



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

MCIEAST-MCB CAMLEJO 11012.4
G-F/BHD
15 DEC 23

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
11012.4

From: Commander
To: Distribution List

Subj: IMPLEMENTATION OF MARADMIN 391/23 SERGEANT WITHOUT DEPENDENTS
BASIC ALLOWANCE FOR HOUSING INITIATIVE

Ref: (a) MARADMIN 391/23 of 4 Aug 23
(b) MCICOM Policy ltr 08-23
(c) MCO 11000.22 Ch 1 of 22 Jan 18
(d) MCIEAST-MCB CAMLEJO 11012.3A

Encl: (1) Administrative Tracking of Sergeant Basic Allowance for
Housing (BAH) Without Dependents Initiative

1. Situation. Reference (a), MARADMIN 391/23 Sergeant without Dependents BAH Initiative, was published to recognize highly deserving sergeants without dependents by granting BAH at the "without dependents" rate to reside on the local economy. Reference (a) further establishes installation commanders as the approval authority for all BAH "without dependents" requests for personnel permanently assigned to the installation and/or tenant commands. This Order is established to provide implementation guidance to Installation Commanders regarding the authorization to offer 200 highly deserving sergeants without dependents the BAH at the "without dependents" rate. Adherence to this policy will provide consistency across the Marine Corps and serve as interim guidance until reference (c) is updated.

2. Mission. To establish guidance for the implementation, oversight, management, and overall execution of the Sergeant without Dependents BAH Initiative.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commander, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (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.

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

b. Concept of Operations. Eligible Marines (E-5 only) will submit request packages, including documentation of all listed requirements, to their unit commanders. Unit commanders will follow their Installation Commanders' policy and procedures for routing requests. Region Commanders will submit quarterly reports to MCICOM for oversight and tracking purposes.

4. Administration and Logistics.

a. Approval letters associated with this initiative must contain a paragraph that authorizes the continued receipt of BAH "without dependents" through a permanent change of station (CONUS or Hawaii) or until a termination occurs (i.e., reduction in grade below E-5, separation from service, marriage, dependency, or other changes in BAH eligibility, etc.).

b. BAH "without dependents" approval letters under this initiative will be maintained in each Marine's official military personnel file (OMPF). In circumstances when a previously approved sergeant executes a PCS, the joining unit shall use the approval letter in the OMPF to restart the entitlement.

5. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, its subordinate, tenant commands, and those listed in enclosure (1).

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


A. GARCIA JR.

DISTRIBUTION: A/B/C (plus H&S Bn and WTBn)

Administrative Tracking of Sergeant Basic Allowance for
Housing (BAH) Without Dependents Initiative

1. Sergeant BAH Initiative. In accordance with reference (a), MCIEAST-MCB CAMLEJ (Region) is authorized 200 allocations under the subject initiative. The process for submissions is the same as addressed in section 5.2 of reference (d), with the exception of tracking approvals within the Major Subordinate Commands (MSC) shown in the table below. The distribution will be made to installations based on the census of sergeants residing in the barracks as follows:

II MEF - MCIEAST-MCB CAMLEJ Sergeant BAH Own Right Initiative	
COMMAND	ALLOWANCE
2D MARDIV	65
2D MAW	57
2D MLG	21
II MIG/22 MEU/24 MEU/26 MEU (*Multiple-Panel Required)	24
MARSOC	15
MCIEAST	9
TECOM	7
CNATT	1
FRC East, LOGCOM, MARCORSSYSCOM (*Multiple-Panel Required)	1
	200

a. Installation Commanding Officers are responsible for distributing, managing, and tracking submissions for their respective installations.

b. It is recommended that a streamlined routing and processing methodology be utilized.

c. Installation Commanding Officers will be guided by the reference in order to:

(1) Ensure compliance with training and reporting requirements.

(2) Ensure proactive liaisons with tenant commands to aid in the processing of each BAH for Sergeants submission forwarded for consideration.

(3) Adhere to the allocations limit.

d. All package submissions must include Colonel (O6)-level command and first General Officer (GO) endorsements.

(1) Colonel (O6)-level endorsement must include specific language verifying and documenting the completion of financial training requirements.

(2) GO endorsement must include a point of contact for return receipt of all submissions that are approved by the Installation Commanding Officer.

(3) Tracking of submitted packages shall commence when approved by the Installation Commanding Officer. Approved packages will be forwarded to the Regional Personnel Administration Center (RPAC) for reporting of the initial training event start code (ZX).

(4) After approval by Installation Commanding Officer, all packages will be returned through the originating Marine's chain of command. The BAH for Sergeants entitlement becomes effective on the date the Sergeant vacates the barracks, or the date of approval, whichever is later.

(5) Events that require entry of the termination event code, (ZY), (i.e., reduction in grade, marriage certificate, or promotion) will also be reported by the RPAC. For other events requiring reporting of the termination training event code as detailed in paragraph (5) of reference (c), it is the responsibility of the Marine's parent unit to report this code.

(6) Due to the finite allocation region-wide, it is each Installation Commanding Officers responsibility to track and manage allocations as they are received and approved. Upon reaching the total authorized allocations for the Region, replacement allocations of BAH for sergeants will be distributed only after such allocations are forwarded by the Commander, Marine Corps Installations Command (MCICOM). Re-allocations are subject to overall regional status, and one for one replacement should not necessarily be anticipated.

e. The Assistant Chief of Staff (AC/S), G-1, will:

(1) Query all subordinate installations on a quarterly basis regarding allocation status for compilation and forwarding to MCICOM (G-F) in accordance with reference (b).

(2) Provide periodic updates forwarded from MCICOM regarding published quotas and status of quarterly allocations to the Commander, MCIEAST-MCB CAMLEJ.

(3) Provide periodic updates to the Commander, MCIEAST-MCB CAMLEJ, regarding BAH incentive allocation status.