

DOVER AFB RESIDENT HANDBOOK



19 August 2024



Welcome!

On behalf of Col William C. McDonald, and the men and women of Team Dover, it is my pleasure to extend a warm welcome to Dover Air Force Base, home of America's Premier Global Mobility Team!

To complete our mission, we need you to perform at your very best. Our expectations are high for you and all Airmen of Team Dover. Live the Core Values every day, treat every Airman with respect, and work hard in your occupational area. Please know that your Leadership is here to help you live up to your full potential. We look forward to watching you grow...welcome to the team!

CAROLYN A. RUSSELL, CMSgt, USAF
Command Chief, 436th Airlift Wing

Welcome to the Dover Air Force Base dormitories!

As dorm residents you are our customers, and it is our goal to ensure your quarters are as comfortable, clean, and as safe as possible.

Quick Reference Telephone Numbers

Fire Reporting.....	911 (let them know you are on base)
Base Law Enforcement desk.....	302-677- 6666
Ambulance.....	911 (let them know you are on base)
Base Directory.....	302-677-3000
Hospital Appointments	302-730-4633

Dormitory Managers' Assistance Guidance

Your Airman Dormitory leaders are as follows:

UH Superintendent:	MSgt Christopher Harris
Airman Dormitory Leader:	TSgt Brian Holman
Airman Dormitory Leader:	TSgt Adam Thompson
Airman Dormitory Leader:	SSgt Hayden White
Airman Dormitory Leader:	SSgt Joshua Hicks

If you require assistance, your Airmen Dormitory Leaders (ADLs) are located in building 414, or can be contacted during the duty day from 0800 to 1600 hours at the numbers below.

Main Office Lines

MSgt Harris	677-4583
TSgt Thompson	677-4517
TSgt Holman	677-2107
SSgt Hicks/White	677-6717

Emergency Standby: 302-363-9270

If you require the assistance for an issue that cannot wait until the next duty day, please call **302-363-9270**. Emergency examples are: active leaks, lockouts, or no power/water/HVAC.

Internet & Cable Services

Verizon FiOS: 302-535-1774

Comcast: 1-800-COMCAST (1-800-266-2278)

ADLs will NOT open doors for private services, nor lend out a key. ADL's will not be present in your room for the installation. ADLs will not wait in your room until the technician shows up.

*ADLs will provide the installers access to the mechanical rooms, but it MUST be scheduled in advance with the ADL and it MUST be during duty hours (0800-1530), or we cannot guarantee we will be available. **YOU MUST BE PRESENT FOR THE DURATION OF THE APPOINTMENT!***

Dormitory Lockouts

1. The resident will call the Airmen Dorm Leader (ADL) standby phone, **(302) 363-9270**, to report the lockout/lost key.
2. The resident will provide their name, dorm/room, and unit to the standby ADL.
3. The resident will then call their immediate supervisor to notify of lockout/lost key.
 - a. Resident's supervisor will be required to call ADL at (302) 363-9270.
4. Resident's supervisor and resident will both need to report to dormitory for access/new key.
5. ADL will provide data to the resident's First Sergeant.

Dorm Council

Here in the Dover dormitories you have the best dorm council around and their main objective is to improve your quality of life. Your current council is:

Furnishing Your Dorm Room

You are encouraged to decorate your room as you like. Wall decorations and pictures must be in good taste. DO NOT paint walls, mount your TV on the wall, or put holes larger than a thumbtack. Please use non damaging tape like 3M.

You may use personal furniture, but all of the government furniture must stay in your room. You may arrange furniture any way as long as it does not hinder evacuation or block HVAC units. Ask your ADL if you require clarification or more information.

The comforter, sheets, pillow and pillow case are yours to do with as you please. You can be held liable to pay for any damages not reported on your AF Form 228 (furnishings report), so please ensure your complete the form properly.

Candles, Hot Plates & Incense, Space Heaters

The burning of candles or incense is prohibited in dormitories. The use of Space Heaters are also prohibited in the dormitories.

NO OPEN FLAMES, NO HOT PLATES, and NO SPACE HEATERS

Trash

Take your trash out daily. Do not put your trash from your room in the dayroom, laundry room, or entry way trash containers. Utilize the dumpsters located near your dorm. If the dumpster is full please find another.

Recycle

Cardboard is not authorized in recycling bins, but there is a cardboard recycling dumpster between building 414 and the base gym.

Outside Cleanliness

Residents are responsible for maintaining the appearance of the area outside their rooms. These areas must be kept free of trash, cigarette butts and debris. First floor residents will ensure the grounds are policed within a distance equal to the width of their room and 50 feet from their door.

Room Inspections

Announced and unannounced room inspections will be conducted by your unit leadership. ADLs do not conduct room inspections only facility inspections, but will call your First Sergeant if major discrepancies are found during routine maintenance.

Smoking Policy

Smoking, to include chewing tobacco and e-cigarettes, are *only allowed in designated smoking areas*. Do NOT smoke/chew/vape in your room, balconies, and stairwells, outside your room or anywhere else that is not a Dover AFB approved smoking area. Approved areas will have official posted signs.

Weapons

All guns must be stored at the base armory. Do not store weapons, such as knives (blade length in excess of 3 ½ inches), swords, bows and arrows, or paintball guns. For more information please engage with your ADL.

Motor Vehicle and Bicycle Parking

Motorcycles, or any vehicle containing gasoline, must be parked in an approved designated vehicle or motorcycle parking area. Vehicles will not be parked on sidewalks, within 15 feet of fire hydrants, in marked fire lanes/designated parking spaces, or in grassy areas. Bicycles are only to be parked in designated dormitory bike racks. Vehicles must have current registration and be operational - long term storage is not authorized.

Boats, Trailers, ATVs etc. are not authorized in the dorm parking lots for more than 48 hours.

Pet Policy

You are authorized to have a 20-gallon **FISH** tank. No pets, other than fish, are authorized. Ensure they are taken care of during leave, TDYs, or deployments.

Visitation Policy

Residents are responsible for their guest's conduct while in the dorms. *Guests MUST be escorted at all times.*

Guests must be at least 18 years of age unless they are members of the resident's immediate family. If family members under the age of 18 are to visit, please notify your ADL prior to their visit. Guests are not allowed to shower, sleep or utilize the laundry facilities. Guests are prohibited from residential rooms between hours 2400 – 0600 hours. ***“Cohabitation is not authorized”***

Dormitory Disturbances

Proper conduct in the dormitory will be adhered to at all times. Actions on the part of one person will not in any way deny the rights of others (i.e. loud stereos, vandalism, rowdiness, or any conduct prejudicial to good order and discipline.)

A ***24-hour quiet rule*** is in affect for all dormitories at all times. Please handle all issues at the lowest level possible (with each other). If necessary, elevate it to either your ADL or your Shirt. If at any time you feel threatened, call Security Forces at **302-677-6664**

Laundry Room Discipline

1. Immediately clean any spills.
2. Do not leave anything unattended to avoid theft.
3. Always clean out lint trap in the dryer when finished.
4. NEVER pull out someone else's clothes during a wash or drying cycle.
5. Please leave washer doors open when not in use to prevent mold growth.
6. ***Items left over 48 hours will be disposed of.***
7. Report any in-operational appliances to the ADLs.

Free Wi-Fi in Dayrooms

Wi-Fi is available in all dayrooms. Websites that contain pornographic material, online gambling or anti-military propaganda are strictly prohibited. *Wi-Fi is ONLY to be used in dayrooms.* You are not allowed to connect to it from your private quarters.

Kitchen Locations

For your personal use, full kitchens are provided in a number of our dorms.

401	1 st floor	402	2 nd Floor
414	Quads	430	Dayroom
435	Dayroom	445	Dayroom/Quads

Dining Facility Hours

Midnight	2300-0100	Breakfast	0600-0900
Lunch	1030-1330	Dinner	1630-1830
Grab N' Go	0900-1030		

Meal Card Abuse

A member receiving rations in lieu of BAS is assigned to ESM. IAW DoDI 1338.10 *Department of Defense Food Service Program* (DFSP) and AF Food & Beverage (F&B)

ESM customers are authorized *3 meals per day* at the Dining Facility or Campus Dining; a meal is considered a reasonable amount of food consumed in one sitting/meal (sit down or grab-n-go)

- DO NOT Use ESM privilege to provide meals/snacks/beverages to others
- YOU CANNOT receive more than ONE entrée serving per transaction through cashier. (authorized seconds as an additional points of sale (POS) transaction for *dine in only*)
- YOU CANNOT receive more than 2 beverages and 2 snack items per meal period.

Airman's Attic

The Airman's Attic is located in building 435 and is a free consignment shop for E-5s and below. They have donated items like uniforms, pots/ pans, bikes, and more. Please see the sign or their facebook page for updated hours

Dormitory Release

1. **BAH waitlist** – List of residents who wish to be considered for early release that is based on date of rank. All residents are automatically placed on the BAH waitlist but again **it is all based on date of rank.**
2. **Marriage** – You may leave the dorms 60 days prior to getting married but you must provide proof of marriage within 30 days of getting married. If you fail to get married you must move back into the dorms.
3. **Pregnancy** – Females who become pregnant may leave the dorms once they reach the 20 week mark, engage with your ADL for more information.
4. **3 Year SrA** – SRA that reach three years of service must move out from the dorms, this is the longest you reside in the dorms, prepare for that departure.
5. **Hardship** – must be routed through squadron and Mission Support Group leadership for approval.

Prior to leaving the dorms you must complete an out-processing checklist. A successful out-process takes around 30 days, engage with your ADL team early.

Dover Dormitory Hot Topics

1. Lockouts! Lock all your doors & windows; If left unsecure during a room inspection it will result in an **automatic room failure** due to safety.
2. Fire Extinguishers! If you live in a quad, you have an extinguisher in your kitchen, please sign it off by the 7th of each month. If it is not signed off it is an **automatic inspection failure** due to safety.
3. Mold!! You live in small spaces and mold can accumulate, especially around HVAC units and in the bathroom. It is your responsibility to accomplish daily cleaning on mold as it appears. A simple water-bleach solution will work. If you allow it to spread, you will still be asked first to clean it. Once it goes beyond your ability to clean we will then call in professionals to handle it. You can be held liable for the damages due to neglect.
4. Cleanliness of shared spaces: The quads and shared bathrooms are shared amongst multiple residents and should be treated as such. Do not assume other residents will clean up after you. If you have complaints of issues with the cleanliness of another member, try to handle it at the lowest level, or contact an ADL. First Sergeants will be included for major issues or concerns.

Self-Help Program

Practically everything goes through normal wear-and-tear or needs cleaning including the dormitory room you live in; thankfully, you have the ability and resources to keep your home in a clean and working order. This self-help program will not only keep small problems from getting bigger, but it should help instill a sense of pride in your home.

There is a **FREE SUPPLY CENTER** located in the Dorm Management Office at **Dorm 414**. This allows residents to take on small tasks in their rooms without needing to submit a work order or contact an ADL for help. Those items are as follows:

- Damp Rid
- Consolidated cleaning kits
- Batteries for smoke detectors
- Carpet Powder
- Light bulbs
- Pumice Stones for toilet

Below is an additional list of FREE ITEMS available to you and all you have to do is contact one of the ADLs.

- | | |
|------------------------------------|---|
| ○ Carpet cleaners w/solution | ○ Magic Erasers (for removing marks on walls) |
| ○ Lamp shades | ○ CLR cleaner |
| ○ Rubber gloves | ○ Pledge multi-surface cleaner |
| ○ Swiffer & Swiffer Wet-Jet liquid | ○ Windex glass cleaner |
| ○ Toilet bowl cleaner | ○ Oven cleaner (quads only) |
| ○ Sponges | |



Use this QR code, or e-mail DoverADL@us.af.mil to get in touch with of your ADL for any non-emergency issue(s). The email box is monitored M-F during duty hours only. If you have a true emergency, call the number below.

If you have an emergency please call **302-363-9270**.

Please make sure to include the following:

Name
Bldg Number
Room Number

Useful Websites

Dover AFB Website: www.dover.af.mil

Dover AFB FB page: <https://www.facebook.com/#!/436AirliftWing>

Dover AFB Services Website: www.doverafb436fss.com

Dover Bus routes (DART) : www.dartfirststate.com

Final Words

These guidelines listed for you are just a summary of what is expected of you. Your complete expectations as a resident within the dormitories is outlined in AFI 32-6000 which can be found at www.e-publishing.af.mil. Upon in-processing the dorms you agree to, and acknowledge, these terms in the “Conditions of Occupancy” document and a copy of is kept on file during your residency.

We as dormitory leaders are here to help you. Please do not live with unsatisfactory conditions. You can email us, call us, or stop by to report any discrepancies.

Please take care of each other, be good wingmen. Please take care of the dorms, this is your home and we all take a lot of pride in making it great for you.

Again, welcome to Dover Air Force Base dormitories. We are happy to have you here and please come visit us any time!

DORMITORY ROOM INSPECTION REPORT			
DATE: _____		Rank/Name: _____	
Duty Status: Present / Leave / Deployed			
Bldg #: _____		Rm #: _____	
Your room was inspected and the following discrepancies were found:			
MAIN ROOM			
	Bed not made/missing linens		Window or ledge dirty/dusty
	Trash can not emptied		Curtains dirty or improperly hung
	Walls need wiped down		Vents dirty/dusty
	Carpet needs vacuumed		Lights inop or missing lightbulbs
	Furniture dirty/dusty/broken		Mounted Mirror Dirty
	Shoes not neatly displayed/out of sight		Unpleasant odor present
	Dirty clothes not stored out of sight		OTHER: _____
LATRINE		KITCHENETTE/COMMON AREA	
	Toilet dirty inside/outside		Kitchen appliance dirty: _____
	Shower/Tub dirty		Floors/Walls/Counter dirty
	Floors/Walls dirty		Sink dirty/full of dirty dishes
	Exhaust vent dirty/dusty		Trash not emptied
	Sink/Vanity dirty (kitchenette for singles)		Furniture dirty/dusty/broken (Quads Only)
	Mirror dirty (kitchenette for singles)		Dryer Lint Trap full (Quads Only)
SAFETY VIOLATIONS			
	Candles (burnt wick - not authorized)		Electric cooking device (not authorized)
	Room Unsecure (Window/Door open or unlocked)		Date of most recent Fire Extinguisher Inspection: _____ (Quads Only)
	Missing/broken window screen		Inoperable smoke detectors
WORK ORDERS NEEDED/REPORTED			
(If checked yes, please make note of work orders needed in the "Remarks" section. Residents will have 3 days from date of inspection to report discrepancies to Dorm Management)			
	Yes: W/O#: _____ W/O#: _____		No
REMARKS			
Your room was rated:			
	A = Outstanding (Exceeds standards - no more than one discrepancy)		
	B = Satisfactory (Meets standards - under 4 discrepancies)		
	C = Unsatisfactory (Doesn't meet standards - over 4 discrepancies - see 1st Sergeant)		
Re-inspection Date and Time:			
ROOM INSPECTED BY:			