

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 32-6001

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**



18 SEPTEMBER 2002

Civil Engineer

FAMILY HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/CEPH
(Mr Charles Lasley)
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Certified by: HQ AETC/CEP
(Lt Col David Brewer)
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AFI 32-6001, 23 January 2002, is supplemented as follows:

This supplement does not apply to Air National Guard and Air Force Reserve Command. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Identifies items to be provided to MAJCOM (paragraphs 1.3.3, 2.1.7, 3.3.2, 7.2.8, 13.1.2.1, and A2.12.3), delegates authority to installation commander (paragraphs 2.5 and 5.10), eliminates new installation of lawn sprinklers (paragraph 14.4.3), and provides guidance on Professional Housing Management Awards (Chapter 19). A ★ indicates revision from the previous edition.

★1.3.3. Provide HQ AETC/CEPH, 266 F Street West, Randolph AFB TX 78150-4319, a copy of the base supplement to this instruction.

2.3.2.4. Professional relationship standards and fraternization restrictions should be applied as stringently in the delineation of military family housing areas as they are elsewhere. The commander should exercise discretion in designating units in housing areas to provide optimum delineation between officer and enlisted units. Natural boundaries such as cul-de-sacs, ditches, lateral streets, and entire housing areas should normally be used to identify or segregate officer and enlisted areas. To the maximum extent possible, avoid situations with officer and enlisted members residing side-by-side, back-to-back, or across the street.

★2.5. Authority for temporary conversions for up to 3 years is delegated to the installation commander.

★2.15. Provide HQ AETC/CEPH data regarding the inventory, occupancy, waiting list, and overall occupancy rate quarterly. Reports are due 5 workdays after the close of the reporting period.

★2.17. Provide HQ AETC/CEPH a copy of the housing brochure.

3.3. Installation commanders may designate specific housing units for assigned group commanders.

★3.3.2. Forward requests to hold units vacant for periods exceeding 90 days to HQ AETC/CEPH.

5.1. Undergraduate pilot training students who are not yet on active duty may submit an advanced application for family housing after they receive permanent change of station or active duty orders. The application effective date will be the first of the month prior to the month of arrival. They may not be assigned or occupy family housing until they are on active duty.

★5.10. Authority to approve holding the unit designated for the Command Chief Master Sergeant (CCM) beyond 90 days (pending the arrival of the incumbent) is delegated to the installation commander.

★7.2.8. Send requests for retention beyond 60 days to HQ AETC/CEPH.

★13.1.2.1. Forward lease requirements to HQ AETC/CEPH.

★14.4.3. Installation of in-ground lawn sprinklers will not be approved (even if the occupant provides the materials).

18.1.1. (Added)(AETC) AETC Form 143, **Housing Condition Checklist**, will be available for customers to record the inventory and condition of rental housing before occupancy.

18.1.2. (Added)(AETC) Use AETC Form 144, **Housing Complaint**, to record nondiscriminatory housing complaints and issues concerning both community and military family housing.

18.1.3. (Added)(AETC) Use AETC Form 609, **Sales/Rental Listing**, to record information for update to ACES-HM.

18.1.4. (Added)(AETC) Use AETC Form 612, **Rental/Sales Update Request**, to provide an update to previously submitted sales/rental-listing information.

18.1.5. (Added)(AETC) Use AETC Form 1188, **Housing Area Improvement Survey**, to document discrepancies noted during inspections of family housing areas.

18.3. (Added)(AETC) Forms Prescribed. AETC Form 143, AETC Form 144, AETC Form 609, AETC Form 612, and AETC Form 1188.

★**18.4. (Added)(AETC) Form Adopted.** AF Form 1206.

★Chapter 19 (Added)(AETC)**HOUSING AWARDS**

★19.1. (Added)(AETC) Professional Housing Management Association (PHMA) Awards. PHMA awards are a formal process for recognizing our outstanding housing professionals. Submit AF Form 1206, **Nomination for Award**, with a cover memorandum signed by the installation commander for base-level nominations and MAJCOM director for staff nominations. The award period is 1 October to 30 September. Submit packages to HQ AETC/CEPH by 30 September.

★19.2. (Added)(AETC) Award Categories:

★19.2.1. (Added)(AETC) Outstanding Senior Housing Manager. This award recognizes those individuals who are in senior management positions (for example, housing/lodging managers or others in top supervisory positions).

★19.2.2. (Added)(AETC) Outstanding Mid-Level Housing Manager. This award recognizes those individuals who are mid-level managers (for example, branch chiefs, housing assistants, facilities and unaccompanied housing chiefs) who provide outstanding support to the housing program.

★19.2.3. (Added)(AETC) Outstanding Housing/Lodging Employee. This award recognizes any member of housing or lodging staff below the director or manager level and usually is nonsupervisory. It could include housing referral counselors, inspectors, front desk clerks, and unaccompanied housing personnel.

★19.3. (Added)(AETC) AF Form 1206. At a minimum, nominations should address job performance, resourcefulness, special accomplishments, and customer service. Do not exceed the space provided on the AF Form 1206. In addition, submit a short biography and award citation for each candidate.

NOTE: The following are added to Attachment 1:

Abbreviations and Acronyms (Added)(AETC)

PHMA—Professional Housing Management Association

★A2.12.3. Forward copies of substantiated discrimination complaints to HQ AETC/CEPH.

★A2.15.1.1. Forward waiver request to HQ AETC/CEPH.

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