

Chapter 7

UNACCOMPANIED HOUSING

7.1. Policy. Leadership at all levels is accountable for the success of the Air Force Unaccompanied Housing (UH) Program. Dormitories and how we manage them are critical to the development process of unaccompanied Airmen.

7.2. Unaccompanied Housing (UH) for Permanent Party. Unaccompanied housing is government-controlled housing assets constructed or designated for use by unaccompanied permanent party personnel, including dormitories, unaccompanied non-commissioned officer quarters and unaccompanied officer quarters.

7.2.1. Dormitory. UH facility constructed and designated for use by permanent party personnel in the grades of E-1 through E-3, and E-4s with less than three years of service.

7.2.2. Unaccompanied Noncommissioned Officer Quarters. UH facility designated for use by permanent party unaccompanied personnel, E-4 with three years of service through E-9.

7.2.3. Unaccompanied Officer Quarters. UH facility designated for use by permanent party unaccompanied personnel, O-1 through O-10.

7.3. Unaccompanied Training Facilities. The MHO Manager is responsible for providing furnishings in support of training facilities and HQ AETC is responsible for establishing policy associated with daily management of space and assigned personnel. ADLs are not responsible for administering training facilities.

7.3.1. Airmen Training Complex. Housing facilities to accommodate basic enlisted military training are located at Joint Base San Antonio-Lackland (JBSA-Lackland).

7.3.2. Non-Prior Service (NPS) Student Housing. UH facilities constructed to support initial skills training for pipeline students at AETC locations. Non-AETC installations may house non-prior service students in permanent party dorms when there are no separate pipeline student facilities. These airmen will be physically separated from permanent party residents by the most appropriate means (for example, a different floor or wing of the building).

7.3.3. Officer Training School. Housing facilities constructed to support the Officer Training School located at Maxwell AFB.

7.3.4. Air Force Reserve Officer Training Corps Field Training Dormitories. Housing facilities used to support reserve officer training.

7.3.5. Cadet Dormitories. Housing facilities to accommodate United States Air Force Academy cadets located at the Academy.

7.4. Unaccompanied Housing (UH) Management. The MHO UH Management Section accomplishes mentoring and leadership responsibilities, performs daily operations, and identifies future facility and furnishings requirements.

7.4.1. The MHO UH Management Section uses the eMH Unaccompanied Housing Module to perform daily operations. (Refer to [Attachment 15.23, Business Rules for the Unaccompanied Housing Module](#).)

7.4.2. The MHO Furnishings Management Section, not the UH Management Section, is the OPR for the installation furnishings management program. Reference paragraph 9.5 for details.

7.5. Unaccompanied Housing (UH) Eligibility. Eligible military and civilians may be assigned to permanent party UH.

7.5.1. Military Members. Members who are permanent party, unaccompanied, and on active duty are eligible for assignment to UH.

7.5.1.1. Members with dependents who are eligible for Housing Flexibility, may be assigned to government-controlled UH until the member's detachment date or the spouse or other dependents arrival date, but only if UH is available without displacing a member of higher priority.

7.5.1.2. Members with dependents, separated for 30 days or less awaiting arrival of family members, are not authorized to be assigned UH or reside in UH temporary accommodations unless eligible under paragraph 7.5.1.1. These members must reside off base or in lodging. (T-1)

7.5.1.3. Members who are on temporary duty (TDY), including permissive TDY, are not authorized to reside in UH facilities.

7.5.2. Other Military Members. Other unaccompanied personnel may be assigned UH.

7.5.2.1. Members of the US Coast Guard, US Public Health Service, and National Oceanic and Atmospheric Administration (NOAA) may be assigned UH on the same basis as military members using priorities determined by the Commander.

7.5.2.2. Members of the Air Force Reserve Command and the Air National Guard on active duty for training (school and annual tours) and for reasons other than training (man-days, activation, mobilization), may be assigned UH as determined by the Commander at the permanent duty station.

7.5.2.3. Members who are Foreign Military Trainees (Foreign Military Sales Trainee, International Military Education and Trainee and Security Assistance Trainee) are eligible for UH on a space-available basis, or as stated in official agreements.

7.5.2.4. In CONUS, members who are Foreign Exchange Personnel are eligible for UH on the same basis as US military personnel.

7.5.2.5. In OCONUS, members who are Foreign Liaison Personnel are eligible for UH on a space-available basis as specified in the current agreement between the United States Government and the Foreign Government.

7.5.3. Civilian Personnel. Civilian personnel are expected to rely on community housing for support. The Commanders may provide UH to eligible civilian personnel under certain circumstances with or without rental charges (refer to Chapter 10 for determination).

7.5.3.1. In CONUS and non-foreign OCONUS locations, the Commander may only provide UH to civilians required to live on base for reasons of military necessity and identified as K&E. (T-1)

7.5.3.2. In OCONUS locations, in addition to those deemed K&E, the Commander may provide UH when adequate housing support services and facilities are not readily available in the local community or may not be used without restrictions, or when housing is excess to the needs of military personnel assigned or attached to the installation or adjacent installation. When space is needed to support military members, Commander should issue termination notices to civilians permitted to reside in excess UH. **(T-1)**

7.5.4. **Other Civilians.** Other unaccompanied civilians may be authorized assignment to UH with or without rental charges. (Refer to **Chapter 10** for determination.)

7.5.4.1. Contractor employees and Technical Representatives identified as K&E may reside in UH. AFCEC/CI in coordination with MAJCOMs may approve exceptions to permit other than K&E personnel.

7.5.4.2. American Red Cross personnel may reside in UH under certain conditions.

7.5.4.2.1. In CONUS, American Red Cross employees identified as K&E by the Commander are housed on the same basis as DoD eligible civilians.

7.5.4.2.2. In OCONUS areas, American Red Cross employees in the positions listed in **Attachment 3, Table A3.2 - American Red Cross Positions Authorized Housing in OCONUS** may be assigned UH. All other full-time personnel may only reside in UH when space is excess to the needs of the military members.

7.5.4.3. US government, non-DoD personnel in OCONUS and non-foreign OCONUS locations, may be assigned on a space-available basis or as stated in host/tenant support agreements.

7.5.4.4. Non-US citizen personnel may be designated by the Commander as K&E and provided UH.

7.6. Assignment Criteria. UH must provide the space, privacy, and furnishings required for comfortable living. **(T-0)** The Air Force assignment standard is one private room for each permanent party Airman, E-1 through E-3 and E-4 with less than 3 years of service. The UH Management Section must refer to **Attachment 8**, to determine adequacy standards for assignment of all priorities by grade. **(T-1)** When Air Force personnel are assigned to Other Services' installations, the host installation service adequacy standards apply, except where otherwise provided for in an official support agreement.

7.6.1. There is no authority to exceed these standards.

7.6.2. Commanders must ensure all residents are assigned a single, private sleeping/living room before divesting or changing the use of UH facilities. **(T-1)**

7.6.3. Commander must not establish local criteria that would result in increased BAH, OHA or O&M expenditures. **(T-1)**

7.6.4. Maintaining surplus inventory to assign multiple private sleeping/living rooms to an Airman is not authorized.

7.6.5. At locations where the Housing Requirements and Market Analysis determines that there is not adequate off base housing for E-4s with over 3 years of service through E-9s and officers, the MAJCOM/CC may designate the affected grade of unaccompanied personnel as Priority 2, space required. Members would be assigned IAW **Attachment 8**.

7.6.6. Exception to the adequacy standards. See paragraph [11.21.4](#) for details.

7.7. Unaccompanied Housing (UH) Assignment Priorities. The MHO UH Management Section assigns unaccompanied personnel to UH according established priorities. **(T-0)** Space required identifies priorities supported by UH construction and space available for priorities that may occupy UH when excess to space required members.

7.7.1. Priority 1, Space Required. Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include force protection), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bona fide hardship as determined by the Commander.

7.7.1.1. Pipeline students who are not authorized per diem or BAH are considered Priority 1.

7.7.1.2. E-4 personnel who attain over 3 years of service and have less than 6 months remaining on station due to permanent change of station or separation, convert from Priority 2 to Priority 1 and are not authorized to relocate off base with BAH.

7.7.1.3. K&E positions that are listed in the base supplement to AFI 32-6000.

7.7.1.4. The Commander must revalidate status of Priority 1 personnel annually. **(T-1)**

7.7.1.5. Wounded Warriors (reporting identifier AFSC 9Wxxx) are provided Priority 1 assignment status, but are not required to live in unaccompanied housing unless directed by the squadron commander on advice of the medical case manager.

7.7.1.6. Commanders must approve termination of Priority1 personnel. **(T-1)**

7.7.2. Priority 2, Space Required. Beginning with the most junior member, Priority 2 includes:

7.7.2.1. Personnel in grades E-1 through E-3 and E-4 with less than 3 years of service.

7.7.2.2. All enlisted and officers assigned to a location that has been approved as a housing constrained location for their specific grade.

7.7.2.3. Involuntarily separated enlisted and officer personnel assigned to dependent-restricted areas.

7.7.2.4. Unaccompanied personnel in CONUS and non-foreign OCONUS with no entitlement to family member travel and HHG transportation.

7.7.2.5. Unaccompanied personnel assigned to CONUS and non-foreign OCONUS isolated locations identified in AFI 36-2110, *Total Force Assignments*.

7.7.2.6. Mil-to-mil in grades E-1 through E-3 and E-4 with less than 3 years of service when geographically separated and not accompanied by family members.

7.7.2.7. Mil-to-mil on separate unaccompanied assignments to the same dependent-restricted location where authorized by AFPC/assignment.

7.7.3. Priority 3, Space Available. Beginning with the most junior member, Priority 3 includes:

7.7.3.1. Unmarried personnel in grades E-4 with 3 or more years of service through E-9.

7.7.3.2. Unmarried officers in OCONUS locations with established UOQs.

7.7.4. **Priority 4, Space Available.** Beginning with the most junior member, those members determined eligible under Housing Flexibility have priority over all other Priority 4 personnel for assignment to unaccompanied housing, if available. Priority 4 also includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents and are secondary for assignment following those eligible under this act.

7.7.4.1. Housing Flexibility eligible members PCS moving from CONUS to CONUS locations unaccompanied.

7.7.4.2. Unaccompanied personnel in grades E-1 to E-9.

7.7.4.3. Unaccompanied officers in OCONUS locations with established unaccompanied officer quarters.

7.8. Waiting List. The MHO UH Management Section must establish and manage waiting lists for assignment to and termination from UH. **(T-1)**

7.8.1. For termination of UH, maintain a base-wide BAH waiting list of Priority 2 members by seniority. When selected for release, the UH Management Section must ensure receipt of squadron commander and/or first sergeant approval prior to notifying a member of selection and authorizing BAH. **(T-1)**

7.8.2. For assignment of UH, maintain a base-wide Priority 2 waiting list for members who are unable to be immediately assigned due to insufficient UH space in grades E-1 through E-3, E-4 with less than 3 years of service, and others in approved constrained housing locations in the grades of E-4 with 3 years of service through E-9 and officers.

7.8.3. For assignment of UH, maintain a base-wide Priority 3 and 4 waiting list for members requesting assignment to UH based on space availability.

7.9. Assignment Considerations. The MHO UH Management Section must consider certain matters before assigning a member to the appropriate UH room. **(T-1)**

7.9.1. Males and females may be assigned to the same facility but in separate modules. **(T-1)** **(Note:** A module is either a D4A four-room suite, or the two-room/one bathroom suite in the 1+1 and 2+2 dorms.)

7.9.2. Smoking preferences will be considered in room assignments. **(T-1)** If a smoker and nonsmoker are assigned to the same room or module, the rights of the nonsmoker prevail. If a nonsmoker detects second-hand smoke, regardless of its source, the rights of the nonsmoker prevail. **(T-1)**

7.9.3. If the Commander establishes a requirement for unit integrity, assign members to appropriate UH allocated for their group or squadron. Otherwise, members should be assigned to the first available space upon arrival. **(T-1)**

7.9.4. Members in the grade of E-4 residing in dormitories who reach 3 years of service may voluntarily become a Priority 3 and occupy a dormitory on a space-available basis. If any member residing in the dorms has less than 6 months remaining on station, member converts to Priority 1. **(T-1)**

7.9.5. Mil-to-mil members on separate unaccompanied assignments to the same dependent-restricted location are treated as individual members. Each member is assigned individual UH quarters and can be assigned to the same module in 1+1 or 2+2 configurations, but not in a D4A module. Joint residence is not allowed as it creates an accompanied housing requirement and dependent children are not authorized. **(T-1)**

7.9.6. Unaccompanied personnel with dependents residing elsewhere may be provided UH as priority 4 or, if K&E, priority 1. Refer to paragraph **2.11** for details. UH Management Section should only assign quarters that meet adequacy assignment standards for their grade or risk loss of with-dependent BAH for the family residing elsewhere. **(T-1)**

7.9.7. Personnel with approved hardships related to the assignment and termination of UH, to include request to reside in community housing and receive BAH.

7.9.7.1. Member submits squadron commander endorsed request to the UH Management Section for processing to appropriate approval authority.

7.9.7.2. Hardships are considered to be unique and unusual circumstances that, in the judgement of the Commander, imposes an extraordinary burden on the member not normally encountered by other members of similar grade at that installation.

7.10. Authorization for BAH. An unaccompanied member's BAH authorization may be affected by assignment to UH.

7.10.1. Unaccompanied members assigned to UH are authorized partial BAH. Partial BAH is not authorized when members occupy leased or contract quarters which cost more than BAH or OHA. The Financial Service Office automatically starts partial BAH for unaccompanied members not authorized without-dependent BAH.

7.10.2. Unaccompanied personnel are authorized to live off base and receive single rate BAH when dormitory, unaccompanied non-commissioned officer quarters, and unaccompanied officer quarters utilization by Priority 1 and 2 personnel exceeds 95 percent (in any of these housing categories, not all three categories together). Approval by the first sergeant or squadron commander, is required before a member is released from the dormitory.

7.10.3. Includes personnel (without dependent family members anywhere) in grades E-4 with 3 YOS and above.

7.10.4. There are certain circumstances in which E-1s to E-3s and E-4 with less than 3 years of service may not require dormitory assignment (unless required to remain for military necessity, readiness or discipline) but may be authorized BAH regardless of base utilization rate or availability of space. **(T-1)**

7.10.4.1. Inbound Priority 2 members who are E-4s within 60 days of having three years of service.

7.10.4.2. Pregnant unaccompanied members when approved by Commander.

7.10.4.2.1. Member may request move at 20th-week of pregnancy. Earlier moves may be requested if determined necessary by medical authority.

7.10.4.2.2. Commanders may direct the move from 30th-week of pregnancy until the birth.

7.10.4.2.3. If live birth does not occur or the child does not reside with member after BAH is authorized, member must be reassigned to UH. **(T-1)**

7.10.4.3. Personnel within 60 days of marriage when approved by Unit Commander. If marriage does not occur, member must be reassigned to UH. **(T-1)**

7.10.4.4. Mil-to-mil who have an approved join-spouse assignment up to 60 days prior to arrival of the spouse. If the join-spouse assignment does not occur, member will be reassigned to UH. **(T-1)**

7.10.4.5. Agents or agent-trainees with the Office of Special Investigation (OSI) when approved by the Commander. Air Force Office of Special Investigations Region Commander or Squadron Commanders must certify that assignment to UH would impair agent or the agent trainee's mission effectiveness. **(T-1)**

7.10.4.6. Members who are on terminal leave.

7.10.4.7. Members with privately owned mobile homes acquired on/before the member's permanent change of station orders effective (publish) date and moved at government expense.

7.10.4.8. Members with extensive household goods when the annual cost of drayage and storage would exceed 50 percent of authorized BAH.

7.11. Involuntary Assignment Criteria. The Commander may be required to involuntarily assign members to UH under certain conditions. **(T-1)**

7.11.1. When required for reasons of military necessity, readiness or discipline. This applies to all personnel and to adequate and inadequate quarters.

7.11.2. When UH occupancy by Priority 1 and 2 personnel is below 95 percent utilization. The UH Management Section should ensure:

7.11.2.1. Assignments must be made beginning with the most junior member. **(T-1)**

7.11.2.2. Members are provided 30 days advance written notice of an involuntary assignment. **(T-1)**

7.11.3. UH Management Section must make every effort to fill UH vacancies with newly arrived personnel. **(T-1)**

7.11.3.1. Commander recalls Priority 1 and 2 personnel previously authorized to reside off-base with BAH if the projected unaccompanied personnel gains do not increase the utilization rate to 95 percent within 120 days, unless the member is a Priority 2 with grade of E-4 within 60 days of reaching three years of service. **(T-1)**

7.11.3.2. Before recalling personnel, the Commander reviews the member's situation (i.e., lease term and other commitments the member may have incurred as a result of moving off-base) to prevent a financial hardship situation.

7.11.4. Unless required for military necessity, readiness or discipline, Commanders should not involuntarily assign personnel in grades E-1 to E-3 and E-4 with less than 3 years of service, under the following conditions:

7.11.4.1. Member has official notification to depart the installation due to PCS.

7.11.4.2. After the death of a sole family member.

7.11.4.3. Mil-to-mil couple residing off base, and one spouse is reassigned to another base and one remains at the original location.

7.11.4.4. The Commander determines that a member would experience a hardship.

7.11.5. Civilian employees may not be involuntarily assigned to occupy on-base quarters, except when required by military necessity or force protection.

7.12. Assignment Procedures. The UH Management Section must establish local procedures to ensure members are briefed on details regarding occupancy of UH. At minimum, new residents should be provided an initial inspection of the facility and assigned room, a Resident Brochure, room furnishings to include bedding (sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc.), information on resident liability, disclosure of environmental hazards, specifics about dormitory councils, processes for reporting of maintenance and repair requirements, expectation of cleanliness, dormitory inspection programs, and details on termination. **(T-1)** (Refer to [Attachment 9](#) and [Attachment 15.14](#) for additional details.)

7.13. Termination Considerations. The MHO UH Management Section must ensure members terminate UH when appropriate and with required approvals. **(T-1)**

7.13.1. A member PCSs or ends active military service or civilian employment.

7.13.2. A member becomes eligible for BAH (both for with and the without dependent rate) and authorized to reside off base.

7.13.3. An E-4 residing in a dormitory reaches 3 years of service (unless they have less than 6 months remaining on station).

7.13.4. To provide space for Priority 1 and 2 personnel.

7.13.4.1. Terminate Priority 4 and then Priority 3 personnel, senior member first. (Refer to paragraph [7.7.4](#)).

7.13.4.2. Authorize Priority 2 personnel (all grades) on the BAH waiting list when utilization of total space required (Priority 1 and 2) personnel exceeds 95 percent.

7.13.5. A member assigned as Priority 3 or 4 requests termination.

7.13.6. A military or civilian member is away from their PDS and status is changed to deceased, missing in action, captured, or detained by the enemy, use procedures identified in AFI 34-501, *Mortuary Affairs Program*, for protection of personal property.

7.13.7. Directed by squadron commander/First Sergeant for members who are on extended confinement, hospitalized, or absent without leave (AWOL).

7.13.8. Residents will retain room assignments during deployments. The UH Management Section must ensure accountability of rooms and the unit commander of the resident must ensure accountability of the resident's personal property through weekly inspections. **(T-1)** Members who will become eligible for BAH during deployment may make arrangements to terminate room assignment while deployed.

7.14. Termination Procedures. The UH Management Section must establish local procedures to terminate occupancy of UH residents. **(T-1)** Preliminary inspection must be completed to assess

the individual's room, furnishings and shared space for potential damages, identify change of occupancy requirements, and provide the member cleaning standards. **(T-1)** A final inspection must be done to ensure member's personal property is removed and room is cleaned. (Refer to [Attachment 15.13](#) for additional details.) **(T-1)**

7.15. Leadership Programs. The Commander establishes specific installation programs and policies to ensure squadron commander, first sergeant, supervisor, and resident involvement with the MHO UH Management Section in the administration of UH programs. **(T-1)**

7.15.1. Unit Integrity. The Commander may establish unit integrity within dormitories but implementation cannot increase room requirements or operational costs. **(T-1)**

7.15.2. Dormitory Councils. The Commander must establish dormitory councils to develop esprit-de-corps, teamwork, feelings of home ownership, provide an opportunity for dormitory residents to be responsible, accountable and involved in their living conditions and resolve issues at their lowest level while improving quality of life. **(T-1)**

7.15.2.1. The Airmen Dormitory Council is established as the forum for individual dormitory residents to address living concerns, establish resident standards, identify improvements, present solutions for problems, establish positive recreational activities, and identify facility and furnishings improvements. Members include all dormitory residents. Advisors include First Sergeants, UH Managers/ADLs, and Bay Chiefs (if applicable).

7.15.2.2. The Installation Dormitory Council is established as the forum that links the Airmen Dormitory Councils and wing leadership to promote and garner support for improving dormitory life across the installation, acquiring Commander's support for Airmen proposals, and advise leadership on the "Health of Dormitory Life." Members include the Installation Command Chief Master Sergeant as the chairperson, all chairpersons or vice-chairpersons of individual Airmen Dormitory Councils, First Sergeants, MHO Manager, UH Management Section Chief, and UH Managers/ADLs.

7.15.3. Dormitory Inspection Program. Installation Commanders must establish dormitory inspection criteria and ensure base leadership conducts regular, standardized and consistent inspections at a minimum, semiannually. Commanders should consider including maintenance, health and life safety items identified in paragraph [7.15.6](#) as part of the inspection criteria. **(T-1)**

7.15.3.1. Squadron commanders and first sergeants must implement the installation inspection program to ensure residents comply with installation standards in private and common areas. **(T-1)** After completion of inspections, squadron commanders and first sergeants must provide feedback regarding maintenance, health and life safety concerns directly to the ADL to ensure requirements are identified to the appropriate source and/or take appropriate action. **(T-1)**

7.15.3.2. Inspections should include the removal of the following items found in any common areas accessible to all residents (considered contraband material):

7.15.3.2.1. Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional environment.

7.15.3.2.2. Lewd, obscene, or pornographic images or publications, in any form, or any media, whether commercially or individually produced.

7.15.4. **Charge of Quarters.** The Commander establishes a Charge of Quarters program when appropriate. **(T-1)** When established, Squadron Commanders develop Charge of Quarters procedures to provide for security, building and room entry control, escort official visitors, facilitate emergency response and provide manning and oversight to support the program.

7.15.5. **Bay Orderly Program.** The Commander establishes a Bay Orderly Program to ensure cleanliness of UH campus common areas. **(T-1)** Installation Squadron Commanders or First Sergeants and the MHO UH Management Section must institute processes to schedule personnel for bay orderly duty and ensure members report and complete tasks daily. **(T-1)** (Refer to [Attachment 15.13](#) for sample bay orderly checklist.)

7.15.6. **UH Facility Management.** ADLs as the UH facility managers, are responsible to identify maintenance, health and life safety concerns within UH facilities and common/campus areas and ensure requirements are identified to the appropriate authority for action. **(T-1)**

7.15.6.1. ADLs must develop a UH facility inspection checklist to include at a minimum key criteria addressed in paragraphs [7.15.6.1.1](#) through [7.15.6.1.5](#). **(T-1)**

7.15.6.1.1. Dormitory Rooms/Balconies/Patios: Examine doors, ceilings, floors, vents, closets, windows, window caulking, window trim, HVAC units, furnishings, walls, inside/outside of vanity/sinks, toilets, showers/tubs, mirrors, to ensure these are free of visual stains, grease, trash, mildew, mold, leaks, moisture, damage, and pests. **(T-1)**

7.15.6.1.2. Fire Alarm/Fire Safety: Check smoke detectors to ensure they have not been removed, disabled or covered, that sprinklers are not covered or have items attached; door locks/closers have not been disabled or removed and that the resident does not have prohibited cooking devices. **(T-1)**

7.15.6.1.3. Electrical Safety: Check to ensure that there is no excessive use of extension cords, no more than 2 power strips in use, no power strips are plugged into each other and no modifications have been done to wiring; that multi-outlet devices are in use and that power strips have breakers. **(T-1)**

7.15.6.1.4. Kitchen Areas: Examine refrigerators, stoves, microwaves, sinks, countertops, cabinets, range hoods/vents, walls, ceilings, windows, window caulking, window trim, to ensure these are free of grime, visual stains, grease, food particles, trash, mildew, mold, moisture, leaks, damages, and pests. Check inside and outside of all items. **(T-1)**

7.15.6.1.5. Miscellaneous Items: Check to ensure that base policies are being followed regarding to storage of bicycles, use of parking lots, use of storage facilities, use of candles, possession of flammables, smoking, pets, cooking devices, and all other base specific items. **(T-1)**

7.15.6.2. ADLs must inspect 10% of the dormitory room inventory every month to identify conditions that might require maintenance and repair, and conditions that might pose a

health or life safety concern. (T-1) ADLs refer identified requirements to appropriate authority and/or take proper action. (T-1)

7.15.6.3. ADLs inspect UH campus and dormitory day rooms on a daily basis. (T-1)

7.16. Unaccompanied Housing General Policy. UH Management Section should consider other issues when administering the UH program.

7.16.1. Temporary Accommodations. Under certain circumstances, UH rooms may be required to support other than permanent housing requirements.

7.16.1.1. Hospitality rooms may be provided for unaccompanied eligible personnel arriving and departing during non-duty hours.

7.16.1.2. The UH Management Section must notify squadron commander or first sergeant when there is no available UH permanent party room or hospitality room for arriving eligible members, so arrangements can be made for temporary accommodations in lodging. (T-1)

7.16.1.3. Installations may elect to use UH rooms to provide space for First Sergeants use in support of personnel involved in extraordinary situations (such as domestic altercations).

7.16.1.3.1. The MHO Manager must consider the location within the dormitory campus for rooms designated for this purpose, noting that minimum adequacy standards do not apply, and furnish with only essential furniture (i.e. bed, chest). (T-1)

7.16.1.3.2. First Sergeant rooms must be kept to an absolute minimum with a member's stay limited to no more than a total of 72 hours. (T-1)

7.16.1.3.3. The UH Management Section Chief will be responsible for the management of First Sergeant rooms. (T-1)

7.16.1.3.4. The First Sergeant must certify/sign for each usage of these rooms. (T-1)

7.16.2. Smoking and Tobacco Use. Commanders must establish a UH tobacco use policy and the UH Management Section must brief resident accordingly. (Refer to AFI 40-102, *Tobacco Free Living*). (T-1)

7.16.2.1. Smoking is permitted in designated UH rooms and Designated Tobacco Areas, but is prohibited in common areas.

7.16.2.2. The Commander may designate the entire UH facility as non-smoking to minimize health risks from tobacco use and secondhand tobacco smoke and promote a culture of health and wellness. If UH facilities are designated as non-smoking, the Commander will make a designated tobacco area(s) outside the facility available for residents. (T-1)

7.16.2.3. Tobacco products include all products that may be configured to deliver nicotine, including but not limited to: cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, vaporizers, smokeless products that are chewed, dipped, sniffed, or "vaped"; and any other nicotine delivery system that the Food and Drug Administration defines as a tobacco product. **NOTE:** The definition of tobacco does not include Food and Drug Administration-approved prescription or over-the-counter nicotine replacement therapy.

7.16.2.4. UH Management Section must seek assistance from base Bioenvironmental Engineering if air quality measurement is necessary. **(T-1)**

7.16.3. **Internet Access.** Commanders may authorize basic internet access be provided in dormitories using appropriated funds in common areas only. **(T-1)**

7.16.3.1. Internet access is only to be placed in common areas available to all dorm residents and not be available in private living areas (including shared space in Dorms-4-Airmen modules) as this would be a personal service. **(T-1)** If internet is provided wirelessly, the signal must be adjusted to minimize signal spillover to private living areas. **(T-1)**

7.16.3.2. Procurement of computer/internet hardware or software above what is necessary for basic internet access is not permitted. Services will not be connected to the base network nor provide “af.mil” user privileges. **(T-1)**

7.16.3.3. Services should be procured and supported (help desk/trouble calls) through a commercial vendor Internet authorization that does not fall under the auspices of the Military Morale, Welfare, and Recreation program or the responsibility of the base communications organization. **(T-1)**

7.16.3.4. The MHO Manager must budget and account for related equipment and the UH Management Section in coordination with internet provider and Squadron Commanders must monitor use and prohibit certain sites as determined by the Commander (**Note:** Do not use PE xx553F). **(T-1)**

7.16.3.5. The MHO Manager or requiring unit POCs coordinate with installation communications for any required waivers. **(T-1)**

7.16.4. **Adequacy of Unaccompanied Housing Food Preparation and Storage Facilities.** Enlisted members residing in UH and assigned to the Essential Station Messing may be eligible for BAS Type II, when the local Dining Facility closes. Factors that determine whether BAS II may be authorized include: length of Dining Facility closure, adequacy of unaccompanied housing food preparation and storage facilities, and whether government-furnished meals are available from an alternate source as determined by the Commander. Installations forward authorization requests to Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) whereby AF/A4C coordinates on determination of adequacy of UH food preparation and storage capacity based on [Attachment 7](#).

7.16.5. **Temporary Change in Use.** The UH Management Section may require a temporary change in use of rooms to support other UH requirements. Refer to [Attachment 15.7](#) for details on inactivation. The total base-wide diversions cannot exceed two percent of the installation inventory.

7.16.5.1. Diversions included in the two percent threshold are:

7.16.5.1.1. Divert rooms anticipated to be unavailable for less than 90 days due to the accomplishment of minor repairs or COM.

7.16.5.1.2. Divert rooms anticipated to be unavailable for individual assignment due to use as UH management administrative offices, storage space, hospitality rooms, or first sergeant rooms.

7.16.5.2. The following diversions do not count against the two percent diversion threshold:

7.16.5.2.1. Divert rooms for use by pipeline students in facilities other than pipeline student dormitories.

7.16.5.2.2. Divert rooms for major repairs or renovations. Diversions can start when projects are provided authority to advertise for award to allow timely relocation of residents prior to award date.

7.16.5.3. Conditions related to the diversion of rooms for more than four consecutive quarters should be assessed and consideration given to initiating action to surplus these facilities.