

**15 MARCH 2007**



**Civil Engineer**

**MCCHORD AFB DORMITORY STANDARDS  
AND QUARTERS INSPECTION PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 62 CES/CEH

Certified by: 62 CES/CC  
(Lt. Col Jeffrey W. Perham)

Supersedes 62AWPAM32-20, 1 March 1999

Pages: 26

---

This instruction implements Air Force Policy Directive (AFPD) 32-60, *Housing*, and Air Force Instruction (AFI) 32-6005, *Unaccompanied Housing Management*, and is applicable to all members living in or involved with the management of unaccompanied living quarters on McChord AFB. This instruction provides the minimum frequency of inspections in unaccompanied housing quarters on McChord AFB and designates those members authorized to conduct such inspections. Additionally, this instruction provides minimum standards in unaccompanied housing, restrictions, visitor policy, and other guidance to provide for the safe, clean, and healthy environment desired in McChord AFB unaccompanied housing facilities. Failure to comply with this directive may be punishable under Article 92 of the United Code of Military Justice (UCMJ). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Chapter 1 is changed to management and subparagraphs are numbered. Chapter 2 is changed to inspections/visitations. Chapter 3 is entitled restrictions. Subparagraph **3.1.9**. the following sentence has been added: "No car washing in the parking lot." Subparagraph **3.1.18**. added what constitutes as a group when barbecuing. Chapter 4 is changed to dorm room standards. Subparagraph **4.1.3**. added the following: "Members will not tamper or dismantle Fire/Smoke/Sprinkler detection systems." Subparagraph **4.1.5**. explains recycling program. Subparagraph **4.1.5.1**. added "Trash dumpsters and recycling bins are for dormitory residents only." Subparagraph **4.1.9**. explains the no smoking policy in the dormitories and provided an alternative "Designated Smoking Area." Chapter 5 is changed to visitors but no changes made to its contents. Chapter 6 is changed to other guidance. Subparagraph **6.9**. added guidance prior to dorm res-

idents moving off base. This instruction also added **Attachment 7**, Dormitory Competition Criteria, and **Attachment 8**, No Smoking Policy Letter and Designated Smoking Locations. A bar ( | ) indicates change from last publication.

1.	Management .....	3
2.	Inspections/Visitations .....	3
3.	Restrictions .....	4
4.	Dorm Room Standards .....	6
5.	Visitors .....	7
6.	Other Guidance .....	8
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>11</b>
<b>Attachment 2— RECOMMENDED INDIVIDUAL DORM ROOM INSPECTION CHECKLIST</b>		<b>12</b>
<b>Attachment 3— CONDITION CHECKLIST</b>		<b>14</b>
<b>Attachment 4— SAMPLE FOR HARDSHIP REQUESTS FOR OFF-BASE SINGLE-RATE BAH OR PRIORITY 1 REQUEST</b>		<b>19</b>
<b>Attachment 5— SAMPLE OF PREMARITAL REQUEST FOR SINGLE-RATE BAH</b>		<b>20</b>
<b>Attachment 6— DORMITORY/FACILITY MANAGER LOCATION</b>		<b>21</b>
<b>Attachment 7— DORMITORY COMPETITION CRITERIA</b>		<b>22</b>
<b>Attachment 8— NO SMOKING POLICY LETTER AND DESIGNATED SMOKING LOCATIONS</b>		<b>25</b>
<b>Attachment 9— DESIGNATED SMOKING AREAS</b>		<b>26</b>

## 1. Management

### 1.1. Installation Responsibilities.

1.1.1. Installation Commander: Defined in AFI 32-6005

1.1.2. Installation Command Chief: Will chair the Wing Dormitory Council

1.1.3. Dormitory Managers: Along with responsibilities defined in AFI 32-6005, Dormitory Managers are responsible for the following:

1.1.3.1. Will be responsible for their assigned dormitories

1.1.3.2. Will supervise Bay Orderlies assigned to their dormitories

1.1.3.3. Manage Bay Orderlies and ensure cleanliness of all common areas

1.1.3.4. Will conduct a walk-through with Bay Orderly in the morning, conduct periodic follow-ups throughout the day and do a final walk-through at the end of the day (this is their primary responsibility)

1.1.3.5. A weekend duty roster will be established to provide oversight for weekend Bay Orderly duty

1.1.3.6. Will perform weekly walk-through with their assigned Lead First Sergeant or more often as the situation requires

1.1.3.7. Will track and follow up on work-orders

1.1.3.8. Will provide name and unit identifier for the residents' doors

1.1.4. Dormitory Lead First Sergeants:

1.1.4.1. Will oversee individual dormitory councils

1.1.4.2. Will perform regular walk-throughs

1.1.4.3. Will be the point of contact for personnel issues concerning their dormitory

1.1.5. Individual Dormitory Councils:

1.1.5.1. Will conduct monthly meeting

1.1.5.2. Will work with the Dorm Manager and Lead First Sergeant resolving issues

1.1.5.3. Will submit a status report to the Wing Dormitory Council two weeks prior to the Wing's Council meeting

1.1.5.4. Will operate according to the guidance directed by the Wing Dormitory Council

## 2. Inspections/Visitations

2.1. Inspections. As directed in AFI 32-6005, paragraph 1.8, inspection intervals should be held at a level providing for as much privacy as possible. As a minimum, room inspections should be scheduled quarterly, or as needed as determined by the squadron commander or first sergeant. First sergeants are the key to monitoring and recording inspections for their members.

2.1.1. Inspections will be conducted to ensure the minimum criteria of safe, clean, and healthy environment exists. Refer to [Attachment 2](#) for use as an inspection guide.

2.1.2. Members authorized to inspect unaccompanied housing rooms assigned to members of their units are: 62 Airlift Wing Commander (AW/CC), 62 Airlift Wing Vice Commander (AW/CV) and/or 62 Airlift Wing Command Chief Master Sergeant (AW/CCC), (may inspect any unaccompanied housing room regardless of member's unit of assignment), group commander, deputy commander, unit commander, unit first sergeant, member's supervisor when authorized by the unit first sergeant, members appointed by squadron commander to assist the first sergeant, members performing dormitory manager duties, unaccompanied housing manager, and housing manager/flight chief and other members during the course of their official duties (i.e.: fire dept inspectors, visiting inspectors or teams from higher headquarters, etc.).

2.1.3. Members need not be present during inspections and inspections may be announced or unannounced. Inspections (conducted by a minimum of two personnel, operating as a team) should always knock and announce themselves clearly prior to entering rooms permitting occupants adequate time to dress. Use categories outlined in AFI 32-6005, Attachment 2 to describe results of inspections.

2.2. Visitations. Group and Squadron Commanders will visit their dormitories on a monthly basis.

### **| 3. Restrictions**

3.1. Restrictions. Members may not display any picture, writing, photo, or other object advocating racism, supremacy, unlawful discrimination, or denial of the constitutional rights of others. Additionally, explicitly sexual and obscene material, material advocating the violent overthrow of the government, vulgar or profane material, or any other material that will or could have an adverse effect on the good working order and discipline of other members is prohibited. Members may not possess child pornography of any sort.

3.1.1. Weapons and ornamental displays, to include knives with blades of more than three inches (other than kitchen utensils), firearms, air guns, bows, crossbows, blowguns, dart guns, slingshots, wrist rockets, nunchakus, throwing stars or knives, stun guns or devices intended to inflict an electrical shock, etc. are not authorized. For the purpose of this publication, a weapon is any instrument, which a reasonable person would assume could cause serious bodily injury or death. Firearms are stored in the 62 SFS armory. For other items contact your First Sergeant.

3.1.2. Drug paraphernalia to include drug pipes, glass pipes, syringes (other than those prescribed by medical authorities), bongos, roach clips, or any other instrument used to inhale, ingest or inject illegal substances is prohibited. Tobacco paraphernalia is permitted (pipes, cigars, cigar and pipe-related materials, etc.); however, in no case is any material permitted that contains any residue of any illegal or illicit drugs. This is not an all-inclusive list.

3.1.3. Illegal and/or illicit drugs are prohibited. This includes prescription medication intended for anyone other than the room occupant, prescription medication whose date of issue plus the total time of treatment (i.e.: medication issued on 1 Feb 01 with instructions to take one per day and total issued was 20, then this medication becomes contraband on 21 Feb 01) has expired, or any controlled substance without authorization.

3.1.4. Highly flammable materials such as gas, oil, camp stove fuel, solvents, charcoal, fireworks, explosives, ammunition, etc. are not permitted in unaccompanied quarters.

3.1.5. Appliances not Underwriters Limited (UL) listed are prohibited. Space heaters are not authorized.

3.1.6. Alcohol may not be possessed, transferred, stored, or consumed by anyone under the age of 21. Underage occupants in unaccompanied housing may not possess alcoholic beverages in their rooms at any time regardless of who might own such beverages.

3.1.7. Hot plates will not be used or stored in any unaccompanied quarters. Toasters, slow cookers and coffee makers are permitted.

3.1.8. Underage visitors: Visitors under the age of 18 are not permitted in any unaccompanied quarters at any time. **Exception:** Immediate family members of the active duty person may be authorized when approved by the unit commander or first sergeant in writing. A copy of this approval must be given to the dorm management office. In addition, visitors 17 years of age are permitted if they are active duty military members.

3.1.9. Car, truck, or motorcycle parts are not permitted in unaccompanied housing rooms. **Exception:** New parts still in packaging, i.e. tune up or oil changing items such as oil filters. Absolutely no fluids of any type will be stored or kept in the dorm rooms. (This refers to fluids such as anti-freeze, oil, transmission fluid, etc.) No car washing in the parking lot.

3.1.10. Quiet hours are 24 hours/day. All members will refrain from excessive noise. Excessive noise is defined as any sound from inside a room that can be heard from outside the member's room, shouting or loud talking outside other members' rooms, or noise from outside that can be heard inside a member's room with the door and window closed. All unaccompanied housing residents are entitled to a reasonable level of peace and quiet.

3.1.11. Pets, other than legal species of fish, are not permitted. Fish, if kept, must be kept in a clean and well-maintained environment free of odor or leaks. Aquariums will not exceed 30 gallons and no more than 2 aquariums per room.

3.1.12. Open flames of any kind, to include candles of any size, are not authorized. Candles are for decoration/display only. No sign of being used.

3.1.13. Barbecuing will not be done within 10 feet of any dormitory facility and strictly forbidden on any balcony, walkway or stairwell. Personal gas and/or charcoal type grills are not authorized, as propane type barbecue grills are available for member's use in the pavilion areas.

3.1.14. Windows will not be used as exits. Members will not lean out of or sit in windows. Screens will only be removed for cleaning. Windows and doors will be secure when members are away from the room.

3.1.15. Members will not tamper with fire extinguishers, smoke alarms or any other safety equipment.

3.1.16. Gambling is prohibited.

3.1.17. Live bands, planned events, DJ's, karaoke are permitted only when a request has been accomplished and the squadron commander or first sergeant has recommended approval. The request will then be forwarded to the Housing Flight for routing to the 62d Mission Support Group Commander (MSG/CC) for written approval. Contact the dormitory manager for more information.

3.1.18. When using the pavilion areas for a group (20 or more attendees) barbecue/function, ensure reservations are made with the Housing Flight to ensure the facility will be available on the requested date. Groups using the pavilions in dormitory areas are reminded that quiet hours are 24

hours, 7 days a week and noise level must be kept to a minimum. Pavilion and surrounding area will be cleaned after each function. The pavilion areas in the 1100 area are for use for both dorm and lodging residents. Same rules apply to lodging guests as well as dorm residents.

#### 4. Dorm Room Standards

4.1. Standards. All rooms are expected to be maintained in a safe, clean, and healthy manner at all times. During scheduled/announced inspections, members are required to maintain the room in a manner suitable for viewing by the 62 AW/CC. During unannounced inspections, members' rooms are still expected to be clean, safe, and healthy.

4.1.1. Room standards will be maintained in accordance with [Attachment 2](#).

4.1.2. Stickers, logos, or decorations on outer doors and windows are not permitted. **Exception:** Holiday specific decorations temporarily displayed during specific season.

4.1.3. Members will not hang any items from smoke/heat detectors or sprinkler heads. Additionally, members will not place any item near smoke/heat detectors or sprinkler heads that would interfere with their proper operation. Members will not tamper or dismantle Fire/Smoke/Sprinkler detection systems.

4.1.4. Cords, cables, or electrical strips will not be placed in walkways or areas usually used for foot traffic (i.e.: between living area and bath area). Speaker cables, TV cable, or other non-electrical source cables may be placed in such areas provided they are taped down, properly covered, or secured in such a manner that they will not present a tripping hazard.

4.1.5. Individual room recycle and trash receptacles will be emptied on a regular basis, not allowing excess accumulation. Recyclables and trash items will not be left outside member's room or in the facility stair well. Recyclables will be disposed of at a Recycling Station (co-located near dumpster). Cardboard shall not be placed in the trash. Flatten and place cardboard items between recycle stations and enclosure walls. In rare circumstances, customers may be required to call to request emptying of recycling containers when large amounts of recyclables are placed in the containers. If the containers are full, call 982-3451 to schedule service. No recyclable materials shall be left outside of enclosures or on top of the recycle bins. Disposal of the following items in the dormitory dumpsters is prohibited: Hazardous/toxic materials, petroleum products, lubricants, engine fluids, car parts of any type, batteries, tires, wood, metal, paints, branches, dirt, and construction materials. Any of the aforementioned items to include gasoline, compressed gases, flammable liquids, solvents, oily or gasoline-soiled rags will not be stored in dormitory rooms or members' storage room/cage. Doors to the dumpster enclosures must be closed at all times.

4.1.5.1. Trash from room receptacles shall be placed in the nearest dumpsters. Dumpsters are located inside enclosures near dormitories. Residents will empty trash into dumpsters and close dumpster doors after each use. Doors to the dumpster enclosure must remain closed at all times. Residents shall not place materials inside dumpster that will not allow the dumpster to close completely. Residents are prohibited from disposing of trash from off-base in any McChord AFB dumpster. Residents also shall not over fill dumpsters so that trash is visible outside of dumpsters. No trash will be left outside the dumpster or the dumpster enclosure. If a particular dumpster is full, residents shall locate an alternate dumpster to dispose of trash. If dumpsters are full please call 982-3099 to schedule service. **Trash dumpsters and recycling bins are for dormitory residents only.**

4.1.5.2. Dormitory Managers shall serve as the on site Quality Assurance (QA) for the refuse and recycle contractors. Where contractor performance deficiencies are noted the Dormitory Managers shall contact the Quality Assurance Personnel (QAP) assigned contract oversight of the refuse contract (CEO/CEOEC, 982-5155/3099 and the recycling contact (CES/CEV, 982-3913) to document performance deficiencies. Dormitory managers are also responsible for the cleanliness of dumpster and the dormitory recycle stations and recycling bins with the exception of spillage by contract personnel.

4.1.6. Bicycles. Bicycles may be stored inside individual dorm rooms but must still comply with all related requirements for room cleanliness and safety. They will not be stored on balconies at any time.

4.1.7. All doors must be cleared so as to be able to open fully for safety reasons. Items may not be stored behind doors if they interfere with the door operation to its full open position.

4.1.8. Rooms may be decorated/arranged to suit individual desires, but must conform to this and any other directive concerning unaccompanied quarters. Furnishings may not be removed from rooms without permission from the dorm manager. Personal furnishings are permitted so long as they do not present a safety hazard. Waterbeds are only permitted in first floor dormitory rooms. Absolutely no interior furnishings will be placed or stored anyplace on the exterior of the dormitories. The only furniture that is authorized outside the room are lawn chairs provided by the government or personal lawn furniture, as long as the furniture does not block traffic flow.

4.1.9. Smoking is **NOT** permitted in the dormitories, i.e. rooms, corridors, hallways, dayrooms, laundry rooms, and kitchen areas, etc. Smoking is allowed in the "Designated Smoking Area" only. See [Attachment 8](#).

4.1.10. Refrigerators will be kept clean, inside and outside, and free of odors. Defrosting the freezer will be accomplished to prevent more than one-quarter inch of frost build-up. Defrosting will be accomplished by turning the temperature control to the lowest setting and allowing the frost to melt. Members will be held accountable for any damage caused to the freezer by trying to chip, break or forcibly remove frost build-up.

## 5. Visitors

5.1. Visitors. Visiting hours are 24 hours/day to accommodate shift workers.

5.1.1. Occupants are responsible for the behavior and conduct of their visitors and can be held accountable for damage, disturbances, or misconduct of their visitor(s). Visitors may not be left unescorted in unaccompanied housing.

5.1.2. Overnight guests or those sleeping over are not permitted. Cohabitation is not permitted.

5.1.3. While visitors of the opposite sex from the occupant are permitted, occupants must ensure that their presence does not disturb other residents (i.e.: when male visitors use female shared bathrooms).

5.1.4. All visitors must be at least 18 years of age. Exception: Active duty military members who are 17 years of age and possess valid military ID cards and immediate family members of the active duty person when authorized and approved by the unit commander or First Sergeant in writing.

5.1.5. Do not lend keys to or make copies of keys for any visitors. Visitors may not occupy any room without their sponsoring occupant present. However, during extended absences (more than 3 days) of the dorm resident, a key can be given to the supervisor or neighbor to keep an eye on the resident's room.

## **6. Other Guidance**

### 6.1. Other Guidance.

6.1.1. Maintenance. Occupants must report any maintenance discrepancy to the dorm manager no later than (NLT) the end of the duty day following the discovery of the problem.

6.1.2. Broken or unserviceable furniture must be reported to the dorm manager NLT the end of the duty day following the discovery of the problem.

6.1.3. While members are expected to prevent damage to their rooms, they may not perform maintenance (self-help work) without the expressed permission of the dorm manager. Report all damage to government quarters to the dorm managers NLT the next duty day. During non-duty hours, report any structural damage to the Civil Engineering (CE) Customer Service Desk, 982-5739 or 982-2603.

6.2. Liability. Members may be held financially and/or criminally liable for all damage they cause, allow to happen, or that their guests cause. Renter's insurance is not required, but encouraged. Additionally, occupants whose actions or lack of action cause damage to other members' rooms and/or belongings may be liable for any damage they cause or allow to happen.

6.2.1. Members will be held financially liable for lost, stolen or broken room and postal box keys. Method of payment will be collected with the AF Form 139, Military Pay Deduction, or 1131, Cash Collection Voucher.

6.2.2. Members are liable to pay all fees in conjunction with initial cable television and telephone installation and/or termination. If a member is directed to move by the government, all transfer fees for cable and telephone will be paid by the government.

6.2.3. Self-help projects using authorized paints may be permitted with proper advance approval. Members must complete an AF Form 332 and be approved by both the dorm management office and Civil Engineer. Members are responsible for any damage that may be caused by self-help projects.

6.3. Room Identification. Room Identification is required immediately outside each room in a standard manner for each building. Occupants are responsible to ensure the information (name, grade, unit, and shift worker status) is correct at all times.

6.4. Storage. Members are assigned storage locker at time of room assignment.

6.5. Laundry Rooms. Laundry facilities are provided in each building for occupant use. Members must clean lint filters after each use. Malfunctioning equipment will be reported to the dormitory manager immediately. If after duty hours, a note should be left on the dorm manager's office door, with a follow-up notification during duty hours. However, if this is an emergency, (such as water leak) call 982-5739, Service Call Desk. Clothing left in the laundry facility for over 24 hours and not claimed will be collected by the dormitory manager and held for one month. If clothing is not claimed at that time, it will be donated to the Airman's Attic.

6.6. Parking. Recreational vehicles (RV's), utility trailers, boats, ATVs, canopies, campers or inoperative vehicles will **NOT** be stored or left unattended in dormitory parking lots. Motorcycles, mopeds, and scooters will be parked **ONLY** in the motorcycle or vehicle parking spaces in the dorm parking lot. Costs for towing will be assessed against the owner.

6.7. Vehicle Maintenance. Major auto maintenance, to include oil, transmission, antifreeze changes, and body work/painting **IS NOT** allowed in parking lots and will be accomplished in the Auto Craft Center or off base. Minor maintenance such as changing plugs, points, wiper blades and bulbs is permitted.

6.8. Termination Procedures. Each member will give 30 days notice to schedule a final inspection through the Consolidated Dorm Management Office. Prior to the member departing, the dormitory manager will inspect the member's room to the criteria on the Condition Checklist (**Attachment 3**). After the room has passed inspection, the dormitory manager will issue a clearance letter. All repairs must meet minimum Air Force standards. Government furniture will be checked against the AF Form 228 that was accomplished at check-in. Any lost or damaged furnishings will be assessed against the member. Reimbursement to the government for any damages or lost furnishings must be accomplished before member can be cleared from the dormitory. First Sergeant will notify Dorm Office upon initial notification of separation from Squadron Commander.

6.9. Basic Allowance for Housing (BAH) Waiting List. Members wishing to reside off base and receive single rate BAH must place their name on the BAH waiting list. The list is maintained at the Consolidated Dormitory Office, Bldg. 566. Names are placed on the list by Rank and date of rank. When the occupancy rate for space required personnel (Priority 1 & 2) is above 95%, the housing manager, acting on behalf of the Installation Commander, can authorize members on that waiting list to move off base. Once the member has been notified they will have 30 calendar days to clear their dormitory room. If the room is not cleared the member will be removed from the offer and the next eligible will be offered. All moves will be at government expense. ***Note: Everyone moving off base must attend financial management class through Family Support Center. FSC will provide the financial management class and provide documentation of attendance. First Sergeants will have to approve the member's request to reside off-base. Also, everyone must visit the Housing Referral Office for briefing on key provisions of the Washington State law and the "military clauses" to be used which reflect the provisions of the "Service Members Relief Act."***

6.9.1. Residing off base without BAH. Members who are not entitled to BAH but wish to reside off base may do so at their own expense and with an approval letter from the member's commander. Unless the member processes out of the dormitory, they are required to maintain their room to inspection order and must perform bay orderly duties.

6.9.2. Residing off base due to hardship. Members may reside off base due to hardship with proper approval and documentation. Supporting documentation may include, but is not limited to, copies of divorce decrees, household goods inventories, financial statements, and any other documentation necessary to support the request. Based upon the type of hardship request, a financial analysis from the Personal Financial Manager may be required. Refer to **Attachment 4** for example letter of request.

6.9.2.1. Members who were eligible to reside off base at their previous assignment, does not automatically entitle the member to reside off base at McChord. A hardship letter would have

to be submitted with supporting documentation as to why living in the dormitory would create a hardship. Refer to **Attachment 4** for example letter of request.

6.9.3. Divorced members. If a member is divorced and the divorce decree indicates shared or joint custody or visitation rights of children, the member can submit a hardship request to reside off-base and draw single-rate BAH. A copy of the divorce decree and/or parenting plan must be attached with the request. This request is sent to the Housing Management Office for coordination and forwarded to the 62d MSG/CC for final approval/disapproval. Supporting documentation may include, but is not limited to, copy of divorce decree and parenting plan. **Attachment 4** is a format sample.

6.9.4. Members within 30 days of marriage who are establishing a joint household in the local area can be authorized to terminate his/her dorm room. The member will submit, through the First Sergeant, a request using the format in **Attachment 5** to the Consolidated Dorm Management Office, Bldg 566. Once the member clears the dorm rooms, AF Form 291 will be completed and single rate BAH will be started. Once the member gets married, the marriage license must be taken to the Accounting and Finance Office to have the Single-Rate BAH changed to With Dependent Rate BAH. If for any reason the member does not get married, and BAH was authorized for that purpose, then the member must submit a hardship request with justification as described above and obtain authorization from the Mission Support Group Commander to continue residing off-base and receiving BAH.

6.9.4.1. Members getting or gotten married while assigned a dormitory room will notify the Consolidated Dorm Management Office to update priority status and make dorm out-processing arrangements.

6.9.5. Military married to military (E1-E4 under 3 yrs Time-in-Service) who are geographically separated must reside in the dormitories. Termination of dormitory room can be granted 30 days prior to arrival of military spouse. A copy of spouse's orders is required to schedule termination inspections.

6.9.6. Pregnant women, at their option and with unit commander's approval, may submit a request to the housing office to move from assigned Unaccompanied Housing (UH) to community housing at the 20th week of pregnancy. Profile change will suffice. An earlier move may be requested if determined necessary by medical authority. The member must terminate her room NLT 30 days before the due date of the baby.

JERRY P. MARTINEZ, Colonel, USAF  
Commander, 62d Airlift Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Instruction (AFI) 32-6005, *Unaccompanied Housing Management*, June 01, 1998

Air Force Policy Directive (AFPD) 32-60, *Housing*, July 20, 1994

***Abbreviations and Acronyms***

**AW/CC**—62 Airlift Wing Commander

**AW/CCC**—62 Airlift Wing Command Chief Master Sergeant

**BAH**—Basic Allowance for Housing

**MSG/CC**—62 Mission Support Group Commander

**NLT**—No Later Than

## Attachment 2

**RECOMMENDED INDIVIDUAL DORM ROOM INSPECTION CHECKLIST**

Bldg# \_\_\_\_\_, Room \_\_\_\_\_ Occupants Name: \_\_\_\_\_ Overall Rating: \_\_\_\_\_

<b>INSPECTION ITEMS</b>		<b>Pass</b>	<b>Fail</b>
1	BEDROOM/LIVING AREA	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Beds neatly made.	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Carpet clean.	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Furniture clean and dusted	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Trash can empty.	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Clothes properly stored.	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Luggage or boxes properly stored.	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Refrigerator clean, does not need defrosting (as appropriate).	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Foodstuff properly stored.	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Windows and windowsills clean.	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Shoes clean and neatly arranged	<input type="checkbox"/>	<input type="checkbox"/>
1.11	Doors/Windows secured.	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Air conditioner/heat vents clean	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Venetian blinds/window shades clean	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Walls: clean and free of marks	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION ITEMS		Pass	Fail
2	BATHROOM/SINK AREA:	<input type="checkbox"/>	<input type="checkbox"/>
2.1	Commode clean.	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Toiletry items neatly arranged.	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Bathtub/shower clean	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Floor clean.	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Sink/Mirror Area clean.	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES:**

1. Alcoholic beverages are not allowed in rooms where the occupant is under 21 years of age.
2. Rooms that fail will be re-inspected by the member's supervisor within 24 hours of initial inspection.
3. Failure of any 5 items above is an automatic failure, an inspector may fail a room on any item listed above based on the severity of the violation observed.

**RATINGS ARE AS FOLLOWS:** **O** – Outstanding **S** – Satisfactory **U** – Unsatisfactory

**Notes/Discrepancies:**

Inspector(s): \_\_\_\_\_ Date Inspected: \_\_\_\_\_

**Attachment 3**

**CONDITION CHECKLIST**

**1 EXTERIOR**

- a Is the sidewalk free of dirt/stain
- b Is the screen clean
- c Is the window pane clean
- d Is the window sill clean
- e Is the door clean
- f Is the door paint in good condition
- g Has the individual swept the sidewalk
- h Has the mat been shaken/vacuumed
- I Has the area been policed for trash

Check-in		Pre-Check		Final	
Yes	No	Yes	No	Yes	No

**2 INTERIOR**

- a Is the door clean (including frame)
- b Have the curtains been vacuumed for dust
- c Have the curtains been DRY cleaned if necessary
- e Have the windows been cleaned with glass cleaner

Yes	No	Yes	No	Yes	No

**3 VENTS/HEATER**

- a Has the heater filter been cleaned
- b Has the heater been wiped down

Yes	No	Yes	No	Yes	No

**4 CEILING**

- a Have all cob webs been removed
- b Is the smoke detector attached properly

Yes	No	Yes	No	Yes	No

**5 LIGHTS**

- a Have all burned out bulbs been replaced
- b Are the globes/fixtures clean

Yes	No	Yes	No	Yes	No

**6 WALLS**

- a Are the walls clean and mark free
- b Have all nails been removed
- c Have all holes been spackled over
- d Has the room been painted (if required)
- e Are the baseboards clean
- f Are light switches, outlets, etc. wiped clean

Check-in		Pre-Check		Final	
Yes	No	Yes	No	Yes	No

**7 FLOORS**

- a Has the floor been vacuumed (corner to corner)
- b Has the carpet been steam cleaned (if required)

Yes	No	Yes	No	Yes	No

**8 FURNISHINGS**

- a Have all personal belongings been removed
- b Has the exterior of furniture been wiped down
- c Have all drawers been vacuumed and wiped out
- d Is linen clean/folded and placed on bed
- e Are all chairs clean (steam cleaned if necessary)
- f Have all decals/stickers been removed
- g Are trash cans clean

Yes	No	Yes	No	Yes	No

**9 WARDROBES/CLOSETS**

- a Is the exterior of the wardrobe wiped down
- b Is the interior of the wardrobe wiped down
- c Are all stickers/decals/coverings removed

Yes	No	Yes	No	Yes	No

**10 REFRIGERATOR/MICROWAVE**

- a Have the outsides been wiped down
- b Has the refrigerator been pulled out and cleaned behind
- c Has the freezer been defrosted
- d Are all inside walls, drawers, shelves wiped down
- e Has the seal around the refrigerator been cleaned
- f Is the bulb in the refrigerator working
- g Has the inside of the microwave been cleaned

Check-in		Pre-Check		Final	
Yes	No	Yes	No	Yes	No

**11 SINK/COUNTERTOP**

- a Is the countertop clean and dust free
- b Is the sink clean and free of water stains
- c Has the faucet been polished
- d Have the drawers been vacuumed and wiped down
- e Has the cabinet front been wiped down
- f Have the inside of the cabinet doors been wiped down
- g Is the mirror clean
- h Has the medicine cabinet been wiped down and cleaned
- I Is the top of the medicine cabinet dust free
- j Is the inside of the medicine cabinet wiped down and clean
- k Has the track been cleaned
- l Has any damage to the cabinet been repaired

Yes	No	Yes	No	Yes	No

**12 LATRINE AREA**

- a Is the toilet clean – (mineral deposits)
- b Has the exterior of toilet been wiped down
- c Has the floor around toilet been disinfected

Yes	No	Yes	No	Yes	No



Residents Check-in signature signifies

\_\_\_\_\_  
(Signature/Date)

satisfactory completion

Is room ready for a new occupant? \_\_\_\_\_  
Bed? \_\_\_\_\_

**Pre-Check:** Residents signature signifies

That they have read and understand the check  
list

\_\_\_\_\_  
(Signature/Date)

Residents Final signature signifies

satisfactory completion

\_\_\_\_\_  
(Signature/Date)

Dorm Managers signature signifies

satisfactory completion

\_\_\_\_\_  
(Signature/Date)

**\*\*\* Upon check-in if you check "No" in any block please describe in detail on  
checklist.**

**Explain to Dorm Manager prior to  
move-in\*\*\***

Furnishings: Bed \_\_\_\_\_ Nightstand \_\_\_\_\_ Dresser \_\_\_\_\_ Wall unit \_\_\_\_\_  
Desk \_\_\_\_\_ Desk Chair \_\_\_\_\_  
Lounge Chair \_\_\_\_\_ Recliner \_\_\_\_\_ Lamp \_\_\_\_\_  
Patio Chair \_\_\_\_\_

**Attachment 4**

**SAMPLE FOR HARDSHIP REQUESTS FOR OFF-BASE SINGLE-RATE BAH OR PRIORITY  
1 REQUEST**

(Use Appropriate Letterhead)

(Date)

MEMORANDUM FOR (Individual's Unit CC)

FROM: (Unit/Individual/Duty Phone)

SUBJECT: Request to Reside Off Base and Receive Single-Rate BAH

I request to reside off base and received single-rate BAH. The justification for my request is: (completely state the situation and provide supporting documentation, i.e., divorce decree, parenting plan, financial statement/analysis, household goods inventory, and other documents necessary to support the request

(Individual's Signature above Typed Name)

Attachments:

(List Attachments)

1st Ind, (Individual's Unit Commander)

(Date)

TO: 62 CES/CEH

Recommend approval/disapproval.

(Unit Commander's Signature Block)

**Attachment 5**

**SAMPLE OF PREMARITAL REQUEST FOR SINGLE-RATE BAH**

(Use Appropriate Letterhead)

(Date)

MEMORANDUM FOR (Individual's Unit CC)

FROM: (Unit/Individual/Duty Phone)

SUBJECT: Request to Reside Off Base and Receive Single-Rate BAH

Request I be authorized to reside off base and received single-rate BAH. I have a firm marriage date of \_\_\_\_\_. I understand my entitlement begins on the date I terminate dorm residency, and it is valid up to 30 days prior to my date of marriage. I will provide a copy of my marriage certificate to the Unaccompanied Housing Managers Office within 30 days after my marriage date. I understand that should my marriage be canceled or postponed after BAH has been authorized, I must obtain authorization to continue off base with BAH fro the Mission Support Group Commander

(Individual's Signature above Typed Name)

1st Ind, (Individual's Unit Commander)

(Date)

TO: 62 CES/CEH

Recommend approval/disapproval.

(Unit Commander's Signature Block)

**Attachment 6****DORMITORY/FACILITY MANAGER LOCATION**

**Note:** The following list provides the locations and phone numbers for Dorm/Facility Managers:

<b>Dormitory</b>	<b>Location of Dorm/Facility Manager</b>	<b>Phone#</b>
564	Bldg 566	982-2824
565	Bldg 566	982-2824
567	Bldg 566	982-2824
572	Bldg 566	982-2824
574	Bldg 566	982-2824
1151	Bldg 1151	982-7508
1152	Bldg 1151	982-7508

**Attachment 7****DORMITORY COMPETITION CRITERIA**

**A7.1. The following criteria will be used to rate the dormitories.**

**A7.2. Judge will consist of one Group Superintendent.**

**A7.3. Outside Area (30 Points):**

A7.3.1. Maintenance and appearance. Breezeways, stairwells free of trash, debris and cobwebs. Window Screens in place, not damaged. Entrance doors clean and in good working order. EXIT signs in place.

A7.3.2. Landscaping and yard area. Flower and rock beds free of weeds, dead plants and debris. Landscape timbers and/or red bricks are arranged and lined up. Lawn area free of trash and debris.

**A7.4. Inside Area (50 Points)**

A7.4.1. Common areas well organized – meets residents needs for comfort and décor. Room should be arranged for comfortable television viewing or conversation pits for dayrooms without televisions. No overflowing trash cans.

A7.4.2. Kitchenettes. Stove tops and ovens will be clean and free of spilled and burned on foods. Refrigerators will be clean and free of spoiled foods. Freezer compartment should be defrosted. No overflow trash cans.

A7.4.3. Laundry Rooms. Washers and dryers wiped down. Lint traps clean. Dryer hoses attached to dryers and wall vent. No soap or fabric softener residue inside or on outside of washer. Floors clean and free of dryer sheets. No overflowing trash cans.

A7.4.4. Personal rooms – two random and one chosen. These rooms will be judged on the Quarterly Wing Dorm Inspection criteria.

**A7.5. Other consideration (20 points)**

A7.5.1. Self improvement efforts evident – self-help plan and briefing that show achievable quality of life improvements (short and long range)

A7.5.2. Resident recreation. Pool tables, table tennis, video games are operational and have equipment available for use. Game rooms are neat and arranged for easy access to use the equipment.

**Table A7.1. Judging Score Sheet.**

1. Outside Area	30 Points
a. Maintenance/appearance	
b. Landscaping	
2. Inside Areas	50 Points
a. Common areas well organized – meets residents needs for comfort and décor.	
b. Kitchenettes	
c. Laundry Rooms	
d. Personal Rooms – two random and one chosen	
3. Other considerations	20 Points
a. Self-improvement efforts evident – self help plan and briefing that show achievable quality of life improvements (short and long range).	
b. Resident recreation.	

**A7.6. Dorm Room Standards.** Dorm rooms should be kept neat and clean at all times. Decorations should be in good taste and not pornographic or offensive. Furniture should be arranged neatly and present no safety hazards. All electrical outlets will not be overlooked.

A7.6.1. Clothing – All clothing should be neatly stored away in lockers or drawers.

A7.6.2. Carpet – Cleaned and vacuumed.

A7.6.3. Walls – Clean, neatly decorated. Remove all smudges. Ensure there are no holes.

A7.6.4. Windows/blinds/sills blinds/sills should be cleaned and dusted – Windows should cleaned with no streaks.

A7.6.5. Light fixtures – Ensure all lights are in good working order, fixtures cleaned/dusted.

A7.6.6. Trash cans – Trash cans will be emptied.

A7.6.7. Furniture – Should be in good condition (not broken), dusted and cleaned.

A7.6.8. Beds – Beds should be neatly made at all times.

A7.6.9. Lockers – Ensure lockers are closed/locked and dust free.

A7.6.10. Refrigerator – Cleaned all seals – defrost freezers – ensure they are odor free.

A7.6.11. Microwave – Cleaned and UL approved.

A7.6.12. Mirrors – Cleaned and streak free.

A7.6.13. Sink/Counter top – cleaned and arranged neatly.

A7.6.14. Cabinets – All cabinets will be dusted/cleaned and in good condition (no broken parts or holes).

A7.6.15. Tile Floor – Cleaned mopped. Ensure corners are cleaned.

A7.6.16. Shower – Showers will be cleaned and free of mildew and soap scum. Ensure curtains are in good condition and free of mildew. All items in shower will be neatly arranged. Area should be odor free.

A7.6.17. Toilet – Cleaned and in good working condition.

#### **A7.7. Quarterly Dorm Competition Award.**

A7.7.1. The Quarterly Dorm Award will be used for quality of life improvements for the residents based on the dormitory self-help plan. A maximum of \$2,500.00 for 1st Place, \$1,000.00 for 2nd Place, and \$500.00 and 3rd Place will be available to the dorm that wins the competition.

2. Spending/usage will be determined by majority consent of the dorm council.

3. Self-help projects – cleared by CE before money is committed.

4. Items/equipment must meet acceptable Air Force standards of usage, appearance and safety.

5. The award must be used for the specific projects identified by the squadron commander and is subject to forfeit if used otherwise. Awards usage record must be kept by Dorm Management and made available upon request.

6. First place winner will be ineligible to compete for the following quarter.

## Attachment 8

## NO SMOKING POLICY LETTER AND DESIGNATED SMOKING LOCATIONS

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 62D AIRLIFT WING (AMC)

22 Feb 2005

MEMORANDUM FOR ALL MCCHORD AFB DORMITORY RESIDENTS  
GROUP/SQUADRON COMMANDERS  
CHIEFS  
FIRST SERGEANTS

FROM: 62 AW/CC

SUBJECT: No Smoking in Dormitories

1. The dormitory environment is shared by many others, both smoking and non-smoking Airmen, civilian personnel, and contractors. Close proximity of rooms, unit integrity assignment requirements, and control of smoke residue in rooms make it extremely difficult to provide the smoke-free environment for those entitled by Air Force Instructions. Therefore, to provide adequate quality of life and promote a healthy environment for all dormitory residents, effective 1 Mar 05, smoking is prohibited in/around all dormitories, including individual rooms, balconies, stairways, common areas, campus areas, and in/around building entrances (to include the dining facility). Smoking is only allowed in the designated smoking areas shown on the attached map.
2. This policy will be incorporated in the next update to the 62 AW Instruction 32-20, Unaccompanied Housing Brochure. My point of contact is CMSgt Hernandez, 62 AW/CCC, DSN 382-2845.

A handwritten signature in black ink, appearing to read "Rowayne A. Schatz, Jr.", written in a cursive style.

ROWAYNE A. SCHATZ, JR., Colonel, USAF  
Commander, 62d Airlift Wing

## Attachments

1. 500 Dormitory Area - Designated Smoking Areas
2. 1100 Dormitory Area - Designated Smoking Areas

Attachment 9

DESIGNATED SMOKING AREAS

