

**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Headquarters, Maine Army National Guard
Camp Keyes, Augusta, Maine 04333-0033**

MEARNG-RTI

03 March 2007

MEMORANDUM FOR See Distribution

SUBJECT: Policy Memorandum – Utilization of Camp Keyes “BOQ”

1. This memorandum restates the previously stated policy and supercedes DO policy memorandum DO 00-04 dated February, 2002 Subject: Policy Memorandum – Utilization of Camp Keyes “BOQ”. Unless sooner rescinded or superceded, this memorandum will expire on 22 March, 2008.
2. This memorandum establishes policy on official and non-official use of Camp Keyes “BOQ”.
3. REFERENCES:
 - a. NGR 210-50.
 - b. AR 210-11 (NOTAL).
4. OCCUPANCY:
 - a. The “BOQ” is established for use by “official users” only, whose presence is required, directed, or ordered to a particular location in the interest of the Federal or State government. “Official Users” may include military members in an active status or inactive duty status, Federal Technicians, State employees, DOD employees or other personnel visiting the Augusta area in support of the Department of Defense, Veterans and Emergency Management.
 - b. Use of facility for non-official use is not authorized.
 - c. Use of facilities by non-patrons to provide shower facilities, change rooms etc...in support of individual physical fitness training is prohibited.
 - d. Occupancy for more than 30 days must receive advance approval from the Deputy Chief of Staff Operations (J-3). Normally, requests for billet space concurrent with RTI drill weekends or RTI AT periods will not be approved unless in direct support of RTI programs.
 - e. Maid service is not provided.
 - f. Pets are not allowed.

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5. RESERVATIONS:

- a. Reservations will be made through the MEARNG Regional Training Institute (RTI), building #17, telephone (207) 626-4274 or 4219. Reservations may not be made earlier than one month in advance.
- b. Notification of time of arrival is necessary when making reservations.
- c. Short notice reservation requests will be handled on a space available basis. See paragraph 7b for non-duty hour registrations.

6. MEARNG RTI RESERVATION PRIORITIES:

- a. Students attending courses at the RTI receive priority.
- b. All other reservations will be made on space availability and a “first come, first served” basis.

7. REGISTRATION:

- a. During duty hours (0730 – 1600, Monday thru Friday), patrons will register at the RTI, building #17. If building #17 is vacant, patrons should register in the Deputy Chief of Staff, Operations office located in Building #7. Patrons will sign in and provide the RTI all required information to include name, rank, unit of assignment, home address and phone number, and a copy of their orders if applicable. In addition, patrons will verify the quantity and condition of all installation property contained in the room. The “BOQ” Registration Form will act as a temporary hand receipt for all installation property contained within the room.
- b. During non-duty hours, weekends and holidays, the Camp Keyes security guard will issue keys and require signature on the “BOQ” Registration Form. For non-duty hours check out, follow the “BOQ” room SOP located in each room. Also see annex A of this policy memorandum.

8. CHECKOUT PROCEDURES:

- a. Patrons will comply with BOQ Rules posted on the BOQ Bulletin Board and attached.
- b. Patrons are liable for the lost and/or damaged installation property upon checkout. This includes lost room keys.

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9. LINEN:

- a. Clean bedclothes are issued with the room and will be accounted for by patrons.
- b. Patrons are responsible for making their own beds.

10. RESPONSIBILITIES:

a. MEARNG RTI will:

- (1) Accept reservations per paragraph 5a.
- (2) Issue linen, blankets, keys, etc...upon occupancy.
- (3) Oversee the cleaning and maintenance of the “BOQ” to include inspection of the room upon occupant’s departure.
- (4) Ensure rooms are clean, including sinks, toilets and showers, when guests arrive.

b. Camp Keyes Security Guard will:

- (1) Register guests IAW paragraph 7.b. during non-duty hours.
- (2) Insure checkout procedures are followed IAW Paragraph 8 during non-duty hours.

c. Patrons will:

- (1) Follow the Camp Keyes BOQ rules, attached.
- (2) Provide proper identification when requested.
- (3) Ensure security of assigned area is maintained.
- (5) Sign for all items in the “BOQ” room, to include the key. If any items are missing or damaged, a statement of charges will be initiated upon the conclusion of the inventory.
- (6) Notify the RTI know if room is not clean or otherwise needs attention

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11. STATEMENT OF NON-AVAILABILITY:

a. A statement of non-availability will be issued by RTI Orderly Room located in building #17 if quarters are not available,. If the Orderly Room is vacant, a statement may be obtained from the Directorate of Operations located in Building #7.

b. Statements will only be processed during normal duty hours.

12. Point of contact for this policy is LTC Greg Leimbach at (207) 626-4274 or SFC Dee Robinson at (207) 626-4219.

FOR THE DCSOPS:

//s//
DIANE L. DUNN
LTC, QM, MEARNG
Regional Training Institute Commander

DISTRIBUTION: A

1. No smoking in the BOQ.
2. No visitors allowed in the BOQ.
3. No pets allowed in BOQ.
4. No cooking allowed in the BOQ.
5. Rooms must be kept clean & orderly at all times.
6. Be considerate of others:
 - Practice Noise, Light & Litter discipline.
 - Wipe down sink surfaces after use.
 - Address toilet “alibi’s” if necessary.
7. Police room and empty trash prior to checkout.
8. Place dirty linen in pillowcase and leave at door outside of room.
9. Fold and place blankets at foot of bed.
10. Place room keys in drop box in entryway.

Violation of Camp Keyes BOQ Rules will result in denial of future BOQ priveleges.