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MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

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Encl: (1) LOCATOR SHEET

Reports Required: Barracks Population Report (MCAS Form 5041/8 3-90), par. 1007.4b

1. Purpose. To publish policies, guidance and procedures for bachelor housing aboard Marine Corps Air Station, Beaufort, South Carolina.
2. Cancellation. ASO P11000.1A
3. Summary of Revision. This Manual has been reformatted and contains several substantial changes.
4. Recommendations. Recommendations are invited and should be submitted to the Commanding Officer, MCAS Beaufort via the S-4 Officer for evaluation.
5. Certification. Reviewed and approved this date.

T. A. WARD
By direction

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distribution is unlimited.

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BACHELOR HOUSING MANUAL

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. This Manual provides bachelor housing information as set forth by the Department of Defense (DOD) and the Commandant of the Marine Corps (CMC) as it applies to MCAS Beaufort, South Carolina.

1001. BACKGROUND INFORMATION. Providing adequate bachelor housing is a combined DOD and Marine Corps objective. Marine Corps Air Station Beaufort has a responsibility to provide all personnel residing in bachelor housing with a well maintained suitable living environment. Housing accommodations assigned to bachelor personnel shall meet the basic physiological needs of the inhabitant. Additionally, adequate space, privacy, and furnishings required for comfortable living is a top priority.

1002. MANAGEMENT POLICY

1. Occupancy. Maximum practical occupancy of adequate bachelor quarters shall be maintained. Application of this policy should avoid creating undue hardship for service members aboard the Air Station. Reference (a) sets forth the criteria governing the occupancy standards and eligibility.

2. Standards of Adequacy. Minimum standards of adequacy vary according to grade and category of personnel assigned. These standards are covered in references (a) and (b).

3. Military Necessity. Regardless of standards of adequacy, military necessity is the overriding consideration in determining occupancy requirements. When the billeting of an individual in a government owned or controlled facility is required for mission accomplishment, contingency operations, training, or maintenance of a disciplined force, the responsible commander shall be the governing authority. When military necessity is invoked by a commander for purposes of assigning personnel to government housing, the nature and reasons for the military necessity shall be specified.

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1003. ASSIGNMENT POLICY

1. Permanent Party Personnel. All bachelor enlisted personnel, Sergeant and below or other service equivalent, are required to live in the Bachelor Enlisted Quarters (BEQ) unless they have been authorized Basic Allowance for Housing (BAH) (Own Right), regardless of whether the available quarters meet the minimum standards of adequacy. Personnel without dependents, in pay grades E-6 and above, may elect at any time to not occupy assigned government quarters at the permanent duty station and become entitled to Basic Allowance for Housing without dependents. Basic Allowance for Housing without dependents may be granted to Sergeants and below provided they meet the proper criteria and are approved by the Commanding Officer, Marine Corps Air Station Beaufort or his designated representative.

1004. TRANSIENTS

1. Definition. Transient personnel are defined as military personnel and DOD civilian employees at an activity other than the one to which they are permanently assigned. Non-duty personnel and persons being out-processed shall be called "casuals".

2. Transient quarters are maintained aboard the Air Station to provide temporary housing for transient personnel only. Transient quarters should not be confused with temporary lodging facilities which are short term, temporary, housing accommodations for occupancy by military members, their dependents, families and guests.

1005. CHARGES AND FEES

1. Permanent and transient officers, SNCOs, and enlisted personnel who elect maid service are required to pay a service charge as assessed by the billeting officer. Geographic bachelors residing in the Bachelor Officer Quarters may elect maid service at an additional fee. The Station Commanding Officer will determine the amount of the fees based on the level of services provided and will operate on a "non-profit" basis similar to non-appropriated funds.

2. Authorized charges for transients are due and payable at the time of check-out.

3. Authorized charges and fees for permanent party personnel are due and payable by the 5th working day of the month.

4. Transient personnel on official duty who are not authorized an allowance for lodging will bear the service charge expense.

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1006. INSPECTIONS

1. The Commanding Officer, MCAS Beaufort is ultimately responsible for ensuring that assigned bachelor housing living spaces are properly maintained and cleaned in accordance with reference (b). Tenant unit commanders are obligated to ensure that their personnel are properly housed and receive their entitlement in accordance with the minimum standards of adequacy established by DOD and the Commandant of the Marine Corps. To meet these obligations, inspections of bachelor quarters must be conducted.

2. Commanding Officer, MCAS Beaufort Inspection Responsibilities

a. Promulgate inspection procedures for bachelor housing aboard the Air Station.

b. Initiate, coordinate, and conduct periodic inspections of all quarters.

3. Tenant Command Inspection Responsibilities

a. Ensure their personnel are adequately housed.

b. Hold joint inspections for troop movements and deployments, or mass reassignment of tenant command members to other quarters.

c. Inspect quarters assigned to their personnel to ensure that government property is properly maintained and that no contraband (flammable materials, live munitions, firearms, crossbows, martial arts weapons, knives with blades over 3" or illegal drugs) has been introduced. Further, the display of pornographic/obscene materials is prohibited in bachelor quarters.

4. Bachelor housing management is required to provide a safe and secure environment for the residents. To meet this requirement, safety and security inspections will be conducted. Inspections of bachelor quarters will be held to ensure that the buildings are properly maintained in a safe and sanitary condition. Inspections by experts in the fields of fire safety, security, medicine, and public facilities will be routinely conducted.

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1007. RESPONSIBILITIES

1. Commanding Officer Marine Corps Air Station Beaufort

a. Primary responsibility to manage all bachelor housing aboard the Air Station.

b. Develop and implement rules and regulations.

c. Assign, terminate, issue all certificates of nonavailability and approve all authorizations for payment of basic allowance for housing (BAH).

2. Unit Commanders

a. Verify with Central Billeting unit BEQ occupancy monthly.

b. Ensure proper security, police, and care of adjacent grounds of assigned facilities in accordance with reference (e).

c. Maintain bachelor enlisted quarters in accordance with chapter 5 of this manual.

d. Conduct inspections as required to ensure proper maintenance and upkeep of assigned facilities by the occupants.

e. Issue detailed BEQ instructions conforming to the provisions of current directives and applicable guidance contained in this manual.

f. Ensure that only authorized personnel and their authorized guests are allowed access to quarters.

g. Ensure supervision for orderly personnel conduct in assigned spaces.

h. Ensure all bachelor E-5's and below requiring billeting are assigned a room upon check-in.

i. Train and supervise all personnel assigned for duty.

3. Station S-4

a. Provide overall cognizance as to the assignment and operation of all bachelor housing facilities aboard the Air Station.

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b. Coordinate and supervise the Bachelor Officer Quarters, Bachelor SNCO Quarters, Transient SNCO Quarters and E-5 and below Transient Quarters.

c. Conduct inspections of the SNCO and Transient BEQ's on an as required basis to ensure general cleanliness and compliance with this manual.

d. Determine assignments and termination of bachelor housing to include making recommendations to the Commanding Officer, MCAS, Beaufort as to entitlement to BAH.

e. Prepare inventory, occupancy, and utilization reports of bachelor housing assets.

4. MAG-31 S-4 Officer

a. Coordinate with Central Billeting on all issues pertaining to Unit BEQ occupancy.

b. Provide liaison for Central Billeting on BEQ related issues with MAG Units.

5. Billeting Officer

a. Supervise logistical operation of Bachelor Officer Quarters, Bachelor SNCO Quarters, and the Sergeant and below Transient Quarters.

b. Submit population reports to Station S-4 on the first Tuesday of each month.

c. Ensure the police and care of adjacent grounds of assigned facilities is conducted appropriately.

d. Conduct a monthly inspection of BOQ and SNCO Quarters to ensure general cleanliness and compliance with this manual.

e. Coordinate with Unit Commanders to ensure the cleanliness of their respective rooms and care of furnishings.

f. Coordinate with Unit Commanders to ensure each resident is in compliance with this Manual.

g. Check personnel in and out of quarters.

h. Conduct quarterly inventory of furnishings and monthly inventories of linen.

i. Maintain accountability of all keys.

j. Maintain an assignment record showing the assigned living area for each occupant.

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k. Maintain an adequate supply of cleaning materials for daily cleaning and field days.

l. Perform minor maintenance as required, such as replacing light bulbs, painting and other preventive maintenance.

m. Notify Public Works of all maintenance and repairs needed in accordance with Chapter 6 of this Manual.

n. Ensure that Central billeting personnel grant only authorized residents and guests access to quarters.

o. Administer NAFI Billeting Fund for receiving and disbursing moneys collected through approved service charges, rental charges and other services.

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CHAPTER 2

BACHELOR OFFICER QUARTERS

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CHAPTER 2

BACHELOR OFFICER QUARTERS

2000. PERMANENT PARTY PERSONNEL

1. Assignments. The Station Commanding Officer may involuntarily assign bachelor officers to adequate quarters if such assignment is considered a military necessity. If assignment to adequate quarters is not deemed a military necessity, all officers may elect to reside off station and draw BAH. Involuntary assignments will be made starting with the junior members first.

2. The following categories of personnel, listed in priority sequence, are authorized to occupy permanent party bachelor housing in the Air Station BOQ:

a. MCAS, USMC and USN tenant unit officers required to occupy quarters out of military necessity.

b. MCAS, USMC and USN tenant unit permanent party military bachelor officers not drawing BAH.

c. Permanent change of station (PCS) officers aboard the Air Station unaccompanied by dependents.

d. Marine Corps Recruit Depot Parris Island and Naval Hospital Beaufort permanent party military bachelor officers not drawing BAH.

e. PCS military officers who are legally separated, unaccompanied and receiving BAH at the with dependent rate.

f. PCS military officers who are divorced, unaccompanied, and receiving BAH for dependent support.

g. Geographic bachelor officers on a temporary space available basis. (The member's entitlement to BAH ceases if one or more of the member's dependents occupy the quarters with the member on a permanent basis or on a social visit in excess of seven days.)

2001. TRANSIENT PERSONNEL

1. The following categories of personnel are entitled to designated Temporary Additional Duty transient quarters at the Air Station Bachelor Officer Quarters on a confirmed reservation basis:

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- a. Military officers and DOD civilians (GS-7 and above) on TAD orders.
- b. U.S. and foreign civilians traveling as guests of the United States Armed Forces.
- c. Reserve officers in TAD status, unit training status and annual trainees on individual orders.
- d. TAD foreign military officers and officer trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the status of forces agreement (SOFA).
- e. Officer family members on medical TAD orders.

2. The following personnel may occupy designated transient quarters on a space available basis:

- a. Officer retirees.
- b. Military officers on leave.
- c. Officer family members.
- d. Guests of military officers assigned to the MCAS, USMC or USN tenant units if temporary lodging facility space is not available.
- e. DOD civilian employees (GS-7 and above) and their families arriving or departing incident to PCS when temporary lodging facility space is not available.
- f. Guests of the station Commanding Officer.

3. For personnel who are neither TAD nor traveling as guests of the armed forces, the maximum period for occupying transient officer quarters is 30 days. Exception will be made in cases of personal hardship or personal necessity when waived by the station Commanding Officer. Requests for extension past the 30 day period will be submitted to the Commanding Officer, Marine Corps Air Station via Station S-4 utilizing the appropriate chain of command.

2002. CHECK-IN. The following procedures will be utilized by personnel desiring to occupy the Air Station BOQ:

1. Report to the BOQ for registration.

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2. If space is available, room assignments will be made and keys issued.
3. A waiting list will be established when there is no space available. In order to ensure equitable assignment of quarters the BOQ manager will maintain the lists in accordance with established priorities as contained in references (a) and (b).
4. A joint room inspection and property inventory is conducted by the BOQ Manager and the member prior to habitation. If everything is in satisfactory condition, the member signs for the room and the property contained there-in.
5. Appendix (B) contains a sample check-in procedures checklist.

2003. CHECK-OUT. The following procedures will be utilized when personnel desire to check out of the Air Station BOQ:

1. Residents will vacate bachelor officer quarters within 24 hours of receipt of family quarters assignment.
2. Prior to vacating quarters, furniture will be returned to original locations and the room returned to its original state.
3. Upon check-out, the room will be inspected by the BOQ Manager. The occupant will be held accountable for any damage to furnishings and fixtures beyond normal wear as noted by the BOQ Manager as a result of the inspection. Restitution, if required, will be made prior to final check-out.
4. Room keys will be turned in to the BOQ Manager.
5. Relinquishment of letter of assignment will not be processed until room keys have been turned in and restitution has been made for damaged property identified in the final inspection.
6. Appendix (B) contains a sample check-out procedures checklist.

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CHAPTER 3

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CHAPTER 3

BACHELOR ENLISTED QUARTERS

3000. ASSIGNMENTS

1. Bachelor enlisted quarter assignments aboard the Air Station are made in accordance with references (a) and (c), and Chapter 1 of this Manual.

2. Bachelor enlisted personnel, to include permanent party and transients, are housed in the following locations as determined by the Commanding Officer, Marine Corps Air Station, Beaufort with concurrence from the Commanding Officer, Marine Aircraft Group-31.

- a. Building "N" 932
- b. Building "M" 933
- c. Phase I Building 1121
- d. Phase II Building 1122
- e. Phase III Buildings 1227, 1228, 1229, 1230
- f. Phase IV Buildings 1244, 1245, 1246

3001. CHECK-IN/CHECK-OUT PROCEDURES

1. Bachelor SNCO's desiring to reside in bachelor housing aboard the Air Station will check-in at the Central Billeting office located at the Phase I BEQ, Building #1121. Senior SNCO's (E-8 and E-9) will be assigned a room in the BOQ. Other SNCO's, to include senior SNCO's who are considered geographical bachelors, will be assigned to designated SNCO quarters. If arrival aboard the Air Station is during non-working hours, SNCO's will check-in with the BOQ duty clerk who will temporarily assign personnel to the transient quarters in the BOQ. On the next working day they will be assigned appropriate bachelor quarters.

2. E-5's and below will report to Central Billeting for bachelor quarters assignment. During non-working hours, E-5's and below will report to the BEQ duty NCO, building #1121. They will be assigned to temporary enlisted quarters. They will report to Central Billeting for appropriate permanent bachelor quarters assignment on the next working day.

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CHAPTER 4

BASIC ALLOWANCE FOR HOUSING OWN RIGHT (BAH)

4000. POLICY. Maximum practical occupancy of all adequate government bachelor quarters aboard the Air Station shall be accomplished before BAH can be authorized. Members not qualifying as exceptions per reference (b) may not be authorized BAH if adequate government quarters are available. Regardless of adequacy, members without dependents who are assigned to or occupy quarters at their permanent duty station generally will not be authorized BAH.

4001. AUTHORITY. Authority for entitlement to BAH for E-5 and below rests with the Station Commanding Officer.

4002. EXTRAORDINARY INSTANCES OF BAH AUTHORIZATION. Bachelors may qualify as exceptions to the involuntary assignment policy, and may be authorized to live off base receiving the appropriate BAH in the following instances:

1. Members already drawing BAH who have accumulated a significant quantity of furniture, and if required to live on base, would have to sell their furniture at a considerable loss or store it at a considerable expense. If storage at government expense is available and cost effective, the member does not qualify as an exception.

2. Members who sustain the loss of their only dependent through death, divorce or separation. These members will be granted a 90 day exemption from the assignment to on-base government quarters. If the member owns a home in the vicinity of his or her assigned duty station prior to the death, divorce or separation they may be exempted from on-base residency. If a member's sole dependent dies or they are divorced, BAH at the with dependent rate stops at 2400 on the day of death or final divorce decree. However, the member may request BAH at the "without dependent" rate through the Station Commanding Officer.

3. Pregnant Marines with no dependents may reside in the BEQ until delivery. Commanders may authorize a pregnant Marine to occupy off-base housing and be paid BAH (if applicable at the Without Dependents rate) prior to the 20th week of pregnancy. However, from the 20th week forward, the commander will approve such a request.

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4003. PROCEDURES. All members who wish to reside off base with entitlement to BAH must submit an AA form using the appropriate chain of command to the Station Commanding Officer or Commanding Officer, as applicable.

1. All E-5's and below must include the following information in their AA form when requesting entitlement to BAH:

a. Current place of residence. Members maintaining a current lease upon finalization of the divorce should include the name and phone number of the leasing company and the date the lease expires.

b. Statement whether the member had previously been authorized BAH? If so, when and where?

c. Whether member accumulated a significant amount of household goods, and would household goods have to be sold at a loss or stored at a considerable expense? If so, list all household goods in a separate enclosure and provide a letter from the Air Station Traffic Management Office verifying total costs associated with storage of household goods as an enclosure.

d. Dependent Status. If member lost his/her only dependent through death or divorce, the date of the loss must be included in AA form. If loss was through divorce, the Marine should include any statements concerning the custody of household goods and include a copy of the final divorce decree as an enclosure. Members maintaining full or partial custody of a dependent child must include a statement regarding the custody agreement and include supporting documentation as an enclosure.

e. Reason why the member should qualify as an exception to the involuntary assignment policy.

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BACHELOR HOUSING REGULATIONS

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CHAPTER 5

BACHELOR HOUSING REGULATIONS

5000. GENERAL. The following regulations set forth the minimum responsibilities of units and individuals billeted in bachelor housing aboard the Air Station:

1. A bulletin board will be maintained in each billeting area by unit BEQ managers.
2. Anyone not a resident of a particular BEQ is a visitor to that BEQ. Visitors are NOT personnel on official business (i.e., unit leadership, BEQ Management, maintenance workers, etc.). BEQ residents will be permitted to host visitors during normal waking hours. Residents are required to sign their visitors in and out with the appropriate Duty NCO (DNCO). Visitors must be accompanied by their resident escort at all times. Visitors are not permitted to remain in the BEQ room without their resident escort being present and will not stay in the room overnight. Residents will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor while on board the base.
3. The duty NCO telephone is for official business only.
4. Consumption of alcoholic beverages must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those Marines who are of the legal drinking age is permitted in the BEQ. Marines will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. The minimum drinking age for all Marines is 21 years old. Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages. It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.
5. Gambling is NOT permitted in the BEQ at any time.
6. Possession, sale, transfer, or use of any illegal substances within or in the vicinity of bachelor housing is prohibited.
7. Loud noise (which can be heard outside of a room with the door closed) is prohibited. Courtesy and common sense rule on this issue. No one has the right to impose his or her music on anybody else. Residents will adhere to these same rules of courtesy and common sense in the area outside/adjacent to the BEQ.

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8. Electronic items such as TVs, personal computers (PC), and stereos are permitted. Common sense will dictate the purchase and storage of these items, depending on the number of roommates, square footage of the room, etc. Commanding Officers will ensure that personal items in non-private rooms do not violate the space allotted to roommates. General guidelines are:

a. No satellite dishes anywhere in, on, or around the BEQ.

b. TVs are limited to screens of less than 35".

c. Stereos and PC's are allowed as long as they can be retained in the Marine's individual living space.

d. All personal electronic equipment must comply with installation fire/safety regulations and guidelines.

9. Screens will not be removed from windows except by authorized Public Works personnel.

10. Roofs and ledges are off limits except for authorized personnel.

11. Strict adherence will be given to the regulations contained in ASO 5512.5 concerning the use and possession of firearms, fireworks and explosives of any nature.

12. No more than one light or appliance will be plugged into a receptacle.

13. No modification of the electrical system will be made except by authorized Public Works personnel.

14. Electrical and plumbing fixtures are to be repaired by authorized Public Works personnel.

15. Washers and dryers are to be repaired by authorized contract personnel.

16. A sufficient number of adequate, functioning washers and dryers will be provided. However, the Marines will use these facilities only for their intended use (personal clothing and uniforms). The washing and/or drying of shoes, combat boots, or 782 gear does not constitute proper usage, and is prohibited.

17. Cooking in quarters is prohibited.

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18. Personal appliances are permitted in a BEQ room, to include microwave ovens, blenders and coffeemakers. These are only permitted when the electrical system is determined by the Station Commanding Officer to be capable of handling the electrical load. Hot plates are NOT permitted. Small refrigerators (no larger than 7 cubic feet) are allowed if a Government provided refrigerator is not present. All appliances must comply with installation fire/safety regulations and guidelines.

19. All pictures displayed on the walls must be framed. Posters may remain unframed.

20. Tape will not be placed on lockers. All pictures and posters will be hung to minimize damage to walls and paint. All picture hanging materials will be completely removed prior to check-out.

21. Plants are authorized in quarters.

22. Control of laundry rooms and recreation rooms will be the responsibility of the tenant unit.

23. The Government is not responsible for laundry left unattended in washers and dryers.

24. Pets are NOT allowed in the BEQ, to include any aquariums, terrariums, or caged animals.

25. The burning of incense and candles is prohibited.

26. Cleaning gear will be stored in designated gear lockers/rooms.

27. Smoking is NOT permitted in the BEQ. Common areas in the BEQ will not be designated smoking areas. The Station Commanding Officer will designate outdoor smoking areas which are not located in areas commonly used by nonsmokers and not in the immediate vicinity of supply air intakes or building entry ways/egresses.

28. Rooms and/or racks of personnel authorized to sleep during normal working hours will be clearly marked. These personnel, if possible, will not be disturbed during normal police call or inspections.

29. All rooms will be locked when resident personnel are not in the area except for scheduled inspections.

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30. Rooms will be kept neat and orderly at all times.
31. Automobiles kept in the BOQ/BEQ parking lots will be locked when unattended.
32. Vehicles requiring repair will not be parked in the BOQ/BEQ parking lots in excess of one week. Vehicles in violation will be towed and impounded by the Air Station Provost Marshal.
33. Vehicle maintenance will be conducted in the Auto Hobby Shop only.
34. The parking of automobiles on the grass surrounding the BOQ/BEQ is strictly prohibited. Automobiles in violation will be towed and impounded by the Air Station Provost Marshal.
35. Personnel deployed for periods over 90 days will store their vehicles appropriately. BEQ parking lots are not suitable for POV storage.
36. BEQ residents may use their own lamps in BEQ rooms as long as the electrical system can adequately accommodate the lamp, and it complies with the requirements for room decorations discussed above.
37. Trash receptacles in and around the BEQ are for household trash only. Any object weighing over thirty pounds must be disposed of at the Laurel Bay Landfill. Large Cardboard Boxes must be deposited at the Station Recycling Center.
38. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Housekeeping tasks to be done include, but are not limited to, the following:
 - a. DAILY:
 - (1) Empty trash receptacles
 - (2) Make racks
 - (3) Stow dirty equipment and clothes
 - (4) Police call around the BEQ
 - b. WEEKLY:
 - (1) Sweep decks/mop decks/vacuum carpets/
 - (2) Dust room

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- (3) Clean windows and mirrors
- (4) Clean head and shower
- (5) Clean refrigerator inside and out

In addition, it is each BEQ resident's responsibility to clean up after themselves in the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to BEQ cleanliness and sanitation. Field Days WILL be conducted on a weekly basis to ensure that health and welfare standards are being achieved. Field Days will include BEQ common areas and the individual Marine's room.

39. Personnel will not use or occupy a room/rack other than the one assigned. Changing room assignments without the approval of the individual Marine's chain of command is prohibited. All room assignments will be coordinated by and through Central Billeting.

40. Personal or military property which is lost, stolen or damaged will be reported immediately to the BOQ/BEQ manager or the duty NCO who will notify the Air Station Provost Marshal.

41. Vandalism or other destruction of government property will not be tolerated. Destruction of government property is an offense punishable under the Uniform Code of Military Justice. Personnel will be subject to disciplinary action for all acts of vandalism and destruction of government property.

42. At no time will residents tamper with or disable smoke detectors in their quarters. All residents are required to verify the smoke detector in their assigned room functions upon check-in and check-out of their quarters.

43. At no time will residents adjust, modify or otherwise tamper with any portion of the heating and cooling system in their room besides adjusting the temperature lever on the wall thermostat.

44. Name tags with age of each occupant shall be posted on the door or window of each room.

45. Garrison property shall not be removed from the room.

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CHAPTER 6

MAINTENANCE AND REPAIR

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CHAPTER 6

MAINTENANCE AND REPAIR

6000. GENERAL INFORMATION. Bachelor housing management will provide adequate accommodations, protect the facilities from deterioration, and ensure economical maintenance costs. The Commanding Officer, Marine Corps Air Station Beaufort is responsible for ensuring that proper maintenance planning is accomplished through Public Works. The Public Works Officer is responsible for the maintenance and repair of buildings, structures, grounds, parking areas, and barracks. This responsibility includes the operation and maintenance of the utilities production and distribution system and the provision of pest and rodent control.

6001. DEFINITIONS

1. Maintenance - Work intended to prevent or correct wear and tear in order to forestall replacement.

2. Service Work - All work performed by the Public Works Division estimated to require 16 hours or less to accomplish at a labor and material cost of not more than \$2000. The following are the priorities of service work:

a. Emergency - Work requiring immediate action to correct discrepancies in order to prevent loss of life, serious injury or hazards to personnel, loss or damage to government property, or to restore mission essential services. The Public Works Division has fifteen minutes during working hours on weekdays and one hour for after hours, weekends and holidays to respond and eliminate the emergency.

b. Urgent - Work requiring prompt action to correct or prevent a condition threatening to damage government property that would soon inconvenience and affect the health or well being of personnel or disrupt operational mission services. The Public Works Division has four hours during normal working hours on weekdays and eight hours during after hours, weekends and holidays to respond and eliminate the problem.

c. Routine - All work that does not qualify as an emergency or urgent service. This work will be reported to Central Billeting who will record it and provide the information to the Public Works Cyclic Maintenance Team during their periodic visits.

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3. Specific Work - Work estimated to require more than sixteen man-hours to complete.

6002. PROCEDURES FOR REQUESTING MAINTENANCE AND REPAIR

1. Maintenance type work is intended to ensure facilities are maintained for overall economy and to protect the government's investment. Tenant commands can identify this type of work by the submission of a work request NAVFAC Form 9-11014/20 found in reference (d).

2. Service work will be accomplished within five working days from date of notification of the Public Works Division, provided material and access to the job site are available. Response time to service work is dependent on the priority of work.

a. Residents of bachelor housing should report service work requirements (emergency, urgent, and routine) to Central Billeting or the BOQ manager immediately upon discovery. After normal working hours contact the BOQ or BEQ Duty NCO and fill out a maintenance discrepancy form located outside the duty hut.

b. During normal working hours, Central Billeting or the BOQ manager will report all emergency and urgent service work to the Public Works Division Maintenance Control. After working hours, Duty NCO's will report emergency work to the duty trouble desk at extension 7539.

c. Central Billeting or the BOQ Manager, in accordance with the references, will report routine service work.

3. Specific Work will be submitted to the Public Works Officer utilizing a work request. This work will be incorporated into the Air Station's maintenance and repair work plan. Scheduling of approved specific work is dependent on funding availability, procurement of supplies, manpower, and capabilities of the public works shops.

6003. LOSS AND DAMAGE

1. Occupant Liability. Occupants of bachelor housing aboard the Air Station are liable for losses or damages caused by either themselves, their dependents, guests, or guests of their dependents. Occupant responsibilities are outlined in reference (b).

2. Key Control Procedures. Key control procedures, to include replacement and duplication, will be in accordance with references (a), (b), (c), and (d).

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6004. SELF HELP PROGRAM. All Marines living in the BEQ are encouraged to conduct minor maintenance in the barracks through use of the local self-help program. The more each Marine contributes towards fixing minor problems, the more time maintenance staffs have to deal with major problems.

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H. GOEG BACH				
E6/E9				
E5				
E4/BELOW				
SUBTOTAL				
TOTAL G, PLUS H				

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APPENDIX B

BACHELOR OFFICER QUARTERS CHECK-IN/CHECK-OUT PROCEDURES CHECKLIST

MCAS 1746/4 (4-73)

BACHELOR OFFICER'S QUARTERS
Marine Corps Air Station
Beaufort, South Carolina

OCCURRENCE REPORT
IMMEDIATE ACTION

DATE

NAME: _____

RANK: _____ ORG: _____

ROOM #: _____

*Originator indicate by "X" in "TO" column Dept's which should see form. NOTE: Form should be given first to the Dept having the most immediate need of seeing. The BOQ Mgr shall ensure proper circularization.

CHECK IN: _____

CHECK OUT:

_____ REG. CARD (Properly filled
Inspection out, logged in and filed)

_____ ROOM

_____ ROOM (Inspected and clean)
Inspection

_____ PROPERTY

_____ LINEN (Issued)
(Removed &

_____ REG CARD

Logged Out)
_____ PROPERTY (signed for)
turned in

_____ KEY

_____ ROOM ASSIGNED (BOQ Rules
DISCREPANCIES explained _____)

_____ NOTED

_____ NEW ROOM Assignment: FROM _____

TO _____
_____ ROOM Inspected (Old _____) (New _____)

Discrepancies-see below

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_____PROPERTY Inspected (Old _____) (New _____)

Discrepancies-see below

_____KEY - OLD (Turn IN _____) (New Issued
_____)

_____REG CARD (All necessary changes completed)

* _____

Any additional information may be listed below and on reverse side.