

**Kunsan AB, RoK**  
**Unaccompanied Housing**  
**Resident Guide**



**8th Civil Engineer Squadron**  
**Kunsan AB, Republic of Korea**

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## CHAPTER 1

### MOVING INTO THE DORMITORY

**1.1. Introduction.** Welcome to Kunsan AB! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what is expected of you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Unaccompanied Housing (UH) represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

The information contained in this guide provides further discussion on information contained in AFI 32-6000 and 8FWI32-6005. If you have any questions, please contact a member of the UH team.

**1.2. Useful Telephone Numbers for Kunsan AB.** Note: due to infrastructure shortfalls, not all ADL offices are equipped with DSN lines. Contact the housing office for ADL duty cell phones.

Ambulance: 911 from DSN or 063-470-0911 from Cell

Fire Department (Emergency): 911 from DSN or 063-470-0911 from Korean Cell

Fire Department (Non-Emergency): DSN 782-4471

Security Forces Desk (Non-Emergency): DSN 782-4944

Sexual Assault Response Coordinator: DSN 782-7272, Cell 063-470-7272

Airmen Dorm Leader (ADL) Standby Cell: 010-9852-8546

Housing Main Office: 782-7108 or -7079

Dorms 504 ADL Office DSN: 782-1325

Dorm 522 ADL Office DSN: 782-0522

Dorms 603 ADL Office DSN: 782-1187

Dorm 617 ADL Office DSN: 782-4459

Dorm 535 ADL Office DSN: 782-9196

Dorms 1401, 1406, 1407 & 1408 ADL Office DSN: 782-1406

Dorms 1418, 1431 & 1440 ADL Office DSN: 782-1431

SNCOs Dorms ADL Office (Bldg 1247) DSN: 782-1226

Officer Dorms ADL Office (Bldg 339) DSN: 782-4237

## CHAPTER 2

### GENERAL INFORMATION

**2.1. Personnel Changes.** Report changes to your personal information to the Airmen Dorm Leader (ADL) for your respective facility. This includes changes in rank, name, duty and home/cell telephone, squadron, office symbol, marital status, DEROS etc.

**2.2. Room Inspections.** Your supervisors, first sergeants and unit commanders are encouraged to complete monthly health and morale walkthroughs of your quarters. It allows leaders an opportunity to see how you are living and to ensure members are living comfortably and safely. Due to the high turnover rate at Kunsan AB, UH conducts periodic "Occupancy checks" with the goal of ensuring members are completing their final inspections through UH appropriately. UH also checks to ensure members are maintaining safe and habitable quarters, identifies unreported work order requirements, and mitigates safety and fire hazards.

**2.3. Room Decorations.** No pornographic pictures, pictures portraying drugs or gang related items, pictures degrading national or military leaders will be displayed in dormitory rooms. Do not tape or affix PCS orders to the door surface. Profanity or other lewd messages are not authorized on message boards. Decals Stickers or posters are not allowed on the outside of the door, in the window, or on any furnishings. You must obtain permission from your ADL before redecorating or making any alterations, additions, or improvements to your room. When out-processing for PCS, dormitory rooms will be returned to their original condition at the expense of the resident.

**2.4. Storage.** There is no bulk storage available at Kunsan AB. For special storage needs contact the Housing Management Office.

**2.5. Pets.** No pets are authorized within the dormitories. Please reference 8 FW Community Standards and 8FWI 32-6005 for further guidance.

**2.6. Unauthorized Items.** The dormitory is your home and we want you to feel at home in it; however, there are some items not allowed in the dormitories at any time. Only household amounts of bleach are authorized and must be stored appropriately. Bicycles may be stored in individual rooms; however, it must not hinder egress pathways or Collective Protection System (CPS) relocation procedures. Below is a list of other items not authorized in the dormitory:

- Animals: includes fish, hamsters, birds, lizards etc.
- Automotive rebuilding parts and vehicle batteries
- Large barbecue grills (see para. 6.4.)
- Burnt or lit candles or incense
- Cohabitation (only exception is Mil-to-Mil residents with consent of quad-mates)
- Electrical timers
- Fire arms, ammunition, and weapons
- Flammable liquids (except cosmetic)
- Flammable paints
- Flammable, pressurized gases (except cosmetic)

- Flammable room decorations hanging from ceiling
- Gambling
- Hot Plates (in areas other than kitchens)
- Live Christmas trees
- Open flames
- Sterno fuel
- Unsealed foods
- Waterbeds

**\*\*NOTE:** If you have any questions please contact your dorm leader to provide clarification\*\*

**2.7. Cleaning Equipment/Supplies.** The purchasing of common area cleaning supplies, light bulbs, and air filters, are the responsibilities of UH. See your ADL for resupplies. Bring your old light bulb or filter to the office with you, to ensure you are given the proper replacement since each dorm utilizes different light bulbs/air filters.

**2.8. BAS Entitlements/Waiting List.** At this time, only E-6 and above qualify to receive BAS entitlements. Contact 8 CPTS for more information if BAS is required for special circumstances.

**2.9. Insect/Pest Control.** Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact your ADL. You are responsible for protecting and arranging your furniture to allow proper application of insecticides by CES.

**2.10. Cable TV Installation.** Cable TV services are offered through local contractors located at the Base Exchange. AFN is provided within dormitory rooms.

**2.11. Internet/Telephone Service.** Dormitory room phones & internet service can be obtained at personal expense. Service is available through contractors located at the Base Exchange.

**2.12. U-Fix-It (Self Help) Program.** Work in military dormitories must be relatively simple and designed primarily for the resident's benefit. Normally, a self-help project is to improve living conditions. Work must not generate additional maintenance or repair costs. All work requires submission of a work request through respective ADLs. No work will be accomplished until this procedure has been completely followed, and approved.

## CHAPTER 3

### AIR FORCE RESPONSIBILITIES

**3.1. Services.** In support of this government-owned facility, the Base Civil Engineer (BCE) will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas.

**3.2. Initial Inspection.** An ADL, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is performed at the time of assignment.

**3.3. Maintenance and Repair (M&R).** The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, contact your respective ADL – in-person or by e-mail via the AF Connect App or QR Codes displayed throughout your dormitory. For emergencies during non-duty hours, contact the stand-by ADL at 010-9852-8546.

**3.4. Refuse Collection and Disposal.** BCE establishes trash and recycling service contracts with containers located throughout your campus. Frequency and capacity vary among campuses; if you see that containers are overflowing, please contact your ADL.

**3.5. Lockouts.** Your ADL keeps a master key and codes to all rooms. If locked out, contact your ADL in-person during duty hours, 0900 – 1700, Monday - Friday. After duty hours and on weekends or holidays, call ADL stand-by at 010-9852-8546. You will need to provide identification and be verified against our system before access is granted.

**3.6. Exterior Building and Grounds Care.** During winter months your ADL and assigned bay orderlies will clear pathways through snow and layout salt. During the summer months, 8 CES/Service Contracts provides lawn care services throughout all campuses.

**3.7. Appliances.** The 8 CES/Furnishings Management Section (FMS) replaces and services installed stoves, refrigerators and microwaves. Appliances are assigned by serial number, barcode and recorded on AF Form 228. Notify your ADL when repairs are needed. Please do not attempt repairs or adjustments yourself and do not remove these items from your room or you may be held liable for replacement.

**3.8. Furniture.** FMS also provides all Kunsan AB residents with furniture during their stay. When you arrive, you will also annotate and account for the furniture and condition of your furniture on the same AF Form 228 as you did your appliances. It is imperative this form is returned completed so you are not held liable for any damages. You may need to snap a picture of the damage or have your ADL visit and annotate damage upon arrival so it is well documented.

**3.9. Laundry Facility (Washers and Dryers).** The washers and dryers are maintained by contract. If you have a problem with your facilities, contact your ADL between the hours of 0900-1700, Monday-Friday, or utilize the QR Coded Magnets as seen below; which is located on each washer/dryer. How to Use QR Code: Using your smart phone, open the camera application and hold your camera over the QR Code, then select email when it prompts to do so on your

phone. In your email include the following: Machine ID number, the Bldg number, the proper floor of the dorm, and reason why the machine is not working. Once the email is sent, turn the magnet upside down to indicate the machine is broken. All emails are sent to the ADL Org Box.



**3.10. Name Plates/Signs.** Name signs will be provided to all dorm residents. Sign will be posted and consist of rank, full last name, unit assigned and shift assigned. If under the age of 21, this will be documented as well.

## CHAPTER 4

### RESIDENT RESPONSIBILITIES

**4.1. Social Visits.** All guests must be at least 18 years old, be escorted at all times and Non-Family visitors are prohibited between hours midnight and 0600 hours, unless waived in writing by their unit.

**4.1.1 Family-member Visitors (DEERs enrolled dependents):** If a visiting family member will stay in unaccompanied housing, the service member will submit a visitor request to their first sergeant or squadron commander (or higher if assigned to a group or the wing) and receive approval for the visit at least 15 days prior to the visitor's arrival. All family visitors with DoD-issued identification cards temporarily staying in unaccompanied housing will register with Defense Biometrics Identification System (DBIDS) within 24 hours of arrival.

**4.1.1.1** The squadron commander or first sergeant (or higher if assigned to the group or wing) are authorized to make exceptions for siblings, in-laws, parents, significant other etc. Residents are responsible for notifying their ADL (and SFS) of all visitors who are not dependents.

**4.1.1.2** No guest under 18 years of age may temporarily reside on Kunsan AB unless accompanied by a parent or guardian. When children are visiting, [standard child supervision guidelines](#) apply per Air Force Housing.

**4.1.1.3** Family member visits/stays in government unaccompanied housing **are limited to a total of 30 cumulative days for each family member within a 12-month period.** There is no restriction to visitation when billeting off-installation. All visitors are required to comply with ROK regulations and applicable visa requirements.

**4.1.1.4** Government quarters with a shared bathroom require a visitor request approval from suite-mate prior to visit. Please see Attachment 4 for Dormitory Visitation Request Form.

**4.1.2** Visitors are not permitted in government quarters when member is not located at Kunsan AB (i.e. member is TDY)

**4.1.3** You are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized (exception mil-to-mil couples with UH approval). Please see the Kunsan Community Standards and 8 FWI 32-6005 for dependent and non-DOD ID card holder visitation rules of engagement

**4.2. Leave or Extended TDY to Include Deployments.** You must not leave your room unattended for extended periods (over three consecutive days). If you plan to be absent longer than three days, you must arrange for security and prudent care of your room. Notify your ADL of your intended absence and provide contact information for the person entrusted to take responsibility for your living quarters. Do not turn off your HVAC system during your absence.

**4.3. Maintenance and Repair (M&R) Work Orders.** Utilize the AF Connect app, posted QR Codes (below) or contact your ADL directly and promptly via email or call during normal duty hours to report any defective, broken or malfunctioning, equipment or fixtures in your dorm.



**4.4. Damages.** You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your ADL can fully explain your options to repair or replace damaged items and the method of payment.

**4.5. Repair/Replacement Cost.** The following list of most commonly damaged and destroyed items is not all- inclusive, but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials:

Damage	Estimated Cost
Torn/Stained Mattress	\$145.00
Torn/Missing Window Screen	\$30.00
Broken Chair	\$95.00
Torn/Stained Carpet	\$805.00
Broken Blinds	\$20.00

**4.6. Environmental.** Drains, chemicals, engine oil, engine coolant, car grease, and other similar products must NOT be poured into plumbing (including toilets), drainage system, or on the ground. Automotive tires and batteries are to be properly disposed of through recycling programs. Do not place fluorescent light bulbs in trash containers. Return them to your ADL for disposal.

**4.7. Energy Conservation.** We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Keep exterior doors closed during heating and cooling periods to conserve energy. Do not prop entry doors open. This causes added strain to HVAC units and humidity is drawn into the building. Humidity can damage room furnishings and lead to mold build-up.

**4.7.1. Electricity.** An organized effort must be pursued to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0900 to 1130 and 1400 to 1900. Do not leave televisions or radios on while unattended. When you leave your room, unplug irons and turn off all appliances and room lights.

**4.8. Water.** Be responsible with water use. You may use normal and reasonable amounts of water; however, do not be wasteful.

**4.9. Trash and Recycling.** Segregate recyclables from trash and dispose of recyclables in containers provided within or around your dormitory. Place your room trash and garbage in the dumpsters provided. Do not place trash in hallways, on balconies, stairwells or external grounds. Residents must take trash to the dumpster daily. Close lids on outdoor dumpsters/bins after depositing trash/recyclables.

**4.10. Furniture.** Do NOT remove dayroom furniture from dayrooms. Personally procured furniture may be utilized but take into account that your rooms are fully equipped. Government

furniture is NOT to be removed from your room nor moved to storage lockers without prior coordination with your ADL and FMS. You will be held financially liable for furniture missing from your room upon final inspection.

**4.10.1 Furniture configuration.** For residents assigned to Collective Protection System facilities, furniture must be configured in a way to accommodate 1-2 additional members (cots).

**4.11. Laundry Facility (Washers and Dryers).** Washing with full loads is recommended to conserve energy, but **do not overload** washers or dryers, overloading causes damage to the machine. Never place plastic articles, pens, or markers in washers/dryers. You must clean the dryer vent before you start the dryer and after use as applicable. You are responsible for your laundry. Laundry left unattended and stolen is not ADLs' responsibility. Please close doors gently and do not force the door open before cycles have ended. This will damage the appliance.

**4.12. Heating and Cooling.** In accordance with 8 FWI 23-302 *Energy Conservation*, recommended temperature settings are as follows: heat - 68°F and air conditioning - 76°F. Conservation efforts result in monetary and heating fuel savings without jeopardizing the health of any individual. Do your part to conserve energy. Be advised: One month in the fall and one month during spring is designated as no heat/no cool. During this time, BCE will change the heating systems over to air conditioning or vice-versa. Living quarters may experience colder or hotter temperatures while systems are switched over. See below for the external temperature requirements regarding activation and deactivation of heating/cooling systems.

Fall Status	When 3-day Avg temp	Spring Status	When 3-day Avg temp
Air-Conditioning Off	Drops below: 70°F	Heat Off	Exceeds 55°F
Heat On	Drops below: 55°F	Air-Conditioning On	Exceeds 70°F

**4.12.1. Filters.** Certain dormitories will require a change to the filter in your heater/air conditioner unit (HVAC). You may pick up replacement filters by contacting your respective ADL. Only operate the HVAC unit with a filter in place. Damage to an HVAC system, caused by filters not being changed monthly, is costly and could be the responsibility of the resident. Remove dust and mold from all vent covers. Report any malfunction of the HVAC system to your ADL, if you have problems, do not attempt repairs or adjustments. Please note that not all dorms have air filters, contact your ADL for more information.

**4.12.2. Dehumidifiers.** Due to increased levels of humidity during Spring/Summer, all dormitories are equipped with dehumidifiers in individual living quarters and common areas (hallways, day rooms and laundry facilities). ALL residents are responsible for ensuring these dehumidifiers are emptied on a regular basis to prevent mold/mildew.

**4.13. Exterior Building and Grounds Care.** As a UH resident, you are responsible for keeping the inside of your room clean as well as 10 feet from your entry door. This may require sweeping or vacuuming the hallways or walkways around your room. Residents are responsible for keeping the grounds around the facility clean; your ADL may direct additional grounds care requirements.

## **CHAPTER 5**

### **CLEANING STANDARDS**

**5.1. Windows.** Occupants are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to your ADL. For security reasons, lock windows when you leave the room.

**5.2. Kitchen.** Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. Do not use oven cleaner on self-cleaning ovens. Clean refrigerator interiors frequently to remove food deposits. Do not use sharp instruments to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Do not pour grease down the drain as it can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans and utensils off countertops to avoid permanent damage. We recommend non-adhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**5.3. Bathroom.** Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Clean your tub and shower walls periodically with a product made to clean mildew. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, you may pick up a new shower curtain from your ADL.

**5.4. Carpets.** Vacuum and shampoo carpets, as needed. Vacuums can be checked out with your respective ADL.

**5.5. Floors.** Keep floors free from dirt and build up and mop as required.

**5.6. Walls.** Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

**5.7. Painting.** Request prior approval from your ADL to paint your room. Supplies may be coordinated through your ADL and U-FIX-It.

**5.8. Cleaning Out-processing Checklist.** Prior to conducting your dorm room final out, ensure you follow the cleaning out-processing checklist located on the back of dorm room dorm or main entrance door. Checklists (Attachment 5) can also be retrieved from your respective ADL if needed.

## CHAPTER 6

### FIRE PROTECTION

**6.1. Fire Evacuation Plan.** Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the Base Fire Department at DSN 782-4771. See your ADL for more information about Fire Evacuation Reporting Areas.

**6.2. Fire Detection and Suppression.** Upon hearing the fire alarm signal, whether verbal or by automatic devices, all occupants will immediately evacuate the facility, disregarding personal belongings. You will meet at the designated rally point that is posted near the main entry/exit of your facility.

**6.2.1. Fire systems.** Fire systems are installed for the protection of life and property and shall not be tampered with. Unauthorized tampering or reporting of a false fire or emergency alarm is a punishable crime under Articles 92 and 108 of the Uniform Code of Military Justice (UCMJ).

**6.2.2. Fire suppression system components and equipment** (i.e., risers, fire alarm pull stations, and detectors) located in facilities will not be obstructed to hamper visibility, operation, or accessibility.

**6.2.3. All fires, suspected fires, or alarms** (to include smoke detectors) will be reported whether or not damage has actually occurred. To report a fire or fire alarm contact 911 from a DSN phone or 063-470-0911 from a cell phone.

#### ***FIRE REPORTING***

***In case of a fire in your room or UH facility, immediately notify the Base Fire Department at DSN 911 or 063-470-0911 from a Korean Cell***

***Give the fire alarm operator your name, dorm number and street***

***Do not hang up until you are sure the information has been received correctly **REPORT ANY FIRE, REGARDLESS OF SIZE!!!*****

**6.2.4. Use fire extinguishers carefully.** You should know how to operate them and use them only for combating fires. They are not toys and can cause significant injuries to people and can destroy furniture and personal belongings.

**6.3. Flammable Storage.** Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

**6.4. Barbeque Grills.** Barbeque grills are provided near most dormitories. Personal, portable grills (gas/charcoal) are prohibited for use in the dormitories; and must only be used in designated areas (cleared through fire dept). Charcoal, lighter fluid, and/or propane are not authorized to be stored in your room and will be confiscated if found.

**6.5. Electrical.** Electrical cords, extension cords, and plugs will not be spliced, taped, draped over nails or metal objects, through windows or doors, under rugs, in the path of travel, or in such a way as to cause damage to wiring. Extension cords will not be used in lieu of fixed permanent wiring. Extension cords and power strips will not be used to energize refrigerators or heat-producing appliances (coffee pots, irons, space heaters, and microwaves). Power strips or surge protectors will not be daisy chained to each other.

**6.5.1.** Portable cooking appliances that use grease or oil (such as donut machines and portable deep-fat fryers) are prohibited in dormitory rooms, billeting, or other base facilities not equipped with an authorized cooking area. Other portable cooking appliances (such as air fryers, rice cookers, Foreman-type grills, hot plates, etc.) are authorized, but will be unplugged immediately after use. Never leave cooking unattended at any time.

**6.5.2.** Space heaters will be Underwriters Laboratories (UL) approved and must be equipped with a safety trip (tip-over switch) and also have an overheat protection device (automatic thermostat control) installed. Space heaters will plug directly into a wall receptacle. Do not plug space heaters into multiple outlet strips. Do not use an extension cord with an electric space heater. Maintain a 36 inch minimum distance or IAW manufacturer's recommendations between any heat producing appliance and combustibles.

**6.6. Tobacco Use.** Tobacco use (to include vapes and e-cigarettes) is prohibited in all dormitories, doorways, walkways, and stairwells. Designated locations will be identified IAW AFI 40-102 as a "Designated Tobacco Area," and as such, all occupants will comply with the standards.

**6.7. Decorations.** All decorations in dormitories will be approved by the Fire Prevention Section before installation. Highly combustible materials such as hay, straw, cornstalks, or dried floral arrangements are prohibited.

**6.7.1.** Do not hang or attach decorations to sprinkler heads or fire detectors. Do not obscure the view of pull stations, emergency lights, or exit lights.

**6.7.2.** Holiday lights will not be secured with staples, tacks, or nails. Small lights bearing an approval seal are authorized for artificial trees. Ensure all electric decorations are unplugged while unattended.

**6.7.3.** Candles and/or incense are not authorized for use in dormitories. Any sign of use, such as a burnt wick, is considered burning and will be dealt with accordingly. Used candles found in rooms will be immediately removed during inspections.

**6.8. Content Encompassed.** The fire safety guidance and standards encompassed in this document are not all inclusive but covers the common/general information that will pertain to you. It is your responsibility to ensure you adhere to the applicable regulations throughout your stay.

## CHAPTER 7

### SECURITY

**7.1. Contraband.** Contraband is defined as any property, which constitutes a potential threat to the health, safety and morale or welfare of the owner of the property or any other person. Firearms, flares or flare guns, dynamite, fireworks, volatile chemicals, black powder, ammunition, or any type of explosive device such as homemade bombs and rockets are PROHIBITED in the dormitory and punishable under Article 92, UCMJ. The possession of items such as illegal drugs or drug paraphernalia is strictly forbidden under Federal and Military law. Weapons of any type will not be stored or displayed in the room. This includes bows and arrows; martial arts weapons; grenade launchers; mortars; all types of firearms designed to propel a projectile (BB, pellet, bullet, paintball gun etc.) whether by air, gas or other means; stun guns; model and toy guns (water guns, gun cigarette lighters or any gun or object that looks like an operational firearm); brass knuckles; blackjacks; night sticks; slings shots; blow guns; or any weapon designed to throw fire or catapult projectiles; and any item that is designed to injure a person by striking. All firearms must be registered and stored at the Security Forces armory. Paintball guns are not an authorized item of storage for the armory or in dormitories. Knives which open by a spring device and are designed to open rapidly by the use of only one hand (all switch blades, straight razors, spring-operated stilettos, butterfly and flip knives), and all knives with blades longer than 3 inches are also prohibited. EXCEPTION: personnel assigned to quarters, which are furnished with cooking facilities (stove/oven) may possess commercial cooking knives that are kept, and used, in the cooking area of their quarters only.

**7.2. Crime Stop.** Be on the watch for vandalism and promptly report it to Security Forces at DSN 782-4944 (see Attachment 2). For further information concerning Security Forces policies, contact the 8th Security Forces Squadron at 782-4944.

## CHAPTER 8

### RESPONSIBLE LIVING

**8.1. Noise Control.** Quiet hours in all Kunsan dorms is 24/7. Many residents work shifts and sleep during the day. Please be considerate. If experiencing noise complaints please contact your ADL during duty hours, or Security Forces Law Enforcement Desk (782-4944) after duty hours.

**8.1.1. Excessive Stereo and Television Volume.** Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your room.

**8.2. Parties.** Parties and other social gatherings are permitted; however, keep in mind that quiet hours are 24 hours, 7 days a week, and take into consideration that other dorm residents may be asleep. Please keep the noise down to a level that will not disturb the other residents. Please clean up after yourself. Do NOT rearrange dayroom furniture unless you intend to put it back when you are finished. Dispose of trash properly in dumpsters located in the parking lot of your assigned dormitory. Also, remember the Loring Club is available for parties. You can make reservations by contacting them at DSN 782-6883.

**8.3. Vehicle Repair Work.** To maintain the desired appearance in the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles in the campus area. Please contact the base gas station for vehicle repairs.

## CHAPTER 9

### LOCAL CLIMATE

**9.1. Humidity.** This environmental condition is a fact of life at Kunsan. During the months of April – October, use of dehumidifiers is crucial to combat increased levels of humidity. The following is a list of some actions you can take to help eliminate mold and mildew problems in your dormitory and room. Please view attachment 2 for additional information.

- Keep your windows and doors closed when using your air conditioner/heater. The mixture of hot and cold air is what causes air conditioner problems as well as mold and mildew on walls, ceiling, and your furniture.
- When on leave or TDY, keep your thermostat set at 72 degrees Fahrenheit at all times, summer or winter.
- When you go on leave or TDY, inform your ADL and refer to para. 4.2. of this guide.
- Replace/clean your air conditioner/heater unit's air filter as needed. Inspect monthly at minimum. Contact your ADL for filters and replacement instructions. ADL self-help videos are located the 8 CES Dormitory SharePoint.
- Keep furniture 18 inches away from wall mounted air conditioning/heating units. For overhead units, no obstructions are allowed within 2 feet.

- When taking a shower, close the bathroom door to reduce the moisture in your room. Following your shower, you may need to leave the vent fan on for a few minutes to remove the steam and excess humidity. This is one of the major causes of mildew.
- Keep all dayroom, hallway, laundry room, and foyer doors closed at all times. If you are passing by and a door is open, please close it.
- Utilize dehumidifiers, and household fans – These items are provided by UH; please contact your ADL in the event of equipment failure.
- Notify ADL of leaks or areas that may have excessive water accumulation.

**9.2. Local Weather.** LIGHTNING can be a very dangerous weather event. If you hear thunder, even a distant rumble, immediately move to a safe place indoors. The Kunsan AB Giant Voice will announce when lightning is within 5 nautical miles of the installation. When ANY NATURAL DISASTER is imminent the base alarm system will blast a 3 to 5 minute steady tone. You should seek immediate shelter and/or follow the instructions from the Giant Voice System.

## **CHAPTER 10**

### **COMMUNITY RESIDENTIAL ACTIVITIES**

**10.1. Dormitory Council.** Airmen Dormitory Councils provide an opportunity for each dormitory resident to be responsible, accountable and involved in their living conditions. The council serves as a platform to discuss concerns about your current living environment with your Command Chief along with a panel of peers. You can be the voice of your dormitory by helping to establish standards for residents, present solutions for problematic areas, establish positive recreational activities and to identify facility and furnishings improvements to Wolf Chief.

**10.2. Alcohol.** Legal age for drinking is 21 years old - NO EXCEPTIONS.

## **CHAPTER 11**

### **TERMINATION OF UH**

**11.1. Giving Notice.** We require a 30 day notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. Call, visit or email your respective ADL for departure arrangements. If you notify the ADL promptly, they can schedule your pre-final and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Airman and Family Readiness Center or Housing Management Office.

**11.2. Pre-final Inspection.** This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the ADL also identifies normal maintenance and damages above normal wear and tear. Refer to the cleaning out-processing checklist on the back of your door, or main entrance door.



**11.3. Final Inspection.** To be accomplished no-later-than 72-hours prior to departure. This is an inspection to make sure you have met the cleaning standards (Attachment 5) and to identify maintenance not noted at your pre-termination inspection. If you fail your final inspection, ask the ADL to schedule a re-inspection as soon as possible. Once completed, your ADL will provide you with a Dormitory Clearance Letter to proceed through your base final out.

## CHAPTER 12

### TEMPORARY LODGING ALLOWANCE

**12.1. Authorization.** Due to the lack of available dormitory rooms, all personnel assigned Kunsan AB are authorized Temporary Lodging Allowance, (TLA). Personnel PCS'ing into Kunsan are authorized to stay in Wolf Pack Lodging for up to 60 days. Members PCS'ing out of Kunsan are authorized up to 10 days in Wolf Pack Lodging. If more time is required due to reasons outside the members' control (exercise, medical delay, cancelled assignment), the ADL or housing office will draft the required non-availability letter. Due to availability issues, you may either stay on or off base. All TLA will be filed at the Housing Office upon arrival and prior to departure from Kunsan AB.

**12.2. Inbound.** As mention before, if you are PCS'ing into Kunsan you are authorized up to 60 days in lodging. Once a dorm room has been assigned to you by your ADL, you must report to the Housing Office with a copy of your PCS Orders, Lodging Receipt and non-availability letter (if lodged off-base).

**12.3. Outbound.** As mention before, if you are PCS'ing out of Kunsan you are authorized up to 10 days in lodging. Once you have completed your dorm room final out, your ADL will provide you with a dorm clearance letter and a non-availability letter. Your dorm clearance letter will allow you to proceed through your base final out. If you stay in lodging before departing the base, you will need to file your TLA at the Housing Office prior to departing Kunsan. Lodging will provide you with an advanced copy of your room receipt. Proceed to the Housing Office with a copy of your PCS Orders, Lodging Receipt and Dorm Non-availability letter from your ADL. Be advised: Outbound members are authorized 1-night of port-travel at Osan AB if departing on the rotator – This will be claimed as travel expense upon arrival to your gaining base. If members choose to stay additional nights at Osan, it will be at the member's expense and will not be reimbursed.

**12.4 Filing & Payment.** The Housing Office will turn in all documents to the base finance after paperwork is reviewed, annotated, and filed. Payment will be paid directly to the members' Leave Earnings Statement, (LES). Payments may take up to 60 days to payout. Once payouts are made, it is the member's responsibility to ensure their Government Travel Card is paid off. If payment is never received, contact the Housing Office at DSN 782-4008 or e-mail 8 CES/Dorm Management ([8CES.DM@us.af.mil](mailto:8CES.DM@us.af.mil)).

**ATTACHMENT 1**  
**THE DORMITORY COMMANDMENTS**

A Quick Reference Guide to What You Must Know

- **Quiet hours are 24 hours, 7 days a week**
- Dayrooms and other common areas are EVERYONE'S responsibility
- Removing ANY common area furniture is strictly prohibited
- Alcohol will only be stored within your respective living quarters in marked containers and will not be consumed by anyone under the age of 21.
- Dehumidifier will be kept running through spring and summer months (April-October)
- Always place work orders with ADL's for issues within government quarters or appliances (via AF Connect App, QR Codes, e-mail or in-person visit)
- Smoking in Dormitories (to include living quarters) is PROHIBITED
- Candles or incense are not authorized for use in dormitories
- Only surge protectors are authorized. DO NOT USE EXTENTION CORDS.
- Cooking appliances (hot plates, electric skillets, George Foreman Grills) are not allowed in Rooms without kitchens
- **If you discover a fire or an emergency, activate the fire alarm to alert others to get out of the building. Call Emergency personnel DSN: 911 CELL: 063-470-0911**
- **Do not tamper with smoke detectors or door closure devices**

**FOR AFTER HOUR DORMITORY EMERGENCIES:**  
**CALL STANDBY ADL 010-9852-8546**

## ATTACHMENT 2

### MOLD

Mold growth will occur more frequently in South Korea's high humidity conditions. Adequate ventilation is required to control moisture buildup. Other moisture control tips include:

- Ensure you have an operational dehumidifier (contact ADL if you do not)
- Fix leaky plumbing (submit work request through ADL)
- Watch for condensation/wet spots
- Prevent moisture by increasing temperature and decreasing humidity
- Keep air handling equipment drip pans clean
- Vent moisture-generating appliances to the outside
- Perform regular building inspections
- Clean wet spots immediately

#### **Who should I contact if I suspect the existence of mold?**

Please contact your respective dorm leader.

#### **What will my dorm leader do?**

Your ADL may find it necessary to contact Bioenvironmental Engineering and Civil Engineering to work as a team to identify the root cause of mold existence and minimize it.

Bioenvironmental Engineering will assess the situation (i.e., measure humidity, temperature, and moisture content of surfaces that may have mold on them) as appropriate. Finally, we will assist with communicating any health-related issues.

Currently, there are no standards regulating these microorganisms for indoor and outdoor environments because there is not sufficient evidence to show that a certain dose of mold will cause a certain human health problem. Thus, air sampling is not conducted to determine if mold is presented.

Civil Engineering will inspect the ventilation systems and ensure they are working properly. In addition, they can determine the need for remediation.

#### **What is mold?**

Mold is found naturally in all indoor/outdoor environments. Mold can grow on any organic substance (i.e. wood, paper, foods, and insulation) as long as moisture and oxygen are present. Mold is part of the fungi kingdom and can be described as fungi growing on a surface. Mildew, however, are fungi growing on fabrics. It is essentially impossible to eliminate all indoor mold growth. Mold is normally very small (10 – 20 micrometers). There are over 20,000 species found with the most common indoor species being *Aspergillus*, *Penicillium*, and *Cladosporium*.

### **Is mold a health concern?**

Remember that the health effect of any exposure will vary depending on the concentration of the substance, how long you were exposed, the route of exposure (i.e. inhalation, ingestion, or skin contact) and your personal health history (i.e. age, gender, etc). Individuals with a healthy immune system will have a high resistance to mold. Those with a weakened immune system (i.e. already sick) may be hypersensitive to mold and more likely to have health effects. There are currently no medical tests to detect mold exposure in humans.

Health effects may include:

Mild allergic response (most common)

Coughing

Sneezing

Difficulty Breathing

Irritation (eyes, throat, nose, skin)

Headaches

### **Is there a toxic mold?**

Current research states that there is no such thing as a toxic mold. However, Black Mold or *Stachybotrys chartarum* is widely referenced in the media as a “toxic mold.” There has been little documentation to show an association between this mold and health problems. Research is still on-going.

### **What is required to create indoor mold?**

- Suitable environment (i.e., water/moisture source)
- Source of nourishment (i.e., organic dirt)
- Amplification/growth of organism
- Aerosolization of microorganisms (in the air)
- Pathway for microorganisms to reach people

### **How do I identify mold?**

The following nine items are a good starting place to identify potential mold existence:

- Visual presence of mold
- High humidity (> 70%)
- Settled organic materials in air supply ducts
- Stagnant water in cooling coils and drain pans
- Condensed water in heat pumps in summer months
- Presence of mold smells
- Dirty or wet filters in return/supply air system
- Evidence of past flooding - water damaged furnishings, ceiling tiles, carpets
- Use of cool mist vaporizers and room humidifiers.

### **What can I do?**

Preventive maintenance (i.e., housekeeping) is the key to controlling any mold growth.

If you notice any moisture, clean it up as soon as possible (within 12-24hrs). Also, remember that mold growth can be hidden; mold can grow behind walls due to moisture build-up. That is why it is essential to stop moisture problems as soon as they are identified. If mold growth does occur, clean it up quickly. Usually, non-porous surfaces (metals and plastics) can be cleaned/ disinfected while porous materials (linoleum, ceramic tile, and vinyl) are usually replaced if the mold growth is too widespread. Cleanup methods include: wiping or scrubbing with water or a cleaning solution of one part bleach in ten parts water (important to dry completely). Also, wear gloves when cleaning up any mold. If the area does become too large, contact Bioenvironmental Engineering or Civil Engineering.

### **HOW TO USE YOUR DEHUMIDIFIER**

1. Prepare the room for the dehumidifier by vacuuming, dusting and cleaning the room. Be especially careful to have all mold removed prior to using the dehumidifier.
2. Plug in the dehumidifier into a grounded outlet.
3. Set the dehumidifier on high in order to remove excess moisture from the room.
4. Wait for the dehumidifier to run several cycles, removing all undesired moisture from the air. This may take days or even weeks in especially damp rooms. Ensure to empty the container when full (as indicated by steady light on control panel)
5. Adjust the setting of the dehumidifier when the air has reached your desired comfort level. Make the setting one that will maintain the current conditions.

### **Tips & Warnings**

- Only run the dehumidifier when the temperature in the room is 70 degrees Fahrenheit or warmer.
- For peak performance, keep doors and windows in the room closed while running the dehumidifier. This will keep dry air from escaping. Keep the coils and bucket clean, but always unplug the dehumidifier before cleaning or emptying the container.
- If frost appears on the coils, the air in the room is too cold for the machine to function properly. If frost has appeared, turn the dehumidifier off, allow the coils to thaw, and turn it back on once the frost has thawed and the room temperature has reached 70 degrees Fahrenheit or more.
- Do not remove the dehumidifier plug's third prong.
- Keep the dehumidifier at least six inches away from furniture and walls.

**ATTACHMENT 3**  
**CRIME PREVENTION TIPS**

1. Upon moving into your government quarters, INSPECT all doors/locks, window latches/window screens, and any other easy entry points for defects.
2. All dormitory residents are encouraged to make an inventory list of all valuable items, and record serial numbers (if applicable) of all of your valuable property items, then file this listing in your file located in the Dormitory Management office.
3. Get acquainted with your neighbors and watch out for one another's property.
4. Secure all doors and windows before retiring at night, leaving for work, and departing the area.
5. When leaving for a short time, do NOT announce your absence by leaving a note on the door for an expected visitor. Burglars read, too!
6. Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.
7. DO NOT write down, or share your dorm codes with others.
8. Turn down the volume of your telephone when gone so the unanswered phone can NOT be heard from the outside.
9. When leaving your residence for a few days (3 or more days) on leave or TDY, contact your First Sergeant and ADL to have your quarters placed on the quarter's checklist. Also, you must have a friend watch your residence for you and ensure that you have a functioning dehumidifier to prevent mold growth. Lastly, inform the post office to hold all mail.

**REPORTING A CRIME**

1. Report all crime or suspicious activities immediately to the Security Forces by calling the "Crime Stop" number listed below. If you wish, you need not identify yourself. All information will be held in the strictest confidence. Ensure that you obtain as much information about an incident and the suspect as possible for reporting to the Security Forces Desk Sergeant.
2. Reporting Numbers: Kunsan Security Forces Law Enforcement Desk at 782-4944.

## ATTACHMENT 4

### DORMITORY VISITATION REQUEST

Date

MEMORANDUM FOR UNIT CCF  
8 CES/CEIHD

FROM: Rank First Name Middle Initial Last Name

SUBJECT: Dormitory Visitation Request

1. I, Rank and Name, request all parties acknowledge that Name(s) of Guest(s), will be visiting me at Kunsan AB. Pending approval, I intend to have Name(s) of Guest(s) stay with me in my dormitory room.

Dorm Number: XXXX	Room Number: XXXX
Arrival Date: Day Month Year	Departure Date: Day Month Year

2. If approved, I understand that Name(s) of Guest(s) may stay with me in my dorm room **no more than 30 days**.
3. I understand that I am responsible for my guest(s') actions at all times. If my guest(s) cause any disruption to the health, safety or welfare of other dormitory residents, they will be required to vacate the dormitory within 24 hours. I also understand that other military members have priority over my guest(s) for use of all room and common area facilities. If room inspections or maintenance is required in my room, I understand my guest(s') visitation does not exempt me.
4. If, I have a roommate/bathroom mate, I understand that I must secure approval from my roommate/bathroom mate to allow my guest to stay in our dormitory room. I also understand that my roommate/bathroom mate may revoke that approval at any time and I will be required to remove my spouse/children/family from the dormitory within 24 hours.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requester's Printed Name and Signature

I give consent to my roommate to allow their guest(s), aforementioned in this memo, to stay in our room during the period listed. I retain the right to revoke this consent at any time. If I intend to revoke my consent, I will notify my roommate, Airmen Dorm Leader, and First Sergeant.

Suitemate's Room Number	Printed Name	Signature

First Sergeant approve/disapprove request:

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Sergeant Printed Name and Signature

# 8 CES

## HEALTH & WELLNESS

### DORMITORY ROOM INSPECTION CHECKLIST

<b>ROOM:</b>	<b>BLDG:</b>		<b>OCCUPANT:</b>			
OUTSTANDING – No improvement needed, item could not be in better condition SATISFACTORY- Minor improvement needed, item could be better but meets standards UNSATISFACTORY- Major improvement needed, item needs correction to be within standards			<b>OUTSTANDING</b>	<b>SAT</b>	<b>UNSAT</b>	
<b>LIVING QUARTERS / ROOM / LATRINE</b>						
1.	SECURITY (PROPER DOOR LOCK FUNCTION)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	BED (CLEAN / PROPER BED FRAME SETUP)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	FLOOR / TILE & CARPET (CLEAN & VACUUMED)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	TRASH (NO EXCESSIVE TRASH)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	APPEARANCE (UNCLUTTERED & NEATLY ARRANGED)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	WINDOW (LEDGE, SILL, & GLASS CLEAN)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	CEILING FAN (DUSTED / NOT BROKEN)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	FURNITURE (GOOD CONDITION / SERVICEABLE)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	BATHROOM (CLEAN / FREE OF MOLD/MILDEW / COMMODE CLEAN)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>KITCHEN AREA / QUAD</b>						
10.	KITCHEN (CLEAN / NO DIRTY DISHES)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	STOVE / OVEN / REFRIGERATOR (CLEAN / NO SPILLS / NO EXPIRED FOOD)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	PANTRY (OLD, UNUSED AND EXPIRED ITEMS DISCARDED)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	PERSONAL APPLIANCES (CLEAN / FREE OF FOOD & MOLD)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	FLOOR (CLEAN & MOPPED)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL LIVING AREA</b>						
15.	WALLS/CEILINGS/VENTS (CLEAN / NO DAMAGE / NO EXPLICIT OR SEXUAL DECOR)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	SAFETY (FREE OF FIRE HAZARDS / NO OVERLOADED CIRCUITS & FRAYED ELECTRICAL CORDS / PROPER FURNITURE ARRANGEMENT)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>REMARKS:</b>						
PASS <input type="checkbox"/>		FAIL <input type="checkbox"/>		PASS = 3 or less UNSAT    FAIL = 4 or more UNSAT		
<b>ROOM INSPECTED BY:</b>						
<b>DATE:</b>			<b>REINSPECTION DATE AND TIME:</b>			