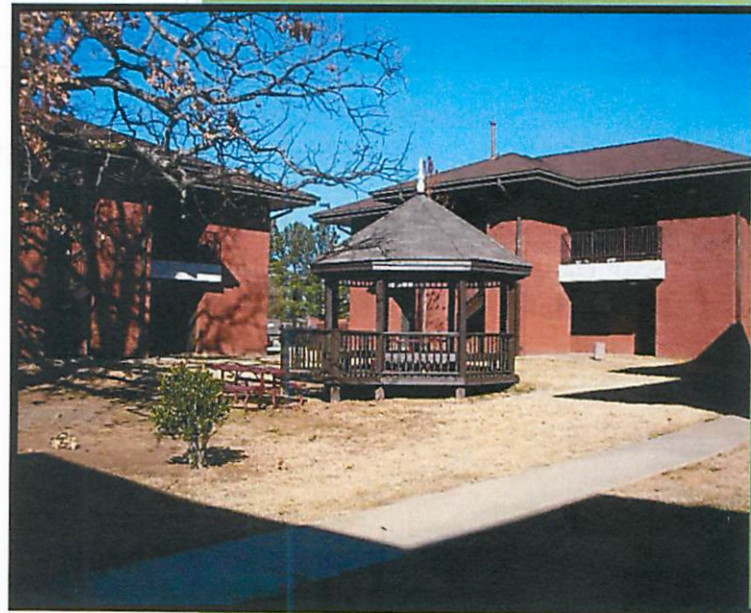
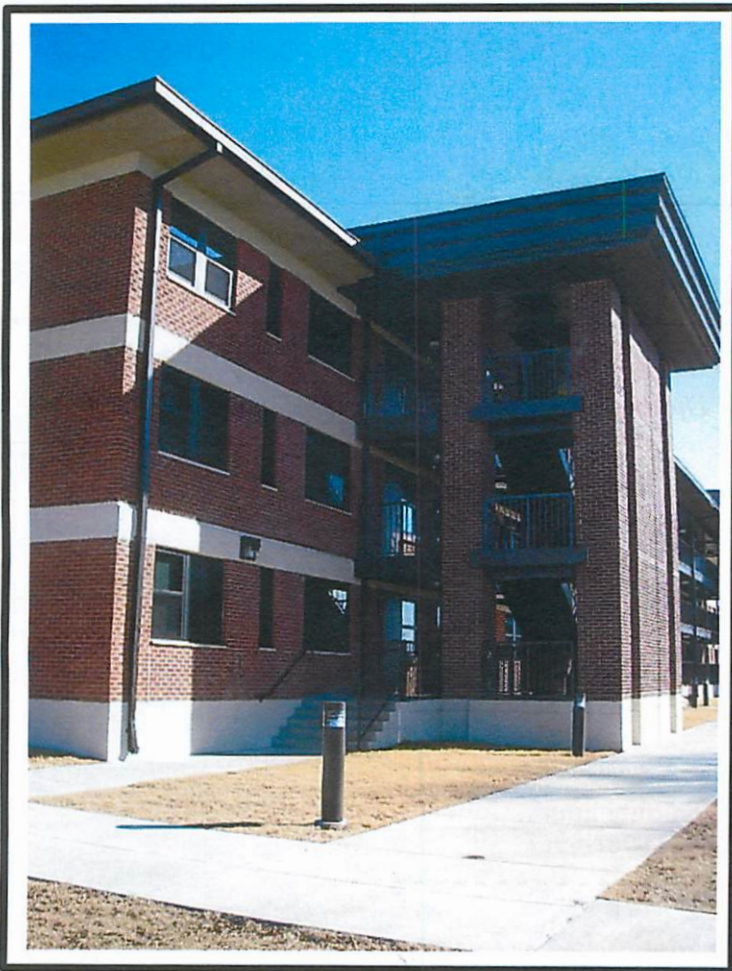


UNACCOMPANIED HOUSING



Consolidated Dorm Mgmt Office
(CDMO) Bldg 723
501.987.1011

19 CES/CEIHD

Dormitory Management Phone Directory

CAO August 2021

Dorm Managers	TSgt Amanda Block, NCOIC Bldg 723 Office 19 OG Bldgs 723 - 732 & 735	Office: 501-987-1011 Cell: 501-425-3328
	Mr. Marty Bustos Bldg 846 Office 314 AW/Overflow Bldg 860 19 MXG	Office: 987-1448
	Mr. Andrew Hitt Bldg 718 Office 19 MSG Bldg 714 19 MSG	Office: 987-6564 Cell: 501-316-6010
	Mr. Wayne Bridges Bldg 772 Office 19 AMXS Bldg 744 19 MXG/MDG	Cell: 501-612-8510
MSgt April Kwasniewski, Superintendent		Office: 987-1570 Cell: 501-457-3462
<i>If you need assistance after NORMAL DUTY HOURS contact TSgt Block or MSgt Kwasniewski. Thanks!</i>		Cell: 501-425-3328 Cell: 501-457-3462

Hours Of Operation:

TSgt Block	Mon - Fri 0700 - 1600
Mr. Bustos	Mon - Fri 0700 - 1600
Mr. Hitt	Mon - Fri 0700 - 1530
Mr. Bridges	Mon - Fri 0700 - 1600
MSgt Kwasniewski	Mon - Fri 0700 - 1600

**For maintenance issues during non-duty hours,
 Contact CE Customer Service Line at 987-6553**

**FOR AFTER HOURS LOCKOUTS,
 YOU MUST CALL YOUR FIRST SERGEANT**



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

FROM: 19 CES/CEIH

SUBJECT: Welcome to the Little Rock AFB Dormitories

1. Welcome! We are glad to have you here as part of the Little Rock Air Force Base team, and I want to especially welcome you to the dormitories.
2. This pamphlet is designed to give you valuable information about dormitory life, resources available to you, and governing rules. As an Airman, you should share great pride in making our Little Rock dormitories reflect the same professionalism that you demonstrate in your duty section. Your leadership has great expectations of how you maintain your dormitory.
3. Once again, Welcome to Little Rock Air Force Base. If your Airman Dorm Leaders (Dorm Managers) can be of any assistance to you, please notify them.

A handwritten signature in cursive script, reading "April L. Kwasniewski", is positioned above the typed name.

APRIL L. KWASNIEWSKI, MSgt, USAF
Superintendent, Unaccompanied Housing

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CHAPTER 1

AIR FORCE RESPONSIBILITIES

1. AIR FORCE RESPONSIBILITIES. The Air Force will provide maintenance and repair, refuse collection and disposal, fire and police protection, and pest control for your assigned Unaccompanied Housing (UH) IA W AFI32-6000.

1.1. MAINTENANCE AND REPAIRS. The 19th Civil Engineer Squadron (19 CES) is responsible for ensuring the maintenance of your room and dormitory are performed in a timely manner. If maintenance is required during duty hours, contact your dormitory manager. For issues that cannot wait until the next duty day, contact CE Service Call Desk at 987-6553.

1.2. WORK ORDER RESPONSE TIME. There are three categories of service: emergency, urgent, and routine. The category determines when the service will be accomplished.

1.3. HVAC. The 19 CES will change the filter for your heating, ventilation, and air conditioning (HVAC) unit. If your filter needs changing earlier, contact the dormitory manager for a replacement filter. Do not block HVAC system vents. Ensure at least 24" clearance between furniture and HVAC unit. Blocked vents may cause damage requiring repairs to facility and furnishings, and occupants can be held liable. Failure to report any HVAC malfunction or required maintenance may result in the occupant being held financially responsible.

1.4. REFUSE COLLECTION. Place your room trash in the dumpsters provided. Common area garbage cans are provided and are to be used for minor trash or litter, not room trash. Your personal day room trash is to be taken to the dumpster or thrown out with your room trash.

1.5. INSECT CONTROL. Arkansas has a very humid climate and, therefore; has its share of insects. If needed, we will treat your room before you move in; however, we do expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash from your quarters daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. Report insect problems to your dormitory manager as soon as possible.

1.6. LOCKOUTS/LOST KEYS. If you are locked out during duty hours, contact your dormitory manager or the CDMO. After duty hours, weekends or holidays, contact your Squadron First Sergeant. Lost key replacements may be obtained at CDMO for a \$25.00 fee (cash/money order, exact change).

1.7. GOVERNMENT FURNISHED APPLIANCES. Ranges, refrigerators, microwaves, and dishwashers, are government-furnished and provided for your use. Do not remove any of these items without authorization of CDMO. Notify the dorm manager or CDMO if you have any problems with appliances. Do not abuse appliances and ensure you properly clean them after use.

18. PERSONALLY OWNED APPLIANCES. Personally owned appliances are not authorized for use in dorm rooms. Personally owned cooking appliances (except coffee pots) will be used only in the kitchen. Occupants are liable for damage to the dormitory caused by misuse of their appliance(s).

19. LINENS. One set is authorized for issue (upon request) when you are assigned a room. Unused linens may be returned to your dorm manager or CDMO.

CHAPTER 2

DORMITORY STANDARDS AND POLICIES

2. DORMITORIES. The dormitory is your home and we want you to feel at home in it; however, there are some basic rules we all must live by. You have responsibilities while residing in the dorms. One of which is the safety and security of your room. You are “required” to lock your windows, entrance and bathroom doors when you are not in your room.

2.1. INITIAL INSPECTIONS. You will make an initial inspection of your room. At this time, you should identify all discrepancies with the room and furnishings, and document them on a Quarters Condition Inspection Report. A dorm manager will verify this inspection with you.

2.2. PROHIBITIONS IN DORM ROOMS. The following are prohibited:

- Automotive rebuilding parts and auto batteries
- Burned candles or incense
- Hot plates, convection ovens
- Flammable liquids
- Pressurized cylinders (air tanks)
- Portable/Space heaters/AC Unit (unless provided by CDMO/CES)
- Unsealed foods
- Sterno fuel
- Flammable paints
- Live Christmas trees
- Stun Guns/Pepper Spray/Mace

* Firearms will be stored in the SFS Armory. Personally owned weapons to include air soft guns, nerf guns, water guns, bows and arrows, spears, martial arts weaponry, knives with blades in excess of 3 ½”, are not allowed to be stored in dormitory rooms. Kitchen knives longer than 3 ½” must be stored in the kitchen area. Scentsy burners or products similar to, are authorized as long as they are not left unattended. Coffee makers are authorized, but must have a heat barrier between the surface it sits on.

Note: List above is not all inclusive. Dormitory occupants having questions should contact your respective dorm for more clarification if needed.

2.3. PICTURES. Pictures will be in good taste. The display of sexually explicit materials is prohibited.

2.4. CLEANLINESS. Dormitories will be maintained within Air Force standards as outlined in this brochure.

2.4.1. PERSONAL TRASH. Do not place trash on balconies, stairwells, hallways, kitchen, common bathroom or laundry room. Identifiable personal trash found in common area trash cans will be returned to the owner. Utilize recycling bins for applicable items, located behind the DFAC. Contact your dorm manager for directions. Excess personal furnishings/items may be donated to the Airman’s Attic, Thrift Store, or disposed of off-base.

2.5. INSPECTIONS. The wing commander, unit commanders, first sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Squadron leadership will inspect rooms monthly for health, safety, and morale. For cleaning standards see attachments 4 and 5. Remember your dormitory common areas are an extension of your room.

2.6. PERSONAL FURNITURE. Personal furnishings must be in good condition and must present a neat and acceptable appearance. If you would like furnishing items to be added or removed, please discuss with your respective dorm manager. Occupants may purchase their own beds. Please coordinate with your dorm manager prior to purchase. If you buy a bed, the government-issue bed must be returned and set up prior to your room termination. Waterbeds ARE NOT AUTHORIZED. You are responsible for removing all personal furniture prior to clearing the dorms. **GOVERNMENT OWNED FURNITURE.** Do not remove any government furniture from your room without prior authorization from your dorm manager. You will be held accountable for all furniture missing from your room or damaged.

2.7. DAYROOM FURNITURE. Do not remove any furniture from the day rooms. These rooms are for you; please help keep them clean and in good repair. Abuse of the furnishings and the dayrooms will result in their closure.

2.9. LIABILITY FOR DAMAGE TO EQUIPMENT AND FURNISHINGS. The individual occupant will be held accountable for his/her actions which result in damaged or destroyed property in the dormitory. If a guest of an occupant damages or destroys any government property, the individual occupant will be held accountable.

2.10. VISITORS. Your guests must be escorted at all times while in the dormitory and you are responsible for their language, dress, courtesy, and conduct. NO guests under the age of 18, other than military member's family, will be permitted in the dormitory unless they are accompanied by their parent(s) or legal guardian. No overnight guests (or spouse) are allowed in the dorms between 2400 and 0600 hours. See AFI 32-6000.

2.11. PETS. Personnel living in dormitories are only authorized small fish in properly maintained aquariums not to exceed 30 gallons. No other pets are authorized in the dorms without written permission of the 19 MSG/CC.

2.12. SUPPLIES. Your respective dorm manager will provide light bulbs and cleaning supplies to all occupants, supplies permitting.

2.13. STORAGE. Storage rooms are available upon request; contact your dorm manager for further information. Storage of personally owned appliances and furniture is authorized at government expense.

2.14. LEAVE OR EXTENDED TDY/DEPLOYMENT. For leave or TDY/Deployment exceeding two weeks, inform your dormitory manager and CDMO of your intended absence. Prior to leaving for TDY/Deployment you must complete the TDY/Deployment Worksheet (available from CDMO). Prior to leaving you must ensure your room is inspection ready. Do not turn off your HVAC system and ensure your curtains are open during your absence.

2.15. ENERGY CONSERVATION. Do not leave your television or radio/stereo on unattended. Turn off and unplug small appliances whenever you are not using the item and whenever you leave the room. Turn off all lights when leaving your room. Recommended temperature settings: Heat 68F / Air Conditioning 76F. If you block the HVAC vents with furniture, boxes or other items, air flow is cut off and mold and mildew start to grow. Leave a minimum of 2 feet of clearance between the unit and furniture.

2.16. SMOKING. Tobacco use (Tobacco includes, but is not limited to, cigars, cigarettes, electronic-cigarettes/vaporizers, stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed) in the dorms is strictly prohibited. These products are to be used only in Designated Tobacco Areas located throughout the base. Contact your dormitory manager for location. Reference AFI 40-102 for further information.

2.17. DRINKING. Alcohol consumption in the dormitory complex is authorized if you are of legal drinking age. Do not leave alcohol in common areas where underage Airmen have access to it. Unattended alcohol will be confiscated by the CDMO office.

2.18. BICYCLES. Bicycles must be locked up at the bike racks provided at each dormitory. Bicycles will not be stored under staircases, stoops, on walkway balconies, or chained to railings. Abandoned bicycles will be considered forfeited and discarded.

Note: Bicycles not registered through the CDMO office and/or left abandoned (more than 7 months) will be donated to the local thrift stores or charitable causes.

2.19. VEHICLES. Vehicle repair is not authorized in the dormitory areas or parking lots. Vehicle work shall be done at the Auto Skills Shop. Authorized minor work consists of cleaning or waxing, and air filter changes and minor work will not be done on sidewalks, grass or seeded areas. Automotive parts are to be properly disposed of through recycling programs.

Note: Vehicles not operations and/or not registered are not authorized in the dormitory area, including parking lots. These vehicles will be identified to 19 SFS for disposition.

2.20. STORAGE OF RECREATIONAL VEHICLES. Quad runners, utility trailers, boat trailers, and motorcycle trailers are not authorized in the parking lots. Contact Outdoor Recreation Services at 987-3365 for information.

CHAPTER 3

FIRE PROTECTION

3.1. FIRE EVACUATION PLAN. A dormitory fire evacuation plan is displayed on the dormitory bulletin board showing both primary and alternate routes of escape in the event of a fire. Arrange room furniture for easy escape route.

3.2. FIRE EXTINGUISHERS. Fire extinguishers are located throughout the facilities. The fire extinguishers are for firefighting, and not for horseplay. Tampering with extinguishers; discharging, damaging, breaking the seals, etc., is a serious offense, punishable under UCMJ Articles 92 and 134, and will not be tolerated. Notify your CDMO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. FIRE ALARM SYSTEMS. All occupants must evacuate the dormitory if the alarm sounds. Tampering with alarm call boxes, firefighting equipment or smoke detectors is a serious offense, punishable under the UCMJ Articles 92 and 134. The fire department and the alarm shop perform inspections of the smoke detectors. Articles will not be mounted on, attached to, or obstruct any fire protection device, wiring, or smoke detector.

3.4. FIRE REPORTING. If a fire occurs in your dormitory, immediately notify the base Fire Department at 911. Stay calm and answer all questions from the fire alarm operator. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size or extent/lack of damage. Fire reporting telephone stickers must be affixed to room phones; see your dormitory manager to obtain them.

3.5. FLAMMABLE STORAGE. Storage of unauthorized flammables in individual rooms is prohibited (see paragraph 2.1). The only flammable liquids allowed are for cigarette lighter refilling (one small container) or cosmetics (nail polish or polish removers). All others shall be stored IAW with the provisions of LRAFBI32-2001.

3.6. BARBECUE GRILLS. Barbecue grills can only be stored outside or in the flammable storage building. Barbecue grills will be kept 10 feet from all combustibles, including the building. They should never be used under overhangs, porches, or combustible pavilions. Never use gasoline for charcoal starter. Damage from barbecue grills or grease drippings are considered the occupant's responsibility for repair or cleanup.

3.7. COOKING. The appliances authorized for use in the dormitory rooms are coffee pots, tea makers, kuerigs, and issued appliances (refrigerators and microwaves). Items must be unplugged when not in use. Electrical appliances, such as crockpots, waffle irons, George Foreman Grills, etc., may be stored in the dormitory rooms and use of items are authorized in the common area kitchens. Don't pour grease down the sink. NEVER leave cooking unattended. Should a grease fire occur cover the burning pan with a lid, turn off the appliance and call the Fire Department at 911. NEVER use water to put out a grease fire!

3.8. EXTENSION CORDS. Extension cords will not be secured to walls, placed under floor coverings or through holes in walls/ floors, or ceilings. Extension cords must be of continuous length without splices and must be UL approved. Extension cords will not be plugged into a surge strip. Appliances must be plugged directly into the wall outlet. Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

CHAPTER 4

SECURITY FORCES

4.1. RESPONSIBILITY. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by the 19 SFS and, when notified, they will investigate. All inquiries concerning law enforcement should be directed to the 19 SFS at 987-3221/3222.

4.2. PARKING. Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, sidewalk, fire lane, or within 15 feet of a fire hydrant or dumpster. Motorcycles should be parked in the designated motorcycle parking areas, and not under dormitory staircases or on sidewalks.

4.3. WEAPONS STORAGE. The Little Rock Air Force Base Installation Defense Plan (LRAFB IDAT) 101-15 dated 21 Oct 15 requires commanders, first sergeants, and dormitory managers to establish areas or rooms within the dormitory areas for non-firearm weapons storage. Upon assignment to a dormitory room, residents must contact Unaccompanied Housing to make arrangements to store these types of items in the Weapons Storage room located in Dormitory 860. All firearms must be registered and stored at the 19 SFS armory. For information on storage of firearms, contact the 19 SFS, at Bldg 481 Cannon Drive, or call 987- 3221/3222.

When personally owned weapons are turned into dormitory management, the individual will be required to sign a Hold-Harmless Agreement and Liability Waiver. The storage area custodian will receive all privately owned weapons with a hand receipt. All available identifying data will be used to describe the item on the receipt (make, model, serial number, identifying marks, etc.). The owner will maintain the original and the custodian will maintain a copy on file. You can check out your personally owned weapons during Dormitory Management's hours of operation. All check-outs will be accomplished with a receipt, signed out by the owner, and have suspense for return. You can check out your weapons over a weekend, overnight, etc. You must carry the receipt with you for transport on base. Weapons can be transported in a vehicle, placed in the trunk or rear most compartment of the vehicle out of reach of the driver to the greatest extent possible. When an individual removes the item from storage for PCS, or transfer to an off-base storage area, the original receipt will be destroyed. Unless an individual has been given authority by a valid power of attorney, only the rightful owner may check out items.

4.4. CRIME STOP. Be on the watch for vandalism and promptly report it to Crime Stop at 987-6600 for fast response to report a crime in progress. See crime prevention tips (Attachment 2).

4.5. SPEED LIMIT. Speed limit in dormitory parking lots and perimeter roads around campus is 15 MPH. Do not exceed speed limits.

Note: For further information concerning Security Forces' policies, contact 19 SFS Operations Flight at 987-7791.

4.6. TRAFFIC SIGNS. Please obey all traffic safety signs for Pedestrians safety.

CHAPTER 5

GOOD WINGMEN

5.1. OCCUPANT COURTESY. Be courteous to other dormitory residents. Respect others' use of the common areas and clean up after yourself. Abuse and disrespect of others rights to peaceful enjoyment of the dayrooms can result in closure.

5.2. DISTURBANCES. Please be considerate of shift workers that may be sleeping. Dormitory quiet hours are 24/7. Attempt to contact offending residents first, before contacting Security Forces for disturbances at 987-3221/3222.

5.3. SOCIAL GATHERINGS. Social gatherings are permitted; however, you must take into consideration that other residents may be asleep. Please clean-up after yourself. Do not rearrange dayroom furniture. Dispose of your trash properly as outlined in paragraph 1.4. Please keep the noise down to a level that will not disturb those around you or other residents.

CHAPTER 6

MISCELLANEOUS

6.1. BUSINESS ENTERPRISES. Some businesses for profit may be conducted from your room. The Installation Commander must approve all enterprises in writing. Contact your respective dorm manager for additional information and guidance.

6.2. SOLICITATION IN UNACCOMPANIED HOUSING. All forms of solicitation are prohibited in the dormitories. Service providers and installers are the only ones authorized within the dormitories. You must be present for authorized entry. In the event of unauthorized sales attempts or entry, call SFS at 987-3221/3222 immediately.

6.3. TELEPHONES. The 19th Communications Squadron maintains dormitory common area phones. Landlines in your room may be obtained at your own expense.

6.4. CABLE TELEVISION. Cable television for your room may be obtained at your expense. Currently, Suddenlink (877-696-9474) and CenturyLink (985-249-6296) are the only providers servicing Little Rock AFB. Contact them to start your service. Private contracts between you and service providers are the responsibility of the individual occupant. The Air Force will not be held responsible.

6.5. RENTERS INSURANCE. Affordable renters insurance is available in the state of Arkansas for military dormitory residents. The insurance would cover personal property and personal liability for the government's property. The Air Force does not recommend or endorse any company.

6.6. SELF-HELP WORK. Self-help work in dormitories is not available at this time. For any questions regarding this matter, contact your respective dorm manager.

CHAPTER 7

TERMINATION OF DORMITORY ASSIGNMENT

7.1. AUTHORIZATION FOR TERMINATION. Authorized reasons to terminate housing include Marriage, PCS/Separation, Gain of Dependent, Duty/Hardship, and Early BAH Release. Additionally, “ghosting” your room is authorized and must be routed through proper channels. Contact your dorm manager or CDMO for more information.

7.2. ROOM INSPECTION. Airmen will be provided a cleaning standards checklist prior to final room inspection. The occupant/supervisor is responsible for following the checklist and meeting the standards therein. The occupant will correct any discrepancies noted by the dorm manager before they receive their clearance paperwork. When you finally pass your room inspection, you will report to the CDMO to receive your clearance forms and turn in your key. BAH cannot be started without proper room clearance through CDMO.

ATTACHMENT 1

KEY TELEPHONE NUMBERS

Ambulance, Fire, Emergencies	911
Base Chapel.....	987-6014
Base Hospital (Appointment Desk)	987-8811
Base Locator (24 hours daily).....	987-6025
Base Operator	987-1110
CDMO	987-1011
Crime Stop	987-6600
19 SFS	987-3221/3222
Vandenberg Gate (Main).....	987-3425
TMO Inbound/Outbound.....	987-6566/6567

First Sergeant Duty Cell Phone Roster

First Sgt Org	Duty Cell	First Sgt Org	Duty Cell
19th AW		314th AW	
19 AW/CPTS	425-7014	314 AW/CCC	366-4569
19 AMXS	352-1266	314 AMXS	425-9170
19 AMXS	352-1246	Assistant	425-9612
19 MXS	590-3093	314 MXG Staff	None
19 MXG Staff/MXO	425-9784	714 TRS	425-9974
19 CES	425-7307	314 OG	425-9974
19 CONS	533-4924	62 AS	None
19 FSS	515-0801		
19 CS	425-7363		
19 LRS	425-7119		
Assistant	551-6619		
19 SFS	425-6358	On-Base Emergency	911
19 OSS/OG-Staff/Det 3	352-1243	Police	
41 AS	366-5907	Cabot PD:	501-843-6526
61 AS	366-5907	Jax PD:	501-982-3191
34th CTS	470-5239	LR PD:	501-371-4617
19 MDG	425-7160	NLR PD:	501-758-1234
		Sherwood:	501-835-1425
Helping Agencies			
Military One Source	800-242-9647	Chaplain:	987-6014
Military Crisis Line	800-273-8255	Mental Health:	987-7338
		Sexual Assault Hotline	987-7272
Air Force Aid Society After Hrs		24/7 FAP Domestic	
Call Red Cross: 1-877-272-7337		Abuse Victim	501-204-8870

If your First Sergeant's number is not listed, call Command Post at 987-1900 and ask for your unit's First Sergeant.

ATTACHMENT 2

CRIME PREVENTION TIPS

Courtesy of 19th Security Forces Squadron

BURGLARY

1. Upon moving into your dormitory room, check all locks, windows, and other entry points for defects.
2. Get involved with your neighbors in watching out for one another's property.
3. Secure all doors and windows before retiring at night or departing the area.
4. When leaving for a short time, don't announce it by leaving a note on the door. Burglars read too.
5. Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.
6. Don't leave tempting articles, such as CDs/DVDs, MP3 players or a portable GPS, in plain sight in an unattended vehicle. Mark these and secure them in your trunk or take them inside your quarters at night. The majority of private property thefts at Little Rock AFB occur in dormitory parking lots.
7. Don't leave a "hidden key" around your dormitory--the burglar will find it.
8. Do not give a room key to a "friend." Remember that guests must be escorted at all times.
9. Have a friend watch your room for you. Inform the post office to hold all mail and newspapers.

CAR THEFT

1. Over half of all stolen cars have the keys in the ignition--always remove them.
2. Over half of all vehicle thefts occur in residential areas.
3. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car.
4. Never leave the engine running, even while in a friend's driveway or for a quick trip into a store.
5. Anti-theft devices can stall or even deter thefts; their use is highly encouraged.

ATTACHMENT 3

REPORTING A CRIME

1. Report all crime or suspicious activities immediately by calling the Crime Stop at 987-6600. You need not identify yourself. All information will be held in the strictest confidence.
2. When reporting, ensure that you obtain as much information about an incident and the suspect as possible.
3. The 19 SFS hopes your assignment at Little Rock AFB is a pleasant one and any time you feel their assistance is necessary, feel free to call. They are there 24 hours a day to serve you!

ATTACHMENT 4

DORMITORY ROOM INSPECTION CHECK LIST			Date:	
To:	From:	Bldg	Room	
<p>You start with a total of 30 points. Discrepancy points will be subtracted from total points possible. Bonus points will be added to those scores of 27 points or more if personal touches to the room allow. Room inspection can be failed with any major discrepancy (Items 1 - 6) without accruing allotted points off.</p>				
ITEM	DESCRIPTION	Pts.	Pts. OFF	
1. Bed (Major)	Properly made with bedspread covering on and in good condition.	3		
2. Carpet (Major)	Clean, vacuumed and stains removed.	3		
3. Shower/Toilet (Major)	Clean floor/walls/curtains/fixtures to ensure all are free of mold/soap scum.	4		
4. Prohibited items (Major)	Weapons of any kind, fireworks, fire and safety hazards, and display of nudity. Heat producing devices i.e., coffee pots, curling irons, hair dryers, etc. <u>MUST BE</u> unplugged while not in use.	4		
5. Refrigerator (Major)	Clean inside/outside, door seals clean and freezer defrosted.	2		
6. Sink	Clean, free of dirt soap scum and water spots; area under sink organized.	1		
7. Mirror	Clean, dust free, and no smudges.	1		
8. Light Fixtures	Clean and dust free.	1		
9. Windows	Glass window sill and blinds clean and dust free; windows closed.	1		
10. Doors	No scuff marks on main entrance; doors and frames dust free.	1		
11. Vents	Clean and dust free.	1		
12. Chairs	Clean and dust free edges and wood frame.	1		
13. Furniture (yours or gov't.)	Chests, desk, dresser, TV, etc. clean and dust free.	1		
14. Waste basket	Clean inside/outside; empty with new liner.	1		
15. Closets	Clean and organized; if unlocked subject to inspection.	1		
16. Clothing & personal items	Stored properly. Luggage and empty boxes removed from room.	1		
	Clothing hung in closets or stored in chests. Shoes neatly under bed or in closets.			
17. Ledges, shelves, etc.	Clean and dust free.	1		
18. Ceiling fans	Off, dust free, and in good condition.	1		
19. Walls	Clean around sink, near doors and furniture, etc.	1		
20. Other		1		
Discrepancy point total.				
Add bonus points.				
Total points scored				
<p>21. Inspection point criteria is: OUTSTANDING, 29 points or higher; EXCELLENT, 26 - 28 points; SATISFACTORY, 23 - 25 points; UNSATISFACTORY, 22 points or lower.</p>				
<p>22. BONUS POINTS: 1 - 4 points= Fair, 5 - 6 points= Good, 7 - 8 points= Excellent, 9 - 10 points =Outstanding.</p>				
<p>23. OVERALL ROOM RATING: UNSATISFACTORY SATISFACTORY EXCELLENT OUTSTANDING</p>				
<p>24. COMMENTS:</p>				

ATTACHMENT 5

DORMITORY ROOM SPOT INSPECTION CHECKLIST			
To:	From:	Date:	
S = Satisfactory U = Unsatisfactory			
ITEM	DESCRIPTION	S	U
1. Bed	Beds will be neatly made.		
2. Personal Items	Clothing should be stored in chests or closets.		
3. Waste Baskets	Should be emptied.		
4. Prohibited Items	Weapons of any kind, fireworks, fire and safety hazards, and display of nudity. Heat producing devices, i.e., coffee pots, curling irons, hair dryers, etc., MUST BE unplugged while not in use.		
5. Remarks:			
Overall room Condition			
SATISFACTORY		UNSATISFACTORY	

Garden Dorms	DORMITORY COMMON AREA SUPERVISOR INSPECTION CHECKLIST	
	SAT	UNSAT
LAUNDRY ROOM		
1. Floor: Free of debris and clean		
2. Washer & Dryer: Clean and lint removed from trap		
3. Trash Receptacles: Not overflowing		
4. Lights: All bulbs operational and covers in place		
DAY ROOM		
1. Trash Receptacles: Not overflowing		
2. Carpet: Vacuumed and clean		
3. Furniture: Clean and in good repair		
4. Lights: All bulbs operational and covers in place		
KITCHEN		
1. Trash Receptacles: Not overflowing		
2. Floors: Free of debris and clean		
3. Tables, Chairs & Counter Tops: Clean and in good repair		
4. Stove, Refrigerator, Microwave: Clean inside and operational		
5. Sink: Not overflowing with dishes and clean		
6. Garbage Disposal: Operational		
7. Lights: All bulbs operational and covers in place		
COMMENTS:		

The information provided below does not constitute endorsement by the Department of the Air Force or Department of Defense.

HOW DO I GET OUT OF THE DORMS?

Option A: Be a SrA with 3 Years Of Service (YOS/TAFMS)

Reference: AFI 32-6000

Requirements:

- Achieve SrA rank
- Achieve 3 total years of service
- Not within 6 months of PCS or separation

When you become a Senior Airman **and** have 3 years' time in service, you will be automatically notified that it is time for you to move out of the dorms. Typically you need to move out within 14 days of notification. You can file for a Hardship Request to stay for a bit longer, if you have a legitimate reason. Examples: Your intended house is not going to be move-in ready for another week, you are not financially able to move until your next paycheck, etc.

It is recommended that when you make SrA, you notify CDMO just in case we didn't get the message through our channels. If you are within 6 months of a PCS or separation, this disqualifies you from moving out.

Option B: Get on the BAH Waiting List

Reference: AFI 32-6000

Requirements:

- Fill out BAH waiting list request letter, attach Date Of Rank printout from vMPF, give to CDMO
- Rise to the top of the wait list (based on DOR)
- Dorm occupancy rate must exceed 95%

Early BAH releases may be granted when space is required for inbound airmen. Positions on the wait list are based on rank and date of rank (seniority). To get on the waitlist, application is required. You'll find the application form on the table in building 723. If there are none left, ask the CDMO for one. Fill it out, get the required signatures, attach your DOR printout from vMPF, and give the form to CDMO (or slide it under the door). Make sure we can read the names on the form, and **attach the DOR printout!** The BAH Wait List is posted publicly outside dorm manager offices. Once your name comes up for a release, we'll notify you and you can either decline release (if you're not ready) or move out within two weeks and collect BAH.

Option C: Get married

Reference: AFI 32-6000

Requirements:

- Arrange to get married
- Fill out marriage BAH request form, get it signed, submit it
- Get married within the timeframe
- Have proof of marriage (certificate) and info on spouse

Once you've found *the one* and set a date, you can submit a commander endorsed request to move out of the dorms and receive BAH. Blank request forms are available on the table in building 723. **With a completed and authorized request, any time within the 60 day window prior to the marriage date, you may move out.** Take completed requests to the CDMO office to receive further instructions. Within 30 days after the scheduled marriage date, you must submit proof of marriage to continue BAH. If the marriage date gets rescheduled, notify CDMO personnel immediately. If you don't get married, you can get pulled back into the dorms and have to repay all the BAH.

Option D: Pregnancy

Reference: AFI 32-6000

Regardless of rank or marital status, pregnant women may submit a unit commander-approved request to move out of the dorms at the 20th week of pregnancy and receive BAH. If determined necessary by medical authority, an earlier move may be requested by the commander. Blank requests are available from the CDMO. Refer to the reference above for further information.

Option E: Hardship, OSI Duty Requirement, Terminal Leave

Reference: AFI 32-6000

Requirements:

- Signed and submitted paperwork describing circumstances (refer to references above)
- Approval of Commander, UH

Hardship: If you have extenuating circumstances, you may be able to request in writing to leave the dorms. It's got to be legit, because both your commander and the MSG commander will need to sign off on it. It will also require annual recertification. Contact CDMO if you are unsure if you have a qualifying situation.

Duty Requirement: OSI agents/agent-trainees may submit a request to reside outside the dorms. Request must include a certification from AFOSI region commander or squadron commander that residing outside the dorms is required for mission effectiveness.

Terminal Leave: Members with approved terminal leave may request to move out of the dorms and receive BAH. The request must include supporting documentation.

ADDITIONAL INFORMATION

For additional mold resources, see the following references.

The Centers for Disease Control (CDC):

<https://www.cdc.gov/mold/>

The U.S. Environmental Protection Agency (EPA) Indoor Air Quality:

<https://www.epa.gov/indoor-air-quality-iaq>

American Industrial Hygienist Association (AIHA):

<https://www.aiha.org/public-resources/consumer-resources/disaster-response-resource-center/mold-resource-center>

The Occupational Safety & Health Administration (OSHA):

<https://www.osha.gov/SLTC/molds/>

National Institute of Occupational Safety and Health (NIOSH) Indoor Environmental Quality:

<https://www.cdc.gov/niosh/topics/indoorenv/>

Local state mold guidance and legislature



Remove excessive moisture sources to reduce mold growth



**United States Air Force
School of Aerospace Medicine**

ESOH Service Center

Toll Free 1-888-232-ESOH (3764)

Commercial: (937) 938-3764

DSN: 798-3764

Email: esoh.service.center@us.af.mil

**United States Air Force
School of Aerospace Medicine**

MILITARY FAMILY HOUSING

MOLD

FREQUENTLY ASKED QUESTIONS



MOLD IN THE HOME

What is mold and where does it grow?

Molds are types of fungi that are found naturally in soil, food, or in any other wet porous materials or surfaces. We are constantly exposed to a variety of molds. Molds travel indoors through windows, doorways, and on clothing, shoes, and pets. Mold grows best in warm, humid environments with poor ventilation. They thrive primarily on organic surfaces including wood, paper, drywall, ceiling tiles, carpets, and upholstery.

What is “Black Mold” and “Toxic Mold”?

Mold comes in many colors including green and black. People often say “Black Mold” when referring to *Stachybotrys chartarum*, but most black mold species are not *Stachybotrys*. This specific mold is often caused by heavy water damage left unchecked for weeks. Although many studies exist, no link has been proven between *Stachybotrys* and a specific symptom or disease. Furthermore, referring to mold as “toxic mold” is misleading. Some molds may produce mycotoxins to prevent competing mold species from growing, but the molds themselves are not toxic.

Should I have my home tested for mold?

Mold testing is expensive and is generally not recommended. There are thousands of mold species and no accepted national or international mold health standards. Therefore, health effects cannot be associated to a specific mold level. Additionally, indoor airborne mold levels are extremely variable and laboratory sampling results are highly uncertain. You cannot rely on mold sampling or culturing to determine an individual’s health risk. Resources are better spent removing mold and controlling sources of moisture.

MOLD AND HEALTH

Are molds hazardous?

Each person reacts to mold differently. In healthy people, there is little risk for serious illness because infections caused by mold are extremely rare. Symptoms that may seem to occur from mold exposure, may actually be due to other causes such as building humidity, bacterial, or viral infections.

Who is at risk?

People with allergies or asthma may notice that mold makes their symptoms worse. People with mold sensitivities can experience stuffy nose, coughing, wheezing, and red itchy eyes or skin. If someone’s immune system does not work properly, they can develop more serious symptoms. These symptoms include fever, shortness of breath, and rarely, even an infection.

When should I call my doctor?

Most mold related symptoms are treatable with over-the-counter allergy medicines. You should speak to a healthcare professional if you are experiencing persistent symptoms, or have health concerns. Mold spores may remain in the environment after visible mold growth has been removed or cleaned; therefore, symptoms may continue shortly after.

Do I need medical tests for mycotoxins?

Claims of mycotoxins in human samples and building materials are highly suspect. There is no FDA-approved test for mycotoxins in human urine. Mycotoxin levels cannot predict disease. Using non-validated laboratory tests and sampling to diagnose illness leads to misinformation, fear, false diagnosis, inappropriate, and potentially harmful medical interventions and evaluations.

MOLD REMOVAL

How do I prevent mold growth?

The EPA recommends maintaining indoor relative humidity between 30-60% to reduce mold growth. Ensure high moisture areas such as bathrooms, kitchens, and laundry rooms vent outdoors. Beware of humidifiers and infusers as they can contribute to humidity. If water accumulates on your windows, wipe it off, especially around the edges.

I found mold, what should I do?

If you find mold signs, remove or repair excessive moisture sources like leaking pipes and clear standing water as soon as possible. Remove humidity with a dehumidifier, air conditioner, or ventilation. Visible mold should be cleaned. If mold keeps returning, notify your local base housing office for assistance.






How do I clean mold?

Absorptive material such as drywall, carpets, or papers, that remain wet for more than 48-hours should be discarded. If the surface is hard and smooth, like a tile or baseboard, use soapy water or a non-ammonia cleaner with a stiff brush to scrub away any visible mold. Bleach and biocides are not recommended for routine mold cleanup and may be hazardous to occupants. It is impossible to completely eliminate all mold and mold spores in the indoor environment, but this will help reduce excessive mold growth.

Should I hire someone to clean my home?

If you have a small area affected (roughly 3-feet by 3-feet size) you can probably clean the affected area yourself. Tenants with allergies, asthma, or more than 10 square feet of mold may request help from their local base housing office, or Resident Hotline (1-800-482-6431).

PEST CONTROL - MAINTENANCE

		Will Entomology Treat?	How to Prevent
German Cockroach 		<p style="text-align: center;">Yes</p> <p>Sprayed every 30 days if problem worsens. Bait Gel will be placed to kill future generations.</p>	<ul style="list-style-type: none"> -Remove all trash daily. -Remove clutter and organize. -Routinely request Entomology to spray if there is a problem. DO NOT use Roach bait stations. You will lure in more roaches and create a bigger problem.
American Cockroach 		<p style="text-align: center;">No</p> <p>They are a water bug that comes up through drains. Ask dorm manager to spray repellent or place glue traps.</p>	<ul style="list-style-type: none"> -Remove all trash daily. -Remove clutter and organize. -Pull sink stopper closed DO NOT use Roach bait stations. You will lure in more roaches and create a bigger problem.
Black Sugar Ants 		<p style="text-align: center;">Yes</p> <p>Entomology or Dorm Manager may treat with Granules outside.</p>	<ul style="list-style-type: none"> -Remove all trash daily. -Clean carpet routinely DO NOT use ant bait stations. You will lure in more ants and create a bigger problem.
Asian Lady Beetle / Lady Bugs 		<p>No</p>	<ul style="list-style-type: none"> -Use a vacuum to catch.
Spiders 		<p>No</p>	<ul style="list-style-type: none"> -Knock down spider webs. This tells spiders that it is an unsafe place to nest. -Reduce clutter. Brown Recluse spiders love to live in clutter. They do not make webs. DO NOT touch the spiders.

DO NOT USE ANY VARIATION OF "BUG BOMBS" IN THE DORMS!

DO NOT USE ANY VARIATION OF "BUG BOMBS" IN THE DORMS!

LITTLE ROCK AFB



EM In The Know

APRIL-JUNE 2021

Cooking up a Storm: Tornadoes

- Pulaski County has a high risk for tornado formation. In fact, it averages three tornadoes a year!
- Arkansas falls within Dixie Alley, an area particularly vulnerable to strong or violent tornadoes. This is not to be confused with Tornado Alley, which is known for its high frequency of strong, long-tracking tornadoes that move at higher speeds.



Flight Chief

Mr. Sharpmack

NCOIC

TSgt Williams

Training & Logistics

SrA Carrico

SrA Archuleta

SrA Manning

A1C Rodriguez-
Vargas

Plans & Operations

SrA Eleuteri

A1C Porter

For more information
visit:

www.ready.gov/tornadoes



Tornado Watch- Atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes.

Tornado Warning- A severe thunderstorm has developed and has produced a tornado or radar has indicated conditions conducive to tornado development.

Before a tornado:

- Have a plan with your family.
- Build an emergency kit with your family.
- Listen to the radio/TV and be on the lookout.

During a tornado:

- Go to your innermost room or designated storm shelter.
- If stuck outside, find the lowest level of ground and cover your head and neck.
- NEVER get under an overpass or bridge and do not try to outrun a tornado.

After a tornado:

- Check for injuries and obtain medical attention if needed.
- Listen to the radio/T.V. for updates.
- Beware of broken glass, downed power lines, or any other dangerous damage.

LRAFB Sirens VS. Pulaski County Sirens

LRAFB Sirens

- Standard advance warning is usually 15 minutes prior.
- Siren will repeatedly sound until threat has passed.

Pulaski County Sirens

- Run by National Weather Service (NWS).
- Will sound if there is tornado threat to any part of Pulaski County.
 - Pulaski sirens can be heard on-base, but this county is large and it does not necessarily mean there is a threat to LRAFB.

Join the

Airman Dorm Council

Come to a Council Meeting!

Come out and join/ support the dorm council! Let's talk about making the dorms better, plan some fun events, and eat **FREE FOOD!** See flyers and ask dorm managers for more info!