

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AFB**

**MOUNTAIN HOME AFB INSTRUCTION
32-6003**



**3 JUNE 2010
Certified Current, 16 March 2015
Civil Engineering**

DORMITORY ROOM LOCKOUTS

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 CES/CEAC

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Supersedes: MHAFBI 32-6003, 9 May
2006

Pages: 5

This instruction provides guidance for obtaining access to a member's dormitory room when they have locked themselves out. It applies to all dormitory residents residing on Mountain Home AFB (MHAFB) as well as the Airmen's squadron commander, SNCOs, NCOs, etc.). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility using Air Force (AF) Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

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SUMMARY OF CHANGES

Updated paragraph **1.1**, deleted "Top Three members" and added "squadron's senior noncommissioned officers." Added paragraphs **1.3**, **1.4**, and **1.5**, to clearly define key responsibilities. Removed the "Top Three" cell phone process from paragraph **2.3**. Substantially updated paragraphs **2.3** through **2.3.6** outlining the dormitory lockout afterhours procedures. Updated paragraph **2.4**, deleted "individual's room file" and added "individual's personal information file" and deleted "could be charged to the occupant for services rendered" and added "may result in administrative action."

1. Responsibilities:

1.1. Responsibility for the success of this procedure is jointly shared by the dormitory occupants, immediate supervisors, squadron's senior noncommissioned officers (SNCO), first sergeants, 366th Force Support Squadron, Sagebrush Inn front desk (366 FSS/FSVL), and the 366th Civil Engineer Squadron, Dormitory Assistance Office (366 CES/CEAC).

1.2. Overall procedure responsibility rests with the dormitory occupants and SNCOs.

1.3. **366 CES/CEAC will** in coordination with 366 FSS/FSVL implement the procedures and ensure responsibilities are met.

1.3.1. Provide 366 FSS/FSVL an accurate listing of dormitory residents monthly. The list will include resident's name, rank, squadron, building number, and room number.

1.3.2. Ensure the dorm specific lockout key is secured in the appropriate location as provided in paragraph **1.1** at the beginning and the end of the duty day.

1.3.3. Provide 366 FSS/FSVL a map with dormitory and dorm specific lockout key locations. If the location of the dorm specific lockout key is changed notify 366 FSS/FSVL of the new location.

1.4. **366 FSS/FSVL will** in coordination with 366 CES/CEAC implement the procedures and ensure responsibilities are met.

1.4.1. Keep the dorm lockout master key and establish a continuity binder to track and maintain the dorm lockout program at the Sagebrush Inn's front desk, building 2320, 875 Falcon Street.

1.4.1.1. Maintain an up-to-date listing of dorm residents.

1.4.1.2. Keep on file and reference, when necessary, the Commander's Designated Non-Commissioned Officer (NCO) Dorm Lockout appointment letter. See paragraph **1.5.1**.

1.4.1.3. Record the issue of the dorm lock out master key in a log that consists of the SNCOs, or commander-designated NCO, name, rank, and squadron, as well as the date and time of issue and return. The SNCO or commander-designated NCO, returning the key will be the same person that was issued the key.

1.4.1.4. Include a map with locations of the dorm specific key.

1.4.2. Only issue the dorm lockout master key to a SNCO or commander-designated NCO.

1.4.3. Will notify 366 CES/CEAC, preferably by phone the next duty day, if the master dorm lockout key was issued.

1.5. Squadron Commanders:

1.5.1. Will designate NCOs in place of a SNCO if none are available. This will be done in writing as an appointment letter. Submit the Commander-Designated Dorm Lockout NCO appointment letter to 366 FSS/FSVL and 366 CES/CEAC as required.

1.5.2. May develop a policy with more specific procedures for dorm lockouts within the guidance of this instruction.

2. Procedures:

2.1. **During duty hours.** Dormitory personnel are responsible for contacting the dormitory manager *first* if they lock themselves out of their room.

2.2. If the dormitory manager cannot be contacted, then the individual should contact the Dormitory Assistance office.

2.3. After normal duty hours:

2.3.1. The individual locked out will report to the Sagebrush Inn's front desk, building 2320, 875 Falcon Street, where they will contact their supervisor and provide all necessary information. If an unusual situation prohibits the individual locked out from going to the Sagebrush Inn's front desk, every effort will be made to accomplish the remaining procedures.

2.3.2. Supervisor will contact a SNCO, or commander-designated NCO, within their squadron with details of the locked out individual's name, rank, squadron, building number, room number, and if possible, phone number and meeting area (i.e., first floor day room, dormitory manager's office). The ideal meeting place should be the Sagebrush Inn's front desk.

2.3.3. SNCO, or commander-designated NCO, will report to the Sagebrush Inn's front desk to sign out the master "dorm lockout" key.

2.3.3.1. The key will only be released to a SNCO, or commander-designated NCO; however, any member of the dorm occupant's chain of command may accompany them.

2.3.3.1.1. Commander-designated NCO must produce a valid identification card and must be listed on the Commander Designated Dorm Lockout NCO appointment letter.

2.3.3.1.2. SNCO must produce a valid identification card.

2.3.3.2. SNCO, or commander-designated NCO, must verify the locked out individual's name is on the dormitory residents listing with the correct room number.

2.3.4. SNCO, or commander-designated NCO, will proceed to the dorm where the locked out Airman resides.

2.3.4.1. SNCO, or commander-designated NCO, will obtain the dorm specific key as identified in paragraph [2.3.3](#), using the dorm lockout master key.

2.3.4.2. SNCO, or commander-designated NCO, will only open the individual's locked door with the locked out individual present.

2.3.4.3. SNCO, or commander-designated NCO, must re-verify the individual's identity and that the room belongs to them.

2.3.5. The dorm resident locked out should locate the room key to prevent reoccurrence.

2.3.5.1. If the key cannot be found the individual must develop a plan of action until the next duty day.

- 2.3.5.2. Dorm resident should initiate action for a replacement key immediately the next duty day.
- 2.3.6. SNCO, or commander-designated NCO, will return the dorm specific key to its secure location and report back to the Sagebrush Inn's front desk to return the dorm lockout master key.
- 2.4. Lockouts may be recorded in individual's personal information file. Repeated lockouts may result in administrative action.

3. Prescribed and Adopted Forms:

3.1. Prescribed Forms:

No forms prescribed.

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

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

CEAC—Dormitory Assistance Office (366 CES/CEAC)

CES—Civil Engineer Squadron (366 CES)

FSS—Force Support Squadron (366 FSS)

FSVL—Sagebrush Inn Front Desk (366 FSS/FSVL)

IAW—In Accordance With