



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640-5035

F 1050
S-4

13 MAR 2012

POLICY LETTER 2-12

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT TO BACHELOR OFFICER QUARTERS (BOQ)

Ref: (a) MCO P11000.22 BEQ Campaign Plan
(b) MCO 1700.22E
(c) CBIRFO 11101.2

Encl: (1) Application for assignment to Quarters

1. Purpose. To establish billeting policy for personnel residing in Chemical Biological Incident Response Force (CBIRF) Bachelor Officer Quarters (BOQ) and Senior Bachelor Enlisted Quarters (BEQ).
2. Cancellation. This letter will remain in effect until revision or when indicated by the appropriate authority.
3. Information. The CBIRF Commanding Officer has designated Building 1542 as Officer and Staff Non Commissioned Officer Bachelor Quarters. The BOQ will house bona-fide bachelors, geographic bachelors, Midshipmen (in Journeyman status) and Temporary Assignment to Duty (TAD) personnel aboard Naval Support Facility (NSF) Indian Head (IH), MD. The Commanding Officer of CBIRF is authorized to permit geographic bachelors to reside in the BOQ free of charge. The policy of this command is out lined below.
 - a. Priority of assignment to quarters; CBIRF bona-fide bachelors, bona-fide bachelors of another command aboard NSF IH, Temporary Assignment to Duty (TAD) or Journeyman status, and geographic bachelors.
 - b. Bona-Fide Bachelors will request quarters upon checking-in or prior to arrival via their command appointed sponsor. A control date for assignment quarters will be given as of the

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date of application. Necessary arrangements will be made to ensure quarters are available upon arrival.

c. Bona-fide bachelors of another command aboard NSF IH may request to the CBIRF Commanding Officer via the S-4 Officer for assignment to quarters.

d. TAD or Midshipmen in Journeyman status may request to the CBIRF Commanding Officer via the S-4 Officer for temporary assignment to quarters.

e. Geographic bachelors must meet requirements outlined in ref (a). Geographic Bachelors may request to the CBIRF Commanding Officer via the S-4 Officer for assignment to quarters on a space available basis, as assignment to quarters is not guaranteed. Applicant will be placed on a waiting list and assigned a control date as of the date of application.

f. All occupants will familiarize themselves with ref (c) the CBIRF Combined Bachelor Quarters Order and will be held accountable for following those policies and procedures therein contained. Check-In and Out procedures will be conducted with the S-4.

g. Alcoholic beverages. Minimum drinking age is 21 years old. Authorized alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages, ref (a) and (b).

h. Guests. Personnel though not encouraged are authorized to have guests on a temporary basis not to exceed five days. Must be able to maintain good order, discipline, and ensure occupants of shared quads/common areas have agreed upon certain hours each day that they may sleep, read, etc. with out disruption. This privilege can be revoked by the Commanding Officer at any time.

i. Geographic Bachelors. Read and understand ref (a) Policy and Guidelines for Geographic Bachelors found on page 8 & 9. Bona-Fide bachelors have priority. Should additional rooms be needed for bona-fide bachelors every effort will be made to provide geographical bachelors a minimum of 10 days notice to vacate quarters. The following action(s) will be executed when occupancy is above 90 percent:

1. Voluntary option to apply double occupancy of geographic bachelors.

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2. Voluntary request to vacate.

3. Involuntary action to vacate. Occupant will be given not less than 72 hours to vacate their quarters. Every effort will be made to notify the occupant with as much lead time as possible. The geographic bachelor(s) with the oldest control date will be asked to vacate the quarters. Control date was assigned upon application for assignment quarters, encl 1.

4. Responsibilities.

a. The S-4 Officer has overall cognizance of the BOQ. He/She is responsible for maintenance repairs, enforcing standards of conduct, ensuring high state of cleanliness for the BOQ, and enforcing individual room standards per ref (c).

b. Occupants of barracks 1542 are required to familiarize themselves with ref (c). The conduct of all residents should reflect the details therein outlined.

c. All residents are responsible for reporting all maintenance problems to the S-4 Facilities Chief.

5. Point of contact. S-4 Officer or S-4 Facilities Officer at 301-744-2092 or 301-744-2025



P. W. AHERN

Distribution List:
Naval Support Activity South Potomac
II MEF
CBIRF



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From: _____
To: Commanding Officer

Via: Logistics Officer

Subj: APPLICATION FOR ASSIGNMENT TO QUARTERS

1. I request assignment to the Bachelor Officer Quarters located in building 1542, NSF Indian Head MD, or that my name be placed on the waiting list. I am/am not a bona-fide bachelor.

2. The following assignment and contact information is provided:

Control Date (Date Requested): _____
Estimated rotation date: _____
Phone number: _____
Section & Number: _____

S. N. MARINE

FIRST ENDORSEMENT

From: Logistics Officer
To: Commanding Officer

Subj: APPLICATION FOR ASSIGNMENT TO QUARTERS

1. Recommend this request be Approved/Disapproved.

J. A. ATCHISON

From: Commanding Officer
To: _____

Subj: APPLICATION FOR ASSIGNMENT TO QUARTERS

1. Your request for assignment to the Bachelor Officer Quarters is Approved/Disapproved.

P. W. AHERN

ENCLOSURE (1)