



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 11012.1L
4B

JUN 15 2012

COMBAT CENTER ORDER 11012.1L

From: Commanding General
To: Distribution List

Subj: BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS (BAH "OWN RIGHT")

Ref: (a) MCO P11000.22
(b) CCO 11103.1C
(c) MCO 5216.19

Encl: (1) Sample AA Form
(2) Sample First Endorsement

1. Situation. References (a) through (d) assign responsibility for the management of bachelor billeting and the BAH "own right" payment authority to activity commanders. BAH "without dependents" or "own right" are interchangeable terms for this Order.

2. Cancellation. CCO P11012.1K.

3. Mission. Provide policies and procedures to authorize BAH "without dependents" or "own right" to personnel assigned to Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To eliminate over-crowding, provide incentives, and to allow qualified individuals the opportunity to reside in the local community.

(2) Concept of Operations

(a) The Assistant Chief of Staff (AC/S) G-4 is designated as the approving authority for BAH "own right" for all bachelor personnel permanently assigned to the Combat Center.

(b) Every effort will be made to maintain the occupancy rate standard established by reference (a), which is 95 percent for adequate government quarters. The minimum standards of adequacy, as established by reference (a), should be exceeded when possible, but do not apply to transients, students, or geographic bachelors.

(c) Current Marine Corps policy prioritizes adequate government quarters for personnel in pay grades E-1 through E-4, ahead of adequate

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quarters for E-5s. If adequate quarters are not available for E-5s they should submit a BAH "own right" request to the Director, Bachelor Billeting Division via their chain of command to reside in the local community, enclosure (1).

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Directors, and Officers In Charge. Ensure this Order is available to all Marines desiring to submit for BAH "own right."

(2) Assistant Chief of Staff G-4, Director, Bachelor Billeting Division. The AC/S G-4 may delegate the approving authority for BAH "own right" for all bachelor personnel permanently assigned to the Combat Center under the following parameters:

(a) The request is submitted in accordance with the references and local policy.

(b) Any questionable request or disapproval of a request is to be submitted to the AC/S G-4 for determination.

c. Coordinating Instructions

(1) Military Necessity Designated Personnel. The Commanding General or unit commanders may require personnel of any rank to reside aboard the Combat Center for military necessity. Any case of military necessity will be designated in writing. When an individual is ordered to reside aboard the Combat Center, their allowance for quarters will be terminated on the date bachelor government quarters are occupied; or if the individual resides in transient billeting, allowances for quarters will not be terminated and the individual will pay the existing service charge for these quarters.

(2) Personnel receiving allowances for quarters or dependent support will not be billeted at the expense of bonafide bachelors.

(3) All personnel authorized BAH will have the approved request filed in their service record book or officer qualification record during their tour.

(4) Once BAH has been approved the authorization remains in effect during the individual's tour aboard the Combat Center. Permanent change of assignment transfers within MAGTF/TC, MCAGCC do not cancel BAH authorization.

(5) Officer and Enlisted Personnel E-6 and above

(a) Reference (a) authorizes all officers and bachelor enlisted personnel in pay grades E-6 and above to receive BAH "own right."

(b) Upon assignment to permanent bachelor quarters, the bachelor billeting office will notify the installation personnel administration center in order to terminate the member's BAH payment.

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(6) Enlisted members E-5 and below

(a) Submit a completed administrative action (AA) form, to the Director, Bachelor Billeting Division through the chain of command, enclosure (1).

(b) The request will be justified by a lack of adequate quarters or one of the allowable exceptions previously cited. Adequate documentation must be provided with the AA form for allowable exception clauses, e.g. a current leave and earnings statement, divorce papers, title to home, doctor's certification of pregnancy, etc. Divorce papers or documentation indicating the member's child visitation rights or child custody must be official documents issued by a state or federal agency. A notarized agreement pertaining to child visitation rights or child custody will not be accepted.

(c) The unit endorsement, enclosure (2), and the unit monthly billeting report are used to verify the availability or lack of adequate quarters. When requests are approved, the member's commanding officer will ensure the individual vacates government quarters prior to initiating BAH payment.

(d) Units will counsel the member that approval to reside in the local community and receiving BAH are two separate matters. Individuals should not make irrevocable financial transactions by signing a lease or purchasing a home, prior to approval of BAH by the Director, Bachelor Billeting Division.

(7) Authorized circumstances for E-5 and below bachelor personnel to receive BAH. Bachelor personnel in the pay grades of E-5 and below may be authorized to receive BAH under the following circumstances:

(a) Adequate government quarters are not available.

(b) Occupancy rates are 95 percent or higher for bonafide bachelors in adequate government quarters.

(c) Residency in the local community is in the best interest of the government and the health and welfare of the military member.

(d) Personnel who no longer have a dependent through death, divorce, or legal separation may be granted a 90 day exemption from assignment to on-base government quarters. The military member must apply for this through his or her chain of command to the Director, Bachelor Billeting Division. If approved, any further extensions beyond the 90 day window will not be automatically approved. If extenuating circumstances exist requiring a further extension of BAH, member's must submit a request for BAH "own right" prior to the end of the 90 day extension.

(e) Personnel who have child custody, joint child custody, or visitation rights with a dependent child may be authorized exemption from assignment to on-base government quarters.

(f) Permanent personnel who have reached their fifth month of pregnancy will provide a certificate from a medical officer attesting the estimated delivery date.

(g) At the Commanding General's discretion.

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(8) The housing referral office in building 1003 is available for assistance in locating adequate housing.

(9) Forms. In accordance with reference (c), enclosure (1) is the AA form and can be obtained from the Naval Forms Online web site at <http://navalforms.daps.dla.mil>. Use the forms tab to access the search page; enter "NAVMC 10274" in the keyword search.

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at: <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

6. Command and Signal

a. Command. This Order is applicable to all commands and organizations located aboard the Combat Center.

b. Signal. This Order is effective the date signed.



G. C. AUCOIN
Chief of Staff

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 11012 JUN 15 2012
3. DATE 2012 06 11	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) SGT LEWIS B. PULLER XXX XX 1234/0311	5. ORGANIZATION AND STATION (Complete address) (UNIT) (UNIT ADDRESS)
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6. VIA (As required)
(1) CO/OIC/DIRECTOR OF SNM
(2) CO (UNIT)

7.

TO:

COMMANDING GENERAL
ATTN: BACHELOR HOUSING MANAGER
BOX 788106
MCAGCC
TWENTYNINE PALMS CA 92278-8106

8. NATURE OF ACTION/SUBJECT
REQUEST FOR "BAH OWN RIGHT"

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)
(1) MCO P11000.22
(2) CCO 11012.1L

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

- Per the references, I hereby request "BAH Own Right" to reside in the local community.
- Adequate quarters for my grade are not available.
- The occupancy rate at (Unit Name) is currently ___% (percentage is based on unit monthly billeting report).

L. B. PULLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

JUN 1 1964

Sample First Endorsement

UNITED STATES MARINE CORPS
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MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

11000
ORG CODE
DATE

FIRST ENDORSEMENT on (RANK LAST NAME) AA Form of DD MMM YY

From: Commanding Officer, (Insert SNM Company), (Insert SNM Unit)
To: Commanding General, (Attn: Bachelor Billeting Director), MAGTFTC, MCAGCC
Via: Commanding Officer, (Insert SNM Unit)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) OWN RIGHT

1. Forwarded, recommending approval/disapproval (circle one).
2. Insert SNM is a bonafide bachelor whose residence aboard the Marine Corps Air Ground Combat Center is not required for military necessity. Adequate quarters are/are not (circle one) available.
3. Documentation of the allowable exception claim has been verified.

Commanding Officer of Unit
By direction (If applicable)

Copy to:
IPAC
SNM UNIT