

# **GUNFIGHTER'S**

## **Unaccompanied Housing (UH)**

### **Resident Handbook**

Airman Dorm Leader Office: 208-828-2244  
CE Emergency After Hour Work Orders:  
208-828-2001 or 208-828-6005



**MOUNTAIN HOME AFB IDAHO**  
**QUALITY LIVING FOR A**  
**QUALITY FORCE**

As of 1-Mar-25



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MEMORANDUM FOR ALL DORMITORY OCCUPANTS

FROM: 366 CES/CEIHD

SUBJECT: Unaccompanied Housing (UH) Resident Handbook

1. The Airman Dorm Leader's (hereafter referred to as ADL's) Office would like to take this opportunity to welcome you to Mountain Home Air Force Base. We sincerely hope your stay here will be enjoyable and rewarding, and you will share our pride in the facilities and services that we offer at Mountain Home AFB.
2. This handbook will assist you in getting settled and answer some questions you may have. Air Force Instruction 32-6000 contains the policies regarding assignment and termination of government dormitory housing; you will find them incorporated in this brochure for better understanding of these policies. If you have questions regarding the contents of this handbook, contact the ADL Office.
3. The handbook contains mandatory information designed to assist you in maintaining your residence to meet required standards. Pride in the appearance of your room and consideration of your neighbors will result in better living conditions for all residents. This brochure will guide you in avoiding unnecessary and avoidable expenses caused by damage to government quarters.
4. In addition to this handbook, the ADL Office also has additional information on Mold/Mildew, Radon, and Lead Based paint etc., located in the ADL Office.
5. We are delighted to have you with us. We are eager to accept your contributions and suggestions concerning dormitory housing. If you have questions or comments please call us at 828-2244, we will be happy to assist you.

**AIRMAN DORMITORY LEADER OFFICE**

## **DORMITORY GUIDANCE**

**1. Air Force Instruction:** General room upkeep, cleanliness, and standards are contained in this brochure IAW with the following publications:

- a. AFI 32-6000, Housing Management
- b. AFI 91-203, AF Consolidated Occupational Safety Instruction

You can find these forms on [WWW.E-PUBLISHING.AF.MIL](http://WWW.E-PUBLISHING.AF.MIL)

### **2. Commanders/First Sergeants/Supervisors:**

- a. Are responsible for ensuring the health and welfare of their personnel assigned to dormitory living.
- b. Conduct inspections of resident living areas of the dormitories. They ensure any discrepancies are promptly corrected and repaired.
- c. Are responsible for reporting violations of policy to the appropriate authority who, in turn, will take appropriate action.

### **3. ADLs:**

- a. Are the Commander and First Sergeants' representatives for the dormitories. ADL's manage dorm facilities while maintaining accountability of furniture and equipment in the dormitories.
- b. Conduct inspections of common inside and outside areas of the dormitories. ADL's ensure any discrepancies are promptly corrected and repaired.
- c. Responsible for reporting violations of policy to the appropriate supervisor, First Sergeant or Commander who, in turn, will take appropriate action.

### **4. Occupants Responsibilities/Liability:**

- a. Will acknowledge their responsibilities at both initial assignment and final termination of their assigned areas annotating the condition of their room and furnishings. Standards for occupant liability shall consider fair wear and tear.
- b. Shall account for their conduct and guests in all government facilities.
- c. Shall be responsible for such routine maintenance, minor repair, good housekeeping as would be expected of tenants in private housing of similar type and

value. Report facility and furnishings maintenance needs beyond their responsibility.

d. Will conserve utilities according to base energy conservation programs. Follow fire, health and safety instructions.

e. May be held liable for loss or damage to government property caused by abuse or negligence. (10 U.S.C. 2775).

f. Are accountable for government furnishings in their room, and will not store furniture anywhere other than the dorm room. If resident is 6'4 (76 inches) or taller, they may request a Full XL bed, rather than the Twin XL issued to them. Resident must provide an official PT test showing their height. Additions or deletions will be recorded on the in-processing furniture accountability form. Upon termination of the room, all furnishings will be returned to basic configuration.

g. Individuals assigned to the dormitories, will be issued a mattress pad, blanket, comforter, a pillow, two sheets, and one pillowcase. It is the resident's responsibility to clean these items since washers and dryers have been provided. **\*\*NOTE\*\* IF YOU DO NOT SLEEP ON SHEETS, YOU WILL BE CHARGED FOR A NEW MATTRESS!**

h. Room must be locked when unattended!

i. Will be available for any dormitory duties assigned by their Commander or First Sergeant.

j. Will advise the First Sergeant and ADL's in advance of any deployments, TDY, leave, pass, scheduled hospitalization, or other commitment, which would make them unavailable for scheduled dormitory duties.

k. Will use and maintain door nametags with current data. Modifying the nametags is not authorized.

l. Will correct all discrepancies noted on each inspection as required by competent authority.

m. Will prepare room IAW the Deployment/TDY/Leave checklist in this brochure prior to departing on deployment, leave or TDY.

n. Will dispose of all domestic trash in outside dumpsters ONLY.

o. May not move from room to room without prior approval from the ADL office.

p. Upon termination or relocation within the dormitory system, contact the Postal Service Center and have your mailbox terminated or transferred.

q. Each dormitory resident must carefully read the Compliance with Dorm Standards letter and will sign acknowledging so on the Dorm In-Processing form.

r. Will follow the policies set forth in this handbook and any others directed by their Commander/First Sergeant.

s. Occupant will inform the ADL office if there are any changes in their dormitory entitlement status (i.e. gaining of dependent, marriage, divorce, 20+ weeks pregnant).

**5. Dormitory Duties:** Bay orderly duties are assigned to all personnel residing in dormitories. Unless prohibited by regulation, all residents are required to assume periodic bay orderly duties.

**6. Hallways, Common, and Outside Areas:** Shall be maintained to base standards at all times. The residing residents will maintain private and semi-private latrines.

**7. Assignment of Rooms:** The ADL office will assign your room based on Squadron/Group integrity.

## **8. Dorm Restrictions:**

a. Pets in the dormitories will be limited to fish in a 30 gallon fish tank.

If a resident in off base housing cares for a pet owned by an individual residing in the dorms, the housing occupant assumes responsibility for the pet. No pets are allowed to “visit” the dorms.

b. Items such as automotive, motorcycle, or bicycle parts that may cause damage to the buildings carpeting, furnishings, pose a fire, safety, or health hazard are not permitted in the dormitories.

c. Tobacco use to include e-Cigarettes and Vapes are not authorized in the dormitory facilities. All tobacco use must be in designated outside smoking areas.

d. Personal property such as large specialized boxes and luggage will be stored only in designated storage rooms/storage cages and will be tagged by the owner. Contact your ADL office for access to the storage room areas. These items must be claimed prior to termination of the dormitory.

e. Firearms, explosives/munitions, or weapons of any kind cannot be brought into the dormitory. Firearms found will be confiscated, and disciplinary action will be taken. Store firearms and munitions in the Security Police Armory only, all other weapons (knives greater than 4 inches, bows, arrows, blow guns, paintball guns and swords) will be stored by Commanders/First Sergeants. IAW AFI 31-101, 8.4.2.4.1.4, 366 FIGHTER WING PLAN 3101-XX, appendix vii, annex C.

f. Be a good neighbor. Do not play musical instruments, stereos, radios, and gaming systems where the volume is audible in the adjacent hallway and common use rooms. It is inconsiderate and disturbs others. Violations may be reported to Security Forces or the ADL office. Please turn these items off prior to leaving your room unattended. **Observe quiet hours 24 hours a day.**

g. Waterbeds with pedestal support or base type frames are unauthorized.

h. Drones are not to be flown within the dormitory campus or on base.

i. Will NOT display any political or obscene items (stickers, poster, signs etc.) on room door. You will be charged if decorations damage door or wall. You may have a “welcome” mat outside of your issued room that is in good tastes and promotes good order and discipline.

j. You WILL NOT paint rooms, hang televisions, or tape LED strip lighting to walls!

## **9. Dormitory Visitation/Alcohol Policy:**

a. Minors under 18 years of age are prohibited in dormitories. Guests over the age of 18 are permitted in dorms but no guests are allowed between the hours of 2400-0600. In addition, no overnight guests are to be permitted in campus.

**When the sponsor (dormitory resident) departs the dormitory, the guest must also leave. (IAW AFI 32-6000)**

b. Prohibition of Alcohol Possession or Consumption by Minors: The possession or consumption of alcohol by individuals under the age of 21 is strictly prohibited in accordance with AFI 32-6000. Additionally, alcohol is not permitted in shared spaces (i.e. shared kitchen) if any resident present is below the legal drinking age. Residents aged 21 and older are mandated to confine alcoholic beverages strictly to their personal living quarters.

This policy aligns with legal requirements and fosters a safe and responsible living environment within the shared spaces of the residence.

## **10. Fire Protection: IAW AFMAN 91-203**

a. Only electrical irons, coffee pots (Keurig), microwave ovens, popcorn poppers and electric water kettle are permitted in dormitories. Hot plates, air fryers, crock pots, toaster ovens, griddles, and Insta Pots are not authorized for use in rooms. It will be the responsibility of each individual to ensure these electrical appliances are in good operation condition at all times, and **disconnected** when not in use. Do not leave unattended. Place a non- flammable barrier between items and furniture.

b. Use only UL-listed equivalent space heaters equipped with automatic shut-off devices that will shut off the heater if it tips over. Space heaters should also have an overheat protection device and an automatic thermostat control and must be disconnected when not in use. Use of extension cords with space heaters is prohibited. If space heater is left on and unattended, ADL's will confiscate!

c. Candles, incense, or other open flame devices are prohibited in dormitories.

d. Flammable materials or combustible items other than normal household items are prohibited. **\*\*NOTE\*\*** Scentsy candles are authorized, but must be turned off when member is absent.

e. No decoration may be hung from the ceiling that will block airflow to fire detection systems or hinder evacuation of the room in case of an emergency.

f. Do not "daisy chain" (extension cord to extension cord) or use unauthorized extension cords.

**11. Dormitory Inspection Policy and Procedures:** Inspections of dormitories are conducted to ensure Air Force standards of cleanliness; order, decor, and safety are maintained. To maximize individual privacy, unit, fire, safety, and other inspections should be coordinated with unit Commanders and/or First Sergeants.

a. First Sergeants are required IAW AFI 32-6000 to accomplish health and wellness visits (dorm inspections) at least monthly.

b. Final inspection for termination of the dormitory room is conducted through the ADL office. Schedule an appointment at least one week prior to your departure.

**12. Dormitory Parking:** Limited parking is available at each dormitory. Park vehicles in authorized parking areas only.

a. Bicycles can be parked in bicycle racks provided at each dormitory. Bicycles must be registered and tagged through the ADL office. If bicycles are not registered and show obvious signs of non-use (flat tires/excessive rust) the ADL office will collect the bicycles, and after a 6-month holding period, ADL's will donate bikes.

b. Covered parking areas are provided for parking of motorcycles/ATVs only and are not to be used as a RV/general storage area.



c. All motorcycles and ATVs must be registered through the ADL office before being stored.

d. All vehicles must be maintained to a serviceable condition, or they will be discarded, ticketed or towed. Keys to vehicles must be given to a member who can be contacted if vehicle needs to be moved.

e. Vehicle maintenance outside of the Auto Skills shop is prohibited on MHAFB, exception is minor emergency maintenance, i.e. flat tire, checking fluids and jump-starting.

f. Sanitary napkins, or sanitary wipes i.e. Dude wipes, wet wipes, are not to be flushed down toilets.

### **13. Lockout Procedures:**

On the first floor of every dormitory, a bulletin board shows the lockout procedures.

a. If you get locked out of your room during normal duty hours (0700-1600), report to the ADL's office at bldg. 2429 or call ext. 8-2244 to arrange for a spare key.

b. If you are locked out after duty hours your individual squadrons along with your First Sergeants will establish NCO's to be your point of contacts for unlocking your rooms.

c. First Sergeants will have access to lockboxes located in each building and will disseminate access codes to designated NCO's. The lockboxes are located on the first floor outside of the First Sergeants rooms in each facility.

**14. Maintenance Procedures:** Any maintenance issues should be directed to the ADL office at ext. 8-2244 for proper routing through CES customer service. If there are EMERGENCY maintenance issues after duty hours contact the stand-by number at ext. 208-409-8340. Examples of emergencies can be the following: no power, no heat or A/C, no water, water leaking from ceiling, and water flooding into room. DO NOT call emergency number for personal questions or situations that can be handled during duty hours. If you have problems with your smoke detector, DO NOT tamper with it. It will be treated urgent when called in for a work order.

### **15. General:**

a. **Expectations for Dormitory Living:** Dormitory living can be enjoyable with cooperation. Vandalism, rowdiness, and theft are strictly prohibited. Vandalism incurs repair costs that could otherwise enhance facilities. Rowdiness disrupts others, and theft deprives owners of property. Perpetrators will be held accountable for damages and may face disciplinary measures. Report any misconduct promptly. The Crime Stop number is 911 / 208-828-0911

- a. All Dorm Residents assigned to dormitory quarters are required to acknowledge receipt of this brochure by signing the Mountain Home AFB Dormitory In-Processing form. It is required of the occupant to read and become familiar with the contents of this brochure.
- b. Security cameras are in place to detect theft, vandalism, and assaults. Located in all common areas and the exterior of the facilities.

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## THINGS TO NOTE

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***\*The Gunfighter Dorms app is officially available on all Apple and Google Play devices. Search “USAF Connect” to download!***

**\* Do Not Flush anything down your toilet that is not toilet paper or human excreta. Tampons, pads, condoms, paper towels will clog and cause damages leaving you responsible to pay for repairs. Draino or other unclogging chemicals will erode the system and are not authorized, instead use a plunger first before submitting a work request.**

**\* Do not leave laundry unattended, laundry left for 24 hours will be collected and donated to the Gunfighter Attic.**

**\* Lock your room! An unsecure room is a security violation.**

**\* Getting married? You can move out 60 days prior to marriage with Sq/CC endorsed letter. Contact ADL for more info**

**\* You are not allowed to move out until you reach SrA > 3 years TIS, unless the dorms reach 95% occupancy. If the occupancy rate is > 95%, ADL’s will determine the most senior ranking SrA’s to allow off base w/benefits.**

**\* Contact the ADL Office 30 days prior to any expected terminations.**

**\* You, as a dorm resident, are responsible for changing the filters in your room. Filters are located in ADL office.**

## **TDY / DEPLOYMENT / LEAVE CHECKLIST**

This checklist is provided for your safety and the safety of your fellow dorm residents. In the event of any extended TDY, deployments, or leave the resident must report to the ADL office with another military member to sign over responsibility of the room for the duration of the resident's absence.

### **GENERAL HOUSEKEEPING**

- \* Room neat and orderly
- \* Eliminate any tripping hazards, allowing a safe entry in your absence
- \* Bed made
- \* Laundry put away
- \* Electrical cords placed behind appliances
- \* Trash cans empty
- \* All non-essential electrical appliances **unplugged**
  - Coffee pots
  - Clothes iron
  - Curling iron
  - Hair dryer
- \* Refrigerator shall remain plugged in and set on a lower setting
- \* The use of multi-outlet wall plug units without a built-in surge protector is not authorized. However, the U.L. approved surge protector power strip may be used.
  - Never plug a series of power strips together like an extension cord
- \* You should have nothing covering
  - Fire/smoke detection systems
  - Fire suppression systems
  - Heating/cooling vents

### **VALUABLES**

- \* Are all valuables secured in a locked wall locker?
- \* Is your wall locker secured?
- \* Windows closed and locked
- \* Lights off
- \* Door locked/dead bolted

# AADD

**(Airmen against Drunk Driving)**

**WHO:** E1 – E4 volunteers

**WHAT:** Organization of volunteers on standby waiting for your call requesting a safe ride returning you to your home after a night of drinking. **NO QUESTIONS ASKED!**

**WHEN:** Every Friday and Saturday night 2200-0300. This also includes the nights of all 4-day weekends except Thanksgiving and Christmas.

**WHERE:** We will respond to calls from base, off base and in Boise.

**PHONE NUMBERS:**

208-828-2233 (DISPATCH)

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**Airman Dorm Council meets the  
3rd Thursday of every month  
@1515, located in 2416 1<sup>st</sup> floor dayroom.**

**BE ACTIVE! GET INVOLVED!**

## **EMERGENCY TELEPHONE NUMBERS**



### **FOR EMERGENCIES DIAL:**

**911 (Landline)  
(208) 828-0911 (Cell)**

**URGENT CARE CENTER..... 828-7100  
SECURITY FORCES.....828-2256  
FIRE DEPARTMENT .....828-6292  
APPOINTMENT LINE.....828-7900  
SARC ..... 828-7272**

### **GENERAL INFORMATION NUMBERS**

**AIRMAN DORM LEADER OFFICE:..... 828-2244  
Hours of Operation: Mon, Wed, Fri ..... 0830 - 1600  
Tue & Thu.....0700 - 1600**

**INFORMATION LINE..... 828-8900**

**CENTURY LINK TELEPHONE ..... 1-800-244-1111**

### **QUICK REFERENCE BASE TELEPHONE NUMBERS**

**Area Code: (208)**

# CONTROL OF PRIVATELY OWNED WEAPONS (POWs) FOR DORMITORY RESIDENTS

1. Privately-owned firearms must be stored in the Security Forces Armory. Other dangerous weapons such as, knives designed as a weapon, bows, arrows, pellet/BB guns or any weapon or instrument whose primary purpose or common use is to inflict grievous bodily harm cannot be stored in the SFS Armory. IAW 366<sup>th</sup> FIGHTER PLAN 3101-16 APPENDIX 7 TO ANNEX C para3a9r.

2. **Privately Owned Firearms.** Retention of privately owned firearms and ammunition in dormitories is prohibited.

a. Personnel residing in these areas will store their privately owned firearms and ammunition in the Consolidated Private Weapons Depository (CPWD), referred to as the SFS Armory from this point on.

b. Temporary storage of these items in a vehicle is not allowed in the dormitory parking lot.

c. These items must be immediately transported to the SFS Armory.

d. These items must be registered with the appropriate unit within 72 hours.

3. **Privately Owned Non-Firearm Dangerous Weapons.** Retention of privately owned non-firearm dangerous weapons in dormitories is prohibited. This includes, but is **Not Limited To:**

i. Tasers

ii. Stun guns

iii. Knives with a length greater than 4 inches

iv. Display swords

v. Airsoft guns/BB gun/Air rifle

vi. Ninja throwing stars

vii. Nunchucks

viii. Bo staff

ix. Sai

x. Brass Knuckles

xi. Longbows

This policy is designed to maintain a safe and secure environment within the dormitory premises.

- a. It is the responsibility of the individual to arrange for proper storage. Units are encouraged to assist with arrangements upon initial assignment to the installation.
  - b. The SFS Armory is not a designated storage facility for non-firearms dangerous weapons.
  - c. Dormitory residents may not store a privately owned non-firearms dangerous weapon in a vehicle in dormitory areas.
4. Transport of POWs. POWs (firearms and non-firearms) will be transported on MHAFB under the following provisions:
- a. No individual will carry a concealed POW at any time while on MHAFB.
  - b. Privately owned firearms will be **unloaded** when being transported.
  - c. POWs (firearms and non-firearms) will be out of sight, and will be located in a case, compartment of the vehicle, or equipped with a lockable trigger guard (if equipped with a trigger), and will be in an area of the vehicle that is not easily accessible by the vehicle operator.
  - d. Ammunition and firearms will not be stored or transported in the same location of the vehicle.
  - e. Personnel transporting any POW (firearms and non-firearms) must declare they have the item whenever contacted by installation Security Forces personnel, excluding standard identification checks for base entry.

**5. Authorized Shooting Areas.** The use of firearms, pellet/BB gun, bow and arrow, crossbow, or similar weapons within the confines of MHAFB is prohibited, unless addressed below.

- a. Trap and Skeet shooting (shotgun only) will be permitted at the Trap and Skeet Range, under the supervision of range personnel.
- b. Bow and arrows and pellet/BB guns are only permitted at the Trap and Skeet archery range.
- c. Use of the off-base firing range will be coordinated with the 366 SFS Combat Arms Training and Maintenance (366 SFS/S4), extension 8-6412. Use of this range will be at the discretion of the range officer, and this privilege may be revoked for any violation of rules or damage to the range.

Dorm Campus

