

ATTENTION TO HQS ON FILE

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UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

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BnO 1010.1 CHI
3

31 MAR 1997

BATTALION ORDER 1010.1 CHI

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR HEALTH AND COMFORT INSPECTIONS

- Encl: (1) Sample Provost Marshal's Office Request for Support
 (2) Diagrams of BEQ #619
 (3) Barracks Inspection Checklist
 (4) Barracks Rules
 (5) Permissive Authorization for Search and Seizure Form
 (6) Command Authorization for Search and Seizure Form
 (7) Military Suspect's Acknowledgement and Waiver of Rights Form
 (8) Sample Voluntary Urinalysis Consent Letter
 (9) Sample Probable Cause Urinalysis Letter

1. Purpose. To establish policy and procedures for Health and Comfort Inspections.

2. Policy. Headquarters and Service Battalion will conduct periodic inspections of the on-base living areas of battalion personnel. These inspections are conducted to enhance the security, health, welfare, and good order and discipline of the unit and to ensure the command is properly equipped, functioning properly, and maintaining proper standards of readiness, sanitation, and cleanliness. The inspections will further be used to locate and confiscate unlawful weapons and other contraband. Inspections may use any reasonable natural or technological aid and may be conducted with or without notice to those inspected.

3. Procedures. The Commanding Officer will determine when Health and Comfort Inspections will be conducted in the barracks. Upon determining a date for such an inspection, the following procedures will be followed:

a. Preparations for the inspection

(1) The S-3 will assume overall staff cognizance for the inspection.

(2) The S-3 will coordinate with the Provost Marshal'S Office (PMO) for Military Working Dog (MWD) and CID support. Enclosure (1) provides a format for the request. Generally, at least five working days are required to coordinate MWD support.

(3) The S-3 will notify the Company Commanders via the telephone.

(4) The S-3 will task each company to provide the following personnel:

(a) 3 SNCOs for key control

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- (b) 6 SNCOs for security
- (c) 4 SNCOs for inspectors
- (d) Company First Sergeant or Company Gunnery Sergeant
- (e) Company Commander or Company Executive Officer
- (5) The S-3 will coordinate hand-held radio support.
- (6) The ~~S-4~~ ^{Billing Officer} will obtain six master keys.

b. Conduct of the inspection

(1) All personnel involved in the inspection will muster in the Battalion Classroom at 0700 for briefing. Inspections will normally be conducted beginning at 0730 (after most Marines have gone to their work sections).

(2) The Assistant Operations Officer will provide a briefing to the key control, security and inspector SNCOs concerning their duties during the inspection.

(3) Security SNCOs will be positioned to isolate the area inspected and to control personnel movement (see enclosure (2)).

(4) Key control SNCOs will open door for inspectors and secure door after the inspection party is completed.

(5) The inspection party will consist of an inspector and a MWD team. The MWD team will inspect the room for contraband first, then the inspector will assess the orderliness and cleanliness of the room using the barracks inspection checklist and the barracks rules (enclosures (3) and (4)).

(6) The Adjutant and CID agent will position themselves in the DNCO room. The Adjutant will have permissive authorization and command authorization search and seizure forms and Article 31 acknowledgement forms (enclosures (5), (6), and (7)).

(7) The Battalion SACO will be prepared to provide voluntary urinalysis consent letters and probable cause urinalysis letters (enclosures (8) and (9)).

(8) Company Gunnery Sergeants/First Sergeants and Executive Officers/Company Commanders will observe the conduct of the inspection within their company area.

(9) The Battalion Commander will be readily available to make probable cause search and seizure or other determinations.

(10) If a MWD alerts during an inspection:

(a) The inspection of that room will cease.

(b) All personnel will exit the room and the room will be locked. Personnel will be posted to ensure nobody enters the room until authorized by the Battalion Commander.

BnO 1010.1

(c) The Battalion Commander will be notified.

(d) The Marine will be afforded the opportunity to authorize a permissive search.

(e) The Battalion Commander will make probable cause search determinations as required.

c. Post Inspection Action

(1) The S-3 will secure personnel as warranted.

(2) Company First Sergeants/Gunnery Sergeants will collect inspection sheets upon conclusion of the inspection. The company staff will ensure that feedback is provided to all Marines whose rooms are inspected, and that, where appropriate, corrective action is taken. Within two working days of the completion of the inspection, provide the inspection sheets to the Adjutant for routing to the Sergeant Major, Executive Officer, and Commanding Officer.

(3) Contraband taken during the inspection will be turned over to the Company Gunnery Sergeant or, if appropriate, to PMO as evidence.

(4) The S-3 will conduct a post-inspection critique with the Commanding Officer.

(5) RTR will provide one SNCO representative

4. Action

a. Company Commanders

(1) Provide three key control SNCOs, six security SNCOs, four inspector SNCOs, the Company First Sergeant and/or Gunnery Sergeant, and Company Executive Officer or other officer.

(2) Contact Marines at their sections as needed to provide search authorization or urine samples.

(3) Post a copy of this order on troop information bulletin boards.

(4) Ensure all post-inspection action involving feedback to individual Marines (i.e. counseling, administrative action, or disciplinary action) and reinspection, if necessary, is completed.

b. Director, Recruiters School. Post a copy of this order on troop information bulletin boards.

c. Battalion Operations Officer

(1) Assume staff cognizance over the conduct of the Health and Comfort Inspection.

(2) Follow the procedures outlined in this Order.

Billeting
d. Battalion ~~S-4~~ Officer. Provide master keys.

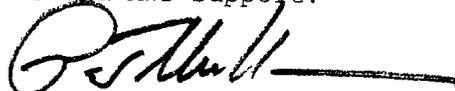
e. Battalion Adjutant. Assume staff cognizance over all matters pertaining to legal regulations and directives.

f. Battalion Substance Abuse Control Officer

(1) Provide support for all urinalysis testing.

(2) Ensure Battalion Urinalysis Coordinator is available for support of Health and Comfort Inspections.

g. Provost Marshal. Provide CID and MWD support.



P.J. MULLIN

Distribution: A

Sample Provost Marshal's Office Request for Support

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
3800 Belleau Wood Avenue
Marine Corps Recruit Depot
San Diego, California 92140-5199

5300
(date)

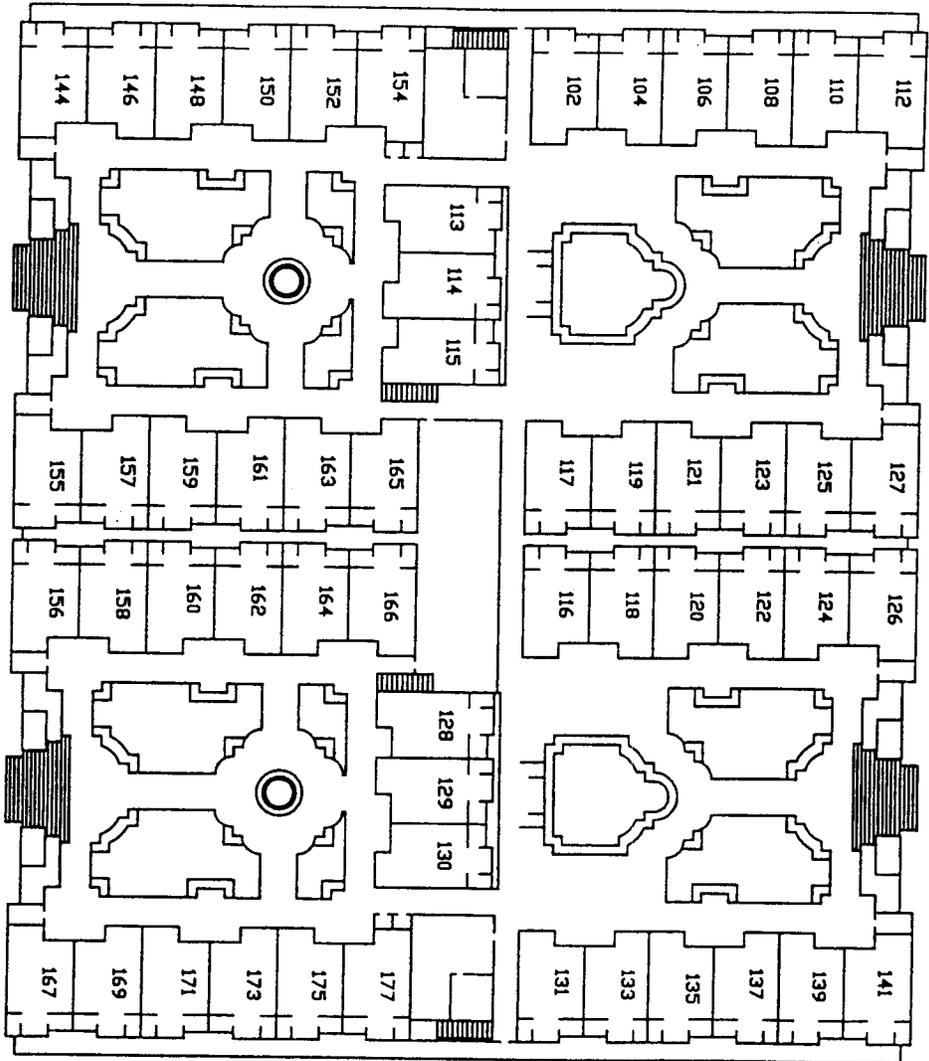
From: Commanding Officer
To: Provost Marshal, MCRD, San Diego

Subj: HEALTH AND COMFORT INSPECTION OF BEQ #619

1. On (date) at 0730 Headquarters and Service Battalion will conduct a Health and Comfort Inspection of Barracks #619.
2. Request PMO provide six Military Working Dogs (MWD) and, in the event contraband is discovered, a CID agent.
3. Request that a PMO representative attend a coordination brief at (time), (date) at (location).
4. Point of contact at this command is (name of S-3) at (phone number).

S-3 Officer's name
By Direction

Copy to:
S-3
Adjutant



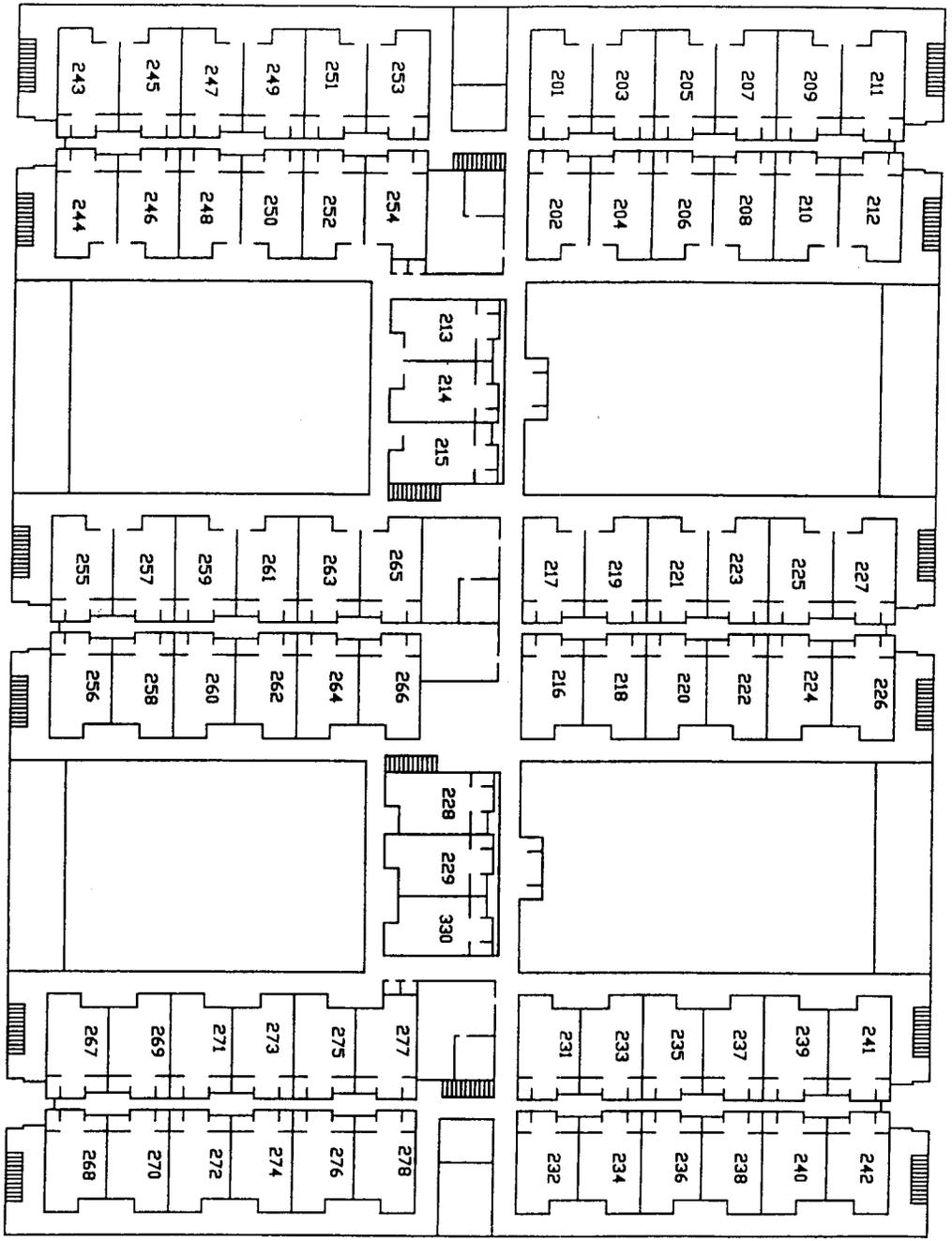
ALL SNCO'S (E-6 AND ABOVE)
1 PER ROOM

MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CA 92140
Public Works Department

FIRST FLOOR PLAN
BLDG. 619

SHEET: 1 OF 4
DR: Cpl Bourland
DATE: 01 JAN 2000

FIGURE 1A-1--UNITASSIGNMENT FOR BLDG 619



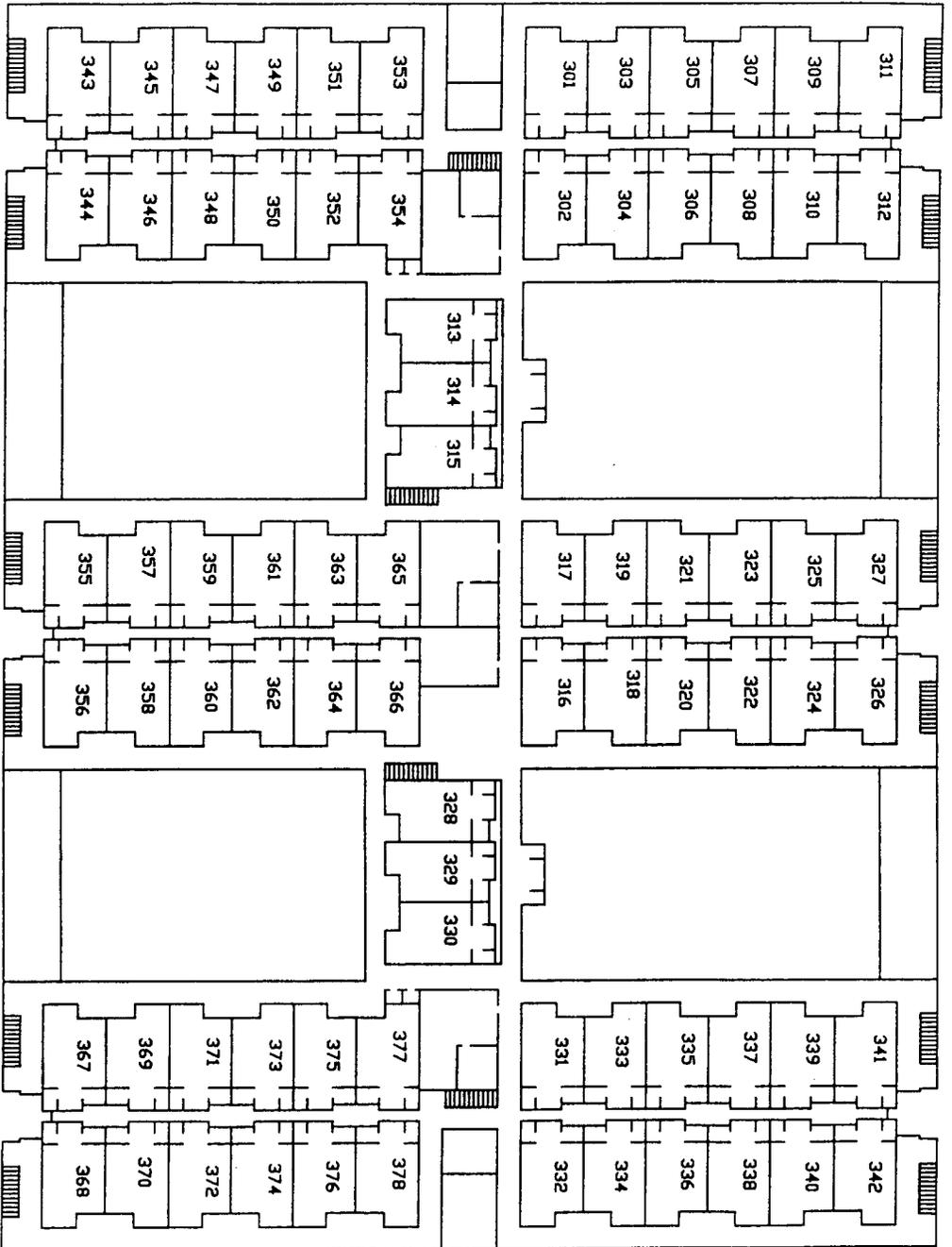
ALL SGT'S (E-5)
1 PER ROOM

MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CA 92140
Public Works Department

SECOND FLOOR PLAN
BLDG. 619

SHEET: 2 OF 4
DR: CPL BURLAND
DATE: 01 JAN 2000

FIGURE 1A-2--UNIT ASSIGNMENT FOR BLDG 619 2-8



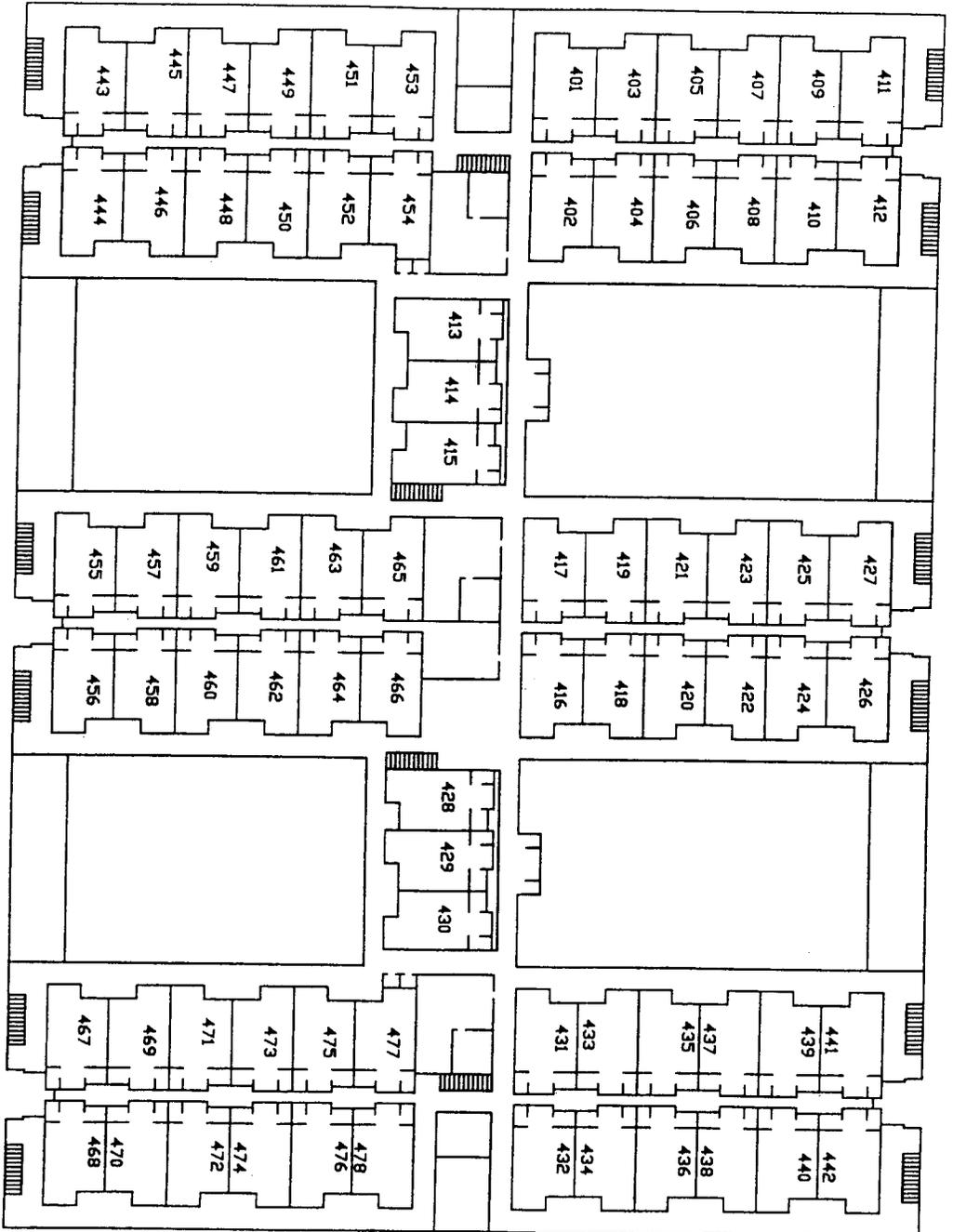
ALL CPL'S (E-4)
1 PER ROOM

MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CA 92140
Public Works Department

THIRD FLOOR PLAN
BLDG. 619

SHEET: 3 OF 4
DR: CPL BOURLAND
DATE: 01 JAN 2000

FIGURE 1A-3--UNIT ASSIGNMENT FOR BLDG 619 2-9



HQCO (E-3 AND BELOW)
2 PER ROOM

MARINE CORPS RECRUIT DEPOT
SAN DIEGO, CA 92140
Public Works Department

FOURTH FLOOR PLAN
BLDG. 619

SHEET: 4 OF 4
DR: CPL BURLAND
DATE: JANUARY 2000

FIGURE 1A-4--UNIT ASSIGNMENT FOR BLDG 619 2-10

MARINE CORPS RECRUIT DEPOT
 SAN DIEGO, CA 92140
 Public Works Department

FIRST FLOOR PLAN
 BLDG. 625

SHEET: 1 OF 4
 DR: CPL BOURLAND
 DATE: 01 JAN 2000

SVCD (E-3 AND BELOW)
 1 PER ROOM

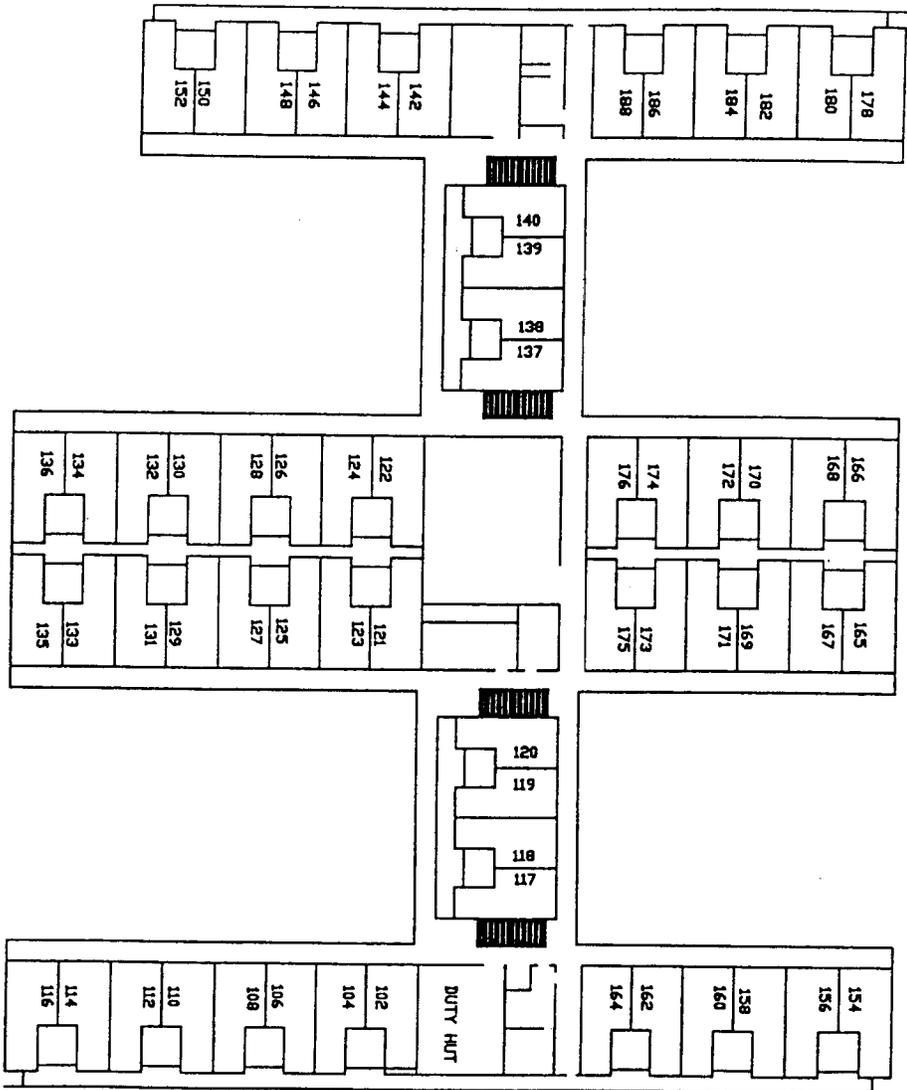


FIGURE 1A-5--UNIT ASSIGNMENT FOR BLDG 625

MARINE CORPS RECRUIT DEPOT
 SAN DIEGO, CA 92140
 Public Works Department

SECOND FLOOR PLAN
 BLDG. 625

SHEET: 2 OF 4
 DR: CPL BOURLAND
 DATE: 01 JAN 2000

TRANSIENT

RTR\NAVY\ARMY\COASTGAURD
 E-3 AND BELOW (1 PER ROOM)

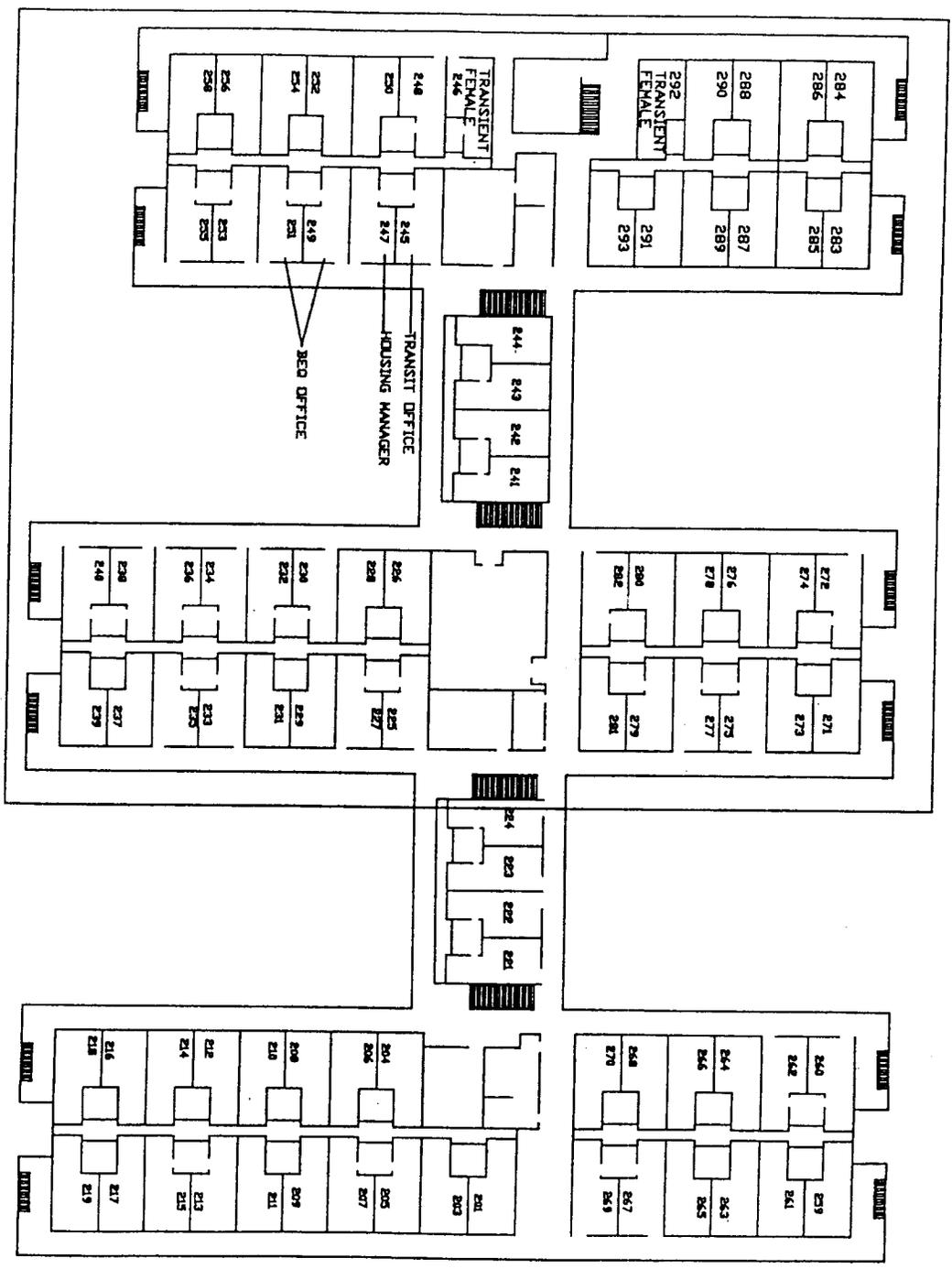


FIGURE 1A-6--UNIT ASSIGNMENT FOR BLDG 625

BARRACKS INSPECTION CHECKLIST

MCRD 10467/1 (Rev. 9-95)

ROOM #	OCCUPANTS	DATE INSPECTED
INSPECTOR: RANK AND NAME	UNASSIGNED SECTION/PHONE #	INSPECTION GRADE

" ## " = A DISCREPANCY " * " = THINGS TO LOOK AT FOR THE INSPECTOR

RACKS

- * UNMADE
- * SOILED LINEN
- * GEAR ON TOP
- * DIRT UNDER OR BEHIND

FURNITURE

- * DUST
- * STAINS
- * DIRT UNDER OR BEHIND
- * CLUTTERED

DECKS/CARPET

- * UNSWEPT
- * DIRT UNDER CARPET
- * STAINS
- * DIRT/ WAX BUILDUP ALONG BASEBOARDS

WINDOWS

- * DIRT OR STREAKS
- * DIRTY SCREEN
- * DIRT AROUND WINDOW SILL
- * PICTURES OR ARTICLES IN WINDOW
- * DUST/DIRT ON BLINDS
- * BLINDS NOT HALF MAST

VENTS/LIGHTS

- * BLOCKED WITH RAGS
- * COVERED WITH TOWEL
- * DUST

REFRIGERATOR

- * MOLD OR MILDEW
- * OLD FOOD
- * DEFROST ICEBOX (LAST FLD-DY MNTH)

HEAD

- * FOUL ODOR
- * URINE STAINS
- * TOILET DIRTY
- * CLUTTERED
- * DIRTY FLOOR
- * BUILDUP IN CRACKS

SHOWER AREA

- * SOAPSCUM ON WALLS/CURTAIN
- * MILDEW ON WALLS/CURTAIN
- * SOAPSCUM ON SOAPDISH
- * HAIR
- * BUILDUP IN TILE CRACKS
- * STANDING WATER
- * DIRTY FLOOR

SINK AREA

- * CLUTTERED
- * WATER SPOTS
- * SOAPSCUM
- * HAIR
- * SMUDGES ON MIRROR
- * STANDING WATER

OVERALL APPEARANCE DISCREPANCIES:

- | | |
|--|----------------------------|
| ## TRASHCAN NOT EMPTIED | ## DIRTY GEAR/BOOTS/CLOTHS |
| ## GEAR /TRASHADRIFT | ## MOLD OR MILDEW |
| ## FOUL ODOR TO ROOM/AREA | |
| ## DUST TREND(TWO OR MORE AREAS WITH DUST, NOT FROM VENTS) | |

OTHER COMMENTS:

OVERALL GRADE GUIDELINES:

PUT GRADE IN SPACE PROVIDED AT TOP OF SHEET.

- | | |
|----------------|---------------------------|
| OUTSTANDING | = 0-1 DISCREPANCIES |
| SATISFACTORY | = 2-4 DISCREPANCIES |
| UNSATISFACTORY | = 5 or more DISCREPANCIES |

Barracks Rules

1. Room doors and windows will be kept locked when not occupied.
2. Wardrobes, lockers, and closets will be locked with a personal padlock.
3. Visitors are only allowed in BEQ rooms between 0800-²⁴⁰⁰~~2200~~ daily. Such visitors will be accompanied at all times. No overnight visitors, including dependents, are allowed to remain in the BEQ.
4. Television sets located in individual rooms will be operated from the commercial antenna system located within the room or "rabbit ears." Exterior makeshift antenna systems outside the room are prohibited.
5. The only electrical appliances permitted in the rooms are: TV's, radios, sound systems, clocks, fans, razors, hairdryers, curling irons, refrigerators, and microwave ovens.
6. Sound equipment, radios, and TV's will be used at a volume that cannot be heard in adjacent rooms.
7. Microwave cooking is only allowed in individual rooms.
8. Motorcycles are not allowed inside the BEQ at any time.
9. Tampering with electrical, plumbing, and heating fixtures or controls is prohibited.
10. No signs will be painted on wall surfaces. Obscene, exotic, or other materials such as posters, flags, pennants, signs, buttons, or other items which reflect discredit upon the Marine Corps or the United States, or which are prejudicial to good order and discipline or not in good taste are prohibited in the BEQ. Pictures will not be taped to painted surfaces.
11. No pets are allowed, with the exception of fish. Aquariums cannot exceed 15 gallon capacity.
12. No clothing or article of any type will be attached to or hung from the inside/outside of windows or from railings.
13. Weight lifting with hand weights is authorized in individual rooms.
14. Gambling is prohibited in the BEQ.
15. Possession and responsible use of alcohol in the BEQ is authorized. Quantities are limited to twelve beers per legal occupant, one fifth of "hard" liquor per legal occupant, and one bottle of wine per legal occupant. Legal age for possession and consumption of alcohol on base is 21 years of age.
16. Possession, storage, and/or use of firearms or other dangerous weapons are prohibited.
17. Sexual activity in the barracks is prohibited.
18. The following items are considered contraband: pistols, rifles, knives, martial arts weapons, swords (other than ceremonial), controlled drugs of any kind which are not prescribed for a current medical condition, ammunition, gunpowder, explosives, fireworks, or any type of flammable materials, drug paraphernalia, which includes pipes, bong, clips, t-shirts, or literature promoting drug use.

DEPARTMENT OF THE NAVY

PERMISSIVE AUTHORIZATION FOR SEARCH AND SEIZURE

1. ADVISORY

I, *(full name)* _____

after being advised by _____

that the _____

is conducting an investigation into the offense(s) of _____

have been requested to permit a search of my _____

2. CONSTITUTIONAL RIGHT

I have been informed of my constitutional right to refuse to permit this search in the absence of a search warrant. In full understanding of this right, I have nevertheless decided to permit this search to be made.

3. PERMISSION

This search may be conducted on *(date)* _____

by _____

and I hereby give him/her/them my permission to remove and retain any property or papers found during the search which are desired for investigative purposes.

4. FREE DECISION

I make this decision freely and voluntarily and it is made with no threats having been made or promises extended to me.

a. *Date*b. *Signature*

NESSES

*Signature*b. *Signature*

5. TIMES OF SEARCH

a. *Start*b. *End*

DEPARTMENT OF THE NAVY

MILITARY SUSPECT'S ACKNOWLEDGEMENT AND WAIVER OF RIGHTS

Place: _____

I, _____
have been advised by _____
that I am suspected of _____

I have also been advised that:

- (1) I have the right to remain silent and make no statement at all;
- (2) Any statement I do make can be used against me in a trial by court-martial or other judicial or administrative proceeding;
- (3) I have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by me at no-cost to the United States, a military lawyer appointed to act as my counsel at no cost to me, or both;
- (4) I have the right to have my retained civilian lawyer and/or appointed military lawyer present during this interview; and
- (5) I may terminate this interview at any time, for any reason.

I understand my rights as related to me and as set forth above. With that understanding, I have decided that I do not desire to remain silent, consult with a retained or appointed lawyer, or have a lawyer present at this time. I make this decision freely and voluntarily. No threats or promises have been made to me.

Signature: _____

Date & Time: _____

Witnessed:

Date & Time: _____

At this time, I, _____
desire to make the following voluntary statement. This statement is made with an understanding of my rights as set forth above. It is made with no threats or promises having been extended to me.

Sample Voluntary Urinalysis Consent Letter

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
3800 Belleau Wood
Marine Corps Recruit Depot
San Diego, California 92140-5199

5300
3
date

From: Rank, Name SSN/MOS USMC
To: Commanding Officer

Subj: VOLUNTARY URINALYSIS CONSENT (VO)

1. I have been requested to provide a urine sample. I have been advised of the following:

(a) I am suspected of the use of an unlawful substance.

(b) I have the right to decline to provide a specimen for testing.

(c) If a specimen is provided, any evidence of drug use resulting from said testing may be used as evidence in a court-martial proceedings against me.

2. I hereby voluntarily consent to provide a urine sample.

Signature: _____ Date: _____

Print: _____

Witness: _____ Date: _____

Print: _____

Sample Probable Cause Urinalysis Letter

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
3800 Belleau Wood
Marine Corps Recruit Depot
San Diego, California 92140-5199

5300
(office code)
(date)

From: Commanding Officer, _____ Company
To: Name/Rank of Marine SSN/MOS

Subj: PROBABLE CAUSE URINALYSIS

Ref: (a) BnO 5355.4E

1. In accordance with reference (a), you are directed to report immediately to the Battalion Substance Abuse office (Second deck of Building 15) for urinalysis.

2. You are suspected of possible drug use due to the circumstances surrounding _____
(Detail circumstances of incident here)

Signature of Commanding Officer

RECEIVING ENDORSEMENT

5300

1. I received these orders at _____ on _____.
(time) (date)

(Signature)

FIRST ENDORSEMENT

From: Battalion Substance Abuse Control Officer
To: Commanding Officer, _____ Company

1. _____ reported to the SACO office at _____. SNM
(name) (time/date)
provided a urine sample.

2. Remarks:

(Signature)

