

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING WING (AETC)**

**AF INSTRUCTION 32-6005**

**KEESLER AIR FORCE BASE  
Supplement 1**



**9 February 2001**

**Civil Engineering**

**UNACCOMPANIED HOUSING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 32-6005, 1 Jun 98, is supplemented below. Also, use AETCI 32-6002, *Dormitory Management*, for additional guidance.

**NOTE:** Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

**SUMMARY OF REVISIONS**

Adds prohibitions to items in the windows and on the doors. Adds inspection instructions and timeframes for Commanders and 1st Sergeants. A ★ indicates changes from the last revision.

1.4.5.2.1. (Added) Occupant's room will be in inspection order each duty day, 0700-1700. Occupants going on TDY or leave must contact the dormitory manager five days prior to departure for special instructions. Occupants must adhere to the following standards:

1.4.5.2.1.1. (Added) Ensure the dormitory is kept in a safe, clean, and sanitary manner at all times. Dispose of trash, empty bottles, cans, and jars daily. Recycle bins are located in the alley way between buildings 4908 and 5022.

1.4.5.2.1.2. (Added) Dispose of personal tobacco residue, garbage, rubbish, and other waste in a safe, clean, and sanitary manner using designated disposal areas.

1.4.5.2.1.3. (Added) Arrange furnishings to allow a safe exit in an emergency.

1.4.5.2.1.4. (Added) Pull comforter/bedspread over bed so that it presents a neat appearance before departing for duty.

1.4.5.2.1.5. (Added) Store clothing in closet, drawers, and/or laundry hampers. Arrange personal items, ornaments and "what-nots" to convey a neat and orderly appearance.

1.4.5.2.2. (Added) Occupant will ensure the following are completed on an "as needed basis."

1.4.5.2.2.1. (Added) Ensure plumbing fixtures in the assigned room and shared bathroom are clean and sanitary.

1.4.5.2.2.2. (Added) Ensure carpet and tile floors are clean and free of all stains, trash, and dirt.

1.4.5.2.2.3. (Added) Ensure furniture, appliances, windows and sills (inside and outside dormitory), and window blinds are free of dust and dirt.

1.4.5.2.2.4. (Added) Remove excessive ice buildup from refrigerator/freezer compartment. **CAUTION: Do not use sharp objects to remove ice.** Clean refrigerators inside and out, to include rubber seals and crisper bins.

1.4.5.2.2.5. (Added) Clean room entry door inside and out to prevent mold and mildew buildup.

1.4.5.2.2.6. (Added) Dust light fixtures and fans, and remove cobwebs throughout the room.

1.4.5.2.2.7. (Added) Clean air conditioning and heating vents.

1.4.5.5. (Added) **Prohibitions:**

1.4.5.5.1. (Added) Smoking in bed.

1.4.5.5.2. (Added) Electrical hot plates or open flame cooking and heating devices. (**EXCEPTION:** Microwave ovens and electric coffee makers are authorized in individual rooms.)

1.4.5.5.3. (Added) Burning incense or candles.

1.4.5.5.4. (Added) Cut live Christmas trees.

1.4.5.5.5. (Added) Any type of automotive or motorcycle equipment, including internal combustion engines, batteries, or major subassemblies such as bumpers, removable tops, hoods and fenders.

**NOTE:** Bicycles may be stored in an occupant's room. Bicycles must not impede emergency exits or damage furnishings and equipment. Bicycles not stored in rooms must be secured to the provided bicycle racks only.

1.4.5.5.6. (Added) Storing boxes or storage containers that detracts from a neat and orderly appearance or creates a safety hazard in the occupant's room.

1.4.5.5.7. (Added) Waterbeds.

1.4.5.5.8. (Added) Use of multiple socket and multiple outlet extension cords is unauthorized. Use fused 15 amp surge protectors only (no more than six outlets). Portable electric heaters are unauthorized unless approved by the base fire department.

1.4.5.5.9. (Added) Overnight Guest. (The occupant of a particular room is the ONLY individual authorized to sleep in that room.)

1.4.5.5.10. (Added) Alcoholic beverage of any type when an occupant is under the age of 21 years.

1.4.5.5.11. (Added) Personal Weapons (to include firearms and ammunition of any type, bows, crossbows and arrows, knives with blades over 3 1/2 inches, switchblades, swords, brass knuckles, blackjacks, numchucks, tear gas canisters and other similar weapons).

**NOTE:** Ornamental knives and swords in display cases may be displayed in dormitory rooms. Direct questions concerning the storage of these or similar items to the first sergeant, dormitory manager or Security Forces.

1.4.5.5.12. (Added) Pictures, posters, statues or other forms of art displayed that promote/glorify sexual harassment, racial intolerance, or use profanity will not be displayed.

★ 1.4.5.5.13. (Added) Deliberately defacing or removing any part of furnishings or equipment for the dormitory or common areas.

★ 1.4.5.5.14. (Added) Items displayed on doors and or windows other than the DAY SLEEPER signs that are furnished by CDMO. (Prohibited items include signs, notepads, flags, license plates, posters, block-out tape, paper, aluminum foil, etc.)

★ 1.4.5.5.15. (Added) Excessive noise will not be tolerated.

1.4.5.6. (Added) **Visitation:**

1.4.5.6.1. (Added) Guests are authorized to visit the dormitory to include the occupant's room provided they are escorted by that occupant at ALL times.

**NOTE:** The guest IS NOT authorized to sleep in the dormitory and the occupant is responsible for the actions of the guest.

★ 1.4.5.6.2. (Added) In accordance with AFI 34-219, 81st Support Group Commander approved social activities will be held in the dormitory common areas, i.e., dayroom, courtyard, pavilion; not in private living quarters. All excess trash will be removed and disposed of properly. Furnishings, if removed, will be rearranged in a neat and safe manner. Planned parties and social activities involving alcohol must be coordinated through the first sergeant, dormitory manager, and approved by the Support Group Commander. (Occupants 21 years of age and older are permitted to maintain alcohol beverages in his/her dormitory room.)

1.4.5.6.3. (Added) Clean the barbecue grill, area surrounding the grill, and dispose of used charcoal after every use IAW Base Fire Safety disposal procedures. (Use caution when cleaning the grill.)

1.4.5.7. (Added) **Pets:**

1.4.5.7.1. (Added) Only fish are permitted as pets in the dormitory. Fish tanks must be 30 gallons or less in capacity and must not leak. The tanks must be clean and odor free.

1.4.7. (Added) Report maintenance requirements or unsafe conditions to the dormitory manager or first sergeant for repair or corrective action.

★ 1.8.1. (Added) First Sergeants or other SNCO's assigned to their unit will inspect every dormitory room and common area where their people reside on a quarterly basis. SNCO's, other than the First Sergeant, authorized to accomplish the inspections must be appointed in writing by the Squadron Commander.

★ 1.8.2. (Added) Group Commanders or their deputies and Squadron Commanders will conduct semiannual inspections on 10% of the rooms assigned to their people.

★ 1.8.3. (Added) The Wing Commander or Vice and the Command Chief Master Sergeant randomly inspect some Dormitory areas/rooms on an annual basis.

★ 1.8.4. (Added) The following procedures apply:

★ 1.8.4.1. (Added) First Sergeants and Commanders will sign in the logbook located in CDMO prior to the inspection. The inspections will be performed during duty hours; non-duty hour inspections can be conducted with prior coordination with CDMO.

★ 1.8.4.2. (Added) A summary of the results (i.e., number of outstandings, excellents, etc.) will be provided to CDMO after the inspection.

2.8.3.1. (Added) The occupant will coordinate with dorm management for a pre-termination and final termination inspection at least 30 days prior to departure or graduation. (Short-notice termination is handled on a case-by-case basis.)

2.8.3.2. (Added) During the pre-termination inspection, the dormitory manager will document any loss or damage and determine liability. The dormitory manager will contact CE for necessary repairs and paint requirements. At the conclusion of the pre-termination inspection, the occupant is given a written list of items to complete before the final inspection date. The final inspection can be scheduled for any day after the pre-inspection is complete. On the day of the final inspection, the room will be empty of all personal items. Items listed on the room inventory sheet will be the only items in the room. Once cleared by the dormitory manager, the occupant will no longer have access to the dormitory room. If any loss or damage is noted, member's first sergeant will be notified.

2.8.3.3. (Added) Rooms must pass final inspection before the occupant may clear the squadron and base.

2.8.3.4. (Added) Occupants will be charged for damage to the room or assigned furnishing. The Housing Office and Financial Services Office will process all cash collection vouchers.

#### **Attachment 1, Terms (Added)**

**Adult Beverages** — Any beverage containing intoxicating alcohol including, but not limited to beer, liquor, and wine.

**Excessive Noise** — Loud, boisterous behavior in common use areas and any noise that can be heard outside the confines of an individual room.

**Excessive Ice Buildup** — 1/2" ice on the top, bottom, or sides of the freezer compartment.

**Occupant** — Authorized and assigned resident of the dormitory.

**Overnight Guest** — Anyone other than the occupant sleeping in the room.

**What-Nots** — A small, trivial, or unspecified object; shelf/dresser ornaments.

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