

**15 JUNE 2001**



***Housing***

***DORMITORY MANAGEMENT POLICY***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 60 CES/CEHD (TSgt Lloyd Burroughs)  
Supersedes TAFBI 32-304, 10 February 2000

Certified by: 60 CES/CC (Lt Col Willie P. Dean)  
Pages: 8  
Distribution: F

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This instruction implements AFD 32-60, *Housing*. It prescribes policies and procedures for management of unaccompanied enlisted military dormitories. Violation of this instruction may subject the individual to disciplinary action pursuant to the *Uniform Code of Military Justice (UCMJ)*.

***SUMMARY OF REVISIONS***

**Instruction changed in its entirety.**

**1. OBJECTIVES:**

- 1.1. Provides general guidelines for dormitory management at Travis AFB. Organizations responsible for specific dormitories should develop additional guidelines for their dormitories utilizing inputs from the dormitory residents.
- 1.2. Ensure dormitories are maintained in a manner conducive to good health, morale, safety and welfare.
- 1.3. Promote individual resident responsibility.

**2. RESPONSIBILITIES:**

**2.1. Squadron Commander/First Sergeant will:**

- 2.1.1. Visit dorms regularly to ensure safety and quality of living conditions for residents.
- 2.1.2. Ensure all dorm residents adhere to outlined standards.
- 2.1.3. Establish adequate inspection programs to ensure compliance with this Travis AFB Instruction.

2.1.4. Investigate cases involving damage beyond fair wear and tear, or circumstances which may subject the individual(s) to pecuniary liability, and will ensure all required actions are accomplished prior to final (base, or squadron if changing dorms) out-processing.

**2.2. Dormitory Manager will:**

2.2.1. Conduct initial move-in briefing.

2.2.2. Assign room, key and initial set of linen.

2.2.3. Conduct *initial/termination* inspections of rooms.

2.2.4. Ensure all common areas are cleaned to standards daily or as directed.

2.2.5. Request members for bay orderly and determine duty hours.

2.2.6. Ensure bay orderlies remain in the area until released.

2.2.7. Conduct an annual inventory of furniture.

2.2.8. Monitor overall condition of rooms.

2.2.9. Request duplicate/replacement keys.

2.2.10. Report all building deficiencies (inside and outside) to Civil Engineer Zone Manager and follow-up on all work orders.

**2.3. Dormitory Residents:**

2.3.1. Are responsible for the appearance/cleanliness of their room and common areas.

2.3.1.1. Will make beds daily, issued bedspreads, blankets, or purchased items must be clean, neat and in good repair. Bed linens will be clean.

2.3.1.2. Will dust all furniture/permanent fixtures.

2.3.1.3. Will keep floors clean.

2.3.1.4. Will empty trash receptacles/ash trays daily.

2.3.1.5. Will clean and defrost refrigerators/freezers.

2.3.1.6. Will neatly store clean clothing in closets, wall lockers or drawers. Dirty clothing will be placed in laundry bags or other suitable containers.

2.3.1.7. Will clean the immediate outside areas of dormitory room entrance. Outside areas will extend from window to window, and out to the edge of the sidewalk on the first floor or the balcony railing on the second and third floors.

2.3.1.8. Will replace air filters in the heating/cooling systems (if applicable).

2.3.1.9. Will ensure arrangement of room furnishing provides for entry/egress for fire/medical emergency access/evacuation.

2.3.1.10. Will obtain written approval from the dorm manager before dismantling, unbolting, or relocating fixtures, appliances or furniture within dormitory room.

2.3.1.11. Will obtain written coordination from the dorm manager prior to painting or wallpapering rooms.

2.3.1.12. Will report broken/damaged room fixtures or furniture items immediately to the dorm manager.

2.3.1.13. Will clean bathroom weekly or as needed to maintain sanitary conditions.

2.3.1.14. Will ensure pornographic or inflammatory material is not openly displayed.

2.3.1.15. Will limit noise levels so as not to disturb other occupants. This is due to the 24-hour operations we have at Travis. **(Quiet hours are 24 hours daily.)**

2.3.1.16. Will report lost room keys immediately to the dorm manager.

2.3.1.17. Will secure bicycles in their room or in the bicycle racks.

#### **2.4. Dormitory Pet Policy:**

2.4.1. Pets with fur or feathers are prohibited.

2.4.2. Pets that are poisonous, dangerous, or illegal are prohibited.

2.4.3. Turtles are prohibited.

2.4.4. Reptiles are allowed with a size limitation, (18" maximum).

2.4.5. Limitation of two fish tanks, not to exceed a combined capacity of 55 gallons. Residents will be required to sign a release form provided by the dormitory manager, accepting liability for any damage caused by the fish tank to the dormitory.

2.4.6. Dormitory residents will be required to receive approval to house a pet in the dormitory. Approval will be determined by submitting a dormitory pet approval form requiring signatures of approval from the following individuals:

2.4.6.1. Dormitory Manager.

2.4.6.2. First Sergeant.

2.4.6.3. Base Veterinarian.

2.4.6.4. Dormitory Superintendent.

#### **2.5. Civil Engineer Squadron (CES) will train dormitory managers.**

### **3. DORM VISITATION PRIVILEGES:**

3.1. Guests must be at least 18 years of age unless they are active duty members of the military with a valid ID card, or members of the resident's (host's) immediate family.

3.2. Hosts are responsible for the conduct of their guests.

3.3. All hosts will remain with the guest during the visit.

3.4. If the room is dually occupied, the host must obtain the other occupant's consent prior to admitting a guest. The other occupant retains the right at all times to request the room be vacated of guests.

3.5. Nonresident personnel are not authorized to use the game rooms unless accompanied by resident personnel.

3.6. Under no circumstances will a guest be given or loaned a room key.

3.7. Cohabitation is prohibited. Any stay within the dormitory in excess of 48 hours will require prior approval from the first sergeant.

3.8. Guests are not entitled to use the laundry room.

**4. PROHIBITIONS:** Violations of the following prohibitions will subject the individual to disciplinary action pursuant to the *UCMJ*:

4.1. Smoking in bed.

4.2. Possession of the following weapons is in violation of California Penal Code Section 12020: cane gun, wallet gun, any undetectable firearm, any firearm which is not immediately recognizable as a firearm, any camouflaging firearm container, any ammunition which contains or consists of any flechette dart, any bullet containing or carrying an explosive agent, any ballistic knife, any multiburst trigger activator, any nunchaku, any short-barreled shotgun, any short-barreled rifle, any metal knuckles, any belt buckle knife, any leaded cane, any zip gun, any shuriken, any unconventional pistol, any lipstick case knife, any cane sword, any shobi-zue, any air gauge knife, any writing pen knife, any metal military practice hand grenade or metal replica hand grenade, or any instrument or weapon commonly known as a blackjack, sling shot, billy, sand club, sap, or sandbag. Lawful firearms, paint ball guns, pellet guns and beebe guns shall be stored in the Security Forces Armory. All other lawful weapons must be stored in accordance with squadron guidelines.

4.2.1. Decorative swords or other nonfunctional weapons manufactured solely for decorative display, may, with the concurrence of the member's squadron commander/first sergeant, be displayed in the member's quarters mounted on a board, encased or otherwise made nonfunctional as a weapon.

4.2.2. Government-issued survival knives and equipment required to be stowed with mobility gear may be secured in the resident's locker.

4.3. Possession of drug paraphernalia in violation of California Health and Safety Code Section 11364: Drug paraphernalia includes all equipment, products and materials which are used for the unlawful injecting or smoking of a controlled substance. Specifically, types of drug paraphernalia include, but are not limited to: bongs, water pipes, carburetion tubes and devices, smoking and carburetion masks, roach clips, miniature cocaine spoons and vials, chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chillums, ice pipes or chillers. Drug paraphernalia that is kept for decorative purposes is prohibited.

4.4. Tampering with, obscuring or misusing fire extinguishers, fire detection and alarm equipment.

4.5. Candles, incense or open-flame items will not be burned.

4.6. Storage of flammable materials.

4.7. Parking of motorcycles or any other type of motor driven vehicle in picnic shelters, grass areas or walking surfaces.

4.8. Major vehicle maintenance to include fluid changes.

4.9. Storage of recreational vehicles, trailers, and camper shells. Cooking appliances that produce or use hot oil/grease or any other flammable products. (IAW 60 CES Fire Protection Flight).

- 4.10. Cooking appliances that exceed a power rating of 1100 watts or 9.16 amps. (IAW 60 CES Engineering Flight).
- 4.11. Operation of more than one cooking appliance at one time.
- 4.12. Authorized cooking appliances: Microwave ovens, bread toasters (vertical slot type), hot air popcorn poppers, coffee makers, bread makers and rice cookers. All cooking appliances must have an automatic shut off timer and these appliances will never be left unattended while in-use.
- 4.13. Gain access to exterior ledges and roof.
- 4.14. Removal of dormitory room furnishings and appliances.
- 4.15. Installation of a waterbed in the dormitory.
- 4.16. Sharing of television cable service between occupant rooms.

## **5. EMERGENCY PROCEDURES:**

5.1. During fire alarm activation (actual or drill), all occupants will evacuate the dorm area to a safe distance as directed by the Fire Department, Security Forces, or other authority. Evacuation distance will normally be not less than 100 feet from the dorm. Residents will remain in the safe area until the "all clear" is given. In the event of an actual fire, small fires will be fought with available fire extinguishers after notifying the Fire Department, even if the fire(s) is extinguished. In case of a large fire, evacuate the building, notify the Fire Department, and advise Fire Department personnel of the nature and location of the fire.

5.1.1. In the event of room alarm activation residents should contact the Fire Department.

5.2. If an emergency condition occurs involving the facility during non-duty hours, dorm occupants will immediately notify CES. The work order number received from CES will be provided to the dormitory manager the next duty day.

5.3. All other emergencies should be reported to the Security Forces Law Enforcement Desk.

## **6. TRAVIS AFB DORMITORY RECOGNITION PROGRAM:**

6.1. The three main concepts of the inspection program are maintaining a high standard of appearance/living conditions, developing a sense of occupant ownership/pride, and providing a platform for command level involvement with dormitory processes.

6.2. The program objective is to create incentives for performance above standards, provide insight on dormitory living conditions to Travis leaders, and create a sense of ownership and camaraderie among dormitory occupants.

6.3. Travis AFB dormitories and rooms will be divided into five Groups (Support Group, Logistics Group, Operations Group, Air Mobility Operations Group and Medical Group).

6.3.1. Group dormitory/room winners will be selected by their own designated Group inspection team to compete in the 60th AMW Dormitory/Room of the Quarter competition.

6.3.2. 60th AMW Dormitory/Room of the Quarter nominees will be inspected by the wing team, consisting of a Group Commander, Group Superintendent and one First Sergeant.

6.3.3. The overall winner of 60th AMW Room of the Quarter competition will receive a three-day pass and certificate from the 60th AMW/CC. Group Commanders are encouraged to grant their Group Room of the Quarter winners a one-day pass. AAFES, 60th Services Squadron, and International Tickets and Tours may award additional prizes to the Wing Room of the Quarter Winner. Prizes are not limited to these institutions.

6.3.4. 60th AMW Dormitory of the Quarter/Annual winner will receive an appropriate monetary award package from 60th AMW/CC in order to purchase quality of life improvements for that dormitory. This amount will be determined by available funds and will be provided to the winner and runner-up dormitories.

JACK F. PETERS, Col, USAF  
Director, Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Instruction 32-60, *Housing*.

*Uniform Code of Military Justice* (UCMJ), 1984 Edition

Travis Air Force Base Instruction 32-303, *Dormitory Recognition Program*.

**Attachment 2**

**SAMPLE LETTER, RECEIPT AND CONFIRMATION OF UNDERSTANDING**

<b>DEPARTMENT OF THE AIR FORCE</b>
<b>60TH YOUR SQUADRON (AMC)</b>

Date \_\_\_\_\_

**MEMORANDUM FOR RECORD**

**FROM:** 60 CES/CEHD

694 A Street

Travis AFB CA 94535-5021

**SUBJECT:** Receipt and Confirmation of Understanding Letter

I have received a copy of TAFBI 32-304, *Dormitory Management*. I have read and understand the contents of this instruction as it pertains to my responsibilities as a dorm resident on Travis AFB CA.

**Name (Last, First MI):** \_\_\_\_\_

**Print**

**Dorm #:** \_\_\_\_\_

**Room #:** \_\_\_\_\_

**Squadron:** \_\_\_\_\_

**Signature:** \_\_\_\_\_