



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19580  
PARRIS ISLAND, SC 29905-9580

DepO 11100.5C  
G-4

3 0 APR 2021

DEPOT ORDER 11100.5C

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS PARRIS ISLAND UNACCOMPANIED HOUSING

Ref: See Enclosure (1)

Encl: (1) References  
(2) Unaccompanied Housing Procedural Guidance

1. Situation. Per enclosure (1), this Order establishes Depot policies and prescribes requirements governing the administration, operation, and maintenance of Unaccompanied Housing (UH) aboard Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRDPI/ERR). Recent and ongoing investments in UH infrastructure will significantly improve the quality of life for Marines. This investment in infrastructure must be properly managed and maintained despite increasingly limited resources.

2. Cancellation

a. DepO 11100.3B, DepO 11100.5B, DepO 7220.16E, and Policy Letter 3-17 are hereby cancelled.

b. Summary of changes. This revision contains a number of changes, which requires it to be reviewed in its entirety. The major modifications to this Order are as follows:

(1) Replacement of "Bachelor Housing" with "Unaccompanied and Geographic Bachelor Housing"

(2) Addition of unit Barracks Manager responsibilities

(3) Removal of Interior Guard billet descriptions

(4) Incorporation of Policy Letter 3-17

(5) Incorporation of DepO 11100.3B

(6) Incorporation of DepO 7220.16E

3. Mission. This Order provides instruction for the management, utilization, and operation of permanent party unaccompanied and geographic bachelor (GB) housing aboard MCRDPI, in accordance with references (a) through (1), in order to provide military personnel well-maintained and managed living quarters in UH and GB housing.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The MCRDPI Military Housing Program is under the direction of the Assistant Chief of Staff G-4, Installation and Logistics (I&L).

(b) The UH Manager provides direct oversight and management of the MCRDPI Unaccompanied and GB Housing Program and associated policies.

(2) Concept of Operations. This Order provides guidance to implement policy, assign responsibilities, and provide procedures on all matters associated with the Depot Unaccompanied and GB Housing Program in enclosure (2).

5. Administration and Logistics. Directives issued by this Command are published and distributed electronically via the Adjutant's Office (Central Files). Occupants may obtain an electronic copy of this Order via email from the Military Housing Office. Please call 843-228-2853.

6. Command and Signal

a. Command. This is a punitive Order applicable to all unaccompanied and geographic bachelors aboard MCRDPI. Any violation of this Order by service members is subject to adverse administrative action and/or disciplinary action under reference (k). Civilians including but not limited to, Department of Defense (DoD) employees, military dependents and guests, are not subject to the UCMJ, but may be the subject of debarment proceedings from the installation or applicable Federal and Service disciplinary actions if they violate this Order.

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



J. L. NETHERCOT

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## References

- Ref: (a) MCO 11000.22 CH-1 Marine Corps Bachelor and Family Housing Management
- (b) MCO 1751.3 Marine Corps Dependency Determination and Support Program for Basic Allowance for Housing and Travel and Transportation Allowance
- (c) MCO 4400.201 Vol 13 Personal Effects and Baggage Manual
- (d) MCO 5000.12F w/ch1 Marine Corps Policy Concerning Parenthood and Pregnancy
- (e) Joint Travel Regulations (JTR), Volume 1, Chapter 10
- (f) U.S Marine Corps Infrastructure Reset Strategy
- (g) MARADMIN 429-11 Freeze on Further Approval of BAH Policy (dtd 29 Jul 11)
- (h) MARADMIN 548-17 Accommodating and Charging Geographical Bachelors on Marine Corps Installations (dtd 4 Oct 17)
- (i) MARADMIN 645-16 Announcement of the Commandant of the Marine Corps (CMC) Infrastructure Reset Strategy (dtd 9 Dec 16)
- (j) SECNAVINST 5100.13E Navy and Marine Corps Tobacco Policy
- (k) DepO 5500.10D Security and Control of Personal Weapons, Ammunition, and Pyrotechnics
- (l) DepO 11014.2K Depot Facilities Maintenance Policy and Procedures
- (k) Uniformed Code of Military Justice (UCMJ)

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LOCATOR SHEET

Subj: UNACCOMPANIED HOUSING OCCUPANT REGULATIONS

Location: \_\_\_\_\_

(Indicate the location(s) of the copy(ies) of this Order.)

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## RECORD OF CHANGES

Log completed change action as indicated.

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

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## CHAPTER 1

GENERAL INFORMATION

1. General. Unaccompanied and GB housing will be centrally managed under the control of the Depot Military Housing Director who will oversee all facility related aspects of permanent party UH. The UH Manager will work under the cognizance of the Housing Director, as a special staff officer to the Installation Commander concerning UH. The UH Manager will provide installation and unit commanders with a single point of contact and subject-matter expertise regarding UH issues and concerns.

2. Objectives. This chapter prescribes responsibilities, describes organizations, provides planning guidance, and details implementation instructions and exceptions to policy. All in pursuit of the following program objectives:

a. Sufficient adequate BH space shall be planned and programmed for all permanent party personnel, Sergeant (E5) and below, assigned to an installation. Requirements calculations must be made using the standard described in Table 10-1, otherwise known as the 2+0 standard in reference (a).

b. All permanent party personnel, E5 and below, will reside in the BH unless authorized by the Installation Commander to reside off-base via letter routed through their chain of command.

c. All personnel living in BH should do so surrounded predominantly by members of the same unit, within the constraints of full utilization.

d. Marine Corps BH will be safe, clean, and comfortable. This objective will be achieved through the active participation of installation, tenant unit, and bachelor housing division leadership. Principal among those, however, is stewardship of the assigned facilities through the leadership within the tenant commands.

3. Responsibilities. The MCRDPI Installation Commander has designated the AC/S, G-4 I&L as the executive agent responsible for all unaccompanied and GB housing.

a. Tenant Unit Commanders. Tenant Unit Commanders will ensure subordinate leaders play an active, visible role in ensuring good order and discipline is maintained in unaccompanied and GB housing at all times. Unit commanders will meet these objectives through: periodic visits to the living quarters, routine inspections, mentoring of Marines, promoting core values, providing personnel to serve as the unit Barracks Manager in accordance with par 3(a) 1-6 and a proactive interior guard program. To that end, they will:



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(1) Develop and implement a sustained, continuous inspection program that involves leadership at all levels.

(2) Ensure non-commissioned officers (NCOs) who reside in UH understand their responsibilities as first-line supervisors, with an obligation to enforce the policies directed by reference (a), the Installation Commander and by their Unit Commander.

(3) Develop policies within their units to eliminate malicious damage and to hold perpetrators responsible for their actions.

(4) Appoint/assign a unit Barracks Manager(s) for the UH building(s) occupied by their unit(s). Barracks Managers are critical members of the Installation's Housing team and make significant contribution to the efficient and successful management of our UH.

(a) Unit Barracks Manager. The Barracks Manager will be a Sergeant or Corporal assigned to the unit; the assignment will be for no less than 12 months and will be their primary duty, vice a collateral duty. The importance of this assignment should be reflected within their Junior Enlisted Performance Evaluation System marks or Fitness Report. Fitness Reports should clearly reflect the myriad of duties and responsibilities inherent in successfully managing a multi-million dollar facility and the communication, logistics, administrative, and leadership skills needed to manage and maintain quality of life for UH residents. Responsibilities include:

1. Complete a thorough room inspection upon occupant check-in/check-out to ensure the room is in a fit and habitable condition, ready for immediate occupancy. A Furnishings Inventory Listing (Appendix A) will be completed and signed by both parties to document an inspection was completed. Any discrepancies must be noted by the occupant and submitted in writing to the Barracks Manager/UH Manager within three days of occupancy. The Barracks Manager is responsible for ensuring prompt resolution of these items.

2. Work directly with the UH Manager to ensure an accurate barracks roster, including rank, is maintained in Enterprise Military Housing (EMH).

3. Conduct a detailed room inspection on a monthly basis for serviceability, accountability and maintenance of occupied and unoccupied room fixtures/furnishings and report findings to Property Control Division and the UH Manager.

4. Assist UH residents with their maintenance issues by submitting maintenance requests through MAXIMO work tracking database.

5. Conduct at minimum, a monthly reconciliation of all MAXIMO maintenance requests with respective S-4.

(b) Interior Guard. The Commandant's intent is to provide a residential atmosphere within the barracks while entrusting NCOs to lead, develop, and provide a quality living environment for the service members who live there. Effective utilization of the Duty Non Commissioned Officer (DNCO) as the interior guard is critical. The DNCO must maintain a visible presence in the barracks and be aware of procedures allowing timely intervention in cases where good order and discipline are breached. This oversight is critical during weekends, holidays, and when the majority of the command or portion thereof is deployed or training away from the barracks. Unit Commanders will develop specific Standard Operating Procedures (SOPs) and/or General and Special Orders for this program.

#### 4. Occupancy

a. Mandatory Occupancy. Single Sergeants (E5) and below shall be directed to reside in adequate government UH unless authorized to reside off-base, if space is available and the occupancy rate is not 95% or above.

b. Military Necessity. Unit Commanders, Lieutenant Colonel (O-5) and above, may designate personnel who must live in UH by military necessity. Personnel occupying UH space by military necessity are required to do so due to mission requirements, contingency operations, training, or maintenance of a disciplined force. The designation of military necessity must be done in writing and forwarded to the Housing Division. Military necessity shall not be used solely to circumvent the rules regarding GBs.

c. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel UH:

(1) Unaccompanied personnel who must reside in the UH by military necessity.

(2) Permanent personnel bachelors not drawing Basic Allowance for Housing (BAH) are considered bona fide bachelors. These service members are assigned to MCRDPI/ERR, E5 and below, without a BAH entitlement. Bona fide bachelors, divorced or single, may receive BAH-Differential (BAH-Diff) to offset the financial hardship of paying court ordered child support and still be considered a bona fide bachelor with entitlement to government quarters. If a Marine is legally separated from their spouse awaiting a court ordered divorce decree, they do not have a bona fide bachelor status.

(3) Unaccompanied permanent change of station (PCS) drill instructor students.

(4) Unaccompanied PCS military personnel who are legally separated and receiving BAH "with dependents."

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d. Segregation of any kind i.e., race, creed, color, national origin, on room assignments will not be tolerated.

e. Overcrowding or underutilization of UH for the purpose of maintaining unit integrity is to be avoided.

f. Assignment and use of UH under a unit integrity concept may continue, where appropriate. However, application of the unit integrity concept shall be accomplished in a practical manner.

g. Service members reporting aboard the Depot after normal working hours are instructed to report to their assigned unit and the Officer of the Day (OOD). The OOD shall assign a temporary room until the next duty day. The OOD shall also instruct the reporting Marine/Sailor to report to the Barracks Manager the next working day for assignment to permanent quarters. Upon assignment of permanent quarters the Barracks Manager will instruct the Marine/Sailor to report to UH Manager with a completed and signed Furnishings Inventory Listing (Appendix A).

## 5. Assignment

a. E5 and Below Reporting on PCS Orders. All bona fide bachelor enlisted personnel, E5 and below, reporting to the Depot on PCS orders and not receiving BAH at the without dependents rate and those receiving BAH-Diff for family member support will be assigned UH in accordance with reference (a).

(1) Each service member assigned a room will be a responsible agent for the furnishings of that room.

(2) Room assignments will be strictly adhered in order to ensure maximum use of the facility. Accordingly, rooms will be assigned as two persons per room for E1-E3, and two persons per room for E4, and one person per room for E5. Unit commanders will determine the best means to assign their Marine/Sailor to individual spaces, but under no circumstances will E4-E5 share a room with an E3 or below.

(3) Changing room assignments under any circumstances, whether on a temporary or permanent basis, without the prior approval of the service member's chain of command and the UH Manager is prohibited.

## b. Staff Noncommissioned Officers (SNCO)/Officers

(1) Single bona fide bachelor SNCOs on PCS orders are eligible for UH accommodations.

(2) Personnel E6 and above may elect to live off base and receive BAH Own Right in lieu of assignment to government quarters in accordance with reference (a).

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(3) No housing is available for single bona fide bachelor Officers.

6. Check-In Procedures for Bona Fide Bachelors E5 and Below

a. Report to the Barracks Manager of assigned unit with a copy of service member's PCS orders.

b. Unit Barracks Manager will assign room.

c. A joint inspection and room inventory will be accomplished by the unit Barracks Manager and service member to ensure both parties agree the room is in a fit and habitable condition.

d. A Furnishing Inventory Listing (Appendix A) will be completed and signed by service members and unit Barracks Manager. Any discrepancies must be noted and submitted in writing to the Barracks Manager/UH Manager within three days of occupancy. The Barracks Manager is responsible for ensuring prompt resolution of these items.

e. Service members will report with Furnishings Inventory Listing (Appendix A) to the UH Manager located in Building 332, room 208 to finalize the check-in process.

f. UH Manager will issue barracks room key.

g. If service member arrives after hours or on weekends, report to unit OOD for temporary room assignment. Service member is to report the next business day to Barracks Manager for permanent room assignment. A temporary key will not be issued for any reason.

7. Check-In Procedures for Bona Fide Bachelors E6 and Above

a. Bona fide Bachelors report to the UH Manager located in Building 332, room 208.

b. UH Manager will assign room.

c. A joint inspection and room inventory will be conducted by the UH and service member to ensure both parties agree the room is in a fit and habitable condition.

d. A Furnishing Inventory Listing (Appendix A) will be completed and signed by the service member and UH Manager. Any discrepancies must be noted by the occupant and submitted in writing to the Barracks Manager/UH Manager within three days of occupancy. The UH Manager is responsible for ensuring prompt resolution of these items.

e. UH Manager will finalize check-in process and issues barracks room key.

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8. Termination of Assignment to UH. Termination of UH and GB residency may be made under the following conditions:

- a. Receipt of PCS orders.
- b. Receipt of Temporary Additional Duty (TAD) orders.
- c. Separation from the Armed Forces.
- d. Change of marital status.
- e. Upon approval of the individual's commanding officer.
- f. Termination by competent authority, resulting from violation(s) of UH and GB regulations (i.e., failure to pay charges and fees by date required, priority status, etc.)

9. Check-Out Procedures for Bona Fide Bachelors E5 and Below

- a. Service member must ensure room is field day clean, arranged for dual occupancy and ready for immediate occupancy. The room and furnishings must be the same condition in which they were received, with normal wear and tear expected.
- b. Service member will report to the Barracks Manager of assigned unit with a copy of service member's PCS orders.
- c. A joint inspection and room inventory will be conducted by the Barracks Manager and service member. The service member is responsible for any missing or unaccounted for inventory. Failure to follow this procedure could result in the command being notified.
- d. A Furnishing Inventory Listing (Appendix A) will be completed and signed by the service member and unit Barracks Manager. Any discrepancies must be noted and submitted in writing to the Barracks Manager/UH Manager. If the room is found in an unacceptable condition after the inspection, the Barracks Manager will be responsible for ensuring the room is returned to an acceptable living condition with regards to the Marine Corps standard.
- e. The service member will report to the UH Manager located in Building 332, room 208 with completed and signed Furnishings Inventory Listing (Appendix A) to finalize the check-out process. The room key is to be surrendered to the UH Manager.

10. Check-Out Procedures for Bona Fide Bachelors E6 and Above

- a. Service member must notify UH Manager of intended move out date and ensure room is field day clean, arranged for dual occupancy and ready for immediate occupancy. Failure to follow this procedure could result in the command being notified.

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b. Service member will report to the UH Manager located in Building 332, room 208.

c. A joint inspection and room inventory will be conducted by the UH Manager and service member. The room and furnishings must be the same condition in which they were received, with normal wear and tear expected. If the room is found in an unacceptable condition after the inspection, the service member will be responsible for ensuring the room is returned to an acceptable living condition with regards to the Marine Corps standard. The service member is responsible for any missing or unaccounted for inventory.

d. A Furnishing Inventory Listing (Appendix A) will be completed, listing any discrepancies and signed by the service member and UH Manager. Room key will be surrendered to the UH Manager.

e. UH Manager will finalize check out process.

11. Abandoned Property. Property abandoned in permanent party UH will be inventoried by a representative from the service member's command. Lost, abandoned, or unclaimed property will be processed by the UH Manager in accordance with reference (c).

12. UH Occupants

a. All bona fide bachelor enlisted personnel, E5 and below, are required to live in UH unless BAH "without dependents" rate is authorized. If sufficient space is not available to house all E1-E5 bona fide bachelors, generally the senior Marines will be the first personnel authorized BAH Own Right.

b. The request for BAH Own Right must be endorsed through the chain of command to the Commanding General via AC/S, G-4 I&L.

c. E6 and above may elect to live off-base and receive BAH "without dependents" rather than occupy government quarters. In such instances, E-6 are not required to gain Installation Commander's approval prior to residing off base and to begin receiving BAH.

13. Pregnant Marines. Members who become pregnant with no family members may reside in unaccompanied personnel housing for her full term. Per reference (d) pregnant service members may request BAH Own Right from their 20th week of pregnancy onward. Pregnant Marines must vacate unaccompanied personnel housing prior to the start of BAH.

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## CHAPTER 2

BASIC ALLOWANCE FOR HOUSING (BAH) OWN RIGHT

1. Administrative Requests for BAH Own Right. All Administrative Action (AA) Form Requests (Appendix B & C) received should be addressed to the Commanding General via AC/S, G-4 I&L and should have all endorsements and supporting documents identified in paragraphs 2-7, as applicable.

a. Battalion Commanders are authorized to disapprove requests at their level, if they feel the member either does not meet the criteria set forth under references (k) and (l) or does not have sufficient merit.

b. All requests for BAH Own Right will be reviewed on a case-by-case basis by the AC/S, G-4 I&L. Cases with sufficient justification or special circumstances in accordance with reference (a) may be authorized BAH.

c. Requests can be disapproved by the AC/S, G-4 I&L; however, approval authority is retained by the Commanding General. The Commanding General approval/disapproval will be published via return endorsement to the service member via their chain of command.

d. The unit will be responsible for ensuring the service member completes the appropriate paperwork and that it is submitted to the MCRDPI IPAC for entry into Marine Corps Total Force System (MCTFS).

e. Service members applying for BAH Own Right will also apply for Basic Allowance Substance (BAS) via the same administrative action form (NAVMC 10274). The Commanding Officer's endorsement recommending approval of BAH Own Right will be the service member's approved authorization for full BAS once the BAH Own Right is approved by the Installation Commander.

2. Unit S-1 Guidance. Ensure the contents for all BAH packages are verified prior to submission. Incomplete packages will be returned, causing a delay in approval/disapproval. Submit the original documents to the Commanding General via AC/S, G-4 I&L for action. Do not staple the documents; paperclip only. The SSIC (Block 2) will be 1336; all endorsements will be in reply to 1336. The submission must include a forwarding endorsement from each "Via" listed on the AA-Form Request (Appendix B & C) (Block 6).

3. Pregnant Active-Duty Service Member; Without Dependents. Per reference (d), a pregnant active-duty service member with no dependents may reside in bachelor quarters for the full time of her pregnancy. Upon her request and consistent with the needs of the Marine Corps, the Installation Commander may authorize a pregnant service member to occupy off-base housing and be paid BAH at the without dependent rate prior to her 20th week of pregnancy. From the

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20th week, the Installation Commander will approve such a request without option. Pregnant Marines must vacate unaccompanied personnel housing prior to the start of BAH Own Right. In addition, the following information is required:

- a. Standard AA-Form Request (NAVMC 10274) (Appendix B & C).
- b. Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.
- c. Medical Officer's certification of pregnancy; to include date she will reach her 20th week of pregnancy and estimated delivery/due date.

\*Note: A copy of the BAH Own Right Approval Letter is required by Military Housing Division for a pregnant service member applying for on-base housing. The BAH rate for housing will be at the without dependent rate until the birth of the child. It is the service member's responsibility to contact IPAC after the birth of the child to adjust their diary entry to with dependent rate. Pregnant service members should be counseled on this information to avoid financial distress.

4. Exceptional Family Member Program (EFMP). If the Military Housing Division is unable to provide adequate accommodations to house Exceptional Family Member(s) the service member may apply for BAH. In addition, the following information is required:

- a. Standard AA-Form Request (NAVMC 10274) (Appendix B & C).
- b. Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.

5. SNCO. E-6 are eligible for BAH by virtue of rank. These requests can be approved by the Installation Commander. In addition, the following information is required:

- a. Standard AA-Form Request (NAVMC 10274) (Appendix B & C).
- b. Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.

6. Enlisted E-5 and Below; Occupancy Rate. In accordance with MARADMIN 429/11, BH occupancy rate is the primary criterion for E-5 and below BAH Own Right decisions. If special consideration is appropriate, the Unit Commander should provide a written explanation as to why the service member should be favorably considered and submit along with the appropriate supporting documentation. E-5 and below who cannot be assigned UH per Minimum Standard of Adequacy (MSA) requirements may be eligible for BAH. The requesting unit must ensure that barracks occupancy is at or above 95% prior to submitting the package. In addition, the following information is required:



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a. Provide justification on the AA Form NAVMC 10274 (Appendix B & C) when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

b. Endorsement from the Company Commander, Battalion Commander and Regimental Commander, as appropriate, to confirm the service member's command has reviewed the service member's Electronic Service Record for financial, disciplinary or other indicators that could make the service member living in the local community a liability to the Depot or to the Marine Corps and confirmation the an officer or SNCO in the service member's chain of command counseled them on financial responsibilities to include budgeting of expenses when renting or buying a home.

c. The service member's certificate of completion of 3420F Personal Financial Management Marine Corps Institute (MCI).

d. The most recent copy of the service member's Leave and Earnings Statement (LES).

e. A Financial Worksheet reflecting the financial hardship incurred by the service member's. See Appendix D.

7. Enlisted E-5 and Below; Reasons Other than Occupancy Rate. For service members requesting BAH due to reasons other than occupancy rate, further guidance is provided. See the appropriate topic for required documentation, based on circumstance (in addition to the requirements listed above).

a. Previously Authorized BAH. Service members who were authorized BAH and resided off-base at their last duty station and who accumulated a significant amount of household goods and personal effects that were shipped at government expense to MCRD/ERR PI should also provide:

(1) Justification on the AA Form NAVMC 10274 (Appendix B & C) when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

(2) Endorsement from the Company Commander, Battalion Commander and Regimental Commander, as appropriate, to confirm the service member's command has reviewed the service member's Electronic Service Record for financial, disciplinary or other indicators that could make the service member living in the local community a liability to the Depot or to the Marine Corps and confirmation that an officer or SNCO in the service member's chain of command counseled them on financial responsibilities to include budgeting of expenses when renting or buying a home.

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(3) The service member's certificate of completion of 3420F Personal Financial Management MCI.

(4) The most recent copy of the service member's LES.

(5) A Financial Worksheet reflecting the financial hardship incurred by the service member. See Appendix D.

(6) List of accumulated household goods.

(7) Lease/Mortgage Agreement in the service member's name. Vacating government quarters and committing to a lease or home purchase prior to approval of BAH will not influence approval.

b. Divorce. Service members who were previously married and are now divorced may be granted BAH at the without dependent rate. Each request will be evaluated on a case by case basis. In addition, the following information is required:

(1) Provide justification on the AA Form NAVMC 10274 (Appendix B & C) when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

(2) Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.

(3) Copy of the Divorce Decree.

(4) The most recent copy of the service member's LES.

(5) A Financial Worksheet reflecting the financial hardship incurred by the service member. See Appendix D.

(6) List of accumulated household goods.

(7) Copy of Lease Agreement. Documentation provided must show the Lease Agreement was entered into during time the service member was married. It is also likely that member will be granted BAH only until the day the lease expires. Upon expiration of the lease, BAH may no longer be authorized.

-OR-

Copy of Mortgage Agreement. Documentation provided must show the Mortgage Agreement was entered into during time the service member was married.

Divorce; Joint Custody of Minor Children. Service members who were previously married and are now divorced with joint custody of minor children may be granted BAH at the with dependent rate. The service member must have custody of the child/children for 90 days or more

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per year. Each request will be evaluated on a case-by-case basis. In addition, the following information is required:

(1) Provide justification on the AA Form NAVMC 10274 (Appendix B & C) when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

(2) Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.

(3) Copy of the Divorce Decree to include a section indicating that the service member has custody of minor child/children for a minimum of 90 days per year.

(4) The most recent copy of the service member's LES.

(5) A Financial Worksheet reflecting the financial hardship incurred by the service member's. See Appendix D.

(6) List of accumulated household goods.

(7) Copy of Lease Agreement/Mortgage Agreement/Statement if the service member has already vacated or never occupied government quarters. Vacating government quarters and committing to a lease or home purchase prior to approval of BAH will not influence approval.

d. Guardianship: Per reference (b), those personnel who gain legal guardianship of a family member and who are awaiting Commandant of the Marine Corps (CMC) approval for dependent certification and BAH with dependents may be approved for BAH. Both the sponsor and acquired family member(s) must be co-located in a residence within 50 miles of MCRDPI. In addition, the following information is required:

(1) Provide justification on the AA Form NAVMC 10274 (Appendix B & C) when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

(2) Endorsement from the Company Commander, Battalion Commander and Regimental Commander; as appropriate.

(3) Copy of court documents IRT Guardianship.

(4) Copy of the Divorce Decree if applicable.

(5) The most recent copy of the service member's LES.

(6) A Financial Worksheet reflecting the financial hardship incurred by the service member's. See Appendix D.

(7) List of accumulated household goods; if applicable.

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(8) Copy of Lease Agreement/Mortgage Agreement/Statement if the service member has already vacated or never occupied government quarters. Vacating government quarters and committing to a lease or home purchase prior to approval of BAH will not influence approval.

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## CHAPTER 3

### GEOGRAPHIC BACHELOR HOUSING

1. Policy. There is no mandate to house Geographic Bachelors (GBs) within the UH inventory. A GB is defined as a service member who meets all of the following criteria:

- a. Permanent party service member.
- b. Entitled to and receiving BAH at the "with dependent" rate.
- c. In receipt of PCS orders providing for the transfer of family members and transportation of household goods to next duty station.
- d. Elected not to move family member(s) for personal reasons.

2. Assignment. GBs are assigned quarters by the UH Manager on a space available basis.

a. Assignment standards for UH, per Table 10-1 in reference (a), do NOT apply to GBs.

b. GBs will be housed 2 per room. Rank structure will be considered as allowed by vacancies.

c. GBs will not be housed in the same room as a single service member.

d. Requests for assignment of quarters for GBs shall be submitted via AA Form, NAVMC 10274 (Appendix B & C), with a copy of the service member's current leave and earnings statement and justification warranting the request for GB quarters, per enclosure (2). The request for GB quarters must be endorsed through the chain of command to the Commanding General via AC/S, G-4 I&L.

e. Approved GB requests will be authorized in increments not to exceed 180 days. Requests for extension must be submitted and approved prior to the expiration of the current approval. Prior approval does not guarantee an extension will be granted.

### 3. Geographic Bachelor Charges and Fees

a. Per reference (h), GBs will be charged a flat rate of \$6 per day for E-1 to E-5; \$8 per day for E-6 to O-3; and \$10 per day for O-4 and above for furnishings recapitalization, basic cable service, housekeeping service (twice weekly), linen service (once weekly), and personnel cost associated in support of GBs.

b. Payment must be made by cash or credit card 30 days in advance, normally on the first of each month at the transient housing

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front desk located in building 330. Personnel assigned to GB room after the 1st of the month will need to pay in advance for the remainder of the month. GBs may elect a monthly automatic payment by credit card. Commands will be notified of non-payment if payment is not received by the 7th of the month. No payment may result in an administrative action and eviction.

#### 4. Check-In Procedures for GBs

a. GBs report to unit assigned S-1 to complete a request for GB quarters. The request for GB quarters:

(1) Must be submitted via Administrative Action (AA) Form, NAVMC 10274 (Appendix B & C), with a copy of the service member's current leave and earnings statement and justification warranting the request for GB quarters, per enclosure (2).

(2) Must be endorsed through the chain of command to the Commanding General via AC/S, G-4 I&L.

b. Once approval endorsement is received, GBs must report to the UH Manager located in Building 332, room 208 for room assignment.

c. A joint inspection and room inventory will be conducted by the UH Manager and service member to ensure both parties agree the room is in a fit and habitable condition.

d. A Furnishing Inventory Listing (Appendix A) will be completed and signed by the GB and UH Manager. Any discrepancies must be noted and submitted in writing to the UH Manager within three days of occupancy.

e. UH Manager will finalize the check-in process and issue barracks room key.

f. GB will complete and sign a Credit Card Authorization (Appendix E) and Linen Authorization Form (Appendix F).

5. Termination of Assignment to GB Housing. Assignments can be terminated after reasonable notice (72 hours) when the space is needed for occupancy by personnel in a higher priority category.

6. Check-Out Procedures for GBs. A 2-week notice is required prior to a GB checking out.

a. Service member must notify UH Manager of intended move out date and ensure room is field day clean, arranged for dual occupancy and ready for immediate occupancy. Failure to follow this procedure could result in the command being notified.

b. Service member will report to the UH Manager located in Building 332, room 208.

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c. A joint inspection and room inventory will be conducted by the UH Manager and service member. The room and furnishings must be the same condition in which they were received, with normal wear and tear expected. If the room is found in an unacceptable condition after the inspection, the service member will be responsible for ensuring the room is returned to an acceptable living condition with regards to the Marine Corps standard. The service member is responsible for any missing or unaccounted for inventory.

d. A Furnishing Inventory Listing (Appendix A) will be completed, listing any discrepancies and signed by the service member and UH Manager. Room key will be surrendered to the UH Manager.

e. UH Manager will finalize check out process.

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## CHAPTER 4

UNACCOMPANIED HOUSING POLICIES, INSPECTIONS & MAINTENANCE OF  
GOVERNMENT PROPERTY

1. General. All UH residents are charged with the responsibility of maintaining their quarters in a high state of cleanliness and are cautioned not to abuse barracks property, per reference (a).

2. Policy. All personnel are directed to develop a sense of pride and responsibility in their rooms. All rooms shall be set up in accordance with the 2+0 standards as outlined in reference (a). The following guidance clarifies the Commandant's intent with regard to specific quality of life issues.

3. Conduct within the UH. Occupants will conduct themselves in a manner that will not disturb other occupancy within any UH facility.

a. Alcohol. Use of alcoholic beverages on military installations must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those service members who are of legal drinking age is permitted in UH. Unit commanders, however, can sanction individual service members, if their behavior warrants.

(1) Service members of age will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption.

(2) Unless CMC has provided specific approval for a different age; regardless of the policy of other Services, locations, states, or host countries, the minimum drinking age for all service members is 21 years old.

(3) Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages. It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.

b. Smoking/Tobacco. Smoking is NOT permitted in UH or within the common areas of the facilities. Designated smoking areas outside of the facility are to be used. The Installation Commander will designate outdoor smoking areas, which are not located in areas commonly used by nonsmokers and not in the immediate vicinity of supply air intakes or building entry ways or exits.

c. Weapons. Storage of privately owned firearms and ammunition in UH is prohibited. Further information please see reference (g).

d. Pets. Pets are not permitted at any time. This includes, but is not limited to aquariums, terrariums, caged animals, cats, dogs, birds, turtles, reptiles, rodents, insects, etc.



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e. Sexual Activity. Sexual activity in the rooms and/or spaces IS PROHIBITED. Failure to comply will result in disciplinary action under the UCMJ as appropriate.

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

g. Flammable Items. Explosive material is not permitted. This includes fireworks, gun powder, gasoline, propane, lamp oil, etc.

h. Open Flame Items. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flames or odor is not permitted.

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

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

k. Theft. Theft of personal or government property is against the law, is contrary to our core values, and will not be tolerated. Report thefts of personal or government property immediately to the unit commander and the UH Manager.

l. Gambling. Gambling is not permitted at any time.

4. Guest/Visitation Procedures. Anyone who is not a resident in the barracks is a guest to the UH, except personnel on official business (i.e., unit leadership, UH Management, maintenance workers, etc.). The visiting hours and rules outlined below, serve two basic purposes: preserve good order and discipline at UH and ensure residents of shared rooms have certain hours each day that they may sleep, read, etc. without disruption.

a. Visiting Hours. UH residents will be permitted to host visitors during normal waking hours. Shift schedules must be considered when determining visitation hours and procedures. NCOs may be afforded additional visitation time not to exceed one hour per day when occupying a single room.

b. Visiting Rules. Escorts are required to sign their visitors in and out with the appropriate DNCO. Visitors must be accompanied by

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their escort at all times. Visitors are not permitted to remain in the UH room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor while on board the base. No one under the age of 18 may visit UH, unless an adult member of their immediate family or a legal guardian escorts them. If the UH resident qualifies in one of these categories, they may act as the escort.

#### 5. Furnishings, Equipment and Room Décor

a. Government-Provided Furnishing. Room furnishings are inventoried and listed on the Furnishings Inventory Listing Form, see Appendix A. This form will be signed by the occupant and Barracks Manager/UH Manager and retained in the occupant's folio. All rooms shall be set up in accordance with the DoD 2+0 assignment standard as outlined in reference (a). All government provided furnishings shall be marked with a barcode label and tracked by EMH Information Management System to a specific room. Barcode labels shall not be tampered with or removed. Government furnishings will not be removed from the resident's room or any lounge without prior approval from the UH Manager. Requests to do so must be submitted in writing. The service member shall leave the room with the furnishings set up in the order in which it was received.

b. Furnishings Inventory Listing. It is the resident's responsibility to accurately complete the furnishings inventory listing Appendix A, upon check-in and check-out of the room.

c. Personally Owned Furnishings. Personally owned furnishings are not permitted within the resident's room for safety reasons. Personally owned furnishings impede traffic flow of the room making it a safety concern. Personally owned furnishings include, but not limited to waterbeds, couch, loveseat, recliners, desk, beds, refrigerators (larger than 7 cubic feet) and freezers.

d. Personal Electronic Items. Electronic items such as television sets, personal computers (PCs), and stereos are permitted. Common sense will dictate the purchase and storage of these items, depending on the number of roommates, square footage of the room, etc. Unit commanders will ensure that personal items in shared rooms do not violate the space allotted to roommates. General guidelines to be followed are:

(1) Satellite dishes/antennas are not authorized anywhere in, on, or around the facilities.

(2) Television sets up to 35 inches are authorized. Larger television sets may be permitted provided they do not impede the traffic flow of the room. Flat screen television sets will not be mounted on concrete masonry walls.

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(3) Stereos, television sets, and PCs are permitted within the service member's individual living space, but may not impede upon the roommate's personal living space or the normal traffic flow of the room.

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

e. Personally Owned Lighting. Residents may use personally owned lamps. No incandescent lamps are permitted. Only compact fluorescent or light emitting diode (LED) lamps are permitted. All light fixtures must have the proper globe or deflector in place and the proper wattage bulb/type as recommended by the manufacturer. Open bulb fixtures are not permitted. Lighting fixtures with damaged, worn, cracked or frayed cords and plugs must be replaced.

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

g. Room Decorations. Resident living areas/rooms are to be clean and orderly in appearance. Personal decorations to improve room interior are permitted. The display of any offensive materials is not permitted; this includes displaying or paraphernalia pertaining to extremist groups, drug use, or pornographic material. All posters, pictures, and other wall hangings must be framed, and only hung in a nondestructive, orderly, neat manner on the room's walls. Double sided tape, toggle bolt, lag bolt, etc are not to be used which would destroy the wall. Decorations or other objects will not be placed or displayed in a manner that obstructs visibility, paths or access to doors or windows.

h. Vehicle Maintenance. Vehicle maintenance is not permitted to be performed in the parking area(s) nor inside the rooms. The Depot Marine Corps Community Services (MCCS) sponsored auto hobby shop is provided for this use.

i. Trash Receptacles. Trash receptacles in and around the facilities are for household trash only. Hazardous waste (oil, oil cans, paint, paint cans, etc.), recyclable material (to include large cardboard boxes), wood, or any object weighing over thirty pounds must be disposed of and/or deposited in accordance with established Depot procedures.

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j. Cable Television/Telephones. Cable television (CATV) and private telephone connections are provided within each room for occupants use. Occupants must contact the local carriers to have them activated. Occupants are responsible for payment of these services.

k. Damages. If a resident or their guest(s) willfully or through negligence destroys, defaces, damages, impairs, or removes any part of government-owned premises (including fixtures, furnishings, and appliances), the resident shall be held responsible for the cost to repair the damages or replace the removed furnishings, fixtures, or appliances. Damage reimbursements are credited back to an installations operations and maintenance account. The unit assigned to the barracks will be responsible for monitoring the condition of the furnishings and facilities to ensure personnel responsible for willful or negligent damage or removal are required to reimburse the government for the repairs or replacement. Residents will not be charged for normal wear and tear.

l. Electrical Safety. Permanent electrical circuits cannot be altered by the residents or any other person not authorized by the Installation. Electrical cords or other communication cables may not be installed under carpets, hung over nails or run through doorways and windows. Extension cords will not be used as a permanent wiring not affixed to any structure. Any cord or light fixture that has physical damage or splicing must be removed from the facility. Grounded relocatable power taps or "surge protector strips" with heavy duty cords are permitted to be used from the wall outlet. Each power tap will be directly connected to the wall outlet and not connected to another power tap.

m. Noise. Courtesy and common sense rule on this issue. Loud noise is prohibited. Noise from stereos, radios, TVs, and any other identifiable source should not be heard outside of a room, nor be disruptive to individuals occupying any common or public area. Installation regulations regarding noise discipline will be adhered to at all times. Residents will ask others to respect the noise control standards; and when asked, residents will cooperate. In the area outside/adjacent to the facility, residents will adhere to established installation noise restrictions.

n. Parking. Parking lots are for parking automobiles, motorcycles, vans, or pick-ups trucks belonging to or used by the resident. Parking is limited to one parking space per resident. Parking on grass areas is prohibited. Boats, trailers, and recreational vehicles are prohibited from being parked in parking lots. MCCS provides a recreational vehicle (RV) lot for all RVs located on MCRDPI. Major mechanical work on vehicles or storage of inoperable vehicles is not permitted in parking spaces. The Depot MCCS sponsored auto Hobby Shop is provided for this use.

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o. Washers and Dryers. Intended use by residents only for personal clothing and uniforms. The washing and/or drying of shoes, combat boots, or 782 gear is prohibited.

6. Cleaning and Field Days. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all service members. Unit commanders will conduct field days on a weekly basis to ensure that health and welfare standards are being achieved. In addition, it is each resident's responsibility to clean up after themselves within the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to cleanliness and sanitation. Field Days will include the individual service member's room and common areas around the barracks. Housekeeping tasks will include:

a. Daily. Empty trash receptacles, sweep decks, make racks, stow dirty equipment and clothes, and police call in around the barracks to include the grounds.

b. Weekly. Mop decks, vacuum carpets, dust room, clean windows and mirrors, clean head and shower, clean refrigerator and microwave inside and out, clean behind refrigerator.

7. Inspections. Room inspections (occupied and unoccupied) shall be conducted periodically (at least monthly) by the commander and or command representatives to ensure that health standards and maintenance requirements are met by geographic and bona fide bachelors residing in the barracks. Those failing inspections shall be checked weekly for a period of the next thirty days.

a. The Housing Director and or his/her designated representative will conduct a quarterly inspection for the purpose of identifying general maintenance and cleaning issues.

b. The designated Barracks Manager shall conduct a detailed inspection on a monthly basis for serviceability, accountability and maintenance of personal support equipment. This inspection shall be reported to the UH Manager on a monthly basis. Unserviceable furnishings will be reported to Property Control Division and the UH Manager. All government owned furnishings are labeled and monitored within EMH; therefore, replacement of any government owned furnishings must be updated within EMH and a new inventory label shall be issued for the replaced item.

c. A public works representative will conduct an annual controlled inspection of the barracks.

d. The Housing Director may direct unscheduled inspections as deemed necessary.

8. Security of Rooms and Personal Items. Each barracks resident is responsible for employing adequate security measures for the

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safekeeping of their personal property. The security measures to be taken include:

- a. Room doors will be kept locked when residents are not present.
- b. Door locks will not be replaced or changed by residents. The addition of other locking devices is prohibited.
- c. Wardrobes/lockers assigned to the residents will be locked with a personal padlock when the individual is not present in the room.
- d. Each resident will be furnished a key to his/her room. Duplication of keys by individuals is strictly prohibited.
- e. Requests for replacements and the reporting of lost keys must be made as soon as the loss is discovered, to the Barracks Manager. After hours, weekends and holidays, service members must report to the OOD for room access until the next business day. Service members must have their military ID to receive a key replacement from the UH Manager located in Room 208, Building 332.
- f. Master keys will not be issued to any resident and unauthorized use of this key may lead to disciplinary action.
- g. Baggage and personal effects of occupants placed in an unauthorized absence or hospital status will be inventoried by the SNCO and stored in accordance with applicable directives.

9. Maintenance of Barracks Facilities. When a need for routine maintenance or repairs is identified, the Barracks Manager or S-4 personnel as assigned by unit commander will submit a maintenance request through MAXIMO work tracking database. Each unit is responsible for tracking and reconciling their maintenance requests with facilities maintenance work reception at least monthly.

a. After normal working hours, emergency maintenance problems will be reported to the Public Works Department Emergency Maintenance Section. The reporting individual is responsible for notifying their unit S-4 of emergency maintenance requests submitted during off-duty hours.

b. S-4 personnel should reconcile at least monthly with facilities work reception on all maintenance requests over 30 days old. Outstanding maintenance requests that are over 60 days old should be reported to the UH Manager at billeting to be addressed to the AC/S, G-4 I&L.

10. Care, Maintenance and Repair of Furniture. Residents are responsible for the care of all government furniture and other property issued for their use. All government furniture shall be issued a barcode label for tracking purposes within System EMH.

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Residents will promptly notify Barracks Manager and/or UH Manager anytime a barcode label is damaged or missing or if any furniture is in need of repair or replacement.

11. Damage/Destruction of Government Property. Willful damage or destruction of government property will result in disciplinary action. Personnel Support Equipment (PSE) which becomes lost, damaged or destroyed will be reported utilizing the lost, damaged or destroyed property letter in reference (a). Appropriate endorsements will be provided by the respective commanders to the Housing Director and the AC/S, G-4 I&L.

a. Respective commanding officers will take final action on all cases of lost, damaged or destroyed PSE as per reference (a).

b. All major discrepancies noted in common or assigned areas will be reported to the Housing Director.

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## CHAPTER 5

### FIRE BILL

1. General. The Depot Fire Department is responsible for providing fire protection and fire prevention services to MCRDPI. However, conscientious awareness on the part of all personnel concerning various measures is needed to help minimize the danger to life and damage to property from fire.

2. Fire Fighting Equipment. Firefighting equipment will not be used or removed from assigned locations except for fire drills or for actual use.

3. Procedures to Report a Fire. In case of a fire, notify the fire department by whatever means available. Call by telephone or cell phone. When reporting a fire by telephone, the following procedures should be followed:

a. Dial 911.

b. Housing resident private phones or cell phones will be directed to Beaufort County Dispatch.

c. When the 911 operator answers the call advise the operator that you are calling from Parris Island and your call will be redirected. Give the location of fire (including building number, street address if applicable).

d. Do not hang up until told to do so.

e. Stand by to direct responding units to location of fire.

NOTE: False alarms are dangerous to residents and are expensive. Individuals guilty of setting false alarms will be subject to disciplinary action.

4. Evacuation Procedures. Upon notification of fire, residents will:

a. Ensure all electrical switches are turned off and windows and doors are closed prior to residents leaving their rooms.

b. Leave the building by the nearest unobstructed route.

c. Remain clear of the fire area until further direction from duty personnel.

5. Fire Regulations. Fire regulations pertinent to barracks operations are as follows:

a. Rubbish and trash will be disposed of in the waste containers provided. All rubbish will be cleared from the barracks prior to



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0730. Rooms will be kept free from the accumulation of trash which can cause fires.

b. Open top waste baskets will be made of metal.

c. Swabs, steel wool, oily rags, and other material subject to spontaneous ignition will be kept outside the barracks.

d. Authorized electrical appliances will bear the label of or be listed by the Underwriters Laboratories (UL). All electrical wiring, equipment and devices must be installed by base maintenance personnel only. The fire department will conduct periodic inspections of appliances for UL approval.

e. Barracks residents will promptly report defective electrical equipment such as defective wiring, frayed cords or light fixtures, malfunctioning appliances, or broken switches to the Barracks Manager.

f. Smoking is not permitted in any buildings.

g. The use of candles, incense, or any other sustained open flame is prohibited.

h. The storage of flammables, i.e., oil, paint, gasoline, etc. is prohibited.

i. The use of hot plates and space heaters is prohibited.

j. The use of coffee pots and microwave ovens in the barracks presents little or no fire problem as long as the building's electrical power supply is adequate to power such appliances and occupants follow correct operating instructions.

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## CHAPTER 6

UTILITY CONSERVATION

1. General. Conservation of our energy source is one the highest priority efforts in our nation today. Therefore, it is important to each resident to develop the habit of "utility conservation" in order to eliminate wasteful, nonessential utility and energy consumption practices.

2. Conservation of Heating, Ventilation, and Air Conditioning (HVAC). Energy conservation is everyone's responsibility. Accordingly, the following conservation measures will be taken:

a. When HVAC is on, windows and doors will be kept closed except as necessary to provide proper ventilation.

b. When possible, HVAC to unoccupied rooms will be turned off.

c. HVAC openings will be kept clear of obstacles that might impede heat circulation.

d. The use of hot water will be kept to a minimum. Hot water will not be used in showers to create steam baths.

e. All malfunctions of HVAC, hot water or steam systems will be reported immediately to the Barracks Manager.

f. At no time will any occupant tamper with the heating system.

g. Thermostat settings: 68F for winter heating and 78F for summer cooling.

h. No personal space heaters or window air conditioning (A/C) units are permitted without prior written approval. Approval shall be granted for un-conditioned spaces only which do not have central heating and cooling systems and only after inspection by facilities maintenance to ensure sufficient power to support the device is available. Heating units will also require approval of the fire safety inspector.

3. Conservation of Electricity. Electrical power conservation measures fall into general categories: those which are basically technical in nature and are functions of design, and those which relate to the end use of electrical conservation measures and are applicable to all residents:

a. Lamp size shall not exceed the UL wattage rating for the individual fixture.

b. Lights will be turned off when rooms are unoccupied.

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c. Standing lights will be turned on after sunset and turned off at sunrise.

d. No incandescent lamps are permitted. Only compact fluorescent or LED lamps are permitted. Incandescent lamps are no longer permitted and are to be phased out per the Energy Independence and Security Act of 2007.

4. Conservation of Water. Water distribution systems lose about one gallon in ten through leakage. In addition, without application of conservation measures, users waste four gallons or more of every ten gallons delivered. Reduction of water loss can be accomplished through continuous vigilance on the part of all personnel. The following water conservation methods are prescribed:

a. The irrigation of landscape areas should be done only during the later afternoon or early morning hours, vice all day or all night.

b. Showers should be limited to the amount required to bathe.

c. Water leakage caused by faulty faucets, showers, or toilets should be reported immediately to the Barracks Manager.

d. Low flow shower heads and water savings toilets should be utilized in all facilities. Do not tamper with or alter these devices.

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## APPENDIX A

FURNISHINGS INVENTORY LISTING  
CHECK INS / CHECK OUTSRANK/NAME \_\_\_\_\_  
BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_

	CHECK IN DATE _____	CHECK OUT DATE _____
FLOORS/CARPET		
WALLS/CEILINGS		
DOORS		
WINDOWS/SCREENS/CURTAINS		
COUNTER/CABINETS		
SHOW/SINK/TOILET		
ELECTRICAL OUTLETS		
LIGHT FIXTURES		
LOCKS		
BED/MATTRESS		
NIGHT STAND		
DRESSER		
DESK/CHAIR		
WALL LOCKER		
AC/HEATER		
MISCELLANEOUS		

CHIPPED (CH)	BROKEN (BR)	STAINS (ST)	DENTED (DT)	WARPED (WA)
MISSING (M)	NAIL HOLES (NH)	SCRATCHED (SC)	CRACKED (CR)	BURNED (BU)
BENT (BE)	SPOTS (SP)	PAINT (P)		

MOVE IN

OCCUPANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BARRACKS MANAGER/UH MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

FOR CHECK OUT: BARRACKS ROOM HAS BEEN INSPECTED, INVENTORY HAS BEEN VERIFIED,  
ROOM KEYS HAVE BEEN SURRENDERED AND ROOM IS IN SATISFACTORY CONDITION.

MAINTENANCE NOTES / WORK ORDER NUMBER(S)

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MOVE OUT

OCCUPANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BARRACKS MANAGER/UH MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

BILLETING OFFICE  
Building 332 Corregidor Street

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## APPENDIX B

<b>ADMINISTRATIVE ACTION (5216)</b> NAVMC 10274 (REV. 09-11) (EF) Previous editions will be used FOUO - Privacy sensitive when filled in.		Please review Privacy Act Statement on Page 3		Print Form	
		1. ACTION NO.		2. SSIC/FILE NO. 1330	
		3. DATE			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.)		5. ORGANIZATION AND STATION (Complete address)			
6. VIA (As required)					
7. Commanding General (AC/S G-4) Marine Corps Recruit Depot / Eastern Recruiting Region P.O. Box 19001 TO: Parris Island, South Carolina 29905-9001		8. NATURE OF ACTION/SUBJECT REQUEST FOR GEOGRAPHIC BACHELOR HOUSING			
		9. COPY TO (As required)			
10. REFERENCE OR AUTHORITY (if applicable) MCO 1100.22 CH-1 DepO 11100.5C		11. ENCLOSURES (if any) (1) LES			
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text) 1. I respectfully, request to receive geographic bachelor housing due to the following circumstances....					

2. The following information is provided:
- a. DCTB:
  - b. EAS:
  - c. DOR:
  - d. Number of dependents:
  - e. Marital Status:

FI, MI, LAST

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

Reset Form

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## APPENDIX C

**ADMINISTRATIVE ACTION (5216)**

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

FOUO - Privacy sensitive when filled in.

Please review Privacy Act Statement  
on Page 3

Print Form

1. ACTION NO.		2. SSIC/FILE NO. 1330	
3. DATE			
4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.)		5. ORGANIZATION AND STATION (Complete address)	
6. VIA (As required)			
7. Commanding General (AC/S G-4) Marine Corps Recruit Depot / Eastern Recruiting Region P.O. Box 19001 TO: Parris Island, South Carolina 29905-9001		8. NATURE OF ACTION/SUBJECT REQUEST FOR BAH OWN RIGHT	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) MCO 11000.22 CH-1 MCO 1751.3 DepO 11100.5C		11. ENCLOSURES (if any) (1) LES (2) PERSONAL FINANCIAL MANAGEMENT CERTIFICATE (3) FINANCIAL WORKSHEET (4) HOUSEHOLD GOODS LIST (as applicable) (3) COPY OF LEASE/MORTGAGE (as applicable) (4) DIVORCE DECREE (as applicable) (5) EFMP PAPERWORK (as applicable)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)  
 1. I respectfully request to receive BAH OWN RIGHT due to the following circumstances....

2. The following information is provided:

- a. DCTB:
- b. EAS:
- c. DOR:
- d. Number of dependents:
- e. Marital Status:

FI. MI. LAST

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

Reset Form

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## APPENDIX D

COMMANDING OFFICER'S FINANCIAL WORKSHEET

Disclosure of information on this format is voluntary. Possible adverse affects of nondisclosure could result in a decision being made to assign the subject to a special duty or independent duty assignment without consideration of information, which, if known, might have had a bearing on that decision. The information solicited by this format is not to be included in any official system of records.

Rank \_\_\_\_\_ Last Name, First Name, MI \_\_\_\_\_ SSN/MOS \_\_\_\_\_  
 Unit \_\_\_\_\_ MCC \_\_\_\_\_

1. GENERAL INFORMATION

Married \_\_\_\_\_ Number of Children/dependants \_\_\_\_\_  
 (Excluding spouse)

2. MONTHLY INCOME (Note 1)

- a. Base Pay \_\_\_\_\_  
 b. PRO/SEP Rations \_\_\_\_\_  
 c. SDA Pay - DI 375.00 RCTR 450.00 \_\_\_\_\_  
     MSG 150.00 MCI 150.00 CRS 150.00  
 d. Other Income \_\_\_\_\_  
 e. Total Monthly Income \_\_\_\_\_  
     (Add a through d)

3. MANDATORY MONTHLY DEDUCTIONS (From current LES)

- a. FIW (Federal Tax) \_\_\_\_\_  
 b. Social Security \_\_\_\_\_  
 c. Medicare \_\_\_\_\_  
 d. SIW (State Tax) \_\_\_\_\_  
 e. SGLI \_\_\_\_\_  
 f. Dental Family \_\_\_\_\_  
 g. Charity (Note 3) \_\_\_\_\_  
 h. Allowments (Note 4) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 i. Advance Pay \_\_\_\_\_  
     (Balance: \$ \_\_\_\_\_)  
 j. Child Support/Alimony \_\_\_\_\_  
 k. Other \_\_\_\_\_  
     (Explain: \_\_\_\_\_)  
 l. Total Mandatory Monthly Deductions \_\_\_\_\_  
     (Add a through k)

Initial screening	Recertification
_____	_____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
\$ _____	\$ _____
_____	_____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
+ _____	+ _____
\$ _____	\$ _____

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## APPENDIX D

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4. MONTHLY RECURRING BILLS & OBLIGATED DEBTS  
(SEE NOTE 5)

## NAME OF CREDITOR

- a. Car #1.....
- b. Car #2.....
- c. Car Insurance.....
- d. Personal Life Insurance.....
- e. Credit Cards:.....  
.....  
.....  
.....  
.....
- f. Loans:.....  
.....  
.....  
.....
- g. Others:.....  
.....  
.....
- h. Total Monthly Credit Payments.....  
(Add a through g)

INITIAL SCREENING		RECERTIFICATION	
Monthly payment	Balance Due	Monthly payment	Balance Due
_____	_____	_____	_____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
\$ _____	\$ _____	\$ _____	\$ _____

5. NET AVAILABLE FUNDS

- a. Total Monthly Income.....
- b. Total Mandatory Monthly Deductions.....
- c. Total Monthly Credit Payments.....
- d. NET AVAILABLE FUNDS.....  
(Subtract a through c)

INITIAL SCREENING		RECERTIFICATION	
_____	_____	_____	_____
- _____	- _____	- _____	- _____
- _____	- _____	- _____	- _____
\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
+ _____	+ _____	+ _____	+ _____
+ _____	+ _____	+ _____	+ _____
\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____

6. ADDITIONAL INFORMATION (Note 6)

- a. Savings Account(s): .....
- b. Checking Account(s): .....
- c. Investments: .....
- d. Total Amount Available.....  
(Add a through c)
- e. Spouse Income.....  
This income contributes to credit payments  
Spouse Occupation .....

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## APPENDIX D

f. Do you own a home or mobile home?

YES OR NO (circle one)

When Purchased? \_\_\_\_\_

If yes, monthly payment \_\_\_\_\_

Mortgage Balance \_\_\_\_\_

INITIAL SCREENING		RECERTIFICATION	
\$	_____	\$	_____
\$	_____	\$	_____

Read and answer the questions below	INITIAL SCREENING		RECERTIFICATION	
	YES	NO	YES	NO
1. Have you ever filed, or are you in the process of going through any type of bankruptcy proceedings (Chapter 7, 11, 13) and/or debt consolidation and/or financial liquidation?				
2. Have you ever been denied credit for any reason?				
3. Have you ever been denied housing as a result of a poor credit rating?				
4. Have you ever had anything repossessed?				
5. Are there any other financial issues that are not covered in this checklist?				
Comments on all YES responses _____				

NOTE 1: Do **NOT** include R&H in computing monthly income.  
R&H payments are considered to adequately cover housing expenses for geographical location.

NOTE 2: Normally those deductions found on the LES.

NOTE 3: Navy Relief Society, Combined Federal Campaign, US Navy/Marine Corps Retirement Home, etc.

NOTE 4: Explain the type of allotment. Do **NOT** include dependent allotments. (i.e. child savings bonds, etc.)

NOTE 5: Do **NOT** include those creditors that are paid by an allotment listed under **MANDATORY MONTHLY DEDUCTIONS**. Do **NOT** include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.

NOTE 6: The items listed under **ADDITIONAL INFORMATION** are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments.)

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

Date \_\_\_\_\_

Based upon my assessment, I find this Marine financially **Qualified/Unqualified**. The finding of **UNQUALIFIED** is amplified in the remarks below. (Commanding Officer must circle one)

SgtMaj Printed Name \_\_\_\_\_

Rank \_\_\_\_\_

Billet \_\_\_\_\_

SgtMaj Printed Name Signature \_\_\_\_\_

Date \_\_\_\_\_

Commanding Officer Printed Name \_\_\_\_\_

Rank \_\_\_\_\_

Billet \_\_\_\_\_

Commanding Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Appendix E

**UNITED STATES MARINE CORPS**  
Housing Division – Billeting Branch  
Marine Corps Recruit Depot/Eastern Recruiting Region  
Parris Island, SC 29905

**Please read and initial**

All GEO Bachelors room charges are paid in advance with the first payment being made on the first day of room occupancy. Occupants will pay a full months room charges on the 1<sup>st</sup> of every month. Accounts must be kept in a credit balance at all times. Delinquent accounts will not be tolerated. If you have not settled your account by the 10<sup>th</sup> of the month, your command will be notified. \_\_\_\_\_

All GEO Bachelors are required to have a credit card on file. All GEO Bachelors have the option to give billeting the authorization to charge their credit card on the 1<sup>st</sup> of the month through AUTO CHARGE.

I \_\_\_\_\_ AUTHORIZE BILLETING TO CHARGE MY CREDIT CARD FOR ROOM CHARGES THE 1<sup>ST</sup> OF EACH MONTH.

I \_\_\_\_\_ DO NOT AUTHORIZE BILLETING TO CHARGE MY CREDIT CARD. MY CREDIT CARD WILL BE KEPT ON FILE WITH MY FOLIO.

**ROOM CHARGES**

E5 and Below

Monthly @ \$6.00 per day = \$180.00 (30 days) \$186.00 (31 days)

E6 to O3

Monthly @ \$8.00 per day = \$240.00 (30 days) \$248.00 (31 days)

O4 and above

Monthly @ \$10.00 per day = \$300.00 (30 days) \$310.00 (31 days)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_ - Print name as it appears on credit card

30 APR 2021

## APPENDIX F

**WELCOME TO THE OSPREY INN PARRIS ISLAND. "WHERE IT ALL BEGINS"****GEOGRAPHICAL BACHELOR AUTHORIZATION FORM**

Please read the following rules and responsibilities and sign under each one. Your signature confirms you understand each rule and responsibility.

I understand that my rent is due the 1<sup>st</sup> of each month. I can either pay my rent at the front desk of building 330 on the 1<sup>st</sup> of the month or I can have the rent charged to my credit card automatically (please complete auto charge documentation).

---

 Signature

---

 date

Linen service will be completed every Monday (Tuesday if Monday is a holiday). Linens will be provided to you (sheets and pillowcases) January 1, 2018. Each week you will be required to strip your linens and leave them at the foot of your bed. Your dirty linens will be picked up and a clean set of linens will be left on your bed. Please check the appropriate box below:

       Yes I would like to receive linen service. I understand that I must leave my dirty linen at  
the  
Foot of my bed and housekeeping will pick it up and leave clean linen for me.

       No I do not want linen service (Note – this will NOT change the daily charge for your  
room.)

---

 Signature

---

 date

Only the common areas of building 331 will be cleaned bi-weekly by housekeeping. Individual rooms are the responsibility of the tenant. Periodic inspections will be held to ensure rooms are cleaned.

---

 Signature

---

 date

## RTR Barracks Capacities

Enclosure (2)

30 APR 2001

## APPENDIX H

## MAXIMUM LOADS FOR PERMANENT PERSONNEL QUARTERS

Permanent personnel billeting facilities:

<u>Bldg #</u>	<u>#rooms/bay</u>	<u># Marines (room/deck)</u>
144	41	41/82
145	54	54/108
146	55	55/110
289	35	35/70
332	64	64/128
700	53	53/106

Transient personnel billeting facilities:

<u>Bldg #</u>	<u>#rooms/bay</u>	<u># Marines</u>
330	90	135
254	7	7*

\*DV Quarters