

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-6004

27 JANUARY 2016

Civil Engineering

FURNISHINGS MANAGEMENT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAF/A4CFH

Certified by: HQ USAF/A4CF
(Mr. Robert Gill)

Supersedes: AFI32-6004, 3 March 2006

Pages: 46

This instruction supplements Department of Defense (DoD) Manual 4165.63, *DoD Housing Management*, and implements Air Force Policy Directive (AFPD) 32-60, *Housing*. It provides guidance for establishing, and managing installation furnishings and appliances programs, and is used in conjunction with AFI 32-6001, *Family Housing Management*; AFI 32-6003, *General Officer Quarters* and AFI 32-6005, *Unaccompanied Housing Management*. This instruction applies to all AF installations, but does not apply to Air National Guard (ANG), Air Force Reserve Command (AFRC), or Civil Air Patrol installations. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974, Title 5 U.S.C. Section 552a (AFI 33-332, Air Force Privacy and Civil Liberties Program). The authorities to collect and or maintain the records prescribed in this publication are Title 10 U.S.C. Section 8013, Secretary of the Air Force, and Executive Order (EO) 9397. The applicable Privacy Act System Notice(s) is available online at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11159/department-of-the-air-force.aspx>, Systems of Record Notice (SORN), F032 AF CE C, Base Housing Management, and F032 AF CE F, Unaccompanied Personnel Quarters Assignment/Termination. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A4CF for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the

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SUMMARY OF CHANGES

This instruction has been totally revised and must be reviewed in its entirety. Major changes include realignment and renumbering of chapters, new section and sub-section titles and revised tables. The rewrite updates roles and responsibilities for the responsible offices. The Furnishings Management Office (FMO) is renamed to the Furnishings Management Section (FMS). The rewrite removed the title “Dormitory Manager” and replaced with “Airmen Dorm Leader (ADL)”. It establishes policy for mandatory use of the DoD and Air Force approved automated system, Enterprise Military Housing (eMH) to record, manage, monitor and track the furnishings for life cycle management. The rewrite eliminates the Quarters Improvement Committee and the Quarters Improvement Plan. A new requirement is the 5-year long-range furnishings plan which requires Installation Commander approval. The back-up stock level is established at no more than three percent (3%) of current furnishings. The furnishings authorizations are modified and a new authorization for furnishing the Airmen Dorm Leader office has been added. The glossary of references and supporting information has been updated.

Chapter 1—PHILOSOPHY AND RESPONSIBILITIES	5
1.1. Philosophy.	5
1.2. Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE).	5
1.3. Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE).	5
1.4. Deputy Chief of Staff, Logistics, Installations and Mission Support, Director of Civil Engineers, (HQ USAF/A4C).	5
1.5. Intermediate Headquarters Responsibilities:	5
1.6. Installation Commander.	6
1.7. Base Civil Engineer (BCE).	6
1.8. Installation Management Flight – Housing Manager.	7
1.9. Furnishings Management Section (FMS).	7
1.10. Supported Agencies.	8
1.11. Force Support Squadron Commander/Director (FSS/CC) and/or Lodging Manager.	9
CHAPTER 2—POLICY	10
2.1. Furnishings Management Program.	10
2.2. Facilities requiring furnishings support.	10
2.3. Authority for Deviation from Furnishings Allowance.	11
2.4. Back-Up Stock.	11
2.5. Acquisition of Furnishings.	12
2.6. Disposition of Excess Furnishings.	12
2.7. Enterprise Military Housing (eMH).	12
2.8. Member Support Services.	12
2.9. Overseas Furnishings and Quarters Availability Report.	15
2.10. Training.	15
2.11. Member Liability.	16
Chapter 3—BUDGET, FURNISHINGS AUTHORIZATIONS, AND FURNISHINGS OPERATIONS	17
3.1. Requirements/Budgeting.	17
3.2. Furnishings Authorizations.	18

3.3.	Acquisition.	19
3.4.	Warehouse Operations.	19
3.5.	Repair and Replacement of Furnishings.	20
3.6.	Calculation of Depreciation Cost.	21
Table 3.1.	Furnishings/Appliance Life-Cycle Guide.	21
Figure 3.1.	Repair and Replacement Calculation Chart.	22
3.7.	Reuse of Excess Furnishings and Final Disposition.	22
CHAPTER 4—ACCOUNTABILITY, INVENTORY CONTROL		24
4.1.	Control of Furnishings.	24
4.2.	Accountability.	24
4.3.	Accounts and Transactions.	24
4.4.	Inventory Assessment and Certification.	25
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		27
Attachment 2—FURNISHINGS ALLOWANCES FOR UNACCOMPANIED HOUSING PROGRAM		33
Attachment 3—FURNISHINGS ALLOWANCES FOR OCONUS GOVERNMENT PROVIDED AND COMMUNITY HOUSING (BOTH FAMILY AND UNACCOMPANIED)		41
Attachment 4—FURNISHINGS ALLOWANCES FOR CONUS FAMILY HOUSING		45
Attachment 5—INSTRUCTIONS		46

Chapter 1

PHILOSOPHY AND RESPONSIBILITIES

1.1. Philosophy. The furnishings management program supports the Air Force's commitment to quality living conditions for all personnel. The program includes furniture and appliance management for the Unaccompanied Housing (UH), Family Housing (FH), General Officer Quarters (GOQ), and other authorized facilities. In accordance with (IAW) DoD 4165.63-M, *DoD Housing Management*, furnishings are provided in government-owned UH facilities; may be provided at Outside the Continental United States (OCONUS) locations in government-owned or in private community housing; may be provided at Continental United States (CONUS) locations in government-owned FH; or provided in specific General Officer Quarters (GOQ).

1.2. Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE). SAF/IE provides guidance, direction and oversight for all matters pertaining to the formulation, review and execution of plans, policies, and programs.

1.3. Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE). SAF/IEE provides Air Force policy development and oversight, and advocates for the furnishings management program.

1.4. Deputy Chief of Staff, Logistics, Installations and Mission Support, Director of Civil Engineers, (HQ USAF/A4C). AF/A4C develops policy guidance for the furnishings management program, provides program oversight, allocates family housing resources, and assists MAJCOM and Direct Reporting Unit (DRU) staffs.

1.5. Intermediate Headquarters Responsibilities:

1.5.1. Major Commands (MAJCOM) and DRUs. The MAJCOM/DRU Civil Engineer (CE) identifies facility requirements and establishes and executes Housing programs. MAJCOM and DRU commanders have authority to implement AF policy and may delegate or retain waiver authority and unless otherwise stated in this AFI, may determine the level of delegated approval authority. MAJCOM commanders will:

1.5.1.1. Establish command policy for managing the Furnishings Management Program.

1.5.1.2. Budget for and monitor funds requirements for the Furnishings Management Program to include Unaccompanied Housing (UH), Family Housing (FH), and General Officer Quarters (GOQ). Budgets consist of execution year and 5-year long range furnishings plan (budget year plus 4 out years).

1.5.1.3. Verify annually that installations completed/certified physical inventories, properly identified and reported property losses, reviewed furnishings account files, adequately stored and safeguarded furnishings, properly transferred and disposed of furnishings, and effectively trained personnel.

1.5.1.4. Submit the Overseas Furnishings and Quarters Availability Report for overseas stations under MAJCOM control to AFPC/DPTSS, AF Relocations Policy, and info copy to AF/A4CF. See [Attachment 5](#) for location of instructions.

1.5.1.5. Approve, on a case-by-case emergency basis only, inter-transfer of an individual furnishing asset between Military Family Housing (MFH) account and the Operations and Maintenance (O&M) account. Send request to HQ AF/A4CF to approve for 'non-emergency' bulk transfers. Upon approval, update records to reflect permanent transfers.

1.5.1.6. Approve disposition of excess serviceable furnishings after AF-wide marketing effort.

1.5.2. **Installation Mission Support Center (IMSC):** Reserved for future use.

1.6. Installation Commander. The Installation Commander (hereafter referred to as "Commander") ensures a Furnishings Program is provided and will:

1.6.1. Provide a Furnishings Management Section (FMS) under the Housing Management Office (HMO). **(T-0)**

1.6.2. Establish an installation furnishings management program, local furnishings standards and operating procedures IAW this instruction. **(T-0)**

1.6.3. Identify manpower resource shortfalls for FMS and direct the appropriate offices (Installation Manpower Office and Civilian Personnel) work to ensure that all aspects of the furnishings management program are manned to the extent possible and allocate manpower for Furnishings Management service at the installation level. **(T-1)**

1.6.4. Provide furnishings management facilities meeting AF and DOD standards. **(T-1)**

1.6.5. Approve 5-year long range furnishings plans for MFH and O&M facilities. **(T-1)**

1.6.6. As the approving authority, ensure a Report of Survey (ROS) is completed for suspected lost, damaged or destroyed property IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. **(T-0)**

1.7. Base Civil Engineer (BCE). The BCE will:

1.7.1. Establish and staff the Furnishings Management Section (FMS) with qualified/trained personnel. **(T-2)**

1.7.2. Ensure personnel are made aware of and understand responsibilities to include proper care of government property, as well as potential legal ramifications for misuse or loss of government property IAW DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*. **(T-0)**

1.7.3. Ensure FMS establishes and Commander approves a 5-year long range furnishings plan (current year plus 4 out years) for O&M facilities and a 5-year long range furnishings plan for FH including GOQs. **(T-1)**

1.7.4. Approve annual furnishings budget requirements for UH, FH, GOQs, and other supported facilities. **(T-1)**

1.7.5. Ensure Appropriated Funds (APF) furnishings are properly inventoried; issued within allowances; stored without exceeding the established back-up stock level; and utilized to the maximum extent to fulfill planned requirements in lieu of purchasing new like items. **(T-1)**

1.7.6. Review and approve the annual base-wide inventory and assessments. **(T-1)**

1.7.7. Require FMS to perform repair cost benefit analysis to determine if furnishings should be repaired or replaced. (T-2)

1.7.8. Ensure furnishings management facilities are climate controlled for storing furnishings and ensure a separate secure area for high value or pilferables is provided IAW AFJMAN 23-210, *Joint Service Manual (JSM) For Storage And Materials Handling*, AFMAN 32-1084, *Facility Requirements*, and the Air Force Housing Support Facilities Guide, Chapter 4, *Furnishings Management Warehouse*. (T-1) See [Attachment 5](#) for location.

1.7.9. Ensure FMS uses eMH, a DOD-mandated information system for housing, to record, manage, monitor and track furnishings and appliances for individual member accounts, assets stored in warehouse(s), and assets issued to dormitory, family housing and other eligible agencies. (T-0)

1.7.10. Appoint ROS investigating officers. (T-1)

1.8. Installation Management Flight – Housing Manager. The housing manager will:

1.8.1. Serve as the base office of primary responsibility for this instruction and implements local policy and operating procedures in FMS. (T-1)

1.8.2. Manage the Furnishings Management Section (FMS). (T-1)

1.8.3. Ensure only authorized items are issued to eligible personnel IAW Air Force policy and guidance. (T-1)

1.8.4. Collect, record, and certify GOQ furnishing expenditures in quarterly and annual GOQ Cost Reports. (T-0)

1.8.5. Budget and advocate for furnishings requirements as identified in the FH and O&M 5-year long-range plans as approved by the Commander. (T-1)

1.8.6. Ensure FMS staffs receives proper training. (T-2)

1.9. Furnishings Management Section (FMS). Furnishings Management Section is a function under the Housing Management Office (HMO) and is the base focal point for furnishings support. The FMS will:

1.9.1. Manage day-to-day operations including warehouse facility and provide furnishings and appliances to eligible personnel. (T-1)

1.9.2. Determine eligibility, issue furnishings and/or appliances to eligible personnel and brief members on local policies including pickup and delivery services. (T-1) FMS will ensure authorized personnel are issued items using AF Form 228, *Furnishings Custody Receipt and Condition Report*. (T-1)

1.9.3. Serve as installation primary custodian for GOQ furnishings, includes SCP tableware and linen. (T-1)

1.9.4. Initiate Report of Survey (ROS) when property is lost, damaged, or destroyed. (T-0) ROS is accomplished IAW AFMAN 23-220. See [Paragraphs 2.11 and 4.4](#)

1.9.5. Establish FH and O&M 5-year long range furnishings plans (current year plus 4 out years) and ensure Commander approval. (T-1)

- 1.9.6. Provide housing manager annual furnishing budget inputs as approved in 5-year plans. **(T-1)**
- 1.9.7. Prepare required documents for acquisition of authorized items; obtain required coordination and approval for the purchase. **(T-1)**
- 1.9.8. Prepare required documents for disposal of excess furnishings IAW Air Force policy. **(T-1)**
- 1.9.9. Establish a furnishings repair program. **(T-1)** Follow the criteria established for repair and replacement and identify cost benefits accomplished using the repair program.
- 1.9.10. Conduct annual inventory of 100 percent of the furnishings assets in the warehouse and identify deficiencies. **(T-1)** FMS will perform a semiannual inventory of high value or pilferable items. **(T-1)**
- 1.9.11. Review annual assessment of furnishings from Unit Commander/First Sergeant, Housing Manager and Airmen Dorm Leaders (ADLs) and prepare plan for acquisition, repair or disposal of items based upon the assessment. **(T-1)**
- 1.9.12. Identify, validate, and report excess furnishing items to MAJCOM. **(T-1)** FMS will prepare required documents to dispose of excess. **(T-1)** See [Paragraph 2.6](#) and [3.7](#).
- 1.9.13. Maintain and update inventory list in eMH based on initial acquisitions, transfers, issues/turn-ins, annual assessments and/or final disposition of furnishings items. **(T-1)**
- 1.9.14. Maintain furnishing back-up stock not to exceed maximum allowance of three-percent of all furnishings items. **(T-1)**
- 1.9.15. Establish supply account with Defense Logistics Agency Disposition Services (DLADS) for turn-in of excess or unserviceable items or re-issue of items from other DLADS account holders. **(T-3)**
- 1.9.16. Provide support for the lodging program as requested by Force Support Squadron (FSS) Commander. **(T-1)** This support could include providing material handling/warehouse space for APF and nonappropriated fund (NAF) items.

1.10. Supported Agencies. Agencies support by FMS must maintain control of furnishings in their respective facilities and assist FMS by conducting and reporting annual assessments. **(T-1)**

1.10.1. **Family Housing including General Officer Quarters.** FMS will conduct 100 percent inventory of FH furnishings during change of occupancy. **(T-1)** FMS must review 30% of the resident-signed AF Form 228s annually to ensure issued assets are accurately captured in eMH database. **(T-1)**

1.10.1.1. FMS will conduct 100 percent inventory of furnishings at the time of issue and turn-in for authorized unaccompanied and accompanied members in community housing in OCONUS. **(T-1)**

1.10.2. **Permanent Party Unaccompanied Housing Dorms.** UH Managers/ADLs conduct a furnishings inventory during change of occupancy for outgoing and incoming residents. The outgoing resident “turns in” the assigned inventory and the incoming resident “accepts” the inventory on AF Form 228. ADLs assist FMS by updating information in the master AF Form 228 file and/or eMH Furnishings module and forward completed assessment

documents to FMS. ADLs must identify, report, and turn-in all unserviceable furniture to FMS. **(T-1)**

1.10.3. Basic Military Training, Non-Prior Service Student (Pipeline), Officer Training School (OTS), USAF Academy Cadet Dormitories. Military Training Unit Commander/First Sergeant, Training Flight Chief, and/or Military Training Leaders (MTLs) are responsible for furnishing assets in their respective control. These agencies must conduct an annual inventory/assessment and forward the results to FMS. **(T-1)** In addition, agencies must identify, report, and turn-in all unserviceable furniture to FMS. **(T-1)**

1.10.4. Airmen Leadership School (ALS) Dormitories. ALS Commandant or designated staff is responsible for furnishings under his/her control. ALS Commandant or designated staff must sign master AF Form 228 and conduct an annual inventory/assessment and forward the results to FMS. **(T-1)** In addition, ALS Commandant or designated staff must identify, report, and turn-in all unserviceable furniture to FMS. **(T-1)** ALS Commandant/staffs do not have to inventory room furnishings between changes in temporary duty (TDY) or transient members, since these individuals do not sign an AF Form 228.

1.10.5. Missile launch control/alert facility and Fire Department sleeping/lounge areas. Unit Commander/First Sergeant, Facility Manager or designated representative will conduct an annual inventory/assessment and forward the results to FMS. **(T-1)** In addition, Unit Commander/First Sergeant, Facility Manager or designated representative must identify, report, and turn-in all unserviceable furniture to FMS. **(T-1)**

1.11. Force Support Squadron Commander/Director (FSS/CC) and/or Lodging Manager. FSS CC/Director/Lodging Manager will budget for furnishings requirement for lodging facilities IAW AFI 34-135, Air Force Lodging Program. FSS/CC and/or Lodging Manager will:

1.11.1. Develop and maintain a Lodging Program 5-year capital improvement plan to include furnishings requirement and will make known to the HMO/FMS. **(T-1)** FMS is not responsible for purchasing amenities for lodging or NAF furnishings.

1.11.2. Work closely with the FMS to allow adequate lead-time for ordering, receiving, warehouse storage (if necessary), and delivering APF furnishings and appliance to lodging facilities. **(T-3)**

1.11.3. Conduct annual assessment of APF furnishings and forward a completed inventory to the FMS. **(T-1)**

1.11.4. Coordinate with FMS on purchases of any NAF property that will require logistical support. **(T-3)**

1.11.5. Coordinate with FMS on the disposal of any appropriated fund property and any NAF property that will not be sold and the proceeds returned to the NAF fund. **(T-3)**

Chapter 2

POLICY

2.1. Furnishings Management Program. The Air Force is committed to ensuring members have access to quality living environments. As a result, the department has made a significant investment in furnishings to support eligible personnel.

2.1.1. FMS is the installation focal point for responsibilities associated with furnishings requirements in FH, GOQ, UH and other supported facilities.

2.1.2. The program responsibilities include budgeting, acquisition, receipt of goods, storage, warehousing and issuance of furnishings and appliances to members and their families.

2.1.3. Inventory control and accountability is extremely important and the responsibility of FMS, Unit commanders, Airmen Dorm Leaders (ADL), Housing Managers, and personnel who use and benefit from furnishings.

2.1.3.1. All personnel must take an active role in the accountability process. **(T-1)**

2.1.3.2. Inventory control is critical to ensure all items are properly accounted and disposed of IAW Air Force directives.

2.2. Facilities requiring furnishings support. The following facilities are authorized government provided furnishings:

2.2.1. **Unaccompanied Housing in CONUS and OCONUS.** Furnishings are authorized in Dormitories (permanent, pipeline, and Basic Military Training (BMT)), Unaccompanied Non-Commissioned Officers (UNCOQ) and Unaccompanied Officer Quarters (UOQ). Office furniture for ADL office is also authorized. See [Attachment 2](#) of this instruction for a list of authorized furnishings.

2.2.2. **Government-owned/-leased Family Housing in foreign OCONUS.** Furnishings may be authorized for eligible accompanied members residing in government-owned or -leased housing for their duration of tour. See [Paragraph 2.8](#) and [Attachment 3](#) for a list of authorized furnishings.

2.2.3. **Community Housing in foreign OCONUS.** Furnishings may be authorized for accompanied and unaccompanied members residing in the local community housing for their duration of tour. See [Paragraph 2.8](#) and [Attachment 3](#) for a list of authorized furnishings.

2.2.4. **General Officer Quarters (GOQs) and other designated housing.** Special Command Positions (SCPs), non-SCP general officers, brigadier general selectees, colonels serving as the installation commander, Chief Master Sergeant of the Air Force (CMSAF), and civilian general officer equivalents are authorized specific furnishings. See AFI 32-6003, *General Officer Quarters*, for a list of authorized furnishings.

2.2.5. **Government-owned Family Housing in CONUS.** Appliances may be provided in a government-owned FH per Attachment 4.

2.2.6. **Privatized Housing (PH).** Appliances are provided by Project Owner (PO).

2.2.6.1. Housing units designated as GOQs may be provided supplemental furnishings from the government. Refer to AFI 32-6003 for authorized furnishing items to include appliances specific to GOQs.

2.2.7. **Community Housing in CONUS.** Government-owned furnishings are not provided in self-leased community housing.

2.2.8. **Other Supported Facilities.**

2.2.8.1. **Airman Leadership School (ALS) Dormitories.** Installations with in-residence ALS programs and student dormitories are authorized furnishings listed for dormitory section of Attachment 2.

2.2.8.2. **Intercontinental Ballistic Missile (ICBM) Launch Control Facilities (LCF) and alert facilities Sleeping and Entertainment area.** Refer to Allowance Standard (AS) 115, *Furnishings for Alert Facilities, Pilot Lounges, Strategic Missile Lounges, and Visitation Centers, Allowance ID 115FBAA and 115FCAA.*

2.2.8.3. **Fire Department Sleeping and Entertainment Areas.** Refer to AS 490, *Civil Engineering Fire Protection Support and Aircraft Rescue Equipment, Part C,* for authorized furnishings.

2.2.8.4. Lodging facilities. Refer to AFI 34-135, *Air Force Lodging Program.*

2.2.9. **Contingency Quarters.** Furnishings authorizations in this AFI do not apply for the contingency quarters. Force Support, as the manager of contingency lodging operations, identifies furnishings requirements to the base civil engineer (BCE). BCE should provide minimal furnishings to meet contingency requirements, such as excess furniture from either the support base or within the region. If surplus stocks are not available, HMO/FMS should purchase required furnishings from appropriated funds as necessary, using funds identified for specific contingency operations when appropriate. Force Support provides accountability for furnishings assets while they are in use in contingency lodging facilities; CE provides furnishings purchasing, delivery, warehousing, and if required, pickup for final disposition when furnishings are no longer required. Installation will use War Readiness Materiel assets to meet the personnel surge during emergency, contingency beddown operations, or wartime conditions when fixed assets are not available. **(T-1) See AFI 34-135, Attachment 4.**

2.3. Authority for Deviation from Furnishings Allowance. HQ USAF/A4C is the approval authority for changes to and deviations from the furnishings allowances as defined in this instruction. The Installation Commander must submit written requests for changes and for items not listed in this instruction, through MAJCOM/CE to AF/A4CF. **(T-1)** Cite the circumstances involved and justification for the requested change and include cost estimate, photographs, sketches, drawings or floor plans, as applicable.

2.3.1. The Installation Commander must submit a request for deviation from allowance standards for lodging facilities through AFSVA/SVI to HQ USAF/A1S. **(T-1)**

2.4. Back-Up Stock. Installation will maintain back-up stock for furnishings and appliances not to exceed three-percent (3%) of the total requirement. **(T-1)** Purpose of back-up stock is to provide replacement for items being repaired or out-of-cycle condemned goods. Installation will not include requirements for scheduled replacement for the end of life-cycle in the calculation of

back-up stock level. **(T-1)** The Installation Commander must submit a waiver request for requirements exceeding three percent back-up level, through MAJCOM/CE to AF/A4C for approval. **(T-1)**

2.5. Acquisition of Furnishings. FMS purchases furnishings and appliances for authorized facilities through the local contracting office and/or the AF Government-Wide Purchase Card (GPC) Program.

2.5.1. For UH in CONUS, strategic sourcing is the mandated acquisition method for all furnishings (case-goods and soft-goods) once the program is approved and implemented by the Air Force Installation Contracting Agency (AFICA).

2.6. Disposition of Excess Furnishings. Furnishings that are identified as excess should be used on the installation to the maximum extent possible. Do not create a new requirement by excessing furnishings. Installations must identify and market excess furnishings through MAJCOMs before final disposition. **(T-1)** See [Paragraph 3.7](#) of this instruction for excess furnishings guidance.

2.7. Enterprise Military Housing (eMH). eMH is the DoD enterprise information technology system for the operations and inventory management of DoD housing and designated as the authoritative data source for housing assets in DoD Real Property databases. All other forms of software used in performing property management and inventory control of government-provided furnishings are prohibited. Business rules outlining the mandatory use of all fields and modules within eMH are located at Attachment 5. Automated Civil Engineer System-Furnishings Management (ACES-FM) is authorized until full implementation of eMH expected to be completed by end of 2015.

2.7.1. FMS uses the Furnishings Component in eMH to perform daily operations to plan, advocate, program, design and execute furnishings requirements.

2.7.2. FMS staffs use this system exclusively to record, manage, monitor and track the furnishings issued to members upon assignment and termination; furnishings assets assigned to government quarters and common areas within the facility or in community quarters at certain OCONUS locations; and furnishings assets in the warehouse storage including back-up stock.

2.7.3. FMS ensures eMH data is accurate and reliable to support reporting and data extractions at all levels within the Air Force.

2.7.4. Installations may use blank AF Form 228, electronic version of AF Form 228, or Inventory Hand Receipt generated from eMH with all furnishings data issued to members. Use of any of these formats meets the requirement of AF Form 228 throughout this AFI. FMS must ensure the member signs the approved form for official records. **(T-1)**

2.8. Member Support Services.

2.8.1. **Eligible Members.** HMO establishes an individual account and provides furnishings support for following eligible personnel assigned to or supported by the installations in CONUS and OCONUS locations.

2.8.1.1. Military members assigned to government-owned/-leased FH and UH housing. See AFI 32-6003 for GOQs and other designated housing.

2.8.1.2. Accompanied and unaccompanied military members in foreign OCONUS who qualify for government housing but live in the local community and receive Overseas Housing Allowance (OHA).

2.8.1.3. Government civilian members in foreign OCONUS who are entitled to living quarters allowance (LQA) (Priorities 1 and 2) and assigned government housing in lieu of LQA payment.

2.8.1.4. Government civilian employees in foreign OCONUS who are entitled to LQA and live in the local community.

2.8.1.5. All other members or contractor personnel in government provided housing that pay rent. These personnel are provided with appliances that come with government provided housing to make unit usable such as stove/refrigerator. Do not authorize loaner kits or duration of tour items for these individuals.

2.8.1.6. Civilian employees, recruited from CONUS on a transportation agreement, or recruited from OCONUS area under an employment agreement, entitled to travel or return to CONUS at government expense, are authorized loaner kits in Alaska regardless of LQA entitlement.

2.8.1.7. Military members residing in geographically separated locations from the installation may be provided furnishings support when there is no additional cost for shipping or funds provided by the requiring activities.

2.8.2. Housing Management Office. HMOs advertise and promote installation furnishing program through installation sponsorship program and welcome packages to inform inbound members and their families to make decisions regarding their household goods (HHGs) shipments. Also, use the wide variety of media such as the installation housing website, relocation brochures, and other available local media. The HMO should:

2.8.2.1. Advise members to identify furnishings requirements as soon as possible after arriving, preferably within 60 days.

2.8.2.2. Brief member on furnishings authorizations, installation policy, and member's responsibilities.

2.8.2.3. Provide government-issued furnishings and transportation for government directed moves.

2.8.3. Furnishings Management Section.

2.8.3.1. Schedules delivery and pickup of government-issued furnishings in consult with local transportation management office (TMO) and members for members' scheduled household goods shipments.

2.8.3.2. Coordinates appliance connection and disconnection services with appropriate agency.

2.8.3.3. Issues a replacement when a FMS inspector deems it necessary. Do not exchange items to satisfy a member's personal preference.

2.8.4. FM representative/inspector, Quality Assurance Evaluator (QAE) or Contracting Officer Representative (COR) will:

2.8.4.1. Verify and notify scheduled pickup and delivery with members. **(T-3)**

2.8.4.2. Accompany commercial contractors for pickup and delivery. **(T-3)**

2.8.4.3. Inspect issues and turn-ins for proper identification, quantity, condition, and cleanliness; determine disposition of the property. FM representative/inspector, Quality Assurance Evaluator (QAE) or Contracting Officer Representative (COR) ensures property has an identification mark and/or property label/bar coding. **(T-3)**

2.8.4.4. Ensure members sign the AF Form 228 at time of delivery or pick-up. **(T-3)** Members may give power of attorney to someone else to perform furnishings transactions depending on circumstances (i.e., early departure from station area).

2.8.4.5. Complete and update the required documentation. **(T-3)** For turn-in items, FM representative/inspector, Quality Assurance Evaluator (QAE) or Contracting Officer Representative (COR) identifies damaged items and segregates repairable and condemned property in storage. **(T-3)**

2.8.5. **Overseas Furnishings Support.** Overseas furnishings operations differ from the Continental United States (CONUS) operations in that greater inventories, staff, and resources are needed to support on- and off-base members in full and limited Joint Travel Regulations (JTR) eligibility. Foreign construction practices and utilities services may require purchase of authorized items to meet local conditions. Electrical transformers are authorized where required.

2.8.5.1. In OCONUS, assets may be left in place when account transfers can be made between the members who are authorized same allowance (i.e. military FH assets to military FH assets) to minimize transportation expenses and unnecessary wear on furnishings.

2.8.5.1.1. Both new and former members must jointly inventory the assets and the new member signs the AF Form 228 after any discrepancies are resolved. **(T-1)** New members may be authorized delivery or pick-up of additional items.

2.8.5.1.2. Assignment of furnishings to include temporary transfer to the landlords in off-base rental housing is not allowed.

2.8.5.1.3. Armed Forces Network (AFN) decoders and satellite dishes are not authorized furnishings items. Installation will not use Family Housing O&M funds (P721.41, 721.42, and 722.62) or UH Program Element (PE) XX553F accounts to pay for installation and maintenance of these items. **(T-1)**

2.8.5.2. **Temporary Loaner Kits.** In foreign OCONUS and Alaska, eligible military personnel and Department of Defense (DoD) civilians, accompanied and unaccompanied who are entitled to a full JTR Weight allowance, may be authorized loaner kits while their HHG are in transit. See [Attachment 3](#) for authorized listing.

2.8.5.2.1. Loaner kits provide only essential items on a loan basis in lieu of providing Temporary Lodging Allowance (TLA).

2.8.5.2.2. Loaner kits are for use when personnel are awaiting delivery of their personally owned HHGs or when departing personnel desire to ship their personally owned furniture prior to terminating their current residence in order to meet a preferred arrival date at the next duty station.

2.8.5.2.3. Loaner kits are provided not to exceed 90-day period. The Installation Commander may authorize exceptions when circumstances warrant; for example, when shipment of household goods are delayed, or a member experiences a hardship, natural disaster or other unforeseen circumstance.

2.8.5.2.4. Family housing loaner kits are purchased with FH O&M funds; Unaccompanied housing loaner kits are purchased with O&M funds.

2.8.5.3. Duration of Tour Furnishings for Areas without JTR Weight Restrictions. Furnishings items are provided for the duration of tour to all authorized members in foreign OCONUS locations and are intended to supplement the members' household goods.

2.8.5.3.1. Basic support items are in the authorized furnishings list in Attachment 3 and members are not allowed to retain loaner kit (full or partial).

2.8.5.3.2. Items are normally issued only when they are not provided by the landlord or in-place in government provided (including leased) housing.

2.8.5.3.3. Appliances are normally provided in foreign OCONUS locations due to weight limitations and the utility differences from appliances used in CONUS. The size of the refrigerator issued is determined by facility constraints and/or family size.

2.8.5.3.4. **Alaska.** Duration of Tour furnishings and appliances including washer and dryer are not authorized for members in Alaska.

2.8.5.4. Duration of Tour Furnishings for Areas with JTR Weight Restrictions. Installations where limitations are established on the weight and type of household goods that may be shipped from CONUS, eligible accompanied and unaccompanied members are provided duration of tour furnishings support for items in Attachment 3. Authorized members retain issued items for the length of tour to supplement their personal household goods.

2.9. Overseas Furnishings and Quarters Availability Report. Housing Managers at OCONUS locations must submit to MAJCOM twice a year, 1 January and 1 July, the Overseas Furnishings and Quarters Availability Report. (T-2) See [Attachment 5](#) for location of instruction for reporting requirements.

2.9.1. This report projects government quarters and furnishings availability over a six-month period for unaccompanied members.

2.9.2. The report identifies excess weight entitlements for both unaccompanied and accompanied members at restricted JTR locations when government furniture is not available.

2.10. Training. Housing Manager must ensure FMS personnel receive local supply training and furnishing management course through AF Institute of Technology (AFIT). (T-3)

2.11. Member Liability. Members are financially liable for issued property. In the event of damaged, destroyed or lost property, a Report of Survey (ROS) is initiated IAW AFMAN 23-220. Resident financial liability is determined IAW Title 10, U.S.C. §2775, and DoD 7000.14-R, *DoD Financial Management Regulation, Volume 12, Chapter 7, Financial Liability For Government Property Lost, Damaged, Destroyed, Or Stolen.*

Chapter 3

BUDGET, FURNISHINGS AUTHORIZATIONS, AND FURNISHINGS OPERATIONS

3.1. Requirements/Budgeting. The HMO through FMS must identify requirements for the procurement, management, maintenance and repair (M&R), and cleaning of the appropriated funded furnishings and appliances for family housing, unaccompanied housing and other supported facilities. **(T-1)**

3.1.1. FMS establishes 5-year long range furnishings plans (current year plus 4 out years) for FH, UH and other supported agencies that identifies requirements considering the age, condition and the expected life cycle of the assets and use to budget annual requirements.

3.1.2. FMS identifies items, quantities and repair costs IAW long range plan and provides to the HMO for inclusion in the annual O&M and MFH financial plans. FMS provides supporting data that considers the expected life cycle of the assets, scheduled MILCON Program renovation, new construction, housing acquisition projects and mission changes.

3.1.2.1. **Appliances (FH & UH).** FMS budgets for FH and UH government-owned appliances including cost associated with initial issue, replacement, and back-up stock. For FH authorized free-standing appliances (not including privatized housing) fund with P721.4, *FH Furnishings*. For FH authorized built-in appliances (not including privatized housing) fund with P-722.62, *FH Maintenance and Repair*. For UH authorized appliances, fund with UH Program Element (PE) XX553F.

3.1.2.2. **Furnishings (FH & UH).** FMS budgets for furnishings requirements associated with initial issue, replacement and back-up stock as well as contract and in-house repair costs using the appropriate PE identified below.

3.1.3. Program Elements (PE).

3.1.3.1. Use PE XXX79F for all furnishings administrative and management activities to include facilities operations.

3.1.3.2. Use PE XX553F to provide furnishings for government-owned permanent party UH, pipeline training and BMT dormitories, and for unaccompanied personnel residing in foreign OCONUS rental housing. Include initial issue of furnishings (furniture, appliances, and equipment) for newly constructed and renovated facilities; and management of replacement furnishings (repair, replace, pick-up and delivery, and maintaining minimum backup stock). Operating costs/expendable supply items such as linen are also funded from UH PE XX553F.

3.1.3.3. Use PE XXX79F (Facilities Operation) to provide furnishings, as authorized, for the Fire Department.

3.1.3.4. Use Family Housing O&M funds (P721.41, 721.42, and 722.62) to provide furnishings for government-owned FH, privatized and government-owned GOQ, and accompanied personnel authorized to live in foreign OCONUS community rental housing.

3.1.3.5. Use 3400 O&M funds provided by requiring units/activities for furnishings in other authorized facilities such as ALS Dormitories or ICBM LCF/alert facilities Sleeping and Entertainment area. Use of PE XX553F account is not allowed.

3.1.3.6. **Lodging facilities.** Lodging manager identifies & advocates furnishings budget and Force Support Squadron Commander/Director approves appropriated funds (APF) and nonappropriated funds (NAF) for furnishings and appliances.

3.2. Furnishings Authorizations. Furnishings for FH and UH are authorized and maintained according to Attachments 2 through 4 by type as space permits. Installations are not required to purchase all the authorized items for any category.

3.2.1. General Furnishings.

3.2.1.1. **Hard Goods** (also known as case goods). Hard goods are any type of tangible products such as wood, metal, glass or plastic that is intended to remain functional for an extended period of time. In general, a product provides in excess of three years of usage in order to be considered a hard good. Air Force intent is to sustain a life cycle of a minimum of 10-12 years for furniture items. Therefore, quality furniture such as solid wood or solid wood core furniture is purchased to meet the minimum 10-12 year life-cycle requirements. Do not purchase laminate or particle board furniture that cannot meet the expected life-cycle.

3.2.1.2. **Soft Goods** (also known as consumables or nondurable goods). Generally, soft goods are any products that are expected to have a life span of less than three years, unless specified otherwise. These items have no repair value and are to be replaced at the end of serviceable life. Soft goods include bedding, mattresses, box springs, mattress covers/pads, mattress/box springs encasements, and draperies. See Table 3.1.

3.2.2. **Appliances/Equipment.** Appliances are defined as domestic refrigerators, stoves, clothes dryers, clothes washers, freezers, dishwashers, microwave ovens, and ice machines. FMS coordinates with the installation CE to ensure proper and adequate electrical and gas service or fuel availability for all requests for government-provided major appliances (washer, dryers, refrigerators, freezers, ranges, dishwashers and ovens).

3.2.2.1. **Refrigerators.** For FH and UH, provide self-defrosting refrigerators with installed ice-maker. In FH and in UH with semi-private or private kitchens, provide refrigerators to accommodate the space provided. **Note:** Each room in D4A or configurations with a shared kitchen is allowed a mini-fridge in the sleeping room.

3.2.2.2. **Stoves/Ovens.** Provide self-cleaning stoves/ovens in FH and UH, as applicable.

3.2.2.3. **Washers and Dryers.** Washers and dryers are provided in government-owned or leased FH and UH at no cost to the resident. Provide commercial grade washers and dryers for UH. As a minimum when space permitting, one washer is provided for every 12 UH residents or fraction thereof, and one dryer per 8 UH residents (or 1 washer/1 dryer unit per D4A module). For UH, lease appliances unless it is more economical to purchase washers and dryers as government-owned. Government-owned washers and dryers are not authorized in CONUS FH, except in SCP housing. See AFI 32-6003, General Officer Quarters.

3.2.2.4. **Product Safety.** Follow guidelines from manufacturer and consumer product safety using all available resources. FMS establishes procedures to register appliances and receive manufacturer current recall information for potential fire and safety hazards, as follows:

3.2.2.4.1. For CONUS, quarterly, FMS checks the **Consumer Product Safety Commission** site to validate current recall information.

3.2.2.4.2. For foreign OCONUS, quarterly, FMS reviews information on the **Government-Industry Data Exchange Program**, and coordinates with manufacturers to subscribe to email distribution lists of recalls and potential fire and safety hazards.

3.3. Acquisition. Furnishings and appliance purchases require close coordination and aggressive follow-up on orders to ensure the goods are delivered in a timely manner.

3.3.1. Before purchasing, FMS must use excess furnishings available at their installations and review available excess furnishings from other installations within MAJCOM or advertisement on the AF/CE Portal, Housing Program Group website. **(T-1)**

3.3.2. Maintain a back-order waitlist using eMH for items that are not currently available. Organize the list by item and date of request. Revalidate back-order requirements monthly and purge the list of members who no longer have a requirement.

3.3.3. When the item arrives, issue to the oldest back-order first; initial issue shortages have priority over replacement shortages.

3.4. Warehouse Operations.

3.4.1. **Facility Standards.** To protect and safeguard the furnishings inventory, FMS must ensure the warehouses meet or exceed standards set in AFJMAN 23-210, *Joint Service Manual (JSM) For Storage And Materials Handling*, and *The Air Force Housing Support Facilities Guide*, Chapter 4, *Furnishings Management Warehouse*. **(T-1)** The warehouse area and dock areas are to provide adequate storage space and material handling areas for furnishings and appliances to include:

3.4.1.1. A staging area for processing inbound and outbound furnishing and a small workshop for minor maintenance and repair of furniture items.

3.4.1.2. A secured/locked storage area within FM warehouse for high value or pilferable items.

3.4.1.3. A segregated storage area to separate O&M and FH appliances and furnishings.

3.4.1.4. Sleeping rooms and storage rooms in UH facilities are not authorized space for furnishings.

3.4.2. **Material Handling.** FMS must follow established safety procedures and comply with required Occupational Safety and Health Administration laws and regulation, as applicable. **(T-0)** Coordinate with the installation Safety Office on all matters relating to safety and accident prevention.

3.4.2.1. Stack mattresses and box springs in a manner that prevents safety hazards or damage to the assets. Observe manufacture recommend stacking limitations.

3.4.2.2. Block refrigerator doors open when storing used refrigerator for air circulation to prevent odors and mildew. New refrigerator may be stored with doors closed in its original packaging (or repacked after labeling) for protection.

3.4.2.3. Use furniture pads or paper wrapping materials to protect furnishings items while being transported, unless they are already packed in corrugated or plastic shipping containers.

3.4.2.4. Cover items that are not in boxes or containers.

3.4.2.5. Inspect, service and then store returned assets to the back of the stock so that the assets are rotated and used for the fullest extent of life expectancy.

3.4.3. Receiving Furnishings. Base supply, transportation, and FMS must coordinate on the receipt of APF-purchased furnishings shipments. **(T-1)** On incoming shipments:

3.4.3.1. Verify the identification, quantity, and condition of furnishings. Immediately report any new furnishings that are damaged or of poor quality to base supply or base contracting. These agencies explain how to report deficiencies according to AFI 23-101, *Air Force Materiel Management*. Send information copies of deficiency reports through MAJCOM to responsible contracting agency such as AFICA and info copy to HQ USAF/A4CF.

3.4.3.2. Maintain records on the date of delivery for furnishings items.

3.4.3.3. Use the date of receipt to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports, and reports of survey. Use the date of receipt to determine the age of the inventory for future furnishings replacement.

3.4.3.4. Maintain appliance warranty data by inserting information onto AF Form 4302, *Appliance Warranty*, listing make/model, warranty expiration date, serial number, and date of purchase. Affix it to the back of each appliance. The purpose is to have a record that determines if the appliance can be repaired under warranty provisions by the manufacturer. Use the date of receipt to determine depreciation allowances on statements of charges, cash collection vouchers, deficiency reports, and reports of survey.

3.5. Repair and Replacement of Furnishings. Repair and maintenance may be performed in-house or through local service contracts. Furniture may not be replaced unless the estimated cost of repair or rehabilitation, including any transportation expense, exceeds at least 75 percent of the cost of a new item of the same type and class. An exception is authorized in those unusual situations when rehabilitation of the furniture at 75 percent of the cost of a new item would not extend its useful life for a period compatible with the cost of rehabilitation. Replace appliance if the one-time cost for repair of the appliance is greater than 55 percent of replacement value.

3.5.1. Use manufacturer's warranty service to the fullest extent.

3.5.2. Use O&M funds to repair furnishings procured with O&M funds; Use MFH funds to repair furnishings procured with FH funds.

3.5.3. Establish a repair and preventive maintenance (PM) Program within FMS for APF-purchased items. This program includes minor re-gluing, minor touch-up of surfaces (i.e., touchup stain pens), tightening and adjusting hardware, and replacement of small parts (i.e., knobs on stoves, refrigerator drawers, etc.).

3.5.4. Use contract repair services when furnishings repair requirements exceed capability of the installation FMS PM program. Also, consider using contractor pickup and delivery of items.

3.5.5. In CONUS and non-foreign OCONUS, the HMO competitively sources the appliance Maintenance & Repair (M&R) contract and/or repairs may be provided on an as-needed basis via Government Purchase Card (GPC). In foreign OCONUS, appliance M&R is done either in-house or through a maintenance contract, depending on the most cost effective method at the location.

3.5.6. Use NAF for repairs of furnishings items purchased with NAF funds IAW AFI 65-106.

3.5.7. Members may deliver furnishings items to FMS for repair or may request FMS pickup and delivery service. FMS inspects the furnishings to determine whether it needs replacement because of fair wear and tear or negligence and informs the member.

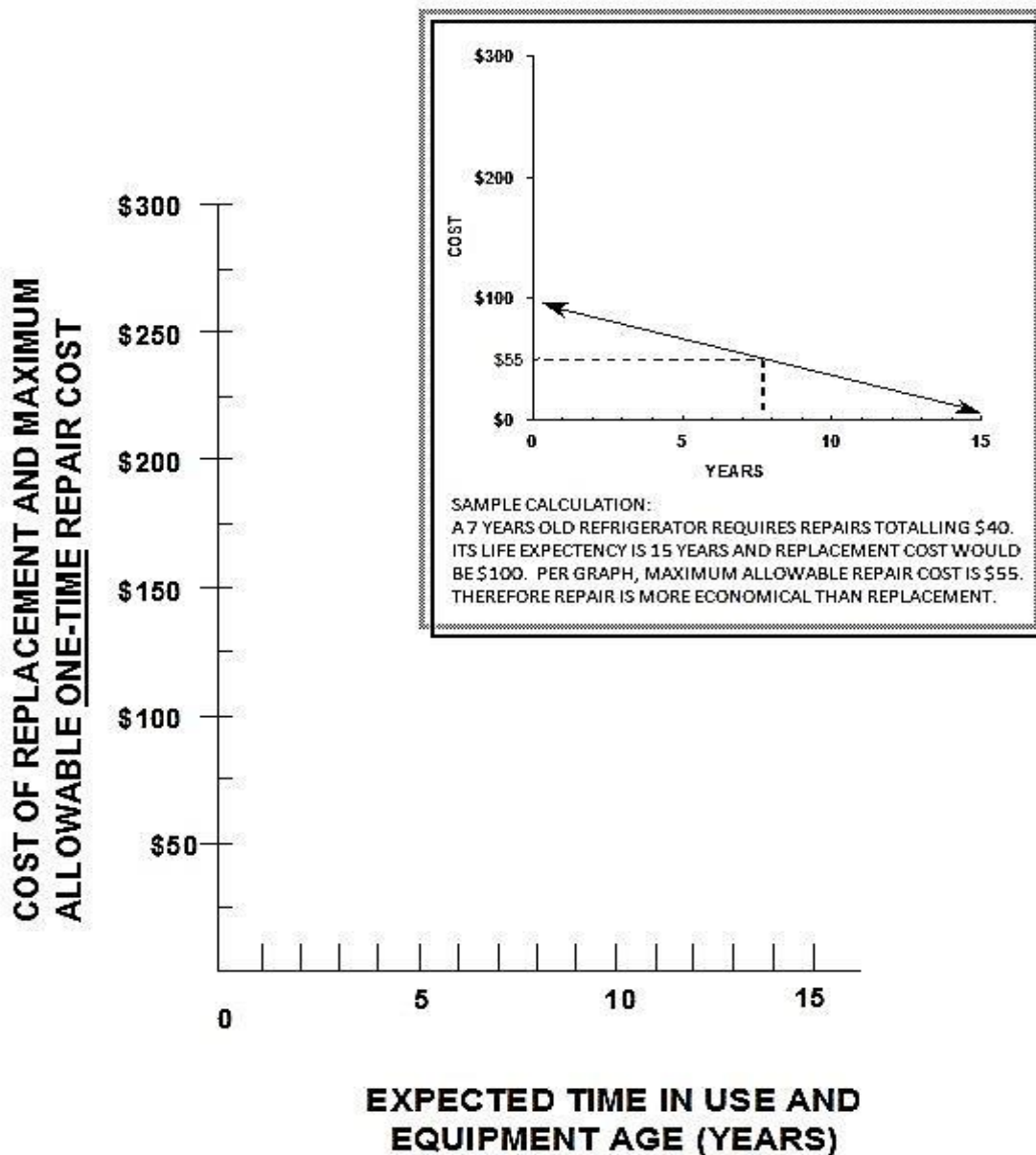
3.5.8. Dispose replaced or unserviceable furnishings to DLADS.

3.6. Calculation of Depreciation Cost. FMS will implement a depreciation method to allocate, in a systematic way, the total amount to be depreciated between each accounting period of the useful economic life of the asset. **(T-3)** The straight line method of depreciation is widely used and simple to calculate. It is based on the principle that each accounting period of the asset life should bear an equal amount of depreciation. Use Table 3.1 and Figure 3.1 to determine repair or replacement decision based on straight line depreciation model.

Table 3.1. Furnishings/Appliance Life-Cycle Guide.

Furniture Life-Cycle Guide.		
Item	UH	FH
Hard Goods (Furniture, wood, metal items)	10	12 years
Mattresses/Box Springs	4	6 years
Upholstered Furnishings – Replace Material	4	6 years
Drapery	7	7 years
Appliance Life-Cycle Guide.		
Item	UH	FH
Refrigerators	12	15 years
Ranges	8	10 years
Washers and Dryers	7	7 years
Dishwashers	9	9 years
Freezers	N/A	15 years
Microwave Ovens	4	4 years
Televisions	5	N/A

Figure 3.1. Repair and Replacement Calculation Chart.



3.7. Reuse of Excess Furnishings and Final Disposition. The Air Force policy is to maximize use of all required furnishings. The Housing management Office must market/advertise items that are determined to be excess at an installation for use by other AF installations before final disposition. (T-1)

3.7.1. Installations and MAJCOMs initiate actions to advertise excess furnishings.

3.7.1.1. The Housing Manager submits to the MAJCOM of the items that are determined to be excess at an installation using the template datasheet (located in AF/CE Portal, **Housing Program Group website**). Installation request must include a written economic determination that the future use of the excess items can be made without costly repairs and/or refinishing, transporting can be done without severe damage to

item(s), and transportation cost are economically feasible (supported by a comparison of item value with the remaining useful lifecycle including wrapping and packing).

3.7.1.2. MAJCOM validates the installation excess furnishings submission and advertises to other installations within the MAJCOM.

3.7.1.3. If needed, MAJCOM forwards information to AF/A4CF to maximize marketing across AF for posting on the AF/CE Portal, Housing Program Group website.

3.7.1.4. MAJCOM monitors AF-wide marketing efforts. If excess furnishings items are not required by other Air Force installations within 30 day, then approves the installation Base Civil Engineer to make offer excess furnishings to other agencies on the installation.

3.7.2. **Final Disposition.** Installation Housing Manager must notify MAJCOM and AF/A4CF on final disposition of excess furnishings. **(T-1)**

3.7.2.1. Installation FMS updates the master inventory list. FMS documents transfers on DD Form 1149, *Requisition and Invoice/Shipping Document*, or DD Form 1348-1A, *Issue Release/Receipt Document*, to ensure accountability is transferred and ensures all related documentation is retained for record in IAW RDS.

3.7.2.2. The Housing Manager approves disposal decisions bound for DLADS.

3.7.2.3. FMS records make, model, and serial numbers of appliances turned in to DLADS and remove items from eMH inventory records.

3.7.2.4. When DLADS is unable to receive the items, the Housing Manager consults with DLADS for the best alternative method of disposal.

Chapter 4

ACCOUNTABILITY, INVENTORY CONTROL

4.1. Control of Furnishings. FMS personnel must apply following control to government-owned furnishings: **(T-1)**

4.1.1. **Bedding.** Bedding materials are provided to UH residents only during initial assignment of room. Replacement is to be provided when required by the government or for damages beyond member's control. FMS purchases and distributes these items and ADLs ensure management and keeping records of issuances.

4.1.2. **Furnishings** (hard goods and soft goods except bedding). FMS personnel must continually account for furnishings and protect assets from damages beyond normal wear and tear. **(T-1)**

4.1.3. **Appliance and equipment including high value/pilferable items.** FMS must maintain records of serial numbers for appliance and equipment. **(T-1)** FMS must protect and prevent these assets from damage or loss. **(T-1)**

4.2. Accountability. FMS ensures all serialized and non-serialized assets are barcoded and captured in eMH. FMS will ensure all serialized and non-serialized assets are barcoded and captured in eMH with detailed information to include Stock Item Number, Make, Model, Serial Number (when applicable), date of purchase, cost, values, quantities, and etc. **(T-1)** The barcode label is attached to the asset for accountability, life cycle management, and warranty. Assets are barcoded on receipt of delivery, when in the warehouse, and by attrition, upon pickup and Turn-In.

4.2.1. FMS completes barcode labeling of all furnishings items in warehouse within 180 days after deployment of eMH.

4.2.2. FMS complete barcode labeling of all issued furnishings items being returned to warehouse before reissue to members or return items to warehouse stock.

4.2.3. FMS completes barcoding of all furnishings issued at the time of eMH deployment NLT 1 year after deployment of eMH.

4.3. Accounts and Transactions. FMS must establish separate accounts for each authorized agencies and members and maintain all transaction records in eMH to ensure an accurate depiction of AF furnishings assets. **(T-1)**

4.3.1. **Issuing Items.** The FMS issues furnishings and/or appliances on a master AF Form 228 for each agency and UH facilities and individual AF Form 228 for members receiving furnishings support.

4.3.1.1. Agency representatives accept furnishings and appliances for their respective facilities by signing a master AF Form 228 to acknowledge the type, quantity, serial number, and condition of the items.

4.3.1.2. For unaccompanied housing, the senior ADL accepts furnishings and appliances on a master AF Form 228 and then reissues items to residents by room assignment. FMS

coordinates with ADLs to ensure each UH resident signs an AF Form 228 to acknowledge the type, quantity, serial number and condition of items in their living area.

4.3.1.3. For members in government family housing, as well as members stationed at OCONUS installations and residing in a rental housing in community, the HMO/FMS issues furnishings and appliances to members using AF Form 228 (furnishings) and AF Form 227, *Quarters Condition Inspection Report* (in-place appliances for government housing). Members signs each form to acknowledge the type, quantity, serial number, and condition of the items.

4.3.2. **Turns-Ins.** FMS receives furnishings and appliance turn-ins from only agency representatives and members from FH and community housing.

4.3.2.1. ADLs coordinate with FMS for turn-in items in UH rooms as well as common areas within the facility. Assets that are in excess to the needs are processed in accordance with the process outlined in paragraph 3.7 of this instruction.

4.3.2.2. Members in government family housing or rental housing in community contact the FMS directly for pickup of loaner and duration of tour assets within allowable timelines.

4.3.2.3. FMS monitors loaner furniture issues for arriving and departing family housing residents to ensure turn in occurs no later than the end of the 90-day period.

4.3.2.4. Appliances in family housing are to remain in the home and be inspected by the HMO/FMS during initial assignment inspection, pre-termination and final inspection.

4.3.3. **Transactions.** Ensure all transactions are made in eMH.

4.3.3.1. Process lateral transfers and DLADS turn-ins of furnishings assets using eMH in Warehouse Component, "Remove Option". For audit purposes, FMS must provide a reason for the asset(s) removal (i.e., Lateral Transfer, DLADS), and reference the applicable document identifier, along with turn-in date for centralized accountability. **(T-1)**

4.3.3.2. When a change to member's eligibility is documented (i.e. unaccompanied member marries or divorces), keep issued furnishings in the original account (O&M or MFH) and physically in place for the remainder of the member's assignment if current assets are interchangeable and meet the member's need. When items are turned-in, return to the original account.

4.4. Inventory Assessment and Certification. FMS must conduct an annual physical inventory and condition assessments of furnishings and appliances. **(T-1)** FMS will investigate and reconcile inventory discrepancies, initiates an ROS for loss, damage or destruction of property IAW AFMAN 23-220, updates eMH and issues each agency a new master AF Form 228. **(T-1)**

4.4.1. FMS uses eMH to initiate an inventory review and conditions assessment, and updates the records to reconcile the inventory.

4.4.2. Inventories and assessments may be phased over a period of time; for example, an inventory by one type of stock item or one location is sufficient, as long as all items are inventoried each fiscal year.

4.4.3. FMS conducts physical inventory of 100 percent of the furnishings assets in the warehouse, in repair, and in staging during annual assessment. Perform a semiannual inventory of high-value or pilferable items, such as televisions, DVD Players and microwave ovens, which are easy to pilfer. Investigate and reconcile discrepancies.

4.4.4. FMS conducts physical inventory of 100 percent of the furnishings assets for GOQ, FH, and community housing in foreign OCONUS during change of occupancy (COM). FMS also conducts an annual review of at least 30 percent of member account files. This review consists of comparing the AF Form 228 in the member's account file of the assets issued against the eMH records for the member's account. FMS reconciles discrepancies found during the review with the member signing a new AF Form 228 and updates new information in eMH.

4.4.5. FMS ensures Unit Commanders/First Sergeants, ADLs, Lodging Manager, or agency representatives/Facility Managers (signature on agency's AF Form 228) to conduct an inventory and assessment of furnishings and equipment in all UH facilities, lodging facilities including ALS Dormitories, ICBM LCF/alert facilities, and Fire Departments. FMS issues a new AF Form 228 to reflect updates and the each responsible representative/facility manager signs new form acknowledging current inventory.

4.4.6. The BCE reviews the annual inventories and provides a written certification of the inventory and supporting documentation.

JOHN B. COOPER, Lt General, USAF
DCS/Logistics, Engineering, and Force Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C. §2775, *Liability of Members Assigned To Military Housing*

DoD 4165.63-M, *DoD Housing Management*, 28 October 2010

DoD 4140.01-M, Vol 1, *DoD Supply Chain Material Management Procedures: Operational Requirements*, 10 February 2014

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DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, 19 May 2011

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFI 23-111, *Management of Government Property of the Air Force*, 29 October 2013

AFI 32-1001, *Operations Management*, 1 September 2005

AFI 32-6001, *Family Housing Management*, IC-4, 2 August 2012

AFI 32-6003, *General Officers Quarters*, IC-3, 27 September 2010

AFI 32-6005, *Unaccompanied Housing Management*, IC-2, 7 May 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 34-135, *Air Force Lodging Program*, 24 Sep 2014

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFMAN 33-363, *Management of Records*, 1 Mar 2008, AFGM2013-01, 29 August 2013

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, 12 April 1994

AFPD 32-60, *Housing*, 16 September 2005

Defense Acquisition Regulation System (DARS) Federal Acquisition Regulation

Allowance Standard 115, *Furnishings for Alert Facilities, Pilot Lounges, Strategic Missile Lounges, and Visitation Centers*, Parts C and D

Allowance Standard 490, *Civil Engineering Fire Protection support and Aircraft Rescue Equipment*, Part C

Prescribed Forms

AF Form 228, *Furnishings Custody Receipt and Condition Report*

AF Form 4302, *Appliance Warranty*

Adopted Forms

AF Form 9, *Request for Purchase*

AF Form 227, *Quarters Condition Inspection Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2005, *Issue/Turn-In Request*

AF Form 3826, *Quarterly Cost Report for General Officer Quarters*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1348-6, *Single Line Item Requisition System Document*

Abbreviations and Acronyms

ADL—Airmen Dorm Leader

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ALS—Airman Leadership School

APF—Appropriated Funds

BAH—Basic Allowance for Housing

BCE—Base Civil Engineer

COM—Change of Occupancy Maintenance

CONUS—Continental United States

D4A—Dorms for Airmen

DLADS—Defense Logistics Agency (DLA) Disposition Services

eMH—Enterprise Military Housing

FH—Family Housing

FMS—Furnishings Management Section

FY—Fiscal Year

GOQ—General Officer Quarters

GPC—Government Purchase Card

GSA—General Services Administration

ICBM—Intercontinental Ballistic Missile

ICR—Inventory Change Request for eMH
JTR—Joint Travel Regulations (Uniformed Service Members and DoD Civilian Employees)
LCF—Launch Control Facility
LQA—Living Quarters Allowance
M&R—Maintenance and Repair
MAJCOM—Major Command
MFH—Military Family Housing
MILCON—Military Construction
MPF—Military Personnel Flight
NAF—Non-appropriated Funds
NSN—National Stock Number
O&M—Operations and Maintenance
OCONUS—Outside the continental United States
OHA—Overseas Housing Allowance
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
QAE—Quality Assurance Evaluator
RDS—Records Disposition Schedule
ROS—Report Of Survey
RPIE—Real Property Installed Equipment
SCP—Special Command Position
TMO—Transportation Management Office
UH—Unaccompanied Housing
UNCOQ—Unaccompanied Noncommissioned Officer Quarters
UOQ—Unaccompanied Officer Quarters

Terms

Assessment—Determined condition of furnishings.

Back-up Stock—Furnishings stored in the FMS warehouse to replace items being repaired or items condemned.

Bedding—Materials laid above the mattress of a bed for hygiene, warmth, to protect the mattress, and for decorative effect. A set of bedding usually consists of a flat or fitted sheet; a flat top sheet; a blanket, comforter, or duvet; and a number of pillows with pillowcases, also referred to as pillow shams. A set of bedding products may come in a single bag or package (**Bed-in-a-Bag**) to outfit the bed.

Duration of Tour—The length of time a Service member will be on assignment to perform duty. Furnishings issued as “Duration of Tour” will remain with the Service member during the entire period of time they are assigned to the installation location.

Enterprise Military Housing (eMH)—The Department of Defense’s common process to manage unaccompanied and family housing. eMH is a CAC enabled, automated housing management application system and is designated as the authoritative data source for housing assets in DoD Real Property databases. It provides local and enterprise-wide decision making tools, and supports housing management policies and standards.

Excess Furnishings—Furnishings excess to installation requirements.

Full JTR—Total household shipping weight entitlement.

Furnishings—Hard goods (furniture), soft goods (i.e., linens, comforters, draperies), appliances, and equipment authorized in an allowance standard.

Initial Issue—First issue or a new requirement.

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.

Geographical Locations—See below.

CONUS (Continental United States)—The 48 contiguous states and District of Columbia.

OCONUS (Outside the Continental United States)—All areas outside CONUS (includes foreign and non-foreign locations).

Non-foreign OCONUS—Areas outside the 48 contiguous states and the District of Columbia, including Alaska, Hawaii, Guam, Commonwealth of Puerto Rico and U.S. territories and possessions.

Foreign OCONUS—All other foreign geographical locations.

US (United States)—The 50 United States, District of Columbia, and US possessions and territories (CONUS and non-foreign OCONUS).

US Possessions and Territories—Outlying areas of the US, including the Commonwealth of Puerto Rico, US Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Wake and Midway Islands, and Guam.

Government-leased Housing—Commercial housing units acquired through a lease between the Air Force and a lessor with the lease costs paid by the AF MFH program. This does not include housing acquired through the Military Housing Privatization Initiative (MHPI) authorities provided in the National Defense Authorization Act of FY1996.

Government-owned Housing—Housing units acquired by the Air Force through country-to-country agreements, transfer from other military services, or constructed with MFH MILCON funds.

High Value Items—Items have value of \$2,500 or more (i.e., large screen television, pool table,)

Inter-service Support Agreement (ISSA)—An agreement used to establish the material or services one government agency/Service has agreed to provide another government agency/Service, and any remuneration, if required, agreed upon between the government agencies. A DD Form 1149 and/or a Military Interdepartmental Purchase Request (MIPR) are the most common ways of placing an obligation against the ISSA.

Limited JTR—Partial (usually 25 percent) household goods shipping weight; also referred to as “restricted” JTR.

Loaner Kit—Set of temporary furnishings provided to members awaiting arrival of personally owned household goods (OCONUS only).

Member Account File—File containing documents on the issuance of furnishings to personnel authorized furnishings

MILCON—Military Construction funds, appropriated by Congress, for new construction or major renovation.

Non-Serialized Assets—Appliances, such as a small handheld kitchen appliance, or individual item of furniture not containing a unique identifying number or group of numbers, used in eMH.

Organizational Account—Furnishing management accounts that support authorized Operations and Maintenance (O&M) funded activities, such as the fire department and base lodgings

P-721—FH Operational (O&M) funds.

P-722—FH Maintenance and Repair (M&R) funds.

Pilferable Items—Items which are easy to pilfer such as televisions, DVD Players and microwave ovens.

Privatized Housing—Housing units acquired through the Military Housing Privatization Initiative (MHPI) authorities provided in 10 USC 2871 through 2885.

Project Owner (PO)—Owner of privatized housing provided through MHPI including financing, capital and reinvestment.

Real Property Installed Equipment (RPIE)—government-owned appliances installed in FH and accounted for on BCE real property records.

Replacement Issue—Replacement of existing or previously issued item.

Semi—private kitchen—Shared kitchennette within UH module

Serialized Assets—A unique, identifying number or group of numbers and letters assigned to an appliance or individual item of furniture, used in eMH.

Unaccompanied Housing (UH)—Unaccompanied Officer Quarters, Unaccompanied Non-Commissioned Officer Quarters and Dormitory housing.

Window Coverings—Non-furnishings item. It is an integral part to the residence that cover windows to provide privacy and control lighting. Window coverings are provided on all windows per US Air Force Family Housing Guide. Window coverings include shades, shutters, blinds (vertical and horizontal wood, aluminum and vinyl), and associated hardware.

Window Treatments—For UH, window treatments are a furnishings item and defined as draperies and accounted for under the O&M account. Window treatments are not authorized in FH except GOQs. For GOQs window treatments must be of a neutral color. Neutral colors include beige, taupe, or off-white in a light to medium range that provide a flexible background that can integrate with the decor of successive occupants.

Attachment 2

FURNISHINGS ALLOWANCES FOR UNACCOMPANIED HOUSING PROGRAM

Table A2.1. Furnishings Allowances For Unaccompanied Housing Program.

ITEM	DORMITORY	UNCOQ	UOQ
LIVING AREA (BEDROOM/LIVING ROOM)			
Bed – Twin, Twin XL, Full, Full XL, Bunk Bed, Captain	1 per resident	1 per resident	1 per resident
Headboard	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Bedframe	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Mattress	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Box spring	1 per resident; Size and type, as required	1 per resident; Size and type, as required	1 per resident; Size and type, as required
Night Stand	1 per resident	1 per resident	1 per resident
Desk	1 per resident	1 per resident	1 per resident
Desk or Computer Chair	1 per desk	1 per desk	1 per desk
Lamp, Table	1 per desk, and night stand in Bedroom, and 1 per end table in Living Room in D4A only	1 per desk and night stand and end table	1 per desk and night stand and end table
Chest of Drawers	1 per resident	1 per resident	1 per resident,
Media Chest	1 per resident	1 per resident	1, per resident
Wardrobe	1 per resident, if not built in	1 per resident, if not built in	1 per resident, if not built in
Mirror (Framed)	1 per resident	1 per resident	1 per resident

ITEM	DORMITORY	UNCOQ	UOQ
Recliner or Easy Chair	1 per Bedroom and 2 per Living Room in D4A only	1 per resident	1 per resident
Sofa or Love Seat	1 per Living Room in D4A only	1 per Living Room	1 per Living Room
Tables, End	2 per Living Room in D4A only	2 per Living Room	2 per Living Room
Table, Coffee	1 per Living Room in D4A only	1 per Living Room	1 per Living Room
Lamp, Floor	1 per resident in bedroom when no overhead lighting is provided	1 per resident in bedroom when no overhead lighting is provided	1 per resident in bedroom when no overhead lighting is provided
Oven, Microwave ²	1 per resident if no private or semi-private kitchen	1 per resident if no private or semi-private kitchen	1 per resident if no private or semi-private kitchen
Refrigerator ²	1 per resident if no private or semi-private kitchen	1 per resident if no private or semi-private kitchen	1 per resident if no private or semi-private kitchen
Note 1. Allowances are as space permits.			
Note 2. Individual-sized combination microwave/refrigerator units are allowed.			
KITCHEN (SEMI-PRIVATE AND PRIVATE) / DINING ROOM			
Table, Dining	1	1	1
Chair	2 per table (except D4A – 4 chairs)	2 per table	2 per table
Bar/Counter Stools	As required, when bar/counter is installed	As required, when bar/counter is installed	As required, when bar/counter is installed
Oven, Microwave	1 per kitchen	1 per kitchen	1 per kitchen
Refrigerator	1 per kitchen ³	1 per kitchen	1 per kitchen

ITEM	DORMITORY	UNCOQ	UOQ
Range ⁴	1 per kitchen	1 per kitchen	1 per kitchen
Note 3. For D4A/shared module, mini-fridge is also allowed in each room.			
Note 4. Range may be substituted with built-in Cooktop			
COMMON AREA (LOUNGE, MEDIA, CAFÉ)			
Sofa	As required	As required	As required
Loveseat	As required	As required	As required
Chair, Lounge	As required	As required	As required
Recliner	As required	As required	As required
Stool, Counter	As required, when counter is installed	As required, when counter is installed	As required, when bar/counter is installed
Table, End	As required	As required	As required
Table, Coffee	As required	As required	As required
Café Table	As required	As required	As required
Café Table Chairs	As required	As required	As required
Lamp, Floor	As required	As required	As required
Lamp, Table	As required	As required	As required
Television, Flat Screen	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	1 per lounge or day room
Television Stand	1 per Television	1 per Television	1 per Television
Surround Sound System	1 per Television	1 per Television	1 per Television
DVD/Blue Ray Player ⁵	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	1 per lounge or day room
Table, Billiards	2 per facility	2 per facility	1 per facility
Table, Foosball	1 per lounge or day room	1 per lounge or day room	Not Applicable

ITEM	DORMITORY	UNCOQ	UOQ
Table, Bumper Pool	1 per lounge or day room	1 per lounge or day room	Not Applicable
Table, Air Hockey	1 per lounge or day room	1 per lounge or day room	Not Applicable
Electronic Gaming System ⁶ (no games)	1 per lounge, day room, or 1 each D4A	1 per lounge or day room	Not Applicable
<p>Note 5. Audio and Video Equipment. Audio and video duplicating and playback equipment is not authorized for reproduction of copyrighted sound or video recordings without a copyright license for the reproduction IAW DoD Directive 5535.4, <i>Copyrighted Sound and Video Recordings</i>. Refer to DoD 5535.4 for restrictions, permissions and application to isolated areas.</p> <p>Note 6. Government-owned game equipment provided in UH is provided at no cost to residents. Do not authorize coin-operated equipment provided by the Army and Air Force Exchange Service (AAFES) or private contractor.</p> <p>Note 7. Armed Forces Network (AFN) decoder and satellite dishes are not authorized furnishings items.</p>			
CENTRAL KITCHEN			
Dining Table	As required	As required	As required
Chairs, Dining	As required	As required	As required
Refrigerator	NTE 2 per kitchen	NTE 2 per kitchen	NTE 2 per kitchen
Oven, Microwave	NTE 2 per kitchen	NTE 2 per kitchen	NTE 2 per kitchen
Range	1 per kitchen	1 per kitchen	1 per kitchen
Dishwasher	1 per kitchen	1 per kitchen	1 per kitchen
Stool, Bar/Counter	As required where bar counter is installed	As required where bar counter is installed	As required where bar counter is installed

LAUNDRY AREA			
Cart, Laundry	1 per laundry room	1 per laundry room	1 per laundry room
Washer, Clothes (Stackable only if can be separated for repair/replacement)	As required, but no less than 1 per 12 residents, where space permits	As required, but no less than 1 per 12 residents, where space permits	As required, but no less than 1 per 12 residents, where space permits
Dryer, Clothes (Stackable requires ability to separate for repair or replacement)	As required, but no less than 1 per 8 residents, where space permits	As required, but no less than 1 per 8 residents, where space permits	As required, but no less than 1 per 8 residents, where space permits
OUTDOOR AREA			
Grille, Barbecue	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Picnic	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Folding	As required for porches and patios	As required for porches and patios	As required for porches and patios
Table, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Chair, Lounge	As required for porches and patios	As required for porches and patios	As required for porches and patios
Rack, Bicycle	As required	As required	As required
Locker, Bicycle	As required	As required	As required

DORMITORY MANAGEMENT OFFICE			
Desk, with Hutch and Credenza	As required	As required	As required
Desk and Side Chairs	As required	As required	As required
Filing Cabinets	As required	As required	As required
Easy Chair and Side Table	As required	As required	As required
MISCELLANEOUS ITEMS			
Cleaner, Vacuum, Upright	1 each for every 25 residents, or as required for general facility cleaning, if not contracted	1 each for every 25 residents, or as required for general facility cleaning, if not contracted	1 each for every 25 residents, or as required for general facility cleaning, if not contracted
Carpet Shampooer	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Cleaner, Vacuum, Wet/Dry	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted	As required for general facility cleaning, if not contracted
Polisher, Floor	As required if facility floor cleaning is not contracted	As required if facility floor cleaning is not contracted	As required if facility floor cleaning is not contracted
Ice Machine in Vending Area	As required	As required	As required

Table A2.2. Soft Goods Allowances For Unaccompanied Housing Program.

ITEM	UH	UNCOQ	UOQ
SOFT GOODS			
Sheet Set (includes flat, fitted sheets and 2 pillowcases) – Twin, Twin XL, Full, Full XL	1 set per resident, if not provided in Bed-in-a- Bag	1 set per resident, if not provided in Bed-in-a- Bag	1 set per resident, if not provided in Bed-in-a- Bag
Blankets – Twin, Full	1 per resident, size as required, if not provided in Bed-in-a-Bag	1 per resident, size as required, if not provided in Bed-in-a-Bag	1 per resident, size as required, if not provided in Bed-in-a-Bag
Comforters	1 per resident, if not provided in Bed-in-a- Bag	1 per resident, if not provided in Bed-in-a- Bag	1 per resident, if not provided in Bed-in-a- Bag
Bed-in-a Bag	1 per resident	1 per resident	1 per resident
Pillows – Standard	1 per resident	2 per resident	2 per resident
Pillow Cases – Standard Size	1 set per resident, if not provided in Bed-in-a- Bag	1 set per resident, if not provided in Bed-in-a- Bag	1 set per resident, if not provided in Bed-in-a- Bag
Mattress Covers – Twin, Twin XL, Full, Full XL	1 per resident, size as required	1 per resident, size as required	1 per resident, size as required
Mattress and Box Spring Encasement Covers – Twin, Twin XL, Full, Full XL	1 per resident, size as required	1 per resident, size as required	1 per resident, size as required

Table A2.3. Window Treatments Allowances For Unaccompanied Housing Program.

ITEM	UH	UNCOQ	UOQ
WINDOW TREATMENTS¹			
Draperies	As required	As required	As required
<p>Note. Window treatments are furnishings items and defined as draperies. Draperies are not replaced at intervals of less than 7 years; however, they may be replaced when no longer serviceable. The MAJCOM Commander approves exceptions to the 7-year minimum lifecycle drapery replacement policy. Blinds, shades, and shutters are not considered furnishings items but rather an integral part of the facility and are accounted for under the M&R account.</p>			

Attachment 3

**FURNISHINGS ALLOWANCES FOR OCONUS GOVERNMENT PROVIDED AND
COMMUNITY HOUSING (BOTH FAMILY AND UNACCOMPANIED)**

Table A3.1. Furnishings Allowances For OCONUS Family Housing Program.

Furnishings Item	Areas with JTR Weight Restrictions (Duration of Tour)	Loaner Kits for Areas without JTR Weight Restrictions	Areas without JTR Weight Restrictions (Duration of Tour)
BEDROOM			
Mattress, Twin	1 per dependent child	1 per dependent child	Not Authorized
Box Spring, Twin	1 per dependent child	1 per dependent child	Not Authorized
Mattress, Full or Queen	1, per sponsor	1 per sponsor	Not Authorized
Box Spring, Full or Queen	1 per sponsor	1 per sponsor	Not Authorized
Bed Frame	As required	As required	Not Authorized
Headboard, Twin, Full, Queen	1 per bed	1 per bed	Not Authorized
Mattress/ Box Spring Encasement	1 Per Mattress	1 Per Mattress	Not Authorized
Dresser	1	1	Not Authorized
Chest of Drawers	1 per bedroom	1 per bedroom	Not Authorized
Night Stand	1 per single bed 2 per full/queen bed	1 per single bed 2 per full/queen bed	Not Authorized
Chair, Easy	1	1	Not Authorized
Lamp, Floor	1	1	Not Authorized
Lamp, Table	1 per night stand	1 per night stand	Not Authorized
Wardrobe	2 per individual, if not built in	2 per individual, if not built in	2 per individual, if not built in
Mirror, Dresser	1 per dresser	1 per dresser	Not Authorized

Furnishings Item	Areas with JTR Weight Restrictions (Duration of Tour)	Loaner Kits for Areas without JTR Weight Restrictions	Areas without JTR Weight Restrictions (Duration of Tour)
LIVING ROOM			
Sofa	1	1	Not Authorized
Loveseat	1	1	Not Authorized
Chair, Easy or Recliner	2	2	Not Authorized
Table, Occasional	4	2	Not Authorized
Table, Coffee	1	1	Not Authorized
Lamp, Floor	1	1	Not Authorized
Lamp, Table	1 per occasional table	2	Not Authorized
Portable Transformer (where needed)	4, if not provided in unit	4, if not provided in unit	4, if not provided in unit

DINING ROOM			
Table, Dining	1	1	Not Authorized
Chair, Dining, Arm	2	Not authorized	Not authorized
Chair, Dining, Side	4 with additional as required, NTE 1 per occ. Or family member	1 per family member	Not Authorized
KITCHEN¹			
Range, Electric or Gas	1, if not provided with unit	1, if not provided with unit	1, if not provided with unit
Refrigerator	1, if not provided with unit	1, if not provided with unit	1, if not provided with unit
Cabinet, Kitchen	2, if not built in	2, if not built in	2, if not built in
<p>Note 1. Dishwasher may be provided for government provided quarters only. All built-in appliances are considered part of the facility and paid for with FH O&M funds.</p>			
FAMILY ROOM²			
Sofa	1	Not Authorized	Not Authorized
Loveseat	1	Not Authorized	Not Authorized
Chair, Easy	2	Not Authorized	Not Authorized
Table, Coffee	1	Not Authorized	Not Authorized
Table, Occasional	2	Not Authorized	Not Authorized
<p>Note 2. Family room allowances are only authorized for units with a specifically identified separated family room. Not applicable to open floor arrangements or room combinations.</p> <p>Note 3. Armed Forces Network (AFN) decoder and satellite dishes are not authorized furnishings items.</p>			

UTILITY/LAUNDRY ROOM			
Washer, Clothes	1	1	1
Dryer, Clothes	1	1	1

Attachment 4

FURNISHINGS ALLOWANCES FOR CONUS FAMILY HOUSING

Table A4.1. Furnishings Allowances For CONUS Family Housing Program.

FURNISHINGS ITEM	AUTHORIZED
KITCHEN	
Range,	1
Refrigerator/ self-defrosting with ice maker	1
Microwave Oven, if built-in	1
Dishwasher, built-in	1
Oven, wall mounted (single or double) electric or gas	1 in lieu of range
Cooktop, electric or gas	1 in lieu of range
Note: All built-in appliances are considered part of the facility and paid for with FH O&M funds.	

Attachment 5
INSTRUCTIONS

The following instructions are located in the AF/CE Portal, Housing Program Group website (Document Library) at:

<https://cs1.eis.af.mil/sites/ceportal/ProgramGroups/Housing/Pages/PolicyandStandards.aspx>

TEMPLATE, OVERSEAS FURNISHINGS AND QUARTERS AVAILABILITY REPORT

TEMPLATE, EXCESS FURNISHINGS WORKBOOK

ENTERPRISE MILITARY HOUSING (eMH) BUSINESS RULES

Air Force Housing Support Facilities Guide, *Furnishings Management Warehouse*, April 1994