



UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788104
TWENTYNINE PALMS, CALIFORNIA 92278-8100

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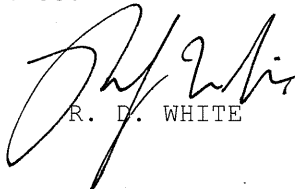
From: Assistant Chief of Staff, G-4 Installation Support
To: Military Personnel, Civilian Employees and Contractors

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

Ref: (a) CCO 11103.1G
(b) DoD 4165.63-M
(c) MCO 11000.22 w/Ch-1
(d) CCO 11012.1T
(e) I MEF/MCIWEST-MCB 11100
(f) CCO 5040.5S
(g) Resident's Guide to the Barracks

Encl: (1) BEQ Instruction Manual

1. To ensure the best possible living conditions for residents of the Bachelor Enlisted Quarters (BEQs) aboard the Combat Center, a partnership shall be established between the residents of the barracks, their unit leadership, the installation staff, and contracted support personnel. This BEQ Instruction Manual, enclosure (1) 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 (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms, California.
2. Per reference (a), the Assistant Chief of Staff G-4 is responsible for ensuring that the Commanding General's policy, procedures, and guidelines for management of the Combat Center's BEQ are met.
3. Enclosure (1) provides instructions for maintaining maximum utilization of BEQ space and ensuring BEQs are properly maintained, ensuring the highest quality of life for our Marines and Sailors residing in the BEQs. They are aligned with reference (e) to standardize processes, procedures, and products across I Marine Expeditionary Force and Marine Corps Installations West. It provides a readily available and well-organized overview of barracks processes, barracks rule and regulations, and helpful tips to life in the barracks. All government civilians, contracted personnel, 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 this enclosure.
4. This BEQ Instruction Manual will be reviewed annually to ensure compliance with higher level directives.


R. D. WHITE

RECORD OF CHANGES

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Chapter 1

CONCEPT OF OPERATIONS

1. Purpose. This Bachelor Enlisted Quarter (BEQ) Instruction Manual is an amplification of references (b) and (c) and provides additional instruction for the management, utilization, and operation of permanent party unaccompanied housing (UH)/BEQs aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Organization. The Installation Commander is responsible for the overall oversight of the UH program. The UH Manager is the housing professional assigned to manage all facilities in which permanent party personnel are housed. The UH Manager accomplishes this through a team of civilian Barracks Coordinators. Unit Commanders are appointed in writing by the Installation Commander as Accountable Officers (AOs) for their assigned BEQs and are responsible for the proper utilization of their assigned spaces. As part of the professional management of BEQs, contracted Building Managers are aligned to specific barracks to build habitual support relationships with the tenant units who reside in those BEQs. Ensuring compliance with the references, compliance with the policies contained herein, and good order and discipline in the BEQs is coordinated effort among UH and its Barracks Coordinators, Tenant Units and their appointed Uniformed Barracks Managers, and contracted Building Managers.

3. Responsibilities

a. Unit Commanders

(1) Develop and implement a unit barracks policy within 90 days of taking command that aligns with the references and Marine Corps Air Ground Combat Center installation policies.

(2) Appoint Responsible Officers (ROs) to designated zones in your barracks, who will maintain regular oversight of all barracks-related issues in their assigned zones.

(3) Coordinate with adjacent commanders that have subordinates residing in your assigned barracks via Memorandums of Agreement (MOA). The MOA should delineate management processes and procedures, to include common area responsibilities (ladder wells, quarter decks, parking areas, grounds, etc.).

(4) Designate individual Marines and Sailors as Responsible Individuals (RIs) for their barracks rooms. Adjudicate any damage to their rooms according to the references.

(5) Coordinate annual refresher training for all Marines and Sailors within your commands on the requirements of the references.

(6) Submit recommended internal resourcing opportunities, external advocacy topics, recommended revisions to this order, and other recommended topics to both the installation commander and your operational chain of command for potential endorsement to the I Marine Expeditionary Force (I MEF) / Marine Corps Installations West (MCIWEST) Barracks Commander's Council (BCC) in preparation for the Barracks Commander's Board (BCB).

(7) Conduct monthly reconciliations of open service requests in QSRMax and USMCMMax with UH and Public Works Division (PWD). Additionally,

validate the occupancy data of barracks rooms with the Enterprise Military Housing (eMH) module, ensuring the names of the room occupants are correctly reflected in eMH and placards affixed to room doors.

(8) Designate a Uniformed Barracks Manager (E4 or above) and Company or appropriate level BEQ representatives as collateral billets, to work in coordination with the contracted Building Manager and support check-in, check-out, inspection, and maintenance request processing for the barracks. Barracks Managers and command teams have the authority to condemn barracks rooms indefinitely. Encourage high performing Marines to apply.

(9) Develop and implement a barracks management program that aligns with the references, this order, and the Commanding General's Readiness Inspection checklist.

(10) You are encouraged to implement a Resident Advisor (RA) program in line with forthcoming Marine Corps policy and encourage eligible high performing leaders to apply.

(11) You are responsible for the inventory, accountability, and maintenance of all furniture, fixtures, and equipment (FF&E) assigned to your barracks, ensuring that minimum habitability standards for all residents are met.

(12) Track and report all FF&E assigned to your barracks, maintaining an accurate copy in eMH and updating as changes are made.

b. Barracks Managers

(1) Work closely with the Barracks Coordinator and Building Manager to ensure the upkeep of the eMH module with current/accurate resident information at all times.

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

(3) Ensure security and control of BEQ facilities.

(4) Ensure common areas are properly maintained.

(5) Work closely with the Barracks Coordinator and Building Manager to ensure prompt submittal of all BEQ service requests.

(6) Along with the Building Manager, assist BEQ residents with the proper check-in/out procedures.

c. Unaccompanied Housing Manager

(1) Oversee the management, inspection, and utilization of the BEQs.

(2) Provide civilian Barracks Coordinators to assist in the direct onsite management and administration of each BEQ. Assign each Barracks Coordinator a sector of BEQs as his or her area of responsibility.

(3) Monitor all unassigned BEQ spaces.

(4) Work closely with Barracks Coordinators and Unit Commanders to ensure BEQs are maintained at the highest quality of life for tenants.

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(5) Appoint an Assistant Contracting Officer Representative (ACOR) to oversee local performance of the Building Manger contract and provide all required reports to the Contracting Officer Representative (COR).

(6) Provide training as required for Uniformed Barracks Managers, contracted Building Managers, and tenant unit personnel.

d. Barracks Coordinator

(1) Assist the UH Manager 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) Periodically review eMH data for accuracy.

(4) Coordinate with unit Barracks Managers or Building Managers to ensure the prompt submittal of service order requests into USMCmax as needed.

(5) Maintain active USMCmax accounts and submit service requests for non-emergency maintenance requirements.

e. Building Managers. Building Managers are contracted personnel. In accordance with the contract scope of work, responsibilities of the Building Mangers include:

(1) Provide front desk operations for BEQ residents.

(2) Input new resident information into the eMH Unaccompanied Housing Module after Barracks Coordinator verification.

(3) Maintain records in eMH, and open, review, and validate maintenance requests in USMCMax.

(4) Provide a barracks orientation brief and out-brief for residents.

(5) Perform key management services, including issuing, maintaining, and tracking of all keys.

(6) In coordination with Tenant Unit representatives and UH, complete Form DD362 Statement of Charges/Cash Collection Voucher for all damages caused

(7) In coordination with Tenant Unit representatives, initiate the Financial Liability Investigation of Property Loss (FLIPL) process.

(8) Complete occupancy and utilization reports in eMH to accurately reflect inventory and utilization.

(9) In coordination with the Tenant Unit representatives and UH, complete and submit requests for Basic Allowance for Housing (BAH) for approval.

(10) Submit supply requests/invoices to Tenant Unit representatives for purchase by the Government.

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(11) Coordinate with installation facilities maintenance/Public Works Department on scheduling preventive maintenance.

(12) Conduct Check-in and Check-out inspections for all resident moves utilizing the eMH inspection checklist.

(13) Conduct daily walkthroughs and weekly inspections of buildings, common areas, and grounds in accordance with areas of responsibility.

(14) Request service, repair, and/or replacement of laundry room equipment through the UH office.

(15) Escort maintenance personnel, contractors, and all other support personnel when entering BEQ rooms. Complete a Notice of Entry Form to be left in rooms annotating the reason for entry and results.

(16) Provide residents with an evaluation/comment form and record all comments received in "reception functional area" of eMH.

(17) Maintain a master schedule of all maintenance request to include a brief description, target completion date, planned and actual start dated and type of work.

(18) In coordination with the Barracks Coordinator, maximize utilization of BEQ spaces assigned and ensuring BEQs are properly maintained to provide the highest quality of life (QOL) possible for residents.

4. Occupancy

a. Mandatory Occupancy. All single, permanent party personnel, E5 and below, are directed to reside in adequate government BEQs unless authorized by the Installation Commander to reside off-base.

b. Military Necessity. Barracks Accountable Officers may designate personnel who are required to live in UH 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 accomplishments, contingency operations, training, or maintenance of a disciplined force".

(1) The designation of military necessity must be done in writing and forwarded to UH Manager.

(2) Military necessity may not be used to circumvent the rules regarding geographical bachelors or to reduce housing or per-diem allowances.

(3) Military necessity is not an appropriate method for providing billeting in support of Service-Level Training Exercise forces. All Service-Level Training Exercise support must be coordinated via feasibility of support as directed by combat center order.

(4) Personnel who are receiving Basic Allowance for Housing (BAH) "without dependents" and are directed to reside aboard the Combat Center for reasons of military necessity shall have those allowances terminated upon occupancy of UH. If a military member is directed to reside aboard the Combat Center and resides in transient quarters, that individual shall continue to receive BAH. However, they must pay the existing service charge for transient billeting.

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c. Occupancy Eligibility. Authorized occupants of permanent personnel UH are listed in reference (c).

d. Male/Female Occupancy. BEQs will 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) Due to existence of central bath, squad bays are only assigned to personnel of the same sex.

e. Family Member Occupancy. Permanent party UH is intended for billeting of active-duty military members only. The Installation Commander may waive this policy and allow family members to occupy UH, if space is available, for up to 30 days, when requested via the military member's chain of command and the UH Manager.

f. Assignment. Only authorized personnel ranked E5 and below will be assigned to permanent party UH aboard the Combat Center. Permanent party UH is not available for personnel ranked E6 and above. The following items apply to the assignment of authorized personnel within the BEQs:

(1) Assignment Standard. Personnel are billeted in accordance with the minimum adequate assignment standard illustrated in reference (c) unless otherwise waived by the appropriate authority. The minimum adequate assignment standards do not apply to geographical bachelors.

Rank	Minimum Adequate Assignment Standard (MAAS)
E1 to E4	Shared unit with a living room: Shared bedroom with not more than one other and with a minimum of 72 NSF for each occupant, bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room: Shared bedroom with 90 NSF per person, a service area and a bathroom shared with not more than one other in 2+0; or no more than four to a bath in 2+2
E5	Shared unit with a living room: Private bedroom with 118 net square feet (NSF), bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room; Private bedroom with 135 NSF, bathroom shared with not more than one other, and a service area

(2) Under no circumstances will personnel ranked E4 share a room with personnel ranked E3 or below. Personnel ranked E5 will not share a room.

(3) Officer/Staff Non-Commissioned Officer Quarters. The Combat Center does not have designated quarters for permanent party SNCO and Officer personnel. Bona fide personnel in pay grades E6 and above will receive BAH "without dependents" to reside in the civilian community. Requests to receive BAH "own right" must be made in accordance with reference (d). If Unit Commanders require a SNCO/Officer to reside in government quarters due to reasons such as disciplinary action, a request outlining the circumstance must be submitted in writing to the UH Manager.

(4) Pregnant Service Members. Pregnant service members ranked E5 and below, with no family members, may reside in UH for their term. However, pregnant service members are authorized exemption from assignment to on-base government quarters upon reaching the twentieth week of pregnancy in accordance with reference (d).

(5) Geographical Bachelor Personnel. In accordance with the references, there is no mandate to house geographical bachelors within the BEQs. However, geographical bachelors may be billeted in BEQ spaces after satisfying all other requirements for billeting permanent party personnel ranked E5 and below. If space permits, geographical bachelors who are assigned government quarters must have their status recorded accurately in eMH.

(a) A service member is considered a geographical bachelor if they meet all the criteria specified in reference (c).

(b) A member reporting on permanent change of station or duty under instruction orders who is required to pay dependent support, receiving BAH "differential" and has no other dependents is considered a bona fide bachelor and is eligible for assignment for UH as a permanent party member.

(c) If space is available, geographical bachelors may be assigned a room in the BEQs. However, the room assigned must be at a standard that is below the minimum adequate assignment standard outlined in reference (c). If a geographical bachelor accepts a room assignment that exceeds minimum standards, the service member may be required to sign a form/letter acknowledging that they have been informed of the policies and understand the implication of acceptance of government housing.

(d) If a geographical bachelor is assigned government quarters and space is needed for permanent party personnel E5 and below, the geographical bachelor will be given at least 72 hours' notice to vacate quarters.

5. Utilization. Per reference (c), the target for BEQ occupancy aboard the Combat Center is 95 percent. Spaces within BEQs will be assigned to tenant commands in a manner that is most conducive to achieving this target utilization rate, while still maintaining unit integrity.

a. Tenant commands will be assigned BEQs that are of the proper size and location needed to support that command's requirement for housing permanent personnel within their unit.

b. Resource/spaces within BEQs will be re-allocated when troop strengths change. Units who anticipate an increase in permanent personnel and the need for additional billeting spaces, adequate or inadequate, should contact their assigned Barracks Coordinator. Additional billeting or an alternate means for accommodating the increase will be provide when available.

c. The UH office and tenant commands are prohibited from frequently moving BEQ residents as a way of maximizing unit integrity. Moves to and from different rooms and/or BEQs should be limited whenever possible.

d. Assigning personnel at a standard less than the minimum adequate assignment standards listed in reference (c) as a way of maximizing unit integrity is also prohibited.

6. Basic Allowance for Housing "Without Dependents". Requests for entitlement to BAH "without dependents" may only approved if UH is not available (occupancy of 95 percent or greater across the installation) or, if available, the member qualifies as an allowable exception as listed in Chapter 10, paragraph 7d of reference (c). Requests for BAH "without Dependents" are to be submitted in accordance with reference (d).

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7. Diversion/Conversion of Bachelor Quarters. Bachelor quarters shall not be diverted or used for purpose other than billeting of bona fide bachelors without prior written approval from the Commanding General. Unit Commanders desiring to convert billeting areas must submit written justification to the UH Manager. Diversions/conversions include, in part, changing of sleeping rooms, courtesy rooms, duty rooms, and recreation rooms for any purpose other than their original intended use.

Chapter 2

BACHELOR HOUSING MANAGEMENT

1. General. This chapter addresses the management and inspection of UH facilities, to include the procedures taken prior to occupying and vacating spaces within the BEQs/UH facilities.

2. Enterprise Military Housing, Unaccompanied Housing Module. In accordance with reference (c), it is mandatory for all Marine Corps installations to utilize eMH/Unaccompanied Housing Module (UHM) for the management of UH. eMH/UHM is the Combat Center's sole means of recording occupant data, providing asset management for items located within the BEQs, and providing real-time data on the utilization of BEQs to Unit Commanders, the CG, and Marine Corps Installations Command (MCICOM). As such, each Unit Commander is responsible for ensuring this module is used during the check-in and check-out process for assignment of residents to BEQ spaces/rooms.

3. Check-In/Out Procedures

a. All bona fide permanent personnel in pay grades E5 and below will check-in with their respective Building Manager. Building Managers assign personnel rooms within their assigned BEQ/spaces in accordance with this instruction manual and will ensure BEQ resident information is inputted into eMH. Prior to occupancy, all personnel shall:

(1) Read and acknowledge the barracks regulations as described in Chapter 4 of this instruction manual.

(2) Complete the Basic Allowance for Housing acknowledgment form available in eMH.

(3) Complete the Unaccompanied Housing Rights and Responsibilities form in Appendix A of this instruction manual.

(4) Complete a joint room inspection with the Building Manager using the inspection form available in eMH and sign upon completion.

b. In the case of areas designated as common areas, personnel designated as the RO for such areas 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.

c. Building Managers will ensure appropriate documents are uploaded in eMH for accurate reporting and recordkeeping.

d. Personnel vacating the barracks will check-out with the Building Manager. Building Managers will complete a joint room inspection and identify and report facility or property damages in accordance with Chapter 3 of this instruction manual.

e. Units will establish local check-in/check-out procedures in coordination with contracted Building Managers and ensure dissemination to all BEQ residents.

4. Unit Deployment/Return Procedures. The Barracks Coordinators are responsible for assisting units with vacating BEQs for deployments and checking into BEQs upon return from deployment. It is important the tenant

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commands and the UH office maintain an open line of communication regarding all aspects affecting the returns from deployment to ensure assigned spaces and areas are properly inspected and/or arrangements for billeting spaces for incoming units are made. The following procedures apply:

a. Unit Responsibilities

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

(2) Conduct an initial joint inspection between RBE SNCO in charge or Officer in Charge (OIC) and Barracks Coordinator no later than 45 days prior to the unit's departure.

(3) Conduct final turn-over of the BEQ upon unit's completed departure. The RBE SNCO in charge or OIC is responsible for final turn-over of the BEQ to the UH office.

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

(5) No later than 10 days prior to the unit's return, the unit representative must conduct final coordination with the Barracks Coordinator in order to provide updates and address any questions or concerns regarding the unit's arrival. It is the unit representative's responsibility to keep the Barracks Coordinator informed of any changes that occur prior to the unit's return.

b. Barracks Coordinator Responsibilities

(1) During the initial joint inspection, no later than 45 days prior to the unit's departure, the Barracks Coordinator will accompany the RBE SNCO in charge or OIC to complete an inventory of all BEQ assets, garrison property, furniture, fixtures, and equipment (FF&E).

(2) Conduct initial joint inspection between unit representative and Barracks Coordinator no later than 45 days prior to unit's return. The assigned/required spaces within the BEQs shall be turned over to the unit at this time, to include the issuance of master keys for assigned spaces.

(3) Assist in updating eMH with room assignments in accordance with the units by name room roster (submitted 30 days prior to return).

(4) Prepare check-in form and assist with generating key cards in accordance with room assignments recorded in eMH.

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

5. Inspections

a. The Combat Center's Command Inspector General schedules BEQ inspections for units in accordance with reference (f). The Automated Inspection Reporting System (AIRS) checklist is provided as a tool for units

to conduct "in-house" inspections in preparation for official inspections. The checklist can be downloaded at <https://www.igmc.marines.mil/Divisions/Inspections-Division/Functional-Area-Checklists-FACs/>.

b. In order to ensure the highest quality of life and that good order and discipline are maintained in the BEQs, Unit Commanders are responsible for developing a sustained, continuous inspection program that involves leadership at all levels and visits during normal working hours and non-working hours. At a minimum, company/battery level inspections shall be conducted weekly, and battalion level inspections shall be conducted monthly.

c. Building Managers are responsible for conducting inspections in accordance with reference (c), to include weekly inspections of all vacant BEQ rooms and conducting systematic inspections of occupied rooms, ensuring that all rooms have been inspected at least once per month. Inspection results shall be provided to the UH Manager via the tenant unit's chain of command.

d. In order to ensure compliance with standards of cleanliness, fire protection, safety, and other regulations, personnel from other installation divisions (PWD, Fire Department, etc.) will conduct random inspections of quarters.

e. The UH Manager and Barracks Coordinators shall conduct periodic inspections of BEQ spaces and facilities for quality of life issues, maintenance conditions, and other problems related to the BEQS. The assigned to each sector of BEQs shall conduct daily spot inspections and report major discrepancies or vandalism to the UH Manager and if applicable, the Provost Marshal's Office (PMO), PWD and the Combat Center Fire Department.

f. All discrepancies found are to be reported to the appropriate division for action in accordance with paragraph 14 of this chapter.

6. Security. To ensure security and control of BEQ facilities, the Barracks Manager will ensure the Officer of the Day (OOD)/Duty Non-Commissioned Officer (DNCO) is provided with a current by name/room roster. The OOD/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. Barracks Manager, Barracks Coordinator, PWD, etc.).

7. Mandatory Routine Housekeeping. Rooms and common areas within and around the BEQs will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Unit Commanders shall formulate policies requiring weekly field days in order to ensure appropriate standards are maintained in all BEQ areas. When units share common areas, their policies shall be coordinated between the units concerned to ensure areas are adequately cleaned and always maintained.

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. Units shall establish procedures to control the purchase, storage, issuance, and survey all linen through the Center Logistics Division (CLD).

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a. Units shall ensure adequate personal support equipment in each BEQ space prior to assignment of the resident. The Building Manager and the unit's assigned Barracks Coordinator will coordinate with Center Material Support Center (CMSC) for the repair or replacement of personal support equipment when missing or unserviceable.

b. BEQ residents are issued linen from the unit and are responsible for personal support equipment in their living spaces. Units are responsible for all personal support equipment in the common areas (recreation rooms, laundry rooms etc.) upon checking into quarters.

10. Laundry Facilities. Laundry facilities are located throughout the BEQs and squad bays for use by residents only. Ensuring the serviceability, cleanliness, and availability of facilities is a unit responsibility. Units/Members may call the UH office at (760) 830-8295 to report any services required to the laundry facilities. The Building Manager should be made aware of any requests that are submitted to UH to ensure repairs are made in a timely manner.

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 in areas assigned by the Distribution Management Office if the unit does not have sufficient storage space.

12. Abandoned Property. Property abandoned in assigned 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 UH and disposed of in accordance with existing regulations.

13. Keys. Each unit shall establish a system for key control as outlined in reference (c). Units may be held financially responsible for the rekeying/reprogramming of locks due to lost/stolen keys.

a. Resident Hard Keys. Personnel are not authorized to duplicate government issued hard keys. PWD is the only organization authorized to duplicate hard keys aboard the Combat Center. Units may request duplicate keys from PWD. UH must be notified of all service requests for duplicate keys. Barracks Coordinators shall work with unit representatives and PWD to ensure proper key control and accountability is established.

b. Resident Key Cards. Prior to a new or duplicate key card being made for BEQ resident, the individual's information will be inputted or verified in eMH. All keys will be made by appropriate personnel in building 1525.

c. Master Keys (Hard Keys and Key Cards). Particular care must be taken to secure access to master keys. Loss of a master key or program key card must be reported to the Unit Commander, PMO, PWD, and UH Manager.

d. Lockouts. For security measures and key control, resident information must be verified against what is recorded in eMH prior to being admitted to their room. BEQ residents who lock themselves out of their rooms are required to show their military identification card to the Barracks Manager, Building Manager, DNCO, or unit OOD.

e. Lost Keys. Lost keys must be reported to the Barracks Manager, Building Manager, or Barracks Coordinator. Residents may be charged a key duplication fee.

14. Maintenance of Unaccompanied Housing Facilities. BEQ maintenance service requests must be submitted promptly in the QSRMax/USMCMax system of record. For all general maintenance items, service requests shall be classified with the work type Corrective Maintenance (CM), requiring a response by PWD within 30 days.

a. Resident Responsibilities. Residents are responsible for the condition of their assigned government quarters, including all government furnishings. Unserviceable property as a result of normal wear and tear shall be reported to the Building Manager. The Building Manager makes arrangements with the assigned Barracks Coordinator for repair or replacement by CMSC.

b. Reporting. Maintenance of an emergency nature shall immediately be reported to the PWD Trouble Desk at (760)830-6271. All other discrepancies found in UH facilities must be reported to the Building Manager for action. The Building Manager coordinates maintenance or repair via the appropriate means in accordance with the following criteria:

(1) All discrepancies related to the structure of the BEQ should be submitted in the form of a service request to PWD via USMCMax.

(2) All discrepancies found regarding the furniture and fixtures of the BEQ are forwarded to CMSC via the assigned Barracks Coordinator for action. For furniture and fixtures within BEQ common areas, the appointed RO for such items must coordinate with the Building Manager, Barracks Coordinator, and CMSC for appropriate repair or replacement.

(3) Minor repairs may be completed using the self-help program. Self-help is limited to those types of tasks normally undertaken by prudent tenants, using minimum craft skills and simple hand tools. In most cases, PWD provides the material, and the tenant unit provides the labor to accomplish the work. It is emphasized that self-help maintenance is not authorization for construction or modification of BEQs. Self-help tools and materials are requested via a USMCMax self-help request. Leadership oversight and quality assurance/quality control are necessary to ensure the work performed meets appropriate standards.

(4) Any facility maintenance discrepancies that cannot be resolved using the self-help program must be submitted in the form of a USMCMax service request to PWD.

c. Repairs. PWD and UH personnel are authorized entrance into all areas of the BEQ in order to complete necessary repairs and/or inspections. UH and PWD personnel shall check in and out with the unit's Building Manager, S-4 office or DNCO/unit representative, and shall be escorted by a unit representative when entering occupied living quarters.

d. Maintenance Reconciliation and Planning. Tenant unit participation in maintenance reconciliation and planning are highly encouraged. As such, the following opportunities are provided on a recurring basis:

(1) Building Managers and Barracks Managers reconcile work requests as needed with their assigned facilities management specialist (FMS), who is a member of PWD and the primary conduit for maintenance actions via PWD.

(2) Building Managers and Barracks Managers, facilities managers, and S-4 officers/chiefs reconcile work requests monthly at the BEQ

Synchronization Meeting, which includes representation from tenant units, PWD, and UH.

(3) Tenant unit executive officers may highlight maintenance trends or unsatisfactory maintenance actions directly to the MAGTFTC Chief of Staff at the monthly Chief of Staff Tenant Synchronization Meeting.

(4) Tenant unit commanders, executive officers, and/or S-4 officers have the opportunity to influence long-term facilities planning and investment in major maintenance and renovation efforts at the quarterly Installation and Facilities Working Group. This working group is chaired by the Assistant Chief of Staff G-4, Installation Support Director, and is led by the Public Works Officer with support from the PWD staff.

e. Maintenance Stand-Downs. Upon a unit vacating a BEQ, necessary inspections are conducted, resulting in an influx of service requests for BEQ maintenance discrepancies requiring action by PWD. PWD may conduct a complete maintenance stand down of BEQs during non-occupancy. A maintenance standdown consists of complete inspection and repair of all discrepancies, as appropriate. The UH office will coordinate maintenance standdowns with PWD.

f. Operation Clean Sweep. Operation Clean Sweep (OCS) is a semi-annual occurrence led by I Marine Expeditionary Force and Marine Corps Installations West. OCS is a region-wide effort that seeks to improve the conditions of barracks across the region and build capability and capacity for long-term sustainment. OCS is outlined in reference (e) with additional information provided separately.

Chapter 3

LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY

1. Scope. The instruction applies to all military Department of Defense personnel residing in BEQs aboard the MAGTFTC, MCAGCC, and any other quarters or facilities supported by the UH office.

2. Policy. Units with personnel billeted within assigned BEQs aboard the Combat Center will be responsible for routine housekeeping, and the reporting of items in need of repair or replacement to the UH office. The assigned unit will be liable for the replacement or repair cost of any loss of or damage to government property caused by abuse, negligence, or willful misconduct. Units may also be liable for the cost of cleaning required due to failure to clean the assigned government quarters to a satisfactory level upon termination of assignment.

3. Responsibilities. The personnel/divisions listed below are responsible for the following items regarding loss, damage, or destruction of government property.

a. Assistant Chief of Staff, G-4

(1) Endorsing UH inspections and requests for re-appropriation of unit funds.

(2) Ensuring units are held liable for the loss, damage, or destruction of government property based on the documentation provided.

(3) Reviewing and ensuring that all investigations conducted are in accordance with all applicable orders and regulations.

b. Occupants

(1) Performing routine maintenance/minor self-help type repairs as described in reference (g) and general housekeeping of quarters and common areas.

(2) Ensuring government property remains in the same condition as when received. Ordinary wear and tear as described in reference (c) is acceptable.

(3) At the first reasonable opportunity, report any loss, damage, or destruction of government property to the Barracks Manager, Building Manager, and/or Barracks Coordinator, as appropriate. If a crime is suspected, or the cause is unknown, contact PMO immediately.

(4) Each prospective occupant of government quarters will be informed, in writing, of his or her responsibility and liability at the time of assuming occupancy, and whenever applicable. Coincidental with the transfer and acceptance of custody of BEQ property, the occupant will acknowledge his or her responsibility and liability in writing, and an agreement will be executed stating the identity, location, and condition of government property.

c. Unaccompanied Housing

(1) Coordinating the replacement or repair of worn or broken furniture.

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(2) Reporting maintenance issues and monitoring the status of all service requests.

(3) Ensuring records of all BEQ check-ins and check-outs are maintained and establishing a baseline for the condition of government property.

(4) Initiating the process for re-appropriation of unit funds for all lost, damaged, or destroyed government property via the installation comptroller, G-8.

(5) Coordinating with CLD for the replacement of lost, damaged, or destroyed government property.

(6) Working closely with PWD to ensure timely repair of any damage to facilities.

d. Unit Commander

(1) Ensuring the proper care, upkeep, and police of all assigned facilities.

(2) Ensuring all maintenance issues are reported and that status of all service requests are monitored.

(3) Reimbursing the appropriate division for the loss, damage, or destruction of government property.

(4) Conducting an investigation in accordance with applicable regulations pertaining to the loss, damage, or destruction of government property.

(5) When deemed necessary, taking appropriate action to hold individual(s) liable for abuse, negligence, or willful misconduct resulting in the loss, damage, or destruction of government property,

(6) Reviewing all appeals and forwarding those not granted to the appropriate major claimant for final action.

4. Inspection. During routine inspections, annual inspections, or at the termination of assignment to quarters, the condition of all assigned government property will be assessed, and any losses or damages that are considered beyond normal wear and tear will be identified and reported.

5. Financial Liability Investigation

a. Initiation

(1) Upon discovery of loss, damage, or destruction of government property or when cleaning is necessary due to an occupant's failure to adequately clean assigned room upon termination of quarters, the Barracks Coordinator will verbally notify and submit appropriate documentation to the UH Manager.

(2) The UH office will then coordinate with the appropriate division for the computation of cost associated with the loss, damage, or destruction of government property. An invoice will be generated.

(3) The UH Manager will then generate a letter requesting transfer of unit funds in order to reimburse the appropriate division for replacement and/or repair of government property. The letter will then be forwarded to the Assistant Chief of Staff (AC/S), G-4 for signature. The letter will include the invoice and any appropriate information regarding the identified loss damage or destruction of property.

(4) Upon review of the letter and its enclosed documentation, the AC/S, G-4 will sign and forward the letter to AC/S G-8 via the Unit S-4 Officer, Unit Supply Officer, and Unit Commander.

(5) The Unit will have 10 days from the date of the letter to dispute any charges. Any disputes must be made in writing to the AC/S, G-4 via the UH Manager. If undisputed, the S-4 Officer, Supply Officer, and Unit Commander shall endorse the invoice, approving the transfer of funds, and forward to the AC/S, G-8 for processing.

b. Comutation of Cost

(1) Facilities or Grounds. Upon discovery of loss, damage, or destruction of governemnt property within assigned facilities, and/or grounds, the UH office will submit a service request to PWD for evaluation and determination of responsibilty, cost of repairs, and any other associated costs.

(2) Furnishings. In the case of loss, damage, or destruction of furniture and furnishings, the cost to be invoiced will be the cost to replace the items(s) as determined by CLD and based on the market value of the same or comparable item.

(3) Quarters Cleaning. The amount to be invoiced will be the cost associated with cleaning services to be provided as determined by the UH office.

c. Unit Investigation. The unit is highly encouraged to conduct unit level investigations in attempt to hold individuals(s) responsible for abuse, negligence, or willful misconduct resulting in the loss, damage, or destruction of government property.

(1) If the unit decides to initiate an investigation, the UH office will provide the unit with supporting documentation upon request.

(2) It is recommended that the unit consult their Staff Judge Advocate before initiating the investigation process.

(3) Negligence. If there is evidence of negligence, willful misconduct, or abuse the following applies to unit conducted financial liability investigates. This does not limit the responsibilities of the unit that are listed in paragraph 2 of the chapter:

(a) When the proximate cause of the loss, damage, or destruction is determined to be gross negligence, willful misconduct, or abuse, the financial liability of the responsible individual(s) is the total amount of the loss, damage, or destruction.

(b) Where simple negligence is determined to the proximate cause of the loss, damage, or destruction, to include when quarters are not cleaned satisfactorily, the financial liability of the responsible individuals(s) is

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limited to an amount equal to one month's basic pay at the time of the loss, or the actual loss or cost (as defined in computation of cost), whichever is less. The lesser amount will be entered as a recommended charge when simple negligence is evident. To prevent undue hardship on the Service member, the individual may request for approval of payments to be paid in installments.

Chapter 4

BARRACKS REGULATIONS

1. General. This chapter addresses the 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 and reference (c).

3. Resident Information. To ensure that resident information is always kept up to date in eMH and to ensure appropriate accountability of residents occupying the BEQs, residents shall keep the unit's Building Manager informed of the following:

- 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 seven days prior.
- f. Periods of absence from the BEQ for more than five working days.
- g. Transfers or reassignments (minimum 14 days prior).

4. Conduct Within Bachelor Housing

a. Room Assignments. Residents are prohibited from changing room assignments without approval from the individual's chain of command. If approved, room assignment change must be reported to the Building Manager and updated appropriately in eMH. Additionally, unassigned rooms or beds shall not be used by residents or guests.

b. Alcoholic Beverages. Consumption of alcoholic beverages aboard the Combat Center must be consistent with the overriding need to military readiness, discipline, and community safety.

(1) Only those individuals of legal drinking age are permitted to possess and consume alcoholic beverages within the BEQs. Unless the Installation Commander has provided special approval for a different age, the minimum drinking age for all Marines is 21 years of age.

(2) BEQ residents are be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption only. It is the duty of the residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.

c. Pets/Animals. Pets and any domestic or wild animals are prohibited in BEQ facilities unless the pet is a certified service dog. The provisions for certified service dogs to reside in BEQs are listed in reference (c). Fumigation and sanitation fees may be assessed if an unauthorized pet/animal is found in BEQ facilities.

d. Sexual Activity. Per reference (c), sexual activity is prohibited in the BEQs and is punishable (under the Uniformed Code of Military Justice, as appropriate).

e. Fire Safety Equipment. Fire safety equipment to include fire bills/warnings signs will not be tampered with, removed, or otherwise handled in a manner that hinders their operation.

f. Prohibited Items. The follow items are prohibited in the BEQs:

(1) Explosive materials.

(2) Hazardous chemicals or materials that pose a health risk, including any chemicals that when mixed, could be hazardous or present a danger to residents.

(3) Candles, incense, oil lamps, scented plug-ins, lanterns, grills, or any device capable of producing an open or enclosed/contained flame or odor.

(4) Combustible items such as 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.

(5) Controlled substances other than prescribed by competent medical authority.

(6) Smoking is prohibited in all BEQ facilities. This includes electronic devices such as e-cigarettes or any device that simulates smoking. Smoking is permitted in designated areas only.

(7) All cooking appliances, unless otherwise listed in paragraph 4 of this chapter, are prohibited in BEQ rooms. This includes, but is not limited to, hot plates, electric grills, electric fry pans, slow cooker, rice cooker, and any other appliances with an exposed electrical coil.

(8) Weapons, ammunition, or explosives are not authorized in BEQs. Weapons shall be registered with PMO and stored in the unit armory. Any Weapons, ammunition, or explosives found in the BEQs shall be confiscated if found. PMO shall be called prior to the confiscation of such items.

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

h. 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.

i. Parking and Bicycle Storage. Vehicle parking and bicycle racks are provided for BEQ residents. Residents are responsible for securing items to

prevent theft or misuse. Accountable Officers may authorize the storage of bicycles or scooters in the BEQ in special circumstances (theft, battery charging, etc.), but those items shall be free of mud, dirt, and debris, and may not be stored in stairwells, passageways, walkways, or in areas that block fire exits. 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 or bicycles in BEQ parking lots or bicycle racks while on deployment is not authorized and could result in removal to off-base facilities at the owner's expense. Boats, personal watercrafts off-road vehicles, trailers, and recreational vehicles will be parked in the appropriate storage facility coordinated by Marine Corps Community Services at 830-6573.

j. 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.

k. Day Sleepers/Sicks in Quarters. 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 Building Manager from the military member's work section. Day sleepers shall be provided an appropriate door sign which must be posed to avoid being disturbed. Personnel who are sick in quarters (SIQ) must post their SIQ chit to avoid being disturbed.

l. Auto Repair and Washing. Occupants of BEQs shall not perform vehicle maintenance in parking lots or on the grounds surrounding the BEQ. Storage of automotive parts in BEQ rooms is not authorized.

m. Energy Conservation. It is each resident's responsibility to reduce energy consumption. Residents should turn off and unplug all electrical items while not in use, keep doors and windows closed in heated or air-conditioned areas, turn off all lights and fans, especially in the bathroom, when not in use, and report all hot or cold-water leaks immediately to unit BEQ management.

n. Fire Safety. In order to prevent potential fires, residents must ensure that:

(1) Electrical outlets do 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.

(2) Heat producing appliances (irons, etc.) are unplugged immediately after use. Allow them to cool in a safe place.

(3) Only Underwriters Laboratories (UL) approved electrical appliances are used.

(4) All residents are alert to fire hazards and report potential hazards to the Building Manager, Barracks Coordinator, DNCO, or the OOD for action.

o. Roof Areas. Roof areas and utility chases are off limits to all BEQ residents.

p. Windows. Removal or loosening of screens or windowpanes is prohibited. No one is authorized to gain access to rooms or lounges through

a window. Windows shall remain locked when no one is in the room. Windows must remain unobstructed by items for fire and safety reasons.

q. Security of Personal Possessions. BEQ residents are the best deterrent to theft and crime in BEQ facilities. BEQ residents are advised to keep valuables secured and doors and windows locked. Any thefts and/or suspicious activity should be reported to PMO, the unit's Barracks Manager, DNCO, Building Manager, and Barracks Coordinator.

5. Guests. Anyone who is not a resident of a particular BEQ is a guest to the BEQ, except personnel on official business (i.e. unit leadership, UH personnel, maintenance workers, etc.). Guests are permitted in BEQs, provided they do not interfere with good order and discipline, or inconvenience other assigned residents.

a. Visiting Hours. BEQ residents will be permitted to host guests during normal waking hours, 0800-2200 hours, Sunday through Thursday, and 0800-2400 hours Friday and Saturday.

b. Visitor Rules

(1) If rooms have two or more residents, the objection of any assigned resident of the BEQ room to such visits takes precedence. In such case, the guest will be required to leave.

(2) Guests must be signed in and out with the DNCO.

(3) Guests must be accompanied by their escort, the BEQ resident they are visiting, at all times. Guests shall never be left alone in a BEQ room, BEQ building, or on BEQ premises and will not occupy BEQ rooms overnight.

(4) Hosts are responsible for the behavior of the guest and must provide compensation for any damages to government property caused by their guests.

(5) Civilian guests under the age of 18 must be escorted by an adult member of their immediate family or legal guardian. If the BEQ resident qualifies in one of these categories, they may act as the escort.

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

6. Furniture, Equipment, and Room Décor

a. Removal of Government Furnishings. Government provided furnishings will not be removed from their designated areas without prior approval of the UH Manager. Requests to do so must be submitted in writing.

b. Personally Owned Furniture. Personally owned furniture, such as sofas, sectionals, recliners, and the like, are not authorized in the BEQs.

c. Personally Owned Appliances. Per reference (c), appliances such as microwave ovens, blenders, and coffee makers are permitted in the BEQs only if the electrical system is sufficient to handle the electrical load. All appliances must comply with installation fire/safety regulations and guidelines.

d. Room Décor. Rooms shall be kept in a neat, clean, and orderly manner. Décor policy left to the Unit Commander, but care must be taken to

ensure walls are not damaged by decorations. All posters, pictures, and other wall hangings must be hung in a non-destructive, orderly, and neat manner. 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 pornographic material is also prohibited. This includes X-rated video films and personal pictures exhibiting nude sex acts or scenes.

d. Installation of Phone, Television, or Internet Service. Cable television, phone, and internet services are provided within BEQs. Installation of alternate phone, television, or internet services that requires alteration to BEQ facilities requires written approval from the UH office and PWD.

7. Cleanliness

a. BEQ Rooms. 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. Common Areas. The common use areas must be free of debris and the floor cleaned and vacuumed if necessary. Trash cans must be emptied and cleaned, and a trash bag must be placed within the receptacle. Walls shall be washed down if necessary. Furniture shall dust free. Windows shall be cleaned and drapes free of dust.

c. Barbeque Grills. Personnel using BBQ grills must clean them after each use, dispose of trash properly, and, if applicable, extinguish the charcoal properly before leaving the area. Barbecue grills must be at least 50 feet from any building or combustible material when in use.

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

e. 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 constitutes a safety hazard and should be reported to PMO. Removing items from a dumpster is not authorized.

f. 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 constitutes a safety hazard and should be reported to PMO. Removing items from a dumpster is not authorized.

IMEF / MCIWEST Unaccompanied Housing

Resident Rights & Responsibilities

BEQ Check-In Sheet

The following rights for residents living in government-controlled Unaccompanied Housing are as follows:

1. The right to reside in a barracks room and a community that meets applicable health and environmental standards.
2. The right to reside in a community that is safe and secure.
3. The right to verify the condition and cleanliness of the assigned room and furnishings during check-in and check-out inspections.
4. The right to clearly defined regulations regarding occupancy and use of common areas and amenities.
5. The right to report inadequate housing standards or deficits in habitability of the barracks room to the facilities staff and the chain of command without fear of:
 - a. Reprisal or retaliation.
 - b. Interference with right to privacy or harassment as a resident.
 - c. Refusal to honor the terms of occupancy.
6. Suitability and Habitability: The following is the minimum standard for a suitable room. If the below conditions are not met, the Marine or Sailor has the responsibility to refuse the room. After room assignment, if any of the below conditions become unmet and cannot be remedied in a reasonable timeline, the resident has the right to be moved to a different room.
 - a. Room is clean and sanitized.
 - b. Room has proper egress.
 - c. Room has running hot and cold water.
 - d. Room has functional lights and outlets.
 - e. Room has operational toilet, sink, shower, smoke detection and fire alarm system.
 - f. Room is free of rodent/insect infestation or other environmental factors constituting a severe health or safety risk.
 - g. Room has the following items that are present, clean, and functioning:
 - i. Door lock
 - ii. Windows, screens, and window locks
 - iii. Microwave
 - iv. Refrigerator
 - v. One bed per resident with frame, mattress, headboard, bedding (per design)
 - vi. One securable secretariat, drawer or similar for storage per resident
 - vii. One chair per resident.
7. Resident will have 7 days after completion of the joint inspection to report any additional discrepancies to the room. If the barracks manager validates that the discrepancy is not due to the fault of the resident, the resident's joint inspection checklist will be updated in eMH.

I MEF / MCIWEST Unaccompanied Housing
Resident Rights & Responsibilities

The following responsibilities for residents living in government-controlled Unaccompanied Housing (UH) are as follows:

1. The responsibility to conduct initial room inspection and inventory. Ensure that all discrepancies are annotated on inventory sheet.
2. The responsibility to take pride and ownership of your assigned quarters, common areas and amenities, and to comply with UH Rules and Regulations.
3. The responsibility to maintain Daily Living Standards in accordance with the Resident's Guide to Barracks Life.
4. The responsibility to allow access to your room and shared space for inspections, necessary maintenance, and repairs.
5. The responsibility to report any maintenance issues in your space. Immediately report any room damages, safety, and security issues to the Barracks Manager utilizing QSRMax and track all work orders to completion. Ensure that the Responsible Officer is also informed of any work orders submitted.
6. The responsibility to provide a minimum of 30 days notification prior to moveout in order to allow time for pre-inspection and correction of discrepancies before the next resident moves in.
7. The responsibility for any damage to the room that you are found liable for, either through self-help repair or payment. Intentional damage to the room or government-provided furniture will result in administrative or legal action and be fixed or paid for by the resident.
8. The responsibility to operate and park your Privately-Owned Vehicle (POV) in accordance with applicable laws, regulations, and installation policies. Illegally parked or abandoned POVs will be towed at owner expense.

By signing below, you acknowledge your Rights & Responsibilities as a resident of I MEF/MCIWEST UH Housing. A copy of this form will be maintained in the Enterprise Housing Module (eMH) under your name and room assignment.

RI Printed Rank & Name: _____


Signature of Responsible Individual

Barracks Bldg. # _____

Barracks Room # _____

BEQ / Bldg. Manager _____

MCAGCC ROOM PLACARD TEMPLATE

	Room: _____
Rank: _____	Name: _____
SNCOI: _____	Work Number: _____
Unit/Section: _____	Age: _____
Night/Day Shift: _____	Male/Female: _____
Unit OOD Number: _____	

Rank: _____	Name: _____
SNCOI: _____	Work Number: _____
Unit/Section: _____	Age: _____
Night/Day Shift: _____	Male/Female: _____
Unit OOD Number: _____	

Digital copy is available at <https://www.29palms.marines.mil/Staff-Offices/G-4-Installation-Support-Directorate/Unaccompanied-Housing/>.