



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 11101.5J
CO0001
AUG 21 2019

MARINE CORPS LOGISTICS BASE ALBANY ORDER 11101.5J

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS REGULATIONS

Ref: (a) MCO P11000.22 W/ CH 1-6
(b) BO 11101.9L
(c) MCO 5000.12E W/ CH 1-2
(d) BO 1601.12D
(e) MCLBAO 5530.2A
(f) MCIEAST-MCB CAMLEJO 11012.3

1. Situation. To provide a course of conduct for service members and to publish instructions to guide the residents and support personnel of the Bachelor Enlisted Quarters (BEQ) in carrying out their responsibilities for care and maintenance of the subject quarters and the furnishings located therein. This Order is provided for the purpose of amplifying those instructions outlined in the current edition of references (a) and (b).

2. Cancellation. MCLBAO 11101.5H.

3. Mission. The following regulations are designed to ensure the activities of the residents and support personnel of the BEQ accomplish the following:

a. To ensure the quarters and the surrounding grounds present an acceptable appearance at all times.

b. Ensure all safety, sanitation, and health regulations are strictly complied with.

c. To preserve the individual right to privacy of all Marines residing in subject quarters.

d. This Order is punishable as a violation under the Uniform Code of Military Justice (UCMJ) and is subject to administrative action.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Strict adherence to the standards established in this Order will be maintained to ensure the security and well-being of personnel living in the BEQ.

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(2) Concept of Operations

(a) BEQ Regulations. The following BEQ regulations will be adhered to and enforced by all hands:

1. No government property within the BEQ area will be removed, damaged, defaced, or otherwise altered. This property includes screens, walls, windows, plumbing, electrical fixtures, and installed appliances. Any damage to property will be reported to the Base Company First Sergeant and/or Duty Noncommissioned Officer (DNCO).

2. Opened/perishable food items and/or soft drinks will be stored only in refrigerators located in BEQ rooms. Dry goods will be stored in Tupperware-like containers.

3. Repairs and maintenance of the vending machines will be conducted by authorized personnel only. Malfunctioning machines will be reported immediately to the DNCO who will notify the Base Company First Sergeant.

4. Residents are not permitted to change room assignments without specific approval of the BEQ Manager and/or the Base First Sergeant.

5. Residents are not permitted to vacate the BEQ without prior approval from their chain of command and the BEQ Manager.

6. Residents will ensure that all visitors to the BEQ are signed in and out with the DNCO upon their entry into and exit from the BEQ. No one under the age of 18 may visit the BEQ, except dependents and siblings that may be visiting a resident. No person other than a BEQ resident is permitted to remain overnight in a BEQ room. Sponsors of bona fide visitors are responsible for the conduct of their visitors so long as they remain in the BEQ area. The resident must accompany all visitors for the duration of their visit. Visitors will be allowed to visit BEQ rooms, however, entrance is not authorized prior to 1700 Monday through Friday and 0800 Saturday, Sunday and holidays; visitors may remain in a room no later than 2200 Sunday through Thursday and 0000 Friday, Saturday and holidays.

7. Members of the opposite sex will be allowed to visit BEQ rooms. Such visitors would be allowed to enter a room no earlier than 1700 Monday through Friday and 0800 Saturday, Sunday and holidays; and remain in a room no later than 2200 Sunday through Thursday and 2400 Friday, Saturday, and holidays. Marines who are in a leave status are authorized to have visitors from 0800-0000 Monday through Sunday. The right to individual privacy of all Marines residing in subject quarters will not be compromised. The welfare, security, and privacy of roommates will be maintained at all times. Exceptions to visiting hours may be granted to shift workers by the Commanding Officer (CO), Marine Corps Logistics Base (MCLB) Albany, upon written request.

8. To prevent the occurrence of fraternization, promote good order and discipline, and respect the dignity and privacy of fellow residents in the BEQ, sex, to include but not limited to intercourse, oral sex, etc., is PROHIBITED in any area of the BEQS, to include BEQ rooms, common areas, hallways, parking lots, etc.

9. Residents residing in the BEQ, 21 years and older, regardless of rank, are authorized to possess and consume alcoholic beverages in their rooms. The limits of alcohol may not exceed one six pack of beer, two bottles of wine, or one fifth of hard liquor per individual resident. Residents under the age of 21 years old are prohibited from possessing and consuming alcoholic beverages at any time. Those residents legally possessing alcohol have an obligation to prevent any underage drinking resulting from their possession of alcoholic beverages.

10. Loud and unnecessary noise is prohibited. This includes boisterous, profane, and obscene language, loud radios, phonographs, tape players, televisions, and musical instruments. Any noise that can be heard from over twenty feet away is a violation of this Order.

11. Dirty clothing or personal articles will not be left scattered or piled in the room.

12. The installation of private telephones, cable television, and internet service in the BEQ rooms is authorized subject to the following restrictions:

a. Use of a surge protector is mandatory.

b. Arrangements concerning bills payments will be a matter handled strictly between the subscriber and the providing company.

c. Upon vacating the BEQ, each subscriber will provide written proof, to the BEQ Manager, that all incurred debts have been liquidated and that the telephone has been reconnected for another subscriber.

(b) Daily Police. Police call will be held each morning and will include the police of each BEQ room, all passageways, ladder wells, laundry rooms, parking lots, and outside areas immediately surrounding the BEQ buildings. A daily walk through with random room inspections will be conducted by the Command Duty Officer, in accordance with reference (d).

(c) Field Day. Field Day will be conducted every Thursday throughout the BEQ area, unless otherwise directed. Field Day inspections will be conducted by the Company First Sergeant each Friday.

(d) Basic Allowance for Housing (BAH). Personnel requesting BAH will submit an Administrative Action (AA) form to the CO, MCLB Albany, for consideration. If BEQ rooms are available and the individual requesting BAH does not meet the prerequisites set forth in reference (a), BAH approval is unlikely. In the event adequate billeting space is not

available, the AA form will be readdressed to the CO, MCLB Albany, via the respective Company and/or Battalion Commander for consideration.

(e) Geographical Bachelors. Geographic bachelors will be provided quarters on a space-available basis. Under no circumstance will geographic bachelors be provided quarters in the BEQ at the expense of bona fide bachelors. Priority will be made to accommodate lower pay grade geographic bachelors first. Geographic bachelors may be assigned quarters at less than minimum assignment standards for space and privacy.

(f) Pregnant Residents. Pregnant residents may occupy rooms in the BEQ until their 20th week of pregnancy. However, from the 20th week forward, pregnant residents must vacate the barracks and be paid BAH (if applicable, at the Without Dependent Rate) per reference (c).

(g) Prohibited Items or Activities. The following items or activities are prohibited in the BEQ:

1. Theft of personal or government property. Report thefts of personal or government property to the appropriate authority.
2. All forms of gambling.
3. Possession, use, or storage of illegal drugs.
4. Possession, use, or storage of any type of weapon in accordance with reference (e).
5. Ammunition of any kind in accordance with reference (e). Arrangements will be made through the Logistics Support Division to have all ammunition stored in the Base Property Ammunitions Bunker.
6. Flammable or explosive substances other than matches, lighters, lighter fluid, cleaning supplies, food, and alcoholic beverages, in accordance with reference (e).
7. Residents will NOT display paraphernalia, pictures, posters, or other decorations inside the BEQ that portray extremist groups (i.e., KKK, etc.), drug use, pornography, acts that are unpatriotic, or that demean another race, religion, or sex.
8. Smoking in rooms.
9. Burning of incense or candles.
10. Storing or repairing of automobile or motorcycle parts in the rooms.
11. The keeping of any pets.
12. Installation of radio or television antennas and decorations on the roof or ledges of the BEQ.
13. Affixing objects to the bulkheads.

14. Electrical cords or other communication cables may not be installed under carpets or run through doorways and windows. Extension cords will not be used as permanent wiring nor affixed to any structure. Any cord or light fixture that has physical damage or splicing must be removed.

15. Hanging objects from the ceiling. Removing ceiling tiles in order to store items in the overhead is also unauthorized.

(h) Room Assignments. Residents residing in the BEQ will be assigned a BEQ room as outlined in enclosure (2), chapter 10, of reference (a).

b. Subordinate Element Missions

(1) BEQ Manager. The BEQ Manager is hereby assigned overall management and coordination for the billeting, police, and maintenance within the BEQ area. The BEQ Manager's duties include:

(a) Act as the liaison between the Live Oak Lodge and the tenant commands.

(b) Act as the liaison between the Live Oak Lodge and Public Works.

(c) Ensure sufficient quantities of Personnel Support Equipment (PSE) are on hand and in serviceable condition. PSE is defined as furnishings that support personnel who reside in the barracks, and consists of chairs, racks, tables, bedding, refrigerators, drapes, etc.

(d) Ensure an adequate amount of cleaning supplies remain on hand.

(e) Maintain a copy of each building's master key.

(f) Responsible for assignment of single enlisted personnel to adequate billeting.

(g) Ensure residents comply with the contents of this Order and that a copy of this Order is posted on the door inside each room.

(h) Ensure proper accountability and serviceability of government furnishings and equipment is maintained.

(2) BEQ Residents. Marines residing in the BEQ will ensure their rooms are neat and clean at all times. Special attention will be given to ensure racks are made and each room and the surrounding grounds are in a good state of police each morning before departing for assigned work areas.

(a) All rooms will be kept locked at all times when not occupied.

(b) Individual key control is of the utmost importance. Individuals will pay for the replacement of the key or lock, if required. The lost key will be reported to the BEQ Manager or DNCO immediately.

(c) Individuals will secure and lock their wall lockers at all times when they are not physically in the room.

(d) Report all matters which require maintenance to the BEQ Manager or DNCO.

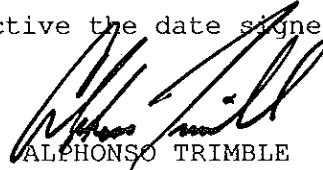
(3) Parking. Parking for BEQ residents is in the designated parking lot for Building 7130, located in front of the building. Residents may park elsewhere at their own risk; however, the Marine Corps or any chain of command aboard MCLB Albany, is not responsible for damages that may result from not parking in the designated parking lot.

5. Administration and Logistics. Recommended changes concerning the contents of this Order may be forwarded to the BEQ Manager via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany and all tenant commands and organizations with personnel residing in the BEQ.

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



ALPHONSO TRIMBLE

DISTRIBUTION: A