Refund Missed Meals (RMM)

Overview

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

Reference

(a) Coast Guard Pay Manual, COMDTINST 7220.29 (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.

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.
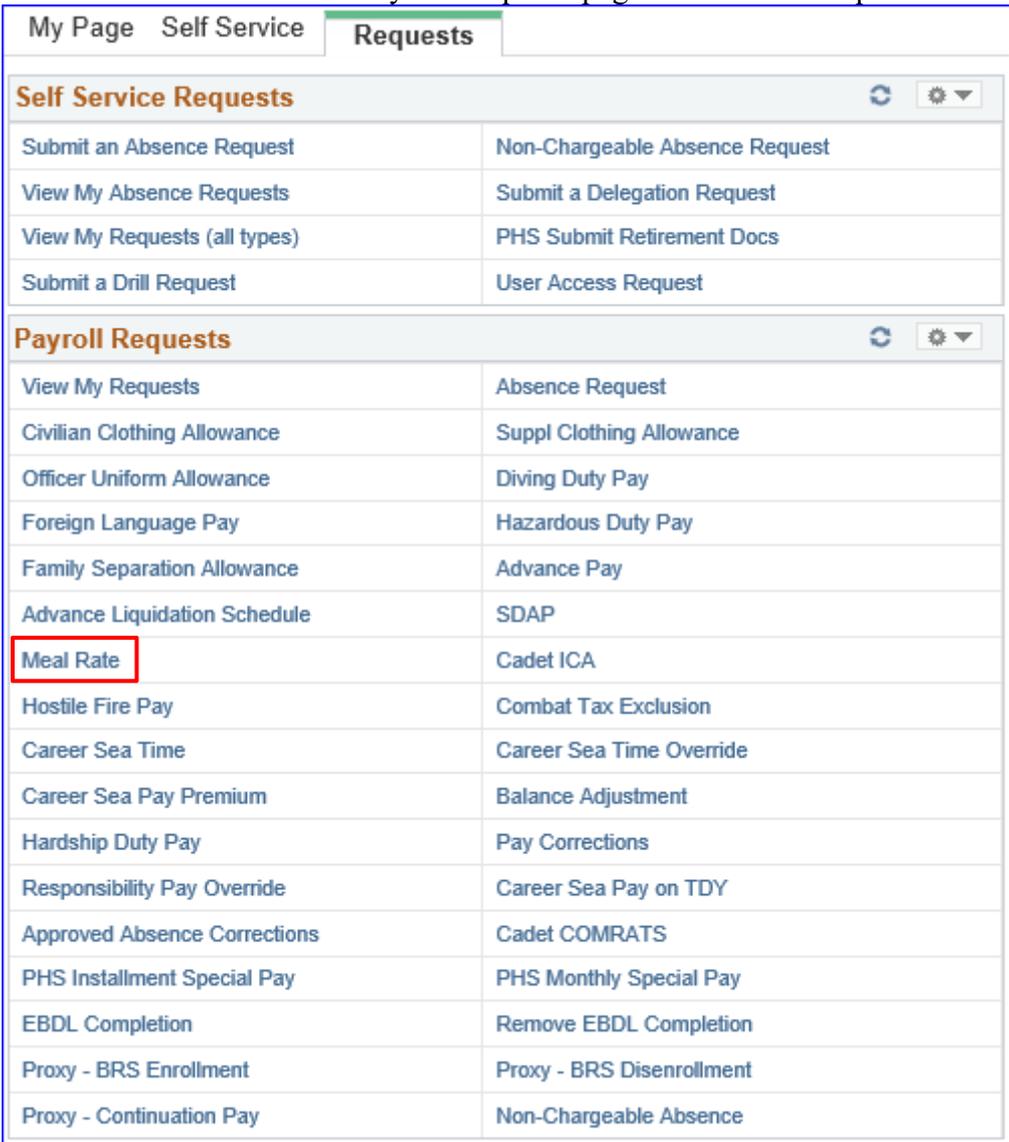
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Entering a Refund for Missed Meals

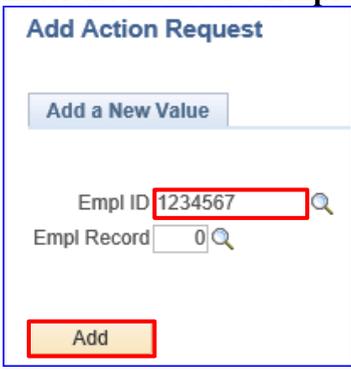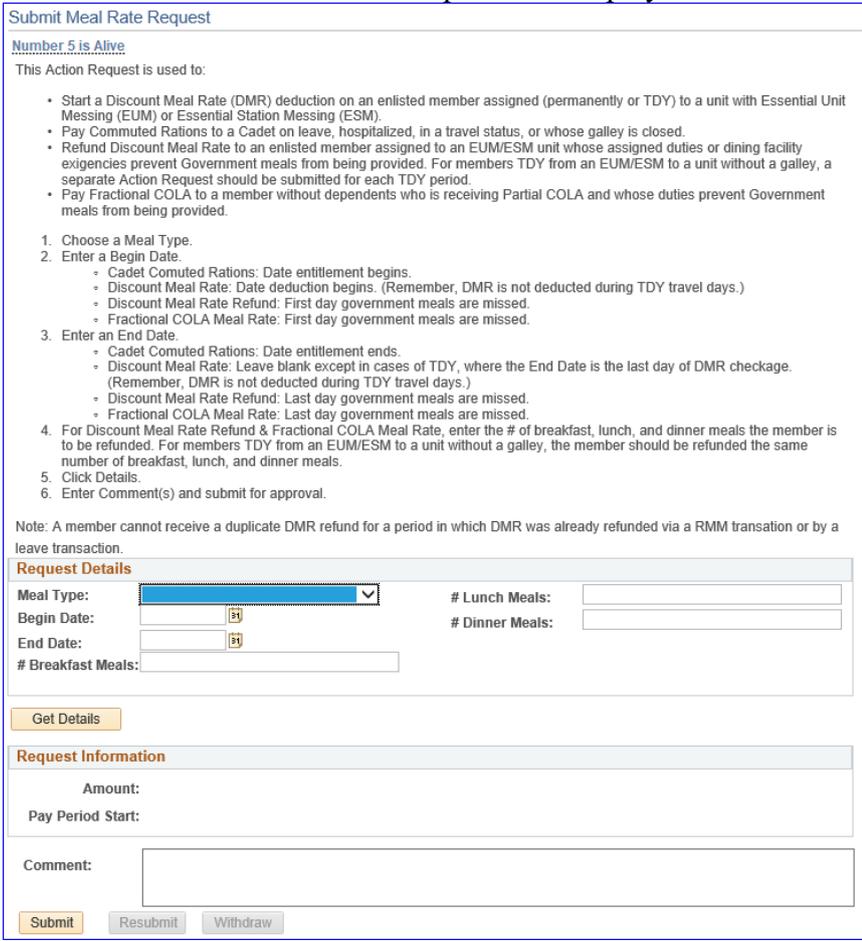| Introduction	This section provides the procedures for a SPO to enter a Refund for Missed Meals (RMM) in Direct Access (DA).

Procedures	See below.

Step	Action
1	Select **Meal Rate** from the Payroll Requests pagelet under the Requests tab.

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
3	The Submit Meal Rate Action Request will display. **Submit Meal Rate Request** **Number 5 is Alive** 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 Comuted 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 Comuted 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 transation or by a leave transaction. **Request Details** Meal Type: # Lunch Meals: Begin Date: # Dinner Meals: End Date: # Breakfast Meals: Get Details **Request Information** Amount: Pay Period Start: Comment: Submit Resubmit Withdraw

Entering a Refund for Missed Meals, Continued

Procedures, continued

Step	Action
4	Using the drop-down, select **Discount Meal Rate Refund**.
5	Enter a **Begin Date** and an **End Date**. **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.
6	Enter the number of meals missed in the # **Breakfast Meals**, # **Lunch Meals**, and # **Dinner Meals** fields as appropriate. Click **Get Details**.

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
7	The Request Information will populate with the: • **Amount** – Identifies the amount to be refunded to the member • **Pay Period Start** – Identifies the pay calendar effected by the refund **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: 9 Begin Date: 05/16/2019 # Dinner Meals: 9 End Date: 05/24/2019 # Breakfast Meals: 9 Get Details **Request Information** Amount: $106.65 Pay Period Start: 201905 On-Cycle AD End Month Comment: Submit Resubmit Withdraw
8	Enter **Comments** (required) and click **Submit**. **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: 9 Begin Date: 05/16/2019 # Dinner Meals: 9 End Date: 05/24/2019 # Breakfast Meals: 9 Get Details **Request Information** Amount: $106.65 Pay Period Start: 201905 On-Cycle AD End Mo Comment: 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). Submit Resubmit Withdraw

Entering a Refund for Missed Meals, Continued

Procedures, continued

Step	Action
9	The Request Status will update to **Pending** and will be forwarded to the SPO tree for approval. **Request Status:** Pending View/Hide Comments Approvers Pending Multiple Approvers CGHRSUP for User's SPO **Comments** Number 5 is Alive at 06/05/19 - 11:06 AM Enter Comments .... For example, RMM payment is authorized for period 5/16/19 thru 05/24/19 due to member being TDY (meals were not provided).
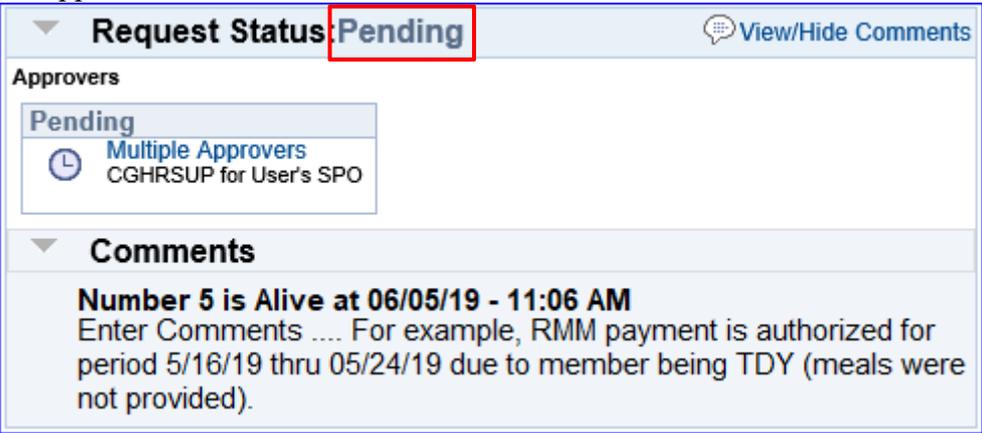
Identifying Previously Submitted RMM Requests

Introduction	This section provides the procedures for a SPO to identify any previously entered Refund for Missed Meals (RMM) in Direct Access (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 Direct Access.

- **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	Select **One Time (Positive Input)** from the Pay Processing Shortcuts pagelet.
2	Enter the member's **Empl ID** and click **Search**.

Identifying Previously Submitted RMM Requests, Continued

Procedures, continued

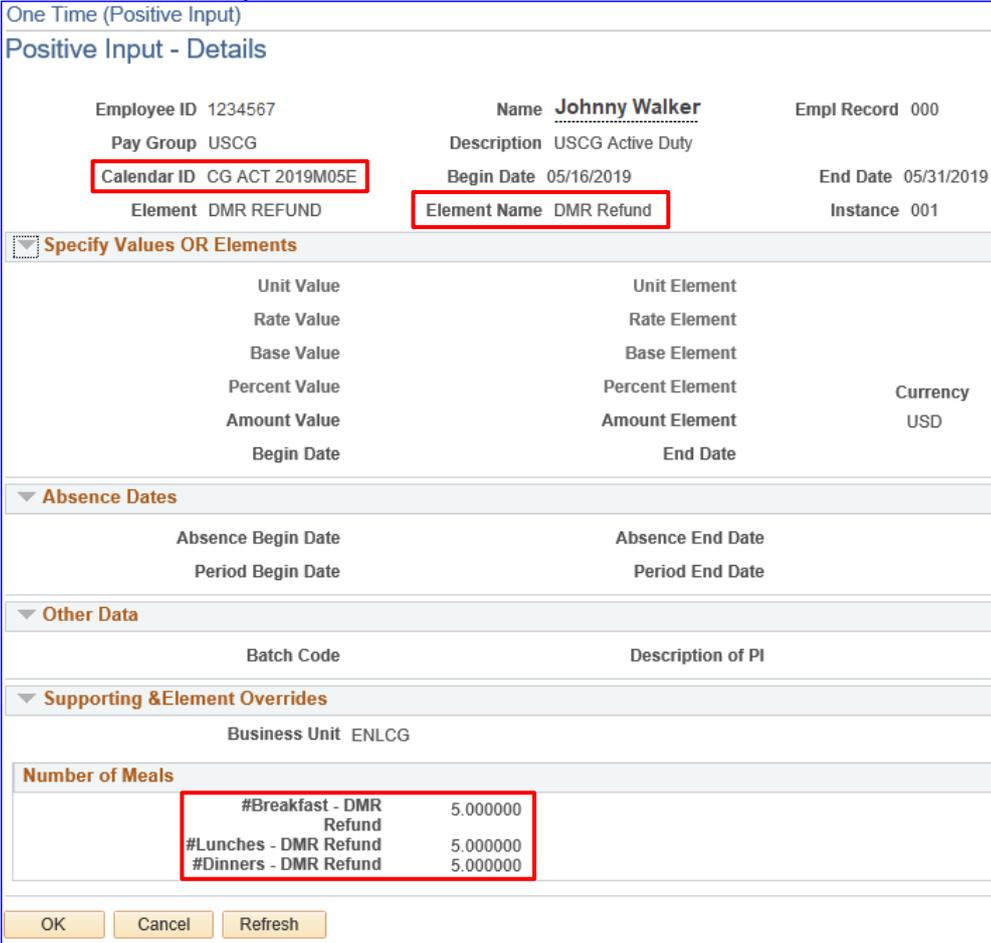| Step	Action
3	A list of the member's OTPI(s) will display under Search Results. Select the appropriate **Calendar ID** (if more than one).
4	The One Time (Positive Input) will display. The Element Name will be identified as DMR Refund. Click the **Expand** icon.

Continued on next page

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
5	Click the **Details** icon.
6	In this example, OTPI details indicate the member was refunded 15 missed meals for End-month May 2019.

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
7	Select **Element Assignment By Payee** from the Pay Processing Shortcuts pagelet.
8	Enter the member's **Empl ID** and click **Search**.

Identifying Previously Submitted RMM Requests, Continued

Procedures, continued

Step	Action
9	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.

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
10	In this example, Element Details indicate the member was refunded for 48 missed meals for March 16-31, 2019.

Element Assignment By Payee

Element Detail

Employee ID 1234567	Empl Record 0	Name **Johnny Walker**
Element Name DMR REFUND	DMR Refund	Instance 6

Assignment Process Detail

☑ Assignment Is Active Currency Code USD US Dollar End Date 03/31/2019

Process Order 999 Begin Date 03/16/2019 Previous End Date

☐ Allow Batch Update of End Date Updated in Payroll Run

▼ Calculation Information

Calculation Rule Amount
Amount
Amount Element
Amount Value

Supporting &Element Overrides Personalize | Find | View All | 🔲 | 🖼 First ◀ 1-3 of 3 ▶ Last

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	

▼ Additional Overrides

Frequency Option Use Element Frequency
Frequency
Generation Option Use Element Generation Control
Generation Control

[OK] [Cancel] [Refresh]

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.

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.

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.

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.