

**UNITED STATES MARINE CORPS  
BACHELOR ENLISTED QUARTERS  
(BEQ)  
CAMPAIGN PLAN**

**9 November 2006**

## FOREWORD

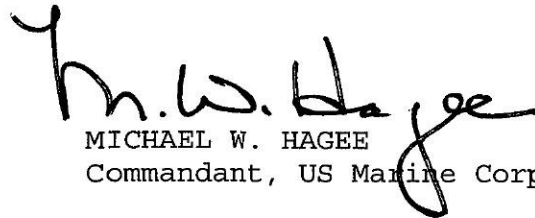
The Marine Corps has invested hundreds of millions of dollars to improve quality of life for Marines and their families. Family housing improvements have been underway for several years and the positive impact on the standard of living for Marine families has been outstanding. The Marine Corps is focused on ensuring that single enlisted Marines enjoy similar improvements in their standard of living. Plans are in place to invest over a billion dollars in the next few years on bachelor housing construction and improvements. We have also invested, and will continue to invest, countless hours of leadership time on improving all aspects of single enlisted Marine quality of life.

Bachelor Enlisted Quarters (BEQs) are single Marines' homes and we have the responsibility to provide them with suitable living conditions and positive leadership as they continue to develop as Marines.

In 1999 the Bachelor Enlisted Quarters (BEQ) Campaign Plan was published to provide a common roadmap for the management of our BEQs. It addressed the need for policies that properly assign our Marines to rooms/spaces, articulate visitation procedures, allow responsible alcohol consumption, and establish guidance on proper room decorum. This new Campaign Plan updates previous guidance and reinforces the need to provide an atmosphere that supports development and cohesion while respecting that BEQs are single Marines' homes. This Campaign Plan clarifies my intent regarding standing policies.

Delineation of responsibilities of Headquarters Marine Corps, Region and Installation Commanders, Unit Commanders, and the residents of our BEQs is provided to ensure that single Marines are provided with well managed, properly maintained, quality housing.

I expect Marines at all levels to familiarize themselves with the guidance contained in this Campaign Plan. Leadership will review and modify current local policies ensuring they are in compliance with my intent, this plan, and utilize this tool to help sustain the discipline, core values, and Quality of Life of our single Marines.



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Commandant, US Marine Corps

## **TABLE OF CONTENTS**

EXECUTIVE SUMMARY.....	ES-1
POLICIES AND PROCEDURES.....	1
GENERAL POLICY/GUIDELINES.....	2
INTRODUCTION.....	2
BARRACKS MANAGEMENT .....	2
UNIT COHESION.....	3
FACILITY ASSIGNMENT.....	4
PERSONNEL ASSIGNMENTS.....	4
Involuntary Assignment.....	4
Assignment Eligibility.....	4
Room Assignment.....	4
Exception to 2+0 assignment standard.....	5
Occupant agreement.....	6
UTILIZATION.....	7
PERSONNEL MOVEMENT/ROOM CHANGES.....	7
Changing Room Assignments.....	7
Command Directed Moves.....	7
PREGNANT MARINES.....	7
OTHER SERVICE'S QUARTERS.....	8
GEOGRAPHIC BACHELORS.....	8
Definition.....	8
Assignment Policy.....	8
Service Charges.....	9
BEQ POLICY GUIDELINES.....	10
ALCOHOL.....	10
CABLE TELEVISION/TELEPHONES.....	10
Connections.....	10
Public Telephones.....	10
CLEANING/FIELD DAYS.....	11
DAMAGES.....	11
ELECTRICAL SAFETY.....	12
FLAMMABLE STORAGE CONTAINERS.....	12
FURNISHINGS, EQUIPMENT AND ROOM DÉCOR.....	12
Government-Provided Furnishings.....	12
Furnishings Custody Receipts.....	13
Personally-Owned Furnishings.....	13
Personally-Owned Lighting.....	13
Personal Electronic Items.....	13
Personal Appliances.....	14
Room Décor.....	14
GUEST/VISITATION PROCEDURES.....	14
MAINTENANCE.....	15
Building Maintenance.....	15

Self-Help Maintenance.....	16
PROHIBITED ITEMS AND PRACTICES.....	17
Smoking.....	17
Weapons.....	17
Flammable Items.....	17
Open Flame Items.....	17
Hazardous Chemicals or Materials.....	17
Power Tools.....	17
Pets.....	17
Gambling.....	17
Vehicle Maintenance.....	17
Tampering with Fire/Safety Equipment.....	18
NOISE.....	18
PARKING.....	18
SECURITY.....	19
STORAGE.....	19
In-Room Storage.....	19
Outside storage Lockers.....	19
THEFT.....	19
TRASH RECEPTACLES.....	19
WASHERS/DRYERS.....	20
GUIDELINES FOR UNIT COMMANDERS.....	21
INTRODUCTION.....	22
THE INTERIOR GUARD.....	22
The Officer of the Day (OOD).....	23
The Duty NCO (DNCO).....	23
GUIDELINES FOR INSTALLATION COMMANDERS AND BACHELOR HOUSING MANAGERS.....	24
INTRODUCTION.....	25
BEQ FACILITIES.....	25
FURNISHINGS.....	25
Collateral Equipment (CE).....	26
Personnel Support Equipment (PSE).....	26
BEQ REQUIREMENTS DETERMINATION, CONSTRUCTION AND MAINTENANCE .....	26
BEQ Requirements Determination.....	26
New Construction.....	27
Sustainment, Restoration and Modernization (SRM)..	28
Demolition.....	28
REDESIGNATION/DIVERSION.....	28
Redesignations.....	29
Diversions.....	29
INFORMATION SYSTEM SUPPORT.....	29
BACHELOR HOUSING ORGANIZATION.....	30
STAFFING.....	31
Structure.....	31

Bachelor Housing Director.....	31
GUIDELINES FOR HEADQUARTERS, US MARINE CORPS.....	32
INTRODUCTION.....	33
FURNISHINGS PROGRAM.....	33
BEQ MAINTENANCE AND CONSTRUCTION.....	33
BEQ Requirement Worksheet.....	33
Marine Corps Construction Standard.....	34
Sustainment, Restoration and Modernization (SRM)..	34
Demolition.....	34
APPENDIX A: BARRACKS CONFIGURATIONS.....	A-1
APPENDIX B: SAMPLE OCCUPANT AGREEMENT.....	B-1

## ***EXECUTIVE SUMMARY***

### ***INTRODUCTION***

This Campaign Plan provides the Commandant's intent and guidance for the management of bachelor enlisted quarters (BEQs). The guidance contained herein clearly articulates the need for Installation and Unit Commanders to remain focused on supporting bachelor enlisted Marines and provides them with quality housing.

Each Installation has its own unique attributes; however, the need for consistent, Marine Corps-wide standards still exists. Within this plan the relationships between the Region and Installation Commanders, Unit Commanders, and Headquarters Marine Corps are delineated. It answers the call to improve the quality and habitability of our BEQs; as well as provides a roadmap with a common source of reference and policy direction.

It is the Commandant's vision to ensure that we are committed to improving our enlisted Marines Quality of Life (QOL) through effective leadership, the reduction of inequities, and providing the appropriate standard of living these young men and women so rightfully deserve.

Implementation of this Plan requires full participation of our leadership reflecting that the Marine Corps is committed to improving the quality of life for our bachelor enlisted Marines.

### ***GOALS***

These are the Marine Corps goals relating to improving the QOL for bachelor enlisted Marines.

- Build additional barracks necessary to eliminate the space deficiency by 2012.
- Achieve Marine Corps assignment/construction 2+0 standard by 2012.
- Eliminate our inadequate (by facility condition) barracks by 2012.

## ***IMPLEMENTATION***

It is essential that the Marine Corps provides bona fide bachelor enlisted Marines with housing that promotes their professional development, sustains our core values and supports QOL. This is essential to maintaining good order and discipline while maintaining high morale. Region/Installation Commanders and Unit Commanders will review, modify and implement site specific orders that meet the standards established in this plan. Commanders are authorized to implement orders that are more restrictive than specified in this plan, but will not make less restrictive orders. However, caution is to be taken to eliminate to the greatest extent possible inequities between married and single Marines. Coordination between the resident, BEQ management, and Marine Corps chain of command is important to ensure proper living standards are met. Leadership plays an integral role by minimizing inequities between the married and single Marine, promoting consistent management of all facilities, and fostering professional Marine development.

## ***BACKGROUND AND METHODOLOGY***

In 2006, MARFORCOM facilitated a BEQ conference at CMC's direction in order to identify concerns and solicit recommendations from current BEQ residents, senior enlisted and bachelor housing management Corps-wide to improve the single Marine standard of living. This was an opportunity to get Marine Corps Senior and Non-Commissioned enlisted representatives from the operating forces "thinking outside the box" with regard to some contentious and long standing Marine Corps bachelor housing issues.

Recommendations from the 2006 BEQ conference were incorporated into the 1999 BEQ Campaign Plan. The 1999 Plan was developed after a review of all pertinent information, to include ALMARs, published CMC guidance and orders, along with numerous bulletins and instructions. Workshops were held on both coasts to gather input from senior enlisted and bachelor housing management of the Marine Corps and the document was staffed through the major commands and Headquarters, Marine Corps.

## ***POLICIES AND PROCEDURES***

## **GENERAL POLICY/GUIDELINES**

### **INTRODUCTION**

The focus of this section is to provide guidance for the operational management of bachelor enlisted quarters (BEQs).

This guidance is to be used by all personnel involved at the region and installation level, including but not limited to: Region and Installation Commanders, Unit Commanders, BEQ managers, Bachelor Housing Program Managers, Facilities and Public Works Offices.

The responsibility for making Marines and fostering their growth is a round-the-clock effort that is greatly influenced by the way our barracks are managed. The following section clarifies the Commandant's intent with regard to specific QOL issues from the BEQ resident perspective. It provides guidance on topics directly related to maintaining proper decorum, good order and discipline in the BEQs. All local rules and policies will be consistent with the guidance in this Plan. Regional, Installation and Unit Commanders will incorporate appropriate BEQ policies and guidelines listed below into applicable orders that are enforceable under the Uniformed Code of Military Justice (UCMJ).

It is understood that Training Commands, due to their unique mission, will need to apply stricter standards for their Marines than this plan outlines.

### **BARRACKS MANAGEMENT**

Adequate living facilities can only be achieved through proper management, maintenance and sustainment of the bachelor housing inventory. This includes, but is not limited to, ensuring proper assignment of Marines to barracks space, managing routine maintenance, ensuring emergency maintenance requirements are reported and addressed in a timely manner, and identifying and programming for long-term sustainment of facilities. An effective barracks management program should,

- provide adequate living facilities that are properly maintained,
- address the needs of bona fide bachelor Marines,

- assign bona fide bachelor Marines adequately,
- minimize to the greatest extent possible inequities between the married and bona fide bachelor Marine,
- promote consistent management of all facilities,
- foster professional Marine atmosphere, and
- maintain unit integrity.

The result will be a professional atmosphere and residence in which Marines can take pride.

Leadership participation is important to ensure that inequities between single and married Marines are kept at a minimum, to eliminate perceptions of disparate treatment, and to foster a cohesive environment within the barracks. We must move away from obsolete paradigms and address needs of bachelor Marines within the various barracks configurations. The result will promote an environment that increases morale, and confidence with leadership.

### ***UNIT COHESION***

This Plan provides all levels of leadership with the guidelines for the management of Marine Corps BEQs. Furthermore, it delineates the responsibilities for each level of command. The intent is clear that, regardless of where Marines are housed, their quality of life should not differ.

ALMAR 106/98 directed that policy be established to assign Marines to BEQs in a manner than maintains unit integrity in order to build cohesion. For purposes of unit integrity, the unit is defined as the battalion, squadron, or separate company. Cohesion is achieved by assigning Marines from the same Unit to the same BEQ(s).

Proper matching of units to buildings (e.g., matching similar sized buildings and units, or considering the proximity of BEQs and workplaces) will help in achieving cohesion and unit integrity. Units will house Marines in more than one BEQ building only when necessary. Unit Commanders will work together with the Installation to ensure that the BEQs are located in close proximity. Because of the burden and associated costs of moving, Marines will be moved as little as possible, or not at all, during their assignment to a unit (refer to paragraph regarding Personnel Movement/Room Changes).

## ***FACILITY ASSIGNMENT***

The Installation Commander through the Bachelor Housing Director will assign BEQ facilities to Unit Commanders who will be responsible for room assignments. Installation Commanders and BEQ facility managers serve a crucial role in supporting Unit Commanders in the delivery of the desired QOL for their Marines. They will work aggressively to ensure that the program frees the Unit Commander from facility concerns.

## ***PERSONNEL ASSIGNMENTS***

**Involuntary Assignment:** All bona fide bachelor enlisted personnel, E5 (Sergeants or other service equivalents) and below, are required to live in the BEQ unless BAH at the without dependents rate has been authorized. E6 (Staff Sergeants or other service equivalents) and above or equivalent may elect to live off-base and receive BAH rather than occupy Government quarters. If sufficient space is not available to house all E1-E5 bona fide bachelors, generally the senior Marines will be the first personnel authorized BAH at the without dependents rate.

**Assignment Eligibility:** The following categories of personnel, listed in order of priority, are authorized to occupy permanent party bachelor housing:

- Military necessity personnel. These are personnel that when, in the judgment of the responsible Unit Commander, billeting of the individual(s) is required due to mission accomplishment, contingency operations, training, or maintenance of a disciplined force.
- Permanent party bona fide bachelor personnel. These are Military bachelor personnel not drawing Basic Allowance for Housing (BAH).
- Permanent change of station (PCS) students unaccompanied by dependents
- Personnel serving dependents-restricted tours or personnel serving all-other tours of duty in Alaska, and areas outside the U.S.

**Room Assignment:** The Marine Corps bachelor enlisted assignment standard for bona fide permanent party bachelor personnel is two persons per room for E1-E3, and one per room for E4-E5 (NCOs). The Marine Corps intends to reach this standard by 2012 through

MILCON and reassignment of existing adequate inventory. Unit Commanders will determine the best means to assign their Marines to individual spaces but under no circumstances will E4-E5's (NCOs) share a room with an E3 (Lance Corporal) or below. All bachelor E5's and below are required to live on base.

Table 1.1 below will be used as a guide for assignment of personnel within a barracks facility:

**2+0 Assignment Standard**  
**Goal to obtain: 2012**

<u>Rank</u>	<u>Minimum Adequate Assignment Standard</u>
E1-E3 Pvt-LCpl	90 Net Square Feet (NSF) per person, no more than two (2) per room and bath shared with not more than three (3) others
E4-E5 Cpl-Sgt	180 NSF per person, private room, and bath shared with not more than one (1) other; i.e., 2x2 module
E6-E9 SSgt-SgtMaj	270 NSF per person, private room and bath
<u>Notes:</u>	
1. This is the <u>minimum assignment</u> standard.	
2. <u>Additional</u> space may be provided once all bona fide permanent party bachelors have been adequately assigned according to the standard shown above, when available.	
3. Net Square Feet (NSF) is defined as the clear area in the sleeping/living room allocated for an individual's bed, wardrobe/desk, nightstand, and circulation; it excludes closets and bathrooms within a room. This also excludes lounges, bathrooms/service areas, and general circulation.	

**Table 1-1**

*Disclaimer:* This assignment standard does not apply to geographic bachelors. Refer to the section addressing Geographic Bachelors for guidance on the housing of these personnel.

**Exception to 2+0 assignment standard.** ONLY after all efforts have been exhausted to achieve the 2+0 assignment standard, will Unit Commanders consider assignment of enlisted personnel based upon Table 1-2 below. This will only be done at locations where

there is an identified adequate space deficiency with the understanding that current adequate infrastructure prohibits the achievement of the 2+0 standard until 2012. This exception only applies to those units whose barracks inventory includes configurations other than 2+0 rooms, 2x2 modules, or 1+1 modules.

**ASSIGNMENT TO EXISTING INVENTORY AT DEFICIT LOCATIONS**

<u>Rank</u>	<u>Minimum Adequate Assignment Standard</u>
E1-E3 Pvt-LCpl	90 Net Square Feet (NSF) per person, no more than three (3) per room, and bath shared with not more than two (2) others; i.e., 3-2-1 room configuration. Refer to Appendix A for inventory configurations.
E4 Cpl	135 NSF per person, shared room, and bath shared with not more than one (1) other; i.e., 3-2-1 room configuration. Refer to Appendix A for inventory configurations.
E5 Sgt	180 NSF per person, private room, and bath shared with not more than one (1) other; i.e., 3-2-1 room configuration. Refer to Appendix A for inventory configurations.
E6-E9 SSgt-SgtMaj	270 NSF per person, private room and bath
<u>Notes:</u>	
1. This is the <u>minimum assignment</u> standard.	
2. <u>Additional</u> space may be provided once all bona fide permanent party bachelors have been adequately assigned according to the standard shown above, when available.	
3. Net Square Feet (NSF) is defined as the clear area in the sleeping/living room allocated for an individual's bed, wardrobe/desk, nightstand, and circulation; it excludes closets and bathrooms within a room.. This also excludes lounges, bathrooms/service areas, and general circulation.	

**Table 1-2**

**Occupant agreement:** An occupant agreement may be used when assigning personnel to a barracks facility, but it is not

required. A sample occupant agreement is provided at Appendix B.

## **UTILIZATION**

Unit Commanders are to achieve maximum utilization (95%) of adequate barracks inventory/space based upon the Marine Corps 2+0 Assignment Standard (Table 1-1), prior to assigning personnel to less than the 2+0 assignment standard using Table 1-2.

## **PERSONNEL MOVEMENT/ROOM CHANGES**

**Changing Room Assignments:** Changing room assignments without the prior approval of the individual Marine's chain of command is prohibited.

**Command Directed Moves:** Command directed moves are defined as those not involving relocations to accommodate BEQ renovations or replacement projects, orders for PCS, PCA, promotion/reduction in grade, and transfers from one battalion/squadron/separate company level to another. Bona fide bachelor Marines directed by the Command to move will be provided an advance 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, i.e., 0800-1600. The command is responsible for all associated move expenses including but not limited to cable, phone, and internet connection fees.

## **PREGNANT MARINES**

Bona fide bachelor E5 (Sergeant) and below pregnant Marine servicewomen, or service equivalent, with no dependents may reside in the BEQ for their full term. Unit Commanders may authorize a pregnant servicewoman to occupy off-base housing before the 20th week of pregnancy. However, from the 20th week forward, the Unit Commander must approve such a request without an option. Payment of BAH will be per applicable pay and entitlement regulations.

The intent is to encourage pregnant Marines to arrange for their housing as early as possible i.e., off-base or family housing.

(Reference: MCO 5000.12E)

## ***OTHER SERVICE'S QUARTERS***

Marines residing in other Services' quarters will be assigned in accordance with that Service's assignment standard. This applies to Marines assigned to or traveling to an activity controlled by another Service.

## ***GEOGRAPHIC BACHELORS***

The Marine Corps constructs BEQs for bona fide permanent party enlisted personnel occupancy. BEQ space may not be available for married members who have chosen to live apart from their dependents for personal reasons. Off-base or family housing is the primary source of housing for married Service members. These personnel are defined as Geographic Bachelors.

**Definition:** A geographic bachelor is a member that meets all of the following criteria:

- Permanent party personnel assigned to an installation within CONUS or Hawaii,
- Is in receipt of BAH at the With Dependents rate,
- Has received PCS orders providing for the transfer of dependents and transportation of household goods.

A service member who legally marries during a tour of duty and is not authorized a household goods shipment or given dislocation allowance to move dependents will be classified as a bona fide bachelor.

**Assignment Policy:** In no circumstance will geographic bachelors be assigned to a room/space in bachelor housing facilities at the expense of bona fide permanent party bachelor personnel. When and where available, geographic bachelors may be assigned on a space available basis; all bona fide E1-E5 bachelor personnel must be adequately assigned at the 2+0 standard prior to assignment to a Geographic Bachelor. Specific guidance regarding geographic bachelor assignment includes:

- Geographic bachelors residing in the BEQ will be given not less than 72 hours prior to being required to involuntarily vacate their quarters.
- Ordinarily, Unit Commanders will terminate assignment of geographic bachelors with the longest tenure when

involuntary terminations are required (First In, First Out). Efforts will be made to accommodate lower pay grade Marines, those Marines near PCS or discharge, or other special considerations appropriate for the local area.

- The Marine Corps 2+0 assignment standard does NOT apply to geographic bachelors and their room assignment may not be within the same geographic area as their Unit.
- After all bona fide E1-E5's have been adequately assigned at the Marine Corps 2+0 assignment standard, on a space available basis excess inventory may be used to house geographic bachelors (E1-E5).
- SNCO geographic bachelors will not be assigned to E1-E5 enlisted barracks. In the event of unforeseen hardship, Installation or Region Commanders may approve exceptions to this policy on a case-by-case basis if there is excess bachelor housing space. Policy exception requests will include the nature and a brief description of the hardship, and the number of days billeting is required. The Inspector General will exercise oversight to ensure compliance with this policy.

Geographic bachelors must be proactive and contact their future command in advance of arrival to determine BEQ room availability. If BEQ space is not available upon check in, members will contact the Installation Bachelor Housing Director for referral to other programs that can help locate alternative sources of affordable housing.

**Service Charges:** Geographic bachelors can be assessed nominal fees to reimburse the utilities, administrative costs of providing associated services, and cleaning of common areas. The Installation Commander will determine the amount of the fees based on the level of services provided and will operate on a "non-profit" basis. The intent is to minimally recoup some of the costs associated with housing of geographic bachelors, and not place undue financial hardship on the member.

Additional optional housekeeping services may be provided at some installations for a nominal fee, such as room cleaning and laundry services. Contact the local bachelor housing manager for information.

## **BEQ POLICY/GUIDELINES**

### **ALCOHOL**

Use of alcoholic beverages on military installations must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those Marines who are of the legal drinking age is permitted in the BEQs. Unit Commanders, however, can and should sanction individual Marines, if their behavior warrants. Marines will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. Unless CMC has provided specific approval for a different age; regardless of the policy of other Services, locations, states or host countries, the minimum drinking age for all Marines is 21 years old.

Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages.

It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol. Regional or Installation Commanders and Unit Commanders will issue detailed alcoholic beverage control guidance which conform to local laws and be commensurate with the Commandant's intent.

(Reference: MCO 1700.22D)

### **CABLE TELEVISION/TELEPHONES**

**Connections:** Cable Television (CATV) and private telephone connections are provided within each BEQ room for the occupant's use. Occupants must contact the local carriers to have them activated. Occupants are responsible for payment of these services. Satellite dishes/antennas are not authorized anywhere in, on or around the BEQ facilities.

**Public Telephones:** Public telephones must be operational, accessible, and adequately support the BEQ community. The allowance of personal phones in BEQ rooms has decreased the demand for public phones. This condition does not provide an excuse for non-working public phones. Marines and their visitors will take care to avoid damaging public phones in any way. Report non-working phones through the designated Installation point of contact.

## ***CLEANING/FIELD DAYS***

Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Unit Commanders will conduct field Days on an as needed basis to ensure that health and welfare standards are being achieved. Field Days will include the individual Marine's room and common areas within and around the barracks.

Housekeeping tasks will include:

### DAILY:

- Empty trash receptacles
- Sweep decks
- Make racks
- Stow dirty equipment and clothes
- Police call in and around the BEQ to include the grounds

### WEEKLY:

- Mop decks/vacuum carpets
- Dust room
- Clean windows and mirrors
- Clean head and shower
- Clean refrigerator and microwave inside and out

In addition, it is each resident's responsibility to clean up after themselves within the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to cleanliness and sanitation.

## ***DAMAGES***

If a bachelor housing resident or his/her guest willfully or through negligence destroys, defaces, damages, impairs or removes any part of the government-owned premises (including fixtures, furnishings, and appliances), the bachelor housing resident shall be held responsible for the cost to repair the damages or replace the removed furnishings, fixtures or appliances. Damage reimbursements are credited back to an installation's operations and maintenance account. The unit assigned to a BEQ will be responsible for monitoring the condition of the furnishings and facilities to ensure personnel responsible for willful or negligent damage or removal are

required to reimburse the government for the repairs or replacement. Residents will not be charged for normal wear and tear.

### ***ELECTRICAL SAFETY***

Permanent electrical circuits cannot be altered by the residents or any other person not authorized by the Installation. 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 nor affixed to any structure. Any cord or light fixture that has physical damage or splicing must be removed from the facility.

Grounded relocatable power taps or "surge protector strips" with heavy duty cords are permitted to be used from the wall outlet. Each power tap will be directly connected to the wall outlet and NOT connected to another power tap.

### ***FLAMMABLE STORAGE CONTAINERS***

Installation Commanders will ensure that a flammable storage container will be provided at each barracks outside recreation/barbeque area for the storage of such items.

### ***FURNISHINGS, EQUIPMENT AND ROOM DÉCOR***

#### **Government-Provided Furnishings:**

The Marine Corps has adopted a Whole Room Concept for furnishing permanent party bachelor facilities. The Marine Corps goal is to replace all the furnishings within a room every seven years vice procuring individual items within the room piecemeal. Room furniture procurement includes all related items for the room: bed, mattress, dresser, night stand, desk, chair, etc and possibly a refrigerator/microwave combination. This ensures that residents have matching furnishings and are scheduled for replacement on a regular basis. Government provided furnishings will NOT be removed from the resident's room or any lounge areas without prior approval from the Unit Commander or their designated representative and BEQ management. This request must be submitted in writing.

Whenever possible, input from residents will be considered when purchasing government furniture and recreational gear for sleeping rooms and common areas.

BEQ residents have the option of utilizing government-provided rugs, linens (sheets, pillowcases, blankets, and bedspreads/comforters) or using personally purchased items.

**Furnishings Custody Receipts:** It is the resident's responsibility to accurately complete the Furnishings Custody Receipt upon check in and check out of the room.

**Personally-Owned Furnishings:** Personally-owned furnishings are permitted within the residents' room. Specific approval must be obtained from the Unit Commander prior to placement of the item(s) within the residents' living space. Unit Commanders are encouraged to support resident requests but will first inspect the furnishings/items to ensure they are clean, serviceable, and will not impede the traffic flow of the room. Larger personally-owned furnishings that would otherwise impede traffic flow of the room will only be permitted if command has space and capability to store government furnishings that would otherwise be placed in the room. Waterbeds are NOT permitted in any barracks.

**Personally-Owned Lighting:** Residents may use personally owned lamps. All light fixtures must have the proper globe or deflector in place and the proper wattage bulb/type as recommended by the manufacturer. Open bulb fixtures are NOT permitted. Lighting fixtures with damaged, worn, cracked or frayed cords and plugs must be replaced.

**Personal Electronic Items:** Electronic items such as television sets, personal computers (PCs), 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. Unit Commanders will ensure that personal items in shared rooms do not violate the space allotted to roommates. General guidelines to be followed are:

- Satellite dishes/antennas are NOT authorized anywhere in, on, or around the BEQ facilities.
- Television sets up to 35 inches are authorized. Larger television sets may be permitted provided they do not impede the traffic flow of the room. Flat screen

television sets will not be mounted on concrete masonry walls.

- Stereos, television sets, and PCs are permitted within the Marine's individual living space but may not impede upon the roommate's personal living space or the normal traffic flow of the room.
- All personal electronic equipment must comply with installation fire/safety regulations and guidelines.

**Personal Appliances:** Personal appliances are permitted in a BEQ room, to include microwave ovens, blenders and coffeemakers. These items are only permitted when the electrical system is determined by the Facilities staff via the Bachelor Housing Manager to be capable of handling the electrical load. All other cooking appliances, i.e., hot plates, electric grills, electric fry pans or any appliance with an exposed electrical coil are PROHIBITED. Refrigerators (no larger than 7 cubic feet) are permitted if a Government provided refrigerator is not present. All appliances must comply with installation fire/safety regulations and guidelines.

**Room Décor:**

Residents' living areas/rooms are to be clean and orderly in appearance. Personal decorations to improve the room interior are permitted.

The display of any offensive material is NOT permitted; this includes displaying of paraphernalia pertaining to extremist groups, drug use, or pornographic material.

All posters, pictures, and other wall hangings must be framed, and only hung in a non-destructive, orderly, neat manner on the room's walls. Double sided tape, toggle bolt, lag bolt, etc are NOT to be used which would destroy the wall.

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

***GUEST/VISITATION PROCEDURES***

All persons should have the opportunity to maintain personal contacts and friendships with other persons/family members to fulfill the need for socialization. Anyone who is not a resident of a particular BEQ is a visitor to the BEQ. Visitors

are NOT personnel on official business (i.e., unit leadership, BEQ Management, maintenance workers, etc.).

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 not to exceed one hour per day when occupying a single room. Escorts are required to sign their visitors in and out with the appropriate Duty NCO (DNCO). 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 that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor while on board the base. Region or Installation Commanders and Unit Commanders will develop site specific orders that establish visitation hours, procedures, and the means of monitoring compliance.

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

Region or Installation Commanders and Unit Commanders will clearly articulate visitation procedures, to include a means of monitoring, by establishing detailed instructions with the intent of generally restricting visitors to the BEQs. Visitation hours are to be set within normal waking hours to avoid conflict with mission accomplishment and with respect to roommate privacy. These rules serve two basic purposes:

- Preserve good order and discipline in the BEQ.
- Ensure residents of shared rooms have certain hours each day that they may sleep, read, etc. without disruption.

## ***MAINTENANCE***

**Building Maintenance:** Bachelor Housing Program Managers will establish a system for maintenance items that provides for timely identification of maintenance requirements, timely response, and follow up to ensure the maintenance requirement has been adequately addressed. Residents will report all maintenance requirements directly to the BEQ Manager. The BEQ Manager will, in turn, report the requirement either directly to the Facilities Management Department or designated maintenance

service office for resolution (with notification to the base Bachelor Housing Manager) or will report the requirement directly to the Bachelor Housing Manager who will report the requirement to the Facilities Department. All work requests will be specifically tracked and monitored to ensure the maintenance issue has been addressed and resolved within a timely manner.

The following definitions are provided as a guide to determine when an issue is an emergency or routine.

- **Emergency/Urgent maintenance:** This is defined as: safety/life threatening issues, non-operational plumbing (i.e., non-operational water heater, no water, stopped toilet, leaks, sewer line back-up), electrical outages, non-operational HVAC, room security (non-operational locks and windows), and non-operational washers and dryers in the building's laundry facility. Emergency/urgent maintenance requirements should be addressed and corrected within 24 hours. Washer/dryer repair has historically been considered a routine requirement vs. urgent. New maintenance contracts should include this change in classification and provide for either repair or replacement of inoperable washers/dryers within 24 hours.
- **Routine maintenance:** This is defined as items that need to be addressed but do not require completion within 24 hours. Examples of routine maintenance requirements include: wall repair, painting, replacing broken tile, laundry facilities (repairs/preventative maintenance of operable washers/dryers), preventative maintenance for heating and air conditioning systems, etc.

Installation Commanders should establish a customer comment/feedback system in order to document resident satisfaction with maintenance performed in coordination with the Bachelor Housing manager and Facilities Office.

**Self-Help Maintenance:** All BEQ residents are encouraged to conduct minor maintenance in the barracks through use of the local self-help program. This will be done in coordination with the bachelor housing management office. The more each resident contributes towards repairing minor problems, the more time the base maintenance staff has to focus on major problems.

## **PROHIBITED ITEMS OR PRACTICES:**

**Smoking.** Smoking is NOT permitted in the BEQs or within the common areas of the BEQ facility. Designated smoking areas outside of the facility are to be used. Installation Commanders will designate outdoor smoking areas which are not located in areas commonly used by nonsmokers and not in the immediate vicinity of supply air intakes or building entry ways or exits.

(Reference: SECNAVINST 5100.13B and MCO 5100.28)

**Weapons.** Firearms, explosives, ammunition, pyrotechnics, archery equipment, and marshal arts weapons are NOT permitted in the BEQs. Weapons that are legal to possess in the Marine's current country/state of duty may be stored in the unit's armory.

**Flammable Items.** Explosive material is NOT permitted in the BEQ. This includes fireworks, gun powder, gasoline, propane, lamp oil, etc. These items are to be stored in the outside flammable containers provided by the Installation.

**Open Flame Items.** 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.

**Hazardous Chemicals or Materials.** 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 residents.

**Power Tools:** Power tools, such as table saws, reciprocating saws, arc welders, and lathes are NOT permitted. This policy does not apply to small power tools, such as electric screwdrivers, etc.

**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, insects, etc.

**Gambling:** Gambling is NOT permitted within the BEQ at any time.

**Vehicle Maintenance:** Vehicle maintenance is NOT permitted to be performed in the parking area(s) nor inside the rooms of the

BEQ. Installation MCCS sponsored auto hobby shops are to be used.

**Tampering with Fire Safety Equipment:** Residents will NOT tamper, remove, mis-use nor disable fire alarms, smoke detectors, sprinkler systems, or fire extinguishers, nor in any way hinder their operation. Anyone found causing an alarm to go off, tampering with fire-safety equipment or not properly evacuating during a fire alarm will face discipline under the UM CJ.

### ***NOISE***

Courtesy and common sense rule on this issue. Loud noise is prohibited. Noise from stereos, radios, TVs, 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. Residents will ask others to respect the noise control standards; and when asked, residents will cooperate.

In the area outside/adjacent to the BEQ, residents will adhere to established installation noise restrictions.

### ***PARKING***

With the understanding that adequate parking is not available for all BEQ residents, Installation and Unit Commanders must take local constraints, infrastructure attributes, and operational requirements into consideration when devising a systematic, fair parking assignment plan that establishes local policy regarding BEQ parking to include visitor vehicles. Reserved parking spaces for Unit leadership will be kept to a minimum.

Installation commanders will establish parking policies for recreational vehicles including boats and off-road vehicles.

Motorized vehicles will not be parked/stored within a bachelor housing facility/room/space.

## ***SECURITY***

Basic requirements to be satisfied are that every Marine living in the BEQ can lock his/her door, and have a means of securing items within the room (locking wall lockers, secretaries, etc.). Marines living in BEQ rooms that do not satisfy these requirements will immediately inform the BEQ Manager.

## ***STORAGE***

**In-Room Storage:** The new 2+0 barracks provide a walk-in closet for each room occupant with sufficient storage space. The older barracks configurations may not provide adequate in room storage space for personal items. It is critical that residents make efficient use of storage space. The Installation will ensure that proper storage for military gear and personal items is afforded to each Marine in the barracks. If sufficient in-room storage space is not available, Installation Commanders should provide common area or exterior storage lockers.

**Outside Storage Lockers:** Where sufficient space for larger items is not available, coordination should be made with the bachelor housing office for the availability of additional storage lockers and/or bike racks, where needed. Additional storage lockers are to be placed in centrally located areas near the barracks for easy accessibility.

## ***THEFT***

Theft of personal or government property is against the law, is contrary to our core values, and will NOT be tolerated. Report thefts of personal or government property to the appropriate authority.

## ***TRASH RECEPTACLES***

Trash receptacles in and around the BEQ are for household trash only. Hazardous waste (oil, oil cans, paint, paint cans, etc.), recyclable material (to include large cardboard boxes), wood, or any object weighing over thirty pounds must be disposed of and/or deposited in accordance with procedures in specially designated receptacles dictated by the Installation Commander.

## **WASHERS/DRYERS**

A sufficient number of adequate, functioning washers and dryers are to be provided. The ratio should be one (1) washer per 8 BEQ rooms and up to two (2) dryers per washer for all new barracks facilities. Renovation projects for existing barracks may include provision of additional space if required to accommodate additional washers and dryers. Industrial strength machines will be purchased for new barracks. Existing residential grade washers and dryers will be replaced with industrial grade machines when the residential grade machines reach the end of their useful life.

Marines will use these facilities only for their intended use (personal clothing and uniforms). The washing and/or drying of shoes, combat boots, or 782 gear does **not** constitute proper usage, and is prohibited. Outside wash racks should be provided for this use if Central Issue Facilities do not provide 782 gear cleaning service.

***GUIDELINES FOR  
UNIT COMMANDERS***

## ***UNIT COMMANDERS RESPONSIBILITIES***

### ***INTRODUCTION***

Unit Commanders are the cornerstone of any Quality of Life program and ensure the living quarters and areas are safe, clean, well maintained and attractive. Above all, commanders and enlisted leaders of all ranks ensure the best Quality of Life is provided by enforcing Marine standards in the area of good order and discipline throughout their BEQs. It is the Unit Leadership's responsibility to ensure that BEQs foster an atmosphere conducive to the professional and personal development of our Marines, and reflects our core values. Unit Commanders, in conjunction with Installation Commanders and Bachelor Housing Program Managers, will implement the policies provided in this campaign plan.

Unit Commanders will ensure that subordinate leaders play an active, visible role in ensuring that good order and discipline are maintained in the BEQ at all times. Unit Commanders will meet these objectives through: periodic visits to the barracks, routine inspections, mentoring of Marines, promoting core values, and a proactive interior guard program that handles issues before they escalate into problems. Unit Commanders are encouraged to visit or inspect squared away Marines less often than Marines with problem behavior.

### ***THE INTERIOR GUARD***

QOL means providing the best for our Marines. This includes the best guidance and direction possible. Effective utilization of the Duty Non-Commissioned Officer (DNCO) as the interior guard is critical. The DNCO must maintain a visible presence in the BEQ and be aware of procedures allowing timely intervention in cases where good order and discipline are breached. This is critical during weekends, holidays, and when the majority of the command or portion thereof is deployed or training away from the barracks. Unit Commanders will develop specific Standard Operating Procedures (SOPs) (General and Special Orders) for this program; however, at a minimum these SOPs will include specific directions for the following interior guard members:

**The Officer of the Day (OOD):** The Officer of the Day will:

- Be a commissioned officer, warrant officer, or Staff NCO.
- Serve as the direct representative of the Unit Commander.
- Be responsible for the maintenance of good order and discipline within the Unit during off duty hours.
- Be properly trained to stand this post.
- Guide, mentor, and supervise the subordinate members of the interior guard during the execution of their duties.
- Inspect the barracks as required to ensure that all policies are being adhered to and obeyed, especially those pertaining to alcohol and visitation.

**The Duty NCO (DNCO):** The Duty NCO fills an important role in the true success of QOL initiatives. The DNCO is the most influential member of the interior guard force. The DNCO must take charge of the assigned post and consistently enforce Marine Corps standards in order to maintain a level of professionalism, good order and discipline in the BEQ. The Commandant's intent is to provide a residential atmosphere within the BEQs while entrusting his NCOs to lead, develop, and provide a quality living environment for the Marines who live there. The DNCO will at a minimum:

- Be a Non-Commissioned Officer, except in unusual circumstances.
- Maintain good order and discipline in the BEQ by consistently enforcing all Marine Corps and Unit regulations.
- Tour the barracks as required and resolve any minor issues.
- Ensure that all visitors are logged in and out, follow posted guidelines, and submit proper identification.
- Maintain an accurate roster of barracks residents.
- Annotate duty inspections (and frequency of inspections) to be performed.
- Support the key control program.

The Sergeant Major, or senior enlisted representative, will ensure that all NCOs of the appropriate rank share this duty (regardless of marital status) and each BEQ has an assigned DNCO during non-working hours.

***GUIDELINES FOR  
INSTALLATION COMMANDERS AND BACHELOR  
HOUSING MANAGERS***

# ***INSTALLATION COMMANDERS AND BACHELOR HOUSING MANAGERS RESPONSIBILITIES***

## ***INTRODUCTION***

The Installation Commander is responsible for the management and operation of BEQs aboard the installation.

The responsibility for making Marines and fostering their growth is a round-the-clock effort that is greatly influenced by the way we manage our bachelor housing program. This Campaign Plan clarifies the Commandant's intent with regard to specific QOL issues from the BEQ resident perspective. It provides guidance on topics directly related to maintaining proper decorum, good order and discipline in the BEQs. All local rules and policies will be consistent with the guidance outlined in this campaign plan. Installation and Unit Commanders will incorporate these BEQ policies and guidelines into applicable orders that are enforceable under the Uniformed Code of Military Justice (UCMJ).

## ***BEQ FACILITIES***

The Regional and Installation Commanders in coordination with the Bachelor Housing managers serve a crucial role in supporting Unit Commanders providing the desired QOL for our Marines. QOL is a combination of an appropriate standard of living and effective leadership. These two components must be mutually supportive of one another in order to achieve QOL.

The following guidelines refer primarily, although not exclusively, to the physical condition and facilities that comprises the BEQ. Coordination among the residents, BEQ management, and the Marine Corps chain of command is important to ensure proper living standards are met.

## ***FURNISHINGS***

It is critical that the Installation Commander through the Bachelor Housing Director and Facilities staff coordinate purchase of furnishings for new BEQs to ensure delivery of the furnishings will coincide with construction completion. Refer to MCO P10150.1 (USMC Garrison Property Manual) for clarification on the management of the different commodities.

The Installation Commander through the Bachelor Housing Director and Facilities staff is responsible for the identification of furnishings requirements for new construction and replacement of existing furnishings inventory for submittal to HQMC (LFS).

Procurement of furniture that provides additional storage capacity such as coffin racks and high capacity secretaries/bookshelves should be considered if additional storage space within the BEQs is desirable.

**Collateral Equipment (CE):** These are furnishings procured for new barracks; also referred to as initial outfitting. This is the first provision of furniture, furnishing, and equipment for a requirement generated through new construction. When requesting CE furniture and furnishings, a projected requirements list must be submitted to HQMC (LFS).

**Personnel Support Equipment (PSE):** These are the replacement furnishings for the rooms. PSE are items necessary to provide a reasonable degree of livability in the quarters. It does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils.

### ***BEQ REQUIREMENTS DETERMINATION, CONSTRUCTION AND MAINTENANCE***

The Installation Commander in coordination with base personnel (Bachelor Housing Manager, and Facilities/Public Works office) is responsible for the identification of requirements, oversight and management of Marine Corps barracks facilities. This includes maintenance, sustainment, demolition, and development of construction projects.

**BEQ Requirements Determination:** The Installation Commander is responsible for identifying and managing maintenance and construction projects, and barracks requirements determination through completion of the BEQ Requirement Worksheet. This worksheet is a key tool used by Headquarters US Marine Corps (HQMC) and Installation Commanders to identify and defend barracks construction and repair requirements during the budget cycle.

The BEQ Requirement Worksheet identifies requirements in support of new construction projects for deficit reduction, elimination of inadequate facilities, and the identification of maintenance and repair requirements. This worksheet is to be completed

annually upon receipt of the HQMC Military Construction (MILCON) Planning and Programming Guidance letter, **or** when there has been a significant change in the installation's manning level, realignments, or barracks inventory. Examples of significant changes are addition/deletion of a Unit from the installation, a catastrophic change to the condition of a barracks building, demolition of building(s) or base realignments that affect barracks inventory. The BEQ Requirement Worksheet will be provided by HQMC (LFF) as an electronic file from a central database. It is critical that the worksheet and all automatic calculations **not** be altered by installation personnel. For those bases with subcamps, a separate worksheet will be provided for each individual subcamp with a consolidated base-wide worksheet for the Installation. The BEQ Requirement Worksheet, once properly coordinated, must be reviewed by the Bachelor Housing Director and Facilities Department personnel to ensure accuracy of the data. The Installation Commander will review and sign the BEQ Requirement Worksheet. The BEQ Requirement worksheet will be submitted with all installation barracks MILCON requests as part of the supporting documentation.

The Installation should document non-permanent party (transient) billeting requirements that occur on a recurring basis to justify the inclusion in the BEQ Requirement Worksheet. Examples of these could include MEU and Composite squadron buildups from other installations and joint service or other federal agency training. These requirements and the justification will be forwarded to HQMC (LFF) for consideration for inclusion in the BEQ Requirement Worksheet.

**New Construction:** Barracks new construction is funded by the Military Construction program. Military construction cannot be responsive to immediate requirements. From inception, these projects will take at least four years to fund and additional two years to construct or reach the beneficial occupancy date (BOD). Unspecified minor construction may be an interim solution while awaiting approval of a MILCON project. Costs must not exceed \$750,000 for typical requirements or \$1.5M to correct life, health or safety deficiencies. If a project requires over \$750K, it will require Congressional notification. Refer to the annual MILCON guidance document for further detail.

The Marine Corps goals are to eliminate the bachelor quarters deficiency and eliminate barracks that are inadequate by facility condition by 2012. All barracks new construction is designed to the 2+0 room configuration. Guidance for design of the 2+0 room configuration is contained in UFC 4-721-10. See

Figure 4-1 for notational drawing. Where possible, new BEQs will include ceiling fans in each room and a kitchenette within the common area lounge. Kitchenettes will be equipped with fire suppression range hoods.

The Installation Commander is responsible for ensuring that the BEQ Requirement Worksheet is forwarded to HQMC for consideration within the Marine Corps MILCON Program Objective Memorandum (POM) request. This projection reflects the current plan and does not take into account future events that may occur (i.e. Congressional action, environmental changes, etc.). The Installation Commander may also pursue local minor construction projects, per MCO P11000.5, Facilities Projects Manual.

**Sustainment, Restoration and Modernization (SRM):** Sustainment, Restoration and Modernization (SRM) funding is provided by HQMC via the Installation Commander's base Operation and Maintenance (O&M) budget. Funding is used to fix the most urgent maintenance and repair requirements and to sustain the existing adequate inventory to prevent deterioration. HQMC, in developing budget estimates, assumes that barracks will be sustained in a similar condition to other buildings on the base.

It is the Installation Commander's responsibility for maintenance and repair of the barracks. These funds are also used for larger repair projects which bring the physical condition of the barracks up to an acceptable standard. These projects are submitted to HQMC (LFF) for validation and funding.

**Demolition:** The Marine Corps has a very aggressive Demolition Plan. This includes numerous BEQ facilities. We must divest the current inventory of inadequate facilities, whether they are inadequate because of configuration or because of deteriorated condition. Annually, Installation Commanders provides a list of facilities projected for demolition to HQMC along with a demolition plan. HQMC will make every effort to provide funds for demolition. It is the Base commander's responsibility to make sure all real estate approval requirements are completed prior to demolition.

### ***REDESIGNATION/DIVERSION***

Installation Commanders are responsible for submitting requests to redesignate or divert existing BEQ space for another use.

**Redesignations:** In no instance will adequate or substandard BEQs or any portions thereof be redesignated to uses other than for the billeting of bona fide permanent party bachelor enlisted personnel without prior written approval from HQMC (LFF). This includes all bachelor housing facilities in the Real Property Inventory (iNFADS) reflecting Category Code 72124.

**Diversions:** Once all bona fide permanent party bachelor enlisted personnel are adequately assigned will any adequate BEQs or portions thereof be considered for temporary diversion to uses other than billeting of personnel prior written notification will be submitted to HQMC (LFF) prior to diversion of the space(s). These diversions of BEQs or any areas within the BEQs will not exceed one year. Extensions beyond the one year period will be considered a permanent redesignation and require prior written approval from HQMC (LFF). This includes all bachelor housing facilities in the Real Property Inventory (iNFADS) reflecting Category Code 72124.

At deficit locations, no BEQs or portions thereof will be redesignated or diverted to any other uses than billeting.

All requests for redesignation or diversion will be submitted to HQMC (LFF) in writing and contain the following information:

- Justification for request.
- The use to include category code for the requested space redesignation or diversion.
- Applicable building, room number(s) and number of spaces in each building.
- Impact of the redesignation/diversion on the Installation's occupancy and any other impacts associated with this request.
- Total number of personnel to be relocated by rank, and building numbers where these personnel will be relocated.
- The alternative means, if any, of providing the required space in lieu of the request.

### ***INFORMATION SYSTEM SUPPORT***

Installation Commanders will ensure that automated systems are used to support bachelor housing management. Automated systems should support all aspects of bachelor housing management, to include assignments, utilization, maintenance request tracking, key control, furnishings inventory, budget planning and program,

and overall program administration. These systems can support both permanent party and transient billeting. When the systems support both permanent party and transient personnel, they will be funded with Appropriated Funds (APF) NOT Non-Appropriated Funds (NAF). NAF is only to be used to support the official TAD/TDY traveler; not permanent party bachelor housing facilities.

### ***BACHELOR HOUSING ORGANIZATION***

The Installation Commander will establish a BEQ management organization under the control of the Bachelor Housing Director who will oversee all facility related aspects of bachelor housing management. This includes assignment of units to a facility, facility maintenance, and furnishings management. The Bachelor Housing Director will be a facilities management professional whose responsibility will be the operation of the barracks facilities. This will provide the Installation and Unit Commanders with a single point of contact and subject-matter expert for all bachelor housing related issues. This person will also act as a Technical Advisor to the Installation Commander concerning bachelor housing issues with the intent of supporting the Unit Commander in maintaining the good order and discipline, health, and comfort of the resident Marines.

For large installations with subcamps or areas, the Bachelor Housing Management organization may be set up as a multi-tiered organization. The Director, Bachelor Housing would function at the top tier with appropriate functions decentralized to subordinate staff responsible for each subcamp or area.

In support of this plan, the responsibilities of the Director, Bachelor Housing include:

- Freeing Unit Commanders from the responsibility of bachelor housing facility management to permit Unit Commander to focus on leadership and mentoring of Marines who live in those facilities.
- Ensuring adequate utilization of existing adequate bachelor housing facilities.
- Ensuring consistent and high quality care of bachelor housing facilities, to include furnishings.
- Providing continuity and stability in the bachelor management.
- Developing and maintaining accurate reporting of billeting and available inventory.

- Developing and administering bachelor housing budget requirements.

## ***STAFFING***

**Structure:** The structure and staffing of the BEQ Unit will vary at each Marine Corps installation dependent upon the number of bona fide bachelor permanent party personnel billeted and the Installation's mission. The following common core functions are to be performed within the bachelor housing organization at all Marine Corps installations:

- Program Administration
- Facility management (includes inspections, validation, grounds, program execution, etc.)
- Sustainment, Repair and Maintenance requirements
- BEQ requirements determination/coordination
- Logistics/Supply
- Budget planning, development and execution

**Bachelor Housing Director:** The Bachelor Housing Director is responsible to the Installation Commander for the entire bachelor housing organization and program, including the development of plans, installation policies, programs, administration, operations, staff training and staff development. The Bachelor Housing Director typically reports to the Installation Assistant Chief of Staff (AC/S) for Facilities or the G-4/S-4. This billet should ideally be filled with a civil service GS employee classified at a grade comparable to the position's level of management responsibilities. The other management level billets within the bachelor housing organization supporting the permanent party program should ideally be civil service GS employees. In no instance will NAF employees support the permanent party bachelor program.

***GUIDELINES FOR  
HEADQUARTERS U.S. MARINE CORPS***

# **HEADQUARTERS U.S. MARINE CORPS RESPONSIBILITIES**

## **INTRODUCTION**

Headquarters U.S. Marine Corps (HQMC) is responsible for the overall bachelor housing program. This includes development of policy relating to the management, operations and maintenance of bachelor housing; requirements validation, furnishings programs, new construction; and sustainment, repair and modernization (SRM). HQMC establishes policy direction in order to provide adequate bachelor housing that will afford all eligible personnel well maintained, suitable living environments aboard our Installations.

## **FURNISHINGS PROGRAM**

This includes both collateral equipment (CE) and personnel support equipment (PSE). HQMC is responsible for the overall management of this program. This includes planning, programming and budgeting for furnishings requirements based upon installation desires. In support of achieving a 7 year replacement goal, requests for replacement of furnishings will be considered within funding constraints.

## **BEQ MAINTENANCE AND CONSTRUCTION**

**BEQ Requirement Worksheet:** HQMC (LFF) is responsible for the development of the MILCON and refurbishment portion of the Program Objective Memorandum (POM). The BEQ Requirements Worksheet is a key tool to identify and defend our barracks construction, and sustainment, restoration and maintenance requirements. HQMC (LFF) will provide each installation with the most current BEQ Requirements Worksheet for review and update. Guidance for the completion/review of the Worksheet will be received via the MILCON guidance letter. The Installation Commander is responsible for ensuring that deficiencies are properly identified and documented, along with the accuracy of the worksheet data.

HQMC (LFF) will continue to review and monitor installation billeting requirements which are not currently justified for inclusion within the BEQ Requirements Worksheet. If individual installations have unique billeting requirements due to the nature of their mission, HQMC (LFF) will work with the installation to ensure that these requirements are accurately identified and valid. The BEQ Requirements Worksheets, in

direct coordination with base personnel, will be reviewed to ensure the accuracy of the data presented.

**Marine Corps Construction Standard:** In 1996, the Marine Corps received a waiver from the DOD 1+1 module to construct 2 person room configurations (2+0 room standard). This best supports the Marine Corps tenets of unit cohesion and integrity. Guidance for design of the 2+0 standard is contained in UFC 4-721-10.

**Sustainment, Restoration and Modernization (SRM):** Sustainment, Restoration and Modernization (SRM) funding is provided by HQMC via the Installation Commander's base Operation and Maintenance (O&M) budget and used towards fixing the most urgent maintenance and repair requirements, and sustaining the existing adequate inventory to prevent deterioration. HQMC in developing budget estimates assumes that barracks will be sustained in a similar condition to others buildings on the base.

It is the Installation Commander's responsibility for maintenance and repair of the barracks. These funds are also used for larger repair projects which bring the physical condition of the barracks up to an acceptable standard. These projects are submitted to HQMC (LFF) for validation and funding.

**Demolition:** The Marine Corps has a very aggressive Demolition Plan. This includes numerous BEQ facilities. We must divest the current inventory of inadequate facilities, whether they are inadequate because of configuration or because of deteriorated condition. Annually, Installation Commanders provides a list of facilities projected for demolition to HQMC along with a demolition plan. HQMC will make every effort to provide funds for demolition. It is the Base commander's responsibility to make sure all real estate approval requirements are completed prior to demolition.

## ***APPENDICES***

## **APPENDIX A: BARRACKS CONFIGURATIONS**

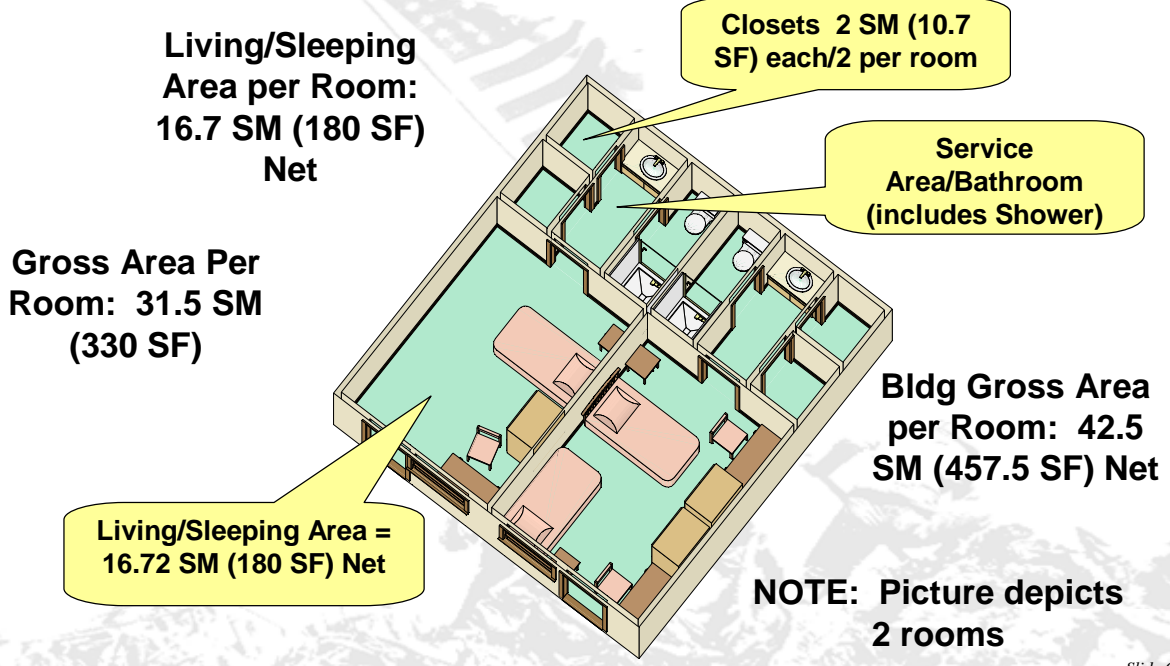
Within the Marine Corps bachelor housing inventory there are various configurations. The following pages represent typical barracks configurations within the Marine Corps inventory. These drawings are not to scale. Some rooms may vary from these layouts.

Typical room furnishings include: 2 beds, 2 desks each with a chair, 2 bookshelves, 2 built-in closets, 2 data connection, 2 phone connections, tile floors, and 2 closets or lockers.

Typical Building amenities: lounge area, laundry facilities, and some facilities may contain a common kitchen area



# 2+0 Room Configuration



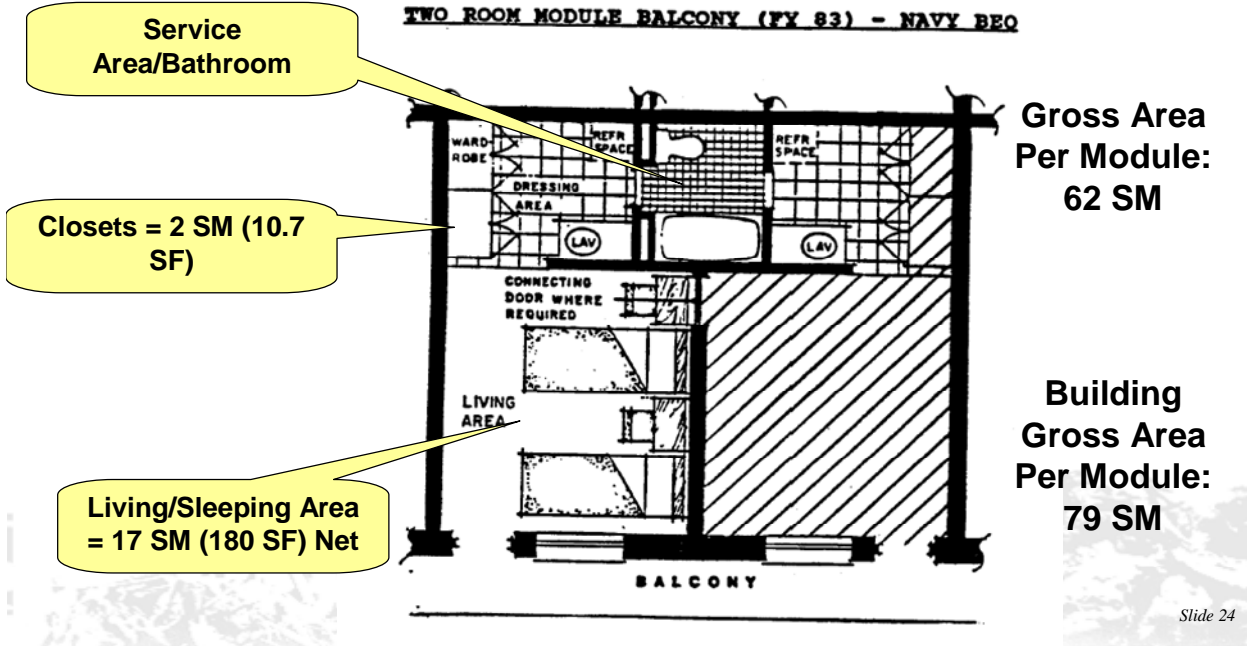
Slide 6

For these configurations personnel are assigned according to the standard found at Table 1-1.

Exterior corridor floor plan.



# 2x2 Room Configuration

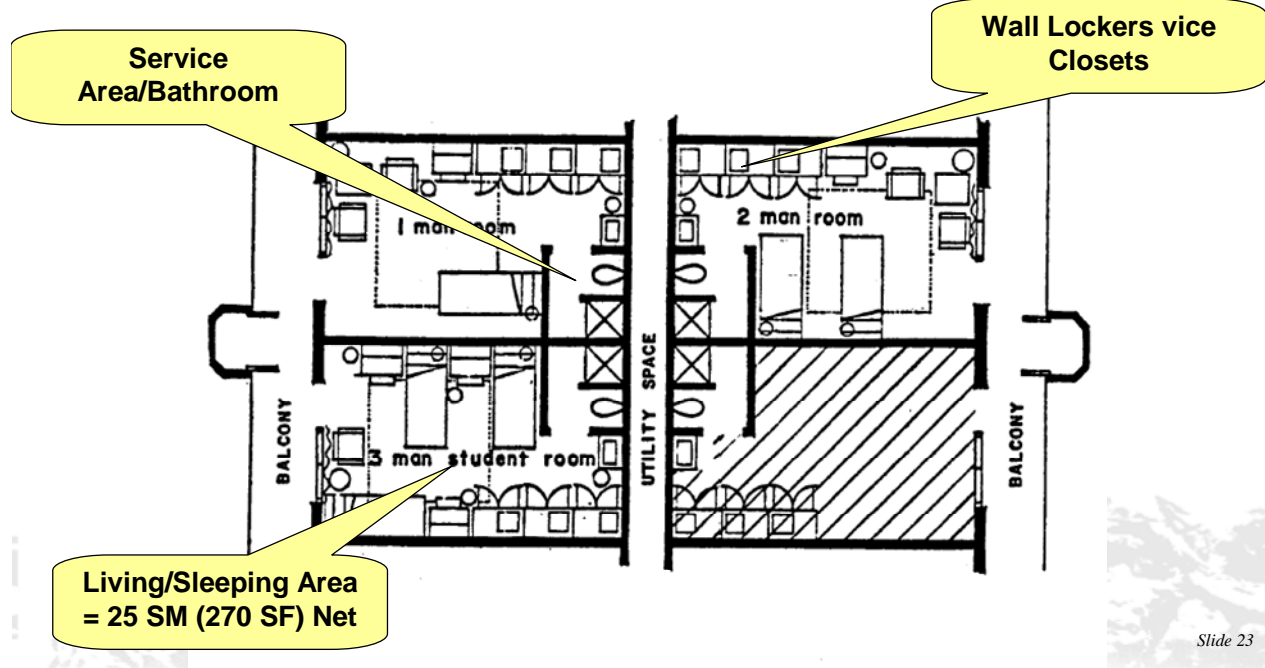


For these configurations would be assigned according to the standard found at Table 1-1. This supports the 2+0 standard.



# 3-2-1 Room Configuration

HOPE MULTI-USE DESIGN (MODIFIED) FY 76 - NAVY BEQ



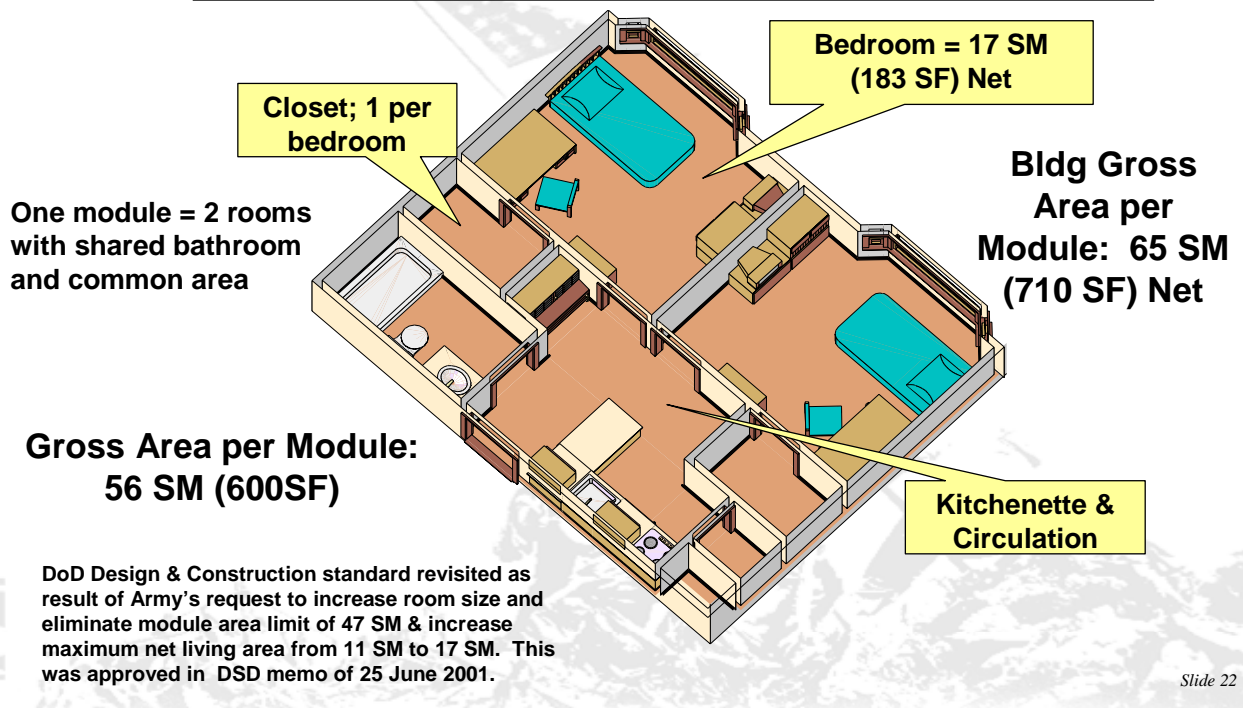
Slide 23

In order to achieve a 2+0 standard, these configurations would be assigned according to the standard found at Table 1-1.

At those locations where an adequate space deficiency exists, assignment would be according to Table 1-2. This is a temporary situation until the deficiency is addressed. Once the deficiency of adequate space has been addressed, the assignment will be to the standard found at Table 1-1 (Year 2012).



# DoD Construction Standard – 1+1 Module



There are only two locations within Marine Corps with 1+1 style barracks; they are MCAS Camp Pendleton CA and MCAS Miramar CA. Assignment is in accordance with Table 1-1.

## APPENDIX B: SAMPLE OCCUPANT AGREEMENT

### CONDITION OF OCCUPANCY FORM FOR MILITARY BACHELOR HOUSING

1. Occupancy. Room \_\_\_\_ is assigned to \_\_\_\_\_  
\_\_\_\_\_ (Printed name and rank) to be occupied as military bachelor housing of the United States on \_\_\_\_\_ (Date). This is a shared room with \_\_\_\_\_ (Printed name and rank).
2. Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the room/space for any other purpose, including the shelter of any additional number of persons, is prohibited.
3. Condition of Property. The barracks manager and the occupant have inspected the room, and both parties agree that the room is in a fit and habitable condition. Any discrepancy items noted by the occupant shall be submitted in writing and received by the barracks manager generally within 15 days of occupancy. The barracks manager is responsible for ensuring prompt resolution of these items.
4. Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.
5. Good Repair. The Installation Commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment provided due to normal wear and tear to the barracks manager for resolution.
6. Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their guests beyond normal wear and

tear is the responsibility of the occupant and shall be repaired at occupants' expense.

7. Damaging Property. If the occupant willfully or negligently destroys, defaces, damages, impairs, or removes any part of the premises (including fixtures, facilities, and appliances) or willfully or negligently permits any person to do so, the occupant shall be held responsible for the damages.

8. Notice of Defects or Malfunction. The occupant shall promptly notify the barracks manager whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

9. Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb other occupants within their barracks facility.

10. Health and Safety. The occupant shall comply with all health and safety regulations imposed by the local command.

11. System Overloads. The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage, or air-conditioning systems of the assigned premises.

12. Insurance. Occupants are encouraged to obtain an insurance policy which provides for protection of their personal property.

13. Personally-Owned Items. The occupant shall obtain written consent from the Unit Commander prior to the placement of any personally owned items within the barracks room/space. Placement of personally owned items will not impede the traffic flow of the room nor block any egresses. Waterbeds are prohibited. The room will be returned to the barracks manager a clean, orderly manner.

14. Access to Property by the Housing Managers and their Duly Designated Representatives. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander or a duly designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs, alterations or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at home when the premises are to be entered, the housing representative shall have (in decreasing order of precedence) a representative from the occupants command

or unit, a security officer, or a disinterested third party accompany them when entering the quarters.

15. Neglect and Costs. If at any time during the term of this occupancy, the base housing/facilities offices are required to make repairs to the property of its equipment for damages caused by the abuse or negligence of the occupant or the occupant's guests, the occupant understands that the repairs shall be made at the occupant's expense.

I HAVE READ, UNDERSTAND AND WILL ADHERE TO ALL OF THE CONDITIONS CONTAINED HEREIN AND IN THE 2006 MARINE CORPS BEQ CAMPAIGN PLAN.

\_\_\_\_\_  
Occupant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Occupant name (printed)

\_\_\_\_\_  
Barracks Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barracks Manager Name (printed)