

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

THULE AIR BASE INSTRUCTION 32-6005

22 AUGUST 2014

Civil Engineer



**UNACCOMPANIED HOUSING
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements *AFPD 32-60, Housing*. It establishes procedures and responsibilities for assignment, termination, occupancy, visitation and cleanliness of Unaccompanied Housing (UH) at Thule AB. It defines duties and responsibilities of all occupants residing in UH. This publication applies to all personnel who command, manage, supervise, maintain, inspect, and reside in UH on Thule AB. This publication does not apply to Air Force Reserve Command (AFRC) Units and Air National Guard (ANG) Units. Appropriate disciplinary actions will be issued by Site Managers, after coordination with the Base Commander, for all violations made by contractor personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through the base publications/forms managers. This instruction may not be supplemented See ([Attachment 1](#)) for a Glossary of References and Supporting Information

1. Roles And Responsibilities

1.1. Commanders and Site Managers will:

1.1.1. Appoint in writing a Dormitory Manager for each area utilized by their personnel. In the event that personnel from multiple organizations reside in a single dormitory, one Dormitory Manager will be appointed, subject to the approval of all the Site Managers with personnel involved. This person will serve as point of contact for the Housing Administration Office GC/SVH and perform duties listed in paragraph 3. Address letters of appointment to GC/SVH and GC/CEFAC, with information copy to 821 SPTS/CER, no later than (NLT) 7 days prior to the appointment of new or replacement personnel.

1.1.2. Ensure occupants are aware of responsibilities through written notification. Commander, First Sergeant, Dorm Managers, and Site Managers will conduct health and welfare inspections of dormitories. Inspection of military dormitories may be performed at any time, but should be conducted at least monthly.

2. Housing Administration Office (GC/SVH) will:

2.1. Perform and provide all functions and services as identified in applicable portions of the Statement of Work for Base Maintenance Contract.

2.2. Manage custodial cleaning services for common use areas in housing facilities on Thule Air Base in accordance with (IAW) the Statement of Work.

2.3. Ensure each individual conducts a room inventory upon arrival.

2.4. Maintain a record for conditions of furnishing in the Military and DoD permanent party personnel dormitories.

3. Dormitory Managers and Facility Managers will:

3.1. Be appointed in writing for all facilities under their control.

3.2. Attend facility manager training and maintain a current copy of the Thule AB Facility Manager's Guide as provided by GC Engineering GC/CEFAC. Training will be completed within 30 days of appointment.

3.3. Ensure room assignments are made IAW AFI 32-6005, *Unaccompanied Housing Management, and goals stated below.*

3.3.1. Officer room assignments are made according to rank so that all officers have two rooms with a private bath when space is available.

3.3.2. Enlisted room assignments are made according to rank so that E-7 and above have two rooms with a private bath when space is available.

3.3.3. DoD civilian room assignments are made according to the equivalency scales outlined in AFI 32-6005 or in cooperation with their respective organization when space is available.

3.3.4. Ensure room assignments for non-DoD Civilian Permanent Party Personnel are made in cooperation with their respective civilian permanent party organizations. The housing goal for Civilian Permanent Party Personnel will be based on the following classification of workers and is subject to availability: Site Managers – 2 rooms + 1

individual bathroom; Upper Management – 1 room + 1 individual or shared bath; Employees – 1 room + 1 shared bathroom or centralized latrine; Couples – 2 rooms + 1 individual bathroom

3.4. Ensure all incoming permanent party personnel are provided clean quarters, a room key, towels (until personal property shipment arrives), and bed linens immediately upon arrival.

3.5. Ensure all incoming permanent party personnel contact the Housing Administration Office at extension 2313 within three (3) duty days after arrival to schedule room inventory and complete in-processing.

3.6. Ensure all departing personnel contact the Dormitory Manager and the Housing Administration Office to arrange for outgoing inspection and inventory NLT 7 days prior to departure.

3.7. Brief each newcomer on their responsibilities, the contents of this instruction, local policies and procedures, and ensure in-processing actions are complete. Inspect each room with occupant to identify any needed repairs. Issue room identification cards or uniform door signs.

3.8. Be responsible for the cleanliness and condition of each vacated room and ensure all departing individuals complete out processing actions.

3.9. Maintain one bulletin board on each floor of their dormitory. Bulletin boards will comply with ABG/CC's memorandum guidance and contain at a minimum the following items:

3.9.1. Emergency telephone numbers (fire, hospital, and security forces).

3.9.2. Dormitory Manager's and alternate's name, room number, and telephone number.

3.9.3. TABI 32-2001, *Fire Prevention and Protection*, and a fire evacuation plan.

3.9.4. Sexual Assault Response Coordinator (SARC) Representative name and telephone number.

3.10. Monitor the physical maintenance, appearance, and condition of their facility to include furnishings and appliances. Report all necessary repairs or needed service to Service Call at extension 2111. If assistance is needed concerning preparation of maintenance and work requests contact GC/CEMEC. Maintain a log containing the following information:

3.10.1. Date reported.

3.10.2. Nature of request or problem.

3.10.3. Job order number and estimated completion date (if available).

3.10.4. Follow-up action or status.

3.10.5. Date completed.

3.11. Accompany base fire department personnel during scheduled fire inspections. Ensure all fire hazards noted during inspections are corrected IAW instructions provided by the base fire department and appropriate regulations.

3.12. Accompany inspectors during health and welfare inspections. Be prepared to brief on current occupancy, problems, and any self-help actions currently under way.

- 3.13. Ensure outside areas are kept clean and free of litter and debris.
- 3.14. Ensure all outside steps and entrances are kept free of snow and ice.
- 3.15. Ensure use of the Storm Condition Checklist; provided in Attachment 2.
- 3.16. Ensure sufficient Meal, Ready to Eat (MRE) are available during the storm season (15 Sep - 15 May). "Sufficient" is defined as enough MREs for all occupants for 2-3 days.
- 3.17. Immediately notify the First Sergeant of any condition that jeopardizes the safety or wellbeing of any resident.

4. Dormitory Occupants Responsibilities:

- 4.1. Unaccompanied Housing (UH) residents will arrange in-processing actions and inventory with the housing office and Dormitory Manager NLT 3 duty days after arrival. Each room occupant will acknowledge receipt for furnishings, linen, and keys on Furnishings Custody Receipt and Condition Report.
- 4.2. UH residents will not move to another room without prior approval from their Dorm Manager. Residents who are allowed to move are required to update DD Form 93, Record of Emergency Data, and complete another inventory of both rooms.
- 4.3. Keep noise to an absolute minimum. Operate radios, televisions, and sound reproduction equipment at a volume level that does not disturb other residents.
- 4.4. Cooking appliances or similar items (i.e., hot plates, electric skillets, toasters, and camp stoves) are prohibited in individual rooms. Microwaves and coffee makers are authorized in individual rooms. Occupants are responsible for the care and cleaning of privately owned microwaves and coffee makers and will be held liable for damage to government property due to the misuse of these appliances. Barbecue grills will be used outside only. Occupants are responsible to remove ashes after coals have cooled.
 - 4.4.1. Major appliances or similar items (i.e., coffee pots and irons) will be turned off and/or unplugged when not in use.
 - 4.4.2. Electric extension cords will not be longer than necessary and will be one continuous length without splices. Only use one extension cord per outlet, extension cords are not permitted to be plugged into each other. Extension cords will be UL approved and of adequate size to carry the required amperage.
 - 4.4.3. The use of electric multi-plugs is prohibited. However, multiple-outlet plug strips are authorized if UL approved.
- 4.5. Occupants or their guests will not tamper with fire extinguishers, fire alarms, or other safety equipment. Do not use fire extinguishers for anything other than their intended purpose.
- 4.6. The burning of incense, candles, hurricane lamps, or any open flame-type device is prohibited. Candles may be displayed if wick is cut off or does not indicate prior usage.
- 4.7. Non-military occupants may paint their rooms with paint approved by the Self-Help store. The paint color must comply with the Facility Excellence Plan. Submit requests for paint and supplies to the Facility/Dorm Manager.

- 4.8. Contact paper or adhesive wall coverings may not be used on walls or other painted surfaces.
- 4.9. Drawing or writing on walls, trim, doors, or closets is prohibited.
- 4.10. Signs, posters, stickers, decals, or other items will not be affixed to any portion of a public area of the dormitory including individual room doors, furnishings, or appliances. Wall hangings will not be offensive and UH residents must exercise good judgment when hanging pictures and posters. Offensive items are prohibited.
- 4.11. Individual occupants may purchase and use their own drapes or linens; but occupants are required to have government issued items in place upon permanent departure from the dormitory.
- 4.12. Government furniture will not be removed from its assigned room without UH Manager's authorization (or Dormitory Managers for military). An inventory must be conducted prior to adding or removing furniture from a room.
- 4.13. Occupants are required to maintain dormitory furniture in serviceable condition at all times. Report any damage to furniture, which is not already identified on the Furnishings Custody Receipt and Condition Report, to the Dorm Manager as soon as possible.
- 4.14. Before an individual is cleared from the dormitory, the room will be cleaned and restored to make sure it is prepared for future occupancy.
- 4.15. Occupants may be held financially liable for damage or loss of government property deemed beyond normal wear and tear caused by abuse or negligence from occupants and/or their guests.
- 4.16. All departing personnel will report to their respective dormitory managers and the Base Housing Office NLT 7 duty days prior to departure for room and furniture inspection and inventory.
- 4.17. Flammable liquids such as gasoline, paint, or varnish will not be stored in the dorms.
- 4.18. Fishnets or any other highly combustible material will not be hung or draped from the ceiling or walls.
- 4.19. Smoking in bed is prohibited. Smoking is only permitted in designated contractor personal rooms or common areas. Ashtrays will not be within reach of, or placed on, beds. Smoking is not permitted in any military dormitory. Designated smoking areas are identified outside of the building.
- 4.20. Firearms and weapons are not authorized in the dormitories at any time. Privately owned firearms such as rifles, shotguns, and pistols, including starter and flare guns, will be stored in the 821 SFS Armory. Weapons include, but are not limited to, knives with blades in excess of 3.5 inches, swords, blackjacks, metal knuckles, throwing stars, blowguns, BB and air guns, and any explosive material including ammunition.
- 4.21. Small fish may be kept in rooms provided they are kept in an aquarium, which is cleaned to keep the room free of offensive odors. All other pets are prohibited.
- 4.22. Only authorized personnel are permitted access to rooftops of facilities on Thule AB.
- 4.23. No unauthorized person may make structural changes to any facilities or furnishings.

4.24. Ensure common use areas and appliances such as microwave ovens, washers, dryers, stoves, and refrigerators are cleaned.

4.25. Monitor storm conditions. During Storm Condition Charlie or higher it is the resident's responsibility to report to their respective Dorm Manager immediately (by phone or in person). Once in quarters you are required to stay there. There will be no outside movement of any kind without permission from the Storm Operations Center.

4.25.1. During the storm season, between and including the dates 15 September through 15 May, all residents must inform their Dorm Managers when they go on vacation, leave, or temporary duty.

4.25.2. During storm conditions, and when authorized by the base commander, members are authorized one MRE per day. Members must pay for MREs at the current rate. Members are encouraged to have 2-3 day supply of food and water in room.

5. Visitation Policy:

5.1. Residents are permitted to enter another person's room only with the permission of the occupant and only while the occupant is present.

5.2. Visitors are allowed in the common areas of the dorm and their sponsor's room. In a shared bathroom configuration, the visitor's presence must not deprive the other resident of their right to privacy. Entry to any other individual's sleeping room must be at the specific invitation of that room's occupant.

5.3. Sponsors are responsible for their guest's conduct while in the dormitory. Visitation privileges may be revoked for misconduct or when deemed necessary to protect health, welfare, or morale.

TODD L. DIEL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*, 16 September 2005

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

There are no prescribed forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DD Form 93, *Record of Emergency Data*, 1 January 2008

Abbreviations and Acronyms

AB—Air Base

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

DD—Department of Defense (as used on forms)

DoD—Department of Defense

GC—Greenlandic Contractors

IAW—In accordance with

MRE—Meal ready to eat

NLT—No later than

OPR—Office of primary responsibility

RDS—Records Disposition Schedule

SAR—Sexual Assault Response Coordinator

SFS—Security Forces Squadron

SOC—Storm Operating Center

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing

Attachment 2

DORMITORY STORM CONDITION PROCEDURES CHECKLIST

A2.1. Dormitory Storm Condition Procedures Checklist

1. _____ Dorm Manager notified of Thule AB Storm Condition Charlie or higher by:
_____ at _____ hrs
2. _____ Dorm Manager contacts Storm Operating Center (SOC) as soon as possible and inform them of initial personnel count.

All dormitory residents will report back to their assigned dormitory and report to the dormitory manager. If any person fails to report, exhaust all available means to ascertain the location or status of the member. **NOTE: *If the person is on-duty and essential during Storm Charlie, verify their status through telephone contact. The Det 1/CC determines if nonessential Det 1 personnel remain at their duty location. All 12 SWS personnel will remain at their location.***

3. _____ When Storm Delta conditions prevail, all personnel are restricted to the building in which they are located, except to board emergency vehicles. NOTIFY SOC OF ANY NONRESIDENT NOT ASSIGNED TO THE RESPECTIVE DORMITORY.
4. _____ Report to the SOC every 15 minutes until all residents are accounted for.
5. _____ Outside movement during Storm Conditions Charlie and Delta can only be authorized by the SOC.
6. _____ Issue MREs only after authorized by the 821 ABG/CC or designated SOC representative.

DORM MANAGERS MUST ENSURE SUFFICIENT MREs ARE AVAILABLE DURING THE STORM SEASON (15 Sep - 15 May). "Sufficient" is defined as enough MREs for all occupants for 2-3 days.

7. _____ The Housing Office will call the SOC in Storm Condition Charlie or Delta for GC and transient personnel accountability.
8. _____ The storm representative for BAE, Harris, and all other civilian organizations will contact the SOC with their respective personnel accountability.