

Welcome To Altus Air Force Base Altus, Oklahoma



Unaccompanied Housing Guide

Dormitory Management Office

Altus AFB – Bldg 333 – Room 108C

Our Mailing Address is

97 CES/CEIHD

401 L Ave

Altus AFB, OK 73523

DSN: 866-6818/6202

COMM: (580) 481-6818/6202

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UNACCOMPANIED HOUSING (UH) RESIDENT BROCHURE

1. Standards.

INTRODUCTION. Welcome to unaccompanied housing! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because UH represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

2. General.

Each installation will provide a UH resident brochure to all UH residents upon assignment to quarters. UH managers and residents are responsible for ensuring the room is inspected upon assignment and termination and the room condition annotated in writing and acknowledge by both the residents and the UH manager. Annotate at bottom of the Dormitory Room Condition Verification form shown in the sample UH Room Condition Checklist that the member was provided environmental hazard disclosure information.

3. YOUR UH MANAGEMENT TEAM

Position	Name	Telephone	Area of Responsibility
UH Section Chief	Mr. William Belles	580-481-7647	Overall UH Mgt Team
Airmen Dorm Leader	MSgt Chris Higdon	580-481-6202	Bldg 331, 333
Airmen Dorm Leader	SSgt Robert Welch	580-481-6818	Bldg 331, 333

4. GENERAL INFORMATION.

Personnel Changes. Report changes to your personal information to the UH Management Section, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, gain of dependent, etc.

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

Room Decorations. You are allowed to decorate your room with wall decorations that are in good taste and not offensive to others. Picture frames are not required. The display of pornographic or inflammatory material is prohibited. You may rearrange your dorm room furniture, you must keep an open path from your vanity to your door.

Smoking. Smoking is not allowed in rooms, bathrooms, walkways, balconies or other common areas except for the designated smoking area. Spent smoking materials, i.e., cigarette butts, cigar tips, etc., are to be placed in designated butt cans only, NOT in the grass, walkways, stairwells, parking lots, etc. Remember, smoking on dormitory grounds is a freedom that can be taken away if abused. This includes but is not limited to cigarettes, pipes, cigars, e-cigarettes, vapor cigarettes.

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

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

Pets. The only pets allowed in dormitory rooms are aquarium fish in a tank no bigger than 10 gallons.

BAH Entitlements/Waiting List Senior Airmen (E-4) with over 3 years of service (YOS) may move out of the dormitory regardless of the dormitory occupancy rate, provided they are not required to live on base for reasons of discipline, readiness or military necessity. This is a PAID move, so you must notify the CDMO (Consolidated Dorm Management Office) at least two weeks in advance to allow time for your orders to be typed. Airmen planning to marry may move off base at government expense with BAH when within 60 days of marriage. Again, notify the CDMO at least two weeks in advance. Others wishing to move off base should consult the CDMO for eligibility. The CDMO utilizes the BAH waiting list when dormitory occupancy reaches 90% capacity. BAH is granted by rank and date of rank, in conjunction with First Sergeant approval. The CDMO will notify you of BAH selection in writing. You must return the signed letter to the CDMO. A utility deposit waiver is available from the Asset Management Office provided it is your first time off base. Once you locate desired off-base quarters (or privatized base housing), report to the CDMO, who will then submit a request for orders from the Asset Management Office. After you receive your orders, report to the Traffic Management Office (TMO) for a briefing. When your dorm room is empty and clean, CDMO will complete AF IMT 291, Unaccompanied Quarters Assignment/Termination Record and AF IMT 594, Application to Start, Stop or Change Basic Allowance for Quarters or Dependency Redetermination, and hand-carry to Asset Management Office to certify/forward to Accounting and Finance Office to begin BAH entitlement.

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

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

SECTION A – Air Force Responsibilities

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

Initial Inspection. The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment.

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

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

Refuse Collection and Disposal. Place your room trash/garbage in the dumpsters provided, not in the common area trash cans. They are intended for trash from the common areas, not room trash. Do not place trash on balconies or in stairwells. Identifiable personal room trash will be returned to the owner. Place cardboard boxes and other recyclable materials in recycling containers. Call ext. **580-481-6528/7098** (CE Entomology) to report and dispose of dead animals found on base.

Lockouts. The UH Manager keeps a master key to all rooms. If locked out, contact the UH Manager in person during duty hours, 0730 – 1630. After duty hours and on weekends, contact the Fire Department **580-481-6333**.

Exterior Building and Grounds Care. As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door.

This may require sweeping or vacuuming the hallway or walkway around your room, cleaning windows inside and out as well as window sills inside and out.

Appliances. The installation replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

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

Filters. Air-conditioning and heating filters are government furnished. Replace Air filters at least quarterly. Contact the Bay Orderly or the ADL for replacement filters.

Name Plates/Signs. All name tags will be provided by the ADL's. These name tags include your name and your Squadron. If you are 21 years of age or older you will receive a green "21" stamp on your name tag. Bring your name tag and CAC to the ADL's to verify age to receive your stamp.

SECTION B - RESIDENT RESPONSIBILITIES

Social Visits. All guests must be at least 18 years old, be escorted at all times and are prohibited during scheduled sleeping hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. **NO VISITOR UNDER THE AGE OF 18 IS ALLOWED.**

***Leave or Extended TDY to include Deployments.** Members will reside in their assigned room provided unless otherwise approved by the first sergeant or squadron commander. You must not leave your room unoccupied for extended periods (over three days). If you plan to be absent longer than three days, you must arrange for security and prudent care of your room. Notify the UH manager in writing of your intended absence and the name of the person you designate to care for your room. At your request, your UH manager will check on your quarters. Do not turn off your HVAC system during your absence. The UH manager will inspect your room weekly for damages from local climatic conditions, insects, and intrusion during deployments.

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

SECTION C – CLEANING STANDARDS

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

Bathroom. Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, request a new one from the ADL's. Clean tub and shower walls periodically with a product made to clean mildew.

Floors. Excessive water can damage any floor. Use a quality wax remover to prevent wax build-up, paying special attention to corners and baseboards.

Carpets. Vacuum and shampoo carpets, as needed.

Walls. Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls. (Indicate items the self-help store maintains.)

Painting. Painting of rooms is unauthorized.

SECTION D – FIRE PROTECTION. (Make sure to coordinate this section with the Fire Protection Flight.) The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions within days after moving in.

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

Smoke Detectors. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). The Fire Department is responsible for inspecting smoke detectors.

FIRE REPORTING

In case of a fire in your room or UH facility, immediately notify the base fire department at 580-481-633. In case of fire in dayrooms use pull stations located on walls of day rooms to activate fire alarms. Give the fire alarm operator your name, dorm number and street. Do not hang up until you are sure the information has been received correctly. REPORT ANY FIRES, REGARDLESS OF SIZE.

Flammable Storage. Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

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

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

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

Housekeeping. Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

Extension Cords. Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner. Direct additional questions on fire prevention to the base fire department.

SECTION E - SECURITY FORCES. (Coordinate section with installation Security Forces.) The Commander is responsible for controlling and safeguarding base property. When notified, the security forces will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement to the security forces at 580-481-7444

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

SECTION F—GOOD NEIGHBORS

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

Noise Control. Excessive noise is the primary complaint received by the UH Managers. Many residents work shifts and sleep during the day. Please be considerate.

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

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

Vehicle Repair Work. To maintain the desired appearance in the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the campus area--use the hobby shop.

SECTION G—COMMUNITY RESIDENTIAL ACTIVITIES

Dormitory Council. (Briefly describe the dorm council activities and how one becomes a member).

SECTION H—TERMINATION OF UH

Giving Notice. Once notified you are eligible to move out of the dorms, you have no more than 30 days to be completely moved out from the time you are notified. You will be notified via Email from the ADL's. Call or visit the UH Management Section for departure arrangements. If you notify the UH Manager promptly, they can schedule your prefinal and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Family Support or Housing Office.

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

Final Inspection. This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pre-termination inspection. If you fail your final inspection, ask the UH Manager to schedule a re-inspection as soon as possible.

USEFUL TELEPHONE NUMBERS FOR ALTUS AFB**AADD 580-481-RIDE**

After Duty Service Calls: **580-481-6606**

Airmens Attic: **580-481-7460**

Airmen Family Readiness Center: **580-481-6313**

Altus AFB Gym: **580-481-7440**

Altus AFB Hospital: **580-481-5235**

Barber Shop: **580-482-8221**

Cable One—Cable/Internet: **580-482-0523**

FCC: **580-481-6600**

Finance: **580-481-6980**

Fire Department: **580-481-6333**

Galaxy Lanes Bowling Alley: **580-481-6704**

Hospital Appointment Desk: **580-481-5235**

Housing Management Office: **580-481-7235**

Library: **580-481-6302**

MPF: **580-481-7155**

Outdoor Rec: **580-481-7696**

Red Cross: **580-481-6761**

Red River Inn (lodging): **580-481-7356**

SARC: **580-649-0656**

Taxi Cab Service: **580-482-0383**

UH Management Section: **580-481-6818/6202**

Windy Trails Golf Course: **580-481-7207**

USEFUL BUILDING NUMBERS FOR ALTUS AFB

Bldg: 1 (97 AMW HQ)

Bldg: 16 (Commissary)

Bldg: 18 (BX/Shoppette/Gas station)

Bldg: 46 (Clinic/Dental)

Bldg: 52 (AFRC, MPS, Finance, Legal, NAF, Pass and ID)

Bldg: 87 (ALS, Career Assistance Advisor, Education, FTAC, Honor Guard)

Bldg: 106 (Bowling Alley)

Bldg: 114 (Theater)

Bldg: 130 (SFS)

Bldg: 148 (FCC)

Bldg: 156 (Gym)

Bldg: 162 (Pool)

Bldg: 218 (ARC)

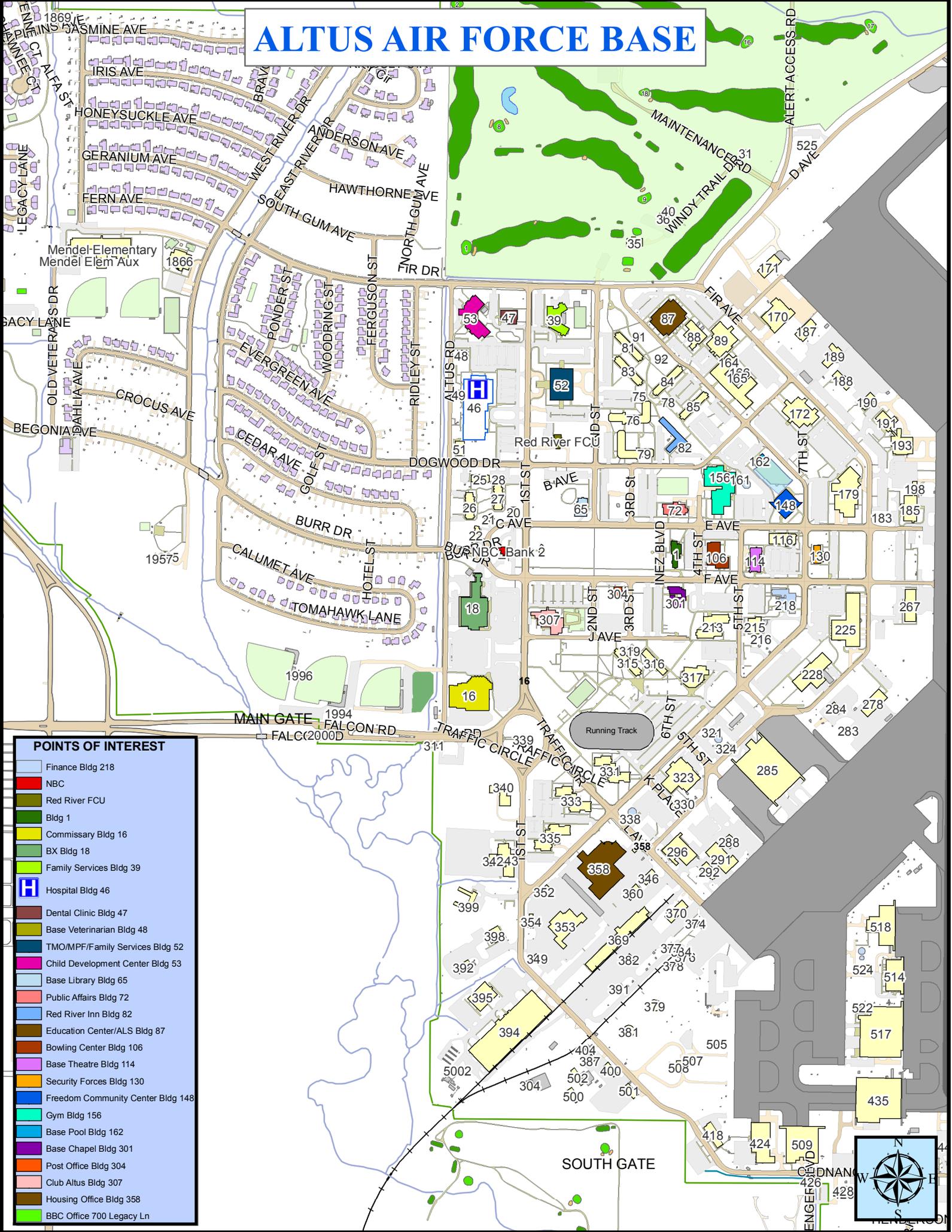
Bldg: 267 (Fire Department)

Bldg: 301 (Chapel)

Bldg: 304 (Post Office/Mail Room)

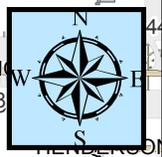
Bldg: 307 (Club Altus)
Bldg: 333 (Rm: 108C ADL office)
Bldg: 342 (Outdoor Rec)
Bldg: 357 (CE, Housing)

ALTUS AIR FORCE BASE



POINTS OF INTEREST

	Finance Bldg 218
	NBC
	Red River FCU
	Bldg 1
	Commissary Bldg 16
	BX Bldg 18
	Family Services Bldg 39
	Hospital Bldg 46
	Dental Clinic Bldg 47
	Base Veterinarian Bldg 48
	TMO/MPF/Family Services Bldg 52
	Child Development Center Bldg 53
	Base Library Bldg 65
	Public Affairs Bldg 72
	Red River Inn Bldg 82
	Education Center/ALS Bldg 87
	Bowling Center Bldg 106
	Base Theatre Bldg 114
	Security Forces Bldg 130
	Freedom Community Center Bldg 148
	Gym Bldg 156
	Base Pool Bldg 162
	Base Chapel Bldg 301
	Post Office Bldg 304
	Club Altus Bldg 307
	Housing Office Bldg 358
	BBC Office 700 Legacy Ln



INDIVIDUAL CERTIFICATION

I CERTIFY THAT I HAVE RECEIVED ALTUS AFB NEW COMERS RESIDENT GUIDE. I ACKNOWLEDGE IT IS MY RESPONSIBILITY TO READ, UNDERSTAND, AND COMPLY WITH ALL THE CONDITIONS CONTAINED HEREIN. I ALSO UNDERSTAND VIOLATIONS MAY RESULT IN DISCIPLINARY ACTIONS AGAINST ME.

OCCUPANT (Last, First, MI)

RANK

DORM/ROOM #

SIGNATURE

DATE

DORMITORY MANAGER (Last, First, MI)

RANK/GRADE

SIGNATURE

DATE