

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE
INSTRUCTION 32-6001**



22 DECEMBER 2011

Civil Engineering

DORMITORY MANAGEMENT POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 60 CES/CEAC

Certified by: 60 CES/CC
(Lt Col James Downs)

Supersedes: TRAVISAFBI32-304,
15 June 2001

Pages: 25

This instruction implements Air Force Policy Direction (AFPD) 32-60, *Housing*. It prescribes policies and procedures for management of unaccompanied enlisted military dormitories. Violation of this instruction may subject the individual to disciplinary action pursuant to the *Uniform Code of Military Justice (UCMJ)*. This instruction applies to all members authorized to reside in the dormitories in compliance with Air Force Instruction (AFI) 32-6005, *Unaccompanied Housing Management*.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: this instruction has been re-written to align with the re-written AFI 32-6005 and to incorporate new Travis Air Force Base (AFB) policies.

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1. Objectives.

- 1.1. Provide dormitory management general guidelines at Travis AFB.
- 1.2. Ensure dormitories are maintained in a manner conducive to good health, morale, safety and welfare.
- 1.3. Promote individual resident responsibility.

2. Responsibilities.

- 2.1. Squadron Commander/First Sergeant will:
 - 2.1.1. Visit dorms regularly to ensure safety and quality of living conditions for residents.
 - 2.1.2. Ensure all dorm residents adhere to outlined standards.

- 2.1.3. Advocate and enforce good order and discipline in dormitory residences and activities.
- 2.1.4. Establish adequate inspection programs to ensure compliance with this Instruction.
- 2.1.5. Investigate cases involving damage beyond fair wear and tear, or circumstances which may subject the individual(s) to pecuniary liability, and ensure all required actions are accomplished prior to final (base, or squadron if changing dorms) out-processing.
- 2.1.6. First Sergeants are responsible for responding to their members if they are locked out of their room.

2.2. **Airmen Dormitory Leader will:**

- 2.2.1. Manage day-to-day operations of permanent party Unaccompanied Housing (UH) dormitories. Determines eligibility, assigns and terminates and maintains waiting lists. Conducts initial and final inspections.
- 2.2.2. Perform facility management for UH under their control.
- 2.2.3. Ensure resident compliance with directives and military living standards and will have residents sign the Receipt and Confirmation of Understanding Letter ([Attachment 2](#)).
- 2.2.4. Assess good order and discipline and exercise general supervision over residents.
- 2.2.5. Mentor residents and assist them in their adjustment to military life, the development of military attitude and their enhancement of social skills.
- 2.2.6. Mediate resident disputes.
- 2.2.7. Closely interact with and maintain liaison with first sergeants, commanders and wing Command Chief Master Sergeants (CCMs).
- 2.2.8. Advise leadership on the dormitory recognition programs.
- 2.2.9. Manage occupancy, by room, in the Automated Civil Engineer System-Housing Management (ACES-HM) module.
- 2.2.10. Manage diverted rooms and temporary accommodations.
- 2.2.11. Account for furniture, appliances, recreation equipment and supplies for UH under their control. In order to maintain accountability, ensure residents are issued furnishings using AF Form 228, *Furnishings Custody Receipt and Condition Report*, or an automated product.
- 2.2.12. Develop a UH Resident Brochure.
- 2.2.13. Identify individual room and public area safety and health hazards to appropriate agencies.
- 2.2.14. Provide squadron commanders and/or first sergeants requirements for bay orderlies.
- 2.2.15. Manage Basic Allowance for Housing (BAH) waiting lists for unaccompanied personnel to live off base.

- 2.2.16. Maintain a list of personnel authorized to reside off base at their own expense without allowances.
- 2.2.17. Process authorizations to stop and start BAH based on occupancy of government quarters.
- 2.2.18. Review hardship requests and make approval or disapproval recommendation.
- 2.2.19. Conduct quarterly verification, in partnership with the base Financial Services Officer (FSO), of members drawing single and partial rate BAH.
- 2.2.20. Identify budget requirements for and authorize local drayage and storage of household goods (HHG) for eligible unaccompanied personnel assigned to or terminated from government quarters.
- 2.2.21. Identify budget requirements for and authorize service and equipment reconnection fees (e.g., cable TV, telephone and internet) when resident is directed to relocate for the convenience of the government.
- 2.2.22. Maintain and report utilization data to MAJCOM. When there is less than 95 percent utilization, recommends corrective action to Housing Asset Manager.
- 2.2.23. Perform space allocation assessments as required and make recommendations to ensure optimum utilization.
- 2.2.24. Initiate a Report of Survey (ROS) for resident damages to UH.
- 2.2.25. Provide data to determine and support UH construction and renovation requirements to include inputs for the Air Force Dorm Master Plan (DMP).
- 2.2.26. Initiate facility projects to include renovation, self-help and furnishings for Housing Asset Manager approval and submission.
- 2.2.27. Verify accuracy and request changes in use to UH real property records.
- 2.2.28. Participate on Quarters Improvement Committee (QIC) and ensure all required UH inputs are provided.
- 2.2.29. Serve as an advisor on various dormitory councils.
- 2.2.30. Conduct annual assessment of furniture and provide results to Housing Asset Manager.
- 2.2.31. Identify annual and five-year UH furnishings requirements. Ensure all UH requirements are included in the Quarters Improvement Plan (QIP).
- 2.2.32. Identify budget requirements for, purchase and control UH supplies, including initial issue and replacement linens for permanent party and technical training dormitories. Make available for individual resident use government-provided supply items such as toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items. Also, provide cleaning supplies to bay orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish.

2.3. Dormitory Residents:

2.3.1. Perform initial room/furniture inspection and annotate discrepancies on the quarters inspection report (**Attachment 3**) and Furnishings Custody Report (**Attachment 4**). Residents must return the checklist to their Airmen Dormitory Leader within one week of assignment.

2.3.2. Are responsible for the appearance/cleanliness of their room and common areas.

2.3.2.1. Will make beds daily (mattress **MUST** be covered with linen at all times).

2.3.2.2. Will keep all furniture and permanent fixtures dust free and clean.

2.3.2.3. Will keep floors/carpets clean (Shampoo carpet as needed).

2.3.2.4. Will empty trash receptacles daily. Place room trash in dumpster provided on campus. Do not place room trash in common area trash receptacles.

2.3.2.5. Will clean and defrost refrigerators/freezers regularly. (**DO NOT use sharp object to defrost freezer, i.e.; screw driver/scrapper/knife**).

2.3.2.6. Will neatly store clean clothing in closets, wall lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers daily.

2.3.2.7. Will clean the immediate outside areas of dormitory room entrance. Outside areas will extend from window to window, and out to the edge of the sidewalk on the first floor or the balcony railing on the second and third floors.

2.3.2.8. Will replace/clean air filters in the heating/cooling systems on a regular basis. New filters can be obtained in the Airmen Dormitory Leader's Office.

2.3.2.9. Will ensure arrangement of room furnishing provides for entry/egress for fire/medical emergency access/evacuation.

2.3.2.10. Will obtain written approval from the Airmen Dormitory Leader before dismantling, unbolting, or relocating fixtures, appliances or furniture within dormitory room. If resident does not want issued furniture they may notify the Dorm Management Office and schedule a time to deliver furniture to the storage warehouse. The dorm resident will be responsible for the transportation of the furniture from the dorm room to the warehouse. At that time the room inventory will be adjusted to reflect the turn in of the furniture.

2.3.2.11. Will return room to original neutral color if the room is painted by the resident.

2.3.2.12. Will report broken/damaged room fixtures or furniture items immediately to the Airmen Dormitory Leader.

2.3.2.13. Will clean bathroom and/or kitchen weekly or as needed to maintain sanitary conditions.

2.3.2.14. Will ensure pornographic or inflammatory material is not openly displayed. (First Sergeant will be approval authority on questionable items).

2.3.2.15. Will limit noise levels so as not to disturb other occupants. This is due to the 24-hour operations we have at Travis. (**Quiet hours are 24 hours daily.**) (Any

excessive/loud noise that can be heard outside the room, whether doors/windows are open or closed, is considered a disturbance).

2.3.2.16. Will report lost room keys immediately to the Airmen Dormitory Leader.

2.3.2.17. Will secure bicycles in their room or on the bicycle racks. All bicycles that are not properly secured will be collected by the Dorm Management Office.

2.3.2.18. Will account for personal conduct in dormitories, as well as their guest's conduct.

2.3.2.19. Will conserve utilities according to local conservation program (e.g., don't leave lights or other electrical equipment on when room is unoccupied).

2.3.2.20. Will be liable for loss or damage to dormitory room/appliances/furniture and equipment caused by abuse or neglect of the resident or their guests.

2.3.2.20.1. The Dorm Superintendent will determine whether or not the resident is responsible for the abuse/neglect, and take appropriate action to ensure the cost of damage is collected by the resident.

2.3.2.21. Will not display posters/pictures related to drugs or profanity. (First Sergeants will be the approval authority on questionable items).

3. Dormitory Resident Eligibility.

3.1. The following categories of personnel are eligible for UH (dormitories) assignment:

3.1.1. Permanent party unaccompanied personnel who are on active duty (other branches of service must comply with these standards).

3.1.2. Priority 1, Space Required.

3.1.2.1. Personnel (all grades) required to live on base for reasons of military necessity, training mission, readiness, or discipline.

3.1.2.2. An E-4 with 3 Years of Service (YOS) with less than six months remaining on station (due to PCS or separation).

3.1.3. Priority 2, Space Required.

3.1.3.1. Beginning with the most junior member, personnel in grades E-1 through E-3 and E-4 with less than 3 YOS.

3.1.3.2. Military members married to another military member (MIL-to-MIL) when geographically separated and not accompanied by family member until joint spouse orders are received. This applies to all E-4s and below with less than 3 YOS.

3.1.3.3. Personnel receiving BAH differential (BAH-DIFF).

3.1.4. Priority 3, Space Available.

3.1.4.1. Beginning with the most junior member, unmarried personnel in grades E-4 with 3 or more YOS through E-9.

3.1.5. Priority 4, Space Available.

3.1.5.1. Beginning with the most junior member, unaccompanied personnel in grades E-1 through E-9.

4. Dormitory Pet Policy.

4.1. Do not feed or make pets of feral cats or other animals throughout the dormitory campus.

4.2. Prohibitions:

4.2.1. Pets with fur or feathers are prohibited to include hairless cats and dogs.

4.2.2. Pets that are poisonous, dangerous, or illegal are prohibited.

4.2.3. Turtles are prohibited (due to salmonella in stool).

4.2.4. Reptiles are allowed with a size limitation, (18" maximum) and the expected adult size must be taken into consideration.

4.2.5. Limitation of two fish tanks, not to exceed a combined capacity of 55 gallons. Residents will be required to sign a release form provided by the Airmen Dormitory Leader accepting liability for any damage caused by the fish tank to the dormitory.

4.2.6. Dormitory residents will be required to receive approval to house a pet in the dormitory, prior to acquiring the pet. A dormitory pet approval letter (**Attachment 5**) must be signed and submitted prior to receiving approval. Form must be signed by:

4.2.6.1. Airmen Dormitory Leader.

4.2.6.2. First Sergeant.

4.2.6.3. Senior Military Airmen Dorm Leader.

5. Dorm Visitation Privileges.

5.1. Guests are prohibited between the hours of 2400-0600.

5.1.1. A guest is defined as any person that is not a resident of the dormitories.

5.2. Guest must be at least 18 years of age unless they are active duty members in the military with a valid ID card.

5.3. Hosts are responsible for the conduct of their guest (s).

5.4. All hosts will remain with their guest(s) during the visit.

5.5. The host must obtain their suitemate's consent prior to admitting a guest(s) to use shared areas. The suitemate retains the right at all times to request the guest(s) not use shared areas.

5.6. Nonresident personnel are not authorized to use the common areas unless accompanied by their host.

5.7. A key will not be given out or loaned to a guest(s) under any circumstances.

5.8. Cohabitation is prohibited.

5.8.1. Cohabitation is defined as two people living together under the same roof.

5.9. Guests are not entitled to use the laundry room.

6. Dorm Resident Prohibitions.

6.1. Violations of the following prohibitions will subject the individual to disciplinary action pursuant to the UCMJ:

6.1.1. Alcohol.

6.1.2. No one, whether residents, TDY personnel or guests, will consume or possess alcoholic beverages or alcoholic food items in a base dormitory, including any bottles, cans, packages or containers of these items, whether empty or otherwise. This includes all common areas (halls, lounge areas, internal and external stairways, outdoor pavilions and cooking areas) and assigned rooms – no exceptions. This also includes all dormitory parking lots.

6.1.3. “Alcoholic beverage or food item containing alcohol” includes every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume or weight and which is intended for consumption.

6.2. Tobacco.

6.2.1. All tobacco use is prohibited in all dormitories to include rooms, common areas, stairwells, balconies, and walkways. Designated tobacco use areas are located throughout the Dorm Campus.

6.3. Lawful Firearms.

6.3.1. Lawful firearms may not be stored in the dorm and shall be stored in the Security Forces Armory.

6.3.2. Paint ball guns, pellet guns and BB guns are not allowed to be stored in the dormitories.

6.4. Illegal Firearms and weapons.

6.4.1. Possession of the following weapons is a violation of California Penal Code Section 12020: cane gun, wallet gun, any undetectable firearm, any firearm which is not immediately recognizable as a firearm, any camouflaging firearm container, any ammunition which contains or consists of any flechette dart, any bullet containing or carrying an explosive agent, any ballistic knife, any multi-burst trigger activator, any nunchaku, any short-barreled shotgun, any short-barreled rifle, any metal knuckles, any belt buckle knife, any leaded cane, any zip gun, any shuriken, any unconventional pistol, any lipstick case knife, any cane sword, any shobi-zue, any air gauge knife, any writing pen knife, any metal military practice hand grenade or metal replica hand grenade, or any instrument or weapon commonly known as a blackjack, sling shot, billy, sand club, sap, or sandbag.

6.4.2. Decorative swords or other nonfunctional weapons manufactured solely for decorative display, may, with the concurrence of the member’s Squadron Commander/First Sergeant, be displayed in the member’s quarters mounted on a board, encased or otherwise made nonfunctional as a weapon. EXCEPTION: Government-issued survival knives and equipment required to be stowed with mobility gear may be secured in the resident's locker/closet.

6.5. Possession of any drug paraphernalia is violation of California Health and Safety Code Section 11364: Drug paraphernalia includes all equipment, products and materials which are used for the unlawful injecting or smoking of a controlled substance. Specifically, types of drug paraphernalia include, but are not limited to: bongs, water pipes, carburetion tubes and devices, smoking and carburetion masks, roach clips, miniature cocaine spoons and vials, chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chillums, ice pipes, chillers or hookah. Drug paraphernalia that is kept for decorative purposes is prohibited.

6.6. Tampering with, obscuring or misusing fire extinguishers, fire detection and alarm equipment.

6.7. Candles, incense or open-flame items will not be burned or show signs of being burned.

6.8. Storage of flammable materials in resident's room or storage locker, (i.e., propane/charcoal)

6.9. Parking Lots.

6.9.1. Parking of motorcycles or any other type of motor driven vehicle in picnic shelters, grass areas, sidewalks/walking surfaces or storage lockers.

6.9.2. Major vehicle maintenance to include fluid changes.

6.9.3. Storage of recreational vehicles, trailers, and camper shells.

6.10. Cooking appliance restrictions:

6.10.1. Cooking appliances that produce or use hot oil/grease or any other flammable products. (IAW 60 CES Fire Emergency Service Flight guidance).

6.10.2. Cooking appliances that exceed a power rating of 1100 watts or 9.16 amps. (IAW 60 CES Programs Flight guidance).

6.10.3. The operation of more than one cooking appliance at one time. EXCEPTION: Microwave ovens, bread toasters (vertical slot type), hot air popcorn poppers, coffee makers, bread makers and rice cookers. All cooking appliances must have an automatic shut off timer and these appliances will never be left unattended while in use.

6.11. Gaining access to exterior ledges or roof.

6.12. Furniture.

6.12.1. Unauthorized removal of dormitory room furnishings and appliances. (Do not store issued furniture in storage locker). See [paragraph 2.3.2.10](#) for instructions.

6.12.2. Installation of a waterbed in the dormitory.

6.13. Sharing of television cable service between occupant rooms.

7. Emergency Procedures.

7.1. All occupants will evacuate the dorm area to a safe distance as directed by the Fire Department, Security Forces, or other authority during a fire alarm activation (actual or drill). Evacuation distance will normally be not less than 100 feet from the dorm. Residents will remain in the safe area until the "all clear" is given. In the event of an actual fire, small fires will be fought with available fire extinguishers after notifying the Fire Department, even if

the fire(s) is/are extinguished. In case of a large fire, evacuate the building, notify the Fire Department, and advise Fire Department personnel of the nature and location of the fire.

7.1.1. In the event of room alarm activation, residents should contact the Fire Department.

7.2. Dorm occupants will immediately notify Civil Engineer Squadron (CES) if an emergency condition occurs involving the facility during non-duty hours. The work order number received from CES will be provided to the Airmen Dormitory Leader the next duty day.

7.3. All other emergencies should be reported to the Emergency Communications Center, 424-3886.

8. Bay Orderly Duties.

8.1. The bay orderly program is comprised of dormitory residents detailed by individual units to perform required duties that ensure cleanliness standards of the dorm campus common areas are maintained. Bay Orderlies are tasked by each Group based on the percentage of dorm occupants each Group has. Group Superintendents provide a breakdown to the squadrons and Squadron Commanders or First Sergeants schedule and assign bay orderlies for duty as required.

8.2. Bay Orderly will:

8.2.1. Perform duties for one full week (longer if determined by SQ/1st Sgt).

8.2.2. Refrain from scheduling any extended appointments or training for that week, with the exception of previously scheduled doctor/dental appointments.

8.2.3. Clean common areas/exterior of dormitory as determined by the Airmen Dormitory Leader.

8.2.4. Report any abuse/damage observed in dormitory common areas to the Airmen Dormitory Leader.

8.2.5. Receive further instruction from the Airmen Dormitory Leaders upon first day assigned as bay orderly.

9. Dormitory Room Termination.

9.1. A member becomes eligible to terminate residence and eligible for BAH when:

9.1.1. The member is an E-4 with three years of service (3 YOS).

9.1.2. If a member is getting married the member is authorized to move off base 60 days prior to the wedding. The member may reside (unaccompanied) in the dorms for 30 days after the marriage date. If a member is married to another active duty member and they are geographically separated, they are both required to reside in the dorms until joint spouse orders are received.

9.1.3. The member PCS's or ends active military service.

9.1.4. An E-4 with 3 YOS residing in the dorms is considered Priority 3, Space Available, and may be asked to terminate residency if space is needed for a higher priority resident.

9.2. The following steps are required prior to terminating dormitory residency:

9.2.1. Obtain approval from their Squadron First Sergeant.

9.2.2. Attend mandatory "Living in the Community" briefing from the Housing Office.

9.2.3. Meet cleaning standards established by the Airmen Dormitory Leader. The member will be allowed to correct minor items during the final inspection.

9.2.4. The Airmen Dormitory Leader initiates and issues AF Form 291, certifying room termination after a successful final inspection.

9.2.5. The Airmen Dormitory Leader prepares AF IMT 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination* and submits forms to Financial Management. (Members are not authorized to submit forms).

9.2.6. If member is relocating off base, BAH is not authorized until a successful final inspection of their dorm room is completed by an Airmen Dormitory Leader.

10. Deployments.

10.1. Residents will retain room assignments during deployment status.

10.1.1. The condition of the room must be neat and orderly prior to deployment; empty all trash, remove excess food, defrost, clean, and unplug refrigerator.

10.1.2. Pets MUST be cared for while deployed. Notify an Airmen Dormitory Leader of the person responsible to care for pets.

10.1.3. The deployed member's room should be routinely inspected by their Squadron First Sergeant or supervisor and they will notify the Airmen Dormitory Leader of any potential hazards or discrepancies.

10.1.4. The resident must secure their room and valuables prior to departure and leave a copy of their orders on their bed.

10.1.5. Members that become eligible to receive BAH while deployed may, if:

10.1.5.1. The member attends the mandatory "Living in the Community" briefing from the Housing Office prior to deployment.

10.1.5.2. The member grants another member the power of attorney giving them authority to:

10.1.5.2.1. Remove the member's belongings.

10.1.5.2.2. Out-process the dorm room on their behalf.

10.1.5.2.2.1. Dorm room must meet cleaning standards established by an Airmen Dormitory Leader. The member will be allowed to correct minor items during final inspection.

10.1.5.2.3. Sign AF Form 594.

11. Hardship/Exception to Policy.

11.1. A hardship or an exception to policy are methods to grant a member the authority to receive BAH early and vacate the Dorms or continue to receive BAH and be allowed to move into the Dorms.

11.2. A hardship is defined as a unique and unusual circumstance that, in the judgment of the 60 AMW Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

11.3. An exception to policy is any circumstance that does not qualify as a Hardship.

11.4. Hardships and exception to policies will be documented on a Memorandum for Record (**Attachment 6**). The 60 AMW Commander has delegated approval/disapproval authority to the 60 AMW Mission Support Group Commander. The 60 AMW Commander remains the appeal authority.

12. Dorm of the Quarter Program.

12.1. Purpose:

12.1.1. To maximize the development of a spirit of camaraderie and esprit-de-corps.

12.1.2. To maximize Quality of Life for residents.

12.1.3. To maximize a sense of home ownership for residents.

12.1.4. To maximize support and involvement of the entire Travis community within the dormitories.

12.2. All dormitories, excluding vacant and pipeline student dorms, will compete for the Dorm of the Quarter recognition.

12.3. Judging:

12.3.1. The preliminary judging team will be made up of a Squadron Commander, Company Grade Officer, a member of the Chief's Group, a member of the Travis Top 3, and a member of the Rising 6.

12.3.2. It will be the Senior Military Airmen Dorm Leader's responsibility to solicit representatives for the judging team.

12.3.3. The preliminary judging team will select the top three dorms.

12.3.4. A representative of the Dorm Management Staff will accompany the judging team to brief standards, building modifications and renovations.

12.3.5. The judging team will take into consideration the fact that some dorms have been more recently renovated and painted.

12.3.6. Hospitality gifts (cookies or snacks) presented to the judging team will be prohibited.

12.3.7. A standard competition checklist will be utilized to score the results. (**Attachment 7**)

12.3.8. Each dorm will have three occupied rooms randomly selected for competition; one will be selected per floor.

12.3.9. The top three dorms will then compete at the Installation Level.

12.3.10. 1st place: \$1000.00, 2nd place: \$600.00, and 3rd place: \$400.00.

12.3.11. The winners will be announced at the Welcome Home Warrior Celebration.

12.4. Timeline:

12.4.1. Preliminary competition.

12.4.1.1. The competition shall happen on the 2nd Monday of January, April, July and October.

12.4.1.2. The evaluation of the top three dorms shall happen by Wednesday of the same week.

12.4.1.3. The winners will be announced at the Welcome Home Warriors Celebration held on the 3rd Friday of January, April, July, and October.

12.4.2. The winning Dorm Councils are required to provide a detailed purchase list to the Dorm Superintendent within three weeks of the winners being announced.

12.4.2.1. The Dorm Council will create the purchase list with input from the Dorm Residents.

12.4.2.2. The list needs to be routed through the “Owning” dorms First Sergeant and Commander.

JAMES C. VECHERY, Colonel, USAF
Commander, 60th Air Mobility Wing

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

Air Force Policy Directive 32-60, *Housing*, 16 September 2005

Air Force Instruction 32-6005, *Unaccompanied Housing Management*, 9 October 2008
Incorporating Change 1, 2 February 2011

Uniform Code of Military Justice (UCMJ), 1984 Edition

Prescribed Forms

None

Adopted Forms

AF Form 228, *Furnishings Custody Receipt and Condition Report*, 1 November 2000

AF Form 291 *Unaccompanied Quarters Assignment-Termination Record*, 1 November 2000

AF Form 594 *Application and Authorization to Start, Stop, or Change Basic Allowances for Quarters (BAQ) or Dependency Redetermination*, 1 November 1990

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

Attachment 2

SAMPLE RECEIPT AND CONFIRMATION OF UNDERSTANDING LETTER

Date

MEMORANDUM FOR RECORD

FROM: 60 CES/CEAC

694 A St, bldg 1348

Travis AFB, CA. 94535

SUBJECT: Receipt and Confirmation of Understanding Letter

I have received a copy of TAFBI 32-304, *Dormitory Management Policy*. I have read and understand the contents of this instruction as it pertains to my responsibilities as a dorm resident on Travis AFB CA, and will comply.

Name (Last, First MI): _____

Print

Dorm #: _____

Room #: _____

Squadron: _____

Signature: _____

Attachment 3

QUARTERS CONDITION INSPECTION REPORT

| Quarters Condition Inspection Report | | LEGEND | |
|---|-------------------------|-------------------|--------------------------|
| | | IN-PROCESSING | OUT-PROCESSING |
| | | 1 = Go | 3 = GOOD |
| | | 2 = Damaged Found | 4 = RESIDENT MUST REPAIR |
| ITEM | Bedroom / Sleeping Area | | |
| | IN- PROCESS | OUT- PROCESS | DISCREPANCY |
| FLOOR | | | |
| WALLS | | | |
| CEILING | | | |
| DOOR | | | |
| WINDOWS | | | |
| BLINDS/SHADE | | | |
| LIGHT FIXTURE | | | |
| LIGHT SWITCHES | | | |
| ELECTRICAL OUTLETS | | | |
| CLOSET | | | |
| CLOSET DOOR | | | |
| SMOKE DETECTOR | | | |
| CEILING FANS (AS APPLICABLE) | | | |
| ITEM | BATHROOM / VANITY | | |
| | IN- PROCESS | OUT- PROCESS | DISCREPANCY |
| FLOOR | | | |
| WALLS | | | |
| CEILING | | | |
| DOOR | | | |
| BLINDS/SHADE | | | |
| LIGHT FIXTURE | | | |
| ELECTRICAL OUTLETS | | | |
| SINK AND CABINET | | | |

| | | | |
|---|-------------------------|---|-------------|
| MEDICINE CABINET | | | |
| TOOTHBRUSH HOLDER | | | |
| SHOWER STALL | | | |
| SHOWER SOAP DISH | | | |
| SHOWER DOOR | | | |
| TOWEL BARS | | | |
| TOILET | | | |
| TOILET PAPER ROLL | | | |
| QUARTERS CONDITION INSPECTION REPORT | | LEGEND In=Processing Out-Processing 1 = Good 3 = Good 2 = Damage Found 4 = Resident Must Repair | |
| ITEM | Kitchen (As Applicable) | | |
| | IN- PROCESS | OUT- PROCESS | DISCREPANCY |
| FLOOR | | | |
| WALLS | | | |
| CEILING | | | |
| DOOR | | | |
| WINDOWS | | | |
| BLINDS/SHADE | | | |
| LIGHT FIXTURE | | | |
| LIGHT SWITCHES | | | |
| ELECTRICAL OUTLETS | | | |
| STOVE TOP | | | |
| OVEN | | | |
| FAN | | | |
| SINK / FAUCETT | | | |
| COUNTER TOPS | | | |
| CABINETS | | | |
| DRAWERS | | | |
| GARBAGE DISPOSAL | | | |

INSTRUCTIONS FOR CLEANING QUARTERS

To assist and expedite quarters for inspection, the following list provides guidelines for cleaning requirements necessary to terminate the dormitory residency.

Stove/Range and Hood. Remove burned/crusted on food and grease from accessible surfaces, drip pans, broiler pans, racks inside the oven, exhaust fan and range hood. Do not disassemble.

Refrigerator. Defrost (per manufacturer instructions) and wipe down inside and outside to remove grease and food particles. Accordion folds must be free of food particles and other debris. Leave refrigerator on lowest setting with door closed.

Garbage Disposal. Remove residue.

Cabinets, Walls and Other Interior Wood Trim. Clean and remove grease.

Sinks. Remove food particles, grease, soap residue and any removable stains.

Lavatories, Commodes, Showers, Glass Enclosures and Medicine Cabinets. Use a non abrasive cleaner to remove soap and mildew. Clean removable stains from walls. Wet mop floors.

Walls, Ceilings, Woodwork and Doors. Clean only those walls that are accessible. Spot clean to remove food, pencil and pen marks, cobwebs, removable stains, grime and excessive visible dirt.

Light Fixtures, Ceiling Fans, Blinds/Shades. Clean and dust.

Ventilation, Air Vents/Grills. Wipe down.

Floors and Installed Carpeting. Sweep, damp mop and/or vacuum (shampoo and needed). Remove excessive wax build-up.

Storage Rooms. Remove personal belongings and trash. Sweep clean.

Windows. Clean all panes of glass.

| OCCUPANT'S SIGNATURE AND DATES | | INSPECTOR'S SIGNATURE AND DATES | |
|--------------------------------|--------------------------------|---------------------------------|----------------------------|
| | Initial Inspection | | Initial Inspection |
| | Pre-Termination | | Pre-Termination |
| | Final Inspection | | Final Inspection |
| <input type="checkbox"/> | QUARTERS PASS FINAL INSPECTION | <input type="checkbox"/> | QUARTERS PASS REINSPECTION |

Attachment 5

PET APPROVAL LETTER

Date

MEMORANDUM FOR RECORD

FROM: 60 CES/CEHD
694 A Street
Travis AFB CA 94535-5021

SUBJECT: Pet Authorization Letter

1. I request authorization to house a pet in my dormitory room. I am aware I must seek authorization from the Airmen Dormitory Leader, First Sergeant and the installation Veterinarian and said approval must be granted **prior** to purchasing a pet. I will comply with the following prohibitions in accordance with **TAFBI 32-304, Dormitory Management, 2.4 Dormitory Pet Policy:**

Pets with fur or feathers are prohibited.

Pets that are poisonous, dangerous or illegal are prohibited.

Turtles are prohibited.

Reptiles are allowed with a size limitation, (18'' maximum).

Limitation of two fish tanks, not to exceed a combined capacity of 55 gallons.

2. I accept responsibility/liability for any damage caused by the fish tank(s) or other animal tank (as applicable) to the dormitory.

3. The pet(s) I request to own is/are

Member

Approved/Disapproved

Airmen Dormitory Leader

Approved/Disapproved

First Sergeant

Approved/Disapproved

Senior Military Airmen Dorm Leader

Attachment 6

EXAMPLE HARDSHIP AND EXCEPTION TO POLICY LETTER

MEMORANDUM FOR 60 MSG/CC

FROM: 60 (Your Sq and Office symbol)

SUBJECT: Hardship/Exception to Policy request for off base housing (OR) live in Dorms and collect BAH

1. Detail the section of AFI 32-6005 Unaccompanied Housing Management that you are looking for an exception to.
2. **(Explain in detail your situation and why you feel you (1) need to reside off base or (2) resident in the Dorms and collect BAH. i.e.:** My mother and brother reside in Florida. As a result of Hurricane Wilma, all belongings were destroyed. My brother has special needs, and in order to meet his emotional needs, my mother has agreed to grant me guardianship until she is re-established and can provide for my brother. **OR:** I am married and my wife is 6 months into a high risk pregnancy. The physician requires her NOT to travel until after giving birth. I am currently providing all financial income and support for my wife until after she gives birth. I cannot afford to maintain two household.
3. Add any additional information that will support your hardship package: i.e.: attach a budget worksheet from Airmen and Family Readiness Center showing your income and outgoing debts.
4. Explain how this request will support and improve your situation. Explain if this will be a temporary situation or indefinite.

YOUR SIGNATURE BLOCK1st Ind, 60 (your 1st Sgt)

Concur/Nonconcur

YOUR FIRST Sgt's SIGNATURE

BLOCK

2nd Ind, 60 (your Sq/CC)

Concur/Nonconcur

YOUR SQ/CC's SIGNATURE BLOCK

3rd Ind, 60 CES/CEAC

Concur/Nonconcur

Dorm Occupancy Rate: _____

DORM SUPERINTENDENT'S

SIGNATURE BLOCK

4th Ind, 60 (your GP/CCC)

Concur/Nonconcur

YOUR GP/CCC SIGNATURE BLOCK

5th Ind, 60 (your GP/CC)

Concur/Nonconcur

YOUR GP/CC'S SIGNATURE BLOCK

6th Ind, 60 MSG/CCC

Concur/Nonconcur

MSG/CCC'S SIGNATURE BLOCK

7th Ind, 60 MSG/CC

Concur/Nonconcur

MSG/CC'S SIGNATURE BLOCK

| DORMITORY OF THE QUARTER INSPECTION CHECKLIST | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| BUILDING | 1332 | 1334 | 1304 | 1305 | 1307 | 1308 | 1309 |
| Up to 10 points each | | | | | | | |
| A. EXTERIOR | | | | | | | |
| 1. Windows and windowsills | | | | | | | |
| 2. Walkways and Stairwells | | | | | | | |
| 3. Exterior areas free of trash | | | | | | | |
| B. COMMON AREAS | | | | | | | |
| 1. Common areas are neat, clean, and orderly | | | | | | | |
| 2. Laundry room is neat, clean, and orderly | | | | | | | |
| 3. Dayrooms areas are neat, clean, orderly | | | | | | | |
| C. OTHER | | | | | | | |
| 1. Self-help projects have improved campus condition and appearance | | | | | | | |
| 2. Condition and appearance of recreation areas | | | | | | | |
| 3. Intangibles | | | | | | | |
| D. ROOM INSPECTION | | | | | | | |
| Inspection is graded by standards met IAW AFI 32-6005 and Travis Instruction 32-304 | | | | | | | |
| Room 1 | Meets / Does Not Meet |
| Room 2 | Meets / Does Not Meet |
| Room 3 | Meets / Does Not Meet |
| TOTAL | | | | | | | |