DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST MISSILE WING (AFGSC)

MEMORANDUM FOR NEWLY ASSIGNED PERSONNEL

FROM: 341 CES/CEIH
6945 Goddard Dr, Bldg 130
Malmstrom AFB, MT 59402

SUBJECT: Welcome to Malmstrom

On behalf of our staff at the Housing Management Office (HMO) we would like to welcome you to the "Big Sky Country" and extend our congratulations on your new assignment to Montana.

Malmstrom Family Housing privatized in March 2012. Our homes were built between 1999 and 2012. Our privatized partner is Balfour Beatty Communities (BBC.) Their housing website is available at www.malmstromfamilyhousing.com. You will be able to view the resident lease, resident guidelines, floor plans and neighborhood newsletters from this site. You may reach the BBC staff at (406) 315-2262 Monday through Friday 0800-1700, Saturdays 0800-1600. BBC is closed on official holidays.

Waiting times fluctuate seasonally and vary depending on rank and bedroom entitlement. Our housing units consist of 4 unit or 6 unit plexes with 2 bedrooms, duplexes with 2, 3 or 4 bedrooms and stand-alone 4 bedroom homes. All units are equipped with stoves, refrigerators, dishwashers, electric or gas washer/dryer hook-ups and a storage area. Some have basements as well.

The rental rate to be charged to Target Tenants will be equal to the BAH at "with dependent" rate for the senior ranking military member residing in the home. If a housing unit is occupied by two military members that are married to each other, (i) the rent to be charged will be the BAH at "with dependent" rate of the pay grade of the senior ranking military member, even if each individual member receives BAH at the "without dependent" rate, and (ii) if the senior ranking military member should no longer occupy the housing unit for any reason, the rent to be charged shall be the BAH at "with dependent" rate of the pay grade of the member that remains in the housing unit. Your rent will be paid by allotment. The allotment will start on the first day of the following month.

Malmstrom will start Mock Billing in 2015 for 12 months which means mock utility usage "bills" will be sent to residents for that timeframe. A portion of the BAH is set aside as the Utility Allowance to cover the cost of utilities. The only out of pocket expense will be when the utility amount exceeds the Utility Allowance. Once the 12 month period has passed, residents will be responsible for any utility costs over and above the utility allowance. If there is a savings, a credit will be paid. If you have any questions concerning the billing process, please talk with one of our counselors at HMO or BBC. For advance BAH options, please contact the finance office at COM (406) 731-3917 or DSN 632-3971.

Upon arrival to Malmstrom, please stop by our office at 6945 Goddard Drive (Bldg 130) so we may provide you with an informative briefing on what to prepare for when living in privatized housing. We can address any other concerns you may have regarding residing on- and off-base, schools, etc. Please let us know if you require any other information prior to arrival. You can submit your application in advance of your arrival by completing and emailing the attached documents to us. Upon receipt of those documents, we will verify your data and refer your application to BBC.

LOCATING HOUSING MANAGEMENT OFFICE

The HMO and BBC are co-located in the first building on the left as you enter Malmstrom AFB via the main gate on 2nd Ave N, Building 130. HMO Counselors offer referral services to on-base privatized housing, assist with locating housing accommodations in the local community, and process advanced applications for submittal to gaining bases.

The HMO also provides oversight for privatized housing and assists residents with dispute resolution for Privatized and off-base housing. Tenant Representatives for privatized housing are available to act on behalf of service members and provide input on various topics at monthly partnering meetings.

Lobby Hours: 0800 – 1630, Monday – Friday, closed on official holidays
Phone: (406) 731-3056/2272 or DSN: 632-3056/2272
Air Force Housing Website: www.housing.af.mil

Should you wish to submit your application for on-base housing in advance, print and complete the forms attached and listed below. Return them via email to 341ces.housingmanagementoffice@us.af.mil. Upon receipt, we will verify your orders and send your referral information to BBC.

- The Housing Referral – in which you will initial verifying receipt of the attached Pet Policy
- Sex Offender Disclosure
- BBC Housing Application
- Required Documentation – Attached is a list of supporting documentation that may need to be subitted, i.e. copy of your PCS Orders front and back (including any amendments) or documentation of dependents not listed on orders, i.e. marriage license, custody agreements, etc.

*Active Duty military members, with dependents, assigned to Malmstrom AFB are considered Target Tenants. They are categorized as Priority 1 (Key and Essential) and Priority 2 (all others including support agreements and independent duty personnel). Other Active duty military members assigned to Malmstrom (National Guard/Reserve members and family to include unaccompanied personnel (married and single) are considered Priority 3. Priority 3 can only be housed if the target tenant list has been exhausted. Leases for Priority 3 members are for a one-year period. If housing is then needed for a Target Tenant, you would be required to move off base at your own expense. Please contact BBC or the HMO office for details.

FUNDED MOVES AND NON-TEMPORARY STORAGE

If you currently reside off-base in the local area and choose to live on-base in privatized housing, you are authorized a one-time government paid move into privatized housing. When your residence has been designated, please contact HMO for moving orders and instructions. Should you have items you would like to place in Non-Temporary Storage, you have 30 days from move-in to submit your request to the HMO. These items will remain in storage until you PCS to another location or move off base.

HOMES.mil

www.homes.mil is a service designed to connect service members and their families with DOD-verified community housing rental listings located near US military bases. Listings can be provided by the HMO upon your arrival.

AHRN

Even though Automated Housing Referral Network (AHRN) is no longer associated with DoD, you can still access this website at www.ahrn.com. This site provides information on available and affordable housing within the local area.

HOTEL LISTING-Great Falls

For information regarding local lodging in Great Falls go to www.Montanahotels.org.

MALMSTROM LODGING

Call (406) 727-8600 to check availability or make reservations. They have a limited number of rooms that are pet friendly.

PET BOARDING

The websites for the local pet boarders in the Great Falls area are:
www.happytailslodge.com
www.happypetsmt.com
www.flpetresort.com

SCHOOL INFORMATION

You can access local school information at www.gfps.k12.mt.us.

We look forward to meeting you and your family. We hope you have a safe and smooth transition to Montana. If we can provide you with further information, please contact the Housing Management Office at DSN 632-3056 or commercial at (406) 731-3056.

The Housing Management Office Staff
341 CES/CEIHH
6945 Malmstrom AFB, MT 59402

For Office Use Only
ACES: _____
REFERRAL LOG: _____

HOUSING REFERRAL

Last Name: _____ First Name: _____ Rank: _____

Branch of Service: ☐ USAF ☐ USA ☐ USN ☐ USMC ☐ USCG ☐ Reserve ☐ Retired ☐ DoD ☐ Civilian

Squadron: _____ Duty Phone #: _____ Alt Phone # (cell): _____

SSN: _____ DoD ID# on back of CAC Card (EDIPI#) _____

Email contact: _____

Date of Current Rank: _____ Date Entered Military: _____

STATUS: Mark **ALL** that apply

- ☐ New Arrival
  Date Depart Last Duty Station to Malmstrom AFB: _____
- ☐ Returning from a Remote Location (Dependent Restricted) Please attach orders.
- ☐ Married, accompanied by family
- ☐ Married to a military member
- ☐ Marriage within the next 60 days - Marriage Date: _____
- ☐ Single parent with custody of dependent child/ward (documentation required)
- ☐ Other eligibility (unaccompanied, DoD Civilian, Retired, or Federal Civil Service)
- ☐ Current Privatized Housing Resident; address: _____
- ☐ Other _____
- ☐ Lease on the local economy; lease expiration date: _____

Name, age and relationship of all persons who will reside with applicant:

1 _____ 6 _____
2 _____ 7 _____
3 _____ 8 _____
4 _____ 9 _____
5 _____ 10 _____

AFI 32-6001 - 6.3.5. Family Separation. When a member no longer lives with dependents or dependents no longer live with the member, the member must terminate housing within 30 days from date of separation. Move is at government expense, but PDLA is not payable (JFTR, U5630B, and paragraph 11.7).

In the event this happens at anytime while living in Privatized Housing, contact the housing office immediately.

Initial: _____

Comments: _____

_____

_____

_____

PRIVACY ACT STATEMENT
AUTHORITY: 5 USC 5911 &5912
PRINCIPAL PURPOSE: To Identify Customer needs for assistance and housing requirements
ROUTINE USE: None
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

Member Last Name: _____ **First Name:** _____

HOUSING REFERRAL CON'T

1. Previously lived in Government/Privatized quarters? ☐ NO ☐ YES
2. **Member read the statements below about authorized moving orders.** ***MEMBER INITIAL:*** _____

   -Local moves beyond 90 days of arrival MIGHT be paid moves. Please see HMO.
   -Paid moves report to HMO staff for AF IMT 150 PRIOR to making any arrangements for the move.
   -Physical moves performed prior to receipt of authorized orders could result in denial of payment.
   -Non-Temp storage (NTS) may be authorized for excess furniture. Please see HMO if you need NTS.

3. Notified of impending orders (PCS, Retirement, or Separation) *away* from Malmstrom? ☐ YES ☐ NO
   Departure Date: _____
4. **I have received, read, and understand the AF Guidance Memorandum (attached) regarding the Air Force Pet Policy on classifications, breeds, behavior, care and control of pets on installation.** ***MEMBER INITIAL:*** _____

***Certification of Applicant*: I hereby certify that my responses contained herein are true and correct. I understand that the omission of any material fact may result in denial of my application for housing, or eviction from housing if the omission is discovered after assignment.**

Elected ***to*** ☐ / ***not to*** ☐ be referred to Privatized Housing: _____ _____

Applicant Signature **Date**

HMO USE ONLY

REFERRED DATE/TIME: _____ ***ELIGIBLE FOR PH:*** ☐ ***YES*** ☐ ***NO***

SOQ/GOQ AUTHORIZED: ☐ *NO* ☐ *YES* *K and E:* ☐ *NO* ☐ *YES*

Orders ☐
Marriage Certificate ☐ ***Pending Marriage Date:*** _____
Custody Documents ☐
Sex Offender Letter ☐

HMO'S INITIALS: _____ ***Effective Date of Application:*** _____

Move Funded by: ☐ PCS-REVISIT ☐ GOV'T-REVISIT ☐ NOT PAID-REVISIT

BALFOUR BEATTY COMMUNITY FAMILY HOUSING USE ONLY

Comments: _____
_____
_____

Date Referred to HMO for Moving Orders: _____

PRIVACY ACT STATEMENT
AUTHORITY: 5 USC 5911 &5912
PRINCIPAL PURPOSE: To Identify Customer needs for assistance and housing requirements
ROUTINE USE: None
DISCLOSURE: Voluntary; however, failure to provide the requested information will result in our inability to assist you.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

AFI32-6001_AFGM2

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A4/7
1030 Air Force Pentagon
Washington, DC 20330-1030

SUBJECT: Air Force Guidance Memorandum - Pets in Military, Government-Managed and Privatized Family Housing (Change to AFI 32-6001)

This is an AF Guidance Memorandum immediately changing AFI 32-6001, *Family Housing Management*. Compliance with this Memorandum is mandatory. To the extent directions are inconsistent with other Air Force publications the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management.*

This policy standardizes pet policies across the Air Force and is compatible with policies of other Services. The Installation Commander ensures residents in housing comply with applicable federal, state, local, and foreign country laws, installation-specific requirements for pet ownership, registration, control and vaccination, and adhere to the following guidelines. Installation Commander authorities, relating to the security or mission of the installation, the health, welfare, safety or security of persons on the installation or the maintenance of good order and discipline as established in law, regulation or military custom, remain unchanged. Pending and future project solicitations and project documents should require privatized housing project owners to support government standards and incorporate the standards into tenant leases to the extent consistent with applicable state and local law. For closed projects, the Air Force should coordinate with project owners in an attempt to incorporate the standards into project documents. Commanders address local requirements and processes in the base supplement and Housing Brochure.

a. Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive or potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors:

(1) Unprovoked barking, growling or snarling at people approaching the animal

(2) Aggressively running along a fence line when people are present

(3) Biting or scratching people

(4) Escaping confinement or restriction to chase people

b. Residents may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot bellied pigs, monkeys, arachnids, or any farm animal.

c. Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards or allowed to run loose outside fenced yard.

d. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached.

e. Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up daily or immediately if the pet evacuates outside the patio or yard.

f. Operating a commercial kennel is prohibited.

g. For government controlled housing, the Installation Commander retains the authority to determine the following:

(1) Number and type of pets allowed per household

(2) Termination of residency for failure to remove aggressive or unruly pets

h. Project Owners determine the following in privatized housing:

(1) Additional requirements for tenant liability insurance

(2) Number and type of pets allowed per household

(3) Termination of tenant lease for failure to remove aggressive or unruly pets

(4) Charges for pet damages

This policy is effective immediately. Residents currently boarding pets prohibited by this policy may continue to board the pet until they terminate housing unless the pet demonstrates a propensity for behavior described in paragraph a. or if resident is in violation of their current Lease Agreement.

Ensure all records created as a result of processes prescribed in this Memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/.

The policy established herein becomes void after 180 days have elapsed from the date of this Memorandum, or when incorporated by interim change or revision of AFI 32-6001. All attached enclosures are previously approved guidance changes that remain in effect and will be incorporated by interim change or revision of AFI 32-6001.

LOREN M. RENO
Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Enclosure:
AFI32-6001_AFGM1, Sex Offenders in Military, Government-Managed and Privatized Family Housing

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I, (print name)_ _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, ***Application for Assignment to Housing.***

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

1. Whether the sex offender is the military member, civilian or dependent
2. Nature and circumstances of the offense
3. Exact criminal statute or law under which the person was convicted
4. State or jurisdiction where the offense occurred and was adjudicated
5. Elapsed time since the offense was committed
6. Age of the offender at the time the offense was committed
7. Age of the victim at the time the offense was committed
8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law
9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration
10. Conditions of parole/probation or monitoring, if any

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

_____ _____

Signature of Applicant Date

Housing Application

SPONSOR					
Name:			SSN:	DOB:	
UIC:	DOR:		Branch of Service:	Rank:	
Installation Assignment:	Arrival Date:		Duty Phone:	Cell Phone:	
			Home Phone:	E-Mail:	
Duty Location (if different):		Duty Zip Code:	Last Assignment:		
Current Address:			Own:	Rent:	Govt:
Previous Address:			Own:	Rent:	Govt:

MILITARY SPOUSE (IF APPLICABLE)					
Name:			SSN:	DOB:	
UIC:	DOR:		Branch of Service:	Rank:	
Installation Attachment:	Arrival Date:		Duty Phone:	Cell Phone:	
			Home Phone:	E-Mail:	
Duty Location (if different):		Duty Zip Code:	Last Assignment		
Current Address:			Own:	Rent:	Govt:
Previous Address:			Own:	Rent:	Govt:

FAMILY MEMBERS			
Name:	DOB:	Relationship:	Are you or any of your family members enrolled in EFMP? Y – N
			Do you or any of your family members have a special need? Y - N
			Does the special need require housing modifications? Y - N If so what?
			Pertaining to housing, what accessibility requirements will be needed?
			Have you contacted the EFMP manager? Y – N

VEHICLE							
Make:	Model:	Year:	Color:	Reg. #:	Tag #	State	

MISCELLANEOUS		
Do you own a pet? Y - N	Number of Pets?	Type (s):
Have you or any family member ever been evicted or asked to leave housing? Y – N		
Explanation:		

EMERGENCY CONTACT			
Name:	Address:	Phone Number:	Phone Work:

THE UNDERSIGNED AGREES THAT ALL INFORMATION THAT HAS BEEN PROVIDED IS ACCURATE.	
Signature:	Date:
Co Signature:	Date:

SUPPORTING DOCUMENTS NEEDED

1. *EDIPI # Also known as the DOD ID# located on the back of CAC Card*

2. *Orders to the base (Military to Military we need both orders to Malmstrom AFB)*

3. *If spouse is not on orders or Military married to Military – marriage certificate*

4. *If there are any step children or if you are a single parent we need a legal parenting plan or legal documentation that states your custody is 181 days or better.*

Please return completed packet and supporting documents to the Housing Management Office (HMO), Bldg. 130 Room 4, during duty hours:

Monday – Friday 0800 –1630

DSN – 632-3056 or 632-2272

COMM – 406-731-3056 or 406-731-2272

Fax – 406-731-4627

Or email to 341ces.housingmanagementoffice@us.af.mil