



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

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

From: Commander
To: Distribution List

Subj: UNACCOMPANIED HOUSING AND TRANSIENT QUARTERS 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 1-18 "Basic Housing Allowance Qualifications Criteria", 3 Oct 18
(o) MARADMIN 429/11 "Freeze on Further Approval of BAH"
(p) MCO 4400.201-V-17, "Financial Liability Investigation of Property Loss"
(q) Commanding Generals Inspection Program (CGIP), Functional Area Checklist (FAC), "Unaccompanied Housing 11000.1"
Encl: (1) Unaccompanied Housing Manager Appointment Letter (Sample)
(2) Government Housing Acceptance Letter
(3) Geographical Bachelor Billeting Request/Agreement
(4) Unaccompanied Housing Resident Check-In Agreement to Rules and Regulations
(5) Unaccompanied Housing Turnover Checklist

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

- (6) Report Missing Unaccompanied Housing Room Key
- (7) DD Form 362 Statement of Charges/Cash Collection Voucher
- (8) Unaccompanied Housing Service Request Form
- (9) Unaccompanied Housing Managers Receipt

1. Situation. In accordance with reference (a), this Order provides instructions and information for the use and management of unaccompanied housing (UH) and transient quarters aboard Marine Corps Installations-National Capital Region, Marine Corps Base Quantico (MCINCR-MCBQ).

2. Cancellation. MCBO P11101.4A with changes 1-3 and MCBO P1101.6.

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

4. Execution

a. Commander's Intent. Establish Installation wide program to subordinate commands to better facilitate implementation of this Order.

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

5. Administration and Logistics

a. Administration. Recommendations concerning the contents of the "Unaccompanied Housing and Transient Quarters 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.



W. C. BENTLEY III

UNACCOMPANIED HOUSING AND TRANSIENT QUARTERS MANUAL

LOCATOR SHEET

Subj: UNACCOMPANIED HOUSING AND TRANSIENT QUARTERS MANUAL

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CHAPTER 1

GENERAL INFORMATION

1. PURPOSE. To provide information and instruction for the administration, management, and operation of UH and transient billeting quarters aboard Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ).
2. OBJECTIVE. 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.
 - a. 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.
 - b. All bona-fide bachelors (defined as one who is not married), E5 and below, will reside in UH unless authorized by the Installation Commander (i.e., MCINCR-MCBQ Commander) to reside off base.
 - c. All personnel living in the UH should do so, surrounded predominantly by members of the same unit and within the constraints of full utilization.
 - d. Marine Corps UH will be safe, clean, and serviceable . This objective will be achieved through the active participation of installation, tenant command, and UH division leadership. Principal among those, however, is stewardship of the assigned facilities through the leadership within the tenant commands.
 - e. 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. RESPONSIBILITIES

- a. Installation Commander. In accordance with reference (a), the Installation Commander is responsible for the management, utilization, and operation of all UH resources aboard the installation. Marine Corps Air Facility (MCAF) is a separate installation within MCINCR-MCBQ. As such, the MCAF Commander is responsible for the management, utilization, maintenance, and operation of UH resources aboard MCAF, but is supported by the Head, BHB with regards to eMH/UHM training, acquiring and disposing furnishings, and reporting occupancy to Marine Corps Installations Command (MCICOM).

b. Head, Bachelor Housing Branch (BHB). In accordance with 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 for all matters concerning UH management, utilization, and operations.

(2) For transient quarters, hold residents accountable for damages to government property and charge residents for damages.

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

(4) Develop UH requirement estimates.

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

(6) When available, allocate UH spaces to tenant organizations in accordance with the requirement described in this Order.

(7) 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.

(8) Issue all certificates of non-residency for SNCO.

(9) Act as the primary subject matter expert for the Installation's use of the eMH Property Management System, manage eMH/UHM user access, coordinate required training/re-training, and ensure the accuracy of installation eMH/UHM data. Coordinate with G-F Public Works Branch to provide MAXIMO training to Unit UH Managers.

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

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

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

(13) To the extent that resources allow, provide Civilian UH Managers UH oversight and 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.

(14) On a monthly basis, schedule and conduct barracks management reconciliations with the Unit UH Managers. At a minimum, reconciliations will inspect occupancy reporting in eMH/UHM, reporting of maintenance issues in MAXIMO, and key control. MCAF uses EMCOR to report and track maintenance issues and is thereby exempt from the maintenance reconciliation; however, MCAF will still participate in the barracks walk-through and eMH/UHM reconciliation.

(15) On a monthly basis, provide the Installation Commander with an update in regards to UH occupancy.

(16) Use enclosure (5) to conduct and document the turnover of UH between organizations.

c. Unit Commanders. Per reference (a), Commanders will ensure subordinate leaders play an active, visible role in ensuring good order and discipline is maintained in the UH at all times. Commanders will meet these objectives through periodically visiting UH, routinely inspecting, mentoring Marines, promoting core values, providing personnel to serve as UH managers in accordance with this Order, and maintaining a proactive interior guard program. To that end, Commanders 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 in 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 and assign a UH Manager for UH occupied by their unit. 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 will 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 and operation of the unit's UH and supervise the activities of the UH Manager.

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

(3) Ensure unit UH managers: have access to eMH; receive proper eMH/UHM training via BHB; attend all barracks management reconciliations scheduled by the Head, BHB; and attend all UH related training provided by MCICOM or Head, BHB.

(4) Ensure unit UH managers have access to MAXIMO, receive proper MAXIMO training via G-F Public Works Branch, and attend all scheduled maintenance reconciliations held by G-F Public Works Branch. MCAF uses EMCOR to report and track maintenance issues and is thereby exempt from these requirements.

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

(6) Ensure that Marines and Sailors do not switch assigned rooms without first notifying the UH Manager so that the UH Manager can ensure accurate key control and occupancy reporting in eMH/UMH.

(7) Ensure proper management of CGIP. Conduct self inspection utilizing CGIP FAC

e. Unit Supply Officer

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

(2) Upon notification of loss, damage, destruction, or theft of government property, initiate a Financial Liability Investigation of Property Loss (FLIPL) in accordance with reference (p).

f. Unit UH Manager. Per reference (a), the UH Manager will be a Sergeant or Corporal, assigned to that unit. The assignment will be for 12 months and will be his or her primary duty; not a collateral duty. The importance of this assignment should be reflected within his or her Proficiency and Conduct marks or Fitness Report. Fitness Reports will 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); e.g, UH Manger Appointment Letter).

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

(2) Unit UH Managers will prominently display their name and contact information (i.e., phone and email) on each deck in the barracks.

(3) Unit UH Managers will work in the assigned UH manager's office in the barracks. The UH manager's office will have phone, email, and print capability.

(4) Unit UH managers will: have access to eMH/UHM; receive proper eMH/UHM training via BHB; Unit UH managers will maintain an active eMH account by logging into eMH at least once every 30 days. Attend all monthly barracks management reconciliations scheduled by the Head, BHB; attend all quarterly maintenance reconciliations scheduled by G-F, Public Works Branch; and attend all UH related training provided by MCICOM or Head, BHB. Unit UH Managers will provide the Head, BHB with a copy of appointment letter.

(5) Unit UH managers will have access to MAXIMO, receive proper MAXIMO training via G-F Public Works Branch, and attend all scheduled maintenance reconciliations held by G-F Public Works Branch. MCAF uses EMCOR to report and track maintenance issues; therefore, MCAF will ensure the Unit UH Manager receives the requisite training and conducts maintenance reconciliations at least monthly.

(6) UH Manager will perform UH assessment twice a week using UH Assessment Checklist-Interior and UH Assessment Checklist-Exterior.

(7) Per reference (a), Unit UH managers will ensure Marines and Sailors are billeted according to the 2+0 standard (i.e., E3s and below share a room, E4s share a room (if billeting requirements do not support E4s having their own room), E5s have their own room). Note, for E5s housed according to 2+0, block the second bed in eMH to ensure the bed space is not reported as available.

(8) Within 24 working hours of notification of a maintenance issue, Unit UH Managers will submit a work request in MAXIMO for action by G-F Public Works Branch and notify the reporting individual of the assigned work order number for tracking purposes. MCAF will report and track maintenance issues via EMCOR.

(9) On a daily basis, Unit UH Managers will inspect empty UH rooms to identify any maintenance issues that require reporting in MAXIMO. MCAF will report and track maintenance issues via EMCOR.

(10) On a weekly basis, all Unit UH Managers will reconcile the unit's UH occupancy in the UHM within eMH.

(11) On a weekly basis, Unit UH Managers will provide UH occupants an update with regards to the status of their outstanding maintenance requests.

(12) Unit UH Managers will block uninhabitable rooms in UHM. Note, uninhabitable rooms must be blocked every 10 days in UHM.

(13) Unit UH Managers will identify rooms reserved for special circumstances in UHM (e.g., rooms held for deserters, flight personnel, Officer Candidate School training augments, etc).

(14) On a monthly basis, Unit UH Managers will reconcile the unit's outstanding maintenance requests in MAXIMO and follow-up with G-F Public Works Branch for critical issues. MCAF will report and track maintenance issues via EMCOR.

(15) Unit UH Managers will maintain accurate key control and identify any missing masterkeys and hard key overrides to the Head, BHB.

(16) Upon switching rooms for Marines and Sailors, Unit UH Managers will immediately update the UHM in EMH and the key control records.

(17) Unit UH Managers will maintain accountability of all linen issued to tenants and will inform the Unit Supply Officer of any missing or damaged linen.

(18) Coordinate and conduct inspections of the Unit's UH with the unit's leadership, BHB, and Base Safety.

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

(20) When a room is found to be damaged , immediately notify unit commanders and the Head, BHB . Additionally, instruct the duty to make a log book entry with a description of the damage and personnel involved.

g. Assistant Chief of Staff G-F (Public Works Branch)

(1) Act as the primary subject matter expert for the Installation's use of MAXIMO, manage MAXIMO user access, coordinate required training/re-training, and ensure the accuracy of installation MAXIMO data.

(2) On a monthly basis, schedule and conduct maintenance reconciliations with the Unit UH Managers.

(3) On a monthly basis, advise the Installation Commander of any outstanding critical issues in UH or transient quarters.

h. Base Safety

(1) As required, schedule and conduct UH safety inspections with the Unit UH Managers.

(2) Participate in scheduled barracks reconciliations with the Unit UH Managers and Head, BHB.

(3) Publish guidance to UH occupants and Unit UH Managers on methods to prevent and mitigate mold or other health hazards.

i. Assistant Chief of Staff, G-6. Ensure that UH manager office spaces have phone, email, and print capabilities.

CHAPTER 2

OCCUPANCY

1. MANDATORY OCCUPANCY. Eligible personnel assigned to commands aboard the installation shall be directed to reside in Government UH unless authorized to reside off-base if space is not available and the installation occupancy rate is 95% or above. In situations where the occupancy rate for MCAF is 95% or above, Marines will be housed in available barracks space on the east side of Quantico until the overall installation occupancy is 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 Bachelors (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. GBs, 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. Male/Female Marines will be appropriately integrated in unit's UH.

b. All residents of a room will be of the same sex. For UH designed at the 2+2 configuration 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. In accordance with 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 (Sergeant). E4s must room with E4s.
2. OPTION TO ELECT BAH. In accordance with references (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. Bonafide bachelor, E5 and below, pregnant service members with no family members may reside in the UH for their full term. In accordance with 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. The service member shall be allowed to rise to the top of the waiting list, but shall not be assigned quarters until after the birth of the child. If the waterfall (i.e., excess homes available for use) is used, the service member shall be allowed to advance to the top of the waiting list on the PPV assignment list for single service members. The pregnant service member may then 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. In accordance with reference (1), MCINCR-MCBQ Commander approved the use of UH property having a category code of 72111 or 72411 as space available for consolidated GBs. Assignment to space available is on a first come basis; there are no reservations nor holding of room/space. GBs are assigned two to a room, regardless of rank. In accordance with reference (1), requesting assignment to space available quarters as a GB is in increments of 180 days. MCAF will submit requests for GB housing to the MCINCR-MCBQ Commander via the Head, BHB for approval and assignment. For additional information regarding GB billeting contact Bachelor Housing Branch at (703) 784-5858.

b. GBs 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 GBs assigned to MCINCR-MCBQ will check in with BHB at Liversedge Hall, Building 15.

7. MAXIMUM UTILIZATION OF UH SPACE. In accordance with 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. Per reference (a), 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). As outlined in reference (a), all requests for conversions and diversions must be submitted to GF-3 via the chain of command, the MCINCR-MCBQ G-F and G-4.

9. BAH "WITHOUT DEPENDENTS". In accordance with references (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	724-14	Student Officer UH
2002	721-11	Enlisted UH	24195	724-14	Student Officer UH
2003	721-11	Enlisted UH	24196	724-14	Student Officer UH
2005	721-11	Enlisted UH	24197	724-14	Student Officer UH
2046	721-11	Enlisted UH	24198	724-14	Student Officer UH
2074	721-11	Enlisted UH	24199	724-14	Student Officer UH
2122	721-11	Enlisted UH	24200	724-14	Student Officer UH
3065	721-11	Enlisted UH	27276	721-14	Student Enlisted UH
3076	721-14	Student Enl Qtrs	27279	721-11	Enlisted UH
Q-Huts	725-11	Troops/Emergency	5001	721-15	Recruit UH
24192	721-11	Enlisted UH	5002	721-15	Recruit UH

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

10. ALLOWABLE EXCEPTIONS. The Installation Commander may waive the mandatory assignment policy and authorize off-base residence and receipt of appropriate BAH for 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 10 above to preclude undue hardship on individual Marines. Within ten days of authorizing such an exception, the Installation Commander will 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. LOSS, DAMAGE, DESTRUCTION, OR THEFT. The Unit UH Manager is responsible for monitoring the condition of the furnishings and facilities. When Unit UH Managers discover loss, damage, destruction,

or theft, Unit UH Managers will initiate a FLIPL in accordance with reference (p) and submit to the S-4 Officer. The S-4 Officer will forward the FLIPL to the Battalion Commander who will assign an investigating officer.

a. In accordance with 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 of the member (or a dependent of the member) or a guest of the member." (See enclosure 3, Title 10 USC 2775 form).

b. Per reference (h) and this Order, at the time of assignment and upon setting termination of government housing occupancy, Unit UH Managers shall use enclosure (4) to inform and have all housing occupants acknowledge in writing their responsibility and liability as described in reference (g). Unit UH Managers and occupants shall validate the condition of the housing unit and furnishings during assignment and pre-termination or final inspection. This liability statement will be an attachment to occupants check-in sheet that is created at the time of check-in using eMH/UHM.

c. For information pertaining to voluntary payments, refer to references (b) and (p).

d. For information pertaining to payments, collections, and refunds for financial liability assessed, refer to references (b) and (p).

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/UHM 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. Barracks occupants will conduct recurring weekly field days. Unit leadership will conduct inspections to ensure appropriate standards are maintained. Field days will include the individual Marine's room and common areas within and around UH. All rooms, common areas and spaces will have the following housekeeping tasks applied:

a. On a daily basis, occupants will: empty trash receptacles; sweep and mop decks in common areas; make racks; stow equipment and clothes; and police call in and around the UH to include the grounds.

b. During field days, occupants will: empty trash receptacles; sweep and mop decks; vacuum carpets; dust all surfaces; clean windows and mirrors; clean head and shower; clean refrigerator and microwave inside and out; and stow equipment and clothes.

14. CONDUCT WITHIN UH

a. Changing Room Assignment. Changing room assignments without the prior approval of the individual Marine's chain of command and coordination with the Unit UH Manager is prohibited. Room changes must be reported to the Unit UH Manager who will ensure that the occupancy report is updated and accurate within the UHM in eMH.

b. Key Control. Occupants will not switch room keys or make unauthorized copies of room keys. Occupants will notify the Unit UH Manager of missing keys within 24 hours.

c. 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.

d. Tobacco Products. Tobacco products include any product made or derived from tobacco that is intended for human consumption, and includes the use of smoking (e.g., cigarettes, electronic cigarettes, cigars, pipes) and smokeless tobacco (e.g., nicotine oils, spit, plug, leaf, snug, dip, chew). The consumption of tobacco products is NOT permitted in the rooms or within the common areas of the UH facility. Designated smoking areas, no less than 50' away from the building, 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.

e. 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).

f. Pets. Pets are prohibited in UH. This includes, but not limited to: caged animals, cats, dogs, birds, reptiles, rodents, insects, and 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 the O-5 or higher 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 he or she remains 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 he or she remains 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.

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

h. 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.

i. Flammable Materials. Explosive material is not permitted in the UH. This includes but is not limited to fireworks, gun powder, gasoline, propane, lamp oil, etc. These items are to be stored in the outside flammable containers provided by the installation.

(1) 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.

(2) 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.

j. 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 from 0800-2200 daily. Shift schedules must be considered when determining visitation hours and procedures.

(2) Visitor Rules. Sponsors are required to sign their visitors in and out with the appropriate Duty Non-Commissioned Officer (DNCO). Visitors must be accompanied by their sponsor at all times. Visitors are not permitted to remain in the UH room without their sponsor being present and will not stay in the room overnight. Sponsors 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 sponsors them. If the UH resident qualifies in one of these categories, he or she may act as the sponsor.

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CHAPTER 4

FURNISHINGS AND EQUIPMENT

1. FURNISHINGS, EQUIPMENT AND ROOM DÉCOR

a. Removal of Government Furnishings. Government provided furnishings will not be removed from a resident's room or any lounge areas without prior approval of the BHB. Requests to do so must be submitted in writing. The dismantling of Government furnishings is unauthorized. Addition of Non Government Furnishings i.e. Futons, lounge chairs, sofas etc. is prohibited. Addition of an office style chair is authorized but must not exceed 5 square feet.

b. Personally-Owned Appliances. Appliances are permitted in UH 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. Residents' 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, Furnishings or other objects will not be placed or displayed in a manner that obstructs visibility, paths, or access to doors, windows or HVAC Units. All Portable Window AC Units, and window fans are prohibited in the UH. The installation/use of doorway/door frame pull up bars is also prohibited.

2. MANAGEMENT OF UNACCOMPANIED HOUSING FACILITIES. The Head, BHB is responsible to the Installation Commander for identifying Marine Corps UH facilities requirements to include sustainment, demolition, and development of construction projects. The Head, BHB will assist and coordinate training for Unit UH Managers.

3. FACILITIES, SUSTAINMENT, RESTORATION AND MODERNIZATION. Facilities, Sustainment, Restoration and Modernization (FSRM) funding is provided by Headquarters Marine Corps (HQMC) via the Installation Commander's Base Operation and Maintenance (O&M) budget. These funds are used for urgent maintenance requirements and for large repair projects to ensure that UH is maintained at an acceptable standard. HQMC funded projects are

submitted to MCICOM GF-3 (via the MCINCR-MCBQ G-F) 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 (IPT) 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 shall be reviewed by the UH Managers Supervisor 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, 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. RESPONSIBILITIES

a. Head, Bachelor Housing Branch

(1) Approve all UH Manager access to eMH.

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

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

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

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

b. Unit UH Managers. Per reference (a), Unit UH Managers will use 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 will ensure that all housing occupants sign and acknowledge the UH rules and regulations listed in enclosure (4). Unit UH Managers should be well trained and familiar with:

- (1) Basic check-in/check-out procedure for personnel.
- (2) All occupants assigned to UH must register their vehicles with the UH Manager upon check-in or within (10) days of acquiring a vehicle.
- (3) Track personnel using UHM.

(4) Building design. Any rooms within UH that have FF&E assigned to them 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) Report missing and damaged government FF&E via UHM using tile 10 USC 2775, per reference (g).

(5) Block uninhabitable rooms in UHM. Note, uninhabitable rooms must be blocked every 10 days in UHM.

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 quarters 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) who 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 quarters 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 their medical attendants on medical TAD orders or family members of hospitalized service members.

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

6. SPACE AVAILABLE. The following personnel may occupy designated transient quarters 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. 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. 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 quarters is 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 quarters on a space available basis, be allowed to reside in transient quarters for more than 90 consecutive days. Transient quarters shall not be converted to permanent party facilities to accommodate guests on PCS orders.

8. SERVICES PROVIDED. The minimum requirements for transient quarters 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. Certificate of Non-Availability (CNA) numbers are provided when adequate government transient quarters (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. The following policy pertains to CNAs:

a. CNAs are not authorized to be backdated.

b. When adequate Government transient quarters 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.

c. 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 used enabling the 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 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 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. 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.

e. 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. CHECK-IN/CHECK-OUT PROCEDURES

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

b. 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.

12. FEEES 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 is defined as a guest who fails to cancel a reservation prior to 2359 the day prior to scheduled arrival date. No show and late cancellations will be assessed a fee equivalent to the cost of a one 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 1459 on the day of departure. A fee of the full room rate will be applied to late check-outs from 1500 and later.

e. Service Charges are authorized for the cost of housekeeping, custodial services, and amenities provided in transient quarters 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 quarters program, such as installing phones, TVs, 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. Room rates are to be commensurate with the services provided. Charges will not be based on military rank or an individual's ability to pay. Transient housing costs to the traveler should be based on the total service provided and style/type accommodation which the traveler is residing in. Immediate family members and family members of Marines who are casualties or in the hospital may reside in transient housing provided there is space available. See paragraph 10b above for Service Rate Increases.

g. Payment Policy. Installation Commander shall establish policies for the payment of service charges, and the collection of delinquent accounts. Reference (a) provides further guidance.

13. DISTINGUISHED GUEST SUITES

a. Information. Four Distinguished Guest suites at Harry Lee Hall, Building 17, are 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 the 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 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. Distinguished Guest Suite/Suite Charges. Rental/service charges for the Distinguished Guest quarters and suites are contained in figure 6-1.

14. TRANSIENT QUARTERS MISSION FUNDING

a. Appropriated Fund (APF) Support. There is a distinction between the Installation Commander's responsibility to support the transient quarter's 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 used in support of official TAD personnel conducting government business and is not related to the housing of permanent personnel (bonafide bachelors) or families. Transient quarters 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
0-4	GS-12	Classes IV and V	NF IV	24	facilitating and non-appropriated fund (NAFI) equivalents
0-3	GS-10 and GS-11	Class I Steps 5 thru 15, and Classes II & III		21-23	WS-8 thru WS-13. WL-6 thru WL-14. WG-15 and production
0-2 W-3 thru W-5	GS-8 and GS-9	Class I Steps I and 4		19-20	facilitating and NAF equivalents.
0-1 W-1 and W-2	GS-7	Class I Steps 1 and 2		18	
E-7 thru E-9	GS-6		NF III	15-17	WS-1 thru WS-7 WL-1 thru WL-5
E-5 and E-6	GS-5				WG-9 thru WG-11 and production
E-4	GS-4		NF I-II		facilitating and NAF equivalents
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.

FEEES AND CHARGES

1. Officer/Staff Non-Commissioned Officer Accommodations.
 - a. Distinguished Guest Quarters (See note)
 - (1) Official Duty (TAD/TDY) \$57.00 per day
 - (2) Non-Duty \$57.00 per day
 - b. Building "C" Guest Quarters (See note)
 - (1) Official Duty (TAD/TDY) \$62.00 per day
 - (2) Non-duty \$62.00 per day
 - c. Suites (See note)
 - (1) * Official Duty (TAD/TDY) \$57.00 per day
 - (2) * Non-Duty \$57.00 per day
 - d. Transient Room (See note)
 - (1) Official Duty (TAD/TDY) \$52.00 per day
 - (2) Non-Duty \$52.00 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 (\$52.00 - \$62.00)
(Equal to (1) night stay in designated/reserved room type.)
 - (3) Late Checkout NLT 1459 - Half rm rate
 - (4) After 1500 - Full rm rate
3. Violation Charges of Rules and Regulations
 - a. Pets \$250.00
 - b. Smoking \$250.00
 - c. Unauthorized cooking appliances \$250.00
 - d. Bikes \$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. Unit Commanders will appoint a Unit UH Manager who will identify maintenance requirements for action to G-F Public Works via MAXIMO. MCAF will identify maintenance requirements via EMCOR. As required, the Head, BHB in coordination with the Public Works Branch will assist in this effort.

b. The Head, BHB will manage the maintenance program for transient quarters. Maintenance of an emergency nature which cannot be repaired by BHB personnel will be reported to the G-F Public Works Branch's trouble desk at (703) 784-2072.

c. Unit UH Managers, in coordination with the Head, BHB and Base Safety will conduct periodic inspections to identify maintenance problems. A progressive program will be maintained to identify, repair, request repairs, and follow up on maintenance complaints. All maintenance problems for UH will be reported in MAXIMO. MCAF will report and track maintenance issues via EMCOR.

d. Routine maintenance complaints will be reported to the Unit UH Manager utilizing enclosure (8). MCAF will report and track maintenance issues via EMCOR.

e. Maintenance personnel are authorized entrance into all UH. When entering UH living spaces, G-F personnel (Public Works Branch) will be accompanied by Housing Management. Notice will be given to all residents when maintenance inspections are scheduled utilizing enclosure (9).

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 Housing Management, the custodian will arrange for repair to be accomplished by facilities maintenance.

b. Per reference (b), in the event that a repair is not cost effective, appropriate measures will be taken to credit the account for disposal.

4. MAINTENANCE OF APPROPRIATED PROPERTY. 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

UNIT

UNIT ADDRESS

QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:

1000

Unit

Date

From: (Appointing Authority)

To: (Rank Full Name EDIPI/MOS USMC)

Subj: UNACCOMPANIED HOUSING (UH) MANAGER APPOINTMENT LETTER

Ref: (a) MCO 11000.22 W/ ch1

(b) MCBQO 11101.4

1. In accordance with reference (b), you are hereby appointed as the Unaccompanied Housing (UH) Manager for building number_____.
2. You will be guided in the performance of your duties by the provision set forth in references (a), (b), and as directed by the Tenant Command.
3. You will be assigned as the key custodian for building _____(bldg. name),
(Bldg. number).

(Appointing Authority)

Date

Receiving Endorsement

From: (Rank Full Name EDIPI/MOS USMC)

To: (Appointing Authority)

1. I hereby acknowledge my duties and responsibilities as the UH Manager for (bldg. name). I have read and understand the references pertaining to this billet.

(Appointee)

Enclosure (1)



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QAUNTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
1000
B217
DATE

From: Bachelor Housing Branch, Head
To: Rank First Name M. Last Name EDIP #/MOS USMC
Subj: GOVERNMENT HOUSING ACCEPTANCE LETTER
Ref: (a) MCO 11000.22 W/ ch1
(b) MCBQO 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.

FIRST/MIDDLE INITIAL LAST NAME

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
(Date)

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-MCBQ

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.

Subj: GEOGRAPHICAL BACHELOR BILLETING REQUEST/AGREEMENT

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.

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:

a. In accordance with reference (b), recommend;

____ APPROVAL

____ DISAPPROVAL

Remarks:

Command Name: _____

Signature of Battalion Commander or Designee

Date

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:

* AC/S G-4 will be the final approval authority. All

disapprovals will be forwarded to the Base CO for Consideration.

Signature of Commander, MCINCR-MCBQ

Date

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

OCCUPANT

_____ is assigned to Building # _____ Room # _____
as of date _____.

_____ You are required to inspect your room using the inspection form attached with the Unit Unaccompanied Housing (UH) Manager. You will sign for the furnishing inventory and indicate its current condition. These forms will be kept on file until your final departure. Compare the condition of the room and the furnishings to determine other than normal wear-and-tear. Note any additional items and submit in writing to the UH Manager within 15 days of occupancy. After 15 days, you will assume all responsibility for the room's condition. You will inform the UH Manager of your planned departure from UH at least 30 days prior to moving out and schedule a pre-check-out room inspection of your assigned room with the UH Manager. This provide sufficient time to make required corrections that are identified during the inspection.

ROOM USE

_____ Unaccompanied Housing is provided to you solely as a single-occupant residence or as shared-occupant residence. Use of the unit for any other purpose, including the shelter of any additional person is prohibited without written consent of the Installation Commander. Overnight guests are not allowed.

ALCOHOLIC BEVERAGES

_____ Occupants who are 21 years of age or older are authorized to store and consume alcohol in their assigned room.

_____ All occupants 21 years or older will consume alcohol responsibly.

_____ Occupants may store either one 12-pack of beer, two 4-packs of wine coolers, or two bottles of non-fortified wine (no more than 14% of alcohol) in his/her room.

_____ Occupants will not use kegs, coolers, or bulk storage devices to store alcoholic beverages.

_____ Consumption of alcoholic beverages for occupants of age 21 years or older is authorized in the UH recreation room, living spaces, and in the smoking area at the picnic tables. Marines will not carry or consume open containers of alcoholic beverages in passageways.

_____ Abuse of this privilege will result in disciplinary action. All Marines are responsible for ensuring compliance with this policy.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

APPLIANCES

_____ Appliances such as microwaves, coffee makers, toasters, blenders, rice cookers & the George Foreman Grills (regular size or smaller) must display the Underwriter's Laboratories, Inc. (UL) seal of approval.

_____ Hot plates, crock-pots, and deep fryers are not authorized in the BEQs. Some form of automatic shut-off must exist on heat-producing appliances.

_____ Occupants will keep the number of heat-producing appliances to a minimum and will not use or active these devices in closets, lockers, or out-of-sight locations.

_____ Due to the age and wiring configuration of the barracks, only one plug per socket is authorized unless a power tap containing a breaker is used.

_____ All extension cords must have a circuit breaker in it.

_____ Occupants will turn off all appliances when not in use.

_____ Occupants will not tamper with any wiring in the barracks (electrical, TV, etc.).

BICYCLES

_____ Occupants will store bicycles on the bicycle racks in designated areas. Occupants will not store bicycles in living or storage rooms.

_____ Occupants will secure bicycles to bicycle racks to prevent theft.

CABLE TV

_____ Each BEQ room has been equipped with a cable TV connection by the cable company. If any of the occupants of the room desire to have cable TV installed, then he or she must contact the cable company directly.

_____ Installation of cable TV service is a private contract between the occupant and the cable company. The government accepts no responsibility for these arrangements.

_____ The occupant must be present for the hookup of cable. A maximum of one cable TV hookup is allowed per room. There is a one-time fee for hookup regardless of how many times an occupant changes rooms.

CANDLE/INCENSE BURNING

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

____ Occupants will not burn candles or incense in the barracks.

CRIME PREVENTION

____ Occupants will lock room doors, wall lockers, and closets when leaving the room.

____ Occupants will keep money and small, highly pilferable valuables such as jewelry under "lock and key" at all times when an occupant is not present in his or her room.

DECORATIONS

____ Occupants may decorate their rooms to meet their personal tastes.

____ Decorations that damage or require repainting of any part of the room are prohibited.

____ Use of tape on the wall is prohibited.

____ Decorations must be appropriate and not glorify any unlawful act or practice. Decorations will not be offensive to anyone based on race, religion, gender, sexual preference, or national origin.

DRESS CODE

____ Per Occupants will be properly dressed prior to leaving their rooms in accordance with MCO 1020.34H. Clothes worn will be in good taste, appropriate for the occasion, and conform to uniform regulations.

FLAMMABLE MATERIALS

____ As defined by MCO P4030.19 and with the exception of nail polish removal products, occupants will not store flammable or hazardous materials (e.g., gasoline, lighter fluid, etc.) in UH. Per MCO 11000.22, hazardous materials includes chemicals that when combined with other substances could be hazardous or present a danger to other residents.

____ Occupants may store cleaning supplies in their rooms.

____ Occupants will properly dispose of all hazardous materials.

GOVERNMENT PROPERTY

____ Occupants will not flush anything but toilet paper down the toilets.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

____ Occupants will not remove or relocate government property (to include furnishings, equipment and fixtures) from UH rooms, recreation, laundry rooms, or other common areas without prior approval of the UH Manager.

____ Occupants will be held liable for any damage they incur to bulkheads, light fixtures, windows, etc.

____ Occupants may be required to repaint rooms, repair holes in walls, or reimburse the government for repairs caused by their negligence/abuse.

____ Occupants will not store government issued cleaning supplies or equipment (e.g., mop buckets, mops, brooms, etc.) in their rooms.

____ Occupants will only use government issued cleaning supplies for common areas.

____ Occupants are responsible for buying cleaning supplies to maintain their assigned rooms.

____ Occupants can arrange furniture within their rooms with the following restrictions:

____ Occupants will not place racks and other furniture so that they interfere with entrance to the head or access to the air conditioning/heater unit.

____ Occupants will not place racks where they will hinder exiting from the room in case of fire either by the room door or windows.

____ Occupants will not run wires across traffic areas of the floor or be fasten wires to the walls. No exceptions.

____ Occupants may use surge protectors equipped extension cords. Regular extension cords or extra wall sockets ("Octopuses") are not authorized. If there are any questions concerning electrical equipment, contact the UH manager or Bachelor Housing Branch.

____ Occupants will identify any missing or damaged furniture in UH rooms. The UH manager will notify the company staff and initiate a DD 200 Finance Liability Investigation for Property Loss within UHM.

KEY CONTROL

____ The UH Manager will issue and control all barracks keys. Occupants are not authorized to make copies of keys or switch room keys without explicit permission and coordination with the UH Manager.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

Unauthorized duplication or replacement of room keys is prohibited and punishable under the UCMJ.

_____The UH managers will issue a room key for their assigned room. No electronic room key will be copied under any circumstances. A new electronic room key (ONITY or KABA) will be made, voiding the previous card.

_____Occupants who are locked out of their rooms will request access from the DNCO. Occupants are required to show their ID card and be listed on the barracks room assignment roster before access is granted.

_____Occupants who lose their keys will report to the UH Manager's Office to fill out a "Missing Key Statement" before a new key will be issued. Personal key accountability is paramount to ensure security of occupants' rooms.

_____Only the UH Manager can grant access to storage rooms.

LAUNDRY ROOMS

_____Laundry rooms are provided for use by UH occupants only.

_____Abuse of washers and dryers will not be tolerated. The DNCO will make a logbook entry of anyone found abusing laundry room equipment. Those found abusing equipment will be reported to the Marine's Company Leadership.

_____Occupants will report out-of-service washers and dryers to the DNCO. The DNCO will annotate the DNCO logbook and report to the UH Manager to expedite maintenance.

_____Immediately upon completion, occupants will remove clothing from washers and dryers in consideration of others. Laundered clothing may be removed from machines and stored within the laundry room without the owner's permission.

_____Occupants are responsible for cleaning the lint traps in the dryer after every use and placing all trash in the containers provided.

NOISE CONTROL

_____Occupants will show consideration for others in UH and maintain noise at a moderate level.

_____Sound systems or TVs will not be heard in adjoining or adjacent rooms or in passageways.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

____ Quiet hours are between 2200 and 0530. During quiet hours, residents who share a room with other personnel will use headphones.

____ If three complaints about loud music are received by the Duty NCO regarding any occupant, occupants will pack up and store all involved equipment until said named occupant checks out or the Company Leadership grants permission to use the equipment again.

PETS

____ Pets are prohibited in UH. This includes, but not limited to: caged animals, cats, dogs, birds, reptiles, rodents, insects, and etc. No exceptions except as outlined in MCINCR MCBO 11101.4B.

PICTURES

____ Occupants may hang posters, pictures, and other wall hangings 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.

____ Pictures or posters that bring discredit to the United States or the Armed Forces are prohibited.

____ Occupants will not display sexually explicit, demeaning, or distasteful materials.

PLANTS

____ Small houseplants are permitted, as long as the size and quantity are kept within reason. During the Christmas season, live trees are not permitted in UH or in individual rooms.

PRIVATELY OWNED FURNITURE

____ The only privately owned furniture allowed in UH are: computer desks or other desks; small chairs (covering no more than five square feet of floor space); and small entertainment centers (taking up no more than 36 cubic feet of space).

____ Furniture items will not exceed one of each type per occupant.

____ Occupants will not remove government property to make room for privately owned furniture.

SEXUAL ACTIVITY

____ Sexual activity of any kind is strictly prohibited throughout UH.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

SMOKING

_____ Smoking anywhere inside UH is prohibited.

DNCO TELEPHONE

_____ The DNCO telephone is located at the receptionist desk in each UH. The following regulations govern Duty phone use:

_____ The DNCO telephone is for official business calls only.

_____ Collect calls will not be accepted or charged to the DNCO telephone.

_____ The DNCO will take messages to include name and phone number, on all incoming calls for residents. If the telephone call is of an emergency nature, the DNCO will try to locate the Marine in person.

WEAPONS

_____ Weapons are prohibited in UH.

_____ Items that are not authorized in UH include: firearms or ammunition; slingshots; bows or arrows; paintball guns; air rifles or pistols; knives with blades three inches in length or longer; knives opened by mechanical means (switch blades); straight razors (unless used only for shaving); metal knuckles; martial arts weapons; pyrotechnics; gunpowder; and explosives of any type. Detailed instructions concerning privately owned weapons are contained in MCBO 8000.1.

HOUSEKEEPING

_____ On a daily basis, occupants will: empty trash receptacles; sweep and mop decks in common areas; make racks; stow equipment and clothes; and police call in and around the UH to include the grounds.

_____ During field days, occupants will: empty trash receptacles; sweep and mop decks; vacuum carpets; dust all surfaces; clean windows and mirrors; clean head and shower; clean refrigerator and microwave inside and out; and stow equipment and clothes.

ACKNOWLEDGEMENT

I, _____, have read and initialed the above requirements and accept full responsibility of my assigned quarters.

**UNACCOMPANIED HOUSING (UH)
RESIDENT CHECK-IN
AGREEMENT TO RULES AND REGULATIONS**

I understand that failure to comply with any requirements may result in disciplinary actions.

Signature of Requestor

Date

Bachelor Housing Branch, G/4 Unaccompanied Housing, (UH) Inspection Checklist

Original Copy

Inspector's Name		Title		Date of Inspection	
Installation MCINCR MCBQ		Facility No.		Facility Type UH	
Category Code	Yr. Built	Q Score	Q Rating		
I have read Bachelor Housing Branch remarks regarding the current, future and past history of this facility. By signing, I understand and fully except this facility with full knowledge of its current condition.					
Signature				Date	
INSPECTION SUMMARY					
See Pg. 3					
Note: Please attach detail listing of any findings during the visual inspections of all areas.					
Visual Inspection – Exterior					
1. Does the building appear to be in good repair?		YES	NO	NA	
2. Are windows free from cracks or broken panes?		YES	NO	NA	
3. Are paved surfaces free from cracks, lefts, etc.?		YES	NO	NA	
4. Are stairs, landings and handrails in good condition and fastened securely?		YES	NO	NA	
5. Does the substructure (footings, foundation walls, piles, etc.) appear to be in good condition?		YES	NO	NA	
6. Does the superstructure (structure frames, floor frames, roof frames, etc.) appear to be good condition?		YES	NO	NA	
7. Has the grass been mowed and trimmed?		YES	NO	NA	
8. Has shrubbery been trimmed?		YES	NO	NA	
9. Are the grounds kept free of liter?		YES	NO	NA	
10. Is there adequate lighting in parking spaces, walkways and staircase?		YES	NO	NA	
Does the overall assessment of the exterior indicate that the facility is well maintained, functioning properly, and can adequately support the agency.		YES		NO	
Comments		Estimated Cost			
Visual Inspection - Mechanical, Plumbing and Electrical					
1. Do mechanical systems (hot water, air conditioning, etc.) appear to be in good condition?		YES	NO	NA	
2. Is there adequate heat, air conditioning and ventilation throughout the building?		YES	NO	NA	
3. Does plumbing (waterlines, waste water lines, fixtures etc.) appear to be in good condition?		YES	NO	NA	
4. Are faucets/water pipe connections in good condition and free of leaks?		YES	NO	NA	
5. Do electrical panels appear to be in good condition?		YES	NO	NA	
6. Are switches and receptacles in good repairs?		YES	NO	NA	
7. Is a domestic water quality testing required?		YES	NO	NA	
8. Has an inventory of laundry appliances been completed?		YES	NO	NA	
9. Laundry appliances operational? If not action taken:		YES	NO	NA	
10. Has a DD-1348 been prepared to transfer laundry appliance.		YES	NO	NA	
Does the overall assessment of the building mechanical, plumbing and electrical systems indicate the systems are well maintained, functioning properly and not at risk or imminent failure or malfunction?		YES		NO	
Comments		Estimated Cost			

Bachelor Housing Branch, G/4 Unaccompanied Housing, (UH) Inspection Checklist

Original Copy

Visual Inspection – Interior			
1. Are common area kept neat, clean and contain proper furnishings and equipment?	YES	NO	NA
2. Are washers and dryers kept clean and in a serviceable condition?	YES	NO	NA
3. Are deep sink areas kept clean and free of wet swabs and old swab water?	YES	NO	NA
4. Are carpet/rugs/floor tile kept clean and serviceable?	YES	NO	NA
5. Are window, blinds, drapes and curtains in good condition?	YES	NO	NA
6. Are light fixture operational?	YES	NO	NA
7. Are walls free of holes that needs patching/painting?	YES	NO	NA
8. Are wall free of water or mold damages?	YES	NO	NA
9. Are doors operational and in good condition?	YES	NO	NA
10. Have key control been inventory and all room keys accounted for?	YES	NO	NA
11. Are all master keys accounted for?	YES	NO	NA
12. Are all door locks serviceable and in good condition?	YES	NO	NA
13. Are ceiling tile free from warps/leaks/damage?	YES	NO	NA
14. Are HVAC units operational?	YES	NO	NA
15. Have HVAC air filter been changed within the past six months?	YES	NO	NA
16. When was the last air quality test performed?	YES	NO	NA
17. Is there any visual mold present? If so, identify arear and actions taken.	YES	NO	NA
18. Are refrigerators and microwaves serviceable and kept clean?	YES	NO	NA
19. Are bathroom areas clean and free of mold?	YES	NO	NA
20. Are bathroom fixtures operational and well maintained?	YES	NO	NA
21. Are room furnishings complete, adequate and in good condition?	YES	NO	NA
22. Has a wall to wall inventory of whole room furnishing been verified? Attach copy of verified signed copy of furnishing inventory to checklist. (Furnishing inventory within eMH/UHM.)	YES	NO	NA
23. Are the any visible peeling paint, unseal asbestos or other environmental hazards?	YES	NO	NA
24. Are fire extinguishers adequately located throughout the building?	YES	NO	NA
25. Are fire extinguisher operational and the correct type for building?	YES	NO	NA
26. Is the building equipped with a fire serviceable suppression system?	YES	NO	NA
27. Are all exit signs serviceable and operational?	YES	NO	NA
28. Are all emergency lighting serviceable and operational?	YES	NO	NA
29. Has the fire evacuation system been tested? If so, when Date:	YES	NO	NA
30. Does hallways, staircases have serviceable, adequate and operational lighting?	YES	NO	NA
Does the overall assessment of the interior indicate that the facility is well maintained, functioning properly, and can adequately support the agency.	YES		NO
Comments	Estimated Cost		
Maintenance Program: The base facility maintenance program will be evaluated through the use of MAXIMO reports.			
1. Does maintenance program accurately reflect work tickets status?	YES	NO	NA
2. Is there procedures in place to report building discrepancies for corrective action?	YES	NO	NA
3. Does the maintenance program track building recurring problems?	YES	NO	NA
4. Are there plan in place to fix recurring problems?	YES	NO	NA
5. Are work tickets resolved within a timely manner in respect to it assigned priority?	YES	NO	NA
6. Where periodic inspection conducted and documented?	YES	NO	NA
Does the overall assessment of the maintenance program indicate that the systems are well maintained, functioning properly and not at risk or imminent failure or malfunction?	YES		NO
Comments	Estimated Cost		
Operations and Services			
1. Does all phone line have connectivity?	YES	NO	NA
2. Does the office space have internet connectivity?	YES	NO	NA
3. Is there a CCTV system install inside or outside building?	YES	NO	NA
4. Is there basic cable service in at least one common area?	YES	NO	NA
Does the overall assessment of the building services provides indicate that the facility is well maintained, functioning properly and not at risk or imminent failure or malfunction?	YES		NO
Comments	Estimated Cost		

**Bachelor Housing Branch, G/4
Unaccompanied Housing, (UH) Inspection Checklist**

Original Copy

Bachelor Housing Branch remarks on subject building;

Bachelor Housing Branch use only:

Date: _____

Received By: _____

Title: _____

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Enclosure (5)



UNITED STATES MARINE CORPS
 MARINE CORPS INSTALLATION NATIONAL CAPITAL REGION
 MARINE CORPS BASE
 QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO
 4400

 (Date)

From: (Rank, Full Name, EDIPI)
 To: Commanding Officer
 Via: (1) Head, Bachelor Housing Branch
 (2) S4 Logistics Officer
 Subj: REPORT MISSING UNACCOMPANIED HOUSING (UH) ROOM KEY
 Ref: (a) MCO 11000.22 dtd 14 Jul 14, w/ch 1
 (b) MCINCR-MCBO 11101.4B

1. I, hereby report the loss/missing room key issued to me as the assigned occupant to (UH Name) _____, room numbers/bed space _____.

2. I elect to make the following statement of circumstances surrounding the loss or missing UH room key.

3. Acknowledgement of Requestor

a. I certify that the above statement is truthful to the best of my knowledge.

 Signature Date

4. BHB Recommendation:

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

____ REPLACE WITHOUT CHARGE ____ REPLACE WITH CHARGE

Remarks:

BHB Branch Head, Name: _____

 Signature of BHB Branch Head Date

Subj: REPORT OF MISSING UNACCOMPANIED HOUSING (UH) ROOM KEY

5. S4 Recommendation:

a. In accordance with reference (b), recommend;

REPLACE WITHOUT CHARGE

REPLACE WITH CHARGE

Remarks:

Logistic Officer Name: _____

Signature of Logistic Officer or Designee

Date

6. Command Recommendation:

a. In accordance with reference (b), recommend;

REPLACE WITHOUT CHARGE

REPLACE WITH CHARGE

Remarks:

Commanding Officer Name: _____

Signature of Commanding Officer or Designee

Date



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

Enclosure (2)

Service Request Form

FIRST NAME:

DATE WRK REQ TURNED-IN:

LAST NAME:

DATE SVC REQ RECEIVED:

RANK:

SERVICE REQUEST #:

ROOM/BLDG

Approved

Work Order #:

Work Order Status #1/Date

Work Order Status #2/Date

(DO NOT FILL SERVICE REQUEST /WORK ORDER NUMBER OR DATE RECEIVED/APPROVED BOX, FOR UH MANAGER USE ONLY).

FILL OUT DETAILED LOCATION AND PROBLEM BELOW:

LOCATION:

DESCRIPTION OF PROBLEM:

(PLEASE PRINT SO IT CAN BE READ, THANKS.)



MCINCR MCBQ UH Manager Receipt

Dear Occupant,

An Unaccompanied Housing Manager entered your room @ _____

on this date _____

The justification for entry was to: escort maintenance

follow-up on repair, discrepancy verification

self help

for: _____

Service Request # _____ or _____

Work Order # _____

Complete To Return Parts Ordered

Cyclic or Preventive Maintenance on: HVAC Units,

air filter, lights, holders, wall covers,

Other _____

Weekly inspection, Routine check for:

Name of person(s) entering room: _____
