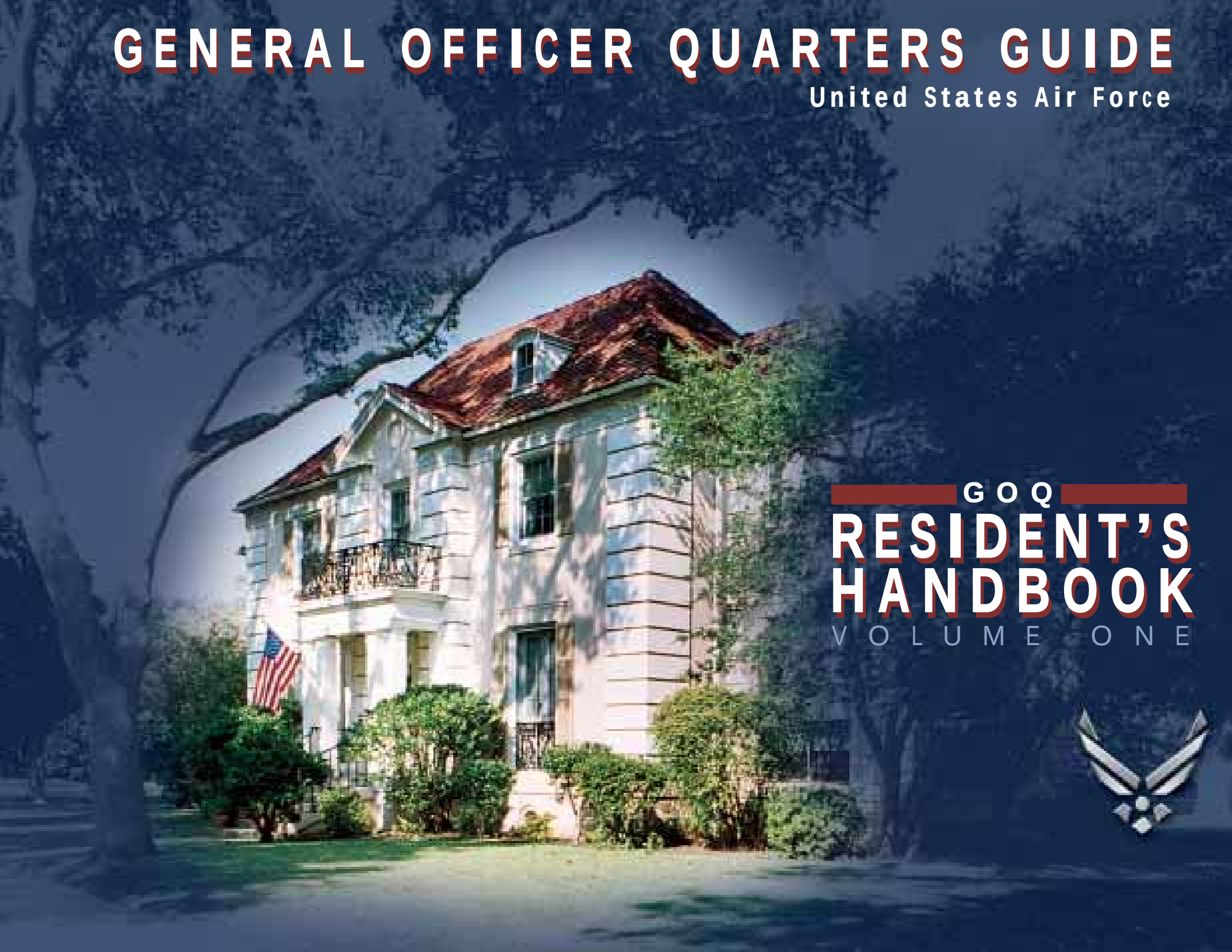
GENERAL OFFICER QUARTERS GUIDE

United States Air Force



GOQ

RESIDENT'S HANDBOOK

VOLUME ONE

Investments in Quality of Life create the living environment our people need and deserve to successfully accomplish the mission. The Air Force is committed to maintaining General Officer Quarters (GOQs) in a state of excellence commensurate with their purpose and historical significance. Quality GOQs for our senior Air Force leadership are critical, not only to enable our senior Air Force leaders to perform essential mission functions, but also to provide adequate settings for the official entertainment functions that they are expected to host.

We must maintain the delicate equilibrium between costs, quality, and timeliness in our GOQ facility investments. Equally important is ensuring GOQ projects are economically viable, prudent, and avoid even the appearance of "gold-plating." While fiscal constraints determine the pace we revitalize and update our GOQs, it's our job to ensure we provide the right quality of GOQs that consider efficient life-cycle cost of operations and maintenance.

This guide is a 'road map' in helping us provide the best GOQs, consistently and equitably Air Force wide. It describes and depicts quality standards for GOQs and the supportive customer services that help make these quarters outstanding places to live. These standards are an essential part of the journey toward the future in developing quality GOQs. Facilities excellence and tight budgets are not mutually exclusive. In order to balance quality of life with cost we must first focus on a long range plan developed for each GOQ, and then strive to execute the requirements through the most cost effective and comprehensive whole-house approach. An integral routine maintenance and repair plan of our facilities will assist in extending their life cycles and can reduce new/investment military construction requirements. Commanders, civil engineers, housing flight chiefs, design architects, and engineers in conjunction with the residents should use these basic principles and guidelines to plan, program, and design all future GOQ projects. We challenge you to apply the highest professional standards contained within this guide and necessary teamwork to achieve successful, quality, and cost efficient investments in Air Force GOQs to directly support the senior leaders of the world's most respected air and space force.

John P. Jumper
General, USAF
Chief of Staff

James G. Roche
Secretary of the Air Force

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United States Air Force

August 2002

GOQ

RESIDENT'S HANDBOOK

VOLUME ONE

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Introduction

1.0

This handbook is provided to assist general officers, their spouses, and their executive staffs with the rules, standards, and expectations concerning General Officer Quarters (GOQs). The Air Force recognizes that housing excellence has an important impact on the quality of life of its people. Safe, adequate housing is a basic element in the retention, readiness, morale, and well-being of our force.

The Air Force is committed to maintaining GOQs in a state of excellence commensurate with their purpose and historical significance. Quality GOQs for our senior Air Force leadership are critical not only to enable our senior Air Force leaders to perform essential mission functions, but also to provide adequate settings for the official entertainment functions that they are expected to host in their home.

This USAF GOQ Resident's Handbook is Volume I of a comprehensive effort to improve our management of this small, but extremely visible component of the Air Force family housing inventory. This effort is focused on three primary "deliverables:"

- A GOQ Master Plan that captures facility data such as the age and condition of all Air Force GOQs. This Master Plan will identify improvements and major/minor maintenance and repair requirements and will provide recommendations and cost estimates for each GOQ based on a whole-house perspective.
- A GOQ Training Course for GOQ Management Team members that will enhance their customer service skills to better support your needs, as well as improve their skills in accounting and classifying types of maintenance and repair work.
- A General Officers Quarters Guide to convey consistent GOQ standards across the Air Force and provide helpful guidance to residents. This GOQ guide is provided for you in three major documents which are contained in a "boxed set" format for your convenience.

The three major components of the "boxed set" are:

- GOQ Residents Handbook - Volume I
- GOQ Standards for Programming, Design, and Construction - Volume II
- GOQ Individual Facility Profile - Volume III (Base supplemental information is also provided in the folder with this Volume).

This handbook, Volume I of the boxed set, is general in nature. While our goal is to establish consistency in quality GOQ standards and service across the Air Force, we allow for supplementary guidance from MAJCOM and individual installations. This handbook describes:

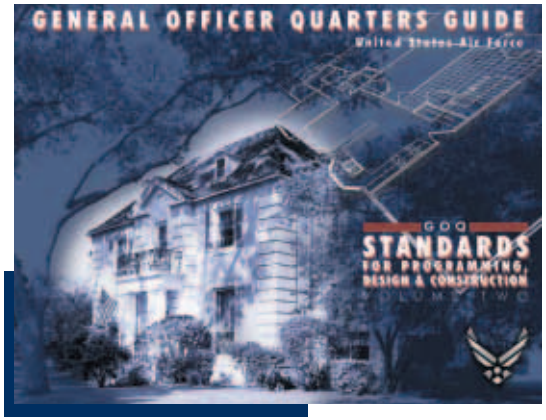
- Program maintenance/management guidelines and limitations
- Facility standards, arranged by functional area of the home. These standards reflect quality, durability, and functionality.
- Furnishings authorizations and rules
- Process standards defining respective Air Force and resident responsibilities
- Guidance on managing your GOQ (e.g., cost reporting)
- A pictorial journey the Air Force has embarked upon to raise the standards in your GOQ.

Successful GOQ program management requires continuous teamwork by the installation commander, base civil engineer, housing and resource management staffs, and residents. Installation-level teamwork can provide a level of excellence in attention to detail, quality workmanship, prudent allocation of resources, and a pervasive commitment to high-quality, professional GOQ facilities and service.

At the corporate Air Force and MAJCOM level, we must ensure fiscal prudence by basing our housing expenditures on a life cycle that provides the best return on investment. We aim to extend housing life cycles by adopting the best designs, planning functionally and fiscally sound projects, using quality materials and workmanship, and providing adequate maintenance and repair of our houses. Your participation and support will help ensure that the Air Force continues to achieve its goal of sustaining and protecting its GOQ resources in a way that also meets your needs as a resident.

This handbook provides information on the care, maintenance, and modification of your quarters and serves as a supplement to the following publications:

- Air Force Instruction (AFI) 32-6003, *General Officer Quarters*
- AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*
- Volume II of the boxed set, Air Force General Officer Quarters (GOQ) Standards for Programming, Design, and Construction. This in-depth volume contains detailed design and construction GOQ standards for the programming, design, and construction of major projects involving improvements, addition, or new construction.



Becoming familiar with this GOQ Resident's Handbook will increase your understanding of how Air Force-wide policy is applied consistently in the operation and maintenance of your home. When you have questions about the operation or maintenance of your home, do not hesitate to contact your base civil engineer, your GOQ Management Team, or housing staff, either personally or through your spouse or executive staff.

A close working relationship between your staff and the housing staff will promote our shared goal of keeping you and your family happy in your home.

1.1 GOQ Program Oversight

GOQs receive a significant amount of oversight and "micro-management" from various stakeholders. This occurs because designation as a GOQ allows for amenities not afforded other units. Once a general officer resides in a house, it is designated as a GOQ and becomes subject to specific Congressional and Department of Defense (DoD) approvals, reporting requirements, and restrictions well above and beyond those required for other family housing.

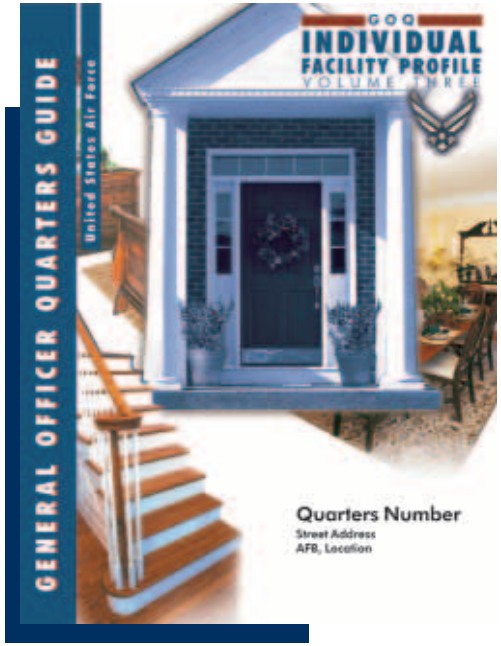
Governing the specific operation and maintenance of GOQs are statutes, Office of the Secretary of Defense (OSD) regulatory controls, and Air Force policy.

The Air Force has committed significant resources toward developing detailed, long-range investment plans with interim maintenance and repair (M&R) plans for every GOQ. These GOQ Individual Facility Profiles (Volume III of your boxed set) are incorporated into the Air Force GOQ Master Plan. The Air Force GOQ Master Plan, which is updated every three years, is approved by the Chief of Staff of the Air Force (CSAF) and by the Secretary of the Air Force (SECAF).

The Air Force GOQ Master Plan guides investments in GOQ housing. Prudent investments ensure that houses are functional, well-maintained, and usable in the years to come. The Air Force GOQ Master Plan should be followed unless changed circumstances warrant plan revisions before the normal update. Adherence to the GOQ Master Plan by residents and the government will ensure that a quality living environment is sustained in the long term.

M&R work performed on your GOQ is subject to cost limitations. The Congressional statute places a “cap” of $35,000 per house per year, and limits how much maintenance and repair may be performed on a single GOQ. This limit **does not** represent a **target** for resident spending. The Air Force does not actually budget or receive $35,000 for every GOQ in its annual budget, and the dollars spent on GOQ M&R come from the same appropriation used to maintain the other 106,000 units of enlisted and officer housing in our inventory.

The $35,000 limit includes all expenditures related to maintenance work, repair, minor alteration, and service calls made to your home. The cumulative costs of these rendered services must not exceed $35,000 per year. When a large GOQ repair project is planned that would cause the $35,000 threshold to be exceeded, requests for approval of the work must be submitted in advance of the work being performed with full justification in the annual Air Force budget (see "Budgetary Guidelines" on page 21 of the handbook).



What You May Expect & Will Receive: Air Force Responsibilities 1.2

Along with the extensive responsibilities you assume as a tenant, you also have the right to expect the government, in its capacity as your landlord, to respond to your needs as a tenant. Should you feel at anytime that your expectations are not being met, or what is expected of you as a tenant is not reasonable, please let the base civil engineer or your installation commander know. You may expect us to provide you with:

- Professional housing management and Civil Engineer support
- Sensitivity to your duties, responsibilities, and demands on your time
- A clean, structurally sound, fully functioning home
- Complete operating instructions for all features of your home
- Supplementary furnishings as required and authorized
- A General Officer Quarters Guide “boxed set” containing a copy of this handbook, Air Force GOQ Standards, and your GOQ's Individual Facility Investment Profile
- Quarterly reviews of all government expenditures charged against your home.

For the rendering of service to your GOQ home, you can expect us to provide you with:

- A single point of contact
- Reasonable response time
- A scheduled appointment
- An estimated completion date
- Sufficient advance notice of a scheduled appointment for access to your home
- Skilled craftsmen with identification
- Quality work done right the first time
- A clean work site after work is completed
- Follow-up from the point of contact after work completion

How Residents Can Help 1.3

- Clearly define the work you need to have performed on your home
- Provide access for workers at the appointed time
- Sign work orders to acknowledge completion of each service call
- Approve the work by signing the appropriate documents
- Provide a point of contact to the Civil Engineering Housing Flight.
- Sign quarterly and annual cost reports (AF Form 3826) and return them to the designated office
- Promptly report any deficiency you identify
- Give advance notice, as early as possible, of special event requirements and reassignment
- Participate in developing the annual plan for your GOQ (page 64) and provide input for the Air Force GOQ Individual Facility Profile (page 15)
- Prior to your move-out, allow us access to identify work required during change of occupancy

1.4 Care and Use of Facilities

We encourage you to provide suggestions for change of occupancy work, both as you prepare to move in and as you leave your home. We value your input concerning items needing replacement and repair.

You are offered some flexibility for personalizing your home during change of occupancy, consistent with good stewardship of the "public trust" and with your written approval of costs. At the same time, the Air Force "landlord" must maintain your home for continued use by succeeding residents.

To this end, the Air Force exercises its responsibility to develop a GOQ Individual Facility Profile for your GOQ. This comprehensive, long-range profile for operating and maintaining your individual GOQ home, once approved as part of the Air Force GOQ Master Plan, will be included in the Air Force GOQ Guide boxed set issued to you upon your arrival for your information and guidance.

Because of the length of the Congressional budget approval process, large, whole-house improvement projects and major maintenance and repair projects must be planned two to three years in advance. Unprojected significant changes to the Air Force GOQ Master Plan will potentially require Congressional involvement and approval. Success lies with well-thought-out planning that anticipates a reasonable amount of contingency for unexpected maintenance requirements.

At times, life, health and safety issues require expenditures exceeding the approved annual budget. In these cases, Congressional approval must be obtained through a lengthy out-of-cycle budget process.

1.5 Cost and Delivery of Services

Typically, most of the work you will request will be minor and will require a service call. When you make a service call, it's important to be as specific as possible in describing the work you need done and the time frame in which you need it completed. Depending on the nature of the problem, work usually can be accomplished by the housing maintenance function (typically a contractor) but, as circumstances warrant, in-house civil engineers or additional contractors can be called upon.

It is Air Force policy to ensure that GOQs are maintained in an excellent state of repair and in accordance with the "prudent landlord" concept, in which the government adopts the same prudent decision-making perspective as a landlord in a private community. It is also the Air Force's philosophy that the best value be achieved for dollars spent. Therefore, standards for work performed on GOQs aim to balance personal life styles, service response times, and quality assurance with cost-efficiency.

Since you will be asked to validate all work performed in your home in a quarterly cost report, it is important to be aware of the general costs of services and work that is performed on your home. If you are requesting special work or a project that is not considered routine maintenance or repair, it is recommended you ask the Civil Engineer for cost estimates prior to approving work in your quarters. If the cost does not seem reasonable to you, go over the costs with your base civil engineer to determine if there are any alternatives.

All of the concepts outlined in this introduction are addressed in more detail in the subsequent chapters of this handbook.

Relocation Guidelines

2.0

This chapter relates to a particularly important step in the maintenance and repair program...change of occupancy. We emphasize the Air Force's responsibilities as your landlord of providing a comfortable home in minimal time, thus making your relocation into a new home as smooth as possible. We've also addressed specific steps GOQ residents can take to help us provide the best housing support. The importance of your feedback throughout all phases of the relocation process helps the GOQ Management Team focus on meeting the residents' needs.

The following chapters focus on facility and process standards during the course of your residency in a GOQ. These include exterior and interior standards, maintaining the home, furnishings support and cost reporting.

Change of Occupancy Maintenance

2.1

We must accomplish these change of occupancy maintenance tasks in the short span of time between departure of the previous resident and your arrival. Some of the more extensive work may extend into your arrival at your new home.

"Change of occupancy" refers to the period after the former occupant has moved out and before the new occupant moves in. This down time for the house represents an important window of time during which the base civil engineer performs maintenance and repair while the quarters are empty. The Air Force will perform certain tasks as a normal part of change of occupancy maintenance. These tasks may vary slightly from base to base, but generally are as follows:

- Restore interior walls - depending on condition, patch and repaint walls as required (normally every three years). Neutral colors are used
- Clean carpets
- Clean drapery
- Service HVAC, water, and sanitation systems
- Inspect and clean air ducts if so equipped and if needed
- Clean light fixtures
- Restore exterior surfaces and paint if due and/or required
- Inspect structure and infrastructure - roof, attic, crawlspace, and pavements
- Service and repair doors and windows as needed
- Apply/renew barrier pesticide systems as needed
- Clean chimney if required
- Rejuvenate caulking and weather seals (interior and exterior)
- Basic grounds maintenance
- Verify date the house is expected to be ready for your move-in
- Advise you well in advance of arrival if extensive work is needed prior to your move-in, and giving you an expected date-of-completion for the work

If time permits during change of occupancy (preferably when the unit is vacant), and condition of the items warrant, we may perform the following major maintenance tasks:

- Replace carpets and vinyl floor covering, if older than seven years
- Replace curtains and window coverings, if older than seven years
- Replace kitchen equipment, if equipment has exceeded its useful life
- Replace doors, windows, and cabinetry (bathrooms/kitchen) if conditions warrant and they have exceeded their useful life

2.2 Before Arrival

You may wish to arrange a pre-PCS visit to the house to discuss the specifics of the change of occupancy work that will take place during the vacancy period. The date the house will be ready for move-in depends on the vacate date of the current resident and the amount of subsequent work required to make the house ready. The GOQ Management Team should advise you in advance of arrival when extensive work is needed prior to move-in and when this work may cause a change in the move-in date.

The Team should give you an expected date of completion for the work.

When you are first notified of your new assignment, you should refer to the steps contained in the GOQ Resident's Handbook. If you are residing in a GOQ, you will be provided a copy in your quarter's boxed set. Additionally, copies will be provided to new generals at the Air Force Senior Leadership Orientation Course. You may also obtain a copy of this handbook from the Housing Flight. In addition, the Housing Flight at your gaining installation should forward you a copy of the GOQ Individual Facility Profile for your future home.

Your GOQ Individual Facility Profile will come to you as a detailed packet that goes over every system and room in the house in detail, and the Profile will impart to you a thorough knowledge of how your new home will look and function. It will contain floor plans, including dimensions, and numerous exterior and interior photographs. The Profile represents that component of the Air Force GOQ Master Plan that applies to your particular GOQ. As such, it will contain floor plans reflecting future improvements planned to be made to your new home in accordance with the corporate investment plan outline in the Air Force GOQ Master Plan and Family Housing Master Plan (the Family Housing Master Plan applies to all family housing, including GOQs).

You can obtain additional information on GOQ policy from AFI 32-6003, *General Officer Quarters*. Other communications you will receive from the installation before your relocation are listed in the adjacent chart, along with your responsibilities before arrival.

Air Force Responsibilities Before Arrival

- Provide you with the name, telephone number, and e-mail address of your GOQ single point of contact.
- Send to you (by e-mail, if you prefer) exterior and interior photographs of your new residence which is part of the Individual GOQ Facility Profile.
- Provide you with information specific to your installation/quarters.
- Forward to you floor plans of your new residence, with room sizes.
- Conduct a walk-through of the house (if the current occupant agrees) before your permanent change of station (PCS).
- Provide you with important local information, including points of contact.
- Provide an inventory of furniture and appliances in your future home, including their age and condition.
- Provide you with information on temporary housing if you require it.

Resident Responsibilities Before Arrival

- Promptly inform the housing management office at the installation to which you are moving of the date when your PCS takes effect.
- Notify the housing management office at the installation to which you are moving of your desired move-in date.
- Notify the housing management office of the number of your dependents.
- Inform the housing management office at the installation to which you are moving of any special requirements (e.g., non-temporary storage, dependents with special needs, temporary housing, number of vehicles, number and type of pets).
- Provide the Housing Flight at the installation to which you are moving with your point of contact for housing issues.

At Arrival 2.3

At the time of your actual check-in, you will be given the keys to your home and a comprehensive walk-through of your home. The walk-through will be conducted with the GOQ Management Team or Housing Flight Chief. During the walk-through, all the features of the house will be discussed with you, including regular maintenance, pest control, local schedules for trash pickups, recycling program availability, and environmental issues. Any newly discovered items needing attention in the house will be noted and a work schedule established for them.

Additionally, we will discuss with you all work planned to take place on your home, and apprise you of the balance of funds available for M&R work on the home through the end of the current fiscal year. We will also address the age and condition of carpeting and drapery, and discuss with you any furnishings requirements you may have. We will ask you to sign for the condition of the house, for the inventory of government furnishings provided in your home, and for initiation of stop-action on Basic Allowance for Housing (BAH).

Air Force Responsibilities At Arrival

- Answer any questions you have about your home.
- Verify the current status of work on your house.
- Verify the availability date of your future home.
- Provide you with keys to your home and your current home's Air Force GOQ Guide boxed set.
- Loan you furniture if you are stationed overseas.
- Notify Services if you will need TLF or DVQ temporary quarters.
- Conduct a walk-through of your home with you to discuss all features.
- Provide you with non-temporary storage for household goods, if required.
- Note any newly discovered items and provide a date they will be fixed.
- Discuss the house's budget and furnishings needs. This discussion will address work planned on your home, and the estimated balance of funds available for your home for the current fiscal year.
- Provide you with all required paperwork, ready for your signature.

Resident Responsibilities At Arrival

- Notify your point of contact of any change in your accompanied status.
- Sign the Housing Application.
- Sign AF Form 227, *Quarters Condition Inspection Report*.
- Sign AF Form 228, *Furnishings Custody Receipt and Condition Report*.
- Sign AF Form 594 (Application and Authorization to Start, Stop, or Change BAH or Dependency Redetermination).
- Provide a copy of your PCS orders to the Housing Flight at your new installation.
- Provide the Housing Flight with your evaluation of the quality of service and management practices you experienced at your new installation during your transition.
- Provide the Housing Flight with a list of your household goods that require non-temporary storage.

2.4 At Departure

You will be provided installation cleaning standards that outline expectations for a clean home prior to your departure. These cleaning standards are not on the level of a "white-glove" inspection, but rather guide the basic clean-up of your home and such personal use items as the stove and refrigerator. We'll also provide you with a list of approved contract cleaners, should you desire to contract for the cleaning.

Finally, as you depart the installation, please give us your evaluation of the service you received while living in your home. Your feedback is important to us, and helps us continuously improve our programs and service standards for future residents.

If you plan to live in family housing again at your next location, one of the important tasks is completing and signing the advanced housing application form. The Housing Flight Chief can provide and assist you and/or your Executive Staff with the form. Since the information on this form will help your next installation prepare for your arrival, advance completion is important.

It is also important that we identify early the scope of the change of occupancy work that needs to be performed on the house you are leaving once you depart. We will conduct a preliminary walk-through of your old house, and welcome your input on work you feel needs to be performed. We will provide you with copies of the accountability paperwork that you have previously signed regarding the quarters and furnishings you are leaving and, upon final inspection, we will obtain your last signature on this paperwork, thus relieving you of responsibility.

Air Force Responsibilities At Departure

- Forwarding to you the advance housing application to be filed at your next installation.
- Conduct preliminary walk-through of your house.
- Provide you with the necessary accountability documents relevant to the home you are leaving (i.e., AF Form 227 and AF Form 228).
- Provide copy of cleaning standards you must follow before leaving your quarters. These describe the type of cleaning for which you are responsible before you leave.
- Provide you with a list of approved contract cleaners, should you desire to arrange for these services.
- Advise you of any personal payment required of you for damages other than fair wear and tear.
- Obtain keys and other issued items from you.
- Provide you with a Temporary Lodging Allowance (TLA) briefing, if overseas.
- Conduct a final inspection.
- Provide you with BAH reinstatement paperwork (AF Form 594).

Resident Responsibilities At Departure

- Give the housing management office timely notice of your upcoming PCS.
- Identify any change-of-occupancy maintenance requirements, usually during the preliminary walk-through.
- Turn in the final accountability paper work for your old home (i.e., AF Form 227 and AF Form 228).
- Return your house keys and any other issued items.
- Ensure personal use items such as stoves and refrigerators are cleaned. (We will advise you where work or replacement may occur, so that you don't thoroughly clean items that will be repaired or replaced anyway.).
- Provide the housing management office with your evaluation of the quality of services and management practices you experienced during your transition.
- Be present at final inspection, or have a representative attend the inspection in your stead.

Air Force GOQ Master Plan

3.0

The Air Force GOQ Master Plan is developed to accomplish the following:

- Document existing conditions in each GOQ.
- Propose maintenance, repair, and minor alteration projects.
- Propose whole-house improvement and major M&R projects.

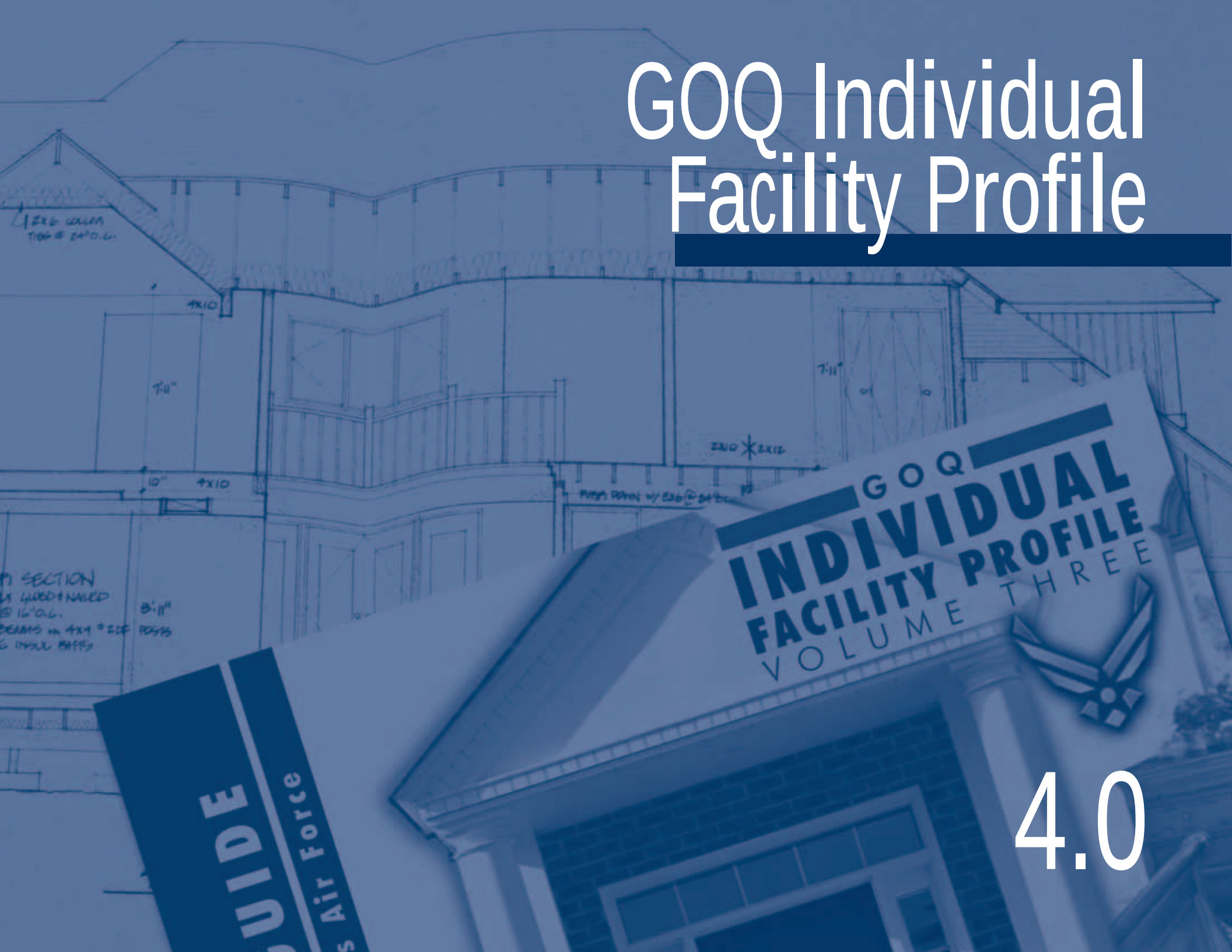
By providing data for a rational, comprehensive approach on the upkeep of the Air Force's extremely visible senior executive housing, the Master Plan forms the basis for annual Congressional budget submittals and approvals.

Changes to the plan are expected when life, safety, health, or emergency situations arise. The plan will be updated every three years during the Air Force Family Housing Master Plan updates. Minor changes to the plan, that are within the Air Force policy purview and do not change the intent of the plan, can be made for discretionary local standards (with MAJCOM coordination and approval). Other significant changes require the involvement of MAJCOM commanders and may need the approval of the CSAF and the SECAF.

The GOQ Master Plan identifies requirements and associated costs for whole-house improvements and M&R projects, and then summarizes them based on life, safety, health, and systems condition.

Since these projects must be submitted for approval in the annual budget process, whole-house improvements and major M&R projects require advance planning. All whole-house improvement projects and over threshold M&R projects are Congressionally-approved. Fund allocations for these types of GOQ projects will be prioritized in the Air Force Family Housing Master Plan, in conjunction with whole-house improvement projects for all other military family housing.

GOQ Individual Facility Profile



4.0

No one knows a home better than the current resident, who can point out deficiencies not readily apparent to the team inspecting the condition of your home. Therefore, your thoughts and recommendations are a valuable part of the planning process.

The Air Force developed your home's GOQ Individual Facility Profile, which forms an integral part of the Air Force GOQ Master Plan, after thoroughly inspecting and assessing each designated GOQ in its inventory. GOQ Individual Facility Profiles are updated every three years and become part of the Installation Family Housing Master Plan. During the next update of your home's GOQ Individual Facility Profile, a team of architects and engineers may interview you during their on-site inspection of your home.

By assisting with the update to your GOQ Individual Facility Profile, you contribute to the update of the Air Force GOQ Master Plan. All GOQ Individual Facility Profiles are incorporated into the Air Force GOQ Master Plan, which is then approved by CSAF and SECAF. Thus, developing and updating the GOQ Individual Facility Profile is an essential part of updating and developing the Air Force GOQ Master Plan. The three major components of the development/updating of a GOQ Individual Facility Profile are described below:

Facility Assessment

The Facility Assessment is performed by a team of architect and engineer consultants who conduct a 3-4 hour, top-to-bottom inspection of your home. They evaluate the permanent features of the house based on current building codes, private sector housing standards, and Air Force design standards. During this inspection, the assessment team may interview you for your recommendations on improving the condition of your home. Your concerns, observations, and recommendations are incorporated into the Facility Assessment portion of the GOQ Individual Facility Profile.

Recommendations

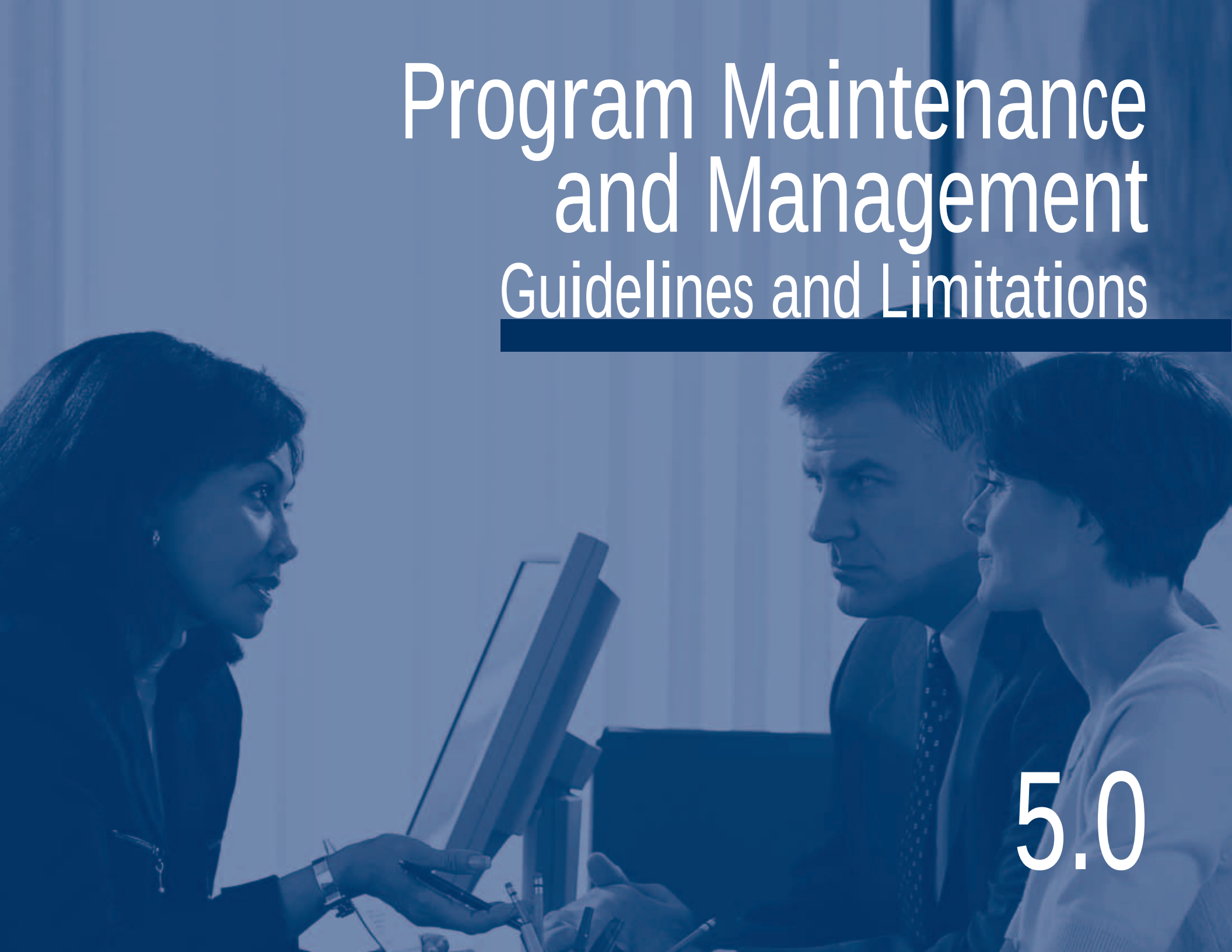
Recommendations to correct deficiencies are developed and prepared by professional architects and engineers. The recommendations are based on the "whole-house" ideal of ensuring another 25 years of useful life for the house. The recommendations are also intended to bring the house up to Air Force standards.

Cost Estimate

Your home's GOQ Individual Facility Profile contains a cost estimate describing the costs of the improvements recommended for your home that were identified through the Facility Assessment. These estimates help describe the complexity of some of the projects and allow for improvement projects to be programmed accurately. Almost always, a cost savings is achieved when all of the recommended improvement projects are implemented at once in a single "whole-house" improvement project.

Program Maintenance and Management

Guidelines and Limitations



5.0

5.1 Program Maintenance

Investment Projects

Whole-House Improvement Projects

Major whole-house improvement projects, accomplished with MILCON construction funds, completely revitalize GOQ units to last another 25 years. Typically, these projects are congressionally approved through normal budget cycles. These projects are reported on your annual cost report, however they do not count against the $35,000 M&R limit.

- Improvement projects costing over $50,000 (multiplied by the Area Cost Factor*) require additional specific justification.
  - The costs associated with the installation, maintenance, or repair of communications, security, and antiterrorism equipment required by the resident in the performance of assigned duties are excluded from the $50,000 statutory cost limit.
- After completion of an improvement project, no other major work or improvements are allowed to take place on that home for the next three years after the date of occupancy.

Minor Improvement Projects (MIPs)

Minor improvement projects are urgent in nature and cannot wait for the next normal budget cycle to be accomplished. These project are identified with MILCON Construction Funds and are subject to the approval of the Deputy Assistant Secretary of the Air Force (Installations) (SAF/IEI) and address the following:

  - Safety concerns
  - Health concerns
  - Other life-threatening issues
- Improvement projects to satisfy requirements that cannot wait until a normal budget cycle and that cost under $50,000 (multiplied by the Area Cost Factor*) can be approved by SAF/IEI, but also require Congressional notification.
- Improvement projects to satisfy an Americans with Disabilities Act (ADA) accessibility need that is under $60,000 (multiplied by the Area Cost Factor*) can be approved by SAF/IEI, but also require Congressional notification.

* Area cost factor is a local factor used to normalize the “value” of projects across all installations. The local factor for your location can be obtained by the base civil engineer.

Operating Costs

- Operating Costs are identifiable costs charged directly to the GOQ.
- Operating Costs are charged against the overall family housing O&M account.
- Operating Costs are not charged against your $35,000 M&R limit.
- Operating Costs are identified under Section 1 of the AF Form 3826, the GOQ cost report (see page 71 for more details on this report).

Examples of functions covered by operating costs include:

- Community service such as garbage collection
- Street sweeping and snow removal
- Management services provided by the Civil Engineer Housing Flight
- Pro-rata share of common utilities and services provided to the neighborhood

Communications / Force Protection Funding Requirements

- Permanently installed communications or force-protection items count against the $35,000 per year M&R limit.
  - Readily-removable items generally do not count against the $35,000 per year limit and are funded by non-MFH funds.
- Recent OSD guidelines on funding of communications and force protection requirements apply to GOQs.
  - All operations and maintenance (O&M) repair costs for permanent items must be funded from family housing O&M funds.
  - Repair or maintenance costs include security and anti-terrorism measures, and any work performed on the GOQ structure or surrounding area.
  - Repair or maintenance on communication equipment required by the resident to perform his or her mission is excluded.
  - Family housing funds will be used to fund permanently-installed communications requirements such as fiber-optic cables. Communications equipment that is readily-removable and mission-required will be funded with non-housing funds.
  - It is recommended that all GOQ communications expenditures are tracked and included in the annual GOQ cost report provided to Congress.

Title 10, U.S. Code defines requirements for military housing. While these laws apply to all DoD family housing, they have particular relevance to GOQs.

Maintenance and Repair

The following chart presents an overview of Air Force policy and/or the Congressional direction governing the operation and maintenance of your home. A complete listing is contained in AFI 32-6003, *General Officer Quarters*, a copy of which can be obtained through your base civil engineer, or may be viewed on the Air Force Publications internet site: http://afpubs.hq.af.mil.

Maintenance and Repair (M&R) (work required to preserve the unit)

- M&R costs for a GOQ are limited by law to $35,000 per year.
- Congressional approval is required to exceed this $35,000 limit.
- Carpets - Carpet can be provided through most areas of the home and should last at least 7 years; replacing it earlier will require a waiver. Carpet is considered a M&R item and counts against the $35,000 limit.
  - Waivers are requested from your MAJCOM/CC; MAJCOM/CC's or single-base Commands go to HQ USAF/CV.
- Maintenance and repair costs for common utility infrastructure and communication systems extending to the five foot line of the quarter's footprint, are included in the $35,000 limit.

Types of tasks that fall under the M&R category include:

- Repairing the heating system
- Repairing a faucet
- Replacing a broken banister
- Replacing or cleaning floor covering
- Repairing the roof
- Painting the interior or exterior of your home
- Cleaning the chimney
- The cost of items you get from the Self-Help Store

Grounds Maintenance

- Costs for grounds maintenance are charged against the annual $35,000 M&R limit.
- You are responsible for maintaining the grounds that surround the GOQ and are for your exclusive use. Typically, this includes up to 50 feet from your GOQ (this dimension may be reduced or extended with base civil engineer coordination and approval if there is an obstruction due to natural or man-made barriers). The MAJCOM commander may provide waivers if it is determined that the GOQ is prominently located and makes a unique contribution to the appearance of the installation. Special Command Positions may receive yard maintenance.
  - If grounds maintenance is an occupant responsibility, it will be clearly identified and defined during your walk-through inspection.

Minor Alterations

A minor alteration is minor improvement work, performed with maintenance and repair funds, that changes or alters a GOQ. Projects up to $3,000 annually can be approved by the base civil engineer, and projects up to $7,500 annually can be approved by the MAJCOM/CV. Force Protection and mission related communications work is excluded from these limitations. General officers may not approve work on their own unit; for single installation MAJCOMs and Direct Reporting Units, the approval authority is HQ USAF/CVA.

All minor alteration projects count against the annual $35,000 M&R limit, and are documented on the annual GOQ Cost Report. Projects can be interior or exterior work but may not add, expand, or extend the physical dimensions of the house or increase net floor area. Minor alteration authority may not be used to:

- Increase the size of any unit
- Increase the number of rooms in any unit
- Install new lawn sprinkler systems

Budgetary Guidelines 5.2

All maintenance and repair must be accomplished within the statutory limit of $35,000 per year unless Congress has previously approved a higher limit. There are only three avenues to obtain Congressional approval to exceed the $35,000 limit -- through the normal budget process, through an annual out-of-cycle request, or through the notification process in emergency or special circumstances. Special procedures are reserved and specific criteria must be met before certain types of work can be approved or performed. The procedures involved with these avenues are described below:

Sections 2821 and 2831, Title 10 U.S.C., state that, unless specifically authorized by other statute, only Family Housing (P720 series) funds may be used for operating and maintaining family housing units.

Annual Budget Submission

Timeline

For work to be done in year X, the project must be identified and submitted in the Air Force portion of the President's Budget submitted to Congress in year X-2. In other words, projects identified today will not be approved through a formal budget appropriation for a minimum of two years.

Documentation Required

Projects are listed individually in the President's Budget submission. Each project is identified with a detailed description of the work to be accomplished and the anticipated expenses for that budget year.

Approval Process

The Air Force budget submission is first scrubbed by the Air Force Corporate Structure and then by the Office of the Secretary of Defense. GOQ projects receive close scrutiny. Once the President's Budget is submitted to Congress, the Military Construction Subcommittees review the requirements and provide final approval through the Military Construction Bills.

Appropriate Use

Use the formal budget process to accomplish major maintenance and repair projects that have been identified in the GOQ Individual Facility Profile. Timing for these projects should be in accordance with the Air Force GOQ Master Plan schedule.

Out-of-Cycle Requests

Timeline

Air Staff issues a call to the MAJCOMs in November each year. MAJCOMs submit candidate projects in February and the Air Force submits its one out-of-cycle request in the spring.

Documentation Required

Detailed project documentation and line item cost listings for all work that has been performed to date in the GOQ and that is planned to be performed. Photographs are also required to portray why repairs cannot wait and must be done in the current fiscal year.

Approval Process

Air Force submits formal notification letters to the Military Construction Subcommittees of the House and Senate Appropriations Committee. This submittal is reviewed and approved by the Chief of Staff and Secretary of the Air Force. The subcommittees have 30 days in which to review the submittal. If the subcommittees raise no objections, the work is approved and can proceed.

Appropriate Use

Proposed work must satisfy ALL of the following criteria:

- Work is so urgent and compelling that it cannot wait for the next annual budget submission.
- Work could not reasonably have been foreseen at the time of the budget submission.
- Cost of the work will cause the GOQ to exceed the $35,000 M&R limit.
- Work does not constitute an alteration, addition, or improvement.

Emergency Notifications

Timeline	Documentation Required	Approval Process	Appropriate Use
Permitted at any time the situation warrants	Detailed project documentation to support work required to restore the GOQ and all work accomplished to date in the unit.	Specific Congressional approval is required before recovery work can begin. The Air Force submits formal notification letters to the Military Construction Subcommittees of the House and Senate Appropriations Committee. This submittal is reviewed and approved by the Chief of Staff and Secretary of the Air Force. The subcommittees have 30 days in which to review the submittal. If the subcommittees raise no objections, the work is approved and can proceed.	In the event of a natural disaster or other catastrophic incident such as fire, severe storm damage, floods, etc.

Hazardous Materials Notifications

Timeline	Documentation Required	Approval Process	Appropriate Use
Permitted twice per year	Detailed project documentation and information about the hazardous materials discovered and how they were abated.	Congressional notification is required. This notification includes all family housing units where hazardous materials have been discovered. The Air Force submits formal notification letters to the Military Construction Subcommittees of the House and Senate Appropriations Committee. This submittal is reviewed and approved by the Chief of Staff and Secretary of the Air Force.	In the event that lead-based paint or asbestos-containing materials are discovered while work is underway in a family housing unit.

5.3 Execution of GOQ M&R Exceed Threshold Projects

Statutory language requires that Congress be notified in advance when planning an annual M&R expenditure of more than $35K in a GOQ. This notification is accomplished as part of the annual budget submittal or through out-of-cycle notification. Because of this special visibility, every effort must be made to award these projects in the budget year and MAJCOM housing staffs are expected to work closely with their bases to ensure this happens. Only as a last resort can these projects be executed in the year following the budget year under the limits reported to Congress. Current year funds will be used to award the projects.

MAJCOM/CEs must notify AF/ILE on 1 Sep of the budget year of any unawarded exceed threshold projects. The notification will include the reasons why each project has not yet been awarded in the budget year and a description of the plan to achieve award. A copy of this notification will be included in the base level project file.

GOQ M&R limitations when execution of project is deferred or cancelled:

Budget Year: If an exceed threshold GOQ project is deferred to the following budget year, the M&R limit for the budget year is reduced to the normal GOQ M&R limit for the budget year ($25,000 for FY01, $35,000 for FY02 and beyond).

Budget Year +1: The limit for the year following the budget year becomes the limit established in the original Congressional notification assuming the exceed threshold project is executed. If the exceed threshold project is cancelled altogether, then the M&R limit for the quarters is reduced to the normal limit.

Documentation: A memo for record will be placed in the project file that documents the carryover of the budget authority. The DD Form 2405, General and Flag Officer Quarters Management Report, should also be annotated to reflect the carryover of the authority.

Limitations - Furnishings, Appliances & Carpet

Cost and time limits apply to the maintenance and purchase of GOQ furnishings. Furnishings expenses are limited to $6,000 per year and $20,000 over any continuous five-year period (the previous four years plus the current year). These cost limits are not applicable to initial issue drapery for a new GOQ, or for furnishings moving and handling costs. The costs apply to the following:

- Purchase of furnishings for the public entertainment areas
- Purchase of window coverings for the public entertainment areas
- Purchase of area rugs
- Replacement and reupholstering of authorized furnishings and drapery

There is no specific time limit on furniture replacement, since furniture is expected to last far longer than window coverings or carpet that can be replaced every seven years. Window coverings are normally cleaned, repaired, or (if beyond seven years old) replaced at change of occupancy.

Waivers to furnishings cost or time limits may be granted by the MAJCOM/CC, on a case-by-case basis. Individuals may not provide waivers on their own quarters or on the quarters of an officer senior in rank. Waivers must be forwarded to the next highest level in the chain-of-command. For MAJCOM/CC quarters, or for direct-reporting units (DRUs), waivers must be forwarded to HQ USAF/CV.

Entertainment Function - By providing you with supplemental furnishings, the Air Force intends not only to help you furnish your quarters, but also to allow you to entertain. To ensure usability for residents that succeed you, neutral color schemes are encouraged for these supplemental furnishings. They are authorized for official entertainment areas which are defined as living room, dining room, foyer, family room or den, hallways, and porches or patios. For a list of specific furniture items the Air Force authorizes for your use, please refer to page 60.

If you desire furnishings that are not approved for use, a request should be sent through your MAJCOM/CE to HQ USAF/ILE. The request should provide justification and estimated cost for the item; AF/ILE will determine if the item is suitable for adding to the Air Force list supporting all GOQs.

Overseas GOQs present an exception, as DoD Manual 4165.63 places weight limitations in some locations. For all housing in these overseas areas additional furnishings and appliances may be authorized due to differences in construction practices and geographic locations. Items such as transformers, washers and dryers, wardrobes and kitchen cabinets may be issued to all housing residents. Additional residential furniture is also authorized at locations where a shipping weight limitation is in effect.

Window Coverings and Treatments

Decorative window treatments may include drapery, curtains, sheers, valances, or cornices. These treatments, authorized within the public entertainment areas, are considered furnishings, and are subject to the $6,000 per year and $20,000 furnishings limit for any five-year period. Initial issue of window treatments to the GOQ is excluded from the furnishings limit. Cleaning of furnishings is charged to the furnishings account. The Air Force replaces window treatments no more frequently than every seven years.

Window coverings may include shades, shutters, vertical blinds, or horizontal blinds. These window coverings are considered installed M&R items rather than furnishings and are counted against the $35,000 M&R limitation. Window coverings should last ten to fifteen years.

Special Command Positions may have drapery throughout the quarters as required.

Appliance Allowances

Installed or built-in appliances such as a dishwasher or oven are charged to the $35,000 annual M&R limit and are repaired using M&R funds..

Free-standing appliances such as portable dishwashers, refrigerators, stoves, or washer-dryers are considered furnishings and are charged to the furnishings account. Note they do not count against the annual $6,000 furnishings limit and are repaired using Operations funds.

Some items may be either built-in or freestanding (e.g., trash compactor) depending on your kitchen configuration and electric capacity. For determining the proper cost category in these cases, use the principle that built-in = M&R, and freestanding = furnishings, regardless of the piece of equipment.

Authorized appliances for GOQ homes include: stove or cooktop/wall ovens, two refrigerators or a refrigerator and freezer, installed dishwasher or portable dishwasher, microwave oven, trash compactor, and ice-maker. Government-purchased clothes washers and dryers are only authorized in overseas areas and for Special Command Positions.

Carpeting

The following standards apply to carpeting in GOQs:

- Carpeting is acceptable as a floor covering in GOQs and can be provided through most areas of your home.
- Carpeting is considered an installed item and therefore counts against the $35,000 limit for annual maintenance and repair.
- Carpeting is professionally-cleaned by the government at change of occupancy. Frequent cleaning by the resident, such as spot-cleaning, is encouraged to maintain the life and serviceability of the carpet.
  - There may be instances when professional cleaning is needed on a more frequent basis, such as public entertainment or high traffic areas.
  - Contact your housing or GOQ Management Team representative if you have questions.
- Carpet replacement should not occur within seven years of installation. Carpet replacement sooner than seven years requires the approval of the MAJCOM Commander.
- The installation commander approves all routine carpet replacement when the carpet is seven (or more) years old.
- Area rugs are considered furnishings. Therefore, they come under the annual furnishings ($6,000/$20,000) cost limitations. Government issued area rugs are authorized for hardwood/bare floors in the entertainment areas, but government-furnished rugs are not authorized for rooms with wall-to-wall carpeting.

Special Command Position Quarters

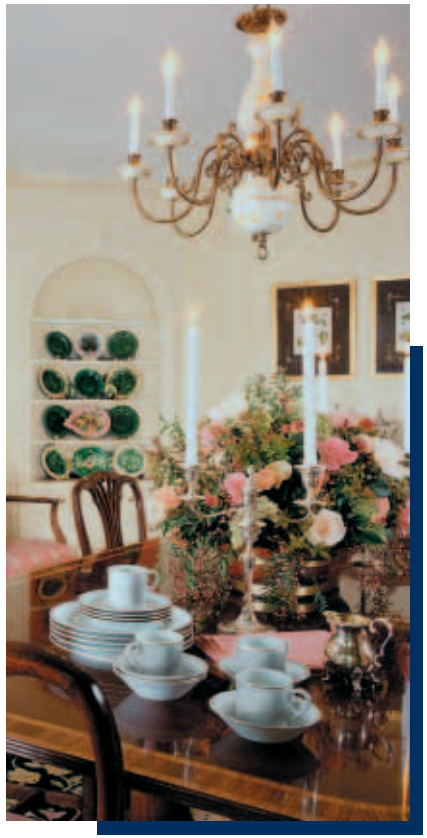
Special Command Positions are approved by the Secretary of Defense in DoD Directive 1100.12 for certain positions having specific representational responsibilities. The public entertainment responsibilities of these incumbents require them to represent the interests of the United States with significant official and social entertainment activities.

Although Special Command Positions are typically limited to four-star generals, positions of lesser grade may be designated as special command positions under certain circumstances. HQ USAF/ILE processes MAJCOM/CC approved requests to create new Special Command Positions to OSD - only OSD has final approval authority to establish new positions.

Special allowance items are authorized for incumbents of Special Command Positions. Special allowances include table linens, dishes, glassware, silver, and kitchen utensils. Additionally, Special Command Position GOQs are authorized an additional ten percent square footage for the home, drapery throughout the home as required, and government-provided grounds maintenance.

The Air Force provides Special Command Positions an additional annual $1,000 allowance for items required for official entertainment purposes, such as small cookware or additional serving pieces or tableware items not listed in *AFI 32-6003, Attachment 4*. The $1,000 is an annual limit that is monitored by the base housing/FMO personnel. This $1,000 limit cost status will be included in local GOQ cost information provided to the General Officer. The following procedures apply:

- Purchase required items locally using an IMPAC card.
- Report costs in the Operations Account, under "Furnishings Other" expenses. Do not count these costs against the annual $6,000 furnishings limit or against the Bolling tableware replacement allowance.
- Control accountability by placing all items on the AF Form 228 household furnishings inventory.
- Leave items in the GOQ when the resident departs, or dispose of items no longer serviceable, annotate the AF Form 228.



Supplemental Furnishings

The Air Force will provide you with furnishings for official purposes only in the entertainment areas of your home. Please use Air Force-provided furnishings to complement, not replace, your own personal furniture.

- The official entertainment areas of your home are the living room, dining room, family room or den, connecting hallway, foyer and patio or porch.
- Colors of furnishings should be neutral, to satisfy the tastes of succeeding occupants.
- Furnishings expenses are limited to $6,000 per year and $20,000 every 5 years.
- These cost limitations apply to drapery, curtains, area rugs, new furniture, refinishing, and re-upholstery.

- These cost limitations do not apply to moving and handling costs, initial issue of drapery, or re-issued furniture.
- Air Force-provided furnishings generally include, by room:
  - Living room - sofa, coffee table, end tables, lamps
  - Dining room - table, chairs, china cabinet
  - Family room or den - desk, chair, end tables, easy chair, coffee table
  - Hallway - mirror, occasional table
  - Foyer - table, floor/table lamps, mirror, cabinet
  - Patio or porch - outdoor table and chairs, glider or settee
  - Drapery - drapery are for entertainment areas only and should last at least 7 years; replacing them earlier requires a waiver
    - Waivers are requested from your MAJCOM/CC; MAJCOM/CC's or Direct Reporting Units (DRUs) go to HQ USAF/CV.
    - Special command positions may have drapery throughout the home as required.
  - Area rugs - These should be used only on hardwood floors in the entertainment areas of your home.
- For more detailed information on furnishings allowances, see page 60.

Appliances

- Appliances are not charged against the annual $6,000 furnishings limit
- Appliances should reach a reasonable age or be unserviceable before they are replaced
- Appliance repair costs should be balanced against replacement cost
- You are authorized to have the following appliances installed in your GOQ (the Air Force will provide you with these appliances):
  - Refrigerators - Two conventional refrigerators. A freezer may be substituted for one of the refrigerators
  - Dishwashers - One conventional dishwasher (Special Command Positions may be provided with two units if required)
  - One self-contained free-standing range with oven - residential models only

    -OR-

    One cooktop with built-in double oven - residential-models only
  - Trash compactors, microwaves, and ice makers - residential models only
  - Note: Special Command Positions may require and are allowed commercial-grade appliances

Leasing

Section 2828, Title 10, authorizes the lease of family housing units in the continental United States (CONUS) under certain conditions. The total annual cost, including rent, utilities, and operations and maintenance cannot exceed the range of $12,000-$14,000 per year. This amount may be adjusted yearly with a change in the basic allowances for housing (BAH).

In overseas locations, most family housing leases are limited to $20,000 per year. Provisions exist for acquiring a limited number of higher-cost leases, with the prior approval of Congress. These "high-cost leased" quarters, whether for occupancy by General Officers or by other military personnel, are leased for a specific person only when excessive costs of housing would cause undue hardship. If we cannot obtain for you a suitable family housing unit in a foreign country that is within the applicable prescribed maximum net floor area, then the Secretary of the Air Force may waive the size limit.

Facility Standards

6.0

6.1 General Facility Guidelines

This section summarizes the Air Force GOQ standards described in detail in Volume II of the Air Force GOQ Guide boxed set. These Air Force standards are provided to facilitate the planning and programming of M&R and improvement projects for your home. They are based upon four essential principles: applicability, economic viability, functionality, and architectural compatibility.

Applicability

The standards defined in this section may not be applicable in all GOQ housing situations. While the intent of each GOQ Individual Facility Profile is to bring individual GOQs into compliance with these standards, structural limitations, historical designation, site restrictions, statutory and regulatory requirements, funds availability, and other factors may limit their application. Also, many pre-existing conditions in your home may limit the application of these standards.

Economic Viability

Investments in the GOQ must be cost-effective and realize a good value to the government. Quality, durability, and cost are all important considerations. Durable components such as flooring and countertops are expected to endure through their life expectancy.

Functionality

Space layout, materials, and hardware must provide functional living solutions as well as adequate circulation flow for entertainment purposes.

Architectural Compatibility

Building practices and materials must be architecturally compatible with the installation's design standards.

Note: At the time of publication, Congress has removed size standards for military family housing, including General Officer Quarters. New criteria reflecting these changes will be issued as a supplement to this Guide when approved. The standards set forth in the Handbook shall apply until such supplemented guidance is issued.

House Size

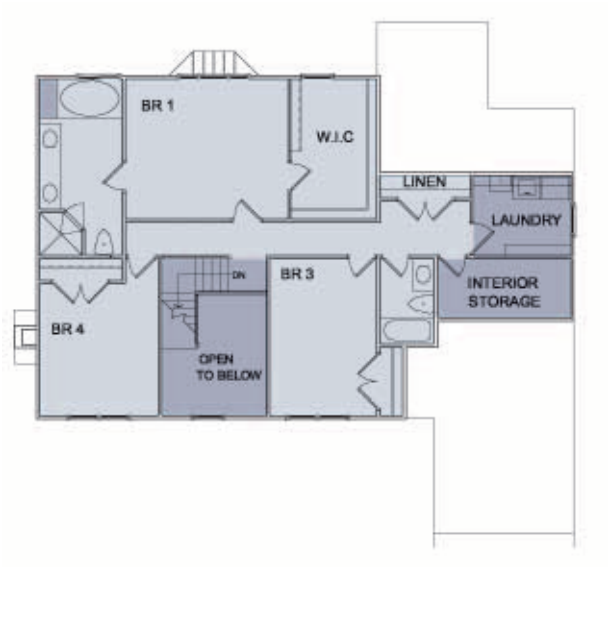
The maximum size for a newly constructed GOQ is 2,100 net square feet. The limit is increased to 2,310 net square feet (110% of the original authorization) if the unit is for the commander of a major installation or an officer occupying a Special Command Position.

Net square footage is determined by measuring the area within the interior perimeter of exterior walls. It excludes unfinished basement areas, utility service, bulk storage areas, stairwells, landings, unfinished attic spaces, garage, carport, open or screened porches, and other non-heated/non-air conditioned spaces.

Indicates space included in net square footage

Indicates areas not included in net square footage

First Floor



Second Floor

6.2 Special Considerations

Accessibility

The Americans with Disabilities Act (ADA) mandates that the disabled be provided physical access to federal facilities, including family housing. The Air Force has set a goal that five percent of all Air Force housing, through planning and procurement, be made accessible or at the very least easily modifiable to conform to accessibility requirements. All new GOQs should be ADA-adaptable. Whole-house renovations will consider ADA compliance. Any family requirements for accessibility that you have should be brought to the attention of your GOQ Management Team. They will be aggressively addressed.

Energy Efficiency

Climatic considerations affect many of the requirements for mechanical systems, building materials, and energy efficiency of GOQ houses. Therefore, standards for building materials and heating, ventilation and air conditioning (HVAC) equipment will vary depending on the location of the installation. To ensure proper adherence to building systems and energy efficiency standards, the Air Force uses standard construction practices for private sector housing that are specific to the installation's geographic region. For further guidance, please consult the following:

- Volume II, General Officer Quarters (GOQ) Standards for Programming, Design, and Construction
- Your home's GOQ Individual Facility Profile

Sustainability

Responsible stewardship of our Air Force GOQs extends to protecting the environment by using "sustainable" concepts in maintaining and personalizing your home. This requires a balanced cost-effective approach in conserving natural resources, reducing maintenance requirements, reducing wastes, using recycled materials, and employing the latest environmentally responsible technology. The goal of sustainability is to ensure the best fit of the built environment with the natural environment. Please see the USAF Environmentally Responsible Facilities Guide for more information.

Force Protection

General Officer Quarters may need renovations or improvement projects that are required by a local threat assessment. Refer to page 19 of this Guide, Volume II of your boxed set and the latest Air Force policy on this matter to define facility requirements and associated sources of funding.

Historic Quarters Designation

Many Air Force GOQs are either designated historic properties, or are eligible for listing as historic properties. The GOQ Individual Facility Profile for your unit will tell you if your home is on the National Historic Register of Historic Places, is being considered for such status, or is eligible for such status. The State Historic Preservation Officer (SHPO) is the authority on designation and usage issues pertaining to GOQ housing of potentially historic value.

The National Historic Preservation Act of 1966, as amended, pronounces that all cultural resources owned, administered, or controlled by the federal government be managed in a spirit of stewardship for the benefit of present and future generations. In the planning and management of facilities, it is DoD policy to respect historic preservation requirements and encourage practical, feasible rehabilitation and adaptive use of all significant historical resources. It is also DoD policy to minimize expenditures through judicious application of options in complying with applicable laws.

While the Air Force is required to evaluate and mitigate adverse effects on cultural resources, historic homes are not exempt from current building codes and life safety requirements. To manage historic resources on each base, including homes, the installation Environmental Flight works in partnership with the Housing Flight and state regulatory agencies. Due to the consultation process required by public law with the SHPO, some large-scale work, such as roof or window replacement, may take longer to accomplish on historic homes. However, it is our goal to minimize impacts on the occupants residing in historic homes undergoing work.

Houses that are more than fifty years old may be eligible for historic designation and are treated as historic, pending a formal investigation and final determination of status. However, age alone does not determine historic value. To earn historic designation, the house must be culturally significant.

Historic preservation work is any maintenance, repair, or other work specifically associated with the preservation of the following:

- Historically significant architectural features
- The historic integrity of the quarters
- Public access to historically significant quarters

Specifically excluded from historic preservation work is the installation, maintenance, repair, or replacement of modern amenities not associated with the historic significance of the property. As mandated by Congress, only family housing funding may be used for historic preservation of housing units, including GOQs. All expenses associated with historic preservation are paid out of the family housing account and are subject to the annual Congressional cost limits.

Examples of historic preservation work include:

- Work to preserve exterior appearances, such as painting and re-roofing.
- Work required for health or safety reasons that, if not accomplished, could threaten public access to the historic quarters. Examples include asbestos removal and repair of deteriorated electrical wiring.
- Work to preserve the structural integrity of the quarters, such as foundation repairs.
- Work to preserve architecturally significant features of the quarters, such as distinctive woodwork, windows, and detail work.

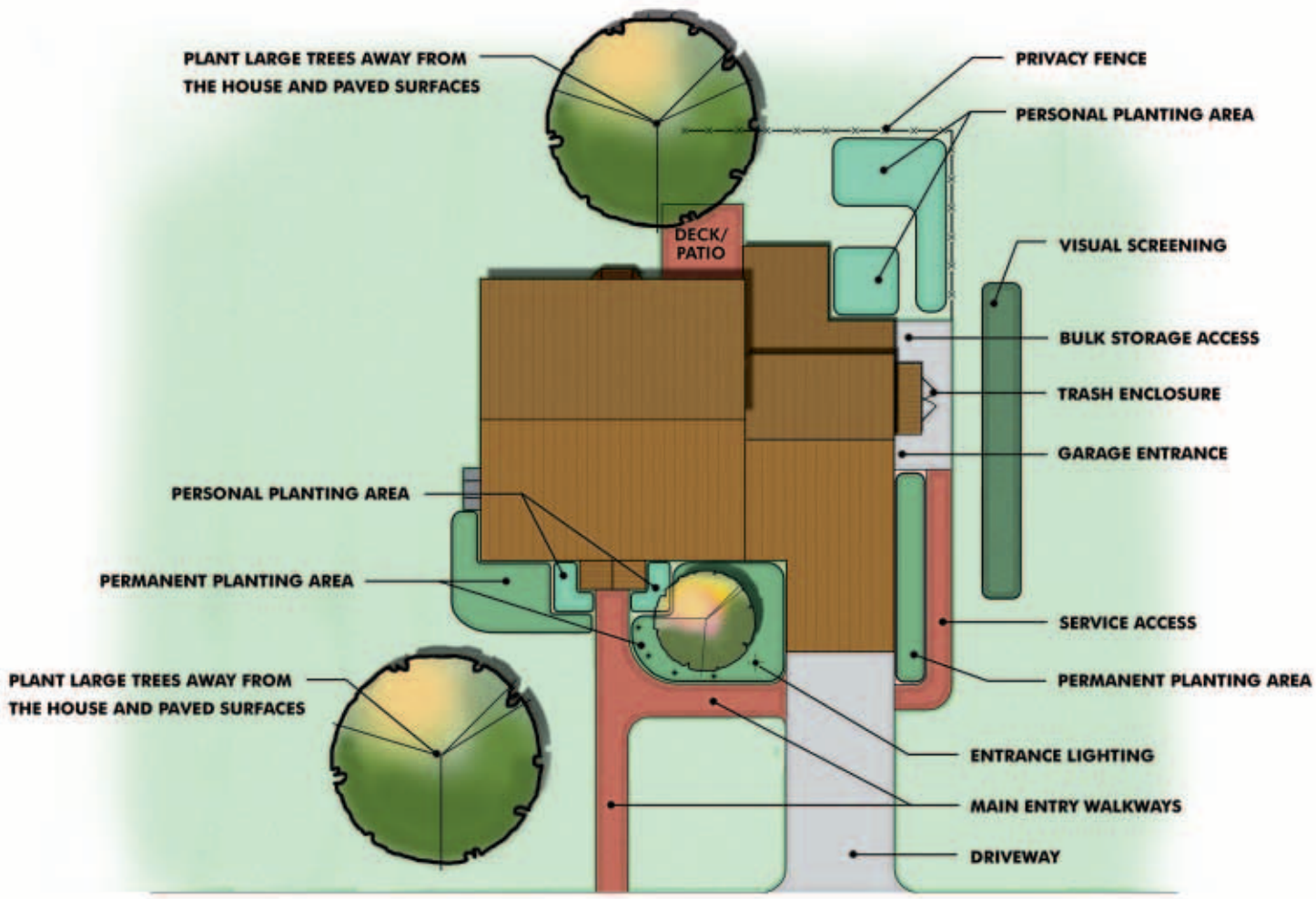
Exterior Guidelines

6.3

General Standards

The exterior of your home and its immediate surroundings are as important as the interior spaces, and play a major role in establishing the proper Air Force image. The architectural features of your house such as building form, materials, roofs, doors and windows, combine to create an architectural theme.

Similarly, site layout, landscaping, parking, walkways, patios and fencing, provide the setting and integrate the home within the neighborhood context. As such, your house and its immediate area should project a unified and coherent design, be aesthetically pleasing, and have a look that is compatible with its environment.



Prototype Exterior Plan

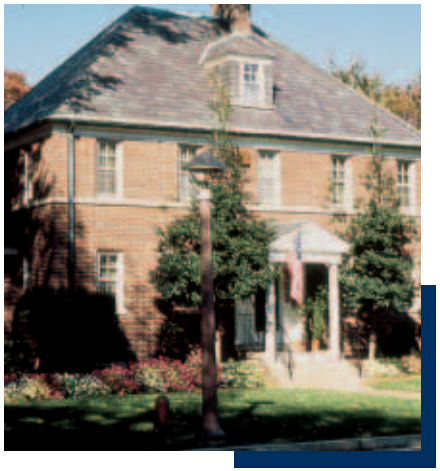
Landscaping enhances the aesthetic quality of the unit, adds beauty to the base, promotes energy efficiency, reduces noise and inhibits erosion. It should reflect high-quality design and incorporate regional planning and material considerations.

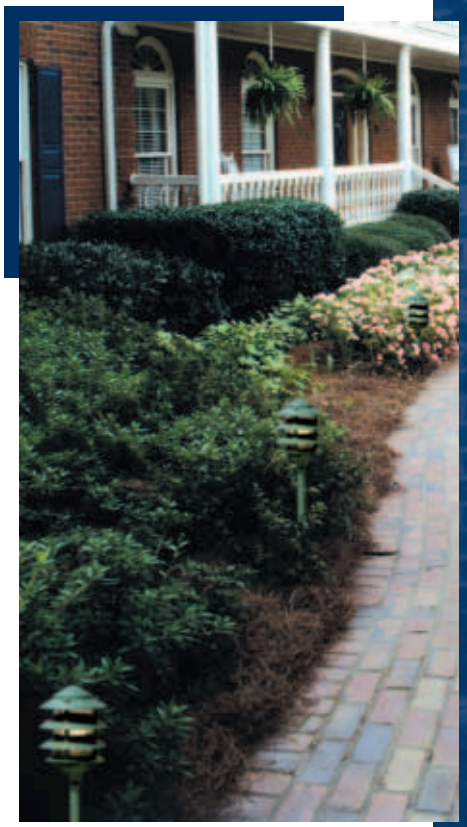
Landscaping

- A controlled, coordinated landscaping plan, compatible with the installation's design standards, should be established with your base civil engineer support. All self-help efforts should follow the plan.
- Plants recommended for use in landscaping are those that are hardy, indigenous to the area, and do not require excessive maintenance, such as constant trimming or pruning, or excessive watering.
- Major plantings, especially through self-help efforts, should be coordinated with your base civil engineer to avoid causing damage to the building foundation, slabs, walkways, and underground utilities.
- The civil engineer should establish a lawn, tree, and shrub maintenance standard, and provide this information to residents. An approved plant list should be included.
- Durable edging material may be used to maintain a neat appearance.
- Since irrigation systems are not a typical, private-sector construction standard, the Air Force does not provide them. If you move into a home with an existing system, the Air Force will perform “minor” maintenance until the end of its serviceable life, at which time it will be abandoned in place.
- Use of perennials in favor of annual plants is recommended, as a cost-savings measure.
- It is recommended that flowerbeds not be planted in high-traffic areas or where difficult to maintain.

Lighting (Exterior Site and Building)

Exterior lighting systems should be compatible with the site and architecture, permanently and professionally installed, and in compliance with the installation's design standards. Lighting systems may be activated with motion detectors, photo cells, or timers, as appropriate. While exterior lighting should enhance the architecture of the house and the landscaping design, it should also address requirements of general safety and special force-protection threat requirements.





Exterior lighting may be used to illuminate the following items/areas:

- Walkways, porches, patios, decks and significant site features (e.g., specimen trees)
- Entrances, house numbers, flagpoles, and parking areas
- Areas identified by force protection threat assessments as required for additional security
- Other areas around the home and grounds that may require additional security

Walkways

The main entry walkway should be of a scale and materials appropriate to the architecture. In addition to the main walk to the front door, other walks may provide paved paths between the house and adjacent site areas. Walkways should be installed using the style and materials prescribed by the installation design standards.

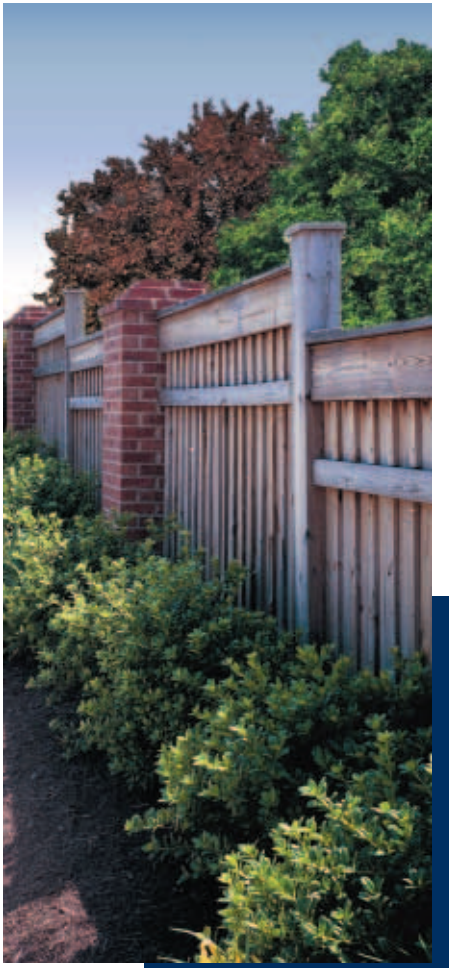
Walkways should be located, sized, and designed in such a way that they are convenient to you, your family, and your guests as well as accessible for the disabled.

Off-Street Parking

In accordance with DoD standards, GOQs should have two parking spaces per unit and one single-car garage or carport. Avoid the use of indoor/outdoor carpet in garages or carports. Use durable, slip-resistant materials. Generally driveways serve a dual purpose by providing automobile access to the garage and a parking space. Since the design of driveways and parking areas affects the appearance of your GOQ home and neighborhood, expansive visitor parking areas are discouraged.

Exterior Bulk Storage

Exterior bulk storage is part of the allowable (interior and exterior) general storage area that is not countable towards the net square foot calculation of your home. As indicated in Volume II, Air Force General Officer Quarters (GOQ) Standards for Programming, Design, and Construction, Air Force policy stipulates that exterior bulk storage may not exceed 100 square feet. This limitation only applies for new bulk storage areas provided through renovation and/or new construction. Homes with existing areas larger than the maximum limitation may remain unchanged. Flexibility may be applied within this guideline to allow the increase of the exterior bulk storage over the 100 square foot limit as long as the combined (interior and exterior) non-countable “bulk storage” areas do not exceed 200 square feet. Storage enclosures should be compatible with the GOQ's architecture and comply with the installation's design standards. Where appropriate, exterior bulk storage can be incorporated into garages or carports or adjoined to a privacy fence. Freestanding storage sheds are generally discouraged. If one exists on the grounds, its look should be compatible with the architecture of the home, or else it should be screened/enhanced with proper landscaping.



Trash Enclosures

Each GOQ should have an exterior area large enough for trash containers and recycling receptacles.

The following considerations apply to trash enclosures:

- Trash enclosures should be located with access to the trash pick-up point.
- Trash enclosures should be compatible with the exterior design of the house.
- Trash enclosures should screen trash containers from the street, common area, or other living units.
- If appropriate and in harmony with the landscaping plan of the home, trash containers and recycling receptacles could also be screened with mature evergreen shrubs.

All fencing and trash enclosures should be consistent in design and materials with the architectural style, regional standards, and historical period of the house and be constructed of a durable, maintenance-free material.

Fencing

All GOQs may have a privacy fence for visual screening and definition of outside living areas. Privacy fences are part of the GOQ grounds and count against the $35,000 M&R limit.

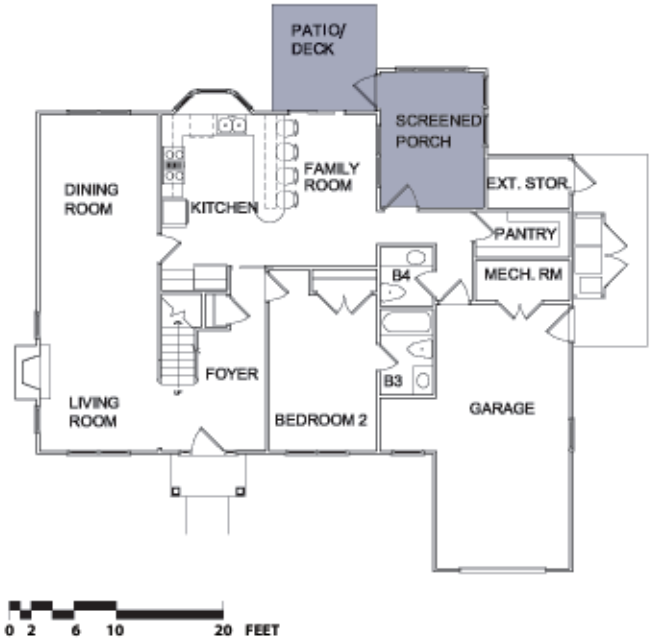
Additionally, perimeter fencing may be provided for defining boundaries, safety, security, and ornamental reasons. Because perimeter fences fulfill different uses, they may be funded with family housing or non-family housing funds. If the perimeter fence is for the sole use of the GOQ resident, it counts against the $35,000 M&R limit.

Outdoor living spaces include patios, decks, porches, and breezeways. These spaces are not heated or cooled, either independently or through house systems. The design of these spaces should be integrated with the overall neighborhood and house design and should comply with the installation's design standards.

Outdoor Living Spaces

Outdoor living spaces may be covered and screened as appropriate to the local climate and with guidance from the Civil Engineer. However, these covered/enclosed patios conform to the following criteria:

- Outdoor living space covers should be professionally designed and constructed in compliance with the installation's design standards.
- Outdoor living space enclosures should be constructed as a component of either a whole-house improvement project or as a separate minor alteration project.
- Acceptable enclosure materials include mesh screens and wood lattice panels. Enclosures may combine woodwork and screening.
- Covered or enclosed patios and porches do not count toward the allowable net square footage of your home when:
  - The space maintains the characteristics of an exterior covered space.
  - The space is not finished with interior-quality finishes such as indoor-type carpeting and lighting or dry walls and ceiling.
  - The space is not heated or air conditioned, even through modification of existing heating or cooling systems.
- Ceiling fans may be installed to regulate the temperature of both covered and enclosed outdoor living spaces.



First Floor

Specifics

- The allowable size range for outdoor living spaces, whether alone or in combination, is 120 square feet minimum to a maximum of 350 square feet determined by the entertainment requirements of the GOQ.
  - Breezeways, which typically connect garages to the main house and are not enclosed, are not counted against the combined outdoor living spaces unless they are enhanced, increased in size, and function as an entertainment area.
  - All other exterior living spaces are counted.
  - Front entry porches, which typically are part of the main entry of the house and are not enclosed, are not counted against the combined outdoor living spaces unless they are increased in size and function or are connected to another interior or exterior entertainment area.
- Decks should be constructed from low-maintenance, durable materials including various synthetic and composite products.
- Concrete, brick, and slate are all recommended for patio surfaces.
- Appropriate durable, low-maintenance materials are recommended for all components of outdoor living spaces.

Indicates areas to be included in the combined outdoor living spaces calculation.
(120 SF min. - 350 SF max.)

The exterior design scheme of the home should consider color and mix of materials as a means to engendering variety and individuality.

The use of local standards and materials is encouraged with an eye toward low-maintenance solutions, such as brick, stone, or vinyl siding.

Materials that require painting should be avoided in favor of materials that come pre-finished or with integral color.

Building Exterior - Exterior Doors and Main Entry

The following considerations apply to exterior doors and to the main GOQ entry:

- Doors may be replaced when they become unserviceable.
- Door styles should complement the architectural style of the house.
- Closed circuit television monitor systems may be installed when the need is identified in a force-protection threat assessment.
- When replacing sliding patio doors, hinged patio doors are recommended for longer serviceability.
- For security, dead-bolt locks should be installed on all entry doors.
- Full glass and screen storm doors are recommended over those with partial glass and screens because they let in more light and are generally more attractive.
- Custom sizes or custom glazing are best avoided, since custom features make replacement more difficult. They also tend to be more expensive than features of standard sizes and treatments.
- For exterior entries and steps, avoid the use of indoor/outdoor carpeting. Use durable, slip-resistant materials.

Building Exterior - Mailboxes, House Plaques, and Flagpoles

Mailboxes, house plaques, and numbers should be installed in accordance with U.S. Postal Service standards and the installation's design standards. These items should be consistent with the look of the rest of the family housing neighborhood. House plaques should be re-usable and made of durable materials compatible with the installation's design standards.

GOQs may have a flag stanchion attached to the exterior of the residence. Special Command Positions, when appropriate to the site and scale of the house, may consider residential scale free-standing flagpoles concentrated on the grounds of the quarters. In every case flagpoles and stanchions should comply with the installation design and construction standards, plus harmonize with the landscape layout for the GOQ.

The rules and customs pertaining to the display and use of the flag of the United States of America are as follows:

- It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty four hours a day if properly illuminated during the hours of darkness.
- The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- The flag should be displayed on all days, and especially holidays.
- No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America.
- When the U.S. flag is displayed from a staff projecting horizontally or at an angle from a window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff (unless the flag is at half-staff).

6.4 Interior Guidelines

Basic GOQ Configuration

While GOQ homes come in various styles, most GOQs have the following basic amenities:

- Four bedrooms
- At least 2 bathrooms
- A single-car garage or carport
- 2,100 square feet of net living space. Net living space does not include utility rooms, bulk storage, stairways and mechanical (or unfinished) areas.
- 2,310 square feet of net living space for quarters of the Installation Commander and Special Command Positions.
- 120 square feet minimum to a maximum of 350 square feet of combined outdoor living space.

Entertainment Functional Areas

To accommodate the variety of social functions that most general officer families are expected to host, special consideration is afforded GOQs relative to storage, food preparation, dining space, temperature control, lighting, and air circulation. Standards reflect the normal variance in numbers of guests attending different types of functions in different types of GOQs. For example, these numbers may be larger for functions hosted by Special Command Positions. The Air Force does not supply furnishings for all these areas. For government furnishing allowances, see page 60.

Entertainment issues affect the following public areas:

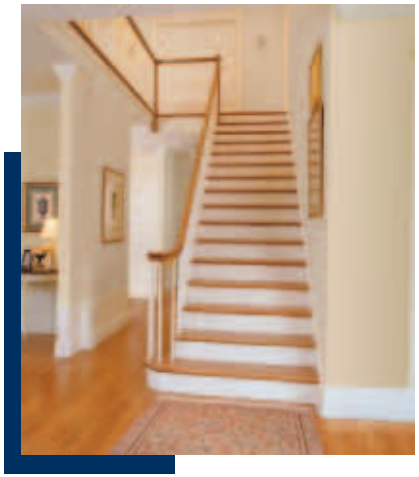
Interior

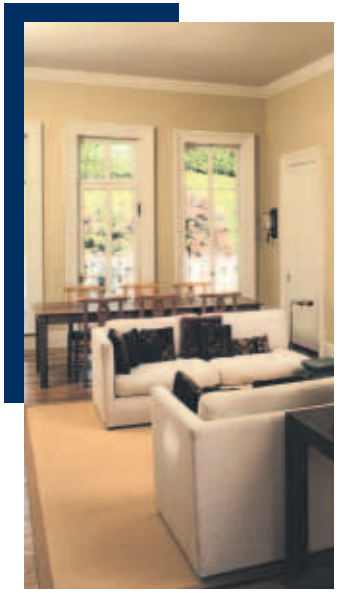
- Living room
- Dining room
- Family room or den
- Foyer
- Powder room
- Kitchen
- Storage areas (pantry)
- Connecting hallways

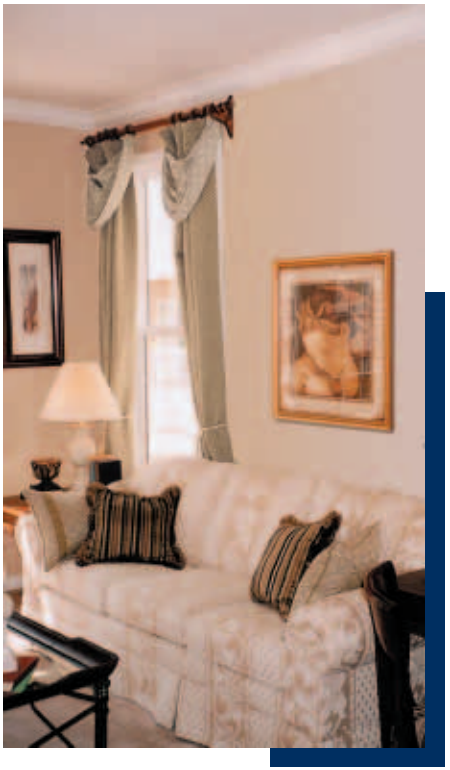
Exterior

- Patio
- Deck
- Porch

First Floor







General Interior Design Guidelines

The following standards apply to all Air Force GOQs:

- Each GOQ should accommodate cable television and telephone service. The family should have at least one telephone line that is separate from any required military communication required for official use. Additional outlets and services requested and paid for by the resident can be provided through coordination with installation service providers. Refer to Volume II and Air Force Communications policy for further details.
- Government-furnished mini-blinds, shades, or vertical blinds may be installed throughout the house.
- Government-furnished drapery and other approved window treatments are authorized in the interior entertainment functional areas (living room, family room, dining room, and foyer). Special Command Positions may have drapery throughout the home as required.
- Decorative architectural millwork such as crown molding, chair rails, and wainscoting may be used to enhance the architectural style of your GOQ home, but should be limited to the interior entertainment functional areas (living room, family room, dining room, and foyer). These decorative architectural trims should be appropriate to the architectural style of your home. Your base civil engineer will assist you in selecting these items.
- When hallways, or connecting stairways or stairwells form a visual part of the foyer, then their finishes and architectural decorative millwork should be compatible with those of the foyer.
- Ceilings should be of a white flat or satin finish. Paints with texture additives should be avoided since they make refinishing difficult without removal of the texture.

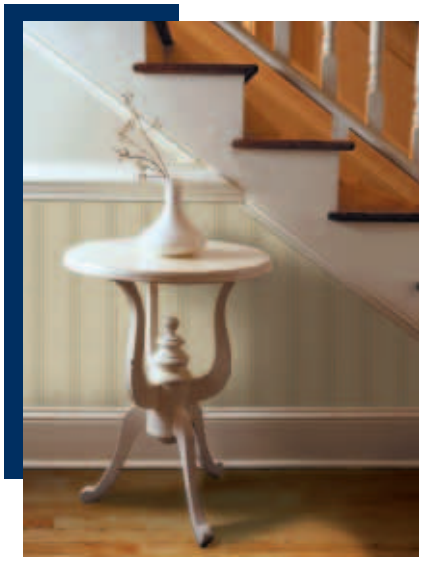
The objective of the Air Force interior design policy is to attain a flexible, neutral background that will be compatible with the decor of successive occupants. Use whites, beiges, and taupes throughout the home. It is important that the selection of carpet, wallcoverings, and window treatments be of such a quality as to have a life expectancy of at least seven years. Volume II, GOQ Standards, provides further details.

- Primary wall finishes should be of a neutral tone throughout the house. Wall paint should be of a satin finish in the living room, dining room, family room, bedroom and hallways. Semi-gloss finishes are recommended in the kitchen, bathrooms, utility rooms, laundry area, and storage rooms. You may repaint walls in your personal choice of colors at your own expense, if you agree to pay for the restoration of wall surfaces to their original condition and neutral color at change of occupancy.

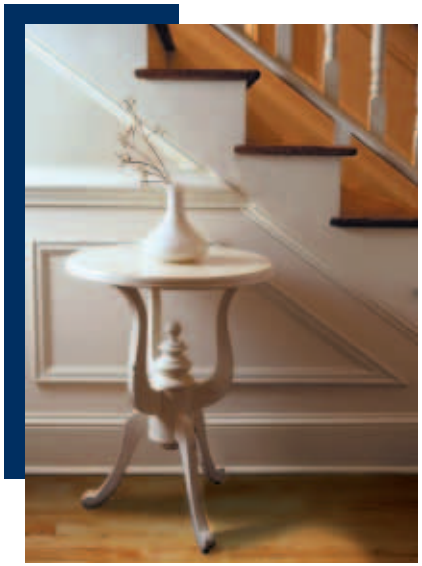
- To prevent expensive stripping of paper and repair of walls at change of occupancy (typically due to damage caused by hanging of personal mirrors and artwork), you are encouraged to avoid the use of wallpaper and decorative borders except in kitchens, bathrooms, and between the chair railing and baseboards in the entertainment functional areas (living room, family room, dining room, and foyer). Ensure the wall covering is of adequate weight, strippable vinyl to withstand point impacts and provide good "clean up" characteristics. If replacing wallcoverings on plaster walls, prepare the wall properly with a plaster skim coat to help preserve wall surface. Do not use wallcoverings on ceilings, paneling, or wainscots.
  - As an option, you may use wallpaper of your personal choice in other areas at your own expense, if you also agree to pay for the restoration of wall surfaces to their original condition prior to moving out of the GOQ.

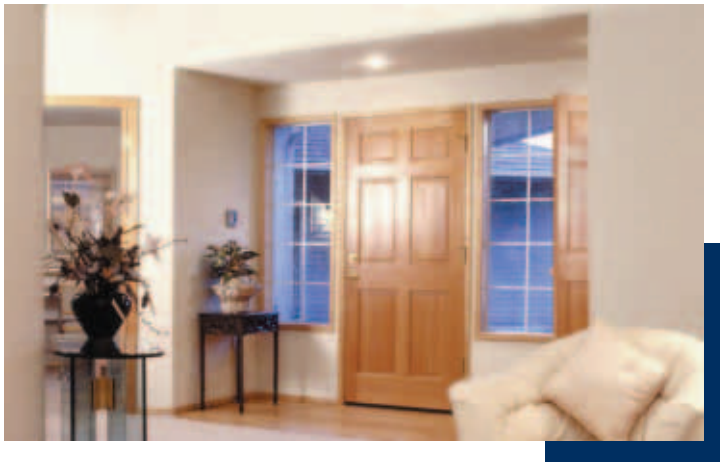
- Carpeting is an acceptable floor finish for the home. Carpeting should be of neutral tones and adhere to Air Force guidelines as outlined in Volume II of your Air Force GOQ boxed set. Carpet should be avoided in potentially wet or high-traffic areas, such as the foyer, bathrooms, powder room, kitchen and laundry area. For these areas, floor coverings should be high-grade, appropriate to the space, durable, water-resistant, slip-resistant, and easy to clean.

- Base molding should be compatible with its respective floor materials and adjacent cabinets.



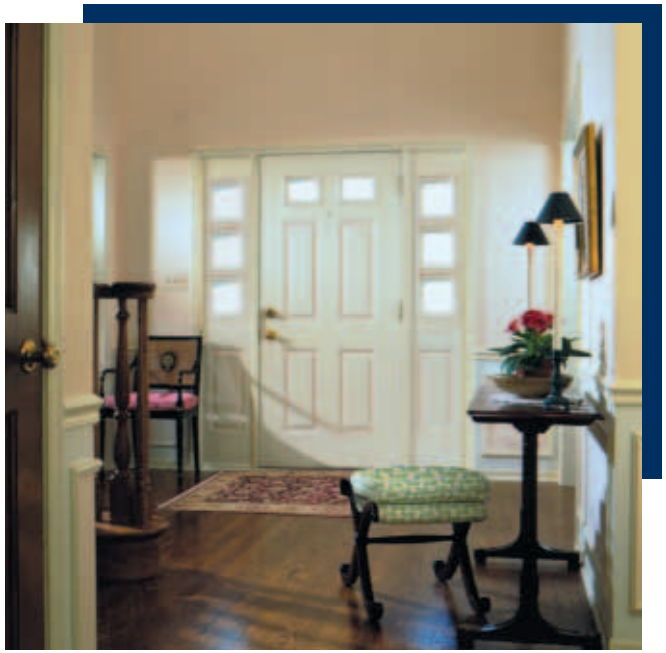
- As pictured, you have the option to use either wainscoting or you may apply a neutral tone wallpaper between the chair railing and the baseboard. This allows you to hang artwork and mirrors without damaging the wallpaper.

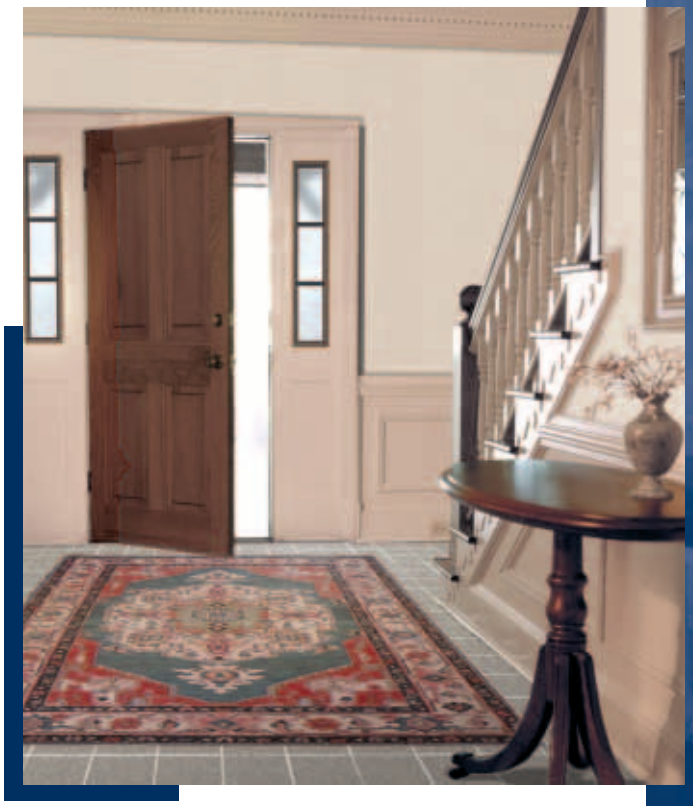




Foyer

Ideally, the foyer is located adjacent to the living room and contains a coat closet. Where possible, the entry's location should allow guests to access entertainment and other areas of the house without directly passing through other functional areas. Lighting in the foyer should be incandescent, and may be ceiling- or wall-mounted, or recessed. Connecting stairways or stairwells are considered a part of the foyer.





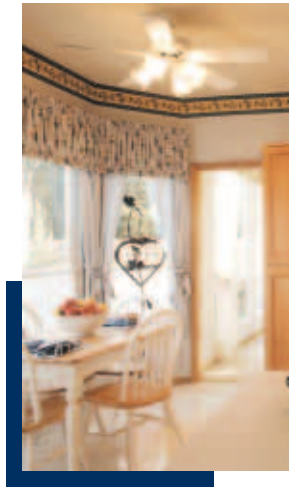
High quality kitchen appliances and fixtures may be provided by the Air Force to support official entertainment requirements.

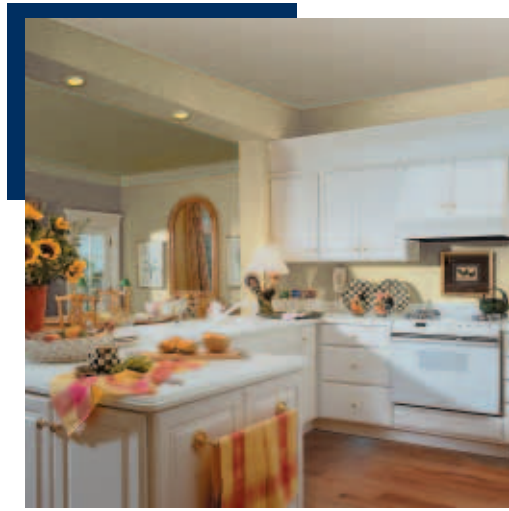
Special Command Position kitchens may require commercial-grade equipment.

Please consult Volume II of the Air Force GOQ Guide for additional detailed information regarding kitchen appliances and fixtures.

Kitchen

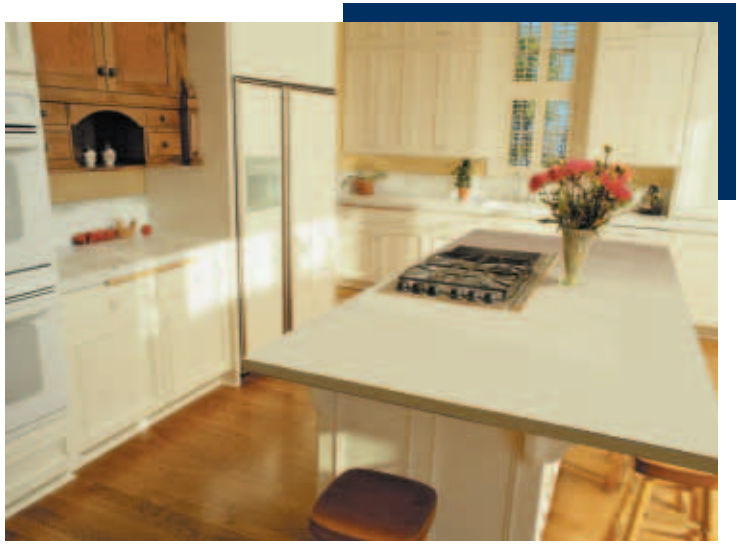
- Space for a supplemental (second) refrigerator may be provided. Suggested locations include the laundry area, storage areas, or the garage.
- Ceiling lighting fixtures may be incandescent or fluorescent, recessed or surface-mounted.
- Task lighting or under-cabinet lighting may be incandescent or fluorescent.





Cabinets, Countertops, and Pantries

- Kitchen cabinets are expected to last 10-15 years, and should only be replaced when their useful life is exceeded, or as part of a whole-house renovation. The cabinet finish should be of such quality materials and construction as to ensure the 15-year life expectancy.
- Adjustable shelves are recommended for pantry closets.
- Countertop color and design should complement the cabinets, appliances, and floor covering. Countertop materials should be of neutral color and may be high-density acrylic composite, granite, or high-grade laminates. Other suitable materials may be appropriate based on local construction practices. In any case, the chosen countertop materials should be of such quality to ensure they meet the minimum life expectancy appropriate to the specific factory standards for that material type. Butcher block or ceramic tile counter tops are not recommended since they raise hygiene concerns and are high-maintenance.



Appliances

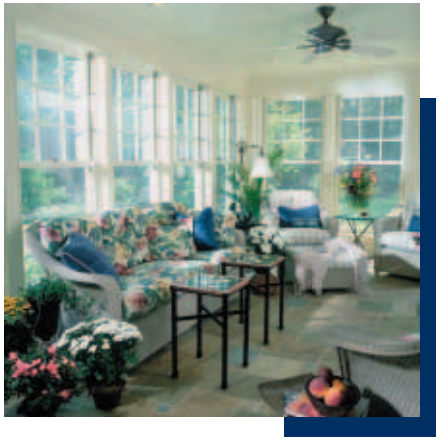
- Appliance color should be neutral and compliment the kitchen decor.
- Ranges or cooktops may be 30-40 inches wide. One self-contained free-standing range, or one cooktop with built-in double oven may be provided by the Air Force.
- Refrigerators should be residential quality and free-standing with a frost-free freezer compartment. They should have a minimum capacity of 22 cubic feet, and may be equipped with a door-mounted icemaker and water dispenser.
- Appliances should only be replaced at the end of their useful life or as part of a whole-house renovation.
- Commercial-grade appliances may be required for Special Command Position quarters.

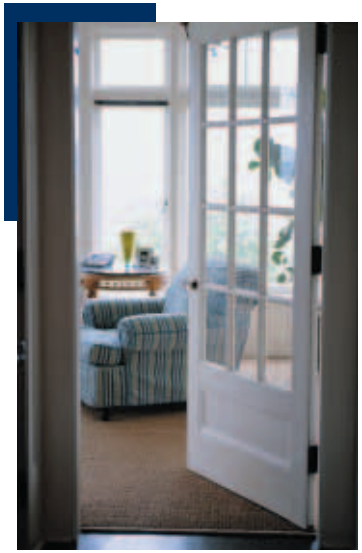
Dining Room

- The dining room may be its own separate space or part of an open-space plan.
- For most GOQs, the dining room should accommodate a china closet, a buffet, and a table and chair set for 8-10 people. Dining tables in Special Command Position GOQs should be able to accommodate 10-12 persons.
- The dining room should be convenient to the kitchen and living room.
- One government-furnished chandelier with dimmer switch is authorized. You may elect to install your own chandelier at your own expense.
  - As an option, recessed lighting or wall-mounted lighting (sconces) fixtures are acceptable.

Living and Family Rooms

- The living room serves as the formal gathering area and focal point of your GOQ home.
- Living and family rooms should be designed to allow flexibility in arranging furniture.
- Where appropriate, an exterior door should connect the living or family room to the patio or sunroom.
- The family room should be separate and distinct from the living room.
- When appropriate and cost-effective, a new fireplace, fully vented to the exterior, may be added to the living or family room areas during whole-house renovation projects. If the home has existing gas service, then gas fireplaces are preferred.
  - Many existing homes were constructed with wood-burning fireplaces to supplement the heating system of the home. However, the improved efficiency of modern heating/cooling systems has removed much of the need for supplemental heating. This, coupled with the higher maintenance and fuel costs of wood-burning fireplaces, makes conversion of these fireplaces to gas (with electric start capability) highly recommendable. Natural gas-burning fireplaces eliminate the need for chimney cleaning and wood purchasing, do not produce strong odors, and reduce the risk of carpet damage from burning embers.
  - Coordinate with your base civil engineer (BCE) for regular maintenance and seasonal cleaning.
- Lighting should be incandescent, ceiling- or wall-mounted, recessed, or part of a ceiling fan. Other accent lighting may be provided as appropriate.



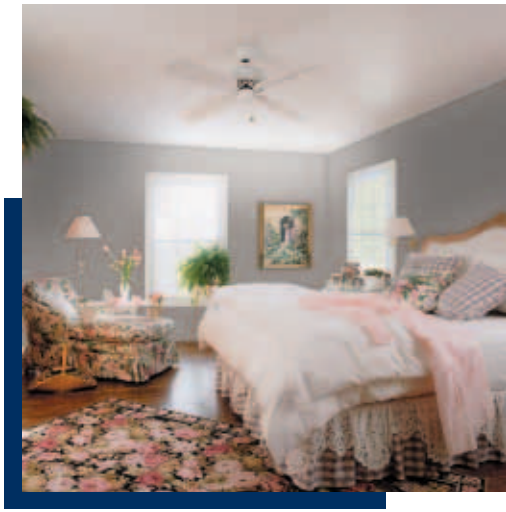


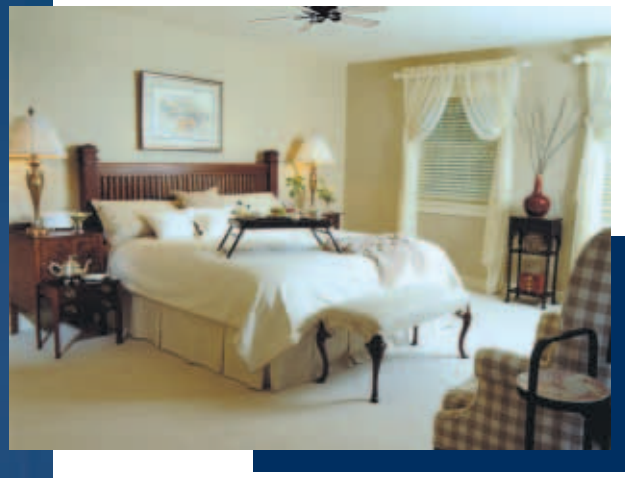
Sunroom

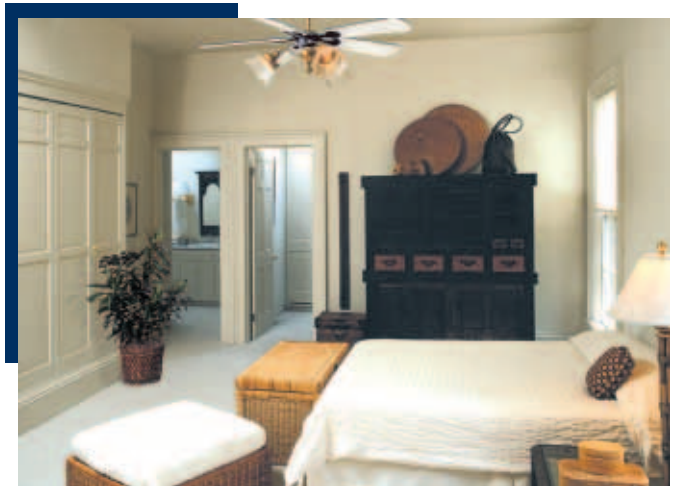
- The sunroom is generally separate and distinct from the living room.
- Sunrooms, when provided, should satisfy the functional requirements of a family room.
- The sunroom is considered an interior space and therefore counts toward the overall net square footage of the home.
- The sunroom should incorporate interior finishes compatible with the rest of the home and should be conditioned via mechanical systems similar to those used by the rest of the home.
- The use of ceiling fans is encouraged to aid in the circulation of air in the sunroom.
- By definition, a sunroom should feature a significant amount of natural light.
- A sunroom may include an exterior door to the patio.
- Lighting should be incandescent and may be ceiling- or wall-mounted, recessed, or part of a ceiling fan.

Bedrooms

- Where practical, sleeping areas should be isolated from the public entertainment areas.
- Each window should have a sill height and size compliant with life safety codes.
- Walk-in closets are preferred where possible.
- Modern incandescent light fixtures are recommended; combined ceiling fan and light fixtures are acceptable.

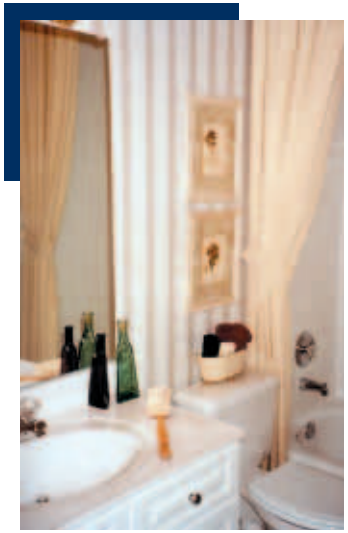




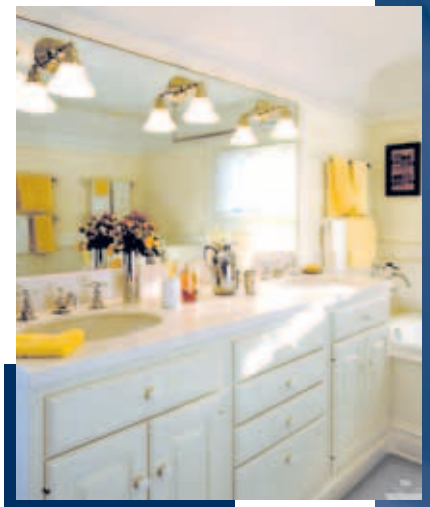


Bathrooms

- Each GOQ should have at least two full bathrooms, each containing a toilet, vanity lavatory, and a bathtub with an integral shower. Shower stalls may be substituted for bathtubs with integral showers. Separate shower stalls may be provided in master bathrooms where space allows.
- Ideally, the master bathroom should have a separate, private enclosed space for the toilet. The vanity should have two sinks and adequate counter space.
- Bathroom finishes, storage cabinets, vanities, accessories, and plumbing fixtures should only be replaced when 1) their life expectancy is exceeded, 2) they are part of a whole house renovation, or major bathroom M&R project. Bathroom vanity and storage cabinets are expected to last 10-15 years.

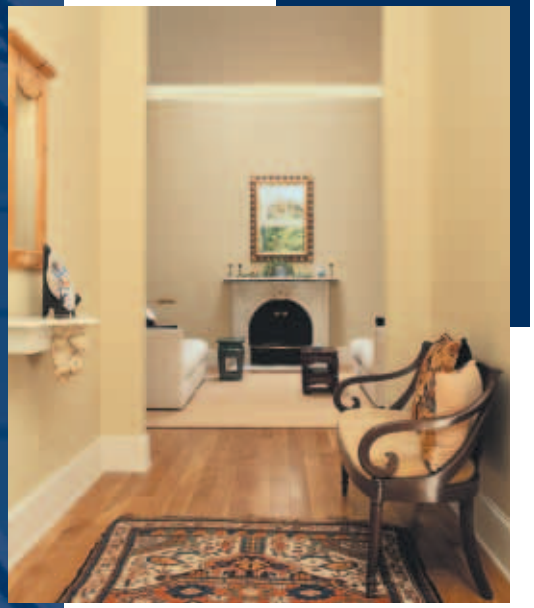


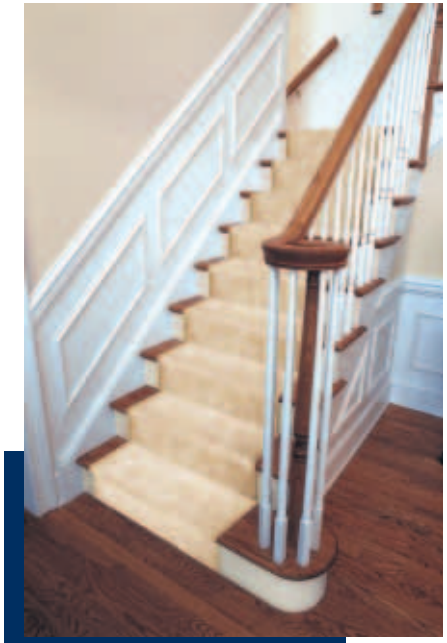
- In bathrooms, and when applicable in powder rooms, install lavatories in countertops on vanity bases meeting the industry standard height and depth. Countertops may be molded acrylic or cultured marble with integral bowl, or neutrally colored laminated plastic surface with lavatory bowls of vitreous china or of porcelain enameled cast iron.
- The powder room should contain a toilet and vanity with a sink, and should be of durable finish materials.
- An exhaust fan for proper ventilation is recommended, but required for bathrooms without windows.
- Bathrooms should have both general and vanity lighting. Light fixtures may be surface-mounted, recessed, or suspended.
- Full-height, wall- or door-mounted mirrors are acceptable.
- Bathroom fixtures should comply with water conservation policies and codes.
- Bathroom plumbing fixtures should be neutral in color.
- Bath and lavatory faucets, fittings, towel bars, and other accessories should be durable, dependable, and simple. Use of high quality chrome or brass finishes is recommended.



Hallways and Stairways

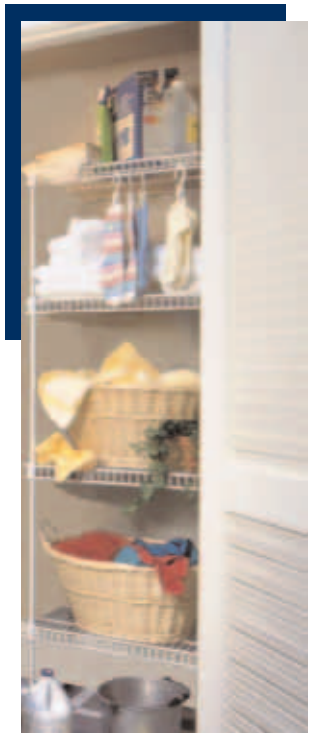
- If connecting hallways, stairways, or stairwells form a visual part of the foyer, the finish and decorative millwork of the hallway/stairway (including banisters) should be compatible with that of the foyer.
- As needed, lighting should be provided at the top and bottom of each staircase and throughout hallways. Ceiling-mounted or recessed incandescent light fixtures are recommended.
- Stair treads may be hardwood or carpeted.





Laundry Area

- The laundry area should be an enclosed area large enough to accommodate a washer and dryer plus shelving or cabinets.
- Wire shelving is acceptable in lieu of cabinets. Shelves should be modular, vinyl-coated, adjustable, and steel wire.
- The dryer should vent to the exterior.
- Lighting should be fluorescent, surface-mounted, or recessed.



Basement

By formal definition, a basement is a space that is either partially above or fully below grade, and is located below the primary living level of the dwelling unit. It can be used for storage or utility purposes (e.g., laundry area or workshop), to house mechanical/electrical equipment, or as finished habitable space (e.g., family room, arctic recreation room, or bedrooms). The basement, when used as other than habitable space, will not be calculated as part of the dwelling unit's authorized net square footage. Expenditures of O&M or MILCON construction funds to upgrade/finish nonhabitable spaces are not allowed. All finished basements used for habitable space, even if finished/upgraded through self-help, must meet Life Safety Codes and counts towards the net allowable floor area for your GOQ home.

Attics

The attic, when used for other than habitable space, will not be calculated as part of the dwelling unit's authorized net square footage. Expenditures of O&M or MILCON construction funds to finish/upgrade nonhabitable spaces are not allowed. All finished attics used for habitable space, even if finished/upgraded through self-help, must meet Life Safety Codes and counts towards the net allowable floor area for your GOQ home.

When existing finished spaces in basements and attics do not meet code, and cannot economically be brought to code compliance, they should be returned to storage with appropriate finishes. This should be accomplished in conjunction with a whole-house renovation of the GOQ.

Interior Storage

GOQs will be provided with storage areas in the form of clothes closets, linen closets, pantries, and interior bulk storage. Shelves should be modular, adjustable vinyl-coated steel wire. All interior storage space except the interior bulk storage is countable towards the net square foot calculation of your home. The interior bulk storage space is an additional non-countable space of 100 square feet maximum that is authorized when the residence does not have usable attic or basement space for storage. This limitation only applies for new interior storage areas provided through renovation and/or new construction. Homes with existing areas larger than the maximum limitation may remain unchanged. Flexibility may be applied within this guideline to allow the increase of the interior bulk storage over the 100 square foot limit as long as the combined (interior and exterior) non-countable “bulk-storage” areas do not exceed 200 square feet. See Volume II of the Air Force GOQ Guide boxed set for additional specifications for interior storage.

6.5 Utilities/Mechanical Systems

The emphasis for the utility/mechanical systems of your home is on the ability to provide a comfortable living environment, efficiency, ease of maintenance, and durability.

- For your own safety, maintenance or repair on the building's electrical, plumbing, heating, ventilating, or air conditioning systems should not be accomplished through self-help. Any M&R work on these systems should be approved and performed by your base civil engineer.
- Routine replacement of air conditioning filters can be done by the occupant. Filters are typically available from the Self-Help Store.

6.6 Life Safety Standards

The most common problem affecting life safety is the obsolescence of electrical, heating/ventilation/air conditioning (HVAC), plumbing, or structural systems in the existing, aging housing inventory. Besides aging systems, structures may present a high fire risk due to improper floor plan design and failure to provide required structural protections, such as fire separations and proper egress.

- For the safety of you and your family, it is Air Force policy to install carbon monoxide (CO) detectors in all homes with fuel-based burning systems. Plug-in or hard-wired CO detectors will be provided for your protection against possible CO poisoning caused by the malfunctioning of these systems. There should be one detector for each floor of the house, located close to the bedroom areas. Also, homes with attached garages should locate a CO detector near the wall adjacent to the garage.
- Hard wired CO detectors should be considered when an improvement or major M&R project is accomplished.
- Smoke detectors are installed according to current fire codes and Air Force design criteria. Hard-wired smoke detectors are required by Public Law 102-522.
- Any battery-operated systems should be checked periodically by the resident to ensure batteries are functioning properly. Hard-wired systems are checked by civil engineer personnel at change of occupancy or as required in local procedures.
- See Volume II of your “boxed set” for more details on smoke and CO detectors and locations.

Furnishings

7.0

7.1 Furniture Allowances

Furnishings can complement a well-designed home. Since furnishings enhance your ability to perform official entertainment functions, Air Force policy provides for supplemental furnishings to assist you in furnishing the public entertainment areas of your home. Government-provided furnishings are intended to complement, not replace, the personally-owned furnishings that are normally expected of a general officer to own based on his/her grade and family size.

The Housing Flight Chief will purchase supplemental furnishings from authorized sources, such as General Services Administration (GSA) vendors. At change of occupancy, furnishings remain with the GOQ or are returned to the base furnishings warehouse for use by succeeding GOQ residents. The GOQ Management Team maintains an inventory of all the government furnishings in each GOQ and reviews this inventory before and after each occupancy change. To acknowledge your accountability for these furnishings, we will ask you or your appointed representative to sign AF Form 228, *Furnishings Custody Receipt and Condition Report*.

Furnishings

- For official purposes
- Used to complement, not replace, personal furnishings
- Limits:
  - $6,000/year, $20,000/5years
  - Applied to drapery, curtains, area rugs (for hardwood floors), new furniture, refinishing and re-upholstery
  - Not applied to moving and handling costs and initial issue drapery and curtains
- Waivers to exceed furnishing limits can be obtained from:
  - MAJCOM/CC - for base-level and NAF GOQs
  - HQ USAF/CV - for single-base MAJCOMs, DRU's, and MAJCOM/CC quarters
  - General Officers may not provide waivers on their own residences, or those residences where the officer is senior in grade or position
- Only purchase authorized items
  - If you desire an item that is not authorized, requests for new items are sent to HQ USAF/ILE. Request should include full justification and estimated costs
    - Requests are reviewed for applicability to entire AF furnishings program
    - If approved, new item will be added to the authorized list found in AFI 32-6003, *General Officers Quarters*
  - MAJCOMs can approve quantity increase of authorized items
- Authorized for official entertainment areas, examples are provided on the following page

Living Room

- Easy Chair or Wing Back Chair
- Sofa
- Ottoman
- Coffee Table
- End Tables
- Desk and Chair
- Occasional Table
- Floor, Desk, and Table Lamps
- Fireplace Set and Screen
- Mirror
- Bookcase
- Drapery
- Area Rugs

Dining Room

- China Cabinet
- Dining Table and Chairs
- Buffet or Server
- Tea Cart
- Mirror
- Drapery
- Area Rugs

Family Room or Den

- Floor, Desk, and Table Lamps
- Sofa Sleeper
- Easy Chair or Wing Back Chair
- Ottoman
- Magazine Rack
- Desk and Chair
- Occasional Table
- Coffee and End Tables
- Bookcase
- Drapery
- Area Rugs

Porch or Patio

- Outdoor Dining Table with 4 Chairs, Umbrella, and Base
- Porch Chairs
- Chaise
- Glider or Settee
- Patio (End) Table
- Lamp

Foyer

- Floor and Table Lamps
- Easy Chair
- Occasional Table
- Bookcase
- Mirror
- Area Rugs
- Drapery

Main Hallway

- Arm Chair
- Occasional Table
- Floor and Table Lamps
- Mirror
- Area Rugs

Maintaining Your Home

8.0

8.1 Annual Plan

Through maintenance, the Air Force aims to preserve real property facilities and furnishings in such a condition that they may be effectively used for their intended purposes.

Your base civil engineer and the GOQ Management Team generate the annual plan, which focuses on planning preventive maintenance and repair of your GOQ.

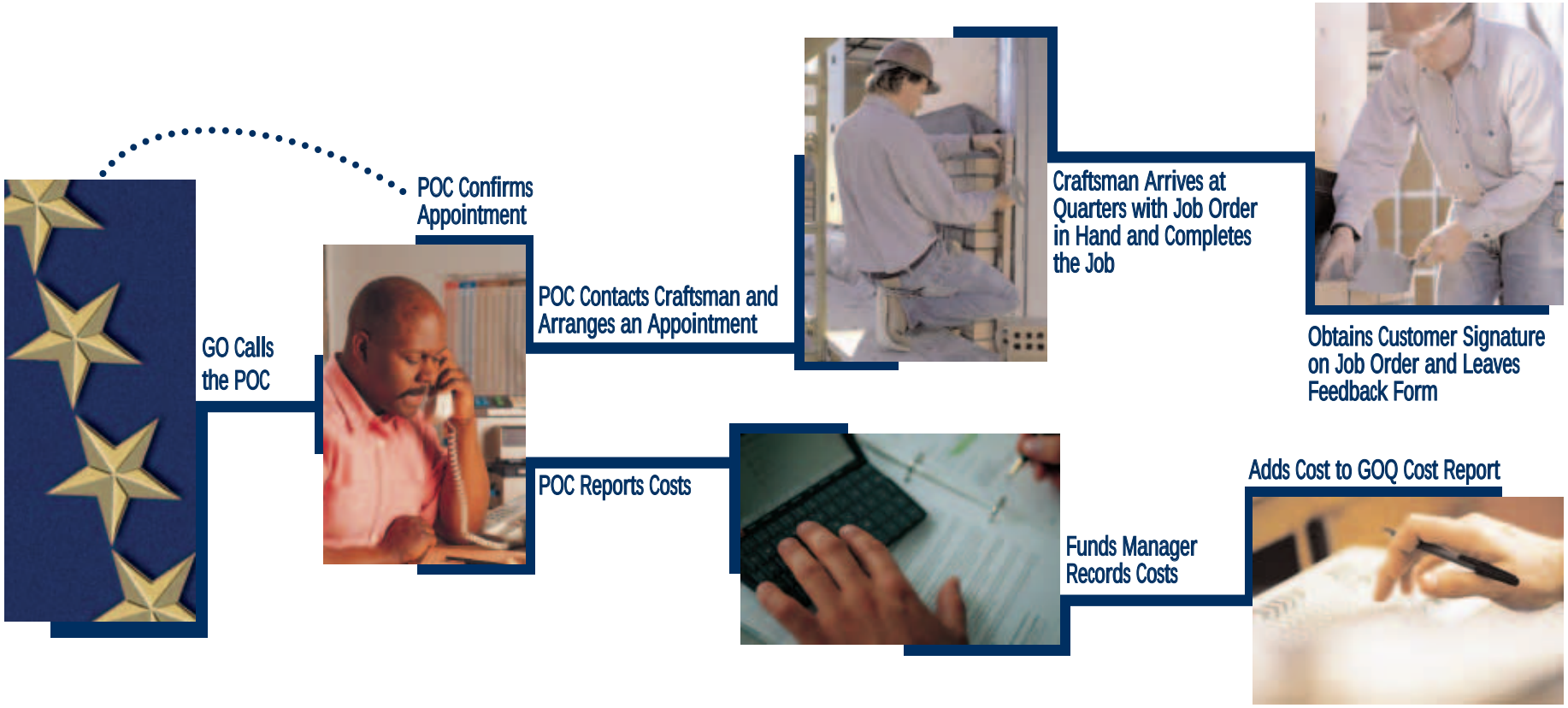
After approval by the Installation Commander and yourself, plans that require less than $35,000 in a fiscal year may be executed without further Air Staff approval. Annual maintenance and repair plans anticipating costs greater than $35,000 in any fiscal year require Installation Commander, MAJCOM, Air Staff, and Congressional approval via the formal annual budget submittal. Once Congress approves these budgets, the plans are executable.

In order to maintain GOQs, major work must be done periodically to structural, mechanical, electrical and other systems both inside and outside of the home. If the house is historic, major work may be especially complicated. Such major work may cause occupancy delays, temporary residence of an alternate house, or with your coordination, some work being done after you move in. These choices are left to you as much as possible, consistent with the approved annual plan, and existing contracts. This should be discussed when you first learn of your assignment to a specific house.

8.2 Service Process

In general, routine work performed on GOQs conforms to the basic process outlined below:

- The resident contacts the Civil Engineer Housing Flight GOQ point of contact (POC) with a work request.
- The POC ensures that funds are available and that the M&R threshold will not be exceeded.
- The POC creates a work order and contacts the appropriate craftsman.
- The craftsman schedules the work and the POC confirms the appointment with the resident.
- The craftsman arrives at the GOQ with the work order and executes the task.
- When the work is completed, the craftsman obtains a customer signature on the work order and provides a customer feedback form.
- The POC collects the completed work order and forwards cost data to the base civil engineer funds manager for the Cost Report. The POC also collects completed feedback forms for appropriate action and response.
- The base civil engineer funds manager collects the costs charged against the work order and adds the amount to the GOQ Cost Report (AF Form 3826, please see page 70 for more details about this form).
- The resident reviews and signs the GOQ Quarterly Cost Report for their quarters.


GO Calls the POC
POC Confirms Appointment
POC Contacts Craftsman and Arranges an Appointment
Craftsman Arrives at Quarters with Job Order in Hand and Completes the Job
Obtains Customer Signature on Job Order and Leaves Feedback Form
POC Reports Costs
Funds Manager Records Costs
Adds Cost to GOQ Cost Report

Normally, emergency service calls are initiated by calling your base civil engineer or the Maintenance Contractor Service Call desk and reporting the problem requiring work.

Air Force Responsibilities

- Single point of contact
- Reasonable response time
- Scheduled appointment
- Estimated completion date
- Follow-up from the point of contact after work completion
- Skilled craftsmen, appropriately dressed in maintenance uniform and with proper identification
- Leaving a clean work site
- A written job order
- Fixing it right the first time, or indicating when it will be fixed
- A customer feedback form

How Residents Can Help

- Clear definition of requested work
- Access at appointed time
- Signature to acknowledge each service call
- Your point of contact for further information
- Signature on quarterly cost reports (AF Form 3826)

Grounds Maintenance

Air Force Responsibilities

- Grounds care for Special Command Position homes and prominently-located quarters that is provided by the Air Force is charged to the house as a maintenance expense against the $35,000 M&R annual limit.
- Performing grounds care projects that are beyond your responsibility or normal capability, such as tree or shrub trimming. Costs for this work will be charged against the $35,000 M&R account.
- Eradicating infestations of insects, rodents or plants that are beyond your control will be provided by the base civil engineering entomologists.
- Reseeding, aerating, extensive fertilizing, and de-thatching of lawns and flower beds are also government responsibilities and charged against the $35,000 M&R limit.

Resident Responsibilities

- You are responsible for maintaining the grounds that surround the GOQ. Typically, this includes up to 50 feet from your GOQ (this dimension may be reduced or extended with base civil engineer coordination and approval if there is an obstruction due to natural or man-made barriers). The MAJCOM commander may provide waivers if it is determined that the GOQ is prominently located and makes a unique contribution to the appearance of the installation. Special Command Positions may receive yard maintenance.
  - If grounds maintenance is an occupant responsibility, it will be clearly identified and defined during your walk-through inspection.
- Mowing, edging, trimming, raking leaves, and watering within your area of responsibility.
- Your grounds care can be supported with equipment and supplies from the self-help store. Supplies are charged to the $35,000 M&R limit.
- Pruning small shrubs, removing weeds and watering flower beds.
- Planting flowering plants.
- Applying pesticides except in cases of infestation.
- If you so choose, having your enlisted aide perform grounds maintenance work is acceptable. Their labor is not charged to the quarters cost limits, but any government-furnished material costs are charged to the quarter's $35,000 M&R limit.

8.4 Self-Help Guidelines

Air Force Responsibilities

The Air Force provides self-help materials for all family housing residents for two main reasons. The first is to address housing occupants' minor maintenance needs within the house. The second is to allow residents to provide minor improvements to their units.

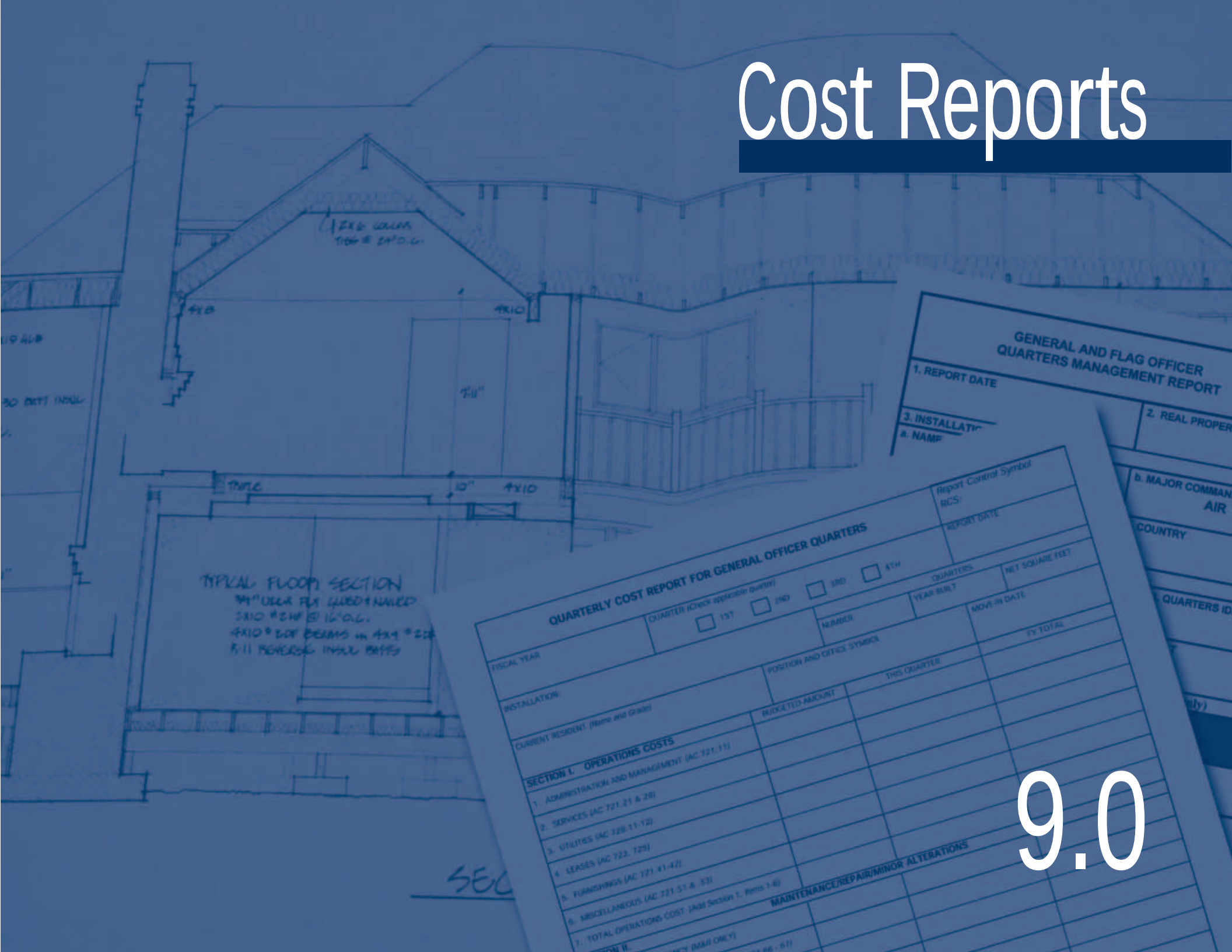
Resident Responsibilities

The Air Force strongly supports self-help projects that are consistent with codes and standards, safety, and functionality. Self-help minor improvement projects will be subject to approval by your base civil engineer and, if approved, become the property of the Air Force. Your base civil engineer may approve your projects with the condition that your house be returned to its pre-occupancy condition. In this case, you could be financially liable for restoring your GOQ to its original condition before you leave your home.

If you are planning to perform any self-help projects, please contact your GOQ Management Team representative or Housing Flight Chief, who will guide you through the self-help process. Self-help work materials count against the $35,000 M&R limit.

Cost Reports

9.0



9.1

Reporting of Air Force expenditures on GOQs to higher-level authorities is accomplished through two types of cost reports: AF Form 3826 and DD Form 2405. These are described on the following pages of this section.

Types of Cost Reports

AF Form 3826

You will receive quarterly and annual AF Form 3826 reports showing expenditures charged to your GOQ home. You must verify and sign both the quarterly and annual AF Form 3826 reports. Therefore, it is vitally important that you are aware of all work performed on your home in the past year and can validate the costs shown on your report before you sign.

Your GOQ Management Team will closely track all costs for your GOQ and should be able to answer any questions you have on your cost report. However, maintaining your own informal record of work orders and costs is in your best interest to help keep a "check and balance" on the cost reports data you will be asked to verify and sign.

The AF Form 3826 will reflect two types of charges:

- Direct Charge - A charge to your quarters based on the cost of work done specifically for you (e.g., repair of furniture, installing a new electrical outlet).
- Prorated Charge - A charge that cannot be identified to any one set of quarters and so is divided among all the quarters receiving the service (e.g., utilities, overhead management cost).

Detailed supporting information will be attached to the AF Form 3826 for each cost shown. Further, the installation GOQ Management Team should be available to answer any questions you have about your cost report.

Through AF Form 3826 reporting, the GOQ Management Team can continuously track GOQ expenditures as the fiscal year progresses and thus ensure that Congressional cost limits are not exceeded. Data from the AF Form 3826 are used by MAJCOM/CE staff to compile the DD Form 2405 reports.

Completion of the AF Form 3826 is required for every GOQ and redesignated Unaccompanied Officer Quarters that has been occupied by a General Officer for even one day out of the entire fiscal year.

Below is an overall view of the AF Form 3826. Pages 71-73 present definitions of terms that General Officers should be familiar with when completing and reviewing the form.

QUARTERLY COST REPORT FOR GENERAL OFFICER QUARTERS

SECTION I. OPERATIONS COSTS

SECTION II. MAINTENANCE/REPAIR/MINOR ALTERATIONS

SECTION III. OPERATIONS AND MAINTENANCE COST

SECTION IV. IMPROVEMENTS

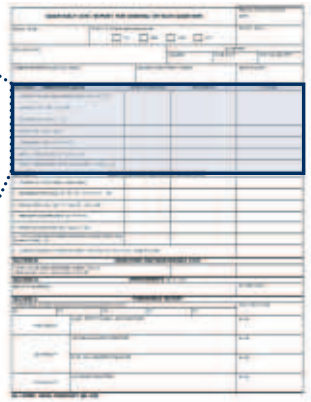
SECTION V. FURNISHINGS HISTORY

AF FORM 3826, 19950201 (EF-V2)

Section I. Operations Cost

SECTION I. OPERATIONS COSTS	BUDGETED AMOUNT	THIS QUARTER	FY TOTAL
1. ADMINISTRATION AND MANAGEMENT *(AC 721.11)*			
2. SERVICES *(AC 721.21 & 29)*			
3. UTILITIES *(AC 728.11-12)*			
4. LEASES *(AC 723, 725)*			
5. FURNISHINGS *(AC 721.41-42)*			
6. MISCELLANEOUS *(AC 721.51 & .53)*			
7. TOTAL OPERATIONS COST *(Add Section 1, Items 1-6)*			

The budgeted amount column should contain the information budgeted for each GOQ being reported.



1. Administration and Management: Includes all direct administration costs to support government owned family housing units. This includes the management of personnel, supplies, equipment, custodial services, occupancy inspections and surveys, etc. for the family housing office functions. The amount is computed by dividing costs incurred during the reporting period by the total number of housing units.

2. Services: Includes refuse collection and disposal, fire protection, police protection, entomological services, custodial services, snow removal, street cleaning, and municipal type services incurred during the reporting period. This includes non-prorated services (direct charges) provided to the applicable GOQ for the reporting period.

3. Utilities: Includes the costs of utilities consumed in government-owned family housing. If the utilities are metered, then the direct charges incurred during the reporting period are reported. If not metered, the total costs of each utility incurred during the reporting period are divided by the total square footage of all housing units, then multiplied by the square footage of the individual GOQ unit being reported.

4. Leases: Include cost only if the GOQ is being leased.

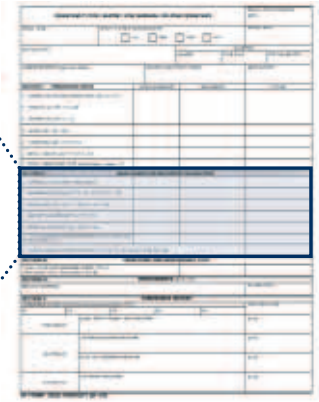
5. Furnishings: Includes the costs of government-owned furnishings provided to government-owned family dwellings as well as for privately leased family housing. This includes replacement, increases to inventories, maintenance and repair, moving and handling of household and patio furniture, equipment and domestic appliances not installed where authorized. All costs reflected here do not count against the $6,000 furnishings limit. Limit applies only to the purchase of household and patio furniture, area rugs, replacement drapery and curtains (excludes initial issue drapery and curtains purchased for a new GOQ due to construction or redesignation), and refinishing/ reupholstering of furniture.

6. Miscellaneous: Includes the costs of country-to-country agreements, accommodation charges, reimbursement to other US government agencies for government-owned family housing units and other family housing operational costs not included elsewhere. It does not include real estate taxes paid to a foreign government. Includes non-base civil engineer direct costs incurred to support government-owned family housing units that cannot be categorized in blocks 1-5 of this section.

7. Total: FY Quarter subtotals - Add lines 1-6 of this section. Add Section I, line 7 and Section II, line 6.

Section II. Maintenance/Repair/Minor Alterations

SECTION II.	MAINTENANCE/REPAIR/MINOR ALTERATIONS		
1. CHANGE OF OCCUPANCY *(M&R ONLY)*			
2. MINOR/ROUTINE M&R *(AC 722.62, AC 722.86 - 87)*			
3. MAJOR M&R *(AC 722.71, 722.96, 724, 726)*			
4. GROUNDS MAINTENANCE *(AC 722.81)*			
5. MINOR ALTERATIONS *(AC 722.91 - 92)*			
6. TOTAL MAINTENANCE/REPAIR/MINOR ALTERATIONS *(Add Section II. items 1-5)*			
7. CONGRESSIONALLY APPROVED M&R THRESHOLD IF DIFFERENT FROM $35,000			



1. Change of Occupancy (M&R only). Includes change of occupancy work: Minor maintenance and repair work done on housing units when occupancy changes. Includes interior painting; repairing floors, walls, and ceiling finishes; repairing electrical and plumbing fixtures and total obligations for cleaning after the occupant has met required (specified) cleaning standards prior to the unit being vacated. Does not include other maintenance or repair work which may have been deferred until change of occupancy to avoid inconveniencing the occupants.

2. Minor/Routine Maintenance and Repair. Includes all service calls, replacement of blinds and carpeting and the cost of self-help projects. Report all direct costs applicable to the unit being reported.

3. Major Maintenance & Repair. Includes major maintenance and repair projects on government-owned family housing units, including those damaged or destroyed, whether provided by the lessor or separately contracted by the government. For a definition of maintenance and repair, see page 20 of this guide.

4. Grounds Maintenance. Covers repair and maintenance of other real property external to the dwelling unit such as fences, sidewalks and driveway. It includes all costs for maintenance and care (i.e., cutting grass, planting, fertilizing, pruning, mulching, etc.), including storm sewage and drainage structures solely for the occupant's use. It also includes purchases of lawn and garden supplies and materials from the self-help store.

5. Minor Alterations. Minor work of an improvement nature. This work is construction type work normally performed in support of a maintenance and repair project. For a definition of minor alterations, see page 20 of this guide.

6. Total. Add lines 1-5 of this section.

7. Congressionally Approved M&R Threshold if Different from $35,000. Enter the project number and costs for a line item approved improvement project to exceed the $35,000 limit.

Section III. Total Operations and Maintenance Costs

Includes costs and project numbers of major investment (MILCON

Section IV. Improvements

Construction), whole-house improvement (renovation/modernization, conversion, or alteration), and minor improvement projects. For a definition of whole-house improvement projects, see page 18 of this guide.

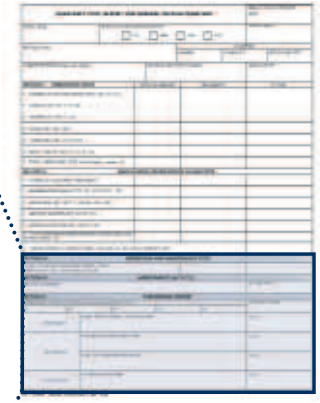
Section V. Furnishing History (5 year history)

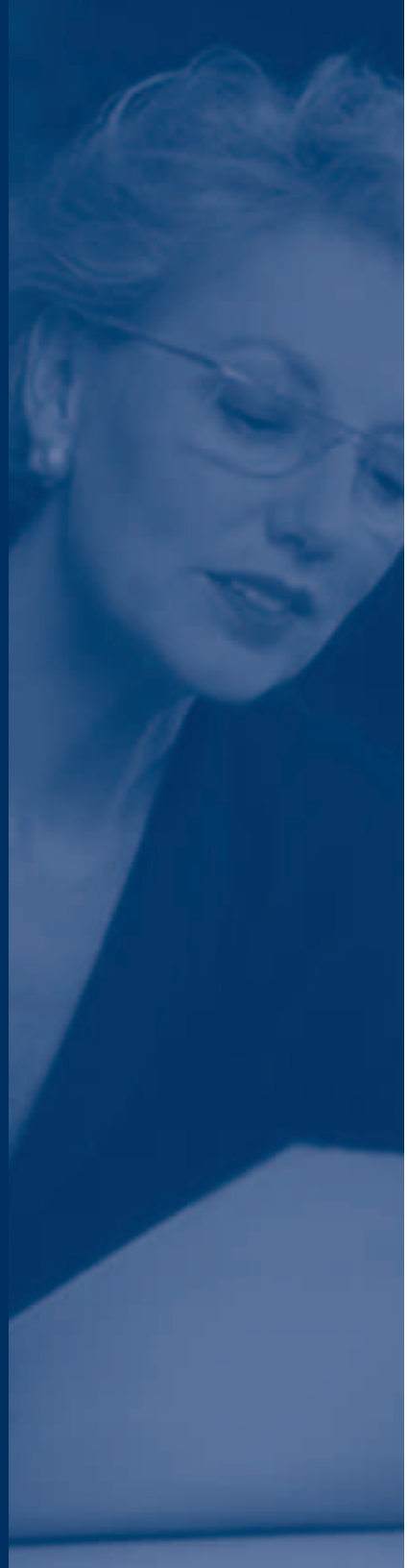
Expenses for each FY for furnishings to include repair, replacement, control, moving, and handling of furniture such as sofas or occasional chairs, and free standing appliances, such as refrigerators, washers and dryers. Includes only those items that count towards the $6,000 furnishings limit.

Signature Blocks

Occupant must sign form, if available. In the event the occupant PCS's prior to end of the reporting period, the base civil engineer will sign the form for the occupant.

SECTION III.	OPERATIONS AND MAINTENANCE COST	
TOTAL OPERATIONS AND MAINTENANCE COSTS *(Add Section I. line 7 and Section II. Line 6)*		
SECTION IV.	**IMPROVEMENTS (AC P-713)**	
PROJECT NUMBER(S)		ACTUAL COST
SECTION V.	**FURNISHINGS HISTORY**	
FURNISHINGS 5-YEAR TOTAL *(Do not record costs before FY 91)*		FIVE YEAR TOTAL
FY / FY / FY / FY / FY		
PREPARED BY	NAME, OFFICE SYMBOL AND SIGNATURE	DATE
CERTIFIED BY	HOUSING MANAGER SIGNATURE	DATE
	BASE CIVIL ENGINEER SIGNATURE	DATE
REVIEWED BY	OCCUPANT SIGNATURE	DATE





DD Form 2405

In compliance with Office of the Secretary of Defense (OSD) policy, Air Force MAJCOM must submit a DD Form 2405 for each GOQ home at the end of the fiscal year. The DD Form 2405 reports all expenses for the year for operations, maintenance, repairs, and improvements performed on GOQs, as well as expenses related to leased GOQs. MAJCOM uses data from the submitted AF Forms 3826 to complete the DD Form 2405.

DD Form 2405 reporting is forwarded to Congress annually and is used to help ensure that Congressional approvals have not been exceeded, to determine average Air Force costs, and to provide data for determining overall DoD costs among the Services.

GENERAL AND FLAG OFFICER QUARTERS MANAGEMENT REPORT			REPORT CONTROL SYMBOL DD-A&T(AR)1706
1. REPORT DATE		2. REAL PROPERTY INVENTORY CODE (RPIC)	
3. INSTALLATION DATA			
a. NAME		b. MAJOR COMMAND / ENGINEERING FIELD DIVISION	
c. STATE	d. ZIP CODE	e. COUNTRY	
4. QUARTERS DATA			
a. QUARTERS IDENTIFICATION CODE (QIC)		b. LOCAL QUARTERS IDENTIFICATION	
c. NET FLOOR AREA (sq.ft.)		d. YEAR BUILT	e. HISTORIC REGISTER
5. MANAGEMENT DATA (Enter whole dollar amounts only)			
a. TOTAL OPERATIONS AND MAINT ((1) + (2) + (3) + (4))			
(1) OPERATIONS			
(2) UTILITIES			
(3) LEASE			
(4) MAINTENANCE AND REPAIR			
b. IMPROVEMENTS (See Remarks Section for Project Numbers)			
c. CONGRESSIONALLY APPROVED AMOUNT FOR M & R			
6. REMARKS			

DD Form 2405, OCT 92 (Computer generated) PREVIOUS EDITION IS OBSOLETE

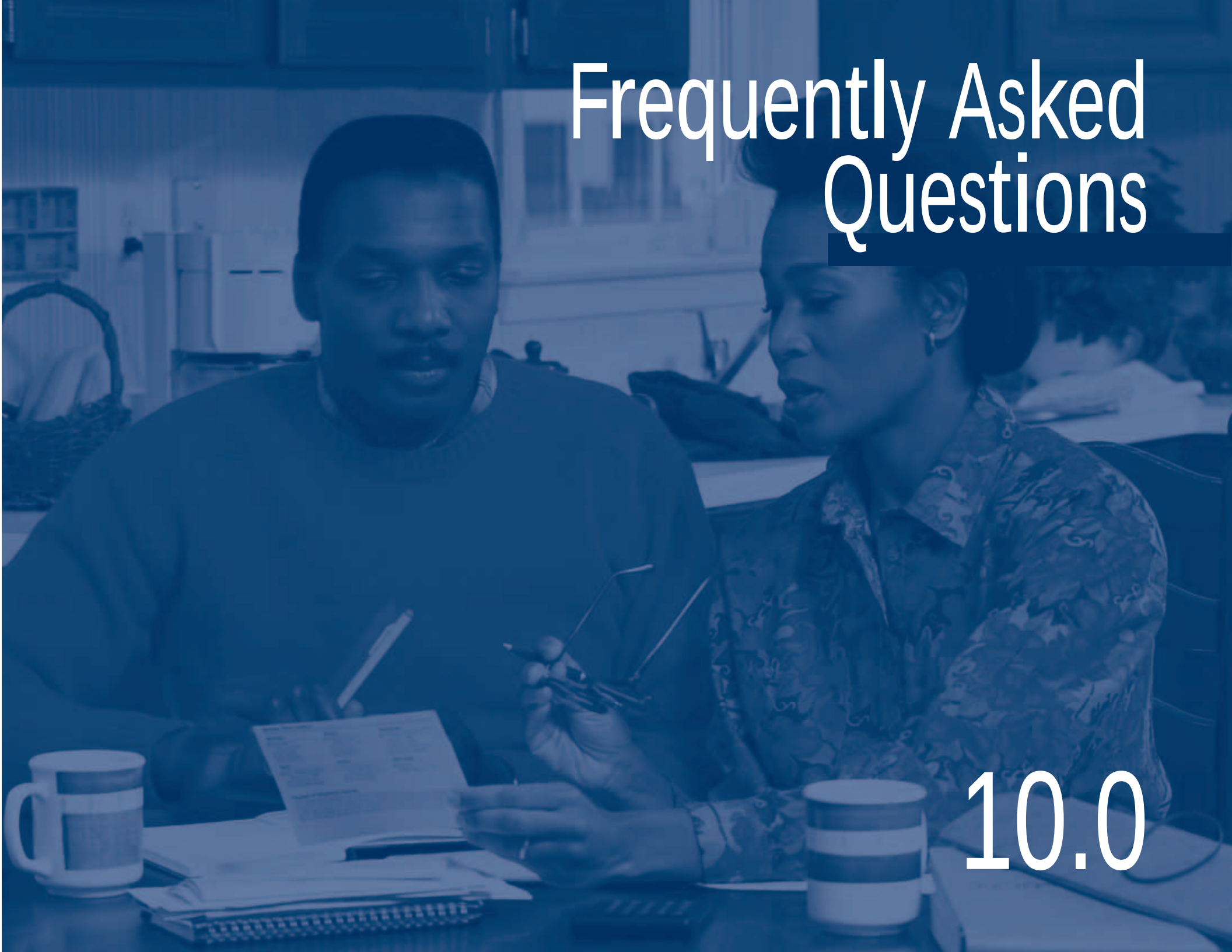
GOQ Costs and Approval Limitations Summary 9.2

Type of Work/Fund Type	Limit	Approval Authority		
		MAJCOM	SAF and AF	Congress
Furnishings[1,2] P-721 (O&M)	■ $6,000/year ■ $20,000/5 years ■ Items authorized by Allowance Standard 414 or new AFI-32-6003	■ Limited to $6,000 per year and $20,000 over 5 years for authorized items. Waivers can be granted by MAJCOM/CC for units other than their own	■ Waivers can be granted by USAF/CV for MAJCOM/CC quarters. ■ Approval by AF/ILE for items not authorized in Allowance Standard or AFI 32-6003	
Maintenance & Repair P-722 (O&M)	■ $35,000/year	■ $35,000 per unit per year	■ SAF/IEI approval to exceed $35,000 per unit per year.	■ Congressional notification is required
Minor Alterations[3] P-722 (O&M)	■ $3,000/unit/year (base) ■ $7,500/unit/year (MAJCOM)	■ $7,500 per unit ■ Prohibit using this authority to: - increase the size of the unit - increase the number of rooms - install lawn sprinkler systems	■ SAF/IEI approval when unit cost exceeds $7,500 per year	
Minor Improvement Project P-713 (MILCON)	■ $50,000 multiplied by the area cost factor adjustment in CONUS. ■ $50,000 in overseas ■ $60,000 for ADA handicapped accessibility needs multiplied by the area cost factor adjustment in CONUS. ■ $60,000 for ADA requirements in overseas	■ No Authority	■ SAF/IEI approval is required when the unit's requirement cannot wait for the next normal budget cycle; there must be a compelling life/safety/health justification.	■ Congressional notification is required

Notes:
1. This chart reflects authorities for all GOQs; special command positions (SCP) have additional authorities, SCP china and crystal is issued to SCPs by the Bolling AFB Supply Squadron. An annual $1,000 allowance provides for replacement china and crystal, as well as table linen purchases.
2. A new additional $1,000 annual allowance is provided to SCPs to purchase items needed for official entertainment functions (small cookware, serving pieces). Items are locally purchased through the Base Civil Engineer using an IMPAC card.
3. Force Protection and mission related communications work is excluded from these limitations.

9.3 Congressionally Approved Authorization Summary

Type of Work/Fund Type	Limit	Approval Authority		
		MAJCOM	SAF and AF	Congress
New Construction P-711 (MILCON)	■ As approved through normal budget cycles	■ No Authority	■ No Authority	■ Congressional approval is required
Replacement Construction P-711 (MILCON)	■ As approved through normal budget cycles	■ No Authority	■ No Authority	■ Congressional approval is required
Whole House Improvement Project P-713 (MILCON)	■ As approved through normal budget cycles	■ No Authority	■ No Authority	■ Congressional approval is required



Frequently Asked Questions

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These questions were derived from GOQ Town Hall meetings, base civil engineers, Housing Flight Chiefs, and HQ USAF/ILEH.

For additional questions not addressed here, contact your base civil engineer or your housing management staff.

Q Can I finish my basement or attic with self-help?

A Unfortunately, statutory house size limitations prevent us from increasing living space by finishing a basement or an attic either through self-help or by AF-funded project.

Q Can I finish space with a clearing less than 7'6"?

A If the space does not have 7'6" ceiling height over 50% of the ceiling area, it is not considered a habitable space by the Life-Safety code and should not be finished.

Q Can I convert my wood-burning fireplace to gas logs?

A Yes, this can be done if gas service already exists in the area. If the gas line exists in the area, but must be extended to the fireplace, it is categorized as a M&R minor alteration project. For costs up to $1,000 the installation Commander may approve; for costs up to $7,500 MAJCOM/CV may approve.

Q How can I add a fireplace? Who supplies the firewood?

A Adding a fireplace requires extensive structural work that meets the criteria of an improvement project. This requirement should be identified on your long-range plan and must be approved and funded by Congress. If you currently have a fireplace, it is your responsibility to obtain the wood for it.

Q Can I enclose my patio?

A Patios can be enclosed, but temperature controls and interior finishes cannot be installed because this would add to the square footage of the quarters, and this is not allowed under minor alteration rules.

Q What if a local civic delegation wants to donate items for my quarters?

A You are allowed to accept gifts within very specific guidelines. Your base legal office can assist you with the paperwork and approval procedures required to obtain approval to officially accept such gifts.

Q Can I have a garage?

A Yes, you may have a carport or garage by DoD standards, and your GOQ Master Plan identifies this requirement. Garages must be properly planned, programmed, and funded as an improvement project requiring Congressional approval.

Q What happens if my quarters are already at or near the $35,000 limit, and the basement floods?

A If an incident occurs that threatens life or safety, we will make the necessary repairs. However, we are required to notify Congress if the cost of the work would bring you over the $35,000 threshold. Typically in these instances, senior Air Force leaders and Congress will closely examine how all funds were expended in the unit.

It is always best to leave a balance of your authority available for unforeseen contingencies.

Q How old is my carpeting and drapery?

A During your pre-move-in visit to your home, the housing management office will provide you with information on the age of your carpeting and drapery. Information is also available through the furnishings warehouse (part of the housing office).

Q How much money is in my furnishings account?

A There is not an established balance of funds in a furnishings account for any GOQ home. Instead, limits exist. The annual authority is limited to $6,000 per year per GOQ, and $20,000 for any five-year period. Information on the availability of funds and the procurement history of your furnishings can be obtained through your base housing management office.

Q What furniture is expensed against my quarters?

A The furniture items bought and issued for your home are expensed against your quarters. If furniture purchased for a specific quarters is no longer required, it can be returned to be stocked in the furnishings warehouse if one exists at your installation. Used furniture issued to your quarters from the existing furnishings management office (FMO) inventory is not expensed.

Q What am I authorized for lawn/patio furniture?

A The lawn/patio furniture that you are authorized includes an outdoor dining table, chairs, and chaise lounges (refer to page 62). Special Command Positions are authorized additional furniture. You can obtain the specific authorization for your quarters by contacting your housing management office.

Q Am I allotted china/linens?

A Only Special Command Positions are authorized china, tableware, and linens. The combined annual limit for replacing/repairing these items is $1,000. This does not include the initial-issue set of china and tableware.

Q Can I have a patio and a porch?

A Yes. However, your porch/patio work must comply with your GOQ Individual Facility Profile. Approval for your porch or patio would therefore depend on what is identified and approved in your GOQ Individual Facility Profile. The combined square footage of any porch/patio combination cannot exceed the maximum allowance of 350 square feet for combined outdoor living spaces.

Q Can I have a barbecue pit?

A Special Command Positions are authorized only one portable gas barbecue grill. Constructing a permanent barbecue pit is not a standard residential private sector construction feature, therefore, the Air Force does not provide them. If you move into a home with an existing permanent barbecue pit, the Air Force will perform “minor” maintenance until the end of its serviceable life, at which time it should be demolished.

Q Can I have a gazebo?

A Construction of a new gazebo is not authorized. However, we will maintain existing structures.

Q Can I have a hot tub or Jacuzzi?

A Since hot tubs and Jacuzzis are personal items, we do not provide them. As far as your being authorized to use them, check with your housing office for any base-specific rules, and check with your base civil engineer to determine if your GOQ has sufficient electrical power available to operate the tub/Jacuzzi.

Q May I be provided with a portable generator?

A Although we do not provide portable generators, you may submit a work order to install a cut-out switch for a personal unit. This will be charged against the $35,000 limit. You are liable for any damages this unit may cause.

Q Can I have my old carpet re-laid in my basement?

A Carpeting non-living space or increasing net living space with maintenance or minor construction is not allowed. However, you can have the carpet cut and loose-fitted at your own expense.

Q Can I install old cabinets in my garage?

A You may install old cabinets in the garage with an approved self-help request. Unless your succeeding occupant desires to use them, you will have to remove them when you vacate your quarters.

Q Instead of using money allotted for a new roof, can I use that money for something else?

A The required replacement of a GOQ roof is driven by a survey of the GOQ and the requirements outlined in the Secretary of the Air Force-approved Master Plan. Replacement projects, such as installing a new roof, must occur as programmed, unless an unforeseen requirement for life safety or structural safety overrides the requirement of the roof work.

Q Who will install my satellite dish/ham radio antenna?

A Installation of satellite dishes and ham radio antennas is your responsibility and must comply with base self-help communication standards in order to be approved.

Q Can I have crown molding and chair rails?

A Yes, as outlined in the GOQ standards.

Q Can I make changes to permanent finishes/structures such as tiles, based on personal preference?

A Repair, replacement, and changes to structures or finishes should occur only when these items have exceeded their useful life.

Q Don't I have a $35,000 per year allowance for housing improvements?

A Actually, the Air Force does not budget or receive $35,000 per year to apply to each GOQ. Rather, the $35,000 per GOQ represents a limit on annual maintenance and repair costs. It is not an additional amount that we receive for your quarters.

Q Can I replace serviceable items?

A Serviceable items are not normally replaced until they have exceeded their life expectancy. Requests for early replacement will be reviewed on a case-by-case basis. Examples: appliances, chandeliers, banisters, countertops, vanities.

Q Can I have an ice machine?

A Yes, a free-standing ice machine is authorized if the requirement exists and the home has adequate space and power outlet to accommodate.

Q Can I have a second refrigerator?

A Yes, but you must substitute your food freezer with this second refrigerator. For more specific details concerning your entitlement to appliances, please contact the housing management office.

Q Can I have a dog fence enclosure before I arrive?

A Your housing office will work with you to determine the feasibility of supporting this request. Accommodations for pets are your responsibility and must comply with base standards. With this in mind, you may make personal arrangements in advance. The enclosure must be removed when you vacate your quarters, unless your succeeding residents wish it to remain.

Q Who is responsible for the yard maintenance?

A You are responsible for maintaining the grounds that surround the GOQ and are for your exclusive use. Typically, this includes up to 50 feet from your GOQ (this dimension may be reduced or extended with base civil engineer coordination and approval if there is an obstruction due to natural or man-made barriers). The MAJCOM commander may provide waivers if it is determined that the GOQ is prominently located and makes a unique contribution to the appearance of the installation. Special Command Positions may receive yard maintenance.

Q Can I have the maintenance contractor transplant these healthy, mature azaleas to a different part of the garden so that I can plant some annuals?

A In most cases, planting and landscaping within 50 feet of the quarters is your responsibility. However, to ensure that utility and service lines are not disturbed, please coordinate with your base civil engineer before undertaking planting or landscaping.

A When we do provide yard work, as in the case of Special Command Positions, we sometimes re-landscape, charging the cost against the $35,000 annual limitation for the quarters.

Q Can I have a lawn sprinkler system?

A Since sprinkler systems are not a typical private-sector, residential construction standard, the Air Force does not provide them.

Q Can I install a lawn sprinkler system as a self-help project?

A Since this is not an amenity provided by the Air Force, it should not be installed as a self-help project. These systems, when installed, become Air Force property and therefore require the government to provide recurring, often costly, maintenance for proper upkeep of the system. If you move into a home with an existing system, the Air Force will perform “minor” maintenance until the end of its serviceable life, at which time it will be abandoned in place.

Q Can I have a larger water heater?

A If your water heater is not providing sufficient amounts of hot water for your use, a larger water heater may be authorized based on local standards. This replacement will count against your $35,000 annual spending authority.

Q Where are my washer and dryer?

A Washers and dryers are only issued at overseas locations and for all Special Command Positions, regardless of location.

Q Who will connect my washer and dryer?

A You are responsible for connecting your own washer and dryer. The only exception is when we provide the washer and dryer.

Q Can I change this room into an office?

A Yes, you may use your rooms as you require. However, any alterations, additions, or new construction must comply with programming rules, and should be identified and approved in your GOQ's Individual Facility Plan.

Q Can I change the color/wallpaper of my bathroom?

A If the wallpaper is no longer serviceable, we will replace it for you. It should be a of a neutral color that will ensure long life and compatibility with the aesthetic tastes of your GOQ's future occupants. If you install wallpaper yourself, you must restore the walls to original condition when you vacate the GOQ unless the next occupant agrees to accept it as is and also accepts the associate responsibility at their time of departure.

Q Can I have a pedestal sink in my powder room? And change the entire floor in the powder room?

A Pedestal sinks and the floor may only be replaced as part of a whole-house renovation or when the fixture's life expectancy has been exceeded.

Q Can I have a whirlpool bathtub?

A Whirlpool bathtubs are not authorized.

Q Can I have runners on my carpet?

A Yes, you may place your own runners over carpeting, but we don't provide you with runners.

Q What is the base's pet policy?

A The base's pet policy is outlined in your family housing brochure. Contact your base housing office for specific details.

Q Where do I park my Jet Ski and trailer?

A The base's recreational vehicle parking policy is outlined in your family housing brochure.

Q Will the government install my personal water purification unit under the sink?

A You are responsible for installing your own personal water purifier. Before you install the purifier, contact either your GOQ Management Team or Civil Engineer to help you fill out the required paperwork and ensure safety requirements are met.

Q What is the holiday decoration policy?

A The holiday decoration policy is outlined in your family housing brochure.

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