



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 10110.47  
MPP-51  
12 Oct 1993

MARINE CORPS ORDER 10110.47 W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Ref: (a) DODFMR, Vol 7A

Encl: (1) Regulations for the Administration of Basic Allowance  
for Subsistence (BAS)  
(2) Procedures for the Issue and Control of the Meal Card  
(DD Form 714)

Report Required: Quarterly Independent Verification Report  
(Report Control Symbol: EXEMPT),  
enclosure (2), par. 4f and App D

1. Purpose. To publish the regulations for administering BAS.
2. Cancellation. MCO 5512.12A and MCO P10110.14L, Chapter 15.
3. Information. The reference contains the DoD policy for BAS entitlement. Enclosures (1) and (2) contain the policy for administering BAS within the Marine Corps.
4. Action. Commanders will be guided by the reference and the policy set forth in the enclosures.
5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

A handwritten signature in black ink, appearing to read "L. M. Palm", is positioned below the list of items.

L. M. PALM  
By direction

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SUBJ/MCO 10110.47 CH 1 BASIC ALLOWANCE FOR SUBSISTANCE (BAS)//

RMKS/1. PURPOSE: TO DIRECT PEN CHANGES TO THE BASIC ORDER.

2. ACTION

A. ON PAGE 2 OF ENCLOSURE (2), "DELETE PAR 4.A (1), (2), AND (3)" AND REPLACE WITH THE FOLLOWING:

"(1) THE COMMANDING OFFICER HAS SOLE RESPONSIBILITY AND ACCOUNTABILITY FOR MEAL CARD BLANKS REQUISITIONED, MAINTAINED, ISSUED, AND RECOVERED BY THEIR ORGANIZATION. THE COMMANDING OFFICER HAS THE OPTION OF DELEGATING SUCH FUNCTIONS TO A COMMISSIONED/WARRANT OFFICER, E-4 AND ABOVE, FOREIGN NATIONAL, AND CIVILIAN EMPLOYEE (GENERAL SCHEDULE 4 AND ABOVE) WITHIN THE COMMAND. FURTHER, THE SENIOR PERSONNEL OFFICIAL MAY APPOINT IN WRITING OTHER RESPONSIBLE MILITARY PERSONNEL AND CIVILIAN EMPLOYEES REGARDLESS OF RANK TO VERIFY AND ISSUE ID CARDS IF THE MISSION REQUIRES IT. SOME UNIQUE MARINE CORPS ORGANIZATIONS HAVE CIVILIAN PERSONNEL IN THEIR ORGANIZATIONAL STRUCTURE IN THE POSITION OF ADJUTANT OR PERSONNEL OFFICER. BY VIRTUE OF THEIR POSITION AND RESPONSIBILITY, THESE INDIVIDUALS FILL THE SAME POSITIONS NORMALLY ASSUMED BY COMMISSIONED/WARRANT OFFICERS OF THE MARINE CORPS; THEREFORE, THEY ARE ACCORDED THE SAME ATTESTING OFFICER APPLICATION AUTHORITY FOR MARINES OF THAT ORGANIZATION. TO EXECUTE THIS OPTION, ALL COMMANDING OFFICERS MUST DESIGNATE THE MEAL CARD ISSUING OFFICIAL OR AGENT FOLLOWING THE GRADE RESTRICTIONS LISTED ABOVE, AND TO PERFORM SUCH FUNCTIONS AS; PREPARING REQUISITIONS FOR THE COMMANDING OFFICERS'S OR REPRESENTATIVE'S (DESIGNATED IN WRITING), APPROVAL AND SIGNATURE OF ALL REQUISITIONS FOR MEAL CARDS, MAINTAINING STOCKS, PROVIDING SECURITY/DESTROYING CARDS, AND RETAINING A COPY OF THE SHIPPING LIST IN THE LOG.

(2) COMMANDING OFFICERS OR REPRESENTATIVES DESIGNATED IN WRITING ARE RESPONSIBLE FOR APPROVING THE REQUISITIONS, ENSURING THE NUMBER OF MEAL CARDS RECEIVED AGREE WITH THE SHIPPING OR SERVE MART LIST, FURNISHING ADEQUATE STORAGE, AND VERIFYING SERIAL NUMBERS AGAINST THE LOG BY CONDUCTING A JOINT INVENTORY WITH THE MEAL CARD ISSUING OFFICIAL/AGENT. THE REPRESENTATIVE DESIGNATED IN WRITING MAY NOT BE ASSIGNED TO ADDITIONAL DUTIES AS THE MEAL CARD ISSUING OFFICIAL/AGENT. A COPY OF THE LETTER OF DESIGNATION MUST BE MAINTAINED IN THE ISSUING OFFICIAL'S/AGENT'S PERMANENT LOG.

(3) TO COMBAT ABUSE AND MISUSAGE, IT IS IMPERATIVE THAT EVERY 6 MONTHS (OR MORE FREQUENTLY AS DETERMINED BY THE COMMANDING OFFICER), AND UPON RELIEF OF THE ISSUING OFFICIAL/AGENT, THE COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE CONDUCT A JOINT INVENTORY WITH THE CARD-ISSUING OFFICIAL/AGENT TO INVENTORY BLANK CARDS ON HAND; COMPARING THOSE WITH THE SHIPPING OR SERVE MART LIST, SIGHT THOSE CARDS HELD FOR ISSUANCE, AND INSPECT THE LOG TO VERIFY THE DISPOSITION OF EACH CARD. A SIGNED ENTRY BY THE COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE AND ISSUING OFFICIAL/AGENT WILL BE PLACED IN THE LOG INDICATING COMPLIANCE WITH THIS PARAGRAPH. BLANK

MEAL CARDS MUST BE STORED IN A SAFE FOR SECURITY PURPOSES. DESKS OR FILING CABINETS WILL NOT BE USED FOR STORAGE OF BLANK CONTROLLED FORMS."

B. ON PAGE 2 OF ENCLOSURE (2), THROUGHOUT PAR 4, CHANGE "MEAL CARD ISSUING OFFICER/AGENT" TO READ "MEAL CARD ISSUING OFFICIAL/AGENT."

3. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY BEHIND THE SIGNATURE PAGE OF THE BASIC ORDER.//

BT

REGULATIONS FOR THE ADMINISTRATION OF  
BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

1. General. The directives cited in the following paragraphs provide basic policy for entitlement to and reporting of BAS for officers and BAS/commuted rations (ComRats) for enlisted personnel. This enclosure amplifies and supplements the information contained in those cited directives and provides information on approving and terminating BAS/ComRats.

2. Definition. BAS is defined as an amount of money prescribed and limited by law which is paid to military members in lieu of subsistence at government expense. There are three categories of BAS: BAS when subsistence-in-kind (SIK) is not available; ComRats when a government messhall is available, but permission to subsist separately has been granted; and, BAS when assigned to duty under emergency conditions where no government messhall is available.

3. Officers. Entitlement to BAS automatically commences when an officer enters on active duty or accepts an appointment. Officers are entitled to BAS at all times. The entitlement to BAS is automatically terminated with the report of separation from active duty or revocation of the appointment. The entitlement is automatically posted to the officer's Master Military Pay Account (MMPA) upon accession into the Marine Corps Total Force System (MCTFS). Under the following conditions, officers will be subsisted-in-kind (SIK) (at government expense) and will either pay for their meals or an MMPA checkage will be effected:

a. Field Rations. Field rations are defined as any rations furnished to an officer engaged in maneuvers, field exercises, or combat. The procedures for issue of field rations to officers are prescribed in MCO P10110.14 and MCO 10110.40. When subsisting in a government mess or with an organization drawing field rations, officers will pay for their meals at the prescribed rates either by cash or collection from pay. However, upon receipt of written travel orders to field duty status, officer payroll checkage will be in effect at the current authorized meal rate. When in a field duty status under verbal orders, local commanders will determine policy for cash payment by officers or payroll checkage by unit diary entry. Under field duty conditions, officers are charged for all meals that are available whether or not eaten. Available meals include prepared meals, Meal Ready-to-Eat (MRE), or meals contracted by the government. Refer to the DODFMR, Table 3-1-1, rule 14; MCO P7220.31, APSM; and MCO P7220.42, RAPSMM for additional entitlement information. Refer to MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM, for unit diary reporting requirements.

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b. Hospital Rations. When a Marine is reported to sick on the unit diary, the computer processing of the entry will automatically stop the Marine's entitlement to BAS and will start the entitlement to hospital rations. Refer to the DODFMR, Vol 7A; MCO P7220.31, APSM; and MCO P7220.42, RAPSM for additional entitlement information. Refer to MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM, for unit diary reporting requirements.

c. Participation in International Sports Events. When an officer with dependents is training for, attending, or participating in Pan-American games, Olympic games, or other specifically authorized sports competition and subsisted during the period by the sponsoring agency, the officer is entitled to BAS. An officer without dependents is not entitled to BAS during participation. For active duty officers, commanding officers will prepare a NAVMC 11116 (Miscellaneous Pay Order/Special Payment Authorization) to check BAS for the period of participation. For reserve officers, the commanding officer will prepare a NAVMC 11200 (Reserve Miscellaneous Military Pay Order) to effect the checkage of BAS. Refer to the DODFMR, Vol 7A,; MCO P7220.31, APSM; and MCO P7220.42, RAPSM for additional entitlement and procedural guidance. Refer to MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM, concerning unit diary reporting requirements.

d. In Confinement. Officers in confinement are entitled to BAS; however, a collection by payroll deduction will be made for meals furnished. The collection will be for food cost only at authorized meal rates.

e. Temporary Duty Determinations During Contingency Operations. When Marines perform duty under similar conditions as other services within the same area of operations, as defined by the Joint Staff or Theater Commander in Chief, or are assigned to activities within the same area, the Joint Theater Commander will make a uniform determination on whether personnel will be assigned to full per diem or field duty. Requests to establish essential unit messing will be forwarded to the CMC (MPP-52). For uniformity considerations, government mess available in the geographic area must be used to the fullest extent compatible with mission, economy, and efficiency.

4. Enlisted Marines. Entitlement to BAS is not automatically credited to the MMPA. Marines are either SIK or permitted to mess separately and provided a monetary allowance for subsistence. When SIK, Marines will be provided a Meal Card, DD Form 714, which will permit entry into the messhall. (Refer to enclosure (2) concerning procedures for the issue and control of the meal card.) Marines who have a meal card in their possession will not have a credit to a monetary allowance, in lieu of SIK, credited to their MMPA.

ENCLOSURE (1)

a. Policy for Messing Separately. The following categories of Marines are authorized to mess separately:

(1) Gunnery sergeants and above.

(2) Staff sergeants and below (except basic trainees) who are residing with dependents.

(3) Marines granted permission to reside in commercial quarters off base/station when government quarters are not available.

(4) Marines who require special diets that are beyond the capabilities of the government for the duration of the period specified by competent medical authority.

(5) Marines with a conflict between the diet provided by the government mess and that required by their religious practices may request permission to mess separately (BAS/ComRats). Such requests must be endorsed by the local chaplain prior to final approval by the commanding officer. Also see MCO 10110.34.

(6) Marines assigned to the following independent types of duty, providing rations-in-kind would have an adverse affect on the mission requirements of these billets:

(a) Recruiting duty.

(b) Inspector-Instructor staff duty.

(c) Duty with the 4th Marine Aircraft Wing.

(d) Naval Reserve Officers Training Corps (NROTC).

(e) Assistant Military Officer Instructor (AMOI) duty.

(f) Contract Liaison duty.

This determination affects only those Marines where the place of duty and place of messing is 30 minutes or less each way by government transportation. The CMC (MPP) will recertify this determination annually.

ENCLOSURE (1)

Notes: Marines on independent duty are entitled to subsistence/BAS as follows:

1. BAS from 1 minute after the date and hour of reporting to the permanent duty station (PDS) (Ref: DODFMR, par. 30132) The only exception would be when the Marine reports at a meal time (0700, 1200, or 1800), then the effective time of authorization is the actual reporting time.

2. Personnel on AMOI, recruiting, I-I, and contract liaison duty, whose duty location is not on a military installation, are entitled to full BAS for all meals. When the duty location is on a military installation with messing facilities, only commuted rations (ComRats) are authorized.

3. Marines may be authorized the difference between ComRats and full BAS for individual meals procured during periods of duty. (Ref: DODFMR, Vol 7A)

a. Circumstances Requiring CMC Determination to Mess Separately

(1) Marines in the following circumstances require CMC (MPP) determination to mess separately:

(a) Authority to mess separately under emergency conditions when a government mess is not available. Authority may be granted for a period not to exceed 180 days.

(b) Authority to mess separately for Marines whose assigned duties are such that the use of a government mess would adversely affect their mission.

(2) The CMC (MPP) will annually review the above determinations per paragraph 30115 of the DODFMR.

b. Permission to mess separately will not be granted to Marines assigned to units or training programs listed in MCO 7220.51. It has been determined that unit messing is essential to accomplish training and readiness for these units.

c. Commander's Authority

(1) Commanders have discretionary authority to grant Marines permission to mess separately when the economic efficiency of mess operations is not affected. These categories of Marines are:

(a) Marines who are routinely in a TAD/TDY status more than 60 percent of the time.

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(b) Marines who are assigned continual shift work and a government mess is not available to accommodate their schedule.

(c) Marines assigned to food service duties.

(2) When members of one or more service perform duty under similar conditions at an installation or are assigned to activities within the same area, the commanders will confer to ensure uniform determinations on the authorization of BAS/ComRats. (See DODFMR, Vol 7A.) When members of more than one service perform duty at an installation, the installation commander makes the BAS determinations. Such determinations are binding on all personnel of the DoD performing duty at that installation.

(3) In the case of staff sergeants not automatically authorized BAS, the uniqueness of their specialized supervisory responsibilities permits commanding officers to use this uniqueness as justification, on an individual basis, in granting permission to mess separately.

d. Restrictions

(1) The following reasons are not sufficient justification to support permission to mess separately:

(a) Residing off base/station when adequate government quarters are available and Marines elect to reside in commercial housing at their own expense.

(b) Transportation costs (government or commercial) between place of duty and mess do not exceed the difference between the SIK not available rate less the ComRats rate.

(c) The travel time between the place of duty and the mess is 30 minutes or less each way by government transportation and there are no extenuating circumstances.

Note: Cost and time are not factors for the noon meal when the Marine's place of duty is not a military installation.

(2) Commanding officers of ships on active naval service are prohibited from authorizing ComRats except during periods of overhaul. Refer to BUPERSMAN, Art. 2640110.3.

e. Authorization for full BAS will be accomplished via unit diary per MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM. Authorization for ComRats will be accomplished via completion of [NAVMC 10522](#), Commuted Rations Action and unit diary entry as indicated in paragraph 2g, below.

ENCLOSURE (1)



f. NAVMC 10522, Commuted Rations Action. Upon a Marine's initial application for ComRats at a permanent duty station (PDS), the commanding officer or his designated representative will determine entitlement and approve or disapprove the Marine's request, per the guidance provided in this Order, by completion of a NAVMC 10522. Reporting the date and time of commencement of entitlement on the unit diary will start the commencement of the entitlement once posted to the MMPA. The NAVMC 10522 serves as the source document for diary preparation. The following guidance is provided for preparation, distribution, and retention of the NAVMC 10522:

(1) Prepare the NAVMC 10522 in duplicate.

(2) After the commander or his designated representative approves the request for ComRats, give the "original" of the form to the Marine who is making the request. File the signed duplicate (carbon copy signature acceptable) of the form in the Marine's SRB after the authorization is reported on the unit diary. Annotate the unit diary number and date of the unit diary which reported the ComRats statement on the copy which is filed in the SRB.

(3) If the commander or his designated representative disapproves the request for ComRats, complete and return the "original" NAVMC 10522 to the Marine who is making the request. File the duplicate of the disapproval in the unit's correspondence files.

(4) If the commander or his designated representative terminate a previous authorization for ComRats, complete section III of the form contained in the SRB. There is no requirement to complete section III to terminate ComRats upon transfer or when the Marine's duty status changes. Refer to MCO P1080.35, PRIM, concerning unit diary entry requirements in these cases. Prepare section III in duplicate by using a blank form behind the authorization filed in the SRB. Give the completed SRB copy of the form to the Marine; forward the duplicate copy to the unit diary section to report the unit diary entry to terminate the ComRats (annotate the unit diary number and date of the diary which terminates authorization for ComRats on the duplicate form). Maintain the duplicate copy of the termination in the SRB until the termination entry posts and appears on the monthly Leave and Earnings Statement (LES). After the termination appears on the monthly LES, remove the form from the SRB and file it in the unit's correspondence files.

(5) Dispose of copies of NAVMC 10522 maintained in the unit's correspondence files per SECNAVINST 5212.5.

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g. Termination of Permission to Mess Separately. Commanders may terminate permission to mess separately as follows:

(1) To support the economic operation of a government mess.

(2) For any good and sufficient cause. (Facilities for SIK must be available.)

(3) Upon request of the Marine concerned.

h. Prorated and Supplemental Subsistence Allowance. (DODFMR, Vol 7A, Sect. D, applies.)

(1) Prorated Subsistence Allowance. Per the DODFMR, enlisted Marines may receive prorated BAS for that part of a day:

(a) Before beginning or after the end of travel (TAD/TDY or PCS) or hospitalized status at the BAS rate authorized at the PDS. Proration is not required when authorized to mess separately at the PDS.

(b) Before beginning or after the end of TAD/TDY to field or sea duty, at the BAS rate authorized at the PDS, when no travel time is required before reporting to and subsequent to detaching from such duty.

(c) After beginning or before the end of travel (TAD/TDY or PCS) or hospitalized status at the "when permitted to mess separately" BAS rate (or "emergency ration rate," when authorized). Proration is not required when authorized to mess separately at the PDS.

(d) During periods in which proper authority has determined that a government messing facility is in fact not available at the PDS. Prorate at the "when rations in kind are not available" rate. (Example: Mess is closed for reasons beyond the control of the installation commander, such as equipment failure or power outage.)

(e) During periods in which their assigned duties in a nontravel status require them to be absent from their PDS and their working hours or duties prevent them from eating certain meals in a government mess when they are normally SIK.

(2) Supplemental Subsistence Allowance. Enlisted Marines granted permission to mess separately at their PDS may receive the supplemental allowance at the amounts allowable for each meal when:

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(a) Their assigned duties in a nontravel status require them to be absent from their PDS and their working hours or duties require them to buy a meal or meals from other than a government mess.

(b) Proper authority has determined that a government mess is in fact not available for certain meals. (Example: Mess is closed for reasons beyond the control of the installation commander, such as equipment failure.)

(3) Refer to MCO P7220.31, APSM, and MCO P7220.42, RAPSM, concerning administrative instructions to credit a Marine's MMPA with prorated/supplemental subsistence allowances.

i. Field Rations. Field rations are defined as any rations furnished to a Marine engaged in maneuvers, field exercises, or combat. Enlisted personnel, by law, are not entitled to BAS/ComRats while in a travel status when not entitled to the meal portion of per diem because they are provided subsistence at no cost by the government (field duty, sea duty, group travel, essential unit messing, and annual training duty for reserves). However, if the Marine becomes entitled to per diem or actual expenses because subsistence was not provided by the government at no cost, then the Marine regains entitlement to BAS. Enlisted personnel do not have the option of cash collection for meals during periods of field duty under any circumstance. Therefore, commanders will use a unit diary statement to automatically check BAS for all periods of field duty. Refer to MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM for unit diary reporting requirements.

j. Defense Officer Personnel Management Act (DOPMA) BAS

(1) DOPMA BAS While TAD/TDY. Enlisted Marines are normally entitled to subsistence allowance at the ComRats rate during periods of TAD/TDY away from the geographical area of the PDS. The exceptions involve Marines who are TAD/TDY by virtue of assignment, attachment to a unit deployed under the WESTPAC UDP, or in a field duty status. These Marines are not entitled to DOPMA BAS as they are SIK. If, however, enlisted Marines assigned or attached to a UDP unit perform concurrent TAD/TDY (TAD/TDY under orders away from the UDP location), they are entitled to subsistence allowance at the ComRats rate during the period of concurrent TAD/TDY. Unit diary entries for reporting DOPMA BAS vary, depending on the length of the TAD/TDY period. Refer to MCO P1080.35, PRIM, concerning unit diary reporting requirements.

(2) DOPMA BAS While on PCS Orders and While TAD/TDY on PCS Orders. Except for recruits on accession travel, enlisted Marines are entitled to subsistence allowance at the ComRats rate for the entire period of elapsed time in conjunction with a PCS.

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Refer to MCO P1080.35, PRIM, concerning unit diary reporting requirements.

(3) DOPMA BAS - Recruit Accession Travel. Enlisted Marines in the training pipeline (accession travel) are entitled to DOPMA BAS when:

- (a) actually performing travel under orders,
- (b) performing TDY as a recruiter assistant where rations are not available, and
- (c) orders are received designating a PDS, to include any TDY en route.

Refer to MCO P1080.35, PRIM, concerning unit diary reporting requirements.

(4) DOPMA BAS - Assigned to Field Duty While TAD (Field Rations Furnished). Enlisted Marines assigned to field duty while TAD are not entitled to DOPMA BAS for the duration of the field duty. The procedures for reporting periods of nonentitlement vary depending on the length of the TAD period and field duty. Refer to MCO P1080.35, PRIM, concerning unit diary reporting requirements.

k. Hospital Rations. An enlisted Marine is not entitled to BAS/ComRats during periods of hospitalization. When a Marine is reported to sick on the unit diary, the computer processing of the entry will automatically stop any entitlement to BAS/ComRats and start the entitlement to hospital rations. The Marine must either reimburse the hospital in cash for meals furnished or the Marine's pay account must be checked. The Marine must acknowledge that he/she understands the preceding information and that pay checkage will be effected if the meal charges are not liquidated at the time of discharge from the hospital. Prior to discharge from the hospital all enlisted Marines will be required to check out with the collection agent to settle their account. The collection agent will inform the Marine that they may elect to have their current pay checked. Checkage is accomplished by a Pay Adjustment Authorization ([DD Form 139](#)). Refer to MCO 7220.31, APSM, MCO P7220.42, RAPS, MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM, for administrative and unit diary reporting requirements.

l. Enlisted Accession Training. Refer to the JFTR, Chap. 4. Newly inducted Marines are precluded from the payment of per diem while undergoing processing indoctrination, basic training, follow-on technical training, or instruction where both government quarters and messing are available (other than MCO temporary lodging facilities) prior to reporting to the first PDS. This restriction does not apply to students attending a course (or

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courses) of instruction at a school or installation when the scheduled cumulative duration is 20 weeks or more. In this situation, the school or installation is considered to be the student's PDS regardless of the terms of the orders involved.

4. Meal Cards (DD Form 714). Marines who have meal cards in their possession will not have a credit to a monetary allowance, in lieu of SIK, credited to their MMPA. See enclosure (2) concerning procedures for the issue and control of the Meal Card, DD Form 714.

5. Credit/Check/Stop BAS and ComRats. The unit diary entries shown in MCO P1080.35, PRIM, and MCO P1080R.38, RESPRIM, are reported by commanders to credit/check/stop the monetary allowance in lieu of SIK. Once the appropriate unit diary entry is reported and accepted, the JUMPS/MMS/REMMPS will credit/check the appropriate dollar amount to/from the Marine's MMPA or stop the credit.

6. Retroactive Approval. Retroactive approval of BAS/ComRats is not authorized. However, this does not prevent payment of BAS/ComRats from the time of an oral authorization by proper authority if the oral authorization of the Marine's request is promptly confirmed in writing. (Refer to the DODFMR, Vol 7A.) The term "promptly" is defined as no later than 3 working days after oral authorization. This requires a statement to be typed on the [NAVMC 10522](#) indicating an oral authorization was given, thus removing the appearance of a retroactive approval. An administrative oversight and/or failure of the authorized approving officials to act promptly and confirm in writing, is not justification for payment of ComRats on a retroactive basis. Timely and accurate unit diary reporting of BAS/ComRats entitlements cannot be overemphasized because of the affect the unit diary process has on a Marine's pay. Delay in processing a Marine's request results in a monetary loss to the Marine. Timely unit diary reporting is considered to be 5 days from the date of the occurrence to the date the unit diary is certified. These transactions are measured for their timeliness of reporting and the results are shown on the Personnel Timeliness Reporting Information Section of the command's Diary Management Report (DMR).

7. Tenant and Subordinate Commands/Activities. Installation commanders will establish criteria/policy for all tenant/subordinate commands/activities aboard their installation following guidance contained in this Order and the following directives and publications:

- a. DODFMR, Vol 7A.
- b. MCO P7220.31, APSM.

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- c. MCO P7220.42, RAPSM.
- d. MCO 7220.51.
- e. MCO P1080.35, PRIM.
- f. MCO P1080R.38, RESPRIM.
- g. JFTR, Chap. 4.
- h. MCO P10110.14.
- i. MCO 10110.40.

ENCLOSURE (1)

PROCEDURES FOR THE ISSUE AND CONTROL  
OF THE MEAL CARD (DD FORM 714)

APPENDICES

- A Preparation Procedures for the Meal Card (DD Form 714)
- B Sample Meal Card Control Log
- C Rules for Issue/Recovery of the Meal Card (DD Form 714)
- D Sample Quarterly Independent Verification Report

1. Background. The meal card is designed to be issued to enlisted Marines who are not in receipt of ComRats, or other monetary allowance in lieu of SIK. The meal card may be issued to officers when identification or separation of officers on per diem and those not on per diem becomes necessary. The meal card may be issued to enlisted personnel of other services when joined or attached on the rolls of Marine Corps commands. The Marine Corps Recruit Depots (permanent personnel excepted) and some school commands do not maintain nor utilize the meal cards, and as such, are exempt from the provisions of this Order. For purposes of this enclosure, the term command or commanding officer, includes the Joint Reception Centers, officers-in-charge, or other activities maintaining or issuing meal cards.

2. General Information. Each DD Form 714 has a potential cash value, and is, as defined in paragraph 4, of SL-8-09993A, Marine Corps Stock List of Blank Forms, a controlled form. Appendices A through C contain administrative instructions for the preparation, control, and issue/recovery of the DD Form 714. Commanders shall use the 1 May 1953 edition of the DD Form 714, until supplies are exhausted within the supply system.

3. Procedures. When members of more than one service perform duty at an installation, the installation commander makes the BAS determinations. Accordingly, Marine Corps commands located aboard other service installations will abide by the policies and procedures set forth by the installation commander regarding the issuance and control of meal cards. The following general guidance for the meal card is provided for Marine Corps commands located aboard Marine Corps installations.

- a. Meal cards must be serialized immediately upon receipt.
- b. Meal cards, with exception of the serial number and signatures, will contain typewritten entries. Alterations or changes, once the card is completed and signed, are not authorized.

ENCLOSURE (2)

c. Meal cards will be laminated, upon completion of entries, and following the required signatures. Either the cold-seal or the heat-pressure methods are authorized for the purpose of lamination.

d. The mess officer of the local messhall(s) shall be notified, in writing, (the name and the serial number to whom the card was issued) of lost or stolen cards. Meal cards not recovered within 90 days, may be dropped from the account by commanders having special courts-martial authority, per paragraph 6008.1c(6) of MCO P4400.150C.

e. The SSN and abbreviated title of the unit/command will be entered on the Meal Verification Record (NAVMC 10789) to identify those individuals entitled to subsist at government expense. The meal card serial number will be used to control the meal card.

4. Accountability and Inventory. The following actions pertain to the administrative section's accountability/ inventory of meal cards. Meal cards maintained, or stocked by supply points must comply with the monthly inventory requirement contained in MCO P4400.150.

a. Responsibility for Accountability. The responsibility of the commanding officer and the meal card issuing official/agent must be identified separately to preclude a conflict of interest and to strengthen accountability procedures as follows:

(1) The commanding officer has sole responsibility and accountability for meal card blanks requisitioned, maintained, issued, and recovered by their organization. The commanding officer has the option of delegating such functions to a commissioned/warrant officer, E-4 and above, foreign national, and civilian employee (General Schedule 4 and above) within the command. Some unique Marine Corps organizations have civilian personnel in their organizational structure in the position of adjutant or personnel officer. By virtue of their position and responsibility, these individuals fill the same positions normally assumed by commissioned/warrant officers of the Marine Corps; therefore, they are accorded the same attesting officer application authority for Marines of that organization. To execute this option, all commanding officers must designate the meal card issuing official or agent following the grade restrictions listed above, and to perform such functions as; preparing requisitions for the commanding officers's or representative's (designated in writing), approval and signature of all requisitions for meal cards, maintaining stocks, providing security/destroying cards, and retaining a copy of the shipping list in the log.

ENCLOSURE (2)



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(2) Commanding officers or representatives designated in writing are responsible for approving the requisitions, ensuring the number of meal cards received agree with the shipping or serve mart list, furnishing adequate storage, and verifying serial numbers against the log by conducting a joint inventory with the meal card issuing official/agent. The representative designated in writing may not be assigned to additional duties as the meal card issuing official/agent. A copy of the letter of designation must be maintained in the issuing official's/agent's permanent log.

(3) To combat abuse and misuse, it is imperative that every 6 months (or more frequently as determined by the commanding officer), and upon relief of the issuing officer/agent, the commanding officer or designated representative conduct a joint inventory with the card issuing official/agent to inventory blank cards on hand; comparing those with the shipping or serve mart list, sight those cards held for issuance, and inspect the log to verify the disposition of each card. A signed entry by the commanding officer or designated representative and issuing official/agent will be placed in the log indicating compliance with this paragraph. Blank meal cards must be stored in a safe for security purposes. Desks or filing cabinets will not be used for storage of blank controlled forms.

(4) The meal card-issuing official/agent will maintain a meal card log which shows the final disposition of each card. The log will be retained as prescribed in paragraph 5, following. In view of the entries required in the log, no entries will be made on the administrative remarks page, [NAVMC 118\(11\)](#) of the Marine's SRB to document the issue, reissue, recovery, loss or theft of the meal card. The meal card log shall contain, at least the information shown in Appendix B to this enclosure.

(5) In addition to maintaining the meal card log, the issuing officer/agent must:

(a) Maintain the written authorization which assigns the officer/SNCO/civilian as the issuing officer/agent in the meal card log.

(b) Maintain a legible copy of the shipping or serve mart list with the meal card log.

(c) Ensure the log contains current entries, signatures, and the above supporting documents.

(d) Ensure that temporary meal cards held by command duty personnel, for issuance during non-working hours, are accounted for on a daily basis or on the first work day following weekends/holidays. Temporary meal cards held by command duty personnel are considered duty property and accountability for cards will coincide with the posting and relief of command duty personnel.

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b. Responsibility for Recovery. Whenever a meal card is found, forward the card to the issuing command for disposition. Refer to Appendix C for rules governing recovery and disposition of recovered meal cards.

c. Reserve Personnel on Active Duty for 20 Weeks or More. The meal card procedures for reservists in this category are the same as for Marines of the Regular Establishment.

d. Reserve Personnel on Active Duty for less than 20 Weeks

(1) Issue meal cards, when appropriate, to reservists on active duty under the following conditions:

(a) When performing incremental initial active duty for training (IIADT), if applicable.

(b) When performing annual training (AT).

(c) When performing active duty within commuting distance of their home, as determined by the commanding officer, or if actually commuting regardless of distance, unless authorized to mess separately.

(2) Do not issue meal cards to reservists performing periods of active duty for less than 20 weeks when the purpose of the active duty is other than IIADT or AT and the reservists are entitled to the subsistence portion of per diem because they reside outside the commuting distance of the station they were ordered to perform active duty at and they do not commute daily. These types of orders must contain the statement "Issuance of a meal card is not authorized, and all meals consumed in a government mess must be on a cash basis."

(3) Per paragraph 4201.3 of MCO P10110.14L, enlisted personnel of the Marine Corps Reserve in a training status at a base or station, in a pay status, are identified by their DD Form 2MC (RES) and a training schedule coordinated with the food service office. Exceptions to training schedules may be made for personnel with official orders or written authorization from the Reserve unit commander for makeup or special training duty.

e. Maneuvers and Field Duty. Paragraph 8009.7 of MCO P1080.35H, PRIM, provides reporting instructions for start, termination, and one-time checkage of field rations. Paragraph 8009.11 of MCO P1080.35H, PRIM, contains information concerning DOPMA BAS for Marines assigned to field duty while in a TAD status. Paragraph 8006.3a of MCO P1080R.38C, RESPRIM, applies to the checkage of field rations for Reserve officers engaged in maneuvers or training exercises. There is no requirement to

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issue meal cards to those Marines granted BAS/ComRats who are in a field duty status; however, procedures must be established to ensure appropriate checkage of field rations.

f. Responsibility for Independent Verification. DoD regulations require an independent verification of the messhall Meal Verification Record (NAVMC 10789) and meal card log to ensure controls are maintained over the issue, use, recovery, and security of all meal cards. The commander, with operational control of the messhall, will designate, in writing, an independent verification official to accomplish the following not less frequently than once each quarter:

(1) Conduct a review of the daily Man-Day Fed Reports (NAVMC 565-1).

(2) Randomly verify that the SSN entered on the Meal Verification Record (NAVMC 10789) belongs to an individual entitled to subsist at government expense.

(3) Select, at random, a total of 25 meal cards (SSN and meal card serial number) or 5 percent, whichever is less, from the Meal Verification Record for all activities supported by the messhall.

(4) Check the numbers against the appropriate meal card control log.

(5) Check the names and numbers against pay or personnel record to validate entitlement to subsist at government expense.

(6) Check a small sample of personnel in a leave status to ascertain that meal cards have been recovered and retained for reissue.

(7) Submit a quarterly report, using a report format similar to the sample provided in Appendix D, to the installation commander, via the chain of command.

##### 5. Records Disposition

a. Meal Card Log. The meal card log will be maintained for 1 year after the date of last entry and then destroyed.

b. Independent Verification Report. File the independent verification report by calendar year. Retain the reports for a period of 6 months following 4th quarter verification, then destroy.

ENCLOSURE (2)

PREPARATION PROCEDURES FOR THE MEAL CARD (DD FORM 714)

FRONT (See notes 1 and 2)

- DATE ISSUED - Enter current date in year, month, day format (YYMMDD).
- ISSUED TO - Enter last name, first name, middle initial, surname (if any), and grade at time of issue. For temporary cards, enter the word "TEMPORARY" in this block.
- SERVICE NUMBER OR BADGE NUMBER - Enter the recipient's social security number. Enter the command-determined serial number of the card in the right portion of this block.
- AUTHORIZING OFFICIAL - Enter name, grade, title, organization, and signature of issuing officer/agent.

REVERSE

- LEGEND - Legend codes are preprinted on front of form.
- INSTRUCTIONS - The issuing officer/agent shall explain to the meal card recipient, the purpose and use of the card, responsibility for safeguarding (may not be loaned or given to anyone), and circumstances under which the card must be returned to the issuing command.
- SIGNATURE - Signature of recipient of meal card (prior to signing, recipient must read the instructions on reverse of card).

NOTES:

1. Per paragraph 4201.2 of MCO P10110.14L, meal cards issued to Marine Corps Reserve Officer Training Corps (ROTC) students ordered to a training status will be over stamped with the letters "ROTC."
2. Per paragraph 4202.1 of MCO P10110.14L, members of other active duty services stationed on or attached to an installation

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are issued the meal card with "COMMON SERVICE" over stamped in bold letters across the front of the card.

Appendix A to  
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MEAL CARD CONTROL LOG

1. Use one or more log books, depending upon your frequency of issue of meal cards. At a minimum, use the following column headings in preparing the meal card accountability log book. The full length of the log (2 pages)) may be required to accommodate insertion of the required column headings.

Column 1: Meal Card Number/SSN. Enter the command determined meal card serial number followed by the individual's SSN. List all meal card serial numbers in ascending order.

Column 2: Grade/Name of Individual to Whom Issued. Enter the grade and first name, middle initial, and last name of the individual to whom the meal card is issued. The grade should be the grade held at the time the card is issued. Promotion or reduction will not require the reissue of the meal card.

Column 3: Date of Issue. Self-explanatory.

Column 4: Date of Recovery/Reason. Enter the date the meal card is recovered and the reason for recovery, i.e., transfer, granted ComRats, etc.

Column 5: Signature of Individual. Self-explanatory.

Column 6: Signature of Issuing Agent. Self-explanatory.

2. A legend may be used at the beginning of the log to denote column headings and number as shown above. Thereafter, the columns throughout the log need be identified only by number.

Appendix B to  
ENCLOSURE (2)

RULES FOR ISSUANCE/RECOVERY OF THE MEAL CARD (DD FORM 714)

R U L E	A	B	C
	If a Marine	and is	then
1	is being permanently joined	not authorized or granted BAS	Gaining command: Issue a new permanent meal card
2	is attached or joined in excess of 30 days for FAP, TAD/TDY		
3	is attached for less than 30 days		issue temporary meal card and recover upon detachment.
4	is hospitalized, confined, assigned FAP, or on TAD/TD in excess of 30 days		Losing command: recover and destroy meal card
5	is hospitalized, confined, assigned FAP, or sent TAD/TDY for less than 30 days		recover and retain card for reissue upon return.
6	is a member of the Marine Corps Reserve on active duty for 20 weeks or more		issue a permanent meal card.

Appendix C to  
 ENCLOSURE (2)

RULES FOR ISSUANCE/RECOVERY OF THE MEAL CARD (DD FORM (714) -  
CONTINUED

R U L E	A	B	C
	If a Marine	and is	then
7	is a member of the Marine Corps Reserve on active duty for less than 20 weeks	not authorized or granted BAS	Refer to par. 4d of enclosure (2)
8	is applying for BAS	granted BAS (any type)	recover and destroy meal card.
9	is transferred, released from active duty, discharged, or terminates FAP	in receipt of a meal card	
10	is granted leave/ permissive TAD		recover and retain present meal card for reissue upon return.
11	reports the meal card as lost or stolen		issue a new meal card and notify local messhall(s) of lost/stolen card. (See note 1.)
12	returns mutilated or unserviceable meal card		reissue a new meal card.

Appendix C to  
 ENCLOSURE (2)



RULES FOR ISSUANCE/RECOVERY OF THE MEAL CARD (DD FORM (714) -  
CONTINUED

	A	B	C
R U L E	If a Marine	and is	then
13	enters a UA status and remains absent in excess of 24 hours	in receipt of a meal card upon entering a UA	notify local messhall(s) of UA. (See note 1.)

NOTE:

1. Notification of messhall(s) is required to assist in the prevention of unauthorized use of the meal card.

Appendix C to  
ENCLOSURE (2)

SAMPLE QUARTERLY INDEPENDENT VERIFICATION REPORT

5512  
(Originator Code)  
(Date)

From: (Independent Verification Official)  
To: Commanding General/Commanding Officer,  
(Installation address)  
Via: (Unit Commander and others in the chain of command)  
Subj: INDEPENDENT VERIFICATION OF ISSUE AND CONTROL OF MEAL  
CARDS, DD FORM 714  
Ref: (a) MCO 10110.XX

1. Per the reference, an independent verification of meal card issue and control procedures was accomplished on (date).
2. The findings of the verification are as follows:
  - a. There was/was not a letter on file appointing a meal card responsible official.
  - b. Meal cards were/were not maintained under adequate security.
  - c. Meal cards were/were not being recovered from personnel prior to receipt of ComRats, leave authorizations, PCS, FAP or TAD orders.
  - d. The meal card control log was/was not in the format contained in Appendix B to enclosure (2) of the reference.

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Subj: INDEPENDENT VERIFICATION OF ISSUE AND CONTROL OF MEAL  
CARDS, DD FORM 714

e. Lost/stolen meal card numbers were/were not provided to  
the messhall(s) as required.

f. Personnel not entitled to rations at government expense  
were found to be consuming meals at government expense. (This  
sub-paragraph will be used only when applicable.)

SIGNATURE

Copy to:  
Appropriate Messhall

Appendix D to  
ENCLOSURE (2)

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