



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND  
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From: Deputy, Assistant Chief of Staff G-4  
To: Military Personnel and Civilians

Subj: TRANSIENT QUARTERS INSTRUCTION MANUAL (SHORT TITLE: TQ INSTR MANUAL)

Ref: (a) CCO 11012.8  
(b) MCO P11000.22  
(c) CCBul 11000  
(d) CCO 1720.1J  
(e) <http://www.marines.mil/unit/29palms/g4/Pages/default.aspx>

Encl: (1) TQ Instr Manual

1. The transient quarters (TQ) aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) are utilized by active-duty and reserve military personnel. This TQ instruction manual supplements reference (a), and establishes standard operating procedures and instructions to be followed by the Bachelor Billeting Division (BBD) personnel and residents assigned to the TQ aboard the Combat Center.

2. Per reference (a), the Assistant Chief of Staff (AC/S) G-4 is responsible for establishing local policies and procedures for the utilization, management, and maintenance of the TQ at the Combat Center.

3. It is the Commanding General's intent to provide quality accommodations, excellent customer service and the highest quality of life for Marines and Sailors residing in the TQ. This TQ instruction manual, enclosure (1), is applicable to all civilians managing the TQ and active-duty and reserve Armed Forces personnel residing in the TQ aboard the Combat Center.

4. The TQ instruction manual will be reviewed annually by the Director, BBD, for compliance with higher level directives and is available for activities to access, reference (e).

  
M. A. MYRUM

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RECORD OF CHANGES

Log completed change action as indicated.

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

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Chapter 1

GENERAL INFORMATION

1. General. This TQ Instruction Manual provides policy, procedures and information for the management, utilization, maintenance, and regulation of the TQ aboard the Combat Center.

2. Responsibility. The TQ aboard the Combat Center are assigned to the BBD for management and operating purposes. The Director, BBD is responsible to the AC/S G-4 for proper administration, utilization, and operational control of assigned facilities. The AC/S G-4 regulates control of assigned facilities and directs and supervises the BBD.

3. Organization. The TQ fall under the fiscal control of the Billeting Fund, a Non-Appropriated Fund Instrumentality (NAFI) controlled by the BBD. Generated revenues from the TQ are used to fund all administrative support functions required for the proper management and operation of TQ facilities. Funds generated are also used to renovate and/or upgrade TQ facilities, furniture, furnishings, and equipment required to increase the quality of life provided to the TQ residents.

a. Staff. The BBD is responsible for the management, inspection, and administration of both the bachelor enlisted quarters and the TQ aboard the Combat Center. The TQ staff is organized in a manner that is conducive to the proper management, maintenance, and administration of the facilities under its control. The BBD consists of the Director, BBD and other appropriated and non-appropriated fund (NAF) civilian employees. The AC/S G-4 assigns the Director, BBD, as the Billeting Fund Custodian responsible for the fiscal management and control of all NAFs generated by the Billeting Fund. The Director, BBD is also assigned as the NAF purchasing agent for the Billeting Fund.

b. Quarters. Transient facilities consist of the following quarters:

(1) Adequate and inadequate officer and enlisted quarters which are for use by the Department of Defense personnel on funded temporary additional duty/temporary duty (TAD/TDY) Orders and other personnel requiring temporary billeting.

(2) Distinguished Guest Quarters (DGQ) and the Command Guest House which are for the use by authorized guests and other personnel as described in Chapter 3 of this instruction manual.

c. Non-government Billeting. Transient personnel will report to the BBD prior to acquiring non-government billeting. Proper endorsements will be provided by the BBD as applicable.

d. Identification. Personnel reporting to the BBD will present identification and military Orders, if applicable, prior to the assignment of government quarters

e. Male and Female Occupancy. The TQ facilities may be jointly occupied by male and female personnel with the following stipulations.

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(1) Transient quarters that have rooms with private bathrooms: Personnel registering for one of these suites or rooms must inform the BBD desk clerk on the number of guests that will be sharing the quarters. There is an additional service charge for each person that shares a suite or room with a registered occupant. Only one additional guest is authorized per room unless otherwise authorized by the Director, BBD.

(2) Transient quarters that have rooms that share a bath and toilet with one other transient resident: Members of the same sex will only share these facilities.

(3) Married personnel occupying transient quarters under the provision of this instruction manual will not share a bath and toilet with another family or bachelor personnel.

(4) When it has been determined that personnel residing in transient quarters have had unregistered overnight guests, a service charge of \$25.00 per guest/per night will be assessed and is the responsibility of the registered resident.

f. Children. Children under the age of 12 years are prohibited from occupying a room in the TQ unless otherwise authorized, on a case by case basis, by the Commanding General.

4. Diversion or Redesignation of Bachelor Billeting Quarters. Per reference (b), quarters will not be diverted or used for other than billeting without prior approval from Commandant of the Marine Corps (CMC) (LFF-3).

5. Standards of Adequacy. The minimum standards of adequacy for transient quarters are outlined in reference (b). Quarters shall be considered inadequate for assignment purposes when they are below the air-conditioning and heating standards established in MIL\_HDBK-1190, Facility Planning and Design Guide.

a. Transient personnel will be assigned quarters that meet the minimum standards of adequacy unless otherwise agreed upon by the occupant and the BBD. The minimum standards of adequacy shall be exceeded whenever possible.

b. When adequate quarters are not available, proper endorsements will be provided by the BBD, when applicable, authorizing individuals to occupy off-base lodging.

c. Minimum standards of adequacy do not apply during the mobilization for combat and during war or retrograde.

6. Service and Rental Charges. Service and rental charges are formulated per reference (b) and published in reference (c).

7. Delinquent Debts. Occupants with debts not paid to the BBD upon checkout or occupants without an established mutually agreeable repayment schedule will incur a pay checkage per the references.

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Chapter 2

TRANSIENT FACILITIES

1. General. This chapter addresses the portion of the BBD designated as the TQ. Specifications for the use of the Command Guest House or DGQ suites are listed in Chapter 3 of this instruction manual. In accordance with the references, TQ facilities are to be supported with appropriated funds; only when appropriated funds are not available or not authorized may NAFs be expended in support of these quarters. The TQ are operated primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments.

2. Hours of Operation. The TQ aboard the Combat Center will be open at all times to allow for early morning and late night check-ins/outs.

a. Check-in time is 1600 and check-out time is 1100 daily.

b. A desk clerk will be on duty 24 hours a day, 7 days a week,, to provide normal check-in/out services and assistance with lock-outs and emergency situations.

c. Housekeeping services will be offered from 0800-1600 Monday-Friday or 0800-1200 on weekends and holidays unless otherwise required or changed. If needed, extra amenities or linen may be retrieved from the front desk after hours.

d. Normal business hours for the TQ administrative, accounting, and management personnel are 0730-1600, Monday-Friday, excluding holidays.

3. Occupancy and Priority of Assignment

a. Personnel that are entitled to designated TQ's on a confirmed reservation basis or on a space available basis are described in reference (b).

b. In addition to those individuals listed in reference (b), personal guest(s) of the Commanding General are also authorized to occupy designated TQ's on a space-available basis.

c. Personnel may only occupy designated TQ's on a space available basis when space at the Temporary Lodging Facility is not available.

d. Personnel checking into the TQ on a space available basis will be informed of the space available policy upon registering for quarters. Space available personnel may check-in with the front desk clerk after 1600 if quarters are available and may occupy quarters for one day at a time only. Space available personnel requesting to reside in the TQ for an additional night must check in with the front desk clerk prior to 1100 daily to determine if quarters are available for use on that day. Personnel that do not check out at 1100 on their day of departure will be assessed a late charge equal to the daily room rate.

4. Payment for Quarters

a. Following the policy set forth in references (b), a service charge will be levied to cover the cost of housekeeping services, administration, supplies, and other non-appropriated expenses.

b. Service charges will be collected upon checking into quarters. Residents occupying quarters in excess of 14 days will be charged nightly service charges in advance on the first and sixteenth day of each month.

c. If a resident is unable to make payment in advance, payment arrangements may be made. Space available guests must pay for quarters in advance. If a space available guest is unable to make payment for quarters in advance, the individual may not occupy quarters.

d. Personnel may pay for quarters by check, money order, cash, or the following credit cards: Visa, Master Card, Discover or American Express. The BBD reserves the right to refuse payment by personal check from personnel who are on the bad check list.

e. Dishonored checks or credit card charges will result in a service charge to recover administrative costs.

5. Reservations

a. Authorized personnel may make reservations for quarters in advance. Personnel with guaranteed reservations have priority use of TQ.

b. Individuals must provide name, rank, length of stay, and credit card information at the time reservations are made. Reservations must be secured/guaranteed with a credit card. Cancellations are the responsibility of the occupant and/or person making reservation arrangements. Reservations that are guaranteed with a credit card will be charged for one night's lodging if the reservation is not canceled within 24 hours of the scheduled arrival date.

c. Reservations that are not secured/guaranteed with a credit card will be cancelled at 1200 on the date of arrival.

6. Check-In/Check-Out Procedures. All personnel residing in TQ will check in and out with the BBD front desk, located in building 1565.

a. Check-in Procedures

(1) Upon checking into quarters, individuals will provide the BBD desk clerk with their military identification card, a copy of their travel orders (if applicable), and a credit card.

(2) Individuals will read the posted "Rules and Regulations for Transient Quarters" and sign a registration form verifying the information indicated. Personnel must also inform the desk clerk of any other guests that will be sharing assigned transient quarters. An additional service charge will be assessed for each additional guest.

(3) Individuals will provide payment for quarters in accordance with paragraph 4 of this Chapter.

(4) The BBD front desk clerk will provide the individual with keys to the assigned quarters and map if required.

b. Check Out Procedures

(1) All occupants must check out prior to check-out time by turning in their keys to the BBD front desk and clearing any account balance.

(2) Arrangements may be made with the BBD to extend the 1100 check-out time. Extensions of stay should be made at the earliest possible time. Failure to check out by 1100 without authorization will result in a late charge equal to one night's lodging.

(3) Occupants who leave their room(s) or furnishings in an unsatisfactory state of cleanliness and/or repair will be assessed a cleaning fee and/or appropriate charge contingent on the level of damage.

(4) In the event that a resident departs prior to the expected length of stay, arrangements for a refund will be made if required. Refunds will be made by the same means of payment when readily available. If payment was made with cash or check, the front desk clerk will arrange for a refund check to be mailed to the resident or picked up from the BBD front desk within two business days unless other arrangements are made.

(5) Government property discovered missing by the BBD staff after a resident's departure will be immediately reported to the Director, BBD for action.

(6) Active duty and reserve residents who do not settle pending balances prior to departure from quarters will have five business days to do so before their chain of command is notified and a pay checkage to their military pay is initiated by the BBD. All other occupants who do not settle pending balances will lose their billeting privileges and a notification of debt will be sent to collections.

7. Transient Quarters Availability

a. All personnel in a transient status reporting to Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (MAGTFTC, MCAGCC) will report to the BBD prior to reserving other accommodations. If adequate government quarters are available, an endorsement stating such can be provided.

b. When adequate quarters are not available, personnel will be given a Certificate of Non-Availability (CNA) on the date of arrival, enabling them to reside off MAGTFTC, MCAGCC. When adequate government transient quarters are not available, government messing is also not available. CNAs cannot be backdated and may not be issued to duty transients, either military or civilian when adequate quarters are available. Individuals may elect to accept inadequate billeting. In which case, personnel will be placed in available inadequate TQ by their rank and gender.

c. Families on permanent change of station (PCS) Orders are not authorized to make reservations, but may occupy the TQ on a space available basis when referred by the Temporary Lodging Facility (TLF).

8. Inadequate Quarters

a. Personnel who do not intend to relocate their dependents to the Twentynine Palms area are advised to look for long term billeting in the

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civilian community. They may also be housed in the TQ on a space available/day by day basis, or they may utilize inadequate housing for up to 30 days at a time, if available. If inadequate quarters are needed to billet incoming TAD/TDY personnel, residents may be given a letter to vacate government quarters with a minimum of 14 days notice.

b. Inadequate quarters are managed and operated by the non-appropriated billeting fund. Personnel that reside in inadequate quarters voluntarily pay the BBD the existing service charge for services provided (housekeeping, custodial, or janitorial). Appropriated funds and NAFs can be used to support these quarters.

c. Inadequate billeting areas are for the use of qualified personnel aboard MAGTF/TC, MCAGCC. Guests are not authorized to reside in inadequate quarters, nor may they stay overnight. Guests may be in rooms only when the sponsor accompanies them. It is the responsibility of the resident to assist in keeping unauthorized personnel out of billeting areas in order to prevent theft and unauthorized use of government facilities and property.

### 9. Billeting Fund

a. A non-appropriated billeting fund will be established following the guidance and provisions of references (b). Per reference (b), an individual will be assigned by the Commanding General as a custodian to administer the fund.

b. Per reference (b), service charges are approved by the Commanding General. Billeting fund revenues will not be contributed, loaned, or transferred to other non-appropriated or appropriated fund instrumentalities.

c. The financial goal of the billeting fund is overall self-sufficiency and not to generate a profit. Per reference (b), sufficient revenue should be generated to provide for direct operating expenses, administrative overhead, and acquisition or replacement of capital assets not authorized or available from appropriated funds.

d. The Director, BBD is the purchasing officer and is responsible for approving purchases under \$5000.00. Purchases in excess of \$5000.00 that are not not approved in the annual budget must be approved by the Commanding General or designated authority.

10. Linen. Linen and furnishings are provided per reference (b) for guests of the facility. Housekeepers will clean and make up adequate TQ rooms daily; the linens will be changed prior to the occupancy of the guests, and, at a minimum, once a week until departure.

Chapter 3

COMMAND GUEST HOUSE AND DISTINGUISHED GUEST QUARTERS

1. General. This Chapter addresses the control, function, and use of the Command Guest House and DGQ.

2. Quarters

a. The Riley House, the Command Guest House, located at 3715 Ashurst, is established as an extension of the transient facilities for use by command sponsored guests and eligible personnel and their families.

b. The five DGQ suites (Joshua Tree, Mojave, Oasis, Ocotillo, and Adobe), located in building 1561, are established as part of the transient facility for use by command-sponsored guests and other eligible transient personnel.

c. Reference (b) requires a 75 percent annual occupancy rate for the Command Guest House and DGQ suites.

3. Responsibility

a. Protocol Officer

(1) The Protocol Officer will request reservations in the Riley House or DGQ suites for command-sponsored guests and eligible personnel via email and phone when necessary.

(2) The Protocol Officer, in accordance with guidance provided by the Commanding General, will determine when occupant(s) of the Riley House or DGQ suites are required to relocate and will inform occupant(s), as necessary, providing a minimum 24 hours notice to vacate.

b. Director, BBD

(1) The Director, BBD will ensure compliance with the policy and procedures outlined in this Chapter.

(2) The Director, BBD designates the Front Desk Supervisor, BBD as the reservation agent for the Command Guest House and DGQ suites.

c. Deputy Director, BBD. The Deputy Director, BBD will oversee the use of the Command Guest House and all designated DGQ suites and will review reservations for accuracy.

d. Front Desk Supervisor, BBD

(1) The Front Desk Supervisor, BBD will establish and maintain liaison with the Protocol Officer in those matters pertaining to billeting requirements for visiting flag and general officers, foreign dignitaries, government officials, and other guests scheduled to use these quarters.

(2) The Front Desk Supervisor, BBD will authorize billeting in DGQ suites for eligible members on a space available basis when referred by the TLF, the Sleepy Tortoise Lodge.

(3) The Front Desk Supervisor, BBD will inform the occupant(s) using the Riley House or DGQ that occupancy is on a space available basis and that they may be required to relocate on short notice.

(4) The Deputy Director, BBD will make every effort to provide government transient quarters for personnel required to relocate from the Command Guest House or DGQ suites.

#### 4. Reservations and Eligibility

a. Reservations. All reservations for the Riley House and DGQ suites will be made through the Deputy Director, BBD or designated BBD representative.

(1) Reservations for all flag and general officers will be made for the Riley House unless unavailable or otherwise directed by the Commanding General.

(2) Reservations for a specific DGQ room may be made for a general officer if the general officer requests the room by name. If a general officer requests not to reside in the Riley House, the Protocol Officer will notify the Commanding General.

b. Eligibility and Occupancy. Assignment to and utilization of these facilities shall be made in the following priority:

(1) Riley House. Active duty and retired officers, Colonel/Captain, USN and above or as requested/approved by the Commanding General.

(2) DGQ

(a) Active duty and retired officers, Colonel/Captain, USN and above, and Staff Noncommissioned Officers (SNCO) Sergeant Major/Master Gunnery Sergeant/Master Chief, USN and above.

(b) Civilian personnel, SES and above, unless otherwise directed by the Commanding General.

(c) Field Grade Officers and senior SNCOs in a transient status on a space available basis.

(d) Field Grade Officers, senior SNCOs and their families reporting aboard or departing MAGTF/TC, MCAGCC with PCS Orders that require temporary lodging when the TLF or permanent housing is not immediately available. PCS personnel will be housed on a space available/day by day basis only and are limited to 14 days occupancy. Exceptions to this policy may be approved by providing justification to the Director, BBD.

#### 5. Check-In/Out Procedures

a. Check-In Procedures

(1) Approximate check-in times shall be provided to the BBD by the Protocol Officer when applicable.

(2) The Protocol Officer will arrange for registration and key service for all guests designated by the Commanding General as official visitors.

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(3) All other guests will register and obtain room keys at the BBD office.

(4) In the event there is an unexpected arrival of an active duty or retired officer, Colonel/Captain, USN and above, the duty desk clerk will:

(a) Billet the individual in the Riley House or one of the DGQ suites if available.

(b) If the Riley House or one of the DGQ suites is not available, offer the individual a Field Grade transient room or CNA if the officer is on funded TAD/TDY Orders.

(c) Notify the Protocol Office or Officer via phone call regardless of time of day.

(d) Make appropriate entries in the BBD Front Desk Log Book concerning the billeting of the individual.

(5) After 1600 daily, the BBD is authorized to billet commissioned officers, warrant officers, and SNCOs on a space available, overnight basis in available DGQ suites.

b. Check-Out Procedures

(1) Upon departure, official visitors are authorized to leave issued keys in the Riley House or DGQ suite(s). The Protocol Officer will make prior arrangements for payment if applicable. If keys are not returned to the Front Desk and are not found in room(s) after departure, the Front Desk Supervisor will notify the Protocol Officer. Fees may be assessed for missing keys.

(2) All other guests will return the keys and clear any account balance at the BBD office.

(3) In order to provide time to prepare quarters for the arrival of the next occupant, check-out time is no later than 1100 on the date of departure. Arrangements for a late departure time may be made through the BBD office.

6. Mini-Bar. All DGQ suites and the Command Guest House contain mini-bar items located in designated refrigerators.

a. Mini-bar items include sodas, beer, wine, and water.

b. Applicable fees for the consumption of mini-bar items will be posted within each DGQ suite/Guest House.

c. When guest consumption records differ from inventory records, the Director, BBD will inform the Protocol Officer.

Chapter 4

ADMINISTRATIVE AND REGULATION INFORMATION

1. General. This chapter addresses the administration and regulations of the TQ.

2. Room Regulations. The restrictions and regulations contained herein apply to all transient quarters under the control of the BBD.

a. Responsibility

(1) Registered occupants are responsible for proper care of the government quarters assigned to them.

b. Administrative. Occupants will keep the BBD informed of:

(1) Change of grade.

(2) Periods of absence from the quarters for more than five days.

(3) Maintenance requirements or problems.

(4) Intention to vacate assigned quarters.

(5) Transfers or reassignments.

(6) Change in parent unit address.

(7) Point of contact phone number.

(8) Deployments.

c. Police. Rooms will be maintained in a high state of cleanliness. Occupants will ensure that personal clothing and other items of personal property are properly stored.

d. Energy Conservation. Cooperation from occupants is necessary to conserve energy. Occupants can help by:

(1) Turning off all electrical items when not in use (includes cooling and heating systems).

(2) Keeping doors and windows closed when heating or cooling system is on.

(3) Reporting all water leaks to the BBD.

e. Auto Repair and Washing

(1) The auto hobby shop is available for major or minor auto repairs. Occupants are prohibited from performing vehicle maintenance in the parking areas or grounds surrounding TQ facilities and storing parts for vehicles in TQ.

(2) Vehicles are not to be washed in parking areas or the grounds surrounding TQ facilities. The Marine Corps Community Services car wash is available for washing vehicles.

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f. Attire. While in quarters, lounges, courtesy rooms, washer and dryer areas and picnic 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 visiting 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 or lounges.

g. Alcoholic Beverages

(1) In accordance with reference (d), the possession and use of alcoholic beverages are only permitted in BBD lounges, rooms, and picnic areas for personnel 21 years of age or older.

(2) Alcoholic beverages may be kept in the refrigerator or other storage spaces.

(3) Use of alcoholic beverages is a privilege. Drunkenness or abuse of alcoholic beverages will not be tolerated. The Commanding General or the Commanding General's designated representative may terminate privileges when circumstances warrant such action.

(4) Desk clerks on duty at the BBD have been instructed to call the Command Duty Officer and the military police if personnel are being abusive and appear to be under the influence of alcoholic beverages.

h. Grills. Barbecue grills are provided throughout TQ areas. Personnel using barbecue grills must clean them after use, extinguish the charcoal completely, and dispose of trash properly. Personnel who fail to do so will be charged applicable cleaning fees and may lose future privileges.

i. Appliances. Except those appliances already provided in rooms, all other cooking appliances are prohibited in the TQ. This includes, but is not limited to, hot plates, camp stoves, electric skillets, toasters, and toaster ovens. Unauthorized cooking appliances found in quarters will be confiscated.

j. Dressing or Undressing. Dressing or undressing in the view of open windows is prohibited. Windows facing passageways or other buildings will have blinds or curtains closed when residents are changing clothes.

k. Electrical Equipment

(1) Televisions, video recorders, players, stereos, radios, tape recorders, lamps, computers, computer games, and electric clocks are authorized.

(2) Irons, hair dryers, and hair curlers are authorized but must be unplugged after use.

l. Fire Safety

(1) Smoking is prohibited in all government quarters.

(2) All cigarettes, cigars, and pipes will be extinguished in the smoking receptacles located outside of each TQ building. At no time will paper cups, plastic containers, or other flammable or fusible receptacles be used for this purpose.

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(3) Flammable materials are prohibited. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.

(4) Open flames, such as those produced by candles, camp stoves, Plug-in type air fresheners and incense are prohibited.

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

(6) Use only UL approved electrical appliances.

(7) Personal grills must be 10 feet from the building. Charcoal and lighter fluid must be stored in the appropriate flammable lockers and are prohibited in rooms.

(8) The use of extension cords is prohibited. Power strips that have a circuit breaker are authorized.

(9) All residents must be alert to fire hazards. Report potential hazards to the BBD front desk clerk.

(10) False fire alarms are extremely dangerous. Do not tamper with fire warnings, fire detection, or firefighting equipment. Turning on or causing a false alarm to be turned on constitutes a violation of the Uniform Code of Military Justice.

(11) In case of fire, take the following actions if time permits:

(a) Pass the word.

(b) Energize the nearest firebox.

(c) Notify the Fire Department at 911 or extension 6871 or 6475 and the BBD front desk clerk at extension 6642.

(d) Secure the windows and doors and turn off electrical equipment.

(e) Leave the building and assemble in the adjacent parking lot at least 100 feet from the fire area and out of the path of fire fighters and equipment.

m. Furnishings

(1) To assist in the control of government furnishings, the movement of these items is prohibited.

(2) Room furnishings are the responsibility of the residents. All damage to the furniture or room is the registered occupant's responsibility. Occupants are financially liable for damages.

(3) Furniture will not block fire exits or doorways.

(4) Residents are not authorized to remove furniture or appliances that are mounted or fastened down. Authorization to rearrange furniture must be approved by the BBD in writing. Prior to departure, all furnishings will be returned to its original placement.

Enclosure (1)

n. Garbage

(1) Trash receptacles are provided throughout the TQ areas. Do not leave trash in breezeways, laundry rooms, lounges or courtesy rooms.

(2) Occupants who accumulate excessive amounts of trash are responsible for its disposal in the nearest dumpster. Failure to do so will result in an additional cleaning fee being assessed to the occupant's account.

(3) Recycling bins are provided throughout the TQ areas. Occupants can contribute to the recycling program by separating items and utilizing the recycling bins provided.

o. Guests

(1) Guests are defined as individuals invited into government quarters by a registered occupant. Guests are permitted providing they do not interfere with good order and discipline or inconvenience other occupants. Guests must be accompanied at all times by the sponsor.

(a) Coed visits are prohibited in rooms that share bath and toilet.

(b) Sponsors are responsible for the behavior of guests and must provide compensation for any damages to government property caused by their guests. Overnight guests are not permitted at any time, unless approved in advance by the BBD.

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

(2) Visitors are defined as personnel in government billeting areas in an official duty status other than as a guest. Examples are command representatives, security, maintenance, cleaning, and inspection personnel.

p. Insect or Rodent Infestation. Insect spraying will be done as necessary. Report any rodent problems to the BBD front desk clerk. To decrease problems, keep food items refrigerated and properly stored and dispose of trash promptly.

q. Inspections

(1) Inspections will be conducted periodically by command representatives to ensure standards of cleanliness are met, furnishings are in good condition, and fire and safety regulations are adhered to.

(2) The BBD personnel will complete random inspections during the course of their assigned duties.

(3) Permanent party personnel residing in adequate government quarters whose rooms are found to be in an unsatisfactory condition may be required to pay the non-appropriated billeting fund for housekeeping services.

r. Laundry and Dry Cleaning. Washers and dryers are available for registered residents. Contact the BBD's front desk clerk if any machine becomes

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inoperative. Personnel using laundry facilities must ensure the facilities and equipment are kept clean. Trash must be disposed of in the receptacles provided, lint traps and filters must be kept clean, and all personal items must be removed before leaving the area.

s. Lost Keys. Lost keys will be reported to the BBD's front desk clerk. Residents will be charged a key duplication and rekeying fee, when applicable.

t. Lock Outs. For security measures and key control, residents who lock themselves out of their room will be required to show identification to the BBD's front desk clerk prior to receiving a duplicate key or being admitted to their room by members of the BBD staff. Windows are not to be used as access to quarters.

u. Mail. Residents are required to receive mail through their assigned command or from civilian private sources.

v. Noise and Music. Occupants are encouraged to keep noise to a minimum. Stereos, radios, and televisions should not be heard outside of private living quarters. Earphones should be used between 2200 hours and 0600 hours.

w. Parking. Parking is provided for all the TQ residents. There is no reserved parking for the TQ residents or staff. Parking or driving on landscaped, rocked, or grassy areas surrounding government quarters is prohibited. Violators will be held financially responsible to the Billeting Fund for areas that have to be restored to original condition as a result of vehicle damage. Storage of vehicles in the TQ parking areas while on deployment is not authorized.

x. Parties. Social gatherings and parties are limited to barbecue areas. The senior military resident is responsible for cleaning and securing the area when finished. Residents who do not clean after themselves will be charged applicable cleaning fees.

y. Pets. Pets are prohibited in TQ areas unless otherwise authorized e.g. aide dogs, etc. If a pet is discovered in billeting spaces, the resident will be charged a fumigation and sanitation fee. The pet must be removed immediately.

z. Phones. Private telephones are provided and authorized in the permanent personnel bachelor quarters at the occupant's expense. Residents pay the billeting fund for charges incurred when they check out.

aa. Phone Calls and Messages. The duty desk clerk will take phone calls and messages. Visitors and callers will not be provided with residents' room numbers or any personal information. Other phone calls will be transferred to rooms and each room has a voicemail account for messages to be left. Other messages will be kept at the front desk of building 1565. Residents should check for messages daily. If emergency messages or phone calls are received, residents will be notified as soon as possible.

bb. Pictures and Room Decorations

(1) Pictures in good taste are authorized. Explicit pictures depicting sexual or drug culture themes are considered detrimental to the

general morale and effectiveness of the command and are prohibited from being displayed.

(2) Pictures will be framed and may be placed on the surface of furniture. The use of pins, thumbtacks, or picture hangers with small nails is prohibited.

(3) Occupants are prohibited from hanging items from the overhead.

(4) Occupants are prohibited from hanging items on doorknobs.

(5) Painting, papering, or alteration of any portion of bachelor billeting spaces is prohibited unless authorized in writing on a self-help project approved by the Director, BBD. Residents will be charged applicable fees for unauthorized modifications to repair or replace quarters back to the original state.

cc. Roof Areas. Roof areas are off limits to all the TQ residents. Do not place any items on the roofs.

dd. Security of Rooms and Personal Possessions. Residents are the best deterrent to theft and crime in the TQ facilities. To assist in theft prevention and other crimes, take the following steps:

(1) Keep doors and windows locked when not in quarters.

(2) Use in-room safes, closets, or wall lockers to store valuable items if available.

(3) Do not leave valuables or personal possessions in parked vehicles.

(4) Report all thefts, no matter how small, to the front desk clerk.

(5) Report any suspicious activity to the front desk clerk.

ee. Weapons, Ammunition and Explosives. Weapons, ammunition, and explosives must be checked into the armory for safekeeping. These unauthorized items will be confiscated if found in the TQ spaces.

ff. Windows. Removal or loosening of screens from windows is prohibited. No one will use windows to gain access to rooms or lounges. Windows are to be locked when no one is in the room. Residents will be charged for damages to windows or screens.

gg. Suggestions. A suggestion box is located in the bachelor billeting registration office. Suggestions are encouraged.

### 3. Expendable Supplies

a. The administration and management of expendable supplies such as cleanser, pine oil, toilet paper, etc. is the responsibility of the Director, BBD and the Supply Technician.

b. Expendable supplies accounts will be divided into appropriated fund items available through self service, and non-appropriated items purchased from vendors or the commissary. These accounts will be kept separate and stock supplies will not be intermingled.

Chapter 5

MAINTENANCE

1. General. This chapter addresses the procedures and responsibilities of both the BBD and the individual residents for maintenance of the facilities.
2. Resident's Responsibilities
  - a. All residents of the TQ are responsible for reporting maintenance problems to the BBD.
  - b. Residents are responsible for the upkeep of the facilities assigned to them to include common areas.
  - c. The BBD will manage the upkeep of common areas. Occupant(s) will clean common areas after each use. If an occupant uses a stove, microwave etc., that individual has the responsibility to clean the device used. The billeting fund reserves the right to charge occupants for the cleaning of common areas when NAF personnel are used to clean common areas because of neglect by assigned personnel.
3. Maintenance Program
  - a. The Director, BBD will designate, in writing, personnel to manage and supervise the Bachelor Billeting Maintenance Program.
  - b. Periodic maintenance inspections will be conducted to identify problems. A progressive program will be used to identify, repair, request repair, and follow up on the repair of maintenance problems.
  - c. A tool room or repair facility will be maintained to operate a self help maintenance program.
  - d. Maintenance of an emergency nature will be reported to the BBD who will contact Public Works Division (PWD).
  - e. Routine maintenance complaints will be reported to the BBD.
  - f. The BBD will act on all maintenance complaints by either completing repairs or submitting work requests to PWD.
  - g. PWD personnel are authorized entrance into all areas under the control of the BBD. Authorized PWD personnel will check in and out with the BBD prior to starting repairs and will be escorted by BBD personnel when entering occupied quarters.
4. Maintenance of NAF Property
  - a. The Director, BBD will supervise the maintenance of NAF property.
  - b. The Director, BBD will arrange for replacement of NAF property in the event that BBD personnel cannot repair an item.
  - c. In the event that repair is not cost effective, appropriate measures per reference (b) will be taken to dispose of the property. No NAF property will be discarded without prior written approval of the Commanding General or designated authority.

5. Maintenance of Appropriated Fund Property

a. The Director, BBD will ensure accountability of appropriated fund property and shall appoint, in writing, a Responsible Officer (RO) for Billeting's garrison property account.

b. In the event that an item of property cannot be repaired, BBD personnel or the assigned RO will arrange for repair or turn-in with Base Property Control.

c. The RO will budget for replacement of garrison property.

d. Unserviceable garrison property will be turned in to the Base Property Control. No property will be disposed of without the written approval of the Director, BBD.

e. The assigned RO will conduct a quarterly physical inventory of all garrison property. This inventory will coincide with the quarterly Custodian Asset Report. The assigned RO and one other employee will physically conduct quarterly inventories.

6. Housekeeping Service

a. Housekeeping services are provided daily to all personnel residing in adequate quarters.

b. Housekeepers will not interfere with the personal belongings of occupants. In the event that an occupant's personal effects are not maintained in an orderly manner or a room is too cluttered with personal belongings to properly clean quarters, notice will be given to the occupant and the room will not be serviced.

c. "Do Not Disturb" signs will be honored until the third consecutive day. On the third day, housekeeping staff will enter the room to verify that the room is in good condition, occupants are unharmed, and that maintenance is in good order.

7. Tools. The Director, BBD will designate, in writing, personnel responsible for tools and self-help materials. These items will be properly accounted for and kept organized and clean. Tool rooms will be inventoried monthly with results submitted to the Director, BBD.

8. Keys. Registered occupants of the facility may request additional keys from the BBD for their own quarters only. Designated personnel will ensure each room has sufficient keys for normal operation.

9. Key Control. The Director, BBD will establish key control procedures following the instructions provided in reference (b).

Chapter 6

APPROPRIATED FUND SUPPORT

1. General. The administration of the TQ is a command function to be supported with appropriated funds. In accordance with reference (b), with the exception of labor costs for housekeeping services and costs incident to operating TQ, all other operations and maintenance costs will be supported by appropriated funds.

2. Policy. Per reference (b), administrative services and supplies, equipment and supplies for cleaning and maintenance, procurement of room linens and equipment, and utility costs are appropriated fund expenses.

a. Custodian service in common-use areas such as offices, hallways, lobbies, day rooms, game rooms, lounges, and laundry rooms is an appropriated fund expense. When NAF employees provide these services, appropriated funds will pay the NAF billeting fund for services provided.

b. Government-owned room linens and furnishings will be procured with appropriated funds.

3. Improvements. Appropriated funds are required to be used to the maximum extent possible to improve the TQ. When appropriated funds are not authorized or not available, NAF may be used.

4. Requirements

a. The Director, BBD will submit an annual operation and maintenance appropriated fund budget to the AC/S G-8 via the AC/S G-4.

b. The Director, BBD will coordinate with the Property Control Officer for procurement of room furnishings using appropriated funds.