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From: Deputy, Assistant Chief of Staff G-4
To: Military Personnel, Civilian Employees, and Contractors
Subj: BACHELOR ENLISTED QUARTERS INSTRUCTION MANUAL (SHORT TITLE: BEQ
INSTR MANUAL)

Ref: (a) CCO 11103.1E
(b) DoD 4165.63-M
(c) MCO 11000.22
(d) CCO 11012.1M
(e) MCO 5216.19A
(f) CCO 5040.5N
(g) CCO 11014.1D
(h) U.S. Marine Corps BEQ Campaign Plan of 9 Nov 06

Encl: (1) BEQ Instr Manual

1. To ensure the best possible living conditions for 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, and the installation staff. This BEQ Instruction Manual supplements reference (a) and establishes standard operating procedures and instructions for the utilization, maintenance, and management of the BEQs aboard the Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center, 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 BEQs are met.
3. The references and enclosure provide instructions for maintaining maximum utilization of BEQ space and ensuring BEQs are properly maintained, ensuring that the highest quality of life is provided to the Marines and Sailors residing in the BEQs aboard the Combat Center. All civilians and active-duty and reserve Armed Forces personnel managing or residing in the BEQs aboard the Combat Center shall become familiar with and abide by the instructions contained in the references and enclosure (1).
4. This BEQ Instruction Manual will be reviewed annually to ensure compliance with higher level directives.


M. A. MYRUM

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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

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 bachelor housing (BH)/BEQs aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). The terms BEQ and BH are used interchangeably throughout this instruction manual.

2. Organization. BH program management aboard the Combat Center will be centralized to the maximum extent possible, with the Installation Commander responsible for the overall oversight of the program and the Director, G-4 Bachelor Billeting Division (BBD), as the housing professional assigned to manage all facilities in which permanent party personnel are housed. Unit Commanders and assigned BEQ Managers also have responsibility in the successful utilization of assigned spaces and will work closely with the Director, BBD and Barracks Coordinators (BCs) to ensure compliance with the policies contained herein and in the references and to ensure good order and discipline is maintained in the BEQs at all times.

3. Responsibilities. All personnel responsible for the management, utilization, and operation of BH facilities aboard the Combat Center are responsible for what is outlined in the references in addition to the items listed below:

a. Unit Commanders

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

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

(3) Develop and implement a sustained, continuous inspection program that involves leadership at all levels, and formulate and direct BEQ inspection policies.

(4) Assign an officer or SNCO as the Responsible Officer (RO) for all garrison property.

(5) Ensure all grounds maintenance located in and around their assigned areas is completed.

(6) Ensure erosion control work is completed in their assigned areas. For example, cleaning of trash and "blow sand" from the drainage ditches, replacement of eroded soil beneath walks and buildings, and maintenance or weeding of the landscaping rock around the buildings.

(7) Ensure adherence to the policies contained in this instruction manual regarding vandalism within BEQs and assigned areas and develop policies within their units to eliminate malicious damage and to hold perpetrators responsible for their actions.

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b. Billeting Officers

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

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

(3) Appoint, in writing to the BBD, BEQ Manager(s) who shall work closely with BCs on the assignment of BEQ spaces to unit personnel and day-to-day operations of BEQ facilities. BEQ Managers must be non-commissioned officers assigned to that unit. Additionally, the assignment will be for not less than 12 months and will be their primary duty, vice a collateral duty. The BBD shall be notified, at a minimum, within one week of any new appointments to the position.

(4) Appoint the BEQ Manager to manage the unit's self-help program. Training is required by the Public Works Division (PWD) to ensure the USMCmax system and service request process are understood by unit personnel.

(5) Work closely with their assigned BC and advise them of any pending influx of more than ten (10) personnel or other personnel movement, as well as ensure that rooms are utilized to billet only bona fide permanent party personnel.

(6) Ensure that all BEQ Managers attend scheduled BEQ Manager Training and BEQ Advisory Board Meetings to discuss QOL issues and ensure consistent utilization of systems and enforcement of all policies and procedures governing the barracks.

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

(8) Review and follow Appendix A for additional command duty requirements necessary to ensure the highest QOL possible for BEQ residents.

(9) Supervise the upkeep of the Enterprise Military Housing (eMH) module.

c. Bachelor Enlisted Quarter Managers

(1) Work closely with the BC 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 BCs to ensure prompt submittal of all BEQ service requests.

(6) Assist BEQ residents with the proper check-in/out procedures.

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d. Director, Bachelor Billeting Division

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

(2) Provide civilian BCs, to the maximum extent possible, to be responsible for assisting in the direct onsite management and administration of each BEQ and shall assign each BC a sector of BEQs to be his or her area of responsibility.

(3) Monitor all unassigned BEQ spaces.

(4) Work closely with BCs and Unit Commanders to ensure BEQs are maintained at the highest QOL for tenants.

e. Barracks Coordinators

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

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

(3) Periodically review eMH data for accuracy.

(4) Coordinate with unit representatives (Billeting Officer or BEQ Manager) to ensure prompt submittal of service order requests into USMCmax as needed.

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

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. Unit Commanders may designate personnel who are required to live in BH for reasons of military necessity. Military necessity is defined as "the billeting of a military member in a government owned or controlled facility for mission accomplishment, contingency operations, training, or maintenance of a disciplined force."

(1) The designation of military necessity must be done in writing, and forwarded to the BBD.

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

(3) 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 EH. If a military member is directed to reside aboard the

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Combat Center and resides in transient quarters, that individual shall continue to receive BAH; however, they shall pay the existing service charge for transient billeting.

c. Occupancy Eligibility. Authorized occupants of permanent personnel BH 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 shall only be assigned to personnel of the same sex.

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

f. Assignment. Only authorized personnel ranked E-5 and below will be assigned to permanent party BH aboard the Combat Center. Permanent party BH 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 shall be 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 GBs.

(2) Under no circumstances will personnel ranked E4-E5 share a room with personnel ranked E3 or below.

(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 E-6 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 Director, BBD.

(4) Pregnant Service Members. Bona fide bachelor, pregnant service members, ranked E5 and below, with no family members, may reside in BH for their full term; however, if the service member requests, she will be granted permission to reside off base after their 20th week of pregnancy in accordance with reference (d).

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

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(a) A service member is considered a GB 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 to BH as a permanent party member.

(c) If space is available, GBs 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 GB accepts a room assignment that exceeds minimum standards, the service member may be required to forfeit their BAH. In such cases, the member will 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 GB is assigned government quarters and space is needed for permanent party personnel E5 and below, the GB will 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, or portions of BEQs, that are of the proper size and location needed to support that command's requirement for housing permanent personnel within their unit.

b. Resources/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 BC. Additional billeting or an alternate means for accommodating the increase will be provided when available.

c. The BBD 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 be approved if BH 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 20, paragraph 7d of reference (c). Requests for BAH "without dependents" are to be submitted in accordance with reference (d).

7. Diversion/Conversion of Bachelor Quarters. Bachelor quarters shall not be diverted or used for purposes other than billeting of bona fide bachelors without prior written approval from the Commanding General (CG) and/or the Commandant of the Marine Corps (LFF-3). Unit Commanders desiring to convert billeting areas must submit written justification to the Director, BBD.

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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.

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Chapter 2

BACHELOR HOUSING MANAGEMENT

1. General. This chapter addresses the management and inspection of BH facilities, to include the procedures taken prior to occupying and vacating spaces within the BEQs/BH 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 BH. 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 Installation Command (MCICOM). As such, each Unit Commander and BEQ Manager 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 E-5 and below will check-in and check-out with their unit's BEQ Manager. Unit BEQ Managers shall assign personnel rooms within their unit's assigned BEQ/spaces in accordance with this instruction manual and shall ensure BEQ resident information is inputted into the appropriate eMH computer system. Prior to occupancy, all personnel shall read and acknowledge the barracks regulations as described in Chapter 4 of this instruction manual. Prospective BEQ residents shall read and sign the BEQ Check-In Sheet (Appendix B) and sign for personal support equipment (PSE) in their assigned rooms. Units shall establish check-in/out procedures and shall post these procedures for all personnel to read.

(1) In the case of areas designated as common areas, personnel designated as the RO 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.

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

4. Unit Deployment/Return Procedures. The BBD BCs are responsible for assisting units with vacating BEQs for deployments and checking into BEQs upon return from deployment. It is important the tenant commands and the BBD maintain an open line of communication regarding all aspects affecting the BEQs and residents of the BEQs, to include upcoming unit deployments and/or 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 BBD 60 days prior to deployment departure date. Departing units must provide a roster to the BBD of all Marines and Sailors

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in the Remain Behind Element (RBE). Every effort shall be made to maintain unit RBE in their current BEQ. Appropriate arrangements shall be made if that cannot be accommodated.

(2) Conduct an initial joint inspection between RBE SNCO in charge or Officer in Charge (OIC) and BC 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 shall be responsible for final turn-over of the BEQ to the BBD.

(4) No later than 60 days prior to unit's return, provide the BBD 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 GB), and estimated date of arrival by wave.

(5) No later than ten (10) days prior to the unit's return, the unit representative must conduct final coordination with the BC in order to provide updates and address any questions or concerns regarding the unit's arrival. It is the unit representative's responsibility to keep the BC 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 BC will accompany the RBE SNCO in charge or OIC to complete an inventory of all BEQ assets, garrison property, furniture, fixtures, and equipment.

(2) Conduct initial joint inspection between unit representative and BC no later than 45 days prior to unit's return. The assigned/required spaces within the BEQ(s) 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 unit's by name room roster (submitted 30 days prior to return).

(4) Prepare check-in forms 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 Division shall schedule 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 <http://www.hqmc.marines.mil/igmc/Resources/FunctionalAreaChecklists.aspx>.

b. In order to ensure the highest QOL 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 level inspections shall be conducted weekly; battalion and squadron level inspections shall be conducted monthly.

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c. BEQ 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 Director, BBD via the tenant unit's chain of command.

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

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

f. All discrepancies found are to be reported to the appropriate division for action in accordance with paragraph 13 of this chapter.

6. Security. To ensure security and control of BEQ facilities, the BEQ Manager will ensure that the Officer of the Day (OOD)/duty non-commissioned (DNCO) is provided with a current by name/room roster daily. 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. BEQ Manager, BC, PWD [to repair or service equipment/facility], 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 take place 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 maintained at all times.

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 of linen through the Center Logistics Division (CLD).

a. Units shall ensure adequate PSE is in each BEQ space prior to assignment of the resident. The unit representative or BEQ Manager and the unit's assigned BC will coordinate with CLD for the repair or replacement of PSE when missing or unserviceable.

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

10. Laundry Facilities. Laundry facilities are located throughout the BEQs and squad bays for use by residents only. Ensuring the serviceability,

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cleanliness, and availability of facilities is a unit responsibility. Units/Members may call CLD at (760)830-6954 to report any services required to the laundry facilities. A unit representative or BC should be made aware of any requests that are submitted to CLD 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 BND and disposed of in accordance with existing regulations.

13. Keys. Each unit shall establish a system for key control as outlined in reference (c) and in accordance with reference (g). 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 shall request duplicate keys from PWD. BBD shall be notified of all service requests for duplicate keys. BCs 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 a BEQ resident, the individual's information will be inputted or verified in eMH. All keys will be made by appropriate personnel in building 1455.

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 BBD BC via the BEQ Manager responsible for that BEQ.

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 shall be required to show their military identification card to the BEQ Manager, DNCO, or unit OOD.

e. Lost Keys. Lost keys shall be reported to the BEQ Manager, command representative, or BC. Residents may be charged a key duplication fee.

14. Maintenance of Bachelor Housing Facilities. In accordance with reference (g), BEQ maintenance service requests must be submitted promptly. For all general maintenance items, service requests shall be classified with the work type of 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 BEQ Manager. The BEQ Manager shall make arrangements with the assigned BC for repair or replacement by CLD.

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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 BH facilities must be reported to the unit BEQ Manager for action. The unit's BEQ Manager shall act on all maintenance problems by either self-help repairs, coordinating efforts through the BC who will then submit all service requests through USMCmax to PWD, or contacting CLD via the unit's assigned BC, whichever method is appropriate in accordance with the below.

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

(2) All discrepancies found regarding the furniture and fixtures of the BEQ should be forwarded to CLD, via the assigned BC for action. For furniture and fixtures within BEQ common areas, the appointed RO for such items must coordinate with the unit BEQ Manager, BC, and CLD for appropriate repair or replacement.

(3) A progressive self-help program shall be maintained by each unit to identify, repair, request repair, and follow-up on repair projects. "Self-help" is work which any prudent homeowner possessing a minimum set of tools could accomplish. Tools and self-help materials are the responsibility of the unit. Accountability, care, and cleaning shall be exercised in their use. It is emphasized that self-help maintenance is not authorization for minor construction or modification of BEQs. A unit tool kit should be maintained by the unit to operate the self-help maintenance program. BEQ Managers may become familiar with self-help requirements by coordinating with the BCs prior to contacting the self-help shop at (760)830-7338.

(4) For any facility maintenance discrepancies that cannot be resolved using the unit's self-help program, items must be submitted in the form of a service request to PWD.

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

d. 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 shall conduct a complete maintenance stand down of BEQs during non-occupancy. A maintenance stand down consists of complete inspection and repair of all discrepancies, as appropriate. BBD will provide PWD with a minimum of fourteen day notice when requesting maintenance stand-down support. This notice will be provided by submitting a service request in USMCmax.

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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, MCA GCC, and any other quarters or facilities supported by the BBD.

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 BBD. 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 BBD 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 BEQ Manager and/or BC, 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.

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c. Bachelor Billeting Division

- (1) Coordinating the replacement or repair of worn or broken furniture.
- (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, up keep, 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 BC will verbally notify and submit appropriate documentation to the Director, BBD.

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

(3) The Director, BBD 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 the AC/S, G-8 via the Unit S-4 Officer, Unit Supply Officer, and Unit Commander.

(5) The Unit will have ten (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 Director, BBD. 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. Computation of Cost

(1) Facilities or Grounds. Upon discovery of loss, damage, or destruction of government property within assigned facilities, and/or grounds, the BBD will submit a service request to PWD for evaluation and determination of responsibility, 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 item(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 BBD.

c. Unit Investigation. The unit is highly encouraged to conduct unit level investigations in attempt to hold individual(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 BBD 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 investigations. This does not limit the responsibilities of the unit that are listed in paragraph 2 of this 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.

BEQ INSTR MANUAL

(b) Where simple negligence is determined to be the proximate cause of the loss, damage, or destruction, to include when quarters are not cleaned satisfactorily, the financial liability of the responsible individual(s) is 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 kept up to date in eMH at all times and to ensure appropriate accountability of residents occupying the BEQs, residents shall keep the unit's BEQ 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 (7) days prior).
 - f. Periods of absence from the BEQ for more than five (5) 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 BEQ 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 for 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 specific approval for a different age, the minimum drinking age for all Marines is 21 years of age.
 - (2) BEQ residents shall 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/warning signs will not be tampered with, removed, or otherwise handled in a manner that hinders their operation.

f. Prohibited Items. The following 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. Bicycles shall not be stored in BEQ rooms, stairwells, passageways, walkways, or in areas where bicycles shall 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 watercraft, 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/Sick 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 BEQ Manager from the military member's work section. Day sleepers shall be provided an appropriate door sign which must be posted to avoid being disturbed. Personnel who are sick in quarters (SIQ) must post their SIQ sign 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 BEQ Manager, BC, 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 window panes is prohibited. No one is authorized to gain access to rooms or lounges through a window. Windows shall be locked when no one is in the room. Windows 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 BEQ Manager, DNCO, and sector BC.

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, BBD 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 cases, 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. Furnishings, 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 BBD. Requests to do so must be submitted in writing.

b. 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.

c. Room Décor. Rooms shall be kept in a neat, clean, and orderly manner. Décor policy is 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 paraphernalia that advocates illegal drug use and the display of pornographic material is also prohibited. This includes X-rated video films and personal pictures exhibiting nude sex acts or scenes.

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 BBD 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. 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 cleaned and washed down if necessary. Furniture shall be dust free. Windows shall be cleaned and drapes free of dust.

c. Barbeque Grills. Personnel using barbecue grills must clean them after each use, dispose of trash properly, and, if applicable, extinguish the charcoal completely 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.

APPENDIX A

Command Duty/Interior Guard

1. Commanders

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

b. Unit Commanders shall comply with these objectives by:

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

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

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

a. Officer of the Day

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

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

(3) Is properly trained to stand Officer of the Day duties.

(4) Guides, mentors, and supervises the subordinate members of the interior guard or duty section in the execution of their duties.

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

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

(1) Be a non-commissioned officer.

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

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

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

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

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


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

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

APPENDIX B

BEQ Check-In Sheet (Sample)

Twentynine Palms MCAGCC
CHECK-IN Form
 1565 Fifth Street
 PO Box 6032
 Twentynine Palms, CA 92278
 760-830-6642 760-830-5583

NAME		ACCOUNT	ARRIVAL DATE	EST DEPT DATE	SVM RUC
SSN	GENDER	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION		CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT		<p>Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.</p> <p>House Rules: This information is requested to provide lodging accommodations and will become a permanent part of the registration log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations. House Rules: With the exception of guide dogs and military working dogs, no animals or pets are allowed in any BH facility in accordance with NAVMED P-5010-2. Smoking is authorized in designated areas in accordance with SECNAVINST 5100.13B. Financial Liability: I understand that I am liable for any charges incurred during my stay or any loss/damage caused by myself or my guest(s). I hereby authorize a charge to my credit card (on file) or pay any checkage for financial liabilities incurred. Additionally, I understand that unauthorized removal or destruction of items is cause for prosecution under the Uniform Code of Military Justice or Federal Statute as appropriate. Checkout: Checkout time is 11:00. Failure to check out at such time will result in an additional days room charge being applied to your account. By my signature, I acknowledge acceptance of all charges incurred during my stay to include, but not limited to, phone calls.</p> <p>Financial Liability for Damages: I read, understand, and will obey the rules and regulations provided on this document and in the Bachelor Housing Handbook. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. Violation of any of these rules and regulations are subject to disciplinary action under the Uniform Code of Military Justice, Article 92, "Failure to Obey Order or Regulation" and may result in loss/damage fees, eviction, and administrative or disciplinary action.</p>			
ADDRESS					
CITY, STATE ZIP					
RUC PHONE #					
DUTY STATION PHONE #					
PERSON E-MAIL					
ROOM PHONE #					
					
CHECK-IN NOTES:					

I Certify that I ___ am ___ am not receiving Basic Allowance for Housing (BAH).

SIGNATURE / DATE:

ITEMS CURRENTLY ISSUED TO

Item	Barcode	Serial Number	Condition	Purchase Cost

Twentynine Palms MCAGCC – BEQ Check-In

1. The occupant shall use the premises solely as a residence for themselves. Use of these quarters for any other purpose, including the additional number of persons, is prohibited without prior written consent of the military member's Commanding Officer (CO) and approved by the Bachelor Billeting Division (BBD). The occupant will notify Unit BEQ Manager and/or BBD Barracks Coordinator whenever planned absences exceed five days. Violations of the BEQ Manual (OCO 11103.1) and this document are chargeable under article 92, UCMJ.
2. The Unit's BEQ Manager or BBD Barracks Coordinator and the occupant have inspected the room, and both parties agree that the room is in a habitable condition. Any discrepancy items noted shall be annotated on page 3.
3. The occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible.
4. The occupant is responsible for identifying any required repairs or replacement of equipment provided to the Unit BEQ Manager and/or BBD Barracks Coordinator for resolution. The occupant shall promptly notify the Unit BEQ Manager and/or BBD Barracks Coordinator whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.
5. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their guests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at occupants' expense.
6. Occupants shall conduct themselves in a manner that will not disturb other occupants within their barracks facility.
7. The occupant shall comply with all health and safety regulations imposed by the local command. Report non-functioning smoke detectors to the Unit's BEQ Manager and/or BBD Barracks Coordinator immediately.
8. The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage, or air-conditioning systems of the assigned premises.
9. Occupants are encouraged to obtain an insurance policy which provides for protection of their personal property.
10. The occupant shall obtain written consent from the Unit Commander via the BBD prior to the placement of any personally owned items within the barracks room/space. Placement of personally owned items will not impede the traffic flow of the room nor block any egresses. Waterbeds are prohibited. Flat screen television sets will not be mounted on walls. The room will be returned to the Unit's BEQ Manager and/or BBD Barracks Coordinator in a clean and orderly manner.
11. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander or a duly designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs, alterations or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of precedence) a representative from the occupants command or unit, a security officer, or a disinterested third party accompany them when entering the quarters.
12. Visitors over the age of 18 are permitted between 0800 and 2200 Monday through Thursday and Sunday, and 0800 and 2400 on Friday and Saturday.
13. No one under the age of 21 is allowed to consume, or have in their possession, alcoholic beverages when aboard the Combat Center, except as authorized by paragraph 3, MCO 1700.22F.
14. Smoking is not authorized in BEQ rooms or common areas and is a violation of MCO 5100.28 and SECNAVINST 5100.13B.
15. Pets of any kind are not allowed in the BEQ.
16. Commanding Officer's (CO), CO's representatives, BBD Barracks Coordinators, or the Unit BEQ Manager are authorized to inspect for the condition of the room and its furnishings for damages and cleanliness at any time. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.
17. NO Firearms, explosives, ammunition, or pyrotechnics are authorized in BEQs. Displaying paraphernalia from any organization that exposes supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and display of pornographic material is also prohibited.

OCCUPANT SIGNATURE / DATE:

OCCUPANT NAME (PRINTED):

CHECK-IN Form -

2 of 3

Revised: Apr-22-2014 10:54:02

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ROOM INVENTORY ISSUE FORM
(CHECK-IN/CHECK-OUT)

	BARCODE #	CHECK-IN CONDITION	CHECK-OUT CONDITION	COMMENTS
BED, TWIN				
BED, TWIN				
BED, FULL				
CHAIR, DESK				
CHAIR, DESK				
CHAIR, RECLINER				
SECRETARY				
SECRETARY				
NIGHT STAND				
NIGHT STAND				
DRESSER				
MICROWAVE CABINET				
TV STAND				
MICROWAVE				
REFRIGERATOR MEDIUM				
TABLE LAMP				
TABLE LAMP				
FLOOR LAMP				
DESK				
LIVING AREA		CHECK-IN CONDITION	CHECK-OUT CONDITION	COMMENTS
ENTRY LOCK / DOOR				
AREA CARPET				
FLOORING				
BASEBOARDS				
CEILING				
WALLS				
LIGHT FIXTURES				
WINDOWS / SCREENING				
CURTAINS / BLINDS				
ELECTRICAL OUTLETS				
CABLE OUTLET				
PHONE JACK				
HVAC				
VENTS				
CLOSET / WALL LOCKER				
COMFORTER				
SMOKE DETECTOR				
BATHROOM		CHECK-IN CONDITION	CHECK-OUT CONDITION	COMMENTS
DOOR				
SHOWER / CURTAIN				
VANITY / MIRROR				
TOWEL RACK				
FAUCET				
FLOORING / TILE				
LIGHT FIXTURES				
COUNTERTOP / SINK				
WALLS				
VENTS / EXHAUST				
TOILET				
TOILET PAPER HOLDER				
OTHER		CHECK-IN CONDITION	CHECK-OUT CONDITION	COMMENTS

CHECK-IN/OUT Form -
Revised on 15 Dec 2014
For Official Use Only. This report contains
and business sensitive information in
552a of title 5 (U.S.C.) as amended (b)

and business sensitive. Any misuse or unauthorized disclosure of privacy
information is prohibited in accordance with 18 United States Code (U.S.C.) § 1030; Section
1030.11-8. To avoid compromise, destroy this report after use.