UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

11103
4B
DEC 21 2012

From: Deputy, Assistant Chief of Staff G-4
To: Military Personnel, Civilian Employees, and Contractors

Subj: BACHELOR ENLISTED QUARTERS (BEQ) INSTRUCTION MANUAL (SHORT TITLE: BEQ INSTR MANUAL)

Ref: (a) CCO 11103.1
(b) DoD 4165.63-M
(c) MCO P11000.22
(d) CCO 11012.1L
(e) MCO 5216.19
(f) CCO 5040.5L
(g) CCO 11014.1C
(h) U.S. Marine Corps BEQ Campaign Plan of 9 Nov 06

Encl: (1) BEQ Instr Manual

1. To ensure the best possible living conditions for BEQ residents aboard the Combat Center, a partnership shall be established between the residents of the barracks, their unit leadership, and the installation staff. This BEQ Instruction Manual supplements reference (a) and establishes standard operating procedures and instructions for the utilization, maintenance, and management of the BEQs aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (MAGTFTC, MCAGCC), Twentynine Palms, California.

2. Per reference (a), the Assistant Chief of Staff (AC/S) G-4 is responsible to ensure that the Commanding General's (CG) policy, procedures, and guidelines for management of the Combat Center's BEQs are met.

3. The references and enclosure provide instructions for maintaining maximum utilization of BEQ space and ensuring BEQs are properly maintained, ensuring that the highest quality of life (QOL) is provided to the Marines and Sailors residing in the BEQs aboard the Combat Center. All civilians and active-duty and reserve Armed Forces personnel managing or residing in the BEQs aboard the Combat Center shall become familiar with and abide by the instructions contained in the references and enclosure (1).

4. This BEQ Instruction Manual will be reviewed annually to ensure compliance with higher level directives.

M. A. MYRUM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	**GENERAL INFORMATION**	**1-1**
1.	Scope	1-1
2.	Organization	1-1
3.	Responsibility	1-1
4.	Occupancy	1-3
5.	Diversion/Redesignation of Bachelor Quarters	1-4
6.	Standards of Adequacy	1-5
7.	Billeting Reports	1-5
Chapter 2	**MANAGEMENT OF BACHELOR ENLISTED QUARTERS**	**2-1**
1.	General	2-1
2.	Occupancy/Priority of Assignment	2-1
3.	Request for BAH "Own Right"	2-1
4.	Check-In/Out Procedures	2-1
5.	Unit Deployment/Return Procedures	2-2
6.	Inspections	2-3
7.	Police of Common Areas	2-4
8.	Expendable Supplies	2-4
9.	Linen and Furnishings	2-4
10.	Laundry Facilities	2-5
11.	Storage	2-5
12.	Abandoned Property	2-5
Chapter 3	**MAINTENANCE**	**3-1**
1.	General	3-1
2.	Maintenance Program and Organization	3-1
3.	Resident Responsibilities	3-1
4.	Maintenance of Appropriated Property	3-2
5.	Tools	3-2
6.	Keys	3-2
Chapter 4	**BARRACKS REGULATIONS**	**4-1**
1.	General	4-1
2.	Responsibility	4-1
3.	Administrative	4-1
4.	Alcoholic Beverages	4-1
5.	Antennae (Television and Radio)	4-1
6.	Attire	4-2
7.	Auto Repairs and Washing	4-2
8.	Barbecue Grill	4-2
9.	Bicycle Parking	4-2
10.	Cleanliness of Rooms and Bathrooms	4-2
11.	Combustibles	4-3
12.	Controlled Substances	4-3
13.	Cooking	4-4
14.	Dart Boards	4-4

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
15.	Day Sleepers/Sick in Quarters	4-4
16.	Diving Tanks	4-4
17.	Dressing or Undressing	4-4
18.	Electrical Equipment	4-4
19.	Employees	4-4
20.	Energy Conservation	4-4
21.	Fire Safety	4-4
22.	Food	4-5
23.	Furnishings	4-5
24.	Garbage	4-6
25.	Guests and Visitors	4-6
26.	Insect or Rodent Infestation	4-6
27.	Laundry and Dry Cleaning	4-7
28.	Lockouts	4-7
29.	Lost Keys	4-7
30.	Noise and Loud Music	4-7
31.	Parking	4-7
32.	Parties	4-7
33.	Pets	4-7
34.	Phones	4-7
35.	Phone Calls and Messages	4-7
36.	Room Decorations	4-7
37.	Project Identification	4-8
38.	Beds Assigned and Not Assigned	4-8
39.	Recycling	4-8
40.	Roof Areas	4-8
41.	Security of Personal Possessions	4-8
42.	Suggestions	4-9
43.	Trouble Calls	4-9
44.	Weapons, Ammunition, and Explosives	4-9
45.	Windows	4-9
46.	Medical Emergency or Police Emergency	4-9
APPENDIX A	**COMMAND DUTY/INTERIOR GUARD**	**A-1**
APPENDIX B	**INSTRUCTIONS FOR BILLETING REPORT**	**B-1**
	UPCOMING BARRACKS REQUIREMENTS	**B-2**
	SAMPLE FORMAT FOR BILLETING REPORT	**B-3**
	UNIT INFORMATION SHEET	**B-4**
	SAMPLE BY NAME ROOM ROSTER	**B-5**
APPENDIX C	**BEQ CHECK-IN SHEET (SAMPLE)**	**C-1**
APPENDIX D	**VERIFICATION OF STATUS (SAMPLE)**	**D-1**
APPENDIX E	**AIRS DETAILED INSPECTION CHECKLIST**	**E-1**

Chapter 1

GENERAL INFORMATION

1. Scope. This BEQ Instruction Manual establishes procedures for the management, inspection, and administration of the BEQs aboard the MAGTFTC, MCAGCC. Individual units may establish additional specific guidelines which are more restrictive than the directives in this instruction manual and references. To relax any of the criteria requires approval from the CG, MAGTFTC, MCAGCC.

2. Organization

a. The Bachelor Billeting Division (BBD) is aligned within the structure of the G-4 Directorate.

b. The Director, BBD, monitors and directs the operations and functions of the BBD, to include the management and administration of BEQs in accordance with the policies and guidelines listed in references (b) and (c).

c. The support of all Commanding Officers (CO) and Officers In Charge (OIC) of units aboard the Combat Center, hereafter referred to as Unit Commanders, in assisting the BBD is essential for successful BEQ utilization and the highest QOL for BEQ residents.

3. Responsibility

a. Unit Commanders

(1) Shall appoint, in writing to the BBD, an officer or staff non-commissioned officer (SNCO) as the unit's Billeting Officer responsible for managing all assigned billeting spaces for personnel assigned to the unit in pay grades E-5 and below.

(2) Shall ensure unit procedures are established so key members of the chain of command and assigned duty personnel visit BEQs during non-working hours, weekends, and holidays.

(3) Each unit shall consistently and frequently conduct unit level inspections of their BEQ(s).

(4) Shall assign in writing, an officer or SNCO as the Responsible Officer (RO) for all garrison property.

(5) Take appropriate measures to reduce vandalism and negligence in the BEQs.

(6) Formulate and direct BEQ inspection policies.

b. Billeting Officers

(1) Responsible for working closely with their assigned Barracks Coordinator (BC) in maintaining maximum utilization of BEQ spaces and ensuring BEQs are properly maintained to provide the highest QOL possible for residents.

(2) Shall enforce the policies and regulations established by this instruction manual.

(3) Shall appoint, in writing to the BBD, BEQ Manager(s) who shall work closely with BCs on the assignment of BEQ spaces to unit personnel and day-to-day operations of BEQ facilities. BEQ Managers must be non-commissioned officers (NCO) and should remain in the position for a minimum of six months. The BBD shall be notified within one week of any new appointments to the position.

(4) Shall assign personnel, in writing to the BBD, to manage the unit's self-help and maintenance programs. Training is required by the Public Works Division (PWD) to ensure the MAXIMO system and work request process are understood by unit personnel.

(5) Shall work closely with their assigned BC and advise them of any pending influx of personnel or other personnel movement, as well as ensure that rooms are utilized to billet only bona fide permanent party personnel.

(6) Ensure all BEQ Managers attend the initial BEQ Manager training and quarterly training to ensure barracks are properly maintained.

(7) Ensure all BEQ residents follow proper check-in/out procedures.

(8) Ensure compliance with unit deployment and return procedures.

(9) Review and follow Appendix A for additional command duty requirements necessary to ensure the highest quality of life possible for BEQ residents.

c. BEQ Managers

(1) Ensure the timely submission of monthly billeting reports and upkeep of the Unaccompanied Housing Module (UHM) with current/accurate resident information at all times.

(2) Ensure the unit conducts monthly work request validations with PWD.

(3) Ensure security and control of BEQ facilities.

(4) Ensure common areas are maintained.

(5) Ensure prompt submittal of all BEQ maintenance requests.

d. Director, BBD

(1) Shall assign BCs to provide direct onsite management and administration of each BEQ.

(2) Shall monitor all swing space and coordinate with the Naval Hospital concerning Navy BEQs.

(3) Shall work closely with BCs and Unit Commanders to ensure BEQs are maintained at the highest level of police and repair.

e. BCs

(1) Assist the Director, BBD in maintaining statistical and historical information relating to the utilization and maintenance of the BEQs.

(2) Assist in the overall management, inspection, and administration of the BEQs to ensure maximum utilization of BEQ spaces and the highest QOL is provided to BEQ residents.

(3) Each BC shall be assigned a sector of BEQs to be his or her area of responsibility.

4. Occupancy

a. It is the Commandant of the Marine Corps (CMC) and this Command's policy to build unit cohesion by keeping units together and by assigning them to the same BEQ/floor/room whenever possible. Bona fide bachelors shall be billeted, at least, to the minimum standards of adequacy as listed in reference (c). The minimum standards of adequacy shall be exceeded whenever possible.

b. BEQ spaces assigned to units for billeting are authorized for use only by the following personnel in pay grades E-5 and below:

(1) Personnel who are required to reside aboard the Combat Center for reasons of military necessity. Military necessity is defined as "the billeting of a military member in a government owned or controlled facility for mission accomplishment, contingency operations, training, or maintenance of a disciplined force." Mandatory assignment to bachelor housing to reduce housing or per-diem allowances may not be considered military necessity. Personnel receiving allowances for quarters who are directed to reside aboard the Combat Center for reasons of military necessity shall have those allowances terminated when they occupy government quarters. If a military member is directed to reside aboard the Combat Center and resides in transient quarters, that individual shall continue to receive allowances for quarters, Basic Allowance for Housing (BAH), and shall pay the existing service charge for transient billeting.

(2) Permanently assigned military bachelors not receiving BAH are considered bona fide bachelors. This group includes military members who receive partial BAH for child support and forfeit the bachelor portion or BAH "own right" portion of their BAH at the "with dependent" rate when they occupy government quarters.

(3) Permanent change of station students unaccompanied by dependents.

(4) Military members ordered to the Combat Center who are not authorized dependent travel are considered bona fide bachelors and shall be billeted in adequate government quarters.

(5) Geographical bachelors may be billeted in BEQ spaces only when quarters are considered excess to the requirement for billeting bona fide bachelors. A geographical bachelor is defined as "a military member who receives BAH at the "with dependent" rate and elects not to reside with dependents and desires government billeting". Geographical bachelors do not need to be housed adequately and shall be billeted on a space available basis. Billeting of geographical bachelors aboard the Combat Center must be approved by the BBD.

c. In accordance with reference (d), E-5's may request to reside off-base and receive BAH "Own Right" if adequate BEQ space is unavailable. The Unit Commander must endorse the request and BBD shall verify the availability of government quarters. Military personnel should be cautioned that

authorization to reside off-base and receive BAH "own right" are two different matters. Personnel should not enter into leases, contracts, or the purchase of off-base housing until their request for BAH is approved by the Director, BBD.

d. Units who anticipate an increase in the assignment of permanent personnel and the need for additional billeting spaces, adequate or inadequate, should contact their assigned BC and/or the Director, BBD. BBD shall provide additional billeting to accommodate any major increase (e.g. 20 personnel or more).

e. Dependents shall not occupy BEQs assigned to units for billeting.

f. BEQs may be jointly occupied by male and female personnel with the following stipulations:

(1) Personnel shall only share a room or bath and toilet with members of the same sex.

(2) Segregation of sexes by assigning blocks of rooms to only one sex is not authorized. Students of the Marine Corps Communications Electronics School (MCCES) are exceptions to this policy. The Commanding Officer of MCCES, with the approval of the AC/S G-4, via BBD, may billet students in a manner that best maximizes assigned billeting spaces. Unit Commanders shall comply with the CG's guidance on the standards of QOL aboard the Combat Center and regulations on billeting of students. Reduction of minimum man space requires written approval from the AC/S G-4, via the BBD.

(3) Squad bays shall only be assigned to personnel of the same sex.

g. Rank/Grade

(1) When conditions permit, personnel shall be billeted with the same rank or grade. NCOs (E-4/E-5) shall not be billeted with junior enlisted personnel unless the group is billeted in an open squad bay.

(2) Under no conditions shall personnel in pay grades E-6 and above be billeted in BEQs designated for the billeting of permanently assigned personnel in pay grades E-5 and below. E-5 and below shall not be billeted in quarters designated as SNCO quarters.

h. Plus-Up. "Plus-up" refers to the addition of bed spaces to BEQ rooms. During the mobilization and retrograde of forces for combat, or military necessity, when authorized by the CG, minimum standards of adequacy for government quarters may be reduced. Plus-ups shall only be authorized by the BBD. Requests should be made in writing to the AC/S G-4, via the Director, BBD. Plus-ups are only intended for short term periods.

i. SNCO/Officer Quarters. A minimum number of adequate quarters are available to permanent party SNCO personnel ordered to the Combat Center without their dependents (not authorized dependent travel). Adequate quarters for permanent party officer personnel are not available aboard the Combat Center. Personnel in pay grades E-6 and above have the option to receive BAH "own right" to reside in the civilian community. Requests to receive BAH "own right" must be made in accordance with reference (d).

5. Diversion/Redesignation of Bachelor Quarters. Bachelor quarters shall not be diverted or used for purposes other than billeting of bona fide

bachelors without prior written approval from the CMC (LFF-3). Unit Commanders desiring to convert billeting areas must submit written justification to the Director, BBD. Diversions include, in part, changing of sleeping rooms, courtesy rooms, duty rooms, and recreation rooms for any other purpose than their original intended use.

6. Standards of Adequacy. BEQs are considered adequate when assignment is in accordance with reference (c). The minimum standards of adequacy do not apply to students or geographical bachelors. The minimum standards of adequacy should be exceeded whenever possible. During the mobilization and retrograde of forces for combat, or military necessity when authorized by the CG, there are no minimum standards of adequacy for government quarters.

7. Billeting Reports. All units aboard the Combat Center are required to submit a monthly billeting report to the BBD for the purpose of proper accountability and management of BEQ spaces and other BEQ assets aboard the Combat Center. The information compiled from the BEQ billeting report is utilized in making approval or disapproval decisions of BAH "own right" requests and space allocation for units and personnel residing in BEQ spaces.

a. Unit Billeting Report. The unit billeting report consists of the following:

(1) Numerical statistical data of personnel within each BEQ assigned to the unit.

(2) Unit information sheet.

(3) By name/room roster.

b. Execution

(1) Billeting Officers and/or BEQ Managers shall ensure timely submission of the monthly billeting report in accordance with the instructions contained in Appendix B.

(2) The BBD shall track all other non-funded BEQ transient utilization for reporting purposes.

Chapter 2

MANAGEMENT OF BACHELOR ENLISTED QUARTERS

1. General. This chapter addresses the management and operation of BEQ spaces assigned to units.

2. Occupancy and Priority of Assignment. Personnel described in Chapter 1 paragraph 4 are authorized to occupy BEQs. Billeting Officers are responsible for verifying the military member's eligibility status prior to assignment to government quarters.

3. Request for BAH "Own Right". Requests for BAH "own right" shall be submitted to the Director, BBD following the guidelines in reference (d).

4. Check-In/Out Procedures

a. E-5 and below. All personnel in pay grades E-5 and below requiring billeting or currently residing in BEQs shall check-in and check-out with the unit BEQ Manager. Unit BEQ Managers shall inform BBD personnel of requested billeting assignments within their BEQ and shall ensure BEQ resident information is inputted into the appropriate UHM computer system. Prior to occupancy, all personnel shall read and acknowledge all barracks regulations as described in Chapter 4 of this instruction manual. Prospective BEQ residents shall read and sign the BEQ Check-In Sheet (Appendix C) and sign for personal support equipment (PSE) in their assigned rooms. All personnel residing in BEQs shall check-in and check-out with the unit's designated billeting representative. Units shall establish check-in/out procedures and shall post these procedures for all personnel to read.

(1) In the case of areas designated as common areas, personnel designated as the RO shall be required to sign for all assigned quarters and garrison property. Prior to this signature, a list of all discrepancies, to include buildings and furnishings, shall be annotated.

(2) In accordance with reference (e), Appendix C is the BEQ Check-In Sheet and can be obtained from the Naval Forms Online web site at https://navalforms.documentservices.dla.mil/web/public/home. Use the forms tab to access the search page, select the keyword search bullet, and enter CC 11103/13 in the search criteria field.

b. E-6 through E-9. All personnel in pay grades E-6 through E-9 who desire or are currently residing in available SNCO quarters shall check-in and check-out with the BBD located in building 1565. Prior to occupancy, personnel must obtain an endorsement from the installation personnel administration center which verifies their status (Appendix D).

(1) Occupants shall check-in and check-out during normal working hours (0730 - 1600), Monday through Friday or by appointment on weekends and holidays.

(2) A BBD representative and prospective occupant shall conduct a joint inspection prior to occupancy and upon termination of occupancy. All discrepancies shall be annotated at that time. The resident shall sign for keys, linen, and furnishings before occupying the room.

(3) Occupants who do not desire to clean their rooms or fail to check out shall be assessed an exit cleaning fee.

5. Unit Deployment/Return Procedures. The BBD must be properly notified of all unit deployments and/or returns from deployment in order to properly coordinate inspections and determine billeting arrangements for the unit arriving or departing.

a. Unit Responsibilities

(1) Notify the BBD 60 days prior to deployment departure date. Departing units must provide a roster to the BBD of all Marines and Sailors in the Remain Behind Element (RBE). Every effort shall be made to maintain unit RBE in their current BEQ. Appropriate arrangements shall be made if that cannot be accommodated.

(2) Conduct an initial joint inspection between unit representative and BC no later than 45 days prior to the unit's departure.

(3) Conduct subsequent walk-through/inspection of BEQ with the BC no later than 30 days prior to the unit's departure. Assessment of previously submitted maintenance requests shall also be conducted.

(4) Coordinate final joint inspection between unit representative and the BC no later than 10 days prior to unit's departure.

(5) Conduct final turn-over of the BEQ upon unit's completed departure. The RBE SNCO In Charge or OIC shall be responsible for final turn-over of the BEQ to the BBD.

(6) No later than 60 days prior to unit's return, provide the BBD with a roster of all Marines and Sailors expected to return. The roster must be by name, rank, status (bona fide or geographical bachelor) and estimated date of arrival by wave.

(7) No later than 30 days prior to unit's return, provide the BBD with an updated roster of all Marines and Sailors expected to return. Roster must include name, rank, status (bona fide or geographical bachelor) and BEQ room assignment.

(8) No later than 10 days prior to the unit's return, the unit representative must conduct final coordination with the BC in order to provide updates and address any questions or concerns regarding the unit's arrival.

b. BC Responsibilities

(1) Complete an inventory of all BEQ assets, garrison property, and furniture, fixtures, and equipment no later than 60 days prior to the unit's departure.

(2) Conduct inspections of BEQs with a unit representative on the 45th, 30th, and 10th day prior to the unit's departure. Ensure timely submission of work requests for maintenance discrepancies found and assess status of pending work requests on a periodic basis prior to the unit's departure.

(3) Conduct initial joint inspection between unit representative and BC no later than 30 days prior to unit's return. The BEQ(s) shall be turned-over to the unit at this time, to include the issuance of key card machine and master keys.

(4) Prepare check-in forms in accordance with the unit's by name room roster (submitted 30 days prior to return).

(5) Be present during every wave of the unit's departure and return.

6. Inspections

a. BEQ

(1) The Combat Center's Command Inspector General Division shall schedule BEQ inspections for units in accordance with reference (f).

(2) Unit Commanders shall ensure that unit level inspections are conducted on a consistent and frequent basis. At a minimum, company and battery level inspections shall be conducted weekly; battalion and squadron level inspections shall be conducted monthly.

(3) Random inspections are conducted by the unit commander, unit billeting officer (S-4 Officer), unit BEQ Managers, BBD, PWD, Fire Department, and other divisions deemed necessary by the CG. These inspections are to ensure standards of cleanliness, fire, safety and other regulations are adhered to.

(4) Appendix E, the Automated Inspection Reporting System (AIRS) checklist, is provided as a tool for units to conduct "in-house" inspections. All discrepancies related to the structure of the BEQ should be submitted in the form of a work request to PWD. All discrepancies found regarding the furniture and fixtures of the BEQ should be forwarded to BBD or Center Logistics Division (CLD) for action. Unit Commanders should ensure that units are reconciling work requests with PWD monthly.

(5) Unit Commanders shall formulate and direct other BEQ inspection policies as required to ensure the highest QOL, order and discipline are sustained in their assigned BEQ spaces and facilities.

(6) The BBD is authorized to inspect BEQ spaces and facilities for QOL issues, maintenance conditions, and other problems related to the BEQs. The BC assigned to each sector of BEQs shall conduct daily spot inspections and report major discrepancies or vandalism to the Director, BBD, Unit Commander, and if applicable, the Provost Marshal's Office (PMO), PWD, and Combat Center Fire Department.

(7) Any facility maintenance discrepancies found must be reported to the appropriate agency (Chapter 3).

(8) Units shall ensure unit procedures are established so key members of the chain of command and assigned duty personnel visit BEQs during non-working hours, weekends, and holidays. These visits shall be made by, but not limited to: COs, Executive Officers, Sergeants Major, First Sergeants, Company Gunnery Sergeants, and OICs. Visits are also expected to be made during normal working hours. Command visits shall be recorded in the unit's duty officer logbook/record. It is recommended that some visits be made in the uniform of the day and others in civilian clothing. Discrepancies or problems noted during any visit shall be addressed with the personnel concerned and forwarded to the Unit Commander and BBD.

(9) Billeting Officers shall ensure that a BEQ chain of command is published to include, as applicable, BEQ Duty NCOs (DNCO), Deck NCOs, and the

senior military member in each room. To ensure security and control of BEQ facilities, the DNCO must retain a current by name/room roster. The DNCO shall ensure any person requesting access to a BEQ room is listed on the by name/room roster prior to granting entry. Any other personnel requiring access to BEQ facilities must have proper credentials and justification for entry (i.e. BEQ Manager, BC, PWD [to repair or service equipment/facility], etc.).

(10) Instructions for Officer of the Day (OOD), Duty SNCO and DNCO should state the requirement to tour BEQ areas and to provide a visible presence to maintain good order and discipline.

b. SNCO BEQ

(1) The Director, BBD or other BBD representative shall periodically conduct room inspections. Inspections may be conducted for maintenance to ensure rooms are maintained in a clean condition or as otherwise directed by the CG or assigned representative. Failure to properly maintain government quarters may be grounds for removal from quarters. Occupants are required to maintain common areas.

(2) The MAGTFTC, MCAGCC Sergeant Major may formulate and direct other inspections of SNCO permanent party bachelor billeting areas.

7. Police of Common Areas

a. BEQ. Unit Commanders shall formulate and direct policies for areas assigned and ensure common areas are maintained and enhanced to improve QOL whenever possible. When units share common areas, their policies shall be coordinated between the units concerned to ensure areas are adequately cleaned and maintained at all times.

b. SNCO BEQ. Police of the common areas, exterior windows, outside grounds, lobby, hallways, and common restrooms are performed daily, except for weekends and holidays, by BBD personnel. Toilet tissue, paper towels, etc. are provided as needed.

8. Expendable Supplies. The administration, management, and distribution of expendable supplies (i.e. cleaning gear, etc.) are the responsibility of the unit.

9. Linen and Furnishings

a. E-5 and Below Quarters

(1) Units shall establish procedures to control the purchase, storage, issuance, and survey of linen through CLD.

(2) Units shall ensure adequate PSE is in each BEQ space prior to assignment of the resident. If PSE is missing or unserviceable, units must notify BBD so items can be repaired or replaced. PSE must be repaired or replaced by the unit representative and BC, via CLD.

(3) Individual residents of the BEQ shall be issued linen from the unit and shall be responsible for PSE in their living spaces; units shall be responsible for all PSE in the common areas (recreation rooms, laundry rooms etc.) upon checking into quarters.

b. E-6 through E-9 Quarters. Permanent party personnel shall be issued furnishings and linen upon checking in to bachelor quarters. Occupants are financially responsible for lost or damaged linen or furnishings.

10. Laundry Facilities. Laundry facilities are located throughout the BEQs and squad bays for use by the residents. Ensuring the serviceability, cleanliness, and availability of facilities is a unit responsibility. Call (760)830-6954 and report services required to the unit representative or BC. Equipment that is non-operable must be reported to the BC and CLD for repair or replacement.

11. Storage. Excess personal household affects that cannot be used or stored in individual rooms may be stored in areas designated by the unit or may be stored at government expense by the Distribution Management Office if the unit does not have sufficient storage space.

12. Abandoned Property. Property abandoned in billeting facilities shall be controlled and maintained by the unit's Supply Officer or designated representative. Property abandoned in swing spaces (i.e. squad bay) shall be controlled by BBD and turned over to CLD.

Chapter 3

MAINTENANCE

1. General. This chapter addresses the procedures and responsibilities of the units for maintenance of the assigned BEQ spaces and facilities. Reference (g) provides overall guidance for the maintenance of base facilities.

2. Maintenance Program and Organization

a. The unit Billeting Officer shall designate, in writing to the PWD and BBD, an individual, usually the BEQ Manager or maintenance program manager, authorized to submit work requests to PWD. Quarters occupied by E-6 through E-9 personnel shall be managed by the BBD.

b. Weekly and monthly maintenance inspections should be conducted by the unit to identify and report damages. BEQ maintenance work requests should be submitted promptly and shall be classified with a minimum level four priority, requiring a response by PWD within 24 hours and completion of validated maintenance work requests within three days.

c. A progressive self-help program shall be maintained to identify, repair, request repair, and follow-up on repair projects. Monthly reconciliation of work request projects shall be accomplished between the BC, the unit, and PWD. BCs are required to reconcile work request projects for their individual sectors with the Billeting Officers as needed.

d. "Self-help" is work which any prudent homeowner possessing a minimum set of tools could accomplish. It is emphasized that self-help maintenance is not authorization for minor construction or modification of BEQs. A unit tool kit should be maintained to operate the self-help maintenance program. BEQ Managers should become familiar with Self-Help requirements by contacting the Self-Help shop at (760)830-7338.

e. Maintenance of an emergency nature shall immediately be reported to the PWD Trouble Desk at (760)830-6271 during normal working hours; after hours, call (760)830-7796.

f. Routine maintenance problems shall be reported to the unit's BEQ Manager or BC responsible for that BEQ. The unit's BEQ Manager shall record maintenance problems and the corrective action in the maintenance logbook. BCs shall routinely inspect and make sure that the corrective actions are being handled in the proper way.

g. The unit's BEQ Manager shall act on all maintenance problems by either self-help repairs or submitting work requests through MAXIMO to PWD.

h. PWD and BBD personnel are authorized entrance into all areas of the BEQs. BBD and PWD personnel shall check in and out with the unit's S-4 office or DNCO/unit representative, and shall be escorted by a unit representative when entering private living quarters.

i. PWD shall conduct a complete maintenance stand down of BEQs during non-occupancy.

3. Resident Responsibilities. Residents are responsible for the condition of their assigned government quarters, including all government furnishings.

Unserviceable property shall be reported to the BEQ Manager. The BEQ Manager shall make arrangements with the assigned BC for repair or replacement via CLD.

4. Maintenance of Appropriated Property

a. Unit Commanders shall assign in writing, an officer or SNCO as RO for all garrison property (i.e. lounge equipment, laundry equipment, etc.).

b. In the event that items of garrison property are found to be inoperable, the RO shall make arrangements with the assigned BC responsible for that BEQ for repair or replacement.

c. Unserviceable property shall be turned into the Property Control Section of CLD for disposal via the assigned BC responsible for that BEQ.

5. Tools. Tools and self-help materials are the responsibility of the unit. Accountability, care, and cleaning shall be exercised in their use. BCs are available to assist in unit set-up and self-help programs.

6. Keys. Each unit shall establish a system for key control as outlined in reference (c) and in accordance with reference (g). Particular care must be taken to secure access to master keys. PWD is the only organization authorized to duplicate keys aboard the Combat Center. Units shall request duplicate keys from PWD. BBD shall be notified of all work requests for duplicate keys. BCs shall work with unit representatives and PWD to ensure proper key control and accountability is established.

a. Hard Keys. Personnel are not authorized to duplicate government issued hard keys by any means. PWD is the only authority to determine hard key replacement or duplication.

b. Key Cards. Each unit S-4 office shall maintain key card computers until the implementation of the UHM system and centralized management is enforced by BBD. Unit S-4s shall establish procedures for control of individual room key cards. Loss of a master key or program key card must be reported to the Unit Commander, PMO, PWD, and BBD via the BC responsible for that BEQ.

Chapter 4

BARRACKS REGULATIONS

1. General. This chapter addresses administration, regulations, and other responsibilities for the management and control of BEQs assigned to units.

2. Responsibility. The occupants of BEQs are responsible for the care and upkeep of their quarters and to follow the regulations contained in this instruction manual.

3. Administrative. BEQ residents shall keep the unit's BEQ Manager(s) or BC informed of:

a. Change of rank.

b. Change of marital status (marriage, divorce, separation).

c. Termination or initiation of BAH "own right" or quarters allowances at the "with dependent" rate.

d. All maintenance requirements or problems.

e. Intent to vacate assigned quarters (minimum 7 days prior).

f. Periods of absence from the BEQ for more than 5 working days.

g. Transfers or reassignments (minimum 14 days prior).

4. Alcoholic Beverages. Use of alcoholic beverages aboard the Combat Center must be consistent with the overriding need for military readiness, discipline, and community safety.

a. In accordance with reference (h), the minimum drinking age is 21 years old for possession or consumption of alcoholic beverages when aboard the Combat Center. Alcoholic beverages include all distilled spirits, wine, wine-based coolers, and malt beverages except those prescribed for medical purposes.

b. Responsible alcohol consumption for those individuals who are of legal drinking age is permitted in the BEQs. Unit Commanders, however, can and should sanction individuals only if their behavior warrants and if the individual is of minimum drinking age. BEQ residents shall be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption.

c. BEQ residents who legally possess alcohol are responsible for ensuring that no underage personnel consume alcohol.

d. Command duty personnel shall regularly tour BEQs to ensure good order, discipline, and decorum are maintained.

5. Antennae (Television and Radio). Indoor antennas may be used in BEQs; however, antennas outside of individual rooms detract from the overall appearance of the BEQ and are not permitted.

6. Attire. While in quarters or common areas, residents can wear comfortable attire; however, residents must be considerate of staff members, visitors, and members of the opposite sex, especially during working and visitation hours. Bare feet, revealing bathing suits or tank tops, mutilated clothing, bare torsos, and soiled or sweaty athletic attire are not allowed in common areas and common lounges. All standards specified in Combat Center Order 1020.11 shall be strictly enforced.

7. Auto Repairs and Washing

a. The Auto Skills Center is available for auto repairs. Occupants of BEQs shall not perform vehicle maintenance in parking lots or on the grounds surrounding BEQ. Storage of automotive parts in BEQ rooms is not authorized.

b. The Marine Corps Community Services car wash is available for washing vehicles. Vehicles are not permitted to be washed at or near BEQs. This includes military as well as civilian vehicles.

8. Barbecue Grill. Personnel using barbecue grills must clean them after each use, dispose of trash properly, and extinguish the charcoal completely before leaving the area. Barbecue grills must be at least 15 feet from any building or combustible material when in use.

9. Bicycle Parking. The government is not responsible for bicycles that are not properly secured.

a. Racks for securing bicycles are provided. BEQ residents are urged to use bicycle-locking devices to prevent theft and to register their bicycles with PMO.

b. Bicycles shall not be stored in BEQ rooms, stairwells, passageways, walkways, or in areas where bicycles shall block fire exits.

10. Cleanliness of Rooms and Bathrooms

a. The cleanliness of each room and bathroom is the responsibility of each BEQ resident. Residents with a shared bathroom are jointly responsible for its cleanliness.

b. Cleaning equipment and supplies may be checked out from the unit BEQ Manager.

c. In consideration of the welfare, health, and well-being of BEQ residents, the following minimum standards shall be adhered to:

(1) Daily Standards

(a) Trash cans emptied.

(b) All food items stored in sealed, sanitary containers.

(c) Refrigerators and microwaves must be clean of all food spills and scraps.

(d) Beds made and room appearance neat and orderly.

(e) Carpet free of debris and personal gear.

(f) Lockers shall be locked when occupants are not in their rooms.

(g) Furnishings, windowsills, ledges, and frames must be dust free at all times.

(h) Dirty laundry must be kept in a laundry container or laundry bag.

(i) Bed and wall lockers must contain the occupant's name, rank, and assigned command.

(j) Common use areas must be free of debris and the floor cleaned and vacuumed if necessary. Trash cans must be emptied and cleaned. Bulkheads shall be cleaned and washed down if necessary. Furniture shall be dust free. Windows shall be cleaned and drapes free of dust.

(2) Weekly Standards

(a) Field day (all BEQ residents).

(b) Comply with daily standards.

(c) Walls and doors free from all dirt and marks.

(d) Bed linen washed and changed.

(e) Floors swept or vacuumed as appropriate.

(f) Shower curtain thoroughly cleaned.

(g) Shower stall and bathtub cleaned and disinfected.

(h) All furniture dusted and polished.

(i) Air conditioners, heating units, and blinds cleaned.

(j) Mirrors shined and cleaned.

(k) Microwaves cleaned.

(l) Window screens cleaned as required (at least monthly).

(m) Refrigerator defrosted as required (at least monthly).

11. Combustibles

a. Combustible hobby type fluids, paint, and gases (i.e. butane or propane) kept in small (one pint or less) quantities in their original containers may be kept in the BEQs.

b. Gasoline, Coleman fuel, or other flammable and toxic fluids or gases are not permitted within BEQs except as required by maintenance personnel and approved by the Combat Center Fire Department's Fire Prevention Office.

12. Controlled Substances. The possession of controlled substances other than prescribed by competent medical authority is prohibited.

13. Cooking. All cooking is prohibited except in approved, designated areas (lounge or courtesy room) approved by the MAGTFTC, MCAGCC Fire Chief. Electrical or cooking devices are not authorized in BEQ rooms. Coffee maker pots and microwaves are the only cooking devices authorized for use in BEQ rooms.

14. Dart Boards. Dartboards are prohibited in all BEQs.

15. Day Sleepers/Sick In Quarters (SIQ). BEQ residents with other than normal working hours shall not be disturbed unless suspected of violating BEQ or other regulations. Verification of other than normal working hours must be provided to the BEQ Manager from the military member's work section. Day sleepers shall be provided an appropriate door sign which must be posted to avoid being disturbed. Personnel who are SIQ must post their SIQ chit to avoid being disturbed.

16. Diving Tanks. Diving tanks shall not be stored with a residual pressure above 14 lbs per square inch.

17. Dressing or Undressing. Dressing or undressing in view of open windows or doors is prohibited. Windows facing thoroughfares or other buildings shall have blinds or curtains closed when residents are changing clothes.

18. Electrical Equipment

a. Televisions, video recorders, stereos, radios, tape recorders, lamps, computers, computer games, and electrical clocks are authorized and should be off (powered down) when not in use.

b. Irons, hair dryers, and hair curlers are authorized but must be unplugged after use.

c. Electrical outlets shall not have more than the allotted number of appliances directly plugged in at any one time. Extension cords or adaptors are not authorized to increase the number of outlets. The only authorized extensions are surge protectors.

19. Employees. All unit personnel and BCs assigned to the management of BEQs are subject to command regulations with respect to conduct, security, and safety. Management personnel shall perform their duties under the direct supervision of the units' Billeting Officer, or the Director, BBD.

20. Energy Conservation. All BEQ residents can assist in reducing energy consumption by:

a. Turning off and unplugging all electrical items while not in use.

b. Keeping doors and windows closed in heated or air-conditioned areas.

c. Reporting all hot or cold water leaks immediately to unit BEQ management.

d. Turning off all lights and fans, especially in the bathroom, when not in use.

21. Fire Safety

a. Smoking is not permitted in government quarters.

b. Common areas in the BEQs shall not be designated as smoking areas. Billeting Officers shall designate outdoor smoking areas which are not located in areas commonly used by non-smokers and not in the immediate vicinity of supply air intakes or building entry ways/egresses.

c. Flammable materials are prohibited in all BEQ spaces. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.

d. Open flames, such as those produced by candles, camp stoves, and incense are prohibited in BEQ spaces.

e. Electric air freshening devices are prohibited in BEQ spaces.

f. Unplug heat-producing appliances (irons, etc.) immediately after use. Allow them to cool in a safe place.

g. Use only UL approved electrical appliances.

h. Extension cords are not authorized for use. Power strips that have a circuit breaker are authorized. Refrigerators and microwaves must be plugged directly into a wall socket.

i. All BEQ residents must be alert to fire hazards. Report potential hazards to the BC, BEQ Managers, S-4 Officer, DNCO, or the OOD.

j. False fire alarms are dangerous and punishable under the Uniform Code of Military Justice. Do not tamper with fire warning, fire detection, or firefighting equipment.

k. In case of fire take the following steps if time allows:

(1) Pass the word and evacuate the building.

(2) Activate the Emergency Response System by calling 911 from a telephone landline, or 760-830-3333/3334 from a cell phone, and activate or pull the nearest fire alarm box. Notify the S-4 Officer or Duty Officer.

(3) Close (do not lock) windows and doors, and turn off electrical equipment.

(4) If safe, attempt to extinguish the fire. DO NOT re-enter the room or area of fire to attempt extinguishment. If you are safe, remain safe; do not risk life for property.

(5) Leave the BEQ and assemble in an area (i.e. parking lot) at least 100 feet from the BEQ and out of the path of incoming emergency responders and firefighting equipment.

22. Food. Food shall be kept in refrigerators or in tightly sealed containers such as cookie tins or plastic storage containers.

23. Furnishings

a. To assist in the control of government property, furnishings shall not be moved outside of BEQ rooms or lounges. Location of the furnishings in

each room is arranged at the discretion of the residents. When specifically approved by their Unit Commander, residents are permitted to have personally owned furniture in their BEQ rooms. Waterbeds are not authorized in BEQ rooms.

b. Room furniture is the responsibility of the BEQ residents. All damage to the furniture or room is the residents' responsibility. Lounge furniture, washers, dryers, and other common area equipment are the responsibility of the unit.

c. Furnishings shall not block fire exits or doorways. Doors must be able to open freely and completely.

24. Garbage. Receptacles for recycling have been provided in designated areas throughout BEQs. Do not leave garbage in passageways, laundry rooms, or lounge areas. Trash in government dumpsters is considered government property. Personnel climbing in dumpsters constitute a safety hazard and should be reported to PMO. Removing items from a dumpster is not authorized.

25. Guests and Visitors

a. Guests are defined as individuals invited into the BEQs by an assigned resident. Guests are permitted in BEQs, provided they do not interfere with good order and discipline, or inconvenience other assigned residents.

(1) Visits (to include coed) are permitted between the hours of 0800-2200 hours, Monday through Thursday and Sunday, and 0800-2400 hours Friday and Saturday. If rooms have two or more residents, the objection of any assigned resident of the BEQ room to such visits takes precedence; accordingly, the guest must leave. Residents shall ensure guests are checked in and out with the DNCO.

(2) The resident host shall always accompany a guest. Guests shall never be left alone in a BEQ room, BEQ building, or on BEQ premises.

(3) Hosts are responsible for the behavior of the guest and must provide compensation for any damages to government property caused by their guests. Overnight guests are not permitted under any circumstances.

(4) Use of clubs and recreational facilities is encouraged for entertaining guests in a social setting.

(5) Civilian guests under the age of 18 must be accompanied by a parent or legal guardian.

(6) Command duty personnel shall tour BEQs at the end of visiting periods to ensure compliance with visiting policies.

b. Visitors are defined as individuals in a BEQ who are of an official status. Examples of visitors are: command representatives, security personnel, BBD, maintenance, cleaning, and inspection personnel.

c. Unit Commanders shall establish policies to enforce the visitation requirements of this instruction manual.

26. Insect or Rodent Infestation. Insect spraying shall be accomplished as required. Report any roach or rodent problems to unit BEQ management or BC

for action. To help prevent problems, keep food items refrigerated and dispose of leftover food and trash promptly.

27. Laundry and Dry Cleaning. Washers and dryers are available at no cost for BEQ residents. Residents should report machines that become inoperative to the unit BEQ Manager and BC. Equipment that is inoperable must be reported to CLD (760)830-6954, and BBD (760)830-8295/6642, in a timely manner. Residents who use BEQ laundry facilities must ensure the facilities and equipment are kept clean. Trash must be disposed of in the receptacles provided, lint trap filters must be cleaned after each use, and all personal items removed when departing the laundry facilities. The washing or drying of combat boots or 782 gear is prohibited.

28. Lockouts. For security measures and key control, BEQ residents who lock themselves out of their rooms shall be required to show their military identification card to the BEQ Manager, DNCO, or unit OOD prior to being admitted to their room.

29. Lost Keys. Lost keys shall be reported to the BEQ Manager, command representative, or BC. Residents shall be charged a key duplication fee. BEQ keys shall not be duplicated by commercial sources.

30. Noise and Loud Music. Stereos, radios, and televisions should not be heard outside a resident's BEQ room. Earphones should be used between 2200 hours and 0800 hours.

31. Parking. Parking is provided for BEQ residents. Parking on landscaped or rocked areas is prohibited. Vehicles shall be removed at owner's expense. Long term parking of boats, trailers, and recreational vehicles is not authorized. Storage of vehicles at BEQ parking lots while on deployment is not authorized and could result in towing to off base facilities at the owner's expense.

32. Parties. Social gatherings or parties shall be limited to lounges and patio areas. The senior BEQ resident present is responsible for securing and cleaning the area when finished.

33. Pets. Pets are prohibited in BEQ spaces. If a pet is discovered in a room, the occupant shall be charged a fumigation and sanitation fee and the pet shall be removed immediately.

34. Phones. Private telephones are authorized in BEQ rooms at the expense of the resident. Pay telephones are located in BEQ common areas.

35. Phone Calls and Messages. Phone calls and messages shall be taken by the DNCO. Visitors and callers shall not be furnished with a BEQ resident's room number or any other personal information. Sales personnel of any type are not authorized in BEQs for the purpose of sales unless written approval is obtained from the Unit Commander and Staff Judge Advocate. When approved, the sales person shall be provided a specific area where BEQ residents may meet with the sales person. Emergency messages or phone calls shall be acted on immediately by DNCOs/BEQ Managers.

36. Room Decorations. Rooms shall be kept in a neat, clean, and orderly manner. Decor policy is left to the Unit Commander, but care must be taken to ensure walls are not damaged by decorations. Paraphernalia from any organization that promotes supremacist causes, attempts to create illegal

discrimination based on race, creed, color, sex, religion, or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material is also prohibited. This includes X-rated video films and personal pictures exhibiting nude sex acts or scenes.

37. Project Identification (I.D.). Billeting Officers shall establish a "Project I.D." program to mark the belongings of BEQ residents. Upon request, BEQ residents shall be provided with an etching tool to mark personal items. A command representative should observe the marking. Items such as stereo equipment, computers, etc. should be marked with the owner's initials and last four digits of the owner's social security number. BEQ residents should provide unit BEQ Managers with an inventory list of personal property that has been marked. This inventory list should include the resident's name and last four digits of the resident's social security number as well as the brand name and serial number of each inventoried item. Photographs of the items are encouraged.

38. Beds Assigned and Not Assigned

a. Rooms and beds shall be assigned by the unit's BEQ Manager in spaces assigned by BBD. Once an assignment has been made, it shall not be changed without the permission of the unit's BEQ Manager, and notification to BBD. BBD shall be provided with an updated by name room roster.

b. Unassigned rooms or beds shall not be used by residents or guests.

39. Recycling. Recycling bins are located in each BEQ complex. All BEQ residents are required to use the recycling bins. Items disposed of in government dumpsters are considered government property. Personnel climbing in dumpsters constitute a safety hazard and should be reported to PMO. Removing items from a dumpster is not authorized.

40. Roof Areas. Roof areas are off limits to all BEQ residents.

a. Do not climb on or place any item on the roof.

b. Utility chases are off limits to all BEQ residents.

41. Security of Personal Possessions. BEQ residents are the best deterrent to theft and crime in the BEQ facilities. To help prevent theft and other crimes, take the following steps:

a. Keep valuables secured.

b. Keep doors and windows locked.

c. Do not leave valuables or personal possessions in parked vehicles.

d. Report all theft to PMO, the unit's BEQ Manager, DNCO, and sector BC.

e. Report any suspicious activity to the unit's BEQ Manager, DNCO, PMO, and sector BC.

f. BEQ residents are advised that a claim against the government may not be allowed for loss of money, or other easily pilferable items such as jewelry, cameras, etc. unless it can be conclusively shown that the money or item was in a locked container and the quarters were locked.

42. Suggestions. Suggestion boxes shall be located in various locations throughout the BEQs. Suggestions from BEQ residents are encouraged and shall be collected by the BC.

43. Trouble Calls. Emergency maintenance shall be reported immediately to the PWD Trouble Desk at (760)830-6271 during normal working hours; after hours, call (760)830-7796.

44. Weapons, Ammunition, and Explosives. Weapons, ammunition, or explosives are not authorized in BEQs. Weapons shall be registered with PMO and stored in the unit armory. PMO shall be called prior to the confiscation of any weapons, ammunition, or explosives found in the BEQs. These unauthorized items shall be confiscated if found in BEQs.

a. Weapons, including but not limited to the following, are not permitted within any BEQs: firearms, pellet/BB guns, spear guns, bows and arrows, hatchets, axes, knives with blades longer than three inches, throwing stars, martial arts equipment, stun guns, pepper spray, paintball guns, etc.

b. Explosives, such as firecrackers, fireworks, gunpowder, etc., are prohibited in BEQs.

45. Windows. Removal or loosening of screens or window panes is prohibited. No one is authorized to gain access to rooms or lounges through a window. Windows shall be locked when no one is in the room. Windows shall remain unobstructed for fire and safety reasons.

46. Medical Emergency or Police Emergency. In case of a medical or police emergency, the following action shall be taken.

a. Dial 911 from a landline; dial (760)830-3333/3334 from a cell phone.

b. Provide dispatcher with exact location, building, and room number.

c. Provide nature of the emergency (medical, fire, police, gas leak, etc.).

d. Provide dispatcher with caller's name and telephone number.

e. If possible, have someone available to direct emergency personnel and equipment to the emergency event upon their arrival.

APPENDIX A

Command Duty/Interior Guard

1. Commanders

a. Unit Commanders and leaders of all ranks shall ensure the best quality of life (QOL) is provided by enforcing standards in the area of good order and discipline in their bachelor enlisted quarters (BEQ), and by ensuring that living quarters and other BEQ areas are safe, clean, well maintained, and attractive. It is the Unit Commander's responsibility to ensure that BEQs foster an atmosphere conducive to the professional development of our military members and reflect our core values.

b. Unit Commanders shall comply with these objectives by:

(1) Visiting BEQs during off-duty hours to supervise and mentor their subordinates.

(2) Formulating an aggressive program of inspections that enforce high military standards and a proactive duty/interior guard program that handles issues before they escalate into problems.

2. Interior Guard. QOL means providing the best billeting conditions for military members. Duty personnel must maintain a visible presence and be aware of procedures that ensure timely intervention in cases where good order and discipline are breached. This is particularly critical during weekends, holidays, and when the majority of the command is deployed or training away from the BEQ. Commanders shall develop specific instructions (General and Special Orders) for the Interior Guard Program; however, at a minimum, these directives shall include specific instructions for the following interior guard/duty members:

a. Officer of the Day (OOD)

(1) Commissioned officers, warrant officers or staff non-commissioned officers.

(2) Serve as the direct representative of the Unit Commander.

(3) Are properly trained to stand OOD duties.

(4) Guide, mentor, and supervise the subordinate members of the interior guard or duty section in the execution of their duties.

(5) Frequently inspect BEQs to ensure all policies, especially alcohol and visitor policies, are enforced.

b. Duty Non-Commissioned Officer (DNCO). The DNCO fills an important role in QOL issues. The DNCO takes charge of the assigned post and consistently enforces standards in order to maintain high levels of professionalism, good order, and discipline in the BEQs. The BEQs do not belong to the residents, they belong to the Commandant who has entrusted non-commissioned officers (NCO) through Unit Commanders, to lead and develop the military members who live there. The DNCO shall at a minimum:

(1) Be a NCO.

(2) Maintain good order and discipline in BEQs by enforcing regulations.

(3) Frequently tour the BEQs and resolve minor issues.

(4) Ensure that all visitors are checked in and out of the BEQs, informed of established rules, and provided proper identification.

(5) Maintain a roster of BEQ residents (to be provided by the command).

(6) Annotate results of inspections conducted during the assigned tour of duty.

(7) Ensure key control procedures are followed (to be provided by the command).

3. Duty Assignments. Unit Commanders shall ensure that NCOs share the duty and each BEQ has an assigned DNCO during non-working hours.

APPENDIX B

Instructions and Sample Format for Billeting Report, Unit Info Sheet and By Name Room Roster

1. An electronic file shall be sent out to each unit that needs to submit the monthly reports. The Billeting Report and By Name Room Roster information shall be submitted electronically in Microsoft Excel format. The monthly report shall be turned in on the third workday, by 1100 hrs, of each month, for the month previous; i.e., November's billeting report shall be submitted during the first week of December, and so on. Notes column on the billeting report shall state any upcoming troop movements affecting 20 personnel or more. For those units without computer access, BBD shall provide a paper copy of the billeting report.

2. Save the file. Each file shall have a name, i.e. MAGTFTC_BILREP_HQBN.xls.

3. Fill in blanks for each submission and submit to the Bachelor Billeting Division by 1100 on the third workday of each month for the month prior.

4. The examples below address the various categories by grade. Each unit shall only display information requested.

5. Point of contact on the matter is the Senior Barracks Coordinator, BBD, at (760)830-8295 or (760)830-5980 fax.

Upcoming Barracks Requirements

Use this area to describe barracks requirement changes for the next 6 months (i.e. SOI drops, rotation schedules, etc.)

Unit		Female		Male	
Date	Total PAX	E1-E4	E5	E1-E4	E5

Notes:

Sample Format for Billeting Report

BILLETING REPORT FOR MONTH OF: MM/YYYY

UNIT

TOTAL NUMBER OF PERSONNEL ASSINGED TO UNIT

E1-E3	E4	E5	E6-E9	OFFICER

TOTAL NUMBER OF BONA FIDE BACHELOR MALE OR FEMALE BACHELOR MALE ASSIGNED T0 UNIT

E1-E3	E4	E5

BONA FIDE BACHELOR MALE LIVING IN BARRACKS

BLDG #

DECK	E1-E3	E4	E5
1			
2			
3			
4			

BONA FIDE BACHELOR FEMALE LIVING IN BARRACKS

	E1-E3	E4	E5
1			
2			
3			
4			

GEO BACHELORS MALE LIVING IN BARRACKS

BLDG #

DECK	E1-E3	E4	E5
1			
2			
3			
4			

GEO BACHELOR FEMALE LIVING IN BARRACKS

	E1-E3	E4	E5
1			
2			
3			
4			

BONA FIDE BACHELOR MALE LIVING IN BARRACKS

BLDG #

DECK	E1-E3	E4	E5
1			
2			
3			
4			

BONA FIDE BACHELOR FEMALE LIVING IN BARRACKS

	E1-E3	E4	E5
1			
2			
3			
4			

GEO BACHELORS MALE LIVING IN BARRACKS

BLDG #

DECK	E1-E3	E4	E5
1			
2			
3			
4			

GEO BACHELOR FEMALE LIVING IN BARRACKS

	E1-E3	E4	E5
1			
2			
3			
4			

PERSONNEL RECEIVING BAH "OWN RIGHT"

E1	E2	E3	E4	E5	E6-E9	OFFICER

Sample Unit Information Sheet

UNIT INFORMATION SHEET

Current Month

Units: Please provide and fill in the below information.

BILLET	RANK	NAME	PHONE	E-mail
CO			830-____	
XO			830-____	
SGTMAJ			830-____	
S-4 OFFICER			830-____	
S-4 CHIEF			830-____	
BEQ MANAGER(s)			830-____	
			830-____	
S-1 CHIEF			830-____	

NOTE: Send previous month's Billeting Report to your Sector Barracks Coordinator by 3rd working day of current month. When filling the name, please include first, last & middle initial.

Thank you for your assistance and co-operation,

Senior Barracks Coordinator
MCAGCC
Twentynine Palms, CA
(760) 830-8295

Sample by Name Room Roster

UNIT	BEQ	ROOM	RANK	LAST NAME	FIRST NAME	MI	LAST 4	M/F	G/B	NOTES

APPENDIX C

BEQ Check-In Sheet (Sample)

FOR OFFICIAL USE ONLY

Twentynine Palms MCAGCC – BEQ Check-In

CBH
1585 Fifth Street
PO Box 6032
Twentynine Palms, CA 92278
760-830-8295 760-830-6642

1. NAME	2. ACCOUNT	3. ARRIVAL DATE	4. EST DEPT DATE	5. UNIT RUC
6. LAST 4	7. ROOM TYPE	8. BLDG #	9. FLOOR/WING	10. ROOM/SPACE
11. UNIT	12. CELL PHONE	13. PAYGRADE	14. RESIDENT TYPE	15. CLERK

16. DEPARTMENT	16. ADDRESS	17. CITY, STATE, ZIP	18. RUC PHONE #	19. RESIDENT PH #	20. ROOM PH #

Privacy Act Statement: Under the AUTHORITY of 5 U.S.C. 301, Departmental Regulations; CCO 11103.1C; G-4 BBD 11103.1; and E.O. 9397 (SSN), this form is FOR OFFICIAL USE ONLY for the PURPOSE of providing adequate records for use by officials and employees of the Marine Corps in the management of bachelor housing, and to maintain accountability for property issued to residents and guests. It will become part of the Registration Log and maintained under System of Records Notice NM11101-1. DISCLOSURE is limited to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974 as a ROUTINE USE. The records contained herein may specifically be disclosed outside the Department of Defense under the Department of Defense "Blanket Routine Uses." Providing the information is voluntary; however failure to provide the requested information may result in the loss of entitlement to lodging.

Financial Liability for Damages: I read, understand, and will obey the rules and regulations provided on this document, BEQ SOP (CCO11103.1) and in the 2005 Marine Corps Bachelor Enlisted Quarters (BEQ) Campaign Plan. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. If the occupant willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages. If at any time during the term of this occupancy, Public Works Division (PWD) is required to make repairs to the facilities or its furnishings due to damages caused by abuse or negligence of the occupant or their guests, the occupant understands that the repairs shall be made at the occupant's expense.

1. Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of these quarters for any other purpose, including the additional number of persons, is prohibited without prior written consent of the military member's Commanding Officer (CO) and approved by the Bachelor Billeting Division (BBD). The occupant will notify their Unit's BEQ Manager whenever planned absences exceed five days. Violations of the BEQ SOP (CCO 11103.1) and this document are chargeable under article 92, UCMJ.

2. Condition of Property. The Unit's BEQ Manager or BBD Barracks Coordinator and the occupant have inspected the room, and both parties agree that the room is in a habitable condition. Any discrepancy items noted shall be annotated on page 3. The Unit's BEQ Manager and/or BBD Barracks Coordinator are responsible for ensuring prompt resolution of the items on page 3.

3. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.

4. Good Repair. The Installation Commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment provided to the Unit BEQ Manager and/or BBD Barracks Coordinator for resolution. The occupant shall promptly notify the Unit BEQ Manager and/or BBD Barracks Coordinator whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

5. Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their guests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at occupants' expense.

6. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb other occupants within their barracks facility.

7. Health and Safety. The occupant shall comply with all health and safety regulations imposed by the local command. Occupants should check smoke detectors at least weekly to ensure they work. Report non-functioning smoke detectors to the Unit's BEQ Manager and/or BBD Barracks Coordinator immediately.

8. System Overloads. The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage, or air-conditioning systems of the assigned premises.

9. Insurance. Occupants are encouraged to obtain an insurance policy which provides for protection of their personal property.

FOR OFFICIAL USE ONLY

10. Personally-Owned Items. The occupant shall obtain written consent from the Unit Commander prior to the placement of any personally owned items within the barracks room/space. Placement of personally owned items will not impede the traffic flow of the room nor block any egresses. Waterbeds are prohibited. The room will be returned to the Unit's BEQ Manager and/or BBD Barracks Coordinator in a clean and orderly manner. Televisions up to 35 inches are authorized. Larger television sets may be permitted provided they do not impede the traffic flow of the room. Flat screen television sets will not be mounted on concrete masonry walls.

11. Access to Property by the Housing Managers and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander or a duly designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs, alterations or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of precedence) a representative from the occupants command or unit, a security officer, or a disinterested third party accompany them when entering the quarters.

12. Visitors. Visitors (to include coed) are permitted. Where rooms have two or more residents, the objection of any assigned resident of the BEQ room to such visits takes precedence, accordingly, the guest must leave. Overnight guests are not permitted under any conditions. Hosts shall always accompany a guest. Guests will never be left alone in a BEQ room, BEQ building or on the BEQ premises. Residents will ensure that all visitors to a BEQ are signed in and out with the Duty NCO upon their entry and exit from the BEQ. No one under the age of 18 may visit the BEQ unless a member of their immediate family or a legal guardian escorts them. If a BEQ resident qualifies in one of these categories, the resident may act as the escort. Visitors over the age of 18 are permitted between 0800 and 2200 Monday through Thursday and Sunday, and 0800 and 2400 on Friday and Saturday.

13. Alcohol. No one under the age of 21 is allowed to consume, or have in their possession, alcoholic beverages when aboard the Combat Center. BEQ residents will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. It is the duty of the residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.

14. Smoking. Smoking is not authorized in BEQ rooms or common areas and is a violation of MCO 5100.28 and SECNAVINST 5100.13B.

15. Animals. Pets of any kind are not allowed in the BEQ. Damage caused by noncompliance will be the responsibility of the BEQ resident and may be cause for eviction from Government Quarters without payment of BAH owin-right.

16. Inspections. Commanding Officer's (CO), CO's representatives, BBD Barracks Coordinators, or the Unit BEQ Manager are authorized to inspect for the condition of the room and it's furnishings for damages and cleanliness at any time.

17. Theft. Theft of personal or government property is against the law and will not be tolerated. Thefts of personal or government property will be reported to the Unit's Chain of Command and/or BBD Barracks Coordinator and Provost Marshal Office (PMO).

18. Prohibited Items: NO Firearms, explosives, ammunition, or pyrotechnics are authorized in BEQs. Displaying paraphernalia from any organization that exposes supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and display of pornographic material is also prohibited. This includes X-rated video films and personal pictures exhibiting nude sex acts or scenes.

19. Gambling. No form of gambling is permitted in BEQs at any time.

21. OCCUPANT SIGNATURE/DATE	22. OCCUPANT NAME (PRINTED)
	LEWIS B. PULLER

CC 11103/13 (02-12) Page 2 of 3 ADOBE LIVECYCLE DESIGNER ES

FOR OFFICIAL USE ONLY

ITEMS CURRENTLY ISSUED TO SPACE			
ITEM	BARCODE	CONDITION	COMMENTS
BED TWIN	XXXXX	NEW	
CHAIR DESK	XXXXX	NEW	
NIGHT STAND	XXXXX	NEW	
LAMP	XXXXX	NEW	
WALL MODULE	XXXXX	NEW	

ITEMS CURRENTLY ISSUED TO ROOM			
ITEM	BARCODE	CONDITION	COMMENTS
TV STAND	XXXXX	NEW	
MICROWAVE	XXXXX	NEW	
REFRIGERATOR MEDIUM	XXXXX	NEW	

LIVING AREA	CONDITON
ENTRY LOCK/DOOR	NOTE AS APPLICABLE
AREA CARPET	
FLOORING	
BASEBOARDS	
CEILING	
WALLS	
LIGHT FIXTURES	
WINDOWS/SCREENING	
CURTAINS/BLINDS	
ELECTRICAL OUTLETS	
CABLE OUTLET	
PHONE JACK	
HVAC	
VENTS	
CLOSETS/WALL LOCKER	
COMFORTER	
BATHROOM	
DOOR	
SHOWER/CURTAIN	
VANITY/MIRROR	
TOWEL RACK	
FAUCET	
FLOORING/TILE	
LIGHT FIXTURES	
COUNTERTOP/SINK	
WALLS	
VENTS/EXHAUST	
TOILET PAPER HOLDER	
OTHER	

CC 11103/13 (02-12) Page 3 of 3 ADOBE LIVECYCLE DESIGNER ES

APPENDIX D

Verification Of Status (Sample)

BACHELOR BILLETING DIVISION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BLDG 1565
P.O. BOX 6032
TWENTYNINE PALMS, CA 92278

From: Director, Bachelor Billeting Division
To: Installation Personnel Administration Center

Subj: VERIFICATION OF BACHELOR STATUS

_____	_____	_____	_____
(RANK)	(FIRST NAME)	(LAST NAME)	(SSN)

The individual list above requests to reside in government quarters.

It is requested that the individual's bachelor status be verified as one of the following:

a. Bona fide Bachelor. Permanent Party Personnel not receiving BAH or BAH-DIFF.

b. Permanent Change of Station Student. Not accompanied by dependents and not receiving per diem allowances for billeting.

c. Divorced. Permanent Party Personnel receiving BAH-DIFF for child support.*

d. Married and/or with Dependents. Personnel receiving BAH at the "with dependants" rate for any reason other than child support to include geographic bachelors.

//signed//
DIRECTOR

FIRST ENDORSEMENT

From: Installation Personnel Administration Center
To: Director, Bachelor Billeting Division

Category _____ applies.

_____	_____	_____
Verifying Official	Rank	Title
_____	_____	_____
Signature	Date	Phone Number

APPENDIX E

AIRS Detailed Inspection Checklist

680 BACHELOR HOUSING MANAGEMENT
Functional Area Manager: LFF-3
Point of Contact: MRS DARLINE MCCOY/ LTCOL P. HITTLE
DSN 225-9767 (C) 703-695-9767
Date Last Revised: 15 May 2009

680 01 MANAGEMENT

680 01 001 Have Regional/Installation Commanders implemented local procedures that meet the standards within the current versions of MCO P11000.22 and the Bachelor Enlisted Quarters (BEQ) Campaign Plan?
Reference
MCO P11000.22, PAR 2002.1; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG ES-1

680 01 002 Are recruits billeted at a minimum of 72 square of floor space per person?
Reference
NAVMED P-117, CHAP 22, PAR 22-7(2); MCO P11000.22
PAR 2104.2

680 01 003 Are bona-fide permanent party enlisted personnel assigned to individual spaces/rooms in accordance with the assignment standard/Minimum Standards of Adequacy (MSA)?
Reference
MCO P11000.22, PAR 2106.1-3; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 3; TABLE 1 CMC GOAL;
(PG 4, TABLE 2 FOR DEFICIT LOCATIONS)

680 01 004 Have bona-fide bachelors E5 and below, pregnant Marine service women, and service equivalents, residing in the barracks, been provided proper guidance/procedures regarding application for family housing and Basic Allowance for Housing (BAH) when applicable?
Reference
MCO 5000.12E; MCO P11000.22; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 5

680 01 005 Were Staff Sergeants (or other service equivalent of pay grade E6) and above informed that they may elect to live off-base and receive BAH (without dependents), rather than occupy Government quarters?
Reference
MCO P11000.22, PAR 2105.4; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 2

680 01 006 After ALL bona-fide E1 to E5 personnel were adequately housed, were geographic bachelors afforded billeting in the barracks on a space available basis only? Were geographic bachelors

provided guidance/procedures prior to being billeted in the barracks?
Reference

MCO P11000.22, PAR 2105.2; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 5-6

680 01 007 Did Unit Commanders provide notice to geographic bachelors when a bona-fide permanent party service member required billeting? Was the geographic bachelor given at least 72 hours to vacate their quarters in the barracks?
Reference
MCO P11000.22, PAR 2105.2; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 5-6

680 01 008 Are Unit Commanders achieving maximum utilization (95% or greater) of adequate barracks space prior to (1) assignment at less than the 2+0 assignment standard or (2) authorizing BAH for E1-E5 bona-fide bachelor enlisted personnel? If personnel were authorized BAH due to maximum utilization, were BAH requests approved starting with the most senior personnel first?
Reference
MCO P11000.22, PAR 2101.1 AND PAR 2101.6
BEQ CAMPAIGN PLAN DTD 9 NOV 2006, PG 2-4

680 01 009 Were command-directed movements of personnel kept to a minimum, and were personnel allotted time during working hours to execute the command-directed movements? Were personnel reimbursed for associated expenses incurred as a result of command-directed moves?
Reference
BEQ CAMPAIGN PLAN, DTD 9 NOV 2006, PG 2, 4-5

680 01 010 Did the activity commander process all involuntary assignment policy waivers in accordance with the extraordinary instances criteria contained in the Marine Corps order?
Reference
MCO 11000.22, PAR 2600.3

680 01 011 Were all male and female occupants appropriately integrated within the unit's billeting space, and are all occupants (regardless of gender) afforded equitable use of existing facilities?
Reference
MCO P11000.22, PAR 2102.3

680 01 012 Were members informed that Non-Temporary Storage (NTS) is available through their base/station Traffic Management Office (TMO), at no cost, for excess personal items (e.g. large \ furnishings) accumulated over successive moves?
Reference
MCO 4600.39, PAR 6001.1-3

680 01 013 Did Regional, Installation and Unit Commanders, in coordination with the Bachelor Housing Director, provide guidance on Marine standards and local guidelines via an occupant agreement (found in the BEQ Campaign Plan) or other means when assigning personnel to the barracks?
Reference
MCO P11000.22, PAR 2003.2; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 4 AND PG 15

680 01 014 Did each resident during the walk through of their respective room/space complete a Furnishings Custody Receipt upon check in and check out of the barracks room/space?
Reference
BEQ CAMPAIGN PLAN, DTD 9 NOV 2006, PG 9

680 01 015 Were residents informed that they shall be held responsible for the cost of any damages as a result of negligence that destroys, defaces, damages, impairs or removes any part of the Government-owned premise (including fixtures, furnishing and appliances)? This includes any damage that is a result of their respective guest.
Reference
MCO P11000.22, PAR 2003.1; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 8

680 02 KEY CONTROL

680 02 001 Has the activity commander established an effective key control system which reduces direct loss of government property and claims against the government due to theft? Did the activity commander designate a responsible officer (such as the Bachelor Housing Manager) in charge of barracks key security? Have key control procedures been established to include general key locker, master key locker, and key log book management, with appropriate security measures in place? Have electronic hotel-style key card reader systems been incorporated, as practical, during new military construction projects or barracks renovation projects?
Reference
MCO P11000.22, PAR 2705.1-3; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 13

680 02 002 Has the local unit commander established an effective key control program for the unit? Has the commander decentralized general key control to individual barracks, with appropriate general key lockers placed within each individual barracks with proper security measures? Were the key logs maintained in accordance with the Marine Corps housing order? Were lost keys documented to include the reason before a duplicate key was issued? Was the occupant charged for the duplicate key?
Reference
MCO P11000.22, PAR 2705.1-3; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 13

680 03 HOUSKEEPING/FIELD DAY

680 03 001 Are rooms/spaces kept clean and orderly consistent with the high standards of cleanliness expected of all Marines?
Reference
MCO P11000.22, PAR 2703.1; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 7-8

680 03 002 Do Unit Commanders conduct field days on an "as needed" basis to ensure that health and welfare standards are achieved and maintained? Do the field days include both the individual Marine's space/room and the common areas within and around the barracks?

Reference
MCO P11000.22, PAR 2703.1; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 7-8

680 03 003 If contraband material has been found in the bachelor quarters, was proper action taken?
Reference
MCO P11000.22, PAR 2701.2C

680 04 COMMAND INSPECTION PROGRAMS

680 04 001 Does the Commanding General's Inspection Program include inspection of the Bachelor Housing functional area? Does the command inspector conduct inspections on all the Commanding General's subordinate units?
Reference
MCO 5040.6H, PAR 5C; NAVMC 5040.6H, CHAP 3, PAR 3

680 04 002 Did the Installation Commander establish a base-wide command inspection program and provide procedures for bachelor housing facilities?
Reference
MCO P11000.22, PAR 2701.1.A AND B

680 04 003 Does the unit or command inspection program address inspection responsibilities of all concerned, schedule for inspection of subordinate units, frequency of inspections, required reports and corrective actions procedures?
Reference
MCO P11000.22, PAR 2703.1.A-D

680 04 004 Does the Bachelor Housing Manager conduct routine inspections of the barracks? Does the Bachelor Housing Manager review discrepancies reports and ensure corrective action has been taken?
Reference
MCO P11000.22, PAR 2702.1 AND PAR 2702.3

680 05 MAINTENANCE AND FURNISHINGS

680 05 001 Does the installation have a plan for repairs and improvements of the barracks (permanent personnel) facilities to include projected costs for the budget year plus 5 out-years that was submitted with the base budget to HQMC Code LFF for consideration? Is there a copy on file?
Reference
MCO P11000.22, PAR 2300; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 19

680 05 002 Does the installation or unit have a tracking system for all BEQ-related work requests? Are work requests monitored to ensure maintenance issues have been addressed and resolved within a timely manner?
Reference
MCO P11000.22, PAR 2303.3 AND 4; BEQ CAMPAIGN
PLAN, DTD 9 NOV 2006, PG 11

680 05 003 Has an aggressive self-help program been implemented within the installation or unit, and were BEQ residents encouraged to

conduct minor maintenance thought the use of the local self-help program?
Reference
MCO P11000.22, PAR 2304.1-4; BEQ CAMPAIGN PLAN
DTD 9 NOV 2006, PG 11

680 05 004 Does the installation have an aggressive Demolition Plan eliminating inadequate barracks (by facility condition) to meet the stated CMC Goal of 2012, with Grow the Force impacts by 2014? Is the installation adhering to its Demolition Plan?
Reference
BEQ CAMPAIGN PLAN, DTD 9 NOV 2006, PG 19

680 05 005 Were furnishings requirements identified for new construction and replacement to HQMC Code LFS within prescribed guidelines?
Reference
MCO P10150.1; BEQ CAMPAIGN PLAN, DTD 9 NOV 2006,
PG 17-18

680 05 006 Does the installation have a plan for the repair and replacement of furniture and furnishings in the barracks (permanent party personnel) facilities to include projected costs for the budget year plus 5 out-years? Has it been forwarded to HQMC Code LFS in accordance with published guidance?
Reference
MCO P11000.22, PAR 2300; BEQ CAMPAIGN PLAN,
DTD 9 NOV 2006, PG 19

680 05 007 Is government property (APF only) being disposed of in accordance with the applicable base guidelines and pertinent supply management directives? Are receipts and statements documenting the disposal placed on file?
Reference
MCO P11000.22, PAR 2810; MCO P10150.1, PAR 8