



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4061.7F
14/BOQ
11 January 1990

USNA INSTRUCTION 4061.7F

From: Superintendent

Subj: NAVAL ACADEMY BACHELOR OFFICER QUARTERS (BOQ)

Ref: (a) OPNAVINST 11103.3

Encl: (1) BOQ Room Policies
(2) General Information

1. Purpose. To publish the mission, organization, administration, and operation of the Naval Academy BOQ as delineated by reference (a).

2. Cancellation. USNAINST 4061.7E

3. Mission. The mission of the BOQ, located on the second and third floors of the Officers' and Faculty Club, is established to promote and maintain well-being, morale, and efficiency of unaccompanied active duty commissioned officers assigned to the Naval Academy complex by providing lodging and recreational facilities.

4. Organization. Per reference (a) the BOQ is organized as follows:

a. BOQ President. The senior USN or USMC permanent resident designated by the Deputy for Operations will serve as BOQ President. The BOQ President assists the Deputy for Operations and the Naval Academy Supply Officer in carrying out those responsibilities outlined in par. 1430 of reference (a). Individual is also responsible for maintaining proper decorum in the BOQ. (R)

b. BOQ Officer. A Supply Corps Officer will be assigned as BOQ Officer. This individual is responsible for proper operation of the BOQ and other duties as outlined in reference (a). (A)

c. BOQ Manager. A senior Mess Management Specialist will be assigned duty as the BOQ Manager and is responsible for: (1) Supervising any enlisted personnel assigned to the BOQ, and for the day-to-day maintenance of the financial records. (2) Managing/supervising personnel performing janitorial, maid, housekeeping, or other custodial/cleaning functions, including bed making. (3) Providing a copy of this instruction to each new BOQ resident. (R)

5. BOQ Room Assignments. Room assignments will be made by the BOQ Manager following instructions issued by the BOQ Officer. A room will be reserved for the Naval Academy Duty Officer. VIP Suite room assignments will be handled by the Protocol Office. (R)

6. BOQ Operating Policies. The BOQ room policies in enclosure (1) are to be adhered to by all BOQ residents.

7. General Information. General information for residents is provided in enclosure (2).


B. A. SPOFFORD
Deputy for Operations

Distribution:
AA, BOQ Manager (50)

BOQ ROOM POLICIES

1. Check-in/Check-out Procedures. Officers desiring permanent or temporary quarters in the BOQ will check in with a copy of orders or leave papers with the BOQ Manager during normal working hours. When checking out, arrangements are to be made with the BOQ Manager at least 48 hours prior to departure to allow sufficient time to settle all bills and turn in room keys. Two weeks notice of intention to vacate is encouraged to permit notifying the next occupant of an availability date.

2. Charges

a. Service Charges. Personnel required to pay service charges will be guided by Article 6800 of reference (a). The service charge is \$3.00 per service rendered for permanent residents and \$8.00 per service rendered for transient personnel. Payment for these services performed within the confines of individual living areas will not be paid from appropriated funds, but from service charges collected from permanent and transient personnel occupying the BOQ. Permanent residents have the option of electing not to pay a service charge; however, they will be responsible for cleaning their personal living area. Those permanent residents electing to clean their own living areas will keep their areas up to minimum Navy standards or lose their option to clean their living areas and be required to pay the service charge. A service charge will be assessed for necessary permanent departure room cleaning. The charge will be commensurate with amount of time required to clean and prepare the space for the next resident. Permanent residents, for the purpose of this instruction, are defined as personnel occupying quarters in an excess of 120 days. (R)

b. Rental Charge. Personnel required to pay rental charges will be guided by Article 6800 of reference (a). The rental charge is \$8.00 per day which is required by Article 6400 of reference (a). Charges for VIP Suite may be based on a different scale reflecting current market values. (R)

c. Cleaning Locker. Residents' cleaning locker is located on the third deck. Contained within are cleaning supplies which may be used by permanent residents for their spaces. Also within are additional linens, towels, and pillows for visitors. (A)

3. Cooking in Rooms. Cooking in individual BOQ rooms is prohibited at all times. No hot plates or other cooking appliances will be used in individual rooms at any time. Noncomplying residents will forfeit BOQ privileges. Residents may operate self-contained electric coffee makers in their rooms, and may keep privately-owned appliances in their room for safekeeping so long as such appliances are used only in the galley space provided. Automatic timers are prohibited at all times. (R)

4. Facilities. The second floor galley facility is open for the convenience of residents. Officers using the facility are responsible for its cleanliness and cleanliness of any equipment/utensil used. The recreational facilities (i.e., pool table, television, and stereo) are placed there for the exclusive use of BOQ residents and their guests. Guests may use these facilities when in the company of the residents.

5. Room Maintenance. The responsibility for the cleanliness of individual rooms rests with the occupant. All areas of common usage (i.e., lounge, hallways, laundry room, and recreational room) will be maintained by personnel hired under civilian contract and paid for by nonappropriated funds. Material maintenance problems should be reported to the BOQ Manager for corrective action.

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6. Valuables. Rooms will be locked when unoccupied. Occupants are requested to keep valuables locked.

7. Luggage. A limited amount of space is available for the storage of extra luggage. Storage may be arranged by contacting the BOQ Manager. This privilege is reserved for permanent BOQ residents only.

8. Decorum. Activities of residents and guests reflect upon the Naval Academy and should be conducted with decorum.

9. Pets. Except for tropical fish, no pets are permitted in the BOQ.

10. Electric Appliances. All personal electric appliances will be inspected prior to initial use and periodically by Public Works personnel. Electric heaters, and other hot wattage (500 and over) appliances will be disconnected and unplugged when not in use to reduce fire hazard.

11. Outside Disturbances. Occasionally, activities of the Officers' and Faculty Club guests or entertainers have unduly infringed on the rights of BOQ residents to reasonable comfort and use of their quarters. Should such occasion arise, residents should promptly contact the Naval Academy Duty Officer through the Naval Academy switchboard and request that officer's assistance.

A) 12. Authorized Visitors. All visitors of permanent residents who will be staying more than two days should have their sponsor log them in the Visitors' Log located in the BOQ office. This enables the BOQ staff to maintain proper security within the building.

R) 13. Uninvited Visitors and Children. Uninvited visitors and children are not permitted in the BOQ. To improve security, residents are encouraged to stop and question strangers, and to remove uninvited children from BOQ areas.

R) 14. Telephone Service

a. Yard telephones are located on the second and third deck.

b. Private telephones may be installed in the room at the occupant's expense. Jacks are provided in each room.

c. A public pay telephone is available on the landing of the second deck for local and long distance calls.

R) 15. Cable TV Service. Cable TV may be installed in the room at the occupant's expense.

GENERAL INFORMATION

1. Mail. A U.S. mailbox is located at the main entrance of the Officers' and Faculty Club lobby. Mail is delivered daily at about 1230 and picked up twice daily. Mail will be delivered to the residents using the door mail slots. The following address format is suggested: (R)

NAME
BOQ ROOM _____, USNA
ANNAPOLIS, MD 21402-5048

2. Recreational Facilities. Smoking and nonsmoking lounges are located on the north end of the second deck. The last officer to leave the lounges at night should turn off the lights and close the doors. (R)

3. Fitness Room. The Fitness Room is located on the third deck. Basic fitness equipment is available for use by all residents and guests. (A)

4. Check Cashing. Checks may be cashed with the Officers' and Faculty Club cashier (limit \$50), the Midshipmen Store office (limit \$250), the Navy Federal Credit Union offices in Halligan Hall and Bancroft Hall, or the Commissary/Exchange complex (limit \$100).

5. Barber Shop. A Navy Exchange Barber Shop is located adjacent to the Navy Exchange at the Naval Station. Appointments can be made in person or by telephone, 757-0005. Faculty and staff officers may use Bancroft Hall barbering facilities by signing up at the Midshipmen Store office.

6. Laundry Service

a. Laundry and dry cleaning will be picked up and processed by the USNA Laundry at 0900 Monday and returned by Wednesday afternoon. Pick-up station is at the foot of the stairs on the North end of the BOQ.

b. Two washers and two dryers are installed for self-service use in the laundry room on the third deck.

7. Parking. The west side of the center lane of the Officers' and Faculty Club parking lot is reserved for BOQ residents. Residents will be issued parking permits by the BOQ Manager. Only those cars displaying these permits on their dash will be authorized to park in this area. If unauthorized cars prevent BOQ residents from parking in their assigned area, the Naval Academy Police should be notified and requested to have the vehicles ticketed. A bicycle/moped rack is provided near the rear entrance. Bicycles should have a Naval Academy yellow tag and be locked at all times. Special parking privileges are accorded guests of the VIP Suite and Guest Suite. These two parking spots are adjacent to the rear door of the Officers' and Faculty Club.

8. Officers' and Faculty Club

a. The Officers' and Faculty Club offers discounts at all meals for BOQ residents.

b. The uniform of the day or appropriate informal attire such as slacks, sports shirts, etc., is acceptable at all times in the downstairs. Uniform of the day or equivalent civilian attire is required in the main club. Coat and tie for men or appropriate equivalent dress for women are recommended in the main dining area except as modified by the Officers' and Faculty Club management (usually relaxed in summer months).