



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

MCIEAST-MCB CAMLEJO 11012.3A
G-F/BHD

17 AUG 2020

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

From: Commanding General
To: Distribution List

Subj: CAMP LEJEUNE BACHELOR HOUSING MANAGEMENT MANUAL

Ref: (a) MCO 11000.22 Ch 1
(b) MCIEAST-MCB CAMLEJO 11320.1
(c) DoDM 4165.63M Ch 2, "DOD Housing Management," October 28, 2010
(d) DoD Instruction 1015.12, "Lodging Program Resource Management," October 30, 1996
(e) DoD Instruction 1015.15 Ch 1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," October 31, 2007
(f) MCO 7510.2E
(g) DoD 7000.14-R, Volume 13, Chapter 1, "Nonappropriated Funds Policy"

Encl: (1) Camp Lejeune Bachelor Housing Management Manual

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 (g).

2. Cancellation. MCIEAST-MCB CAMLEJO 11012.3.

3. Mission

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

b. The Marine Corps Installations East (MCIEAST)-MCB CAMLEJ, Assistant Chief of Staff (AC/S), G-F 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 MCIEAST-MCB CAMLEJO 11012.3 to bring into compliance with the newly revised reference (a), it contains a substantial number of changes and should be reviewed in its entirety.

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

AUG 17 2020

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.



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/C (plus H&S Bn 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 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 MCB CAMLEJ 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. 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 MCB CAMLEJ will be billeted in adequate government quarters as defined by reference (a).

b. Personnel in the grade of E-6 are given the option of receiving BAH (without dependents) 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 E-5 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 MCB CAMLEJ.

(2) Supervise the centralized management of all bachelor housing assets and the operation of Bachelor Officer Quarters (BOQs), designated Bachelor Staff Noncommissioned Officer (SNCO) Quarters and transient facilities at MCB CAMLEJ.

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

AUG 17 2020

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 leaving barbecue grills unattended after use. Care must be taken to ensure the smoldering coals have been thoroughly extinguished.

AUG 17 2020

(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 MCB CAMLEJ.

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

(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.

AUG 17 2020

(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.

4. 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.

AUG 17 2020

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 MCB CAMLEJ are as follows:

Recruits/Students	72 Net Square Feet (NSF) per person, open bay, common head.
E-1 to E-3	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.
E-4 to E-5	180 NSF per person, private room and bath shared with no more than one other; i.e., 2+2 or 2+0 room configurations.
E-6 to E-9	270 NSF per person, private room and bath.
W-1 to W-5; 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 pay grade of E-3 and below may be assigned to rooms that contain 270 NSF or more.

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

AUG 17 2020

b. NCOs Must Room with NCOs. Under no circumstances will Marines at the pay grade of E-4 share a room with a Marine at the pay grade of E-3 or below. Marine at the pay grade of E-5 will not share a room with anyone else.

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.

AUG 17 2020

Chapter 3

Billeting Fund

1. General

a. The administration of bachelor quarters is a command function. The MCB CAMLEJ Billeting Fund is a Non-Appropriated Fund Instrumentality (NAFI), authorized by the Commandant of the Marine Corps to be administered in compliance with the requirements of references (a), (e), and (g), 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.

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. 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 MCB CAMLEJ. 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.

c. Housekeeping Services

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

(2) 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. 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.

AUG 17 2020

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), (e), and (g).

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), (e), and (g). Accounting, payroll, and purchasing services for the Billeting Fund are contracted to MCCS.

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), (e), and (g). 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 (k).

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 E-6 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.

e. Units reporting to MCB CAMLEJ for training or support of operations will be billeted in available BEQ spaces of the host command. Billeting is not required to be at the MSA standard of permanent personnel. If orders include per diem for billeting, and space permitting, members may be billeted in officer or SNCO quarters as appropriate, paying the standard nightly billeting cost.

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.

AUG 17 2020

(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:

E-7 and above	Voluntary occupancy of on-Base government quarters, whether adequate or inadequate.
E-6	Option of living off-Base whether adequate or inadequate government quarters can be provided.
E-5 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).

AUG 17 2020

c. Bachelor personnel in the grade of E-6 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.
- 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).

AUG. 17 2020

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 Travel Regulations (JTR) 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). The Battalion Commander is the approving authority for E-6 BAH request.

(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 pay 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 pay 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:

AUG .1 7 2020

(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 days or more consecutive days every calendar year.

(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 consecutive days every calendar year.

(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.).

AUG. 17 2020

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 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 consecutive 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 MCB 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 MCB 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 pay 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 MCB CAMLEJ.

(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.

MCIEAST-MCB CAMLEJO 11012.3A
AUG. 17 2020

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).

Please review Privacy Act Statement on Page 3

Print Form

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. 1130
3. DATE 2020-06-30	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Sgt Marine, IMA H011/0111	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, I Co.	

7. TO: Commanding General Marine Corps Installations East-MCB Attn: Director, Bachelor Housing Division Camp Lejeune, NC 28542-0005	8. NATURE OF ACTION/SUBJECT REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT DEPENDENTS, PREGNANCY
	9. COPY TO (As required) (1) Files (3) S-1 (2) SNM

10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 11000.22 (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)
 1. Per the references (a) and (b), I am requesting BAH without dependents due to pregnancy.

a. DCTB
 b. 20 Week Date
 c. Estimated Delivery Date

I. M. MARINE

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

Reset Form

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer 9

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

UNITED LETTERHEAD

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,
EDIFI/MOS, BRANCH OF SERVICE

Ref: (a) MCIEAST-MCB CAMLEJ 11012.3A (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 CO showing status is requested.

Figure 5-2.--Format for First Endorsement

AFFIDAVIT

In Support of Request for BAH

Information contained on this form is maintained under the Systems of Records Notice NM11101-Don Family and Bachelor Housing Program (April 1, 2008, 73 FR 17334). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, U.S. Marine Corps; 10 U.S.C. 2831, Military Family Housing Management Account; DoD 4165.63M, DoD Housing Management; and E.O. 9397 (SSN). **PRINCIPLE:** Military/civilian personnel eligible for/interested in occupying DON housing and those occupying DON housing (including privatized housing). **PURPOSE:** To determine an individual's eligibility for Navy or Marine Corps housing and oversee housing occupancy once assigned. **ROUTINE USE:** In addition to those 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 a routine use pursuant to 5 U.S.C. 552a(b) (3) as identified in the Systems Notice. **DISCLOSURE:** Mandatory

I, _____ (Name, Rank, EDIPID/MOS) _____ of _____
swear or affirm the following is true:

I have the right to temporary custody (visitation) of my minor child(ren)

_____ (Name(s)) _____

The permanent legal and physical custodian of the child(ren) is

_____ (Name) _____ of _____ (Location) _____

Attached is a copy of the (court order/separation agreement) under which I have the right to temporary custody.

It is planned by myself and the permanent custodian that I will have temporary custody of the child(ren) for periods of time totaling 90 or more consecutive days in every calendar year as follows: (e.g., every weekend/three months in the summer/two nights every week).

Attached is the statement of the permanent custodian acknowledging this plan. I will use the BAH to maintain a household outside of the base in order to adequately care for the child(ren) 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. 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 consecutive 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

AUG .1 7 2020

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 DMO, MCB CAMLEJ, provides facilities for the storage of privately-owned vehicles of deployed personnel.

AUG 17 2020

UNIT LETTERHEAD

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 their 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

Figure 6-1.--Sample Request for Storage of Excess Personal Property

AUG .1 7 2020

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.

AUG .1 7 2020

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 through Friday, 0800 to 1500 (except holidays)
(Camp Geiger occupants)