



DEPARTMENT OF THE AIR FORCE
65TH AIR BASE WING (USAF)
LAJES FIELD AZORES PORTUGAL

JUL 31 2015

MEMORANDUM FOR ALL LAJES FIELD PERSONNEL

FROM: 65 ABW/CC

SUBJECT: Unaccompanied and Accompanied Personnel Housing Assignment Policy

References: (a) AFMAN 32-1084
(b) AFI 32-6001
(c) AFI 32-6005
(d) DoDI 1400.25

1. Effective 1 August 2015, all military and US civilian personnel newly assigned to Lajes Field are required to reside on base due to mission requirements, readiness, and military necessity. Lajes Field personnel already residing in off-base accommodations will not be required to move on base after the 1st of August; however, all personnel in this category must understand that the level of support from Housing will be reduced. Exceptions to this policy will be made only by the Installation Commander on a case by case basis.
2. Personnel (and their guests) will fall under the AFIs and other governing documents applicable to the type of housing and occupancy they reside in. For example, Airmen in the dormitories or in multiple occupancy military family housing units will be held to the standards of AFI 32-6005 Unaccompanied Housing Management; those members residing in single occupancy military family housing units will be accountable to AFI 32-6001 Family Housing Management.
3. Sponsors of newly arriving personnel are responsible for contacting both the inbound personnel and the Dormitory Management Office in order to coordinate space availability.
4. All inbound personnel should be prepared to reside in a dormitory style suite as additional dorm availability is projected in the near future. As such, members should limit their household goods shipment to minimize furniture and appliance shipments and are not authorized to bring pets on the island or to adopt them.
5. Appliances including washer, dryer, stove/oven, refrigerator, and microwave may not be shipped to Lajes as they are provided for use for the duration of the tour. If these items are shipped, installation and maintenance of these items are not the responsibility of the 65th Civil Engineer Squadron. Additionally, some members are authorized loaner furniture for the duration of the tour. Loaner furniture is not authorized for non-command-sponsored dependents. Typical items provided include a bed, dresser, couch, coffee table, dining table, chairs, end table, TV stand or hutch, desk, and bookcase. Military personnel in grades E-1 through E-6 will have fewer items as they will be residing in a standard one-plus-one configuration with a single room and a shared bathroom.
6. This memorandum rescinds Designation of Lajes Permanent Party Personnel as Priority 2 – Space Required On-Base Housing policy memorandum signed 7 August 2013, Unaccompanied Personnel Housing Assignment Policy memorandum signed 5 May 2014, Bringing Non-command Sponsored Dependents to Lajes Field policy memorandum 7 July 2015 section 2.d. & g. as well as any other previously signed policy letters of the same topic.
7. My point of contact is the Base Civil Engineer at DSN (314) 535-6113.

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MARTIN L. ROTHROCK, Colonel, USAF
Commander

Signed by: 65 ABW.CC.Workflow.9000057525