

# Family Housing Handbook

## OSAN AIR BASE, KOREA



**SEORAKSAN TOWER (B211)**

***“The Freedom of 51 Million People  
Starts with a Good Night’s Sleep...”***

January 2024

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## Welcome Home

Congratulations on your assignment to Osan Air Base, and welcome to your new home! The Housing Office has created this handbook to outline their primary responsibilities to provide safe and functional housing for all of our patrons and to serve as a reference for the policies and procedures you are to follow as residents. Please review this handbook and keep it as a reference during your assignment.

We have created an Osan Air Base Housing & Dorm Office Facebook group that I invite you to join. This is a key communication medium to post updates on any issues concerning MFH or Dormitories. This Facebook group allows for instantaneous notification to all our military families residing in MFH and our unaccompanied members in our dormitories.

We also ask that you communicate any issues you may be having as quickly as possible to the Military Housing Office located at Building 600, Room 101, DSN 784-1840 or [51ces.ceihh.housing@us.af.mil](mailto:51ces.ceihh.housing@us.af.mil). For all maintenance concerns, we have a 24/7 contractor-staffed MFH Maintenance desk located on the first floor of Hallasan Tower, Building 1015, DSN 784-2376.

On a final note, unlike many Air Force bases, at Osan, we work and live in very close quarters. Take advantage of this new opportunity to create a support network and neighborhood within the tower. With your help, we can work together to accommodate our neighbors and maintain a peaceful, positive community. Please let my housing team know how we can assist in any way. We are grateful for your service and look forward to providing you and your family a place to call home!



ANDREW R. MYERS, Lt Col, USAF  
Commander, 51st Civil Engineer Squadron



## Major Changes Since the Last Revision

- Deleted multiple instances of redundant information to shorten the overall handbook.
- Reorganized information to improve flow.
- Consolidated MFH facility maps and moved to Appendix 2.
- Clarified initial move-in inspection procedures (Section A).
- Added process to request loaner furniture (Section A).
- Clarified damage liability and mold policy (Section B).
- Clarified outdoor cooking, noise control, and indoor play (Section C).
- Consolidated & clarified pet information (Section C).

*Disclaimer: The Housing Office reserves the right to modify this document to coincide with changes in Air Force policy and to meet the needs of the residents for which it serves. It is impossible to anticipate every question or situation within this handbook, so in situations in which the answer is not black and white, the Housing Office has the authority to make decisions to ensure good order and discipline within the towers.*

## Section A – Air Force Responsibility

The following services are provided by base agencies in support of residents assigned to MFH units: fire and police protection, facility maintenance and repair, refuse collection, infestation pest control, and snow removal from walkways and streets. The contact information for these organizations can be found within the Quick Reference Phone Numbers page located at the end of this handbook.

Table 1 – MFH Breakout

BUILDING NUMBER	BUILDING NAME	DEMOGRAPHIC
B1070	Hill 180	GOQ
B1081	Worley House	
B1080	Mustang House	SOQ
B1078	Mustang Row	
B1017	The Shire	
B1065	Treehouse	
B437	Schoolhouse	
B1015	Hallasan Tower	FGO/CGO/SNCO/NCO
B1014	Jirisan Tower	
B211	Seoraksan Tower	NCO/AMN

**Initial (Move-In) Inspection** – A housing representative, along with the resident, will perform initial, pre-termination, and termination inspections to document any discrepancies pertaining to the unit, grounds, and appliances on the AF Form 227, *Quarters Condition Inspection Report*. The initial inspection is performed at the time of assignment with a housing representative. Your AF Form 227 must be completed and returned to the Housing Management Office within two weeks of this inspection.

**Final (Move-Out) Inspections** – Refer to Section I – Termination (Leaving) of Family Housing.

**Maintenance and Repair** – The 51st Civil Engineer Squadron (51 CES) and the Maintenance Contractor are responsible for daily maintenance of MFH. For all building maintenance problems, contact the contractor at 0505-784-2376. **The call desk is operational 24 hours a day. The call desk is located in the first-floor lobby of Hallasan Tower, Building 1015.** The Customer Service window does close for some holidays. The customer service representative will assign a job order number and an approximate date and time the work will be performed. Alternatively, residents may initiate work orders using the AF Connect App which can be downloaded from Google Play or the Apple App Store.

There are three categories of service calls – emergency, urgent, and routine:

- Emergency – Within 24 hours: Emergency Service Calls are for maintenance items, which could seriously affect lives or will cause serious damage to government property.
- Urgent – Within 7 days, or upon receipt of material.
- Routine – Within 30 days, or upon receipt of material.

In the event repair work is not satisfactory, please contact the Maintenance Contractor again for rework. If a resolution can't be reached, contact the Housing Office at DSN 784-1840/Commercial 0505-784-1840 during normal business hours or send an email with pertinent information and pictures to [51ces.ceihh.housing@us.af.mil](mailto:51ces.ceihh.housing@us.af.mil).

**Snow and Ice Removal in MFH: Towers, Parking Garage, SOQ/GOQs** – The housing maintenance contractor is responsible for snow and ice removal within 50 feet of buildings, including the entire width of the sidewalks.

**Refuse Collection and Disposal** – All household trash must be separated from recyclables, bagged, and placed in the trash chute, accessible from the trash room on each floor (bins located outside for SOQ/GOQ units). Bulk trash or items that won't fit in the trash chute must be taken to the trash room on the ground floor. All recyclables should be placed in a plastic bag and taken to the recycling room on the first floor of Hallasan and Jirisan or in the green bins outside of Seoraksan (bins located outside for SOQ/GOQ units). If all recycling bins are full, residents must hold on to their recyclables until such time presents when they can be discarded. Cardboard should be 'broken down' flat prior to recycling.

**Lockouts** – If you are locked out of your home, contact the service call desk at 0505-784-2376. The resident is responsible to reimburse the U.S. Government for the cost of the lost or missing keys, as well as re-keying and replacement of the locks.

**Government-Furnished Appliances** – All units come with a dishwasher, stove, refrigerator, washer, and dryer. If you have problems with your appliances, contact Housing's Furnishings Management Office (FMO) at 0505-784-5181 during duty hours and 010-8565-6520 for after duty hours, weekends, and holiday emergencies. FMO will coordinate with the Appliance Maintenance Contractor for repairs. Problems with the refrigerator and stove are classified as emergency repairs.

If a resident prefers to use a privately-owned appliance in lieu of a government-furnished appliance, the government-furnished appliance will be removed at no cost to the resident. However, at no time will government-provided maintenance or repair services be performed on privately-owned appliances.

**HVAC Filters** – Heating, ventilation, and air conditioning (HVAC) filters are changed every quarter by the maintenance contractor. Maintenance personnel do not need to enter your home to change the filter.

**Pest Management** – Residents are responsible for good sanitation to deter pests. According to Air Force Instruction 32-1053, *Pest Management Program*, MFH residents must control minor pests in their quarters, such as cockroaches, ants, silverfish, flies, sow bugs, earwigs, and miscellaneous flying and crawling pests, which do not constitute a health hazard or destroy government property. (NOTE: Cockroaches are not considered a health hazard except under exceptional circumstances.) A full line of approved pesticides is maintained in the Base Exchange and Commissary.

51 CES Pest Management personnel will control all pests in MFH which are health hazards, such as rats, bees, wasps, snakes, and other venomous pests. Additionally, they will also control all pests considered potentially hazardous to Air Force property, such as termites, carpenter ants, wood boring beetles, and insects which attack lawns and ornamental trees planted by the installation. Pest Management will not treat

unsanitary or extremely dirty quarters until they have been thoroughly cleaned.

**Traffic Management Office (TMO)** – The Air Force authorizes full weight entitlements for accompanied Air Force civilian and military members assigned to/from Osan Air Base. The Overseas Quarters and Furnishings Availability report authorizes full weight entitlements for accompanied Command Sponsored personnel. Only unaccompanied members are weight restricted. If you have any questions regarding your TMO authorizations, please contact your local TMO or the Osan Air Base TMO at DSN 784-6019.

**Loaner Furniture** – Loaner furnishing kits are provided to military and civilian personnel for a maximum of 90 days for PCS in and 90 days for PCS out of Osan Air Base. Government contractors are not eligible for Furnishings Management Office (FMO) loaner furniture or appliances. Once the Housing Office offers and schedules your move into an available unit, your housing counselor will guide you in requesting loaner furniture based on your move-in schedule.

## Section B – General Resident Responsibilities

**Leave or Extended Temporary Duty (TDY) Travel** – If you anticipate an absence from your home for more than seven days, you must provide a notification of temporary absence to the Housing Office. A formal letter is available at the Housing Office or can be requested via email by contacting [51ces.ceihh.housing@us.af.mil](mailto:51ces.ceihh.housing@us.af.mil). **Pets are not to be left unattended in housing units during these periods.**

**Social Visits** – MFH residents are responsible for their guests. Family housing units may not be jointly occupied by more than one family. Bona fide social visits of 30 days or less by guests of persons to whom quarters are assigned do not constitute joint occupancy. The Installation Commander may authorize exceptions when immediate family members are visiting and want an extended visit; submit written exception to policy request through the Housing Office for visits beyond 30 days.

**Damage to Housing** – Damages to quarters beyond reasonable wear and tear are the resident's responsibility. Any repairs or replacements completed by the resident must meet Air Force standards. The 51 CES Commander must initiate a Report of Survey for government housing when the proximate cause of the loss or damage is determined to be gross negligence or abuse, or damage if the member was "on notice" of the particular risk involved and failed to exercise reasonable, available opportunities to prevent or limit the loss or damage. Cost reimbursements will be processed utilizing a DD Form 139, Pay Adjustment Authorization or DD Form 1131, Cash Collection Voucher.

**Liability for Damage to Housing, Equipment, Furnishings, and Appliances** – Under federal law, members of the armed forces occupying MFH shall be held liable and accountable for loss or damage to family housing, equipment, or furnishings caused by abuse or negligence of the member, the member's dependents, and the member's guests or pets. Residents are also liable for damages caused by self-help work and are required to repair or provide reimbursement for repairs prior to final inspection. The amount of liability shall be determined on a case-by-case basis. AFI 32-6000, *Family Housing Management*, provides guidance on responsibility determination and pecuniary liability. Financial liability is determined IAW DoD 7000.14-R, DoD Financial Management Regulation, Volume 12, Chapter 7, Financial Liability For Government Property Lost, Damaged, Destroyed, Or Stolen.

**Insurance** – While occupying MFH, you are highly encouraged to consider buying commercial renters' insurance to protect yourself in case of major loss. Such insurance should clearly specify the personal liability coverage for loss or damage involving government quarters, furnishings, and equipment. A common policy for this coverage would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. In cases of misconduct or abuse, you can be held liable for replacement value. The replacement value is based on maximum net square footage and grade authorized by public law.

**Telephone Installation and Internet Service** – Commercial telephone and internet service is available through a contract vendor located within the Main Exchange.



### **Tower Heating and Cooling**

The towers utilize two separate systems for HVAC. A central boiler system supplies heating to the units from fall to spring, while a chiller system supplies air conditioning to the units from spring to fall (as long as the outside air temperature is 50° F or greater). The boilers will be shut down during the summer and the chillers will be shut down during the winter to conserve energy, minimize wear and tear on components, and allow time for annual maintenance to be performed on these systems. During the winter and summer transition periods, both systems will function concurrently so you can cool or heat your unit as dictated by the fluctuating weather.

**Energy Conservation** – Resident participation is critical to supporting the installation’s efforts to conserve energy and being a good steward of resources:

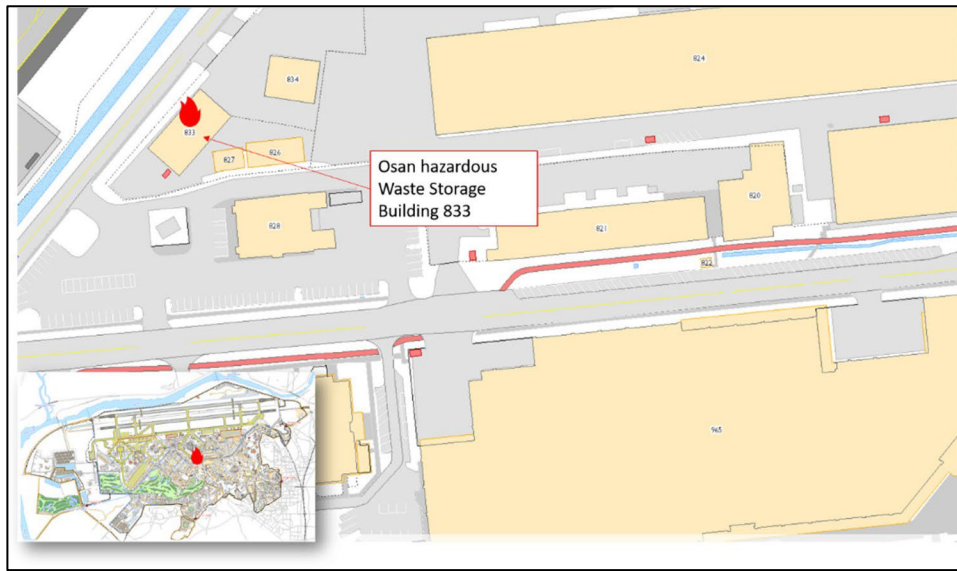
- Turn off lights and electrical equipment when not in use.
- Keep exterior doors closed when cooling and heating and seal off areas of your home not in use.
- Adjust thermostats to keep your residence around 72° F. When you are out of town on vacation or TDY, set the thermostat to 55° F during the winter and 76° F during the summer.
- Dry multiple loads of clothes sequentially to take advantage of heat retained in the dryer and reduce the amount of energy used.

These energy saving tips can easily be introduced into your home and help the base meet the energy reduction goals. Practice energy conservation in your daily routine, at home and at work. Remember, good stewardship means getting the most from the resources we are given, so help the base in its energy conservation efforts.

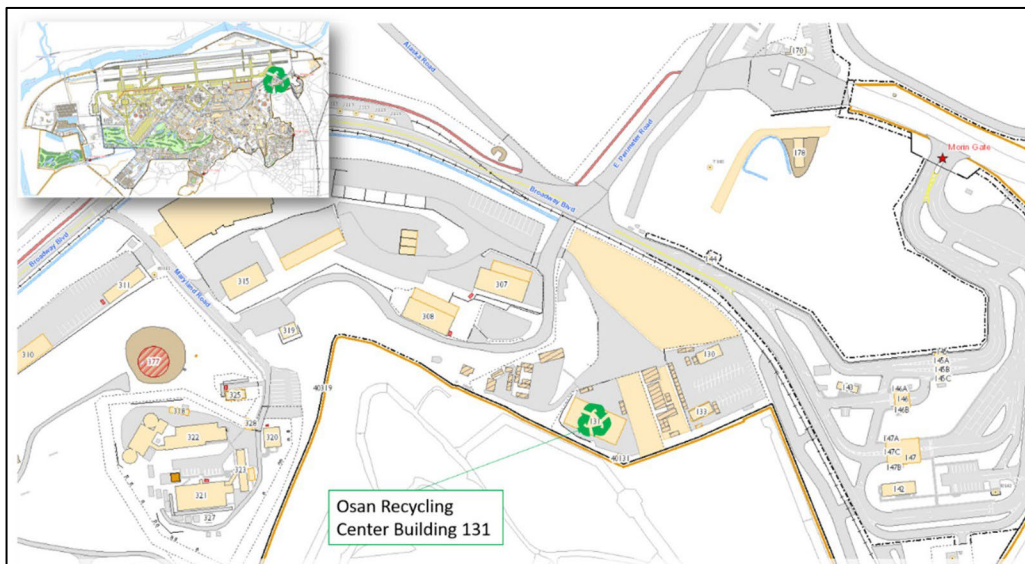
**Water Conservation** – Similar to energy conservation, residents must be conscious of water use. Good practices include, but are not limited to reducing shower times, turning water off while brushing teeth, etc.

**Environmental Concerns** – Many products have labels that describe proper disposal procedures. Waste engine oils, engine coolants, car grease, and other similar products will not be poured into the drainage system or onto the ground. In addition, no burning of refuse will be permitted. Any questions about recycling used oil or disposing of household products should be referred to the Environmental Element at 0505-784-4272.

HAZMAT lockers for the storage of POL items are provided on the first, second, and third floor of the parking garage, building 1016.



*Figure 1 – Hazardous Waste Storage Facility Map*



*Figure 2 – Recycling Center Map*

**Common Area Storage** – Residents may store one wheeled item such as a stroller or a wagon in the hallway if it does not exceed 25” in width or otherwise impede egress. Additional items (e.g. skateboards, scooters, strollers, wagons, bicycles, etc.) and anything exceeding 25” in width must be stored in the marked area by the elevators (Hallasan/Jirisan) or within the residence. Residents’ personal items such as tables, chairs, and children’s play and sports equipment may not be left in the common areas or hallways and must be stored within each residents’ unit or secured storage immediately after use. Residents’ doorways (i.e. the door and the recessed area around the door) may be non-permanently personalized in all towers if it does not cause damage to the facility or impede the hallway or other required access. **All items should be labeled. Housing will provide a label or residents can make their own. It should include last name, building**

**number, unit number, and DEROS.** Items in violation will be subject to removal after three notices (reference Section J – Violations.)

**Trash** – Trash will be segregated from recyclables and taken to the trash room on each floor and placed in the garbage chute. If trash chutes are full, all items must be taken to the bottom floor trash rooms. **DO NOT leave items in residential floor trash rooms or in the hallways, stairways, or elevators.** All trash must be in plastic bags and tied prior to placing it inside trash receptacles. Do not throw recyclables, breakables (glass), pet waste, or oversize items in the trash chute. These items should be taken directly to the entry floor or first floor trash room or recycling bins (when applicable). Parents must ensure children who are assigned this chore can carry a full garbage bag and know how to dispose of trash correctly.

**Bulk Item Pickup** – The refuse contractor will pick up bulk or oversize items on the 2nd and 4th Tuesday of each month; plan accordingly to only dispose of oversize items on the bulk pick-up day. Bulk items should be placed next to the recycling bins located outside the three towers no earlier than the weekend preceding the bulk pick-up day. Bulk or oversize items include TVs, couches, framed pictures, or other large furniture items.

**Recycling** – Recycling should be taken to the ground floor recycling room or placed in the green bins located outside. Place all recyclable materials in clear plastic bags; you do not need to sort them. Flatten all cardboard boxes. Do not place any food waste in the recycling bag. If the recycle bins are full, residents must maintain possession of their recyclables until the bins are cleared. Recyclables must never be left on the ground outside of bins.

**Hazardous Materials** – Do not put hazardous materials including tires, engine oil and coolants, car grease, batteries, paint, propane gas tanks, solvent, common household cleaning products and other similar products into plumbing, drainage systems, in trash, or on the ground. Paint, aerosol cans, propane cylinders, oil for energy recovery, small batteries (lead acid, nickel-cadmium, lithium, mercury), and fluorescent bulbs should be taken to the Hazardous Waste Storage Facility located at building 833, behind Popeye's. Small personal non-lithium-ion batteries are to be disposed of in the bins located on the entry floor of each tower. For assistance in disposing of these materials, call 0505-784-6508 or 0505-784-4272 to contact the Environmental Element.

## Care of Unit Interior

**Cleanliness** – The overall cleanliness of government housing is the resident's responsibility. The definition of cleanliness is the level of cleaning a prudent homeowner would maintain. Units not conforming will be reported and may lead to eviction at the resident's expense. **Cleaning to prevent mold and mildew is the responsibility of the resident.** Residents are responsible for dealing with any mold < 1ft<sup>2</sup>, unless it is directly tied to a maintenance concern (e.g. leak caused mold growth).

**Kitchen** – Clean ovens, stoves, and broiler units regularly. Clean walls and oven hoods to prevent grease build-up, which can become a fire hazard. Do not pour grease or oil down the drain because it will solidify in the pipes and cause blockages. Dispose of food waste and cooking grease in your trash receptacle. Use only regular shelf paper in drawers and cupboards as the use of adhesive-backed paper will damage surfaces when removed.

**Washers and Dryers** – Avoid running overloaded and extremely small loads, as they are inefficient and inflict excessive wear and tear. Clean the lint filter after each drying cycle and rinse with soap and water periodically to remove fabric softener film. In the towers, you are required to turn on the dryer boost pump on the wall panel switch in order to run your dryer.

**Water Beds** – Water beds are not authorized.

**Bathrooms** – Walls in the tub/shower area and bathroom floors tend to mildew and should be cleaned periodically with a disinfectant to combat mildew. Bathtub stickers/appliques are not recommended, because they can be difficult to remove and sometimes cause permanent stains. Do not drill or make holes in the ceramic tile, mortar, or one-piece shower unit walls.

**Carpets** – Both preventive and corrective maintenance must be performed to prolong the life and appearance of the carpet. The cost to repair or replace carpet (other than fair wear and tear) because of damage by the resident will be the sole responsibility of the resident and must be paid for prior to final termination inspection.

**Hardwood** – Use only quality wax removers to prevent wax build-up. Pay special attention to corners and baseboards. If rugs are used, do not apply any type of adhesive underneath.

**Walls/Doors** – Use mild soap and warm water to keep your walls and doors clean. Do not apply adhesive-backed materials or decals to walls as these can cause damage upon removal. Use only small nails to hang items on the wall; do not use nails or screws in the closets, cabinets, exterior doors, or bedroom doors. During your final termination inspection, you are not required to fill small holes, however, you are responsible for filling and repairing larger holes. Do not mount televisions to the wall.

**Windows** – Residents are responsible for the interior cleaning of all windows. Ensure windows are properly secured, and children closely monitored to prevent the potential hazard of a fall from a window. Residents will be charged for broken or lost window keys prior to final termination.

**Curtain Rods** – Curtain rods have been provided for all family housing units and should not be removed



or replaced. Any damaged or unserviceable curtain rods will be replaced at the resident's expense.

**Blinds** – Blinds have been provided for all our family housing units. Any blinds reflecting damages, such as bent/missing slats or generally unserviceable, will be replaced at the resident's expense.

## Care of Unit Exterior – All Homes

**Tidiness** – Each resident is expected to maintain a neat residence and to keep their exterior tidy. Discrepancy notices will be issued when a condition exists which does not meet standards. Discrepancy notices may be issued for noise violations and for failure to control your pet, remove snow or keep up the yard and quarters. Four discrepancy notices within a calendar year (from date of first notice) may result in termination of your on-base housing privileges. Violations will be discussed in Section J - Violations. Please remember, you are responsible for keeping your area tidy at all times.

**Removal of Debris, etc.** – The porch, balcony, and/or yard area must be free of debris (paper, cans, candy wrappers, animal feces, etc.). Residents may not hang or place anything unsafe on any part of the balcony. Additionally, items such as tires, plywood, or any items leaning against your home or in the parking garage must be removed and stored. Debris poses a risk to people and property especially during adverse weather conditions. Furthermore, debris can house various vectors (animals, insects, etc.) that will impact quality of life.

**Trees** – Tree maintenance in housing is the responsibility of the 51 CES Pavement and Equipment Section. For assistance, contact CE Customer Service at 0505-784-6226.

**Vegetable Gardens** – Gardens are not authorized in the ground surrounding towers, townhomes, SOQs or GOQs, but may be grown in pots or plant boxes. Any growth must be in good taste and orderly and should be removed prior to final termination.

**Storage Rooms/Cages** – In Hallasan/Jirisan Towers and for some units in Seoraksan, personal items must be stored in the cage, and no items may be left outside the cage. Cages should be locked. All items must be at least 18 inches below the ceiling or any fire sprinkler heads. In Seoraksan Tower, personal items can be kept within the unit's interior storage room.

**Auto Repair Work** – The only auto maintenance/repair work authorized in housing areas (to include parking garages) is servicing or changing a flat tire and replacing/jump-starting a dead battery. The Automobile Hobby Shop, building 1214 should be used for all other repair work, including oil changes.

**Windows** – You are not authorized to install outside window guards, awnings, or shades.

**Antennas/Satellite Dishes** – Residents are not authorized individual television antennas or satellite dishes.

## **Care of Unit Exterior – SOQ/GOQ Units**

**Storage Shed Standards** – Only SOQ/GOQ residents are authorized storage sheds. The shed must be approved by the Housing Office prior to purchase. Storage sheds must be removed prior to final termination. Additionally, the ground must be returned to original condition (i.e., new sod placed).

**Snow and Ice Removal** – Your area of responsibility for snow removal is midway between adjacent units or 50 feet out, whichever comes first. This includes the entire width of the sidewalks, your assigned parking space(s) and any visitor parking space directly adjacent to your assigned space. When shoveling snow and ice from walkways, shovel it to the side of the walkway.

**Flower Beds/Landscaping** – Keep your flowerbeds neat and free of weeds and grass. Flowerbeds in areas, which may lead to soil erosion, are prohibited. Do not plant poisonous or nuisance plants. Borders must be approved by Housing Office and may not exceed 3 feet in height. Should a resident desire mulch, please contact the Housing Office. You may not attach anything to trees, shrubs, or any portion of your quarters. Holiday lights are permitted but must be removed immediately after the holiday.

**Swimming and Wading Pools** – Only above-ground wading pools are authorized in SOQ/GOQ units. Pools are not authorized in tower areas. The Housing Office must approve the use of a wading pool at a SOQ/GOQ unit prior to installation. A wading pool is defined as "less than 12 inches in depth and no more than 8 feet in diameter, or 8 feet in its longest dimension." Pools must be emptied and properly stored when not in use. Lawns will be restored (grass must be growing) to original condition when pool is removed. The resident assumes all liability for any injuries or damages incurred by using a pool.

**Trampolines** – Trampolines are authorized in the backyard if they have an attached safety net. Before a trampoline is installed at a SOQ/GOQ unit, it must be approved by the Housing Office. The resident assumes all liability for any injuries or damages incurred by using a trampoline.

**Bicycles/Personal Transportation Devices (PTD)** – Bicycles or PTDs can be neatly stored in the bike rack areas on the first and fourth floors of the parking garage, in the covered parking areas near Seoraksan Tower, in the designated bike parking area on the lobby of each floor, or in residents' homes or storage areas. All bikes and PTDs should be registered with 51 SFS; clearly marked with the owner's name, building number, unit number, and DEROS; and locked when not in use. They should never impede traffic or be parked in locations that have "No Parking" signs. They will be ticketed if found in unauthorized locations. The Housing Office will perform semi-annual Bicycle/PTD Round-Ups to clear any abandoned or unclaimed bikes and PTDs from Housing. Residents will be notified of the round-ups in advance.

## Section C – Community Living Guidance

Osan Air Base fosters a close-knit community, where families reside in close proximity. Maintaining a sense of privacy, peace, and quiet can pose challenges, especially given the diverse work schedules of our military personnel, ranging from dayshift to swings and midnight shifts. While we understand the desire for a normal life, it is imperative to uphold respect for the privacy and rights of fellow residents, exercising common sense and courtesy.

### **Resident Responsibilities:**

Residents of Tower Apartments share the same basic responsibilities outlined in Section B – General Resident Responsibilities of this handbook, applicable to all residents of Military Family Housing (MFH). Living in a tower apartment presents unique considerations, emphasizing the importance of being mindful of your neighbors' well-being, as they reside above, below, and on both sides of you.

Cooperation and consideration for rules of conduct are paramount to creating a positive living environment in high-rise living. By adhering to the golden rule of "Do unto others as you would have others do unto you," residents contribute to better living conditions, ensuring a comfortable and enjoyable stay in their new homes.

**Loading/Unloading Zone** – Each tower has hash-marked open areas or driveways around it. Residents are permitted to rapidly load/unload vehicles in these locations. The vehicle should not be left unattended.

**Elevators** – Each tower has three elevators: one cargo elevator and two passenger elevators. The cargo elevator should be used to transport furniture and large items. Parents must control their children and pets in the elevators; if a pet is unable to make it to the relief area, the resident is responsible for cleaning up any pet waste. If a resident leaves a mess, a citation will be issued in accordance with Section J – Violations. Caution children not to jump up and down in the elevators, as this type of motion can cause elevators to stop between floors. Push only one elevator call button and push only the required floor to avoid unnecessary wear on the elevator, which results in the need for more frequent down-time and maintenance. Each elevator has an emergency call button connected directly to the fire department.

**Rooftop** – The rooftop areas are OFF LIMITS to all residents and visitors. Only authorized maintenance personnel and emergency response personnel are allowed access.

**Balconies** – Respect the neighbors below you. Please do not drop items, pour substances, or shake rugs from the balconies or out of windows. Ensure balcony drain is clear to allow rainwater or melting snow to run off. Do not hang anything on any part of the balcony railing, with the exception of seasonal lighting during the approved time frame (see Section G “Decorations”).

**Smoking** – Smoking in MFH is only authorized on the balconies/patios. If you smoke, take your neighbors into consideration. If anyone contacts housing stating that smoke came from another balcony/patio into their unit, the offending resident will be informed by housing and no longer allowed to smoke on their balcony/patio for the duration of their occupancy. See Section J – Violations.



**Children** – Ensure your children do not play in the stairwells, first floor lobbies, driveways, parking garages, and garbage collection areas.

**Common Areas** – Sidewalks, entrances, first floor lobbies, emergency exits, and stairways must be free of obstructions at all times and used by residents only for the purpose of entering or leaving the premises. Strollers, bicycles, boxes, toys, shoes, etc., must not be left in these areas.

**Car Washing** – Wash your car (or motorcycle/moped/scooter) at the base car wash or off base. Do not wash it at your residence, near towers, SOQ, parking lots or in the parking garage.

**Recreation Room** – Tower and SOQ/GOQ residents may contact the Housing Maintenance Contractor in Hallasan Tower to reserve any tower recreation room up to 45 days in advance of the requested date of use. Rooms can be reserved for up to 3 hours per day (including set-up and clean-up) from 0700 to 2200. If the room is required for a longer period, a written request must be submitted and approved by the Housing Office. Residents will be provided access to the recreation room by the Housing Maintenance Contractor in Hallasan Tower. Users are required to clean up (sweep, mop, wash tables, clean refrigerator, clean off furniture, etc.) after usage. The resident is required to notify the Housing Maintenance Contractor when the recreation room use is complete. Visitors to the recreation room must ensure their children are not playing in other parts of the tower. Not abiding by the rules will restrict future use of the recreation rooms for a minimum of 60 days.

**Bulletin Boards** – All fliers, information letters, and notices placed on bulletin boards must be approved by the Housing Office prior to posting. Any unapproved flier, banner, or notice placed on a wall, door, or elevator will be removed. For-profit advertisements will not be approved for MFH bulletin boards.

**Outdoor Cooking** – Except for the built-in grills in the playground areas, barbecue cooking in the common areas surrounding the buildings is prohibited.

Barbecuing on the unit balcony is authorized provided the following guidelines are followed:

- Barbecue grills or smokers must use propane. **DO NOT GRILL USING CHARCOAL OR WOOD ON THE BALCONY.**
- The grill must be attended at all times.
- The patio door must remain closed while the barbecue is in use.
- A portable fire extinguisher must be readily available.
- A spray water bottle must be available to extinguish small flare-ups.
- Barbecuing is not authorized when winds exceed 10 knots.
- Open flames or fire pits of any kind are not allowed on the balcony.
- Store propane bottles on the balcony, not inside the residence.
- If anyone contacts housing with complaints that smoke came from another balcony/patio into their unit, the offending resident will be informed by housing and no longer allowed to use their grill or smoker. The Osan Housing Office must ensure the rights of every resident to live in a smoke free non-toxic environment.

**Noise Control – PLEASE OBSERVE QUIET HOURS FROM 2200 - 0600!** Excessive noise is the primary complaint received by the Housing Office. Remember that military member’s shifts often change, especially during exercises. Please be respectful. If there is an issue, please address it with your neighbor first. If it continues, please contact the Housing Office or the Security Forces Squadron. The volume of musical instruments, radios, TVs, and stereo equipment should be regulated so as not to disturb or annoy other residents.

**Parties** – Many complaints can be avoided by informing your neighbors (above and below, side to side) prior to having a party. Do not assume your neighbors enjoy the same type of music or television programs as you do – please keep the volume low.

**Supervision** – Your children should be closely supervised at all times. All dependents and guests are the responsibility of the resident.

**Indoor Play Hours** – Play hours are from 0800-2000 in the hallways and common areas. Sports (e.g. basketball, soccer, baseball, etc.) are considered “outdoor play” and should not be done in the towers. Please be respectful of your neighbors and communicate with each other over issues.

**Playgrounds** – There are several playgrounds in the housing areas providing a safe environment for your children to play. Please be considerate and do not damage the playground surface or equipment to ensure the longevity for all residents. Streets may not be used as a playground.

**Parking** – There is limited parking on Osan Air Base. In the tower parking garage (Hallasan and Jirisan), only one assigned parking space has been allocated to each housing unit. Visitors and additional vehicles must park on the 1st or 4th (roof) floor unassigned spots. Parking for 51 MDG staff is located on the 4th floor. Seoraksan parking is on a “first come, first serve” basis. If you’re leaving for an extended period (TDY, vacation, etc.), please park your vehicle in a parking space further from the building to allow closer parking availability for other residents. Be reasonable and considerate and talk to your neighbors when problems or misunderstandings occur. Do not park automobiles, recreational vehicles, small trailers or motorcycles on lawns, patios, sidewalks, or common areas in the housing areas. Tickets will be issued for violations.

The areas located around tower entrances to include the drive-through are emergency vehicle lanes. Short-term (10 min) loading and unloading are permitted in these areas, however, POVs cannot be left unattended in these areas; a licensed driver must be with the vehicle at all times. Parents picking up their children from a babysitter or childcare center or delivering groceries should park in the parking lot. Parking in government vehicle parking areas or reserved parking areas is prohibited.

The parking garages or surface parking areas are not for storage of household goods. All household goods shall be stored in the housing unit or in the cage/garage (SOQ/GOQ only) provided.

**Shopping Carts** – Do not remove shopping carts from the Commissary or BX! If you see a shopping cart, please return it to the appropriate location. CCTV systems will be utilized to identify members bringing and leaving shopping carts in MFH. Violators will be charged in accordance with rules outlined in Section J –

Violations. MFH carts are available for each tower and are inscribed accordingly. Residents are highly encouraged to use the carts with the understanding that the carts will be returned to the designated location within its respective tower.

**Pets** – All households are limited to two authorized pets (cats and dogs). Dogs and cats must be registered with the Base Veterinary Clinic. Other than cats and dogs, only fish in an up to 10-gallon tank, guinea pigs, and hamsters are authorized. The cargo elevator is the only elevator to be used with pets. Control of pets is the responsibility of the owner. Adults are responsible for pets, even if children are performing general pet maintenance actions such as pet relief, walking, etc. If a child does not pick up after a pet or does not use the pet relief areas, then the adult(s) will be held liable for their inaction.

Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive or potentially aggressive," unless the dog is a certified military working dog being boarded by its handler/trainer or if approval is obtained by the Installation Commander in writing. Aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow, and Wolf Hybrids. Prohibition extends to any animal that demonstrates one or more of the following aggressive behaviors:

- Unprovoked barking, growling or snarling at people approaching the animal
- Aggressively running along a fence line when people are present
- Biting or scratching people
- Escaping confinement or restriction to chase people

Breeding or raising of animals in family housing for show or commercial purposes is prohibited. In the event of the death of your pet, it is your responsibility to put the carcass in a double plastic bag and contact 51 CES Customer Service. Carcasses will not be buried within the confines of Osan Air Base or placed in trash rooms of towers. Should you find an animal carcass (strays and pets whose owner cannot be identified) on base, contact the 51 CES Customer Service for pick-up and disposal.

Pet relief areas (turf) are provided at each tower. You must ensure cleanliness of the pet relief area after use to control and prevent vermin infestation. Do not use interior areas, balconies, grass, gravel, or playground areas for pet relief. If you walk your pet, you must carry a "pooper scooper" or some other method to clean up pet waste immediately. Do not let your pet become a neighborhood nuisance because of excessive barking or invading the privacy of others. The resident must repair all damage to yards caused by pets. Stray pets should be reported to Entomology through CE Customer Service, 0505-784- 6226.

Pets must be secured with leashes while outdoors, except in fenced patios and yards (SOQ/GOQ) and fenced dog runs. Pets must not be left tied or unattended while outside of the unit's residence. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination information annotated/attached. Do not abandon your pet when you PCS.

## Section D – Fire Protection

**Fire Reporting** – IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT. ENSURE YOU ARE SAFE AND TELEPHONE "0505-784-9111" IMMEDIATELY. Give the fire department operator your name, tower, and apartment number. Do not hang up until you are sure the information has been received correctly. PULL THE FIRE ALARM ON YOUR WAY OUT TO SAFETY. Report all fires, regardless of size. If you or your dependents pull the fire alarm for any reason than an actual emergency or fire and the fire department responds, there will be adverse action commensurate with the offense. For more information, see Section J – Violations.

**Fire Evacuation** – As soon as the fire alarm system sounds, all residents must exit their units through the stairwells (located at the ends of each hallway) and proceed to a safe distance from the building. The Seoraksan Tower also has a center hallway stairwell. The stairwells are designed to be completely fire and smoke-free fire escape exits, providing the safest means of evacuation from all floors to the ground floor.

Do not prop open fire doors. Propping fire doors can allow smoke and/or fire to enter the stairways. Be sure hallways and stairwell doors are not blocked at any time.

Firefighters and other emergency personnel will be using the stairwell to get to the scene of the fire, so exercise care when evacuating the building. Lighted exit signs and emergency lighting are provided at each floor level to show where the exits are. DO NOT USE THE ELEVATOR AS A FIRE EXIT!!! Remember to take your house keys to avoid locking yourself out of your unit. Keys will also allow you access to your vehicle for warmth during a winter evacuation.

**Fire Protection Features** – Each apartment is equipped with heat detectors attached to the ceiling of each room. These devices are designed to automatically activate the fire alarm system when the temperature reaches a certain degree or when there is a sudden rise in temperature. In addition to heat detectors, each apartment has smoke detectors. These smoke detectors are not tied into the fire department. 51 CES will test smoke detectors annually, but residents are encouraged to manually test the smoke detectors monthly. If a smoke detector is inoperative, call Housing Maintenance, 0505-784-2376. Additionally, the hallways and garbage disposal room on the first floor are equipped with automatic sprinkler systems. These systems are temperature sensitive and will activate with sudden increases in temperature.

**Fire Evacuation Plan** – A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity can save the lives of your loved ones. The fire department should be made aware of physically disabled family members.

**Stairwells, Hallways, Egress Routes** – Do not place or store any items in the stairwells, first floor lobbies, or any other area outside of the designated active use storage area. Means of egress must be free of any obstruction that would prevent emergency evacuation in accordance with the National Fire Protection Association code. Please see Section B “Common Area Storage” for additional information on what is and is not permitted.

**Storage of Flammables** – Never store flammables in the home, utility rooms, common area halls or interior



storage areas. Flammable storage lockers are provided on the first, second, and third floors of the parking garage. Please put your name, unit number, and DEROS on all items prior to placement in the locker. Housing personnel will clean the lockers at the end of every September and any items that are not labeled or past the DEROS date will be disposed of at the Hazardous Waste Facility, building 833.

**Clothes Dryers** – Check and clean interior/exterior clothes dryer hoses and lint traps often. Never place plastic articles in the dryer. Ensure the dryer hose is not crimped and allows free flow of exhaust.

**Cooking Appliances** – NO UNATTENDED COOKING, especially when cooking with grease or anything which produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. NEVER USE WATER! DO NOT ATTEMPT TO MOVE THE PAN! The kitchen exhaust fan filter should be cleaned at least every other month to prevent the accumulation of grease. Also, fire pits or bonfires are not allowed in the common areas of the surrounding buildings unless approved in writing from Osan Fire & Emergency Services.

**Housekeeping** – Keep trash from accumulating in closets, storage areas, near wall heaters and near hot water heaters.

**Kerosene Heaters** – Kerosene heaters are prohibited in family housing on Osan Air Base. Electric heaters may be used only after approval from the Fire Department, 784-4710 located at building 671.

**Candles** – Use of candles is authorized in MFH. Please secure candles in an area to prevent them from being knocked over and never leave a burning candle unattended.

**Personal Transportation Devices/Scooter Batteries** – Lithium-Ion batteries have become the standard for rechargeable storage devices. Store batteries away from combustible materials. Remove batteries from the device for long-term storage. Inspect storage areas at least weekly. See manufacturer instruction for further guidance. All batteries prior to use/storage should be inspected for cracks, leaks, and dents. Use chargers or charging methods designed to safely charge cells or battery packs within the specified parameters.

Disconnect batteries during operation or charging, when they emit an unusual smell, develop heat, change shape/geometry, or behave abnormally. Remove cells and pack from chargers promptly after charging is complete. Do not over-charge (greater than 4.2V for most batteries) or over-discharge (below 3V) batteries. Note: A safe practice is to charge your battery outside of your home (i.e., balcony, garage, or patio).

Handle batteries and/or battery-powered devices cautiously to avoid damaging the battery casing or connections. Keep batteries from contacting conductive materials, liquids, strong oxidizers, and strong acids. Do not place batteries in direct sunlight, on hot surfaces or in hot locations. Never use damaged or swollen batteries. Allow time for cooling before charging a battery that is still warm from usage and using a battery that is still warm from charging. Dispose of damaged cells and cells that no longer hold a substantial charge at the Osan Hazardous Waste Facility, building 833 (behind Popeye's).

## **Section E – Security and Safety**

**Security Forces** – The 51st Security Forces Squadron is responsible for the control and safeguarding of all base property. Routine patrolling of housing areas is accomplished on a 24-hour basis by Security Forces. When notified, they will investigate incidents of a criminal nature. All inquiries concerning law enforcement should be directed to Security Forces: 0505-784-5515. Security Forces exercise primary jurisdiction on Osan Air Base.

**Firearms and Fireworks** – Fireworks are not permitted in MFH. For information on firearms, contact the Security Forces Squadron at 0505-784-4602.

**BB Guns and "Airsoft Guns"** – BB guns, "AIRSOFT" guns, and any gun (toy or otherwise) that shoots metal or plastic pellets are prohibited in Housing areas. Use of guns with "NERF" darts or similar are acceptable but must not resemble actual firearms.

**CRIME STOP** – Call 0505-784-9111 for response to report a crime in progress. Callers may remain anonymous.

**Vehicle Registration** – All privately owned vehicles must be registered at the Pass & Registration Section. Unregistered, uninsured or inoperable vehicles will be towed at the owner's expense. For more information on registration procedures, contact the Security Forces.

**Vehicle Accidents** – All non-life-threatening vehicle accidents must be reported immediately to the Law Enforcement Desk with Security Forces at 0505-784-5515. Vehicles involved in an accident must not be moved from the scene until investigation by Security Forces is complete.

**Closed Circuit Television (CCTV)** – CCTV has been installed in frequented common areas.

## Section F – Climatic Conditions and Natural Disasters

**Mold/Mildew** – Due to the high humidity in South Korea, mold/mildew growth may occur. Mold cannot grow without water or moisture. To help prevent mold, police your unit for any water or moisture leaks and ensure your air conditioning unit is working properly, so it can remove humidity from the environment. Most cases of mold in the housing areas occur while residents vacate their unit for vacation or TDY. If you vacate your unit for more than 7 days, ensure you notify the Housing Office and have a designated friend/neighbor check on your unit periodically. Please reference the EPA Brochure provided upon assignment to Family Housing for more tips on mold prevention and remediation methods. To enhance mold prevention, dehumidifiers are available for purchase from various locations at personnel expense. Please contact Housing Maintenance should you have any concerns. For more information about mold and how to prevent growth, go to [www.epa.gov/mold/](http://www.epa.gov/mold/).

**Weather** – Unusual weather conditions, such as ice storms, heavy snowfall, etc., are announced on the Armed Forces Network, radio, via the Osan Facebook page.

**Severe Cold Winters** – South Korea has cold winters. It is important that you leave the heating on to prevent property damage. Contact the Maintenance Office for repair of heating problems.

**Monsoon Season** – During the summer months (June, July, and August), South Korea may receive large amounts of rainfall along with very high humidity. Report any occurrences of excessive dampness, leaks or mold on walls, ceilings, etc. to Housing Maintenance.

**Typhoons** – Each year, from 1 June to 30 November, an average of 6 typhoons form in the ocean. Typhoons can bring winds in excess of 74 mph, storm surges, heavy rains, floods and tornadoes.

A typhoon WARNING is issued when typhoon conditions are expected within 24 hours. A typhoon WATCH is issued when typhoon conditions are expected within 36 hours. A tropical storm WARNING is issued when tropical storm conditions with steady winds of 39-73 mph are expected within 24 hours. A tropical storm WATCH is issued when tropical storm conditions are expected within 36 hours. What you should do:

Before the typhoon:

- Stay tuned to forecasts and possible warnings
- Stock up on water, batteries, and non-perishable food and have a first aid kit
- Bring in or tie down loose outdoor objects from yards or patios
- Listen to announcements regarding evacuations and shelter locations

During the typhoon:

- Stay indoors and away from windows
- Stay tuned to radio or TV for weather bulletins

- Use flashlights, as source of light – candles can easily become a fire hazard
- Listen to local authorities

After the typhoon:

- Listen to local authorities
- Stay clear of downed power lines, trees, and debris
- Do not drive across flooded roadways
- Stay clear of moving water especially near rivers, streams, and drainage systems
- Stay tuned to radio or TV for weather and news bulletins

Road Conditions:

- Green: No Restrictions
- Amber: Mission Essential
- Red: Emergency Response
- Black: Road Not Passable



## Section G – Community/Residential Activities

**Yard Sales** – Yard or Garage Sales are permitted in the multi-purpose rooms only, unless approved by the Housing Office. Yard or Garage Sales are permitted in the townhome areas. All remaining items shall be returned to the unit or placed in the trash room/bulk trash area.

**Donations** – Do not place items in the lobby areas. All items to be donated need to go to the Thrift Shop or be disposed of in the Recycle/Trash area.

**Business Enterprises (Commercial Activity)** – Some businesses for profit may be conducted from your family housing unit. Approval authority for Commercial Activity requests is the 51 CES Commander after coordination through various base organizations. Anyone desiring to operate a business in military family quarters can contact the Housing Office at 0505-784-1840 or email [51ces.ceihh.housing@us.af.mil](mailto:51ces.ceihh.housing@us.af.mil) for an application packet.

**Family Child Care (FCC)** – FCC provides a small-group experience in a home environment. It is an excellent choice for families who prefer a family-style setting. It is also a perfect option for children with difficulty functioning in large groups or with a special need. For more information, contact the Community Childcare Coordinator at 0505-784-4664 or email [51fss.fsyc.familychildcare@us.af.mil](mailto:51fss.fsyc.familychildcare@us.af.mil).

**Solicitation in Family Housing** – Fund raising, scout activities, school sales, etc. require prior approval from the 51 MSG Commander through the Legal Office.

**Decorations** – Residents' doorways may be non-permanently personalized as long as it does not cause damage to the facility or impede the hallway or other required access areas. We encourage decorating as a means to reflect the spirit of the season, within bounds:

- Tower Unit front entrance way decorations are limited to the door and recessed area around the door only. Do not use nails or other surface damaging materials to attach door decorations.
- Do not mount lights, etc. to roofs, window frames, doors, or eaves in a manner that causes a hazard to personal safety or cause damage to the property.
- If decorating an exterior tree, bush, etc., ensure extension cords are rated for outdoor use and are properly placed to avoid a tripping hazard. The use of interior outlets for outside decorations is prohibited.
- Multicolored/seasonal exterior lighting will only be allowed the day after Thanksgiving through the 15th of January. All seasonal lights must be removed by 15 January, however, single-colored lighting may remain year-round. All lighting strung between the towers, between balconies or from the towers to the parking garage must be removed by 15 January. Only illuminate lights from 1700-2300 to conserve electricity. Citations will be issued for all multicolored/seasonal lights remaining after 15 January.

## Section H – Self-Help Projects

Self-Help work may be approved in MFH if proposed work is relatively simple and primarily for residents' benefit. Normally, a Self-Help project is to improve living conditions. Self-Help work must not generate additional maintenance or repair costs. For example, do not drill holes, install nails, etc., in exterior walls for a Self-Help project. Self-Help work installed by a resident must be returned to original configuration prior to termination of quarters.

**Requesting Self-Help Projects** – All Self-Help work requires approval from the 51 CES Customer Service and the Housing Office. Sketches showing dimensions, distances to adjacent structures, and materials to be used must be attached to the Self Help Request Form. When Self-Help work will require digging, an AF Form 103, Base Civil Engineering Work Clearance Request must accompany the Self-Help Request Form. No work should be accomplished until the Self-Help Request Form and/or AF Form 103 are approved. An inspection will be made upon completion. For more information call the Housing Office, 0505-784-1840.

**Painting Interior Walls** – Requires approval from the 51st CES Customer Service and an approved AF Form 3952, *Chemical/Hazardous Material Request Form* before accomplishing. All walls must be returned to the original condition prior to terminating quarters. Paint must be procured and paid for by the resident. If not, the resident will be required to pay for repainting.

Reminder: DO NOT START SELF-HELP WORK WITHOUT OBTAINING APPROVAL PRIOR TO BEGINNING THE WORK. Any Self-Help work not returned to the original condition may result in delay of Termination of Housing and deemed willful destruction of government property with associated damages to repay.

## Section I – Termination (Leaving) of Family Housing

**Giving Notice** – On-base housing is very limited. The Housing Office requires a minimum of 45 days' notice prior to vacating your unit (except short notice PCS). Early notification will facilitate projected housing assignments for future residents. You should contact the Housing Office as soon as you receive a notification of assignment, and they will schedule your pre-final and final inspections.

**Loaner Furniture** – Government provided loaner furniture is available for up to 90 days prior to departure and can be scheduled through the Housing Office at the time of notice to depart. These furnishings are to be maximized to reduce base TLA expenditures.

**Temporary Lodging Allowance (TLA)** – You may use a maximum of 10 days of TLA during your outbound PCS, but it is not authorized until you have terminated government quarters. TLA claims cannot be processed at the next duty location; make your TLA claim prior to departure to ensure payment. You can pay for your lodging in full upon check-in and then bring the receipt to an appointment with the Housing Office prior to your departure.

**Pre-Final Inspection** – This inspection will assist you in preparing for your final inspection. The housing representative will brief you on the final inspection cleaning standards, identify damages beyond fair wear and tear, and answer any of your questions. Also, the housing representative will give you a cleaning checklist and discuss your individual cleaning needs. NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF MFH RESTS SOLELY WITH THE MILITARY/DoD SPONSOR.

**Final Inspection** – The final inspection ensures AF standards of cleanliness are met and identifies any outstanding maintenance requirements. If you fail your final inspection, you should contact the Housing Office, 0505-784-1840 to reschedule your inspection for the next available appointment. The second failure on a final inspection will require the resident to hire a contract cleaner within twenty-four hours and schedule a re-inspection within forty-eight hours.

**Quarters-to-Quarters Move** – Five (5) duty days are allowed to complete a quarters-to-quarters move. A "Quarters-to-Quarters Move" refers to the relocation of individuals from one set of on-base living quarters to another set of on-base living quarters, as outlined in Air Force Instruction (AFI) 32-6000, Paragraph 4.10.5. Failure to complete the move in the required period could result in member being billed the equivalent of 1 day of your BAH for each day that the period is exceeded. During a quarters-to-quarters move, after two final termination inspection failures, there is an automatic charge for government-provided cleaning.

## Section J – Violations

Gross or continuous repeat violations of the Family Housing Handbook will drive a referral to a resident's First Sergeant, Unit Commander, and/or the Osan Disciplinary Action Program (ODAP). The decision from the ODAP could result in adverse actions, including but not limited to, community service, self-procured moves to an off-base unit, or debarment from the Installation.

**Resident Safety in MFH Towers** – The Housing Office at Osan Air Base is dedicated to the safety of its residents. The Housing Office will perform inspections to enforce these rules. During inspections, items in violation of fire and safety standards will be identified, cited, and tracked by the Housing Office.

The National Fire Protection Association code requires hallways be clear from all items that would impede egress. The authorized storage areas for personal items include the member's residence, assigned storage unit and the Designated Common Area Active Use Storage Area (Hallasan/Jirisan only) outlined in Section B – General Resident Responsibilities. The designated areas are a privilege and can be removed if non-compliance persists, and the Fire Department and Fighter Wing leadership deem it necessary for the safety and well-being of housing residents. **In MFH Towers, items consistently found outside of authorized/designated areas, protruding into stairways or otherwise impeding egress/posing a health or safety hazard for residents, visitors and/or firefighters are subject to confiscation by Housing personnel.**

It is important to understand there was a compromise reached with the Fire Department to allow the establishment of designated areas in the common areas of Hallasan/Jirisan for parking their frequent use personal items. We do not want to jeopardize this ability. Please ensure areas are kept organized and personal items are maintained within the marked area.

### **Procedures for Confiscation:**

Violations will be logged with date, time, location found, and a picture with a brief description. This log will be maintained by the Housing Office.

- First violation: A written document will be left on the identified resident's door and a photograph of the item will be taken for record.
- Second violation: A citation will be issued by a housing inspector and the resident's command team will be notified. The resident's First Sergeant is required to sign the citation and resident must return it to housing for processing.
- Third violation: A citation will be issued by a housing inspector and the resident's command team will be notified of the Housing Office's decision to refer the resident to the Osan Disciplinary Action Board.

## **Other Violations**

The following is a list (not all-inclusive) of common violations will result in adverse action from the ODAP or disciplinary action through the sponsor's chain of command:

- Pulling the fire alarm outside of an emergency
- Not cleaning up after pets within 10 minutes of defecation/urinating/vomiting inside or outside of the building
- Not picking up feces or vomit from the designated pet relief areas
- Removing shopping carts from the Commissary or BX and leaving them in the housing areas

Other actions that negatively impact government property or residents will be dealt with on a case-by-case basis. Some of these actions may be subject to Non-Judicial Punishment under the Uniform Code of Military Justice.

## **Appendix 1 – Quick Reference Phone Numbers**

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<b>Fire/Security Forces/Ambulance (Emergencies Only)</b>	<b>0505-784-9111</b>
<b>Appliance Work Orders</b>	<b>0505-784-5181</b>
<b>Appliance Work Orders (After 1600 and on Weekends)</b>	<b>010-8565-6520</b>
<b>Base Operator</b>	<b>0505-784-1110</b>
<b>CE Customer Service</b>	<b>0505-784-6226</b>
<b>Environmental Element</b>	<b>0505-784-4272</b>
<b>Furnishings Management Office (FMO)</b>	<b>0505-784-5181</b>
<b>Fire Prevention Section</b>	<b>0505-784-4055</b>
<b>Hospital Appointment Desk</b>	<b>0505-784-3627</b>
<b>Hospital Emergency Room</b>	<b>0505-784-2500</b>
<b>Housing Maintenance Contractor (Service Call)</b>	<b>0505-784-2376</b>
<b>Housing Office</b> <i>Email: <a href="mailto:51ces.ceihh.housing@us.af.mil">51ces.ceihh.housing@us.af.mil</a></i>	<b>0505-784-1840</b>
<b>Security Forces Law Enforcement Desk (Non-Emergencies)</b>	<b>0505-784-5515</b>

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## Appendix 2 – MFH Facility Maps

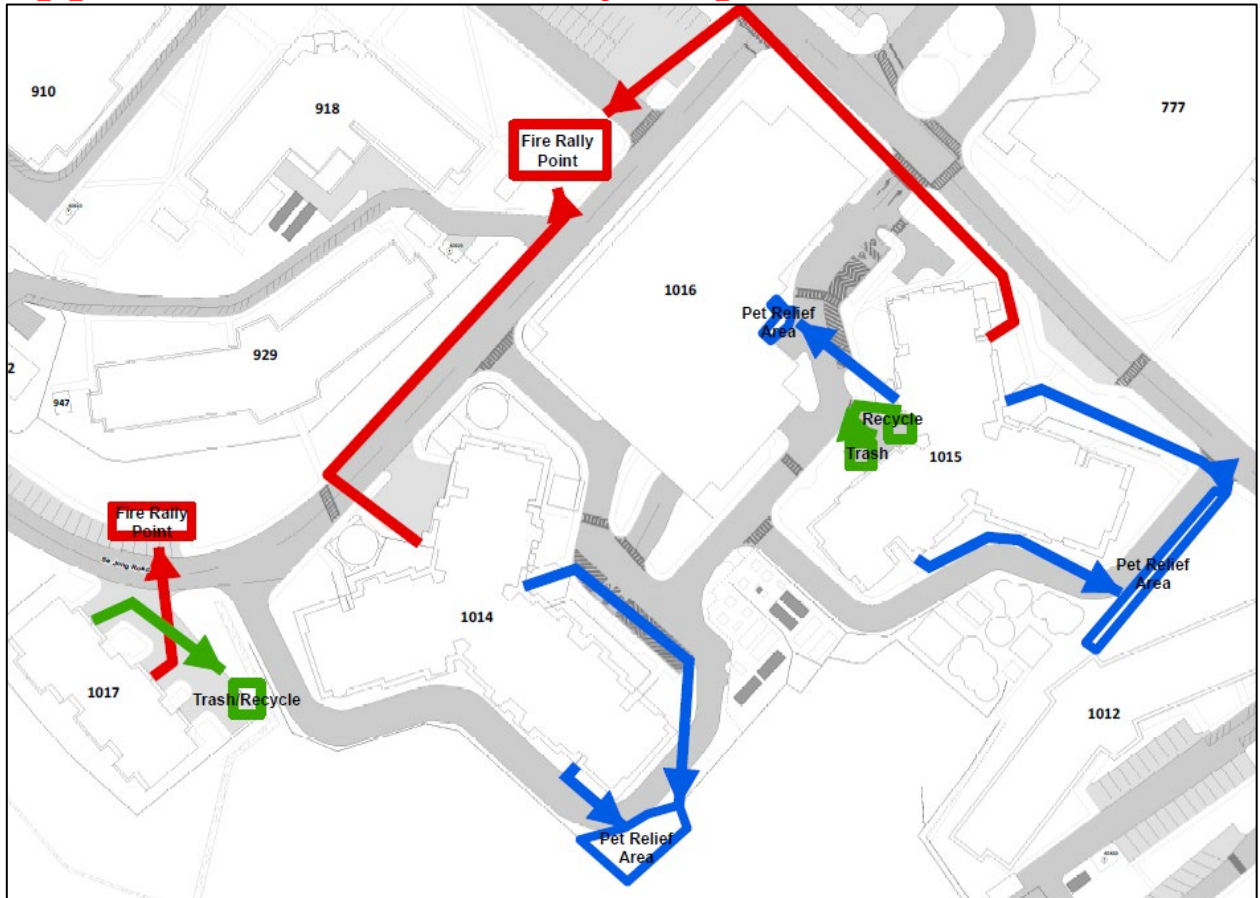


Figure A1 – Pet Relief Areas, Trash/Recycling Collection Points, & Fire Rally Points for B1014, B1015, and B1017



Figure A2 & A3 – Pet Relief Areas, Trash/Recycling Collection Points, & Fire Rally Points for B211 and B437

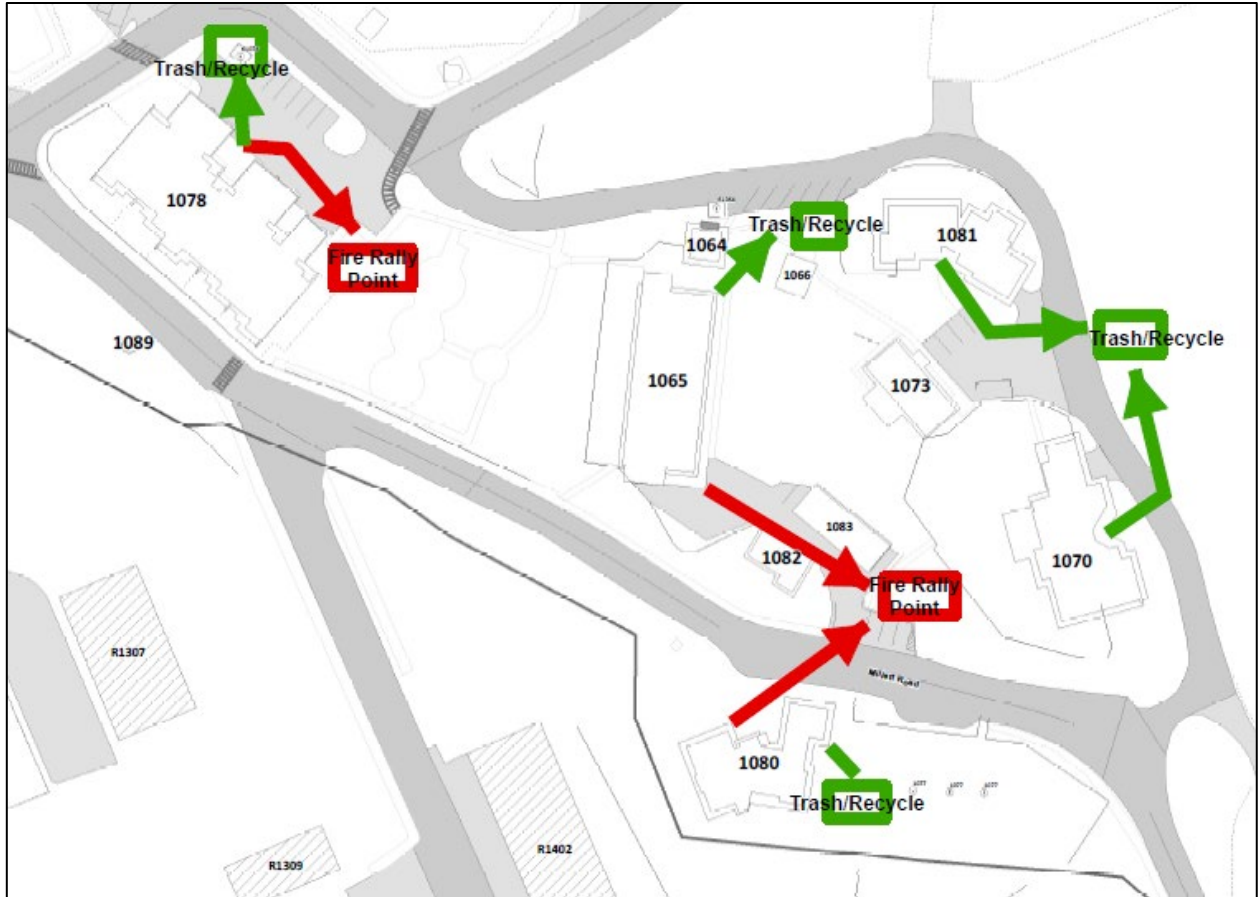


Figure A4 – Trash/Recycling Collection Points & Fire Rally Points for B1065, B1070, B1078, B1080, and B1081

## Appendix 3 – Additional Recycling Information



- **Paper** : Junk mail, Newspaper, Shredded paper, Magazine, Calendars, Cereal boxes, Wrapping paper, Milk carton(rinsed), etc
- **Plastic** : Bottles, Cups, Take out boxes, Plastic utensils, Food trays, Styrofoam, Plastic shopping bags, etc
- **Metal** : Cans, Scrap metal
- **Glass** : Bottles, Jars

\* Make sure to close the lid of the trash & recycling containers \*

### Recycling Center (B-131, At contractor's village)

- Scrap Metal
- Wood pallet (including broken)
- Appliances
- Non-government electronics/tires
- Broken furniture/Carpet/Tiles
- Construction/Demolition materials
- Indoor Recycling Bin  
Self Help, B-657, Tel 784-8478
- Used toner cartridges  
Mr. Kang, 010-5415-4406

**Refrigerator and Freezer: Turn in  
TMO (Tel: 784-1702)**

### HAZWASTE shop (B-833, Behind Burger King)

- **Batteries with terminal taped**  
(Separated by types - alkaline,lithium and nickel-cadmium,lead, etc.)
- **Spent light bulbs**  
(All sizes, shapes and types)
- **Used oil**
- **Household used cooking oil**
- **Cleaners** (Oven, household, and aerosol cleaners)
- **Firing range expended brass**

**For shops, please call HW Shop  
before visiting (784-6508)**

- Concerning problems with trash and recycling collection contact 51 CES Service Contract Office (784-6644)
- Osan AB Recycling Manager(51 CES/CEIE), 784-8971 / [song\\_kun.kwon.kr@us.af.mil](mailto:song_kun.kwon.kr@us.af.mil)



Recycling dumpster for bagged recyclables



Indoor recycling bins located at the central collection point



Self-Service Recycling Center  
(B-131) Open 7AM-4PM, Mon-Fri





# What Can I Recycle ?

## (재활용 분리수거 요령)



Paper (종이류)		Plastic (플라스틱류)	
<p><b>What can go in (재활용 되는) 것</b></p> <ul style="list-style-type: none"> <li>- Newspapers (신문)</li> <li>- Magazines (잡지)</li> <li>- Journals (학술지)</li> <li>- Office Paper (사무실서류)</li> <li>- Books (책)</li> <li>- Cardboard (판지)</li> </ul>	<p><b>What can't go in (재활용 안되는) 것</b></p> <ul style="list-style-type: none"> <li>- Paper Towels (종이수건)</li> <li>- Coated Cups / Paper (코팅 컵 / 종이)</li> <li>- Pictures (사진)</li> <li>- Contaminated Papers (음식에 오염된 종이)</li> </ul>	<p><b>What can go in (재활용 되는) 것</b></p> <ul style="list-style-type: none"> <li>- Empty Plastic Bottles (플라스틱병)</li> <li>- Plastic Bags (플라스틱백)</li> <li>- Rinse lotion &amp; Shampoo bottles (로션이나 샴푸병)</li> <li>- Empty Medicine Bottles (약병)</li> <li>- Styrofoam (스티로폼)</li> </ul>	<p><b>What can't go in (재활용 안되는) 것</b></p> <ul style="list-style-type: none"> <li>- Electronics and E-wastes (전자기나 휴대전화)</li> <li>- Tooth Brushes (치솔)</li> <li>- Video Tape (비디오 테이프)</li> <li>- Synthetic Plastic (복합재질 플라스틱)</li> </ul>
Metal (금속류)		Glass (유리류)	
<p><b>What can go in (재활용 되는) 것</b></p> <ul style="list-style-type: none"> <li>- Food &amp; Beverage Cans (음식이나 음료수 캔)</li> <li>- Empty Aerosol Cans (빈 에어로졸 캔)</li> <li>- Aluminum or Steel Cans (알루미늄이나 금속캔)</li> <li>- Scrap Metal (고철)</li> <li>- Butane can-empty punctured (구멍난 캔)</li> </ul>	<p><b>What can't go in (재활용 안되는) 것</b></p> <ul style="list-style-type: none"> <li>- Paint Cans with residue (페인트 찌꺼기가 남아있는 것)</li> </ul> <p><b>Notice (주의사항):</b></p> <ul style="list-style-type: none"> <li>- Butane Can with fluid (가스가 남아있는 부탄캔)</li> <li>- Metal cans with residues like food and cigarette butt (캔안에 음식물이나 담배꽂이 있으면 재활용 안됨)</li> </ul>	<p><b>What can go in (재활용 되는) 것</b></p> <ul style="list-style-type: none"> <li>- Glass Jars &amp; Bottles (유리병)</li> <li>- Beverage &amp; Alcohol Bottles (음료수나 술병)</li> </ul> <p><b>Notice (주의사항):</b></p> <p>All glasses should be empty or rinsed (모든 유리병은 버리기 전 깨끗이 비워져야 한다)</p>	<p><b>What can't go in (재활용 안되는) 것</b></p> <ul style="list-style-type: none"> <li>- Ceramic Pots (도자기병)</li> <li>- Mirrors (거울)</li> <li>- Window Glass (창유리)</li> <li>- Electric Light Bulbs (전구)</li> </ul>
 <p><b>Recycling Center, B-131 (재활용센터)</b></p>		<ul style="list-style-type: none"> <li>• Operation time (운영시간): Mon-Friday, 07:00-16:30 (운영시간-월요일부터 금요일 07:00-16:30까지)</li> <li>• Trash pick up by contractor. Mon thru Sat. / Recyclable pick up: 3 times a week (업자가 쓰레기는 매일 치운다. 재활용은 일주일 3번)</li> <li>• E-Wastes and Large trash like furniture: Turn-in to Recycle Center (큰 가구는 재활용센터로 가져감)</li> <li>• Excessive Food waste and used cooking oil: Turn-in to Dining hall nearby (많이 발생한 잔반과 폐식용유는 근처 식당 수집함에)</li> </ul>	
<p><b>OTHER SPECIAL WASTE POC's (특수 폐기물 연락처):</b></p> <ul style="list-style-type: none"> <li>• Hazardous Material/Waste (유해 폐기물): Hazardous Waste B833, DSN 784-6508</li> <li>• Bulk Waste for Housing (하우징 폐기물): Housing, at DSN 784-6170</li> <li>• Bulk Waste for Office (사무실 폐기물): Service Contract at DSN 784-</li> </ul>		<p>Any Waste Management issues can be addressed to the Solid Waste Manager: Environmental Office at DSN 784-6644, 8971. All issues related to picking up / cleaning dumpsters are asked to Service Contract Office at DSN 784-6644 (재활용을 포함한 모든 일반 폐기물에 대한 질문은 재활용 매니저에게 전화 784-4272 / 8971로 문의하고, 쓰레기 수거와 수거통 청소상태 관한 문의는 계약운영부서 전화 84-6644로 문의함)</p>	