



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
11000
S4
25 Jan 18

POLICY LETTER 01-18

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution

Subj: GEOGRAPHICAL BACHELOR BILLETING

Ref: (a) MCO 11000.22
(b) MARADMIN 548/17

1. Reference (a) delegates authority for installation commanders to house geographic bachelors (GBs) as billeting space permits. Reference (b) establishes guidance for accommodating and establishes a standard charge for GBs. In accordance with the references, the policy contained herein is established for Marine Corps Air Station (MCAS) Beaufort regarding billeting for GBs.

a. Availability. GBs will be accommodated as space is available in permanent party rooms only. In accordance with reference (b), transient billeting rooms will not be used to accommodate GBs. Nine rooms (18 bed spaces) in the transient quarters/Irby's Inn are designated as permanent party rooms and are used to accommodate officer and staff noncommissioned officer GBs. All rooms in bachelor enlisted quarters are permanent party rooms. Sergeant and below GBs will be housed in only the GB designated rooms within the bachelor enlisted quarters (BEQ). GBs will not be accommodated at the expense of bona fide bachelors. GB billeting is on a first come, first served basis.

b. Adequacy. In accordance with reference (b), GBs will be accommodated at or below defined minimum standards for adequate quarters. GBs will be assigned two to a room, regardless of rank.

c. Room Charges. Reference (b) establishes a flat rate, by paygrade, for GB rooms to cover furnishing recapitalization, basic TV cable service, housekeeping twice weekly, linen service once weekly, and administrative costs. Services are not optional. Payment will be collected at the front desk of Irby's Inn and must be paid in advance. Payment is due the first day of each month to cover that month's services. A prorated room charge for the remainder of the month is due upon check in. The daily rates, by paygrade, are as follows.

- (1) O-4 and above: \$10 per day.
- (2) E-6 to O-3: \$8 per day.
- (3) E-5 and below: \$6 per day.

(Note: Payment not received by the tenth of the month will result in removal from quarters.)

d. Application process. GBs may request billeting by submitting an administrative action (AA) form, DD Form 5216. Officer requests will be

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submitted to the Executive Officer, MCAS Beaufort and enlisted requests will be submitted to the Sergeant Major, MCAS Beaufort. Applications must include:

(1) AA form requesting GB billeting and explaining circumstances necessitating the request for billeting.

(2) Copy of current PCS orders.

(3) IPAC audit sheet verifying status as a geographic bachelor. The IPAC audit sheet is available at the Military Housing Office.

e. Approval. Requests will be approved for no longer than 180 days. Subsequent 180 day periods may be requested, but must be approved prior to expiration of the preceding authorized period to avoid removal from GB quarters. Approved requests must be taken to the front desk of Irby's Inn to be placed on the wait list. The date of approval is the control date used to determine placement on the wait list.

f. Termination of GB billeting authorization. A 10 day notification will be provided prior to termination of billeting authorization or relocation.

2. GBs will adhere to all billeting regulations in place for the BEQ and Irby's Inn.

3. The Transient Billeting Fund Manager will manage and account for funds collected from GBs. GB collected charges will be used only to support GB billeting.

4. Points of contact for questions regarding GB billeting are:

a. For Officer and SNCO issues, Misty Dunroe or Wesley Cummings at (843) 228-7676.

b. For enlisted issues, John Farrell at (843) 228-6004.


T. P. MILLER