



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

IN REPLY REFER TO:

11103
HQ CO

From: _____ 000 00 / _____ USMC
To: Commanding Officer, Headquarters and Service Battalion,
Headquarters Company, Headquarters Marine Corps,
Henderson Hall
Via: (1) Section SNCOIC _____
(2) Section OIC _____
(3) Commanding Officer, Headquarters and Service Company,
Marine Corps National Capitol Region Command, Henderson
Hall
Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) AT THE
WITHOUT DEPENDENTS RATE
Ref: (a) CO, Policy Memorandum 12-08
Encl: (1) Justification Letter
(2) Financial Worksheet
(3) Relocation Assistance Worksheet

1. I request to begin drawing Basic Allowance for Housing at the without dependents rate. The enclosure is provided in support of this request.
2. I understand that this request will be considered on its own merit.
3. I have made tentative arrangements to establish a residence at _____, which is _____ mile(s) from Henderson Hall.
4. I will not secure a rental/mortgage agreement until this request is approved.
5. I have my own privately owned vehicle (POV) or access to public transportation, and will not require assistance with transportation to and from work.
6. I further acknowledge and understand the following:
 - a. My responsibilities concerning prompt payment of all debts incurred by signing any rental/mortgage agreement.

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b. By residing off post, I become subject to the laws of the state, county, and city, which I choose to reside and I no way escape obedience of those laws of my military affiliation.

c. I must maintain all required items of uniform clothing in serviceable condition within my quarters.

7. Upon approval of this request, I understand that I must report to the CONAD Office and complete a NAVMC 10522 (Request for Basic Allowance for Subsistence/Commuted Rations) and turn in my meal card (if applicable) before I begin drawing any monetary allowance for meals.

SIGNATURE

Section SNCOIC: Forwarded. I have reviewed the entire request with the Marine and recommend approval/disapproval.

Comments: _____

Print Grade, Name, and Phone

SIGNATURE

Section OIC: Forwarded, recommending approval/disapproval.

Comments: _____

Print Grade, Name, and Phone

SIGNATURE

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Company CO: Forwarded, recommending approval/disapproval.

Comments: _____

Print Grade, Name, and Phone

SIGNATURE

Sergeant Major: Forwarded, recommending approval/disapproval.

Comments: _____

Print Grade, Name, and Phone

SIGNATURE

From: Commanding Officer, Headquarters Battalion, Headquarters
and Service Company, Marine Corps National Capitol Region
Command, Henderson Hall

To: _____ 000 00 / _____ USMC

1. Returned. Your request is approved/disapproved.

R. L. ANDERSON

