

479th Flying Training Group Naval Air Station Pensacola



AIR FORCE UNACCOMPANIED OFFICER QUARTERS BROCHURE

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Attachment 1 (479 FTG OI 32-1)



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

23 January 2014

MEMORANDUM FOR UCSO STUDENTS

FROM: 479th FTG/CC

SUBJECT: Unaccompanied Officer Quarters (UOQ)

1. Welcome to Naval Air Station Pensacola and Undergraduate Combat Systems Officer Training. We are pleased to offer you the Unaccompanied Officer Quarters (UOQ) as a state of the art, modern, functional residence while you are stationed here. The UOQ is a quality of life benefit for all unaccompanied UCSO students and provides a comfortable residence so you can focus on becoming a world class Combat Systems Officer.
2. All unaccompanied UCSO students are required to occupy the UOQ when space is available. The UOQ governing instructions are AFI 32-6005 and the 479 FTG Operating Instruction 32-1. As officers privileged to serve in the United States Air Force, I expect that you will maintain the highest standards of professionalism and discipline during your stay here. Anything less will not be tolerated.
3. As residents of our UOQ, I encourage you to take this opportunity to immerse yourself in this rigorous training environment. The road to wings will be a difficult but rewarding challenge. These quarters are designed to enhance your ability to study, build camaraderie and develop into warriors. I wish you well. Fly, Fight, Win!

//signed/tbs/6Mar14//

THOMAS B. SHANK , Colonel, USAF
Commander

BUILDING MANAGEMENT OFFICE (BMO):

Manager – Mr. Larry Fillingim

Office (850) 452-4149 or Cell (850) 554-0637

Maintenance – Mrs. Pam Clay

Office (850) 452-4150 or Cell (850) 777-4265

Custodian – Mr. Calvin Raby

ASSIGNMENT TO UOQ:

Welcome to Naval Air Station Pensacola and the beginning of your UCSO training. The Building Management Office (BMO), located in Wing A of the UOQ, is here to assist you in your transition and assignment to our UOQ. The BMO is operated by a Building Manager and Maintenance Technician under the oversight of the NAS Pensacola Unaccompanied Housing Director. Hours of operation are 0830 to 1730 M-F.

Personnel arriving after duty hours should report to the Navy Gateway Inn and Suites front desk located in Bldg 600. Lodging personnel will provide individuals with temporary lodging for up to 10 days, reimbursable on PCS orders, until they are able to in-process for UOQ assignment.

The UOQ is for single UCSO students only. If a single UCSO student gets married, they are required to notify the BMO and Student Control/Flight Commander to discuss housing options.

ACCOMMODATIONS:

The UOQ contains 202 apartment units. Each unit is equivalent to a one bedroom apartment with 525 square feet, a living room, kitchen, bedroom and bathroom. Each unit is fully furnished with a queen-sized bed, dresser, night stand, lamp sofa, recliner, TV stand, bookcase and bar stools. In addition, each unit has a full private bathroom and a full kitchen with refrigerator, microwave, cook top, dishwasher and washer/dryer combo.

The UOQ also has common areas available for student use. There is a pavilion located on the east side of the building with barbecue grills and picnic benches. There are five common area study rooms, a Heritage room for special events and a volleyball court.

Bed linens and vacuum cleaners may be signed out on a temporary basis from the BMO. A cleaning supply kit will be issued upon check-in however subsequent supply replenishment is the responsibility of the occupant.

CHECK-IN AND GETTING SETTLED:

The UOQ staff worked very hard prior to your arrival to ensure your apartment is clean, fully functional, damage free and ready for occupancy. They will take care of putting a new name plate outside your apartment door. In addition, your personal e-mail address will be added to a distribution address group; if you do not receive e-mails from the UOQ staff please check with them to ensure they have your correct e-mail address.

FURNISHINGS, APPLIANCES AND ROOM INSPECTION:

Re-inspect your room to ensure all the furnishings, appliances, walls, ceilings, etc. are free of any damage. Accomplish your inspection within 48 hours of checking in; use your furnishings inventory to ensure all furniture and appliances are in your room. If you note any damage, anything missing or any cleanliness issues, notify the BMO immediately. The BMO will assume everything in your room is satisfactory, clean and damage free if they do not hear from you within 48 hours. Do not write on or remove the furniture inventory stickers/bar code labels.

REARRANGING FURNITURE; RULES FOR PERSONAL FURNITURE:

You may rearrange furniture but avoid dragging furniture across the floor; doing so can pull the carpet tile loose. Furniture may not be rearranged in a manner that limits egress from the bed room area to the front door. **PERSONAL FURNITURE** – personal furniture is authorized providing your personal items “fit” in your room comfortably and you maintain a neat and organized apartment. Keep in mind that there are no storage areas for storing furniture. All assigned government furnishings must stay in your room.

STORAGE OF HOUSEHOLD GOODS:

UOQ residents will only have space for equipment and personal items required during training. We strongly recommend a partial DITY move, bringing only necessary items, while placing non-essential household goods in non-temporary storage. Non-temporary storage will be utilized for household goods while attending UCSO training. Be advised, students will not have access to items in non-temporary storage and should ensure personal and required items are brought with them. Orders for non-temp storage will be processed through Finance and must be completed within 30 days of room assignment.

Storage is not permitted under the stairwells, common areas or in the breezeways as it impedes emergency evacuation.

WALL DECORATIONS:

The BMO will brief you on authorized hanging devices during your UOQ in-processing.

--Do not hang, stick or in any way attach any item to ceilings, doors, cabinets/counters or furniture

--Any type of tape, nails, anchors, adhesives, glues, decals, etc. are prohibited

ROOM KEYS, MAINTENANCE and LOCK OUT:

Store and carry your keys away from articles that have batteries or magnets. During check-in, you were issued two room keys. One of the keys is a spare key and it should be kept in your room in a safe place. Your card keys were encoded to be good for 18 months; make note of the key expiration date. You must see the BMO prior to the key expiration date to have both keys updated. Failure to do this will result in a lockout.

For all non-emergency maintenance requests, complete a maintenance ticket and leave ticket in the box outside of the maintenance office. You will receive a response no later than the next duty day with the corrective action or, if not corrected, a status and estimated completion date. For emergency requests, i.e. anything that could result in harm/injury to persons or damage to government property, please contact the BMO immediately at 850-554-0637.

For any maintenance or lost key/lock-out issues during business hours, contact the BMO. For after-hour lock-outs, contact the Navy Gateway Inn and Suites front desk at 452-2755.

CARING FOR APPLIANCES:

You are responsible for care and user-maintenance for all appliances in your apartment. This includes proper use, no abuse, cleaning and avoiding any activity that could be considered negligence. If you have questions about any of your appliances, ask the BMO for a copy of the manufacturer's owner's information.

--Washing machine – Only use liquid “H-E” or high-efficiency rated liquid detergent; do not use powders; take care when loading your machine; if the washing machine senses an unbalanced load, it may not drain properly.

IMPORTANT: Strongly recommend the use of a laundry bag for use in the washer for small articles and under garments; small articles have a tendency to get behind the washer-tub and into the drain; if this occurs, it will clog the pump and your machine will not drain; when not in use, keep the washing machine door cracked to avoid mildew or foul smells.

--Dryer – Clean the lint filter following each use. Also, please ensure the dryer door is shut when not in use to extend the life of the small light bulb.

--Refrigerator – Keep spills cleaned up and settings at “4” (the recommended setting).

--Dishwasher – Ensure all food stuff is removed from dishes prior to loading.

--Garbage disposal – Only put soft food items down the disposal and run the disposal, with water, after placing food items in the disposal; do not allow food items to sit in the disposal for more than a day; some food items can harden and/or dry out making them more difficult to dispose of; always run your water when the disposal is turned on—never run the disposal dry.

--Ceiling fans – Never hang items from your ceiling fan blades; occasional dusting is strongly recommended.

-- Glass top stove – Do not allow spills to accumulate as they will harden and/or bake on, and become very difficult to clean; special cleaners are available on the market that are designed for cleaning glass top stoves.

-- Microwave/convection oven – Do not allow spills to accumulate as they will harden and/or bake on, and become very difficult to clean; take care of the two oven racks and the cook book.

CABLE TV, INTERNET, and TELEPHONE CONNECTION:

Phone, internet and television services may be purchased separately through local providers if desired. Verify with the BMO that your chosen service provider is approved for use in the facility. If you cannot be present for a scheduled visit with an IT provider, you may request and authorize, in writing or via e-mail, the BMO to escort the IT technician in to your room to complete requested work. The BMO will not allow a Mediacom or Go WiFi technician in to your room without prior authorization from you. And don't forget, it is your responsibility to notify the IT provider to turn in equipment and discontinue service prior to checking-out. **NO SATELLITE DISHES OF ANY KIND ARE PERMITTED.**

Net Near You (goWIFI) – Online account setup with wireless internet capability

Mediacom – Cable/Internet/Telephone – (877) 561-6847

LOST AND FOUND:

UOQ occupants often lose or leave behind personal items. Each occupant is responsible for properly securing any lost and found items and attempt to notify the owner. If a member cannot contact the owner then he/she will turn the item in to the BMO.

CLEANING SERVICE:

Cleaning services may be purchased through the Navy Gateway Inn and Suites front desk. The rate is \$15/day with a minimum service of twice weekly.

VEHICLES/RECREATIONAL VEHICLES:

There are currently fewer dedicated UOQ parking spots than there are UOQ rooms. Because of the limited space, all UOQ occupants are limited to one vehicle for UOQ parking. During normal weekday business hours (0730-1630), students will avoid parking in the overflow area in front of the Navy Conference Center, Bldg 3249. In addition, UOQ residents are not permitted to store recreational vehicles (boats, campers, trailers, jet skis) at their living quarters. Storage space is available for purchase through the MWR office. You may contact them at 452-2212.

Designated motorcycle parking is available. Do not park motorcycles adjacent to the building or under breezeways due to the Fire Safety Code.

Washing or performing maintenance on vehicles in the parking lot is prohibited. Students may use the base wash racks. The auto-hobby shop on Corry Station can be reached at 452-6542.

BICYCLE LOCKERS:

There are a limited number of bicycle lockers available for assignment. If you need a locker please see the BMO. If a locker is not available, you will be put on a waiting list and notified when one becomes available. In the interim, you may lock your bicycle to the wooden privacy fence located on the west side of the UOQ. REMINDER: You are not authorized to keep your bicycle in your room or any other location in the UOQ.

DAMAGE REPORTING:

You must report any damage to your apartment as soon as possible. In addition, if you notice damage in any of the common areas, inside or outside, report this as soon as possible as well.

RECYCLING:

Recycling helps to provide funds for many of the base's MWR programs. There are recycle containers for card board, paper, plastics/cans and magazines located on each floor at the B / C wing corridor. VERY IMPORTANT: Do not mix garbage or glass with the recyclables; doing so renders the entire recycle container as garbage.

GARBAGE AND REFUSE COLLECTION:

Dumpsters are located in the parking lot on the southwest side of the UOQ. There are seven smaller trash cans available as a convenience for you. Do not abuse this convenience by placing garbage or trash on the sidewalks. If the smaller trashcans are full, use the dumpsters. Leaving trash and/or household garbage on the sidewalk or stacked on top of full trashcans will draw in a host of pests, i.e. squirrel, rats/mice, fox, roaches/ants, snakes, etc. Do your part and discard your trash/garbage properly.

EXTENDED TDY, LEAVE OR OTHER ABSENCE:

Anytime you are absent for more than a week, you will:

- Notify the BMO, via e-mail, of your departure and expected return dates. The AF requires us to inspect your apartment, weekly, anytime you are away for more than a week.
- Ensure all perishable foods are stored in the refrigerator/freezer, in a tightly sealed container, or thrown out. Ensure all garbage/trash is thrown out.
- Ensure all electrical devices are turned off or unplugged and all lights are turned off.
- Complete a mail hold card and turn in to the post office.

MAIL:

P.O. boxes are located on the southeast corner of the property. You will need to call the post office maintenance department at 850-434-9109 to begin the process to have a box set up. When you call, you will be asked to leave a voice mail including your name, phone number and address; your address is: 451 BOQ Rd, apartment #_____, Pensacola FL 32508. Once you have completed this phone call, your P.O. box keys will be ready for pick-up, at the post office on base, in 2-3 business days. One other important note, anytime you will be away (on leave, TDY, etc.) for more than a week you will need to complete a “mail hold card” and turn it in to the post office. This will ensure your mail is held till you return and pick it up. Failure to complete the hold card and turn it in to the post office may result in your mail being returned to the sender. And don’t forget, it is your responsibility to notify the post office, and turn in your keys, prior to checking-out.

UPS and FedEx packages will be accepted during business hours at the Management Office using the following address: **451 BOQ Road, Bldg 4146, NAS Pensacola, FL 32508**

NATURAL DISASTERS, HURRICANES:

Hurricane season is 1 JUN – 30 NOVEMBER. All residents are required to have a color-coded BH sticker, for the current year, on your CAC card. You should have been issued this sticker at the time of check-in so if you do not have the sticker, please see the BMO. In the event of a major-category storm, the 479th leadership will keep you informed on the storm’s status, issue pre- and post-storm guidance, and if necessary, issue evacuation guidance.

BASIC ALLOWANCE FOR HOUSING (BAH):

Single members without dependents are not authorized BAH, in most circumstances, unless government housing is not available. Please see AFI 32-6005, chapter 5, *Financial Matters*, for further guidance. The 479th OSS policy requires all single members without dependents to reside in the UOQ. However, if the UOQ occupancy rate is at or above 95%, new CSO arrivals will be offered the choice to reside in the UOQ or off base. If you have further questions, please see the BMO, your flight commander or your commander’s support staff.

ALCOHOL & ALCOHOLIC BEVERAGES, COMMANDER’S POLICY:

The 479th OSS policy outlines the following quantity limitations on alcohol in the UOQ:

--UOQ residents may possess two 750ml of liquor/wine, or one 750ml of liquor/wine and one 12-pack of beer, or one case (24-pack) of beer. Quantities discovered by the BMO—in the performance of their duties—that exceed policy limitations, will be reported to STUCON. Self- or home-brewing is prohibited.

ROOM INSPECTIONS, COMMANDER’S POLICY:

The 479th OSS policy on room inspections includes the following:

--Your BMO is required to inspect all fire extinguishers every month; during this inspection, the staff is tasked to report, to STUCON, any conditions that 1) indicate unsatisfactory housekeeping or 2) violate any other command policy. This is not a “no-notice” inspection; you will always receive notice, via e-mail, when the BMO will be inspecting fire extinguishers. **BE READY!**

--STUCON flight commanders are required to inspect 5% (approximately 10 rooms) each month. Generally, these inspections are no-notice. **BE READY!**

--The OSS Commander, or a designated representative, will visit once a quarter to inspect rooms. Generally, these inspections are no-notice. **BE READY!**

You received a *479 OSS Inspection Checklist* upon check-in; please use it for reference. If you adhere to the checklist guidelines, set forth by the Commander, you should never have an issue with room inspections.

COHABITATION, OVERNIGHT GUESTS AND SOCIAL VISITS:

Cohabitation and overnight guests are not authorized. Guests are authorized between the hours of 0600 – 2400 only. All guests must be accompanied by a resident of the UOQ at all times while inside the UOQ building. All violations are immediately reported to STUCON for corrective action.

CHECKING OUT:

Failure to follow the check-out process may delay your check-out of the UOQ. Once you know your PCS date, let the BMO know and provide the staff with a copy of your orders; you will need to schedule a pre-final inspection and a final inspection.

--Pre-final inspection—this inspection should be scheduled with the BMO once you are 10-14 days prior PCS. The pre-final inspection includes furniture, walls, carpeting, doors, appliances, etc. to ensure there isn't any damage and all furnishings are accounted for. You will be given a checkout inspection/cleaning checklist that you will be required to complete and turn-in at the time of your final inspection and check-out.

--Final inspection – your room must be completely empty of all personal items and cleaned in accordance with the checklist given to you during the pre-final inspection. If you need specific cleaners, or advice, ask the BMO. Remember, the UOQ is not a hotel! You are responsible for cleaning your apartment. Failure to meet cleanliness standards will delay your check-out and CSS out-processing.

ALL OTHER OCCUPANT RESPONSIBILITIES:

Reference 479 FTG OI 32-1 for information regarding room inspections, weapons, pets, and social visit restrictions.

DORMITORY FIRE SAFETY- NASPCLAINST 11320.1H:

Anyone discovering a fire, smelling smoke, gas or seeing a hazardous substance spill has the responsibility of notifying the base Fire Department (850)452-3333. Fire bells are located throughout the facility with step by step instruction on how to notify the Fire Department.

Never leave cooking unattended, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance and call the Base Fire Department at (850)452-3333. **DO NOT ATTEMPT TO MOVE THE PAN!**

Never use the sprinkler heads in your ceiling to hang clothes. The bulb may burst causing water damage to the rooms.

The following types of heat producing devices are prohibited in the UOQ: electric skillets, hot plates, deep-fat fryers, smoking, candles, incense and other flame producing devices.

Building occupants (or any individual) will not attempt to repair, alter or disable the fire detection and suppression systems. Any individual finding a fire detection/suppression device damaged or not working will report their find to the BMO. For any questions, contact the Base Fire Prevention Office at (850)452-2898.

TELEPHONE DIRECTORY

<u>Emergency & Frequently Called Numbers</u>	<u>Hours</u>	<u>Phone</u>
Emergency Numbers	N/A	Emergency: 850-452-3333 Ambulance: 840-452-3333 Fire Station: 850-452-3333 Base Police: 850-452-2453/3453
Navy Gateway Inn and Suites front desk:	24 hours	850- 452-2755 or 2756
Lodging Reservations:	M-F: 0001-2359	850-452-3625
Building Manager Office:	M-F: 0830 - 1730	850-452-4149
Maintenance Technician Office	M-F: 0830 - 1730	850-452-4150
AIF Security Desk:	M-F: 0700-2200	850-452-0604
Base Quarterdeck (Base Operator):	M-F: 0800-1700	850-452-3100
CSS (Command Support Staff):	M-F: 0930-1500	850-452-0934
Command Religious Program (Bldg 634):	M-F: 0730-1630	850-452-2341
Finance:	M-F: 0930-1500	850-452-0938
Housing Office:	M-F: 0900-1700	850-452-4412
Medical Technician:	M-F: 0600-1500	850-452-5640
National Museum of Naval Aviation:	M-F: 0900-1700	850-452-3604/3606
Naval Base Health Clinic Central Appointment Line (SICK CALL):	M-F: 0800-1700	850-505-7171
PSD (ID/CAC Card Assistance):	M-F: 0730-1600	850-452-3617
Personnel:	M-F: 0930-1500	850-452-0937
SATO:	M-F: 0730-1600	800-716-7286
RIPS/Training Tech:	M,W,F: 0930-1630 Tues & Thurs: 0800-1630	850-452-0954
Security Manager:	M-F: 0700-1600	850-452-0696
STUCON Office	M,W,F: 0930-1630 Tues & Thur: 0800-1630	850-452-0971
STUCON Flight Commanders:	M-F: 0800-1700	850-452-0955/0956//0957 After Duty Hours Cell: 850-503-3225
Director of Student Affairs	M-F: 0800-1700	850-452-0699
TMO/PPO Office	M-F: 0800-1600	850-452-4654
<u>Ammenities and Services Numbers</u>		
NASP Police Desk Sgt (Weapon storage)	N/A	850-452-2846
Naval Aviation Museum	M-S: 0900-1700	850-452-3604
Mustin Beach Club (O-Club)	Lunch Service: T-F: 1100-200 Bar Service: Wed-Fri: 1500	850-452-2026
Radford Fitness Center	M-F: 0500-0900 Holiday/Weekends: 0700-1500	850-452-9845
Fleet & Family Support Center:	M-F: 0730-1600	850-452-5990 ext. 3102/3103
Portside Cinema:	Mon-Thu: 1730-close Fri: 1630-close Weekend: 1130-close	850-452-3522
Bayou Grande Marina	Thu-Mon (Winter)0800-1630 (Summer)0900-1700	850-452-4152
Sherman Cove Marina	Mon, Th-Fri (Summer)0800-1630 Sat-Sun (Summer)0700-1730 Thu-Monday (Winter)0800-1600	850-452-2212
Aviation Plaza on NASP (Exchange Complex)	M-Sat: 0900-20000 Sunday: 1000-1800	850-458-8883/8884
Corry Station NEX (Exchange Complex)	M-Sat: 0900-2000 Sun: 1000-1800	850-458-8883/8884
Corry Station Commissary	M-Sun: 0800-1900	850-452-6880

**BY ORDER OF THE COMMANDER
479 FLYING TRAINING GROUP (AETC)**

**479 FLYING TRAINING GROUP
OPERATING INSTRUCTION 32-1**

01 Mar 2014



**479 FTG Commander's Policy for
Unaccompanied Officer Quarters**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available digitally at: [Air Force Portal – 479 FTG](#).

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 479 OSS/OSH
(Maj Jamie Wiley)
Supersedes: 1 May 2012

Certified By: 479 FTG/CC
(Col Thomas B. Shank)
Pages: 7

This operating instruction implements and extends the guidance in Air Education and Training Command Supplement to [AFI 32-6005, Unaccompanied Housing Management](#). The following guidance, policies and procedures are for managing unaccompanied housing (UH) at Naval Air Station Pensacola Undergraduate Combat Systems Officer (CSO) Training (UCT). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with [AFMAN 33-363, Management of Records](#), and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the chain of command.

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None.

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Chapter 1

INTRODUCTION

1.1. General. This instruction establishes 479 FTG policy for the Unaccompanied Officer Quarters (UOQ). All assigned and attached group personnel will maintain a copy of this Operating Instruction (OI) as part of their associated directives. Commanders, Flight commanders and supervisors will ensure their subordinates are familiar with and comply with its contents. For areas where this OI is the source document, waiver authority is in accordance with paragraph 1.4. When this OI conflicts with basic source documents, those basic documents take precedence.

1.2. Master Copy. The group publications manager shall maintain the master copy of this OI.

1.3. Distribution. The group publications manager will be the office of primary responsibility (OPR) for the distribution of this OI. Additionally a copy will be available on the group's [Air Force Portal – 479 FTG Website](#).

1.4. Waiver Authority. The minimum waiver authority for this instruction is the 479 FTG/CD, unless otherwise prescribed by higher headquarters instructions or policies.

1.5. Mission Statement. Provide world-class training and support to USAF Undergraduate Combat Systems Officers and Graduate Electronic Warfare education to DoD and international partners

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Chapter 2

POLICY

2.1. Guidance. AFI 32-6005 and AETCI 32-6004 require us to maintain 95% occupancy rate in the UOQ. Incoming unaccompanied UCT students are required to reside in the UOQ upon assignment to Naval Air Station Pensacola when rooms are available.

2.2. Personal Responsibility. It is the responsibility of every resident to maintain their assigned quarters and common areas IAW this instruction. All residents are expected to maintain the highest standard of professionalism and officership at all times.

2.3. Inprocessing. Personnel arriving after hours will report to the Navy Gateway Inn and Suites Lodging office located in Bldg 600. Lodging arrangements should be made prior to arrival. If there are no vacant rooms, Navy Gateway Inn and Suites will provide a non-availability letter authorizing personnel to make temporary arrangements off-base. Personnel will check in at the UOQ on the next duty day where UOQ assignment will be based on current occupancy rates.

2.3.1. Room Assignment. The Building Management Office (BMO) staff is responsible for the assignment of Unaccompanied Officer Quarters (UOQ) in the 479th FTG. The BMO is located in Bldg 600. Hours of operation are from 0830 to 1730 M-F.

2.3.2. Documentation List. The following information and documentation for each room must be completed upon assignment and maintained by the BMO:

2.3.2.1. Current and past resident list.

2.3.2.2. Current resident information to include, but not limited to: AF 291, UPH *Asgmt/ Termination Rcd*, AF 594, *Start/Stop/Change BAH*, AF 4422, *Sex Offender Ltr*, AF 228, *Furniture Inventory*, and a copy of the occupants orders.

2.3.2.3. Copies of furniture requests

2.3.2.4. Copies of maintenance requests

2.3.2.5. Copies of check-out/termination checklists for previous residents

2.4. Initial Inspection. Occupants must set up an appointment with the BMO for an initial inspection. The inspection gives the occupant the opportunity to annotate any discrepancies to the unit or furniture on the AF Form 228, *Furnishings Custody Receipt and Condition Report*. Occupants are responsible for returning the room and furniture in acceptable condition.

2.5. Furniture. Government-issued furnishings and appliances must be kept clean and well maintained. All room furnishings and appliances must stay in the room at all times. No

exceptions! For problems with your furnishings or appliances, report needed repairs to the BMO.

2.6. Maintenance. For any maintenance or lost key/lock-out issues during business hours, please contact the BMO. For after-hour emergencies or lock-outs, contact the Navy Gateway Inn and Suites front desk. All occupants are required to call in their own maintenance issues to the BMO. The maintenance issue will either be fixed by the Maintenance Technician or he/she will call it in as a work order to the base contractors. If an emergency condition exists, anyone may report the emergency condition to the Navy Gateway Inn and Suites front desk.

2.6.1. Emergencies. Emergency conditions include, but are not limited to, failure of any utility, fire protection, environmental control, security alarm systems, plumbing leak or a backed-up sewer. Response time may be up to 24 hours.

2.6.2. Urgent. Urgent conditions are determined by the Maintenance Technician or BMO and may take up to 3 work days to address.

2.6.3. Routine. Routine maintenance may take up to 14 work days.

2.7. UOQ Inspection Program. Occupants are subject to periodic spot and/or quarterly inspections by a representative from the 479th FTG. The inspection shall be done by the occupants acting CC and/or CC designated representative.

2.8. Cleanliness. Students will be responsible for the cleanliness of their rooms. Occupant's trash will be deposited in dumpsters adjacent to the complex. All residents must clean up common areas after use.

2.9. Storage. The UOQ does not provide additional storage for personal items. Students may keep HHG in non-temporary storage at government expense or obtain off-base storage at their own expense. Non-temporary storage items will not be accessible during training. Contact the BMO staff for additional information on off-base storage options. Storage is not permitted under the stairwells, common areas or in the breezeways as it impedes emergency evacuation.

2.10. Occupant Responsibilities.

2.10.1. Prohibited items/activities.

2.10.1.1. Pets. Pets are prohibited in your quarters. This includes any kind of fish, reptiles or caged pets.

2.10.1.2. Weapons. Weapons and ammunitions are not permitted in dormitory facilities. This includes display or decorative weapons. Storage of weapons that fire projectiles can be arranged through NASP police. Small knives and/or utility tools are permitted, but the blade must not exceed 3 ½ inches in length.

2.10.1.3. Smoking. Smoking and/or the use of open flame/burning devices are prohibited in the UOQ. This includes but is not limited to candles, incense burners and potpourri pots. An outdoor designated smoking area is located on UOQ grounds at the Gazebo.

2.10.1.4. Offensive Material. Pornographic, offensive or prejudicial material will not be displayed in your room. You may hang pictures and posters on the wall using approved hanging devices retrieved from the BMO. Do not put nails, screws, or hooks in the cabinets, counters, or furniture. Limit pictures to the inside of your room. Do not display stickers, posters, or pictures on the outside of the room, door or window.

2.10.2. Alterations. Residents will not make any modifications/alterations to their rooms. This includes but is not limited to painting, shelving, wallpaper, paneling, etc.

2.10.3. Damages. Residents will be liable and accountable for loss or damage to furnishings, appliances, and equipment that he/she or guests cause by abuse or negligence. If an inspection deems the resident responsible for damages beyond regular wear and tear they must meet AF standards for repair or replacement. They will contact the BMO to get all options to repair or replace damaged items and method of payment.

2.10.3.1. Personal Loss and Coverage. Residents are encouraged to obtain personal loss coverage, such as supplemental renters insurance. Damages to personal property can occur as a result of mechanical failure, weather conditions or personal negligence. Residents should report personal loss or damages immediately to the housing office (BMO), local security and installation legal office. The base legal office can assist the member with filing the proper paperwork. Most insurance policies have a deductible and the government liability may be used to cover most, if not all, of the deductible.

2.10.4. Quiet Hours. Quiet hours are Sunday through Thursday between 2200-0600. Loud, boisterous, and/or unprofessional conduct will not be tolerated at any time. Unprofessional conduct and damage/destruction in common areas or to government property items will be reported to NASP Police immediately.

2.10.5. Utility efficiency/conservation. Residents will turn off electronics when not in use and utilize appliances efficiently for their intended purpose only. Turn off lights in rooms that are not occupied or when daylight is adequate. Recycling containers will be provided throughout the facility and should be used to the max extent possible.

2.10.6. Social Visits. Occupant guests must be at least 18 years old, be escorted at all times and are prohibited between 2400 – 0600 hours. Cohabitation is not authorized.

2.10.7. Fire Protection. Occupants (or any individual) will not, under any circumstances, tamper with the installed fire detection, alarm, or suppression systems.

Any individual noticing a damaged or inoperable system will report it to the BMO as soon as possible.

2.10.8. Fire Safety. Occupants will not use extension cords to power heat producing appliances, i.e. iron, curling iron, coffee maker, rice cooker, etc. When used, extension cords must be the surge-protection type (power strip) and will not be hooked together to cover a greater distance. Plug-in, electrical type air fresheners are prohibited from use in unaccompanied housing on NASP.

2.10.9. Cooking. Never leave cooking unattended, especially when cooking with grease or anything that produces its own grease.

2.10.10. Barbecue Grills. Barbecue grills are provided in the picnic area and must be cleaned after use. Personal grills may not be utilized on UOQ premises. Grills may be stored in rooms for personal outings, but charcoal, lighter fluid, or other fuel is prohibited due to possible combustion.

2.10.11. Bicycles. In accordance with base housing guidance, storage of bicycles in UOQ rooms is prohibited. A limited number of bicycle lockers are available through the BMO upon in-processing. Lockers are located separate from the UOQ but are covered. If a locker is not available, personnel can be placed on a waiting list and will be notified when one becomes available.

2.11. Check-out Procedures. Occupants must contact the BMO to schedule a pre and final inspection of their quarters at least 10 days prior to departure. You will be given detailed instructions for vacating your room. Room inspections will only be scheduled and performed during normal duty hours. The occupant must be present during the inspection. All personal property must be removed from the room. The vacating occupant is responsible for ensuring quarters cleaning standards. Pre-Inspection cleaning services are available through the BMO for a fee dependant on room condition. Damages to the room or furnishings must be repaired or the government reimbursed prior to final inspection. Proof of reimbursement will be required at the final inspection. The thermostat will be set to OFF and the refrigerator on the lowest setting. The room key will be turned in to the Building Manager who will secure the room upon satisfactory clearance.

2.12. Dormitory Council. Residents will elect a minimum of one dormitory council representative annually or as required to address concerns and act as a communications link between residents and Group leadership.

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//signed, tbs, 6 March 14//
THOMAS B. SHANK, Colonel, USAF
Commander, 479 FTG