

I MEF / MCIWEST COMMANDERS' INTENT

The Marine Corps will improve its readiness by improving barracks living conditions and demonstrating our commitment to Marines and Sailors - this begins here, now.

"Taking care of Marines is a warfighting function. Otherwise, they cannot focus on the mission at hand."

- 39th Commandant of the Marine Corps.

The culture and warrior ethos we cultivate in our barracks undeniably fosters the results we achieve in combat. Therefore, it is unacceptable that many of our Marines and Sailors, those who must do the fighting, are living in unacceptable barracks spaces that are meant as areas to rest, refit, and regenerate operational and personal readiness. Broken washers and dryers, broken locks, exposed wiring, inoperative plumbing, and much more are all preventable issues that cause friction and negatively affect trust up and down the chain of command.

"One essential means to overcome friction is the will; we prevail over friction through persistent strength of mind and spirit."

- MCDP-1 Warfighting.

Our Marines and Sailors deserve better - they do not ask for much. This is not simply a Quality-of-Life issue - it is an Operational Readiness imperative. The state of our barracks is the culmination of years of under investment, lack of priority and ownership, and inadequate policy. We cannot change the decisions of the past, but we can change the direction of our future. Our culture must be defined by accountability, ownership, and responsibility, and the degradation of our barracks threatens to erode our culture and, ultimately, our warfighting readiness. Reversing this requires all hands, from all hands.

We are warfighters who reject helplessness, and we make no excuses. The unchecked deterioration of our barracks is an insult to the Marines and Sailors who live in them and reduces our warfighting readiness. As the Marine Corps' largest Marine Expeditionary Force and most capable power-projection platform, the situation demands we take ownership of this problem and fix it - now.

We will seize the initiative, dictate the terms of the situation, improve the readiness of our units, and through our actions - earn the trust of our Force. Like combat, where we go to war with the equipment on our lots, we will live in the buildings that we have on our bases and stations; we must treat them like a weapon system with proper care, maintenance, and ownership.

"Marines are always competing, even when we are not fighting in combat."

- MCDP 1-4 Competing.

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Mission. We will implement this Barracks 360 Reset in three phases:

Phase 1a: This letter to all Marines and Sailors of I MEF and MCIWEST.

Phase 1b: The release of a barracks policy order detailing roles and responsibilities, from the Commanding Generals of MCI-West and I MEF, to the individual barracks resident.

Phase 2: Conducting Operation CLEAN SWEEP across Camp Pendleton, where in addition to assigning roles and responsibilities, we will assess and validate the condition and occupancy of the barracks and begin barracks improvement projects that will continue indefinitely.

Phase 3: Tailored barracks policies and localized Operation Clean Sweep for Yuma, 29 Palms, Barstow, and Miramar.

The three phases hold us accountable for the readiness of our warfighters and their fighting organizations. We are going to provide barracks occupants and their leadership the tools and training required to address barracks issues and hold leadership accountable. As a MEF/MCIWEST team, we need to do better. We are in the attack time now!



N. I. BROWN
CG, MCIWEST



M. S. CEDERHOLM
CG, I MEF



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE (92055-5300)
U.S. MARINE CORPS FORCES, PACIFIC
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE (92055-5010)
CAMP PENDLETON CA

MCIWEST-MCB 11100
I MEF 11100

I MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS WEST-MARINE CORPS
BASE, CAMP PENDLETON JOINT ORDER 11100

From: Commanding General, I Marine Expeditionary Force
Commanding General, Marine Corps Installations West - Marine Corps
Base Camp Pendleton
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE AND MARINE CORPS INSTALLATIONS WEST -
MARINE CORPS BASE CAMP PENDLETON JOINT BARRACKS ORDER

Ref: (a) MCO 11000.12 Real Property Facilities Manual, Facilities Planning
and Programming
(b) I MEF Order 5000.3B (I MEF Staff Regs)
(c) MARADMIN 289/23 Unaccompanied Housing (UH) and Responsibilities
(d) MCIWEST-MCB CAMPEN Order 11014.1B CH1 (Area Commanders
Responsibilities for Marine Corps Base, Camp Pendleton)
(e) MCO 4400.201 Vol 17

Encl: (1) Resident's Guide to Barracks Life
(2) Commander's Barracks Appointment Letter
(3) Barracks Commanders Board (BCB) 7-Minute Drill
(4) BCB Charter
(5) I MEF Unaccompanied Housing Rights and Responsibilities
(6) Barracks Check-In and Check-Out Sheet

1. Situation

a. The state of our barracks is the culmination of years of under investment, lack of ownership, and inadequate policy. We cannot change the decisions of the past; but we can and will change the direction of our future. Like combat, where we go to war with the equipment on our lots, we will live in the buildings that we have. We must treat them like a weapon system with proper care, maintenance, and ownership. This effort requires all hands to change the culture of barracks living and management. Issues such as mold, malfunctioning heating, insufficient air conditioning systems, and security concerns have become all too common. The degradation of our barracks has eroded our culture and the trust between our enlisted Marines and their leadership, and ultimately our warfighting readiness. As the home of the Marine Corps' largest Marine Expeditionary Force, we must fight against this degradation. I MEF recognizes the impact this has on our service members and is committed to addressing these challenges head-on. The Marine Corps' Barracks 2030 initiative is an important step towards improving living conditions, and I MEF and MCIWEST will conduct actions in preparation for this service-level initiative.

b. Our barracks culture must be defined by accountability, responsibility, and ownership. Therefore, just like we would in the defense, we will own our position and continuously improve it.

2. Mission. Effective immediately, I MEF and MCIWEST personnel implement

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this joint barracks order across all MCIWEST installations in order to increase the operational readiness of our Marines & Sailors. This is not a quality of life issue...it is a warfighting imperative.

3. Execution

a. Commander's Intent

(1) Purpose. Improve the operational readiness of our Marines and Sailors.

(2) Method. We will focus on three lines of effort (LOE): leadership responsibilities, barracks management and processes, and area aesthetics. Implementing this order will rely on close collaboration between I MEF and MCIWEST. Responsibility and ownership will be shared between personnel who occupy the barracks, their leadership, installation commanders, and the CGs of MCIWEST and I MEF.

(3) End state. I MEF and MCIWEST Marines and Sailors operational readiness improved, and resources appropriately aligned to barracks priorities.

b. Concept of Operations. This order will be implemented across three LOEs.

(1) LOE 1 - Leadership Responsibilities. Accomplishing the end state of this order will require proactive involvement from leadership, especially command teams. We will accomplish this across multiple efforts.

(a) Barracks assignment: All barracks facilities will have formal command assignments that are analogous to property accountability processes, to include accountable officers and responsible officers, as well as responsible individual Marines or Sailors. There will be appointment letters and CGRI inspections associated with these formal assignments, and accountability measures to drive ownership over barracks issues.

(b) Barracks Commanders Board (BCB): I MEF and MCIWEST will establish and chair a formal BCB to provide a decision forum to apply resources and support to trending barracks issues and barracks/area improvement initiatives. The outputs of the BCB will also be used to inform HQMC senior leader forums.

(c) Standardized Resident's Guide: I MEF and MCIWEST reviewed all existing documentation and processes to produce a standardized Resident's Guide to Barracks Life for the individual Marine or Sailor [Enclosure 1]. Both are comprehensive and clearly convey all rights, responsibilities, and processes to address all manner of issues. As additional processes emerge, MCIWEST will add to the Resident's Guide to ensure widest understanding of relevant information.

(2) LOE 2 - Barracks Management and Processes. I MEF and MCIWEST will review processes semi-annually to optimize barracks management and the methods for inspecting and validating these processes. As updates are made, the force will be educated to standardize requirements across the region. These updates will set conditions for future Barracks 2030 initiatives.

(3) LOE 3 - Barracks Area Improvement. Clean, organized, and well-

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maintained barracks spaces are indicators of pride and ownership in where we live. I MEF and MCIWEST units will hold a semi-annual stand down to concentrate efforts on area improvement and conduct refresher training to our force on their rights and responsibilities, audit maintenance discrepancies and reconcile systems of record, surge Public Works resources, and maximize the use of self-help.

c. Tasks

(1) Commanding Generals

(a) Understand, support, and advocate for service-level policy changes and financial investments to improve the lives of Marines and Sailors in our barracks.

(b) Inspect adherence to requirements specified in this order through Commanding General Readiness Inspection (CGRI) programs.

(c) Screen, prioritize, and nominate internal resourcing opportunities, external advocacy topics, recommended revisions to this order, and other recommended topics to the Barracks Commander's Council (BCC) in preparation for the Barracks Commander's Board (BCB).

(2) Installation / Sector / Area Commanders

(a) Appoint in writing unit Commanders not below the grade of O5 utilizing Enclosure (2), except in extraordinary circumstances justifying a lower grade, for assignment to all barracks spaces where their commands are the primary occupant. Re-assign barracks as required, such as unit deployments, permanent unit moves, or other appropriate occasions.

(b) Ensure all tenant commands are assigned a uniformed barracks manager (E4 or above), to work in tandem with a professional civilian building manager, until Barracks 2030 is fully implemented. In accordance with reference (a), uniformed barracks managers shall serve for a term of not less than 12 months.

(c) Screen, prioritize, and nominate internal resourcing opportunities, external advocacy topics, barracks/area improvement initiatives, recommended revisions to this order, and other recommended topics to the Barracks Commander's Council (BCC) in preparation for the Barracks Commander's Board (BCB).

(d) Develop installation specific annexes that are nested with the requirements of this order. At a minimum, annexes will provide detailed guidance for unit barracks assignments, overview of installation-specific processes and procedures (maintenance, self-help, abandoned vehicles, etc.), and a smart pack for leaders tailored to the installation. An example that can be used as a start point will be provided in the implementation LOI.

(3) Command Teams (O6 & O5)

(a) Develop and implement a barracks policy within 90 days of assuming command that aligns with this order, its references, and installation and area policies.

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(b) Appoint Responsible Officers (ROs) to appropriate zones in your barracks, who will maintain regular oversight of all barracks-related issues in their assigned zones.

(c) Coordinate with commanders who have personnel that reside in your assigned barracks to develop memorandums of agreement regarding barracks responsibilities to ensure management processes and procedures are understood and delineated.

(d) Designate individual Marines and Sailors as Responsible Individuals for their barracks rooms. Adjudicate any damage to their rooms according to references (a) and (d).

(e) Coordinate annual refresher training for all Marines and Sailors within your commands on the requirements of this order.

(f) This order is not perfect nor does it contain all the good ideas. Submit recommended internal resourcing opportunities, external advocacy topics, recommended revisions to this order, and other recommended topics to both your Area/Installation/Sector commander and your operational chain of command for potential endorsement to the Barracks Commander's Council (BCC) in preparation for the Barracks Commander's Board (BCB).

(g) Make eMH the authoritative system for managing occupancy. Conduct monthly reconciliations of housing management and maintenance systems (e.g., USMCMAX, QSRMAX, and the Enterprise Military Housing (eMH) module) with your respective Area/Installation/Sector commander to keep system data updated and accurate.

(h) Designate a Barracks Manager (E4 or above), Assistant Barracks Manager (any rank), and Company or appropriate level BEQ representatives as collateral billets, in order to support all check-in, check-out, inspection, and maintenance request processing for the barracks. Designate high performing Marines to these billets.

(4) I MEF Sergeant Major

(a) Once annually during a senior enlisted forum, conduct a thorough review of this order, develop and codify the best practices of barracks supervision to distribute across I MEF/MCIWEST, and develop a long-term education continuum to ensure the standards of this order are taught and practiced by all enlisted leaders.

(b) Provide CG I MEF/MCIWEST an annual assessment of enlisted leader effectiveness in the implementation of this order, with recommendations for how to improve implementation.

(c) Provide subject matter expertise to the office of primary responsibility (OPR) in staffing updates to this order.

(5) I MEF AC/S G-3. After implementation of this order, schedule a semi-annual "Operation Clean Sweep" event to maintain region-wide area training, compliance, and rejuvenation. As the OPR for scheduling execution within the I MEF "TEEP," publish a Letter of Instruction (LOI) informed by the G-4 as the OPR for developing detailed scheme of maneuver.

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(6) I MEF AC/S G-4

(a) Serve as the OCR to oversee implementation of this order and staff updates in accordance with reference (b).

(b) Serve as the OPR for the I MEF/MCIWEST BCB and BCC.

(c) In coordination with MCIWEST G-F, annually review and update the I MEF/MCIWEST BCB "7-minute drill".

(d) As the OPR, develop the scheme of maneuver for the "Operation Clean Sweep LOI. Coordinate with the G-3 as the lead for scheduling and for allocation of necessary I MEF resources.

(e) Assist I MEF MSC/Es with resourcing identified shortfalls to meet the requirements of this order.

(f) Serve as the OCR for developing, tracking, and publishing Key Performance Indicators (KPI) in coordination with MCIWEST G-F to assess progress in achieving the end state of this order.

(g) Serve as the I MEF OPR for understanding, supporting, and advocating for capital improvement projects and policy changes to improve our barracks.

(h) Serve as the Office of Coordinating Responsibility (OCR) to maintain the UH Placemat.

(7) I MEF AC/S G-8

(a) Publish annual Resource Management Working Group guidance to include an opportunity to receive MCIWEST Current Year Deficiencies (CYDs) relating to I MEF barracks operations, improvements, and maintenance.

(b) ICW MCIWEST G-8, identify budgetary requirements and funding solutions IAW ref (a) to support self-help operations and required supplies to improve barracks maintenance actions.

(c) ICW MCIWEST G-8, publish appropriate SOPs for MSCs to procure resources and services for barracks maintenance.

(8) I MEF Inspector General. In coordination with MCIWEST, designate Functional Area Sponsor to develop local CGRI checklist IOT inspect compliance of this order for Installation/Sector/Area Commanders as well as tenant commanders. Reconcile local checklist with existing CGRI programs and implement in the I MEF CGIP.

(9) I MEF COMMSTRAT.

(a) ICW MCIWEST COMMSTRAT, communicate I MEF/MCIWEST Barracks Policy to key stakeholders to demonstrate leadership commitment to operational readiness and educate barracks residents about their rights and responsibilities.

(b) ICW MCIWEST COMMSTRAT, communicate decisions made at the I MEF/MCIWEST BCB to key stakeholders to ensure understanding of policy changes or updates to Marines and Sailors' rights and responsibilities.

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(10) MCIWEST AC/S G-3/5

(a) Assist the I MEF G3 in drafting an "Operation Clean Sweep" LOI to support a semi-annual barracks area improvement.

(b) NLT Q2FY25, update ref (d) to comply with this order.

(11) MCIWEST AC/S G-F

(a) Serve as the OCR for the I MEF/MCIWEST BCB/BCC.

(b) Lead an annual review and update of the I MEF/MCIWEST Barracks Commanders' Board "7-minute drill."

(c) Coordinate barracks area topics with I MEF G-4 for Area Commanders' Conferences, Regional Commanders' Conferences, and other MCIWEST events for requirements arising from this order.

(d) Assist the MCIWEST G-3/5 in drafting the "Operation Clean Sweep" LOI.

(e) ICW I MEF G-4, assist with validating resource shortfalls to meet the requirements of this order.

(f) Serve as the OPR in developing KPIs in coordination with the I MEF G-4 to assess progress in achieving the end state of this order.

(g) Develop the KPIs that will be used to assess barracks turnovers between commanders. These KPIs will become part of the standard status of command brief.

(h) Assist the I MEF AC/S G-4 with required assessments and updates to this order.

(i) Serve as the OPR to maintain the UH Placemat.

(j) Review and optimize barracks manager course curriculum to properly train all assigned barracks managers to meet the requirements of this order.

(k) Review and publish updated policies for maintenance and self-help in order to standardize processes and procedures across the region to the greatest extent with respect to installation specific constraints.

(l) Upon receipt of annual I MEF Resource Management Working Group guidance, submit Facilities Sustainment, Restoration, and Modernization (OMMC/BSM1) CYDs relating to I MEF barracks operations, improvements, and maintenance to both I MEF G-8 and Marine Corps Installations Command for consideration, prioritization, and advocacy to higher headquarters.

(12) MCIWEST AC/S G-8

(a) ICW I MEF G-8, establish budgetary requirements and source Operations and Maintenance funds to support self-help operations and supply needs to improve barracks maintenance actions IAW ref (a). BPT provide a budget assessment quarterly to the CG, MCIWEST of self-help operations and barracks maintenance shortfalls.

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(b) Upon receipt of annual I MEF Resource Management Working Group guidance, submit Base Operating Support (OMMC/BSS1) CYDs relating to I MEF barracks operations, improvements, and maintenance to I MEF G-8 for consideration, prioritization, potential resourcing, and advocacy to HHQ.

(13) MCIWEST COMMSTRAT

(a) ICW I MEF COMMSTRAT, communicate I MEF/MCIWEST Barracks Policy and any updates or changes with key stakeholders to demonstrate leadership commitment to operational readiness and educate barracks residents about their rights and responsibilities.

(b) ICW I MEF COMMSTRAT, communicate decisions made at the I MEF/MCIWEST BCB to key stakeholders to ensure understanding of policy changes or updates to Marines and Sailors' rights and responsibilities.

d. Coordinating Instructions

(1) I MEF Barracks Commander's Board (BCB). The I MEF CG / MCIWEST CG will co-chair a semi-annual BCB to synchronize I MEF / MCIWEST barracks priorities and update barracks issues to inform internal resourcing decisions, external advocacy topics, and approve barracks policy updates. The Barracks Commander's Council (BCC) will precede the BCB to shape agenda topics and prioritization for the BCB. Voting members on the BCC will include I MEF MSCs, MCIWEST Installation Commanders, and I MEF G-4. Enclosures (3) and (4) provide detailed guidance for conduct of the BCB/BCC. The agenda will include at a minimum:

(a) Co-Chairs will provide opening remarks and guidance.

(b) Recognize the best installation/area/sector across designated KPIs.

(c) Recognize the most improved installation/area/sector since the previous BCB.

(d) Review Unaccompanied Housing (UH) KPIs. Identify trending issues, improvements, or declinations since the previous BCB.

(e) Receive key updates from other facilities forums (RI3B, Regional Commanders Conference, etc.).

(f) Make internal resourcing decisions on maintenance request backlogs, QOL initiative nominations, and all else in I MEF's purview to impact the barracks.

(g) Review and approve external advocacy topics such as external funding, Marine Requirements Oversight Council (MROC), Executive Off-Site (EOS), Military Construction (MILCON), Installations Enterprise Planning Team (EPT), and other opportunities outside of I MEF's purview to impact the barracks.

(h) Review and update I MEF/MCIWEST Barracks Policy and supporting documents as required.

(2) All Marines and Sailors occupying UH shall establish accounts to submit maintenance matters (e.g., QSRMax) and utilize QSRMax as the sole

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platform to submit service requests.

(3) Installation/Sector/Area Commanders will provide tenant commander assignments to the MCIWEST Public Works Department, who will assign the tenant commander in the Internet Naval Facilities Assets Data Store (iNFADS).

(4) Dispute Resolution: If I MEF tenant commands and installation/sector/area commanders cannot agree on issues related to compliance with this order (scheduling, resourcing, etc.), installation/sector/area commanders will work with the tenant's operational O6 headquarters to assist. If the installation/sector/area commander cannot come to an agreement with the operational O6 headquarters, the issue will route to I MEF G-4 for arbitration.

(5) The UH Placemat will also include KPIs not tracked by an authoritative data system, such as washer/dryer readiness, abandoned vehicles, unsecured first floor windows, and unsecured doors. These metrics will be reported by tenant commands and summarized on the UH Placemat.

(6) The Resident Advisor (RA) program will monitor and promote adherence to this order, installation annexes, and unit barracks policies to enhance resident living standards, ensure resident safety, and increase leadership presence in barracks facilities during off-duty hours. RAs will provide senior leader presence to facilitate the mentoring and counseling of junior Marines/Sailors residing in the barracks, assist in maintaining good order and discipline, and accelerate junior Marine/Sailor adaptation to military life. Installations should encourage establishment of the RA program through respective installation annexes. Units are encouraged to establish a RA program and screen and nominate qualified candidates, in accordance with the processes in installation annexes, based on their record of performance and potential to excel in the billet. Unit programs should consider incentivizing application for the program, to include requesting basic allowance for housing or assigning an elevated fitness report profile for the applicant.

(7) I MEF and MCIWEST will conduct a semi-annual stand down, called "Operation Clean Sweep" to concentrate efforts on area improvement. At a minimum, it will include: Refresher training for Marines, Sailors, and leadership on all facets of this order; audit formal assignment of barracks buildings and individual rooms; and reconcile and address deficiencies in our barracks.

(8) The audience for training materials associated with this order will be all Marines and Sailors who live in the barracks, and leadership who have a role with managing the barracks. Topics should include individual Marine/Sailor Rights & Responsibilities, Commander authorities & responsibilities, room inspections, USMCMAX, QSRMAX, eMH, and self-help.

(9) Commanders assigned as accountable officers for barracks will appoint responsible officers to appropriate zones, including common areas, in order to assist with day-to-day supervision and support of barracks issues.

(10) All inbound residents will review and sign an UH Resident Rights & Responsibilities Form, Enclosure (5), before conducting inspection for an assigned room. If the minimum suitability standards on the form are not met, the Marine or Sailor has the responsibility to refuse the room. Upon acceptance of a room, the form will be uploaded to the resident's room

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assignment in eMH.

(11) All inbound residents will conduct a joint inspection of their assigned room with their barracks manager or representative within five days after moving in, utilizing the checklist from eMH (Enclosure 6), with results uploaded afterward. All outbound residents will conduct the same joint inspection and will be accountable for any discrepancies they are found liable for, either through self-help or payment, utilizing the Financial Liability Investigation for Properly Loss (FLIPL) process in accordance with reference (e). Commands will enforce completion of all joint inspections through unit programs in order to ensure strict accountability of barracks room habitability.

(12) For all residents E3 and below, their Non-Commissioned Officer in Charge, or more senior leader, shall guide them during both the review and signature of the UH Rights & Responsibilities Form as well as all joint inspections to ensure clear understanding of both documents.

(13) All commands will maintain a copy of the standardized Smart Pack For Leaders that will be developed by each respective MCIWEST installation. All unit barracks policies will be nested with both installation annexes and ref (d). All tenant commands will post information in common areas in accordance with the guidance in each installation's Smart Pack For Leaders.

(14) All inbound UH residents will be provided a copy of the Resident's Guide to Barracks Life, Enclosure (1), upon check-in.

(15) All commands should consider using incentives to encourage high performing NCOs to apply for the barracks manager billet, to include elevated consideration for meritorious promotion, reduced requirement to stand duty, and the ability to have their own barracks room when permitted by occupancy requirements.

(16) All commands will emphasize utilizing the chain of command to resolve barracks issues that Marines cannot solve with the barracks manager, including use of the request mast process if required.

(17) During a resident's assignment to a unit, any changes in room assignments shall be approved at the O5 level unless officially delegated, with the change in assignment being uploaded into eMH.

(18) As part of command turnovers, all Status of Command products will include a section that addresses compliance with this order, all current command-level barracks issues, and actions taken to address them.

(19) This order does not relieve Area Commanders of their responsibilities IAW ref (d), nor does it allow them to delegate any of those responsibilities to tenant commanders.

(20) I MEF / MCIWEST will develop a standardized local CGRI checklist to support inspections for compliance with this order. No other local checklists will be authorized.

(21) Competition. Implementation of the barracks policy provides an opportunity to showcase efforts to improve the condition of the barracks and general state of barracks area through competition. I MEF and MCIWEST will have two recurring competitions.

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(a) I MEF and MCIWEST will assess the installation/sector/areas region-wide and recognize the overall best area and the most improved area at the BCB, calculated against the BCB KPIs.

(b) Each Installation/Sector/Area Commander will also assess the barracks within their area of responsibility and recognize both the best overall barracks and the most improved barracks within their area.

4. Administration and Logistics. Directives issued by these Headquarters are published and distributed electronically.

5. Command and Signal

a. Command. This order may be applicable to all MCIWEST-MCB CAMPEN and I MEF commands, organizations, units, and activities.

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



N. I. BROWN
Commanding General
Marine Corps Installations West
Marine Corps Base Camp Pendleton



M.S. CEDERHOLM
Commanding General
I Marine Expeditionary Force

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I MEF G-8
I MEF Inspector General
I MEF COMMSTRAT
MCIWEST G-3/5
MCIWEST G-F
MCIWEST G-8
MCIWEST COMMSTRAT

From: Commanding Officer, [Installation/Area]
To: Commanding Officer, [UNIT]USMC

Subj: Appointment (Accountable Officer/Tenant Unit Commander)

Ref: (a) MCO 11000.12 Real Property Facilities Manual, Facilities
Planning and Programing
(b) MCO 11000.22 Ch.10 Marine Corps Bachelor and Family Housing
Management
(c) I MEF/MCIWEST Barracks Policy
(d) MARADMIN 289/23 Unaccompanied Housing (UH)Guarantees
and Responsibilities
(e) MCIWEST-MCB CAMPEN Order 11014.1B Ch1 (Area Commanders
Responsibilities for Marine Corps Base, Camp Pendleton)

1. In accordance with the references, you are hereby appointed as the barracks (Accountable Officer/Tenant Unit Commander) for [INSERT UNIT]. You are responsible for overseeing and managing your unit's barracks program in accordance with the references and supporting directives. As the senior stake holder, advocate, and resource proponent for your barracks, you and your command team will ensure the condition of your Marines' and Sailors' living quarters is safe, secure and dignified.

2. Your specific roles and responsibilities include:

(a) Develop and implement a unit barracks policy within 90 days of taking command that aligns with the references and your installation/area policies.

(b) Appoint Responsible Officers (ROs) to designated zones in your barracks, who will maintain regular oversight of all barracks related issues in their assigned zones.

(c) Coordinate with adjacent commanders that have subordinates residing in your assigned barracks via Memorandums of Agreement (MOA). The MOA should delineate management processes and procedures, to include common area responsibilities (ladder wells, quarter decks, parking areas, grounds, etc.).

(d) Designate individual Marines and Sailors as Responsible Individuals (RIs) for their barracks rooms. Adjudicate any damage to their rooms according to the references.

(e) Coordinate annual refresher training for all Marines and Sailors within your commands on the requirements of the references.

(f) Submit recommended internal resourcing opportunities, external advocacy topics, recommended revisions to this order, and other

recommended topics to both your installation / area / sector commander and your operational chain of command for potential endorsement to the Barracks Commander's Council (BCC) in preparation for the Barracks Commander's Board (BCB).

(g) Conduct monthly reconciliations of open service requests in QSRMax and USMCMax with the local installation or area facilities manager. Additionally, validate the occupancy data of barracks rooms with the Enterprise Military Housing (eMH) module, ensuring the names of the room occupants are correctly reflected in eMH and placards affixed to room doors.

(h) Designate a Barracks Manager (E4 or above), Assistant Barracks Manager (any rank), and Company or appropriate level BEQ representatives as collateral billets, in order to support all check-in, check-out, inspection, and maintenance request processing for the barracks. Encourage high performing Marines to apply.

(i) Develop and implement a barracks management program that aligns with the references and the Commanding General's Readiness Inspection checklist.

(j) Implement a Resident Advisor (RA) program in line with your installation annex and encourage eligible high performing leaders to apply.

3. This appointment will remain in effect until relieved by the appointing authority.

Signature
I. M. COMMANDING

BST
(Date)

From: Commanding Officer, [UNIT] USMC
To: Commanding Officer, [Installation/Area]

Subj: Appointment (Accountable Officer/ Tenant Unit Commander)

1. I hereby assume the duties and responsibilities as the barracks [Accountable Officer/ Tenant Unit Commander] for [INSERT UNIT]

2. I have read and familiarized myself with the duties and responsibilities.

I. B. APPOINTED

Copy to:

Enclosure (1)

I MEF / MCIWEST Unaccompanied Housing

Resident Rights & Responsibilities

The following rights for residents living in government-controlled Unaccompanied Housing are as follows:

1. The right to reside in a barracks room and a community that meets applicable health and environmental standards.
2. The right to reside in a community that is safe and secure.
3. The right to verify the condition and cleanliness of the assigned room and furnishings during check-in and check-out inspections.
4. The right to clearly defined regulations regarding occupancy and use of common areas and amenities.
5. The right to report inadequate housing standards or deficits in habitability of the barracks room to the facilities staff and the chain of command without fear of:
 - a. Reprisal or retaliation.
 - b. Interference with right to privacy or harassment as a resident.
 - c. Refusal to honor the terms of occupancy.
6. Suitability and Habitability: The following is the minimum standard for a suitable room. If the below conditions are not met, the Marine or Sailor has the responsibility to refuse the room. After room assignment, if any of the below conditions become unmet and cannot be remedied in a reasonable timeline, the resident has the right to be moved to a different room.
 - a. Room is clean and sanitized.
 - b. Room has proper egress.
 - c. Room has running hot and cold water.
 - d. Room has functional lights and outlets.
 - e. Room has operational toilet, sink, shower, smoke detection and fire alarm system.
 - f. Room is free of rodent/insect infestation or other environmental factors constituting a severe health or safety risk.
 - g. Room has the following items that are present, clean, and functioning:
 - i. Door lock
 - ii. Windows, screens, and window locks
 - iii. Microwave
 - iv. Refrigerator
 - v. One bed per resident with frame, mattress, headboard, bedding (per design)
 - vi. One securable secretariat, drawer or similar for storage per resident
 - vii. One chair per resident.
7. Resident will have 7 days after completion of the joint inspection to report any additional discrepancies to the room. If the barracks manager validates that the discrepancy is not due to the fault of the resident, the resident's joint inspection checklist will be updated in eMH.

I MEF / MCIWEST Unaccompanied Housing **Resident Rights & Responsibilities**

The following responsibilities for residents living in government-controlled Unaccompanied Housing (UH) are as follows:

1. The responsibility to conduct initial room inspection and inventory. Ensure that all discrepancies are annotated on inventory sheet.
2. The responsibility to take pride and ownership of your assigned quarters, common areas and amenities, and to comply with UH Rules and Regulations.
3. The responsibility to maintain Daily Living Standards in accordance with the Resident's Guide to Barracks Life.
4. The responsibility to allow access to your room and shared space for inspections, necessary maintenance, and repairs.
5. The responsibility to report any maintenance issues in your space. Immediately report any room damages, safety, and security issues to the Barracks Manager utilizing QSRMax and track all work orders to completion. Ensure that the Responsible Officer is also informed of any work orders submitted.
6. The responsibility to provide a minimum of 30 days notification prior to moveout in order to allow time for pre-inspection and correction of discrepancies before the next resident moves in.
7. The responsibility for any damage to the room that you are found liable for, either through self-help repair or payment. Intentional damage to the room or government-provided furniture will result in administrative or legal action and be fixed or paid for by the resident.
8. The responsibility to operate and park your Privately-Owned Vehicle (POV) in accordance with applicable laws, regulations, and installation policies. Illegally parked or abandoned POVs will be towed at owner expense.

By signing below, you acknowledge your Rights & Responsibilities as a resident of I MEF/MCIWEST UH Housing. A copy of this form will be maintained in the Enterprise Housing Module (eMH) under your name and room assignment.

RI Printed Rank & Name: _____

Signature of Responsible Individual

Barracks Bldg # _____

Barracks Room # _____

BEQ / Bldg Manager _____

Unaccompanied Housing Inspection Checklist

Installation:				Date of Inspection:	
Location:				Inspection Number:	
Address:					
State/Province:	Postal Code:	Country:	UNITED STATES		
Unit Designation:	Room Designation:				
Housing Rep Name:	Housing Rep Signature:				
Resident / Responsible Individual Name:			Resident / Responsible Individual Signature: _____		
Paygrade:	Rank:	Re-Inspection:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Present:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Type

Unaccompanied Housing

Inspection Type

CHECK-IN / CHECK-OUT

General Safety

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Do all unit entry and bedroom doors open/close/lock properly?
<input type="checkbox"/>	<input type="checkbox"/>	Are all government-provided furnishings and equipment properly anchored as required?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit free of any identified gas or propane hazards ("rotten eggs" smell, disconnected gas appliances, or gas equipment, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Are interior GFCI outlets (within six feet of a water source) present and operable?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit free of any identified electrical hazards (tripped breakers that won't reset, overloaded outlets, scorch marks on outlets, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Are floors and carpets free from slip/trip/fall hazards (peeling, bulging, buckling, etc.)?

If you answered "No" to any question above, please provide details:

Mold/Moisture Control

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit free of visible mold, water damages/stains, persistent dampness/moisture on all surfaces, surface coverings and around doors and windows?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit free of any visible signs of leaks at plumbing fixtures, joints or appliances?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit free of any strong musty odors?

If you answered "No" to any question above, please provide details:

Pest Management

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Is the unit free of pests?

If you answered "No" to any question above, please provide details:

Water

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit tap water free of any visual discoloration?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit tap water free of any oily consistency?
<input type="checkbox"/>	<input type="checkbox"/>	Is the unit tap water free of any odors?
<input type="checkbox"/>	<input type="checkbox"/>	Does the unit have adequate water pressure?
<input type="checkbox"/>	<input type="checkbox"/>	To ensure the comfort, safety and health of the residents, is the hot water temperature between 110-120 Fahrenheit, measured at the bathtub spout and kitchen faucet?

Water (Continued)

If you answered "No" to any question above, please provide details:

HVAC

Yes No N/A

☐

☐

☐

Are all unit exhaust fans in working order (kitchen, bathroom, laundry, etc.)?

☐

☐

☐

Is the heating system capable of maintaining unit indoor temperature, according to installation policy during the winter?

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☐

☐

Is the air conditioning system capable of maintaining unit indoor temperature, according to installation policy during the summer?

☐

☐

☐

Is the humidifier/dehumidifier in working order?

If you answered "No" to any question above, please provide details:

Smoke and Carbon Monoxide Detectors and Fire Sprinklers

Yes No N/A

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☐

☐

Does unit have operational smoke detectors, and do they appear to be free of damage that would impair operation?

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☐

☐

Does unit have operational carbon monoxide detectors, and do they appear to be free of damage that would impair operation?

☐

☐

☐

Are the unit fire sprinkler heads free of paint or covering?

☐

☐

☐

Are the unit fire sprinkler effective spray areas free of any obstructions (i.e. anything hanging from a sprinkler head)?

If you answered "No" to any question above, please provide details:

The condition of the unit is clean, with no visible damage other than the items noted on this form.

Component Rating

Condition Codes

G	Good	New or like new, fully functional. No potential EHS issues.	BR	Broken (repair/replace)	FS	Foul Smell	R	Maintenance/repair required
			BU	Burned	FWT	Fair Wear and Tear	S	Soiled
F	Fair	Functional, minor or cosmetic damage only. No potential EHS issues.	C	Requires cleaning	MI	Missing	SC	Scratch
			CH	Chipped	MO	Suspect Mold	SP	Spot
P	Poor	Not functional. Requires repair.	CL	Clogged (total/partial)	ND	Need Deterosling	ST	Stained
			CR	Cracked	NH	Nail Hole	TO	Tom
EHS	Environmental, Health, Safety	Presents potential EHS hazard. Required repair and/or further inspection.			NP	Needs Paint	WA	Warped
N/A	Not Applicable	Component is not present in room.	DA	Damaged, if caused by resident, may be assess fine	NWT	Non-Fair Wear and Tear		

Kitchen/Kitchenette

Mark section as N/A			
Component	Rating	Condition	Comments
Cabinets/Shelving			
Carbon Monoxide Detectors			
Electric Outlets/Switches			
Light Fixtures			
Sink (including fixtures/plumbing)			
Smoke Detectors			
Sprinklers			
Additional Items			

Appliances

Mark section as N/A			
Component	Rating	Condition	Comments
Dishwasher			
Dryer			
Microwave			
Range Vent/Hood/Exhaust Fan			
Range/Cooktop/Stove			
Refrigerator			
Washer			

Appliances (Continued)

Additional Items			
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Bathroom

Mark section as N/A			
Component	Rating	Condition	Comments
Cabinets/Shelving			
Carbon Monoxide Detectors			
Electric Outlets/Switches			
Fan Vent/Ventilation/Exhaust Fans			
Light Fixtures			
Shower (including fixtures/joints)			
Sink (including fixtures/plumbing)			
Smoke Detectors			
Sprinklers			
Toilet (including plumbing)			
Tub (including fixtures)			
Vanity			
Additional Items			

Bedroom

Mark section as N/A			
Component	Rating	Condition	Comments
Carbon Monoxide Detectors			
Ceiling Fan			
Closet Shelves			
Door(s)			
Floors/Carpets			
Furniture			
Light Fixtures			
Smoke Detectors			
Sprinklers			
Window Area/Glass (including screens)			
Additional Items			

Living Area

Mark section as N/A			
Component	Rating	Condition	Comments
Carbon Monoxide Detectors			
Door(s)			
Floors/Carpets			
Furniture			
Light Fixtures			
Smoke Detectors			
Sprinklers			
Window Area/Glass (including screens)			
Additional Items			

Follow-up Actions

- | | | |
|---|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> EHS - General Safety | <input type="checkbox"/> EHS - Asbestos |
| <input type="checkbox"/> Re-Inspection Required | <input type="checkbox"/> EHS - Radon | <input type="checkbox"/> EHS - Water |
| <input type="checkbox"/> Work Request Required | <input type="checkbox"/> EHS - Mold/Moisture Control | <input type="checkbox"/> EHS - HVAC |
| <input type="checkbox"/> In-House Maintenance | <input type="checkbox"/> EHS - Pest Management | <input type="checkbox"/> EHS - Smoke and Carbon Monoxide Detectors and Fire Sprinklers |

Overall Inspection Results

- ☐ Pass
 ☐ Pass with Condition
 ☐ Pass with non-Environmental, Health and Safety
 ☐ Fail

Inspection Comments