

**BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)**

**673D AIR BASE WING INSTRUCTION
32-6003**



25 APRIL 2012

Civil Engineering

UNACCOMPANIED HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 673 CES/CEACU

Certified by: 673 CEG/CC
(Col Russell R. Hula)

Supersedes: 3WGI 32-6003,
10 November 2000

Pages: 28

This instruction implements AFPD 32-60, *Housing*, and is used in conjunction with AFI 32-6005, *Unaccompanied Housing Management*. It applies to all Joint Base Elmendorf-Richardson (JBER) unaccompanied housing residents residing in Air Force dormitories and Army barracks, commanders, command sergeant majors, first sergeants, Capital Asset Management Element, and unaccompanied housing managers. This publication does not apply to US Air Force Reserve or Air National Guard units and members. Compliance with this publication cannot be waived. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route the AF Form 847 through the appropriate chain of command. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMAMRY OF CHANGES

This publication has been substantially revised and must be completely reviewed. All outdated terminology , references to 3 WG and contents was updated to correlate with the activation of the new 673 ABW throughout the text.

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1. General:

1.1. Dormitories and barracks are the homes of unaccompanied personnel. Residents are responsible for ensuring assigned living quarters are kept neat, clean, and in safe condition. Unaccompanied housing (UH) will be monitored by the 673d Civil Engineer Group Commander (673 CEG/CC), unit/group commanders, squadron section commanders, first sergeants, single soldier housing (SSH) managers and airman dormitory leaders (ADL) to ensure minimum standards are met. Personnel assigned to Air Force dormitories and Army barracks must follow the guidance and policies outlined in the appropriate references to this instruction.

1.2. Recreational equipment in common-use areas is to be used only by assigned residents and their guests, who will keep the common areas clean. Only bona fide UH residents will use laundry facilities.

2. Responsibilities:

2.1. The Installation Commander serves as the office of primary responsibility and approves local operating rules and directs policy for UH.

2.2. The 673 ABW/CCC/CSM are the overall functional managers and ensure available base operations and maintenance (O&M) funds for UH projects and requirements, when available. Provides input for UH recognition programs.

2.3. Commanders will determine the recommended frequency and procedures for UH inspections for units within their organization.

2.4. Unit commanders, command sergeants major, and first sergeants are responsible for ensuring that UH inspections are completed on a recurring basis in their affected facilities. First sergeants conduct inspections on a periodic basis, and work closely with the ADL/SSH managers to maintain good order and discipline. The ADL/SSH office will escort or provide keys to first sergeants and above to gain access to rooms, as required for all lawful purposes. Coordination with the ADL/SSH office for access to rooms is required. ADL/SSH managers are authorized to enter residents’ rooms without notice to inspect with unit leadership, make repairs or alterations, conduct safety checks, pest control, or in case of an emergency.

2.5. The Capital Asset Management Element provides the oversight for UH to include: projects, construction, budget, purchasing of furniture, appliances, supplies, occupancy, reports, reallocations, 5-year plan, and is an attendee of the quarters improvement committee (QIC). The Capital Asset Management Element also:

2.5.1. Provides oversight of UH management and facilities maintenance.

2.5.2. Provides training to ADL/SSH managers.

2.6. The UH Superintendent will be the central point of contact to communicate dormitory/barracks matters to the Capital Asset Management Element, group and unit commanders. The UH Superintendent, under the direction of the installation command chief, forms required boards for hiring ADL when vacancies occur, provides guidance for UH improvement projects, and assists in recognition programs. The UH Superintendent provides an inventory of UH furnishings, appliances, and equipment to the Chief, Capital Asset Management Element. The UH Superintendent also provides agenda items to the Chief, Capital Asset Management Element for the QIC.

2.7. Residents are responsible for compliance with quiet hours. Quiet hours are established as 24 hours a day, 7 days a week and are defined as: if stereo/TV/visitors can be heard while passing by a room, it is too loud.

2.7.1. Residents are required to provide a 30-day notice to the ADL/SSH manager prior to moving out of their housing for permanent change of station (PCS), separation, or moving off installation. The ADL/SSH manager will set up a final inspection date with the resident and explain requirements for termination of quarters.

2.7.2. Possession, storage, or bringing personal weapons, firearms, ammunition, or explosives into dormitories/barracks are prohibited. Paintball and air-soft guns are only authorized in Air Force dormitories, but are to be stored disassembled (that is, air not connected) in a locked storage cage provided by each ADL. See [Attachment 2](#) for a complete list of prohibited items.

2.7.3. Dormitory/barracks residents will not tamper with, obscure, or use fire extinguishers or fire detection or alarm equipment except for their intended purpose.

2.7.4. See [Attachment 3](#) for dormitory/barracks individual room/suite cleaning standards.

2.7.5. Dorm Room of the Quarter is designed to recognize JBER's best overall Air Force dormitory room. During the third month of each quarter (March, June, September, December), first sergeant's select the best dormitory room from within their respective group and submit to the 673 ABW/CCC for final inspection. Respective first sergeants will ensure the room being submitted is not a onetime occurrence, but has a history of continued excellence. The residents of the rooms will not in any circumstance be notified when the inspection will occur, but may be informed that they are a nominee. The inspection team will, at minimum, consist of a command chief and a first sergeant; however, the preferred inspection team will include a wing commander (or group commander substitute), a command chief and a first sergeant.

2.7.6. Residents are required to remove all personal items and all bed linen upon termination.

2.7.7. Residents are required to update rank, address, phone number updates to their ADL/SSH manager.

3. Unaccompanied Housing Visitation Policy:

3.1. Residents are permitted to have sponsored guests visit them in day rooms, lounges, or their room as long as they comply with the established rules. Air Force dormitory visitation hours are 0600 to 2400 daily. Army barracks visiting hours are from 0800 to 2400 from Sunday through Thursday, and 0800 to 0200 on Friday, Saturday, and holidays, including US Army Alaska (USARAK)-wide training holidays. **NO EXCEPTIONS.**

3.1.1. Sponsors are responsible for the conduct of their guests.

3.1.2. Sponsors will remain with their guest during the entire visit. **UNDER NO CIRCUMSTANCES** will the sponsors allow guests to remain unescorted.

3.1.3. Guests under the age of 18 are not permitted in UH facilities unless accompanied by a parent, legal guardian, or are the member's dependent. Written permission from member's first sergeant will be obtained prior to a minor entering UH.

3.1.4. Guests will not be allowed in a shared room without the concurrence of both residents. Whenever another resident of the room desires a guest to leave the room, the guest must depart immediately.

3.1.5. No guest will establish permanent or transitory presence within UH by storing personal property.

3.2. Residents must meet his/her guests (any non-resident of that building) at the entrance and escort the guest at all times while they are in and around UH complex. Army barracks guests will sign-in/out at the charge of quarters (CQ) desk. Guests must remain with the host during visits. No one is authorized to reside in UH other than the assigned resident. Cohabitation, to include married residents, is not permitted.

3.2.1. Guests under the age of 18 are not allowed in the residential room areas, unless the guest is a military member or accompanied by a parent or legal guardian. Guests are authorized only during non-duty hours and in physical presence of the sponsoring resident, to include shift workers.

3.2.2. Under no circumstances will a guest be given or loaned a room key.

3.2.3. If residents permit non-family member minors to visit, the guests will only be permitted such visitation in the day room.

3.2.4. Residents are responsible for verifying the ages of their guests.

4. Security of Personal Property and Furnishings:

4.1. Residents are responsible for the proper security and safeguarding of their personal and assigned property. Loss or theft of property will be reported to the ADL/SSH office or security forces/military police immediately by calling 907-552-3421/907-384-0823. To report a crime in progress, call **CRIME STOP** at 907-552-4444/3421.

4.2. A locked facility, UH room doors and individual wall lockers are considered adequate security for prevention of loss due to theft or forced entry.

4.3. Barracks residents must register all high value items (for example, cameras, laptop, computers, jewelry, palm pilots, and so forth) with their respective units. Residents will place such items and other easily pilferable items such as cash, checkbooks, automated teller

machine cards, and telephone cards secured in locked wall lockers or other secured location when not occupying their room. Issued field gear TA-50 will be kept in locked wall lockers at all times when not in use.

4.4. Larceny. Dormitory/barracks residents must report the theft of any personal items immediately to the security forces/military police.

4.5. Entry Rights. The Area Building Management Team Office will escort or provide keys to First Sergeants and above to gain access to rooms, as required for all lawful purposes. Coordination with the SSH Office for access to rooms is required. SSH staff is authorized to enter resident's rooms without notice to inspect with unit leadership, make repairs or alterations, conduct safety checks, control pests, or in case of an emergency.

5. Parking:

5.1. Air Force member's privately owned vehicles must be registered through their ADL's. Registered vehicles are authorized to park in residential parking areas only. Unauthorized vehicles will be ticketed and towed at the owner's expense.

5.2. For dormitory residents, recreational vehicles (RV), camper shells, four-wheelers, snowmobiles, and so forth, are to be parked in the secured long term parking lots. Items parked/stored in these lots must be registered with the resident's respective ADL. For barracks residents, Soldiers must report to Building 794, Davis Hwy for storage space for all recreational vehicles.

5.3. Overnight parking is not permitted in the following JBER-Elmendorf parking lots: theater, chapel, and bowling alley.

5.4. Parking in a loading zone has a 15 minute time limit. Loading zones are for immediate loading and unloading of personal goods.

5.5. Long term parking is authorized for dormitory residents. You must receive written authorization from your ADL and park only in designated areas.

5.6. Snow removal will be conducted during the winter months of Oct-Apr. Notifications are sent out prior to snow removal; vehicles not removed will be towed at owner's expense.

6. Dormitory/Barracks Telephone and Cable Installation:

6.1. To request or terminate telephone service, residents call: Alaska Communications Systems (ACS) ® at 561-1221, or General Communications, Inc. (GCI) ® at 265-5400.

6.2. To request or terminate cable service, residents call GCI Cable ® at 786-9200.

7. Vehicle Repairs:

7.1. No major vehicle repair work is authorized in any dormitory/barracks parking lots. This includes: oil changes and major engine repairs. The base Auto Hobby/Craft Shops are available for do-it-yourself repairs.

7.2. The only authorized area to wash your vehicle on the JBER-Elmendorf UH campus is located by the long-term parking lot across from 8132 Doolittle Avenue.

8. JBER-Elmendorf Campus After-Hours Keys. In the event you are locked out of your room, contact your dorm bay chief. If unable to locate your bay chief, contact your respective

first sergeant. If your first sergeant cannot be reached then contact your ADL. All numbers are posted outside your ADL's office. Identification will be required before allowing a resident into the room.

8.1. JBER-Richardson Barracks After-Hours Keys. During duty hours: If locked out of your room, contact your SSH Office for assistance at 384-7852/7798.

8.1.1. During non-duty hours. The first step is for Soldiers to go to Building 668 accompanied by the CQ for issuance of the temporary room key. Otherwise, notify the designated on-call representative and follow instructions given. If the staff duty is unable to assist and gain entry, contact the standby manager at 854-5464 for access to rooms. Identification will be required before allowing a resident into the room.

9. Unaccompanied Housing Enterprise. UH residents interested or involved in a commercial enterprise will identify their enterprise, in writing, to their first sergeant or ADL/SSH Manager. Upon approval from legal, an endorsement will be sent to the 673 CES/CEACH for approval/disapproval.

10. Temporary Duty (TDY), Leave and Deployments. UH residents scheduled for TDY/deployment and leave absences longer than four days must notify their ADL/SSH Manager. Due to the extreme temperature change this is especially important.

11. Dormitory/Barracks Smoking Areas and Common Use Areas:

11.1. In accordance with AFI 32-6005, *Unaccompanied Housing Management*, paragraph **2.21.1**, and AFI 40-102, *Tobacco Use In The Air Force*, paragraph **2.5**, and in the spirit of keeping our personnel healthy and fit for a lifetime, all dormitories/barracks on JBER are designated nonsmoking. The intent of the policy is to ensure all residents maintain a healthy lifestyle and remain a productive part of our military team. Additionally, it maintains the highly professional appearance that we are all proud of and known for in our joint base environment. Most importantly, this ensures all residents are provided a healthy, tobacco-free environment.

11.2. Commanders will make provisions for smokers through designation of segregated areas outside dormitory/barracks policy will be enforced within their squadrons/companies.

11.3. Air Force Dormitory Common Use Areas:

11.3.1. Computer rooms are located in various UH facilities and provide access to government internet and e-mail. The computers are for resident benefit and will not be used for storing, processing, displaying, sending, or otherwise transmitting offensive or obscene language or material. Offensive material includes, but is not limited to, "hate literature," such as racist literature, materials or symbols (for example, swastikas, neo-Nazi materials, and so forth), and sexually harassing materials. Obscene material includes, but is not limited to, pornography and other sexually explicit materials.

11.3.2. Wireless internet. Use of the internet service provided in various day rooms and the Wired Café is a privilege that offers a wealth of information and resources. Where it's available, this resource is offered to JBER dormitory/barracks residents at no cost.

12. Use of Alcohol and Drugs:

12.1. Air Force dormitories will maintain a safe, drug free and healthy environment for all residents. All Air Force dormitories on JBER are alcohol-free. No one will consume or possess alcoholic beverages in any Air Force dormitory. Be advised, this is a lawful order, any violation of this order can have severe ramifications, to include an Article 15 action, court-martial, and involuntary discharge from the military. This order applies to all residents, TDY personnel, guest and civilians. This includes common areas (halls, lounge areas, internal and external stairways, outdoor pavilions and cooking areas) and their assigned room - no exceptions. This also includes dormitory parking lots. Airmen 21 years of age or older may keep **unopened** alcohol in the trunk or cargo bay of their locked, privately owned vehicles (POV) for transporting only. Residents will not drink alcoholic beverages in your POV and then return to the dormitory.

12.2. Army barracks will maintain a safe, drug free and healthy environment for all residents. The consumption of alcoholic beverages (beer, wine, or hard liquor) within the complex is prohibited except within the individual barracks rooms and barbecue areas. Residents will be responsible for their actions when possessing and consuming alcohol. Soldiers and their guests will adhere to all USARAK policies/orders concerning possession and consumption of alcohol.

12.2.1. Residents must be of legal age, 21 years of age, to possess and consume alcohol. Underage drinking will not be permitted or tolerated.

12.2.2. Be advised, this is a lawful order any violation of this order can have severe ramifications, to include an Article 15 action, court-martial, and involuntary discharge from the military. Unit commanders are authorized to set a limit for alcohol quantities per room. Disciplinary action under the Uniformed Code of Military Justice (UCMJ) may be taken against service members who violate the law, or against those who purchase and distribute alcohol to a minor.

13. Hospitality Rooms. Hospitality rooms have been established for inbound/outbound Air Force permanent party personnel. Inbound personnel may be housed in the hospitality room when permanent rooms are unavailable. Outbound personnel can be assigned a hospitality room upon availability however; residents may remain in their assigned rooms until the day prior to PCS. Upon checkout, the room will be cleaned according to standards. Linen will be exchanged and the bed made. A final room inspection will be accomplished prior to checkout.

14. Maintenance and Repair:

14.1. Notify ADL/SSH Manager of any maintenance issues. Do not attempt alterations or repairs in the barracks yourselves. If you put posters on the walls, use a material that will not damage the paint when the poster is removed. If any improvement or alterations is done, the area must be restored to its original configuration at resident's expense.

14.1.1. Emergency work orders are resolved as soon as possible. Examples of emergency work orders are: a structural, utility, or mechanical problem, loss of heat, water overflowing that could cause loss of life or property, serious damage affecting health, safety, security, or mission. Work orders of this nature are expected to be resolved within 24 hours.

14.1.2. Urgent work orders are completed within 5-workdays. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630.

14.1.3. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. Examples of routine work orders are: minor faucet leaks, repairs to wall locker doors, shelving, interior walls, or any cosmetic improvements.

14.1.4. For after-hours emergencies (electrical, plumbing, heating, ventilation, air conditioning (HVAC), structural or alarms), call 773 CES/CEOIH after-hours emergency desk at 552-3726/3727.

14.1.5. Barracks residents may sign a memorandum allowing the contractor to access the service member room and SSH representative to escort contractor to perform the maintenance work order. For dormitory repairs, bay orderlies will escort maintenance staff.

14.1.6. The SSH office/ADL will not have to escort maintenance staff to unoccupied rooms.

15. Fire Prevention/Protection and Reporting:

15.1. Residents will be thoroughly briefed on fire prevention within 30 days after arriving at Joint Base Elmendorf-Richardson. This orientation briefing is conducted by 673 CES/ CEFT (Fire Prevention Element) at 552-2620. Barracks residents receive the fire prevention training when they in-process the UH office.

15.2. If a fire occurs in UH facilities, take the immediate following action: activate the fire alarms located in the hallways, evacuate residents, and call 911 immediately. Give name, address, and the nature of the emergency. Do not hang up until told to do so by the operator, unless in immediate danger. Report all fires regardless of size, even if they have been extinguished. The Anchorage operator answers emergency calls made with a cell phone. When using a cell phone, identify that the call is from JBER. **REPORT ALL FIRES, REGARDLESS OF SIZE.**

15.3. Fire Evacuation Plan. A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Furnishings will not be arranged as to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the fire department at 552-2620/8108.

15.4. Smoke Detectors. The fire department is responsible for inspecting smoke detectors. Tampering with smoke detectors, alarm call boxes or firefighting equipment is a serious offense punishable under the UCMJ.

15.5. Flammable Storage. Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense, charcoal and lighter fluid, or any open flame.

15.6. Barbeque Grills. Where barbeque grills are provided, they must be used at least 50 feet from buildings.

15.7. Space Heaters. Space heaters of any type are prohibited in dormitories/barracks.

15.8. Cooking. Residents without kitchens are authorized to cook in the dayroom/kitchens provided. All residents are prohibited from cooking in their sleeping quarters, however, use of microwaves are authorized. Hot plates, toaster ovens, and convection ovens are **NOT** permitted. When cooking, never leave food unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance, and call the fire department at 552-2620/8108. **NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!** Clean the kitchen exhaust fan filter after each use to prevent accumulation of grease. Do not use fire extinguisher on grease fire.

15.9. Housekeeping. Do not allow food particles to accumulate on countertops, in trash cans and on other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

15.10. Extension Cords. Extension cords must be of continuous length without splices and must be Underwriters Laboratory approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner. Do not “daisy chain” extension cords.

15.11. Bomb Threat Procedure:

15.11.1. Upon receipt of notification by any source that a bomb threat is in the building, the individual receiving the information will immediately notify the Security Forces/military police.

15.11.2. All personnel will evacuate the building and move to the assembly area illustrated on the fire-evacuation plan on the bulletin board on each floor.

15.11.3. All personnel will use [Attachment 6](#) for Special Climatic Conditions.

16. Safety/Security:

16.1. UH residents must secure high cost personal items in their room. The Department of Defense (DoD) will not pay claims for stolen items that were not secured. All doors must be locked whenever the room is unoccupied.

16.2. Upon room assignment, residents must inspect all locks, window latches, and other entry points for defects. When residents leave their room for an extended period (3 days or more) for TDY, leave, exercise training, and so forth, the resident must provide a power of attorney (POA) appointing a responsible individual with work/home/cell phone numbers to oversee their room. The POA will be provided to the ADL/SSH Office prior to member’s departure.

16.3. Do not leave clothing items unattended in laundry rooms. Items left longer than 24 hours will be disposed of in accordance with local policies.

16.4. Resident’s witnessing an accident in the building will report the accident to the ADL or staff duty officer immediately.

16.5. Residents have the responsibility to report any safety violations or hazards to ADL/SSH office.

16.6. The fire exit doors are for emergencies only. They will not be disabled or propped open.

17. Assignment and Termination of Room Occupancy:

17.1. Assignment of UH rooms is accomplished through the ADL/SSH Manager of each dormitory/barracks.

17.2. Termination of a room will be accomplished by notifying the ADL/SSH Manager 30 days prior to leaving. A pre-final and final inspection can be set up at the member's and ADL's /SSH Manager's convenience. For examples of documentation required to vacate the dormitories/ barracks: See [Attachment 4 Army](#), or [Attachment 5 Air Force](#) of this publication.

17.3. Room Changes. There will be no room changes once assigned to a room based on unit integrity; however, first sergeants may make changes due to disciplinary and or other actions as required.

18. Government Property:

18.1. Residents are responsible for furnishings in his/her room.

18.2. Report and annotate any government furniture damages/deficiencies to ADL's/SSH managers with five (5) working days upon acceptance to a room.

18.3. Disciplinary action may be taken against any resident discovered tampering with government furnishings or removing them from their assigned locations, and may be liable for any damage costs.

18.4. Missing furniture must be reported to ADL's/SSH managers and the Furnishings Management Office (FMO) immediately.

18.5. Residents will be held liable for lost, damaged, or missing government property, equipment, or furnishings caused by the willful destruction or negligence of the resident or their guests. A cost estimate will be given to the resident.

18.6. Lost or stolen room keys will be immediately reported to the ADL/SSH managers. Residents may be held responsible for the cost of replacing keys or locks.

19. Temporary Lodging Allowance (TLA):

19.1. Except as noted below, TLA is not authorized for service members who arrive on unaccompanied orders. The member's sponsor will arrange for a UH room ahead of time, or the member will be placed in a hospitality room until a permanent room is available.

19.2. If an Airman arrives on a weekend or holiday and the sponsor is unaware of the member's arrival, lodging may be authorized on a case-by-case basis. The member will in-process his/her UH facility on the first duty day. The member must bring the lodging receipt and three copies of orders to the Capital Asset Management Element JBER-Elmendorf store front office (673 CES/CEAC), 6346 Arctic Warrior Drive, JBER AK 99506, DSN 317-552-4439, Monday – Friday, 0800-1630, for TLA reimbursement.

19.3. All Soldiers will report to Building 668, JBER-Richardson. This is a 24/7 operation, to sign in and receive a room assignment. Single Soldiers are not authorized TLA.

20. Basic Allowance for Housing (BAH) Entitlements:

20.1. Members of the JBER-Elmendorf UH management team are the only base agents that process AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) for AF residents*. AF Form 594 will be used when a member is moving out of the UH for marriage, pregnancy, and terminal leave or granted permission to move off base. Members must have a memorandum signed by their first sergeant, and approved by the UH superintendent, before AF Form 594 will be processed.

20.2. The 673 CPTS/FMFP, will start BAH once the AF Form 594 has been approved and submitted.

20.3. Members of the JBER-Richardson SSH management team are the only base agents that process DA Form 5960, *Application and Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) for soldiers*. DA Form 5960 will be used when a member is moving out of the UH for promotable E-5s, pregnancy, or granted permission to move off base. Members must have a memorandum signed by their first sergeant and all command sergeants major in their NCO support channel, before DA Form 5960 will be processed.

20.4. Dormitory/barracks residents will certify, in writing, that they have read and understand this instruction which specifies resident and management responsibilities.

21. Residents Quick Reference Lists: Community Residential Activities see **Attachment 7**, JBER-Elmendorf Quick Reference List see **Attachment 8**, JBER-Richardson see **Attachment 9**.

22. Administrative Changes: Documentation accumulated as a result of this instruction will be disposed of according to AFI 33-322, *Records Management Program*.

23. Information Collections. No information collections are required by this publication.

ROBERT D. EVANS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*, 16 September 2005

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 594, *Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters*

DA Form 5960, *Authorization to Start, Stop, or Change Basic Allowance for Quarters*, and ACES reporting data, *Unaccompanied Personnel Housing Inventory and Utilization Data*,.

Acronyms and Abbreviations

ACES— Automated Civil Engineer System

ACS— Alaska Communications Systems

ADL— Airman Dormitory Leaders

AFRIMS— Air Force Records Information Management System

ASYMCA—Armed Services Young Men's Christian Association

ATM— Automated Teller Machine

BAH— Basic Allowance for Housing

BOM— Between Occupancy Maintenance

CNA— Certificate of Non-Availability

CQ— Charge of Quarters

ETP— Exception to Policy

FMO—Furnishings Management Office

FTAC— First-Term Airman Center.

GCI— General Communications, Inc.

HVAC— Heating, Ventilation, Air Conditioning.

JBER— Joint Base Elmendorf-Richardson.

O&M— Operations and Maintenance.

OPR— Office of Primary Responsibility.

PCS— Permanent Change of Station.

POV— Privately Owned Vehicles.

QIC— Quarters Improvement Committee.

RDS— Records Disposition Schedule.

RV— Recreational vehicles.

SSH— Single Solider Housing.

TDY— Temporary Duty.

TLA— Temporary Lodging Allowance.

UCMJ— Uniform Code of Military Justice.

UH— Unaccompanied Housing.

USARAK—United States Army Alaska

Attachment 2

PROHIBITED ITEMS/ACTIONS IN DORMITORIES/BARRACKS

A2.1. The following items/actions are prohibited in the dormitories/barracks. Animals or any pets, (Airmen dormitories are allowed to have fish), barbecue grills, automotive rebuilding parts and auto batteries, cohabitation, burning/burnt candles, incense, or oil lamps, flammable liquids (except cosmetic), flammable paints, flammable pressurized gases (except cosmetic), flammable room decorations, gambling, hot plates, portable heaters, live Christmas trees, sterno fuel, open flames, fireworks or other explosives, multiple outlet extension cords plugged in to each other (piggy-backing/daisy chain), weapons to include but not limited to: rifles, pistols, shotguns, knives (switchblade, gravity) 3 in. blade length, or non-firing replicas, bombs or bombshells, grenades, blackjacks, billy clubs, metal knuckles, throwing stars, or any other martial arts weapon. Paintball, Air-Soft, BB/pellet guns are prohibited in Army barracks.

A2.2. Room Decorations. The following things are considered unacceptable and may not be displayed:

A2.2.1. Pictures of scantily clothed people that may be offensive to other people, to include pornographic material.

A2.2.2. Pictures that depict or show the act of sexual intercourse or profanity in either word or picture symbols.

A2.2.3. Pictures or items that degrade national or military leaders.

A2.2.4. Profanity or lewd messages on message boards.

A2.2.5. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings.

A2.2.6. PCS or separation orders affixed or taped to the door/exterior wall surface.

A2.2.7. Pictures that glamorize illegal drug use.

Attachment 3

DORMITORY/BARRACKS INDIVIDUAL ROOM/SUITE CLEANING STANDARDS

A3.1. Individual Room Standards

A3.1.1. Residents are responsible for the appearance and cleanliness of assigned room. Rooms must always be maintained in a clean and orderly fashion.

A3.1.2. Door and Name Tag. The outside of each door will contain a 3x5 card, at the minimum, containing the current rank, full name, unit, and duty phone of each resident of the room. Do not put any type of tapes (that is, masking tape, scotch tape, and so forth), nails or holes on cabinets, doors, or shelves.

A3.1.3. Lights/Switches. Lights must be operational. Contact SSH Office to get information for exchange of bulbs and tubes. Report any item found to be non-operational to the SSH Office immediately.

A3.1.4. Windows and Curtains. Close blinds and windows when you are away from your room to conserve energy. Keep all windows closed when the air conditioner or heater is on. Windows and window ledges will be clean at all times. Window decorations must be tasteful in nature and not detract from the exterior appearance of the building. Stickers are not allowed on windows or doors.

A3.1.5. Walls. Rooms are to be decorated in good taste with materials that do not damage surfaces. Walls will be clean at all times, that is, free of dust, lint, dirt, grease, cob webs, and so forth.

A3.1.6. Hang all pictures neatly.

A3.1.7. On a weekly basis, at minimum, residents will clean shower tiles, curtains, sink, and commodes with a cleaner designed specifically for these areas. Do not use steel wool or rough cleaning pads that can scratch surfaces. There will not be any soap scum or other residue left on walls.

A3.1.8. Ensure ceiling light/fan is clean, free of dust, and operational.

A3.1.9. Residents are required to keep all plumbing fixtures clean, that is, free of dust, dirt, and soap scum, and so forth, and operable.

A3.1.10. All showers will have shower curtains. All shower curtains will remain open for proper ventilation and prevention of mildew build up. If mold and mildew manages to develop, ensure the affected area is dry, then scrub the mold spots with a solution of 1 cup chlorine bleach and 1 gallon of warm water, rinse and wipe dry. Ensure ventilation shaft is open and do not close the bathroom door following showers and baths.

A3.1.11. Cabinets and medicine cabinets will be clean, that is, free of dust, lint, or dirt.

A3.1.12. Mirrors will be clean at all times.

A3.1.13. Appliances. The use of hot plates, broilers, grills, electrical frying pans and other electrical food preparation items is prohibited. If a resident uses a coffee pot, it will be in good condition and cords will be UL approved. Coffee pots must be placed on a non-combustible surface and unplugged when not in use.

A3.1.14. Microwave Oven. Use the microwave properly. Keep the microwave clean and free of food particles at all times to avoid potential health risk to service members.

A3.1.15. Refrigerators. Residents must clean refrigerator to include door seal on a weekly basis and discard all old food. Refrigerators will be defrosted as needed. All refrigerators will be defrosted and unplugged prior to deployment with the doors open.

A3.1.16. Trash. Residents must remove trash from rooms daily and place in the trash bins at the appropriate trash collection point (this **DOES NOT** include laundry rooms). Small amount of trash in container is acceptable; no food will be left.

A3.1.17. Countertops/Stove. Wipe down countertops on a daily basis by removing dust, grease, and so forth.

A3.2. Dormitory/Barracks Out-processing Cleaning Standards:

A3.2.1. The following areas will be inspected for out-processing the dormitories/barracks:

A3.2.2. **Bathroom.** Shower, tub, sink, toilet, is thoroughly cleaned to include tile walls.

A3.2.3. **Blinds.** Clean/wash venetian blinds using a sponge dampened in all-purpose detergent solution. Clean slats with a vacuum attachment. Wash each slat separately on both sides and dry with clean cloth. Repair slats and cords as required for good operation. Resident will be charged for damaged blinds.

A3.2.4. **Cabinets, Closets, Drawers, And Shelving.** Thoroughly clean the interior, exterior and underside of all cabinets removing build up dirt and grime. Remove all contact paper, shelf paper, etc. from shelves. Remove, clean and reinstall all drawers.

A3.2.5. Thoroughly clean inside and outside of medicine cabinets. Clean mirror to be free of all marks and smudges.

A3.2.6. Clean closet doors, frames, and molding, walls, and shelves removing all dust, dirt, marks and spots. Remove all hangers and leave the doors open for inspection.

A3.2.7. Remove all personal effects, shelf paper, tape, staples, and tacks from drawers and shelves. Remove all food particles, trash, sticky, odorous, dirt and oily substances.

A3.2.8. **Floors.** All floors must be swept and mopped under the beds, under the furniture, in the closets, behind the refrigerator, and so forth, and dormitory rooms vacuumed and shampooed. Thoroughly clean and remove all wax built-up and dirt. Particular attention will be given to all floor areas along baseboard and doorframes where wax buildup occurs most frequently. Pull out stove and refrigerator to thoroughly clean the walls and floors under them from old wax buildup, dirt, and grease.

A3.2.9. **Government Furniture.** If there is any damage to government furniture, notify the Furnishing Management Office, 384-0092 for the barracks, or identify any discrepancies with an ADL for the dormitories. The following will be cleaned as indicated:

A3.2.10. Thoroughly clean drapes and/or curtains to be free of dust, lint, or stains.

A3.2.11. Thoroughly clean upholstered furniture to be free of dust, lint, and stains. Remove all foreign items such as hairpins, coins, etc., from the crevices.

A3.2.12. Wood furniture. Clean, free of food spots, stains, and so forth, and highly polished. All drawers must be removed, ensuring all personal items are removed.

A3.2.13. Clean mattress to be free of dust, stains, lint and dirt.

A3.2.14. Clean metal bed frames and free of dust, stains, lint, and dirt.

A3.2.15. Clean mirrors to be free from all marks and smudges.

A3.2.16. **Locks And Keys.** All keys must be accounted for and locks must be functional. Resident will be charged for lost keys and change of key cores.

A3.2.17. **Microwave.** Remove all food and other particles from the microwave.

A3.2.18. Remove rack, tray, and any other removable pieces from the microwave and thoroughly wash and dry.

A3.2.19. The exterior of the microwave must be free of all spots, film, decals, and any residue or marks left from decals. Any damages to the surface of the microwave that result from removing decals will be charged to the resident.

A3.2.20. **Personal Property.** Remove all personal property from the barracks/dormitory room and storage areas prior to final inspection.

A3.2.21. **Refrigerator.** Remove all food and other particles from the refrigerator, empty ice trays, and disconnect the refrigerator for defrosting prior to cleaning.

A3.2.22. Remove all racks, trays, crispers, and any other removable pieces from the refrigerator and thoroughly wash.

A3.2.23. Thoroughly clean the rubber insulation around the doors. Clean the door liner, shelves and retainers to remove all food spots and spillage. Thoroughly clean the lids to the butter, cheese, and egg compartments. Clean the refrigerator coils and motor compartment removing all dirt, grease, lint, cobwebs or foreign matter.

A3.2.24. Remove and clean the kick plate and drip pan. Remove all cobwebs and dust from the drip pan section. Replace the drip pan (if needed) leave the kick plate off for final inspection.

A3.2.25. The exterior of the refrigerator must be free of all spots, film, decals, and any residue or marks left from decals. Any damages to the surface of the refrigerator that result from removing decals will be charged to the resident.

A3.2.26. After the refrigerator has been cleaned; leave plugged in and set on the lowest setting. Leave refrigerator pulled out for final inspection.

A3.2.27. Sinks (Kitchen and Bathroom). Remove calcium buildup on and around the base of all faucets. Remove all soap, scum, stains and dirt buildup. Remove air gaps on kitchen sink cleaning the inside and outside to remove calcium buildup from around the base.

A3.2.28. **Smoke Detector.** Clean all visible surfaces. Test and replace batteries as required.

A3.2.29. **Trash.** Remove all trash from the room.

A3.2.30. **Windows.** Windows, window sills, ledges, and frames will be thoroughly cleaned and are to be free of all marks, dust, and mold. Remove all decals, tape, and so forth.

Table A3.1. JBER Cleaning Standards

		-		+	
ITEM	STANDARD	FAIL	PASS	EXCEEDS	TTL PTS
1.3	Trash left in room				
2.3.2	Floors clean (no buildup)				
2.3.3	Carpets clean and vacuumed				
2.3.6	Sink/mirror clean				
2.3.10	Bed properly made				
2.3.10	Living area clean and organized				
2.3.12	Window/sills clean and secure				
2.1	No burned Candles				
2.3.11	Furniture dust free				
2.3.19	Baggage properly stored				
2.3.21	Footwear neatly arranged				
2.3.32	All safety standards met				
	OVERALL ROOM				
	COMMON AREA				
2.12	Kitchen sink clean/No dirty dishes				
2.12.1	Kitchen counters clean				
1.3	Trash left in kitchen				
2.3.7	Refrigerator clean inside and out				
2.3.20	Food items properly stored				
2.3.8	Microwave clean inside and out				
2.12	Stove/oven clean inside and out				
2.3.2	Kitchen and Bathroom floors clean (no buildup)				
2.3.9	Toilet clean and working properly				
2.3.9	Shower/tub and curtain clean, free of mildew				
2.3.9	Bathroom vent free of dust				
	POINTS	-	1/2	+	

Additional comments:

Attachment 4

EXAMPLE SOLDIER'S EXCEPTION TO POLICY MEMORANDUM

Figure A4.1. Example Exception to Policy Memorandum Army Barracks

APVR-ABNS-A-CO	DATE
MEMORANDUM THRU Asset Management, ATTN: Capital Asset Management Housing Office, JBER-Richardson, AK 99505-4500	
FOR 673d Air Base Wing Vice Commander, JBER Alaska (673 ABW/CV), 10471 20th Street, Suite 139, JBER, Alaska 99506	
SUBJECT: Request for Exception to Policy Move Due to Pregnancy	
<p>1. I PFC Jane Doe, am requesting to move out of the barracks to live on or off post. I am 20 weeks pregnant and I am due the beginning of December. I am requesting to move on or off post so that I can set up my household early for my child. I need time to acquire furniture, turn on utilities, set up the baby room and buy baby supplies. Thank you very much and this is greatly appreciated.</p> <p>2. Submit Exception to Policy Memo to the Capital Asset Management Housing Office, Bldg 600, Room 104.</p>	
Encl: Profile	JANE DOE PFC, USA

Table A4.1. Coordination

	RANK, FIRST & LAST NAME (print)	CONCUR (signature)	NONCONCUR (signature)	DATE
1 SG				
Co Cdr				
Bn CSM				
Bde CSM				

Attachment 5

EXAMPLE AIRMEN'S ETP LETTER

Figure A5.1. Example First Sergeant Memorandum for Air Force Dormitories

MEMORANDUM FOR 673 CES/CEACU	Date
FROM: 673 XXX/CCF	
SUBJECT: Authorization to Vacate Dormitory	
<p>1. This letter is to certify that A1C xxxxxxxx, is authorized to vacate the dormitory and move off-base due to his/her (due to occupancy rate of 95% and has met all military standards, marriage within 60 days). There are currently no personal, disciplinary or financial issues to prevent this move. He/she has been briefed on financial responsibilities associated with living off-base or privatized housing, and has been advised of the base resources available to him/her to establish/maintain a healthy budget. In preparation, he/she attended financial counseling through the Military and Family Readiness Center on (date).</p> <p>2. If you have any questions, please contact me at 552-xxxx. I can also be reached via email at xxxxxxxxx@elmendorf.af.mil</p> <p>3. Submit First Sergeant Memorandum to the UH Superintendent, Bldg 7083, Room 104.</p>	
	<p>xxxxxxxxxxx, MSgt, USAF Unaccompanied Housing</p>
Approved/disapproved	<p>xxxxxxxxxxx, MSgt, USAF First Sergeant</p>

Attachment 6

SPECIAL CLIMATIC CONDITIONS

A6.1. Volcanoes. Since 1700, at least 41 volcanoes in Alaska have erupted, some of these as many as 25 times. The Alaska Peninsula, Kodiak Island, Kenai Peninsula, and Cook Inlet areas are the most likely to be covered with volcanic ash, which is actually pulverized rock from the volcanic explosion.

A6.2. During an Ash-Fall:

A6.2.1. Stay indoors if possible.

A6.2.2. Close doors, windows, and dampers.

A6.2.3. Listen to your radio.

A6.2.4. Do not turn on exhaust fans or run clothes dryers.

A6.2.5. Vacuum furniture, carpets, and so forth. Avoid wiping as ash will scratch hard surfaces.

A6.2.6. Laundry-brush, shake out, and presoak clothes.

A6.2.7. If you have been working in ash-fall, do not launder this clothing in the dormitory/barracks laundry room.

A6.2.8. Cover and don't use personal computers, stereos, and other sensitive electronic equipment.

A6.3. After an Ash-Fall. Wear a respirator during ash clean-up and consider wearing goggles for eye protection.

A6.4. Earthquakes. According to the Alaska Earthquake Information Center, Alaska experiences over 20,000 earthquakes per year.

A6.5. Before an Earthquake:

A6.5.1. Secure bookcases, file cabinets, pictures, mirrors, and so forth, to walls. Include appliances, which could move and rupture gas or electrical lines.

A6.5.2. Prepare a disaster supply kit.

A6.5.3. Know basic first aid.

A6.5.4. Know emergency phone numbers.

A6.6. During an Earthquake:

A6.6.1. Stay calm! If inside, stay inside. If outside, stay outside.

A6.6.2. Inside: DROP--COVER--HOLD. Take cover under a heavy desk or against an inside wall away from glass and falling objects.

A6.6.3. Outside: Move to a clear area, away from buildings, signs, utility lines, and trees. Sit on the ground and do not attempt to stand.

A6.6.4. On the road: Drive away from underpasses and overpasses. Stop in a safe area. Stay in vehicle.

A6.7. After an Earthquake:

A6.7.1. Be prepared for aftershocks.

A6.7.2. Check for injuries and provide first aid.

A6.7.3. Check for safety hazards: gas or water leaks, sewage breaks, and downed power lines.

A6.7.4. Check for any building damage and evacuate if dangerous.

A6.7.5. If evacuation is necessary, remember to take your personal items with you including car keys, coats, and so forth.

A6.7.6. Clean up spilled medicines, bleaches, and other hazardous materials.

A6.7.7. Listen to the radio (KFQD ®, 750 AM) (EAS) for public safety instructions.

A6.7.8. Do not use the telephone or cellular phone except for an emergency.

A6.7.9. Plan for at least a 72-120 hour survival situation.

A6.7.10. Emergency Supplies to Keep on Hand.

A6.7.11. Portable radio and flashlight with extra batteries.

A6.7.12. First-aid kit and first-aid book.

A6.7.13. Prescription medication. Important documents, birth certificates, insurance policies.

A6.7.14. Water, sufficient for 3-7 days. 1 gallon per day, per person.

A6.7.15. Clothing. Thick-soled shoes, heavy leather gloves, heavy winter clothing.

A6.7.16. Cash for gasoline and emergency supplies.

A6.7.17. Plastic bags for waste and weather protection.

A6.8. Tsunamis. The potential for a tsunami to affect Anchorage is unlikely. Should this occur implement emergency procedures.

Attachment 7**COMMUNITY RESIDENTIAL ACTIVITIES**

A7.1. Wired Café. The Wired Café is located on the Dormitory campus and offers an array of activities for the JBER dormitory/barracks residents to include the opportunity to take college courses on the dorm campus. Contact the JBER-Elmendorf Education Center at 552-3164. The Chaplains Airmen's Ministry provides free home cooked meals and maintains the Latte Shop.

A7.2. Chaplain's Office. Located on JBER-Elmendorf in Building 8005, Kodiak Hall, third floor study room, contact number is 552-4422. Located on JBER-Richardson in Building 3, the Soldier's Chapel, contact number is 384-1461.

A7.3. BOSS Program. The Better Opportunities for Single Service Members provides an array of free or low-cost activities. Located on JBER-Richardson, Building 655, the Warrior Zone, contact number is 384-7619 or the ADL Office 552-9949.

A7.4. ASYMCA. The Armed Services Young Men's Christian Association provides an array of free or no-cost activities. Located on JBER-Elmendorf in Building 7135, the Kashim Club, contact number is 552-9622. Also located on JBER-Richardson in Building 655, the Warrior Zone, contact number is 384-9622.

Attachment 8

JBER-ELMENDORF QUICK REFERENCE GUIDE

A8.1. The table below is a good guide for your JBER-Elmendorf UH management team:

Table A8.1. JBER-Elmendorf Quick Reference Table

JBER-ELMENDORF UH MANAGEMENT TEAM		
Position	Area of Responsibility	Telephone
UH Superintendent	Overall dormitory campus	907-552-9949 Cell: 223-0853
ADL	Yukla Hall Bldg 7083	907-552-9960 Cell: 351-2881
ADL	Polaris Hall Bldg 7053	907-552-6550 Cell: 351-2298
ADL	Eklutna Hall Bldg 7113 Turnagain Hall Bldg 8113	907-552-4597 Cell: 351-1751
ADL	Borealis Hall Bldg 8119	907-552-6551 Cell: 351-2033
ADL	Kodiak Hall Bldg 8005	907-552-2377 Cell: 351-0180
ADL	Glacier Hall Bldg 7079	907-552-5068 Cell: 351-2481

A8.2. Dining Facilities:

A8.2.1. The Iditarod Dining Facility is located at 8088 Crow Ave. The hours of operation are: Mon-Fri 0530-1900; Sat-Sun and Holidays 0630-1900; Midnight Meal: 2300-0100. For additional information, call 552-3114.

A8.2.2. The Kenai Flight Kitchen is located at 7535 Sharp Ave. The hours of operations are: Open 24 hours a day, 7 days a week. To order meals, call 552-4734. Manager's office, 552-2253.

A8.2.3. The Gold Rush Inn is located at 655 Richardson Dr. and the Wilderness Inn is located at 647 B St. The hours of operation are: Mon-Sun; Breakfast 0530-0900; Lunch 1100-1300; Dinner 1700-1900.

Table A8.2. JBER-Elmendorf Table of Useful Telephone Numbers

Agency	Telephone Number
Fire Department	911
Ambulance	911
Hospital Appointment Desk	907-580-2778
Hospital Emergency Room	907-580-5555
Security Forces Law Enforcement Desk	907-552-3421
Directory Assistance JBER	907-552-1110
Service Calls (work orders)	Notify ADL
After Duty Service Calls (work orders)	907-552-3726
Housing Management Office	907-552-4439
Transportation Management Office	907-552-2127/8209
TMO Out-bound	907-552-1497
Finance	907-552-9104
Postal Service Center (PSC)	907-552-2308
Airman's Attic	907-552-5878
Richardson Thrift Store	907-384-7000
Community Activity Center	907-552-8529
Joint Military Mall (BX)	907-753-4422
Kashim Club	907-552-5205
Airmen Against Drunk Driving	907-552-HOME (4663)
Soldiers Against Drunk Driving	907-384-RIDE (7433)
Military and Family Readiness Center	907-552-4943
Sexual Assault Response Coordinator (SARC)	907-552-7272
Sexual Assault Response Coordinator (SARC)	(907) 384-7272
Warrior Zone	907-384-7619

Attachment 9

JBER-RICHARDSON QUICK REFERENCE GUIDE

A9.1. The table below is a good guide for your JBER-Richardson UH management team:

Table A9.1. Quick Reference Table.

JBER-Richardson UPH Management Team		
Position	Area of Responsibility	Telephone
4/25th ABCT:	Overall 4/25 ABCT Barracks	Wk: (907) 384-7852 Wk Cell: (907) 854-5466
	Buildings : 630, 632, 628	Wk: (907) 384-7851 Wk Cell: (907) 854-5465
	Buildings: 620, 622, 624, 626	Wk: (907) 384-7849 Wk Cell: (907) 854-5462
	Buildings : 641, 602	Wk: (907) 384-7859 Wk Cell: (907) 854-5467
	Buildings : TBKs	Wk: (907) 384-7885 Wk Cell: (907) 854-2811
2nd EN BDE:	Overall 2nd EN BDE Barracks	Wk: (907) 384-7798 Wk Cell: (907) 854-5468
	Buildings : 670, 651	Wk: (907) 384-7803 Wk Cell: (907) 854-5463
	Buildings : 667, 662, 791	Wk: (907) 384-7286 Wk Cell: N/A
	Buildings : 682	Wk: (907) 384-7796 Wk Cell: (907) 854-5461

A9.2. Dining Facilities. The Gold Rush Inn is located at 655 Richardson Dr. and the Wilderness Inn is located at 647 B St. The hours of operation are: Mon-Sun; Breakfast 0530-0900; Lunch 1100-1300; Dinner 1700-1900.

Table A9.2. JBER-Richardson Table of Useful Telephone Numbers

Agency	Telephone Number
Fire Department	911
Ambulance	911
Hospital Appointment Desk	(907) 580-2778
Hospital Emergency Room	(907) 580-5555
Military Police Desk	(907) 384-0823
Directory Assistance JBER (Richardson)	(907) 384-1110
Service Calls (work orders)	(907) 384-3664
After Duty Service Calls (work orders)	(907) 384-3664
Housing Management Office (UPH)	(907) 384-7632
Transportation Management Office (TMO)	(907) 552-2127
TMO Outbound	(907) 384-1814
Finance	(907) 384-1172
Postal Service Center (PSC)	(907) 428-3869
Richardson Thrift Store	(907) 384-7000
Military Welfare and Recreation (MWR)	(907) 384-2017
Joint Military Mall (PX)	(907) 753-4422
The Arctic Chill	(907) 384-7619
Soldiers Against Drunk Driving	(907) 384-RIDE/7433
Military and Family Life Consultant	(907) 384-1534
*After Duty Hours (24hr line)	*(907) 382-1407
Sexual Assault Response Coordinator (SARC)	(907) 384-7272