



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 11000.3E
3EA

24 NOV 1998

STATION ORDER 11000.3E

From: Commanding Officer
To: Distribution

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE ADMINISTRATION
OF BACHELOR ENLISTED QUARTERS (BEQ)

Ref: (a) MCO P11000.22
(b) StaO 11012.12E
(c) StaO P10110.6L

Encl: (1) Information, Policy and Assignment of Responsibilities
(2) Bachelor Enlisted Quarters and Regulations
(3) Janitorial Supplies and Equipment
(4) Staff Non-Commissioned Officers Quarters Regulations
(5) Maintenance Procedures

1. To publish guidance and information for the administration of Bachelor Enlisted Quarters (BEQ'S) for Marine Corps Air Station Yuma.

2. Cancellation. StaO 11000.3D

3. Background. This Order establishes policy governing the assignment, use, inspection, maintenance and related responsibilities required for the routine operations of all BEQ's aboard MCAS Yuma.

4. Action

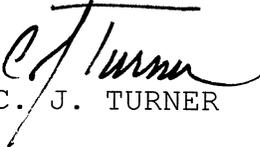
a. Commanding Officers and Department Heads will familiarize themselves with the contents of this Order and will be guided accordingly. All occupants residing in Station BEQ's should read and familiarize themselves with the contents of this Order. Failure to comply with this Directive may result in administrative or disciplinary action.

b. BEQ space assignments and the operation and maintenance of these quarters will be per references (a) and (b).

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5. Concurrence. The Commanding Officers of MAG-13, MACS-1, MWSS-371, MAWTS-1, CSSD-16, and VMFT-401 concur and make this Directive applicable to their commands.



C. J. TURNER

DISTRIBUTION: B

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INFORMATION, POLICY AND ASSIGNMENT OF RESPONSIBILITIES

1. Information

a. Maintaining the appearance and cleanliness of the BEQ's is the responsibility of this Command. This depends directly upon the actions of each individual living in the BEQ's as well as those assigned supervisory positions connected with application of policies and procedures set forth herein.

b. Due to the large number of personnel residing in close proximity, it is important that each individual be acutely aware of the adverse impact, careless or malicious acts have on the comfort of others.

2. Policy. In order to provide adequate control and coordination measures necessary to ensure maximum effectiveness in matters pertaining to the administration of BEQ's, the following policy is established:

a. The Commanding Officer, MCAS is responsible for the overall administration of all MCAS BEQ's to include the allocation of living spaces.

b. The responsibility for administration of individual BEQ's will normally rest with tenant unit's Commanding Officers/Officers in Charge herein referred to as the Responsible Officer (RO).

c. The Station S-4 Officer is the RO for all transient BEQ's and SNCO/SGT's barracks.

3. Responsibilities. Tenant unit's are responsible for designating the following:

a. Assign in writing, an RO on an additional duty basis. In order to maintain consistency and continuity, this assignment should be for a minimum period of six months.

b. Assign in writing, a Police Sergeant to serve on a full time, primary duty basis for a period of not less than six months.

c. Maintain an accurate roster of all personnel residing in the assigned BEQ's.

d. Ensure all space assignments are made per reference (a) and (b) regarding Minimum Standards of Adequacy (MSA).

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4. Key Control and Duplication

a. All RO's will establish key control procedures for their respective BEQ's.

b. Initial individual room key issue has been issued to all RO's.

c. In the event a room key is lost, a replacement can be provided. A Work Request Form (9-11014/20) will be prepared and signed by the RO recommending approval. If a room key is stolen or negligently lost, the RO may request that the lock setting be changed. This can be done by filling out a Work Request Form addressed to Facilities Management Department, and delivering it to the Station S-4. If three keys have been lost, the lock setting will be changed using the above procedures. Individuals may be subject to disciplinary action for negligence, and loss of assigned bachelor quarter room keys. Keys will not be duplicated by outside sources.

d. Four copies of the master keys are maintained in the Station S-4 office for those units who have not been issued a master key. These master keys will be issued only to the RO's and their representative or to the Police Sergeant during normal working hours. The key shall be returned daily by 1500 hours. In the event of an inadvertent lockout after normal working hours, the MCAS Officer of the Day (OOD) will obtain the master keys from the key locker in the Station S-4 office. The OOD or the Assistant Officer of the Day (AOOD) will accompany the individual concerned to the room for the purpose of unlocking the door. The OOD or AOOD will not allow the master key to leave their personal control unless prior arrangements are made with the Station S-4. A log book entry will be made at all times on the location of the keys.

5. Personnel Support Equipment (PSE) Inventory. Within 10 days of their assignment, all RO's will inventory their respective BEQ and record all furnishings within the rooms. This inventory is automated and the condition code of each item should be inventoried and returned to Station Marine Corps Property, building 331.

6. General. In order to ensure the cleanliness and maintenance of individual living spaces and common areas in each BEQ, exterior policing of buildings and grounds is essential. Systematic formal and informal inspections will be conducted. This is the responsibility of each unit commander to promulgate specific instructions to conduct these inspections and identify and report any discrepancies in a timely manner.

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BACHELOR ENLISTED QUARTERS AND REGULATIONS

1. Purpose. To establish administrative control measures to ensure the proper daily operations of the BEQ's aboard MCAS Yuma.
2. Scope. Ensure maximum usage of available quarters and to safeguard the MSA under reference (a). All personnel will be responsible for the proper cleanliness, sanitation and upkeep of their assigned living areas and associated personnel support equipment.
3. Personnel Support Equipment (PSE/Individual Property)
 - a. All PSE (bunks, mattresses, desks, and chairs, etc.) will be receipted for from the barracks Police Sergeant, and maintained by the individual. The initial issue of linen will be drawn from Station Marine Corps Property Office, building 331, and receipted for by the individual concerned.
 - b. The senior occupant of each room is responsible for the overall appearance of PSE gear assigned in that room. In those buildings constructed as modules, the senior occupant is also held responsible for the common area lounges, and furniture, etc.
4. BEQ Police. Daily police and weekly field day requirements of individuals' assigned living spaces, common areas, passageways, and exterior grounds will fall within the BEQ jurisdiction of the tenant commands. During daylight hours the Police sergeant will fulfill the utilities conservation duties as outlined in Station Order 11300.2F.
5. Conduct and Discipline
 - a. BEQ occupants are required to maintain their rooms in a state of cleanliness consistent with acceptable standards of good order and sanitation. No bedding, clothing, equipment or personal effects will be left adrift on room furniture so as not to present an image of general disorder, during working hours.
 - b. Motorcycles, all terrain type vehicles and items such as spare tires, fenders, etc., will not be stored or brought into the BEQ room, or secured on catwalks.

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c. Contraband, prohibited drugs or chemicals, private firearms and other dangerous weapons (mechanically-operated or butterfly knives whose blades exceed three inches in length, etc.), gasoline or any other flammable, ammunitions, or any type of pyrotechnic or explosive devices are not permitted in the BEQ's. Privately-owned weapons must be registered with the Provost Marshal's Office, building 952, and stored in the individual's unit armory.

d. Alcoholic beverages may be possessed and only consumed in barracks rooms, lounges, and picnic areas specified. State and Local laws and regulations pertaining to the possession and consumption of alcoholic beverages apply. Good order and discipline will be maintained at all time. Drunk and disorderly conduct and damage to property will not be tolerated. It is the duty of all personnel/residents to ensure that no underage personnel possess or consume alcoholic beverages. Maximum allowable possession of alcoholic beverages are as follows:

(1) No one under the age of twenty one may consume or have alcoholic beverages in their possession.

(2) Noncommission Officers (NCOs), Petty Officers (POs) may possess a maximum of two six packs of beer, or one, one liter bottle of unfortified wine (less than 17% alcohol).

(3) Marines and Sailors who are not NCO/PO may possess a maximum of one six pack of beer, or one, one liter bottle of unfortified wine (less than 17% alcohol).

(4) Possession/consumption of distilled spirits (hard liquor) is prohibited in all BEQ areas.

(5) Consumption of alcohol is not permitted in ladder wells, laundry rooms or walkways.

Note. In enforcing good order and discipline, Unit Commanders have the right to deny alcohol consumption by designated individuals.

e. Smoking is not permitted in common areas of any BEQ. Smoking may be permitted in individual rooms if roommates agree that smoking should be allowed. Use of smokeless tobacco is allowed, however personnel have an obligation to ensure that the BEQ (both rooms and common areas) are clean.

f. Smoke Alarms will not be tampered with or disabled.

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g. Electrical Wiring and fixtures in the BEQ will not be removed, disconnected or altered. High wattage light bulbs, double sockets and other like accessories will not be installed in the BEQ. The use of coins or other metallic objects for closing circuits is prohibited.

h. Heating/Cooling systems will not be tampered with by occupants.

i. Fire Fighting Equipment will not be used by personnel except during actual emergency or by authorized personnel.

j. Cooking Devices such as fuel, propane, butane, charcoal, sterno or electricity will not be used in any common area or rooms of the BEQ. This includes camping stoves and heaters, coffee makers, hot plates, electric frying pans and toasters.

k. Microwave Ovens are authorized in the common areas and individual rooms of the BEQ.

l. Candles/Incense are not authorized in the BEQ's.

m. Occupants will not drill, tamper with or install any locking mechanism or device that would prevent the deck master key from opening the individual room door to a passageway.

n. Pets are not authorized in the BEQ's, to include any terrariums or cages.

o. Noise courtesy and common sense rule on the issue. Loud noise (which can be heard or felt outside of a room with the door closed) is prohibited. Radios, record or tape players, television sets, personal musical equipment may be operated/played in the BEQ not to interfere with the privacy of other occupants. After 2200 nightly, such equipment may continue to be played with use of head phones or reduced volume so as to not interfere with the sleep of other occupants.

p. Theft of personal, and government property, to include cable pirating or telephone tampering are illegal and against the law and will not be tolerated.

6. Visitation Procedures

a. A "Visitor" is defined as anyone who is not a resident of assigned quarters within that BEQ. Visitors may be military or civilian, male or female, but must be over the age of 18 years old.

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b. A "Guest" is defined as one who resides within the same BEQ but different rooms, and is visiting at the invitation of another resident. Anyone who is not a resident of that particular BEQ is a visitor.

c. Visitors are NOT personnel on official business (unit leaders, BEQ Management, maintenance workers, etc). The RO's of each BEQ or the barracks duties, and or the police sergeant will escort these personnel around when contacted. This could be for room inspections, and work requests submitted by the unit to correct a deficiency on the weekly reports to Facilities Management Division or Contracting Agencies.

d. All VISITORS regardless of gender will sign in with the DNCO/ADNCO, and will be logged IN/OUT in an appropriate log book.

e. All GUESTS of the opposite gender will sign in with the DNCO/ADNCO and will be logged IN/OUT in an appropriate log book.

f. Visitors/Guests are permitted in the BEQ's between the hours of:

0800-2200 SUNDAY/THURSDAY
0800-0001 FRIDAY/SATURDAY

g. Overnight visitors/guests are strictly prohibited. Individuals not assigned to a room and not accompanied by a resident or not in the performance of official duties will be reported to the DNCO/ADNCO and asked to leave.

h. Children under the age of 18 years of age, are not authorized in the BEQ's without the expressed approval of the Commanding Officer, Marine Corps Air Station Yuma.

i. Visitors are not to use laundry facilities. They may use other facilities as long as their use does not interfere with use by residents. Residents always have priority.

j. Duty NCO's will be required to make rounds immediately after visiting hours to ensure that all visitors/guests are no longer in the rooms. They will make other rounds later in the evening/morning hours to ensure that there are no unauthorized visitors/guest in the rooms.

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k. Ensure that all NCO's, SNCO's, Officers, and all watch standards provide a visible presence and are well aware of procedures ensuring timely intervention in cases where good order and discipline are breached. This is particularly critical during Weekends, Holidays.

7. Room Decor. All quarters are to be clean, orderly, and professional in appearance.

a. Unit Commanding Officer's may determine a standard layout of room furnishings for each BEQ. It is highly recommended that wall lockers remain in original place. Due to the weight of the wall lockers, their movement may cause damage to floor tiles and/or injury to occupants.

b. Items such as (pictures, photos, paintings, posters, etc.) will be displayed within the rooms in compliance with the following:

(1) Affixing such items to (walls, doors, curtains, blinds, etc.) will be accomplished in such a manner as to not cause damage.

(2) Items will be neatly affixed in good taste and not detract from the appearance and habitability of the rooms.

(3) Items that detract from the appearance and habitability of the rooms, that are lewd, pornographic, obscene, abusive, inflammatory, drug related, racist, gang related, extremist or unsightly are strictly prohibited from being displayed.

(4) Personal items are encouraged to make their quarters their home. Restrictions must be applied, as not to violate space for other roommates.

(5) Government items can be removed from the BEQ's only after written permission from the RO's to the Commanding Officer, MCAS, Yuma.

8. Cable/Television is available to residents in each room, however, it is the responsibility of the individual to make all arrangements with the local cable company. All financial responsibility rests with individuals who contract with the cable company.

a. BEQ residents who contract with the cable company do so at their own risk. Neither the Station nor the Marine Corps will be responsible for additional costs which may be incurred by residents who have cable and are ordered to move from their existing room for any reason.

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b. Cable television junction boxes and signals are property of the cable company. Tapping into any cable or junction box results in signal leakage, will disrupt services to paying customers, and may cause extensive repair bills.

c. Cable Pirating is theft; and is strictly prohibited.

d. DSS-TV type antenna dish systems of any kind are prohibited.

Grandfather Clause: Those individuals, who had satellite dish systems properly installed by or prior to 10 September 1997, are authorized the systems. The satellite dish system will be removed from the BEQ and not sold to an incoming individual for the purpose of reinstalling it in the BEQ, once the individual is either PCS, PCA or EAS no more antenna dish systems will be authorized.

9. BEQ Facilities Coordination among the residents, and BEQ management is a vital voice within the chain of command. It insures proper living standards and the physical conditions of the BEQ are met.

a. Building Maintenance is the responsibility of each occupant. All maintenance issues are to be reported to the BEQ managers.

b. Self-Help Maintenance. All RO's and BEQ managers are encouraged to get actively involved in this program. It is a program which we are committed to developing, in order to building a higher moral and quality of life.

c. BEQ Managers will submit a barracks report to Facilities Maintenance Department, Building #888 (Ticket Office) every Friday by 1200 each and every week. In cases where Friday is a holiday the reports will be due on Thursday.

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JANITORIAL SUPPLIES AND EQUIPMENT

1. Quarterly, the fund administrator for each Station unit, (not Tenant Commands), will receive funds from the Station Comptroller for the purchase of barrack janitorial supplies.
2. Procedures for requesting/obtaining janitorial supplies will be at the discretion of the fund administrator for each unit.
3. Janitorial equipment such as buffers, buffer brushes and vacuum cleaners will be issued to the RO's by Marine Corps Property upon request, and subject to availability.

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STAFF NON-COMMISSIONED OFFICES QUARTERS REGULATIONS

1. Purpose. To establish administrative control procedures for the operation of MCAS Yuma SNCO Quarters.
2. Scope. To effect maximum utilization of available quarters under reference (a) the Commanding Officer, MCAS Yuma has directed centralized management of the MCAS Yuma SNCO Quarters. This centralized management falls within the staff cognizance of the MCAS Yuma, Station S-4 who will be responsible for making space assignments and issuing individual room keys. All residents of the MCAS Yuma SNCO Quarters, regardless of parent command are subject to the administrative policies covered by this enclosure.

3. Use, Assignments, and Occupancy

- a. Building 919, first deck, is designated as MCAS Yuma SNCO Quarters. These quarters will be primarily utilized to house permanently assigned, bona-fide bachelor SNCO's and Navy Petty Officers First Class and above. Permanently assigned geographical bachelors requiring quarters, but drawing Basic Allowance of Housing (BAH) for any reason will be housed on a space available basis.

- b. Permanently assigned personnel desiring quarters at the SNCO barracks will check-in with the Station S-4, building 980 for billeting assignment.

- c. All personnel assigned quarters will check-out with the Station S-4, when vacating quarters.

- d. Per reference (c), SNCO's are not authorized to draw commuted rations while billeted at these quarters, however, special circumstances may be brought to the attention of the Commanding Officer, MCAS Yuma (Attn: Station S-4).

4. Cleaning and Maintenance Responsibilities

- a. SNCO's assigned quarters are responsible for the cleanliness, sanitation, and routine upkeep of their personal living areas. All common areas, such as head facilities, and lounge areas are, additionally, the responsibility of each occupant billeted.

- b. Routine maintenance discrepancies should be reported to Station S-4, who will maintain the necessary log-book and initiate the required work request. Emergency requests may be phoned into the Trouble Desk at ext. 2222.

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5. Inspections. Station Sergeant Major, coordinate with the Station S-4, and Sergeants Major of the units who have personnel occupying rooms in 919, and provide an annual inspection list for all concerned. Station S-4 NCOIC will conduct a walk through every Friday morning. Rooms failing inspections will be addressed to the Station Sergeant Major.

ENCLOSURE (4)

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MAINTENANCE PROCEDURES

1. The proper and economical procedures for maintenance are essential in maintaining the habitability, sanitation and safety features in the BEQ. Maximum effort must be undertaken by all personnel to reduce wasteful actions connected with BEQ maintenance. Maintenance discrepancies, whether routine or emergency in nature, must be accurately reported to the Facilities Management Department. Police Sergeants must be available to direct maintenance personnel to the location of the discrepancy, and upon completion of repairs, inspect work to insure that the discrepancy is satisfactorily corrected.

2. In order to achieve the desired results, the following procedures must be accomplished. Police Sergeants need to maintain a maintenance log book of all discrepancies for their assigned BEQ. One section will be reserved for emergency maintenance, and the other for routine maintenance.

a. Emergency maintenance will be assigned to effect the expeditious repair of discrepancies which, because of their nature, require immediate attention. To prevent the loss of damage of government property, restore essential services that have been disrupted by a breakdown of utilities to eliminate hazards to personnel or equipment. Discrepancies such as power outage, broken windows, air conditioning/heating outages, plugged urinals, sinks, commodes, broken water lines and sewer backups, are proper candidates for emergency maintenance.

b. Routine maintenance will be assigned to those discrepancies which do not seriously interfere with the habitability of sanitation in the BEQ or which do not pose a threat to individual safety. Items such as leaky faucets, replacement of soap dishes and floor tiles, running urinals and commodes, repair of wall lockers, and windows are proper candidates for routine maintenance. Police Sergeant's are responsible to submit prior to 1200 on Friday of each week a barracks discrepancy list, to the emergency service foreman, building 888, to identify BEQ routine maintenance requirements.

c. Specific Job Orders. Occasionally some maintenance tasks require material which is either, not normally stocked by the Facilities Management Department or is not readily available. Additionally, to conserve funds some maintenance activities are held in abeyance pending accumulation of similar repair requests in sufficient quantity to a specific job order to be accomplished at a later date.

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3. T.V. Cable Maintenance. If cable in the common areas need maintenance, call Station S-4, at ext. 2934 for procedures. At no time should individuals attempt to repair cable when problems occur.

ENCLOSURE (5)