

# ***MILITARY FAMILY HOUSING BROCHURE***



**SEYMOUR JOHNSON AIR FORCE BASE  
GOLDSBORO, NORTH CAROLINA**

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	1
<b>SECTION A: Air Force Responsibilities</b> .....	1
<b>SECTION B: Resident Responsibilities</b> .....	2
<b>SECTION C: Good Neighbors</b> .....	9
<b>SECTION D: Pest Control</b> .....	10
<b>SECTION E: Recycling and Refuse Removal</b> .....	11
<b>SECTION F: Composting</b> .....	13
<b>SECTION G: Fire Prevention/Reporting</b> .....	13
<b>SECTION H: Vehicle/Security Forces Information</b> .....	14
<b>SECTION I: Severe Weather Conditions</b> .....	16
<b>SECTION J: Miscellaneous</b> .....	19
<b>SECTION K: Self-Help Work</b> .....	22
<b>SECTION L: Termination of MFH</b> .....	24
<b>SECTION M: Helpful Telephone Numbers</b> .....	28

**INTRODUCTION:** Welcome to Seymour Johnson Air Force Base Military Family Housing (MFH). We are pleased to have you with us and hope your stay is pleasant. The following pages explain Air Force responsibility for your home as well as what we expect from you. The objective of established standards is to stimulate pride and promote responsible stewardship of our homes.

We ask you to acknowledge receipt of this housing brochure on the AF Form 227, Quarters Condition Inspection Report, when you receive your keys. Feedback and/or suggestions for improvement are welcomed by our Housing Office.

## **SECTION A -- AIR FORCE RESPONSIBILITIES**

In support of your government-owned housing, Seymour Johnson AFB 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:** A housing representative, with your assistance, will perform an initial inspection to identify and document discrepancies in your home. The inspection will be recorded on AF Form 227 and a copy will be provided to the occupant. The completed form will be maintained in the housing file and used during pre and final termination inspections. The reverse of the AF Form 227 and “Section L” of this brochure provides cleaning instructions to assist in preparing for final termination inspections. Please notify Housing Office 30-45 days prior to your termination date to schedule your Pre and Final Inspection. You do not need PCS orders to schedule a Pre Inspection. Upon notification of intent to terminate, an Occupant Termination Checklist will be provided.

**MAINTENANCE AND REPAIR:** The Civil Engineer Squadron (CES) has primary responsibility for the maintenance and repair of base housing. The contractor (Housing Maintenance) that performs housing maintenance can be contacted at 736-7021. Upon receipt of a service call, the service call specialist immediately assigns and provides a job order number and an approximate date and time the work will be performed.

There are three categories of service calls:

**Emergency** - Failures or deficiencies which constitute an immediate safety issue, health hazard, a risk of property damage, or threat to the environment (Response within 1 hour/repairs within 8 hours).

**Urgent** - Failures or deficiencies which do not immediately endanger the occupants or threaten damage to property, but would inconvenience and affect the health and well being of the occupants (Response within 24 hours/repairs within 3 days).

**Routine** - Calls that do not meet the criteria of an emergency or urgent call (Response and repairs within 7 days).

For questions or concerns about the contractor, contact the MFH Office, 722-0362.

**LOCKOUTS:** A valid ID card is required for assisted access to MFH units. For lockouts contact the MFH Office during duty hours and Housing Maintenance after duty hours.

**APPLIANCES:** Ranges, refrigerators, dishwashers, and built-in microwaves (where applicable) are government furnished and serviced. Personal freezer units are authorized (with AF Form 332, Base Civil Engineer Work Request, approval) in carports and garages but must be physically locked when not accessed. Do not attempt repairs or adjustments on government owned appliances. Government provided appliances will not be removed from the units without written approval. Call problems in as a service call to Housing Maintenance, 736-7021.

**CARBON MONOXIDE DETECTORS:** CO Detectors are installed only in homes that have Gas Appliances.

## **SECTION B -- RESIDENT RESPONSIBILITIES:**

**SOCIAL VISITS:** Housing residents are responsible for their guests. Your guests residing outside the commuting area may visit up to 30 days. Those residing within the commuting area are limited to 2 days. Upon written requests, the installation commander may authorize extensions.

**LIVE-IN CHILDCARE PROVIDER (NANNY):** MFH residents may employ a live-in childcare provider with approval of the Installation Commander. Please contact the MFH Office for additional information.

**LEAVE OR EXTENDED ABSENCES:** If you leave your quarters unoccupied for four or more days, you must make arrangements for security, lawn care, and periodic inspections of your quarters. You must complete a Quarters' Check Report form (provided by MFH Office). State your intended absence and provide the name(s) of the person(s), designated by you, who will have access to your house and will perform normal resident maintenance (check the house, pickup the mail, mow, edge and trim the lawn). Security Forces must also be notified for patrol purposes.

**FAMILY SEPARATION:** A military member who no longer resides with his or her dependents (or dependents no longer living with the member) must terminate MFH within 30 days. The move from MFH is at government expense for a distance of up to 30 miles. To initiate termination of MFH due to family separation, the military member must provide a typed letter endorsed by the member's first sergeant or squadron commander to the MFH Office.

**REMOTE TOURS:** A military member going remote must request permission in writing and receive approval for their dependents to remain in MFH for the duration of the unaccompanied tour. The request is made to the MFH Office prior to departure.

**HOUSING AT YOUR NEXT DUTY ASSIGNMENT:** The MFH Office can assist you with forwarding an advance housing application to your gaining location. Hard copy orders are required to process an advance application.

**ENERGY CONSERVATION: PLEASE TURN OFF LIGHTING AND APPLIANCES WHEN NOT IN USE!** Please be vigilant in conserving water and electricity.

**WATER:** Please conserve water. Water restrictions will be published in the Daily Bulletin, *Wright Times* and other news media.

**HEATING AND COOLING:** Heating and air-conditioning filters are available at the Strike Eagle Hardware Store and should be changed every month. Operating the system without the air filter can cause costly damage to the unit. Recommended temperature settings are 68 degrees Fahrenheit maximum during winter (adjust to 65 degrees Fahrenheit when leaving your home for more than 1 day) and 78 degrees Fahrenheit minimum during the summer.

**HOT WATER HEATERS:** Hot-water temperatures are to be adjusted by contract maintenance personnel only.

**ELECTRICITY:** Exterior lights should be turned off during daylight hours and when not in use. Minimize the use of all electrical appliances and lights, especially during the peak demand periods (hours during which electricity usage is the highest). The daily peak demand period in the winter months, October through March, is from 0630 to 1000. The daily peak demand period in the summer months is from 1300 to 1800. Notify housing maintenance if automatic lighting remains on during daylight hours.

**COMPACT FLUORESCENT LAMPS (CFLs):** The use of CFLs to replace incandescent bulbs (i.e. regular light bulbs) is encouraged where possible. Burned out CFLs should be turned in to the Strike Eagle Hardware Store for recycling and replacement. If a CFL breaks, it is suggested that you follow the instructions provided on the EPA web site at [www.epa.gov/cfl/cflcleanup.html](http://www.epa.gov/cfl/cflcleanup.html), or call the Environmental Element at 722-5168.

**LOAD SHEDDING:** The purpose of the Load Shed System is to control the peak electrical demand Seymour Johnson AFB puts on our energy supplier, Progress Energy. By controlling the peak electrical demand, we can save thousands of dollars each month in energy costs. The 4th Civil Engineer Squadron has a computer system, which monitors the electrical demand of the base. When the computer senses a rise in electrical demand beyond the predetermined set point, it sends a radio signal to load shed devices, which are mounted on air conditioning and heating equipment throughout the base and military family housing. The devices cut off air conditioning and heating equipment for a set length of time. Housing residents should experience load shedding for no more than 15 minutes per hour. Housing units with digital thermostats have an LED display. This electronic display will not appear during the load-shedding period. Please wait 15 minutes and check the thermostat for the display before contacting the Housing Maintenance Contractor. If the display does not return in 15 minutes there may be a problem with the system and should be reported to housing maintenance.

**ENVIRONMENT:** Burning leaves or refuse is prohibited. For detailed environmental questions contact or call the 4 CES Asset Management Flight at 722-5168.

**DISPOSAL OF PAINT, PAINT CANS, AND THINNER:** All dried-out paint and empty containers can be placed in the garbage. Dispose of latex, enamel, epoxy, and oil-based paints, thinners, and solvents by taking them to the Strike Eagle Hardware Store located at 1620 Jabara Avenue, 722-0303.

**PETROLEUM, OIL, AND LUBRICANT (POL) PRODUCTS DISPOSAL:** The dumping or disposing of POL products, such as grease, engine oil, brake fluid, and hydraulic fluid, into the storm drains, under fences, and onto the grass violates state and federal EPA laws in addition to Air Force Instructions. Petroleum, oil, and lubricant products may be taken to the Auto Skills Center. For more information, please call 722-1309.

**MAINTENANCE AND REPAIR:** Residents are responsible for routine maintenance and minor repair of their home, as required by AFI 32-6001. Routine daily care includes changing light bulbs, replacing heater and air conditioner filters, securing door stops, replacing sink stoppers, cleaning stove burners, plunging toilets and sinks, and basic insect control are necessary to ensure good housekeeping. Items needed may be obtained at the Strike Eagle Hardware Store. Housing maintenance may still perform this work when your home is vacant or when emergencies arise. We encourage you to use the self-help store (Strike Eagle Hardware Store) for supplies to assist you with maintenance and simple repairs. The Air Force has established cleaning standards. Residents are responsible for loss and damage to assigned MFH unit, equipment and government-provided furnishings caused by the abuse or negligence of the member, dependents, guests, or by pet damage and for failure to clean an assigned unit satisfactorily upon termination.

### **CARE OF UNIT INTERIOR:**

**KITCHEN:** Ovens, broiler units, and top burners should be cleaned regularly to prevent grease buildup from becoming a fire hazard. Please do not use oven cleaner in self-cleaning ovens. Interiors of refrigerators should be cleaned regularly with a water and baking soda solution, rinsed, and dried. The exterior door gasket should be cleaned frequently to remove oil, grease, and food deposits. Clean filters in the kitchen exhaust fans as required. Run cold water in the garbage-disposal unit prior to turning unit on. Avoid putting fibrous material such as onions and celery in garbage disposals as they cause jams. Do not put grease in garbage disposals, as it will solidify and clog the disposal and pipes. Press the red reset button on the underside of disposal unit if it fails to start. If this does not activate the unit, call the Housing Maintenance Contractor, 736-7021. Avoid placing hot utensils, pots or pans on counter tops. Use only regular shelf paper in drawers and in cupboards. Adhesive backed paper will damage surfaces when removed. Walls should be cleaned at periodic intervals to prevent surface grease buildup. Wayne Manor units use gas for cooking and heating. Contact the MFH Office if you do not have a serviceable carbon monoxide detector. When using the gas oven, allow 1-3 minutes after it is turned on for the oven burner to light. **In the event of a strong gas smell, immediately turn the oven off and call the Housing Maintenance Contractor, 736-7021.**

**WASHER AND DRYER:** Electrical connections are provided but may require adaptation. Occupants provide their own washers/dryers and required electrical adapters as needed. Dryer vent/filters must be cleaned after each use to prevent a fire.

**BATHROOMS:** Do not use peel-stick anti-slip materials in the bathtub. Only suction type anti-slip pads are allowed. Bathtub and shower areas have a tendency to mildew and should be cleaned with a non-abrasive product to combat mildew. Do not flush tampons/sanitary napkins, disposable diapers, etc., in the toilet. Use a plunger on stopped-up drains (available at the Strike Eagle Hardware Store). If plunger use fails, call Housing Maintenance, 736-7021.

**FLOORS:** Excessive water can cause damage to all floors. Do not use caustic solutions and/or petroleum derivatives to clean hardwood parquet or laminate floors. Warm water and soap are safe to use (do not get the floor too wet). Swifter Wet Jet floor cleaners are available at Strike Eagle Hardware Store for floors. Clean baseboards and ceramic tile with warm water and mild detergent. Tile floors can be cleaned using bleach, soap, and hot water.

**CARPETS:** The Outdoor Recreation Center has machines available for rent in order for you to shampoo the carpet on a regular basis. To clean carpets, follow instructions provided with cleaning equipment. **PLEASE DO NOT USE BLEACH.**

**WALLS:** Painting of interior walls is authorized with AF Form 332 approved by the Housing Facilities Manager or representative. Use mild soap and warm water to keep your walls clean. Touch up painting is authorized (wall's paint color should be available at Strike Eagle Hardware Store). Do not apply adhesive-backed materials, wallpaper, or decals to walls as these materials cause damage upon removal. To hang pictures use nails or picture hangers only. If doorstops are removed for painting please replace to prevent doorknob damage to walls.

### **CARE OF UNIT EXTERIOR:**

**WINDOWS/VINYL SIDING/BRICK VENEER/ROOFING:** Residents are responsible for cleaning dirt, mold and mildew from windows, brick veneer, and vinyl siding. Do not put hangers, hooks, screws or nails of any kind into the vinyl siding or brick veneer. Do not place or attach any decorations or otherwise to roof.

### **PROPER CARE FOR LANDSCAPING AROUND YOUR HOME:**

**GROUNDS CARE:** The government will maintain grounds beyond 50 feet of your home or a reasonable natural boundary, which the housing representative can identify during the initial inspection. The government will prune trees and shrubs beyond occupant capability. Occupants may pick up grass seed and fertilizer at Strike Eagle Hardware Store (722-0303). Lawns, shrubs, and trees must be watered to stimulate and maintain a continued healthy plant development. When watering your lawn, do not over-water. Water should not run off the lawn and down street gutters. Early morning watering is recommended. Watch the Official Bulletin and other media sources for restrictions on lawn watering. You should contact the Housing Office if you notice electrical power lines are running through trees, shrubs or bushes, and arrangements will be made with the tree contractor for pruning purposes. Flowerbeds must be weeded. Holes in yards will be filled with soil and re-seeded. To request permission to alter landscaping, plant shrubs, trees, etc., an AF Form 332 must be completed at the housing office. An approved copy of this form must be in the resident's possession **prior** to beginning work. Trees, shrubs, and bushes

should not be planted where they will obstruct the vision of motorists at intersections and driveways or interfere with the general flow of traffic. Castle Rock or brick borders may be arranged horizontally only. **INSTALL NO MORE THAN 2 ROWS HIGH. DO NOT PAINT.**

**SMALL PONDS:** Running water decorative fishponds are allowed in back yards only (with approved AF Form 332). Water depth must not exceed six inches.

**MOWING TIPS:** You should never cut your grass more than 1/3 of the length of the grass in a single mowing. Cutting your lawn once a week should be sufficient, but depending on rainfall and watering, it may be necessary to cut it twice a week. Sharp lawnmower blades ensure even cut lawns. During mild winters, vegetation growth will occur and will require mowing as necessary.

**FERTILIZING/WEED CONTROL/LEAVES:** Early spring is the time to fertilize your lawn. In the late spring, you will start to notice your yard, as well as the weeds, are starting to bloom. There are fertilizers with weed control available at the Strike Eagle Hardware Store. During the summer months, fertilizing, mowing, watering, and protecting your lawn from insects is important. Fall is the ideal time for planting grass seeds to thicken your lawn. Be sure to keep the area moist and fertilized for optimal growth. Keep your lawn raked of leaves. Yard inspections are every Tuesday.

**NEWLY ESTABLISHED SOD LAWNS:** New lawns have been established with Centipede grass. Centipede is being successfully grown with little or no fertilizer applications after establishment. Some of the best Centipede lawns are only fertilized once or twice a year with low applications of Centipede fertilizer. For best appearance, make one or two fertilizer applications during the growing season - once in the spring after growth begins and again in mid-summer (around early July). Use one of the following fertilizers: 15-0-15, 16-4-8, or Miloganite. If you use a 15-0-15, apply at a rate of four pounds per 1,000 square feet; for a 16-4-8, apply at a rate of three pounds per 1,000 square feet. Follow the label for Miloganite. These fertilizers are available at the Strike Eagle Hardware Store. Although Centipede can withstand a reasonable amount of drought stress, watering at regular intervals will insure a healthy and attractive lawn. Apply one-half to one inch of water per week to the grass. Over-watering is bad, as disease and rotting can occur. Water in the morning, not in the evening--that is the worst time and can cause disease problems later on. Mowing height should not be below 2 1/2" during the summer, but you need to reduce the height in the early fall to 1 1/2". Watch to make sure a thatch layer (old cut grass blades) does not build up in your turf if you do not bag. Thatch becomes a problem when the dead grass accumulation exceeds 1/2" in height. Soil sample boxes are available at the Strike Eagle Hardware Store at no cost to you. If your lawn is not healthy and you have been watering regularly you should take a soil sample and send it in for analysis. Follow the recommendations of the Wayne County Agricultural Extension Agency.

**TREES AND SHRUBS:** The first couple of years after planting is a crucial time in a young tree's life. Supplemental watering with a garden or a soaking hose is a necessity, all plants, trees, and shrubs should be watered twice a week during spring, summer, and fall. No watering is necessary in the winter. Plants should be soaked, not merely sprinkled. Shrubs and trees that

have water rings or bowls around the base should have the bowl or ring completely filled with water for each watering. Only a rainfall of 1" or more should change the watering schedule. Plants should be pruned twice a year as necessary to maintain health and vigor. When pruning, you should try to maintain the natural shape of each planting. Always prune blooming plants right after the flower blooms fade or berries drop. If you prune before the blooms fade, the plant will not bloom the following season. For fertilization, use 10-10-10 fertilizer only one time per year in the spring. Scatter fertilizer evenly around the perimeter of the plantings at the drip line. Do not place fertilizer near the base of plants or directly on plants. Use one handful of fertilizer for medium sized shrubs, two handfuls for large shrubs and small trees. Adjust amounts for smaller plantings proportionately.

### **EXTERIOR INSPECTIONS:**

Exterior inspections occur year-round. Inspectors use established standards, issue discrepancy Citation/Ticket letters. The inspectors maintain appropriate deficiency files, compile results of weekly inspections and note adverse trends. Residents are responsible for maintaining their quarters to meet acceptable standards of maintenance and appearance even when on leave or TDY.

**First Notice of Discrepancy:** Inspector forwards original ticket to the MFH residence.

**Second Notice of Discrepancy:** Inspector forwards original ticket to the MFH residence, Member's First Sergeant, and member receives a letter and copies of the 1st and 2d tickets from the MFH Office.

**Third Notice of Discrepancy:** Inspector forwards original ticket to the MFH residence, Member's First Sergeant, Unit Commander, CES Commander, and member receives a letter and copies of the three tickets and 2d notice letter.

**Fourth Notice of Discrepancy:** Inspector forwards original ticket to the MFH residence, Member's Squadron Commander, First Sergeant, and Member receives letters from the CES Commander with a letter to Wing Commander recommending eviction and copies of four tickets and 2d and 3d notice letters.

### **EXTERIOR EXCELLENCE PROGRAM:**

The Housing Facilities Section will inspect the appearance of all MFH areas weekly for the Exterior Excellence Program. Inspections are based on the standards listed below:

- Grass/weeds should not exceed 3 inches in height
- Edge grass within 1 inch of sidewalks, driveways, and roadway curbs. Edging wider than 1 inch poses a safety hazard
- Remove grass/weeds from cracks in sidewalks, driveways, parking spaces, doorsteps, street gutters, and back patios

- Trim grass/weeds from around foundation of house, doorsteps, carport, patio, fence, and other obstructions
- Trim trees, shrubs and bushes at or below windowsills and 6 inches away from the roof, walls, and gutter areas. Rose bushes need to be cut back each fall to about 1 foot tall
- Carports and patios are to be neatly maintained. These areas must be swept and debris free. Store only lawn equipment, lawn furniture, workbenches, and large toys such as kiddy cars, tricycles or bikes
- Do not store inside household furniture anywhere on the exterior unit premises
- Entrances and lawns must be free of debris (paper, cans, candy wrappers, cigarette butts, etc). Additionally, items such as tires, plywood, boats, and canoes or other miscellaneous items leaning against house or carport must be removed
- Grass clippings, pine needles, and leaves must be raked and removed from yards, carport, driveway, sidewalks, and street gutter areas
- Flowerbeds are to be kept clean of weeds, and grass. Do not plant seeds that are poisonous or hazardous
- Oil and Grease stains must be removed from garage, driveway, and carport floors

**The weekly inspection schedule is as follows: TUESDAY - ALL HOUSING AREAS**

**YARD OF THE MONTH PROGRAM:**

Berkeley Village Enlisted Housing Area - 2 Winners

Wayne Manor SNCO Housing - 1 Winner

Officers' Housing - 1 Winner

Yard of the Month signs will be placed in front of the winning homes. Winners also receive a congratulatory letter and certificate from the 4 MSG/CC. Other contributions may be provided as they become available.

Letters will be forwarded to the occupant's squadron for presentation at the squadron Commander's discretion.

**LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT, AND FURNISHINGS:** Under Federal Law 10 U.S.C. 2775 and AFMAN 23-220, members occupying MFH shall be held liable and accountable for loss or damage to family housing, equipment, or furnishings caused by the abuse or negligence of the member, the member's dependents, or the member's guests. AFMAN 23-220 provides guidance on how to determine responsibility and pecuniary liability and explains in which situation a claim may be waived or limited. The MFH Office can explain options for repairing or replacing damaged items and methods of payment. **The government is not responsible for damages due to power surges or power failure to any computer products or other electrical appliances installed in family housing quarters. The use of surge protectors and back-up power supplies are recommended.**

**INSURANCE:** While occupying MFH, commercial insurance is recommended to protect against minor and major loss. Renter's insurance should clearly specify that personal liability coverage, for loss or damage involving government quarters, furnishings, and equipment is included. A renter's policy is common for this type coverage and should cover your personal property as well as personal liability for government property.

The resident is responsible for interior and exterior water damage caused by washers, pools, pets, aquariums, and/or waterbeds.

**HOLIDAY DECORATIONS:** Exterior decorations and lighting may be used but must be removed not later than 10 days after the Holiday. Do not put hangers, hooks screws or nails of any kind into the vinyl siding or brick veneer. Do not place or attach any decorations to the roof. Watch the Official Bulletin and other media sources for additional restrictions.

### **SECTION C -- GOOD NEIGHBORS:**

**NOISE CONTROL:** Many Air Force personnel work shifts and are sleeping during the day. Please be considerate. Many noise complaints can be avoided by informing your neighbors prior to having a party. Your neighbors may not enjoy the same type of music or TV programs that you do--keep the volume and voice levels down. Do not let your pet become a nuisance because of excessive barking.

**DEPENDENT MISCONDUCT:** The military sponsor is responsible for dependents and guests. Dependent and/or guest misconduct will not be tolerated and may result in termination of family quarters.

**CONTROL OF CHILDREN:** Children under 10 years of age will not be left in quarters, automobiles, or other locations unless under the supervision of an individual 13 years of age or older. Individuals under the age of 18 years of age who care for younger children are strongly encouraged to participate in a certified baby-sitters' course. Since there are varying degrees of maturity in children, parents will ensure that older children have enough experience to care for them properly. They must be able to control the children in their care, understand actions to be taken, and take proper action for situations that may arise. Refer to SJAFBI 31-201, Attachment 1 for further guidance.

**PLAYGROUNDS:** There are numerous playgrounds available in the Base Housing Areas. Parents are asked not to permit their children to take glass objects, or anything that could cause injury, to playgrounds. Avoid using your neighbor's yard and housing area streets as your child's playground. Use housing area playgrounds nearest you.

**PETS: Occupants are liable for damages caused by pets. Fence Kennels are not authorized.** Only two 4-legged house pets and two birds are allowed per household. Farm, ranch, wild and/or exotic animals, rabbits, all snakes, and reptiles are prohibited. Refer to SJAFBI 31-201 for detailed rules governing pets on base. Breeding or raising animals in MFH for show or commercial purposes is prohibited unless approved by the 4 MSG/CC. Operation of

a commercial-type kennel in government quarters is prohibited. **Pets must be either on a leash under a responsible individual's control, inside your home or in an approved fenced yard.** Do not leave your pet chained or tied outside. **At no time may pets be chained or otherwise attached to trees, bushes, or any building or structure. Do not leave pets outside all day allowing them to bark and disrupt neighbors. Be aware of weather conditions as exposure to hot and cold temperatures can be harmful to your pets.** Make sure pets wear securely fastened collars with up-to-date identification. Pets must be registered with the Base Veterinary Office within 10 days of arrival on base. Rabies vaccinations must be current and kept on file at the Veterinary Office. Pet areas are to be maintained to control and prevent vermin (fleas, lice, etc) infestation. **Feces (droppings) must be picked up daily from your yard or immediately if in a common area or another yard.** Owners are responsible for the removal of dead domestic pets from Seymour Johnson AFB. For assistance contact the servicing Veterinarian. CE is responsible for the disposal of dead wild animals. For assistance, contact the CE Service Call Desk at 722-5139. Security Forces personnel will transfer impounded animals to the Wayne County Animal Shelter if not claimed within 24 hours. Pet owners are responsible for any fees charged by the county.

#### **SECTION D -- PEST CONTROL:**

The Air Force has established guidelines for implementation of the base Strike Eagle Hardware Store's pest control program. The basic premise behind this program is that residents of military family housing have the ability to significantly control minor pests through self-help measures. All military family housing occupants must use self-help pest control. Residents may purchase over-the-counter general-use pest control items at the Commissary and Base Exchange, or use the pest control items offered at the base Strike Eagle Hardware Store. Occupants may use commercial pest-control agencies at their own expense.

**PESTS RESIDENTS SHALL CONTROL:** Cockroaches, ants, fleas, ticks, centipedes, crickets, earwigs, fire ants, flies, silverfish, sow bugs (pill bugs), mice, insects and other pests that attack plants, miscellaneous flying and crawling insects (that do not destroy Air Force property), will be controlled by housing residents when they are detected in their quarters. These pests can be prevented or controlled through Integrated Pest Management (IPM) measures such as good housekeeping, proper food storage, pest exclusion, and general use of commercial or self-help issued pesticides and/or entrapment supplies. The Strike Eagle Hardware Store will issue pest control items with written instructions and diagrams. The customer will sign an acknowledgment of receipt and understanding the instructions.

**BASE CIVIL ENGINEER PEST CONTROL ASSISTANCE:** Pest infestations not resolved after 30 days of self help methods may be treated by installation pest management personnel.

**Military Family Housing pest control will be performed by CE Pest Management if:**

- The resident has made an honest effort to control pest
- The pest is beyond the control of the resident
- The pest is a carrier and is prone to transmit disease

- The pest requires special equipment to control
- The pest is a venomous arthropod. Venomous arthropods in this region include, but are not limited to:

Red Wasp	Bee	Guinea Wasp
Blister Beetle	Ground Yellow Jacket	Scorpion
Bald-face Hornet	Black Widow Spider	Velvet Ant
Brown Recluse Spider	Fire Ant	Stinging Caterpillar

Pest Management personnel will attempt to trap nuisance wildlife, including snakes and non-domestic felines. Housing residents are encouraged not to feed local wildlife (squirrels and raccoons) or stray domestic animals. For uncontrollable pest infestations, contact the CE Service Call Desk at 722-5139.

**SECTION E -- RECYCLING AND REFUSE REMOVAL:** Pamphlet to be provided by a housing representative to each occupant.

**REFUSE DISPOSAL AND RECYCLING COLLECTION:** Contractor owned containers are provided for MFH units and pickup occurs once a week for refuse and every other Monday for recycling. Except for the day of collection, keep containers in back yard or designated areas. The scheduled days for refuse collection are either Tuesday or Wednesday. Collection varies according to your block and street. **Should your collection day fall on a holiday, your collection will be the following business day.** Overflow trash may be placed in a container supplied by the resident. For questions concerning garbage collection or recycling call 722-5282.

To clean the receptacles:

- Scrub the containers with a bleach solution (3/4 cup bleach per gallon of water). During the warm months the bleach scrub reduces the health hazard of maggots (fly larva)
- Avoid applying in direct sunlight because it causes bleach to evaporate prematurely
- Keep wet 5-15 minutes, then rinse

Do not use brown paper bags or cardboard boxes for trash or yard waste disposal. All refuse shall be bagged in large plastic bags and tied securely. **The contractor will not empty any trash container that contains yard waste or recyclable items, such as aluminum cans, plastic of any kind, wood with nails in it, etc.**

Recycling at SJAFB is a requirement. Recycling is a North Carolina State Law and is a proven method of reducing the amount of solid waste thrown into landfills. Recycling removes materials that can be reprocessed, reused, or made into other materials. Refuse and recycling containers should be placed curbside no later than 0700 on your scheduled pick-up date. Do not set the containers over the curb into the street. Containers must be removed from the curbside by the resident and returned to the quarters as soon as possible after pick-up. MFH residents are not authorized to deposit anything in the dumpsters located throughout SJAFB facilities areas.

**RECYCLING IN MFH:** The following information identifies recyclable items (recyclable items are commingled within the recycling bin):

**RECYCLING GLASS:** Brown, clear, and green **glass bottles and jars are recyclable** and should be co-mingled in the recycling container with other recyclables. However, **the following glass items are not recyclable:**

- Mirrors
- Crystal
- Ceramics
- Clay pots
- Headlights
- Auto and window glass
- Drinking glasses
- Heat resistant ovenware (e.g. Pyrex)
- Light bulbs (bulbs should be exchanged at the Strike Eagle Hardware Store)

**RECYCLING PLASTIC BOTTLES:** Authorized recyclable bottles are: clear water, soft drink, milk, juice, soap, detergent, and bleach containers. The containers are to be rinsed clean and placed in the recycling container. Lids and caps are placed in the trashcan. **Aluminum food wrap, plastic food wraps, styrofoam, plastic bags, HDPE motor oils and other petroleum product containers are NOT ACCEPTABLE.**

**RECYCLING METAL DRINK/FOOD CANS** (Including aluminum food cans): Remove labels, rinse clean, and crush.

**RECYCLING PAPER, NEWSPAPERS, MAGAZINES, AND BOXES:** Regardless of size, empty out, and flatten each cardboard container. For containment purposes, household shredded paper must be placed securely in a paper bag for recycling. **Photos, waxed paper, wax-coated drink/milk containers, ice-cream boxes, laminated paper, wax-coated cardboard boxes, egg cartons, pizza boxes containing food, dish and detergent boxes are NOT ACCEPTABLE recyclable paper products.**

**YARD WASTE REMOVAL:** Collection of yard waste is always on Thursdays. The collection will be once weekly May through October and on the 2d and 4th Thursdays in November, December, March and April. Waste consists of sticks, grass clippings, pine straw, leaves, pinecones, shrubbery trimmings, etc. Items shall be placed in plastic bags and set at the curb. Do not set bags on top of or inside your trash container. Bags should weigh no more than 40 pounds. Yard waste **WILL NOT BE PICKED UP in cardboard boxes or paper bags.** Tree branches, large shrubs, or trimmings shall be tied in bundles with string or twine. Bundles should be no longer than 4 feet in length and placed at the curb. Yard waste bags must be free of dirt, rocks, concrete chunks, and/or bricks. Christmas trees are considered yard waste.

### **RECYCLING PICKUP SCHEDULE:**

**MONDAY -- ALL Military Family Housing**

**REFUSE PICKUP SCHEDULE:**

**TUESDAY** -- North side of Squier Avenue

**WEDNESDAY** -- All of Wayne Manor and South side of Squier Avenue

**BULK ITEM COLLECTION:** Collection is scheduled on the last Friday of each month from March through October for items (furniture, appliances, televisions, tires, grills, etc) not normally picked up on a weekly basis. There is no curbside collection of bulk items from November through February. Residents can contact CE Service Contract office for disposal location at 722-5282 or 722-1819. Normal **recyclable items and household refuse will not be picked up during special pickups.**

**SECTION F -- COMPOSTING:**

**WHAT IS COMPOSTING?** Composting is the biological transformation of waste material into a useful soil supplement. When properly composted, yard waste can be turned into natural soil additives for use in landscaping and as potting soil for houseplants. Finished compost can improve soil texture, increase the ability of soil to absorb air and water, suppress weed growth, decrease erosion, and reduce the need to apply commercial fertilizers.

**SECTION G -- FIRE PREVENTION/REPORTING:**

A Fire Prevention Briefing will be scheduled by the MFH Office in conjunction with your assignment to Base Housing. Briefings take place at the Fire Department.

**FIRE REPORTING:** Report all fires regardless of size or whether or not they have been extinguished. If a fire occurs in your home **dial 911**. **If calling from a cell phone, dial 919-722-0911.** Provide the Fire Department with your name, house number and street name. **DO NOT HANG UP UNTIL YOU ARE ASKED TO DO SO.** For more information on home protection, contact the Fire Prevention Office at extension 722-3836.

**KITCHEN STOVE:** Unattended cooking causes most home fires! **Should a grease fire occur, turn off the stove, cover the burning pan with a lid, and dial 911. USE YOUR FIRE EXTINGUISHER. NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN!** The kitchen exhaust fan filter should be cleaned monthly to prevent the accumulation of grease. Do not store flammables/combustibles such as grease or oil in the cabinets above the stove. Do not hang anything on the door by the stove or over the oven door handle. **NEVER** leave cooking unattended!

**SMOKE DETECTORS:** Inspection of the smoke detector is performed at the initial inspection of your quarters. Test the detector once a month by pushing the test button. If your smoke detector is inoperative, call Housing Maintenance at 736-7021 immediately.

**BAR-B-QUE GRILLS/FLAMMABLES:** Never use grills under the carport, porch, or within 15 feet of structures and/or vegetation. If you use charcoal briquettes, ensure they are completely cool, and soak them with water before discarding. Flammables should never be

stored inside the home. They shall be stored in the outside storage room and secured. Flame-producing devices must be kept out of the reach of children.

**CLOTHES DRYER:** Check and clean the lint-trap to your clothes dryer after each load of clothes. At a minimum, disconnect the vent hose every six months and shake it outside to remove any built-up lint and check the vent going through the wall to ensure no lint buildup is inside prior to reconnecting the hose. Never place any articles in the dryer that can be damaged or ignited by heat.

**ELECTRICAL:** When using extension cords do not splice, drape over nails or metal objects, run through windows or doors, run under rugs, or place or fix in a way that may subject the wiring to physical damage. The use of surge protected power strips is recommended. Do not store combustibles/flammables, batteries or toys/equipment with batteries in attic. Do not store items against air-handling equipment, or within 18 inches of the hot water heater.

**FIRE EVACUATION PLAN:** A home Fire Evacuation Plan should show the primary and alternate routes of escape in the event of a fire. Practice your family escape plan. Ensure everyone knows where to meet in the event that you depart using different exits. The MFH Office must be informed of handicapped family members. The MFH Office will notify the Fire Department of handicapped family members.

**FIRE EXTINGUISHER TRAINING:** For fire extinguisher training contact the Fire Prevention Office, 722-3836. **If your fire extinguisher becomes unserviceable, take it to Housing Maintenance for replacement.**

**WELDING, OPEN BURNING AND FIREWORKS:** Any type welding or open burning (campfires, trash/waste burning, grass, bonfires, etc) is prohibited unless approved by the Fire Chief. The use of fireworks is prohibited. For detailed instruction refer to Fire Department, 722-3836.

**OUTDOOR FIREPLACES:** These are permitted but with the following limitations:

- Must be placed at least 15 feet from any structure
- Only wood logs, manufactured fireplace logs, or charcoal shall be burned (refer to manufacturer's recommendation). DO NOT burn trash, paper, yard waste, hazardous material, etc.
- Ensure water source is available to extinguish fires or stray embers
- Do not operate during high winds (15 mph or greater) or when there are outdoor burning bans

## **SECTION H -- VEHICLE/SECURITY FORCES INFORMATION:**

**VEHICLE OPERATION:** To park in base housing, vehicles must have current state license plates, current insurance, base registration, and be fully operational. Dirt bikes, mini-bikes, go-karts, all-terrain vehicles, mini-motorcycles or "pocket rockets", and motorized stand-up/razor

scooters are not authorized for use on Seymour Johnson public roadways, including parking lots and sidewalks. For detailed restrictions refer to AFI-31-204, SJAFB Sup 1.

**PARKING/STORING:** To help maintain a safe and orderly neighborhood, park your privately owned vehicles in driveways or authorized parking areas. DO NOT PARK in the following areas:

- On a sidewalk or blocking a driveway
- On grass, seeded, or dirt areas
- Within 15 feet of a crosswalk or intersection
- On the side of a street with fire hydrants (except Keesler Lane, which is authorized for parking on both sides of the street)

Parking and storing of RVs, travel trailers, camper shells, boats, trailers, jet skis, off-road vehicles and campers is authorized in military family housing as long as the vehicle does not protrude outside the covered area of the carport. Residents are authorized to park oversized recreational vehicles in the housing area 48 hours before and after its intended use dates. Example: Parked in housing area on Thursday for use on Saturday; must be moved from housing area Tuesday.

RVs may be stored in the parking area provided by the 4th Services Squadron. Site details and permits may be obtained at the Outdoor Recreation Center located at 1515 Goodson Street, 722-1103/04. This facility provides secure 24 hour, 7 day per week access. The RV Storage Facility is located behind the Recycling Center at 1165 Collier Street.

Only personnel staying in billeting are authorized to use the parking lot behind the Officer's Club and pool area. SJAFB personnel are not authorized to use this parking area for RV, boat, or trailer parking. Vehicles illegally parked there will be towed at the owner's expense.

**VEHICLE MAINTENANCE:** Flat tire, battery and lawn equipment maintenance are the only authorized maintenance activities allowed in the housing areas. Vehicles may not be on jack-stands in the housing areas. The Auto Skills Center, 722-1309, is available for all other maintenance.

**SECURITY FORCES:** Security Forces provides 24-hour police patrol, response to incidents, and investigation of criminal activities. For in-depth Security Forces information refer to AFI 31-201, SJAFB Sup 1 or contact the Security Forces Desk, 722-2540.

**TRAFFIC ENFORCEMENT:** The speed limit in housing is strictly enforced. For detailed point's assessments and suspensions information contact Security Forces Desk, 722-2540.

**VISITOR CENTER:** All visitors to the base must be sponsored at all times.

**WEAPONS/FIREARMS:** Weapons and firearms, including BB guns, pellet guns and paint guns are authorized for safe keeping in family housing; however, they must be registered. Please

obtain an AF Form 1314, Firearms Registration, from your orderly room. Complete this form and then take it to Security Forces Armory, Bldg. 5006, 1010 Vermont Garrison Street, 722-2506. **Discharge of any firearm, air rifles, paint, BB/pellet guns, and bow and arrow is prohibited in the military family housing areas.** Use of these items is authorized only at the Warrior Pines Recreational Facility located on Peterson Avenue. For further information on firearms and fireworks in family housing, please contact the Security Forces at 722-2540.

**CRIME PREVENTION:** The Security Forces Crime Prevention Section is located at Bldg 5006, 1010 Vermont Garrison Street, and is responsible for administering the Crime Prevention Program on Seymour Johnson AFB. The overall Crime Prevention Program is composed of several individual operations and projects. Included programs are Operation Sleep Tight, Operation Identification, and Operation Crime Stop. Contact the Base Crime Prevention Specialist for assistance or information at 722-2554.

**CRIME TIPS:** You shall be responsible for the protection of your personal property. Protect your valuables by storing and locking up tools, lawnmowers, bicycles, etc. In order to prevent theft, do not leave valuables in your car overnight and register your bicycle with Security Forces. Registration will verify ownership and facilitate the return of your property if stolen. Report suspicious persons, activities, crimes, and emergencies to the Security Forces Control Center, 722-STOP (7867) or 911 (if calling from a cell phone, dial 919-722-0911).

**SCHOOL GATE:** Security Forces opens and controls the school gate, located on Vandenberg Street. The hours of operation are established with the schools and children are encouraged to use it. Children leaving their bicycles in the vicinity of the gate are encouraged to lock them. Parents are responsible for controlling the conduct of children using the gate. When dropping children off at the gate, parents are reminded they must comply with the traffic flow plan and parking policy of that area.

**CURFEW:** Curfew is the time all juveniles must be off the street, out of public places, in or at assigned quarters, or on return from a place of employment. A juvenile is any individual under 18 years of age, excluding active duty military personnel. Curfew hours for juveniles are 2200 until 0600 Sunday through Thursday when a school day follows. All other days, the curfew hours are 2400 until 0600 hours. No juvenile may be on the streets or in a public place on Seymour Johnson AFB during curfew hours. Exceptions will be made for special functions such as Youth Center activities, school functions, or if the juvenile is returning from work. This curfew does not apply when a juvenile is in the company of their parent/guardian or another responsible adult. If the responsibility of a person accompanying a juvenile is in doubt, the juvenile's parents will be contacted for confirmation. For more information refer to AFI 31-201, SJAFB SUP 1.

## **SECTION I -- SEVERE WEATHER CONDITIONS:**

**FREEZING TEMPERATURES:** During the winter months disconnect and drain exterior water hoses. If the outside temperature drops below 32 degrees Fahrenheit and the quarters will not be occupied, shut off the interior water supply by closing the main water valve inside the house. Each occupant is instructed at check-in on the location of the valve. If unknown, call

housing maintenance for water shutoff location. Turn the valve clockwise until tight (be careful not to over tighten), then open all inside and outside faucets to drain the water. When the unit is again occupied, being careful not to over tighten, close all faucets and open water valve.

**SNOW REMOVAL:** Snow removal is only conducted in MFH for key streets and/or upon the direction of the Snow and Ice Control Officer. Residents will clear snow/ice from carports, driveways, sidewalks, stairs, and patios to bare pavement as required.

**EMERGENCY SITUATIONS:** During imminent peacetime emergency situations (tornadoes, hurricanes, flooding, etc), monitor TV Channels 5, 7, 9, 11, 12; AM radio stations WFMC (730), WGBR (1150), WSSG (1300), and WDJS (1430); FM radio stations WKTC (96.9) and WEQR (102.3). The Base Public Address System can override cable television in MFH areas. In case of emergencies or disasters, information may be relayed through this system at the discretion of the Wing Commander.

#### **THUNDERSTORM PROTECTION:**

**Severe Thunderstorm Watch** means that severe thunderstorms (winds greater than 58 mph and/or hail greater than 3/4 inch) are possible in or near a specified location during a specified time. Monitor the situation and be prepared to take emergency action.

**Severe Thunderstorm Warning** means that a severe thunderstorm (winds greater than 58 mph and/or hail greater than 3/4 inch) has been identified on Doppler Weather Radar or sighted in or near a specified location. Stay indoors away from windows, screens, and electrical appliances. Unplug all electrical appliances to prevent lightning damage.

**TORNADO PROTECTION:** The base ALERT WARNING for peacetime emergencies is a 3-5 MINUTE STEADY TONE on the base siren. This alert warning will be used for tornado warnings.

**Tornado Watch** means that tornadoes are possible in or near a specified location during a specified time. Monitor the situation and be prepared to take emergency action.

**Tornado Warning** means that a tornado has been identified on Doppler Weather Radar or sighted in or near a specified location. Seek shelter in the center of your home, preferably in a hallway, closet, or small room under heavy furniture or a mattress. Avoid windows and skylights.

**HURRICANE PROTECTION:** Hurricanes are capable of traveling well inland, with winds of 100+ mph and extremely heavy rainfall. The winds can produce tremendous tree and structural damage, while the extensive rainfall can lead to catastrophic flash flooding of small creeks and street gutters. Flash flooding can and has washed out roads and bridges. Hurricane advisories for SJAFB are declared by the 4 FW/CC for the following four conditions. Take the appropriate actions for each condition.

**Condition IV.** 72 hours before the forecast arrival of 50-knot (58 mph) or greater winds related to a hurricane: Check for emergency items. Stay in the area of your quarters.

**Condition III.** 48 hours before 50-knot winds: Monitor radio/TV broadcasts for hurricane conditions. Check and service your car. Make sure parking brakes are operational.

**Condition II.** 24 hours before 50-knot winds: Check the radio/TV for hurricane bulletins. Do not use the telephone for non-essential calls. Fill water containers for drinking use. Fill the bathtub and sinks for washing, etc. Secure windows, screens, swing sets, garbage cans, etc. Secure loose objects around the outside of the house.

**Condition I.** 12 hours before 50-knot winds: Stay in the house and have batteries, candles, battery-powered radios, etc., available. Close venetian blinds, shades, etc., to reduce inward shatter damage. Stay clear of unprotected windows and doors. NOTE: The National Hurricane Center officially recommends against taping windows as it offers little or no protection against hurricane force winds. Taping windows takes up valuable time that could be better used to otherwise prepare.

The National Weather Service categorizes hurricanes by intensity from 1 to 5:

<u>CATEGORY</u>	<u>WIND</u>	<u>DAMAGE</u>
1	74-94 mph	Minimal
2	96-110 mph	Moderate
3	111-130 mph	Major
4	131-155 mph	Severe
5	156+ mph	Extreme

**PRE-HURRICANE CHECKLIST:** This checklist provides general guidelines for hurricane preparations. Please expand it with additional items according to need. Plan for preparations to be complete at least 24 hours before the storm is expected to hit.

1. Fuel your vehicle and check it for serviceability.
  - a. Ensure your vehicle has the necessary emergency equipment such as spare tire, jack, lug wrench, First Aid Kit and road flares.
  - b. If transportation is not available, notify sponsor's unit.
2. Household preparations:
  - a. Secure outdoor materials or bring them inside.
  - b. Make sure you turn off water and electricity before you leave.
  - c. Place your valuables in a secure area or plan to take them with you.
3. Have important papers centrally located so you can take them with you. Include as many of the following as you can:
  - a. Insurance papers (auto, home, flood, and life)
  - b. Wedding and birth certificates
  - c. Deeds and Titles, etc.
  - d. Personal property inventory (for claims)
  - e. Wills, Passports and Shot Records
  - f. Current photos of family members and pets.
4. Check emergency supplies of non-perishable food and canned drinks.
5. If you need assistance, contact unit of assignment. Ask your neighbors if they need assistance.

**Residents should have the following items on hand:**

1. Bed linens
2. Medication(s)
3. A toy per child (coloring books, etc.)
4. Battery-operated radio and spare batteries
5. Toilet items
6. Diapers
7. Reading material
8. Pencil and paper
9. Sanitary items
10. Baby formula (24-hour supply)

**Pets:**

1. Do not leave your pet home alone during a hurricane
2. Confirm temporary housing arrangements for your pet(s) ahead of time
3. Attach the phone number and address of your temporary shelter, (if you know it), or of a friend or relative outside the disaster area to your pet's ID tag

**During A Hurricane (non evacuation):**

1. Stay inside, on the downwind side of the house, away from the winds.
2. Don't use the telephone, except for emergencies.
3. Monitor the radio for local weather conditions.
4. Do not go outside unless it is a matter of life or death.
5. If the eye passes overhead, the winds will return very quickly from the opposite direction.
6. Do not go outside during the lull unless it is an emergency.

**After A Hurricane (evacuation):**

1. Return to base by safe route -- do not sightsee!
2. Report to the established central staging area.

**Upon Return Home:**

1. Notify unit of arrival.
2. Check the quarters for damage: If living on Seymour Johnson AFB, report damage to CE, call 722-5139.
3. Check utilities for operation. CE may have shut down utilities due to damage or high winds.
4. If quarters are unsafe, return to the central staging area.
5. Call next of kin to inform them of your status.

**NOTE:** Military Family Housing residents requiring shelter will be advised of the location where they are to report. Family Camp and off-base residents cannot bring their pets to evacuation shelters on base.

**SECTION J -- MISCELLANEOUS:**

**FAMILY DAYCARE PROGRAM:**

1. The Family Child Care (FCC) Program offers quality child care for children 4 weeks to 12 years of age in the homes of licensed providers. The program is designed to support the 4th Fighter Wing mission by making childcare available to military members; thus, enabling them to successfully perform their mission. The program also provides an excellent opportunity for

spouses to have a career and contribute to the family's financial well being while staying at home with their own children.

2. The FCC Program provides challenging and rewarding careers while supporting spouses in the efforts to meet their own family needs. The program offers many benefits:

- Job satisfaction that comes from operating your own business
- The ability to work in your own home
- Specialized tuition-free training on early childhood development
- Supplemental income when participating in the USDA Child and Adult Food Program
- Ability to set your own work schedule and pay scale
- A sense of self-reliance and competence
- The enjoyment of caring for children which supports the wing's mission

3. AFI 34-276 requires housing occupants who care for children in their home to be licensed through the FCC program if they provide more than 10 hours of child care per week. Failure to comply with the licensing requirement could cause the loss of military family housing privileges. Violations of this requirement should be reported to the FCC or MFH Office.

4. If you are interested in becoming a licensed FCC provider or have any questions about the program, please call the FCC office at 722-0329.

**YARD SALES:** The following criteria will apply to personnel conducting a yard sale on base. There will be no more than one resident yard sale per quarter permitted--unless PCS orders have been received or separation/retirement is scheduled. Request letters are available at the MFH Office.

**Occupant Responsibilities:**

- There will be no soliciting or special advertising by any means through off-base media
- There will be no signs posted on base or within the MFH area for the purpose of identifying a sale with the exception of the ones provided by the MFH Office
- The classified section of the "Wright Times" newspaper is the only "Yard Sale" advertising authorized on Seymour Johnson Air Force Base
- Sales will be conducted in a business-like manner with merchandise displayed in a neat and orderly fashion
- All items will be available for purchase without regard to race, creed, color, national origin, rank, or sex of the purchaser
- Sale hours will be 0700-1600 on Saturdays only
- The letter must be visibly posted the morning of the sale. A copy of the request letter will be filed at the MFH Office

Yard Sale signs are available for checkout at the MFH Office. These signs are to be placed on the resident's property having the yard sale only. Stray signs may be confiscated. Signs shall not be posted on corners, poles, fences, trees, buildings, or traffic signs. Yard sales may only be conducted on the property associated with resident's quarters. For questions, contact the MFH Office at 722-0362.

**SOLICITATION IN MFH:** Solicitation, fund raising, scout activities, school sales, etc, require 4th Mission Support Group Commander's approval. The request must be made through the MFH Office at 722-0362 and Public Affairs at 722-0027. If approved, solicitation terminates at 1800 hrs on the approved date.

**WATERBEDS:** Waterbeds are authorized. Residents are responsible for any damages that occur due to the use of a waterbed.

**EXERCISE EQUIPMENT:** Shall be neatly stored and used in garages and on rear patios only.

**AUTO LUGGAGE CARRIERS:** Shall be neatly stored in carports, garages and sheds.

**OUTDOOR FURNITURE:** Do not place in front yard. Maintain in good condition. Must be freestanding and shall be used on porches, carports, garages and patios. Children's swing sets must be in backyard only. Do not attach swings to housing structure or trees. Wooden cable spools used as tables may be used in backyards only.

**INDOOR FURNITURE/APPLIANCES:** Shall not be used or stored on exterior of residence. Window A/C units may not be used in garages.

**TRAMPOLINES, HOT TUBS, AND SWIMMING POOLS:** **Occupants may be held liable for incidents involving trampolines, hot tubs, and swimming pools.** Pools that are less than 12-inches deep do not require approval but should be drained after each use. A pool in excess of 12-inches deep, but not more than 48-inches deep, may be installed above the ground. Below ground pools are not authorized. The pool will be filtered and an adult must be present when it is in use. The pool must be kept covered if the house is unoccupied for over 24 hours. An AF Form 332 must be submitted to the MFH Office and approved prior to installing pools, trampolines, and/or hot tubs. All trampolines, hot tubs, and pools must be enclosed with a 4-foot fence with gates secured by a locking device. Hot tubs are to be covered and secured when not in use. Water in pools and hot tubs must not be permitted to become stagnant.

**TELEPHONE INSTALLATION:** Additional telephone lines are allowed to be installed in Military Family Housing at the expense of the occupant, with an approved AF Form 332. A watertight gasket or grommet must be used on holes made to outside walls. A gasket, grommet, or cover plate shall be used for inside walls.

**SATELLITE DISHES:** Prior to installing a satellite dish occupants must submit an AF Form 332 and an AF Form 103, BCE Work Clearance Request to the MFH Office. Only a 22" satellite dish (or smaller) is permitted in base housing. The satellite dish shall not be permanently

attached (i.e., nailed, screwed, welded, glued, etc.) to any government property (including the house, roof, siding, or fencing). It may be attached to a separate wooden 4"x4"x6' pole in the back yard. A watertight gasket or grommet shall be used on holes made to outside walls. A gasket, grommet or cover plate shall be used for inside walls. The government will bear no expense or liability for assembly, disassembly, theft, vandalism, or damage caused by acts of nature to the installed equipment. Upon termination of quarters, the resident is responsible for removing all underground cable, concrete footing, mounting pole, and/or satellite dish. The housing unit must be returned to its original state. This includes filling all holes left from the poles and/or cables. The terminating resident may leave the satellite dish and underground cables in place if a written conveyance agreement has been signed by both the outgoing and incoming residents. The Housing Manager or Inspector approves the agreement and maintains a copy in active resident's file.

**BASKETBALL GOALS:** Portable basketball goals are authorized in the housing area. The goals are not to be placed along the curb in housing areas. Goals shall be placed in the driveway, on the quarter's side of the sidewalk, and at least 8 feet from the curb. If a government provided basketball goal post is not available in the housing area, one occupant provided portable goal post will be permitted curbside in cul-de-sac housing areas. Portable goal post bases shall be internally or neatly sandbag weighted. The responsible resident(s) must trim around the base and other yard obstructions. The goal and hoop's netting must be maintained in serviceable condition or removed. If the resident's driveway is inclined, an AF Form 332 for an exception to the placement rule may be submitted to the MFH Office.

**GARDEN PLOTS:** Flower gardens are the only gardens authorized in the housing areas.

**HOBBIES/HOME BUSINESS ENTERPRISES:** Woodworking/Metalworking (excluding welding) hobby equipment and materials may be used in carports but must be removed when not in-use. Boxes, storage bins, racks, and animal cages must be neatly stored in carport. Businesses conducted from base housing must be requested in writing through the Housing Office and approved by the 4th Mission Support Group Commander.

**FLAGS:** If your home does not have a US Flag or you need a replacement, one can be obtained from the Strike Eagle Hardware Store located at 1620 Jabara Avenue, 722-0304. The Strike Eagle Hardware Store will dispose of worn flags. The housing maintenance contractors are responsible for the installation of flag mounts.

**NAME SIGNS/HOUSE NUMBERS/MAIL BOXES:** Use only government provided items. If your nameplate has not been installed on your house within two weeks of your move in, or if you have a change in rank or name, please notify the MFH office at 722-0363.

## **SECTION K -- SELF-HELP WORK:**

The Strike Eagle Hardware Store located at 1620 Jabara Avenue, 722-0304 is committed to working with customers to improve where you live. A variety of items are available to maintain your home. The stocked items support limited self-help carpentry, electrical, plumbing, and lawn care.

**REQUESTING SELF-HELP WORK:** All self-help work requires completion of an AF Form 332 approved by the MFH Office. Some self-help work may require additional coordination, such as the Fire Protection Flight or Ground Safety. **NO WORK IS TO BE STARTED UNTIL THE WORK REQUEST HAS BEEN APPROVED.**

**VOLUNTEER PROGRAM:** To help improve the quality of life and quality of self-help jobs, the Strike Eagle hardware has established a “Neighbors Helping Neighbors.” This program is for residents that would like to make home improvements, but need a little help, or for people who have the skills and knowledge and would like to help someone accomplish their goal. The Strike Eagle Hardware Store will match two people with the same need and talent in order to complete the job.

**TOOL/EQUIPMENT PROGRAM:** A limited quantity and a variety of common and specialty tools are available for free check out. Tools may be checked out from 3-5 days--depending on the item.

**TRAINING CLASSES:** Training is offered on an individual basis for operation of all items available for check out. “How-To” videos and books are also available for check out.

**PAINTING INTERIOR WALLS:** Residents are permitted to paint. However, painted walls are to be returned to their original condition prior to termination. Some types of interior house paints are available through the Strike Eagle Hardware Store. Complete painting and/or touch-up painting requires an approved AF Form 332 because the MFH Office must inform you of the type (flat, latex, semi-gloss) of paint you should use.

**WALLPAPER:** Wallpaper installation requires an approved AF Form 332. Permanent contact paper may not be used. Only strippable border or vinyl wallpaper is authorized. Borders and wallpapers are to be removed prior to termination and the wall surface returned to the original condition. Some wallpaper and borders are available to housing occupants at the Strike Eagle Hardware Store.

**FENCES:** Split rail, plastic, or wire fencing is unauthorized. Prior to installing a fence you must have an approved AF Form 103, Work Clearance Request (digging permit) and an AF Form 332. Detailed fence installation specifications are available at the MFH Office. Fencing must be constructed using standard 11 gauge chain link fencing and may only be erected at the rear of the house. A gate must be provided. No fencing shall be placed in the front yard. Construction of a fence in the back yard does not relieve occupant responsibility for lawn care outside of the fenced area. A fence constructed to contain a pet will be at least 4 feet high and will not be equipped with electrical components that place other housing residents in jeopardy. Fencing must be complete with top rails, corner posts, and end caps. The MFH Office will not approve a fencing work request that has an electrical device installed. An underground pet-fencing system is not an acceptable substitute for physical fencing. Once a fence has been installed, the occupant should inspect it periodically. The fence shall be routinely inspected for damages and repaired--especially if it has become rusty. Replace parts that may cause the gate to deteriorate. If sharp edges from screws or other fasteners are exposed, replace them or cut

them off so that they do not pose a hazard. DO NOT fence in any government provided utility boxes or other equipment. Allow 10 feet from perimeter fencing for Right of Way. Dog kennels are not considered approved fencing.

**SHEDS:** Sheds are permitted with an approved AF Form 332 in houses that do NOT have a garage. Construction must be vinyl or metal, neutral in color, and must not exceed 8 feet by 10 feet.

**DISPOSITION OF IMPROVEMENTS:** Self-help improvements may be transferred by the resident and accepted by the Air Force or other occupants when workmanship and aesthetics meet acceptable construction standards. When removal is required, the housing unit or area must be restored to its original configuration.

## **SECTION L -- TERMINATION OF MFH:**

**NOTICE OF TERMINATION:** For scheduling purposes, the MFH Office requests at least 30 days notice prior to MFH termination. Upon notification of intent to terminate, housing counselors will schedule pre-final and final inspections for termination. You are not required to have orders to schedule a pre-final inspection.

**PRE-FINAL INSPECTION:** This inspection is designed to assist you in preparing for your final inspection. During the inspection, the housing inspector identifies occupant and normal contractor maintenance to be accomplished. It includes a review of checkout procedures and provides an opportunity to address occupant concerns. The MFH Office will provide an Occupant Termination Checklist when you schedule your pre-final inspection.

**CLEANING REQUIREMENTS FOR FINAL TERMINATION:** Final termination cleaning requirements are identified on the reverse of AF Form 227 which was provided to you during the initial inspection of your house and will be used for the final inspection. In addition, a detailed checklist will be provided at the pre-final inspection.

**STAINED AND SPOTTED CARPET:** Dirty, stained, or spotted carpet will be evaluated by the housing inspector in order to determine occupant's responsibility for additional cleaning or carpet replacement. Sight, smell, black light equipment, and/or electronic urine detectors are among the methods used by the housing inspectors to evaluate carpet condition. The occupant will be responsible for cleaning and/or replacement costs when the Housing Facilities Manager or representative determines that odors and/or stains have caused damages beyond reasonable fair wear and tear.

**FINAL INSPECTION:** All items identified on the cleaning checklist must be completed prior to the final inspection. All keys and garage remotes will be turned over once the inspection has been completed. Failed inspections must be rescheduled through the MFH Office. **NOTE: THE MEMBER OR EMPOWERED (power of attorney) INDIVIDUAL MUST BE PRESENT FOR CLEARANCE OF THE FINAL INSPECTION.** If a cleaning team has been hired to clean your quarters, they need to be present at the final inspection.

# **OCCUPANT TERMINATION CHECKLIST - STANDARD HOMES BEING REOCCUPIED**

**1. Stove/Range and Hood: DO NOT pull away from wall. Remove burned/crusted-on food and grease from accessible surfaces, drip pans, broiler pan, racks inside of the oven, exhaust fan and range hood. Do not disassemble.**

- If you have a Self-Cleaning Oven, follow the instructions in the owner's manual for cleaning.
- DO NOT** use oven cleaner on any part of the stove. Remove oven rack and clean separately. For non-self cleaning units, unplug stove and use oven cleaner to remove burned/crusted food particles from inside oven, racks and broiler pans.
- Clean stovetop drip pans under burners. Clean glass top and outside surfaces with a degreaser product (non-abrasive cleaner). Lift stovetop to clean under burner areas and top side edges. (Glass top units **DO NOT** lift up).

**2. Refrigerator: DO NOT away from wall. Wipe down inside and outside to remove grease and food particles. Accordion folds must be free of food particles and other debris. **DO NOT TURN REFRIGERATOR OFF -- turn on lowest setting with door closed.****

- Turn off icemaker, if equipped.

**3. Dishwasher: DO NOT pull out. Remove any food particles, soap residue, and grease on both interior and exterior surfaces. Do not disassemble.**

- Clean dishwasher door seal.

**4. Garbage Disposal: Remove residue.**

- Remove excess food deposits.

**5. Cabinets, Walls and Other Interior Wood Trim: Clean and remove grease.**

- Clean kitchen cabinet interiors and exteriors to remove debris, food, and grease.
- Remove all contact paper from drawers, shelves, etc., and ensure areas are not sticky to the touch.

**6. Sinks: Remove food particles, grease, soap residue, and any removable stains (use a non-abrasive cleaner).**

**7. Lavatories, Commodes, Showers, Bathtubs, Glass Enclosures and Medicine Cabinets: Use a non-abrasive cleaner to remove soap residue and mildew. Clean removable stains from walls. Wet mop ceramic tile floors or use the new Swifter type products available at**

the Strike Eagle Hardware Store. Laminate (wood and tile look) floors should ONLY be cleaned with Swifter type products.

**8. Walls, Ceilings, Woodwork and Doors:** Clean only those walls that are accessible. Spot clean to remove food, pencil and crayon marks, cobwebs, removable stains, grime, dust and excessive visible dirt.

- Remove all hooks, nails and anchors, but DO NOT fill holes.
- Wipe off shelves.
- Remove borders, wallpaper, and all residues.
- Clean dust/dirt from ceiling fan blades.

**9. Light Fixtures, Venetian Blinds:** Clean and dust.

**10. Ventilation, Air Vents/Grills:** Wipe down.

- Set AC Thermostat to AUTO and adjust thermostat no higher than 65 degrees during heating seasons and no lower than 78 degrees for cooling seasons.

**11. Floors and Installed Carpeting:** Sweep, damp mop, and vacuum.

- Stained and spotted carpet.** Remove stains and odors (preferably before the pre-inspection so inspector can determine normal fair, wear and tear). If pets entered the home, steam clean carpets. The Outdoor Recreation Center has machines available for occupant use in shampooing carpet. Housing inspectors may use sight, smell, black light equipment, or electronic urine detectors to evaluate carpet condition. The occupant will be responsible for cleaning and/or replacement costs when the Housing Facilities Manager or representative determines that odors and/or stains have caused damages beyond normal fair wear and tear. All carpet must be dry for final inspection.
- Remove grease and dirt from vinyl/tile floors. Ceramic tile can be damp mopped/cleaned with a solution of warm water (one gallon with one cup vinegar) or the new Swifter type products available at the Strike Eagle Hardware Store. Laminate (wood and tile look) floors should ONLY be cleaned with Swifter type products. DO NOT DAMP MOP.
- If pets entered home, interior must be treated for fleas and ticks.

**12. Windows:** Residents are NOT REQUIRED TO CLEAN WINDOWS.

- Remove personal items from window: spray snow, animal slobber, etc.

**13. Carports, Garages, Porches, Storage Rooms, Patios and Walks:** Remove dirt, cobwebs, etc, from exterior doors, walls and ceilings. Remove excessive oil and grease from paved areas and sweep.

**14. Grounds:** Mow, edge, and police. Yard areas that have been damaged by pets, garden plots, pools, storage sheds, etc, must be restored.

- Lawn is not to exceed 3 inches in height.
- Edge grass on both sides of the sidewalks, walkways and driveways.
- Remove grass/weeds from cracks in sidewalks, driveways, doorsteps, curbs, and patios.
- Trim grass/weeds from around foundation of house, doorsteps, carport, patio, fence, and other obstructions.
- Trim shrubs and bushes at or below windowsills and 6 inches away from walls.
- Flowerbeds are to be clean of weeds, leaves and grass.
- Grass clippings, stray pine needles, and leaves must be raked and removed from lawns, carport, driveway, sidewalks, and street areas.
- Grounds that have holes must be filled with dirt, leveled, and re-seeded.

**15. Garbage Containers: Containers must be clean.**

- No trash shall be left at Final Inspection.
- Scrub the containers with a bleach solution of 3/4 cup bleach per gallon of water.
- Put containers in the storage area, storage room or garage.

**16. Miscellaneous:**

- Self-Help Work. When authorized self-help work is performed, occupants are responsible for returning housing unit and surrounding grounds to the original configuration, unless housing management approves conveyance of the self-help project to the inbound occupants. Residents may donate and the AF may accept self-help improvements when workmanship and aesthetics meet acceptable construction standards.
- All personal belongings must be removed from interior and exterior of unit for final inspection.
- If moving from one on base unit to another on base unit, please take the nameplate to the new address.
- Keys and garage remotes will be collected after passing final inspection.
- Unit Inspection (AF IMT 227) and BAH status (AF Form 594) documents, will be signed after passing final inspection.

**17. CUSTOMER FEEDBACK:**

- Your assessment of our inspection process is very important to us. Please fill out the reverse of the attached AF IMT 3506, Customer Initial and Final Evaluation of Quarters Inspection, to provide us your feedback. We will take your suggestions seriously, critique them, and use information provided to improve our customer service to our residents. These forms may be given to the inspector or dropped off at the MFH Office. Thank you for your time.

**SECTION M -- HELPFUL TELEPHONE NUMBERS:**

Auto Skills Center.....	722-1309
Base Chapel .....	722-0315/16
Base Library.....	22/5825
Bell South Telephone Company .....	1-888-757-6500
Cablevision (Time Warner) .....	1-866-892-2253
Civil Engineer Service Calls.....	722-5139
Crime Stop .....	911 or 722-STOP (7867)
Dental Appointment Desk.....	722-1933
Directory Assistance, Seymour Johnson AFB.....	722-1110
Fire Department .....	722-7588/89/90
Garbage/Yard Waste Collection/Recycling.....	722-5282
Hospital Appointment Desk.....	1-800-931-9501
Housing Maintenance .....	736-7021
Housing Office.....	722-0362/63/64
Law Enforcement Desk.....	722-2740
Legal Office .....	722-5322
Newspaper Subscriptions (Goldsboro News-Argus).....	778-2211
Outdoor Recreation Center .....	722-1103/04
Pass and Registration .....	722-1343/44
Pest Control.....	722-5139
Strike Eagle Hardware Store.....	722-0303
Veterinarian (SJAFB) .....	722-1465
Visitor Center.....	722-1343
Wayne County Animal Control .....	731-1439