

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 32-6000

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Civil Engineering

**UNACCOMPANIED HOUSING (UH)
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-60, *Housing*. It defines Air Force, UH Manager, and resident responsibilities during occupancy of military unaccompanied housing. Failure by residents to comply with guidance set forth in paragraphs **2.1**, **3.3**, and **4.4** is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative or disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws. This instruction directs the collection and maintenance of information protected by the Privacy Act of 1974 and AFI 33-332, *Air Force Civil Liberties and Privacy Program*; authority: 10 U.S.C. 9013. System of Records notice NM1110-01, *Family and Unaccompanied Housing Program*, is available at <https://www.federalregister.gov/documents/2018/09/05/2018-19204/privacy-act-of-1974-system-of-records>. Compliance with attachments is mandatory. Waivers are not authorized to guidance contained in this publication. Subordinate units may not issue implementing publications to this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) available in the Air Force Records Information Management System (AFRIMS). This publication applies to all personnel residing in military unaccompanied housing on Maxwell AFB and Gunter Annex. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. 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 Department of the Air Force.

SUMMARY OF CHANGES

This rewrite: Adds guidance pertaining to the e-bikes/e-scooters provided for residents' use and deletes **Chapter 11**.

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Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. Initial Inspections. A UH Manager or designated representative will escort new residents to their room and make an initial inspection. At this time, they will identify all discrepancies with the room and appliances, and document them on Enterprise Military Housing (eMH) generated form and identify conditions. The initial inspection will be done when quarters are assigned.

1.2. Maintenance and Repairs . The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for Unaccompanied Housing (UH). See [Attachment 4](#) for a listing of Key Telephone Numbers. The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance of rooms and UH facilities. If maintenance needs to be performed on quarters, use the following procedures:

1.2.1. Monday through Friday, 0700–1600, contact the UH Manager. On weekends, holidays or after normal duty hours, contact the CE Customer Service at 953-3333 for maintenance emergencies. Inform UH Manager of weekend or after normal duty hours maintenance calls on first duty day following the request.

1.2.2. Work Order Inquiries. To receive an updated status on a work order contact your UH Manager. **NOTE:** All inquiries on maintenance issues will be performed by the UH Manager.

1.3. Refuse Collection and Disposal. Dumpsters are provided for residents to dispose of trash and debris while living in UH. Exterior garbage cans are provided and used for minor trash or litter, not room trash. Maxwell and Gunter residents should call 953-3333 to report dead animals.

1.4. Insect Control. Alabama has a tropical climate and, therefore, has its share of insects. If needed, BCE will treat the room before you move in; however, all residents need to take preventive action to control insects. For example, keep food in sealed containers, remove trash and garbage from quarters daily, and dispose of empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If infestation occurs that is beyond a resident's control, call the UH Manager. Room occupant is responsible for protecting and arranging furniture to allow proper application of insecticides. Maxwell and Gunter residents should call 953-3333 to report insect issues.

1.5. Lockouts. The UH Manager keeps a master key to all rooms. If locked out, contact the UH Manager during duty hours, 0600–1500. If after duty hours or on weekends, contact your Supervisor, First Sergeant, or if not available, contact the Security Forces at 953-7222. Lost keys will be replaced by the UH Manager. If keys, locks, or cores to locks have to be replaced due to damage or loss, the resident will be charged for labor and replacement cost.

1.6. Ground Care. All UH residents are responsible for keeping the grounds in and around the campuses free from trash and debris. Installation ground crews are responsible for cutting the grass, trimming shrubs and trees.

1.7. Appliances. Refrigerators and microwave ovens are government-furnished. They are assigned by serial number and verified at check-in and termination inspections. Notify the UH Manager immediately if you experience any problems with appliances.

1.8. Heating, Ventilation, Air Conditioning (HVAC). All dormitories have a central heating and air conditioning systems and will be maintained by BCE. Report any malfunction of the

HVAC system to the UH Manager immediately or to the CE Customer Service at 953-3333 after normal duty hours. No personal a/c units will be authorized in the dormitories.

1.9. Moisture Control. Residents are responsible for emptying dehumidifiers in their room daily and cleaning as necessary to assist with control of moisture and potential for mildew/mold issues.

1.10. Furnishings. Residents sign for the furniture/equipment in the room on the eMH-generated form that will be maintained in the UH Manager's Office. Occupants are responsible for the furnishings signed for and will be held liable for loss or damages. It is the resident's responsibility to maintain the furniture and to contact the UH Manager when furnishings are damaged.

Chapter 2

UNACCOMPANIED HOUSING STANDARDS AND POLICIES

2.1. Prohibitions in UH Rooms. Failure by residents to comply with guidance set forth in this paragraph is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative or disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws. **Figure 2.1** lists prohibitions in UH rooms.

Figure 2.1. Prohibitions in UH Rooms.

Animals (other than aquatic)	Burning candles or incense
Barbecue Grills	Open flames
Cohabitation	Portable heaters (see Note at paragraph 3.7.)
Flammable pressurized gasses (non-cosmetic)	Gambling
Room decorations hanging from the ceiling	SCUBA tanks
Flammables: e.g., propane, paints, liquids, etc.	Waterbeds
Hot plates, Toasters, Rice Cookers, Air Fryers, Insta-pots, cooking equipment of any type other than provided microwave	Under-age drinking
Smoking	Multiple outlet extension cords (see Note)
Weapons (See Chapter 4 for listing)	Light bulbs of any type over 60 watts
Unsealed foods	Automotive rebuilding parts & auto batteries
Live Christmas Trees	Use of illegal Drugs
Visitors under 18 years old (except family)	
NOTE: Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. These devices must be Underwriters Laboratories® or UL® Listed.	

2.1.1. Some pictures may be offensive to other people. The display of genitalia is considered pornographic material and is not permitted. If there are any questions about this subject, contact the UH Manager.

2.1.2. Pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols are not considered acceptable as room decorations.

2.1.3. Items or pictures that degrade national or military leaders are not acceptable as decorations.

2.1.4. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings.

2.2. Daily Housekeeping . UH Facilities will be maintained within Air Force standards as outlined in AFI 32-6000, *Unaccompanied Housing Management*, and this instruction. **Remember that the entire UH facility is part of each occupant’s room.** The following paragraphs define UH facilities standards for all dormitories on Maxwell AFB and Gunter Annex:

2.2.1. Wall Lockers/Closets. Any unlocked closets are subject to inspection; arrange items neatly.

2.2.2. Floors. Clean and vacuum. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. Sweep and mop bathroom floors.

2.2.3. Carpets/Vinyl Plank Flooring. Any damage caused by misuse, abuse, burns, etc., may be chargeable to the resident. Carpets should be vacuumed at least weekly and shampooed upon termination or as required by the resident. See the UH Manager to sign out a carpet shampoo machine. Vinyl Plank Flooring should be swept at least weekly and mopped with a mop/wet jet at least once a month.

2.2.4. Walls. Walls must be clean and maintained in good repair. Do not apply adhesive-backed materials, wallpaper, or decals to furnishings as these cause damage upon removal. Use nail,"J" type hangers, or command strips only and remove them prior to termination. Make sure doorstops are serviceable to prevent damage to walls. If depressions are in the walls, contact the UH Manager for assistance with repairs.

2.2.5. Sink. Clean hair from drain trap. Clean sink so it's free of dirt, mildew/mold, and water spots. Report any leaks to the UH Manager immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure mirrors are clean and free of fingerprints and dust.

2.2.6. Refrigerators. Set temperature control to mid-range. Do not run freezer at coldest setting for long periods of time or fill freezer to the point of blocking air vent. Clean interiors of refrigerators regularly with soap and water. Pay special attention to shelves; clean under, inside, and behind the bottom drawer if so equipped. The seal around the edge of the door must be clean and without food particles or dust/dirt. Clean the exterior of the refrigerator to include the back. Clean around and under the refrigerator.

2.2.7. Microwave. Government provided microwaves will be kept clean at all times, inside and out. When using a microwave, never leave it unattended.

2.2.8. Toilet/Bathing Area. The entire area must be especially cared for due to the potential for bacteria growth. Roommates that share a bathroom are both held equally responsible for the cleanliness of the entire bathroom. Clean the toilet inside and out with a toilet bowl cleaner. Clean the shower tile and shower curtain with a mold/mildew cleaner to ensure no mildew, mold or soap scum. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, the UH Manager will issue a new one. Pay particular attention to the shower threshold, as it will mold quickly if allowed to remain damp for extended periods of time. The ceiling light and exhaust fan, if equipped, must be clean and operational. Ensure the entire ceiling is clean and has no build-up of mold or mildew that is subject to grow under conditions of extreme dampness. If mold/mildew is observed, report this to the UH Manager. Clean the floor, including behind the toilet and in the corners. Spray and wipe down shower walls and floors with a tub and tile cleaner weekly to help prevent growth. Also, allow your bathroom to air out by keeping bathroom door open for a few minutes after a hot shower.

2.2.9. Living Area. Dust all furnishings to include privately owned items. Vacuum the carpets. Neatly organize clothing and shoes. Remove all clutter. Empty trash daily. Clean the area in front of the entry to include the outer door, walkways, railings, lights, windows, and windowsills. Clean all mirrors, ceiling fans, and HVAC vents. Make up beds with a mattress cover and bed-in-the bag items as needed. Personal linen will be washed weekly. Residents may purchase and use their own bedding.

2.2.10. Furniture. Furniture must be clean and neatly arranged in the room. Polish/dust furniture once a month. Items on top of tables, dressers and desks must be neat and dusted.

2.2.11. Windows. Clean inside and outside windows, channels, and windowsills. Report damaged windows and missing or damaged window screens to the UH Manager. Lock windows when leaving the room for security reasons.

2.2.12. Doors. Clean doors, frames and sills above the door. Lock door when exiting room. Do not leave room unattended with door unlocked, for security reasons. Doors must have a current and correct nametag. See the UH Manager to have a new one made when changes are needed.

2.2.13. Room Decorations. Personal decorations must be neat and in good taste.

2.3. Inspections. The Wing Commander, Command Chief, Unit Commanders, First Sergeants, supervisors, and designated personnel inspect government UH facilities to evaluate living conditions. Dignitaries visit the UH facilities from time to time because UH facilities are an important Air Force quality-of-life issue. Render all appropriate customs and courtesies when officials enter an occupant's room. Commanders and First Sergeants have the right for no-notice inspections. The First Sergeant inspects as needed for health, safety, and general cleanliness using the Maxwell AFB Form 41, *Unaccompanied Housing Room Entry Notification/Inspection*. Further, if the UH Manager in the performance of their duties is allowing access to the rooms for maintenance or emergency situations and observes any room violations, they will report this to the unit First Sergeant.

2.4. Furnishings. Residents sign for the furniture/equipment in the room on the eMH-generated form that will be maintained in the UH Manager's Office. Occupants are responsible for the furnishings signed for and will be held liable for loss or damages. Annual inventory performed by the UH management office will identify missing or misplaced items. It is the resident's responsibility to maintain the furniture and to contact the UH Manager when furnishings are damaged.

2.4.1. Personal Furniture. Personal furniture is not authorized without prior UH Manager approval. Personal furnishings must be in good and safe condition and must present a neat and acceptable appearance. Government-provided furniture must remain in the assigned room. There is no storage available for government furniture to allow use of personal items.

2.5. Dayroom Furniture and Equipment. UH residents are not allowed to remove any furniture or equipment items from the dayrooms. Dayrooms are for use by all residents; help keep the furniture and equipment clean and in good repair. Report any misuse of government furniture or equipment to the UH Manager, the UH Council members, or the Security Forces immediately.

2.6. Visitors. Guests are permitted in the rooms if all residents of the suite agree. Guests must be always escorted while in the UH area, and the resident is responsible for their behavior: language, dress, courtesy and conduct. Guests from the resident's family who are under 18 years of age are permitted and will be escorted by their parent(s). No guest will be left in a UH room unattended. No overnight guests will be permitted between the hours of 2400–0600. Cohabitation is not allowed in UH facilities.

2.7. Hospitality Rooms . Hospitality rooms have been established for use by the UH Manager to meet temporary (72 hours or less) housing needs for incoming and outgoing PCS personnel and

permanent party personnel which meet circumstances outlined in AFI 32-6000. Newly assigned personnel may be housed in the hospitality room when no other rooms are available. Departing personnel may be given a hospitality room if available. Upon check out, the room will be cleaned according to standards and damage (if any) may be charged to the occupant. All linen will be turned in. A final room inspection with member and the UH Manager will be accomplished prior to check out. Sponsors of inbound personnel may sign out a key in advance. Military sponsors will contact the UH Manager no later than two days prior to arrival. Finally, First Sergeants, in coordination with the UH Manager, may be allowed access to these rooms for military necessity.

2.8. Room Assignment and Termination . Rooms are assigned in accordance with space authorizations outlined in AFI 32-6000 and this instruction.

2.8.1. Upon room assignment, residents will complete eMH electronic forms. These eMH forms outline policies and procedures for occupying a UH room.

2.8.2. Upon room assignment, residents will complete a Maxwell AFB Form 43, *Inbound Resident's Information Sheet*. This information will be entered into the automated computer system maintained by the UH Manager. This form will be maintained in the UH Manager's Office.

2.8.3. Residents will be required to complete an AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, prior to assignment to UH facilities.

2.8.4. Personnel assigned to the 908 AW are authorized UH as long as they are on Permanent Change of Station (PCS) orders and meet the eligibility criteria in AFI 32-6000.

2.8.5. Personnel on TDY orders are not authorized to live in UH.

2.8.6. Personnel of the rank of E-4 with over 3 years in service or of higher rank and are on PCS orders with dependents are entitled to live in the UH facilities on a space-available basis. Personnel in this category understand that if a higher priority member requires a room, they could be asked to depart UH and will acknowledge such action by memorandum on file in the UH Manager's Office.

2.8.7. UH suites located in Building 697 will be assigned to each individual serving in a leadership position on the Maxwell Dormitory Council. The elected President and Vice President of the Maxwell Dormitory Council may occupy these rooms. Duration of residency is contingent upon the member holding the leadership position on the council. The cost of relocation into the assigned suite is at the expense of the council member. However, when a council member vacates their position, they will vacate their suite and will move back into another room in the Maxwell dormitories. This is considered a government move and expenses for this relocation are at government expense.

2.8.8. Residents may not move from their assigned quarters with Basic Allowance for Housing (BAH) without the approval of the squadron commander and/or first sergeant. See [Chapter 9](#) for additional termination reasons and specific procedures.

2.8.9. Approval authority for off-base residency requests as well as hardship and/or priority assignments to on-base quarters is delegated to the 42d Mission Support Group Commander as authorized in AFI 32-6000. Disapproval of requests remains with the Installation Commander in accordance with AFI 32-6000.

2.9. Security . All high-cost items should be securely stored when the resident is absent from the room. Bulky items such as televisions and stereos should be marked with personal identification. It is recommended that residents take pictures and develop a list of all of their high value items. The Air Force will not pay claims on stolen items that are not secured. Closet, window, bathroom door, storage cages, and exterior room door must be locked when unoccupied. It is recommended residents procure renters insurance to protect their personal items from damage or theft.

2.10. Exterior Room Doors . Room numbers and nameplates will be the only things mounted on the outer door. Nameplate will be updated to reflect the most current status. See the UH Manager for a new nameplate when one is needed. Decal stickers or posters are not allowed on the outside doors or windows.

2.11. Care of Exterior . Room occupants are responsible for sweeping the walkway and cleaning any railings, lights, fan exhaust, doormats, windowsills, door and frame and ceiling areas in front of their room. Maintain exterior space midway to adjacent rooms. Trash will not be placed in front of resident's door nor piled up in or near dayroom. Trash will be disposed in dumpster provided. Residents will help keep the UH clean and neat; if trash is seen, pick it up, and properly discard it.

2.12. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. UH facilities with kitchens will be cleaned after each use by the individual using the facility to include cleaning ovens, broiler units, as well as the top burners. DO NOT use oven cleaner; all ovens are self-cleaning. Residents are liable for any damage they cause to the range. Contact UH Manager when appliances or fixtures are inoperative. **NOTE:** Do not put grease in the garbage disposals as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils directly on counter tops as this can cause permanent damage. Clean walls and range hood after use to prevent surface grease buildup.

2.13. Supplies . Room cleaning supplies, paper products and light bulbs are supplied by the UH Manager unless products are out of stock.

2.14. Extended Absences . If leaving quarters unoccupied for extended periods of time (over 3 days), inform the UH Manager and your First Sergeant of projected absence. Your First Sergeant will assign someone to conduct weekly checks of these quarters. Do not turn off HVAC system or ceiling fans during absence.

2.15. Liability for Damage to Furnishings . Under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests. Punishment under Article 92, UCMJ, may also be levied against occupant if found liable for loss or damage resulting from abuse or negligence.

2.16. Insurance . Residents are highly encouraged to obtain Renters Insurance for protection of personal property. The base legal office can answer specific questions concerning insurance topics.

2.17. Damage to Quarters . Damages to quarters beyond reasonable wear and tear are the occupant's responsibility. Repairs and replacements must meet Air Force standards. The UH Manager will establish a date repairs or replacements are to be completed. The Air Force may elect to make repairs and bill the room occupant for damages not corrected within the time allowed.

The UH Manager can fully explain the options to repair or replace damaged items or the methods of reimbursement to the government.

2.18. Energy Conservation . Keep exterior doors closed during heating and cooling periods to conserve energy. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building.

2.18.1. Water. Use normal and reasonable amounts of water, however, don't be wasteful. Excessive use results in increased costs and depletion of the source of supply.

2.18.2. Heating and Cooling. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Each occupant should do their part to conserve energy. UH facilities are a permanent living area. Room temperatures should be set at a comfortable level. Installation policy stipulates thermostats in UH rooms during the winter months can be set between 68-72 degrees and in the summer months 74-78 degrees. The installation heating and cooling policy letter can be reviewed in the UH Manager's Office or at the 42 CES Customer Service.

2.18.3. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. Minimize the use of all electrical appliances and lights, especially during the peak demand periods of 0900–1130 and 1400–1900. Do not leave televisions or radios on unattended. When leaving the room, unplug irons and turn off all appliances and room lights.

2.18.4. Laundry Facilities. Washing with full loads is recommended to conserve energy. Do not over-load washers or dryers. Overloading causes damage to the machine. Never attempt to open a running washer without first pausing the cycle and waiting for the lid lock to disengage. Never force a lid open. This will break the lid lock and cause the machine to no longer operate. Never place plastic articles, pens, or other markers in dryers. Clean the dryer vent before and after each use. Limit use to a maximum of two machines at a time. The washers and dryers are maintained by BCE. Unauthorized users must be reported immediately to the UH Manager, the UH Council, or the Security Forces. Report all problems with the laundry facilities to the UH Manager as soon as possible. Throw trash in the trashcans and keep the laundry rooms neat and clean. Once you are no longer a resident of the dormitories, you are no longer authorized to use the dormitory laundry facilities. Doing so will constitute trespassing.

2.19. Environment . DO NOT pour engine oils, engine coolants, car grease, drain cleaners, or other similar products into plumbing, drainage system or on the ground. Contact the UH Manager for proper disposal procedures of automotive tires and batteries.

2.20. Smoking and Drinking.

2.20.1. Smoking/Vaping. Smoking/Vaping in UH facilities other than in the Designated Tobacco Areas (DTA) is absolutely prohibited. DTAs are designated around the UH campuses and appropriately identified by signage. If you are unable to locate your DTA, contact the UH Manager. The legal age to use tobacco products in Alabama is 21. Residents under the age limit are not to have tobacco products in their room or possession.

2.20.2. Drinking. Legal age for drinking is 21. Individuals under 21 may NOT drink. There are no exceptions—it's state law. Residents under the age limit are not to have alcoholic beverages in their room or possession.

2.21. Bicycles . Lock up bicycles at the bike racks provided at each UH facility. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged and if not identified by owner within 30 days, the bicycle will be removed from the UH campus.

2.22. Vehicles . Vehicle repairs are not authorized in the UH areas or parking lots. Vehicle work shall be done in the base Auto Hobby Shop or authorized facility. No cleaning or washing of vehicles will be done in or around the UH facilities but in the designated car wash on base. Do not park on seeded areas. **NOTE:** Vehicles not operational or not registered are not authorized in the UH area and will be ticketed and removed.

2.22.1. Oil changes in parking lots are prohibited. Offenders will be ticketed by Security Forces. Dumping oils or any vehicle fluids in any unauthorized manner is prohibited.

2.22.2. Storing recreational vehicles, “quad runners”, utility trailers and motorcycle trailers in the UH area is not authorized. Contact base Outdoor Recreation for further assistance in storing such items.

2.23. e-Bikes/e-Scooters. E-Bikes and e-scooters are for residents' use only; they are not provided for a resident's guests/family members. Residents must complete a Maxwell AFB Form 47, *e-Bike/e-Scooter Use Rules and Agreement*, prior to each time they use an e-bike/e-scooter. Failure to obey the following guidelines as well as those contained in the Maxwell AFB Form 47 could result in losing the privilege to use e-bikes/e-scooters.

2.23.1. e-Bikes/e-scooters are for on-base use only; they are not to be taken off base. This equipment should never be loaded into a vehicle and taken anywhere.

2.23.2. Riders must wear a helmet at all times while operating the equipment.

2.23.3. Riders must wear a reflective belt or vest during hours of darkness.

2.23.4. Only one rider per e-bike/e-scooter; no passengers.

2.23.5. Pedestrians have the right of way. Show pedestrians respect.

2.23.6. Always ride with traffic, not against it.

2.23.7. Do not use listening devices or cell phones while operating e-bikes/e-scooters.

2.23.8. Do not exceed the posted speed limit and obey all traffic laws, to include hand signals/stop signs/traffic lights.

2.23.9. Do not ride up or down stairs or jump over obstacles.

2.23.10. Do not ride under the influence of drugs or alcohol.

2.23.11. Do not ride under wet conditions as the vehicle may slide from under your feet causing injury. Additionally, the e-bikes/e-scooters are not waterproof. The electronics may be damaged due to water and water damage is not covered by the warranty.

2.23.12. Never exceed the maximum load rating (see [Table 2.1](#)).

2.23.13. Always keep both hands on the handlebars while in motion.

- 2.23.14. The headlight should always be on when riding.
- 2.23.15. Remove all items from basket/bags when returning the e-bike/e-scooter.
- 2.23.16. Before riding:
 - 2.23.16.1. Ensure the braking system is functioning properly.
 - 2.23.16.2. Ensure all axle guards, chain guards, and all other covers or guards are in place and in serviceable condition.
 - 2.23.16.3. Ensure the tires are in good condition, inflated, and have sufficient tread remaining.
- 2.23.17. Riders are responsible for the equipment from the time they take it out until it is returned. If a rider takes out an e-bike/e-scooter and then gives it to another rider who damages it, the original rider is financially responsible.
- 2.23.18. There is a 3-hour limit on use to ensure everyone has access to an e-bike/e-scooter. Personnel are not authorized to keep equipment all day to use to use as transportation to and from work.
- 2.23.19. If a key is lost, no one will be able to turn on the e-bike or replace the battery. The e-bike will no longer be usable, and the rider will be responsible for the cost of replacing the e-bike (the manufacturer does not have backup or replacement keys).
- 2.23.20. Ensure the e-bike/e-scooter has a fully charged battery before taking it out to ride.
- 2.23.21. Avoid prolonged exposure to direct sunlight or rain and avoid storage in places with high temperatures to prevent damage to the battery.
- 2.23.22. Avoid touching the charging port directly and do not let it contact a metal object.
- 2.23.23. To conserve electricity when riding an e-bike, use assist mode and avoid zero starting, frequent braking, and heavy loads.
- 2.23.24. Report any damage to equipment or accessories to the Dorm Manager via the dorm app.

Table 2.1. e-Bike/e-Scooter Details and Information.

Brand	Maximum Speed	Range	Maximum Load
Cityscape (white)	19 mph	25 miles (pure electric) 40 miles (Pedal Assist)	260 lbs
NineBot Scooters	18.6 mph	40 miles	225 lbs
Ranger (black)	25 mph	36 miles (pure electric) 55 miles (Pedal Assist)	330 lbs

Chapter 3

FIRE PROTECTION

3.1. Fire Evacuation Plan . Each UH facility will display a UH fire evacuation plan showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan, practice the escape route, and know your assembly area for accountability. The plan can be found on the UH bulletin board. Direct any questions on fire prevention to the UH Manager or base Fire Department at 953-7360 (Maxwell) or 416-3400 (Gunter).

3.2. Fire Extinguishers . Fire extinguishers are located in the UH laundry unless equipped with sprinkler system. The fire extinguishers are for firefighting, and not for horseplay. Notify the UH Manager if you notice an extinguisher is over/under charged, has been discharged or damaged. UH Manager will inspect and initial all extinguishers monthly and will document the inspection discrepancies found. All discrepancies will be corrected as soon as possible. Kitchens are equipped with fire suppression systems above the stove.

3.3. Smoke Detectors. Failure by residents to comply with guidance set forth in this paragraph is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Violations may result in administrative or disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Tampering with alarm call boxes or firefighting equipment is a serious offense; residents are subject to punishment under Article 92, UCMJ or other applicable laws, if they or their guests are found guilty of such offenses. All residents must evacuate the UH facility if the alarm sounds. Articles will not be mounted on or attached to any fire protection device, wiring, or smoke detector.

3.4. Fire Reporting. If a fire occurs in the UH facility, immediately notify the base Fire Department at (334) 953-9911. Give the fire alarm operator your name, UH room number and street if known. Do not hang up until told to do so. All fires must be reported.

3.5. Flammable Storage. Storage of flammables is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cosmetics.

3.6. Barbecue Grills . Barbecue grills are provided at the UH facilities as government-furnished equipment unless procured by other organizations as donations. Do not attempt to move grills from their current location. Damage from barbecue grills or grease drippings are considered the resident's responsibility for repair or cleanup.

3.7. Space Heaters . Space heaters of any type are **prohibited** in the UH facilities.

3.8. Cooking Appliances . Cooking in the dorm room is prohibited except in microwaves. The only appliances allowed in UH rooms are microwave ovens provided by the government. All other cooking appliances may be stored (put away, not sitting out) in the resident's room but will be taken to the kitchen to use.

3.9. Extension Cords . Extension cords must be of continuous length without splices and must have the Underwriters Laboratories® (UL®) seal of approval. Extension cords present a tripping hazard; have all cords positioned in a manner that will not pose this threat. Extension cords will not be secured to walls, placed under floor coverings or through holes in walls, floors, or ceilings.

Multiple-head or cobra-head type extension cords are not authorized nor are multiple outlet adapters. Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. These devices must be UL[®] Listed. No appliances, printers, or 3D printers will be plugged into an extension cord.

3.10. Housekeeping. Heat producing devices, such as coffee pots, irons, hair dryers, fans, curling irons, etc., must be unplugged when not in use or when leaving the room, even for short periods of time. Hot plates, toaster ovens, convection ovens, rice cookers, insta-pots, air fryers, crockpots, electric grills and similar items are NOT allowed.

Chapter 4

SECURITY FORCES

4.1. General Information. The installation commander is responsible for the control and safeguarding of all base property. Patrolling the UH area is accomplished on a routine basis by the Security Forces, and when notified, will investigate all incidents. Direct all inquiries concerning law enforcement to the Security Forces at 953-7222. Contact the UH Manager if you are experiencing problems while living in the UH facilities.

4.2. Parking . There is very little parking space in the UH area. Visitors and additional vehicles should be parked outside the UH areas if possible. Parking is prohibited in reserved slots, on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, in front of dumpster, or within 15 feet of a fire hydrant. Park motorcycles in the designated motorcycle parking areas and not under gazebos, pavilions, under UH stairwells, or on sidewalks. UH residents who are deploying or going TDY can park their vehicle in the long-term parking area which is the Recreational Vehicle (RV) lot located by the horse stables on Maxwell AFB and the RV lot located on E. North Drive on Gunter. There is a fee associated with this service.

4.3. Visitor Reception . If planning to have visitors, go to the Visitor's Center at the Maxwell Blvd gate or the Gunter Congressman Dickinson Dr gate prior to your guest's arrival. You will need the following information: name, arrival time, and expected departure time. All visitors must undergo a 100 percent background check. Sponsors are responsible for the actions of their guests while on Maxwell AFB and Gunter Annex.

4.4. Weapons, Firearms, and Fireworks . Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in UH facilities. Failure by residents to comply with guidance set forth in this paragraph is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative or disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violators, whether UH residents or their guests, may be subject to administrative or disciplinary actions if found guilty of such offenses. Local laws and military regulations govern registration, possession, and storage of privately owned weapons. No weapons, firearms or fireworks of any type will be stored or displayed in a UH room. This includes all types of guns (i.e., "BB" or pellet, paintball, airsoft, etc.), bows and arrows, martial arts weapons, and knives with blades longer than 3 inches. **EXCEPTION:** Butter and steak knives used for cooking and/or eating are not included in this list of knives. All firearms must be registered and stored at the Security Forces Armory. For information on storing firearms, contact the Security Forces at 953-7222.

4.5. Crime Prevention . Residents should always be on the watch for vandalism and promptly report it to the UH Manager, the UH Council, or Security Forces; for fast response, report a crime in progress by calling 953-7222. See crime prevention tips in [Attachment 2](#).

Chapter 5

GOOD NEIGHBORS

5.1. Resident Courtesy . It can be difficult for large numbers of people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among UH residents.

5.2. Noise Control . Quiet hours for the UH facilities are during the hours of 2200–0500. Facilities include rooms, common areas, pavilions, Designated Tobacco areas, basketball courts and parking lots. Stereo or other noise should not be heard outside the room or through the walls. Excessive noise is the primary complaint received by Security Forces. Contact the UH Manager or UH Council representative with any noise complaints prior to contacting the Security Forces. Many Air Force members work shifts and are sleeping during the day. Keep volume levels down. Continuous complaints will lead to residents being reported to their respective Commander and First Sergeant for further action.

5.3. Parties and Social Gatherings . Parties and other social gatherings are permitted; however, contact the UH Manager for scheduled gatherings. Be considerate of your neighbors by keeping noise levels down for shift workers and by abiding by established quiet hours. Residents are responsible for cleaning up after themselves. Do not remove furniture from the dayrooms. Dispose of trash into dumpster.

5.4. Pets . The only pets allowed in the UH facilities are fish. Aquariums should be limited to a 35-gallon aquarium per single room. The cleaning of any wild game is prohibited in the UH area.

5.5. Recreational Vehicles . Storing RVs in UH areas is not authorized. Do not store motorcycle trailers, personal watercraft, etc., in UH areas. Contact Outdoor Recreation for assistance in storing such items.

Chapter 6

SPECIAL CLIMATIC CONDITIONS

6.1. Humidity . The following is a list of some actions which can be taken to help eliminate mold and mildew problems in UH rooms. Using bleach products usually produces favorable results when fighting mildew and mold.

6.1.1. Keep windows and doors closed when using HVAC system in order to prevent system overload and mold and mildew development on walls, ceiling, and furniture.

6.1.2. When on leave, deployed or TDY, do not turn off HVAC system.

6.1.3. Gunter occupants must keep furniture away from wall mounted HVAC units. Maxwell occupants must not obstruct overhead HVAC vents. Following this instruction will ensure good airflow to the room.

6.1.4. When taking a shower, close the bathroom door to reduce moisture in the room and leave the vent fan on to remove the steam and excess humidity. This is one of the major causes of mildew. Maxwell residents, after shower, leave bathroom door open for several minutes to allow steam to dissipate.

6.1.5. Keep all dayrooms, hallways, laundry rooms, and foyer doors closed at all times. If passing by an open door, close it.

6.1.6. Occupants should empty any room dehumidifiers daily and ensure they are cleaned at least weekly. Dehumidifiers should be allowed to run at all times to help remove excessive humidity. Wall-mounted dehumidifiers will not be turned off or tampered with in any way.

Chapter 7

MAXWELL AFB/GUNTER ANNEX SPECIFIC TOPICS

7.1. Business Enterprises. Some businesses for profit may be conducted from UH rooms. Any such enterprise must be requested in writing to the UH Manager for review and further guidance.

NOTE: Signs for advertising businesses are prohibited in the UH areas.

7.2. Solicitation in Unaccompanied Housing. All forms of solicitation are prohibited in the UH facilities. Report solicitors to the Security Forces, 953-7222.

7.3. Waterbeds . Waterbeds are not authorized.

7.4. Telephones . UH common area phones are maintained by the 42d Communications Squadron. Report in-house line problems to the UH Manager.

7.5. Cable Television and Internet . Satellite dishes are not authorized in UH facilities. Cable television and Internet can be acquired by contacting the local cable provider. You can contact the UH Manager to obtain cable provider information.

7.6. Mail Key Procedures. See [Attachment 5](#), *Mail Delivery*.

Chapter 8

SELF-HELP WORK

8.1. Requesting Self-Help Work . Self-help work in military UH facilities must be relatively simple and is designed primarily for resident benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs.

8.2. Antennas . Citizen Band, Short Wave, and TV antennas will not be installed on UH buildings.

8.3. Painting Interior Walls . The painting of interior rooms requires the written approval from the UH Manager. The approval will be filed in occupant's facility folder. The UH Manager will inspect before and after painting is accomplished. While government-furnished paint is available, any other color is at resident's expense. The room must be returned to original color and condition prior to terminating occupancy of the room. To obtain paint to return the room to the original color, contact CE Self Help.

Chapter 9

TERMINATION OF UNACCOMPANIED HOUSING

9.1. Giving Notice . The UH Manager requires 30 days notice of termination (exception of short notice PCS). When you know you are leaving, do not wait for orders. Call or visit the UH Manager for departure arrangements. If you notify the UH Manager promptly, they can schedule your pre-final and final inspections at your convenience and can help with your upcoming move. **NOTE:** The responsibility for final clearance of unaccompanied housing rests solely with the resident.

9.1.1. Members terminating occupancy in the dorms will be provided the Maxwell AFB Form 45, *Termination Checklist*, prior to their final out inspection by the UH Manager.

9.1.2. If you are unable to conduct the final inspection, notify the UH Manager in advance and inform the UH Manager of who will be participating in the final inspection. Ensure the identified member has a Special Power of Attorney in order to sign applicable termination documentation.

9.1.3. Sponsors of inbound personnel are responsible for ensuring newly arriving personnel report to the base Post Office to acquire a mailbox and key. Mailbox keys **MUST** be returned to the post office and your termination checklist signed by a post office employee prior to occupancy termination of your UH room.

9.1.4. Residents must obtain written authorization from Squadron Commander or First Sergeant to reside off base with entitlements and prior to entering into any rental agreement. All members are required to attend the "Moving Off Base Budget Briefing" class provided by the Airman and Family Readiness Center prior to terminating occupancy of the UH facility. Individuals are not allowed to retain a room in UH when receiving BAH after moving off-base.

9.2. Final Inspection . Occupants are responsible for accomplishing cleaning tasks outlined on Maxwell AFB Form 45 prior to final inspection. If you fail your final inspection, the UH Manager will schedule another inspection at the UH Manager's earliest convenience.

9.3. Pregnancy. Advance notification to the UH Manager regarding the individual's condition is required. Pregnant service members may, with their Squadron Commander's approval, submit a request to UH Management to move from UH to local community housing earlier than their 20th week of pregnancy. The Commander will direct the move of pregnant members between the 30th week of pregnancy to the date of birth.

9.4. Marriage . Personnel planning to get married and set up a household in the local area may submit a commander-approved request to the UH Management Section to reside in community housing and receive BAH up to 60 days prior to pending marriage. Within 30 days after the date the marriage was scheduled to occur, member must submit proof of marriage to continue BAH. If the marriage does not occur within 30 days or there is a loss of the dependent and you are an E1-E3 with less than 3 years of service, you will be directed back into UH.

9.5. Basic Allowance for Housing (BAH) . The UH Management Section prepares a memorandum annotating the date and address of the UH being assigned or terminated and gives to member to take to the Finance Services Office (FSO) for processing. The FSO determines dependency and BAH entitlements and records required changes on the AF Form 594, *Application & Authorization to Start, Stop or Change Basic Allowance for Housing or Recertification or Dependency Determination/Redetermination or ESM Start/Stop for Members Assigned / Terminating Unaccompanied Personnel Housing*.

Chapter 10

UNACCOMPANIED HOUSING (UH) COUNCIL

10.1. General Information. The UH Council is an elected representative body of residents that acts on behalf of the representative Commanders, First Sergeants, and UH Manager. Elected individuals act as the in-house liaison or representatives for the residents. The UH Council reports directly to the UH Manager on all UH issues. Maxwell AFB and Gunter Annex have separate UH Councils for both UH campuses.

10.2. Offices . There are five offices that comprise the UH Council: President, Vice-President, Secretary, Treasurer, and Airman Dorm Chief. Gunter has one Airman Dorm Chief and Maxwell has one for each dormitory building.

10.3. Nominations and Voting . Annually or as needed, all officers of the UH Council are voted on by the residents during a UH residents' meeting, using a signed ballot to ensure each resident only votes once. Nominations are posted and listed on the ballots. The UH Council will count the ballots and report the election ballot results to UH Manager. The UH Manager will verify the ballot results and inform the UH Council to post the results.

10.4. New Council Members . When an office is vacated, the UH Council will determine if a member of the Council in a lower office can automatically "move up" or if a new election must be held.

10.5. After-Hours Assistance . The UH Council will handle minor complaints between residents. UH Council members' room numbers and phone numbers are on the information boards located in the first-floor dayrooms. If a council member is not available or cannot resolve the problem, contact the appropriate First Sergeant, or contact the Security Forces at 953-7222.

10.6. UH Residents Suggestion Program. UH residents may submit suggestions to the UH Manager using the Maxwell AFB Form 42, *UH Residents Suggestion Program*. Deposit suggestions into the suggestion drop box located next to the UH Manager's office. Every idea will be considered and forwarded to the appropriate level for action.

SHAMEKIA N. TOLIVER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Section 1147, *Use of Military Housing*

Title 10, United States Code, Section 2775, *Liability of Members Assigned to Military Housing*

Title 10, United States Code, Sections 2871-2885, *Alternative Authority for Acquisition and Improvement of Military Housing*

Joint Travel Regulations, *Uniformed Service Members and DoD Civilian Employees*, 1 October 2018

DoDI 4165.63, *DoD Housing*, 21 July 2008

DoDM 4165.63, *DoD Housing Management*, 28 October 2010

AFPD 32-10, *Installations and Facilities*, 20 July 2020

AFPD 32-60, *Housing*, 25 January 2021

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

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

AFI 33-332, *Air Force Civil Liberties and Privacy Program*, 10 March 2020

Prescribed Forms

Maxwell AFB Form 40, *Maxwell-Gunter Dorm Daily/Weekly Cleaning Checklist*

Maxwell AFB Form 41, *Unaccompanied Housing Room Entry Notification/Inspection*

Maxwell AFB Form 42, *UH Residents Suggestion Program*

Maxwell AFB Form 43, *Resident's Information Sheet*

Maxwell AFB Form 44, *Condition of Occupancy for Military Unaccompanied Housing*

Maxwell AFB Form 45, *Termination Checklist*

Maxwell AFB Form 47, *e-Bike/e-Scooter Use Rules and Agreement*

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*

Abbreviations and Acronyms

908 AW—908th Airlift Wing

AETC—Air Education and Training Command

BAH—Basic Allowance for Housing

BCE—Base Civil Engineer

DTA—Designated Tobacco Area

eMH—Enterprise Military Housing

HVAC—Heating, Ventilation, Air Conditioning

PCS—Permanent Change of Station

RV—Recreational Vehicle

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

UH—Unaccompanied Housing

Attachment 2

CRIME PREVENTION TIPS

A2.1. Burglary.

A2.1.1. Upon moving into government quarters, check all locks, window latches, and other easy entry points for defects. A member of the Crime Prevention Section will conduct a complete residential security survey if so desired. To schedule a survey, contact Security Forces at 953-7222.

A2.1.2. All personnel are encouraged to participate in the “Crime Stop” program. If residents observe a crime being committed, they should call the Security Forces at 953-7222.

A2.1.3. Get involved with neighbors in watching out for each other’s property.

A2.1.4. Secure all doors and windows before retiring at night or departing the area.

A2.1.5. When leaving for a short time, don't announce your absence by leaving a note on the door for an expected visitor; burglars read too.

A2.1.6. Never carry identification tags on keys. If leaving keys at a garage or commercial parking lot, remove residence key from the ring.

A2.1.7. Do not leave a "hidden key" under door mat or around the UH campus.

A2.1.8. Do not give a room key to a “friend.” Guests must be escorted.

A2.2. Car Theft.

A2.2.1. Over half of all stolen cars have the keys in the ignition—always remove keys from the ignition.

A2.2.2. Most stolen cars are unlocked—always lock vehicle and don't hide spare keys in the car.

A2.2.3. Never leave a car engine running, even for a few minutes while parked in UH parking lot, in a friend's driveway, or a quick trip into a store.

A2.2.4. Motorcycles should be chained to an object to be considered secure as well as locking the steering column.

A2.3. Larceny.

A2.3.1. Don't leave tempting articles, such as CB radios, GPS, cell phones, portable music players (i.e., iPods®), laptop and tablet computers, radar detectors, money, or any items of this nature in plain sight in an unattended vehicle. These are major targets for thieves. Mark these items and secure them in the trunk or take them inside quarters at night. Remember, a CB or GPS holder attached to the inside of the windshield will mark a car for possible theft; if possible secure these items out of plain view.

A2.3.2. Secure bicycles to a bicycle rack with a lock and chain when not in use. Residents living in a single room may store a bicycle in their room as long as it is out of the way and does not present a tripping hazard in the event of an emergency. Do not secure bicycles to first, second, or third floor railings; this is a safety hazard. Bicycle racks are available in the UH area for members to secure their bicycles.

A2.3.3. Residents should mark all property of high value, take pictures, and record these items (to include serial numbers or other identifying marks). In the event these items are lost or stolen, authorities can use this information in recovering the item(s).

A2.4. Reporting a Crime.

A2.4.1. Report all crime or suspicious activities immediately to the Security Forces by calling 953-7222. Calls may be made anonymously.

A2.4.2. Be sure to obtain as much information about an incident and the suspect as possible and report it to the Desk Sergeant.

A2.4.3. Reporting Numbers:

A2.4.3.1. EMERGENCIES: (334) 953-9911.

A2.4.3.2. ROUTINE: 953-7222.

Attachment 3

BAY ORDERLY PROGRAM

A3.1. General. Bay Orderly is a military formation and duty performed at the dormitories.

A3.1.1. Bay Orderlies will report to the UH Manager 0700 to 1100, Monday through Thursday for bay orderly duty. UH Manager will monitor residents to ensure they are completing ALL bay orderly duties until released.

A3.1.2. Bay Orderlies are responsible for the cleanliness of their assigned area for the entire seven-day period (Monday – Sunday).

A3.1.3. Bay Orderly duties will be performed in either their utility uniform or PT gear (official squadron morale shirts are approved) or as prescribed by the UH Manager.

A3.1.4. Refer to the MAXWELLAFB Form 40, *Maxwell-Gunter Dorm Bay Orderly Checklist*, for standard responsibilities. The UH Manager may establish and brief additional tasking(s) that are applicable to the cleanliness of the dorms.

A3.1.5. First Sergeants and unit SELs are the point of contact for UH Managers, regarding assigning Airmen for Bay Orderly duty, changes in personnel, no shows for duty, etc. First Sergeants and unit SELs will be responsible for ensuring an Airman reports for Bay Orderly duty daily, arrives on time, and is present for the duration of the duty.

A3.1.6. First Sergeants will determine which units have responsibility for providing an Airman for Bay Orderly each week, based on the percentage of Airman residing in the dorms and assigned to each unit. A dorm roster will be compiled by the UH Managers and sent out monthly. First Sergeants will assign two Airmen per installation for each week and return the list to the UH Manager.

A3.2. Bay Orderly Duty:

A3.2.1. The member's First Sergeant MUST APPROVE any changes to the Bay Orderly schedule.

A3.2.2. Bay Orderlies will report directly to the UH Manager at 0700, dressed in an appropriate uniform. Bay orderly personnel will contact the UH Manager when arriving and departing the dorm campus. In addition, Bay Orderly personnel will have their cell phones on their person while working on campus so the UH Manager and Bay Orderly personnel can have instantaneous communication as needed.

A3.2.3. Bay Orderlies must inform the UH Manager of any scheduled appointments and coordinate with First Sergeant for a replacement if appointment will result in an extended absence.

A3.2.4. The UH Manager will monitor with consistent checks and keep the Bay Orderly informed of their progress. Once tasks are complete, Airman will be released to return to their unit. If work is not complete at 1100, a decision will be made by the Dorm Manager as to what needs to be completed before Bay Orderly is released.

A3.2.5. Bay Orderlies will perform all items assigned for that day, between 0700 and 1100. Bay Orderlies will annotate in the appropriate blocks on the checklist, when the task is completed. The UH Manager will inspect the work daily and may require more extensive

cleaning of an area if needed. When a Bay Orderly is not actively working on assigned tasks, they will return to the UH Manager's office for further instructions.

A3.2.6. Bay Orderlies will be issued a key ring with keys that allow them access to areas and items not accessible with their room key. Bay Orderlies are responsible for keeping positive control of these keys and to return them to the UH Manager daily, at the completion of their duty.

A3.2.7. Bay Orderlies will return completed checklists to the UH Manager at the completion of their duty week.

A3.2.8. The Installation CCM and or First Sergeants may call for a GI Party to address cleanliness and upkeep standards at any time. If a GI Party is required, First Sergeants, Supervisors, and Dorm residents will be present along with the UH Manager to ensure that all issues and standards are properly addressed. This will be conducted at a prescribe date and time determined by either the Installation CCM or First Sergeants during normal duty hours to ensure all required parties are in attendance.

Attachment 4

KEY TELEPHONE NUMBERS

Figure A4.1. Key Telephone Numbers.

Ambulance	(334) 953-9911
Fire Dept. (All Emergencies)	(334) 953-9911
Security Forces	(334) 953-7222
Housing Manager	(334) 953-3561
Housing Referral Office	(334) 953-5718
Lockouts (after hours) 0700–1600	Contact your First Sergeant -or- Security Forces 953-7222
UH Manager's Offices	
Maxwell	(334) 953-5492 Cell (334) 202-9216
Gunter	(334) 416-1389 Cell (334) 202-9431
CE Maintenance (Customer Service)	(334) 953-3333
42 ABW Legal Office	Bldg 804, Rm NE 140, 50 LeMay Plaza South
Notary Public	953-2786 for appointment; walk-in M–F, 1330–1600
Claims	953-2786 for appointment Claims Briefing: Wed, 1400; Fri, 0745

Attachment 5

MAIL DELIVERY

A5.1. Postal Service Mail Box. New residents will in-process the Maxwell AFB Postal Service Center (PSC) at 550 E. Maxwell Blvd. Outgoing residents will out-process through the PSC as well.

A5.2. Mailing Address. For mail being sent through the United States Postal Service (USPS), use the addresses shown in **Figure A5.1**. For on-line orders and packages being delivered by FedEx®, UPS®, DHL®, etc., add your building and room number; see **Figure A5.2**.

Figure A5.1. Addresses for USPS deliveries.

Building 696	Building 697	Building 1410
Name 181 E Maxwell Blvd, Unit ____ Maxwell AFB, Alabama 36113	Name 121 E Maxwell Blvd, Unit ____ Maxwell AFB, Alabama 36113	Name 675 McDonald St, Unit ____ Gunter Annex Montgomery, Alabama 36115

Figure A5.2. Addresses for on-line orders and other delivery services.

Building 696	Building 697	Building 1410
Name 181 E Maxwell Blvd Bldg ____ / Room ____ Maxwell AFB, Alabama 36113	Name 121 E Maxwell Blvd Bldg ____ / Room ____ Maxwell AFB, Alabama 36113	Name 675 McDonald St Gunter Annex Bldg 1410 / Room ____ Montgomery, Alabama 36115

A5.3. Package Delivery. USPS packages will go to the resident’s mailbox or held at the Post Office if oversized. Mail carrier will place a notice in the resident’s mailbox informing them to go to the Post Office to claim oversized packages. Packages from UPS®, FedEx®, DHL®, etc., will be delivered to the resident’s door. Packages requiring signature for delivery will need to be coordinated with the carrier on-line or via phone. If signature is required, the resident is required to be present—no exceptions.

A5.4. Mail Keys. Mail keys must always be secured. If you lose your mailbox key, a second one can be issued by the Maxwell AFB post office. If you lose a second key, there are no more keys to issue and the lock must be changed before you can re-gain access.

A5.4.1. Maxwell residents will go to the Westside Post Office (3100 Tine Ave) and Gunter residents will go to the Lagoon Park Post Office (560 George Todd Dr) to pay for a new lock. This post office will not issue you a key at this time but will give you a receipt.

A5.4.2. Give the postal service 24 hours to change out the lock, then report to the post office on Maxwell and present your receipt to sign for your new key.

A5.4.3. You cannot clear out of the dormitory without clearing the Maxwell post office. The Maxwell post office will not clear you without having two keys to your assigned box. Thus, if at any time during your stay at this installation you were issued a second mailbox key, you will be required to visit the off-base Post Office to pay for a new lock and turn in a receipt to Maxwell post office to out-process.

A5.4.4. Any questions or concerns about this lost key process should be addressed with your dormitory manager not the Maxwell or off-base post offices.