



UNITED STATES MARINE CORPS
1ST RECONNAISSANCE BATTALION
1ST MARINE DIVISION (REIN)
CAMP PENDLETON, CALIFORNIA 92055-5584

IN REPLY REFER TO:
1100
S-4
18 Mar 08

RECONNAISSANCE BATTALION POLICY LETTER 006-08

From: Commanding Officer
To: Distribution List

Subj: BATTALION AREA REGULATIONS

Ref: (a) Marine Corps BEQ Campaign Plan
(b) ALMAR 106/98
(c) Base Order 11101.38
(d) Base Bulletin 11103

Encl: (1) Field Day Inspection Check List
(2) Area of Responsibilities calendar
(3) Map of Area and Battalion Buildings

1. **Purpose.** This policy letter is to provide guidance for the management and care of the First Reconnaissance Battalion's Bachelor Enlisted Quarters (BEQ) Bldg. 33531, Battalion Command Post Bldg. 33520 Company Office Bldg's 33521 and 33522, berthing and classroom Bldg. 33523, the Battalion classroom and Dojo room Bldg. 33524 the Isolation area (ISO) bldg 33358, Supply Warehouse Bldg. 33357, Communications Warehouse Bldg. 33458 and the Battalion Aid Station Bldg. 33308. Failure to comply with these regulations is disobedience of a lawful order and chargeable under Article 92, UCMJ.

2. **Background.** The references provide policies and guidance concerning quality of life, good order and discipline. This policy letter will provide BEQ regulations and guidance for all other First Reconnaissance Battalion buildings and grounds.

3. **BEQ Special Instructions**

a. **Room Assignments.** Unit integrity will try to be achieved whenever possible. Priority will be given to making the maximum use of space available. The Battalion S-4 will ensure that billeting spaces are effectively used. Individuals should be assigned to rooms in accordance with the specific needs of the battalion.

b. **Alcohol Consumption.** No one under the age of twenty-one (21) is allowed to consume, or have in their possession, alcoholic beverages in or on BEQ premises. Alcoholic beverages include all distilled spirits, wine, beer, and ale, except those prescribed for

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medical purposes. The three terms used in this policy letter are defined as follows:

(1) Distilled Spirits or Fortified Wines - includes all types of liquor and wine containing more than 17 percent alcohol by volume;

(2) Unfortified wines - includes all types of wines that have an alcoholic content of not more than 17 percent by volume; and,

(3) Malt Beverages - includes all types of beer, lager, malt liquor and Ale containing more than one half of one percent and not more than six percent alcohol by volume.

(4) Marines/Sailors, E-3's and below, over the age of 21, may have in their possession a maximum of one six pack of malt beverage or one bottle of unfortified wine on BEQ premises. Noncommissioned Officer's, (E-4's and E-5's) may possess a maximum of two six packs of malt beverage or two bottles of unfortified wine on BEQ premises. **Sergeant's/PO2's and below may not possess distilled spirits (hard liquor) or fortified wines on BEQ premises.** SSgt's/POL's (E-6) and above have no restrictions on quantity or type of alcoholic beverage, but are expected to use common sense and discretion in their use.

c. Visitation Procedures. Visitors and guests are synonymous and are defined as anyone who is not a resident of the BEQ or a specific room. Visitors over the age of eighteen, will be permitted between 0600 and 2200 Monday through Thursday and Sunday, and 0600 and 2400 on Friday and Saturday. All visitors from outside the command will check in and out with the DNCO when conducting their visits. **Overnight stays by visitors (civilian or military) are not authorized.**

d. Room Decorum. Rooms should be kept in a neat, clean, and orderly manner. Care should 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, creed, color 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. Pictures and posters must be framed and not taped to the wall. Additional carpet will be limited to area rugs of 6' by 9' and must be kept clean. Sofas or other large types of furniture, which are not assigned by the Company, will not be kept in BEQ rooms. Civilian furniture is authorized. Shades will be opened half way during every workday and will remain so until Marines/Sailors are secured for the day. A current room placard will be displayed in the window listing the occupants.

e. Visible Presence. The Company Commander/Company First Sergeant, will ensure unit duty NCOs, SNCOs and Officers in the chain of command maintain a visible presence by conducting frequent tours of the area. BEQ regulations should be understood and visitors monitored. Vigilance is needed to prevent any breaches to good order

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and Discipline. If an incident occurs, timely intervention is essential. Weekends, holidays, or times when units are out of the area are especially vulnerable times, and special attention must be paid to the security and well being of the area during these periods.

f. Excess gear. Excessive gear will be stowed underneath the racks. Gear will not interfere with foot display and must not block entrance/exit aisle ways, keeping with fire safety regulations. All 782 gear for Marines assigned to teams will be kept in the ISO area. H&S Company Marines will store their gear in a neat, orderly manner within the room, wall locker or under a rack.

g. Inspections. A daily cleaning of the barracks area will be conducted and will be subject to a walk through inspection by an NCO/PO in the Marine's/Sailor's chain of command. A mandatory field day will be conducted each Monday and the Company First Sergeant/Commanding Officer will conduct an official inspection on Tuesday. Failures will be directed to re-field day at command discretion. Enclosure (1) is a guide to items, which may be subject to inspection.

h. Tobacco Products. There is no smoking in the BEQ rooms or lounge areas. Smoking is authorized outside of the rooms, in designated locations. All cigarette butts will go into a butt can. Smokeless Tobacco is authorized in the rooms, but the Marines/Sailors will utilize containers **with lids**.

i. Stereos. The volume on all stereos and televisions will be kept low. After 2200 noise in the BEQ rooms will be kept to an absolute minimum.

j. Weapons/Ordnance. Any knives with blades longer than 3 inches will be stored in team cages in the ISO area. Any knife with a blade smaller than 3 inches, but illegal, is not allowed for example switchblades. Plaques with removable knives or ceremonial swords will be displayed only after written approval is granted by the Commanding Officer. No ordnance, to include but not limited to, rounds and flares will be kept in barracks rooms.

k. Bicycles. Bicycles valued at greater than \$500 may be stored in rooms. Such storage must not infringe upon the space of the roommates or be a safety hazard.

l. Fire Hazards. Candles, incense and spray paint are not authorized in the barracks. Use of non-combustible air freshener products is authorized.

4. Building and grounds special Instructions

a. The First Sergeant of each company will provide the guidance to their respective company in support of the daily clean up and field day on Mondays for their area of responsibility.

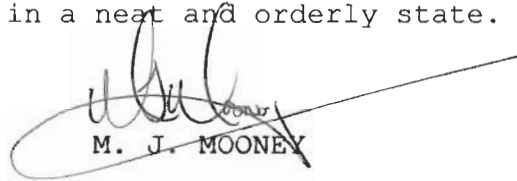
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b. Field day formations will be held on Thursdays, uniform and time to be determined by each Company 1stSgt (see pages 5-6).

c. Daily clean up will be conducted by the close of business; each company is responsible for the area in which they work (see pages 5-6).

5. All Commanding Officers will ensure compliance of this policy letter.

6. **Conclusion.** The overall goal of this policy is provide regulations to keep good order and discipline in and around Marine living quarters and keep the Battalion area in a neat and orderly state.


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FIELD DAY CHECK LIST

- (1) Vents, heater - air
- (2) Military Racks will be displayed (all excess gear will be placed under racks i.e., surfboards and any other extra-curricular items)
- (3) Sink Area (drawers included)
- (4) Head (Shower/Bath) (Toilet)
- (5) Deck (high shine (no paste wax))
- (6) Dust all personal items
- (7) Refrigerator/Freezer (inside and out)
- (8) Lights/Lamps (inside and out)
- (9) Wall Lockers
- (10) Mirrors
- (11) Windows (inside and out to include spacing between windows)
- (12) Blinds (front and back)
- (13) Door area (inside and out, must be clear of dust)
- (14) All brass will be shined and free of water spots
- (15) Area outside of room (each Marine will be responsible for 12 ft. out of general area).

COMMON AREAS WILL BE ASSIGNED AND WILL BE INSPECTED AS A WHOLE!!!!

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Barracks Field Day Responsibilities

H&S Co: All three ladder wells swept top to bottom. 2nd deck lounge, head, north-south catwalks and Whiskey locker.

Co A: 1st deck laundry room, head north-south catwalks and Whiskey locker.

Co B: 3rd deck laundry room, head north-south catwalks and Whiskey locker.

Co C: 3rd deck laundry room, head north-south catwalks and Whiskey locker.

Co D: Police call front of barracks from sidewalk by the PX to the front of the Learning Resource Center. Include sidewalk neat BAS parking lot to basketball courts.

Company Spaces

Companies are responsible for all interior and exterior upkeep of their company work spaces.

Battalion Command Post

Sections are responsible daily for CP area clean-up as outlined below.

- **S2/S3:** Offices of CO, SgtMaj, XO, Adj, S-O/C, Gunner, Air Boss, west head and battalion conference room.
- **S1/S4, H&S:** east head, mail room, S-2 O/vault, S-4 O/C, H&S CO, H&S office, H&S Co GySgt, H&S Co 1stSgt, S-1 chief, S-1 office.
- Sweep east/west end of CP and keep clear of debris.
- Empty trash cans in all offices and replace with new liners.
- Ensure battalion conference room is organized and presentable.
- Clean copy machine area and dispose of any trash around it; shred extra copies when needed.
- Heads: take out the trash, flush toilets, wipe down sinks/mirrors, secure hygiene gear left in the showers, keep stocked with toilet paper and paper towels.

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- Police call outside each section's windows to ensure no trash, PT gear or other items have been left adrift.

In addition to daily clean-up, the following will be cleaned on Thursdays:

- Hallways: sweep and swab decks. Dust pictures, plaques and other mounted items.
- Heads: sweep and swab decks. Field day showers, sinks, toilets and urinals.
- Exterior: cut grass as needed.