

Refund Missed Meals (RMM) Overview

Introduction This guide provides the procedures for a SPO to Refund Missed Meals (RMM) in Direct Access (DA).

Reference 1. [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

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.

Important Information **Separate Missed Meal Action Requests must be submitted for each pay calendar.** For example, if the member missed meals from 7/14 – 7/21, enter one Missed Meal Action Request for 7/14 – 7/15 and another for 7/16 – 7/21.

Do not future date a start/stop for a Missed Meal Action Request beyond the current open pay calendar. For example, if End-month March calendar is open – do **NOT** enter a start/stop date **beyond** 31 March; if Mid-month April calendar is open – do **NOT** enter a start/stop date **beyond** 15 April; etc.

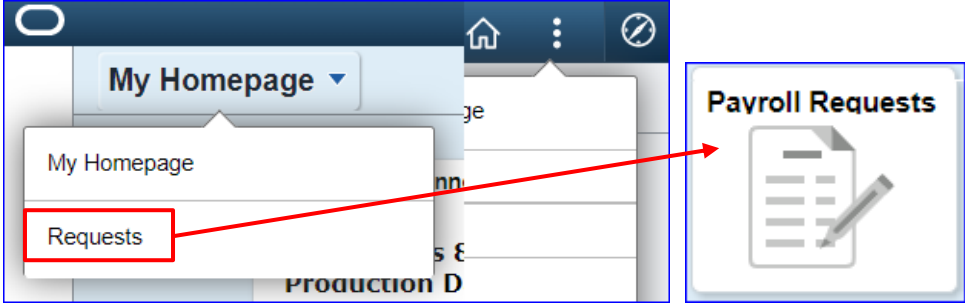
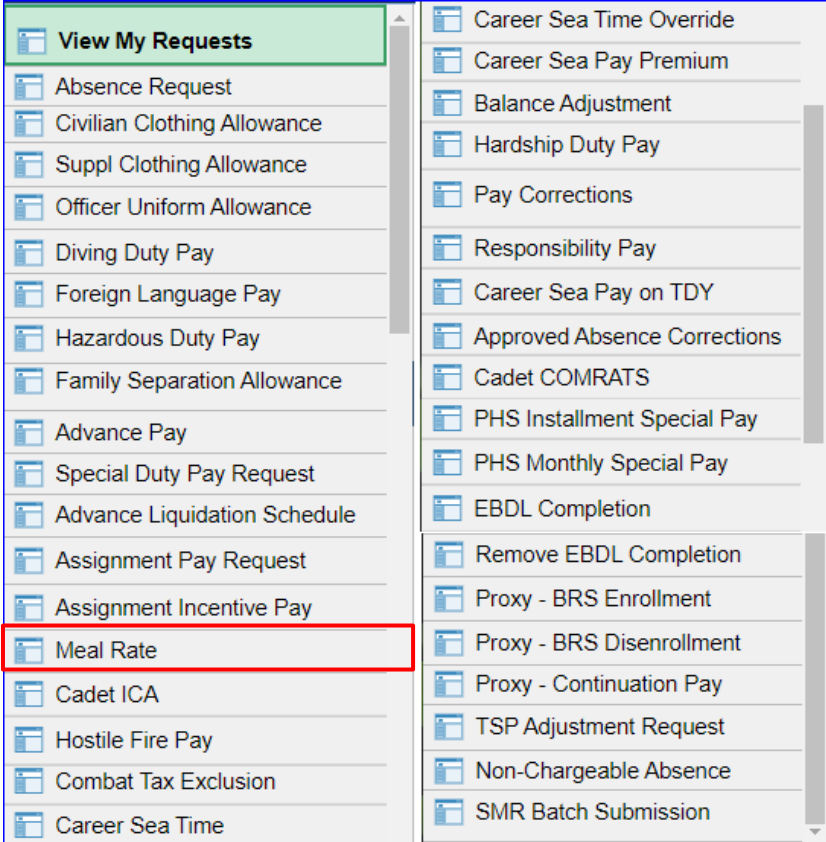
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Entering a Refund for Missed Meals

Introduction This section provides the procedures for a SPO to enter an RMM in DA.

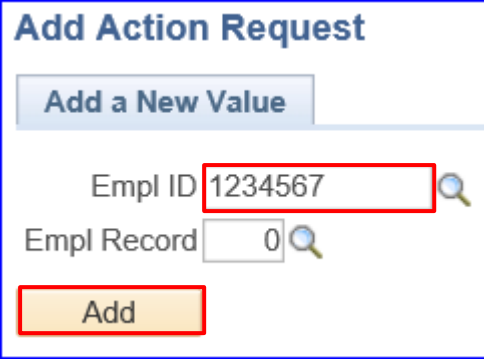
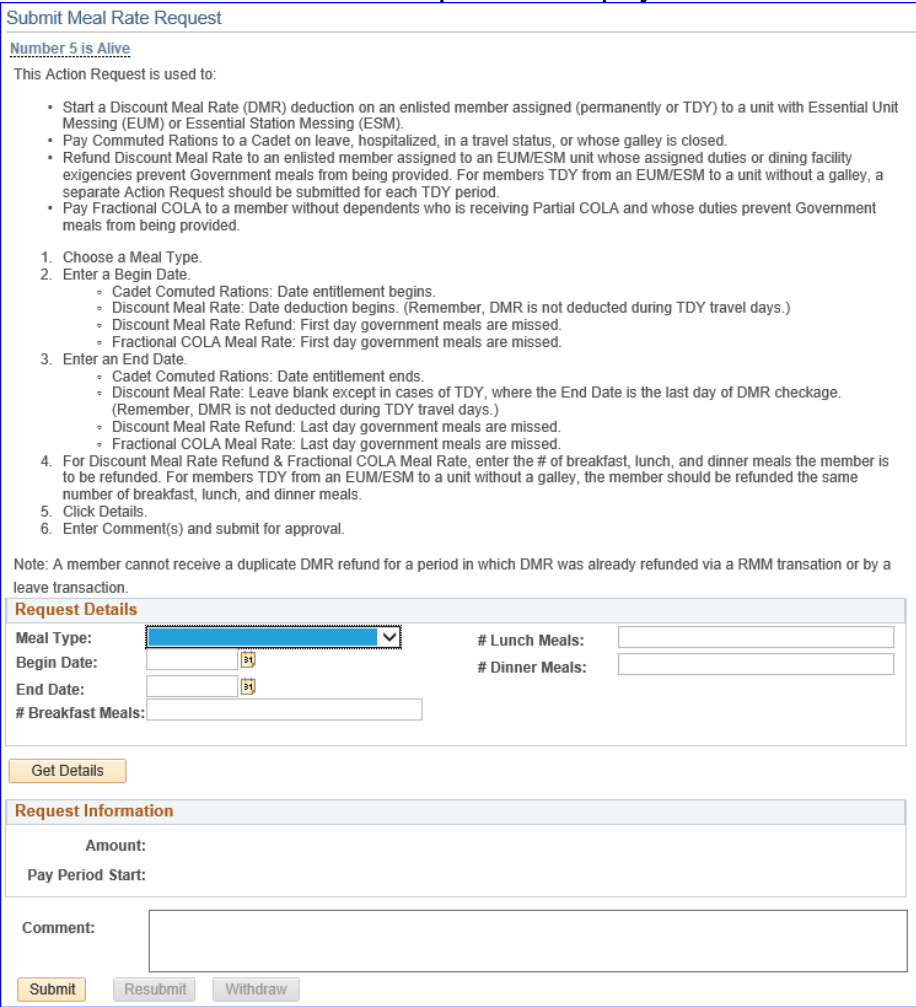
Procedures See below.

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

Continued on next page

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button "Add a New Value". Below it are two input fields: "Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom is a yellow "Add" button.</p>
3	<p>The Submit Meal Rate Action Request will display.</p>  <p>The screenshot shows a form titled "Submit Meal Rate Request". It includes a link "Number 5 is Alive" and a section "This Action Request is used to:" with a bulleted list of scenarios. Below this is a numbered list of steps: 1. Choose a Meal Type, 2. Enter a Begin Date, 3. Enter an End Date, 4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. 5. Click Details. 6. Enter Comment(s) and submit for approval. A note states: "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 leave transaction." The form has sections for "Request Details" (Meal Type, Begin Date, End Date, # Breakfast Meals, # Lunch Meals, # Dinner Meals) and "Request Information" (Amount, Pay Period Start, Comment). Buttons for "Get Details", "Submit", "Resubmit", and "Withdraw" are at the bottom.</p>

Continued on next page

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
4	<p>Using the drop-down, select Discount Meal Rate Refund.</p> <div data-bbox="331 443 1396 707" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate Refund ▾ # Lunch Meals: <input type="text"/></p> <p>Begin Date: <input type="text" value="31"/> # Dinner Meals: <input type="text"/></p> <p>End Date: <input type="text" value="31"/></p> <p># Breakfast Meals: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
5	<p>Enter a Begin Date and an End Date.</p> <p>Remember: Separate Action Requests must be submitted for each pay calendar. For example, if the member missed meals from 05/11 – 5/24, enter one Missed Meal Action Request for 05/11 – 05/15 and another for 05/16 – 05/24.</p> <div data-bbox="331 929 1396 1193" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate Refund ▾ # Lunch Meals: <input type="text"/></p> <p>Begin Date: 05/16/2019 <input type="text" value="31"/> # Dinner Meals: <input type="text"/></p> <p>End Date: 05/24/2019 <input type="text" value="31"/></p> <p># Breakfast Meals: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>
6	<p>Enter the number of meals missed in the # Breakfast Meals, # Lunch Meals, and # Dinner Meals fields as appropriate.</p> <p>Click Get Details.</p> <div data-bbox="331 1377 1396 1641" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate Refund ▾ # Lunch Meals: 9</p> <p>Begin Date: 05/16/2019 <input type="text" value="31"/> # Dinner Meals: 9</p> <p>End Date: 05/24/2019 <input type="text" value="31"/></p> <p># Breakfast Meals: 9</p> <p style="text-align: center;"><input style="border: 1px solid red;" type="button" value="Get Details"/></p> </div>

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Entering a Refund for Missed Meals, Continued

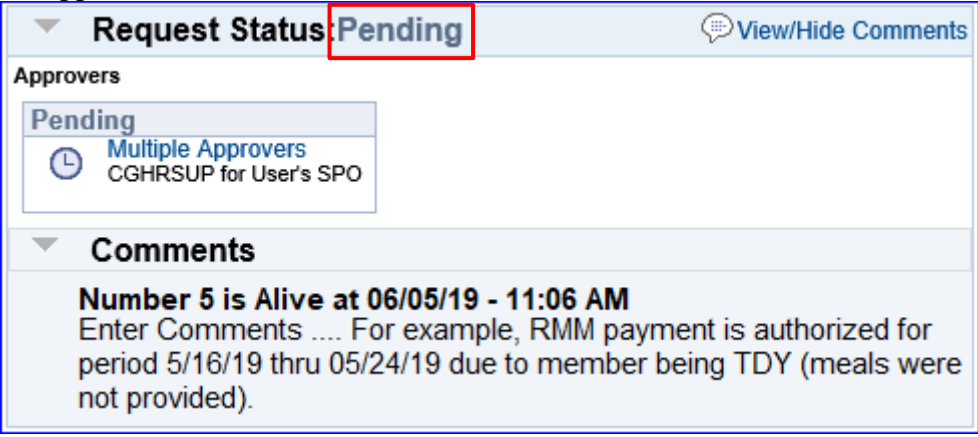
Procedures,
continued

Step	Action
7	<p>The Request Information will populate with the:</p> <ul style="list-style-type: none"> • Amount – Identifies the amount to be refunded to the member • Pay Period Start – Identifies the pay calendar effected by the refund <div data-bbox="331 521 1398 1059" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Meal Type: <input type="text" value="Discount Meal Rate Refund"/> # Lunch Meals: <input type="text" value="9"/> Begin Date: <input type="text" value="05/16/2019"/> # Dinner Meals: <input type="text" value="9"/> End Date: <input type="text" value="05/24/2019"/> # Breakfast Meals: <input type="text" value="9"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 2px solid red; padding: 2px;"> <p>Amount: \$106.65 Pay Period Start: 201905 On-Cycle AD End Month</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
8	<p>Enter Comments (required) and click Submit.</p> <div data-bbox="331 1137 1398 1675" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Meal Type: <input type="text" value="Discount Meal Rate Refund"/> # Lunch Meals: <input type="text" value="9"/> Begin Date: <input type="text" value="05/16/2019"/> # Dinner Meals: <input type="text" value="9"/> End Date: <input type="text" value="05/24/2019"/> # Breakfast Meals: <input type="text" value="9"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: \$106.65 Pay Period Start: 201905 On-Cycle AD End Mo</p> <p>Comment: <div style="border: 2px solid red; padding: 2px;"> Enter Comments For example, RMM payment is authorized for period 05/16/19 thru 05/24/19 due to member being TDY (meals were not provided).</div></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
9	<p>The Request Status will update to Pending and will be forwarded to the SPO tree for approval.</p> 


Identifying Previously Submitted RMM Requests

Introduction This section provides the procedures for a SPO to identify any previously entered RMM in DA.

Where to Find Previously Submitted RMM Requests Depending on the time frame of the RMM will determine how to locate and view the RMM:

- **31 Dec 2014 and Before:** Submit a PPC Customer Care ticket requesting an ADHOC report from the JUMPS Data Repository (JDR).
- **01 Jan 2015 to 31 May 2015:** Submit PPC Customer Care ticket requesting an Archive Report from DA.
- **01 Jun 2015 to 30 Jun 2017:** Follow procedures outlined in Steps 1 – 6 for accessing OTPI.
- **01 Jul 2017 to Present:** Follow procedures outlined in Steps 7 – 10 for accessing EABP.

Procedures See below.

Step	Action			
1	Click on the Pay Processing Shortcuts Tile. <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div>			
1.5	Select the One Time (Positive Input) option. <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f2f1; padding: 2px;"> Pay Calculation Results </td> </tr> <tr> <td style="padding: 2px;"> Element Assignment By Payee </td> </tr> <tr> <td style="border: 2px solid red; padding: 2px;"> One Time (Positive Input) </td> </tr> </table> </div>	Pay Calculation Results	Element Assignment By Payee	One Time (Positive Input)
Pay Calculation Results				
Element Assignment By Payee				
One Time (Positive Input)				

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Identifying Previously Submitted RMM Requests, Continued

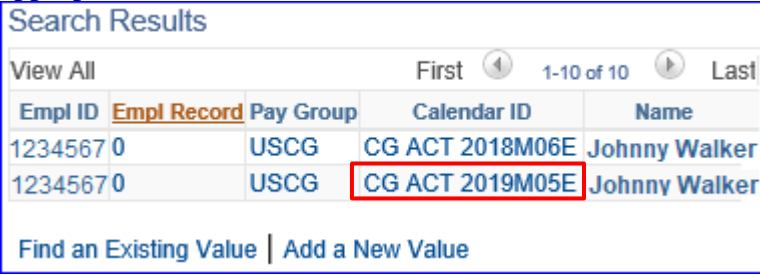
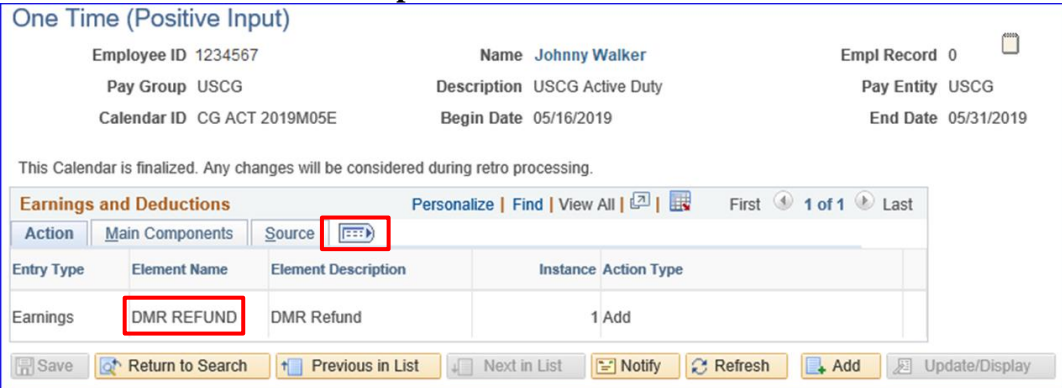
Procedures,
continued

Step	Action
2	<p data-bbox="328 416 943 450">Enter the member's Empl ID and click Search.</p> <div data-bbox="328 450 1153 1032"><p data-bbox="328 450 671 483">One Time (Positive Input)</p><p data-bbox="328 483 1153 517">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="352 517 839 562"><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p><p data-bbox="336 573 520 607">▼ Search Criteria</p><p data-bbox="384 607 903 651">Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p><p data-bbox="336 663 903 707">Empl Record <input type="text" value="="/> <input type="text"/></p><p data-bbox="360 719 935 763">Pay Group <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="352 775 935 819">Calendar ID <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="408 831 903 875">Name <input type="text" value="begins with"/> <input type="text"/></p><p data-bbox="336 898 504 931"><input type="checkbox"/> Case Sensitive</p><p data-bbox="336 943 943 987"><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p><p data-bbox="328 999 735 1032">Find an Existing Value Add a New Value</p></div>

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Identifying Previously Submitted RMM Requests, Continued





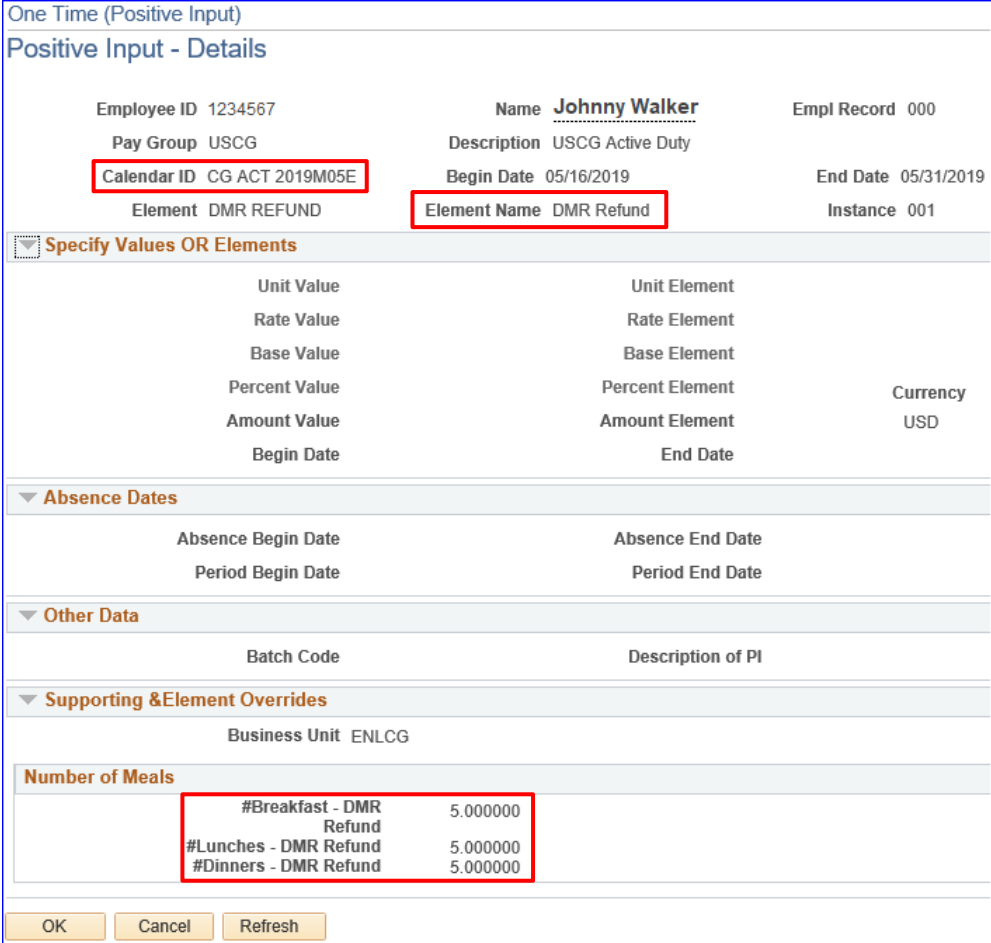
Procedures,
continued

Step	Action															
3	<p>A list of the member's OTPI(s) will display under Search Results. Select the appropriate Calendar ID (if more than one).</p>  <p>Search Results</p> <p>View All First 1-10 of 10 Last</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>12345670</td> <td></td> <td>USCG</td> <td>CG ACT 2018M06E</td> <td>Johnny Walker</td> </tr> <tr> <td>12345670</td> <td></td> <td>USCG</td> <td>CG ACT 2019M05E</td> <td>Johnny Walker</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	12345670		USCG	CG ACT 2018M06E	Johnny Walker	12345670		USCG	CG ACT 2019M05E	Johnny Walker
Empl ID	Empl Record	Pay Group	Calendar ID	Name												
12345670		USCG	CG ACT 2018M06E	Johnny Walker												
12345670		USCG	CG ACT 2019M05E	Johnny Walker												
4	<p>The One Time (Positive Input) will display. The Element Name will be identified as DMR Refund. Click the Expand icon.</p>  <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Johnny Walker Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions Personalize Find View All First 1 of 1 Last</p> <p>Action Main Components Source Expand</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	DMR REFUND	DMR Refund	1	Add					
Entry Type	Element Name	Element Description	Instance	Action Type												
Earnings	DMR REFUND	DMR Refund	1	Add												

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Identifying Previously Submitted RMM Requests, Continued


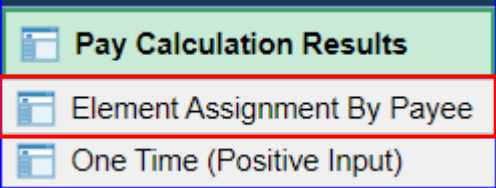
Procedures,
continued

Step	Action																																
5	<p>Click the Details icon.</p>  <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name <u>Johnny Walker</u> Empl Record 0</p> <p>Pay Group USCG Description USCG Active Duty Pay Entity USCG</p> <p>Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> <th>Unit</th> <th>Rate</th> <th>Amount</th> <th>Currency Code</th> <th>Details</th> <th>Updated By User</th> <th>Last Update Date/Time</th> <th>Batch Code</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1</td> <td>Add</td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>7654321</td> <td>05/16/2019 3:11:54PM</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code	Earnings	DMR REFUND	DMR Refund	1	Add				USD		7654321	05/16/2019 3:11:54PM							
Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details	Updated By User	Last Update Date/Time	Batch Code																					
Earnings	DMR REFUND	DMR Refund	1	Add				USD		7654321	05/16/2019 3:11:54PM																						
6	<p>In this example, OTPI details indicate the member was refunded 15 missed meals for End-month May 2019.</p>  <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <p>Employee ID 1234567 Name <u>Johnny Walker</u> Empl Record 000</p> <p>Pay Group USCG Description USCG Active Duty</p> <p>Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019</p> <p>Element DMR REFUND Element Name DMR Refund Instance 001</p> <p><input type="checkbox"/> Specify Values OR Elements</p> <table border="1"> <thead> <tr> <th>Unit Value</th> <th>Unit Element</th> <th></th> </tr> </thead> <tbody> <tr> <td>Rate Value</td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td>Percent Element</td> <td>Currency</td> </tr> <tr> <td>Amount Value</td> <td>Amount Element</td> <td>USD</td> </tr> <tr> <td>Begin Date</td> <td>End Date</td> <td></td> </tr> </tbody> </table> <p>▼ Absence Dates</p> <table border="1"> <thead> <tr> <th>Absence Begin Date</th> <th>Absence End Date</th> </tr> </thead> <tbody> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </tbody> </table> <p>▼ Other Data</p> <table border="1"> <thead> <tr> <th>Batch Code</th> <th>Description of PI</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>▼ Supporting & Element Overrides</p> <p>Business Unit ENLCG</p> <p>Number of Meals</p> <table border="1"> <tbody> <tr> <td>#Breakfast - DMR Refund</td> <td>5.000000</td> </tr> <tr> <td>#Lunches - DMR Refund</td> <td>5.000000</td> </tr> <tr> <td>#Dinners - DMR Refund</td> <td>5.000000</td> </tr> </tbody> </table> <p>OK Cancel Refresh</p>	Unit Value	Unit Element		Rate Value	Rate Element		Base Value	Base Element		Percent Value	Percent Element	Currency	Amount Value	Amount Element	USD	Begin Date	End Date		Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code	Description of PI			#Breakfast - DMR Refund	5.000000	#Lunches - DMR Refund	5.000000	#Dinners - DMR Refund	5.000000
Unit Value	Unit Element																																
Rate Value	Rate Element																																
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Percent Value	Percent Element	Currency																															
Amount Value	Amount Element	USD																															
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#Breakfast - DMR Refund	5.000000																																
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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
7	Click on the Pay Processing Shortcuts Tile. 
7.1	Select the Element Assignment By Payee option. 

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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
8	<p data-bbox="331 412 943 445">Enter the member's Empl ID and click Search.</p> <div data-bbox="331 445 1281 1308" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 452 804 486">Element Assignment By Payee</p> <p data-bbox="336 490 1273 519">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="363 533 671 573" style="background-color: #e0f0e0; padding: 2px; border: 1px solid #ccc;">Find an Existing Value</p> <p data-bbox="336 580 552 609">▼ Search Criteria</p> <p data-bbox="544 616 1129 654">Empl ID begins with ▼ <input data-bbox="839 607 1129 654" style="border: 2px solid red;" type="text" value="1234567"/></p> <p data-bbox="488 674 1129 712">Empl Record = ▼ <input data-bbox="839 674 1129 712" type="text"/></p> <p data-bbox="568 732 1129 770">Name begins with ▼ <input data-bbox="839 732 1129 770" type="text"/></p> <p data-bbox="512 790 1129 828">Last Name begins with ▼ <input data-bbox="839 790 1129 828" type="text"/></p> <p data-bbox="424 848 1129 887">Second Last Name begins with ▼ <input data-bbox="839 848 1129 887" type="text"/></p> <p data-bbox="344 907 1129 945">Alternate Character Name begins with ▼ <input data-bbox="839 907 1129 945" type="text"/></p> <p data-bbox="488 965 1129 1003">Middle Name begins with ▼ <input data-bbox="839 965 1129 1003" type="text"/></p> <p data-bbox="472 1023 1129 1061">Business Unit begins with ▼ <input data-bbox="839 1023 1129 1061" type="text"/></p> <p data-bbox="424 1081 1166 1120">Department Set ID begins with ▼ <input data-bbox="839 1081 1166 1120" type="text"/> <input data-bbox="1134 1104 1158 1126" type="button" value="Q"/></p> <p data-bbox="504 1149 1166 1187">Department begins with ▼ <input data-bbox="839 1149 1166 1187" type="text"/> <input data-bbox="1134 1171 1158 1193" type="button" value="Q"/></p> <p data-bbox="344 1211 536 1240"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="336 1249 1038 1288"> <input data-bbox="336 1249 480 1288" style="border: 2px solid red;" type="button" value="Search"/> <input data-bbox="488 1249 603 1288" type="button" value="Clear"/> <a data-bbox="619 1261 762 1288" href="#">Basic Search <input data-bbox="778 1261 802 1288" type="button" value="Q"/> <a data-bbox="818 1261 1038 1288" href="#">Save Search Criteria </p> </div>

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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action																																																																																																					
9	<p>A list of the member's EABP rows will display. All RMMs will display with an Element Name of DMR Refund. Scroll through the list and select the appropriate DMR Refund row.</p> <div data-bbox="331 517 1394 1525" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Johnny Walker ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria Clear</p> <p>Assignments Personalize Find First 1-21 of 21 Last</p> <table border="1"> <thead> <tr> <th>Elements</th> <th>Recipient</th> <th></th> </tr> <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>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>06/23/2018</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CGEXCHANGE</td> <td>CG Exchange</td> <td>999</td> <td>09/01/2016</td> <td>10/31/2016</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>10/01/2016</td> <td>11/15/2016</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>08/19/2016</td> <td>01/15/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>02/19/2018</td> <td>05/17/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>06/01/2018</td> <td>06/15/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>06/18/2018</td> <td>06/27/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>01/04/2019</td> <td>01/15/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>01/16/2019</td> <td>01/31/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>02/01/2019</td> <td>02/15/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>02/16/2019</td> <td>02/28/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>03/01/2019</td> <td>03/15/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>DMR REFUND</td> <td>DMR Refund</td> <td>999</td> <td>03/16/2019</td> <td>03/31/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add New Assignment</p> <p>Save Return to Search Notify Refresh</p> <p>Deduction Recipients</p> </div>	Elements	Recipient		Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	DMR	Discount Meal Rate	999	06/23/2018		<input checked="" type="checkbox"/>		CGEXCHANGE	CG Exchange	999	09/01/2016	10/31/2016	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	10/01/2016	11/15/2016	<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	08/19/2016	01/15/2018	<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	02/19/2018	05/17/2018	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	06/01/2018	06/15/2018	<input checked="" type="checkbox"/>		OCONUS COLA	OutConus COLA	999	06/18/2018	06/27/2018	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	01/04/2019	01/15/2019	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	01/16/2019	01/31/2019	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	02/01/2019	02/15/2019	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	02/16/2019	02/28/2019	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	03/01/2019	03/15/2019	<input checked="" type="checkbox"/>		DMR REFUND	DMR Refund	999	03/16/2019	03/31/2019	<input checked="" type="checkbox"/>	
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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action																				
10	<p>In this example, Element Details indicate the member was refunded for 48 missed meals for March 16-31, 2019.</p> <div data-bbox="327 479 1394 1444" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Johnny Walker</u></p> <p>Element Name DMR REFUND DMR Refund Instance 6</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar End Date 03/31/2019</p> <p>Process Order 999 Begin Date 03/16/2019 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 Personalize Find View All First 1-3 of 3 Last</p> <table border="1" data-bbox="327 1019 1394 1198"> <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>CG VR DRF B NUM</td> <td>#Breakfast - DMR Refund</td> <td></td> <td>16.000000</td> <td></td> </tr> <tr> <td>CG VR DRF L NUM</td> <td>#Lunches - DMR Refund</td> <td></td> <td>16.000000</td> <td></td> </tr> <tr> <td>CG VR DRF D NUM</td> <td>#Dinners - DMR Refund</td> <td></td> <td>16.000000</td> <td></td> </tr> </tbody> </table> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div>	Element Name	Description	Character Value	Numeric Value	Date Value	CG VR DRF B NUM	#Breakfast - DMR Refund		16.000000		CG VR DRF L NUM	#Lunches - DMR Refund		16.000000		CG VR DRF D NUM	#Dinners - DMR Refund		16.000000	
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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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7 April 2023

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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