



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CALIFORNIA 92140

DepO 10160.1
4D3:KDB:cs
19 Nov 1982

DEPOT ORDER 10160.1 *w/cw 1*

From: Commanding General
To: Distribution List

Subj: Personnel Support Equipment for Unaccompanied Personnel Housing and Furniture
for Administrative Offices

Ref: (a) MCO 10160.8B

Encl: (1) Maximum Allowances for Unaccompanied Personnel Housing
(2) Minimum Allowances for Unaccompanied Personnel Housing
(3) Authorized Allowances for Office Furniture/Furnishings

1. Purpose. To provide additional guidance to Commanders and Responsible Officers at the Marine Corps Recruit Depot (MCRD), San Diego, California, in the acquisition, management and control of Personnel Support Equipment (PSE) (i.e., furniture (household and office), furnishings and equipment) for Unaccompanied Personnel Housing (UPH) and administrative offices as prescribed in the reference.

2. Information. Although additional funds have been made available for funding of UPH and furnishings, a DDD objective has been established to enhance efficiencies, economies and to improve management in the expanded area of all furniture (to include offices) and other personal property; i.e., equipment.

3. Requirements

a. Unaccompanied Personnel Housing Furniture

(1) Enclosure (1) establishes the maximum quantity and kinds of articles of furniture, furnishings and miscellaneous items which may be provided in the UPH quarters as prescribed by the Commandant of the Marine Corps.

(2) To prevent an arbitrary procurement of furniture to achieve the maximum allowances of UPH, paragraph 17b(4) of the reference directs the establishment of minimum allowances for UPH. The minimum allowances for UPH at MCRD have been established and are contained in enclosure (2).

b. Office Furniture. The Federal Property Management Regulations define three levels of furniture assignments for individuals, including grade limitations and provides a suggested table of allowance. These levels are defined below. Authorized allowances for office furniture at MCRD are contained in enclosure (3).

(1) Level A - Executive. The use of executive type office furniture, whether new, used or rehabilitated, shall be limited to personnel of flag rank or senior executive service or above. This type furniture includes all items of executive wood furniture consisting of, or comparable to, the traditional and modern wood furniture and related items illustrated in the GSA supply catalog and listed in the FSS, FSC Group 71, Parts 11A and 11C (formerly FSC Group 71, Parts IV, XII, and XXXI).

(2) Level B - Middle Management. The use of middle management type office furniture, whether new, used or rehabilitated shall be limited to personnel with the rank of lieutenant colonel/colonel or grades GS-13 through 15. This type of furniture includes all items of unitized wood office furniture and related items illustrated in the GSA supply catalog and listed in or comparable to FSS, FSC Group 71, Part IIB (formerly FSC Group 71, Part VIII).

(3) Level C - General. The use of general office furniture, whether new, used or rehabilitated shall be authorized for personnel with the rank of major and below, E-9 and below, and GS-12 and below. This type of furniture includes all items of contemporary steel, general steel and general wood office furniture listed in the GSA supply catalog and comparable items.

(4) Exceptions to the type of furniture/furnishings authorized may be approved by CMC (Code LFS) upon receipt of adequate justification. The Property

Control Office will review and forward these as appropriate.

4. Procurement. Replacement/augmentation of furniture and equipment is authorized within budgetary restraints. When planning for furniture replacements, only those items not susceptible to economical repairs should be considered. The procurement of new items will be limited to those requirements considered absolutely essential, shall not include upgrading to improve appearance, office decor or status and will be the least expensive ones which meet the operational and/or support requirement. All practical means of obtaining the needed equipment through rehabilitation, redistribution or a more efficient use of presently owned assets will be attempted prior to initiating requests for new items. Requisitions for furniture desired from the open-market must contain a separate signed explanation of why similar items listed in the applicable Federal Supply Schedule will not meet the specific requirements. This explanation will originate from the office initiating the purchase request. The request and the statement will be forwarded by Contract and Purchasing Office to General Services Administration (GSA) for approval. Only after approval has been granted by GSA will furniture be procured from the open-market.

5. Maintenance and Repair. The maintenance and repair of furniture is authorized to keep such items in a condition so they may be used for their intended purpose and protect the Government investment. Unserviceable furniture will be turned in to the Property Control Warehouse (Bldg. #145; ext. 3249) by appointment only. The Property Control Office will have furniture repaired commercially when the extent of the repair work necessary is beyond the scope of the Maintenance Division at MCRD. Furniture will be repaired only when the repair does not exceed 75% of the replacement cost of the item.

6. Action

a. Cost Center Administrators will:

(1) Submit all requisitions for office furniture with the appropriate accounting data ~~to the Property Control Office~~ *changeable to Cost Account Code 1E90 to the Property Control Officer.*
(2) Ensure each requisition conforms to the allowances listed in enclosure (3).

(3) Ensure requisitions for new furniture conform to the procurement requirements contained in paragraph 4 above.

(4) Submit all budget requirements, (i.e. repair and replacement) for PSE pertaining to UPH to the Property Control Office for inclusion in the 4-B budget prior to 1 ~~November~~ *January* annually.

b. Commanding Officer, Recruit Training Regiment, Commanding Officer, H&S BN and Personnel Housing Officer will:

(1) Ensure each room contains the minimum allowance of furniture contained in enclosure (2) without exceeding the maximum allowances contained in enclosure (1).

(2) Submit all budget requirements, (i.e. repair and replacement) for PSE pertaining to UPH to the Property Control Office for inclusion in the 4-B budget prior to 1 ~~November~~ *January* annually.

c. The Property Control Officer will:

(1) Screen each furniture requisition to make certain all requirements in this Order and the reference are met.

(2) Ensure furniture is not available from excess/inventories in the geographic area prior to requisitioning.

(3) Ensure each requisition contains the certification shown in paragraph 10e of the reference.

(4) Ensure each new item of furniture is appropriately marked as indicated in paragraph 11 of the reference.

(5) Submit one copy of each furniture document (procurement, disposal, excess, etc.) to CMC (Code LFS) for monitoring of the furniture program.

* (6) Submit an annual inventory and statement of dollars obligated and budgeted in the procurement of furniture, furnishings and equipment in accordance with enclosure (7) of the reference by 1 September to AC/S, Comptroller.

(7) Repair furniture as prescribed in paragraph 5 above.

d. OIC, DSSC Customer Service will use the following priority list when determining the source of supply for ordering furniture:

(1) Federal Prison Industries, Inc.

(2) Procurement lists of products available from the committee for purchase from the Blind and other Severely Handicapped.

(3) GSA stock program, and other wholesale suppliers such as DLA, Veterans Administration and Military Control Points.

(4) Mandatory Federal Supply Schedules.

(5) Optional - Use Federal Supply Schedules.

(6) Commercial Sources (including Educational and Nonprofit Institutions.)

* e. The Assistant Chief of Staff, Comptroller will:

(1) Review the annual inventory and statement of dollars obligated and budgeted for the procurement of furniture, furnishings and equipment forwarded by Property Control Officer.

(2) Compile total Depot dollars obligated and budgeted for the procurement of office furniture (Cost Account Code 1E90).

(3) Submit the annual inventory and statement of dollars obligated and budgeted for the procurement of furniture, furnishings and equipment in accordance with enclosure (7) of the reference to CMC (Code LFS) by 15 September annually.


F. M. MANROD
Chief of Staff

DISTRIBUTION: I



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CALIFORNIA 92140

DepO 10160.1 Ch 1
4D3:KDB:rmsa
31 Jan 1983

DEPOT ORDER 10160.1 Ch 1

From: Commanding General
To: Distribution List

Subj: Personnel Support Equipment for Unaccompanied Personnel
Housing and Furniture for Administrative Offices

Encl: (1) New page insert to DepO 10160.1

1. Purpose. To transmit a new page insert and direct pen changes to the basic Order.

2. Action

✓ a. Remove present page 3 and replace it with the corresponding page contained in the enclosure hereto.

✓ b. In subparagraph 6a(1) of the basic Order change "to the Property Control Office" to "chargeable to Cost Account Code 1E90 to the Property Control Officer".

✓ c. In subparagraph 6a(4) and 6b(2) of the basic Order, change the date "1 November" to "1 January".

3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.


F. M. MANROD
Chief of Staff

DISTRIBUTION: I

MAXIMUM ALLOWANCES FOR UNACCOMPANIED PERSONNEL HOUSING

| <u>Item</u> | <u>Allow- ances</u> | <u>Basis of Issue and Remarks</u> |
|---|-------------------------|---|
| A. Unaccompanied Enlisted Personnel Housing <u>1/</u> | | |
| <u>Sleeping Spaces</u> | | |
| Basket, wastepaper <u>2/</u> | 1 | Per two individuals |
| | 1 | Per private or shared bath |
| Bedsread | 2 | Per bed |
| Bed, complete, including spring and mattress, single size <u>3/</u> | 1 | Per individual |
| Bench, vanity-dresser | 1 | Per vanity-dresser |
| Blanket <u>3/</u> | 1 | Per bed--up to two additional blankets per bed may be authorized in cold climates |
| Bookcase | 1 | Per room (if not built-in) |
| Chair, desk | 1 | Per desk |
| Chair, easy | 1 | Per individual |
| Cover, mattress <u>3/</u> | 2 | Per mattress |
| Cover, pillow <u>3/</u> | 2 | Per pillow |
| Cushion, rug | 1 | Per rug (over 3 feet - 0 inches by 6 feet - 0 inches) |
| Desk or desk/chest wall unit | 1 | Per individual, space permitting |
| Dresser or chest of drawers | 1 | Per individual |
| Lamp, desk | 1 | Per desk |
| Lamp, floor <u>4/</u> | 1 | Per room |
| Lamp, table <u>4/</u> | 1 | Per night table and occasional table |
| Mirror | 1 | Per dresser or chest of drawers |
| Mirror (full length) <u>2/</u> | 1 | Per two individuals in women's quarters |
| Pad, mattress <u>3/</u> | 1 | Per bed |
| Pillow, bed <u>3/</u> | 1 | Per bed |
| Pillowcase <u>3/</u> | 2 | Per pillow |
| Refrigerator | | As determined by the Commandant of the Marine Corps (Code LFS) |
| Rug, floor covering <u>5/</u> | | As necessary for reasonable coverage, except wall-to-wall |

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| <u>Item</u> | <u>Allow- ances</u> | <u>Basis of Issue and Remarks</u> |
|-------------------------------|-------------------------|---|
| <u>Sleeping Spaces (con.)</u> | | |
| Sheet, bed <u>6/ 3/</u> | 4 | Per bed |
| Slipcover | 1 | Per cloth upholstered easy chair |
| Table, night | 1 | Per bed |
| Table, occasional <u>2/</u> | 1 | Per each two easy chairs |
| Table, general purpose | 1 | Per room, space permitting |
| Vanity/desk dresser | 1 | Per individual in women's quarters, space permitting |
| Wardrobes <u>3/</u> | 1 | Per individual, when built-in facilities are not provided where appropriate, standard lockers or trunk lockers may be substituted |
| <u>Lounge 7/</u> | | |
| Basket, wastepaper | 2 | |
| Bookcase | 1 | If not built-in |
| Cabinet, storage | 1 | |
| Chair, easy | 4 | |
| Chair, folding | 4 | |
| Chair, lounge or occasional | 3 | |
| Chair, straight | 6 | |
| Clock, wall | 1 | As required |
| Costumer or coat rack | 2 | |
| Cushion, rug | 1 | Per rug |
| Davenport <u>8/</u> | 2 | |
| Desk | 1 | When not available in sleeping spaces |
| Lamp, desk | 1 | Per desk |
| Lamp, table <u>4/</u> | 1 | Per occasional table |
| Lamp, floor <u>4/</u> | 2 | |
| Mirror, framed | 1 | |
| Pictures, framed | 4 | |
| Rack, magazine | 2 | |
| Rug <u>5/</u> | | Reasonable coverage |
| Slipcover | 1 | Per cloth upholstered davenport and easy chair |

ENCLOSURE (1)

| <u>Item</u> | <u>Allow- ance</u> | <u>Basis of Issue and Remarks</u> |
|--|------------------------|---|
| <u>Lounge (con.)</u> | | |
| Stand, smoking | 5 | |
| Table, coffee | 2 | |
| Table, general purpose | 1 | |
| Table, occasional | 5 | |
| Television | 1 | |
| II. Unaccompanied Officer/Transient Officer Personnel Housing | | |
| <u>Bedroom</u> | | |
| Basket, wastepaper | 1 | Per bedroom |
| | 1 | Per bathroom |
| Bedspread | 2 | Per bed |
| Bed, completed, <u>3/</u> including bedspring and mattress | 1 | Per individual (full bed for transient officer quarters) |
| Bench, vanity-dresser | 1 | Per vanity-dresser |
| Blanket, bed <u>3/</u> | 1 | Per bed--up to two additional blankets per bed may be author- ized in cold climates |
| Chair, easy | 1 | Per room (when private living room is not available) |
| Chair, desk | 1 | Per desk |
| Cover, mattress <u>3/</u> | 2 | Per mattress |
| Cover, pillow <u>3/</u> | 2 | Per pillow |
| Cushion, rug | 1 | Per rug |
| Desk or desk/chest wall unit | 1 | Per individual (when not avail- able in private or joint living room) |
| Dresser or chest of drawers | 1 | Per individual |
| Lamp, table <u>4/</u> | 1 | Per night table and occasional table |
| Lamp, desk | 1 | Per desk |
| Lamp, floor <u>4/</u> | 1 | Per room |
| Mirror | 1 | Per dresser or chest of drawers |
| Mirror (full length) <u>2/</u> | 1 | Per two individuals in women's quarters |
| Pad, mattress <u>3/</u> | 1 | Per bed |
| Pillow, bed <u>3/</u> | 2 | Per bed |

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| <u>Item</u> | <u>Allow- ances</u> | <u>Basis of Issue and Remarks</u> |
|---|-------------------------|---|
| <u>Bedroom (con.)</u> | | |
| Pillowcase <u>3/</u> | 2 | Per bed |
| Picture, framed | 2 | |
| Rack, luggage | 1 | Per bed in transient quarters |
| Refrigerator | 1 | If not available in private or joint use living room or kitchen |
| Rug <u>5/</u> | | Reasonable coverage |
| Sheet, bed <u>3/</u> | 4 | Per bed |
| Slipcover | 1 | Per cloth upholstered easy chair |
| Table, night | 1 | Per bed |
| Table, occasional | 1 | Per room |
| Vanity-Dresser, with mirror | 1 | Per individual in women's quarters |
| Wardrobe <u>2/ 3/</u> | 1 | Per individual, when built-in facilities are not provided |
| <u>Suite Living Room (without kitchen facilities, private or joint use)</u> | | |
| Basket, wastepaper | 1 | |
| Bookcase | 1 | If not built-in |
| Cabinet, storage | 1 | |
| Chair, easy | 2 | |
| Chair, desk | 1 | Per desk |
| Chair, general purpose | 4 | |
| Cushion, rug | 1 | Per rug |
| Davenport <u>8/</u> | 1 | |
| Desk | 1 | When not available in bedroom |
| Lamp, table <u>4/</u> | 1 | Per occasional table |
| Lamp, floor <u>4/</u> | 1 | |
| Lamp, desk | 1 | |
| Picture, framed | 2 | |
| Rack, magazine | 1 | |
| Refrigerator | 1 | |
| Rug <u>5/</u> | | Reasonable coverage |
| Slipcover | 1 | Per cloth upholstered davenport and easy chair |

ENCLOSURE (1)

| <u>Item</u> | <u>Allowances</u> | <u>Basis of Issue and Remarks</u> |
|---|-------------------|---|
| <u>Suite Living Room (con.)</u> | | |
| Stand, smoking | 2 | |
| Table, general purpose | 1 | |
| Table, coffee | 1 | |
| Table, occasional | 3 | |
| <u>Combination Living/Dining Room</u> (single or joint use) (with kitchen facilities including stove and refrigerator) | | |
| Same as suite living room, except: | | |
| Substitute one dining table for one general purpose table, and delete refrigerator. | | |
| Add: | | |
| Buffet or China Cabinet | 1 | |
| <u>Combination Living/Bedroom</u> (single occupancy) (without kitchen) | | |
| Bed or Sofa Bed <u>3/</u> | 1 | |
| Basket, wastepaper | 1 | Per bathroom |
| Bench, vanity-dresser | 1 | Per vanity-dresser |
| Blanket <u>3/</u> | 1 | Up to two additional may be authorized in cold climates |
| Bookcase | 1 | If not built-in |
| Cabinet, storage | 1 | |
| Chair, easy | 2 | |
| Chair, desk | 1 | |
| Chair, general purpose | 4 | |
| Cushion, rug | 1 | Per rug |
| Desk | 1 | |
| Dresser or chest of drawers | 1 | |
| Lamp, desk | 1 | |
| Lamp, floor <u>4/</u> | 1 | |
| Lamp, table <u>4/</u> | 1 | Per occasional table |
| Mirror | 1 | |

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| <u>Item</u> | <u>Allow- ances</u> | <u>Basis of Issue and Remarks</u> |
|--|-------------------------|---|
| <u>Combination Living/Bedroom (con.)</u> | | |
| Mirror (full length) | 1 | In women's quarters |
| Pad, mattress <u>3/</u> | 1 | |
| Picture, framed | 2 | |
| Pillow, bed <u>3/</u> | 1 | |
| Pillowcase <u>3/</u> | 2 | |
| Rack, luggage | 1 | In transient quarters |
| Refrigerator | 1 | |
| Rug <u>5/</u> | | Reasonable coverage |
| Sheet, bed <u>3/</u> | 4 | |
| Slipcover | 1 | Per cloth upholstered easy chair or sofa |
| Sofa | 1 | Per room in lieu of easy chair, space permitting |
| Stand, smoking | 2 | |
| Table, coffee | 1 | |
| Table, general purpose | 1 | |
| Table, occasional | 3 | |
| Vanity-Dresser, with mirror | 1 | In women's quarters |
| Wardrobe <u>9/ 3/</u> | 1 | If built-in facilities are not provided |

Combination Living/Bedroom
(single occupancy) (with
kitchen facilities includ-
ing stove and refrigerator)

Same as living/bedroom combination
(without kitchen), except:

Add the following:

| | |
|-------------------------|---|
| Dining table | 1 |
| Chair, dining | 4 |
| Buffet or china cabinet | 1 |

Delete:

Refrigerator

Residential-Type UOPH
Living Room

Same as suite living room
(without kitchen facilities)

ENCLOSURE (1)

| <u>Item</u> | <u>Allow- ances</u> | <u>Basis of Issue and Remarks</u> |
|---|--|---|
| <u>Residential-Type UOPH Combination Living/Dining Room</u> | | |
| | Same as combination living/dining room (with kitchen facility), except six dining chairs are permitted | |
| <u>Lounge 7/</u> | | |
| | Same as UEPH lounge allowance | |
| <u>1/</u> | | Covers E2 through E9, except that UOPH combination living/bedroom allowance may be used for E7, E8 and E9. |
| <u>2/</u> | | Where rate of issue is on the basis of "one per two," one item is permissible for single occupancy rooms; and two items are permissible in three-person rooms--space permitting. |
| <u>3/</u> | | Minimum essential furniture/furnishings that must be provided for each individual. Additional items are provided to meet quality of life, minimum living conditions, and levels to enhance morale and retention. |
| <u>4/</u> | | Table and floor lamps may be substituted for each other. |
| <u>5/</u> | | Wall-to-wall carpeting is permitted when authorized by the Commandant of the Marine Corps (Code LFS). Where economically advantageous, such furnishings should be considered. Rugs for rooms shall not be custom-fitted so as to prevent turning to achieve even wear. Rugs for rooms are optional. |
| <u>6/</u> | | Number as appropriate for recruit reception and induction activity. |
| <u>7/</u> | | Lounge is defined as a community living room for use by all occupants of a facility. Allowances apply to such rooms up to 400 square feet in size. For larger lounges, type and quantity of furniture and furnishings shall be determined by the Commandant of the Marine Corps (Code LFS). |
| <u>8/</u> | | Davenport is defined as a three-seat upholstered sofa. Equivalent two-seat units (loveseats or settees) may be substituted. |
| <u>9/</u> | | Additional storage may be authorized to meet special requirements. |

MINIMUM ALLOWANCES FOR UNACCOMPANIED PERSONNEL HOUSING

| <u>Item</u> | <u>Allowances</u> | <u>Basis of Issue and Remarks</u> |
|---|-------------------|--|
| <u>Sleeping Spaces</u> | | |
| Basket, wastepaper | 1 | Per two individuals |
| | 1 | Per private or shared bath |
| Bedspread | 1 | Per bed |
| Bed, complete, including spring and mattress, single size | 1 | Per individual |
| Blanket | 1 | Per bed |
| Chair, desk | 1 | Per desk |
| Chair, easy | 1 | Per individual |
| Cover, mattress | 1 | Per mattress |
| Cover, pillow | 1 | Per pillow |
| Cushion, rug | 1 | Per rug (over 3 feet - 0 inches by 6 feet - 0 inches) |
| Desk or desk/chest wall unit | 1 | Per individual, space permitting |
| Dresser or chest of drawers | 1 | Per individual |
| Lamp, desk | 1 | Per desk |
| Lamp, floor | 1 | Per room |
| Lamp, table | 1 | Per night table and occasional table |
| Mirror | 1 | Per dresser or chest of drawers |
| Pad, mattress | 1 | Per bed |
| Pillow, bed | 1 | Per bed |
| Pillowcase | 1 | Per pillow |
| Refrigerator | 1 | As determined by the Commandant of the Marine Corps (Code LFS) |
| Sheet, bed | 2 | Per bed |
| Table, night | 1 | Per bed |
| Wardrobes | 1 | Per individual |
| Basket, wastepaper | 2 | |
| Cabinet, storage | 1 | |
| Chair, easy | 4 | |
| Chair, folding | 4 | |
| Chair, lounge or occasional | 3 | |
| Clock, wall | 1 | As required |

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| <u>Item</u> | <u>Allowances</u> | <u>Basis of Issue or Remarks</u> |
|-------------------|-------------------|---|
| Cushion, rug | 1 | Per rug |
| Davenport | 2 | |
| Lamp, table | 1 | Per occasional table |
| Lamp, floor | 2 | |
| Picture, framed | 4 | |
| Rack, magazine | 2 | |
| Rug | | Reasonable coverage |
| Slipcover | 1 | Per cloth upholstered davenport and easy chair |
| Stand, smoking | 5 | |
| Table, coffee | 2 | |
| Table, occasional | 5 | |
| Television | 1 | |

ENCLOSURE (2)

Authorized Allowances for Office Furniture/Furnishings

| <u>ITEM</u> | <u>FLAG/SES LEVEL A</u> | <u>COL/GS-15 LEVEL B</u> | <u>LTCOL/GS-13/14 LEVEL B or C</u> | <u>MAJ & Below E-9 & Below GS-1-12 LEVEL C</u> |
|---------------------------|---------------------------------|----------------------------------|--|--|
| Desk, conference | 1(a) | 1(b) | 1(b) | - |
| Desk, flat top | 1(a) | 1(c) | 1(c) | 1(a) |
| Desk, typist's | - | - | - | 1(a) |
| Chair, desk | 1 | 1 | 1 | 1 |
| Chair, side | (d) | (d) | (d) | (d) |
| Credenza/ storage unit | 1 | 1 | 1(a) | 1(f) |
| Telephone stand | 1 | 1 | 1(a) | 1(b) |
| Bookcase | 1 | 1 | 1 | 1 |
| Table, conference | 1 | 1(b) | 1(b) | - |
| Sofa | 1 | 1(b), (e) | - | - |
| Easy chair | 2 | 1(b), (e) | - | - |
| Coffee table | 1 | 1(b), (e) | - | - |
| End table | 2 | 1(b), (e) | - | - |
| Lamp, table | 2 | 1(b), (e) | - | - |
| Costumer | 1 | 1 | 1 | 1(f) |

LEGEND

- | | |
|------------------------------|---|
| (a) Choice of one | (d) As many as required |
| (b) Supervisory position | (e) Optional, in place of table and four chairs |
| (c) Non-supervisory position | (f) When required |

