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Civil Engineering

HOUSING GUIDELINES



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This instruction implements AFI 32-6001, *Family Housing Management*, and establishes procedures for personnel residing on the United States Air Force Academy. This instruction applies to all service members and their dependents occupying government quarters on the USAFA. Violations of the standards set forth in this instruction could subject the violator to termination of family housing in accordance with AF directives.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. Overall Responsibilities. While occupying government quarters, the Air Force is responsible for maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, snow removal from streets, and fire and security protection.

1.2. Inspections:

1.2.1. Initial Inspections. A housing inspector, along with the resident, performs an initial inspection to identify and document on an AF Form 227, **Quarters Condition Inspection Report**, any discrepancies pertaining to the unit and the appliances. This inspection will be performed at the time of assignment. You are given an additional 14 calendar days after the initial inspection to document any other discrepancies that may have been overlooked. If additional discrepancies are noted, they must be reported to the Housing Management Office not later than 14 calendar days after the initial inspection. It is the occupant's responsibility to ensure ALL discrepancies are documented.

1.2.2. Exterior Conditions Inspection. A housing inspector routinely monitors the exterior condition of the quarters to include the structure and the grounds to ensure the occupant is within standards. During this inspection, discrepancies will be noted and appropriate actions will be taken.

1.2.3. Pre-Final and Final Inspections. Inspections are conducted as outlined in **Chapter 5, *Termination of Family Housing***, of this instruction.

1.3. Maintenance and Repair. The 10th Civil Engineer Squadron has the primary responsibility for the maintenance of your home. If any maintenance or repair work is required, call Housing Maintenance at 333-2565. For EMERGENCY work after normal duty hours, weekends or holidays, call the Emergency Service Call Desk at 333-4426. Maintenance is broken down into three categories, emergency, urgent, and routine.

1.3.1. Emergency. Could cause loss of life or property, affect health, safety or security (i.e., flooded basement, electrical problems, broken pipes, inoperable heating). Call Housing Maintenance at 333-2565 during duty hours or the Emergency Service Call Desk at 333-4426 during nonduty hours. Response time is as soon as possible within 24 hours.

1.3.2. Urgent. Could affect loss of property or health (i.e., stove or oven inop, dead animal in yard). Response time is within 72 hours.

1.3.3. Routine. Routine work is all work not classified as an Emergency. Call Housing Maintenance at 333-2565. Response time is up to 30 days. Routine items include dishwasher problems, inoperable garbage disposal, screen door latches, etc. Occupants are encouraged to perform homeowner self-help repairs such as toilet floats and latches. Materials and guidance are available at the Country Store (self-help).

1.4. Refuse Collection and Disposal. Trash and recyclable pickup is once a week: Qtrs 2330-4300 (Tues), Qtrs 4400-4700 (Wed), Qtrs 6300-6650 (Thurs), Qtrs 6600-6800 (Fri), Qtrs 9022-9028 (Fri). Garbage cans are government provided. You are responsible for cleaning the cans. It is important not to leave food waste outside overnight as this attracts wild animals, such as bears. The bear-proof dumpsters are

provided throughout the housing areas as safeguards against bear strikes. Occupants must place all food waste, disposable diapers, etc in the dumpsters to keep the bears at bay. Remember to close the lids. The disposal of dead animals found on base, other than house pets, is a civil engineering responsibility. **Bulk pick-up** is every Monday; place items at the end of your driveway. No appliances, recyclables (i.e., cardboard moving boxes) or hazardous materials (i.e., oil, paint, etc) will be picked up.

1.5. Recycling. Academy policy is that all housing occupants must recycle. Each quarters has three recycling bins that remain with the quarters. Occupants are accountable in the event of loss or damage to the recycling bins. Bins may be obtained at the Country Store (self-help). Housing residents can take items not collected at curbside to drop-off locations in the commissary parking lot. The refuse contractor will empty the recycling bins with regular household garbage on the designated day. The following are the allowable items for recycling and their collection dates and drop-off locations:

1.5.1. Newspaper (yellow bin). Do not include magazines or junk mail. Newspapers may also be dropped off at the Recycling Center or commissary parking lot.

1.5.2. Glass (blue bin). Clear, green, or brown bottles and jars. Remove lids and discard with regular garbage and rinse glass clean; labels may remain affixed. Glass may also be dropped off at the Recycling Center or commissary parking lot.

1.5.3. Metal (red bin). Aluminum and steel cans, foil, pie pans and tins may be recycled. Rinse clean; labels may remain affixed. Recyclable metal may also be dropped off at the Commissary parking lot.

1.5.4. Plastic. This includes soda bottles (PET type #1), milk and detergent bottles (HDPE type #2), and empty plastic bags. To determine whether or not your plastic containers can be recycled, view the underside of the container where code numbers should be located. Do not include #3 through #7 plastic, buckets, toys, or furniture. Plastic containers should be rinsed clean; labels may remain affixed. **There is no collection at this time, so take these items to the commissary collection point.**

1.5.5. Cardboard. Corrugated cardboard boxes and brown paper bags are acceptable. Flatten the boxes and **drop them off at the commissary drop off point. No home collection available.**

1.5.6. White paper. White office, printer/copier, computer, notebook papers, and envelopes are acceptable. Do not include colored or glossy paper. **No home collection available at this time, so drop them off at the commissary collection point.** Phone books and Christmas trees may also be recycled. See the *Academy Spirit* or contact the Environmental Flight at 333-4691 for more information and collection/drop-off times.

1.6. Lockouts. An emergency key is maintained at the Family Housing Office. Residents must provide identification before a key is released. For assistance during nonduty hours, contact the Security Forces at 333-2000. The cost of replacing lost keys is the resident's responsibility, as well as any necessary rekeying of the locks (i.e., at termination if keys are missing). Keys will be issued at time of moving in to the military member.

1.7. Grounds Care. Major pruning and common areas beyond 50 feet from your unit are the responsibility of 10 CES. However, if grass, weeds, etc., are within reasonable distance from your unit, use good judgment and take the extra step in cleaning the area. Seed and fertilizer for routine maintenance are avail-

able at the Country Store (self-help). **Repairs to extensive damage of ground cover, due to pets or lack of lawn care, are the responsibility of the occupant.**

1.8. Snow Removal. 10 CES is responsible for snow removal from the streets. Clusters are plowed when the snow accumulation exceeds 3 inches. Residents should remove privately owned vehicles from the street when snowfall is imminent to enable the snowplows to clear the thoroughfares. The resident is responsible for removing snow and ice from the entire width of the sidewalks, parking area, and driveway. A reasonable amount of ice-melt is available at the Country Store (self-help).

1.9. Appliances. The government provides and maintains the appliances in your housing unit: ranges, refrigerators, and dishwashers. If you have problems, do not attempt repairs—call Housing Maintenance at 333-2565. The occupant is responsible for privately owned appliances. The government provided appliances must remain in the quarters. Privately owned appliances can be stored at government expense.

1.10. Country Store. The Country Store (self-help) is located next to the Housing Office and provides supplies for most home improvement and some self-help projects. The Country Store (self-help) is open from 0900-1700, Monday through Friday, with additional Saturday hours during the summer months.

Chapter 2

OCCUPANT RESPONSIBILITIES

2.1. Liability for Damage. Occupants must make a prudent effort to prevent loss or damage to government property beyond normal wear and tear. Government housing is managed just as commercial residential property. Any damages caused by means other than a natural disaster, weather, or faulty government provided equipment are occupant responsibility. As stated in AFI 32-6001, *Family Housing Management*, paragraph 15.2, occupants will be held liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the occupants, their guests, or unknown persons or objects, or for failure to satisfactorily clean an assigned unit upon termination. Costs can be deducted from the member's pay. In accordance with 10 USC 2775 and DOD 7000.14-R, if costs for repair or replacement for damage (including repairs to lawns, due to neglect or pet damage) beyond normal wear and tear exceeds \$500.00, the occupant can request a Report of Survey to determine liability. Occupants always have the option to make repairs themselves that meet Air Force standards. Call the Family Housing Office (333-2100) for options.

2.2. Insurance. We highly recommend you consider buying commercial (renter's) insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage to family housing, furnishing, and equipment is included. A common policy for this coverage would likely be a renter's policy, which would cover personal property as well as personal liability for government property. The liability limit for the property is determined by the Air Force based on rank and number of bedrooms as:

Rank	Number of Bedrooms	Liability
E1-E6	2	\$42,000
	3	\$53,000
	4	\$59,000
E7-E9, O1-O3	3	\$59,000
	4	\$64,000
	5	\$68,000
O4-O5	3	\$62,000
	4	\$68,000
O6	4	\$75,000

2.3. Personal Property. To prevent damage to personal property due to flooding and sewage backups, occupants are expected to elevate their property off of the basement floor. Pallets may be obtained from the Country Store (self-help). Most basements are unfinished and are not considered a living area. Occupants will be briefed by the Housing Office and required to sign acknowledging the briefing regarding basement floods and sewer back-ups in family housing. Contact the Claims Office (333-3645) for guidance in submitting a damage claim due to flooding. Claims are not guaranteed and will be reviewed on an individual basis.

2.4. Pets. Pets are your responsibility! They must be controlled at all times and must not be a nuisance to your neighbors. Register all dogs and cats within 10 days of arrival with the Base Veterinary Services (333-4055). Bring a current rabies vaccination certificate and health records when reporting to Veterinary Services for animal registration. According to USAFAI 48-103, *Registration and Control of Animals*, paragraph 2.5.1, after 1 Jan 00 all dogs and cats residing in AFA housing will receive, or must have a permanent microchip electronic identification implant. The implant is provided by the veterinary treatment facility for \$13.50 and is used for identification purposes. Ensure all pets are kept in a fenced area. Pets will not be tied outside and left unattended. Pets must be on a leash while being walked. **Dog-runs are not allowed.** Provide adequate food, water, care, and shelter for animals. Do not allow pets to run at large in the base housing area or anywhere on base that is not fenced in. Clean up daily after animals in and around quarters and yards, and while walking pets on leash. Do not allow pets to defecate or urinate in public/play areas or other occupants' yards. Owners are responsible for real property damage (including grass) and injuries incurred as a result of their pet or pets. Do not leave pet food outside. Do not bring pets into public facilities for any reason. No wild, farm, or exotic animals are allowed. Exotic pets are defined in USAFI 48-103 as any wild, domesticated animal or bird not normally identified as a household pet such as wolves, wolf hybrids, ferrets, pot-bellied pigs, etc. **The number of pets is limited to three.** Litters under 3 months of age are exempt; homes must be found for pets by the age of 3 months. Do not conduct any kennel-type or animal breeding operation in family housing (aquarium fish excluded). Residents will report nuisance pets (barking, running loose, droppings, etc.) to the housing cluster lead. If the cluster lead cannot correct the problem, contact the Family Housing Office (333-2100) or as a last resort contact the Security Forces (333-2000). Pet's enclosure must be of sound construction. Wooden boxes or crates are not acceptable. Doghouses must match the color of the house. If the doghouse has a pitched roof, it must have shingles. Portable dog pens must be of chain-link construction. The enclosures should be moved around to maintain the grass and prevent the yard from becoming barren. Violations (loose, nuisance pets) should be reported to the offender's cluster lead. If this is unsuccessful, contact the Family Housing Office and as a last resort call the Security Forces. Repeated violations may result in removal of the pets from the Academy or require termination of quarters. Failure to register or control pets, exceeding the three animals per quarters rule, abuse, neglect, or animal bites will result in a warning memorandum, notice of animal removal, or termination of quarters. After one bite report or two nuisance or failure to control pet notices, the Housing Office will prepare a letter for the Wing Commander's signature for removal of the pets from base.

2.5. Leave or Extended TDY. If you are absent from your housing unit, leaving it unoccupied for extended periods (over 15 days), you should make arrangements for the security and care of your unit, to include maintaining the lawn. Notify the Housing Office, in writing, of your extended absence and the name of the person who has access to your home and can perform normal resident maintenance. Extra precautions must be taken in the winter months to prevent burst water pipes and utility conservation.

2.6. District Mayor. Elected representatives of mayoral districts. The mayors are elected by majority votes cast in annual elections by the residents within their respective district. The mayors, in conjunction with the Mayoral Program Manager, serve as a point of contact for the community residents to express concerns, needs, and recommendations for improving the quality of community life. The mayors implement the Mayoral Program and initiate actions to resolve community issues/problems raised by their district representatives. Each mayor selects their vice-mayor.

2.7. Cluster Lead. A senior-ranking person or volunteer within a housing cluster is generally designated as cluster lead. The cluster lead ensures occupants maintain grounds and settle minor disputes. The cluster lead has the authority to counsel occupants within his or her cluster whose housing unit or behavior does not meet standards set forth in this instruction. Reports from a cluster lead will be used as a “first notice” in the event that additional action is required. Cluster lead signs will be posted on the appropriate quarters. Any problems not resolved by the cluster lead should be reported to the district mayor or vice-mayor. If, after elevating the problem to the mayor the issue is still not resolved, contact the Housing Office at 333-2100. For Emergency dispute problems, contact the Security Forces (**911**).

2.8. Vehicle Repair Work. Vehicles must be operable and have current vehicle and base registration depicted on license plates when parked in housing areas. Residents may perform **minor** repair work on vehicles in the housing area. Minor maintenance includes items such as changing flat tires, fluid level top-off, light bulb replacement, and brake pad replacement. Minor maintenance does not include oil changes or efforts which require jacking the automobile beyond one wheel point, or operating electrical tools such as grinders, drills, and compressors. The hobby shop may be used for major repair work. This not only maintains the desired appearance in the housing areas but also is considerate of your neighbors. Under no circumstances will the owner dispose of materials such as oil, transmission fluid, gasoline, paint or other harmful products by pouring them on the ground or down a drain or sewer. These products must be disposed of properly due to the severe impact they cause on the environment. Contact the Environmental Flight at 333-4691 for proper disposal methods.

2.9. Speed Limit. Speed limits are posted for safety reasons and must be adhered to at all times. Speed limits within the housing area clusters and school zones are 20 mph. Security Forces will ticket drivers in school zones if they are driving even **1** mph faster than the posted speed limit.

2.10. Parking. Each housing unit is provided with two parking spots; generally one in the carport or garage and one directly behind or a second space within the cluster island. Occupants with more than two vehicles should find alternate parking spaces outside of the housing area cluster. Spaces within the islands are also available for short-term visitors and are therefore not reserved. The cluster lead should resolve disagreements. Do not park any vehicles on the grass or common areas in the housing areas. RVs, jet skis, utility trailers, campers, nor boats in the housing areas. These vehicles can only be in housing areas 24 hours for loading and unloading. The 10th Services Squadron maintains a recreational vehicle storage area for long-term storage. Storage of nonoperational or nonregistered vehicles is not authorized.

2.11. Interior Maintenance:

2.11.1. Insect Control. Pest management in Military Housing is the responsibility of residents. Housing occupants must ensure they practice good sanitation and correct minor pest problems. Housing occupants are responsible for controlling pests such as cockroaches, household infesting ants, and mice. Pest control items can be obtained from the Country Store. Medically important pests, including venomous spiders, which could affect human health, and structural pests, which could damage property, should be called in to Housing Maintenance at 333-2565.

2.11.2. Appliances. Service calls for government-owned appliances should be called in to Housing Maintenance at 333-2565. Depending on the nature of the repair, the service call will be placed into one of the maintenance priorities (emergency, urgent, or routine) identified in paragraph **1.3**. Privately

owned appliances are not serviced by Housing Maintenance. **Inoperable dishwashers and ranges do not constitute an emergency; only inoperable refrigerators should be called in after duty hours.**

2.11.3. Stove. Clean stovetop and reflectors regularly. Ovens: Do not use standard oven cleaners on the interior of continuous self-cleaning ovens; use the self-cleaning feature. If you are having trouble with the oven bake element not coming on and the burners still are working, the first thing to check is the **START** and **STOP CLOCKS** on the timer. Find the start and stop clocks and turn the knobs around till they pop out and the two orange needles are pointing in the same general direction. Then push in on the knob that states “push for manual” or “push for nontimed bake” and turn it a little bit. This will keep it from popping out when bumped. When using the “**SELF-CLEAN**” mode on your oven, you should follow these guidelines. Do not leave the house. Do not place combustibles near the top of the stove. Do not place the burner drip pans inside the oven. Do not use oven cleaner concurrently with self-cleaning mode; do not use oven cleaner on the interior oven surfaces. Remove oven racks and clean separately with commercial oven cleaner. The extreme heat pits the finish of the racks. Clean any large amounts of grease from the bottom of the oven before starting the self-clean mode. The oven will lock the door for a few hours so give yourself plenty of time.

2.11.4. Dishwashers. When manually advancing the timer, make sure that the door latch is open to kill the power to the time so that it will not be damaged by the electricity. If a problem occurs with the dishwasher, contact Housing Maintenance at 333-2565. **Inoperable dishwashers are routine calls and will be responded to within 30 days.**

2.11.5. Refrigerator. Use a water and baking soda solution to clean interior. Vacuum coils on back of refrigerator at least every 6 months. Clean the drip pan underneath every 90 days. If you are having trouble with fresh food freezing, make sure that the **FREEZER** control is not set to the warmest setting. This control is merely an air flow control and not a thermostat control. The thermostat control is labeled “Refrigerator.” It is recommended a thermometer should be kept in the fresh food compartment to monitor the temperature and should be maintained between 38 to 42 degrees to keep bacteria from growing in the meat. Also, do not place the crisper drawers in the dishwasher to clean them; they could melt.

2.11.6. Filters. Replacement filters for range vent hoods, bathroom vents, and furnaces are available from the Country Store (self-help). Occupants are responsible for changing furnace filters every 90 days. The range vent hood inner filter and the bathroom vent filter should be inspected every 60 days and changed if needed. The metal filters on the range and bathroom vents may be cleaned in the dishwasher.

2.11.7. Cabinets. Clean wood with mild detergent then apply lemon oil. Do not use adhesive paper in cabinets. For scratches, Old English works the best.

2.11.8. Disposal. Do not put fibrous material (cornhusks, onion peels and celery) down disposal. Do not put potato skins or grease down disposal or drain. Do not use drain pipe cleaners in disposal.

2.11.9. Sink. Clean with stainless steel cleaner or vinegar.

2.11.10. Countertops. Do not cut directly on or place hot objects on the countertops. Use cutting boards when preparing foods and hot mats/pads to protect finish.

2.11.11. Hood Exhaust Fan. Inspect filter every 60 days and change if necessary. Filters are available at the Country Store (self-help). The exterior filter can be washed in the dishwasher. If you have an interior carbon filter, it is not washable.

2.11.12. Bathroom. Clean tub and shower with a product to combat mildew. Do not use caustic sodas (such as Vanish) anywhere but the toilet. If drain is plugged, try using a plunger first. If this does not work, call Housing Maintenance at 333-2565.

2.11.13. Wood Floors. Wood floors should be damp mopped. Do not use excessive amounts of water on any floor. The floors have a polyurethane coating, therefore, only use Hillyard's Supershine to clean the floor and restore the shine.

2.11.14. Carpet. Carpet can be installed and removed at the owner's expense. If carpets are installed, nail strips will not be used. All carpets and area rugs should have padding underneath to prevent scratching the wood floor surface. Occupant is liable for any damage to the wood floors.

2.11.15. Windows. Clean with glass cleaner. Use soap on edges of windows to ease in opening. Occupants are responsible for cleaning all windows.

2.11.16. Walls. Clean with mild soap and water. Only strippable wallpaper may be used and must be removed prior to vacating premises unless accepted by the next housing occupant. Do not put nails in Formica walls in kitchen. All paint must be returned to the original off-white color prior to leaving, unless the next occupant signs accepting responsibility for the self-help work.

2.12. Yard/Carport Sales. Occupants must pick up and sign for quarters number signs at the Country Store (self-help) the Friday before their sale and post on garage sale boards located in each valley. Occupants must take down signs on Monday and return to Country Store (self-help). **No other signs are allowed.**

2.13. Child Care. Anyone who lives in family housing who provides childcare for more than 10 hours a week or on a regular basis must be approved and licensed by the Academy. Colorado law requires licensing of childcare providers who have 6 or more children in their care. Call the Day Care Coordinator at 333-2767 for more information.

2.14. School Registration. Parents of students new to District 20 schools should register their children online at <http://www.d20.co.edu> prior to visiting the Central Administration Building, 7610 N. Union, and before reporting to any schools. Parents will need to bring proof of residency (quarters assignment letter from Housing Office, copy of lease or homeowner paperwork) and a complete address of their child's former school. Call the Administration Office at 598-2566 for more information. Hours of registration are from 0800 - 1600, Monday through Friday.

2.15. Business Enterprises. According to AFI 32-6001, paragraph 16.1, housing occupants may operate limited business enterprises while living in base housing. The Air Force limits these businesses to the sale of products, minor repair services on small items, limited manufacturing of items or tutoring. Sponsors must request permission, in writing, from the Housing Manager. Occupants must also meet local government licensing requirements.

2.16. Patio Furniture. Furnishings are limited to those designed and constructed for outdoor use only. Indoor furniture is not approved as patio furniture.

2.17. Inspection Standards. Similar to a homeowner's association, the Air Force community has set acceptable housing standards. Discrepancy notices are issued to occupants who do not meet these stan-

dards. Three discrepancy notices are cause to direct a move off base. Housing inspectors perform periodic inspections of all military Family Housing areas. Occupants are expected to maintain a neat appearance for their quarters and lawn. As part of our community inspection program, the Wing Commander or designated representative select a "Yard of the Month" from each valley during the months of June-September.

2.17.1. Lawns. Grass should not exceed 3 inches in height and should normally be mowed weekly. Bare spots in your lawn should be repaired. Free seed is available at the Country Store during the growing season. Lawns must be kept free of debris. Fertilizer should be applied once in the spring and once in the fall (available at Country Store). Grass edging should be done every other week. Edging should be accomplished near pavement and should not exceed 1/2 inch wide by 1 inch deep. Please do not edge by making a trench. Grass in Colorado requires watering in order to survive. See paragraph [2.17.8.](#) of this instruction for watering guidelines.

2.17.2. Grass In Cracks. Grass should be removed from cracks in curbs and sidewalks/driveways to the middle of the street. This should be done weekly. Do not use petroleum products to control weeds.

2.17.3. Trimming. Make grass even around and along the fence lines and foundation of house. Also, don't forget to trim the shrubs and bushes. The occupant will trim all bushes adjacent to the unit.

2.17.4. Carports, Patios, and Porches. Carports, patios, and porches must be neatly arranged. While storage is limited, these areas must not be cluttered. Lawn chairs, barbecue grills, and bikes should be neatly arranged. NO appliances can be located outside. Camper shells or luggage racks will not be stored under carports. Power tools need to be unplugged and stored when not in use.

2.17.5. Removal of Debris. The lawn must be free of debris (leaves, paper cups, wrappers, beverage cans, etc.). Items such as tires, plywood, and other miscellaneous construction items will not be left against the house or the carports but kept in storage or disposed of.

2.17.6. Driveways. Oil spots and coolant residue should be removed to the best of your ability.

2.17.7. Vehicles . Major repair of vehicles is not authorized in cluster areas. See section 2.7 of this instruction for explanation of repair work. RVs of any type are only authorized to be parked at your quarters up to 24 hours to clean, load, or unload then return to storage area. Boats, jet skis, trailers, or ATV's **can not** be parked in the housing area. Store these vehicles in long-term storage.

2.17.8. Watering. Water before 0800 and after 1800. Don't allow the sprinkler to remain on more than **20 minutes** in any one spot. The quickest way to get energy-conscious people's attention is to let the water run onto sidewalks, driveways, or street.

2.17.9. Exterior Lights. Exterior lights will not be left on during daylight hours.

2.17.10. Occupant/Common Areas. The area within 50 feet outside the quarters (or halfway to the adjacent quarters) is generally considered "Occupant-owned." Appropriate fencing, play equipment, and personal items are allowed in this area. Placement of play equipment and other type items outside of the 50-foot line is not authorized for liability and control reasons. Occupants will be asked to immediately move these items. Areas more than 50 feet from a housing quarters are considered to be common. The Housing Office welcomes landscaping in any part of these areas. It can be a neighborhood project. As with any self-help project, the work request begins with an AF Form 332, **Base Civil Engineer Work Request**. Occupants are responsible for keeping the wooded areas around their quarters free of debris.

2.17.11. Siding. Do not fasten anything to siding. Military family housing does exterior painting.

2.17.12. Gutters. Occupants are responsible for cleaning leaves and other debris from gutters and down spouts at the first floor level. For the second floor gutters, cleaning may be completed by calling Housing Maintenance at 333-2565.

2.17.13. Wooded Areas. Occupants are responsible for policing wooded areas immediately adjacent to their quarters. No dumping of any kind is allowed. Adjacent wooded areas will be inspected periodically and when quarters are vacated.

2.17.14. Picnic Tables/Swing Sets. Picnic tables and swing sets must be in good repair with no exposed rust or metal. Swing sets, trampolines, etc., and installation of must be approved by the Family Housing Office. Play equipment must be within the boundaries of quarters and not in the common areas. Occupant must have a digging permit if mounted in the ground. Occupant is responsible for all or any injuries and damages in conjunction with the playground equipment. Equipment must be removed upon move out and yard restored to meet base standards.

2.17.15. Flower Beds. Flower beds may be planted. Flower beds must be weeded and kept up at all times. Natural rock or the red terra cotta border from the Country Store is the only authorized border. At the end of the growing season, clear debris and dead plants. Flower beds must be removed upon move out and yard restored to meet base standards. Occupant is responsible for all or any damages that may occur.

2.17.16. Snow and Ice Removal. Each occupant is responsible for shoveling his or her driveway and sidewalk. Fire hydrants and mailboxes must be clear of snow and ice. Clusters are plowed when accumulation is more than 3 inches.

2.17.17. Center Islands. Cluster leads are responsible for scheduling and directing cluster occupants to police, water, mow, and fertilize center islands.

2.18. Waterbeds. Waterbeds must not exceed 40 pounds per square foot. Occupants are liable for any damage caused by waterbeds.

2.19. Christmas Decorations. Do not cut Christmas trees on the Academy! Place live trees away from heat sources and keep the tree watered. **Outdoor Christmas lights may be displayed between 1 December and 15 January.** Lights must be removed by 15 January. Illuminate lights between 1700 and 2200 hours daily. No exterior lights or decorations can be attached to the roof or siding. Use only the gutter clips and shingle tabs available at the Country Store. **Do not nail, screw, or staple lights.** Turn off lights when leaving quarters, retiring for the evening, or during daylight hours. Christmas trees can be recycled. Hours and dates will be published in the *Academy Spirit*.

2.20. Social Visits. The government provides quarters for you and your dependents only. Social visits are permitted for 30 days. Extended visits by family members must be approved in advance by the Housing Office. Request must contain the names, ages, relationship of guests, reasons for length of visit, and proposed termination date of visit. If the social visit situation establishes evidence of adverse conduct or behavior, destruction or abuse of property, or any other issue determined to be of a "health, welfare, or moral nature," the Wing Commander may issue a warning or termination notice to the military sponsor.

2.21. Halloween. Hours for trick-or-treating will be established by the Wing Commander and will be published in the *Academy Spirit* and run on Channel 4. Generally, the hours are 1800-2000 on Halloween, unless Halloween falls on a Sunday, then the Wing Commander may change to another day.

2.22. Athletic Association Houses. There are 10 Athletic Association houses that are not part of military assets. The Athletic Association is responsible for maintenance and upholding housing standards. The occupants of these units must meet the standards outlined in this USAFA instruction.

Chapter 3

FIRE PROTECTION

3.1. Fire Reporting. To report a fire, notify the Academy Fire Department, by dialing **911**. All fires must be reported, regardless of size, even if extinguished.

3.2. Fire Evacuation. Evacuate all occupants from the quarters and meet in a predesignated location. Call the Fire Department at **911**. If you live in a duplex, notify your neighbors. Upon moving into your quarters, it is recommended you establish a designated location to meet in the event of an emergency.

3.3. Physically Challenged Individuals. Notify the Fire Department at 333-4433 if a challenged individual resides with you, so they can complete fire plans to ensure personal safety of the individuals in the event an emergency occurs.

3.4. Basements. Unfinished basements are not living or sleeping areas. Do not use basements as a sleeping area, unless a direct fire exit to the outside is available.

3.5. Gas Leaks. If a gas leak is detected, keep all ignition sources away, evacuate premises and call the Fire Department at 911 from a neighbor's house. If you live in a duplex notify your neighbors of the leak.

3.6. Smoke Detectors. Test smoke detectors monthly. Smoke detectors do not notify the Fire Department, they can only provide a local alarm. If your detector is defective, notify Housing Maintenance at 333-2565.

3.7. Fireplaces. Do not use wood in gas fireplaces.

3.8. Grills. Keep grills a safe distance away from all combustible structures. Barbecuing in carports is not allowed. Always use an approved charcoal starter. Never use gasoline.

3.9. Cooking. Never leave cooking unattended!! Unattended cooking is the number **1** cause of housing fires. If a grease fire occurs, cover with a lid and call the Fire Department at **911**. Never use water on a grease fire and **NEVER** attempt to move the pan.

3.10. Housekeeping. Don't allow combustibles to accumulate in storage areas. Keep stored items at least 3 feet away from the water heater and furnace or out of the marked areas in basement.

3.11. Storage of Flammable Liquids. Do not store flammable liquids or equipment containing flammable liquids in the house. All flammables must be stored in an approved container. Do not store in carport or yard accessible to children.

3.12. Fireworks. The possession or use of fireworks on the USAFA is prohibited.

3.13. Hand Loading of Ammunition. Smokeless propellants, black powder, and primers may be stored in quarters provided they comply with National Fire Protection Association Standard 49E. For more information, contact the Fire Department at 333-2473.

3.14. Leave/Vacation. When you are away from your quarters for an extended period, close all interior doors to prevent the spread of fire should one occur. As a courtesy, Security Forces will conduct a check of quarters when requested. To contact Police Services, call 333-2000.

Chapter 4

SECURITY

4.1. Security Forces. The 10 ABW Commander is responsible for the control and safeguard of all base property. Routine patrolling of the housing area is accomplished around the clock by the Security Forces, who, when notified, will investigate all incidents. For nonemergency assistance call 333-2000.

4.2. Vehicle Registration. Active duty personnel assigned to the Air Force Academy are required to register their privately-owned vehicles within 10 calendar days of arrival. This can be accomplished during in-processing at your unit orderly room or at Building 5136 (Pass & ID, @ 333-3328) located in the Community Center. If you purchase a new or used vehicle while assigned to the Academy, register the vehicle within 10 days after purchase. To register any vehicle on base, you must have the, vehicle's registration, proof of insurance, and military identification. Emissions certification is not necessary. Active-duty personnel living in Academy housing must register their privately owned vehicles with installation of assignment.

4.3. Leave or Extended TDY. As a courtesy, Security Forces will conduct a check of quarters when requested. To contact Security Forces, call 333-2000.

4.4. Visitor Reception. Contact Security Forces at 333-2000 for the current installation entry requirements.

4.5. Firearms. Housing occupants are authorized to safely store privately-owned weapons in their quarters. It is imperative that weapons and ammunition be stored safely and away from access by minors. It is highly encouraged that all firearms stored in Family Housing be registered with the Security Force. Firearms will not be left unattended in vehicles and will not be stored in any vehicle on the Academy unless the weapon is being transported to or from an authorized storage area (an armory or Family Housing quarters). Firearms being transported in a vehicle will be unloaded and out of the immediate reach of the driver. Firearms and ammo will be separated (e.g., weapon in vehicle, ammo in trunk). Firearms will not be transported using two or three-wheeled vehicles. Bows and crossbows are considered weapons and will be treated as such. Air rifles and pistols are not considered firearms; however, they should be considered dangerous and afforded the same safety considerations as firearms. Contact Security Forces Installation Security Section for further guidance at 333-8428.

4.6. Crime stop. Suspicious persons or activity should be reported using the Security Forces Crime Stop number, 333-4100.

4.7. Emergency 911. Report any emergency or crime in progress by dialing 911.

Chapter 5

TERMINATION OF FAMILY HOUSING

5.1. Giving Notice. Residents must provide at least 30 days notice of intent to vacate military family housing (short notice PCS is an exception). Member must go to the Housing Office with orders and schedule a pre-final inspection. If you are interested in housing at your new location, bring two additional copies of your orders and an application for housing can be made at the same time. Voluntary termination for personal reasons (i.e., buying a house) is authorized after 1 year occupancy. Voluntary termination prior to 1 year occupancy must be approved in advance by the Housing Office and in most cases the house will have to be ready for immediate occupancy by the next member. You will be provided with a copy of the scheduled inspections and the cleaning requirements.

5.2. Pre-Final Inspection. This inspection is designed to assist you in preparing for your final inspection. The inspector will schedule maintenance on the house, review the cleaning instructions, and answer questions. During this inspection, please identify to the housing inspector any recurring maintenance problems with the unit. The inspector will also identify any damages beyond normal wear and tear for which the occupant is responsible. Occupants must repair these items, or arrange payment for these damages prior to final inspection. Schedule enough time to correct items before final inspection. The responsibility for final clearance of Military Housing rests solely with the occupant.

5.3. Final Inspection. This inspection is conducted after furniture has been removed and quarters have been cleaned in accordance with the minimum cleaning standards. The final inspection ensures that the resident has met the standards of cleanliness and identifies any additional maintenance requirements, and confirms any damages above fair wear and tear.

5.3.1. In the event quarters are not properly cleared or quarters are abandoned, the Housing Manager will arrange for a commercial vendor to clean the quarters at the resident's expense. The resident is liable for any damages to the quarters beyond normal wear and tear. Reimbursement for cleaning and/or damages is collected from the resident by appropriate means prior to the final inspection.

5.4. Forms Adopted. AF Form 103, **Base Civil Engineering Work Clearance Request**; AF Form 227, **Quarters Condition Inspection Report**; AF Form 332, **Base Civil Engineer Work Request**.

THOMAS F. HAYDEN III, Col, USAF
Commander, 10th Civil Engineer Squadron

Attachment 1

COUNTRY STORE INVENTORY

Towel Bar	Electrical Boxes*	Shelf Brackets
Various Tapes	Safety Receptacle Caps	Floor Casters
Door Closer	Spackling Compound	Duplex Receptacle*
Ground Fault Receptacle*	Smoke Detector	Carbon Monoxide Detector
Light Diffusers	Soap Dish	Door hardware
Faucets	Filters	Glass Globe
White Paint	Painting Kits	Paint Grid
Paint Dropcloths	Painting Roller	Paint Tray
Storm Door Grills	Door Guides	Various Handles
Humidifier	Repair kits (see store for details)	Toilet Plunger
Latches	Locks	Timer
Drip Pans	Various Plates	Strainers
Floor Registers	Window Screen for repair	Weather-stripping
Mouse Traps	P-Trap	Dryer Hose
Saddle Valve	Air Vent Deflector	Patio Bricks (Max of 10)
Splines	Stair Treads	Window well Cover
Drain Hose	Concrete Splash Block	River & Lava Rock and Gravel
Hose Clamps	Hose Coupling	Stain
Landscape Edging and Fabric	Lawn Fertilizer	Grass Seed
Scallop Brick Borders (Max 20)	Mulch	Sprinklers for Cluster Lead
Ice Melt	Sealant	

* Must be installed by certified electrician to meet code.

If you have any questions about this inventory list, please contact the Country Store at 333-3776.

Attachment 2

SELF-HELP WORK

A2.1. Self-Help is Encouraged. For self-help projects, an AF Form 332 must be filled out and approved by the Housing Office prior to work commencing. You will find self-help materials in the Country Store to promote homeowner maintenance. The Country Store was set up to assist you with minor home repairs and improvements. The store manager will provide guidance on home repairs and improvements. For more information, call the Country Store at 333-3776. Store hours are 1 Oct - 30 Apr (0730-1600 M-F) and 1 May - 30 Sep (0900-1730 M-F and 0800-1200 Sat).

A2.2. Painting. Interior painting is authorized without prior approval. Exterior painting is done by contract. Walls painted other colors than the original color must be restored to the original color prior to final inspection unless the new occupant agrees to accept it on the **Certificate for Self-Help Work**.

A2.3. Landscaping. Occupants are encouraged to perform landscaping projects. If work will be more extensive than simple flower beds, submit an AF Form 332 to the Housing Office for prior approval. The Country Store carries mulch, lava and river rock, scalloped brick borders, and other landscaping items. Contact the Country Store for more details.

A2.4. Basement Renovation. Occupants can **not** finish basements. Installation of shelving, additional lighting, or other minor improvements may be allowed. Submit a self-help work order to the Housing Office for approval prior to commencing with any work. Approved self-help work must be removed prior to the final termination inspection unless the new occupant accepts responsibility on the **Certificate for Self-Help Work**. Installation of additional lighting requires a licensed electrician. Occupant is responsible for any damages. Basement areas can not be used for sleeping space, as there is no egress (escape route) in case of fire. Also, basements may flood, and we recommend you place your storage items on pallets (obtained from the Country Store) to prevent damage to your personal property.

A2.5. Miscellaneous. Other typical self-help projects requiring approval include fences, landscaping, screens, ceiling fans, swing sets, storage sheds, and umbrella clotheslines.

A2.6. Fences. (See **Attachment 3** for detailed fence standard). Installation of a fence is authorized only after approval by the Housing Office. Installation and removal of a fence are at the occupant's expense. The occupant will fill out an AF Form 332 and an AF Form 103, **Base Civil Engineering Work Clearance Request**, with a diagram of the fence layout and measurements to the Housing Office. The occupant must obtain a work order number (called a ticket number) from the telephone company prior to submitting the request. The Housing Office will then submit the paperwork to 10 CES to mark the utility lines. Upon approval, the occupant can commence fence installation. Housing policy allows only chain-link fence. Chain-link fence must be 48 inches high and no longer than 150 feet to fence the back yard. Fencing must have a top rail, one gate, concreted corner posts, end caps on every post, and be pulled tight. Fences must clear all emergency escape routes, fire hydrants, telephone junctions, and other electrical/mechanical structures. All fences that meet standards must be transferred to the next occupant or to the government prior to final inspection and move-out. The occupant must restore the yard to meet standards. If a current occupant refuses to maintain a government fence, the government reserves the right to remove it. The government installed privacy fences will be removed upon departure of the current occupant. An occu-

pant installed privacy fence encircling the yard must be removed prior to termination. Electric fences, to include invisible fences are not allowed. **DOG RUNS ARE NOT ALLOWED.**

A2.7. Privacy Screens. Six-foot privacy screens are authorized to enclose the patio. Slats must be 6 inches wide, 6 feet tall, dog-eared at the top, and mounted on metal poles. They must be cedar stained (stain available at self-help) and maintained to present a neat appearance.

A2.8. Ceiling Fans. Must be installed by qualified person. Occupant is responsible for all or any damages that may occur. Personally owned fans may be signed for by the new occupant or donated to the government.

A2.9. Air Conditioners. Air conditioners will not be installed unless approved for medical reasons by the hospital commander or designated doctor, and the Housing Officer. Contact housing at 333-2100 for procedures. No permanent alteration of the house structure is permitted for installation.

A2.10. Swimming/Wading Pools. Swimming pools are not authorized. Wading pools 18" deep or less are authorized during the months June-September. Occupants must empty wading pools when not in use. Occupants are responsible for any damages, including injuries, that may occur.

A2.11. Hot Tubs. Only 110v hot tubs are authorized. The occupant must submit an AF Form 332 with a sketch of the proposed location and have approval before installing the hot tub. If placement requires installation of an electrical outlet, a certified electrician must install the line at the occupant's expense. If the hot tub is in view of the street or neighbors, a cedar privacy screen (see [A2.7.](#)) must screen the hot tub. Occupant is responsible for any damages, including injuries, in conjunction with hot tubs that may occur.

A2.12. Clotheslines. The only outside clothesline authorized is the umbrella type. Umbrella type clothesline must be removed when not in use. Occupant must fill out an AF Form 332 and obtain a digging permit for the post hole prior to installation. The clothesline post hole must be removed upon move out and the yard restored to meet base standards. Occupant is responsible for all and any damages.

A2.13. Garage Door Openers. Occupant is responsible for installation and removal upon move-out. Occupant is responsible for any damages that may occur.

A2.14. Sheds. Occupant must fill out an AF Form 332 with proposed location and method of anchoring. The form must be approved from the Housing Office before installation of the shed. Occupant is authorized one shed up to 8 feet by 12 feet in size. The shed **must be from a pre-manufactured kit** and located on the far side of the house away from the main drive. Shed color scheme must complement the quarters, such as a neutral color. Occupant must maintain sheds to have a neat appearance at all times. Due to high winds, the shed must be anchored firmly to the ground. Cable and corkscrew anchor kits work well. The shed cannot be attached to the quarters or trees in the yard. Do not attach satellite dishes to the shed. The shed must be signed for by the next occupant or removed upon move out and yard restored to meet base standards. The occupant is responsible for any damages.

A2.15. Basketball Goals. Free-standing basketball goals are the only goals authorized in military family housing. The occupant may not install a goal which requires a pole to be placed into the ground or on the house. The goal must be maintained at all times, including backboard and net. Occupant is responsible for

all injuries/damages that may occur in conjunction with the basketball goal. The goal can not be placed where it infringes on traffic flow.

Attachment 3

FENCE STANDARDS

A3.1. Chain-Link. Chain-link fences is the only type approved for installation in military family housing. Occupants are responsible for the purchase and installation. Specifications for the type of materials and installation standards are attached to this document. Some homes have privacy fences provided by the government. These government-furnished fences are considered a part of your home and your full responsibility to maintain. If you choose not to maintain a government fence, then civil engineering reserves the right to remove the fence at any time.

A3.2. Required Installation Standards for Chain-Link Fence:

A3.2.1. Fence must be 48 inches in height and will not exceed 150 feet in length or extend more than 50 feet from the outside of the quarters.

A3.2.2. Chain-link must be galvanized, #11-gauge, 2-inch wire mesh fabric.

A3.2.3. Chain-link must be pulled tight and not have loose, bent, or missing sections.

A3.2.4. Fence must have an installed gate. Gates must be the same height as the fence.

A3.2.5. Corner and gateposts must be straight, set in concrete, and not extend beyond top rail.

A3.2.6. Top rails must be connected properly to the fence and posts. Rails must also be continuous along the entire length of the fence.

A3.2.7. Terrain and house style will dictate the length and layout of the fence.

A3.2.8. Duplex houses will have identical layouts with a common fence line between quarters. Fence will not infringe upon a neighbor's yard area.

A3.2.9. Fence must not restrict access to utility systems such as transformers and fire hydrants, and must be at least 3 feet inside the quarter's boundary line.

A3.3. Required Installation Standards for Patio Cedar Privacy Screen:

A3.3.1. Fence must be 6 feet in height and will not exceed a total of 48 feet in length (i.e. 16 ft X 16 ft X 16 ft). Generally, a privacy screen immediately encircles the concrete patio.

A3.3.2. Only metal vertical posts will be used. All posts must be set in concrete.

A3.3.3. Cedar natural tone wood stain must be applied annually by the occupant.

A3.3.4. Screen boards must be 1 inch thick by 6 inches wide dog-eared slats, $\frac{3}{4}$ inch spacing.

A3.4. The USAF Academy is in the process of removing government-furnished cedar fences. If your assigned quarters has a government-furnished fence, you are responsible for maintenance and repair to the fence to include replacement of boards, stain, and proper alignment during your occupancy. If an occupant declines this responsibility, civil engineering reserves the right to remove the fence at any time. The fence will be scheduled for removal after your termination as funds permit.

A3.5. Procedures to Install Fences are as Follows:

A3.5.1. The housing occupant must complete AF Form 332, AF Form 103, and take it to the Housing Office for approval and coordination. Do not start fence installation prior to obtaining approval. A sketch/diagram of the proposed fence layout, to include dimensions, should be included in the request package. The occupant must include the work order (Ticket #) provided by the telephone company.

A3.5.2. Installation of fencing requires a digging permit. The housing occupant must obtain approval prior to sinking fence posts.

A3.5.3. Occupants shall avoid digging in the areas near utility lines; leave at least 8" from utility mark.

A3.5.4. Occupants are responsible for ensuring utility markings are maintained until the fence construction is complete.

A3.5.5. Occupant must install the fence within 30 days of approval of the AF Form 332.

A3.6. Termination of Quarter's Procedures for Quarters With Self-help-Installed Fences:

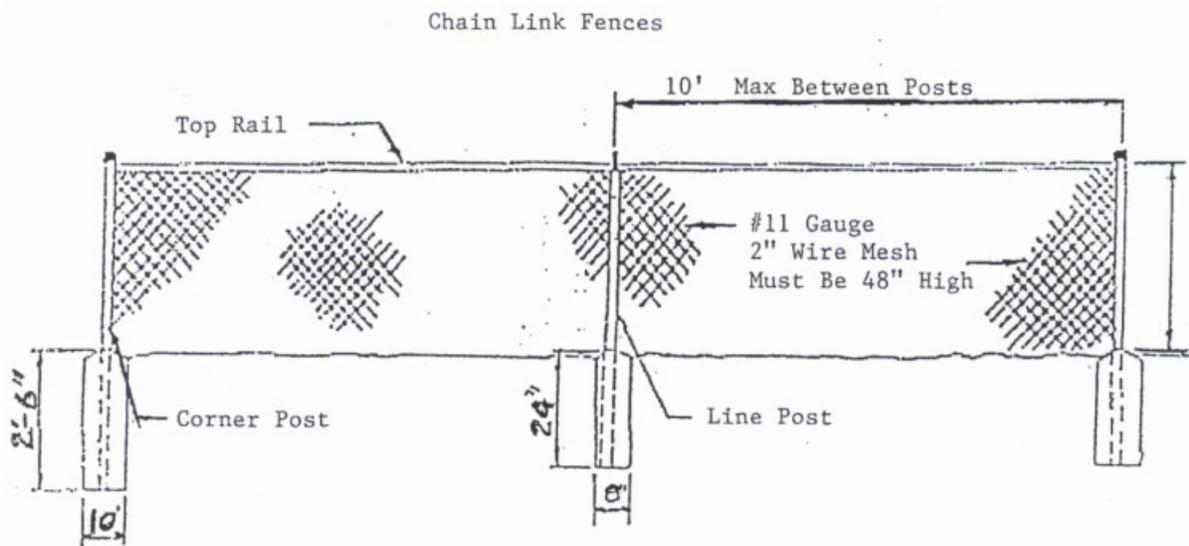
A3.6.1. Prior to termination of quarters, chain-link fences that meet the current USAFA fence standard and are occupant-owned may be donated to the government or transferred to the next occupant on the **Certificate for Self-Help Improvements**. Fences not meeting USAFA fence standards must be removed prior to termination of quarters.

A3.6.2. Fences furnished by the government remain with the quarters and will be removed after termination as funds permit.

A3.7. Questions. If you have any questions pertaining to fence policies, contact the Housing Office at 333-2100.

Attachment 4

CHAIN LINK FENCE REQUIREMENTS



ELEVATION

Scale 3/8" = 1'-0"

Materials:

All materials are to be galvanized

Line Posts = 1 5/8" O.D. (pipe).

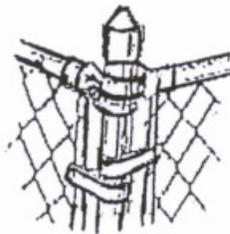
Corner, Gate, End posts = 2" O.D. (pipe).

Top Rail = 1 3/8" O.D. (pipe).

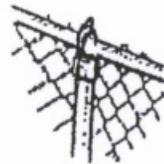
Mesh Fabric = #11 gauge, 2", 48" high.

All posts are to have tops and fittings for attaching fabric and rails.

Gates are to be 3'0" wide



Corner Post



Line Post

Not to Scale

Fence must be 48" high and no longer than 150'

Attachment 5**SERVICES: CABLE/PHONE**

A5.1. Telephone. Call QWEST at 636-6200 to obtain telephone service. In-house wiring is the responsibility of the government. If you have a telephone failure, call 636-6200. If there is a failure of in-house wiring, the charges for repair will appear on your monthly phone bill. You must pay the bill and file for reimbursement. For reimbursement, bring your bill with the charges to the Housing Office. Additional outlets or lines may be installed at owner expense. The occupant must first fill out an AF Form 332.

A5.2. Mail. The Post Office is located at the Community Center. Mail is delivered to locked boxes located near your housing cluster. Go to the Post Office to obtain your key and instructions on obtaining mail and parcels. Departing customers must return their keys to the Post Office and provide a forwarding address.

A5.3. Cable TV. Call 633-6616 to obtain cable from Aldephia.

A5.4. Satellite Dish. The occupant must complete and obtain approval on an AF Form 332 and AF Form 103 prior to installation. It must be removed upon move out and the yard restored to meet base standards. The Dish must be 22" in diameter or smaller and mounted on a 4x4 inch wood post or metal pole. It cannot be attached to the siding, the roof, storage shed, or any other fixed structure. The dish must be installed 4 feet from quarters. The occupant is responsible for any damages that may occur.

A5.5. Antennas. Rooftop antennas are prohibited. The operation of radio equipment, which interferes with telephone or TV reception, is also prohibited. The antenna cannot be attached to the siding, the roof, the shed, or any other fixed structure. The antenna can not exceed the roofline of the house. It must be mounted on a pole 4' from the house. Occupant must fill out an AF Form 332 and obtain a dig permit before installation. It must be removed upon move-out and the yard restored to meet base standards. Occupant is responsible for any damages that may occur.

Attachment 6

THE GREAT OUTDOORS

A6.1. Rodents. Rodents are part of Colorado outdoors. They can be a nuisance. They carry fleas which transmit plague. Artificially increasing populations (i.e., feeding or providing living areas) of rodents increases the risk of illness or even death from the plague, a rarely diagnosed, deadly disease in the western United States. **Do not handle dead rodents.** For more information on the plague or other local diseases, call Public Health at 333-5186.

A6.2. Snakes. The Academy does have a western rattlesnake population, primarily in Jack's Valley and along West Monument Creek. Residents should be aware of this poisonous snake during the warm summer months. Call Pest Management at 333-4184 to report snake sightings for identification and proper disposal. Do not attempt to catch snakes.

A6.3. Deer/Elk. There is an extensive deer/elk population on the Academy. Deer/elk tend to travel in herds. Most vehicle accidents involving deer/elk are a result of excessive speed. Drive cautiously during early morning and evening hours. Flash your headlights to alert other drivers that deer/elk are in the area. **DO NOT FEED THE DEER/ELK.** Feeding deer/elk is a violation of state law.

A6.4. Mountain Lions/Coyotes/Black Bears. Though occasionally sighted in the housing areas, mountain lions, coyotes, and black bears are not considered a threat to housing occupants, according to the Colorado Division of Wildlife. If wildlife is seen in the housing area, contact Natural Resources at 333-3336, between the hours of 0730-1600, Monday through Friday, and the Security Forces at 333-2000 all other times.

A6.5. Hunting. Hunting on the Academy is prohibited, except during prescribed periods. Contact Natural Resources at 333-3336 for more information.

A6.6. Fishing. There are six fishing lakes on the Academy proper. Active duty military and persons assigned to or residing on the Academy, their dependents, and bonafide guests are eligible to fish. All anglers (age 16 and over) are required to have a Colorado fishing license and an Academy fishing permit. These can be purchased at the Outdoor Recreation Center 333-4356. Bag limits are six trout and six channel catfish. Other fish species are limited per Colorado daily bag limits. Persons under the age of 16 are entitled to one-half the daily bag limits. Ice fishing is not permitted on the Academy, however it is permitted at Farish Recreation Area. An annual fee is charged for a fishing permit.

A6.7. Off-Road Vehicles. Motorized vehicles operating or traversing cross-country or off-road are in violation of AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.

Attachment 7**ENERGY SAVERS**

A7.1. Lighting. Turn off all unnecessary indoor and outdoor lights and appliances, including the television when not being used. Make use of natural daylight whenever possible. Keep light fixtures and bulbs clean and dust-free because dirt reduces their effectiveness.

A7.2. Appliances. Use major appliances, such as washing machines, dishwashers, or ovens during early morning or late evening hours or on weekends whenever possible. By performing household chores at such off-hours, you can relieve the heavy demands made on utilities by commercial use during the day. Whenever practical, use small portable appliances such as an electric skillet, toaster oven, or toaster in place of large appliances or your full-size oven. Smaller appliances are more convenient and will save energy.

A7.3. Heating. Keep the thermostat set at the lowest possible comfort level (68 -72 degrees is recommended). Set back the thermostat 5 - 10 degrees F at night while sleeping and when gone for extended periods. Close blinds and shades to insulate the window at night. Open blinds and shades to let in the warm sunlight.

A7.4. Water. Watering of lawns is limited to approximately 20 minutes per section, and the use of a hose timer is recommended. Watering should occur before 0800 and after 1800. Report leaky exterior faucets. Hot-water heaters should be set on normal--providing safe 120-degree water. Dangerous scalding could occur if set at higher setting.

Attachment 8

GOOD NEIGHBORS

A8.1. Noise Control. Quiet hours are 10 p.m. to 6 a.m. (2200 to 0600 hrs). Excessive noise is the primary complaint received by the Housing Office. Many residents work shifts and sleep during the day. Please be considerate. Many complaints can be avoided by informing neighbors prior to having a party. Keep the stereo and television volumes down. Don't assume that your neighbors enjoy the same type of music or television programs you do.

A8.2. Conduct and Behavior. Family disputes and other disruptive behaviors are a concern to us all. Although sometimes harmless on the surface, these disturbances may be indicative of serious problems and are disruptive to the community at large. Such conduct is incompatible with accepted standards. Disruptive behavior is any substantiated misconduct by military members, their dependents, or guests that disturb peace and good order on the installation. It includes, but is not limited to, loud domestic disputes, assaults, thefts, damage to property, child neglect, unsupervised children, and other disorders. Recurring incidents of serious disruptive behavior by occupants of family housing or their guests may be justification for the commander to terminate your privilege to reside on base.

A8.3. Control of children. Do you know where your children are? Your children should be closely supervised at all times. *Youth Supervision Guidelines* are included on the next page of this instruction. Your neighbors' yards or streets should not be used as your child's playground. Use the playgrounds located in the housing areas.

Attachment 9

YOUTH SUPERVISION GUIDELINES

NOTE: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. These guidelines are mandated by USAFA, therefore, parents are expected to fully comply.

Age of Child	Left Without Sitter In Quarters for Two Hours or Less	Left Without Sitter In Quarters for More Than Two Hours	Left Alone Overnight	Outside Unattended (To Include Playing)	Left In Car Unattended	Child Sit Siblings	Child Sit Others
Newborn Through Age 4	No	No	No	No	No	No	No
Age 5 Through Age 6	No	No; except at age 6 may walk to and from school	No	Yes; playground or yard with immediate access (visual sight or hearing distance) to adult supervision***	No	No	No
Age 7 Through Age 9	No	No; except may walk to and from school	No	Yes; with access to adult assistance***	Yes; except in hot weather; keys removed and handbrake applied; 5 minutes maximum in hot weather, 15 in other weather, adult within sight	No	No
Age 10 Through Age 11	Yes; with ready access (phone number to an adult supervisor)*/***	No for 10 yr olds; 11 yr olds only with access to adult assistance for no more than 2 hours	No	Yes	Yes; keys removed and handbrake applied	Yes; 11 yr old or 6 th grade minimum to 2 hours maximum*/**	No
Age 12 Through Age 14	Yes	Yes during daytime hours before curfew; not after curfew	No; children 15 or freshmen in high school may be left alone overnight; with access to adult supervision; sponsor must be in local area***	Yes	Yes	Yes**	Yes** 12 yr olds or 7 th grade minimum

<p>Age 15 Through High School Graduation</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes; minors age 16 and older may be left alone for short TDYs or leaves, not to exceed 5 consecutive days. These minors must have some type of adult supervision available to make periodic checks.</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes**</p>	<p>Yes**</p>
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*Home-alone training by Youth Center or other source required.

* Red Cross baby-sitting training or equivalent required.

** Adult supervision is defined as someone who has or assumes responsibility for the child; e.g., parent, guardian, care provider, friend.

Attachment 10**SPECIAL CLIMATIC CONDITIONS**

A10.1. High Winds/Tornadoes. On any given day, winds on the Academy may exceed 60 mph. Secure all outdoor items that may become airborne. Keep window blinds and curtains closed to protect against potential breaking glass. Secure all doors. Occupants are responsible for damages to storm doors caused by being left unsecured. If you see a storm approaching, listen for tornado “watches” and/or “warnings” on the television or radio. Follow the same procedures as for high winds and take shelter in the basement.

A10.2. Lightning. Lightning strikes are common on the Academy. During these periods, remain indoors and away from windows.

A10.3. Blizzards. Blizzard-like conditions are also common. Avoid travel, if at all possible, during these conditions. If you must go somewhere, use the priority snow routes. These routes are published annually, before the snow season, in the *Academy Spirit*; they are also posted on the USAFA web page.

A10.4. Snow. Snow must be removed from your steps and driveway. Ice above doorways and driveways should be removed to prevent injury. In the event of delayed reporting or base closure, tune in to your local TV and radio station or call 333-7876 to obtain the latest information. The information is normally broadcast between 0530 and 0630.

A10.5. Hail. Hail can be damaging and usually occurs in late spring and during the summer months. Remain in a shelter area. Damages resulting from hail are normally covered by your insurance.

A10.6. Claims. Information on claims resulting from severe weather can be obtained by contacting the 10 ABW/JAD (Claims Office) at 333-3645. All claims will be reviewed on an individual basis.

Attachment 11

HELPFUL PHONE NUMBERS

EMERGENCY PHONE NUMBER: 911

HELPFUL PHONE NUMBERS:

Academy Club	333-4253	Household Goods (In)	554-9298
Air Force Aid Society	333-3444	Household Goods (Out)	333-3007
Air Academy Federal CU	593-8600	Housing Maintenance	333-2565
Air Academy Bank	472-1090	Housing Office	333-2100
Automotive Shop	333-4752	ITT	333-4475
Base Exchange	472-0861	Legal Office	333-3940
Base Exchange	472-0865	Library, Comm Center	333-4665
Billeting	333-4910	Military Locator	333-4262
Bowling Lanes	333-4709	Milazzo Club	333-4377
CE Service Desk (after hrs)	333-4426	Natural Resources	333-3336
Chapel, Comm Center	333-3300	Pass and ID	333-3328
Child Development Center	333-4166	Post Office	472-0510
Commissary	333-3189	Outdoor Adv Prgm	333-2940
Commissary	333-4573	Outdoor Recreation	333-4356
Country Store	333-3776	Red Cross	333-5075
Dental Clinic	333-5028	Security Forces	333-2000
Family Support Center	333-3444	Service Station	472-0395
Fire Prevention Office	333-2473	Stables	333-4607
Gym, Comm Center	333-4522	Veterinarian	333-4055
Hospital Information	333-5111		