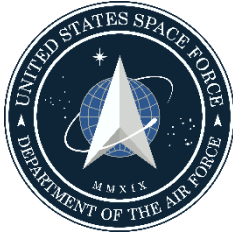


**BY ORDER OF THE SPACE LAUNCH
DELTA 30 COMMANDER**

**SPACE LAUNCH DELTA 30
PAMPHLET 32-6000**



20 JULY 2023

Civil Engineering

**UNACCOMPANIED
HOUSING MANAGEMENT**

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 30CES/CEIHD

Certified by: 30CES/CEIHD
(MSgt Amy Richwine)

Supersedes: 30SWPAM32-605, 14 September 2017

Pages: 26

This pamphlet implements AFPD32-60, *Housing* and AFI32-6000, *Housing Management*.

WELCOME TO VANDENBERG SPACE FORCE BASE, CALIFORNIA

We, Airman Dorm Leaders (ADLs) are pleased to have you with us and hope your stay in Unaccompanied Housing (UH) will be pleasant.

This pamphlet explains the U.S. Air Force (AF), Space Force (SF) and your responsibilities concerning UH living. We want you to consider your room as your home and to be considerate of your fellow residents.

Your new home represents a substantial AF investment and the housing staff is committed to providing you the best possible service. We want you to enjoy your stay.

Sincerely,

Airman Dorm Leader|

This pamphlet sets forth policies and procedures regarding your responsibilities while you are living in UH. A military member's failure to follow this pamphlet's prohibitions and mandatory provisions violates Article 92, Uniform Code of Military Justice (UCMJ). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above

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PLEASE READ AND FOLLOW THIS PAMPHLET'S PROVISIONS. THIS INFORMATION IS YOUR "KEY" TO A PLEASANT STAY.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety. This revision incorporates changes identified in AFI 32-6000, Housing Management and incorporates use of the terms United State Space Force (USSF) and Guardians. A margin bar (|) indicates newly revised material.

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Chapter 1

MUTUAL RESPONSIBILITIES

1.1. General. The Space Launch Delta 30 (SLD 30) will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned unaccompanied housing (UH). Your responsibilities are those of a disciplined military member and *Good Neighbor*. Dormitory high-density living conditions dictate that you maintain your room, *your home*, neat, clean, and orderly and that you be considerate toward your neighbors. As a military member, you are responsible for adhering to proper military bearing, the standards contained in AFI32-6000, *Housing Management*, installation policies, and the contents of this pamphlet. As a dormitory resident, you are a key contributor to ensure your living conditions are constantly improved. Please help the SLD 30 build and maintain the very best dormitory living conditions by actively participating in the Top Life Dorm Council and telling Airman Dormitory Leaders (ADLs) and your chain of command about opportunities for dormitory improvement. Meetings are held on the second and fourth Wednesday of the month.

1.2. Top Life Dormitory Council. The Top Life Dormitory Council was established to represent personnel living in the dormitories. The Council is comprised of Squadron appointed representatives who currently reside in UH. The Council invites all residents to attend and participate in its monthly meetings. The Council will:

- 1.2.1. Set accountability standards within the dormitories and assist leadership to maintain compliance with those standards.
- 1.2.2. Consider residents' proposals and plans to enhance dormitory life.
- 1.2.3. Identify irritants that detract from dormitory livability and make recommendations to the SLD 30 Senior Enlisted Leader (SEL), First Sergeant's Council and ADLs.
- 1.2.4. Keep their units informed of occupants' desires and complaints and serve as a communications channel between dormitory occupants and ADLs.
- 1.2.5. Propose agenda items before each meeting and email them to dormitory residents to ensure optimum results. At the meeting, Council Members may present additional agenda items.
- 1.2.6. Send meeting minutes to ADLs for email distribution to residents.]

1.3. Room Assignment, Initial Inspection, and Termination. Rooms are assigned according to AFI 32-6000, *Housing Management*. If a room is not immediately available, arriving personnel may be temporarily housed in Lodging or a hospitality room. Departing permanent part personnel, on a temporary basis, may also use hospitality rooms. Every effort will be made to assign a permanent party room as soon as possible.

1.3.1. ADLs will follow the following procedures to ensure new arrivals receive a room and the information needed to transition smoothly into their dormitory room. Failure to obey these procedures violates Article 92, UCMJ.

1.3.1.1. ADLs will maintain a file containing the Gains and Losses Roster. This roster can be obtained from 30 FSS/FSMPI.

1.3.1.2. Within 72 hours after arriving residents will contact the ADL's office to be in-processed to UH. An AF UH Check-In Record will be initiated on each member in Enterprise Military Housing (eMH) when assigned a room.

1.3.1.3. Each resident will sign an AF Form 4422, Sex Offender Disclosure and Acknowledgement, prior to being assigned a permanent dormitory room. The same will be signed via form in eMH.

1.3.1.4. ADLs will accomplish an Assignment to UH memorandum, and both resident and the ADL will sign it. The form is generated through eMH. The memorandum will be sent to 30 CPTS for processing.

1.3.1.5. ADLs will provide occupants with a resident brochure identifying applicable AF/AF, MAJCOM, and local base standards, as well as, an EPA Guide to Mold, Mildew and Moisture in Your Home.

1.4. Initial Inspection. The ADL will escort the resident (temporary or permanent) to their assigned room to accomplish an initial inspection and a joint inventory with the resident. At this time room condition will be identified and documented on the locally created Unaccompanied Housing Quarters Condition Inspection Report, as well as, appliance and furniture condition, which will be document on the Furnishing Custody Receipt and Condition Report, created in eMH. The resident will have three days to provide additional discrepancies to an ADL. The inspection results will then be transferred to the electronic inspection record module in eMH and both the ADL and resident will digitally sign the inspection report. Any items noted thereafter will be the occupant's responsibility to fix, report or replace prior to clearing the dorm room.

1.5. Termination. When ready to terminate your permanent quarters, contact the ADLs at least 30 day in advance. You will be advised of clearance requirements and necessary preparations for the final inspection. Remember under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment or furnishings when caused by abuse or negligence of the member, or the member's guests. You may want to consider buying commercial renters insurance to protect yourself from damages. Be sure to read [Chapter 7](#) for more information on termination of quarter's procedures.

1.6. Guests. Temporary guests are permitted in your shared modular (MOD) common area if all occupants of the MOD agree. No guests under the age of 18 are permitted in the dormitory area. Guests are not allowed to be left in rooms when the occupant is not present. Cohabitation is not permitted and you shall not allow individuals to sleep overnight in your dorm for any reason. Guests are also not allowed in the dormitory between the hours of midnight to six o'clock in the morning, unless they are another dorm resident. Failure to obey the terms of this paragraph violates Article 92, UCMJ.

1.7. Maintenance and Repair. The Base Civil Engineer (BCE) has primary responsibility for performing maintenance on your room and the dormitory campus; however, both you and the ADLs need to stay alert for the maintenance needs of your quarters and the dormitory in general. When the dormitory or your room needs maintenance, contact an ADL (Monday through Friday, 0700–1600 hrs.). When you believe your room or the dormitory needs urgent or emergency maintenance, and the ADLs are unavailable, please call the ADL on-call number: 805-588-6380.

1.7.1. **Emergency** work requests are responded to within 24 hours and work will continue until the emergency is resolved. An emergency work request is defined as a structural, utility or mechanical problem that could cause loss of life, loss of property, serious damage, or affect your health, safety, security, or the mission. Examples: loss of a utility (electricity, gas, heat, water or sewage).

1.7.2. **Urgent** work requests are completed within seven work days and are accomplished during duty hours. An urgent work request is defined as a loss of an isolated utility. Examples: 1) one commode in a facility clogged up with one or more still available, 2) A loss of heating or cooling in a facility.

1.7.3. **Routine** work orders are completed within 30 days. A routine requirement is defined as all maintenance, repair or minor construction work, other than emergency or urgent, which is necessary to maintain and operate a complete and usable facility and to protect it from further deterioration/damage. The completion date may be longer if materials must be ordered. Work is performed during duty hours.

1.8. Requesting Self-Help Work. If you wish to conduct a self-help project to improve your living conditions, an AF Form 332, Base Civil Engineer Work Request, will be required. Contact your ADLs for assistance. No work may be performed until this form has been approved.

1.9. Refuse Collection and Disposal. Large outside dumpsters are provided in the dormitory parking areas. Please take all garbage to the dumpster. Refuse must never be allowed to accumulate in rooms, be placed outside your room door, in dayrooms, on balconies or in stairwells. Please be considerate of your fellow residents and the positive image of Vandenberg SFB. Please Recycle! Exterior recycling containers are available for paper, aluminum, glass, plastic, metal, and cardboard. Dorm residents are responsible for taking large items that do not fit into refuse collection and disposal containers to the local landfill. Do not throw any electrical items into the refuse collection and disposal containers, these items must be taken to the local landfill as well. All large and electronic items can be taken at no cost to the resident.

1.10. Insect/Wildlife Control. If needed, the BCE will treat your room before you move in; however, you must take preventive action to control insects. Keep food in sealed containers, remove garbage from your quarters regularly, and discard empty paper bags and boxes. These examples provide insect nesting and breeding areas. Feeding wildlife violates California law and is strictly prohibited. Leaving garbage outside your rooms attracts local wildlife causing infestation problems as well. Initially, members should attempt to resolve minor insect problems with standard household insect repellent. Traps and sprays may also be signed out from the ADL office for residents use.

1.11. Room Lockouts and Security. Maintain control of your key at all times. If you are locked out during duty hours, 0700-1600 hrs. Tuesday and Thursday, and 0915-1600 hrs. Monday, Wednesday and Friday, see an ADL for access to your room. If you are locked out after normal duty hours, contact your supervisor and they will obtain the master key from the Security Forces Base Defense Operations Center (BDOC). A lost key poses a security risk to your room. Your room should always be properly secured; however, as a precaution, your valuables should be marked and recorded to assist the SLD 30 with their recovery. If you wish to have a record of your valuables maintained in your dormitory file, please complete an AF Form 1670, Value Property Record Sheet, and return to an ADL. Social Security Number is not a mandatory field on the form.

1.12. Bay Orderly. Dormitory residents will periodically be responsible for general maintenance duties throughout the dormitory area. This detail is known as Bay Orderly. Your ADLs and chain of command will provide you direction and notify you of your responsibilities. These duties will be Monday through Friday, 0730-1600 hrs. See [Attachment 2](#) for Daily Bay Orderly Duty.

1.13. Appliances and Furniture. All government-furnished appliances and furniture are inventoried at check-in and when terminating quarters on the UH Check-In Record. Do not remove any government appliance or furniture item from your room or from the dayroom. Any missing, damaged, or broken furniture will be replaced at your expense. Failure to properly complete and turn in your UH Quarters Inspection Form will result in you paying for any damaged or missing furniture at check-out time. Problems with a government-furnished item should be reported to an ADL as soon as possible so that servicing may be arranged. If you wish to use your own approved appliance or furniture, check with an ADL to be sure it is an authorized appliance or furniture item that conforms to fire codes and be sure to read [Chapter 3](#) on Fire Protection.

1.14. Utilities, Heating, Ventilation, and Air Conditioning. Your assistance in conserving utility usage is greatly appreciated. Remembering to keep doors and windows closed when heating and cooling your room, turning off lights and appliances when not needed, and conserving water are important aspects of environmental stewardship and sound judgment. You may be required to change the filter in your heater unit (HVAC). You can pick up filters at the ADL's office. Operate the HVAC unit only when a filter is in place. Damage to the HVAC system, caused by filters not being changed is costly and could be the occupant's responsibility. Remove dust from all vent covers and report any malfunction of the HVAC system to an ADL. Do not attempt repairs or adjustments on your own. There is no air conditioning in the base dormitories, so the HVAC systems will not produce cool air.

Chapter 2

DORMITORY STANDARDS

2.1. General Standards. The dormitory and your room are your home. You should feel comfortable in this environment. If you do not, you should state your improvement suggestions to the Top Life Dorm Council, ADLs or through your chain of command. If your personal information (rank, duty phone, duty section and marital status) changes, you must notify the ADLs immediately. This entire pamphlet contains important information that will make your stay in the dormitories more pleasant. The following provisions establish the minimum acceptable neat, clean, and orderly standards used throughout SLD 30. Be sure to check with your chain of command for additional information.

2.1.1. Animals/Pets. Pets are not authorized in the dormitories except for Service Animals approved in writing via the base approval process (See your ADLS for more details if this applies to you). There are no exceptions. Fish no longer than 6 inches are allowed and are limited to a 20-gallon aquarium. Flesh eating or poisonous fish are not authorized. Residents are responsible for damage caused by the tank.

2.1.2. Vehicles, Automotive Parts, Maintenance, and Cleaning. Vehicles will be registered with an ADL when you in-process the dormitories. You must remove your vehicle from the premises when you terminate UH. Vehicle repairs, oil changes, and similar maintenance actions are to be done at a commercial Auto Repair Shop, not the dormitory area or associated parking lots. Additionally, vehicle parts (tires, batteries, seats, etc.) will not be stored in your dorm room. If you wish, you may wax and vacuum your vehicle but only in the parking lots. Please note that non-operational and unregistered vehicles are not permitted in the dormitory area.

2.1.3. Barbecue Grills. Permanent gas barbecue grills are provided for resident use; therefore, portable grills are not to be used anywhere in the dormitory area (i.e., balconies, common areas, etc.). Please be considerate and turn off the gas supply and clean the provided grills after each use. Exception: Requests to deviate from this policy may be submitted in writing to the ADLs for special occasions (i.e., unit organized dorm functions requiring additional grills, etc.).

2.1.4. Room Decoration. Personal decorations are only allowed in your personal room and must be neat and in good taste. Picture frames are not required; however, if pictures/posters are taped on the walls, damage may result. Any damage caused by the tape must be repaired prior to out-processing. Decals, stickers, or posters are not allowed on the outside of the door, common areas, windows, or on any furnishings. Common areas may be decorated as long as all mod residents agree, if an agreement cannot be made personal items must be left out of the common areas.

2.2. Inspections. All units with personnel residing in the dormitories will inspect rooms. The SLD commander has established dormitory inspection standards. Commanders, first sergeants, and supervisors (with first sergeant approval) will periodically inspect your room (at least monthly) to ensure that it meets standards and is in good repair. Be sure to check with your chain of command so you understand the dormitory inspection standards. Distinguished visitors regularly visit the dormitories since your quality of life is important to the AF and SF. Follow the guidelines in the following paragraphs to better understand minimum standards. Inspections may or may not be announced, so **all rooms must be kept neat, clean, and orderly at all times**. Failure to obey the terms of this paragraph violates Article 92, UCMJ. The Dormitory Inspection Results form can be found in [Attachment 3, Figure A3.1](#).

2.3. Room Interiors.

2.3.1. Floors and Carpets. Please clean and vacuum weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. See an ADL to use a carpet shampoo machine when necessary.

2.3.2. Walls. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Walls should be repaired and repainted as necessary. If repairs are not done acceptably, the member will be charged to have the walls professionally repaired and repainted.

2.3.3. Sink. Remove hair from drain screen after each use. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report leaks to an ADL immediately.

2.3.4. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Dormitories with kitchens will be cleaned after each use. Clean broiler units regularly, as well as top burners, to prevent a fire hazard. Do not use cleaner for ovens that are self-cleaning. Please dust the wire framework on the rear of the refrigerator and periodically clean the door gasket to improve cooling and extend refrigerator life. Do not pour grease in the sinks; it will solidify in the pipes, causing damage. Periodically clean walls to prevent surface grease buildup.

2.3.5. Toilet/Bathing Area. This entire area should be diligently cared for due to the potential for bacteria growth. Clean the toilet (inside and out), shower tiles, bathtub, shower curtain and overhead vent with a disinfectant cleaner. Do not allow soap scum to build up. If stains or residue will not come off, an ADL will ensure the BCE is notified. Please pay particular attention to mold/mildew and remove it immediately with a proper cleaning solution.

2.3.6. Linen. You may use the linen provided by the ADLs, or you may use your own personal linens. All linen must present a neat and clean appearance.

2.3.7. Under Bed. Items stored must be neatly arranged.

2.3.8. Furniture. Furniture must be clean and neatly arranged in your room. The furniture arrangement cannot prevent easy exiting in-case of emergencies. Items on top of tables, dressers and desks must be neat and dusted.

2.3.9. Windows. Clean the inside of windows and the outside on first floor windows only. Channels and windowsills also need to be kept clean. Report damaged or missing screens to an ADL immediately.

2.4. Room Exteriors. Only room numbers and approved message plates may be mounted on your door. Your room must present a professional outward appearance. Patio and balcony areas should be swept as needed. Shift worker signs can be obtained from an ADL.

2.5. Supplies. An ADL will provide cleaning supplies for the cleaning of common areas(only during out-processing) but residents are responsible for obtaining their own cleaning supplies for their individual room. If you have questions on properly handling and disposing issued or personal unused cleaning supplies please contact an ADL.

2.6. Leave or Extended TDY. When leaving your quarters for extended periods of time (over 14 days), inform an ADL. Please ensure you complete the SLD 30 UH Deployment Checklist prior to deploying. This checklist is designed to make sure your quarters are taken care of while you are gone.

2.7. Damage to Quarters. Room damage not recorded during the initial inspection that is beyond reasonable wear and tear is your responsibility. Any repairs or replacements that you elect to do on your own must meet AF/SF standards. For damages not corrected within AF/SF standards or a reasonable time, as determined by an ADL, the AF/SF may elect to make the repairs and bill you. The ADLs can explain your options to repair or replace damaged items, or the methods of reimbursement to the government.

2.8. Laundry Facilities. We recommend washing with full loads to conserve energy, but be sure not to over-load washers or dryers. Overloading causes damage to the machines. Check pockets for items before washing and drying to prevent inadvertent damage and clean washer and dryer lint traps to ensure optimal machine performance. The washers/dryers are maintained by contract. Laundry should not be left unattended. Any laundry left unattended will be disposed of accordingly. If you have a problem with your laundry facility, contact an ADL.

2.9. Environment. Several reminders: Trash, engine oils, engine coolants, car grease, and other similar products must never be poured into the drainage system or on the ground. Automotive batteries and tires must be properly disposed of through recycling programs. Recycle items: Aluminum, paper, glass, plastic, metals and cardboard are to be placed in the blue recycling bins (located next to refuse dumpster).

2.10. Smoking. Smoking is ABSOLUTELY PROHIBITED. Smoking is not allowed in rooms and common areas to include dayrooms, hallways, stairwells, and bathrooms. Smoking will be allowed only at the outside designated smoking area. Failure to obey the terms of this paragraph violates Article 92, UCMJ.

2.11. Alcohol. If you are under 21 you will NOT drink or possess alcohol in the dorms. NO EXCEPTIONS! If you are assigned a roommate in the MOD Dorms who is under 21, no alcohol is permitted in the common areas. In this instance, if you are 21 years of age or older, you must store your alcohol in your personal room. Distributing alcohol to minors in any form is a crime. Failure to obey the terms of this paragraph violates Article 92, UCMJ.

2.12. Bicycles. Bicycles will be registered with an ADL when you in-process the dormitories. If you choose, you may store your bike in your room. Bicycles will not be left or stored in common areas, dayrooms, hallways, under stairwells, on walkway balconies, or chained to railings. Any damage to your bicycle, to include lock removal, will be your responsibility. Bicycles that appear abandoned will be tagged and turned in as abandoned property to the property disposal officer. You must remove your bicycle from the premises when you terminate UH.

2.13. Gambling. Gambling is strictly prohibited. Failure to obey this provision violates Article 92, UCMJ.

2.14. Roof Access. Access to the roof is not necessary and not permitted.

Chapter 3

FIRE PROTECTION

3.1. General. If a fire occurs in the dormitory, immediately notify the base Fire Department at 911. Give the fire alarm operator your name, dormitory number, and street if known. Do not hang up until you are told to do so. All fires must be reported.

3.2. Fire Evacuation Plan. Please review the dormitory fire evacuation plan for each building found in each MOD dorm. It shows both primary and alternate routes of escape for a fire. Ensure that your furnishings are arranged so that they do not obstruct exits. Direct fire prevention questions to the base fire department.

3.3. Fire Extinguishers. Fire extinguishers are located throughout your dormitory and should not be used for any purpose other than to fight a fire in an emergency. Notify an ADL if you notice an extinguisher is over or under charged, or has been discharged or damaged. Failure to obey this provision violates Article 92, UCMJ.

3.4. Smoke Detectors. All occupants must evacuate the dormitory if an alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. DO NOT SELF-TEST YOUR DETECTOR OR REMOVE IT FOR ANY REASON. Articles will not be mounted on or attached to any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

3.5. Flammable Storage. STORING FLAMABLES IS STRICTLY PROHIBITED. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover). Evidence of burnt candles/incense evidences violating the Fire Protection rules. Failure to obey the terms of this paragraph violates Article 92, UCMJ.

3.6. Space Heaters. Electric heaters must be listed by the Underwriter's Laboratories (UL). All portable electric heaters will be equipped with a tilt switch and not be left unattended. These heaters will be plugged into the wall outlets only. They cannot be plugged into a power strip or other devices. Electric heaters must be kept at least 36 inches away from any objects and unplugged when not in use.

3.7. Cooking Appliances. Cooking in other than the appliances listed below is only permitted in the shared kitchen area. The only electric cooking appliances allowed in dorm rooms are: toasters, crock pots, vegetable steamers, coffee pots, blenders, mixers, rice cookers, Instantpots, griddles, toaster ovens and microwave ovens using less than 1,600 watts each. Appliances must be placed on a non-combustible surface and have the UL seal of approval on each appliance. Never leave appliances unattended while cooking; it is the number one cause of home fires. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department at 911. NEVER USE WATER ON A GREASE FIRE AND DON'T ATTEMPT TO MOVE THE PAN. The kitchen exhaust fan filter should be cleaned often to prevent grease accumulation.

3.8. Extension Cords. Extension cords must be a continuous length without splices and must have the UL seal of approval. Position your cords not to pose a tripping hazard. Extension cords will not be secured to walls, placed under floor coverings, or through holes in walls, floors, or ceilings. Multiple head or cobra head type extension cords are not authorized, nor are multiple outlet adapters. Do not daisy chain extension cord or power strips (only one extension device per outlet).

3.9. Heat Producing Devices. Coffee pots, hot air popcorn poppers, irons, hair dryers and curling irons must be unplugged when not in use.

Chapter 4

SECURITY FORCES

4.1. General. The installation commander is responsible for controlling and safeguarding all base property. Security Forces routinely patrol the dormitory area, and when notified they will investigate all incidents. All inquiries concerning security should be directed to the Base Defense Operations Center (BDOC) at 606-3911.

4.2. Parking. Parking on grass, seeded, or dirt areas is prohibited. Do not park in a crosswalk, fire lane, within 50 feet of any building or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas only.

4.3. Visitor Reception. If you plan to have visitors, meet them at the Visitor Control Center located at the main gate. Visitors must have proper identification and if driving on base, a valid driver's license, registration, and proof of insurance. Sponsors are responsible for the actions of their guests and guests must remain with sponsors at all times when on the dormitory campus. You must be 18 or older to sign in any installation visitor. No person under 18 years of age, or who has not graduated from high school, is allowed in the dormitories.

4.4. Weapons, Firearms and Fireworks. Weapons, flares, fireworks, ammunition or any type of explosive devices are PROHIBITED in the dormitory. This includes, but is not limited to, bows and arrows, martial arts weapons and knives with blades longer than 3 inches. All types of guns designed to propel an object (BB, pellet, bullet, stun guns, etc.) whether by air, gas or other means are PROHIBITED. Local laws and military instructions govern registering, possessing and storing privately owned weapons on VSFB. Only unsharpened historical swords and daggers that are mounted or permanently fixed will be allowed in the dormitories. All firearms must be registered and stored at the Security Forces armory. For information on storage of firearms, contact Security Forces armory at 606-5418. Failure to obey the terms of this paragraph violates Article 92, UCMJ.

4.5. Crime Stop. Promptly report vandalism to the Law Enforcement Desk at 606-3911 or you can remain anonymous by calling the crime stop number at 606-2677. Secure your room at all times while away. For further information concerning SFS policies, contact SFS at 606-3911.

Chapter 5

GOOD NEIGHBOR

5.1. General Occupant Courtesy. It is not easy for people from different walks of life to live together in close quarters. Courtesy and respect reduces tension among dormitory residents.

5.2. Quiet Hours. Quiet hours are observed 24 hours a day in the dormitory area. If stereos or other noise can be heard outside your room or through the walls, it is too loud. Excessive noise is the primary complaint Security Forces receive. Some of our dorm residents work shifts and are sleeping during the day, so please be considerate. Do not assume that your neighbors enjoy the same type of music you enjoy and please keep the volume down.

5.3. Dorm Parties and Social Gatherings. Parties and other social gatherings are permitted; however, consider that other dormitory residents may be asleep. Please clean up after yourselves. This includes returning dayroom furniture to its original position when done and disposing of your trash properly and promptly.

5.4. Recreation Vehicles, Motorcycle Trailers, Jet Skis, Wave Runners, etc. Recreational vehicles are not to be stored in the dormitory parking lot. Outdoor Recreation, located in Bldg. 10250, Alaska Way, maintains several storage lots on base for these type vehicles. A nominal fee will be charged. Refer to SLD30I 31-218, Installation Motor Vehicle Code Rules of the Road, for further guidance.

Chapter 6

VANDENBERG SPECIFIC TOPICS

6.1. Business Enterprises. Any business for profit conducted from your dormitory room must first be approved in writing through 30 CES/CEIHD. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.** For additional information consult SLD30I 90-101, Commercial Solicitation, On-Base Private Businesses, and the Use of Base Facilities and Transportation, 29 August 2003.

6.2. Solicitation. All forms of solicitation are prohibited in the dormitories. Please refer to AFI 32-6000, Housing Management, for more information. Report solicitors to the Base Defense Operations Center (BDOC), at 606-3911, immediately.

6.3. Waterbeds. Waterbeds are not authorized due to possible damage to dorm interior.

6.4. Telephones. Dormitory room phones can be obtained at your own cost. Remember, the individual with their name on the bill is ultimately responsible for any debts incurred.

6.5. Cable Television. You are not authorized to attach a satellite dish/antenna to the building/roof in UH. If you chose a satellite TV provider please clear any equipment installation through the Airmen Dormitory Leaders. At no time will a dorm resident use the existing dayroom cable to access cable in their personal room. Do not connect personal TVs to government paid cable outlets.

6.6. During an Earthquake. If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not rush outdoors during the shaking, watch for falling or sliding objects, and move away from windows.

6.7. Sleeping Signs. Shift Personnel will only display signs if they are on a break or night shift and do not want to be disturbed. When maintenance workers need to perform routine maintenance in a shift worker's room, every effort will be made to avoid disturbing the occupant during sleep periods; however, there may be occasions when mandatory or emergency work must be accomplished and a shift worker may consequently be disturbed.

6.8. Wi-Fi. Free Wi-Fi is available in the following dormitory areas: 2nd floor dayroom of building 13135, building 13321 Zen dayroom, and building 13123 Vibe dayroom. The password is located on your room key. Free Wi-Fi is not available in your individual rooms. You will need to contact a local internet provider and pay a nominal fee. Residents must be present when the local internet provider installs. ADLs will not escort internet providers into resident's room for install requests.

Chapter 7

TERMINATION OF UNACCOMPANIED HOUSING

7.1. Reasons for Termination from UH. The following reasons are authorized to vacate UH in accordance with AFI 32-6000, Housing Management:

7.1.1. SrA/E-4 with over three years of service.

7.1.2. Gain of dependent through marriage or birth.

7.1.3. SLD 30 CC or SLD 30/CV support approved hardship.

7.1.3.1. Hardships must be routed and approved through the member's chain of command to the UH superintendent and are considered to be a unique and unusual circumstance not normally encountered by members of the same grade at the installation. For additional questions regarding hardships please contact the ADLs.

7.1.4. When UH is over 95% occupancy and requires space.

7.1.4.1. If additional space is required, all Priority 3/Space Available residents will be requested to vacate prior to other residents. If the required number cannot be reached utilizing Priority 3 residents, the system generated BAH waitlist will be utilized. The list will be sent to unit First Sergeants to determine the members' ability to move out early.

NOTE: If a member does not wish to move out early they will not be forced to.

7.2. 30-Day Notice. Orders are not required for a termination inspection, but will be required prior to final out with ADLs if PCSing. Thirty day notice is required prior to your desired termination date (short notice PCS accepted) to schedule pre and final inspections. Notify an ADL who will schedule an inspections date. An ADL will provide you with the cleaning standards for the final inspection. You will need a power of attorney if you need a substitute to stand in for you. Notify an ADL in advance so the necessary forms and guidance may be provided.

7.3. Final Inspection. An ADL will assess the condition of assigned rooms/shared common space and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. You are responsible for accomplishing all cleaning tasks that an ADL directs. All final-out inspections will be by appointment only. All common areas, private rooms, and appliances must be cleaned and be in inspection order when checking out. Any changes/damage made to your room must be returned/repared back to its original state (i.e., excessive holes on in walls, wall painting, furniture alterations, etc.). If during inspection items are found to be negligently broken or damaged by the resident, you can be held financially liable and forms of repayment will be discussed with ADLs. Minor items may be corrected during the final inspection. If you fail your inspection, you must arrange another inspection date with an ADL. The re-inspection will be at the earliest mutually acceptable time to minimize delay of resident departure.

7.4. Final Out: Once inspection is complete residents will sign the Enterprise Military Housing (me) Check-Out record, record of items assigned to dorm room/MOD and locally created UH Quarters Inspection form and the Termination of UH Memorandum for Record. Once all items are complete the ADLs will electronically send the Termination of UH MFR to 30 CPTS/Pay Help in order to start BAH for the member. Members may request an electronic or hard copy of the MFR for their records. It is the member's responsibility to ensure they are receiving proper pay once terminating from UH. | **NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE RESTS SOLELY WITH THE OCCUPANT.**

Chapter 8

ENVIRONMENT HAZARDS & INFORMATION

8.1. Hazards. All permanent party UH facilities are free of asbestos and lead-based paint. Additionally, radon is not a concern at VSFB either so these are hazards you will not be exposed to in your UH facility.

8.2. Reporting Hazards. Should you encounter a safety or environmental hazard please report it to an ADL immediately. Residents who report potential environmental-related health issues should immediately report them to their health care provider. In these instances, the ADLs may request the Bioenvironmental Engineer to determine requirements for a follow-up health risk assessment.

8.2.1. As VSFB is located in a coastal area there is often humidity in the air. As a result without proper maintenance and cleaning mold can sometimes develop. To help prevent mold from forming we recommend the following preventative measures be taken on a regular basis:

8.2.1.1. Dry any condensation from affected areas (i.e. around window frames).

8.2.1.2. Use the bathroom exhaust fan when shower or bathtub is in use and immediately after use.

8.2.1.3. Minimize dust accumulation and clean any mildew from surfaces using detergent and water or a mild household cleaner, wearing ordinary household gloves.

8.2.1.4. Use ceiling fans provided in rooms and occasionally crack windows to allow air circulation in the room.

8.2.1.5. Use kitchen vent hood exhaust (in applicable dormitories) while cooking.

8.2.1.6. Immediately report leaks, water intrusion, or persistent mildew, mold and moisture to the ADLs. They will conduct a visual inspection to identify the issue and any potential safety risks. If warranted based on the inspection, a determination regarding if the unit remains habitable will be made and/or the appropriate repairs and/or remediation will be accomplished. An ADL will keep the resident fully informed and if deemed necessary will relocate the resident to another room or a hospitality room until the issue is resolved.

ROBERT A. LONG, Colonel, USSF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Article 92, *Uniform Code of Military Justice (UCMJ)*

AFI32-6000, *Housing Management*, 18 March 2020

SLD30 31-218, *Installation Motor Vehicle Code Rules of the Road*, 07 January 2022

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*, 01 January 1991

AF Form 847, *Recommendation for Change of Publications*, 22 September 2009

AF Form 1670, *Valuable Property Record*, 1 December 1976

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, 29 June 2010

Enterprise Military *Housing Check-In/Check-Out Record*

Enterprise Military *Housing Assignment/Termination Memorandum for Record*

Abbreviations and Acronyms

AF—Air Force

BCE—Base Civil Engineer

DCC—Damage Control Center

MAJCOM—Major Command

MOD—Modular

OPR—Office of Primary Responsibility

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing

UL—Underwriters Laboratory

PCS—Permanent Change Station

RDS—Records Disposition Schedule

SF—Space Force

VSFB—Vandenberg Space Force Base

Attachment 2

DAILY BAY ORDERLY DUTY

Table A2.1. Daily Bay Orderly Duty.

| DAILY BAY ORDERLY TASK CHECKLIST | | |
|--|--------------|-------------|
| DAYROOMS: | TITAN | MODS |
| EMPTY AND CLEAN TRASH CANS AND REPLACE BAGS | | |
| CLEAN AND DUST ALL FURNITURE & APPLIANCES | | |
| CLEAN/REMOVE ANY MARKS AND SCUFFS FROM WALLS | | |
| ARRANGE FURNITURE IN AN ORDERLY FASHION | | |
| SWEEP/MOP ALL FLOORS (INCLUDING STAIRWELLS) | | |
| ENSURE TV/DVD/BLU-RAY WORK PROPERLY | | |
| ENSURE POOL TABLES AND EQUIPMENT ARE NOT DAMAGED | | |
| | | |
| OUTSIDE: | TITAN | MODS |
| GREEN SWEEP ENTIRE DORM AREA FOR CIGARETTE BUTTS, TRASH, DEBRIS, WRAPPRES,ETC..... | | |
| CLEAN ALL TRASH ENCLOSURES (ENSURE LIDS ARE CLOSED) | | |
| SWEEP ALL EXTERIOR STAIRWAYS AND SIDEWALKS | | |
| EMPTY ALL SMOKE PIT ASH TRAYS/TRASH CANS | | |
| | | |
| LANDRY ROOM: | TITAN | |
| EMPTY TRASH CANS | | |
| CLEAN/REMOVE ANY MARKS AND SCUFFS FROM WALLS | | |
| CLEAN LINT OUT OF DRYERS | | |
| WIPE DOWN ALL MACHINES INSIDE AND OUT | | |
| ENSURE ALL WASHERS AND DRYERS WORK PROPERLY | | |
| SWEEP AND MOP THE FLOOR | | |
| | | |
| SUPPLY/STORAGE ROOMS: | TITAN | MODS |
| KEEP NEAT, ORDERLY & INVENTORIED | | |
| | | |
| NORMAL DUTIES: | TITAN | MODS |
| REPORT DEFECTIVE EQUIPMENT TO DORM MANAGER | | |
| RUN OFFICIAL ERRAND FOR DORM MANAGERS | | |
| REPLACE BURNT OUT LIGHT BULBS | | |
| REPORT EXCESSIVE TRASH/CIGARETTE BUTTS IN FRONT OF ANY DORM ROOM OR PATIO AREA | | |
| CLEAN OUT AND PREPARE VACANT ROOMS | | |

Attachment 3

DORMITORY INSPECTION RESULTS

A3.1. Who Inspects and Rates Quarters. The installation commander determines who inspects and rates quarters. Self-inspection by dorm residents is authorized. Inspections generally are scheduled and announced, but may be no notice. Each Installation establishes inspection standards and designates authorized inspectors.

A3.2. Inspection. Installations must ensure all occupants are briefed on inspection criteria, frequency, and who is designated to inspect their rooms. The focus for the inspection of quarters is safety and health.

A3.3. Category Definitions and Frequency of Inspections:

A3.3.1. Category A (Outstanding). Cleanliness and neatness exceeds standards. A2.3.2. Category B (Satisfactory). Meets Standards.

A3.3.2. Category C (Unsatisfactory). Does not meet standards. Report quarters not meeting safety and health standards to the member's first sergeant and establish a re-inspection schedule to ensure standards are met and maintained.

A3.4. Rooms Displaying "SHIFT WORKER" Signs. Establish inspection schedules to accommodate occupants work/sleep schedules.

A3.5. Dormitory Inspection Checklist. Use the Dormitory Inspection Checklist [Figure A2.1](#). To complete inspections.

A3.6. Unauthorized Items. [Table A3.1](#) Unauthorized Items lists items that are not authorized to be stored in the dormitories.

Figure A3.1. Dormitory Inspection Checklist.

| UNACCOMPANIED HOUSING LEADERSHIP INSPECTION RESULTS | | | | |
|---|----------------|--|--|--|
| DATE: _____ | | | | |
| RESIDENT: _____ | | | | |
| ROOM #: _____ | | | | |
| RATING: Outstanding Satisfactory Unsatisfactory Other _____ (circle one) | | | | |
| Overall Rating: _____ | | | | |
| INSPECTOR: 1st Sgt / Commander | | | | |
| Next Insp. : _____ | | | | |
| INSPECTION ITEM | Remarks | | | |
| | Unsatisfactory | | | |
| | Satisfactory | | | |
| | Outstanding | | | |
| 1. Sink/bathroom counter clean. (Free of soap scum) | | | | |
| 2. Bathroom. | | | | |
| a. Clean commode/tank. | | | | |
| b. Clean shower/tub/curtain. | | | | |
| c. Clean sink, vanity, countertops. | | | | |
| d. Clean floor. | | | | |
| 3. Mirror clean, medicine cabinet clean, vents clean. | | | | |
| 4. Refrigerator. (clean/defrosted/gasket clean/coils clean) | | | | |
| 5. Microwave clean. | | | | |
| 6. Lockers. (locked/neat/clean) | | | | |
| 7. Trash container. Liner used/not full/no butts | | | | |
| 8. Carpet vacuumed. (corners & behind furniture, hallways) | | | | |
| 9. Tile/linoleum clean. | | | | |
| 10. Baseboards and thresholds clean. | | | | |
| 11. Walls clean. (holes patched, touch-up paint, needs paint) | | | | |
| 12. Light switches, panel covers, doors, door frames. (clean, operable) | | | | |
| 13. Clothing. (Put away/folded.) | | | | |
| 14. Shoes. (Neatly arranged.) | | | | |
| 15. Desks & dressers. (Neat and clean.) | | | | |
| 16. Furniture. (Neatly arranged, dust free, good repair.) | | | | |
| 17. Bed made. | | | | |
| 18. Curtains/Blinds. (Clean and hung neatly/properly.) | | | | |
| 19. Windows, screens and ledges clean/operable. | | | | |

| | | | | | |
|--|--------------------|--|--|--|--|
| 20. Outside Area. (Clean, neat, swept, windows, ledges, rails.) | (Patio, balconies) | | | | |
| 21. Light bulbs working, fixtures clean. | | | | | |
| 22. Storage. | | | | | |
| a. Bicycles stored properly. | | | | | |
| b. Boxes (empty and full) in storage room. | | | | | |
| c. Motor oil, adhesives, lighter fluid, etc. not stored in room. (see next page) | | | | | |
| 23. Safety/security/fire hazards. (Door locked/lockable?) | | | | | |
| 24. Energy Conservation. (Lights, TV, Computer, etc. off.) | | | | | |
| 25. Kitchens (for applicable rooms). | | | | | |
| a. Refrigerator/Freezer. (Clean, free of frost.) | | | | | |
| b. Range, range hood, drip pans, vents, fans, oven racks, broiler clean. | | | | | |
| c. Countertops, sink, garbage disposal, splashguard clean. | | | | | |
| d. Microwave clean. | | | | | |
| e. Cabinets clean. | | | | | |
| f. Floors, baseboards, walls clean. | | | | | |
| NOTES: | | | | | |
| | | | | | |
| Sign and return to 1st Sgt: Yes / No | | | | | |
| | | | | | |

Table A3.1. Unauthorized Items.

| Unauthorized Items |
|---|
| Burning candles or incense |
| Weapons |
| Flares |
| Fireworks |
| Ammunition or any type of explosive device |
| Bows and arrows |
| Real Martial arts weapons |
| Knives with blades longer than 3 inches (unless kitchen knives) |
| All guns designed to propel an object (BB, pellet, bullet, stun guns, etc.) whether gas, air, or other. |
| The following contraband items are not authorized in dormitory common areas: |
| Unprofessional or inappropriate documents/log-books and/or written materials, to include materials that emphasize sexual or other inappropriate activity that is unprofessional |
| Lewd, obscene, or pornographic images or publications, in any form, or any media, whether commercially or individually produced |
| The following heat producing devices must be unplugged when not in use: |
| Coffee pots |
| Hot air popcorn poppers |
| Irons |
| Hair dryers |
| Curling irons |
| Electric heaters not listed by the Underwriter's Laboratories (Unplug when not in use) |
| Alcohol in MODS: If alcohol is found in common refrigerator, check that all residents are 21 years old. |