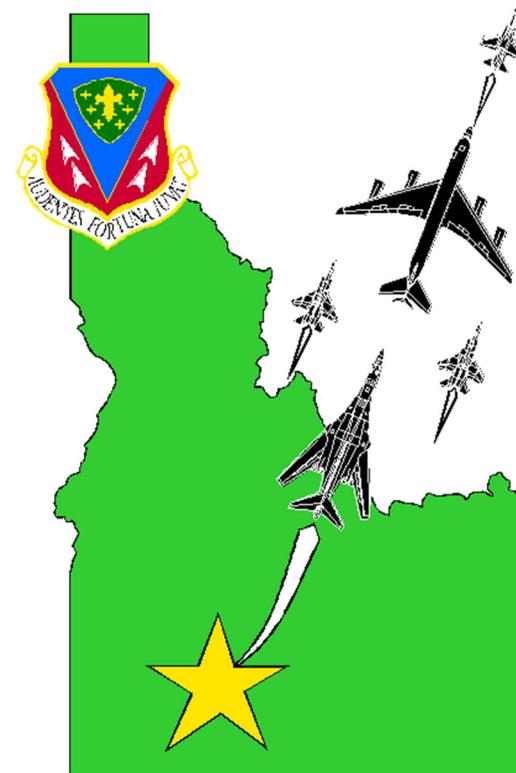


# **GUNFIGHTER'S** **Unaccompanied Housing (UH)** **Resident Handbook**

Airman Dorm Leader Office: 208-828-2244  
CE Emergency After Hour Work Orders:  
208-828-2001 or 208-828-6005



**MOUNTAIN HOME AFB IDAHO**  
**QUALITY LIVING FOR A**  
**QUALITY FORCE**

As of 17-Jul-20



## **TABLE OF CONTENTS**

WELCOME LETTER.....	3
DORMITORY GUIDANCE.....	4-10
TDY/LEAVE CHECKLIST.....	11
AADD .....	12
TELEPHONE NUMBERS.....	13-14
CONTROL OF PRIVATELY OWNED WEAPONS.....	15-16
BASE MAP.....	17



MEMORANDUM FOR ALL DORMITORY OCCUPANTS

FROM: 366 FW/A7IH

SUBJECT: Unaccompanied Housing (UH) Resident Handbook

1. The Airman Dorm 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 AFB.
2. This handbook will assist you in getting settled and answer some questions you may have. Air Force Instruction 32-6000 contains the policies regarding assignment and termination of government dormitory housing; you will find them incorporated in this brochure for better understanding of these policies. If you have questions regarding the contents of this handbook, contact the ADL Office.
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 will guide you in avoiding 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, and Lead Based paint etc., located in the ADL Office.
5. We are delighted to have you with us. We are 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**

## DORMITORY GUIDANCE

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

- a. AFI 32-6000, Housing Management
- b. AFI 91-203, AF Consolidated Occupational Safety Instruction

You can find these forms on [WWW.E-PUBLISHING.AF.MIL](http://WWW.E-PUBLISHING.AF.MIL)

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

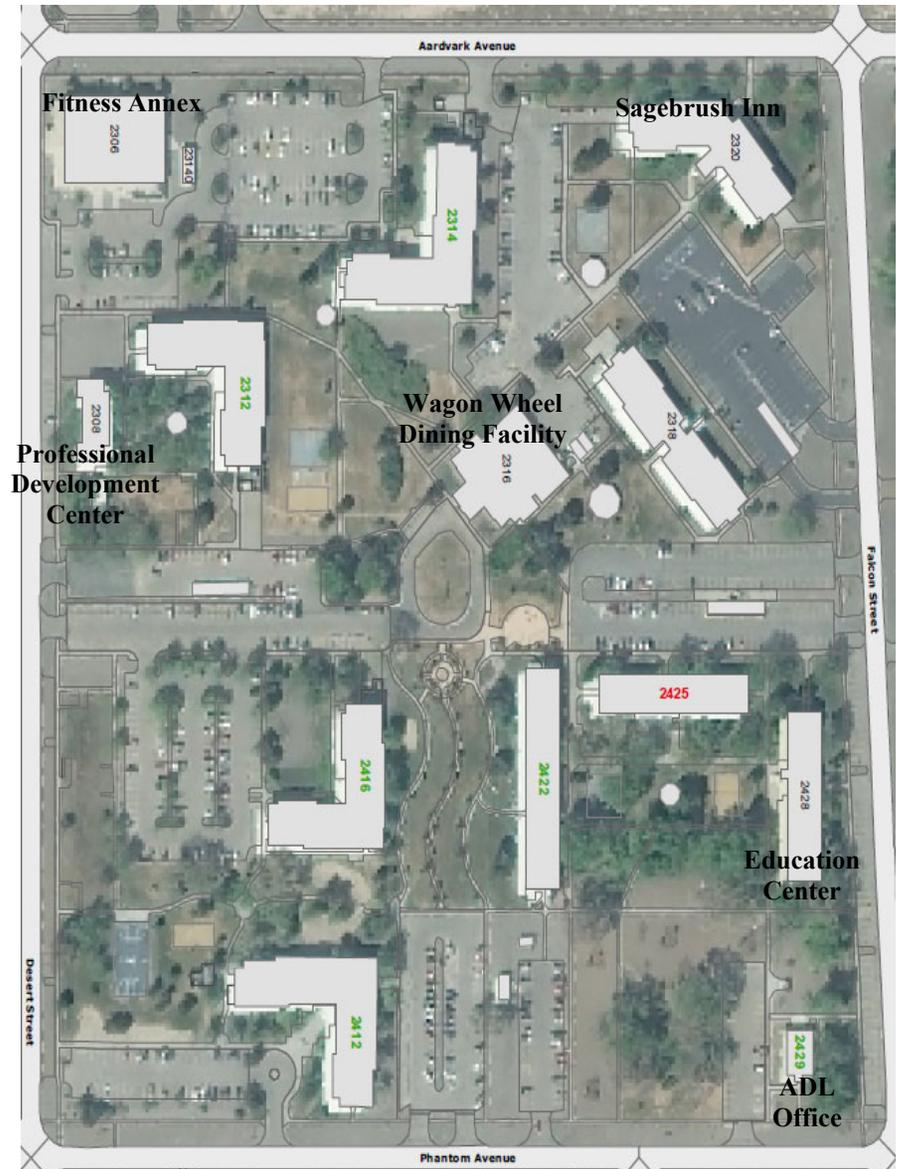
### **3. ADLs:**

- a. Are the Commander and First Sergeants' representatives for the dormitories. They manage dorm facilities while maintaining 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 and 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.
- 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

## Dorm Campus



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/S4), 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.

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, and will not store furniture anywhere other than the dorm room. Due to limited staffing, only unserviceable furniture turn-ins other than bed loft kits are accepted based off availability. Bed loft kits may be issued to or removed with permission of the ADL office. Additions or deletions will be recorded on the in-processing furniture accountability form. Upon termination of the room, all furnishings will be returned to basic configuration.

g. Individuals assigned to the dormitories, will be issued a mattress pad, blanket, comforter, a pillow, two sheets, and one pillowcase. It is the resident's responsibility to clean these items since washers and dryers have been provided. **\*\*NOTE\*\*** Linen exchange is no longer offered at MHAFB.

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 the nametags 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 carefully read the Compliance with Dorm Standards letter and will sign acknowledging so on the Dorm In-Processing form.

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: television 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 ADL office will assign your room based on Squadron/Group integrity.

**8. Dorm Restrictions:**

a. 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 the dormitories.

c. Tobacco use to include e-Cigarettes and Vapes are not authorized in the dormitory facilities. All tobacco use must be in designated outside smoking areas.

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

GUNFIGHTER THEATER Hours: Fri 1900 / Sat 1500 & 1900 / Sun 1500	828-2431	HOSPITAL PATIENT ADVOCATE	828-7860
HACKERS BISTRO Hours: Mon - Fri 0800-1330	828-6559	WAGON WHEEL DINING FACILITY Hours: Weekdays: Breakfast 0600-0800 Lunch 1000-1300 Dinner 1730-1900 Late Night 2300-0030 Weekends: Brunch 0700-1230 Supper 1600-1800 Late Night 2300-0030	828-6420

## CONTROL OF PRIVATELY OWNED WEAPONS (POWs) FOR DORMITORY RESIDENTS

**1. Privately-owned firearms** must be stored in the Security Forces Armory. Other dangerous weapons such as, knives designed as a weapon, bows, arrows, pellet/BB guns or any weapon or instrument whose primary purpose or common use is to inflict grievous bodily harm cannot be stored in the SFS Armory. IAW 366<sup>th</sup> FIGHTER PLAN 3101-16 APPENDIX 7 TO ANNEX C para3a9r.

**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 these items in a vehicle is not allowed in the dormitory parking lot.

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. It is the responsibility of the individual to arrange for proper storage. Units are encouraged to assist with arrangements upon initial assignment to the installation.

b. The SFS Armory is not a designated storage facility for non-firearms dangerous weapons.

c. Dormitory residents may not store a privately owned non-firearms dangerous weapon in a vehicle in dormitory areas.

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

a. No individual will carry a concealed POW at any time while on MHAFFB.

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, all other weapons (knives, bows, arrows, blow guns, paintball guns and swords) will be stored by Commanders/First Sergeants. IAW AFI 31-101, 8.4.2.4.1.4, 366 FIGHTER WING PLAN 3101-XX, appendix vii, annex C.

f. Be a good neighbor. Do not play musical instruments, stereos, radios, and gaming systems where the volume is audible in the adjacent hallway and common use rooms. It is inconsiderate and disturbs others. Violations may be reported to Security Forces or the ADL office. Please turn these items off prior to leaving your room unattended. Observe quiet hours 24 hours a day.

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

h. Drones are not to be flown within the dormitory campus or on base.

i. Will NOT display any items (stickers, poster, signs etc.) other than the issued name tag from the ADL office on room door. Additionally, you will NOT display personal decorations, art, signs or other forms of communications in common or shared living areas, to include exterior doors, bathrooms, kitchens etc. You may have a “welcome” mat outside of your issued room that is in good tastes and promotes good order and discipline.

### 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 32-6000)

b. Possession or consumption of alcohol by persons less than 21 years of age is prohibited. (IAW AFI 32-6000)

### 10. Fire Protection: IAW AFMAN 91-203

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.

## QUICK REFERENCE BASE TELEPHONE NUMBERS

Area Code: (208)

AFOSI	828-2297	HONOR GUARD	828-2874
GUNFIGHTERS ATTIC	828-4735	INSPECTOR GENERAL	828-2636
ALTERATIONS	832-2237	LIBRARY	828-2326
Hours: Mon - Fri 0900-1800 Sat 1000-1600		Hours: Tue - Thu 1000-1900 Fri 1000-1800 Sat 1200-1700	
AMN & FAMILY READINESS CTR	828-2458	LEGAL OFFICE	828-2238
AUTO SKILL CENTER	828-2295	LEGAL DEFENSE (ADC)	828-2675
Hours: Thu - Sun 1200-2000			
BARBER SHOP	832-7191	LIBERTY CHAPEL	828-6417
Hours: Mon - Fri 0800-1800 Sat 0900-1600			
BASE EXCHANGE	832-4353/282-6567	MINI GOLF @ BOWLING CENTER	828-6329
Hours: Mon - Sat 0900-1900 Sun 1100-1800		Hours: Sun - Thu 1000-2000 Fri - Sat 1000-2300	
BEAUTY SALON	832-4090	MPS CUSTOMER SERVICE	828-2133
Hours: Mon - Fri 1000-1700 Sat 0900-1600			
BOWLING CENTER	828-6329	OUTDOOR RECREATION	828-6333
Hours: Mon - Thu 0700-2000 Fri 0700-2300		Hours: Mon - Fri 0830-1700 Wed/Sat-Sun closed	
BSU OFFICE @ ED CENTER	828-6746	OUTDOOR REC ARCHERY RANGE	828-6093
Hours: Mon & Fri 0800-1200 Tue - Thu 0800-1600			
BURGER KING	832-7572	OUTDOOR REC TRAP & SKEET	828-6093
Hours: Mon - Fri 0600-2000 Sat 0900-1500			
C.J. STRIKE MARINA	834-2723	POOL	828-6620
RESERVATIONS	828-6333		
Hours: Sat Sun & Holidays 0700-1900			
CLOTHING SALES	828-2323/832-4344	POST OFFICE	832-7008
Hours: Mon - Fri 0900-1800 Sat 1000-1600		Hours: Mon - Fri 1100-1500	
COMMANDERS HOTLINE	828-1362	PIONEER FEDERAL CREDIT UNION	832-4675
		Hours: Mon - Fri 0900-1700	
COMMISSARY	828-2163	PIZZA HUT/SHOPPETTE	832-5033
Hours: Tue - Fri 0730-1900 Sat - Sun 0730-1800			
COMMUNITY SKILLS CENTER	828-6229	PUBLIC AFFAIRS	828-6800
Hours: Mon - Fri 1000-1630			
DRY CLEANERS	832-4344	SUBWAY/SHOPPETTE	832-9628
Hours: Mon - Fri 0900-1800 Sat 1000-1600			
EDUCATION CENTER	828-6363	SAGEBRUSH INN	828-5200
Hours: Mon - Thu 0730-1630 Fri 0900-1600		Hours: 24 HOURS - 7 DAYS A WEEK	
EQUAL OPPORTUNITY	828-2751/1744	STRIKERS GRILL @ BOWLING CTR	828-2567
		Hours: Mon - Thu 0700-2000 Fri 0700-2300 Sat 1200-2300 Sun 1200-2000	
FINANCE CUSTOMER SERVICE	828-2046	THRIFT SHOP	828-2534
FITNESS CENTER	828-2381	VISITOR CONTROL CENTER	828-6022
Hours: Mon - Fri 0500-2100 Sat/Sun/Hol 0900-1800		MAIN GATE	828-6797
		GRANDVIEW GATE (back gate)	828-1297
GAS STATION/SHOPPETTE	828-6921/832-4660	WING SAFETY	828-2065
Hours: Mon - Fri 0600-2400 Sat - Sun 0700-2300			
GOLF COURSE	828-6151	HOSPITAL PHARMACY	828-7480/7484
Hours: Mon - Fri 0900-1600			
GUNFIGHTER CLUB	828-2105	HOSPITAL PUBLIC HEALTH	828-7280
Hours: Mon - Fri 0730-1600 Lunch 1100-1300			

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.

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. **\*\*NOTE\*\*** Scentsy candles are authorized, but must be turned off when member is absent.

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 airflow 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. First Sergeants are required IAW AFI 32-6000 to accomplish health and wellness visits (dorm inspections) at least monthly.

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 the 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. Bicycles must be registered and tagged through the ADL office. If bicycles are not registered and show obvious signs of non-use (flat tires/excessive rust) the ADL office will collect the bicycles, and after a 6-month holding period offer them out.

b. Covered parking areas are provided for parking of motorcycles/ATVs only and are not to be used as a RV/general storage area.

## @1400 at the Education Center (1st floor)

**BE ACTIVE! GET INVOLVED!**

### **EMERGENCY TELEPHONE NUMBERS**



#### **FOR EMERGENCIES DIAL:**

**911 (Landline)**  
**(208) 828-0911 (Cell)**

**URGENT CARE CENTER.....828-7100**  
**SECURITY FORCES.....828-2256**  
**FIRE DEPARTMENT.....828-6292**  
**APPOINTMENT LINE.....828-7900**  
**SARC.....828-7272**

### **GENERAL INFORMATION NUMBERS**

**AIRMAN DORM LEADER OFFICE:.....828-2244**  
**Hours of Operation: Mon, Wed, Fri.....0830 - 1600**  
**Tue & Thu.....0700 - 1600**

**BASE OPERATOR.....828-2111**

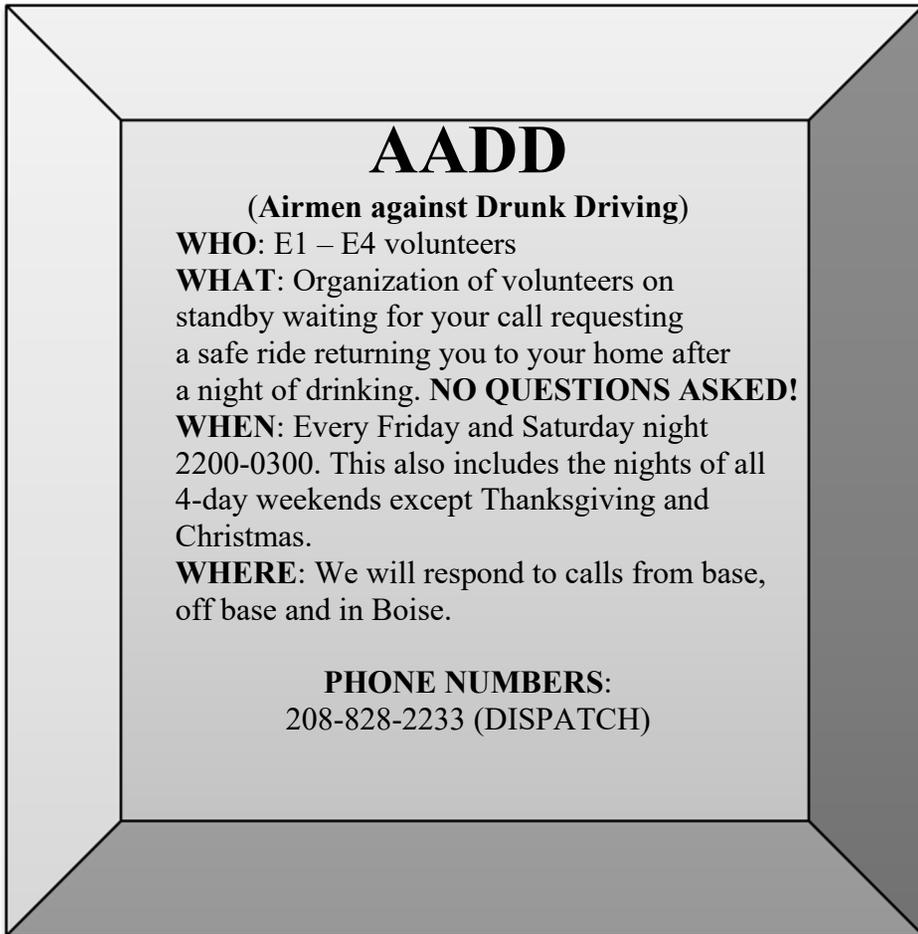
**INFORMATION LINE.....828-8900**

**CENTURY LINK TELEPHONE.....1-800-244-1111**

**ZITO MEDIA.....1-800-365-6988**

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

\* Door locked/dead bolted



**AADD**  
**(Airmen 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 nights of all 4-day weekends except Thanksgiving and Christmas.  
**WHERE:** We will respond to calls from base, off base and in Boise.

**PHONE NUMBERS:**  
208-828-2233 (DISPATCH)

**Airman Dorm Council meets the  
1st and 3rd Thursday of every month**

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 or towed.

e. Vehicle maintenance outside of the Auto Skills shop is prohibited on MHAFB, exception is minor emergency maintenance, i.e. flat tire, checking fluids and jump-starting.

### 13. Lockout Procedures:

On the first floor of every dormitory, a bulletin board shows the lockout procedures.

a. If you get 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 your individual squadrons along with your First Sergeants will establish NCO's to be your point of contacts for unlocking your rooms. The Sagebrush Inn will no longer be a point of contact for after hour procedures.

c. First Sergeants will have access to lockboxes located in each building and will disseminate access codes to designated NCO's. The lockboxes are located on the first floor outside of the First Sergeants rooms in each facility.

**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 EMERGENCY 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 Mountain Home AFB

Dormitory In-Processing form. It is the responsibility of the occupant to read and become familiar with the contents of this brochure.

c. Security cameras are in place to detect theft, vandalism and assaults. They are located in all common areas and the exterior of the facilities.

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## **THINGS TO NOTE**

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***\*The Gunfighter Dorms app is officially available on all Apple and Google Play devices. Search “Gunfighter Dorms” to download!***

**\* Do Not Flush anything down your toilet that is not toilet paper or human excreta. Tampons, pads, condoms, paper towels will clog and cause damages leaving you responsible to pay for repairs. Draino or other unclogging chemicals will erode the system and are not authorized, instead use a plunger first before submitting a work request.**

**\* Do not leave laundry unattended, laundry left for 24 hours will be collected and donated to the Gunfighter Attic.**

**\* Lock your room! An unsecure room is a security violation.**

**\* Getting married? You can move out 60 days prior to marriage with Sq/CC endorsed letter. Contact ADL for more info**

**\* You are not allowed to move out until you reach SrA > 3 years TIS, unless the dorms reach 95% occupancy. If the occupancy rate is > 95%, ADL’s will determine the most senior ranking SrA’s to allow off base w/benefits.**

**\* Contact the ADL Office 30 days prior to any expected terminations.**

**\* You, as a dorm resident, are responsible for changing the filters in your room. Filters are located in all of the Janitor**

**closets on all of the floors, if you are unable to find them please come to the ADL office and we will be happy to assist!**

## **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