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Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

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This instruction prescribes policies and procedures for management of the single enlisted military dormitories; outlines responsibilities of the squadron commanders, first sergeants, dormitory superintendent, dormitory manager, students, and residents; specifies standards for dormitory cleanliness, neatness, safety, and military bearing. This publication applies to all residents assigned to the dormitories on Scott AFB IL.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Objectives :

- 1.1. Provides general guidelines for consolidated dormitory management at Scott AFB IL. Designates the 375th Civil Engineer Squadron as the 375 AW staff agency responsible for dormitory management.
- 1.2. Ensures dormitories are maintained in a manner conducive to good health, safety, morale and welfare, while promoting the individual resident's responsibility.

2. Squadron Commanders' and First Sergeants' Responsibilities :

- 2.1. Ensure dormitory resident inspection programs are established and maintained. Follow Air Force policy to keep the number of dormitory inspections at the absolute minimum, while promoting the occupant's responsibilities.
- 2.2. Support unit requests for bay orderly/charge of quarters (CQ) details. Review and monitor all bay orderly/CQ unit taskings to ensure members who are exempt, i.e., Honor Guard members and mem-

bers projected for permanent change of assignment (after their departure), are not tasked. Ensure bay orderly/CQ rosters are coordinated through unit channels to avoid scheduling conflicts due to projected leaves, TDY, and off-base moves. When possible, coordinate individual tasking changes through dormitory management by E-mail. In a situation where a tasked individual is unable to complete their detail, the first sergeant will work with dormitory management on a case-by-case basis to provide a replacement worker.

2.3. Ensure dormitory residents in- and out-processing procedures are accomplished through the dormitory manager. Individuals will be held responsible for completing all items on the Dormitory Out-Processing Checklist (see [Attachment 1](#)).

2.4. Support the dormitory management in investigating cases involving any damage beyond fair wear and tear of dormitory furnishings or real property. The first sergeant will be notified of the investigation findings.

2.5. Space-Available Policy. Due to the limited number of resources, space-available lodging will only be provided to extreme hardship cases. First sergeants must carefully evaluate request and submit only validated hardship cases for space-available lodging. The Superintendent, Dormitory Management, is the approving authority of short-term occupants. All space-available requests should be made via E-mail to the superintendent. The Base Civil Engineer is the disapproving authority.

2.5.1. Domestic violence situations are incidents that involve intervention of the Security Forces, Family Advocacy or the first sergeant concludes a probability for violence exists.

2.5.1.1. An emergency domestic violence room is available in Dormitory 1912, Room 318, with three available bed spaces. The room is intended to provide first sergeants with a quick fix for domestic violence issues for military members, when billeting is not available. The intent of the room is to provide 24- to 72-hour stays for domestic cases.

2.5.1.2. The keys to Dormitory 1912, Room 318, are located at the Security Forces Law Enforcement Desk (LED), and they are available 24-hours a day. The first sergeants are responsible for signing out and issuing the key to the military members. Since this room is most commonly issued to males, first sergeants should use caution before issuing the room to a female. First sergeants will be responsible to ensure no conflict exists. First sergeants will ensure the room is maintained in inspection order, i.e., cleanliness. This step includes having occupant wash and replace linens on the bed, prior to departure. First sergeants will ensure the key is returned to the Security Forces LED no later than the next day after use is terminated. The First Sergeant's Suite, Dormitory 1912, Room 318, is designated as a **No Smoking Area**.

2.5.2. All space-available requests will be approved for short-term stay only. **NOTE: Thirty days or less.** First sergeants who have personnel requiring an extended stay may request an extension for up to 30 days. The Base Civil Engineer must approve all requests for extensions to Dormitory 1912, Room 318. However, this step must be accomplished prior to the termination date established by dormitory management. If prior to the termination date the bed space is no longer required, the room must be returned to dormitory management as soon as possible in inspection order.

3. Dormitory Superintendent's Responsibilities:

3.1. He or she is assigned and responsible to the Base Civil Engineer as the focal point for Consolidated Dormitory Management (CDM).

- 3.2. Plans, organizes, and directs dormitory operational requirements.
- 3.3. Ensures occupancy reports to HQ AMC are accurate and timely.
- 3.4. He or she confirms annual single rate for the basic allowance for housing (BAH) certification to the Base Housing Office.
- 3.5. Conducts annual assessment of furniture and provides results to the Base Housing Office. Projects dormitory furniture/furnishing requirements annually to the Base Housing Office. Investigates and identifies to the Base Civil Engineer any situations regarding resident abuse of government furnishings and/or real property.
- 3.6. Participates in the Quarters Improvement Committee (QIC).
- 3.7. Monitors group integrity and maintains occupancy rate at or above 90 percent.
- 3.8. Acts as the focal point for all space-available requests.

4. Dormitory Manager's Responsibilities:

- 4.1. He or she is assigned and responsible to the dormitory superintendent as part of the CDM team.
- 4.2. He or she is appointed as the facility manager for the assigned dormitories. Maintains a working file of outstanding Civil Engineer job requests, annotated by date, job number, status, and date completed. Identifies safety and health hazards in individual rooms and common-use areas. Establishes corrective measures.
- 4.3. Manages room assignments and maintains accurate occupancy data reports. Conducts initial and termination inspection of dormitory resident's room in accordance with (IAW) established standards. Issues initial linen, pillow, and comforter upon resident in-processing. Maintains control and management of the assigned hospitality rooms.
- 4.4. Accounts for all furniture, appliances, recreation equipment, and supplies. Establishes and maintains equipment check-out procedures, i.e., vacuums, carpet cleaning machines, etc. Ensures common-use equipment items (washers, dryers, TVs, etc.) are kept serviceable and properly maintained. In situations where the abuses of government furnishings and/or real property are identified, the dormitory manager will provide the superintendent with necessary documentation to initiate a claim on behalf of the government. The dormitory superintendent will coordinate the investigation and collection of funds on a DD Form 139, **Pay Adjustment Authorization**, with the unit first sergeant. Claims against a dormitory resident for less than \$500 in damages will be initiated utilizing a DD Form 139 and processed through the 375th Comptroller Squadron (Finance). Claims in excess of \$500 will result in a recommendation to the Base Civil Engineer for a Report of Survey.
- 4.5. He or she schedules personnel for bay orderly and CQ duties. Ensures work detail is given adequate supplies and guidance to perform task.
- 4.6. Ensures the highest standards of dormitory cleanliness, neatness, safety, and military bearing are met and maintained.
- 4.7. Accounts for all supplies needed to maintain dormitory common-use areas. Makes available to individual occupant supply items, i.e., light bulbs, etc.
- 4.8. Conducts distinguished visitor tours for assigned dormitory.
- 4.9. Serves as an advisor to the dormitory council and provides support.

5. Resident's Responsibilities:

5.1. In-Processing/Out-Processing. All room assignments for incoming personnel will be made through dormitory management. Rooms may be issued through the member's sponsor no earlier than 2 duty days, prior to projected arrival date. The sponsor will be required to keep dormitory management apprised of any changes in member's arrival date/time/cancellations. Male and female hospital-ity rooms are available when advance room assignments have not been made. These rooms are to be used solely as temporary quarters for arriving personnel. Arriving personnel will report to dormitory management the next duty day to be assigned their permanent room. All pipeline students will be housed in Dormitory 1912.

5.1.1. Dormitory-to-Dormitory Moves. All moves will be kept to a minimum and must be determined by dormitory management to be in the best interest of the member and the Air Force. Dormitory moves not meeting group integrity criteria will not be approved. First sergeants may request hardship relocations.

5.1.2. All residents will acknowledge, in writing, their dormitory responsibilities and liabilities at the time of initial assignment. The dormitory manager and the resident will perform a joint room inspection at the time of issuance and termination. Residents must schedule an out-processing inspection appointment through the dormitory manager at least 48-hours in advance. Out-processing appointments for the dormitory will only be scheduled during normal business hours, 0700-1600, Mon-Fri. All residents must out-process through dormitory management or they will be held financially liable for any inventory discrepancies, damages to the room/furnishings, and contract cleaning charges.

5.1.2.1. Cleaning Standards. The occupant will satisfactorily complete the tasks on the out-processing checklist, prior to terminating his or her dormitory room (see [Attachment 1](#)).

5.1.2.2. Reasonable effort must be made to clean the room and bring it up to standards as defined in [Attachment 1](#), this instruction. If this task is not accomplished after the third failed inspection, dormitory management will notify the first sergeant, seize the keys, and contracted cleaning will be ordered at the member's expense.

5.2. Room Standards. Residents shall be responsible for maintaining standards, such as routine maintenance, minor repair, and housekeeping, as would be expected of tenants in private housing of similar type and value. Residents will be responsible for the appearance and cleanliness of their room and all common-use areas. Rooms will be maintained in a clean and orderly fashion. Dormitory residents will receive a partial BAH and must purchase their own cleaning supplies. Furniture/permanent fixtures will be kept clean and utilized for their intended purpose. Refrigerators will be defrosted as needed. Issued bed linens, comforters, blankets or purchased items must be kept clean, neat, and in good repair. Clean clothing must be neatly stored in wall lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers. Rooms are to be decorated in good taste with materials that do not damage surfaces. Items placed on the walls or ceiling with adhesive backing are prohibited. Unframed pictures and posters may be mounted by placing a small piece of masking tape neatly to the corners, then using thumbtacks. Pornographic or inflammatory material will not be openly displayed. Window decorations must be tasteful in nature and not detract from the exterior appearance of the building. Rooms will not be painted, wallpapered or carpeted without written permission from dormitory management.

5.3. Lost, Damaged or Missing Government Property. Residents will be held liable for lost, damaged or missing government property, equipment or furnishings, caused by the abuse or negligence of the occupant or their guest. Residents departing the dormitory who do not satisfactorily clean their assigned room will be held financially liable. Lost or stolen room keys will be immediately reported to dormitory management. Member will be held responsible for the cost of replacing locks, if their key is lost more than once during their occupancy.

5.4. Maintenance. Report facility/furnishings maintenance discrepancies to the dormitory manager as soon as possible. E-mail requests for maintenance are preferred. After duty hours, all discrepancies will be reported to the assigned bay orderly or CQ. For emergency maintenance, broken pipes, electrical safety concerns, etc., contact the Civil Engineer Customer Service at 256-2202. All situations involving the loss of heating and cooling for dormitory residents will be treated as an "emergency" work request by the Civil Engineer and corrected within 24 hours of notification.

5.4.1. During emergency maintenance situations, dormitory occupants will immediately notify the Civil Engineer Customer Service at 256-2202. All other emergencies should be reported to the Security Forces LED at 256-2223.

5.5. Fire, Health, and Safety. Residents are required to maintain and follow all established fire, health, and safety instructions. All furnishings will be appropriately arranged in resident rooms and common-use areas to provide proper egress in case of fire/medical emergency/evacuation. No items, chairs, tables, etc., should be left in the exterior pathway of the resident's room that would impede evacuation in case of a fire. Flammables are not allowed at any time in or near resident rooms, including firecrackers, self-starting charcoal, lighter fluid, barbecue grills, etc. No incense, candles (burnt) or open-flame item will be allowed in the dormitory. Residents must attend a fire safety briefing upon arrival. Scheduling information regarding this briefing is provided to the resident in their in-processing folder.

5.5.1. In the event of a fire alarm condition (actual or drill), all dormitory residents will evacuate the dormitory area to a safe distance as directed by the Fire Department, Security Forces or other authorities. Normally, the evacuation distance will not be less than 100 feet from the dormitory. Residents will remain in the safe area until the "all clear" is declared by the Fire Department. In the event of an actual fire, evacuate the building and notify the Fire Department immediately by dialing 9-1-1. Small fires will be fought with available fire extinguishers until the Fire Department's arrival.

5.5.2. Prohibitions. Violations of the following prohibitions will subject the individual to disciplinary action pursuant to the Uniform Code of Military Justice:

5.5.2.1. Fire extinguishers, detection, and alarm equipment will not be tampered with, obscured, or used, except for the intended purpose. Individuals caught tampering with these devices will face disciplinary action.

5.5.2.2. Firearms. In accordance with *AFI 31-209, The Air Force Resource Protection Program*, dormitory residents must store firearms and ammunition in the Security Forces Armory. Personnel arriving PCS with privately owned firearms or munitions, which will be assigned to quarters in the dormitory, must immediately register and store them at the Security Forces Armory. An AF Form 1297, **Temporary Issue Receipt**, will be accomplished at the time of registration for short-term storage. Thereafter, an AF Form 1314, **Firearms Registration**, must be completed at the unit, signed by the unit commander, and returned to the armory

within 72 hours to authorize long-term storage. Use or possession of weapons, firearms, munitions, and explosives including, but not limited to black powder, fireworks, BB guns, pellet guns (to include metal or paint pellets), dart guns, air rifles, bows and arrows, swords, machetes, straight razors, axes, hatchets, martial arts weapons, any other dangerous or deadly weapons or instruments, **are prohibited in the dormitory**. The list of prohibited weapons is not meant to be all-inclusive.

5.5.2.3. Responsible Alcohol Use. Residents will be responsible for their actions when consuming alcohol in the dormitory. Residents must be of legal age to consume alcohol (21 years old in the State of Illinois). Underage drinking will not be permitted. Residents who entertain guests (where alcohol is served) will be responsible for ensuring proper age requirements are met, as well as liable for maintaining good order and discipline. All residents will be responsible for maintaining appropriate building and room integrity.

5.5.2.4. Use of Cooking Appliances or Apparatus. The dormitory management will authorize the use of popcorn poppers and coffeepots. All appliances must be Underwriters Laboratory-approved. No open burner appliances will be authorized for use in a resident's room unless utilized in a designated kitchenette. No open-flame appliances will be permitted. Individuals must remain in the room while cooking and may be held financially responsible for any and all damages.

5.5.2.5. Knives. Any knife with a blade length in excess of 3 inches is prohibited. The exceptions are kitchen knives and government-issued survival knives and equipment required to be stored with mobility gear. These items may be secured in the resident's locker. Decorative swords or other nonfunctional weapons manufactured solely for the purpose of decorative display may, with the concurrence of the member's first sergeant or squadron commander, be tastefully displayed in the member's room.

5.5.2.6. Smoking Policy. Residents are discouraged from smoking in their room. The rights of the nonsmoker will always prevail. Common areas (dayrooms, laundry rooms, foyers, bathrooms, kitchens, and areas near common-use telephones) are considered nonsmoking. All transient and student rooms are considered no smoking rooms. **Smoking in bed is prohibited.**

5.6. Pets. Residents are permitted to have a single pet (one) as long as the established guidelines are followed. **Pets are defined as animals that can be humanely housed in an aquarium and must not be considered wildlife by Air Force directives.** Residents may not have aquariums that exceed a 20-gallon capacity. The aquarium must have a secured cover. Pets will not be visible outside of the resident's room. The type of pet contained within the dormitory room will be clearly displayed in the resident's window. Residents are responsible for proper health and welfare of his or her pet. Residents will maintain a written record of all shots, medical treatment, etc. All requests for housing of pets in the dormitory environment will be coordinated with the Base Veterinarian.

5.7. Automobiles and Motorcycles. Occupants are responsible for ensuring their vehicles are registered on base with proper base decals. Disabled or abandoned vehicles that are left in the dormitory parking lot for an extended period will be towed at the occupant's expense. Automotive or mechanical parts are not permitted in the resident's room. Motorcycles or any other type of motor-driven vehicle will not be parked in the resident's room, picnic shelters, and grass areas or on any concrete surface.

5.8. Bicycles will not be stored in occupant's room or attached to the outside walkway/stairwell. Each dormitory will have a designated storage for bicycles. **NOTE:** See the dormitory manager for further guidance. Bicycles must be clearly labeled with the owner's name and room number.

5.9. Guests. Residents will be responsible for all guests while they are in the dormitory complex. Guests must remain with the host during their visit. Visiting hours are 24-hours a day, unless posted. This provision does not mean that residents may have a "live-in" guest. No one is authorized to reside in the dormitory other than the assigned member. Under no circumstances will a guest be given or loaned a room key. Nonresidents are not authorized the use of the game rooms, unless accompanied by a resident. Nonresidents are not authorized use of dormitory laundry facilities. Guests under the age of 18 are not allowed, unless the guest is a military member or accompanied by a parent or legal guardian. Small children are not allowed to visit above the ground level, but may visit with the resident in the dayroom or anywhere on the ground floor. **If the room is double occupancy, the host must obtain the other occupant's consent prior to admitting a guest. The other occupant retains the right at all times to request the guest to vacate their room.**

5.10. Trash Removal. Residents must empty room trash daily into the exterior dumpster. Residents will not place room trash outside their door at any time. Individual room trash will not be emptied in any of the common-use trash containers.

5.11. Security. Resident rooms will be kept secured when not occupied. In shared occupancy rooms, valuables will be placed in a secure container and not left out in the open.

5.12. Noise. Residents will maintain appropriate noise levels at all times and not disturb other occupants. Residents shall be held accountable for their conduct/actions in the dormitory and should not deny the rights of others.

5.13. Ghost Room Policy. A "ghost room" is defined as a room that has been assigned to an occupant and the occupant has chosen to reside elsewhere. Personnel are assigned to government quarters and not authorized BAH when adequate quarters are available. Occupant may live off base at their own expense (without BAH) if they are not required to live on base for reasons of military necessity, readiness or discipline. Personnel who wish to live off base at their own expense must maintain their assigned room to establish standards, and they will be assigned regular dormitory clean-up duties (bay orderly or CQ). Rooms will not be reassigned until the individual has been authorized BAH and released from the dormitory.

5.14. Marriage. Residents within 30 days of marriage who are setting up a household in the local area can request BAH. Dormitory management will rely on the E-mail confirmation from the first sergeant regarding a member's intent to marry. Resident will be required to clear their dormitory room NLT 30 days after marriage. Advance notification to the dormitory manager regarding the individual's room termination date is required. If a resident fails to clear their dormitory room, they will be held financially responsible for inventory discrepancies and contract cleaning. The 375th Comptroller Squadron (Finance) will notify dormitory management of an E-4 or below applying for BAH entitlement due to marriage. This action will aid in identifying any dormitory residents who are receiving BAH entitlements that have not terminated their base quarters and facilitate the process of BAH validation.

5.15. Pregnancy. Pregnant service members may, with their unit commander's approval, submit a request to dormitory management to move from the dormitory to off-base community housing in their 20th week of pregnancy. The installation commander will direct the move of pregnant members

between the 30th week of pregnancy to the date of birth. Advance notification to the dormitory manager regarding the individual's room termination date is required.

5.16. Promotion to Staff Sergeant. Senior airman selected for promotion to staff sergeant (E-5) will be authorized BAH up to 30 days prior to the projected date of promotion. Staff sergeants will not be allowed to remain in the dormitory longer than 30 days after promotion.

5.17. Basic Allowance for Housing Policy. To be placed on the BAH waiting list, the occupant must complete a Scott AFB Form 60, **Request for Application/Authorization of BAQ**, and return the form to Building 1830, Room 3. When the overall base dormitory occupancy rate exceeds 90 percent, using the BAH waiting list according to occupant's date of rank, dormitory management will release a BAH approval letter. The occupant is encouraged to provide any changes in rank to dormitory management to ensure their status and placement on the waiting list is correct. Residents who decline BAH are suspended from placing their names back on the BAH waiting list for a period of 6 months, starting from the date they declined the BAH entitlement.

5.18. Bulk Storage. Residents will utilize their room key to gain access to bulk storage. All items placed in these areas must be secured in their assigned locker and clearly labeled with the member's name and room number. All items must be stored in assigned storage unit, unless authorized by dormitory management. Items left unsecured, will be donated to the Airmen's Attic or disposed.

5.19. Furniture/Inventories. Inventories are accomplished periodically to ensure accountability of all dormitory furniture and equipment. All furnishings issued at the time of room assignment will remain in the resident's room. Residents are not to dismantle, unbolt or relocate furniture/fixtures/appliances. Dormitory policy is to limit the number of times the furniture is handled and moved, in order to avoid the possibility of damage.

5.20. Lock-Out Procedures. If an occupant is locked out of their room, they will report to dormitory management during normal duty hours or to the CQ after normal duty hours. Appropriate identification is required before allowing an occupant into the room. Security Forces LED will be responsible for all lockouts after normal duty hours.

6. 375th Security Forces' Responsibilities:

6.1. Maintains key control of master set of dormitory keys. A blotter entry will be required each time the keys are utilized. Entry documentation should include the date, time, building, and room number accessed, name of the individual from Security Forces being issued the keys, and the purpose for which entry is made. Documentation should also be made regarding return of the keys to the Security Forces LED.

6.2. Security Forces will be responsible for all lockouts after the dormitory management's normal duty hours.

6.3. Maintains key control of Building 1912, Room 318. This room is intended for domestic violence situations, and the key is only checked out to first sergeants at Scott AFB.

7. 375th Comptroller Squadron's (Finance) Responsibilities:

7.1. The 375th Comptroller Squadron (Finance) will notify dormitory management of all E-4 or below applying for BAH entitlement due to marriage.

7.2. This action will ensure everyone properly out-processes the dormitory, as required, and allows for optimum utilization of housing resources.

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Base Civil Engineer

ATTACHMENT 1**DORMITORY OUT-PROCESSING CHECKLIST**

A1.1. The following checklist has been provided as a guide for ensuring the successful out-processing of your dormitory room. Failure to accomplish any of the areas noted below will require the member to make another out-processing appointment. No dormitory resident will be allowed to depart the dormitory without appropriate manager's certification of the areas mentioned below:

___ Exterior of room must be clean and concrete areas swept.

___ Front door must be cleaned and polished (see dormitory manager for polish).

___ Windows must be cleaned and streak free inside and out. The screens and window tracks must also be clean and free of dirt.

___ Blinds must be clean and free of dust.

___ Drapes must be clean. If they are dirty, remove, and save hooks, pull rods, and screws.

A fresh set of drapes will be provided to replace old drapes. Old drapes must be placed in a plastic bag and returned to dormitory management.

___ All issued comforters must be placed in a plastic bag and returned to dormitory management. Any old linens and pillows are yours to keep. If you do not want them, please dispose of them properly.

___ Entire floor surface must be vacuumed. Ensure perimeter of room is free from dust and dirt. All baseboards must be wiped down.

___ Tile floor must be clean and free of any heel marks.

___ Light fixtures must be clean and free of dust and dead bugs. All burned-out light bulbs must be replaced. See the dormitory manager for replacement bulbs.

___ Ceiling fan unit, to include blades, must be clean and free of dust.

___ Walls and ceiling must be free of dust and cobwebs.

___ All furniture must be clean and free of dust. This step includes the insides of drawers. All upholstered furniture must be clean.

___ All lampshades must be wiped down and all stains removed.

___ Exterior metal casing of the air conditioning unit must be clean. All mold must be removed from the vent duct.

___ Bathroom areas must be clean and free of mildew and soap scum. Pay special attention to the base of the toilet (commonly missed area).

___ All mirrors must be clean and streak free.

___ Countertops and areas beneath the sink must be clean. Wipe out all drawers.

___ Wipe out inside of medicine cabinet.

___ Refrigerators must be clean and dust free inside and out. This task includes the back of the refrigerator. All food must be removed prior to inspection.

___ Kitchens, Bldg 1830, must be clean. Special attention should be placed on cleaning inside and behind the stove and refrigerator.

___ Microwave ovens must be clean and grease free.

___ All items from bulk storage must be removed.

___ All furniture that was previously removed from the room must be returned. This task is a resident responsibility, and it must be accomplished prior to the inspection.

___ Trash cans must be clean.

___ A written statement will be provided to dormitory manager regarding any damages to the room or furnishings.

___ Remove your nameplate from outside the room and peel off the letters. Do not remove letters from "rank" plate. Return both plates to dormitory management.

A1.2. For questions concerning guidance that is not covered in this checklist, contact dormitory management.