



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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IN REPLY REFER TO:
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COMMANDER'S POLICY LETTER 1-18

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

Subj: BASIC ALLOWANCE FOR HOUSING QUALIFICATION CRITERIA

Ref: (a) MARADMIN 429/11
(b) MCO 11000.22
(c) JTR Chap 10
(d) MCO P4600.39
(e) Base Housing Manual

1. Per reference (a), the Installation commander must consider all barracks in the general vicinity of a unit's allocated barracks space as well as the forecasted occupancy rates for the succeeding six months when considering BAH requests. A barracks occupancy rate at or above 95% does not by itself mean that a Marine meets the conditions to move off base. Single E-5s and below and dual military members who are geographically separated from their spouse must live aboard the installation, regardless of whether or not they are in close proximity to other Marines from their unit.

2. Members are required to contact the Installation Personnel Administration Center (IPAC) with supporting documentation to conduct an audit upon check-in and whenever a dependency status changes or a dependent's status changes to ensure all entitlements are correct. Clarifying guidance for frequent situations for which a BAH package is not required are below:

a. Pregnancy. Per reference (b), Pregnant E-5s and below who are beyond 20 weeks are authorized BAH at the without dependent rate. In the case of a miscarriage or stillbirth, BAH at the without dependent rate must be rescinded. However, BAH at the without dependent rate may be extended for a minimum of 60 days from the date of the event along with the recommendation of a medical officer and concurrence of their immediate commander, or to the end of their lease contract. It is the responsibility of the member to ensure appropriate documentation is submitted to the IPAC.

b. Member Married to Member Separated by Orders. Per reference (c), when active duty E5 and below personnel are separated from their active duty spouse by Permanent Change of Station Orders (PCSO), and the spouse of the locally stationed member is in receipt of orders to the military member's location, the locally stationed member can request BAH to start 30 days prior to the estimated date of their spouse's departure listed on the spouse's PCS orders. The purpose of such a request is to allow establishment of a joint household and should be submitted at least 45 days prior to the spouse's arrival.

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c. Custody Status. Single, divorced, or legally separated members awarded physical custody, six (6) months or more of annual custody, or 51% or greater custody are authorized BAH at the with dependent rate. Decisions on BAH requests by E5s and below who are single, divorced or legally separated and who have temporary physical custody of their minor child will be determined on a case by case basis. Personnel who have temporary custody of their minor child for a period of time totaling 90 days or more each calendar year may request BAH at the without dependent rate.

3. Any Marine who does not meet the above requirements is still within his/her right to submit a request for BAH or accumulated household goods storage via their chain of command. Requests for BAH may NOT be withdrawn by the chain of command and must be forwarded to the MCINCR-MCBQ Commander for final determination. It is highly encouraged that Marines familiarize themselves with references (a) through (e) which will impact a final decision.

4. A copy of this letter will be included in all future BAH request packages. Copies of the installation's occupancy percentages will be posted at; <https://eis.usmc.mil/sites/mcbquan/g4/bhb/sitepages/home.aspx>.


W. C. BENTLEY III