

Privacy Act Data Cover Sheet

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Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

AIR FORCE UNACCOMPANIED HOUSING --

Privacy Act Statement: AUTHORITY: 10 USC 8013

PRINCIPAL PURPO ROUTINE USE(S): violation or potential Management and Bu accordance with Trea leave, benefits, retire to the Department of DISCLOSURE: Prov	This informativiolation of la udget in conn asury Fiscal ement deduct	ition ma aw; to a nection v Require tions, a pending	ay be disclosed to a congressional of with review of pro- cements Manual l and other informa- g or potential litig	to federal, st office in res rivate relief I Bulletin 760 ation necess gation.	state, local sponse to t legislation 07; to the C sary for Ol	or foreign la their inquiry r as set forth Office of Pers PM to carry o	w enforceme made at the i in OMB Circ sonnel Mana out its functio	request of cular A-19; agement (C ons; to NA	f the ind ; to stat OPM) c	dividual; to the te and local tax concerning infor	Offic ting a rmat	ce of authorities in tion on pay and
					Person	nel Data						
NAME					ACCOUNT		ARRIVAL DATE		EST DEPARTURE DATE		SVN	M UIC
DoD ID	GENDER	PAY GR	₹ADE		DATE OF RANK		ENLISTMENT DATE		DATE OF BIRTH		MAF	RITAL STATUS
DUTY LOCATION	SQUADRON	<u> </u>			DUTY PHONE		CELL PHONE		SMOKER (Y/N)		SHI	FT WORK
PHYSICAL ADDRESS	<u></u>				CITY		<u>۱</u>	STATE	I		ZIP	
		Assi	gnment Prio	oritv / Qua	arters A	ssianme	nt / Termi	ination {	Secti	on		
			ROOM #		FLOOR / WING / UNIT KEYS ISSUED ASS		I	GNMENT DATE TERMINATION DATE				
INSTALLATION UNACCOMPANIED HOUSING BROCHURE: I certify I have been briefed and provided a copy of the Installation Unaccompanied Housing Brochure (Member's Initials)												
				Reason	for As	signment	to UH					
			ess than 3 years o			-	-					
			on:									
							-					(
Room-to-room												
From confinem												
				Disl	ocation	n Allowane	ce					
Member was not / will not be assigned to permanent Unaccompanied Housing												
FMO (Overseas Only)												
Report to Furnishings Management Office (FMO) for off-base furnishings support												
Endorsements / Acknowledgement												
Unit Cmdr / First Sergeant Concurrence (Last, First, MI, Rank) Signa					iture			Date				
Individual Acknowledgement (Last, First, MI, Rank) Sig				Signat	ature			Date				
UH Certifying Official (Last, First, MI, Rank)				Signat	Inature			Date				

Reason for Termination from UH	
E4 over 3 years of service and more than 6 months left on station	
Relocating to community Housing - E4 under 3 years of service	
Intended marriage within 60 days if setting up a household in the local area (date): certificate due within 30 days of marriage (date):	, Marriage
Hardship - reason:effective date:	,
Separation from Service, effective date:	
PCS - effective date:	
Pregnancy - due date:, BAH Validation (30 days):	
Gain of dependent (Documentation Provided)	
Directed to reside off-base - reason: effective date:	,
Room-to-room move (Directed)	
Room-to-room move (Voluntary)	
Move to confinement	

Reason for Release from UH

Reside off base with allowances (E4 under 3 years of service or below), the base wide occupancy rate is equal to or exceeds 95%

Quarters may be made available to you during your tour of duty and you should make temporary or semi-permanent arrangements off base. Although it is not presently the case, the availability of quarters or military necessity may require your involuntary assignment to government quarters in the future (loss of entitlement, <95% base wide occupancy for more than 120 days, etc.). Consideration will be given to any financial hardship you might incur or your obligations according to the terms of an existing lease. You are required to report to the Housing Management Office before entering into an agreement for off-base housing. *(Member's Initials)*

Reside off base without allowances

I acknowledge that on-base quarters have been made available to me, and I voluntarily decline these quarters and elect to live off base for my own convenience and at my own expense, and have received written permission (provide copy of letter to Unaccompanied Housing Manager) from my squadron commander or first sergeant in order to do so. In declining these quarters I acknowledge that I have no allowances to payment of Basic Allowance for Housing (BAH) unless I otherwise become eligible. I also understand that I will not be entitled to any additional privileges or monetary allowance as a result of my volunteering to live off-base and that is this privilege is the commander's prerogative that may be withdrawn by giving me a 30-day notice to move on base. However, for reasons of military necessity, readiness, or discipline, or if the commander has reason to believe that my safety and well-being is in jeopardy, they may require immediate return to the base. I understand that I am required to process through the Housing Management Office before entering into any lease agreement for off-base housing. *(Member's Initials)*

Reside off base with allowances due to pending gain of dependents (marriage or birth)

I acknowledge that I have been authorized to reside off base pending the gain of dependents resulting from marriage or birth. If the marriage does not occur or there is a loss of the dependent and I am an E1-E3 or E4 with less than 3 years of service, I understand I will be directed back into UH. If at any time during my assignment I am no longer authorized w/dep BAH (or military to military marriage) and I am an E1-E3 or E4 with less than 3 years of service I will be directed back into UH. I acknowledge that I can submit a hardship waiver requesting continued authorization to reside off base with allowances. ______ (Member's Initials)

Reside off base with allowances - Hardship

I acknowledge that I have been authorized to reside off base due to a hardship condition with allowances. I understand that I must provide annual recertification to the UH Management Section Chief to continue this entitlement unless I become authorized to receive entitlements through other eligibilities. If the hardship is resolved, I understand I must report this to the UH Management Section immediately. ______ (Member's Initials)

Reside off base with allowances - E4 met 3 Years of Service Requirement

Check-In Record - BROOKS, DWAN L.

3 of 6

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Installation Information:		
Dorm Residency Policies:		
SIGN	DATE	
Financial Liability for Damages:		
SIGN	DATE	
Notes:		
Check-In Record - BROOKS, DWAN L.	4 of 6 Printed: 02/06/2024 15:	50.46

CONDITION CODES

BEBentCGChippedGGGougedBRBrokenDEDentedGOGoodBUBurnedFAFadedLOLoose	MA Marred	RU Rusted	TR Torn
	NE New	SC Scratched	WR Worn Badly
	RB Rubbed	SO Soiled	ZC Cracked

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SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

Attach to application for military, government-managed and privatized housing

I,

have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences as stated below.

POLICIES

Air Force Installations requires full disclosure from persons applying for military, government-managed or privatized housing who are sex offenders or who intend to have dependents who are sex offenders reside with them.

If you, or an authorized dependent who will reside with you, are found to be registered or are required to register as a sex offender under the laws of any state, you could be denied residency in Air Force military, government-managed and privatized housing.

If you, anyone living in your household or visitor is found to be a sex offender after you take occupancy, you may be subject to eviction and/or barment from the Installation.

Installation Commanders are authorized to approve or disapprove applications from persons for residency in military, government-managed and privatized housing when they or another prospective resident of the home is a sex offender.

PROCEDURES

Applicants who cannot sign this form because they or a dependent who will reside in the home with them is a sex offender will be required to submit written information and documentation, which may include but is not limited to the following, in order to be considered for housing by the Installation Commander:

- 1. Whether the sex offender is the military member, civilian or dependent.
- 2. Nature and circumstances of the offense.
- 3. Exact criminal statute or law under which the person was convicted.
- 4. State or jurisdiction where the offense occurred and was adjudicated.
- 5. Elapsed time since the offense was committed.
- 6. Age of the offender at the time the offense was committed.
- 7. Age of the victim at the time the offense was committed.
- 8. Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law.
- 9. Whether the conviction requiring registration has been reversed, vacated, or set aside, or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration.
- 10. Conditions of parole/probation or monitoring, if any.

CONSEQUENCES

Falsification of this form or any other information pertaining to your criminal history or sexual offenses will result in immediate denial of your application for or retention of military, government-managed or privatized housing.

AF Form 4422 20100712

Signature of Applicant

Check-In Record - BROOKS, DWAN L.

Printed: 02/06/2024 15:59:46



DEPARTMENT OF THE AIR FORCE 51ST CIVIL ENGINEER SQUADRON (PACAF) UNIT 2129 APO AP 96278-2129

MEMORANDUM FOR NEW DORM RESIDENT

FROM: 51 CES/CEIHD

SUBJECT: Dormitory In-processing Brief

1. You have been scheduled for your dormitory in-processing briefing on (<u>your first Wed</u>) at <u>0900 hrs</u>. NOTE: Dormitory in-processing briefs are only held Wednesdays at 0900 hrs.

Your Airmen Dorm Leader is:

2. Please bring the attached packet and a copy of your orders to your appointment which will be held at **3rd Floor Dayroom of BLDG XXXX**. The briefing will take approximately 30 minutes.

3. You will have <u>10 days</u> from the date of assigned quarters to return this packet and its entirety to the Airmen Dorm Leader. Failure to return packet to the Airmen Dorm Leader can result in you being held financially liable for any and all damages to your room.

3. If you have any questions or scheduling conflicts, please call <u>(Cell Number) or (DSN) (during duty hours: 0730-1630)</u>

Airmen Dorm Leader's Signature/Date _____

Resident's Signature/Date_____



MEMORANDUM FOR BUILDING

FROM: 51 CES/CEIHD

SUBJECT: Responsibilities for Dorm Residents living in a Collective Protection System (CPS) Facility

1. You have been assigned a dorm room in a CPS facility. As such, you are hereby tasked with following basic operation guidance for the preparation and activation of the CPS system for over pressurization during contingency operations. CPS facilities are critical to ensure the operational effectiveness of all personnel at Osan AB.

2. CPS facilities operate by filtering exterior air through a specialized filtration system to ensure the safety of building occupants during contingency operations where the system will be put into an active status (Chemical Warfare mode) to protect against chemical, biological and radiological contaminants.

3. In order for the system to operate correctly, all residents will need to ensure their windows are closed and blast shutters secured prior to and during CPS activation in order for the over pressurization to happen in accordance with operational guidance. Laundry Rooms will also be unavailable during contingency operations, for they will be required to be closed off in order to maximize facility pressure. All exterior doors will be locked and inaccessible at which time all facilities will be enforcing single point of entry procedures.

4. Residents will comply with the guidance of Airman Dormitory Leaders (ADLs) to ready the facility for contingency operations. If residents are unavailable, ADLs and Shelter Management Teams (SMTs) will perform the actions on behalf of the residents, which will require them to enter the resident's rooms and secure them appropriately.

5. Coinciding with CPS activation, facilities will be used to shelter pre identified Osan AB personnel. These additional personnel will be relocated from their current dorm to a pre designated CPS facility to beddown. All CPS residents will be asked to secure all valuables that can fit into an A bag or equivalent and labeled with name, rank and unit. Personnel from other units may be bedding down with you in your room and the hallways of your building so please prepare accordingly. Damaged (due to negligence) or lost cots may require the member to replace this critical WRM asset.

6. By signing below, you acknowledge that you understand all procedures and responsibilities listed in this letter. Non-compliance can compromise the integrity of the CPS facility with a potential to cause serious injury or death to personnel during contingency operations.

Dorm Resident Signature

FOR OFFICIAL USE ONLY

AFI 33-201V2, para 9.2.1 Limit access to these records to those persons who manage, administer, operate, and maintain COMSEC aids and equipment. JAJCOM approval is required if outside agencies such as the Air Force Audit Agency or Inspector General require viewing of COMSEC documentation.

RESIDENT RESPONSIBILITIES

1. Rooms should be maintained in a neat and orderly manner, and room doors will be posted with current occupant's name, rank and duty phone.

2. Pornographic material will not be displayed. Pornographic, defined as, but not limited to, displays that show genitalia or pubic hair, obscene, racist, sexist, or such materials likely to incite violence or disorder. Because such material detracts from good order, morale, and discipline of the Air Force, these items will not be openly displayed. However, any items in good taste are welcomed to be displayed.

3. The following items are permitted in your quarters: Refrigerators, television sets, stereos, floor or window fans, electric irons, coffee pots, microwave ovens and similar electrical appliances. Air conditioners, electric heaters, George Foreman grills, rice cookers, crock pots and toasters with a timer shutoff may be used in dormitory kitchens only but must be approved by the ADL prior to their use. Hot plates, electric frying pans, charcoal grills, and other similar cooking items are NOT permitted.

4. Extension cords are not authorized. Items must be plugged directly into a wall socket or a surge protector type power strip.

5. Before performing any maintenance changes to the construction of your quarters, submit a self-help work order request through your ADL for approval; no work can take place until the work order has been approved.

6. You may have privately owned draperies in your quarters, provided the materials are fireproof or fire retardant, kept clean, and in good repair; your ADL must approve them.

7. Private telephone and cable television may be installed in your room.

8. Pets are not permitted in the dormitory for health reasons. Fish aquariums are permitted but must be keep clean. Dangerous fish, animals, or insects are not allowed.

a. Fish are the only pets permitted in the aquariums. Turtles, snakes, hamsters, or similar types of pets are not allowed. NO EXCEPTIONS

9. Weapons are prohibited in the dormitory rooms, vehicles, or other unauthorized locations. ADLs, unit commander, first sergeant, or security forces may confiscate them. Confiscated weapons may be held as evidence until final disposition is determined or administrative action completed. The ADL may, on behalf of the respective squadron commander, authorize storage of items not considered firearms, illegal, or explosive. The following items are considered weapons unless issued for performance of official duties, household duties, or shaving. These items may be transported directly off base or on base for activities, such as hunting or archery practice, but must be returned directly to the storage area upon their return.

- a. Knives with blades longer than 4 inches.
- b. Bows, arrows, or crossbows.
- c. Slings and slingshots.
- d. BB or pellet guns, pistols, or rifles. (Stored at SP Armory, Bldg 500)
- e. "Bolo" knives, machetes, swords, spears, or any similar instruments.
- f. Blank cartridge pistols.
- g. Blow guns.
- h. Straight razors.
- i. Martial arts weapons.
- j. Paint-ball guns, or any weapon used for survivalist games.

10. Weapons listed below are considered illegal and are not authorized on Osan AB. These items will be confiscated by the security forces and held as evidence until proper action has been taken. These items will then be destroyed or disposed.

- a. Ice picks, daggers, brass knuckles, or knives, switchblade knives, butterfly knives, with blades longer than 4 inches.
- b. Gas pistols, shooting pens (fountain pens, automatic pencil type pens, or other cartridges capable of discharging tear gas or other unlawful propellants), or any weapon capable of discharging chemical agents, other than an authorized dispenser.
- c. Shooting weapons and blades equipped to be collapsed, telescoped, shortened, or stripped beyond the normal extent required for hunting or sporting, or which are concealed in other devices (walking canes, umbrellas, and tubes).
- d. Sawed-off shotguns.
- e. Automatic weapons.
- f. Silencers for weapons.
- g. Any other weapon or device from which projectiles can be discharged and which would normally be expected to seriously injure or kill another person.
- h. Any weapon listed by the Bureau of Alcohol, Tobacco, and Firearms as being a Class III weapon.

11. Flammable or corrosive materials (i.e., gasoline, charcoal lighter fluid, motor oil, oil-based paint, spray paint) of any kind are prohibited.

12. Visitation is just that and is not to be construed as permission to sleep in the dormitories. Visitors, under 18, are not allowed in the dormitories unless they are active duty or escorted by their parent or guardian. Your visitors are your responsibility and must be signed in through the Visitor Control Center. You must escort them while on the dormitory premises. Long-term visitors (those who present a resident appearance; maintenance of clothing, health, and hygiene items) are prohibited. Visiting dependents/spouses of individuals who are assigned to single occupancy rooms may visit and stay in the room with the sponsor for up to 30 cumulative days for any unaccompanied tour, with proper approval through your ADL.

13. Quiet hours are 24 hours a day and must be observed due to the variety of shift workers residing in the dormitories. Musical instruments, stereos, televisions, or other sound equipment will not be played at a level, which can be heard outside your room. You and your guests must maintain your voices at that same level.

14. Room moves, changes, or the removal of any government-owned furniture from the assigned rooms, will not be made without the prior approval of the ADL.

15. Personnel under 21 will not possess or consume any alcoholic beverages.

16. Pictures and posters may be hung. Occupants are responsible for any damage caused by hanging items in their rooms.

17. Boxes or suitcases stored in your room must present a neat and uncluttered appearance. Storage lockers may be available in the dormitory.

18. Bicycles may be kept inside your dormitory room; however, the bicycle must not block any avenue of exit from your room.

a. Bicycles are not allowed to be stored in common areas, stairwells or storage room hallways if applicable.

19. Day rooms, laundry rooms, vending rooms, recreation rooms, or any other common areas in the dormitories are your responsibility. You are welcome to use them for their intended purpose, but you must clean up after yourself.

20. Smoking is permitted only in outside areas that have been designated for smoking. All smoking areas will be designated and approved by the 51 FW/CC or his representative.

21. All motorcycles and other off-road recreational vehicles will be parked in the designated parking areas only.

22. Ceiling coverings, such as fish netting or parachutes, are prohibited in the dormitory. Nothing will be hung from the ceiling or hung from or draped over the light fixtures or fire alarm devices; this is for your safety.

23. The use and possession of open flame devices such as candles, compressed gas torches, incense burners, or similar devices producing a constant flame or glowing brand are prohibited.

NOTE: The 51FWI 32-2001, Fire Prevention and Protection, states that candles are authorized, however that is a minimum standard for fire protection and does not override this instruction. Therefore, open flame devices are prohibited.

24. Report all discrepancies or problems with your room to the dorm or zone manager as soon as possible, so the repair work can be requested.

25. Room damages will be documented when in-processing into your room. Damages in common areas found upon out-processing will be shared equally by the occupants unless it can be determined who caused the damage.

26. You will be issued a pin for your room, and common areas if applicable. If you get locked out of your room after hours, call 784-6226 and someone will help you.

27. Prior to terminating your quarters ADL staff will inspect your room. You must schedule a pre-termination inspection with the dorm manager at least two weeks prior to your expected departure. Any damage other than fair wear and tear will be corrected by you or through government reimbursement prior to your out-processing from the dormitory.

28. The ADL staff is responsible for safety, security, cleanliness, and maintenance of the dormitories. Please listen to them, this could prevent needless actions from occurring.

29. This acknowledgment constitutes my understanding of responsibilities and compliance.

30. Failure to comply with these policies could result in disciplinary action.

31. Personal trash will NOT be deposited in the hallways, stairwells, dayrooms, laundry rooms, or any other common area. Recycling is MANDATORY.

32. All valuables should be secured when the dormitory occupants are absent from the room. Personnel residing on the first floor of the dorm will secure windows anytime the room is unoccupied.

33. All space heaters must have a tip over switch and be Underwriters Laboratories (UL) safety approved. These items must be plugged directly into a wall outlet.

34. Fire safety devices including doors will not be tampered with or propped open. Violations are punishable under UCMJ

35. Airmen Dorm Leaders are authorized to conduct spot inspections of all quarters monthly, to include shift workers at any time. Contractors may enter the room to perform maintenance without prior notification to the resident.

36. During the pre-termination inspection, the Airmen Dorm Leader will determine if the room needs to be painted. In the absence of a government contract, the painting will be completed by the dorm resident with supplies from the Airmen Dorm Leader.

RESIDENT SIGNATURE & RANK:	DATE:	WDM SIGNATURE & RANK:

Room ExteriorMain Entrance DoorDoorframe/ThresholdDoor HardwareWindow/ScreenName PlateSleeping AreaMain Entrance DoorDoorframe/ThresholdDoor HardwareWindow/Screen	dition (Excellent,Good, Fair,Poor)	Type of Damage (Hole,Scratch,Gouge, Dent,Broke)	Location (Top,Bottom,Front,Back,) Side)	Remarks
Main Entrance Door Doorframe/Threshold Door Hardware Window/Screen Name Plate Sleeping Area Main Entrance Door Doorframe/Threshold Doorframe/Threshold Door Hardware Window/Screen indow Coverings/Blinds Walls Ceiling Light Fixtures/Fans Receptacles Baseboards Carpet/Floor				
Doorframe/Threshold Door Hardware Window/Screen Name Plate Sleeping Area Main Entrance Door Doorframe/Threshold Door Hardware Window/Screen indow Coverings/Blinds Walls Ceiling Light Fixtures/Fans Receptacles Baseboards Carpet/Floor				
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Receptacles Baseboards Carpet/Floor				
Baseboards Carpet/Floor				
Carpet/Floor				
Closet				
0.0000				
Closet Door				
Bathroom				
Door				
Vanity and Sink				
1edicine Cabinet/Mirror				
Toilet				
Floor				
Walls/Tile				
Shower/Bathtub				
Exhaust Fan				
ight Fixtures/Switches				
Outlets/Covers				
Ceiling				
Kitchen				
Countertops				
Appliances				
Dishwasher				
Disposal				
Walls				
Ceiling				
Range Hood/Vent				
ight Fixtures/Switches				
Flooring				
Baseboards				
per Signature and Date				

51 CES/CEIHD Unaccompanied Housing



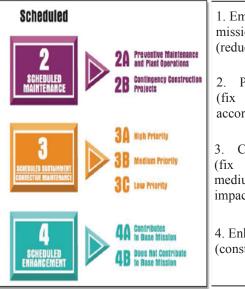
Work Task (W/T) Process

- Residents must immediatley report issues to their ADL. The ADL will call CES and initiate the W/T.
- If after duty hours or on weekends, call 784-6226 for lock-outs or emergency work tasks.
- CE Customer Service assigns W/T number and priority (see below)

Heating and A/C are centrally controlled. If your room is outside these ranges let your ADL know. - Summer Cooling: 70-74F

- Winter Heating: 68-72F

Work Order Priorities (AF-Wide)



1. Emergency work -- Risk to mission, life, safety, or health (reduce risk within 24 hours)

2. Preventive maintenance (fix it before it breaks) according to schedule

3. Corrective maintenance (fix what broke); high, medium, or low mission impact

4. Enhancement work (construct something new)

Washer and Dryer Issues

- If a washer or dryer isn't working properly, annotate the problem on the discrepancy log (located on back of community laundry room door)

- Notify your ADL of the problem, and they will contact the appliance repair contractors. The contractors will use the discrepancy sheet to see which machine isn't working.

- Depending on the cost of the repair, the contractors will either fix the machine, or the Furnishing Management Section will replace it.

- Please take care of these appliances, don't abuse or overload them, and they will last longer.

Mold Prevention

- -Regular cleaning can eliminate mold/prevent spreading
- -Report leaking water to your ADL
- -Maintain your room's relative humidity between 40-60%
- -Ask your ADL for a dehumidifier if needed
- -Ensure restroom exhaust fan is fully operational

Dependent Visitation

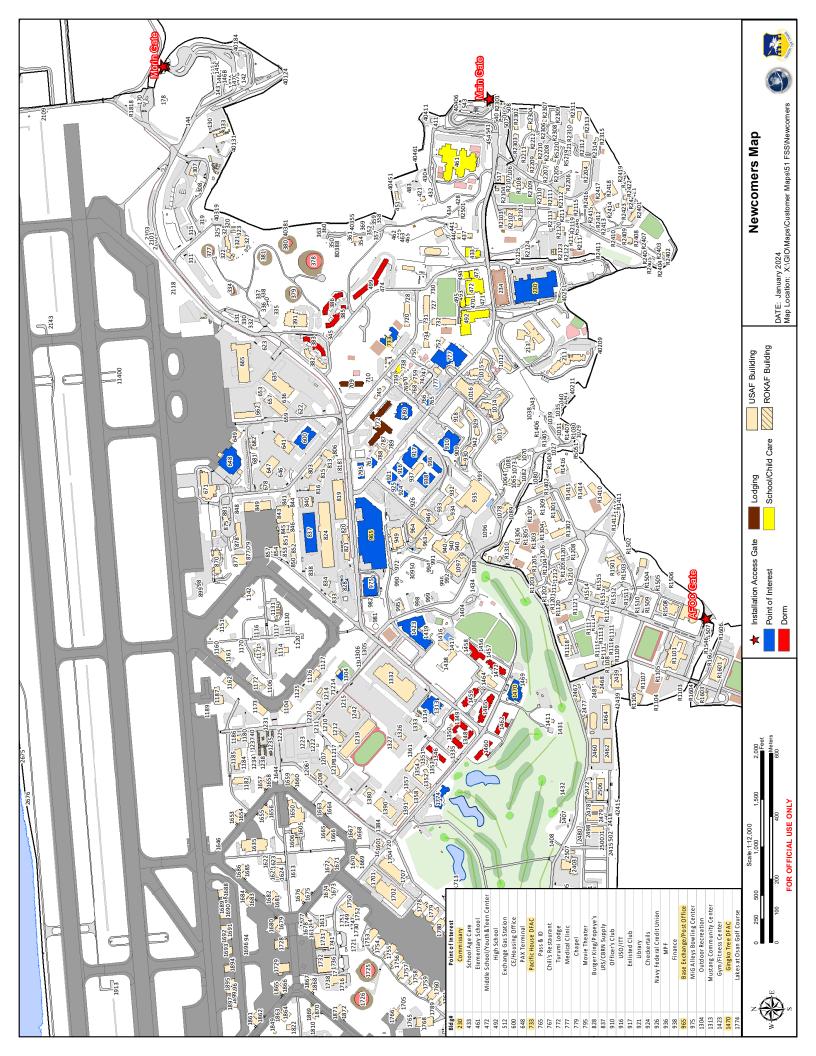
You are authorized to let your dependents stay with you in your dorm! They are allowed up to 30 days in UH. Ask your ADL for a Dependent Visitation Letter. It will be signed by the resident, suitemate, First Sergeant, ADL and UH Chief. This luxury is for dependents only, and after 30 days it will affect your housing entitlements! All other visitors must be at least 18 years old and are prohibited from visitation between 2400-0600.

Other Resident Responsibilities

-Swap-out lightbulbs and door lock batteries w/ADL -Schedule pre-final insp 2 wks prior to checkout to identify cleaning, painting and mx needs for final insp. -Clean/paint(if required) room for final inspection -Final-out w/ADL NLT 10 days prior to departure

Installation Dorm Councils

All dormitories that house AB-SrA are required to establish an Installation Dorm Council (IDC) to improve QoL, develop espirit-de-corps, enhance responsibility and resolve resident issues at the lowest level. ADLs and First Sgts will attend as advisors. Your quarterly meeting minutes will be compiled with other IDCs and reviewed at the Installation Dorm Council, chaired by the FW/CCC.



DOOR TAG

U.S. AIR FORCE	Room:	
Last Name:	First Nam	<u>e:</u>
<u>Rank</u> :	DEROS:	
Squadron:	Shift:	DAYS/MIDS/SWING



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51 CES Airmen Dorm Leader