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UNITED STATES MARINE CORPS
MARINE CORPS INTELLIGENCE SCHOOLS
MARINE CORPS DETACHMENT
9001 GUNSTON RD, BLDG 2105D
FORT BELVOIR, VA 22060-5392

MCDetO 11100.1D
CO

24 JUN 2013

MARINE CORPS DETACHMENT ORDER 11100.1D

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS REGULATIONS FOR MARINE DETACHMENT FORT BELVOIR

Ref: (a) Fort Belvoir Barracks Standard Operating Procedures (SOP) DTD 30 Nov 09
(b) MCDetO 1601.1C
(c) USMC Bachelor Enlisted Quarters Campaign Plan
(d) MARDET Drug and Alcohol Policy

Encl: (1) BEQ Residents Cleanup Responsibilities
(2) MARDET Form 1320 Barracks Contract
(3) BEQ discrepancies/inventory sheet

1. Situation. To promulgate instruction which will guide the barracks manager, billeting noncommissioned officer, billeting assistant noncommissioned officers, noncommissioned officers (NCOs), deck and assistant NCOs, Duty NCOs, and individual occupants of the barracks in the performance of their duties and responsibilities, and to provide additional guidance to the requirements of the references. Additionally, this Order will ensure consistency with the spirit and intent of ref (b) which is the MARDET Duty Order. The intent is to provide BEQ residence the minimum standards for conduct and upkeep of all areas in the BEQ.

2. Cancellation. MCDetO 11100.1C

3. Mission. Due to the Marine Corps' move to a more economically centralized billeting policy, Bachelor Enlisted Quarters (BEQs) will no longer be occupied by a single organization. To better utilize all existing billeting spaces, billeting facilities will occasionally be occupied by personnel of different services. For practical purposes, the senior occupant is defined as the service assigned the highest number of billeting spaces in any single BEQ. Barracks DNCOs and ADNCOs will be assigned to ensure good order, discipline and security of personnel who are assigned billeting within the BEQ. As direct representative of the CO, the duty NCO is responsible for ensuring the good order and discipline of all personnel assigned billeting within the BEQ and their authorized guests.

4. Execution. This Order is punitive in nature and any violations may provide the basis for disciplinary or judicial action under the Uniform Code of Military Justice. All personnel assigned a living space in the BEQ will be familiar with and comply with the contents of this Order. Barracks DNCO and ADNCO assignments will be published monthly by the Marine Detachment administrative section, by direction of the Commanding Officer (CO).

a. Marine Detachment Staff.

(1) Administrative section will assign deck and tower NCOs in writing. The deck NCOs will report to tower NCOs at the completion of every BEQ field day. Although the Duty NCO is ultimately responsible for the BEQ as a whole, the Tower NCOs will be responsible for the cleanliness of the BEQ and serve as the initial point of contact between BEQ occupants and the administration section or BEQ occupants and the DNCO for field day and BEQ issues.

(2) Administrative section will establish a monthly duty schedule for the DNCO and ADNCO.

(3) Staff Duty will ensure DNCOs and ADNCOs are thoroughly briefed, posted and relieved.

(4) Staff Duty will serve as initial point of notification by the DNCO and ADNCO for any situation requiring command attention during nonworking hours. Refer to the administrative section during working hours for command notification on any issues as appropriate.

(5) The DNCO will ensure good order and discipline is maintained in building 2103; towers A, B, C, D, E, F and surrounding area.

(6) Maintain the bulletin boards on the first floor of each tower in barracks 2103.

b. Tower NCOs.

(1) Maintain good order and discipline in the BEQ'S occupied by Marines assigned to the MARDET.

(2) Ensure morning cleanup is conducted in all rooms, common areas and any other area of assignment. See enclosure (1).

(3) Ensure that the daily routine in paragraph 4.d. is adhered to.

c. Deck NCOs

(1) Assist their NCOs in execution of responsibilities as it pertains to your assigned decks.

d. Barracks daily routine:

0430 - Reveille (on PT days)/quiet hours end.
 0530 - Reveille (on non-PT days)/quiet hours end.
 0630 - Clean up individual rooms and common areas
 0650 - Tower NCO inspects their tower (enclosure (1)).
 0730-1630 - Class at NGA Campus East.
 2200-0800 - Quiet hours begin (normal working day).
 2300-0800 - Quiet hours begin (weekend).

(1) Hold a weekly field day/general clean-up formation on Thursday evening at 1830.

(2) Hold a daily formation at 0700 for accountability and give any special instructions for the execution of the plan of the day.

e. Electrical Appliances.

(1) The only authorized electrical appliances in personal living spaces are devices using 110V power and a standard wall plug; microwaves are authorized. The use of extension cords is not authorized.

(2) Deep Fryers, hot plates, ovens and all open heat emitting devices are strictly prohibited, with the exception of coffee makers, issued microwaves and refrigerators. Occupants should exercise caution when using these appliances in BEQ rooms.

(3) Televisions shall be limited to those operating on 110V. They are to be governed by quiet hours so as not to infringe on the liberties of roommates or neighbors.

f. Decorations and Wall/Ceiling Hanging.

(1) Pictures, posters, certificates or other wall decorations will be affixed to the wall by using commercial picture hangers/hooks; posters may be taped. To limit damage to the wall or structure, affixing anything to the window is strictly prohibited.

(2) Pornographic pictures, subversive items, unpatriotic displays and disrespectful slogans or writing are strictly prohibited. No posters, photos, pin-ups or items that are sexually explicit, graphic or considered lewd will be displayed in the barracks.

(3) Paraphernalia representing organizations such as: KKK, Black Panthers, political or gang related affiliations, ethnic supremacy, are strictly prohibited. The Chain of Command will determine if any item is not IAW this policy.

(4) Religious items are limited to own personal space inside room and are not to infringe on roommates sensibilities or personal rights.

g. Painting. Marines are not permitted to paint their individual rooms.

h. Furniture. Placement in the room will not create fire or safety hazards.

i. Bulletin Board. Shall be located on the bulkhead of the first floor stairwell of every tower and is controlled by the administration section. Items for display will be submitted to the Administration Section during working hours and governed by the standards put forth in paragraph f of this section and MCO.

j. Quiet Hours. Quiet hours are 2200-0530 for each workday and 2300-0800 on weekends and holidays. During these hours, service members will refrain from loud talking or yelling in the hallways or stairwells and ensure all stereos, televisions, and other electronic media are kept at a low volume and not disruptive to the other occupants of the BEQ.

k. Clothing Standards. Marines and their guest(s) will be in appropriate civilian attire and properly dressed in all common areas.

(1) Everyone will wear at a minimum pants/shorts, shirt and shoes while in common areas.

(2) Physical training clothes are authorized for wear in room or in transit to physical training.

(3) Clothing will be of good repair and not display derogatory wording, pictures, or profanity in accordance with paragraph 4(f).

(4) Personal hats/caps are not authorized to wear inside the BEQ. Military issued headgear will not be worn inside the barracks at any time while in uniform or civilian attire unless performing duties of DNCO/ADNCO.

1. Animals/Pets. Pets are not allowed in the barracks at anytime.

m. Celebrations. Barracks parties and social events will not be conducted in BEQ rooms. The common picnic areas and lounge areas can be used for social events, but must follow all quiet hours listed in this order. Participants are required to ensure all areas are cleaned and trash disposed of in provided trash containers.

n. Smoking. Smoking of cigars, cigarettes, and pipes are not authorized in individual rooms or common areas. Smoking within 50ft of the BEQ is prohibited. Smoke detectors will not be disconnected or tampered with under any circumstances. Anyone found tampering with; removing or unplugging a smoke detector will receive the appropriate punishment under the Uniform Code of Military Justice.

o. Possession and Consumption of Alcoholic Beverages

(1) Per reference (a), (b), and (c) alcoholic beverages will only be stored or consumed by personnel 21 years of age or older. The consumption of alcoholic beverages is authorized in tower F of the BEQ by Sergeants (E-5's) and above for student personnel. Corporals (E-4's) and below are not authorized to consume alcoholic beverages in the BEQ. Additionally, Sergeant's and above who are consuming alcohol are not authorized visitors in the grade of E-4 and below, or under the legal drinking age of 21. Students in the grade of E-4 and below who meet the minimum drinking age of 21 may consume alcoholic beverages at the designated picnic areas. Alcohol consumption outside of the designated picnic areas, in any of the common areas, in the immediate surrounding areas of the barracks, parking lot, or designated smoking areas is strictly prohibited. In addition, the following limitations are applicable:

(a) Occupants 21 years of age or older: (1) Six-pack of beer/wine coolers or (1) standard bottle of wine.

(b) Fortified (hard) liquor, containing 10% or more alcohol is not authorized, regardless of rank.

(c) If both room occupants are of legal drinking age, the limitations apply to each member, separately.

(d) If any room occupants are not of legal drinking age, alcohol is strictly prohibited in that shared room.

(2) The privilege to possess and consume alcohol must not be abused. Alcohol-related incidents and misconduct will result in revocation of this privilege and/or disciplinary actions.

(3) Anyone that is found to contribute to the delinquency of a minor is subject to punishment per the UCMJ.

p. Use of common areas.

(1) Common areas are to remain clean and orderly and left in the original condition.

q. Weapons.

(1) No weapons of any kind, aside from a knife with a blade of three inches in length or less are permitted in the BEQ without the Commanding Officer's authorization per reference (a).

r. Barracks Personnel who are absent from the BEQ.

(1) Any BEQ occupant who is deceased/missing, hospitalized, incarcerated, unauthorized absence, or absent for any other unforeseen reason in excess of thirty days will be required to have his/her personal effects inventoried within 48 hours by a SNCO and turned in to the Detachment Administrative Section for storage. Perishable, flammable or non-storable items like hairspray, shampoo, soap, shaving cream may be disposed of in order to protect occupant's personal effects while in storage.

(2) Personnel with planned TAD/PTAD in excess of thirty days will check out of their BEQ room and place their personal effects in storage with the Marine Detachment Administrative Section.

s. Loss/Destruction of Government Property. Upon assignment of a BEQ room, occupants will be required to complete a BEQ discrepancy/inventory sheet. This will cover all linen and furnishings in the room, and annotate the general conditions and any specific damage or discrepancies. If any item listed on the sheet becomes lost or damaged, the following actions apply:

(1) Inform the Marine Detachment Administrative Section during normal working hours. If the loss or damage is identified after normal working hours, occupants should notify the DNCO. The DNCO will make a log entry in the logbook and pass it to the Marine Detachment Administrative Section on the next working day during normal working hours.

(2) Upon being notified of the lost or damaged property, the Marine Detachment Administrative Section will notify maintenance.

(3) If the responsible officer assesses that neglect or misconduct resulted in the reported loss or damage, the Marine will be referred to their respective class instructor for corrective action or the chain of command for punitive measures under the UCMJ.

(4) If the loss or damage occurs after normal working hours and will cause undue hardship or discomfort for the occupant, accommodations will be arranged on a case by case basis by the DNCO or Staff Duty Officer.

t. BEQ Visitation Policy.

(1) To ensure maximum safety, privacy, and security in billeting areas, entry into barracks is limited to:

(a) Tenants.

(b) Tenant guests, when escorted by the tenant. A "guest" is any person, military or nonmilitary, who do not reside in the BEQ.

(c) Personnel on official business: unit leadership, BEQ management, maintenance personnel, etc.

(2) Tenants are directly responsible for the safety and conduct of their guests and will be held accountable for any guest misconduct. Tenants are required to be physically present with their guests at all times and are responsible for ensuring guest visitations are kept within proper standards of Marine core values and are not disruptive to other tenants or activities.

(3) Sexual activity is strictly prohibited in the barracks, to include common areas.

(4) Nonmilitary guests, to include dependents, under the age of 18 are not allowed in the barracks. All guests must provide the DNCO a form of positive identification with age or date of birth. Military guests must present their armed forces identification card.

(5) All tenants are required to register their guests with the Duty NCO and sign them out of the visitors' logbook when they depart the building.

(6) Nonmilitary or military guests of the opposite sex are not permitted in BEQ rooms. Common areas will be used to host guests of the opposite sex.

(7) The hours for guest visitation in the BEQ are 1200 to 2200 on weekends and holidays. Visitation hours on normal duty days will commence at liberty call for the respective Marine, but never before 1200 and will expire at 2200. When quarters are shared, roommates have the authority to request guests to leave the room at any time and that request will be honored in accordance with reference (b).

(8) The Duty NCO is responsible for enforcing all visitation regulations and will ensure that the guest log is maintained. Visitations will be closely monitored by frequent tours through the barracks and immediate involvement when there are indicators of potential problems in accordance with reference (b). All tenants are required to enforce these controls and question all suspicious persons in their barracks. Suspected unauthorized personnel are to be immediately reported to the Duty NCO or other competent authority.

(9) If at any time the Duty NCO or other competent authority deems the conduct of a tenant's guest prejudicial to good order and discipline, that guest will be appropriately logged and asked to leave the barracks and surrounding area. Further, the CO may restrict the individual from visiting the barracks on future occasions.

u. After Hours Emergency Service Orders.

(1) Occupants need to call maintenance at 703-806-3109. They will notify the DNCO and they will make a log entry in the logbook and pass it to the Marine Detachment Administrative Section on the next working day during normal working hours.

v. Check In/Out.

(1) During in processing with the administration section the occupant will sign resident occupant agreement, complete a BEQ discrepancy/inventory and be issued keys.

(2) During out-processing the occupant will return keys assigned and be check-out by the administration section to ensure assigned room is return in the original condition.

w. Lockout or Misplace Room Keys.

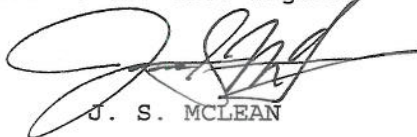
(1) In case of lockouts, occupants will need to go to the DNCO after work hours or go to the administration section during working hours.

5. Administration and Logistics. Any questions concerning the contents of this Order will be directed to the Marine Detachment Administrative Section or other staff member. In the event something arises not covered by this Order and further guidance or clarification is needed, route all questions through the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all Marines attached to the Marine Corps Detachment, Fort Belvoir.

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



J. S. MCLEAN

Distribution: A



Marine Corps Detachment Fort Belvoir Barracks Contract



All Marines residing in the Barracks while stationed at the Marine Corps Detachment Fort Belvoir will adhere to all things listed in this contract. Failure to do so will provide the basis for disciplinary or judicial action under the Uniform Code of Military Justice.

INIT

- ___ Deep fryers, hot plates, ovens, candles, and all open heat emitting devices are prohibited (Coffee makers is only exception).
 - ___ Barracks decorations and posters will be neat, tasteful, and non offensive as outlined in Ref (a).
 - ___ Quiet hours are 2200-0530 weekdays and 2300-0800 on weekends.
 - ___ Marines/guests will be properly dressed in all common areas with appropriate civilian attire. This includes at a minimum pants/shorts, shirt, and shoes.
 - ___ Social gatherings will be conducted in the Day room/outside picnic areas. Not in barracks rooms.
 - ___ There will be no smoking or chewing of tobacco of any kind in barracks rooms or common areas. This will be conducted in the designated smoking areas 50 feet away from the buildings.
- Per MCDETO 11100.1C Barracks SOP
- ___ Alcohol consumption is prohibited to individuals under the legal drinking age of 21.
 - ___ Alcohol possession/consumption is prohibited in common areas/designated smoking areas/parking lot/and immediate surrounding areas of the barracks
 - ___ Absolutely no alcohol is authorized in any barracks room where any Marine is under the legal Drinking age of 21.
 - ___ Occupants 21 years of age or older (1) Six-pack of beer/wine coolers or (1) standard bottle of wine.
 - ___ No weapons of any kind will reside in the barracks. (Only exception is small pocket knives with blades less than 3" in length)
 - ___ Any destruction of government property must be reported to the Admin Section immediately or DNCO in off duty hours.
 - ___ All sexual activity is prohibited in the barracks to include the common areas.
 - ___ All guests must be 18 years old, present the duty with a valid form of ID showing their age, be logged in by the duty, and remain with their sponsor at all times.
 - ___ Visiting hours in the barracks are from 1200-2200 on weekends and holidays. Visiting hours on normal work days will begin at liberty call, but never before 1200 and expire at 2200.
 - ___ Maintain good order and discipline in the barracks.
 - ___ Maintain a good state of police in the immediate vicinity of the barracks.
 - ___ All maintenance issues will be reported to the Admin Section immediately for repair or DNCO in off duty hours.

Upon check-In verify that all of the following equipment is accountable and gather the Serial number from each piece of equipment.

___ Bottom Bunk ___ Top Bunk ___ Secretary ___ Chair

___ It is my responsibility to maintain and uphold this equipment.

By signing this document you are stating that you have read and understand the above listed requirements, and agree to uphold them.

Print Name

Signature

Date

MO\ MOVE-OUT INSPECTION CHECK.

Bldg:		Rm:		
Type of Inspection:	Move-IN:	Move-Out:	Between Occ. Maintenance (BOM):	
Occupant Information:		Name:	Rank/Grade:	
		Duty Tel#:		
# Keys Issued:	Interior:	Exterior:	Fuse Box: Laundry Storage Rms:	
Condition and Maintenance Status				
History: Year Last Painted:		Carpet Replaced:	Maintenance/Cleaning:	
Required Maintenance (use for final and BOM Inspection)				
Clean:	Paint:	Shampoo Carpet:	Remove Carpet:	
		Repl. Vinyl Tiles:	Install Vinyl tiles:	
ITEM INSPECTED		CONDITION OF ITEMS		
		Good (X)	Bad (X)	
<i>Deficiencies for Bad Items Only!</i>				
C O M M O N R O O M	Ceiling:	Peeling Paint: Yes: ___ No: ___		
	Floor:	Vinyl: ___; Carpet: ___		
	Walls:	Peeling Paint: Yes: ___ No: ___		
	Doors:	Bldg Entry:		
		Exterior:		
		Interior:		
		Screens:		
		Stoppers:		
	Baseboards/Trim:			
	Light Fixture:			
	Switches/Outlets:			
Smoke/Heat Detector:				
Occupant Installed:	Equipment Removed: Yes: ___ No: ___			
K I T C H E N	Ceiling:	Peeling Paint: Yes: ___ No: ___		
	Floor:	Vinyl: ___; Carpet: ___		
	Walls:	Peeling Paint: Yes: ___ No: ___		
	Door(s):			
	Door Stoppers:			
	Baseboards/Trim:			
	Light Fixture:			
	Switches/Outlets:			
	Cabinets:			
	Handles/Knobs/Door/Draw Pulls:			
	Shelves/Drawers:			
	Sink:			
	Sink Traps:	WD: ___ MD: ___		
	Plumb. Fix/Pipes:	WD: ___ MM: ___ MD: ___ SW: ___		
Countertops:	WD: ___ Burn Marks: ___			
Manuals For All:	Appliances: Yes: ___ No: ___			
Microwave:	Glass Carousel:			
Refrigerator:	# Shelves: ___ # Drawers: ___			
Smoke/Heat Detector:				
B A T H R O O M	Ceiling:	Peeling Paint: Yes: ___ No: ___		
	Floor:	Vinyl: ___; Carpet: ___		
	Walls:	Peeling Paint: Yes: ___ No: ___		
	Door(s):			
	Door Stoppers:			
	Baseboards/Trim:			
	Light Fixture:			
	Switches/Outlets:			
	Cabinets:			

MO /MOVE-OUT INSPECTION CHECK

Bldg: _____ Rm: _____					
Type of Inspection: Move-IN:	Move-Out: _____ Between Occ. Maintenance (BOM): _____				
Occupant Information: Name: _____	Rank/Grade: _____ Duty Tel#: _____				
ITEM INSPECTED		Good (X)	Bad (X)	CONDITION OF ITEMS <i>Deficiencies for Bad Items Only!</i>	
B A T H R O O M	Sink				
	Sink Traps: WD: _____ MD: _____				
	Plumb. Fix/Pipes: WD: _____ MM: _____ MD: _____ SW: _____				
	Countertops: WD: _____ Burn Marks: _____				
	Shower/Tub:				
	Tub/Shower Taps: WD: _____ MM: _____				
	MD: _____ Recaulk: _____				
	Shower Head: Hose/C Rod: MD: _____ Rust: _____				
	Commode:				
	Commode/Flush Tank: MD: _____ Rust: _____				
	Commode Seat				
	Toilet Paper Holder				
	Medicine Cabinet # Shelves: _____				
	Mirrors:				
	Fans/Ventilator: WD: _____ Rust: _____				
Towel Bars:					
Soap Dish(es)					
B E D R O O M	Ceiling: Peeling Paint: Yes: _____ No: _____				
	Floor: Vinyl: _____ Carpet: _____				
	Walls: Peeling Paint: Yes: _____ No: _____				
	Door(s):				
	Door Stoppers:				
	Baseboards/Trim:				
	Light Fixture:				
	Switches/Outlets:				
	Windows:	Window:			
		Frame:			
		Sill:			
		Screen:			
		Curtains/Blinds:			
	Curtain Rods/Tracks:				
	Cabinets:				
Handles/Knobs/Door/Draw Pulls:					
Shelves/Drawers:					
Closets/Cabinets: Empty: YES: _____ NO: _____					
Occupant Installed: Equipment Removed: Yes: _____ No: _____					
F u r n i t u r e	Wardrobe:				
	Bed Type:				
	Mattress:				
	Night Stand:				
	Desk/Computer:				
	Desk:				
	Chairs:				
	Lamp:				
	Ceiling Fan(s):				
	Smoke/Heat Detector:				
H E A L T H	Peeling Paint:				
	Mold:				
	Mildew:				
	Air:				
	Insects:				
	Rodents:				
	Birds:				
Pets:					
A/C & H E A T	A/C Cools:				
	Heat Available:				
	Sweating Pipes:				
	Leaking Pipes:				
	Fan Cools:				
Outside Air Available:					

THE ABOVE AREAS/ITEMS WERE INSPECTED JOINTLY WITH OCCUPANT AND FACILITY MANAGER/INSPECTOR

****You have 3 days to review and annotate any deficiencies within your assigned barracks space to the Single Soldier Housing Office.****

Pick up Furniture and move to Warehouse? All: _____ Partial: _____ (See Inventory Listing)

CODES				
CH (Chipped)	BL (Burn)	SP (Spots)	P (Paint)	SW (Sweating Pipes)
DT (Dented)	BR (Broken)	ST (Stains)	I (Install)	A (Accepted used by Housing UPH Inspector)
SC (Scratched)	WA (Warped)	M (Missing)	R (Repair)	C (Completed used by Housing UPH Inspector)
CR (Cracked)	NH (Nail Holes)	(MM (Mold/Mildew)	RP (Replace)	FR (Failed REDO used by Housing UPH Inspector)
BE (Bent)	WD (Water Damage)	MD (Mineral Deposits)	S (Service)	All FR codes (failed area(s)) will be marked/written above.

ONE FAILED AREA EQUALS FAILED INSPECTION. Charges for customer to pay are for failed areas only.

Inspection Results: Pass: _____ Fail: _____	Reinspection: _____	Charges (\$): _____
Occupants Signature & Date: _____		ISS BOM Personnel Signature & Date: _____
Housing Inspectors Signature & Date: _____		BOM Code: _____
Housing UPH Inspector Signature & Date: _____		

Enclosure(3)