



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 11012.3

G-F/BHD
MAY 01 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
11012.3

From: Commanding General
To: Distribution List

Subj: CAMP LEJEUNE BACHELOR HOUSING MANAGEMENT MANUAL

Ref: (a) MCO 11000.2
(b) BO 11320.1L
(c) DOD 4165.63M, "DOD Housing Management," October 28, 2010
(d) DoD Instruction 1015.12, "Lodging Program Resource Management," October 30, 1996
(e) MCO P10150.1
(f) BO 7000.1L Ch 1
(g) NAVSO P3520
(h) NAVCOMP MAN Vol IV
(i) SECNAVINST 5300.22A
(j) SECNAVINST 7000.22
(k) SECNAVINST 7000.23
(l) DoD Instruction 1015.15, "Establishment, Management, and Control of Non-appropriated Fund Instrumentalities and Financial Management of Supporting Resources," October 21, 2007
(m) MCO 7510.2E

Encl: (1) Camp Lejeune Bachelor Housing Management Manual

Reports Required: I: Barracks Occupancy Report (Report Control Symbol Exempt), enclosure (1), chap. 8, par. 3

1. Situation. To establish policy and requirements for the management and operation of bachelor housing and transient quarters aboard Marine Corps Base, Camp Lejeune (MCB CAMLEJ), in compliance with references (a) through (m).

2. Cancellation. BO P11012.3B Ch 1.

3. Mission

a. All Commanders will familiarize themselves with the contents of this Order and implement the instructions contained herein.

b. The Assistant Chief of Staff (AC/S) G-F, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB

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

CAMLEJ), will exercise staff cognizance over bachelor housing and transient operations, to include Basic Allowance for Housing (BAH).

c. Summary of Revision. This Order is a re-write of BO P11012.3B to bring into compliance with the newly revised reference (a), it contains a substantial number of changes and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding General (CG), MCIEAST-MCB CAMLEJ, is responsible for the management, utilization, and operation of all bachelor housing resources aboard the Installation.

(2) To ensure Commanders are in compliance with the provisions of this Order.

b. Concept of Operations. This Order provides guidance to implement policy, assign responsibilities and provide procedures on all matters associated with bachelor housing aboard MCB CAMLEJ.

5. Administration and Logistics. This Order should be used in conjunction with the references and other current regulations and directives to ensure compliance with established policies, procedures, and higher headquarters guidance. Deviations from procedures and instructions must be approved by, or referred to, the CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-F).

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, and its subordinate and tenant commands.

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


M. W. SCALISE
Deputy Commander

DISTRIBUTION: A/C (plus H&SBn and WTBn)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL INFORMATION	1-1
1.	Introduction.....	1-1
2.	Policy.....	1-1
3.	Responsibilities.....	1-1
4.	Definitions.....	1-4
Chapter 2	MINIMUM STANDARDS OF ADEQUACY (MSA) ...	2-1
1.	General.....	2-1
2.	MSA (Permanent).....	2-1
3.	MSA (Transient).....	2-2
Chapter 3	BILLETING FUND	3-1
1.	General.....	3-1
2.	Facilities.....	3-1
3.	Services.....	3-2
4.	Charges.....	3-3
5.	Financial Management.....	3-3
Chapter 4	OCCUPANCY	4-1
1.	General.....	4-1
2.	Personal Authorized to Occupy Bachelor Housing.....	4-1
3.	Occupancy Requirements.....	4-3
4.	Assignment Requirements.....	4-3
5.	Termination of Assigned Government Quarters.....	4-3
Chapter 5	BASIC ALLOWANCE FOR HOUSING (BAH)	5-1
1.	General.....	5-1
2.	Requesting Procedures for Payment of BAH (without dependents).....	5-3
3.	Termination of BAH (without dependents) Payment.....	5-4
Figure 5-1	Sample Format for AA Form.....	5-5
Figure 5-2	Format for First Endorsement.....	5-6
Figure 5-3	Affidavit in Support of BAH Request	5-7

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
CHAPTER 6	STORAGE	6-1
1.	General.....	6-1
2.	Storage of Excess Household Goods.....	6-1
3.	Storage of Privately-Owned Vehicles.....	6-1
Figure 6-1	Sample Request for Storage of Excess Personal Property.....	6-2
CHAPTER 7	BACHELOR HOUSING ADMINISTRATION	7-1
1.	General.....	7-1
2.	Charges.....	7-1
CHAPTER 8	REPORTS	8-1
1.	General.....	8-1
2.	Instructions for Completion.....	8-1
3.	Requirements.....	8-1
Figure 8-1	Sample Barracks Occupancy Report	8-3

Chapter 1

General Information

1. Introduction

a. Reference (a) establishes guidelines and policies for the management of occupancy requirements for and priorities of assignment to bachelor housing and authorization to pay BAH (without dependents).

b. As Camp Lejeune continues to move forward in providing adequate billeting in our Bachelor Enlisted Quarters (BEQs), Unit Commanders must take a direct role in the management of assigned BEQs to ensure maximum utilization on a day-to-day basis. With a period of major construction winding-down, it is essential that the sustainability of our existing quarters is maintained at the highest standards expected of the Marine Corps.

c. All references to Marine Corps ranks within this Order apply to other service personnel of equivalent rank.

2. Policy

a. All eligible bachelor personnel assigned to CAMLEJ will be billeted in adequate government quarters as defined by reference (a).

b. Personnel in the grade of staff sergeant are given the option of receiving BAH (without dependent) in lieu of quarters, subject to the Commander's decision that there is no military necessity to reside aboard the Installation.

c. Personnel in the grades of sergeant and below are required to reside aboard the Installation, whether the quarters are considered adequate or inadequate. Adequate government quarters will be assigned to personnel on a priority basis as they become available.

3. Responsibilities

a. CG MCIEAST-MCB CAMLEJ

(1) Exercise command authority over bachelor housing aboard Camp Lejeune.

(2) Supervise the centralized management of all bachelor housing assets and the operation of Bachelor Officer Quarters (BOQs), designated Bachelor Staff Non-Commissioned Officer (SNCO) Quarters and transient facilities at Camp Lejeune.

(3) Process requests for BAH (without dependents) for pay grades E-5 and below.

b. Tenant Unit Commanders. Ensure subordinate leaders play an active visible role in ensuring good order and discipline within the barracks at all times. Unit Commanders will meet these objectives through periodic visits to the barracks and routine inspections.

c. Residents. Resident responsibilities can be compared to those of a prudent apartment dweller in the civilian community. They include:

(1) Conserving Utilities. In accordance with existing Base regulations, rooms will be heated at a designated setting or below without opening windows, not using any air conditioning unless outside temperature exceeds present thermostat settings, shutting off air conditioning when quarters are not occupied, keeping units free of clutter to improve air circulation and heating efficiency, defrosting freezers to keep frost from accumulating for better cooling efficiency (CAUTION: Do not use sharp instruments when defrosting refrigerator). Other utility savings should be obvious to the prudent resident.

(2) Maintenance/Repairs. Emergency, routine, and scheduled repair services are provided by Public Works Division (PWD). Residents should promptly report any item in need of repair to their Barracks Manager. The Barracks Manager is responsible for reporting to PWD Work Reception. In cases where repairs to government property are necessary due to extreme carelessness or neglect on the part of the resident, appropriate damage and replacement charges may be levied. Disciplinary action may be taken in appropriate cases, by the individual's parent organization under Article 15 of the Uniformed Code of Military Justice for culpable damage to property.

(3) Controlling Insects. Strict housekeeping practices by all residents are considered the best means of controlling or eliminating roaches and other insects. Discarded food, spilled soft drinks, or other liquid residue encourages insect infestation. Self-Help provides baits which will assist in insect control; these are available from the BOQ/BEQ offices.

(4) Eliminating Fire Hazards. Residents should take precautions to:

(a) Not overload electrical wiring systems with electrical appliances or cooking devices such as coffee makers, electric skillets, sandwich grills, etc. These items will only be used in designated kitchen areas.

(b) Not keep combustibles or ammunition in BOQ/BEQ rooms.

(c) Not leave barbecue grills unattended after use. Care must be taken to ensure the smoldering coals have been thoroughly extinguished.

(d) Report all fires to the Base Fire and Emergency Services Division (FESD), even if already extinguished.

(5) Adhering to Restrictions

(a) Prohibited Items. Reference (b) prohibits the presence of the following types of items in BOQ/BEQ living spaces: Privately-owned room air conditioners, space heaters, and related electric appliances. When found during an inspection of quarters, clearly dangerous items of this kind will be removed and the occupant notified.

(b) Pets. No pets will be kept in BOQ/BEQs.

(c) Illegal Drugs. No illegal drugs are to be present in BOQ/BEQ rooms.

(d) Government Furniture. No furniture belonging to the BOQ/BEQ will be removed from assigned quarters. Additional personal furniture may be added; however, approval must be obtained from the Unit Commander prior to placement of items in the living space.

(e) Parking. Parking space is normally provided on hard surface areas adjacent to BOQ/BEQ buildings. Where parking space is limited, priority is given to passenger vehicles over such items as utility or boat trailers, motor homes, campers, etc. Parking on grass is not permitted.

(f) Automotive Repairs. Automotive repairs (parts changes, oil changes, painting, etc.) are not permitted in parking areas. Repairs should be made at appropriate facilities, such as the Marine Corps Community Services (MCCS) Automotive Hobby Shop.

(g) Telephone/Cable/Internet Services. Telephone, cable, and internet services are available through a private vendor authorized to conduct business aboard Camp Lejeune.

(h) Satellite Dishes. Satellite dishes are not permitted for use in any bachelor quarters aboard Camp Lejeune.

(i) Storage. Storage of excess household goods is not available within the BOQ/BEQs due to limited space. Residents should contact the Distribution Management Office (DMO) for availability.

(6) Room Entry and Inspections

(a) Routine fire safety inspections and insect spray treatment, plus emergency repairs, are made by authorized members of the Base FESD and PWD, accompanied by a Command escort.

(b) Routine housekeeping inspections, furniture inventories, plus emergency room entries to safeguard government property, are made by authorized personnel, who will ensure that rooms are properly secured upon completion of the specified work.

(7) Security. Normal precautions such as locking vehicles, locking room doors, and stowing valuable items should be observed.

(8) Self-Help. Residents are encouraged to take responsible action to improve the living conditions in their assigned space. The occupant is responsible to see that walls, paint, and window frames are not damaged by improper use of picture hangers or adhesives. Use of bulldog-type picture hangers is recommended. Personal room decorations are to be limited to room interiors, except for appropriate door decorations during recognized holiday seasons. Painting of rooms is prohibited, except for touch up. For further information and to save unnecessary expense, contact the Barracks Manager before starting any self-help projects.

3. Definitions

a. Personnel - Military Service Members.

b. BAH - Money paid to personnel in lieu of government-provided quarters.

c. Bachelor Personnel - Unmarried personnel, including divorced or legally separated Service Members and involuntary geographical bachelors.

d. Geographical Bachelors - Personnel entitled to travel of their dependents and transportation of household goods; voluntarily separated from dependents by personal choice.

e. Involuntarily Separated Married Personnel - Married personnel not entitled to travel of their dependents or transportation of household goods.

f. Military Necessity - When, in the judgment of the responsible Commander, billeting in government quarters is essential to accomplish training, leadership, contingency operations, mission accomplishment, or the maintenance of a disciplined force.

- g. BOQ - Any facility designated for the billeting of bachelor officer personnel.
- h. BEQ - Any facility designated for the billeting of bachelor enlisted personnel.
- i. Minimum Standards of Adequacy (MSA) - The minimum space and design requirements which define accommodations as adequate.
- j. Adequate Government Quarters - Any BOQ and BEQ facility which meet the Department of Defense (DoD) MSA.
- k. Inadequate Government Quarters - Quarters which do not conform to the MSA as promulgated by the DoD.
- l. Substandard - Quarters considered unsatisfactory due to age, condition, safety factors, livability, or economics of maintenance.

Chapter 2

Minimum Standards of Adequacy (MSA)

1. General

a. The MSA will be the determining factor in establishing adequacy.

b. All buildings of temporary construction are considered inadequate.

c. Personnel granted BAH (without dependents) will live in adequate private quarters. To qualify as adequate, the off-Base quarters meet the standards of adequacy set forth in enclosure (3) of the DoD Housing Management Manual, shown as reference (c).

2. MSA (Permanent). The minimum standards for involuntary assignment of permanent personnel to bachelor quarters at Camp Lejeune are as follows:

Recruits/Students	72 Net Square Feet (NSF) per person, open bay, common head.
Private to Lance Corporal	90 NSF per person, no more than two per room and bath shared with no more than three others; i.e., 2+2 or 2+0 room configurations.
Corporal to Sergeant	180 NSF per person, private room and bath shared with no more than one other; i.e., 2+2 or 2+0 room configurations.
Staff Sergeant to Sergeant Major	270 NSF per person, private room and bath.
Warrant Officer, O-1, and above	Private living room, bedroom, and bath, with access to kitchen or officer mess.

a. Exceptions. Personnel may be assigned to quarters that do not meet the standards listed when an identified barracks space deficiency exists and has been authorized by Marine Corps Installations Command.

(1) As many as three Marines at the rank of E-3 and below may be assigned to rooms that contain 270 NSF or more.

(2) As many as two Marines at the rank of E-4 may be assigned to a single room. Those two E-4s may share a bathroom with not more than two others.

b. NCOs Must Room with NCOs. Under no circumstances will Marines at the ranks of E-4 or E-5 share a room with a Marine at the rank of E-3 or below.

3. MSA (Transient). The minimum standards shall determine whether the transient spaces are adequate or inadequate for assignment. These standards shall apply worldwide.

Officers and civilians; W-1 to W-5; O-1 and above	250 NSF living area: private room; private bath.
E-6 to E-9	250 NSF living area: private room, bath shared with no more than one other.
E-4 to E-5	135 NSF living area: private room, bath shared with no more than one other.
E-1 to E-3	90 NSF living/sleeping area: not more than four to a room, except in open bay; central bath.
E-1 Recruits/Students	72 NSF living area: open bay, central bath.

Chapter 3

Billeting Fund

1. General

a. The administration of bachelor quarters is a command function supported with appropriated funds. The Camp Lejeune Billeting Fund is a Category "C" Non-Appropriated Fund Instrumentality (NAFI), authorized by the Commandant of the Marine Corps to be administered in compliance with the requirements of references (a) and (d), under the operational control of the Director, Bachelor Housing Division (BHD).

b. The Billeting Fund is established as a separate entity to receive and disburse monies collected through approved services in bachelor quarters and to pay for housekeeping service, administrative support, training for NAFI employees, and other attendant services, as well as minor improvements to the physical plant not provided by appropriated funds (APF).

2. Facilities

a. The facilities served by the Billeting Fund are those designated by the Installation as permanent party quarters for Bachelor Officer and SNCO personnel and transient quarters for military and civilian personnel on official business.

b. Adequate transient facilities at Paradise Point accommodate all ranks of Temporary Additional Duty (TAD) officers, SNCOs, and civilians. Facilities at Camp Johnson and Courthouse Bay support student officers and SNCOs. Junior enlisted transients are billeted in adequate facilities operated by the host Command. Special groups such as Marine Corps sponsored youth groups or official guests of the Installation may be billeted in adequate facilities operated by the BHD. Military personnel arriving or departing on Permanent Change of Station (PCS) Orders and their dependents may be assigned to transient quarters on a temporary space-available basis, not to exceed 14 days when the Temporary Lodging Facility (TLF) or permanent housing is not immediately available. Extensions may be granted upon approval of the Director, BHD, if there are no conflicting requirements for the transient quarters. Non-duty military personnel, active duty and retired, and their dependents may also be assigned on a space-available basis under the provisions of reference (a).

c. Distinguished Guest Quarters located in Paradise Point accommodate official guests of the Command, to include General Officers, Senior SNCOs, foreign officials, and distinguished

civilians. Reservations for these quarters are requested through the CG's Protocol Office and coordinated with the BHD.

3. Services

a. Billeting Services. Clean, comfortable, and sanitary quarters, along with the best possible service are provided to permanent party and transient personnel assigned to or visiting Camp Lejeune. A 24-hour staff is available at the Billeting Office, providing reservation and assignment assistance similar to that of a hotel operation. Reservations can be made 30 days in advance for eligible personnel on official travel.

b. Custodial Services. Daily custodial service is provided Monday through Friday, excluding holidays in all common use areas such as lobbies, lounges, hallways, laundry rooms, recreation rooms, and community restrooms. Services are initially provided through NAF and reimbursed from APF.

c. Housekeeping Services

(1) Daily housekeeping service is provided at Paradise Point for all transient rooms, including distinguished guest quarters.

(2) Housekeeping service is provided Monday through Friday, excluding holidays, for all transient rooms at Camp Johnson and Courthouse Bay.

(3) Twice-weekly housekeeping service which includes weekly exchange of bed linens, towels (twice a week); emptying of wastebaskets, general housecleaning (dusting, vacuuming, cleaning bathroom, and kitchenette; excluding dishes, utensils, and cookware), if applicable, is provided to permanent party and geographical bachelor quarters located at Paradise Point. Once-weekly service, as stated above, is provided to permanent party and geographical bachelor quarters located at Camp Geiger.

(4) All housekeeping service expenses are funded by NAFI funds through collections from occupants receiving services.

d. Linen and Furnishings. Basic linen and furnishings are provided in accordance with reference (e). The laundering and dry cleaning of government linen and furnishings is performed at the expense of APF unless special sizes require service that is not available from APF sources. Exceptional laundering and dry cleaning performed by commercial sources are supported by the Billeting Fund. APF provide for the installation, replacement, and maintenance of

basic room furniture and furnishings while NAFI funds provide a supplement for such things as drapes, carpet, pictures, lamps, and other furnishings. NAFI funds specifically provide television sets, telephones, and clock radios in transient rooms.

4. Charges

a. Service charges are established by the CG to generate revenue necessary to meet authorized expenses. Service charges consist of either a charge for supplies, a charge for housekeeping services, or a combination of both. The Billeting Fund is established to receive and disburse funds collected through these charges.

b. Service charges for permanent party residents is the minimum amount necessary to pay for supplies and/or housekeeping services performed in their personal living spaces. These residents have the option to take twice-weekly housekeeping services, or no service. If Service Members elect no service and do not maintain their quarters in an acceptable manner, then appropriate action will be taken, to include use of mandatory housekeeping service or termination of occupancy.

c. Service charges for official temporary/transient duty personnel and distinguished visitors are set at an amount not to exceed the per diem lodging allowance received by the guest, but are sufficient to cover the cost of housekeeping service and other supplies/services. Transient personnel on official duty who are not authorized per diem for lodging are billeted at the least possible cost sufficient to pay for housekeeping service received.

d. Service charges for non-duty military transient and non-government personnel include the same cost as outlined in paragraph 3.

5. Financial Management

a. The primary function of the BHD is to provide billeting and related services to permanent and transient personnel and is funded with Operations and Maintenance, Marine Corps funds. These funds are accounted-for in accordance with references (a) and (f).

b. The Billeting Fund is a secondary function; a separate financial entity serving as a depository for money collected from approved fees and service charges. Funds generated by the Billeting Fund are accounted-for in accordance with references (a) and (g) through (k). Accounting, payroll, and purchasing services for the Billeting Fund are contracted to MCCA.

c. The Billeting Fund Custodian is the direct representative of the Command under cognizance of the AC/S, G-F. The Billeting Fund

Custodian is appointed in writing by the CG and is charged with specific duties and responsibilities outlined in reference (a).

d. Billeting Fund budgets and financial statements are prepared and submitted in accordance with references (a), (d), and (m). Billeting Fund money will not be contributed, loaned, or transferred to other NAF or API instrumentalities. The Commandant of the Marine Corps is the successor in interest to any disestablished billeting fund.

e. The Billeting Fund is audited by the Marine Corps NAF Audit Service in accordance with the provisions of the current edition, shown as reference (m).

Chapter 4

Occupancy

1. General

a. Maximum occupancy of adequate bachelor quarters shall be achieved at all times. An occupancy rate of 95 percent will be maintained by all organizations actively controlling the daily operation of adequate bachelor quarters for permanent party personnel. Adequate transient or TAD housing shall maintain a minimum occupancy of 75 percent.

b. Bachelor students and trainees will reside in bachelor quarters regardless of adequacy in order to effectively meet their training requirements.

c. When necessary for maintaining maximum utilization of housing, involuntary assignments may be made for military personnel in the grade of staff sergeant and below. Involuntary assignments to adequate, inadequate, and substandard housing may be made to all personnel for any reason involving military necessity.

d. Occupancy of bachelor quarters under a Unit-Integrity Concept may be continued where appropriate and necessary. Application of the Unit-Integrity Concept shall be accomplished in a practical manner which permits maximum utilization of available resources.

2. Personnel Authorized To Occupy Bachelor Housing

a. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel bachelor housing.

(1) Unaccompanied personnel who must reside in the barracks by military necessity.

(2) Permanent party military bachelor personnel, E-5 and below, without a BAH (without dependents) entitlement and those receiving BAH Differential for family member support.

(3) Unaccompanied PCS students.

(4) Unaccompanied PCS military personnel who are legally separated and receiving BAH (with dependents).

(5) Geographical bachelors, if BEQ space is vacant and available after satisfying all requirements for personnel listed above.

b. The following personnel are entitled to designated transient housing on a confirmed reservation basis (not listed in priority order):

(1) Military personnel and DoD civilians on official TAD orders.

(2) American Red Cross and Navy/Marine Corps Relief Society Officers or employees on official business.

(3) NAFI personnel on official business.

(4) Contractors, when lodging expenses are funded by DoD service agencies.

(5) Non-DoD civilian employees, not noted above, who contribute to mission accomplishment.

(6) United States and foreign civilians traveling as guests of the Armed Forces, to include teachers/instructors contracted with the Armed Forces.

(7) Reserve and National Guard personnel in an official TAD status, Unit training status, and annual trainees on individual orders.

(8) Foreign military trainees engaged in or sponsored by military assistance or similar training programs.

(9) Family members and/or medical attendant on medical TAD orders or family members of hospitalized Service Members.

(10) All military personnel, and/or their family members on PCS orders when TLF or permanent housing is not immediately available. This includes military families reporting to or checking-out of the Command.

(11) Guests of the Installation Commander (guest speakers, visiting civilian Chaplains, etc.)

c. The following personnel may occupy designated transient housing on a space-available basis:

(1) United States military retirees, military personnel on leave, military personnel on Permissive TAD Orders not assigned to that specific Installation, DoD civilian employees, family members, or guests of military personnel assigned to the Installation if TLF space is not available;

(2) DoD civilian employees and their families, arriving or departing incident to PCS, when TLF space is not available;

(3) Marine Corps or Navy Wives' Club Officers on official business; Key Volunteers on official business; Marine Corps sponsored youth groups; and Law Enforcement Officials on official business, or

(4) Geographical bachelors.

d. Maximum Occupancy Period. For personnel who are space available; the maximum period for occupying transient housing is up to 30 days. The Installation Commander may waive the 30-day limit on a case-by-case basis. Request for a waiver will be submitted in writing to the Director, BHD.

3. Occupancy Requirements. Bachelor housing occupancy requirements, by grade, for permanent party quarters are as follows:

Gunnery Sergeant and above	Voluntary occupancy of on-Base government quarters, whether adequate or inadequate.
Staff Sergeant	Option of living off-Base whether adequate or inadequate government quarters can be provided.
Sergeant and below	Mandatory occupancy of on-Base government quarters, whether adequate or inadequate.

4. Assignment Requirements

a. Bachelor Officers and SNCOs will be assigned quarters by the Director, BHD. A control date for the quarters assignment will be given as of the date of application.

b. All bachelor enlisted personnel assigned to Units occupying BEQs will be assigned to quarters by their Commanding Officers (CO's).

c. Bachelor personnel in the grade of staff sergeant and above may elect to live off-Base and receive BAH (without dependents) rather than occupy government quarters, provided there is no military necessity to live aboard the Installation.

5. Termination of Assigned Government Quarters. Assignments to government quarters may be terminated for the following reasons:

a. When quarters are needed for a higher priority bachelor.

MCIEAST-MCB CAMLEJO 11012.3
MAY 01 2017

b. Nonpayment of service charges (Officers and SNCOs billeted by the Director, BHD).

c. Failure to maintain proper housekeeping (Officers and SNCOs billeted by the Director, BHD).

Chapter 5

Basic Allowance for Housing (BAH)

1. General

a. Reference (a) authorizes the CG, MCIEAST-MCB CAMLEJ as the Activity Commander to grant payment of BAH (without dependents) in lieu of government quarters and provides general guidelines.

b. The Joint Federal Travel Regulations (JFTR) allows for enlisted personnel in the grades of E-7 and above to receive BAH (without dependents) vice occupying government quarters, whether adequate or inadequate, without requiring approval from the Installation Commander.

(1) Personnel in the grade of E-6 are not required to gain the Installation Commander's approval prior to residing off-base and begin receiving BAH (without dependents).

(2) In the case of an E-5 selected for promotion to E-6, the request for BAH (without dependents) submitted by Administrative Action (AA) Form via the chain of command to the CG, MCIEAST-MCB CAMLEJ (Attn: Director, BHD) may be approved 30 days prior to their actual promotion date.

c. When BAH (without dependents) is approved and government quarters have not been assigned, the effective date will be the date reported for duty. When government quarters have been assigned, the effective date for payment will be the date the request is approved or date government quarters were vacated, whichever is later. In order to preclude financial hardship, Service Members should not obtain off-base housing prior to their approval of BAH (without dependents). Whenever possible, Service Members should apply for BAH (without dependents) while remaining in government quarters.

d. Personnel in the grades of E-5 and below requesting to receive BAH (without dependents) are required to submit an AA Form via their chain of command to the CG, MCIEAST-MCB CAMLEJ (Attn: Director, BHD), and must meet an allowable exception as stated in reference (a). Not all personnel in the grades of E-5 and below who choose to live in private housing when adequate government quarters have been assigned will be authorized payment of BAH (without dependents). Examples of allowable exceptions are as follows:

(1) Pregnancy. In the case of a pregnant Service Member, BAH (without dependents) will be approved when she reaches the 20th week

of pregnancy. A certificate from the Medical Officer attesting to the estimated delivery date is required. A pregnant Service Member is not required to vacate the barracks until the birth of the child.

(2) Mortgage/Lease. In the case of a Service Member who has retained a mortgage or lease as an encumbrance of a marriage:

(a) BAH (without dependents) may be authorized if the Service Member can show sole responsibility for repayment of the mortgage loan for a primary residence acquired during the marriage and occupied by the couple prior to separation if awarded to the Service Member by the court. A Quit Claim Deed may be required as supporting documentation.

(b) BAH (without dependents) may be authorized through the end of the lease term if the residence was occupied by the couple prior to separation.

(3) Joint Custody. In the case of a Service Member who is divorced or the unmarried, biological parent of a child and who has court-ordered joint custody or court-ordered temporary custody/visitation rights of at least one minor child, BAH (without dependents) may be approved under appropriate circumstances. To be eligible, the following conditions must be met:

(a) The Service Member must have a court order for temporary custody/visitation of the child(ren) for a minimum period of time totaling 90 or more days every calendar year (i.e., every weekend, two nights per week, three months in summer, etc.); and

(b) The minor child(ren) must reside within a reasonable commuting distance, herein defined as travel within authorized liberty limits, or the Service Member must provide a reasonable transportation plan - agreed upon by the custodial parent - by which the minor child(ren) will reside with the Service Member for a minimum period of time totaling 90 days or more every calendar year; and

(c) Submit the request in accordance with paragraph 2 below. Include with the AA Form a certified true copy of the properly completed affidavit in support of the court-ordered custody (Figure 5-2) with required attachments (i.e., divorce decree, separation agreement, court order for custody, deed, lease, statement from the custodial parent, etc.).

1. The terms stated in the affidavit shall not override the court-order, but should provide amplifying guidance on how the Service Member will accommodate the temporary custody directed by the court. The terms stated in the affidavit become a condition of

MAY 01 2017

receiving BAH (without dependents), and eligibility must be recertified annually by the Service Member's Command.

2. If at any time the period of temporary custody/visitation is reduced to less than 90 days per calendar year, the Service Member is required to inform the Command and the CG, MCIEAST-MCB CAMLEJ (Attn: Director, BHD). BAH (without dependents) eligibility may be lost if the period of temporary custody is reduced.

(4) Active-Duty (ACDU) Spouse (No Children)

(a) Personnel with an ACDU spouse reporting to the CAMLEJ area can request BAH (without dependents) to start 30 days prior to the arrival of the spouse in order to establish a joint household. The request should be submitted 45 days prior to the arrival of the spouse and must contain a copy of the transferring Service Member's PCS orders.

(b) Personnel with an ACDU spouse departing from the CAMLEJ area can request BAH (without dependents) if the couple maintained a joint household in the local area. In the case of a lease, BAH (without dependents) will be approved through the end of the current lease term, only. The request should be submitted prior to the departure of the transferring spouse and must contain a copy of the transferring PCS orders.

e. Requests for payment of BAH (without dependents) may only be disapproved and returned by the CG, MCIEAST-MCB CAMLEJ; the CG, II Marine Expeditionary Force (II MEF); the CG, 2d Marine Expeditionary Brigade; the CG, 2d Marine Division; the CG, 2d Marine Logistics Group; the Commander, U.S. Marine Corps Forces, Special Operations Command; and CO, Headquarters Group, II MEF.

2. Requesting Procedures for Payment of BAH (Without Dependents)

a. Requests for payment of BAH (without dependents) by personnel in the grade of E-5 or below must be made by AA Form to the CG, MCIEAST-MCB CAMLEJ, (Attn: Director, BHD), via the normal chain of command. The request will contain the following information:

(1) CO's endorsement that:

(a) There is no military necessity for the Service Member to reside aboard the Installation.

(b) Adequate government quarters cannot be assigned (in the case of E-5 and below).

(2) If the requesting Service Member has vacated government quarters, the CO must also certify that:

(a) The off-Base quarters meet the standards of adequacy set forth in enclosure (3) of the DOD Housing Management Manual, shown as reference (c).

(b) The cost of quarters does/does not exceed the amount authorized for BAH (without dependents).

(c) The date the Service Member vacated government quarters or the date reported aboard if government quarters were not occupied.

(d) The address of the off-Base housing.

(3) Certification by the Family Housing Referral Office (Building TT-43) that the Service Member contacted that office prior to or after obtaining off-Base housing.

b. When the returned approval endorsement gives the date from which BAH (without dependents) will be effective, the return endorsement will serve as documentation for entry into the Unit Diary Marine Integrated Personnel System.

c. When a request is disapproved, the Service Member will be notified by return endorsement, giving specific reasons for disapproval.

3. Termination OF BAH (without dependents) Payment

a. BAH (without dependents) payment will be terminated under the following conditions:

(1) The Service Member is transferred from Camp Lejeune.

(2) The Service Member moves into BEQ/BOQ quarters. In the case of an officer or senior enlisted Service Member, MCBCL Form 11012/6, Bachelor Housing Voucher (see Figure 5-1) will be initiated by the Director, BHD.

(3) The Service Member is involuntarily assigned to government quarters.

(4) The Service Member's CO invokes military necessity and requires the Service Member to live aboard the base.

b. In the case of two Service Members who are married, co-located and both drawing BAH (without dependents) and the BAH of one Service Member is terminated, the other may request continuation of BAH as outlined in paragraph 1(4).

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/FILENO. 1326
		3. DATE 2012 10 05
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Sgt Marine, IMA EDIPI/0111		5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters and Support Battalion Marine Corps Installations East-Marine Corps Base Camp Lejeune, NC 28542-0003
6. VIA (As required) (1) CO, Co I		
7. TO: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> Commanding General Marine Corps Installations East-Marine Corps Base Attn: Director, Bachelor Housing Camp Lejeune, NC 28542-0005 </div>		8. NATURE OF ACTION/SUBJECT REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS, PREGNANCY
		9. COPY TO (As required) (1) Files (3) SRB (2) SNM
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO P11000.22 (b) MCIEAST-MCB CAMLEJO 11012.3		11. ENCLOSURES (if any) (1) OB/GYN Memo
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text) I. Per references (a) and (b), I am requesting BAH without dependents due being pregnant. a. DCTB: b. 20 Week Date: c. Estimated Delivery Date:		

I. M. MARINE

Figure 5-1.--Sample Format for AA Form

UNITED STATES MARINE CORPS
Unit
CAMP LEJEUNE NC 28542-XXXX

11103
Unit
Date

FIRST ENDORSEMENT on Marine's AA Form 1326 of 5 Oct 12

From: Commanding Officer,
To: Commanding General, Marine Corps Installations East-Marine
Corps Base, Camp Lejeune (Attn: Director, Bachelor Housing
Division)
Via: As appropriate

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH); ICO
RANK, NAME, EDIPID/MOS, BRANCH OF SERVICE

Ref: (a) MCIEAST-MCB CAMLEJ 11012.3 (this should be in the AA Form
if so do not repeat the reference, if not in AA Form add to
letter)

1. Forwarded, recommending approval.
2. Commanding Officer's Certification.
 - a. There is no military necessity for Subject Named Marine (SNM) to reside aboard the Installation.
 - b. Adequate government quarters can/cannot be assigned.
 - c. The quarters off-Base meets the standards of adequacy as set forth in the reference.
 - d. The cost of the quarters does/does not exceed the amount specified by the reference.
 - e. SNM vacated government quarters on _____.
 - f. Address of off-Base quarters _____

CO'S SIGNATURE

The BAH request package requires: the SNM's AA Form, the proper endorsements up through the Chain of Command recommending approval, off-Base Housing Referral Chit and the CO's Certification in this format. A copy of the lease agreement or buyer's copy when purchasing a home is requested. In the case of pregnancy, a certification of pregnancy stating the estimated date of delivery and the date of the 20th week of pregnancy from OB/GYN is required. If recently separated or divorced, a copy of the legal documentation is requested. For an Active Duty Spouse, a copy of the spouse's Orders or a statement from the Commanding Officer showing status is requested.

Figure 5-2.--Format for First Endorsement

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

If at any time I, or the permanent custodian, decide to reduce temporary custody to a period of less than 90 days per calendar year, I will inform my command and CG, (Attn: Director, BHD), MCB, CAMLEJ, North Carolina. I understand that I may lose eligibility to BAH if the period of my custody is reduced.

(Signature)

Subscribed and sworn this _____ day of _____, 20____
NOTARY PUBLIC

Chapter 6

Storage

1. General. Those personnel who will not be physically present as a result of TAD or deployment in excess of 60 days will vacate their assigned quarters. Personnel should check with the DMO for status regarding storage of their personal property.

2. Storage of Excess Household Goods. The AC/S, G-4, MCIEAST-MCB CAMLEJ, will provide storage for a Service Member's excess household goods while members are TAD or deployed for more than 60 days and are not receiving BAH and occupying permanent party bachelor government quarters. Figure 6-1 is a sample format of the request to be utilized.

3. Storage of Privately-Owned Vehicles. The Provost Marshal Office, MCB CAMLEJ, provides facilities for the storage of privately-owned vehicles of deployed personnel. Procedures are outlined in reference (n).

UNIT LETTERHEAD FORMAT

4050
S-1/4
Date

From: Commanding Officer,
To: Distribution Management Officer

Subj: REQUEST FOR STORAGE OF EXCESSIVE PERSONAL PROPERTY
PURSUANT TO ASSIGNMENT OF GOVERNMENT QUARTERS; ICO
LAST NAME, FIRST NAME, MIDDLE INITIAL, RANK

Ref: (a) JFTR U5380

1. The subject-named Service Member is (circle one) voluntarily/involuntarily living in Building #_____ Room #_____ as of _____(Date). In accordance with the reference, this letter is to confirm that the Service Member is not currently drawing Basic Allowance for Housing. Accordingly, it is requested that the subject Marine be authorized to store his/her excess personal property in a government-approved Non-Temporary Storage facility or to personally procure storage up to the rate at which the government would pay for reimbursement.

2. Point of contact for this matter is Capt I. M. Boss at (910) XXX-XXXX.

CO'S SIGNATURE

Chapter 7

Bachelor Housing Administration

1. General

a. The Director, BHD, will supervise the daily operations of officer and SNCO quarters (BOQ/BEQ-SNCO), to include room assignments, maintenance, and cleaning. For additional guidance, refer to the Resident Handbook provided at check-in.

b. Basic Policy. It is intended that the best possible billeting and related services be provided to residents, subject to normal budgetary restrictions.

(1) Priority. Whenever BOQ/BEQ space or funding is insufficient to meet all billeting demands, priority for assignment and related services will be given to bona fide bachelors and legally separated or divorced personnel.

(2) Deployment. All residents deploying or going TAD in excess of 60 days will be required to vacate quarters.

2. Charges

a. Service Charges

(1) Service charges will be assessed for housekeeping, cable service, and supplies provided to geographical bachelors assigned on a space available basis.

(2) Service charges will be assessed to bona fide bachelors for optional housekeeping services and other costs incident to the operation of bachelor housing. Foreign military personnel will be charged the minimum amount necessary to pay for housekeeping services and other supplies/services within the confines of their personal living space.

(3) All rates and types of services are subject to change. For the most current revision, contact the BHD.

b. Other Charges

(1) Charges may be made for damaged or missing items of government property whenever willful neglect and/or excessive carelessness are contributing factors.

(2) Key charges for replacing lost keys and changing locks will be assessed when each key is replaced or lock changed.

c. Payment

(1) Permanent Personnel. All charges due must be paid prior to the 10th day of each month for services provided in the previous month. Charges for less than a full month must be paid at the time of assessed.

(2) Transient Personnel. All charges must be paid upon checking out or the last day of the month if length of stay extends to another month. A receipt of service charges paid will be provided, indicating the number of consecutive days and inclusive nights of residence in transient quarters.

(3) Place of Payment

Building 2617, Paradise Point
Available 24-hours (except Christmas)
(All occupants)

Building TC-1067, Camp Geiger
Monday-Friday, 0800-1500 (except holidays)
(Camp Geiger occupants)

Building M-231, Camp Johnson
Monday-Friday, 0800-1500 (except holidays)
(Camp Johnson occupants)

Building BB-45, Courthouse Bay
Monday-Friday, 0800-1500 (except holidays)
(Courthouse Bay occupants)

Chapter 8

Reports

1. General

a. A requirement exists for this Command to monitor the billeting status throughout the Camp Lejeune complex in order to coordinate normal billeting requirements and for the billeting of visiting Units/groups on a temporary basis. This requirement necessitates the compilation by this Headquarters of current information on existing and projected billeting requirements in all BEQs.

b. To provide the required information on the billeting situation throughout Camp Lejeune, a monthly Barracks Occupancy Report (BOR) is established by this Order. The report is based on the physical count of the spaces actually occupied. Figure 8-1 is provided for use in the preparation of the BOR for BEQs.

2. Instructions for Completion

a. Preformatted electronic spreadsheets of Figure 8-1 have been provided to those Commands listed in paragraph 8(3)a below.

b. Columns 1 through 5 will contain data on all buildings currently assigned. Figures entered under column 3 will represent the maximum room capacity as currently configured.

c. Column 6 identifies if the rooms are designed for male or female occupants. This is especially necessary in those buildings with adjoining bathrooms.

d. Columns 7 through 18 reflect the actual occupancy by grade and category as of the reporting date.

e. The remaining columns will automatically generate the number of required rooms and occupancy rate through a mathematical formula, using the data contained in Columns 1 through 7.

f. The Director, BHD, will provide assistance in making changes to Columns 1 through 6 resulting from changes to the configuration of the buildings or the addition of new facilities.

3. Requirements

a. The following Commands will be required to submit a monthly BOR for BEQS:

MAY 01 2017

- (1) 2d Marine Division
- (2) 2d Marine Logistics Group
- (3) 2d Marine Expeditionary Brigade
- (4) Headquarters Group, II Marine Expeditionary Force
- (5) U. S. Marine Corps Forces, Special Operations Command
- (6) Wounded Warrior Battalion-East
- (7) Headquarters and Support Battalion, MCIEAST-MCB CAMLEJ
- (8) Marine Corps Combat Service Support Schools
- (9) School of Infantry-East
- (10) Weapons Training Battalion
- (11) Marine Corps Engineer School
- (12) Deployment Processing Command/Reserve Support Unit-East
- (13) Staff Noncommissioned Officer Academy
- (14) Coast Guard Special Missions Training Center

b. The information contained in the report will be as of the last day of each month and will be submitted electronically to the Director, BHD no later than the 10th day of the following month.

c. Deviation of the data provided in Columns 1 through 6 is not authorized without prior approval of this headquarters.

d. When two or more reporting Commands have personnel billeted in the same BEQs, personnel will be reported separately.

e. In order to provide for future billeting planning, all BEQs, adequate or inadequate, must be reported, whether occupied or not.

Barracks Occupancy Report

Unit Name

Date: Month Year

BEQ	RMS SF	RM CAP	RMS IN BEQ	UNIT	WM RM	BONAFIDE BACHELORS				GEOGRAPHIC BACHELORS				DEPLOYED BACHELORS				ROOMS REQUIRED - MCB				0 TOTAL	GEORM TOTAL	MCB GEO RMTOTAL	BLDG% ONLY	BLDG% GEO
						SNOC	SGT	CPL	LCPL>	SNOC	SGT	CPL	LCPL>	SNOC	SGT	CPL	LCPL>	SNOC	SGT	CPL	LCPL>					
HP55	270	3	74	ACC	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP55	270	3	11	ACC	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP57	270	3	71	MPCO	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP57	270	3	2	MPCO	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
1042	270	3	62	BRIGOC	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
1042	270	3	5	BRIGOC	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP51	270	2	50		N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP51	270	2	23		Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP53	270	3	63	ICO	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
HP53	270	3	10	ICO	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0
			371			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0

Figure 8-1. --Sample Barracks Occupancy Report