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4. **Transport of POWs.** POWs (firearms and non-firearms) will be transported on MHAFB under the following provisions:

- a. No individual will carry a concealed POW at anytime while on MHAFB.
- b. Privately owned firearms will be unloaded when being transported.
- c. POWs (firearms and non-firearms) will be out of sight, and will be located case or compartment of the vehicle, or equipped with a lockable trigger guard (if equipped with a trigger), and will be in an area of the vehicle that is not easily accessible by the vehicle operator.
- d. Ammunition and firearms will not be stored or transported in the same location of the vehicle.
- e. Personnel transporting any POW (firearms and non-firearms) must declare they have the item whenever contacted by installation security forces personnel, excluding standard identification checks for base entry.

5. **Authorized Shooting Areas.** The use of firearms, pellet/BB gun, bow and arrow, crossbow, or similar weapons within the confines of MHAFB is prohibited, unless addressed below.

- a. Trap and Skeet shooting (shotgun only) will be permitted at the Trap and Skeet Range, under the supervision of range personnel.
- b. Bow and arrows and pellet/BB guns are only permitted at the Trap and Skeet archery range.
- c. Use of the off-base firing range will be coordinated with the 366 SFS Combat Arms Training and Maintenance (366 SFS/S4C), extension 8-6412. Use of this range will be at the discretion of the range officer, and this privilege may be revoked for any violation of rules or damage to the range.
- d. Paintball guns will only be used at the authorized Outdoor Adventure Program (OAP) area.

CONTROL OF PRIVATELY OWNED WEAPONS (POWS) FOR DORMITORY RESIDENTS.



1. Privately-owned firearms must be stored in the Security Forces Armory IAW SFI 31-117, para 7.1.2 (Armory Operations). Other dangerous weapons such as, archery bows and arrows, pellet/BB guns, or any weapon or instrument whose primary purpose or common use it to inflict bodily harm or fear through threat of its use. IAW 366th FIGHTER PLAN 3101-12 3.13.3 AND 3.13.3.2.1.

2. **Privately Owned Firearms.** Retention of privately owned firearms and ammunition in dormitories is prohibited.

a. Personnel residing in these areas will store their privately owned firearms and ammunition in the Consolidated Private Weapons Depository (CPWD), referred to as the SFS Armory from this point on.

b. Temporary storage of a these items in a vehicle *is not* allowed in dormitories.

c. These items must be immediately transported to the SFS Armory.

d. These items must be registered with the appropriate unit within 72 hours.

3. **Privately Owned Non-Firearms Dangerous Weapons.** Retention of privately owned non-firearm dangerous weapons in dormitories is prohibited.

a. These items will be stored in a secure area provided by your unit. These items *will not* be stored in the SFS Armory.

b. Dormitory residents may store a privately owned non-firearms dangerous weapon in a vehicle in dormitory areas, not to exceed 72 hours, if designated storage area is not accessible. The item must be out of sight and located case or compartment of the vehicle or equipped with a lockable trigger guard (if equipped with a trigger).

c. Individuals under the age of 18 are prohibited access to these items.

MEMORANDUM FOR ALL DORMITORY OCCUPANTS

FROM: 366 CES/ CEIHD

SUBJECT: Unaccompanied Housing (UH) Resident Handbook

1. The Airman Dormitory Leader's (hereafter referred to as ADL) Office would like to take this opportunity to welcome you to Mountain Home Air Force Base. We sincerely hope your stay here will be enjoyable and rewarding, and you will share our pride in the facilities and services that we offer at Mountain Home.

2. This handbook will assist you in getting settled and answer some questions you may have. Air Force Instruction 32-6005 contains the policies regarding assignment and termination of government dormitory housing and many have been incorporated in this brochure for better understanding of these policies. If you have questions regarding the contents of this handbook, contact the ADL Office at DSN 828-2244.

3. The handbook contains certain suggestions and information designed to assist you in maintaining your residence to meet required standards. Pride in the appearance of your room and consideration of your neighbors will result in better living conditions for all residents. This brochure should be closely followed in order to preclude unnecessary and avoidable expenses caused by damage to government quarters.

4. In addition to this handbook the ADL Office also has additional information on Mold/Mildew, Radon, Lead Based paint etc, located in the ADL Office.

5. We are delighted to have you with us, were eager to accept your contributions and suggestions concerning dormitory housing. If you have questions or comments please call us at 828-2244, we will be happy to assist you.

AIRMAN DORMITORY LEADER OFFICE

QUICK REFERENCE BASE TELEPHONE NUMBERS

DORMITORY GUIDANCE

1. **Air Force Instruction:** General room upkeep, cleanliness, and standards are contained in this brochure IAW with the following publications:

- a. AFI 32-6005, Unaccompanied Housing Management
- b. AFI 32-2001, Fire Prevention Methods and Policies

All are available through your AF Forms and Pubs, First Sergeant, facility manager/ADL office, base fire department.

2. **Commanders/First Sergeants/Supervisors:**

a. Are responsible for ensuring the health and welfare of their personnel assigned to dormitory living. They have authority over all personnel and equipment in the dormitories.

b. Conduct inspections of resident living areas of the dormitories. They ensure any discrepancies are promptly corrected or repaired.

c. Are responsible for reporting violations of policy to the appropriate authority who, in turn, will take appropriate action.

3. **ADLs:**

a. Are the Commander's and First Sergeants' representatives for the dormitories. They manage dorm facilities and maintain accountability of furniture and equipment in the dormitories.

b. Conduct inspections of common inside and outside areas of the dormitories. They ensure any discrepancies are promptly corrected or repaired.

c. Are responsible for reporting violations of policy to the appropriate supervisor, First Sergeant or Commander who, in turn, will take appropriate action.

4. **Occupants Responsibilities/Liability:**

a. Will acknowledge their responsibilities at both initial assignment and final termination of their assigned areas annotating the condition of their room and furnishings. Standards for occupant liability shall consider fair wear and tear.

AIR FORCE AID SOCIETY	2503	GOLF COURSE	8-6559
BASE EXCHANGE	832-4511/4353	GYM	8-2381
Hours: Mon-Sat. **1000-1900		GUNFIGHTER	6125
Sun.....1100-1700		ARTS&CRAFTS	6680
ALTERATIONS	832-2237	AUTO HOBBY	2295
Hours: Mon-Fri...0900-1800		FRAME SHOP	6680
Sat. 1000-1600, Closed Sunday		HOSPITAL APPOINTMENT	828-7900
BARBER SHOP	832-7191	HOUSING OFFICE	828-2781
Hours: Mon-Fri...0800-1800		LEGAL OFFICE	2238
Sat.....**0900-1800		LIBRARY	2326
BEAUTY SHOP	832-4090	MAILROOM	6238
Hours: Mon & Tue 1000-1800		MAIN GATE	828-6022
Wed-Sat 0900-1800		MAINT/JOB CONTROL	5900
BURGER KING	832-7572	MILITARY PAY/FINANCE	2254/3552
Hours: Mon-Fri...0600-2000		MPF CUSTOMER SERVICE	2133
Sat. 0900-1900, Sun 1100-1800		Hours: 0830-1630	
CLOTHING SALES	832-2323	OAP	6333
Hours: Mon-Fri **1000-1700		PASS&ID	6022
Sat 0900-1500		PDO	6867
DRY CLEANERS	832-7465	PIONEER FEDERAL CREDIT UNION	832-4675
Hours: Mon-Sat 0900-1800 Pickup till 2000		Hours : **Mon-Fri 0900-1700	
Sun...1100-1600 Pickup till 1800		POST OFFICE	832-7008
FLOWER SHOP	832-4220	Hours: Mon- Fri 1100-1500	
Hours: Mon-Fri1000-1800		PUBLIC AFFAIRS	*6800
Sat.....1000-1500		RECREATIONAL SUPPLY	6333
GAS STATION	832-4660	SAGEBRUSH HOTEL	5200
Hours: Mon-Sun....0500-0100		SATO OFFICE	832-2276
BASE LOCATOR	6647	SWIMMING POOL	6620
BOWLING ALLEY	6329	TELEPHONE REPAIR	2666
Snack Bar	2567	THEATER	2431
BSU OFFICE	6746	THRIFT SHOP	2534
CE SERVICE CALL	2001	TMO	1466
CHAPEL	*6417	TRANS/BASE TAXI	2215
CHILD CARE CENTER	2443	TRAP & SKEET RANGE	6093
COMMANDERS HOTLINE	6262	WAGON WHEEL DINING FACILITY	6420
COMMISSARY	2286	WEATHER RECORDING	6303
Hours: Tue-Fri....1000-1900		WING MOBILITY	6965
Sat.....0900-1800		WING SAFETY	1801
COMMUNITY ACTIVITY CENTER	2246	*After duty hours, contact through the Command Post @ X 5800*	
CUSTOMER SERVICE 366CE	2001/2	**Hours may change without notice**	
Hours: Mon-Fri 0730-1630	2133		
VEHICLE MAINTENANCE	6635		
Hours: Mon-Fri 1000-1900	4433		
After Hours	2339		
EDUCATION OFFICE	6363		
ENLISTED CLUB	2105		

EMERGENCY TELEPHONE NUMBERS

911.....CRIME STOP
911.....AMBULANCE
911.....FIRE REPORTING
911.....EMERGENCY ROOM
1110.....OPERATOR
2256.....SECURITY POLICE



* (208) 828-0911 FROM COMM OR CELL PHONE *

828-7272.....SARC OFFICE

GENERAL INFORMATION NUMBERS

828-2244 Airmen Dorm Leader Office

Hours of Operation: Mon, Wed, Fri 0830 - 1600
Tue & Thu 0700 - 1600

828-6238.....POSTAL SERVICE CENTER

Located in the Gunfighter Service Center

Hours of Operation:

Mon. - Fri. 1100-1400

1-800-244-1111CENTURY LINK TELEPHONE

(208)587-4646.....ZITO MEDIA or 886-879-6235

1-866-726-4646.....BOINGO BROADBAND

b. Shall account for their conduct and guests in all government facilities.

c. Shall be responsible for such routine maintenance, minor repair, good housekeeping as would be expected of tenants in private housing of similar type and value. Report facility and furnishings maintenance needs beyond their responsibility.

d. Will conserve utilities according to base energy conservation programs. Follow fire, health and safety instructions.

e. May be held liable for loss or damage to government property caused by abuse or negligence. (10 U.S.C. 2775).

f. Are accountable for government furnishings in their room. Due to limited manning furniture turn-ins other than bed loft kits will not be allowed. Bed loft kits may be issued to or removed from the room with permission of the ADL office. Additions or deletions will be recorded on the AF Form 228. Upon termination of the room all furnishings rearranged will be returned to basic configuration.

g. Individuals assigned to the dormitories, if they choose to accept them, will be issued a mattress pad, blanket, comforter, a pillow, two sheets, and one pillow case. It is the resident's responsibility to clean these items since washers and dryers are provided. The mattress pad, blanket, and comforter can be turned into linen exchange at any time and will be turned in prior to room termination.

h. Should protect valuables by securing them within their room and locking their room when left unattended.

i. Will be available for any dormitory duties assigned by their Commander or First Sergeant.

j. Will advise the First Sergeant in advance of any deployments, TDY, leave, pass, scheduled hospitalization, or other commitment, which would make them unavailable for scheduled dormitory duties.

k. Will use and maintain door nametags with current data. Modifying name tags is not authorized.

l. Will correct all discrepancies noted on each inspection as required by competent authority.

m. Will prepare room IAW the Deployment/TDY/Leave checklist in this brochure prior to departing on deployment, leave or TDY.

n. Will dispose of all domestic trash in outside dumpsters **ONLY**.

- o. May not move from room to room without prior approval from the ADL office.
 - p. Upon termination or relocation within the dormitory system, contact the Postal Service Center and have your mailbox terminated or transferred.
 - q. Each dormitory resident must read carefully and sign a copy of the Compliance with Dorm Standards letter.
 - r. Will follow the policies set forth in this handbook and any others directed by their Commander/First Sergeant.
 - s. Occupant will inform the ADL office if there are any changes in their dormitory entitlement status (i.e gaining of dependent, marriage, divorce, 20+ weeks pregnant).
 - t. Will not display or decorate with nudity.
 - u. Will contact the ADL office prior to installing: tv mounts, hanging shelf or anything that will be affixed via hardware to the walls.
5. **Dormitory Duties:** Bay orderly duties are assigned to all personnel residing in dormitories. Unless prohibited by regulation, all residents are required to assume periodic bay orderly duties.
6. **Hallways, Common, and Outside Areas:** Shall be maintained to base standards at all times. The residing residents will maintain private and semi-private latrines.
7. **Assignment of Rooms:** The Dormitory Assistant Office will assign your room based on entitlement, rank, and available space. Squadron integrity will take precedence over personal preference.
8. **Dorm Restrictions:**
- a. In accordance with the standards set in MHAFB Instruction 31-202, pets in the dormitories will be limited to fish. If a resident of base housing cares for a pet owned by an individual residing in the dorms, the housing occupant assumes responsibility for the pet. No pets are allowed to "visit" the dorms.
 - b. Items such as automotive, motorcycle, or bicycle parts that may cause damage to the buildings carpeting, furnishings, pose a fire, safety, or health hazard are not permitted in dormitories.

***** Do Not Flush anything down your toilet that is not toilet paper or a human excreta. (tampons, pads, condoms, paper towels) will clog and cause damages you could be responsible for. Draino or other unclogging chemicals will erode the system.*****

***** Do not leave laundry unattended, laundry left for 24 hours will be collected and donated to the Airman's Attic*****

*****Lock your room, an unsecure room is a security violation*****

***** Contact ADL Office 30 days prior to any expected terminations*****

AADD

(Airman Against Drunk Driving)

WHO: E1 – E4 volunteers

WHAT: Organization of volunteers on standby waiting for your call requesting a safe ride returning you to your home after a night of drinking.

NO QUESTIONS ASKED!!

WHEN: Every Friday and Saturday night 2200-0300
This also includes the night of all Gap days.

WHERE:
We will respond to calls from base, off base and in Boise.

PHONE NUMBERS:
208-828-2233 (DISPATCH)
208-577-0991 (Boise/Mountain Home/Base)

TDY / DEPLOYMENT / LEAVE CHECKLIST

This checklist is provided for your safety and the safety of your fellow dorm residents. In the event of any extended TDY, deployments, or leave the resident must report to the ADL office with another military member to sign over responsibility of the room for the duration of the resident's absence.

GENERAL HOUSEKEEPING

- * Room neat and orderly
 - * Eliminate any tripping hazards, allowing a safe entry in your absence
 - * Bed made
 - * Laundry put away
 - * Electrical cords placed behind appliances
 - * Trash cans empty
 - * All non-essential electrical appliances **unplugged**
 - Coffee pots
 - Clothes iron
 - Curling iron
 - Hair dryer
 - Refrigerator shall remain plugged in and set on a lower setting
- *The use of multi-outlet wall plug units without a built-in surge protector is not authorized. However, the U.L. approved surge protector power strip may be used
- Never plug a series of power strips together like an extension cord
- * You should have nothing covering
 - Fire/smoke detection systems
 - Fire suppression systems
 - Heating/cooling vents

VALUABLES

- * Are all valuables secured in a locked wall locker?
- * Is your wall locker secured?
- * Windows closed and locked
- * Lights off
- * Door locked/dead bolted

c. Tobacco use is not authorized in the dormitory facilities. All tobacco use must be in designated outside smoking areas, 50 ft. from all windows and doors.

d. Personal property such as large specialized boxes and luggage will be stored only in designated storage rooms/ storage cages and will be tagged by the owner.

Contact your ADL for access to storage room areas. These items must be claimed prior to termination of the dormitory.

e. Firearms, explosives/munitions, or weapons of any kind cannot be brought into the dormitory. Firearms found will be confiscated, and disciplinary action will be taken. Store firearms and munitions in the Security Police Armory only IAW SFI 31-117, para 7.1.2 (Armory operations). IAW 366TH FIGHTER WING PLAN 3101-12 3.13.3and 3.13.3.2.1.

f. Be a good neighbor. Don't play musical instruments, stereos, radios, gaming systems, too loudly. It's inconsiderate and it disturbs others, violations may be reported to SFS. Please turn these items off prior to leaving your room unattended. **Observe quiet hrs 24 hrs a day.**

g. Waterbeds with pedestal support or base type frames are unauthorized.

9. Dormitory Visitation/Alcohol Policy:

a. Minors under 18 years of age are prohibited in dormitories without prior permission of the host's Commander, or First Sergeant. Guests over the age of 18 are permitted in dorms but no guests are allowed between the hours of 2400-0600. When the sponsor (dormitory resident) departs the dormitory, the guest must also leave. (IAW AFI 32-6005)

b. Possession or consumption of alcohol by persons less than 21 years of age is prohibited. (IAW AFI 32-6005)

10. Fire Protection: IAW AFOSH 91-501, & AFI 31-2001 MHAFFB Sup.

a. Only electrical irons, coffee pots, microwave ovens, popcorn poppers (closed element type units) and poly insta-hots are permitted in dormitories. It will be the responsibility of each individual to ensure these electrical appliances are in good operation condition at all times, and disconnected when not in use. At no time, will appliances be left unattended while in use. Place a non-flammable barrier between items and furniture.

b. Use only UL-listed equivalent space heaters equipped with automatic shut-off devices that will shut off the heater if it tips over. Space heaters should also have an overheat protection device and an automatic thermostat control and must be disconnected when not in use. Use of extension cords with space heaters is prohibited (IAW AFOSH 91-501).

c. Candles incense, or other open flame devices are prohibited in dormitories.

d. Flammable materials or combustible items other than normal household items are prohibited.

e. All trash containers must be made of noncombustible materials, e.g. only metal containers are authorized. (Government supplied).

f. No decoration may be hung from the ceiling that will block air flow to fire detection systems or hinder evacuation of the room in case of an emergency. Any item hanging from the ceiling over a bed must be of flame retardant material. Contact ADL office for information regarding TV mounts.

g. Do not “daisy chain” or use unauthorized extension cords.

11. **Dormitory Inspection Policy and Procedures:**

Inspections of dormitories are conducted to ensure Air Force standards of cleanliness; order, decor, and safety are maintained. To maximize individual privacy, unit, fire, safety, and other inspections should be coordinated with unit Commanders and/or First Sergeants

a. Unit Commanders and/or First Sergeants will inspect a sample of assigned dormitory rooms, common areas, and grounds at least quarterly

b. Inspection of shift workers’ rooms will be conducted at other than the shift workers "normal" sleeping time, if possible.

c. Final inspection for termination of dormitory room is conducted through the ADL office. **Schedule an appointment at least one week prior to your departure.**

12. **Dormitory Parking:**

Limited parking is available at each dormitory. Please park vehicles in authorized parking areas only.

- a. Bicycles can be parked in bicycle racks provided at each dormitory.
- b. Covered parking areas are provided for parking of motorcycles/ATVs only and are not to be used as a RV/general storage area.
- c. All motorcycles and ATVs must be registered through the ADL office before being stored.
- d. All vehicles must be maintained to a serviceable condition, or they will be discarded /ticketed/towed.
- e. All vehicle maintenance is prohibited in the dormitory parking lot.

13. **Lockout Procedures:**

On the first floor of every dormitory there is a bulletin board that shows the lockout procedures.

a. If you are locked out of your room during normal duty hours (0700-1600) report to the ADL’s office at bldg 2429 or call ext. 8-2244 to arrange for a spare key.

b. If you are locked out after duty hours go to the Sage Brush Inn, bldg 2320. They will notify a SNCO or a CC designated NCO, and have them escort you to your room.

c. If you lose your keys during non-duty hours you must go to the Sagebrush Inn, bldg 2320, to gain access to your room. Once in your room you must call CE Customer service, 8-2001, and tell them you have lost your keys. They will contact an ADL to set up an appointment time, within 24 hours, to issue you a temporary key.

14. Maintenance Procedures: Any maintenance issues should be directed to the ADL office at ext. 8-2244 for proper routing through CES customer service. If there are maintenance issues after duty hours contact the stand-by number at ext 8-6005. **If you have problems with your smoke detector DO NOT tamper with it.** It will be treated as an urgent when called in for a work order.

15. **General:**

a. Dormitory living can be pleasant and fun, if everyone cooperates. Vandalism, rowdiness, and thievery will not be tolerated. Vandalism costs money in repairs that could be well spent improving facilities and furnishings. Rowdiness disturbs others. Thievery deprives the rightful owner of his/her property. Anyone causing damage to dormitories will be charged for damages and are subject to disciplinary action. If you see it, **report it.** The Crime Stop number is **911 / 208-828-0911.**

b. All Dorm Residents assigned to dormitory quarters are required to acknowledge receipt of this brochure by signing the Compliance with Dorm Standards letter. **It is the responsibility of the occupant to read and become familiar with the contents of this brochure.**

c. Supply rooms located inside your building have communal supplies, such as; trashbags, paper towels, vaccums, mops. Please return them clean after use.

Your name is on the mailbox!

Dorm Council meets 1400, the 1st and 3rd Thursday of every month at the Education Center (1st floor).

Be active, be involved!