



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 11012.2N
ADJ
NOV 22 2022

AIR STATION ORDER 11012.2N

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: BASIC ALLOWANCE FOR HOUSING PRIVILEGE AND AUTHORIZATION TO LIVE
OFF BASE

Ref: (a) MCO 11000.22 CH 1
(b) Joint Travel Regulations
(c) MCIEAST-MCB CAMLEJO 11012.3A
(d) ASO 11101.28D

Encl: (1) Sample Format for AA Forms
(2) Affidavit in Support of Request
(3) Request for Storage of Household Goods or Property (HHG)

1. Situation. To establish policy and requirements for the management of the basic allowance for housing (BAH) privilege aboard Marine Corps Air Station (MCAS) New River in accordance with the references.

2. Cancellation. ASO 11012.2M.

3. Mission. This Order establishes policies and procedures to authorize BAH and off base residency to service members assigned to MCAS New River in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Enforcement of maximum utilization of bachelor enlisted quarters (BEQ) at the rate of 95 percent or greater across this Installation is paramount for the grades of E-5 and below aboard this Station. Tenant commanding officers may direct any service member to live in bachelor housing by military necessity in accordance with reference (a).

(2) Concept of Operations. The Installation Commanding Officer (CO) may waive the involuntary assignment policy and authorize off base residence and receipt of appropriate BAH, in accordance with the references. Exceptions for entitlement to BAH for service members in the grade of E-5 or below must meet one of the criteria as indicated in paragraph 4b(4). Service members in the grade of E-6 or higher without
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

dependents may elect at any time not to occupy government quarters and are authorized BAH without dependents.

b. Tasks

(1) Tenant Commanding Officers

(a) Ensure compliance with this Order.

(b) All tenant command endorsements shall include, at a minimum:

1. Command recommendation;

2. Determination there is no military necessity for the service member to reside aboard the Station;

3. Verification of maximum utilization of BEQ across the Station, as applicable; and

4. Certification that the service member is financially able to live on the economy (e.g. financial worksheet(s) included with endorsement).

(c) Establish recertification procedures for maximum utilization of BEQ resources across the Installation prior to a service member's lease renewal on an annual basis. Recertification requests shall be evaluated on a case-by-case basis by unit leadership to ensure the best interest of the Marine Corps and the service member are upheld. If revocation by the immediate chain of command occurs, the service member must resubmit the request to the Installation CO in accordance with this Order.

(d) If a service member in the grade of E-6 or above is required by military necessity to reside in the barracks, the designation will be done in writing and forwarded to the Station CO (Attn: S-4).

(2) S-4. Provide the BEQ occupancy rate to tenant commanding officers, upon request.

(3) Regional Personnel Administration Center (RPAC), New River Satellite Office. Ensure timely and accurate processing of pay and personnel entries per the references and in accordance with this Order.

(4) Service Members Requesting BAH. All requests will be submitted to the Station CO for approval and will include a command endorsement, enclosure (1), and enclosure (2), as applicable. The following may be considered criteria to grant privilege to BAH and/or reside off base:

(a) BEQ maximum utilization rate is 95 percent or higher across the Installation.

1. Receipt of BAH without dependents or accumulation of household goods (HHG) at a previous duty station is not justification for request or approval at this Station.

2. Granting of BAH for maximum utilization rates across the Installation is valid for one year from the date of approval. Service members must recertify before lease renewal with their immediate chain of command (squadron or unit level), annually. If revocation by the immediate chain of command occurs, the service member must resubmit any new request under this exception to the Installation in accordance with this Order.

(b) Service members who sustain the loss of their sole dependent through death, divorce, or legal separation.

1. Personnel must immediately notify the chain of command and report the loss of dependent(s) to the RPAC, New River Satellite Office. Per reference (b), the entitlement to receive BAH with dependents terminates on the day the dependent is lost. Failure to report the change in status could result in fraudulent receipt of BAH funds and loss of the privilege to live off base.

2. Additionally, an exemption request for continuance of BAH (without dependents) entitlement and off base residency must be submitted to the Station CO under this section.

3. Service members shall not enter into a lease after legal separation, divorce, or death of the sole dependent until this exception is positively endorsed.

(c) Females who have reached the 20th week of pregnancy and desire to establish residency prior to childbirth. A certificate from the medical officer attesting to the estimated delivery date is required.

(d) Service members with a pre-owned home or lease with proof of ownership/lease in the local vicinity prior to receiving PCS orders.

(e) Service members with dependent(s) child custody for more than 90 days per calendar year.

1. Enclosure (2) must be included.

2. If the period of physical custody is reduced below 90 days, service members must immediately notify the chain of command and report the change in dependent(s) custody to the RPAC New River Satellite Office. Failure to report the change in status could result in

fraudulent receipt of BAH funds and loss of the privilege to live off base.

3. Service members in the grade of E-5 and below who desire to continue to live off base after a reduction in physical custody below 90 days must resubmit for this exception.

4. Service members shall not enter into a lease after reduced custody below 90 days of dependent(s) until this exception is positively endorsed.

c. Coordinating Instructions

(1) Personnel shall not make irrevocable financial decisions by executing a lease or purchasing a home prior to approval of requests by the Installation CO.

(2) Personnel shall take appropriate actions and plan ahead upon knowledge of changes to their BAH status (i.e., officially separated and will soon be divorced). Failure to properly prepare for the loss of any BAH entitlement, delayed submission of proper documentation in accordance with this Order, and the fraudulent acceptance of government funds may be punishable under the Uniform Code of Military Justice and lead to an adverse financial situation for members.

(3) Household Goods (HHGs). Accumulation of HHGs does not constitute an exemption for purposes of this Order. Service members shall proceed to the Distribution Management Office (DMO) aboard Marine Corps Installations East - Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) with a barracks occupancy assignment letter for non-temporary storage entitlements. See reference (c), chapter 6 for additional information and utilize enclosure (3) for HHG storage.

(4) Certified service dogs or guardianship of animals alone does not constitute justification to continue BAH entitlements. Certified service dogs will be governed in accordance with reference (a). Pets will not be permitted in government quarters, per reference (d).

5. Administration and Logistics

a. Summary of Revision. This Order has been revised completely and should be thoroughly reviewed.

b. Recommendations regarding the contents of this Order are encouraged and should be submitted to the CO, MCAS New River (Attn: Adjutant) via the appropriate chain of command.

c. The generation, collection, or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the references and applicable Privacy Act regulations.

6. Command and Signal

a. Command. This Order is applicable to all Station service members and tenant commands.

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



G. W. BURNETT

DISTRIBUTION: B

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

3. DATE

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

6. VIA (As required)

7.

TO:

8. NATURE OF ACTION/SUBJECT

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

AFFIDAVIT IN SUPPORT OF REQUEST

AFFIDAVIT

In Support of my Request for BAH

I, (Name, Rank, EDI PI/ MOS) of (Unit), swear or affirm the following is true:

I have the right to temporary custody (visitation) of at least one minor child: (name).

The permanent legal and physical custodian of the child is (name) of (address) and can be contacted at (phone number).

Attached is a copy of the signed court order, in its entirety, under which I have the right to temporary custody totaling at least 90 days per calendar year.

The permanent custodian and I agree that I will have temporary custody of the child or children for periods of time totaling 90 or more days in every calendar year as follows: describe when you will have custody; e.g., all summer, half summer and holidays, etc).

I will use the BAH to establish a household outside of Marine Corps Air Station (MCAS) New River in order to provide a home for my family during the period of my custody.

I understand that the custody terms stated in this Affidavit become conditions for receiving BAH and that I must recertify my eligibility every year from the date my entitlement is approved. I understand that if any part of this statement is untrue, I can be prosecuted under the Uniform Code of Military Justice and any BAH paid will be recouped by the government.

If at any time I, or the permanent custodian, decide to reduce temporary custody to a period less than 90 days per calendar year, I will inform my command and the Commanding Officer, MCAS New River. I understand that I may lose eligibility to BAH if the period of my custody drops to under a total of 90 days.

(name)

Subscribed and sworn this ____ day of _____, _____

NOTARY PUBLIC

ASO 11012.2N
NOV 22 2022

UNIT LETTERHEAD

4050
S-1/4
DATE

From: Commanding Officer,
To: Distribution Management Officer

Subj: REQUEST FOR STORAGE OF EXCESSIVE PERSONAL PROPERTY PURSUANT TO
ASSIGNMENT OF GOVERNMENT QUARTERS; ICO *LAST NAME, FIRST NAME,*
MIDDLE INITIAL, RANK

Ref: (a) JFTR U5380

1. The subject-named Service Member is (circle one) voluntarily/
involuntarily living in Building # _____ Room # _____ as
of _____ (Date). In accordance with the reference, this letter
is to confirm that the Service Member is not currently drawing Basic
Allowance for Housing. Accordingly, it is requested that the subject
Marine be authorized to store their excess personal property in a
government-approved Non-Temporary Storage facility or to personally
procure storage up to the rate at which the government would pay for
reimbursement.

2. Point of contact for this matter is Capt I. M. Bos at (910) XXX-
XXXX.

CO'S SIGNATURE

Sample Request for Storage of Excess Personal Property

Enclosure (3)