



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 10110.3

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17 Apr 90

MARINE CORPS BASE ORDER 10110.3

From: Commanding General
To: Distribution List

Subj: COMMUTED RATIONS/BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Ref: (a) DODPM
(b) MCO P10110.14L
(c) MCBul 10110 of 15 Feb 90 (ALMAR 040/90)

1. Purpose. To provide policy for entitlement to and reporting Basic Allowance For Subsistence (BAS) for officer and enlisted personnel. This Order amplifies and supplements the information contained in the references and provides guidance for approving and terminating BAS.

2. Cancellation. MCCDCO 10110.7A.

3. General. Government messhalls must be used to the fullest extent compatible with economy and efficiency. Commanders must support and promote maximum use of the messhall to make operations more cost effective and to provide Marines with well balanced and nutritional meals. Marines living in the BEQ's are to be subsisted-in-kind (SIK) and only in exceptional cases are to be given permission to mess separately.

4. Policy and Guidance

a. BAS When SIK Is Not Available

(1) Enlisted. Enlisted members are entitled to BAS at the "when permitted to mess separately" rate while on authorized leave, hospitalized, or while performing TAD, TDY, permissive TAD, or PCS under orders regardless of the BAS rate authorized them at their permanent station.

(a) Enlisted BAS During Hospitalization. An enlisted Marine is entitled to subsistence at the separate ration value during periods of hospitalization. The member must either reimburse the hospital in cash for meals furnished or the member's pay account must be checked. A signature of the enlisted member will be required to acknowledge that the individual understands the preceding information and that pay checkage will be effected. If the meal charges are not liquidated, member's pay account must be checked. A signature of the enlisted member will be required to

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acknowledge that the individual understands the preceding information and that pay **checkage** will be effected if the meal charges are not liquidated at the time of discharge. Prior to discharge from the hospital, all enlisted members will be required to check-out with the collection agent to settle their account. The collection agent will inform enlisted members that they may elect to pay **checkage** of their current pay. A Pay Adjustment Authorization (DD Form 139) will be made available by the collection agent.

(b) Enlisted Prorated Subsistence. Prorated BAS is authorized when a member (not receiving COMRATS) whose duties or working hours in a nontravel status requires the individual to be absent from the Command and to buy at least one meal from other than a Government messhall.

(c) Enlisted BAS During Field Exercises. All military members should be SIK during field duty. Enlisted BAS stoppage will commence on the first day of field duty as defined by the JTR and will be at the BAS rate in effect at the time of field duty status. Enlisted members by law are not entitled to BAS while TAD to field duty. A unit diary statement automatically checks or stops BAS for these periods.

(2) Officers. Officers entitled to basic pay are entitled to BAS at all times. The entitlement to BAS is automatically credited to the Master Military Pay Account (MMPA) when an officer is accessed into the JUMPS/MMS. When subsisting in a Government mess, officers will pay for their meals at the prescribed meal rates either by cash or collection from pay per reference (a).

(a) Officers Furnished Field Rations. When subsisting with an organization drawing field rations, officers will pay for their meals at the prescribed meal rates either by cash or collection from pay per reference (a). However, upon receipt of travel orders to field duty status, officer payroll **checkage** is in effect at the current authorized meal rate. A unit diary statement automatically starts, stops, checks or credits field rations.

(b) Officers Subsisting in a Military Hospital. Officers will pay for their meals at the prescribed rates except when incapacitated or mentally incompetent. In these instances, a unit diary statement reporting **checkage** for hospital rations will be utilized. **MCO P1080.35** refers.

(c) Officers in Confinement. Officers in confinement are entitled to BAS. A collection by payroll deduction will be made for meals furnished at the authorized meal rates. The collection will be for food cost only.

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b. BAS When Permitted to Mess Separately (COMRATS)

(1) General. The granting authority for COMRATS may authorize enlisted members not included below, permission to mess separately, based on such factors as location of member's residence, specialized duties, working hours, **messhall** capacity, and distance to the messhall. The granting authority must determine that at least two factors are used to justify payment of BAS to an enlisted member before permission to mess separately can be granted. These factors are "**guidelines**" and should not be construed as all encompassing. Additional extenuating factors deemed appropriate may also be considered. Each application will be considered on its own merit.

(2) Authorization. The references contain information relative to entitlement.

(a) Automatic Authorization. All gunnery sergeants and above without family members are authorized COMRATS and are authorized to purchase meals from the messhall.

(b) Staff sergeants are authorized COMRATS due to their unique supervisory responsibilities and are authorized to purchase meals from the messhall.

(c) Marines residing with spouse and/or immediate family members are authorized COMRATS. This includes members married to members, with no dependents, who reside together at permanent stations.

(d) Although COMRATS/BAS is normally stopped when a Marine returns from TAD, commanders may authorize BAS for those Marines who are routinely TAD more than 60 percent of the time.

(e) Marines who require special diets beyond the capability of the **messhall** may be authorized COMRATS when recommended by competent medical authority and then only for the period specified.

(f) Marines with a conflict between the diet provided by the **messhall** and that required by their religious practice may receive COMRATS per **MCO** 10110.34, U.S. Marine Corps Food Service and Subsistence Program.

(g) Open Door Policy. MCCDC has an open door policy which makes all messhalls on the Command available to all personnel regardless of unit assignment. If the individual is unable to eat at the assigned messhall, the individual should eat at another available **messhall** and not be given COMRATS.

(3) Duty Hour Requirement

(a) Marines may not be authorized to mess separately because they occasionally miss a meal during duty hours. If feasible,

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commanders should provide boxed lunches for these individuals. When assigned duties in a nontravel status requires members to be absent from their permanent messhall, and the duty hours prevent them from eating certain meals in a Government messhall, and when the commander determines that Government messing is not available for certain meals, a prorated subsistence allowance is authorized per reference (a).

(b) The approving authority will determine when the location of a Government **messhall** in relation to member's place of duty makes **messhall** use impractical for one of the following reasons:

1 If the cost of transportation (Government and commercial) between duty and **messhall** exceeds SIK not available rate less the COMRATS' rate.

2 If time between duty and **messhall** is more than 30 minutes or there are extenuating circumstances.

3 Cost and time are not a consideration for the noon meal when member's place of duty is not a military installation.

(4) Residing Off Command. Residing off Command will not be used as a factor in authorizing COMRATS when adequate Government quarters are available and members elect, and are permitted, to reside off Command at their own expense. Members not residing with their immediate family (spouse and/or children) must have a statement of nonavailability of quarters before being authorized COMRATS.

(5) Food Service Personnel. An enlisted member assigned to duty in the **messhall** may be authorized and credited COMRATS on the same basis and in the same manner that subsistence is authorized to be commuted for other members. Such a member is required to pay for all meals eaten in the messhall.

(6) Substantiating Documents. Entitlements to COMRATS commences on the date and hour the member's request is approved by the Commander. The Commuted Ration Action Form (NAVMC Form 10522) or a locally produced form can be used as a working document. A copy of the completed form will be provided to the Marine when the request is approved. Report the date and hour of commencement of entitlement on the unit diary. Upon successful processing of the unit diary entry, the working document may be destroyed. The substantiation for entitlement to BAS at the authorized to subsist separately rate while on authorized leave, while hospitalized, or while in a travel status (TAD or PCS) will be on the member's leave papers or orders, as appropriate. Entitlement to BAS at the "**mess not available**" rate will be predicated on the condition existent at the member's permanent station. Substantiation for payment of the allowance at this rate will be the unit diary reporting the commencement entry.

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(7) Limitations

(a) Retroactive Approval. Authorizations for COMRATS cannot cover retroactive periods: however, this does not prevent payment of COMRATS from the time of oral authorization if the oral authority is promptly confirmed in writing. The term "**promptly**" is defined as no later than three working days after oral authorization. This requires a statement to be typed on a NAVMC Form 10522 indicating an oral authorization was given, thus removing the appearance of a retroactive approval.

(b) Delays in Processing COMRATS Applications. An administrative oversight and/or failure of authorized approving officials to act promptly and conform in writing, is not justification for paying COMRATS on a retroactive basis. Therefore, a delay in processing an application results in a monetary loss to members. These members may have been subsisting themselves while awaiting approval of their request of COMRATS, or have been acting on the erroneous assumption that the authority to receive COMRATS at a previous duty station continued at their new duty station without action on their part.

5. Action. Organizational commanders (tenant/subordinate) will:

a. Grant COMRATS/BAS on a case-by-case basis in compliance with the criteria/policy contained in the references and as amplified in this Order.

b. Provide each eligible applicant copies of Commuted Ration Action Forms (NAVMC Form 10522) for completion and submission.

c. Individual authority for BAS will be reviewed annually by the approving authority to ensure the basis for the authority has not changed. Marines who continue to reside with immediate family members and Marines in the rank of staff sergeant and above are excluded from the annual review. Provide a copy of the review to the Commanding General, MCCDC (C 01) no later than 15 October annually. Negative reports are required.



GAIL M. REALS

Deputy Commander for Support

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