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AIR STATION ORDER 11101.5

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

Subj: BACHELOR ENLISTED QUARTERS (BEQ) STANDARD OPERATING
PROCEDURES (SOP)

Ref: (a) MCO 11000.22
(b) ALMAR 106/98
(c) MCO 1700.22F
(d) MCO 10150.1
(e) Memorandum for Assistant Deputy Commandant Installations and Logistics
(f) MARADMIN 548/17
(g) ASO 5510.15E

Encl: (1) BEQ SOP

1. Situation. The Commandant of the Marine Corps (CMC) published reference (a) to provide a common roadmap for management of Bachelor Enlisted Quarters (BEQ). This order emphasizes the need to provide an atmosphere that supports unit cohesion while respecting the fact that BEQs are single service members' homes. References (a) and (b) are cornerstone documents for inclusion in developing barracks programs and policies. This Air Station Order (ASO) provides local guidance specific to Marine Corps Air Station Cherry Point, (MCAS CHERPT) and provides guidance to maximize the quality of life for barracks occupants.

2. Mission. All MCAS CHERPT units will ensure compliance with this ASO to optimize the health and welfare of our BEQ occupants.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maximize the quality of life for BEQ occupants through a well-orchestrated effort. This approach will include a sustained level of leadership involvement and attentive BEQ management.

(2) Concept of Operations. Leaders will ensure a comfortable, well-maintained home environment for occupants. Such due diligence will instill a sense of pride, enhance morale,

facilitate our core values, maintain good order and discipline and support the quality of life for each resident.

b. Tasks

(1) Facilities Directorate. Serve as the lead Directorate for management and oversight of the BEQ Program aboard MCAS CHERPT.

(2) Commanders. Operate, manage and maintain BEQs in accordance with established directives and guidance contained herein.

c. Coordinating Instructions. "Commanding Officer" or "Commander" in this ASO refers to Squadron level and higher when mentioned in terms of approval authority.

4. Administration and Logistics. Direct recommendations for this policy to the MCAS CHERPT Facilities Director at (252) 466-5741.

5. Command and Signal

a. Command. This Order is applicable to all commands aboard MCAS CHERPT to include 2d Marine Aircraft Wing commands residing aboard MCAS CHERPT.

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


M. R. HUBER

DISTRIBUTION: A

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Chapter 1

Goals and Guidelines

1. Goals. MCAS CHERPT will meet, and when possible, surpass the overarching goals of the CMC.

a. BEQ Goals.

(1) Maintain a minimum of 95 percent occupancy.

(2) Ensure deficiencies are identified and reported and that work requests are submitted and reconciled in a timely manner.

(3) Minimize vandalism through vigilance and holding perpetrators accountable.

(4) Ensure barracks managers are knowledgeable, attentive and well trained.

(5) Hold leadership accountable for the maintenance of facilities.

(6) Instill a sense of pride of ownership and personal responsibility in tenants.

b. Command Support to Achieve these Goals.

(1) One of the most important factors in ensuring prompt maintenance and continued improvement in our BEQ facilities is commander involvement. A high operational tempo, combined with a deficit of available BEQ facilities, may have a negative impact on BEQ assignments and Quality of Life (QOL). These factors challenge occupants, staff and commanders with the proper care and upkeep of an assigned BEQ facility. Nevertheless, commanders must remain vigilant in their pursuit of maintaining the BEQs.

(2) In cases where BEQs are occupied by more than one unit, the command with the most occupants living in the BEQ shall bear responsibility, or "ownership," for that facility.

2. Implementation.

a. It is essential that BEQs provide an environment that promotes and enables the occupants' professional development, enhances morale, sustains our core values, enables good order and discipline, and supports quality of life.

b. Effective and timely coordination between the individual BEQ resident, Barracks Managers, squadron and group staffs and Unaccompanied Housing (UH) Division is critical to ensure proper living standards are achieved. Strong leadership plays an integral role in quality of life issues, promoting consistent management of all facilities and fostering professional development.

3. Responsibilities. Adequate living facilities can only be achieved through proper management, maintenance and sustainment of the unaccompanied housing inventory. Installation Commanders (CO), unit commanders, and UH division leaders, will formalize the ownership of BEQ facilities. Leadership must fashion solutions to minimize costs, collecting for damages, repair/replacement of furnishings, fixtures, and equipment (FF&E), utility conservation, facility and grounds maintenance.

a. MCAS Cherry Point Unaccompanied Housing Division will:

- (1) Ensure proper assignment of Marines and Sailors to barracks quarters.
- (2) Provide adequate living facilities that are properly maintained.
- (3) Implement a system for conducting routine maintenance.
- (4) Ensure emergency maintenance is reported and addressed in a timely manner.
- (5) Address the needs of bona fide bachelor Marines and Sailors.
- (6) Minimize inequities between married and bona fide bachelor Marines and Sailors.
- (7) Promote consistent management of all BEQs.
- (8) Foster a professional atmosphere.
- (9) Maintain unit integrity to the greatest extent possible.
- (10) Identify a program for long-term sustainment of BEQ facilities.

4. Unit Commanders. While the BEQ Manager is accountable for maintenance and assignment, overall BEQ facility management and upkeep are the unit commander's responsibility.

5. Unit Cohesion.

a. When possible, unit integrity of squadrons and separate companies will be maximized to build cohesion. Since barracks renovations are continuous aboard MCAS, commanders must anticipate some degradation in unit integrity and unit cohesion.

b. Taking into consideration a unit's size in proportion to a barracks, as well as the proximity of BEQs to unit workplaces, can help to achieve cohesion and unit integrity. Units will house members of a particular unit in more than one BEQ building only when necessary. Commanders will work together with appropriate group staff to ensure a unit's multiple BEQ facilities are located in close proximity to each other. Because of the burden and associated costs of moving, residents will be moved as few times as possible during their assignment to a unit.

Chapter 2

Assignments

1. Facility Assignments. When possible, facilities are assigned to units to enable unit cohesion and integrity. This is often challenging due to BEQ renovations, which dislocate occupants.

2. Personnel Assignments.

a. Commanders must ensure maximum utilization of adequate spaces prior to authorizing Basic Allowance for Housing (BAH). Therefore, all bona fide bachelor enlisted personnel, E-5 and below, are required to live in the BEQ. Per reference (a) when the installation wide barracks occupancy rate reaches 95 percent or higher, E-5 residents may request BAH (without dependents rate). Reference (a) provides additional guidance. All bona fide bachelors with the rank of E-6 and above may reside in the BEQ if they so desire.

b. If sufficient space is not available to house all E-1 through E-5 bona fide bachelors, generally the senior members will be the first personnel authorized BAH Own Right.

3. Assignment Eligibility. Officers and Staff Non-commissioned Officers (SNCO) are not authorized to live in the E-1 through E-5 barracks without prior approval of the Unaccompanied Housing Manager. The following personnel, listed in order of priority, are exceptions to this policy and are authorized to occupy permanent party unaccompanied housing:

a. Military necessity personnel. E-5 and below predominately occupy the barracks. However, there may be times when the situation requires members of various higher ranks to reside in the barracks.

b. Per reference (a), under the judgment of the responsible commander, members can be billeted in government quarters for a period not to exceed more than 30 days due to mission accomplishment, contingency operations, training, or maintenance of a disciplined force.

c. Billeting military necessity personnel who originate from outside MCAS CHERPT will require approval from the Unaccompanied Housing Manager.

4. Room Assignments. Per Reference (a), The Marine Corps assignment standard for all bona fide permanent party bachelor personnel is two persons per room for E-1 through E-4, and one person per room for E-5. Until MCAS CHERPT has adequate facilities configured to this "2+0" room standard, we will assign members in the most logical and effective fashion. Non-Commissioned Officer (NCO) may be assigned at the 2X2 standards per reference (e). Standards are as follows:

a. E-1 through E-4. Permanent party personnel currently assigned to MCAS CHERPT will be billeted to a maximum of two persons per room while ensuring they retain their authorized net square footage (NSF) per person. NSF is defined as the clear area in the sleeping/living room allocated for an individual's bed, wardrobe/desk, nightstand and circulation. This standard

excludes closets, bathrooms, lounges and general circulation. The NSF shall be a minimum 90 square feet per person and a bathroom shared with no more than three other occupants.

b. E-5. The NSF per person for E-5 shall be approximately 135 square feet per person, and a bath shared with no more than one other occupant.

(1) To ensure the greatest degree of space conservation and unit integrity, E-4s will be billeted to a maximum of two per room, and E-5s will be billeted to a maximum of one per room.

(2) Commanders will determine the best means to assign their service members to individual spaces, but under no circumstances will E-4s or E-5s share a room with an E-3 or below. Exceptions to this guideline will be handled separately via a BAH request.

c. E-6 and above. Assignments will be based on one SNCO/Officer per room. Each SNCO/Officer will be assigned a private bedroom and bath.

5. Geographical Bachelors. Per reference (a), a Geographical-Bachelor (GEO) is defined as a service member who is collecting BAH (at the with-dependents rate); who is authorized to be accompanied by dependents; who is eligible for family housing; who for personal reasons other than availability of housing at the permanent duty location, is not accompanied by dependents. Additionally, the Eastern Carolina Region (CHERT and Camp Lejeune/New River) is subject to Permanent Change of Assignment (PCA) orders intended to meet Marine Corps manpower requirements while reducing costs. Unfortunately, this sometimes results in a hardship for service members who attempt to reduce impacts to their families by commuting more than one hour each way. While this problem cannot be eliminated, this policy addresses how CHERT will attempt to mitigate it.

a. Information. Geo-Bachelors are managed in three separate groups: Junior Enlisted ((JENL)(E1-E5)), SNCO through Company Grade Officers ((SNCO)(E6-O-3)), and Field Grade through General Officers (O4-O10).

(1) All Geo-Bachelors will be subject to the rules below. All Geo-Bachelors will be accommodated within limited spaces administered by the billeting fund.

(2) Under current configuration, MCAS CHERT may accommodate 68 JENL and 38 SNCO/Off.

(3) Any person desiring Geo-Bachelor accommodations will submit their request using an Administrative Action Form (NAVMC 10274); the Installation Personnel Administration Center (IPAC) will provide certification of family residence and BAH status. AA Forms shall be submitted via the chain of command to Marine Corps Community Services (MCCS) Geo-Bachelor Coordinator. All requests will have an endorsement from their respective unit commander. Requests must be resubmitted every 180 days if continued occupancy is desired.

(4) Per reference (b), if approved, Geo-Bachelors will be provided accommodations at the prevailing daily rates established according to reference (f).

(5) Geo-Bachelors will abide by pertinent rules as set forth by the Unaccompanied and Transient Housing Manager and will be subject to monthly room inspections by the MCCS GEO- Bachelor Coordinator to ensure safety, cleanliness, and good order and discipline as well as routine weekly inspection by their unit commander.

(6) Any person covered by funded orders (i.e. Temporary Assigned Duty (TAD) or Temporary Lodging Expense (TLE)) will not be considered for Geo-Bachelor accommodations.

(7) MCCS Geo-Bachelor Coordinator will maintain a waiting list in order of priority and by date that a valid request is received. Individuals should re-apply after they reach 180 days on the waiting list or they will be removed from the list.

(8) Given the limited space, a priority will be assigned to each applicant. It will be reevaluated on a periodic basis to accommodate higher priorities over time. The priorities are:

(a) Priority #1: Geo-Bachelors as a result of orders for deployment or other similar mission-oriented short term assignment (e.g. Marine Expeditionary Units (MEU), Unit Deployment Program (UDP), Operation Enduring Freedom (OEF), extended TAD, etc.) for which the service member chooses to move his family early or late.

(b) Priority #2: Geo-Bachelors as a result of Permanent Change of Station (PCS), retirement, or discharge whose family arrives late or departs early to establish or maintain stability for schools, medical care, or employment.

(c) Priority #3: Personnel receiving BAH (with dependents rate) and in receipt of PCA orders within the Eastern Carolina region that separate them from their family by more than a one hour commute (door-to-gate).

(d) Priority #4: All other Geo-Bachelors or personnel with more than a one hour commute from their family. This priority will be reevaluated no later than 20 days from approval.

(9) All distances will be calculated using Google maps or similar internet mapping program with the start point at the service member's official residence (per the IPAC) and the endpoint at the main gate of CHERPT.

(10) Per the reference (a), any Geo-Bachelor may be required to vacate their accommodations with a 72-hour notice based on the needs of the command or after reevaluation of their priority as listed above.

b. Geo-Bachelors will be provided the following services which are included in the room expense: Basic cable service and bi-weekly housekeeping services. These services may not be refused.

c. Per reference (b), an advance payment for a minimum period of 30 days must be made upon assignment to Geo-Bachelor quarters and on the first day of the following month thereafter. Failure to make required payment by the fifth day of the month may result in a notice to vacate letter being issued at that point. If a notice to vacate letter is issued, the occupant will have 72 hours to vacate or make required payment.

6. BAH (Without Dependents). Reference (a) establishes guidelines and policies for the management of unaccompanied housing, occupancy requirements for unaccompanied housing, priorities for assignment to unaccompanied housing and authorization to pay BAH. Appendix K explains the procedures for requesting BAH while Appendix L contains a sample request letter.

a. Policy for E-5 and Below.

(1) E-5 will, if adequate quarters cannot be made available per reference (a), be given the option of receiving BAH (without dependents) in lieu of quarters, subject to the commander's decision that there is no military necessity for the individual to reside aboard the installation.

(2) Personnel in the grades of E-5 and below, by policy, are required to reside aboard the installation. Adequate government quarters will be assigned to personnel on a priority basis as they become available, per reference (d).

(3) Personnel in the grades of E-5 and below who choose to live in private housing when adequate quarters have been assigned will not be authorized payment of BAH (without dependents).

(4) All personnel E-5 and below may apply for BAH (without dependents) to the CO, MCAS CHERPT (Attn: Station Adjutant), via the appropriate chain of command.

b. Policy for E-6 and Above. All single personnel in the grades of E-6 and above may elect to receive BAH (without dependents) vice occupying government quarters, whether adequate or inadequate.

c. Effective Date of Payment. When BAH (without dependents) is approved and government quarters have not been occupied, the effective date for payment will be the date the individual reported for duty. If government quarters are occupied, the payment will be delayed until the individual vacates government quarters. Once government quarters have been vacated, the effective date of payment will be the date the request was approved. Personnel need not obtain off-base quarters to apply for BAH (without dependents). To preclude financial hardship, personnel may apply for BAH (without dependents) while residing in government quarters. In such cases, tentative approval may be granted, with payment authorized as of the date government quarters are vacate.

7. Pregnant Marines and Sailors. E-5 and below with no dependents may reside in the BEQ for their full term. From the 20th week of pregnancy and beyond, the Station commander must approve requests to reside in family housing or off base. Payment of BAH will be per applicable

pay and entitlement regulations. The intent is to encourage pregnant service members to arrange for their housing as early as possible (e.g., off-base or family housing).

8. Personnel Movement/Room Changes. Personnel movement/room changes without the prior approval of the individual occupant's chain of command are prohibited.

9. Command-Directed Moves. Command-directed moves are defined as those involving relocations to accommodate BEQ renovations or replacement projects, orders for PCS and PCA, promotion or reductions in grade, and transfers from one command or separate section level to another. Bona fide bachelors directed by a command to move will be provided advanced notice of not less than 72 hours, thus allowing ample time to prepare for the move. Command-directed moves should be accomplished within normal working hours (e.g., 0730-1600). Units are responsible for contacting the phone and internet service providers to waive disconnect and transfer fees associated with unit moves.

10. Occupant Agreement. The occupant will be issued a room Check-in/out sheet generated by the Unaccompanied Housing Module (UHM) of the Enterprise Military Housing (eMH) data base, see Appendix K. This will be used when assigning personnel to a barracks facility. Signed copies of this agreement will be kept in two places:

a. Every occupant will post a copy of the agreement on the inside front hatch of their room in a plastic sleeve provided by the unit.

b. The BEQ Manager will keep all original signed occupant agreements on file, which will be returned to the occupant upon checking out.

Chapter 3

Utilization

1. Occupancy. Commanders should strive to achieve maximum utilization of adequate BEQ inventory/space based upon Marine Corps standards. The CMC's target occupancy goal is 95 percent.
2. Storage. It is critical that residents make efficient use of storage space. Unit leadership will ensure proper storage for military gear and personal items is afforded to each barracks resident.
3. Security. Every BEQ resident must be able to lock their exterior hatch and have a means of securing items within a BEQ room (locking wall-lockers, closets, secretaries, etc.). Occupants living in BEQ rooms that do not satisfy these requirements will immediately inform the Barracks Manager and the chain of command. Furthermore, residents must make every effort to secure unit-issued gear and personal property deemed valuable.
4. Key Control. Key control is a fundamental element of BEQ security. References (a) and (b) designate barracks key security responsibilities to be managed by squadron level or higher. Commanders must establish procedures to minimize loss and mishandling of keys to prevent unauthorized access to rooms, unnecessary expenses through purchasing of new keys, or having BEQs 're-keyed' due to loss of key accountability. Lost key replacement will be done at the individual's expense. A fee of \$25 will be charged for the replacement of metal turn keys and a fee of \$5.00 will be charged for the replacement of RFID keyless entry cards that are lost or damaged/broken due to neglect.
5. Safety. For the safety of occupants, residents should secure exterior hatches to their rooms when entering or exiting a room. All tenants should know the location of the nearest fire exits. BEQ Managers will ensure fire extinguishers are available and serviceable. In the event of a fire, the first responder must dial 911 and activate the nearest fire alarm to initiate evacuation of the building. See Appendix B for fire prevention and response measures.

Chapter 4

Command Pride and Ownership

1. Command Ownership. Unit leadership must constantly strive to improve the quality of life of our Marines and Sailors and take appropriate actions to ensure the facilities are fully functional and present a professional appearance.
2. Ownership. Typically, there is a direct correlation between ownership and a well-maintained BEQ, inside and out. When ownership is clearly understood, improved care and maintenance tends to follow.
3. Deploying Command Responsibilities. Units vacating BEQ facilities due to extended off-site training or operational requirements are required to vacate the BEQ in a systematic and orderly manner. This process will include a detailed turnover inspection of all rooms, furniture, and appliances. Commanders will contact the Unaccompanied Housing Office for amplifying guidance.
4. Force Generation Element (FGE) and Remain Behind Element (RBE) Responsibilities. When a unit deploys, FGE/RBE personnel are essential for the necessary maintenance and care of unit facilities. To ensure appropriate command attention, RBEs will have administrative and operational control of assigned group/squadron BEQ facilities.
5. Parking and Adjacent Areas. The care and upkeep of parking lots and the grounds surrounding the BEQs are the responsibility of the squadron/group commander and his staff. Commanders and squadron staff are urged to maintain a good "state of police" in those areas by removing loose trash, removing abandoned vehicles, and using the UH designated special parking lot for recreational equipment located behind the Devil Dog Inn. Parking lots are not to be used as storage areas for vehicles during deployments. Abandoned vehicles will be towed at the owner's expense.
 - a. In the event adequate parking is not available for BEQ residents, commanders must take local constraints, infrastructure attributes and operational requirements into consideration. Commanders should develop a systematic, fair parking assignment plan that establishes local policy regarding BEQ parking, to include visitor vehicles. Furthermore, the following must be adhered to:
 - (1) Reserved parking spaces for unit leadership will be kept to a minimum.
 - (2) Special parking areas in policy have been established and maintained by the UH Department for recreational equipment located behind the Devil Dog Inn, including boats, motorcycles, trailers and off-road vehicles.
 - (3) Motorized vehicles or vehicle parts will not be parked or stored within a BEQ facility/room/space.

(4) Trash receptacles in and around the BEQ are for household trash only. Hazardous waste (oil, oil cans, paint, paint cans, etc.), to include large cardboard boxes, wood, or objects weighing over 30 pounds must be disposed of in specially designated receptacles consistent with MCAS CHERPT Environmental Affairs Department procedures. Recycle bins for cans, plastic and glass are available at all BEQs.

b. Handicap Spaces. Special permits are required to park in designated handicap spaces. Abuse constitutes violation of federal regulations, and vehicles will be towed at owner's expense.

CHAPTER 5

Unaccompanied Enlisted Quarters Management Duties1. Enterprise Military Housing (eMH), Unaccompanied Housing Module (UHM).

a. As the focus continues to remain on improving the QOL in the BEQ, the UHM of eMH has been implemented throughout the Department of Defense (DOD). The use of eMH is mandatory for all Marine Corps installations/commands that manage BEQs. This system can provide timely, consistent, accurate data on utilization, and asset management via a web-based system. The report data generated from eMH will be used to ensure continued support from Department of the Navy, Department of Defense and Congress for BEQ construction and maintenance funding.

b. The eMH system will be used during the check-in and check-out process for assignment of residents to the BEQ. Data will be entered by the BEQ manager and reviewed by the Unaccompanied Housing staff. The lead unit is required to provide a computer and printer for the BEQ Managers dedicated office to complete daily duties.

2. BEQ Manager. BEQ Managers are direct representatives of the unit's commanding officer for the management of day-to-day BEQ operations. In accordance with (IAW) reference (a) the BEQ Manager will be a Sergeant or Corporal assigned to that unit. The assignment will be for not less than 12 months and will be their primary duty, vice a collateral duty. BEQ manager's duties include the following:

a. Coordinate with appropriate unit Commander's staff all in-bound and out-bound personnel in regards to room assignments, furnishings accountability/damage statements, arrival/departure requirements and maintenance/repair requirements.

b. Maintain the UHM data within the eMH system, and prepare and provide BEQ Utilization Reports to the S-4/G-4 as required.

c. Maintain close interaction with the S-4 and G-4 regarding BEQ management operations.

d. Record and track all BEQ maintenance/repair items ensuring these are addressed and completed in a timely manner.

e. Provide new personnel the following: room key, linens, locally created BEQ Orientation Handbook and/or unit BEQ policy.

f. Conduct room check-in and check-out inspections, to include furnishing accountability checks and key management system, with both in-bound and out-bound personnel respectively.

g. Conduct weekly inspections of all common areas and record any maintenance/repair requirements. Report all facility damages to Facilities Maintenance and furniture damages to UH.

h. Conduct weekly inspections of all vacant BEQ rooms, ensuring that they have no unauthorized inhabitants, pilferage of furniture, maintenance issues, or malicious damage to interior or exterior areas.

i. Conduct systematic inspection of occupied rooms weekly, ensuring all rooms are inspected at least once a month, or at a frequency directed by the unit commander.

j. Ensure equipment for general use (e.g., televisions, washers and dryers, vending machines and recreational equipment) are not abused or damaged, and that appropriate repairs are initiated and completed.

k. Ensure unsecured maintenance rooms are reported to Facilities Maintenance upon discovery.

l. Ensure vehicles are not driven or parked, on seeded areas.

m. Ensure proper approval and work request procedures are obtained prior to Self-Help projects.

n. Attend the mandatory monthly Barrack Managers meeting.

3. Inspections. Per reference (f), Commanding Officers or their appointed representative are required to conduct weekly BEQ inspections.

a. Damage of government property or violations of regulations by occupants of the BEQ are to be investigated by Provost Marshal's Office. Appropriate corrective action should be initiated if culpability, negligence or vandalism is suspected.

b. At their own discretion, commanders may conduct health and comfort inspections or inspect assigned areas of responsibility at times and dates of their choosing. All rooms in the BEQ are subject to inspections 24 hours each day. Residents should maintain their rooms in a neat and orderly manner at all times.

Chapter 6

Occupant Responsibilities and Guidelines1. General.

a. With privilege comes responsibility, and the responsibilities of each occupant cannot be overemphasized. Personal conduct and standards of human dignity are overriding considerations and will prevail in all circumstances.

b. The privileges and conditions set herein do not apply to personnel in a restricted status or those assigned to perform extra duties. Commanders may temporarily restrict or suspend privileges in the interest of maintaining good order and discipline.

2. Alcohol. Use of alcoholic beverages in the BEQs must be consistent with the overriding need for military readiness, discipline and community safety. Responsible alcohol consumption for those who are of the legal drinking age is permitted in the BEQ.

a. Per reference (e), Marines/Sailors of age will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. The minimum drinking age for all Marines/Sailors is 21 years old.

b. Alcoholic beverages include distilled spirits, wines, wine-based coolers and malt beverages. The term "malt beverage" is defined as "beer, lager, malt liquor, ale, porter and any other brewed or fermented beverage".

c. Responsible amounts are defined as: E1-E3 (1) six-pack of malt beverage, (1) liter of wine, (1) pint of distilled spirits; E4-E5 (2) six-packs of malt beverage, (2) liters of wine, (1) fifth of distilled spirits.

d. Consumption of these beverages will be limited to individual BEQ rooms, beer gardens/barbecue areas and lounges designated by the commander.

e. It is the duty of residents legally possessing alcohol to ensure underage personnel do not consume alcohol. Commanders will issue detailed alcoholic beverage control guidance that conforms to local policies and are commensurate with the CMC's intent.

3. Guest/Visitation Procedures. All persons residing in a BEQ should have the opportunity to maintain personal contacts and friendships with other persons/family members. Commanders will publish clearly articulated visitation procedures in writing. Rules are as follows:

a. Visitors Defined. Anyone who is not an occupant of an assigned room is a visitor to that room and/or the BEQ. Visitors are NOT personnel on official business (e.g., unit leadership, BEQ Management, maintenance workers, etc.).

b. Guests of the opposite gender are permitted in the individual BEQ rooms, but the exterior hatch cannot be fully shut during visitation.

c. Commanders will publish clearly articulated visitation procedures in writing. BEQ residents will be permitted to host visitors during normal waking hours. Shift schedules must be considered when determining visitation hours and procedures. NCOs may be afforded additional visitation time for their guests per day. Escorts are required to sign their visitors in and out with the appropriate Duty NCO (DNCO).

d. Visitors must be accompanied by their escort at all times. They are not permitted to remain in the BEQ room without their escort being present and will not stay in the room overnight. Escorts will ensure their visitors obey all unit and installation orders and will be responsible for the actions of their visitors.

e. No one under the age of 18 may visit the BEQ unless an adult member of their immediate family or a legal guardian accompanies them. If the BEQ resident qualifies in one of these categories, they may act as the escort.

f. Visitation hours are to be set within normal waking hours to avoid conflict with mission accomplishment and with respect to BEQ resident privacy. These rules serve two basic purposes:

(1) Preserve good order and discipline in the BEQ.

(2) Ensure occupants of shared rooms have certain hours each day that they may sleep, read, etc. without disruption.

g. The visitor privileges and conditions set herein do not apply to personnel in a restricted status or performing extra duty. Commanders may temporarily restrict or suspend the privileges in the interest of maintaining good order and discipline.

4. Vendors/Delivery Services. Under no circumstances are vendors allowed to enter rooms or common areas without an escort or written authorization from the commander. Vendors/delivery services are required to deliver/pick up items via the BEQ DNCO or Barracks Manager Office only.

5. Cable Television/Telephones/Internet. Cable television, Internet and private telephone connections are provided within each BEQ room for occupant use. Occupants must contact the local carriers to activate service and are responsible for payment of these services. Satellite dishes/antennas are not authorized anywhere in, on, or around the BEQ facilities. Units directing transfers will request fee waivers for those occupants required to relocate.

6. Vending Machines. Commanders have the latitude to contact MCCA directly to modify products sold in vending machines located around the BEQ facilities, or to modify the number of machines that service a BEQ facility.

7. Cleaning/Field Day. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines and Sailors. Field day will include individual rooms and common areas within and around the BEQ facilities. At a minimum, housekeeping tasks will include:

a. Daily Cleaning. Occupants will empty recycling and trash receptacles, sweep decks, make racks, stow dirty equipment and clothes and conduct a “police-call” in and around the BEQ facilities to include the grounds. Additionally, it is each occupant’s responsibility to clean up after themselves within the common areas. Occupants are expected to apply common courtesy to all situations related to cleanliness and sanitation.

b. Field Day. Field day should be conducted weekly with guidelines set by commanders. At a minimum, decks will be swept and swabbed, carpets vacuumed, rooms dusted, windows and mirrors cleaned, all trash disposed, heads and showers cleaned, microwaves and refrigerators cleaned inside and out, plus defrosted.

8. Prohibited Activities. While every effort is made to provide a sense of ownership to occupants of the BEQ, some activities are determined unsafe and are prohibited throughout MCAS CHERPT. For suspected illegal activities, do not tamper or intervene with a potential crime scene. Immediately contact MCAS CHERPT 911 or Provost Marshal Office, CHERPT through the Desk Sergeant at (252)466-5123. Illegal activities can be anonymously reported to Naval Criminal Investigative Service by calling (252) 466-2641. While it is impossible to provide a complete listing of prohibited activities, examples of prohibited activities include:

a. Theft. Theft of personal or government property is against the law, is contrary to our core values and will not be tolerated. It is important to report theft through the appropriate authority.

b. Smoking. Smoking, to include electronic cigarettes and vaping devices, is prohibited within the barracks and within 50 feet of BEQ facilities or within the common areas of the BEQ facility. Designated smoking areas outside the facility will be used. Commanders will designate outdoor smoking areas that are not located in areas commonly used by nonsmokers and not in the immediate vicinity of supply air intakes or building entrances and exits.

c. Weapons. Personnel in the pay grade of E-5 and below shall not possess or store any weapons, firearms, ammunition, pyrotechnics, archery equipment and martial arts weapons in the BEQ facilities. Any device designated to create grievous bodily harm must be stored in the unit’s armory. SNCOs and Officers permanently billeted in the SNCO/Officers Bachelor Enlisted Quarters (BEQ/BOQ) are permitted to store privately owned firearms/weapons and user amounts of ammunition in their quarters. Per reference (h).

d. Explosive Material. Explosive material is not permitted in the BEQ. This includes pyrotechnics, gun powder, gasoline, propane, lamp oil, etc. As appropriate, these items are to be stored in the outside flammable containers provided by the unit.

e. Open Flames. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor

is not permitted in rooms, catwalks, lounges, common areas, or any other area in the immediate vicinity of a BEQ.

f. Hazardous Chemicals. Hazardous chemicals that could pose a health risk are not permitted. This includes chemicals that when combined with other substances could be hazardous or present a danger to other occupants.

g. Power Tools. Power tools such as stationary or bench-top table saws, bench presses, reciprocating saws, arc welders, and lathes are not permitted. This policy does not apply to small portable power tools such as electric screw drivers, drills, etc.

h. Pets. Pets are not permitted in the BEQ. This includes, but is not limited to, aquariums, terrariums, caged animals, cats, dogs, birds, turtles, reptiles, rodents and insects.

i. Gambling. Gambling is not permitted within the BEQ at any time.

j. Vehicle Maintenance. Vehicle maintenance is not permitted in parking area(s) or inside the rooms of the BEQ. The MCCS-sponsored auto hobby shop will be used.

k. Disabling Alarms/Detectors. Occupants will not tamper with, remove, misuse or disable fire alarms, smoke detectors, sprinkler systems, thermostats and fire extinguishers, or in any way hinder their operation. Anyone found unnecessarily causing an alarm to sound, tampering with fire-safety equipment or not properly evacuating during a fire alarm will face disciplinary action under the Uniform Code of Military Justice (UCMJ).

l. Loud Noise. Courtesy and common sense apply. Loud noise is prohibited. Noise from stereos, radios, televisions, voices or any other identifiable source should not be heard outside of a room nor be disruptive to individuals occupying any common or public area. Installation regulations regarding noise discipline will be adhered to at all times. Occupants will ask others to respect the noise control standards, and when asked, occupants or visitors will cooperate. In the area outside/adjacent to the BEQ, occupants will adhere to established noise restrictions.

m. Electrical Safety. Permanent electrical circuits must not be altered by occupants or any other person not authorized by MCAS CHERPT. Electrical cords or other communication cables may not be installed under carpets, hung over nails or run through doorways and windows. Extension cords will not be used as permanent wiring or affixed to any structure. Any cord or light fixture possessing physical damage or splicing must be removed from the facility.

n. Grounded Relocatable Power Strips. Grounded relocatable power strips or surge protector strips with heavy duty cords are permitted to be used from the wall outlet. Each power strip will be directly connected to the wall outlet and not connected to another power strip.

o. Sexual Activity. Sexual activity in the BEQ rooms and/or spaces is prohibited. Failure to comply will result in disciplinary action under the UCMJ as appropriate.

Chapter 7

Furnishings and Décor

1. Furnishings. The Marine Corps has adopted a “Whole Room Concept” for furnishing permanent party unaccompanied facilities with government furniture, with the goal to replace all furnishings within a room every twelve years. Room furniture replacement includes all related items for the room: bed, mattress, dresser, night stand, desk, chair, bookshelf, and possibly the refrigerator & microwave combination. This ensures occupants possess matching furnishings. It is the occupant’s responsibility to accurately complete a furnishings custody and condition receipt upon check in and check out of the room. UH will ensure the completion of quarterly inventories of furnishings. A list of furnishings normally provided to each BEQ room is provided in Appendix J.

2. Government Provided Furnishings. These items will not be removed from the occupant’s room or lounge areas without prior approval from the commander or designated representative. Requests to do so must be submitted in writing. Whenever possible, input from occupants will be considered when purchasing government furniture and recreational equipment for common areas. Room furniture layouts will follow the designed floor plan and any changes must be approved by the Unaccompanied Housing Director; see Appendix L for approved layouts.

a. It is critical that Station Property Management and the Unaccompanied Housing Division coordinate the purchase of furnishings for BEQ facilities to ensure delivery coincides with construction completion.

b. The Unaccompanied Housing Director and UH staff are responsible for the identification of furnishings and replacement of existing furnishings inventory.

3. Collateral Equipment. Referred to as “CE,” these items are furnishings procured for new barracks installed during the initial outfitting. This is the first provision of furniture, furnishing and equipment for a requirement generated through new construction.

4. Personnel Support Equipment. Referred to as “PSE,” these items are the replacement furnishings for the rooms. PSE provides a reasonable degree of livability in the quarters.

5. Washer and Dryer Facilities. Occupants will use these facilities for their intended use only (personal clothing and uniforms). A sufficient number of adequate, functioning washers and dryers are to be provided.

a. Prohibited Use. Commercial-grade machines are utilized in all BEQs. The washing and/or drying of shoes, combat boots, or issued field gear in washing machines does not constitute proper usage and is prohibited. Washers and dryers are for BEQ residents only.

6. Damages.

a. The unit assigned to a BEQ facility will be responsible for monitoring the condition of

the furnishings and facilities. Per reference (b), the assigned occupant is liable for loss or damage to government quarters, equipment or furnishings caused by abuse or negligence of the occupant and/or the occupant's guests. The occupant is responsible for correcting loss or damage caused by abuse or negligence or to reimburse the government. Occupants will be given the opportunity to voluntarily reimburse the government.

b. If a barracks occupant or their guest willfully or through negligence destroys, defaces, damages, impairs or removes any part of the government-owned premises (including fixtures, furnishings, and appliances), the BEQ resident shall be held responsible for the cost to repair the damages or replace the removed furnishings, fixtures or appliances. Damage reimbursements are credited to an installation's operations and maintenance account. Occupants will not be charged for normal wear and tear.

7. Personally Owned Furnishings. Due to limited floor space, personally-owned furnishings (e.g., couches, recliners, desks, rockers, fitness equipment) are not permitted within the occupants' rooms as they present an impeded entry or exit in the event of fire or other emergency.

a. Personal Electronic Items. Electronic items such as televisions, personal computers and stereos are permitted. Common sense will dictate the purchase and storage of these items depending on the number of roommates, square footage of the room, etc. Commanders will ensure personal items in shared rooms do not violate the space allotted to roommates or disrupt the normal traffic flow of the room.

General guidelines to be followed are:

(1) Televisions are permitted provided they do not impose a fire/safety hazard to the room or do not violate the space allotted to roommates. Flat screen television sets will not be mounted on BEQ walls.

(2) All personal electronic equipment must comply with installation fire/safety regulations and guidelines.

8. Personal Appliances. Only coffee makers, microwave ovens and blenders are permitted in a BEQ room or common areas. Prohibited personal items include hot plates, electric skillets, toaster ovens, rice cookers, woks, deep fryers, waffle irons, sandwich makers, slow cookers, pressure cookers, toasters, electric grills to include "George Foreman grills," griddles, electric space heaters and room air conditioners.

9. Room Décor. Room décor is a subjective evaluation. Commanders and senior leaders should allow moderate flexibility. However, it is important that decor not exceed societal norms of suitability. At a minimum, the living area/rooms will be decorated in a fashion that:

a. Ensures living areas/rooms are clean and orderly in appearance.

b. Allows personal decorations to be affixed to the walls.

c. Excludes the display of paraphernalia pertaining to extremist activity or groups, illegal substances or drug abuse, or pornographic/offensive material.

d. Posters and pictures should be framed and hung in a non-destructive, orderly and neat manner on walls. Small nails, monkey hooks, or screws may be used; however, double-sided tape, toggle bolts, or lag bolts, will not be used. The intent of this effort is to reduce room damage and to maintain a professional appearance. All room decor must be removed from walls prior to checking out of room.

e. Decorations or other objects will not be placed or displayed in a manner that obstructs visibility, paths or access to doors or windows.

f. Government linen will be offered to each resident upon check-in. Occupants are responsible for cleaning their own linen but may turn-in pillows and comforters to the unit supply section for a one-for-one replacement.

10. Room Identification Placards and Sheets. Outside room identification placards are provided for use in renovated barracks and a white 8.5" x 11" sheet will be used in non-renovated barracks. This will be standardized across all BEQs throughout each Group/squadron area. Reference Appendix A for an example of both formats.

11. Disposal of Government Furniture. Government furniture that is determined to be unserviceable or missing will be reported immediately to the unit Responsible Officer (RO), who will then make a determination if there was negligence or theft, and if replacement furniture will be provided. If replacement furniture is not available, furniture will be placed on order. Disposition of unserviceable government property will be removed by Base Property within seven days of notification unless:

a. Station Property instructs the RO to dismantle the unserviceable furnishings, placing metal, wooden, or cloth parts in appropriate trash bins.

b. Repairable Items. In this event, government furnishings (e.g. piston from bed, refrigerator, etc.) should be reported to UH for repairs or replacement.

c. All unserviceable or missing furnishings will be reported to the RO.

Chapter 8

Maintenance, Information System Support, Records, and Reports

1. MCAS CHERPT Maintenance Policy. It is the policy of the CO, MCAS CHERPT to maintain the installation's property in the most efficient and cost effective manner consistent with available resources. To achieve this goal, the Facilities Directorate performs specific and continual facilities maintenance, which will:

- a. Guard facilities against more costly repairs.
- b. Extend the useful life of facilities.
- c. Reduce annual costs over the life of facilities.
- d. Permit an orderly development of workload and allocation of resources.

2. Barracks Maintenance Policy. Barracks Managers will use the established Facilities Maintenance process that provides for timely identification and reporting of maintenance requirements, timely response, and follow-up to ensure adequate repair. Occupants will report maintenance requirements directly to the Barracks Manager or the unit's established Maintenance Log Book for each unit immediately when a maintenance issue has been identified. The Barracks Manager will report the requirement through their Maximo account. Service Requests must be as specific as possible, so problems can be identified and repaired efficiently. Barrack Managers will track and monitor all work requests to ensure the maintenance issue has been addressed and resolved in a timely manner. Maintenance priorities for Facilities Maintenance are as follows:

a. Emergency Maintenance. Emergency priority requests must be responded to within one hour and arrested within 24 hours. Such requests include life/safety threatening issues, entire building HVAC outages, electrical outages (entire building or entire deck), sewer line back-up, major flooding and non-operational locks. Being locked out of a BEQ room is not considered Emergency Maintenance.

b. Preventive/cyclic maintenance. This type of maintenance includes scheduled maintenance for repairs or improvements to be conducted on such systems as HVAC and plumbing. This programmed maintenance is planned by the Facilities Directorate and requires no action from the Barrack Managers.

c. Service Work.

(1) Urgent Maintenance. Urgent priority requests are to be completed within eight calendar days of submission to Facilities Maintenance. They are items that must be addressed promptly but do not require completion within 48 hours. Such requests include broken windows (unless vandalism is suspected), clogged commode, eight or more rooms without HVAC and electrical outages. Non-operational washers and dryers in the building's laundry facility are

considered urgent.

(2) Routine Maintenance. Routine priority requests are to be completed within 30 calendar days of submission. Examples of routine maintenance requirements include wall repair, painting, replacing broken tile, individual room HVAC issues, etc.

d. Self-Help Maintenance. BEQ occupants are encouraged to conduct minor maintenance in the barracks through use of the local self-help program. This will be done through coordination with the UH office. Repairing minor problems enables the base facility maintenance staff to focus on repairing major problems. Reference Appendix C for process, plus items and tools available.

3. BEQ Serviceability.

a. Commanders and senior enlisted leaders will ensure all subordinate leaders play an active and visible role in ensuring good order and discipline in the BEQ at all times. Leaders will ensure quality of life objectives are being met through:

(1) Routine Inspections. Inspections are necessary to gauge the status of facilities maintenance and police. While it is impractical to establish specific criteria in this document, a regular inspection process should be implemented by every level of leadership to ensure satisfactory health and welfare standards are being achieved.

(2) Inspector General/Commanding General's Readiness Inspections. These inspections are essential to identify where additional assistance is required for facilities maintenance and upkeep.

(3) Responsible Officers. The duties and responsibilities of a Station Property RO are to identify all property currently on-hand belonging to Station Property, inspect the property condition at the unit BEQs, and conduct quarterly (every three months) inventories and reconciliations with Base Property. A detailed listing of responsibilities is included in Appendix I.

(4) Key Control Officers. A SNCO or officer will be assigned to monitor the accountability of BEQ room keys. This individual will provide unit oversight of the Barracks Manager's key control system and will coordinate with unit leaders to emphasize key control and accountability.

4. Property Inventory. The Barrack Manager of the unit will conduct quarterly inventories. Commanders are required to establish procedures to maintain updated records of each room's contents (Appendix J) consisting of semi-annual inventories.

5. Maintenance Requests. Maintenance service requests will be submitted through Maximo to Facilities Maintenance. Each Barracks Manager must have the capability to electronically submit service requests. Service requests will be assigned a work order number once approved. A unit's

Barracks Maintenance Logbook will be maintained for all requests submitted by the Barracks Manager.

6. Emergency Maintenance Log.

a. All emergency maintenance call-ins will be logged into the maintenance logbook.

b. Emergency work is defined as work requiring immediate action to prevent the loss of life, injury of personnel, damage to the environment or government property and equipment, or inhibits the installation from performing critical mission functions. Response within one hour. Once the emergency is arrested, a resolution will be addressed as a follow-on effort. Examples of emergency work are security emergencies and electrical or plumbing malfunctions that endanger personnel residing in quarters. Emergency maintenance does not include the repairing of windows or replacing light bulbs, filters or ceiling tiles. For any after-hours emergencies, contact Facilities Maintenance Emergency Number at 466-4363.

7. Self-Help Program. Self-help projects shall be approved by unit command, UH and Facilities Maintenance.

8. Monthly Key Inventory Report. A monthly key inventory report will be submitted along with the Unaccompanied Occupancy Report (see paragraph 8 of this Chapter), as follows:

a. The monthly key inventory Report must be submitted in the format shown in Appendix D.

b. A complete and separate report is required for each BEQ.

c. All BEQ keys will be reported, including individual rooms, storage rooms, lounges and offices.

9. Re-designation/Diversion. All re-designations to convert rooms/buildings from one purpose to another must be requested in writing to CO, MCAS CHERPT, Attn: Facilities Directorate.

a. Re-designation. In no instance will any portion of a BEQ be re-designated for use other than the billeting of bona fide permanent party bachelor enlisted personnel without prior written approval from MCAS CHERPT. Requests for re-designation will contain the following information: justification for request, use for the requested space re-designation or diversion, applicable building, room number(s), number of spaces in each building, impact of the re-designation/diversion on the unit's occupancy, total number of personnel to be relocated by rank, building numbers where these personnel will be relocated, the alternative means (if any) of providing the required space in lieu of the request.

b. Diversions. Since CHERPT is considered a deficit location, BEQs or portions thereof will not be re-designated or diverted to any uses other than billeting.

10. Designated Lounges/Common Areas.

a. For BEQ facilities with multiple floors and lounges; no other uses beyond their intended designs are authorized for renovated barrack lounge areas.

b. In all situations, care must be taken to ensure government furnishings remain in the lounges and that all items remain in a clean and serviceable condition.

11. Information System Support. Barracks Managers will maximize use of eMH to support UH Management. Automated systems should support all aspects of UH Management to include assignments, utilization, maintenance request tracking, key control, furnishing inventory, budget planning and program and overall program administration.

APPENDIX A

Sample Room Identification Sheets and Placards

1. Sheets are to be placed in the lower corner of the window closest to the barracks door in a clear plastic document sleeve for identification purposes. The sheet will be displayed as close to the door as possible, neatly affixed with clear tape. Sheets are to be printed on standard white 8.5" x 11" paper for uniformity. Any additional paperwork required by the owning unit, e.g. "Under 21 disclaimer," "New join checklist," "Room discrepancy list," "Welcome home sign," etc. will be placed next to the sheet.
2. Installed identification placards will be used if available outside the door.
3. The resident's rank, last name, first initial, middle initial, squadron and/or group will be placed on the sheet/placard.

SHEET EXAMPLE

UNIT EMBLEM

UNIT: ABC-23

RANK: LCPL

LAST NAME: SMITH

FIRST NAME: JOHN

AGE: 18

GENDER: MALE

SECTION: DEVIL DOG

SHIFT: DAY/NIGHT

SNCOIC: MSGT. JOHNSON

SECTION EXT: 1234

PLACARD EXAMPLE

UNIT EMBLEM

NAME: LCPL SMITH, JOHNGENDER: MALESECTION: DEVIL DOGAGE: 18EXT: 1234SHIFT: DAY/NIGHT

APPENDIX B

Fire Prevention and Response

1. General. This appendix establishes fire prevention and response procedures for BEQs and applies procedures set forth in the current edition of ASO 11320.1B.
2. Background. The fire department at MCAS CHERPT provides fire prevention support and protection to the entire station. It is our responsibility to practice sound fire prevention procedures. Commanders will assign in writing one Officer/SNCO as the Unit Fire Marshall.
3. Fire Regulations.
 - a. Firefighting equipment shall only be moved away from its prescribed location for firefighting, drills, repairs or maintenance. Tampering with firefighting equipment is prohibited.
 - b. Any fire extinguisher discharged or discovered discharged will be immediately reported to the unit BEQ Manager. The BEQ Manager will then contact the station fire department to arrange for the fire extinguisher(s) to be recharged.
 - c. Rubbish and recyclable material shall be disposed of in waste containers provided in the BEQ. All areas shall be kept free of combustible debris.
 - d. Open waste containers shall be of metal or other noncombustible material in construction.
 - e. Covered metal receptacles with lids located in common areas shall be provided in all heads and other areas where paper towels are used.
 - f. Exits shall be clearly marked so as to be readily identifiable.
 - g. Swabs and other field-day materials capable of ignition shall be stored at locations that minimize the chances of combustion.
 - h. Electrical appliances and devices shall bear the label of the underwriters' laboratories. All other electrical equipment, including vending machines, must be approved by the station electrical maintenance shop prior to installation to prevent electrical overloading. See the BEQ manager for help.
 - i. Defective wiring, light fixtures, switches, appliances and any defective electrical equipment should be reported.
4. Flammable Materials. The below list of flammable materials are prohibited in the BEQ complex:
 - a. Gasoline

- b. Kerosene
- c. Coleman fuel
- d. Motor oils (all kinds)
- e. Hydraulic fluids (all kinds)
- f. Paints (all kinds)
- g. Lubricants (all kinds)
- h. Grease (all kinds)
- i. Lighter fluids (all kinds)
- j. Torches and blow torches (all kinds)
- k. Welding equipment (all kinds)
- l. Oily Rags
- m. Explosives (all kinds)
- n. All other flammable materials not mentioned

5. Proper Procedures to Report a Fire.

- a. When a person discovers a fire, they will take the following actions:

- (1) Sound the alarm from the nearest alarm box.
- (2) Dial "911" for the Base Fire Department and give the building number, deck, and room number, if known, where the fire is located. Also report whether fire is extinguished or not.
- (3) Inform the duty personnel of the extent of the fire and its location.
- (4) Stand near fire box to direct the fireman.

- b. Residents will:

- (1) If time permits and the fire alarm is sounded, secure the windows and disconnect electrical appliances.

(2) Evacuate the building immediately by the nearest and safest exit, subject to any directions from the BEQ Manager or DNCO. Once outside, get away from the building.

c. The Barracks Manager, DNCOs or Officer of the Day (OOD) shall do the following:

(1) Notify the Commanding Officer/Executive Officer.

(2) Direct the BEQ residents to a designated place, mustering near the BEQ at a safe distance from the fire.

(3) Ensure all personnel have vacated the building.

(4) Direct the BEQ residents to return to their quarters when it is considered safe by the fire chief.

6. Fire Drills. Quarterly fire drills will be conducted. The primary purpose for conducting fire drills is to achieve effective, safe and rapid use of the BEQ exits. When a fire drill is planned, the following procedures must be followed:

a. Commanding Officers, or their designated representatives will direct all drills.

b. Call the Fire Department and report "This is (name) at building (number) conducting a fire drill".

c. After acknowledgement by the Fire Department, commence the drill by activating the alarm and passing the word, "This is a drill; Fire! Fire! Fire!".

d. Ensure all hands evacuate the BEQ as quickly as possible by the nearest exit and proceed to the place of muster.

e. Assign personnel to man fire stations, and have the building investigated to ensure complete evacuation.

7. Inspections. The BEQ Manager will inspect all firefighting equipment monthly and report any deficiencies promptly to the base fire department. Once inspected, BEQ Managers will certify inspection on the "Fire Extinguisher Recharge & Inspection Record" attached to all extinguishers.

APPENDIX C

Self-Help Program

Common Items Available. Blinds, caulking, ceiling tiles, drywall, drywall compound, drywall joint tape, door hasps, hinges, door stops, electrical outlet covers, floor tile and adhesive, grass seed, shrubs, light fixture covers, paint, pesticides, fire ant/roach motels, shower heads, sink stoppers, soap dishes, towel bars, toilet paper holders, toilet seats, switch covers and window screens.

Self Help Program Tool Availability. Marines/Sailors must be E-4 or above to check out tools. Below are the available tools at Building 85:

<u>Power Tools</u>	<u>Hand Tools</u>
Chop Saw	Carpenter's Square
Circular Saws	Caulking Guns
Drills, corded and cordless	Hammers
Extension Cords	Hand Saw
Grinder, 4" Disk	Hoes
Sawzall reciprocating Saw	Levels
Screw Guns	Pliers
Miter Box Saw	Pruning Shears
Palm Sanders	Pick Axe
Router	Propane Torch
Roto Zip Saw	Rakes
Lawn Mowers	Screwdrivers- flat and Phillips
Weed Eaters	Seed Spreader
Edger	Shovels- flat & spade
High Pressure Washers	Wrenches- metric, standard, Allen, pipe, sockets

Self Help: You can request Facilities Maintenance to procure your approved unit material through a Service Request in Maximo in order for you to perform your own maintenance. Facilities will purchase the material and you provide the labor. This option is often faster than Corrective Maintenance, which may be dependent on staffing at the time.

NOTE: Only Barrack Managers may sign dehumidifiers out from Facilities for a room. The Barrack Manager will be held responsible for loss or damage.

APPENDIX E

Procedures for Requesting BAH (without dependents)

1. Requests for payment of BAH (without dependents) from personnel will be made by AA form to the CO, MCAS (Attn: Station Adjutant) via the appropriate chain of command.

a. Endorsements on the AA form will contain the following information:

(1) Certification by the CO that:

(a) There is no military necessity for the bachelor to reside aboard the installation.

(b) Adequate government quarters cannot be assigned (in the cases of E-5 and below).

(2) If requesting personnel have vacated government quarters, the CO must also certify that:

(a) The quarters obtained off-base meet the standards of adequacy set forth in reference (b).

(b) The cost of quarters does not exceed the amount of BAH (without dependents) to which the member is entitled.

(c) The date the bachelor vacated government quarters of the date reported aboard (if government quarters were not occupied).

(d) The address of the off-base quarters.

(3) Certification by the base housing referral office that the service member contacted the office prior to or after obtaining off-base quarters.

b. The returning approval endorsement indicates the date from which BAH (without dependents) will be effective. The return endorsement will serve as documentation for the unit diary entry into Marine Corps Total Force Structure (MCTFS).

c. Prior to making a unit diary entry into MCTFS, the Commanding Officer will ensure that the information required is provided, by letter, to the Unaccompanied Housing Office (Bldg 496).

d. When request is disapproved, the bachelor will be notified by return endorsement, which will cite specific reason(s) for disapproval. Examples of disapproval may include, but are not limited to:

(1) Sufficient government quarters are available.

(2) Installation Commander determines that the Marine's off-base residency is not in the best interest of the Marine Corps.

(3) Pregnancy less than 20 weeks.

e. In the event BAH (without dependents) is denied, the individual may contact the Traffic Management Office, Household Effects Department for non-temporary storage.

APPENDIX F

Sample BAH Request Letter

FIRST ENDORSEMENT on Cpl Smith's AA Form 1330 ADJ of 1 Jan 13

From: Commanding Officer

To: Commanding Officer, Marine Corps Air Station Cherry Point

Via: Commanding General, 2d Marine Aircraft Wing (G-4)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH); IN THE CASE OF
RANK NAME EDIPI/BRANCH

Ref: (a) ASO P11101.5

1. Forwarded, recommending approval.

2. Commanding Officer's certification:

(a) There is no military necessity for the service member to reside aboard the installation.

(b) Adequate government quarters can / cannot (circle one) be assigned.

(c) The off-base quarters meet the standards of adequacy set forth in the reference.

(d) The cost of the quarters does / does not (circle one) exceed BAH.

(e) Service member vacated government quarters on _____.

(f) Off-base quarters address: _____.

CO's SIGNATURE

Minimum Requirements for a BAH Request

1. Service Member's AA Form.
2. An off-base housing referral chit.
3. The proper endorsements through their chain of command.
4. The Group/Squadron Commander's certification.
5. A copy of the lease agreement or buyer's copy when purchasing a house is requested.
6. In the case of pregnancy, an OB/GYN certification of pregnancy stating the estimated delivery date and the date of the 20th week of pregnancy.
7. If recently separated or divorced, legal documentation showing the date of divorce or separation.
8. If claiming child visitation, you must provide an affidavit and court documentation stating that you have legal custody of the child for a minimum of 90 calendar days per year.
9. Dual active duty service members must provide a copy of spouse's orders showing duty station location.

APPENDIX G

Storage of Excess Personal Property

From: Commanding Officer
To: Traffic Manager Officer, Marine Corps Air Station, Cherry Point
Via: _____

Subj: STORAGE OF EXCESS PERSONAL PROPERTY IN THE CASE OF RANK
NAME EDIPI/BRANCH

1. Subject named service member has been assigned to government quarters in Building _____, Room _____.
2. Due to the inadequate storage space available in the assigned government quarters, it is requested that the subject named service member's excess personal property be placed in non-temporary storage at government's expense.
3. For further coordination, subject named service member may be contacted at _____.

CO's SIGNATURE

APPENDIX I

Rental Insurance

1. Rental Insurance is not required but should be considered. Just because you do not live in a home doesn't mean your personal property cannot be insured.

2. Rental insurance is fairly inexpensive. You can safely assume that all of your belongings would be covered depending on the limits of coverage being requested. Like auto insurance, you can shop around for a renter's policy that would best suit your needs. Without rental insurance all of your personal belongings could be lost in one event. For example, if your room was vandalized or burglarized, without rental insurance you would be financially responsible for replacing your personal belongings. However, if there was coverage in place, any item that would have been lost or stolen would be replaced under the coverage.

3. How do I Choose a Rental Insurance Policy

(a) Rental insurance coverage needs are different for each individual, based on age, location, and the protection needs. In general, there are two important areas to understand when choosing a rental insurance policy: what the policy covers and whether that coverage is actually cash value or the total replacement cost.

(1) A cash value policy would cover your belongings for what they are worth when they were stolen or damaged, not what you paid for it.

(2) A total replacement cost coverage pays out the dollar amount that it costs to replace a renter's property when it was stolen or damaged. Replacement cost policies often come with a slightly higher premium, but in the long run can be beneficial.

(b) Once you decide what type of protection you need, the next step is to develop a value estimate and inventory of your possessions. Many insurance companies offer value estimation calculator tools to assist you. Most companies provide combined discounts for having an auto and renters policy.

APPENDIX J

BEQ Room Furnishings

Barracks Whole Room Concept:

- (2) Single Coffin Beds
- (2) Mattresses
- (2) Secretaries
- (2) Wall-Lockers
- (2) Chairs
- (1) Dresser
- (1) Trash Can
- (1) Refrigerator
- (1) Microwave


Notes: All residents are offered a pillow, comforter, sheets and a pillow case.

APPENDIX K

CHECK-IN Sheet**Bachelor Housing**

Commanding Officer MCAS Cherry Point

Cherry Point, NC 28533

NAME		ACCOUNT		ARRIVAL DATE		DEPARTURE DATE		SVM UIC	
DoD ID	GENDER	ROOM TYPE	BUILDING	FLOOR / WING / UNIT	FROM ROOM / BED	TO ROOM / BED			
DUTY STATION		CELL PHONE		PAY GRADE		PERSON TYPE		CLERK	
DEPARTMENT		<p>Notes:</p> <p>Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.</p> <p>House Rules: This information is requested to provide lodging accommodations and will become a permanent part of the registration log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations. House Rules: With the exception of guide dogs and military working dogs, no animals or pets are allowed in any BH facility in accordance with NAVMED P-5010-2. Smoking is authorized in designated areas in accordance with SECNAVINST 5100.130 Financial Liability: I understand that I am liable for any charges incurred during my stay or any loss/damage caused by myself or my guest(s). I hereby authorize a charge to my credit card (on file) or pay any check, age for financial liabilities incurred. Additionally, I understand that unauthorized removal or destruction of items is cause for prosecution under the Uniform Code of Military Justice or Federal Statute as appropriate. By my signature, I acknowledge acceptance of all charges incurred during my stay to include, but not limited to, phone calls.</p> <p>Financial Liability for Damages: I read, understand, and will obey the rules and regulations provided on this document and in the Bachelor Housing Handbook. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. Violation of any of these rules and regulations are subject to disciplinary action under the Uniform Code of Military Justice, Article 92, "Failure to Obey Order or Regulation" and may result in loss/damage fees, eviction, and administrative or disciplinary action.</p>							
ADDRESS									
CITY, STATE ZIP									
RUC PHONE #									
PERSON E-MAIL									
ROOM PHONE #									
									
HISTORIC NOTES:									
SIGNATURE / DATE:									

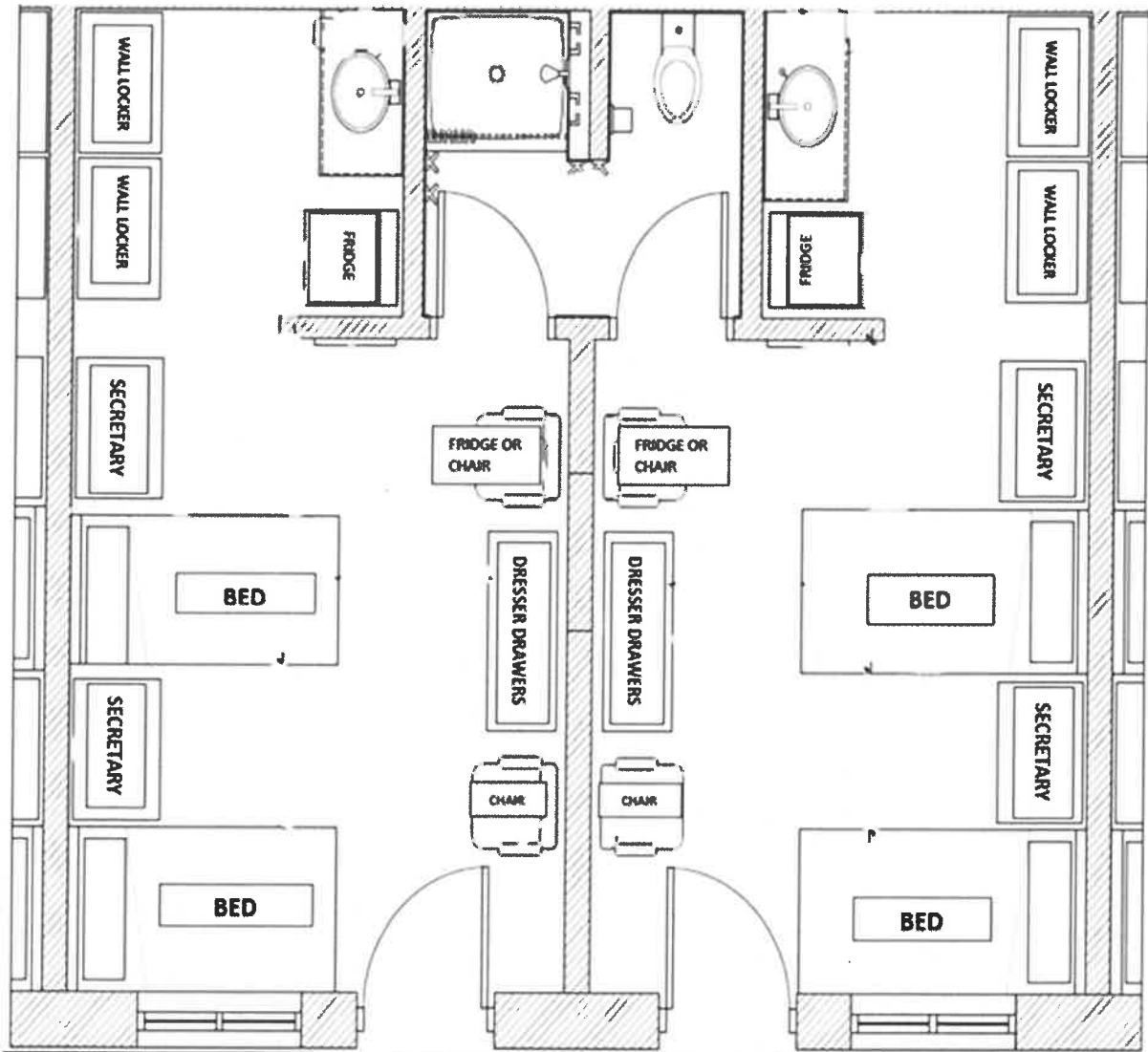
Items Issued to XXXX

Item	Barcode	Serial Number	Condition	Purchase Cost
MATTRESS SINGLE MATTRESS (TWIN)				
WINDOW TREATMENT WINDOW DRAPE WINDOWWARE (WINDOWS)				
CHAIR DESK DESK CHAIR				
TRASH CAN WASTEBASKET				
BEDSPREAD BEDSPREAD BED SPREAD (FULL OR TWIN)				
SINGLE TWIN LFT BED				
BEDSPREAD BEDSPREAD BED SPREAD (FULL OR TWIN)				
MATTRESS SINGLE MATTRESS (TWIN)				
MICROWAVE MICROWAVE				
SINGLE TWIN LFT BED				
DESK WORKSTATION DESK				
DRESSER 6 DRAWER DRESSER				
CHAIR DESK DESK CHAIR				
REFRIGERATOR SMALL REFRIGERATOR				
DESK WORKSTATION DESK				

Signature _____ Date _____

APPENDIX L

Renovated Barracks Standard Furniture Layout



Barracks 4867, 4868 and 4881 Barracks Standard Furniture Layout

