

BY ORDER OF THE INSTALLATION COMMANDER  
HEADQUARTERS 377TH AIR BASE WING (AFMC)  
KIRTLAND AIR FORCE BASE, NEW MEXICO 87117-5822

KAFBI 32-6005

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*Civil Engineer***UNACCOMPANIED HOUSING MANAGEMENT****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Kirtland Air Force Base (KAFB) Instruction (KAFBI) implements AF Policy Directive 32-60, *Housing*. It establishes responsibilities, policies, and standards for personnel residing in unaccompanied government-owned facilities (dormitories) regardless of branch of service or command. Violators are subject to punitive action under Article 92 of the Uniform Code of Military Justice (UCMJ). The Privacy Act of 1974 applies to AF Form 228, **Furnishings Custody Receipt and Condition Report**. See reverse of AF Form 228 for the Privacy Act statement. The term Airmen, as used in this KAFBI, is gender neutral.

**SUMMARY OF REVISIONS:** This KAFBI has been totally revised and should be completely reviewed. This KAFBI is in accordance with AF Instruction (AFI) 32-6001, *Family Housing 2001, The Fire Protection Operations and Fire Prevention Program*.

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- 4.1.1. Receiving and signing a detailed briefing on dormitory policies and procedures and signing a Certificate of Acknowledgment and Understanding upon completion of the briefing.
  - 4.1.2. Completing an AF Form 228, annotating any discrepancies of their assigned living area and furnishings, and returning the form to the UHM within three duty days of assignment of quarters.
  - 4.1.3. Completing a dormitory availability letter, if married and unaccompanied, or receiving a with-dependent rate basic allowance for housing (BAH).
- 4.2. Responsibilities – DM: During the assignment of quarters and in-processing of arriving dormitory residents, the DM is responsible for:
- 4.2.1. Making dormitory assignments and maintaining unit integrity when possible.
  - 4.2.2. Establishing a folder with, as a minimum, the name, rank, social security number, date of rank, organization, duty phone, arrival date, and a completed AF Form 291, **Unaccompanied Quarters Assignment – Termination Record**.
  - 4.2.3. Conducting an in-processing briefing with each individual, covering dormitory policies and procedures, to include providing a copy of this KAFBI and a brief tour of the dormitory (e.g., laundry room, dayroom, centralized bulletin board, and mailroom). Residents should be shown location of nearest fire extinguisher.
  - 4.2.4. Ensuring dormitory residents have turned-in a completed AF Form 228, and have taken corrective action on any discrepancies noted by the dormitory resident.
  - 4.2.5. Maintaining occupancy reports by updating the dormitory database system with any new room assignments within two duty days of the quarter's assignment.

## 5. Out-Processing:

- 5.1. Responsibilities – Departing Residents: Departing residents are required to report to the UHM 10 days prior to desired out-processing date to receive an out-processing checklist and for a pre-inspection of their room. Final inspections will be scheduled at that time.
  - 5.1.1. The unit/wing out-processing checklist will be initialed by the UHM only when the room has been properly cleaned and cleared.
  - 5.1.2. A dormitory clearance letter will be issued to all personnel leaving the dormitory when they meet dorm clearance requirements.

5.4. Responsibilities – DM: During termination of quarters and out-processing of dormitory residents, the DM is responsible for:

5.4.1. Completing an AF Form 291, **Unaccompanied Quarters Assignment – Termination Record**.

5.4.2. Accomplishing termination of quarters during the hours of 0900 through 1500, Monday through Friday.

5.4.3. Conducting a pre-termination inspection of the resident's room and inform the resident what needs to be done (e.g., defrosting the refrigerator, general cleaning). Major damage will be noted and will require that reimbursement action be taken.

5.4.4. Inspecting the room on the last day of occupancy and using the AF Form 228 to verify the custody and condition of assigned government furniture.

5.4.5. Providing the resident with a termination of dormitory residency letter once the room is cleared, cleaned, and the mail box key and room keys have been returned. Under no circumstances is the resident allowed to reside in the room once their residency has been formally terminated.

## 6. Customer Service:

6.1. DMs are responsible for providing the following services as needed:

6.1.1. Ensuring the DM offices are manned in order to provide telephone coverage and service to walk-in customers.

6.1.2. Leaving a note stating the time of expected return, upon leaving the office.

6.1.3. Ensuring telephone messages are answered when away from the office.

6.1.4. Carrying an assigned cell phone and ensuring cell phone is turned on and in good working order. All cell phones shall be answered as soon as practical.

6.1.5. Pulling stand-by duty on a rotating basis for all dormitories.

6.1.5.1. Stand-by duty will commence each Friday at 1600 hours and terminate the following Friday at 0730.

6.1.5.2. Stand-by phone number is listed on Centralized Bulletin Board, and voicemail.

8.1.9. Following procedures outlined in this KAFBI if desiring to reside off-base.

8.1.10. Following procedures for guests and visitors as outlined in this KAFBI.

8.1.11. Obtaining written approval from the First Sergeant for room decorations that are visible from the outside prior to placing in room, on door, window, and room placard.

8.1.12. Using proper equipment to hang pictures, secure wire, etc., when decorating interior of room.

8.1.12.1. Ensure string lights do not touch any fabric (i.e. curtains).

8.1.12.2. Refer questions on decorations to the DM.

8.1.13. Locking window, bathroom door, and front door at all times when not in assigned room.

8.1.14. Wiping down the exterior door; wipe off windows and windowsills, the room identification plate, and hand railings outside rooms; and sweeping the area outside the room, at least once a month.

8.1.15. Reporting all room maintenance requirements to DM.

8.1.16. Maintaining their living area to comply with applicable health, sanitation, security, and safety standards.

8.1.16.1. Trash may NOT be left outside the dormitory room for any amount of time.

8.1.16.2. Trash must be properly placed in the dumpsters.

8.2. Dormitory residents will not:

8.2.1. Remove beds or other government-owned furnishings from assigned room, unless authorized by the First Sergeant.

8.2.2. Government furnishings are not allowed to be stored in downstairs personal lockers.

8.2.3. Conduct vehicle maintenance that will disable or jack a vehicle in dormitory parking lots, to include fluid replacements, oil changes, or brake/clutch replacement. Such repairs can be accomplished at the base auto shop. Changing flat tires is permitted.

8.2.4. Store utility trailers (i.e., ATV and boat trailers) in dormitory parking lots.

10.8. Communicating with the 377 ABW and 58 SOW Command Chief Master Sergeants (377 ABW/CCC and 58 SOW/CCC, respectively) about problems in the dormitories (i.e., fires, floods, vandalism).

### **11. Residing Off-Base – Without BAH:**

11.1. Individuals in the ranks of E-1 through E-4 with less than 3 years in service are not authorized BAH when adequate quarters are available, but may request permission to reside off-base without BAH, at their own expense, with the approval of their Commander or First Sergeant.

11.2. Although permission may be granted to reside off-base, individuals are required to maintain a dormitory room and perform all dormitory duties IAW AFI 32-6005, para 4.1.4.

11.3. Military duties, unit readiness requirements, financial irresponsibility, and a history of disciplinary infractions will be considered before granting permission to reside off-base.

11.4. Commanders or First Sergeants will approve or deny all requests to reside off-base without BAH.

### **12. Residing Off-Base – BAH Single Rate:**

12.1. Unaccompanied individuals (without dependents) in the ranks of E-5 and above may reside off-base without written permission.

12.1.1. When the base dormitory occupancy is below 90 percent, members requesting to reside off-base with BAH will be placed on a waiting list.

12.1.2. The original waiting list is maintained by the UHM and a copy of the waiting list is posted in the DM's office.

12.1.3. Individuals will be moved off-base in accordance with AFI 32-6005, Chapter 2.

12.1.4. Individuals are required to process through 377 MSG/CEAC before entering into any written agreement for off-base housing.

12.2. Individuals meeting the Corona Requirements (3 years in service and the rank of SrA) may reside off-base or in privatized housing if available, with the First Sergeants approval.

### **13. Visitation and Guest Privileges:**

13.1. Resident's may receive adult visitors in their dormitory room during the day or the night. When a DM notices signs of a visitor establishing residency the First Sergeant will be notified and will take appropriate action.

**16. Display Swords And Decorative Items In Dormitory:**

16.1. Display swords and decorative items *may* be allowed in the dormitories provided:

16.1.1. Display swords blades are NOT sharpened.

16.1.2. Decorative items such as 105 millimeter (mm), 40mm, or 30mm casings have been certified in writing as safe by the Explosive Ordnance Disposal Branch (377 MSG/CED) in accordance with Technical Order AII 1A-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from items Exposed to or Containing Explosives*.

16.1.3. The letter must be maintained in the occupant's file in the DM's office.

16.2. The First Sergeant *may* allow decorative knives, without an edge, which are encased in glass or Plexiglas, wired closed, or in other containers for display.

16.3. All knives and decorative swords must be annotated on an AF Form 1314 and a copy must be:

16.3.1. Filed with the 377 SFS and their personal file in the Dorm Manager's Office.

16.3.2. Taped to the inside of the of the individuals dormitory front door.

**17. Cooking:**

17.1. Cooking in Dormitory:

17.1.1. Cooking (including hot plates, sandwich makers, George Foreman grills, electric frying pans, roasters, toasters, and similar cooking appliances that produce grease/oil) is prohibited in the dormitory rooms, and common areas. They may be used in designated kitchen areas.

17.1.2. The following appliances are authorized for use within all dormitory rooms on KAFB: microwave ovens, refrigerators, coffee makers, and hot air popcorn popper. All other appliances shall be stored in the downstairs personal lockers or in the kitchens.

17.2. Cooking in Dormitory Dayrooms

17.2.1. Within the dormitory dayrooms that have an established cooking area, the following cooking appliances are authorized for use and storage: microwave ovens, refrigerators, coffee makers, hot air popcorn poppers, crock-pots, electric frying pans, toasters, George Foreman grill type devices, and roasters.

20.2. Personnel who have reached the legal drinking age shall NOT provide alcohol to or dispose of alcohol containers in the rooms of those under 21 years of age.

20.3. Personnel living in the dormitories are permitted to have beer kegs on the premises or in the surrounding courtyards. A keg is defined as any single container that has a capacity of more than one U.S. gallon.

## **21. Smoking:**

21.1. Smoking is prohibited in common areas of the dormitory. Common areas include the dayrooms, laundry room, all hallways, mailrooms, connecting bathrooms, and other areas that can be utilized by all dormitory residents. If you have any question regarding what is considered a common area, please contact the UHM. The Installation Commander reserves the right to prohibit smoking in the entire dormitory facility.

21.2. When a smoker and a non-smoker share a connecting bathroom, the rights of the non-smoker will prevail.

21.3. Smoking in an unauthorized area is punishable under Article 92, paragraph A.1 of the UCMJ. Cigarette butts will be properly disposed in the designated butt cans located throughout the dormitories.

## **22. Pets:**

22.1. Fish are the only pets authorized in the dormitories. Tanks must be safe, properly installed, kept clean at all times, and not exceed a limit of 20 gallons.

22.2. Residents are responsible for all damages to furnishings, including carpet, caused by a leaking or broken tank.

## **23. Inspections:**

23.1. Dormitory common use areas (dayrooms, lounges, laundry area, etc.) and individual dormitory rooms shall be inspected to ensure health, security, sanitation, and safety standards are met. Rooms may be inspected at any time (i.e., weekly, no-notice, quarterly).

23.2. The Commander and First Sergeant are responsible for inspecting rooms of individuals assigned to their unit.

23.2.1. Supervisors are encouraged to accompany the Commander or First Sergeant.

23.2.2. Common use areas should be visited.

23.2.3. Any maintenance discrepancies found in these areas will be reported to the DM.

25.2.3.1.3. Emergency work orders have a 24-hour response time.

25.2.4. The 377 MSG/CEO determines the priority placed on all work orders.

25.2.4.1. Dormitory work orders will be given the utmost priority. Dorm residents must be present when the work is performed after DM's duty hours or on weekends.

25.2.4.2. DMs will ensure a follow-up is conducted for all items, will inform the resident of the work order priority, and will provide an approximate completion date.

25.2.5. Residents should notify the UHM if the work order is not completed in a timely manner or as specified.

25.2.6. Residents will contact the UHM upon completion of the work order to complete a maintenance customer satisfaction survey.

## 26. Fire Reporting And Drills:

26.1. Fire Reporting Procedures.

26.1.1. Immediately pull the nearest fire alarm.

26.1.2. Call 9-1-1 from any base phone. If using a cell phone, dial 846-911. Give the fire department the building number, wing, nature of the emergency, and your name. **DO NOT** hang up.

26.2. Small Fires

26.2.1. Small non-electrical fire. Residents may attempt to put out a small, non-electrical fire. Use properly rated fire extinguisher.

26.2.2. Small electrical fire. If there is an electrical fire, de-energize by unplugging, and use properly rated fire extinguisher.

26.3. Resident Evacuation. When the fire alarm is sounded, residents will immediately depart the building and go to the designated safe area indicated on the Fire Evacuation Plan for each dormitory. For residents in Building 425, depart the building and go to the parking lot east of the dormitory. **DO NOT** attempt to retrieve items. Things can be replaced-- **PEOPLE CAN'T!**

26.4. Fire Drills.

26.4.1. At a minimum, fire drills are required annually.

## 26.8. Lamps.

26.8.1. Halogen lamps with the “up cup” design are NOT permitted to be used in the dormitory at any time.

26.8.2. Halogen lamps, according to the U.S. Consumers Product Safety Commission, burn at very high temperatures and can start a fire if the lamp comes in contact with curtains, clothes, or other flammable materials.

26.8.3. Halogen bulbs may shatter and cause burn injuries and fires.

26.8.4. Covering a lampshade or light bulb with a scarf or other drape is NOT permitted.

Scarves and other drapes may ignite and start a fire.

## 27. Operation Crime Prevention Identification Program:

27.1. The Operation Crime Prevention Identification Program is designed to encourage owners of high value, theft attractive, or highly pilferable property to mark items with an identifying number and to record the number and item description using AF Form 1670, **Valuable Property Record**. The AF Form 1670 shall be placed in a sealed envelope and placed in the individual’s PIF. This number system provides a way to positively identify property and to establish ownership in the event of theft or loss.

27.2. There are three advantages to permanently marking property:

27.2.1. Prevention. Thieves are reluctant to take items that can be readily identified. Such items are difficult to dispose of.

27.2.2. Deterrence. Prosecution is enhanced when property can be positively identified as belonging to a specific individual.

27.2.3. Recovery. Marking property provides a greater chance of recovered items being returned to their owner. The owner must be able to positively identify the items before they can be released. The owner-applied number (OAN) or identifier is the key element of operation identification as it permits a person to positively identify the property to the exclusion of all other similar items. This system is recognized as providing proof of ownership. However, recovered property can be identified and returned only if the OAN can be used to trace the address of the owner. Because of the transient nature of military personnel and their families, a standard OAN is required for AF use. The social security number and the service prefix (AF) are used since they are the most permanent and recognizable identifiers regardless of where the property was originally marked or how many times the owner have been transferred.

surfaces; normal wear of carpet surfaces, small holes in walls as a result of hanging pictures, posters, and use of standard holding devices.

29.1.2. Abuse is damage resulting from misuse or improper use of facilities. Examples are broom handle, baseball or bat impressions; shoe or fist size impressions in walls, ceilings and doors; damage to locks, hinges, door jambs or window screens caused by improper force used to open doors or windows; holes in ceiling and walls from other than standard holding devices; water damages from water beds and aquatic tanks.

29.1.3. Negligence is damage resulting from failure to act as a reasonable prudent person would have acted under similar circumstances. Examples are water leaks in the room that resulted in damage to ceiling tile on a lower floor or continued use of a door with a loose hinge screw that was not reported.

29.2. Condition Requirements. Allowances will be made for normal wear and tear of individual rooms and common use areas. Care must be taken to ensure personal and common living areas, equipment and furnishings are maintained in acceptable conditions. Residents should report unacceptable conditions to the DM to ensure prompt repair.

29.3. Maintenance and Repair Request. Maintenance and repair should be reported to the DMs. Emergency repairs will be reported to the DM who will, in turn, report it to the Civil Engineer (CE) Service Call Desk at 846-8222.

### **30. Storage:**

30.1. Storage of Excess Personal Furnishings. Within 30 days of a room assignment, individuals with excess personal furnishings (furniture, dishware, pots and pans, and appliances) may request to have these items stored at government expense.

30.1.1. A comprehensive itemized inventory of the items to be stored must be accomplished. The inventory and an estimated total weight must be given to the UHM for approval and the UHM will forward it to the Housing Management and Referral Office for processing.

30.1.2. Items will be placed in non-temporary storage and will be unavailable unless he/she moves off-base, separates, or undergoes a PCS.

30.1.3. Occupants will be assigned individual storage cages (if provided). Individuals are responsible for furnishing their own locks. Items must be stored inside the storage cages. Area outside the cages and walkways must be free of clutter. Any items not stored in one of the designated cages shall be discarded. NOTE: Flammables are not permitted to be stored in individual storage cages.

32.3. Residents are required, upon terminating the dormitory, to return post office box keys. Residents will also fill out a PS Form 3575 in the UHM's office.

32.4. Willful damage to post office boxes and theft of mail are federal crimes (felonies) and are punishable by fine, imprisonment, or both in accordance with 18 US Code 1705 and 1708.

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