



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 10110.33C
IPAC

29 SEP 2016

DEPOT ORDER 10110.33C

From: Commanding General
To: Distribution List

Subj: ADMINISTRATION OF BASIC ALLOWANCE FOR SUBSISTENCE FOR
ALL UNITS ABOARD MARINE CORPS RECRUIT DEPOT

Ref: (a) DODFMR 7000.14-R, Volume 7A, Chapter 25
(b) Joint Travel Regulation (JTR), Vol 1
(c) MCO P1050.3J
(d) MCO 10110.14M
(e) MCO 10110.47A
(f) MCTFSPRIUM
(g) Deputy Commandant of Manpower and Reserve Affairs dated Aug 5, 2015

Encl: (1) Authorization for Reimbursement of Missed Meals

1. Situation. To promulgate standard procedures for the administration of requests to subsist separately and receive the full standard rate of Basic Allowance for Subsistence (BAS) for enlisted personnel aboard Marine Corps Recruit Depot/Eastern Recruiting Region (MCRD/ERR), Parris Island in accordance with the references (a) through (g).

2. Cancellation. DepO 10110.33B

3. Mission. The references set forth authority for enlisted members to subsist separately and receive full standard rate BAS. Authority to subsist separately and receive the full standard rate of BAS resides at the battalion (O5/O6) level commander as set forth in paragraph 4 below.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers(CO) are responsible for implementation of the policy and procedures contained herein to administrator BAS and the meal card program.

(2) Concept of Operations. This order establishes procedures for entitlement to the full standard rate of BAS and the meal card program. It should be reviewed in its entirety. The contents of this Order supplement the instructions provided in the references.

b. Subordinate Element Mission

(1) Unit CO Responsibilities. In addition to the duties set forth in the references, the Commanding Officers are responsible for the following:

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(a) Commanders will utilize reference (e) to determine adequate justification before authorizing a Marine request to receive the full standard rate of BAS.

(b) Require the Command Duty Officer (CDO) to eat one meal during his tour of duty and make comments in the respective logbook

(c) Establish internal check-out and check-in procedures to retrieve Meal Cards when Marines depart on Leave, Temporary Additional Duty (TAD), Permissive Temporary Additional Duty (PTAD) and Post Deployment/Mobilization Respite Absence (PDMRA). Commanders may authorize Marines, departing on and returning from leave, to complete check-out and check-in procedures by MOL, except for those Marines in receipt of the meal card.

(d) Establish a counseling program to combat abuse and misusage by ensuring Marines in possession of a meal card understand that utilizing a meal card while on leave, TAD, PTAD and PDMRA may result in violation of punitive articles of the Uniform Code of Military Justice (UCMJ).

(2) Installation Personnel Administration Center (IPAC) Responsibilities. In addition to the duties set forth in the references, the IPAC is responsible for the following:

(a) Once the Commanding Officer authorizes the full standard rate of BAS the Personnel Officers assigned to the IPAC are granted the authority to sign the NAVMC 10522 in lieu of the Commanding Officer.

(b) Conduct an independent verification of the messhall Meal Card Verification Record (NAVMC 10789) and meal card control log to ensure controls are maintained over the issue, use, recovery, and security of all meal cards as directed by the installation commander. The independent verification will be accomplished in accordance with reference (e).

(c) Ensure requests to subsist separately commences on the date the commander or designee approves the request and the Marines Meal Card is surrendered to the IPAC. The installation commander's delegated authority may be used to prepare and sign the NAVMC 10522, Commuted Rations Action.

(d) Establish procedures for the issuance, recovery, and accountability of meal cards as referenced below:

1. Reporting Personnel. Permanent personnel reporting to MCRD Parris Island for assignment who are married and whose family members are located with them are authorized to subsist separately and receive the full standard rate of BAS. Permanent personnel E6 and below reporting to MCRD Parris Island afterhours, weekends or holidays and are assigned to single type government quarters are authorized to utilize their orders to eat at the mess hall. Members must check into the Inbound Branch, IPAC on the 1st business day to conduct a join audit and receive a meal card.

2. Married Personnel. All E-6 and below who are not residing with their dependents and not assigned to single type government quarters, i.e. Bachelor Enlisted Quarters, will make an application on an

Administrative Action Form (NAVMC 10274) via the appropriate chain of command. If the request is disapproved the Marine will be issued a Meal Card and receive the discounted meal rate deduction.

3. Personnel Residing in Barracks. Applications from personnel residing in the barracks, will be submitted on an Administrative Action Form (NAVMC 10274) via the appropriate chain of command. Such requests must include justification for the request. As a matter of policy, such requests will not normally be approved without strong justification. The chain of command will make a concise recommendation on each request. For clarification, the following justifications are not considered sufficient for authorization to subsist separately and receive the full standard rate of BAS.

a. Marines Serving Restriction (NJP). Marines restricted to the barracks as a result from NJP that are receiving full BAS, will be issued a meal card and forfeit their full BAS for the duration of the sentence.

b. Personnel Authorized Basic Allowances for Housing Own Right (BAH O/R) by the AC/S G-4. Authority to subsist separately and receive the full standard rate of BAS will be approved simultaneously.

c. Bonefide Bachelor's and Geo-Bachelors in the pay grade of Staff Sergeant and below residing in single type government quarters shall be issued a meal card.

d. Exception to the Policy. Per reference (e) Drill Instructor School students have been granted an exemption and are authorized to mess separately.

4. Missed Meals

a. Enlisted members are authorized to be reimbursed for the discount meal rate for missed meals when their assigned duties require them to be absent from their permanent station, i.e. funeral details; their working hours or duties prevent them from eating certain meals in a government mess; they are required to buy a meal(s) from other than a government mess; or a proper authority determines that a government mess is not available for part of a day.

b. The following are the meals provided by the MCRD Dining Facility. Current meal rates based on latest publicized prices apply:

(1) Weekday Breakfast

(2) Weekday Lunch/Dinner

(3) Weekend Brunch (Bruch is a meal served in lieu of the normal Breakfast and Lunch meals that consist of both Breakfast and Lunch food items.)

(4) Weekend Supper (Supper is a meal served during the evening hours on days when brunch is served.)

c. Enlisted members seeking reimbursement for missed meals will submit the enclosure along with appropriate justification through their chain of command. The request will include the number of each meals missed, e.g., three breakfast meals, five lunch meals, and nine dinner meals,

etc., this total will be based on a monthly basis only. Once the request is approved by the CO the S-1 will forward the signed enclosure via EPAR to the IPAC. IPAC will input the correct unit diaries entries via UDMIPS to reimburse authorized Marines the proper amount of missed meals.

(3) Food Service Officer Responsibilities. In addition to the duties set forth in references, the Food Service Officer is responsible for providing the Independent Verification Official with all requested information in accordance with reference (e).

(4) Approved requests to subsist separately and receive the full standard rate of BAS will remain in effect in accordance with the references until revoked for cause or a change in status occurs such as:

(a) Change in marital and/or residence status which enables the member to be "present for rations."

(b) Permanent change of Station/Assignment transfer.

(c) Change of duty or work status which enables the member to be "present for rations."

(d) Staff Sergeants who vacate single type government quarters are authorized BAS upon turning in their meal card to the IPAC. Member must provide proof of BEQ checkout to qualify for BAS.

(5) The following Commanders have approving authority and will comply with this Order as it pertains to the members of their respective command.

(a) Commanding Officer, Recruit Training Regiment

(b) Commanding Officer, 1st Recruit Training Battalion

(c) Commanding Officer, 2nd Recruit Training Battalion

(d) Commanding Officer, 3rd Recruit Training Battalion

(e) Commanding Officer, 4th Recruit Training Battalion

(f) Commanding Officer, Headquarters & Service Battalion

(g) Commanding Officer, Support Battalion

(h) Commanding Officer, Weapons & Field Training Battalion

5. Administration and Logistics

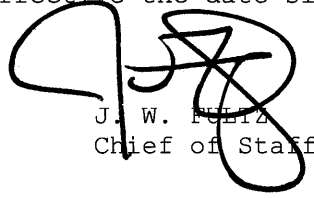
a. The Assistant Chief of Staff (AC/S) G-1, is the sponsor for this order.

b. Recommendations for changes or modifications to this order will be provided to the AC/S, G-1 for staffing to the AC/S G-1. The G-1 will staff this order to the appropriate subordinate commands and staff sections for consideration and will implement any changes or revisions.

c. An electronic copy of this order can be found on the Parris Island Intranet (<http://parrislandintranet.nmci.usmc.mil/G1/default.aspx>).

6. Command and Signal

- a. Command. This order is applicable to MCRD/ERR PI.
- b. Signal. This Order is effective the date signed.



J. W. FULIZ
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS
YOUR UNIT

IN REPLY REFER TO:
1000
S-1
Date

From: Commanding Officer, Unit
To: Director, Installation Personnel Administration Center
Subj: AUTHORIZATION TO BE REIMBURSED FOR MISSED MEALS FOR THE
FOLLOWING PERIOD (DATE)

Encl: (1) DepO 10110.33C

1. In accordance with the reference, the below listed Marine has been approved to be reimbursed for the following missed meals for the following period (XX Jan 13 to XX Jan 13):

NAME	RANK	MEAL CARD NUMBER	BREAKFAST	LUNCH	DINNER	BRUNCH

2. The point of contact at this command is Capt I. M. Moto, at (843) 228-XXXX or email at XXXX@usmc.mil.

I. M. COMMANDER