

CG Standard Meal Rate (CGSMR)

Overview

Introduction	This guide provides the procedures for a SPO to start CG Standard Meal Rate (CGSMR) in Direct Access (DA). This guide also provides an overview of the programming issues associated with CGSMR in DA.								
Known Issue for TEMDU	If a member is required to report in TEMDU prior to reporting to their Essential Station Messing (ESM) or Essential Unit Messing (EUM) Permanent Duty Station, CGSMR will NOT auto-start. CGSMR MUST be manually started.								
Known Issue for Job Data	If a member's PCS Transfer Job Data row is not built (should populate upon the approval of the PCS Reporting endorsement), the CGSMR will not automatically start. If this occurs, a help ticket must be submitted to PPC to have the PCS Transfer Job Data row manually added. CGSMR MUST be manually started. The Job Data row does not need to be added to manually start CGSMR.								
Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)								
Stopping CGSMR	<p>For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but CGSMR MUST BE MANUALLY STOPPED:</p> <ul style="list-style-type: none"> • The day prior to a Reservist departing an EUM/ESM unit. • The day prior to a galley closure at an EUM/ESM unit (see SMR Batch Process user guide for stopping/starting SMR for multiple members). • The day prior to departure on terminal leave, with no intention of returning to the unit. • The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit. • During Inclusive dates of TDY away from EUM/ESM/CSP eligible unit (and not TDY to EUM/ESM/CSP eligible unit, field duty, or group travel) (see the Pay Corrections Action Request user guide to stop CGSMR for individual members). • During Inclusive dates of leave. • During Inclusive dates of hospitalization. 								
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Overview, Continued

Missed Meals

It is important to review the CG Pay Manual to ensure any missed meal is being refunded appropriately. Per Chapter 3.A.4 of reference (a), Missed Meals are authorized **ONLY** when:

- On approved annual leave or other authorized excused absence away from the unit. Liberty periods are not eligible.
- When hospitalized on an in-patient basis.

Do not submit a Missed Meal Action Request for galley closures.

SPO's must suspend (stop) [CGSMR](#) during a galley closure and restart when the galley reopens.

Do not submit a Missed Meal Action Request for members away on

TDY. SPO's must suspend (stop) [CGSMR](#) while the member is TDY and restart upon their return (see [reference \(a\)](#), Figure 3-2, Notes 1 & 2, and Figure 3-3, Notes 4, 5, & 6) for more information on the BAS entitlement).

Do not submit a Missed Meal Action Request for periods of leave.

Doing so will duplicate reimbursement, resulting in an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.

Auditing Standards

[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Element Assignment By Payee \(EABP\)](#)
-

Starting CG Standard Meal Rate (CGSMR)

Introduction This section provides the procedures for a SPO to start CGSMR in DA. CGSMR was formally known as Discount Meal Rate (DMR) and is often found displayed as such in DA.

Retro CGSMR Transactions While CGSMR should always be started timely, programming changes have been made to DA to no longer take a one-time lump sum deduction for retroactive CGSMR transactions. Retro CGSMR transactions are now processed as [In-Service debts](#). PPC (MAS) will issue a debt letter for all debts equal to or greater than \$1000.

IMPORTANT CGSMR auto-starts the day after reporting PCS to an Essential Station Messing (ESM) or Essential Unit Messing (EUM). The auto-start is processed when a reporting PCS transaction is approved. CGSMR must be started manually for members who report TEMDU first and then report to their assigned ESM or EUM.

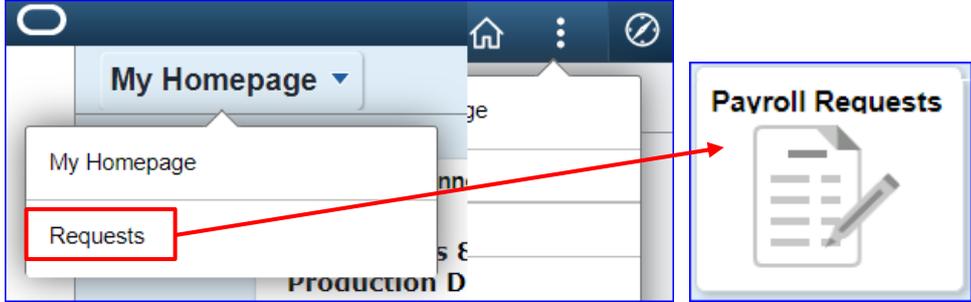
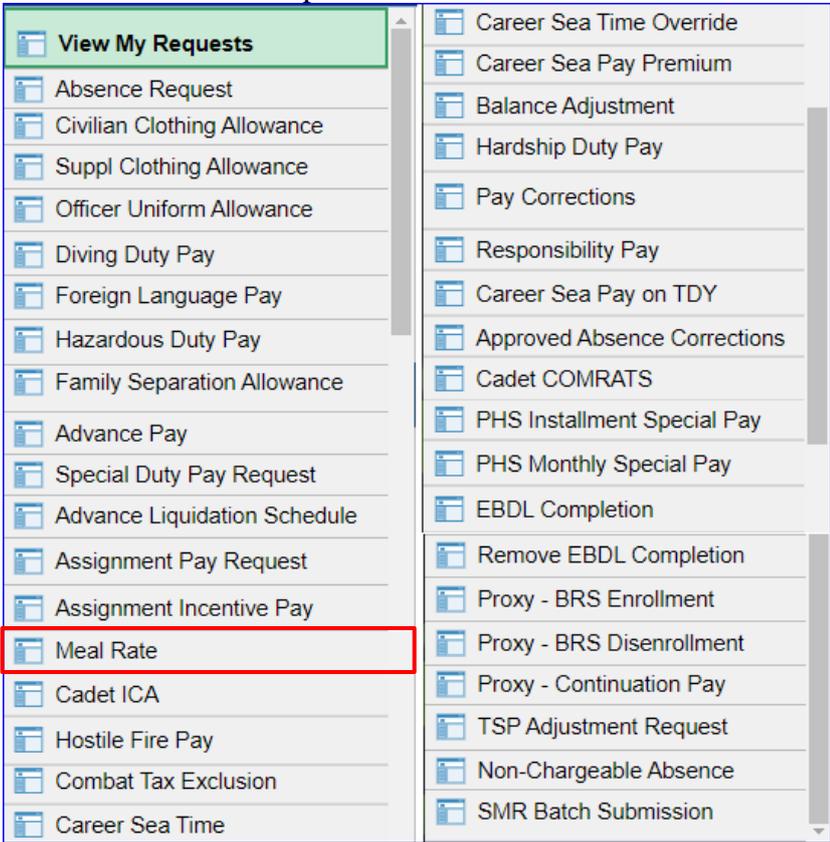
For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel) (see the [Pay Corrections Action Request](#) user guide to stop CGSMR for individual members).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

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Starting CG Standard Meal Rate (CGSMR), Continued

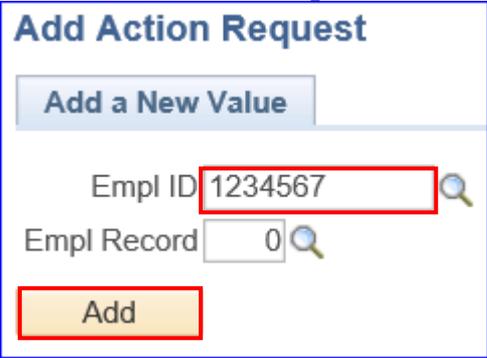
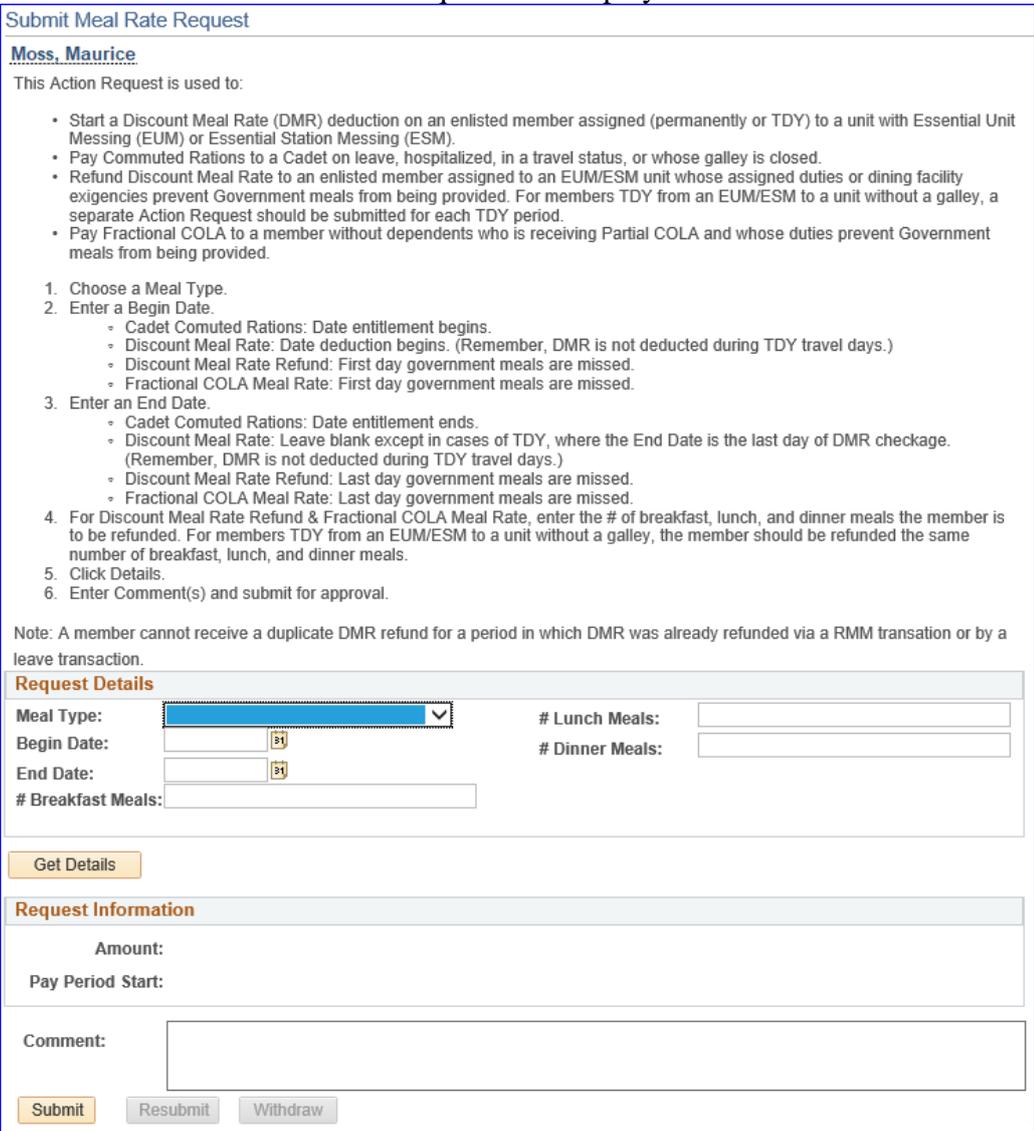
Procedures See below.

Step	Action
1	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
1.5	<p>Select the Meal Rate option.</p> 

Continued on next page

Starting CG Standard Meal Rate (CGSMR), Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Submit Meal Rate Action Request will display.</p> 

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Starting CG Standard Meal Rate (CGSMR), Continued

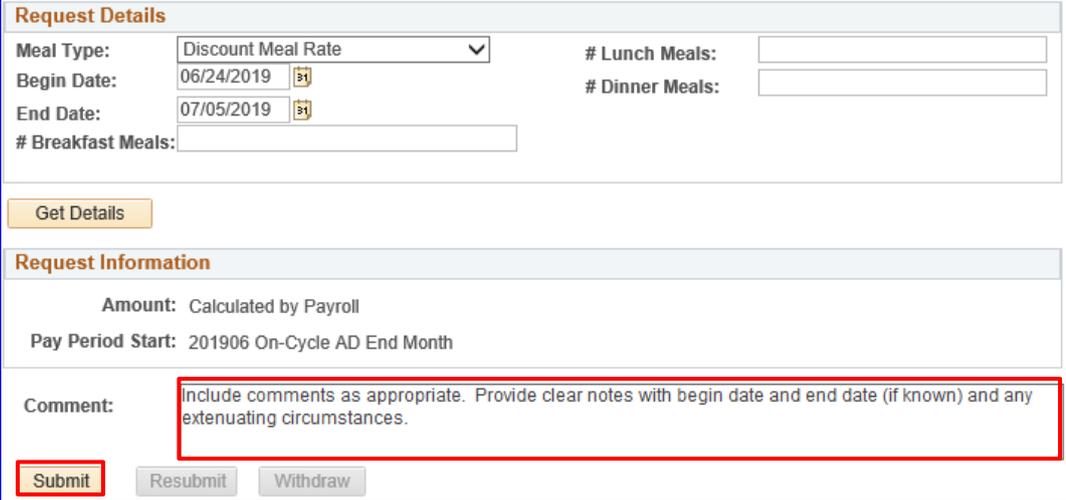
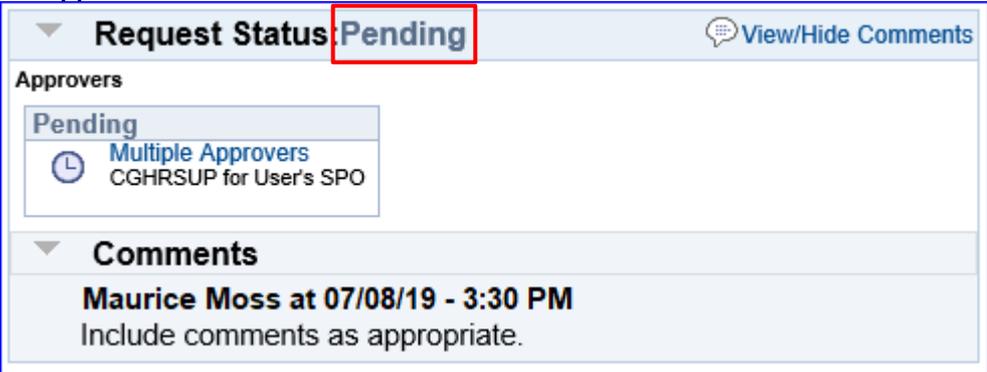
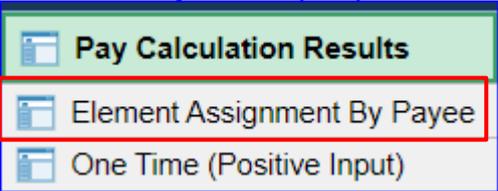
Procedures,
continued

Step	Action
4	<p>Using the Meal Type drop-down, select Discount Meal Rate.</p> <div data-bbox="328 443 1394 712" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: <input type="text" value=""/> # Dinner Meals: <input type="text"/></p> <p>End Date: <input type="text" value=""/> # Breakfast Meals: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div>
5	<p>Enter a Begin Date. Enter an End Date (if known) or leave blank if CGSMR eligibility will continue for an extended period.</p> <p>Click Get Details.</p> <div data-bbox="328 898 1394 1167" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: 06/24/2019 # Dinner Meals: <input type="text"/></p> <p>End Date: 07/05/2019 # Breakfast Meals: <input type="text"/></p> <p>Get Details</p> </div>
6	<p>The Request Information will populate with the:</p> <ul style="list-style-type: none"> • Amount – Indicates the amount will be calculated by Payroll. • Pay Period Start – Indicates the pay cycle CGSMR will begin. <div data-bbox="328 1323 1394 1749" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate ▼ # Lunch Meals: <input type="text"/></p> <p>Begin Date: 06/24/2019 # Dinner Meals: <input type="text"/></p> <p>End Date: 07/05/2019 # Breakfast Meals: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> <p>Amount: Calculated by Payroll</p> <p>Pay Period Start: 201906 On-Cycle AD End Month</p> </div> </div>

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Starting CG Standard Meal Rate (CGSMR), Continued

Procedures,
continued

Step	Action
7	<p>Enter Comments as appropriate. Click Submit.</p> 
8	<p>The Request Status will update to Pending and will be forwarded to the SPO tree for approval.</p> 
9	<p>Once the CGSMR transaction has been approved, review the member's EABP rows to ensure a row was created for the CGSMR transaction. To do this, select the Element Assignment By Payee option from the Pay Processing Shortcuts Tile.</p> <p>NOTE: For additional information on navigating a member's EABP rows, see the Element Assignment By Payee (EABP) user guide.</p> 

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Starting CG Standard Meal Rate (CGSMR), Continued

Procedures,
continued

Step	Action																																																																		
10	<p>A list of the member's EABP rows will display. Scroll through the list to locate the Element name, DMR. There may be multiple rows with the same Element name. The Begin Date and End Date should match what was entered in Step 5.</p> <p>Click the Element Name to view the details of the EABP.</p> <div data-bbox="331 589 1398 1518" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Maurice Moss ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Category</td> <td style="width: 40%;">Element Name</td> <td rowspan="3" style="text-align: right; vertical-align: middle;"> <input type="button" value="Select with Matching Criteria"/> </td> </tr> <tr> <td>Entry Type</td> <td></td> </tr> <tr> <td>As of Date</td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"> <input type="button" value="Clear"/> </td> </tr> </table> <p>Assignments</p> <p>1-25 of 25</p> <p>Elements Recipient</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2016</td> <td>04/21/2016</td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>04/22/2016</td> <td>05/04/2016</td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>06/28/2019</td> <td></td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>07/07/2014</td> <td>04/07/2015</td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>02/29/2016</td> <td>04/22/2016</td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/24/2019</td> <td>07/05/2019</td> <td style="text-align: center;">☑</td> <td></td> </tr> <tr> <td>TSP LOAN</td> <td>Thrift Savings Plan - Loan</td> <td>999</td> <td>08/01/2017</td> <td></td> <td style="text-align: center;">☑</td> <td></td> </tr> </tbody> </table> </div>	Category	Element Name	<input type="button" value="Select with Matching Criteria"/>	Entry Type		As of Date				<input type="button" value="Clear"/>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	OCONUS COLA	OutConus COLA	999	01/01/2016	04/21/2016	☑		OCONUS COLA	OutConus COLA	999	04/22/2016	05/04/2016	☑		OCONUS COLA	OutConus COLA	999	06/28/2019		☑		DMR	Discount Meal Rate	999	07/07/2014	04/07/2015	☑		DMR	Discount Meal Rate	999	02/29/2016	04/22/2016	☑		DMR	Discount Meal Rate	999	06/24/2019	07/05/2019	☑		TSP LOAN	Thrift Savings Plan - Loan	999	08/01/2017		☑	
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Starting CG Standard Meal Rate (CGSMR), Continued

Procedures,
continued

Step	Action										
11	<p>The EABP Element Details will display. Click OK to return to the list of EABPs.</p> <div data-bbox="327 443 1394 1480" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Maurice Moss</u></p> <p>Element Name DMR Discount Meal Rate Instance 3</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 06/24/2019 End Date 07/05/2019</p> <p>Recipient Tag 0 Previous End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>Supporting &Element Overrides</p> <p>1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Specified Generation Control</p> <p>Generation Control CG GC ENLSTED ONLY</p> <p>OK Cancel Refresh</p> </div>	Element Name	Description	Character Value	Numeric Value	Date Value					
Element Name	Description	Character Value	Numeric Value	Date Value							

CGSMR Programming Challenges

Introduction This section provides an overview of the programming challenges associated with the CGSMR in DA from 01/01/2015 through 06/30/2019.

As of 07/01/2019, all retroactive CGSMR transactions will automatically be converted to an In-Service debt and collected at 15% of the member's disposable pay after the pay calendar has finalized. This section of the guide ONLY applies to CGSMR debts created prior to 06/30/2019.

Background CGSMR **must** be started timely. Failure to do so **WILL** result in a full one-time recoupment (DA 9.1 system design). Retroactive CGSMR transactions potentially put members in a negative net pay status and PPC must intervene to finalize payroll. Failure to follow the below guidance and **submit a timely trouble ticket** (more than 3 business days before finalization) **WILL** result in full recoupment of the CGSMR debt in a single pay period.

Retroactive CGSMR transaction guidance:

- 1) **Definition:** Retroactive CGSMR Greater than 2 pay periods to begin deductions has already passed (over 30 days).
- 2) **Direct Access Entry Guidance:**
 - (a) If **3 business days or less**, entry is **Not authorized** prior to the next payroll finalization date. The SPO must wait until the next pay period, then follow the guidance outlined below.
 - (b) If **Greater than 3 business days**, entry **is authorized** prior to next payroll finalization date. A trouble ticket **must** be submitted requesting the debt be converted to an In-Service debt and a liquidation schedule be built.

Note: LUMPSUM deductions may still occur from the member's pay if timely notification does not occur. Reports capture negative net pay cases. Everything noted above is dependent upon SPO submission of a timely trouble ticket for action. Trouble tickets are to be submitted in both of the situations discussed above.

Continued on next page

CGSMR Programming Challenges, Continued

Example:
LUMPSUM
Retro
CGSMR
Deduction

In this example, DA is attempting to deduct the entire amount of CGSMR at one time. Notice the Net Result Value (-867.86). **PPC must manually intervene to stop this from happening.**

Calculation Explanation:

- **Sum of Earnings:** BAH \$639.00 + BAS \$184.70 + BASIC PAY \$1332.00 + CLOTHING \$21.49 + CSEAPAY \$25.00 = **\$2,202.19 Gross Result Value**
- **Total of Deductions:** AFRH \$.25 + (DMR \$177.75 + \$2,654.40 (retro)) + FWT \$135.76 + MEDICARE \$19.31 + OASDI \$82.58 + \$SGLI \$0.0 + TSGLI \$0.0 = **\$3,070.05 Total Deductions**
- **Net Result Value:** \$2,202.19 - \$3070.05 = - **\$867.86**

Employee		Empl ID	Empl Record	0			
Calendar Group ID		C119030	201903 On-Cycle AD Mid Month				
Calendar Information							
Calendar ID	CG ACT 2019M03M	Pay Group	USCG	Revision 1			
Segment Number	1	Version	1	Revision 1			
Gross Result Value	2,202.19	USD	Net Result Value	-867.86			
Earnings & Deductions		Personalize Find View 5 First 1-14 of 14 Last					
Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	639.000000					Resolution Details
Earnings	BAS	184.700000					Resolution Details
Earnings	BASIC PAY	1332.000000					Resolution Details
Earnings	CLOTHING	21.490000					Resolution Details
Earnings	CSEAPAY	25.000000					Resolution Details
Deduction	AFRH	0.250000					Resolution Details
Deduction	DMR	177.750000	2654.400000			Adjustment Detail	Resolution Details
Deduction	FWT	135.760000					Resolution Details
Deduction	MEDICARE EE	19.310000					Resolution Details
Deduction	MEDICARE ER	19.310000					Resolution Details
Deduction	OASDI EE	82.580000					Resolution Details
Deduction	OASDI ER	82.580000					Resolution Details
Deduction	SGLI	0.000000					Resolution Details
Deduction	TSGLI	0.000000					Resolution Details

Resources

For more information:

- See the [Pay Corrections Actions Request](#) user guide to correct, delete or stop CGSMR.
- See the [Pay Calculation Results](#) and [Element Assignment by Payee \(EABP\)](#) user guides to navigate a member’s Pay Calculations Results and EABP rows for CGSMR before and after changes are made.
- See the [Knowledge Base](#) entry for CGSMR.
- See the [In-Service Debts](#) user guide to identify and research an In-Service debt

Basic Allowance for Subsistence (BAS) Info Sheets

Info Sheet #1 Provided by CG-1332, Compensation Division

Basic Allowance for Subsistence (BAS):

Issue: The Coast Guard Pay Manual, Chapter 3, Section A, provides information and policy on officer BAS (OFF BAS) and enlisted BAS (ENL BAS).

Background: Per title 37 USC 402, all members entitled to Basic Pay are concurrently entitled to BAS and the tax-free allowance is intended to partially offset members' meals costs. This allowance is based in the historic origins of the military in which enlisted personnel were provided quarters and rations in-kind as part of a member's pay. Officers historically provided their own subsistence. Members not entitled to BAS include:

- a. Recruits attending basic military training (BMT).
- b. Members attending officer training (Officer Candidate School, Officer Training School) or Reserve Officer Candidate Indoctrination (ROCI) who do not have continuous prior active duty or reserve enlisted service [Enlisted members (active or reserve) with no break in service prior to assignment to OCS or ROCI are entitled to receive ENL BAS and will be charged for meals at the discount meal rate while at OCS.]
- c. In an excess leave status.
- d. In an absent without leave status unless the absence is excused as unavoidable.
- e. On approved educational leave of absence not to exceed two years.
- f. Serving a court-martial sentence that includes an approved (by the convening authority) forfeiture of pay and allowances.
- g. Cadets (who are not entitled to Basic Pay but may be paid a commuted ration amount when not furnished rations by a government dining facility).

Discussion: Personnel must pay for any government-provided meals they consume – at the Coast Guard Standard Meal Rate (CGSMR), if directed to use the available government dining facility. Cadets, recruits, & prisoners are the only members subsisted at government expense without charge. It is CG policy that enlisted personnel assigned to sea duty (permanent or TDY) or to a Class A School be charged the calendar year 2016 CGSMR (currently \$11.85/day) by direct offset from each member's pay account for all periods of duty, including liberty. The daily CGSMR is not charged to enlisted crew members or Class A School students when they are on leave, TDY, hospitalized, or authorized excused absence away from their vessel/unit. BAS is not intended to offset the costs of meals for family members. Officers are required to pay cash for meals obtained in a Government mess and are not subject to mandatory CGSMR deductions when subsisting out of a government dining facility.

Effective 1 May 2015 the Coast Guard received delegated authority from the Department of Homeland Security (DHS) Secretary to set meal rates. The Food Service Program (FSP) has worked with COMDT (CG-0944) to examine and analyze various patron groups authorized to subsist in the CGDF.

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Basic Allowance for Subsistence (BAS) Info Sheets, Continued

The Commandant has established a CG Standard Meal Rate (CGSMR) that covers food costs and a CG Full Meal Rate (CGFMR) that covers food costs and operating expenses.

Rate Payable. See web site: <http://militarypay.defense.gov/PAY/ALLOWANCES/bas.aspx>

Because BAS is intended to provide for the service members' subsistence, rates are linked to the price of food. BAS rates are annually adjusted by DoD based upon the increase of the price of food as measured by the USDA food cost index. Annual BAS increases are not linked to Basic Pay increases. The CGSMR is adjusted annually by COMDT (CG-0944) and has no connection to BAS rates.

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Basic Allowance for Subsistence (BAS) Info Sheets, Continued

Info Sheet #2 Provided by Military Accounts Support (MAS) Branch, Pay and Personnel Center (PPC), Topeka

Basic Allowance for Subsistence (BAS) and Payment for Government-Provided Meals:

Prior to the legislative reform of BAS under title 37 U.S. Code §402, enlisted members were subsisted "inkind" - meaning they were furnished meals (rations) at a dining facility at no charge and if Rations-in-Kind (RIK) were not provided or available, a subsistence allowance was paid to them. In other words, prior to BAS reform, enlisted members were normally provided meals without charge by their unit dining facility/galley as part of their basic compensation plan. In certain cases, commanding officers could authorize a number of enlisted personnel to "mess separately" and receive a cash allowance (Separate Rations – SEPRATS) in lieu of RIK. At duty stations that did not have an appropriated fund dining facility, enlisted personnel were authorized a monthly subsistence allowance called Regular BAS (REGBAS). Members in receipt of SEPRATS or REG-BAS had to pay for any government-provided meals they consumed. Officers then and now are not authorized RIK but have always been entitled to BAS and have always had to pay for the government-furnished meals they consumed.

In 2000 Congress amended title 37 U.S. Code §402 so that all service members (officers & enlisted personnel that have completed Basic Training) entitled to Basic Pay are concurrently entitled to BAS, including reservists on active duty for training. Also, Federal law (title 37 U.S. Code §1011), requires that any Uniformed Service member in receipt of any subsistence allowance or meal per diem must pay for government-provided meals from an appropriated fund dining facility according to prices established by the Secretary concerned (in the Coast Guard's case, our galleys charge prices set under the authority of the Secretary of DHS). Since the Service must collect payment for meals provided by Coast Guard galleys, it is the Service's option as to how meal charges are collected. In most shore-based galleys, charges for meals are collected at the door or, if authorized, accumulated under an Individual Credit Account (ICA) which must be paid in-full to the unit Food Service Officer each month. Because they are not authorized BAS, cadets, non-prior service officer candidates, and enlisted recruits undergoing Basic Training are the only members authorized to be provided meals by Coast Guard dining facilities or galleys without charge to the patron. In certain assignments, such as sea duty aboard cutters with established galleys or at Coast Guard Class A Schools, use of the cutter or training center galley is deemed mandatory and payment for meals is accomplished by an automatic daily meal rate deduction directly from enlisted members' pay accounts. For members subject to automatic pay account deductions for meals, meal charges are refunded to these members for days when they are placed on leave or on temporary duty away from their units. It is an unfortunate, but common, misconception that enlisted members lose their BAS when assigned to sea duty or Class A Schools. As previously stated, all enlisted members entitled to Basic Pay are, after completion of Basic Training, entitled to BAS.

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Basic Allowance for Subsistence (BAS) Info Sheets, Continued

This can be verified by checking one's pay/allowance credits on their Statements of Semi-Monthly Income – all active duty officers and post-Basic Training enlisted personnel receive their full monthly BAS along with their Basic Pay. In cases where enlisted members are assigned to sea duty (with established galleys) or Class A School, a deduction should be posted on their Statements of Semi-Monthly Income showing deductions for payment of meals while at their units (posted under Deductions as "Discount Meal RA"). Unit Servicing Personnel Offices (SPOs) are responsible for starting and stopping automatic meal charge deductions, but as in all pay matters, it is ultimately individual member's responsibility to verify the correctness of their pay accounts, including payment for meals provided by the Coast Guard.

In short, the forgoing can be described by two simple rules:

- Rule 1: Everyone who gets Basic Pay gets BAS.
 - Rule 2: If you consume a government-provided meal, you must pay for it.
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