



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 1600.8E
HQBN
10 Mar 25

BATTALION ORDER 1600.8E

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS BATTALION 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 1600.8D

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 Noncommissioned 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 Paragraph 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 one (1) Section BEQ POC, and one (1) alternate Section BEQ POC 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 POC for all barracks matters and issues pertaining to their Marines' occupancy within the 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 Noncommissioned Officer (DNCO)/Assistant Duty Noncommissioned 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 Noncommissioned Officers (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 yourself 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 OIC to nominate, annually, (1) SNCO as the Section BEQ POC, and (1) alternate.

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

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

(f) 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.

(g) 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.

(h) Coordinate with Company staff in order to ensure Marines who check in or out of the 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.

(i) 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) 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. Lance Corporals will be thoroughly vetted and must have completed Lance Corporal's 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 to control the flow of traffic in and out of the barracks, in order to ensure proper accountability of guests 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:

a. Guest Policy. Marines will be held accountable for violating the following procedures of the Guest Policy in accordance with the Statement of Understanding and Rights and Responsibilities signed when receiving a room:

(1) Allowing other persons to use the premises as a residence without prior written consent of the military member's Commanding Officer.

(2) Allowing other persons to access the premises without signing the guest into the logbook with the duty.

(3) Allowing individuals under the age of 18 access to the premises.

(4) Allowing individuals under the age of 21 to consume, or have in their possession, alcoholic beverages when aboard the Combat Center.

(5) Violating visitor hours between 0800 and 2200 Sunday through Thursday and 2400 on Friday and Saturday.

b. Quality of Life Improvements

(1) In response to the Barracks 2030 focus and prioritization of the barracks across the Marine Corps, the efforts to sustain the improvements developed and published by Installations Command will be driven by the S4 staff of the battalion.

(2) The following battle rhythm events are expected to be maintained from the individual Marine to the leadership level of all occupants of the BEQ:

(a) Weekly Field Day Formation.

(b) Morning Clean-up.

(c) Appropriate Check-in/Check-Outs with the Barracks Manager or equivalent staff.

(d) Formal tasks derived from Barracks 2030 initiatives.

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.

N. M. ROLLINS

Distribution: A