



Bachelor Housing Branch

“Sustaining Quality of Life in the Barracks”
October-December 2015 Volume 2, Issue 4



Bachelor Housing Branch Overview:

The Bachelor Housing Branch oversees the management of the Bachelor Enlisted Quarters (BEQs) for permanent personnel stationed aboard Marine Corps Installations West- Marine Corps Base, Camp Pendleton. There are over 200 BEQs aboard Camp Pendleton. The BEQs are spread throughout 14 camps ranging from the southern end (San Diego County) to the northern end (Orange County) of the base.



We are located in Marine Manor on main side in building 1341. Our facility is 14 miles from Camp Pendleton's main gate, straight on Vandergrift Blvd. for 8 miles, right on Rattlesnake Canyon Rd., right at fire station (Vandergrift Blvd), right on 13th Street, left on A Street, right into parking lot. We are open for business Monday –Friday from 0700-1630 (with the exception of Federal Holidays).

BEQ Manager Development Opportunities:

BEQ Manager Training Course

<u>4th Quarter</u>	<u>Time</u>
21-22 October 2015	0830-1600

Location
 Building 1344, Religious Development Center (RDC)

UHM Training

<u>4th Quarter</u>	<u>Time</u>
28 October 2015	0830-1430

Location
 Building 33343, Learning Resource Center (LRC)

(Training can be provided on request)

Cliff Swallows



Protection and Management of Cliff Swallows

The cliff swallow is protected under the Migratory Bird Treaty Act because it migrates from South America into North America to breed during the summer months. Swallows arrive on Camp Pendleton in March and depart in August. The swallows build mud nests to house their young and they eat many bothersome insects such as mosquitoes during their stay on base. They nest in colonies and prefer buildings or similar structures which have suitably textured overhanging surfaces. The birds do not pose a significant human health threat, but their nests and droppings may leave your building unsightly.

The best strategy for preventing swallows from nesting on your building is to eliminate overhangs and modify surface textures. Smooth plastic sheeting applied to the building wall at the eaves will prevent nest attachment (visit the Naval Hospital to see an example). You may loosely stretch netting at a 45 degree angle from the eaves to an adjacent wall which will occlude the corner space. Alternately, if you place spiky material such as Bird-B-Gone in the overhanging corners, swallows will not likely nest there.

You may discourage swallows from finishing construction of their nests by washing the nests down with a high pressure hose or knocking them down with a long pole everyday. However, once a nest nears completion and egg laying begins, federal law requires that you must leave the nest undisturbed. You can not legally destroy a nest that contains eggs or juvenile swallows.

You should remove the mud nests from your building in September. This makes the site less attractive to returning swallows in the spring and it will be easier for you to identify new nests before they are completed. Do not violate the law by destroying occupied nests of a protected species.

Questions and concerns can be addressed to the Camp Pendleton Game Warden Office, at extension (760) 725-3360.

(Reference: Camp Pendleton Game Warden Office)

News and Information:

BRANCH CLOSURES: The Bachelor Housing Branch will be closed for Columbus, Veterans, Thanksgiving, and Christmas Day. Normal office hours will resume the following business day at 0700. We apologize for any inconvenience this may cause.



BEQ MANAGER ROLES AND RESPONSIBILITIES:

The BH Manager will be a Sergeant or Corporal, assigned to that Unit. The assignment will be for not less than 12 months and will be their primary duty, vice a collateral duty. The importance of this assignment should be reflected within their Proficiency and Conduct marks or Fitness Report. Fitness Reports should clearly reflect the myriad of duties and responsibilities inherent in successfully managing a multi-million dollar facility and the communication, logistics, administrative, and leadership skills needed to manage and maintain quality of life for Marines.

Maintain the UHM data within the eMH system, and prepare and forward a weekly BH Utilization Report to the Area Manager or Bachelor Housing Office.

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

Record and track all BH 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.

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.

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.

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

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. Weekly inspection results will be provided to the Installation BH Division via the Tenant Unit chain of command.

(Reference: MCO 11000.22)

Washers & Dryers:

ACCOUNTABILITY: Washers and dryers installed in the BEQs will be assigned to the unit occupying the building. In those instances where multiple units occupy on the building, accountability will be assigned to the unit in charge of the BEQ.

INSTALLATION/REMOVAL REQUEST: Requests for removal and relocation of washers and dryers will be forwarded in writing to the Director, BPC, stating the reason for the requested action. In relocation requests, the reinstallation in the new location will be handled in the same manner as a new installation.

CARE AND OPERATION: Proper controls will be established by the assigned unit to prevent abuse, misuse, pilferage and vandalism of machines. Washers and dryers will be used only by occupants of the BEQ

Machines shall not be removed for any reason, including field days, since the movement may cause damage to the machines. During field day, machines are not to be hosed down for cleaning purposes, as this can cause severe electrical shock as well as damage to the timing mechanisms. Machines shall not be placed on platforms, such as pallets, unless the platforms are bolted to the floor. Unsecured platforms cause machines to vibrate excessively and burn out their motors faster than normal wear.

REPAIR OF WASHERS :

1. If washer won't start unplug power cord and plug into an electrical outlet that works. Verify washer works. If there are GFI electrical outlets you might need to reset the GFI electrical outlet. If washer still does not start make sure that all water faucets connected to the washer are turned to the on position. If the washer still will not start submit repair request to CMSC.
2. If the washer shows signs of leaking pull the washer forward that is suspected to be leaking. Perform functional check. During the spin cycle while it is draining check wall drain to see if the drain might be clogged. If the wall drain is clogged submit request to your Area Facility Manager for repair.

REPAIR OF DRYERS:

1. Make sure when submitting a repair request to identify on the form if the problem exist on the upper unit or lower unit.
2. If the dryer won't start unplug power cord and plug into an electrical outlet that works. Verify dryer works. If there are GFI electrical outlets you might need to reset the GFI electrical outlet. If the dryer still will not start submit repair request to CMSC.
3. If the dryer does not produce heat verify that the temperature select knob is in the position of regular or heat. If there is still no heat then check to make sure that the building dryer vent is not clogged. If clogged you need to clean the vent. If the dryer still does not have heat then submit repair request to CMSC Quality Assurance Washer and Dryer Representative Mr. Francisco @ (619) 681-5764 or (760) 725-4169 .

(Reference: BO P4400.8E)

Key and Access Control:

KEY/LOCK SECURITY AND ACCESS CONTROL: Each Marine Corps organization must establish a strict key and lock security and access control program supervised by the Command Security Officer. Included in this program are all keys (e.g. Personal Identification Number (PIN), combinations, Common Access Card (CAC), and physical keys), locks (to include digital and mechanical push-button), padlocks and locking devices used to protect or secure restricted areas, activity perimeters, security facilities, critical assets, classified material, sensitive material and supplies. Not included in this program are keys, locks and padlocks for convenience, privacy, and unclassified administrative or personal use.

ACCESS CONTROL OFFICER: The access control officer will be designated in writing by the commanding officer and be directly responsible for all security-related key and lock control functions.

CENTRAL KEY ROOM: Duplicate keys, key blanks, padlocks (key and combination type), and key-making equipment will be stored in a central key room. Access must be controlled and the space must be secured when not in use.

KEY CONTROL: Continuous accountability of keys is required. The custodian/sub-custodian must develop and maintain a key control register identifying key serial number, name and signature of individual receiving keys, date and hour of issuance, signature of individual issuing keys, key return date and time, and name and signature of individual receiving returned keys. Key control registers will be maintained at least 3 years after the last entry.

ACCESS ROSTERS: Access rosters identify those persons authorized to enter an area in the performance of their duties and will be signed by the commanding officer, Officer In Charge (OIC), or designated representative. Rosters will be posted on the interior wall of a designated space adjacent to the main entry point and will not be visible from the exterior.

• If you have additional questions concerning Key and Access Control, please contact the Bachelor Housing Inspection Team Office at (760) 430-4708/4717 or (760) 725-815-5547 .

(Reference: MCO 5530.14A)

Useful Web Links:

Facebook:
<http://www.facebook.com/mobileprotection#!/pages/Bachelor-Housing-Camp-Pendleton/219212658118834>

Bachelor Housing Ice Comments:
https://ice.disa.mil/index.cfm?fa=card&sp=12557&s=148&dep=*DoD&sc=8

Base Order (MCIWEST-MCB CAMPENO 5000.2):
<https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBA/DJ/Directives/ORDERS%20%205000%20%205999%20General%20Administration%20and%20Mana/MCIWEST-MCB%20CAMPENO%205000.2%20W%20CH%201%20BASE%20REGULATIONS.pdf>

MCIWEST - MCB Camp Pendleton Emergency Notification System:
http://entry.inspironlogistics.com/camp_pendleton/wens.cfm

Unaccompanied Housing Module (UHM):



Unaccompanied Housing Module (UHM) is a standard bachelor housing Information Technology (IT) program that was implemented to provide more timely, consistent, accurate & verifiable report data on utilization, facility maintenance, & furnishing management. This data is used to help ensure continued support from DON, DOD & Congress for bachelor housing. (HQMC-directed)

- Unaccompanied Housing Module (UHM) was fully implemented May 2010 aboard MCIWEST-MCB Camp Pendleton
 - Mandatory use of Unaccompanied Housing Module (UHM) per MCO P11000.22 & DoD directed letter dated Apr 16 2014
 - Bad data = fewer new BEQs, less \$\$ for renovations, furnishings, etc.
- To request access to the Unaccompanied Housing Module (UHM) please follow the following instructions:

1. With your CAC card in place logon to the following URL:

<http://www.emh.housing.navy.mil>

2. Click the "Request Access" link and follow the directions, completing all fields.

3. If you have additional questions accessing eMH, please contact the Support Office at (800)877-8503 or email:

eMH Support Office: emhsupport@aemcorp.com

4. Bachelor Housing offers one-on-one UHM and BEQ Manager training. Please call (760)725-3918 for coordination.

Your Feedback Matters:

The Bachelor Housing Branch welcomes and encourages strong feedback and suggestions on topics that could be addressed in future publications. If there are specific topics you would like to see in our quarterly newsletter please forward your recommendations to the Bachelor Housing Office.

Bachelor Housing Branch Contact Info:

Bachelor Housing Manager	(760) 430-4705
Housing Manager	(760) 430-4708
Housing Management Specialist	(760) 725-3918
Housing Management Specialist	(760) 815-5547
Housing Management Specialist	(760) 430-4717
Housing Management Specialist	(760) 430-4706
Bachelor Housing Clerk	(760) 430-4707