



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

AFO 7220.1
AF 141
17 May 93

AIR FACILITY ORDER 7220.1

From: Commanding Officer
To: Distribution List

Subj: REQUESTS TO RESIDE ASHORE AND DRAW "OWN RIGHT" BAQ AND/OR
VHA

Ref: (a) MCO P11000.22
(b) DOD 7000.14-R

Encl: (1) Criteria for Granting BAQ/VHA (w/o Dependents)
(2) Notification of Intent to Reside Off Station

1. Purpose. To establish policy and procedures for requesting permission to reside ashore and draw "own right" housing allowances.

2. Information

a. Reference (a) and paragraph 30205 of reference (b) authorize installation commanders to grant BAQ (w/o dependents), and contain general regulations for exercise of that authority.

b. The Commanding Officer, Marine Corps Air Facility (MCAF), as the installation commander responsible for the Bachelor Enlisted Quarters aboard MCAF Quantico, is the sole approving authority for BAQ and/or VHA "own right" for members of Headquarters Squadron and Marine Helicopter Squadron One (HMX-1) who desire to reside off station.

c. Maximum occupancy is to be made of the BEQ before BAQ/VHA own right will be authorized. As a general rule, members without dependents who are assigned to or occupy quarters in the BEQ will not be authorized BAQ/VHA "own right" until the BEQ occupancy rate reaches 95%. Those members wishing to apply for BAQ/VHA own right must meet the criteria established in enclosure (1) and be recommended for approval by their respective commanding officer.

3. Procedures

a. Staff Sergeants and Above

(1) In accordance with paragraph 30211 of reference (b), members in pay grade E-7 and above may at any time choose to reside off station and draw "own right" housing allowances. This

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authority is expanded by the Commanding Officer, MCAF to include those members in the grade of Staff Sergeant and above. Those members of Headquarters Squadron who fall into this category and desire to reside ashore will indicate their intent by submitting a request in the format shown in enclosure (2) to the Commanding Officer.

(2) HMX-1 Marines who fall into this category will follow procedures established by the Commanding Officer, HMX-1. These individuals do not need Commanding Officer, MCAF approval to reside off station.

b. Sergeants and Below

(1) Marines Whose Sole Dependents are in the Custody of Another Person

(a) Marines who are entitled to either BAQ with dependents or BAQ Difference solely for a dependent in the legal custody of another person are considered to be bona fide bachelors and must request permission to reside ashore and draw VHA "own right". Those members of Headquarters Squadron who fall into this category will submit an AA Form to the Commanding Officer, MCAF, via their chain of command.

(b) The Commanding Officer, HMX-1 may authorize VHA own right for HMX-1 Marines who fall into this category.

(2) Marines Without Dependents. Marines in the grade of Sergeant and below, who have no dependents and who desire to reside off station, will submit an AA Form to the Commanding Officer, MCAF for approval. Marines from HMX-1 will submit their request to the Commanding Officer, MCAF via the Commanding Officer, HMX-1. The criteria for approval of BAQ/VHA w/o dependents for sergeants and below is contained in enclosure (1).

(3) Authorization for Commuted Rations. Approval of BAQ/VHA does not automatically entitle a Marine to commuted rations. Accordingly, in addition to the request for BAQ/VHA, enlisted Marines must also include a request to draw commuted rations.

4. Effective Date

a. BAQ/VHA (w/o dependents) will be effective upon vacation of government quarters.

b. Commuted Rations will be effective at the time the meal card is surrendered to the S-1.

5. Termination of BAQ/VHA (w/o Dependents). BAQ/VHA (w/o Dependents) will be terminated:

a. When the individual detaches on Permanent Change of Station Orders (excluding reassignments between HqSqdn MCAF and HMX-1).

b. For cause, at the discretion of the individual's Commanding Officer.

c. When required by military necessity.

6. Action

a. Commanding Officers, Headquarters Squadron and HMX-1. Establish internal administrative procedures for the submission of requests for BAQ/VHA (w/o dependents) by personnel within their respective commands. Requests from HMX-1 will include an endorsement stating that the individual has met the requirements established by reference (b) and enclosure (1), and that their command approves of the request.

b. Logistics Officer, MCAF. Provide up-to-date barracks occupancy ratings to the Commanding Officer, MCAF.

c. Section Heads/Department Heads. Ensure that all personnel under their cognizance comply with the provisions of this Order.

d. Administrative Section, HqSqdn and HMX-1. Ensure timely reporting of BAQ/VHA on the unit diary when proper authority is received in accordance with the provisions of this Order and references (a) and (b).

L. L. Larson
L. L. LARSON

DISTRIBUTION: A

CRITERIA FOR GRANTING BAQ/VHA (W/O DEPENDENTS)

1. Sergeants and below may be recommended for BAQ/VHA payments provided:

a. Adequate leadership capabilities are retained in the barracks

b. The Marine is considered to be an excellent, mature Marine.

c. The Marine will maintain the standards of the Marine Corps while residing in the community.

d. Military necessity does not require the individual to occupy government assigned quarters.

2. Exceptions to the above policy may be made in the case of:

a. Females who have reached the sixth month of pregnancy and who desire to establish off-base residency prior to childbirth may apply for BAQ/VHA. A certificate from the medical officer attesting to the anticipated delivery date is required.

b. Members who were previously authorized BAQ who have accumulated a significant quantity of furniture. A Leave and Earnings statement showing previous BAQ payments and a government bill of lading/shipping documents are required as enclosures to the request.

c. Members who lose their sole dependent through death, divorce, or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base government quarters, during which time they may apply for BAQ/VHA (w/o dependents).

ENCLOSURE (1)

NOTIFICATION OF INTENT TO RESIDE OFF STATION

(COMMAND LETTERHEAD)

7220
(Code)
(Date)

From: _____
To: Commanding Officer, Marine Corps Air Facility
Subj: NOTIFICATION OF INTENT TO RESIDE OFF STATION AND DRAW
BAQ/VHA (W/O DEPENDENTS)
Ref: (a) DOD 7000.14-R par 30211
(b) AFO 7220.1

1. In accordance with references (a) and (b), I elect to reside off station and draw housing allowances (w/o dependents).
2. My address is: _____
effective _____
3. (ENLISTED ONLY) In addition to BAQ/VHA, I also request to draw commuted rations while residing ashore. I understand that commuted rations will not begin until my meal card is surrendered to the S-1.

(SIGNATURE)

ENCLOSURE (2)