

INTRODUCTION

Welcome! We're glad to have you here as part of the 422 ABG at RAF Croughton and I want to especially welcome you to Unaccompanied Housing.

I'd like to tell you a few things about your new home. The Air Force has the responsibility to provide you with a clean, well-maintained home. A great deal of effort and money goes into our housing program each year to assure the best possible living conditions are provided with dollars available. We hope you will accept the challenge of making this a most enjoyable place to live.

As a new resident, you are as welcome as any one can be. If your home and grounds aren't better than what you might have expected, or wanted, let's work together to make it that way. Just follow the procedures in the Unaccompanied Housing Brochure for accomplishing self-help work.

Again, WELCOME to RAF Croughton

*Unaccompanied Housing Manager
Bldg 141, Room 8 RAF Croughton
236 – 8038*



COMPLIANCE WITH THIS BROCHURE IS MANDATORY

This brochure contains guidance for the management of unaccompanied housing located at RAF Croughton/Caversfield. This applies to all personnel that reside in Dormitories, UNCOQ's and UOQ's

Violations of paragraphs 2.1 through 2.23, 3.1 through 3.11., 4.1 and 4.4 of this brochure are punishable under Article 92, UCMJ.

This brochure was developed to familiarize you with RAF Croughton Dormitory, UNCOQ and UOQ standards. Your knowledge and compliance with these standards will make your stay with us pleasant and comfortable. When you have many people living in one place, it is imperative to ensure a safe, healthy and clean environment. Without you being well rested and in good health, the mission of RAF Croughton doesn't get done. In the event some questions or situations arise that are not addressed by this Brochure please bring them to the attention of the Unaccompanied Housing Manager or the First Sergeant. We are committed to uphold these standards equally among all residents. Any complaints of unequal treatment must be immediately referred to your First Sergeant or Commander.

This brochure defines Air Force, Unaccompanied Management and Occupant responsibilities during occupancy of Unaccompanied Housing.

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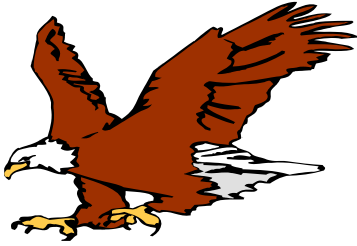
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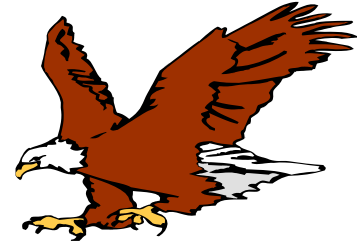
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CHAPTER 1



AIR FORCE RESPONSIBILITIES



The Air Force will provide maintenance and repair; refuse collection and disposal, pest control, fire and police protection for your assigned Unaccompanied Housing (UH)

- 1.1. **Initial Inspection:** *The Unaccompanied Housing Manager (UHM) or designated representative will escort you to your room and make an initial inspection. At this time all discrepancies with your room and shared areas will be identified and noted. AF Form 228, Quarters Condition Inspection Report will be used for these purposes.*
- 1.2. **Maintenance and Repair:** *The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance to your room and dormitory is performed. If maintenance needs to be performed on your quarters, follow the procedures below*
 - 1.2.1 *Monday through Friday, 0800 – 1600 contact the UHM. Nights, weekends and holidays contact the service call desk, telephone number – 236-8396.*
- 1.3. **Work Order Response Times:**
 - 1.3.1. **Emergency Work Orders;** *are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: Structural, utility or mechanical problem that could cause loss of life, property or serious damage affecting health, safety, security or mission. These could also be complete utility failure (electricity, gas, heat, water or sewage).*
 - 1.3.2. **Urgent Work Orders;** *are completed within 5 working days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed between 07:00 and 16:30. An example of an urgent work order is; A backed up commode when there is no other commode available.*
 - 1.3.3. **Routine Work Orders;** *are completed within 9 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed between 08:00 and 16:30.M-T and 08:00-15:00 –F.*

- 1.4. **Refuse Collection and Disposal:** Place your room trash in the Dumpster provided (location of Dumpster and recycling bins are at the side of road between bldg 142 and the club storage bldg). The exterior butt cans and the day room trash bins are **NOT** to be used for room trash. Do not place trash on balconies, stairwells or walkways. All trash left outside rooms will be placed back into your rooms by UHM when ever passing to ensure walkways are kept free and clear.
- 1.5. **Insect Control:** We do expect you to take preventive action to control insects. For example, keep food in sealed containers, remove trash and garbage from your quarter's daily and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas. If an infestation does occur which is beyond your ability to control, call the Unaccompanied Housing Manager (6-8038)
- 1.6. **Lockouts:** The UHM keeps a master key to all rooms. If locked out, contact him in person during duty hour's 08:00 – 16:00, if after duty hours or on weekends, go to the Fire Station. Lost keys will be replaced with the approval of the Housing Flight Chief, the cost of replacement will in most cases be charged to the room occupant. In the event that the locks, cores of locks have to be replaced you may also be charged for replacement and labour costs.
- 1.7. **Grounds Care:** As a dormitory resident you are responsible along with your neighbours to keep the area in front of your quarters policed. This includes the picking up of discarded cigarette butts. The base will normally maintain the common areas as far as grass cutting etc., goes but the UHM may require you to perform other ground care duties.
- 1.8. **Appliances:** Refrigerators, dishwashers, stoves (including hob), microwaves and cooker hoods are government furnished and serviced. Any problems with these items contact the UHM immediately.

CHAPTER 2

OCCUPANT RESPONSIBILITY DORMITORY STANDARDS AND POLICIES



Dormitories: *The dormitory is your home and we want you to feel at home in it, however, there are some basic rules we must all live by.*

2.1. *Prohibitions in Dormitory Rooms:*

<i>Animals (other than aquatic)</i>	<i>Automotive parts and batteries</i>
<i>Barbecue grills</i>	<i>Candles or incense</i>
<i>Cohabitation</i>	<i>Overnight guests (24:00 - 06:00)</i>
<i>Visitors Under 18 years old</i>	<i>Under Aged Drinking</i>
<i>Flammable liquids (except cosmetic)</i>	<i>Flammable pressurized gases (except cosmetic)</i>
<i>Flammable Paints</i>	<i>Flammable room decorations hanging from ceilings</i>
<i>Sterno Fuel</i>	<i>Open Flames</i>
<i>Portable heaters</i>	<i>Smoking in bed</i>
<i>Gambling</i>	<i>Scuba Tanks</i>
<i>Unsealed Foods</i>	<i>Waterbeds</i>
<i>Hot plates</i>	<i>Weapons: See Chapter 4</i>
<i>Multiple outlet extensions cords</i>	<i>Electrical Timers</i>
<i>Live Christmas trees</i>	<i>No Dartboards in rooms without UHM permission</i>
<i>Climb or sit on ledge railings or roof of dormitories</i>	

- 2.1.1. *Pictures of scantily clothed persons may cause offence to others, therefore should not be displayed in your room*
- 2.1.2. *Pornographic including any material concerning this mater, such as pictures depicting the act of sexual intercourse or profanity in either word, picture or symbols, **are unacceptable as room decorations.***

- 2.1.3. *No items or pictures that degrade national or military leaders will be acceptable as room decorations.*
- 2.1.4. *Profanity or other lewd messages are not authorized on message boards*
- 2.1.5. *Decals, stickers or posters are not allowed on the outside of the doors or in the windows. Neither are they allowed to be placed on any government furnishings or fixings*
- 2.2 **Inspections:** *The Installation Commander, First Sergeant, Unaccompanied Housing Manager or Designated Personnel will carry out inspections to evaluate living conditions. Inspection may be carried out in the following manor.*
- a) *Random – these will take place at any time*
 - b) *Scheduled – these will be performed once per month on the first Thursday of each month, inspections are for health, safety and general cleanliness using the A,B,C method. See Attachment #4*
- 2.3. **Cleanliness:** *Dormitories will be maintained within Air Force Standards as outlined in AFI 32-6005 and this Unaccompanied Housing Brochure.*
- 2.3.1 **Wall Locker/Closets:** *Closets are subject to inspection, although under normal circumstances if the closet door is closed and the rest of the room is acceptable i.e. an A or B marking on inspection the closet will not be opened.*
- 2.3.2 **Floors:** *Bedroom floors will be vacuumed thoroughly and shampooed when necessary (a shampoo'er is available from the U. H. office). Ensure there is no dirt build-up in the corners, behind doors or behind furniture. Kitchen, Bathroom and Passageway floors are to be swept and mopped.*
- 2.3.3 **Walls:** *All walls must be kept clean and in good repair, removing cob webs from ceilings etc. Do not apply adhesive-backed materials, wallpaper or decals to walls. Do not paint walls without first obtaining permission to do so via AF 332 through the U.H.M. Use either Nails or "J" type hangers only and remove them prior to termination. Report any damage to walls immediately to the U.H.M. remember it is the responsibility of each occupant to report any problems as soon as they arise.*
- 2.3.4 **Living Area:** *The living area is the easiest to clean. Dust all furnishings including privately owned items. Neatly organize clothing and shoes. Remove all clutter. Empty trash and ashtrays daily. Clean the area in front of your entry to include the outer door, walkways, railings, lights, fans, and windowsills. Clean all mirrors.*

Make up bed with a mattress cover, two sheets, a pillow, and pillowcase. Issue sheets, pillowcases; bedspread or Duvet must cover the sheets. All items to be cleaned by the occupant you may elect to purchase and use your own bedding. All personal linen must be cleaned weekly.

2.3.5 Toilet/Bathing Area. *This entire area must be especially cared for due to the potential for bacteria growth. Roommates that share a bathroom are both held equally responsible for the cleanliness of the entire bathroom. Clean the toilet inside and out with a disinfectant type cleaner. Clean the shower tiles, bathtub, and shower curtain, with a disinfectant type cleaner to ensure no mildew, mould or soap scum build up. The shower curtain must be clean without mould or mildew stains. If the stains will not come off, have the Unaccompanied Housing Manager get you a new one. Pay particular attention to the curtain wall, as it will mould quickly if allowed to remain damp for extended periods of time. Be sure the ceiling light and exhaust fan, if equipped, is clean and operational. The bulb must be bright enough to see and shower safely. Be sure the entire ceiling is clean and has no build-up of mould or mildew that is subject to grow under conditions of extreme dampness. Clean the floor, to include behind the toilet and in the corners.*

2.3.6 Kitchen: *Again you must pay special attention to this area for the potential for bacteria growth is extremely high. Keep sink work surfaces etc., especially clean, use a good kitchen cleaner on all work surfaces and cupboards both inside and out.*

2.3.7 Appliances: *All government-supplied appliances should be kept clean at all at times. Remember that both occupants sharing a kitchen are responsible for keeping these areas clean.*

Refrigerators/Freezers: *Clean insides of both compartments free from all spills. Pay special attention to shelves and crisper containers cleaning all round the outside as well as the inside. Clean the seals around both doors so they are free from dirt and food particles (this will help the seals do the job they were made for). Pull the unit out and clean under it and dust of the wire framework at the rear, this will help to prolong the unit's life span.*

Dishwashers: *Clean interiors regularly remember to place salt in the machine as directed in the user manual. Also make sure you clean the removable filter regularly as well.*

Microwave: Clean both inside and outside of the appliance regularly

Remember when using a microwave or cooker do not leave it unattended

Stove/Hob: Ensure both hob and oven are cleaned daily free of all burnt on food, grease and cleaning residue. Remember that keeping your cooking appliance along with your utensils etc., clean, will keep the chances of food poisoning and the like from occurring.

2.3.8 Furniture: All furniture whether government owned or not must be kept clean and neatly arranged in your room. Items on top of table's desks etc., must be neat and tidy.

2.3.9 Windows: should be cleaned inside and out to include frames, windowsills etc., free from finger marks, streaks.

2.3.10 Doors: Should be kept clean including frames. Make sure that there is an up to date nametag on your door, see the U.H.M. if you need a new one.

2.3.11 Room Decorations: Personal decorations must be neat and within the guidelines stated in Para 2.1.1. through 2.1.4.

2.3.12 Holes: On your Pre-Final Inspection (approx 30 – 40 days prior to your PCS date) the Unaccompanied Housing Manager will inform you off your responsibilities in this matter.

2.4. Furnishings: Occupants sign for the furniture/equipment in their room on Air Force Form 228 a copy of which is given to you and the other is kept in the Unaccompanied Housing Office. You are responsible for the furnishings and fittings in your room, and may be held liable for loss or damage.

2.4.1. Annual Inventories: are performed by the Unaccompanied Housing Office, which will identify any missing and/or damaged items. **It is the resident's responsibility to maintain all government furniture, equipment and fittings in good, clean and serviceable condition.**

2.5. Day-room Furniture and Equipment: Dormitory residents are not permitted to remove any furniture or equipment from the Day-room/s.

- 2.5.1. *These rooms are for you; please help keep them clean and in good repair. Please report and misuse to your Dorm Council members, the Unaccompanied Housing Manager or Security Force immediately.*
- 2.5.2. *The removal of any items from the day-rooms whether furniture or equipment will be treated as theft unless prior written permission has been obtained from the Unaccompanied Housing Manager.*
- 2.5.3. *Misuse and abuse of these areas will result in their closure.*
- 2.6. **Visitors:** *Guests are permitted in your rooms providing the following guidelines are followed.*
- 2.6.1. *Your guests must be escorted while in the dormitory areas at all times. You are responsible for their language, dress, courtesy and conduct.*
- 2.6.2. *No guest will be left in the dormitories unattended by the resident they are visiting.*
- 2.6.3. *No guests, other than the military member's family, under the age of 18 are permitted in the dormitory areas, unless accompanied by their parent(s).*
- 2.6.4. *No guest of the opposite sex will be in a member's room between the hours of 23:59 and 06:00*
- 2.7. **Room Assignment and Termination:** *Rooms are assigned IAW space authorisations as outlined in AFI 32-6005 and this Brochure. You may not move from your assigned quarters without the Unaccompanied Housing Manager's approval. Rooms will be terminated by contacting the Unaccompanied Housing Manager for a pre-final inspection. This is to be accomplished NLT 30 days prior to your departure. You will at this time be informed of the requirements needed to terminate your room.*
- 2.8. **Security:** *Your room should be secured when unoccupied by closing and locking all doors both internal and external and the window/s. The Air Force will not pay claims on stolen items that are not secured. All high cost items should be placed out of sight when you leave the room unoccupied. Bulky item such as TV's Computers etc., should be marked with an ID, this may be accomplished through the Security Force Flight.*
- 2.9. **Leave or Extended TDY:** *You should inform the Unaccompanied Housing Office any time you will be absent from your quarters for more than 4 days. You must make arrangements for security, prudent care and periodic inspections of your quarters. You*

must provide the Unaccompanied Housing Office with the name of the person designated by you to have access to perform normal occupant maintenance (i.e. cleaning).

- 2.10. **Room Exteriors:** Room numbers and nameplates will be the only things mounted on the external surface of your outer door. Your nameplate will be updated to reflect the most current status. See the Unaccompanied Housing Manager for a new one when needed. **Decal Stickers or posters etc., are not permitted on the outside doors or on the windows.** Each resident is responsible for Sweeping the walkway and cleaning of railings/fencing etc., in front of your suite. This includes windows, doors, frames and lights
- 2.11. **Exterior Grounds Care:** Although policing of dormitory areas is included in the bay orderly duties, it is the responsibility of all residents to ensure the areas are kept free of litter and should pick up any that they see and not leave it for someone else. Do not throw trash over the stonewall at the end of bldg 141. Our neighbours expect you to treat them with the same respect that you would expect from them.
- 2.12. **Environment:** Several reminders; trash, engine oils engine coolants, car grease and other similar products **MUST NOT** be poured into the plumbing, drainage system or on the ground. Automotive tyres and batteries **MUST BE** disposed of through recycling programs. Contact CE Environmental on Ex: 6-8766
- 2.13. **Insect Control:** You are responsible for initial insect control by keeping your quarters clean etc., and the using of commonly available commercial products which you can obtain from the Commissary or BX. Should a more extensive treatment be needed, your Unaccompanied Housing Manager will contact the relevant department/s.
- 2.14. **Lights:** New bulbs for all your lights may be obtained from the Unaccompanied Housing Office
- 2.15. **Liability for Damage to Government Furnishings and Equipment:** Under Federal Law members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment and furnishings caused by the abuse or negligence of the member or the member's guests. AF MAN 23-220 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys, provides directions on how to request reconsideration's, describes appellate procedures for denied claims and explains how enlisted members can submit requests for remission of debts.

- 2.16. **Damage to Quarters:** Damages to quarters beyond reasonable fair wear and tear are your responsibility. Repairs and replacements must meet Air Force standards. The Unaccompanied Housing Manager will provide a date your repairs or replacements are to be completed. For damages not corrected within the time allotted, the Air Force may elect to make repairs and bill you. Your options on repair and/or replacement of damaged items can be obtained from the Housing Flight.
- 2.17. **Repair/Replacement Costs:** As costs vary depending upon circumstances encountered, all costs will be calculated case by case.
- 2.18. **Insurance:** The Base Judge Advocate can answer specific questions.
- 2.19. **Energy Conservation:** We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve our energy.
- 2.19.1. **Exterior Doors:** Keep exterior doors closed during heating periods to conserve energy.
- 2.19.2. **Heating:** Recommended temperature setting is 68 Degrees Fahrenheit in UOQ's and UNCOQ's, setting three on dormitory radiators. Conservation efforts result in large monetary savings without jeopardising the health of any individual.
- 2.19.3. **Electricity:** An organised effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimising the use of all electrical appliances and lights, especially during the peak demand periods of 09:00 to 11:30 and 14:00 to 19:00. Do not leave televisions or radios on unattended. When you leave your room unplug irons, turn off TV's Radio's etc. Those of you who own a computer may leave the CPU on but the monitor should be in sleep mode or turned off

DO YOUR PART TO CONSERVE ENERGY AND WATER

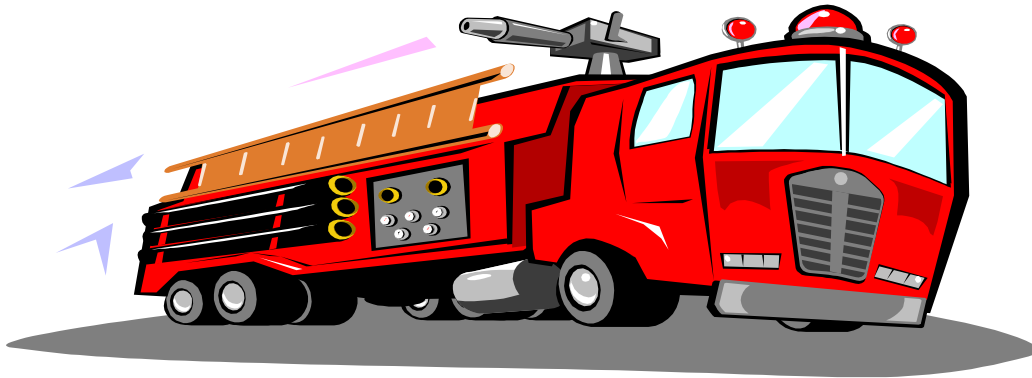
- 2.19.4. **Water:** You may use normal and reasonable amounts of water however don't be wasteful. Excessive use results in increased costs and depletion of the source of supply.
- 2.19.5. **Laundry Facilities:** Washing with full loads is recommended to conserve energy. Do not over load washers or dryers, overloading causes damage to the machines.

Never place plastic articles, pens or other markers in dryers. The washers and dryers are maintained by a CE Contract, therefore should a problem arise with these facilities please notify the Unaccompanied Housing Manager.

- 2.20. **Smoking:** ***Smoking in bed is absolutely prohibited.** All smoking material will be thoroughly soaked with water before being discarded. Smoking is not permitted in the common areas (i.e. day rooms or laundry rooms). **If You Are Assigned a Room With a Non-Smoker, The Non-Smoker's Rights Take Precedence.***
- 2.21. **Drinking:** *Although the drinking age in the UK is 18, please remember that any misuse and abuse of alcohol could result in this privilege being revoked and everyone will lose the privilege of being able to drink in any of the dormitory common areas.*
- 2.22. **Vehicles:** *All repairs of vehicles shall be carried out in the Auto Hobby Shop. **Repairs are not authorised in the Dormitory Areas or Parking Lots.***
- 2.22.1. *Do not park on sidewalks, grass or seeded areas. The Unaccompanied Housing Manager or the Security Forces will issue parking tickets.*
- 2.22.2. *No cleaning or washing of vehicles will be done on sidewalks, grass or seeded areas. There are car wash facilities on base for your use, which are located on the right of the road from the dorms towards the CE buildings just past the commissary loading bays.*
- 2.22.3. *Vehicles not operational and not registered are **Not authorised in the dormitory areas.***
- 2.22.4. **Oil Changes in the parking lots are PROHIBITED.** *Security Forces or the Unaccompanied Housing Manager will ticket you. The dumping of oils, batteries or any other vehicle fluids in any unauthorised manner is subject to disciplinary action*
- 2.23 **Bicycles:** *Are to be kept at the bicycle racks provided, these are located at the pavilion. Bicycles will not be stored outside rooms blocking the walkways, stairwells balconies or chained to railings. Abandoned bicycles will be tagged and after a period of time picked up by CE for re-utilisation.*

CHAPTER 3

FIRE PROTECTION



- 3.1. **Fire Evacuation Plan:** *A dormitory fire evacuation plan can be found in Para 3.11 of this brochure. All questions on fire prevention should be directed to the Unaccompanied Housing Manager (Ex 6-8038) or The Base Fire Department (Ex 6-8290).*
- 3.2. **Fire Extinguishers:** *Fire extinguishers are located in cupboards on the outside of the dormitories, four to a floor (two each side) and they are for fire fighting not for horseplay.*
- 3.3. **Smoke Detectors:** ***Under no circumstances will occupants interfere with any fire detection equipment or device, or hang anything from them, to do so is an offence punishable under UCMJ.** There are smoke detectors in each living room and water sprinklers in all rooms. Please ensure that you do not impede any of the fire detection equipment or device in your rooms or around the buildings. Keep all combustible materials at least 18 inches away from light fixtures, heat or smoke detectors and heating appliances. **DO NOT TEST THE DETECTOR'S.** The testing of the detectors is carried out on the last Wednesday of each month at 15:00 hrs. If there are any changes to this testing you will be notified.*
- 3.4. **Fire Reporting:** *If a fire occurs in your Dormitory, **IMMEDIATELY NOTIFY THE BASE FIRE DEPARTMENT ON 911.** Give the fire alarm operator your name, dormitory number and room number. **Do not hang up** until you are told to do so.*

ALL FIRES MUST BE REPORTED

- 3.5. **Flammable Storage:** *Storage of flammable materials is prohibited.* Prohibited flammable materials include; gasoline, kerosene, candles (whether used or not), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish and/or nail polish remover)
- 3.6. **Barbecue Grills:** Barbecue grills are provided at the dormitories and are located at either end of the pavilion. If you use a privately owned barbecue **REMEMBER** that damage caused from barbecue grills or grease drippings is considered the occupant's/owner's responsibility for the cost of repair or clean up.
- 3.7. **Space Heaters:** *Space heaters of any type are **PROHIBITED** in the dormitories.*
- 3.8. **Cooking Appliances:** Government cooking appliances are provided in the kitchens of your dormitory suites. These are to be kept clean as stated in Chapter 2 Para 2.3.7. Privately owned coffee machines and kettles are permitted. Other appliances such as electric grills, toasted sandwich makers are used at your own risk. This means that should a fire occur and it is proved that the cause is due to your privately owned appliance you will be held responsible for the repair and/or replacement of all damage caused.
- 3.9. **Extension Cords:** Extension cords **MUST** have the seal of approval and be one continuous length without splices. Ensure all cords are positioned in a manor that will not pose a threat to tripping. Do not place under floor coverings. The use of multiple or cobra head type of extensions are not authorised.
- 3.10. **Housekeeping:** Good housekeeping is a must for it will reduce the likelihood of fire. For Example - Keeping appliances free from grease etc., will not only reduce the risk of fire but also reduce the risk of infection from bacteria.
- 3.10.1. **Heat Producing Devices:** Coffee pots, irons, hair dryers, fans, curling iron etc., Must be unplugged when not in use or when leaving the room, even for a short period of time.
- 3.10.2. **Trash:** Prevent trash from accumulating in your rooms and other areas of your suite, empty trash bins daily.
- 3.10.3. **Smoking Materials:** Smoking materials should not be discarded in waste containers; ashtrays should be emptied at least once a day in approved butt cans located throughout the dormitories.

- 3.10.4. **Please Note:** You must not leave trash outside your rooms, nor will you place it in the Day Room bins or leave it in the day rooms.
- 3.10.5. **Christmas Trees (UOQ's & UNCOQ's)** Do not keep live Christmas trees for more than 15 days. Check with Base Fire Department before putting up live trees
- 3.10.6. **Open Flames:** The use of candles or other type of open flame device is not permitted in Dormitory rooms under any circumstances.
- 3.10.7. **Electrical Fixtures and Wiring:** Do not tamper with the electrical wiring or fixtures. Report defective wiring, switches, power outlets, fuses etc., to the UHM
- 3.11 **Fire Evacuation Procedures:** In accordance with 422 ABS Operating Instructions 32-2, 1 Dec 96 paragraph 1.3.3. Everyone must evacuate to a safe distance of not less than 300 feet. Therefore the following will be adhered to.
1. For the safety of each resident and fire department personnel, **ALL RESIDENTS** are required to evacuate the building and go to their appropriate evacuation point upon sounding of the fire alarm
 2. The evacuation points for building 141 and 142 are as follows:
 - (a) Building 141: The ground floor day room in bldg 142
 - (b) Building 142: The ground floor day room in bldg 141
 - (c) In the unlikely event that both buildings are affected the evacuation point will be between the Food Court and the Roadside Parking Area down from building 141
 3. **Any person/s found remaining in their room/s will be told to evacuate the building and their name taken and given to the 1st Sgt for Disciplinary Action**

CHAPTER 4

SECURITY FORCE

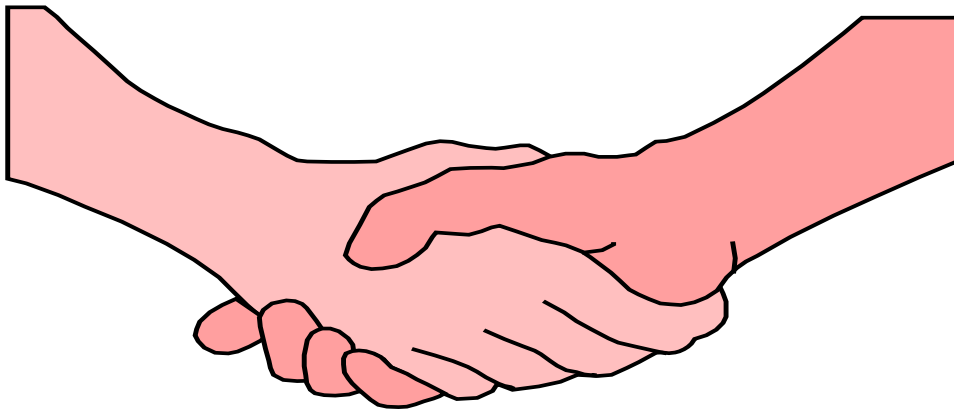


The installation commander is responsible for the control and safeguarding of all base property. The Security Forces Flight accomplishes patrolling of the dormitory areas on a routine basis. When notified they will investigate all incidents, inquiries with regard to law enforcement should be directed to the Security Forces Flight on Ex; 6-8608. Contact the Unaccompanied Housing Manager for any minor problems.

- 4.1. **Firearms and Fireworks:** Weapons, flares, fireworks, ammunition or any type of explosive device are **PROHIBITED** in the dormitory and punishable under Article 92, UCMJ. For further information on this matter contact the Security Forces on Ex; 6-8696
- 4.2. **Crime Stop:** Be on the watch for vandalism and promptly report it to the Unaccompanied Housing Manager or the Security Forces for fast response to report a crime in progress. See Attachment 3 for crime prevention tips. Reporting numbers are as follows:- **EMERGENCIES – 911, ROUTINE – 236-8610**. All information will be held in the strictest confidence
- 4.3. **Visitor Reception:** If you plan to have visitors, call or visit the Control Centre at the main gate prior to the arrival of your guest/s, with the following information: - Name, arrival time and expected departure time. Sponsors are responsible for the actions of their guest/s while on base. See Chapter 2, Para. 2.6.1. through 2.6.4.
- 4.4. **Parking:** Parking is prohibited in reserved slots, on grass, seeded or dirt areas. Do not park in a crosswalk, fire lane or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated parking areas not under dormitory stairs, sidewalks or walkways around dormitory buildings.

CHAPTER 5

GOOD NEIGHBOURS



It is not easy for 80 or more people from different walks of life to live together in close quarters. Therefore courtesy goes a long way in helping reduce tension among residents of the Dormitories and the Transitory Residents of Billeting. The latter occupy 12 suites on both floor's of building 141.

5.1. Courtesy Between Roommates: *Remember if you expect courtesy from your roommate, he/she WILL expect it from you. The following are just a few of the things that cause friction between roommates because the courtesy is missing*

- a) Not cleaning the bath after use*
- b) Not cleaning the toilet after use*
- c) Not cleaning up the kitchen after use this includes not putting things away*
- d) Loud music or noise.*

5.2. Quiet Time: *will be observed throughout the dormitory areas*

- a) Monday Through Friday from 22:00 hrs to 06:00 hrs*
- b) Weekends and Holidays from 22:00 hrs to 09:00 hrs*

However, with shift workers living throughout the dormitories, modified quiet hours are 24 hours a day. If a stereo or other noise can be heard outside the room or through the walls and floor then it's too loud

5.3. Noise Control: *excessive noise is the primary complaint received by security police. Many of our residents work shifts and are sleeping during the day. Please be considerate, don't assume that your neighbours enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television volume is very disruptive. If you have a noise complaint please follow the following steps.*

- a) *Talk to the person responsible for making the noise and ask them to turn the volume etc., down.*
- b) *If this dose not work then*
 - (1) *after normal duty hours contact a member of the dorm council and ask them to speak to the person/s concerned. They will elevate it to the next level should it become necessary.*
 - (2) *During normal hours contact the Unaccompanied Housing Manager.*

Continuous complaints against an individual could lead to having ones stereo, television or other equipment confiscated for up to 90 days.

- 5.4. **Parties and Social Gatherings:** *are permitted; however, you must contact the unaccompanied Housing Manager for scheduled gatherings. Take into consideration that other residents may be sleeping. You will be required to*
- a) *clean up after yourself,*
 - b) *put dayroom furniture back in it's original position should you have moved it,*
 - c) *not to remove any furniture from the dayroom/s,*
 - d) *dispose of trash properly.*

Please try and keep the noise level down so that you do not disturb other residents or our British neighbours in the farmhouse next to bldg 141. Remember, the Club and the Community Centre are available for parties. Make reservations through the applicable agency in charge.

- 5.5. **Pets:** *the only pets allowed in the dormitories are fish. Aquariums are limited to 35 gallon per aquarium and one aquarium per room without written authorization from the Unaccompanied Housing Manager. The occupant must understand that any damage caused to the unit by pet/s is their responsibility (this includes aquariums that leak).*
- 5.6. **Parking:** *there is limited parking at the dormitory area, visitors and additional vehicles should be parked outside the dormitory areas if possible. Do Not Park;*
- a) *on grassed areas,*
 - b) *sidewalks,*
 - c) *fire lanes or*
 - d) *reserved parking areas.*
- 5.7. **Recreation Vehicles:** *all such vehicles are prohibited in the parking areas in or around the dormitory areas. Contact Outdoor Recreation on 6-8419 for further information.*

- 5.8. **Motor Vehicles:** no motor vehicle being operated on RAF Croughton ABS or in the dormitory areas shall have music emitting from the vehicle, which would disturb or be a nuisance to other residents etc.
- 5.9. **Repair Work:** any repair work on your vehicle is **not authorized** in the dormitory areas. The hobby is to be used for this repair/service work. This not only maintains the desired appearance in the dormitory areas but also considerate of your neighbours.

CHAPTER 6

SPECIAL CLIMATIC CONDITIONS



- 6.1. **Winter Months:** Occasionally there will be hard freezes in the area. When the temperature is forecast to go below freezing, you are responsible for taking the following precautionary measures to preclude pipes from freezing and subsequent water damage. As a minimum the following items should be checked:
- 6.1.1. **Thermostat Setting (VOQ's & UNCOQ's):** Ensure thermostat setting allows unit to maintain a minimum of 64F degrees throughout. Now obsolete.
 - 6.1.2. **Dormitories:** Ensure that radiator valves are on setting 1 or 2
 - 6.1.3. **Exterior Vents/Windows:** Ensure that all windows and closable vents are closed
 - 6.1.4. **Snow Removal:** sidewalks and pathways around and in front of your quarters are your responsibility to keep clear.

CHAPTER 7

SPECIFIC TOPICS



- 7.1. **Business Enterprises:** some businesses for profit may be conducted from your unaccompanied unit/room. Any such enterprise must be approved in writing by the 422 ABS/CEH. **Signs for advertising businesses are strictly prohibited in all unaccompanied housing areas.** Contact the Housing Flight for additional information and guidance.
- 7.2. **Solicitation in Unaccompanied Housing Areas:** All forms of solicitation are **prohibited** in all areas of unaccompanied housing. Report solicitors to the Law Enforcement Desk 6-8610.
- 7.3. **Waterbeds:** Waterbeds are not authorized
- 7.4. **Telephones:** The 422 ABS Communications Flight maintains common area phone in the dormitory areas only. Phone for individual rooms/units are obtained at your own expense. **Agreements between roommates (Dorms and UNCOQ's) to share costs should be put into writing to avoid conflicts at a later date. Remember, the individual with their name on the bill is ultimately responsible for any debts incurred.**
- 7.5. **Sky Television:** Sky television can be obtained by calling: - Sky on 08702 – 431884. Satellite dishes are not authorized in the dormitory areas

7.6. **Television Licence**



What is a television licence?

You need a TV licence at any address where you install or use a television, video recorder or home computer to receive television programme services (including satellite and cable)

Do I need a licence?

Regardless of whether you choose to watch British television, if your television is capable of receiving British signals (a multi-system), you will need a licence.

Where can I obtain an application form?

TV licence forms can be picked up from your local store with the PP sign.

What is the cost?

The levy is annual, there are two categories:

Black and White Televisions

Colour Televisions

This cost is calculated into your COLA.

Credit card payments are accepted.

Do I have to pay the licence all in one go?

You can spread your colour licence payments over a whole year, in twelve monthly payments.

Alternatively, you can arrange to pay by direct debit, either monthly or quarterly. Direct debit applications are available by calling 0870 600 8410.

If you have a debit card (Switch, Delta, Visa), you can pay for your licence over the phone by calling 0990 763 763.

If you obtain a black and white licence and leave the country prior to it expiring, you can obtain a refund for each unused month. If you have a colour licence, you can obtain a refund for each unused quarter of the year. The address to write to is:

*Refund Department
PO Box 410
Bristol BS99 4HP*

Does one licence cover all televisions?

A colour licence will cover all televisions in your home. A black and white licence will not cover colour televisions. Your licence is for your premises not your individual televisions.

I live in the dorms, do I need a licence?

Yes, each room is considered an individual residence.

What happens if I decide not to purchase a licence?

You will most likely be caught by detector vans, which travel the country, and the authorities can then fine you up to £1000.

I still have some questions - whom do I call?

The customer service advice line is 0870 600 8400. Website www.tv-l.co.uk,

CHAPTER 8

SELF-HELP WORK



- 8.1. **Requesting Self-help Work:** All self-help work in military unaccompanied housing must be relatively simple and designed primarily for occupants benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair cost to the Air Force. **No self-help work may take place without approval.** All self-help work must be requested on AF Form 332 Base Civil Engineer Work Request, coordination as directed by the Unaccompanied Housing Manager.
- 8.2. **Painting Interior Walls:** Requires approval before accomplishing (use AF 332 to request painting). While government furnished paint is available in colour already on walls, you may use another colour purchased at your expense. **Please also note that you must return all repainted walls etc., to their original colour prior to your termination of unaccompanied housing.** Colours must be approved by the Unaccompanied Housing Manager prior to use.
- 8.3. **Standards and Specifications:** Standards for each authorized self-help work may be obtained from CEO. Work must be inspected periodically while work is in progress. Inspections can be scheduled through the Unaccompanied Housing Manager.
- 8.4. **Disposition of Improvements:** Self-help improvements may be offered as a donation to the Air Force. The Air Force however may refuse such an offer and require you to return the unit/room to its original configuration, colour etc.

NO ELECTRICAL WIRING WILL BE DONE EXCEPT BY A CERTIFIED ELECTRICIAN

CHAPTER 9

TERMINATION OF UNACCOMPANIED HOUSING



- 9.1. **Giving Notice.** Orders are not required to set up termination inspections. We require 30/40 days notice of your vacating date (short notice PCS excepted). At the time you notify us, we will schedule your final inspections.
- 9.1.1 Your Unaccompanied Housing Manager can be of great assistance in your coming move. Ask about availability of housing at your next location.
- 9.1.2 If you need a substitute to stand final inspection, notify the Unaccompanied Housing Manager in advance and necessary forms and guidance will be given.

NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF UNACCOMPANIED HOUSING RESTS SOLELY WITH THE OCCUPANT.

- 9.2. **Final Inspection.** The occupant is responsible for accomplishing cleaning tasks as directed by the Unaccompanied Housing Manager prior to turning the quarters over to the Housing Flight. If you fail your final inspection, the Unaccompanied Housing Manager will schedule another inspection as soon as possible. (See Chapter 2)

CHAPTER 10

DORMITORY COUNCIL



The Dormitory Council is an elected representative body of residents that acts on behalf of the Unaccompanied Housing Manager, First Sergeant and Commander. Elected individuals act as the in-house liaison or representatives for the residents.

- 10.1 *Offices.*** *There are four offices that comprise the Dormitory Council. The leader or chair is the President, a Vice-President, a Secretary and a Treasurer.*
- 10.2 *Voting.*** *The residents vote all offices of the Council, on during a Dorm Resident's Meeting, using a signed ballot to ensure that each resident only votes once. Nominations are posted and listed on the ballots. The Unaccompanied Housing Manager will count and report the election ballots.*
- 10.3 *New Council Members.*** *When an office is vacated, the Unaccompanied Housing Manager will determine if a member of the council in a lower office can automatically "Move up" or if a new election must be held.*
- 10.4 *After-hours Assistance.*** *The Dormitory Council will handle minor complaints between residents and will call for emergency maintenance. Dormitory Council member's room numbers and phone numbers are located on the resident's information boards*
- 10.5 *Dorm Council Members:*** *Names of the Dorm Council and contact details are posted on the Dorm Bulletin Board and also on notice boards in both 141 and 142 Dormitory Buildings.*

CHAPTER 11

VOQ's & UNCOQ's ONLY



This chapter is for those people who have been assigned to either VOQ or UNCOQ either on their arrival or during their tour. Here at RAF Croughton.

These units are two bedroom houses on temporary loan from the base family housing inventory.

11.1 *Assignment to a VOQ:* VOQ (Unaccompanied Officer Quarters) assignment to these units is normally done on arrival. If there are no vacancies a waiting list will be established under the normal conditions. All unaccompanied officers have the choice to either live on or off base.

11.2 *Assignment to a UNCOQ:* UNCOQ (Unaccompanied Non Commissioned Officer Quarters (enlisted)). These quarters are for E5's and above but on occasion E4's are offered accommodations in these units.

11.2.1 *All units are shared (two persons to a unit) irrespective of rank,*

11.2.2 *E4's when offered a place in an UNCOQ are done so under the following conditions:-*

- a) The Dorm Occupancy Rate is 95% or more*
- b) You have more than 6 months left before you PCS*
- c) You move at your own expense*

There is a waiting list for qualifying personnel and you will be placed on this list at your request only.

On Assignment to Either VOQ or UNCOQ: The following applies in conjunction with the preceding chapters and following attachments.

11.3 *Refuse & Recycling Collection and Disposal:* Contractor and the Local Council will accomplish Refuse collection. The contract provides a full service refuse collection and

pickup of yard wastes. The Local Council will **ONLY** collect regular household trash. Place the refuse and yard waste in **PROVIDED WHEELIE BIN** at the curb on your designated collection day. Collection services begin at 07:00. Pickup will be done on a Tuesday, for all bulky items such as beds, tables etc., call Cherwell District Council (01295) 252535.

11.3.1 Public Holidays (British): When pickup falls on a public holiday such as New Years Day, Good Friday, Easter Monday, May Day Holiday, Spring Bank Holiday, August Bank Holiday, Christmas Day or Boxing Day. The scheduled pickup will be the first working day following the holiday, unless the holiday falls on a Saturday or Sunday then the pickup will be the day prior (Friday) for Saturdays and the day after (Monday) for Sundays.

11.4 Grounds Care: Common areas, normally beyond 50 feet from your unit, are government responsibility. The Unaccompanied Housing occupant/s is required to maintain existing landscape in a good and healthy condition in accordance with inspection standards laid out in Para. 11.4.1

11.4.1 Inspection Standards for Grounds Care:

- | | |
|--|--|
| a) Grass Mowing & Leaf Raking | Grass must be mowed to present a well-manicured appearance. It should not be mowed closer than 2 inches or longer than 4 inches. Grass clippings and leaves will be raked and bagged. |
| b) Grass Trimming | Grass must be trimmed around quarters, shrubbery, fences, patios, clothesline pole etc. Grass and weeds shall be removed from cracks in sidewalks, driveways, parking spaces, doorsteps and curbs. |
| c) Edging | Sidewalks, streets, trees, shrub and flower beds must be edged to maintain a neat appearance. Do Not dig trenches when you edge. Edge and clear grass from curb where it meets the street. |
| d) Shrub Trimming | Shrubs must be well maintained in their natural shape at all times |

- e) *Tree Trimming* *All tree trimming shall be coordinated through the Family Housing Office.*
- f) *Weeding* *All beds and tree buffers shall be kept weed free for quality base appearance.*
- g) *Compost Bins* *Bins are available through the Environmental Office.*
- h) *Watering* *Yards will be watered as often as necessary to maintain a healthy green and stress-free appearance.*
- i) *Fertilizing* *Occupants are responsible for fertilising lawns and should be done in the spring*
- j) *Yard Policing* *Yards will be kept free of trash or anything that distracts from an attractive appearance such as tires, plywood or other miscellaneous items*
- k) *Patio and Porch* *Will be neatly maintained. While storage is limited, these areas must not be cluttered or used for storage of appliances, household goods, boxes etc.*
- l) *Motor Vehicle Repairs* *Rebuilding, painting and/or major repairs of vehicles are **NOT AUTHORIZED** in the Housing Areas*

11.4.2 Yard Improvement Enforcement Policy: *On a regular basis, the Housing Flight personnel will inspect all housing areas to determine which residents need improvement. Residents will be notified when discrepancies are discovered in the following manor.*

- a) **1st – 2nd Notice** – *Grounds and General Exterior Area Improvement Checklist, will be annotated to identify the specific discrepancy and left at the residence.*
- b) **3rd Notice** – *Will be left at the residence and a letter will be sent to the resident's commander informing him/her of the 3rd notice with instructions for the*

commander to reply to the Housing Flight as to the action taken to correct the problem.

- c) **4th Notice** – Four notices within a 12-month period may result in the following.
- (1) E5's and above may be evicted from UOQ's or UNCOQ's
 - (2) E4's may be ordered back into the dormitories

- 11.5 Filters:** Heating units have a permanent type filter; the cooker hood has a disposable type filter. It is the occupant's responsibility to clean or replace filters. Filters should be checked every two (2) weeks. Cooker hood filter can be obtained through the Self-help store via the Unaccompanied Housing Office. Heater unit filters should be brushed clean; failure to carry out frequent and effective filter cleaning will restrict airflow thus causing damage to the heating system.
- 11.6 Fire Reporting:** If a fire occurs in your UOQ or UNCOQ, immediately call 999 or the telephone. Give the fire alarm operator your name, house number and street. **DO NOT HANG UP** until you are sure the information has been given and received correctly. Report all fires, suspected fires and evidence of past fire to the Fire Department.
- 11.7 Storage of Flammable Liquids:** Gasoline or other flammable liquids for your lawn mower etc., is limited to no more than 3 gallons in an approved safety container. Storage of the container will be in an outside storage away from flames and sparking devices and out of children's reach. Storage on or near hot water heaters, ovens etc., is **PROHIBITED**. To contain spillage dry sand or other approved absorbent material shall be maintained nearby and easily accessible.
- 11.8 Barbecue Grills:** Grills should be lit and attended at all times, if your having guests with children be doubly sure that your grill is not left unattended and that adults only supervise the grill. Grill should be kept free of building overhangs and porches. Never use gasoline or other volatile flammable liquids to start charcoal fires. When in use, grill will be kept a minimum of 10 feet from the facility, overhang etc.
- 11.9 Clothes Dryers:** Check and clean the dryer lint trap at least after every second usage. Clean outside vent monthly, Ensure all ducts expelling lint are provided with a lint collector unless dryer is vented to the outside.
- 11.10 Power Equipment:** Lawn mowers and edgers should not be refuelled while the motor is running. Also give the equipment time to cool down before refuelling.
- 11.11 Crime Stop:** Call 999 for fast response to report a crime in progress.

11.12 Special Climatic Situations: *A few more precautionary measures to preclude pipes from freezing and subsequent water damage.*

11.12.1. Interior Water Faucets: *Allow inside hot water faucet to run at a slow stream. Special attention should be given to any faucet where supply lines are housed within a perimeter wall. Pipes in this area will be the first to freeze.*

11.12.2. Check Your Neighbours: *If your neighbours are on leave and have asked you to house watch, ensure their thermostat is set at a minimum of 52F to minimize any damage to their unit.*

11.12.3. Frozen Water Pipes: *Pipes will not begin to leak until the temperature rises or the sun warms the area up sufficiently to thaw the pipes within the walls. It is at this time that you should be alert to the possibility of damaged water pipes. Your quick response can save many maintenance dollars. Report all leaking pipes regardless of how small. Cut off the water supply to the leak; notify the Service Call Desk 68396. After duty hours call 68396.*

11.13 Yard Sales: *Yard sales are permitted under certain conditions. No yard sales will be held on the main streets. All yard sale merchandise must be kept out of the view of the main thoroughfares. You must obtain permission from the Housing Flight Bldg 62.*

11.14 Satellite Dishes: *All requests for satellite dishes will be submitted on a AF Form 332, including a diagram of where the dish will be located, for approval by the Housing Flight. Only dishes 18" or smaller will be authorized. If the satellite dish is mounted on a pole, the pole must be metal and 2"-4" in diameter, no higher than 6', anchored in concrete. Upon termination, you must remove the anchor pole and restore the ground to its original condition. Wiring from the dish must enter the housing unit through a window, door or existing cable outlets. Maintenance of the dish is the occupants' responsibility*

11.15 Swimming Pools: *Are not permitted*

*FIRE
CROUGHTON 911*

*BICESTER/
CAVERSFIELD
999*

*POLICE
CROUGHTON 911*

*BICESTER/
CAVERSFIELD
999*

*AMBULANCE
CROUGHTON 911*

*BICESTER/
CAVERSFIELD
999*

*MEDICAL AID
STATION
68737*

*UNACCOMPANIED
HOUSING OFFICE
68038*

*CROUGHTON
DENTAL
68737*

*SECURITY POLICE
68232*

*HOUSING OFFICE
68760*

*FIRE DEPARTMENT
68290*

*LOCKOUTS
68290*

*CHAPLAIN
68700*

*TMO
68047*

*BRITISH TELECOM
0800-872-872*

*CE CALL DESK
68396*

*CABLECOM TV
01638-532323*

*422 ABS LEGAL OFFICE
Building 200
RAF Croughton*

LEGAL ASSISTANCE: NOTARY PUBLIC: CLAIMS:

*Call for appointment: 68652
Walk-in Monday-Friday 08:00 - 1600
Claims briefing: Call for appointments, call: 68652*

IMPORTANT TMO INFORMATION

YOU MUST NOTIFY YOUR CARRIER, IN WRITING, ABOUT ALL DAMAGED OR MISSING HOUSEHOLD GOODS ITEMS WITHIN 70 DAYS OF YOUR PROPERTY'S DELIVERY. THIS MAY BE ACCOMPLISHED BY BRINGING THE DD FORM 1840, JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY (PINK FORM) TO THE CLAIMS OFFICE WITHIN THAT PERIOD.

CRIME PREVENTION TIPS



BURGLARY

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 68610.
2. All personnel are encouraged to participate in "Operation Identification." You can do this by contacting your Unaccompanied Housing Manager and signing out an electric engraver. Engrave the letters "AF" and your sponsor's social security number on all of your valuable property. If your unit cannot provide you an engraver, you can also sign one out from the Law Enforcement Desk.
3. Get involved with your neighbors in watching out for one another's property.
4. Secure all doors and windows before retiring at night or departing the area.
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.
6. Never carry identification tags on your keys.
7. Don't leave a "hidden key" around your dormitory—the burglar will find it.
8. Do not give a room key to a "friend." Remember, guests must be escorted.

9. *Turn down the loudness of your telephone when gone so the unanswered phone can't be heard from the outside.*
10. *When leaving your residence for a few days while on leave or TDY, contact your Unaccompanied Housing Manager 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.*

CAR THEFT

1. *Over half of all stolen cars have the keys in the ignition—always remove them.*
2. *Most stolen cars are unlocked—always lock up. Don't hide spare keys in your car.*
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.*
4. *Motorcycles should be chained to an object to be considered secure as well as lock the steering column.*

LARCENY

1. *Don't leave tempting articles, in plain sight in an unattended vehicle. These are major targets for thieves. Secure them in your trunk or take them inside your quarters at night.*
2. *Remember to secure your bicycle to a bike rack with a lock and chain when not in use. Do not secure your bicycle to floor railings. If you do, you have just created a safety hazard. Secure your vehicles when you park them and remove all valuables from view. Bicycles should be registered through the Security Police Crime Prevention Section at 68601*
3. *Mark all property which is of high value or easy to remove from your room.*

REPORTING A CRIME

1. *Report all crime or suspicious activities immediately to the Security Police 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.*

2. *Ensure that you obtain as much information about an incident and the suspect as possible and report it to the Desk Sergeant.*

3. *Reporting Numbers: **EMERGENCIES; 911, ROUTINE: 68610***

The 422 ABS Security Force Squadron hopes your assignment at RAF Croughton is a pleasant one and any time you feel our assistance is necessary, feel free to call. We're here to serve you!

BAY ORDERLY DUTIES



Bay Orderly duties are a military formation and duty hours are laid out below.

Duty Times

<i>Monday</i>	<i>08:00 – 16:00</i>	<i>Report to Unaccompanied Housing Office Bldg 141 Room 8 @ 08:30</i>
<i>Tuesday</i>	<i>08:00 – 16:00</i>	<i>As Monday</i>
<i>Wednesday</i>	<i>08:00 – 16:00</i>	<i>As Monday</i>
<i>Thursday</i>	<i>08:00 – 16:00</i>	<i>As Monday</i>
<i>Friday</i>	<i>08:00 – 15:00</i>	<i>As Monday</i>

Bay Orderly Duties will be performed in the BDU uniform.

The Unaccompanied Housing Manager is your supervisor for Bay Orderly Duties until you are released.

Bay Orderly duty rules.

Any changes to the Bay Orderly schedule MUST be pre-approved by the Dormitory Manager and all involved parties. All changes must be made NLT COB on Thursday prior to week assigned. Members who are unavailable to make it on the date scheduled (for official reasons – i.e. TDY) are responsible for finding a replacement

You will report directly to the Unaccompanied Housing Manager. You must inform the Unaccompanied Housing Manager of any appointments that you may have. Your lunch schedule will be set by the Unaccompanied Housing Manager to ensure coverage of the lunch hours.

DORM ROOM INSPECTION SHEET

Occupant's Room # _____

Dormitory _____

Date _____

*An Excellent rating is nil or one discrepancy.**A Satisfactory rating is between 2 & 4 discrepancies**An Unsatisfactory rating is 5 or more discrepancies**1 Your Room and Shared Area was inspected today. The following discrepancies (indicated by check marks) were found:*YOUR ROOM

- a Entrance door / frame / dirty / marked / smudged
- b Outside window frames or glass dirty
- c Interior window / ledges or glass need cleaning
- d Blinds not clean / neatly hung
- e Bed not made
- f Clothing not put away
- g Mirror/s needs cleaning
- h Carpet needs cleaning / vacuuming
- I Sink / Vanity area dirty
- j Baseboards dirty or dusty

- k Furniture needs dusting.
- l Electrical fixtures dirty or dusty
- m Ash trays not emptied / cleaned
- n Waste can was not emptied
- o Inappropriate pictures / posters displayed
- p Lights/Stereo/TV left on while unattended
- q Broken or damaged government fixtures / furnishings:
- r Items displayed on furnishings not arranged neatly
- s Unpleasant odour
- t Other _____

*A Excellent—Keep up the good work!**B Satisfactory—Except for a few discrepancies.**C Unsatisfactory—You will take immediate action to correct the discrepancies noted above.**Your room will be re-inspected on _____ at _____ hrs.*SHARED AREASBATHROOM

- a Bath Tub needs cleaning
- b Toilet needs cleaning
- c Bathroom floor needs cleaning
- d Bathroom walls & mirror need cleaning
- e Sink needs cleaning
- f Electrical fixtures / ventilation fan / dirty or dusty

KITCHEN

- | | |
|--|---|
| a <input type="checkbox"/> Floor and/or baseboards need cleaning | g <input type="checkbox"/> Refrigerator needs cleaning / defrosting |
| b <input type="checkbox"/> Excessive Trash | h <input type="checkbox"/> Dishwasher needs cleaning |
| c <input type="checkbox"/> Unpleasant odour | I <input type="checkbox"/> Electrical fixtures need cleaning |
| d <input type="checkbox"/> Cupboards & Work Tops need cleaning | j <input type="checkbox"/> Sink, Tap need cleaning |
| e <input type="checkbox"/> Stove-Hob/Oven needs cleaning | k <input type="checkbox"/> |
| f <input type="checkbox"/> Microwave needs cleaning | l <input type="checkbox"/> Other _____ |
-

PASSAGEWAY

- | | |
|---|---|
| a <input type="checkbox"/> Floor and/or Walls need cleaning | b <input type="checkbox"/> Baseboards and/or Light fixtures need cleaning |
|---|---|

- | | |
|---|---|
| A <input type="checkbox"/> Excellent—Keep up the good work! | B <input type="checkbox"/> Satisfactory—Except for a few discrepancies. |
| C <input type="checkbox"/> Unsatisfactory—You will BOTH take immediate action to correct the discrepancies noted above. | |

Your shared areas will be re-inspected on _____ at _____ hrs.

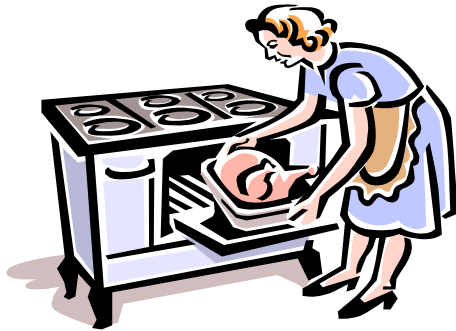
Should you receive an unsatisfactory rating the following will happen:

- 1 You will be required to re-clean your room by date and time shown and your presence will not be required at the re-inspection
- 1a The above applies to shared areas
- 2 Should you fail the reinspection your supervisor will be informed and another inspection scheduled. You will attend this inspection and your supervisor will be requested to attend
- 2a If it's the shared area that has failed both occupant's supervisors will be informed and another inspection scheduled. You will attend this inspection and your supervisors will be requested to attend
- 3 Should you persistently fail inspections, disciplinary action will be taken

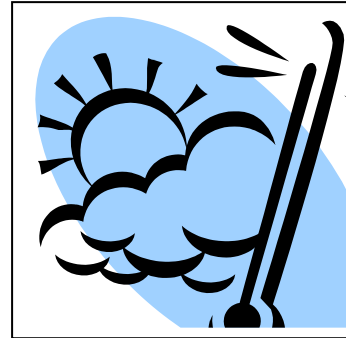
Commander / First Sergeant / Unaccompanied Housing Manager

METRIC CONVERSIONS

OVEN TEMPERATURES



TEMPERATURE



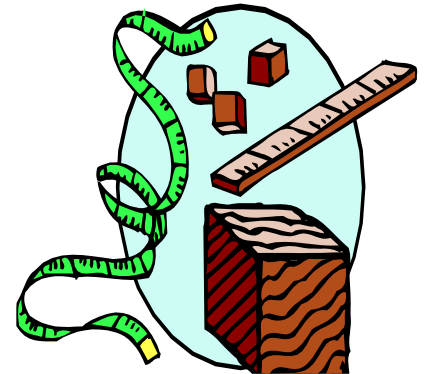
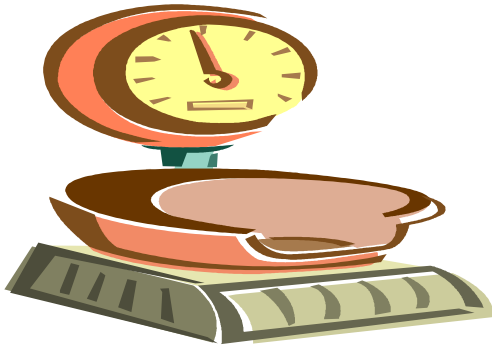
OVEN TEMPERATURES

<i>C</i>	<i>F</i>	<i>Gas</i>	<i>Description</i>
110	225	¼	Very Slow
120/130	250	½	Very Slow
140	275	1	Slow
150	300	2	Slow
160/170	325	3	Moderate
180	350	4	Moderate
190	375	5	Moderately Hot
200	400	6	Moderately Hot
220	425	7	Hot
239	450	8	Hot
240	475	9	Very Hot

This is a guide only and should be used as such

<i>F</i>	<i>C</i>
212	100
122	50
113	45
104	40
95	35
86	30
77	25
68	20
59	15
50	10
41	5
32	0
23	-5
14	-10
5	-15
-4	-20
-13	-25
-22	-30
-31	-35
-40	-40

WEIGHTS & MEASURES



<i>OUNCES</i>	<i>GRAMS</i>
1	28.4
2	56.7
3	85.1
4	113.4
5	141.8
6	170.1
7	198.5
8	226.8
16	453.6

16 Ounces = 1 Lb

<i>LB's</i>	<i>GRAMS</i>
1	453.6
2	907.2

<i>STONES</i>	<i>Lbs</i>	<i>Kg</i>
1	14	6.4
2	28	12.7
3	42	19.1
4	56	25.4
5	70	31.8
10	140	63.5
12	168	76.2
14	196	88.9
16	224	101.6

<i>INCHES</i>	<i>C.mtrs</i>
1	2.5641
2	5.1282
3	7.6923
4	10.2564
5	12.8205
6	15.3846
7	17.9487
8	20.5128
9	23.0769
10	25.641
11	28.2051
12	30.7692

<i>FEET</i>	<i>Mtrs</i>
1	0.3048
2	0.6096
3	0.9144

3 FEET = 1 YARD

<i>YARDS</i>	<i>Mtrs</i>
1	0.9144
2	1.8288
3	2.7432
4	3.6576
5	4.572

<i>MILES</i>	<i>Kmtrs</i>	<i>FLUID OUNCES</i>	<i>MILLI LITRES</i>	<i>FLUID OUNCES</i>	<i>MILLI LITRES</i>
1	1.6093				
5	8.0465	1	28.4	11	312.5
10	16.093	2	56.8	12	341
15	24.1395	3	85.2	13	369.4
20	32.186	4	113.7	14	397.8
30	48.279	5	142.1	15	426.2
40	64.372	6	170.5	16	454.6
50	80.465	7	198.9	17	483
60	96.558	8	227.3	18	511.4
70	112.651	9	255.7	19	539.8
		10	284.1	20	568.3

20-Fluid Ounces = 1 Pint

WEIGHT

<i>To Convert</i>	<i>Multiply by</i>
<i>Grams to Ounces</i>	<i>0.0353</i>
<i>Ounces to Grams</i>	<i>28.35</i>
<i>Grams to Pounds</i>	<i>0.0022</i>
<i>Pounds to Grams</i>	<i>453.592</i>
<i>Kilograms to Pounds</i>	<i>2.2046</i>
<i>Pounds to Kilograms</i>	<i>0.4536</i>
<i>Kilograms to Stones</i>	<i>0.1575</i>
<i>Stones to Kilograms</i>	<i>6.3503</i>

LENGTH

<i>To Convert</i>	<i>Multiply by</i>
<i>Millimetres to Inches</i>	<i>0.0394</i>
<i>Inches to Millimetres</i>	<i>25.4</i>
<i>Metres to Feet</i>	<i>0.2808</i>
<i>Feet to Metres</i>	<i>0.3048</i>
<i>Metres to Yards</i>	<i>1.0936</i>
<i>Yards to Metres</i>	<i>0.0144</i>
<i>Kilometres to Miles</i>	<i>0.6214</i>
<i>Miles to Kilometres</i>	<i>1.6093</i>

AREA

<i>To Convert</i>	<i>Multiply by</i>
<i>Sq Millimetres to Sq Inches</i>	<i>0.0015</i>
<i>Sq Inches to Sq Millimetres</i>	<i>645.16</i>
<i>Sq Metres to Sq Feet</i>	<i>10.76</i>
<i>Sq Feet to Sq Metres</i>	<i>0.0929</i>
<i>Sq Metres to Sq Yards</i>	<i>1.196</i>
<i>Sq Yards to Sq Metres</i>	<i>0.8361</i>

VOLUME

<i>To Convert</i>	<i>Multiply by</i>
<i>Millilitres to Fluid Ounces</i>	<i>0.0351</i>
<i>Fluid Ounces to Millilitres</i>	<i>28.413</i>
<i>Litres to Pints</i>	<i>1.7596</i>
<i>Pints to Litres</i>	<i>0.5683</i>
<i>Litres to Imperial Gallons</i>	<i>0.22</i>
<i>Imperial Gallons to Litres</i>	<i>4.546</i>