

TEC Dormitory Information Guide



I.G. Brown Training and Education Center

McGhee Tyson ANGB, Tennessee

February 2025

Introduction

Welcome to TEC!

We are delighted to have you on our campus and hope your stay with us is enjoyable and rewarding. To ensure a positive experience for all guests, we have outlined the responsibilities, and expectations for staying on campus in this brochure.

Our Shared Commitment

By being considerate of fellow guests, taking pride in our campus, and encouraging mutual respect we can build strong relationships and a positive dormitory environment. We must work together to care for our campus and uphold our Core Values of Integrity, Service and Excellence.

About this Brochure

This brochure provides a quick reference to TEC policies and procedures that affect life in the dormitory. Please note that the information provided is general in nature and should be used in conjunction with existing directives from Headquarters Air Force (HAF), Air National Guard (ANG), and McGhee Tyson ANGB.

Training & Education Center Dorm Management Team	
Dormitory Front Desk	865-336-3302
Campus Operations After Duty Cell	865-964-5579
Primary First Sergeant After Duty Cell	865-742-7640
Alternate First Sergeant After Duty Cell	865-963-7278
Campus Operations Superintendent	865-963-7287

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Section 1
General Information

1.1 Introduction

- 1.1.1 The purpose of this information guide is to outline the procedures for managing the TEC Dormitories at the I.G. Brown Training and Education Center.

1.2 Responsibility and Implementation

- 1.2.1 All TEC dormitory guests, agencies, officers, and enlisted leadership are responsible for familiarizing themselves with and adhering to the information and requirements outlined in this brochure. If you have any recommended changes, please submit them to the TEC Campus Operations Superintendent for review and consideration. Please email any changes to the Campus Operations Org Box:
ANGTEC.Campus.Operations.Org@us.af.mil.

1.3 Management Responsibilities

- 1.3.1 The management of the dormitory program is a collaborative effort among the following key personnel:
 - 1.3.1.1 TEC Commander (TEC/CC)
 - 1.3.1.2 TEC Deputy Commander (TEC/CD)
 - 1.3.1.3 Campus Operations Superintendent
 - 1.3.1.4 Services Manager
 - 1.3.1.5 Facility Manager

1.4 TEC Commander (TEC/CC) Responsibilities

- 1.4.1 Providing guidance and direction for the management of the TEC Dormitories.
- 1.4.2 Overseeing and evaluating the dormitory management program, identifying areas for improvement, and implementing changes as needed.
- 1.4.3 Standardizing policies and procedures to ensure consistency and compliance.
- 1.4.4 Reviewing and updating this directory annually to ensure it remains relevant and effective.
- 1.4.5 The TEC Commander also has the authority to:
 - 1.4.5.1 Change the priority level for dormitory assignments at any time to accommodate mission changes.
 - 1.4.5.1.1 Take disciplinary action and/or revoke dormitory privileges for improper use, abuse, or violations of this information guide.

1.5 TEC Deputy Commander (TEC/CD) Responsibilities

- 1.5.1 Providing oversight and administrative support for the unaccompanied housing program.
- 1.5.2 Serving as the approving official for dormitory residents who do not fall within the established priority system, as requested by the Campus Operations Superintendent.
- 1.5.3 Ensuring that dormitory rooms meet established living standards, the TEC Commander (TEC/CC) will designate personnel to conduct periodic room inspections.

1.6 TEC Campus Operations Superintendent Responsibilities

- 1.6.1 The TEC Campus Operations Superintendent is responsible for the day-to-day management of the dormitories and reports directly to the TEC Deputy Commander (TEC/CD). Key responsibilities include:
 - 1.6.1.1 Dormitory Operations Management: Planning, scheduling, and coordinating management activities to evaluate the overall performance of dormitory operations.

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- 1.6.1.2 Contract Management: Executing post-award contract performance management actions on assigned contracts.
- 1.6.1.3 Equipment Management: Coordinating, monitoring, and executing the equipment life cycle plan.
- 1.6.1.4 Continuity and Key Control: Maintaining a current continuity book and a master key control plan for all dormitories, ensuring control of master keys, and processing key/core replacement charges.
- 1.6.1.5 Room Assignments and Occupancy: Validating room assignments and maintaining current occupancy data reports.

1.7 TEC Services Manager Responsibilities

- 1.7.1 The TEC Services Manager is responsible for managing the daily operations and utilization of the dormitories. Key responsibilities include:
 - 1.7.1.1 Daily Operations Management: Overseeing the daily work associated with dormitory operations.
 - 1.7.1.2 Dormitory Inspections: Conducting regular inspections of resident dormitories, in conjunction with the 134 ARW, to evaluate cleanliness, maintenance, habitability, condition of furnishings, equipment, and facilities.
 - 1.7.1.3 Inspections are documented using the inspection checklist (Attachment 1).
 - 1.7.1.4 Minimizing Inspections: Following Air Force policy to limit dormitory inspections to a minimum of once a month, while still promoting health, wellness, and quality of life standards.
 - 1.7.1.5 Maintenance and Contractor Oversight: Ensuring that maintenance and contractor personnel are escorted while performing work in occupied rooms, when necessary, to maintain safety and security.

1.8 TEC Facility Manager Responsibilities

- 1.8.1 The TEC Facility Manager is responsible for ensuring the maintenance, safety, and quality of the dormitories. Key responsibilities include:
 - 1.8.1.1 Conducting Dormitory Inspections: Performing regular inspections of dormitories, including common areas, in accordance with the inspection checklist (Attachment 1).
 - 1.8.1.2 Program Compliance: Ensuring that dormitory residential programs are followed and that inspection requirements are met and maintained.
 - 1.8.1.3 Maintenance Coordination: Coordinating civil engineer job requests and maintaining a current repository of open and closed job requests using iEMS (Integrated Engineering Management System) to generate an AF Form 332, Base Civil Engineer Work Request.
 - 1.8.1.4 Safety and Health Hazard Identification: Identifying and documenting safety and health hazards in rooms and common areas using AF Form 457, USAF Hazard Report, and reporting findings to the TEC Safety Representative for corrective action.
 - 1.8.1.5 Emergency Response: Any loss of HVAC will be treated as an emergency work request, requiring resolution within 24 hours of notification. If the issue cannot be addressed within this timeframe, it will be escalated to the Campus Operations Superintendent, who will then notify the TEC Deputy Commander. Ultimately, if the problem persists, the 134 CES Superintendent will be informed, ensuring that all necessary resources and expertise are utilized to resolve the issue promptly.

1.9 Space-Available Policy

- 1.9.1 Space-available lodging is not available in TEC dormitories.

Section 2
Resident Responsibilities

2.1 Dormitory Resident Responsibilities

2.1.1 As a dormitory resident, you are responsible for:

2.1.1.1 Caring for Your Room and Furnishings: Taking care of your assigned room, furnishings, and reporting any damage or issues to the authorities. Please note that damage to furniture or common area equipment, beyond normal wear and tear, will be your responsibility to repair or replace. For more information, see Section 5.

2.1.2 Check-In and Check-Out Procedures

2.1.2.1 To ensure a smooth and efficient transition, it is essential to follow proper check-in and check-out procedures when arriving at or departing from the dormitory.

2.1.3 Check-In Procedure

2.1.3.1 Upon arrival at McGhee Tyson ANGB, residents must:

2.1.3.1.1 Present Official Orders: Provide military ID/CAC to the dormitory front office staff.

2.1.3.1.2 Acknowledge Responsibilities and Liabilities: Sign a document acknowledging dormitory responsibilities, liabilities, and rules.

2.1.3.1.3 Receive Key and Room Assignment: Receive a key and room assignment at the time of initial check-in.

2.1.4 Check-Out Procedure

2.1.4.1 Check-out must be completed by 1000 hrs. on the day of departure. To ensure a proper check-out, residents must:

2.1.4.1.1 Remove all personal items from the room.

2.1.4.1.2 Return all keys and access cards to the front desk staff.

2.1.4.1.3 Ensure that the room is clean and tidy.

2.1.4.1.4 Complete the dormitory check-in/check-out procedures.

2.1.4.1.5 Report any damage or issues to the front desk staff as soon as possible.

2.1.4.2 If an extension is needed, residents must:

2.1.4.2.1 Coordinate with Campus Operations: Request an extension with Campus Operations at least one day prior to departure.

2.1.4.2.2 Complete Out-Processing: All visitors are required to check out with the front desk before departing the premises.

2.1.4.3 Consequences of Failure to Check Out

2.1.4.3.1 Failure to properly check out of the dormitory may result in the resident being held financially liable for:

2.1.4.3.2 Inventory discrepancies.

2.1.4.3.3 Damages to the room or furnishings.

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Resident Responsibilities

2.1.4.3.4 It is crucial to follow these procedures to avoid any potential issues or penalties. The front desk staff at the dormitory are committed to providing exceptional service, anticipating residents' needs, and ensuring a smooth check-in and check-out process. If you have any questions or concerns, please do not hesitate to reach out to the front desk staff.

2.2 Lock-Out Procedures

2.2.1 If a dormitory resident is locked out of their room, they should report to the front desk for assistance. To receive a new key, residents must:

2.2.1.1 Show identification:

2.2.1.1.1 If identification is not available, the front desk will personally open the room.

2.2.1.1.2 Identification will be required before allowing the resident to remain in the room.

2.3 Unaccompanied Policies and Procedures

2.3.1 Authorized Patrons

2.3.1.1 The primary use of the TEC dormitories is for members attending training courses or seminars provided by or through the TEC. These members will have priority above all other governmental agencies. To utilize the dormitory, attendees must:

2.3.1.2 All visitors and personnel must obtain prior approval from TEC Campus Operations and Dormitory Staff before traveling to McGhee Tyson ANGB.

2.3.1.3 Provide information through a single Point of Contact (POC) only.

2.3.2 Eligible Users

2.3.2.1 The following individuals may use the TEC dormitory:

2.3.2.1.1 Uniformed and civilian members of the DoD (Air Force, Army, Navy, Marines, Space Force, & Coast Guard) at no cost, according to the priority listed in 3.1, and with no impact to the TEC's primary training mission.

2.3.2.1.2 Federal agency members, with advance coordination and approval, and in accordance with the priority listed in 3.1, with no impact to the TEC's primary mission.

2.4 Usage Guidelines

2.4.1 To ensure the balance between Air Force members and other users, the following guidelines apply:

2.4.1.1 The preponderance of guests staying in the dormitory should be Air National Guard, followed by Air Force Reserve, or Active Component members over a year's time.

2.4.1.2 Federal agency usage of the dormitory must be coordinated and approved in advance to ensure no impact to the TEC's primary mission.

Section 3
Priority and Utilization

3.1 Priority for TEC Dormitory

3.1.1 Unaccompanied housing on McGhee Tyson ANGB (MTAB) is not affiliated with Air Force Inns. The priority for members staying at the TEC dormitory is as follows:

3.1.1.1 Category 1: EPME/TEC-U Students

3.1.1.2 Category 2: 134 ARW Alert Crew: Members of the 134th Air Refueling Wing (ARW) Alert Crew, including those supporting real-world contingency operations or modified for inclement weather. (Note: Exercises and inspections are categorized under Category 4.)

3.1.1.3 Category 3: TEC Hosted Training Courses/Seminars

3.1.1.4 Category 4: 134 ARW Exercises/Inspections

3.1.1.5 Category 5: 134th ARW Official Business & Events

3.1.1.6 Category 7: Army National Guard in Drill Status

3.1.1.7 Category 8: All others approved by TEC/CC

NOTE: Categories 2 and 4 will have a limited allocation of 10 rooms, unless otherwise approved by the TEC Commander.

3.2 Utilization and Occupancy

3.2.1 The TEC dormitories will fully utilize single occupancy possible, but mission and course requirements may necessitate double occupancy. Instructors will have their own rooms to ensure course integrity. If double occupancy is required, the following guidelines apply, unless otherwise directed by the TEC Commander:

3.2.1.1 Occupancy Guidelines

3.2.1.1.1 The following occupancy guidelines apply:

3.2.1.1.1.1 Enlisted Personnel (E-1 to E-6): Double occupancy rooms

3.2.1.1.1.2 Senior Enlisted Personnel (E-7 to E-9): Single occupancy rooms

3.2.1.1.1.3 Civilians: Single occupancy rooms

3.2.1.1.1.4 Junior Officers (O-1 to O-3): Double occupancy rooms

3.2.1.1.1.5 Senior Officers (O-4 to O-5): Single occupancy rooms

3.2.1.1.2 Enlisted Professional Military Education guidelines:

3.2.1.1.2.1 Airman Leadership School (E4): Double occupancy rooms

3.2.1.1.2.1.1 Airman Leadership School (E5): Single Occupancy rooms

3.2.1.1.2.2 Non-Commissioned Officer Academy (E6-E7): Single occupancy rooms

3.2.2 Special Accommodations

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Priority and Utilization

3.2.2.1 The following suites are reserved for specific personnel:

3.2.2.2 DV Suites: Reserved for O-6 and above, Command Chief Master Sergeants (CCM), Senior Executive Service (SES) members, and GS-15 civilians.

3.2.2.3 DV Light Suites: Reserved for Command Chiefs or equivalent, E-9s, and GS-13/14 civilians.

Section 4
Good Neighbors

4.1 Quiet Hours

4.1.1 Dormitory residents are expected to conduct themselves in a respectful manner, avoiding disturbances to other residents. Quiet hours are observed as follows:

4.1.1.1 Sunday through Thursday: 2200-0600

4.1.1.2 Friday and Saturday: 0000-0800

4.2 Noise Control Policy

4.2.1 To ensure a peaceful and respectful living environment, it is essential to keep noise levels to a minimum. Since dorm residents work varying shifts, it is crucial to be considerate of others and use common sense when it comes to volume levels.

4.2.1.1 Keep noise levels low enough not to disturb other residents.

4.2.1.2 Be sensitive to requests to turn down the volume.

4.2.1.3 Ensure that noise levels are not audible outside of your room.

4.2.1.4 Respect your neighbors' right to privacy and sleep.

4.2.1.4.1 If you are disturbed by loud noise, please notify front desk. They will address the issue and work to resolve the problem.

4.2.1.4.2 We are all responsible for maintaining a respectful and considerate living environment. By being mindful of noise levels and respecting your neighbors' rights, we can create a positive and peaceful community for everyone.

4.3 Social Gatherings

4.3.1 Social gatherings are permitted, provided that quiet hours are respected. Residents are responsible for:

4.3.1.1 Properly disposing of trash after social gatherings.

4.3.1.2 Not rearranging or removing dayroom furniture.

Section 5
Liabilities

5.1 Liability for Government Property

5.1.1 Dormitory residents will be held liable for any lost, damaged, or missing government property, equipment, or furnishings that result from their willful destruction or negligence, or that of their guests. This includes, but is not limited to, damage to rooms, furniture, and equipment.

5.2 Claims on Behalf of the Government

5.2.1 In cases where government property, including furnishings and real property, is damaged or abused, the 134th Security Forces Squadron (SFS) will provide the TEC Commander (TEC/CC) with the necessary documentation to initiate a claim on behalf of the government.

5.3 Procedure for Reporting and Correcting Damages

5.3.1 When a report of survey finding is received, the Facility Manager will take the following steps:

5.3.1.1 Initiate a Work Request: Complete an AF Form 332, Base Civil Engineer Work Request, to request action to correct the damages.

5.3.1.2 Coordinate with Civil Engineer: Work with the civil engineer to ensure that the necessary repairs are made to restore the property to its original condition.

Section 6
Room Standards

6.1 Inspection Standards

6.1.1 To ensure that dormitory rooms meet established living standards, the TEC Commander (TEC/CC) and/or designated personnel will conduct periodic room inspections. The purpose of these inspections is to evaluate the overall living conditions and identify any areas that require attention.

6.2 Inspection Procedure

6.2.1 During room inspections, the following steps will be taken:

6.2.2 Conduct Inspection: The TEC/CC or designated personnel will conduct a thorough inspection of the room.

6.2.3 Document Findings: Any findings or issues will be documented on the inspection checklist.

6.2.4 Report to Appropriate Agency: The documented findings will be reported to the appropriate agency for follow-up and corrective action.

6.3 Purpose of Inspections

6.3.1 The periodic room inspections serve several purposes, including:

6.3.2 Ensuring that dormitory rooms are maintained in a clean and safe condition.

6.3.3 Identifying and addressing any maintenance or repair issues.

6.3.4 Promoting a positive and respectful living environment for all residents.

6.4 Room Standards

6.4.1 To maintain a clean and comfortable living environment, the following standards must be met:

6.5 Housekeeping Responsibilities

6.5.1 Housekeeping staff are responsible for maintaining the dormitory's common areas and ensuring they meet the standards of housekeeping expected of tenants in private housing of similar type and value.

6.5.2 Dormitory residents are responsible for the appearance and cleanliness of their assigned room and all common-use areas.

6.6 Room Maintenance

6.6.1 Rooms must be maintained in a clean and orderly fashion at all times.

6.6.2 Furniture and permanent fixtures must be kept clean and used only for their intended purpose.

6.6.3 Refrigerators must be defrosted as needed.

6.7 Bedding and Linens

6.7.1 Purchased linen items must be kept clean, neat, and in good repair.

6.7.2 Bed linens must be used for sleeping, and beds will not be slept in without linens and a mattress pad.

Section 6
Room Standards

6.7.3 If a mattress becomes soiled, the resident will be accountable and may be charged for replacement costs.

6.8 Clothing Storage

6.8.1 Clean clothing must be neatly stored in wall lockers or drawers.

6.8.2 Dirty clothing must be placed in laundry bags or other suitable containers for short periods of time.

6.9 Prohibited Items

6.9.1 Placing items on the walls or ceiling with adhesive backing is prohibited.

6.9.2 Pornographic material is prohibited.

6.10 Bathroom Cleaning

6.10.1 Bathrooms will be cleaned by housekeeping staff.

6.11 Dormitory Appliances

6.11.1 The dormitory administration has established the following policy regarding the use of appliances in dormitory rooms:

6.11.1.1 Only the microwave ovens provided in the day rooms are authorized for use in heating or cooking food.

6.11.1.2 The use of any other food-warming appliance, including but not limited to crock pots, electric grills, hotplates, electric fry pans and electric air fryers are strictly prohibited. Exemption: Keurig coffee maker

6.11.1.3 Residents are responsible for using the microwave ovens in a safe and responsible manner, and for reporting any damage or issues to the dormitory administration immediately.

6.11.1.4 Residents who cause damage to the microwave ovens or surrounding area through unattended cooking or misuse will be held responsible for the costs of repairs or replacement.

6.12 Laundry.

6.12.1 Washers and dryers are available in each facility. Lint must be removed from the dryer filter after each use and disposed of in the trash can. DO NOT OVERLOAD washers as this causes damages to the washer's drums and results in lengthy downtime for repair.

7.1 Fire, Health, Safety, and Security

7.1.1 The safety and well-being of dormitory residents is of utmost importance. To ensure a safe and secure living environment, residents must follow all established fire, health, safety, and security instructions.

7.1.2 Fire Safety

7.1.2.1 Furnishings must be arranged to provide proper egress in case of a fire or medical emergency. No items should be left in the exterior pathway of rooms that could impede evacuation.

7.1.2.2 Flammables, including fireworks, gasoline, self-starting charcoal, lighter fluid, and barbecue grills, are strictly prohibited in or near residents' rooms.

7.1.2.3 Incense, candles, scented plug-ins, and open flame items are also prohibited in the dormitory.

7.1.3 Fire Alarm Procedures

7.1.3.1 In the event of a fire alarm (actual or drill), residents must immediately evacuate the dormitory area to a designated fire evacuation point.

7.1.3.1.1 To minimize unnecessary fire alarm evacuations and ensure a comfortable stay for all guests, please shower with the door closed. The steam from an open shower door can trigger the fire alarm system.

7.1.3.2 Residents must remain in the safe area until the "all clear" signal is declared by the fire department or on-scene commander.

7.1.3.3 Fire extinguishers, detection, and alarm equipment must not be tampered with, obscured, or used except for their intended purpose. Tampering with these devices will result in disciplinary action.

7.1.4 Electrical Safety

7.1.4.1 The use of multiple extension cords (daisy chaining) is strictly prohibited.

7.1.4.2 Only one power strip per outlet is allowed to prevent overloading electrical circuits.

7.1.4.3 Worn or frayed extension cords must be disposed of immediately. Electrical items must be in working order and have no frayed or worn wires.

7.2 Severe Weather Procedures

7.2.1 In the event of a tornado or thunderstorm, follow these procedures to ensure your safety:

7.2.1.1 Tornado Watch: If a tornado watch is issued, it means that conditions are favorable for tornadoes to form. Keep your radio or television tuned to a local station for updates and advice.

7.2.1.2 Tornado Warning: If a tornado warning is issued, it means that a tornado has been sighted or indicated by radar. You will hear a 3–5-minute steady tone on the base siren, and you must take cover immediately. Do not waste time, and take the following steps:

7.2.1.2.1 Take shelter in the nearest designated Shelter-In-Place (SIP) location.

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Fire, Health, Safety & Security

7.2.1.2.2 Never leave your dormitory during a tornado warning. It is safer to remain where you are.

7.2.1.2.3 Keep away from all windows.

7.2.1.2.4 Cover your head and eyes with a blanket or mattress to protect against flying debris and broken glass.

7.2.1.2.5 All Clear: Do not exit your SIP location until an all-clear is sounded over the radio, television, or the base's Giant Voice.

7.2.2 Thunderstorm Procedures

7.2.2.1 While there is no specific warning system for thunderstorms, it is still important to exercise caution during severe weather. If you hear thunder or see lightning, take the following steps:

7.2.2.1.1 Seek shelter in a safe location, such as a building or a hard-topped vehicle.

7.2.2.1.2 Avoid being in open areas, such as fields or beaches.

7.2.2.1.3 Avoid being near conductive objects, such as metal fences or golf clubs.

7.2.2.1.4 Avoid taking showers or baths during a thunderstorm, as water is an excellent conductor of electricity.

7.3 General Safety Tips

7.3.1 In the event of severe weather, remember to:

7.3.1.1 Stay informed through local news and weather reports.

7.3.1.2 Follow the instructions of base officials and emergency management personnel.

7.3.1.3 Take all warnings/watches seriously and take necessary precautions to ensure your safety.

7.4 Personal Property and Security

7.4.1 Residents must secure high-cost personal items in the personal safe when not in their room.

7.4.2 Windows and doors must be locked whenever the room is unoccupied.

7.4.3 Clothing items should not be left unattended in laundry rooms. Items left longer than 24 hours will be collected and disposed of.

7.5 Firearms, Knives, and Weapons Policy

7.5.1 The possession or use of firearms, knives with blades exceeding 3" in length, and other weapons is strictly prohibited in the dormitory. This includes, but is not limited to:

7.5.1.1 Firearms and munitions.

7.5.1.2 Explosives, such as black powder and fireworks.

7.5.1.3 BB guns, pellet guns, and other projectile-firing devices.

7.5.1.4 Dart guns, air rifles, and other compressed air weapons.

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7.5.1.5 Bows and arrows, swords, machetes, straight razors, axes, hatchets, and other bladed or edged instruments.

7.5.1.6 Martial arts weapons and other dangerous or deadly instruments.

7.6 Securing Prohibited Items

7.6.1 Residents who possess any of these prohibited items must secure them off-base for the duration of their assignment to TEC, at their own expense.

7.6.2 Exceptions:

7.6.2.1 Pocket knives with a blade less than 3” in length.

7.6.2.2 Kitchen knives, which are allowed for culinary purposes.

7.6.2.3 Government-issued survival kits and equipment, which are required to be stored with mobility gear.

7.6.2.4 These exempt items must be secured in the resident's assigned locker and must not be used in a threatening or dangerous manner.

Attachment 1
Room Inspection Checklist

8.1 Alcohol Use Policy

8.1.1 Dormitory residents are responsible for their actions when consuming alcohol in or around the dormitory. The following guidelines apply:

8.1.1.1 Age Requirement: Residents and their guests must be at least 21 years of age to consume alcohol.

8.1.1.2 Underage Drinking: Underage drinking is strictly prohibited and will not be tolerated.

8.1.1.3 Host Responsibility: Residents who host guests in common areas and serve alcohol are responsible for ensuring that all guests meet the age requirement and for maintaining good order and discipline. Guests should not enter another individual's room at any point for any reason.

8.1.2 Consequences of Misuse

8.1.2.1 Residents who fail to comply with this policy may face disciplinary action, including but not limited to:

8.1.2.1.1 Loss of dormitory privileges.

8.1.2.1.1.1 Fines or other penalties.

8.1.2.1.1.2 Disciplinary action under the Uniform Code of Military Justice (UCMJ).

8.1.3 Responsible Behavior

8.1.3.1 Dormitory residents are expected to behave responsibly and respectfully when consuming alcohol. This includes:

8.1.3.1.1 Drinking in moderation.

8.1.3.1.2 Not engaging in disorderly or disruptive behavior.

8.1.3.1.3 Not driving or operating machinery after consuming alcohol.

8.1.3.1.4 Not providing alcohol to minors.

8.2 Dormitory Tobacco Policy

8.2.1 The following policy governs smoking in and around the dormitories:

8.2.1.1 Tobacco usage is strictly prohibited in all dormitory areas, including common spaces, lounges, stairwells, balconies, walkways, and resident bedrooms.

8.2.1.2 Tobacco users must use the designated smoking areas and properly dispose of their smoking residue in the provided outposts.

8.2.1.3 Guests who violate this policy may be subject to penalties, including charges for expenses incurred to restore the room to its original condition and potential eviction, as determined by the TEC/CC.

Attachment 1
Room Inspection Checklist

8.3 Dormitory Pet and Service Animal Policy

8.3.1 The following policy governs the presence of pets and Service Animals in the dormitories:

8.3.1.1 With the exception of ADA-recognized Service dogs, no pets of any kind are permitted in the dormitories.

8.3.1.2 Authorized guests accompanied by ADA Service dogs are authorized to stay in dormitory facilities, as mandated by federal law.

8.3.1.3 The presence of ADA Service dogs in dormitory facilities takes precedence over any local pet policy.

8.3.1.4 For detailed information on ADA requirements and guidelines concerning Service Animals, please visit ADA.gov.

8.4 Visitor Guidelines

8.4.1 Residents are accountable for their guests' actions and behavior while visiting the dormitory complex.

8.4.2 Guests must always remain with their host resident and are not allowed to stay during quiet hours.



8.4.3 Room keys will not be issued or loaned to guests under any circumstances.

8.4.4 Dual military personnel (on orders) may cohabitate with advance approval from the TEC Campus Operations Superintendent.

8.4.5 Overnight guests are not authorized to remain in the dormitory.

ANGELA M. TAPIA, Colonel, USAF
TEC Commander

Attachment 1
Room Inspection Checklist

TEC Dormitory Room Inspection Checklist				
				
Building:	Room :	Inspected By:	Date inspected:	
General			Sat	Unsat
Cleaning Standards: Neat, uncluttered, no foul smell, walls undamaged. Free from mold, mildew, stains, soap scum, sticky residue. Floor/ground surfaces must be clean/free from stains as required.				
Is the room secured?				
Is the room free of safety and fire hazards? (Burnt candles, incense trays, hot plates, fire alarm unobstructed, personal appliances unplugged, automotive parts...)				
Main Living Area:				
Are doors, interior/exterior clean?				
Is the room free of trash/health hazards?				
Laundry/clothing put away or in hamper?				
Is the furniture clean? (any broken furniture must be reported to instructors or lodging staff)				
Are carpets, floors, baseboards free of debris?				
Is the sink, mirror, & medicine cabinet clean and orderly?				
Is the window, window ledges, and blinds clean?				
Appliance Cleanliness				
Is the interior and exterior of the appliances clean?				
Is the refrigerator free of spoiled food?				
Latrine:				
Is the bathroom floor clean?				
Is the shower/shower curtain and sink clean?				
Is the toilet clean? (interior and exterior)				
Overall rating =	Satisfactory		Unsatisfactory	

Attachment 2
Disciplinary Actions for Violations of Policies and Standards

1. The first offense in a 12-month period will result in an email or phone call being sent to the offending guest's Unit First Sergeant outlining the specific offense and date of occurrence.
2. The second offense in a 12-month period will elevate the same email or phone call to the offender's Unit Commander.
3. The third offense in a 12-month period will result in a 12-month suspension from being able to use TEC dormitories along with an email or phone call to offender's Group Commander.
4. The fourth offense regardless of the timeframe will result in a permanent suspension from utilizing the TEC dormitories.
5. The TEC/CC reserves the right to elevate notifications based on the nature of the offense.

The 12-month period shall begin with the most recent offense and go backward 12 months. These actions are NOT administrative punishments from your chain of command. Any additional disciplinary punishment resulting from your actions is entirely up to your chain of command and is only limited by the UCMJ. The severity of the punishment will be determined on a case-by-case basis, taking into account the nature and severity of the offense committed by the offender.