



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

DepO 7220.1

4

7 JUL 1993

DEPOT ORDER 7220.1 w/ ch 1

From: Commanding General  
To: Distribution

Subj: BASIC ALLOWANCE FOR QUARTERS (BAQ) WITHOUT DEPENDENTS/  
OWN RIGHT OR OPTION IN LIEU OF ASSIGNMENT TO GOVERNMENT  
QUARTERS

Ref: (a) MCO P11000.22 (NOTAL)  
(b) DoDPM (NOTAL)  
(c) JFTR (NOTAL)  
(d) MCO P1080.35H (NOTAL)

Encl: (1) Personnel Minimum Standards of Adequacy (MSA)  
(2) "Extraordinary Circumstances"  
(3) Sample Unit Commander's Endorsement  
(4) Sample Regimental/Battalion/District Commander's  
Endorsement

1. Purpose. To provide policy and procedures for authorization of payment of BAQ (without dependents) or (own right), which are interchangeable for the purpose of this Order, and the BAQ (own right) option in lieu of assignment to government quarters. These changes concern all personnel assigned to permanent duty with commands and tenant units located on the Depot.

2. Information

a. Reference (a) sets forth overall policy for the utilization, occupancy and assignment of personnel to bachelor housing assets. It also establishes the authority for the Commanding General to approve/disapprove BAQ (own right) requests.

b. Commanding Officers of Recruit Training Regiment (RTR), Headquarters and Service Battalion (HQSVCBN) and 12th Marine Corps District (12TH MCD) may approve BAQ (own right) requests based upon the provisions set forth herein. All other commanders may only recommend approval/disapproval.

c. Requests for BAQ (own right) are divided into two distinct categories as shown below:

(1) Entitlement by public law.

(2) Those personnel meeting the qualifying standards established for extraordinary circumstances or good and sufficient reasons, as indicated in paragraph 3 of this Order.

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d. All military ranks used in this Order are those of the United States Marine Corps. Corresponding ranks, by pay grade, of personnel of the other branches of military service apply.

ch 1  
3. Policy. The policy of this Command is that, to the ~~maximum~~<sup>minimum</sup> extent possible, full utilization of each Bachelor Enlisted Quarters (BEQ), under the responsibility of the commanding officer concerned, will be made prior to granting of BAQ (own right). For purposes of this Order, full utilization is defined as a maximum occupancy rate of 95% of all BEQs within the given area. Minimum Standards of Adequacy (MSA) for enlisted personnel are set forth in enclosure (1). The below listed qualifying standards must be met, prior to submission of requests for BAQ (own right), in order to be considered as an exception to this policy:

ch 1  
a. Allowable Exception. All ~~gunnery~~<sup>STAFF</sup> sergeants and above are entitled by reference ~~(b)(a)~~ to elect BAQ (own right) option in lieu of assignment to government quarters upon reporting for duty on permanent change of station (PCS) orders or may elect this option at any time thereafter.

b. Extraordinary Circumstances. Personnel meeting the standards for the rank categories shown below may be entitled to receive BAQ (own right) providing they qualify under the rules established in enclosure (2).

ch 1  
(1) ~~Staff Sergeants/Sergeants~~. When ~~staff sergeants/~~ sergeants cannot be permanently assigned to quarters meeting the MSA, they may request BAQ (own right) due to inadequate or insufficient adequate quarters or meet the criteria established in enclosure (2).

(2) Corporals and Below. The primary billeting requirement for corporals and below is on-base, regardless of adequacy. Corporals and below may qualify for BAQ (own right) if they meet the criteria established in enclosure (2) or can qualify for the standards specified in paragraph 3.c below.

c. For Other Good and Sufficient Reasons. Enlisted personnel may qualify under this category providing individual extenuating circumstances are such that residence in government bachelor quarters would not be in the best interest of the Marine Corps and for the health and welfare of the individual concerned. Requests based on this standard will be considered strictly on a case-by-case basis. When requests for BAQ (own right) under this standard are of such a sensitive nature that restrictive viewing is warranted, the justification may be submitted under separate correspondence. Examples of cases which would not qualify under

this standard are: to establish a household pending marriage; a place of quiet to study for off-duty education; a reward for outstanding performance; differences in age groups; excessive personal belongings, etc.

ch 1 d. Court Order<sup>ed</sup> Child Support. ~~Staff~~<sup>S</sup> sergeants and below who receive BAQ for court ordered<sup>d</sup> child support require approval from the approving authority (COs, RTR/HQSVCBN/12TH MCD) to reside off base and draw entitlements.

4. Allowances. If individuals are approved for BAQ (own right) as set forth in this Order, they may also qualify for additional allowances such as Variable Housing allowance (VHA) and/or Dislocation Allowance (DLA), depending on a case-by-case review.

a. Variable Housing Allowance (VHA). Normally VHA payments are automatic when BAQ (own right) is approved and an off-base address is provided to the individual's unit commander, with proof of rent or mortgage and utility bill payments. The VHA payment will vary according to the existing regulations governing VHA entitlement per reference (c) and other related directives.

b. Dislocation Allowance (DLA). Reference (c) states a member is entitled to DLA when transferred to a permanent duty station (PDS) where government quarters are not assigned. Temporary occupancy of government quarters upon arrival at a new PDS does not preclude entitlement to DLA if the period of occupancy is 60 days or less. In justifiable cases, a longer period not to exceed an additional 60 days may be approved by the member's Commanding Officer.

5. Processing Procedures for BAQ (Own Right) Requests. Requests for BAQ (own right) will be processed per the procedures established below. These procedures are minimum requirements and are not considered to be inclusive.

ch 1 a. Gunnery Sergeants and Above. All ~~gunnery~~<sup>staff</sup> sergeants and above will report to their unit S-1 and complete the necessary forms electing the BAQ (own right) option in lieu of assignment to government quarters. A copy of the original PCS orders and appropriate reporting-in endorsement must be submitted with the request.

ch 1 b. Staff Sergeants and Below. All requests for BAQ (own right) from ~~staff~~ sergeants and below will be submitted to the Commanding Officer, RTR/HQSVCBN/12TH MCD via applicable unit commander(s) utilizing the standard Special Request/Authorization Form (NAVPERS 1336/3) or the Standard Administrative Action (AA) Form (NAVMC 10274). This form must include the following information:

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(1) Basic reason for requesting BAQ (own right), citing the appropriate paragraph or rule of this Order.

(2) Date joined the command.

(3) BEQ building number assigned for billeting.

(4) Duty phone number.

(5) Supporting documents as enclosures to substantiate the request when required.

(6) Any other pertinent information deemed necessary to support the request.

c. Transient Personnel. All requests for BAQ (own right) for transient personnel administratively assigned to units aboard MCRD will submit request to their respective Commanding Officers (RTR/HQSVCBN/12TH MCD).

## 6. Action

### a. Commanding Officers

(1) Ensure that personnel submitting a Special Request/Authorization Form (NAVPERS 1336/3) or AA Form (NAVMC 110274) understand that submission of the request does not constitute approval to vacate BEQ assignment and move ashore. The approving authority is only vested with the Commanding Officer's, RTR/HQSVCBN/12TH MCD.

(2) Review each BAQ (own right) request to ensure compliance with the provisions of this Order prior to completing the unit commander's endorsement (enclosure (3)). *For Sergeants requesting BAQ (own right) based on paragraph 3(b)(1), the Billeting Manager will be contacted to confirm grounds for the request.*

(3) Upon receipt of final approval, take appropriate action for the individual's termination of assignment to the BEQ and administrative processing to start BAQ (own right)/VHA through MMS/JUMPS per reference (d).

### b. Commanding Officers, RTR/HQSVCBN/12TH MCD

(1) Review each BAQ (own right) request and unit commander's endorsement, (enclosure (3)), to ensure compliance with this Order prior to completing the regimental/battalion/district commander's endorsement (enclosure (4)).

(2) BAQ (own right) authority and payments may be terminated and such personnel ordered back aboard with

involuntary assignment to BEQ. This does not require Commanding General's approval and is strictly a command prerogative for reasons of:

- (a) Good order and discipline.
- (b) Mission accomplishment.
- (c) Contingency operations and training requirements.

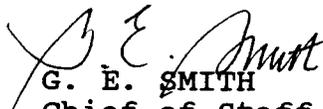
c. Billeting/Bachelor Housing Officer

(1) Ensure that all enlisted personnel in the rank of staff sergeant and below are provided with billeting space upon initial arrival for duty either on PCS, intra-depot transfer, Fleet Assistance Program (FAP) orders, etc. When adequate quarters are not immediately available, personnel will be assigned to less than adequate quarters pending availability of adequate quarters or approval of BAQ (own right). Under no circumstances are enlisted personnel to be informed, verbally or in writing, that adequate quarters are not available and they should seek off-base accommodations.

(2) Provide unit commanders with accurate up-to-date information on occupancy rate. This information may be passed telephonically or by providing units with monthly occupancy report. Barracks must be at or above 95% occupancy on date of request to be considered.

d. Housing Referral Office. Provide instruction on lease or rental agreements of approved BAQ (own right) requests.

7. Applicability. This Order is applicable to all commands, organizations, units and activities located at Marine Corps Recruit Depot, San Diego, California.

  
G. E. SMITH  
Chief of Staff

DISTRIBUTION: I





UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

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4A3

16 JAN 1997

DEPOT ORDER 7220.1 Ch 1

From: Commanding General  
To: Distribution List

Subj: BASIC ALLOWANCE FOR QUARTERS (BAQ) WITHOUT DEPENDENTS/OWN  
RIGHT OR OPTION IN LIEU OF ASSIGNMENT TO GOVERNMENT QUARTERS

1. Purpose. To allow staff sergeants and above the option of  
electing to receive BAQ own right.

2. Action

✓ a. Replace "maximum" in the second sentence of paragraph 3 on  
page 2 with "minimum".

✓ b. Replace "gunnery" and "(b)" in paragraph 3a on page 2 with  
"staff" and "(a)" respectively.

✓ c. Delete both "Staff Sergeants/" in paragraph 3b(1) on page 2.

✓ d. Replace "Court Order" with "Court-Ordered" and "court  
ordered" with "court-ordered" in paragraph 3d on page 3.

✓ e. Replace "Staff sergeants" with "Sergeants" in paragraph 3d on  
page 3.

✓ f. Replace both "Gunnery Sergeants" with "Staff Sergeants" in  
paragraph 5a on page 3.

✓ g. Replace both "Staff Sergeants" with "Sergeants" in paragraph  
5b on page 3.

✓ h. Add to paragraph 6a(2) on page 4: "For sergeants requesting  
BAQ (own right) based on paragraph 3b(1), the Billeting Manager will  
be contacted to confirm grounds for the request."

✓ i. Delete Rule 6 on page 1 of enclosure (2).

3. Summary of Change. Implements Marine Corps position/policy on  
BAQ (own right) option in lieu of government quarters.

4. Filing Instructions. File this change transmittal immediately  
behind the signature page of the basic order.

J. M. GUERIN  
Chief of Staff

DISTRIBUTION: A



PERSONNEL MINIMUM STANDARDS OF ADEQUACY (MSA)

PERMANENT PERSONNEL AND PCS STUDENTS			TEMPORARY DUTY AND TRANSIENT PERSONNEL		
Grade	Factors	Minimum Standards	Grade	Factors	Minimum Standards
Captains and above (O-3 and above)	not living area square feet <u>1/</u> accommodations	400 square feet  living room, bedroom, private bath, access to kitchen or officers mess receiving appropriated fund support	all officers and warrant officers. All civilian employees. E1 through E9 (only as authorized <u>1/</u> )	not living area square feet <u>1/</u> accommodations	250 square feet  private room, bath shared not more than one other
Lieutenants and warrant officers (W-1 through O-2)	not living area square feet <u>1/</u> accommodations	250 square feet  sleeping/living room, private bath	SNCO'S (E6 through E9)	not living area square feet <u>1/</u> accommodations	250 square feet  private room, bath shared not more than one other
SNCO's (E6 through E8)	not living area square feet <u>1/</u> accommodations	270 square feet  private room, private bath	Sergeants (E5)	not living area square feet <u>2/</u> accommodations	135 square feet  no more than two to a room, bath shared not more than one other
Sergeants (E5)	not living area square feet <u>2/</u> accommodations	135 square feet  bath shared not more than one other, two to a room	Corporals and below (except E1 recruits and trainees) E1 through E4	not living area square feet <u>2/</u> accommodations	90 square feet  not over four to a room, central bath
Corporals and below (except E1 recruits and trainees) E1 through E4	not living area square feet <u>2/</u> accommodations	90 square feet  not over four to a room, central bath	E-1 recruits and trainees	not living area square feet <u>2/</u> accommodations	72 square feet  open bay central bath
Recruits or trainees	not living area square feet <u>3/</u> accommodations	72 square feet  Open bay, central bath	<u>1/</u> Only E1 through E5 personnel traveling with civilian personnel as part of a team (who are not in a student or training status or attending training conferences, meeting, seminars, or similar nonoperational functions) shall be authorized these accommodations  <u>2/</u> Not living area is measured from the inside face of the peripheral walls of the suits and includes all spaces and partitions thereby enclosed.  <u>3/</u> Not living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker, and circulation, but excludes lounges, bathrooms, and general circulation.  <u>4/</u> Not living area is one equal share per person of the squad room. The squad room is measured to the inside face of the peripheral walls.		
<u>1/</u> Not living area is measured from the inside face of the peripheral walls of the suite and includes all spaces and partitions thereby enclosed.  <u>2/</u> Not living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker, and circulation, but excludes lounges, bathrooms, and general circulation.  <u>3/</u> Not living area is one equal share per person of the squad room. The squad room is all space within the peripheral walls.					

ENCLOSURE (1)



"EXTRAORDINARY CIRCUMSTANCES"

Rule 1. Unmarried pregnant female personnel or married pregnant female personnel serving a tour unaccompanied by spouse who are in their sixth month of pregnancy. Personnel in this category are required to submit as an enclosure to the Special Request/Authorization Form (NAVPERS 1336/3) or AA Form (NAVMC 10274) a medical officer's certification of pregnancy and anticipated delivery date.

Rule 2. Personnel who were previously authorized BAQ (own right) and resided ashore at their last or present duty station, and accumulated a significant amount of household goods and personal effects, shipped at government expense to Marine Corps Recruit Depot, San Diego. Leave and Earning Statements indicating previous full BAQ (own right) payments and a government bill of lading/shipping documents are required as enclosures to the Special Request/Authorization Form (NAVPERS 1336/3) or AA Form (NAVMC 10274).

Rule 3. Personnel who can show proof, in their name, of ownership of a private residence or mobile home, within 50 miles of Marine Corps Recruit Depot, San Diego.

Rule 4. Personnel who have sustained a loss of their only dependent through death, divorce or legal separation as determined by a civil court ruling. A copy of the Death Certificate, or Civil Court Legal Separation or divorce documents is required as enclosure(s) to Special Request/Authorization Form (NAVPERS 1336/3) or AA Form (NAVMC 10274).

Rule 5. Personnel who gain legal guardianship of a family member and who are awaiting Commandant of the Marine Corps approval for dependent certification and BAQ with dependents. Both sponsor and acquired dependent must be collocated in residency within 50 miles of Marine Corps Recruit Depot, San Diego. Legal court documents required as enclosure(s) to Special Request/Authorization Form (NAVPERS 1336/3) or AA Form (NAVMC 10274).

~~Rule 6. Staff sergeants who cannot be assigned MSA requirements per enclosure (1).~~

ENCLOSURE (2)



7 JUL 1993

SAMPLE UNIT COMMANDER'S ENDORSEMENT

FIRST ENDORSEMENT on Sgt J. J. Jones' Spl Req/Auth Form of  
2 Jan 93

From: Commanding Officer, First Recruit Training Battalion  
To: Commanding Officer, Recruit Training Regiment

Subj: REQUEST FOR BASIC ALLOWANCE FOR QUARTERS (OWN RIGHT)

Ref: (a) DepO 7220.1

1. Forwarded, recommending approval/disapproval.
2. Per the reference, I have reviewed the basic request and certify that:
  - a. The request does/does not qualify under paragraph/rule \_\_\_\_\_ of the reference.
  - b. The individual concerned is assigned to BEQ building number \_\_\_\_\_ and the occupancy rate for that BEQ is \_\_\_\_\_ percent.
3. The individual has been instructed that vacation of government quarters is not authorized until final disposition of this request has been received.

A. B. CEE

Copy to:  
Billeting O, MCRD

ENCLOSURE (3)



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7 JUL 1993

SAMPLE REGIMENTAL/BATTALION/DISTRICT COMMANDER'S ENDORSEMENT

SECOND (OR SUBSEQUENT) ENDORSEMENT on Sgt J. J. Jones' Spl Req/  
Auth Form of 2 Jan 93

From: Commanding Officer, Recruit Training Regiment  
To: Sergeant J. J. Jones 123 45 6789/0311, USMC  
Via: Commanding Officer, 1st Recruit Training Battalion

Subj: REQUEST FOR BASIC ALLOWANCE FOR QUARTERS (OWN RIGHT)

Ref: (a) DepO 7220.1

1. Returned, approved/disapproved.
2. Per the reference, I have reviewed the basic request and certify that:
  - a. The basic request does/does not qualify under paragraph/rule \_\_\_\_\_ of the reference.
  - b. The occupancy rate for this area is \_\_\_\_\_ percent.

A. C. COMMANDER

Copy to:  
Billeting O, MCRD

ENCLOSURE (4)

