

# HOUSING REFERRAL CERTIFICATE OF ELIGIBILITY FOR HOLLOMAN AFB

**Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Time in Srv: Yrs** \_\_\_\_\_ **Mo.** \_\_\_\_\_ **Branch** \_\_\_\_\_  
**Ph: Duty** \_\_\_\_\_ **Home/Cell** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applied by:** SHC Website  DD 1746  Walk-in

| STATUS  |  |                             |   |
|---|--|-----------------------------|---|
| <b>Active Duty assigned to HAFB (ID required)</b>                       | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Organization</b> _____   |
| <b>6 mos retainability at HAFB or as noted in remarks</b>               | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Remarks</b> _____  |
| <b>Married</b> Yes <input type="checkbox"/> No <input type="checkbox"/> | <b>Mil to Mil</b> Yes <input type="checkbox"/> | No <input type="checkbox"/> | <b>Number of Dependent Children</b> _____   |
| <b>Are you currently assigned to the Dorms?</b>                         | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Accompanied by Dependents</b> Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Single parent with custody (documentation required)</b>              | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Remarks</b> _____  |
| <b>Pregnant (Doctor certification w/est delivery date)</b>              | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Expectant Date</b> _____ <b>Remarks</b> _____  |
| <b>Pending Marriage within 60 days</b>                                  | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Date</b> _____ <b>Remarks</b> _____  |
| <b>Out processed your last base?</b>                                    | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Projected Out Process Date</b> _____   |
| <b>Copy of Orders Attached</b>  | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Remarks</b> _____  |
| <b>Are you currently in Local Lease</b>                                 | Yes <input type="checkbox"/>                   | No <input type="checkbox"/> | <b>Termination Date</b> _____   |

**OTHER ELIGIBLE TENANTS (OET)** - Lease will be for one year. At lease termination, the move will be at your own expense. \_\_\_\_\_ (initial)

- Other Active Duty Members of the Uniformed Services/Families INCLUDING UNACCOMPANIED
  - National Guard and Reserve Military Members/Families (orders and ID required)
- Branch of the Service \_\_\_\_\_ Organization \_\_\_\_\_ Remarks \_\_\_\_\_
- Federal Civil Service Employees (orders, SF 50, civil service ID required)
  - Retired Military Members/Families (retirement orders and/or DD 214, retired military ID required)
  - Retired Federal Civil Service Employees (civil service retired ID required)
  - Department of Defense Contractors/Permanent Employees (US Citizens) - TBD
  - General Public – TBD

**Eligible for PH:** Yes  No  **Housing Rep Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**(Read & Initial each space below)**

**Housing Choice:** Military members have freedom of choice in selecting where they want to live, however, there are persons who must reside on base - Key or Mission Essential and unaccompanied Enlisted members E-4 and below with less than 3 years in service.

**Local Moves to Privatized Housing (PH):** Active duty members assigned to Holloman AFB are authorized a **ONE-TIME** short distance government paid move from the local community into PH after PCSing to Holloman.

- o **Proceed to the Housing Management Office (HMO) for moving orders once you accept a home from Soaring Heights so you have sufficient time to schedule your move with TMO. HMO must issue moving orders BEFORE you proceed with your carrier or duty move or reimbursement cannot be issued. Any subsequent moves are not funded by the Air Force.**
- o A move from one privatized home to another is a voluntary move and is paid for by the military member and **NOT** the Air Force.

**Storage of Excess Household Goods (insufficient space)**

- o Active duty members assigned to Holloman moving into PH are authorized to store items that are unusable due to design configuration or insufficient space in the housing unit. **Authorized items** – furniture items. **Not Authorized** – accessory household items, i.e., vacuum cleaners, other minor appliances and machinery, trash cans, car parts, building materials, suitcases, clothes, linens, books, boxes, small rugs, toys, and other assorted small items. **The member must submit a list of authorized items to be stored within 30 days after housing assignment.** HMO has final approval of items to be stored IAW AFI 32-6001, and they will prepare orders for the member to submit to TMO for storage at government expense. If member vacates PH prior to PCS, separation or retirement, storage costs will no longer be funded.

HMO and the Housing Referral Office (HRO) provide other services to assist active duty members which include off-base housing referral, dispute resolution, housing discrimination complaints, and assistance for unique housing concerns or issues.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_