



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
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POLICY LETTER 2-23

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico

To: Distribution List

Subj: SERGEANTS WITHOUT DEPENDENTS BASIC ALLOWANCE FOR HOUSING INITIATIVE

Ref: (a) DoD 7000.14-R  
(b) MARADMIN 391/23  
(c) MCO 11000.22 w/CH-1  
(d) MCICOM Policy Letter 8-23 dtd 25 Oct 23  
(e) MCINCR-MCBQO 11101.4B

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

1. Situation. Reference (b), MARADMIN 391/23 Sergeants without Dependents Basic Allowance for Housing (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 (b) further establishes Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) as the approval authority for all BAH "without dependents" requests for personnel permanently assigned to the installation to include tenant commands. 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 and management, and overall execution of the Sergeants Without Dependents BAH Initiative.

3. Execution

a. Commander's Intent. To promote consistency across the National Capital Region in the implementation of a streamlined routing process for Sergeants requesting BAH without Dependents.

b. Concept of Operations. Eligible Marines (E-5 only), per reference (b), will submit request packages to their unit commanders. Unit commanders will follow the MCINCR-MCBQ Commander's policy and procedures for routing requests. The MCINCR-MCBQ Commander will submit quarterly reports to Marine Corps Installations Command (MCICOM) for oversight and tracking purposes.

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c. Coordinating Instructions

(1) The Commander, MCINCR-MCBQ is the approval authority for all Sergeants without Dependents BAH requests for personnel permanently assigned to Marine Corps Base Quantico (MCBQ), its tenant commands, Marine Barracks Washington (MBW), and Henderson Hall.

(2) All submissions must include Colonel (O6) level command endorsements.

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

(4) Tracking of submitted packages shall commence when approved by the Commander, MCINCR-MCBQ. Approved packages will be forwarded to the Installation Personnel Administration Center (IPAC) for reporting of initial training event stat code (XY).

(5) Enclosure (1) is provided as a guide for generating a report that can be modified and filtered to accommodate unit-specific information.

(6) MCINCR is allocated a quota of 100 Sergeants that includes the following installations: MCBQ, MBW, and Henderson Hall.

(7) The allocation of Sergeants without Dependents BAH for MCBQ, its tenants, MBW, and Henderson Hall will be based on the population of Sergeants residing in the barracks. The allocations will be reviewed semi-annually and are listed below:

(a) MCBQ tenant commands

1. Marine Corps Cyberspace Operations Group: 10
2. Marine Corps Embassy Security Group: 8
3. Marine Corps Information Operations Center: 7
4. Marine Helicopter Squadron One: 20
5. Security Battalion & Marine Corps Air Facility: 11
6. The Basic School: 18
7. Weapons Training Battalion: 7

(b) Marine Barracks Washington: 6

(c) Henderson Hall Headquarters Marine Corps: 8

(d) Reserve (5) quotas for MCINCR-MCBQ Commander's discretion to support the TIER II units.

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(8) Due to the finite allocation of BAH without dependents for Sergeants Installation-wide, once the authorization limit for the Installation is reached, replacement allocations of BAH for Sergeants will be distributed only after such allocations are forwarded by the Commander, Marine Corps Installations Command (COMMCICOM). Re-allocations are subject to overall regional status, one for one replacement should not necessarily be anticipated.

(9) The below tenant units are identified as TIER II, do not have sufficient on-board sergeants to draw an allocation.

(a) Headquarters Battalion, Training and Education Command

1. Manpower & Reserve Affairs
2. Marine Corps Recruiting Command
3. Marine Corps Systems Command
4. Marine Corps University
5. Marine Corps War Fighting Lab
6. Training and Education Command, Headquarters Element

(b) Marine Corps Intelligence Activity

(c) Officer Candidates School

(d) Wounded Warrior Regiment

(10) In accordance with reference (b), paragraph 4, quotas transfer with the Marine upon executing Permanent Change of Station (PCS) orders and therefore count towards the gaining region (e.g., a Marine executes PCS orders from Camp Pendleton to Camp Lejeune, the quota shifts from counting towards MCIWEST to counting towards MCIEAST).

4. Tasks

a. Commanders. Reports regarding highly deserving Sergeants without Dependents quotas are due to MCICOM quarterly. In support of acquiring re-allocations from MCICOM, per paragraph 3.c.8 of this Policy, provide Commander, MCINCR-MCBQ with reports on the first working day of the last month of each quarter.

b. Assistant Chief of Staff, G-1

(1) Query all MCBQ tenant commands, MBW, and Henderson Hall on a quarterly basis regarding allocations status for compilation and forwarding to MCICOM in accordance with reference (c).

(2) Provide periodic updates to the Commander, MCINCR-MCBQ, regarding highly deserving Sergeants without dependents allocation status.

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(3) Establish quarterly coordination with MCICOM to track any approved or pending highly deserving Sergeants without dependents request pending transfer to MCINCR-MCBQ.

c. Assistant Chief of Staff, G-4. Endorse each package and include the current barracks occupancy rate.

5. 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 (e.g., 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.

c. In accordance with references (a) and (b), Sergeants are still authorized to request BAH own-right and will not be included in the Sergeants without Dependents BAH quotas under the following circumstances:

(1) Divorce/separation.

(2) Barracks occupancy rate across the installation is higher than 96 percent.

(3) Member-to-Member BAH requests.

(4) Commanding Officer directed special circumstances, in coordination with Commander, MCINCR-MCBQ.

6. Command and Signal. This Policy Letter will be effective the date signed and is applicable to all commands located on MCINCR-MCBQ, Marine Barracks Washington, and Henderson Hall.

  
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