



**UNITED STATES MARINE CORPS**

**HEADQUARTER BATTALION  
MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70146-5400**

IN REPLY TO:  
11240  
ADJ

From: \_\_\_\_\_  
(RANK) (LAST NAME) (FIRST NAME) (MI) (SSN/MOS)

To: Commanding Officer

Via: Chain of Command

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT  
DEPENDENTS

Encl: (1) Financial Worksheet  
(2) Letter/Statement from future landlord

1. It is requested that I be authorized to reside on the economy and receive BAH without dependents.

- a. My anticipated date to move is: \_\_\_\_\_.
- b. I intend to reside at: \_\_\_\_\_.
- c. My phone number is (if known): \_\_\_\_\_.
- d. My rent will be \$ \_\_\_\_\_.

2. The reason for this request is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. I understand that I must submit this request 30 days prior to my anticipated date to move. My BAH will not be effective until I check out of the Bachelor Enlisted Quarter (BEQ), turn my room key into the BEQ Manager, and turn in the paperwork to the Battalion S-1. I also understand that I am not authorized to move out of the barracks until this request is approved by the Commanding Officer (CO).

4. I further understand that if my request is approved my BAH can be terminated at any time if my financial situation changes, subject of disciplinary action, or if the CO deems it necessary. Additionally, I will bear the responsibility of any and all costs incurred resultant to the loss of my BAH (i.e. remaining balance from the rental or leasing agreement, storage of furniture, etc.)

5. Enclosures (1) and (2) are provided as supporting documents.

\_\_\_\_\_  
SIGNATURE

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT  
DEPENDENTS

ADJ  
\_\_\_\_\_

FIRST ENDORSEMENT

From: Staff Noncommissioned Officer in Charge

1. Forward recommending approval/disapproval. Reason (required for  
all disapprovals): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE  
-----

ADJ  
\_\_\_\_\_

SECOND ENDORSEMENT

From: Officer in Charge

1. Forward recommending approval/disapproval. Reason (required for  
all disapprovals): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE  
-----

ADJ  
\_\_\_\_\_

THIRD ENDORSEMENT

From: Battalion S-4 Chief (BEQ Manager)

1. Forward recommending approval/disapproval. Reason (required for  
all disapprovals): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT  
DEPENDENTS

ADJ

\_\_\_\_\_

FOURTH ENDORSEMENT

From: Battalion Sergeant Major

1. Forward recommending approval/disapproval. Reason (required for  
all disapprovals): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

-----  
ADJ

\_\_\_\_\_

FIFTH ENDORSEMENT

From: Battalion Executive Officer

1. Forward recommending approval/disapproval. Reason (required for  
all disapprovals): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE



**UNITED STATES MARINE CORPS**

**HEADQUARTER BATTALION  
MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LA 70146-5400**

IN REPLY TO:

11240  
ADJ

From: Commanding Officer

To: \_\_\_\_\_  
(RANK) (LAST NAME) (FIRST NAME) (MI) (SSN/MOS)

Via: Battalion S-4 Chief (BEQ Manager)

Subj: REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH) WITHOUT  
DEPENDENTS

1.  Approved for BAH. Effective date will be the date you check out of the BEQ, turn in your room key, and turn in the housing paperwork to the BN S4 Chief (BEQ Manager).

Approved for BAH. Effective date is \_\_\_\_\_. You currently do not reside in Government Housing.

Approved to be added to the waiting list. The waiting list effective date is \_\_\_\_\_. The current occupancy rate is below 95%.

When the occupancy rate reaches 95%, those personnel on the waiting list, ranked by waiting list effective date, will be afforded the opportunity to move out. The effective date to start your BAH, at that time, will be the date that your housing paperwork to the BN S4 Chief (BEQ Manager).

Disapproved for the following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

T. D. FORD

Copy to:  
IPAC  
Files

FINANCIAL WORKSHEET

I. INCOME INFORMATION

1. Base Pay.....\$ \_\_\_\_\_  
2. ComRats/BAS (if approved)....\$ \_\_\_\_\_  
3. Part time job.....\$ \_\_\_\_\_  
4. Other Income.....\$ \_\_\_\_\_  
5. BAH (if approved).....\$ \_\_\_\_\_  
\$ \_\_\_\_\_ TOTAL INCOME

II. MONTHLY DEDUCTIONS

1. Federal Tax (FITW).....\$ \_\_\_\_\_  
2. State Tax (SITW).....\$ \_\_\_\_\_  
3. Social Security.....\$ \_\_\_\_\_  
4. Medicare.....\$ \_\_\_\_\_  
5. SGLI.....\$ \_\_\_\_\_  
6. Allotment/Other.....\$ \_\_\_\_\_  
7. Allotment/Other.....\$ \_\_\_\_\_  
8. Allotment/Other.....\$ \_\_\_\_\_  
9. Charity Allotment.....\$ \_\_\_\_\_  
10. Garnishments.....\$ \_\_\_\_\_  
11. Dental.....\$ \_\_\_\_\_  
\$ \_\_\_\_\_ TOTAL DEDUCTIONS

III. MONTHLY EXPENSES

1. Savings Deposit.....\$ \_\_\_\_\_  
2. Rent.....\$ \_\_\_\_\_  
3. Utilities1 (Gas/Electricity) .\$ \_\_\_\_\_  
4. Utilities2 (Water).....\$ \_\_\_\_\_  
5. Utilities3 (Trash).....\$ \_\_\_\_\_  
6. Groceries.....\$ \_\_\_\_\_  
7. Phone.....\$ \_\_\_\_\_  
8. Cable TV.....\$ \_\_\_\_\_  
9. Auto Payments.....\$ \_\_\_\_\_  
10. Auto Maint (Fuel/Etc).....\$ \_\_\_\_\_  
11. Auto Insurance.....\$ \_\_\_\_\_  
12. Credit Card 1.....\$ \_\_\_\_\_  
13. Credit Card 2.....\$ \_\_\_\_\_  
14. Other.....\$ \_\_\_\_\_  
\$ \_\_\_\_\_ TOTAL EXPENSES

IV. BOTTOM LINE NET FUNDS AVAILABLE

\$ \_\_\_\_\_ TOTAL AVAILABLE

\_\_\_\_\_  
SIGNATURE