



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

ASO 11101.24C
FAC
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AIR STATION ORDER 11101.24C

From: Commanding Officer
To: Distribution List

Subj: ADMINISTRATION AND REGULATIONS OF TRANSIENT QUARTERS

Ref: (a) MCO P11000.22

Encl: (1) Regulations of Transient Quarters (TQ)

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. ASO 11101.24B.

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.

(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 official TAD orders.

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

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- (c) Non-appropriated Fund 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/or medical attendant on medical TAD orders or family members of hospitalized service members.
 - (j) All military personnel and/or their family members on permanent change of station (PCS) orders.
 - (k) Guests of the Installation Commander.
- (2) The following personnel may occupy designated transient quarters on a space-available basis.
- (a) 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 PCS orders when permanent housing is not immediately available.
 - (c) Volunteers on official business; Marine Corps sponsored youth groups; law enforcement officials on official business.
- (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) 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 and/or aircraft crew integrity can be fulfilled so that the entire crew, officers and enlisted, is housed together.

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 enclosure (1).

5. Administration and Logistics. This order is applicable to all MCAS CHERPT subordinate and tenant commands.

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.


B. C. BURKS

DISTRIBUTION: A

REGULATIONS OF TRANSIENT QUARTERS (TQ)

1. Guests are to check-in at Building 487 (Cherry Point Inn). Check-in time is 1500, and check-out time is 1100 daily.
2. Pets are not authorized in any of TQ buildings to include the Carolina House. Violations will result in a \$350.00 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 wakeup service available by calling the front desk.
 - b. Housekeeping services are provided daily. "Do Not Disturb" signs will only be honored for two consecutive days.
 - c. Washers and dryers are available for guests only at no charge.
 - d. Irons and ironing boards are available in each room.
 - e. Refrigerators, microwaves, and coffee pots are available for guests to use in each room.
 - f. No cooking devices such as, hot plates, grills, cookers, portable ovens, or any other devices are authorized for use. 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.
 - h. Vending machines for snacks and beverages are available in the main building adjacent to the lobby.
 - i. Ice machines are located on the first floor in the TQ building.
6. Maintenance problems are the responsibility of the guest 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 TQ. Groups are not permitted to gather in common areas in a manner that will disturb other guests especially after 2200. Unsatisfactory conduct will be report 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 rooms assigned to anyone under the age of 21 years.
10. Smoking is strictly prohibited in quarters. Violations will result in \$350.00 smoking fee charge and guest will be required to leave.
11. Weapons are not authorized in transient quarters.
12. Guests are expected to maintain their rooms in a clean and orderly manner.

13. Guests damaging government furnishings or property will be responsible for repair or replacement costs per the reference.

14. Charges for quarters are established to pay for housekeeping services and other costs to operate TQ.

15. Authorized personnel may enter rooms for housekeeping services, maintenance repairs, furniture inventory or emergency entries to safeguard government property.

16. Edibles will not be left exposed in rooms at any time.

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