

**10 APRIL 2000**



**Civil Engineering**

**HOUSING - DORMITORIES**

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OPR: 51 CES/CEH (MSgt Grabowski)  
Supersedes 51 FWI 32-6001, 1 October 1995

Certified by: 51 SPTG/CC (Col Roy A. Cleland)  
Pages: 23  
Distribution: F

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This instruction implements AFD 32-60, *Housing*, and AFI 32-6005, *Unaccompanied Housing Management and Operations*. This instruction establishes management, occupancy, and accountability of all Osan Air Base (AB) dormitories for unaccompanied personnel authorized to reside at Osan AB in conjunction with a PCS assignment. This standard applies to all four groups in the 51 FW, 7 AF, USFK, and associated tenant organizations that have approved support agreements.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

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**1. Unaccompanied Housing (UH).** UH will be managed using the Consolidated Dormitory Management (CDM) concept. The daily operations of the dormitories will be supported with manpower allocated from the five groups and tenants units on Osan AB with authorized slots. The 51 FW “hosts” the various tenant units. Every tenant unit on Osan AB falls under a group for bed spaces (NOTE: The 51 FW/MO will coordinate with 51 CES/CEH whenever unit authorized funded strength changes occur). With the exception of the SNCO/officer dormitories, and Air Force Village, unit/group integrity will be the first consideration. Unit/group integrity will never override the need for efficiency. All E-6s with line numbers who will be promoted within 30 days of arrival will be assigned SNCO quarters. All others will notify the CDM Office 30 days prior to promotion date to be placed on SNCO waiting list. All E-4s and below will be housed on Osan AB. All E-4s and below will be housed dual occupancy (two to a room). Supervisors will not share a room or bathroom with a person they rate.

1.1. The organizational structure for housing requirements will be the support group commander, base civil engineer, housing flight chief, wing dorm manager, and zone managers. The dormitory complex will be divided into three main zones.

1.1.1. Mustang Zone: Buildings 1365, 1366, 1436, 1446, 1448, 1450, 1351, 1352, 1348, 1349, and 1447.

1.1.2. Challenger Zone: Buildings: 489, 490, 708, 712, 717, 731, 486, 475, 476, 477, 485, 705, 720, 746, 1438.

1.1.3. Patriot Zone: SNCO and Officer Dormitories; Buildings: 707, 709, 718, 732, 734, 736, 901, 904, 929, 930, 1004, 1005, 1012 and Air Force Village.

1.1.4. Zone manager offices are located in the following dorms:

1.1.4.1. Mustang Zone, Building 1450, phone 784-6024.

1.1.4.2. Challenger Zone, Building 731, phone 784-4341.

1.1.4.3. Patriot Zone, Building 765, phone 784-5356.

1.1.4.4. All room assignments not issued at central processing, will be made in building 765, 51CES Housing Office.

1.1.4.5. Building 709 is to be used for chief master sergeants and first sergeants housing only. Exceptions must be approved by the 51 FW/CCC.

## 1.2. Responsibilities:

1.2.1. Group Commanders:

1.2.1.1. Determine who is required to live on base for reasons of military necessity, readiness, discipline or hardship with coordination through 51 FW/CC and provide information to Wing Dormitory Manager (WDM).

1.2.1.2. 51 CES will budget and receive appropriated fund resources to operate and maintain the dormitories.

1.2.2. Unit Commanders and First Sergeants:

1.2.2.1. Provide group commanders with a list of duty positions are required to be housed on Osan AB.

1.2.2.2. Work closely with the housing flight chief and the WDM to ensure dormitory resi-

dents' needs are represented and quality of dormitory life is improved at every opportunity.

1.2.2.3. Visit dormitories regularly.

1.2.2.4. Enforce standards for occupant discipline and control.

1.2.2.5. Perform inspections of assigned dormitories IAW inspection requirements noted in Section 8 of this instruction (coordinate with WDM).

1.2.2.6. Ensure member complies with proper out-processing.

1.2.2.7. Ensure unit level supervisors provides bay orderly personnel as scheduled.

1.2.2.8. Unit Commander or First Sergeant will notify the Housing Office immediately upon personnel being extended beyond their DEROS.

#### 1.2.3. Housing Flight Chief:

1.2.3.1. Serves as the base office of primary responsibility (OPR) for unaccompanied housing management.

1.2.3.2. Keeps and reports occupancy data semiannually and annually on DD Form 2085, **Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data**. Recommends actions to the support group commander to correct less-than-optimum use.

1.2.3.3. Budgets for all dormitory furnishings requirements.

1.2.3.4. Processes completed 51 FW Form 13 "Off-Base Housing Request"

1.2.3.5. Processes authorizations to start and stop allowances.

1.2.3.6. Authorizes shipment of personal property for qualified unaccompanied personnel assigned to government quarters.

1.2.3.7. Conducts semiannual recertification of members drawing BAH.

1.2.3.8. Provides data to determine and support dormitory construction and renovation.

1.2.3.9. Serves as OPR for the Quarters Improvement Committee (QIC).

1.2.3.10. Oversees the Furnishings Management Office, which budgets, accounts, and maintains inventory of all dormitory furniture, appliances, and recreation equipment.

#### 1.2.4. Wing Dormitory Manager (WDM):

1.2.4.1. The primary point of contact for all unaccompanied dormitory issues. The WDM will be supervised by the 51 CES/CEH, Housing Flight Chief.

1.2.4.2. Will appoint three senior dorm managers to act as the zone managers.

1.2.4.3. Supervises the zone managers.

1.2.4.4. Provides training for zone managers.

1.2.4.5. Insures bed space is not used for other purposes (offices, day rooms, etc.) without prior approval of 51 SPTG/ CC.

1.2.4.6. Uses the Air Force Dormitory Information Management System (DIMS) or other automated system.

- 1.2.4.7. Maintains a minimum 95 percent occupancy rate for dormitories.
  - 1.2.4.8. Assigns building or group of buildings to dormitory managers.
  - 1.2.4.9. Validates/approves CE work order requests (AF Form 332) submitted by dormitory facility managers. Acts as the point of contact on all CE work orders and self-help projects for the enlisted dormitories.
  - 1.2.4.10. Insures bay orderly schedules are published for each zone.
  - 1.2.4.11. Maintains a waiting list of personnel who desire to live off-base with BAH.
  - 1.2.4.12. Insures a sufficient number of rooms are occupied by responsible Junior NCOs to assist the dormitory managers in maintaining good order and discipline (Bay Chiefs).
  - 1.2.4.13. Provides accurate and timely occupancy reports to the housing flight office.
  - 1.2.4.14. Assigns and terminates dormitory room occupancy.
  - 1.2.4.15. Budgets, purchases, and controls unaccompanied housing supplies, including replacement linens. Also provides common area supply items, such as toilet paper and paper towels.
  - 1.2.4.16. Conducts annual assessment of furniture and provides results to the housing flight office.
  - 1.2.4.17. Coordinates with wing and group commanders to schedule quarterly inspections.
  - 1.2.4.18. Keeps commanders and first sergeants informed of dormitory issues.
  - 1.2.4.19. Conducts periodic meetings with all dormitory council members.
  - 1.2.4.20. Conducts random check of dormitory cleanliness.
- 1.2.5. Zone Managers:
- 1.2.5.1. Supervise/augment dorm managers in their zone.
  - 1.2.5.2. Provide furniture status, updates, and furnishings requirements for their designated zone annually to the WDM.
  - 1.2.5.3. Coordinate all AF Form 332 and self-help projects for their designated zone through WDM for approval, and provide weekly updates.
  - 1.2.5.4. Perform fire safety and maintenance inspections of all rooms in their zone at least once a month.
  - 1.2.5.5. Assign and terminate dormitory room occupancy.
  - 1.2.5.6. Provide WDM with accurate room listings and occupancy rates monthly.
  - 1.2.5.7. Work with first sergeants and dorm residents to establish a dormitory council and appoint a representative if desired.
  - 1.2.5.8. Conduct periodic meetings with dorm managers in their zone.
- 1.2.6. Dorm Managers:
- 1.2.6.1. Will reside in the dormitory they are managing.

1.2.6.2. Brief bay orderlies on their responsibilities and provide day-to-day supervision to ensure dormitory tasks are completed in a timely and professional matter. The dorm managers will provide specific detailed information and instructions (see [Attachment 3](#)) to the bay orderlies.

1.2.6.3. Provide bay orderlies with required equipment and training on the proper use of the equipment.

1.2.6.4. Perform building custodial responsibilities to include initiating AF Forms 332, Base Civil Engineer Work Request, for routine maintenance, minor construction, and alterations or installation of equipment, and provides copy to zone manager.

1.2.6.5. Provide accurate room listing and occupancy rate to zone manager.

1.2.6.6. Ensure grounds are properly maintained. Schedule and post bay orderly assignments.

1.2.6.7. Conduct monthly meeting with all dorm residents.

1.2.6.8. Maintain good order and discipline.

#### 1.2.7. Bay Orderlies:

1.2.7.1. Duty week is for 7 days (from Monday through Sunday).

1.2.7.2. Are responsible to clean common areas (day rooms, guest latrines, hallways, walkways, laundry and storage rooms, etc.).

1.2.7.3. Perform ground-keeping tasks (sweep, pick up leaves and litter, empty trash bins, etc.).

1.2.7.3.1. Perform trash pickup within 50 feet of building.

1.2.7.3.2. Weed flowerbeds around building.

1.2.7.3.3. Remove cobwebs from overhangs/building entrances.

1.2.7.3.4. Remove snow and ice from sidewalks adjacent to and leading into building.

1.2.7.4. Perform other duties as assigned by the zone or dorm manager.

## 2. Individual Responsibilities:

2.1. Occupants are responsible for the overall condition of their dormitory room, relative to the condition of the room when the occupant is assigned. Occupants will be held liable for damage of quarters, loss of or damage to equipment or furnishings caused by the abuse or negligence of the occupants or their guests, and for failure to satisfactorily clean an assigned room upon termination (see [Attachment 1](#)).

2.2. Personnel will enter and leave the dormitory in a quiet and orderly manner and not disturb other occupants. Personnel working swing and mid-shifts will be considerate of others when coming off shift. In addition, day workers will be considerate of shift personnel.

2.3. Occupants are responsible for sponsoring personal hire employees (Ajumas). Responsibilities include applications for base passes (USFK Form 82) or daily escort of individuals on and off base. Dormitory space will not be provided and personal hire employees will be permitted to work in individual rooms only.

2.4. Will respond to any and all fire alarms and evacuate immediately.

2.5. Prohibited items:

2.5.1. Weapons, including but not limited to, fireworks, firearms, pellet guns, crossbows, bows and arrows, ammunition, spears, chains, knives with blades exceeding 4 inches, nunchaku fighting sticks, throwing stars, and similar types of weapons. Personnel must turn in all firearms and ammunition to the security police armory for safekeeping. All privately owned firearms, bows, arrows, hunting knives, swords, etc., belonging to dormitory residents will be registered and stored in accordance with USFK and local directives. Privately owned weapons will never be left unsecured, nor will such items be carried concealed on the person (see [Attachment 1](#)). WDM must approve ornamental items.

2.5.2. Pornographic material. Pornographic is defined as, but not limited to, graphic display that shows genitalia or pubic hair, and obscene, racist, sexist, or materials likely to incite violence or disorder (see [Attachment 1](#)).

2.5.3. All dormitories on Osan AB (to include Air Force Village) are designated as “Tobacco Free” as such, all occupants will comply with the following rules.

2.5.4. No smoking of cigarettes, pipes, cigars, dipping or chewing is allowed in any part of the building. These areas include doorways, walkways, stairwells, patios or grassy areas.

2.5.5. The 51 FW/CC or his representative authorizes.

2.5.6. Use of tobacco products only in outside areas that have been designated for smoking and approved.

2.5.7. These restrictions apply to all guests.

2.6. Any room modifications must be approved by the WDM. The room must be returned to original condition before quarter’s termination.

### **3. Dormitory Assignments:**

3.1. Personnel residing in the dormitory must be assigned to this installation. The CDM Office will coordinate room assignments for all dormitories.

3.2. Personnel arriving at Osan AB during normal duty hours will report to the central processing center for room assignment.

3.3. Personnel requiring dormitory space arriving after normal duty hours will report to the Lodging Office, for assistance. Personnel will report to the CDM office on the next duty day.

3.4. Air Force Village Dormitories Procedures: All members in the grade of E5 – E8 will be placed on the waiting list for quarters by date of application, rank, and date of rank. Names cannot be placed on the list prior to the arrival of the member.

3.4.1. If Air Force Village is the first available room for occupancy, the member will be assigned to that room. To allow for proper management of TLA every effort will be made to house members as quickly as possible. Assignment to Air Force Village cannot be refused in order to wait for assignment to on-base quarters.

3.4.2. Once assigned quarters, members will be considered permanently housed and remain in that unit unless promotion entitles the member to Senior NCO quarters, and quarters are available. This includes moves to and from base and Air Force Village.

#### **4. Check-In Procedures:**

4.1. Incoming personnel will receive room assignment through the Central Processing System during normal duty hours. After normal duty hours, lodging will assign quarters. The individual will report the housing office the next duty day for room assignment.

4.2. The assigned member and zone or dorm manager will jointly conduct an inventory of the room and record on AF Form 228 (Furnishings Custody Receipt and Condition Report) to be signed by the individual prior to assignment. Annotate any observed room discrepancies on the inventory sheet along with a critical count and assessment of all furnishings in use.

#### **5. Check-Out Procedures:**

5.1. Dorm occupants must clear their rooms NET 4 days and NLT 3 days prior to their port call. The occupant must schedule a pre-inspection with the zone or dorm manager two weeks prior to the expected check-out date. During this inspection, needed repairs and cleaning standards will be discussed and documented on Dormitory Out-Processing Checklist (see [Attachment 2](#)). The zone or dorm manager will report obvious negligence or abuse to the occupant's first sergeant and WDM immediately. If damage exceeds reasonable wear and tear, the occupant may be held financially and otherwise responsible.

5.2. One week prior to final out-processing, assigned member must make an appointment for final room inspection. On the final day, the zone or dorm manager and occupant will conduct a room inspection and inventory.

5.3. The room occupant is responsible for ensuring the room is cleaned for final inspection IAW Dormitory Out-Processing Checklist (see [Attachment 2](#)).

Failure to comply with final out-processing procedures could result in delay of PCS.

**6. Storage Room:** Temporary storage space may be available for personnel. Obtain storage room keys from the dorm manager. Excess belongings, not required for normal day-to-day living, will not be stored in dormitory living space. Storage items must be properly tagged with Name, Rank, Squadron, Room number, and DEROS for identification. Do not store automotive parts, motorcycles, fuel, paints, gunpowder, car batteries, flammable items, etc., in the storage room.

**7. Sleeping Signs:** Shift personnel will only display signs if they are on break or night shift and do not want to be disturbed. When maintenance workers need to perform routine maintenance in a shift worker's room, every effort will be made to avoid disturbing the occupant during sleep periods; however, there may be occasions when mandatory or emergency work must be accomplished, and a shift worker may consequently be disturbed.

**8. Inspection Program:** The following inspections will be accomplished, as a minimum, as follows:

AMNQ: 100% coverage per building per month

NCOQ: 100% coverage per building per quarter

SCNO/OFF: N/A

8.1. Spot inspections will also be accomplished for compliance to health, morale, and welfare concerns. All common areas will be inspected at least monthly. Anything requiring supervisor or first sergeant attention will be immediately referred to the individual's first sergeant for appropriate action.

8.2. Group Commanders will accomplish quarterly inspections of their group dormitories using the 51 FW Dormitory Inspection Checklist. Random sample individual rooms to ensure standards are being maintained.

8.3. First Sergeants will inspect as required to meet requirements and will be assigned primary responsibility for one or more dormitories. Commanders and supervisors are encouraged to participate in these inspections.

## **9. Dormitory Council:**

9.1. Recommend a dorm council be established to represent personnel living in the dormitories, the council should be made up of a volunteer representative from each group of those personnel residing in the dormitory and the bay chiefs.

9.1.1. The Council may:

9.1.1.1. Set accountability standards within the dormitory and assist the commander in maintaining conformance to those standards.

9.1.1.2. Represent dormitory residents' proposals of ideas and plans to enhance livability of the dormitory.

9.1.1.3. Identify irritants that detract from the livability of the dormitory and make recommendations to the unit first sergeant or commander and the WDM.

9.1.1.4. Keep the unit commander informed of the desires and complaints of occupants and serve as a communications channel between dormitory occupants, the group commander, and the WDM.

9.1.1.5. Propose agenda items in advance for each monthly meeting and post them on the dormitory bulletin board for the information of all residents, in order to ensure optimum results. Members of the council at the meeting may present additional agenda items.

9.1.1.6. Post the dormitory council minutes on the dormitory bulletin board and forward a copy of the minutes to the First Sergeant's Council and WDM.

**10. Off-Base Housing Request:** All personnel assigned to Osan AB desiring to live off base must complete a 51 FW Form 13 for authorization to reside off base (see [Attachment 4](#)).

## **11. Financial Matters:**

11.1. The housing flight chief provides the civil engineer resource advisor budget inputs for dormitory operations, supplies, furniture, etc.

11.2. Personnel may be ordered to move into or out of UH for the benefit of the government (renovations, new construction, etc.). The Housing Flight provides moving orders, counsels personnel, and authorizes shipment of excess items.

11.3. If moved for the benefit of the government, reconnection fees for telephone and cable are reimbursed. The member must submit the paid bill to the Housing Flight who forwards a request for reimbursement to the military pay office.

## **12. Visitation Procedures:**

12.1. No one under 20 years of age is authorized in the dorm unless they are active duty or escorted by their parent or guardian.

12.2. Visiting dependents/spouses of individuals who are assigned to single occupancy rooms may visit and stay in the room with the sponsor for up to 30 cumulative days. In case of shared rooms, the roommate's prior and continued consent is a prerequisite for visitation.

12.2.1. When non-command sponsored dependents visit Osan AB and reside in the members quarters for more than 30 days, BAH must be stopped effective the 31<sup>st</sup> day of the visit. (See [Attachment 5](#)).

12.3. Visiting is permitted in dormitory rooms provided that other residents' right to privacy and quiet are respected.

12.4. Co-habitation is not allowed in the dormitory.

**13. Security:** Valuables such as watches, jewelry, wallets, coins, or similar items should be secured at all times. Room doors, bathroom doors, and windows will be locked when occupant(s) is (are) absent from the room or while sleeping. Additionally, lockers will be locked when occupant(s) is (are) absent from the room.

**14. Bulletin Boards:** All dormitories will maintain a bulletin board in a prominent location within the dormitory. It will contain, as a minimum: Air Force, PACAF, and Osan AB instructions pertaining to dormitories, Bay Orderly Schedule, Duties of Bay Orderlies, Fire & Safety Guidelines, Emergency phone numbers, Visual Aids for the Wing Inspector General, and Chaplain Staff.

ROBERT R. DIERKER, Brigadier General, USAF  
Commander

**Attachment 1****RESIDENT RESPONSIBILITIES**

Date:

MEMORANDUM FOR

FROM: 51 CES/CEH

SUBJECT: Resident Responsibilities

1. Welcome to Osan Air Base and your dormitory. A lot of effort and planning takes place in order to provide you with top quality living quarters. The following responsibilities apply while you reside in the dormitory in order to maintain top quality for all dormitory residents:

a. Rooms should be maintained in a neat and orderly manner, and room doors will be posted with current occupants name, rank and duty phone.

b. Pornographic material will not be displayed. Pornographic, defined as, but not limited to, displays that show genitalia or pubic hair, obscene, racist, sexist, or such materials likely to incite violence or disorder. Because such material detracts from good order, morale, and discipline of the Air Force, these items will not be openly displayed. However, any items in good taste are welcomed to be displayed.

c. The following items are permitted in your quarters: Refrigerators, television sets, stereos, floor or window fans, electric irons, and similar electrical appliances. Coffee pots, microwave ovens, air conditioners, electric heaters, or toasters with a timer shutoff must be approved by the Centralized Dormitory Management (CDM) staff (zone and dorm managers are part of the CDM staff), prior to their use. Hot plates, electric frying pans, charcoal grills, and other similar cooking items are NOT permitted.

d. You are allowed to use single outlet extension cords, but are prohibited from using multiple outlet extension cords unless they have approved built-in circuit breakers.

e. Before performing any maintenance changes to the construction of your quarters, submit a self-help work order request through the CDM staff for approval; no work can take place until the work order has been approved.

f. You may have privately owned draperies in your quarters, provided the materials are fire proof or fire retardant, kept clean, and in good repair; the CDM staff must approve them.

g. Private telephone and cable television may be installed in your room.

h. Pets are not permitted in the dormitory for health reasons. Fish aquariums are permitted, but must be kept clean. Dangerous fish, animals, or insects are not allowed. Requests for exceptions must be in writing and adhere to the following rules:

Must be in a cage or terrarium.

Cannot be dangerous.

Cannot emit an odor outside the confines of the cage or terrarium, and the cage or terrarium must be constructed to prevent escape. Sounds and noise from the pet cannot be heard outside the occupant's room. For double occupancy rooms, must have the roommate's approval in writing.

i. Weapons are prohibited in the dormitory rooms, vehicles, or other unauthorized locations. The CDM staff, unit commander, first sergeant, or security forces may confiscate them. Confiscated weapons may be held as evidence until final disposition is determined or administrative action completed. The CDM staff may, on behalf of the respective squadron commander, authorize storage of items not considered firearms, illegal, or explosive. The following items are considered weapons unless issued for performance of official duties, household duties, or shaving. These items may be transported directly off base or on base for activities, such as hunting or archery practice, but must be returned directly to the storage area upon their return.

Knives with blades longer than 4 inches.

Bows, arrows, or crossbows.

Slings and slingshots.

BB or pellet guns, pistols, or rifles. (Stored at SP Armory, Bldg. 500)

“Bolo” knives, machetes, swords, spears, or any similar instruments.

Blank cartridge pistols.

Blow guns.

Straight razors.

Martial arts weapons.

Paint-ball guns, or any weapon used for survivalist games.

j. Weapons listed below are considered illegal and are not authorized on Osan AB. These items will be confiscated by the security forces and held as evidence until proper action has been taken. These items will then be destroyed or disposed.

Ice picks, daggers, or knives with blades longer than 4 inches.

Switchblade knives, butterfly knives.

Brass knuckles.

Gas pistols, shooting pens (fountain pens, automatic pencil type pens, or other cartridges capable of discharging tear gas or other unlawful propellants), or any weapon capable of discharging chemical agents, other than an authorized dispenser.

Shooting weapons and blades equipped to be collapsed, telescoped, shortened, or stripped beyond the normal extent required for hunting or sporting, or which are concealed in other devices (walking canes, umbrellas, and tubes).

Sawed-off shotguns.

Automatic weapons.

Silencers for weapons.

Any other weapon or device from which projectiles can be discharged and which would normally be expected to seriously injure or kill another person, other than those listed in paragraph 1-g.

Any weapon listed by the Bureau of Alcohol, Tobacco, and Firearms as being a Class III weapon.

k. Flammable or corrosive materials (i.e., gasoline, motor oil, oil-based paint, spray paint) of any kind are prohibited.

l. Visitation is just that, and is not to be construed as permission to sleep in the dormitories. Visitors, under 20, are not allowed in the dormitories unless they are active duty or escorted by their parent or guardian. Your visitors are your responsibility and must be signed in through the Visitor Control Center. You must escort them while on the dormitory premises. Long-term visitors (those who present a resident appearance; maintenance of clothing, health and hygiene items) are prohibited. Visiting dependents/spouses of individuals who are assigned to single occupancy rooms may visit and stay in the room with the sponsor for up to 30 days.

m. Quiet hours are 24 hours a day and must be observed due to the variety of shift workers residing in the dormitories. Musical instruments, stereos, televisions, or other sound equipment will not be played at a level, which can be heard outside your room. You and your guests must maintain your voices at that same level.

n. Room moves, changes, or the removal of any government-owned furniture from the assigned rooms, will not be made without the prior approval of the CDM staff.

o. Personnel under 20 will not possess or consume any alcoholic beverages.

p. Pictures and posters (except for items in paragraph 1b) may be hung. Occupants are responsible for any damage caused by hanging items in their rooms.

q. Boxes or suitcases stored in your room must present a neat and uncluttered appearance. Storage lockers may be available in each dormitory.

r. Bicycles may be kept inside your dormitory room; however, the bicycle must not block any avenue of exit from your room.

s. Day room, laundry rooms, vending rooms, recreation rooms, or any other common areas in the dormitories are your responsibility. You are welcome to use them for their intended purpose, but you are expected to clean up after yourself.

t. Smoking is permitted only in outside areas that have been designated for smoking. All smoking areas will be designated and approved by the 51 FW/CC or his representative.

u. All motorcycles and other off-road recreational vehicles will be parked in the designated parking areas only.

v. Ceiling coverings, such as fish netting or parachutes, are prohibited in the dormitory. Nothing will be hung from the ceiling or hung from or draped over the light fixtures or fire alarm devices; this is for your safety.

w. The use of open flame devices such as candles, compressed gas torches, incense burners, or similar devices producing a constant flame or glowing brand are prohibited.

*NOTE: The Fire Department Instruction 51FWI 32-2001 states that candles are authorized, however that is a minimum standard for fire protection and does not override this instruction. Therefore open flame devices are prohibited.*

x. Report all discrepancies or problems with your room to the dorm or zone manager as soon as possible, so the repair work can be requested.

2. Room damages will be documented when in-processing into your room. Damages found upon out-processing will be shared equally by the occupants unless it can be determined who caused the damage.

3. You will be issued a key for your room, and common areas if applicable. If any key is lost, you may be held financially responsible for the replacement key, and/or lock and labor costs.

4. The CDM staff prior to terminating your quarters will inspect all rooms. You must schedule a pre-termination inspection with the dorm manager at least two weeks prior to your expected departure. Any damage other than fair wear and tear will be corrected by you or through government reimbursement prior to your out-processing from the dormitory.

5. The CDM staff is responsible for safety, security, cleanliness, and maintenance of the dormitories. Please listen to them, this could prevent needless actions from occurring.

6. I have read and understand 51 FWI 32-6005, and this acknowledgment constitutes my understanding of responsibilities and compliance.

7. Failure to comply with these policies could result in disciplinary action.

\_\_\_\_\_  
(Resident signature & rank)                      (Date)

\_\_\_\_\_  
(WDM signature & rank)

## Attachment 2

**DORMITORY OUT-PROCESSING CHECK LIST**

1. We are providing you this checklist as an aid to assist you in clearing your assigned dormitory room. All items will be checked. Please have all items cleaned, keys available, and your personal items removed prior to your final inspection. If additional information is required contact the dormitory manager or your First Sergeant:

Refrigerator \_\_\_\_\_ (1) Defrost \_\_\_\_\_ (2) Clean gaskets \_\_\_\_\_ (3) Clean interior/exterior

- Clean lights, fixtures, and mirrors
- Dust furniture
- Clean shower head/walls/soap holder/drain/floors/tub
- Clean vanity commode/latrine floor and walls/exhaust fan vent cover
- Clean AC/heater vent, filters, ceiling fan, and switch plate covers
- Exchange linen or wash and fold, and place on bed
- Microwave clean inside and out
- Empty/clean trash can, no residue on bottom or sides
- Clean floors (vacuum rug and clean carpet as needed)
- Clean walls (stains, fingerprints, etc.)
- Clean door interior and exterior (including door frame)
- Clean windows inside only, window tracks and sills
- Clean sink/hardware/drain pipe (free of hair, etc.)
- Ensure all light bulbs work
- Move refrigerators/furniture and clean underneath
- Remove cushions from couch/sofa, chairs, clean and vacuum cracks and crevices
- Clean and dust all shelves (including closets)
- Clean lamp shades
- Remove all contact shelf/drawer paper and clean drawers (inside including tracks)
- Remove all nails, hooks, hangers, stickers, or personal items placed on walls, ceilings, doors, and cabinets
- Furniture upholstery has to be cleaned/shampooed and free of spots.
- Clean/dust mini or vertical blinds
- Ceiling fan blades free of dust, oil, and grime
- Remove cobwebs from windows, corners, etc.
- Paint room

SCHEDULED DATE/TIME OF FINAL INSPECTION: \_\_\_\_\_.

2. The dormitory manager will sign-off your clearance sheet, take your keys, and lock the door after the inspection is finished. In the event your room does not meet the cleaning requirements as set forth, your departure will be delayed.

RANK: \_\_\_\_\_ LAST/FIRST/MI: \_\_\_\_\_ OFFICE SYMBOL: \_\_\_\_\_  
DUTY PHONE: \_\_\_\_\_

SIGNATURE (RESIDENT) BLDG/ROOM NO: \_\_\_\_\_ DATE: \_\_\_\_\_ DM INITIALS: \_\_\_\_\_

**Attachment 3****BAY ORDERLY DUTIES CHECKLIST****A3.1. Daily.****A3.1.1. Day room:**

- A3.1.1.1. Arrange furniture in an orderly and presentable fashion.
- A3.1.1.2. Dust/wipe down all furniture – Chairs/sofa/tables free of crumbs, food stains, etc.
- A3.1.1.3. Vacuum floor – Including underneath furniture.
- A3.1.1.4. Adjust ceiling tile for proper seating.
- A3.1.1.5. Brush off and cover pool tables.

**A3.1.2. Kitchens:**

- A3.1.2.1. Wipe down counter, stove tops, and table tops – Free of stains, spots, and dirt.
- A3.1.2.2. Clean sink - Free of stains, spots, and shine chrome fixtures.
- A3.1.2.3. Clean interior and exterior of microwave - Free of stains, spots, and dirt.

**A3.1.3. Hallways (Morning and prior to leaving for the day):**

- A3.1.3.1. Vacuum hallways.
- A3.1.3.2. Remove dust and dirt from corners and behind bay doors.
- A3.1.3.3. Clean doors - Free of finger prints, smudge marks, spots, and dirt.
- A3.1.3.4. Clean all windows – Free of finger prints, smudge marks, spots, and dirt.
- A3.1.3.5. Straighten bulletin boards – Remove items past the relevancy dates, insure items are properly displayed.
- A3.1.3.6. Remove posters and flyers from bay doors.

**A3.1.4. Stairwells:**

- A3.1.4.1. Vacuum carpeted stairwells.
- A3.1.4.2. Sweep non-carpeted areas.
- A3.1.4.3. Remove cobwebs from ceilings, corners, and doorways.
- A3.1.4.4. Dust/wipe down handrails.

**A3.1.5. Common area bathrooms (Morning and prior to leaving for the day):**

- A3.1.5.1. Sink & chrome fixtures - Free of stains, and spots.
- A3.1.5.2. Toilets – Free of stains (seat and bowl), toilet paper on holder.
- A3.1.5.3. Floor – Free of stains, clean behind toilet bowl, swept and mopped.

**A3.1.6. Laundry room (Morning and prior to leaving for the day):**

- A3.1.6.1. Remove lint from lint trap of dryers.

A3.1.6.2. Wipe down (with a wet cloth) interior and exterior of washer and dryers.

A3.1.6.3. Empty trash cans.

A3.1.6.4. Sweep and mop floors – Free of stains, spots, and dirt.

A3.1.6.5. Clean window seal – Free of stains, spots, and dirt.

A3.1.6.6. Clean windows – Free of fingerprints, smudge marks, spots, and dirt.

A3.1.6.7. Clean light fixtures – Free of bugs, spots, and dirt.

A3.1.6.8. Wipe down tables, vents, etc.

**A3.1.7. Patio and exterior of building:**

A3.1.7.1. Empty butt cans.

A3.1.7.2. Empty garbage cans Pick-up paper and trash around building.

A3.1.7.3. Relocate patio and picnic tables to proper location.

A3.1.7.4. Wash/wipe down picnic tables/patio equipment – Free of stains, spots, and dirt.

A3.1.7.5. Wash down patio/gazebo area – Free of stains, spots, and dirt.

A3.1.7.6. Sweep and clean-up around entrances and exits.

A3.1.7.7. Any additional task designated by the dorm manger or first sergeant

**A3.2. Weekly:**

**A3.2.1. Exterior:**

A3.2.1.1. A3.2.1. Clean out ashes to barbecue pits and grills.

A3.2.1.2. Clean grill tops – Free of excess grease and food products.

A3.2.1.3. A3.2.1. Rake sand volleyball pits – Remove big rocks.

A3.2.1.4. Remove cobwebs from around first floor exterior.

A3.2.1.5. Trim weeds and grass.

A3.2.1.6. Empty and wash out butt cans.

A3.2.1.7. Empty and wash out interior and exterior garbage cans.

**A3.2.2. Interior:**

A3.2.2.1. Stairwells:

A3.2.2.1.1. Clean base of handrails – Free of dust and dirt around base of handrails supports.

A3.2.2.1.2. Clean light fixtures – Free of bugs, spots, and dirt.

A3.2.2.2. Kitchen:

A3.2.2.2.1. Clean oven - Free of stains, spots, and dirt.

A3.2.2.2.2. Clean out refrigerators – Dispose of any open items that could cause poisoning (mayonnaise, salad dressings, etc.), wipe down interior and exterior of unit, defrost if necessary.

A3.2.2.2.3. Empty out toasters – Free of crumbs and bread droppings.

**A3.2.3. Day/Activity Rooms:**

A3.2.3.1. Wipe down/dust all equipment (includes vending machines).

A3.2.3.2. Dust/wipe down all window seals.

A3.2.3.3. Dust/wipe down TV, VCR, and cable box – Free of dust and stains.

A3.2.3.4. Clean all windows – Free of finger prints, smudge marks, spots, and dirt.

A3.2.3.5. Dust and straighten book shelves/racks – Place book in orderly arrangements, dispose of magazines two or more months old.

**A3.3. Monthly:**

A3.3.1. Dust/wipe down all picture frames – Free of dust.

A3.3.2. Dust/wipe down all plastic plants – Free of dust.

A3.3.3. Dust/wipe down all video machines - Free of finger prints, smudge marks, spots, and dirt.

A3.3.4. Clean out all light fixtures in the building to include: stairwells, laundry rooms, day rooms, and exterior lighting fixtures – Free of bugs, stains, dirt.

A3.3.5. Dust/wipe down base boards in hallways, day room, laundry rooms, and stairwells.

A3.3.6. Move and clean behind washers and dryers.

**Attachment 4****AUTHORIZATION TO LIVE OFF-BASE FOR UNACCOMPANIED MILITARY MEMBERS**

Date:

MEMORANUM FOR

FROM: CC

SUBJECT: Authorization to Live Off-base for Unaccompanied Military Members

1. The purpose of this letter is to define the base procedures for application to reside off-base. This letter applies to all military members who come to Osan AB in an unaccompanied status. This letter does not apply to members who are command sponsored.

2. The wing policy is all members will be assigned on-base dormitories space as space permits. E1-E4 will always be placed in on-base dormitories. The housing office will maintain a waiting list for E5-E6, SNCOs and officers when on-base dormitory space (including AFV) is not available.

3. Members who desire authorization to live off-base must meet the following eligibility criteria:

a. Members must have 6 months retainability (from the date of lease to DEROS).

b. Requests to live off-base will be evaluated on a case by case basis. (NOTE: A non-command sponsored family member in the local area is not, in itself, justification for approval).

c. SNCOs and officers – There must be members on the respective waiting lists for on-base dormitory space.

d. E5 - E6 – 51 CES/CEH will notify members on the waiting list if they are allowed to apply for authorization to move off-base. However, under normal circumstances E-5s are not authorize to live off-base. The decision to release E-5 and E-6s will be made based on dormitory occupancy rates and projected waiting times to move on-base.

4. Once eligibility requirements have been met, members may request authority to reside off-base by processing a 51 FW Form 13, Request for Permission to Reside Off-base.

The 51 FW/CC is the sole approval authority for Form 13 requests. The Form 13 will be processed as follows:

- a. Upon notification, member obtains a 51 FW Form 13 from their squadron orderly room.
  - b. Form 13 will be completed, signed by member's squadron commander for approval and taken to 51 CES/CEH, housing office for processing.
  - c. 51 CES/CEH will then forward the Form 13 through the 51 SPTG/CC for approval, to the 51 FW/CC.
  - d. 51 FW/CC will approve or disapprove request and return form 13 to 51 CES/CEH to finalize. 51 CES/CEH will notify members of the Form 13 status accordingly.
  - e. All moves must be accomplished with 30 days of notice to move.
  - f. All leases must be processed through the housing office. The lease expiration date cannot exceed the member's DEROS.
  - g. If the member elects to live off-base without a lease, no entitlements other than single rate BAH will be authorized.
5. Please note, approval to live off-base does not entitle members to furniture or appliance support from the Furnishing Management Office. It's the member's responsibility to procure furnishing to support off-base living.
6. This letter supersedes the previous letter dated 21 Dec 98 establishing policies associated with personnel living off-base. The office of responsibility is the Civil Engineer Housing Flight (CEH). If you have any question, our point of contact is Mr. William E. Morris, ext. 784-6170.

(WING COMMANDER'S SIGNATURE BLOCK)

**Attachment 5****SPOUSE/DEPENDENT VISITATION**

Date:

MEMORANDUM FOR

FROM: CC

SUBJECT: Spouse/Dependent Visitation

1. The following information outlines policy regarding spouse/dependent visitation to members stationed on Osan Air Base who are assigned unaccompanied quarters. All personnel should be fully aware of the possible impact on pay entitlements and other restrictions regarding a visit by a member's dependents.
2. When dependents of unaccompanied members visit Osan Air Base and reside in the member's quarters for more than 30 days, Basic Allowance for Housing (BAH) must be stopped effective the 31<sup>st</sup> day of the visit. This requirement is based on DODFMR Vol 7A para 30222d(7). Sponsors are required to notify the Housing Office and Accounting and Finance when dependents are staying with them in unaccompanied quarters in excess of 30 days.
3. Generally, we will allow visiting dependents to reside in the sponsor's unaccompanied quarters for up to 30 days. The 30 days are cumulative for any one unaccompanied tour. After 30 days, the sponsor must ensure the dependent(s) are moved to off-base quarters or have left Korea.
4. Military members must understand and comply with these provisions in order to preclude violation of public law and enable effective management of our quarters. This information should receive the widest possible dissemination and be included in all newcomers' packages sent to inbound personnel.
5. Please direct any questions regarding pay entitlements to 51 CPTS/FMFP, 784-1851. Please direct any questions regarding quarters to 51 CES/CEH, 784-1840.

(SUPPORT GROUP COMMANDER'S SIGNATURE BLOCK)