



UNITED STATES MARINE CORPS
1ST SUPPLY BATTALION
1ST MARINE LOGISTICS GROUP
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IN REPLY
REFER TO:
11000
CO

30 APR 2021

From: Commanding Officer, 1st Supply Battalion
To: Distribution List

Subj: 1ST SUPPLY BATTALION BACHELOR ENLISTED QUARTERS ORDER

Ref: (a) MCO 11000.22/CH1
(b) MCO 1700.22G
(c) MCO 5000.12F
(d) MCI WEST MCB CAMPENO 5000.2K

Encl: (1) Appointment Letter for BEQ Manager
(2) BEQ Inventory / Check In/Out Sheet
(3) Room Inspection Guide
(4) Room Placard Template
(5) Map of Barracks 22030 and 220165
(6) BEQ Uniformity Guidelines
(7) Lost Key Counseling Form
(8) BEQ Service / Work Order Form
(9) 1st Supply Battalion BEQ Room Breakdown
(10) Points of Contact List

1. Situation. This order provides guidance, direction, and procedures for billeting single enlisted personnel assigned to 1st Supply Battalion and/or all other personnel residing in buildings 220230 and 220165 aboard Camp Pendleton Marine Corps Base.

2. Mission. Per the references, publish instructions and regulations pertaining to duty responsibilities, assignment, visitation, alcohol, control, and conduct of all members residing in the barracks.

3. Execution.

a. Commander's Intent and Concept of Operations. A Bachelors Enlisted Quarters (BEQ) Advisory Board will be maintained. Members meet once every quarter to discuss regulations and recommend policy changes. Results and recommendations by the committee will be forwarded to the Battalion Executive Officer and Sergeant Major, for information and decision. The BEQ Advisory Board is comprised of the following members:

- (1) Executive Officer
- (2) Sergeant Major
- (3) S-4 (Officer, S-4 Chief, and BEQ Manager)
- (4) Company Commanders
- (5) Company First Sergeants

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(6) Company Gunnery Sergeants

(7) Deck NCOs

(8) Company Police Sergeants

b. Subordinate Elements Mission.

(1) S-4 Officer. The S-4 officer is directly responsible to the Battalion Commander for the management and oversight of all BEQ policies and procedures, to include; maintenance, safety, and the upkeep of the barracks. The S-4 Officer will appoint a BEQ Manager responsible for the assignment of personnel to appropriate quarters and the overall accountability of Supply Battalion billeting furnishings, equipment, and supplies. Additionally, The S-4 Officer is the lead member of the advisory board and ensures meetings are conducted and Advisory Board policy changes, endorsed by the Battalion Commander, are implemented.

(2) S-4 Chief. The S-4 Chief will ensure the BEQ Manager complies with this policy.

(a) S-4 Chief will assign each company a block of rooms in the battalion BEQ.

(b) The S-4 Chief is responsible for the day to day management and supervision of the BEQ and will act as the direct liaison between the battalion and company enlisted leadership.

(c) The S-4 Chief is responsible for the maintenance and repair of assigned BEQ, as well as assigning responsibilities for maintaining the police around each BEQ. Responsibility for reporting maintenance discrepancies rests with the company commanders.

(3) S-4 A. The S-4 A is assigned as the Facilities Officer, and will be responsible for reporting and tracking all BEQ related maintenance issues.

(4) Battalion BEQ Manager. The BEQ Manager will be appointed, per enclosure (1), by the S-4 Officer, and is responsible for:

(a) The assignment of personnel to appropriate quarters.

(b) Coordinating and tracking of all work requests and determining if a work request can be done as a self-help project.

(c) Enforcing the provisions of this order.

(d) Initiating appropriate disciplinary action for violations of this order.

(e) Conducting weekly inspections with the assigned Deck NCOs; inspecting all rooms and common areas.

(f) Supervising field day.

(g) Ensuring cleanliness and safety are maintained throughout the building.

(h) Adhering to the basic safety directives, to include assisting the Fire Marshal in conducting appropriate drills.

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(i) Maintaining a folder on all assigned personnel. To include:

1. Check-in/Check-out inventory sheet.
2. Work requests for each room.

(j) Coordinate with the Unit Commander/Senior Enlisted Advisor/Staff regarding in-bound and out-bound personnel room assignments, furnishings accountability/damage statements, arrival/departure requirements, maintenance/repair requirements, etc.

(k) Maintain the UHM data within the EMH system, and prepare and forward a weekly BH Utilization Report to the Area Manager.

(l) Maintain close interaction with the Area Manager, BH Office or BH Director regarding BH management operations.

(m) Record and track all BH maintenance/repair items ensuring these are addressed and completed in a timely manner as the single point of contact for identified items for the Unit.

(n) Provide new personnel the following: room key, room linens, a locally created BH Orientation Handbook and/or Unit BH Policy, an SOU regarding the rules and regulations of the BEQ (which must be signed by the Marine or Sailor), and an inventory checklist.

(o) Conduct room check-in and check-out inspections, to include furnishings accountability checks and key management system, with both in-bound and out-bound personnel respectively. Each individual will be provided one wall locker, one secretary, one nightstand, and one rack.

(p) Conduct weekly inspections of all common areas and record any maintenance/repair requirements and damage to furnishings, walls, fixtures etc., for further reporting to facilities maintenance and/or the installation supply activity, as applicable.

(q) Supervise weekly inspections of all vacant BEQ rooms ensuring that they have no unauthorized inhabitants, pilferage of furniture, maintenance issues, or malicious damage to interior and exterior areas.

(r) Conduct systematic inspections of occupied rooms weekly, ensuring all rooms have been inspected at least once a month, or at a frequency directed by the Installation BH Director. Weekly inspection results will be provided to the Installation BH Division via the tenant Unit chain of command.

(s) Maintain a log of emergency and routine maintenance requests that will include the job order number or work request number.

(t) Prepare the Facilities Utilization and Barracks Occupancy Report for submission to MLG Facilities on a monthly basis.

(u) Reconcile weekly with MCB Camp Pendleton maintenance and each company police sergeant to follow up on pending work requests.

(v) Maintain an updated roster of all personnel assigned a BEQ room in the battalion.

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(w) Hold a weekly meeting with the Company Police Sergeants to address all facility issues concerning the BEQ to include but not limited to the linen and key inventories, outstanding work requests, occupancy reports and room rosters.

(5) Company Commanders. Company Commanders and senior leaders will ensure compliance with this policy.

(a) Company Commanders will assign all bona fide enlisted bachelors, E-5 and below, a room in the BEQ. All company BEQ rooms will have an occupancy list of who is residing in the rooms. Company Commanders will ensure that the contents of this policy are enforced in their companies and will ensure all living spaces are properly cleaned and maintained to include common use areas on each deck of the BEQ.

(b) Company Commanders will assign a Company Police Sergeant to manage BEQ maintenance matters and other administrative requirements within their respective companies. This individual at a minimum will be the rank of Corporal with a minimum of six months on station to provide continuity for this billet.

(c) Company Commanders will instruct all married personnel who are drawing BAH and are requesting to reside in the BEQ to report to the S-4 Chief for assignment to a geographical bachelor room. Under no circumstance will geographical bachelors reside in the company assigned rooms without the approval of the Battalion Commander via the Sergeant Major.

(6) Company Gunnery Sergeants. Company Gunnery Sergeants will provide duty personnel and deck NCO's, to be determined as required, and will ensure duty personnel and deck NCO's are aware of and comply with the daily requirements.

(7) Company Police Sergeants.

(a) Company Police Sergeant will ensure that each member of their command who resides in the BEQ completes the BEQ inventory / check in/out sheet, enclosure (2) upon assignment to a living space. Once a member leaves the BEQ space, an inventory will be conducted again to note any discrepancies. Companies will establish procedures to ensure accurate tracking and accountability of all BEQ rooms.

(b) Company Police Sergeants will account for and maintain enough linen to cover all available bed spaces in BEQ rooms and will conduct linen survey on an "as needed" basis. This will be worked through supply for individual linen issue.

(c) Each Company Police Sergeant will provide the Battalion facilities Chef with an updated copy of the company's room rosters on a weekly basis.

(8) Barracks and Deck Noncommissioned Officers (NCO). Barracks and Deck NCOs will be appointed, in writing, by their Company Commander and will be responsible for the cleanliness and order of their assigned deck and area.

(9) Sergeant Major. The 1st Supply Battalion Sergeant Major and Company First Sergeants are responsible for periodic inspections of the barracks and will:

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(a) Assist the Billeting Manager in matters pertaining to the support of personnel residing in the barracks.

(b) Task appropriate work section(s) to provide a Staff Noncommissioned Officer (SNCO) to inventory the personal effects of residents who are hospitalized or in an unauthorized absence status for 24 hours or more.

(c) Ensure field days and room inspections are conducted weekly.

4. Coordinating Instructions.

a. Assignment Policy. Buildings 220230 and 220165 are specifically assigned to 1st Supply Battalion for use as Marine and Sailor housing in the barracks.

(1) All single and/or unaccompanied E-5s and below reporting under the administrative control of 1st Supply Battalion will be assigned barracks accommodations in buildings 220230 or 220165.

(2) The Marine Corps assignment standard for all bona fide unaccompanied permanent party personnel is two persons per room for E1-E4 (Privates to Corporals) and one person per room for E5 (Sergeants). A Sergeant will not share a room with a Corporal. A Corporal will not share a room with an E3 or below. In the event of a promotion, newly promoted NCOs who previously shared a room with an E3 or below will immediately be moved to another room (48 hours). In cases of grade reductions, Marines or Sailors being reduced will immediately be moved to another room. Exceptions can be made to this policy by direction of the Commanding Officer. When assigning rooms, unit cohesion will be maintained down to the company level when possible. In the event of BSO from one company to another, a change in room assignment will be effected.

(3) The policy for effecting moves does not apply to geographical bachelors. Geographical bachelors are assigned based on a space available basis and may be required to move in order to make space for a bona fide bachelor.

(4) A pregnant Marine without dependents, may reside in bachelor quarters for the full term of her pregnancy. Upon her request and consistent with the needs of the Marine Corps, the CG MCIWEST-MCB CAMPEN may authorize a pregnant Marine to occupy off-Base housing and be paid BAH (if applicable at the "without dependents" rate) after her 16th week of pregnancy. However, from the 20th week, the CG MCIWEST - MCB CAMPEN will approve such a request without option. All approvals for BAH will be filed into the Marine's OMPF with a local copy to be retained by the individual's command. Personnel in this category are required to submit, as an enclosure to the AA Form (NAVMC 10274), a medical officer's certification of pregnancy and anticipated delivery date. Only after the CG MCIWEST-MCB CAMPEN approval can the service member move out of the barracks. It is highly recommended that the pregnant Marine or Sailor move into On-Base Housing.

(5) As room assignments are made, companies will appoint one individual as the senior Marine or Sailor responsible for that room and all common equipment. However, individual Marines and Sailors will be responsible for any loss or damage they may cause.

(6) Request for reassignment of rooms will be submitted for approval to the Billeting Manager via the respective Company First Sergeant or Company Commander for approval.

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b. Residents. When occupying barracks, the residents assume personal responsibility for the use and cleanliness of the quarters assigned as well as for adhering to published administrative procedures and regulations. The senior Marine in each room is designated overall responsibility for the cleanliness, maintenance, and conduct of the tenants. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. To accomplish this, Marines are assigned housekeeping tasks listed below:

(1) Daily.

- (a) Empty trash cans
- (b) Sweep decks
- (c) Make racks
- (d) Stow equipment and clothes
- (e) Police call around the barracks
- (f) Rooms will be General Clean-up at all times

(g) Deck NCOs will assign (3) Marines/Sailors within their area of responsibility weekly for police call.

(2) Weekly.

- (a) Swab decks/vacuum carpets
- (b) Dust rooms
- (c) Clean windows and mirrors
- (d) Clean heads and showers
- (e) Clean refrigerator, inside and out
- (f) Clean ladder wells

(3) In addition, it is each barracks resident's responsibility to clean up after themselves in the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to barracks cleanliness and sanitation. Company Police Sergeants will daily ensure that common areas are kept in a state of cleanliness.

c. Field Days. In coordination with the Sergeant Major, the Company Commander's and Company First Sergeant's will designate a specific day as Field Day, usually every Thursday of the week. Field Day will be conducted on a weekly basis to ensure that health and welfare standards are being achieved. Field Day will include barracks common areas in addition to the individual Marine's room.

(1) Deck NCOs will perform inspections and the Police Sergeants and BEQ manager will ensure they are being executed properly and to the standard.

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(2) Police Sergeants in coordination with the BEQ manager will collect and compile the results of the inspection and disseminate to Company Gunnery Sergeants for action.

(3) If a Marine fails he/she will be inspected the following business day (normally the morning) by their Chain of Command.

(4) Police Sergeants will ensure inspection and cleanliness of common areas with their respective area of responsibility.

d. Check-in/Check-out Procedures. All Check-in/Check-out procedures will be initiated and terminated with the Battalion BEQ Manager and/or S-4 Office. Company leadership will ensure coordination is made with BEQ Manager to ensure proper room assignment.

(1) If a room is left dirty, the room will be cleaned by the Marines' section.

(2) If a service member (New join) arrives during normal business hours (0730-1630), E5 and below will check in with the Battalion S-4 and will be assigned a barracks room. After hour Marines/Sailors will report to the Battalion Inbound Platoon where they will be assigned a temporary room for a week.

(3) Check-in procedures will include an inventory and inspection of the room and its furnishings. Each resident will complete the Billeting Memorandum Receipt and an Inspection Card noting all discrepancies. The condition of the room and each item in the room will be checked.

(4) Check-out procedures will include an inventory and inspection of the room and its furnishings. Corrections to differences noted between the original Billeting Memorandum Receipt/Inspection Card and the condition of the room, to include damages to the room or government provided furnishings, is the responsibility of the individual Marine. No resident will vacate assigned accommodations without completing Check-out procedures.

(5) Furniture or recreational equipment will not be moved from an assigned area.

(6) A resident with knowledge of recently damaged furnishings will report the facts to the Billeting Manager in order to initiate action necessary for replacement or repair.

(7) Personnel found responsible for damage to barracks property will be held accountable in accordance with reference (d). Residents will not be charged for normal wear and tear. The BEQ resident is responsible for his or her actions and those of their guests who willfully or through negligence destroys, defaces, damages, impairs or removes any part of the Government-owned premises (including fixtures, furnishings, and appliances). Personnel will not be detached from this command until all reimbursement via a Financial Liability Investigation of Property Loss (FLIPL) and/or administrative and/or disciplinary action has been completed.

(8) 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.

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e. The Use of Bolt Cutters. Two bolt cutters will be kept at the BEQ managers office at all times. Service Members requesting to access a room and have a lock cut will be logged in the log book. The DNCO will first verify the Marine/Sailor identity by requesting to see an Identification Card. The DNCO will check the name of the I.D. card to the BEQ room roster to verify the room number. The only service members authorized to possess bolt cutters are the OOD/DNCO and BEQ manager.

f. Security of Individual Equipment. Each resident is responsible for the security of his/her personal belongings. In the event a room is unable to be secured due to key/lock issues, the senior Marine or Sailor in the room must immediately report this issue to the BEQ Manager and S-4 or OOD on off duty hours. Additionally, the room will not be left unattended until the issue is resolved and the room can be properly secured.

g. Inspections. To ensure a proper state of police, the following inspections will be conducted:

(1) Daily. Company Commanders, Police Sergeants, or their appointed representative(s) will conduct daily inspections of assigned areas and rooms.

(2) Weekly. The Billeting Manager, Deck NCOs, and Police Sergeants, accompanied by a SNCO/Officer, will inspect rooms and all common areas for general cleanliness, damage to government property, maintenance issues, and adherence to safety and fire regulations.

(3) Monthly. Company leadership will conduct a monthly "barracks walk-through" of the billeting facilities after the monthly Field Day.

(4) Bi-Weekly Housing Inspections. This inspection will be conducted by a representative of the S-4 and will focus on maintenance issues.

(5) Health and Comfort Inspections. Periodic unannounced Health and Comfort Inspections will be conducted by the Company and Battalion leadership as directed by the Commanding Officer.

h. Police/Cleanup. Residents are responsible for the cleanliness of their area and the overall cleanliness of their assigned room. The following police requirements are applicable daily:

(1) All racks will be made in a neat military manner. Personal or issue-style cloth bedspreads may be used.

(2) No gear or clothing will be left adrift or unsecured. Trash containers will be emptied and cleaned. Decks will be cleaned. The passageway immediately outside each room will be cleaned.

(3) Beds will remain separated.

i. Fire Regulations. Rubbish and trash will be disposed of in the waste containers provided. All rubbish will be cleared from the barracks prior to 0730 and at the end of the day by 2200. Rooms will be kept free from accumulation of combustible debris. Swabs and other "common use" materials subject to spontaneous combustion will be kept outside the building or in the designated storage locker as determined by the Billeting Manager. All electrical wiring, equipment, and devices must be approved and installed by Base Maintenance personnel. During routine inspections, inspecting personnel will check electrical equipment for Underwriters Laboratory (UL) approval.

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Electrical cords will be kept in good condition, free from frays, cuts, or bare wires.

(1) Smoking.

(a) Smoking and vaping is not permitted inside in any area of the barracks, to include rooms, heads, and recreation areas.

(b) Smokers will use designated outdoor smoking areas.

(c) No smoking within 50 feet of any barracks entrance.

(d) The removal of smoke detectors from barracks fixtures and tampering with fire alarms is prohibited.

(e) Upon notification of a fire drill, residents will comply with the following procedures:

(2) Ensure all electrical switches are turned off, and that windows and doors are closed prior to leaving the rooms.

(3) Leave the building by the nearest ladder well.

(4) In order to conduct an accurate muster, all barracks residents will fall-in at formation in the parking lot in front of buildings 220230 or 220165 of the barracks and/or designated area specified by the Billeting Manager.

(5) Remain outside in formation until directed to return to quarters by competent authority.

(6) The S-4 Facilities Manager will routinely check fire alarms and extinguishers for serviceability. At no time will either be activated as part of a fire drill.

j. Visitation Procedures. Anyone who is not a resident of the barracks is a visitor. Personnel on official business (i.e., unit leadership, barracks management, maintenance workers, etc.) are not visitors.

(1) Barracks residents are permitted to host visitors during off-duty hours of 1630-2200 Monday-Thursday, 1630-2359 on Fridays, 0800-2359 on Saturdays and 0800-2200 on Sundays. Residents are required to sign all visitors in and out with the Barracks duty at the main entrance to buildings 220230 or 220165. The Duty will maintain a log of all visitors. The barracks Visitor Log will be reviewed by the 1st Supply Battalion Sergeant Major and H&S Company First Sergeant. All visitors must be accompanied by their escort, or an official representative of the command at all times. Visitors are not permitted to remain in any barracks room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit installation orders and will be responsible for the actions of their visitor while aboard the base. All doors will remain completely open while there is a visitor in the room.

(2) When checking in with the Duty NCO, all visitors must provide picture identification with age and date of birth. Military visitors must present their Armed Forces Identification Card. The Duty NCO will keep the visitors ID until they leave the barracks. All visitors will be escorted out of the barracks to the visitor's vehicle when they leave

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(3) Non-military visitors under the age of eighteen (18) are not permitted in the barracks at any time, unless accompanied by a guardian at all times. Residents with minors must remain in the lounge only. Barracks residents are directly responsible for the conduct and safety of their visitors and will be held accountable for any misconduct by their visitors. Residents are required to be present with their visitors at all times while they are within the building.

(4) Roommates of residents sponsoring visitors have the prerogative of requiring all visitors to vacate that room at any time due to mission requirements, rest interruptions, inappropriate behavior, or any reason impacting the well-being and performance of the roommate. Cohabitation is strictly forbidden.

(5) If a Marine/Sailor has a visitor in his/her room their door (doorstop), curtains, and blinds must be open at all times. Visitation hours are from 1630 to 2200 on Monday through Friday, and 0800-2200 on Saturday and Sunday. If the member is a civilian or from another unit or branch they must be signed in and signed out in the Duty logbook by the Marine or Sailor that resides in the BEQ.

(6) Quiet Hours are from 2200 to 0600 Sunday through Thursday. During these hours, no noise or loud music should be heard outside the barracks room. On Friday and Saturday, quiet hours will be observed from 0100 to 0600.

k. Room Decorum and Appliances. Rooms should be kept in a neat, clean, and orderly manner. Decor should not cause damages to rooms, facilities, or furniture.

(1) Personally-owned Furnishings. Residents are permitted to have personally-owned furniture in their rooms. Residents must receive specific approval from the Commander or designated representative (S-4) and Base Housing Manager prior to ensure that it is clean, serviceable, professional in appearance, and will not impede the traffic flow of the room. Waterbeds are not allowed.

(2) Painting of rooms. Residents may not paint one or more walls within their assigned rooms as this is not authorized and is only the responsibility of the Base Housing Manager. Residents are responsible to return the room to its original condition, to include any damage caused by paint spillage, splatter, etc., prior to vacating the room.

(3) Displaying paraphernalia from any organization that espouses extremist/supremacist causes; attempts to create illegal discrimination based on race, creed, color, sex, religion, or national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material are also prohibited.

(4) Room organization does not have to be identical throughout each barracks. Limited individuality is encouraged for a better quality of life environment.

(5) The use of candles, incense, or other sustained open flame in the BEQ is prohibited.

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(6) Space heaters and electric or gas devices designed to generate heat are prohibited. These devices may be authorized on a case by case basis by the Commanding Officer in cases of BEQ utility issues; however, the S-4, Safety Officer, and Facilities Management Division must authorize use to ensure safety protocol is adhered to.

(7) Cooking inside the BEQ rooms is not authorized (with the exception of microwave use). Electric grills, hot plates, electric fryers and frying pans, or appliances used to heat/cook food with exposed heating coils are prohibited.

1. Lounges. Lounges are open to residents on a 24-hour basis. Personnel using the lounge facilities will be properly attired at all times.

(1) Visitors are not permitted in lounges during unauthorized visiting hours.

(2) Lounge facilities and the recreational equipment contained therein are for the primary use of residents and will not be removed or relocated.

m. Consumption of Alcohol in the Barracks. In accordance with references (a) and (b), the Commander, 1st Supply Battalion has established that alcohol consumption is authorized only when the local Area Commander sounds liberty and in coordination with the local Area Commander.

(1) Barracks residents that are 21 years and older will be authorized to possess and consume alcoholic beverages in a responsible and prudent manner. Possession and storage in individual rooms is authorized as long as the good order and discipline of the Marine Corps is maintained. The Battalion Commander may restrict individual Marines/Sailors from possessing and consuming alcoholic beverages at any time based on failure to maintain good order and discipline.

(2) Underage Marines and Sailors will not be offered alcoholic beverages. Underage drinking is punishable under the Uniform Code of Military Justice, as is providing alcohol to underage drinkers. Companies must make every effort to house Marines and Sailors of legal drinking age together in order to facilitate this alcohol policy.

(3) Marines/Sailors are in a duty status during emergencies caused by natural disasters or extreme weather conditions. The consumption of alcohol by any military personnel is prohibited during emergency conditions. The Battalion and Area Commander will determine when an emergency condition exists and will promulgate this information via the chain of command.

(4) The possession and consumption of alcoholic beverages in all BEQ by personnel age 21 and older is authorized under the following conditions:

(a) Hard alcohol and liquor is not allowed in the BEQ, the gazebo areas outside the BEQ, or the parking lot areas.

(b) E-3 and below, over the age of 21 but under the age of 25, may have in their possession a maximum of one six (12oz) pack of malt beverage or one bottle of unfortified wine on BEQ premises.

(b) E-5 and below over the age of 25 may have a maximum of two six (12oz) packs of malt beverage or two bottles of unfortified wine on BEQ premises.

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(c) E-5 and below may not have distilled spirits or fortified wines on BEQ premises.

(d) The Commanding Officer, MCB CamPen, may waive the age 21 requirement for special circumstances and events, providing the event is conducted on a military installation. The waiver does not apply to those under age 18.

n. Weapons, Firearms, and Ammunition. Weapons to include certain knives, firearms, and ammunition will not be stored in any barracks rooms.

(1) Coordination with the S-4 and Armory Officer is required for the storage of any personal weapons to ensure compliance with local base regulations.

(2) Knives of a certain make and size are prohibited in the barracks. This prohibition includes knives with blades exceeding six inches in length. All knives (to include swords and axes) primarily designed for offensive or defensive use, including folding knives with blades over 6 inches long, will be registered and stored in the armory. This does not include kitchen knives or ceremonial swords (NCO sword) with unsharpened edges/points, or folding knives with blades under 6 inches long. Other prohibited items are listed below:

- (a) Brass knuckles.
- (b) Shuriken (ninja throwing stars).
- (c) Spears.
- (d) Axes and/or hatchets (to include tomahawks).
- (e) Nunchaku.
- (f) Tasers and/or stun guns.
- (g) Law enforcement batons (or similar items).
- (h) Whips.
- (i) Mace (pepper spray).
- (j) Switch blades.

(3) Personally owned firearms must be registered with the Provost Marshal Office (PMO). As used in this directive, the term firearm shall apply to and include any device designed to be used as a weapon from which is expelled a potentially lethal projectile by the force of any explosion or other form of combustion, through force of air pressure or CO2 pressure, or by spring action. The below firearms must be registered with PMO:

- (a) Pistols/Revolvers.
- (b) Rifles.
- (c) Shotguns.
- (d) BB/Pellet Guns.
- (e) Paint Guns.
- (f) Historical type weapons.
- (g) Crossbows.
- (h) Bows (conventional or compound).
- (i) Spear Guns.
- (j) Assault Weapons and .50 Caliber BMG rifles following registration with the California Department of Justice.

(4) Registered weapons will be stored in the 1st Supply Battalion armory. If the armory is closed, weapons may be secured with PMO. Weapons will be registered within 72 hours of being introduced to the installation.

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(5) No military/personal ammunition, either blank or live, grenades, pyrotechnics, or other explosives are allowed in living spaces. Personal weapons and ammunition will not be kept or stored in privately owned vehicles, barracks, BOQs, BEQs, Temporary Lodging Facilities, in boats kept at the Marina, in any vehicle in storage lots, or office spaces. Privately-owned weapons and ammunition owned by personnel residing in BOQs, BEQs, and barracks will be stored in unit armories.

(6) Visiting units who have been authorized transient billeting within the barracks may require weapons storage for a short duration. If the armory is not available for storage of weapons, the S-4 will coordinate alternate storage with PMO.

o. Laundry Facilities. Washers and dryers located in the barracks are for the sole use of the barracks residents.

(1) Personnel that use these machines will ensure they are properly used and are encouraged not to leave their laundry unattended. Washing and/or drying of shoes, combat boots, and Individually Issue Facility gear, in the machines provided is strictly prohibited.

(2) Laundry equipment failure will be promptly reported to the Billeting Manager.

(3) Dyeing of material in washing machines is prohibited. Washing clothes or equipment is not permitted in any other space in the barracks.

(4) Tampering with or attempting to repair laundry machines is prohibited.

p. Storage. Excessive baggage/gear will not be stored in the rooms. Appropriate storage will be provided upon request to the Billeting Manager.

q. Utility Conservation

(1) Do not tamper with heating control devices. Keep windows and doors closed when the heat is turned on. To lower heat, turn off or adjust convector openings. Keep convector openings clear of obstructions. Keep hot water use to a minimum. Report all heating malfunctions to the Billeting Manager.

(2) Ensure lights are turned off when not in use. Report all electrical malfunctions and/or defective wiring to the Billeting Manager.

(3) Report all water leaks to the Billeting Manager and Battalion Officer of the day (OOD).

r. Parking. Barracks residents are authorized to park their privately owned vehicles in the parking lots at the owner's risk and at no liability to the U.S. Government for theft, loss, or damage to the vehicle or its contents. Vehicle owners will maintain adequate insurance coverage for protection against such acts. Vehicle parking, to include motorcycles, is only authorized in approved spaces. Service members or visitors will not park in fire lanes.

(1) Bicycles will only be parked in authorized areas. Under no circumstances will bicycles be parked in passageways or ladder wells. They may be stored in rooms provided they are kept free of dirt and debris and do

Subj: 1ST SUPPLY BATTALION BACHELOR ENLISTED QUARTERS ORDER

not obstruct the entrance of the room. Abandoned bicycles will be removed if not claimed within 30 days.

(2) Parking areas will not be used for repair or maintenance of motor vehicles (i.e., changing oil, brakes, etc.).

(3) Motor vehicles are subject to being towed at the owner's expense for the following reasons due to expired registration or expired insurance.

s. Vending Machines. Vending machines have been placed in the billeting areas for the convenience of residents. Abusing, pilfering, or tampering with these machines will not be tolerated and will result in their removal. Malfunctioning vending machines will be reported to the Billeting Manager. Under no circumstances will users attempt to recover lost money from the machine. Reimbursement may be obtained from the vendor.

t. General Regulations. All rooms will be kept locked when unoccupied. In the event the key is lost, the occupant will report to the Billeting Manager and/or Barracks duty for access. No attempt will be made to force or disassemble the door; such action is considered destruction of Government property. Empty lockers or modules within the same room that have not been assigned to an individual Marine, may be used by the current resident. Lockers will be locked with a personal padlock. On weekends or after hours, the Battalion OOD will be notified when any personnel are locked out of their room, have lost their key, or cannot secure their door.

(1) Portable refrigerators are allowed and should be kept clean and neat at all times. The only electrical appliances permitted in rooms are: televisions, computers, radios, refrigerators, coffee pots, microwaves (depending on load capacity), sound systems, fans, razors, irons, blow dryers, and curling irons. These electrical appliances are permitted at the owners risk and at no liability to the Government for theft, loss, or damage.

(2) Sound equipment, radios, and TV volume will be played at a level that is not objectionable to roommates or other residents of the barracks. Between 2200-0600 and during Field Days, the volume will be turned down to the point that it cannot be heard in adjacent rooms. The use of earphones is strongly encouraged.

(3) All cooking must be done in designated kitchenette areas. Cooking in barracks rooms, other than using an approved microwave, is prohibited. Food must be stored or kept in a refrigerator.

(4) Tampering with electrical, plumbing or heating fixtures, or controls is prohibited. Maintenance problems will be reported to the Billeting Manager.

(5) No signs or pictures will be painted on the walls.

(6) Pets or animals of any type are not allowed in the barracks; to include aquariums, terrariums, or caged animals. The only exception of a pet authorization is a certified service dog.

(7) Gambling is not permitted at any time in the barracks.

(8) No clothing or articles of any type will be attached to or hung from the inside/outside of windows or from deck railings. Bedding will not be used for sunbathing, lounging, or any purpose other than its intended use.

Subj: 1ST SUPPLY BATTALION BACHELOR ENLISTED QUARTERS ORDER

(9) Tampering with fire detectors is not permitted at any time in the barracks. Fire detectors are for emergencies only. California Penal Code 148.4 provides serious criminal penalties for anyone who willfully and maliciously gives, sends, or transmits a false alarm of fire.

u. Key Control. The Battalion S-4 and BEQ Manager will maintain strict control of BEQ master keys. Keys are considered government property and will be controlled accordingly. Each present DNCO that assumes his/her duties for barracks duty will report in the chronological logbook that he or she assumes control of (1) master key to the assumed barracks (220230, 220165). The master key will not be handed out to any personnel, if the master key is needed it will be annotated in the key logbook and the DNCO will keep on his/her possession to open any doors including those that may need escorting from any maintenance or contractor personnel. If at any point the master key is lost or inoperable, contact the Bachelors Enlisted Quarters (BEQ) manager immediately. Two person integrity will be applied at all times whenever the key is utilized. Upon transfer, discharge or TAD in excess of 30 days, keys will be returned to the Battalion Facilities Chief via the Company Police Sergeant prior to departure from the area. Lost or destroyed keys will be reported immediately to the Company First Sergeant who will request a new copy from the S-4 Chief via the Company Police Sergeant. The Company Police Sergeant will submit a work request (enclosure 8). A Missing Key Statement (enclosure 7) is required with the submission of the work request for justification of a new key.

5. Administration and Logistics. Submit recommendations concerning the content of this order to the 1st Supply Battalion Commander and Battalion Sergeant Major, attention Billeting Manager.

6. Command and Signal

a. Signal. This order is effective the date signed.

b. Command. This order is applicable to all members of 1st Supply Battalion and all personnel residing in buildings 220230 and 220165.



S. H. NIEWENHOUS IV

Copy to: Officer of the Day (OOD)



UNITED STATES MARINE CORPS

1ST SUPPLY BATTALION
1ST MARINE LOGISTICS GROUP
BOX 555627
CAMP PENDLETON CALIFORNIA 92055

IN REPLY REFER TO:
1300
S-4
17 Aug 20

From: Commanding Officer, 1st Supply Battalion
To: Sergeant Antonio R. Thomsen 1509273991/3043 USMC
Subj: APPOINTMENT AS BACHELOR ENLISTED QUARTERS MANAGER FOR BUILDING 220230
Ref: (a) MCO 11000.22
(b) CAMPENO 5000.2
(c) Bachelor Enlisted Quarters Campaign Plan dtd Nov 2006

1. In accordance with the references, you are hereby appointed as the Bachelor Enlisted Quarters (BEQ) Manager. You are responsible for BEQ 220230 and the prompt submission of all service requests in regards to facilities maintenance.
2. You will be guided in the performance of your duties by the provisions of the references.
3. By return endorsement, you acknowledge this letter and the assumption of your duty.
4. This appointment will remain in effect until revoked by myself, or you are reassigned.

S. H. NIEWENHOUS IV

FIRST ENDORSEMENT

From: Sergeant Antonio R. Thomsen 1509273991/3043 USMC
To: Commanding Officer, 1st Supply Battalion

1. I hereby assume all duties and responsibilities as the Bachelor Enlisted Quarters Manager. I will familiarize myself with and be guided by the references in the execution of my duties.

A. R. THOMSEN

ENCLOSURE (1)

BEQ INVENTORY CHECKLIST

BLDG: _____ ROOM# _____

Date: _____

Inspected By: _____

Functionality

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Key
Light Bulbs
Room
Vanity
Bathroom

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Sink Faucets
Shower
Toilet
Smoke Alarm

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Curtains
Mattress
Area Rug
Refrigerator
Chairs

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Bed
Wall Locker
Lamp
Microwave
Secretaries

Room Integrity

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Windows/Screen
Mirror
Flooring
Light Switch

Good Damage Missing

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Walls
Vanity
Shower Door
Electrical Outlet

REMARKS:

ENCLOSURE (2)

TO BE MAINTAINED BY BEQ MANAGER

CHECK-IN CHIT

From:	Date:
To: Area Billeting Office	
The following individual has been authorized to reside in:	
Barracks:	Room:
NAME (Last, First, M.I. & Last 4 SSN)	
CHECK-IN (Date & Time)	Barracks/Room No
REMARKS:	
SIGNATURE	
RANK	
CHECK-OUT CHIT	
From:	Date:
To: Area Billeting Office	
The following individual has been authorized to move-out of:	
Barracks:	Room:
NAME (Last, First, M.I.)	
CHECK-IN (Date & Time)	Barracks/Room No
REMARKS:	
SIGNATURE	
RANK	

TO BE MAINTAINED BY BEQ MANAGER

TO BE MAINTAINED BY BEQ MANAGER

CHECK-IN CHIT

From:	Date:
To: Area Billeting Office	
The following individual has been authorized to reside in:	
Barracks:	Room:
NAME (Last, First, M.I.)	
CHECK-IN (Date & Time)	Barracks/Room No
REMARKS:	
SIGNATURE	
RANK	
CHECK-OUT CHIT	
From:	Date:
To: Area Billeting Office	
The following individual has been authorized to move-out of:	
Barracks:	Room:
NAME (Last, First, M.I.)	
CHECK-IN (Date & Time)	Barracks/Room No
REMARKS:	
SIGNATURE	
RANK	

TO BE MAINTAINED BY BEQ MANAGER

ENCLOSURE (2)

BARRACKS 220165/220230 FIELD DAY ROOM INSPECTION CHECKLIST

ROOM TENANT: _____ ROOM #: _____

ROOM TENANT: _____ DATE: _____

	NCO		Duty Section SNCO		
	PASS	FAIL	PASS	FAIL	COMMENTS
HEAD:					
Soap Scum/Discoloration on wall tile, tub & shower curtain					
Floor swept and mopped (no dust or hair)					
Toilet wiped and bowl has no stains					
Shelf wiped down.					
Bathroom vent dust/dirt free.					
Odor					
SINK:					
Mirror					
Sink					
Mirror Cabinet Shelves					
Items in cabinets organized neatly					
REFRIGERATOR:					
Clean shelves					
Disposed food					
Odor free					
Freezer free of frost and smell, cleaned					
FURNITURE/ELECTRONICS:					
Clean and dusted, no streaks					
Wiped desktops, no cup stains and other marks					
Wall lockers locked					
Wires/Cables stowed neatly					
Large furniture do not pose as fire hazards					
WINDOW/DOORS:					
Blinds are completely open					
Free of spots, streaks, dust, dirt					
Door free of shoe marks, handles free of grime					
Panel surfaces cleaned and dirt free					
FLOOR/CARPETING:					
Swept, vacuumed, free of dust and dirt					
Linoleum surfaces free of stains, dust and other grime					
Clean behind appliances and furniture; no dust and grime					
Please see back for additional information.					

BARRACKS 220165/220230 FIELD DAY ROOM INSPECTION CHECKLIST

ROOM TENANT: _____ ROOM #: _____

ROOM TENANT: _____ DATE: _____

CEILING VENTS:	PASS	FAIL	PASS	FAIL	COMMENTS
Dust and dirt free (including bathroom)					
OTHER:					
Trash can empty, lined, odor free.					
Clothes neatly put away					
Bed made.					
Room odor.					
ADDITIONAL COMMENTS:					
INSPECTING NCO (Rank, Last Name):				Signature:	
Duty Section SNCO:				Signature	

Notes:

1. Three HITS constitutes a fail.
2. Marines that fail field day will receive administrative action.
3. Marines that fail will also Re-field day on Thursday and get re-inspected on Friday.

ENCLOSURE (3)



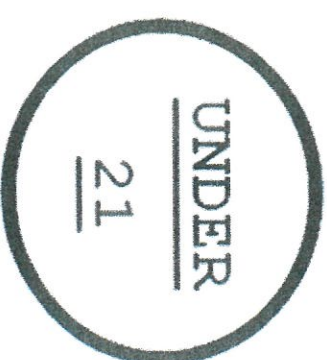
RM:

COMPANY	SECTION	RANK	NAME	AGE	SNCOIC	SHOP #

ENCLOSURE (4)



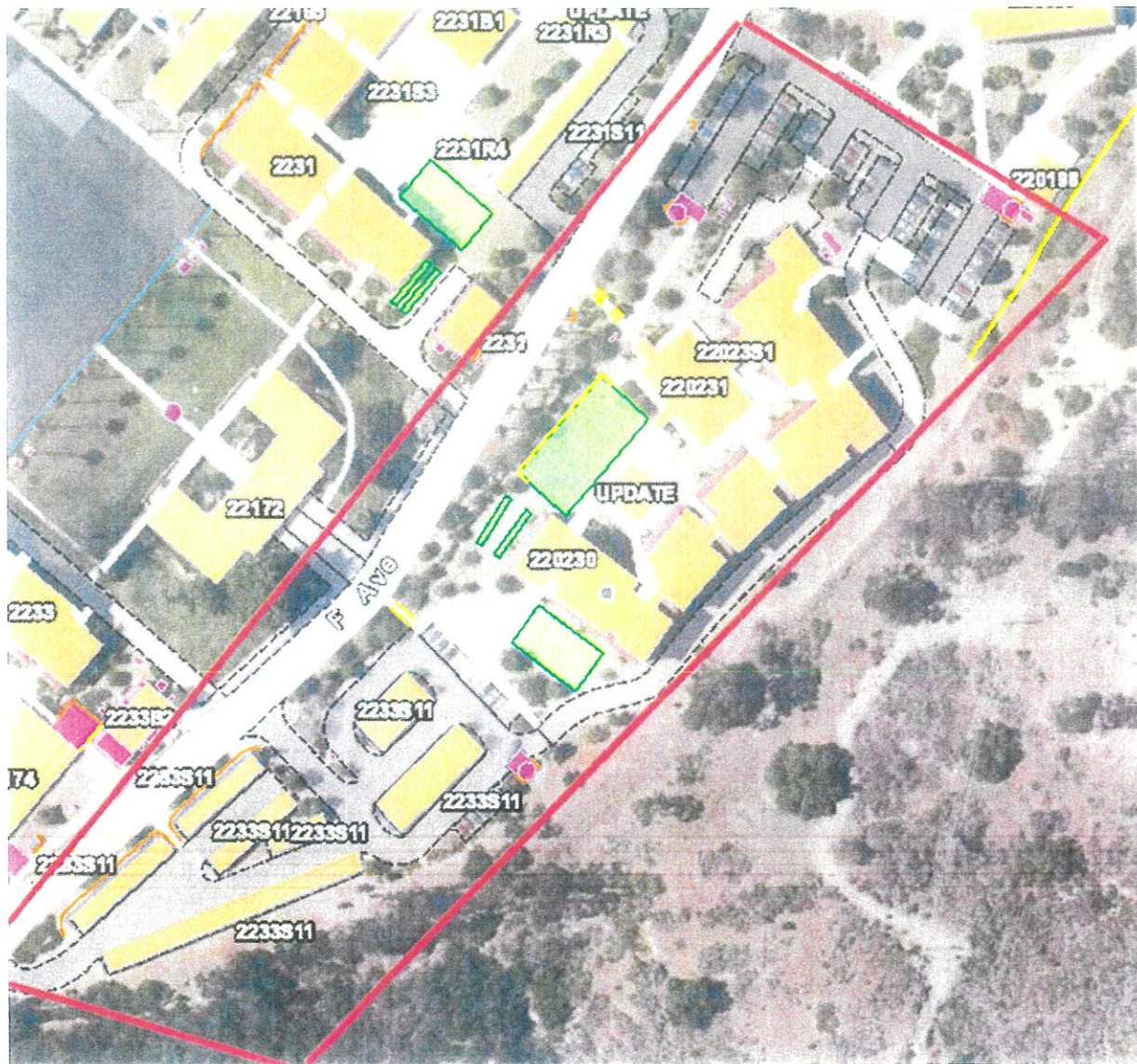
RM:



COMPANY	SECTION	RANK	NAME	AGE	SNCOIC	SHOP #

ENCLOSURE (4)

Barracks 220230



ENCLOSURE (5)

Barracks 220165



ENCLOSURE (5)

1st Supply Battalion BEQ Uniformity Guidelines

1. All racks will be made with clean, serviceable linen.
2. Towel displays will be clean.
3. All valuables will be secured with an appropriate lock.
4. Personal gear to include Individual Issue Facility gear will be properly stored.
5. Gear under sinks will be neatly stowed.
6. All lights, fans, radios, televisions, and other approved appliances will be turned off when not in use.
7. Windows will be closed during the workday or when room is unoccupied.
8. Clothing inside all drawers will be folded neatly.
9. Refrigerators and microwaves will be cleaned weekly.
10. All government property will remain in rooms at all times. Destruction and/or vandalism of government property are chargeable offenses under UCMJ and FLIPL policy. This includes, but is not limited to: windows, doors, racks, wall lockers, secretaries, refrigerators, microwaves, fire alarms, fire extinguishers, lamps, curtains, and chairs.
11. Room discrepancies will be reported to Police Sergeants and BEQ Manager
12. BEQ Manager will coordinate room changes with the Police Sergeants and Company Gunnery Sergeants. Room switching without permission is not authorized.
13. Lost or stolen keys will be reported to BEQ manager immediately.
14. If the United States flag is displayed, it will be displayed properly (i.e. not nailed to the wall)
15. The following items are NOT AUTHORIZED in the BEQ:
 - Sustained open flames (candles, incense, etc.)
 - Cooking items (Electric grills, hot plates, electric fryers and frying pans, or appliances used to heat/cook food with exposed heating coils are prohibited.
 - Space heaters (unless authorized by Commander, S-4, Safety, and FMD due to utility issues).
 - Hard alcohol or liquor and unauthorized amounts based upon rank.
 - Weapons (to include certain knives), firearms, ammunition, or hazardous materials (lighter fluid etc.).
 - Pets.

ENCLOSURE (6)



UNITED STATES MARINE CORPS
1ST SUPPLY BATTALION
1ST MARINE LOGISTICS GROUP
BOX 555627
CAMP PENDELTON, CALIFORNIA 92055-5627

BARRACKS LOST KEY COUNSELING

RM #: _____ DATE: _____ LAST KNOWN PLACEMENT: _____

LAST NAME: _____ FIRST NAME: _____ M: _____

RANK: _____ EDIPI: _____ COMPANY: _____ PLATOON: _____

DOB: _____

BLDG&ROOM#/ADDRESS : _____

SNCO (RANK/NAME): _____

PHONE NUMBER: _____

ITEM _____ NUMBER OF TIMES LOST _____ INT _____

KEY CARD _____

_____ Maintain the assigned items in serviceable Condition.

_____ Report all broken items.

_____ Obey all rules and regulations pertaining to Bachelor Enlisted Quarters under MCO P11000.2

I understand that destruction of any assigned property or breaking any of the rules can/may result in the following; administrative actions, IE Page 11, NJP, Charge Sheet, or paying for damaged property.

X _____
SIGNATURE

FIRST SERGEANT SIGNATURE: _____ DATE: _____

BEQ MANAGER SIGNATURE: _____ DATE: _____

ENCLOSURE (3)

BEQ SERVICE / WORK ORDER FORM

Ticket Number: _____

Building Number: _____

Room Number: _____

Requester Code: _____

Date: _____

Requester Name (S-4): _____

Requesters Phone Number (S-4): _____

Point Of Contact: _____

Point of Contact Phone Number: _____

Location of Problem: _____

Type of Work Requested: _____

Authorized Signature (S-4): _____

THIS SECTION FOR FACILITIES MAINENANCE USE ONLY

SHOP NUMBER: _____

PROPERTY (R/N): _____

JOB ORDER NUMBER: _____

WORK GENERATOR: _____

NON-EPS: _____

1st Supply Battalion Barracks Breakdown

220230

- Supply Company: RM 101-155 (1st Deck), RM 201-255 (2nd Deck), RM 301-316 (3rd Deck)
 - Headquarters & Service Company: RM 317-340 (3rd Deck)
 - Medical Logistics Company: RM 401-414 (4th Deck)
- 220165
- Ammunition Company
 - RM 101-103, RM 105-112, RM 119-125 (1st Deck)
 - RM201-225 (2nd Deck)
 - RM 301-325 (3rd Deck)
 - RM 401-405 (4th Deck)

ENCLOSURE (9)

Points of Contact

- 22 Area Billeting Manager: Sergeant Thomsen
 - Email: Antonio.thomsen@usmc.mil
 - Phone: (510) 994-9277
- 22 Area Facilities Manager: Sergeant Moore
 - Email: Joshua.moore2@usmc.mil
 - Phone: (760) 846-3602
- 22 Area Facilities Officer in Charge: 1stLt Uzoma
 - Email: Nnamdi.Uzoma@usmc.mil
 - Phone: (760) 725-3348