



**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.

Upon arrival to Malmstrom, please stop by the Military Housing Office (government side) so we can help you obtain information on the following: living in privatized housing, living in downtown rentals, pets, schools, or any other local information. The Military Housing Office is located at 6945 Goddard Drive (Bldg 130), 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: 0730-1700 - Monday through Friday (closed on official holidays)
Phone: (406) 731-3056/2272 or DSN: 632-3056/2272

Should you wish to submit your application for on-base housing in advance, print/complete and return them via email to 341ces.housingmanagementoffice@us.af.mil (the MHO Org Box). Upon receipt, we will verify your application and send your referral information to Malmstrom AFB Homes to be placed on the housing list. Please include ALL required documents listed in the attached "*Supporting Documents*" page.

Malmstrom homes were built between 1999 and 2012 and are divided into 6 neighborhoods with the majority of the units being duplexes. All units are equipped with stoves, refrigerators, dishwashers, electric or gas washer/dryer hook-ups, air conditioning, and a storage area:

Atlas Village: 2-bedroom 4/6/8 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)

Our privatized partner is Malmstrom AFB Homes. Their website is www.malmstromafbhomes.com - you'll be able to view the resident lease, resident guidelines, floor plans and neighborhood newsletters on this site. The Malmstrom AFB Homes team is co-located in the same building as MHO (Bldg 130).

Lobby hours: 0800-1700 - Monday, Tuesday, Thursday & Friday (closed on official holidays)
0800-1900 - Wednesday
0900-1600 - Saturday
1200-1600 - Sunday (Community Center)
Phone: (406) 315-2262

HELPFUL INFORMATION & LINKS

Malmstrom Lodging (TLF)

Call (406) 727-8600 to check availability and make reservations for your arrival. Limited units available and only a few are pet friendly so please call ahead of time 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. Please search the below websites for available rental properties:

- Homes.mil
- Zillow.com
- Hotpads.com
- Realtor.com
- Rents.com
- Apartments.com
- GREAT FALLS RENTALS (Facebook)
- Trulia.com
- AHRN.com
- AirBnB

As well as local property management companies

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. 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 some other bases'. Month-to-month renting poses 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. Start your rental search in advance to take care of you and your family.

School Information

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

Pet Boarding

A few websites for local pet boarding in the Great Falls area are:

- www.sharonsflresort.com
- www.goldenpawsstylingacademy.com
- www.aprilsplushpuppies.com

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
341 CES/CEIHH
Malmstrom AFB, Montana

SUPPORTING DOCUMENTS CHECK SHEET

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

REQUIRED DOCUMENTS - all docs (#1-6) must be received before being placed on housing list:

- ___ 1. A "Certified" copy (front **AND** back) of Orders to Malmstrom (with dependents listed) and any amendments ~ *If mil-to-mil - we will need copies of both members' orders.*
- ___ 2. (If applicable) A "Certified" copy of Orders for "Unaccompanied/Dependents Restricted Remote Assignment" sending you to the remote location **in addition to** orders to Malmstrom
- ___ 3. DD Form 1746, *Application for Assignment to Housing*, blocks 2-15 & 21-23 completed & signed **(w/pen or digital w/certs)** ~ **DO NOT** fill in blocks 1, 16-20, 24-26.
- ___ 4. Housing Referral Eligibility sheet - completed & signed **(w/pen or digital w/certs)**
- ___ 5. Malmstrom AFB Homes Application (Balfour Beatty Communities) - signed **(w/pen or digital w/certs)**
- ___ 6. AF Form 4422, *Sexual Offender Disclosure and Acknowledgment*, signed **(w/pen or digital w/certs)** for all military members (if mil-to-mil both members need to sign)

OTHER DOCUMENTS (that may be needed):

- 7. Marriage certificate (if your spouse is **not** on your orders **OR** if you are Mil-to-Mil and joint 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.housingmanagementoffice@us.af.mil

NOTICE: Once Malmstrom AFB Homes offers you a home, *immediately* contact our office to see if you're eligible for a Moving Expenses Authorization to move you and your family into housing (this is a 1-time government-paid local move authorized to the military member).

HOUSING REFERRAL ELIGIBILITY

(PLEASE NOTE: If mil married to mil - ranking member's info is required on all forms)

Last Name: _____ First Name: _____ Rank: _____

Gov't Email: _____ Personal Email: _____

*** CHECK ALL THAT APPLY:**

- Key & Essential Personnel - specify position (Gp/Sq CC, Command Chief, 1st Sgt, 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: _____
- Pending Marriage date: _____
- Expectant Mother due date: _____
- Lease/Rent on the local economy; lease/rent expiration date: _____
- Deploying & reapplying for on-base housing - return date from deployment: _____

1. Have you **previously** lived in Malmstrom AFB Government/Privatized quarters to include Dorms? Yes No
If currently living in the dorms: Bldg _____ Rm _____ Are you assigned a room but living off base? Yes No
2. **IMPORTANT!** For reimbursable moves into base housing, report to the Housing Office (Bldg. 130) **immediately** upon receiving housing offer. The MHO will determine if you qualify for a Government Funded Move Authorization. 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 when moving into housing, please see MHO for more info. **I have read and understand the statement above concerning authorized moving orders: Initials: _____**
3. **Housing recommends you speak to your insurance agent to obtain renters insurance for on- or off-base housing. Malmstrom AFB Homes does not provide renters insurance for on-base housing. Initials: _____**
4. **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 Air Force Base 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 policy 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. I elect to be referred to Privatized Housing and give my consent for my information (including PII) to be released to the Private Owner (MAFB Homes):

ALL signatures on 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: _____

Military Application for Housing

SPONSOR					
Name:		SSN:		DOB:	
UIC / Squadron:		Date Of Rank:	Branch of Service:		Rank:
Installation Assignment:			Arrival Date:		
Duty Phone:		Personal Email:			
Cell Phone:		Military E-Mail:			
Duty Location (if different):		Duty Zip Code:	Last Assignment:		
Current Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
Previous Address:				Own: <input type="checkbox"/>	Rent: <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:			
Cell Phone:		Military E-Mail:			
Duty Location (if different):		Duty Zip Code:	Last Assignment:		
Current Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
Previous Address:				Own: <input type="checkbox"/>	Rent: <input type="checkbox"/>
FAMILY MEMBERS					
Name:		DOB:	Relationship:		
VEHICLE					
Make:		Model:	Year:	Color:	Tag #
MISCELLANEOUS					
Do you own a pet? Y - N	Number of Pets?	Type(s): Dog Breeds:			
Have you or any family member ever been evicted or asked to leave housing? Y - N					
Explanation:					
EMERGENCY CONTACT (Other than spouse)					
Name:		Address:		Phone Number:	Phone Work:
THE UNDERSIGNED AGREES THAT ALL INFORMATION THAT HAS BEEN 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