



Housing Assignment Record

Housing Survey

Kunsan AB, ROK



WOLF PACK Housing



<https://www.questionpro.com/a/TakeSurvey?id=4259009>

Building:		Room:		DEROS:	
Name (Last, First, MI):			Gender: Male / Female		Grade:
Squadron:		Supervisor:		DSN:	
Branch Of Service:		Date Of Rank:		Date Entered Service:	
Signature:					

By initialing below, you acknowledge you have read and understood all materials pertaining to the subjects below:

Forms and Procedures:	Initial
<p align="center">Resident Handbook</p> <p align="center">Available on the Kunsan Housing Sharepoint: https://usaf.dps.mil/sites/kunsan/8MSG/8CES/WolfPackDormitories/SiteAssets/References/2022%20Kunsan%20AB%20Resident%20Guide.pdf</p>	
<p align="center">EPA Guide to Mold and Moisture</p> <p align="center">Available on the Kunsan Housing Sharepoint: https://usaf.dps.mil/sites/kunsan/8MSG/8CES/WolfPackDormitories/InProcessingOutProcessing/EPA%20Brief%20Guide%20to%20Mold,%20Moisture.pdf</p>	
<p align="center">ADL contact procedures</p> <p>Name: _____ Name: _____ Contact Number: _____ Contact Number: _____</p>	
<p align="center">Health & Wellness Checks</p> <p>Health & Wellness checks are required IAW AFI 32-6000 and are done at the discretion of the ADL throughout the month.</p>	
<p align="center">Work Order submission</p> <p>Work orders can be submitted to your ADL in-person, via E-mail, phone, by the AF Connect APP or scanning available QR Codes</p>	
<p align="center">Lockout procedures</p> <p>Call the standby ADL at 010-9852-8546 after normal duty hours</p>	
<p align="center">Sexual Offender Disclosure</p> <p>Please read and sign the disclosure letter in your packet</p>	
<p align="center">Dormitory Rules</p> <p>Please read the memorandum in your packet</p>	
<p align="center">Fire Prevention Memorandum</p> <p>Please read memorandum in your packet</p>	
<p align="center">FMO Policy Letter</p> <p>Please read memorandum in your packet</p>	
<p align="center">Dehumidifier instructions</p> <p>Please read the memorandum in your packet</p>	
<p align="center">Housekeeping Services Information</p> <p>See ADL on available Housekeeping's services and prices</p>	

MEMBER WILL RETURN PACKET TO ADL WITHIN 5 DUTY DAYS FROM RECEIVING DORMITORY ROOM AND PACKET!

IF PACKET ISN'T RECEIVED, THE MEMBERS FIRST SHIRT WILL BE NOTIFIED.

SEX OFFENDER DISCLOSURE AND ACKNOWLEDGEMENT

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

I, (print name) _____, have read and understand the policy. By signing this document, I certify under a penalty of perjury that neither I nor any person living in my household is a registered sex offender or required to register as a sex offender. I understand I am required to notify the installation housing office immediately if circumstances change so that this certification is no longer true. I understand the policies, procedures and consequences below apply to those persons who will reside with me, all of whom are listed on the DD Form 1746, *Application for Assignment to Housing*.

POLICIES

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

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

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

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

PROCEDURES

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

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

CONSEQUENCES

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

Signature of Applicant _____

Date _____



**DEPARTMENT OF THE AIR FORCE
8TH CIVIL ENGINEER SQUADRON (PACAF)
KUNSAN AIR BASE, REPUBLIC OF KOREA**

MEMORANDUM FOR DORMITORY OCCUPANTS

FROM: 8 CES/CEIH

SUBJECT: Dormitory Rules

1. Welcome to Kunsan AB home of the Wolf Pack. We hope you will find these accommodations comfortable during your tour. It is the mission of every Airmen Dormitory Leader (ADL) to provide you the best accommodations possible. Your help is necessary in maintaining this goal by following the rules outlined below. Ensure you read and understand all the rules and regulations listed in the 8FWI 32-6005. Place your initials in the block provided at the end of each statement. (____)
2. **Quiet hours are 24 hours a day in all dorms.** These hours are enforced due to the high number of shift workers. **REMEMBER, YOUR OFF DUTY HOURS MAY BE ANOTHER OCCUPANTS TIME TO SLEEP.** Please inform a resident if they are not abiding by the quiet policy. Repeated offenses should be brought to your First Shirt and ADL. (____)
3. Dayrooms and other common areas are for the enjoyment of residents and their guests only. It is EVERYONE'S responsibility to ensure these areas are kept neat and clean, and the equipment is taken care of by all. The last person out of the dayroom should turn off the TV, VCR, and lights. If you move any of the furniture around, return it back to its original position. **DO NOT UNDER ANY CIRCUMSTANCES TAKE ANY COMMON AREA FURNITURE INTO YOUR OWN ROOM.** (____)
4. Alcohol will be stored within the dorm areas in marked containers and may only be consumed by individuals over the age of 21. If you are not over the age of 21, or you are mandated under the KRO program, you will not consume alcohol in any form. If you are of legal drinking age and not under the KRO program, you will not provide or offer alcohol to those not authorized to consume it. (____)
5. Your dehumidifier should be kept running during the summer months (April-October). These dehumidifiers help reduce mold growth in your room. It is your responsibility to ensure your room is mold free. If you leave your room for more than a week, **YOU** need to inform your ADL and find someone to ensure the dehumidifier is emptied. Mold growth is your responsibility to clean unless the formation is beyond your control.(____)
6. Any work order that is initiated to preserve government quarters or appliances serves as notice to the member that your room will be entered for mandatory repairs. Residents can check the status of their open work orders with their Airmen Dorm Leader at any time via email. (____)
7. You cannot at anytime remove or add furniture to your room. Deviations to this rule will be granted on a case by case basis. Your inventory must remain accurate so you don't end up paying for missing furniture prior to vacating your room. If a piece of furniture breaks let your ADL know. **You will be charged for missing furniture prior to PCS.** (____)
8. **DO NOT TRASH YOUR ROOM.** If something breaks in your room, notify your ADL as soon as possible so a work order can be placed to fix it. Do not wait until you are moving out to have items in your room replaced or fixed. **Damage to rooms from abuse or neglect will be paid by occupant prior to PCS.** (____)
9. It is your responsibility to understand all the rules related to living in these facilities. The 8 FW Dormitory Handbook can also provide further clarification on any of these items. (____)
10. It is your responsibility to review the EPA's guide on mold mitigation (can be found online or in the 8 FW's Dorm App). (____)

Printed Name: _____ **Signature:** _____ **Date:** _____



**DEPARTMENT OF THE AIR FORCE
8TH CIVIL ENGINEER SQUADRON (PACAF)
KUNSAN AIR BASE, REPUBLIC OF KOREA**

MEMORANDUM FOR DORMITORY OCCUPANTS

FROM: 8 CES/CEIH

SUBJECT: Occupant Fire Prevention Responsibilities

1. Kunsan's Fire Prevention Program (8 FWI 32-2001) is an integral part of the Wolf Pack's safety program. You are responsible for compliance with the instruction and will be held accountable for all damages due to negligence, misuse, or a willful intent to destroy government property while occupying government quarters on Kunsan Air Base. (____)
2. Smoking in Dormitories is **PROHIBITED!** This includes all rooms, day rooms, kitchens and all interior/ exterior stairwells. Only use designated smoking area for your dorm. Ensure all smoking material is disposed of properly. (____)
3. Candles 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. Candles and matches found in rooms will be immediately removed during inspections. (____)
4. Do not use extension cords for permanent use. Only surge protectors with a built in circuit breaker can be used. Check your cords to make sure they do not have any exposed wires; spliced cords should be discarded. Do not run cords or wires across any doorway/walkway. (____)
5. Portable cooking appliances, such as electric "hot-plates", gas burners, toaster ovens, deep-fat fryers, and turkey fryers, are prohibited in dormitory rooms, billeting, or other base facilities not equipped with an authorized cooking area. Rice cookers, Foreman-type grills, and crockpots are authorized, but **will be unplugged immediately after use.** (____)
6. If you discover a fire or an emergency, activate the fire alarm to alert others to get out of the building. If the fire alarm activates, **ALL OCCUPANTS MUST EVACUATE** the facility immediately and go to the designated evacuation rally point for your dorm. (____)
7. Dial 911 from a safe location (a nearby building) and provide the building number, location of fire or emergency, your name and a call back number. Do not hang up until told to do so. (____)
8. 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. (____)
9. Fire inspections are at the direction of 8 CES Fire Safety section. Rooms will be selected at random to enter the day of the inspection. Airmen Dorm Leaders will give as much notice as we can prior to inspections, normally every six months, to protect residents privacy. (____)
10. Do not tamper with smoke detectors or door closure devices. These items are there for your safety and are required by law. (____)

I UNDERSTAND THE FIRE PREVENTION RESPONSIBILITIES AND THAT I WILL BE HELD ACCOUNTABLE FOR MY ACTIONS AS WELL AS ANY DAMAGE TO GOVERNMENT PROPERTY CAUSED BY MY NEGLIGENCE.

Printed Name: _____ Signature: _____ Date: _____

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8012; 10 USC 9832; 10 USC 9837 and 10 USC 9840.

PRINCIPAL PURPOSES: To provide issuing offices a custody receipt for both housekeeping and non-housekeeping quarters furnishings and equipment issued to authorized customers.

ROUTINE USE(S): SSN is used for positive identification.

DISCLOSURE: Providing your SSN is voluntary. Some of the information in this form is privileged and cannot be disclosed without your consent. You are not required to complete this form, but failure to do so may result in the denial of furnishings and equipment.

INSTRUCTIONS

1. AF Form 228 will be completed in duplicate by the occupant and the issuing office representative, the original being retained by the issuing office.
2. Upon termination of the quarters occupancy or upon turning in any item, all Government furnished property must be essentially in the same condition as issued, except for deterioration deemed to be fair wear and tear.
3. Each transaction for the receipt of property must be acknowledged by signature of the sponsor or authorized representative. Each turn-in transaction must be acknowledged by signature of the issuing office representative.
4. Item condition remarks, if any, will be recorded in the space below.
5. When deemed necessary, descriptions and stock numbers of items commonly issued may be locally overprinted on this form.
6. Personnel signing AF Form 228 for furnishings will be held responsible in accordance with AF132-6004, Accounting and Reporting of Government Property Lost, Damaged, or Destroyed, for loss or damage (other than fair wear and tear) of all items in their custody.
7. Furnishings will not be removed from or exchanged between quarters unless approved by the issuing office.
8. Upon termination of quarters, all personnel must clear their account with the issuing office. If loss or damage exists, AF132-6004, will be used to reconcile the discrepancy.
9. Columnar Use:
 - Column A - Self-explanatory
 - Column B - Self-explanatory
 - Column C - Number of items issued and occupant's signature.
 - Column D - Condition code of item
 - Columns E-H - Used for the subsequent issues of the same item or different items (so that the initials and date will reflect the separate issue).
 - Column I - Number of items turned in and issuing office representative's signature and date.
 - Column J - Current balance in occupant's quarters.

REMARKS

UNACCOMPANIED HOUSING (UH) ROOM CONDITION CHECKLIST

1.General. UH Managers and residents are responsible for ensuring the UH room is inspected upon assignment and termination and the room condition annotated in writing and acknowledge by both the residents and the UH Manager

2. Standard.

Table. Dormitory Room Condition Verification.

Dormitory Room Condition Verification								
Bldg. _____		Room # _____		Resident _____		Date _____		
	Condition (Excellent, Good, Fair, Poor)	Type of Damage (Hole, Scratch, Gouge, Dent, etc.)	Location (Top, Bottom, Front, Back, etc.)	Remarks				
Room Exterior								
Main Entrance Door								
Doorframe/Threshold								
Door Hardware								
Windows/Screens								
Screens								
Name Plate								
Light								
Sleeping Area								
Main Entrance Door								
Doorframe/Threshold								
Door Hardware								
Door to Kitchen								
Windows/Screens								
Window Coverings								
Window Treatments								
Walls								
Ceiling								
Light Fixtures/Ceiling Fans								
Receptacles								
Baseboards								
Floor Covering								
Closets								
Closet Door								

Bathroom				
Door, Interior				
Door, Exterior				
Vanity and Sink and Fixtures				
Medicine Cabinet/Mirror				
Toilet				
Floor				
Walls/Tile				
Shower/Bathtub				
Exhaust Fan				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Ceiling				
Kitchen				
Door				
Doorframe/Threshold				
Countertops				
Appliances				
Dishwasher				
Disposal				
Walls				
Ceiling				
Range Hood/Vent				
Light Fixtures/Switches				
Electrical Outlets/Covers				
Windows/Screens				
Flooring				
Baseboards				
Member Signature and Date:				
UH Manager Signature and Date:				



**Department of the Air Force
8th Civil Engineer Squadron (PACAF)
APO AP 96264-2018**

MEMORANDUM FOR ALL DORMITORY OCCUPANTS

FROM: 8 CES/CEAC

SUBJECT: Furniture Management Local Procedures for Kunsan AB ROK

1. Kunsan's FMO Program is derived from AFI 32-6000 and is designed to provide the Wolf Pack dormitory residents and authorized civilians with quality furnishings. You are responsible for compliance with the instruction and will be held accountable for all damages due to negligence, misuse, or a willful intent to destroy government property while occupying government quarters on Kunsan Air Base.
2. Furniture and appliance support is available for all personnel assigned to government controlled quarters and personnel that are qualified for Government Quarters but live off base and receive a housing allowance to include Government Employed Civilians. Contractor and technical representative personnel are not authorized FMO support. Contact your Dorm Manager or FMO Customer Support for a full list of authorized furniture and appliances.
4. Dormitory furniture will remain in quarters and make account transfers between authorized customers when possible in order to minimize transportation expenses and unnecessary wear on furnishings. Account for furnishings at all times. The new customers and dorm manager will jointly inventory assets, and the new customer signs the AF Form 228 after any discrepancies are corrected. FMO will issue replacements only when a furnishings inspector deems it necessary. FMO will not exchange or remove items to satisfy a member's personal preference at government expense. You cannot at anytime remove or add furniture to your room. Your inventory must remain accurate you will be responsible and have to pay for missing furniture when you PCS. You are also financially responsible for all damages due to negligence, misuse, or a willful intent to destroy government property. Do not remove common area furniture from its rightful place as this is misappropriation of government assets and is punishable under the UCMJ.
5. FMO support request for off base residents should be made through FMO and Housing Customer Service. The schedule pickup and delivery services will be made to fit the customer's convenience to the greatest extent possible. Customers who miss appointments for pickup and or delivery without prior approval will be rescheduled at the convenience of the FMO. FMO will not transport government-issued items solely for a customer's personal convenience. FMO will provide transportation only for government-directed moves or for extenuating circumstances such as medical condemnation of quarters for health or sanitation problems.
6. FMO will issue replacements only when a furnishings or appliance inspector deems it necessary. If you have an inoperative appliance please notify your dorm manager as soon as possible so that a work order can be generated. This includes common area items such as washers, dryers, TVs and so forth. If an appliance cannot be repaired FMO will work to replace it within 72 hours of receiving notification. Initial-issue has priority over replacement shortages.
7. FMO keeps a back-order list for items that are not available. This list will be by item and date of request, so that the oldest back-order request may be satisfied first when items come in. Customers who refuse to accept a serviceable, used item will be removed from the list.

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 to 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 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.