



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 11100.5B
G-4
18 OCT 2012

DEPOT ORDER 11100.5B

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR BACHELOR HOUSING (SHORT
TITLE: SOP FOR BACHELOR HOUSING)

Ref: (a) MCO P11000.22
(b) MCO P10150.1
(c) DepO 11014.13E
(d) DepO 7220.16B
(e) DepO P4400.4E
(f) DepO 11100.3B
(g) MCO P4050.38D
(h) MCO 5000.12E
(i) SECNAVIST 5100.13E
(j) DepO 11014.2K
(k) USMC 2006 BEQ Campaign Plan

Encl: (1) Standard Operating Procedures For Bachelor Housing
(Short Title: SOP For Bachelor Housing)

1. Situation. To promulgate policies and provide guidance and procedures for the administration, operation, and maintenance of bachelor housing aboard Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR, PI).

2. Cancellation. DepO P11100.5A

3. Mission. The provisions of this manual in no way alters or amends the instructions contained in effective publications and directives issued by higher authority, but are supplementary thereto. Adherence to standard instructions ensures the most efficient use of the personnel and facilities.

4. Execution

a. Reference (a) provides authority for commanding officers to set forth policy/guidance for the eligibility, utilization, occupancy, assignment, and termination of personnel to bachelor housing.

b. Reference (b) provides policy guidance for requesting, issue, repair, replacement and management of personnel support equipment (PSE).

c. References (c) through (j) provide supplementary information and guidance in the management and operation of bachelor housing.

d. Reference (k) provides guidance and outlines the Commandant's general policy and direction regarding bachelor enlisted quarters (BEQ) issues for the United States Marine Corps.

5. Administration and Logistics. Recommendations concerning the contents of this order are invited. Recommendations may be forwarded to the Assistant Chief of Staff (AC/S), Installation and Logistics (I&L) via the appropriate chain of command.

6. Command and Signal

a. Command. This order is applicable to the Marine Corps Recruit Depot, Parris Island.

b. Signal. This order is effective on the date signed.


R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

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CHAPTER 1

GENERAL INFORMATION

1. General. Bachelor housing will be centrally managed under the control of the Director, Bachelor Housing/Billeting Office, who will oversee all facility related aspects of transient and permanent party Bachelor Enlisted Quarters (BEQ), Transient Enlisted Quarters (TEQ), Bachelor Officer Quarters (BOQ), and Visiting Officer Quarters (VOQ). The Director, Bachelor Housing/Billeting Office, will work under the cognizance of the AC/S, I&L and act as a special staff officer to the installation commander concerning bachelor/transient housing. The Director, Bachelor Housing/Billeting Office will provide installation and unit commanders with a single point of contact, and subject-matter expertise regarding billeting issues and concerns. Commanding Officers will be responsible for command, control, administration and operation of the bachelor quarters assigned under their cognizance.

2. Policy. Maximum utilization and Quality of Life program of bachelor housing are the major objectives of the Depot. Specific policy and guidance to achieve these objectives is outlined in reference (f). All BEQ residents will be required to read the regulations contained herein. The guidance outlined herein applies to all depot BEQs, and commanders seeking to add information or make changes will coordinate recommendations with the director, Bachelor Housing/Billeting Office who, along with unit commanders, is responsible to the Commanding General (CG) for BEQ management and operation.

3. Assignment

a. Bachelor housing accommodations will be as stated in the USMC BEQ Campaign Plan and reference (a). The following categories of personnel, listed in order of priority, are authorized to occupy permanent party bachelor housing:

(1) Military necessity personnel. When, in the judgment of the responsible installation commander, billeting of an individual is required because of circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force.

(2) Permanent party bona fide personnel assigned to MCRD/ERR, PI who are not drawing Basic Allowance for Housing (BAH).

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(3) Permanent Change of Station (PCS) students unaccompanied by dependents.

(4) PCS military personnel who are:

(a) Divorced, unaccompanied, and receiving BAH for dependent Support (BAHDIFF).

(b) Legally separated, unaccompanied, and receiving BAH at the with-dependent rate.

(5) PCS permanent military personnel, geographical bachelors, as approved and assigned by the Bachelor Housing/Billeting Office. Geographical bachelors will be charged a "billeting fee" as established and approved by the CG. This fee will be due the 1st of every month, no later than the 5th of the month. No payment may result in eviction.

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

c. Overcrowding or underutilization of bachelor quarters for the purpose of maintaining unit integrity is to be avoided.

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

e. Marines/Sailors 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 during 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 BEQ/BOQ manager with Enterprise Military Housing (EMH) check-in sheet, current Leave and Earning Statement (LES), and Permanent Change of Station (PCS) orders.

4. Enlisted Marines/Sailors 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 will be assigned BEQ in accordance with reference (a) and (k).

a. Each individual Marine/Sailor assigned a room will be responsible agent for the furnishings of that room.

b. Room assignments will be strictly adhered to ensure maximum use of the facility. Accordingly, rooms will be assigned as two persons per room for E1-E3, and one per room for E4-E5 (NCOs). 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.

c. Geographical bachelors (i.e. married enlisted personnel desiring to reside in the BEQ whose family resides outside a fifty mile radius) will be assigned quarters on a space available basis by the director, bachelor housing/billeting Office.

d. BEQ residents will not, under any circumstances, change or exchange rooms, whether on a temporary or permanent basis, without the prior approval of their commanding officer (or his designated representative) in control of the BEQ to which assigned and the director, bachelor housing/billeting office.

5. Staff Noncommissioned Officer/Officers

a. Single bona fide bachelor SNCOs on PCS orders are eligible for BEQ accommodations.

b. 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).

c. Married geographical bachelor, SNCO/Officers, may be assigned quarters on a "space available" basis as determine by the director, bachelor housing/billeting office.

6. Charges and Fees. The payment and fees charged to all geographical bachelors will be as determined by the director, bachelor housing/billeting office and approved by the CG. Geographical bachelor fees are due the 1st of every month, no later than the 5th of every month. Non-payment will be addressed to the service member and then to the command. Recurring non-payment can result in eviction. Geographical bachelors who fail move out inspection will be charged a \$150.00 cleaning fee. Damage fees will be based on item(s) damaged and the extent of damages.

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

- a. Report to the barracks manager of their assigned unit with a copy of their PCS orders and a current LES.
- b. Complete an application package enclosure (1). Barracks manager enters service member information into EMH (BQRTS). Copy will be maintained on file by the barracks manager within PII regulations.
- c. Barracks manager will assign room and issue an EMH check-in form enclosure (2). Copy will be maintained on file by the barracks manager within PII regulations.
- d. A joint inspection and room inventory will be accomplished by the barracks manager the service member. Acceptance will be indicated on the furnishings inventory list, enclosure (3) by signatures of the barracks manager and the service member. Copy will be maintained on file by the barracks manager within PII regulations.
- e. Bed linen and pillows will be issued to bona fide bachelors holding the rank of E5 and below. A review of room regulations and procedures will be accomplished and provided to the service member.
- f. Barracks manager will ensure that all information pertaining to the service member is entered into EMH (BQRTS) to include Furnishings Inventory List.
- g. Service member will report with LES, copy of orders and Check-In form (EMH), enclosure (2) to BEQ/BOQ manager located in building 330 for final check-in and room key during office hours. Geographical bachelor service member will then receive an Epitome Check-In/Out form, enclosure (4).
- h. Reporting 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.

8. Check-In Procedures for Bona Fide Bachelors and Geographical Bachelors E6 and Above. Enlisted personnel E6 and above have a higher priority than geographical bachelors. Geographical bachelors are assigned quarters only on a space available basis. Assignments can be terminated after reasonable notice (30 days)

when the space is needed for occupancy by personnel in a higher priority category.

a. Report to the BEQ/BOQ manager located in building 330 with a copy of their PCS orders and a current LES.

b. Complete an application package enclosure (1). Copy will be maintained on file by the BEQ/BOQ Manager within PII regulations.

c. BEQ/BOQ Manager will assign room; issue an EMH check-in form enclosure (2), Epite check-in/out form, enclosure (4) (geographical bachelor) and room keys. Copy will be maintained on file by the BEQ/BOQ manager within PII regulations.

d. A joint inspection and room inventory will be accomplished by the BEQ/BOQ manager and the service member. Acceptance will be indicated on the furnishings inventory list, enclosure (3) by signatures of the BEQ/BOQ manager and the service member. Copies will be maintained on file by the barracks manager within PII regulations.

e. BEQ/BOQ manager will ensure all information on the service member is entered into EMH (BQRTS).

f. Copies of service member's folio are maintained on file for minimum of three fiscal years following close of fiscal year in which (a) lease termination, or cancellation occurs or (b) litigation is concluded, whichever is later.

9. Termination of Assignment to Bachelor Housing. Termination of bachelor housing residency may be made under the following conditions:

a. Receipt of PCS orders.

b. Receipt of 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 bachelor housing regulations (i.e., failure to pay charges and fees by date required, priority status, etc.)

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10. Check-Out Procedures for Bona Fide Bachelor and Geographical Bachelors E5 and Below.

a. Report to the barracks manager of their assigned unit with a copy of their PCS orders.

b. The barracks manager will remove copies from file on the service member and perform a move out inspection, inventory of furnishings with the service member. Barracks manager will check-out the service member in EMH (BQRTS), issue EMH Check-Out form enclosure (5) and signs the furnishing inventory list form enclosure (3). Copies are given to the service member.

c. To complete the check-out process, the service member reports to the BEQ/BOQ manager, located in building 330 with the copies given by the barracks manager, return room keys and geographical bachelors will receive an Epiteome check out form providing all fees are paid in full.

d. All monies owed must be paid in full for service member to check out.

e. Copies of service member's housing records are maintained on file for minimum of three fiscal years following close of fiscal year in which (a) lease termination, or cancellation occurs or (b) litigation is concluded, whichever is later.

11. Check-Out Procedures for Bona Fide Bachelor and Geographical Bachelors E6 and Above.

a. Report to the BEQ/BOQ manager with a copy of PCS orders if applicable.

b. A pre-inspection with the BEQ/BOQ manager is required at least seven working days prior to check-out. A detailed cleaning instruction notice will be given to occupant at pre-inspection. At this time a final inspection is scheduled.

c. At the time of final inspection the BEQ/BOQ manager will remove copies from file on the service member and perform a check-out inspection and inventory of furnishings with the service member.

d. Service member will return all room keys at this time. BEQ/BOQ manager will check out the service member in EMH (BQRTS), issue EMH Check-Out form enclosure (5), Epiteome Check-

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sign the furnishing inventory list form enclosure (3). Copies are given to the service member.

e. Copies of service member's folio are maintained on file for minimum of 3 fiscal years following close of fiscal year in which (a) lease termination, or cancellation occurs or (b) litigation is concluded, whichever is later.

12. Abandoned Property. Property abandoned in BEQ permanent party barracks will be inventoried by a representative from service members command. Lost, abandoned, or unclaimed property will be processed by the director, bachelor housing/billeting office in accordance with reference (k).

13. Basic Allowance for Housing (BAH). References (d) and (f) set forth criteria for the granting of BAH Own-Right. It is mandatory, in accordance with reference (a), that full utilization be made of all adequate quarters before payment of BAH may be authorized. The depot's utilization objective is set at 95%.

14. BEQ Occupants

a. All bona fide bachelor enlisted personnel, E5 and below, are required to live in the BEQ unless BAH at the without dependents rate has been authorized. E6 and above may elect to live off-base and receive BAH rather than occupy government quarters. If sufficient space is not available to house all E1-E5 bona fide bachelors, generally the senior Marines will be the first personnel authorized BAH at the without dependents rate.

b. Requests for BAH Own-Right will be submitted in accordance with reference (d).

15. Pregnant Marines. Members who become pregnant with no family members may reside in unaccompanied personnel housing for her full term. Per reference (h) 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.

CHAPTER 2

BEQ POLICIES, INSPECTIONS & MAINTENANCE OF GOVERNMENT PROPERTY

1. General. All bachelor housing 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 (g).

2. Policy. All personnel are directed to develop a sense of pride and responsibility in their rooms.

3. BEQ Policies and Guidelines. The following guidance clarifies the Commandant's intent with regard to specific quality of life issues.

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 Marines who are of legal drinking age is permitted in the BEQs. Unit commanders, however, can and should sanction individual Marines, if their behavior warrants. Marines will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. Unless CMC has provided specific approval for a different age; regardless of the policy of other Services, locations, states, or host countries, the minimum drinking age for all Marines is 21 years old. Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages. It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.

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

c. Guest/Visitation Procedures. Anyone who is not a resident of a particular BEQ is a visitor to the BEQ. Visitors are not personnel on official business (i.e., unit leadership, BEQ Management, maintenance workers, etc.). BEQ residents will be permitted to host visitors during normal waking hours. Shift schedules must be considered when determining visitation hours and procedures. NCO's may be afforded additional visitation

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time not to exceed one hour per day when occupying a single room. Escorts are required to sign their visitors in and out with the appropriate Duty NCO (DNCO). Visitors must be accompanied by their escort at all times. They are not permitted to remain in the BEQ room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor while on board the base. No one under the age of 18 may visit the BEQ unless an adult member of their immediate family or a legal guardian escorts them. If the BEQ resident qualifies in one of these categories, they may act as the escort. These rules serve two basic purposes: preserve good order and discipline at the BEQ and ensure residents of shared rooms have certain hours each day that they may sleep, read, etc. without disruption.

d. 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 director, bachelor housing/billeting office.

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

f. Gambling. Gambling is not permitted in the BEQ at any time.

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

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

i. 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.

j. 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.

k. 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.

l. 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 Uniform Code of Military Justice.

m. Government-Provided Furnishing. Government provided furnishings will not be removed from the resident's room or any lounge without the prior approval from the unit commander or their designated representative and BEQ management. The request must be submitted in writing and maintained on file.

n. Furnishings Inventory Listing. It is the resident's responsibility to accurately complete the furnishings inventory listing enclosure (3) upon check-in and check-out of the room.

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

p. 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

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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 BEQ 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.

(3) Stereos, television sets, and PC's are permitted within the service member's individual living space but may not impeded upon the roommates 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.

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

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

s. 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

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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.

t. Vehicle Maintenance. Vehicle maintenance is not permitted to be performed in the parking area(s) nor inside the rooms of the BEQ. The depot MCCA sponsored auto hobby shop is provided for this use.

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

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

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

x. 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.

y. 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 BEQ, residents will adhere to established installation noise restrictions.

z. Parking. Parking lots are for parking automobiles, motorcycles, vans, or pick-up 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 Recreation Vehicles (RV) are prohibited from being parked in parking lots. MCCS provides an RV lot for all recreational vehicles and is located on MCRD/ERR, PI. 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.

aa. 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 does not constitute proper usage, and is prohibited.

4. Cleaning and Field Days. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Unit commanders will conduct field days on 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 BEQ to include the grounds.

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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.

5. Inspections. Room inspections (occupied and unoccupied) shall be conducted periodically (at least monthly) by the director, bachelor housing/billeting office, commander and or command representatives, to ensure that health standards and maintenance requirements are met by geographical and bona fide bachelors residing in the barracks. Those failing inspections shall be checked weekly for a period of the next thirty days. Residents occupying rooms with windows facing the barracks walkway will ensure that drapes are drawn so as to allow for complete viewing of the interior of the room from the walkway. Drapes will remain drawn between hours of 0730-1600 on weekdays except when residents are changing clothes. "Day sleepers" are not required to draw drapes, but must post a notice on the door knob indicating "day sleeper."

a. The director, bachelor housing/billeting office 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 director, bachelor housing/billeting Office on a monthly basis. Unserviceable furnishings will be reported to Supply and Services.

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

d. The director, bachelor housing/billeting office may direct unscheduled inspections as deemed necessary.

6. Interior Guard. Quality of life means providing the best for our service member's. This includes the best guidance and direction possible. Effective utilization of the Duty Non-Commissioned Officer (DNCO) as the interior guard is critical. The DNCO must maintain a visible presence in the BEQ and be aware of procedures allowing timely intervention in cases where good order and discipline are breached. This is critical during weekends, holidays, and when the majority of the command or portion thereof is deployed or training away from the barracks. Unit Commanders will develop specific Standard Operating

Procedures (SOPs) and/or General and Special Orders for this program; however, at a minimum these SOPs will include specific directions for the following interior guard members:

a. The Officer of the Day (OOD). The OOD will: be a commissioned officer, warrant officer, or Staff NCO; serve as the direct representative of the Unit Commander; be responsible for the maintenance of good order and discipline within the unit during off duty hours; be properly trained to stand this post as OOD; guide, mentor, and supervise the subordinate members of the interior guard during the execution of their duties; and frequently inspect the barracks to ensure that all policies are being adhered to and obeyed, especially those pertaining to alcohol and visitation.

b. The Duty NCO (DNCO). The DNCO fills an important role in the true success of QOL initiatives. The DNCO is the most influential member of the interior guard force. The DNCO must take charge of the assigned post and consistently enforce Marine Corps standards in order to maintain a level of professionalism, good order and discipline in the BEQ. The Commandant's intent is to provide a residential atmosphere within the BEQs while entrusting his NCOs to lead, develop, and provide a quality living environment for the Marines who live there. The DNCO will at a minimum: be a Non-Commissioned Officer, except in unusual circumstances; maintain good order and discipline in the BEQ by consistently enforcing all Marine Corps and Unit regulations; tour the barracks frequently and resolve any minor issues; ensure that all visitors are logged in and out, follow posted guidelines, and submit proper identification; maintain an accurate roster of barracks residents using Enterprise Military Housing Network (EMH); annotate duty inspections (and frequency of inspections) to be performed; and support the key control program.

c. BEQ Manager. The BEQ Manager shall be appointed and be responsible to the director, bachelor housing/billeting office.

7. Security of Rooms and Personal Items. Each barracks resident is responsible for employing adequate security measures for the 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 BEQ resident will be furnished a key to his/her room. Duplication of keys by individuals is strictly prohibited.

e. Individuals may be required to pay a fee of \$1.00 for the replacement of a lost key card and \$15.00 for the replacement of a lost hard key (if issued). Requests for replacements and the reporting of lost keys must be made, as soon as the loss is discovered, to the front desk personnel located in the Osprey Inn II. You must have your military ID to receive a key replacement.

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.

8. Maintenance of Barracks Facilities. When a need for routine maintenance or repairs is identified, the barracks manager/S4 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 facilities maintenance emergency marines section. The reporting individual is responsible for notifying their unit S4 of emergency maintenance requests submitted during off-duty hours.

b. S4 personnel should reconcile at least monthly with facilities work reception on all maintenance requests over 30 days old. Outstanding maintenance requests that are 60 to 90 old should be reported to the BEQ Manager at billeting to be addressed to AC/S, I&L.

9. Care, Maintenance and Repair of Furniture. BEQ residents are responsible for the care of all furniture and other property

issued for their use. Residents will promptly notify barracks manager anytime furniture is in need of repair or replacement.

10. 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 (e). Appropriate endorsements will be provided by the respective commanders to the director, bachelor housing/billeting office and the AC/S, I&L.

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

b. All major discrepancies noted in common or assigned areas will be reported to the director, bachelor housing/billeting office.

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CHAPTER 3

FIRE BILL

1. General. The depot fire department is responsible for providing fire protection and fire prevention services to MCRD/ERR, PI. There exists however, a continuous need for a conscientious awareness on the part of all personnel concerning various measures 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 pull the nearest fire alarm box. When reporting a fire by telephone, the following procedures should be followed:
 - a. Dial 911.
 - b. Give the location of fire (including building number, if applicable).
 - c. Do not hang up until told to do so.
 - d. Stand by to direct firefighting equipment.
- 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 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. Flammables, i.e., oil, paint, gasoline, etc. will not be stored in the BEQ.
- i. The use of hot plates and space heaters is prohibited.
- j. Use of coffee pots, microwave ovens and popcorn makers in the barracks presents little or no fire problem so 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 4

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 Heat. As a result of worldwide energy shortages, a requirement exists for aggressive action to reduce the use of heat. Accordingly, strict conservation measures to be employed should include the following:
 - a. When heat is on, windows and doors will be kept closed except as necessary to provide proper ventilation.
 - b. When possible, heat to unoccupied rooms will be turned off.
 - c. Heater 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 heating, hot water or steam systems will be reported immediately to the unit 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 personnel space heaters or window 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.

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

d. No incandescent lamps are permitted. Only compact fluorescent or light emitting diode (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

BILLETING OFFICE
Building 330 Mexico Street
Parris Island, SC 29905

OCCUPANT INFORMATION

Rank/Name _____

Social Security # ____/____/____ Date of Rank ____/____/____

Company/Unit _____

Report Date ____/____/____ PCS Date ____/____/____ EAS Date ____/____/____

Work Number _____ Cell Number _____

Email Address (Work) _____

(Personal) _____

Est. Date Room Needed _____

CURRENT COPY OF YOUR LES AND COPY OF ORDERS ARE REQUIRED

Vehicle Information

Year _____ Make _____ Year _____ Make _____

Model _____ Color _____ Model _____ Color _____

Tag Number/State _____ Tag Number/State _____

All vehicles registered to occupant? Y__ N__

Home of Record (Required for Geographical Bachelors Only)

Street Address

City _____ State _____ Zip Code _____

Contact Number _____

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APPENDEX C

BILLETING OFFICE
Building 330 Mexico Street
Parris Island, SC 29905

OCCUPANT AGREEMENT

Occupancy. Building _____ Room _____ is assigned to _____ (printed name and rank) to be occupied as military bachelor housing on _____ (date). This is a shared room with _____ (printed name and rank).

Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the room/space for any other purpose, including the shelter of any additional number of persons is prohibited.

Condition of Property. The Barracks Manager and the occupant have inspected the room, and both parties agree that the room is in a fit and habitable condition. Any discrepancy items noted by the occupant shall be submitted in writing and received by the Barracks Manager within 3 days of occupancy. The Barracks Manager is responsible for ensuring prompt resolution of these items.

Plumbing and Appliances. The occupant shall keep the premises, including all plumbing fixtures, facilities, and appliances as clean and safe as condition permits and shall attempt to unclog and keep clear all waste pipes, drains, and water closets where possible. At the termination of occupancy, the room shall be in good clean condition, normal wear and tear excepted.

Good Repair. The Installation Commander shall maintain the property in good repair and habitable condition and shall be responsible for all repairs not due to the abuse or negligence of the occupant during occupancy. The occupant is responsible for identifying any required repairs or replacement of equipment provided due to normal wear and tear to the Barracks Manager for resolution.

Use and Repair of Facilities. The occupants shall use all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other fixtures, facilities and appliances on or on the premises in a reasonable manner. Any damage caused by either the occupants, or their

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guests beyond normal wear and tear is the responsibility of the occupant and shall be repaired at occupants' expense.

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

Notice of Defects or Malfunction. The occupant shall promptly notify the Barracks Manager whenever the structure, equipment or any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way. The Barracks Manager submits a work request to Facilities Maintenance Division, who has a period of up to 30 days depending on type of request. Barracks Manager can provide follow up request upon request.

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

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

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

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

Personally-Owned Items. The occupant shall obtain written consent from the Unit Commander prior to the placement of any personally owned items, including, but not limited to furnishings, lighting and electronics, within the barracks room/space. Placement of personally owned items will not impede the traffic flow of the room nor block any egresses or cause any safety hazards. Waterbeds are prohibited. The room will be returned to the Barracks Manager in a clean and orderly manner.

Access to Property by the Housing Managers and their Duly Designated Representative. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander or a duly designated representative may enter the premises to: (a) inspect the property, (b) make necessary repairs, alterations or improvements, and (c) supply necessary or agreed upon services. If the occupants are not at

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home when the premises are to be entered, the housing representative shall have a representative from the occupants command or unit, a security officer, or a disinterested third party accompany them when entering the quarters.

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

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

Occupant Signature

Date

Occupant Printed Name

Barracks Manager Signature

Date

Barracks Manager Printed Name

18 OCT 2012

APPENDIX D

BILLETING OFFICE
Building 330 Mexico Street
Parris Island, SC 29905

GEOGRAPHICAL BACHELOR AGREEMENT

Occupancy. Building _____ Room _____ is assigned to _____ (printed name and rank) to be occupied as military bachelor housing on _____ (date). This is a shared room with _____ (printed name and rank).

Occupancy Use. The occupant shall use the premises solely as a residence for themselves. Use of the room/space for any other purpose, including the shelter of any additional number of persons is prohibited.

Condition of Property. The BEQ/BOQ Manager/Barracks Manager and the occupant have inspected the room and both parties agree that the room is in a fit and habitable condition. All discrepancies noted by the occupant must be submitted in writing to the BEQ/BOQ Manager/Barracks Manager within 3 days of occupancy. The BEQ/BOQ Manager/Barracks Manager is responsible for ensuring prompt resolution of these items.

Government Furnishings. Room furnishings are inventoried and listed on the Furnishings Inventory Listing Form. This will be signed by the occupant and BEQ/BOQ Manager/Barracks Manager and kept in occupant's folio. All discrepancies must be noted and submitted in writing to the BEQ/BOQ Manager/BEQ/BOQ Manager within 3 days of occupancy. Furnishings must be arranged in an order that does not impede flow of traffic or cause any safety hazard. Furnishings may not be removed from the room and the condition must be left the same as received; normal wear and tear expected. Major appliances are located in designated areas within the rooms according to available electrical outlets. These items must remain in these designated areas to avoid tripping breakers and safety issues.

Personal Electronic Items. Electronic items such as television sets, personal computers, and stereos are permitted. Common sense will dictate the purchase and storage of these items, depending on the number of roommates, square footage of room, etc. Personal appliances are also permitted to include microwave ovens, blenders and coffeemakers. All other cooking appliances, hot plates, electric grills, electric fry pans or an appliance with an exposed electrical coil are prohibited.

Room Cleanliness. Rooms must be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines.

Regulations are listed in the Depot Order P11100.5A. Daily and Weekly tasks are as follows:

Daily: empty trash receptacles, sweep floors, make beds, properly store dirty equipment and clothes.

Weekly: mop floors, vacuum carpets, dust room, clean windows and mirrors, clean bathroom, clean refrigerator/freezer inside and out.

Bachelor Quarters. Marine Corps Bachelor Housing Resident Guidelines are posted on the back of every barracks room door. Failure to comply with the standards set by the United States Marine Corps Bachelor Enlisted Campaign Plan will result in eviction of bachelor quarters.

Parking. Parking has been provided for one vehicle per room. Motorized vehicles will not be parked or stored within bachelor housing facility, room or space.

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

Room Security. Occupants are responsible for all keys issued. There is a charge for lost or misplaced keys; prices will vary depending on the type of key lost. Non-working keys will be replaced free of charge. Occupants are responsible for placing padlocks on their room locker doors. Valuables should be kept in your personal locker at all times.

Occupant Conduct. Occupants shall conduct themselves in a manner that will not disturb other occupants within any barrack facility.

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

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

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

Access to Property by the Housing Managers and their Duly Designated Representative. Upon reasonable notice to the occupant and at reasonable times, the Installation Commander or a duly designated representative may enter the premises to:

(a) Inspect quarters (b) Make necessary repairs, alterations or improvements (c) supply necessary or agreed upon services.

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

Check Out. All persons checking out must do so with the Barracks Manager and BEQ/BOQ Manager. Check out times are Monday through Wednesday, 0900 to 1145 and 1300 to 1500 and Thursday and Friday 0900 to 1200. Your room will be inspected and inventoried. The occupant is responsible for any missing or unaccounted for inventory. Failure to follow this procedure could result in a cleaning fee of \$150 and your command will be notified.

Charges and Fees. Geographical bachelor fees are due the 1st of every month, no later than the 5th of every month. Non-payment will be addressed to the service member and then to the command. Recurring non-payment can result in eviction. The fee for returned checks is \$18.00.

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

Occupant Signature

Date

Barracks Manager; BEQ/BOQ Manager Signature


Date

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APPENDIX E

MCRD Parris Island – CHECK-IN

Billeting Office
 Building 330 Mexico Street
 Parris Island, SC 29905
 843 228 3962

NAME	ACCOUNT	ARRIVAL DATE	EST DEPT DATE	SVM RUC
SSN	ROOM TYPE	BUILDING	FLOOR/WING	ROOM/BED
DUTY STATION	CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT	<p>Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.</p> <p>House Rules: This information is requested to provide lodging accommodations and will become a permanent part of the registration log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations. House Rules: With the exception of guide dogs and military working dogs, no animals or pets are allowed in any BH facility in accordance with NAVMED P-5010-2. Smoking is authorized in designated areas in accordance with SECNAVINST 5100.13B. Financial Liability: I understand that I am liable for any charges incurred during my stay or any loss/damage caused by myself or my guest(s). I hereby authorize a charge to my credit card (on file) or pay any checkage for financial liabilities incurred. Additionally, I understand that unauthorized removal or destruction of items is cause for prosecution under the Uniform Code of Military Justice or Federal Statute as appropriate. Checkout: Checkout time is 11:00. Failure to check out at such time will result in an additional days room charge being applied to your account. By my signature, I acknowledge acceptance of all charges incurred during my stay to include, but not limited to, phone calls.</p> <p>Financial Liability for Damages: I read, understand, and will obey the rules and regulations provided on this document and in the Bachelor Housing Handbook. I further acknowledge that tampering or altering any safety or fire protection device is a criminal offense. Violation of any of these rules and regulations are subject to disciplinary action under the Uniform Code of Military Justice, Article 92, "Failure to Obey Order or Regulation" and may result in loss/damage fees, eviction, and administrative or disciplinary action.</p>			
ADDRESS				
CITY, STATE/ZIP				
RUC PHONE#				
DUTY STATION PHONE#				
PERSON E-MAIL				
ROOM PHONE#				
				
SIGNATURE/DATE:				

I Certify that I ___ am ___ am not receiving Basic Allowance for Housing (BAH).

Signature: _____

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APPENDIX F

FURNISHINGS INVENTORY LISTING
CHECK INS / CHECK OUTS

RANK/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/BEQ/BOQ 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)

MOVE OUT
OCCUPANT SIGNATURE _____ DATE _____
BARRACKS MANAGER/BEQ/BOQ MANAGER _____ DATE _____

APPENDIX G


Epitome Check-In/Out Form

NAME	CONFIRMATION #	ARRIVAL DATE	DEPARTURE DATE	ACCOUNT
SSN	ADULT / CHILD	ROOM TYPE	# of NIGHT(S)	CLERK
ADDRESS	PURPOSE	COMMAND U.I.C.	RATE	BLDG / ROOM #
CITY, STATE, ZIP	METHOD of PAYMENT <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Direct Bill <input type="checkbox"/> Check Indicate credit card type: Discover MasterCard Visa American Express			
DUTY PHONE #				
ALTERNATE PHONE # (OPTIONAL)				
 <p> PARRIS ISLAND, SC 29929 BLDG 333 METCO ST. PARRIS ISLAND, SC 29929 PHONE: 843-228-2744 FAX: 843-228-5015 </p>	<p>Privacy Act Statement: This information is requested to provide lodging accommodations and will become a permanent part of the Registration Log. The information may be used by management and other Department of the Navy officials in the performance of their duties and will be used to maintain accountability for property issued to residents and guests. Providing this information is voluntary; however, failure to provide required information, may result in loss of entitlement to lodging. Authority to request this information is derived from 5 USC 552a and Departmental Regulations.</p> <p>House Rules: With the exception of guide dogs and military working dogs, no animals or pets are allowed in any BH facility in accordance with NAVMED P-5010-2. Smoking is authorized only in designated areas in accordance with SECNAVINST 5100.13B.</p> <p>Financial Liability: I understand that I am liable for any charges incurred during my stay or any loss/damage caused by myself or my guest(s). I hereby authorize a charge to my credit card (on file) or pay checkage for financial liabilities incurred. Additionally, I understand that unauthorized removal or destruction of items is cause for prosecution under the Uniform Code of Military Justice or Federal Statute, as appropriate.</p> <p>Checkout: Checkout time is 11:00. Failure to check out at such time will result in an additional day's room charge being applied to your account.</p>			
	SIGNATURE / DATE	<p>By my signature, I acknowledge acceptance of all charges incurred during my stay to include, but not limited to, phone calls.</p>		
<p>For Permanent Party Residents, please read and acknowledge the following:</p> <p>I certify that I _____ am _____ am not receiving Basic Allowance for Housing (BAH).</p> <p>Signature: _____</p>				

APPENDIX H

MCRD Parris Island -- CHECK-OUT

Billeting Office
Building 330 Mexico Street
Parris Island, SC 29905
843 228 3962

NAME	ACCOUNT	ARRIVAL DATE	DEPARTURE DATE	S/M RUC
SSN	ROOM TYPE	BUILDING	FLOOR / WING	ROOM / BED
DUTY STATION	CELL PHONE	PAY GRADE	PERSON TYPE	CLERK
DEPARTMENT	Notes:			
ADDRESS				
CITY, STATE/ZIP				
RUC PHONE #				
PERSON E-MAIL				
ROOM PHONE #				
				
CHECK-OUT NOTES:				
SIGNATURE / DATE:				