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MACDILL AIR FORCE BASE (AMC)**

**MACDILL AIR FORCE BASE
INSTRUCTION**



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Civil Engineer

**UNACCOMPANIED HOUSING
MANAGEMENT (PA)**

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This publication implements Air Force Instruction (AFI) 32-6000, *Unaccompanied Housing Management*. This publication applies to all residents assigned to the dormitories on MacDill Air Force Base (AFB), Florida. This publication does not apply to the Air Force Reserve nor the Air Force International Guard. This instruction prescribes guidance and procedures for management of the single enlisted military dormitories; outlines responsibilities of the squadron Commanders, First Sergeants, dormitory superintendent, dormitory manager, students and residents; standards for dormitory cleanliness, neatness, safety, and military bearing. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Compliance with the attachments in this publication is mandatory. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974, Title 5 U.S.C. Section 552a, and AFI 33-332, *Air Force Privacy and Civil Liberties*

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include changing from 6 AMW to 6 ARW, renumbering of paragraphs, deletion of repetitive information, Table of Contents and updating attachments.

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Chapter 1

UNACCOMPANIED HOUSING IMPLEMENTATION AND RESPONSIBILITIES

1.1. Implementation. It is the responsibility of each MacDill AFB dormitory resident, responsible agencies, and officer and enlisted leadership to be familiar with and adhere to the information and requirements in this instruction. Recommended changes should be directed through 6 CES/CEIH.

1.2. Responsibilities. Management of the dormitory program will be a coordinated effort between the 6 ARW Commander (6 ARW/CC), 6 ARW Command Chief Master Sergeant (6 ARW/CCC), 6th Mission Support Group Commander (6 MSG/CC) and Superintendent (6 MSG/CCC), 6th Civil Engineer Squadron Director (6 CES/CL) and Superintendent (6 CES/CEM), Squadron Commanders, First Sergeants, Military Housing Office (MHO), Airman Dorm Leaders (ADLs), and supervisors.

1.2.1. 6 ARW/CC shall:

1.2.1.1. Provide guidance and direction for dormitory management at MacDill AFB.

1.2.2. 6 MSG/CC shall:

1.2.2.1. Be the approving official for priority 1, 3, & 4 residents when requested by the resident's chain of command. Requests may be processed via email for expediency, and must originate from the squadron Commander or First Sergeant. Disapproval authority for hardship requests remains with the 6 ARW/CC.

1.2.2.2. Participate in dormitory room inspections and evaluate inspection results/reports for awards as described in **Chapter 3**.

1.2.2.3. Be the approval authority for the use of First Sergeant rooms in excess of 72 hour requirement.

1.2.3. 6 MSG/CCC shall:

1.2.3.1. Assist 6 MSG/CC on dormitory inspections, to include common areas.

1.2.3.2. Attend or participate in wing dormitory council meetings.

1.2.3.3. Be the conduit for requests for priority 1, 3, and 4 housing needs, such as directed dorm occupancy, space available, etc.

1.2.4. The 6th Civil Engineer Squadron Director (6 CES/CL) shall:

1.2.4.1. Provide oversight and administrative support of dormitory managers and superintendent.

1.2.4.2. Support the ADLs with civil engineer work orders submitted.

1.2.4.3. Support ADLs in correcting all emergency situations, including the loss of heating and cooling for dormitories.

1.2.5. 6 CES Squadron Superintendent (6 CES/CEM) shall

1.2.5.1. Oversee selection process of Airman Dorm Leaders IAW Personnel Services Delivery Guide (PSDG) 8H000/Airman Dorm Leader Assignment process.

1.2.6. Squadron Commanders shall:

1.2.6.1. Ensure dormitory residential programs are followed.

1.2.6.2. Support requests for bay orderly details.

1.2.7. First Sergeants shall:

1.2.7.1. Serve as the focal point for all squadron dormitory residents assigned to their units.

1.2.7.2. Ensure dormitory inspection requirements are followed, maintained, and Master Inspection Log is updated through the senior ADL.

1.2.7.3. Follow Air Force policy to keep the number of dormitory inspections at the absolute minimum (semiannually) while promoting health, wellness, and quality of life standards.

1.2.7.4. Review/monitor bay orderly unit taskings to ensure exempt members (i.e., Honor Guard, permanent change of station (PCS), temporary duty (TDY) or residents out-processing) are not tasked.

1.2.7.5. Coordinate individual bay orderly tasking changes through the dormitory management.

1.2.7.6. Schedule Airmen accordingly upon receipt of quarterly bay orderly schedule. Immediately provide a bay orderly replacement when originally tasked bay orderly is unable to complete detail.

1.2.7.7. Coordinate with 6 MSG/CCC for long-term room assignments of Priority 1 (Commander-Directed) personnel. 6 MSG/CC approval must be obtained for room assignment for mission key/essential residents, hardships, or for reasons of safety or military discipline.

1.2.7.8. Ensure dormitory resident's in/out-processing procedures are scheduled through the ADL. For after duty hour arrivals ensure newcomers contact lodging for temporary quarters and have the newly arriving person contact the ADL the next duty day to schedule a room assignment.

1.2.7.9. Ensure dormitory residents out-processing the squadron have a completed Unaccompanied Housing Assignment/Termination Record.

1.2.7.10. Effective immediately, MacDill First Sergeants are hereby authorized to place military personnel suffering an extreme hardship into a First Sergeant room (E-7 and below only). Each First Sergeant has blanket approval to place such personnel into these rooms for a maximum of 72 hours duration (as directed by AFI32-6000, paragraph 7.16.1)

1.2.7.11. Notify the 6 MSG/CCC within 24 hours of occupancy if a First Sergeant room is utilized (Notification can be made telephonically or via e-mail).

1.2.7.12. Ensure the First Sergeant room is returned to inspection order after use. (See dormitory inspection checklist for guidance)

1.2.8. Housing Manager (6 CES/CEIH) shall:

1.2.8.1. Serve as the focal point for Dormitory Management and oversee the overall management of the dormitory program.

- 1.2.8.2. Plan, organize, and direct dormitory operational requirements. Elevate problems when necessary.
 - 1.2.8.3. Submit occupancy reports IAW AFI 32-6000 to Headquarters, Air Mobility Command (HQ AMC).
 - 1.2.8.4. Provide direct supervision of dormitory managers in day-to-day operations.
 - 1.2.8.5. Perform semiannual review of without dependent rate basic allowance for housing (BAH) in accordance with AFI 32-6000 with each servicing military finance center for all branches of service, usually in October of each year. Coordinate with military finance centers in resolving disparities and assist with rectifying pay records to accurately reflect partial rate BAH for all space-required dormitory residents.
 - 1.2.8.6. Manage the utilization, condition, and replacement schedule for dormitory furniture through the FMS. Review and maintain results on an annual basis.
 - 1.2.8.7. Monitor and maintain occupancy rate at or above 95 percent.
 - 1.2.8.8. Reviews and approves all moves off base from the dormitories when the utilization rate exceeds 95 percent and approves all government directed moves.
 - 1.2.8.9. Act as the focal point for all space-available requests (Priorities 1, 3 and 4).
 - 1.2.8.10. Assist 6 CES/CEM with the hiring process of Airman Dorm Leaders.
 - 1.2.8.11. Request formal training through HQ AMC for ADLs to attend or complete via computer based training the unaccompanied housing training course upon assignment.
 - 1.2.8.12. Serve as advisor and provide support to the wing dormitory council.
- 1.2.9. Airman Dorm Leaders shall:
- 1.2.9.1. Be responsible for day-to-day management of dormitories.
 - 1.2.9.2. Be SSgt or above. Dormitory managers will serve for a three-year period and is selected through DSD process.
 - 1.2.9.3. Ensure dormitory resident in/out processing procedures are accomplished.
 - 1.2.9.4. Submit civil engineer job requests and maintain a current file of submitted job requests.
 - 1.2.9.5. Identify/document safety and health hazards in rooms and common areas using AF Form 457, *USAF Hazard Report*. Up-channel immediately through 6 CES safety representative and track corrective measures. Reassign residents from unsafe/unhealthy rooms.
 - 1.2.9.6. Validate room assignments and maintain accurate occupancy data reports.
 - 1.2.9.7. Conduct initial assignment/termination inspections of dormitory rooms in accordance with this instruction and other established standards.
 - 1.2.9.8. Assist First Sergeants in control and management of the assigned hospitality rooms and First Sergeant rooms during normal duty hours.
 - 1.2.9.9. Maintain equipment and supplies. Establish and maintain equipment checkout procedures, i.e., vacuums, carpet cleaning machines. Maintain adequate supplies needed to

maintain common-use areas. Make available to bay orderlies supply items (i.e., linens, light bulbs, cleaning supplies, toilet paper) for use in common areas and, as needed, to make vacant rooms ready for new arrivals.

1.2.9.10. Conduct distinguished visitor tours for assigned dormitory facilities.

1.2.9.11. Develop quarterly bay orderly schedule for First Sergeants. Ensure individuals scheduled for bay orderly have adequate supplies to perform tasks and are briefed on their duties, responsibilities, and safety. Ensure each Bay Orderly signs in/out as a security procedure while assigned to ADLs.

1.2.9.12. Serve as an advisor and provide support to the wing dormitory council.

1.2.9.13. Support dormitory residents in correcting all situations involving the loss of heating and cooling. This will be treated as an “emergency” work request by the civil engineer and corrected within 24 hours of notification. If not corrected within 24 hours, elevate to the 6 CES/CL.

1.2.9.14. Ensure residents receive a fire safety briefing upon arrival.

1.2.9.15. Maintain a master key control plan for all dormitories. Ensure control of master keys and escort maintenance/contractor personnel performing work in occupied rooms, when necessary.

1.2.9.16. Conduct periodic inspections and track vacant rooms due to extended TDYs or deployments to ensure facility maintenance standards are maintained.

1.2.10. Dormitory residents shall:

1.2.10.1. Be responsible for the care of assigned room and furnishings. Rooms are assigned in accordance with space authorizations outlined in AFI 32-6000. Damage to furniture or common area equipment, such as lounge TVs, washers/dryers, etc., not considered normal wear and tear will be considered the occupant’s responsibility to repair or replace. For specific details, refer to [para 2.3](#) and [para 2.5](#).

1.2.10.2. Ensure proper out-processing occurs prior to terminating assigned room. To terminate room assignment, contact the ADL to schedule a preliminary inspection prior to departure. At the final inspection, the room must be prepared and ready for a new occupant. This includes removing all personal items, cleaning of furniture, and the removal of all mold and mildew in the room, including the bathroom. Samples are at [Attachment 2](#) and [Attachment 3](#). Current checklist are on the 6 CES Unaccompanied Housing SharePoint® Site and can be downloaded at <https://eim2.amc.af.mil/org/6ces/UHO/SitePages/Home.aspx>

1.2.10.3. Ensure dormitory in/out processing procedures/checklist are completed and approved by the ADL and a termination record is received.

1.2.10.4. Receive a fire safety briefing upon arrival and within seven days of being assigned a room. Scheduling information regarding this briefing is contained in the in-processing checklist.

1.2.10.5. Contact ADL prior to going on leave or TDY for more than 3 days, or a deployment.

1.2.10.6. While deployed or TDY for more than 30 days park privately owned vehicles (POVs) in the parking lot adjacent to the ADL office to deter illegal activities. ADLs will notify 6 SFS to ensure POVs are not towed or classified as abandoned.

1.2.11. Bay orderly personnel shall:

1.2.11.1. Be responsible to the ADL during bay orderly duties. Duty hours are 0830 to 1600 or as directed. Uniform is PT gear unless otherwise directed by ADLs based on the type of work to be accomplished. Complete bay orderly checklist and other applicable duties as directed ([Attachment 4](#)).

1.2.11.2. Ensure common-use equipment items (washers, dryers, TVs, etc.) are clean and serviceable. Notify ADL if equipment is not operational.

1.2.11.3. Account for all supplies issued for maintaining dormitory common-use areas.

1.2.12. 6th Comptroller Squadron (6 CPTS) will provide assistance to the Housing Office in performing partial rate BAH reviews by providing verification of entitlement changes at least semiannually.

Chapter 2

UNACCOMPANIED GUIDANCE AND PROCEDURES

2.1. Lock-Out Procedures:

2.1.1. During duty hours. If locked out of their own room, the dormitory resident will report to the ADL office for assistance.

2.1.2. During non-duty hours contact the ADL staff via cell phone. The ADL will provide a PIN to be used on the lockbox located in the stairwell next to the ADL office. Each spare key has its own individualized PIN. Visit the ADL office the following business day to return spare key.

2.2. Quiet Hours:

2.2.1. Dormitory residents will conduct themselves so they not disturb other residents. Quiet hours are 24 hours a day to accommodate shift workers. Stereo or other noise must not be heard outside rooms or through the walls.

2.2.2. Social gatherings are permitted. However, consideration must be given to neighbors that may be asleep. Properly dispose of trash. Do not rearrange dayroom furniture or disturb other residents.

2.3. Lost, Damaged, or Missing Government Property:

2.3.1. Residents will be held liable for lost, damaged, or missing government property, equipment, or furnishings caused by the willful destruction or negligence of the occupant or their guests. In most cases, occupants may elect three options: correct the damage themselves (see [para 2.11](#)), contract the services/material, or allow the government to provide service. A cost estimate will be given to the resident. The resident will have three duty days to respond. Any rebuttals must be submitted to 6 CES/CL designated representative.

2.3.2. Lost or stolen room keys will be immediately reported to the ADL. Member may be held responsible for the cost of replacing keys or locks.

2.4. Claims on Behalf of the Government:

2.4.1. In situations where abuse of government furnishings and/or real property is identified, the 6 SFS will provide the 6 CES/CEIH with necessary documentation to initiate a claim on behalf of the government.

2.4.2. Claims against a dormitory resident for less than \$500 in damages will be initiated on a DD Form 139, *Pay Adjustment Authorization*, and processed through 6 CPTS. The 6 CES shall initiate reports of survey for claims over \$500 pursuant to AFMAN 23-220, *Reports of Survey for Air Force Property*.

2.4.3. Once notified of the report of survey findings, the ADL will initiate an AF Form 332, *Base Civil Engineer Work Request*, for action to correct the damages.

2.5. Space-Required and Space-Available (Priority 1 and Priority 4) Guidance.

2.5.1. Due to the limited number of resources, space-available lodging will only be provided to extreme hardship cases. All other housing avenues must be exhausted before this option is implemented, i.e., lodging, off-base hotel, friends, supervisor.

2.5.2. The 6 MSG/CC is the final approving authority of short-term (Priority 4) occupants. All space-available requests should be made through the 6 MSG/CCC and the housing office. All space-available residents must in-process through the ADL office.

2.5.3. The 6 MSG/CC is the approving authority of space-required (Priority 1) occupants. All space-required requests should be made through the 6 MSG/CCC and the housing office. All space-required residents must in-process through the ADL office.

2.6. Room Assignment and In-Processing/Out-Processing.

2.6.1. Room assignments:

2.6.1.1. Room assignments for inbound personnel will be made by the dormitory manager by utilizing the sponsorship program. Genders will not be mixed in connecting two-room suites or in four-person modules. MacDill AFB has no single gender buildings.

2.6.1.2. Dormitory rooms may be issued to an inbound member's sponsor or First Sergeant no earlier than 10 calendar days prior to projected arrival date with a copy of the inbound member's orders. Sponsor must keep ADLs aware of changes in member's arrival date/time/cancellation.

2.6.1.3. Male and female hospitality rooms are available when advance room assignments have not been made. These rooms are to be used solely as temporary quarters for inbound personnel. Inbound personnel will report to the ADL the next duty day to be assigned a permanent room.

2.6.2. In-Processing:

2.6.2.1. All residents will acknowledge, in writing, dormitory responsibilities, liabilities, and issued a key at the time of initial assignment.

2.6.2.2. The ADL and resident may perform a joint room inspection and furniture inventory as part of in-processing using the furniture inventory form. This process is to ensure room standards and accountability of dormitory furniture and equipment. All furnishings issued at the time of room assignment will remain in the resident's room. Residents are not to dismantle, unbolt, or relocate furniture/fixtures/appliances. Dormitory guidance is to limit the number of times the furniture is disassembled and moved in order to avoid possible damage.

2.6.2.3. Any additional inventory adjustments noted by the dormitory resident after the joint inspection/inventory must be submitted in writing and received by the ADL within 5 days of occupancy. If inventory adjustments are not received by the ADL within the 5-day period, the ADL will consider the property to be in an acceptable condition and suitable for occupant use. The dormitory resident is responsible for the government-supplied furniture in their quarters.

2.6.3. Out-Processing:

2.6.3.1. PCS/separation/retirement orders are not required to set up termination inspections. However, orders will be required at the time of termination. (Notify the ADL 30 days prior to vacating room (exceptions; short-notice PCS/separation)). When the ADL is notified, a termination inspection will be scheduled. If the dormitory resident needs a substitute to stand in during final inspection, they must notify their ADL in advance. An

E-5 or above can be designated by the unit First Sergeant for the stand-in inspection. (**Note:** If shipment of personal property is required, the resident's designated representative must have a valid Power of Attorney).

2.6.3.2. Dormitory residents will satisfactorily complete tasks on out-processing checklist prior to terminating dormitory rooms (**Attachment 2** and **Attachment 3**).

2.6.3.3. Residents must schedule out-processing inspection appointments through an ADL at least 24-hours in advance.

2.6.3.4. Dormitory out-processing appointments will only be scheduled during normal business hours, 0830-1500, Monday-Friday.

2.6.3.5. Dormitory managers and dormitory residents will perform a joint room inspection at the time of out-processing and complete the checklists (**Attachment 2** and **Attachment 3**).

2.6.3.6. Failure to out-process through dormitory management may result in the dormitory resident being held financially liable for any inventory discrepancies and/or damages to room/furnishings.

2.7. Inspection Standards/Room Standards.

2.7.1. The Wing Commander, Group, Unit Commanders, or First Sergeants will periodically conduct room inspections to evaluate living conditions. Dormitory residents will render appropriate customs and courtesies during these inspections.

2.7.2. Squadron Commanders will ensure dormitory rooms are inspected quarterly. Reports of quarterly inspections are to be turned in to the dormitory manager and kept on file (**Attachment 5** and **Attachment 6**). The quarterly inspection team will include the CC and/or First Sergeant and can be accompanied by NCOs under direct supervision.

2.7.3. Commanders, First Sergeants, and ADLs have the right to conduct no-notice inspections. When warranted by circumstances or reasonable cause, the ADL may enter any room. This includes, but is not limited to emergencies, support work being performed by a contractor, inspections prior to room assignments, and fire safety inspections.

2.8. Room Standards.

2.8.1. Dormitory residents are responsible for maintaining standards of housekeeping expected of tenants in private housing of similar type and value.

2.8.2. Dormitory residents are responsible for the appearance and cleanliness of assigned room and all common-use areas. Rooms must always be maintained in a clean and orderly fashion.

2.8.3. Furniture/permanent fixtures will be kept clean and used only for their intended purpose.

2.8.4. Refrigerators will be defrosted as needed.

2.8.5. Issued bed linens, comforters, blankets, or purchased items must be kept clean, neat, and in good repair. Bed linens must be used for sleeping. Beds will not be slept in without linens and mattress pad. If mattress becomes soiled, resident will be accountable and may be charged for replacement costs. Comforters and linen come in direct contact with the body and

are considered expendable and not expected to be returned. Comforter and linen issue for each resident is limited to once per tour.

2.8.6. Clean clothing must be neatly stored in wall lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers.

2.8.7. Rooms may be decorated in good taste with materials that do not damage surfaces.

2.8.8. ***Pornographic or offensive material will not be openly displayed.*** Window decorations must be tasteful in nature and not detract from the exterior appearance of the building. Stickers are not allowed on windows, doors, furniture, or appliances.

2.8.9. Bathrooms will be cleaned as listed below:

2.8.9.1. On a weekly basis, as a minimum, residents will clean shower tiles, curtains, and commodes with a cleaner designed specifically for these areas. Do not use steel wool or rough cleaning pads that can scratch surfaces. There should be no soap scum or other residue left on walls.

2.8.9.2. Ensure ceiling light/fan is clean, free of dust, and operational.

2.8.9.3. Dormitory residents are required to keep all plumbing fixtures clean and operable.

2.9. Maintenance/Repairs.

2.9.1. Report facility/furnishings maintenance discrepancies to the ADL office at 828-2429 as soon as possible.

2.9.2. All problems with heating and cooling outages will be treated as an “emergency” work request by civil engineers and corrected within 24 hours of notification.

2.9.3. In buildings 253, 370 & 377, residents must replace Heating-Ventilation-Air-Conditioning (HVAC) filters monthly. Filters are available at the ADL office in building 370.

2.10. Self-Help Improvements/Repairs.

2.10.1. Self-help improvements/repairs of dormitory must be pre-approved by the ADL prior to any changes being made.

2.10.2. Improvements/repairs are considered to be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards and are approved by 6 CES. When removal is required, the area must be restored to its original configuration at resident’s expense.

2.10.3. Self-help projects should improve living conditions and will be maintained without generating additional maintenance or repair costs. Self-help work requests require the ADL’s approval and submission of an AF Form 332. No work will be accomplished until this procedure has been followed and approval received. **NO ELECTRICAL WIRING WILL BE COMPLETED EXCEPT BY A CERTIFIED ELECTRICIAN.**

2.10.4. Shower heads may not be changed using self-help. Contact 6 CES customer service to schedule a plumber to swap out all shower heads.

2.11. Fire/Health/Safety and Security.

2.11.1. Dormitory residents are required to maintain and follow all established fire, health, safety, and security instructions.

2.11.2. All furnishings will be appropriately arranged in rooms and common-use areas to provide proper egress in case of fire/medical emergency/evacuation. No items, chairs, tables, etc., will be left in the exterior pathway of dormitory residents' rooms that would impede evacuation in case of a fire.

2.11.3. Flammables are not allowed at any time in or near residents' rooms, including fireworks, gasoline, self-starting charcoal, lighter fluid, barbecue grills, etc.

2.11.4. Incense, candles, and open flame items are strictly prohibited in the dormitory. Scented warmers for oil or wax may be used as long as there is no open flame and must be unplugged when not in use or room is vacant.

2.11.5. Dormitory residents must attend a fire safety briefing upon arrival in accordance with the in-processing checklist.

2.11.6. During fire alarms (actual or drill), all residents will *immediately* evacuate the dormitory area to a designated fire evacuation point. Maintain a safe distance as directed by the fire department, 6 SFS, or other authorities. The evacuation distance will not be less than 100 feet from the dormitory. Dormitory residents will remain in the safe area until the "all clear" signal is declared by the fire department.

2.11.7. In the event of an actual fire, evacuate the building and notify the fire department immediately by calling 911. If using a cellular phone, let the dispatcher know you are calling from MacDill Air Force Base. Small fires will be extinguished with fire extinguishers until the fire department arrives if it does not pose a threat to safety.

2.11.8. Fire extinguishers, detection, and alarm equipment will not be tampered with, obscured, or used except for their intended purpose. Individuals caught tampering with these devices will face disciplinary actions. Residents must test smoke detectors monthly.

2.11.9. Use of multiple extension cords is strictly prohibited. Do not overload electrical circuits. Worn or frayed extension cords must be disposed of immediately. Electrical items must be in working order and have no frayed or worn wires.

2.11.10. Dormitory residents must secure high cost personal items when not occupying their room. The Air Force will not pay claims for stolen items that were not secured. Windows and common latrine/kitchenette doors and balcony doors must be locked whenever the room is unoccupied.

2.11.11. Upon move in, dormitory residents must inspect all locks, window latches, and other entry points for defects. When dormitory residents leave their room for an extended period for TDY, they must contact their ADL, First Sergeant, and supervisor and place a copy of their orders/leave form on their bed.

2.11.12. Do not leave clothing items unattended in laundry rooms. Items left longer than 24 hours will be disposed of in accordance with Air Force and local instructions.

2.12. Firearms/Knives/Weapons.

2.12.1. Use or possession of weapons, firearms, munitions and explosives including, but not limited to black powder, fireworks, BB guns, pellet guns (to include metal or paint pellets), dart guns, air rifles, bows and arrows, swords, machetes, straight razors, axes, hatchets, martial

arts weapons, or any other dangerous or deadly weapon or instrument, **is strictly prohibited in the dormitory**. This list of prohibited weapons is not meant to be all-inclusive.

2.12.2. In accordance with AFI 31-101, *Integrated Defense*, dormitory residents must store firearms and ammunition in the 6 SFS Armory.

2.12.3. Any knife with a blade length in excess of 3 inches is prohibited in or around dormitories. Exceptions are kitchen knives and government-issued survival knives and equipment required to be stored with mobility gear. These items must be secured at all times.

2.12.4. Only nonfunctional, sealed, decorative swords or other nonfunctional weapons manufactured solely for the purpose of decorative display may be tastefully displayed in the resident's room with the written approval of the member's First Sergeant or Commander. The ADL must be given a copy of the approval letter.

2.13. Alcohol Use.

2.13.1. Dormitory residents will be responsible for their actions when consuming alcohol in or around the dormitory.

2.13.2. Dormitory residents and their guests must be of legal age, 21 years of age, to consume alcohol. Underage drinking will not be permitted or tolerated. Residents who entertain guests (where alcohol is served) will be responsible for ensuring proper age requirements are met, as well as maintaining good order and discipline.

2.13.3. If residents live in the Quads with underage personnel, alcohol must be stored in their room and not the kitchen/common area.

2.14. Use of Cooking Appliances or Apparatus.

2.14.1. No open burner or open-flame appliances will be authorized for use in dormitory rooms. This includes but is not limited to , George Foreman-type grills, hotplates, and electric fry pans. Kitchens are available for residents. Clean up and safety is the responsibility of the residents. Residents must remain in the immediate kitchen area on the hard tiled floor while cooking. Residents will be held financially responsible for all damages caused by unattended cooking.

2.14.2. The fire department is the approval authority for all "in-room" use of pop-up toasters and coffeepots. These appliances must be Underwriters Laboratory-approved. Individuals must remain in the room while using these items and will be held financially responsible for any and all damages. These appliances will be unplugged when not in use.

2.15. Smoking/Tobacco Use Guidance. Smoking and smokeless tobacco use inside and around all dormitory areas is strictly prohibited. Smoking cigars, cigarettes, electronic cigarettes, pipes, and smokeless tobacco is also prohibited in common areas, lounges, stairwells (exterior/interior), balconies, walkways, and resident bedrooms. Designated tobacco areas are provided for each dormitory. ADLs will brief residents on the designated tobacco areas for their assigned dormitory. Tobacco users will properly dispose of their tobacco/smoking residue in the provided outposts.

2.16. Pets. The only pets allowed are tropical fish in an aquarium not exceeding 20 gallons. Pets must not interfere with or disturb other dormitory residents.

2.17. Automobiles/Motorcycles/Bicycles.

2.17.1. Dormitory residents are responsible for ensuring their vehicles are registered and insured on base.

2.17.2. Disabled or abandoned vehicles will be towed at the owner's expense. ADLs will make every attempt to contact/locate vehicle owner prior to towing actions.

2.17.3. Motorcycles or any other type of motor-driven vehicle will not be parked in dormitory room, under stairs, picnic shelters, grass areas, or on any concrete surface other than authorized parking lots. No automotive or mechanical parts are permitted at any time in dorm rooms.

2.17.4. Bicycles will not be attached to or stored on the outside walkways or under the stairwells. Each dormitory will have designated storage racks for bicycles. ADLs will assign appropriate storage areas or residents may store bicycles in their room.

2.17.5. Bicycles must be clearly labeled with the owner's name and room number and secured while in the storage rooms. Bicycles not labeled and secured will be disposed of in accordance with MACDILLAFBI 31-201, *Disposition of Lost, Abandoned, or Unclaimed Property*.

2.18. Guests.

2.18.1. Dormitory residents will be responsible for all guests while they are in and around the dormitory complex. Guests must remain with the host during visits. At minimum, guests are at least 18 years old, be escorted at all times, and are prohibited between hours 2400–0600 hours. This provision means that residents may not have a "live-in" guest. No one is authorized to reside in the dormitory other than the assigned resident. Cohabitation, to include married residents, is not permitted.

2.18.2. Guests under the age of 18 are not allowed, unless the guest is a military member or accompanied by a parent or legal guardian. First Sergeants may approve room visits by dependent children.

2.18.3. Under no circumstances will a guest be given or loaned a room key.

2.18.4. Only occupants are authorized use of dormitory laundry facilities.

2.19. Dormitory Room Relinquishment. E-1 through E-3 dormitory residents and E-4s with less than three years' time in service may reside off base at their own expense (without BAH). Personnel desiring to reside off base at their own expense must maintain assigned room to established standards and will be assigned regular dormitory clean-up duties (bay orderly). Unaccompanied personnel may relinquish dormitory room only after signing an AF Form 291, *Unaccompanied Quarters Assignment-Termination Record*. Relinquishment of a dormitory room must be indorsed by the member's Commander and/or First Sergeant. Anyone relinquishing a dormitory room with Commander and/or First Sergeant approval will no longer be assigned bay orderly duties and will remain on the BAH waiting list.

2.20. Marriage/Pregnancy.

2.20.1. Premarital dormitory residents within 60 days of marriage who are setting up a household in the local area can request Without Dependent Rate BAH. When a marriage fails to occur, the resident should be recalled back to the dormitory unless a financial hardship would incur from the breaking of a lease or sale of a home. When a lease has been signed, the former resident will be notified in writing by the housing office to report to the housing office 45 days

prior to the end of the current lease for reassignment to the dormitory. This allows enough time to submit a 30 day notification to the leasing agency and schedule a locally contracted or Do-It-Yourself (DITY) government paid move back to the dormitory. It is the applying resident's responsibility to report any changes in status to their unit Commander or housing office as soon as possible.

2.20.2. For pending marriages and Joint Spouse PCS inbound where the future spouse is stationed outside the MacDill area and has approved separation/discharge orders, a pre-marital off base move is authorized for the MacDill dorm resident 60 days prior to the marriage if the approved separation orders are provided to the ADL office along with an organizationally approved request.

2.20.3. ADLs will require confirmation from the Unit Commander regarding a member's intent to marry (see [Attachment 5](#)).

2.20.4. Advance notification to the ADL regarding the resident's room termination date is required. Residents are required to clear their dormitory room not later than 30 days after marriage. Dormitory residents who fail to clear dormitory rooms will be held financially responsible for inventory discrepancies and cleaning costs.

2.20.5. 6 CPTS will notify ADLs of residents in grades E-1 through E-3 and E-4s with less than three years' time in service when they apply for BAH entitlement due to marriage. This will aid in identifying dormitory residents receiving BAH entitlements that have not terminated dormitory rooms.

2.20.6. Pregnant service members may, with their unit Commander's approval, submit a request to dormitory management to move out of the dormitory to off-base housing when they reach their 20th week of pregnancy (see [Attachment 6](#)).

2.20.7. Advance notification to the ADL regarding the resident's room termination date due to pregnancy is required.

2.20.8. The Installation Commander will direct the move of pregnant members between the 30th week of pregnancy and date of birth. The government pays for these moves. Locally contracted or DITY moves are authorized. The dormitory resident must contact 6 CES/CEIH (housing office) to have orders prepared.

2.20.9. Military-to-Military Marriages. When a dormitory resident marries another military member stationed within a one hour commute of MacDill, both members will be authorized BAH and may move off base when proof of marriage is provided to the dormitory manager. When a dormitory resident is married and the spouse is in a geographically separated location, a move off base with BAH will be authorized after the spouse's organization approves and verifies the spouse has separation, join-spouse, PCS, or retirement orders. A copy of these orders must be provided to the housing office or ADL prior to BAH authorization. If the geographically separated spouse will not be separated or assigned to MacDill, then the MacDill dormitory resident will remain in the dormitory as a Space Required (Priority 2) resident.

2.21. Basic Allowance for Housing (BAH) Guidance.

2.21.1. E-4s with more than three years' time in service are authorized to reside off base at the Without Dependent Rate BAH at any time the unaccompanied housing office receives verification of Time in Service dates from the organizational Commander/First Sergeant. For

E-4s with more than three years' time in service and have more than six months remaining on station, a written waiver request must be submitted to the Base Housing office to stay in the dormitory longer than 30 days after promotion. E-5s will not be allowed to reside in the dormitory longer than 30 days after promotion unless during low occupancy as a space available resident (Priority 3).

2.21.2. To be placed on the BAH waiting list, the dormitory resident must request approval through their Commander/First Sergeant or SNCO. A standard form letter is attached for use (see [Attachment 7](#)).

2.21.3. Dorm residents can place their names on the BAH waiting list according to grade and effective date of rank (DOR). Each selection list will be sent to organizational Commanders/First Sergeants for final approval prior to public release. The total number of personnel selected will be determined by 6 CES/CEIH using the percentages based on currently housed Priority 1 & 2 residents and projected arrivals. Organizations may decide to remove a selected individual prior to the list being made public. If an individual is removed from the list, the next person on the list will move up and approval will be obtained from their organization. Once the list is closed out, all new applications received will be considered for the next selection list. Residents should move off base within 30 days of notification (see [Attachment 2](#) and [Attachment 3](#) for the out-processing checklists).

2.21.4. Dormitory residents are required to provide changes in rank to ADLs to ensure their status and placement on the waiting list is correct. Residents who are selected for BAH will not be denied BAH due to deployments, emergency leaves, and any other scheduled actions, as long as organizational Commanders/First Sergeants are informed. Selected residents will remain housed and retain the option to move until they are ready to move, i.e., leave terminates, return to MacDill from deployment, etc. However, substitutions to the selection list will not be made unless a selected resident is removed by his/her organization. If an individual is removed from the selection list by his or her organizational leaders, he or she must re-accomplish the form at [Attachment 7](#) and obtain an indorsement again from his or her organization's Commander before being placed on the BAH waiting list. Any resident may request to have his or her name removed at any time with no penalty.

2.21.5. Individuals may elect a paid local move or DITY move. Dormitory residents must contact 6 CES/CEIH for orders prior to moving to ensure funding is available.

2.22. Storage of Excess Household Goods and Bulk Storage.

2.22.1. Priority 1 and 2 dormitory residents are responsible for contacting 6 CES/CEIH within 30 days of dormitory room assignment to arrange for permanent NON-TEMPORARY government storage of personal items that will not fit in rooms. These items will remain in storage until termination of room assignment. After the resident terminates the room, the storage items must be removed. It is the dormitory resident's responsibility to request release of stored items. **Failure to do so may result in the resident being charged storage costs beyond government quarters occupancy period.**

2.22.2. ADLs will maintain storage room keys and grant access when requested by residents. Residents must read the storage room rules and sign for storage room key to gain access. All items must be secured in assigned lockers and clearly labeled with the member's name, room number, unit, phone number, and duty location. All items must be stored in assigned storage

units unless authorized otherwise by the ADL. Items left unsecured will be donated to the Thrift Store, Airman's Attic, or be disposed of. Dormitory managers will make every attempt to locate the property owner within the initial 45-day waiting period before disposition action occurs. Once the 45-day period ends, ADLs may use their discretion to dispose of property to non-profit organizations or waste disposal. No flammables are to be stored in the storage rooms.

2.23. Antennas. Citizen Band (CB), Short Wave Radio, satellite dishes, and TV antennas will not be installed on dormitory buildings. Unauthorized antennas will be removed and damages caused by attaching them to the building will be repaired at the occupant's expense.

Chapter 3

DORMITORY RECOGNITION PROGRAM

3.1. General. Recognition of residents who maintain their rooms in an outstanding manner is important to preservation of the dormitory facilities, incentive enhancement programs, and esprit de corps.

3.2. Dormitory Recognition Program. The recognition program will consist of Dormitory Room of the Quarter Award with the following Guidelines.

3.2.1. One room per group of the 6 ARW will compete for “Dormitory Room of the Quarter.” Tenant units are encouraged to compete. One room per tenant unit may be entered.

3.2.2. Unit First Sergeants will identify one dormitory room per squadron to compete for “Dormitory Room of the Quarter” and submit nominees to their respective group superintendent no later than 10th of March, June, September, and December.

3.2.3. The group superintendents/Director of Staff (or designated representative) will forward their nominees to the Airmen Dorm Leaders no later than the 20th for submission to the 6 ARW/CCC.

3.2.4. The 6 ARW/CCC will select the wing quarterly winner. The 6 ARW/CCC may verbally delegate selection requirements to the ADL Superintendent who will forward the quarterly winner’s name to their unit Commander.

3.2.5. “Dormitory Room of the Quarter” winners will receive a one-day pass (see note below) and a reserved parking slot for the quarter. **Note:** Award of the one-day passes must be coordinated with the winner’s unit leadership and can only be authorized for 6 ARW units. Tenant units are encouraged to follow the 6 ARW guidance when/if their personnel are selected for dorm room of the quarter.

BENJAMIN R. JONSSON, Colonel, USAF
Commander

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

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

AFI 33-332, *Air Force Privacy Act Program*, 10 Mar 2020

AFI 31-101, *Integrated Defense*, 25 Mar 2020

AFMAN 23-220_6AMWSUP_I, *Reports of Survey for Air Force Property*, 11 Sep 2012

MACDILLAFBI 31-201, *Disposition of Lost, Abandoned, or Unclaimed Property*, 05 Feb 2018

AFH 33-337, *The Tongue and Quill*, 27 May 2015

DoDM 5200.48, *Controlled Unclassified Information (CUI)* 6 Mar 2020

10 U.S.C. 8013

10 U.S.C. Chapter 55

Prescribed Forms

None

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 457, *USAF Hazard Report*

AF Form 847, *Recommendation for Change of Publication*

DD Form 139, *Pay Adjustment Authorization*

Abbreviations and Acronyms

6 ARW—6th Air Refueling Wing

6 CES—6th Civil Engineer Squadron

6 CPTS—6th Comptroller Squadron

6 MSG—6th Mission Support Group

6 SFS—6th Security Forces Squadron

ADL—Airman Dorm Leader

AFB—Air Force Base

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BAH—Basic Allowance for Housing
CC—Commander
CCC—Command Chief or Group Chief Superintendent
CEIH—Housing Manager
CEM—Squadron Superintendent
CL—Civilian Leader
DoDM—Department of Defense Manual
DITY—Do-It-Yourself
FOUO—For Official Use Only
FMS—Furnishings Management Section
HQ AMC—Headquarters, Air Mobility Command
HVAC—Heating-Ventilation-Air-Conditioning
IAW—In Accordance With
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
POV—Privately Owned Vehicle
PSDG—Personnel Services Delivery Guide
RDS—Records Disposition Schedule
TDY—Temporary Duty
UH—Unaccompanied Housing
USAF—United States Air Force

Terms

Priority 1 Residents—Space Required. Personnel (all grades) required to live on base for reasons of military necessity, readiness (to include FP), training mission, or discipline, including unmarried and unaccompanied married incumbents of designated K&E positions and members with a bona fide hardship as determined by the Commander.

Priority 2 Residents—Space Required. Beginning with the most junior member, Priority 2 includes personnel in grades E-1 through E-3 and E-4 with less than 3 YOS. Military members married to another military member (MIL-to-MIL) in grades E-1 through E-3 and E-4 with less than 3 YOS when geographically separated and not accompanied by family members. MIL-to-MIL on separate unaccompanied assignments to a same dependent-restricted location where authorized by AFPC/Assignment.

Priority 3 Residents—Space Available. Beginning with the most junior member, Priority 3 includes unmarried personnel in grades E-4 with 3 or more YOS through E-9.

Priority 4 Residents—Space Available. Beginning with the most junior member, Priority 4 includes unaccompanied personnel who are authorized with-dependent BAH but voluntarily separated from dependents and unaccompanied personnel in grades E-1 to E-9.

Attachment 2

UNACCOMPANIED HOUSING CLEANING – CHECKLIST SAMPLE

Figure A2.1. Unaccompanied Housing Cleaning – Checklist Sample.

Room Rating: _____

Resident Rank/Name: _____ Date: _____ Unit: _____

Bldg: (Circle): 253 370 375 376 377 Other _____ Rm # _____

UNACCOMPANIED HOUSING (UH) CLEANING STANDARDS - CHECKLIST		
<p>General Statement: A UH resident is responsible to clean his or her room prior to out-processing the installation or before BAH is authorized.</p>	<p>Cleaning Standard: All items must be cleaned to include removal of dirt, debris, mold, mildew, stains, soap scum, sticky residue and dust. Floor/ground surfaces must be free of heel marks, swept, mopped, vacuumed and shampooed as required. Glass areas must be free of streaks. Furniture must be cleaned and polished. Drawers in furniture and cabinetry must be emptied and cleaned. Walls and ceilings must be free of marks and cobwebs. Appliances must be free of food particles, grease and mildew to include the interior, exterior, top and bottom.</p>	Pass/Fail
Exterior	Exterior Area Around Room, Front Door, Edge of Porch/Balcony or Center of Hallway	
Windows	Windows - Exterior and Interior	
	Window Screens	
	Window Tracks and Sills	
Furnishings	Windows Blinds/Rods	
	Draperies, Comforter	
Floors	Furniture (including Upholstered Furniture) Items, Mattress	
	Lamps, Lampshades	
	Carpeting	
	Baseboards	
Walls/Ceilings	Tile & Grout	
	Thresholds	
	Light Fixtures (including Globes) with Working Bulbs	
	Ceiling Fan (including Blades)	
Bathroom	Walls, Ceilings, Doors, Door Jambs	
	A/C Vents, Returns, Set Temperature to 75° Fahrenheit and set on Auto	
	Toilet, Toilet Tanks	
	Shower/Tub	
Kitchen	Vanity, Countertop, Medicine Cabinet, Mirror, Light Fixtures	
	Soap Dish, Toothbrush Holder, Towel Holder, Toilet Paper Holder	
	Refrigerator/Freezer, Defrost, Remove All Ice	
	Range, Range Hood, Drips Pans, Vents, Fans, Oven Racks and Broiler, Pull Out to Clean Under & Behind	
	Microwave	
Miscellaneous Areas	Countertop, Sink, Garbage Disposal, Wall Behind Sink	
	Cabinetry	
	Closets or Wardrobes	
	Trash Can(s)/Recycling Bin(s)	
	Bulk Storage Area	
	Light Switches, Outlets	
<p>Vacuum - Clean, Serviceable, and Emptied</p> <p>Key & FOB Key, Parking Pass, Name Tag(s)</p>		
<p>COMMENTS/REMARKS/OBSERVATIONS:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

(Continued on Reverse)

Attachment 3

DORMITORY OUTPROCESSING – CHECKLIST SAMPLE

Figure A3.1. Dormitory Outprocessing—Checklist Sample.

DORMITORY OUTPROCESSING CHECKLIST

<p>The following checklist will assist you in preparing to check out of your room when going PCS, separating, etc. In order for us to properly clear you from the dormitory, this list must be followed.</p>	
<p>Preinspection is scheduled for _____</p>	
	<ul style="list-style-type: none"> - Room is checked for damages - usually accomplished 2 weeks prior to final checkout
<p>Final inspection is scheduled for _____</p>	
	<ul style="list-style-type: none"> - This is when clearance letter is issued and all paperwork will be signed off in order to clear the base.
	<ul style="list-style-type: none"> - All furniture you signed for (from AF Form 228 or optional form) must be in room and set up as when you moved in.
	<ul style="list-style-type: none"> - Vacuum carpet, shampoo if needed (carpet cleaner available at self-help store or from Dormitory Manage
	<ul style="list-style-type: none"> - Remove all trash and debris.
	<ul style="list-style-type: none"> - Clean and defrost refrigerator (do not unplug or turn off, normally takes about 2 hours. DO NOT USE METAL OBJECTS TO CLEAN ICE FROM FREEZER). Clean seals. Pull out refrigerator and clean behind and under. (Leaving refrigerator unplugged with doors closed will cause excessive mold growth.)
	<ul style="list-style-type: none"> - Clean inside (to include inside top) and outside of microwave (ensure turntable is inside).
	<ul style="list-style-type: none"> - Clean all A/C vents, change filter, and have a spare filter available for the next occupant (available at self-help store).
	<ul style="list-style-type: none"> - All picture hanger nails, suckers, hooks, etc., must be removed from the walls and all small nail holes filled in. Call CE Customer Service 8-4531/32 for wall damage larger than a quarter coin in size, do not patch yourself.
	<ul style="list-style-type: none"> - All cabinets, drawers, and the closet need to be cleaned inside and out. Clean wall lockers inside and out.
	<ul style="list-style-type: none"> - Walls and ceilings must be free of dirt, mold, mildew, dust, fingerprints, stains, smoke film, etc.
	<ul style="list-style-type: none"> - Move all furniture away from walls and vacuum area and move furniture back once completed.
	<ul style="list-style-type: none"> - Ensure baseboards are free from dust and dirt.
	<ul style="list-style-type: none"> - Vanity mirror, sink, and cupboard must be cleaned. Wash all doors inside and out.
	<ul style="list-style-type: none"> - Furniture must be dusted and assembled prior to clearing out. Clean windows, sills inside and out.
	<ul style="list-style-type: none"> - Dust and clean ceiling fans, blades, globes, and bulbs (if applicable).
	<ul style="list-style-type: none"> - All light bulbs must be operational.
	<ul style="list-style-type: none"> - Smoke detectors must be in place and operational.
	<ul style="list-style-type: none"> - Common bathroom must be clean at time of final inspection.
	<ul style="list-style-type: none"> - Buildings 253 and 370 must have module common areas clean in addition to individual room.
	<ul style="list-style-type: none"> - Post office box must be cleared out through the Postal Service Center (provide dormitory manager with clearance form received from Postal Service Center).
	<ul style="list-style-type: none"> - Report any other required maintenance at time of preinspection.
	<ul style="list-style-type: none"> - Clear out storage rooms and lockers. Clear any Non-Temporary Storage items.
	<ul style="list-style-type: none"> - Turn keys in to the Dorm Manager upon clearance.
<p>REMINDER: Members taking terminal leave and remaining in the dormitory must provide a letter to the Unaccompanied Housing Office requesting to stay in the dormitory defining the period of time and providing a telephone contact number. This request must be signed off by the First Sergeant. Remember, if you remain in the dormitory while on terminal leave, you will not be authorized BAH.</p>	

Attachment 4

BAY ORDERLY DUTIES – CHECKLIST SAMPLE

Figure A4.1. Bay Orderly Duties—Checklist Sample.

BAY ORDERLY DUTIES						
DETAIL LEADER:	DAY:					
EXTERIOR	DORM#	253	370	375	376	377
Collect trash and debris from all parking lots surrounding the dorms						
Collect trash and debris in a 100 yard radius surrounding your building						
Collect trash and debris in dumpster containment areas						
Collect trash and debris from the pavilions						
Sweep dumpster containment areas						
Sweep exterior stairwells ensuring trash, debris and/or cigarette butts are removed						
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed						
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed						
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed						
Remove spider webs from exterior stairwells, balconies and pavilions						
Empty all trash receptacles to include pavilions and replace trash liners						
Remove trash and debris then sweep bike storage areas						
Clear debris from & refill outdoor fountain behind bldg 375						
DAY ROOMS	DORM#	253	370	375	376	377
Collect and dispose of all litter and debris						
Empty all trash receptacles and replace liners						
Clean windows, interior and exterior						
Clean wall surfaces						
Inspect for and remove all spider webs						
Clean, polish, dust and straighten all furniture and equipment (vacuum if necessary)						
Sweep and mop or vacuum the floors as applicable to type of floor						
Clean TV, Rack pool balls, adjust blinds						
Dust and clean all wall art						
Clean interior light fixtures, replace light bulbs as needed						
Inspect and clean vents on HVAC units, replace filters as needed						
FOYER AND INTERIOR STAIRWELLS	DORM#	253	370	375	376	377
Collect and dispose of all litter and debris						
Clean windows, interior and exterior						
Sweep daily and mop as indicated, all interior stairwells						
Sweep and mop or vacuum all hallways and foyers						
Inspect for and remove all spider webs						
Clean, polish, dust and straighten all furniture (vacuum as needed)						
Clean, polish, dust and straighten display cabinets						
Clean and polish doors, interior and exterior						
Clean interior light fixtures, replace light bulbs as needed						
Clean and polish water fountain						

Figure A4.2. Bay Orderly Duties – Checklist Sample (Cont.)

BAY ORDERLY DUTIES						
FOYER AND INTERIOR STAIRWELLS (Cont.)	DORM#	253	370	375	376	377
Inspect and clean vents on HVAC units, replace filters as needed						
Clean wall surfaces						
COMMON AREA BATH ROOMS	DORM#	253	370	375	376	377
Clean and sanitize toilets						
Clean and sanitize sinks						
Clean and sanitize soap, paper towel and toilet paper dispensers						
Replace soap, paper towels and toilet paper as needed						
Inspect for and remove all spider webs						
Clean mirrors						
Clean interior light fixtures, replace light bulbs as needed						
Clean and sanitize walls						
Sweep and mop floors						
UTILITY ROOMS	DORM#	253	370	375	376	377
Neatly organize cleaning supplies and stock shelves						
Sweep and mop floors						
Clean and sanitize sinks (Run water for 2 mins)						
Clean walls as needed						
LAUNDRY ROOMS	DORM#	253	370	375	376	377
Clean washers & dryers inside and out, report noted damage to UH management						
Remove lint from lint traps on dryers						
Dust furniture						
Sweep floors daily and mop floors as indicated						
Sweep and mop floors behind washers and dryers						
Clean wall surfaces, including behind washers and dryers						
Clean interior light fixtures, replace light bulbs as needed						
Clean and sanitize sinks						
Inspect and clean vents on HVAC units, replace filters as needed						
Clean windows and doors, interior and exterior						
Dust and clean all shelves and exposed pipes						
KITCHENS	DORM#	253	370	375	376	377
Clean and sanitize all appliances						
Clean and sanitize sinks						
Clean and sanitize countertops and wall surfaces						
Polish cabinets						
Clean refrigerators, removing old food with guidance						
Clean interior light fixtures, replace light bulbs as needed						
Inspect and clean vents on HVAC units, replace filters as needed						
Sweep and mop floors						

Attachment 5

REQUEST TO RESIDE OFF BASE WITH ALLOWANCES PRIOR TO MARRIAGE**Figure A5.1. Request To Reside Off Base with Allowances Prior To Marriage.**

Note: The below must be typed on official letterhead.

Date

MEMORANDUM FOR Unaccompanied Member's Unit/CC or CCF (e.g. 6 LRS/CC, 6
MXS/CCF, 6
MDOS/CCF, etc.)

FROM: Rank/Name of Unaccompanied Member

SUBJECT: Request to Reside Off Base with Allowances 60 Days Prior to Marriage

1. I am requesting to reside off base with allowances prior to marriage to establish a household in the local area. My planned marriage date is _____. I understand that this move will be at government expense. I also understand that if I desire assistance in moving I must contact the Unaccompanied Housing Manager to arrange for orders to be prepared. I am aware that upon leaving the dorms, I must request the release of any NON-TEMPORARY storage items. If I fail to request the release of these items, I may be responsible for any storage fees incurred after I move out the dorms. I am also aware that my telephone and cable reconnection fees will not be reimbursed for this move.

2. I have attached a copy of my marriage license as proof of my intentions to marry. I also understand that my First Sergeant must indorse this letter to show good faith. I am aware that my Basic Allowance for Housing (BAH) will not be started until I clear my dorm room through my Airmen Dorm Leader. My BAH will be at the Without Dependent Rate. I also understand that once I am married I must go to AF Accounting & Finance to initiate BAH at the With Dependent Rate (unless I am married to another military member).

3. In accordance with AFI 32-6000, Housing Management, I understand that if my marriage fails to occur, I will be required to move back into to the dorms. I will provide the Base Housing Office proof of marriage within 30 days of the scheduled marriage date. In the event my marriage fails to occur, I understand the Base Housing Office will provide me with an AF Form 150 which can be presented to my landlord to break my lease with 30 days notice. In addition, I understand that I may be required to pay back any concessions or incentives due to the breaking of my lease.

*(Signature Block of Unaccompanied
Member)*

Attachment:

Copy of Marriage License (required)

Note: Below will include a separate-page indorsement as there will not be enough space on the original memorandum for the indorsement (Reference Air Force Handbook (AFH) 33-337, *The Tongue and Quill*). Place the page number (i.e. "2") for a separate-page indorsement 0.5-inches from the top of the page, flush with the right margin.

1st Ind to *Unaccompanied Member's Unit/CC or CCF*, Date of Above Memorandum, Request to Reside Off Base with Allowances 60 Days Prior to Marriage

Unaccompanied Member's Unit/CC or CCF

Date

MEMORANDUM FOR 6 CES/CEIH

1. Service member has been briefed on responsibilities. Fiancée of unaccompanied member is Civilian / Military. (Circle one) Duty Location of military fiancée is:

(**Note:** If fiancé is military & stationed outside MacDill area, Service member is required to remain in the dormitories. Contact Unaccompanied Housing Office at (813) 828-5962)

2. If marriage is to occur out of state, a copy of the license/application must be provided upon return. Location where marriage is to occur: _____.

(Signature Block of Unaccompanied Member's Commander)

Attachment 6**REQUEST TO RESIDE OFF BASE WITH ALLOWANCES DUE TO PREGNANCY****Figure A6.1. Request To Reside Off Base With Allowances Due To Pregnancy.****Note: The below must be typed on official letterhead.***Date*

MEMORANDUM FOR Unaccompanied Member's Unit/CC or CCF (e.g. 6 LRS/CC, 6
MXS/CCF, 6
MDOS/CCF, etc.)

FROM: Rank/Name of Unaccompanied Member

SUBJECT: Request to Reside Off Base with Allowances Due to Pregnancy

1. I am requesting to reside off base with allowances due to pregnancy. I will reach 20 weeks gestation on _____. I understand this is the earliest date I may move off base, unless my doctor determines it is medically necessary to move earlier. I also understand that this move will be at government expense. I also understand that if I desire assistance in moving I must contact the Unaccompanied Housing Manager to arrange for orders to be prepared. I am aware that upon leaving the dorms, I must request the release of any NON-TEMPORARY storage items. If I fail to request the release of these items, I may be responsible for any storage fees incurred after I move out the dorms. I am also aware that my telephone and cable reconnection fees will not be reimbursed for this move.

2. I have attached a copy of my AF Form 469, Duty Limiting Condition form verifying my pregnancy (Code 81). I am aware that my Basic Allowance for Housing (BAH) will not be started until I clear my dorm room through an Airman Dorm Leader. My BAH will be at the Without Dependent Rate. I also understand that once a live birth occurs, I must go to AF Accounting & Finance to initiate BAH at the With Dependent Rate.

3. I understand that I may use the RENTAL PARTNERSHIP PROGRAM (RPP). This unique apartment program offers discounts on rent, waivers of security deposits and rent payments thru MAC. For more information on the RPP, please call Housing at 828-5404.

*(Signature Block of Unaccompanied
Member)*

Attachment 7
COPY OF AF FORM 469

Figure A7.1. COPY OF AF FORM 469.

Note: Below will include a separate-page indorsement as there will not be enough space on the original memorandum for the indorsement (Reference AFH 33-337). Place the page number (i.e. "2") for a separate-page indorsement 0.5-inches from the top of the page, flush with the right margin.

*1st Ind to Requesting Service's Member's Unit/CC or CCF, Date of Above Memorandum,
Request to Reside Off Base with Allowances Due to Pregnancy*

Requesting Service's Member's Unit/CC or CCF

Date

MEMORANDUM FOR 6 CES/CEIH

Service member has been briefed on responsibilities. I recommend approval for service member to reside off base.

*(Signature Block of Unaccompanied
Member's Commander)*

Attachment 8

APPLICATION FOR BAH WAITING LIST

FIGURE A8.1. Application For BAH Waiting List.

Note: The below must be typed on official letterhead.

IMPORTANT: At the bottom of each page, you **MUST** include the following statement (Reference: AFI 33-332 and Department of Defense Manual (DoDM) 5200.48, *Controlled Unclassified Information (CUI)*)

“The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or Privacy Act of 1974 (5 U.S.C. 522a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.”

Date

MEMORANDUM FOR *Unaccompanied Member's Unit Commander/CCF/Unit SNCO (e.g. 6 LRS/CC, 6 MXS/CCF, 6 MDOS/CCF, etc.)*

FROM: *Rank/Name of Unaccompanied Member*

SUBJECT: Request to Be Placed on BAH Waiting List

1. I request my name be placed on the BAH Waiting List and that I be authorized to reside off base and draw without dependent rate BAH at the earliest possible time. I understand that once this application is received by the Housing Office, by the cut-off date for the current waiting period, my name will remain on the waiting list for a period of one year from date of this letter or until released by the Housing Office to move off base. My Commander/First Sergeant reserves the right to remove me from the waiting list at any time.

Rank/Full Name

(FOUO) DoDID

Date of Rank

Dorm #/Room #

Organization/Office Symbol

Duty Phone

(FOUO) Home Phone

2. I understand that I am subject to be recalled back into government quarters if duty requires or if the base-wide dormitory occupancy rate falls below the required 95 percent. I am willingly moving off base. I may elect to have a paid move. Prior to moving, I must contact my dorm manager or the Unaccompanied Housing Office to arrange for paid moves. Failure to do so may result in an unpaid move. I also understand that I am responsible to request the release of any

NON-TEMPORARY storage items and that failure to do so may result in my being held financially responsible for storage costs after I move out of my dorm room.

3. FINANCIAL: I have completed a financial budget and have received financial counseling at the Military and Family Readiness Center. I understand I may be asked to produce my personal budget to my 1st Sgt. I understand I cannot be placed on the BAH Waiting List unless this mandatory requirement is accomplished. To schedule a DORM EXIT financial counseling session, call the Military Family Readiness Center at 813-828-0145. Briefings are held via the Zoom App on Mondays @ 1000, to schedule this financial counseling you may also e-mail the MFRC at FSC.Frontdesk@us.af.mil.

COMMUNITY READINESS CONSULTANT SIGNATURE:

PRINTED NAME:

DATE:

(to be filled out during counseling session)

4. I understand that this application allows me to be placed on the BAH Waiting List and that this letter is NOT authorization to move off base or sign leases. I also understand that if I am recalled back to the dorms by my leadership for disciplinary or financial reasons, the following consequences will result: BAH will stop once a room key is issued by the dormitory manager. will be required to reside in dorms for one year or until I reach E-4 with more than 3 years Time in Service or whichever occurs first. I will not be allowed to volunteer for this BAH Waiting list until one of these conditions have been met.

(Signature Block of Dorm Member)

1st Ind, Unaccompanied Member's Unit Commander/1st Sgt/Unit SNCO

Date

MEMORANDUM FOR 6 CES/CEIH

I approve this request and verify that the correct rank/DOR are listed above.

(Signature Block of Member's Commander/First Sergeant/Unit SNCO)