



# UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII  
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MCBHO 11000.4  
CO  
23 Feb 24

## MARINE CORPS BASE HAWAII ORDER 11000.4

From: Commanding Officer  
To: Distribution List

Subj: SERGEANT WITHOUT DEPENDENTS BASIC ALLOWANCE FOR HOUSING INITIATIVE

Ref: (a) MARADMIN 391/23  
(b) MCIPAC-MCBBO 11103.1  
(c) MCICOM Policy Letter 8-23  
(d) MCO 11000.22  
(e) MCBHO 11000.22A  
(f) MCBHO 7220.1B

1. Situation. Reference (a), was published to recognize highly deserving Sergeants without dependents by granting Basic Allowance for Housing (BAH) at the without dependents rate in order for these deserving individuals to reside on the local economy. Reference (a) further establishes installation commanders as the approval authority for all BAH "without dependents" requests for personnel permanently assigned to the Hawaii units/commands. Marine Corps Installations Pacific (MCIPAC) is authorized 100 allocations under the subject initiative. Reference (b) provides implementation guidance to the Commanding Officer (CO), Marine Corps Base Hawaii (MCBH) and tenant commands, and directs the establishment of policies and procedures to fairly and equitably manage the allocation of 100 single Sergeants. The following allocations are provided based on the census of single Sergeants.

MCIPAC Region Sergeant BAH Own Right Initiative Allocations	
COMMAND	100 ALLOCATIONS
1st Marine Air Wing	41
3d Marine Division	29
III Marine Expeditionary Force (RADBN)	11
Marine Corps Installations Pacific (MCBH HQBN/MCAS, LSST, MISSO, SNCOA)	11
Marine Corps Forces, Pacific (HQSVCBN, BAND, CO I CRYPTO, DISA SOCPAC, BRIG DET)	7
Multiple Units: (DPAA, DSCA, DLA, MCCOG, USSOCOM, TECOM, 4TH RECON, USPACFLT, INSTR STAFF NROTC, FIELD SVC ASGN, WWBN, CLC-33)	1

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2. Mission. To effectively support installation commands with implementation, oversight, management, and execution of the Sergeant without dependents BAH initiative.

3. Execution

a. Commander's Intent

(1) Purpose. To ensure fairness and consistency aboard MCBH in the implementation of the Sergeant without dependents BAH initiative.

(2) Method. Establish policy and procedures for the routing of requests, approval process, and maintaining the applicable command allocations while ensuring consistent and equitable application of this initiative.

(3) End State. Tenant unit commanders have the guidance to provide proper implementation and oversight of the Sergeant without dependents BAH initiative.

b. Concept of Operations. Marines (Sergeants/E-5 only) may submit request packages, including documentation of all listed requirements, to their unit commanders. Per reference (c), the CO MCBH will submit quarterly reports to MCIPAC-MCBB for oversight and tracking purposes. To ensure equitable and consistent application for this initiative, all packages being submitted should follow the sample format, per reference (b).

c. Tasks

(1) Marine Corps Community Services (MCCS)

(a) Provide oversight of financial education training to installation Marine Sergeants per reference (a), in support of this initiative.

(b) Provide validation of the completion of all required training requirements for Sergeants. This documentation will be included in the application packages.

(2) S-1

(a) Serve as the intake point for packages submitted under this initiative upon receipt of an endorsement from the

first general officer in the Marine's chain of command. The S-1 will forward the packages to the CO MCBH for final approval.

(b) In coordination with local tenant commanders, submit a quarterly report to MCIPAC-MCBB AC/S G-1 on the first working day of the last month of each quarter. Reports will include all approved packages and pending packages on any "waitlists", as well as any updates to Marines previously authorized BAH "without dependents" privileges (i.e., reduction in grade below E-5, separation from service, marriage, dependency, or other changes in BAH eligibility, etc.), for Marines currently assigned to Hawaii units/commands.

(c) Report the applicable pay and entitlements, and appropriate training event code (ZX or ZY), per reference (a).

(d) Provide periodic updates to the CO MCBH regarding allocations and the status of the program.

(3) S-4

(a) Provide documents to service member that reflect when a Marine, under this initiative, has adequately checked out of unaccompanied housing within the Enterprise Military Housing System.

(b) Provide assistance to Sergeants approved for BAH under this initiative in understanding the rental market in Hawaii and finding affordable and safe housing.

(4) COs

(a) Ensure that all Marines recommended and approved for this initiative have been counseled on the BAH "without dependents" rate to include that it is based on the member's geographic location and that the amount may not fully cover the member's actual cost of living. Approved members will also be counseled on future permanent change of station (PCS) household goods move authorities.

(b) Ensure all packages include all requirements contained in the references, including a favorable endorsement from the first O-6 and general officer in the Marine's chain of command.

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(c) When deemed appropriate or necessary, the CO MCBH, in coordination with the Marine's CO, have the authority to terminate BAH "without dependents" privileges. If the privilege is terminated, the Marine will return to government quarters in accordance with references (c) and (e).

(d) Contact the MCBH Temporary Lodging Allowance (TLA) Branch within the Installation Personnel Administration Center (IPAC) for guidance on TLA entitlements for Marines under this initiative, per reference (f).

d. Coordinating Instructions

(1) Tracking of packages will commence upon approval/disapproval by the CO MCBH. Approved packages will be forwarded to the servicing IPAC for reporting of the initial training code.

(2) After a decision on the application, the approval/disapproval will be returned through the Marine's chain of command. For approved applications, the entitlement to BAH will become effective the date the Marine clears unaccompanied housing, or the date of approval, whichever is later.

(3) The authorization for this initiative is applicable only to Marines permanently assigned to Hawaii.

(4) CO, MCBH in coordination with MCIPAC-MCBB will maintain compliance with the region allocation cap provided by Marine Corps Installation Command (MCICOM).

(5) Quotas transfer with the Marine upon executing PCS orders and therefore count towards the gaining region (i.e., a Marine PCSs from MCBH to Camp Lejeune, the quota shifts from counting towards MCIPAC-MCBB to counting towards MCIEast).

(6) The only authorized BAH rate for this initiative is BAH "without dependents", except those Marines approved for BAH-Differential (BAH-DIFF).

(7) When commanding officers decide to terminate the entitlement, they are encouraged to consider State lease agreement requirements, the accumulation of personal property/household goods, and potential financial impacts, when determining the date to return the Marine to unaccompanied housing.

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(8) Ensure that all approved Marines understand that when PCS orders direct them to an Outside the Continental United States (OCONUS) duty station that the authority to receive BAH "without dependents," and any other associated entitlements, will be paused until their return to a CONUS duty station or a change in status occurs (i.e., reduction in grade below Sergeant, separation from service, marriage, dependency or other changes in BAH eligibility, etc.)

(9) The allocation may change based upon analysis of quotas by MCICOM due to changes across the Marine Corps to account for Sergeants that may have moved from Region to Region.

(10) MCIPAC will publish approved quotas for the following quarter, based off MCICOM quarterly report analysis, to MCBH on the last working week of the last month of each quarter.

(11) Requests will only be approved when a quota exists.

(12) Highly qualified Sergeants already in receipt of BAH without dependents are eligible to apply under this initiative. This allows the Marine to attain the permanent entitlement of BAH without dependents as they execute PCS orders within CONUS and Hawaii.

(13) If an application is submitted to the CO MCBH and there are no available allocations within the installation's allocation of 100, the package may be held and added to the waitlist for approval when a quota becomes available.

(14) The MCBH Sergeant Major, in coordination with selected installation Sergeants Major, may convene a panel to support the identification of highly qualified Sergeants under the multiple units category as contained within the allocations.

#### 4. 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 PCS (CONUS or Hawaii) or until a termination occurs (i.e., reduction in grade below E-5, separation from service, marriage, dependency, or other changes in BAH eligibility, etc.).

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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.

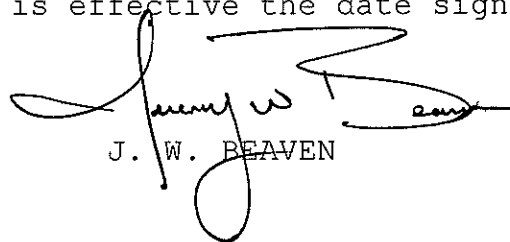
c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV Notice 5210 and SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be per the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

## 5. Command and Signal

a. Command. This Order is only applicable to Hawaii commands with permanently assigned Marine Sergeants.

b. Signal. This Order is effective the date signed.



J. W. BEAVEN

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