



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 11012.1R
RMD 3B

JAN 06 2020

COMBAT CENTER ORDER 11012.1R

From: Commanding General
To: Distribution List

Subj: BASIC ALLOWANCE FOR HOUSING WITHOUT DEPENDENTS

Ref: (a) MCO 11000.22 CH 1
(b) Joint Travel Regulations, Chapter 10
(c) CCO 11103.1E
(d) MCO 5216.19A

Encl: (1) Assignment Standard Table
(2) Sample Affidavit in Support of Request
(3) Sample AA Form
(4) Sample Command Endorsements

1. Situation. The references assign responsibility for the management of Bachelor Billeting and the Basic Allowance for Housing (BAH) without dependents payment authority to activity commanders.

2. Cancellation. CCO 11012.1P.

3. Mission. Provide policies and procedures to authorize BAH without dependents to personnel aboard 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 allow qualified individuals the opportunity to reside in the local community.

(2) Concept of Operations

(a) The Commanding General (CG) is the approving authority for BAH without dependents for all bachelor enlisted personnel permanently assigned aboard 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 aboard MAGTFTC,

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MCAGCC. The minimum standards of adequacy, as established by reference (a) and shown in enclosure (1), should be exceeded when possible, but does 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 quarters for E-5s. All permanent party personnel, E-5 and below, will reside in the Bachelor Housing unless authorized by the CG to reside off-base. If adequate quarters are not available for E-5s, they should submit a request for BAH without dependents to the CG via their chain of command. Unit S-1 representatives will take the request to the MAGTFTC, MCAGCC, Manpower, Adjutant section in building 1554, room 123 requesting to reside in the local community.

(d) In accordance with reference (b), when a member is divorced 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 and are precluded by distance from living together, they are determined separately for authorization of BAH without dependents as established by reference (b). Each member is usually treated as a member without dependents and must follow the same guidance set forth in Part C, Section 10204, paragraphs (b) and (c) of reference (b).

(f) All personnel authorized BAH without dependents will have the approved request filed in their Official Military Personnel File.

(g) Once BAH without dependents has been approved, the authorization remains in effect during the individual's tour aboard MAGTFTC, MCAGCC unless otherwise stated, or until the individual's circumstances have changed, thus requiring reevaluation of BAH without dependents authorization. Permanent change of assignment transfers within MAGTFTC, MCAGCC, do not cancel BAH without dependents authorization. BAH is effective the date approved by the CG for members requesting. Members will not receive a barracks vacancy letter from their unit until the request has been authorized by the CG.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Division Directors, Special Staff Officers, Officers-in-Charge, and Tenant Commanders. Ensure this Order is available to all Service members desiring to submit for BAH without dependents.

(2) Units will counsel all members that an approval to reside in the local community and receiving BAH without dependents are two separate matters. Individuals should not make irrevocable financial transactions by signing a lease or purchasing a home, prior to the approval of BAH without dependents by the CG.

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c. Coordinating Instructions

(1) Military Necessity Designated Personnel. The CG or Unit Commanders, Lieutenant Colonel (O-5) and above, may designate personnel of any rank who must reside aboard the Combat Center by military necessity. The designation of personnel to reside aboard the Combat Center by military necessity must be done in writing, and forwarded to the Director, Bachelor Billeting in accordance with references (a) and (c). 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. 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 without dependents. Bachelor personnel in the pay grades of E-5 and below may be authorized to receive BAH without dependents under the following circumstances:

(a) Adequate government quarters are not available, see enclosure (1).

(b) The installation occupancy rate is 95 percent or higher for bonafide bachelors in adequate government quarters.

(3) Allowable Exceptions. The CG may waive the involuntary assignment policy and authorize off-base residence and receipt of appropriate BAH in the following instances:

(a) Personnel with a pre-owned home or a pre-existing lease may be exempt from on base residency if they can provide proof of home ownership in the local vicinity of their assigned duty station prior to receiving Permanent Change of Station orders to that duty station.

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

(c) Personnel who no longer have a dependent due to death, divorce, or legal separation will 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. Requests must be submitted within 90 days from the date the divorce is finalized. Commanding Officers' endorsements must include justification for all late submissions.

2. A 90-day exemption is at the CG's discretion and, therefore, an approval will not be automatically granted.

3. If extenuating circumstances exist requiring a further extension of the 90-day exemption, members may submit a request for BAH without dependents prior to the expiration date of the original 90-day extension.

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(d) Members who have joint custody, temporary custody, or visitation rights of at least one minor dependent child, may receive BAH without dependents under certain 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. The terms stated in the affidavit become a condition for receiving BAH without dependents, and eligibility must be recertified each year. If the member fails to provide certification prior to the end of the existing BAH without dependent entitlement, the housing allowance will be stopped and all new authorizations will be effective the date proper certification is received. A sample for the affidavit can be found in enclosure (1).

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 Personnel Administration Center in order to stop their BAH without dependents entitlement.

(e) Personnel who have reached their twentieth week of pregnancy will be authorized exemption from assignment to on-base government quarters. A certificate from the medical officer attesting to the estimated delivery date is required. Requests for BAH without dependents prior to the member's twentieth week may be authorized by the CG on a case-by-case basis.

(f) Members who are married to members assigned to the same or adjacent permanent duty station that is within 150 miles, will not be billeted in bachelor quarters and will be authorized BAH without dependents at the appropriate rate.

(g) Members that have been selected for promotion to the pay grade of E-6 may be authorized BAH without dependents 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.

(h) BAH may be terminated by assignment of adequate Government quarters when the CG determines that the Marine's continued off-base residency is not in the best interest of the Marine Corps.

(i) At the CG's discretion.

(4) Enlisted members E-5 and below

(a) Submit a completed Administrative Action (AA) form, to the CG, attention AC/S Resource Management Directorate (RMD), via their chain of command. A sample AA form can be found in enclosure (3) with sample command endorsements in enclosure (4).

(b) The request must be justified by the 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. 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 first endorsement, will show proof 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 without dependents payment.

(d) Completed BAH without dependents requests must be received by the AC/S RMD within 30 days from the date of the AA form. Commanding Officers' endorsements must include justification for all late submissions.

(5) 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 aboard MAGTFTC, MCAGCC. Reference (a) authorizes all officers and bachelor enlisted personnel in pay grades E-6 and above to receive BAH without dependents.

(6) 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 orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

b. Forms. NAVMC 10274, Administrative Action (AA) Form can be obtained from the Marine Corps Electronic Forms Library site at <https://forms.documentservices.dla.mil/order/>.

6. Command and Signal

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

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



R. B. TURNER, JR.

DISTRIBUTION: A

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Assignment Standards Table

Rank	Minimum Adequate Assignment Standard
E-1 to E-4	Shared unit with a living room: Shared bedroom with not more than one other and with a minimum of 72 NSF for each occupant, bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room: Shared bedroom with 90 NSF per person, a service area and a bathroom shared with not more than one other in 2+0; or no more than four to a bath in 2+2
E-5	Shared unit with a living room: Private bedroom with 118 net square feet (NSF), bathroom shared with not more than one other, and a kitchen
	Shared unit without a living room; Private bedroom with 135 NSF, bathroom shared with not more than one other, and a service area
O1 and above, WO and above, and E-6 to E-9	Private unit with living room, bedroom, kitchen, and bathroom
<p>Notes:</p> <ol style="list-style-type: none"> 1. Waivers authorizing the above assignment standards were approved by ASN (EI&E) on 22 Dec 2015, 28 Jun 2016 and 19 Dec 2016. 2. The minimum standards can be waived by MCICOM on a temporary basis (for no more than 1 year) due to military necessity. However, exceptions for longer periods of time can only be approved by the Secretary of the Navy. 3. Installations are required to develop and submit UH projects indicating how they plan to comply with the DoD 2+0 assignment standard. 4. Net Square Feet (NSF) is the floor space in square feet within the interior face of full height walls of a room with no deductions for furnishings, door swings, sinks, installed cabinets and countertops, heating and cooling components, or exposed vertical pipes. NSF of the bedroom does not include the area of the closet. 5. All SNCO and Officer UH will be suite configured with a private bedroom, bath, living room and kitchen. See Reference (at). 6. For service members in basic training, the minimum adequate housing standard is open bay with a central bath and with at least 72 NSF for each service member. This area includes space for a bed, locker, and circulation. 7. Maximum square footage standards are outlined in Unified Facilities Criteria (UFC) FC 4-721-10N or any of its subsequent replacements. 	

NOTE: The above table was taken from MCO 11000.22, Marine Corps Bachelor and Family Housing Management Manual.

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Sample Affidavit in Support of Request

AFFIDAVIT

In Support of my Request for BAH Without Dependents

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: Director, Bachelor Billeting Division), Marine Air Ground Task Force Training Command, 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 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. 7220
3 DATE	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Sgt, FName MI LName, 12345678912/0111 USMC	5. ORGANIZATION AND STATION (Complete address) (Unit) (Unit Address)
6. VIA (As required) (1) CO, (Co) (3) CO, (Regiment) *if applicable* (2) CO, (Bn)	

7. TO Commanding General Marine Air Ground Task Force Training Command Marine Corps Air Ground Combat Center Box 788100 Twentynine Palms, California 92278-8100	8. NATURE OF ACTION/SUBJECT REQUEST FOR BAH WITH DEPENDENTS
	9. COPY TO (As required) Files (Unit) IPAC

10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (b) CCO 11012.1	11. ENCLOSURE (any) (1) Birth Certificate (2) Marriage Certificate (3) Divorce Decree (if applicable) (4) Notarized statement of custody (if applicable)
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12. SUPPLEMENTAL INFORMATION (Reduce to minimum - type name of officer and sign 3 lines below text)

1. Per the references, I hereby request basic allowance for housing (BAH) without dependents to reside on the local community.

2. (State reasoning) ex. "The barracks occupancy is currently at 97 percent and adequate quarters for my grade are not available."
"I am currently at twentieth week of pregnancy as shown in enclosure ()"
"I have temporary custody of my child for more than 90 days within a year as shown in enclosure () .."

SIGNATURE



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

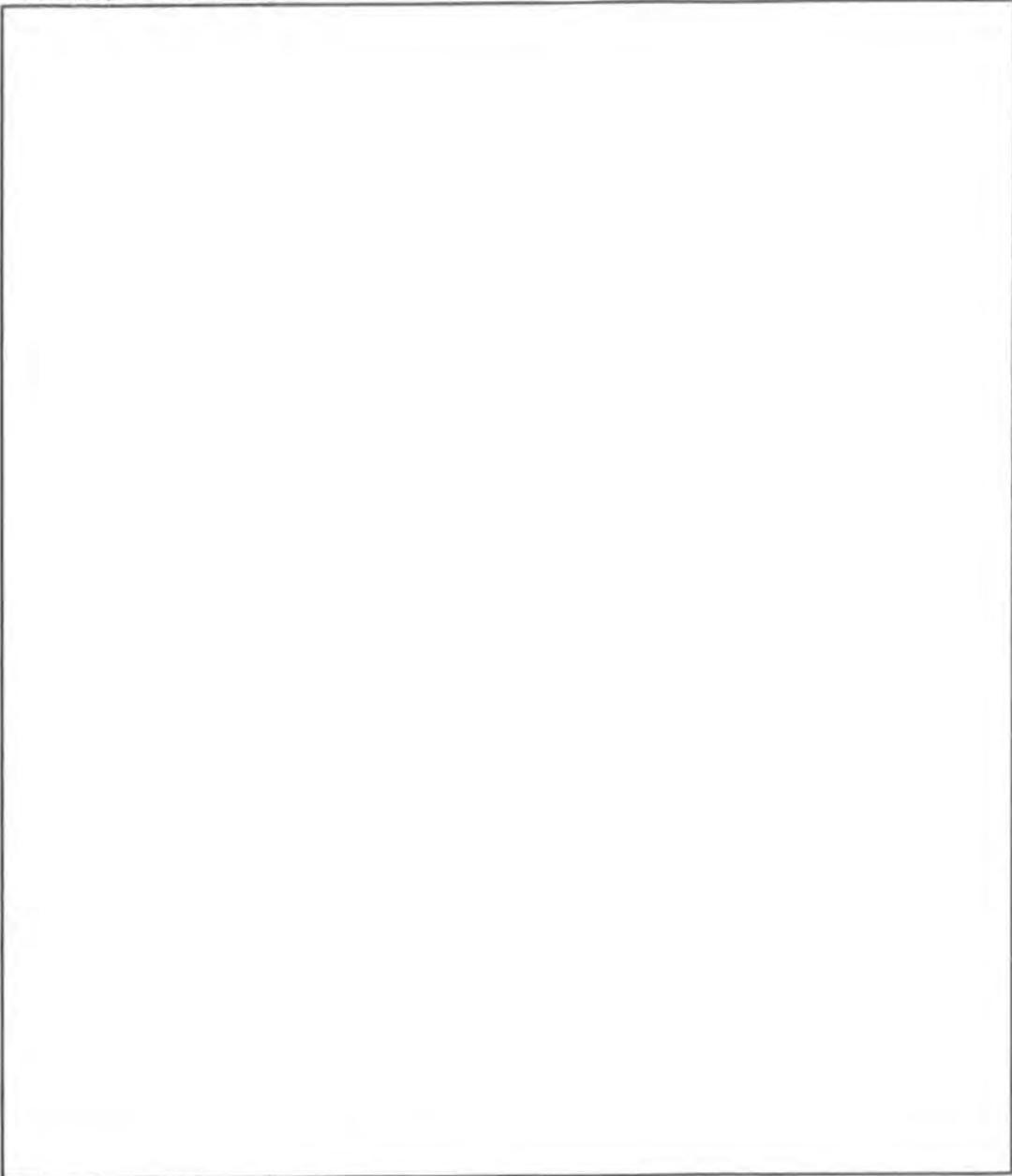
FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer 8

Enclosure (3)

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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
<p>This information is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the record subject, except under routine use.</p>
<p>AUTHORITY: 10 U.S.C. 1071-1087 and E.O. 11018.</p>
<p>PRINCIPLE: Active and Reserve 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>
<p>PURPOSE: 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 MMN00013 which can be downloaded at http://dpclo.defense.gov/privacy/SORNs/component/usmc/MMN00013.html.</p>
<p>ROUTINE USES: 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>
<p>DISCLOSURE: VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.</p>

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Sample Command Endorsements

UNITED STATES MARINE CORPS
 UNIT NAME
 UNIT BOX NUBER
 TWENTYNINE PALMS, CALIFORNIA 92278

7220
 ORG CODE
 D Mmm YY

FIRST ENDORSEMENT on (Rank Last Name) AA Form NAVMC 10274 of D Mmm YY

From: Company Commander, (Insert SNM Company), (Insert SNM Unit)
 To: Commanding General, Marine Air Ground Task Force Training Command,
 Marine Corps Air Ground Combat Center
 Via: (1) Commanding Officer, (Insert SNM Unit)
 (2) Commanding Officer, (Insert SNM Regiment if applicable)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING WITHOUT DEPENDENTS IN CASE OF
 RANK, FNAME MI LNAME EDIPI/MOS USMC

1. Forwarded, recommending approval / disapproval (Circle one)
2. The current installation occupancy is at ___ percent.
3. (Rank Last Name) is a (bonafide bachelor (single) or geo-bachelor (married) whose residence aboard the Marine Corps Air Ground Combat Center is not required for military necessity)
4. Claim for exception ___ (a-f) has been verified and documentation has been reviewed following instructions from Combat Center Order 11012.1_.
5. The point of contact for this matter is (First Sergeant/Company Commander Rank Last Name) at (7) 830-XXXX or (Insert Military Email).

C. O. OF COMPANY
 By direction (If applicable)

Copy to:
 Files
 IPAC, MAGTFTC, MCAGCC
 SNM UNIT

Enclosure (4)

JAN 06 2020

Sample Command Endorsements



UNITED STATES MARINE CORPS
UNIT NAME
UNIT BOX NUMBER
TWENTYNINE PALMS, CALIFORNIA 92278

7220
ORG CODE
D Mmm YY

SECOND ENDORSEMENT on (Rank Last Name) AA Form NAVMC 10274 of D Mmm YY

From: Commanding Officer, (Insert SNM Unit)
To: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center

Via: (1) Commanding Officer, (Insert SNM Regiment if applicable)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING WITHOUT DEPENDENTS IN CASE OF
RANK, FNAME MI LNAME EDIPI/MOS USMC

1. Forwarded, recommending approval / disapproval (Circle one)
2. Claim for exception __ (a-j) has been verified and documentation has been reviewed following instructions from Combat Center Order 11012.1_.
3. The point of contact for this matter is Administration Chief/Adjutant (Rank Last Name) at (76) 830-XXXX or (Insert Military Email).

C. O. OF COMPANY
By direction (If applicable)

Copy to:
Files
IPAC, MAGTF/TC, MCA/CC
SNM UNIT

SAMPLE

JAN 06 2020

Sample Command Endorsements



UNITED STATES MARINE CORPS
UNIT NAME
UNIT BOX NUMBER
TWENTYNINE PALMS, CALIFORNIA 92278

7220
ORG CODE
D Mmm YY

THIRD ENDORSEMENT on (Rank Last Name) AA Form NAVMC 10274 of D Mmm YY

From: Commanding Officer, (Insert SNM Regiment if applicable)
To: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING WITHOUT DEPENDENTS IN CASE OF
RANK, FNAME MI LNAME EDIPI/MOS USMC

1. Forwarded, recommending approval / disapproval (Circle one)
2. Claim for exception __ (a-j) has been verified and documentation has been reviewed following instructions from Combat Center Order 11012.1__.
3. The point of contact for this matter is Administration Chief/Adjutant (Rank Last Name) at (76) 830-XXXX or (Insert Military Email).

C. O. OF COMPANY
By direction (If applicable)

Copy to:
Files
IPAC, MAGTFTC, MCA/CC
SNM UNIT

SAMPLE

JAN 06 2020

Sample Command Endorsements



UNITED STATES MARINE CORPS
UNIT NAME
UNIT BOX NUMBER
TWENTYNINE PALMS, CALIFORNIA 92278

7220
ORG CODE
D Mmm YY

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: FName MI LName EDIPI/MOS

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING WITHOUT DEPENDENTS IN CASE OF
RANK, FNAME MI LNAME EDIPI/MOS USMC

1. Readdressed and forwarded, approved. (disapproved)
2. Authorization for Basic Allowance for Housing without dependents effective the date vacated government quarters.
3. The point of contact for this matter is (Rank Last Name) at (76) 830-XXXX or (Insert Military Email).

C. G. OF MAGTFTC, MCAGCC

Copy to:
Files
IPAC, MAGTFTC, MCAGCC
SNM UNIT

SAMPLE