

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 11TH WING**

**BOLLING AFB INSTRUCTION 32-9**

**24 MARCH 2005**



***Housing***

***UNACCOMPANIED HOUSING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 11 CES/CEH (TSgt Ronald Malone)

Certified by: 11 CES/CC  
(Colonel Dennis L. Jasinski)

Pages: 13

Distribution: F

---

This instruction implements **AFI 32-6005, 1 June 1998, *Unaccompanied Housing Management***, and establishes policies and procedures for personnel residing in Unaccompanied Housing. It applies to all Air Force and Army service members occupying unaccompanied government quarters on Bolling AFB. Individuals who fail to comply with the specific prohibitions and requirements contained in this instruction violate a lawful general law, which may result in disciplinary action or prosecution under Article 92, Uniform Code of Military Justice (UCMJ).

## Chapter 1

### RESPONSIBILITIES

**1.1. Overall Responsibilities.** The Air Force will provide all maintenance, repair; refuse collection, disposal, pest control, fire, security forces protection, grounds maintenance, and snow removal from streets.

**1.2. Resident Responsibilities.** Residents will maintain rooms in a neat and clean manner at all times. This is a home away from home and must be maintained in a manner that promotes good health, morale, and welfare. All residents must maintain good cooperative relationships with their neighbors and suite mates in the cleanliness and upkeep of dormitories. As such, dormitory rooms are subject to inspection by Consolidated Dormitory Manager Official (CDMO), supervisors, first sergeants, and commanders.

1.2.1. Room standards. Each individual must adhere to the following.

- Beds neatly made – linens will be laundered frequently.
- Linens can be exchanged **only** if torn, ripped, or stained.
- Carpet must be steam cleaned periodically and prior to terminating the room. (Steam cleaner can be obtained from the CDMO).
- Privately owned rugs may be used in the rooms if they are flame retardant and in good condition. Vacuum cleaners may be obtained from the Bay Chief or the CDMO.
- Baseboards, ledges, picture frames, closets, air conditioning/heater will be clean and free of dust/dirt.
- Vents, lights, and electrical conduits should be clean and free of dust, dirt, water spots, stains, hand-prints, etc.
- Doors (interior and exterior) must be clean and free of hand/foot prints, scuff marks
- Windowsills, racks, and glass will be clean. Window screens will not be removed and stickers will not be affixed to windows.
- Refrigerator will be cleaned inside and out. Freezer compartment will not have more than light frost buildup (defrost prior to 1/4 inch buildup.) *Do not remove frost with a sharp instrument.* Foods inside should be edible, wrapped, covered, and capped.
- Refrigerator door gaskets/seals will be clean to prevent air leakage and/or excessive frost buildup.
- Trash containers and ashtrays will be emptied prior to departing the room; replace the trash container liner.
- Trash cans will be emptied in outside dumpsters, not in restrooms, dayrooms, or entry way trash cans. Trash will not be placed outside of room doors. Bay orderlies and housekeepers are not responsible for emptying resident's trashcans.
- Wall Lockers/Closets will be neat, clean, and secured. Clothing will be stored inside lockers and/or a chest of drawers. Dirty clothing will not be allowed to accumulate and will be placed in a laundry bag or other suitable container. **NOTE: Open wall lockers are subject to inspection**

- Containers/Oversized Items such as boxes and/or luggage will not be stored on top of all units. These items must be kept in a designated storage area. Containers will be marked with the resident's name, room number, and squadron.
- Sinks will be clean. Faucets and knobs will be free of soap residue, lime-deposits, and grime.
- Mirrors will be free of streaks and water spots.
- Shower stalls to include floor, walls, door and curtain will be clean and free of grime, soap residue, and lime deposits. Commodes will be clean on the top, bottom, and surrounding floor area.
- Rooms will be free of objectionable odors caused by unwashed clothing, shoes, bedding, or foods. All observable shoes will be clean and displayed neatly.
- Light bulbs will be replaced as needed. Fluorescent bulbs can be obtained from the CDMO.
- Only surge protected multiple outlet devices rated at less than 15 amps and so bearing the Underwriters Laboratories (UL) or Factory Mutual (FM) will be used as extension cord devices.

**1.3. Promotion.** Residents must inform CDMO when they are promoted to the next grade.

**1.4. Bay Orderly.** Residents must be prepared to participate in weekly bay orderly duties when selected by their First Sergeant. Bay orderly duties will take precedence over other obligations. Be available and do not schedule appointment during the week of duty. Contact CDMO for bay orderly duties, standards and scheduling.

**1.5. Dorm Meetings.** Residents will make every effort to attend dormitory meetings. Meetings will be held at least quarterly but may be called at any time by DCMO or 11<sup>th</sup> Wing leadership.

## Chapter 2

### BEHAVIOR

**2.1. Disturbances.** Respect your neighbors by keeping noise to a minimum. Televisions, stereos and talking will be kept to a moderate level to not disturb other dormitory occupants. Doors to individual rooms will be kept closed when such items are in use. Failure to comply may result in the items being put in storage (first offense) and administrative and/or disciplinary action for subsequent offenses.

2.1.1. Proper conduct in the dorm will be adhered to at all times. Actions on the part of one person will not in any way deny the rights of others (i.e., loud stereos, vandalism, rowdiness, or any conduct prejudicial to good order and discipline). Any disturbance that interferes with another resident's rights will not be tolerated.

2.1.2. Reporting Disturbances. If possible, approach the party that is creating the disturbance and inform them of the problem. If the disturbance is not eliminated, contact the Bay or CDMO. If a bay chief is not available and you have not been able to resolve the disturbance on your own, call 11 SFS (Law Enforcement Desk) or your first sergeant. *Caution, do not approach individuals if you feel your safety will be jeopardized when there is an appearance of excessive alcohol consumption or rowdiness.* Follow up reports should be submitted to the CDMO at the earliest possible date.

**2.2. Guests/Visitors.** Residents are responsible for the conduct of their guests/visitors at all times and must remain with them at all times throughout the duration of the visit, except during restroom use. Guests/Visitors are not permitted to use laundry room facilities. Residents will ensure guests conduct themselves in a manner that will not bring discredit upon themselves or the United States Air Force. They will be mindful of the other personnel in the building and refrain from actions that would otherwise disturb or infringe upon other's privacy. Overnight guests are not authorized. The following responsibilities, procedures, and prohibitions govern the visitation of male/female personnel in the dormitories on Bolling AFB and apply to all personnel. Violations will subject residents to punitive actions under the UCMJ.

2.2.1. Key. The room key will not be given or loaned out under any circumstance.

2.2.2. Children. Children (17 and under) are not permitted unless they are members of the resident's immediate family, or are accompanied by a parent or legal guardian.

2.2.3. Day/TV Rooms. These rooms are for the entertainment, relaxation, and leisure of residents and their guests. Misuse or abuse of furniture, horseplay, and/or loud noise will not be tolerated. Residents will help in the housekeeping and cleanliness of these areas. Furniture, plants, decorations, and equipment will not be removed for any reason. Beverages and/or food may not be placed on game tables.

**2.3. Visitation Hours.** Visiting hours are 24-hours a day, unless limited by a first sergeant or Commander.

**2.4. Quiet Hours.** *Quiet hours are in effect 24 hours a day, seven days a week,* due to various shift schedules. Residents will display maximum consideration for each other by limiting noise levels so as not to disturb other residents. If noise from a room can be heard from the hallway or balconies, it is considered too loud. The Bay Chief is the first point of contact to ensure that this policy is enforced. Contact CDMO if the problem is not resolved or the Bay Chief is not available.

**2.5. Offensive Language.** Profane, suggestive, or abusive language is not permitted.

**2.6. Drinking.** *Open containers of alcoholic beverages is strictly prohibited in any area outside of the dorm room.* Underage drinking by residents and guests is strictly prohibited and is punishable under the UCMJ.

**2.7. Parking.** Motorcycles, mopeds, or any vehicle containing gasoline must be parked in an approved designated vehicle or motorcycle parking area. Do not park cars in motorcycle spaces. The 11<sup>th</sup> Wing Room of the Quarter parking space is reserved for the current award winner.

**2.8. Vandalism.** Witnesses to the damage of government or personal property must report it immediately to CDMO or security forces. Residents who personally damage or participate in damaging property will be held responsible for monetary damages and discipline under the UCMJ.

## Chapter 3

### ROOM ASSIGNMENT

**3.1. Assignment Policy.** Unaccompanied permanent party personnel in the grades of E-1 through E-4 are required to live in the dormitories. After 1 October 2003, Air Force policy requires E-4s with three years Time In Service (TIS) to be moved out of unaccompanied quarters and receive BAH (unless they are departing PCS or separating within the next six months).

**3.2. Initial Inspection.** The initial inspection is performed by the CDMO or designated representative with the new resident to identify and document any discrepancies that exist in the room, on government owned appliances and the government owned furnishings. Discrepancies if any, will be documented on an AF IMT 228, *Furnishing Custody Receipt and Condition Report*, which will be maintained in the CDMO in the resident's file until termination of room. The initial inspection will be performed within the first two (2) duty days of occupancy. A copy of this instruction must be maintained in each room. Residents are responsible for reading and adhering to the policies and procedures contained herein. .

**3.3. Government Owned Furniture and Appliances.** The furniture and appliances are for use in the specific room assigned and will not be removed, disassembled, or used elsewhere without specific written authorization from the CDMO. During the initial inspection of the room, an inventory of the contents and conditions of all government owned furniture and appliances will be taken by the resident and a CDM staff member. The contents and condition will be annotated on an AF IMT 228, *Furnishing Custody Receipts and Condition Report*, and acknowledged by the resident's signature. Government furniture will not be disassembled.

**3.4. Liability for Damages.** Under Federal Law 10 USC 2775 and AFMAN 23-220, *Reports of Survey for Air Force Property*, residents are liable and accountable for loss or damages to the room, furnishings, or appliances. Liability includes the abuse or negligence by the member or guest.

3.4.1. Heel and Sole Dressing/Boot Polish can stain carpets and floors. Use generous amounts of newspaper or plastic sheeting to protect floors and furnishings.

**3.5. Pictures.** Residents may display works of art, pictures, etc., on room walls if they add to the room décor and are in good taste. Pictures will be suitably framed and may be fastened to the wall by drilling screw fasteners (keep holes in the walls to a minimum). Posters, etc, must be neatly mounted and in good taste. Nothing will be glued to the walls. The open display of pornographic, nude men or women, inflammatory material is strictly prohibited. Profanity or lewd messages in either word or picture symbols or pictures that may be offensive due to race, creed, sex, or national origin detracts from the good order, discipline, or morale of members. Displaying this type of material can lead to complaints concerning nonverbal sexual harassment.

Stickers on walls, mirrors or doors are prohibited.

**3.6. Weapons.** Prohibited items include, but are not limited to:

- Firearms cannot be stored on Bolling Air Force Base.

- Switchblades, gravity knives of any description, or knives with blades exceeding four (4) inches (other than normal kitchen knives).
- Compound bows and arrows.
- Explosives.
- Martial arts weapons (unless required in martial arts training – if so, weapon must be secured and out of sight in the room).

**3.7. Pets/Animals.** Animals/pets are not permitted in the dormitories. Small tropical fish are authorized. Aquariums cannot exceed one 30-gallon tank. **ABSOLUTELY NO POISONOUS OR HAZARDOUS PETS** may be kept or brought into the dormitory at any time.

**3.8. Telephone/Cable TV Service.** These transactions are between the resident and the respective company. **Altering and/or tampering with existing cable television or telephone lines constitute fraud and are punishable under the Uniform Code of Military Justice (UCMJ).**

3.8.1. Telephone/Cable TV Reimbursement. Government directed moves from one dorm room to another by the CDM Office entitles the resident to reimbursement of cable reconnection and reinstallation of a commercial telephone line. To receive reimbursement, provide the Housing Management Office a copy of the telephone/cable bill indicating the reconnection charge and a copy of the letter directing the move.

**3.9. Room Modification.** Due to the possibility of damage to government quarters permanent modifications will not be made to a room. Installing wallpaper painting walls or installing shelves, etc., is prohibited. Drilling small holes into the wall is acceptable to hang pictures.

## Chapter 4

### MAINTENANCE

**4.1. CE Responsibilities.** The 11 Civil Engineering Squadron (CES) has the primary responsibility for maintaining Air Force dormitories. It is the resident's responsibility to report all safety and maintenance/repair discrepancies requiring CES response to the CDMO. Initiate maintenance/repairs by contacting the CDMO during normal duty hours. After normal duty hours, annotate non-emergency requests on the 24-hour maintenance log located on the CDMO door. In the event of an emergency after normal duty hours (Bolling residents only), call 11 CES Customer Service. The two categories of maintenance service are:

4.1.1. Emergency: A response time of one (1) hour and must be completed within 24-hours and is categorized as follows:

<u>Plumbing</u>	<u>Electrical</u>	<u>Structural</u>
No water	No power to quarters	Broken Window**
Broken water line	Bare wires	Heating/Air Conditioning
Broken sewer lines	Smoke detector inoperable	A/C not operating*
Backed-up sewer lines	Short circuit with sparking	Heat not operating*
Stopped-up commodes		Lock Failure
Excessive water leaks (1 gal/hr)		

\*Note 1--Base plant must be operating at Heating/Air Condition (seasonal)

\*\* Note 2--If only one pane of a double-paned glass window is broken, the job will be classified as routine.

4.1.2. Routine: All other work not classified as emergency. The 11 CES must respond to and complete routine service calls within 30 calendar days from receipt of request.

## Chapter 5

### FIRE PREVENTION/CONTINGENCIES

**5.1. Evacuation.** Residents must be familiar with the evacuation fire evacuation operating instructions and the emergency evacuation plan (located on each floor's bulletin board).

**5.2. Evacuation Rally Point.** After evacuating the building, residents must meet in the designated location to report accountability. **DO NOT LEAVE THE AREA** until you have been accounted for by the senior fire official, bay chief, CDMO staff or any ranking member on scene.

**5.3. Fire Suppression and Detection Systems.** It is illegal to tamper with fire detectors, alarm pull boxes, fire sprinkler, fire extinguishers or render them inoperative. If a smoke detector beeps the battery needs to be changed. Contact the CDMO for battery replacement. Be sure to test the alarm after installing a new battery. Fire extinguishers will not be used for anything other than their intended purpose.

**5.4. Flammable Items.** Open flame burners (such as candles or incense) and flammable items are prohibited from use in dormitories.

**5.5. Smoking.** Smoking is only permitted in rooms designated as smoking rooms or designated areas outside of each dormitory. Smoking in bed is absolutely forbidden at any time.

**5.6. Space Heaters.** The use of space heaters is strictly prohibited unless approved by the CDMO staff (due to central heating problems in individual rooms or the entire building).

**5.7. Fire Sprinkler System. DO NOT TAMPER WITH OR HANG ITEMS FROM THE FIRE SPRINKLER SYSTEM.** Hanging items from the fire sprinkler system causes sprinkler to release which results in flood damages. Residents will be held monetarily liable for any damages caused by this negligence.

**5.8. Safe Rooms.** Each dormitory room has been designated as a safe room by CDMO. Once notified of a Weapons of Mass Destruction (WMD) or accidental chemical release incident, all resident need to stay in their rooms until the all clear is made by CDMO or the 11th Wing Command Post. Ensure the following is available.

- Adequate food and drinking water.
- Batteries for radios and flashlights.
- Safe room materials (plastic sheeting and tape).
- Refer to BAFB Pamphlet 10-4, *Protective Actions for Hazardous Material Release and Weapons of Mass Destruction (WMD)*, for more information on WMD and safe room procedures.

## Chapter 6

### SECURITY

#### 6.1. Key Control.

- 6.1.1. Secure valuables, lock bathroom and kitchenette doors at all times. Residents must lock room doors upon departure.
- 6.1.2. Report any unauthorized or suspicious person in the dormitory area to 11 SFS, Law Enforcement Desk, and the CDMO staff immediately.
- 6.1.3. Report theft/loss of personal and/or government property to 11 SFS (Law Enforcement Desk).

#### 6.2. After Duty Hours Lock-Outs. Residents who are locked out of their rooms after duty hours must.

- Contact the 11 SFS LE desk at 202-767-5000, who will notify the appropriate first sergeant.
- The first sergeant will personally assist or select an appropriate noncommissioned officer (NCO) to sign out the master key from the lodging office.
- The first sergeant will then inform the lodging clerk of who will be responding to sign out the key (residents cannot sign out the key).
- The first sergeant or designated NCO will respond and open the door for the resident.

6.2.1. Lock Failure. A lock failure is defined as a situation when a lock fails to open due to a mechanical problem that must be corrected by a CE locksmith. If this occurs, refer to Section **4.1.1**.

**6.3. Replacement Keys.** Contact the CDMO for replacement keys the following duty day. Residents will be charged \$5.00 for the first replacement key and \$15.00 for each subsequent key. Collected money will be placed in the dormitory council treasury.

## Chapter 7

### TERMINATING UNACCOMPANIED QUARTERS

**7.1. Terminations of Quarters.** All residents who are vacating the Dormitory for whatever reason must clear their quarters with the CDMO.

**7.2. Financial Solvency.** You must demonstrate your ability to move off base (financial and dormitory obligations are in order). Residents should contact the Family Support Center to develop a financial plan with a counselor.

**7.3. Approval to Reside Off-Base.** Commanders or first sergeants must endorse off-base moves (exceptions: residents who are in PCS status, or separating, see section 7.7.). Residents can become eligible to reside off base and collect Basic Allowance for Housing (BAH) for various reasons (see sections 7.4. and 7.6.). Once approved, residents must make plans to move within 30-days. Contact the Housing office located in building 16 for information on off base housing opportunities.

**7.4. Senior with 3 Years TIS.** Residents in this category must contact the CDMO ASAP. Refer to section 3.1.

**7.5. BAH Waiting Lists.** The BAH list is a voluntary program prioritized by current rank and Date of Rank (DOR). When the overall base dormitory occupancy rate exceeds 90% CDMO personnel may elect to activate the BAH waiting list and residents at the top of the list will be notified that they can move.

7.5.1. Residents who wish to be on the BAH list must first request a BAH eligibility letter from the CDMO. The DOR on the BAH eligibility letter must be confirmed by the first sergeant or commander and returned to CDMO.

7.5.2. Selected residents must give their intentions to move to CDMO personnel within 7- work days.

7.5.3. CDMO will move down to the next person on the list if selected residents fail to give the 7-day notice or are in TDY/leave status.

### 7.6. Acquiring Dependents.

7.6.1. Residents at the 20<sup>th</sup> week of pregnancy may move. An AF IMT 422, *Physical Profile Report*, stating that the member is at the 20<sup>th</sup> week is required from a medical authority. Pregnant members may request to move 30-days prior to birth due to medical reasons.

7.6.2. Recently married residents must provide a copy of their marriage certificate to CDMO and the Housing Office before moving. With commander or first sergeant endorsement residents planning marriage may request to move 30-days prior to their marriage date.

7.6.3. Residents who have acquired legal dependents (family members or adoption) may request to move. Contact the Housing Office and CDMO.

7.6.4. If none of the above occurs residents must move back into the dormitory.

**7.7. Other Reasons for Vacating the Dormitory.** Personnel in PCS or separation must set a date for clearing their room with the CDMO. CDMO will not sign off on out-processing checklists unless the room is empty and in inspection standards.

**7.8. Base Housing.** Residents who plan to move into accompanied base housing must clear their room with CDMO prior to occupying their new quarters.

**7.9. Termination Procedures.**

7.9.1. **Pre-Inspection.** This inspection is designed to assist resident in preparing room for final inspection. It includes a review of checkout procedures and offers the opportunity to answer any questions and/or concerns. During this inspection, the CDMO staff member takes inventory of government owned furnishings and appliances and identifies damages above and beyond normal fair wear and tear.

7.9.2. **Final Inspection.** This inspection is conducted when linen is returned to CDMO and the room, furnishings, and appliances are clean and ready for inspection. All Government owned furnishings and appliances will be accounted for and room keys turned in upon clearance of room. **THE RESPONSIBILITY FOR FINAL CLEARANCE OF THE DORM ROOM RESTS SOLELY WITH THE RESIDENT.** Upon satisfactory clearance, an AF IMT 291, *Unaccompanied Quarters Assignment-Termination Record*, will be issued. Residents must hand carry the form to 11 CES/CEH (Housing Management Office) for BAH processing. The effective date for BAH is the date indicated on the AF IMT 291. Residents who are vacating due to PCS or separation will not receive an AF IMT 291.

## Chapter 8

### ROOM OF THE QUARTER

**8.1. Room of the Quarter.** Once a quarter, a resident is recognized for “Outstanding Room of the Quarter” This program is administered by the Wing Commander. The Wing Commander and or designated representative will inspect the nominated rooms; the commander or designated representative will make the selection.

DUANE A. JONES, Colonel, USAF  
Commander, 11th Wing