change would affect statutory or regulatory compliance. However, updated AF Form 3826s, incorporating the changes, should be retained at the installation.

4.2.2.2. In-house Costs. For in-house work, charge and report the cost of materials as they are received. Charge and report actual labor for in-house work at the time the hours are expended.

When military or civilian labor (other than enlisted aides) perform housing work, the cost for the reported labor hours is based on the total shop rate, less the military factor.

4.2.3. How to Charge Costs. Determine O&M costs for GOQs in one of two ways and charge accordingly:

4.2.3.1. If the costs are solely attributable to a GOQ, such as a maintenance project or contract cleaning for an individual unit, charge the entire cost to the GOQ.

4.2.3.2. If two or more units benefit from services (e.g., refuse collection, maintenance, shared garage), prorate the costs among all benefiting units. For utilities, determine a cost per square foot and establish the charge based on the unit size (paragraph **A3.1.3.6.**).

4.2.3.3. Charge costs to maintain and repair irrigation systems within 50 feet of the GOQ to that GOQ. If two or more units share an irrigation system, prorate the costs among all GOQs sharing the system, but in all cases charge only the cost within 50 feet of each GOQ. This policy is specific to irrigation systems, and the "exclusive use" provision in paragraph **2.7.** does not apply.

4.2.4. Cost Categories. All costs associated with the operations, M&R, and improvements of a GOQ and its associated real property must be tracked and reported. **Table A3.1.** shows an overview of reporting categories and limits. **Attachment 3** provides detailed instructions for costing and reporting expenditures in all categories. **Table A3.2.** provides a quick reference guide and expanded information on cost categories, cost limits, and approval authorities.

4.2.4.1. Operations Costs. Report all expenditures associated with management, services, utilities, leases, municipal type services, miscellaneous and furnishings in this category. Make sure the following furnishings expenditures are included (including SCP tableware and miscellaneous supplemental allowance):

4.2.4.1.1. Initial issue, replacement, reupholstering, refinishing, cleaning, shipping, transportation, taxes, moving and handling, repair, and storage of furnishings. Charge each piece of furniture to a GOQ only once. Examples:

4.2.4.1.1.1. For an item purchased for a specific GOQ, charge it to that GOQ when the item is ordered. When no longer required by a successive occupant, return the item to FMO stock for use by other authorized residents.

4.2.4.1.1.2. For an item taken new from FMO stock as a first-time issue to a GOQ, charge it to that GOQ when it is issued.

4.2.4.1.1.3. For an item issued from FMO stock but previously issued and used in another GOQ, do not charge it at all.

4.2.4.1.2. Window treatments, including initial issue, replacement, and cleaning. (Exclude initial-issue window treatments required due to new construction or redesignation of a unit for GOQ use.)

4.2.4.1.3. Area rugs, including initial issue, replacement, and cleaning. ***NOTE*:** Area rugs are not authorized when installed carpet is in place.

4.2.4.1.4. Initial issue, replacement, connection and disconnection, and repair of freestanding appliances and equipment.

4.2.4.2. M&R Costs. Report all expenditures for M&R work in this category, including periodic and recurring maintenance, contract cleaning, service calls, minor and major repair, minor alterations, grounds maintenance, and self-help work and materials.

4.2.4.2.1. Exterior Utilities. Charge M&R costs for common utility infrastructure systems work within the 5-foot line of the quarters' footprint.

4.2.4.2.2. Other Real Property. Charge other real property costs associated with the dwelling unit, such as garages, driveways, and grounds, directly to the GOQ.

4.2.4.2.3. Built-in Appliances and Equipment. Charge costs associated with the purchase, installation, repair and replacement of built-in appliances and equipment to M&R costs. This includes, but is not limited to, cook tops, ovens, dishwashers, and trash compactors.

4.3. Reporting Requirements. Report expenditures for each GOQ quarterly on AF Form 3826, along with a detailed breakout of GOQ expenditures worksheet (**Attachment 2**).

4.3.1. See **Attachment 2** for a sample AF Form 3826 and a suggested sample worksheet with a detailed breakout of GOQ expenditures (the worksheet is not an Air Force form). These two documents are used to report expenditures for each GOQ and to inform residents of costs charged against their quarters. Bases will complete a quarterly report and worksheet for each GOQ using the instructions provided in **Attachment 3**. Submit the report and worksheet in accordance with MAJCOM guidance. MAJCOMs consolidate base reports and forward fourth-quarter reports and worksheets to HQ USAF/ILEH and 11WG/SUPS, 229 Brookley Avenue, Suite 107, Bolling AFB DC 20332-0302**.** ***NOTE*****:** Reports are designated emergency status code C-3; continue reporting during emergency conditions, precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE.

4.3.1.1. For the AF Form 3826, include costs obligated only while the general officer occupies the unit during the quarter, except include minor and major M&R and minor alterations for the entire quarter. (paragraph **4.2.1.1.**).

4.3.1.2. The housing flight chief and BCE must sign the AF Form 3826, certifying the costs.

4.3.1.3. GOQ residents review and sign (if available at the duty station) the AF Form 3826 to acknowledge expenditures (paragraph **A3.6.**). Housing office representative furnishes GOQ resident a copy of signed AF Form 3826.

4.3.1.4. Provide the following documentation along with each AF Form 3826:

4.3.1.4.1. Submit a breakout of minor alterations on a separate page by base, facility or address, work description, and cost of the work.

4.3.1.4.2. Approved waivers to the $3,000 annual limit for minor alteration costs (or status of waiver requests).

4.3.1.4.3. DD Form 1391 and cost data for any GOQ minor improvement project (MIP) completed during the past FY.

4.3.1.4.4. Waivers to the GOQ furnishings limits and waivers for early replacement of draperies and carpeting.

4.3.1.4.5. Retain AF Forms 3826 and detailed worksheets for 5 years to support 5-year furnishings limitations.

4.3.2. The fourth quarter, AF Form 3826 is used to report annual obligations for each GOQ and provides a historical database on GOQ expenditures. Bases submit the fourth quarter AF Form 3826 for each GOQ to the MAJCOM in accordance with MAJCOM guidance. MAJCOMs will consolidate base reports and provide a MAJCOM summary, original AF Form 3826, and minor alteration report, with supporting documents (paragraph **4.3.1.4.**) to HQ USAF/ILEH. HQ USAF/ILEH will consolidate and send the reports to the Air Force Chief of Staff and Secretary of the Air Force for review. The reports are then forwarded to the DOD Comptroller who will submit the reports to Congress by 15 January each year.

4.3.3. After annual reports have been submitted, submit revised cost reports (AF Form 3826) when cost changes to a contract would affect statutory or regulatory compliance.

4.4. Forms.

4.4.1. Prescribed: AF Form 3826, **Quarterly Cost Report for General Officer Quarters**.

4.4.2. Adopted: AF Form 228, **Furnishings Custody Receipt and Condition Report**; DD Form 1391, **Military Construction Project Data** SF 1164, **Claim for Reimbursement for Expenditures on Official Business.**

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

31 U.S.C. Section 1341, Anti-Deficiency Act

Public Law 107-64, Military Construction Appropriations Act of 2002

DODD 1100.12, *Authority for Establishing Special Command Position*s, 3 September 1991

DoD4165.63-M, *DoD Housing Management*, September 1993

AFPD 32-60, *Housing*

AFI 32-6001, *Housing Management*

AFI 32-6002, *Family Housing Programming, Design, and Construction*

AFI 32-6004, *Furnishings Management*

AFI 32-6005, *Unaccompanied Housing Management*

AFI 32-9001, *Acquisition of Real Property*

AFI 33-360, *Publications Management Program,* Volume 1

AFI 65-601, *Budget Policies and Procedures,* Volume 1

AFI 65-501, *Economic Analysis*

AFI 65-608, *Antideficiency Act Violations*

AFMAN 32-1089, *Air Force Military Construction and Family Housing Economic Analysis Guide*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 65-604, *Appropriated Symbols and Budget Codes*

Air Force Family Housing Guide for Planning, Programming, Design and Construction, December 1995

GOQ Master Plan, May 2002

Air Force Family Housing Master Plan

ETL 02-20, *Air Force Carpet Standard*

Abbreviations and Acronyms

11WG/SUPS—11th Wing Supply Squadron

AC—Account Code

ADA—Anti-Deficiency Act

ACF—Area Cost Factor

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRES—Air Force Reserve

AFRPA—Air Force Real Property Agency

AFPD—Air Force Policy Directive

ANG—Air National Guard

AT/FP—Antiterrorism/Force Protection

BCE—Base Civil Engineer

BES—Budget Estimate Submission

BY—Budget Year

CC—Commander

CE—Civil Engineer

CENTCOM—Central Command

CMSAF—Chief Master Sergeant of the Air Force

COM—Change of Occupancy Maintenance

CONUS—Continental United States

CSAF—Chief of Staff of the Air Force

CV—Vice Commander

DOD—Department of Defense

DRU—Direct Reporting Unit

EA—Economic Analysis

ETL—Engineering Technical Letter

FHMP—Family Housing Master Plan

FMO—Furnishings Management Office

GOQ—General Officer Quarters

GPC—Government Purchase Card

HCP—Housing Community Profile

HQ AFCEE—Headquarters Air Force Center for Environmental Excellence

HQ AFCESA—Headquarters Air Force Civil Engineer Support Agency

HQ USAF/CV—Headquarters Air Force Vice Chief of Staff

HQ USAF/CVA—Headquarters Air Force Assistant Vice Chief of Staff

HQ USAF/ILE—Headquarters Deputy Chief of Staff, Installations & Logistics, The Office of the Civil Engineer

HQ USAF/ILEH—Headquarters Deputy Chief of Staff, Installations & Logistics, The Office of the Civil

Engineer, Housing Division

IFP—Individual Facility Profile

JSIVA—Joint Service Integrated Vulnerability Assistance

M&R—Maintenance and Repair

MAJCOM—Major Command

MILCON—Military Construction

MIP—Minor Improvement Project

O&M—Operation and maintenance

OSD—Office of the Secretary of Defense

OSD (AT&L)—Office of the Secretary of Defense, Acquisition, Technology and Logistics

OSD (DA&M)—Office of the Secretary of Defense, Director of Administration and Management

PCS—Permanent Change of Station

POC—Point of Contact

SAF—Secretary of the Air Force

SAF/FMB—Deputy Assistant Secretary of the Air Force, Budget

SAF/IEI—Deputy Assistant Secretary of the Air Force, Installations

SAF/IEIR—Deputy Assistant Secretary of the Air Force, Installations, Real Estate Division

SF—Standard Form

SCP—Special Command Position

SHPO—State Historic Preservation Office

SOCOM—Special Operations Command

SOQ—Senior Officer Quarters

TDY—Temporary Duty

TRANSCOM—Transportation Command

USAFA—United States Air Force Academy

Terms

Change of Occupancy Maintenance (COM)—Maintenance and repair work done on housing units when occupancy changes. Includes interior painting; repairing floors, walls and ceiling finishes; and repairing electrical and plumbing fixtures and cleaning. (For 3 years following beneficial occupancy after a P-713 whole house project has been completed, only minor M&R is allowed.)

Dwelling Unit (GOQ)—A single structure or part of a multiple-family building, including carport, garage, driveway, or other associated parking; grounds; patio; privacy fence; utility service lines; and other structures associated with that unit.

Entertainment Areas—The areas used for public entertainment. Includes the entrance foyer, living room, dining room, den, library, family room, porches, patios, and stairway, and hallways connecting these areas.

Exterior Appurtenances—Facility, system, or component outside the living area of the family housing unit, such as garages, carports, patios, decks, porches, and fences.

Frocked—Member receives and is allowed to wear a rank prior to officially receiving the financial benefits of the rank.

Furnishings—Furniture, stand-alone appliances and equipment, window treatments, and amenities (such as lamps, mirrors, and rugs) identified in **Attachment 5**.

General Officer Quarters (GOQ)—A family-housing unit assigned to a general officer (including those frocked to O-7) or a civilian equivalent, including grounds, walks, driveways, other paved areas, and structures on the grounds for the exclusive use of the residents.

General Officer Quarters (GOQ) Maintenance and Repair (M&R) Limit—The annual $35,000 statutory cost limit for all maintenance, repair, and minor alteration expenses on a GOQ.

GOQ Master Plan—An Air Force plan that captures GOQ facility data, identifies improvements, major and minor M&R requirements, and provides recommendations and cost estimates for each GOQ based on a whole-house perspective. This plan defines GOQ requirements, which are integrated into the Housing Community Profile (HCP), to prioritize funding allocations through the Air Force Family Housing Master Plan (FHMP).

Improvements—Work that changes the physical layout or adds to the overall area of the dwelling unit (P-713 funds).

Individual Facility Profile (IFP) —A profile of each GOQ that includes facility data such as the age and condition of quarters, improvement and major M&R requirements, and estimates for work accomplished via the O&M program or as a whole-house improvement project. This profile is updated every 3 years in conjunction with the updates of the Housing Community Profile (HCP). The IFP is the approved corporate view used to support GOQ M&R, minor alterations, and improvement projects.

Major Maintenance & Repair (M&R)—Maintenance and repair work where the cost of materials and labor exceeds $2,500. Generally, this is work necessary to fix or replace existing systems and their components nearing the end of their useful lives. M&R requirements must not be split for the purpose of remaining under the $2,500 defined cost.

Minor Alterations (P-722 Funds)—Construction or improvement accomplished with P-722 funds. Minor alterations work installs or constructs systems, features, or functional spaces that do not currently exist or changes spaces that already exist (relocates walls, adds or removes openings, or otherwise reconfigures existing spaces). Projects can be interior or exterior work but may not add, expand, or extend the physical dimensions of the dwelling or increase net floor area. Exterior work includes but is not limited to landscaping, fencing, patios, and sidewalks.

Replacement of failed or unserviceable components with contemporary standard components or materials, consistent with local GOQ standards, is not minor alteration if justified by a life-cycle analysis considering planned and programmed work.

Antiterrorism/force protection (AT/FP) requirements supported by documented vulnerability assessments are excluded from minor alteration cost limits.

Minor Maintenance and Repair (M&R)—The day-to-day M&R work with a total cost of less than $2,500, performed in response to service calls or job orders accomplished by contract or in-house personnel.

Net Floor Area—Generally, the living area within the exterior walls, excluding unfinished basements or attics, utility service space or bulk storage (in place of a basement), attic, laundry rooms, garage, carport, open or screened porches, decks, and stairwells. In multifamily dwellings, common stairwells, halls, entries, and other common areas are excluded. See AFI 32-6002, attachment 1 for an expanded definition.

Neutral Color—Neutral colors such as beige, taupe, or off-white in a light to medium value that provides a flexible background that can integrate with the decor of successive occupants.

Readily Removable Communications Equipment—Includes mission-essential equipment that can be unplugged and removed and is dependent on, but not a part of, the installed infrastructure, such as fiber optics cable.

Special Command Position (SCP)—A position designated by OSD (DA&M) according to DODD 1100.12. A general officer or civilian equivalent occupies the position and carries public entertainment responsibilities that require the incumbent to represent the interests of the United States in official and social activities involving foreign or domestic dignitaries. Typically these positions are limited to general officers in the grade of 0-10; however, generals in a lower grade may be designated as SCP if the incumbent is:

Responsible directly to the Secretary of Defense or the secretary of a military department.

The top US representative in an international, political, or military group.

The commandant, director, president, or superintendent of a DOD or service college or academy.

Special Command Position (SCP) Supplemental Allowance—For SCPs, an additional annual $1,000 allowance for items required for official entertainment purposes, such as small cookware, serving pieces or tableware items not listed in **Attachment 5**. These items are not charged against any other allowance.

Tableware—For SCPs, special allowance items including Air Force china, crystal, flatware, and hollowware issued by 11WG/SUPS. Also includes table linen selected by the occupant (purchased by the housing flight chief or purchased by the resident and reimbursed by the government). These items are also called SCP amenities.

Window Coverings—Maintenance and repair items integral to the dwelling that cover windows in housing units, including GOQs. Window coverings include shades, shutters, blinds (vertical and horizontal wood, aluminum, and vinyl), and associated hardware.

Window Treatments—Furnishings items that provide decorative treatments to windows in the entertainment areas of GOQs (SCPs authorized throughout the unit). Window treatments include draperies, curtains, sheers, rods, valances, cornices, and associated hardware. Window treatments must be neutral in color and constructed of quality materials with at least a 7-year life expectancy.

Attachment 2

AF FORM 3826, QUARTERLY COST REPORT FOR GENERAL OFFICER QUARTERS (GOQ) AND SAMPLE BREAKOUT OF GOQ EXPENDITURES WORKSHEET

Figure A2.1. Sample AF Form 3826. See **Attachment 3** for instructions to complete this form.

QUARTERLY COST REPORT FOR GENERAL OFFICER QUARTERS						REPORT CONTROL SYMBOL HAF-ILE(Q) 9440	
MAJCOM AFSPC	INSTALLATION Peterson AFB	FISCAL YEAR 00	REPORT DATE 30 Sep 00	FACILITY CODE 7108	RPIC	YEAR BUILT 1965	Net Sq Ft (from IFP) 2,400
QUARTERS STREET ADDRESS 212 Otis Circle			STATE CO	NINE DIGIT ZIP CODE 80914	COUNTRY USA	Historic: Eligible Y/N No Historic: Registered Y/N No	
CURRENT RESIDENT (NAME AND GRADE) Major General John K. Edwards				POSITION AND OFFICE SYMBOL AFSPC/CE		Privatized Y/N No	
						SCP Y/N No	
						MOVE IN DATE: 12 Jul 00	

SECTION I. OPERATIONS	1ST QTR	2ND QTR	3RD QTR	4TH QTR	FY TOTAL
1. ADMIN AND MANAGEMENT (AC 721.11 & 721.12)	1,269.39	0	0	0	1,269.39
2. SERVICES (AC 721.21 & 721.29)	2,797.74	0	0	0	2,797.74
3. UTILITIES (AC 728.11 & 728.12)	5,912.22	0	0	0	5,912.22
4. LEASES (AC 723-Foreign; 725-Domestic)	0	0	0	0	0
5. A FURNISHINGS--Charged against $6K limit (AC 721.41-42)	1,559.38	0	0	0	1,559.38
B. FURNISHINGS--Not charged against any limit (AC 721.41-42)	569.00	0	0	0	569.00
C. SCP TABLEWARE & LINEN ALLOWANCE (AC 721.41-42)	308.58	0	0	0	308.58
D. SCP MISC SUPPLEMENTAL ALLOWANCE (AC 721.41-42)	686.25	0	0	0	686.25
6. Miscellaneous (AC 721.51 & 721.53)	0	0	0	0	0
7. TOTAL OPERATIONS (Add Section 1, Lines 1-6)	**13,102.56**	**0**	**0**	**0**	**13,102.56**
8. COMMUNICATIONS EQUIPMENT (Readily Removable)	68.58	0	0	0	
SECTION II. MAINTENANCE, REPAIR, AND MINOR ALTERATION					
1. CHANGE OF OCCUPANCY (AC 722.62)	1,506.00	0	0	0	1,506.00
2. MINOR/ROUTINE M&R (AC 722.62, 722.66, 722.71, 722.81)	1,805.66	0	0	0	1,805.66
3. MAJOR M&R (AC 722.71, 722.81, 722.96, 724, 726)	2,300.50	0	0	0	2,300.50
4. GROUNDS MAINTENANCE (AC 722.67, 722.81)	1,500.00	0	0	0	1,500.00
5. MINOR ALTERATIONS (AC 722.91 & 722.92)	0	0	0	0	O
6. TOTAL M&R AND MINOR ALTERATIONS (Add Section ll, Lines 1-5)	**7,112.16**	**0**	**0**	**0**	**7,112.16**
7. CONGRESSIONALLY APPROVED M&R LIMIT IF DIFFERENT FROM $35,000					
SECTION III. OPERATIONS AND MAINTENANCE/REPAIR/MINOR ALTERATIONS					
TOTAL OPERATIONS & M&R/MINOR ALTER COSTS (Add Section I, Line 7 and Section ll, Line 6)	**20,214.72**	**0**	**0**	**0**	**20,214.72**

SECTION IV. IMPROVEMENTS (P-713)		
PROJECT NUMBER(S) AND DESCRIPTION OF WORK	DATE OBLIGATED	ACTUAL COST
TDKA004683 REPLACE WINDOWS	15 AUG 00	$5,306.00

SECTION V. FURNISHINGS HISTORY						
FURNISHINGS 5-YEAR TOTAL (MUST MATCH SEC 1, Line 5.A)	FY: 96	FY: 97	FY: 98	FY: 99	FY: 00	5-YEAR TOTAL
	$1,500	**$700**	**$800**	**$350**	**0**	**$3,350.00**

VALIDATED BY	NAME, OFFICE SYMBOL AND SIGNATURE Joseph P. Brooks, GOQ Monitor	DATE 1 October 2000
CERTIFIED BY	HOUSING MANAGER SIGNATURE Stephanie H. Barrett	DATE
CERTIFIED BY	BASE CIVIL ENGINEER SIGNATURE Marc Cannon, Lt Col, USAF	DATE
REVIEWED BY	OCCUPANT SIGNATURE TYPED NAME, RANK John K. Edwards, Maj Gen, USAF	DATE

Figure A2.2. Sample Breakout of GOQ Expenditures Worksheet.

DATE OF WORK	WORK ORDER NO	DESCRIPTION OF WORK PERFORMED	M&R COM	M&R ROUTINE	M&R MAJOR	M&R TELE COMM	M&R GRDS MAINT	M&R MINOR ALTER	SEC II M&R TOTAL	M&R THRESHOLD BALANCE $35,000	FURN NO LIMIT	FURN LIMIT $6k	SEC I FURN TOTAL	FURN BALANCE LIMIT $6,000	SCP Allowance $1,000	SCP Tableware $1,000	NON-MFH TELE COMM NONMFH
4 Oct 00	01100	Replaced latch on front door		$20					$20	**$34,980**			$0	**$6,000**			
25 Oct 00	01125	Annual exterior inspection		$20					$20	**$34,960**			$0	**$6,000**			
24 Nov 00	01250	Repaired shed		$35					$35	**$34,925**			$0	**$6,000**			
3 Dec 00	01314	Installed new light under kitchen cabinet						$55	$55	**$34,870**			$0	**$6,000**			
15 Dec 00	IMPAC	Clean draperies							$0	**$34,870**	$250		$250	**$6,000**			
1 Oct-31 Dec 00	IDC	Lawn Care					$300		$300	**$34,570**			$0	**$6,000**			
1ST QTR		TOTAL	$0	$75	$0	$0	$300	$55	$430	**$34,570**	$250	$0	$250	**$6,000**	$0	$0	$0
5 Jan 01	01498	Repaired plugged toilet		$15					$15	**$34,555**			$0	**$6,000**			
16 Feb 01	SF1080	Upgrade telephone system & phones				$1,400			$1,400	**$33,155**			$0	**$6,000**			$175
17 Feb 01	Comm	Installed STU III line				$150			$150	**$33,005**			$0	**$6,000**			
3 Mar 01	01690	Installed new light in master bedroom						$250	$250	**$32,755**			$0	**$6,000**			
15 Mar 01	11WG	Table Linen Replacement							$0	**$32,755**			$0	**$6,000**		$125	
19 Mar 01	01801	Repaired exterior light		$20					$20	**$32,735**			$0	**$6,000**			
1 Jan -31 Mar 01	IDC	Lawn Care					$150		$150	**$32,585**			$0	**$6,000**			
2ND QTR		TOTAL	$0	$35	$0	$1,550	$150	$250	$1,985	**$32,585**	$0	$0	$0	**$6,000**	$0	$125	$175
9 Apr 01	01902	Repair fence gate latch					$20		$20	**$32,565**			$0	**$6,000**			
13 Apr 01	IMPAC	Additional Ice Cream Dishes								**$32,565**			$0	**$6,000**	$55		
18 Apr 01	011000	Self Help Store - Misc		$20					$20	**$32,545**			$0	**$6,000**			
27 May 01	Form 9	Carpet Replacement			$6,000				$6,000	**$26,545**			$0	**$6,000**			
30 May 01	011100	COM (includes interior paint)	$2,125						$2,125	**$24,420**			$0	**$6,000**			
1 Apr-30 Jun 01	IDC	Lawn Care							$0	**$24,420**			$0	**$6,000**			
3RD QTR		TOTAL	$2,125	$20	$6,000	$0	$20	$0	$8,165	**$24,420**	$0	$0	$0	**$6,000**	$55	$0	$0
										$24,420			$0	**$6,000**			
										$24,420			$0	**$6,000**			
										$24,420			$0	**$6,000**			
										$24,420			$0	**$6,000**			
										$24,420			$0	**$6,000**			
4TH QTR		TOTAL	$0	$0	$0	$0	$0	$0	$0	**$24,420**	$0	$0	$0	**$6,000**	$0	$0	$0
DATE	**WORK ORDER** NO	PENDING WORK REQUIREMENTS	**M&R COM**	**M&R ROUTINE**	**M&R MAJOR**	**M&R TELE COMM**	**M&R GRDS MAINT**	**M&R MINOR ALTER**	**SEC II M&R TOTAL**	M&R BAL THRESHOLD $35,000	**FURN NO LIMIT**	**FURN LIMIT $6k**	**SEC I FURN TOTAL**	FURN BAL LIMIT $6,000	SCP Allowance $1,000	SCP Tableware $1,000	NON-MFH TELE COMM NON-MFH
Aug 01	SABER	Replace shed (est award 15 Aug 01)		$1,500					$1,500	$22,920			$0	$6,000			
Sep 01	Form 9	Purchase Patio Furniture							$0	$22,920		$3,500	$3,500	$2,500			
1 Jul-30 Sep 01	IDC	Lawn Care					$1,500		$1,500	$21,420			$0	$2,500			
PENDING WORK		TOTAL	$0	$1,500	$0	$0	$1,500	$0	$3,000	$21,420	$0	$3,500	$3,500	$2,500	$0	$0	$0
TOTAL COSTS			**$2,125**	**$1,630**	**$6,000**	**$1,550**	**$1,970**	**$305**	**$13,580**	**$21,420**	**$250**	**$3,500**	**$3,750**	**$2,500**	**$55**	**$125**	**$175**
M&R/FURN BALANCE										**$21,420**				**$2,500**	**$945**	**$875**	

NOTE: This is only a recommended format.

Attachment 3

INSTRUCTIONS FOR COMPLETING AF FORM 3826

Complete an AF Form 3826 for all housing units used as GOQs during the fiscal quarter regardless of the length of time occupied by the general officer or civilian equivalent, including those redesignated as unaccompanied housing, if occupied by a general officer.

A3.1. Section I. Operations.

A3.1.1. (Line 1) Admin and Management (AC 721.11 & 721.12). Enter all direct administration costs to support government-controlled family dwelling units at installation level and leased housing. This includes management office personnel salaries, supplies, equipment, custodial services, and occupancy inspections and surveys for the family housing office functions. To compute the amount to report, divide the costs incurred during the reporting period by the total number of housing units.

A3.1.2. (Line 2) Services (AC 721.21 and 721.29).

A3.1.2.1. (721.21) Enter prorated municipal type services, such as refuse collection and disposal, entomological services, and custodial services. Report fire and police protection services only when manpower standards identify personnel to support government-owned family housing exclusively. To compute the amount, divide the costs incurred during the reporting period by the total number of housing units (GOQs and non-GOQs).

A3.1.2.2. (721.29) Enter nonprorated services provided to GOQ.

A3.1.3. (Line 3) Utilities (AC 728.11 & 728.12). Enter the costs of utilities consumed in government-owned family dwelling units. It also includes the cost of utility services furnished to and reimbursed by civilian residents of CONUS government quarters. It includes costs of:

A3.1.3.1. Water procured or produced for consumption.

A3.1.3.2. Electricity procured or produced.

A3.1.3.3. Gas, fuel oil, and coal procured (including delivery costs, if applicable).

A3.1.3.4. Sewage disposal procured or produced.

A3.1.3.5. Base-produced utilities transferred to family housing, the cost of heating and air conditioning plant operations, and the cost of other utilities or fuels, such as steam and coal, provided to government-owned family dwelling units.

A3.1.3.6. Utilities. If utilities are metered, report the direct charges incurred, which includes a charge for amortization, during the reporting period for the unit being reported. If not metered, divide the total costs incurred during the reporting period of each utility by the total square footage of all housing units, then multiply by the square footage of the individual GOQ unit being reported.

A3.1.4. (Line 4) Leases (AC 723 – Foreign; 725 - Domestic). Include only if the GOQ unit being reported is leased.

A3.1.4.1. (723) Operating Costs of Leased Family Housing - Foreign Leases. Includes leasing family housing overseas from private owners or foreign government agencies; utilities, if not provided by the lessor; and services such as refuse collection, if separately contracted for by the government.

A3.1.4.2. (725) Operating Costs of Leased Family Housing - Domestic Leases. Includes leasing family housing from private owners, and utilities and services not provided by the lessor, if separately contracted for by the government.

A3.1.5. (Line 5) Furnishings.

A3.1.5.1. Furnishings – Charged against $6K/$10K limit (AC 721.41-42). Includes costs in three categories charged against a limit for any GOQ:

A3.1.5.1.1. Costs for initial-issue government-owned furnishings, initial-issue and replacement window treatments (draperies, curtains, sheers, rods, valances, cornices, and supporting hardware), refinishing and reupholstering, and commercial shipping (except OCONUS), are charged against the annual $6,000 furnishings allowance (**Attachment 5**). (Exclude initial-issue window treatments required due to new construction or redesignation of a unit for GOQ use.)

A3.1.5.1.2. Tableware and linen (SCP only) charged against its own $1,000 annual limit.

A3.1.5.1.3. Items charged against the miscellaneous supplemental allowance (SCP only) charged against its own $1,000 annual limit.

A3.1.5.2. Furnishings – Not charged against limit (AC 721.41-42). Includes costs for freestanding (not installed) appliances and equipment maintenance and repair; government-provided shipping, moving, handling, installation, and storage of government-owned furnishings; name plaques (interior record of residents); and cleaning window treatments and table linen. Also exclude commercial shipping costs for items delivered to base FMO stocks at OCONUS locations.

A3.1.6. (Line 6) Miscellaneous (AC 721.51 & 721.53).

A3.1.6.1. (721.51) Miscellaneous Government Dwellings. Included in this account are costs for country-to-country agreements, accommodation charges, reimbursement to other US Government agencies for government-owned family housing units, and other family housing operational costs not included elsewhere. It does not include real estate taxes paid to a foreign government.

A3.1.6.2. (721.53) Includes non-BCE direct costs incurred to support government-owned family housing units. It provides for: (1) contracting office (2) other, as applicable. Report costs applicable to the unit being reported. Report non-BCE personnel costs when manpower standards identify positions to support government-owned family housing exclusively and the personnel are funded by or reimbursed with FH funds. Do not duplicate costs reported in paragraph **A3.1.2.1.** (721.21).

A3.1.7. (Line 7) Total Operations (add section 1, lines 1-6).

A3.1.8. (Line 8) Communications Equipment (Readily Removable). Costs for readily removable communications equipment. This equipment is funded with non-FH funds; however, costs (equipment only, not cost for service) must be tracked and reported because the annual GOQ cost report to Congress includes this information. See **Attachment 1** for the definition of readily removable.

Table A3.1. Cost Categories and Limits.

Cost Category	GOQ (non-SCP) 1-Year Limit	GOQ (non-SCP) 5-Year Limit	SCP 1-Year Limit	SCP 5-Year Limit
Furnishings	$6,000	$20,000	$10,000	$40,000
Tableware and linen	None	None	$1,000	None
Miscellaneous supplemental allowance	None	None	$1,000	None

A3.2. Section II. Maintenance/Repair/Minor Alterations. Report direct costs applicable to the unit being reported. See **Attachment 1** for definition of minor M&R, major M&R, and minor alteration. M&R costs are divided into three categories: Line 1, COM; Line 2, Minor M&R; and Line 3, Major M&R. Each item of work costing $2,500 or less is minor M&R, and each items of work costing more than $2,500 is major M&R. See **Attachment 1** for the definition of major maintenance and repair. Design costs are excluded from the M&R $35,000 threshold (AFI 32-6002 Para 1.12.3.1).

A3.2.1. (Line 1) Change of Occupancy (AC 722.62). Enter minor M&R COM work and cleaning done on housing units when occupancy changes where cost for each item of work is $2,500 or less. Minor M&R may include, but is not limited to, floor, wall, and ceiling finish; electrical and plumbing fixtures; and cleaning. For work items, including interior painting and major floor repair or replacement, report costs of more than $2,500 in Section II, Line 3, Major M&R.

A3.2.2. (Line 2) Minor/Routine M&R work items with cost of $2,500 or less (AC 722.62, 722.66, 722.71, 722.81, 722.96, 724, 726). Report all minor M&R work (costing $2,500 or less) done other than during COM on line 2. Includes installation of equipment, such as water heaters, dishwashers, and garbage disposals and annual carpet cleaning (paragraph **2.8.3.1.**).

A3.2.3. (Line 3) Major M&R for work items with costs exceeding $2,500 (AC 722.62, 722.66, 722.71, 722.81, 722.96, 724, 726). Note: Specifically included in Major M&R is all normal and COM work done on foreign (724) and domestic (726) leases.

A3.2.4. Account codes (AC) used in COM, minor repair and major repair are defined as follows:

A3.2.4.1. AC 722.62. M&R of government housing done during COM, minor M&R, and major M&R.

A3.2.4.2. AC 722.66. Items from the self-help store used to make minor repairs in MFH.

A3.2.4.3. AC 722.71. M&R of exterior utility systems, up to 5 feet from the GOQ, that primarily serve family housing units or areas. This includes permanently installed communications/force protection requirements such as fiber optic cables. It excludes utility lines or mains that may pass through or front on family housing locations but which serve other base locations and facilities.

A3.2.4.4. AC 722.81. M&R of driveways, walks, fences, and irrigation systems.

A3.2.4.5. AC 722.96. M&R of AT/FP; major M&R projects on government-owned family housing units, including those damaged or destroyed; annual carpet cleaning; and all other M&R where costs exceed $2,500 (paragraph **2.8.3.1.**).

A3.2.4.6. AC 724. Maintenance and Initial Alterations (make-ready work) of Leased Family Housing - Foreign Leases. All maintenance, including COM, for foreign leased family housing,

when not provided by the lessor. The cost of alterations may not exceed 30 percent of the first year annual rental cost (AFI 32-9001, *Acquisition of Real Property*, paragraph 3.7).

A3.2.4.7. AC 726. Maintenance of Leased Family Housing - Domestic Leases. All maintenance, whether provided by the lessor or separately contracted by the government.

A3.2.5. (Line 4) Grounds Maintenance (AC 722.67, 722.81). Maintenance of GOQ grounds, when authorized (routine lawn-type services, such as mowing, edging, planting annuals, tree-trimming, fertilizing, pruning, and mulching). Include items from the self-help store used for grounds maintenance. Charge costs for repair to driveways, walks, fences, landscape lighting, tree/shrub removal and planting, and irrigation systems to minor or major M&R (line 2 or 3).

A3.2.6. (Line 5) Minor Alterations (AC 722.91, 722.92, 722.96). Minor alterations to government-owned dwelling units and other real property and buildings directly associated with a family housing area. This work is construction-type work typically performed in support of an M&R project. The installation may approve up to $3,000. For work over $3,000, but not exceeding $7,500, attach the MAJCOM waiver approval. See **Attachment 1** for the definition of minor alterations. For minor alterations, which add antiterrorism/force protection (AT/FP) requirements, identify the work and cost on the detailed breakout of GOQ expenditures worksheet, and note the cost is not subject to minor alteration limits. The AT/FP work is not charged against the minor alteration limit, but still must be identified as a minor alteration and charged against the overall $35,000 M&R limit (paragraph **2.5.3.5.**).

A3.2.7. (Line 6) Total M&R and Minor Alterations (add section II, lines 1-5).

A3.2.8. (Line 7) Congressionally Approved M&R Limit if Different from $35,000. Enter the total amount of the new congressionally approved limit. The new limit will include the cost of the new project and the $35,000 established limit, combined.

A3.3. Section III. Operation and maintenance/Repair/Minor Alterations. Add section I, line 7, and section II, line 6.

A3.4. Section IV. Improvements (P-713). Enter the project number, project title, date obligated and costs of improvement project. Report the total cost (or prorated cost if project is for multiple units) of the awarded contract in the quarter the contract is awarded (when funds are obligated). Submit corrected report if costs change after the initial report.

A3.5. Section V. Furnishings History (5-Year Total). Show expenditures for each FY for furnishings. These costs must match section I, line 5.A. See paragraphs **3.3.**, **3.4.**, and **3.5.** for allowances and limitations. (Do not include costs for SCP tableware and linen $1,000 supplemental allowance or the SCP miscellaneous $1,000 supplemental allowance, as these costs do not count against the 5-year furnishings limit.)

A3.6. Signature Blocks. AF Form 3826 requires signatures from those validating (preparing) and certifying costs on the form. Request the occupant sign the form, if available. If occupant is unavailable at the duty station to sign the cost report, explain their absence (temporary duty, permanent change of station) in the "Reviewed By" block. ***NOTE*:** Submit the signed original AF Form 3826 to the MAJCOM.

Table A3.2. Quick Reference Guide - Categories, References, Cost Limits, and Approval Authority.

Cost Category	AFI 32-6003	AC	Installation Limit	Exceed Authority Coordination, Approval, and Notification		
				MAJCOM	AF/SAF	Congress
Operations	**4.2.4.1.**	721	None specified			
1. Administration and Management	**A3.1.1.**	721.11 721.12	None specified			
2. Services	**A3.1.2.**	721	None specified			
Prorated Services such as Refuse, Fire, Police, Entomology	**A3.1.2.1.**	721.21	None specified			
Non prorated Services	**A3.1.2.2.**	721.29	None specified			
3. Utilities	**A3.1.3.**	728.11 728.12	None specified			
4. Leases - Foreign Leases - Domestic	**A3.1.4.**, A3.2.3.3., A3.2.3.4.	723 725	Verify high cost with MAJCOM	Coord	AFRPA	
5. Furnishings (charged against 1- and 5-year limit)	**3.1.**, **A3.1.5.**, **Attachment 5**	721.41 -42	Non-SCP: $6K 1-yr; $20K 5-yr SCP: $10K 1-yr $40K 5-yr	Approval		
Furnishings authorized in atch 5, new and first-time issue; refinishing and reupholstering; and commercial shipping (except OCONUS).	**3.3.1.**, **Attachment 5**	721.41 -42	Included in above furnishings limits			
Initial-issue(except when required for new construction and redesignation of unit for GOQ use) and replacement window treatments, drapery, sheers, curtains, valance, cornice, rods and associated hardware	**3.2.1.**	721.41 -42	Included in above furnishings limits			
Furnishings (not charged against 1- and 5-year limit)	**3.4.**	721.41 -42				
SCP replacement tableware and linen	**3.4.1.**, **3.4.2.**	721.41 -42	$1K separate limit			
SCP supplemental allowance for items required for official entertainment	**3.5.**	721.41 -42	$1K separate limit			
Initial-issue window treatments required due to new construction or redesignation of a unit for GOQ use	**3.3.1.3.** **A3.1.5.1.1.**	721.41 -42				
Furnishings (not charged against any limit)	**3.2.1.3.**, **A3.1.5.2.**	721.41 -42	None specified			
Furnishings previously issued, free-standing appliances, interior name plaques and equipment purchase and repair	**3.2.2.3.**, **3.3.1.** (Note)	721.41 -42	None specified			

Furnishing, moving, handling, government-provided shipping, installation, repair, storage and cleaning, and commercial shipping costs for items delivered to base FMO stocks at OCONUS locations.	**3.3.1.** (Note)	721.41 -42	None specified			
Cleaning draperies, table linens	**3.2.1.3.**, **3.4.1.2.**	721.41 -42	None specified			
M&R *(See **Attachment 1** for definition of major and minor repair, and minor alteration)*	**2.5.2.**	722	$35K	Coord	Coord	Approval
Environmental hazard remediation	**2.5.2.2.1.**	722	Included in $35K (or higher congressionally approved exceed-threshold limit)	Approval	Notify	Notify
1. COM	**2.6.**, **A3.2.1.**	722.62	Included in $35K			
2. Minor/routine M&R *(Costs of $2,500 & less,* as defined in atch 1*)*	**A3.2.2.**		Included in $35K			
Self-help items used for M&R Self-help items used for grounds	**2.5.1.7.**, **2.5.4.**	722.62 722.66 722.67	Included in $35K	Coord	Coord	Approval
Utility infrastructure systems - GOQ to 5-foot line	**2.8.1.**	722.71	Included in $35K	Coord	Coord	Approval
M&R of permanently installed communication/force protection requirements (e.g., fiber optic cables)	**2.8.2.**	722.96	Included in $35K	Coord	Coord	Approval
Carpet (installed) and cleaning	**2.8.3.**	722.96	Included in $35K	Coord	Coord	Approval
Window coverings (blinds/shutters/ shades)	**2.8.4.**	722.96	Included in $35K	Coord	Coord	Approval
Wall coverings (wallpaper/borders)	**2.8.5.**	722.96	Included in $35K	Coord	Coord	Approval
Installed (built-in) appliances and equipment	**3.2.2.**	722.96	Included in $35K	Coord	Coord	Approval
Maintenance - leased units (foreign/ domestic)	A3.2.3.3., A3.2.3.4.	724, 726	Included in $35K	Coord	Coord	Approval
Flags	**2.8.6.**	722.62	Included in $35K	Coord	Coord	Approval
3. Major M&R *(Costs over $2,500, as defined in **Attachment 1**)*	**2.5.1.1.**, **2.5.5.**, **A3.2.3.**, **Attachment 1**	722.96	Included in $35K	Coord	Coord	Approval
4. Grounds maintenance (government provided)	**2.7.**, **A3.2.4.**	722.81	Included in $35K	Coord	Coord	Approval
5. Minor alterations	**2.5.3.**, **A3.2.5.**	722.91	$3K	Approve $3,001 - 7,500	Approve over $7,500	
Permanently installing communication/ force protection requirements (e.g., fiber optic cables)	**2.5.3.5.**	722.96	Not included in minor alteration limitation Included in $35K	Coord	Coord	Approval
6. Improvement (investment) projects	**2.3.3.2.**, **2.5.1.**, **A3.4.**	713	$50K x area cost factor (ACF)	Coord	Coord	Approval

Attachment 4

SPECIAL COMMAND POSITIONS (SCP)

Following are Air Force SCPs supported by 11WG/SUPS for SCP tableware. For other joint-position SCPs, see DODD 1100.12, which includes OSD-approved joint SCPs.

Chief of Staff, U.S. Air Force

Vice Chief of Staff, U.S. Air Force

Assistant Vice Chief of Staff, U.S. Air Force

Commander, Pacific Air Forces

Commander, U.S. Air Forces in Europe

Commander, Air Combat Command

Commander, Air Force Materiel Command

Commander, Air Mobility Command

Commander, Air Education and Training Command

Commander, Air Force Space Command

Commander, Air University

Superintendent, U.S. Air Force Academy

Commander, Air Force Special Operations Command

Commander, 3d Air Force

Attachment 5

FURNISHINGS ALLOWANCES

Following is a listing of GOQ whole house furnishing for SCP incumbents and supplemental furnishings for general officers, brigadier general selectees and O-6 installation commanders. SCP items are subject to a $10,000 annual and $40,000 5-year cost limitation. Non-SCP items are subject to a $6,000 annual and $20,000 5-year cost limitation. Notes at the end of this attachment apply.

Part A

Room and Outdoor Area Furnishings

Item	SCP	General Officers, Brigadier General Selectees, and O-6 Installation Commanders
Living Room		
Sofa	As required	1
End tables	As required	2
Coffee table	1 per sofa	1
Easy chair	As required	2
Wing back chair	As required	2, in lieu of easy chairs
Occasional table	As required	As required
Table lamp	As required	1 per table
Desk	1	1
Desk Chair	1	1
Desk lamp	1	1
Bookcase	1, if not built in	1, if not built in
Ottoman	As required	1
Framed mirror	1	1
Floor lamp	As required	As required, when existing lighting fixtures are inadequate
Window treatments	As required	As required
Area rugs	As required, when installed carpet is not present	As required, when installed carpet is not present
Fireplace set and screen	1 per fireplace	1 per fireplace
Dining Room		
Dining table	1	1
Table pad	1	1

Item	SCP	General Officers, Brigadier General Selectees, and O-6 Installation Commanders
Dining chair (arm)	2	2
Dining chair (side)	As required, not to exceed the seating capacity of the dining table less the 2 dining chairs with arms	4, with additional not to exceed the seating capacity of the dining table less the 2 dining chairs with arms
China cabinet	1, if not built in	1, if not built in
Buffet	As required	1
Server	As required	1, in lieu of buffet
Serving cart (tea)	1	1
Framed mirror	1	1
Floor lamp	As required	As required
Table lamp	As required	2 per buffet
Window treatments	As required	As required
Area rugs	As required, when installed carpet is not present	As required, when installed carpet is not present
Kitchen		
Kitchen table	1	Not authorized
Kitchen chair	4	Not authorized
Step stool	1	Not authorized
Window treatments	As required	Not Authorized
Clothing locker	1, if no closet exists	Not authorized
Bar stool	4, for breakfast bar in lieu of kitchen table and chairs	Not authorized
Main Hallway		
Arm chair	2	2
Occasional table	As required	1
Framed mirror	1	1
Table lamp	1 per occasional table	1
Floor lamp	1	1
Window treatments	As required	As required
Area rugs	As required, when installed carpet is not present	As required, when installed carpet is not present
Entry Way (Foyer)		
Easy chair	As required	1

Item	SCP	General Officers, Brigadier General Selectees, and O-6 Installation Commanders
Writing desk	1	Not authorized
Desk chair	1	Not authorized
Occasional table	As required	1
Library table	1	Not authorized
Bookcase	1, if not built in	1, if not built in
Coat rack	As required	As required
Framed mirror	As required	1
Floor lamp	As required	1
Table lamp	As required	1
Artificial plants	As required	Not authorized
Window treatments	As required	As required
Area rugs	As required, when installed carpet is not present	As required, when installed carpet is not present
Family Room or Den		
Sleeper sofa	1	1
Easy chair	2	1, in lieu of wing back chair
Wing back chair	2	1, in lieu of easy chair
End tables	As required	2
Coffee table	1	1
Occasional table	As required	1
Desk	1	1
Desk chair	1	1
Bookcase	As required, if not built in	1, if not built in
Ottoman	1	1
Magazine Rack	1	1
Desk Lamp	1	1
Table lamp	As required	1 per table
Floor lamp	As required	As required
Fireplace set and screen	1 per fireplace	1 per fireplace

Item	SCP	General Officers, Brigadier General Selectees, and O-6 Installation Commanders
Pool table	3 USAFA Quarters only for joint use by cadets: (1, Superintendent 1 Commandant, and 1 for Dean)	Not applicable
Window treatments	As required	As required
Area rugs	As required, when installed carpet is not present	As required, when installed carpet is not present
Bedrooms		
Bedframe	As required	Not authorized
Headboard	Size and type, as required	Not authorized
Box spring	Size and type, as required	Not authorized
Mattress	Size and type, as required	Not authorized
Night stand	1 per twin bed or 2 per queen bed	Not authorized
Table lamp	1 per night stand	Not authorized
Wardrobe	1, if not built in or closet does not exist	Not authorized
Dresser	1	Not authorized
Dresser mirror	1 per dresser	Not authorized
Framed mirror	1, in lieu of dresser mirror	Not authorized
Chest of drawers	1, in lieu of dresser	Not authorized
Side chair	1	Not authorized
Window treatments	As required	Not authorized
Main Quarters Porch, Patio, and Deck		
Outdoor dining table w/umbrella and base	1	1
Outdoor dining chair	4 per table	4 per table
Porch chair	2	2
Chaise	4	2
Glider/settee	2	1
Patio (end) table	1	1
Table lamp	1 per table	1 per table
Portable gas grill	1	Not authorized

Part B

China, Crystal, Silver Service, and Table Linen

(Items subject to the $1,000 annual replacement allowance)

Item	SCP		General Officers, Brigadier General Selectees, O-6 Installation Commanders
Standard China Set (Note 3)			
	Crested	**Non-Crested**	
Plate, place (charger)	24	24	Not authorized
Plate, dinner	24	24	Not authorized
Plate, fish	24	Not available	Not authorized
Plate, bread and butter	4	24	Not authorized
Plate, dessert	24	Not available	Not authorized
Plate, salad	24	Not available	Not authorized
Plate, dessert/salad	Not available	24	Not authorized
Plate, cream soup	24	24	Not authorized
Plate, luncheon	Not available	24	Not authorized
Saucer, tea	24	24	Not authorized
Saucer, demitasse	24	24	Not authorized
Cup, tea	24	24	Not authorized
Cup, demitasse	24	24	Not authorized
Cream, soup	24	24	Not authorized
Standard Glassware Set (Note 3)			
Glass, highball	24	24	Not authorized
Standard China Set (Note 3)			
	Crested	**Non-Crested**	
Glass, on-the-rocks	24	24	Not authorized
Flute, champagne	24	24	Not authorized
Saucer, champagne	24	24, optional	Not authorized
Bowl, finger	24	Not available	Not authorized
Goblet, white wine	24	Not available	Not authorized
Goblet, red wine	24	Not available	Not authorized
Goblet, sherry	24	Not available	Not authorized
Goblet, water	24	24	Not authorized
Goblet, wine	Not available	24	Not authorized

Item	SCP		General Officers, Brigadier General Selectees, O-6 Installation Commanders
Goblet, iced beverage	Not available	24	Not authorized
Standard Silver Flatware Set (Note 3)			
Fork, oyster	Not available	24	Not authorized
Fork, salad	Not available	24	Not authorized
Fork, fish	Not available	24	Not authorized
Fork, dessert	Not available	24	Not authorized
Fork, dinner	Not available	24	Not authorized
Knife, fish	Not available	24	Not authorized
Knife, dessert	Not available	24	Not authorized
Knife, butter	Not available	24	Not authorized
Knife, dinner	Not available	24	Not authorized
Knife, steak	Not available	24	Not authorized
Spoon, soup	Not available	24	Not authorized
Spoon, demitasse	Not available	24	Not authorized
Spoon, dessert	Not available	24	Not authorized
Teaspoon	Not available	24	Not authorized
Teaspoon, iced	Not available	24	Not authorized
Standard Silver Flatware Serving Set (Note 3)			
Standard China Set (Note 3)			
	Crested	**Non-Crested**	
Scraper, crumb	Not available	1	Not authorized
Spoon, salad serving	Not available	2	Not authorized
Fork, salad serving	Not available	2	Not authorized
Ladle, gravy	Not available	2	Not authorized
Server, cake or pie	Not available	1	Not authorized
Tablespoon	Not available	2	Not authorized
Standard Silver Serving Set (Note 3)			
Dish, vegetable	Not available	2	Not authorized
Tray, bread	Not available	2	Not authorized
Gravy boat	Not available	2	Not authorized
Dish, well and tree	Not available	2	Not authorized
Standard Silver Tea and Coffee Service (Note 3)			
Kettle, water, hot	Not available	1	Not authorized

Item	SCP		General Officers, Brigadier General Selectees, O-6 Installation Commanders
Teapot	Not available	1	Not authorized
Bowl, sugar with cover	Not available	1	Not authorized
Pitcher, cream	Not available	1	Not authorized
Pot, coffee	Not available	1	Not authorized
Tray, serving	Not available	1	Not authorized
Dish, lemon	Not available	1	Not authorized
Bowl, waste	Not available	1	Not authorized
Standard Table Linen Set (Note 3)			
Tablecloth	3, to fit size and configuration of primary dining table		Not authorized
Napkin	36		Not authorized
Placemat	36		Not authorized

Part C

Appliances and Other Kitchen and Miscellaneous Equipment

Items not subject to any monetary limit.

Item	SCP		General Officers, Brigadier General Selectees, O-6 Installation Commanders
Kitchen Appliances (Note: *SCPs are authorized commercial-grade appliances.)*			
Refrigerator with icemaker	As required		1
Food freezer	As required		1 (Note 6)
Range	As required		1
Dishwasher	2		1
Microwave oven	1		1
Trash compactor	1		1
Free-standing ice machine	1		1
Frozen food cabinet (walk-in, stand-alone, not built in)	1		Not authorized
Kitchen Equipment (Note 5)			
Ice cream maker	1		Not authorized
Food processor	1		Not authorized
Blender	1		Not authorized
Mixer	1		Not authorized
Glass punch bowl set with 24 cups and 1 ladle	1		Not authorized
Pots and pans	As required		Not authorized
Kitchen utensils	As required		Not authorized
Laundry Room			
Clothes washer	1		Overseas only
Clothes dryer	1		Overseas only
Standard China Set (Note 3)			
	Crested	**Non-Crested**	
Miscellaneous			
Vacuum cleaner with attachments	1		Not authorized

Item	SCP	General Officers, Brigadier General Selectees, O-6 Installation Commanders
Carpet cleaner with attachments	1	Not authorized
Name plaque (interior record of residents)	1	1

***NOTES*:**

1. MAJCOM/CC may increase or limit quantities as deemed necessary. Next higher authority (HQ USAF/CVA or HQ USAF/CV) must approve requests for DRUs or MAJCOM/CC quarters. Requests for items not on the list must be approved by HQ USAF/ILEH. Submit fully justified requests as described in paragraph **3.2.3.**

2. SCPs and the CMSAF have significantly more responsibilities than non-SCPs for official and social entertainment activities in representing the interest of the United States. Also, incumbents of SCPs are often housed in larger GOQs, which may require more than the usual amount of furniture. Therefore, incumbents of SCPs and the CMSAF are authorized whole-house furnishings and window treatments in all rooms throughout the GOQ, including bedrooms.

3. Items for joint service positions filled on a rotational basis or by another service and for which the Air Force has administrative responsibility will not contain an identification (crest) with an individual DOD component; they will be suitable and appropriate for use by members of all DOD components. Only one set of china and glassware will be issued to any SCP quarters.

4. Table linen is not procured by 11WG/SUPS. The housing flight chief will purchase the replacement linen or the housing resident will purchase it with personal funds and will then be reimbursed by the government. Residents must contact the installation housing flight chief when a requirement exists to determine the remaining limit for this allowance. If the resident elects to purchase it with personal funds, process the reimbursement with SF 1164. FMO will annotate changes to AF Form 228 as appropriate. Additional table linen is authorized for base specific or unique requirements.

5. Small kitchen appliances, kitchen utensils, and cookware are authorized for SCP quarters for the purpose of food preparation for official functions. This list is not all-inclusive and other items may be purchased by the supporting FMO, as needed; the annual $1,000 supplemental furnishings SCP is the only limit that applies.

6. A second refrigerator may be substituted for the food freezer.