

UNACCOMPANIED HOUSING INFORMATION BROCHURE



Consolidated Dorm Mgmt Office
(CDMO) Bldg 723
501.987.1011

Dormitory Management Phone Directory			
Dorm Managers	Mr Marty Bustos		987-1011
	Bldg 723 Office Location 19 CMS, 19 EMS, 19 OSS		
	Bldg 846 314 AW		
	Bldg 854 19 AMXS, 19 CMS, 19 EMS, & 314 AW Overflow		
	SSgt Airman Dorm Leader Position Currently Vacant		
	Mr John Hall		987-6564
	Bldg 718 Office Location 19 MSG		
	Bldg 714 19 MSG		
	Mr Edrick Tan		Cell - 501-425-7352
Bldg 744 Office Location 19 OSS, 19 AMXS			
Bldg 768 19 AMXS, 19 MOS			
Bldg 772 19 AMXS			
MSgt Anthony Reitz, Superintendent, Dorm Management		Cell - 501-425-3962	
Bldg 768 Office Location			
<i>If you need urgent assistance after NORMAL DUTY HOURS contact MSgt Reitz. Thanks!</i>			
	Hours Of Operation:		
	MSgt Reitz	Mon - Fri 0830-1600 hrs	
	SSgt ADL	Mon - Fri 0830-1600 hrs	
	Mr. Bustos	Mon - Fri 0730-1630 hrs	
	Mr. Hall	Mon - Fri 0800-1700 hrs	
	Mr. Tan	Mon - Fri 0700-1600 hrs	
<div>For AFTER HOURS Emergency Workorder Assistance Call CE Customer Service Desk at: 987-6553</div>			
<div>FOR AFTER HOUR LOCKOUTS, YOU MUST CALL YOUR RA OR YOUR FIRST SERGEANT</div>			



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)

LITTLE ROCK AIR FORCE BASE, ARKANSAS

FROM: 19 CES/CEIH

SUBJECT: Welcome to Little Rock AFB

1. Welcome! We are glad to have you here as part of the Little Rock Air Force Base team--and I want to especially welcome you to the dormitories.
2. This pamphlet is designed to give you information about your new home. It outlines the policies and procedures to meet the needs of all dorm residents. Your fellow residents share great pride in making Little Rock dormitories reflect the same professionalism they show on the job. We have individual and shared pride here in how we work and play.
3. As a new resident, you are as welcome as anyone can be. If your home and grounds are not better than what you might have expected or wanted, let's work together to make them that way. You can do some pretty neat things to make them better and we are spring loaded to help you do that. Look around. Just follow the procedures in the unaccompanied housing package for accomplishing self-help work.
4. Once again, welcome to Little Rock Air Force Base.

JESSICA J. FOILES, GS-12, DAF
Element Chief, Capital Asset Management

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CHAPTER 1

AIR FORCE RESPONSIBILITIES

1. AIR FORCE RESPONSIBILITIES. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned Unaccompanied Housing (UH).

1.1. INITIAL INSPECTIONS. You will make an initial inspection of your room. At this time, you should identify all discrepancies with the room and furnishings, and document them on a Quarters Condition Inspection Report. A dorm manager will verify this inspection with you.

1.2. MAINTENANCE AND REPAIRS. The 19th Civil Engineer Squadron (19 CES) has primary responsibility for ensuring maintenance to your room and dormitory is performed. If maintenance needs to be performed on your quarters, follow the procedures below:

Monday through Friday, 0730-1630: Contact your dormitory manager or Consolidated Dormitory Management Office (CDMO). After duty hours, weekends, and holidays, call in emergencies to CE Service Call at 987-6553. Non-emergencies must wait until the next duty day.

1.2.1. WORK ORDER RESPONSE TIME. There are three categories of service: emergency, urgent, and routine. The category determines when the service will be accomplished.

1.2.1.1. EMERGENCY CALLS. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: a backed up commode, a 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, gas, heat, water, sewage, or air-conditioning) for the entire building.

1.2.1.2. URGENT CALLS. Urgent work orders are completed within 5 work days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0700-1600. Some examples are minor faucet leaks or slow draining showers.

1.2.1.3. ROUTINE CALLS. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0700-1600. Some examples are repair of closet doors, shelving, or interior walls.

1.3. FILTERS. The 19 CES will change the filter in your heating, ventilation, and air conditioning (HVAC) unit every 60 days. If your filter needs changing earlier, contact the dormitory manager for a replacement filter. Only operate the HVAC unit with a filter in place. Damage to the HVAC system caused by filters not being changed is costly and could be the responsibility of the occupant. Report any malfunction of the HVAC system to your dormitory manager immediately or call the CE Service call at 987-6553 if after normal duty hours. If you

have problems, do not attempt repairs or adjustments. Do not block HVAC system vents. Blocked vents may cause damage requiring repairs due to circulation reduction.

1.4. REFUSE COLLECTION AND DISPOSAL. Place your room trash in the dumpsters provided. Common area garbage cans are provided and are to be used for minor trash or litter, not room trash. Your personal day room trash is to be taken to the dumpster or thrown out with your room trash. Do not place trash on balconies, stairwells, hallways, kitchen, or laundry room. Identifiable personal trash found in day room trash cans will be returned to the owner. Only metal or approved noncombustible trash containers are authorized in dormitories. Do not place cardboard, yard debris, or bulk items in dumpsters. Take these types of items to recycle collection points. Contact CDMO for directions. If you want to dispose of personal furniture that was not otherwise provided to you when accepting the room, please take it to the Airman's Attic or dispose of it off-base.

1.5. INSECT CONTROL. Arkansas has a very humid climate and, therefore; has its share of insects. If needed, we will treat your room before you move in; however, we do expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash from your quarters daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If an infestation occurs that is beyond your control, contact your dormitory manager.

1.6. LOCKOUTS. If you are locked out, contact your dormitory manager or the CDMO during duty hours, 0700-1600, (see page 11 for phone numbers). After duty hours or on weekends, contact attempt to contact an Resident Advisor (RA) first. If unable to reach an RA, contact your squadron First Sergeant. Lost keys will be replaced by the CDMO on the next duty day at the occupant's expense.

1.7. GROUNDS CARE. The base contracts the mowing detail around the dormitories. You are responsible for keeping the grounds around your facility clean, and your dormitory manager may require additional grounds care.

1.8. APPLIANCES. Ranges, refrigerators, microwaves, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at check-in and termination inspections. Do not remove any of these items without authorization of CDMO. Notify the CDMO if you have any problems with appliances.

1.9. PERSONALLY OWNED APPLIANCES. Personally owned appliances may not be used in dorm rooms when the appliances are furnished by the government. All electrical components (lights, cords, heaters, pumps, etc.) shall be UL approved and labeled. Any damage caused to the dormitory by the equipment is the occupant's responsibility.

1.10. LINENS. You will be issued one set of sheets, a pillowcase, a blanket, pillow, mattress cover, and bedspread (if available) when you are assigned a room. You are responsible for laundering these linens if you use them. If you desire to use your own linens, please turn the government issued items back to the dormitory manager.

CHAPTER 2

DORMITORY STANDARDS AND POLICIES

2.1. DORMITORIES. The dormitory is your home and we want you to feel at home in it; however, there are some basic rules we all must live by.

2.2. PROHIBITIONS IN DORMITORIES. The following are prohibited:

- Automotive rebuilding parts and auto batteries
- Plastic trash containers that are not approved
- Hot plates, toaster ovens, convection ovens
- Overnight or unaccompanied guests
- Flammable liquids (except cosmetics)
- Electrical timers (except built in)
- Decorations that do not possess fire retardant properties or have not been treated with flame retardant will not cover more than 10% of the wall area in an individual room
- Unsealed foods
- Burned candles or incense
- Flammable paints
- Unauthorized persons on dormitory roofs or window ledges
- Live Christmas trees
- Pressurized cylinders (air tanks)
- Portable/Space heaters
- Sterno fuel

* Personally owned weapons (to include air soft guns, nerf guns, bows and arrows, spears, martial arts weaponry, knives with blades in excess of 3 ½", etc) are not allowed to be stored in dormitory rooms. Upon assignment to a dormitory room, residents must contact Unaccompanied Housing to make arrangements to store these types of items in the Weapons Storage room located in Dormitory 854. Kitchen knives with blades longer than 3 ½" must be stored in the kitchen area, must be in a sheath or a knife block, and must be secured when not in use.

* Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. They must be Underwriters Laboratory (UL) approved and listed.

Note: List above is not all inclusive. Dormitory occupants having questions should contact the CDMO for more clarification if needed.

2.3. PICTURES. Pictures will be in good taste. The display of sexually explicit materials is prohibited.

2.4. CLEANLINESS. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6005 and this pamphlet.

2.5. INSPECTIONS. The wing commander, unit commanders, first sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit the dormitories from time to time because dormitories are an important Air Force quality of life issue. Render all appropriate customs and courtesies when these officials enter your room. Scheduled inspections will be posted in advance. The First Sergeant of the unit responsible for the dormitory inspects periodically for health, safety, and general cleanliness using the "Outstanding" through "Unsatisfactory" method and checklist at Attachment 4. Rooms receiving an "Unsatisfactory" rating will be inspected daily until the room is brought up to a

minimum “Satisfactory” standard. Commanders and First Sergeants have the right of no-notice spot inspections (see Attachment 5). Remember your dormitory is an extension of your room.

2.5.1 DORMITORY RECOGNITION PROGRAM

Each quarter, and once annually, the 19 AW Command Chief and 19 CES Unaccompanied Housing conduct a dormitory recognition evaluation. The purpose of this evaluation is to compare the condition and upkeep of each of the dormitories common areas and determine which is the best of the dorms for that time period. In addition to evaluating dorm common areas (inside/outside), the evaluation team will also evaluate two personal rooms per building. One personal room will be pre-selected (resident and their first sergeant will be notified in advance) with the other room being selected on the day of the evaluation. Those items to be evaluated can be seen on the below chart. The date of the evaluation will be posted in locations in the dorms to ensure that residents are aware of the visit. The winning dorm is awarded a monetary award to be used in a manner determined by the residents of the building. The winning rooms will be recognized at the bi-monthly dormitory all call by the 19 AW Command Chief. Once a dorm has won a quarter, they will be ineligible for one evaluation before being considered again. This dormitory recognition program is a team effort by all dormitory residents along with their UH manager, and shows your personal pride and ownership in your home here at Little Rock AFB.

QUARTERLY DORM RECOGNITION PROGRAM INSPECTION CHECKLIST											
As you rank order the dormitories, please bear in mind the age of the facility and rate based on level of upkeep and attention shown by the dorm residents, squadron leaders, and dorm managers. In addition to determining a Dorm Recognition Program winner, feedback from this checklist will be used by Dorm Managers to make adjustments to their maintenance programs.											
1	5	10									
Below Standard	Meets Standard	Exceeds Standard									
ITEM	MINIMUM STANDARD/SCALE	19	19	19	19	19	314	314	USMC	Prev	
		MXG	MDG	MSG	OG	AW	MXG	OG		QTR	Winner
Outside Appearance	Free of trash, cigarette butts, planting beds, physical plant in good repair, outside furniture/grills organized, clean and in good repair.										
Day Room(s)/ Common Areas	Free of trash, trash cans empty, carpets clean, no foul or unusual odors present, TV/Stereo/Lights off if no one is present.										
Kitchen	Free of trash, all utensils/pots/pans properly stored and neatly organized. Toaster, refrigerator, microwave, oven and stove top free of food or debris. Floor clean. No foul or unusual odors.										
Visitors Bathroom	Floor, walls and toilet clean. No foul or unusual odor.										
Pre-Selected Room 1 Sleeping Area	Neat, clean, well-organized, trash emptied. Carpet should be recently vacuumed and walls clean. No prohibited items. Closet neat and well organized. No foul odor. Energy conservation in practice. Furniture/furnishings clean inside and outside. Sink area clean and well maintained. Room secured.										
Rm AIC											
Room 1 Bathroom	Shower/tub and toilet clean. No foul odor. Toilet paper on roll, trash emptied.										
Random Room 2 Sleeping Area	Neat, clean, well-organized, trash emptied. Carpet should be recently vacuumed and walls clean. No prohibited items. Closet neat and well organized. No foul odor. Energy conservation in practice. Furniture/furnishings clean inside and outside. Sink area clean and well maintained. Room secured.										
Room 2 Bathroom	Shower/tub, toilet clean. No foul odor. Toilet paper on roll, trash emptied.										
Squadron	Rate how well the units responsible for the facility appears to be involved in the overall maintenance/upkeep of the dorm.										
SCORING											
RANKING											

PLEASE PUT ANY ADDITIONAL COMMENTS/FEEDBACK ON REVERSE

Board Member Signature

Date

REVISED 10 SEPTEMBER 2012

2.6. PERSONAL FURNITURE. Personal furnishings must be in good condition and must present a neat and acceptable appearance. Occupants may purchase their own beds. Please coordinate with CDMO prior to purchase. Personal beds must not interfere with passage in the rooms for firefighting capabilities. If you buy a bed, the government-issue bed must be returned and set up prior to your room termination. Waterbeds ARE NOT AUTHORIZED. You are responsible for removing all personal furniture prior to clearing the dorms.

2.7. GOVERNMENT OWNED FURNITURE. Do not remove any government furniture from your room without prior authorization from CDMO. You will be held accountable for all furniture missing from your room.

2.8. DAYROOM FURNITURE. Do not remove any furniture from the day rooms. These rooms are for you; please help keep them clean and in good repair. Abuse of these rooms will result in their closure.

2.9. VISITORS. Your guests must be escorted at all times while in the dormitory and you are responsible for their language, dress, courtesy, and conduct. **NO** guests under the age of 18, other than the military member's family, will be permitted in the dormitory unless they are accompanied by their parent(s) or legal guardian. If you plan to have visitors, call 987-3425 or visit the Visitor Control Center at the main gate prior to the arrival of your guest(s) with the following information: Name, sponsor, and destination. Sponsors are responsible for the actions of their guests while on Little Rock AFB. No visitors are allowed in the dorms between 2400 and 0600 hours. See AFI 32-6005.

2.10. PETS. Personnel living in dormitories are authorized small fish in properly maintained aquariums not to exceed 30 gallons. No other animals/reptiles are authorized in the vicinity of the quarters without the written permission of the 19 MSG/CC.

2.11. HOSPITALITY/P4 ROOMS. The purpose of hospitality rooms is to allow members who will be assigned or are departing the dormitory temporary accommodations. Hospitality rooms are for the convenience of:

Unaccompanied airmen who are neither entitled to or receiving BAH

A permanent room may be assigned to priority 4s on a space available basis if dormitory occupancy is below 90 percent. Dependents or families will not use hospitality rooms. The rooms must be left clean and ready for the next occupant. Linen will be removed and placed at the foot of the bed on the floor.

Domestic (P4) may be assigned a **Priority 4** room for three duty days; anything longer will require permanent room assignment pending availability.

2.12. ROOM ASSIGNMENT. Rooms are assigned in accordance with (IAW) space authorizations outlined in AFI 32-6005 and this pamphlet. You may not move from your

assigned quarters without first coordinating an AF Form 291 (signed by your commander) and turning this form in to CDMO.

2.13. SUPPLIES. CDMO will provide light bulbs, toilet paper, cleaning supplies, and trash bags to all occupants.

2.14. STORAGE. Large boxes and luggage will be stored in storage rooms, not in personal rooms. They must be marked with name and room number. Storage of personally owned appliances and furniture is authorized at government expense. Contact CDMO for details.

2.15. LEAVE OR EXTENDED TDY. Inform your dormitory manager/CDMO of your intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. Prior to leaving on TDY/Deployment you must complete the TDY/Deployment Worksheet (available from CDMO) prior to departure. Once completing the worksheet you will turn it in to CDMO. Prior to leaving you must ensure your room is inspection ready. Do not turn off your HVAC system during your absence.

2.16. LIABILITY FOR DAMAGE TO EQUIPMENT AND FURNISHINGS. The individual occupant will be held accountable for his/her actions which result in damaged or destroyed property in the dormitory. If a guest of an occupant damages or destroys any government property, the individual occupant is held accountable. The cost varies depending upon circumstances encountered.

2.17. ENERGY CONSERVATION. We need your assistance in conserving energy. Keep exterior doors and windows closed during heating and cooling periods to conserve energy. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building. Do not prop interior doors open unless they are provided with magnetic or mechanical door holds that close automatically during fire alarm activation. Use normal and reasonable amounts of water; however, don't be wasteful. **DO YOUR PART TO CONSERVE ENERGY.**

2.17.1. HEATING, VENTILATING, AND AIR CONDITIONING (HVAC). Recommended temperature settings: heat 68F, air conditioning 78F. If you block the HVAC vents with furniture, boxes or other items, air flow is cut off and mold and mildew start to grow. If you have moisture on the HVAC outlets or on the windows during the cooling season, raise your thermostat setting a few degrees to help eliminate the problem.

2.17.2. ELECTRICITY. Do not leave your television or radio/stereo on unattended. Turn off and unplug small appliances whenever you are not using the item and whenever you leave the room. Turn off all lights when leaving your room.

2.18. ENVIRONMENT. Engine oils, engine coolants, car grease, and other similar products must not be poured into plumbing, drainage system or on the ground. Automotive tires and batteries are to be properly disposed of through recycling programs.

2.19. SMOKING. Tobacco use (Tobacco includes, but is not limited to, cigars, cigarettes, electronic-cigarettes, stem pipes, water pipes, hookahs, and smokeless products that are chewed,

dipped, or sniffed) in the dorms is strictly prohibited. These products are to be used only in Designated Tobacco Areas located throughout the base. Contact your dormitory manager for location.

2.20. DRINKING. Legal age for drinking is 21. If you are under 21, you may not drink or possess alcohol in the dormitory or your dorm room. NO EXCEPTIONS -- IT'S THE LAW! If you are over 21, it is illegal to serve alcohol to anyone underage.

2.21. BICYCLES. Bicycles will be free from dirt and excess oil/grease if brought into the dormitory. They may be locked up at the bike racks provided at each dormitory. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged, picked up by 19th Security Forces Squadron (19 SFS) and later turned into the Defense Reutilization and Marketing Office. To deter theft and aid in the recovery of stolen bicycles, you can register your bicycle on-base. Contact 19 SFS Crime Prevention at 987-6664 for more details.

2.22. VEHICLES. Vehicle repair is not authorized in the dormitory areas or parking lots. Vehicle work shall be done in the Auto Skills Shop. Authorized minor work consists of cleaning or waxing, and air filter changes. No cleaning, washing or minor work will be done on sidewalks, grass, or seeded areas. Vehicles not operational and/or not registered are not authorized in the dormitory area, including parking lots. These vehicles will be identified to 19 SFS for disposition.

2.23. STORAGE OF RECREATIONAL VEHICLES. Quad runners, utility trailers, boat trailers, and motorcycle trailers are not authorized in the dormitory area. Contact Outdoor Recreation Services at 987-3365 for information.

CHAPTER 3

FIRE PROTECTION

3.1. FIRE EVACUATION PLAN. A dormitory fire evacuation plan is displayed on the dormitory bulletin board showing both primary and alternate routes of escape in the event of a fire. Arrange room furniture for easy escape route.

3.2. FIRE EXTINGUISHERS. Fire extinguishers are located throughout the facilities. The fire extinguishers are for fire fighting, and not for horseplay. Tampering with extinguishers; discharging, damaging, breaking the seals, etc., is a serious offense, punishable under UCMJ Articles 92 and 134, and will not be tolerated. Notify your CDMO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. FIRE ALARM SYSTEMS. All occupants must evacuate the dormitory if the alarm sounds. Tampering with alarm call boxes, firefighting equipment or smoke detectors is a serious offense, punishable under the UCMJ Articles 92 and 134. The fire department and the alarm

shop perform inspections of the smoke detectors. Articles will not be mounted on, attached to, or obstruct any fire protection device, wiring, or smoke detector.

3.4. FIRE REPORTING. If a fire occurs in your dormitory, immediately notify the base Fire Department at 911. Stay calm and answer all questions from the fire alarm operator. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size or extent/lack of damage. Fire reporting telephone stickers must be affixed to room phones; see your dormitory manager to obtain them.

3.5. FLAMMABLE STORAGE. Storage of unauthorized flammables in individual rooms is prohibited (see paragraph 2.1). The only flammable liquids allowed are for cigarette lighter refilling (one small container) or cosmetics (nail polish or polish removers). All others shall be stored IAW with the provisions of LRAFBI 32-2001.

3.6. BARBECUE GRILLS. Barbecue grills can only be stored outside or in the flammable storage building. Barbecue grills will be kept 10 feet from all combustibles, including the building. They should never be used under overhangs, porches, or combustible pavilions. Never use gasoline for charcoal starter. Damage from barbecue grills or grease drippings are considered the occupant's responsibility for repair or cleanup.

3.7. COOKING APPLIANCES. The only appliances allowed in dormitory rooms are coffee pots, hot air popcorn poppers, and microwave ovens using less than 600 watts and 9 amps each. Coffee pots and hot air popcorn poppers must be unplugged when not in use.

3.8. COOKING IN DORM KITCHENS. Electrical appliances, such as crockpots, waffle irons, George Foreman grills, etc., can be used in all dormitory kitchen areas. These type appliances can only be stored in the kitchen area and should be unplugged when not in use. Do not rinse/pour grease from cooking appliances down the sink, rather put them in an appropriate container and dispose of them properly. Never leave cooking unattended, especially when cooking with grease or anything that produces its own grease. 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 to put out a grease fire!

3.9. EXTENSION CORDS. Extension cord use shall follow the provisions of LRAFBI 32-2001, section 23. Extension cords represent a tripping hazard, so have all cords positioned in a manner that will not pose this hazard. They will not be secured to walls, placed under floor coverings or through holes in walls/ floors, or ceilings. Extension cords must be of continuous length without splices and must be UL approved. Extension cords will not be plugged into a surge strip (aka "daisy chaining" or "piggybacking"). Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

CHAPTER 4

SECURITY FORCES

4.1. RESPONSIBILITY. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by the 19 SFS and, when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the 19 SFS at 987-3221 or 3222.

4.2. PARKING. Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, sidewalk, fire lane, or within 15 feet of a fire hydrant or dumpster. Motorcycles should be parked in the designated motorcycle parking areas, and not under dormitory staircases or on sidewalks.

4.3. WEAPONS AND FIREWORKS. The Little Rock Air Force Base Installation Defense Plan (LRAFB IDP) 101-12 dated 6 July 2012 requires commanders, first sergeants, and dormitory managers to establish areas or rooms within the dormitory areas for non-firearm weapons storage. Personally owned weapons (to include air soft guns, nerf guns, bows and arrows, spears, martial arts weaponry, knives with blades in excess of 3 ½", etc) are not allowed to be stored in dormitory rooms. Upon assignment to a dormitory room, residents must contact Unaccompanied Housing to make arrangements to store these types of items in the Weapons Storage room located in Dormitory 854. Kitchen knives with blades longer than 3 ½" must be stored in the kitchen area, in a sheath or a knife block, and must be secured when not in use. Items such as stun guns are prohibited. All firearms must be registered and stored at the 19 SFS armory. For information on storage of firearms, contact the 19 SFS, at 480 Cannon Drive, or call 987-3221/3222.

When personally owned weapons are turned into dormitory management, the individual will be required to sign a Hold-Harmless Agreement and Liability Waiver. The storage area custodian will receipt for all privately owned weapons with a hand receipt. All available identifying data will be used to describe the item on the receipt (make, model, serial number, identifying marks, etc). The owner will maintain the original and the custodian will maintain a copy on file. You can check out your personally owned weapons during Dormitory Management's hours of operation. All check-out's will be accomplished with a receipt, signed out by the owner, and have suspense for return. You can check out your weapons over a weekend, overnight, etc. You must carry the receipt with you for transport on base. Weapons can be transported in a vehicle, placed in the trunk or rear most compartment of the vehicle out of reach of the driver to the greatest extent possible. When an individual removes the item from storage for PCS, or transfer to an off-base storage area, the original receipt will be destroyed. Unless an individual has been given authority by a valid power of attorney, only the rightful owner may check out items.

4.4. CRIME STOP. Be on the watch for vandalism and promptly report it to Crime Stop at 987-6600 for fast response to report a crime in progress. See crime prevention tips at Attachment 2.

4.5. SPEED LIMIT. Speed limit in dormitory parking lots is 10 MPH.

Note: For further information concerning Security Forces' policies, contact 19 SFS Operations Flight at 987-7791.

CHAPTER 5

GOOD NEIGHBORS

5.1. OCCUPANT COURTESY. It is not easy for so many people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dormitory residents.

5.2. NOISE CONTROL. With shift workers, all dormitory quiet hours are 24 hours a day. Excessive noise is the primary complaint received by 19 SFS. Please be considerate.

5.3. (Added) PARTIES AND SOCIAL GATHERINGS. Parties and other social gatherings are permitted; however, you must take into consideration that other residents may be asleep. Please clean-up after yourself. Do not rearrange day room furniture unless you intend to put it back. Dispose of your trash properly. Please keep the noise down to a level that will not disturb those around you or other residents. Remember Hangar 1080 and Thomas Community Activities Center are available for parties. Make reservations through the applicable agency.

CHAPTER 6

(Added) MISCELLANEOUS

6.1. BUSINESS ENTERPRISES. Some businesses for profit may be conducted from your room. The Installation Commander must approve all enterprises in writing. Contact the CDMO for additional information and guidance.

6.2. SOLICITATION IN UNACCOMPANIED HOUSING. All forms of solicitation are prohibited in the dormitories. Only sales people who are personally invited to your dormitory room are authorized. In the event of unauthorized sales attempts, call the Law Enforcement Desk at 987-3221/3222 immediately.

6.3. TELEPHONES. The 19th Communications Squadron maintains dormitory common area phones. Dormitory room phones may be obtained at your own expense.

6.4. CABLE TELEVISION. Cable television for your room may be obtained at your expense. Currently, Suddenlink (501-606-1623/888-822-5151) and CenturyLink (501-985-5411) are the only providers servicing Little Rock AFB. Contact them to start your service.

6.5. RENTERS INSURANCE. Renters insurance is available in the state of Arkansas for military dormitory residents. It runs approximately \$18.00 a month. The insurance would cover

personal property and personal liability for the government's property. The Air Force does not recommend or endorse any company.

CHAPTER 7

SELF-HELP WORK

7.1. REQUESTING SELF-HELP WORK. Self-help work in dormitories must be relatively simple and primarily for resident's benefit. The work must not generate additional maintenance or repair costs. All work requires completion of an AF Form 332, Base Civil Engineer Work Request, and coordination as directed by the CDMO. No work will be accomplished until this procedure has been followed and written approval received by 19 CES Customer Service.

7.2. STANDARDS AND SPECIFICATIONS. The standard for authorized self-help work is available through CDMO. CDMO personnel must accomplish periodic inspections while work is in progress. Inspections can be scheduled by contacting CDMO. No electrical wiring will be done except by a certified electrician. Improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable standards. When required, your room must be restored to its original configuration at your expense.

CHAPTER 8

TERMINATION OF UPH

8.1. TERMINATION OF DORMITORY ASSIGNMENT. Orders are not required to set-up termination inspections. Notify CDMO 45 days prior to your expected termination date (short notice PCS excepted). Schedule your room termination inspection with your Dormitory Manager. If unable to contact your dormitory manager, notify the CDMO.

8.2. FINAL INSPECTION. The occupant is responsible for accomplishing cleaning. The dormitory manager and occupant will go to the room and inspect for damage, cleanliness, and inventory furnishings against the Dorm Inventory sheet signed by the resident upon move in. The occupant will correct any discrepancies pointed out before they receive their clearance paperwork. When final inspection is passed, the occupant will report to the CDMO and is given an AF Form 291, Unaccompanied Quarters Assignment Termination Record for final out processing at CDMO. BAH cannot be started without completing the room inspection and completing AF Forms 291 and 594. Once completed, take the forms to the Housing Referral Office to start BAH.

CHAPTER 9

KEY TELEPHONE NUMBERS

Ambulance.....	911
Base Chapel.....	987-6014
Base Hospital (Appointment Desk)	987-8811
Base Locator (24 hours daily).....	987-6025
Base Operator	987-1110
CDMO.....	987-1011
Crime Stop	987-6600
Emergencies	911
Fire Dept. (Fire Reporting).....	911
19 SFS Desk Sergeant.....	987-3221/3222/3223
Vandenburg Gate (Main).....	987-3425
TMO Inbound.....	987-6566
Outbound.....	987-6567

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION (Added)

References

AFI 32-6004, Unaccompanied Housing Management

Abbreviations and Acronyms

AMC – Air Mobility Command

AFI – Air Force Instruction

IAW – In Accordance With

MXG – Maintenance Group

MXS – Maintenance Squadron

ATTACHMENT 2

CRIME PREVENTION TIPS

Courtesy of 19th Security Forces Squadron

BURGLARY

1. Upon moving into your dormitory room, check all locks, windows, and other entry points for defects.
2. Get involved with your neighbors in watching out for one another's property.

3. Secure all doors and windows before retiring at night or departing the area.
4. When leaving for a short time, don't announce it by leaving a note on the door. Burglars read too.
5. Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.
6. Don't leave tempting articles, such as CDs/DVDs, MP3 players or a portable GPS, in plain sight in an unattended vehicle. Mark these and secure them in your trunk or take them inside your quarters at night. The majority of private property thefts at Little Rock AFB occur in dormitory parking lots.
7. Don't leave a "hidden key" around your dormitory--the burglar will find it.
8. Do not give a room key to a "friend." Remember that guests must be escorted at all times.
9. Turn down the ringer of your telephone when gone so it can't be heard from outside.
10. When leaving your residence while on leave or TDY, contact the 19 SFS Law Enforcement Desk at 987-3221 or the CDMO and have your quarters placed on the quarter's checklist. Have a friend watch your room for you. Inform the post office to hold all mail and newspapers.

CAR THEFT

1. Over half of all stolen cars have the keys in the ignition--always remove them.
2. Over half of all vehicle thefts occur in residential areas.
3. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car.
4. Never leave the engine running, even while in a friend's driveway or for a quick trip into a store.
5. Anti-theft devices can stall or even deter thefts; their use is highly encouraged.

ATTACHMENT 3

REPORTING A CRIME

1. Report all crime or suspicious activities immediately by calling the Crime Stop at 987-6600. You need not identify yourself. All information will be held in the strictest confidence.
2. When reporting, ensure that you obtain as much information about an incident and the suspect as possible.

3. The 19 SFS hopes your assignment at Little Rock AFB is a pleasant one and any time you feel their assistance is necessary, feel free to call. They are there 24 hours a day to serve you!

ATTACHMENT 4

DORMITORY ROOM INSPECTION CHECK LIST			Date:	
To:	From:	Bldg	Room	
<p>You start with a total of 30 points. Discrepancy points will be subtracted from total points possible. Bonus points will be added to those scores of 27 points or more if personal touches to the room allow. Room inspection can be failed with any major discrepancy (Items 1 - 6) without accruing allotted points off.</p>				
ITEM	DESCRIPTION	Pts.	Pts. OFF	
1. Bed (Major)	Properly made with bedspread covering on and in good condition.	3		
2. Carpet (Major)	Clean, vacuumed and stains removed.	3		
3. Shower/Toilet (Major)	Clean floor/walls/curtains/fixtures to ensure all are free of mold/soap scum.	4		
4. Prohibited items (Major)	Weapons of any kind, fireworks, fire and safety hazards, and display of nudity. Heat producing devices i.e., coffee pots, curling irons, hair dryers, etc. <u>MUST BE</u> unplugged while not in use.	4		
5. Refrigerator (Major)	Clean inside/outside, door seals clean and freezer defrosted.	2		
6. Sink	Clean, free of dirt soap scum and water spots; area under sink organized.	1		
7. Mirror	Clean, dust free, and no smudges.	1		
8. Light Fixtures	Clean and dust free.	1		
9. Windows	Glass window sill and blinds clean and dust free; windows closed.	1		
10. Doors	No scuff marks on main entrance; doors and frames dust free.	1		
11. Vents	Clean and dust free.	1		
12. Chairs	Clean and dust free edges and wood frame.	1		
13. Furniture (yours or gov't.)	Chests, desk, dresser, TV, etc. clean and dust free.	1		
14. Waste basket	Clean inside/outside; empty with new liner.	1		
15. Closets	Clean and organized; if unlocked subject to inspection.	1		
16. Clothing & personal items	Stored properly. Luggage and empty boxes removed from room.	1		
	Clothing hung in closets or stored in chests. Shoes neatly under bed or in closets.			
17. Ledges, shelves, etc.	Clean and dust free.	1		
18. Ceiling fans	Off, dust free, and in good condition.	1		
19. Walls	Clean around sink, near doors and furniture, etc.	1		
20. Other		1		
Discrepancy point total.				
Add bonus points.				
Total points scored				
<p>21. Inspection point criteria is: OUTSTANDING, 29 points or higher; EXCELLENT, 26 - 28 points; SATISFACTORY, 23 - 25 points; UNSATISFACTORY, 22 points or lower.</p> <p>22. BONUS POINTS: 1 - 4 points = Fair, 5 - 6 points = Good, 7 - 8 points = Excellent, 9 - 10 points = Outstanding.</p> <p>23. OVERALL ROOM RATING: UNSATISFACTORY SATISFACTORY EXCELLENT OUTSTANDING</p> <p>24. COMMENTS:</p>				

ATTACHMENT 5

DORMITORY ROOM SPOT INSPECTION CHECKLIST

To:	From:	Date.	
S = Satisfactory U = Unsatisfactory			
ITEM	DESCRIPTION	S	U
1. Bed	Beds will be neatly made.		
2. Personal Items	Clothing should be stored in chests or closets.		
3. Waste Baskets	Should be emptied.		
4. Prohibited Items	Weapons of any kind, fireworks, fire and safety hazards, and display of nudity. Heat producing devices, i.e., coffee pots, curling irons, hair dryers, etc., MUST BE unplugged while not in use.		
5. Remarks:			
Overall room Condition			
SATISFACTORY		UNSATISFACTORY	

Garden Dorms	DORMITORY COMMON AREA SUPERVISOR INSPECTION CHECKLIST	
	SAT	UNSAT
LAUNDRY ROOM		
1. Floor: Free of debris and clean		
2. Washer & Dryer: Clean and lint removed from trap		
3. Trash Receptacles: Not overflowing		
4. Lights: All bulbs operational and covers in place		
DAY ROOM		
1. Trash Receptacles: Not overflowing		
2. Carpet: Vacuumed and clean		
3. Furniture: Clean and in good repair		
4. Lights: All bulbs operational and covers in place		
KITCHEN		
1. Trash Receptacles: Not overflowing		
2. Floors: Free of debris and clean		
3. Tables, Chairs & Counter Tops: Clean and in good repair		
4. Stove, Refrigerator, Microwave: Clean inside and operational		
5. Sink: Not overflowing with dishes and clean		
6. Garbage Disposal: Operational		
7. Lights: All bulbs operational and covers in place		
COMMENTS:		

**The information provided below does not constitute endorsement by the Department of the
Air Force or Department of Defense.**