



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 7220.16E  
G-4  
06 MAY 2016

DEPOT ORDER 7220.16E

From: Commanding General  
To: Distribution List

Subj: BASIC ALLOWANCE FOR HOUSING (BAH) OWN RIGHT

Ref: (a) MARADMIN 429-11  
(b) MCO P11000.22  
(c) Joint Travel regulations (JTR)  
(d) CMC Washington DC MRA MI PAA 13-11  
(e) MCO 500.12E

1. Situation

a. The goal of this command is to establish and maintain the highest possible morale among its members while remaining in compliance with guidelines set forth in references (a) through (e). It is recognized that adequate, appropriate billeting is the key contributor to the morale of a command. As good stewards of the nation's resources, we must take full advantage and ensure the barracks are well utilized and occupied to the greatest extent practical. A continuing effort is being made to upgrade the billeting aboard the depot and to provide BAH Own Right to those individuals who qualify.

b. Reference (a) directs that a minimum of 95 percent occupancy rate be maintained in unaccompanied personnel housing. This ensures maximum utilization of the Bachelor Enlisted Quarters (BEQ) prior to authorizing additional funds for BAH. Reference (a) also recognizes the need to billet junior Marines to maintain adequate accountability and supervision.

c. Reference (a) outlines changes to BAH Own Right eligibility for E-5 and below.

d. Reference (b) allows those individuals in the pay grade of E-6 or above to reside off base and receive BAH Own Right at their discretion.

2. Cancellation. DepO 7220.16D

3. Mission. To establish policies and procedures regarding the administrative processing of BAH Own Right requests for members of this command.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This order will direct the approval/disapproval of BAH Own Right.

(b) The Commanding General's (CG) intent is for maximum practical occupancy of adequate unaccompanied personnel housing across the

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installation. Members of this command requesting BAH Own Right must adhere to the criteria set forth in this order.

(c) All requests for BAH Own Right will be reviewed on a case-by-case basis by the Assistant Chief of Staff, Installation and Logistics (AC/S, I&L). Cases with sufficient justification or special circumstances in accordance with reference (b) may be authorized BAH Own Right when occupancy rates are below 95 percent.

(d) Battalion Commanders are authorized to disapprove requests at their level, if they feel the member either does not meet the criteria set forth under paragraph 4(2)c-e of this directive or does not have sufficient merit.

(e) Requests recommended for approval by Battalion Commanders should be addressed to the AC/S, I&L, and should have all endorsements and supporting documents identified in paragraph 5a-c.

## (2) Concept of Operations

(a) Reference (a) eliminates any hardship on members who had already been drawing BAH and have accumulated a significant quantity of furniture and possessions.

(b) Per reference (a), Marine Corps Recruit Depot Distribution Management Office (DMO) is responsible for counseling each Marine on non-temporary storage (NTS) entitlements.

(c) Members who established, prior to receipt of permanent change of station (PCS) orders, a privately owned trailer and have moved the trailer at government expense may be authorized this residence at the new duty station.

(d) Members who sustain the loss of their only dependent through death or divorce will need to submit administrative action form requesting BAH Own Right to be backdated from the date of loss. Members must visit the Installation Personnel Administration Center (IPAC), Customer Service Branch to conduct a dependent loss audit. To prevent any overpayments of BAH the IPAC will stop the members BAH entitlement at the date of loss. If members BAH Own Right request is approved by the AC/S, I&L it will be the members responsibility of providing a copy of the approval letter to the IPAC. IPAC will reinstate the proper BAH entitlement based on the guidance in the approved endorsement from the AC/S, I&L. IPAC will scan approval letter into members Official Military Personnel Record (OMPF).

(e) Per reference (e), members who become pregnant with no family members may reside in unaccompanied personnel housing for her full term. Pregnant service members may request BAH Own Right from their 20th week of pregnancy onward. Pregnant Marines must vacate unaccompanied personnel housing prior to the start of BAH.

(f) Individuals requesting BAH Own Right should contact their battalion administrative section to complete an administrative action form (NAVMC 10274). They should have with them all supporting documentation and/or statement(s) of special needs or circumstances in compliance with paragraph 4(2)c-e herein. For all sergeants and below and cases that do not fall under the exceptions in 4(2)c-e, the command will:

1. Ensure the member has successfully completed the Marine Corps Institute's Personal Finance Course.

2. Review the members' Electronic Service Record for financial, disciplinary or other indicators that could make the member living in the local community a liability to the depot or to the Marine Corps.

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3. Ensure an officer or Staff NonCommissioned Officer in the members' chain of command counsels the member on financial responsibilities to include budgeting of expenses when renting or buying a home.

4. Ensure the most recent copy of the member's Leave and Earnings Statement (LES) is enclosed.

b. Subordinate Element Missions. Unit commanders will ensure their organizations are strictly adhering to this order.

c. Coordinating Instructions. Recommendations for changes or modifications to this order will be provided to the AC/S, I&L, for staffing to the Military Housing Office.

5. Administration and Logistics

a. Members applying for exemption under paragraph 4(2)d of this order will include a copy of their divorce decree/legal separation, list of household goods in possession and any other pertinent information.

b. Members applying for exemption under paragraph 4(2)e of this order must submit with their request a statement from a physician stating the member is pregnant and the expected date of birth.

c. Units must include justification when requesting effective date of BAH Own Right to begin prior to the date of request. Marines cannot receive BAH Own Right during any period while occupying government quarters.

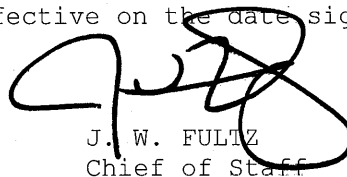
d. Members applying for BAH Own Right will also apply for Basic Allowance Substance (BAS) via the same administrative action form (NAVMC 10274). The Commanding Officers endorsement recommending approval of BAH Own Right will be the members approved authorization for full BAS once the BAH Own Right is approved by the AC/S I&L.

e. Any matters relating to administration or pay will be directed to the unit S-1.

6. Command and Signal

a. Command. This order is applicable to the Marine Corps Recruit Depot, Parris Island.

b. Signal. This order is effective on the date signed.



J. W. FULTZ  
Chief of Staff

DISTRIBUTION: A