

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**



AIR FORCE INSTRUCTION 32-6005

**MCCONNELL AIR FORCE BASE
Supplement**

29 NOVEMBER 2010

Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-6005, dated 9 Oct 2008 is supplemented as follows: This instruction prescribes policies and procedures for management of single enlisted military dormitories at McConnell AFB. Violation of this instruction may subject the individual to disciplinary action pursuant to the Uniform Code of Military Justice (UCMJ). It implements Air Force Instruction 32-6005 and the most current Dormitory Resident Brochure. This information applies to all personnel residing in dormitories, their First Sergeants and Commanders.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: identification of prohibited activities and items; clarification of visitation hours.

1.2.5.8.(Added) Commanders will visit the dormitory at least quarterly.

- 1.2.5.9. (Added) Ensure proper standards are being maintained.
- 1.2.5.10. (Added) First Sergeants will investigate cases involving any damage beyond fair wear and tear, or circumstances which may subject the individual(s) to pecuniary liability, and will ensure all required actions are accomplished prior to final (base) out processing.
- 1.2.8.36.(Added)Dormitory Manager will assign rooms, issue keys and initial set of linens.
- 1.2.8.37. (Added) Conduct random inspections.
- 1.2.8.38. (Added) Act to resolve complaints from residents, and if not resolved, forward to their First Sergeant.
- 1.2.8.39. (Added) Conduct initial/termination inspection. Provide dormitory residents with checklist and standards for termination of quarters.
- 1.2.8.40. (Added) Conduct an annual inventory of furniture and monitor overall condition of rooms.
- 1.2.9.2.1. (Added) Unaccompanied Housing (Dormitory) Residents are responsible for the appearance/cleanliness of their rooms and all common areas.
- 1.2.9.5. (Added) Must comply/adhere to standards outlined in most current local Dormitory Resident Brochure.
- 1.3. (Added) OBJECTIVES :
- 1.3.1.(Added) Provides general guidelines for dormitory management at McConnell AFB. Specific information is identified in the most current Dormitory Resident Brochure.
- 1.3.2. (Added) Ensure dormitories are maintained in a manner conducive to good health, morale, safety, and welfare
- 1.3.3. (Added) Promote individual responsibility.
- 2.20.1. (Added) Visiting hours are from 0600 to 2400 hours 7 days a week, regardless of the shift being worked by the military member. No sleepover guests are permitted.
- 2.20.2. (Added) Residents (Hosts) are responsible for the conduct of their guests.
- 2.20.3. (Added) Quiet hours are 24 hours a day, 7 days a week and also apply to guests.
- 2.21.1. Smoking is prohibited in all dormitories to include individual rooms, balconies, stairways and common areas. Smoking is only allowed in designated smoking areas.
- 2.22. (Added) Weapons. Use or possession of weapons in the dormitory campus area is prohibited. Guns may be stored at the Security Forces armory, contact 759-3258 for procedures. All other weapons identified below must be stored off base at owner's arrangements.
- 2.22.1. (Added) Weapons are identified as firearms, munitions and explosives including, but not limited to: black powder, fireworks, BB guns, pellet guns (to include metal or paint pellets), dart guns, air rifles, bows and arrows, swords, machetes, straight razors, axes, hatchets, martial arts weapons, or any other dangerous or deadly weapon or instrument. This list of prohibited weapons is not meant to be inclusive.
- 2.22.2. (Added) Knives with blades which exceed 6 inches. Exceptions listed below.

2.22.2.1. (Added) Government-issued survival knives and equipment required to be stowed with mobility gear may be secured in the resident's locker.

2.22.2.2. (Added) Decorative swords or other nonfunctional weapons manufactured solely for the purpose of decorative display may be tastefully displayed in the member's quarters in a glass case.

2.22.2.3. (Added) Knives used for cooking are limited to 4 per resident; the maximum size is a total length of no more than 10 inches.

2.23. (Added) Pets. Pets are prohibited. However, a fish aquarium of 20-gallon capacity or less, is permitted for the sole purpose of keeping fish. Poisonous/dangerous fish are prohibited.

2.24. (Added) Open flames. No incense, candles, or open-flame items will be burned.

2.25. (Added) Fire Emergency. In case of a fire, evacuate the building, notify the Fire Department, ext 911, and advise Fire Department personnel of the nature and location of the fire. Small fires will be fought with available fire extinguishers. During fire alarm conditions (actual or drill), all dormitory residents will evacuate the dormitory area to a safe distance as directed by the Fire Department, Security Forces, or other authority.

2.25.1. (Added) Evacuation distance will normally be not less than 100 feet from the dormitory. Resident will not return to the dormitory until the "all clear" is given.

2.26. (Added) Maintenance Emergency. If any maintenance emergency occurs involving the facility during non-duty hours, dormitory occupants will immediately notify 759-3902. The work order number received from CE will be provided to the dormitory manager.

2.27. (Added) All other emergencies should be reported to the Security Forces Base Defense Operations Center, 759-3976.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 32-6005, Unaccompanied Housing Management, 9 October 2008

Abbreviations and Acronyms

AFB— Air Force Base

UCMJ— Uniform Code of Military Justice

Attachment 7**MCCONNELL AFB UNACCOMPANIED HOUSING RESIDENT BROCHURE
DEC 09**

INTRODUCTION. Welcome to unaccompanied housing (UH) at McConnell AFB! We are pleased to have you with us and hope your stay is pleasant. This brochure prescribes policies and procedures for management of single enlisted military dormitories. Violation of this brochure may subject the individual to disciplinary action pursuant to the Uniform Code of Military Justice (UCMJ). This brochure applies to all personnel residing in dormitories, their First Sergeants and Commanders. It is impossible to itemize all details of our responsibility, or yours. The following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure you relationships will be enhanced at all levels. Because unaccompanied housing represents a substantial investment by the United States Air Force as well as all taxpayers, we must diligently work together to care for the campus.

YOUR UNACCOMPANIED HOUSING MANAGEMENT TEAM

Position	Name	Phone	Area of Responsibility
Housing Manager	Ms Dina Patton	316-759-3171	Accompanied/Unaccompanied Housing
UH Superintendent	Mr. Tony Whitted	316-617-6676	Overall UH Mgt Team
UH Manager		316-759-4130	342-340-350
UH Manager		316-759-4673	350-340-342
UH Manager		316-759-5388	340-342-350

Here are some telephone numbers that might be useful while residing on McConnell AFB.

TELEPHONE NUMBERS:	
Fire Department	911 or 759-3902
Ambulance	911
Security Forces	759-3976
Crime Stop	759-5100
Directory Assistance/ McConnell AFB Information	759-6100
First Term Airmen Center (FTAC)	759-3451

Sexual Assault Response Coordinator	759-4357 or 759-HELP
Red Cross Emergency	1-877-272-7337
Life Skills on Call	316-706-7148
TMO In-bound	759-5915
Command Post	759-3251
AADD	759-4663 or 759-HOME

GENERAL INFORMATION

McConnell AFB policy is that all unaccompanied first term Airmen and Airmen with less than three years of service will be assigned a dormitory room and become dormitory residents. Residents are required to maintain the assigned room and perform cleaning details as determined by the dormitory manager. In order to maintain a readiness capability, residents are expected to reside at their assigned room address.

Personnel Information Changes: Report any changes of personal information to UH Section. This includes changes in rank, name, duty or home phone, squadron, office symbol, marital status, etc.

Dining Facility: The Chisholm Trail is located in building 408. At the west end of the dorm campus. Meals are provided if you are not receiving separate rations. Check with your squadron to determine eligibility.

Rooms Inspections: There are three types of dormitory inspections: VIP, Formal and Informal.

The Installation Commander, Unit Commander, First Sergeant, or representative will conduct these inspections. They will also determine the frequency of the inspections. First Sergeants or Commanders normally conduct the formal inspections and the inspections will be announced. Each unit will conduct inspections at least quarterly on a scheduled basis and monthly on a random basis. However, informal inspections can be at any time and are typically performed by UH managers in conjunction with maintenance activities. Informal inspections confirm that rooms are neat and orderly. Whenever possible, rooms displaying "Shift Worker" or "Crew Rest" signs will be inspected during hours other than the occupant's normal sleeping hours. Your room is expected to be maintained in a neat and orderly manner at all times.

Room Decorations: You are encouraged to decorate the interior of your room in a tasteful manner. Any physical change (paint, wallpaper border etc) must be approved by dorm management prior to being done. Keep in mind that when you move from the room for any reason, it must be returned to the original condition; any damages will be assessed to the resident and taken directly out of their pay. Pictures, posters, and artwork are

welcome. However, they must be in good taste. All media displays of nudity and is sexual in nature is prohibited. Any pornographic, inflammatory, or any material that provokes the use of a controlled substance (illegal drugs) will not be openly displayed. Decorative knives, swords, etc. must be encased behind glass. In all cases, room decorations will display good taste, proper application, and will not be prejudicial to good order and not directly violate AFI's. Do not hang any items on wallpapered wall (Bldg 340/342). Do not hang any items from sprinkler heads on ceilings.

Smoking: Smoking is prohibited in all dormitories to include individual rooms, balconies, stairways and common areas. Each dormitory has a designated smoking area. Maps are posted on bulletin boards in each dormitory identifying the smoking areas. Smoking is only allowed in these designated areas throughout the dormitory campus.

Vehicle Parking/Maintenance: In general parking is unrestricted; however there are a few designated parking places near the dorms, (i.e. 1st Sgts and Commanders). All vehicles must have a current license tag/registration and be registered on base. Motorcycles or any other type of motor-driven vehicle will not be parked in picnic shelters, grass areas, walking surfaces, or under stairwells. They must be parked in a marked designated parking area. Minor maintenance maybe performed in the parking lot such as headlight replacement, stereo installations, etc.,. Other maintenance such as car washing, oil changes or engine repairs are not authorized in parking lot.

Storage: Each building has bulk storage within the building. Residents are responsible for providing their own lock. Bicycles will be stored in outdoor lockers provided. See UH Manager to sign-up for storage areas or bike locker.

Pets: Animals with fur and reptiles are not allowed. Aquariums are allowed, however, there is a 20 gallon size limit, and they must be maintained in a manner that prevents them from being unsightly. Any water damage caused by the aquarium is the resident's responsibility. If you are deployed you must provide a POC (point of contact- someone responsible for your aquarium) to the UH manager.

Unauthorized Items: Fireworks, firearms, and weapons are not allowed. In IAW MAFBI 31-101 the following items are considered firearms or weapons. A firearm is a weapon that expels a projectile through some type of explosive process, e.g., shotguns, rifle, handgun, starter pistol, etc. Non-firearm weapons are defined as instruments capable of propelling a projectile by compressed air, gasses, springs or other mechanical or physical means. This includes, but is not limited to BB (hard or soft), pellet or paintball guns; bows, crossbows, underwater spear guns, hunting sling shots and blow guns. Also prohibited are instruments normally wielded by physical effort that are capable of killing or maiming such as knives with blades in excess of 6 inches (all knives that are not specifically designed for cooking are considered to be weapons, cooking knives are limited to no more than four with a maximum total length of 10 inches), swords, throwing spears and nunchakus (fighting sticks). Weapons also include explosive material, including, but not

limited to, ammunition, blasting caps, gunpowder, firecrackers, flares (except road flares) or any similar items, to include any combustible or explosive composition, or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation.

Auto parts will not be stored, cleaned or painted in rooms.

Cleaning Equipment/Supplies: Equipment and supplies used for cleaning common areas in the dormitory are supplied. These items can be found in the laundry rooms located on the first floor of dorms 340/342 and in the supply closet in between the male and female bathrooms on the first floor of dorm 350.

Basic Allowance for Housing (BAH) Waiting List: All Airmen may request to be placed on the waiting list for BAH by submitting a letter to UH manager. A form letter is available from the UH manager. The BAH waiting list is activated when the base wide dormitory occupancy is above 90%. Airmen will be authorized BAH by rank order from the BAH waiting list and allowed to move off base with their Commander's approval.

Insect Control: Contact UH managers for specific information if a problem exists.

Telephone/Cable TV/Internet service Installation: Phone, cable and/or internet service in the room is the resident's responsibility. Residents must contact a local service provider. Service must be provided using the existing outlets.

Self Help: Before starting any self help projects (i.e. painting of rooms, installing shelves etc.) in assigned quarters residents must get the UH Managers approval in writing.

SECTION A – AIR FORCE RESPONSIBILITIES

In support of this government-owned facility, UH management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas, and snow removal from streets.

Initial Inspection: The UH manager, with the residents assistance, will perform an initial inspection to identify and document discrepancies in his/her assigned room and furnishings. This inspection is normally performed at the time of room assignment. Residents will sign for room furniture, keys, and all linen. Residents should inspect the furniture and room for damages and ensure dorm management is made aware of discrepancies found within 48 hours. Residents will not remove any furniture from the room without prior approval from the UH Manager, any missing furniture will be charged to the resident -- No Waterbeds are allowed in the dorm.

Maintenance and Repair: The Civil Engineer has the primary responsibility for maintaining the building's structure and the dormitory campus. To request repairs, call your UH manager. For emergencies during non-duty hours, contact 759-3902.

Refuse Collection and Disposal: Place your room trash/garbage in the dumpsters provided. Government-provided garbage cans in the common areas are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. The Civil Engineer Squadron, Entomology flight will dispose of dead animals found on base.

Lockouts: The UH manager keeps a master key to all rooms. Commercially duplicating a key is prohibited. If locked out, contact the UH manager in person during duty hours, 0730 – 1630. After duty hours and on weekends, contact the Dorm Chief or Floor Chief. If a key is lost the resident must provide a letter from the First Sergeant/Squadron Commander for replacement. Residents are responsible for the cost of replacing lost keys and must reimburse the government for replacement keys at the government rate. If re-keying the lock is required, resident will have to reimburse the government for that additional cost. Resident must pay for missing keys when they terminate their room. The UH manager will assist resident with payment procedures.

Exterior Building and Grounds Care. Residents are responsible for keeping the inside of their room clean as well as the exterior area immediately adjacent to the resident's entry door. This may require sweeping or vacuuming the hallway or walkway area around the resident's room. The installation normally maintains common areas around the campus. Residents are responsible for keeping the grounds around the facility clean.

Snow Removal: During normal duty hours Monday through Friday from 0730 – 1630, a contractor will provide snow removal for all dormitories. After hours and weekends Dorm/Floor Chiefs will be responsible for creating a safe egress to and from their dormitories with volunteers or may be an assigned detail.

Appliances: The government replaces ranges, refrigerators, and microwaves as needed, or makes appliance repairs. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Section regarding needed repairs. Please do not attempt repairs or adjustments.

Laundry Facility (Washers and Dryers): Washers and dryers are provided for residents use at no cost. The laundries are located on the first floor of each building. Residents are responsible for removing clothes immediately after the cycle is completed. If clothing is not removed it will be bagged and held for 7 days and then disposed. Chemical warfare suits are not to be washed in washers. Empty dryer filters before and after use.

Filters: Air-conditioning and heating filters are government furnished. A contractor will change filters on a quarterly basis.

Name Plates/Signs: Must be placed on every occupied room upon assignment. Names plates/ signs are to remain in place and may not be altered by dorm residents. If residents do not have a name plate or need to change the information please notify your UH manager.

SECTION B - RESIDENT RESPONSIBILITIES

Personal Standards: All residents will maintain dress and appearance standards as outlined in AFI 36-2903. Residents and guests utilizing any common area of the dormitory will be fully attired to include shoes and shirt.

Conduct: All residents must conduct themselves in such a manner, which respects the rights of others living in the dormitory. Televisions and stereos must be maintained at a minimal level of volume that does not disturb your neighbors. When violations occur it is recommended that the residents involved resolve the situation at the lowest level. Repeated violations should be reported either to Floor Chief, Dorm Chief, the UH manager, unit First Sergeant, or **Security Forces** at extension 759-3976 or 759-3978.

Social Visits: Dormitory residents will be responsible for all guests while they are in and around the dormitory complex. Guests must remain with the host during visits. Residents may not have a "live-in" guest. No one is authorized to reside in the dormitory room other than the assigned resident. Cohabitation, to include married residents, is not permitted.

Guests under the age of 18 are not allowed, unless the guest is a military member or accompanied by a parent or legal guardian. First Sergeants may approve room visits by dependent children or family members.

Under no circumstances will a guest be given or loaned a room key.

Only occupants are authorized use of dormitory laundry facilities.

Leave or Extended TDY to include Deployments: For accountability purposes and possible maintenance problems you must not leave your room unoccupied for extended periods (over three days). If you plan to be absent longer than three days, you must arrange for security and prudent care of your room. Notify the UH manager in writing, of intended absence and the name of the person designated to care for the room. If deploying, leave a copy of orders on the bed and make sure the room is in Formal Inspection order. The UH manager will inspect your room prior to your deployment. Do not turn off your HVAC system or unplug the refrigerator during your absence.

Maintenance and Repair: Discrepancies found with furniture, fixtures, electrical,

plumbing, and other hardware will be reported to the UH Manager immediately. Notify the UH manager, during normal duty hours, for emergencies after duty hours, contact the dorm chief, floor chief, or 22d Civil Engineer Squadron Customer Service at 759-5735.

Damages: Residents will be held liable and accountable for loss or damage to equipment or furnishings that they or their guests cause by abuse or negligence. When inspection determines resident is responsible for damages beyond reasonable wear and tear and the resident elects to perform the repair, Air Force standards for the repair or replacement must be met. Your UH manager can fully explain options to repair or replace damaged items and the method of payment.

Repair Costs: Costs include labor and materials. The current labor rate is \$60.00 per hour. Repairs cost may vary, depending on circumstances and cost of materials. Carpet replacement is a fixed price of \$34.00 per square yard.

Environmental: Residents are encouraged to recycle paper, aluminum cans and plastic. Recycling trailers are located in the dormitory parking lot. All automotive waste such as engine oils, engine coolants, car grease and other similar products should be disposed of at the Auto Hobby Shop. The Shoppette will accept used tires. Used florescent light bulbs should be given to the UH manager for disposal.

SECTION C – CLEANING STANDARDS

A standardized inspection checklist is available from the UH manager or First Sergeant. This checklist identifies the inspection criteria. Listed below are general cleaning guidelines.

Windows: Residents are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to the UH manager. For security reasons, lock windows when you leave the room.

Kitchen: Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. Also do not pour grease down the drain as it can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend non-adhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup. In Dorm 350 the common kitchen may be used by all residents. All users are expected to leave the kitchen clean, to include stove, counters and sink. The refrigerator is to be used only during the preparation of food. Food items may not be stored in the refrigerator. No

alcohol will be stored in the common area refrigerator.

Bathroom: Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. Clean tub and shower walls periodically with a product made to clean mildew. It is recommended that the bathroom door be left open after showering or bathing to allow air circulation to reduce the moisture in the tub area.

Floors: Excessive water can damage any floor. Tile floors should be damp mopped weekly with a disinfectant type cleaner.

Carpets: Vacuum and shampoo carpets weekly or as needed.

Walls: Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Contact UH manager to determine appropriate picture hangers to hang pictures and objects. Residents can be charged if the walls are damaged by excessive number of holes or inappropriate picture hangers. Please make sure doorstops are in place to prevent damage to walls.

Housekeeping: Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash.

Painting: Request approval from the UH manager prior to painting your room.

SECTION D – FIRE PROTECTION.

The Fire Department is responsible for instructing residents on the procedures to follow in case of fire. All first term Airmen residents will receive a briefing on fire prevention instructions during FTAC (First Term Airmen Center). All others assigned personnel will be briefed by UH manager within seven days after moving in.

Additional questions on fire prevention should be directed to the base Fire Department.

Fire Evacuation Plan: A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the base fire department at 759-3902.

Smoke Detectors: Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the UCMJ. The Fire Department is responsible for inspecting smoke detectors.

Fire reporting: If a fire occurs in your room/UH facility, notify the base Fire Department, at 911, immediately. Give the fire alarm operator your name, dorm number, and street. Do not hang up until you are sure the information has been received correctly. Report any fires, regardless of size.

Flammable Storage: Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, lighter fluid, and charcoal lighter fluid.

Incense and Candles: May not be burned, these items may be used for decoration and aroma only in the room.

Barbeque Grills: Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories.

Space Heaters: Space heaters of any type are prohibited in dormitories.

Cooking: Cooking in dayrooms and dorm rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchen. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Heat Producing Devices: Unplug heat-producing devices when not in use. (i.e. curling irons, flat irons, blow driers)

Extension Cords: Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner.

SECTION E - SECURITY FORCES.

The Installation Commander is responsible for controlling and safeguarding base property. When notified, the Security Forces will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the Security Forces at 759-3976.

Crime Stop. For immediate response to a crime in progress, telephone 759-3976.

SECTION F—GOOD NEIGHBORS

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

Excessive stereo and television volumes: This is the primary complaint received by the UH managers. Don't assume your neighbors enjoy the same type of music or television programs that you do; please keep the volume down. Excessive noise is defined as any sound heard outside your room. Many residents work shifts and sleep during the day. Please be considerate.

SECTION G—SPECIAL CONDITIONS**WARNING AND NOTIFICATION SYSTEMS:**

ALERT SIGNAL: A three to five minute steady tone. This means that some emergency or disaster situation either exists or is likely to exist in a short time. It is important that you learn as soon as possible what disaster situation you are being alerted for; it may be an earthquake, tornado, very high winds, flood or any other situation or combination of situations. You should immediately turn on a radio or local television and listen for loudspeaker vehicles. Learn the situation and determine what you can do to protect yourself and then take whatever actions you can to get protection. Don't tie up the phone lines by calling the base for information. The actions you should take will depend on the particular emergency, but the first action, in all cases, would be to get yourself into the dorm and turn on a radio or television.

McConnell AFB personnel may be directed to take protective shelters during an emergency situation. All personnel, except those designated as emergency essential, will take shelter in the nearest available shelter. The following buildings have the nearest shelters: Bldgs 340, 342, 350, Education Center basement, Medical Clinic basement, and Bldg 1 (Wing Headquarters). Check the bulletin board for specific locations.

Do not call the base operator. All lines will be required for emergency operations.

TEST OF BASE SIRENS: Every Monday at 1200 (noon), a wavering or steady tone (not to exceed 20 seconds duration) will test the system to ensure it is operational.

TORNADOES:

When a tornado *Watch* is announced: (1) Keep a radio or television on and listen for the latest weather service warnings and advisories. If power fails, use portable battery radios or car radio. (2) Keep watching the sky, especially to the south and southwest.

When a tornado *Warning* is announced a tornado has been sighted in the area:

Your best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building.

If unable to get to the basement, take cover under heavy furniture on the ground floor in the central part of the building. Stay as far from windows and doors as possible.

If outside in open country, take cover and lie flat in the nearest depression, such as a ditch, culvert or ravine

If in an office building, get to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.

Do not remain in a trailer or mobile home if a tornado is approaching. Take cover elsewhere.

FLOODS: Your best protection from a flood is to evacuate to higher ground. Do not attempt to drive over a flooded road; you could become stranded or trapped, if your car stalls while in flowing water, abandon it immediately.

BLIZZARDS AND ICE STORMS: Should this occur, some utilities may be disrupted and you may have to remain in your dorm for some time.

SECTION H—COMMUNITY RESIDENTIAL ACTIVITIES

Dorm and Floor Chiefs are dormitory residents that are trusted agents with access to room keys. They have the authority to act in behalf of the UH manager and to enforce DORM POLICY after duty hours. Dorm chiefs are only authorized in the office or any dorm storage areas after duty hours for military necessity or emergencies.

Dormitory Council: It is intended to be the forum by which residents of an individual dormitory address their concerns about their living environment with a panel of their peers, establish standards for residents, present solutions for problems areas, establish positive recreational activities and identify facility/furnishing improvements. Membership is strictly voluntary but highly encouraged. Constitution and by-laws are available from dorm council officers.

Quiet Hours: Quiet hours are 24 hours a day, 7 days a week. There are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside your room or through the walls, it is too loud.

Alcohol: Underage drinking of alcoholic beverages is prohibited. No open containers are allowed outside the dormitory campus.

SECTION I—TERMINATION OF UNACCOMPANIED HOUSING

Airmen must obtain appropriate authority to move out of Unaccompanied Housing and must complete all required prerequisites prior to securing off base living quarters. Prerequisites include:

1. Reach 36 months TIS (Time in service) and grade of E4
2. Personal Financial Management Plan (the green sheet) prepared by A&FRC
3. Housing Office Counseling (information about leases, military clauses, renters insurance, good/bad areas to rent, rent vs. buy)
4. First Sergeant brief (Quality Force Indicator)
5. First Sergeant approval (Commander delegated)

Termination of Quarters/ Giving Notice: When you know you are leaving, please do not wait for orders, call or visit the UH manager for departure arrangements. Residents must schedule an appointment for pre-inspection of quarters (conducted by the UH manager) at least 30 days prior to termination date (except short notice PCS). Final inspection date will also be scheduled at this time.

Prefinal Inspection: This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH manager also identifies normal maintenance and damages above normal wear and tear. The UH manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

Final Inspection: This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection. All personal items must be removed from the room. All inventory items must be accounted for, including furnishings. The room will be cleaned in formal inspection order. All keys must be accounted for and turned in. You, the resident, will be charged for damages to government property. Residents who fail to terminate quarters properly will be placed on administrative hold until all issues are resolved. If you fail your final inspection, ask the UH manager to schedule a reinspection as soon as possible.

Room Changes: Involuntary moves are made at the direction of the unit commander or First Sergeant based on varied circumstances. In these situations, your unit will pay for the move (i.e. phone and cable transfer). Prior to final approval of a move, the room must be thoroughly cleaned, all inventory items accounted for and all keys returned. The individual will have 48 hours to complete the move unless extenuating circumstances prevent this. Dorm management must be aware of any delay in the moving process. It is the responsibility of the occupant to contact their unit orderly room to update the recall roster.

SECTION J. - DORMITORY SEXUAL ASSULT AWARENESS

AF Policy: Sexual assault is a *criminal act* incompatible with the Air Force's core values, high standards of professionalism, and personal discipline. The Air Force has zero tolerance for sexual assault.

Helping Agencies

1. Chain of Command
2. Life Skills—759-5091
3. Victim Support Liaison (VSL)—759-HELP or 759-3048
4. Chaplain—759-592
5. Security Forces—759-3976
6. Office of Special Investigations—759-4273
7. Wichita Areas Sexual Assault Center—263-6000

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