



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 11012.1N  
4B

MAR 30 2015

COMBAT CENTER ORDER 11012.1N

From: Commanding General  
To: Distribution List

Subj: BASIC ALLOWANCE FOR HOUSING "WITHOUT DEPENDENTS" OR "OWN RIGHT"

Ref: (a) MCO 11000.22  
(b) Joint Travel Regulations  
(c) CCO 11103.1D  
(d) MCO 5216.19A

Encl: (1) Affidavit in Support of Request  
(2) Sample AA Form  
(3) Sample First Endorsement

1. Situation. The references assign responsibility for the management of Bachelor Billeting and the Basic Allowance for Housing (BAH) "own right" payment authority to activity commanders. BAH "without dependents" or "own right" are interchangeable terms for this Order.

2. Cancellation. CCO 11012.1M.

3. Mission. Provide policies and procedures to authorize BAH "without dependents" or "own right" to personnel aboard the 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 Commanding General (CG) has designated the Assistant Chief of Staff (AC/S) G-4 as the approving authority for BAH "own right" for all bachelor enlisted personnel permanently assigned to MAGTFTC, MCAGCC.

(b) Every effort will be made to take full advantage of the barracks and 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 does not apply to transients, students, or geographic bachelors.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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(c) Current Marine Corps policy prioritizes adequate government quarters for personnel in pay grades E-1 through E-4, ahead of adequate 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 (BBD) via their chain of command to reside in the local community.

(d) In accordance with reference (b), when a member is divorced from a non-member and joint legal custody of a child is court ordered with the ex-spouse awarded primary physical custody, the member will be considered a non-custodial parent for housing allowance purposes.

(e) When married members are assigned to different locations they are determined separately for authorization of BAH "own right" as established by reference (b). Each member is usually treated as a member without dependents and must follow the same guidance in paragraph (b) and (c).

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

(g) Once BAH has been approved, the authorization remains in effect during the individual's tour aboard MAGTFTC, MCAGCC unless otherwise stated. Permanent change of assignment transfers within MAGTFTC, MCAGCC do not cancel BAH authorization.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers-in-Charge. Ensure this Order is available to all service members desiring to submit for BAH "own right".

(2) Units will counsel all members that an 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 AC/S G-4.

c. Coordinating Instructions

(1) Military Necessity Designated Personnel. The CG 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) 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) The installation occupancy rate is 95 percent or higher for bonafide bachelors in adequate government quarters.

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

1. A request for a 90 day exemption may be submitted if the member requires additional time to transition from off-base housing to single type government quarters due to unforeseen circumstances that were out of the member's control.

2. A 90 day exemption is at the CG's discretion and therefore an approval will not be automatically granted. Members who are aware of a pending divorce or legal separation may not be eligible for a 90 day exemption.

3. If extenuating circumstances exist requiring a further extension of the 90 day exemption, members must submit a request for BAH "own right" prior to the date the 90 day extension is terminated.

(e) Members who have been legally separated or divorced, and have joint custody, temporary custody, or visitation rights of at least one minor dependent child, may receive BAH "own right" under the appropriate circumstances. To be eligible, the member must:

1. Have temporary custody (visitation) of the child for a period totaling 90 or more days in every calendar year (e.g., every week, three months in the summer, two nights per week, etc.).

2. Complete a notarized affidavit in support of the request. A format for the affidavit can be found in enclosure (1). The terms stated in the affidavit become a condition for receiving BAH, and eligibility must be recertified each year.

3. If the period of temporary custody (visitation) is reduced to a period of less than 90 days per calendar year, the member is required to inform the installation commander (forward notification to the AC/S G-4 via their chain of command and the Director, BBD).

(f) Permanent personnel who have reached their fifth month of pregnancy may be authorized exemption from assignment to on-base government quarters.

(g) Members who are married to members assigned to the same permanent duty station will not be billeted in bachelor quarters and will be authorized BAH at the appropriate rate.

(h) Members that have been selected for promotion to the pay grade of E-6 may be authorized BAH "own right" 30 days prior to their expected promotion date in order to allow time for the member to transition from occupying government quarters to off-base quarters.

(i) At the CG's discretion.

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(3) Enlisted members E-5 and below

(a) Submit a completed Administrative Action (AA) form, to the AC/S G-4 via their chain of command and the Director, BBD, enclosure (2).

(b) The request must 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, i.e. 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.

(c) The unit endorsement, enclosure (3), and the unit monthly billeting report, established in reference (c), 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.

(4) Officer and Enlisted Personnel E-6 and above. Adequate government quarters are not available for officers and enlisted personnel in the pay grades of E-6 and above permanently assigned to MAGTFPC, MCAGCC. Reference (a) authorizes all officers and bachelor enlisted personnel in pay grades E-6 and above to receive BAH "own right".

(5) The Housing Referral Office in Building 1003 is available for assistance in locating adequate housing.

5. Administration and Logistics

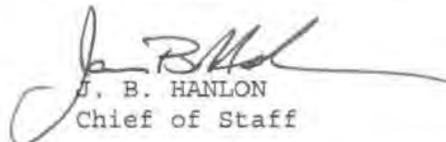
a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

b. Forms. In accordance with reference (d), enclosure (2) is the AA form and can be obtained from the Naval Forms Online Web site at <http://navalforms.documentservices.dla.mil/web/public/forms>.

6. Command and Signal

a. Command. This Order is applicable to all commands and organizations located aboard MAGTFPC, MCAGCC.

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

  
J. B. HANLON  
Chief of Staff

Distribution: A

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Affidavit in Support of Request

**AFFIDAVIT**

*In Support of my Request for BAH "Own Right"*

I, (Name, rank, EDIPI/MOS), of (unit), swear or affirm the following is true:

I have the right to temporary custody (visitation) of at least one minor child: (name).

The permanent legal and physical custodian of the child is (name) of (address) and can be contacted at (phone number).

Attached is a copy of the court order under which I have the right to temporary custody.

The permanent custodian and I agree that I will have temporary custody of the child or children for periods of time totaling ninety or more days in every calendar year as follows: (describe when you will have custody; e.g., all summer, half summer and all holidays, etc.).

I will use the BAH to establish a household outside of the Combat Center in order to provide a home for my family during the period of my custody.

I understand that the custody terms stated in this Affidavit become conditions for receiving BAH and that I must recertify my eligibility every year from the date my entitlement is approved. I understand that if any part of this statement is untrue, I can be prosecuted under the Uniform Code of Military Justice and any BAH paid will be recouped by the government.

If at any time I, or the permanent custodian, decide to reduce temporary custody to a period less than 90 days per calendar year, I will inform my command and Commanding Officer (Attn: Assistant Chief of Staff G-4 via Director, Bachelor Billeting Division), Marine Corps Air Ground Combat Center, Twentynine Palms, California. I understand that I may lose eligibility to BAH if the period of my custody is reduced.

(Name)

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

NOTARY PUBLIC

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Sample of AA Form

Please review Privacy Act Statement on Page 3

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

FOUO - Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO. 11012
3. DATE	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. D., etc.)	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)	
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7. TO: [ ] COMMANDING GENERAL ATTN: ASSISTANT CHIEF OF STAFF G-4 BOX 788106 MCAGCC TWENTYNINE PALMS, CA 92278-1106	8. NATURE OF ACTION SUBJECT REQUEST FOR "BAH OWN RIGHT" 9. COPY TO (As required)
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10. REFERENCE OR AUTHORITY (if applicable) (1) MCO 11000.22 (2) CCO 11012.1N	11. ENCLOSURES (if any)
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12. SUPPLEMENTARY INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I hereby request "BAH Own Right" to reside on the local economy.

2. Adequate quarters for my grade are not available.

SIGNATURE

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

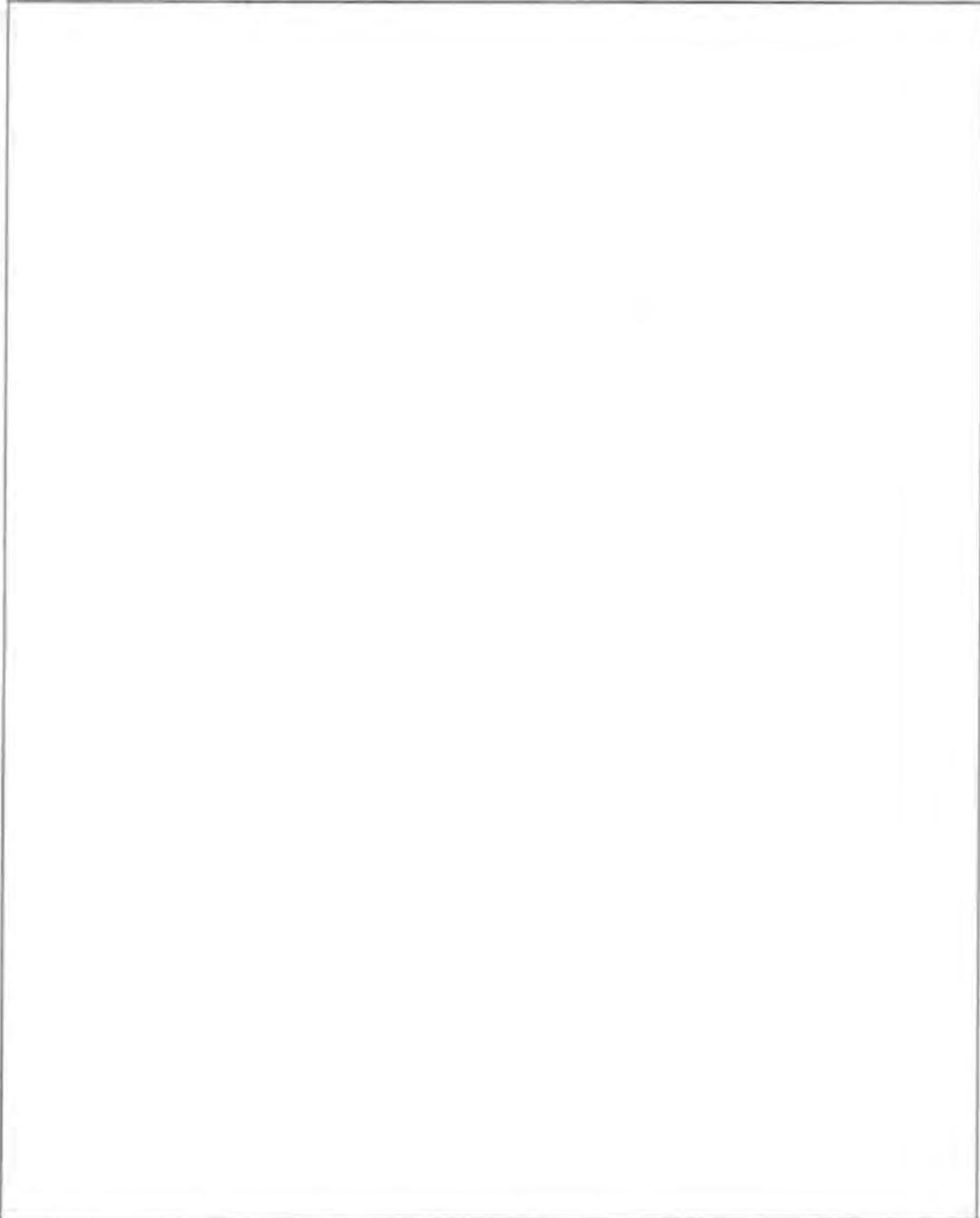
FOR OFFICIAL USE ONLY

Include Lvl. with Designat. #

Enclosure (2)

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NAVMC 10274 (REV. 09-11) (EF), Page 2  
FOUO - Privacy sensitive when filled in.



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NAVMC 10274 (REV. 09-11) (EF), Page 3  
 FOUO - Privacy sensitive when filled in.

PRIVACY ACT STATEMENT
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<p>This information is <b>FOR OFFICIAL USE ONLY</b> and may not be disclosed without the consent of the record subject, except under routine use.</p>
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<p><b>AUTHORITY:</b> 10 U.S.C. 1071-1087 and E.O. 11016</p>
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<p><b>PRINCIPLE:</b> Members of the U.S. Marine Corps and Marine Corps Reserve, former members of the Marine Corps and Marine Corps Reserve, retired and temporarily retired members of the Marine Corps and Marine Corps Reserve, members of the Fleet Marine Corps Reserve, and applicants for entry into the Marine Corps or Marine Corps Reserve.</p>
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<p><b>PURPOSE:</b> To provide a record for the use in the administration of programs. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act System of Records collection governed by Privacy Act System of Records Notice MMN0013 which can be downloaded at <a href="http://dpcle.defense.gov/privacy/SORNA/component/usmc/MMN0013.html">http://dpcle.defense.gov/privacy/SORNA/component/usmc/MMN0013.html</a>.</p>
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<p><b>ROUTINE USES:</b> Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3).</p>
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<p><b>DISCLOSURE:</b> VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.</p>
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Sample First Endorsement

**UNITED STATES MARINE CORPS**

UNIT NAME  
UNIT BOX NUMBER  
TWENTYNINE PALMS, CALIFORNIA 92278

11000  
ORG CODE  
DATE

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

From: Commanding Officer, (Insert SNM Company), (Insert SNM Unit)  
To: Commanding General, MCAGCC (Attn: Assistant Chief of Staff G-4)  
Via: (1) Commanding Officer, (Insert SNM Unit)  
(2) Director, Bachelor Billeting Division

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) OWN RIGHT ICO RANK,  
FIRST NAME, LAST NAME, EDIPI/MOS

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.

C. O. of unit  
By direction (If applicable)

Copy to:  
IPAC, MAGTFIC, MCAGCC  
SNM UNIT