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Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

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This instruction establishes procedures for consolidated dormitory management (CDM) and establishes standards and a mandatory code of conduct for all enlisted personnel assigned to or arriving, living, or visiting this installation. Military personnel who violate this instruction are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ). This instruction is a supplement to AFI 32-6005, Unaccompanied Housing (UH) Management.

SUMMARY OF REVISIONS: This revision establishes CDM under the 89 CES/CEH, Housing Flight, and outlines CDM responsibilities, policies, and procedures. Space-available residents may be required to share a room with another individual. Requires residents to display occupant identification.

1. Responsibilities:

1.1. Installation Commander. Ensures 90% occupancy of UH, establishes UH inspection standards, and conducts periodic dormitory visits.

1.2. Unit Commanders/First Sergeants:

1.2.1. Will conduct periodic (at least quarterly) visits to assigned personnel within the dormitory and perform inspections on a sample of several rooms to ensure the dormitory standards are maintained. Recommend that inspectors utilize the ABC inspection plan as defined in AFI 32-6005, attachment 2.

1.2.2. Assigns bay orderlies as requested by CDM.

1.2.3. Participates in the Quarters Improvement Council (QIC).

1.3. Housing Flight:

1.3.1. Has functional control over CDM staff and operations.

1.3.2. Authorizes and processes housing allowances for unaccompanied personnel.

1.3.3. Participates in QIC.

- 1.3.4. Forwards occupancy data to MAJCOMs.
- 1.3.5. Interfaces with furnishings management on behalf of all dorms.
- 1.3.6. Reviews hardship requests to move off base and draw allowances and makes recommendations to the installation commander.

1.4. Consolidated Dormitory Manager (See Note):

- 1.4.1. Assigns and terminates rooms in dormitories.
- 1.4.2. Reports occupancy to the housing flight.
- 1.4.3. Maintains and inspects dormitory common areas.
- 1.4.4. Budgets for, purchases, and controls supplies.
- 1.4.5. Coordinates with dormitory resident councils.
- 1.4.6. Performs periodic room inspections as needed.
- 1.4.7. Completes and tracks self-help and maintenance projects.
- 1.4.8. Acts as facility manager for dormitories.
- 1.4.9. Validates BAQ roster semiannually.
- 1.4.10. Maintains AF Form 228, Furnishings Custody Receipt & Condition Report, or automated product.
- 1.4.11. Participates in the QIC.
- 1.4.12. Manages waiting lists.
- 1.4.13. Reports UH utilization.
- 1.4.14. Recommends reallocation of space.
- 1.4.15. Processes housing allowances for unaccompanied personnel.
- 1.4.16. Authorizes drayage/storage of household goods.
- 1.4.17. Develops base policies for dormitories.
- 1.4.18. OPR for cable TV and telephone reconnection reimbursement.
- 1.4.19. Initiates facility and furnishings projects.
- 1.4.20. Will be exempt from all base details and from all non real-world exercise taskings and TDYs.
- 1.4.21. Will ensure a point of contact is available 24 hours a day, 7 days a week, for residents, first sergeants, and commanders with a response time of 1 hour or less.
- 1.4.22. Develops and maintains a key control program.

NOTE:

Brandywine and Davidsonville receiver sites are exempt from CDM and will be unit managed IAW AFI 32-6005. All day-to-day operations and duties shall be the responsibility of each site manager under the guidance of the 789th Communications Squadron.

1.5. Dormitory occupants:

1.5.1. Occupants will acknowledge receipt and conditions of items such as room keys, furnishings, draperies, rugs, etc., on AF Form 228 or computer generated product.

1.5.2. Each occupant will be required to account for the items prior to terminating room occupancy, to include possible reimbursement for lost room keys or damaged furnishings, fixtures, or room interiors.

1.5.3. Obtain individual telephone and cable TV service and be present if required for installation.

1.5.4. If required to move at the convenience of the government, they will be reimbursed for the cost of reconnection of individual telephone and cable TV service.

1.5.5. Report maintenance problems to dorm managers immediately.

1.5.6. Will be familiar with all applicable dorm instructions.

2. Policy. Standards of maintenance and cleanliness, as determined by the installation commander, will be maintained in all Andrews AFB dormitories. Also, other applicable portions of this instruction (i.e., visitation hours, bay orderly, etc.) will be followed.

3. Inspections. Commanders or first sergeants will inspect the rooms of their personnel residing in the dormitory to ensure standards are maintained. Inspections by other personnel will be coordinated with the CDM assigned the primary responsibility for the dormitory. In all room inspections, care will be exercised to avoid unnecessary interruptions of the sleeping hours of shift workers. Dormitory managers will conduct daily inspections of the common areas to ensure proper standards are maintained. Common areas include basements, hallways, dayrooms, latrines, outside grounds, and parking lots. Dormitory managers will be in charge of bay orderlies and will coordinate with first sergeants of other units for proper scheduling, if appropriate. The CDM will maintain standardized furnishings for each dormitory room, if possible, and will also perform other dorm related tasks as directed.

4. Dormitory Room Assignments. All unaccompanied personnel will be assigned quarters in a building where the majority of personnel in their unit are housed and in accordance with the priority of assignment in AFI 32-6005. Personnel residing in the dormitory on a space-available basis and students may be required to share a room with another individual. Students and reservists assigned to MGMC, and not authorized per diem on their orders, will be billeted by the CDM unless ordered otherwise by the installation commander. Personnel arriving after normal duty hours and on weekends or holidays will report to billeting, building 1375, for temporary quarters.

5. Dormitory Visitation Privileges. The following responsibilities, procedures, and prohibitions govern the visitation of male/female personnel in the dormitories on Andrews AFB and apply to all personnel. Violations will subject member to punitive action under the UCMJ.

5.1. Responsibilities:

5.1.1. Commanders are responsible for ensuring their dormitory residents comply with standards.

5.1.2. Dormitory residents (hosts) will be fully responsible for the conduct of their guests during the period of the visit.

5.1.3. All guests, male and female, will remain with the host during the visit, starting at the dormitory entrance and continuing for the duration of the visit, except during restroom use.

5.1.4. Children are not permitted unless they are members of the resident's immediate family, or are accompanied by a parent or legal guardian. The host will be responsible for ensuring the above requirements are met. Please note that dormitories are not sanctuaries for dependent children.

5.1.5. If the room has two occupants, the host must obtain the other room occupant's consent prior to admitting guests. If privacy/rights are infringed upon, the other room occupant retains the right at all times to request the room be vacated of guests.

5.1.6. Dormitory residents and guests will be dressed in a conservative manner at all times when in public dormitory areas, and in the privacy of rooms when guests are present.

5.1.7. Use of restroom facilities by the opposite sex: The host will ensure the restroom is unoccupied. For restrooms which cannot be locked, the host will stand outside to inform others that an opposite sex visitor is inside and the restroom is temporarily off limits. In dormitories housing both male and female personnel, visitors will use the appropriate facility.

5.1.8. Profanity or abusive language will not be permitted.

5.1.9. Under no circumstance will an occupant give or loan a room key to a visitor.

5.1.10. Due to shiftworkers living in all dormitories, quiet hours are in effect 24 hours a day.

5.2. Visiting Hours. Unless otherwise directed by a unit/section commander (for example, student dormitories in training status may have limited visiting hours), visiting hours are 24 hours a day. This does not mean that residents may have a "live-in" guest. Visitors will not sleep in a host's room. No overnight guests are allowed at any time.

5.3. General:

5.3.1. In the event a disturbance occurs, the senior individual present is obligated to contact the security police in order to remove any guest whose conduct is unbecoming, contrary to good order, or whose presence infringes the rights of other occupants. The incident must be reported to CDM within 24 hours.

5.3.2. The use of alcoholic beverages and beer will be governed by the provisions of AFI 34-119, Alcoholic Beverage Program. Underage drinking is not permitted in the dormitories and is punishable under provisions of the UCMJ.

6. Dormitory Clearing Procedures . All outgoing personnel residing in the dormitories will ensure their linen is returned, the room is cleaned and in inspection order with all furnishings replaced in the room, furnishing receipt cleared, and keys to the room and dormitory are turned in to the CDM prior to departing the area.

7. Room Standards. Occupants will maintain their rooms in a clean and orderly manner at all times. To ensure dormitories are maintained in a manner conducive to good health, morale, and welfare, and to promote individual responsibility, dormitory residents will adhere to the following standards:

- Rooms, furniture, appliances, and private restrooms will be kept neat, clean, and orderly.

- Trash cans will be emptied in outside dumpsters, not in restrooms or dayroom trash cans. Trash will not be placed outside of rooms. Bay orderlies do not empty individual's trash.
- Clothing will be neatly stored inside of lockers and/or a chest of drawers.
- Rooms will be ready for inspection when occupants depart for duty sections, leave, TDY, or are otherwise absent from their rooms between 0800 and 1700, Monday through Friday.
- All dirty clothing will be placed in a laundry bag or other suitable container. Dirty clothing will not be allowed to accumulate.
- Residents will display maximum consideration for each other by limiting noise levels so as not to disturb other occupants.
- Bicycles may be stored in individual rooms provided they do not create a fire hazard by blocking the door or windows, do not present a safety hazard, and do not infringe upon roommate's space.
- Rooms outfitted with kitchenettes will be kept clean and free of food debris.
- Furniture must be clean and dusted and carpets vacuumed and cleaned periodically.

8. Bay Orderly Duties. Bay orderly duties will be assigned by the CDM and coordinated through unit first sergeants. No dormitory resident is exempt from bay orderly duty. NCOs tasked will supervise bay orderlies and ensure all tasks are completed in a satisfactory manner.

9. Room Modification and Improvement. No changes, alterations, modifications, or painting will be accomplished in the rooms without specific written approval from the CDM. Changes will be annotated on the AF Form 228. If any changes are made, rooms will be returned to the original condition at the resident's expense prior to vacating the room.

10. Restrictions. The items listed below are prohibited in dormitories. Violators will be subject to disciplinary action pursuant to the provisions of the UCMJ:

- Smoking in bed.
- Burning incense or candles.
- Possession or use of drugs for other than medical purposes.
- Cooking in unauthorized areas.
- Use or storage of barbecue grills on balconies or walkways.
- Waterbeds are not authorized due to weight restrictions.
- Possessing or using electric cooking appliances, i.e., toasters, frying pans, electric skillets and hot plates in rooms without kitchenettes. However, coffee pots and microwave ovens are permitted provided they are:
 - Underwriters Laboratory (UL) listed.
 - Used only on nonflammable surfaces such as metal, glass, or ceramic.
- Using space heaters.
- Possessing, storing, or bringing dangerous weapons into the dormitory. Prohibited items include, but are not limited to:
 - Rifles, revolvers, pistols, and shotguns. (Stored in SP armory.)

- Switchblades, gravity knives of any description, or knives with blades exceeding four inches.
- Compound bows and arrows.
- Bombs, bombshells, grenades, bottles, or any other container (such as ammunition) with an explosive substance.
- Blackjacks, billy clubs, metal knuckles, kung-fu stars, numchucks, or any other item commonly considered a weapon in the use of martial arts.
- Stun guns.
- Possessing or bringing into the dormitory any flammable/hazardous material of any kind.
- Tampering with, obscuring, or using (except for its intended purpose) fire extinguishers or fire detection/alarm, telephone equipment, and TV cable box.
- No person will accept collect calls on dormitory telephones.

11. Security of Rooms. Occupants are responsible for the safekeeping of their dormitory and room key. They are also responsible for the security of their belongings while on leave, TDY, or other prolonged absence. Missing items will be reported to the security police, dormitory manager, and the first sergeant.

12. Occupant Identification. Identification cards identifying room occupants will be displayed at all times.

13. Pets. Dormitory residents and guests are prohibited from having pets in the dormitories, except fish (aquariums may not exceed 30-gallon capacity). The sole purpose of limiting the type of pet is to protect the health and comfort of all residents and to prevent possible cruelty to animals. All questions concerning pets should be directed to the CDM.

14. Other. Any items or procedures not governed by this instruction must be addressed through the CDM, first sergeant, and commander.

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Commander