



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:  
11101  
B 10  
DEC 22 2023

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-MCBQ 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 filetered 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.

  
MICHAEL L. BROOKS

DISTRIBUTION: A

**ADMINISTRATIVE TRACKING OF  
SERGEANT BAH INITIATIVE**



**ENCLOSURE (1)**



# SYSTEM REQUIREMENTS

- Quality control and report creation will require users to have access to Report Studio
- Report Studio is a web-based COGNOS platform which allows users to pull data from the Marine Corps Total Force System (MCTFS)
- Users are required to submit a DD Form 2875 (SAAR) to their servicing MISSO via MOL Trouble Ticket module
- Users are bound by their associated present MCCs for report creation so users must request Report Studio if they are attempting to create a report that will show personnel from multiple MCCs/RUCs
- The MOL Trouble Ticket module has example SAARs but users must ensure that access is granted to view multiple RUCs (S1s have access to ReportNet which allows report authoring for a single RUC/MCC)

ENCLOSURE ( 1 )



# REQUESTING ACCESS TO REPORT STUDIO

ENCLOSURE (1)



# REQUESTING ACCESS TO REPORT STUDIO



## MARINE ONLINE

[Home](#) | [Resources](#) | [Reports](#) | [Performance](#) | [A Few Good... Links](#) | [Users Manual](#) | [Travel](#) | [Talent Management](#) | [Personal Info](#) | [MyEPAR](#) | [Leave/Liberty](#) | [Locator](#) | [My Account](#) | [My Messages](#) | [My Permissions](#) | [My OMPF](#) | [Trouble Tickets](#) |

### Commander's Messages

- You do not have any Commander's Messages

### Notifications for CWO4 MARK L. BALDWIN

- You do not have any notifications.

2.87.13841.0 | tfas-p2s-02

[Contact Help Desk](#) | [Frequently Asked Questions](#)

1. After logging into MOL, user should click "Trouble Tickets"

ENCLOSURE (



# REQUESTING ACCESS TO REPORT STUDIO



## MARINE ONLINE TROUBLE TICKETS

CV04 MARR | BILLYM | My Home | Logout | Help

### Your Trouble Tickets

**DO NOT USE FOR SUBMISSION OF ADMINISTRATIVE OR PAY ISSUES. PLEASE USE MVEPAR SERVICE FOR SUBMISSION OF ADMINISTRATIVE OR PAY ISSUES.**

New Trouble Ticket	
View	Ticket #
	2-71506
	Application
	Subject
	Status
	Select...
	Draft
	Status Date
	20230829

2.0.958.20230327 151754 | ffas-p2-03

Contact | Help | Desk | Frequently Asked Questions

Thu Aug 29 09:04:49 CDT 2023

2. Personnel click "New Trouble Ticket"

ENCLOSURE (



# REQUESTING ACCESS TO REPORT STUDIO

## TROUBLE TICKETS

**Attention** This ticket requires additional user input Please refer to the instructions and forms below for details

Fields required to submit trouble ticket are noted with an asterisk(\*)

**Save Changes** **Cancel Changes** **Submit Ticket**

<b>Member / Unit</b> Name: CWO4 BALDWIN, MARK L EDIPI: 1268417210 RUC: 30002 Co/plt/Work: R / MPDV / MPO Billet: PERSONNEL OFFICER Default MISSO: MISSO-09 (Northeastern Jurisdiction) Designated MISSO: MISSO-09 (Northeastern Jurisdiction) <a href="#">Change</a>	<b>Record</b> Record No: 23-21509 Status Date: 20230829 @ 09:05 Draft Application *: COGNOS Subject *: Request Enterprise Access	<b>Creator</b> Name: CWO4 BALDWIN, MARK L - MOL User: MARK BALDWIN@USMC M Work Email: 703-784-9373 Work Phone: 20230829 @ 14:05 GMT Created:
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**Instructions and Forms** **Files** **Notes** **History**

Example SAAR Form Provided For Download To Facilitate Your Request

If you are Submitting a SAAR Request on behalf of someone else...Please ensure you click on "Unit Leaders" > "New Trouble Ticket" and enter the individuals EDIPI to find them and then proceed with your submission. If you do not see the "Unit Leaders" tab on your profile, Have the person submit the trouble ticket.

If not your trouble ticket will be returned.

3. Ensure billet matches what is in MCTFS on the TBIR and use the drop down to select "COGNOS" and "Request Enterprise Access"
4. At the bottom of this page an example SAAR for access is provided. User should complete the SAAR and attach it to the trouble ticket then submit ticket



# PULLING A REPORT FROM REPORT STUDIO

# PULLING A REPORT



**MARINE ONLINE**

Home | Resources | Reports | Performance | A Few Good... Links | Users Manual | Travel | Talent Management | Personal Info | MYEPAR | Leave/Liberty | Locator | My Account | My Messages | My Permissions | My OMPF | Trouble Tickets |

**Account Access Information**

- Last Successful Login was at Tue Aug 29 06:53:27 CDT 2023
- Last Unsuccessful Login was at Fri Aug 19 11:10:35 CDT 2022

**Commander's Messages**

- You do not have any Commander's Messages

**Notifications for CWO4 MARK L. BALDWIN**

- You do not have any notifications.

1. After user is granted access, click "Reports"

ENCLOSURE (

# PULLING A REPORT



The screenshot displays the 'Marine Online Analytics' application. At the top, there is a navigation bar with a 'Content' dropdown menu and a 'New +' button. Below this is a list of reports, each with a 'Last Accessed' timestamp and a 'Content' icon. The reports listed are:

Report Name	Last Accessed	Content Icon
INBOUND ROSTER CLR 27_20220425	8/22/2023, 10:48 PM	Content icon
LEAVE/SLA BALANCE ROSTER AUGUST 2023	8/22/2023, 12:59 PM	Content icon
Members individual location code Roster	8/22/2023, 9:47 AM	Content icon
BNA EPAR Research	8/19/2023, 7:56 AM	Content icon
TSP DATA		Content icon
PARENTAL LEAVE DATA PULL	0170	Content icon
SLA DATA 20230627		Content icon

At the bottom of the screen, a dark navigation bar contains icons for 'Home', 'Content', and 'Recent'. Two white arrows point from the 'Content' icon in this bar to the 'Content' icons in the report list above.

2. User should click the dash lines on the top left of the landing screen and then click "Content"

ENCLOSURE (





# PULLING A REPORT

The screenshot shows the 'Content' menu in the Marine Online Analytics application. The 'Team content' option is highlighted with a red box. Below the menu, a list of reports is displayed, including 'Restore Monthly', 'Enterprise User Reports', 'DTMS User Reports', and 'Unit Report Authoring'. A red arrow points from the 'Team content' option to the 'Enterprise User Reports' item in the list.

Report Name	Last Accessed	Category
Restore Monthly	8/11/2023, 10:23 AM	Reports
Enterprise User Reports	8/9/2023, 1:43 PM	All Shared Reports
DTMS User Reports	1/29/2024, 12:47 PM	DTMS Report Authoring
Unit Report Authoring	8/18/2023, 11:25 AM	Audit

3. User should click on "Team Content" and then on "Enterprise User Reports" (user have the option of saving reports in "My Content" but those reports will not be visible to all users in the enterprise)

ENCLOSURE (

# PULLING A REPORT



Marine One In Analytics Content

Enterprise User Reports

My content Team content

Team content / Enterprise User Reports

Weekly Restore Last Accessed 8/9/2023, 1:43 PM	MARFORCOM Last Accessed 8/8/2023, 9:53 AM	MCAAT Last Accessed 8/8/2023, 7:09 AM	NAVAL AIR DETACHMENTS Last Accessed 8/4/2023, 9:32 AM	Force Headquarters Group Last Accessed 8/9/2023, 10:26 PM
MISSA, HQMC Last Accessed 8/2/2023, 10:36 AM	FASTCENT BAHRAIN Last Accessed 8/2/2023, 8:31 AM	MCSFBN NBK BANGOR Last Accessed 7/26/2023, 10:09 AM	MCJCOM Last Accessed 7/26/2023, 6:57 AM	MARFORK Last Accessed 7/24/2023, 7:26 PM
MCRC Last Accessed 7/21/2023, 8:03 AM	3d Marine Division Last Accessed 7/18/2023, 8:26 PM	MARFORSTRAT Last Accessed 7/17/2023, 11:57 AM	II MEF Last Accessed 7/7/2023, 9:25 AM	MISSO 09 Last Accessed 7/7/2023, 8:07 AM
MCSB - FORT MEADE Last Accessed 7/6/2023, 12:19 PM	MISSO 27 Last Accessed 7/6/2023, 12:38 AM	SOI W Last Accessed 6/30/2023, 11:43 AM	Marine Barracks Last Accessed 6/26/2023, 10:41 AM	RFF-KCI Last Accessed 6/21/2023, 8:30 AM
TSO Training User Reports Last Accessed 6/20/2023, 11:09 AM	1st Marine Division Last Accessed 6/16/2023, 4:39 PM	IPAC Last Accessed 6/31/2023, 2:22 PM	MARFORCYBER Last Accessed 6/16/2023, 9:16 AM	MISSO 02 Last Accessed 6/16/2023, 9:08 AM
Marine Aircraft Wing	Admin Assist Unit (AAU) MFR	4th Marine Logistics Group	MARFORPAC	HQMC

4. User should click on their major unit or location where report is saved

ENCLOSURE (

# PULLING A REPORT



Marine Online Analytics 2 items open

Showing results for 'training event'

Search results in: My content Search results in: All Content

Showing 1 items

Name	Location	Type	Last Accessed
<input type="checkbox"/> TRAINING EVENT PROMPT ROSTER	My content	Report	8/27/2018, 10:12 AM

Close Save search

5. User will click the saved report (example above is a Training Event Prompt Roster)

ENCLOSURE (



# PULLING A REPORT



Marine OnLine Analytics Reporting

Open menu

Training Event Code

Insert →

← Remove

\* Choices:

ZX

ZY

Select a Deselect a

6. User will input the training event codes associated with the Sgt BAH initiative and click finish on the bottom of the screen

ENCLOSURE (



# PULLING A REPORT

Marine Online Analytics Reporting

HTML

### Training Roster

Rank Id	U Name	F Name	MI	EDPT	PRUC	Temporary Reporting Unit Code	Ca	MOS	Individual Location Cd	Detached Last Command Date	Present Unit Joined Date	Present Member Command Code	Training Event Code	Training Event Date	Present Admin Rpt Unit Cd	Present Reporting Unit Name
SGT	BEWETT	HAACK	A	1528864383	20810	00000	W	3043 13	2022/08/04	2022/08/30	03A	ZX	2022/08/08	45020	2D MARINE FORCE STORAGE BN HFSC	
SGT	COULIER	ANDREY	J	1574897114	01096	00000	L	6672 45	2020/12/10	2020/12/11	17V	ZX	2022/08/18	45020	MALS-31 MAG-31 2D MAV	
SGT	FOY	CHASE	J	1546448088	32300	00000	H	0111 45	2022/04/31	2022/04/19	060	ZX	2022/08/07	45210	VMPS & FLD TRNG BN HCOO PISC	
SGT	GOMES	JAZELLE	N	1546881517	38440	00000	C	3000 13	2023/04/19	2023/05/03	063	ZX	2023/08/09	45020	MARCORLOGCOM ALBANY GA	
SGT	GUTTEPREZ	ASHLEY	H	1547888251	20123	00000	I	2941 06	2023/01/20	2022/02/10	5HE	ZX	2023/08/04	20123	1ST CIV AFF CDP FNG HAWFORPES	
SGT	MARTINEZ	MATHALIA	K	1551357267	20810	00000	W	3043 13	2023/03/22	2023/03/30	03A	ZX	2022/08/18	45020	2D MARINE FORCE STORAGE BN HFSC	
SGT	HERIDOZA	DASHARY	K	1554316901	32300	00000	H	0111 45	2022/06/11	2022/07/02	060	ZX	2023/08/07	45210	VMPS & FLD TRNG BN HCOO PISC	
SGT	HEROZARODRIGUEZ	ALVARO	J	1569301502	09934	00000	M	6338 45	2020/02/19	2020/02/28	17V	ZX	2023/08/07	45020	VMPS-501 MAG-31 2D MAV	
SGT	MORENO	CHRISTOPHE	R	1586926167	20810	00000	W	3051 13	2020/11/18	2020/11/19	03A	ZX	2023/08/08	45020	2D MARINE FORCE STORAGE BN HFSC	
SGT	POLLARD	OLIVIA	L	1541002207	38441	00000	H	2311 13	2021/11/01	2021/11/09	066	ZY	2023/08/08	45020	MCLS ALBANY GA	

7. After the report pulls it will appear in the application as shown above, by clicking the "HTML" icon users can save the report in excel (from excel Regional G1s can filter/sort to identify their population and generate their quarterly report)



# BACK UP SLIDES

ENCLOSURE (



# SGT BAH INITIATIVE ADMIN TRACKING

RECOMMENDED TRAINING EVENT CODES	
CODE	OWNER DESCRIPTION
XA	(ADMIN ONLY) SGT BAH INITIATIVE APPROVED (INSERT REGION)
XB	(ADMIN ONLY) SGT BAH INITIATIVE TERMINATED (INSERT REGION)
XC	(ADMIN ONLY) SGT BAH INITIATIVE APPROVED (INSERT REGION)
XD	(ADMIN ONLY) SGT BAH INITIATIVE TERMINATED (INSERT REGION)
XE	(ADMIN ONLY) SGT BAH INITIATIVE APPROVED (INSERT REGION)
XF	(ADMIN ONLY) SGT BAH INITIATIVE TERMINATED (INSERT REGION)
XG	(ADMIN ONLY) SGT BAH INITIATIVE APPROVED (INSERT REGION)
XH	(ADMIN ONLY) SGT BAH INITIATIVE TERMINATED (INSERT REGION)

Code: Recommend the pre-fix used for previously emergent requirements

Owner: not applicable

Description: Approval and Termination codes required for each "region"

## Discussion:

- Option of draw case code (DCC) was discussed, however, a limit of 10 DCC can be accommodated in a Marine's record while also requiring MM (MMIB/MMOA/MMEA) to query more data when a DCC is resident in a member's record. Additionally, erroneous entries are limited to CMC for deletion.
- OBI/BI integration: With the requirement for units to utilize and automate the outbound and inbound process, we need to create a trigger which would allow a Sgt approved BAH under this initiative to receive BAH upon joining a future command via PCS.
- Training event codes are reportable at every level of command (MCTIMS) and at each PAC. In order to effectively manage, approval letters from Installation Commanders must ensure to require the unit that reports the BAH entitlement to also report the associated training event code.
- MCTFS data pull could occur at required intervals quickly and efficiently while also reviewing total cost projections and overall expense of the initiative. \*validate if Command Profile can be used to ensure that any command (even those without ODSE can pull the data

ENCLOSURE (