

**1 MARCH 1996**



**Security**

**SECURITY INSPECTIONS OF OFF-BASE  
HOUSING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes 51 WGR 125-3, 31 August 1993      Pages: 3  
Distribution: F

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This instruction implements AFD 31-3, *Air Base Defense*, and provides guidance for the identification and elimination of security deficiencies in security for off-base housing for USAF military, DoD civilians, and all assigned/attached personnel to Osan AB, ROK. Failure to comply with this instruction may result in delay/denial of your approval to reside off-base in economy housing and may result in the denial of claims against the U.S. government for thefts of personal property maintained in these quarters.

**SUMMARY OF REVISIONS**

It is the individual's (person wishing to reside off-base) responsibility to understand and comply with this instruction; their signature on the home security inspection checklist indicates understanding and compliance. The 51 CES/CEH (Housing Office) will determine which apartments do not require inspections, and will update/change the list any time circumstances deem necessary.

**1. General** . After receiving authorization from the unit commander to reside off-base, the residence must be inspected by the 51 CES/CEH (Housing Office) before receiving authorization from the Installation Commander (51 FW/CC), or his/her representative, to physically move into the quarters. The 51 CES/CEH will provide a copy of the inspection report to the occupant of the quarters, indicating the results of the inspection. Personnel will not be officially authorized to reside in the off-base quarters unless it provides adequate security for the occupant and their personal property.

**2. Responsibilities:**

2.1. The 51 SPS/SPAC (Resource Protection Office) is responsible for establishing the security policy and will provide guidance and assistance in the development and updating of the off-base housing inspection checklist.

2.2. The 51 CES/CEH is responsible for conducting home security inspections for all off-base residences as well as the development of the off-base housing inspection checklist.

2.3. It is the individual's responsibility to ensure they fully understand and comply with this instruction. The individual's signature on the home security inspection checklist indicates their full understanding of their responsibilities and that they will comply with this instruction.

2.4. The unit crime prevention focal point or orderly room will provide a copy of the home security inspection checklist and an operation identification package to personnel desiring to reside off-base at the time the member receives his/her briefing of this instruction.

2.5. Personnel wishing to reside in off-base quarters are responsible for ensuring that security deficiencies are corrected before the inspection of the quarters.

2.6. If personnel move from one off-base residence to another, the new residence must be inspected by the 51 CES/CEH.

2.7. Personnel are responsible for ensuring that their quarters continue to meet established security, health, and safety standards during their residency. Members who fail to maintain adequate standards specified in this instruction may be denied reimbursement for theft.

### **3. Inspection Procedures:**

3.1. Personnel desiring to reside off-base will contact their unit crime prevention focal point or orderly room who will brief them on this instruction.

3.2. After receiving the briefing from the unit crime prevention focal point or orderly room, appointments for inspections may be scheduled with the 51 CES/CEH at ext. 784-1840 or 784-6652.

3.3. The 51 CES/CEH will inspect all off-base residences in the Pyongtaek and Osan areas based on the criteria set forth in the home security inspection checklist.

3.4. A copy of the inspection checklist will be provided to personnel whose quarters are being inspected.

3.5. If the off-base quarters do not meet home security requirements, personnel will be advised on the inspection checklist what actions are required to correct the deficiencies. A re-inspection will be conducted when all the deficiencies have been corrected. Inspections will be scheduled through the 51 CES/CEH.

3.6. After passing the home security inspection, personnel will have ten duty days to complete the AF Form 1670, Valuable Property Record, and return one copy to the orderly room. The second copy is maintained by the owner.

3.7. If an off-base residence has been burglarized, personnel have 20 duty days from the time of the incident to schedule another home security inspection through 51 CES/CEH. Failure to reschedule within 20 duty days may result in the denial of claims against the U.S. Government.

### **4. Security Requirements.**

**5. Placing A Residence Off Limits** . Landlords who refuse to allow a security inspection and/or refuse to correct noted deficiencies within 5 duty days will be referred to 51 CES/CEH and 51 SPTG/CC. Action may include placement on the off-limits housing list.

**6. Places That Do Not Require Inspections.** Any apartment complex that meets or exceeds security requirements outlined in USFKR 210-1, USFKR 210-51, and this instruction will not require a home security inspection for military or civilian DoD personnel wishing to reside there. The 51 CES/CEH will determine which apartments qualify for this exemption and maintain a list of these apartments. This list will be updated/changed when circumstances deem necessary.

**7. Summary.** Prospective off-base housing residents are responsible for ensuring that the quarters they wish to reside in meet the standards set forth in this instruction. Failure to do so could result in delays for authorization to reside off-base. Ensure the requirements for off-base quarters outlined in this instruction are met prior to scheduling a home security inspection.

CHRIS W. SHAW, Colonel, USAF  
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