



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 11101.24B
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15 Aug 11

AIR STATION ORDER 11101.24B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: ADMINISTRATION AND REGULATIONS OF TRANSIENT QUARTERS

Ref: (a) MCO P11000.22

Encl: (1) Regulations of Transient Officer Quarters (TOQ)
(2) Regulations of Transient Enlisted Quarters (TEQ)

1. Situation. To provide information and policy guidance for the billeting of transient military and Department of Defense (DoD) civilian personnel aboard Marine Corps Air Station (MCAS), Cherry Point.

2. Cancellation. AirStaO 11101.24A.

3. Mission. To provide temporary additional duty (TAD) military and DoD civilian's quarters and services comparable to any local hotel, and to conserve appropriated funds through reduced per diem payments.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish a transient housing policy for military and DoD civilians on TAD orders in compliance with reference (a).

(2) Concept of Operations

(a) Transient quarters are operated primarily to provide a service to duty transient personnel and TAD students, and to conserve appropriated funds through reduced per diem payments.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(b) Sufficient quarters shall be set aside to accommodate TAD transient personnel. Housing utilization reports should be reviewed periodically and inventory adjustments made as necessary to attain the optimum mix of housing for permanent party personnel and TAD transients. Certificates of non-availability may not be issued to duty transients, either military or civilian, when adequate housing is available. When designated transient quarters are fully occupied, transients may be assessed no charge for use of permanent party quarters unless billeting fund services are extended to those quarters.

b. Coordinating Instructions

(1) The following personnel are entitled to designated transient quarters on a confirmed reservation basis.

(a) Military personnel and DoD civilians on TAD orders.

(b) American Red Cross and Navy Relief Society officers or employees on official business.

(c) U.S. and foreign civilians traveling as guests of the Armed Forces.

(d) Reserve personnel in a TAD status, unit training status, and annual trainees on individual orders.

(e) 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).

(f) Family members on medical TAD orders.

(g) Military personnel and/or their family members on PCS orders when transient lodging facilities (TLF) or permanent housing is not immediately available.

(h) Official guests of the activity commander, e.g. guest speakers, visiting civilian chaplains.

(i) DoD civilian employees and their families arriving or departing incident to PCS when TLF are not available.

(2) The following personnel may occupy designated transient quarters on a space-available basis:

(a) Retirees, military personnel on leave, family members or guests of military personnel assigned to the activity if TLF space is not available.

(b) Personal guests of the activity commander.

(3) For personnel who are neither on TAD nor traveling as guests of the Armed Forces, the maximum period for occupying transient quarters is 10 days. The 10 day limit may be waived by the Transient Housing Manager on a case-by-case basis for reasons of military necessity or personal hardship.

(4) Geographical bachelors, both commissioned officers and Staff Noncommissioned Officers, will be billeted on a space available basis; detailed policy and guidance are covered under other instructions.

(5) An advance reservation system will be established which will enable personnel to determine the availability of adequate government quarters at the TAD site. The system must be capable of providing at least 30 days advance notice of non-availability of quarters to ensure that the traveler has sufficient time to make other arrangements for 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. Since travelers are required to submit a certificate of non-availability of government quarters for reimbursement, billeting office procedures will require record keeping of advance requests which could not be accommodated in order that orders may be appropriately endorsed upon arrival of the traveler. Reservations shall be accepted only when accommodations can be made available for the entire temporary duty period. Aircraft crew integrity is fulfilled if the entire crew, both officers and enlisted, can be billeted on the base utilizing both the officer and enlisted transient facility.

c. Tasks. Director of Facilities will:

(1) Ensure that transient quarters are used, managed, assigned, occupied, and maintained per the reference.

(2) Determine the adequacy of transient quarters criteria provided in the reference.

(3) Ensure personnel receive a statement indicating availability or non-availability of adequate transient quarters.

(4) Ensure the operation of a Billeting Fund as a means of providing services to transient occupants and that appropriate charges are collected to cover the cost of these services.

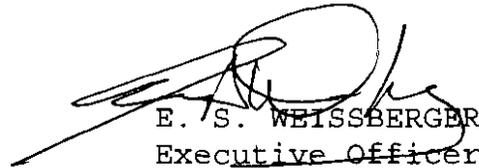
(5) Provide for enforcement of regulations specified in enclosures (1) and (2).

5. Administration and Logistics. The CG, 2d MAW, CO's, NADEP, CSSD-21, NAVHOSP, and 12th Dental Company concur with the contents of this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. This Air Station Order is applicable to the Marine Corps Reserve.

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


E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

REGULATIONS OF TRANSIENT OFFICER QUARTERS (TOQ)

1. Guests are to check-in at Building 487 (TOQ-1). Check-in time is 1400, and check-out time is 1200 daily.
2. Pets are not authorized in any of the TOQ buildings to include the Carolina House. Violations will result in a \$250.00 pet fee charge and guest will be required to leave.
3. Automobiles are to be parked in designated parking areas and not on grassy areas.
4. Guests are responsible for the security of their valuables.
5. The following services are available:
 - a. Twenty-four hour guest wake-up service available by calling the front desk.
 - b. Housekeeping services are provided daily. 'Do Not Disturbs' will only be honored for two consecutive days.
 - c. Washers and dryers are available for guests only at no charge.
 - d. Refrigerators, microwaves, and coffeepots are available for guests to use in each room. No other cooking appliances are authorized for use.
 - e. Vending machines for snacks and beverages are available in the main building adjacent to the lobby.
 - f. Ice machines are located on the first floor in all TOQ buildings.
 - g. No cooking devices such as; hot plates, grills, cookers, portable ovens or any other devices are authorized for use. Microwaves are the only authorized apparatus for cooking everything else is strictly prohibited. A guest will be required to leave for non-compliance.
 - h. No outside grills are to be used or stored within 50 feet of the building.
6. Maintenance problems are the responsibility of the quest and are to be reported to the front desk as soon as they occur.

7. Guests will not discipline nor censure employees, military or civilians, assigned to the TOQ. Groups are not permitted to gather in common areas in a manner that will disturb other guests especially after 22:00. Unsatisfactory conduct will be reported to the Transient Housing Manager.
8. Radios and televisions will be played in a manner not to disturb other guests.
9. Alcoholic beverages are prohibited in common areas of the TOQ and in rooms assigned to anyone under the age of 21 years.
10. Smoking is strictly prohibited in quarters. Violations will result in a \$250.00 smoking fee charge and guest will be required to leave.
11. Weapons are not authorized in transient quarters.
12. Guests damaging government furnishings or property will be responsible for repair or replacement costs per the reference.
13. Charges for quarters are established to pay for housekeeping services and other costs to operate transient quarters.
14. Authorized personnel may enter rooms for housekeeping services, maintenance repairs, furniture inventory or emergency entries to safeguard government property.
15. Edibles will not be left exposed in rooms at any time.
16. Removal of government property (furniture, appliances, linens, etc...) from the rooms is strictly prohibited.

REGULATIONS FOR TRANSIENT ENLISTED QUARTERS (TEQ)

1. Guests are to check-in at Building 3673 (TEQ). Check-in time is 1400, and check-out time is 1200 daily.
2. Pets are not authorized in any of the Transient Quarters. Violations will result in a \$250.00 pet fee charge and guest will be required to leave.
3. Automobiles are to be parked in designated parking areas. Parking cars on the grass or other unauthorized areas is prohibited.
4. Messing is available in close proximity to the TEQ.
5. Edibles will not be left exposed in rooms at any time.
6. The following information pertains to security:
 - a. Valuables are to be kept in locked storage and adequately protected at all times.
 - b. Transient Housing is not responsible for the loss of items left unsecured.
 - c. Private padlocks may be attached to wall lockers during stay at the TEQ.
7. The following services are available:
 - a. Daily housekeeping service is provided daily. 'Do Not Disturbs' will only be honored for two consecutive days.
 - b. Twenty-four hour guest wake-up service available by calling the front desk.
 - c. Washers and dryers are available for guests only at no charge.
 - d. Vending machines for snacks, beverages, and ice are available.
 - e. Irons and ironing boards are available in each room.
 - f. No cooking devices such as; hot plates, grills, cookers, portable ovens or any other devices are authorized for use.

Microwaves are the only authorized apparatus for cooking everything else is strictly prohibited. A guest will be required to leave for non-compliance.

g. No outside grills are to be used or stored within 50 feet of the building.

8. Maintenance problems are the responsibility of the guest and are to be reported to the front desk as soon as they occur.

9. Guests will not discipline nor censure employees, military or civilians, assigned to the TOQ. Groups are not permitted to gather in common areas in a manner that will disturb other guests especially after 22:00. Unsatisfactory conduct will be reported to the Transient Housing Manager.

10. Radios and televisions will be played in a manner not to disturb other guests.

11. Alcoholic beverages are prohibited in common areas of the TOQ and in rooms assigned to anyone under the age of 21 years.

12. Smoking is strictly prohibited in quarters. Violations will result in a \$250.00 smoking fee charge and guest will be required to leave.

13. The following are general rules and are to be strictly adhered to:

a. Stereos, radios, televisions, and other personal devices will be played in a manner that does not disturb other guests.

b. Guests will dress appropriately at all times.

c. Weapons are unauthorized in transient quarters.

d. Guests are expected to maintain their rooms in a clean and orderly manner.

14. Guests damaging government furnishings or property will be held responsible for repairs or replacement costs per the reference.

15. Room entry will be made for fire and maintenance inspections as required. Housekeeping, routine furniture inventory or emergency room entries will be made by authorized personnel.

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16. Charges for quarters are established to pay for housekeeping services and other costs to operate the transient enlisted quarters.

17. Removal of government property (furniture, appliances, linens, etc...) from the rooms is strictly prohibited.