



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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MCINCR-MCBQO 11101.4

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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 11101.4

From: Commander, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico

To: Distribution List

Subj: UNACCOMPANIED AND TRANSIENT HOUSING MANUAL

Ref: (a) MCO 11000.22 CH-1 "Marine Corps Bachelor and Family
Housing Management", 22 Jan 18
(b) DoD 7000.14-R "Financial Management Regulation", Jun 17
(c) MCBO 8000.1D "Control and Use of Privately Owned Weapons,
Firearms Ammunitions, Explosives, Fireworks and
Pyrotechnics", 3 Dec 14
(d) The "Joint Travel Regulations" 1 Oct 17
(e) MCO 5530.14A, "Marine Corps Physical Security Program
Manual", 5 Jun 09
(f) NAVMED P-117, "Manual of the Medical Department", 30 Aug 17
(g) 10 U.S.C. 2775 "Liability of Members Assigned to Military
Housing", 7 Jan 11
(h) DoD 4165.63M "DoD Housing Management", 28 Oct 10
(i) DoDI 1015.15 "Procedures for Establishment, Management, and
Control of Non-Appropriated Fund Instrumentalities and
Financial Management of Supporting Sources", 20 Mar 08
(j) DoDI 1300.28 "In-Service Transition for Transgender Service
Members" 1 Oct 16
(k) Memorandum 11000 GF-3 "Exceptions to DoD Assignment Policy
for E-4's in 2+2 Unaccompanied Housing", 9 Dec 16
(l) MARADMIN 548/17 "Accommodations and Charging Geographical
Bachelors on Marine Corps Installations", 4 Oct 17
(m) Commander's Policy Letter 9-17 "Geographical Bachelors
Requesting Space Available Billeting" 1 Dec 17
(n) Commander's Policy Letter 7-17 "Basic Housing Allowance
Qualifications Criteria", 11 Jul 17
(o) MARADMIN 429/11 "Freeze on Further Approval of BAH"

Encl: (1) Unaccompanied Housing Manager Appointment Letter (Sample)
(2) Government Housing Acceptance Letter
(3) Geographical Bachelor Billeting Request/Agreement

1. Situation. IAW reference a, this base order provides instructions and information for the use and management of Unaccompanied Housing Quarters aboard Marine Corps Installations-National Capital Region, Marine Corps Base Quantico (MCINCR-MCBQ).

DISTRIBUTION STATEMENT A. Approved for public release. Distribution is unlimited.

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3. Mission. To ensure MCINCR-MCBQ Unaccompanied and Transient Housing Management is maintained in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish Installation wide program to subordinate commands in order to better facilitate implementation of this order.

(2) Concept of Operations. Task commands aboard the Installation to designate Unaccompanied Housing (UH) Managers utilizing enclosure (2) in order to ensure responsibilities outlined in reference a, are adhered to.

5. Administration and Logistics

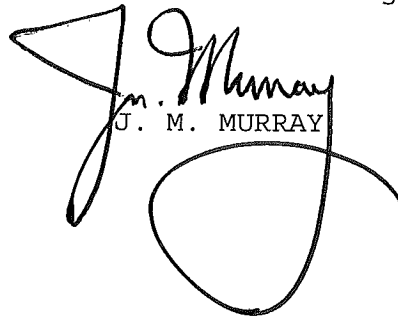
a. Administration. Recommendations concerning the contents of the "Unaccompanied and Transient Housing Manual" are invited. Such recommendations will be forwarded to the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (B 217) via the appropriate chain of command.

b. Logistics. None

6. Command and Signal

a. Command. This order is applicable to all MCINCR-MCBQ and its tenant activities.

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


J. M. MURRAY

UNACCOMPANIED AND TRANSIENT HOUSING MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

LOCATOR SHEET

Subj: UNACCOMPANIED AND TRANSIENT HOUSING MANUAL

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CHAPTER 1

GENERAL INFORMATION

1. PURPOSE. To provide information and instructions for the administration, management, and operation of unaccompanied and Transient Housing Quarters aboard Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ).

2. OBJECTIVE

a. Objectives. This chapter prescribes responsibilities, describes organizations, provides planning guidance, and details implementation instructions and exceptions to policy. All in pursuit of the following program objectives.

(1) Sufficient adequate UH space shall be planned and programmed for all permanent party personnel, Sergeant (E5) and below, assigned to MCINCR-MCBQ. Requirement calculations must be made using the standard described in Table 3-1, otherwise known as the 2+0 standard.

(2) All bona-fide bachelors (defined as one who is not married), E5 and below, will reside in UH unless authorized by the Installation Commander to reside off base.

(3) All personnel living in the UH should do so, surrounded predominantly by members of the same unit and within the constraints of full utilization.

(4) Marine Corps UH will be safe, clean, and comfortable. This objective will be achieved through the active participation of installation, tenant unit, and UH division leadership. Principal among those, however, is stewardship of the assigned facilities through the leadership within the tenant commands.

(5) When the instructions in this order fail to provide adequate guidance, Installation Commander, Unit Commanders, and UH Division Leaders should fashion solutions that further these four objectives: Minimizing Costs, Collecting for Damages, Repair and Replacement of Furnishings, Fixtures and Equipment (FF&E), and lastly Facility Maintenance and Utility Conservation.

3. RESPONSIBILITY

a. Installation Commander. IAW reference a, the Installation Commander is responsible for the management, utilization, and operation of all UH resources aboard the installation.

b. Head, Bachelor Housing Branch (BHB). IAW reference a, the responsibilities outlined in the above referenced order are ordinarily delegated to the Head, BHB by the Installation Commander. The Head,

BHB will be a housing professional assigned to manage all facilities in which permanent party personnel are housed. The Head, BHB will:

(1) Act as the Installation Commander's principal advisor in all matters concerning UH management, utilization, and operations. Hold residents accountable for damages to government property, charging residents for damages to FF&E in order to ensure all residents have adequate FF&E.

(2) Develop plans, policies, and programs necessary to implement the requirements of this order, and the orders of the Installation Commander.

(3) Develop UH requirement estimates.

(4) Act as the primary UH management, utilization, and operations subject matter expert during the development of the Military Construction Project Data Sheet (MCPDS) (DD Form 1391), the Functional Analysis Concept Design (FACD), preparation of the Request For Proposal (RFP), the actual design, and during construction.

(5) Allocate UH spaces when available, to tenant organizations in accordance with the requirement described in this order.

(6) Act as the primary subject matter expert during the procurement of furnishings and will exercise final approval over Personnel Support Equipment (PSE) procurement, FF&E specifications, and the Statements of Work (SOW).

(7) Issue all certifications of non-availability and certificates of non-residency.

(8) Enter inventory, occupancy, and utilization data, as required, via the Enterprise Military Housing (eMH) program.

(9) Develop and administer the UH budget for appropriated funds (APF) under the cognizance of BHB.

(10) Develop and administer a disciplined key control policy that is applicable to all UH facilities aboard the installation.

(11) Act as the primary subject matter expert for the Installation's utilization of eMH Property Management System, by managing eMH user access, coordinating required training/re-training, and ensuring the accuracy of installation eMH data.

(12) Provide Civilian UH Managers to the extent that resources allow, UH oversight and/or guidance to Tenant Unit Commanders and their respective UH Managers (military). Civilian UH Managers will be civil service General Schedule (GS) employees classified at a grade comparable to the position's level of management responsibilities.

c. Unit Commanders. Unit Commanders, per reference a, will ensure subordinate leaders play an active, visible role in ensuring good order and discipline is maintained in the UH at all times. Unit Commanders will meet these objectives through periodic visits to the UH, routine inspections, mentoring of Marines, promoting core values, providing personnel to serve as UH managers in accordance with this order, and a proactive interior guard program. To that end, they will:

(1) Develop and implement a sustained, continuous inspection program that involves leadership at all levels.

(2) Ensure Non-Commissioned Officers (NCOs) that reside in the UH understand their responsibilities as first-line supervisors, with an obligation to enforce the policies directed by this order, by the Installation Commander, and by their Unit Commander.

(3) Develop policies within their units to eliminate malicious damage and to hold perpetrators responsible for their actions.

(4) Appoint/assign UH Manager(s) for the UH occupied by their unit(s). UH Managers are critical members of the Installation's UH team and make a significant contribution to the efficient and successful management of our UH.

d. Unit S-4/Logistics Officer. Each Unit must appoint a UH Manager under the cognizance of the unit's S-4 Officer. The S-4 Officer will:

(1) Serve as the principle staff officer on matters pertaining to UH maintenance & operation of the unit's UH and supervise the activities of the UH Manager(s).

(2) Enforce the 12 month appointment of unit UH managers.

(3) Ensure unit UH managers have access to eMH, receive proper (eMH)/Unaccompanied Housing Module (UHM) training via BHB and attend all UH related training provided by MCICOM or Head, BHB.

(4) Coordinate and conduct inspections of the Unit's UH.

(5) Ensure that pertinent forms and records are maintained per this order and that required reports are submitted to higher authority.

(6) Oversee the strict accountability of UH (FF&E).

(7) Update the unit's UH SOP, as required.

(8) Coordinate fiscal and supply support for the unit's UH managers as required.

e. Unit UH Manager. Per reference a, the UH Manager will be a Sergeant or Corporal, assigned to that unit. The assignment will be not less than 12 months and will be their primary duty, vice a collateral duty. The importance of this assignment should be reflected within their Proficiency and Conduct marks or Fitness Report. Fitness Reports should clearly reflect the myriad of duties and responsibilities inherent in successfully managing a multi-million dollar facility and the communication, logistics, administrative, and leadership skills needed to manage and maintain quality of life for Marines. (See enclosure 1; Example, UH Manger Appointment Letter)

(1) Unit UH Managers shall have the responsibilities outlined in reference a, unless specifically waived in writing by the Installation Commander.

(2) All unit UH Managers will utilize UHM within eMH and maintain an active eMH account by logging into eMh at least once every 30 days.

(3) UH Managers will reconcile the unit's UH occupancy report within UHM weekly.

(4) In accordance with current HQMC policies and directives, establish an effective interior guard in order to maintain good order and discipline in the UH.

CHAPTER 2

OCCUPANCY

1. Mandatory Occupancy. Single Sergeants (E5) and below shall be directed to reside in adequate Government UH unless authorized to reside off-base if space is available and the installation occupancy rate is not 95% or above.

2. Military Necessity. Unit Commanders, Lieutenant Colonel (O5) and above, may designate personnel who must live in UH by military necessity. Personnel occupying UH space by military necessity are required to do so due to mission requirements, contingency operations, training, or maintenance of a disciplined force. The designation of military necessity must be done in writing, and forwarded to the UH Division. Military necessity shall not be used solely to circumvent the rules regarding Geographical Bachelor's (GB).

3. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel UH.

a. Unaccompanied personnel who must reside in UH by military necessity.

b. Permanent party military personnel, E5 and below, without a Basic Allowance for Housing (BAH) entitlement and those receiving BAH-Differential (BAH-Diff) for family member support.

c. Unaccompanied Permanent Change of Station (PCS) students.

d. Unaccompanied personnel serving family members-restricted or all-other tours of duty in Alaska, Hawaii, and areas outside the U.S.

e. Unaccompanied PCS military personnel who are legally separated and receiving BAH "with dependents."

f. Unaccompanied divorced, and receiving BAH for dependent support.

g. GB's, if UH space is vacant and available after satisfying all requirements for personnel in paragraphs 3a through 3f of this chapter (space available only).

4. Male/Female Occupancy

a. Female Marines will be appropriately integrated in unit's UH.

b. All residents of a room will be of the same sex. UH designed at the 2+2 configuration, (Robinson Hall, Bldg. 2106) where two rooms have an adjoining bathroom; both rooms will be assigned to residents

of the same sex. At no time will male and females occupy the same room or two or more rooms that share a bathroom.

CHAPTER 3

ASSIGNMENT AND UTILIZATION

1. Assignment Standard. IAW reference a, the Marine Corps assignment standard for all bona fide permanent party UH personnel is two persons per room for E1-E4 (Private to Corporal) and one person per room for E5 (Sergeants). E4's must room with E4's.

2. Option to elect BAH

a. In accordance with reference's a and d, an Unaccompanied member in the pay grade of Gunnery Sergeant (E7) and above may elect not to occupy Government quarters aboard MCINCR-MCBQ and receive BAH to reside on the economy. This election is extended to members in the grade of Staff Sergeant (E6) only aboard MCINCR-MCBQ, in accordance with service regulations. Reference b, permits the Military Services to establish the pay grade threshold at the lowest reasonable level based, to the extent possible, on a systematic, objective analysis, including input from the unit leaders; and provides realigning pay grades as warranted by similarity of responsibility.

3. Pregnant Service Members

a. Bonafide bachelor, E5 and below, pregnant service members with no family members may reside in the UH for their full term. IAW reference m, a BAH package is not required for determination purposes. Members are required to contact IPAC with supporting documentation to conduct an audit and establish BAH Own Right.

4. Public-Private Venture (PPV) Family Housing. Unmarried pregnant service members without family members, may apply for PPV housing with documented proof of pregnancy from competent medical authority and entitlement to BAH "without dependents". The service member shall be allowed to advance to the top of the waiting list on the PPV assignment priority list (waterfall) for single service members. If the waterfall is utilized, the pregnant service member may reside in privatized housing prior to the birth of the expected child once they advanced to the top of the waiting list. The pregnant service member may be assigned to family housing at the "without dependent" rate until the birth of the child. Upon birth of the child, the service member will forfeit her BAH "with dependent" rate to the PPV Partner as rent when residing in privatized family housing.

5. Geographical Bachelor Assignment. A GB is defined as a service member who meets the criteria as outlined in reference a. There is no mandate to house GB's within the UH inventory.

6. Space Available

a. IAW reference 1, MCINCR-MCBQ Commander approved the use of UH property having a category code of 72111 or 72411 as space available

for consolidated GB's. Assignment to space available is on a first come basis, there are no reservations nor holding of room/space. GB's are assigned two to a room, regardless of rank. IAW reference 1, requesting assignment to space available quarters as a GB is in increments of 180 days. For additional information regarding GB billeting contact Bachelor Housing Branch at (703) 784-5858. Matthew Hall will support housing of GB's and/or surge billeting requirements.

b. GB's assigned to space-available aboard MCINCR-MCBQ are subject to pay a service charge for the mandatory service provided by BHB.

(1) E5 and below daily service charge \$6 per person, per night.

(2) E6 through O3 daily service charge \$8 per person, per night.

(3) O4 and above daily service charge \$10 per person, per night.

c. All E5 and below assigned to MCINCR-MCBQ will check in with BHB at Liversedge Hall, bldg. 15.

d. Bonafide bachelors will check in at Liversedge Hall during both working and after hours.

7. Maximum Utilization of UH Space. IAW reference a, the target for installation UH Occupancy rate is 95%. Achieving a 95% occupancy rate, while maintaining unit integrity, will take planning and coordination between the Installation and Unit Commanders.

8. Conversions and Diversions of UH. The Installation Commander is responsible for submitting a request to convert or divert existing barracks (building/rooms/spaces) to use other than for the billeting of personnel. This includes all UH facilities in the Real Property Inventory (iNFADS) reflecting Category Code 72111, 72114, 72115 and 72411. (See Table: 3-1, Current MCINCR-MCBQ UH Inventory Cat. Codes) All requests for conversions and subsequent chain of command, to include BHB for coordination with MCICOM GF-3 in writing as outlined in reference a.

9. BAH "Without Dependents". IAW reference's a and n, requests for entitlement to BAH "Without Dependents" may only be approved, for reasons of non-availability of UH, when the occupancy rate across the installation is 95% or greater. The Installation Commander is responsible for ensuring appropriate re-allocation of space across tenant units, as required to minimize utilization disparities to the greatest extent possible. Receipt of BAH "Without Dependents" at a previous duty station is not justification for request/approval at the MCINCR-MCBQ.

Bldg. No.	Cat. Code	Description	Bldg. No	Cat. Code	Description
2001	721-11	Enlisted UH	24194	721-11	Enlisted UH
2002	721-11	Enlisted UH	24195	724-11	Officer UH
2003	721-11	Enlisted UH	24196	724-11	Officer UH
2005	721-11	Enlisted UH	24197	724-11	Officer UH
2046	721-11	Enlisted UH	24198	724-11	Officer UH
2074	721-11	Enlisted UH	24199	724-11	Officer UH
2106	721-11	Enlisted UH	27276	724-14	Student Enl Qtrs
3065	721-11	Enlisted UH	27279	721-11	Enlisted UH
3076	721-14	Student Enl Qtrs	5001	721-15	Recruit BH
Q-Huts	725-11	Troops/Emergency	5002	721-15	Recruit BH
24192	721-11	Enlisted UH			

Table 3-1. MCINCR-MCBQ Unaccompanied Housing Category Codes

10. Allowable Exceptions. The Installation Commander may waive the involuntary assignment policy and authorize off-base residence and receipt of appropriate BAH in the following instance:

a. Members who sustain the loss of their only family member through death, divorce or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base government quarters. If such a member owns the home in which they reside, in the vicinity of their assigned duty station, they may be exempted from on-base residency.

11. Other Exceptions. The Installation Commander may approve exceptions that do not meet the criteria in paragraph 4 above to preclude undue hardship on individual Marines. Within ten days of authorizing such an exception, the Installation Commander shall send official correspondence (Naval Letter) notifying Deputy Commandant, Installations and Logistics (Facilities) [DC, I&L (LF)] and Deputy Commandant, Manpower and Reserve Affairs (Military Policy) [DC, M&RA (MPO)] of the exception, briefly outlining the individual circumstances, rationale for the exception, and the current and six month forecasted occupancy rates of the UH across the installation.

12. Damages. The Unit assigned to UH will be responsible for monitoring the condition of the furnishings and facilities. They are to ensure personnel responsible for the willful and or negligent damage or removal are required to reimburse the Government for the repairs or replacement. Residents will not be charged for normal wear and tear.

a. IAW reference g, "A member of the armed forces shall be liable to the United States for damages to any family housing unit and unaccompanied personnel housing unit, or damages to or loss of any equipment or furnishings of any family housing unit or unaccompanied personnel housing unit, assigned to or provided such member if (as determined under regulations prescribed by the Secretary of Defense or the Secretary of Homeland Security with respect to the Coast Guard

when it is not operating as a service in the Navy) the damage or loss was caused by the abuse or negligence or the member (or a dependent of the member) or of a guest of the member (or a dependent of the member)". (See enclosure 3, Title 10 USC 2775 form)

b. IAW reference h, "At the time of assignment and upon setting termination of government housing occupancy, all housing occupants shall be informed and shall acknowledge in writing their responsibility and liability as described in reference g. The condition of the housing unit shall be validated by both assignment and pre-termination or final inspection". This liability statement will be part of every folio that is created at the time of check-in using eMH.

c. IAW reference b, individuals may voluntarily choose to pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment, do so of their own volition. The government does not seek any advantage nor forego any right by accepting a voluntary payment. An individual cannot be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware of the effect of making the voluntary payment. The voluntary payment may not be later withdrawn, avenues for relief will no longer be available, and voluntary payment does not preclude other administrative or disciplinary action. Individuals offering to pay in access of basic pay for one month by military members or one twelfth of annual pay by civilian employees must be made aware that their liability may be a lesser assessment as a result of an investigation. Voluntary payments may be made in cash, by check, or through payroll deduction.

d. If more than one individual is found financially liable for the loss, damage, destruction, or theft of government property, the individual shall be collectively liable for the loss to the government. The government cannot collect more than the total amount of assessed liability. Therefore, the approving authority who assessed financial liability will decide how much to collect from each individual. Among the factors to be considered in taking collection action from each liable individual are the degree of each individual's responsibility for the loss, damage, destruction, or theft and the ability to collect from the responsible individual.

e. Funds collected under this paragraph will be deposited with the Installation Comptroller in an account that will ensure the funds will be used for the repair/replacement of item or items that the charge was assessed for. eMH will be used to generate the DD Form 362 "Statement of Charges/Cash Collection Voucher". (See enclosure 4, DD Form 362 "Statement of Charges/Cash Collection Voucher")

13. Mandatory Routine Housekeeping. Per reference a, rooms and common areas will be kept clean and orderly consistent with the high standards of cleanliness expected of all Marines. Unit Commanders

will conduct recurring weekly field days to ensure appropriate standards are maintained. Field days will include the individual Marine's room and common areas within and around UH.

14. Conduct within UH

a. Changing Room Assignment. Changing room assignments without the prior approval of the individual Marine's chain of command is prohibited. Room changes must also be reported to the office with cognizance over eMH, which are the UH managers.

b. Alcohol. Use of alcoholic beverages on military installations 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 UH.

(1) Marines of age will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption.

(2) Unless the CMC has provided specific approval for a different age; and regardless of the policy of other Services, locations, states or host countries; the minimum drinking age for all Marines is 21 years of age.

(3) 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.

c. Smoking. Smoking is NOT permitted in the rooms or within the common areas of the UH facility. Designated smoking areas outside of the facility are to be used. Unit Commanders will designate outdoor smoking areas, which are not located in areas commonly used by non-smokers and not in the immediate vicinity of supply air intakes or building entry ways or exits.

d. Weapons. Storage of privately owned firearms and ammunition in UH, (Noncommissioned Officers and below) is prohibited. Storage within Quarters assigned to Officers and Staff Noncommissioned Officer within UH is at the discretion of the Installation Commander. Storage of personally owned weapons in unit or installation armories if authorized by cognizant authority will be in accordance with reference e.

e. Pets. Prohibited in UH. This includes, but not limited to: caged animals, cats, dogs, birds, reptiles, rodents, insects, etc.

(1) Exception: Certified Service Dogs. Certified service dogs are authorized in the UH. The certified service dog may reside in the UH with the Recovering Service Member (RSM) as authorized by the Senior Military Medical Officer as coordinated with Regimental Battalion/Company Commander.

(a) The service dog must meet DoD eligibility and suitability requirements. The Qualified Service Member (QSM) with a physical disability who acquires a service dog for assistance while they remain on active duty or while transitioning, will be allowed, as appropriate and absent exigent circumstances, to access military installations and facilities with their service dog.

(b) The service dog must be accredited through a Department of Veterans Affairs recognized service dog organization. The Service Member must ensure that proper identification is clearly displayed on the service dog at all times when in public locations, i.e., outside the QSM's room.

(c) The use of the certified service dog will assist the RSM and improve their quality of life as they remain on active duty or while transitioning. Medical officials at DoD health facilities are required to provide authentication and approval for the RSM's need for a service animal. The Service Member will provide a family care plan, which will include the service dog plan to their Commander.

(d) Both the certified service dog and the RSM must have completed recognized training and provide certificates documenting completion. The RSM is responsible for licensing, health, certification, immunizations, spaying/neutering, cleanliness of the service animal, and for arranging kennel or other safe shelter when not in service.

(e) Unit Commanders will prohibit the use of service dogs to any RSM who fails to maintain veterinary requirements, registration, hygiene, control of their animal, or attempts to breed the animal.

(f) The Installation Commander will provide guidance for access to on-base facilities. This guidance may be more restrictive.

(2) All other Animals. All domestic or wild animals that are not service dogs or military working dogs, which include pets, therapy, companion and emotional support animals are not permitted in the UH. Animals used in Animal Assisted Therapy (AAT) and Animal Assisted Activity (AAA) programs are considered pets and are not permitted in the UH.

f. Sexual Activity. Sexual activity in the UH rooms and/or spaces IS PROHIBITED. Failure to comply will result in disciplinary action under the Uniform Code of Military Justice (UCMJ), as appropriate.

g. Fire Safety Equipment. Residents will not tamper, remove, misuse or disable fire alarms, smoke detectors, sprinkler systems, or fire extinguishers, nor in any way hinder their operation.

h. Flammable Items. Explosive material is not permitted in the UH. This includes fireworks, gun powder, gasoline, propane, lamp oil, etc.

These items are to be stored in the outside flammable containers provided by the installation.

i. Open Flame Items. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is not permitted.

j. Hazardous Chemicals or Materials. Hazardous chemicals that could pose a health risk are NOT permitted. This includes chemicals that when combined with other substances could be hazardous or present a danger to other residents.

k. Guests. Anyone who is not a resident of a particular UH, is a guest to that UH, except personnel on official business (i.e., unit leadership, UH management, maintenance workers, etc.).

(1) Visiting Hours. UH residents will be permitted to host visitors during normal waking hours. Shift schedules must be considered when determining visitation hours and procedures. NCOs may be afforded additional visitation time not to exceed one hour per day when occupying a single room.

(2) Visitor Rules. Escorts are required to sign their visitors in and out with the appropriate Duty Non-Commissioned Officer (DNCO). Visitors must be accompanied by their escort at all times. Visitors are not permitted to remain in the UH room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor. No one under the age of 18 may visit the UH, unless an adult member of their immediate family or a legal guardian escorts them. If the UH resident qualifies in one of these categories, they may act as the escort.

CHAPTER 4

FURNISHINGS AND EQUIPMENT

1. Furnishings, Equipment and Room Décor

a. Removal of Government Furnishings. Government provided furnishings will not be removed from resident's room or any lounge areas without prior approval of the Bachelor Housing Department. Requests to do so must be submitted in writing.

b. Personally-Owned Appliances. Appliances are permitted in UH rooms to include microwave ovens, blenders, and coffeemakers. These items are only permitted if the electrical system is sufficient to handle the electrical load. Installation maintenance sections will make the determination of electrical load through electrical surveys. All other cooking appliances, i.e., hot plates, electric grills, electric fry pans, or any appliance with an exposed electrical coil are prohibited. All appliances must comply with installation fire/safety regulations and guidelines.

c. Room Décor. Resident's living areas and rooms are to be clean and orderly in appearance. Personal decorations to improve the room interior are permitted. The display of any offensive material is not permitted; this includes displaying of paraphernalia pertaining to extremist groups, drug use, or pornographic material. All posters, pictures, and other wall hangings must be hung in a non-destructive, orderly, neat manner on the room's walls. Double sided tape, toggle bolt, lag bolt, and other destructive devices are not authorized. Decorations or other objects will not be placed or displayed in a manner that obstructs visibility, paths, or access to doors or windows.

2. Management of Unaccompanied Housing Facilities. The Head, BHB is responsible to the Installation Commander for the identification of requirements, oversight, and management of Marine Corps UH facilities. This includes maintenance, sustainment, demolition, and development of construction projects.

3. Facilities, Sustainment, Restoration and Modernization. Facilities, Sustainment, Restoration and Modernization (FSRM) funding is provided by HQMC via the Installation Commander's Base Operation and Maintenance (O&M) budget and used towards repairing the most urgent maintenance and repair requirements. These funds are also used for larger repair projects, which causes the physical condition of the UH to meet an acceptable standard. Projects are submitted to MCICOM GF-3 for validation and funding.

4. Furnishing Planning. The Head, BHB is responsible for the identification of furnishings requirements for new construction (Collateral Equipment) and replacement of existing furnishings (PSE). Definitions of both are as follows:

a. Collateral Equipment (CE). These are the furnishings

procured for the initial outfitting of a new UH. This is the first provision of FF&E for a requirement generated through new construction.

b. Personnel Support Equipment (PSE). These are replacement furnishings for rooms. PSE are items necessary to provide a reasonable degree of habitability in the quarters. PSE does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils.

5. Procurement Packages. All UH furnishings procurement packages will be developed through collaborative efforts between Base Property (PCO), Purchasing and Contracting offices (RCO), and Head, BHB. UH furnishings packages will conform to applicable funding constraints, and final package approval shall rest with the Installation's Bachelor Housing Department Director. Head, BHB shall also, as part of the Integrated Product Team approach to UH design and development, incorporate recommendations of their respective Naval Facilities Engineering Command (NAVFAC) Interior Designers to the greatest extent possible.

6. Turn-Key CE Purchasing. Use of the "turn-key" approach for UH CE procurement within military construction projects is directed to the greatest extent practicable. This will ensure a coherent UH furnishings package, which promotes an increased quality of life for our residents and makes the best use of construction and renovation funding.

CHAPTER 5

ENTERPRISE MILITARY HOUSING

1. Enterprise Military Housing (eMH). As the focus continues to remain on improving the Quality of Life (QOL) in the UH, the use of the UHM of eMH has been implemented in the Marine Corps. The use of eMH is mandatory for all Marine Corps Installations/Commands that manage UH. This system can provide timely, consistent, and accurate data on utilization, and asset management via a web-based system. The report data generated from eMH will be used to ensure continued support from Department of Navy (DON), Department of Defense (DoD), and Congress for UH construction and maintenance funding.

a. Within eMH, the UHM will be used for managing and tracking UH personnel and FF&E. Any data entered by a unit UH Manager is subject for review by the unit leadership or BHB.

b. Installation and Unit Commanders will have real time reporting and accountability of their UH inventory and Marines.

c. Providing both the capability to track and produce property data, rosters, reports, inventories, folio's and accounts history.

d. Within eMH is a self-embedded training portal. This allows UH managers to self-train and reinforce training in areas.

2. Responsibility

a. Head, Bachelor Housing Branch.

(1) Approve all UH Manager access to eMH.

(2) Provide eMH/UHM semi-annual training for the installation's UH Managers.

(3) Approve all UHM Inventory Change Request (ICR). Any changes to the installation inventory or property data is executed via an ICR.

(4) Submit ICR to MCICOM GF-3 for approval.

(5) Review reports within UHM to ensure maximum utilization.

b. Unit UH Managers. Per reference a, will utilize eMH as the only source to manage UH. The use of Word Document, Spreadsheets, or Excel is prohibited. All UH Managers are required to attend eMH/UHM training provided by MCICOM GF-3 or BHB. Unit UH Managers should be well trained and familiar with:

(1) Basic check-in/check-out procedure for personnel.

(2) Track personnel using UHM.

(3) Building design. Any rooms within UH that have FF&E assigned to it will be identified and tracked in UHM (i.e. game room, laundry room, library, storage room). Submit ICR to BHB to add these rooms/spaces to your UH. Furniture inventory will be strictly accounted for. UH Managers will review and verify furniture data ensuring its completeness and accuracy. Property Control Office (PCO) can provide needed furniture data. UH Managers will record disposal of any UH government furniture using UHM.

(4) Execute reporting of missing and damaged government FF&E via UHM using tile 10 USC 2775, per reference g.

3. Semi-Annual Reporting Requirements. The Inventory and Utilization (I&U) reporting function within eMH will be used to provide the official utilization report submitted to MCICOM (GF-3) semi-annually. I&U reports will be submitted from the Installation's Head, Bachelor Housing to MCICOM (GF-3) via the installation chain of command. MCICOM (GF-3) will provide detailed guidance and timelines for each semi-annual period via official correspondence with installation housing personnel.

CHAPTER 6

TRANSIENT QUARTERS

1. General. The purpose of government Transient Housing is to provide a service to personnel in an official temporary additional duty Temporary Assignment of Duty (TAD)/travel status, TAD students, and to conserve appropriated funds through reduced per diem payments. Personnel on official, funded TAD and TAD students, unless otherwise noted on their orders, must stay in these government facilities, or receive a non-availability number prior to seeking accommodations at the Temporary Lodging Facility (TLF) or any off-base commercial operation.
2. Transient Personnel. Transient personnel are defined as Department of Defense (DoD) personnel (Active Duty, Federal Employees, Reserve, other service agencies which travel on "Official TAD/TDY orders) that call for reimbursement for the cost of services provided.
3. Distinguished Visitors. Distinguished Visitors are defined as Military officers/civilians of the rank Colonel (O6) or equivalent and above, and service members Chief Warrant Officer (CWO-05) and Master Gunnery Sergeant/Sergeants Major (E9).
4. Assignment Eligibility. Sufficient housing shall be set aside to accommodate TAD transient personnel. Housing utilization reports shall be reviewed periodically and inventory adjustments made as necessary, to attain the optimum mix of housing for permanent party and TAD personnel. Non-availability numbers may not be issued to duty transients, either military or civilian, when acceptable housing is available.
5. Confirmed Reservation. The following personnel are entitled to occupy transient housing in order of precedence, on a confirmed reservation basis:
 - a. Military personnel and DoD civilians on official TAD orders.
 - b. American Red Cross and Navy/Marine Corps Relief Society officers or employees on official business.
 - c. Non-Appropriated Fund (NAF) personnel on official business.
 - d. Contractors, when lodging expenses are funded by DoD service agencies.
 - e. Non-DoD civilian employees, not noted above, who contribute to mission accomplishment.
 - f. United States (U.S.) and foreign civilians traveling as guests of the Armed Forces to include teachers/instructors contracted with the Armed Forces.

g. Reserve and National Guard personnel in an Official TAD status, unit training status, and annual trainees on individual orders.

h. TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement (SOFA).

i. Family members and/or medical attendant on medical TAD orders or family members of hospitalized service members.

j. All military personnel and /or their family members on permanent change of station (PCS) orders when TLF or permanent housing is not immediately available. This includes military families reporting to or checking out of the command.

k. Guests of the Installation Commander (Guest speakers, visiting civilian chaplains, etc.)

6. Space Available. The following personnel may occupy designated transient housing on a space-available basis:

a. U.S. military retirees, military personnel on leave, military personnel on Permissive Temporary Additional Duty (PTAD) orders not assigned to that specific installation, DoD civilian employees, family members or guests of military personnel assigned to the installation.

b. DoD civilian employees and their families arriving or departing incidental to PCS/leave when TLF space is not available.

c. Marine Corps sponsored youth groups; and law enforcement officials on official business.

7. Maximum Occupancy Period. For personnel who are space available, the maximum period for occupying transient housing is up to 30 days. The Installation Commander or designated by direction may waive the 30-day limit on a case-by-case basis. Regional approval is required for occupancy more than 60 consecutive days. Under no circumstances will a guest occupying transient housing on a space available basis, be allowed to reside in transient housing for more than 90 consecutive days. Transient housing shall not be converted to permanent party facilities to accommodate guests on PCS orders.

8. Services Provided

a. Minimum Services. The minimum requirements for transient housing is a combination of the Minimum Standards of Acceptable Space (MSA) for space (Figure 11-1, reference a), furnishings purchased with appropriated funds, and additional items purchased with billeting funds to provide enhanced amenities. Service charges shall provide for the cost of housekeeping, janitorial, management services and enhanced amenities not available from appropriated funds.

9. Issuance Of Certificate Of Non-Availability Numbers

a. General. Certificate of Non-Availability (CNA) numbers are to be provided when adequate government transient housing (owned or contracted) is not available for military and DoD civilian personnel on TAD orders. Personnel are not provided with non-availability when they occupy inadequate Government housing voluntarily or involuntarily due to military necessity.

(1) CNA's are not authorized to be backdated.

(2) When adequate Government transient housing is directed and the personnel on funded TAD orders refuses or uses other lodging as a personal choice, facilities may provide a letter of status of availability reflecting rooms with the applicable service charge.

(3) Non-availability numbers may not be issued to duty transients, either military or civilian when acceptable housing is available.

10. Reservations. An authorized automated property management system will be utilized enabling front desk staff to determine the availability of acceptable Government housing. The system should provide a minimum of 30 days advance notice of non-availability of housing, allowing the traveler sufficient time to arrange for other lodging prior to arrival. If circumstances preclude requesting reservations in advance, the traveler will report to the billeting office for assignment to available accommodations unless the traveler's orders direct otherwise. With the requirement for travelers to obtain a non-availability number if billeting is not available, billeting offices shall maintain records of advance requests which could not be accommodated with the traveler's name and phone number. Traveler's orders must be appropriately endorsed upon arrival. Reservations shall be accepted only when accommodations can be made available for the entire TAD period. In all cases listed below a credit card number with valid expiration date must be provided in order to guarantee a reservation.

a. Guest on TAD/TDY orders may make reservations at any time up to 30 days in advance. Exceptions will be made on a case-by-case basis. The name, grade, gender, and length of stay must be given when the reservation is made. A credit card must be provided to guarantee reservations. If upon presenting orders and identification on arrival, the guest is determined to be ineligible to stay in the facility, the reservation will be cancelled.

b. Guest of sponsor's reservations must be made by an authorized sponsor. The sponsor must sign in their guest and assume responsibility for their conduct and for payment of the bill.

c. Guest requiring group reservations must provide a signed Letter of Instruction (LOI). Once LOI is completed by Sponsor Activity, a group number will be generated and a block of rooms established. The

activity head sponsoring the group must provide BHB with a list of attendees, (name, grade, gender, credit card, address, and point of contact). This by name list of guests will be used to ensure the appropriate number of rooms is reserved and to expedite check-in. Attendee names must be provided by the point of contact no later than (30) days prior to arrival, and a credit card must be provided (21) days prior to arrival in order to guarantee the reservations. Rooms will be subject to reassignment without notice. Activity heads will be provided with an individual reservation number once the list of attendees is received at BHB.

d. The conference rooms in Liversedge Hall are open for use for conferences, briefs and seminars for all uniformed personnel as well as DoD civilians of the Marine Corps. Requests for reservations can be made through contacting Liversedge Hall at (703)784-3149 and DSN 278-3149.

11. Fees and Charges

a. Service and rental charges are payable upon check-in by cash, certified, or traveler's checks, money orders, or credit cards.

b. As listed in figure 6-2, charges will be levied to cover the cost of maid service, supplies and other services.

c. A late cancellation is defined as cancelling a reservation after 2359 day prior to the scheduled arrival date. A No Show, defined as a guest failing to cancel a reservation prior to 2359 the day prior to arrival date. No shows and late cancellations will be assessed a fee equivalent to the cost of a (1) night stay.

d. Normal check-out is noon on the day of departure. Late check-out is authorized with prior approval of Desk Agent. A fee of half the room rate will be applied to late check-outs between 1201 and 1559 on the day of departure. A fee of the full room rate will be applied to late check-outs from 1600 and later.

12. Distinguished Guest Suites

a. Information. Four Distinguished Guest suites at Harry Lee Hall, bldg. 17, is designated as part of BHB. The Head, BHB is responsible for the management of these facilities to include collection of room charges, issuance of room keys, maintenance, and cleaning. These duties will be exercised under to cognizance of the Assistant Chief of Staff, G-4. Use of Distinguished Guest suites is restricted to the following:

(1) Flag officers in the U.S. Armed Forces on official temporary additional duty in the MCBQ area.

(2) Senior civilian officials of the U.S. Government (SES-1 and above) on official temporary additional duty in the Marine Corps Base area.

(3) Flag officers of foreign armed forces on temporary additional duty aboard MCBQ.

(4) Senior officials of foreign armed forces on temporary additional duty aboard MCBQ.

(5) Distinguished Visitors - Military officers/civilians of the rank Colonel (O6) or equivalent and above, and service members Chief Warrant Officer (CW05) and Master Gunnery Sergeant/Sergeants Major (E9).

(6) On a space-available basis, U.S. Armed Forces personnel in the grade of O6 or above on temporary additional duty in the MCBQ area.

(7) Other guests specifically authorized by the Commander, MCINCR-MCBQ.

(8) Other senior officers and civilian guests of the command on TAD aboard MCINCR-MCBQ and/or senior officials visiting MCINCR-MCBQ will be billeted in suites at Liversedge Hall, bldg. 15.

(9) The Head, BHB will monitor all unexpected changes in the itineraries of guests, especially delayed departure dates, and any special considerations or needs of expected guests as far in advance of the guest's arrival as possible.

b. Reservations. Reservations can be made by contacting BHB at DSN 278-3149 or commercial at (703)784-3149. Reservations will be accepted on a daily basis.

c. Distinguished Guest Suite/Suite Charges. Rental/service charges for the Distinguished Guest quarters and suites are contained in figure 6-1.

d. Check-In/Check-Out Procedures

(1) Check-in may be accomplished any time after 1400. Guests must provide proper identification. If rooms are available, guests may check-in early.

(2) Upon check-out, departing personnel will return assigned key(s) to the Front Desk Clerk at Liversedge Hall. Check-out is 1200 on the day of departure. Arrangements must be made with BHB NLT 0900 on day of checkout for any changes.

e. Service Charges. Charges are authorized for the cost of housekeeping, custodial services, and amenities provided in transient housing facilities that are not authorized to be paid with APF. The charges may be used to defray the cost of items for the exclusive support of the transient housing program, such as installing phones, TV's, extended cable services or additional premium channels, decorations, room refurbishment, enhanced furnishings and other room amenities comparable to three star commercial hotel accommodations.

Category A service charges shall be deposited in a Billeting Fund account and not combined with Category B or Category C lodging operations accounts.

f. Payment Policy. Installation Commander shall establish policies for the payment of service charges, and the collection of delinquent accounts. Refer to reference a, for further guidance.

13. Transient Housing Mission Funding

a. Appropriated Fund (APF) Support. There is a distinction between the Installation Commander's responsibility to support the Transient Housing operations and the Billeting Fund. The Installation Commander is tasked with providing housing for military personnel assigned to the installation as part of UH requirements. The Billeting Fund is utilized in support of official TAD personnel conducting government business and is not related to the housing of permanent personnel (bonafide bachelors) or families. Transient housing is considered a supplemental mission NAFI aligned with Category A (Mission Sustaining Programs) and is entitled to Appropriated Fund support as designated in reference i.

b. Non-Appropriated Fund Support (NAF). NAF may be used in place of APF support when APF are not available. The Installation Comptroller shall not withhold APF support due to the presence of NAF.

MILITARY	CIVILIAN				
GRADE GROUP	GEN SCHEDULE	TEACHERS (20 U.S.C 901-907)	NAF EMPLOYEES	AMERICAN RED CROSS	WADE SYSTEMS
0-7 thru 0-10	SES-1 thru SES-5		NF VI	31	
0-6	GS-15		NF V	28-29	
0-5	GS-13 and GS-14			25-27	WS-14 thru WS-19. WL-15 and production facilitating and non-appropriated fund (NAFI) equivalents
0-4	GS-12	Classes IV and V	NF IV	24	
0-3	GS-10 and GS-11	Class I Steps 5 thru 15, and Classes II & III		21-23	
0-2 W-3 and W-4	GS-8 and GS-9	Class I Steps I and 4		19-20	
0-1 W-1 and W-2	GS-7	Class I Steps 1 and 2		18	WS-8 thru WS-13. WL-6 thru WL-14. WG-15 and production facilitating and NAF equivalents.
E-7 thru E-9	GS-6		NF III	15-17	
E-5 and E-6	GS-5				
E-4	GS-4		NF I-II		
E-1 thru E-3	GS-1 thru GS-3				WG-1 thru WG-8 and NAF equivalents

Figure 6-1. Military and Civilian Equivalent Grades for Bachelor Quarters.

FEES AND CHARGES

1. Officer/Staff Non-Commissioned Officer Accommodations.
 - a. Distinguished Guest Quarters (See note)
 - (1) Official Duty (TAD/TDY) \$42.00 per day
 - (2) Non-Duty \$42.00 per day
 - b. Building "C" Guest Quarters (See note)
 - (1) Official Duty (TAD/TDY) \$55.00 per day
 - (2) Non-duty \$55.00 per day
 - c. Suites (See note)
 - (1) * Official Duty (TAD/TDY) \$42.00 per day
 - (2) * Non-Duty \$42.00 per day
 - d. Transient Room (See note)
 - (1) Official Duty (TAD/TDY) \$32.00 per day
 - (2) Non-Duty \$32.00 per day
2. Other Applicable Charges
 - a. Returned Check/No Show/Late Cancellation/Late Checkout
 - (1) Returned check charge \$35.00
 - (2) No Show/Late Cancellation charge (\$32.00 - \$55.00)
(Equal to (1) night stay in designated/reserved room type.)
 - (3) Late Checkout NLT 1400 - Half rm rate
 - (4) After 1600 - Full rm rate
3. Violation Charges of Rules and Regulations
 - a. Pets \$250.00
 - b. Smoking \$250.00
 - c. Unauthorized cooking appliances \$250.00

Figure 6-2. Fees and Charges

CHAPTER 7

MAINTENANCE

1. General. This chapter addresses the procedures and responsibilities for the maintenance of facilities aboard MCINCR-MCBQ.

2. Maintenance Program

a. The Head, BHB will appoint a Maintenance Manager who will manage the Maintenance Program.

b. Periodic maintenance inspections will be conducted to identify problems. A progressive program will be maintained to identify, repair, request repairs, and follow up on maintenance complaints. Maintenance of an emergency nature which cannot be repaired by BHB personnel will be reported to the G-5 Maintenance Branch trouble desk at (703)784-2072.

d. Routine maintenance complaints will be reported to the Maintenance Section, BHB, bldg. 15. A work request log, charting completed and pending action, will be maintained.

e. Maintenance personnel are authorized entrance into all UH. Maintenance Branch, G-5 personnel when entering, will be accompanied by BHB personnel when entering living spaces. Notice will be given to all residents when maintenance inspections are scheduled.

3. Maintenance of Non-Appropriated Fund Instrumentality Property

a. The custodian of the Billeting Fund will supervise the Maintenance of NAFI property. In the event a NAFI property item cannot be repaired by BHB personnel, the custodian will arrange for repair to be accomplished by facilities maintenance.

b. In the event that repair is not cost effective, appropriate measures per reference b, will be taken to credit the account for disposal.

4. Maintenance of Appropriated Property

a. The Head, BHB will budget for replacement of Personnel Support Equipment (PSE). In the event that damage occurs and the item cannot be repaired, the Head, BHB will arrange for disposal through the Marine Corps Base Property Control Office.

5. Reimbursement for Damage. Personnel required to reimburse the government will do so per reference b. NAF and APF will be kept separate. Reimbursement will be made per reference a.

APPENDIX A

GLOSSARY

AAA	-	Animal Assisted Activity
AAT	-	Animal Assisted Therapy
APF	-	Appropriated Funds
BAH	-	Basic Allowance for Housing
BAH-DIF	-	BAH-Differential
BH	-	Bachelor Housing
BHB	-	Bachelor Housing Branch
CE	-	Collateral Equipment
CNA	-	Certificate of Non-Availability
CONUS	-	Contiguous United States
DC	-	Deputy Commandant
DNCO	-	Duty Non-Commissioned Officer
DON	-	Department of the Navy
DUINS	-	Duty Under Instruction
FF&E	-	Furniture, Fixtures and Equipment
FSRM	-	Facilities, Sustainment, Restoration and Modernization
GB	-	Geographical Bachelors
GS	-	General Schedule
I&L	-	Installations and Logistics
ICR	-	Inventory Change Request
iNFADS	-	Internet Navy Facilities Assets Data Store
LF	-	Logistics Facilities
LOI	-	Letter of Instruction
M&RA	-	Manpower and Reserve Affairs
MCPDS	-	Military Construction Project Data Sheet
MSA	-	Minimum Standards of Acceptable Space
NAF	-	Non-Appropriated Funds
NAVFAC	-	Naval Facilities Engineering Command
NCO	-	Non-Commissioned Officer
NSF	-	Net Square Feet
O&M	-	Operation and Maintenance
OHA	-	Overseas Housing Allowance
PCS	-	Permanent Change of station
PPV	-	Public-Private Venture
PSE	-	Personnel Support Equipment
QOL	-	Quality of Life
QSM	-	Qualified Service Member
RFP	-	Request For Proposal
RSM	-	Recovering Service Member
SNCO	-	Staff Non-Commissioned Officer
SOFA	-	Status of Forces Agreement
SOW	-	Statements of Work
TLF	-	Transient Lodging Facility
UH	-	Unaccompanied Housing
UHM	-	Unaccompanied Housing Module



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO:

1000

DEPT

DATE

From: Commanding Officer, Unit Name

To: Rank First Name M. Last Name EDIP #/MOS USMC

Subj: APPOINTMENT AS THE UNIT UNACCOMPANIED HOUSING MANAGER

Ref: (a) MCO 11000.22 W/ CH 1

(b) MCBO 11101.4

1. Per the references, you are hereby appointed as the Unaccompanied Housing (UH) Manager for Unit Name.
2. You are directed to become familiar with the references and all other directives pertaining to this assignment.
3. This appointment is a twelve month assignment and is superseded by the incoming appointment. Upon your relief you will ensure a proper and complete turnover has been conducted.

CO'S INITIALS LAST NAME

(ENCLOSURE 1)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO:

1000

DEPT

DATE

FIRST ENDORSEMENT on CO, Unit Name ltr 1000 (DEPT) of (DATE)

From: Rank First Name Middle Initial Last Name EDIP/MOS USMC
To: Commanding Officer, Unit Name

Subj: APPOINTMENT AS THE UNIT UNACCOMPANIED HOUSING MANAGER

1. I have read and understand the contents of the references.
2. I hereby assume the duties as the Unit Name Unaccompanied Housing Manager.

I. M. MARINE



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO:

1000

B217

DATE

From: Head, Bachelor Housing Branch, G-4 Logistics
To: Rank First Name M. Last Name EDIP #/MOS USMC

Subj: GOVERNMENT HOUSING ACCEPTANCE LETTER

Ref: (a) MCO 11000.22 w/ CH 1
(b) MCBO 11101.4

1. Per the references, you are hereby assigned to adequate government housing located at (government housing address), which exceeds minimum standards.

2. I fully understand by accepting government housing that exceeds minimum standards, could place me in jeopardy of forfeiting my BAH.

3. I have read and understand the contents of the references and except the assignment to government housing.

I. M. MARINE

(ENCLOSURE 2)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VA 22134-5001

IN REPLY REFER TO:
1330
B 217
7 Nov 17

From: (Rank, Full Name)
To: Commander, Marine Corps Installations National Capital Region-
Marine Corps Base Quantico
Via: (1) Head, Bachelor Housing Branch
(2) AC/S, G-4 Logistics

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

Ref: (a) MCO 11000.22 dtd 14 Jul 14
(b) MARADMIN 548/17
(c) MCBO 11101.4A
(d) MCBO 8000.1A

1. Purpose. To provide Geographical Bachelor (GB) assigned to Marine Corps Installation National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), a process for requesting space available (SA) billeting. We are committed to offering Unaccompanied Housing (UH) services that are safe, clean, and secure with comfortable accommodations.

2. Assignment to space available is on a first come basis, there is no reservation nor holding of room/space. Matthew Hall bldg. 2005 or Jordan Hall bldg. 3076 are 2+0 designed property (721-11). GB's are assigned two to a room, regardless of rank. Rooms are equipped with extra-long twin sized beds, nightstands with lamps, wall lockers, and desks with chair, a 10.3cu refrigerator with microwave and flat screen TV. At time of check-in, one month advanced payment of service charges are due. Please read and fill out GB Billeting Request/Agreement completely. Then scan and email back to Housing Management Specialist along with a copy of your MCINCR-MCBQ endorsed PCS orders. For questions or guidance please contact, BHB, Housing Management Specialist at (703) 784-5858.

3. In accordance with reference (b), this signed request serves as my application requesting assignment to space available quarters as a GB for 180 days. This request is accompanied by a copy of my endorsed PCS orders. For eligibility, initial reason for requesting space available:

- _____ Awaiting Housing
- _____ Pending Divorce, Separation, Military Protection Order or Civilian Protection Order with command endorsement.
- _____ Non-Temporary
- _____ Permanent Change of Station orders to depart Quantico

ENCLOSURE (3)

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

Other:

4. As an occupant assigned to space available in Unaccompanied Housing (UH), it's my responsibility to read reference (a), chapter 10. All rules and regulations are not outlined below. All questions will be directed to the Housing Management Specialist. Any violation of rules and regulations may result in loss of space available.

5. Rules for Billeting Space aboard MCINCR-MCBO

a. Check-In and Check-Out Procedures

(1) Check-In. Liversedge Hall, bldg. 15 between 0700 and 1500 Monday through Friday. Upon request approval, BHB, Housing Management Specialist will contact you to schedule check-in.

(2) Check-Out. Provide 15 day notice to BHB, Housing Management Specialist to terminate space available assignment prior to expecting departure date. Check-out will be completed at Liversedge Hall bldg. 15 by a Front Desk Agent. It is the GB's responsibility to ensure he/she receives a zero balance check-out receipt.

b. Service Charges. There will be no reduction to service charges in the event of reduced services.

(1) Service charges are as follows:

(a) E-5 and below: \$6 per night, per person.

(b) E-6 through O-3: \$8 per night, per person.

(c) O-4 and above: \$10 per night, per person.

(2) A valid credit card must be on file at all times.

(3) Payment will be made on the first of each month for the full month and will be processed automatically unless other arrangements are made with Management.

(4) A \$10 charge will be posted to your account for any unreturned/lost room key.

(5) Payments not received by the fifth of each month risk eviction.

c. Housekeeping

(1) Housekeeping service will be provided twice per week and is not optional.

ENCLOSURE (3)

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

- (2) Bed linen will be changed once per week.
- (3) Housekeeping services do not relieve occupants of daily housekeeping duties.
- (4) Daily disposal of any spit containers is the resident's responsibility.
- (5) No towels are provided.
- (6) Do not remove/re-arrange rooms or common area furniture layout.
- (7) All personal gear must be secured/stored to facilitate access for optimal housekeeping service.
- (8) Clutter room/space is not conducive to maintaining a clean and safe environment and will not be tolerated. Repeat offenders may be directed to vacate quarters.

d. Media

- (1) Cable, one premium channel is provided. (NOT OPTIONAL)
- (2) Flat Screen TV is provided. (DO NOT REMOVE)
- (3) Free WI-FI. (MCBQ Provider is BOINGO)
- (4) Individual Comcast accounts are prohibited.

6. Regulations for Billeting Space aboard MCINCR-MCBQ

a. Tenants are prohibited to drink alcohol if under the age of 21 years old. If they are 21 years of age, then they are allowed to store and consume alcohol in their rooms. Kegs and bulk amounts of alcohol are not allowed.

b. Smoking and pets are PROHIBITED inside the building. Any violation of this policy will result in a \$250 fine. The smoking area is located at the north side of Matthew Hall near or inside the gazebo. At Jordan Hall, it is located at the south end near or inside the gazebo.

c. Overnight visitors are not permitted. Visitors under the age of 18 will not be allowed into UH at any time. All visitors will need to have proper picture identification.

d. All space available quarters are designated for double occupancy. Be advised you will be given an advance notice prior to receiving a roommate. DO NOT place personal belongings in other wall locker or on top of second rack. Utilize only the furniture assigned to your space.

ENCLOSURE (3)

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e. No weapons are allowed in UH including knives with blades over three inches in length, brass knuckles, gunpowder, firearms, slingshots or pyrotechnics of any type. This includes BB guns and paint guns.

★ MCBO 8000.1A para 11. Sec C-(2) states: Officers, Warrant Officers and Staff Non-Commissioned Officers will complete the MCBQ Privately Owned Weapons Acknowledgement Form, enclosure (1), register their weapons with the Provost Marshall, enclosure (3), and store their privately owned weapons in their organizational armory or off MCBQ. They may store their privately owned weapons in their bachelor officer quarters or Bachelor Enlisted Quarters provided the arms are properly secured inside a locked gun safe or strongbox.

f. Quiet hours will be from 2200 to 0530. The residents in UH will show consideration after the hours of 2200 and maintain a moderate noise level. If you can hear the TV, stereo or any noise-making device in the space available quarters beside, across, or in the hallway, then it is too loud.

g. Pictures, posters and other wall hangings must be hung in a neat and orderly, non-destructive manner without the use of nails, screws, tapes or glues.

h. Parking behind Matthew Hall is designated for Transient guests only. Violators will be ticketed. Parking is permitted on any other unmarked/unreserved space.

i. Bicycles are not permitted in UH space available quarters. Bicycles **MUST** be registered at Liversedge Hall via Front Desk Agent for indoor storage, location 1st floor Matthew Hall.

j. Installation and use of pull-up bars are not permitted in Matthew Hall space available quarters.

k. All Maintenance issues are to be reported to the Liversedge Hall Front Desk at (703)784-3149. Periodic walk-throughs to assess and address maintenance requirements will be conducted without notice.

l. Personally owned appliances allowed in UH for use are: microwave, coffee makers and blender. All appliances must comply with installation fire/safety regulations and guidelines. All other cooking appliances, (i.e., hot plates, electric grills, electric fry pans) or any appliance with exposed electrical coil are prohibited.

m. Candle and incense burning are NOT allowed in UH at any time.

n. Military Dress code applies while residing in or visiting UH.

ENCLOSURE (3)

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

7. Acknowledgement of Requestor

I, _____, have read the above requirements and accept full responsibility as a GB assigned to space available in UH. I understand that failure to comply with any requirements may result in loss of assigned space available, as applicable.

Signature of Requestor

Date

Work Phone: _____

Cell Phone: _____

Email Address: _____

8. Command Recommendation:

In accordance with reference (b), recommend;

____ APPROVAL

____ DISAPPROVAL

Remarks:

Command Name: _____

Signature of Battalion Commander or Designee

Date

ENCLOSURE (3)

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

9. BHB Recommendation:

a. In accordance with reference (b), as Head, BHB, I recommend:

____ APPROVAL

____ DISAPPROVAL

Remarks:

b. Current overall occupancy in Matthew and Jordan Hall is: _____

Signature of BHB Branch Head

Date

10. AC/S G-4 Recommendation:

In accordance with reference (b), recommend:

____ APPROVAL

____ DISAPPROVAL

Remarks:

Signature AC/S G-4

Date

11. Commander, Marine Corps Installations National Capital Region-
Marine Corps Base Quantico:

In accordance with reference (b), and by the authority in
reference (b), I recommend:

____ APPROVAL

____ DISAPPROVAL

Remarks:

Signature of Commander, MCINCR-MCBQ

Date

ENCLOSURE (3)

DIRECTIVE TYPE & NO.

DIRECTIVE TITLE (OR SHORT TITLE)

MCBO 11101.6

Installation Commander's Assignment Policy for Bachelor Enlisted Quarters

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	F	M	A	M	J	J	A	S	O	N	D

DATE PROMULGATED

PROMULGATED BY (Agency/Sponsor Code)	
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DISTRIBUTION STATEMENT CODE

CLASSIFICATION

2011 03 04

BHB/B217

A

Unclassified

DIRECTIVE REVIEW NAVMC 10974 (REV. 05-07))(EF)

(5215)

In accordance with current edition of MCO 5215.1, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

[illegible]

DIRECTIVE NO.

DATE CANCELLED	
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	F	M	A	M	J	J	A	S	O	N	D



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

1000

B 217

20 April 18

FIRST ENDORSEMENT on Marine Corps Installations National Capital Region-
Marine Corps Base Quantico Order 11101.4

From: Assistant Chief of Staff, G-4 Logistics
To: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

Subj: UNACCOMPANIED AND TRANSIENT HOUSING MANUAL

1. Concur as written.
2. Point of contact concerning this matter is william.c.fennell@usmc.mil,
703-784-2882.


K. L. MURPHY



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 6001

IN REPLY REFER TO:

5215

B217

13 Sep 16

From: Assistant Chief of Staff, G-4 Logistics, Bachelor Housing Branch
To: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico (G-1/DCP)

Subj: ANNUAL REVIEW OF MARINE CORPS INSTALLATIONS NATIONAL CAPITAL
REGION - MARINE CORPS BASE QUANTICO BACHELOR AND TRANSIENT HOUSING
MANAGEMENT MANUAL MCBO 11101.4

Ref: (a) MCINCR-MCBQBul 5215

1. Returned. The directive was reviewed and the following applies:

_____ The directive is current as written and all references are correct.

X The directive requires a Change (Preferred Option). If there is a change, recommendation should be submitted to the Marine Corps Base Quantico (MCBQ), Adjutant Office no later than 30 days per reference (a). If more time will be necessary your requested date is _____.

Note: Prepare a change when less than 50 percent of the current pages are modified.

_____ The directive requires a revision. If there is a revision, recommendation should be submitted to the MCBQ, Adjutant Office no later than 30 days per reference (a). If more time is required, your requested date is _____.

Note: Issue a revision when changing more than 50 percent of the basic directive.

_____ The directive is not required. Provided below is justification on why this Order should be cancelled.

Note: Request for cancellation MUST be signed at the AC/S Level via the DCP and approved by the Commander or his designee.

*Justification

Darion V. Battle
Signature of Reviewing Official

DARION V. BATTLE GS-12
Print rank and full name

Enclosure (3)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO:
5215
B217
12 Oct 16

From: Assistant Chief of Staff, G-4 Logistics, Bachelor Housing Branch
To: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (G-1/DCP)

Subj: ANNUAL REVIEW OF MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE QUANTICO MCBO 11101.6

Ref: (a) MCINCR-MCBQBul 5215

1. Returned. The directive was reviewed and the following applies:

_____ The directive is current as written and all references are correct.

_____ The directive requires a Change (Preferred Option). If there is a change, recommendation should be submitted to the Marine Corps Base Quantico (MCBQ), Adjutant Office no later than 30 days per reference (a). If more time will be necessary your requested date is _____.

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___X___ The directive is not required. Provided below is justification on why this Order should be cancelled.

Note: Request for cancellation MUST be signed at the AC/S Level via the DCP and approved by the Commander or his designee.

*Justification

MCBO 11101.6 "Installation Commander's Assignment Policy For Bachelor Enlisted Quarters" has been consolidated/ merged into MCBO 11101.4 "Marine Corps Base Quantico Bachelor And Transient Housing Management Manual".


Signature of Reviewing Official

Dariton Battle, Head, BHB
Print rank and full name

Enclosure (3)

