

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 11103.1D
6A
MAY 03 1999

BATTALION ORDER 11103.1D

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR BACHELOR ENLISTED QUARTERS.

Ref: (a) United States Marine Corps Bachelor Enlisted Quarters (BEQ) Campaign Plan,
January 1999
(b) CG, MCRD/WRR San Diego ltr 5800 9D of 29 May 98
(c) DepO 7220.1
(d) BnO 1010.1

Encl: (1) BEQ Regulations
(2) Fire Regulations
(3) BEQ Diagrams

1. Purpose. To promulgate regulations concerning the assignment to, occupancy, and management of the bachelor enlisted quarters (BEQ) in accordance with reference (a).
2. Applicability. This Order is applicable to all personnel living in the BEQ 619 regardless of parent command or branch of Service. Per reference (b), the Commanding General MCRD/WRR San Diego has delegated to the Commanding Officer, Headquarters and Service Battalion the authority to conduct inspections, searches, seizures, and the responsibility for police and administration of BEQ 619. This authority applies to any person (civilian, active duty or reserve) who occupies or is found in the area of BEQ 619.
3. Policy
 - a. All single Marines, sergeant and below, are required to live in the BEQ unless otherwise exempted by reference (c).
 - b. If rooms are not available for assignment, sergeants and below may be granted Basic Allowance for Housing (BAH) (Own Right) and permitted to live off base.
 - c. To the maximum extent possible full utilization of the BEQ will be made prior to granting BAH (Own Right). Full utilization is defined as a minimum occupancy rate of 95% of all BEQ's onboard the Depot. The Depot Billeting Officer will maintain data to determine the occupancy rate in the BEQ.

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d. Unit integrity will be maintained to the extent possible. For the purposes of this Order, unit is defined as Headquarters Company, Headquarters and Service Battalion (HqSvc Battalion), Service Company, HqSvc Battalion, Support Battalion, 1st Recruit Training Battalion, 2nd Recruit Training Battalion, 3rd Recruit Training Battalion, Medical, Dental, 12th Marine Corps District, Coast Guard TACLET Detachment, and other.

e. Pregnant Marines with no dependants may reside in the BEQ until delivery. Pregnant Marines may be authorized BAH prior to the 20th week of pregnancy. However from the 20th week forward such requests will be approved. Dependent children will not be allowed to live in the BEQ.

4. Responsibilities

a. The Depot Billeting Officer is responsible for:

- (1) Overall BEQ management and administration.
- (2) BEQ maintenance above resident level maintenance.
- (3) Coordinating property control of BEQ furnishings in individual rooms.
- (4) Assuming property control of common area (laundry room, game rooms, lounge, DNCO rooms) furnishings and equipment.
- (5) Coordinating, in conjunction with unit commander, BEQ room, storage room assignment, and key control.
- (6) Developing and managing BEQ budgets for operations and maintenance.
- (7) Providing cleaning supplies and cleaning equipment to BEQ residents.
- (8) Effecting, in conjunction with unit commanders, BEQ check in/check out inventory and inspections.
- (9) Maintaining data to determine the occupancy rate in the BEQ.
- (10) Maintaining a computer database for all room assignments.
- (11) Coordinating assignment of parking decals to BEQ residents.
- (12) Controlling all BEQ keys.

b. The Commanding Officer, Headquarters and Service Battalion is responsible for:

- (1) Coordinating, in conjunction with the Depot Billeting Officer, individual room assignments.

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(2) Establishing and maintaining procedures to ensure good order and discipline in the BEQ.

(3) Establishing and maintaining a DNCO/ADNCO and Battalion Officer of the Day to enforce good order and discipline in the BEQ.

(4) Establishing and maintaining procedures to promote healthy life styles, welfare and high morale in the BEQ.

(5) Establishing and maintaining procedures for clean up (daily and field day) and a subsequent inspection process.

(6) Authorizing search and seizures in the BEQ.

5. Room Assignment Policies

a. Individuals 21 years or older and personnel under age 21 will not be assigned to the same room.

b. Noncommissioned Officers will not be assigned to rooms with lance corporals, PFCs or privates.

c. Sergeants will be assigned individual rooms.

d. Marines of the opposite sex will not be assigned to the same room.

e. Geographic bachelors will be provided quarters on a space available basis. Geographic bachelors may be assessed nominal fees to help subsidize utilities and administrative costs.

f. The billeting office will provide billeting to Marines that normally reside off base but are serving restriction as the result of disciplinary action or are subject to a military protection order that prohibits the Marine from going to his/her normal residence.

6. Check-In Procedures

a. Marines checking into the Depot after working hours will initially be assigned a transient room by the Billeting Manager.

b. Upon reporting to the Consolidated Personnel Administration Center (CPAC), the Marine will be assigned to a battalion/company/section and provided a check in sheet.

c. HqSvc Battalion Marines will report to their Company Gunnery Sergeant for BEQ room assignment. Recruit Training Regiment Marines will report to their battalion S-4. Medical, Dental, Coast Guard, and 12th Marine Corps District personnel will report to the BEQ Billeting Manager for assignment.

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d. HqSvc Battalion Company Gunnery Sergeants and RTR battalions S-4s will then notify/coordinate with the Billeting Manager on which room and storage area to assign the Marine to.

e. The Billeting Manager will then assign the Marine to the room, and storage area, coordinate the property control and room key inventory.

7. Check-Out Procedures

a. Marines checking out of the BEQ will coordinate with their Company Gunnery Sergeant/RTR battalion S-4s to arrange a preliminary inspection of the room and storage area.

b. After completing the Company Gunnery Sergeant/RTR battalion S-4s inspection the Marine will coordinate with the Billeting Manager to arrange for the final inspection.

c. Upon completion of the Billeting Manager's inspection the Marine's checkout sheet will be stamped and initialed.

8. Inspections

a. Unit and organizational leadership will frequently inspect the BEQ.

b. The DNCO/ADNCO will continuously inspect the BEQ for good order and discipline.

c. The Battalion Officer of the Day (BOOD) will frequently tour and inspect the BEQ.

d. Unit leaders will make unscheduled visits to the BEQ.

e. On Friday morning at 0700 a field day inspection will be conducted. Inspectors from Headquarters Company, Service Company, Headquarters and Service Battalion, Recruit Training Regiment, Medical, Dental, and 12th Marine Corps District will inspect the rooms and common areas assigned to their Marines/Sailors.

f. Reference (d) establishes procedures for health and comfort inspections.

g. The Billeting Manager will make routine room maintenance inspections.

9. BEQ Regulations. BEQ regulations are provided in enclosure (1).

10. Fire Regulations. BEQ fire regulations are provided in enclosure (2).

11. BEQ Diagrams. The BEQ diagrams in enclosure (3) depict the areas of responsibility for clean up.

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12. ACTION

a. This Order and the attached enclosures are punitive in nature. Failure to follow this Order and the attached enclosures may result in disciplinary action to include non judicial punishment, administrative discharge, and courts-martial under the Uniform Code of Military Justice.

b. BEQ Residents. All BEQ residents will make themselves familiar with the content of this Order.

c. Section Officer in Charge. Section Officer in Charge will ensure that all personnel under their charge are familiar with the content of this Order.

d. Company Commanders, HqSvc Battalion. Company Commanders will comply with this Order.

e. Commanding Officer, Recruit Training Regiment; Commanding Officers, Recruit Training Battalions; Commanding Officer, Support Battalion; Commanding Officer 12th Marine Corps District, Medical Officer, Dental Officer. Request your compliance with this Order.

f. Depot Billeting Officer. The Depot Billeting Officer will comply with this Order.



P. J. MULLIN

DISTRIBUTION: A

CO, Recruit Training Regiment
CO, 1st Recruit Training Battalion, RTR
CO, 2nd Recruit Training Battalion, RTR
CO, 3rd Recruit Training Battalion, RTR
CO, Support Battalion, RTR
CO, 12th Marine Corps District
Depot Medical Officer
Depot Dental Officer
OIC, Coast Guard PACTACLETDET
Depot Billeting Officer
Depot Billeting Manager

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BEQ REGULATIONS

1. VISITORS

- a. Visitors are defined as anyone who is not a resident of the BEQ or not at the BEQ on official business. Official business includes, but is not limited to, unit leaders visiting the BEQ, Duty Officers, BEQ management personnel, and maintenance workers.
- b. Visitors will be allowed in the BEQ from 0800 to 2200 only. Visitors are NOT authorized to be in the BEQ between 2201 and 0759. The BEQ is defined as the entire building, to include individual rooms, game rooms, passageways, laundry rooms, etc.
- c. All visitors will report to the DNCO Office upon entering the BEQ. The DNCO/ADNCO will log the person into the BEQ Visitors Log and escort the visitor to the BEQ resident's room. The DNCO/ADNCO will then turn the visitor over to the resident.
- d. Residents will be responsible for ensuring that their visitors obey all BEQ and Depot regulations, and will be personally accountable for the visitors conduct.
- e. BEQ residents will accompany their visitors at all times. Visitors are not permitted to remain in BEQ rooms without the resident being present. Visitors are not authorized to stay in the BEQ overnight.
- f. When the visitor leaves the BEQ, the resident will personally ensure that the visitor logs out with the DNCO/ADNCO.
- g. No one under the age of 18 may visit the BEQ unless a member of their immediate family or legal guardian escorts them. If the BEQ resident qualifies in one of these categories, they may act as the escort.
- h. The DNCO/ADNCO will be especially watchful for anyone who does not appear to be a BEQ resident. If such persons are not logged in the BEQ Visitors Log, the DNCO/ADNCO will question them to determine their status.
- i. Any visitor previously logged in the BEQ Visitors Log that is not accompanied by the BEQ resident will be asked to leave the BEQ. A DNCO/ADNCO Logbook entry will be made reflecting that the visitor was left unaccompanied.
- j. The HqSvc Battalion OOD will be notified immediately when any visitor becomes belligerent or does not cooperate with the DNCO/ADNCO.

2. MEMBERS OF THE OPPOSITE SEX. Members of the opposite sex will not be allowed in individual BEQ rooms between 2200 and 0800. The DNCO/ADNCO will record a logbook entry concerning anyone found in violation of this regulation.

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BEQ REGULATIONS

3. ALCOHOL

a. BEQ residents 21 years and older may possess/consume alcohol in the BEQ. Residents under 21 may not possess/consume alcohol.

b. Alcohol is not allowed in the rooms of residents under age 21.

c. Responsible alcohol possession/consumption for residents 21 years of age or older is permitted. Irresponsible alcohol possession/consumption or irresponsible behavior as a result of alcohol consumption is not permitted. Responsible use/possession of alcohol is use/possession that the resident can answer for. Irresponsible alcohol consumption is alcohol use with a lack of sense. Irresponsible alcohol consumption includes, but is not limited to:

(1) Loud, obnoxious, drunken behavior.

(2) Binge drinking

(3) disrespect for the rights of others.

(4) Throwing cans or bottles.

(5) Failure to comply with orders from duty personnel, PMO, or seniors.

(6) Drunken or disorderly conduct.

d. Visitors 21 years old or older who are escorted by BEQ residents 21 years old or older may possess and consume alcohol in the BEQ in compliance with the direction of this Order. Visitors 21 years old or older may not consume alcohol in the BEQ room of a resident who is under the age of 21. The resident is responsible for ensuring that the visitor abides by the directions of this Order.

4. SMOKING

a. Smoking is not permitted in BEQ rooms, catwalks, laundry rooms, game rooms, lounges, and passageways.

b. Smoking is permitted ONLY in the designated smoking area depicted in enclosure (3).

5. CONTRABAND. The following contraband items are not permitted in the BEQ:

a. Firearms.

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BEQ REGULATIONS

- b. Explosives, pyrotechnics, fireworks.
 - c. Ammunition.
 - d. Straight edge knives with blades in excess of 4 inches.
 - e. Switchblades.
 - f. Martial arts weapons, chains, blackjacks, brass knuckles, nun-chucks, throwing stars, etc.
 - g. Candles.
 - h. Narcotics, drugs, and any medicine containing narcotics unless prescribed by appropriate medical authority.
 - i. The type of incense that is burned.
 - j. Drug paraphernalia, which includes pipes, bong, clips, etc.
 - k. Paraphernalia pertaining to extremist groups.
 - l. Hotplates, frying pans, hibachis, rice cookers, crockpots.
6. GAMBLING. Gambling is not permitted in the BEQ.
7. PETS. Pets are not allowed in the BEQ. This includes aquariums, terrariums or caged animals.
8. ROOM DECORATIONS
- a. Rooms will be kept clean, orderly and professional in appearance at all times.
 - b. Displaying paraphernalia pertaining to extremist groups, drug use or pornographic material is prohibited.
 - c. Posters, pictures, and other wall hangings must be framed and hung only on the wall in a neat orderly manner.
9. PERSONAL APPLIANCES

ENCLOSURE (1)

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BEQ REGULATIONS

a. Microwave ovens, blenders and coffeemakers, electric hair curlers and electric irons are allowed in BEQ rooms.

b. Hotplates, frying pans, hibachis, rice cookers and crockpots are not allowed in BEQ rooms.

10. PERSONAL ELECTRONIC ITEMS

a. Electronic items such as TV's, personal computers, and stereos are permitted.

b. Personal items purchased by one roommate will not violate the common space that is shared by the other roommate.

c. Satellite dishes are not permitted in or around the BEQ.

d. TV's are limited to screens less than 35 inches.

e. All electronic equipment must comply with the BEQ fire/safety regulations.

11. GOVERNMENT PROVIDED FURNISHINGS

a. Government provided furniture will not be removed from BEQ rooms.

b. BEQ residents have the option of using government provided rugs, sheets, pillowcases, bedspreads and comforters or using personally purchased items.

c. Furnishings will be used for their intended purposes. Unused furnishings will not be stacked (e. g. an unoccupied bed will not be stacked under the occupied bed, or, unused furnishings will not be stored on top of the wall lockers.)

d. Single beds will not be pushed together to create a double bed.

e. Lost or damaged government property will promptly be reported to the Billeting Manager.

12. PERSONALLY OWNED FURNISHINGS

a. Residents may be authorized to have personally owned furnishings in their BEQ room.

b. Residents must receive approval from their Commanding Officer prior to moving personally owned furnishings into the BEQ room.

ENCLOSURE (1)

BEQ REGULATIONS

- c. Personally owned furniture must be clean, serviceable, professional in appearance and must not impede the traffic flow in the room.
- d. Waterbeds are not allowed in the BEQ.
- e. Residents will contact the Billeting Manager for procedures to discard unwanted personal furniture.

13. CABLE TELEVISION AND TELEPHONES

- a. Cable television and telephones are permitted in the BEQ.
- b. Residents will make their own arrangements with companies providing such services.

14. BUILDING MAINTENANCE

- a. Residents will promptly report maintenance requests to the Billeting Manager.
- b. Maintenance requests for common areas will be reported to the Billeting Manager by unit inspectors during weekly inspections.

15. NOISE

- a. Loud noise is defined as noise that can be heard outside the BEQ room when the door is closed.
- b. Loud noise is prohibited.
- c. Courtesy, common sense, and active oversight by the DNCO/ADNCO are key components to enforcement of this regulation.
- d. Quiet hours will be from 2000 - 0530.

16. SECURITY

- a. BEQ room windows and doors will be locked when the room is unoccupied.
- b. Residents will be provided space to lock valuables (wall locker, secretaries, etc) within the room.
- c. BEQ residents will lock bicycles to the bike rack.

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BEQ REGULATIONS

- d. All thefts will be reported to the DNCO. The DNCO will notify the Battalion OOD.

17. LAUNDRY ROOM

- a. Washers and dryers are provided for use by BEQ residents ONLY.
- b. Washing or drying of boots or 782 gear in washers or dryers is prohibited.
- c. Broken washers/dryers will be reported to the Billeting Manager.

18. GAME ROOM AND LOUNGE

- a. The DNCO will control the keys to the game rooms and lounge.
- b. The game rooms and lounge will be secured from 2200 - 0530.

19. PARKING

- a. The BEQ parking lot provides parking facilities for BEQ residents only.
- b. The Billeting Manager will provide parking permit decals to BEQ residents to place on their vehicles.
- c. The Billeting Manager and the Provost Marshal will enforce parking regulations.
- d. Vehicle maintenance will not be performed in BEQ parking lots.

20. TRASH RECEPTACLES AND RECYCLING BINS

- a. Trash receptacles are provided for household trash only.
- b. Hazardous waste, oil, oil cans, paint, paint cans, etc will be disposed of at the auto hobby shop.
- c. Recyclables (aluminum cans, paper, newspaper, plastics, cardboard, etc) will be disposed of in appropriate recycle bins.

21. DAILY CLEANING/FIELD DAY

- a. BEQ rooms and common areas will be kept clean and orderly at all times.

ENCLOSURE (1)

BEQ REGULATIONS

- b. Daily clean up will be conducted from 0600 to 0715.
- c. At a minimum the daily clean up in each BEQ room will consist of:
 - (1) Emptying trashcans.
 - (2) Sweeping/vacuuming deck as necessary.
 - (3) Making rack.
 - (4) Stowing dirty equipment and clothes.
- d. At a minimum the daily clean up in common areas will consist of:
 - (1) Sweeping the deck.
 - (2) Emptying trashcans.
 - (3) Police call in parking lot and area around the BEQ.
- e. Field Day will be conducted on Thursday evening from 1700 until complete
- f. At a minimum the field day clean up in each BEQ room will consist of:
 - (1) Moping and waxing deck.
 - (2) Vacuuming carpet.
 - (3) Cleaning windows/mirrors.
 - (4) Cleaning head, shower, and sinks.
 - (5) Cleaning refrigerator.
 - (6) Dusting room.

22. NAME PLAQUES

- a. Each room will have a name plaque in the window identifying the BEQ residents.
- b. Marines that work at night will have a "Day Sleepers" plaque above their name plaque.

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BEQ REGULATIONS

c. The Billeting Manager will put a "vacant" plaque on all unassigned rooms.

23. PUBLIC TELEPHONES/VENDING MACHINES. Damaged or malfunctioning public telephones or vending machines will be reported to the Billeting Manager.

24. BOLT CUTTERS. Residents needing bolt cutters to cut a lock will contact the DNCO/ADNCO. The DNCO/ADNCO will coordinate obtaining bolt cutters from the HqSvc Battalion Officer of the Day. The DNCO/ADNCO will accompany the resident while the bolt cutters are checked out. The bolt cutters will be returned immediately to the Battalion OOD.

25. ENERGY CONSERVATION. Lights, lamps, TVs, stereos, radios, and unnecessary electrical appliances will be turned off when the room is unoccupied.

ENCLOSURE (1)

FIRE REGULATIONS

1. FIRE FIGHTING EQUIPMENT

- a. Fire fighting equipment will not be moved from its assigned location except for drills and actual emergencies.
- b. The DNCO will inspect all fire extinguishers. If any fire extinguishers are not fully charged or appear to have been tampered with, the DNCO will notify the Billeting Manager and the Battalion OOD. The Billeting Manager will coordinate with the fire department for corrective action.
- c. Rooms are equipped with smoke detectors. Smoke detectors will not be tampered with or disconnected. Faulty or inoperable smoke detectors will be reported to the Billeting Manager.

2. PROCEDURES TO REPORT A FIRE

- a. In case of fire, notify the fire department by whatever means is available. Call by telephone or pull the nearest fire alarm.
- b. When reporting by telephone:
 - (1) Dial 9-911.
 - (2) Give location of fire, BEQ # _____, _____ deck, room _____.
 - (3) State your rank and name.
 - (4) Do not hang up until told to do so.
 - (5) Stand by to direct fire fighters.

3. EVACUATION PROCEDURES. Upon notification of a fire, residents will:

- a. Turn off all electrical switches off.
- b. Close windows and doors prior to leaving rooms.
- c. Evacuate the building by the fire evacuation routes (see figures 1 and 2).
- d. Muster as follows:

Headquarters Company - Vicinity Bldg. 16 (MCX)
Service Company - Parking lot behind BEQ

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FIRE REGULATIONS

Recruit Training Regiment - In front of MH 620
Medical, Dental, 12th Marine Corps District, other in front of MH 620

4. FIRE DRILLS. The Billeting Officer will coordinate with the fire department to conduct fire drills in the BEQ. The HqSvc Battalion S-4 will be notified when the fire drill is scheduled.

5. FIRE INSPECTIONS

- a. During weekly field day inspections, inspectors will inspect for fire hazards.
- b. Unit Fire Prevention Officers will augment field day inspection teams as necessary.
- c. The Depot Fire Inspector will inspect the BEQ once per quarter.

ENCLOSURE (2)

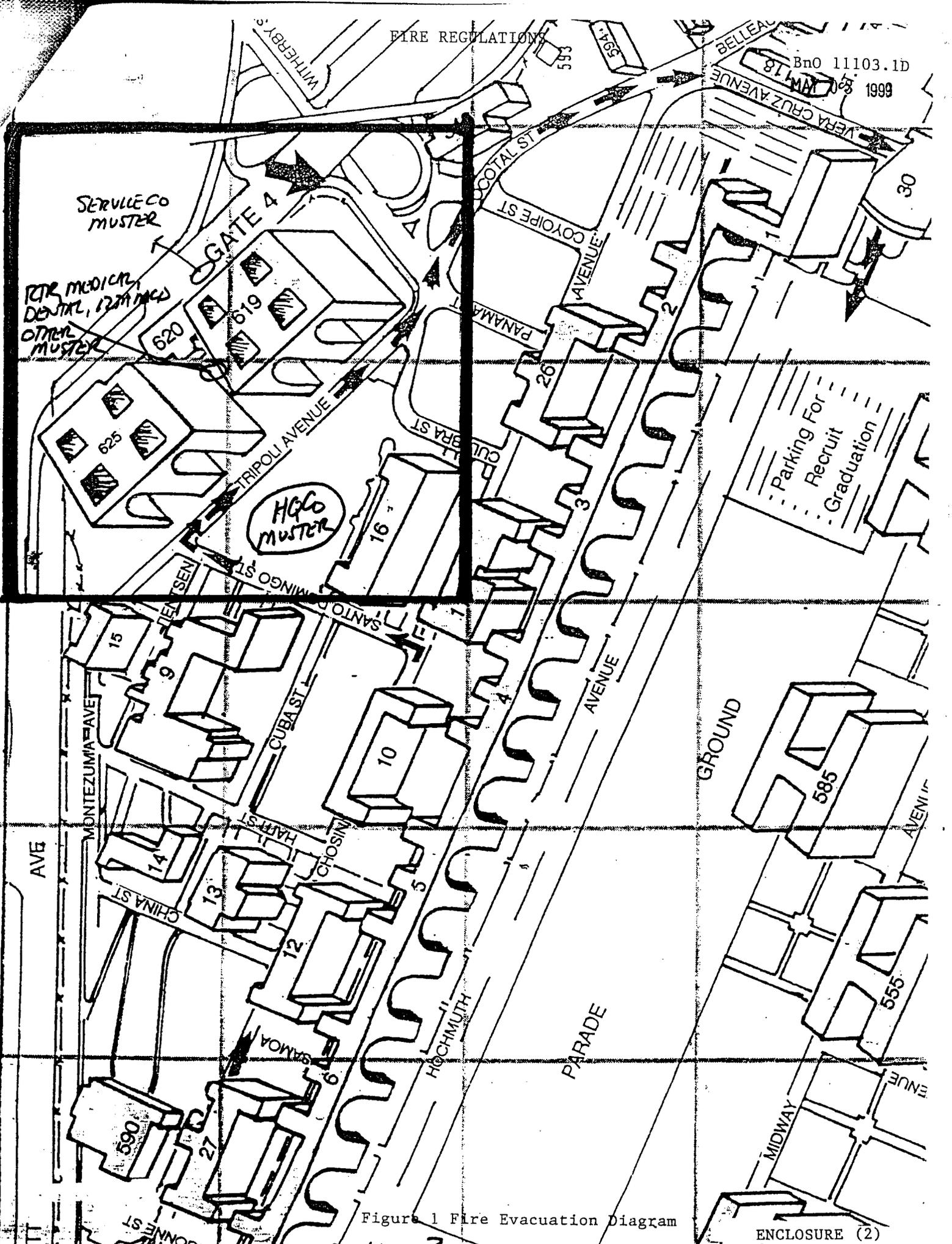


Figure 1 Fire Evacuation Diagram

FIRE REGULATIONS

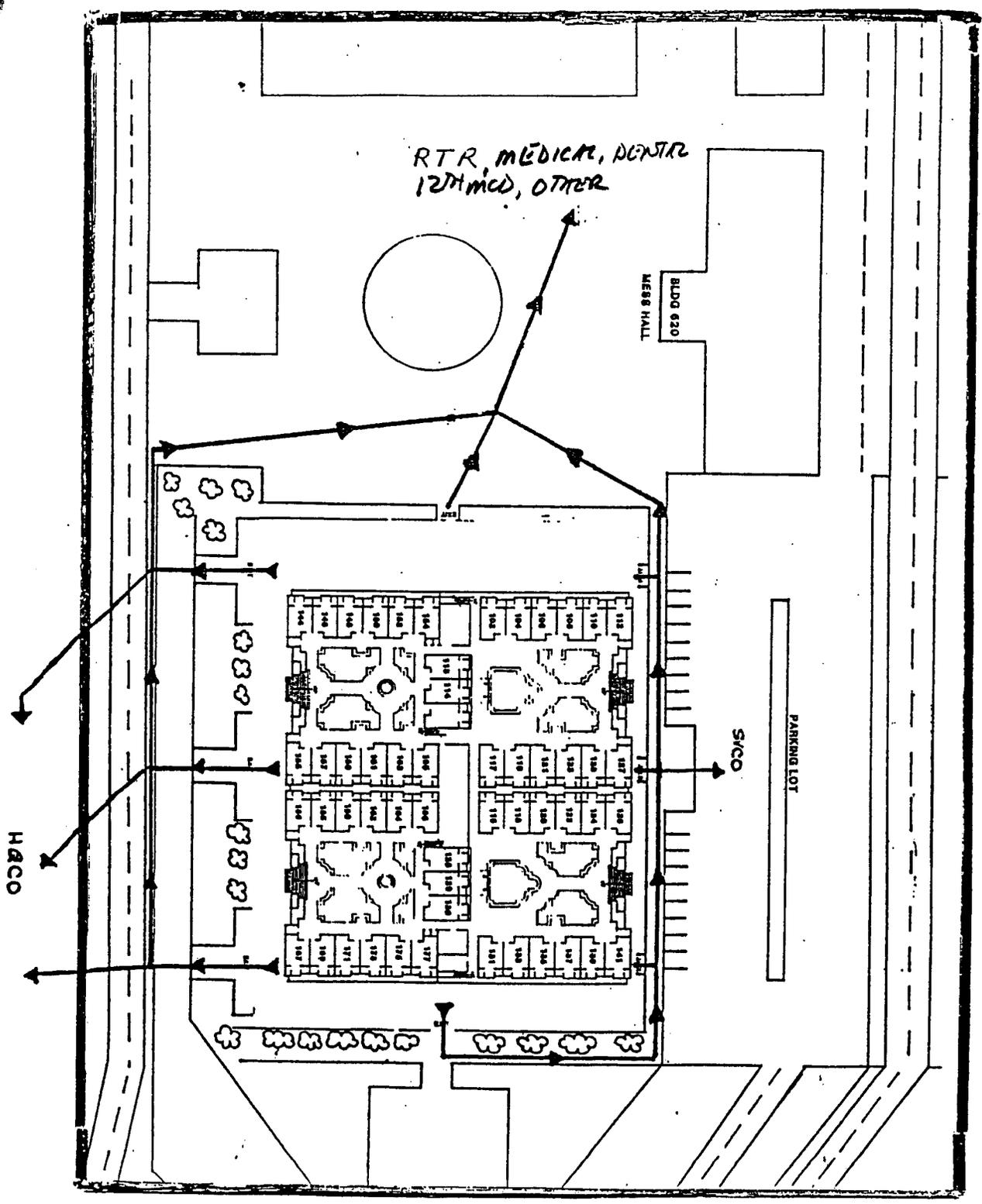
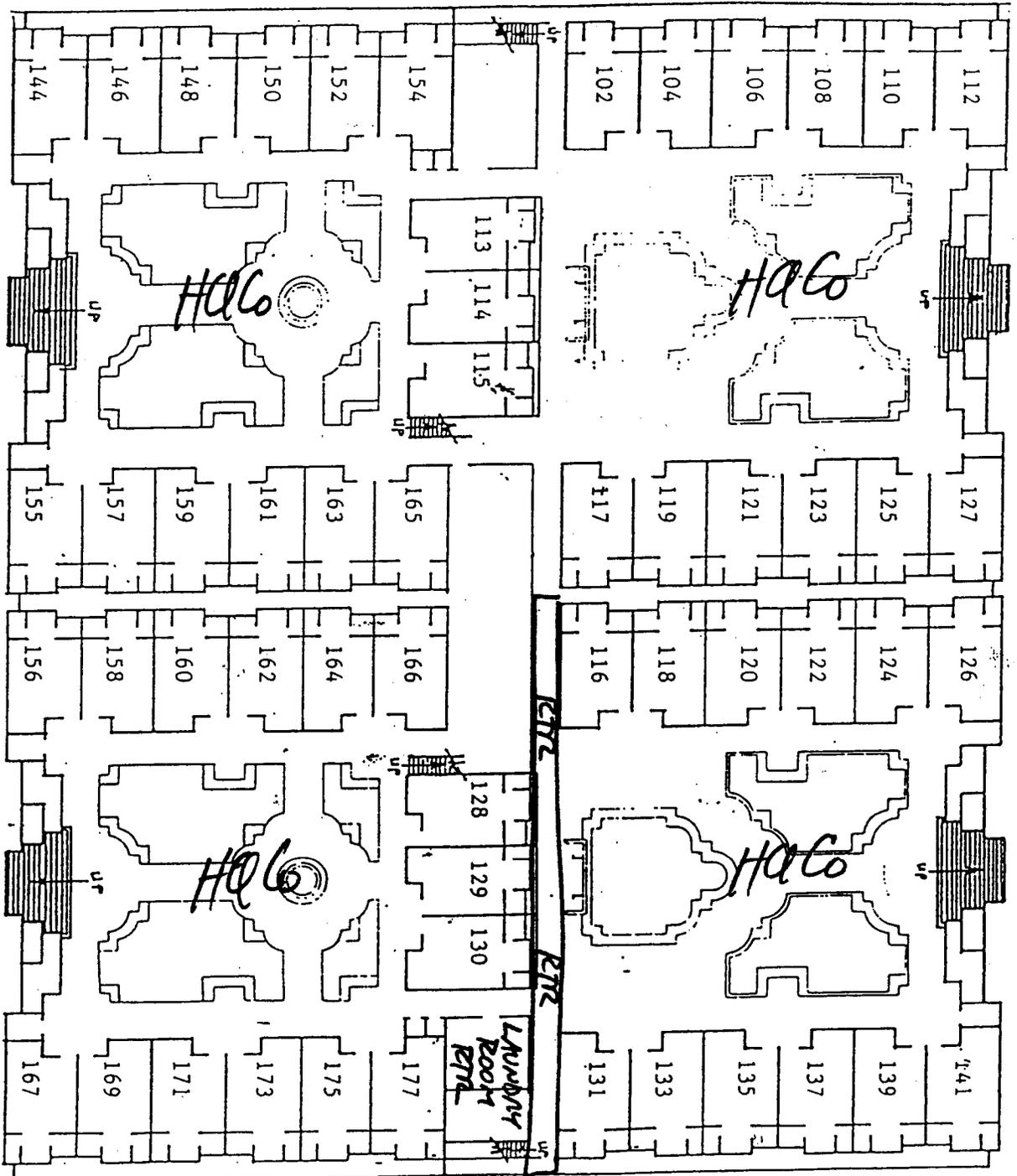


Figure 2 .--Fire Evacuation Diagram

ENCLOSURE (2)

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SCALE	TITLE	DRAWN BY	DATE
NONE	FIRST FLOOR BLDG 619 UEPH	URBAN	850423

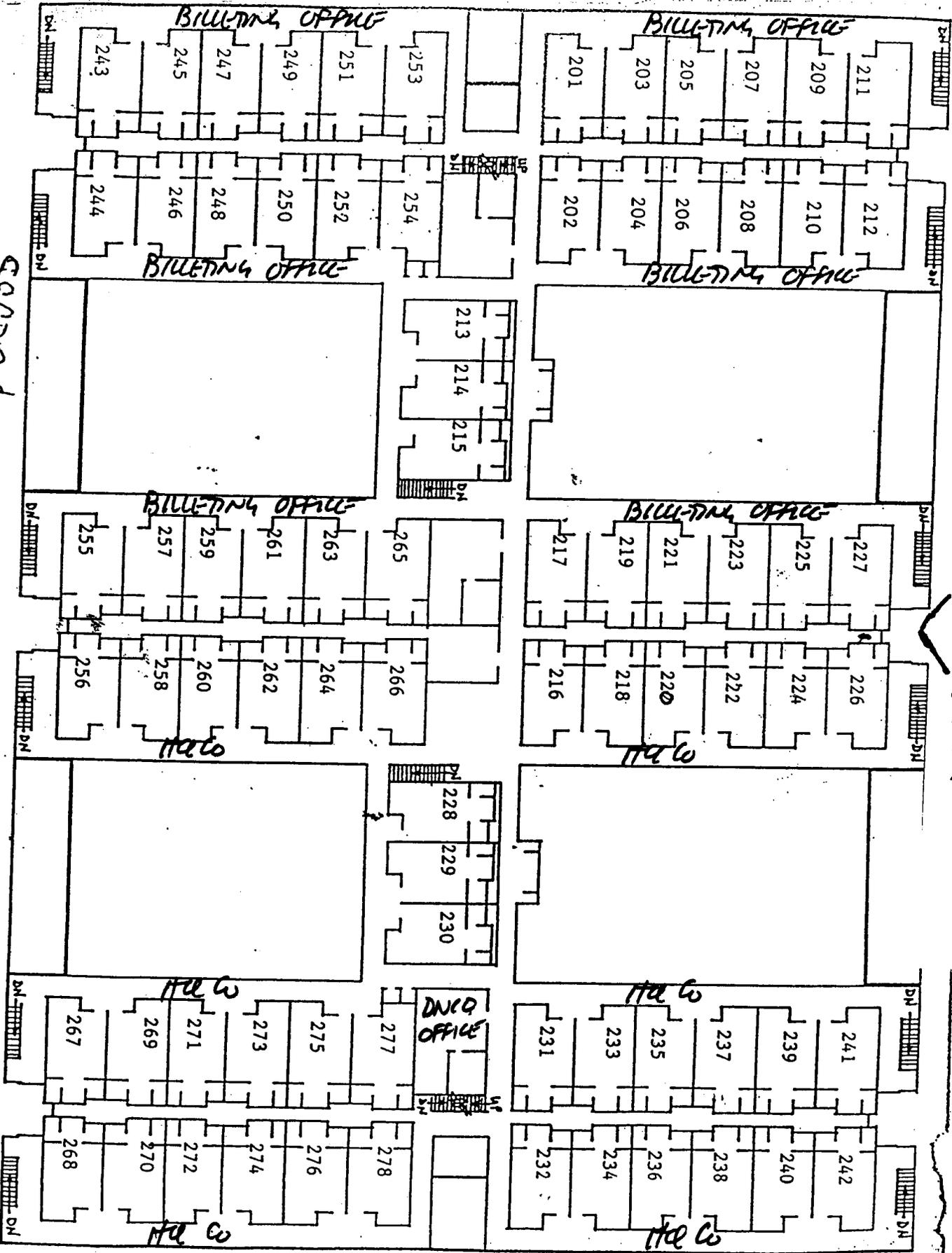


SCALE
NONE

SECOND

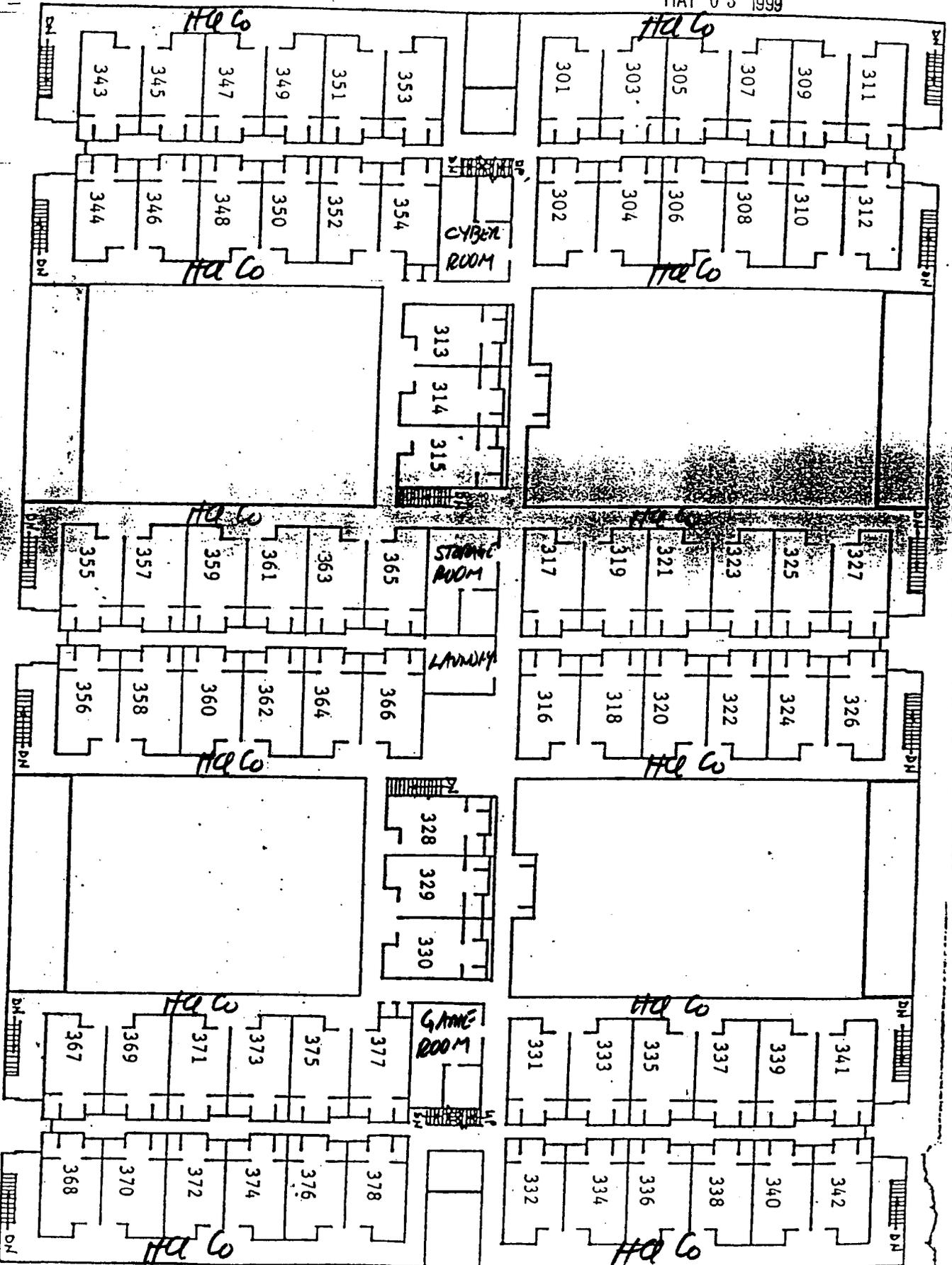
TITLE

DESIGNATED SMOKING AREA



DRAWN BY

DATE

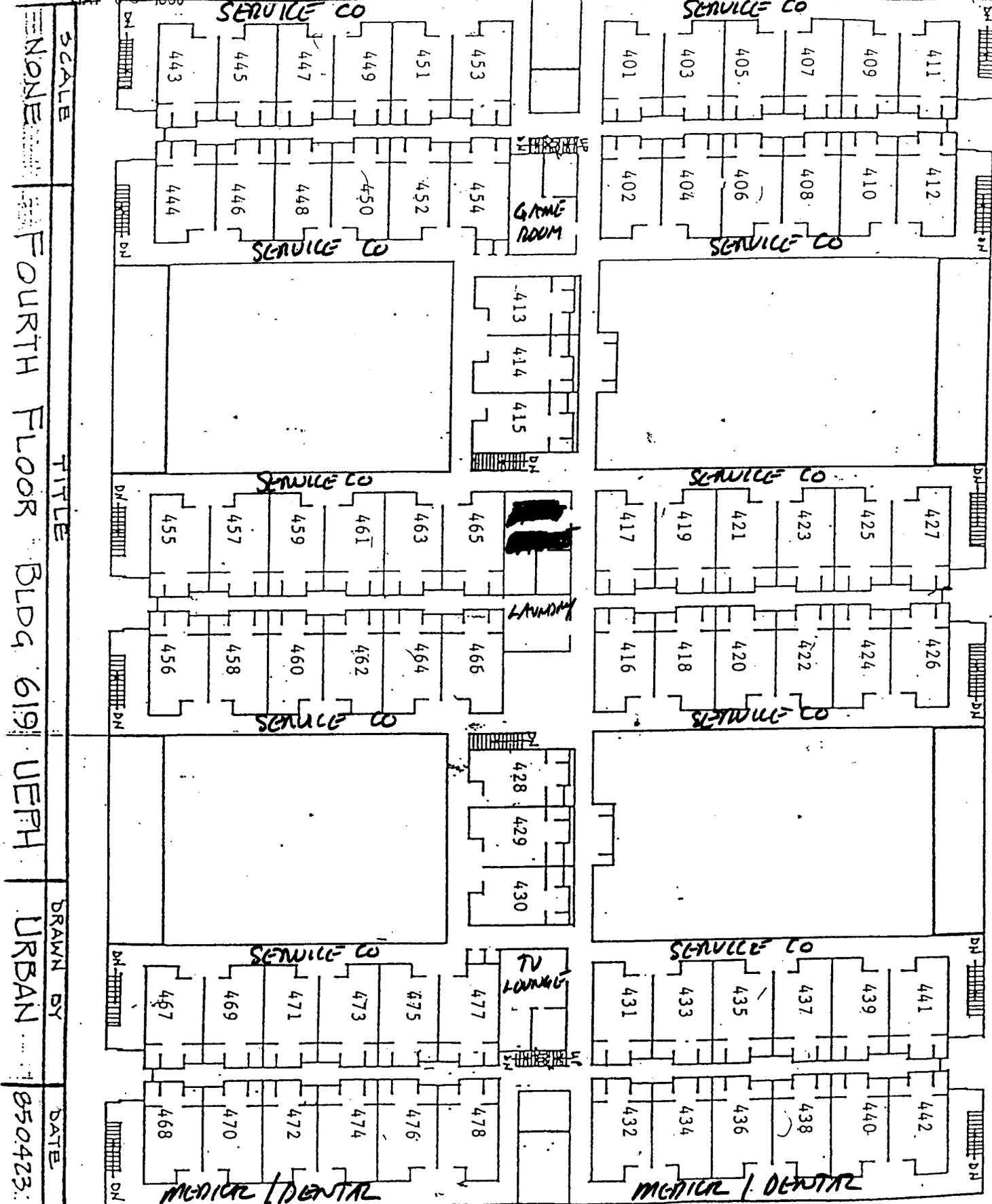


SCALE	TITLE	DRAWN BY	DATE
NONE	THIRD FLOOR BLDG 619 UEPH	URBAN	050423

3

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REPRODUCED AT GOVERNMENT EXPENSE



SCALE NONE
 TITLE FOURTH FLOOR BLDG 619 UERPH
 DRAWN BY URBAN
 DATE 850423

