



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
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1600.8

HOBN

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BATTALION ORDER 1600.8

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS AND BARRACKS DUTY STANDERS POLICIES AND PROCEDURES

Ref: (a) Uniform Code of Military Justice
(b) CCO 11103.1E, Bachelor Enlisted Quarters
(c) MCAGCC Bachelor Enlisted Quarters Instruction Manual

Encl: (1) General Orders
(2) Sample Of Proper DNCO Logbook Entries
(3) Condition of Quarters/Occupant Agreement

1. Situation. Headquarters Battalion Barracks need our leader's attention. This order establishes uniform standards for occupancy, police, maintenance, inspections, operation, and utilization of the Barracks Enlisted Quarters (BEQ). This order will also establish guidelines for Barracks Duty Non-Commissioned Officer (DNCO) and Assistant DNCO (ADNCO). The provisions of this order are applicable to all personnel in Barracks 1607 and 1608.

2. Cancellation. Battalion Order (BnO) 1600.7A, BnO 11103.1J, BnO 1700.3E.

3. Mission. To establish policies and procedures governing the use and police of the Headquarters Battalion (HqBn) barracks.

4. Execution.

a. Commander's Intent. As a battalion we have the responsibility to provide the Marines and Sailors of HqBn a safe and secure living environment, and to ensure the quality of life for all personnel assigned to the BEQ. This order will define the responsibilities of duty standers, and ensure all leaders of HqBn are aware of their responsibilities and contributions to the BEQ. The end state is that the HqBn barracks occupants are safe, their personal belongings are secured, material items issued to occupants are correctly accounted for, and the barracks are maintained in a high state of police.

b. Concept of Operations

(1) General. All BEQ occupants must sign Appendix B of reference (c) upon assignment to a HqBn BEQ room. The Sergeant Major of Headquarters Battalion will exercise staff cognizance over the barracks affairs. The Company First Sergeants are tasked with implementing and enforcing the provisions of this order.

(2) Company First Sergeants

- (a) Are responsible for periodic inspections of the BEQ.
- (b) Will assist the BEQ Manager in matters pertaining to the support of personnel residing in the BEQ.
- (c) Will task appropriate work sections to provide a Staff Non-Commissioned Officer (SNCO) to inventory the personal effects of residents who are hospitalized, confined, or are in an unauthorized absence status.
- (d) Provide duty personnel as required. Ensure duty personnel are aware of and comply with duty orders and responsibilities.
- (e) Ensure that prompt disciplinary action is taken against Marines and Sailors who deface, willfully damage or neglect BEQ property, or violate BEQ regulations.
- (f) Will post and relieve the Barracks DNCOs. The changeover will occur at Company Offices at 0800.

(3) Company Gunnery Sergeants

(a) Will control all respective room assignments. The changing of room assignments or moving without prior approval from the Company Gunnery Sergeant and knowledge of the BEQ Manager is strictly prohibited. All personnel will report to their respective Company Gunnery Sergeants for room assignments, then immediately report to the BEQ Manager in the barracks for proper check-in.

1. To the maximum extent possible, no more than one Sergeant will be assigned to each room. All other personnel will normally be billeted two per room.

2. Room assignments will be based on availability and without regard to race, religion, or ethnic background.

3. Cohabitation between personnel of the opposite sex is not allowed under any circumstances. Marines and Sailors assigned in the BEQ will live and sleep in their assigned rooms. Under no circumstances will males and females share adjoining head facilities.

4. When possible, room assignments will be made to facilitate Company integrity.

5. Room placards will list the name, rank, gender work section, SNCOIC, and work phone number of each individual assigned to that room. Room placards will be removed or changed by the BEQ Manager or Company Gunnery Sergeants only.

(b) Provide the Company First Sergeants with a non-availability/availability roster of all Marines eligible for assignments as DNCO/ADNCO.

(4) S-4 / BEQ Manager

(a) Familiarize yourselves with all references, paying special attention to reference (c) and this order.

(b) Enter all reported BEQ facilities discrepancies within 24 working hours of initial report. Follow up with Base Public Works on all BEQ discrepancies until they are resolved.

1. If BEQ discrepancies take more than 48 working hours to resolve, report those to the Company Gunnery Sergeant.

2. If BEQ discrepancies take more than 5 working days to resolve, report those to the Company Commander.

(c) Conduct preventative maintenance (i. e. replace door batteries on a regular interval) in order to minimize preventable facilities discrepancies and improve the security and experience of BEQ residents.

(d) Work with Company staff in order to ensure Marines who check-in or out of BEQ are logged appropriately in the Enterprise Military Housing (EMH) roster, new and replacement key cards are issued to Marines in a timely manner, and room rosters and room placards are accurate and up to date.

(5) BEQ Residents

(a) All BEQ residents are directly responsible for the condition of their assigned government quarters, including all government furnishings.

(b) Will maintain assigned quarters in a high state of cleanliness.

(c) Residents are required to report maintenance discrepancies and unserviceable property immediately to the BEQ Manager.

(d) Will strictly adhere to the rules and regulations of this and all governing orders and directives pertinent to bachelor housing.

(e) May be held financially responsible for loss or damages to furnishings or facilities.

(f) All rooms will be kept locked when unoccupied. Under no circumstances will any BEQ resident give or lend his/her room key to anyone without approval from the BEQ Manager. In the event of a lost or stolen room key, the resident will report the incident to the BEQ Manager or the DNCO immediately. No attempt will be made to force or disassemble the door; such action is considered destruction of government property. To the maximum extent possible, high value items will be kept under lock. The following guidelines will be followed/enforced:

1. Alterations or modifications will not be made to the structure or painted surfaces. Any and all damages to rooms and/or furnishings will be reported to the BEQ Manager or the DNCO immediately.

2. Stereos, televisions, and other entertainment devices are permitted. These devices will be used at discrete volumes as so not to

impinge on other BEQ residents or on good order and discipline. Volumes should be maintained at a level that ensures sound cannot be heard in the passageway when the door is shut. Outdoor antennae are prohibited.

3. Food and beverages permitted in the BEQ. All consumables must be stored in the refrigerator and/or kept in sealed, airtight containers. Refrigerators will be kept clean and defrosted. Prior to departing for TAD, leave, deployments, etc. residents will remove perishable food items to avoid spoilage/infestation.

4. Telephone, cable, and internet services are authorized in the BEQ at the expense of the resident.

5. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected by all Marines and Sailors. Residents will arrange their rooms with safety in mind.

6. Pets are not allowed in the BEQ, to include any aquarium, terrarium, or caged animal.

7. Any/all damaged, missing or broken furnishings will be reported to the BEQ Manager. The removal (or exchange) of barracks property/furniture from designated areas/rooms is strictly prohibited.

8. Hanging pictures or other decorations is permitted if the pictures and other decorations are in good taste. Materials that are obscene, erotic, drug related, gang-related, prejudicial to good order and discipline, or reflect discredit upon country, the Marine Corps, and other U.S. armed services are prohibited.

9. Vehicle Maintenance will not be conducted in any area of the BEQ or the surrounding areas. The auto hobby shop is available for this purpose.

10. Gambling in and around the barracks is strictly prohibited.

11. Trash receptacles in and around the BEQ are for household trash only. Hazardous waste (oil, oil cans, paint cans, lighter fluid, etc.), recyclable material (to include large cardboard boxes), wood, or any object weighing over thirty pounds must be disposed of in designated receptacles authorized by the respective Camp/Station Commander.

12. Personal appliances (microwaves, coffee makers, and rice cookers) are permitted in the individual rooms provided they comply with installation fire/safety regulations and guidelines. Toaster ovens, hot plates, skillets, Foreman grills, etc. are prohibited.

(6) BEQ Cleanliness

(a) Common areas (lounges, laundry room, ladder wells, quarter deck, smoking areas, etc.), surrounding grounds, and parking lots will remain in high state of police at all times. The BEQ Manager and Deck/Wing NCOs, and DNCO/ADNCO will ensure personnel from the various platoons/companies are assigned on a rotating basis to conduct police calls.

(b) Each deck will be assigned in writing one Deck NCO and two Wing NCOs. The BEQ Manager will assign these Marines. The Deck/Wing NCOs will ensure general cleanup is completed daily and field days are completed weekly. The BEQ Manager will supervise and ensure the mission is completed to the consistent high standards expected of all Marines and Sailors.

(7) General/Morning Clean up

(a) The Deck/Wing NCOs will ensure General/Morning cleanup is completed every morning. The Tasks for general/morning clean up are as follows:

1. Make racks (Heads of each rack will be opposite of one another)
2. General cleanup of the head.
3. Take trash out.
4. Store dirty laundry in hamper/bag. NOT IN WALL LOCKER/SECRETARY.
5. Sweep/mop floor.
6. Wall lockers, secretaries, and rooms are secured.
7. No gear adrift.
8. Windows shut and locked.
9. Lights, fans, radios/stereos, TVs are turned off.
10. Passageway decks are swept and mopped.
11. Laundry rooms are cleaned and free of laundry.
12. Sweep ladder wells.
13. Ensure side ladder well hatches are completely shut.
14. Police call grounds.

(8) Field Day

(a) Field days will be conducted to ensure that health and welfare standards are being achieved. Field days include common areas and individual's rooms.

(b) Tuesday evenings at 1700 are designated as all hands field day. Formation will commence at 1700, held by the Company Gunnery Sergeant or Company First Sergeant, to pass any word pertaining to the residents and/or field day. Field days will go as required.

1. Deck/Wing NCOs are responsible for the cleaning of unoccupied rooms, storage rooms, and janitor closets.
2. Only the Company Gunnery Sergeants or First Sergeants can approve absence from Field days.

(c) Companies will conduct periodic (at least weekly) inspections to ensure that proper/adequate living conditions are being provided and maintained. All rooms (occupied and unoccupied) will be inspected.

(9) Visitor Control / Guest Policy

(a) Guest visitation is a privilege and can be revoked at any time. All personnel will adhere to the visitation policy as outlined in this SOP. To ensure maximum safety, privacy, and security for all barrack residents; guest visitation is authorized under the following conditions:

1. Guests are defined as anyone who does not reside in the BEQ. Guests do not include personnel on official business (i.e., unit leadership, BEQ Management, Maintenance workers, etc.) or food delivery personnel. ALL FOOD DELIVERIES WILL BE EXECUTED IN THE FIRST FLOOR LOBBY.

2. Guests under the age of eighteen will not be allowed in the barracks at any time.

3. Upon the guest's arrival at the BEQ, residents are required to sign them in with the Duty NCO. All guests are required to present an identification card (with photo) and a date of birth. The DNCO/ADNCO will log the guest and his/her host in the Visitor Logbook. There are no exceptions to being "logged in" (e.g., I'll be right back, it'll just take a minute, "I'm dropping this off", etc.) The Visitor Log Book will contain the guest's full name, gender, age, resident's name, rank, room number, and time and date of arrival/departure.

4. Guests are allowed to remain in the area from 1600 until 2200 Monday through Thursday, 1600 until 2300 on Friday, 0600 until 2300 on Saturday, and 0600 until 2200 on Sunday. Residents must accompany their guests at all times. No overnight visitors are allowed!

5. **SEXUAL ACTIVITY OF ANY KIND IS STRICTLY PROHIBITED IN THE BARRACKS.**

6. All guests will abide by the current barracks policies and regulations. If unable to do so, guests will be instructed to leave and the OOD will be notified concerning inappropriate conduct.

(b) Residents living in the BEQ will not enter another resident's room without his/her explicit verbal or written permission. In addition:

1. There will be no counseling sessions between opposite sex personnel in individual room, storage rooms, gear lockers, behind closed doors, etc.

2. When members of the opposite sex are in the same room, the door must be kept open at all times. Residents may invite other residents of the opposite sex into their room from 1600 until 2200 Monday through Thursday, 1600 until 2300 on Friday, 0600 until 2300 on Saturday, and 0600 until 2200 on Sunday. No overnight visits are allowed!

(10) Alcohol, Smoking, and Illegal Drugs

(a) Only Marines and Sailors of legal age, 21 years and older, may consume alcoholic beverages in their individual BEQ rooms or in the general areas of the barracks. No alcohol will be stored in rooms where one occupant is below the legal drinking age. Legal residents and their guests are required to comply with the following:

1. Non-Commissioned Officers (E-4) or above are allowed to possess either (12) 12-ounce beers or wine coolers or (6) 12-ounce beers and one 750 milliliter (ml) bottle of wine or hard liquor.

2. Lance Corporals (E-3) and below are authorized to possess no more than (6) 12-ounce beers or wine coolers or one 750ml bottle of wine or hard liquor.

3. The possession and consumption of alcoholic beverages is authorized during off duty hours. For those personnel who choose to partake, alcohol should be consumed at a rate that will maintain sobriety and preserve the professional conduct of Marines and Sailors.

4. Under no circumstances will any personnel consume alcohol within eight (8) hours of reporting for duty or operating a government or personal vehicle. Also, depending on operational commitments, these hours may be extended.

5. DNCO/ADNCOs will ensure that a constant state of police is being maintained and will not allow any area to become strewn with beer bottles and/or cans.

6. Personnel on restriction or extra period of duty (EPD) are not authorized to purchase, possess, or consume alcohol.

7. If a violation of alcohol policy is discovered, the DNCO will confiscate the items, order the individuals to report to the DNCO area and notify the Battalion OOD and the respective Company First Sergeant immediately. A logbook entry will be made in the DNCO Logbook. All confiscated items will be turned over to the OOD or the respective Company First Sergeant.

(b) Smoking is not authorized anywhere in the BEQ.

(c) Illegal drugs are still illegal for military members even if purchased and/or used in a State that has legalized it (i.e. Marijuana in California). Illegal drugs are not authorized on base or at the barracks at any time.

(d) If DNCO suspects by means of sight, smell, or hearsay, that personnel have introduced illegal drugs into the area or room, he will immediately notify the respective company First Sergeant during working hours or the OOD after hours, and follow their instructions. If the First Sergeant or OOD can't be reached, call the Military Police. While waiting for the proper authorities to arrive, the DNCO will:

1. Secure the suspected area immediately. Do not disturb visible evidence.
2. Enter the room only if ordered by the Battalion Commanding Officer.
3. Ensure all personnel involved are kept at the duty desk with the ADNCO.
4. Record incident in the duty logbook.
5. Continue to call the OOD and Company First Sergeant if they did not answer the first time.

(11) Property Control

(a) Each tenant will not damage or destroy their BEQ property or the personal property of others.

(b) Once a Marine/Sailor has signed for the contents (garrison property) of the assigned room, he assumes responsibility for it. If an individual's garrison property is damaged or destroyed, it must be reported to the BEQ Manager or DNCO immediately.

(c) Garrison property will not be removed from any room or lounge without authorization from BEQ Manager.

(d) Government mattresses, pillows, or bedding will not be used for any purpose other than its intended purpose. Occupants are authorized to use government or privately owned linen and blankets. Privately owned linen will be the responsibility of the owner.

(12) Key Control

(a) Only the BEQ Manager will issue individual room keys. Residents are not authorized to have more than one key to their assigned room.

(b) BEQ master keys will be kept with the DNCO of the respective barracks. The BEQ master keys may not be given out to anyone other than the Company Gunnery Sergeants or First Sergeants. If someone requires use of the master key, the DNCO or ADNCO will accompany him/her to the room and only open the door after verifying that the person is assigned to that room.

(c) The Company Gunnery Sergeants and Company First Sergeants may sign out the BEQ master keys from the DNCO for official business such as the conduct of room inspections. DNCO will log the sign out and return of the master key in the duty logbook.

(13) Fire Regulations

(a) Trash will be disposed of in the waste containers provided. All rubbish will be cleared from BEQ prior to 0730 and at the end of the day by 2200. Rooms will be kept free from accumulation of combustible debris. The side hatches (fire exits) will only be used in the case of fire, emergencies, and field day.

(b) Swabs and other materials subject to spontaneous combustion will be kept outside.

(c) The removal of smoke detectors from BEQ fixtures and tampering with fire alarms is prohibited. All personnel who tamper with smoke detectors and fire alarms will be held accountable for their action.

(d) The use of candles, incense, hot plates, space heaters, or any sustained open flame in a BEQ room is prohibited.

(e) In the event of a fire, residents will comply with the following procedures:

1. Ensure all electrical switches are turned off, and that windows and doors are closed prior to leaving the room.

2. Utilizing all possible proper exits, residents will exit the BEQ and fall into formation in the Bldg 1608 Parking Structure.

3. Once the residents are in formation, the DNCO will then gather accountability utilizing the Barracks Roster.

4. Residents will remain in formation until directed to return to the BEQ by competent authority.

5. The BEQ Manager will check all fire extinguishers for serviceability. At no time will either the fire alarm or the fire extinguishers be activated as part of a test.

(14) Vending Machines

(a) Vending machines have been placed in the BEQ for residents' convenience. Abusing, pilfering, or tampering with such machines will not be tolerated and will result in their removal. Malfunctioning vending machines will be reported to the DNCO. Under no circumstances will users attempt to recover lost money from the machine. Reimbursement may be obtained from the vendor or by contacting the Main Exchange.

(15) Prohibited Items/Weapons

(a) The storage of weapons, knives with blades over three inches long, guns, bows, etc. and the ammunition that goes with these weapons are not authorized in the barracks. Any such item(s) must be stored in the Battalion Armory. If any of these items are found in the barracks, the OOD and Company First Sergeant will be notified immediately and the item(s) will be confiscated. An appropriate logbook entry will be made.

(b) Flammable items (Coleman fuel, lighter fluid, propane canisters, gasoline, hobby race car/helicopter/airplane fuel, etc.) will not be stored in the barracks.

(16) Laundry Facilities

(a) Washers and dryers are available on each deck and are provided for use by residents only.

(b) Personnel is encouraged not to leave their laundry unattended.

(c) Failure of laundry equipment will be reported to the BEQ Manager or DNCO/ADNCO immediately.

(d) Dying of materials in the washing machines is prohibited. Washing and drying of issued gear or boots in machines are not authorized.

(e) Tampering with or attempting to repair laundry facilities is prohibited.

(17) Utility Conservation

(a) Do not tamper with heating or cooling devices. Keep windows and doors closed.

(18) Parking

(a) Privately owned vehicles (POV) belonging to residents are authorized to park in the Barracks parking lot at the owner's own risk. The U.S. Government is not liable for theft, loss or damage to the vehicle or its contents. Vehicle owners will maintain adequate insurance coverage for protection against such acts. The parking of POVs, to include motorcycles, is allowed in authorized areas only.

(b) Bicycles should be parked in authorized areas (Bike racks). Under no circumstances will bicycles be parked in passageways or under ladder wells. Only with prior approval from the BEQ Manager will bike be allowed to be stored in the BEQ. If stored in room they must be free from dirt, debris, and cannot obstruct the entrance of the room. Abandoned bicycles will be removed if not claimed within 30 days.

(c) BEQ parking areas will not be used for repair or maintenance of motor vehicles (i.e., changing oil, brakes, etc.) The base auto hobby shop is provided for this use.

(d) Any individual going on leave, Temporary Additional Duty (TAD), or being hospitalized for an unknown period of time or when the period is expected to exceed 30 days, will have their personal effects inventoried unless a waiver is approved.

c. Tasks

(1) All BEQ Residents

(a) Familiarize yourself and comply with this order and reference (c). Assistance for any questions or concerns is available through your Chain of Command.

(2) DNCO/ADNCO

(a) Familiarize yourself and comply with this order. Assistance for any questions or concerns is available through your Chain of Command.

(b) The DNCO is a direct representative of the Battalion Commander. As such, the DNCO is responsible for the general cleanliness, security, and good order and discipline, within and around the barracks. All personnel, regardless of grade, will accord the DNCO the cooperation and support necessary for the completion of all tasks.

(c) DNCO Tour of Duty

1. The tour of duty for the DNCO/ADNCO is from 0730/0730 on week day, weekends, and holidays. Although the DNCO/ADNCO is authorized to sleep during his/her tour, sleeping is only authorized as the duty situation permits, and between the hours of 2200 to 0500 on the week days.

On weekends (including 72s and 96s) both duties will not sleep between the hours of 2200-0200.

2. At no time will any duty personnel go to their family quarters. All DNCOs and ADNCOs will sleep in the room designated by the BEQ Manager for duties to rest.

3. The DNCO must post his/her ADNCO anytime the DNCO leaves the duty desk. At no time will the DNCO/ADNCO leave the duty desk unattended except during tours of the BEQ or common areas.

4. The DNCO is responsible for ensuring that the ADNCO is relieved for chow and scheduled a time to sleep.

5. Both the DNCO and ADNCO will stand post at the duty desk until 2200. The only exceptions to this will be for touring the post, work, chow, and emergencies. Both the DNCO and ADNCO will go to chow based upon the chow hall hours of operation (0530-0800, 1100-1300, 1600-1800 for weekdays and 0900-1100 and 1500-1700 weekends).

(d) ADNCO Tour of Duty

1. The ADNCO will carry out the responsibilities of the DNCO. They will also ensure that the desk is policed and the trash receptacles are empty.

2. The ADNCO will assist the DNCO.

(e) Post and Relief

1. Duty changeover will take place with the individual's unit First Sergeant. On weekdays prior to reporting to the First Sergeant, the on-coming DNCO will report to Bldg 1607/1608 and conduct a walkthrough of all responsible areas with the off-going DNCO. If the barracks is not in a high state of police, then the on-coming DNCO will not accept the barracks from the off-going DNCO until the barracks is in high state of police. They will then report to the First Sergeant for a formal post and relief. The following procedures below will be followed when reporting for post and relief:

a. The two duties will report in, with off going DNCO positioned to the right of the on-coming DNCO. The duties will center themselves on the First Sergeant's desk, at position of attention. The off going DNCO will be wearing the DNCO belt and will be covered.

b. The off-going DNCO will salute and report, "Good Morning First Sergeant, Rank and Last Name reporting as the off-going DNCO".

c. The on-coming DNCO will then report, "Good Morning First Sergeant, Rank and Last Name reporting as the on-coming DNCO".

2. After reviewing all the logbooks and all information is passed, and the duty belt, logbooks, and all duty orders will be passed on to the on-coming DNCO.

3. On weekends and holidays, the off-going and on-going DNCOs will conduct an informal post and relief at 0730. All weekend and

holiday DNCOs will report to the Company First Sergeant at 0730 on the last working day before their weekend or holiday duty.

4. All DNCOs are responsible for making liaison with their ADNCO prior to their day of duty. If assistance is required, contact the Company Clerk.

(f) Uniform

1. The uniform for the DNCO and ADNCO will be service dress charlies with duty belt and cover.

(g) Security

1. The DNCO/ADNCO will report their post to all SNCO/Officers who come upon their post. The Marine reporting will come to attention, salute, and report "Rank, Last name reporting as DNCO for barracks 1607/1608. All is secure at this time (or area secure except _____)".

2. The DNCO/ADNCO will conduct a tour/police call at least every hour of all decks of the BEQ, lounges, parking lots, and will investigate any suspicious looking activity. The DNCO will ensure that all storage rooms and individual rooms (if tenants are not present in the room) are secured. If the DNCO finds an unsecured room, he/she is to log in the DNCO logbook the Rank, Name, and Rm# of the room unsecured. The DNCO will then notify the BEQ Manager or the OOD (off duty hours) for the master key to secure the room. The DNCO will also ensure a proper inventory of all Barracks property is completed daily.

3. The DNCO/ADNCO will accompany any Marine needing access to the storage rooms and will ensure that only items belonging to that individual are removed. A logbook entry will be made indicating name, rank, and work section of individual requiring entry into the storage rooms. A list of all items removed will be recorded in the logbook.

(h) Logbook Entries

1. All logbook entries will be made by the DNCO and will be entered using the sample format provided. If the ADNCO has been posted, the ADNCO will make the appropriate entries in the duty logbook. The DNCO will be thoroughly briefed by the ADNCO on major incidents that happened during his/her absence upon returning to post.

2. All broken personnel support equipment (e.g. washing machines, dryers, televisions, furniture, etc.) will be logged in the DNCO logbook. This information will then be communicated to the BEQ Manager and First Sergeant upon post and relief.

(3) HqBn SNCOs and Officers

(a) Each section will ensure SNCO/Officers visit the barracks every week.

(b) Upon checking in with the DNCO/ADNCO for tour, look at the visitor's logbook and check the rooms of any BEQ residents with visitors or guests to ensure compliance with this order.

(c) Ensure proper cleanliness is maintained at the barracks at all times, and take appropriate actions according to references (a), (b), and (c).

(d) SNCOs will surge during field day to ensure BEQ residents comply with this order and that field day is conducted in an efficient and effective manner.

(e) NCOs will look at Marines' and Sailors' rooms every day to ensure good order and discipline. Not all Marines' and Sailors' rooms will be looked at by NCOs every day, but spot checks will occur. It is implied that NCOs and unit leaders look at every resident's room daily as a part of morning clean-up.

d. Coordinating Instructions. Leaders of all shops/sections within HqBn will address the contents of this order with their uniformed personnel, and report acknowledgement of understanding to their company leadership.

4. Administration and Logistics.

a. A copy of this order will replace BnO 1600.7A, BnO 11103.1J, and BnO 1700.3E in all duty binders and on all read boards.

b. At no time will any Battalion Duty Stander be used as a Driver or A-Driver for any purpose, or be used as an escort for any personnel, unless authorized by the Battalion Commander. In the case of a contractor or base employee conducting required maintenance, the S-4 will escort such personnel and a proper logbook entry will be made by the DNCO.

5. Command and Signal

a. This order is punitive in nature and effective immediately.

b. Requested changes can be submitted via naval letter to the Chain of Command.



M. T. CABLE

Distribution List:

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