

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
32-6005**



**16 FEBRUARY 2017**

*Incorporating Change 2, 7 NOVEMBER 2019*

**Civil Engineering**

**UNACCOMPANIED HOUSING  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publication is available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 8 CES/CEI

Certified by: 8 MSG/CC  
(Colonel Richard A. McKee)

Pages: 27

---

This instruction implements and fulfills requirements of Air Force Instruction (AFI) 32-6005, *Unaccompanied Housing (UH) Management* and Air Force Policy Directive (AFPD) 32-60, *Housing*. It establishes procedures for providing housing to all personnel assigned, attached, and associate units to the 8th Fighter Wing (FW), Kunsan Air Base (AB), Republic of Korea. It applies to all personnel housed on Kunsan AB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 United States Code (U.S.C.) 8013, Secretary of the Air Force: Powers and duties; delegation by Executive Order (E.O.) 9397.

***SUMMARY OF CHANGES***

This interim change aligns the instruction with Kunsan's Community Standards and a 24 April 2019 AFI32-6005 Guidance Memorandum issued by PACAF. The first change adds the requirement for Unit/Squadron Commanders to designate a unit sponsor coordinator. The second change clarifies the definition of family member. The third change adds a sample letter for overnight dependent stays and adds a requirement for window stops when small children are present. The fourth change authorizes the Installation Commander to waive certain restrictions, per-PACAF's Guidance Memo. The fifth change adds the requirement for semi-annual health and wellness inspections to be performed by Wing and Squadron leadership.

1.	Overview.....	4
2.	Responsibilities.....	4
3.	Bay Orderly Program.....	7
4.	Resident Quarters Cleaning Standards.....	8
5.	Facility Maintenance.....	9
6.	Fire Protection.....	10
7.	Visitation.....	11
8.	Mil-to-Mil Unaccompanied Tour and Room Assignments .....	11
9.	Tobacco Use. ....	12
10.	Alcohol Consumption. ....	12
11.	Weapons.....	12
12.	Decorations. ....	12
13.	In-processing and Out-processing Procedures.....	13
14.	General Guidelines and Procedures. ....	13
15.	Temporary Accommodations: .....	15
16.	Semi-Annual Life, Health, and Safety (LHS) Inspections: .....	16
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>17</b>
	<b>Attachment 2—DORMITORY ROOM INSPECTION CHECKLIST</b>	<b>19</b>
	<b>Attachment 3—OUT-PROCESSING INSPECTION CHECKLIST</b>	<b>20</b>
	<b>Attachment 4—U-FIX-IT MAINTENANCE</b>	<b>21</b>
	<b>Attachment 5—BAY ORDERLY RESPONSIBILITIES</b>	<b>22</b>

**Attachment 6—MASTER KEY STATEMENT OF UNDERSTANDING**

**25**

**Attachment 7—SAMPLE SPONSOR APPOINTMENT LETTER**

**26**

**Attachment 8—SAMPLE LETTER FOR DORMITORY VISITATION REQUEST**

**27**

## 1. Overview.

1.1. Mission Requirements. Due to the unique mission at Kunsan AB and the need to respond quickly to events on the peninsula, all military personnel assigned to Kunsan AB are designated as Priority 1 personnel and are required to live on base.

## 2. Responsibilities.

### 2.1. 8th Fighter Wing Command Chief (8 FW/CCC).

2.1.1. Participates in dormitory military construction planning as required.

2.1.2. Ensures the 8th Fighter Wing Commander's (8 FW/CC) policies and procedures are known and understood by all dormitory residents.

2.1.3. Briefs wing and group commanders on dormitory trends observed and advocates for quality of life improvements with wing leadership.

2.1.4. Coordinates with first sergeants and dormitory managers to ensure a high standard of living in the dormitories.

2.1.5. Coordinates distinguished visitor tours with first sergeants and 8th Civil Engineer Squadron Unaccompanied Housing (8 CES/CEIH).

2.1.6. Chairs Installation Dormitory Council (IDC) meetings and provides guidance and mentoring to the Airman Dormitory Councils; determines frequency of IDC meetings, as required.

2.1.7. Serves as a voting member of the QIC (if established).

### 2.2. Unit/Squadron Commanders .

2.2.1. Delegates routine management of UH responsibilities to first sergeant, as desired.

2.2.2. Conduct monthly morale visits with dormitory residents in accordance with AFI 32-6005.

2.2.3. Conduct monthly inspections IAW the Dormitory Room Inspection Checklist (Attachment 2).

2.2.4. Assign members to perform bay orderly duties no later than one week prior to their scheduled week in accordance with requirements established by Unaccompanied Housing Management.

2.2.5. Work with their respective Airman Dorm Leader(s) (ADL) to ensure cleanliness and safety within their respective dormitories.

2.2.6. Clear the room of any member who is transferred to a confinement facility, receives an approved assignment curtailment, or otherwise is unable to satisfactorily terminate the room assignment under normal conditions.

2.2.7. Serves on the QIC (if established).

2.2.8. Designates primary and alternate sponsor coordinators for each unit using an official appointment letter. Each unit shall provide a signed appointment letter to 8 CES/CEIH via [8ces.ADL2@us.af.mil](mailto:8ces.ADL2@us.af.mil). The sponsor coordinators are the focal point of contact for inbound personnel assigned to their unit. Completing the appointment letter is necessary to establish continuity between ADLs, units and inbound members, and to ensure rooms are efficiently assigned (Attachment 7).

### 2.3. 8 CES/CEIH.

2.3.1. Serves as the base OPR for this instruction.

2.3.2. Manages day-to-day operations of permanent party UH facilities to include dormitories, Unaccompanied Noncommissioned Officer (NCO) Quarters (UNCOQs) and Unaccompanied Officer Quarters (UOQs). Determines eligibility, assigns, terminates and maintains waiting lists. Conducts initial, pre-final and final dorm inspections.

2.3.3. Performs facility management for UH IAW AFI 32-1001, *Operations Management*.

2.3.4. Ensures resident compliance with directives and military living standards.

2.3.5. Coordinates with unit/squadron commanders on UH matters impacting good order and discipline and exercises general supervision of residents to enforce UH policies.

2.3.6. Liaises with first sergeants, commanders and 8 FW/CCC regarding dorm issues, concerns, and initiatives.

2.3.7. Manages occupancy, by room, in the Enterprise Military Housing (eMH) module.

2.3.7.1. Ensures physical occupancy checks/visits are conducted monthly by ADLs to ensure ownership, health/welfare of the occupants and functionality of the quarters.

2.3.8. Ensures accountability of UH furnishings and appliances. An AF Form 228, *Furnishings Custody Receipt and Condition Report*, is completed by the resident upon assignment. Exceptions and damages will be verified by an ADL and annotated on the form.

2.3.9. Identifies individual room and public area safety and health hazards and notifies the appropriate agencies.

2.3.10. Provides unit commanders and/or first sergeants staffing requirements for bay orderlies.

2.3.11. Performs space allocation assessments as required and makes recommendations to ensure optimum utilization.

2.3.12. Conducts an inventory when an individual vacates their room to make sure all furnishings are in good repair, there is no damage beyond normal wear and tear, and the room has been thoroughly cleaned and is ready for re-occupancy. When damage beyond normal wear and tear is evident, repair/replacement will be pursued at the member's expense IAW Department of Defense (DoD) Directive 7000.14-R, Volume 12, Chapter 7 *Financial Liability for Government Property Lost, Damaged, or Destroyed*.

2.3.13. Initiates a Report of Survey (ROS) for resident damages to UH, to include furnishings and other government equipment/property that meet conditions described in paragraph 2.3.12 of this instruction.

2.3.14. Serves as an advisor on dormitory councils and facilitates the IDC as determined by 8 FW/CCC.

2.3.15. Participates in the QIC, if required, and ensures all required UH inputs are provided.

2.3.16. Conducts annual assessment of furniture and provides results to the Furnishing Management Office Noncommissioned Officer in Charge (NCOIC) (AFI 32-6004, *Furnishing Management*).

2.3.17. Identifies annual and 5 year UH furnishings requirements. Ensures all UH requirements are included in the QIP.

2.3.18. Identifies budget requirements, purchases and controls UH supplies, including initial issue and replacement linens for dormitories. Provides replacement items and cleaning supplies to bay orderlies to maintain common areas (e.g., light bulbs, window cleaner, paper towels, wax and furniture polish).

2.3.19. Assigns all rooms; maintains and issues all individual room keys, ensuring control of all master keys.

2.3.20. Provides on-call, after hours support for dormitory emergencies (e.g. lock malfunction, urgent work coordination).

2.3.21. Updates and publishes 8 FW UH guidance and ensures updated UH information is included in all newcomer information resources.

#### **2.4. Residents.**

2.4.1. Maintain assigned quarters and common areas IAW this instruction. Dormitories are shared quarters and responsibility for maintaining order and cleanliness must be shared. Respect for fellow residents, displayed by taking responsibility for personal conduct and meeting the requirements outlined in this instruction, is critical in the wing's ability to provide adequate housing to all members.

2.4.2. Ensure the cleanliness of assigned quarters in accordance with Dormitory Room Inspection Checklist (Attachment 2).

2.4.3. Conduct U-Fix-It maintenance IAW self-help guidance provided in Attachment 4.

2.4.3.1. Replace inoperable light bulbs in assigned dorm rooms. Residents may turn in the inoperable light bulb for a replacement with ADL.

2.4.3.2. Replace Heating, Ventilation, Air Conditioning (HVAC) filters during out-processing inspection in the presence of their ADL. The occupant will annotate this replacement on their out-processing checklist.

2.4.3.3. Inbound members will verify that a clean HVAC filter is installed in their room and annotate it on their AF Form 228.

2.4.3.4. Request a new HVAC filter from their ADL no later than 90 days prior to their out-processing month. **NOTE:** Filters are not a U-Fix-It item and can only be ordered by the ADL.

2.4.4. Schedule an out-processing appointment with the ADL no earlier than 30 days from departure and ensure the standards outlined in the out-processing checklist are met (Attachment 3). Failure to out-process with the ADL or failure to pass the out-processing inspection may delay the resident's departure. Residents that elect to have their room cleaned by a room cleaning service must still schedule an out-processing appointment and ensure cleanliness and clearing standards are met prior to the appointment.

2.4.5. Refrain from making excessive noise. Any noise that can be heard outside of the dormitory room is considered excessive.

2.4.6. **IMMEDIATELY notify respective unit commander and 8th Civil Engineer Squadron Fire Department (8 CES/CEF) of any fire safety issue or unsafe condition, IAW 8 FWI 32-2001, Fire Prevention Program.** This verbal notification will be followed up within 12 hours or less with an electronic notification to the following:

2.4.6.1. Respective unit commander(s).

2.4.6.2. 8 CES/CEF and Base Fire Marshal by calling the Emergency Communication Center (ECC) at 782-4471 and notifying the ECC that you have a "Priority Report."

2.4.7. Be familiar with, and meet, the requirements in this instruction and AFI 32-6005 Paragraph 1.4.7.

### 3. Bay Orderly Program.

3.1. **Responsibilities.** The bay orderly's primary responsibility is the cleanliness and general upkeep of common areas. Attachment 4, The Bay Orderly Responsibilities, outlines the basic requirements for cleaning dormitory common areas. The Unaccompanied Housing Manager (UHM) may assign additional tasks.

3.2. **Requirements.** Bay orderly requirements are determined by UHM based on authorized Unit Manning Document (UMD) divided by 52. Each unit's requirement will include members from dorms occupied by their unit. The intent is for every resident to perform bay orderly duty for one week during a one-year period.

3.2.1. The UHM is responsible for providing the first sergeants with the requirement for bay orderlies. The first sergeant is responsible for assigning their respective unit bay orderlies IAW paragraph 2.2.4 of this instruction.

3.2.2. The ADL is responsible for overseeing bay orderlies and verifying the completion of all assigned tasks. Issues of consistent underperformance or failure to show will be reported to the member's unit commander and first sergeant for appropriate action.

### 3.3. Parameters.

3.3.1. The bay orderly week begins on Monday and ends on Friday. Bay orderlies will report to the Housing Office at 0900 during the week, unless instructed otherwise by UHM. In addition, bay orderlies will be released by their ADL at 1700, or upon completion of their tasks, as confirmed by the ADL. Bay orderlies will not be released earlier than 1700 without proper cause.

3.3.2. UHM will provide unit commanders and/or first sergeants with an electronic copy of the sign-in roster to confirm their unit has met the fair share requirements. Unit commanders are responsible for ensuring their unit is meeting the fair share staffing requirements.

3.3.3. Bay orderly uniform is Airman Battle Uniform (ABU), Monday – Friday.

3.3.4. Bay orderlies may be tasked with duties assisting Furnishings Management and projects in other dormitories.

3.4. USNCOQ and UOQ residents will ensure their respective dorm, dorm common areas, and building surrounding areas are clean, tidy, and clear of debris.

3.4.1. Each dorm building will have a resident body representative confirmed by UHM. The default representative will be the senior ranking resident; however, representatives may be filled by volunteer(s).

3.4.2. UOQ and USNCOQ residents shall manage their respective dorm's cleaning schedule. UHM will request a copy of the cleaning schedule and plan proposals from dorm representatives for review quarterly. UHM reserves the right to disapprove or cancel a cleaning schedule or plan at any time. If the cleaning schedule or cleaning plan is cancelled or not approved, residents will perform cleaning duties as described in paragraph 3.4.3 of this instruction.

3.4.3. UOQ and USNCOQ residents will perform weekend bay orderly duties for their buildings as scheduled according to their room assignment if there is no approved plan in place. Senior noncommissioned officer (SNCO) and officer bay orderlies that have a schedule conflict or otherwise cannot perform bay orderly duties are responsible for coordinating a replacement for their assigned duty period.

#### **4. Resident Quarters Cleaning Standards.**

4.1. Neat, clean, and orderly living quarters are essential to good health and hygiene. The condition of individual areas in the room, latrine, hallways, and storage rooms characterize the person and the unit in the eyes of others. The primary objective is for UH to be kept clean and orderly (See Attachment 2 for the specific checklist).

4.2. Contents of individual wall lockers, wardrobes, and closets will be neatly arranged. Outside surfaces of lockers will be free of stains, marks, stickers, and graffiti. Doors and drawers left ajar or overflowing with contents are subject to inspection.

4.3. Clean blinds and drapes regularly. Drapes will be neatly hung, clean, and free of stains. Clean inside windows, channels and windowsills monthly. Outside windows will be cleaned and washed at the discretion of 8 CES/CEIH.



4.4. Residents are responsible for routine spot removal and vacuuming carpet thoroughly to remove foreign matter. Do not use general purpose cleansers such as Formula 409®, Resolve®, Spot Shot®, Windex®, or any other product containing a bleaching agent (chlorine) on carpet. Use only cleaning products and shampoos provided or recommended by 8 CES/CEIH. Non-removable stains are considered beyond fair wear and tear and, therefore, are resident-caused damages for which the resident will be held liable. Any stains that cannot be removed will result in charges for replacement.

4.5. Residents must take trash to the dumpster daily. It may not be left outside the room or placed in the dayroom or other common areas. Residents are responsible for picking up all trash in front of their doorway/window within 10 feet from entrances.

4.6. Keep light fixtures with working bulbs, lamps, wall plugs, and switches clean, and in good repair. Replacement common light bulbs are available from the 8 CES/CEIH office. Residents may be issued two common light bulbs per month.

4.7. Clean interiors of refrigerators regularly. Defrost the freezer as needed or directed by first sergeants or 8 CES/CEIH. Remove all food particles or dust/dirt from the rubber seals around the edge of the doors leaving them clean. Be sure to clean around and under the refrigerator. While defrosting the freezer, do not use sharp instruments to chip away ice. This practice may puncture the coils, and you may be held liable for replacing the unit.

4.8. Clean ovens, broiler units, and top burners regularly to prevent a fire hazard. Use oven cleaner only on the inside of the oven. Do not use cleaner on ovens that are self-cleaning. Residents are liable for any damage caused to the range. Oven cleaner is extremely caustic and will damage any surface it comes in contact with other than the inside of the oven. Do not leave the oven unattended when it is in use.

4.9. Keep microwaves clean at all times. Do not leave the microwave unattended when it is in use.

4.10. Bathrooms must be kept especially clean due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant-type cleaner, weekly. Clean the shower tile, bathtub, and sliding glass doors/shower curtain, with a disinfectant-type cleaner at least weekly. Remove soap scum and other residue on walls. Utilize the built-in exhaust fans to clear the bathroom of excess moisture in the air after showering. Be sure the ceiling light is clean and operational. Be sure the entire ceiling is clean and has no build-up of mold or mildew. Clean the floor, to include behind the toilet and in the corners. Keep mirrors clean and free of stains and splatters.

4.11. Residents will be held liable for all damage to government property in their room beyond fair wear-and-tear. This includes damage or loss of property due to unauthorized modification of furnishings.

## **5. Facility Maintenance.**

5.1. Residents who observe common area maintenance discrepancies must report the discrepancy to the 8 CES/CEIH office at 782-7079.

5.2. For maintenance discrepancies inside resident quarters to include doors, locks, and windows, members will report the discrepancy to their assigned ADL or 8 CES/CEIH at 782-7079.

5.3. Residents are responsible for scheduling all fair wear-and-tear maintenance ahead of their final-out inspection. Any damages beyond fair wear-and-tear will be cause for government reimbursement before the resident can be released from Unaccompanied Housing.

5.4. The status of open work orders can be viewed through IBM TRIRIGA® or by contacting 8 CES/Customer Service.

## **6. Fire Protection.**

6.1. Dormitory fire evacuation plans show both primary and alternate routes of escape in the event of a fire.

6.2. Furnishings will be arranged so as to not obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors.

6.3. Residents should know the plan and practice their escape route. The plans are located on the exit doors of each dormitory.

6.4. Fire extinguishers are located throughout the dormitory. The fire extinguishers are for firefighting and not for horseplay. Anyone noticing a fire extinguisher that is over- or under-charged, or has been discharged or damaged, must report it to 8 CES/CEIH immediately.

6.5. Storage of flammables or explosives is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wick showing they have been burned), incense, or any open flame.

6.6. The only flammable liquids allowed are for cigarette lighter refilling, cosmetics (i.e. nail polish, nail polish remover, cologne) and household quantities of flammable cleaning supplies such as Lysol® Disinfectant Spray.

6.7. All others including charcoal and lighter fluid must be stored outside the dormitory in a Fire Department approved container.

6.8. Space heaters must be stationed on a non-combustible surface with 18 or more inches of clearance above and around it. They must be Underwriter's Laboratory (UL) approved and shall not be left unattended while the power cord is plugged in.

6.9. Extension cords must be of continuous length without splices and must be UL listed. Extension cords present a tripping hazard. Residents will ensure all cords are positioned in a manner that will not pose this threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors or ceilings. Extension cords will not be used in place of fixed wiring.

6.10. A multiple outlet surge protector, like the type used for computer equipment is authorized if it is UL listed.

6.11. Residents will not disable the self-closing devices on interior doors, or tamper with the fire alarm/smoke detectors.

6.12. Any questions should be directed to the 8 CES/CEF at 782-4471.

## 7. Visitation.

7.1. Receiving visitors in the unaccompanied facilities is a privilege. Personal privacy of UH residents is of paramount concern. Guests are permitted during approved visitation hours as directed by the 8 FW Community Standards, as long as their behavior does not disturb the privacy, or otherwise interfere, with the rights of other residents.

7.2. Residents are responsible for their guests' behavior. No visitor will enter a dormitory without a resident escort.

7.3. All guests not authorized access to the installation must have a current Visitor Pass.

7.4. Unaccompanied residents are prohibited from having a visitor who is under the age of 18 unless the person is a member of the U.S. Armed Forces or the resident's family member. The term "family member" is defined as any member's dependents registered in DEERS. Guests (except for military personnel and family members) must possess, on their person, documentation to prove their age, at all times. Cohabitation with non-military personnel or non-family members is not authorized.

7.5. Member dependents are permitted to remain in quarters overnight, provided the resident obtains written approval from his or her First Sergeant and suite mate(s), using the Dormitory Visitation Request memo (Attachment 8). If small children are present in quarters, residents must request "window stops" from the ADL if not already installed.

7.6. Dependent visits in UH are limited to no more than 30 days.

7.7. Failure to comply with visitation standards will be reported by a Housing Management representative to the member's first sergeant on the first offense, unit commander on the second offense, and the group commander on the third offense.

7.8. Exceptions to policy can be waived by the Installation Commander on a case-by-case basis. The Installation Commander's waiver authority may not be re-delegated.

## 8. Mil-to-Mil Unaccompanied Tour and Room Assignments

8.1. Headquarters Air Force has approved simultaneous concurrent unaccompanied tours at Kunsan AB.

8.2. Mil-to-mil members on a separate unaccompanied assignment to Kunsan AB will not be assigned to cohabitate the same dorm room; each member will be assigned individual UH quarters/room and may be assigned to the adjacent rooms in the same module in a 1+1 room configuration. Officers and SNCOs may be assigned adjacent room assignments in their respective dorm.

8.3. When assigned separate quarters/rooms in a shared module (quad dorms or 1+1 dorms with other occupying members), mil-to-mil spouses are permitted to remain in either members' quarters overnight, provided the resident obtains written permission from his/her commander and suite mates.

## 9. Tobacco Use.

9.1. Residents will not smoke any type of tobacco or similar-type products in their dormitory room or indoor common areas. All installation dormitories are designated non-smoking. Each campus has a designated outdoor tobacco use area within walking distance, and those are the only authorized smoking locations designated by the Fire Marshal. Hookahs are authorized for display purposes as long as they have not been used.

9.1.1. Use of electronic cigarettes (e-cigarettes), or *vaping*, must follow the same rules that apply for tobacco products. They are prohibited in dormitories and are only allowed in approved areas.

**10. Alcohol Consumption.** The legal age for consuming alcoholic drinks is 21. If residents are assigned a suitemate who is under 21, this underage person may NOT possess or consume alcohol.

## 11. Weapons.

11.1. Unless otherwise specified in this instruction, weapons are not authorized in the dormitories. Weapons include, but are not limited to: firearms, bows/arrows, explosives (to include improvised explosives), ammunition, fireworks, knives with blades over six inches long, martial arts weapons, and any item that can be used to propel a projectile.

11.2. Exceptions: During contingency status 8 FW members and/or tenant units assigned to augment base defense efforts are authorized weapons and ammunition if issued from their respective armory. Weapons and ammunition will be policed and turned in upon completion of the contingency status (real-world or exercise). Any ammunition found in a member's room outside of the contingency status and not approved by the appropriate unit commander is unauthorized. Kitchen knives in kitchen areas are allowed.

11.3. Display/Models: Ammunition that is rendered safe and used for the sole intent of display may be authorized in a room when cleared in writing through Explosive Ordnance Disposal and the member's unit commander. All other items classified as a weapon, but designed as a display model (awards, models encased in glass, etc.), must be approved by the unit commander. The resident must be able to provide proof that the item is approved, or the item will be considered an unauthorized weapon and Security Forces will be contacted.

## 12. Decorations.

12.1. Wall displays or pictures are allowed. Pictures of persons either male or female that may be offensive to other people are prohibited as determined by unit commanders and/or first sergeants. Pornographic material is also unacceptable. Pictures that depict or show genitalia, breasts, illegal substances, the act of sexual intercourse, or contain sexist, racist or profane material are unacceptable as room decorations.

12.2. Substance abuse paraphernalia is also unacceptable and subject to confiscation.

12.3. Alterations to, or modifications of, government furniture is not authorized.

12.4. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment.

12.5. No decorations are permitted within 18 inches of light fixtures or smoke alarms.

### **13. In-processing and Out-processing Procedures.**

#### 13.1. Quarters In-processing.

13.1.1. Unaccompanied personnel are assigned government quarters upon arrival, if available.

13.1.2. Rooms are assigned in eMH module by 8 CES/CEIH.

13.1.3. Each resident will inspect his/her room and its contents upon assignment. The resident will sign the AF Form 228, acknowledging receipt and condition of the assigned room and furnishings and return it to 8 CES/CEIH. Exceptions and damage to the room and its furnishings must be annotated at this time.

#### 13.2. Quarters Out-processing.

13.2.1. Orders are not required to set-up a termination inspection. The ADL requires a 30-45 day notice of your vacating date (exception: short-notice Permanent Change of Station). At the time the resident notifies the dorm manager, they will schedule the final inspection.

13.2.2. Cleanliness of the resident's quarters must adhere to the guidance prescribed in this instruction, as well as the Final Inspection Checklist (Attachment 3) provided by 8 CES/CEIH at the pre-final inspection.

13.2.3. Quarters must be inspection-ready by 0800 hours on the day of their final-out inspection.

13.2.4. The responsibility for final clearance of unaccompanied housing rests solely with the resident.

### **14. General Guidelines and Procedures.**

#### 14.1. Key Control:

14.1.1. Room keys will be secured in a key box in the ADL's or 8 CES/CEIH office. A key will not be issued until the resident's name, rank, Social Security Number (SSN), Date of Rank (DOR), organization, duty phone, date of arrival and Date Eligible for Return from Overseas (DEROS) are recorded. A key, or sealed envelope containing a door code, may be issued to a sponsor with a copy of orders, but the resident must complete in-processing with their ADL no later than 5 days after arrival.

14.1.2. There must always be an extra key for each room kept in the master key box. If a resident loses his/her key, the ADL or 8 CES/CEIH will not issue a replacement until he/she ensures there is at least one extra key for the room. Extra keys will be maintained by 8 CES/CEIH in case of emergencies, such as fire, medical, etc. Residents that lose their key will be charged five (5) US Dollars for a replacement key and, when applicable, for the replacement of lock cores. The lost key fee will be processed via DD Form 1131, *Cash Collection Voucher*, and collected by the 8th Fighter Wing Comptroller Squadron (8 CPTS).

14.1.3. Residents that lose their keys or lock their keys in their room during duty hours will contact their ADL or 8 CES/CEIHD. Outside of ADL duty hours, residents will contact the standby ADL. Pass codes for electronic locks will not be given over the phone and identification must be verified.

14.1.4. Master keys will only be available to ADLs, 8 CES/CEIHD and 8 CES/CEF. The master keys will be strictly controlled. First Sergeants or unit commanders are authorized to sign out master keys for dorm inspections. However, each First Sergeant must sign the Master Key Statement of Understanding (Attachment 6) and fill out the AF Form 1297, *Temporary Issue Receipt*, prior to key issue. This procedure also applies to acting First Sergeants.

#### 14.2. Dormitory Inspections and Morale Visits.

14.2.1. The 8 FW/CC, 8 FW/CCC, Group and Squadron Commanders, First Sergeants, and ADLs will perform semi-annual Health and Wellness Inspections of all dormitories. The inspection will occur during the first and third quarter of the calendar year, and will be coordinated by 8 CES/CEIH. In addition to the members of the Health and Wellness Inspection Team, 8 CES/CEF, 8th Fighter Wing Safety (8 FW/SE), and the 8th Security Forces Squadron (8 SFS) may conduct Periodic Inspections of government quarters to evaluate living conditions. Periodic Inspections may be scheduled or unannounced.

14.2.2. First sergeants will conduct dormitory common area and room inspections IAW AFI 32- 6005 and document the inspection on the Dormitory Room Checklist (Attachment 2 and Attachment 4).

14.2.3. Unit commanders will visit their dormitories at least monthly, IAW AFI 32-6005, to inspect the living conditions of their personnel, boost morale, and ensure good order and discipline are maintained. This can be in conjunction with or in addition to the First Sergeant's inspection and will be tracked by logbooks located at each dorm.

14.2.4. 8 CES/CEIH and ADLs will conduct daily inspections of common-use areas checking for cleanliness, security, fire, and safety hazards.

14.3. Pets. Pets are not allowed in dormitories under any circumstances. Approved Mascot sponsors must follow strict room cleaning standards in Attachment 2.

14.4. Bicycles, mopeds, scooters and motorcycles. Bicycles, mopeds scooters and other similar forms of transportation should be locked in the bike racks provided at each dormitory. Bicycles will not be stored under staircases, in dormitory hallways, dormitory entryways, or undesignated storage rooms. Motorcycles are authorized to be stored under the same area as bicycles as long as the area is free standing and is not connected to a building.

14.4.1. Bicycles found in unauthorized areas will be reported to Security Forces for impounding.

14.4.2. Abandoned bicycles will be tagged by 8 SFS or 8 CES/CEIH. Bicycles that have been tagged will be removed/impounded in accordance with base policies.

14.5. Temporary Living Allowance (TLA). TLA will not be given when government quarters are available. Reference the base TLA policy for more information.

#### **15. Temporary Accommodations:**

15.1. Safe room. UHM will provide a safe room as a temporary accommodation for use by the 8 FW Sexual Assault Prevention and Response Office (8 FW/CVK).

15.2. 8 FW/CVK responsibilities.

15.2.1. Shall be responsible for the dormitory room occupants and enforcing cleanliness and hygiene standards.

15.2.2. Shall be responsible for identifying and informing CES personnel of any work that is required within the safe room and escorting the members during the work.

15.2.3. Shall inform the appropriate ADL monthly that a fire, health and safety visit was conducted within the room. Inform the ADL, for informational purposes only, of any work orders associated with the room.

**16. Semi-Annual Life, Health, and Safety (LHS) Inspections:**

16.1. UHM will establish semi-annual LHS dormitory inspections. The goal is to ensure the inspection, maintenance, and repair of dormitories is in compliance with applicable codes and standards for electrical systems, HVAC systems, fire protection, health and safety. The inspection criteria is derived from Department of Defense (DoD) Inspector General (IG) findings identified during a 2014 inspection of all DoD military housing on the Korean peninsula.

16.2. UHM will coordinate with 8 CES/CEO and 8 CES/CEF to conduct LHS inspections. Inspection criteria is itemized in Attachment 7; however, the listing records only minimum requirements and flights are highly encouraged to look at other LHS elements within their areas of expertise.

16.3. Inspection discrepancies will be recorded on an AF IMT 1219, *BCE Multi-Craft Job Order*. Once inspections are completed, service requests will be added for any newly identified discrepancies. Discrepancies that were identified in previous inspections will be annotated with service request numbers or programmed project numbers. UHM will consolidate findings and provide status updates to the Installation Management Flight Commander.

TODD A. DOZIER, Colonel, USAF  
Commander



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

AFPD 32-60, *Housing*, 4 March 2015

AFI32-1001, *Operations Management*, 16 October 2014

AFI32-6004, *Furnishings Management*, 27 January 2016

AFI 32-6005, *Unaccompanied Housing Management*, 29 January 2016

AFMAN 33-363, *Management of Records IC 2*, 9 June 2016

DoD Directive 7000.14-R, Volume 12, Chapter 7, *Financial Liability for Government Property Lost, Damaged, or Destroyed*, March 2014

8 FWI 32-2001, *Fire Prevention Program*, 25 September 2013

8 FWI 32-6001, *Quarterly Dormitory Competition*, 18 Apr 12

***Adopted Forms***

AF Form 228, *Furnishings Custody Receipt and Condition Report*

AF Form 332, *Work Order Request*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1131, *Cash Collection Voucher*

AF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**AB**—Air Base

**ABU**—Airman Battle Uniform

**ADL**—Airman Dorm Leader

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIM**—Air Force Records Information Management System

**CEIH**—Housing Management

**DEROS**—Date Eligible for Return from Overseas

**DoD**—Department of Defense

**DOR**—Date of Rank

**ECC**—Emergency Communication enter

**E.O.**—Executive Order

**eMH**—Enterprise Military Housing  
**FW**—Fighter Wing  
**HVAC**—Heating, Ventilation, Air Conditioning  
**IAW**—In Accordance With  
**IDC**—Installation Dormitory Council  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer in Charge  
**ROS**—Report of Survey  
**SNCO**—Senior Noncommissioned Officer  
**SSN**—Social Security Number  
**UH**—Unaccompanied Housing  
**UHM**—Unaccompanied Housing Manager  
**UL**—Underwriter’s Laboratories  
**UMD**—Unit Manning Document  
**UNCOQ**—Unaccompanied Noncommissioned Officer Quarters  
**U.S.C.**—United States Code  
**USNCOQ**—Unaccompanied Senior Noncommissioned Officer Quarters  
**UOQ**—Unaccompanied Officer Quarters  
**OPR**—Office of Primary Responsibility  
**QIC**—Quarters Improvement Committee  
**QIP**—Quarters Improvement Plan  
**RDS**—Records Disposition Schedule  
**TLA**—Temporary Living Allowance  
**8 FW/CC**—8th Fighter Wing Commander  
**8 FW/CCC**—8th Fighter Wing Command Chief  
**8 CES/CEIH**—8th Civil Engineer Squadron Unaccompanied Housing  
**8 CES/CEF**—8th Civil Engineer Squadron Fire Department  
**8 CPTS**—8th Comptroller Squadron  
**8 FW/SE**—8th Fighter Wing Safety  
**8 SFS**—8th Security Forces Squadron  
**8 FW/CVK**—8th Sexual Assault Prevention and Response Office

Attachment 2

DORMITORY ROOM INSPECTION CHECKLIST

Figure A2.1. Dormitory Room Inspection Checklist.

RESIDENT: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

RESIDENT: \_\_\_\_\_ DATE & TIME: \_\_\_\_\_

ROOM #: \_\_\_\_\_ RATING:  OUTSTANDING  SATISFACTORY  FAILED

0-2 DISCREPANCIES      3-5 DISCREPANCIES      OVER DISCREPANCIES

INSPECTION ITEM	GO	NEEDS WORK	NO-GO
<b>1. SUITE/ROOM ENTRANCE/DOOR/KITCHEN</b>			
*Entrance area: Floor swept & mopped. Free from dirt buildup.			
*Sink: Free of rust, lime & soap deposits			
*Refrigerator: Defrost, dust, wiped inside & out, door seals clean			
*Microwave/Coffee Pot/Toaster. Clean, free of build-up or residue			
*Stove/Oven/Range Hood: Clean and free of buildup.			
<b>2. BATHROOM</b>			
* Clean toilet: Free of rust and lime deposits.			
* Clean shower and tub: Free of rust, lime, & soap deposits.			
* Clean chrome and soap dish, Shower head free from lime deposits/soap deposits.			
* Clean overhead vent.			
* Wipe down all tiles: Free from mildew, calcium and lime deposits.			
* Clean drain: Free of rust and lime deposits.			
<b>3. ROOM</b>			
*Carpet: Vacuumed and/or shampooed as needed. Include corners and behind furniture.			
*Baseboards: Cleaned by hand as needed.			
*Walls: wiped down as needed.			
* Light switches, panel covers, doors, and door frames dust free.			
*Furniture: Neatly arranged and dust free.			
*Curtains/Blinds: Hung neatly and properly. Dust free and clean.			
*Windows: Cleaned inside with glass cleaner (no streaks). Ledges dust free.			
*Light bulbs. Replace as needed. All lights must be operational.			
<b>4. MISCELLANEOUS</b>			
* Mascot Sponsors: Maintain acceptable hygiene standards for both the mascot and member. Shampoo's carpet 2x per 12-month period. Litter boxes clean and food areas cleaned/maintained.			
*Safety: No gasoline, lighter fluid, charcoal, etc. stored in the room. No extension cord daisy chains.			
<b>COMMENTS</b>			

## Attachment 3

## OUT-PROCESSING INSPECTION CHECKLIST

Figure A3.1. Out-Processing Inspection Checklist.

**A3.1.** As the occupant, you are responsible for the state of your room, regardless of whether housekeeping service was utilized. The occupant is responsible for making billeting arrangements (up to ten days of TLA is authorized if the room is needed). Upon completion of the final inspection, the inspector/UHM will provide housing clearance and TLA letters, take all keys and lock the door. In the event the occupant's quarters do not meet the standards, the occupant will not receive the housing clearance letter until all deficiencies are corrected.

**A3.2.** Below is a list of what is required to pass the final inspection:

\_\_\_ Refrigerator/Freezer: Empty, clean interior and exterior to include seals, defrost freezer.

\_\_\_ Microwave: Clean interior and exterior (also under turntable).

\_\_\_ Trash can: Empty and clean (no residue on bottom or sides).

\_\_\_ Lamps and light fixtures: Dust and ensure all bulbs are working.

\_\_\_ Furnishings: Clean and dust inside and outside areas (wall units, dressers, etc.), remove all crumbs, dust and hair from all drawers.

\_\_\_ Bathroom: Clean showerhead and knobs, bathtub (interior and exterior), shower walls and soap holder, towel rail, toilet (remove all soap residue).

\_\_\_ Vanity area: Clean sink, medicine cabinet and mirror.

\_\_\_ Floors: Vacuum carpet, vacuum/sweep beneath, and behind furniture/appliances, sweep and mop bare floors.  
\*Mascot rooms with carpet will be shampooed/cleaned, no exceptions; proof must be provided to ADL\*

\_\_\_ Walls/light switch plates: Remove stains, black marks etc. Member shall receive putty, putty knife, and touch up paint from their ADL to fill any nail, screw, thumbtack, or other holes under 1/4" in diameter.

\_\_\_ Windows: Clean interior glass, window tracks and sill.

\_\_\_ Furniture and linen inventory (AF Form 228): All items are accountable.

\_\_\_ Linen/pillow: Cleaned.

Quarters Inspection Date: \_\_\_\_\_ Occupant Signature: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

***DORM MANAGER/HOUSING OFFICE USE ONLY:***

PAINTING REQUIRED? YES/NO

MAINTENANCE REQUIREMENTS? YES/NO

A/C HEATING:

ELECTRICAL:

PLUMBING:

OTHER:

**Attachment 4****U-FIX-IT MAINTENANCE**

**A4.1. The following maintenance is the minimum considered** to be within the scope of self-help. Residents are expected to perform basic dorm maintenance with supplies and guidance from the 8 CES/U-Fix-It store. Residents require approval to perform repairs or modifications not listed below using the AF Form 332, *Work Order Request*.

**Figure A4.1. List of basic U-Fix-It maintenance items that may be picked up from their ADL.**

1. Light bulbs
2. Long fluorescent bulbs
3. Shower curtain replacement
4. Sink and toilet clogs
5. Hanging items on the wall
6. Fastening hooks to walls
7. Paint
8. Window screen replacement

## Attachment 5

## BAY ORDERLY RESPONSIBILITIES

**A5.1. Bay orderly shifts are from Monday through Friday. Duty hours are from 0900-1700 hours, Monday – Friday.** Each day except for the weekend and holidays, bay orderlies are to report to the unaccompanied housing manager’s (UHM) office each morning to be informed of any special directions or tasks that need to be completed. Bay orderlies will go to lunch for one hour anytime between 1100-1300 hrs. **During duty hours, bay orderlies are not to be in their rooms except for lunch. The bay orderly is not released at the end of the duty day until cleared by 8 CES/CEIH.**

Table A5.1. Bay Orderly Responsibilities.

Outdoors	MON	TUES	WED	THU	FRI
Do a complete and thorough sweep of perimeter of building picking up all trash and cigarette butts from edge of building to the street, sidewalk, and parking					
Empty all butt cans in designated smoking areas and make sure no cigarette butts remain on the ground. Use water to cool hot ashes prior to emptying butt					
Sweep bike racks clearing away all grass.					
Conduct a minimum of 2 walk-arounds each day. Suggested would be first thing in the morning and near the end of the duty day.					
Stairs	MON	TUES	WED	THU	FRI
Sweep exterior stairwells. Use a broom to knock down all spider webs in corners of stairwells and in					
Interior stairs: with a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on walls and steps. Wipe <del>dust from rails with a sponge</del>					
Mop interior stairs.					
Laundry Room	MON	TUES	WED	THU	FRI
Wipe down machines and tables thoroughly.					
Sweep floor making sure to get <b>between and behind</b> all washers and dryers.					
Ensure there is no trash, clothes or lint left on the floors behind any of the machines.					
Replace any vent hoses as needed.					
Clean windows and window seals and take out trash.					
Wipe down vents on the air conditioner.					
Day rooms	MON	TUES	WED	THU	FRI

Straighten out and wipe down furniture.					
Vacuum floors and take out trash.					
<b>Dayroom Kitchen:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Clean out sink and wipe down counter tops.					
Clean in all cabinets.					
Remove burners from oven top and wipe out drip pans and oven top.					
Remove oven racks and soak in hot water as necessary.					
Clean out oven removing all grease from inside oven. If using the self-cleaning portion you must stay in the kitchen until completed.					
Inspect/Clean Filter in exhaust hood.					
Clean off all table and chairs in kitchen.					
Sweep and mop floor or if there is carpet in kitchen be sure to vacuum.					
Take out trash.					
<b>1<sup>st</sup> Floor Lobby and Hallway:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Wipe down and clean vending machines.					
Wipe down glass doors at main entrance of building.					
Sweep and mop floors.					
Change out old mop head (when needed) with new one and mop floor.					
<b>Hallways</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
If any residents have left personal trash in the hall outside their door <b>DO NOT</b> take it out, please inform ADL and let them handle it.					
Dump all the water from the dehumidifiers and make sure they are all plugged in and working.					
Report any non-working dehumidifiers to the ADL.					
Clean all windows in the building.					
Any signs on resident's doors other than name tags take them down and take them to the dorm manager's office.					
With a bucket of hot water and some cleaning solution take a sponge or scrub pad and remove any stains or scuffs on the walls.					
Vacuum all halls.					
Remove all signs not put up by the ADL. Example: Signs advertising parties or gatherings.					
<b>Community Latrines</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>

Empty all trash.					
Stock paper towels and tissue paper.					
Clean the sinks, mirrors, and toilets.					
Sweep and mop the floors.					
<b>Janitor Closets:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Remove any items that are not used for cleaning the dormitory.					
Place all mops with the handles down.					
Ensure all chemicals have caps and are tightly closed.					
Clean sinks and sweep out closets.					
<b>General Appearance:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Check doors to ensure they are not blocked or chocked open.					
Report any damage such as leaking washer, clogged sinks etc. to Dorm Manager.					
Check hallway and common area lights; replace any that are burn out.					
<b>Elevators:</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>
Wipe down in and outside of elevators, all panels of stainless steel.					
Clean and clear debris from the door tracks.					
Sweep and mop inside of elevators.					



## Attachment 6

## MASTER KEY STATEMENT OF UNDERSTANDING

Figure A6.1. Master Key Statement of Understanding.

**RESPONSIBILITIES:** All master key(s) holders are responsible for the accountability and security of their master key(s). Master key(s) will remain in the possession of the person that originally signed for them. If it is necessary to loan out the master key(s), then prior to loaning out the key, both parties must inform their respective Unaccompanied Housing Manager (UHM). Then the pertinent information and signature of the person taking the master key must be logged on via AF Form 1297 along with a signed copy of this document. Upon returning the key back to the original key holder, the AF Form 1297 must be updated with the borrower signing the key back in and the original holder taking the key back.

**INITIAL ISSUE:** The only personnel authorized to be issued master keys will be UHMs and 8 CES/CEF. All initial issues will be done by the UHMs. Upon initial issue, an inventory must be taken and signed for on the AF Form 1297 or Key log, along with a statement of understanding for each individual taking master key.

**TURN OVER:** Prior to PCSing, UHMs will turn in master keys to the current UHM for their respective dorm. There is to be no transfer of keys from one UHM to another. The outgoing member will need to set up an appointment with his/her UHM to surrender the master keys. The incoming members will also set up an appointment with the UHM to be issued their set of keys via AF Form 1297 and sign the statement of understanding. If no replacement is projected or there is an extended period of absence, all master keys must be returned to the respective UHM.

**MID-TOUR:** If an alternate master key holder has been selected to take responsibility for master key(s) while the primary is on mid-tour, both primary and alternate master key holder need to meet with the UHM. The master key(s) will be temporarily assigned to an alternate until the primary master key holder has returned from mid-tour. Once the primary returns from leave, he/she must again visit the UHM and sign for the keys.


**LOST MASTER KEY:** If master keys become lost or otherwise compromised, immediately notify housing management. If after hours, contact the standby ADL at the Housing Office or call 010-4013-6070. The standby UHM will notify housing management. Housing Management will start a search and accountability of the master keys for that building. If a master key cannot be accounted for, Housing Management will regain the cost of the key from the member responsible.

PRINT NAME/SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Attachment 7

SAMPLE SPONSOR APPOINTMENT LETTER

Figure A7.1. Sample Sponsor Appointment Letter.



**DEPARTMENT OF THE AIR FORCE**  
**XXX SQUADRON (PACAF) KUNSAN AIR BASE,**  
**REPUBLIC OF KOREA**

Date **XX XXX XX**

MEMORANDUM FOR 8 CES/CEIH

FROM: **Unit/CC**

SUBJECT: Unit Sponsor Appointment Letter

1. The individuals listed below will be designated the primary and alternate sponsor coordinators for **(unit)**.

Designation	Rank/Name	DEROS	Duty Phone	Office Symbol
Primary				
Alternate				

2. These personnel will establish direct lines of communication between the squadron and Airmen Dorm Leaders (ADLs). Sponsors will provide copies of inbound personnel's PCS orders, and their DODID number to as soon as possible to ADLs to ensure members are added their respective dormitory waitlists.


3. This letter expires upon the DEROS of either sponsor coordinator or one year from the date signed.

**Squadron Commander Signature Block & Signature**

Attachment 8

SAMPLE LETTER FOR DORMITORY VISITATION REQUEST

Figure A8.1. Sample Letter for Dormitory Visitation Request.



**DEPARTMENT OF THE AIR FORCE**  
**XXX SQUADRON (PACAF) KUNSAN AIR BASE,**  
**REPUBLIC OF KOREA**

MEMORANDUM FOR **Unit CCF**  
 8 CES/CEIHD

FROM: **Rank First Name Middle Initial LastName** SUBJECT:  
 Dormitory Visitation Request

1. I, **Rank and Name**, request all parties acknowledge that **name(s) of guest(s)**, will be visiting me at Kunsan AB. Pending approval, I intend to have my **name(s) of guest(s)** stay with me in my dormitory room.

Dorm # <b>XXXX</b>	Room # <b>XXXX</b>
Arrival Date: <b>Day Month Year</b>	Departure Date: <b>Day Month Year</b>

2. If approved, I understand that my **name(s) of guest(s)** may stay with me in my dorm room **no more than 30 days during a 365-day period.**

3. I understand that I am responsible for my guest(s)' actions at all times. If my guest(s) cause any disruption of health, safety or welfare of other dormitory residents, he/she will be required to vacate the dormitory within 24 hours. I also understand that military members have priority over my guest(s) for use of all room and common area facilities. If room inspections or maintenance are required in my room, I understand my guest(s) visitation does not afford exemption.

4. If I have a roommate/bathroom mate(s), I understand that I must secure approval from my roommate/bathroom mate(s) to allow my guest(s) to stay in our dormitory room. I also understand my roommate/bathroom mate may revoke that approval, for cause, at any time, and I will be required to remove my spouse/children/family from the dormitory within 24 hours.

Date

Requester's Printed Name & Signature

I give consent to my roommate to allow his/her guest(s), aforementioned in this memo, to stay in our room during the period listed. I retain the right to revoke this consent, for cause, at any time. If I intend to revoke my consent, I will notify my roommate, Airman Dormitory Leader, and First Sergeant.

Suitemate's Room Number	Printed Name	Signature and Date

**First Sergeant approve/disapprove request:**

Date

First Sergeant Printed Name & Signature