



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
BnO 11101.5G
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BATTALION ORDER 11101.5G

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: UNACCOMPANIED HOUSING MANUAL

Ref: (a) MCO 11000.22 CH-1 "Marine Corps Bachelor and Family Housing Management", 22 Jan 18
(b) MCINCR-MCBQO of 11101.4B "Unaccompanied Housing and Transient Quarters Manual", 18 Dec 19
(c) MCO 4400.201, "Management of Property in the possession of the Marine Corps", 24 Jul 2018
(d) MCINCR-MCBQ 5501 "Control and Use of Privately-Owned Firearms and other Weapons", 20 May 19
(e) BnO 1601.2 "Duty Noncommissioned Officer (DNCO) and Assistant Duty Noncommissioned Officer (ADNCO) Instructions
(f) BnO 1601.4G "Area Officer of the Day and Assistant Area Officer of the Day Instructions", 25 Oct 2019
(g) MCO 5000.12F "Marine Corps Policy Concerning Parenthood and Pregnancy", 13 Apr 2020
(h) MCO 1020.34H "Marine Corps Uniform Regulations", 01 May 2018

Encl: (1) Unaccompanied Housing Manager Appointment Letter (Sample)
(2) Unaccompanied Housing Check-in/Check-out Inventory Form
(3) Room Identification Placard
(4) Room Layouts for Building 2003, 2046 and 2074
(5) Service Request Form
(6) Lost Room Key Statement
(7) DD Form 200 - Financial Lost Investigation of Property Loss (FLIPL)
(8) NAVMC 6 - Cash Sales/Request for Checkage for Government Property
(9) Deck Non-Commissioned Officer Responsibilities List

1. Situation. Our barracks house some of our Nation's finest men and women. The condition and operation of the barracks and barrack's management programs directly impact the morale and retention of these young men and women. In the same light, how occupants conduct themselves in the barracks, how they treat the property and the pride they take in their facilities is indicative of the caliber of the organization and reflective of our core values. Additionally, increasingly limited resources make it even more imperative that Headquarters and Service Battalion (HQSVC BN) properly manages and maintains what is entrusted to us. HQSVC Bn barracks or unaccompanied

housing (UH) includes buildings 2003 (Singleton Hall), 2046 (Kelly Hall), and 2074, (Pruitt Hall).

2. Cancellation. BnO P11101.5F.

3. Mission. This order provides comprehensive policy, guidance and instruction on the management and administration of the HQSVC Bn UH, in accordance with reference (a) through (h), in order to effectively manage and maintain HQSVC BN UH providing a high standard of living for Marines and Sailors.

4. Execution

a. Commander's Intent. We will efficiently and effectively manage UH through constructive and continuous collaboration between HQSVC Bn S-4, UH Managers, company leadership, supported organizations, tenant commands, and the MCBQ G-4 Bachelor Housing Branch (BHB) staff. The end state is to provide a safe, functional, and clean living environment for Marines, Sailors and other service members permanently residing in HQSVC Bn UH aboard Marine Corps Base Quantico (MCBQ).

b. Concept of Operations. This Order provides guidance, assigns responsibilities, and provides procedures on all matters associated with the HQSVC BN UH program. This Order includes:

(1) Identification of roles and responsibilities in the management and maintenance of HQSVC Bn UH.

(2) Identification of occupancy and eligibility standards for residing within HQSVC Bn barracks facilities.

(3) Establishment of policy and procedures for room assignments and checking-in and out of rooms.

(4) Establishment of rules and regulations for the conduct of all personnel residing within HQSVC Bn barracks facilities.

(5) Identification of policy and procedures regarding general clean-up, field days, and inspections.

(6) Establishment of reporting guidelines and procedures for maintenance management within HQSVC Bn barracks facilities.

5. Administration and Logistics. Recommendations concerning the contents of the UH manual are invited. Recommendations will be forwarded to the Commanding Officer, HQSVC Bn via the chain of command.

6. Command and Signal

a. Command. This order is applicable to all tenants who reside in HQSVC Bn UH (2003, 2046, and 2074).

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



E. J. DANIELSON

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Locator Sheet

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Chapter 1

Roles & Responsibilities

1. PURPOSE. To provide information and instructions for the administration, management, and operation of UH under the cognizance of HQSVC Bn.

2. OBJECTIVE. This chapter prescribes responsibilities, provides planning guidance, and details implementation instructions and exceptions to policy; all in pursuit of the following program objectives.

a. Sufficient adequate UH space shall be planned and programmed for all permanent party personnel, Sergeant (E5) and below, assigned to HQSVC Bn.

b. All bona-fide bachelors (defined as one who is not married), E5 and below, will reside in UH unless authorized by the Installation Commander to reside off base.

c. Marine Corps UH will be safe, clean, and comfortable. This objective will be reached through the active participation of installation, HQSVC Bn, and supported organization leadership. Principal among those, however, is the continuous and significant involvement of our Staff Non-Commissioned Officers (SNCO) in the lives and welfare of our junior Marines where they live and spend their time off-duty.

3. RESPONSIBILITIES

a. S-1 Officer

(1) Staff correspondence as necessary for the execution of UH operations, including appointment letters.

(2) Ensure Sergeants and below, upon checking in or checking out of the battalion, have completed any required check-out with UH Managers.

b. S-4 Officer

(1) Serve as the principle staff officer on matters pertaining to maintenance and operation of the HQSVC Bn UH.

(2) Supervise the activities of the UH Managers.

(3) Coordinate with the HQSVC Bn S-1 for 12 month appointment of Unit UH Managers per reference (b). Appointments will be made using enclosure (1).

(4) Ensure UH Managers have access to the Enterprise Military Housing (eMH) portal; receive proper eMH training via Bachelor Housing Branch (BHB); attend all barracks management reconciliations scheduled by the Head, BHB; and attend all UH related training provided by Head, BHB.

(5) Ensure UH Managers have access to the MAXIMO Facilities Portal, receive proper MAXIMO training via G-F Public Works Branch, and attend all scheduled maintenance reconciliations held by G-F Public Works Branch.

(6) Ensure UH Managers provide continuous follow-up on all categorized maintenance requests with G-F Public Works Branch and S-4 leadership as per Chapter six of this Manual.

(7) Ensure that UH residents do not switch assigned rooms without first notifying the company leadership via tenant command leadership and UH Manager in order to ensure accurate key control and occupancy reporting in eMH.

(8) Plan and coordinate inspections of the HQSVC Bn UH.

(9) Oversee the strict accountability and replacement of UH furniture and equipment.

(10) At least monthly, reconcile the UH occupancy list with the UH Managers and provide an updated room roster to the Company Commanders, Area Officer of the Day (AOD), and Sergeant Major.

(11) Coordinate room inspections during check-out with the UH Managers and Company Commander Representative of all Marines executing permanent change of station orders.

(12) Update this Order, as required.

c. AOD/Duty NCO Responsibilities. See reference (e) and (f).

d. UH Managers. The UH Manager will be a Sergeant or Corporal, assigned to HQSVC Bn. The assignment will be for 12 months and will be the assigned Marine's primary duty, not a collateral duty. The importance of this assignment should be reflected within his or her Proficiency and Conduct marks or Fitness Report. Fitness Reports will 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 Marines.

(1) Adhere to the responsibilities outlined in reference (a), unless specifically waived in writing by the Installation Commander.

(2) Prominently display their name, picture and contact information (i.e., phone and email) on each deck in the barracks.

(3) Appointed place of duty is the assigned UH Manager's office in the respective barracks.

(4) Maintain access to eMH; receive proper eMH training via BHB; attend all barracks management reconciliations scheduled by the Head BHB; and attend all UH related training provided Head BHB. Unit UH Managers will provide the Head BHB with a copy of appointment letter.

(5) Maintain access to MAXIMO, receive proper MAXIMO training via G-F Public Works Branch, and attend all scheduled maintenance reconciliations held by G-F Public Works Branch.

(6) Ensure random room inspections are conducted in conjunction with supported organization leadership using the UH Check-in/Check-out inventory form and UH Room layout (See enclosure 2 and 4).

(7) Per reference (a), ensure Marines and Sailors are billeted according to the 2+0 standard (i.e., E3s and below share a room, E4s share a room if billeting requirements do not support E4s having their own room), E5s have their own room. Note, for E5s housed according to 2+0, block the second bed in eMH to ensure the bed space is not reported as available.

(8) Identify rooms reserved for special circumstances in eMH. (e.g. rooms held for deserters, flight personnel, Officer Candidate School training augments).

(9) Within 24 hours of notification of a maintenance issue, submit a work request in MAXIMO for action by G-F Public Works Branch and notify the reporting individual of the assigned work order number for tracking purposes.

(10) UH Managers will maintain accurate key control and identify missing keys to the S-4 Officer via enclosure 6.

(11) Upon switching rooms for Marines and Sailors, UH Managers will immediately update the eMH and the key control records.

(12) UH Managers will maintain accountability of all linen issued to tenants and will immediately notify Head, BHB of any missing or damaged linen.

(13) Coordinate room and common area inspections of UH with the Company and supported organization leadership, BHB, and Base Safety.

(14) Ensure that pertinent forms and records are maintained per this Order and that required reports are submitted to higher authority.

(15) When a room is found to be damaged due to potential misconduct, immediately notify the S-4 Officer, company leadership via supported organization leadership, and BHB of the misconduct. Additionally, instruct the duty to log it in with a description of the damage and personnel involved. Upon notification of damage, the CO will submit a Financial Liability Investigation of Property Loss.

(16) Daily, the UH Manager will inspect empty UH rooms to identify any maintenance issues that require reporting in MAXIMO.

(a) Review the 30/60/90 day MAXIMO report and follow-up on routine service requests that have exceeded 30 days and emergency requests that have exceeded 48 hours.

(17) On a weekly basis the UH Manager will complete the following:

(a) Review the 30/60/90 day MAXIMO report and follow-up on urgent service requests that have exceeded 10 days.

(b) Reconcile UH occupancy in eMH.

(c) Block uninhabitable rooms in eMH. Note, uninhabitable rooms must be blocked every 10 days in eMH.

(d) Provide UH occupants an update with regards to the status of their outstanding maintenance requests.

(18) On a monthly basis the UH Manager will complete the following:

(a) Conduct a thorough review and reconcile of the 30/60/90 day MAXIMO report for all outstanding routine, urgent, and emergency requests.

(b) Attend scheduled barracks management reconciliations held by BHB.

(c) Attend scheduled maintenance reconciliations held by G-F Public Works Branch.

(d) Maintain an active eMH account by logging into eMH at least once every 30 days.

e. Company Commander. Company Commanders will assist the HQSVC Bn S-4 in maintaining a positive quality of life for the Marines living in UH, as well as ensuring good order and discipline are maintained within the HQSVC Bn assigned UH.

(1) Per ref (a), coordinate with supported organizations that have Marines living in UH to nominate a Corporal or Sergeant for a 12

month assignment to be a UH Manager for their barracks. This assignment will be his or her primary duty, not a collateral duty.

(2) Ensure strict compliance with this order.

(3) Develop and implement a sustained, continuous inspection program that involves leadership at all levels as outlined in Chapter 1, paragraph 3g of this Manual.

(4) Ensure UH and the surrounding grounds are maintained in a high state of police and cleanliness at all times through field days, general cleaning, and inspections.

(5) Ensure Noncommissioned Officers (NCOs) that reside in UH understand their responsibilities as first-line supervisors, with an obligation to enforce the policies directed in this order.

(6) Post and relieve all Duty Noncommissioned Officers (DNCO) and Assistant Duty Noncommissioned Officers (ADNCO).

(7) Coordinate with UH Managers to ensure that UH residents do not switch assigned rooms without first notifying the company leadership in order to ensure accurate key control and occupancy reporting in Enterprise Military Housing (eMH).

(8) Coordinate with UH Managers to have Marines complete check-out and final room inspections prior to vacating their assigned rooms.

(9) Ensure Marines who are moving out of a room leave the room in a high state of cleanliness. The departing Marine will not receive a check-out stamp for a room that is not ready to accept new tenants.

(10) Ensure each room is properly marked utilizing enclosure (3).

(11) Naval Health Clinic Quantico and Weapons Field Training Battalion will coordinate UH support with Marine Corps Base Quantico G-4 for personnel assigned to Naval Health Clinic residing in Barracks 2074.

(12) Marine Corps Cyberspace Operations Group (MCCOG), Marine Corps Intelligence Activity (MCIA), and Wounded Warrior Regiment (WWR) will coordinate UH support with Marine Corps Base Quantico G-4 for personnel assigned to residing in Barracks 2046.

(13) Training and Education Company will coordinate UH support for personnel assigned to Training Command, Education Command, and Training and Education Command Headquarters.

(14) Combat Development Company will coordinate UH support for personnel assigned to Marine Corps Combat Development Command and Marine Corps Warfighting Lab.

f. Deck NCO Responsibilities. See enclosure (9).

g. Staff Non-Commissioned Officers in Charge (SNCOIC)/Officers in Charge (OIC). SNCOICs and OICs within our supported organizations are the front line leaders of our Marines and most immediately responsible for their health, safety, welfare and discipline. They will be engaged with their Marines in the barracks. At a minimum, supported organization leadership will conduct the following:

(a) Conduct inspections for cleanliness of rooms and common areas associated with all respective personnel within supported organization.

(b) On a weekly basis, review and follow-up on all routine, urgent, and emergency maintenance issues and report to respective UH Managers.

Chapter 2

Occupancy Requirements & Eligibility

1. Mandatory Occupancy. Single Sergeants (E5) and below shall reside in UH unless authorized to reside off-base.
2. Military Necessity. The HQSVC Bn Commander 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 UH Division. Military necessity shall not be used solely to circumvent the rules regarding Geographical Bachelors (GB).
3. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel UH.
 - a. Unaccompanied personnel who must reside in UH by military necessity.
 - b. Permanent party military personnel, E5 and below, without a Basic Allowance for Housing (BAH) entitlement.
 - c. Unaccompanied Permanent Change of Station (PCS) students.
 - d. Unaccompanied personnel serving family members-restricted or all-other tours of duty in Alaska, Hawaii, and areas outside the U.S.
 - e. Unaccompanied PCS military personnel who are legally separated and receiving BAH "with dependents."
 - f. Unaccompanied divorced, and receiving BAH for dependent support.
 - g. GBs, if UH space is vacant and available after satisfying all requirements for personnel in paragraphs 3a through 3f of this chapter (space available only).
4. Maximum Utilization of UH Space. In accordance with reference (b), the target for installation UH occupancy rate is 95%.
5. BAH "Without Dependents". In accordance with reference (b), requests for entitlement to BAH "Without Dependents" may only be approved, for reasons of non-availability of UH, when the occupancy rate across the installation is 95% or greater. The Installation Commander is responsible for ensuring appropriate re-allocation of space across tenant units, as required to minimize utilization disparities to the greatest extent possible. Receipt of BAH "Without

Dependents" at a previous duty station is not justification for request/approval at the MCINCR-MCBQ.

a. Waivers. The Installation Commander may waive the mandatory assignment policy and authorize off-base residence and receipt of appropriate BAH for members who sustain the loss of their only family member through death, divorce or legal separation. If granted, waivers will generally provide a 90-day exemption from the assignment to on-base government quarters. If such a member owns the home in which they reside, in the vicinity of their assigned duty station, the Installation Commander may completely exempt them from on-base residence requirements for the remainder of their current tour.

b. Other exceptions. The Installation Commander may approve exceptions that do not meet the criteria to preclude undue hardship on individual Marines.

6. Pregnant Service Members.

a. In accordance with reference (g), pregnant Marines with no family members may reside in bachelor quarters for the full term of pregnancy. Upon request, the installation commander may authorize a pregnant Marine to occupy off-base housing up to the 20th week of pregnancy. From the 20th week onward, the host commander must approve a request to occupy off-base housing.

b. Single Marines who are pregnant may request government family housing, based on availability, before the birth of the child; however, they are not authorized to occupy housing until after the child is born (unless there is excess housing), nor are they given special treatment (i.e., head of line privilege on the base housing list). These policies allow single Marines who are pregnant to have their names on the housing list prior to the birth of the child. See reference (b) for additional details concerning assignment of government or public private venture (PPV) housing to single or pregnant Marines.

Chapter 3

Assignment and Check-In/Out Procedures

1. Assignment Standard. In accordance with reference (b), the Marine Corps assignment standard for all bona fide permanent party UH personnel is two persons per room for E1-E4 (Private to Corporal) and one person per room for E5 (Sergeant). E4s must room with E4s.

2. Male/Female Room Assignments

a. Female Marines will be appropriately integrated in UH.

b. All residents of a room will be of the same sex. For UH designed at the 2+2 configuration where two rooms have an adjoining bathroom, both rooms will be assigned to residents of the same sex. At no time will male and females be assigned to the same room or two or more rooms that share a bathroom.

3. Room Identification. All room doors will have a name-tag holder with identification card affixed to identify the assigned resident(s). Identification cards will be uniform in design and completed with the following information: name, age, rank, company, work section and extension. See enclosure (3) for template.

4. Check-In Procedures. During normal working hours:

a. Each new resident will check-in with his/her respective UH Manager. The UH Manager will assign the Marine a room based on availability.

b. The UH Manager will provide the new resident with one room key, clean linens and will conduct a joint room inventory using the check-in/inventory sheet (enclosure 2) generated from the eMH web portal. The resident will sign the check-in/inventory sheet acknowledging the condition of the room and furniture at that time. The check-in/inventory sheet will be retained by the UH Manager. The HQSVC Bn check-in sheet will be stamped by the UH Manager when the inventory is complete.

c. Each new resident will be briefed by the Company Gunnery Sergeant and UH Manager on the rules and regulations governing the UH. The UH rules and regulations can be found in chapter 4 of this order.

5. Check-Out Procedures

a. UH Residents

(1) Report to the UH Manager to start check-out from an assigned room.

(2) Ensure their assigned room has been cleaned, all closets and drawers emptied and wiped cleaned and linen washed, dried and folded.

(3) During duty hours, conduct a joint inspection with the UH Manager and supported organization leadership using the check-in/inventory sheet which was filled out when the occupant first checked aboard.

(4) Turn in the room key, linen and comforter to the UH Manager upon completion of inventory; at which time room will be secured and the UH Manager will stamp complete. Personnel will be moved to a transient room prior to their departure date.

(5) Residents leaving over a weekend or holiday period will check out with the UH Manager no more than three days prior and the DNCO on the day of departure.

b. UH Managers

(1) Report damages to or loss of government property to the HQSVC Bn Supply.

(2) Stamp the resident's check-out sheet once all issues with the inventory have been resolved, room key has been turned in, and room is no longer accessible to that resident.

(3) Collect the key, linen and comforter from the resident on the next working day after a holiday or weekend.

c. Temporary Additional Duty (TAD)/Deployments. A waiver can be issued if the occupant will be returning to their room daily. If TAD will be in excess of 30 days but less than 90 days, the occupant's belongings must be inventoried and may be stored in lockable wardrobes, wall lockers or UH room. If the occupant is going TAD greater than 30 days, they must have a personal effects inventory conducted in coordination with Supply per reference (c). Any TAD over 90 days, occupant's belongings will be inventoried and be stored within HQSVC Bn supply personal effects storage. If space is unavailable in the occupants UH for storage, they will then be stored in HQSVC Bn supply personal effects storage.

d. Upon identification of lost or damaged equipment the HQSVC Bn S-4 will coordinate with the respective company leadership to initiate the procedures for damaged or missing gear per reference (c) and enclosures 7 and 8. See below for further details regarding lost or damaged equipment.

6. Transient Billeting Procedures. In the event a Marine (E5 and below) is checking into HQSVC Bn and does not have a pre-assigned room, the following procedures apply.

a. HQSVC Bn Area Officer of the Day (AOD)

(1) During normal working hours, direct the Marine to the HQSVC Bn S-4.

(2) After normal working hours, direct the Marine to the DNCO of the designated transient UH for assignment of a transient room until the next regular working day. The Marine will sign for linen and the DNCO will escort the Marine to the room. On the next regular working day, the Marine will report to HQSVC Bn S-4 and check into the UH using the procedures for normal check-in. The DNCO, individual Marine, and his/her respective company representative will ensure the transient room is in a state of general cleanliness with all linens returned.

(3) Refer all incoming SNCOs to Liversedge Hall for temporary billeting.

b. Transients

(1) Check-out of the room with the DNCO by 0700 the next workday.

(2) Stage all gear on the quarter deck and ensure the room is properly cleaned.

c. UH DNCO

(1) Inspect the transient rooms for cleanliness and ensure no damage to or loss of government property has occurred.

(2) Log in all Marines who reside in the transient room, to include name, rank and EDIPI in the transient room logbook.

(3) Open the door to the transient rooms whenever access is needed.

(4) Issue linen to the transient upon check-in and retrieve it upon check-out.

d. UH Manager. Ensure the transient rooms are cleaned prior to reissuing the rooms.

7. Damages. The Unit UH Manager is responsible for monitoring the condition of the furnishings and facilities. When Unit UH Managers discover loss, damage, destruction, or theft, Unit UH Managers will notify HQSVC Bn's Supply Officer and/or Chief who will initiate a FLIPL (enclosure 7) in accordance with reference (c). Residents will not be charged for normal wear and tear.

a. Marines and Sailors shall be liable to the United States for damages to UH, or damages to or loss of any equipment or furnishings

of any UH, assigned to or provided such member if the damage or loss was caused by the abuse or negligence of the member, a dependent of the member, or of a guest of the member.

b. If more than one individual is found financially liable for the loss, damage, destruction, or theft of government property, the individual shall be collectively liable for the loss to the government. Among the factors to be considered in taking collection action from each liable individual are the degree of each individual's responsibility for the loss, damage, destruction, or theft and the ability to collect from the responsible individual.

c. Per reference (b) and this Order, at the time of assignment and upon setting termination of UH occupancy, Unit UH Managers shall use enclosure (2) to inform and have all housing occupants acknowledge in writing their responsibility and liabilities. Unit UH Managers and occupants shall validate the condition of the housing unit during assignment and pre-termination or final inspection. This liability statement will be part of every folio that is created at the time of check-in using eMH.

d. In accordance with references (b and c), individuals may voluntarily choose to pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. An individual cannot be coerced or threatened with adverse action if payment is not voluntarily made. Voluntary payments may be made in cash, by check, or through payroll deduction.

Chapter 4

UH Rules and Regulations

1. General. The rules and regulations contained in this order govern the conduct of all residents, guests and visitors and are enforceable under the Uniform Code of Military Justice (UCMJ). In the absence of specific regulations, all personnel will be guided by the following principles:

a. UH residents are members of this organization and are expected to conduct themselves with dignity, pride, obedience to regulations and respect for authority and the rights of others.

b. All residents are responsible for obeying, enforcing and reporting violations of regulations, consistent with the following:

(1) Within each room, the senior occupant assigned to that room is in charge and is responsible for enforcement of regulations and standards within that room.

(2) In all other situations involving the enforcement of regulations and standards where no other person has specific authority, the senior resident present will take charge and all persons subordinate to that resident will obey lawful orders and instructions given.

(3) The DNCO and ADNCO are sentries on post and the direct representatives of the company commanders. When in the execution of their duties, they must be obeyed regardless of military grade.

2. Alcoholic Beverages. Marines who are 21 years of age or older are authorized to store and consume alcohol in UH. Marines who are under 21 years of age are prohibited from possessing or consuming alcohol.

a. Marines can store a reasonable amount of alcohol within their assigned rooms consistent with the responsible consumption of alcohol. Individual Marines may store no more than either one 12-pack of beer, two 4-packs of wine coolers or two bottles of non-fortified wine (under 14% of alcohol) in his/her room, or an equivalent combination (6-pack beer/bottle wine). In addition, NCOs will be allowed to store one bottle containing no more than 750ml of distilled spirits, no more than 100 proof.

b. Consumption of alcoholic beverages is authorized in the UH recreation room, living spaces and in the smoking area. The senior Marine present will ensure alcohol is used in a responsible and reasonable manner.

c. Abuse of this privilege will result in disciplinary action. The DNCO and ADNCO will ensure strict compliance with this policy throughout UH.

3. Appliances. Appliances are permitted in UH rooms to include refrigerators, microwave ovens, blenders, and coffeemakers. These items are only permitted if the electrical system is sufficient to handle the electrical load. Installation maintenance sections will make the determination of electrical load through electrical surveys. All other cooking appliances (i.e., hot plates, electric grills, electric fry pans, or any appliance with an exposed electrical coil such as a toaster oven) are prohibited. All appliances must comply with installation fire/ safety regulations and guidelines. The refrigerator/microwave combo will be plugged directly into an outlet in the wall and at no time will an extension cord or power strip be utilized. If there are any questions if an item is allowed in UH it should be directed to your respective UH Manager.

4. Bicycles. When checking in with the UH Manager, Marines will annotate on their check-in sheet if they own a bicycle. Make, Model and Color will be provided. Serviceable bicycles will be stored and secured in the bicycle rack located in the basement of UH 2003, or outside of UH 2046 and UH 2074. Bicycles are not permitted to be stored inside common spaces or individual rooms - no exception. Unserviceable bicycles will be disposed of 30 days after exhausting all means of identifying the owner and notification being made at field day formation and at the duty desk. Unserviceable is defined as rusted, broken or having the appearance of being abandoned.

5. Cable TV. A maximum of one cable television hookup is available per room. There is free WI-FI/TV available through BOINGO in all UH's. Paid subscriptions are available for cable television/internet.

6. Candle/Incense Burning. Due to fire hazard, there will be no candle/incense burning in the barracks. Scented wax warmers that use a lightbulb for warming are authorized for use in the UH.

7. Commercial Enterprise. Solicitation is not permitted in the UH. Solicitors should be reported to the DNCO and asked to leave the premise. Any non-compliance will be reported to the HQSVC Bn AOD.

8. Crime Prevention. Residents will lock room doors, wall lockers or closets, and secure all valuables whenever they leave the room.

9. Wall Hangings. Wall hangings are authorized but at no time will there be damage to any walls, doors or ceilings. Wall hangings will be hung using adhesive tape, hooks or other non-permanent/damaging material. Content of wall hangings will not be offensive in nature, pornographic or display unlawful material. Content of this nature are contrary to our core values of honor, courage and commitment will not be tolerated.

10. Dress Code. All dress must conform to specifications outlined in reference (h) with the exception of common areas where physical training gear is authorized.

11. Fire Escape Plans. Fire escape plans will be posted by fire alarms. Fire exits will only be used in case of emergency. First Deck main and rear exits are designated for routine use. All UH residents will ensure internal fire doors are closed and unobstructed. Company safety representatives, UH Managers and HQSVCBN S-4 staff will inspect fire exits quarterly.

12. 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 a danger to other residents (i.e. charcoal, lighter fluid, spray paint, etc.).

13. Food. Foods intended for immediate consumption, non-perishable food stored in sealed, airtight containers and/or food stored in the resident's refrigerator may be kept in the room. The purpose is to minimize/mitigate rodent infestations.

14. Gambling. Gambling, in any form, is prohibited in UH.

15. Government Property/Furniture

a. Government property (to include furnishings, equipment and fixtures) will not be removed or relocated from UH rooms, recreation rooms, laundry rooms or other common areas without prior approval of the UH Manager or HQSVC Bn S-4. Personnel will be held liable for any government property damage caused by their negligence/abuse. The extra rack in single occupant rooms will not be disassembled and/or removed from the room.

b. Arrangement of furniture within the UH rooms will be configured in one of the layouts per enclosure (4) and must adhere to the following restrictions:

(1) Racks and other furniture will not be placed so they impede door/windows, access to the head or air conditioning/heater unit.

(2) Corporals and below are NOT authorized to push their racks together.

(3) The arrangement of furniture must not result in safety hazards, damage to furniture or damage to the room. In UH 2046 and 2074, the only item that will not be moved is the refrigerator as this item has specific power requirements.

(4) Wires must not be run across traffic areas of the floor or be fastened to the walls.

(5) Only the use of fused/circuit breaker equipped extension cords is authorized. The use of extension cord and power strip together is not authorized.

c. Upon check out all rooms must be rearranged to the arrangement set forth in enclosure (4). This arrangement will also be kept for all unoccupied rooms.

d. Any missing or damaged furniture in the UH rooms will be identified as soon as possible or at check-out. The UH Manager will notify the company staff and initiate the procedures for damaged or missing gear per references (c).

16. Guests and Visitors

a. The visitation hours for guests are as follows:

Sunday, Monday, Tuesday & Wednesday	0500 - 2200
Thursday	0500 - 1630
Friday, Saturday & holidays	0500 - 2359

b. Guests and visitors are defined as Non-UH residents or residents in rooms not assigned to them.

c. Residents of the UH are required to:

- (1) Ensure visitors depart upon the residents' request.
- (2) Escort guests/visitors at all times.
- (3) Ensure all guests/visitors under the age of 18 remain in the main lounge or the quarterdeck WITHOUT EXCEPTION.
- (4) Ensure no guests/visitors stay in the UH overnight.
- (5) Ensure no guests/visitors are in the UH during field day, unit formations or fire drills.
- (6) Ensure guests/visitors abide by UH conduct and dress code standards.

d. The DNCO's responsibilities regarding guests and visitors are as follows:

- (1) Have all guests and visitors present a state and/or federal picture identification and then log the identification number/name in the visitor log book.
- (2) Upon checking in with DNCO, guest/visitor will remain in lounge area until received by resident.
- (3) Ensure guests/visitors are not permitted to wait for residents in excess of 20 minutes.

17. Key Control.

a. All UH keys will be controlled by the HQSVC Bn S-4 and UH Managers.

b. Personnel who are locked out of their rooms will request access from the Barracks Manager during working hours and the AOD via the DNCO after hours; identification is required to be presented before access is granted.

c. Personnel who lose their keys will be required to fill out a "Damaged or Missing Barracks Room Key Statement" (enclosure 6) before a new key will be issued by the HQSVC Bn S-4.

d. The UH Managers and HQSVC Bn S-4 will issue keys. Unauthorized duplication or replacement of room keys is prohibited.

18. Laundry Rooms. UH 2003 has one laundry room on the first deck. UH 2046 and UH 2074 have three laundry rooms, one per deck.

a. Washers and dryers may only be used by UH residents.

b. Marines are responsible for any clothing left unattended. All washers and dryers will be emptied prior to field day. Any lost or missing clothing in the laundry rooms is the owner's responsibility.

c. DNCO will ensure that any laundry/gear adrift in the laundry room is "bagged and tagged" each morning during morning clean up. The tag should include the date/time location it was collected (i.e. 3 March 0845 laundry room 1st Deck Dry #3).

d. Bagged laundry will be addressed each field day formation and displayed each field day by the DNCO. After seven days all bagged laundry will be separated, uniforms will be forwarded to the company office for proper disposal and civilian clothes will be provided to the base chapel for charitable organizations.

e. DNCO should log in any discrepancies or violations with respect to the use of the laundry room and report them to the UH Manager for immediate action.

19. Noise Control. Marines will respect their fellow residents by keeping noise at a respectful level and ensuring their activities do not create a nuisance for other residents. Sound systems and televisions should not be heard in adjoining or adjacent rooms or in passageways. Quiet hours are between 2200 and 0530. During quiet hours, residents who share a room with other personnel will use headphones. Complaints will be logged by the DNCO, reported to and appropriately addressed by company leadership.

20. Parking. Parking in the UH area is limited. One space is reserved for the UH Manager and one for a maintenance vehicle. Parking in reserved spaces will not be allowed at any time. Vehicles

parked in violation of assigned spaces will be ticketed. At no time will parking block trash dumpsters. All violators will be towed.

21. Pets. No pets of any kind are authorized in the UH. This includes but is not limited to fish, birds, reptiles, dogs, cats, and service animals of any type.

22. Plants. Only small, reasonably sized house plants are permitted in the UH.

23. Privately Owned Furniture. Privately owned furniture such as couches, recliner chair, beds, and items similar in size that may inhibit access to the room are not authorized.

24. Recreation Rooms/Lounges. The first deck recreation rooms are available for use by all UH residents and their guests. Courtesy and consideration are priorities. The following rules apply to all residents:

a. The recreation room will be open 24 hours a day.

b. Personnel using the recreation room are responsible for the police and condition. Any discrepancies will be reported to the UH Manager or DNCO immediately.

c. The DNCO will ensure the recreation room is policed by persons utilizing the room.

d. There is one gaming station in each UH that is available for resident's use. See the respective barrack's DNCO for use of the gaming station.

e. TV programs will be decided by majority rule unless someone is in the middle of watching a TV show or movie. Once that show or movie is over, then the majority rule takes effect.

f. Pornographic/X-rated material will not be played on TVs/DVD players located in the lounges.

g. A three-game/one hour limit will be in effect if others are waiting for use of the pool table, air hockey table or ping pong tables.

25. Sexual Activities. Sexual activity of any kind is strictly prohibited within UH.

26. Smoking and Vaping. Marines choosing to smoke must do so at designated smoking areas only. At no time is smoking permitted inside the UH's. At no time will Marines be permitted to vape or smoke hookah inside of the UH.

27. Snow Removal. In the event of a potential snow storm the S-4 will notify company leadership to dispatch the snow brigade. The snow brigade's mission is to clear areas in front of barracks and Yale Hall. In accordance with the inclement weather plan, the DNCO will ensure all door entries, stairs and sidewalks are shoveled and salted during and after a snowstorm.

28. Telephones. The DNCO telephone is located at the front desk in each UH. The following regulations govern duty phone use:

a. The DNCO telephone is for official use only. This includes emergency situations.

b. Collect calls will not be accepted or charged to the DNCO telephone.

c. Messages will be taken for residents, to include name and phone number of the person calling. If the telephone call is of an emergency nature, the DNCO will immediately attempt try to locate the recipient.

29. Weapons. Detailed instructions concerning privately owned weapons are contained in reference (d).

a. Private and government owned firearms are not authorized in the UH at any time with the exception of anyone on duty and assigned a government weapon for their duty assignment.

b. Weapons and ammunition are authorized for storage in the HQSVC Bn armory. See the HQSVC Bn S-4 for storage and removal procedures. Reference (d) is the orders that pertain to HQSVC Bn procedures for storing and retrieving privately owned weapons in the HQSVC Bn armory.

Chapter 5

General Clean-Up, Field Days and Inspections

1. General. Per reference (b) and this Manual, rooms and common areas will be kept clean and orderly on a daily basis consistent with the high standards of cleanliness expected of all Marines. Barracks occupants will conduct recurring weekly field days. Field days will include the individual Marine's room and common areas within and around UH. Managers will ensure adequate equipment and supplies are available within barracks. Company Gunnery Sergeants, with assistance from Deck NCOs and Supported Organization SNCOICs will supervise. Residents are responsible for providing the cleaning supplies required to maintain their assigned rooms. Company and Supported Organization leadership will conduct inspections to ensure appropriate standards are maintained.

2. Police Responsibility

a. A morning police call of all common areas and grounds will be conducted by personnel designated by the UH Manager. The DNCO will supervise the police call and ensure assigned areas are in proper state of police prior to 0700. Each UH Manager will ensure a proper clean-up has taken place and report any discrepancies to the respective company leadership and S-4.

b. On a daily basis, Deck NCOs will inspect their assigned areas and identify maintenance discrepancies to the UH Manager for appropriate action.

c. Daily police of the grounds includes the police of trash and debris, and the emptying of surrounding area trash cans. During inclement weather, the snow and ice must be removed from door entries, steps and sidewalks. The Company Gunnery Sergeants and DNCO's will provide additional personnel, as required.

3. Daily General Clean-Up Guidelines

a. The following guidance is provided to residents concerning their daily responsibilities to maintain assigned quarters in a neat and orderly condition. All occupants are responsible for the cleanliness and habitability of the rooms in which they reside. Anyone residing in the UH who fails to maintain good standards of habitability and cleanliness is subject to disciplinary action. The following general clean-up will be done on a daily basis:

(1) Racks will be made neatly/daily with serviceable linen. Personally owned linen is allowed to be used but issued linen must be clean, folded and returned to UH Manager if not used.

(2) Trash cans must be clean and empty. All trash will be placed inside dumpsters. At no time should trash be placed outside of a dumpster. All overflowing dumpsters should be reported to the HQSVC Bn S-4.

(3) Clothing will be neatly and appropriately stowed in the closets.

(4) Valuables will be secured.

(5) Valid non-expired prescription medication will be secured at all times.

(6) Decks will be kept clean by sweeping, swabbing, and buffing. During morning clean-up and field day, only hot water and Pine-Sol will be used to swab the decks.

(7) Window screens will not be removed at any time. If screens are missing, windows will remain closed at all times. For security purposes, all windows on the first deck will be closed and locked when rooms are not occupied. Curtains/blinds will remain closed to help keep the room cooler in the summer and reduce the strain on the A/C units. No pictures, posters or other material will be placed on or in the windows.

(8) Electrical cords must have a UL tag. Surge protectors are encouraged aside from use with refrigerators and microwaves. Electrical cords will not be laid underneath carpet. Irons are to be unplugged when not in use or left unattended.

(9) Wall lockers/closets will be locked when the resident is not in the room.

(10) Refrigerators and microwaves must be kept clean and free from frost build-up. Refrigerators and microwaves are required to be plugged directly into wall socket.

(11) The UH Manager will provide name cards and labels with the occupant's information. These are to remain neat and serviceable and will be posted on the outside of the front door of every occupied room.

b. Due to the age of the buildings, there are often maintenance related issues that arise. All maintenance related issues are to be reported directly to the UH Manager. These issues will be logged, submitted to facilities maintenance via Maximo and tracked. See Chapter 6.

c. The daily standard and general impression of individual rooms and common areas is to be one of professionalism and an embodiment of our core values.

4. Field Day

a. Field days are conducted every Thursday from 1700 until completion or as designated by the HQSVC Bn Sergeant Major. Participation in field day is mandatory for all residents who are not on duty or on leave or have been excused in writing, regardless of unit, by the Company Commander. The Company Gunnery Sergeants are responsible for leading the conduct of field day at their Company's respective UH. The UH Manager will support the companies with cleaning gear and supplies for the common areas only.

b. Each deck is responsible for field day of assigned common areas. The common areas include:

(1) Main Lounge, Quarterdeck, DNCO area, Laundry Rooms, Hallways, Elevators and grounds of the UH.

(2) Elevators are assigned to the 1st Deck NCO's.

c. Each deck has a Deck NCO assigned by the company. The Deck NCO will sign for equipment from the DNCO for the maintenance of common areas. There are gear lockers on each deck for storage of this equipment.

d. Deck NCO responsibilities with respect to daily clean-up and field days are as follows:

(1) Ensure any electronic equipment such as video game console and televisions are accounted for and in working order. Report all UH equipment discrepancies to UH Manager.

(2) Contact the UH Manager when cleaning supplies are running low and advise them on what is needed.

(3) Ensure the deck common areas are cleaned for morning clean-up and on field day.

e. Field Day Inspections are the responsibility of the respective UH resident's Company and supported organization leadership (i.e., Staff Non-Commissioned Officers), not the UH Manager. Company leadership will contact and follow-up with supported organization's to provide appropriate leadership each field day. The following items will be inspected during each field day inspection, and applies to both common areas and individual rooms:

(1) Floors are to be waxed, to include under and behind furniture, will be scrubbed and clean/free of heel marks and other stains.

(2) Rugs and carpets will be cleaned and/or vacuumed.

- (3) Windows will be cleaned inside and out.
- (4) Head areas will be scrubbed clean and free from soap film or mold.
- (5) Furniture will be dusted.
- (6) Refrigerators will be clean and free of any food product past shelf life or otherwise giving the appearance of spoilage. Freezer compartments will be defrosted.
- (7) Lamps will be dusted. Floor lamps will be placed on the deck.
- (8) Microwaves will be clean inside and out.
- (9) Any personal gear will be in an organized manner.
- (10) Any further instructions passed by the Company Commander.
- (11) Company and/or supported organization leadership will notify individual room occupants of failure and will be required to field day his/her room with follow-on re-inspection by leadership.

5. Cleaning Gear And Supplies

a. Cleaning Gear. All common area cleaning gear will be stored in the Deck NCO's gear locker only. Cleaning equipment will be cleaned after every use and will be stored in such a way to protect the longevity of the equipment. Common area cleaning gear will be provided by the UH Manager on an as needed basis. These items are to be used in common areas only. Any requests for cleaning supplies replenishment will be accomplished in conjunction with HQSVC Bn S-4/Supply.

Chapter 6

Maintenance

1. General. Maintenance management is essential to the preservation of HQSVC Bn UH's and maintaining a high quality of life for its residents. The maintenance management of facilities assigned to HQSVC Bn is a responsibility of the S-4. Company leadership and UH Managers will assist the HQSVC Bn S-4 in their efforts. MAXIMO is the system utilized to submit and track all maintenance requests. MCBQ G-4, Facilities Maintenance Services holds the primary responsibility for responding to maintenance requests.

2. Reporting/Update Procedures. All maintenance issues should be reported to the S-4 with the pertinent information (problems, description, location, and time/date identified) utilizing enclosure (5) as soon as possible. Discrepancy reporting sheets are posted outside each UH Manager's Office and at the HQSVC Bn S-4. The HQSVC Bn S-4 will report and track the maintenance process in the MAXIMO system.

3. Routine, Urgent and Emergency Repairs

a. Facilities Maintenance classifies work orders into three priorities. The priorities are emergency (EM), urgent (UM) and routine (CM). Facilities maintenance work reception determines work order priorities based on the description of the reported issue.

b. Routine repairs will be reported to the UH Manager during normal working hours. Examples of routine repairs are lightbulbs, loose fixtures, filters, slow draining drains, etc. Facility Maintenance Section normally completes work of a routine priority within a 30 day period.

(1) During this 30 day window, occupants of the rooms should maintain continuous follow-up with the UH Manager on the status, as well as notify their immediate chain of command (i.e., Staff Non-Commissioned Officers) to follow-up and assist with the S-4.

(2) If the service request exceeds 30 days in a pending contractor work status, the UH Manager will notify the S-4 Operations Chief for escalation. This escalation will include contacting Public Works Branch to determine the next course of action.

(3) Due to the high volume of routine requests across MCB Quantico, and limited availability of contractors on schedule, timeline may exceed 30 days for action on these requests. Accordingly, it is important that the occupant and his/her leadership in conjunction with UH Manager, continuously follow-up on outstanding routine work request.

c. Urgent repairs are those repairs that require priority attention but are not considered emergent. Examples of urgent repairs are clogged drain, lighting ballast malfunction, room key mechanism failure, a/c or heat not working in their individual room, etc. Facility Maintenance Section normally completes work of an urgent priority within a 10 day period.

(1) During this 10 day window, occupants of the rooms should maintain continuous follow-up with the UH Manager on the status, as well as notify their immediate chain of command (i.e., Staff Non-Commissioned Officers) to follow-up and assist with the S-4.

(2) If service request reaches 10 days or more in a pending contractor work status, the UH Manager will notify the S-4 Operations Chief for escalation. This escalation will include contacting Public Works Branch (PWB) to determine the next course of action. Due to the high volume of urgent requests across MCB, resolution of these requests may exceed 10 days.

(3) If any urgent request begins to present health or safety concerns (i.e., mold, safety hazard, extreme temperatures, etc), the occupant will notify the DNCO and/or UH Manager of the situation. The DNCO and/or UH Manager will call Emergency Maintenance to have the issue expedited. The DNCO and/or UH Manager will notify the S-4 Operations Chief and/or S-4 Office In Charge during normal duty hours and the AOD during off-duty hours of the emergency request. If the service request is not completed within 24 hours, the S-4 leadership will call Emergency Maintenance to have the issue expedited within Public Works. Continuous daily follow-up will occur until the issue is resolved.

(4) Follow-up is an implied task for the occupant and his/her leadership in conjunction with UH Manager and S-4 leadership.

d. Emergency requests are those that require immediate attention (i.e. water main breaks, entire floors lose a/c or heat or flooding occurs in the building). The S-4, UH Manager and/or the AOD shall be immediately notified of any condition that requires emergency maintenance. Facility Maintenance Section normally completes work of a emergency priority within a 48 hour period.

(1) During this 48 hour window, occupants of the rooms should maintain continuous follow-up with the UH Manager on the status, as well as notify their immediate chain of command (i.e., Staff Non-Commissioned Officers) to follow-up and assist with the S-4.

(2) If service request exceeds 48 hours in a pending contractor work status, the UH Manager will notify the S-4 Operations Chief and S-4 Officer In Charge for escalation. This escalation will include contacting Public Works Branch to determine the next course of action.

(3) Due to the high volume of emergency requests across MCB Quantico, and limited availability of contractors on schedule, there can be an hourly timeline shift for action on these requests.

(4) If any emergency request begins to threaten health and safety of residents (i.e., mold, safety hazard, extreme temperatures, etc), the occupant will immediately notify the DNCO and/or UH Manager of the situation. The DNCO and/or UH Manager will notify the S-4 Operations Chief and/or S-4 Office In Charge during normal duty hours and the AOD during off-duty hours. If the service request is not completed within 24 hours, the S-4 leadership will call Emergency Maintenance to have the issue expedited within Public Works Branch.

e. If a situation presents immediate danger to life, limb and eyesight of UH residents safety outside of situations listed above, contact the base fire department immediately and then contact the AOD to report the incident.

f. During normal working hours, report all issues to UH Manager/S-4.

g. During off-duty hours, issues will be reported to AOD/AAOD, for further notification to the S-4.

4. Maintenance Personnel. All maintenance personnel should be logged in upon entry and exit of the UH by the DNCO with pertinent details on what maintenance personnel are conducting. When maintenance personnel require access to a room, the UH Manager, DNCO/ADNCO will escort maintenance personnel.

5. Pest Control. Treatment for specific pest control problems is performed by Public Works. The UH Manager will coordinate the request through the S-4.

6. Self-Help. Due to budget and civilian labor/contract constraints, it is sometimes necessary to execute maintenance within the unit or UH. Contact the S-4 for information regarding Self-help.



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VA 22134-5001

11000
B 07-4

From: S-4 Officer, Headquarters and Service Battalion
To: Sergeant Marine First D. Marine Last 123457890/0000 USMC
Subj: APPOINTMENT AS THE HEADQUARTERS AND SERVICE BATTALION
UNACCOMPANIED HOUSING MANAGER FOR BUILDING 2046

Ref: (a) MCO P11000.22
(b) MCINCR MCBO 11101.4B
(c) BnO 11101.5G

1. Per the references, you are hereby appointed as the Headquarters and Service Battalion (HQSVC BN) Unaccompanied Housing (UH) Manager for barracks 2046. Your responsibilities shall include but are not limited to:

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

(b) Maintain the Unaccompanied Housing Module (UHM) data within the Enterprise Military Housing (eMH) system, and prepare and forward a weekly UH Utilization Report to the Area Manager or Bachelor Housing (BH) Office.

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

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

(e) Provide new Marines the following: Room Key, Room Linens, a locally created UH Orientation Handbook and/or Unit UH Policy.

(f) Conduct room check-in and check-out inspections, to include furnishings accountability checks and key management system, with both in-bound and out-bound Marines respectively.

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

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

ENCLOSURE (1)

Subj: APPOINTMENT AS THE HEADQUARTERS AND SERVICE BATTALION
UNACCOMPANIED HOUSING MANAGER FOR BUILDING 2046

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

2. This appointment supersedes all previous letters of appointment and is rescinded upon your transfer or upon the revocation. Retain a copy of this appointment letter in your desktop procedures folder.

S. 4. OFFICER

FIRST ENDORSEMENT

From: Sergeant Marine First D. Marine Last 123457890/0000 USMC
To: S-4 Officer, Headquarters and Service Battalion

Subj: APPOINTMENT AS THE HEADQUARTERS AND SERVICE BATTALION
UNACCOMPANIED HOUSING MANAGER FOR BUILDING 2046

Ref: (a) MCO P1100.22
(b) MCINCR_MCBO 11101.4B
(c) BnO 11101.5G

1. I have read and understand the contents of the references and hereby assume the duties and responsibilities as the Headquarters and Service Battalion Unaccompanied Housing Manager for barracks 2046.

F. D. LAST NAME



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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DD FORM 2923, SEP 2010

ENCLOSURE (2)

MARINE CORPS BASE QUANTICO VA

Unaccompanied Housing
15 Liversedge Dr.
Quantico, VA 22134
703-784-5858 OR

NAME [REDACTED]			ACCOUNT 31304884271	ARRIVAL DATE Sep-23-2019 07:41	DEPARTURE DATE Apr-30-2021	SVM UIC M30002
DoD ID [REDACTED]	GENDER M	KEYS ISSUED	ROOM TYPE SHARED BEDROOM	BUILDING 2003	FLOOR / WING / UNIT 2003-1 / / 128	ROOM / BED 128 / 128B
DUTY STATION HEADQUARTERS & SERVICE BATTALION (H&S BN)			CELL PHONE	PAY GRADE E3	PERSON TYPE Student	CLERK NNTUMBA
DEPARTMENT			Notes: 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. 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. 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.			
ADDRESS 2003 BARNETT AVENUE						
CITY, STATE ZIP QUANTICO, VIRGINIA 22134						
RUC PHONE #						
PERSON E-MAIL						
ROOM PHONE #						
						
HISTORIC NOTES:						

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

SIGNATURE / DATE:

Items Issued to 128

Item	Barcode	Serial Number	Condition	PurchaseCost
TABLE, NIGHT STAND, NIGHT STAND	0000002590-S--MQQT	-		
DESK, COMPUTER/SECRETARY DESK	0000004342-S--MQQT	-		
RUG, AREA, AREA RUG	0000006248-S--MQQT	-		82.8
WARDROBE, DOUBLE DOOR WARDROBE	0000006040-S--MQQT	-		
CHAIR, DESK, COMPUTER CHAIR	0000004495-S--MQQT	-		
SINGLE, RACK W/ MATTRESS TYPE (CAPTAIN) BED	0000001848-S--MQQT	-		
COMFORTERS, COMFORTER	0000005219-S--MQQT	-		
TABLE, NIGHT STAND, NIGHT STAND	0000002589-S--MQQT	-		
MEDIA CHEST, ENTERTAINMENT CENTER	0000000371-S--MQQT	-		
COMFORTERS, COMFORTER	0000005218-S--MQQT	-		
WARDROBE, DOUBLE DOOR WARDROBE	0000006041-S--MQQT	-		
DESK, COMPUTER/SECRETARY DESK	0000004341-S--MQQT	-		
LAMP (FLOOR), LAMP-NIGHT STAND	0000002778-S--MQQT	-		
LAMP (FLOOR), LAMP-NIGHT STAND	0000002779-S--MQQT	-		
REFRIGERATOR, REFRIGERATOR	0000000752-S--MQQT	-		
CHAIR, DESK, COMPUTER CHAIR	0000004494-S--MQQT	-		
SINGLE, RACK W/ MATTRESS TYPE (CAPTAIN) BED	0000001847-S--MQQT	-		

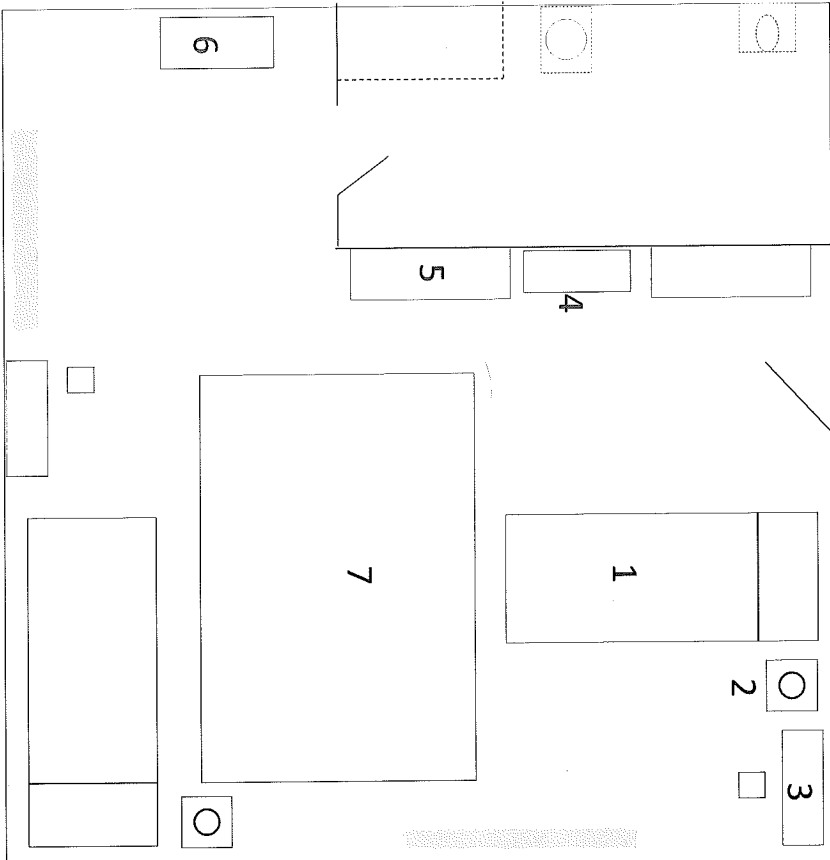
Signature _____ Date _____

Resident Information

Section	Rank	LName	FName	Gender	Age
Shift Work	Day	Night			

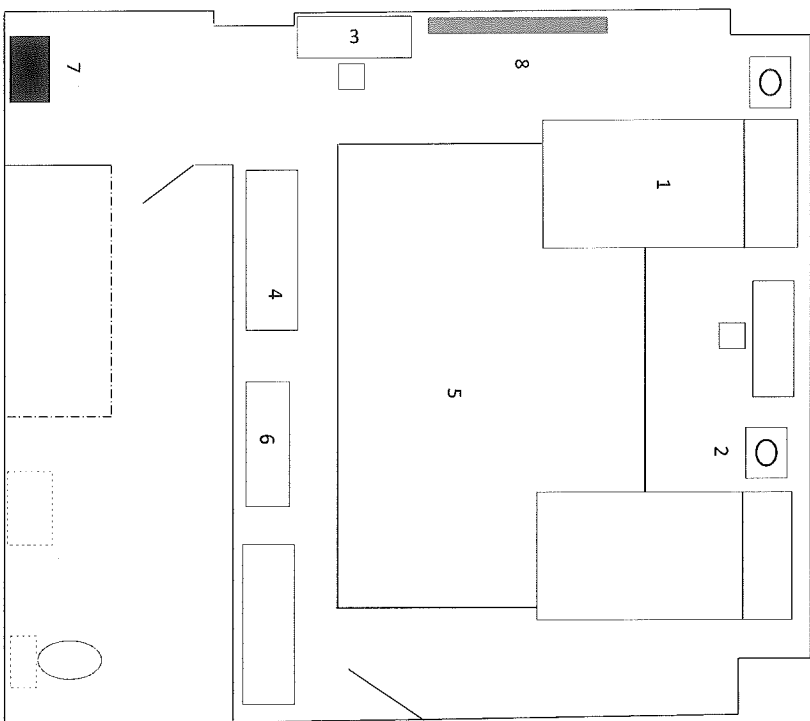
Section	Rank	LName	FName	Gender	Age
Shift Work	Day	Night			

BUILDING 2003 HISTORICAL UH ROOM SETUP



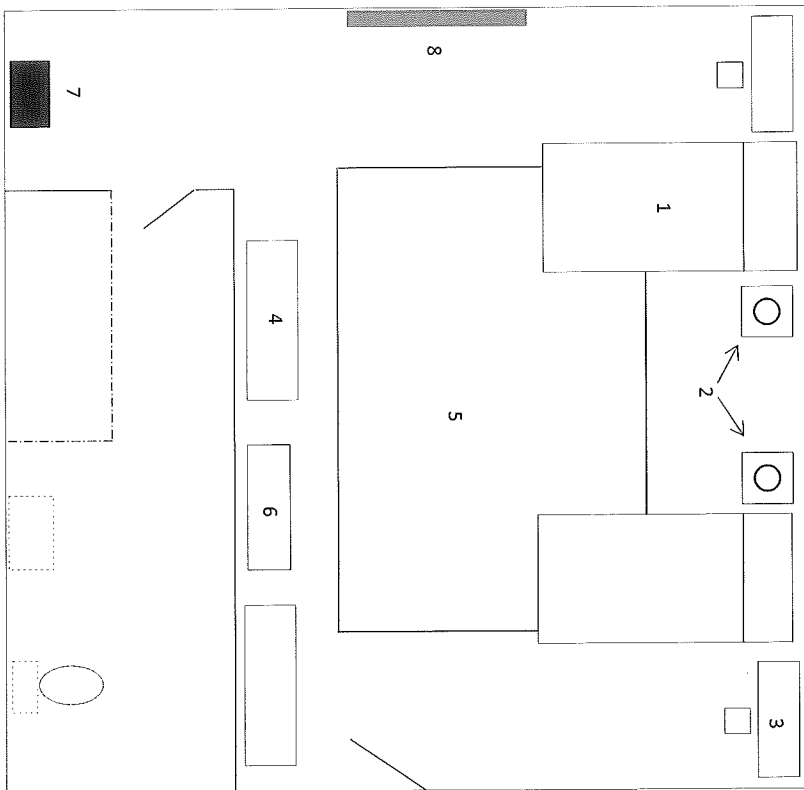
1. Full Size Bed
2. Nightstand and Lamp
3. Secretary desk and Chair
4. Entertainment Center
5. Wall locker
6. Refrigerator w/ Microwave
7. Area Rug

BUILDING 2003 HISTORICAL UH ROOM SETUP #2



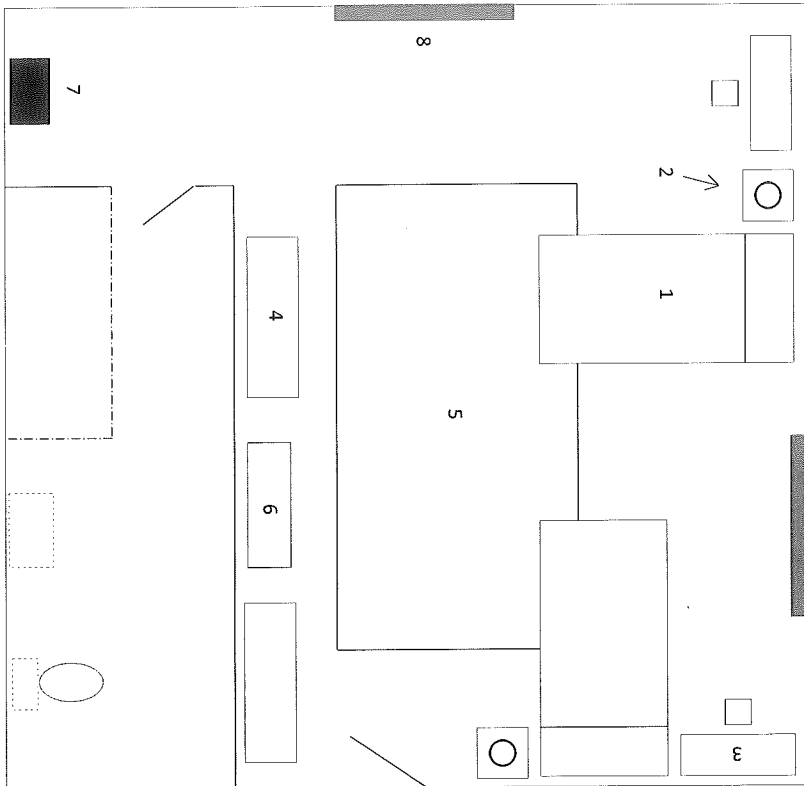
1. RACKS
2. NIGHTSTANDS & LAMP
3. SECRETARY W/CHAIR
4. WALL LOCKER
5. AREA RUG
6. ENTERTAINMENT CENTER
7. FRIDGE & MICROWAVE
8. HVAC UNIT

BUILDING 2003 HISTORICAL UH ROOM SETUP #3



1. RACKS
2. NIGHTSTANDS & LAMP
3. SECRETARY W/CHAIR
4. WALL LOCKER
5. AREA RUG
6. ENTERTAINMENT CENTER
7. FRIDGE & MICROWAVE
8. HVAC UNIT

BUILDING 2003 HISTORICAL UH ROOM SETUP #4

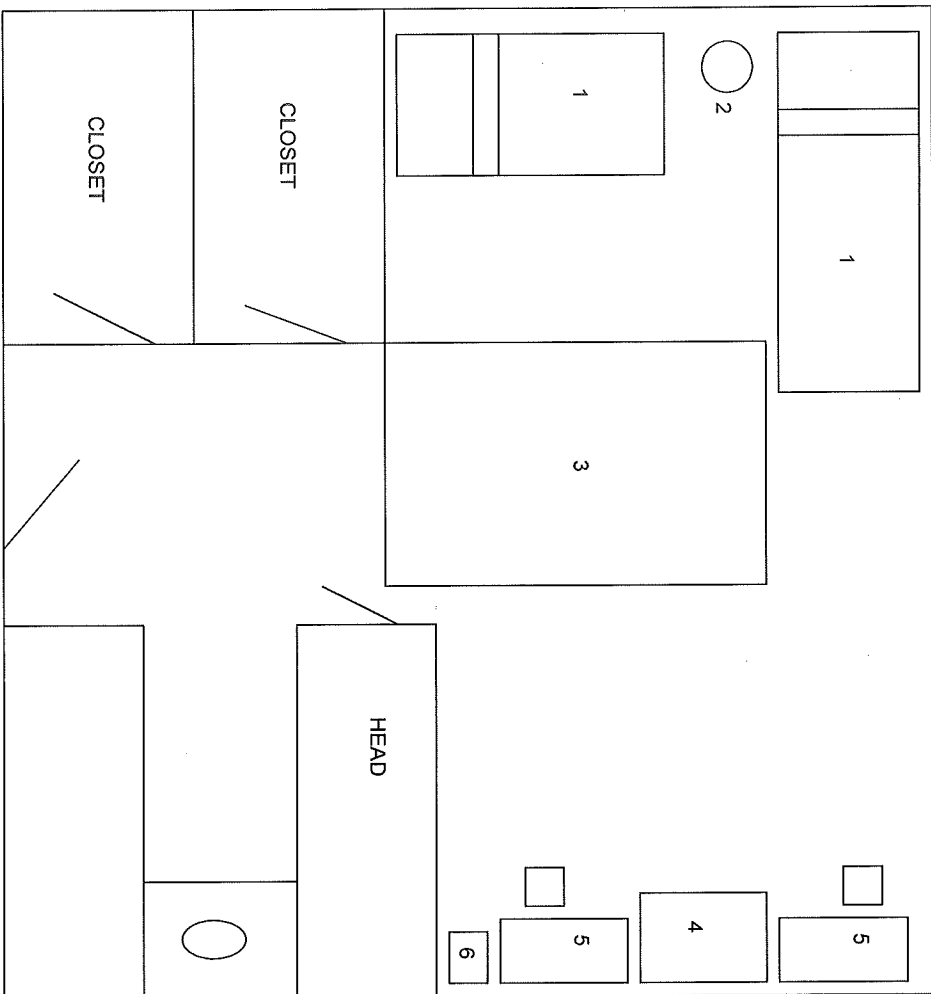


- 1. RACKS
- 2. NIGHTSTANDS & LAMP
- 3. SECRETARY W/CHAIR
- 4. WALL LOCKER
- 5. AREA RUG
- 6. ENTERTAINMENT CENTER
- 7. FRIDGE & MICROWAVE
- 8. HVAC UNIT



- 1. RACK (BUNK)
- 2. NIGHT & LAMP
- 3. AREA RUG
- 4. ENTERTAINMENT CENTER
- 5. DESK & CHAIR
- 6. REFRIDGERATOR

BUILDING 2074 UH ROOM SETUP



Service Request Form

(FILL OUT ONLY THE YELLOW HIGHLIGHTED SECTIONS and PRINT CLEARLY SO IT CAN BE READ)

FIRST NAME:

DATE REQ TURNED-IN:

LAST NAME:

DATE SVC REQ RECEIVED:

RANK:

SERVICE REQUEST #:

ROOM/BLDG #

Approved Date:

WORK EMAIL:

Work Order #:

Work Order Status #1/Date

Work Order Status #2/Date

FILL OUT DETAILED LOCATION AND PROBLEM BELOW:

LOCATION (Please be specific so that the UH Manager and maintenance can locate the problem)

DESCRIPTION OF PROBLEM (Please be specific as possible)



UNITED STATES MARINE CORPS

HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
4400
B 07-4

From: _____ / _____ / _____
(Rank) (Name) (EDIPI) (Unit/Rm#)

To: S-4 Officer, Headquarters and Service Battalion
Via: (1) _____ Company, Headquarters and Service Battalion
(2) Section OIC/SNCOIC
(3) Barracks Manager, Headquarters and Service Battalion

Subj: REPORT OF DAMAGED OR MISSING BARRACKS ROOM KEY STATEMENT

Ref: (a) BnO 11101.5G
(b) MCINCR-MCBQO of 11101.4B "Unaccompanied Housing and Transient
Quarters Manual", 18 Dec 2019
(c) MCO 11000.22 CH-1 "Marine Corps Bachelor and Family Housing
Management", 22 Jan 18

1. I, hereby report that I have either damaged or misplaced my barracks room key.

2. I desire to make the following statement of circumstances surrounding the damaged or misplaced barracks room key.

Print: _____
Signature: _____

ENCLOSURE (6)

Subj: REPORT OF DAMAGED OR MISPLACED BARRACKS ROOM KEY

B 07-4

FIRST ENDORSEMENT

From: Section OIC/SNCOIC
To: S-4 Officer, Headquarters and Service Battalion
Via: (1) _____ Company, Headquarters and Service Battalion
(2) Barracks Manager, Headquarters and Service Battalion

1. Forwarded.

2. I certify that we are aware of the damaged or misplaced room for the Marine in question. SNM has been counseled on the matter and should report to the company leadership with this form for a replacement room key.

Comments: _____

Print (Name/Rank): _____

Signature: _____

B 07-4

SECOND ENDORSEMENT

From: _____ Company, Headquarters and Service Battalion
To: S-4 Officer, Headquarters and Service Battalion
(1) Barracks Manager, Headquarters and Service Battalion

1. Returned for appropriate action.

Comments: _____

Print (Name/Rank): _____
(CO/1stSgt/Co GySgt)

Signature: _____

Subj: REPORT OF DAMAGED OR MISPLACED BARRACKS ROOM KEY

B 07-4

THIRD ENDORSEMENT

From: Barracks Manager, Headquarters and Service Battalion
To: S-4 Officer, Headquarters and Service Battalion

1. Forwarded.

Comments: _____

Print (Name/Rank): _____

Signature: _____

B 07-4

FOURTH ENDORSEMENT

From: S-4 Officer, Headquarters and Service Battalion
To: Barracks Manager, Headquarters and Service Battalion

1. Returned for appropriate action.
2. Retain a copy of this letter in the barracks turnover binder for future reference.

Print (Name/Rank): _____

Signature: _____

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION		6. QUANTITY	7. UNIT COST	8. TOTAL COST
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			☐ Lost ☐ Organization	☐ Damaged ☐ Installation	☐ Destroyed ☐ OCIE
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) ☐ RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) ☐ REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) ☐ YES ☐ NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) ☐ APPROVE ☐ DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) ☐ YES ☐ NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) ☐ APPROVE ☐ DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) ☐ YES ☐ NO ☐ N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

15. FINANCIAL LIABILITY OFFICERa. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS

c. MONTHLY BASIC PAY

d. RECOMMENDED FINANCIAL LIABILITY

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)*f. TYPED NAME *(Last, First, Middle Initial)*

g. DSN NUMBER

h. DATE SUBMITTED TO APPOINTING AUTHORITY *(YYYYMMDD)*i. DATE APPOINTED *(YYYYMMDD)*

j. SIGNATURE

k. DATE SIGNED

16. INDIVIDUAL CHARGEDa. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*☐ Submit the attached statement of objection.☐ Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)*d. TYPED NAME *(Last, First, Middle Initial)*

e. DSN NUMBER

f. SIGNATURE

g. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)*c. TYPED NAME *(Last, First, Middle Initial)*

d. DSN NUMBER

e. SIGNATURE

f. DATE SIGNED

CASH SALES/REQUEST FOR CHECKAGE FOR GOVERNMENT PROPERTY (7430)

NAVMC 6 (REV. 1-88) (EF)
(7-68 edition will be used)

☐ CASH SALE

☒ CHECKAGE SALE

☒ LOST

☐ DAMAGED

☐ DESTROYED

FROM (Originating Officer) Supply Officer, HQSVCBN		ORGANIZATION HQSVCBN, Supply, MCB Quantico, VA 22134		
TO (Disbursing Officer) MCB Quantico		CHECKEE (Name, Grade, Service Number) RANK / FULL NAME / EDIPI/MOS USMC		
VIA (Commanding Officer) HQSVCBN, MCB Quantico		TOTAL CHECKAGE TOTAL DOLLARS 00/100		
QUANTITY	STOCK NUMBER	ITEM	UNIT COST	TOTAL COST
SUPPLY VOUCHER NUMBER:		TOTAL		

It is requested that total checkage indicated be charged against checkee's pay record

PRINT/SIGN/DATE: GySgt Adrian J. McCoy

I hereby consent to cash sales/checkage of my pay in the amount indicated above and do so freely after being advised that I may not administratively be required to reimburse the Government for loss, damage or destruction of the Government property listed hereon.

PRINT/SIGN/DATE: RANK / FULL NAME

FIRST ENDORSEMENT

FROM (Commanding Officer) Col Edward J. Danielson	ORGANIZATION HQSVCBN, MCB Quantico, VA 22134
TO (Disbursing Officer) MCB Quantico, VA 22134	

1. Approved

DATE SIGNATURE:

SECOND ENDORSEMENT

FROM (Commanding Officer) HQSVCBN	ORGANIZATION HQSVCBN, MCB Quantico, VA 22134
TO (Originating Officer) Supply Officer, HQSVCBN	ORGANIZATION HQSVCBN, MCB Quantico, VA 22134

The total checkage indicated above has been charged against checkee's pay record.

VOUCHER NUMBER	PERIOD	SYMBOL	DATE	SIGNATURE

Adobe Designer 8.0

ENCLOSURE (8)

DECK NCO RESPONSIBILITIES LIST

Deck NCOs are responsible for the following on each of their respective assigned decks:

1. Cleanliness of all common areas assigned to their decks.
 - a. Deck NCOs assigned to the first deck are to supervise the cleaning and maintenance of the DNCO quarter deck area, vending machine area, laundry room, lighting, and lounge area.
 - b. Decks that possess cleaning supply closet and deep sink closet will be cleaned.
2. Ensure daily / morning clean-up of all rooms in conjunction with UH Managers and section leadership.
3. Ensure field days are completed within your respective area of responsibility in conjunction with UH Managers and section leadership.
 - a. Ensure common areas are ready for inspection in conjunction with UH Managers.
 - b. Buff/Wax flooring on your respective deck.
4. In conjunction with section leadership, ensure Marines on your respective deck are present at field day formations and notify appropriate company leadership if someone is not present.
5. Ensure cleaning supplies are checked out through either BEQ Manager during duty hours.
 - a. Ensure cleaning gear for common areas are not used for individual rooms.
 - b. Ensure cleaning supplies are stocked on your deck.
6. Ensure room placards are updated as required to reflect accurate personnel information for each member assigned to their respective room.
7. Ensure maintenance request forms are properly filled out and provided to UH Managers for maintenance involved with common areas.
 - a. Follow-up on previous maintenance requests with UH Manager if corrective maintenance has not been performed on a weekly basis.
8. Ensure to maintain good order and discipline during daily clean-up and field days for all personnel on your deck.

ENCLOSURE (9)