



UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
BOX 555677  
CAMP PENDLETON CA 92055-5677

IN REPLY REFER TO  
11103  
CO  
27 SEP 19

BATTALION POLICY LETTER 02-19

From: Commanding Officer  
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS

Ref: (a) USMC Bachelor Enlisted Quarters Campaign Plan  
(b) MCO 11000.22 W/CH-1  
(c) MCO 5530.14A  
(d) MCIWEST-MCB CAMPEN ORDER 5000.2  
(e) BO P11014.1J  
(f) BO 11101.31B  
(g) 12/14 AreaO P11101.8F  
(h) BnO 1601.1H

Enc: (1) BEQ Rules and Regulations  
(2) BEQ Rights and Responsibilities  
(3) Discrepancy Sheet  
(4) Room Inventory and Discrepancy Form  
(5) Occupancy Agreement  
(6) Recycling Agreement  
(7) Company Areas of Responsibility  
(8) Sample Request for Basic Allowance for Housing  
(9) Sample Geographic Bachelor Application  
(10) BEQ Room Transfer Request  
(11) BEQ Room Arrangement Diagram

1. Situation. The 7th Engineer Support Battalion (7th ESB) Bachelor Enlisted Quarters (BEQ) are located in Buildings (Bldgs) 140169 and 140198 in 14 Area, Camp Pendleton, California. While assigned to the Commanding Officer, Combat Logistics Regiment 17 (CLR-17) for administration and control, it is important that all Marines of 7th ESB familiarize themselves with the policies outlined in references (a) through (h) in order to facilitate responsible operations within the BEQ. The BEQ Office is located in Building 140197. The 12/14 Area BEQ Office is located in Bldg 14014.

2. Cancellation. Battalion Policy Letter 04-16.

3. Mission. Effective the date signed, until cancelled, this Policy Letter will provide the Marines and sailors of 7th ESB with the Standard Operating Procedure (SOP) for the BEQ, Bldgs 140169 and 140198, and the surrounding areas of responsibility within 14 Area, Camp Pendleton, California in order to ensure standards of quality of life, adequate billeting, and proper maintenance for 7th ESB Marines and sailors are withheld in accordance with references (a) through (h).

4. Execution

a. **Commander's Intent and Concept of Operations**

(1) **Commander's Intent.**

(a) **Purpose.** In order to ensure quality of life, adequate billeting, and proper maintenance for 7th ESB Marines and sailors within the BEQ.

(b) **Method.** Applicable regulations are outlined in this Policy Letter, references (a) through (h), and enclosures (1) through (11). All Marines and sailors within 7th ESB are to read and familiarize themselves with this Policy Letter and its references, regardless of rank or residency in the BEQ or otherwise.

(c) **Endstate.** All Marines and sailors within 7th ESB are familiar and compliant with the orders and directives outlined in this Policy Letter, as well as references (a) through (h) and enclosures (1) through (11).

(2) **Concept of Operations**

(a) Overall management and supervision of billeting and maintenance will be under the staff cognizance of the Regimental Logistics (S-4) Officer, CLR-17.

(b) To the greatest extent possible, unit integrity within the BEQs will be maintained at the company level. However, overcrowding or under-utilization of billeting spaces for the sole purpose of unit integrity is prohibited. Reference (a) defines the standard of living in the BEQs. Corporals and below will live with no more or less than two per room. Sergeants will be provided with their own room. Noncommissioned Officers (NCOs) will be billeted with other NCOs of the same rank. Service members of different gender will not be billeted within the same room.

(c) Geographic bachelors will only be billeted on an available basis within Geographic Bachelor space in the 62 Area without detriment to bona fide bachelor space requirements. All Geographic Bachelors will submit a Geographic Bachelor Application, enclosure (9), if billeting is desired on base.

1. A geographic bachelor is defined as a service member who is collecting Basic Allowance for Housing (BAH) at the "with dependents" rate, authorized to be accompanied by dependents and eligible for family housing, who for personal reasons other than availability of housing at the permanent duty location, is not accompanied by dependents.

2. All geographic bachelors E-6 or higher must be housed in the designated base geographic bachelors quarters on a space-available basis in Bldg 62575 in the 62 Area. There is a daily charge associated with these billeting rooms. See reference (f) for further details.

3. For the purpose of deployment and for no longer than 30 days, it is acceptable to request by naval letter to allow the housing of Marines and sailors that are E-6 and above in 7th ESB quarters. This must be approved by the 12/14 Area Commander, and will only be allowed after the service member has been denied geographic bachelor housing in the 62 Area. This letter will be routed through the chain of command to the 12/14 Area Commander. A copy of this letter will be placed in the BEQ Manager's binder.

b. **Tasks**

(1) **Company Commanders**

(a) Ensure assigned living spaces are maintained and in a proper state of police at all times. Assigned company responsibility areas are provided in enclosure (7).

(b) Ensure all occupants understand and comply with BEQ regulations.

(c) Ensure trouble calls are directed to the BEQ Manager immediately for appropriate actions. After normal working hours including weekends and holidays, report emergencies to the Duty NCO (DNCO) or the Officer of the Day (OOD).

(d) Ensure the Company Gunnery Sergeant (GySgt) checks the logbook entries for their service members' rooms and check the weekly pending work request list generated by the BEQ Managers.

(e) Ensure the Company GySgt attends weekly meeting with the BEQ Managers at 0800 in the 7th ESB classroom on the first Wednesday of each month.

(f) Field days will be conducted every Thursday in order to ensure that the Marines are maintaining the cleanliness of the barracks. A battalion field day formation will be held at 1800 each Thursday. Company GySgt will coordinate with the BEQ manager to clean common areas and vacant rooms.

(g) Maintain a visible presence by conducting frequent tours of the BEQs. At least one Staff Noncommissioned Officer (SNCO) or officer will tour the barracks daily.

(h) Maintain weekly communication with BEQ Managers with regard to new Marines and sailors joining your command once they are placed on the inbound roster in order to coordinate accommodations in advance.

(i) When a Marine or sailor is checking into their room, a NCO from the Marine or sailor's company must be present during the initial room inspection. During check out, a NCO from the Marine or sailor's company will inspect the room prior to the BEQ manager's inspection.

(j) Changes to room assignments will be approved by the Company GySgt using the transfer request, enclosure (10). Ensure the Company GySgt notifies the BEQ Manager of any changes in room assignments.

## (2) BEQ Managers

(a) Review the DNCO logbook daily to identify any maintenance requirements noted by the DNCO.

(b) Ensure that the weekly Permanent Personnel Billeting Report is submitted to the 12/14 Area Billeting Manager by 1200 every Tuesday with a copy to the S-4 Chief.

(c) Maintain accurate rosters of all personnel billeted in the BEQ in the Unit Housing Module (UHM) system. If the UHM is not accessible for any reason, BEQ Managers will maintain an accurate roster using Microsoft Excel or a duty logbook. Submit these rosters to the 12/14 Area Billeting Manager.

(d) Ensure BEQ regulations are enforced and that copies of these regulations are maintained in each room.

(e) Ensure all trouble calls/maintenance problems are handled in a timely manner. Trouble calls/maintenance problems will be logged in the trouble call logbook and maintained by the BEQ Manager.

(f) Supervise a linen survey every Thursday from 0730 to 0830 to ensure an adequate amount of linen is maintained on-hand for issue to new joins.

(g) Ensure that issued temporary key cards are only programmed for a maximum duration of 15 days, and permanent key cards are programmed for a duration of 365 days.

(h) Ensure transient rooms are available to the OOD and DNCO for after-hours check-in assignments.

(i) The BEQ Manager will maintain a logbook, which records all lost/stolen ID or key cards, and the issuance of replacement or duplicate key cards.

(j) Maintain a roster of all vacant rooms and provide it to the Company GySgt for field days.

(k) Ensure occupants are clearly informed of their responsibilities and potential liabilities when assigned to government quarters per reference (f).

(l) Ensure all smoke detectors and fire extinguishers are maintained in proper working order on a daily basis.

(m) Ensure adequate toilet paper, light bulbs, and cleaning supplies are kept on hand and made available to maintain individual rooms and common areas.

(3) Occupants

(a) Occupants are liable for the damage of government quarters, and the loss or damage of equipment or furnishings caused by abuse or negligence of the occupant or his/her guest(s). The occupant is responsible for correcting the loss or damage to government property caused by abuse or negligence, will be held accountable, and will reimburse the government in the form of a money order. Money orders will be made out to the United States Treasury Department. Charges will vary based on the cost of the damaged property, equipment, or furnishings.

(b) Occupants are responsible for completing the Room Inventory and Discrepancy Form provided in enclosure (4). All undocumented damage and loss of BEQ property will result in the occupant being charged for the cost of the repairs/replacement.

(c) Adhere to all health, safety, and security guidelines imposed by the unit commander, Area Commander, and the Base Commander in accordance with this Policy Letter, reference (g), and reference (d) respectively.

(d) The occupant shall notify the BEQ Manager whenever he/she has an extended absence of 30 days or more from quarters.

(e) Occupants are responsible for reporting all damages to the room to include furniture that does not operate properly, leaks of any kind, faulty electrical equipment, and any other discrepancies that may arise. The BEQ Manager will then contact the proper department to ensure the problem is fixed.

(f) Upon moving to/from a room, occupants are responsible for creating/updating their Room Cards. Occupants are responsible for maintaining the accuracy and condition of their Room Card regularly.

(g) Occupants are responsible for reading and adhering to this Policy Letter along with all other BEQ regulations.

c. Coordinating Instructions

(1) Inspections. The Commanding Officer may authorize inspections in order to maintain the quality of life of every Marine and sailor living in the barracks. Company Commanders will only conduct inspections with the Commanding Officer's authorization. Company Commanders will ensure that field day inspections are conducted every Friday, in order to ensure hygienic and safe living conditions.

**(2) Maintenance Procedures**

(a) Personnel will report all maintenance concerns directly to the BEQ Manager, who will record all discrepancies.

(b) The BEQ Manager will submit a work request in the Facilities Asset Management System (Maximo) to the Facilities Maintenance Department (FMD).

(c) Emergency work requests will be called in immediately to the BEQ Manager, or after hours, the OOD.

**(3) Alcoholic Beverages**

(a) The following are defined as alcoholic beverages:

1. Distilled spirits and fortified wines. Includes all types of liquor and wine containing more than 17 percent alcohol by volume.

2. Unfortified wines. Includes all types of wine that have alcohol content of no more than 17 percent by volume.

3. Beer. Includes all types of lager, malt liquor, or other alcoholic beverages that contain more than one half of one percent alcohol by volume.

(b) Members of 7th ESB who have not attained the legal age to consume alcohol, defined as 21 years of age in the State of California, are prohibited from purchasing, possessing, or consuming alcoholic beverages.

(c) E-3 Marines and below, over the age of 21, may have in their possession in their room a maximum of one six pack of beer or one liter of unfortified wine. E-4 and E-5 Marines, over the age of 21, may have a maximum of two six packs of beer or two liters of unfortified wine in their rooms. Distilled spirits or fortified wines are not allowed anywhere in the BEQ premises.

(d) In the common areas of Bldgs 140169 and 140198, consuming alcohol as defined above is authorized and acceptable on a limited basis as judged by the OOD. The amount consumed will not exceed BEQ restrictions. Duty NCOs will ensure they are aware of any Marines and sailors drinking in the common areas and will verify that they are of legal drinking age by inspecting their CAC.

(4) Policy on Basic Allowance for Housing Own Right Without Dependents. Each BEQ must be at maximum capacity before it is recommended that BAH be authorized for pay grades of E-5 and below. However, in the case that BEQ is at maximum capacity, BAH may be requested for personnel in pay grades E-5 and below if one of the following categories applies:

(a) Individual was authorized BAH Own Right (O/R) and resided ashore at their last or present duty station, and accumulated a significant amount of household goods.

(b) Individual sustains the loss of their only dependent through a death, or divorce as determined by civil court ruling.

(c) Individual cannot be allocated 72 square feet of billeting space per person within the total billeting resources located with the 7th ESB facilities.

(d) Individual is unmarried and pregnant or married and pregnant serving a tour unaccompanied by spouse and is in her sixth month of pregnancy.

(e) Sergeants may submit a request for BAH, enclosure (8), requesting BAH Own-Right (BAH for single Marines) when the area occupancy rate is 95 percent or higher. Packages will be submitted to the Battalion Commander via the Marine's chain of command and routed to the Commanding General, Marine Corps Installation West, for approval.

(f) Personnel will not vacate government quarters until the effective date of the BAH package. Once the package is approved, personnel will be authorized to vacate.

(g) Companies will ensure that the following requirements are met before any BAH request is submitted to the Commanding Officer for signature:

1. The Marine has sufficient funds to meet monthly expenses without undue hardship to include: rent, utilities, vehicle fuel, phone bill, internet, cable, food, security deposit, and any additional costs the Marine may encounter.

2. Military clause is included in the rental agreement.

(5) Visitation Policy. Visitors or guests are defined as anyone who is not a resident of a specific BEQ room.

(a) Visiting hours are:

- |                            |             |
|----------------------------|-------------|
| 1. Monday through Thursday | 1630 - 2200 |
| 2. Friday                  | 1630 - 2400 |
| 3. Saturday                | 0800 - 2400 |
| 4. Sunday                  | 0800 - 2200 |

(b) All visitors from outside the command will check in and out with the DNCO.

(c) Whenever a visitor is in a service member's room, the door and blinds will remain open.

(d) Overnight stays of any visitor are not authorized.

(e) No visitors under the age of 18 are authorized in BEQ rooms at any time. Underage personnel are authorized to visit BEQ common areas.

(f) Occupants are responsible for the conduct and actions of their guests and can be held liable for any misconduct done by their guest.

(6) Check-in/check-out Procedures

(a) When checking-in, Marines and sailors will report to the BEQ Manager to receive their room key card. The BEQ Manager and the occupant, with a NCO present, will conduct a joint inspection of the room, its equipment, and its furniture to include inspecting the condition of the room. Upon completion of the inspection, the BEQ Manager will fill out an inspection form, enclosure (4), indicating the condition of the room and its furnishings. The occupant will then sign the inspection form indicating a complete room inspection was conducted to the satisfaction of both individuals and the occupant will complete and sign:

1. The BEQ Regulations, enclosure (1)

2. The BEQ Occupancy Agreement, enclosure (3). The occupancy agreement form will be completed each time a Marine or sailor occupies a new room.

3. Recycling Agreement, enclosure (4).

(b) When all check-in paperwork and procedures are completed, the BEQ will be the only personnel to check-in or check-out unit personnel.

(c) Marines and sailors checking in after hours or on a weekend will report to the OOD. The OOD will place the Marine or sailor in a designated transient room. The following work day, that Marine or sailor will check in with the BEQ Manager to get a permanent room assigned.

(d) Marines requiring a check-out of their rooms will report to the BEQ Manager for inventory of the room and return of the issued room key card (if required). The room must be completely and thoroughly cleaned and inspected by an NCO before the checkout sheet is signed. At this time, the occupant will be required to sign the form indicating their agreement with the inventory and condition of the room and its property. Marines requiring check-out of their rooms must have their BEQ manager with them when coming to the Camp Services Consolidated Billeting Assignment Point (CBAP), office in order for the BEQ manager to track their assigned personnel and complete all paperwork and procedures.

(7) Key Control

(a) All 12/14 Area BEQ access authorization machines will be consolidated, controlled and distributed at the CBAP, located in Bldg 14014. Unit BEQ will be the only personnel to check-in or check-out unit personnel. When all check-in paperwork and procedures are completed, CBAP personnel will issue the room key to the BEQ manager. Marines requiring check-out of their rooms must have their BEQ manager with them when coming to the CBAP office in order for the BEQ manager to track their assigned personnel and complete all paperwork and procedures. All key cards for 7th ESB BEQs are issued and controlled by the BEQ Manager.

(b) Lost or stolen key cards will be immediately reported to the BEQ Manager or DNCO. The individual who has lost their key card will submit a request for a new one.

(c) Master keys will be maintained by the Battalion S-4 during all working hours and the OOD during non-working hours. Barracks duties may request the master key when necessary. All requests will be logged in the appropriate logbook with the building number and room number.

(8) Barracks Amenities

(a) All barracks community centers have amenities for the enjoyment of Marines and sailors living in those building and their guests. Barracks duty personnel will keep a watchful eye on this expensive equipment.

(b) Pool tables are located in community centers. A logbook will be maintained by the duty personnel of each barracks for the use of the pool tables and their accessories.

(c) Audio video equipment and kitchen appliances are available upon request for the use of barracks inhabitants. Duty personnel are responsible for ensuring Marines check out this equipment and check it back in to duty personnel upon completion of its use. If there is a waiting line for a video game system, it is acceptable to establish a waiting limit of one hour to allow more enjoyment of this equipment.

(d) Exercise equipment and stations are available for the use of barracks inhabitants and their guests. Exercise equipment such as pull-up bars, ropes, basketball courts, and tennis courts will be utilized on a first come, first served basis.

(9) Prohibited Items. To help maintain safety within the individual barracks rooms, there are specific items that are prohibited:

(a) Personal A/C units and space heaters are prohibited in the BEQ. Individuals are allowed to use fans within the rooms as long as the fans are within the manufacturer's enclosed unit.

(b) Electronic cigarettes, to include vapor electronic cigarettes, are not to be used while inside the barracks facility. These type of smokeless nicotine products will be used in the designated smoking areas.

(c) Weapons or ammunition of any kind are strictly prohibited in the BEQ, to include but not limited to, firearms, tasers, airsoft or paintball guns, swords or other functional martial arts weaponry, riot sticks, mace or pepper spray, brass knuckles, and knives greater than three inches in length. All BEQ residents' personally owned firearms must be registered with Camp Pendleton Provost Marshall's Office (PMO), and stored in the 1st Marine Logistics Group consolidated armory, Bldg 14085. Per reference (c), storage of personal weapons and ammunition must be authorized, in writing, by the commanding officer. One copy of the authorization letter will be maintained in the armory, while the owner will maintain the original copy.

(d) Illegal drugs, to include but not limited to, marijuana, items containing tetrahydrocannabinol (THC) based chemicals, "spice", cocaine, heroin, opiates, ecstasy, lysergic acid diethylamide (LSD), methadone, amphetamines, morphine, synthetic drugs, and all prescription medications without a valid prescription are prohibited.

(e) Privately-owned furniture is unauthorized in the BEQ, to include weight-lifting equipment.

(10) Room Arrangement

(a) Moving the furniture causes damage to both the room's floor and the furniture itself. This additionally voids the warranty on the furniture. Moving furniture in the BEQ is unauthorized. The authorized furniture arrangement in the BEQ is outlined in enclosure (11).

(b) All electronic devices must be compliant with Installation fire/safety regulations and guidelines.

(c) Television screens must be no larger than 42 inches, measured diagonally.

(11) Parking Areas. The following rules governing personally owned vehicle (POV) parking in designated BEQ parking areas are also outlined in reference (g):

(a) Only POVs belonging to the residents of the BEQ may park in the BEQ parking areas overnight. All POVs will be registered with the PMO.

(b) Parking will be at the owner's own risk and at no liability to the U.S. government for theft, loss, or damage to the vehicle or items contained therein.

(c) The lawns and designated "no parking" areas will not be used, and residents will not park in "unit reserved", or official reserved parking areas.

(d) Parking areas will not be used for repair or maintenance of POVs. Disabled and abandoned vehicles will be removed at the owner's expense.

(e) Camper shells, trailers, personal watercraft, recreation vehicles of any kind, and/or any other type of vehicles/parts are not authorized to be parked/stored in the parking lot, and will be removed at the owner's expense.



5. Administration and Logistics

a. Administration. All battalion leadership, and concerned personnel within the 14 Area, will familiarize themselves with the following Policy Letter in order to aid them with enforcing the rules and regulations of the BEQ and to ensure that living conditions are properly maintained.

b. Logistics. Point of contact for any inquiries or issues relating to BEQ not listed in this Policy Letter is the Battalion S-4 Chief at 760-763-9486.

6. Command and Signal

b. Signal. This Policy Letter is effective the date signed.

c. Command. This Policy Letter is applicable to members assigned to the 7th Engineer Support Battalion.

  
E. A. DAY

DISTRIBUTION: A

Copy to: Co A  
Co B  
H&S  
ESC  
BRIDGE  
BF  
EOD

## **BEQ Regulations**

1. **Health and Safety.** All BEQ occupants will comply with all health and safety regulations imposed by the battalion commander. At no time will any person sit on or cross-over any railing of any type nor will objects be thrown, tossed, or dropped from catwalks.
2. **Catwalks, Passageways, and Stairwells.** All catwalks, passageways, and stairwells are strictly for transit. Personnel will not congregate within these areas. Horseplay, tobacco use, or alcohol use of any type within these areas is prohibited.
3. **Fire Alarm System.** Individuals will not tamper with, remove, misuse or disable fire alarms, smoke detectors, sprinkler systems, fire extinguishers, fire suppression systems, nor in any way hinder their operation. Each room will include a Fire/Emergency Evacuation Diagram on the inside of the door.
4. **Surveillance System.** Only the BEQ Managers, OODs, AOODs, or DNCOs are authorized to manipulate the security system in any way.
5. **Anti-Terrorism/Force Protection Measures.** AT/FP windows are installed on the exteriors of all buildings in this BEQ to mitigate the effects of an explosive blast. At no time will an occupant test the integrity of the glass installed by force or any other means.
6. **Parking.** Parking for BEQ occupants is located south of building 140198. Double parking is prohibited. Parking is only allowed in designated and marked spaces. Vehicles parked illegally will be reported to PMO. Vehicles are not authorized to be parked on the fire lane.
7. **Condition of Property.** BEQ occupants will inspect the room utilizing the provided form and accept that the room is in fit and habitable condition. Any discrepancy item noted by the occupant shall be annotated on the Room Inventory and Discrepancy Form.
8. **Plumbing and Appliances.** BEQ occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as conditions permit and shall attempt to unclog and keep clear all toilets and drains where possible.
9. **Emergency/Urgent Maintenance.** This includes concern with safety/life threatening issues, non-operational plumbing, electrical outages, room security, and non-operational washers and dryers. This should be addressed with the BEQ Manager during working hours or the OOD after working hours.
10. **Good Repair.** The battalion S-4 Facilities Chief shall maintain the BEQs in good repair and in habitable conditions. He is responsible for all repairs not due to abuse or negligence. The occupant is responsible for identifying any required repairs or replacement of equipment to the BEQ Manager for resolution.
11. **Use and Repair of Facilities.** BEQ occupants shall use all electrical, plumbing, sanitary, heating, ventilating, and other fixtures, facilities, and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupant(s) or their guest(s), beyond normal wear and tear, is the responsibility of the occupant and shall be repaired at the occupant's expense.

12. Facilities Maintenance Division (FMD) BEQ Room Access. FMD personnel may enter BEQ rooms when making necessary repairs, alterations, or improvements and when supplying necessary or agreed upon services. If the occupant(s) are not in the room when FMD needs to enter, then a representative from the occupant's company must accompany them.
13. System Overload. The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, or sewage system.
14. Insurance. Occupants are highly encouraged to obtain a renter's insurance policy that provides for protection of their personal property. The command does not reimburse occupants for theft or damage incurred from negligence, or an act of God, to their personal property. Stolen government property is only covered if the theft is due to forcible entry.
15. Drugs. Occupants, guests, and visitors to the BEQ facility are not authorized to buy, possess, sell, and/or use illegal drugs/illicit substances.
16. Tobacco. All personnel, military and civilian, will abide by Department of the Navy regulations regarding tobacco use. Tobacco use, smokeless or traditional, will only occur in designated areas. Smokeless tobacco spit and residue will be disposed of within a container possessing a sealing lid.
17. Noise. Occupants shall be considerate of others when playing music, watching television, playing video games or entertaining guests. Noise will not be heard clearly outside of the room. Occupants will immediately comply with requests to lower the level of noise.
18. Gambling. Gambling for money of any type is strictly prohibited. Wagers/bets shall not be placed on any game of skill or contest of feat where the reward is monetary.
19. Pets. Occupants living in the BEQ are not authorized to own pets of any kind.
20. Trash and Recycling. Occupants and their guests will dispose of all waste in accordance with the battalion's recycling program.
21. Spray Paint. Occupants, guests, and visitors will not use spray paint within the BEQ.
22. Hazardous Materials. Hazardous chemicals that could pose a health risk are not permitted in the BEQ. This includes chemicals that when combined together could be hazardous or present a risk to others. Items that produce an open or enclosed flame are not authorized. Explosive materials of any kind are not permitted.
23. Daily Cleanup. All occupants will conduct a daily cleanup prior to reporting for work. BEQ Managers will conduct random inspections of rooms for compliance throughout the workday.
24. Unit Property. BEQ rooms are not authorized for the storage of unit gear (water jugs, sandbags, etc).
25. Energy Conservation. Occupants will make every effort to conserve energy resources. Lights, personal electronics, fans, and thermostats will be turned off when not in use.

26. Security. All occupants are entitled to the basic requirements of being able to lock their door, windows, and all lockable furniture within their BEQ room. Notify the BEQ Manager immediately if these requirements are not met. A personal safe is also provided in each wall locker for the storage of sensitive information. Do not use this as a means to store illicit items.

27. Weapons and Ammunition. At no time will an occupant have a government or personally owned fire arm, weapon, or ammunition within the BEQ. This includes airsoft or paintball guns, wrist rockets, blow dart guns, swords, or any type of functional martial arts weaponry. Fixed blade or folding knives that have a blade in excess of three inches are also prohibited

28. Personal Appliances. Occupants are permitted to own toasters, blenders, and coffeemakers, however, cooking appliances containing an exposed electric coil are not authorized. Moreover, personally own BBQ grills are not authorized.

29. Wall Display/Decorations. Permanent adhesive back decorations are not authorized. Magnets or Damage-Free hanging products are the only authorized means of displaying decorations. Occupants are encouraged to decorate their rooms to reflect their personal interests but the display of obscene, sexist, or racist materials, or items which bring discredit to the government and its leaders are strictly prohibited.

30. Furniture. Occupants shall not move their furniture within the rooms. This can cause damage to the floor or the furniture itself, and can void the warranty.

31. Linen. Occupants will utilize the linen issued to them on their racks for field day inspections. Linen should be washed at least weekly.

32. Window Awnings. Occupants will not hang any item from their window awning.

33. Barracks Lounges and Recreation Equipment. Occupants are provided recreation facilities, equipment, and laundry facilities within each barracks lounge. Occupants are expected to care for what they have been provided and maintain their lounge for continued use by all current and future occupants. At no time will any of these spaces be utilized for anything beyond its intended purpose. Weapons and equipment cleaning will not take place within the lounges.

I, \_\_\_\_\_, have read and understand these regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BEQ RIGHTS AND RESPONSIBILITIES**

### **TENANT RIGHT**

In joint effort between the 12/14 Area Facilities Manager, Billeting Specialist, Regimental S-4s, and the BEQ Managers, all residents in the barracks have rights:

- To have washers and dryers that work
- To have a proper key to their room
- To have windows that secure
- To have a sink and a shower that does not drip
- To have a toilet that flushes
- To have a room that does not flood or leak water
- To have a smoke detector that works
- To have furniture that is secure and in one piece
- To have a shower that has hot water
- To have lights and electricity in the room
- To have heat in the room

If any of these items have been reported to your respective BEQ Manager and is not fixed within a reasonable amount of time, it is within your rights and responsibilities to bring this problem to the attention of your chain of command.

### **TENANT RESPONSIBILITIES**

With rights and freedoms, come responsibilities that rest with every tenant:

- To report any room or building discrepancy immediately to the BEQ Manager
- To not place any foreign objects down the toilets
- To wash only authorized items in the washers and dryers
- To check their smoke detectors once a month for operability
- To maintain and appropriately care for the room and lounge furniture
- To plug appliances directly into the wall without the use of extension cords and multiple plug expanders
- To clean up after yourself and pick up other trash if you see it
- To maintain a sense of responsibility and ownership for the furniture, room and building

I, \_\_\_\_\_, have read and understand these rights and responsibilities I have as a tenant in the barracks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



|   |                |         |         |                      |                    |  |            |          |  |         |  |
|---|----------------|---------|---------|----------------------|--------------------|--|------------|----------|--|---------|--|
| UNIT.   |                | Co:     |         | SERVICE.             |                    | USMC   |            | NAVY     |  | DOB:    |  |
| NAME: LAST  |                | FIRST   |         | M.I.                 |                    | BAH: Y OR N  |            | Sex: M F |  | REMARKS |  |
| SSN LAST FOUR:  |                | RANK    |         | SNCO NAME AND PHONE: |                    | QTY  |            | INIT     |  | REMARKS |  |
| Building # 140150   |                | FLOOR # |         | REMARKS              |                    | ITEM   |            | QTY      |  | INIT    |  |
| ROOM KEY  | 1              |         |         |                      |                    | LARGE HALL MIRROR  | 1          |          |  |         |  |
| SHEET   | 2              |         |         |                      |                    | MEDICINE CABINET   | 2 (PER RM) |          |  |         |  |
| PILLOW  | 1              |         |         |                      |                    | BATHROOM MIRROR  | 1          |          |  |         |  |
| PILLOW CASE(S)  | 1              |         |         |                      |                    | BATHROOM SINKS   | 2 (PER RM) |          |  |         |  |
| COMFORTER   | 2 (PER BED)    |         |         |                      |                    | TOILET   | 1          |          |  |         |  |
| BLANKET   | 1              |         |         |                      |                    | SAFE   | 2 (PER RM) |          |  |         |  |
| MATTRESS PAD  | 1              |         |         |                      |                    | CLOSET SHELVING  | 2 (PER RM) |          |  |         |  |
| BED FRAME   | 2 (PER RM)     |         |         |                      |                    | SHOWER CURTAIN   | 1          |          |  |         |  |
| MATTRESS  | 2 (PER RM)     |         |         |                      |                    | TOWEL RACKS  | 2          |          |  |         |  |
| CHAIR   | 2 (PER RM)     |         |         |                      |                    | DEEP SINK DRAIN PLUG   | 1          |          |  |         |  |
| CLIM. CONT. UNIT  | 1              |         |         |                      |                    | POWERSTRIPS  | 4 (PER RM) |          |  |         |  |
| WINDOW SHADES   | 2 (PER RM)     |         |         |                      |                    | READING LIGHTS   | 4 (PER RM) |          |  |         |  |
| SECRETARY   | 2 (PER RM)     |         |         |                      |                    | TRASH CAN  | 1          |          |  |         |  |
| WINDOWS   | 3 (PER RM)     |         |         |                      |                    | FOLDING STOOL  | 1          |          |  |         |  |
| DEEP SINK   | 1              |         |         |                      |                    | CEILING FAN  | 1          |          |  |         |  |
| MICROWAVE   | 1 (PER RM)     |         |         |                      |                    | FUNCT. SMOKE ALARM   | 1 (PER RM) |          |  |         |  |
| REFRIGERATOR  | 1 (PER RM)     |         |         |                      |                    | WINDOW BLOCKS  | 2 OR 3     |          |  |         |  |
| <b>LIABILITY RESPONSIBILITY AGREEMENT</b>   |                |         |         |                      |                    |  |            |          |  |         |  |
| I HAVE INVENTORIED THE ABOVE LISTED PROPERTY AND HEREBY ACKNOWLEDGE RESPONSIBILITY FOR ALL ITEMS IN THIS ROOM. I UNDERSTAND THAT I WILL BE SUBJECT TO REIMBURSEMENT FOR THE LOSS OF THESE ITEMS AND DAMAGE TO THEM UPON CHECK-OUT. I UNDERSTAND AND AGREE TO THESE TERMS.<br>REG ORDER P11100 1 |                |         |         |                      |                    | PAR DECLARATION<br>I (CIRCLE ONE) AM/AM NOT CURRENTLY RECEIVING BASIC ALLOWANCE FOR HOUSING AND UNDERSTAND THAT IF I AM, I MUST BE IDENTIFIED AS A BEO-BACHELOR AND MY COMMAND MUST NOTIFY BOTH BEO MNGR AND REGIMENT SGT MAJOR. |            |          |  |         |  |
| INITIAL:  |                |         |         |                      |                    | INITIAL:   |            |          |  |         |  |
| CHECK-IN DISCREPANCIES:   |                |         |         |                      |                    | CHECK-OUT DISCREPANCIES:   |            |          |  |         |  |
| WORK ORDER #  | DATE SUBMITTED |         | REMARKS |                      |                    |  |            |          |  |         |  |
| WORK ORDER #  | DATE SUBMITTED |         | REMARKS |                      |                    |  |            |          |  |         |  |
| PRINT FULL NAME   | SIGNATURE      |         | DATE    |                      | BEO Mngr Signature |  |            |          |  |         |  |

## OCCUPANT AGREEMENT

### CONDITION OF OCCUPANCY FORM FOR MILITARY BACHELOR HOUSING

**1. Occupancy.** Building \_\_\_\_\_ Room # \_\_\_\_\_ is assigned to

\_\_\_\_\_ (Print Name) to be occupied as military bachelor housing of the United States on \_\_\_\_\_ (Date).

This room is shared room with \_\_\_\_\_ (Print Name).

**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 fit and habitable condition. Any discrepancy item noted by the occupant shall be submitted in writing and received by the barracks manager 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 fixture, 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 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, and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either the occupants, or their quests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at the occupants' expense.

**7. Damaging Property.** If the occupant willfully or negligently destroys, defaces, damages, impairs or removes any part of the premises (including fixtures, 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 local command.



**11. System Overload.** The occupant shall not install or use any equipment that will overload any gas, water, heating, electrical, sewage, drainage 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 any personally owned items will not impede the traffic flow of the room or 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 Manager 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, alteration 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, or disinterested third party accompany them when entering the quarters.

**15. Neglect and Cost.** 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 abuse or negligence of the occupant's quest, the occupant understands that the repair 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 MARINE CORPS BEQ CAMPAIGN PLAN.

\_\_\_\_\_  
Occupant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Unit

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barracks Manager Name (Printed)

\_\_\_\_\_  
Barracks Number

# RECYCLING AGREEMENT

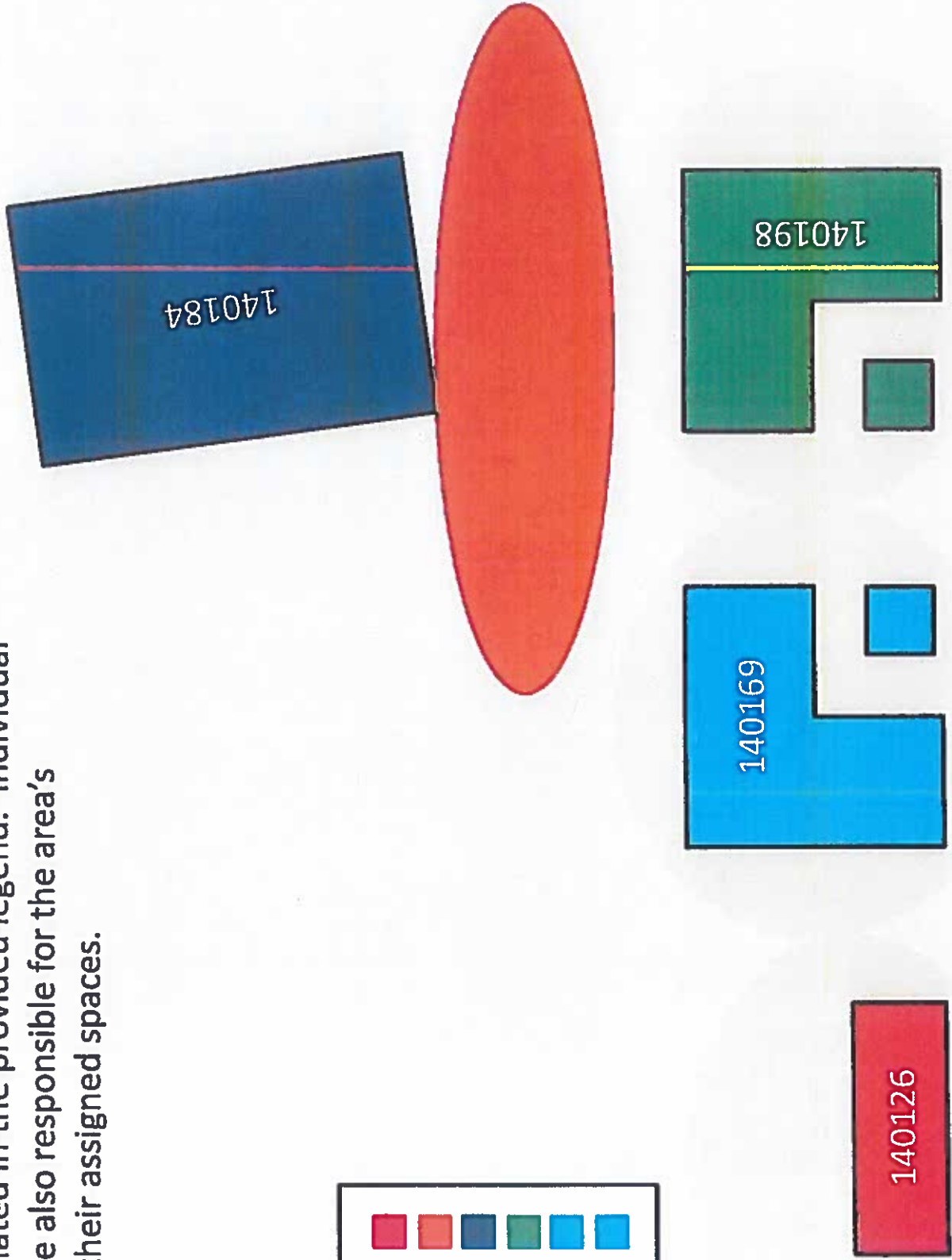
I \_\_\_\_\_ AM  
REQUIERD TO PLACE ALL  
RECYCLABLES IN APPROVED  
CONTAINERS ACCORDING TO BASE  
ORDER P5000 - 2H  
I HAVE IN MY ROOM (2) TWO RED  
RECYCLING BINS WITH SERIAL  
NUMBERS . \_\_\_\_\_ . AND  
\_\_\_\_\_ . I HAVE BEEN INFORMED  
BY BEQ ON THE PROPER  
PROCEDURES AND LOCATIONS OF  
RECYCLING RECEPTICALS

\_\_\_\_\_  
BEQ Manager

\_\_\_\_\_  
Signature of Marine

Responsible Areas are depicted according to the color pattern associated in the provided legend. Individual companies are also responsible for the area's surrounding their assigned spaces.

|     |       |       |        |           |         |
|-----|-------|-------|--------|-----------|---------|
| H&S | Alpha | Bravo | Bridge | Bulk Fuel | Support |
|-----|-------|-------|--------|-----------|---------|





UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
PO BOX 555677  
CAMP PENDLETON, CA 92055

IN REPLY REFER TO:  
7220  
X Co  
DD Mon YY

FIRST ENDORSEMENT on Rank First MI Last Name's AA form 7220 of DD Mon YY

From: Commanding Officer, Company X  
To: Commanding Officer, Marine Corps Base, Camp Pendleton (Director,  
Billeting/Bachelor Housing Department)  
Via: 12/14 Area Commander, Marine Corps Base, Camp Pendleton  
Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) ICO RANK FIRST MI LAST  
EDIPI/MOS USMC  
Ref: (a) BO P5000.2L

1. Forwarded, Approved / Disapproved.
2. Per the reference, I have reviewed the basic request and certify that:
  - a. The request does/does not qualify under rule X of the reference.
  - b. The individual concerned is assigned to BEQ Building ##### and the occupancy rate of the area is ##%.
3. The individual has been instructed that vacation of government quarters is not authorized until final disposition of this request has been received.

(Sign/Date)  
FI. MI LAST NAME

Enclosure (8)



UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
PO BOX 555677  
CAMP PENDLETON, CA 92055

IN REPLY REFER TO:  
7220  
S-1  
DD Mon YY

SECOND ENDORSEMENT on Rank First MI Last Name's AA form 7220 of DD Mon YY

From: Commanding Officer  
To: Commanding Officer, Marine Corps Base, Camp Pendleton (Director,  
Billeting/Bachelor Housing Department)  
Via: 12/14 Area Commander, Marine Corps Base, Camp Pendleton  
Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) ICO RANK FIRST MI LAST  
EDIPI/MOS USMC  
Ref: (a) BO P5000.2L

1. Forwarded, Approved / Disapproved.
2. Per the reference, I have reviewed the basic request and certify that:
  - a. The request does/does not qualify under rule X of the reference.
3. By copy of this endorsement, the subject individual is ordered not to vacate government quarters until such time as written approval from the Commanding Officer, Marine Corps Base, Camp Pendleton for BAH has been received.

I. M. INCHARGE

Enclosure (g)

**PRIVACY ACT STATEMENT**

This information is **FOR OFFICIAL USE ONLY** and may not be disclosed without the consent of the record subject, except under routine use.

**AUTHORITY:** 10 U.S.C. 1071-1087 and E.O. 11016

**PRINCIPLE:** Members of the U.S. Marine Corps and Marine Corps Reserve, former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve, members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve

**PURPOSE:** To provide a record for the use in the administration of programs. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00013 which can be downloaded at <http://dpclo.defense.gov/privacy/SORNs/component/usmc/MMN00013.html>.

**ROUTINE USES:** Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3)

**DISCLOSURE:** VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.

**ADMINISTRATIVE ACTION (5216)**  
NAVMC 10274 (REV 09-11) (EF)  
Previous editions will be used  
FOUO - Privacy sensitive when filled in.

Please review Privacy Act Statement  
on Page 3

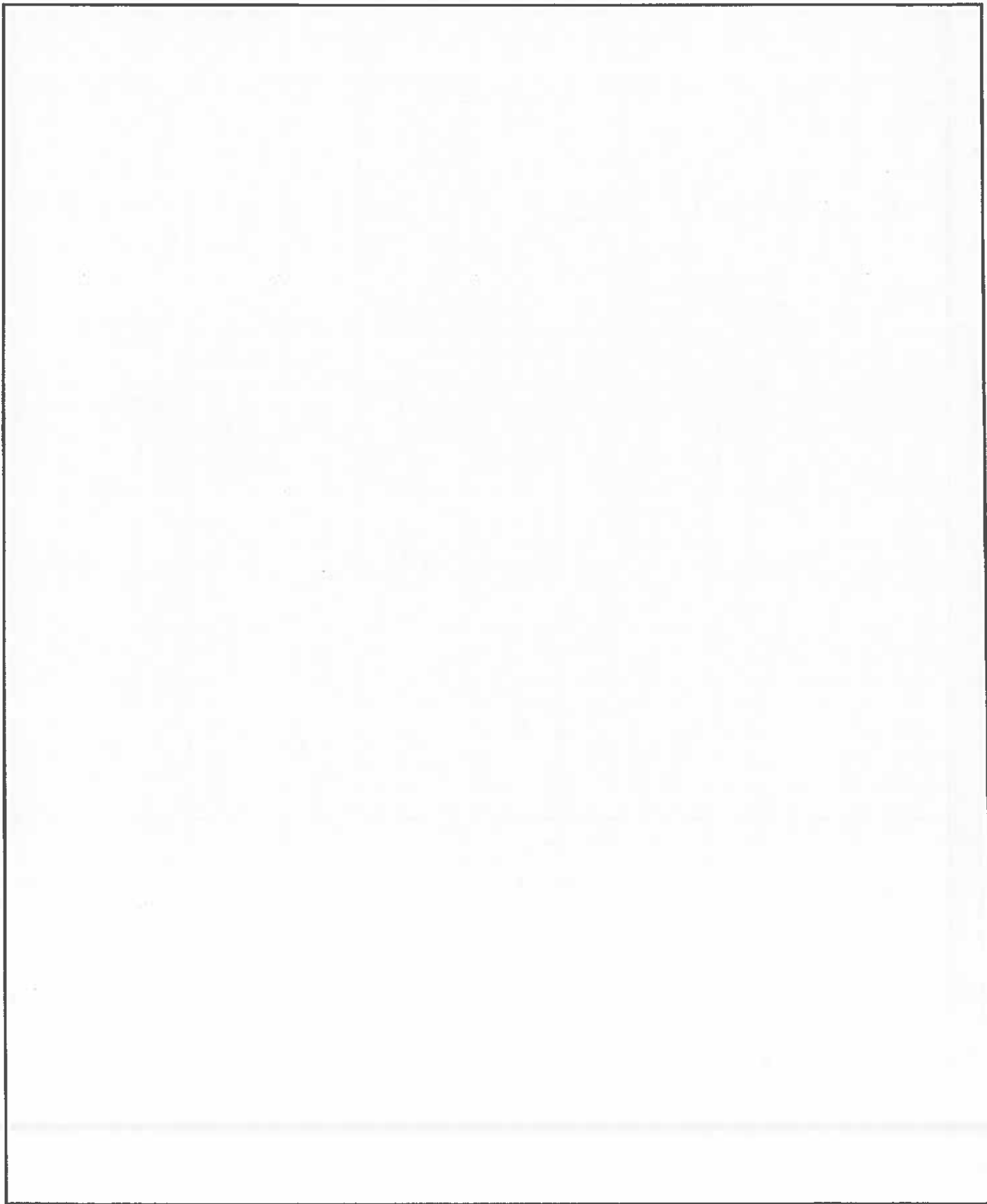
|             |                |
|-------------|----------------|
| 1 ACTION NO | 2 SSIC/FILE NO |
| 3 DATE      |                |

|   |   |
|---|---|
| 4 FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc)   | 5 ORGANIZATION AND STATION (Complete address) |
| 6 VIA (As required)   |   |
| 7 TO  | 8 NATURE OF ACTION/SUBJECT                    |
|   | 9 COPY TO (As required)                       |
| 10 REFERENCE OR AUTHORITY (if applicable)   | 11 ENCLOSURES (if any)                        |
| 12 SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text) |   |

Enclosure (8)

13 PROCESSING ACTION. (Complete processing action in Item 12 or on reverse. Endorse by rubber stamp where practicable)

FOR OFFICIAL USE ONLY



FOR OFFICIAL USE ONLY

Enclosure (8)





UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
PO BOX 555677  
CAMP PENDLETON, CA 92055

IN REPLY REFER TO

11000

S-4

From: Rank First Name MI. Last Name EDIPI/MOS USMC  
To: Commanding Officer, Marine Corps Base, Camp (Attn: Director,  
Billeting/Bachelor Housing Division)  
Via: (1) Commanding Officer, 7th Engineer Support Battalion  
(2) Area Commander, 14 Area

Subj: GEOGRAPHIC BACHELOR QUARTERS APPLICATION

Ref: (a) BO 11101.37

Encl: (1) Copy of Permanent Change of Station Orders (PCSO)  
(2) Verification of Eligibility

1. Request that I be provided a Geographic Bachelor (GB) room in building 62575 for the period of 8 September 14 to 8 March 15.

2. I have read the reference and fully understand the information contained therein.

3. If approved and notified, I will contact the Billeting/Bachelor Housing Division within three working days of notification to arrange for the joint inventory of the GB room and receipt of the room keys.

4. I understand that I will be charged a daily rate of \$5.00 for the GB room, whether physically occupied or not, during my requested stay, and that this rate is non-negotiable. Payment will be made to the Billeting/Bachelor Housing Office, building 1341, no later than the first of each month.

5. I understand that as a geographic bachelor, I will be authorized to occupy GB quarters for a maximum period of 180 days. At the end of the 180-day period, I must re-apply for GB quarters if these quarters are still required. I also understand that if the occupancy rate at the designated geographic bachelor quarters is 95% or higher, the maximum stay will be reduced to 120 days.

6. I understand I may be required to vacate quarters within five working days of notification if space is required in the temporary designated GB quarters for bonafide bachelors.

I. M. MARINE

Enclosure (9)



UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
PO BOX 555677  
CAMP PENDLETON, CA 92055

IN REPLY REFER TO:

11000  
S-4

FIRST ENDORSEMENT on Rank First Name MI. Last Name ltr 11000 of Day Month Year

From: Commanding Officer, 7th Engineer Support Battalion  
To: Commanding Officer, Marine Corps Base, Camp (Attn: Director,  
Billeting/Bachelor Housing Division)  
Via: Area Commander, 14 Area

Subj: GEOGRAPHIC BACHELOR QUARTERS APPLICATION

1. I have reviewed rank, last name request for geographic bachelor quarters and recommend approval.
2. Currently, no excess billeting space to house rank, last name exists in bachelor enlisted quarters utilized by this command, and therefore request that he/she be billeted in building 62575.

I. M. INCHARGE

Enclosure (9)



UNITED STATES MARINE CORPS  
7TH ENGINEER SUPPORT BATTALION  
1ST MARINE LOGISTICS GROUP  
BOX 555677  
CAMP PENDLETON, CA 92055-5677

11103  
Co SSIC  
DD Mmm YYYY

From: Company Leadership Billet, Name Company  
To: Bachelor Enlisted Quarters Manager

Subj: BACHELOR ENLISTED QUARTERS ROOM TRANSFER REQUEST

1. I request the following Marine(s) or sailor(s) to transfer between the below listed Bachelor Enlisted Quarters rooms. I am aware of this transfer and approve of the move, effective immediately.

| <u>RANK</u> | <u>NAME</u>  | <u>EDIPI</u> | <u>BEQ/ROOM FROM</u> | <u>BEQ/ROOM TO</u> |
|-------------|--------------|--------------|----------------------|--------------------|
| RANK        | I. M. MARINE | 1234567890   | 140169/001           | 140169/002         |

2. The point of contact for this matter is First Sergeant I. M. Incharge at (760)725-0000.

I. M. INCHARGE

Enclosure (10)

ROOM LAY OUT

BLDG 140169  
BLDG 140198

**\*\*MOVING FURNITURE IN THE BEQ IS  
UNAUTHORIZED AS IT DAMAGES THE  
FLOOR AND THE FURNITURE ITSELF\*\***

**IT IS THE COMPANY GYSGTS'  
RESPONSIBILITY TO ENSURE  
FURNITURE IS IN THE PRESCRIBED  
LOCATION.**

