



SPANGDAHLEM UNACCOMPANIED HOUSING BROCHURE



TABLE OF CONTENTS

GENERAL INFORMATION.....	1
PERSONAL INFORMATION CHANGES.....	1
Distinguished Visitors.....	1
Room Inspections	1
Room Decorations	1
Painting	2
Smoking	2
Drinking	2
Vehicles/Parking.....	2
Storage	2
Bicycles.....	3
Cable/Internet.....	3
Pets	3
Insect Control.....	3
Bay Orderly.....	3
Sponsors.....	3
Unauthorized Items.....	4
Legionella Bacteria	4
SECTION A: AIR FORCE RESPONSIBILITIES	5
Air Force Responsibilities	5
Initial Inspections.....	5
Refuse Collection and Disposal.....	5
Lockouts.....	5
Supplies.....	5
Appliances	6
Laundry Facilities	6
SECTION B: RESIDENT RESPONSIBILITIES	7
Dorm Room Door/Security.....	7

Social Visits	7
Leave or Extended Temporary Duty (TDY) Assignments.....	7
Maintenance and Repair/Work Orders	7
Work Order priority and Response Times.....	7
Shower Drains.....	8
Damages.....	8
Energy Conservation.....	8
Water.....	8
Heating.....	8
Electricity.....	8
Environment.....	9
Climatic Conditions	9
Ventilation	9
Radiators	9
Privately Owned Appliances	9
Additional Furniture	9
SECTION C: cleaning Standards	10
Daily Standard	10
Trash	10
Food	10
Bed	10
Furniture.....	10
Closet	10
Walls	10
Pictures.....	11
Personal Furniture.....	11
Kitchen.....	11
Kitchen Sink	11
Microwave	11
Toilet/Bathing Area	11
Bathroom Sink	12

Dayroom Furniture	12
SECTION D: Fire Protection	13
Fire Evacuation Plan	13
Fire Extinguishers	13
Smoke Detectors	13
Fire Reporting	13
SECTION E: Security Forces/EMERGENCIES	15
Visitors	15
Firearms/Weapons/Fireworks	15
Crime Stop	15
Anti-Terrorism/Force Protection (bomb threat etc.)/Eagle Eyes.....	15
SECTION F: Good Neighbors	16
Occupant Courtesy	16
Noise Control	16
Parties and Social Gatherings	16
SECTION G: ASSIGNMENT/Termination of UH.....	17
Assignment	17
BAH Entitlements/Waiting List	18
Giving Notice.....	18
Pre-Inspection	18
Final Inspection.....	18

CONGRATULATIONS ON YOUR ASSIGNMENT TO SPANGDAHLEM AIR BASE, GERMANY

On behalf of the 52nd Fighter Wing Commander, welcome to Spangdahlem AFB 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. Our goal is to provide attractive, durable, and functional unaccompanied housing that provides privacy and promotes pride, professionalism, and personal dignity.

Once again, welcome to Spangdahlem!

GENERAL INFORMATION

All resident will acknowledge in writing their dormitory responsibilities and liabilities at the time of assignment. A thorough inspection of your room will be accomplished at that time. If there are concerns over the condition of your room, bring this to the attention of an ADL at once. You will be held liable for any damages to the room unless noted on your in-processing inventory. Room assignments are made in accordance with Air Force Unit Integrity guidelines and availability at the time of arrival.

PERSONAL INFORMATION CHANGES

Report changes to your personal information to the UH Management Section. This includes changes in rank, name, duty or home telephone, squadron, office symbol, marital status, etc.

Distinguished Visitors

The 52 FW/CC, Group and Squadron CCs, First Sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit dormitories for AF quality of life issues. Occupants are responsible for rendering all appropriate customs and courtesies when officials visit.

Room Inspections

Inspection policy was set by the Wing Commander to have 100% visitation each quarter. Your squadron Commander is required to visit at least once every four months. Your First Sergeant will visit once a month. Commanders and First Sergeants will set their own inspection times and dates. Commanders and First Sergeants have the right to conduct no-notice inspections. If you share a bathroom and/or kitchen, you are responsible for that area during your inspection (even if you don't use it). Ask your suitemates to help clean up and to clean up after themselves.

Room Decorations

You may decorate your room in any way you choose provided it does not damage the walls and/or furnishings beyond, which would be considered normal wear and tear. Do not place any nails, screws or items that will cause a hole in any doors or furniture. Do not openly display pornographic material. Items, which could be considered offensive in nature, should not be openly displayed. Do not place any items in the window which would reflect negatively upon the building or the Air Force. You will be required to make any repairs that were caused by your room decorations. Any discovered discrepancies will be reported to your First Sergeant.

Painting

Request prior approval from Dormitory Management to paint your room. Room must be painted back to the original color at the resident's cost. All paint colors must be approved by Dormitory Management prior to painting room.

Smoking

Smoking is not authorized in any area outside of the designated tobacco areas (DTA), the entire dormitory campus, to include individual rooms, laundry rooms, day rooms, game rooms, kitchens, and basements as well as outside common areas, to include grounds, walkways, stairwells and parking lots. Smoking includes but is not limited to cigarettes, cigars, electronic cigarettes (e-cigs), pipes, vapes and hookahs. There is a DTA located at the back of every courtyard. Do not smoke on the way to or from your car. Place all cigarette butts in appropriate containers located in the DTAs. DO NOT throw your cigarette butts on the ground. If you are caught smoking in an unauthorized area to include vaping in your room or throwing cigarette butts on the ground, you will be reported to your First Sergeant and disciplinary action may be taken.

Drinking

Legal age for drinking is 18. Personnel who violate this law are subject to legal action. Personnel who possess alcoholic beverages must be able to produce proof of age upon request. Excessive drinking is not an excuse for unacceptable behavior.

Vehicles/Parking

No motor vehicle being operated on SAB or in the dormitory area shall have music emitting from the vehicle, which would disturb or be a nuisance to other residents. All vehicles parked in the dormitory parking lots must be in good working order, properly licensed and registered. Disabled, abandoned, or expired vehicles will be ticketed by SFS. Motorcycles should be parked in the designated motorcycle parking areas and not under gazebos, under dormitory staircases, or on sidewalks. Vehicle repairs on dormitory premises are limited to minor repairs and safety items. Vehicles requiring further maintenance should be taken either off base or to the base auto hobby shop for repair. Parking is prohibited on grass, seeded, dirt areas, or on sidewalks. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant.

Storage

Each room has an additional storage space assigned to it. Please speak to your Airmen Dorm Leader for your dorm storage location. Do not store hazardous/flammable materials or perishables in the storage containers. Recommended large boxes, and luggage be stored in storage rooms, not in personal rooms.

Bicycles

Bicycles are to be locked up at the bike racks provided at each dormitory. They will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged, picked up by 52 SFS, and Disposed of properly by Dormitory Management.

Cable/Internet

Personal satellite dishes are not authorized in Unaccompanied Housing. Cable television and internet can be obtained at the available contractors at the BX.

Pets

Fish are the only authorized pets allowed in the dorms. They may be kept in a single fish tank with a maximum size of 20 gallons. Residents are responsible for any damages caused by leaking or broken fish tanks.

Insect Control

Ensure that your room is free of food particles and trash that may attract insects. If you have a problem with insects/pests, notify Dorm Management as soon as possible. Dorm Management can provide traps upon request.

Bay Orderly

Bay orderly duty will be scheduled by the Unit CC/First Sergeant or designated representative for personnel in each facility. Replacing scheduled personnel for bay orderly duty will be the responsibility of the unit commander or designated representative. The schedule will be available in a designated location at each dorm.

Sponsors

Contact Dormitory Management on the arrival of newly assigned personnel to reserve a room. The sponsor will need to have a copy of the individual's orders and know rank, time in grade, and time in service so dorm management can determine eligibility. If the member will arrive after duty hours or on a weekend the sponsor must report to the dorm manager to obtain a key on the duty day prior to the member's arrival. The sponsor will also briefly familiarize residents with the fire alarm system and location of call boxes. This will include how to report an emergency, activate the alarm system, evacuation routes, and accumulation points. The sponsor will need to arrange in-processing with the Airmen Dorm Leader within the first 72 hours of arrival for in-processing.

Unauthorized Items

The following items are strictly prohibited in dormitory rooms. Failure to comply with this may result in paperwork or reported to First Sergeant.

- Space Heaters
- Lava Lamps
- Candles with open flame
- Incense with flame
- Hot Plates
- Spray Paint
- Car Parts of any kind
- Fireworks
- Live Christmas Trees
- Portable grills
- Inflatable pools/saunas

Legionella Bacteria

Legionella bacteria is a common form of bacteria that is an apart of water sources. Legionella bacteria can cause diseases such as pneumonia if not monitor. Bioenvironmental Engineering (BE) conducts water sampling of the base IAW DoD policy and FGC-S standards. The water in the Dorms is tested and it is safe to consume it. If you have any questions, feel free to speak with your ADL and check your dorm bulletin boards for more information.

SECTION A:

AIR FORCE RESPONSIBILITIES

Air Force Responsibilities

The Air Force will provide maintenance and repair, refuse collection and disposal, basic pest control, fire, and police protection for your assigned unaccompanied housing (UH).

Initial Inspections

A Dormitory Manager or representative will escort you to your room and make an initial inspection. At this time, we will identify all discrepancies with the room and appliances, and ensure discrepancies are annotated in writing in eMH generated form and acknowledged by the resident and the UH manager. The initial inspection will be done when quarters are assigned. If there are issues with your room upon arrival, please let your ADL know ASAP so they may be attended to.

Refuse Collection and Disposal

Place room trash and garbage daily in the dumpsters provided at your Dormitory. Do not leave trash outside room doors or on balcony. All exterior garbage cans are provided and used for minor trash or litter, not room trash. Personal dayroom garbage is to be taken to the dumpster or thrown out with room trash. Spangdahlem Instruction 32-9001, *Vegetation, Trash and Litter Control* provides further guidance on refuse collection and Disposal.

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, call the phone provided of the ADL on standby, list is available near every ADL office. You are responsible for the cost of replacing lost keys. Duplicating a government key is prohibited. You will be asked to reimburse the government for replacing a lost key. Also, you may have to reimburse the government for the cost of rekeying the lock, if required. The UH Manager will assist you with payment procedures. All charges will be paid prior to being released from the dorms.

Supplies

The purchasing of room cleaning supplies are the responsibility of the occupant. Light bulbs for room fixtures attached to the building and batteries for smoke detectors are provided by Dormitory Management. Vacuum cleaners are available, and location varies at each dorm.

Appliances

Dormitory Management replaces and services installed ranges, refrigerators, and microwaves. They are assigned by serial number and verified at check-in and termination inspections. Notify the UH Management Section when repairs are needed. Please do not attempt to repair an appliance yourself. The dormitory manager will demonstrate the proper operation of the appliances provided. If there are any problems, notify dormitory management immediately.

Laundry Facilities

There are laundry rooms available in all dorms (except 226 and 515) that are open 24 hours a day. Washing with full loads is recommended to conserve energy. Overloading causes damage to the machine. Never place plastic articles, pens, or other markers in dryers. Residents must clean the dryer vent before starting the dryer. Report damaged or malfunctioning washers/dryers to an ADL as soon as possible. Only dormitory residents are authorized to use the laundry facilities. Residents will clean up laundry facilities after using them. Residents should not leave clothes in the laundry room unattended. If clothes are left unattended more than one (1) day, they will be removed and stored for two weeks. If not claimed after the two-week period, the clothes will be donated to the Airman's Attic.

SECTION B: **RESIDENT RESPONSIBILITIES**

Dorm Room Door/Security

Residents are to lock/secure their front door, any shared doors leading to common or shared areas, as well as their storage locker located in the basement when unattended. (Example: while you are at work or away from the building)

Social Visits

All guests must be at least 18 years old, DoDEA dependent students even if 18 or older are prohibited in the dormitory. Guests must also be escorted at all times and are prohibited between the hours of 2400–0600, NO overnight guests. Remember that 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 and may lead to disciplinary action.

Leave or Extended Temporary Duty (TDY) Assignments

Notify dormitory leader prior to departure (orders/inspection checklist must be placed on bed). Residents must make arrangements for security, prudent care, and periodic inspections of quarters for absences of 3 days or longer. Inform dormitory leader of any intended absence and if leaving your room key with anyone other than the dormitory leader, a power-of-attorney is required for individuals other than the resident to have possession of your room key. Provide the name, and power of attorney, of a person designated by the absent member to have access to perform normal occupant maintenance. If requested, dormitory management may check on individual quarters. Insurance. (Recommended) Contact an insurance agent to answer specific questions. For parking of car/placement of bicycle see your dormitory leader. All electronics within your room (exception: refrigerator/other kitchen appliances) must be unplugged. You must also remove perishable items from refrigerators.

Maintenance and Repair/Work Orders

The Base Civil Engineer (BCE) has primary responsibility for ensuring dormitory room maintenance is accomplished. Quarters requiring maintenance can be coordinated through dorm management, simply by using the following: QR code located in your common area (kitchen, hallway, by breaker box), ADL door, completing a work order request provided near your ADL office, or via e-mail 52CES.DormMgrs@us.af.mil.

Work Order priority and Response Times

Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: structural, utility, or mechanical problem that could cause loss of life or property or serious damage, affecting health,

safety, security, or mission. These could also be complete utility failure (electricity, heat, water, or sewage). Urgent work orders are completed within 5-duty days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. An example of an urgent work order is backed-up commode when there is another commode available. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. Some examples are: minor faucet leaks, repair wall locker doors or shelving, repair interior walls, or repair any appearance item.

Shower Drains

Due to the type of construction in Germany, residents are **NOT** to attempt to unclog their shower drains. The damage that results from removing the drain cover can be quite extensive and expensive to fix. Leave all repairs to the drains up to the professionals.

Damages

Residents will be held accountable for lost or damaged equipment or furnishings. When inspection determines that you or your guests are responsible for damages beyond reasonable wear and tear, you will be required to repair or replace the item. Dormitory Management can fully explain your options to repair or replace damaged items and payment procedures if necessary.

Energy Conservation

Personnel will conserve energy. Spangdahlem AB Instruction 32-7001, Wing Energy Conservation Program, contains further guidance on conservation.

Water

Use of water is limited to normal daily consumption. Excessive use results in increased costs and depletion of the source of supply. If you experience leaks, contact your Airmen Dorm Leader.

Heating

Recommended radiator setting in winter months is 3. Adequate heat is provided if doors and windows are not left open for extended times. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual.

Electricity

An organized effort must be expended to conserve electricity by eliminating unnecessary use. Minimize the use of all-electrical appliances and lights, especially during the peak demand periods of 0900 to 1130 and 1400 to 1900. When vacating residential rooms, unplug irons and turn off all appliances and room lights. Remember, rooms are equipped with 110V and 220V electrical outlets and residents should be aware when using electrical appliances to ensure they do not damage equipment.

Environment

It is prohibited to throw Automotive tires, batteries pour engine oils, engine coolants, car grease and other similar products in the trash or on the ground, drainage system, or plumbing systems. These need to be properly disposed of through recycling programs. Contact Auto hobby shop or AAFES Car care center for proper disposal.

Climatic Conditions

Due to structures built in this region, there is a possibility of excessive mold/mildew growth. Utilizing suggested cleaning methods will significantly decrease the chances of having an issue. Mildew growth can happen anywhere that condensation occurs (bathrooms, windows, etc.). Any cleaner with bleach in it will help in preventing/cleaning mold/mildew growth. Clean the above-mentioned areas at least once a week with a bleach cleaner.

Ventilation

Incomplete and improper ventilation will cause mold to grow on walls and on furniture. Mold can be responsible for irritant and allergic reactions. Our moist environment combined with closed windows causes walls to sweat, forming mildew and mold. Some tips include: Vent for the minimum for two hours daily, cross ventilation: having both yours and your suite mates doors open at the same time. Close bathroom doors while showering/bathing with exhaust fan on. Separate furniture 10-20 cm away from the wall for proper ventilation.

Radiators

The radiators in the kitchen area and in your personal rooms are not to be sat on or have items placed on them what-so-ever. Too much weight will cause the brackets to break and the radiator to fall over. When this happens, the two pipes coming from the wall to the radiator unit will bend and snap causing scalding hot water to spray massively until the water valves have been shut off. If it is revealed that the member has tampered with the drain cover or has used their radiator for a seating area/desk/table, the member will be charged for the full cost of repairs.

Privately Owned Appliances

Upon approval by dormitory management, mini-fridge, microwaves may be used in individual rooms. Approval is based on the capability of the facility to handle the electrical load that microwaves place on the building's electrical system.

Additional Furniture

You may have additional furniture in your room, but it must fit without creating a safety or fire hazard. You must have a clear path out of your room in case of emergencies.

SECTION C: **CLEANING STANDARDS**

The frequency of the tasks is determined by the resident however, rooms will meet the following daily standards.

Daily Standard

General cleanliness as followed by the inspection/cleaning checklist, which can be obtained from the Dormitory Manager.

Trash

Will be taken to the dumpsters every day. Dumpsters are located in the parking lots, which also contain glass and cardboard recycling bins.

Food

Food in rooms will be stored in sealed containers.

Bed

Bed will be made, floors will be clean, carpet vacuumed, and baseboards washed and dusted, free of scuffs or marks. Any damage to carpets caused by misuse, abuse, burns, etc. may be chargeable to occupant. See dormitory management for use of a carpet shampoo machine.

Furniture

Furniture, lamps, windowsills, and ledges will be free of dust, spills, cup rings, etc. Windows will be clean and neatly arranged in individual rooms. Items under the bed, on top of tables, dressers, and desks must be neat and dusted weekly.

Closet

Closet is in good order; clothes are neatly put away. Any locker that is unlocked is subject to inspection.

Walls

Walls will be clean and painted; doors and wardrobe closets will be clean and free of dirt or marks.

Pictures

Pictures of scantily clothed persons and pornographic material may be offensive to other individuals and is therefore unacceptable. No pictures or objects that depict or show the act of sexual intercourse, profanity, or drug use in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decorations.

Personal Furniture

Personal furnishings must be in good and safe condition, and they must present a neat and acceptable appearance. Coordinate with your dormitory manager prior to purchase. It will be the member's responsibility to properly dispose of any furniture not shipped prior to a PCS move. Government furnishings will remain in the room designated for its use at all times. All personal items must either fit in an individual room, or in the provided storage

Kitchen

Give special attention to cleaning appliances and cabinets; clean ovens, burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Refrigerators will be clean inside and out, door seals clean, and icebox defrosted. Occupants taking leave or going TDY will remove perishable foods from the refrigerator. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning.

Kitchen Sink

Do not pour grease down the drain as it can solidify in the pipes and cause clogs. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. We recommend non-adhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean sink interior periodically to prevent grease buildup.

Microwave

If a room is equipped with a microwave, it must be clean, both inside and out at all times.

Toilet/Bathing Area

This entire area must be especially cared for due to the potential for bacteria growth. Toilets will be cleaned inside and out with a disinfectant type of cleaner at least weekly. Clean the shower tile, bathtub, and shower curtain, with a disinfectant type of cleaner at least weekly. There should not be any evidence of soap scum or other residue left on walls. The shower curtain (if equipped in your shower) must be clean without mold or

mildew stains. If the stains will not come off, ask dorm management for a new one. Mold buildup will occur to curtains due to excessive dampness if not cleaned once a week. Ceiling lights must be clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Ceilings must be clean to prevent mold buildup. Floors must be clean, to include behind the toilet and in the corners.

Bathroom Sink

Sinks are not equipped with garbage disposal units; all food items and grease must be disposed of in the trash. Clean hair from drain trap weekly. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to dormitory management immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned on an as needed basis.

Dayroom Furniture

Removal of any furniture from the dayrooms is prohibited. If dayroom furnishings are damaged, dayrooms will be locked down pending investigations or repair. These rooms are for all residents, help keep them clean and in good repair. If any misuse of government furniture is noticed, notify the dormitory manager or 52 SFS immediately.

SECTION D: **FIRE PROTECTION**

Fire Evacuation Plan

A dormitory fire evacuation plan has been posted on dormitory bulletin boards showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Residents are responsible for understanding escape plans and practicing escape routes, the evacuation assembly area is the dorm parking lot. Resident questions on fire prevention will be directed to the base fire department.

Fire Extinguishers

Fire extinguishers are located throughout the dormitory. The fire extinguishers are for fire fighting and not for horseplay. Dormitory management will be notified if residents notice an extinguisher that is over or under charged or has been discharged or damaged. Persons misusing fire extinguishers will pay for recharging.

Smoke Detectors

All occupants must evacuate the dorm if an alarm sounds. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the UCMJ. Inspection, testing and maintenance of smoke detectors are performed by the fire department. If residents test the detector, the fire department will receive an alarm at the station. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, smoke detectors, and heating appliances.

Fire Reporting

In the event of a fire, residents must notify the base fire department. Residents will provide the fire alarm operator with name, dormitory number and street if known. Residents must not hang up until told to do so. All fires must be reported.

In case of a fire in your room or UH facility, immediately notify the base fire department at _911 / or 112 for off base

- Give the fire alarm operator your name, building name and dorm room number.
- 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 in resident rooms is strictly prohibited. Prohibited flammables include gasoline, kerosene, spray paint, burning candles (only decorative candles with wick cut are allowed), or any open flame. All other flammables will be stored in the facility's flammable storage locker. See dormitory management for access to the locker.
- **Cooking:** Cooking is prohibited in any area other than the kitchen unless you are utilizing a microwave. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking must be done in government provided kitchens. When cooking, never leave your food 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. Do not leave any cooking device unattended, disciplinary action will result if there is a failure to obey.
- **Extension Cords:** Extension cords must be of continuous length without splices and must have the Underwriters Laboratories Inc. (UL) symbol of approval if 110V. Extension cords represent a tripping hazard. All cords will be positioned in a manner that will not pose this threat: they will not be secured to walls, placed under floor coverings or through holes in walls, floors, or ceilings. AFI 32-2001 and SABI 32-2001, The Fire Protection Operations and Fire Prevention Program provides further guidance on Fire Protection.

SECTION E:

SECURITY FORCES/EMERGENCIES

The Commander is responsible for controlling and safeguarding base property. When notified, Security Forces will investigate incidents under their jurisdiction. **For emergencies on base dial 911 (06565-61-911) for off base dial 112 (06565-61-112).**

Visitors

Residents expecting visitors must visit the Control Center located at the main gate prior to the guests arriving, with the following information: Non-military visitors under the age of 18 are strictly prohibited. Waivers to this policy must be in writing by commanders. Residents will not sponsor Department of Defense Dependents Schools (DoDDS) students in dormitories at any time, regardless of the age of the student. Sponsors are responsible for the actions of their guests while on SAB and its housing areas.

Firearms/Weapons/Fireworks

Local laws and military regulations govern registration, possession, and storage of privately owned weapons. All firearms must be registered and stored at the security forces armory. For information on storage of firearms, contact the 52 SFS Armory. Use or possession of weapons, firearms, munitions and explosives, including but not limited to; black powder, fireworks, firearms, BB guns, pellet guns (metal, plastic, or rubber), dart guns, air rifles, airsoft guns, bow/arrows, swords, machetes, straight razors, axes, hatchets, martial arts weapons, knives with a blade in excess of 3 inches or any other dangerous or deadly weapon or instrument are prohibited. Decorative swords or other nonfunctional weapons manufactured solely for the purpose of decorative display, may be displayed after approval by your First Sergeant has been granted. The policy letter for display weapons may be acquired from Dormitory Management. The letter must be signed by the resident, their First Sergeant and an ADL. After completion, a copy of the policy letter must be kept with the weapon that is being displayed.

Crime Stop

Be on the watch for vandalism or theft and promptly report it to 52 SFS (Crime Stop).

Anti-Terrorism/Force Protection (bomb threat etc.)/Eagle Eyes

If you see any suspicious activity or persons report immediately to Eagle Eyes (06565-61-6666).

SECTION F: **GOOD NEIGHBORS**

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

Occupant Courtesy

Courtesy within the dormitory community is expected. The individual's first sergeant or squadron commander will resolve unresolved conflicts between residents.

Noise Control

Excessive noise is the primary complaint received by Dormitory Management. With shift workers living in all dormitories, modified quiet hours are 24 hours a day. Commanders or first sergeants are authorized to remove or order the removal of equipment of instruments from the occupant's room if excessive noise is not corrected. This can include but is not limited to parties, stereos and televisions. If a resident is being too loud, we ask that you talk to them first. If the problem continues, contact Dormitory Management.

Parties and Social Gatherings

Parties and other social gatherings are permitted; however, consideration must be taken into account for residents who are sleeping due to shift work. Residents are responsible for cleaning up after any social gatherings. All dayroom furnishings will be restored to their original order. Furnishings will remain in the rooms in which they were intended for. Dispose of trash properly. The Enlisted Club and Community Activity Center are available for parties. Make reservations through the applicable agency in charge.

SECTION G:

ASSIGNMENT/TERMINATION OF UH

Assignment

The following assignment procedures are per AFI 32-6005, Unaccompanied Housing Management,

4.6.3. Assignment Procedures. UH Managers process following assignment actions, including UOQs and UNCOQs and will:

4.6.3.1. Make assignment/termination actions in writing using approved automated software system. **(T-1)** Ensure Priority 3 and 4 personnel acknowledge, in writing, that:
(T-1)

36 AFI32-6005 29 JANUARY 2016

4.6.3.1.1. They are occupying UH on a space-available basis and may be required to terminate quarters with 30 days' notice.

4.6.3.1.2. Moves into and out of UH, including local drayage, non-temporary storage (NTS) of personal property and service reconnections (cable TV, telephone, and internet) are at their own expense. **Exception:** Government-funded moves are authorized when space-available members are directed to move from an assigned on base dormitory room to another on-base dormitory room for the convenience of the government for reasons such as major repairs, renovations, and demolitions.

4.6.3.2. Accomplish AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance For Housing (BAH) or Dependency Redetermination for every UH assignment to include E-1 through E-3 and E-4 with less than three YOS personnel.
(T-1)

4.6.3.3. Perform an initial inspection of the UH facility and room with the resident and ensure discrepancies are annotated in writing and acknowledged by the resident and the UH Manager. **(T-0)** See **Attachment 2** for location of sample checklist.

4.6.3.4. Provide a Resident Brochure identifying applicable Air Force, MAJCOM, and local base standards. **(T-1)** See **Attachment 2** for location of sample brochure.

4.6.3.5. Provide bedding to include sheets, pillowcases, mattress pads, pillow protectors, blankets, bedspreads, etc. **(T-1)**

4.6.3.6. Perform an inventory and assessment of furnishings and use AF Form 228 or eMH generated form to issue and identify condition of room furnishings. **(T-1)**

4.6.3.7. Use locally developed checklists to ensure residents acknowledge receipt of the Resident Brochure, linens, condition of room and any other locally required information.
(T-3)

4.6.3.7.1. UH Managers will ensure members acknowledge in writing that they are to reside in the assigned room provided unless otherwise approved by the first sergeant or squadron commander. **(T-1)**

4.6.3.8. Maintain all UH records to include those related to determinations made by the Commander. **(T-1)**

BAH Entitlements/Waiting List

To be placed on the Basic Allowance for Housing (BAH) waiting list, the resident must see Dorm Management for the form to take to their First Sergeant for approval. Selection to move out of the dorms is based on the occupancy rate. The order of precedence is determined by the applicant's date of rank. Upon notification, residents will have 30 days from the date of notification to move out of their room. All residents moving out of their room must set up a final inspection. BAH WILL NOT begin until you have moved out from the dorms and passed a final inspection.

Giving Notice

Orders are not required to set up termination inspections however the sooner you inform your ADL will ease the process for termination Dormitory management requires 7 days notice of your vacating date (30 days moving off-base, 7 days minimum for PCS). At the time of notification, occupants will be scheduled for final inspections.

Pre-Inspection

This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides Dormitory Management an opportunity to answer your questions. The UH Manager will provide a cleaning checklist and will discuss your individual cleaning requirements. A pre-inspection can be performed up to 30 days prior to your departure date.

Final Inspection

This is an inspection to make sure you have met the cleaning standards. If you fail your final inspection, the ADL will tell you what areas need further attention, and they will reschedule you for another inspection as soon as possible. Residents may not depart the dormitories until they have passed a final inspection with Dormitory Management. Upon completion of this inspection, the resident will turn in their room key and receive the appropriate paperwork to start allowances.

NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF UNACCOMPANIED HOUSING RESTS SOLELY WITH THE OCCUPANT.