DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION, MID-ATLANTIC
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IN REPLY REFER TO:
COMNAVREGMIDLANTINST 7431.1A
PMSS-PM4
07 JUL 2005

COMNAVREG MIDLANT INSTRUCTION 7431.1A

From: Commander, Navy Region, Mid-Atlantic

Subj: DETERMINING ENTITLEMENT TO BASIC ALLOWANCE FOR SUBSISTENCE

Ref: (a) COMNAVREGMIDLANTINST 3120.1
(b) MILPERSMAN 1746-020
(c) MILPERSMAN 7220-180
(d) MILPERSMAN 7220-190
(e) COMNAVSURFLANT NORFOLK VA 162043Z May 00
(f) MILPERSMAN 7220-150

1. Purpose. To publish guidelines for determining entitlement to Basic Allowance for Subsistence (BAS) and to establish a procedure for requesting BAS in the Mid-Atlantic Region.

2. Cancellation. COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 7431.1.

3. Background. Reference (a) authorizes the Galley Geographical Coordinator at all Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) General Mess Dining Facilities to approve requests of authorized enlisted personnel to mess separately and receive BAS. Prior to approval of requests, the Galley Geographical Coordinator will consider the necessity to maintain a General Mess (galley), which can be operated effectively and economically as approval for BAS, and will never reduce the membership of the General Mess to a point where it will not permit effective and economical administration.

4. Discussion. As part of a continuing effort to increase the efficiency of galley operations, thereby lowering operational costs and improving Quality-of-Life services provided by the galley, the following guidelines have been established, per reference (b), to determine who is eligible to receive BAS and the procedures for requesting BAS. This instruction applies to all galleys within the Mid-Atlantic Region AOR (Naval Station, Norfolk; Naval Amphibious Base, Little Creek; Naval Air Station, Oceana and Dam Neck Annex; Norfolk Naval Shipyard; Naval Weapons Station, Yorktown; Naval Support Activity, Northwest Annex; and

Aegis Training & Readiness Det, Wallops Island, VA), which are under control of the Regional Program Director for Support Services (PD SS), Naval Support Activity (NAVSUPPACT), Norfolk.

a. The following personnel will be provided Ration-in-Kind (RIK):

(1) All E-6 and below residing in Bachelors Quarters.

(2) All transient personnel, E-6 and below.

(3) All enlisted personnel in a Legal Hold status, confined to the Brig, or in a restricted status.

(4) All E-6 and below Navy Reservists performing their two-week active duty training.

(5) Geographic Bachelors, E-1 through E-6, unless justifying separate rations under guidelines published in reference (b).

b. The following personnel are authorized by reference (b) to draw BAS:

(1) Per reference (f), senior enlisted members in pay grades E-7 and above, <u>not on sea duty</u>.

(2) E-1 through E-6 who are residing with their family members. This includes members married to members with no dependents who reside together at the location of the permanent duty station. These personnel should submit a special request chit to their command to draw BAS.

c. Those personnel covered by paragraph 4a above, may request to mess separately and draw BAS if any of the following situations apply:

(1) Members, when assigned in a service capacity to the public quarters of an officer and subsist therein, the computation value of their rations shall be paid monthly to the Treasurer of the Mess in which subsisted.

(2) Single members drawing Basic Allowance for Housing (BAH), without dependents, with proof of authorization to reside off-base.

(3) When established working/watchstanding hours prevent or severely hamper member from subsisting in the galley on a regular basis and it is unreasonable for the member to obtain prorated rations in accordance with reference (d).

(4) When the worksite location clearly hampers a member from subsisting in the galley as stated in reference (b).

(5) When single members will consistently and routinely miss two or more meals a day, a member may request BAS, per reference (b).

5. Procedure. Enlisted members who meet the criteria, as established by the guidelines in paragraph 4c, may request authorization to mess separately and receive BAS.

a. Member must submit a request chit to mess separately with specific justification and approval by cognizant Commanding Officer (CO) or Officer-in-Charge, then forward to applicable Galley Geographical Coordinator.

b. Per reference (a), COMNAVREG MIDLANT authorizes the Galley Geographical Coordinators under the authority of the Program Director for Support Services to approve requests to mess separately and receive BAS, subject to guidelines in references (a) through (e). All recommendations for disapproval will be forwarded via chain of command to the PD SS, NAVSUPPACT Norfolk for final disposition.

c. Once permission to mess separately is granted, it is the responsibility of the member and the member's command to notify applicable Personnel Support Activity Detachment (PERSUPP DET) of any changes in the member's eligibility status, which may cause disqualification for BAS.

d. When BAS requests are disapproved, a request for prorated subsistence allowance may be submitted in accordance with reference (d) to effect reimbursement for missed meals. Forward completed forms to the Disbursing Officer for reimbursement of prorated rations. Reimbursement for missed meals are only authorized for watchstanding or mandatory work-related missions in which chow relief or watch rotations cannot be arranged. The Division Officer and the CO of the member, as stated in reference (c), must certify missed meals as valid.

6. Action

a. COs of ships undergoing overhaul or other maintenance will use decision criteria listed in reference (c) to help in selecting appropriate messing options. Requests for BAS authorization will be submitted to the Mid-Atlantic Regional Food Services Director via the Immediate Superior In Command (ISIC) as outlined in reference (c).

b. The Regional Food Services Director will approve requests sent via a command's ISIC for an entire unit to receive BAS, in accordance with reference (e).

c. Galley Geographical Coordinators will approve individual requests for BAS in accordance with reference (a). Approved requests are sent back to the originating command, which will forward them to the PERSUPP DET to get BAS started. Disapproved requests are forwarded to the PD SS, NAVSUPPACT Norfolk, for final disposition.

d. Applicable PERSUPP DETs and commands with CAC update capability will issue Common Access Cards (CAC) that will show the member's entitlement to receive BAS. When changes occur to a member's entitlement, the member's CAC must be updated by the applicable PERSUPP DET or command. All Command Pass Liaison Representatives will promulgate the guidelines to newly reporting personnel.

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