



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS, CALIFORNIA 92278-8200

BnO 1600.8D  
HQBN  
**DEC 04 2024**

BATTALION ORDER 1600.8D

From: Commanding Officer  
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS

Ref: (a) 10 U.S.C. 47  
(b) CCO 11103.1F  
(c) MCO 11000.22 w/ Ch 1  
(d) MCO 4050.38D  
(e) CCO 1630.8H  
(f) CCO 11000.1K

Encl: (1) BEQ Regulations  
(2) MCAGCC BEQ Room Inventory Sheet  
(3) Barracks Discrepancy Sheet  
(4) Statement of Understanding  
(5) Room Placard  
(6) General Clean-up Areas of Responsibility  
(7) BEQ POC Roster

1. Situation. This order assigns responsibilities and establishes standards for room assignment, police, maintenance, inspections, operations, utilization, and supervision of the Bachelor Enlisted Quarters (BEQ). It applies to all personnel assigned to Headquarters Battalion (HQBN) barracks and their respective A/C's/directorate/section leadership.

2. Cancellation. BnO 1600.8C

3. Mission. All HQBN personnel will read, adhere to, and enforce the policies governing the use and maintenance of the HQBN BEQ.

4. Execution

a. Commander's Intent. Provide a safe and secure living environment with a high quality of life for all BEQ occupants. Maintain a standard of living similar to a permanent residence while holding residents accountable for their living conditions.

b. Concept of Operations. HQBN BEQ Marines and Sailors who are not authorized the Basic Allowance for Housing (BAH) will be formally assigned rooms by the HQBN S-4. HQBN BEQ Marines will be responsible for maintaining their room while assigned to HQBN. The HQBN Sergeant Major will exercise oversight over the barracks, ensuring good order and discipline is adhered to. This includes weekly field days, morning cleanup and regular liaison with the barracks managers. The Company First Sergeants will implement and enforce the provisions of this order.

c. Tasks

(1) Company Commanders

(a) Serve as the officer of primary responsibility for the state of the barracks spaces assigned to your Company.

(b) Assist the S-4 in matters pertaining to the support of personnel residing in the HQBN BEQ. This includes, but is not limited to:

1. Coordinate with HQBN BEQ Manager for all formal room assignments.

2. Provide temporary room assignments in the absence of the HQBN BEQ Manager in accordance with the room assignment procedures explained in reference (d).

3. Identify issues and trends that impact safety, security, and quality of life within the barracks.

(c) Utilize Section and Directorate staff to conduct and supervise weekly inspections of all occupied and unoccupied rooms, and general use areas of the HQBN BEQ to enforce this order's execution.

(d) Coordinate with each Directorate and Section Officer-in-Charge (OIC) to nominate, annually, (1) Staff Non-Commissioned Officer (SNCO) as the Section BEQ Point of Contact (POC), and (1) alternate.

1. Provide Directorate and Staff Section BEQ POC nominees to the Battalion Commander for written appointment.

2. Maintain Enclosure (6).

3. Supervise the section BEQ POC in the execution of their duties as outlined in Para 4.c.(4).

(e) Report violations of this order to the Battalion Commander and recommend appropriate action.

(f) Provide direct support to Health and Comfort Inspections, per enclosure (7).

(2) Directorate/Section

(a) Annually, provide (1) Section BEQ POC, and (1) alternate to liaise with Company leadership, or HQBN S-4 as appropriate, on all matters pertaining to the barracks, to be appointed in writing by the Battalion Commander, and serve as the primary point of contact for all barracks matters and issues pertaining to their Marines' occupancy of HQBN BEQ.

(b) In addition to field day, ensure a SNCO or Officer visits and inspects assigned barracks rooms weekly and signs the Duty logbook to annotate the completion of each visit. Visits should consist of the following, at a minimum:

1. Check in with the Duty Non-Commissioned Officer (DNCO)/Assistant Duty Non-Commissioned Officer (ADNCO), review the visitor's logbook, and check the rooms of any BEQ residents with visitors or guests to ensure compliance with this order.

2. Inspect the general state of cleanliness of assigned areas and take appropriate actions to address any issues.

(c) Ensure a SNCO or Officer is, present during field day inspections to enforce this order and ensure efficiency and effectiveness of the inspection. Sections without representation at field day will be reported to the Battalion Commander via the Company leadership.

(d) Ensure Non-Commissioned Officer's (NCOs) inspect Marines' and Sailors' rooms weekly to ensure good order and discipline.

(e) Conduct a pre-move out inspection with all residents prior to coordination with the S-4 for final move out inspection. See enclosure (2).

(3) S-4 / BEQ Manager

(a) Familiarize yourselves with all references and this order.

(b) Enter all reported BEQ facility discrepancies into MAXIMO within 24 working hours of initial report.

(c) Coordinate with each Directorate and Section Officer-in-Charge (OIC) to nominate, annually, (1) Staff Non-Commissioned Officer (SNCO) as the Section BEQ Point of Contact (POC), and (1) alternate.

1. Provide Directorate and Staff Section BEQ POC nominees to the Battalion Commander for written appointment.

(d) Assign each Sergeant to a single room, to the maximum extent possible. All other personnel will be assigned two per room.

(e) Provide the HQBN Commanding Officer and HQBN Section leadership with bi-weekly Base Public Works service requests on all BEQ discrepancies until they are resolved.

(f) Conduct preventative maintenance in order to minimize preventable facilities discrepancies and improve the security and experience of BEQ residents, e.g. replace door batteries on a quarterly basis.

(g) Coordinate 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. Conduct move in/out inspections, ensure the room is clean, identify any discrepancies, submit work orders, and sign the BEQ check-in/out sheet of the Marine/Sailor.

(h) Maintain signed enclosure (3) on file for each BEQ resident.

(4) Barracks Duty Officers

(a) Barracks duties will understand the importance of good order and discipline.

(b) Non-Commissioned Officers (NCOs) will be the only Marines serving as Barracks Duty Officers on Fridays, Saturdays, Sundays, and during holiday periods.

(c) Privates First Class (PFCs) will not serve in the capacity of a DNCO. LCpl's will be thoroughly vetted and must have completed LCpl Seminar/Leading Marines to serve as DNCO's.

(d) Barracks Duty Officers will ensure their post and all adjacent areas are in a high state of police at all times.

(e) Barracks Duty Officers are responsible for understanding and carrying out all General Orders.

(f) Barracks Duty Officers are to ensure all side ladder well hatches are secured, they are to control the flow of traffic in and out of the Barracks, for proper accountability of guest and visitors.

(g) Duties must properly report their post to all SNCO's and Officers approaching their post.

(h) Usage of personal phones will be limited to duty-oriented issues alone.

(5) Section BEQ POC

(a) Conduct weekly inspections of all occupied and unoccupied rooms to ensure that proper/adequate living conditions are being provided and maintained.

(b) Ensure Marines follow the procedures below for Work Orders.

1. Ensure Marines within their section complete Barracks Discrepancy sheets behind their room placard. All discrepancies will be reported to the Barracks Manager. Progress towards the discrepancy will be annotated on the discrepancy sheet by the section BEQ. If action is not taken in a reasonable amount of time, Marines will contact their section BEQ POC, who will then communicate this concern to the Barracks Manager.

2. Verify Marines are in their correct rooms and are not switching rooms amongst each other without proper authorization from the BEQ Manager.

(6) BEQ Residents

(a) Follow all regulations described in enclosure (1).

(b) Sign enclosure (3) upon receipt of room key and complete enclosure (4) and place on outside of hatch upon receipt of room key.

(c) Maintain direct responsibility for the condition of assigned government quarters including all government furnishings.

(d) Do not move into a different room unless authorized by the Company Staff or the BEQ Manager.

(e) Maintain assigned quarters in a high state of cleanliness.

(f) Report maintenance discrepancies and any damaged or missing property immediately to the BEQ Manager.

(g) Maintain a Barracks Discrepancy sheet behind room placard, with all current room discrepancies.

(h) Adhere to the rules and regulations of this and all governing orders and directives pertinent to bachelor housing.

5. Coordinating Instruction: None.

6. Administration and Logistics

(a) A copy of this order will be published in all duty binders and on all read boards.

(b) Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed at <https://www.29palms.marines.mil/Units/Headquarters-Battalion/#orders>.

7. Command and Signal

(a) Command. This order is punitive in nature, any violations of this order is punishable under reference (a). Violators who are not subject to reference (c) may be subject to adverse administrative processes.

(b) Signal. This order is effective the date signed.

**ROLLINS.NATHAN** Digitally signed by  
ROLLINS.NATHAN.MARCUS.12  
**MARCUS.1266309** 66309720  
**720** Date: 2024.12.04 13:40:45  
-08'00'  
N. M. ROLLINS

Distribution: A

**Table of Contents**

BEQ Activities..... 1

1001. General ..... 1

1002. Prohibited Activities ..... 1

1003. Government Property ..... 1

1004. Personal Property ..... 2

1005. BEQ Cleanliness ..... 2

1006. General/Morning Clean up ..... 3

1007. Field Day ..... 3

1008. Visitor Control / Guest Policy ..... 4

1009. Room Inspections ..... 5

1010. Alcohol ..... 5

1011. Master Key Card Control ..... 6

1012. Fire Regulations ..... 7

1013. Vending Machines ..... 7

1014. Prohibited Items/Weapons ..... 7

1015. Laundry Facilities ..... 8

1016. Utility Conservation ..... 8

1017. Parking ..... 8

1018. Health and Comfort Inspections ..... 8

## BEQ Activities

### 1001. General

1. Cohabitation between personnel of the opposite sex or those in a romantic relationship is not authorized under any circumstances. Marines and Sailors assigned in the BEQ will live and sleep in their assigned rooms.
2. Under no circumstances will males and females share adjoining head facilities.
3. All rooms will remain locked when unoccupied.
4. Under no circumstances will any BEQ resident give or lend his/her room key to anyone without approval from the BEQ Manager.
5. To the maximum extent possible, high value items will remain under lock and key.
6. Access to the rooftops of any BEQ or above the 4th deck of Building 1608 is unauthorized.

### 1002. Prohibited Activities

1. The following activity is **strictly prohibited** in, or within the area of 8th Street, Bourke Road, 7th Street, and Brown Road bordering the barracks:
  - a. Sexual activity of any kind.
  - b. Gambling between Marines.
  - c. Smoking, to include "vaping", inside the BEQ, to include stairwells and hallways.
2. Use or possession of illegal drugs, even if purchased in a state where the drug has been legalized (i.e., Marijuana in California). *Drugs legalized by a state are still illegal for military members to use or possess.*
3. For storage or use of firearms, see Section 1014 of this enclosure.

### 1003. Government Property

1. No occupant will damage or destroy BEQ property or the personal property of others. All damages to rooms and/or furnishings will be reported to the BEQ Manager or the DNCO immediately.
2. Any damaged or destroyed property will require a DD-200 (FLIPL).
3. If the damaged or destroyed property is due to vandalization by the occupant, the occupant will be held financially liable.
4. Any personally procured items that are destroyed or damaged by any individual other than the owner, will go through their section level leadership to resolve it in an informal/formal manner.
5. No alterations or modifications will be made to the structure or painted surfaces.

6. Once a Marine/Sailor has signed for the contents (garrison property) of the assigned room, he/she assumes responsibility for it. Any damages found at fault by the Marine/Sailor is subject to punitive action including failure to report the damages.

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

8. Government mattresses will not be used for any purpose other than its intended purpose. Privately owned linen is permitted but will be the responsibility of the owner.

9. No modifications of any kind will be made to doors in attempts to keep them open. This is applicable to all exit doors, as well as all barracks room doors.

#### 1004. Personal Property

1. 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, skilletts, Foreman grills, candles, incense, space heaters, plug-in scented oil, or any sustained open flame are prohibited.

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.

3. Hanging pictures or other decorations are 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.

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

5. Food and beverages are permitted in the BEQ. All consumables must be stored in the refrigerator and/or kept in sealed, airtight containers.

6. Refrigerators will be kept clean and defrosted.

7. Prior to departing for Temporary Additional Duty (TAD), leave, etc. that is 30 days or more, residents will remove perishable food items to avoid spoilage/infestation.

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

9. Any individual executing leave or TDY, is being hospitalized for an unknown period, or when the period is expected to exceed 30 days, will have their personal effects inventoried unless a waiver is approved.

#### 1005. BEQ Cleanliness



1. Rooms 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.

2. Common areas (lounges, laundry room, ladder wells, quarter deck, smoking areas, etc.), surrounding grounds, and parking lots will always remain in high state of police. The BEQ Manager and Section BEQ POCs, will ensure personnel from the various platoons/companies conduct a daily general clean-up in accordance with enclosure (5).

3. 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 30 pounds must be disposed of in designated receptacles by reference (g).

#### 1006. General/Morning Clean up

1. Morning cleanup will be executed no later than 0700 daily.

2. Section NCOs will ensure General/Morning clean-up is completed in accordance with enclosure (4), to include the below specified tasks:

- a. Make racks
- b. General cleanup of the head
- c. Take trash out
- d. Store dirty laundry in hamper/bag
- e. Sweep/mop floor
- f. Wall lockers, secretaries, and rooms are secured
- g. No gear adrift
- h. Windows shut and locked
- i. Lights, fans, radios/stereos, TVs are turned off
- j. Passageway decks are swept
- k. Laundry rooms are cleaned and free of laundry
- l. Sweep ladder wells
- m. Ensure side ladder well hatches are completely shut
- n. Police call 1609 parking structure, and exterior barracks areas

#### 1007. Field Day

1. Thursday evenings at 1700 are designated as all-hands field day formation. The Company GySgt or Company 1stSgt will pass any word pertaining to the residents and/or field day. Field days will be conducted from 1700 until cleared by the BEQ POC to ensure that health and welfare standards are being

maintained and enforced.

2. Field days include common areas and individual's rooms.
3. Section NCOs are responsible for the cleaning of unoccupied rooms, storage rooms, and janitor closets.
4. Only the Company GySgt or 1stSgt can approve absence from Field days.
5. Companies will conduct periodic weekly inspections to ensure that proper/adequate living conditions are being provided and maintained. All rooms, occupied and unoccupied, will be inspected.

#### 1008. Visitor Control / Guest Policy

1. Guest visitation is a privilege and can be revoked at any time. All personnel will adhere to the visitation policy as outlined in this Order. To ensure maximum safety, privacy, and security for all BEQ residents, guest visitation is authorized under the following conditions:
2. Guests are defined as anyone who does not reside in the BEQ.
3. 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 on the first-floor lobby.
4. Guests under the age of eighteen **WILL NOT** be allowed in the barracks at any time.
5. Upon the guest's arrival at the BEQ, residents are required to sign in their guest with the DNCO.
6. All guests are required to present an identification card (with photo) and a date of birth.
7. Guests are only allowed in the room of the Marine that signed them in and the common area on the first deck of the BEQ.
8. The DNCO/ADNCOs will log the guest and his/her host in the Visitor Logbook, **NO EXCEPTIONS**.
9. The Visitor Logbook will contain the guest's full name, gender, age, resident's name, rank, room number, and time and date of arrival/departure.
10. Guests are permitted to remain in the allowed areas from 1600 until 2200 Sunday through Thursday; 1600 until 2300 on Friday, Saturday, and Holidays. Residents must accompany their guests at all times. **No overnight visitors are allowed.**
11. 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.
12. Residents living in the BEQ will not enter another resident's room without his/her explicit verbal or written permission. In addition:
  - a. **Counseling sessions between members of the opposite sex WILL NOT** be

conducted in an individual(s) room, storage rooms, gear lockers, behind closed doors, etc.

b. When members of the opposite sex are in the same room, the door must always be kept fully open. This also applies to members in any type of romantic relationship.

13. 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 verify identity, escort such personnel, and a proper logbook entry will be made by the DNCO.

#### 1009. Room Inspections

1. Field Day room inspections will occur from 0600 to 0800 every Friday morning by SNCO's and/or above. SNCO's and OIC's must provide every opportunity for the Marines to be present for the inspection. Marines will be required to prop their door open at a 90-degree angle in preparation for inspection.

2. SNCO's and above will only inspect their sections rooms. SNCO's and above will not inspect rooms occupied by Marines in their section/directorate.

3. A representative from the S-4 will be present at the Barracks with the Master Keys. In the event SNCO's or Officers are inspecting a room in which the door is closed, they must first sign the Headquarters Battalion Room inspection Statement of Understanding (enclosure 5).

4. SNCO's and above will sign the statement of understanding (SOU) outlining what rooms they are authorized to inspect, as well as the appropriate procedures for inspecting rooms. This statement of understanding will be submitted to the Barracks Manager to ensure the proper rooms are being inspected. This SOU must be signed and submitted to the Barracks Manager prior to conducting a room inspection in which a door is closed.

5. If it is known that the Marine will not be present during the time of inspection, the inspector must notify the Marine that their room will be inspected.

#### 1010. Alcohol

1. Only Marines and Sailors of legal age, 21 years and older, may consume alcoholic beverages in their individual BEQ rooms or in designated areas of the barracks.

2. No alcohol will be stored in rooms where one occupant is below the legal drinking age.

3. Legal residents and their guests are required to comply with the provisions set forth below.

4. Alcoholic beverages includes but is not limited to:

a. Beer: Includes all types of lager, malt liquor, and any that contain more than one half of one percent and not more than 10 percent alcohol by

volume.

b. Unfortified Wines: Includes all types of wine that have an alcohol content of not more than 17 percent by volume.

c. Distilled Spirits and Fortified Wines: Includes all types of liquor and wine containing more than 17 percent alcohol by volume.

5. Of legal drinking age Non-Commissioned Officers (E-4) or above are allowed to possess either 12 12-ounce beers or wine coolers or six 12-ounce beers and one 750 milliliter (ml) bottle of wine or hard liquor.

6. Of legal drinking age Lance Corporals (E-3) and below are authorized to possess either six 12-ounce beers or wine coolers or one 750 ml bottle of wine or hard liquor.

7. The possession and consumption of alcoholic beverages is authorized during off duty hours.

8. For those personnel who choose to partake, alcohol should be consumed at a rate that will maintain and preserve the professional conduct of Marines and Sailors.

9. Under no circumstances will any personnel consume alcohol within eight hours of reporting for duty or operating a government or personal vehicle.

10. Personnel on restriction or Extra Punitive Duty (EPD) are prohibited from purchasing, possessing, being supplied with, or consuming alcohol.

11. No hard alcohol will be consumed, maintained, or otherwise used inside any area of the BEQ.

1011. Master Key Card Control

1. 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.

2. Only the Bachelor Billeting Office will issue individual room keys. Residents are prohibited from having more than one key to their assigned room.

3. BEQ master keys will be kept with the HQBN S-1 from 0730 to 1530; BEQ master keys will be kept with the Battalion OOD from 1530 to 0730 throughout the work week, and during all weekends and holidays.

4. The BEQ master keys may not be given out to anyone other than the Barracks Manager, Company GySgt, Company 1stSgt, or the DNCO.

5. If a Marine is locked out of their assigned room, the DNCO is responsible for acquiring the necessary key card. The DNCO will accompany him/her to the room and only open the door after verifying that the person is assigned to that room.

6. The Company GySgt and Company 1stSgts will sign out the BEQ master keys from the OOD/S-1 for official business such as the conduct of room inspections. OOD/S-1 will log the sign out and return of the master key in

the duty logbook.

#### 1012. Fire Regulations

1. Trash will be disposed of in the waste containers provided. All rubbish will be cleared from BEQ prior to 0730 and no later than 2200. Rooms will be kept free from accumulation of combustible debris.

2. The removal of smoke detectors from BEQ fixtures and tampering of fire alarms is prohibited. All personnel who tamper with smoke detectors and fire alarms can be held financially liable and face legal/administrative action.

3. The use of candles, incense, hot plates, space heaters, plug-in scented oil, or any sustained open flame in a BEQ room is prohibited.

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

5. In the event of a fire, residents will comply with the following procedures:

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

b. Utilizing all possible proper exits, residents will exit the BEQ and fall into formation in the 1609 Parking Structure.

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

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

6. At no time will either the fire alarm or the fire extinguishers be activated as part of a test.

#### 1013. Vending Machines

1. Abusing, pilfering, or tampering with vending machines will not be tolerated and will result in the vending machines removal.

2. 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.

#### 1014. Prohibited Items/Weapons

1. Storage of weapons, knives with blades over three inches long, guns, bows, etc. and the ammunition is prohibited in the barracks. Any such item(s) must be stored in the Battalion Armory, which must be approved by the Battalion Commander in accordance with reference (d). If any of these items are found in the barracks, the OOD and Company 1stSgt will be notified immediately and the item(s) will be confiscated. An appropriate logbook entry will be made.

2. If the weapon is properly registered, the weapon can be stored off base

at a fellow Marines' house or family member's house, in accordance with state and federal law.

#### 1015. Laundry Facilities

1. Washers and dryers are available on first deck and are provided for use by residents only.
2. Personnel assumes the risk of having their personal items stolen if their laundry is left unattended.
3. Broken laundry equipment will be reported to the BEQ Manager or DNCO/ADNCO immediately.
4. Dying of materials in the washing machines is prohibited. Washing and drying of issued gear, or boots, in machines are not authorized.
5. Marines can wash their issued gear at the car wash station on base, if there is an area that has access to a hose, off-base, etc.
6. Tampering with or attempting to repair laundry facilities is prohibited.

#### 1016. Utility Conservation

1. Tampering with heating or cooling devices is prohibited. Doors and windows must be kept closed to conserve power. Refer to Fire Regulations in Section 1012.
2. All heating and cooling units must always remain free of obstructions.

#### 1017. Parking

1. Privately owned vehicles (POV), to include motorcycles, belonging to residents must be registered on base in accordance with Combat Center Order 1630.6G, reference (f). At all times owners must maintain proper insurance and registration in accordance with reference (f). If a POV has an expired registration, that POV is authorized to be towed by PMO.
2. Owner's parking POVs and motorcycles are authorized to park in the designated BEQ parking spaces. Use of the designated BEQ parking spaces is at the owner's own risk. The U.S. Government is not liable for theft, loss, or damage to the vehicle or its contents.
3. Bicycles shall 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 bikes be permitted to be stored in the BEQ. If stored in a BEQ room, bikes must be free from dirt, debris, and cannot obstruct the entrance/exit ways. Bicycles that are nonoperational, abandoned or staged in improper locations will be removed and disposed of by the BEQ manager.
4. BEQ parking areas or the surrounding 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 in accordance with reference (f).

#### 1018. Health and Comfort Inspections

1. Health and Comfort Inspections may be conducted on a periodic basis to ensure the security of the facility, the safety of the residents, and to enforce good order and discipline.

**ROOM INVENTORY SHEET**

CONDITION	MEANING
1	EXCELLENT = NEW
2	GOOD = USED, NO NEED TO BE REPLACED
3	SATISFACTORY = USED/OLD, COULD BE REPLACED IF AVAILABLE
4	POOR = REPLACE/REPAIR IMMEDIATELY

ITEM	BARCODE	CONDITION	COMMENTS
BED, TWIN			
BED, TWIN			
BED, FULL - SGT			
CHAIR, DESK			
CHAIR, DESK			
CHAIR, RECLINER - SGT			
SECRETARY			
SECRETARY			
NIGHT STAND			
NIGHT STAND			
LAMP, FLOOR			
LAMP, TABLE			
DRESSER			
DESK - SGT			
MICROFRIDGE CABINET			
MICROWAVE			
REFRIGERATOR MEDIUM			

LIVING AREA	CONDITION	COMMENTS
ENTRY LOCK / DOOR		
AREA CARPET		
FLOORING		
BASEBOARDS		
CEILING		
LIGHT FIXTURES		
WINDOWS / SCREENING		
CURTAINS / BLINDS/SHADES		
ELECTRICAL OUTLETS		
CABLE OUTLETS		
AC/HEATER		
CLOSET / WALL LOCKER		
VENTS		
COMFORTER		

BATHROOM	CONDITION	COMMENTS
DOOR / LOCK		
SHOWER/SHOWER CURTAIN		
VANITY / MIRROR		
TOWEL RACK		
COUNTERTOP / SINK/FAUCET		
FLOORING / TILE		
LIGHT FIXTURES		
WALLS		
VENTS / EXHAUST FAN		
TOILET/TOILET PAPER HOLDER		

Only sign for what is yours in the room unless you are a SGT in the room by yourself then you will sign for everything

Print Name: \_\_\_\_\_

Sign & Date: \_\_\_\_\_

**ENCLOSURE (2)**





# QSRmax



Welcome to your

## BUILDING MAINTENANCE SERVICE REQUEST PORTAL

The QSRmax Service Request Portal greatly improves the ability for Marines to register maintenance requests. The portal retains the ability for the barracks sergeant to remain in control and have awareness of the reported issues and provides feedback to the Marine on the status of their service request to create a previously unheard-of ability to keep the Marine updated with the status of their requests.

### SCAN

Scan the QR code to access the portal on your personal mobile device.

### REPORT

Select a building and then type in a few words to report the issue.

### VALIDATE

Watch Officers will review the requests and forward to Facilities Management where appropriate.



FOR MORE INFORMATION  
<https://usmcmmax.usmcm.mil/qsrmax>

Scan the QR code to check it out.



**ENCLOSURE** (3)

## MCAGCC HQBN – Bachelor Enlisted Quarters Statement of Understanding

\_\_\_\_\_ (Initial) I understand that, as the occupant of a HQBN Barracks Room, I shall use the premises solely as a residence for myself. Allowing other persons to use the premises as a residence is prohibited without prior written consent of the military member's Commanding Officer and approved by the Bachelor Blousing Division (BBD). The occupant will notify the Unit Barracks Manager whenever planned absences exceed five days.

\_\_\_\_\_ (Initial) The Unit's Barracks Manager and I have inspected the room, and agree that the room is in a habitable condition.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I 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.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I am responsible for identifying any required repairs or replacement of equipment provided to the Unit Barracks Manager and/or BBD Barracks Coordinator for resolution. I understand that shall promptly notify the Unit Barracks Manager and/or BBD Barracks Coordinator whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I 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 myself, or my guests beyond normal wear and tear is my responsibility and shall be repaired at my expense.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I shall conduct myself in a manner that will not disturb other occupants within the barracks facility.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I shall comply with all health and safety regulations imposed by the local command. I will report non-functioning smoke detectors to the Unit's Barracks Manager immediately.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I 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.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I am encouraged to obtain an insurance policy which provides for protection of their personal property.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, I shall obtain written consent from the Unit Commander prior to the placement of any personally owned items within the barracks room/space. Placement of personally owned items will not impede the traffic flow of the room nor block any egresses. Waterbeds are prohibited. Flat screen television sets will not be mounted on walls. The room will be returned to the Unit's Barracks Manager and/or BBD Barracks Coordinator in a clean and orderly manner.

\_\_\_\_\_ (Initial) I understand that upon reasonable notice to the myself 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 my command or unit, a security officer, or a disinterested third party accompany them when entering the quarters.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, 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.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, that 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.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, smoking is not authorized in BEQ rooms or common areas and is a violation of MCO 5100.28 and SECNAVINST 5100.13B.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, pets of any kind are not allowed in the BEQ.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, Commanding Officers (CO), CO's representatives, BBD Barracks Coordinators, or the Unit Barracks 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, I will return the room to a good clean condition, with normal wear and tear excepted

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, NO Firearms, explosives, knives with blades over three inches long guns, bows, 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 displays of pornographic material is also prohibited.

\_\_\_\_\_ (Initial) I understand, as the occupant of a HQBN Barracks Room, personal appliances (microwaves, coffee makers, and rice cookers) are permitted in the individual rooms provided they comply with installation firesafety regulations and guidelines. Toaster ovens, hot plates, skillets, Foreman grills, candles, incense, space heaters, plug-in scented oil, or any sustained open flame are prohibited.

\_\_\_\_\_ (Initial) By signing this document, I confirm that I have read Battalion Order 1600.8C BACHELOR ENLISTED QUARTERS STANDARD OPERATING PROCEDURES and the entirety of this statement of understanding. I understand any violation of Battalion Order 1600.8C BACHELOR ENLISTED QUARTERS STANDARD OPERATING PROCEDURES and this document is chargeable under Article 92, UCMJ Failure to obey order or regulation.

OCCUPANT ASSIGNED UNIT:

ASSIGNED BLDG/ ROOM:

OCCUPANT SIGNATURE / DATE:

OCCUPANT NAME (PRINTED) / EDPI:

**NAME:**

**RANK:**

**DOB:**

**GENDER:**

**COMPANY:**

**SECTION:**

**SNCOIC NAME:**

**CONTACT NUMBER:**



**MISSION FIRST**  
**MARINES ALWAYS**



**NAME:**

**RANK:**

**DOB:**

**GENDER:**

**COMPANY:**

**SECTION:**

**SNCOIC NAME:**

**CONTACT NUMBER:**

**ENCLOSURE (5)**





# HOBN FIELD DAY THURSDAY

## SECTION AREAS OF RESPONSIBILITY

### EVERY THURSDAY AFTERNOON

#### AREA 1 (YELLOW) BLDG 1633

##### SECTIONS RESPONSIBLE

- AGS MARINES
- HQBN MARINES
- SNCOA MARINES

#### AREA 2 (RED) BLDG 1608

##### SECTIONS RESPONSIBLE

- GMA MARINES
- BEARMAI
- SJA MARINES
- G6 MARINES
- MANPOWER
- LSST MARINES

#### AREA 3 (GREEN) BLDG 1608

##### SECTIONS RESPONSIBLE

- ESD MARINES
- FSO MARINES

#### AREA 4 (PURPLE) PARKING STRUCTURE

##### SECTIONS RESPONSIBLE

- IPAC MARINES

#### AREA 5 (TEAL) 1607/PARKING LOT

##### SECTIONS RESPONSIBLE

- PMO MARINES
- CCWP MARINES
- MCCS MARINES
- INSTALLATION SUPPORT

#### AREA 6 (ORANGE) 1607/PARKING LOT

##### SECTIONS RESPONSIBLE

- TTECG MARINES
- MTU MARINES
- RTAM

#### AREA 7 (BLUE) DUMPSTERS/PARKING LOT

##### SECTIONS RESPONSIBLE

- CA1ST MARINES
- CA5C MARINES
- DMO MARINES

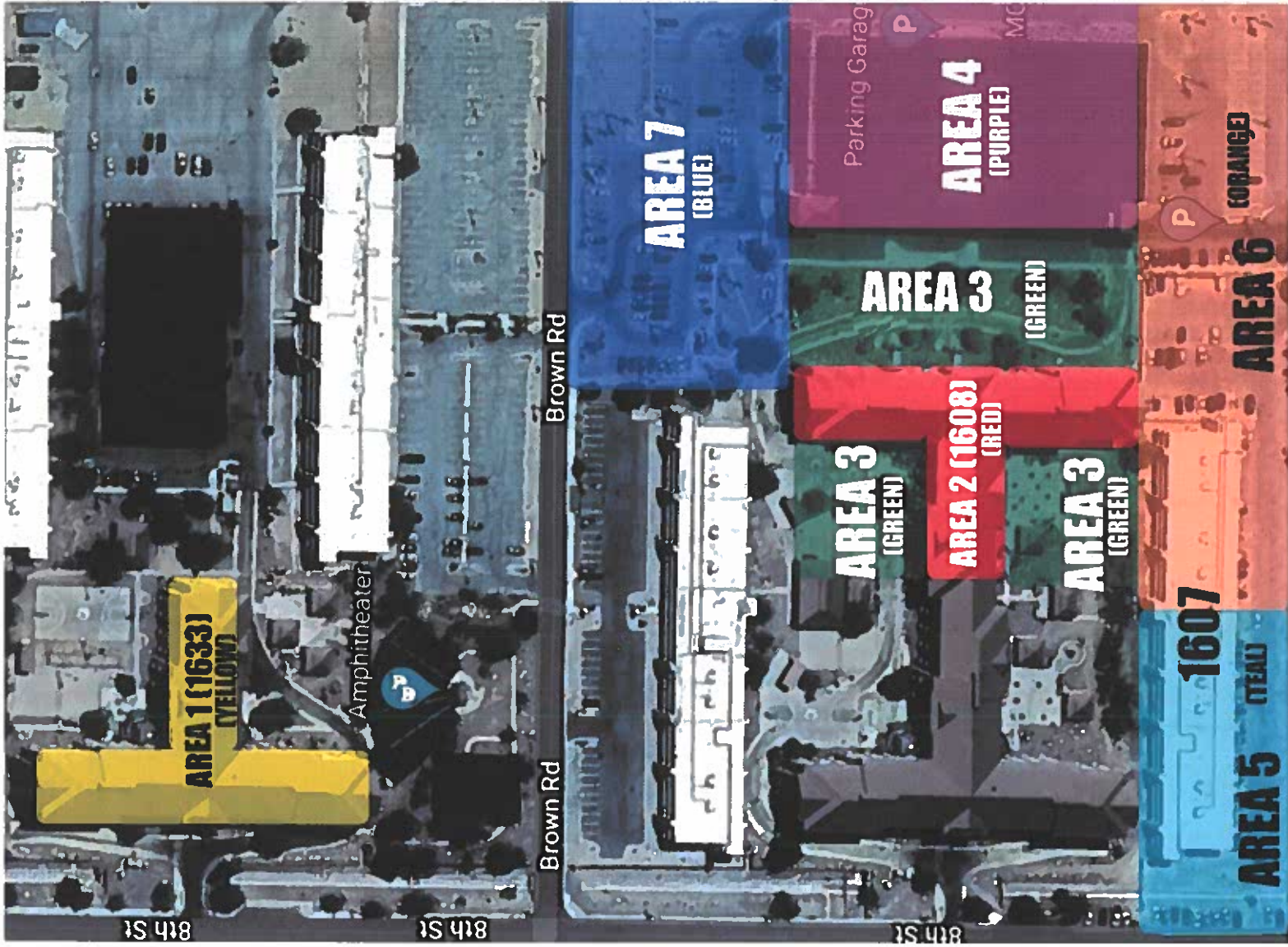
- Area checklists must be initiated by NCOs to complete Field Day.  
 - All sections listed are responsible for their areas not just those that live in and utilize the areas.

Contact Headquarters Battalion Barracks Managers for more

information

760-830-3846.

# ENCLOSURE (6)



**BARRACKS POINT OF CONTACT**

TTECG	SGT MENDEZ	862-686-9744
RTAMS	SGT COPPAGE	806-475-1524
	GYSGT RUCH	419-577-3654
PMO	MSGT SLONIKER	760-401-1186
	GYSGT ROETHIER	314-280-4715
	SSGT HARRIS	512-639-0698
AGSD	SSGT TAQUE	813-325-6373
ONE SEVEN	SGT GONZALEZLOPEZ	562-537-8088

**ENCLOSURE (7)**