

WELCOME
To
10th Space Warning Squadron
Cavalier Air Station
North Dakota

“Rich in Tradition—Pride in Our Mission”

(KEEP IN HOUSING UNIT)

Dear MFH Resident,

Welcome to Cavalier Air Force Station Military Family Housing (MFH). We are pleased to have you with us and hope your stay will be pleasant.

It is impossible to itemize every small detail of our responsibilities and yours. The following pages explain the Air Force's responsibility toward your home as well as what we expect from you. If you are considerate of your neighbors and treat your home as if you were the owner, we can ensure you that relationships will be enhanced at all levels.

Your home represents a substantial investment by the United States Air Force and by all of us as taxpayers. Please help maintain it at the highest level of quality for both your pleasure and that of our future residents.

LORINDA A. FREDERICK, Lt Col, USAF
Commander

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SECTION A: AIR FORCE RESPONSIBILITIES

The following must be performed by the base in support of your assigned military family housing unit: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, snow removal from streets, and fire and police protection.

Initial Inspections. The occupant will perform an initial inspection to identify and document on an AF Form 227 any discrepancies pertaining to the unit and appliances. This inspection should be performed within 14 days and returned to Cavalier AFS Housing personnel for posting to your AF Form 227.

Maintenance and Repairs. Civil Engineering (civilian contractor) has the primary responsibility for the maintenance of your home. They are located in Building 830, Room 225. Normal duty hours are from 0700 to 1530, Monday through Friday. A call answering service is provided 24 hours a day, 7 days a week; 993-3331 during the normal duty hours and 993-3222 after normal duty hours, weekends and holidays. Emergency work will be responded to and completed within 24 hours of notification. Emergency work includes, but is not limited to, the failure of any utility, fire protection, stopped up sewer and fire hazards. Some examples of an emergency are: water supply cut-off, pressure or drainage line break inside quarters, sewer-line blocked, malfunction of exterior door which would jeopardize quarters security, all commodes in unit stopped or inoperable. Work requirements not of an emergency nature should be consolidated and submitted to Civil Engineering by member, using AF Form 1219, BCE Multi-Craft Job Order. After a call/request is received by CE Service Call Desk, the service call specialist will immediately assign and provide you with a job order number and an approximate date/time the work will be performed. There are three categories of service: emergency, urgent and routine. The category determines when the service will be accomplished.

Emergency – Work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness and completed within 24 hours of notification.

Urgent - Work that is not any emergency, but must be responded to and completed within 5 workdays of receipt or within 5 workdays after receipt of materials.

Routine – work that does not qualify as emergency or urgent work, but must be accomplished within 30 calendar days after identifying the requirement or receipt of material.

Emergency Service calls are work requirements which should receive immediate attention. Some examples are:

- A structural, utility, or mechanical problem that could cause loss of life or property.
- Serious damage affecting health, safety, security or mission.
- Complete utility failure (Electricity, gas, heat, water or sewage).

Refuse Collection and Disposal. Trash pick-up is once a week on Fridays (subject to contract change). Two garbage cans may be provided for each military family housing unit. Excess garbage should be placed in appropriate container (plastic bag, bundled, etc.) and placed curbside the morning of pickup service before 0730. The containers must be placed out of sight in their proper storage area the same day as pickup. A recycling roll-off is available in the southeast corner of the 400 car parking lot by Building 830 to recycle newspapers, magazines, books and telephone books, paper, plastic, glass, tin, steel, and cardboard. The station commander highly encourages everyone to participate in our recycling efforts. Not only does it reduce our waste stream, it also increases our individual awareness and concern for our environment!

NOTE: Moving companies are responsible for unpacking and removing all packing materials. If the occupant elects to unpack his/her own household goods, he/she assumes responsibility for disposing of these materials.

The contractor is responsible for common areas grounds maintenance but not to the extent that they are cleaning up due to the negligence of others. All waste will be placed securely in covered garbage cans, bagged in plastic waste containers, or otherwise packaged to prevent blowing. We experience winds of 20 to 30 miles per hour frequently in this area and any paper or lightweight waste not properly packaged or containerized will easily blow away.

The disposal of dead animals found on base (not house pets) is the responsibility of Civil Engineering. Call work control at 993-3331.

Insect Control. If necessary, your house was treated for insects before you moved in. The occupant is expected to take all measures to prevent or control insects. If infestation occurs, which is beyond your control, call work control, 993-3331.

Lockouts. The Civil Engineering contractor maintains keys in the Power Plant, Building 820, Room 214 (993-3222) which are authorized to be signed out by MFH occupants on a temporary basis to alleviate emergency lock-out situations. Replacement of lost keys is an occupant responsibility. If keys are missing at termination, rekeying the locks will be at occupant expense.

Ground Care. Common areas beyond 50 feet from your unit are government responsibility. Major pruning is also its responsibility. Seed, fertilizer, and bark chips for your shrubbery are provided by the government. Contact housing maintenance 0730-1530 Monday through Friday at 993-3363 to obtain seed, fertilizer, and mulch when needed. A hand applicator for seeding is available for checkout. A hand edger is also available for checkout. A hand weed sprayer is available for checkout but the government does not provide the chemicals for occupants.

Snow Removal. Occupant will shovel snow from sidewalks and driveways within 24 hours after each snowfall.

Appliances. Ranges, refrigerators, and dishwashers are government furnished and serviced. These appliances are assigned by installation date and recorded on the AF Form 227. If you have problems, do not attempt repairs or adjustments. Problems should be called in as a service call to 993-3331. On ranges, **DO NOT USE COMMERCIAL OVEN CLEANERS**; follow manufacturer's instructions for self-cleaning the oven. Chest deep freezers are available for checkout on a first come basis due to limited quantity.

Privately Owned Appliances. Privately owned appliances will be stored at Government expense. Each unit is furnished with a stove and refrigerator. Should you own a similar appliance and wish to store same, this must be done through Housing within 30 days after assignment of quarters.

Filters. Heating unit filters and water filters are government furnished. "Contractor" is responsible for periodic change-out of disposable filters and cleaning of permanent type filters.

Ceiling Fans. There are several efficient ways to clean your ceiling fan as part of your weekly household cleaning. The method you chose depends upon the height of your ceiling fans, the amount of dust your home collects, tools you have available, and whether or not you have allergy sufferers in your home. See Appendix A for more guidance for cleaning ceiling fans.

Name Signs. Letters for name signs will be provided by the government.

SECTION B: OCCUPANT RESPONSIBILITY

Leave or Extended TDY. If you will be absent from your quarters, leaving it unoccupied for extended periods (over 1 day), you must make arrangements for security, prudent care and periodic inspections of your quarters. You can fulfill the responsibility through written notification to the Security Office of your intended absence and the name of the person designated by you who will have access and will perform normal occupant maintenance. Also, notify security police for patrol purposes and housing maintenance (993-3331 or 993-3222).

Liability for Damage to Family House, Equipment and Furnishings. Under federal law (10 U.S.C. 2775), as amended by the FY 85 MILCON Authorization Act, members of the Armed Forces occupying military family housing shall be held liable and accountable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member, the member's dependents or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220 provides guidance on how to determine responsibility and pecuniary liability. It explains in which situations claims may be waived or limited, as in the case where damage is caused by the member's dependents or the member's guests and the member had no opportunity to prevent the damage. It also establishes procedures for processing reports of survey, provides direction on how to request reconsideration and describes appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

Sponsors will ensure their children are instructed in safety procedures and applicable official directives and policies before they are permitted to operate snowmobiles, motor scooters, bicycles, or similar conveyances on station.

Insurance. While occupying government military family housing, it is highly recommend that you consider buying commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage involving, government quarters, furnishings and equipment is included. A common policy for this coverage would likely be a renter's policy which would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property, if you do not desire to insure the latter. The replacement value based on maximum net square footage and grade authorized by public law is provided in the next paragraph. Specific questions can be answered by the Grand Forks AFB housing or judge advocate.

Determining Replacement Costs. In determining replacement costs and in counseling military family housing occupants and applicants, the housing manager should use lower amount determined by either of the following procedures:

- a. Multiply \$37 per square foot times the gross floor area shown on the real property record (7115 report).

b. The amounts shown on the following table:

| RANK | BEDROOM | \$000 |
|---------------------------------|---------|-------|
| E1 through E-6 | 3 | 53 |
| | 4 | 59 |
| E7 through E9 and 01 through 03 | 3 | 59 |
| | 4 | 64 |
| 04 through 05 | 3 | 62 |
| | 4 | 68 |
| 06 | 4 | 75 |

Square Footage of Units: 1948 sq ft, units 200 and 201; 1350 sq ft, units 100 through 109; 1212 sq ft, units 110 and 111.

Example: A military member occupies a unit designated on real property records as either a 3 or 4 bedroom unit having 1212 or 1350 sq ft (gross): $\$37 \times 1212 \text{ sq ft} = \$44,844$; $\$37 \times 1350 \text{ sq ft} = \$49,950$.

In both cases, the member's liability is limited to the amounts shown above, in which case the member may wish to obtain insurance for the appropriate amount. In no case will a member's liability for damages caused by gross negligence or willful misconduct, exceed the amount the Air Force is authorized to spend on replacement construction.

Damages to Quarters. DAMAGES TO QUARTERS BEYOND REASONABLE WEAR AND TEAR, ARE OCCUPANT RESPONSIBILITY. Repairs and replacements must meet Air Force standards. Your Civil Engineering QAE can fully explain your options to repair or replace damaged items and the method of payment.

Repair Cost. The following is a representative list of most commonly damaged or destroyed items. The list is not all inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered. Costs include labor:

| PROBLEM | COST | LABOR RATE \$47.02 per hour |
|---------------------------------------|----------------------|----------------------------------|
| Broken window thermopane | \$4.67 per sq ft. | 1 hour |
| Replace garbage disposal | \$135 material | 2.5 hour |
| Replace interior door | \$189 material | 4.5 hours this includes painting |
| Replace outside door lock set | \$63 material | 11 hours |
| Replace door or window molding (trim) | \$2.11 per LF | 1/8 hour per LF |
| Replace vinyl flooring | \$26.85/sq. yd. | \$34.61/sq. yd. |
| Replace med. cabinet mirror | \$6.35 | ¼ hour per SF |
| Replace window screening | \$2.71 sq. ft. | ¼ hour per SF |
| Replace storm door | \$276.00 | 1.5 hour |
| Replace exterior door (steel) | \$336.00 | 4 hours |
| Replace counter top | \$14.87 per lin. ft. | |
| Replace carpet | \$17.85/sq. yd. | \$8/sq. yd. |
| Replace carpet pad | \$ 4.44/sq. yd. | (Included above) |

Other types of damages the occupant is responsible for are: Damage to yard or house caused by pets or damages resulting from waterbeds.

Energy Conservation. As a MFH occupant, we need your assistance in conserving energy. Fewer dollars for MFH and rising utility costs behoove us to use common sense—do everything possible to conserve all our precious utilities.

Water. It is not intended that normal and reasonable use of water be restricted. However, since excessive usage results in increased costs and depletion of the source of supply, it is necessary that all waste be eliminated. Lawn watering schedules will be posted in the Base Bulletin if required.

Heating. Recommended temperature settings are as follows: Heat (Day 68 degrees, Night 65 degrees). Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. DO YOUR PART to prevent waste of fuel. Programmable thermostats are installed so you can adjust the temperature downward when you are at work or asleep and upward for your comfort when you are at home. Please refer to the manufacturer's instructions for operation.

Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 1100 to 1300 and 1600 to 2000. Do not leave outside lights on during daylight hours. Do not plug your cars in when the outside temperature is above 0 degrees.

Environment. Very little guidance needs to be given to housing occupants for environmental protection.

Surveys of radon, lead based paint, asbestos, and water quality have all been accomplished and our housing units are satisfactory. The Environmental Office (telephone number 993-3680) maintains these surveys on file if you wish to review any of them. Several reminders: DO NOT DISPOSE OF WASTE ENGINE OILS, ENGINE COOLANTS, CAR GREASER OR OTHER SIMILAR PRODUCTS INTO PLUMBING DRAINAGE SYSTEMS OR ON THE GROUND. All automotive maintenance should be done in the auto hobby shop, Building 730. Burning of leaves or refuse is prohibited. Grass clippings should be disposed of west of the garden plot, where compost pile is located. Recycling containers for magazines, newspapers, paper, cardboard, books, plastic, glass, tin, etc. are located in the southeast corner of the 400 car parking lot by Building 830.

Care of Interior. Routine cleanliness (interior/exterior), minor maintenance and repair is the occupant's responsibility as with any home.

Kitchen. Special attention is needed to maintain the appliances, cabinets, and wells in the kitchen. Ovens and broiler units should be self-cleaned regularly as well as the top burners to prevent grease buildup which becomes a fire hazard. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed, and dried. The exterior and door gasket should be cleaned frequently to remove oil and grease. Avoid use of sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Avoid putting fibrous material such as onions and celery in the garbage disposal as this jams the cutting mechanism. Do not put grease in the garbage disposal as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils on countertops as this may cause permanent damage. Use only regular shelf paper in drawers and cupboards, as the use of adhesive backed paper will damage surfaces when removed. Walls should be cleaned at periodic intervals to prevent surface grease buildup.

Bathrooms . Walls in the tub/shower area have a tendency to mildew and should be cleaned periodically with a product to combat mildew.

Floors. Excessive water can cause damage to any floor. Vinyl floors are of no-wax type. Clean with mild detergent and water. Pay special attention to corners and baseboards for dirt buildup.

Carpets. Government owned carpets should be vacuumed at least weekly and spot cleaned to remove stains, smudges and odors as they occur. Shampooing is occupant responsibility during occupancy. Services has a steam cleaner for rent.

Walls. Use mild soap and warm water to keep your walls clean. **Do not apply adhesive backed materials, wallpaper or decals to the walls as these cause damage upon removal. Use nail or building type hangers only.** Make sure there are door stops for all doors to prevent damage to walls.

Insect Control. Insect control measures inside the home may be taken by using commonly available commercial insecticides, which can be purchased at the commissary. If more extensive treatment is needed, contact civil engineering (993-3331). We ask you to cooperate in protecting and arranging your furniture for the application of insecticides when required.

Care of Exterior:

Windows. Occupants are responsible for cleaning of your windows, storm doors, garages, etc. during occupancy.

Grounds Care. Your assigned area is midway between adjoining units or to the street and up to 50 feet from the back of your dwelling or 50 feet to the side of end units.

Inspection. Each resident is expected to maintain a neat appearing lawn. The base will periodically inspect the appearance of all military family housing areas. Inspections are based on the standards listed below. We issue discrepancy notices to occupants not meeting appearance standards. Three discrepancy notices could mean a directed move off base.

Inspection Standards for Military Family Housing

| | |
|--|--|
| Grass mowing | This should be accomplished as necessary to maintain a neat appearance. Grass should be maintained between 2-4 in height. |
| Edging of Grass Along, Sidewalks, Driveways and Roadways | Edge sidewalks and roadways to maintain a neat appearance. |
| Grass in Fences, Cracks and Crevices | All grass should be removed from fences and from cracks in sidewalks, driveways, parking spaces and doorsteps. |
| Trimming of Grass Around Foundation, Etc. | Trim grass around foundation of house, doorsteps and garage. |
| Bushes | Trim bushes. |
| Garages and Back Porches | Garages and back porches must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive. |
| Removal of Debris | The lawn must be free of debris (paper, cans, candy wrappers, etc.). Additionally, items such as tires, plywood or other miscellaneous items leaning against house or garage must be removed and stored. |
| Vehicles | Major repairs of vehicles are not authorized in garages, driveways and parking spaces. Do this work in the Auto Hobby Shop. |

Snow and Ice Removal

Remove snow and ice within 24 hours after each snowfall from sidewalks and driveways to maximum width. Also clear access to garbage cans.

The base is responsible for common areas (playgrounds, etc.). You may plant flowers within 24" of quarters. Do not plant seeds or beans that are poisonous or which can be a hazard. Keep your flower beds neat and clean of weeds and grass. Any type of fence or border must be approved on a self-help work request (AF Form 332).

Gardening. The community garden plot is located north of MFH and is available to all occupants. All maintenance during the growing season is the responsibility of garden plot users.

Yard of the Month. Many MFH residents enjoy taking special pride in maintaining their quarters, and the Air Force likes to recognize these special people. As part of our ongoing community inspection program, the base selects a "Yard of the Month" from May through September. Base-wide recognition is given to the winner. BE ONE OF THE COMPETITORS! BETTER YET... BE A WINNER!

SECTION C: FIRE PROTECTION

The fire department is responsible for instructing occupants on the procedures to follow in case of fire. As head of your household, you, in turn, should instruct all members of your family in fire protection.

Instructions on Prevention. You will be thoroughly briefed on fire prevention instructions and fire extinguisher use within 30 days after moving in. This briefing is conducted by the fire department. **It is the MFH occupants' responsibility to schedule this prevention training.**

Preventive Inspection. This inspection is conducted by the fire department only if requested by the occupants.

Smoke Detectors. Inspection of smoke detectors will be performed at the initial inspection of your quarters. The manufacturer recommends the Push-to-Test button be used to test smoke alarm weekly to ensure proper operation and upon returning from vacation or when no one has been in the household for several days. There are smoke detectors in each sleeping room and your hallway. **Check Push-to-Test button. A constant green light indicates the smoke alarm is receiving 120V AC power. Firmly depress the Push-to-Test button for at least 5 seconds. The smoke alarm will sound a loud beep about 4 times a second for up to 10 seconds after releasing the button. You must manually push and hold for 20 seconds to activate.** If you experience or suspect a problem, call the civil engineering service call desk at 993-3331 (after normal duty hours 993-3222).

Carbon Monoxide Detector. A hard wired carbon monoxide detector is provided for your safety. It is installed near ceiling in the hallway across from the furnace room. If low levels of carbon monoxide are detected, your detector will emit low level warning (series of 3 short beeping sounds and 3 flashes of the red light every 2.5 minutes). **If this warning signal is activated, respond as follows: if anyone is experiencing effects of carbon monoxide poisoning—headache, dizziness, nausea, call 993-3311 immediately. Evacuate your family from the home to a location with fresh air. If you symptoms exist, operate Test/Reset button and immediately ventilate the home by opening the windows and doors. Call work control at 993-3331 (after normal duty hours 993-3222).**

Fire Reporting. If a fire occurs in your home, notify the Base Fire Department, emergency number 993-3311 immediately. Give the fire alarm operator your name, house number and street. Do not hang up until you are sure the information has been received correctly. You are required to report all fires regardless of size. An ABC fire extinguisher is mounted in the front hall closet for quick access. It is a general purpose extinguisher and can be used on any type of fire.

Storage of Gasoline. Storage of gasoline and other flammable liquids is limited to three gallons. Flammables should never be stored in the home. Outside storage areas should be childproof.

Barbecue Grills. Grills should be lit and supervised by adults only. They should be kept free of building overhangs and porches (minimum of 10 feet from any structure). They should always be kept at a reasonable distance from all combustible structures.

Clothes Dryers. Check and clean clothes dryer lint traps often. Never place plastic articles in dryer.

Cooking Appliances. 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. Use the ABC fire extinguisher mounted in the front hall closet. **NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

Water on Site. On occasion, you (MFH occupants) may experience "Red Water" in MFH units. The significance of "Red Water" is that the water will cause discoloration/sediment. The current activity of periodically flushing water mains has significantly reduced the "Red Water" problems. However, this may still happen and in the process may cause staining in your clothing from wash water. We recommend you use "IRON OUT POWDER" to get rid of staining. To make sure that the water is safe for drinking, the water distribution system is analyzed on a monthly basis and results reveal that there is no problem with drinking water potability. We are purchasing rural water and much of the "red water" problems have dissipated.

Fire Evacuation Plan. A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan, as a family activity, can save the lives of your loved ones. The fire department should be made aware of disabled family members.

Housekeeping. Keep trash from accumulating in closets, attics, storage areas, near wall heaters, furnaces and hot water heaters.

Power Equipment. Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

Use of Unsafe Extension Cords. Alteration of existing electric systems or use of unsafe extension cords is not authorized. DO NOT OVERLOAD the wiring by using multiple plug-in devices. To do so could result in a fire. Please check with the fire department about authorized extension cards.

Disabled Occupants. A record of disabled base housing occupants is on file in the Fire Alarm Communications Center. This list includes the disabled person's special need, i.e., iron lung patient - electrical power critical. It is the the sponsor's responsibility to provide this information to the fire department.

Any routine questions on fire prevention should be directed to the fire department at 993-3671.

SECTION D: SECURITY FORCES

Security Forces. The commander is responsible for the control and safeguarding of all base property. Patrolling of the housing area is accomplished on a random basis by the law enforcement and, when notified, they will investigate all accidents. All inquiries concerning law enforcement should be directed to the security forces at 993-3364/3366.

Parking. On-base parking of privately owned vehicles must be in driveways or authorized parking areas only. Prohibited areas are as follows:

- Next to yellow curbs
- On grass, seeded or dirt areas
- Within 10 feet of a crosswalk or 25 feet of a fire hydrant
- Recreational vehicles are generally prohibited from housing area; areas will be designated by installation security forces.

Visitor Reception. Give instructions necessary to allow entrance of visitors to your quarters.

Firearms and Fireworks. Storage of firearms in MFH is permitted; however, firearm registration is mandatory. For information on firearms and fireworks in family housing, contact the security forces at 993-3365 Monday through Friday, 0730-1630.

Crime Stop. Call 993-3233 for fast response to report a crime in progress.

Vehicle Registration. All military personnel, their dependents and civilian personnel operating their private vehicles on Cavalier AFS are required to register their vehicles upon arrival on site (no later than 72 hours, if arrival is on a weekend or holiday). To register a vehicle, you must report to Building 830, Room 233, 0730-1630 hours, Monday through Friday. When reporting for initial registration you must have a valid state operator license and proof of insurance. While driving vehicles (privately owned), you must have in your possession a valid state motor vehicle registration card and valid drivers license. Military personnel are not required to have a North Dakota driver's license provided they have a valid license from their home state. For information, call 993-3365.

SECTION E: GOOD NEIGHBORS

Military family housing and close neighbors are synonymous. Full support and cooperation in the following areas are necessary:

Noise Control. Excessive noise is a common complaint. Many Air Force folks work shifts and are sleeping during the day. Please be considerate.

Parties. Many complaints can be avoided by informing your neighbors prior to having a party.

Excessive Stereo/Television Volume. Don't assume that your neighbors enjoy the same type of music or television programs that you do—please keep the volume down.

Control of Children. Do you know where your children are?

Supervision. Your children should be closely supervised at all times. Children under 10 years should never be left alone.

Playgrounds. Your neighbor's yard and/or streets should not be used as your child's playground.

Pet Control. Pets will be leashed when outside your home or a fenced yard. You must ensure cleanliness of your pet's area to control and prevent varmint infestation. Feces must be picked up daily. Do not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Stray pets should be reported to security police at 993-3366. **Farm, ranch or wild animals and exotic pets such as ferrets, snakes, alligators, wild cats, skunks, etc., are not permitted.** As well, pets in large multiple numbers are not authorized. Any more than two pets will be handled on a case-by-case basis. Final approval authority to exceed this amount must be approved in writing by the commander. Breeding or raising of animals in military family housing for shows or commercial purposes is also prohibited unless approved by the base commander. Also, operation of a commercial type kennel in government quarters is strictly prohibited.

Common household pets whose normal habitat is in the house are authorized in base housing provided they are under control at all times and do not disturb the peace or become a nuisance or threat to other animals, persons or property. Pet control is defined as having the pet on a leash held by a person of sufficient size and maturity to safely direct the movement of the pet, or having the pet held or confined in a house or fenced area so that the pet may not leave the enclosed area. **HAVING A PET TIED IN AN OPEN YARD IS NOT SUFFICIENT CONTROL.** Uncontrolled pets should be reported to Central Security Control at 993-3366.

Pets should not, in any way, shape, or form, be a burden to the neighbors, i.e., allowed to bark, yelp, run loose, or excrete in neighbor's yards. Constant complaints will be cause for removal of pets.

Pet owners will not permit their pets to excrete waste matter on the lawns of other housing occupants or in playgrounds or parks. Animal excretion will not be allowed to build up in one's yard. Pet owners are responsible to clean up excretion on a daily basis.

Pet owners will register and obtain any necessary inoculations that the pet requires within ten days after assignment to quarters. Pets must have rabies tags displayed on collars.

Pet owners will insure their animals are not chained to trees. Chains mutilate bark and cause unsightly appearance. Disease or death of the tree could follow.

Parking. There is ample parking space allocated to each housing unit. Visitors and additional vehicles must be parked along the street. Be reasonable and considerate and talk to your neighbor when problems or misunderstandings occur. Do not park automobiles, motorcycles, house trailers, utility trailers, campers or boats on lawns in the housing area. Storage for seldom used vehicles such as recreational vehicles, boats, trailers, or additional automobiles is located in the farthest east row of the 400 car parking lot by building 830.

Repair Work. Major repair work on your vehicle/boat is not authorized in the housing area. The hobby shop should be used for this repair work. This not only maintains the desired appearance in the housing areas, but also shows consideration of your neighbors.

Playgrounds. Your neighbors' yards and/or streets should not be used as your child's playground. There is one playground in the housing area. Since you are responsible for the actions of your children, please inform them that they too must respect other people's property and rights.

NOTE: It may appear to some residents that certain policies contained in this brochure are designed to harass rather than serve the overall population. These procedures are designed to insure proper consideration is given to the overall appearance of the housing area.

SECTION F: SPECIAL CLIMATIC SITUATIONS

Warnings:

Disaster Preparedness. Military members are briefed on disaster preparedness within 30 days of arrival. Should you have any questions, please contact your Disaster Preparedness representative at 993-3283.

Winter Conditions. Winters at Cavalier AFS can be very severe. Actual temperatures may drop as low as -40 degrees Fahrenheit with wind-chill down to -100 degrees Fahrenheit. Winter storms can develop very suddenly causing zero visibility. Consult local weather stations before traveling in the winter. A briefing is given to each military member on winter driving conditions upon arrival on station. Occasionally, tornadoes develop in the summer. If a tornado is sited in the area, a 3 to 5 minute steady tone will be sounded on the siren. Housing personnel should take shelter in the basement of building 720 (BEQ).

During winter, it is advisable to prepare your home for freezing temperatures to alleviate unnecessary damage due to freezing. To prevent damage to your home from severe cold weather conditions, the following procedures are necessary:

Remove or secure all items in your yard that high winds could lash against unit. Ensure storage shed doors are locked to avoid wind damage.

If your kitchen is located on an exterior wall, open cabinet door under sink whenever extended periods of extremely cold weather are predicted (e.g., 0 degrees Fahrenheit or below). This will prevent pipes from freezing.

If you have a power failure or a nonfunctioning furnace/heater, immediately call housing maintenance at 993-3331/993-3222.

Winter Watchman. The winter watchman consists of an extension cord, socket, red light bulb and the device itself. The bulb is to be hung in a window facing the street. The watchman device plugged into the wall socket will cause the red bulb to light up when the temperature drops below a certain point and will alert people that the heating system is inoperative. This device can be checked out on a hand receipt from housing maintenance in the Industrial Building 730. The responsibility for your quarters still remains with you even when you are not at home. You should leave a key with a friend or neighbor to check your quarters daily, even if you install one of these devices.

Survival/Disaster Kit:

- Medicine: Insulin, heart tablets, dietetic food and baby food.
- Transistor radio and extra batteries. Tune to a local emergency broadcast station for disaster emergency announcements.
- Heater and fuel: CAUTION: Stoves burn and cause carbon monoxide gas. Make sure you have good ventilation. Make sure your spouse knows how to operate the heater.
- Candles/flashlight (and batteries) for light.
- Food: Suggested minimum for 1 person for 1 week.
 Infant formula/baby food as needed
 Milk: 1 package powdered or 4 cans evaporated.
 Fruit: 2 large cans or 1 package dried fruit.
 Vegetables: 6 cans assorted.
 Meats: Canned meats/meat products, as well as fish, cheese, baked beans, and peanut butter—all high in protein. At least 2 cans of Spam and equipment for one person for one week.
 Cereals: 7 individual packages.
 Beverages: Instant tea, coffee or cocoa.
 Water: More important than food. At least a quart per person per day (bottled or canned beverages, fruit or vegetable juice or milk can provide a part of the water needed).
- Waste Disposal: Portable toilet using disposable plastic bags or equal.
- Assemble all members of your family.
- Close inlet valve on hot water heater. Mark valve now. You can drain the heater later for drinking.
- Turn on a portable radio for weather instructions.

- Don't leave shelter area for 14 days unless you are directed to do so. After fallout has arrived, it takes at least two weeks before it is relatively safe outside for movement to a more permanent shelter.

Winter Survival:

Blizzards, Cold Weather and Other Assorted Information. Before we discuss cold weather survival, here is a short "blast" on frostbite. Frostbite is a serious result of overexposure to ambient cold temperatures and/or wind. Certain parts of the body are very susceptible to frostbite: namely, the fingers, toes, nose, hands, feet, knees, chin, ears, cheekbones, and so on. Even a person who is "properly dressed" for outside activity is vulnerable to frostbite. Awareness of the problem is a good defense.

What to do if you have Frostbite: **DON'T RUB THE FROZEN PART!** This friction could disrupt the location of crystal cells and cause more damage than good. **DON'T PACK THE PART IN SNOW!** True, this will help preserve the frozen part, but will not lessen the effects of the frostbite, only prolong them. **DO** seek medical attention immediately. If possible, **WARM THE AFFECTED PART** rapidly to room temperature by immersing the part in **LUKEWARM** water (101 to 105 degrees).

Chill Factor: Now a word about a term you may have heard of before. The term "chill factor" is one you will grow accustomed to hearing here. Strong wind, when combined with low temperatures, causes a very rapid cooling of any exposed surface. Unprotected portions of the body, such as the face or hands, can chill rapidly and should be protected as much as possible from the cold wind. The length of time it takes for this cold wind to freeze exposed flesh is the exposure time. Exposure times during past winters have been as short as 30 seconds. Needless to say, this winter weather commands your attention and renders positive precautions to prevent frostbite.

Precautions for the Home. If power is lost to portions of base housing, this means that your furnace will not work. Temperatures inside the house may drop below 50 degrees in a short time. Should this happen, find a friend whose house still has heat, and invite yourself and family for a visit. Power and heat will be restored as soon as possible, and you may return home.

During Blizzards or Forecasts of Severe Weather:

- Stay indoors.
- Provide emergency lighting and heating.
- Provide food that can be prepared quickly or that needs no preparation.
- Do not allow children outside under any circumstances.
- Keep and use a transistor, battery-powered radio.
- Have an extra supply of blankets and other warm clothing. Turn your radio to a local station for announcements concerning severe weather. **KNOW, PREPARE AND ACT RESPONSIBLY!** It can see you and your family through the worst blizzard. Then you can write home and tell about walking on a snow drift over the top of your house with a little humor and no frostbitten fingers, toes, ears, etc.

Treatment After Prolonged Exposure: If breathing has stopped, move to a warm room/area if possible. When the victim reacts, give warm liquids and put him/her to bed (warm, if possible). **NO ALCOHOL OR CAFFEINE.**

Winter Survival Kit. The following is a list of items you might want in your winter survival kit in your car. It is only a suggested list and is not to be considered the only items. Start here and expand or modify to meet your particular needs.

- Container. A box, bag, etc. to hold the "kit".
- Blankets. Sleeping bags are ideal (enough to keep your family warm).
- Heating Device. You may make your own or purchase a commercial type. Home devised: a 2 or 3 pound coffee can as a stove, a large candle to put in a coffee can and matches to light the candle. Commercial: foil pan full of wax and wicks, sterno type stove or catalytic propane or gasoline "tent" heater.

NOTE: If you use a fire type heater, make sure you have enough ventilation to keep a good supply of fresh air in the car.

- Food. Select dry fruits and other “camping” type foods that have a long storage life and are not hurt by freezing. High energy foods such as chocolate, raisins, etc., help keep you warm. Drink plenty of water—don’t eat snow!
- Extra Clothing. Sweaters, socks, mittens, snowsuits, overshoes, hats, ear muffs, stocking caps, scarf, etc. are invaluable. Select items that can be kept in your kit for your family.
- Hardware.
- Shovel. Select one strong enough to dig under your auto.
- Flashlight or lantern. Don’t forget extra batteries.
- Tow rope or chain.
- Battery jumper cables.
- Flares - don’t forget the matches.
- Battery operated radio to receive updates after your car “dies”.
- Other “niceties” are: tire changing tools, tire chains, cellular phone or CB radio—an excellent emergency tool.
- First Aid Kit. Commercial types are great as far as they go, but add to them.
 - 36 x 36 muslin bandage. Use as arm sling, to secure splints, tourniquet, diaper, support for fractures.
 - Sanitary pads (4). Use as absorbent dressing, neck brace, splint pad.
 - 4 x 4 gauze squares (12). Use to control bleeding, cover small wounds, eye patch, clean wound, remove foreign object from eyes.
 - Tape. Use to secure bandages, write messages on, etc.
 - Garbage bag. Use for vomiting, holding amputated parts, seal chest wound, ice bag, urinal, or bed pan.

SECTION G: POTPOURRI

Garage Sales are permitted.

Yard of the Month. From May through September, the Commander and/or First Sergeant and housing maintenance supervisor will inspect the housing area and select the best yard in the MFH area. This program will only be effective during the months of May through September of each year. Criteria used for judging are listed on page 8 of this brochure. A sign will be placed in the front of the house to identify the winner. Recognition will be given to a winner every month.

Business Enterprises. Some businesses-for-profit may be conducted from your military family housing unit. Any such enterprise must be requested in writing to the base commander.

Dead Bolt Locks. Because they delay ability of fire personnel and crafters to gain emergency entrance to quarters, dead bolts are not permitted. Fire personnel and crafters have a master key for doors, but not for personally installed dead bolt locks.

Head Bolt, Tank and Freeze Plug Heaters. Only plug in one vehicle at a time. Vehicles will not be plugged in except when the temperature is below zero. Plugging in a vehicle one or two hours prior to use is normally sufficient to warm the engine. Electrical extension cords must be three wire, number 14 gauge or larger and must be UL approved.

Solicitation in Military Family Housing. Solicitation, fund raising, scout activities, school sales, etc., require approval of the base commander.

Living Room Switches. Some of the living room and bedroom outlets are controlled by the light switches. If you believe your outlet is not working, please check the light switch before calling housing maintenance.

Waterbeds. The waterbed heater must be approved by the Underwriters Laboratories (UL). If the bed leaks or is accidentally punctured, you are liable for all damages to the house.

Swimming/Wading Pools. Only above-ground swimming pools are authorized with maximum size of 6 feet in diameter, 1 foot deep, and no more than 25 gallon capacity. Pools should be emptied when not supervised. Lawns will be restored to original condition when pool is removed. We suggest you contact the base legal office regarding liabilities before installing a pool.

Garden Hoses. Remove garden hoses from the hose bibs prior to 15 October to prevent freezing. The hose bibs should be inspected periodically to ensure that they are not leaking. Any damage caused by freezing is your responsibility.

Tents. Tents with floors may remain on the grass a maximum of 5 days in summer months. Tents without floors are not restricted. All tents are restricted to back yards only.

Telephone Installation. Occupants are responsible for telephone hook-up and disconnecting service. Polar Communications services the station and the housing area. Telephone service must be disconnected prior to termination of quarters. The government furnished lines include your kitchen and front bedroom phone lines. Other telephone connections already installed will not be maintained by the government.

CAFS Police (Law Enforcement) Personnel: A civilian contractor has the overall responsibility of law enforcement. They are dispatched anywhere on base to render emergency or routine police functions. A call to the central security control at 993-3366 will result in a radio-equipped patrol vehicle to the scene. If a crime is observed in progress, a call to central security control, 993-3233, will result in law enforcement response. Law enforcement personnel patrol the housing area on irregular intervals. Speed limits on Cavalier AS are posted and are enforced by the law enforcement patrol.

Fire Arms Registration. See Cavalier AS Instruction 31-4.

Military/Dependents ID Cards: All identification cards are processed through Military Personnel Flight (Grand Forks AFB ND) and issued by 319 SPS Pass and ID section, Grand Forks AFB, Monday through Friday, 0730-1600.

SECTION H: SELF-HELP WORK

Self-Help. This self-help program was designed for occupants to assume a “home-ownership” attitude by performing relatively simple work that is primarily for the occupant’s benefit and improves the housing unit. All alterations in family housing (interior and exterior) must be approved prior to accomplishment, on an AF Form 332 approved by housing management and civil engineering.

Procedures. An occupant prepares and submits AF Form 332, BCE Work Request, to the O&M contractor for all maintenance and repair work. AF Form 103, BCE Work Clearance Request, is required for work involving excavation such as ditching or placing of posts and trees.

The O&M contractor may furnish materials, supplies and equipment for authorized self-help work. Government labor, except for technical assistance, is not provided. Self-help work must not generate additional maintenance or repair costs to permanent living areas. Personnel who desire to accomplish a self-help project in military family housing must obtain prior approval on AF Form 332, BCE Work Request. Modifications to Air Force property cannot be made without approval from civil engineering. This provision is to protect both Air Force property and occupants. Occupants have been injured, some fatally, by accomplishing unauthorized work, e.g., installing antennas too close to power lines. Basketball goals or swings will not be attached to buildings. When the self-help project has been completed, the requester will contact civil engineering at 993-3331 for final inspection and approval by housing maintenance.

Holiday Decorations. Holiday decorations are allowed but no nails or staples can be used on siding or fascia.

Painting Interior Walls. Self-help painting (interior to exterior) is not authorized in family quarters. However, if touch-up painting is required in spotted areas, make sure you use the type of paint as approved on your initial request. When in doubt, please call the civil engineering office at 993-3331.

Fences. Fences are provided by the government. No additional fences will be allowed.

Antennas. Privately owned CB, FM and short wave antennas may be erected. Disk antennas are permitted.

Antennas will NOT be mounted on the roof surface, the side of, or in front of a house, nor attached to, or mounted in trees. Antennas will be placed in the rear of the house. All exterior antennas must be approved by civil engineering, ground safety and the communications QAE. The occupant is responsible for removal of antennas and for restoring the grounds prior to departing the station. Approved AF Form 332 is required prior to installing antenna.

Satellite Dishes. If an occupant desires to install a satellite dish, an AF Form 332 must be submitted through channels prior to installation. Occupant must provide a pole for mounting in back yard, to be left in place upon departure. Any service obtained must not obligate the government in any way and all service connections are the responsibility of the occupant. Satellite dish **cannot** be mounted on housing unit.

Storage Sheds. Storage sheds are provided by the government. No additional structures are allowed.

Disposition of Improvements Upon Termination of Quarters. Alterations and improvements that are not accepted by civil engineering must be removed before the final housing inspection. The quarters must be returned to its original condition and configuration before departure of the occupant. That responsibility may be transferred, PROVIDING THE CIVIL ENGINEERING OFFICE CONCURS and the new occupant accepts responsibility for the improvement by signing a letter so stating. The new resident should proceed with caution when accepting responsibility for previous residents’ projects, since accepted items are considered exactly the same as if done by the new resident.

**DO NOT DO SELF-HELP WORK
WITHOUT KNOWING THE STANDARD
AND WITHOUT PRIOR WRITTEN APPROVAL**

SECTION I: TERMINATION OF MILITARY FAMILY HOUSING

Giving Notice. We require 30 days notice of your vacating (short notice PCS excepted). At the time you notify us, we will schedule your pre-inspection and final inspection. You may schedule your pre-inspection up to 60 days prior to departure.

Grand Forks AFB housing office can be of great assistance in your coming move. Ask about availability of military family housing and community housing at your next location.

Pre-inspection. This inspection is designed to assist you in preparing for your final inspection. It includes the review of check-out procedures and an opportunity to answer any of your questions. During the inspection, the housing representative will identify maintenance to be accomplished by housing maintenance contractor, and occupants will be informed of their responsibility for damaged (beyond fair wear and tear) or missing property and of the methods available for payment. The housing representative will answer your questions regarding cleaning requirements. You may choose to use a contract cleaner.

THE RESPONSIBILITY FOR FINAL CLEARANCE OF MFH RESTS SOLELY WITH THE OCCUPANT.

FINAL INSPECTION. This is not a “white glove” inspection; however, the house and grounds must be cleaned to government standards. The final inspection ensures that the standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, you should contact the housing office and schedule a re-inspection as soon as the housing schedule permits. Upon the completion of the final inspection, the occupants must return their housing keys, mail keys, and garage opener(s) to the O&M maintenance representative, who will be present for the final inspection.

SECTION J: SELECTED EXCERPTS FROM AFI 32-6001 FAMILY HOUSING MANAGEMENT

2.13. Commercial Activity in Family Housing (FH). Limited commercial activity that can be properly carried out from a FH unit is allowed. Commercial activity is defined as a business enterprise conducted for profit by family members assigned to a FH unit (DoDM 4165.63).

2.13.1. Activities may involve direct sales of products, minor repair service on small items, incidental services, tutoring and limited manufacture of items.

2.13.2. Sale of specific brand name merchandise not available in military exchanges is not construed as competition with installation officially sanctioned commerce.

2.13.3. The member submits a written request to conduct commercial activity in assigned FH to the Housing Flight Chief. The Housing Flight Chief forwards request to the Commander for approval.

Approval is required before business start-up.

2.13.4. The following policies apply:

2.13.4.1. Commercial activity may not be authorized or continued at the expense of community tranquility, safety or the installation mission.

2.13.4.2. Local government licensing requirements, agreements, host nation business practices and advertising practices are taken into account as each request is considered. The member is responsible for obtaining necessary licenses.

2.13.5. Childcare in FH units is a unique category of commercial activity and is governed by AFI 34-276, Family Child Care Programs (paragraph 2.17.).

2.13.6. The resident may request minor self-help modifications to FH unit to facilitate commercial activity. If approved, the resident follows self-help guidelines, complies with electrical and fire safety codes, pays for the modification and restores the FH unit to its original configuration upon departing the installation.

2.13.7. DoDR 5500.7, Joint Ethics Regulation (JER), applies to soliciting from personnel junior in rank or grade. Family member employment in FH is authorized if the family member complies with this AFI and other Service regulations prohibiting solicited sales to subordinates. The prohibition against door-to-door solicitation, in person or via printed material, applies (DoDD 1344.7, Personnel Commercial Solicitation on DoD installations).

2.13.8. Advise residents to obtain personal liability insurance, to cover the risk of legal actions from customers and damage to government property, since residents conducting a private business in FH could be held personally liable for loss or damage.

2.14. Resident Responsibility for Grounds. FH residents are responsible for maintaining grounds for their exclusive use extending from the footprint of the structure to the border of common areas. Exclusive use is defined as the area within a natural boundary (playground, tree line, sidewalk, driveway, fence, common area boundary such as a park, picnic area, flower garden, and so forth) or halfway to adjoining residence. Provide information in the installation-specific housing brochure for grounds care unique to the installation and area.

2.14.1. The MAJCOM Commander may approve a waiver for the government to provide partial or complete grounds care when one of the following criteria is met. Approval authority in this AFI applies to non-GOQs only and may not be delegated below the MAJCOM Civil Engineer. For GOQ grounds maintenance waivers, see AFI 32-6003.

2.14.1.1. The residence is prominently located and makes a unique contribution to the appearance of the installation.

2.14.1.2. The area for the exclusive use of the resident is extremely large (more than 1/2 acre). Waiver provides government-furnished grounds maintenance beyond the 1/2 acre surrounding the home. For ease of grounds maintenance and overall appearance, the Housing Flight Chief and resident jointly determine the location and layout of the 1/2 acre for which the resident is responsible.

2.14.1.3. Areas with unique landscaping, extra large trees or shrubbery, or trees requiring professional service or specialized equipment.

2.15. Self-Help Program. The Air Force supports the Self-Help Program to foster pride of ownership in FH. This program allows residents to accomplish minor work in their FH unit to benefit their living conditions and can reduce maintenance costs to the government. Housing funds support the FH Self-Help Program, and the BCE and Housing Flight jointly establish guidance to operate the program (AF Pamphlet 32-1098, Base Civil Engineer Self-Help Guide, and paragraph 11.11.).

2.15.1. Residents submit AF IMT 332, BCE Work Request, to request minor modifications to the housing unit and surrounding grounds and may request government-furnished materials on the AF IMT 332.

2.15.2. When AF IMT 332 requests grounds work and digging is required, an AF IMT 103, Base Civil Engineer Work Clearance Request, must be approved before starting work.

2.15.3. The housing inspector or respective shop craftsman inspects self-help projects, and the Housing Flight maintains Self-Help Program records on file and in ACES-HM. Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. Self-help work must not be used to increase the square footage of the unit by constructing additions or enclosing and weather proofing existing exterior porches, carports, patios or decks, and so forth. Inform the resident that FH unit must be returned to the original configuration before departing the installation unless the government or incoming resident accepts project. Advise resident of requirement to comply with the installation-specific housing brochure for grounds care unique to the installation and area.

2.16. **Self-Help Store.** The Housing Flight Chief coordinates the self-help store operations with the BCE or provides for a contractor-operated store if housing maintenance is contracted.

2.16.1. The self-help store makes available to housing residents a list of stocked housing items, customer training and guidance on completing basic tasks and instructions for using tools.

2.16.2. Self-help stores may provide hand tools and lawn equipment on a loaner basis but may not provide materials for installation of in-ground lawn sprinklers to FH residents.

2.17. **Self-Help Work in FH to Support the Family Child Care Program.** In most instances, modifications to FH dwelling units supporting the installation Family Child Care Program are accomplished using donated self-help labor and materials. When clear evidence shows the Family Child Care Program is unable to provide adequate childcare because of the high cost of home daycare modifications and the installation mission could be affected, the Commander may authorize government-funded labor and materials to support required FH modifications (paragraph 2.13.5., AFI 34-276 and AF Pamphlet 32-1098).

2.26. **Government-Owned Carpet.** Installed carpet, including pad, is considered an alternative floor finish and an integral part of the FH unit. Professionally clean government-installed carpet, as needed, typically during change of occupancy, IAW the most current engineering technical letter (ETL) and manufacturer instructions to preserve the quality and life of the carpet.

2.26.1. When carpet is authorized, install carpet in living areas, except kitchen, bathroom, powder room, patio, porch and areas exposed to weather. Avoid installing carpet at entrances and heavy-traffic areas. To minimize damage to flooring and subflooring, glue-down installation is not allowed.

2.26.2. Maintain the following historical information in the Housing Flight for each carpet installation:

2.26.2.1. Location (FH address, building number and rooms).

2.26.2.2. Name of carpet manufacturer, pattern and color.

2.26.2.3. Manufacturer certification that carpet conforms to the most recent ETL Air Force Carpet Standard. ETLs are available at the following AFCESA website:

<http://www.afcesa.af.mil/library/etl.asp?Category=Engineering%20Technical%20Letters>

2.26.2.4. Date of installation.

2.26.2.5. Method of installation and type of pad used.

2.26.2.6. Certification of disposal and certification that new carpet meets AF standards.

2.26.3. Purchase quality carpet with a minimum 7-year life expectancy, meeting AF standards in the Air Force Family Housing Guide for Planning, Programming, Design, and Construction and the most recent ETL. Before purchase, the BCE certifies the carpet meets AF carpet standards.

2.26.4. Selected carpet must be a neutral color, such as beige, taupe or off-white in a light to medium shade that provides a flexible background that can integrate with the decor of successive occupants. Do not use pure whites or dark shades. Use solid colors or muted tone-on-tone tweeds.

2.26.5. When replacing carpet in less than 7 years, the Commander or delegated representative certifies the carpet is no longer serviceable and requires replacement, and replacement carpet meets AF standards (paragraph 1.6.9.10. and AFI 32-6003).

APPENDIX A: How to Clean Your Ceiling Fan

Since the layer of dust is on the top of the fan and seldom seen by anyone, you probably put cleaning your ceiling fan low on your list of house cleaning priorities.

Did you know, however, that a dirty, dusty ceiling fan can cause your fan to become loud, wobble, and even ruin the motor? With some easy ceiling fan cleaning and maintenance tips, you can keep your fan running quietly and smoothly.

Weekly Cleaning

There are several efficient ways to clean your ceiling fan as part of your weekly household cleaning.

The method you chose depends upon the height of your ceiling fans, the amount of dust your home collects, tools you have available, and whether or not you have allergy sufferers in your home.

The following methods are the most common ways to clean your ceiling fan on a regular basis:

| | |
|--|------------------------------|
| Paper towels and all-purpose or wood furniture cleaner | Microfiber cloths |
| Vacuum attachment specifically for ceiling fan blades | Feather or static duster |
| Special ceiling fan duster on a stick | Pledge or Swiffer dust wipes |

Height of Your Ceiling Fans

If your ceilings are quite high, it will probably limit the tools you can use to effectively clean your ceiling fans on a weekly basis. A step stool comes in handy for cleaning most ceiling fans, but you have to be careful of climbing too high. It's easy to get dizzy or experience vertigo when you are on a ladder or high stool looking up at the ceiling fan and trying to keep your balance.

If your step stool doesn't allow you height enough to look down on the ceiling fan as you clean it, you'll need to use protective eyewear to keep dust particles from falling into your eyes.

If you plan on using a vacuum attachment while on a step stool, be sure your attachment hose is long enough to keep the vacuum safely on the floor without pulling as you climb. You can find hose extensions for most vacuum cleaners.

Do not try to carry an upright vacuum on a step stool as you clean your ceiling fan blades. For the majority of people with high ceiling fans, you should settle for a telescopic duster (or a homemade version with duct tape and broom handles). Afterward, you can vacuum up any dust that falls. It might seem like a hassle, but you have to consider your safety first!

Special Ceiling Fan Cleaning Tools

You've probably seen tools specifically designed for cleaning ceiling fans. Some people swear by them, but they don't work as well for everyone. There are two basic types available – manual ceiling fan cleaners and ceiling fan cleaners that attach to your vacuum cleaner hose.

The manual tools are fairly self-explanatory. You fit the duster around the ceiling fan blade and pull outward, bringing dust toward the outer end of the blade. Most tools have a platform to keep the dust from falling onto you and the floor. You'll usually find a stiff, plastic platform meant to hold the dust. The problem is that the plastic can sometimes flip and spill. To control this problem, you can tape a Pledge or Swiffer disposable dust cloth to the platform. It will collect and hold the dust a bit better.

The vacuum attachments are very nice in theory. The dust is sucked up away from you and the floor. There are problems, however, with ceiling fan vacuum attachments. They are usually not easily stored on or in your vacuum cleaner, so you either forget about the attachment or have to stop your weekly cleaning to find it in a closet. Some of the vacuum attachments use brushes that are too rough and can scratch painted finishes or blade veneers.

The most common problem with the attachments is that most vacuum cleaner hoses are not long enough to easily clean the ceiling fan blades, especially with upright vacuums.

Before purchasing a special tool, ask yourself how easy and effective it would be for you personally.

Allergy Sufferers

Cleaning your ceiling fan can be a terrible event for allergy sufferers. Even if the person who has allergies is not the one who is doing the cleaning, the dust particles you release into the air can take hours to settle.

If you or someone in your home reacts to dust, you need to take special precautions when you clean the ceiling fans in your home.

You should use a step stool and a damp cloth in addition to a Pledge, Swiffer, or some other dust-collecting cloth.

Use the damp cloth to clean off the blades, and use the dust cloth to catch as many particles (or clumps, if it's been a while!) as possible when you reach the end of the blade.

Unfortunately, it's best if you go over the blades a second time with a cloth or feather duster to get any additional dust. Before you vacuum the floor underneath the ceiling fan, run the fan for at least half an hour on medium speed. If possible, the allergy sufferer shouldn't be around the fans for at least an hour. This gives tiny dust particles that you've missed a chance to settle on another surface.

More Detailed Ceiling Fan Cleaning

Every month or two, you should do a more thorough cleaning of your ceiling fans, especially if you only dry dust them weekly.

Make sure your ceiling fan and light are turned off, and you might even put a piece of masking tape on the light switch to prevent accidentally turning them on before you are through.

Most ceiling fans have a compartment surrounding the motor that you can slip down toward you. Open the compartment and use your vacuum hose or canned air to get the dust and dirt near the motor.

Close the compartment and get any cobwebs and dust on the ceiling around the fan with a feather duster.

By now, the light bulbs should be cool enough to touch. Just in case, use a cloth to remove the bulbs, and one by one, take the globes off the ceiling fan. Put them in a plastic pan or in your sink with soapy, warm water to soak.

Meanwhile, clean the ceiling fan blades with a cloth that is damp or lightly sprayed with all-purpose cleaner. Never spray cleaner near the ceiling fan motor.

When you're finished, wipe out the light globes, rinse them, and replace them with the light bulbs.

Your next weekly cleaning will be much easier, the light in the room will be brighter, and your fan should run quietly!

APPENDIX B: Animal Prohibition in Military Family Housing**DEPARTMENT OF THE AIR FORCE**

21st Space Wing (AFSPC)

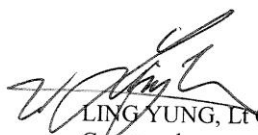
8 November 2006

MEMORANDUM FOR 10 SWS MFH Occupants

FROM: 10SWS/CC

SUBJECT: Animal Prohibition in Military Family Housing

1. Due to increasing incidents involving aggressive animals, AFSPC has established policy to prohibit certain animals in military family housing on our installations. Attached is the AFSPC Animal Prohibition Policy and Facts on Aggressive Breeds.
2. Owners of prohibited animals who currently reside on-base will be grandfathered with the following conditions until resident terminates housing. If a resident does not comply, termination procedures shall be initiated in accordance with AFI 32-6001 *Family Housing Management*, paragraph 7.2.5.
 - a. Residents may not acquire any additional prohibited animals and will not breed the animals they have.
 - b. Any prohibited dog shall be banned immediately if there is any instance of aggression, to include escaping from member's yard.
 - c. Any prohibited dog shall be on a leash and muzzled when outside a fenced yard.
 - d. Owners of any prohibited dog shall acquire renters insurance which provides liability for pet's actions and provide proof of insurance to the Housing Office within 45 days of date of this policy. The amount of insurance will not be less than \$100,000. For your information, the average monthly cost for renters insurance is approximately \$13 (based on \$250 deductible, \$20,000 for contents and \$300,000 liability).



LING YUNG, Lt Col, USAF
Commander

STRENGTH AND PREPAREDNESS

AFSPC ANIMAL PROHIBITION POLICY

Animals Prohibited in Family Housing Areas located on Air Force Space Command bases:

- Animals banned by state and federal laws.
- Wild, exotic, or undomesticated animals (e.g., forest/jungle beasts, potbellied pigs, or other wildlife). The following pets are prohibited: raccoons, opossums, skunks, groundhogs, bats, squirrels, wolves and wild carnivores. The base veterinarian will investigate questionable cases and advise the Mission Support Group Commander, who will make the final decision whether a given animal is in a prohibited classification.
- Poisonous reptiles or large constrictor-type snakes.
- Hoofed animals, except when kept in a designated base areas and which qualify as riding, draft, or show animals. An exception to this provision in an area where grazing rights are granted by the Mission Support Group Commander.
- Pit bull breeds of dogs (American pit bull terrier, Staffordshire bull terrier, American Staffordshire bull terrier, etc.) and Rottweilers. Any dog which is a percentage of pit bull or rottweiler, up to half-breed dogs of these types are also prohibited. The inbred aggressive nature of this breed creates a safety hazard. Pit bull and rottweiler owners residing off base will be allowed access to the base veterinarian clinic.

FACTS ON AGGRESSIVE BREEDS

- On 22 Feb 06, the four-year old nephew of an active duty technical sergeant assigned to the 341st Mission Support Squadron, Malmstrom AFB, Montana, was severely injured by a Rottweiler dog belonging to the active duty member. The child subsequently died on 23 Feb from wounds inflicted by the Rottweiler dog.
- On 7 Mar 06, a two-year old female dependent of two senior airmen assigned to Malmstrom AFB, Montana, allegedly stepped on a Rottweiler-Blood Hound mixed-breed dog and subsequently received a bite to the right side of her head. She received approximately 15 stitches to the eye and ear region of the right side of her face.
- According to the Centers for Disease Control (CDC) and Prevention and the American Veterinary Medical Association dog attacks cause 4.5 million injuries annually, 800,000 which require medical attention. Pit Bulls and Rottweilers account for over half of these deaths.
http://www.americanhumane.org/site/PageServlet?pagename=nr_fact_sheets_animal_dog...
- The breeds that the CDC considers highest risk for biting injuries are Pit Bulls, Rottweilers, German Shepherds, Siberian Huskies, Alaskan Malamutes, Doberman Pinschers, Chows, Great Danes, St. Bernards and Akitas.
http://www.americanhumane.org/site/PageServlet?pagename=nr_fact_sheets_animal_dog...
- According to the Dog Bite Legal Center, Rottweilers and Pit Bulls were involved in 60 percent of the 27 dog bite fatalities that occurred in 1997 and 1998. Rottweilers were involved in 10 deaths, and Pit Bulls were involved in 6.
<http://www.dogbitelegalcenter.com/resources/dogbite-statistice.html>
- From 1979 through 1998, at least 25 breeds of dogs have been involved in 238 human dog bite related deaths. Pit Bulls and Rottweilers were involved in more than 50 percent of these deaths.
<http://www.dogbitelegalcenter.com/resources/dogbite-statistice.html>
- In April 2005, the city of Denver, Colorado won its right to ban Pit Bulls from the city and county of Denver. The Denver law was declared constitutional and was enacted after several unprovoked attacks by Pit Bulls, some of which were fatal. The Denver Pit Bull law prohibits any person from owning, possessing, keeping, exercising control over, maintaining, harboring, or selling a Pitt Bull in the city and county of Denver. The city defines a Pit Bull as any dog that is an American Pit Bull terrier, American Staffordshire terrier, Staffordshire bull terrier, or any dog displaying the majority of physical traits of any one or more of these breeds.
<http://www.thedenverchannel.com/print/4362515/detail.html>



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND


SEP 19 2006

MEMORANDUM FOR 21 SW/CC 30 SW/CC 45 SW/CC 50 SW/CC 61 ABW/CC
90 SW/CC 341 SW/CC 460 SW/CC

FROM: HQ AFSPC/A7
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4230

SUBJECT: Animal Prohibition in Military Family Housing (HQ AFSPC/A7CH Policy P06014H)

1. Due to increasing incidents involving aggressive animals, AFSPC is establishing policy to prohibit certain animals in military family housing on our installations. The attached language is effective immediately and shall be included in your housing brochure upon next update. If brochures have recently been published, recommend a letter containing prohibition language be given to housing residents and published through your Public Affairs Office. A synopsis of research and statistical data on aggressive breeds is provided as Atch 2.
2. Owners of prohibited animals who currently reside on-base will be grandfathered with the following conditions until resident terminates housing. If a resident does not comply, termination procedures shall be initiated in accordance with AFI 32-6001 *Family Housing Management*, paragraph 7.2.5.
 - a. Residents may not acquire any additional prohibited animals and will not breed the animals they have.
 - b. Any prohibited dog shall be banned immediately if there is any instance of aggression, to include escaping from member's yard.
 - c. Any prohibited dog shall be on a leash and muzzled when outside a fenced yard.
 - d. Owners of any prohibited dog shall acquire renters insurance which provides liability for pet's actions and provide proof of insurance to the Housing Office within 45 days of date of this policy. The amount of insurance will not be less than \$100,000. For your information, the average monthly cost for renters insurance is approximately \$13 (based on \$250 deductible, \$20,000 for contents and \$300,000 liability).
3. Mission Support Group (MSG) Commanders should review attached policy prior to implementation. Policy should be disseminated to subordinate staff via MSG cover letter reiterating the importance of this policy. Our point of contact is Ms. Sam Adams, HQ AFSPC/A7CHO, DSN 692-5404, E-mail Sam.Adams@Peterson.af.mil.


RICHARD E. WEBBER
Major General (Sel), USAF
Director of Installations and Mission Support

- Attachments:
1. Animal Prohibition Policy
 2. Facts on Aggressive Breeds

GUARDIANS OF THE HIGH FRONTIER

Excerpt from
SCOTTAFB148-106 15 NOVEMBER 2002

5

8.1. Pets will be kept in a well-ventilated area with ample lighting. Pets must have adequate protection while outside from inclement weather or sunlight.

8.2. Pets must be provided good food that is free of contamination, fed at least once a day unless otherwise directed by a veterinarian; food and surrounding areas maintained; provided fresh drinking water daily.

8.3. Owners must ensure cleanliness of pets and surrounding areas. Excreta dropped by pets will be removed daily to minimize disease hazards and reduce odors including when dogs are taken for walks. Failure to comply with this provision can result in the pet being declared a nuisance and subsequently being removed from the base.

8.4. Doghouses are prohibited.

8.5. Owners will not leave a pet unattended in an outside fenced area. This guidance will ensure pets are protected from inclement weather and will eliminate the possibility of the pet creating a nuisance to other residents.

9. Animals, Reptiles, and Birds Prohibited on Scott AFB.

9.1. Animals, reptiles, and birds banned by state and federal laws.

9.2. Wild, exotic, or undomesticated animals (e.g., forest/jungle beasts, potbellied pigs, or other wildlife). The following pets are prohibited: raccoons, opossums, skunks, groundhogs, bats, squirrels, and wild carnivores. The Base Veterinarian will investigate questionable cases and advise 375 MSG/CC, who will make the final decision if a wildlife, exotic, or undomesticated animal is prohibited.

9.3. Poisonous reptiles or large constrictor-type snakes.

9.4. Animals kept for profit or gain. This instruction does not include the normal procreation of any kind, sale of offspring, or fees from breeding a pet. Questionable cases will be investigated by the Base Veterinarian, who will advise the 375 MSG/CC or 375 MSG/CD on the final disposition.

9.5. The provisions for fowl (other than small-caged birds) apply (paragraph 6. of this instruction). Aviaries are not permitted.

9.6. Hoofed animals, except when kept in a designated base area and which qualify as riding, draft, or show animals. An exception to this provision is an area where grazing rights are granted by the 375 MSG/CC.

9.7. Pit bull breed dogs (American pit bull terrier, Staffordshire bull terrier, American Staffordshire bull terrier, etc.). The inbred aggressive nature of this breed creates a potentially dangerous safety hazard. Pit bull owners residing off base will be allowed access to the VTF.

10. Disposal of Dead Animals Found on Scott AFB.

10.1. In accordance with SAFBI 32-1002, *Pest Management Program*, paragraph 2.7, it is the responsibility of the owner to remove dead domesticated animals in military family housing (MFH). Individuals can contact the Base Veterinary Services for guidance on the proper disposal of the domesticated animal (VTF can cremate pets up to 50 lbs). Pest Management does not remove or dispose of MFH pets.

Page 1 of 3

Adams, Sam NMI GS-13 AFSPC/A7CH

From: Golden Edward N Civ 90 CES/CEH
 Sent: Thursday, October 13, 2006 4:03 PM
 To: Adams Sam NMI GS-13 AFSPC/MSEH; Boggs Larry Civ 341 CES/CEH; Carter Willie Civ 21 CES/CEH; Golightly Dorothy J Civ 341 CES/CEH; Hammer Beverly GS-9 10 SWS/FM; Hanesworth Godfrey Tammy A Civ 90 CES/CEH; Jamba Caroline GS-10 45 CES/CEH; MacClendon Linda C CIV 30 CES/CEH; Morgan Don L Civ 61 CELS/CELOH; Moroyocqui Carlos Ctr 61 CELS/CELO; Smith Tiffany J Maj 460 CES/CEH
 Cc: Faulkner John F Civ AFSPC/MSEHC
 Subject: RE: Pet Policy

Good day all,
 Here is an excerpt from our 90 SWPAM 32-12 (Housing - We Care) Pamphlet. Hope you find it of some use.

Vr

Edward N. Golden, JTM One
 Housing Contract Manager
 F.E. Warren AFB, WY
 Ph: (307) 773-5814

5.1.3. Pet Policy: The keeping of pets on a United States Air Force Base is a privilege, not a right. The 90th Mission Support Group Commander permits keeping animals as pets; however, you are limited to two cats or dogs, or a combination of the two. Exceptions require prior approval by 90 MSG/CC. These animals will not have an impact on mission effectiveness, will not become a nuisance to other base residents, and will be adequately cared for and controlled. Rules and Regulations regarding Control of Pets and Stray Animals are located in 90 SWI 31-3, **Control of Pets and Stray Animals**.

5.1.3.1. Restrictions and Limitations:

5.1.3.1.1. Farm (such as chickens, pigs, etc.), ranch, or wild animals are prohibited.

5.1.3.1.2. Potentially aggressive animals (rottweilers, mastiffs, pit bulls, etc.) must be limited since potential injury to people is more common (90 MSG/CC approval is required for these type of animals and will be on a case-by-case basis).

5.1.3.1.3. No poisonous or constrictor type reptiles will be allowed. Other reptiles and birds of any type must be securely caged. All pets other than cats or dogs must have prior approval from 90 MSG/CC before they will be allowed in family housing.

5.1.3.1.4. Keep un-spayed females in isolation during their heat period. Breeding or raising animals in military family housing for shows or

7/6/2006

commercial purposes is prohibited unless approved by 90 MSG/CC. You cannot breed or raise pets on base as a business. The operation of a commercial type kennel in government quarters is prohibited.

5.1.3.2. Pet Owners' Responsibilities:

5.1.3.2.1. Pet owners must register all pets. You will present your pet's records to the Veterinary Clinic, building 285, within 7 days after arrival on base. Contact the Veterinary Clinic, 773-3354, if the pet dies, is sold, or is given away. You will ensure your pets have a current rabies vaccination with accompanying certificate. Have the pet wear a collar or harness with the owner's name and a rabies tag on it.

5.1.3.2.2. Pet owners must keep their pets under control and reasonably quiet at all times. Keep pets from creating a nuisance by loud barking, digging, or other similar actions that damage government property. Owners are liable for any damage done by their pets. Keep pets from interfering with the work of any personnel. Pets cannot be leashed to any part of the housing unit, trees, utility lines or poles, gas lines, outside faucets, garages, privacy fences, or near sidewalks/front/back doors.

5.1.3.2.3. Keep pets housed, fed, and safeguarded. This includes providing proper shelter made of solid construction, painted, and of neat appearance; protection from the weather; food, and water. Ensure that fenced-in yards or areas around the quarters used by pets are policed daily and are not allowed to become an eyesore. You are responsible for all damage caused by your pet, to include yard damages.

5.1.3.2.4. When pets are walked, clean up any droppings deposited by the animal.

5.1.3.2.5. Contact the LE Desk when a pet escapes from control. Stray pets, problem pets, or pets escaping owner's control should be reported to the LE Desk, 773-3501. Stray pets will be picked up and taken to the Cheyenne Animal Shelter where owners may retrieve them. All costs associated with sheltering will be the responsibility of the owner.

5.1.3.3. Improperly Controlled Pets:

5.1.3.3.1. If your pet is causing problems, 90 MSG/CC may order the pet removed from the base or, in extreme cases, may order a family to move off base. It would be a shame to lose your pet or your housing privileges because your pet was not properly controlled. Housing residents who own pets causing problems on base will receive one warning memorandum. If a second incident occurs, you may be asked to remove your pet from the base. Any incident of a pet inflicting injury will be evaluated on a case-by-case basis, and must include an animal temperament test performed and documented by a licensed veterinarian. Our greatest concern is that a child might be seriously injured, disfigured, or maimed because of an animal bite or attack.

APPENDIX C: TELEPHONE NUMBERS**RESPONSE NUMBERS**

| | |
|---|---------------|
| EMERGENCY MEDICAL, INJURY, OR ACCIDENT | 993-3311 |
| FIRE REPORTING | 993-3311 |
| CRIME STOP | 993-3233 |
| CENTRAL SECURITY CONTROL | 993-3366 |
| SECURITY POLICE | 993-3365 |
| FIRE DEPARTMENT OFFICE | 993-3671/3277 |
| SERVICE/MAINTENANCE CALLS | 993-3331 |
| AFTER DUTY | 993-3222 |
| FAMILY HOUSING OFFICE | 993-3291 |
| MFH MAINTENANCE QUALITY ASSURANCE EVALUATOR | 993-3291 |

**This brochure must be returned to housing
management during your final clearance.**