

UNACCOMPANIED HOUSING (UH)

RESIDENT

HANDBOOK

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INTRODUCTION

Welcome to the Vance Air Force Base Unaccompanied Housing (UH), also referred to as dorms or dormitories. This handbook is designed to provide you, the dormitory resident, with the information you need to maintain your quarters. The Air Force responsibilities and your responsibilities are explained. We hope you will enjoy your stay at Vance Air Force Base. If you have questions, please contact the appropriate UH management office. The UH management for unaccompanied officer quarter (UOQ) residents is the Lodging Office located in building 714 and can be reached at 213-7358. The UH management office for unaccompanied enlisted quarter (UEQ) residents is located in building 423, and can be reached at 213-7212 during normal duty hours (0800-1645 Monday through Friday). Enlisted residents should contact the Lodging Office after normal duty hours (1645-0800).

SECTION A - AIR FORCE RESPONSIBILITIES

The following will be performed by the base in support of your assigned unaccompanied housing: All maintenance and repair, refuse collection, and fire and police protection.

MAINTENANCE AND REPAIR. Civil Engineer (CE) has the primary responsibility for maintenance and repair of the UH. To request maintenance, contact the UH management office (213-7212 for enlisted and 213-7358 for officers and enlisted after duty hours). The UH management office will contact CE and track the work order. Maintenance requests can be made 24 hours a day. UH management office is required to track all work orders assigned to the UHs. Please do not by-pass the UH management office by calling CE directly. CE only accepts calls from the facility manager.

After CE receives the request for maintenance, the service call specialist will provide the UH management office with a work order number and the approximate date/time the work will be performed. The UH management office will provide you with this information upon request.

There are three categories of service: emergency, urgent, and routine. The category determines when the maintenance will be accomplished.

Emergency - elimination of the condition within 24 hours of notification.

Urgent - within 7 calendar days after identifying the requirement or receipt of material.

Routine - within 30 calendar days after identifying the requirement or receipt of material.

Emergency service calls are work requirements which should receive immediate attention.

Examples are:

- 1) A structural, utility, or mechanical problem that could cause a loss of life or property.
- 2) Serious damage affecting health, safety, security, or mission.
- 3) Complete utility failure (electricity, gas, heating, water, sewage, or air-conditioning).

Urgent service calls are work requirements which do not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well-being of the residents.

Routine service calls are work requirements that are routine in nature and do not meet the criteria of emergency or urgent.

REFUSE COLLECTION AND DISPOSAL. Dumpsters are provided for the disposal of refuse (trash). CE empties dumpsters at all UHs semi-weekly. In order to maintain safe and sanitary conditions, you are asked to do the following:

- 1) Place all trash in trash bags
- 2) Place trash bags inside the dumpster (not on the ground by the dumpster or outside the dumpster fence)

- 3) Break down cardboard boxes before placing into the dumpster; we encourage you to recycle cardboard (see the next paragraph on recycling)
- 4) Do not place hot coals in the dumpster
- 5) Do not place unauthorized items in the dumpster (oils, solvents, paint, old tires, etc.) Please refer to the paragraph on Environment in Section B
- 6) Do not block the dumpsters with your vehicle
- 7) Do not place trash/refuse in recycling containers

RECYCLING. You are encouraged to use the recycling containers located nearest your facility or the trailer located north of the Commissary on the gravel parking area just south of the CE compound. Bins are clearly marked for the type of materials and may be used at any time. Please remove lids, caps, and neck rings, rinse all liquid containers, and flatten all cardboard boxes. Labels may be left on containers. Recyclable items include:

Glass: clear, green, or the brown bottles or jars

Aluminum: beverage cans

Paper: newspapers/inserts, office paper, magazines and paper bags

Cardboard: corrugated boxes, packaging, and paperboard - call 213-7559 to arrange for a special pickup of large quantities of cardboard

Steel/Tin: food cans

Plastic: beverage containers, liquid detergent and motor oil containers

Examples of items that should not be placed in the recycling containers are:

Windowpanes, mirrors, ceramics, crystal or light bulbs

Aluminum foil or pie plates

Junk mail or envelopes

Packaging with waxy coating

Paint cans

Plastic wrap or plastic packaging

Trash/refuse

LOCKOUTS. If you are locked out of your quarters, do not panic. Contact Lodging Office (building 714, 213-7358) personnel to obtain a temporary key. Notify UH management personnel of lost or broken keys.

GROUNDS CARE. CE is responsible for mowing, edging, and trimming of the grounds. Personal items should not be left in grassy areas when not in use, as they may interfere with the grounds care. You should not leave trash or litter on the grounds, sidewalks, or parking area.

APPLIANCES. Ranges, microwaves, and refrigerators are government furnished and serviced. These appliances are assigned by serial number. If you have problems, do not attempt to make repairs or adjustments. Contact the UH management office for assistance.

FURNITURE. The Furnishings Management Office (FMO), located in Bldg. 244, is responsible for maintaining all government-owned furnishings. Each room is furnished with the standard

inventory. If you wish to have an item removed, replaced, or repaired, complete AF 2519, Furniture Removal Request, at the appropriate UH management office. The removal/replacement of furniture will be annotated on AF 228, Furnishings Custody Receipt and Condition Report, for your room.

LINENS. Bed linens (fitted sheet, flat sheet, mattress pad, pillows, pillowcases, pillow protectors, blanket, and comforter) are provided by the government at no charge. If you choose to use your own linens, they must be in good condition and large enough to cover the pillows and the mattress. Residents are responsible for washing either their own linens or the government-supplied linens. When a resident vacates a dorm room they will turn in the government linens to Linen Exchange located in building 244; between 0800 to 1645 hours Monday through Friday.

LAUNDRY EQUIPMENT. Washers and dryers are available for you in each UH at no cost. Please ask the UH office for the location of the laundry room nearest to you. Instructions for using the washers and dryers are posted and can be found on the machines. Dryer lint traps should be checked and emptied before and after each use. Please do not leave items unattended. Items left overnight will be removed by UH management. The Air Force is not responsible for stolen property. CE maintains the laundry equipment. Any maintenance problems should be reported to UH management office, who will call CE. The laundry rooms are for occupant use only.

MAID SERVICE. Maid service is available for a fee, paid by the month basis (performed once per week), for all UH residents. If you wish to purchase maid service, you must complete a statement of intent at the Lodging Office. The maid service includes the following:

- Exchange personal linens and make bed (you must provide clean linens)
- Sweep, dust and wet mop floors
- Remove trash
- Vacuum rugs
- Dust furniture, blinds, windowsills and baseboards
- Clean oven, stovetop and outside of refrigerator
- Clean bathroom

Once every month, the housekeeper will wax the floors and spot clean walls, doors and doorframes.

Note: Housekeepers performing maid service are not responsible for the neatness of your personal effects, clothing, foodstuffs, etc., nor will they move items to facilitate cleaning. Housekeepers are not responsible for collecting trash throughout your room or from the interior of your refrigerator.

NON-TEMPORARY STORAGE (NTS). The Air Force will arrange and pay for storage of household goods that cannot be accommodated in your assigned UH room. You have 30 days from the date you are assigned to your room or from the date your household goods are delivered to you to bring an itemized list of items you wish to place in storage to the Housing Management office, 4405 Lehr Street, to initiate the storage. If you do not take the storage orders (AF Form

150) to TMO for processing within 7 days of issue, the orders will be canceled. Please do not include items you may need while at Vance AFB. Items are stored at various vendor locations, and you will not have access to the items while they are in storage. The government only pays for the storage while you reside in the UH. If you PCS, separate or move off base you need to tell TMO or the Housing Management office to make arrangements to have the items removed from storage. The cost for storage will convert to you, if the items are left in storage after you move out of the UH.

SECTION B - OCCUPANT RESPONSIBILITIES

LIABILITY FOR DAMAGE TO QUARTERS, EQUIPMENT AND FURNISHINGS. Under Federal Law (10 U.S.C. 2775), as amended by the FY85 MILCON Authorization Act, members of the armed forces occupying UH shall be held liable and accountable for loss or damage to UH, equipment or furnishings caused by the abuse or negligence of the member or the member's guest. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuses. AFMAN 23-220, *Reports of Survey for Air Force Property*, provides guidance to determine responsibility or pecuniary liability. AFMAN 23-220 explains when claims may be waived or limited, as in the case where damage is caused by the member's guest, and the member had no opportunity to prevent the damage. AFMAN 23-220 establishes procedures for processing Reports of Survey, provides direction to request reconsideration, and describes appellate procedures for unwaived claims. Directions for submitting a request for remission of debts in the case of officer members can also be found in AFMAN 23-220.

Members should ensure they report any maintenance issues, lack of cleaning, missing items, etc. immediately after move-in. UH management will inspect the reported items and annotate your file. This ensures you are not liable for these items when you move out. Items not reported within 15 days of move-in will not be considered pre-existing.

INSURANCE. While occupying UH, it is highly recommended that you purchase commercial renter's insurance to protect yourself in case of a major loss. Renter's insurance should specify clearly that personal liability coverage, loss, or damage involving government quarters, equipment and furnishings is included. A renter's insurance policy covers your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire the latter. Specific questions can be addressed to the Staff Judge Advocate (legal office) at 213-7404.

DAMAGE TO QUARTERS. All personnel are subject to liability for repair of property in their care. A Report of Survey will be performed if there is a question of liability. Damages for other than fair wear and tear are normally considered your responsibility. All repairs/replacements you make must be preapproved and must meet Air Force standards. If you have any questions concerning damage to the unit, contact the appropriate UH management office for an explanation of your options.

ENERGY CONSERVATION. Vance AFB needs your assistance in conserving energy. Rising utility costs should encourage each of us to practice energy conservation on a daily basis. Here are few tips on conserving utilities.

Water: We do not intend to restrict your normal and reasonable use of water. However, since excessive water usage increases the cost and depletion of natural resources, please take action to eliminate all waste.

Heating: Your thermostat should be set at 68° during the day. Lower settings are recommended at night or when you go out for the major part of the day. Prevent waste by ensuring air registers are not blocked or covered and keep exterior windows closed when the furnace is on.

Electricity: A concerted effort must be expended to conserve electricity by eliminating unnecessary use of electricity. Funds expended for needless utilities are funds that could be used for future improvements in UH. You can help by minimizing the use of electrical appliances and lights, especially during the peak demands in the afternoon and early evening. Vance uses load shedding to help reduce electrical utility consumption. Load shedding turns off air conditioners a few minutes each half-hour when outside temperatures exceed 93° and electrical demands rise. Air circulation fans will continue to work to help offset the increased room temperature. Load shedding can be expected Monday through Friday, 1200-1700. You can help decrease electrical demand by turning lights off during the day and reducing electrical usage during load shedding periods.

ENVIRONMENT. The base Environmental office will gladly answer any questions you might have concerning disposal or use of any chemical product. Engine oil, engine coolants, car grease and other similar products cannot be poured into base plumbing and drainage systems (sanitary or storm sewers), placed in trash containers (dumpsters, etc.), or allowed to spill on roads, grounds or parking areas. Petroleum products must be disposed of in accordance with environmental regulations. The Environmental Office is available Monday through Friday, from 0800 to 1630, to answer your questions at 213-6279.

CARE OF INTERIOR. You are expected to keep your quarters clean, tidy and uncluttered.

Kitchen/Appliances. Special attention is needed to maintain the appliances, cabinets and walls in kitchen areas. Clean ovens, broiler units and top burners regularly to prevent grease buildup, which can become a fire hazard (UOQs). Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed and dried. The exterior of the refrigerator and the door gasket should be cleaned frequently to remove food and grease. Do not place grease or fibrous material such as onions and celery in the garbage disposal due to possible stoppage problems. Do not place hot utensils on counter tops. Use only non-adhesive shelf paper in drawers and cupboards. Walls should be cleaned periodically to prevent surface grease buildup.

Bathroom. Fixtures, walls and floors should be kept clean. Due to the tendency to mildew, you should clean tub/shower areas periodically with a mildew-combating product. Do not use harsh abrasives on the fiberglass bathtubs (UOQs) or shower stalls (UEQs).

Floors. Excessive water can cause damage to any floor. Please use only quality wax removers which will prevent wax buildup. Give special attention to corners and baseboards where dirt builds up. You should vacuum carpeted areas on a regular basis. Government-owned vacuum cleaners are available for your use and can be checked out at your UH management office. You should take precautions to protect carpet from stains.

Walls. We recommend using mild soap and warm water to wash walls. You should not attach adhesive-backed materials or decals to the walls, as these can cause damage when removed. To hang items on the wall, use nails or building type hangers. Make sure there are doorstops for all doors to prevent damage to the walls. Contact the appropriate UH management office if you have doorstops missing.

INSECT AND PEST CONTROL. If you experience a problem with insects or pests, notify the appropriate UH management office, and they will notify the Entomology Shop. Please do not try to take care of the problem yourself. Problems are seldom confined to just one room. Entomology personnel will check the entire building and treat all infested areas.

LAUNDRY ROOMS. Clean up any spills of soap, bleach, fabric softener etc. immediately. Clean the lint trap on the dryers before and after each use and ensure the lint, along with any other trash, is placed in the trash containers. Please do not sit on the washers or dryers. The government is not responsible for any personal items left in common areas, so be sure to take everything with you.

CARE OF EXTERIOR. First impressions are lasting impressions. Even though CE is responsible for the upkeep of the grounds, you should take pride in your home and take care not to litter or otherwise distract from the overall appearance of the area.

Breezeways (UOQs). Breezeways should be kept clean and uncluttered. Breezeways are considered fire lanes and must be kept unobstructed at all times. Breezeways are not authorized storage areas. Bicycles, barbecue grills, lawn chairs etc. will not be stored in these areas. A floor mat outside your exterior door is the only authorized item you can leave in the breezeway. Breezeways and stairwells should be swept weekly.

Seeded/Non-Paved Areas. You may use the common areas surrounding the UHs. However, personal items such as lawn chairs, barbecue grills, camper tops etc. should be properly stored after each use and should not be left unattended.

Parking Lot. You may park your car, truck or motorcycle in the building parking lot. Recreational vehicles, boats, trailers, campers, camper tops for pickup trucks etc, may be parked in the parking lot for 2 days prior to and 2 days after an outing. These vehicles may be stored in the government recreational vehicle storage area. A space may be obtained by contacting the Services Logistics Support Center, at 213-7348.

Repair and Maintenance of Privately Owned Vehicles. The only authorized place to accomplish major repairs to vehicles, including oil changes, is the base Auto Skills Center, Bldg 301.

STORAGE. You may store your charcoal fluid (not to exceed one quart) and charcoal in your room, but must keep them separated (UOQs only).

Storage Rooms and Cages. Storage space is provided for each occupant in the storage rooms. These areas should be kept clean and uncluttered. Fireworks may not be stored in the UHs or used on base. UOQ residents may store propane gas (not to exceed five gallons) in individual storage room cages. Items not secured in the storage cages or lockers are open to theft. Authorized personnel will remove items if they pose a safety or fire hazard. **NOTE:** UEQ residents are not permitted to store propane due to storage rooms being within the interior confines of the dormitories.

Vehicle tires may not be stored in individual UH rooms.

Hazardous Material Storage Lockers. Only flammable and combustible liquids may be stored in these lockers. Flammable liquids must be stored on the top shelf and combustible liquids on the lower shelf. Nothing should be stored in the bottom of the locker as it is for collecting spills that may occur. Do not store propane, charcoal, charcoal lighter fluid or any flammable/combustible gases or solid substances in the lockers. All items stored in the lockers must be marked to determine ownership.

VISITORS. No one is allowed to enter a UH facility/room unless they have received a specific invitation or consent from an occupant of that facility or room. No one will remain in the facility/rooms if a valid invitation or consent is withdrawn by the hosting occupant. This excludes personnel in the performance of official duties (UH management, Fire Dept, CE Maintenance, room inspectors, housekeepers etc.). **No visitor under 18 years of age** is permitted unless the visitor is a member of the sponsor's immediate family and is accompanied by the sponsor at all times. All visitors will be clothed in an acceptable manner during visitation. Visitors will not be given a key to your room. Receiving visitors or guests in UH is a privilege which may be revoked from either an individual occupant or all occupants. The revocation may be accompanied by appropriate disciplinary action.

You are responsible for your visitors at all times. Commanders may revoke visitation privileges for misconduct or when they deem necessary to protect the health, safety, morale or welfare of dormitory occupants. All visitors must be supervised at all times.

Baby-sitting. No baby-sitting is authorized in UH facilities.

Neither overnight visitors nor co-habitation is allowed in the UH per AFI 32-6005.

SECTION C - GOOD NEIGHBORS

NOISE CONTROL. Many Air Force members work the night shift and are sleeping during the day. Please be considerate of your neighbors' needs.

PARTIES. Complaints concerning noise and parking can be avoided by informing neighbors prior to the party. Always clean up after any party.

EXCESSIVE STEREO/TV/ETC. VOLUMES. Don't assume that your neighbors enjoy the same type of music or TV programs that you do. Your stereo or television should not be audible outside your door or through the walls or ceiling. Please be considerate and keep the volume turned down at all times. The use of earphones or headsets is recommended.

STORAGE AREAS. Items not stored properly will be tagged. If not claimed or removed within 2 weeks, items will be disposed of.

SECTION D - SELF-HELP WORK

A self-help project is normally work accomplished by the building or room occupant. Self-help projects are normally not authorized for mechanical or electrical-related work. The CE self-help desk will provide you with the materials and tools you need to complete most approved self-help projects. All materials used in self-help projects must be provided by or approved by CE.

REQUESTING SELF-HELP. You must submit an Air Force Form 332, Base Civil Engineer Work Request, and have approval prior to commencing any self-help work. As a minimum, you must coordinate the work request with the appropriate UH management office, the Fire Department (CSC/CEF), Safety (71 FTW/SEG) and Environmental (CSC/CEV).

TECHNICAL ASSISTANCE. CE will provide technical assistance for accomplishing self-help projects upon request. The CE self-help desk is located in Bldg 288 and is open from 0800 to 1645 on normal duty days.

DISPOSITION OF IMPROVEMENTS. You will be informed when your work request is approved and if you can be authorized to leave the self-help project in place when you vacate your room. If you paint your room and change the color, you must return it to the original color before you terminate quarters.

SECTION E - MISCELLANEOUS

BUSINESS ENTERPRISES. A business enterprise is defined as a commercial activity conducted for profit. Written approval must be received from the 71 MSG/CC prior to starting any business. A package explaining the process may be obtained from the Housing Management Office (HMO) located in Bldg 4405 Lehr Street. Submit all requests through HMO. HMO will route your package to the 71 MSG/CC for an approval decision.

SOLICITATION. Solicitation, fund-raising, scout activities, school sales etc, require prior approval from the 71 MSG/CC. Report any suspected unauthorized solicitors to the Security Forces.

GAMBLING, BETTING AND LOTTERIES. Gambling, including lotteries and pool games for money or property, and the sale or purchase of numbered slips, tickets etc. is prohibited in the UHs.

DECORATING ROOMS. We encourage you to decorate your room, within reason, to suit your tastes. However, the following restrictions must be followed:

- Do not display material with genitals or pubic hair visible
- Do not hang or suspend fishnets, parachutes, or other highly combustible items from the ceiling, lights, walls, or furniture or use them as room dividers
- Do not use nails, staples or tacks to display posters or pictures on government-owned furniture
- All wall hangings must be attached in a manner to minimize wall damage (recommend posters, etc. be framed and hung using standard picture hardware)
- Items requiring open flame/burning are prohibited from display or use (candles, incense, etc.)

You may use your own furniture in lieu of the government-provided items. The furniture must be in good condition. You will be required to remove any items considered potential safety hazards.

WATERBEDS. Waterbeds are allowed for use in the UHs. If you choose to use a waterbed, the following requirements must be followed:

- You must purchase and maintain an insurance policy which covers damages to your quarters, damage to any other quarters that could be affected by water should your waterbed leak, structural damage to the UH and damage to personally owned items
- A copy of your insurance policy will be provided to the UH management office, along with the name, address and phone number of the insurance company
- You must sign a disclaimer statement releasing the government of all liability of your personal possessions in the event your waterbed does leak and cause damage

Waterbeds will not be used without a liner. Liners should be installed according to the manufacturer recommendations.

TELEPHONE/CABLE/INTERNET INSTALLATION. You may have telephone and/or cable TV service, but you are responsible for all expenses for installation and monthly service. Telephone service, cable TV and internet may be arranged by contacting local companies. Satellite dishes are not authorized in UH.

CHRISTMAS OR HOLIDAY LIGHTS. Exterior Christmas or holiday lights and decorations are not allowed in the UHs. You may use lights in your room, but remember to follow fire

prevention guidelines. All lights must be UL approved and used according to the manufacturer's instructions.

PETS. Pets, except for a small aquarium, 20 gallons or less with fish, are not allowed in UHs. Aquariums must be well maintained and kept clean to prevent offending odors and unhealthy conditions. You are liable for any damage caused by water from leaking or broken aquariums.

TOBACCO USE POLICY. All UEQ facilities are tobacco free facilities. Tobacco products may only be used outside in designated tobacco use areas only. All smoking materials should be disposed of properly (trash after wetting or field-stripping). Disposing of butts improperly is considered littering and therefore prohibited. Please refer to AFI 40-102, *Tobacco Use in the Air Force*, for additional information.

SECTION F - FIRE PROTECTION/PREVENTION

Any questions relating to fire prevention or fire safety can be answered by the base Fire Department at 213-7280. It is essential that you familiarize yourself with the location of the nearest fire alarm box to your room. Contact the UH office or the Fire Department if you are unable to locate the box.

FIRE REPORTING. If a fire occurs in your quarters, first sound the alarm by pulling the fire alarm box nearest your room. Report the fire by dialing emergency 911 on your telephone if conditions permit. If using a cell phone, tell the operator you are located on Vance AFB before giving other details. You will be connected to the base Fire Department and Security Forces. Give the fire alarm operator your name, building number and room number. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size.

The following actions must be taken immediately after discovering a fire:

- 1) Warn all other building occupants
- 2) Evacuate all personnel
- 3) Use available fire extinguishers to control the fire
- 4) Close all doors and windows
- 5) Appoint someone to direct the firefighters to the fire

FIRE PREVENTION INSTRUCTIONS.

Smoke Detectors. All UHs have a pre-wired smoke detector installed for your fire safety. The smoke detectors will provide an alarm only within the room. They are not connected to the building alarm. Each month, you should perform an operational test of the detector. To do this, take a pencil and depress the test button on the bottom of the detector. The alarm should sound; if it does not, contact the UH office immediately.

Heat Detectors. All UH rooms are equipped with a heat detector which activates the building alarm system and automatically notifies the Fire Department. The heat detectors should not be tampered with. Do not block, obstruct or hang decorations from either detector.

Fire Extinguishers. All UOQ rooms are equipped with a fire extinguisher. Familiarize yourself with the location of the fire extinguisher within your room. If you are not trained on the use of the extinguisher, call the Fire Department, 213-7280, and they will schedule you for the proper training. Do not tamper with the fire extinguisher. **NOTE:** UEQ fire extinguishers are located at conspicuous locations within the hallways, kitchens and laundry rooms.

Sprinkler System. All UH rooms are provided with fire sprinkler devices. Do not tamper or hang objects from the sprinkler heads. Do not block or tamper with the sprinkler system piping, floor drain and controls located in the UEQ storage rooms.

Barbecue Grills. Grills should be supervised when lit and should never be left unattended. They must be a minimum of 15 feet from all structures and combustible items. You must insure the fire is extinguished after use. Never place hot coals in the trash.

Cooking. You should never leave cooking unattended due to the possibility of fire. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the Fire Department. Never attempt to remove the pan from the stove. Never use water! Never use flour as it can explode.

Housekeeping. Keep trash from accumulating in your quarters by emptying it every day. Kitchen stoves, sinks, countertops etc. should be kept clean and grease free. Keep the kitchen exhaust fan filter clean. No flammable liquids should be stored in your quarters except for a small quantity of lighter/charcoal fluid. Flammable liquids should not be used for cleaning purposes. Plastic trash containers should not be used. Exit access should be clear at all times.

Electrical Appliances and Extension Cords. All heat-producing appliances should be equipped with a thermostat, be UL approved and used according to the manufacturer's instructions. The use of extension cords on heat-producing appliances is prohibited. An extension cord may be used for lamps and other small non-heat-producing items where there are insufficient wall receptacles. Extension cords should not be extended from the ceilings, walls or light fixtures; run through holes in the walls, windows or doors; or concealed behind walls or ceilings or beneath the carpet or floor. Extension cords must be UL approved and be one continuous length without splices or taped repairs. All multiple outlet devices must have a 16-gauge cord and contain a built-in circuit breaker.

Smoking Materials and Open Flames. The use or possession of open flame devices, such as candles and burning incense, is prohibited in the UHs. (See the paragraph on Tobacco Use in Section F).

Christmas and Party Decorations. All Christmas, holiday and party decorations must be of the fire retardant type. As a service, the Fire Department will inspect and approve proposed decorations. No exterior lights are allowed. Call 213-7280 for information and assistance.

Space Heaters and Hot Plates. Open element space heaters and hot plates are prohibited in your room.

Storage of Flammable/Combustible Liquids. Flammable liquids exceeding one pint of lighter fluid and/or one quart of charcoal fluid must not be stored in your room. Storage of propane bottles or fuel (gasoline, etc.) for any type of internal combustion engine or camp stoves/grill in your room is prohibited (See the paragraph on *Storage* in Section B).

Explosive Materials. Explosive materials are prohibited in the UHs. Explosives include, but are not limited to, ammunition, blasting caps, gunpowder, fireworks, flares, propellants and similar items, to include any combustible or explosive composition, any substances or articles prepared for the purpose of or producing a visible or audible effect by combustion, explosion or detonation (anything that goes boom!).

Clothes Dryers. When using the government-furnished clothes dryers in the laundry rooms, you should clean the lint trap before and after every use. Plastic articles should never be placed in the dryer.

Motorized 2 or 3 Wheeled Vehicles. Do not park motorized 2 or 3 wheeled vehicles within 15 feet of the building and/or fire hydrants. Do not store tires in your room.

SECTION G - SECURITY FORCES

The 71 MSG/CC is responsible for the control and safeguard of all base property. Routine patrolling is accomplished on a regular basis by the Security Forces. The Security Forces will investigate any incidents occurring on base. All inquiries concerning law enforcement should be directed to the Security Forces, 213-7415.

PARKING. Park privately owned vehicles in authorized areas. Automobiles, motorcycles, house/utility trailers, campers or boats may not be parked on the lawn or communal grounds. Motorcycles may not be parked inside the covered breezeways of the UOQs. All parking is prohibited in the following areas:

- Areas posted for no parking
- Yellow curbed areas
- On grass, seeded or dirt areas
- Within 10 feet of a crosswalk or 15 feet of a fire hydrant
- In the breezeways of the unaccompanied quarters buildings

VISITOR PASSES. When off-base guests are coming to your quarters, you can expedite their entry to the base by contacting the Visitor Control Center at 213-5528. Please provide the visitor's name, date and time of arrival. Remember, you are responsible for your visitors for the

duration of their stay once you have sponsored them on base. (See the paragraph on *Visitors* in Section B for information on overnight visits).

ALCOHOLIC BEVERAGES. The legal drinking age in the state of Oklahoma and on Vance AFB is 21. It is a violation of the UCMJ for anyone under the age of 21 to purchase, possess or consume alcoholic beverages in Oklahoma on or off base. It is a violation of Article 92 of the UCMJ for you to provide anyone under the age of 21 with alcohol.

FIREARMS AND OTHER WEAPONS. Firearms and other weapons are not allowed in the UHs. These include, but are not limited to, the following:

- Pistols
- Rifles
- Shotguns
- Underwater spear guns
- Pyrotechnic flare guns
- BB or pellet guns
- Chemical or electrical shock devices
- Knives with blades in excess of 3 1/2"
- Blackjacks
- Metal (brass) knuckles
- Fighting sticks (num chucks)
- Hunting sling shots
- Throwing spears
- Bow and arrows

All firearms must be registered and stored with Security Forces. You must complete an AF Form 1314, Firearm Registration, and DD Form 2760, Qualification to Possess Firearms, and turn the completed forms in to the Security Forces armory, Bldg 527 to register and store your firearms. Information on firearms may be obtained by contacting the Security Forces at 213-7415.

BOMB THREATS. If notified of a bomb threat in your dormitory, spread the word and evacuate the building as quickly as possible. If you spot a suspicious person or object in or around the dormitory, report what you have seen to the Security Forces at 213-7415 and evacuate to a location at least 500 feet away. Do not reenter the area until the "All Clear" has been given by the on-scene commander.

CRIME PREVENTION. We highly recommend that you mark all easily stolen and valuable property with your social security number. The Security Forces have an engraver available for marking your belongings.

CRIME STOP. To report a crime in progress, contact 911. If using a cell phone, tell the operator you are located on Vance AFB before giving other details. You will be connected to the base Fire Department and Security Forces. Routine Crime Stop calls will be accepted at 213-7200.

SECTION H - SPECIAL CLIMATIC CONDITIONS

Weather conditions vary widely throughout the year and warrant your review and preparations. Certain types of natural disasters are more common to particular areas of the country than other areas. Types of natural disasters common to this area are tornadoes, severe thunderstorms, hail,

winter storms and floods. Springtime is the period when Vance AFB may experience its most violent weather. Over half of the total number of tornadoes occurs during the months of April and May. However, tornadoes have occurred in every month of the year in Oklahoma and at every hour of the day and night. A secondary peak of tornadoes occurs during October and November. Winter storm conditions with ice and snow are likely to occur from November through March. Tune to radio stations, KCRC, AM 1390/FM 96.9, and KGWA, AM 960, for weather information affecting the base and surrounding communities.

Weather Information. Terminology used to describe severe weather.

WATCHES - cover an area within 25NM of Vance.

WARNINGS - cover an area within 5NM of Vance.

Tornado Watch - means conditions are right for tornadoes to develop.

Tornado Warning - means a tornado has actually been sighted in the surrounding area. Local conditions indicate a tornado could hit the base.

Severe Thunderstorm Watch - means conditions are right for severe thunderstorms to develop.

Severe Thunderstorm Warning - thunderstorms and surface winds greater than 50 knots, possibility of hail greater than 3/4".

Moderate Thunderstorm Warning - thunderstorms with surface winds of 35-49 knots and/or hail less than 3/4" in diameter.

Lightning Watch - issued 30 minutes prior to thunderstorms being forecast to move within 5NM of the airfield.

Wind Warning - surface winds 35 knots or greater not associated with thunderstorms.

Freezing Precipitation Warning - blizzard conditions (packed snow, flurries or drifts), ice, sleet or freezing rain.

SAFETY AND PREPARATION. Be prepared for adverse weather. Keep food stocked for emergencies. Have a flashlight, portable radio, blankets and a supply of batteries. Monitor TV or radio for information after a tornado or severe thunderstorm warning is issued.

Note: The base siren will sound a 3-5 minute steady tone if a tornado is spotted and is a possible threat to the base. **DO NOT** try to relocate. **TAKE COVER** in your building. **DO NOT** jeopardize your safety. UOQ occupants should **REMAIN** in your quarters until the all clear is announced. UEQ occupants need to take cover in the first floor hallway. **SIRENS** will not announce an all clear. If you hear another siren, it means there is another tornado.

SECTION I - ROOM INSPECTIONS

INSPECTIONS. All UH rooms are subject to inspection at anytime. Not being notified of the coming inspection is not an acceptable excuse for failing the inspection.

INSPECTION NOTIFICATION. After an inspection is scheduled, an E-mail notification may be sent to the "Dorm Resident" distribution list approximately one week prior to the scheduled Quarterly Inspection. Failure to send/receive this notification does not constitute an excuse from the inspection or justification for a room to not be in inspection order.

INSPECTION SCHEDULE. A portion of all UH rooms will be inspected once each quarter, (Dec, Mar, Jun and Sep). Rooms are chosen at random without regard to the occupant. Normally, 30% of the rooms are inspected, but this may vary from as little as 5% to as many as 100%. Inspections of rooms displaying "SHIFT WORKER" signs will be scheduled at other-than the shift worker's "normal" sleeping times. (Each Enlisted room is inspected at least once a quarter)

INSPECTION PROCEDURES. The group first sergeants will attend the inspections for all enlisted personnel (regardless of rank) assigned to their group. Inspections for the UOQs will be conducted by the 71 STUS/CC (Commander) or the 71 STUS/DO (Director of Students). If your room is inspected, an Individual Room Inspection Result form will be left in your room telling you who inspected, the date of the inspection and the rating your room received.

INSPECTION STANDARDS. Rooms and contents are subject to inspection. The inspection will include the concept of safe, healthy, clean, dry, serviceable and tidy and are defined as:

- 1) Safe - no hazardous or unsafe conditions
- 2) Healthy - no potential health risks
- 3) Clean - not soiled, dirty or smelly
- 4) Dry - not wet or damp
- 5) Serviceable - not torn or broken
- 6) Tidy - properly arranged, not cluttered

INSPECTION RATINGS. Rooms will be given a rating of "pass" or "fail" based on the inspection standards and the degree to which the room either meets or fails to meet the standards. Ratings are as follows:

PASS (0-3 Discrepancies) Cleanliness and neatness meets or exceeds standards

FAIL (4 or more Discrepancies) Does not meet standards

Any room rated failing inspection will be re-inspected. Your first sergeant or commander will notify you of the date and time of the re-inspection.

Note: Commanders and first sergeants will inspect the exterior areas, storage rooms and hazardous material storage lockers at the same time as the room inspections. Unauthorized items may be removed by authorized authorities at this time.

SECTION J - AUTHORIZATION TO RESIDE OFF-BASE

POLICY. Air Force policy requires the base to maintain a minimum occupancy rate of 95% in the UHs. When we reach or exceed the minimum occupancy, members may be authorized to reside off base with their commander's approval. The UEQs are for enlisted personnel in the ranks of E-1 through E-4 (with less than 3 years of service). The UOQs are for UPT students in the ranks of O-1 and O-2.

HQ AETC requires all unaccompanied UPT students be housed on base to the maximum extent possible. UPT students accompanied with dependents (spouse and/or children) are authorized to reside off base and may apply for on-base housing. AFI 32-6005, *Unaccompanied Housing Management*, along with the AETC and Vance supplements contains guidance on Air Force, AETC or 71 FTW policies.

For government-paid moves, an AF Form 150 will be issued by the Housing Management Office. Members must take the move orders (AF Form 150) to TMO for processing within 7 days of issue or the orders will be canceled. When authorized a paid move, members have a choice of a government-procured contract move or the member may accomplish the move and be reimbursed.

UOQ RESIDENTS. All UOQ residents must receive written approval from: 1) 71 STUS/DO or 71 STUS/CC, and 2) the Housing Management Office prior to moving out of the UOQ to off-base; IN ADDITION TO any other requirements listed in this handbook and/or AFI 32-6005.

UEQ RESIDENTS. Regardless of the reason for requesting authorization to reside off-base, all enlisted members are required to complete a budget with Airman and Family Readiness Center and receive approval from your commander, first sergeant and the Housing Management Office IN ADDITION TO any other requirements listed in this handbook and/or AFI 32-6005 prior to moving.

OFF-BASE HOUSING REFERRAL OFFICE BRIEFING. Anyone receiving authorization to reside off-base must report to the Off-base Housing Referral Office for a briefing prior to securing quarters off base. Leases for off-base rentals should be reviewed by the Housing Referral Office prior to the member signing the lease.

BAH WAIT LIST. Members who desire to reside off base should see the appropriate UH management office to be placed on the BAH wait list. When your name reaches the top of the list and occupancy drops below 95%, you will be notified and given a letter which you must

obtain coordination on by your commander (or the 71 STUS/DO for UPT students) and/or first sergeant and the Housing Management Office.

Once final approval is received, you will have 7 duty days to complete your move to off base, including cleaning your room. After you have passed the final inspection of your room and turned in the keys to the appropriate UH management office; the management will complete the AF Form 594 to increase your BAQ from partial rate to single rate.

Members on the BAH wait list who go TDY, are deployed or are on extended leave should notify the appropriate UH management office and leave contact information (cell phone and/or E-mail) or request to be by-passed until your return date.

ENLISTED PERSONNEL REACHING E-4 WITH 3 YEARS OF SERVICE. Normally you will be authorized to relocate off base once you have reached the rank of E-4 and have 3 years of service. If you are within 6 months of separation from service or departing for a PCS, you will not be authorized to move out of the UEQ. If approved to move off base, this is a government-paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving.

MEMBERS PENDING MARRIAGE. In accordance with AFI 32-6005, members who are within 60 days of getting married, if setting up a household in the local area, may submit a commander-approved request to the UH management to reside off base and receive BAH. You may apply for on-base privatized housing 60 days prior to marriage, but may not move in until the marriage has taken place. You must submit proof of marriage within 30 days to the UH management office after the date the marriage was scheduled to occur in order to continue receiving BAH. This is a government-paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving. If the marriage does not take place, you will be required to move back into the UH.

PREGNANT MEMBER. Pregnant members at the 20th week of pregnancy may submit a squadron commander-approved request with proof of pregnancy to the appropriate UH management office to relocate off base. An earlier move may be requested if deemed necessary by medical authority. Members may apply for on-base housing. This is a government paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving. If a live birth does not occur, or the child does not reside with the member after birth, you will be required to move back into the UH.

MEMBER WITH HARDSHIP. If you feel you have a hardship condition that warrants you to be authorized to reside off base with BAH, you may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the appropriate UH management office. UH management will forward the request to the 71st Mission Support Group Commander or his/her representative for approval. If approved, this is a government paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving.

PERSONNEL WITH EXTENSIVE HOUSEHOLD GOODS. Members may submit a commander-endorsed request to the appropriate UH management office to reside in community housing and

receive BAH when the annual cost of drayage and storage would exceed 50% of authorized BAH (drayage + 12 months storage)/by 12 months > (monthly BAH rate)/2). If you feel you may qualify, please visit the Housing Management Office to get the estimated government storage cost. This is a government-paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving.

PERSONNEL WITH APPROVED TERMINAL LEAVE. If you have approved terminal leave, you may request to move off base and receive BAH. The request must include documentation showing the member is on terminal leave. This is a government-paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving.

PERSONNEL WHO ARE OFFICE OF SPECIAL INVESTIGATIONS (OSI) AGENTS. OSI agents or trainees may submit a request to the UH management office to reside off base and receive BAH. Your request must include an Air Force OSI region commander or squadron commander certification stating the assignment to UH would impair agent or the agent trainee's mission effectiveness. This is a government-paid move. You must go to the Housing Management Office, Bldg 4405 Lehr Street, to start the paid move paperwork prior to moving.

MILITARY MARRIED TO MILITARY. Members with a military spouse with an approved joint spouse assignment may submit a request to move off base and receive BAH 60 days prior to arrival of the spouse. Members with a military spouse who have an approved joint spouse assignment may submit a request to move from assigned UH to community housing and receive BAH 60 days prior to arrival of the spouse.

SECTION K - TERMINATION OF QUARTERS

GIVING NOTICE. To assist the lodging staff with assignments and terminations of UH rooms, you are required to give, as a minimum, 30 days written notice prior to terminating your quarters. Exceptions will be given for short-notice PCS or separation. To give notice, you must complete a VANCEAFB64 form.

FINAL INSPECTION. Your room will be inspected by UH management office personnel.

CLEANING STANDARDS FOR FINAL INSPECTION. For your final room inspection, the room must be cleaned using the following cleaning standards:

A1.2.1. Refrigerator: Defrost, if not self-defrosting, and wipe down the inside, the accordion fold gasket and accessible outside surfaces to remove grease and food particles. (Accessible surfaces are normally the top, front and sides that are not against walls or cabinets.) After cleaning, ensure the refrigerator is reconnected to the electrical outlet.

A1.2.2. Range and hood: Remove burned and crusted-on food and grease from accessible surfaces of the range and hood. (Accessible surfaces include the inside and outside of the range hood including the filter, the top and bottom of a lift-up range top, the surface area under the top,

the drip pans, oven, oven racks, broiler pan and the front and sides that can be cleaned without moving the range.)

A1.2.3. Kitchen sink, faucets and counter tops: Remove soap residue, food particles, grease and removable stains.

A1.2.4. Kitchen cabinets, drawers, shelves and closets: Remove contact paper and sticky residue. Wipe off grease, clean up spills and remove food particles.

A1.2.5. Vanity sink and faucets: Remove soap residue, stains and excessive lime or calcium deposits.

A1.2.6. Walls, ceiling, woodwork and doors: Spot-clean accessible areas to remove stains, grime, cobwebs, excessive dirt, contact paper and sticky residue. Most ceilings require only removal of cobwebs.

A1.2.7. Light fixtures: Clean and/or dust.

A1.2.8. Bathrooms: Residents will remove all personal items from the bathroom prior to final inspection.

A1.2.9. Wardrobes and closets: Remove contact paper (if installed). Clean and remove dirt inside and out.

A1.2.10. Floor: Vacuum.

A1.2.11. Blinds: Wipe free of dust.

MICHAEL B. McDANIEL, Colonel, USAF
Commander, 71st Mission Support Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Adopted Forms

AF Form 150, Drayage/Storage Authorization-Government Quarters

AF Form 1314, Firearm Registration

DD Form 2760, Qualification to Possess Firearms

Abbreviations and Acronyms

CE —Civil Engineer

FMO —Furnishings Management Office

HMO —Housing Management Office

NTS —NON-TEMPORARY STORAGE

UH —Unaccompanied Housing

UEQ —Unaccompanied Enlisted Quarter

UOQ —Unaccompanied Officer Quarter

TMO — Transportation Management Office