

**1st Special Operations Civil Engineer Squadron
Installation Management Flight
Housing Management Element**

UNACCOMPANIED

HOUSING

RESIDENT BROCHURE



U.S. AIR FORCE



**1st Special Operations Wing (AFSOC)
Hurlburt Field, Florida**

16 February 2021

UNACCOMPANIED HOUSING RESIDENT BROCHURE

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INTRODUCTION: Congratulations on your assignment to Hurlburt Field! We are pleased to have you with us and hope your stay is pleasant. This brochure is designed to provide you key contact information, occupancy rules, and inform you of your responsibilities while assigned to unaccompanied housing. If you take pride in your living conditions, are considerate of your neighbors and treat fellow residents with respect, you can be assured that your relationships will be enhanced at all levels. Because unaccompanied housing represents a substantial investment by the United States Air Force, as well as all taxpayers, it is imperative that we diligently work together to care for your campus.

UNACCOMPANIED HOUSING (UH) MANAGEMENT TEAM

Position	Name	Building	Area code (850) Phone
Dorm Superintendent	MSgt Weiher		884-6442
Airmen Dorm Leader	MSgt Perrin	90367/90323	884-6442
Airmen Dorm Leader	SSgt Long	90358/90369	884-6442
Airmen Dorm Leader	SSgt Forlano	90368/90323	884-6442
East Campus Dorms	TSgt Wastchak	91009/56/55/53	881-3767
East Campus Dorms	Mr. Marvin Chess	91009/56/55/53	881-3767

USEFUL TELEPHONE NUMBERS:	
CE Customer Service	884-6683 / 884-6684
Law Enforcement	884-6423 / 884-7777
Fire Prevention Section	884-2910
Hurlburt Clinic / Sick call	881-1020
Eglin Hospital Appointments	883-8600
Lodging	884-3244
Mini Mall / Postal Service Center	884-7699
Finance Customer Service	884-4110 / 884-5546
TMO	884-6051 / 884-6619
Cox Communications (Cable)	478-0200
Central Dormitory Management	884-3188 East Campus 881-3767
Base Chaplain	884-7795
Housing Office	884-7505
For All Emergencies Dial	911

GENERAL INFORMATION.

Personnel Information Changes. Report any changes of personal information to your Airmen Dorm Leaders. This includes changes in rank, name, duty or home phone, squadron, office symbol, marital status, etc.

Dining Facility. There are two facilities, the Reef located next to dorms on west campus, and the Riptide located on the east campus.

Consider your room to be a furnished apartment. The furniture assigned to your room must remain in the room at all times. We do not have the storage capability for your furnishings outside of your room. Please treat this furniture as your own. Any damages to our furniture during your stay at the dorms will be on you, and you will be charged accordingly.

Room Inspections. Keep your room in inspection order, i.e., an acceptable living standard. It does not have to be “white glove” constantly, but it does need to be “not trashed” and accessible. If you need guidance as to what this means please let us know. Your First Sergeant will conduct **MONTHLY** morale visits, they will also advise you of any formal inspections that are scheduled. Also, dormitories are subject to no notice health and welfare inspections.

Room Decorations. Airmen may decorate their rooms anyway they would like. No pornographic, drug, or racially explicit posters or drawings or material may be displayed in your dorm. Do not put holes in wall over ¼” in diameter. Airmen can paint their dorm rooms. The room must be painted back to its original color and paint and supplies will be on the Airmen to purchase.

Vehicle Parking. Parking is authorized in the parking lot areas **NO EXCEPTIONS!** If you are found parking in any other area than the parking lot the police will be called and you will be ticketed. The storage of recreational vehicles, utility trailers and motorcycle trailers in the dormitory area is **NOT AUTHORIZED.** If you have any such items, contact the housing office to be issued a parking spot in the housing RV lot. There is no fee, but the item must be currently registered.

Automotive Maintenance. No maintenance involving fluids will be done on the campus of the dorms. If you need to do such maintenance please call the AUTO HOBBY SHOP to schedule a time to take your vehicle over to work on it? The only maintenance to be performed in the parking lots are as follows change a tire, battery, lightbulb or any maintenance that does not have to do with fluids.

Bicycle Storage. Areas are provided at each dorm. **DO NOT** park bicycles in stairwells, exit ways, or on the balcony. Any bikes found in these areas will be donated. Parking a bike in your room is not encouraged, but if you do it, it must not block a clear path to exit the room. If the bike rack is used, please register your bike with the dorm manager so they can identify who owns it, and proper determination can be made on any abandoned bikes.

Bulk Storage. DO NOT store boxes in your room. Contact your dormitory manager for proper storage location. Boxes, luggage and any other items placed in storage will be marked with your name and room number clearly displayed. All items placed in storage must fit inside your assigned cage (if applicable), and you must provide the lock. If you have your own furniture that will not fit in your room, provide your dorm manager a list of items to be stored at government expense. **This applies to inbound only and must be completed no later than thirty (30) days after assignment to the dormitory.** Personal furniture obtained, or purchased after arrival that will not fit in your room will be stored at personal expense.

Unauthorized Items – Drugs, Waterbeds, Weapons, Fireworks and some Flammable liquids. SAY NO TO DRUGS. Weapons or fireworks of any type, explosives, or ammunition are **NOT AUTHORIZED** to be brought into, or stored inside any part of the dormitory, i.e., room and/or personal storage locker. **Knives will be no longer than 6 inches in total length.** The only exception to this rule is for cooking knives but they must be kept in a cooking capacity i.e in a knife block or in your kitchen area. If you do not have a kitchen area then keep the cooking knife in a container with your other cooking utensils.

Pets. Airmen may have fish in a maximum 30 gallon aquarium. ALL OTHER PETS ARE NOT AUTHORIZED. Please ensure the aquarium are being properly maintained.

Cleaning Equipment / Supplies. The dorm management office has vacuum cleaners and carper shampoos for your use. We also keep a variety of cleaning and DIY tools in the office that you can check out. Please come to the office if you are in need of any of these supplies.

Insect Control. Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets/storage areas free of trash. For your information, the ants and roaches were here first. Since we invaded their homes, they occasionally attempt to regain control of the territory. Preventive maintenance is always best, but sometime they show up anyway. If these pests should start moving into your room, we have found that a combination of spray and traps works best. For assistance, contact your dorm manager or call in a job order.

Internet Installation. Call the local Cox Communications (850) 226-6872 office to set up your internet/cable.

BAH Procedures. Overall occupancy must be maintained at 95%, however, regardless of occupancy rate you are eligible to move out sixty (60) days prior to marriage, or 20th week of pregnancy with commanders approval, or if you are a SrA w/over 3 years of service (E4>3YoS). If rooms are needed and all of the members listed in the categories above are out of the dorms we will pull from the BAH waitlist. The wait list is maintained by DOR and Gender. Any member of that is the rank of A1C can put their name on the waitlist. This does not give you the green light to move out. What it ensures is that you are on the list and you will be notified to move out when you are next in cue. First Sergeant's approval is NOT necessary to just be added to the BAH wait list, but will be needed to move off once you are notified. Once you have received notification to move off base your First Sergeant will be your first stop. Nobody is authorized to clear the dormitory without First Sergeant's recommendation.

SECTION A – AIR FORCE RESPONSIBILITIES.

In support of this government-owned facility, the **Air Force** will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas.

Initial Inspection. The UH manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment.

Name Plates / Signs. Nametags are MANDATORY. Maintain up-to-date room tags by notifying your dorm manager as changes occur. If your name tape is RED it signifies that you are under the age of 21 and alcohol must not be present in your dorm room.

Appliances. The installation services/replaces ranges, which are Real Property Installed Equipment (RPIE), and refrigerators and microwaves, as needed. Non-RPIE appliances are recorded on AF Form 228, and issued/accounted for with each room assignment. Notify the UH Section regarding needed repairs. Please do not attempt repairs or make adjustments yourself.

Filters. Air-conditioning and heating filters are government furnished. The only building that requires them are buildings 90369/90368. If you live in these buildings please replace your monthly.

Lockouts. If you are locked out during normal duty hours attempt to contact your dorm manager. After normal duty hours, go to the Commando Inn Front Desk with identification and another military member. They will advise your First Sergeant and issue you and temporary key that will give you immediate access. Please take it, unlock your room, and return the key ASAP. Please have that key returned in 20 minutes. After that 20 minute period is over, the police will be called if the key is not returned. They will advise your First Sergeant and issue you and temporary key that will give you immediate access.

Maintenance and Repair. The Civil Engineer Squadron has the primary responsibility for maintenance and repair of your room and the dormitory campus. However, CE cannot fix what they do not know is broken. Each occupant is responsible for reporting damage or maintenance concerns to UH as soon as they become aware of them. **To request repairs please come to the dorm management office or utilize the dorm app (Hurlburt Field Dorms). For emergencies during non-duty hours, call 884-6683 and somebody at the fire department will answer.** If your concern is determined to be an emergency, they will dispatch an on call technician. If not, they will take the information and pass it on to customer service the next duty day, or tell you to call back during normal duty hours. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled:

Service Call	Response Time	Defined As
Emergency		Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and wellbeing of the residents.
Routine		Work of a routine nature that does not meet the criteria of emergency or urgent.

Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. *Government-provided trash cans are used for small trash or litter in common areas, not for disposal of room trash.* Do not place trash on balconies or stairwells. Placing your trash in a dumpster and not locking, or somewhere other than a dumpster will bring in wildlife and in this part of Florida that means BLACK BEARS. Citations will be written from the FWC for any members caught not disposing of their trash in an approved manner. Contact the Civil Engineer Customer Service Desk for dispose of dead animals found on base.

Grounds Care. The installation maintains common areas around the campus. As a UH resident, you are responsible for keeping the inside and outside of your room clean. This may require sweeping or vacuuming the hallway or walkway area around your room. Residents are responsible for keeping the grounds around your facility clean, and your UH manager will inform you of any additional grounds care that may be required.

SECTION B -- OCCUPANT RESPONSIBILITIES.

Social Visits. All guests must be at least 18 years old, be *escorted at all times*, and are prohibited between hours 2400 – 0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. If your visitor is found in the dorms without you, they Security Forces will be called to have them escorted off base and your supervision will be notified.

Laundry Facility. Authorized for UH residents use ONLY. In most dormitories washers and dryers are located across the breezeway from the dayroom. Your room key unlocks the laundry room door; please **keep it closed and locked at all times**. Notify your dorm manager of broken or non-working equipment. Attend to your laundry expeditiously so other authorized users can

access the equipment without disturbing your clothing. Security of your clothing while in the laundry is your responsibility. **Clothing left unattended will be bagged and dated. If not claimed within 24-hours, it will be removed and held for 30-days. Clothing not claimed within this period will be discarded or used as rags.**

Facility Security. Your door and window will be locked at all times when you are not in your room. Any residents caught with their doors and windows unlocked and not present in the room will have to talk to dorm management. There are multiple security cameras in the dormitories for security reasons, they do work. Make sure that your room door and window are closed and locked if you are not in the room.

Leave or Extended TDY to include Deployments. You must not leave your room unoccupied for extended periods (over three days). If you plan to be absent longer than three days, you must arrange for security and prudent care of your room. Notify the UH manager in writing, of your intended absence and the name of the person you designate to care for your room. If you request, your UH manager will check on your quarters. Do not turn off your HVAC system during your absence.

Damages. You are liable, and will be held accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH manager can fully explain your options to repair or replace damaged items and the method of payment.

Energy Conservation. Help save on unnecessary utility costs. Except for the refrigerator which must be left on for obvious reasons, please turn off electrical items such as room lights, fans, stereo and TV equipment when you leave your room.

SECTION C – CLEANING STANDARDS FOR DORMITORIES.

Windows. Occupants are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to the UH manager. For security reasons, lock windows when you leave the room.

Kitchen. Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. *Do not use oven cleaner on self-cleaning ovens.* Clean refrigerator interiors frequently to remove food deposits. Do not use of sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. Also grease can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend non-adhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

Bathroom. Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not

leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, request a new shower curtain from the UH manager. Clean tub and shower walls periodically with a product made to clean mildew.

Floors. Excessive water can damage any floor. Use a quality wax remover to prevent wax build-up, paying special attention to corners and baseboards.

Carpets. Vacuum and shampoo carpets, as needed.

Walls. Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects, and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

SECTION D – FIRE PROTECTION.

FIRE REPORTING. IF A FIRE OCCURS IN YOUR ROOM OR OTHER AREA OF YOUR DORMITORY, IMMEDIATELY NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE

911

GIVE THE FIRE ALARM OPERATOR YOUR NAME, DORM NUMBER, AND STREET. DO NOT HANG UP UNTIL YOU ARE SURE THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRES, REGARDLESS OF SIZE.

Fire Evacuation Plan. A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Know the plan. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Do not hesitate to direct any fire prevention questions you may have to the base fire department at 884-6360 or 884-2910.

Smoke Detectors. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. The Fire Department is responsible for inspecting smoke detectors. If you suspect a problem, notify your dorm manager.

SPECIAL NOTE:

Outdoor Cooking. The fire prevention instruction, HFI 32-2001, paragraph 7.4.6. states: “One 25 lb. bag of regular charcoal and up to one quart of charcoal starter shall be allowed in a dorm room. Match light charcoal is expressly forbidden to be stored in dorm rooms. Lighter fluid and dry charcoal must be stored in separate locations within the dormitory room.”

Flammable Storage. Storage of all other flammables is prohibited; including but not limited to gasoline, kerosene, incense, candles, or anything that produces an open flame.

Barbeque Grills. Barbeque grills are provided at the dormitories. **Portable grills are prohibited for use around the dormitories.** Contact dorm management if you have a personal grill, and they will assign you a storage cage to keep it in until you need to remove it for a personal outing.

Space Heaters. Space heaters of any type are **prohibited** in dormitories.

Cooking. HFI 23-2001 Chapter 7 states that no cooking appliance other than a coffee maker is allowed to be used in the dorm room. Hot plates, toaster ovens, air fryers and convection ovens are NOT permitted in resident sleeping rooms. Cooking is permitted in government provided kitchens. When cooking, never leave it unattended. **If a grease fire occurs, cover the burning pan with a lid, turn off the appliance, and call the fire department.** NEVER USE WATER ON A GREASE FIRE, AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease. DO NOT EVER PUT GREASE OR FOOD PARTICLES DOWN THE DRAIN!! Doing so will cause the pipes to clog resulting in closure of the kitchen.

Extension Cords—NOT AUTHORIZED IN DORMITORIES. Surge protectors may be used, however, they must be of continuous length without splices (no joining two or more together). Since the cord can be a tripping hazard, position it in a safe and secure manner.

Questions? If you have any questions regarding fire protection/prevention, please direct them to the base fire prevention section at 884-2910.

SECTION E - SECURITY FORCES.

EVERYBODY has responsibility for controlling and safeguarding base property. Help prevent theft by locking your room when you leave. If you suspect that a crime has been committed, notify law enforcement at the number listed on page 1 of this brochure.

Crime Stop. For immediate response to a crime in progress, i.e., vandalism, theft, and damage to Air Force property, call 884-7777.

SECTION F—GOOD NEIGHBORS.

Quiet Hours. Quiet hours are 24-hours a day, 7-days a week, because there are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside your room or through the walls, it is too loud.

Noise Control. Excessive noise is the primary complaint received by the UH managers. Please be considerate of the residents who work shifts and vice versa.

Excessive stereo and television volumes. Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your home.

Speeding. The speed limit in the dormitory parking lot is 10 MPH. If it becomes a problem security forces will come out and start issuing tickets to individuals that speed.

Vehicle Repair Work. To maintain the desired appearance in the campus areas and in consideration of your neighbors, you are **not authorized** to perform major repair work on any motor vehicles or boats in the dormitory campus area--use the auto hobby shop, or take the vehicle to a repair shop off-base.

SECTION G—SPECIAL CLIMATIC CONDITIONS.

Exhaust fans. *It is of great importance that you report to your dorm manager a non-working exhaust fan. The humidity caused by hot water results in many problems easily prevented by replacing this one part.*

SECTION H—COMMUNITY RESIDENTIAL ACTIVITIES.

Alcohol. Underage drinking of alcoholic beverages is prohibited. Know your 0-1-1-3 rule. If you are not familiar with it, ask for an explanation from your Wingman, First Sergeant, or supervisor.

No Smoking in All Dormitories. This policy includes **No Vaping** (because it activates smoke detectors) and not using any tobacco products inside any part of the dormitory facility, including individually assigned rooms and common areas. Dorm residents desiring to use vaping devices or tobacco products may do so in the designated smoking area, outside the structure.

SECTION I—TERMINATION OF UNACCOMPANIED HOUSING.

Giving Notice. You are required to give 30-day notice of termination (short notice Separation or PCS excepted). Call or visit the UH Section for departure arrangements when you know you are leaving; please do not wait for orders.

Pre-Termination Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH manager also identifies normal maintenance requirements and damages above normal wear and tear, and lets you know what you may be liable for. The UH manager will provide a cleaning checklist and can discuss your individual cleaning requirements. Cleaning services can be used, at the residents expense, as long as they are escorted at all times or have base access.

Final Inspection. This is an inspection to make sure you have met the cleaning standards and to identify maintenance requirements not noted at your pre-termination inspection. If you fail your final inspection, you must correct the noted discrepancies and schedule a re-inspection as soon as possible.

BAH Process for Moving out to Get Married or due to Pregnancy. BAH will be initiated at the without-dependent rate (Single BAH). Your processing does not end here. Your termination

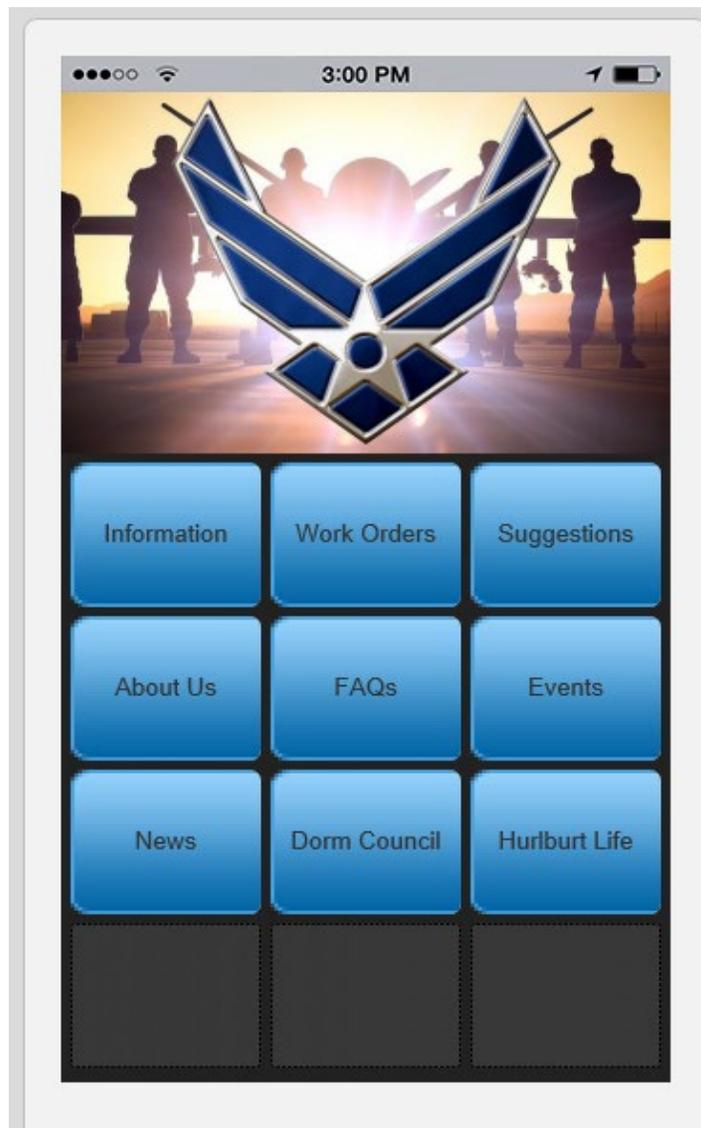
file will remain open until evidence of the authorized move is provided. When the marriage or live birth occurs, report back to Dormitory Management with a copy of the marriage license or birth certificate. **DO NOT TAKE THESE DOCUMENTS TO FINANCE.** The dorm manager will initiate a new AF Form 594 to change your status to with-dependent rate, send it to finance, and close-out your termination file.

SECTION J—RELOCATION SERVICES.

PCS. If you are scheduled to depart PCS, contact the Airmen & Family Readiness Center for information about the community at your next assignment. Also, the Housing Management Office (HMO) can assist you with HMO contact information at your next duty station.

Moving Off Base. For those who are just moving off base, the HMO can provide assistance with your local relocation search, if you don't already have a place to call home.

HURLBURT FIELD DORM APP



Hurlburt Field Dorm App:

- Available on Apple and Android Systems
- Enter work requests/suggestions
- Stay up to date on events around the base
- All dorm regulations are posted on the app.

Keep in contact with your Dorm Management team!