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
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. The SPO MUST manually start CGSMR.

Reference
(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

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)

Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting CG Standard Meal Rate (CGSMR)</td>
<td>3</td>
</tr>
<tr>
<td>CGSMR Programming Challenges</td>
<td>10</td>
</tr>
<tr>
<td>Basic Allowance for Subsistence (BAS) Info Sheets</td>
<td>13</td>
</tr>
</tbody>
</table>

Continued on next page
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.
Starting CG Standard Meal Rate (CGSMR)

**Introduction**
This section provides the procedures for a SPO to start CG Standard Meal Rate (CGSMR) in Direct Access (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.

**Information**
- 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 auto-stops the day prior to PCS departure. The auto-stop is processed when a departing PCS transaction is approved.
- CGSMR must be started/stopped manually for TDY or galley closures.
- CGSMR must be started manually for members who report TEMDU first and then report to their assigned ESM or EUM.

Continued on next page
 Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Select Meal Rate</strong> from the Payroll Requests pagelet under the Requests tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Payroll Requests pagelet" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Add</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Add Action Request" /></td>
</tr>
</tbody>
</table>
Starting CG Standard Meal Rate (CGSMR), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Submit Meal Rate Action Request will display.</td>
</tr>
</tbody>
</table>

Submit Meal Rate Request

Moss, Maurice

This Action Request is used to:

- Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM).
- Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed.
- Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period.
- Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided.

1. Choose a Meal Type.
2. Enter a Begin Date.
   - Cadet Commuted Rations: Date entitlement begins.
   - Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.)
   - Discount Meal Rate Refund: First day government meals are missed.
   - Fractional COLA Meal Rate: First day government meals are missed.
3. Enter an End Date.
   - Cadet Commuted Rations: Date entitlement ends.
   - Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.)
   - Discount Meal Rate Refund: Last day government meals are missed.
   - Fractional COLA Meal Rate: Last day government meals are missed.
4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals.
5. Click Details.
6. Enter Comment(s) and submit for approval.

Note: A member cannot receive a duplicate DMR refund for a period in which DMR was already refunded via a RMM transaction or by a separate transaction.

**Request Details**

<table>
<thead>
<tr>
<th>Meal Type:</th>
<th>Lunch Meals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date:</td>
<td>45</td>
</tr>
<tr>
<td>End Date:</td>
<td>45</td>
</tr>
<tr>
<td># Breakfast Meals:</td>
<td></td>
</tr>
</tbody>
</table>

**Request Information**

- Amount:
- Pay Period Start:

Comment:

Submit | Resubmit | Withdraw

Continued on next page
Starting CG Standard Meal Rate (CGSMR), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Using the Meal Type drop-down, select Discount Meal Rate.</strong></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Meal Type Screen" /></td>
</tr>
<tr>
<td>5</td>
<td>Enter a <strong>Begin Date</strong>. Enter an <strong>End Date</strong> (if known), or leave blank if CGSMR eligibility will continue for an extended period.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Begin and End Date Screen" /></td>
</tr>
</tbody>
</table>
| 6    | The Request Information will populate with the:  
|      | • **Amount** – Indicates the amount will be calculated by Payroll  
|      | • **Pay Period Start** – Indicates the pay cycle CGSMR will begin |
|      | ![Amount and Pay Period Start Screen](image) |

Continued on next page
Starting CG Standard Meal Rate (CGSMR), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7    | Enter Comments as appropriate. Click Submit.  

**Request Details**  
Meal Type: Discount Meal Rate  
Begin Date: 06/24/2019  
End Date: 07/05/2019  
# Breakfast Meals:  
# Lunch Meals:  
# Dinner Meals:  

Get Details

**Request Information**  
Amount: Calculated by Payroll  
Pay Period Start:  201906 On-Cycle AD End Month  
Comment: Include comments as appropriate. Provide clear notes with begin date and end date (if known) and any extenuating circumstances.

Submit  Resubmit  Withdraw

8 | The Request Status will update to Pending and will be forwarded to the SPO tree for approval.

**Request Status** Pending  

**Approvers**  
Multiple Approvers  
CGHRSUP for User’s SPO

**Comments**  
Maurice Moss at 07/08/19 - 3:30 PM  
Include comments as appropriate.

9 | 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 Element Assignment By Payee from the Pay Processing Shortcuts pagelet.

**Note:** For additional information on navigating a member’s EABP rows, see the Element Assignment By Payee (EABP) user guide.
Starting CG Standard Meal Rate (CGSMR), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>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 <strong>Begin Date</strong> and <strong>End Date</strong> should match what was entered in Step 5. Click the <strong>Element Name</strong> to view the details of the EABP.</td>
</tr>
</tbody>
</table>

![Element Assignment By Payee](image)

Assignments

<table>
<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>996</td>
<td>01/01/2016</td>
<td>04/21/2016</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>OCONUS COLA</td>
<td>OutConus COLA</td>
<td>996</td>
<td>04/22/2016</td>
<td>05/04/2016</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>OCONUS COLA</td>
<td>OutConus COLA</td>
<td>996</td>
<td>06/28/2019</td>
<td></td>
<td>✓</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>✓</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>✓</td>
<td></td>
</tr>
<tr>
<td>DMR</td>
<td>Discount Meal Rate</td>
<td>999</td>
<td>06/24/2019</td>
<td>07/05/2019</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>TSP LOAN</td>
<td>Thrift Savings Plan Loan</td>
<td>996</td>
<td>08/01/2017</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

*Continued on next page*
Starting CG Standard Meal Rate (CGSMR), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>The EABP Element Details will display. Click OK to return to the list of EABPs.</td>
</tr>
</tbody>
</table>

### Element Assignment By Payee

<table>
<thead>
<tr>
<th>Element Name</th>
<th>DnR</th>
<th>Discount Meal Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignment Process Detail</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment Is Active</td>
<td>Currency Code</td>
<td>USD</td>
</tr>
<tr>
<td>Process Order</td>
<td>Begin Date</td>
<td>06/24/2019</td>
</tr>
<tr>
<td>Recipient Tag</td>
<td>Previous End Date</td>
<td></td>
</tr>
<tr>
<td>Allow Batch Update of End Date</td>
<td>Updated in Payroll Run</td>
<td></td>
</tr>
</tbody>
</table>

### Calculation Information

- Calculation Rule
- Amount
- Amount
- Amount Element
- Amount Value

### Supporting & Element Overrides

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Description</th>
<th>Character Value</th>
<th>Numeric Value</th>
<th>Date Value</th>
</tr>
</thead>
</table>

### Additional Overrides

- Frequency Option
- Use Element Frequency
- Generation Option
- Specified Generation Control
- Generation Control
- CG GC ENLISTED ONLY
CGSMR Programming Challenges

Introduction

This section provides an overview of the programming challenges associated with the CG Standard Meal Rate (CGSMR) in Direct Access (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 has to 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*
In this example, DA is attempting to deduct the entire amount of CGSMR at one time. Notice the Net Result Value (-867.86). **PPC has to 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
CGSMR Programming Challenges, Continued

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 Sheet

**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.

*Continued on next page*
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.

Continued on next page
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.
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.