



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

StaO 11104.2F
3EA
10 JUL 95

STATION ORDER 11104.2F

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PERMANENT CHANGE OF STATION
BACHELOR OFFICER QUARTERS

Ref: (a) MCO P11000.22

Encl: (1) APPLICATION FOR MCAS YUMA PCS BOQ PROGRAM

1. Purpose. To publish the Standing Operating Procedures (SOP) for the administration and operation of the Permanent Change of Station (PCS) Bachelor Officer Quarters (BOQ) facility aboard Marine Corps Air Station (MCAS) Yuma.
2. Cancellation. StaO 11104.2E
3. Action. To provide essential billeting services to Commissioned and Warrant Officers on active duty attached to or command based at MCAS Yuma.
4. Responsibility. The management and operational control of the BOQ is exercised by the Commanding Officer, MCAS Yuma, through the S-4 Officer and the BOQ Director.
5. Assignments. Portions of building 1056 and 1058 are designated for permanent unaccompanied officers. Per reference (a), the following procedures are established in the assignment of permanent BOQ rooms:
 - a. The assignment of one unshared room with private bath in building 1056 will be made to grades W-1 through O3 who are true bachelors permanently assigned to an organization aboard MCAS Yuma and who desire to live in government quarters in lieu of drawing Basic Allowance for Quarters (BAQ) after completing enclosure (1).
 - b. The assignment of two unshared rooms with a private bath in building 1058 will be made to grades O4 and above who are true bachelors permanently assigned to an organization aboard MCAS Yuma and who desire live in government quarters in lieu of drawing BAQ after completing enclosure (1).
6. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel bachelor quarters.

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- a. Military necessity personnel.
- b. Permanent party military bachelor personnel not drawing BAQ.
- c. PCS students unaccompanied by dependents.
- d. PCS military personnel who are:
 - (1) Divorced, unaccompanied, and receiving BAQ for dependent support.
 - (2) Legally separated, unaccompanied, and receiving BAQ at the with-dependent rate.
- e. Geographical bachelors.

7. Charges and Fees

a. Maid service is optional for BOQ guests at \$60.00 per month, due and payable to the PCS Program Coordinator by the third working day of the month, following service. With maid service, bed and bath linen, soap and paper supplies are provided.

b. The BOQ Director is authorized to collect fees in the case of lost, destroyed or damaged government property as set forth below:

<u>ITEM</u>	<u>COST</u>
Sheet	\$ 8.00
Pillowcase	3.50
Blanket	35.00
Bedspread	50.00
Pillow	8.50
Mattress Cover	17.00
Hand Towel	2.00
Bath Towel	3.10
Wash Cloth	.60

(1) Damage to furniture, draperies, etc., will be limited to actual cost of repair/replacement of item.

(2) Damage discovered subsequent to departure of occupant will result in billing for damages being forwarded to the occupant.

8. Assignment Criteria. Priority of assignment of quarters to permanently assigned officers will be per paragraph 6 above.

a. The assignment of "geographical bachelors" to BOQ rooms will be on a "space available" basis only. For the purpose of housing assignment, a "geographical bachelor" is defined as all Commissioned and Warrant Officers, male and female, who are entitled to the travel of dependents and transportation of household goods, but have chosen not to be accompanied.

b. Geographical bachelors are billeted in PCS rooms on a space available basis, at no charge. Should a true bachelor requirement occur, the last geographical bachelor billeted must vacate within three days.

9. Assignment of BOQ Space. Adequate BOQ space assignment for officers on orders will comply with reference (a) to meet the Minimum Standards of Adequacy (MSA) requirements.

10. Civilian Quarters in Lieu of BOQ. Mandatory assignment to BOQ occupancy is not a requirement at MCAS Yuma.

11. Basic Allowance for Quarters (BAQ) in Lieu of Quarters

a. Unaccompanied officers permanently assigned at MCAS Yuma, will have the option of living ashore or occupying available quarters.

b. Bachelor officers residing in the BOQ who:

(1) Desire to draw BAQ and live ashore, or

(2) Marry, and reside with dependent(s) either in family housing or ashore, commence BAQ at "with dependents" rate.

(3) Are granted BAQ (Own Right) for any reason; will normally be granted three (3) calendar days from the date of commencement of BAQ to vacate BOQ facilities.

c. Officers vacating the BOQ will ensure that all keys and other government property belonging to the BOQ are returned and that reimbursement for any damage due to negligence or misconduct is satisfied.

12. Rules of Conduct

a. Quiet hours shall be maintained in the rooms of the BOQ between the hours of 2200 and 0700. Sound equipment and noise producing activities shall be kept at a subdued level at all times.

b. Occupant is financially responsible for any damage to rooms or furnishings. Regular defrosting of refrigerators is essential.

c. The moving of furniture or fixtures is prohibited.

d. Changing rooms after original assignment must be approved by the PCS Program Coordinator at extension 3578.

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- e. No pets are permitted in the BOQ.
- f. Bath and bed linen will not be removed from the building.
- g. Each person is expected to maintain their personal effects in an orderly manner to facilitate house-keeping.
- h. Guests are permitted in the BOQ provided their conduct does not adversely reflect on proper decorum.
- i. Management is not responsible for personal property left in unsecured rooms.
- j. Smoking is not permitted in the lounge, washroom or transient rooms.
- k. No responsibility will be assumed for personal gear left upon check out except through the Lost and Found Program, call DSN 951-3094 or commercial (520)341-3094.
- l. The kitchen in building 1058 is restricted to permanent personnel assigned to building 1058.
- m. Microwave cooking is permitted in the BOQ rooms and in the kitchen of building 1058 and the 1056 lounge.
- n. The BOQ exists to serve the unaccompanied officer, however, dependents are welcome to visit in the BOQ facility.

13. Disposition of Unclaimed Items

- a. Property abandoned in the BOQ will be donated, after 90 days, to appropriate charitable organizations.
- b. Lost and Found forms can be filled out at building 1058, Monday through Friday between 0800 and 1500, phone inquiries can be made to (502)341-3094.

14. Maintenance and Cleanliness of BOQ. Maintenance requirements within the BOQ will be reported directly to the BOQ front desk, building 1058, extension 3094 or 3578.

- a. Prompt reporting of problems, especially in the cases of air conditioner/heating and hot water problems, will hold occupant discomfort to a minimum.
- b. BOQ residents are required to utilize existing furnishings. The BOQ has no facility for the storage of unwanted BOQ owned furnishings. Residents will not remove furniture from BOQ rooms or lounges.
- c. Residents are reminded that BOQ spaces are government quarters and as such are subject to periodic inspections per reference (a). Residents are responsible for the condition of their quarters.

d. Vacuum cleaners are available for the use of BOQ residents and can be checked out from the desk clerk for short periods of time.

15. Weapons. After registration with the Provost Marshal Office, weapons may be kept in BOQ rooms.



A. M. TORRANCE
By direction

DISTRIBUTION: B

APPLICATION FOR MCAS YUMA PCS BOQ PROGRAM

DESK CLERK'S SIGNATURE _____ DATE _____ TEMP WEEKEND ROOM# _____

ATTENTION DESK CLERKS - ALL PCS BACHELORS, TRUE AND GEOGRAPHICAL, ARE REQUIRED TO COMPLETE THIS FORM, THE DESK CLERK WILL FORWARD TO THE PCS PROGRAM COORDINATOR.

DATE _____

FROM (PRINT) _____
RANK NAME SSN

TO: PCS PROGRAM COORDINATOR, BUILDING 1058, EXTENSION 3578

PCS GUEST: PLEASE CHECK THE FOLLOWING, AS APPLICABLE:

- I AM A TRUE BACHELOR, NOT DRAWING BAQ
- I AM A TRUE BACHELOR DRAWING BAQ AND I AM NOT ELIGIBLE FOR PCS QUARTERS
- I AM A DIVORCED TRUE BACHELOR DRAWING BAQ WITH DEPENDENTS AND I AM ELIGIBLE FOR PCS QUARTERS
- I AM A GEOGRAPHICAL BACHELOR DRAWING BAQ
 - I AM A TRUE BACHELOR REQUESTING A PCS ROOM. A PCS room will be assigned immediately if available or within the next three working days, during which time a temporary transient room will be provided at no charge.
 - I AM A TRUE BACHELOR REFUSING A PCS ROOM BUT DESIRING TEMPORARY ASSIGNMENT TO A TRANSIENT ROOM FOR WHICH I MUST PAY \$12.00 PER DAY TRANSIENT RENTAL RATE WHILE I MAKE PERMANENT LODGING ARRANGEMENTS IN THE COMMUNITY.
 - I AM A GEOGRAPHICAL BACHELOR REQUESTING A NO CHARGE PCS ROOM. Geographical Bachelors are billeted in PCS rooms on a space available basis. The last Geographical Bachelor billeted will vacate within three days to a \$12.00 transient room or to town, should a TRUE BACHELOR requirement occur.
 - I AM A GEOGRAPHICAL BACHELOR REQUESTING A TRANSIENT ROOM WHILE MAKING PERMANENT LODGING ARRANGEMENT IN THE COMMUNITY AND MUST PAY THE \$12.00 PER DAY TRANSIENT RENTAL RATE WHICH IS LIMITED TO 3 WEEKS EXCEPT DURING WTI WHEN THERE ARE NO TRANSIENT VACANCIES.
 - I AM INTERESTED IN TALKING TO THE PCS PROGRAM COORDINATOR BETWEEN 0800 AND 1500 MONDAY THRU FRIDAY AT BUILDING 1058 ABOUT MAID SERVICE (DESK CLERK WILL NOT NEGOTIATE STARTING OR STOPPING MAID SERVICE).

PCS GUEST'S SIGNATURE _____ PCS ROOM # _____

UNIT ASSIGNMENT _____ WORK PHONE NUMBER _____

MY ESTIMATED DEPARTURE DATE IS _____

ENCLOSURE (1)