



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341st Missile Wing (AFGSC)

MEMORANDUM FOR NEWLY ASSIGNED PERSONNEL

FROM: Military Housing Office
341 CES/CEIHH
6945 Goddard Dr (Bldg 130)
Malmstrom AFB MT 59402

SUBJECT: Welcome to Malmstrom

On behalf of our Military Housing Office (MHO) team, we would like to welcome you to “Big Sky Country” and extend our congratulations on your assignment to Montana.

Before arriving, please check out our website <https://www.malmstrom.af.mil/Resources/Visitor-and-Newcomer-Information/Housing> to find information on any of the following: living in on-base privatized housing, living in a rental downtown, local area info and much more; or you could also stop by the Military Housing Office (government side) when you arrive at Malmstrom. The Military Housing Office (Bldg 130) is located at 6945 Goddard Drive, which is the first building on the left as you enter Malmstrom AFB via the 2nd Ave North gate (across from the Red Horse Squadron).

Duty hours: 0800-1700 - Monday through Friday (closed on federal holidays)
Phone: (406) 731-3056/2272 or DSN: 632-3056/2272

If you wish to submit your application for on-base housing in advance and have orders, read and complete the attached Housing Application forms, then return back to us via email: 341ces.housing@us.af.mil. Upon receipt, we will verify all documents and information before referring your application to Malmstrom AFB Homes (Privatized Owners).

Malmstrom homes were built between 1999 and 2012 and are divided into 6 neighborhoods with the majority of the units being duplexes. They are owned and maintained by Malmstrom AFB Homes, our privatized partner. If you know Malmstrom is your next assignment but still haven't received your orders and would like the Privatized Owner to have a heads-up on your housing requirements, please go to their website: www.malmstromafbhomes.com and choose the “Click Here for Leasing” button and fill out the online sheet. ***This step is separate from the application process; you will still need to complete a Housing Application Packet through the MHO office which will require a copy of your orders.*** Please visit their website if you would like to view the resident lease, resident guidelines, floor plans and/or neighborhood newsletters. All units are equipped with stoves, refrigerators, dishwashers, hookups for electric or gas washer/dryer, air conditioning, and a storage area. The MAFB Homes team is co-located in the same building as MHO (Bldg 130) and their hours of operation are:

Lobby hours: 0800-1700 - Monday, Tuesday, Thursday & Friday (closed on official holidays)
0800-1900 - Wednesday
0900-1600 - Saturday
Phone: (406) 315-2262

NEIGHBORHOODS:

Atlas Village: 2-bedroom 4/6 multiplexes (E-1 thru E-6)
3 & 4 bedroom units (Chief Prestige)
Peacekeeper Park: 2, 3 & 4 bedroom units:
JNCO (E-4 thru E-6)
SNCO (E-7 thru E-9)
CGO (O-1 thru O-3)
FGO (O-4 thru O-5)
Minuteman Village: 2, 3 & 4 bedroom units (E-4 thru E-7)
Matador Manor: 3 & 4 bedroom units (E-4 thru E-6)
Jupiter Village: 2 & 4 bedroom units (E-4 thru E-6)
Titan Village: 2, 3 & 4 bedroom units (JNCO and Officer)

HELPFUL INFORMATION & LINKS

BE AWARE - As with any assignment comes challenges, Malmstrom is certainly no exception! ***Please plan ahead prior to arriving to Malmstrom to ensure your family has a place to reside temporarily*** while waiting for On-Base Privatized Housing (waits can be up to 4 months). Renting in the local community poses serious constraints; pre-planning & researching is going to be your best course of action! There are a limited amount of rentals available, especially if you are looking for a temporary, affordable 1- or 2-bedroom units and our local BAH tends to be lower than most bases'. Month-to-month off-base renting is another issue if you're trying to secure on-base housing... pets also hinder your options even further. Great Falls simply lacks the more common multi-unit apartment complexes and gated communities that other bases/cities offer. We cannot stress this enough...start your rental search in advance to take care of you and your family!

Malmstrom Lodging (TLF)

Call (406) 741-3394 to check availability in advance to make reservations for your arrival. There are limited units available and only a few are pet friendly so please call ahead to reserve.

Local Hotels

MHO partners with a few local hotels for discounted rates specifically for our inbound personnel. Please contact us for further information pertaining to extended stay options.

HOMES.mil is a website designed to connect service members and their families with DoD-verified community housing rental listings located near US military bases. Below are some other websites to search for rental properties:

Homes.mil

Zillow.com

Hotpads.com

Realtor.com

Rents.com

Apartments.com

GREAT FALLS RENTALS (Facebook)

AHRN.com

AirBnB

Search "Great Falls Property Managers" for a list of active PM's

School Information

You can access local public school information at <https://gfps.k12.mt.us>

Pet Boarding

Search "Great Falls Pet Boarding" for a list of local facilities, be sure to ask about Military discounts.

Upon arrival at Malmstrom, please feel free to stop by our office at 6945 Goddard Drive (Bldg 130) so we can provide you with additional information or address any other concerns you may have in regards to residing on or off base.

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 any further information, please don't hesitate to contact us: DSN 632-2272/3056 or commercial (406) 731-2272/3056.

Sincerely,

The Military Housing Office Staff

SUPPORTING DOCUMENTS CHECK SHEET

(Please read everything carefully - missing documents will delay processing)

REQUIRED DOCUMENTS - Items 1-6 must be received before being placed on housing list:

- ___ 1. Orders - "certified" copy (front **AND** back) of your orders to Malmstrom (with dependents listed) **and** any amendments ~ if mil-to-mil - we will need a copy each member's orders
- ___ 2. Military Housing Referral Eligibility form - completed/signed (**w/pen or digital w/certs**)
- ___ 3. Active Duty Service Member Application for Housing form - completed/signed (**w/pen or digital w/certs**) ~ if mil-to-mil both members need to sign
- ___ 4. DD Form 1746, *Application for Assignment to Housing*, blocks 2-15 & 21-23 completed/signed (**w/pen or digital w/certs**) ~~ blocks 1, 16, 17, 25, 26 do NOT need to be filled in
- ___ 5. AF Form 4422, *Sexual Offender Disclosure and Acknowledgement*, signed (**w/pen or digital w/certs**) for all military members ~ if mil-to-mil both members need to sign
- ___ 6. If you are on a remote assignment and coming to Malmstrom ~ we will need a "Certified" copy of "Unaccompanied/Dependents Restricted Remote Assignment" orders sending you to the remote location **as well as** your orders to Malmstrom

OTHER DOCUMENTS - that might need to be included:

- 7. Marriage certificate (if your spouse is **not** on your orders **OR** if you are Mil-to-Mil and join spouse assignment is not indicated on orders)
- 8. Proof of Pregnancy (with expected due date) signed by your Doctor or OB/GYN

Please return the completed packet and supporting documents (listed above) to the Military Housing Office (MHO), Bldg 130, Room 4, during duty hours or email:

Monday – Friday: 0800 – 1700

DSN – 632-3056 or 632-2272

Comm – 406-731-3056 or 406-731-2272 or

Email: 341ces.housing@us.af.mil

MILITARY HOUSING REFERRAL ELIGIBILITY

****NOTE: If married Mil-to-Mil - ranking member's info is required on the top of all forms**

Last Name: _____ First Name: _____ Rank: _____

Gov't Email: _____ Personal Email: _____

*** PLEASE CHECK ALL THAT APPLY:**

- ☐ PCS'ing to Malmstrom - what is your final outprocessing date (at MPF at losing base): _____
- ☐ Already stationed at Malmstrom - what was your arrival date: _____
- ☐ Key & Essential position → list squadron (or gp) & office symbol (CC/CCF/CCC, Gp Chief, etc): _____
- ☐ Returning from Remote/Dependent Restricted assignment (**MUST attach orders sending you to remote or unaccompanied location**). Date left your previous base to go to the remote location: _____
- ☐ Married mil-to-mil - we will need orders from BOTH members
- ☐ Pending Marriage date: _____ **OR** ☐ Expectant Mother due date: _____
- ☐ Lease/Rent on the local economy; lease/rent expiration date: _____
- ☐ A member of your family is on the Exceptional Family Member Program (EFMP). If that member requires any special accommodations, please specify: _____

1. Have you **previously** lived in Malmstrom AFB Government/Privatized housing (including Dorms)? Yes ☐ No ☐
If currently living in the dorms: Bldg _____ Rm _____ Are you assigned a room but living off base? Yes ☐ No ☐
2. Renters Insurance is required for on base housing, per lease. It is recommended you speak to your insurance agent to obtain renters insurance for off-base housing. **Initials:** _____
3. **Air Force Pet Policy** (per AFI32-6000, para 2.21.1.) specifies that "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 with written approval of the Defense Force Commander 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: 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, to include having the following type of behaviors: unprovoked barking, growling or snarling at people approaching the animal or aggressively running along a fence line when people are present or biting or scratching people or escaping confinement or restriction to chase people." Furthermore, Malmstrom AFB Homes (our privatized partner) **ALSO** prohibits **Akitas and Perro de Presa Canario** breeds in their lease pet addendum. There is a **limit of 2 pets** per household. **Acknowledgement:** I have read and understand the AF & MAFB Homes policies regarding pets in privatized housing. **Initials:** _____

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 possible removal from housing if the omission is discovered after assignment. By signing below, I elect to be referred to Privatized Housing and give my consent for my information (including PII) to be released to the Privatized Owner (MAFB Homes):

ALL signatures (ALL forms) must be digitally signed using CAC with certificates showing, or with an ink pen!

Applicant's Signature

Date

THIS BOX FOR HOUSING OFFICE USE ONLY

MHO Initials & Date: _____

DD1746 ☐ Orders ☐ AF4422 ☐ Marriage Certificate ☐

Notes: _____

MAFB HOMES: Waitlist Priority: _____ OET Cat: _____ Eligibility Date for Applicant: _____

2/1/2023

APPLICATION FOR ASSIGNMENT TO HOUSING <i>(Before completing form, read Privacy Act Statement and Instructions on reverse)</i>					1. TYPE SERVICE DESIRED <i>(X one or both)</i>	
					a. MILITARY HOUSING	
					b. HOUSING REFERRAL	
SECTION I - APPLICANT INFORMATION						
2. NAME OF SPONSOR <i>(Last, First, Middle Initial)</i>			3. PAY GRADE		4. SSN	
					5. DOD COMPONENT USAF	
6. ADDRESS <i>(Street, City, State, Zip Code)</i>			7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <i>(X one)</i>	
			a. HOME <i>(Area Code)</i>		a. MILITARY MEMBER	
			b. DUTY <i>(DSN)</i>		b. MILITARY SPOUSE	
					c. CIVILIAN	
					d. FOREIGN NATIONAL	
9. MARITAL STATUS			10. I AM SEPARATED FROM MY DEPENDENTS <i>(X one)</i>			
			a. VOLUNTARILY			
			b. INVOLUNTARILY			
11. I REQUEST HOUSING FOR <i>(X one)</i>			SECTION II - MILITARY CAREER INFORMATION <i>(Civilians skip to Item 15.)</i>			
a. SELF ONLY			14. DATES <i>(Enter in YYMMDD order)</i>			
b. SELF AND DEPENDENTS			MILITARY APPLICANT			
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM			MILITARY SPOUSE			
			a. EFFECTIVE RANK/RATE DATE			
			b. ACTIVE DUTY SERVICE COMPUTATION			
			c. TIME REMAINING ON ACTIVE DUTY			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO			d. EFFECTIVE CHANGE IN DUTY STATION			
			e. REPORT DATE			
			f. ESTIMATED FAMILY ARRIVAL DATE			
SECTION III - DEPENDENT DATA						
15. DEPENDENTS RESIDING WITH ME <i>(If more space is needed, continue on plain paper.)</i>						
a. NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYMMDD)</i>		c. SEX		e. REMARKS <i>(Handicap, health problems, expected additions to family, etc.)</i>
SECTION IV - HOUSING DATA - THIS SECTION IS N/A FOR MALMSTROM						
16. COMMUNITY HOUSING DESIRED <i>(X as applicable)</i>						
a. PURCHASE HOUSE		d. RENT HOUSE		g. RENT MOBILE HOME SPACE		j. ROOM AND BOARD
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT		h. SHARE		k. SUBLET
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		i. RENT ROOM		l. TRANSIENT
17. AMENITIES DESIRED <i>(X as applicable. Write number in d. and e.)</i>			18. DATE HOUSING NEEDED <i>(YYMMDD)</i>		19. PRICE RANGE <i>(Community Housing)</i>	
a. FURNISHED			e. NO. BATHS			
b. UNFURNISHED			f. PETS <i>(Allowed)</i>			
c. AIR CONDITIONING			g. OTHER <i>(Explain)</i>		20. LOCATION PREFERENCE <i>(Community Housing)</i>	
d. NO. BEDROOMS						
21. REMARKS **PLEASE NOTE: Block 14a - Date you put on your current rank Block 14b - Date you entered the military Block 14c - When your current enlistment ends Block 14d - Your final outprocessing date from MPF at your losing base Block 14e - From Block 5 on your orders (AF Form 899) - Report No Later Than Date Block 14f - When you expect to arrive at Malmstrom AFB						
22. SIGNATURE OF APPLICANT					23. DATE SUBMITTED <i>(YYMMDD)</i>	
SECTION V - DISPOSITION <i>(To be completed by the Housing Office.)</i>						
24. MILITARY HOUSING						
a. APPLICATION RECEIVED <i>(YYMMDD and time)</i>		b. APPLICATION EFFECTIVE <i>(YYMMDD)</i>		c. DD FORM 1747 PROVIDED <i>(YYMMDD)</i>		d. HOUSING AVAILABILITY <i>(Boxes indicated on DD Form 1747)</i>
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <i>(YYMMDD)</i>		g. BEDROOMS REQUIRED		h. DATE UNIT ASSIGNED <i>(YYMMDD)</i>
SECTION VI - HOUSING REFERRAL CERTIFICATE						
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.				In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT				26. DATE SIGNED <i>(YYMMDD)</i>		

Active Duty Service Member Application for Housing

SERVICE MEMBER/SPONSOR											
Name:				SSN:			DOB:				
UIC:		Date of Rank:		Branch of Service:			Rank:				
Installation Assignment:					Arrival Date:						
Duty Phone:					Personal Email:						
Mobile Phone:					Military Email:						
Duty Location (if different):				Duty Zip Code:			Last Assignment:				
Current Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
Previous Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
MILITARY SPOUSE (IF APPLICABLE)											
Name:				SSN:			DOB:				
UIC:		Date of Rank:		Branch of Service:			Rank:				
Installation Assignment:					Arrival Date:						
Duty Phone:					Personal Email:						
Mobile Phone:					Military Email:						
Duty Location (if different):				Duty Zip Code:			Last Assignment:				
Current Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
Previous Address:						Own: <input type="checkbox"/>		Rent: <input type="checkbox"/>		Govt: <input type="checkbox"/>	
FAMILY MEMBERS											
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
Name:				DOB:			Relationship:				
VEHICLE											
Make		Model		Year		Color		Tag #		State	
PET											
Name		Type	Breed		Color		Gender		Weight		Age
MISCELLANEOUS											
Veterinarian Name:				Veterinarian Phone:							
Have you or any family member ever been evicted or asked to leave housing?								Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Explanation:											
Do you have a Home Based Business?								Yes: <input type="checkbox"/>		No: <input type="checkbox"/>	
Explanation:											
EMERGENCY CONTACT:											
Name:			Relationship:		Phone:			Email:			
THE UNDERSIGNED AGREES THAT ALL INFORMATION PROVIDED IS ACCURATE											
Signature:								Date:			
Co-applicant Signature:								Date:			

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

APPLICATION FOR ASSIGNMENT TO HOUSING

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.

GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

1. TYPE SERVICE DESIRED

Military Applicants: If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

Civilian Applicants: Mark the box "Housing Referral" services in Item 1b, and answer all questions.

SECTION I - APPLICANT INFORMATION

5. DOD COMPONENT

Army, Navy, Air Force, etc.

6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

SECTION II - MILITARY CAREER INFORMATION

14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

SECTION III - DEPENDENT DATA

15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

SECTION IV - HOUSING DATA

16 - 21. Self-explanatory.

22. SIGNATURE

The applicant must sign the DD Form 1746.

23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

SECTION V - DISPOSITION (*To be completed by the Housing Office*)

24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.

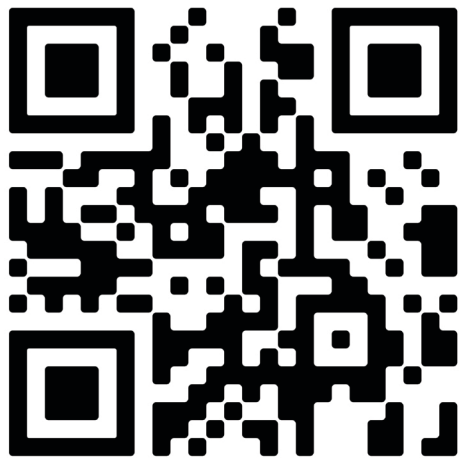
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