

# Refund Missed Meals (RMM)

**REVISED**

1:23 pm, Dec 03, 2019

## Overview

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### Introduction

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

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### Reference

(a) [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.

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### 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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### Contents

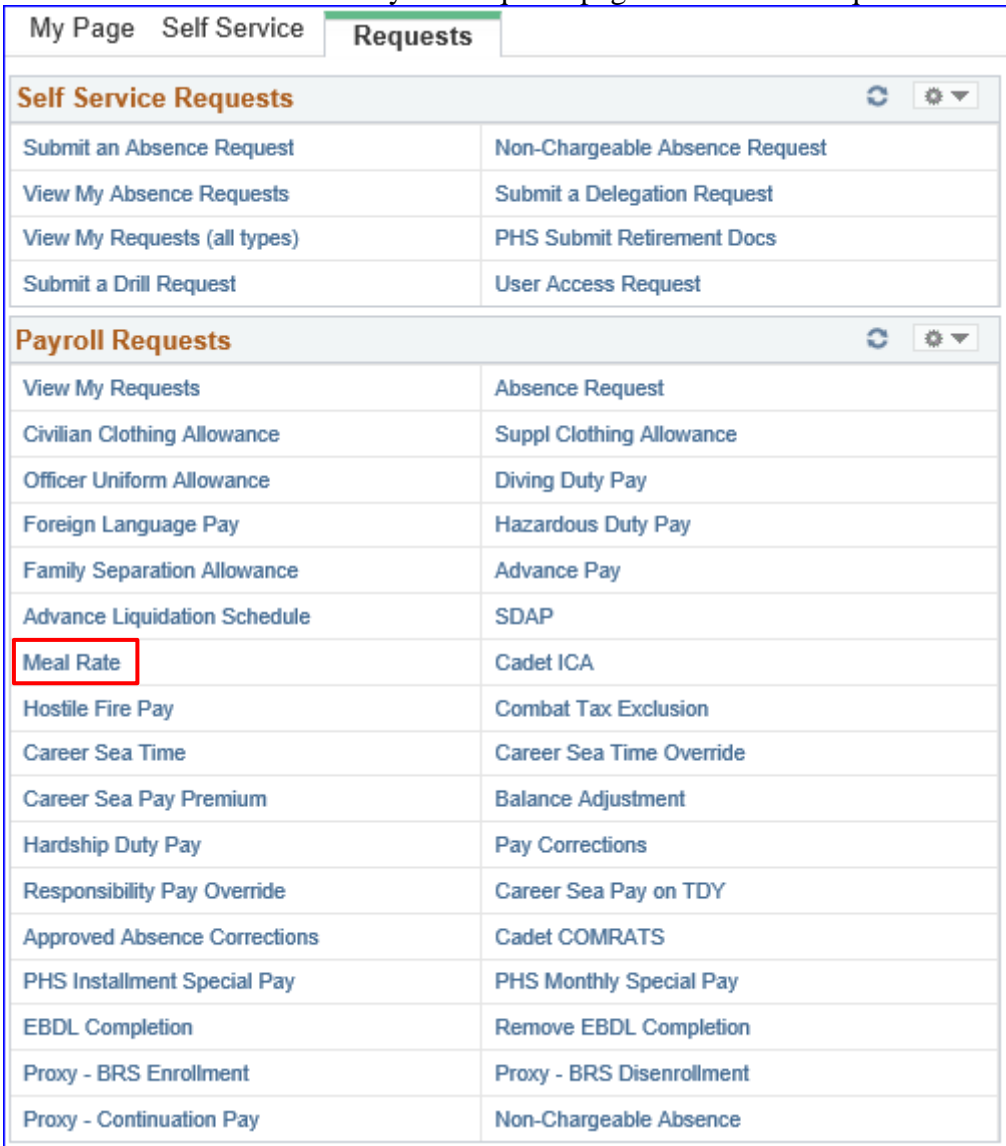
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# Entering a Refund for Missed Meals

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

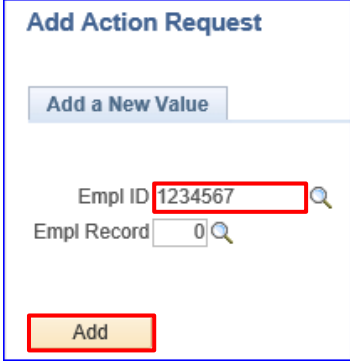
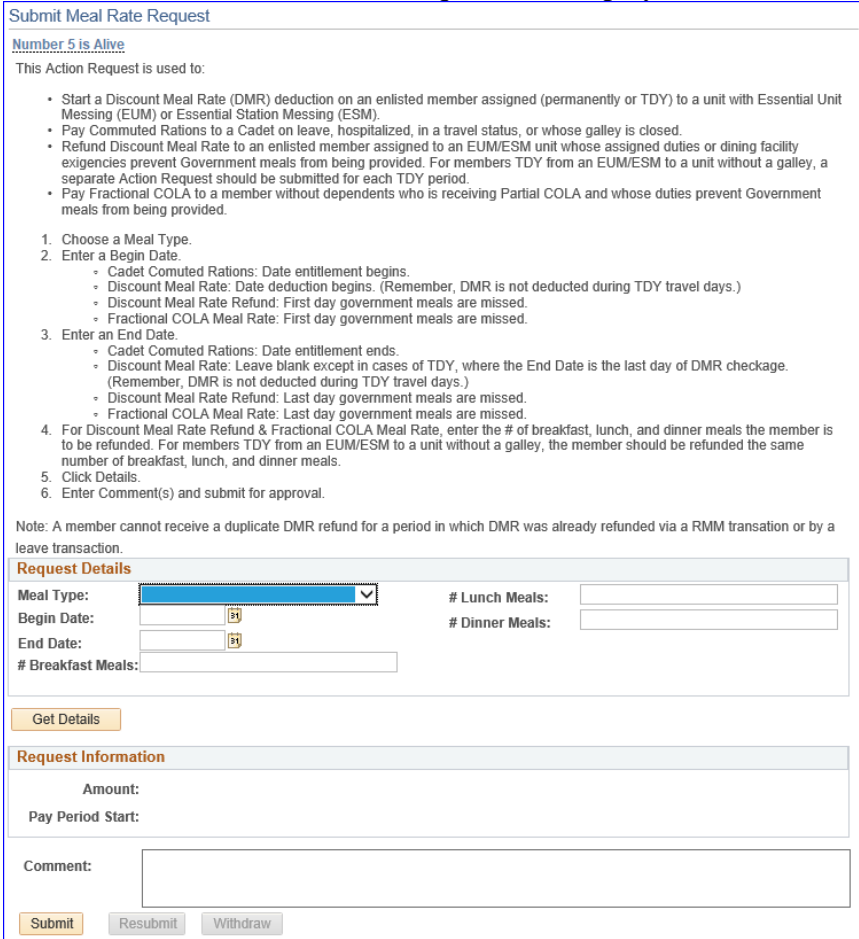
**Procedures** See below.

Step	Action
1	<p>Select <b>Meal Rate</b> from the Payroll Requests pagelet under the Requests tab.</p>  <p>The screenshot shows a web interface with a navigation bar at the top containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' section with a refresh icon and a settings dropdown. It contains a grid of request types: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', and 'PHS Submit Retirement Docs'. Below that is a 'Payroll Requests' section, also with a refresh icon and settings dropdown. It contains a grid of payroll items: 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate' (highlighted with a red box), 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', and 'Non-Chargeable Absence'.</p>

*Continued on next page*

# Entering a Refund for Missed Meals, Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</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 <b>Submit Meal Rate Action Request</b> 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 conditions. Below that 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 &amp; 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. 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 dropdown, Begin Date, End Date, # Breakfast Meals, # Lunch Meals, # Dinner Meals), "Get Details" button, "Request Information" (Amount, Pay Period Start), and a "Comment" text area. At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.</p>

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# Entering a Refund for Missed Meals, Continued

Procedures,  
continued

Step	Action
4	<p>Using the drop-down, select <b>Discount Meal Rate Refund</b>.</p> <div data-bbox="331 474 1396 739" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Meal Type: <span style="border: 1px solid red; padding: 2px;">Discount Meal Rate Refund</span> ▾ # 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><input type="button" value="Get Details"/></p> </div>
5	<p>Enter a <b>Begin Date</b> and an <b>End Date</b>.</p> <p><b>Remember: Separate Action Requests must be submitted for each pay calendar.</b> 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="331 963 1396 1227" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Meal Type: <span style="border: 1px solid #ccc; padding: 2px;">Discount Meal Rate Refund</span> ▾ # Lunch Meals: <input type="text"/></p> <p>Begin Date: <span style="border: 1px solid red; padding: 2px;">05/16/2019</span> 31 # Dinner Meals: <input type="text"/></p> <p>End Date: <span style="border: 1px solid red; padding: 2px;">05/24/2019</span> 31</p> <p># Breakfast Meals: <input type="text"/></p> <p><input type="button" value="Get Details"/></p> </div>
6	<p>Enter the number of meals missed in the # <b>Breakfast Meals</b>, # <b>Lunch Meals</b>, and # <b>Dinner Meals</b> fields as appropriate.</p> <p>Click <b>Get Details</b>.</p> <div data-bbox="331 1411 1396 1675" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Meal Type: <span style="border: 1px solid #ccc; padding: 2px;">Discount Meal Rate Refund</span> ▾ # Lunch Meals: <span style="border: 1px solid red; padding: 2px;">9</span></p> <p>Begin Date: <span style="border: 1px solid #ccc; padding: 2px;">05/16/2019</span> 31 # Dinner Meals: <span style="border: 1px solid red; padding: 2px;">9</span></p> <p>End Date: <span style="border: 1px solid #ccc; padding: 2px;">05/24/2019</span> 31</p> <p># Breakfast Meals: <span style="border: 1px solid red; padding: 2px;">9</span></p> <p><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

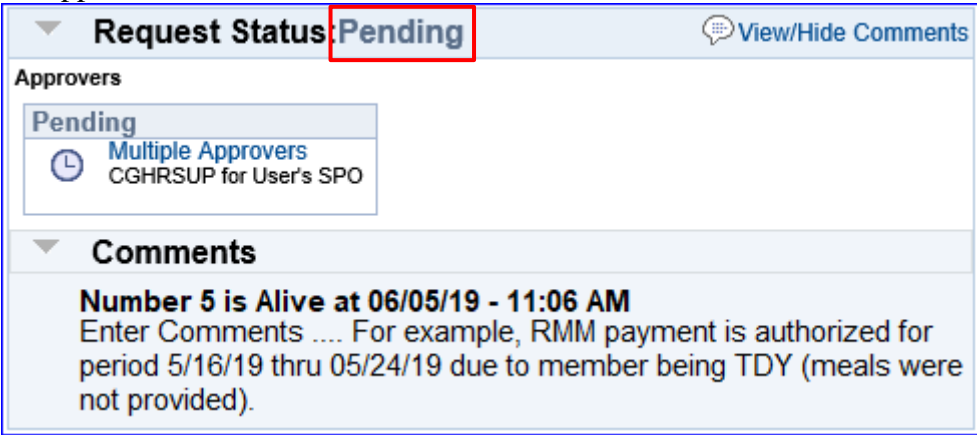

Step	Action
7	<p>The Request Information will populate with the:</p> <ul style="list-style-type: none"> <li>• <b>Amount</b> – Identifies the amount to be refunded to the member</li> <li>• <b>Pay Period Start</b> – Identifies the pay calendar effected by the refund</li> </ul> <div data-bbox="331 555 1398 1093" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></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><b>Request Information</b></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 <b>Comments</b> (required) and click <b>Submit</b>.</p> <div data-bbox="331 1167 1398 1704" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></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><b>Request Information</b></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

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Procedures,  
continued

Step	Action
9	<p>The Request Status will update to <b>Pending</b> and will be forwarded to the SPO tree for approval.</p>  <p>Request Status: <b>Pending</b> <a href="#">View/Hide Comments</a></p> <p><b>Approvers</b></p> <p><b>Pending</b></p> <p> <b>Multiple Approvers</b> CGHRSUP for User's SPO</p> <p><b>Comments</b></p> <p><b>Number 5 is Alive at 06/05/19 - 11:06 AM</b> 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).</p>

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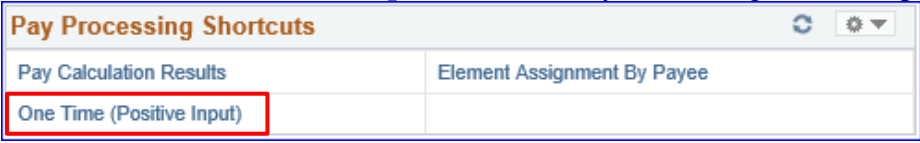
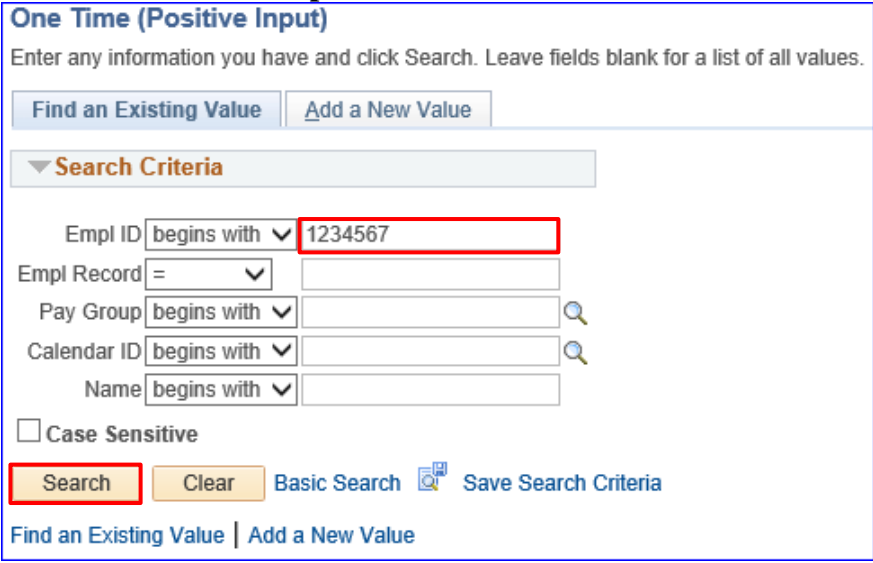
# Identifying Previously Submitted RMM Requests

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

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# Identifying Previously Submitted RMM Requests, Continued

Procedures,  
continued


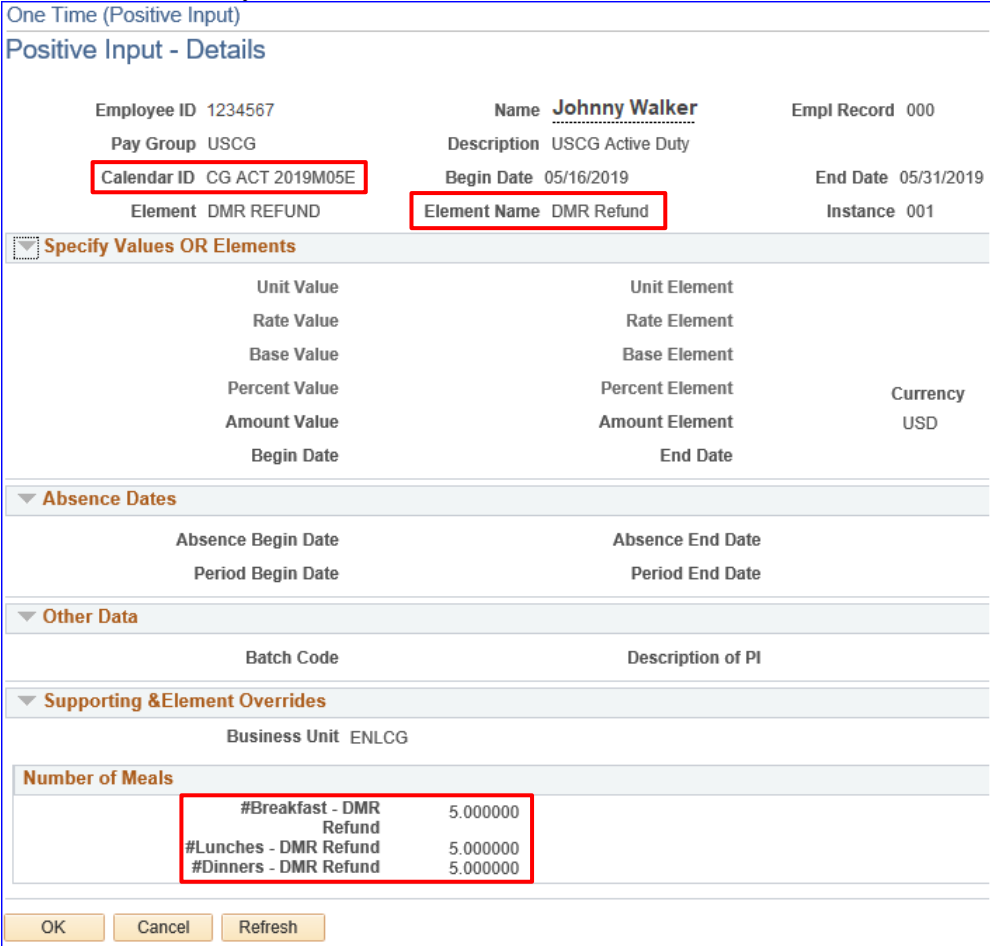
Step	Action															
3	<p>A list of the member's OTPI(s) will display under Search Results. Select the appropriate <b>Calendar ID</b> (if more than one).</p> <div data-bbox="328 510 1091 786" style="border: 1px solid blue; padding: 5px;"> <p><b>Search Results</b></p> <p>View All First 1-10 of 10 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>1234567</td> <td>0</td> <td>USCG</td> <td>CG ACT 2018M06E</td> <td>Johnny Walker</td> </tr> <tr> <td>1234567</td> <td>0</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> </div>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567	0	USCG	CG ACT 2018M06E	Johnny Walker	1234567	0	USCG	CG ACT 2019M05E	Johnny Walker
Empl ID	Empl Record	Pay Group	Calendar ID	Name												
1234567	0	USCG	CG ACT 2018M06E	Johnny Walker												
1234567	0	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 <b>Expand</b> icon.</p> <div data-bbox="328 896 1394 1279" style="border: 1px solid blue; padding: 5px;"> <p><b>One Time (Positive Input)</b></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><b>Earnings and Deductions</b>      Personalize   Find   View All   First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Main Components</th> <th>Source</th> <th>Expand</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>DMR REFUND</td> <td>DMR Refund</td> <td>1 Add</td> </tr> </tbody> </table> <p>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</p> </div>	Action	Main Components	Source	Expand	Earnings	DMR REFUND	DMR Refund	1 Add							
Action	Main Components	Source	Expand													
Earnings	DMR REFUND	DMR Refund	1 Add													

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# Identifying Previously Submitted RMM Requests, Continued

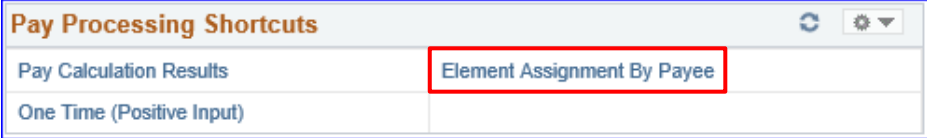
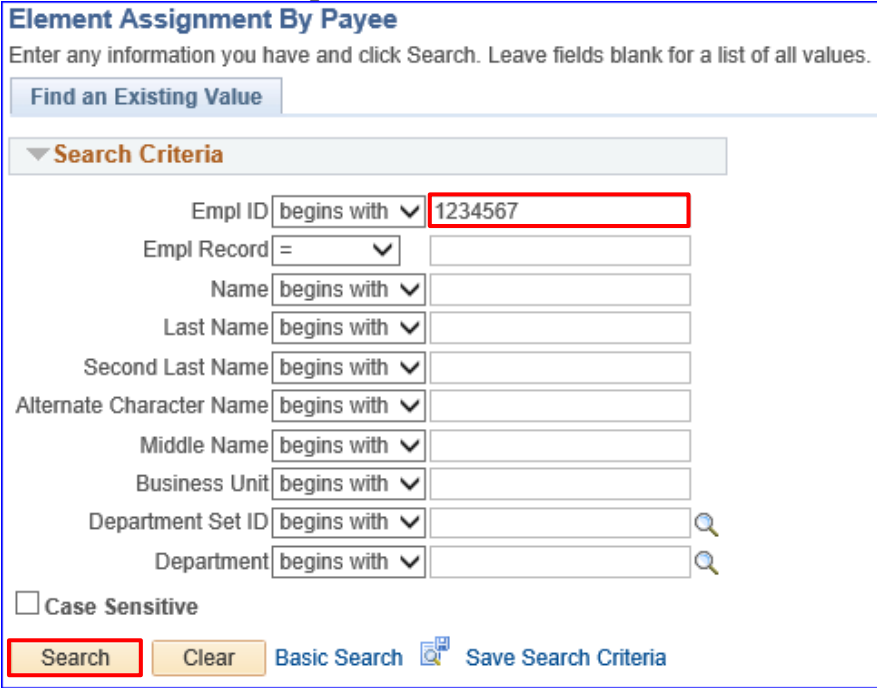
Procedures,  
continued

Step	Action																																
5	<p>Click the <b>Details</b> 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> <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>Buttons: 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							
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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 Johnny Walker      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>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 &amp; 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>Buttons: 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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# Identifying Previously Submitted RMM Requests, Continued

Procedures,  
continued

Step	Action
7	<p>Select <b>Element Assignment By Payee</b> from the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows a 'Pay Processing Shortcuts' window with three options: 'Pay Calculation Results', 'Element Assignment By Payee' (highlighted with a red box), and 'One Time (Positive Input)'.</p>
8	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p>  <p>The screenshot shows the 'Element Assignment By Payee' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus (Empl ID, Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, Department), and a 'Case Sensitive' checkbox. The 'Empl ID' dropdown is set to 'begins with' and the text '1234567' is entered in the adjacent field. The 'Search' button is highlighted with a red box.</p>

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# Identifying Previously Submitted RMM Requests, Continued

Procedures,  
continued

Step	Action																																																																																																											
9	<p data-bbox="325 443 1396 546">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="325 546 1396 1559" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="336 555 703 584"><b>Element Assignment By Payee</b></p> <p data-bbox="336 595 1396 618"><b>Johnny Walker</b> ID 1234567 Empl Record 0</p> <p data-bbox="373 624 533 649"><b>Selection Criteria</b></p> <table border="1" data-bbox="373 658 1385 757"> <tr> <td>Category</td> <td></td> <td></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td>Select with Matching Criteria</td> </tr> <tr> <td>As of Date</td> <td></td> <td>Clear</td> </tr> </table> <p data-bbox="336 781 1385 806"><b>Assignments</b> Personalize   Find   First 1-21 of 21 Last</p> <table border="1" data-bbox="336 815 1385 1464"> <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>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 data-bbox="336 1480 1385 1503">Add New Assignment <span style="float: right;">Deduction Recipients</span></p> <p data-bbox="336 1518 836 1547">Save Return to Search Notify Refresh</p> </div>	Category			Entry Type	Element Name	Select with Matching Criteria	As of Date		Clear	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="327 510 1394 1473" style="border: 1px solid blue; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p><b>Element Detail</b></p> <p>Employee ID 1234567      Empl Record 0      Name <u>Johnny Walker</u></p> <p><b>Element Name</b> DMR REFUND      DMR Refund      Instance 6</p> <p><b>Assignment Process Detail</b></p> <p><input checked="" type="checkbox"/> Assignment Is Active      Currency Code USD      US Dollar      <b>End Date</b> 03/31/2019</p> <p>Process Order 999      <b>Begin Date</b> 03/16/2019      Previous End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date      Updated in Payroll Run</p> <p><b>Calculation Information</b></p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p><b>Supporting &amp; Element Overrides</b>      Personalize   Find   View All   First 1-3 of 3 Last</p> <table border="1" data-bbox="327 1055 1394 1234"> <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><b>Additional Overrides</b></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

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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

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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

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**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

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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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