



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR  
PO BOX 452001  
SAN DIEGO CA 92145-2001

IN REPLY REFER TO:  
StaO P11100.1  
G-4

DEC 09 1990

STATION ORDER P11100.1

From: Commander  
To: Distribution List

Subj: CONSOLIDATED BACHELOR QUARTERS (CBQ) BILLETING STANDARD  
OPERATING PROCEDURES (SHORT TITLE: SOP FOR BILLETING)

Ref: (a) MCO P11000.22  
(b) NAVSO P3520 (NOTAL)  
(c) MCO P1700.27  
(d) ABO 7210.1K  
(e) MCO 7510.2D  
(f) CMC ltr LFF-3 EC: CBL dtd 12 Nov 80 (NOTAL)  
(g) NAVCOMPTMAN Vol. IV (NOTAL)  
(h) MOU btwn MWR 0830 and NAFI 0833

Encl: (1) LOCATOR SHEET

Reports Required: Bachelor Quarters Monthly Occupancy Report,  
Appendix B

1. Purpose. To publish policies and regulations for the assignment, usage, operation, and maintenance of the permanent and transient bachelor officer and bachelor enlisted housing at Marine Corps Air Station (MCAS) Miramar as Consolidated Bachelor Quarters (CBQ).
2. Background. The provision and assignment of adequate bachelor quarters for all bachelor military personnel assigned to MCAS Miramar as a permanent duty station is enacted by this Order. This order also governs the establishment and assignment of quarters for temporary duty and visiting personnel in transient quarters on the station.
3. Action. All commanders and officers in charge of units located at MCAS Miramar will ensure that the policies, procedures and regulations contained herein are carried out and receive widest possible dissemination within their units.
4. Concurrence. The Commanding General, 3d Marine Aircraft Wing, Commanding Officer, Marine Aircraft Group 46, and Officer in Charge Naval Aviation Maintenance Training Group Detachment concur in the provisions of this order.

  
T. A. DAUGHLAN  
Chief of Staff

DISTRIBUTION: MCAS: A

LOCATOR SHEET

ubj: CONSOLIDATED BACHELOR QUARTERS (CBQ) BILLETING STANDARD  
OPERATING PROCEDURES (SHORT TITLE: BILLETING SOP)

ocation: \_\_\_\_\_  
(Indicate locations of copies of this order.)



SOP FOR BILLETING

CONTENTS

CHAPTER

- 1 THE CONSOLIDATED BACHELOR QUARTERS PROGRAM
- 2 PERMANENT CBQ BILLETING
- 3 TRANSIENT CBQ BILLETING
- 4 MCAS MIRAMAR BILLETING FUND

APPENDIX

- A CBQ FACILITIES
- B BACHELOR QUARTERS MONTHLY OCCUPANCY REPORT
- C REQUEST FOR PERMISSION TO RESIDE IN BACHELOR QUARTERS
- D CBQ MAINTENANCE AND REPAIR REQUEST (HELP NEEDED CARD)
- E BILLETING FUND CONSTITUTION
- F BILLETING FUND BY-LAWS
- G PROCEDURES FOR FINANCIAL MANAGEMENT OF BILLETING FUND

SOP FOR BILLETING

CHAPTER 1

THE CONSOLIDATED BACHELOR QUARTERS (CBQ) BILLETING PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
CBQ BILLETING PROGRAM .....	1000	1-3
CBQ BILLETING OFFICE .....	1001	1-4
UNIT COMMANDERS .....	1002	1-6
CBQ RESIDENTS .....	1003	1-7
CBQ FACILITIES .....	1004	1-7

---

SOP FOR BILLETING

CHAPTER 1

THE CONSOLIDATED BACHELOR QUARTERS BILLETING PROGRAM

1000. CONSOLIDATED BACHELOR QUARTERS (CBQ) BILLETING PROGRAM. The CBQ billeting program is established under the cognizance of the Assistant Chief of Staff G-4 (AC/S G-4), consolidating "permanent bachelor quarters billeting" and "transient billeting" into one program, in order to perform the following responsibilities and functions.

1. Manage all MCAS Miramar Bachelor Quarters and transient quarters per reference (a). The "Consolidated Bachelor Quarters (CBQ) billeting office" is activated within the G-4 as the primary agency to perform bachelor enlisted and bachelor officer quarters management, and to operate all transient quarters. The billeting office mission, functions, and procedures are described further in this chapter, and are detailed in Chapter Two "Permanent CBQ Billeting" and Chapter Three "transient CBQ Billeting".
2. Promote mission readiness by ensuring good order, discipline, and quality of life are sustained for residents of CBQ. Unit commanders' roles and actions within the CBQ billeting program are the primary means to accomplishing this mission. Unit commander roles and responsibilities are delineated herein, but are not limited solely to the actions specified in this order. The CBQ billeting office supports the unit commanders in the performance of this functional responsibility. This order contains rules for personal conduct of residents in all CBQ billeting facilities, regulations on authorized activities, and hours of authorizations, where applicable. These rules and regulations are detailed in Chapters Two and Three, and all persons on MCAS Miramar in any capacity are subject thereto.
3. Operate the MCAS Miramar billeting Fund... The billeting Fund Advisory Council, and the fund custodian, and the CBQ billeting office perform operational oversight, custodianship, and daily administration, respectively, as described in Chapter Five "The billeting Fund".
4. Coordinate command responsibilities as follows:
  - a. The Commanding General's approval of all authorizations for payment of basic allowance for housing (BAH) in lieu of assignment to bachelor quarters will be executed by the MCAS Miramar AC/S G-4, except for Staff Sergeant (E-6) and above requests which will be executed by commanding officers.

DEC 03 1998

b. Issuance of all certificates of nonavailability of government quarters, to members requesting transient (temporary) quarters. This is executed by the billeting office.

c. Bachelor quarters assignments and terminations. This is executed by coordinated actions of unit commanders and the billeting office.

d. Ensuring the maximum number of bachelor personnel are housed in bachelor quarters that meet the minimum standards of adequacy and quality of life. This is executed by coordinated actions of the AC/S G-4, unit commanders, and the billeting office.

5. Attain CBQ Program Goals for the following:

a. Provide unit commanders with bachelor enlisted sergeant and below quarters to billet personnel in contiguous unit areas that support commanders' fulfillment of good order and discipline objectives, and that promote unity.

b. Attain and sustain stability in quarters assignments to avoid the involuntary movement of personnel from one room to another unless absolutely necessary.

c. Provide comfortable and affordable transient quarters to authorized patrons.

1001. THE CONSOLIDATED BACHELOR QUARTERS (CBQ) BILLETING OFFICE. The CBQ billeting office, MCAS Miramar, is assigned the mission of providing and operating all bachelor quarters and transient quarters aboard the station; and is the Commanding General's primary agency for billeting bachelor personnel and transient personnel. It is the central coordinating point, for matters related to CBQ aboard MCAS Miramar and implements the policies and procedures of this SOP.

1. CBQ billeting director. The billeting director is responsible for the operation of all consolidated bachelor quarters. The director's responsibilities include the following:

a. Staff the billeting office, in accordance with tables of organization, with military personnel and employees as required; and direct their performance to accomplish the CBQ billeting office mission.

b. Utilize facility assets available to provide adequate bachelor and transient housing.

c. Procure, control, issue, and repair CBQ personnel support equipment (PSE).

- d. Prepare CBQ inventory, occupancy, and utilization reports.
- e. Procure and control the issuance of supplies and services.
- f. Coordinate utilities conservation and facilities management.
- g. Serve as organizational host to unit commanders in CBQ sectors, by assisting the unit commanders on the CBQ activities of their units.
- h. Advise the Commanding General, through the AC/S G-4, on all CBQ matters.

2. Permanent CBQ Section. The Permanent CBQ section manages all quarters designated for permanent party bachelor personnel.

a. This section is comprised of billeting office staff members designated by the billeting director to perform this mission function, and may include both military personnel and employees of the billeting office.

b. Permanent CBQ section functions include the daily operation and maintenance of the permanent party CBQ bachelor enlisted and bachelor officer facilities.

c. Permanent CBQ section bachelor enlisted facilities include the unit CBQ sectors. The unit CBQ sectors are groupings of bachelor sergeant and below quarters buildings in contiguous areas. Sectors are provided to unit commanders at the group level for billeting bachelor personnel of the unit, in order to promote unity and good order and discipline. The permanent CBQ section is the hosting activity for the units and will perform the host roles to units and personnel in the sectors.

d. One or more facility managers for each sector will be assigned from the permanent CBQ section to perform the facility maintenance and inventory control of the buildings and equipment in the sector. The facility managers will closely coordinate with the unit commanders and their designated unit sector managers on the management and care of the sector facilities.

e. Procedures and responsibilities of the permanent CBQ section are detailed in Chapter Two.

2. transient CBQ Section. The transient CBQ section manages all quarters designated for use by visiting personnel.

DEC 03 1998

a. The transient section is comprised of the billeting office staff members designated by the billeting director to perform this mission function, and may include both military personnel and employees.

b. Transient CBQ section functions include the daily operation and maintenance of the transient enlisted and transient officer CBQ facilities, including all transient quarters from which fees are collected and managed by the billeting fund. Nonappropriated fund instrumentality (NAFI) employees within the billeting office are members of this section.

c. Procedures and responsibilities of the transient CBQ section are detailed in Chapter Three.

1002. UNIT COMMANDERS. Unit commanders retain responsibility for the discipline, health, and welfare of personnel within their units, including all members residing in any CBQ billeting spaces, at all times. Nothing in this SOP denies unit commanders their authority to fulfill this responsibility.

1. Unit CBQ Sectors. Unit commanders, normally at the group level, will receive a series of bachelor sergeant and below quarters in contiguous areas as their unit CBQ sector.

a. The sector is a facility asset of the unit commander with respect to the unit regulations and procedures for personal conduct, and for command functions such as quarters inspections and specific room assignments, buildings and grounds cleanliness, and unit safety. The unit commander will designate a member of the unit as Sector Manager to execute these and other recurring command sector responsibilities.

b. Sectors are also facility assets of the billeting office with respect to facility maintenance (including Public Works Center maintenance), equipment inventory control, and overall adherence to this order.

c. The dual facility asset nature of the unit CBQ sector requires that the responsibilities and procedures of both the unit and the CBQ billeting office be executed in concert. Therefore, the billeting director is designated the "Organizational Host" to the units, and has the duty to contact each unit commander and sector manager to ascertain the unit's billeting requirements and unit policies and procedures applicable to the sector, and to inform commanders and sector managers on CBQ support functions.

d. Unit commanders are responsible to perform the "Hosted Activity's duties". commanders will establish and maintain a reporting relationship to the billeting director with respect to members resident in the sector and activities of the unit therein.

DEC 0 1953

Commanders are to inform all unit members on policies and procedures of the organizational host, especially the contents of this order and information provided by the billeting director.

2. Inspection Programs. Unit commanders will establish programs to conduct inspections and visits of unit CBQ-sector facilities and spaces assigned, as directed by current Marine Corps regulations. Unit commanders will be supported by the billeting office permanent CBQ section to accomplish all inspections for command functions, health and comfort, and good order and discipline.

3. Good Order and Discipline

a. Unit commanders will ensure the good order and discipline within their CBQ sector by the establishment of sector duty Noncommissioned officer posts and recurring sector tours.

b. Commanders retain responsibility for the conduct of unit members residing in all other CBQ billeting spaces, as well, specifically in Bachelor Staff Noncommissioned Officer Quarters, in Bachelor Officer Quarters, and in Transient Billeting. Unit rosters of residents in these spaces are available from the billeting office, to support command accountability.

4. Unit commander roles and procedures are detailed in Chapter Two and Chapter Three.

1003. CBQ RESIDENTS. Residents in CBQ billeting facilities, both permanent bachelor quarters residents and transient quarters residents, are required to obey and enforce the contents of this order. Residents will be made thoroughly familiar with all rules, regulations, and restrictions herein and shall be subject to adverse action for violations and failures to uphold this order. Residential status in any CBQ facility is a privilege which may be abridged or revoked for disobedience or disregard of orders.

1004. CBQ FACILITIES. Facilities designated for CBQ will not be used for other purposes. Rooms intended for bachelor personnel occupancy will be used only to house bachelor personnel. Recreation rooms will contain only recreation equipment and furnishings. Appendix A lists the facilities designated for bachelor personnel and transient personnel. Diversions of CBQ rooms for other uses must have written approval of the AC/S G-4, via the CBQ billeting director.

CHAPTER 2

CBQ PERMANENT BILLETING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	2000	2-3
RESPONSIBILITY . . . . .	2001	2-3
CBQ ASSIGNMENT POLICIES . . . . .	2002	2-3
OCCUPANCY STANDARDS . . . . .	2003	2-5
INADEQUATE QUARTERS . . . . .	2004	2-5
MILITARY NECESSITY . . . . .	2005	2-6
BAH POLICIES AND PROCEDURES . . . . .	2006	2-6
UNIT COMMANDER ROLES AND RESPONSIBILITIES . . . . .	2007	2-7
SECTOR MANAGERS . . . . .	2008	2-8
FACILITY MANAGERS. . . . .	2009	2-9
CBQ SECTOR ROOM ASSIGNMENTS . . . . .	2010	2-11
RESIDENTS REGULATIONS AND PROCEDURES. . . . .	2011	2-12
PRIVATELY OWNED VEHICLES (POVs) . . . . .	2012	2-16
CARE OF FACILITIES AND PROPERTY . . . . .	2013	2-18
KEY CONTROL PROCEDURES. . . . .	2014	2-18

CHAPTER 2

CBQ PERMANENT BILLETING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	2000	2-3
RESPONSIBILITY . . . . .	2001	2-3
CBQ ASSIGNMENT POLICIES . . . . .	2002	2-3
OCCUPANCY STANDARDS . . . . .	2003	2-5
INADEQUATE QUARTERS . . . . .	2004	2-5
MILITARY NECESSITY . . . . .	2005	2-6
BAH POLICIES AND PROCEDURES . . . . .	2006	2-6
UNIT COMMANDER ROLES AND RESPONSIBILITIES . . . . .	2007	2-7
SECTOR MANAGERS . . . . .	2008	2-8
FACILITY MANAGERS. . . . .	2009	2-9
CBQ SECTOR ROOM ASSIGNMENTS . . . . .	2010	2-11
RESIDENTS REGULATIONS AND PROCEDURES. . . . .	2011	2-12
PRIVATELY OWNED VEHICLES (POVs) . . . . .	2012	2-16
CARE OF FACILITIES AND PROPERTY . . . . .	2013	2-18
KEY CONTROL PROCEDURES. . . . .	2014	2-18

## SOP FOR BILLETING

### CHAPTER 2

#### CBQ PERMANENT BILLETING

2000. GENERAL. CBQ permanent billeting includes the facilities and functional activities that provide quarters to bachelor military personnel.

1. Bachelor enlisted personnel in the grades of sergeant (E-5) and below are assigned quarters in unit CBQ sectors as designated by unit commanders and issued by the billeting office.
2. Bachelor enlisted personnel in grades staff sergeant (E-6) and above, that is Staff Noncommissioned Officers (SNCOs), are assigned billeting only in the Bachelor SNCO Quarters, as designated by the Billeting Office.
3. Bachelor officers are billeted only in the Bachelor Officer Quarters as designated by the billeting office.

2001. RESPONSIBILITY. unit commanders retain responsibility for the conduct, discipline, health and welfare of the personnel within their units, wherever billeted aboard the station. The billeting director is responsible for the operation and maintenance of all facilities to support quality of life to all residents of CBQ billeting.

#### 2002. CBQ ASSIGNMENT POLICIES

1. Assignment Eligibility. The following categories of personnel, listed in priority sequence, are authorized to occupy permanent bachelor quarters.

- a. Personnel required to reside aboard the station for military necessity.
- b. Permanent party military bachelor personnel not drawing BAH.
- c. Student military personnel on permanent change of station orders, and unaccompanied by dependents.
- d. Permanent party military married personnel who are legally separated, unaccompanied and receiving BAH at the With-Dependent rate.
- e. Permanent party military personnel who are:
  - (1) Divorced, unaccompanied by dependents, and receiving BAH for dependent support.

DEC 09 1998

(2) Married to another military member but geographically separated and forfeiting single BAH.

2. Assignment Procedures. General procedures for quarters and room assignments are as follows, detailed steps for checking in to the CBQ are further described in paragraph 2011.

a. All sergeants and below who are eligible under the above criteria will be assigned to quarters in the unit CBQ sector by first receiving a sector room assignment from the sector manager and then receiving issue of the assigned room and furnishings from the billeting office. Unit commanders will ensure that only eligible personnel, per these criteria, will be quartered in their sector, and the billeting director will ensure verification of eligibility to all persons issued sector quarters.

b. SNCOs who are eligible under these criteria will be assigned quarters, when requested, in the Bachelor SNCO Quarters directly by the billeting office.

c. Officers eligible under these criteria will be assigned quarters, when requested, in the Bachelor Officer Quarters directly by the billeting office.

3. Assignment and Residence During Pregnancy. Pregnant military personnel may occupy rooms in the CBQ until delivery. commanders may authorize a pregnant member to occupy off-base housing and be paid BAH (if applicable at the without dependent rate) prior to the 20th week of pregnancy. From the 20th week forward, commanders shall approve such a request as an entitlement. Pregnant members will arrange for living quarters after the delivery, either in family housing or off-base (with BAH at the with dependent rate), as early as possible in the pregnancy.

4. Involuntary Assignments. Involuntary assignments will be made starting with the junior members first. The following guidelines apply:

a. When necessary for maximum usage, involuntary assignments may be made to available quarters. Regardless of the standards of adequacy, military necessity shall be the overriding consideration in determining occupancy requirements.

b. Assignment of bachelor permanent personnel corporal (E-4) and below to on-base bachelor quarters may be made even though the quarters may be less than the Minimum Standards of Adequacy (MSA).

c. Bachelor sergeants (E-5) will be assigned to station bachelor quarters, if available. These personnel will not be assigned to inadequate bachelor quarters, except for military necessity or by voluntary acceptance of inadequate quarters.

5. Geographical Bachelor Billeting. Geographical bachelor military personnel, defined as married personnel receiving BAH or occupying government housing, but not accompanied by dependents at the station, ARE NOT eligible to occupy Permanent CBQ Billeting. unit commanders will ensure that such personnel are not billeted in unit CBQ sectors. Transient billeting quarters are the source of billeting for all geographical bachelor personnel; only on temporary space-available basis. Chapter Three "Transient CBQ Billeting" covers transient quarters.

### 2003. OCCUPANCY STANDARDS

1. Maximum practical occupancy of adequate bachelor quarters shall be maintained at all times. The application of this policy, however, shall avoid creating undue hardships.

2. Every reasonable effort will be made to support unit commanders goals for unit integrity in the assignment of bachelor enlisted quarters. However, overcrowding or under utilization of bachelor quarters for the sole purpose of maintaining unit integrity is prohibited. Likewise, the movement of personnel solely for the purpose of maintaining occupancy rates and/or for justifying submission of BAH payment requests is prohibited. Any and all relocation of personnel within bachelor quarters will be authorized only through the sector manager appointed by the unit commander.

2004. INADEQUATE QUARTERS. Except for military necessity, personnel will not normally be required to occupy inadequate or substandard quarters when adequate quarters are available. However, students and trainees who must reside aboard the shore activity in order to effectively meet training requirements may be required to occupy inadequate or substandard housing. Involuntary occupancy of substandard and/or inadequate quarters for considerations involving solely the nonpayment of BAH or reduction of per diem allowances is not a condition of military necessity as used herein.

1. commanders may determine that all Temporary Additional Duty (TAD) students or trainees (of a particular school or course) must reside aboard the station in order to effectively complete training requirements. Limitations placed on the use of private housing by bachelor TAD students and trainees will not be more restrictive than the limitations placed on married TAD students.

0972 1 3 1996

2005. MILITARY NECESSITY. Regardless of standards of adequacy, military necessity shall be the overriding consideration in determining occupancy requirements when, in the judgment of the responsible commander, the billeting of an individual in a Government-owned or controlled facility is required for mission accomplishment, contingency operations, training or maintenance of a disciplined force. Mandatory assignments to bachelor housing to reduce BAH payments or to reduce per diem allowances may not be considered military necessity. When military necessity is determined by a unit commander for purposes of assigning personnel to government housing, the nature and reasons for the military necessity shall be specified in writing to the Commanding General who retains final authority.

2006. BAH POLICY AND PROCEDURES

1. BAH-Own-Right for Staff Sergeants (E-6) and Above. Staff sergeants (E-6) and above may elect to reside off the station and receive BAH rather than occupy government quarters. BAH authorizations for staff sergeants and above will be approved at the unit level.
2. Staff Sergeants and Above Certificate of Nonresidency. Should an occupant of bachelor quarters in the grade of staff sergeant or above choose to reside off the station, a Certificate of Nonresidency is required to start BAH payment. That certificate will be issued by the CBQ Office upon check-in or once the occupant's room has been inspected and cleared. Written requests for the certificate are not required.
3. Request for BAH-Own-Right by Sergeants (E-5) and Below. BAH-Own-Right is approved by the Commanding General based on the recommendation of the unit commander. Requests for BAH-Own-Right must be submitted to the AC/S G-4, MCAS Miramar, through the unit administrative section, on a standard Administrative Action Form, via the unit commander and the CBQ billeting director. Requests for BAH-Own-Right may be approved for the following:
  - a. No room is available to the requester.
  - b. Females who have reached the fifth month of pregnancy and desire to establish off-base residency prior to child birth. A certificate from the medical officer attesting to estimated delivery date is required.
  - c. Divorced personnel who can show proof of dependent child visitation rights may be granted BAH.
  - d. For other good and sufficient reasons at the discretion of the Commanding General.

Termination of BAH. Entitlements to BAH may be terminated by assignment to government quarters when the Commanding General or unit commander determines that a member's continued off-station residency is not in the best interest of the Marine Corps.

#### 5. Fraudulent Claims

a. Any individual who submits a claim for BAH which contains false statements or who fraudulently accepts BAH benefits is subject to administrative or disciplinary action.

b. Drawing BAH at any rate and occupying permanent government quarters without command approval may result in the individual being subject to administrative or disciplinary action.

2007. UNIT COMMANDER ROLES AND PROCEDURES. Unit commanders and their unit personnel residing in CBQ facilities are the most important persons in the CBQ billeting program. The success of the CBQ program depends most on the unit commander and the CBQ residents, and this is especially so in CBQ permanent billeting.

1. Sector manager Appointments. Unit commanders with a designated sector in the CBQ bachelor enlisted quarters are responsible for the appointment of one member of the command with sufficient seniority and expertise to be the sector manager. Sector managers supervise the billeting activities of the unit and coordinate mutual support with the CBQ office. Functions of sector managers are detailed in paragraph 2008.

2. Good Order and Discipline. Unit commanders will ensure the good order and discipline within their CBQ sector by the establishment of the sector chain of command and sector duty posts, and recurring tours and inspections.

a. Chain of Command. Commanders will publish a CBQ sector chain of command to include barracks (Building) noncommissioned officers in charge, and the senior Marine or Sailor in each room.

b. Duty Personnel. Unit commanders will establish mandatory duty NCO posts of 24 hour duration within their sector, and will post assistant duty NCOs and fire watches as the commander determines are required. Posts will be established by written orders, and will be issued special orders for the enforcement of regulations and procedures contained in this SOP and in unit directives governing conduct of unit personnel.

c. Duty Offices. The billeting director will equip and furnish one office within each CBQ sector for a duty post, with duty/emergency telephones, desks, chairs, and other necessary items for an awake duty post.

DEC 10 1909

d. Tours and Inspections. Commanders will direct duty officers, duty SNCOs, and duty NCOs to tour barracks areas and to provide a visible presence. Instructions for tours are to emphasize adherence to regulations on visitor hours. All members of the unit chain of command and staff that the commander directs will be a part of tours and inspections of CBQ facilities and rooms, both during and after normal working hours. Tour and inspection personnel will be afforded all available support from the billeting offices in these procedures.

e. Searches. Unit commanders' authority to search bachelor quarters room is not affected by this Order.

3. Health and Welfare. Commanders' responsibility for unit personnel health and welfare extends to the unit CBQ sector without limitation.

a. The health and welfare responsibilities for bachelor enlisted quarters are recognized to be preeminent, and will be directly supported by the billeting director. The unit commander will ensure that the unit health and welfare activities and inspections are published to the billeting director in order to be accommodated without lapse.

b. commanders are to include adequate hours daily in the unit routine for CBQ residents to complete individual housekeeping and area cleanliness duties, with recurring daily monitoring to ensure accomplishment.

2008. SECTOR MANAGERS. Upon appointment, sector managers will identify themselves to the billeting director and will attend a CBQ billeting program briefing at the earliest occasion. The sector manager is responsible for the following functional activities and duties.

1. Management of assignments to buildings and rooms within the unit sector, for quartering personnel of the unit in bachelor quarters. The sector manager or his designated representative will assign unit members in the grade of sergeant and below to their room within the CBQ sector, on the written CBQ Room Assignment Notice. The regulations contained in paragraph 2010 will govern room assignments to sergeant and below, and will be strictly applied by the Sector manager.

2. Submitting a monthly billeting report to the billeting director by the fifth day of each month. Appendix B is a sample format to be utilized for this report.

3. Conduct routine, recurring tasks to ensure the sector area is in a good state of police and that buildings and rooms have the proper state of cleanliness to support health and welfare of

DEC 09 1998

residents. -Sector managers will designate cleaning and policing procedures in their sector and, will ensure the timely notification to facility managers as to dates and times of unit field days, for the delivery of cleaning equipment and supplies. Supplies and equipment will be purchased by the CBQ office and stored within the sector community building for issue and use in cleaning and area police. The sector manager will notify the facility manager of the unit inspection programs to monitor cleanliness and correct discrepancies.

2009. FACILITY MANAGERS. Facility managers are assigned members of the CBQ permanent billeting section, whose duties are the management of all physical assets of CBQ facilities.

1. Responsibilities. Facility managers will conduct the operation and maintenance of billeting rooms, community buildings, laundry rooms, recreation areas and refuse disposal areas; and will hold the physical inventory and issue of CBQ room equipment and furniture to residents.

a. Facility managers shall establish a CBQ sector facility manager office within the sector community building or spaces, shall set the optimum operating hours in coordination with the sector manager, and shall sustain the office operation with physical presence during set hours. Operating hours shall be set to accommodate maximum periods of personnel checking in and checking out of the sector, and the conduct of maintenance support.

b. The Facility manager will ensure the furnishing of complete and serviceable equipment and furniture to all bachelor quarters spaces in the sector, and to all community buildings and spaces. This includes responsibility for safety features of facilities and for fire detection, fire alarm, and fire extinguishing assets.

2. Duties. Facility managers perform the following duties and tasks.

a. Joint room inventory and property control to residents checking in to and vacating rooms in the sector:

(1) Receive residents checking in, after their registration and room issue at the CBQ office front desk, and conduct a joint inventory of CBQ property in the assigned room. Verify the resident's acknowledgment of mandatory seven days advance notice to facility manager prior to vacating, in order to accomplish reinventory and recovery of room property and correction of discrepancies and damages.

(2) Inspection and reinventory for residents vacating. Schedule and conduct joint inventory not less than five days prior

DEC 09 1998

to resident's date to vacate (clear) CBQ room. Report findings of damage or loss to the room, fixtures, and CBQ property to the sector manager and the CBQ front desk, for correction/replacement by the resident prior to clearing, as required.

b. Collection and review of daily building occupancy reports.

c. Inspection of common areas for cleanliness and general repair; notifying the appropriate unit representative of status and any necessary corrections

d. Acquire and maintain the cleaning equipment and supplies for housekeeping, as well as for unit field day. Supplies and equipment will be purchased by the billeting office and stored within the sector community building for use. The facility manager will be the point of contact for distribution and access.

e. Process all maintenance requirements with the CBQ Maintenance & Repair Request, HELP NEEDED CARD, Appendix D. The Help Needed Card is the first step in the maintenance and repair program for CBQ facilities. These forms are filled out by residents or by the facility manager. Residents will turn the Card into the facility manager office, depositing it in the box provided. Help Needed Cards are to be used to request maintenance and repair only. They are not used to order furniture or equipment, to request self-help supplies or assistance, or to make administrative requests for a different room, etc. The facility manager submits the Card to the maintenance supervisor for CBQ maintenance work or for work request entry to Public Work Center.

f. Periodic maintenance work reconciliation with sector manager, on a minimum weekly basis.

g. Room key and master key usage. Facility managers are not to retain CBQ or sector master keys. When required to escort maintenance personnel into an occupied CBQ room without the resident present, the facility manager will obtain the single room key from the CBQ front desk, and will leave a note to the resident with the reason for entry, and the time, date annotated and legible signature. Facility managers and DNCOs will refer unit inspection and security personnel to the CBQ front desk for other instances of room key requirements to enter rooms in the absence of residents.

h. Each facility manager will also serve as an alternate facility manager for another set of facilities, and each facility manager will keep the designated alternate facility manager informed on any unique requirements of the sector, should the primary facility manager be unavailable for duty.

2010. CBQ SECTOR ROOM ASSIGNMENTS

1. Assignment of sergeants and below to bachelor quarters will be made by the unit commanders, through their sector managers. The billeting office will issue rooms to individuals in accordance with the room assignments designated by sector managers.
2. The bachelor enlisted quarters are intended solely for the billeting of permanently assigned personnel who are bachelors and meet the eligibility requirements of paragraph 2002.1. Requests to billet other than authorized permanent personnel will be referred to this headquarters, to attention of AC/S, G-4.
3. Room occupants will be of the same sex.
4. Assignment to rooms with private bath and toilet facilities will be made without regard to sex.
5. Assignment to adjoining rooms with access to a shared bath or toilet will be the same sex.

2011. RESIDENTS REGULATIONS AND PROCEDURES. Personnel reporting aboard to their permanent duty station will be assigned as a CBQ resident to a permanent room in the unit CBQ sector after they are joined to their unit.

1. Check In Procedures. Personnel on PCS or TAD/TDY orders, upon their arrival will first check in to The Joint Reception Center (JRC) during normal working hours, receive further orders to their unit/section and report to their unit for CBQ room assignment, if eligible. Sergeants and below will next be joined to their unit and report to the unit CBQ sector manager to be issued a CBQ Room Assignment Notice Form. They will then proceed to the billeting office, with the notice form and their orders, for appropriate quarters. Personnel who arrive after normal working hours or on weekends or holidays will check in to the Command Duty Officer (CDO) office also located at JRC. Once the CDO or Command Duty Clerk (CDC) signs and dates the individuals' orders, they will proceed to the billeting office front desk for temporary room assignment until joined to their unit and assigned a permanent room.

- a. Personnel on PCS orders shall be assigned quarters by their unit sector manager, and will be issued a key to their assigned room by the billeting office. Unit integrity is a priority; all efforts will be made to quarter personnel with other members of their unit and rank equivalent.

- b. The billeting office front desk will take all personal data from the residents, register them into the current database and file, and issue a room key and a furnishings inventory form.

980 09 1507

c. The resident will report to the facility manager of the CBQ sector with the room furnishings inventory form and a joint room inventory will be conducted. Once the inventory is completed and signed, the resident will be provided a copy and the billeting office will retain a copy on file.

d. Once assigned to a room, the resident will not change room without the approval of the sector manager, who must notify the billeting office. The resident will complete check out and check in procedures for new room assignment, including room inventories.

2. Check Out Procedures. Termination of CBQ residency may be through PCS orders, TAD orders, separation from armed forces, change in marital status, or as directed by Commanding General.

a. Check out procedures will be performed during normal billeting office work hours: Monday-Friday, 0700-1530. Only emergency check out will be conducted outside these hours.

b. Residents will check out during working hours by first contacting the facility manager to complete a joint room inspection, inventory of assigned room furnishings, and turn in of bedding and linen supplies. Residents are responsible for cleaning their quarters prior to a final inspection, and are liable for repair costs incurred as a result of negligence. Discrepancies found during the check out will be resolved prior to the termination of residency. Residents having any missing, damaged or destroyed government property will initiate a missing, damaged or destroyed government property statement and will not be permitted to check out until the situation is resolved. Emergency check out will be conducted through the billeting office front desk, and will include the inspection, inventory, and turn in delineated above.

d. Personnel checking out will present the completed facility manager's joint inventory form, linen, and keys to the billeting office, to have a check out card completed. Once the card is signed by the billeting office manager, it will be put on file for a period of one year.

3. Security. Rooms will be kept locked when not occupied. Windows will be properly secured. Every tenant is responsible for the personal support equipment (PSE), that is government furniture and equipment, in their rooms. Wardrobes, lockers and closets will be locked with a personal padlock. In the event the padlock key is lost, the occupant will report it to the sector manager or DNCO who will ensure a witness is present when the lock is cut. After working hours, the resident will contact the DNCO who will witness the cutting of the padlock. The resident will not, under any circumstances, attempt to force the door open or to disassemble the unit, as such action is considered destruction of government property. Government locks will not be used as personal padlocks.

4. Alcohol: Possession and consumption of alcohol beverages is authorized only for persons age 21 years or older. Contribution of alcohol substances to anyone under the age of 21 is unlawful.

a. Sergeant and corporal (E-5 and E-4) CBQ residents may possess a maximum of two six packs of beer or two one liter bottles of unfortified wine (less than 17% alcohol).

b. Lance corporals and below (E-3 and below) CBQ residents may possess a maximum of one six pack of beer or one liter bottle of unfortified wine.

c. Possession and consumption of distilled spirits (liquor) is prohibited in all CBQ Sector areas. Unit commanders have the authority to restrict the possession and use of alcohol by members of their command residing in bachelor quarter spaces to smaller maximum quantities if they determine necessary.

d. The possession and use of alcohol in moderation is permitted in the lounges, courtyards and individual quarters. Residents must ensure that they do not contribute to underage alcohol use in the exercise of this privilege.

e. Drunkenness and abuse of alcoholic beverages in or around the bachelor quarters area is prohibited.

5. Visitation Procedures.

a. Visitors and guests are synonymous and are defined as anyone who is not a resident of the bachelor quarters. Residents are fully responsible for the conduct of their visitors and will ensure that all rules and regulations are followed. Unaccompanied visitors will not be allowed to loiter in the bachelor facilities. Civilian visitors under the age of 18 years of age must be accompanied by a parent or legal guardian.

b. Sergeants and below are authorized visitors in the sector bachelor quarters between the hours of 0800 and 2200 on Sunday through Thursday, and between 0800 and 2400 on Friday and Saturday.

c. All visitors to bachelor quarters in unit CBQ sectors will check in and check out with the appropriate DNCO when conducting their visits. Overnight stay by visitors are not authorized. Unit commanders should ensure visitors and areas are sufficiently monitored to protect the good order of the area.

6. Smoking. Smoking is not permitted within CBQ sector bachelor quarters buildings.

2011  
DEC 09 1998

SOP FOR BILLETING

7. Smokeless Tobacco. Use of smokeless tobacco is allowed in individual rooms; and is prohibited in lounge and courtyard areas.

8. Noise. Sound equipment, stereo and televisions will not be played at a volume objectionable to other residents. Between the hours of 2200 and 0600, the volume will be turned down so that it cannot be heard by sleeping roommates or in adjacent rooms. The use of headphones is strongly encouraged. Persistent offending individuals will lose audio equipment privilege and the equipment will be boxed and stored.

9. Electrical appliances. Only televisions, radios, stereo systems, personal computer systems, fans, razors, irons, microwaves, refrigerators, and coffee makers are permitted. All electrical appliances will be provided by the residents. Electrical appliances are permitted at the owner's risk with no liability to the U.S. Government for theft, loss or damage. The above mentioned appliances will use a wall blocks or extension cord with a surge protector reset button, all others are unauthorized. Refrigerators and microwave oven will be plugged directly to the wall circuit. Electrical appliances must be turned off when the room is unoccupied. Tampering with electrical, plumbing, heating fixtures or control devices is prohibited.

10. Fire and flame prohibition. The use of hot plates, camp stove, heat tabs, electric skillets, ovens and other similar devices are not permitted. The heating of food and beverages in microwaves is permitted. The use of toasters, coffee makers and microwave oven is authorized. The burning of incense, candles, and other open flame products are prohibited. Open flame cooking is permitted only in the designated barbeque/picnic areas.

11. Room Decor. Rooms should be kept in a neat, clean and orderly manner. Bunks will be made in a military manner; personal sheets and bedding are allowed. Decor shall be of a high professional standard. Care shall be taken to ensure rooms are not damaged by decorations. Displaying paraphernalia from any organization that espouses supremacist causes; attempts to create illegal discrimination based on race, color, creed, sex, religion, -or - national origin; advocates the use of force or violence; or otherwise engages in efforts to deprive individuals of their civil rights is prohibited. The display of paraphernalia that advocates illegal drug use and the display of pornographic material is also prohibited.

12. Pets. Pets of any kind are prohibited. This prohibition is to all mammals, fish, reptiles, birds, amphibians, and insects. The visitation of pets in rooms, lounges or any CBQ space is prohibited. Plants are permitted, provided they are not controlled or illegal substance. Plants must be properly contained to prevent water damages.

DEC 09 1998

13. Gambling. Gambling is not allowed in the rooms or any other area of the CBQ.
14. Weapons. Possession, storage and use of firearms, ammunition, fireworks, explosives, or other dangerous weapons is not allowed.
15. Hazardous materials. No gasoline, paint, charcoal or other highly flammable liquids are allowed in the CBQ rooms.
16. Clothing and laundry. Hanging or drying clothes or other items on fire sprinklers, ventilation blinds, lamps, furniture, or windows is prohibited.
17. Absences. Residents going on temporary duty travel or annual leave in excess of 30 days are to notify the Facility Manager.
18. Telephone and Cable Service. Telephone service outlets and cable television connections are available in each BEQ room. It is the responsibility of the room residents to arrange for the cable television service and pay for all connection, monthly service and disconnection charges. Commercial interior antennas may also be used. Exterior or makeshift antenna systems are not allowed. Satellite dishes will not be attached to any part of CBQ structure. The sharing of cable where lines are spread from room to room or holes in bulkhead made by the residents is prohibited. Cable service is a privilege not a right, therefore if for any official reason the resident is reassigned the individual will be responsible for his/her reconnection fee.

#### 2012. PRIVATELY OWNED VEHICLES (POVs)

1. POVs for purposes of this order includes all bicycles and motorized two or more wheeled vehicles.
2. There will be no individually designated vehicle spaces in the parking area. Parking will be on a first come, first serve basis.
3. Motorcycles and similar vehicles will be parked in spaces specifically identified for them.
4. All station vehicle regulations will be strictly enforced in the bachelor housing areas. Violations could result in loss of driving privileges, eviction from quarters, and/or disciplinary action.
5. Mopeds and similar motorized vehicles will be secured only in the racks provided in the bachelor housing parking area. These vehicles will not be taken into bachelor housing rooms. Bicycles may be secured at these racks, or bicycles may be stored in the resident's room or unit storage area. Such interior storage shall

DEC 09 1998

not soil or damage the floor covering, walls, or furnishings in any way.

6. Recreational vehicles, trailers, boats, motor homes, campers and buses may not be parked overnight unless they are the primary transportation of the members. Storage of these vehicles will be coordinated by the director, Morale, Welfare and Recreation (MWR). The Provost Marshal will coordinate storage of the aforementioned vehicles for deploying active duty personnel.

7. Bachelor housing residents are authorized to perform minor repair or service work on their personal vehicles in parking areas. Nonresidents are prohibited. Minor repairs are those repairs that do not prevent the vehicle from being moved under its own power for more than 4 hours.

8. No repair or service work to any motorized vehicle is permitted in areas not designated for bachelor housing resident parking or adjacent properties. The Auto Hobby Shop is the only authorized location for major repairs and is available to all authorized patrons.

9. Residents must exercise proper care to ensure that no vehicle fluids are discharged onto the pavement. Such repair/service work shall not result in petrochemical spills that damage the pavement or pollute the environment. Vehicle parts, packaging materials for the same, and tools must be disposed of or secured in the vehicle at the conclusion of work for the day.

10. It is the responsibility of the individual service member to plan what to do with a POV in the event of leave, TAD, hospitalization, or confinement. The preferred action is to store the vehicle in an authorized area.

11. When participating in unit deployments or TAD in excess of 30 days, occupants will contact their unit representative at the PMO and arrange for the storage of their POV. Vehicles will not be left in the bachelor housing parking areas.

12. It is illegal to abandon any POV aboard MCAS Miramar. Owners who abandon vehicles aboard the station may be subject to disciplinary action. Abandoned vehicles are described as being any of the following: an eyesore, flat or missing tires, missing doors, missing engine parts, missing fenders, or having two or more broken windows.

13. All motorized vehicles must be registered with PMO.

2013. CARE OF FACILITIES AND PROPERTY

1. PSE will not be removed from rooms or buildings, nor may it be moved from room to room without permission from the CBQ director.
2. Lounge furnishings and equipment will not be removed from the lounges and placed in rooms or hallways.
3. Any damage to PSE or the quarters will be reported immediately to the facility manager. SNCOs and officers will report damage to the consolidated billeting office.
4. Painting of any bachelor housing surface, interior and exterior, must be approved by the CBQ director. This is not intended to discourage authorized self-help projects but rather to ensure that compliance is met with overall bachelor housing regulations.
5. Placing decals or stickers of any type on any bachelor housing interior and exterior surfaces (to include PSE, doors, windows, and mirrors) is prohibited.
6. No pictures, paintings, posters or other wall hangings may be permanently affixed to the bulkheads with any device such as nails, screws, picture hooks or other fasteners that will cause permanent damage to the bulkhead. These items may be temporarily affixed. All tape and residue must be removed when vacating quarters and any damage to the surface repaired.
7. Tampering with or attempting to maintain, disconnect or repair any TV antenna, electrical device, intercom or fire alarm system is not authorized. Problems will be reported to the facility manager who will arrange for maintenance service through the CBQ office. officers and SNCOs will report problems to the CBQ office.
8. Residents may be held responsible for any damage to the room, bachelor housing building, or the furnishing and equipment caused by misuse, misconduct or negligence.
9. Free standing wall lockers present a safety risk in case of an earthquake, therefore permanent wall lockers will not be removed from the bulkhead in any bachelor housing.

2014. KEY CONTROL PROCEDURES

1. Information. CBQ quarters rooms have either a combination or key lock to gain entry into residents individual quarters. Residents are responsible to safeguard their key from being misplaced, damaged, lost, stolen or given to a nonresident of their

DEC 14 1996

assigned quarters being shared with other individuals. The same responsibility applies to combination locks.

a. Room keys are the property of the U.S. Government and will not be duplicated.

b. The room keys will not be marked with the room number or building number. A code will be assigned for each key. If a key is marked with a room number, it should be replaced immediately and the new key will be marked with the proper code.

c. The billeting office shall organize an appropriate key control management program.

d. Keys are to be kept secure at all times under a double-lock security system.

2. Key Replacement. All CBQ residents use a key lock to gain access to individual rooms. Residents will report to the billeting office for replacement of lost, stolen or misplaced keys and will be subject to a replacement charge.

a. Under no circumstances, will tenants residing in bachelor housing be allowed to change or modify their key lock. Requests to change the room lock will be made to the billeting director.

b. If a key lock malfunction is determined to be caused by anything other than normal use, wear and tear, or other reasonable malfunction, the current room occupants will be considered to be liable for the reimbursement costs associated with the repair and replacement of the lock. Other than normal use includes vandalism, abuse, tampering and attempted unauthorized repair.

SOP FOR BILLETING

CHAPTER 3

POLICIES AND PROCEDURES FOR TRANSIENT BILLETING

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL .....	3000	3-3
POLICIES AND PROCEDURES FOR OCCUPANTS OF TRANSIENT QUARTERS .....	3001	3-3

## SOP FOR BILLETING

### CHAPTER 3

#### POLICIES AND PROCEDURES FOR TRANSIENT BILLETING

3000. GENERAL. All transient billeting operated by the billeting office is administered through the nonappropriated fund instrumentality titled the MCAS Miramar billetingFund.

1. Mission. The CBQ billeting office operates designated transient quarters primarily to provide a service to duty transient personnel and TAD/TDY students, and to conserve appropriated funds through reduced per diem payments.

2. Authority. The MCAS Miramar Billeting Fund will be operated under the control of the Commanding General, subject to the authorization contained in MCO 11000.22, instructions and procedures contained in DoD 7000.14-R, and such additional instructions as may be issued by the Commandant of the Marine Corps and the Comptroller of the Navy.

#### 3001. POLICIES AND PROCEDURES FOR OCCUPANTS OF TRANSIENT BILLETING

1. Authorized Patrons. The following personnel are entitled to occupy designated transient quarters on a confirmed reservation basis:

a. Military personnel and Department of Defense civilian members on TAD/TDY orders.

b. American Red Cross and Navy Relief Society officers or employees on official business.

c. U.S. and foreign citizens traveling as guests of the Armed Forces.

d. Reserve personnel in a TAD/TDY status, unit training status or on annual training.

e. TAD/TDY foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs.

f. Family members on medical TAD/TDY orders.

g. Military personnel, or their family members, arriving at or departing from MCAS Miramar on PCS orders when TLF or permanent housing is not immediately available.

DEC 09 1998

h. Official guests of the Commanding General.

2. Space Available Patrons. The following personnel may occupy designated transient quarters on space-available basis:

a. Geographical bachelors. Geographical bachelors are not entitled to bachelors quarters at no cost and shall be assigned quarters only on a space-available basis. Geographical bachelors may be assigned to shared rooms. Space available assignments may be terminated at any time, after reasonable notice, when the space is needed for occupancy by personnel in higher priority categories. Reasonable notice is considered to be 7 calendar days to arrange for off-station quarters. Geographical bachelors will be assessed the transient billeting daily fee for services provided, at prevailing room rates.

b. Military retirees.

c. Military personnel on leave.

d. Family members or guests of military personnel assigned to MCAS Miramar.

3. For personnel who are neither on TAD nor traveling as guest of the Armed Forces, the maximum period for occupying transient quarters is 30 days. The 30 day limit may be waived by the Commanding General on a case by case basis for reasons of military necessity or personal hardship.

4. Non-duty Transients. Non-duty transients may be accommodated on a space-available basis only. Non-duty transients shall be advised at the time of registration that occupancy is strictly on a day to day, space available basis and that they must vacate no later than the following day if the quarters are required for duty transients.

5. Reservations for VIP Quarters. Reservations and policies for officer VIP quarters are made exclusively by the Office of the Commanding General. Reservations may be made up to three months in advance. MCAS Miramar hosts senior flag officers, and other senior government personnel, including the Commander-in-Chief. Although every effort will be made to avoid it, personnel with reservations may be displaced by senior flag or government personnel with very little advanced notice. The billeting director may assign other guests (O6 and above or DoD civilian equivalent) to the VIP quarters after 1600 for one night on a space available basis.

DEC 09 1998

6. Groups, Conferences and Exercises. Large groups of personnel who are traveling to MCAS Miramar for inspections, monitor visits, conferences or exercises may make reservations requests to the Billeting office as far in advance as six months. Specific requirements for those groups will be worked out on a case by case basis. Direct communication from the group coordinator to the billeting director is encouraged.

7. Certificates of Non-Availability. Certificates of non-availability (CNAs) are issued at the front desk in building 4312. CNAs are only given to personnel on TAD/TDY orders to MCAS Miramar. A CNA will be given to any patron if quarters are unavailable for any part of the duration of their temporary duty. If adequate transient quarters are available for the duration of an individual's (or group's) stay, a CNA will not be issued.

9. Checking In. All personnel checking in to transient quarters will do so at the billeting office front desk, which is open 24 hours a day, 7 days a week. A credit card imprint or a deposit (equal to the service fees for the length of the stay) will be required at that time.

10. Rules of Conduct. The following rules of conduct apply to all personnel while they occupy transient quarters aboard MCAS Miramar.

a. Guests may visit non-private rooms during the hours of 0600 to 2200, Sunday through Thursday, and from 0600 to 0100 the next day, on Friday and Saturday (and the night before a holiday).

b. Guests may visit private rooms at any time. However, overnight guests must be reported to the front desk for proper adjustments to the service fee.

c. Personnel under the age of 21 will not consume, transport or possess any alcoholic beverage. Personnel age 21 and older may consume, transport and possess any alcoholic beverage, provided they follow other applicable laws, rules & regulations. Occupants who store alcoholic beverages in non-private rooms also bear the responsibility to ensure that only personnel 21 and older consume it.

d. Gambling is not allowed in any transient billeting facility.

e. The best way to avoid pest infestation is to properly store food. All food in a room will be stored in the refrigerator or in a sealed plastic or metal container (not a cardboard box).

f. Common sense and courtesy must prevail when loud music or conversation is concerned. Occupants of transient billeting facilities must realize that some occupants work unusual hours, and may only have the opportunity for sleep during the day. Occupants

DEC 09 1998

should not hesitate to ask someone to respect quiet hours. If you are asked, be cooperative.

g. Pets are not allowed in any transient billeting facilities.

h. Smoking is prohibited in all transient billeting facilities.

i. The washing machines and dryers located within the transient billeting facilities are to be used for personal clothing and uniforms only. Personnel may not wash or dry combat boots, shoes or field equipment in these machines. (The Station Laundromat has coin-operated machines that can handle heavy-duty loads.)

j. Violations of any of the rules listed above should be reported to the front desk. Violation of any rules may result in administrative action (including removal from transient quarters) and punitive action.

SOP FOR BILLETING

CHAPTER 4

MCAS MIRAMAR BILLETING FUND

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL . . . . .	4000	4-3
RESPONSIBILITIES . . . . .	4001	4-4
CUSTODIAN . . . . .	4002	4-4
ACCOUNTING CLERK . . . . .	4003	4-6
MWR ACCOUNTING . . . . .	4004	4-6
BILLETING FEES . . . . .	4005	4-6
CREDIT . . . . .	4006	4-7
APPROPRIATED FUND SUPPORT . . . . .	4007	4-7
PETTY CASH FUND . . . . .	4008	4-7
CHANGE FUND . . . . .	4009	4-7
PURCHASING PROCEDURES . . . . .	4010	4-7
EXPENSES . . . . .	4011	4-8
SURPRISE CASH VERIFICATION . . . . .	4012	4-8
SECURITY OF CASH . . . . .	4013	4-8
SAFE COMBINATIONS . . . . .	4014	4-8
PROPERTY AND EQUIPMENT . . . . .	4015	4-8
INVENTORY . . . . .	4016	4-8
CERTIFICATION OF DISPOSITION . . . . .	4017	4-9
INTERNAL AUDITS . . . . .	4018	4-9
CIVILIAN PERSONNEL SERVICES . . . . .	4019	4-9
PAYROLL ADMINISTRATION . . . . .	4020	4-9

SOP FOR BILLETING

CHAPTER 4

MCAS MIRAMAR BILLETING FUND

4000. GENERAL. The MCAS Miramar Billeting Fund is established and operated for the purpose of providing transient billeting support services not otherwise available at reasonable cost, and for maintaining the well being, morale and efficiency of the command and its tenant units.

1. AUTHORITY. The MCAS Miramar billeting Fund will be operated under the control of the Commanding General, MCAS Miramar, subject to the authorization contained in Commandant of the Marine Corps (CMC) ltr LFF-3 EC:CBL of 12 November 1980 and instructions and procedures contained as per the current editions of references (a) through (g), and such additional instructions as may be issued by the CMC and the Comptroller of the Navy.

2. CONSTITUTION AND BY-LAWS. The MCAS Miramar Billeting Fund will be governed by the Constitution and By-Laws which are provided in Appendices E and F.

3. ORGANIZATION. The MCAS Miramar Billeting Fund will consist of a Consolidated Bachelor Quarters (CBQ) Office and such facilities as may be authorized and established with the approval of the Commanding General, MCAS Miramar to meet the requirements of the command.

4. ADVISORY COUNCIL

a. MCAS Miramar billeting Fund Advisory Council will consist of the following appointed members:

- (1) Station Assistant Chief of Staff (AC/S), G-4 (Chairman);
- (2) Station Public Works Division/Assistant Public Works Division Officer;
- (3) Station AC/S Comptroller/Deputy Comptroller;
- (4) AC/S, Morale, Welfare and Recreation (MWR)/Deputy AC/S, MWR;
- (5) 3d Marine Aircraft Wing (MAW) Field Grade Officer;
- (6) Marine Aircraft Group 46 Field Grade Officer;
- (7) Custodian, MCAS Miramar Billeting Fund;

- h. Internal Review/NAF Specialist (Non-Voting Member); and
- i. CBQ billeting director

2. The advisory council will meet at least once each quarter or more often as deemed necessary by the chairman. It will consider all recommendations pertaining to the management and operational policies of the billeting fund and make recommendations to the Commanding General.

4001. RESPONSIBILITIES. The affairs of the MCAS Miramar billeting Fund will be conducted by the custodian of the billeting fund under the staff cognizance of the AC/S G-4. The custodian of the billeting fund will be the AC/S G-4, Resources Management Officer (5EA3). A Miramar billeting Fund Advisory Council will recommend management and operational policies for approval by the Commanding General. Administration of the MCAS Miramar billeting Fund will be conducted from the CBQ billeting office located at Building M312, MCAS Miramar. The CBQ billeting office will be operated by the CBQ billeting director.

4002. CUSTODIAN

1. The custodian is the legal administrator of the MCAS Miramar billeting Fund and will be responsible for the financial operation of the fund according to current directives, regulations and as set forth in Appendix G. Such responsibilities for the efficient operation and management control of the billeting Fund shall include, but not be limited to, the following:

- a. Executing the policies and directives set forth by the Commanding General, MCAS Miramar.

- b. Budgeting all contracts by and for the billeting fund. This authority may not be delegated. All contracting will be done through an established contracting office.

- c. All acts or omissions of the billeting fund management personnel.

- d. The adequacy of maintenance and security of the billeting fund cash, stock and property.

- e. Providing the Chairman of the Advisory Council a copy of the following monthly reports.

- (1) Revised/actual figures -- profit and loss budget.

4002  
DEC 09 1990

(2) Monthly statements of operations.

(3) Any other reports that pertain to the MCAS Miramar Billeting Fund.

f. Providing guidance to the advisory council as required, and attending meetings insofar as practicable.

g. Exercising control over assigned military and civilian personnel.

h. Making unscheduled periodic inspections, inventories and cash counts to ensure adherence to proper management policies and that any/all handling of cash complies with existing regulations.

i. Establishing the hours of operation and requiring the presence of an appointed cashier during the time the billeting fund is open for business.

j. Establishing procedures to ensure the collection of appropriate fees from tenants of transient facilities.

k. The assignment of transient personnel to appropriate facilities as per current billeting directives.

l. Submission of the MCAS Miramar billetingFund operating budget as set forth in current directives.

m. Ensure purchasing procedures contained in references (b) and (c) and this manual are complied with in their entirety.

n. Submission of the MCAS Miramar billetingFund Annual Financial Statement as set forth in current directives.

2. When the custodian is relieved, an invoice shall be prepared for the successor for all funds, property, accounts and memorandum receipts of the billeting fund and the successor will receipt the same. A combination invoice and receipt, prepared as per current directives, will be used for this purpose. The original shall be retained in the files and signed copies shall be furnished to the relieving and relieved personnel.

3. When a custodian is assigned, a bank specimen signature letter shall be prepared for the Commanding General's approval.

4. The custodian shall be a member of the MCAS Miramar billetingFund Advisory Council with full voting privileges.

5. The custodian shall maintain current files on all orders and directives pertaining to the MCAS Miramar Billeting Fund.

4003  
DEC 09 1982

SOP FOR BILLETING

4003. ACCOUNTING CLERK. The MCAS Miramar Billeting Fund Accounting Clerk shall:

1. Ensure that all revenue generated daily is posted to the correct cost center. Prepare accounting documents for Accounting.
2. Ensure that a Daily Activity Record is prepared by each cashier for each day's receipts and is supported by a certified bank deposit slip and serialized receipt documents. The receipt documents are required to be used in numerical sequence for internal control purposes.

4004. CBO ACCOUNTING. Accounting may be contracted to the local MWR activity, a commercial enterprise or by the G-4 Resources Plans and Operations Analysis Division, as appropriate. Services provided will include:

1. Full payroll maintenance.
2. Generation of payroll and personnel reports and services.
3. Full service personnel and administrative support.
4. Provide all the above services for an annual fee as negotiated in reference (h).

4005. BILLETING FEES

1. Billeting fees will be charged to all persons using the following transient billeting facilities:
  - a. Transient Officers Quarters.
  - b. Geographical Bachelor Quarters.
  - c. Transient Enlisted Quarters.
2. Billeting fees will be recommended by the MCAS Miramar Billeting Fund Advisory Council and approved by the Commanding General.
3. Only approved fees shall be collected by appointed billeting cashiers.
4. Serialized receipt documents will be prepared for all fees collected and a copy provided to the guest.
5. A Daily Service Charge shall be applied, if more than thirty

DEC 09 1998

(30) minutes, once the individual has checked in.

4006. CREDIT. No extension of credit to any individual patronizing the billeting fund is authorized. All charges are payable on or before the date of departure from assigned facilities.

4007. APPROPRIATED FUND SUPPORT. The MCAS Miramar Billeting Fund is authorized appropriated fund support as outlined in the appropriate directives.

4008. PETTY CASH FUND. The MCAS Miramar Billeting Fund is authorized a petty cash fund not to exceed \$500.00, as allowed by reference (b). The specific amount of petty cash in the Miramar billeting fund is cited in Appendix G.

1. Petty cash expenditures will not exceed \$150.00 for any one transaction. Splitting of purchases to circumvent the \$150.00 limitation is prohibited. (\$200.00 for emergency circumstances.)
2. Each petty cash expenditure shall be supported by a pre-numbered petty cash Voucher and the vendors invoice. This voucher will be approved by the Custodian and will be filled out in its entirety.
3. Petty cash funds shall be replenished prior to the close of business each month. Petty cash funds may be replenished on a more frequent basis if deemed necessary.
4. The petty cash fund shall not be commingled with appropriated, other nonappropriated, or personal funds.

4009. CHANGE FUND. The MCAS Miramar Billeting Fund is authorized a change fund as allowed in reference (b). The fund is to provide funds to the cashiers for making change and shall not exceed \$800.00.

#### 4010. PURCHASING PROCEDURES

1. Purchases (other than those authorized by paragraph 6008 of this manual) will be accomplished through the use of a Purchase Order (NAVCOMPT Form 2213), issued and approved by the custodian. The Contracting Officer, Supply Department, MCAS Miramar, is designated as the purchasing agent for the billeting fund. The custodian will only issue a purchase order for those items authorized for purchase with nonappropriated funds, as per existing regulations. Subsequent to the custodian's approval, the following purchase order procedures shall be complied with in their entirety:

DEC 09 1998

- a. The white copy will be given to the vendor.
- b. The blue copy will be filed in numerical sequence by the bookkeeper and retained in the CBQ office.
- c. The green copy will be completed by the designated receiving agent and, along with the vendor's invoice/cash register tape itemizing the expenditures, it will be returned to the custodian at the CBQ office.
- d. The yellow copy will be completed and retained in the CBQ office.

4011. EXPENSES. Each expenditure will be made by check, or VISA (IMPAC) credit card except for authorized petty cash disbursements.

4012. SURPRISE CASH VERIFICATION. Unscheduled cash verifications are authorized to be conducted at any time as directed by the Commanding General or the custodian. Such verification must be done at least quarterly as per the current edition of reference (b).

4013. SECURITY OF CASH. All cash shall be maintained in a locked safe when not under the physical control of the appointed cashier. Under no circumstances will cash be left unattended by a cashier unless it is secured in a locked safe.

4014. SAFE COMBINATIONS. Personnel responsible for the safekeeping of any funds will furnish via the AC/S, G-4 to the Commanding General the safe combination in a double sealed envelope with the date and signature of the respective personnel recorded thereon. Safe combinations shall be changed at least annually, whenever responsibility for the safe changes (i.e., relief of custodian, reassignment of safe, etc.) or when deemed necessary for other reasons, as per reference (c).

4015. PROPERTY AND EQUIPMENT. The custodian is responsible for maintaining accountability of all property and equipment belonging to, and/or assigned to, the billeting fund.

4016. INVENTORY. An annual physical inventory is required of all nonexpendable property. Quantities counted must be reconciled with the quantities which appear on the Stock Records, and the dollar

DEC 09 1998

value listed on the Property and Equipment Inventory Records. Adjustments shall not be made until approved by the Commanding General.

4017. CERTIFICATE OF DISPOSITION. Nonexpendable billeting fund property will not be dropped from the property records until a Certificate of Disposition, has been approved by the Commanding General.

4018. INTERNAL AUDITS. The Marine Corps Nonappropriated fund Audit Service (MCNAFAS) Auditor, Marine Corps Recruit Depot (MCRD), San Diego, CA, a representative of the Fiscal Director of the Marine Corps, has been assigned audit cognizance and will conduct audits of this fund at such times and under conditions prescribed as per the current edition of reference (e). Internal audit reports prepared by the MCNAFAS Auditors are submitted to CMC-(FDR) with a copy provided to the Commanding General. Resource Evaluation and Analysis/NAF Specialists are authorized free access to the activity to perform surprise cash counts, conduct reviews, or to observe operations. Reports issued by the NAF Specialist, Resource Evaluation and Analysis, are submitted, via the AC/S, Comptroller, to the Commanding General.

4019. CIVILIAN PERSONNEL SERVICES. Marine Corps Air Station Miramar billeting fund employee servicing will be accomplished under the cognizance of the director, MWR, as per Marine Corps directives for Nonappropriated fund Instrumentalities (NAFI).

4020. PAYROLL ADMINISTRATION. Marine Corps Air Station Miramar Billeting Fund employee timekeeping and payroll administration will comply with the current edition of reference (b) and NAFI personnel directives.

## SOP FOR BILLETING

## APPENDIX A

## CBQ FACILITIES

<u>BLDG NO</u>	<u>REMARKS</u>
M298	DEMOLISH 9901
M299	DEMOLISH 9901
M300	DEMOLISH 9901
M301	DEMOLISH 9901
M302	DEMOLISH 9901
M303	DEMOLISH 9901
M304	DEMOLISH 9901
381	DEMOLISH 9901
382	DEMOLISH 9901
M312	PERMANENT/TRANSIENT
M325	TRANSIENT
5532	PERMANENT
5533	PERMANENT
5534	PERMANENT
5535	PERMANENT
5536	PERMANENT
5537	PERMANENT
5639	PERMANENT/TRANSIENT
5640	PERMANENT/TRANSIENT
5697	PERMANENT
5698	PERMANENT
5701	PERMANENT
5703	PERMANENT
5704	PERMANENT
5705	PERMANENT
5706	PERMANENT
5707	PERMANENT
5708	PERMANENT
5709	PERMANENT
5711	PERMANENT
5712	PERMANENT
5101	UNDER CONSTRUCTION
5102	UNDER CONSTRUCTION
5104	UNDER CONSTRUCTION
5105	UNDER CONSTRUCTION
5106	UNDER CONSTRUCTION
5107	UNDER CONSTRUCTION
5111	UNDER CONSTRUCTION

## APPENDIX A

## CBQ FACILITIES

<u>BLDG NO</u>	<u>REMARKS</u>
5112	UNDER CONSTRUCTION
5113	UNDER CONSTRUCTION
5114	UNDER CONSTRUCTION
5115	UNDER CONSTRUCTION
5201	UNDER CONSTRUCTION
5202	UNDER CONSTRUCTION
5203	UNDER CONSTRUCTION
5204	UNDER CONSTRUCTION
5205	UNDER CONSTRUCTION
5206	UNDER CONSTRUCTION
5207	UNDER CONSTRUCTION
5301	UNDER CONSTRUCTION
5302	UNDER CONSTRUCTION
5303	UNDER CONSTRUCTION
5306	UNDER CONSTRUCTION
5307	UNDER CONSTRUCTION
5308	UNDER CONSTRUCTION
5309	UNDER CONSTRUCTION
5401	UNDER CONSTRUCTION
5402	UNDER CONSTRUCTION
5403	UNDER CONSTRUCTION
5404	UNDER CONSTRUCTION
5405	UNDER CONSTRUCTION
5406	UNDER CONSTRUCTION
5407	UNDER CONSTRUCTION
5408	UNDER CONSTRUCTION
5409	UNDER CONSTRUCTION
5411	UNDER CONSTRUCTION
5412	UNDER CONSTRUCTION
5413	UNDER CONSTRUCTION
5414	UNDER CONSTRUCTION
5416	UNDER CONSTRUCTION
5417	UNDER CONSTRUCTION

APPENDIX B

BACHELOR QUARTERS MONTHLY OCCUPANCY REPORT

BLDG. NUMBER	TOTAL BEDSPACE	BONAFIDE BACHELORS			SUB TOTAL	RANK ADJ	NET SPACE UTILIZED	OCC RATE	UNIT ASGN	NUM GB'S ASGN
		E1-E4	E5	E6-E9						
698	324	250	37		287	37	324	100%	MALS-11	
5701	48	30	1		31		31	65%	HQ MAG-11	
5703	48	44			44		44	92%	VMFA-225	
5704	72	64	5		69		69	90%	VMFA-323	
5705	44								VMFA-225	
5708	44									
5707	24								VMFA-101 AP	
5708	68								VMFA-242	
5709	48								VMFA-314	
5711	24								VMFA-323	
5712	48								VMFA-314	
<b>TOTAL</b>	<b>792</b>	<b>388</b>	<b>43</b>		<b>431</b>	<b>37</b>	<b>468</b>	<b>59%</b>		

Single personnel residing off base and receiving BAH at the without-dependent rate:

W1-O6: \_\_\_\_\_

E6-E9: \_\_\_\_\_

E1-E5: \_\_\_\_\_

Total

E1-E5 personnel without dependents, residing off base, for whom adequate government quarters are assigned or available: \_\_\_\_\_

Sector Managers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

??  
??  
??

SOB FOR BILLETING

APPENDIX C

REQUEST FOR PERMISSION TO RESIDE IN BACHELOR QUARTERS

UNITED STATES MARINE CORPS

Headquarter and Headquarters Squadron  
Marine Corps Air Station Miramar  
San Diego, California 92145

(Date) \_\_\_\_\_

FROM: \_\_\_\_\_  
(RANK, LAST NAME, FIRST NAME, MI, SSN, BRANCH OF SERVICE)

\_\_\_\_\_  
(UNIT, WORK SECTION, WORK PHONE NUMBER)

TO: Commanding General, MCAS, Miramar (Attn: 1EA)

SUBJ: REQUEST FOR PERMISSION TO RESIDE IN BACHELOR  
ENLISTED/OFFICER QUARTERS

Ref: (a) StaO P 11100.4

1. Per the reference, request that I be permitted to reside in Bachelor Quarters. My present status is: (circle one)

a. SINGLE

b. SINGLE/LEGALLY SEPARATED: Drawing BAQ with dependent rate

c. Married; active duty spouse is stationed at \_\_\_\_\_  
I am currently not drawing BAQ or VHA

d. GEO-BACHELOR; I do not fall into any of the above categories; therefore, I do not qualify for bonafide quarters. My dependents are located at \_\_\_\_\_ and I am applying for geographical bachelor quarters.

2. By my signature, I certify that all of the above information is true and correct to the best of my knowledge. I understand that this is an official document, and if the statements contained herein are false and result in an assignment to quarters which would otherwise be unauthorized, I may be disciplined pursuant to the UCMJ.

\_\_\_\_\_  
Signature and Date

SOP FOR BILLETING

FIRST ENDORSEMENT (ENLISTED MARINES ONLY)

From: Sergeant Major \_\_\_\_\_, (UNIT) \_\_\_\_\_  
To: Commanding General MCAS Miramar (Attn: CBQ Manager)

I have interviewed this Marine, reviewed his/her marital status: geo-bachelor/legal separation/divorce documents (if applicable/, and have verified his/her eligibility to reside in government quarters vice quarters off station. I have advised this Marine of his /her responsibility to keep me informed if there is a change in marital, dependent, or legal status which may render him/her no longer eligible for the type of quarters being requested.

\_\_\_\_\_  
( SGTMAJ's Signature)  
(DATE)

SECOND ENDORSEMENT

From: CO/XO/ADJ/ADMINO \_\_\_\_\_, (unit) \_\_\_\_\_  
To: Commanding General, MCAS Miramar (Attn: CBQ Manager)

I have verified the accuracy of this Marine's request against his/her pay records. I certify he/she is/is not drawing BAQ/VHA; records have been corrected to draw BAQ(Type) \_\_\_\_\_ for \_\_\_\_\_ and VHA (Type) \_\_\_\_\_, which meet the requirements of this request.

\_\_\_\_\_  
(Signature and Date)

THIRD ENDORSEMENT

From: \_\_\_\_\_ (individual)  
To: Commanding General, MCAS Miramar ( Attn: CBQ Manager)

Under the provisions of this request, I understand if my marital status changes or any dependency changes occur which affect my BAQ and /or VHA status, it is my responsibility to inform the Centralized Billeting Office, my unit SgtMaj and my unit Adj/AdminO. Any deviation from this which may indicate fraud, may result in disciplinary action pursuant to the UCMJ>

\_\_\_\_\_  
(Signature and Date)

SOP FOR BILLETING

APPENDIX D

HELP NEEDED CARD

HELP NEEDED CARD  
MORSE WAREHOUSE - 11101/35

---

# HELP

---

THIS IS YOUR  
"HELP-NEEDED"  
CARD

---

This card is designed to assist us in responding to any special requests and maintenance or repair problems that you may have. Please fill it out in duplicate and drop it off at the Monitors' Office.

---

Name \_\_\_\_\_

Req. No.	Room No.	Date

---

Description of Problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOP FOR BILLETING

APPENDIX E

BILLETING FUND CONSTITUTION

ARTICLE I - NAME

This activity shall be titled "MCAS Miramar Billeting Fund."

ARTICLE II - PURPOSE

The MCAS Miramar Billeting Fund is established and operated for the purpose of providing transient billeting support services not available through other channels at reasonable cost, and for maintaining the well-being, morale, and efficiency of this command and tenant units.

ARTICLE III - AUTHORITY

The MCAS Miramar Billeting Fund is established by the authority of the Commandant of the Marine Corps (CMC) in reference (f), and shall be operated as per the procedures contained in the current edition of reference (b) and this manual.

ARTICLE IV - ORGANIZATION

The MCAS Miramar Billeting Fund shall consist of a Billeting Division Office, located in Building M312, and such other facilities as may be authorized and established with the approval of the Commanding General, MCAS Miramar, to meet the immediate needs of the command.

ARTICLE V - PROFITS

The Billeting Fund shall not be operated for the financial benefit of any person, group, or combination of persons. Further, no individual shall have any enforceable financial interest or right in any manner whatsoever in any property used, acquired, or held in the operation of the subject fund. Profits and surplus funds shall be limited to such as may be necessary for capital improvements and the purchase of supplies, property items and other items essential to the operation of the subject funds which are not available through appropriated fund sources.

ARTICLE VI - MEMBERSHIP

Membership is not applicable to the MCAS Miramar Billeting Fund.

SOP FOR BILLETING

ARTICLE VII - CUSTODIAN

The Billeting Fund Custodian will be the legal administrator of the MCAS Miramar Billeting Fund and will be responsible for the financial operation and management of the billeting fund.

ARTICLE VIII - ADVISORY COUNCIL

1. MCAS Miramar Billeting Fund Advisory Council shall be appointed in writing by the Commanding General, MCAS Miramar. It shall consist of not less than seven members, all with full voting privileges. The Internal Review/NAF Specialist will also be an ex-officio member. See paragraph 4000.4. The members will include:

- a. MCAS AC/S, G-4 (Chairman).
- b. MCAS Public Works Division/Assistant Public Works Division Officer.
- c. MCAS AC/S Comptroller/Deputy Comptroller.
- d. MCAS AC/S, MWR Officer
- e. MCAS Miramar Custodian, Billeting Fund.
- f. MCAS Miramar CBQ Director.
- g. 3d MAW Field Grade Officer
- h. MAG 46 Field Grade Officer
- i. Internal Review/NAF Specialist (no voting member).

2. All matters requiring action by the Commanding General, not of an emergency nature, will be submitted through the MCAS Miramar Billeting Fund Advisory Council. Only in cases of extreme urgency will matters be submitted directly to the Commanding General for appropriate action.

ARTICLE IX - VOTING AND DECISIONS

All transactions will be voted on by the Council with at least 60 percent of the members present. A simple majority vote will decide all matters.

SOP FOR BILLETING

ARTICLE X - USE

The facilities operated by the MCAS Miramar Billeting Fund will be available for use by all appropriate members of the Armed Forces of the United States and U. S. Government employees, and personnel authorized as per Marine Corps directives.

ARTICLE XI - FUNDING METHOD AND SOURCE

The funding of the MCAS Miramar Billeting Fund will be by nonappropriated funds generated from fees charged for lodging and services provided by the fund. All administration and accounting will be accomplished by the AC/S G-4, Resources Management Officer. All disbursements from deposited funds will be made on behalf of the fund through checks signed by the Resources Management Officer. However, no single purchase shall be made in excess of \$5000.00 without the prior approval of the Council and the Commanding General, MCAS Miramar.

ARTICLE XII - ADOPTION

Upon acceptance by a simple majority vote of the MCAS Miramar Billeting Fund Advisory Council, and upon approval of the Commanding General, MCAS Miramar, the Constitution will become effective.

ARTICLE XIII - AMENDMENTS

Each proposed alteration, amendment, and addition to this constitution shall be presented in writing to the Council, subject to the approval of the Commanding General, MCAS Miramar.

ARTICLE XIV - DURATION

This fund shall continue in existence until:

- a. The installation to which it pertains is inactivated or placed in standby status.
- b. Otherwise dissolved by competent authority.

ARTICLE XV - DISSOLUTION

Dissolution of the MCAS Miramar Billeting Fund shall be as per pertinent directives.

SOP FOR BILLETING

APPENDIX F

BILLETING FUND BY-LAWS

ARTICLE I - MEETINGS

1. The MCAS Miramar Billeting Fund Advisory Council will meet each quarter at a time to be determined to review the financial statement of the preceding quarter and take actions deemed necessary on recommendations presented to the council.
2. The minutes of the Advisory Council meeting and a copy of the financial statement, corrected as necessary, will be submitted to the Commanding General, MCAS Miramar, for review/approval not later than the 10th workday after each meeting. The original record of minutes and action of the Commanding General thereon will be maintained in the files of the MCAS Miramar Billeting Fund and copies with enclosures, furnished to the Commandant of the Marine Corps (MSMS) and the local NAFI Auditor for information only.

ARTICLE II - ADOPTION

Upon acceptance by a simple majority vote of the MCAS Miramar Billeting Fund Advisory Council, and upon approval of the Commanding General, MCAS Miramar, these By-Laws shall become effective.

ARTICLE III - AMENDMENTS

Each proposed alteration, amendment and addition to these by-laws will be presented in writing to the Council, subject to the approval of the Commanding General, MCAS Miramar.

SOP FOR BILLETING

APPENDIX G

PROCEDURES FOR FINANCIAL MANAGEMENT OF THE MCAS MIRAMAR  
BILLETING FUND

1. Purpose. To publish procedures for the Financial Management of the MCAS Miramar Billeting Fund. The procedures set forth herein will be used in conjunction with general financial management policies and standards prescribed by the current edition of references (a) and (g).

2. Policies and Procedures. This section defines the financial management responsibilities of the billeting fund.

a. Commanding General. Nonappropriated Fund (NAF) administration and supervision are Command functions; consequently the command has the same responsibility for administration of the NAF's as for any other functional element of the command. Specific responsibilities are contained in paragraph 202 to reference (b).

b. Custodian. The custodian is the direct representative of the command and exercises executive control over the NAF activities and is charged with specific duties and responsibilities. Paragraph 203 to reference (b) refers.

c. Appointing Order. The Commanding General will appoint, in writing, the Custodian of the MCAS Miramar Billeting Fund.

d. Accounting System. The uniform accounting and reporting system applicable to a nonappropriated fund is contained in the current edition of reference (b). Procedures contained in reference (b) are to be used by Accounting for the billeting fund. (NOTE: Paragraph 6019 and 6020 does not apply to the MCAS Miramar Billeting Fund.)

3. Cash. Cash includes petty cash funds, change funds, bank accounts and cash receipts. General details of these are as follows:

a. Petty Cash. Where a volume of small cash purchases is necessary, a petty cash fund operated under the imprest method may be established. petty cash expenditures will not exceed \$150.00 for any one transaction (\$200.00 for emergency conditions). The Commanding General must authorize, in writing, the establishment of

## SOP FOR BILLETING

this fund. -The MCAS Miramar Billeting Fund Custodian will determine the individual responsible for the petty cash fund. The fund will be administered as per paragraph 211 to reference (b).

b. Change Fund. The Commanding General will authorize, in writing, the established of this fund. The change fund will not exceed \$800.00. The fund will be administered per reference (b).

4. Income. Income is money or money equivalents (checks, money orders) earned during the accounting periods. Income moneys include:

a. Cash Receipts. Cash receipts require the fullest possible measure of control. It is vital that accurate and timely records be kept of cash receipts. Cash receipts accountability applies to money and charge documents. In order to segregate the functions of handling money and cash items and keeping the records, someone other than the accounting clerk must prepare a list of receipts.

b. Sales Slips. In absence of cash registers, sales slips must be used. They are renumbered serially and stocks will be in the custody of a person other than a cashier. Sales slips will be issued to cashiers as required and all slips must be accounted for in sequence. All void slips will be so annotated and filed. Should there be any missing slips, appropriate verification must be accomplished to explain the reason for discrepancies.

c. Bank Accounts. The bank checking account is used primarily for depositing daily receipts, making disbursements by check through the Resources Management Officer and obtaining change. Savings accounts may be established for excess funds. Billeting funds will be deposited per reference (a). Bank records for Billeting Fund accounts will bear the title "Non appropriated fund Instrumentality", record the "Public unit" status and designate the Commandant of the Marine Corps as "successor in interest."