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Civil Engineering

DORMITORY RECOGNITION PROGRAM



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OPR: 48 CES/CEHU

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This instruction implements AFPD 32-60, *Housing*, and interfaces with LAKI 36-2803, *Awards and Recognition Program*. The purpose of the Dormitory Recognition Program is to select RAF Lakenheath's "Outstanding Dormitory" and "Outstanding Dormitory Room", increase senior leadership involvement with the dormitory program and provide incentive awards to units with superior dormitory programs. It establishes procedures for a Dormitory Recognition Program for RAF Lakenheath. The 48 Fighter Wing Command Chief (48 FW/CCC) and the Unaccompanied Housing Office (48 CES/CEHU) will maintain responsibility for overall management of the program. This instruction applies to all units assigned to 48 Fighter Wing (48 FW) and dormitories on RAF Lakenheath AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through appropriate chain of command. Ensure that all records created as a result of prescribed processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil>.

1. Responsibilities.

1.1. 48 FW/CCCA: Provide coordination between dormitory inspection team, 48 CES/CEHU and Dormitory Managers. Notify winners of selection and schedule award presentation. Prepare and coordinate memorandum transferring monetary award to "Outstanding Dormitory" winner. Purchase approved award items for "Outstanding Dormitory Room" winner and maintain adequate stock for quarterly distribution (see 48 CES/CEHU Dormitory Recognition Handbook).

1.2. Dormitory Inspection Team: Inspection team consists of one representative from each Group (MDG, MSG, MXG and OG). Inspectors will score and total all worksheets and clearly identify "Outstanding Dormitory" and "Outstanding Dormitory Room" (See 48 CES/CEHU Dormitory Recognition Handbook). Inspectors will provide written comments for discrepancies requiring immediate

attention (fire, safety, health hazards and recommendations to improve Quality of Life for residents). Forward all worksheets to 48 CES/CEHU by close of business on inspection date.

1.3. 48 CES/CEHU: Record and enter scores into spreadsheet identifying winners (see 48 CES/CEHU Dormitory Recognition Handbook). Address all identified hazards and recommendations with Dormitory Managers and applicable First Sergeants.

1.4. Dormitory Managers: Will escort inspection team to all dormitory buildings and rooms on date of inspection and identify one room per dormitory for inspection.

2. Procedures.

2.1. RAF Lakenheath inspection competition is held in conjunction with Lakenheath Instruction 36-2803, *Awards and Recognition Program*. Inspection competition will be held once per quarter. Quarterly winners will compete for the Annual "Outstanding Dormitory and Room" winner.

2.2. 48 FW/CCCA will send an e-mail request to all Group Commanders to request a representative for the dormitory inspection team, as well as informing them of the time and date of inspection. Ensure 48 CES/CEHU is included in the loop to inform Dormitory Managers of the date they are being inspected.

2.3. Areas of inspection for "Outstanding Dormitory" will include facility exterior, common areas, dormitory management and dormitory rooms (see 48 CES/CEHU Dormitory Recognition Handbook). Dormitory Manager identifies one room for inspection, each group representative identifies one room from their group room of quarter inspection, and inspectors select two other rooms at random. A total of four rooms will be inspected in each dormitory.

2.4. When the dormitory inspections are complete, 48 CES/CEHU will input all scores into master score sheet (see 48 CES/CEHU Dormitory Recognition Handbook). In each category there is an overall dormitory building winner who will receive a monetary award, and an overall room winner who will receive a choice of furniture items, 3-day pass, certificate and plaque (see 48 CES/CEHU Dormitory Recognition Handbook). Group dormitory room winners will receive a certificate and plaque. These awards will be presented at the RAF Lakenheath Awards Luncheon.

2.5. A memorandum is produced by 48 FW/CCCA stating the winner, and amount to be transferred from the 48 FW/CC withhold account. Letter is signed by 48 FW/CCC and forwarded to the 48 FM/FMA funds control desk for processing.

2.6. All records are kept by 48 CES/CEHU in the transitory file with a one year disposition.

3. Adopted Forms: AF Form 847, *Recommendation for Change of Publication*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-60, *Unaccompanied Housing Management*

AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*

LAKI 36-2803, *Awards and Recognition Program*

Abbreviations and Acronyms

FOUO—For Official Use Only

MDG—Medical Group

MSG—Mission Support Group

MXG—Maintenance Group

OG—Operations Group

OPR—Office of Primary Responsibility