

**BY ORDER OF THE COMMANDER
97TH AIR MOBILITY WING (AETC)**

AIR FORCE INSTRUCTION 32-6005



**ALTUS AIR FORCE BASE
Supplement 1**

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Civil Engineer

UNACCOMPANIED HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-60, *Housing* and establishes procedures and responsibilities located in AFI 32-6005, *Unaccompanied Housing Management*. It defines occupant responsibilities for maintaining, occupying and terminating military unaccompanied housing and outlines the Quarterly Dormitory Excellence Program. This instruction is punitive in nature. Violations of the provisions contained may be punished under Article 92 of the *Uniform Code of Military Justice*. Knowledge of and compliance with these standards will provide Airmen with pleasant and comfortable living quarters. The Consolidated Dormitory Management Office (CDMO) will issue this instruction, which is to be kept in the Airman's room, to each Airman when they process into the dormitory. Issues not addressed by this instruction should be brought to the attention of the CDMO or First Sergeant Council. Note: Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>).

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1. GENERAL RESPONSIBILITIES:

1. Initial Room Assignment. Rooms are assigned in accordance with space requirements outlined in AFI 32-6005, *Unaccompanied Housing Management*. A dormitory manager will escort you to your room and make an initial inspection. At this time, he/she will identify all discrepancies with the room and furnishings and document them on an AF IMT 228, *Furnishings Custody Receipt and Condition Report*. You may NOT move from your assigned quarters without approval from the CDMO.

***1.2. Hospitality Rooms.** Hospitality rooms are available for use by arriving and departing permanent party personnel and for special uses as deemed necessary by First Sergeants. Hospitality rooms will be signed out using the 3-ring binder maintained at the Billeting Office. Keys must be signed out by the First Sergeant and returned to the CDMO upon termination.

1.3. Maintenance and Repair. The Base Civil Engineer (BCE) has primary responsibility for maintenance of your dormitory and room. As the room occupant, it is your responsibility to notify the CDMO when maintenance is needed on your quarters. Follow the procedures below:

- Monday through Friday, 0730-1630 – call the CDMO at 481-6818 (see Attachment 2)
- Nights, weekends and holidays – for routine work, complete a work request and drop in the work order box in the dayroom
- Emergencies (structural damage, i.e., from water, is occurring and/or an unsafe condition will result) – call the CE work order desk at 481-6606

1.4. Refuse Collection and Disposal. Place your room trash/garbage in the dumpsters provided, not in the common area trash cans. They are intended for trash from the common areas, not room trash. Do not place trash on balconies or in stairwells. Identifiable personal room trash will be returned to the owner. Place cardboard boxes and other recyclable materials in recycling containers. Call ext. 6528/7098 (CE Entomology) to report and dispose of dead animals found on base.

1.5. Dorm Orderly. Periodically you will be scheduled for dorm orderly duties. You and your First Sergeant will be notified in advance. You will perform this detail in BDU's from 0730-1630 Tuesday through Monday. You will be responsible for cleaning common areas such as the exterior grounds and parking lots, day rooms, kitchens, walkways and laundry rooms, as well as preparing hospitality rooms and vacant rooms for incoming Airmen. You are under the supervision of the CDMO for the length of this detail. Duties are outlined in Attachment 3.

1.6. Insect Control. Southwest Oklahoma has a variable climate and, therefore, its share of insects. If needed, your room will be treated before you move in; however, you are expected to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from your room daily, vacuum often and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for cockroaches. If infestation occurs that is beyond your control, notify the CDMO.

1.7. Lockouts. If you are locked out of your room during normal duty hours, 0730-1630, contact the CDMO at 481-6818. After duty hours or on weekends, you may request a spare key (with proof of positive identification) from the fire department at building 267, 481-6333. You must return the spare key as soon as possible.

1.8. Ground Care. All dormitory residents are responsible for keeping the grounds around the facility clean.

1.9. Appliances. An apartment-size refrigerator is provided. It is government-furnished and serviced. Notify the CDMO immediately of any problems. Utility connections are available for privately-owned microwave ovens.

1.10. Filters. You are required to change the disposable filter in your heating, ventilation and air conditioning (HVAC) unit monthly as needed. See the CDMO for replacement filters and help if needed. Do not allow the unit to run without a filter in place. Remove dust from all vent covers. Report any malfunction of the HVAC system to the CDMO.

2. DORMITORY STANDARDS AND POLICIES. The dormitory is your home and we want you to feel at home; however, there are some basic rules we all must live by.

2.1. Inspections. The wing commander, command chief, group commanders, squadron commanders, first sergeants and designated personnel inspect government dormitories periodically to evaluate living conditions. Dignitaries visit the dormitories occasionally because dormitories are an important Air Force quality of life issue. Render all appropriate customs and courtesies when these officials enter your room. Commanders and First Sergeants may perform no-notice inspections. If you receive advance notice of an inspection at a specific day/time, you must be awake and out of bed at inspection time. First Sergeants conduct room inspections at least quarterly for health, safety and general cleanliness using the checklist at Attachment 4. The Room of the Quarter Program is outlined in Chapter 3.

2.2. Room Cleanliness Standards. Rooms will be maintained within Air Force standards as outlined in AFI 32-6005, Unaccompanied Housing Management and this supplement.

2.2.1. Wall Lockers. All items in the locker must be neatly stored and the locker should be free of dirt and trash. Unsecured lockers are subject to inspection.

2.2.2. Floors. Vacuum carpet and mop tiled areas weekly or more often as needed. Remove dirt from corners, under the refrigerator, behind doors, under bed and furniture.

2.2.3. Carpets. Clean up spills *immediately!* Any damage caused by misuse, abuse, or burns is chargeable to the occupant. **DO NOT POLISH SHOES OR BOOTS ON THE CARPET!!** Use the tiled floor area only and cover with an old towel, rug, newspaper, etc. Vacuum and shampoo carpets when needed. Contact the CDMO or dorm orderly to sign out a carpet shampoo machine or vacuum cleaner.

2.3.4. Walls. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Dart boards are not allowed. Do not apply adhesive-backed materials, wallpaper, or decals to walls as these cause damage upon removal. Use tacks, small nails or "J" type hangers only, and remove them prior to termination. Holes or depressions in walls must be repaired.

2.3.5. Sink. Clean soap scum, mildew/mold and water spots from fixtures. Re-fillable spray bottles and cleaning agents are provided free of charge. Dispensers are located in the laundry room. Do not use abrasive scrub pads on the metal fixtures. Clean the inside and outside of the sink cabinet, the vanity shelves, mirror and soap dish. Report any leaks to the CDMO immediately. Do not apply adhesive-backed decorative paper to countertops or cabinets.

2.3.6. Refrigerators. Clean inside of refrigerators thoroughly and often with water and baking soda. Ensure the light inside is operational. Defrost the freezer as needed to prevent build-up. Do not use a sharp instrument to chip away frost/ice. You could puncture the coils and become liable for replacement. Empty the drip pan in the lower rear of the refrigerator after defrosting. Clean the door seal and dust the wire framework in the rear of the refrigerator.

2.3.7. Microwave. If you own a microwave oven, it must be clean, inside and out, at all times. NEVER LEAVE IT OPERATING UNATTENDED.

2.3.8. Toilet/Bathing Area. If your room shares a bathroom, you must work with your suitemate to ensure you're each doing your part to keep it clean. Be considerate and remove your personal items such as wash cloths, soap, shampoo, etc. after use. This entire area must be especially cared for due to the potential for bacterial growth. Clean the toilet inside and out with a disinfectant type cleaner at least weekly, as well as the bathtub, fixtures, shower walls and curtain. There should be no soap scum, mold or other residue remaining. If stains cannot be removed from the shower curtain, see the dorm manager for a new one or you may purchase your own. Be sure the exhaust fan is clean and operational and leave the fan on long enough to remove excess humidity after bathing/showering. Keep walls and ceiling clean and free of mold and mildew that can grow in damp conditions. Clean the floor, including behind the toilet, and in the corners.

2.3.9. Living Area. Make beds with issued mattress pad, two sheets, a pillow and pillowcase covered by a blanket and comforter. You may purchase and use your own bedding if preferred. Launder your linen at least weekly. Issued linens will be turned in to the CDMO or linen exchange facility upon room termination. Lamps and other items on top of tables, dressers and desks must be neat and free of dust.

2.3.10. Under Bed. You may store small items under your bed, however, they must be neatly arranged and the area is subject to inspection.

***2.3.11. (Added) Windows and Sills.** All windows have been treated with a protective milar film on the inside surface. Do not tape, frost or otherwise attach anything to the inside surface of the windows. Clean with water and mild soap only. Do not scrape with a razor blade or scratch in any way. You may be held financially liable for replacement of the protective film if you damage it. Clean the inside and outside of windows, channels and window sills. Do not affix stickers, posters, foil, etc., to windows. If you are a day sleeper you may display a sign stating so, but do NOT tape it to the window. Report damaged or missing screens to the CDMO.

2.3.12. Doors. Clean doors and frames weekly or more often as needed. Notify the CDMO of damaged door handles, seals, thresholds, etc.

2.3.13. Furnishings. Occupants sign for furniture/equipment in their room on AF IMT 228 maintained in the CDMO. You are responsible for the furnishings you sign for and will be held liable for loss or damage. The CDMO conducts periodic inventory of room furnishings. For this reason, do not place items such as night stands, mirrors, etc. in lockers where they are not visible.

2.4. Personal Furniture. Authorization to use personal furniture in place of government furniture is at the discretion of the CDMO. Personal furnishings must be clean, in good repair and must present a neat and acceptable appearance. They must not interfere with passage in the room for maintenance or firefighting capabilities. You must update AF IMT 228 with the CDMO or be held liable for any missing furniture. Do not leave furniture outside your room or the storeroom. If you use your own furniture, you must arrange to have the government issued furniture returned and set up in your room prior to termination.

2.5. Dayroom Furniture. Dormitory residents are not allowed to remove any furniture from dayrooms. These rooms are for you, so help keep them clean and in good repair. If you see any misuse of government furniture, notify the CDMO or Security Forces immediately.

2.6. Visitors: Guests must be escorted at all times while in the dormitory. You are responsible for their language, dress, actions and conduct. Guests will not be left in a dormitory unattended unless specific permission is granted by the member's first sergeant or commander. **NO PERSON, MALE OR FEMALE, UNDER THE AGE OF 18 IS ALLOWED.** In special circumstances, commanders/first sergeants may grant permission in writing for visitors to reside with occupants **for a limited duration.** In **NO** case will members of the opposite sex (with the exception of family members) be allowed to stay overnight or during the Airman's sleep time (shift workers) in the dormitories. **ALL NON-ID CARDHOLDERS MUST BE ESCORTED OFF BASE AFTER VISIT IS COMPLETED.**

2.7. Security. High cost items should be stored securely when you are not in the room. Bulky items such as televisions and stereos should be marked with Operation ID through Security Forces Crime Prevention, 481-6638. Ask the CDMO for use of the engraver. Your window, shared bathroom door and outside door must be locked when you leave the room.

2.8. Name Tags. Display your name and room number horizontally in the issued plastic holder on the interior window track or sill so it is readable from outside the room at all times. See the CDMO to update when your information/rank changes.

2.9. Exterior Care. You are responsible for cleaning the walkway, windows, sill and railings midway to adjacent rooms and to the edge of the sidewalk if in a first floor room. Do not tamper with the overhead walkway lights. They are critical for nighttime safety. Help keep your dormitory clean; if you see trash, pick it up.

2.10. Kitchen. Use of the kitchen is a privilege that can be lost if abused. Maintaining the appliances, cabinets, walls and floors in the kitchen requires special attention to ensure a healthy cooking environment and prevent insect/rodent infestation. You are responsible to clean up after using the kitchen. Label personal food items with your name and the date.

2.11. Insect Control. Frequent cleaning under the bed, behind the refrigerator and furnishings, especially of food particles, is the best way to control insects. If necessary, commonly available commercial insecticides can be used. If more extensive treatment is needed, contact the CDMO.

2.12. Supplies. Liquid cleaning agents are provided free of charge through the dispensers located in the laundry rooms. Spray bottles issued for these cleaners are to be kept in the restroom and shared by suitemates. Room cleaning supplies, toilet paper, and light bulbs are available from the CDMO.

2.13. Leave or Extended TDY. Inform the CDMO if you will be leaving your quarters unoccupied for extended periods of time (over 7 days). If you wish to leave your room key with a trusted individual while you are away to water plants, feed aquarium fish, etc., you must provide the name of the individual to the CDMO. Turn off lights and ceiling fans to save energy. Unplug alarm clocks, weather radios, etc., that could sound off and disturb your neighbors while you are away. Do not turn off the HVAC system or refrigerator.

2.14. Liability for Damage to Equipment/Furnishings. Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to property, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests.

2.15. Insurance. You are encouraged to obtain renter's insurance and insure your valuables. The base legal office can answer specific questions.

2.16. Damage To Quarters. You may be held liable for damage to quarters beyond reasonable wear and tear. Repairs and replacements must meet Air Force standards. The CDMO will provide a date your repairs or replacements are to be completed. For damages not corrected within the time allowed, the government may elect to make the repairs and bill you. The asset management flight can fully explain your options to repair or replace damaged items, or the methods of reimbursement.

2.17. Energy Conservation. We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Conservation efforts result in large savings in electricity and heating fuel costs. **DO YOUR PART--CONSERVE ENERGY.**

2.17.1. Water. You may use normal and reasonable amounts of water; however, don't be wasteful. Excessive use results in increased costs and depletion of the water supply.

2.17.2. Heating and Cooling. Recommended temperature/thermostat settings are: heat 70° F; air conditioning 76° F. Report any heating or cooling problems to the CDMO.

2.17.3. HVAC Systems. There are different types of systems used in the dormitories. All use hot or cold water in a closed loop for either winter heating or summer cooling. You must replace your room filter on a monthly basis to keep the air flowing through your room's unit. If you block the HVAC vents with a dirty filter, furniture, boxes or other items, air flow is cut off and mold and mildew start to grow. If you have moisture on the HVAC outlets or on the windows during the cooling season, raise your thermostat setting a few degrees to help eliminate the problem. Keep all windows and doors closed for the HVAC system to operate properly. Do not prop entry doors open because of the added strain to HVAC units.

2.17.4. Electricity. An organized effort must be made to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0600 to 0800 and 1700 to 1900. DO NOT LEAVE TELEVISIONS OR RADIOS ON UNATTENDED. When you leave your room, turn off all appliances and room lights.

2.17.5. Laundry Facilities. Washing with full loads is recommended to conserve water and energy. However, do not overload washers or dryers. Do not wash car mats or other heavy items which can damage the washing machines. Ensure pens, markers, candy, etc., are removed from clothing before washing. Use only the recommended amount of laundry soap in machines. Clean the lint screen before and after using the dryer. Report inoperable machines to the CDMO.

2.18. Environment. Do NOT pour engine lubricants, coolants or other hazardous fluids into the drain, on the ground or in dumpsters. Take them to the Auto Skills Shop for proper disposal. Automotive tires and batteries must be disposed of through local recycling programs.

***2.19. Smoking.** Smoking is not allowed in rooms, bathrooms, walkways, balconys or other common areas except for the courtyards which are the only designated smoking areas. Spent smoking materials, i.e., cigarette butts, cigar tips, etc., are to be placed in designated butt cans only, NOT in the grass, walkways, stairwells, parking lots, etc. Remember, smoking on dormitory grounds is a freedom that can be taken away if abused.

2.20. Drinking. The legal age for drinking alcoholic beverages is 21. If you are under 21, you may NOT drink, purchase or possess alcoholic beverages. Anyone providing alcohol to underage people will be PROSECUTED! IT'S THE LAW!

2.21. Bicycles. If you have a bicycle, provide the CDMO with the make, model and serial number to be recorded in your room folder in the CDMO. This is necessary to identify abandoned bicycles left in bike racks. Keep your bicycle locked up at the bike rack provided or in your room as long as it is clean and doesn't block the entrance/exit to the room. Do not store bicycles under staircases, on walkway balconies, or chained to railings. Unidentified or

abandoned bicycles will be tagged, picked up by security forces, and turned into the Defense Reutilization and Marketing Office (DRMO), a local charity, or disposed of.

2.22. Motor Vehicles. Repairing/servicing of vehicles is not authorized in the dormitory areas or parking lots. Vehicle work should be done at the auto skills shop. Examples of authorized minor work include cleaning, waxing, changing windshield wipers, air filters and installing car stereo systems. Cleaning/washing vehicles is not allowed on sidewalks, grass or seeded areas. Do not park on seeded areas, sidewalks or CE maintenance and handicap reserved parking areas. NOTE: Non-operational and/or unregistered vehicles are not authorized in the dormitory area.

2.22.1. Changing engine oil and other fluids in the parking lot is PROHIBITED. You will be ticketed by security forces and possibly fined by the Environmental Protection Agency or Oklahoma Department of Environmental Quality. Dumping oil or other vehicle fluids in any unauthorized manner is illegal. If violations are detected, contact the environmental flight at ext. 7606 during normal duty hours. After normal duty hours, contact the security forces at ext. 7444.

2.22.2. If you are going on extended leave or TDY and plan to keep your vehicle in the dormitory parking lot, notify the CDMO. It should be parked at least 25 meters from the building in the event of elevated force protection conditions while you are away.

2.23. Fire Extinguishers. Fire extinguishers are located throughout your dormitory and are for emergency use only. Notify the CDMO immediately if you notice an extinguisher is over or under charged, or has been discharged or damaged.

2.24. Smoke Detectors. All occupants must evacuate the dormitory if the fire alarm sounds. DO NOT REMOVE OR DISABLE A SMOKE DETECTOR FOR ANY REASON. Tampering with smoke detectors, alarm call boxes, alarm bells or fire-fighting equipment is a serious offense punishable under the UCMJ. Do not mount or attach objects to any fire protection device, wiring, or detector. Combustible materials must be kept a minimum of 18 inches from light fixtures, heat, smoke detectors and heating appliances. You are required to inspect/test the smoke detector monthly.

2.25. Flammable Materials. Flammable materials are prohibited. Prohibited flammable materials include gasoline, kerosene, incense, charcoal starter or anything requiring an open flame for operation. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (rubbing alcohol, nail polish remover, etc.). Candles/incense can be kept in your room as long as they are for display only and are not burned.

2.26. Barbecue Grills. Barbecue grills are provided at each dormitory. Do not use charcoal in gas grills. Ensure gas grills are turned off after use. Clean grills after each use.

2.27. Space Heaters. Space heaters of any type are PROHIBITED in the dormitories.

2.28. Cooking Appliances. The only cooking appliances allowed in dormitory rooms are microwave ovens and coffeemakers. Hot plates, toasters/toaster ovens, electric fry pans and grills are NOT permitted. When using the dormitory kitchen, NEVER LEAVE COOKING APPLIANCES OPERATING UNATTENDED! Clean the kitchen exhaust fan filter often to prevent grease accumulation. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the fire department (911). Pull the fire suppression system activation pin if necessary. NEVER USE WATER. DO NOT ATTEMPT TO MOVE THE PAN.

2.29. Weapons, Firearms and Fireworks. Weapons, flares, fireworks, ammunition or any type of explosive devices are PROHIBITED in the dormitory. Local laws and military instructions govern registration, possession and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons and large hunting or combat knives with blades longer than 3 1/2 inches. All types of weapons designed to propel a missile (BB, pellet, bullet, paintball, etc.) whether by air, gas or other means, are PROHIBITED. Items such as stun guns are PROHIBITED. All firearms must be registered and stored at the security forces armory, ext. 5882.

2.30. Pets. The only pets allowed in dormitory rooms are aquarium fish.

2.31. Waterbeds. Waterbeds are not authorized in the dormitory.

2.32. Solicitation in Dormitories. All forms of solicitation are prohibited in the dormitories. Report solicitors to the law enforcement desk at ext. 7444 immediately.

2.33. Decorations. You are allowed to decorate your room with wall decorations that are in good taste and not offensive to others. Picture frames are not required. The display of pornographic or inflammatory material is prohibited.

2.33.1. Pictures that depict or show the act of sexual intercourse in either word, image or symbols are unacceptable as room decorations. Also, no pictures considered racial, sexual or in poor taste will be allowed. Your First Sergeant will make the determination if there is any question.

2.33.2. The national flag will not be displayed in a disfigured or contemptuous manner and will only be displayed in the proper manner. Parodies of the national flag are prohibited.

2.33.3. Pictures or items that degrade national or military leaders are prohibited.

2.33.4. Do not affix separation or PCS orders to the door surface. Profanity or other lewd messages are not authorized on message boards. Decals, stickers or posters are not allowed on doors, windows, mirrors, ceiling fans or on any furnishings.

***3. ROOM OF THE QUARTER PROGRAM** (see checklist at Attachment 5)

3.1. Each Squadron First Sergeant will select one room as their “Room of the Quarter.”

3.2. Each Group Chief will select one room as their “Room of the Quarter.”

3.3. The 97 AMW/CCC conducts the final evaluation to determine the “Room of the Quarter.”

3.4. The Airman whose room is selected as “Room of the Quarter” will receive a certificate of appreciation.

4. FIRE PROTECTION

4.1. Fire Reporting. If a fire occurs in your dormitory, immediately **call 911**. Give the fire alarm operator your name, dormitory room, building number and street if known. Do not hang up until you are told to do so. All fires must be reported.

4.2. Fire Evacuation Plan. Take note of the dormitory fire evacuation plan showing both primary and alternate routes of escape in the event of a fire. The plan can be found on your dormitory bulletin board and on the inside of each room door. Know the plan and practice your escape route. Do not arrange furnishings in a way that could obstruct or impede entering or exiting rooms. Direct any questions on fire prevention to the base fire department at ext. 6333.

4.3. Extension Cords. Extension cords must be of continuous length without splices and must have the UL seal of approval. Extension cords represent a tripping hazard so position all cords in a manner that will prevent this threat. Do not attach extension cords to walls, place under floor coverings or run through holes in walls, floors or ceilings. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters. Surge protectors and/or power strips with an overload protective device (UL listed) must be used for multiple items.

4.4. Housekeeping.

4.4.1. Heat Producing Devices. Coffee pots, irons, hair dryers and curling irons must be

unplugged when not in use. The on/off switches on these types of devices can fail allowing heating elements to continue heating and cause a fire.

4.4.2. Trash. Do not allow trash to accumulate in your room. Plastic trash containers are authorized in dormitories. You must take trash to the dumpster every day, it is **NOT** to be left outside your door or put in common area trash/recycle containers.

4.4.3. Storage. Large boxes and luggage may be stored in lockers or the storage rooms.

4.4.4. Outside furniture. You may purchase and use outside portable furniture, such as folding lawn chairs, as long as it is not left outside when not in use.

5. SECURITY FORCES: The installation commander is responsible for the control and safeguarding of all base property. Security Forces routinely patrols the dormitory area and your complete cooperation is required. When notified, they will investigate all incidents. Inquiries concerning law enforcement should be directed to the security forces desk sergeant at ext. 7444.

5.1. Parking. Parking is prohibited on grass, seeded areas or sidewalks. Do not park in a crosswalk, fire lane or within 15 feet of a fire hydrant. Park motorcycles in the designated motorcycle parking areas; not on sidewalks or under gazebos or staircases.

5.2. Visitor Reception. If you plan to have visitors, call ext. 7005 or visit the control center at the main gate prior to the arrival of your guest or guests, with the following information: name, arrival time and expected departure time. Sponsors are responsible for the actions of their guests while on Altus AFB.

5.3. Crime Stop. Vandalism is a crime. If observed, promptly report it to Crime Stop at ext. 6444. See crime prevention tips at Attachment 9.

6. GOOD NEIGHBORS

6.1. Quiet Time. With shift workers living in all dormitories, quiet hours are 24-hours a day. If stereo or other noise can be heard outside the room or through the walls, it's too loud. Excessive noise is the primary complaint received by security police. Please be considerate. Don't assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down--excessive stereo and television volume is very disruptive. Repeat offenses may result in disciplinary action and/or confiscation of equipment.

6.2. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, you must also take into consideration that other dorm residents may be asleep. Use of the patio, kitchen, or dayroom for parties/social gatherings MUST be approved by the CDMO. An individual will be appointed to be responsible for clean-up and compliance with current policies and laws. If dayroom furniture is rearranged, it must be put back. At no time will it be removed from the dayroom. Trash and recyclables must be disposed of properly. Noise will be kept down to a level that will not disturb others. Remember, Club Altus, ext. 6224, and the Freedom Center, ext. 6600, are available for parties.

6.3. Motor Vehicles. No motor vehicle being operated or parked on Altus AFB shall have music emitting from the vehicle which would disturb or be a nuisance to other residents.

6.4. Recreational Vehicles. Parking of campers, boats/personal water craft, all terrain vehicle and motorcycle trailers is limited to 24-hours prior to, and 24-hours after use.

7. ALTUS SPECIFIC TOPICS

7.1. High Winds, Tornadoes, Thunderstorms and Hail. These conditions are a fact of life at Altus AFB. Detailed instructions on emergency procedures can be found in the base telephone directory. The safest place to take shelter in permanent party dormitories is away from windows in a first floor restroom. Student dormitory occupants should take shelter in the interior hallway.

7.2. Business Enterprises. Some businesses for profit may be conducted from your dormitory room upon written approval by the 97 MSG/CC, through 97 CES/CEA. Signs for advertising personal businesses are prohibited in the dormitory areas. Contact the base legal office and asset management flight for additional information and guidance.

7.3. Cable Television/Internet Service. Cable television or internet service can be obtained at your own cost for your room by calling Cable One at 482-0523. Radio and television antennas will not be installed on dormitory buildings. Satellite dishes are not authorized.

7.4. Telephone/Computer Connections. Dormitory common area phones are limited to on-base calls and are managed by the 97th Communications Squadron. Dormitory room phones and computer lines can be obtained at your own cost by contacting the local telephone company.

7.5. Basic Allowance for Housing (BAH). Senior Airmen (E-4) with over 3 years of service (YOS) may move out of the dormitory regardless of the dormitory occupancy rate, provided they are not required to live on base for reasons of discipline, readiness or military necessity. This is a PAID move, so you must notify the CDMO at least two weeks in advance to allow time for your orders to be typed. Airmen planning to marry may move off base at government expense with BAH when within 30 days of marriage. Again, notify the CDMO at least two weeks in advance. Others wishing to move off base should consult the CDMO for eligibility. The CDMO utilizes the BAH waiting list when dormitory occupancy reaches 90% capacity. BAH is granted by rank and date of rank, in conjunction with First Sergeant approval. The CDMO will notify you of BAH selection in writing. You must return the signed letter to the CDMO. A utility deposit waiver is available from the Asset Management Office provided it is your first time off base. Once you locate desired off-base quarters (or privatized base housing), report to the CDMO, who will then submit a request for orders from the Asset Management Office. After you receive your orders, report to the Traffic Management Office (TMO) for a briefing. When your dorm room is empty and clean, CDMO will complete AF IMT 291, *Unaccompanied Quarters Assignment/Termination Record* and AF IMT 594, *Application to Start, Stop or Change Basic Allowance for Quarters or Dependency Redetermination*, and hand-carry to Asset Management Office to certify/forward to Accounting and Finance Office to begin BAH entitlement.

8. SELF-HELP WORK

8.1. Requesting Self-Help Work. Self-help work in military dormitories must be relatively simple. Normally, a self-help project is to improve living conditions. Self-help work must not

generate additional maintenance or repair costs. All self-help work requires completion of an AF IMT 332, *Base Civil Engineer Work Request*, with coordination as directed by the CDMO. No work will be accomplished until approval is received. **NO ELECTRICAL WIRING WILL BE DONE EXCEPT BY A CERTIFIED ELECTRICIAN.** The standard for authorized self-help work is available at the asset management office. Periodic inspection must be accomplished while work is in progress.

8.2. Painting Interior Walls. You must receive written permission from the CDMO and your First Sergeant before painting your room a different color than the standard dormitory room color. **ALL COLORS AND TYPES OF PAINT MUST BE PRE-APPROVED.** The CDMO/First Sergeant will inspect the room before and after painting. While government furnished paint is available, any other color is at occupant's expense. The room must be returned to proper colors and condition prior to terminating the room.

8.3. Disposition of Improvements. Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, your area must be restored to its original configuration.

9. TERMINATION OF UNACCOMPANIED HOUSING

9.1. Giving Notice. The CDMO is notified through virtual Military Personnel Flight (vMPF) of Airmen's upcoming departures. Contact the CDMO 30 days prior to your departure to schedule your pre-termination and final inspections.

9.2. Final Inspection. You are responsible for removing all personal items and accomplishing cleaning tasks as directed by the CDMO for termination of quarters. Hospitality rooms are available as temporary quarters while cleaning and out processing your assigned room. Lodging quarters may also be authorized. Check with your unit. The responsibility for final clearance of your room rests solely with you, the occupant. All Airmen separating from the Air Force and beginning terminal leave must complete AF IMT 594 to ensure BAH is started. See the CDMO.

10. IMTs Adopted. AF IMT 228, *Furnishings Custody Receipt and Condition Report*; AF IMT 291, *Unaccompanied Quarters Assignment/Termination Record*; AF IMT 332, *Base Civil Engineer Work Request*; AF IMT 594, *Application to Start, Stop or Change Basic Allowance for Quarters or Dependency Redetermination*.

11. IMTs Prescribed: None.

//SIGNED-dwa-6 Feb 09//

DAVID W. ALLVIN, Colonel, USAF
Commander, 97th Air Mobility Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-60, *Housing*

AFI 32-6004, *Furnishings Management*

AFI 32-6005, *Unaccompanied Housing Management*

AETCI 32-6002, *Unaccompanied Housing Instruction*

Abbreviations, Acronyms & Terms

Abuse—Deliberate unauthorized use of government property or willful misconduct (damage).

Asset Management Office—New name for the Housing Office

Basic Allowance for Housing (BAH)—An amount of money set by law which a member may be entitled to according to their status. There are four BAH rates:

With Dependent Rate. An allowance given to defray the cost of housing for the member and their family members when government quarters are not available.

Without Dependent Rate. An allowance given members without dependents to defray the cost of housing when government quarters are not available.

Partial Rate. An amount of money approximately equal to the amount reallocated from basic pay at the time of pay raises. This payment is authorized for all unaccompanied (members without dependents) people who are not entitled to full BAH, except unaccompanied members occupying contract or leased quarters which cost more than their BAH plus VHA/OHA..

Basic Allowance for Housing Differential (BAH-DIFF) Rate. The amount of BAH equal to the difference between the with dependent and without dependent rates for the member's grade, rank, or rating.

Dorm Orderly—Extra duty involving cleaning areas of the dormitory under the direction of the CDMO.

Commuting Distance—The distance from the installation which can normally be traveled by a person during normal commuting hour traffic in one hour or less, or within other limits the installation commander sets based on military necessity.

Consolidated Dormitory Management (CDM)—A system where permanent party enlisted dormitories are managed by a consolidated or centralized office. Unit integrity is maintained in room assignments. A CDM system does not relieve unit commanders and First Sergeants from their responsibility for involvement in dormitories with respect to the living conditions and needs of their unit personnel.

Consolidated Dormitory Management Office (CDMO)—Centralized location where dormitory managers work and conduct dormitory management operations.

Continental United States (CONUS)—US territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico.

Dislocation Allowance (DLA)—An amount of money equal to two months BAH at the rate set for a member's grade and family member status. Authorized when a member goes PCS and is not assigned to permanent government quarters within 60 days after arrival at the new duty station.

Diversion—Temporary use of government facilities for other than designated use. Does not change category code on real property inventory.

Essential Personnel—Military and civilian personnel required by the installation commander to reside on the installation because of military necessity and operational considerations.

Government Quarters—Family and unaccompanied housing units that the DoD owns, leases, obtains by permit, or otherwise acquires.

Gross Negligence—An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

Hardships—Unique and unusual circumstances that, in the commander's judgment, impose an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

Hospitality Rooms—Dormitory rooms set aside for use by arriving and departing airmen and others at the discretion of the First Sergeant.

HVAC System—Heating, Ventilation, and Air Conditioning System.

Inadequate Quarters—Quarters that do not meet the minimum adequacy standards.

Installation Commander—The senior installation (wing) commander.

Local Area—The area within one hour's driving time of an individual's duty station (one way at normal commuting hour).

Lodging Quarters—Quarters used to provide temporary lodging to travelers, which include visiting airmen quarters (VAQ) and temporary lodging facilities (TLF).

Military Necessity—Military considerations that, in the installation commander's judgment, require an individual to live in government-owned or controlled quarters for completion of essential duties that cannot be deferred or scheduled for normal duty hours. When military necessity is invoked by an installation commander for purposes of assigning personnel to government housing, the nature and the reasons for the military necessity must be specified. Conservation of BAH or other funds is not a basis for a determination of military necessity.

Negligence—The failure to act as a reasonably prudent person would act under similar circumstances.

Permanent Party Personnel—Personnel assigned or attached to an installation in a PCS status.

Seniority—Relative position of members, based on grade, date of rank, length of service and date of birth.

Space Available—Unaccompanied E-4 w/3 YOS and above personnel and E-1-E-4 w/3 YOS or less married but voluntarily separated personnel. Unaccompanied quarters cannot be programmed for this category.

Space Required—Unaccompanied personnel in grades E-1-E-4 w/less than 3 YOS. For installations where the Housing Market Analysis (HMA) fully justifies a deficit of adequate, affordable and safe off-base housing to support unaccompanied E-5 through E-9 personnel, the affected grades (as identified in the HMA) may be considered space required. Unaccompanied quarters must be programmed for all space required personnel, to ensure these grades of unaccompanied people are housed on base.

Unaccompanied Enlisted Quarters (UEQ)—Enlisted unaccompanied permanent party personnel housing.

Unaccompanied Personnel—Unmarried civilian or military members not authorized with-dependent rate BAH; members married to members with no dependents, who are not assigned to the same or adjacent installation (within the local commuting area).

Unit Integrity—Designating a building, or any portion thereof, for exclusive use by a particular unit or organization.

Willful Misconduct—Intentional damage, destruction, or loss of Government property.

Attachment 2**KEY TELEPHONE NUMBERS**

Ambulance	911
Fire Dept. (Fire Reporting)	911
Housing/Asset Management Office	481-7235
Crime Stop Reporting	481-6444
Security Forces	481-7444
Front Gate	481-7005
Lockouts (AFTER HOURS)	481-6606
Legal Office	481-7294

Consolidated Dormitory Management Office:

Duty Phone: 481-6818/7036
Cell Phone: 649-0605/0606

**Attachment 3
DORM ORDERLY DUTIES**

Daily DORM ORDERLY DUTIES

	M	Tu	W	Th	F	Sa	Su AM	Su PM
Pick up trash around the facility, lawns, bushes and parking lots. (i.e., pick up all cigarette butts, chewing gum, sweep walkways and along parking lot curbs, and remove trash from under bushes.)								
Empty restroom, dayroom and outside trash containers 1/2 full or more.								
Refill toilet paper and paper towels in both restrooms.								
Clean dayroom furniture.								
Vacuum all carpeted areas.								
Sweep and mop entryways, kitchen and laundry room floors.								
Sweep and mop bathrooms, clean sink, area around soap dispenser and toilet.								
Clean/disinfect kitchen, i.e., wipe down counters, cabinet doors, appliances.								
Clean stove top, oven, sink, microwave, toaster and other cooking appliances.								
Clean refrigerator and dispose of expired foods.								
Clean out lint traps in dryers.								
Wipe down washers, dryers, shelves and tables in laundry room.								
Clean exit doors, glass, and door frames.								
Sweep walkways, stairs and landings including railings.								
Clean out butt cans								
Check hospitality rooms. Clean rooms which are unoccupied.								
Prep empty rooms as directed by dorm manager.								

Weekly

Mon	Sweep high areas of stairwells to remove cobwebs and dust.							
Tue	Clean walls, ledges, baseboards, ceilings and light covers in dayroom.							
Wed	Clean drinking fountain, ice machine and surrounding areas.							
Thurs	Clean dayroom windows, sills and screens. Dust blinds and curtains.							
Fri	Clean restroom walls with damp sponge and warm soapy water.							

Monthly

Week 1	Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.							
	Pressure wash sidewalks, staircases, and balconies (during warm weather only).							
	Clean fire extinguisher boxes, report damage or discharged/missing to dorm manager.							
Week 2	Clean and straighten storage room.							
	Clean utility closets. Wipe down exterior doors							
	Clean trash containers.							
Week 3	Move kitchen appliances and clean behind/underneath.							
	Shampoo carpeted areas.							
	Wipe down vending machines.							
Week 4	Clear exterior building surfaces of spider webs, obstructing vines, ice, etc.							
	Clean balcony lights of bugs and debris; report any damage to dorm manager.							
	Clean between/behind washers/dryers. Dust vent hoses, gas lines and electric cords.							

Attachment 4
Quarterly First Sergeant Room Inspection Checklist

MEMORANDUM FOR: Occupant, Room # _____ Dormitory _____ DATE _____

FROM:

SUBJECT: Room Inspection Results

1. Your room was inspected today. The discrepancies, indicated by check marks, were found:

- | | |
|---|--|
| <input type="checkbox"/> Sidewalk/balcony/railings dirty | <input type="checkbox"/> Refrigerator door seals need cleaning |
| <input type="checkbox"/> Door/frame/dirty/marked/smudged | <input type="checkbox"/> Refrigerator needs cleaning |
| <input type="checkbox"/> Name tag inappropriate/defaced/missing | <input type="checkbox"/> Freezer needs defrosting |
| <input type="checkbox"/> Window/door not secured | <input type="checkbox"/> Walls/baseboards dirty/marked |
| <input type="checkbox"/> Window/window frame/sill dirty | <input type="checkbox"/> Sink/vanity area dirty |
| <input type="checkbox"/> Blinds/drapes not clean/neatly hung | <input type="checkbox"/> Mirror (including frame) dirty/dusty |
| <input type="checkbox"/> Interior window ledges dirty | <input type="checkbox"/> Tile floor needs cleaning |
| <input type="checkbox"/> Lights/stereo/TV left on, unattended | <input type="checkbox"/> HVAC filter dirty |
| <input type="checkbox"/> Items displayed not arranged neatly | <input type="checkbox"/> Light fixtures missing bulb/cover |
| <input type="checkbox"/> Inappropriate pictures/posters displayed | <input type="checkbox"/> Improper multiple outlet plugs in use |
| <input type="checkbox"/> Wall locker dirty/dusty | <input type="checkbox"/> Toilet needs cleaning |
| <input type="checkbox"/> Carpet needs cleaning | <input type="checkbox"/> Tub/shower dirty (soap scum/mold) |
| <input type="checkbox"/> Waste can overflowing | <input type="checkbox"/> Shower curtain dirty |
| <input type="checkbox"/> Furniture/ceiling fan needs dusting | <input type="checkbox"/> Soap dish in shower dirty |
| <input type="checkbox"/> Bed not made | <input type="checkbox"/> Shower drain clogged or dirty |
| <input type="checkbox"/> Bed linen not cleaned | <input type="checkbox"/> Heating/exhaust vent dirty/ mildewed |
| <input type="checkbox"/> Clutter | <input type="checkbox"/> Latrine floor needs cleaning |
| <input type="checkbox"/> Clothing not put away | <input type="checkbox"/> Smoke detector damaged/inoperable |
| <input type="checkbox"/> Displayed shoes not neatly arranged | |
| <input type="checkbox"/> Fish tank needs cleaning | |
| <input type="checkbox"/> Broken or damaged government fixtures/furnishings: _____ | |
| <input type="checkbox"/> Suitcases/boxes/bulky items not stored in lockers or storeroom | |
| <input type="checkbox"/> Prohibited items: _____ | |

2. Your room is RATED:

- a) Excellent--Keep up the good work! I'll see you again _____
- b) Satisfactory--Except for a few discrepancies.
- c) Unsatisfactory--You will take immediate action to correct the discrepancies noted. Your room will be re-inspected on _____ at _____ hrs. YOU WILL/WILL NOT BE PRESENT.

 First Sergeant

Attachment 5

Dormitory Room of the Quarter Checklist

Item # Condition	Scale	Score
1. Bed neatly made	1-5	_____
2. Floors vacuumed/uncluttered	1-5	_____
3. Refrigerator clean & defrosted	1-5	_____
4. Sink & Mirror clean	1-5	_____
5. Walls neat and tasteful displays	1-5	_____
6. Bathroon clean	1-5	_____
7. Furniture dusted	1-5	_____
8. Trash emptied	1-5	_____
9. Clothing properly stored	1-5	_____
10. Windows & Windowsills clean	1-5	_____
11. Overall Room neatly organized & originality	1-10	_____
Dormitory # _____ Room # _____		Total Points _____
Occupant _____		
Inspector _____		
NOTESCORES ARE ON A SLIDING SCALE WITH "1" BEING THE WORST AND "5/10" THE BEST		
Additional Comments:		

Attachment 6**CRIME PREVENTION TIPS**
Courtesy of 97th Security Forces Squadron**A6.1. BURGLARY**

A6.1.1. Upon moving into your government quarters, check all locks, window latches, and other easy entry points for defects. If you wish, a member of the crime prevention section will come to your quarters and conduct a complete residential security survey for you. To schedule a survey, contact the Crime Prevention section at 481-6750.

A6.1.2. All personnel are encouraged to participate in "Operation Identification." You can do this by contacting your unit crime prevention monitor or the CDMO and sign out an electric engraver. Engrave the letters "AF" and your social security number on all of your valuable property.

A6.1.3. Get involved with your neighbors in watching each others property.

A6.1.4. Secure all doors and windows before retiring at night or departing the area.

A6.1.5. When leaving for a short time, don't announce your absence by leaving a note on the door for an expected visitor. Burglars read too.

A6.1.6. Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.

A6.1.7. Don't leave a "hidden key" around your dormitory--the burglar will find it.

A6.1.8. Do not give a room key to a "friend." Remember, guests must be escorted.

A6.1.9. Turn down the loudness of your telephone when gone so the unanswered phone can't be heard from the outside.

A6.1.10. When leaving your residence for a few days while on leave or TDY, contact your First Sergeant or the CDMO and have your quarters placed on the quarter's checklist. Also, have a friend watch your residence for you. Inform the post office to hold all mail and newspapers.

A6.2. CAR THEFT

A6.2.1. Over half of all stolen cars have the keys in the ignition--always remove them.

A6.2.2. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car.

A6.2.3. Never leave the engine running, even for a few minutes, while in a friend's driveway, or for a quick trip into a store.

A6.2.4. Motorcycles should be chained to a tie down provided in the motorcycle parking space.

A6.3. LARCENY

A6.3.1. Don't leave tempting articles, such as cell phones and radar detectors, in plain sight in an unattended vehicle. These are major targets for thieves. Mark these and secure them in your trunk or take them inside your quarters at night.

A6.3.2. Remember to secure your bicycle to the bicycle rack with a lock and chain when not in use. If you live in a single room, you may store your bicycle in your room. Do not secure your bicycle to 2nd or 3rd floor railings. Bicycles should be registered through the security forces crime prevention section at 481-6750.

A6.3.3. Mark all property which is of high value or easy to remove from your room.

A6.4. REPORTING A CRIME

A6.4.1. Report all crime or suspicious activities immediately to the security forces by calling the "Crime Stop" number listed below. If you wish, you need not identify yourself. All information will be held in the strictest confidence.

A6.4.2. Ensure that you obtain as much information about an incident and the suspect as possible and report it to the desk sergeant.

A6.4.3. Reporting numbers: **CRIME STOP: 481-6444**
ROUTINE: 481-7444

Attachment 7

INDIVIDUAL CERTIFICATION

I CERTIFY THAT I HAVE RECEIVED ALTUSAFB SUP 32-6005. I ACKNOWLEDGE IT IS MY RESPONSIBILITY TO READ, UNDERSTAND, AND COMPLY WITH ALL THE CONDITIONS CONTAINED HEREIN. I ALSO UNDERSTAND VIOLATIONS MAY RESULT IN DISCIPLINARY ACTIONS AGAINST ME.

OCCUPANT (Last, First, MI)

RANK

DORM/ROOM #

SIGNATURE

DATE

DORMITORY MANAGER (Last, First, MI)

RANK/GRADE

SIGNATURE

DATE