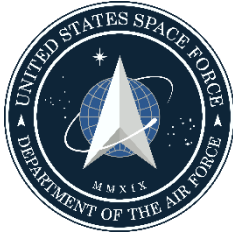


**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45
INSTRUCTION 32-6000**



8 NOVEMBER 2022

Civil Engineering

**UNACCOMPANIED
HOUSING MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 32-6000, *Housing Management*. It establishes procedures and policies governing the proper use, care, maintenance and sanitation of unaccompanied housing facilities and outlines occupant's responsibilities. This instruction applies to all personnel residing in Patrick SFB unaccompanied housing. Military personnel who violate the specific prohibitions and requirements contained in paragraphs **1, 3, 12, 15, 16 and 18** and all of their subparagraphs, can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ) or any other applicable article of the UCMJ, when appropriate. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. The applicable SORN F032 AF CE F, Unaccompanied Personnel Quarters Assignment/Termination, is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODComponentNotices.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: Updating references to the reflect the new AFI 32-6000, Housing Management, 18 March 2020, adjusting organizations and office symbols to reflect the stand up of USSF and Space Launch

Delta 45, changing the name of the Housing Management Office to the Military Housing Office (MHO) IAW AFI 32-6000, including reference to UH eviction process.

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1. General Information.

1.1. **Personnel Changes.** Report all changes to your personal information to the Airman Dorm Leader (ADL), including changes in rank, duty location, marital status, etc.

1.2. **Dining Facility.** Riverside Dining Facility, Bldg. 350, is located along the Banana River, northwest of the dormitories. Whether on Essential Station Messing or receiving Basic Allowance for Subsistence, all residents are authorized to utilize the dining facility. Residents may also dine at Tides, Shark Lanes, Hackers Grill & Bar and Beach House the using Essential Station Messing. Hours of operations and daily menus are posted on www.patrickgofl.com.

1.3. **Room Inspections.** As a resident, your room and common areas are subject to inspection and must be inspection-ready at all time. Monthly room inspections will be conducted by any of the following, Base Commander, Senior Enlisted Leader, group, squadron commanders, or first sergeants with ADL utilizing the checklist in **Attachment 3**. Room inspections are generally scheduled in advance and notification is provided to the resident. Your room and common areas are also subject to random and Health and Welfare inspections in addition to or in lieu of monthly inspections. These inspections may or may not be scheduled in advance and notification may or may not be provided. The ADL also has authority to inspect rooms at any given time and will notify commanders or first sergeants of deficiencies and discrepancies. Residents who comply with cleanliness standards, employ the attached checklist to perform self-inspections will experience no problems during inspections.

1.4. **Room Arrangement and Decorations.** Room furniture can be arranged in any manner. However, special attention must be given so furnishings do not prevent easy escape in the event of an emergency. At no time will government furnishings be disassembled, altered, used for purposes other than originally intended for, removed from the room or placed in storage lockers. Decorations must be in good taste and not depict nudity or profanity, degrade national or military leaders or promote racial or religious strife. Painting of walls, furnishings or any government property within a dormitory room or common area is not allowed without prior approval from ADL. Placing decals, other than emergency telephone numbers, on furnishings, appliances, walls or doors is strictly prohibited.

1.5. **Smoking.** Smoking, including the use of electronic cigarettes and vaping products, is strictly prohibited in and around all unaccompanied housing. Utilization of these products is to be only utilized in authorized designated tobacco areas (DTA). Tobacco users are responsible for keeping the DTA clean and free of cigarette butts and debris. Per AFI 48-104, *Tobacco Free Living*, the Commander may remove this DTA if the area around it or leading up to it is cluttered with trash, cigarette butts, or spittoons. Tobacco use outside of the DTA, including while walking to or from the DTA, is prohibited.

1.6. Automobiles, Motorcycles and Bicycles:

1.6.1. All vehicles must be properly licensed with current tags. Expired tags will be reported to Security Forces.

1.6.2. Residents are required to register motorized vehicles with the ADL. Residents will provide updated vehicle information if any changes are made to vehicle registration, to include license plate tag, color or if a resident obtains a new vehicle.

1.6.3. Parking for dorm resident automobiles is located in front of Dorm 506 and in the parking lot east and west of Dorms 505 and 506. Parking on the grass or seeded areas is strictly prohibited. Motorcycle parking is available in the motorcycle parking garage Bldg. 510 located at the west end of Dorm 506.

1.6.4. For environmental reasons, major repairs, oil changes and coolant flushes are strictly prohibited in dorm parking areas. With the exception of replacing air filters, light bulbs or fuses, vehicle repairs can be accomplished at the Automotive Skills Center Building 331.

1.6.5. Abandoned automobiles, motorcycles and bicycles will be reported to security forces and disposed of at the owner's expense. An abandoned item is considered to be an item left in the dormitory parking lot/storage area when the owner is no longer a resident of the dormitory.

1.6.6. Storage of recreational vehicles such as boats, campers, trailers, etc., in the dormitory area is prohibited. Recreational vehicles can be stored in the RV Storage Compound operated by Outdoor Recreation, Bldg. 345, or Manatee Cove Marina, Bldg. 1493 for a monthly storage fee.

1.6.7. Bicycles will not be stored in rooms, under staircases, on walkways, balconies or chained to railings. Residents with bicycles will be provided lockers suitable for bicycle storage located on the first floor of each dorm or use Bldg. 510.

1.7. Storage:

1.7.1. Storage lockers are provided for each resident and are assigned by the ADL. Residents are responsible for providing a padlock for security and ensuring belongings are neatly stored. Storage of food, hazardous, or flammable material and government furnishings is prohibited. At no time will residents use lockers not officially assigned. Unassigned lockers containing property will be entered by ADL for determination of ownership. If ownership is inconclusive, property will be disposed of IAW AFMAN 23110, *USAF Supply Manual*, Volume 6, *Excess and Surplus Personal Property*.

1.8. **Unauthorized Items.** Weapons, to include bow and arrow; guns designed to propel a missile (BB, pellet, bullet, etc.) whether by air, gas, or other means; knives with blades longer than 3 inches with the exception of kitchen cutlery; martial art weapons; flares, fireworks, ammunition or other types of explosives; flammable liquids, with the exception of butane or fluid for cigarette lighters; and corrosive materials or compounds are strictly prohibited. All firearms and ammunition must be registered and stored at the Security Forces Armory, Bldg. 1319.

2. Maintenance. Repairs are performed by the Civil Engineer Squadron. If maintenance is required, residents must contact the ADL. For emergency work orders (broken pipe, flooding, loss of power, or Heating Ventilation and Air conditioning, etc.) contact the CE Service Desk at 321-494-2778. Response times for maintenance are based upon the nature of work and in accordance with AFI 32-1001, *Civil Engineer Operations*.

2.1. **Insect Control.** Entomology services are provided to eliminate insect infestations by means of spraying or providing residents with bait Aed traps. To prevent infestations, residents are expected to take preventive action, such as storing food in sealed plastic containers, removing trash and garbage from quarters daily and discarding empty paper bags and boxes which provide nesting and breeding grounds for insects. If an uncontrollable infestation occurs, contact the ADL.

3. Refuse Collection, Disposal, and Recycling. Dumpsters are provided and located adjacent to dormitories for disposal of normal household trash only. Dumping of hazardous materials, i.e., paint, painUHT thinner, automotive fluids and tires in dumpsters is strictly prohibited. Recycling aluminum cans, paper and cardboard is highly encouraged. Recycling containers for aluminum, plastic containers and paper are located in each dormitory first floor.

4. Grounds Care. Grounds maintenance is provided by contract. However, residents are responsible for keeping grounds free of litter and trash.

5. Furnishings and Appliances. Basic furnishings and appliances are provided and serviced by ADL and Furniture Management Office (FMO). Residents are responsible for accountability, normal maintenance and cleaning.

6. Linens. The ADL or FMO provide mattress cover, sheets, pillowcases, bedspreads, pillows, window blackout curtains and shower curtains. Residents are responsible for maintaining cleanliness and serviceability of linens. Should linens become unserviceable, they will be exchanged through the ADL or FMO.

7. Cleaning Supplies. The ADL and FMO provide cleaning supplies and trash can liners. Cleaning supplies, for resident rooms, will be provided by the resident. Cleaning supplies, located in common area cleaning closets, are for use by bay orderly or residents in the common areas only.

8. Cable TV, Internet, and Telephone. Basic cable TV is provided in the common rooms and maintained by the ADL and FMO. Contact the ADL for technical problems. Individual cable, internet and telephone service can be obtained at residents' expense from Spectrum. As a subscriber, residents are responsible for terminating service and ensuring their final bills are paid according to Spectrum's requirements. Since inside wiring is maintained by the phone company, it is not necessary to purchase the maintenance plan offered by Spectrum. Contact the Spectrum for technical problems with individual cable, internet and telephone service.

9. Hospitality Rooms. Hospitality rooms are provided to house inbound PCS personnel who arrive during non-duty hours, out-bound PCS personnel for up to 5 days prior to departure, and to support emergency situations. A designated representative of the inbound personnel will procure a copy of the member's orders and request a dorm prior to their arrival. The ADL issues the representative a temporary key to the room in which the Airman will be assigned. Once the resident in-processes with the ADL, the ADL will assign the new resident their permanent personal room. The resident will then turn in the temporary key that was given to them upon arrival.

10. First Sergeant Rooms. First Sergeants needing a room for personnel will coordinate directly with the ADL to make arrangements. The ADL is responsible for inspecting the room for cleanliness prior to checkout.

11. Housekeeping. Residents are responsible for cleanliness of individual rooms to include furniture, bathrooms, exterior area adjacent to their room and common areas.

11.1. **Furniture.** Clean and dust as needed to present an acceptable appearance.

11.2. **Floors and Carpet.** Vacuum carpet, sweep and mop floors weekly. Ensure dirt does not buildup in corners, behind doors or under furniture. Do not apply wax to floors.

11.3. **Walls and Doors.** Clean, as needed, using mild soap and warm water. Remove all dirt, marks, scuffs and cobwebs. Clean both interior and exterior sides of door including frame and threshold.

11.4. **Ledges.** Dust and clean weekly.

11.5. **Ceiling Fans.** Dust and clean weekly.

11.6. **Blinds and Blackout Curtains.** Do not disassemble or take down blinds or blackout curtains. If your blinds or blackout curtains become unserviceable, contact ADL.

11.7. **Windows.** Clean interior and exterior sides of windows, window frames, tracks and monthly.

11.8. **Trash Cans.** Empty trash daily, clean as needed and use trash can liners at all times. Do not leave trash outside next to room entrance, on balconies or stairwells or use common area trash containers to dispose of room trash.

11.9. **Appliances.** Clean all spills immediately; interior and exterior weekly of microwave and refrigerator. Pay special attention to refrigerator door seals, shelves and drawers.

11.10. **Beds.** Made daily. If government-provided linens become unserviceable exchange them through the ADL or FMO. Belongings stored under bed must be neatly arranged.

11.11. **Light Fixtures and Lamps.** Dust and clean monthly.

11.12. **Sink and Vanity.** Clean daily, ensure fixtures are free of dirt, hair, mildew/mold and water spots. Vanity and cabinet under sink must be clean and well organized.

11.13. **Mirrors.** Clean as needed.

11.14. **Room Decorations.** Clean as needed.

11.15. **Bathroom.** Special attention must be given to prevent growth of bacteria. On a weekly or daily basis as necessary; clean shower, shower walls, shower floor, toilet, and fixtures with a non-abrasive cleaner. Clean interior and exterior of commode and floor with a disinfectant cleaner. If mold and mildew is discovered contact ADL.

11.16. **Common Areas.** Although common areas are cleaned daily by bay orderlies, residents will clean and wipe down area after use.

11.16.1. Dayrooms. Remove all litter, trash and wipe off spilled food or drink.

11.16.2. Kitchen. Immediately clean all spills in oven, on stovetop, counters, floor or refrigerator. Remove excess food from kitchen area. **At no time will the oven self-cleaning function be used.**

11.16.3. Laundry Room. Remove soap, bleach or softener spills from washer, counter, and floor. Clean dryer lint trap and remove dryer fabric softener sheets after each use.

11.16.4. Picnic Pavilion. Remove all trash, clean all food and beverage spills from tables and floor, clean grills after use.

11.16.5. Common Grounds. Pick up all litter and trash when found.

12. Limitations and Restrictions:

12.1. **Pets.** Max 3 fish in a 3 gallon fish tank.

12.2. **Gambling.** All forms of gambling are strictly prohibited.

12.3. **Drinking.** Legal age for drinking is 21. Residents over 21 may consume and store alcoholic beverages in their room. Residents and guests under 21 are not allowed to consume or store alcoholic beverages.

12.4. **Visitors/Guests.** Residents are permitted to have visitors with certain exceptions. Visitors must be 18 years of age or older, unless an immediate family member, i.e., brother, sister, son or daughter and remain in the company of resident at all times. Overnight guests (0000 - 0600) are not permitted.

12.5. **Cohabitation.** Rooms are for assigned residents only. At no time will residents allow other individuals to reside in their room.

12.6. **Open Flames.** Burning candles, incense, etc., in the room and barbecuing inside dormitories or the walkways is prohibited.

13. Room Assignment, Termination, and Changes.

13.1. **Room Assignment.** All residents, regardless of rank, are assigned private rooms. Upon assignment, the ADL provides residents with a detailed dormitory briefing and linens. Residents must acknowledge in writing they have read and understand all provisions of this instruction and their potential liability; inventory and sign for furnishings; and provide written documentation of damages to room and furnishings at time of occupancy. Residents will provide any list of damages to the ADL within three duty days of assignment. The AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, will be completed in conjunction with room assignment (see [Attachment 2](#)).

13.1.1. **Priority 1 Hardship Assignment.** Priority 3 bachelors in pay grade E-5 and above or Priority 4 personnel, married or entitled to with dependent rate BAH, may be assigned to the dorms with approval of the Commander Vice, SLD 45 Installation Support. Requests for Priority 1 status must be submitted in writing with complete justification, length of stay, supporting documentation and be endorsed by the requestor's First Sergeant or commander. All requests must be routed through the Housing Office.

13.1.2. **Priority 4 Space Available Assignment.** Personnel married or entitled to with dependent rate BAH may be assigned a dorm room if space is available. Requests for space available assignment must be submitted in writing to the ADL. Written requests must contain complete justification, length of stay, supporting documentation and be endorsed by the requestor's First Sergeant or commander. Priority 4 residents will be given 30 days' notice to terminate if rooms are needed to house space required residents.

13.2. **Room Termination.** Residents separating or have an upcoming Personal Change of Station (PCS) must notify the ADL of termination NLT 30 days prior to departure. Upon notification, a pre-inspection and final inspection will be scheduled. To terminate dorm room; furniture, bathroom and interior room must meet established standards for cleanliness. Should occupant caused damage or missing furniture be identified, all paperwork will be completed prior to departure. Noncompliance with termination procedures could delay departure.

13.3. **Room Changes.** Residents who desire to change rooms may do so at their own expense. Residents must submit a letter of request to the ADL. When changing, residents will comply with room assignment and termination procedures and must have their previous room ready for final inspection.

14. Leave and Temporary Duty Assignments (TDY). Residents must notify the ADL of leave or TDY exceeding five days. If a resident's automobile or motorcycle remains in the dormitory parking area during their absence, a representative should be designated to handle emergencies that require vehicle relocation. Prior to departure, residents must ensure their room is in inspection order, proper storage of food and refrigerator is cleared of any food or beverage items that will expire during their absence.

15. Dormitory Details.

15.1. **Bay Orderly.** All residents, are required to perform bay orderly to maintain common areas. Bay orderlies are scheduled and supervised by the ADL. The detail lasts seven days beginning on Monday and ending Sunday. On normal duty days, bay orderly must report to the ADL Office for instructions. On holidays and weekends, bay orderly will be provided with advance instructions. Residents performing bay orderly may wear military physical training uniform in lieu of a utility uniform while performing duties.

15.2. **Charge of Quarters.** If problems such as vandalism, unauthorized guests, security, trash, etc., take place, bay orderlies or other military members will be required to perform Charge of Quarters (CQ). The SLD/CC or his/her designee is the determination authority to begin CQ rotations. Details are scheduled for non-duty hours. The ADL will schedule and provide instruction to detailees.

16. Neighbors. It is not easy for a large group of people from different walks of life to live together in such close quarters. Courtesy goes a long way in helping reduce tension among residents and must be observed at all times.

16.1. **Quiet Time.** Since many residents are shift workers, quiet time is seven days a week, 24 hours per day. If stereo music, television noise or other sounds can be heard outside the room or through the walls, it's too loud. Be considerate and keep the volume down.

16.2. **Noise Control.** Should neighbors become noisy, ask that they keep the noise down. If noise persists, notify the ADL or call Security Forces on non-duty days or after hours at 321-494-2008.

16.3. **Common Areas.** Picnic pavilion, dayrooms and associated games, kitchens and laundry rooms are for residents to share and are not for use by non-resident.

16.3.1. **Picnic Pavilion.** The picnic pavilion located between Bldgs.' 505 and 506 is used on a first-come, first-serve basis. Residents must abide by cleaning and fire safety standards stated in this instruction.

16.3.2. **Dayrooms.** Each dormitory has dayrooms equipped with televisions, Wi-Fi and various games for use on a first-come, first-serve basis. Residents will abide by cleaning standards, return furnishings to their original location if rearranged, and at no time remove furnishings from the dayroom.

16.3.3. **Kitchens.** Each dormitory has a community kitchen fully equipped with stove, oven, microwave, refrigerator and sink for use on a first-come, first-serve basis. Residents must abide by both cleaning and safety standards. Grease must not be poured down the sink, which can cause costly stoppages and backups. Refrigerators are for food storage during preparation and not long term storage. However, should large quantities of food require refrigeration to support a dormitory function or party, the kitchen refrigerator may be used for overnight storage with permission from ADL.

16.3.4. **Laundry Rooms.** Laundry rooms are located on each floor and are used on a first-come, first-serve basis. Residents must abide by both cleaning and fire safety standards. Prior to use, all pockets must be checked for paper, food, gum, ink pens, etc., which will cause damage to clothing as well as washers and dryers. Laundry must not be left unattended for any length of time and should be removed from machines in a timely manner. Clothing and items left behind will be placed in lost and found in respective laundry room for 7 days. After 7 days the clothing and items will be donated or disposed by ADL.

16.4. **Parties and Social Gatherings.** Large organized gatherings are permitted in dayrooms, pavilion and picnic area and must be coordinated with the ADL. Residents organizing an event are responsible for crowd control, clean-up and returning furnishings to their original configuration. Noise levels must be kept low at all times.

17. Energy and Environmental Conservation.

17.1. **Energy.** With rising utility costs and smaller budgets, each resident is required to help conserve energy by following a few simple rules. Keep exterior doors and windows closed during periods of cooling and heating. Turn off all lights and appliances when not in use, to include common areas. Wash full loads of laundry, being careful not to overload washers and dryers and ensure dryer lint traps are cleaned before and after use.

17.2. **Environment.** Residents must do their part in protecting the environment. Hazardous materials such as automobile lubricants, grease, coolants, etc., must never be poured into the drainage system or ground. The Auto Hobby Shop Bldg. 331 accepts used oil during normal operating hours; however, other items such as coolants, batteries and tires must be disposed of at a local service station, automotive parts store, or city land fill.

18. Fire Protection. The following information briefly addresses fire protection. Acknowledgment and familiarization with AFI 32-2001, *Fire and Emergency Services (F&ES) Program*, is mandatory upon assignment.

18.1. Fire Prevention.

18.1.1. **Housekeeping.** Good housekeeping is an essential part of fire prevention. Remove trash from your room daily. Extinguish smoking material only in approved containers. Do not store flammable liquids, paints, or gases other than fuel for cigarette lighters or cosmetic aerosol sprays in the room.

18.1.2. **Appliances.** Use of appliances such as hot plates, electric fry pans, small stoves, griddles and grills are prohibited in rooms. Residents may use the provided approved microwaves, coffeepots and air fryers. Unmentioned appliances must be approved for use by the ADL. Do not leave the room when appliances are in operation or plugged in and unplug when not in use. Room issued refrigerators and microwaves can be left plugged in at all times. Refrigerators and microwaves cannot be plugged in via extension cords. Extension cords can be used for electronics, but must be UL approved, single outlet or multiple outlet surge protectors, and continuous length without splices. Extension cords must not be secured to walls, placed under floor coverings, or through holes in wall or ceiling.

18.1.3. **Kitchen and Unattended Cooking.** Cooking is the leading cause of kitchen fires. To prevent fires, do not leave the kitchen unattended when cooking. Clean grease spills from the stove and oven area and ensure stove and ovens are turned off after use. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the Fire Department at 911. Never use water on a grease fire and do not attempt to move the pan.

18.1.4. **Laundry Room.** Lint accumulated in the lint traps of clothes dryers is a serious fire hazard. Check and clean the lint trap before each use and after use.

18.1.5. **Barbecue Grills.** Barbecue grills are provided for dormitory residents. Since storage of flammable liquids is prohibited in dorm rooms and storage areas, it is recommended that small amounts of self-starting charcoal be purchased and used. After use, grease on or around grill must be removed, fires totally extinguished and remaining charcoal removed. For provided lighter fluid and charcoal contact the ADL.

18.2. **Fire Detection and Suppression.** Each dormitory is equipped with smoke detectors, heat sensors and alarm pull stations monitored by the base Fire Department. Also, every dormitory is equipped with fire suppression equipment and heat activated overhead sprinkler systems, for use on the three most common classes of fire. **CAUTION.** A glancing blow from any object can activate the overhead sprinkler system. Residents must use extreme caution when moving furniture and refrain from touching the sprinkler head. Accidental activation of the system will cause serious water damage affecting both personal and government property. Tampering with fire detection and suppression equipment is strictly prohibited. Upon assignment, each resident is required to become familiar with alarm pull station and fire extinguisher locations.

18.3. **Fire Reporting.** All fires must be reported. If a fire is discovered, take immediate action. Activate the fire alarm pull station if the fire alarm is not activated and call 911. Inform the 911 operator that fire is at Patrick SFB and do not hang up the phone until told to do so. Direct firefighters to the scene of the fire.

18.4. **Fire Evacuation.** All residents are required to evacuate the dormitory upon activation of the fire alarm. Residents of Dormitories 505 and 506 will assemble east of the buildings on the opposite side of Falcon Avenue. Residents must stay clear of the building until told to reenter by the Fire Department.

19. Security. Residents are responsible for safeguarding both personal and government property from destruction, vandalism or theft. Security Forces routinely patrols the dormitory area and investigate all reported incidents. Report suspicious activities to the Security Forces Law Enforcement Desk at 321-494-2008.

19.1. **Personal Quarters.** Each room is equipped with exterior door and interior bathroom door locks as well as window latches. To protect personal belongings, lock doors and windows when departing the area or sleeping. Additionally, personal property should be identified by means of engraving last four of the member's social security number on the item. During the duty day there are occasions when access to a room is required for maintenance or inspection. Though an escort is provided, store valuable and highly pilferable belongings in a wardrobe closet.

19.2. **Closed Circuit Television System.** Building 505 and Building 506 are monitored by constant camera surveillance. The cameras record activity 24 hours a day, 7 days a week. The cameras are located in both buildings' walkways, common areas, parking lots, exteriors and interiors on all 3 floors of both buildings.

19.3. **Lockouts.** Should a lockout occur during duty hours, contact the ADL for assistance; during non-duty hours, notify Security Forces at 321-494-2008.

19.4. **Common Areas.** To prevent unauthorized access, each door is locked from outside and can be opened utilizing your assigned room key. Do not tamper with locks, doors or door closures.

19.5. **Vehicles.** Automobiles and motorcycles should be secured at all times. Do not leave easily pilferable items in unlocked automobiles or leave helmets with motorcycles. Bicycles will be stored and secured in the first floor storage areas or in garage.

20. Disaster Preparedness. Man-made and natural disasters may dictate the need to evacuate and relocate to temporary shelter or use other housing alternatives. If ordered to evacuate, residents should bring adequate changes of clothing, hygiene products, medication, books, games and snack items. Follow the instructions provided by your chain of command.

20.1. **Hazmat or Weapons of Mass Destruction Incidents.** Dormitories are not designed as shelters in the event of hazmat accidents or attacks using biological, chemical or nuclear agents. The need to evacuate and relocate to a temporary shelter will depend upon the nature of the incident and decision of the Space Launch Delta or On-Scene Commander.

20.2. **Hurricanes.** Dormitories are not hurricane shelters. If ordered to evacuate, residents must depart dormitories and seek shelter as directed by your unit.

20.3. **Tornadoes.** Residents should seek shelter in center bathrooms on the lowest floor possible of dorms.

20.4. **Temporary or Permanent Relocation of Residents.** If rooms or complete dorms become uninhabitable as a result of man-made or natural disasters the following actions may be taken to house displaced residents:

20.4.1. Relocate to vacant unaffected dorm rooms while attempting to maintain single-room-occupancy.

20.4.2. Notify Priority 3 and 4 (space available) residents to terminate quarters.

20.4.3. Temporarily assign residents with the lowest rank and date of rank to double occupancy rooms.

20.4.4. Temporarily utilize vacant Lodging facilities.

20.4.5. Authorize Priority 2 residents to reside off-base with entitlements.

21. Residing Off-Base. Under certain circumstances, bachelor personnel are allowed to reside off-base with or without allowances. All personnel will contact the Base Housing Office for a mandatory off-base briefing prior to entering into any off-base lease or sales agreement.

21.1. **Bachelor E-5 and Above and Office of Special Investigation Agents.** Authorized to reside off-base with allowances.

21.2. **Bachelor E-4 and Below.**

21.2.1. **Without Allowances.** Personnel in grades of E-4 and below may reside off-base without allowances with written permission from their commander or First Sergeant. Residents who reside off-base without allowances will maintain an assigned dormitory room. Residents are required to maintain their dorm room to cleanliness standards and must participate in scheduled details.

21.2.2. **With Allowances.** Personnel in grades E-4 and below can reside off-base with allowances based upon a bonafide hardship approved by the Commander Vice, Space Launch Delta Installation Support or when occupancy rates for Priority 1 and 2 residents exceed 95 percent.

21.2.2.1. **Hardships.** Residents with a hardship must submit a written request with recommendation from the squadron commander or First Sergeant to the ADL for approval. The request must be factual and supported by hardship documentation. Additionally, the member must have a completed budget analysis from the Airmen and Family Readiness Center indicating the ability to absorb the additional expense of residing in the local community.

21.2.2.2. **Occupancy.** When occupancy rates exceed 95 percent for Priority 1 and 2 residents, members on the Basic Housing Allowance Waiting List will be notified in writing by the ADL of the opportunity to move off-base upon approval from residents Senior Leadership, First Sergeant and Commander. Selection is based upon the number of rooms needed for lower ranking inbound personnel. Each member must complete dormitory out-processing checklist, final room inspection and turn in dormitory room key prior to receiving BAH authorization paperwork.

21.2.2.3. **Evictions.** Once a dorm resident is an E-4 with 3 YOS, they will be moved to priority 3 status. When the dorm occupancy rate is above 95%, they will be directed to move out of UH within 45 days of official notice from ADL and approval from Senior Leadership. If the residents' Senior Leadership does not approve the resident to move the residents' Commander must write an MFR requesting approval to require their member to remain in UH as per Command Directed priority one status. The MFR will be approved or disapproved by 45 SLD/CV or his/her designee.

22. Business.

22.1. **Solicitation.** All forms of solicitation are strictly prohibited in the dormitories. Report solicitors to ADL or Security Forces Law Enforcement Desk at 321-494-2008.

22.2. **Business in the Home.** Residents may conduct a home business from the dormitory. Residents must submit a written request to ADL and Base Housing Office in accordance with DODI 1344.07_AFI 36-2925, *Personal Commercial Solicitation on DOD Installations*. Requests must contain detailed information (e.g., nature of business, products to be sold and anticipated clientele) and a recommendation by the squadron commander or First Sergeant. Residents must comply with the applicable rules concerning off-duty employment found in AFSPCI 51-4, *Off-Duty Employment*. Upon approval by ADL and Base Housing Office, resident will provide a copy of the approval to ADL.

STEPHEN G. PURDY, JR.
Major General (Sel), USSF
Commander

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

AFI 32-1001, *Civil Engineer Operations*, 4 October 2019

AFI 32-6000, *Housing Management*, 18 March 2020

AFI 48-104, *Tobacco Free Living*, 11 July 2019

DODI 1344.07_AFI 32-2925, *Personal Commercial Solicitation on DOD Installations*, 4 December 2018

Adopted Forms

AF Form 4422, *Sex Offender Disclosure And Acknowledgement*

Abbreviations and Acronyms

ADL—Airman Dorm Leader

BAH—Basic Allowance for Housing

CAC—Common Access Card

CQ—Charge of Quarters

DTA—Designated Tobacco Area

FMO—Furnishings Management Officer

NLT—No Later Than

PCS—Permanent Change of Station

TDY—Temporary Duty Assignment

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing

UL—Underwriter Laboratory

Attachment 2

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Figure A2.1. Sex Offender Disclosure And Acknowledgement.

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT	
<i>Attach to application for military, government-managed and privatized housing</i>	
<p>I, (print name), _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, <i>Application for Assignment to Housing</i>.</p>	
POLICIES	
<p>Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.</p> <p>If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.</p> <p>If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.</p> <p>Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.</p>	
PROCEDURES	
<p>Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:</p> <ol style="list-style-type: none"> 1. Whether the sex offender is the military member, civilian or dependent 2. Nature and circumstances of the offense 3. Exact criminal statute or law under which the person was convicted 4. State or jurisdiction where the offense occurred and was adjudicated 5. Elapsed time since the offense was committed 6. Age of the offender at the time the offense was committed 7. Age of the victim at the time the offense was committed 8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law 9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration 10. Conditions of parole/probation or monitoring, if any 	
CONSEQUENCES	
<p>Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>

Attachment 3

DORMITORY ROOM INSPECTION CHECKLIST

Figure A3.1. Dormitory Room Inspection Checklist.

SLD 45 DORMITORY ROOM INSPECTION CHECKLIST				
ROOM:	BLDG:	OCCUPANT:		
ROOM INSPECTION GUIDELINES				
A = Outstanding (no more than 1 discrepancy) B = Satisfactory (no more than 4 discrepancies)				
C = Unsatisfactory (more than 4 discrepancies)				
NOTE: Rooms may be failed with less discrepancies if the room is unhealthy or unsanitary				
TODAY'S ROOM RATING:		A	B	C
ITEMS INSPECTED			SAT	UNSAT
1.	BEDS (MADE WITH A NEAT APPEARANCE)		<input type="checkbox"/>	<input type="checkbox"/>
2.	FLOORS /TILE (CLEAN AND/OR MOPPED)		<input type="checkbox"/>	<input type="checkbox"/>
3.	TRASH (WASTE BASKET EMPTY WITH NEW PLASTIC BAG)		<input type="checkbox"/>	<input type="checkbox"/>
4.	FURNITURE (FREE OF DUST - ALL)		<input type="checkbox"/>	<input type="checkbox"/>
5.	BEDROOM SINK AREA (FREE OF SOAP SCUM, MIRROR CLEAN, FIXTURES POLISHED, DUST REMOVED)		<input type="checkbox"/>	<input type="checkbox"/>
6.	CLOTHING (PROPERLY STORED/HUNG, DIRTY CLOTHES IN HAMPER OR EQUIV.)		<input type="checkbox"/>	<input type="checkbox"/>
7.	WINDOWS (LEDGES, SILLS, GLASS/CLEANED; INSIDE AND OUT)		<input type="checkbox"/>	<input type="checkbox"/>
8.	INTERIOR WALL DECORATIONS (TASTEFUL AND NEATLY ARRANGED)		<input type="checkbox"/>	<input type="checkbox"/>
9.	REFRIGERATOR (CLEAN AND DEFROSTED-INCLUDES SEAL)		<input type="checkbox"/>	<input type="checkbox"/>
10.	FREEZER (CLEAN AND DEFROSTED-INCLUDES SEAL)		<input type="checkbox"/>	<input type="checkbox"/>
11.	WALLS/CEILINGS (PAINT, CLEANLINESS AND NO SIGNIFICANT DAMAGE)		<input type="checkbox"/>	<input type="checkbox"/>
12.	A/C VENT & CEILING FAN (FREE OF DUST)		<input type="checkbox"/>	<input type="checkbox"/>
13.	PERSONAL APPLIANCES (CLEAN/AUTHORIZED) (KITCHEN, BATHROOM, HEAT SOURCE, ETC.) HEAT SOURCE APPLIANCES PLUGGED IN IS AUTOMATIC FAILURE		<input type="checkbox"/>	<input type="checkbox"/>
14.	BATHROOM (FREE OF EXCESSIVE SOAP SCUM, MOLD/MILDEW, FIXTURES REASONABLY POLISHED, COMMODE CLEAN TO INCLUDE BASE, FLOORS)		<input type="checkbox"/>	<input type="checkbox"/>
15.	MICROWAVE (CLEAN INSIDE AND OUT, FREE OF FOOD)		<input type="checkbox"/>	<input type="checkbox"/>
16.	SAFETY (INCLUDES FIRE HAZARDS, OVERLOADED CIRCUITS, SMOKING MATERIALS, FRAYED ELECTRICAL CORDS, ELECTRICAL COOKWARE AND FURNITURE ARRANGEMENT) FLAMMABLE MATERIAL IS AUTOMATIC FAILURE		<input type="checkbox"/>	<input type="checkbox"/>
17.	SECURITY (LOCK DOORS) UNLOCKED DOOR IS AUTOMATIC FAILURE		<input type="checkbox"/>	<input type="checkbox"/>
18.	APPEARANCE (UNCLUTTERED AND NEATLY ARRANGED)		<input type="checkbox"/>	<input type="checkbox"/>
19.	MISC. (NO UNAUTHORIZED PERSONAL ITEMS, BELONGINGS IN GOOD REPAIR, CURTAINS PROPERLY HUNG)		<input type="checkbox"/>	<input type="checkbox"/>
20.	DOOR (OUTSIDE WIPED CLEAN WITH NO DECALS, STICKERS OR WRITING)		<input type="checkbox"/>	<input type="checkbox"/>
21.	AREA IN THE IMMEDIATE VICINITY OF THE EXTERIOR DOOR (CLEAN)		<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:				
PASS <input type="checkbox"/>		FAIL <input type="checkbox"/>		REINSPECTION DATE AND TIME:
DATE:		ROOM INSPECTED BY:		