



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P11101.4

C 045/k

19 Aug 92

MARINE CORPS BASE ORDER P11101.4 w/ch1

From: Commanding General
To: Distribution List

Subj: BACHELOR HOUSING MANUAL

Ref: (a) MCO P11000.22
(b) MCO 10160.8B
(c) UM 4400-15 (NOTAL)
(d) NAVSO P3520 (NOTAL)

Encl: (1) LOCATOR SHEET

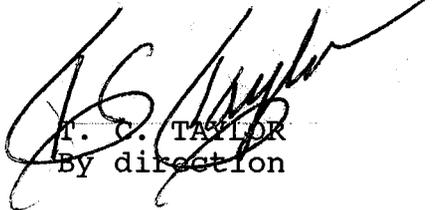
1. Purpose. To provide instructions and information for the management and use of bachelor housing quarters aboard the Marine Corps Combat Development Command (MCCDC), per the references.

2. Cancellation. MCCDCO 11101.4 and MCCDCO 11101.5.

3. Summary of Revision. This **revision** contains significant changes and should be reviewed in its entirety.

4. Recommendation. Recommendations concerning the contents of the Bachelor Housing Manual are invited. Such recommendations will be forwarded to the Commanding General, MCCDC (C 04) via the appropriate chain of command.

5. Certification. Reviewed and approved this **date**.


F. C. TAYLOR
By direction

DISTRIBUTION: P117



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P11101.4 Ch 1
B 045
18 NOV 1999

MARINE CORPS BASE ORDER P11101.4 Ch 1

From: Commander
To: Distribution List

Subj: BACHELOR HOUSING MANUAL

Encl: (1) New page inserts to MCBO P11101.4

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove pages 1-3, 1-4, 2-3, 2-4, 2-5, 2-6, 3-3, 3-4, 3-5, 3-6, 4-3, 4-4, 7-3, and 7-4 of the basic Manual and replace with corresponding pages in the enclosure.
3. Chancre Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Manual.

R. P. ROOK
Chief of Staff

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BACHELOR HOUSING MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

BACHELOR HOUSING MANUAL

CONTENTS

CHAPTER

- 1 GENERAL INFORMATION
- 2 PERMANENT BACHELOR QUARTERS
- 3 TRANSIENT QUARTERS
- 4 MAINTENANCE
- 5 ADMINISTRATION AND REGULATIONS
- 6 ENDORSEMENT OF TEMPORARY ADDITIONAL DUTIES (TAD)/
TEMPORARY DUTY (TDY) ORDERS
- 7 BILLETING FUND
- 8 INSPECTIONS

APPENDIX

- A DEFINITIONS
- B LIST OF REFERENCES

BACHELOR HOUSING MANUAL

CHAPTER 1

GENERAL INFORMATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	1000	1-3
SCOPE	1001	1-3
RESPONSIBILITY	1002	1-3
ASSIGNMENT POLICY	1003	1-4
ASSIGNMENT TO QUARTERS	1004	1-4
MANDATORY OCCUPANCY	1005	1-4
OCCUPANCY	1006	1-5
UTILIZATION	1007	1-5
DIVERSIONS/REDESIGNATION OF UNACCOMPANIED HOUSING	1008	1-6
MINIMUM STANDARDS OF ADEQUACY (MSA)	1009	-1-6
TRAINING	1010	1-6

FIGURE

1-1	MINIMUM STANDARDS OF ADEQUACY OF EXISTING INVENTORY	1-7
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BACHELOR HOUSING MANUAL

CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. To provide instructions and information for the administration, management, and operation of bachelor housing quarters aboard the Marine Corps Combat Development Command (MCCDC).

1001. SCOPE

1. This Manual complies with Marine Corps policy, instructions, and basic guidance set forth in MCO P11000.22, MCO 10160.8, UM 4400-15, and NAVSO P3520 and promulgates command policy and establishes procedures for managing MCCDC bachelor housing assets.

2. MCCDC has a responsibility to provide all personnel residing in bachelor housing quarters with a well maintained and suitable living environment.

1002. RESPONSIBILITY

1. The Director, Facilities Division is responsible for establishing the procedures to coordinate, manage, and control all bachelor housing quarters.

2. The Head, Bachelor Housing Branch, Facilities Division is responsible for the overall management of all bachelor housing quarters and coordinates enlisted transient billeting operations; submits an annual budget for bachelor housing and personnel support equipment; improves and maintains the habitability and acceptability of bachelor quarters; develops and implements consistent bachelor housing rules and regulations; controls assignments and terminations, approves all certificates of nonavailability and approves all authorizations for payment of basic allowance for quarters; ensures utilization of assets we acquire and prepares the inventory, occupancy, and utilization reports forwarded to the Commandant of the Marine Corps (CMC) (LFF-3); reviews and analyzes all program data that contains bachelor housing information, cost, maintenance, and other support and performance data by type and location; determines bachelor housing requirements, conducts surveys, and develops bachelor housing program data for the Commanding General.

3. The custodian of the MCCDC Billeting Fund will be assigned in writing, and will manage, administer, and account for **nonappropriated** funds collected in connection with the bachelor housing facilities; control the storage, issue, utilization, repair, and procurement of furnishings; supervise the procurement and control of the issuance of supplies and services; designate all clerks required

to handle funds in writing as cash collecting agents; be assigned in writing as the Unit Property Officer for Minor Account #15, and comply with the provisions of MCO P11000.22, MCO 10160.8, UM 4400-15, and NAVSO P3520 the management of bachelor housing assets.

1003. ASSIGNMENT POLICY. Future bachelor housing facility renovations and equity considerations for bachelor/geographical officers/SNCO's dictate clarification of policy regarding billeting aboard MCCDC.

- * 1. Bachelor Officers will be billeted in Liversedge Hall, Bachelor Officers Quarters (BOQ), 15. Bachelor SNCO's will be billeted in the Bachelor Enlisted Quarters (BEQ), 3064. Bachelor officers attending The Basic School will be billeted in the BOQ's at Camp Barrett.
- 2. Geographical bachelor officers will be billeted on a space-available basis.
- 3. Geographical bachelor SNCO's will be billeted on a space-available basis.
- 4. Personnel pending legal separation from their spouse are considered geographical bachelors until they can present documents stating they are legally separated.
- 5. Personnel on permanent change of station orders may be billeted on a temporary, day-to-day, space-available basis in transient officer quarters. They will be charged at the nonduty rate.
- * 6. Transient officer and SNCO quarters are available for personnel assigned temporary additional duty (TAD)/temporary duty orders and nonduty/retired personnel requiring temporary space-available billeting. Requests for enlisted transient billeting will be coordinated by the Director, Facilities Division, and the Head, Bachelor Housing Branch. The assignment to distinguished guest quarters in Harry Lee Hall, BOQ 17, is coordinated by the Protocol Officer to the Commanding General, MCCDC per paragraph 3006.

1004. ASSIGNMENT TO QUARTERS. Involuntary assignment to government quarters will be made starting with the junior member first.

1005. MANDATORY OCCUPANCY. When necessary for maintaining the prescribed utilization rate of 95 percent for adequate quarters, sergeants and below may be involuntarily assigned to government quarters aboard the Command.

1006. OCCUPANCY

1. Occupancy Eligibility. Personnel in the categories listed in paragraph 1003 of this Manual are eligible for occupancy.
2. Requirement. All transient personnel and permanently assigned bachelor officers and **SNCO's** will report for quarters to the Head, Bachelor Housing **Branch**, Facilities Division, Liversedge Hall; BOQ 15, prior to acquiring other accommodations.
3. Identification. Personnel reporting to the Head, Bachelor Housing Branch, Facilities Division will present proper identification and a copy of their orders prior to the assignment of quarters.
4. Dependent Occupancy. Permanent party bachelor quarters will be used to lodge only active duty members. However, **with approval of the Head**, Bachelor Housing Branch, Facilities Division, dependents may be **permitted to** reside in bachelor quarters up to 30 days **on** a space-available basis only if the temporary lodging facility has been filled. They will be charged at the **nonduty** rate.
5. Male/Female Occupancy. Government bachelor quarters may be occupied jointly by male and female personnel with the following stipulations:

a. BOQ. Provided that separate accommodations are assigned. **Accommodations** which are shared (two bedrooms with shared bath, toilet, or kitchenette) will be assigned to the same sex.

b. BEQ

(1) For buildings of "motel type" design, there shall be separate rooms, private baths and toilet facilities, and separate outside entrances. All occupants of a given room shall be of the same sex. Males and females will not share the same bath or toilet facilities.

(2) For buildings with interior entrances, there will be separate rooms. Separate bath, and toilet facilities are provided for each sex and will be reasonably isolated from the rest of the structure. Joint use of common areas such as lounges and laundry rooms is permitted.

1007. UTILIZATION. Maximum practical occupancy of adequate bachelor quarters shall be maintained at all times. The application of this policy, however, shall avoid creating undue hardships for service members. Occupancy rates of 95 percent for adequate housing designated for permanent party personnel, and 75 percent for adequate transient or TAD housing are Department of Defense and the CMC standards. The Commanding General is responsible for the efficient management of all billeting spaces, inadequate as well as adequate.

1008. DIVERSIONS/REDESIGNATION OF UNACCOMPANIED HOUSING

1. Bachelor housing facilities or portions thereof which are listed in the Real Property Inventory with Category **Codes** 721 or 724 will not be diverted (temporary change) or redesignated (permanent, category code change) to uses other than billeting without **written** approval of the CMC (LFF).

2. Requests to divert or redesignate bachelor quarters; or any portion thereof, will **originate** from the building custodian who will **provide justification and description of the billeting** spaces and forward to the Head, Bachelor Housing Branch, Facilities Division. The Head, Bachelor Housing Branch, Facilities Division will endorse the **request providing** the program impact data required by **MCO P11000.22** and forward the request to the **Director**, Facilities Division, for command endorsement to the **CMC** (LFF).

1009. MINIMUM STANDARDS OF ADEQUACY (MSA). These **standards** are shown- in figure 1-1. **However**, adequacy criteria will not apply to space-available occupants; e.g., geographical bachelors. The MSA for **TAD/transient** personnel is to be used to determine when a certificate of nonavailability of quarters: will **be issued**.

1010. TRAINING

1. General Information. Training and education in bachelor housing **management** techniques and practices should include a combination of **both** on-the-job training **and** formal **courses of** instruction. Training should be used to enhance the advancement of all military, civil service, Nonappropriate'd Fund Instrumentality personnel, and **non-**government employees involved in bachelor housing management.

2. Formal Training Support. The Head, **Bachelor** Housing Branch, Facilities Division will identify all requirements- for training and request formal courses from the Director, Facilities Division (C 04).

BACHELOR HOUSING MANUAL

Minimum Standards of Adequacy of Existing Inventory

GRADE	Permanent Personnel and PCS Students Minimum Transient Personnel Standards of Adequacy of Existing Inventory	Temporary Duty Minimum Standards of Adequacy
CAPTAIN AND ABOVE, (O-3) NOTE 1	400 square feet, net living area to include living room, bedroom, private bathroom, and access to kitchen or officers dining facility receiving appropriated fund support	250 square feet, net living area to include private room shared bathroom with not more than one other person
LIEUTENANTS AND WARRANT OFFICERS (W-1 THROUGH O-2) NOTE 1	250 square feet, net living area to include living room, bedroom, private bathroom, and access to kitchen or officers dining facility receiving appropriated fund support	250 square feet, net living area to include private room shared bathroom with not more than one other person
SNCO (E-6 THROUGH E-9) NOTE 1	270 square feet, net living area to include private room and private bathroom	250 square feet net living area to include private room and central bathroom

NOTE 1: Net living area is measured from the inside face of the peripheral wall of the suite and includes all spaces and partitions thereby enclosed.

Figure 1-1.--Minimum Standards of Adequacy of Existing Inventory.

BACHELOR HOUSING MANUAL

CHAPTER 2

PERMANENT BACHELOR QUARTERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.	2000	2-3
OCCUPANCY ELIGIBILITY	2001	2-3'
QUARTERS AVAILABILITY	2002	2-3
ENDORSEMENT FOR BAQ "OWN RIGHT"	2003	2-4
BAQ "OWN RIGHT" (SERGEANTS AND BELOW)	2004	2-4
CHECK-IN/CHECKOUT PROCEDURES	2005	2 - 6
INSPECTION RIGHTS OF MANAGEMENT	2006	2-7
PERSONNEL SUPPORT EQUIPMENT	2007	2-7
REGULATIONS	2008	2 - 7
MAINTENANCE DISCREPANCIES	2009	2-7
MAID SERVICE	2010	2-7

BACHELOR HOUSING MANUAL

CHAPTER 2

PERMANENT BACHELOR QUARTERS

2000. GENERAL. This Chapter addresses that portion of bachelor housing designated as permanent unaccompanied bachelor personnel quarters.

* 2001. OCCUPANCY ELIGIBILITY. Sergeants and below will check-in with their battalion/squadron for billeting. Officers and SNCO's checking in with the Head, Bachelor Housing Branch, Facilities Division will have a copy of their check-in sheet and a copy of their orders for verification of marital status prior to attaining quarters. The following categories of personnel listed by priority, are authorized to occupy government bachelor housing quarters:

1. Military necessity personnel.
2. Permanent party military bachelors not drawing basic allowance for quarters (BAQ).
3. Permanent change of station (PCS) students unaccompanied by dependents.
4. PCS military personnel who are:
 - a. Divorced, unaccompanied, and receiving BAQ for dependent support.
 - b. Legally separated, unaccompanied, and receiving BAQ at the with dependent rate.
5. Geographic bachelors on a temporary, day-to-day, space-available basis.
6. SNCO's who voluntarily accept inadequate or transient quarters for a period of 30 days only while awaiting availability of adequate quarters. Extensions to this period will be handled on a case-by-case basis.

2002. QUARTERS AVAILABILITY

1. Available adequate quarters will be assigned per paragraph 2001. If quarters are not available, a waiting list of personnel awaiting quarters will be established. As quarters become available, personnel on the list will be contacted.

2. Staff sergeants and above not wishing to voluntarily accept inadequate quarters may be authorized to reside off base and will be advised to submit a request for BAQ "Own Right" through the member's unit commander.

2003. ENDORSEMENT FOR BAQ "OWN RIGHT." SNCO'S (staff sergeants) and above, who do not desire to reside in quarters, are entitled to BAQ "Own Right." The request for BAQ must be forwarded to the individual unit commander for approval.

1. An availability/nonavailability endorsement will be provided, based on the number of personnel awaiting adequate quarters. This endorsement will state that BAQ will not commence until the individual receives a second endorsement stating quarters have been vacated.

2. An availability/nonavailability endorsement will be provided for officers and SNCO's not residing in the bachelor quarters.

2004. BAQ "OWN RIGHT" (SERGEANTS AND BELOW)

1. Policy. Maximum practical occupancy is to be made of all adequate government bachelor quarters before BAQ is authorized. Therefore, members not qualifying for one of the exceptions listed in paragraph 2003, may not be authorized BAQ or per diem if adequate government quarters are available. Generally, regardless of adequacy, members without dependents who are assigned to or occupy quarters at their permanent duty station, will not be authorized BAQ. Occupancy rates of 95 percent for adequate housing and 75 percent for adequate transient quarters are the Department of Defense and the Commandant of the Marine Corps standards (MCO P11000.22 applies).

2. Authority

a. Authority for entitlement to BAQ rests with the Commanding Officer, Marine Corps Base (CO MCB). Accordingly, activity commanders shall establish control procedures to preclude unwarranted BAQ when adequate quarters are available.

b. Entitlement to BAQ must be determined on a case-by-case basis to ensure that:

(1) The member is not required to reside aboard the activity for reasons of military necessity.

(2) Adequate government quarters are not available or, if available, the member qualifies as an allowable exception.

(3) Off-base quarters are available, meet the Marine Corps standards of adequacy, and have been certified as such by the activity housing referral service prior to authorization of BAQ. All permanent party personnel drawing BAQ will have an entry made in their service record book or officer qualification record.

(4) Off-base residency of the member is in the best interest of the Marine Corps and the health and welfare of the member.

c. The CO MCB will give appropriate written notice to each member entitled to BAQ, and may use the following:

(1) Adequate government quarters will be made available to you during your tour of duty, and you should make only temporary off-base arrangements.

(2) Adequate government quarters are not available or, if available, the member qualifies as an allowable exception.

(3) Off-base residency of the member is in the best interest of the Marine Corps and the health and welfare of the member.

3. Extraordinary Instances of BAQ Authorization. Bachelors may qualify as exceptions to the involuntary assignment policy, and may be authorized to reside off base receiving the appropriate BAQ in the following instances:

a. Members already drawing BAQ who have accumulated a significant quantity of furniture, and if required to live on base, would have to sell their furniture at a considerable loss, or store it at a considerable expense.

b. Members who sustain the loss of their only dependent through death, divorce or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base government quarters. If the members own their own home in the vicinity of their duty station, they may be exempted from on-base residency.

c. Females who have reached the sixth month of pregnancy and who desire to establish off base residency prior to childbirth. A certificate from the medical officer verifying the expected delivery date.

d. For other good and sufficient reasons.

4. Procedures

a. All members will submit an Administrative Action Form through the chain of command to the CO MCB (C 045).

b. Commanders or acting commanders will certify the reason for approval of all requests. A statement of current occupancy rate in the barracks is required.

2005. CHECK-IN/CHECKOUT PROCEDURES. All personnel residing in bachelor housing quarters will check-in and checkout with the Bachelor Housing Branch, Facilities Division during normal working hours. The Bachelor Housing Office will be added to all check-in and checkout sheets.

1. Check-In Procedures

a. The Head, Bachelor Housing Branch, Facilities Division or a designated representative, will conduct a joint inspection with the resident of the quarters to be occupied, noting damage, cleanliness of the room, and the condition and quantity of furnishings. Upon completion of that inspection, the assignee will sign an inventory and condition statement, which will be filed at the Bachelor Housing Branch Office for use in the preliminary and final inspection when the room is vacated.

b. After the initial inventory, discrepancies will be reported to the Head, Bachelor Housing Branch, Facilities Division.

2. Checkout Procedures

a. Residents will notify the Head, Bachelor Housing Branch, Facilities Division at least 30 days prior to the anticipated date of intent to vacate quarters.

* b. Checkout inspections are conducted by appointment, between the hours of 0800 to 1500, Monday through Friday.

* c. The Head, Bachelor Housing Branch, Facilities Division or a designated representative, will conduct a joint inspection with the resident of the quarters to be vacated. The inspector will inspect for damage, cleanliness of the quarters, and the condition and quantity of furnishings. A \$25.00 fee will be charged for replacement of lost key or failure to clean quarters upon checkout if housekeeping is not required.

* d. Once the unit is accepted in a clean, assignable condition and settlement is made for any charges for damaged or missing **property**, the room keys will be returned to the Bachelor Housing Branch Office during normal working hours.

2006. INSPECTION RIGHTS OF MANAGEMENT

1. Periodic inspections of quarters are made during normal working hours by the Head, Bachelor Housing Branch, Facilities Division or a designated representative, for cleanliness to ensure health standards are met; to determine what repairs to facilities may be required, and as otherwise directed by the CG MCCDC or a designated representative. Failure to properly maintain assigned quarters will be grounds for removal from quarters.
2. The Head, Bachelor Housing Branch, Facilities Division or a designated representative, the Officer of the Day, or Security Battalion personnel are authorized to enter locked quarters when -suspicious or extraordinary circumstances justify such action.
3. The MCCDC Sergeant Major may formulate and conduct other inspections of bachelor SNCO quarters.
4. Designated inspectors will notify the Head, Bachelor Housing Branch, Facilities Division, prior to the inspection of quarters.

2007. PERSONNEL SUPPORT EQUIPMENT

1. Permanent bachelors are required to sign for furnishings upon check-in. Linen is the responsibility of individuals to maintain on their own through their unit supply.
2. Damaged or unserviceable furnishings will be reported to the Head, Bachelor Housing Branch, Facilities Division who will provide replacement as availability permits. (Assessment of charges)

2008. 'REGULATIONS. Regulations governing bachelor housing quarters are listed in **MCO P11000.22, MCO 10160.8, UM 44.00-15, and NAVSO P3520.**

2009. MAINTENANCE DISCREPANCIES. Personnel will report maintenance problems to the Bachelor Housing Branch, Facilities Division, located at Liversedge Hall, BOQ 15. The **reception desk** is manned 24 hours a day and personnel on duty will record the complaint and pass discrepancies to maintenance personnel accordingly. Refer to Chapter 4 of this Manual for further information.

2010. MAID SERVICE

1. Contract maid service is available on a daily or weekly basis Monday through Friday. The following services will be provided:
 - a. Bed made - daily

- b. Deck swept/vacuumed - daily
- c. Head cleaned - daily
- d. Trash receptacles emptied - daily
- e. Dust furniture - daily
- f. Linen changed - weekly

2 Residents have the option to clean their own living area and not pay a service charge for maid service. If residents do not maintain their assigned quarters in a habitable and acceptable living manner, appropriate action will be taken, to include assignment and use of mandatory maid service. Charges will be as prescribed in figure 3-2.

BACHELOR HOUSING MANUAL

CHAPTER 3

TRANSIENT QUARTERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	3000	3-3
OCCUPANCY/PRIORITY OF ASSIGNMENT	3001	3-3
F E E S A N D C H A R G E S	3002	3-4
RESERVATIONS	3003	3 - 4
CHECK-IN/CHECKOUT PROCEDURES	3004	3-5
REGULATIONS	3005	3-5.
DISTINGUISHED GUEST QUARTERS/VIP SUITES	3006	3-5

FIGURE

3-1 MILITARY AND CIVILIAN EQUIVALENT GRADES FOR BACHELOR QUARTERS	3-7
3-2 FEES AND CHARGES	3-8

BACHELOR HOUSING MANUAL

CHAPTER 3

TRANSIENT QUARTERS

* 3000. GENERAL. This Chapter addresses that portion of bachelor facilities, which includes temporary additional duty (TAD)/temporary housing designated as transient personnel quarters. The transient duty (TDY) and family suites, are under the management and control of the Head, Bachelor Housing Branch, Facilities Division, with the exception of the Commanding General's distinguished guest quarters in Harry Lee Hall, which are controlled by the Protocol Officer to the Commanding General, MCCDC (CG MCCDC) .

3001. OCCUPANCY/PRIORITY OF ASSIGNMENT. Personnel in the categories listed in paragraph 2002 of this Manual are authorized to occupy transient quarters. Assignment to quarters will be made per figure 3-1.

1. The following personnel in order of priority are entitled to designated TAD transient quarters on a confirmed reservation basis:

a. Military personnel and Department of Defense civilians on TAD orders.

b. U.S. and foreign civilians traveling as guests of the Armed Forces.

c. Reserve personnel in TAD status, unit training status, and annual trainees on individual orders.

d. TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement.

e. Family members on medical TAD orders.

f. Military personnel with or without family members arriving or departing for overseas installations on permanent change of station (PCS) orders when temporary lodging facilities (TLF's) or permanent housing is not immediately available.

g. Families of members overseas.

2. The following personnel may occupy designated transient quarters on a space-available basis:

a. Retirees, military personnel on leave, family members, or guests of military personnel assigned to the activity when TLF's are not immediately available.

b. DoD civilian employees and their families arriving or departing incident to PCS when TLF's are not available.

3. When adequate quarters are not available, personnel will be given availability/nonavailability endorsements to enable them to reside off base. The individual may elect to accept inadequate billeting, in which case, personnel will be placed per their grade and sex in available inadequate quarters.

4. When availability of quarters is limited by the residency of personnel of a specific sex or grade, the Bachelor Housing Manager may adjust billeting arrangements to maximize utilization of available quarters.

5. Authorized personnel with reservations (30 days in advance) have priority. PCS personnel are not authorized to make reservations, but may occupy quarters on a space-available basis.

3002. FEES AND CHARGES

1. Per MCO P11000.22, a service and rental charge, as listed in figure 3-2, will be levied to cover the cost of maid service, supplies, and other services.

2. Service and rental charges are payable upon checkout by cash, personal, certified, or travelers checks, money orders, or credit cards.

3003. RESERVATIONS

1. Reservations may be made at any time by all TAD/TDY guests, up to 30 days in advance. Exceptions will be made on a case-by-case basis. The name, grade, social security number (SSN), sex, and length of stay must be given when the reservation is made. If upon presenting orders and identification on arrival, the guest is determined to be ineligible to stay in the facility, reservations will be cancelled. Reservations for bona fide guests must be made by an authorized sponsor. The sponsor must sign in their guest and assume responsibility for their conduct and for payment of the bill.

2. Group reservations will initially be accepted to block the number of rooms desired. A letter from the sponsoring activity head will be required. The activity head sponsoring the group will provide the Head, Bachelor Housing Branch, Facilities Division, with a list of attendees, (name, grade, SSN, sex, address and point of contact). This will ensure a reservation and expedite check-in. If names of attendees are not provided 30 days prior to the date of arrival, rooms will be subject to reassignment without notice. Activity heads will be provided with an individual reservation number once the list of attendees is received at the Bachelor Housing Branch.

3004. CHECK-IN/CHECKOUT PROCEDURES

1. Check-in may be accomplished any time after 1400. Guests must provide proper identification. If rooms are available, guests may check-in early.
- * 2. Upon checkout, departing personnel will return assigned key(s) to the front desk clerk at Liversedge Hall. Checkout is 1200 on the day of departure. Arrangements must be made with the Head, Bachelor Housing Branch, Facilities Division to extend this time. Failure to checkout by 1100 can result in a room charge for that day. All monies owed for rentals and damages will be collected at this time.

3005. REGULATIONS. Regulations governing the transient facility are listed in Chapter 5 of this Manual with the following additions:

1. Only paid guests are authorized access to the rooms in the facilities.
2. No overnight guests or dependents are authorized in these quarters except as provided for in MCO P11000.22.
3. All posted restrictions are applicable to guests of the facility.

3006. DISTINGUISHED GUEST QUARTERS/VIP SUITES

- * 1. Information. One guest house, Quarters 109; four distinguished guest suites; nine visitor's suites at Harry Lee Hall, Bachelor Officer Quarters (BOQ), 17; 30 visitor's suites at Liversedge Hall BOQ 15, have been established as part of the bachelor housing organization. The Head, Bachelor Housing Branch, Facilities Division is responsible for the management of these facilities to include collection of room charges, issuance of room keys, maintenance, and cleaning.

a. Use of distinguished guest suites is restricted to the following:

(1) Flag and general officers in the U.S. Armed Forces on official TAD in the MCCDC area.

(2) Senior civilian officials of the U.S. Government (GS-16 and above) on official TAD in the MCCDC area.

(3) Flag and general officers of foreign armed forces TAD aboard MCCDC.

(4) Senior officials of foreign armed forces on TAD aboard MCCDC.

(5) On a space-available basis, U.S. Armed Forces personnel in the grade of O-6 or above on TAD in the MCCDC area.

(6) Other guests specifically approved by the CG MCCDC.

b. Other senior officers and civilian guests of the Command on TAD aboard MCCDC and/or senior officials visiting MCCDC will be billeted in VIP suites at Liversedge Hall, BOQ 15.

c. The Head, Bachelor Housing Branch, Facilities Division is responsible for the operation, maintenance, and cleaning of these quarters. These duties will be exercised under the cognizance of the Director, Facilities Division.

d. The Protocol Officer will provide the Head, Bachelor Housing Branch, Facilities Division with unexpected changes in the itineraries of guests, especially delayed departure dates, **as** expeditiously as possible. Advise the Head, Bachelor Housing Branch, Facilities Division, of any special considerations or needs of expected guests as far in advance of the guests' arrival as possible.

e. The Head, Food and Hospitality Branch, Morale, Welfare and Recreation Division, will coordinate with the Head, Bachelor Housing Branch, Facilities Division as necessary, to accomplish re-stocking of the liquor cabinet in conjunction with any problems and/or special needs by occupants of the suites which may come to his/her attention.

2. Reservations

* a. Distinguished Guest House and Suites. Reservations for distinguished guests quarters can be made by contacting the Protocol Officer to the CG MCCDC, DSN 278-4477 or commercial (703)784-4477.

* b. VIP Suites. Reservations for VIP suites can be made by contacting the Head, Bachelor Housing Branch, Facilities Division, DSN 278-3148 or commercial (703) 640-3148 extension 221/222. Reservations will be accepted on a daily basis.

3. Distinguished Guest Suite/VIP Suite Charges. Rental/service charges for the distinguished guest suites and VIP suites are contained in figure 3-2.

BACHELOR HOUSING MANUAL

CIVILIAN GRADE GROUP					
MILITARY GRADE GROUP	GEN SCHEDULE	TEACHERS (20 U.S.C 901-907)	NAF EMPLOYEES	AMERICAN RED CROSS	WAGE SYSTEMS
o-7 through O-10	GS-16 through GS-18			31	
O-6	GS-15		Grade 15	28-29	
O-5	GS-13 and GS-14		Grades 13 and 14	25-27	WS-14 through ws-19. WL-15 and production facilitating and nonappro- propriated fund (NAFI) equiva- lents
o-4	GS-12	Classes IV and V	Grade 12	24	
o-3	GS-10 and GS-11	Class I Steps 5 through 15, and Classes II and III	Grades 10 and 11	21-23	WS-8 through WS-13. WL-6 through WL-14 WG-12 through WG-15 and production facilitating and NAF equivalents
O-2 W-3 and w-4	GS-8 and GS-9	Class I Steps I and 4	Grades 8 and 9	19-20	
o-1 W-1 and w-2	GS-7	Class I Steps 1 and 2	Grade 7	18	
E-7 through E-9	GS-6		Grade 6	15-17	WS-1 through ws-7. WL-1 through WL-5.
E-5 and E-6	GS-5		Grade 5		WG-9 through WG-11 and production facilitating and NAF equivalents
E4	GS-4		Grade 4		
E1 through E3	GS-1 through GS-3		Grades 1 through 3		WG-1 through WG-8 and NAF equivalents

Figure 3-1. --Military and Civilian Equivalent Grades for Bachelor Quarters.

BACHELOR HOUSING MANUAL

1. Officer/SNCO Accommodations

a.	Distinguished Guest Quarters (Note 1)	
	Official Duty (TAD/TDY)	\$23.00 per day
	Nonduty	30.00 per day
	VIP suites	
	TAD	20.00 per day
	Nonduty	30.00 per day
b.	Transient Room (Note 1)	18.00 per day
c.	TAD/TDY (Note 1)	14.00 per day
d.	SNCO VIP suite (Note 1)	
	Official Duty (TAD/TDY)	14.00 per day
	Nonduty	21.00 per day
e.	Transient Room, SNCO	12.00 per day
f.	TAD/TDY SNCO (Note 1)	8.00 per day

2. Maid Service. Maid service is **\$2.00** per day, Monday - Friday, only upon **request**.

3. Other Applicable Charges

a.	Returned check charge	\$15.00
b.	Replacement of- lost keys	5 . 0 0

NOTE: **Maid** service **included** in cost of room.

Figure 3-2. --Fees and Charges.

BACHELOR HOUSING MANUAL

CHAPTER 4

MAINTENANCE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	4000	4-3
RESIDENTS' RESPONSIBILITIES	4001	4-3
MAINTENANCE PROGRAM	4002	4-3
MAINTENANCE OF NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) PROPERTY	4003	4-4
MAINTENANCE OF APPROPRIATED PROPERTY	4004	4-4
REIMBURSEMENT FOR DAMAGE	4005	4-4

BACHELOR HOUSING MANUAL

CHAPTER 4

MAINTENANCE

4000. GENERAL. This Chapter addresses the procedures and responsibilities of the Head, Bachelor Housing Branch, Facilities Division for maintenance of facilities under its control.

4001. RESIDENTS' RESPONSIBILITIES

1. All residents of the bachelor officer/staff noncommissioned officer (SNCO) quarters are responsible for reporting maintenance problems to the Head, Bachelor Housing Branch, Facilities Division.
2. Permanent personnel are responsible for the cleanliness of the quarters assigned to them.
3. Geographical bachelor SNCO's billeted with common head facilities are responsible for the cleanliness of these areas.

4002. MAINTENANCE PROGRAM

- * 1. The Head, Bachelor Housing Branch, Facilities Division, will appoint a Maintenance Manger who will manage the Maintenance Program.
2. Periodic maintenance inspections will be conducted to identify problems. A progressive program will be maintained to identify, repair, request repairs, and **followup** on maintenance complaints.
3. Tools will be maintained to operate the self-help maintenance program.
4. Maintenance of an emergency nature which cannot be repaired by personnel of the Bachelor Housing Branch, Facilities Division, will be reported to the Facilities Maintenance Branch trouble desk, extension 640-2072.
- * 5. Routine maintenance complaints will be reported to the Maintenance Section, Bachelor Officer Quarters (BOQ), 15. A work request log, charting completed and pending action, will be maintained.
6. Maintenance personnel are authorized entrance into all bachelor officer/SNCO quarters. Maintenance Branch, Facilities Division personnel will be accompanied by Bachelor Housing Branch, Facilities Division personnel when entering living spaces. Notice will be given to all residents when maintenance inspections are scheduled.

4003. MAINTENANCE OF NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) PROPERTY

1. The Custodian of the billeting fund will supervise the maintenance of NAFI property.
2. In the event a NAFI property item cannot be repaired by Bachelor Housing personnel, the custodian will arrange for repair to be accomplished by facilities maintenance.
3. In the event that repair is not cost effective, appropriate measures, per UM 4400-15 and NAVSO P3520, will be taken to credit the account for disposal.

4004. MAINTENANCE OF APPROPRIATED PROPERTY

1. The Head, Bachelor Housing Branch, Facilities Division will budget for replacement of personnel support equipment.
2. In the event that damage occurs and the item cannot be repaired, the Head, Bachelor Housing Branch, Facilities Division will arrange for disposal through the MCCDC Property Control Office.

4005. REIMBURSEMENT FOR DAMAGE. Personnel required to reimburse the government will do so per UM 4400-15. Nonappropriated and appropriated funds will be kept separate. Reimbursement will be made per MCO P11000.22.

BACHELOR HOUSING MANUAL

CHAPTER 5

ADMINISTRATION AND REGULATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	5000	5-3
ROOMREGULATIONS.	5001	5-3
LAUNDRY FACILITIES	5002	5-4

BACHELOR HOUSING MANUAL

CHAPTER 5

ADMINISTRATION AND REGULATIONS

5000. GENERAL. This Chapter addresses regulations and other responsibilities under the management and control of the Head, Bachelor Housing Branch, Facilities Division.

5001. ROOM REGULATIONS. The restrictions and regulations herein apply to all bachelor quarters under the control of the Head, Bachelor Housing Branch, Facilities Division.

1. Responsibility. Residents are responsible for maintaining proper decorum in assigned quarters and for the cleanliness and care of those quarters.

2. Administration. Residents will keep the Head, Bachelor Housing Branch, Facilities Division informed of the following:

- a. Change of grade.
- b. Change of marital status (permanent personnel only).
- c. Periods of absence from the quarters for more than 30 days.
- d. Maintenance requirements/problems.
- e. "Intention to vacate assigned quarters within 30 days.
- f. 'Change of basic allowance for quarters status (permanent personnel only).
- g. Transfers/reassignments.
- h. Parent unit address and telephone number.
- i. Work address aboard. MCCDC and telephone number.

3. Habitability Inspections. Residents are responsible for the order and cleanliness of their quarters. These standards dictate careful attention to the following areas: deck swept/vacuumed, racks made, commode, shower, and sink cleaned, trash receptacles emptied, and clothing stored properly.

4. Conservation/Security. Lights will be turned off and windows and doors locked when leaving the room. Valuables should be secured. The Head, Bachelor Housing Branch, Facilities Division is not responsible for any personal belongings.

5. Pets. No pets are permitted in quarters. Guests should arrange for boarding of their pets at a kennel or appropriate place away from the quarters. Assistance in this area can be obtained by calling the MCCDC Veterinary Branch at extension 640-2770.

6. Kitchens

a. In rooms not equipped with kitchens, the use of hot plates, broilers, ovens, etc., **is prohibited** because of potential fire hazards and the attraction of insects. A fully functional kitchen is located on the second deck of Liversedge Hall.

b. Bachelor housing rooms equipped with kitchen facilities may be used for cooking.

7. Furniture. The furniture provided to guests is for use in assigned quarters. Removal of furniture without approval of the **Head, Bachelor Housing Branch, Facilities Division is prohibited.**

8. Behavior. Disturbances caused by late night parties, loud music, and other acts of inconsideration toward neighbors are prohibited. Responsibility for personal acts and those of guests lies with the resident. Incidents and complaints **will be** reported directly to the Head, Bachelor Housing Branch, Facilities Division for action.

9. Possession of Weapons. Detailed instructions concerning privately owned weapons are **contained** in MCCDCO 8000.1. Military personnel who violate the provisions of the Order are subject to disciplinary action under the Uniform Code of Military **Justice.** **Civilians** are subject to prosecution under local statutes and administrative action by the Commanding General, MCCDC.

10. Abandoned Articles. The Head, Bachelor Housing Branch, Facilities Division is not responsible for personal effects which are abandoned in **the** quarters. Abandoned articles will be turned in to **the** Manager's office and held for **30** days. If articles are not claimed in that time, they will be disposed of in the best interest of the government.

11. Surge Suppressors. Power fluctuations and thunderstorms frequently occur in the MCCDC area. Occupants are expected to use surge suppressors to protect electrical and electronic devices including, but not limited to, computers, modems, videocassette recorders, televisions, telephone answering devices, typewriters, and musical instruments, from damage.

5002. LAUNDRY FACILITIES. Washers and dryers are located throughout the bachelor housing facilities and are for the use of assigned personnel only.

BACHELOR HOUSING MANUAL

CHAPTER 6

ENDORSEMENT OF TEMPORARY ADDITIONAL DUTY (TAD)/
TEMPORARY DUTY (TDY) ORDERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	6000	6-3
REPORTING ORDERS	6001	6-3

BACHELOR HOUSING MANUAL

CHAPTER 6

ENDORSEMENT OF TEMPORARY ADDITIONAL DUTY (TAD)/ TEMPORARY DUTY (TDY) ORDERS

6000. GENERAL. This Chapter provides instructions on completing NAVMC Form 11118, Reporting/Detaching, Quarters and Mess Endorsement.

6001. REPORTING ORDERS. The endorsement, with three copies, will be typed per the following instructions:

1. All TAD personnel with reporting orders must have this endorsement started by the Military Personnel Duty Clerk located at Little Hall, building 2034.

2. Military personnel will fill in the personal information as well as Part I, Reporting/Detaching Section. They will then report to the Head, Bachelor Housing Branch, Facilities Division to have Parts II and III completed. Part II, Quarters Availability:

a. Personnel not assigned to quarters at the bachelor officer quarters or SNCO bachelor enlisted quarters due to quarters not being available or by virtue of grade (SSgt and above) and marital status, who rate basic allowance for quarters (BAQ) "Own Right" as an option, will require (NAVMC Form 11118) prior to processing of a BAQ "Own Right" request. To prepare this type of endorsement place an "X" in block A and add "quarters are not assigned" to the space provided in that block. Original orders must be presented in order to verify the effective date.

b. If the officer/SNCO checking in is on TAD orders, block A is also used. The procedures for filling out this block for availability or nonavailability are as follows:

(1) For an availability statement, the "not" in block A statement "Government quarters were not available for the following date(s) or period(s)" will be crossed out. In the space provided in this block the dates this endorsement covers will be filled in along with the officer's/SNCO's room number and charge per day.

(2) For a nonavailability statement, only the inclusive dates are listed in block A.

c. If a foreign military officer needs an endorsement, only an X in block A is required. Indicate whether there is or is not quarters available by either leaving in or crossing out the "not" in the block A statement.

BACHELOR HOUSING MANUAL

CHAPTER 7

BILLETING FUND

	<u>PARAGRAPH</u>	<u>PAGE</u>
BILLETING FUND	7000	7-3

BACHELOR HOUSING MANUAL

CHAPTER 7

BILLETING FUND

7000. BILLETING FUND

1. A billeting fund will be established per the guidance and provisions of MCO P11000.22 and NAVSO P3520. Per NAVSO P3520, an individual will be assigned to administer the fund.

2. Per paragraph 2507.1 of MCO P11000.22, requests for modification of the service charges listed in Chapter 3 are subject to the approval of the Commanding General, MCCDC..

3. The financial goal of the billeting fund is overall self-sufficiency and not profit generation. Per MCO P11000.22 sufficient revenue should be generated by the account to provide for direct operating expenses, administrative overhead, and acquisition/replacement of capital assets not authorized or available from appropriated funds.

4. The financial management of the billeting fund is guided by UM 4400-15 and NAVSO P3520 with specific duties as follows:

a. The Head, Purchasing and Contracting Branch, Logistics Division, is responsible for processing all appropriated fund purchases. Nonappropriated fund purchases are subject to approval by the Director, Facilities Division.

b. The custodian of the billeting fund is responsible for all funds and the supervision of the nonappropriated fund instrumentalities civilian employees to include, but not limited to, the following:

- (1) Interviewing and hiring replacement personnel.
- (2) Instructing civilian personnel properly in their duties.
- (3) Monitoring the performance, work schedule, and hours of employees.
- (4) Maintaining change fund.
- (5) Verifying and signing payroll checks.
- (6) Appointing a custodian of the petty cash fund.

c. The accounting technician is responsible to the custodian and is subject to inspection by the Marine Corps Nonappropriated Fund Audit Service. The accounting technician's duties shall include, but are not limited to the following:

(1) Verifying daily activity reports.

(2) Posting debits and credits to journals.

* (3) Working with the desk agent to ensure that registration cards and other forms are properly maintained.

(4) Assisting in the financial management of the fund by keeping the custodian abreast of the financial status of the fund.

(5) Preparing financial statements and budget reports for higher authority.

(6) Preparing expenditure vouchers for record purposes and maintain nonappropriated fund property inventory records.

* d. The bachelor housing desk agents are responsible for checking personnel in and out, taking payment for the rooms, recording maintenance complaints, and taking messages. They are not limited to these duties and will be guided in additional duties by the custodian of the billeting fund.

e. The maids are to be guided in their duties by the custodian through direct supervision of the Head, Bachelor Housing Branch, Facilities Division. Their services are for the purpose of cleaning individual rooms, for which service charges have been paid, or assigned common areas. They will be scheduled according to the requirements necessary to efficiently and cost effectively perform their duties.

BACHELOR HOUSING MANUAL

CHAPTER 8

INSPECTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION	8 0 0 0	8 - 3
ACTIVITY/TENANT ACTIVITY INSPECTION RESPONSIBILITIES	8 0 0 1	8 - 3
HEAD, BACHELOR HOUSING RESPONSIBILITIES	8 0 0 2	8 - 3
ESTABLISHING AN INSPECTION PROGRAM	8 0 0 3	8 - 4
SAFETY AND SECURITY INSPECTIONS	8 0 0 4	8 - 4
KEY CONTROL PROCEDURES	8 0 0 5	8 - 4
KEY LOSS PROCEDURES	8 0 0 6	8-5

FIGURE

8-1 SAMPLE FORMAT OF A LOST KEY LOG	8 - 6
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BACHELOR HOUSING MANUAL

CHAPTER 8

INSPECTIONS

8000. GENERAL INFORMATION. Activity commanders have the responsibility to ensure that assigned living spaces are properly maintained and cleaned. Commanders are also obligated to ensure that their personnel are properly housed and receive their entitlement per the Minimum Standards of Adequacy established by Department of Defense and the Commandant of the Marine Corps in MCO 10160.8. To meet these obligations, inspections of bachelor quarters must be conducted.

8001. ACTIVITY/TENANT ACTIVITY INSPECTION RESPONSIBILITIES

1. Activity Command Responsibilities

- a. Promulgate inspection procedures for bachelor housing at the activity.
- b. Initiate, coordinate, and conduct periodic inspections of all quarters.

2. Tenant Activity Responsibilities

- a. Ensure their personnel are adequately housed.
- b. Hold joint inspections for troop movements and deployments, or mass reassignment of tenant activity members to other quarters.,
- c. Inspect quarters assigned to their personnel to ensure that government property is properly maintained, and that no contraband (flammable materials,, live munitions, or illegal drugs) has been introduced. The management and control of alcoholic beverages into bachelor quarters occupied by sergeants and below is the responsibility of the unit commander. Furthermore,, the display of pornographic/obscene materials is prohibited in bachelor quarters.

8002. HEAD, BACHELOR- HOUSING RESPONSIBILITIES

1. Conduct periodic inspections.
2. Reduce the number of inspections and room entries by consolidating with command inspections.
3. Be present or have a representative present at all inspections of quarters.
4. Initiate or coordinate corrective action after reviewing the inspection report of the discrepancies.

8003. ESTABLISHING AN INSPECTION PROGRAM. The Command will publish a detailed policy for **inspecting officers** and **SNCO's** bachelor quarters. This policy will include the following:

1. Inspection responsibilities of the bachelor housing management staff.
2. Schedule and frequency of inspections.
3. Methods for conducting inspections.
4. **Reports** required.
5. Corrective action procedures.

8004. SAFETY AND SECURITY INSPECTIONS

1. Bachelor housing management shall provide a safe and secure environment for the residents. To perform this; function effectively, bachelor housing management must:

a. Identify and minimize conditions which may cause a fire, accident, or incident.

b. Apply measures to reduce or prevent the occurrence of injuries, damages, or losses.

c. Train staff members and encourage residents to comply with safety and security programs.

2. **Inspections** of the quarters will be held to the minimum number of times **necessary** to ensure that the buildings are properly maintained in a safe and sanitary condition.

3. **Inspections by** experts in the fields of fire safety, security, **medicine,** and public facilities should be routinely conducted.

8005. KEY CONTROL PROCEDURES

1. The Bachelor Housing Manager is the central key control figure. This function is of major importance to the security of the resident's possessions and of government property. Key control is the corner-stone of physical security. If keys, particularly master **keys,** are compromised or lost, it jeopardizes the security of the bachelor quarters. An effective key control system is essential to reduce direct **loss** to the government and claims against the government for theft.

2. General and master key lockers will be established.

a. The general key locker will contain all keys not in the master key locker. The Bachelor Housing Manager, clerks, and assistants will have access to the general key locker.

b. The master key locker will contain all working masters. Only the Bachelor Housing Manager or a designated representative will have access to this locker. The master keys in this locker should have large tags or rings to prevent them from being misplaced. Master keys will never be taken from the immediate area of the quarters. They will be signed out at the beginning of each working day and signed back in when the day is over. Master key issue will be recorded in a special log and master keys will only be issued to those persons authorized in writing by the activity.

8006. KEY LOSS PROCEDURES

1. Lost Keys. The Bachelor Housing Manager will note the loss of keys in a lost key log (see example at figure 8-1) and then issue a duplicate key. The Head, Bachelor Housing Branch, Facilities Division, may direct an investigation of the loss, particularly if thefts are involved. If three keys to the same lock have been lost, the Head, Bachelor Housing Branch, Facilities Division will direct that a different lock setting be placed in that space. Residents may be subject to disciplinary action for lost keys.

2. Master keys. The loss of master keys will be reported directly to the Head, Bachelor Housing Branch, Facilities Division. The Head, Bachelor Housing Branch, Facilities Division will investigate the loss and determine if it is required to change or sway all the locks that the master key can open.

BACHELOR HOUSING MANUAL

NAME	RATE GRADE	SSN	BUILDING/ ROOM NUMBER	REASON FOR LOST KEY	DATE

Figure 8-1.--Sample Format of a Lost Key Log.

BACHELOR HOUSING MANUAL

APPENDIX A

DEFINITIONS

For the purpose of this Manual, the following definitions apply:

1. Accommodations. Living units within a structure provided to individual occupants.
2. Adequate. Housing currently considered adequate for involuntary assignment for any personnel category.
3. All-Others Tour. Prescribed tour length of duty for a Marine with dependents who elects to serve an accompanied overseas tour of duty without dependents. Marines without dependents ordered to an accompanied overseas duty station serve the all-others tour of duty, except as provided for in MCO 1300.8.
4. Bachelors. This term denotes males and females. Personnel (including divorced and legally separated personnel) who are entitled to BAQ at the "**without-dependents**" rate if suitable government quarters are not available.
5. Bachelor Housing. Government bachelor housing and **private** bachelor housing, excluding housing used for billeting the guard of the day.
6. Head, Bachelor Housing. The activity commander's principal person responsible for the centralized management of all bachelor housing: functions and facilities on-the activity.
7. Bachelor Housing Duty Manager. **The** person assigned to the -host/tenant command's bachelor-housing **manager** to carry out the **operations of bachelor** housing after **normal working** hours (**barracks** duty NCO).
8. Bachelor Housing Manager. The person assigned by the host/tenant commander to assist the-Head, Bachelor Housing Branch, Facilities Division for--the day-to-day operations of **bachelor** housing.
9. Basic Allowances for Quarters (BAQ) An amount of money prescribed and limited-by law which an officer or enlisted member receives to pay for housing when housing is not provided by the government.
10. Dependents Restricted Tour. An overseas location/unit/activity where dependents of Marines are not authorized to be present.

11. Fair Market Rent. A rental value **derived** by comparison of Marine Corps/DoD owned or controlled housing, with comparison of community rental housing, located within or adjacent to an established community which offers a rental housing market.

12. Family Separation Allowances (Type I). An allowance in the amount of BAQ at the **without-dependents** rate for appropriate grade which is paid to a **married member assigned a dependents-restricted tour**, and for whom no adequate **bachelor quarters** are available or assigned.

13. Furnishings. Furniture, household **equipment**, and **miscellaneous** items necessary to provide a reasonable **degree of** living comfort in **housing**, as indicated in the **table of maximum allowances** for bachelor quarters and otherwise **specified herein**. The term "furnishings" does not **include** household **goods such as linens, cutlery, silverware, dishes, and kitchen utensils**. It does **not include air-conditioning units** or equipment, and miscellaneous items. The following **definitions** apply:

a. Furniture. **Items such as beds, dressers, tables, chairs, and lamps.**

b. Equipment. **Includes household items, such as clothes washers and dryers, refrigerators, cooking ranges, and ice-making machines.**

c. Miscellaneous Items. Supplemental items, such as floor polishers, **trash receptacles, vacuum cleaners, and ashtrays.**

14. Geographical Bachelor. Personnel who are entitled to the travel of dependents and **transportation** of household goods, but have chosen not to be **accompanied**.

15. Government Bachelor Quarters. **Structures** owned or controlled by the Federal Government, including structures leased or rented, which **are** designed or altered to provide living **accommodations** for officer and **enlisted** personnel, **but not normally available** for occupancy by dependents. This definition excludes **sleeping** rooms for guard duty or similar functions.

16. Gross Living/Sleeping Area. The floor of an occupant's room(s), bathroom, room closets, and circulation space between rooms including auxiliary exterior walls and interior **partitions**. Normally the term is used to describe an area providing complete living facilities, including provisions for living, sleeping, bathing, closet, and toilet facilities for one person.

17. Guest House. Government officer quarters operated by the Commissioned Officers' Club.

BACHELOR HOUSING MANUAL

18. Inadequate (Upgradeable). Quarters which do not meet the minimum standard of adequacy for involuntary assignment, but which can be upgraded economically to an adequate condition. Quarters will not be classed as inadequate based on present occupancy if such quarters would be considered adequate for a lower personnel category, namely, corporals and below, but not recruits.

19. In Leasing. An agreement by which the Marine Corps obtains possession of real property not owned by the United States of America for stated period of time and for a stated consideration.

20. Key Personnel. Civilian/military personnel whose duty assignments are considered by the activity commander to be key and essential to activity operations so as to require residency aboard the command.

21. Lease. A contract by which one conveys real estate (bachelor quarters) for a period of time with a specific rent.

22. Military Necessity. Military conditions or considerations which require a member to be billeted in a government-owned or **government-controlled** facility (regardless of standards of adequacy) for mission accomplishment, contingency operations, training, or maintenance of a **disciplined** force.

23. Minimum Standard of Adequacy (MSA). The standards set forth defining adequacy of military bachelor quarters. (See figure 1-1 for **standards by-grade breakdown**.) The standards have **been** established to meet the **basic psychological and physiological needs for space** and privacy and should be used in determining eligibility for payment of BAQ or per diem.

24. Net Living/Sleeping Area

a. Enlisted. The clear sleeping/living space in bachelor quarters (room or open squadbay) allocated for an individual's use, including, as **appropriate, bed space**, personal locker, or closet space, and circulation, but excluding all shared areas. **Measurements** are made **from** the inside face of the **peripheral** walls.,

b. Officer. The total area measured from **the inside** face of the, peripheral walls of the suite, and includes all spaces and partitions thereby enclosed, to include bathroom, living room, kitchen, and bedroom.

25. Nonappropriated Fund Instrumentality (NAFI). An integral Marine Corps organizational entity which performs a government function. It acts in its own name to provide or assist military organizations in providing MWR programs for military personnel and authorized civilians. As a fiscal entity, it maintains custody of and control

BACHELOR HOUSING MANUAL

a. **TAD.** Military or civilian student in a course of less than 20 weeks.

b. **PCS Student.** Military or civilian student in a course of at least 20 weeks.

37. **Substandard (May Not be Made Adequate/Not Upgrading).** Quarters which cannot be made adequate economically through **improvement** or modernization. Quarters will not be classed as substandard if such quarters would be considered adequate for lower personnel, namely, corporals and below, but not for recruits.

38. **Temporary Building.** A class II facility which is designed and constructed to serve a specific purpose for less than five years. Temporary buildings are normally considered to be substandard (not upgrading).

39. **Temporary Lodging Facility.** Short-term, temporary, housing accommodations for occupancy by military members, their dependents, families, and guests. Temporary lodging facilities do not include VIP quarters, rest and recreation facilities, family housing, bachelor quarters, or transient quarters.

40. **Trainee.** Enlisted Marines attending an initial school for skill **training or** MOS qualification.

41. **Transient Quarters.** Quarters maintained primarily to provide temporary housing for TAD officers, enlisted, and comparable **DoD** civilian employees.

42. **Transients.** Military personnel and **DoD** civilian employees at an activity other than the one to which they are permanently assigned. **Nonduty** personnel and person being out-processed should be called "**casuals.**"

43. **Voluntarily Separated Personnel.** See geographical bachelors.

BACHELOR HOUSING MANUAL

APPENDIX B

LIST OF REFERENCES

1. The current editions of the following references support this Manual and are available for additional training information as required.

- a. **MCO 1300.8**
- b. **MCO P1700.27**
- c. **MCO P11000.7**
- d. **MCO P11000.9**
- e. **MCO P11000.14**
- f. **MCO P11000.22**
- g. SECNAVINST 5760.1
- h. **SECNAVINST 7000.22**
- i. SECNAVINST 7000.23
- j. NAVCOMPT Manual, Volume 4
- k. NAVCOMPT Manual, Volume 7
- l. **NAVEDTRA 10500**
- m. **NAVFAC P-352**
- n. NAVFAC P-930
- o. NAVSO P-3520