



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE
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IN REPLY REFER TO:
BnO 11100.1A
HQS4
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BATTALION ORDER 11100.1A

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS (BEQ) ORDER

Ref: (a) DoD 4165.63-M
(b) SECNAVINST 5100.13E
(c) MCO P1100.22
(d) BO P5000.2K
(e) BO P8000.3
(f) USMC BEQ Campaign Plan, DTD 9 November 2006
(g) The Reawakening (CMC Ltr dtd 16 Oct 2013)
(h) CMC Ltr to General Officers dtd 9 Oct 2013

Encl: (1) Occupant Agreement
(2) BEQ Initial/Final RM Inventory Sheet
(3) BEQ Rights and Responsibilities
(4) BEQ Inspection Checklist
(5) Vehicle Information
(6) BEQ Rules and Regulations
(7) BEQ Room Placard

1. Situation. Throughout the history of the Marine Corps, our personnel have always been our greatest asset, more valuable than any weapons system or amount of money. That remains as true today as at any time in our past. As the Marine Corps continues to sustain an unacceptably high number of mishaps, incidents, injuries, and deaths, "both on and off duty," a comprehensive program for the preservation of the force is necessary at all levels of command. The bachelor enlisted housing program must encompass leadership, mentorship, counseling, force preservation and safety programs with specific areas of concern such as sexual assault and substance abuse, and the mitigation of risk for all housing personnel. To that end, it is the Commandant's vision to ensure we are committed to improving our enlisted Marines Quality of Life (QOL) and habitability for our Bachelor Enlisted Quarters (BEQ) through engaged leadership, the enforcement of standards, and providing the appropriate standard of living our young men and women so rightfully deserve. The responsibility for making Marines and fostering their growth is a round-the-clock effort that is greatly influenced by the way our leadership manages our bachelor housing program. It is our obligation as Leaders at all levels to exercise positive-engaged leadership and be aware of how our Marines and Sailors are living and conducting themselves. The environment must be a true and safe haven where Marines and Sailors are free from assault, drugs, under-age drinking, and other inappropriate behavior where our reputation with the American public is not at risk.

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a. The guidance contained herein clearly articulates the need for our for our Battalion leadership to remain focused on supporting bachelor enlisted Marines while also providing them quality housing aboard Marine Corps Base, Camp Pendleton, California. Accordingly, this Headquarters and Support (HQSPB Battalion) BEQ Order will be used to set forth specific rules and regulations governing appropriate conduct while also establishing minimum standards for all HQSPB Battalion personnel assigned billeting in accordance with the references. It is the Unit Leadership's responsibility to ensure BEQs foster an atmosphere conducive to the professional and personal development of our Marines, and reflects our Core Values. Company Commanders, in conjunction with all Unit Leadership BEQ managers, will work diligently together to implement and enforce the policies contained in this Battalion Order and the references.

2. Mission. Provide Marines and Sailors specific BEQ rules and regulations to maintain good order and discipline while also ensuring the highest standard of living, health, and comfort for all HQSPB Battalion BEQ residents.

3. Execution

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. Ensure all HQSPB Battalion personnel understand and are in compliance with the rules and regulations as set forth in this order. Renew a culture of assertive and engaged leadership, accountability, and discipline that is the foundation of our legacy, and is our institutional Center of Gravity. This order is intended to provide leaders of all ranks with measures and policies that will instill discipline and increase morale of HQSPB Battalion BEQ occupants. As such, all leaders must be proactively engaged with our BEQ occupants to enhance a culture of compliance with Marine standards and policies; increase discipline, safety and morale, and significantly reduce misconduct and/or any reckless activities.

(2) Concept Of Operations. The rules and regulations established in reference (a) promulgate instructions relating to utilization, operation, and maintenance of the HQSPB Battalion BEQs.

(a) Ranks of BEQ Residents. All bona fide bachelor enlisted personnel, E-5 (Sergeants or other service equivalents) and below, are required to live in the BEQ unless Base Housing Allowance (BAH) at the without dependents rate has been authorized by the Commanding General, Marine Corps Installations. If sufficient space is not available to house all E1-E5 bachelors, generally the senior Marines will be the first Marine authorized BAH (own right) at the without dependents rate (i.e., authorized to live off-base) rather than occupy government quarters.

(b) Guests/Visitors. All Marines should have the opportunity to maintain personal contacts and friendships with other persons/family members to fulfill the need for socialization. Anyone who is not a resident of a particular BEQ is a visitor of the BEQ. Guests are the responsibility of their military sponsor and sponsors will be held accountable for actions of their guests. Sponsors will ensure their visitors obey all unit and installation orders and will be responsible for the actions of their visitors because being aboard Camp Pendleton is a privilege.

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(1) Guests should be logged in and out by the BEQ Duty NCO and not allowed overnight stays. Sponsors are required to sign their visitors in and out with the appropriate Duty NCO. Guests must be accompanied by their sponsor at all times and are not permitted to stay in the BEQ room without their sponsor being present.

(2) Visiting hours must be strictly enforced: (1000-2200). Under no circumstances will a guest remain overnight.

(3) No one under the age of 18 may visit the BEQ, unless an adult member of their immediate family or legal guardian escorts them.

(4) No agents, solicitors, salesmen or vendors will be allowed in the BEQ. In no instance will a BEQ resident meet with these individuals in the BEQ area.

(5) - Main entry door hatches will remain wide open when guests of the opposite gender are present in the BEQ room.

(c) Alcohol. Use of alcohol beverages must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those Marines who are of the legal drinking age is permitted in the BEQs. Unit Commanders, however, should and can sanction individual Marines, if their behavior warrants. As detailed below, Marines will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption. Noncommissioned Officers or the senior person in each room are responsible for ensuring only those persons 21 years of age or older possess or consume alcohol. Alcoholic beverages include all distilled spirits (i.e., hard alcohol), wines, wine coolers, and types of beer. The permissible quantity and type of alcoholic beverage use is authorized by rank as follows:

(1) Distilled Spirits (hard liquor), Mixed Drinks, Wines, Wine Coolers - Includes all types of liquor and wine containing more than seventeen (17) percent alcohol by volume. Marines and Sailors (E-5 and below) are not authorized to possess or consume any type of hard alcohol or wine on BEQ premises.

(2) Beer - Includes all types of beer, lager, malt liquor and ale containing more than one half (1/2) of one percent and not more than nine (9) percent alcohol by volume. Marines and Sailors, Sergeants and below over the age of 21, may have in their possession a maximum of one six pack of beer on BEQ premises.

(3) Responsible alcohol use - SNCOs and above have no restrictions on quantities, types, or use of alcoholic beverages on BEQ premises. They are however, expected to use common sense and good judgment in their consumption of alcohol.

(d) Weapons. Firearms, explosives, ammunition, pyrotechnics, archery equipment, and martial arts weapons are NOT permitted in the BEQs. Weapons that are legal to possess in the Marine's current state and properly registered on base may be stored in the unit's armory.

(e) Gambling. Gambling is NOT permitted within the BEQ at any time.

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(f) **Vandalism.** All property damage that is attributed to the BEQ rooms due to either deliberate or negligent acts from the occupants, will be considered an act of vandalism. Occupants will be held responsible for the destruction of government property through the administrative or legal process.

(g) **Decor.** Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Unit leadership shall conduct weekly field days to ensure health and welfare standards are being achieved. Field days will include the individual Marine's room and common areas within and around the barracks (within 100 feet from the Marine's barracks room).

(1) BEQ rooms are to be clean and orderly in appearance. Personal decorations to improve the room interior are permitted. The display of any offensive material is NOT permitted; this includes the displaying of paraphernalia pertaining to extremist groups, drug use, porn or any messages containing profanity or other unprofessional and/or derogatory language. Decorations or other objects will NOT be placed or displayed in a manner that obstructs visibility, paths or access to doors or windows.

(h) **Noise Discipline and Respect.** Loud noise is prohibited. Noise from stereos, radios, TVs, voices or any other identifiable source should not be heard outside the room, nor be disruptive to individuals occupying any common or public area. BEQ residents will ask others to respect the noise control standards; and when asked, residents will promptly cooperate. After 2200, no noise shall be heard outside the BEQ rooms unless there is a serious emergency requiring help.

(i) **Security.** Every BEQ resident should lock his/her door, and have a means of securing items within the room (locking wall lockers, secretaries, etc.). Marines living in BEQ rooms that do not satisfy these requirements will immediately inform the BEQ manager. Additionally, all BEQ rooms with windows will contain wooden security bars in the channels of their windows, which inhibit entry from unwanted intruders.

(1) Theft of personal or government property is against the law, is contrary to our Core Values, and will NOT be tolerated. Report thefts of personal or government property to the appropriate authority as soon as practicable. When in doubt, call the military police for assistance.

(j) **BEQ Assignments.** HQSPT Battalion Marines will aim to be assigned to the same set of barracks. Proper matching of units to buildings will help achieve unit cohesion and integrity. Because of the burden and associated costs of moving, Marines will be moved as little as possible, or not at all, during their assignment to HQSPT Battalion. Changing room assignments without the prior approval of the individual Marine's Command First Sergeant is prohibited. The HQSPT Battalion CO and SgtMaj possess the authority to make exceptions to this policy based on space availability and other unique circumstances they deem appropriate.

(k) **Violations.** Repeated room inspection failures, disobedience of this order, or blatant disregard or disrespect for fellow Marines or Sailors will be brought to the attention of the Company Commander for appropriate disciplinary action.

(1) **Engaged Leadership.** All levels of HQSPT Battalion

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leadership (Senior officer and SNCO leadership) will visit the barracks to observe and confer with their BEQ Marines at least weekly to ensure habitability, discipline, and a proper quality of life.

(m) OOD Requirement. All HQSPT Battalion Company Grade Officers and SNCOs, without exception, will get the opportunity to serve as Staff Officers of the Day during the fiscal year. This requirement is unwaivable. The OOD/SDNCO will:

(1) Be a Commissioned Officer, Warrant Officer, or Staff NCO.

(2) Serve as a direct representative of the Battalion and Company Commander.

(3) Be responsible for the maintenance of good order and discipline within the Unit and BEQ spaces during off-duty hours.

(4) Ensure he or she is properly trained to stand this post.

(5) Inspect the barracks to ensure all policies are being adhered to and obeyed; especially those pertaining to alcohol and visitation. Specifically, all OODs/SDNCOs shall be present daily in the barracks at, but not limited to, the following times:

a. For the periods between 2200 and 0400, the SDNCO shall be present and conducting tours of the barracks for a minimum of 60-minutes within this window.

(n) Armed and Trained Duty Officers. Area Duty Officers/SNCOs of the Day will be armed at all times and trained IAW MCO 5500.6H to include weapons qualifications, weapons conditions, Standard Rules of Engagement, and appropriate Escalation of Force measures. Under no circumstances however, will NCOs who are standing barracks duty possess weapons of any kind.

(o) BEQ Orders. All General and Battalion Orders will be learned, reviewed, re-emphasized, and properly executed by all duty personnel.

(p) T/O Requirement. One NCO will serve as a roving Firewatch and is responsible for patrolling their respective barracks premises. At no time, will a Marine or Sailor in the rank of E-3 or below execute the duties as a barracks Firewatch.

(q) Uniforms. All duty standers will wear service uniform Bravos or Charlies as designated by the HQSPT Battalion Commanding Officer.

(r) Dress and Personal Appearance. BEQ residents shall be fully clothed whenever they are outside of their assigned rooms.

(s) Electronics prohibition. TVs, video games, or other electronic devices are strictly prohibited in the vicinity of the watch standers post. Additionally, the use of personal cell phones is prohibited by watchstanders, except when used to contact emergency services.

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(t) Patrols. All watch standers will actively patrol their assigned barracks areas at least once an hour.

b. Subordinate Element Mission. Each company within the Battalion will supervise the management of the BEQ assigned to them and provide a BEQ Manager. In turn, company BEQ Manager will supervise their respective BEQs, serve as liaison between the BEQ, the Battalion S-4, facilities maintenance, and Battalion Area Guard to ensure good order and discipline is preserved and the BEQ is properly maintained and habitable.

(1) Area Guard Forces (MCB Camp Pendleton) will be leveraged to ensure security, good order and discipline, and to maintain communication/interoperability with our Installations' PMO forces.

c. BEQ Managers.

(1) Will be a Corporal, Petty Officer, or GS-5 and above.

(2) Enforce the provisions of this Order.

(3) Will be appointed in writing for no less than one year. Replacement BEQ managers will be identified no less than one month prior to the rotation of the current manager in order to facilitate turnover. BEQ managers will appoint two NCOs for each deck to facilitate command and control.

(4) May be asked to billet residents from other units and work sections based on the Area Commander's guidance.

(5) Will submit accurate billeting reports, room rosters, and projection reports to the S-4 office no later than the 30th of each month.

(6) BEQ managers for Barracks 1398 will register on the Unaccompanied Housing Module (UHM) site for access to manage tenants checking in and out of the unit. Proper use of this system will cover section (4) of this paragraph. Personnel in Barracks 13070 will be checked in and out of the UHM system by battalion S-4 personnel.

(7) Maintain cleaning supplies and linen inventory and ensure that cleanliness and safety are maintained throughout the building.

(8) Maintain a bulletin board in the BEQ Manager's office depicting room assignments and highlighting room discrepancies. Additionally, bulletin boards will contain pertinent orders, regulations, and policy memorandums.

(9) Collect and maintain enclosures 1 through 4 from all tenants. These enclosures will be maintained for one year after the departure of the Marine or Sailor from the BEQ.

(10) Ensure name placards are accurate and up to date.

(11) Conduct daily tours with the DNCO of all passageways, common areas, BEQ grounds. Furthermore, BEQ managers will inspect every individual barracks room, preferably on Friday mornings, in order to monitor the welfare, cleanliness, and good order and discipline of all assigned personnel.

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d. Duty Noncommissioned Officer (DNCO). Each company First Sergeant or company senior enlisted representative will ensure all NCOs share this duty equally and assign DNCOs to each BEQ. The DNCO fills an instrumental role in the true success of quality of life initiatives. The DNCO is the most influential member of the area guard force. Barracks DNCOs are the first line of defense and key participants in maintaining good order and discipline in and around the barracks and are among the first to know when misconduct is occurring. The DNCO must take charge of the assigned post and spearhead the enforcement of Marine Corps standards in order to maintain the highest level of professionalism and discipline in the BEQ. The DNCO will comply with enclosure (5) and seek guidance from the Battalion SDNCO of the Day after hours and holidays (located in building 13107). The BEQ does not belong to the residents, it belongs to the Commandant of the Marine Corps who has entrusted his NCOs to lead, mentor, and develop the Marines who live there. The DNCO at a minimum:

(1) Be the rank of Corporal (E-4) and above. No exceptions are authorized to this rank requirement.

(2) Maintain good order and discipline in the BEQ by consistently enforcing all Marine Corps and unit regulations.

(3) Frequently patrol the barracks and resolve minor issues. In doing so, the DNCO must maintain a visible presence in the BEQ by patrolling the hallways, common areas and exterior of the building at least once every hour and be fully aware of all procedures allowing timely intervention in cases where good order and discipline are breached. Compliance with this requirement is critical during weekends, holidays, and when the majority of the command or portion thereof is deployed or training away from the barracks.

(4) Ensure all visitors are logged in and out, follow posted guidelines, and submit proper identification.

(5) Ensure housekeeping and annotate duty inspections.

(6) Report violations immediately to appropriate higher authority and/or chain of command.

(7) The DNCO for building 1398 will refer to enclosure (6) for specified instructions and enclosure (7) for recreation center guidance as appropriate.

(8) Ensure that master keys are used only as a last resort and properly signed for by the OOD.

(9) Keep the BEQ manager informed on all matters pertaining to the management of the BEQ.

(10) Immediately contact the BEQ manager and/or OOD in the event of emergency.

4. Administration and Logistics

a. All permanent personnel for HQSPT Battalion will check in and out with

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both the Battalion S-4 and their respective company offices. The Company offices will maintain official logbooks for Check In/Out. Logbooks will be retained for 1 year after the final Check In/Out in that logbook.

b. Any Marine who violates the rules stated in the enclosures will be held accountable both legally and financially as required.

c. The Battalion S-4, Company Commanders, Company First Sergeants, Company Gunnery Sergeants and BEQ managers will work together to ensure all Marines residing in the BEQ understand this Order.

5. Command and Signal

a. Command. As the Area Commander, this written lawful Order is applicable to all DoD personnel residing or working in the 11-18 Areas. All contained references and enclosures apply. All proposed Order changes, waivers or exceptions must be approved by the HQSPT Battalion Commander.

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

Semper Fidelis,



Michael E. Cordero
Colonel USMC