



UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, ARIZONA 85369-9160

IN REPLY REFER  
11000.1J  
SQS1  
1 July 08

SQUADRON ORDER 11000.1J

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE ADMINISTRATIVE OF  
BACHELOR ENLISTED QUARTERS (BEQ), 720 (SHORT TITLE: SOP  
FOR THE ADMIN OF BEQ 720)

Ref: (a) MCO P11000.22  
(b) StaO 11000.3E  
(c) StaO 11012.1F  
(d) StaO 1601.6P  
(e) SqdnO 1601.2C

Encl: (1) Key Replacement Request  
(2) Missing Key Statement  
(3) Room Inspection Checklist  
(4) Room Inventory Checklist

1. Purpose. To publish the standing operating procedures for the administration of Bachelor Enlisted Quarters (BEQ) 720.

2. Cancellation. SqdnO 11000.1I

3. Background.

a. This order prescribes the necessary procedures governing the assignment, use, inspection, maintenance, and related responsibilities required for the routine operations of Building 720, BEQ.

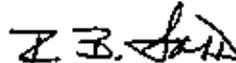
4. Action

a. All personnel will familiarize themselves with the contents of this order, and be guided accordingly.

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b. BEQ space assignments, and the operation and maintenance of these quarters, will be conducted per reference (b).

  
R. B. FORD

DISTRIBUTION: A

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE ADMINISTRATIVE OF  
BACHELOR ENLISTED QUARTERS (BEQ), 720 (SHORT TITLE: SOP  
FOR THE ADMIN OF BEQ 720)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this SOP)



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SOP FOR THE ADMIN OF BEQ 720

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## CHAPTER 1

## POLICY AND ASSIGNMENT OF RESPONSIBILITIES

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CHAPTER 1

POLICY AND ASSIGNMENT OF RESPONSIBILITIES

1000. GENERAL INFORMATION

1. Maintaining the appearance and cleanliness of the BEQ is a responsibility of the entire squadron. This accomplishment depends directly upon the actions taken by each individual residing in the BEQ, as well as those assigned supervisory positions connected with the application of policies and procedures set forth herein.

2. Each BEQ was designed to support a large number of personnel. Acts of misconduct or negligence in the use of these facilities or equipment will not be tolerated.

1001. RESPONSIBILITIES

1. The Commanding Officer of Headquarters and Headquarters Squadron is responsible for the authoritative and administrative actions taken regarding BEQ, Building 720, including the allocation of living spaces.

2. The following assignments of BEQ responsible officer is directed:

<u>BEQ</u>	<u>RESPONSIBLE OFFICER</u>
720	Squadron Gunnery Sergeant

3. The responsible officers designated above will:

a. Use the up-most discretion in the implementation of this order, on behalf of the Commanding Officer.

b. The Commanding Officer will assign a BEQ manager to serve on a full-time primary duty basis for a period of not less than one year. Personnel assigned will be a Non-Commissioned Officer or above.

4. The BEQ Manager is directly responsible to the Commanding Officer and to the assigned responsible officer for the following:

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- a. Assigns and accounts for all room keys, linen and furniture within assigned rooms within BEQ, Building 720.
- b. Responsible for the overall management and maintenance of assigned BEQ, Building 720.
- c. Maintain an accurate roster of all personnel residing within BEQ, Building 720.
- d. Ensure the proper control and issuance of room keys for BEQ, Building 720 are accounted for.
- e. Ensure each Marine and Sailor in the room completes an inventory card. This is to account for the rooms' equipment and condition.
- f. Ensure evacuation and no smoking policy placards are provided for all rooms within BEQ, Building 720 per reference (c).

1002. KEY CONTROL AND DUPLICATION

1. The BEQ Manager will make the initial room key issues to all BEQ personnel.
2. In the event a room key is lost or stolen, replacements can be provided upon completion of the following:
  - a. Complete a key replacement request per MCO P11000.22.
  - b. Complete a counseling sheet by the Squadron Gunnery Sergeant or the Sergeant Major.
  - c. Purchase a money order in the amount of \$10.00.
  - d. Deliver the completed key replacement request, counseling sheet, and \$10.00 money order to Marine Corps Property, building 324.
3. If three keys to the same lock have been lost, the lock setting will be changed using the same procedures as mentioned above. Individuals may be subject to disciplinary and or administrative actions for the negligent loss of BEQ room key(s).

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4. In the event of an inadvertent lockout, the individual will contact the DNCO, who will verify identification prior to accompanying the individual to the room for the purpose of unlocking the door. After doing so, the DNCO will make appropriate log book entries of such actions.

1003. PERSONNEL SUPPORT EQUIPMENT (PSE)

1. Prior to his or her relief, the outgoing responsible officer will conduct a joint inventory of all accountable barracks property with the incoming responsible officer. All discrepancies will be corrected prior to the incoming responsible officer accepting the account.

1004. CHECK-IN PROCEDURES

1. Upon joining the squadron, all Sergeant/Petty Officers Second Class and below now drawing BAH will check in with the appropriate BEQ Manager for room assignment.

2. All personnel checking in for assignment will conduct an inventory of the room to include all PSE gear and equipment. This will occur with the BEQ Manager. Any discrepancies or maintenance issues will be noted and annotated on the reverse side of the inventory card until completion of work by maintenance personnel or the BEQ manager. Upon completion, the individual will fill out and sign the inventory card signing for the room and all of it's property to include linen, and room key.

1005. CHECK-OUT PROCEDURES

1. Prior to transfer, all personnel with assigned rooms in the BEQ will checkout with the BEQ Manager located at Building 722.

2. A field day of the room will be conducted prior to any individual checking out.

3. The BEQ manager will conduct a physical inventory and inspection of the room. All assigned linen and room keys will be turned in upon the completion of the inventory and inspection.

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4. Personnel will not be allowed to checkout until the BEQ manager is satisfied with the cleanliness and material condition of the room and its inventory.

1006. RESTRICTED PERSONNEL

1. Personnel who are placed on restriction will be restricted to room 107 of the barracks and other spaces within the barracks as directed by their restriction orders.

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CHAPTER 2

INSPECTIONS

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## CHAPTER 2

### INSPECTIONS

#### 2000. GENERAL INFORMATION

1. In order to ensure the cleanliness and maintenance of individual living spaces, common areas, and the exterior of the buildings and grounds, inspections will be conducted, and actions taken to correct discrepancies as quickly as possible. Additionally, inspections will be conducted to determine and ensure the security, military fitness, and good order and discipline of the squadron.

#### 2001. INSPECTIONS

2. Rooms and common areas will be kept clean and orderly, consistent with the high standards of cleanliness expected of all Marines. Unit Commanders and section Staff NCO's will conduct field Days on an as needed basis to ensure that health and welfare standards are being achieved. Field Days will include the individual Marine's room and common areas within and around the barracks.

Housekeeping tasks will include:

##### DAILY:

- Empty trash receptacles
- Sweep decks
- Make racks
- Stow dirty equipment and clothes
- Police call in and around the BEQ to include the grounds

##### WEEKLY:

- Mop decks/vacuum carpets
- Dust room
- Clean windows and mirrors
- Clean head and shower
- Clean refrigerator and microwave inside and out

In addition, it is each resident's responsibility to clean up after themselves within the common areas. Residents are expected to apply common courtesy and common sense to all situations relating to cleanliness and sanitation.

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2. On each Thursday, the Commanding Officer or his designated representatives will formally inspect the BEQ's. Inspection will be conducted from 0800-1100.

3. Identification of discrepancies are not only limited to inspections. Any discrepancies identified by residents will be immediately forwarded to the BEQ manager. The BEQ manager will closely monitor the corrective process of each discrepancy and inform the respective resident of the status.

4. At a minimum, each section will provide a SNCO or officer to inspect the rooms of personnel within their sections. Inspections will be conducted utilizing enclosure (3), which is available from the BEQ manager. Rooms failing inspection will be re-inspected the following day by the occupants' OIC, SNCOIC or SNCO with all occupants present.

CHAPTER 3

BARRACKS REGULATIONS

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## CHAPTER 3

### BARRACKS REGULATIONS

#### 3000. GENERAL INFORMATION

1. The following are to establish administrative control measures per CMC Barracks Campaign Plan to ensure the proper daily operation of the BEQ's. All personnel will be responsible for the proper cleanliness, sanitation, and upkeep of their assigned living area and associated equipment. Furthermore, they will be responsible for mustering at assigned field days, and for maintaining of common use areas will be accomplished with the use of the assigned duty section. Duty section assignment will be provided by the Squadron Gunnery Sergeant as posted with the DNCO. The following information amplifies reference (a) and (b), and promulgates the regulations for the BEQ.

#### 3001. PERSONNEL SUPPORT EQUIPMENT (PSE) AND INDIVIDUAL PROPERTY

1. All personnel support equipment, linen, and room keys will be receipted from the BEQ manager, and maintained by the individual residing in the room. Examples of PSE are racks, mattresses, desks, lamps, chairs, refrigerators, and microwaves.
2. Occupants are responsible for the overall cleanliness of their assigned room, and for the PSE assigned for common use.

#### 3002. BEQ POLICE

1. All occupants are responsible for the daily police of their individually assigned living spaces.
2. As noted the daily policing of Building 720 will take place in the form of Duty Section working parties. Working parties will muster twice a day at 0630 and 1830 with the DNCO as directed. Duty sections will be posted by the Squadron Gunnery Sergeant.
3. Once morning cleanup has been completed, it is the DNCO's responsibility to ensure that a proper log book has been made in the DNCO logbook.
4. The following are the daily police requirements:

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- a. Sweep and swab all individual rooms, heads, ladder wells, passageways, and common areas.
- b. Clean the wash bin, mirrors, and polish all bright work.
- c. Thoroughly police the grounds of each BEQ, as well as, the courtyard to a line midway between adjacent buildings, or to the centerline of the road or parking lot adjacent to the BEQ.

5. Each Wednesday, personnel assigned to a room in the BEQs, unless physically on watch, will conduct a field day. Platoon Sergeants are responsible for the formation and supervision of the field day, and will assign cleanup requirements for the common areas on field day's only. In addition to those items listed above for daily cleanup, the weekly field day will include the following:

- a. All windows and windowsills will be washed.
- b. Blinds will be cleaned.
- c. All ceiling, exit, and hallway light globes will be wiped down.
- d. All bright work will be polished.
- e. All decks will be mopped, waxed, and buffed. Excessive wax buildup will be removed with a suitable wax-stripping compound, and a light coat of fresh wax will be applied.
- f. All of the carpets will be vacuumed.
- g. All of the tiles in the heads and showers will be scrubbed clean, and disinfectant will be applied. Shower curtains will be cleaned and free of mildew.
- h. All wall lockers will be dusted. Clothing and other items in the wall lockers shall be stowed in a neat and orderly manner. All wall lockers will be secured, and if left unsecured they are subject to an inventory.
- i. All dirt smudges will be removed from all paintwork.
- j. All furniture and minor property items will be cleaned and maintained in a neat military fashion.

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3003. CONDUCT AND DISCIPLINE

1. No clothing, equipment, or personal effect will be left adrift during working hours. Mattresses and other used bedding will not be used for sunbathing.
2. Motorcycles, all-terrain vehicles, and items such as spare tires, fenders, etc., associated with their operation will not be brought into the BEQ.
3. Contraband, prohibited drugs or chemicals, private firearms, other dangerous weapons, such as mechanically operated knives, butterfly knives, and knives with blades that exceed three inches in length, gasoline or other flammables, such as paint, solvents, and charcoal light fluid, ammunition, or any type of pyrotechnic or explosive devices will not be brought into the BEQ. Privately owned weapons must be registered at the Provost Marshals Office, and then stored for safekeeping in building 480, the Station Armory.
4. Smoking is prohibited in the BEQ rooms. The smoking area is located in the smoke pit of Building 720 only.
5. Gambling in any form is prohibited.
6. Radios, recorders, tape players, television sets, or personal musical equipment may be operated or played in the BEQ, provide that such use does not create a disturbance in the BEQ or interfere with the privacy of other occupants. After 2200, such equipment may continue to be played however the volume will be reduced to an absolute minimum so that it does not interfere with the sleep or privacy of other occupants.
7. Electrical wiring and fixtures in the BEQ will not be removed or tampered with. Multiple sockets will not be used unless it is an Underwriters Laboratory (UL) safety approved surge protector.
8. The layout of the room is at the option of the occupant. The following guidelines apply:
  - a. Fire safety restriction are of primary importance. Furniture may not block the entrance door, not restrict any emergency access from the head areas to include the windows.

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b. Issued furniture will not be removed from the room, unless approved by the BEQ Manager, Squadron GySgt, or Deck NCO. Personal items are allowed on a space available basis. Storage is available within Barracks 720, however this must be approved by the BEQ Manager, Squadron GySgt, or Deck NCO.

1. Furniture will not be removed from the lounges and brought to the rooms.

2. Each occupant may use personally owned sheets and blankets.

9. Any pictures, photos, paintings, or posters displayed in the rooms will be in compliance with the following:

a. Hung by a single small nail to plasterboard walls only. This will be accomplished in a manner as not to cause damage to walls. Nails will not be put into concrete or block walls.

b. Any such items displayed do not detract from the appearance and habitability of the rooms. Lewd, pornographic, obscene, abusive, and or inflammatory or unsightly items will not be displayed.

10. Name cards will be placed inside, facing outboard on the window closest to the entrance door. Name cards will also be places centered just below the nameplates on each wall locker.

11. Occupants will not tamper with the heating and cooling systems.

12. Personnel will not use fire-fighting equipment except during an actual emergency or an authorized fire drill.

13. No cooking devices, regardless of fuel or energy source, such as propane, butane, charcoal, or electricity, will be used in the BEQ rooms. This includes camping stoves, heaters, hot plates, electric frying pans, toasters, and etc. The only exception is the microwave oven and coffee makers.

14. Candles or incense will not be burned or possessed in the BEQs.

15. Wall lockers will be locked at all times when the assigned individual is not present. Wall lockers will not be forced open.

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Personnel who lose their keys and desire entry into their wall locker will notify the BEQ manager during normal working hours who in-turn will cut the lock with bolt cutters. After normal working hours, the individual will notify the DNCO for this assistance

16. No occupant will drill, tamper with, or install any locking mechanism or device that would prevent the matter key from opening the individual room door or the passageway.

17. Pets are not permitted in the BEQ. This includes, but is not limited to terrariums, caged animals, cats, dogs, birds, turtles, reptiles, rodents, insects, etc. Aquariums are authorized with command authorization.

#### 3004. VISITORS AND GUESTS

1. A "visitor" is defined as anyone not assigned quarters within the BEQ. Visitors entering the BEQ to conduct business, excluding pizza or other food delivery services, will conduct business in the BEQ duty hut.

2. A "guest" is a visitor that is present in the BEQ at the invitation of the resident. Guests may be military or civilian. All guests, either male or female, must be over 18 years of age. All guests are required to present photo identification to the standing duty upon entering the BEQ.

3. Guests are permitted in the BEQ between the hours of 0800 to 2200, Sunday through Thursday, and 0800 to 0001 Friday through Saturday.

4. All guests must check in and out with the DNCO utilizing the guest/visitor logbook.

5. Overnight guests/visitors are strictly prohibited. Individuals not assigned to a room and not accompanied by a resident, or not in the performance of official duties will be reported to the DNCO or ADNCO and asked to leave.

6. No civilian under 18 years of age may visit the BEQ unless a legal guardian accompanies him/her, or they are the immediate family members of a BEQ resident.

7. Any person going into the room of the opposite gender, will be signed in the logbook regardless of whether they reside in the BEQ or not

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3005. CABLE TELEVISION

1. Cable television is available to residents in each room, however it is the responsibility of the individual to make all arrangements with the local cable company, and all financial responsibility rests with the individual who contracts with the cable company.
2. Barracks residents who contract with the cable company do so at their own risk. The command is not responsible for additional costs incurred by residents who have cable, and are ordered to move from their existing room for any reason.

3006. ALCOHOL

1. Consumption of alcohol in the BEQ and courtyard area is a privilege. The following criteria apply:
  - a. No one under the age of twenty-one (21) may consume or have alcoholic beverages in their possession.
  - b. Non-Commissioned Officer, and Petty Officers may possess a maximum of (2) six packs of beer, or (1) one-liter of unfortified wine, less than 17% alcohol.
  - c. Marines and Sailors who are not NCOs or Petty Officers may possess a maximum of (1) six pack of beer, or (1) one-liter bottle of unfortified wine, less than 17% alcohol.
  - d. Possession and or consumption of distilled spirits or hard liquors are prohibited in all BEQ areas.
  - e. Consumption of alcohol is not permitted on ladder wells, in laundry rooms, or walkways.

3007. HAZARDOUS WASTE MANAGEMENT

1. Maintenance and illegal disposal of used petroleum, oil and lubricants (POLs) and lubrication of privately owned vehicles are prohibited in all government owned/leased property to include the BEQ parking lot areas.
2. Fluorescent light bulbs that are burned out will be reported to the BEQ manager for replacement.

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a. These lights will not be removed by the occupants without prior approval of the BEQ manager of the Squadron Hazardous Waste Coordinator.

b. At no time will these lights be thrown in the trash.

3. In the event that any drums/containers are found within the confines of the BEQ or parking lot areas containing oils, solvents, or any unknown fluids the following procedures will be strictly adhered to:

a. During normal working hours: Notify the Squadron Hazardous Waste Coordinator located in building 722.

b. After normal working hours: Notify the DNCO/ADNCO who will:

1. Notify the Squadron Hazardous Waste Coordinator immediately.

2. Make an appropriate logbook entry of the storage of any containers, where they were found, the name of the individual who reported it, and any information that may help in the identification of the substance.



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, ARIZONA 85389-9160

IN REPLY REFER TO  
1000  
I&L  
30 APR 08

From: Installation and Logistics Chief  
To: Base Services Department

Subj: AUTHORIZATION TO MAKE REPLACEMENT KEYS

Encl: (1) List of Rooms

1. This letter is to authorize the making of keys for barracks 720 attached is a list of rooms that need to be keyed and have a set of three (3) keys made for them.

J. T. GARCIA

ENCLOSURE ( 1 )

List of rooms:

105  
106  
127  
131  
134  
136  
137  
201  
204  
221  
243  
251  
256  
257  
261  
313  
318  
321  
326  
337  
338  
349  
358



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 98160  
YUMA, ARIZONA 85369-9160

IN REPLY REFER TO  
4400  
SILD

From: \_\_\_\_\_  
Last, First, M.I./SSN/Unit/Bks/Rm #  
To: Commanding Officer, MCAS Yuma  
Via: (1) OIC/Department Head  
(2) Property Control Officer  
Subj: REPORT OF MISSING, LOST, STOLEN, DAMAGED GOVERNMENT PROPERTY  
Ref: (a) MCO P4400.15E  
(b) UM 4400-124  
(c) UM 4400.15

1. In compliance with the provisions of references (a) and (b), (72 HOURS TO COMPLETE the following item(s) of Government Property on charge to me are reported as:

MISSING                       LOST                       STOLEN                       DAMAGED

QTY    NSN                      NOMENCLATURE/BARCODE/SERNO                      U/P    T/P

STATEMENT OF FACTS: (to include date, location and brief explanation of circumstances)

**ROOM INSPECTION CHECKLIST**

					<b>DATE</b>	
<b>ROOM #</b>		<b>OCCUPANTS RANK/NAME</b>				<b>SECTION</b>

<b>AREA</b>	<b>COMMENTS</b>
<b>RACK</b>	
<b>DECK</b>	
<b>HEAD</b>	
<b>WINDOWS</b>	
<b>BLINDS</b>	
<b>BULK HEAD</b>	
<b>WALL LOCKERS</b>	
<b>OTHER COMMENTS</b>	

OUTSTANDING    GOOD    AVERAGE    FAIL

