



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 10110.9G  
ADJ  
17 Apr 23

AIR STATION ORDER 10110.9G

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: ADMINISTRATION OF BASIC ALLOWANCE FOR SUBSISTENCE FOR ALL UNITS ABOARD  
MARINE CORPS AIR STATION BEAUFORT

Ref: (a) DoDFMR 7000.14-R  
(b) MCO 10110.47A  
(c) MCIEAST-MCB CAMLEJO 10.110.1A CH.1

Encl: (1) Commuted Rations Action Form (NAVMC 10522)  
(2) Sample Authorization for Reimbursement of Missed Meals

1. Situation. The references define the overall policy for administering requests to subsist separately and received the full standard rate of Basic Allowance for Subsistence (BAS) for enlisted personnel.

2. Cancellation. ASO 10110.9F w/ CH 1

3. Mission. To promulgate guidance and policy regarding the administration, operation, and management of BAS in order to facilitate prompt response to personnel requests for commuted rations (COMRATS).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide clarification, guidance, and delegation of authority to unit commanders at the squadron level and above, as well as Company Commander's/Officers-In-Charge (OICs) of separate detachments (Combat Logistics Company 23 (CLC-23) and Marine Air Control Squadron Detachment 2 (MACS-2 Det), to approve requests of enlisted Service Members permanently assigned to Marine Corps Air Station (MCAS) Beaufort to mess separately.

(2) Concept of Operations. Reduce routing delays and paperwork by establishing policy for authorizing service members permanently stationed aboard MCAS Beaufort to mess separately.

b. Tasks. Unit commanders defined above are not required to confer with the Installation Commander for the following two categories of BAS requests:

(1) Service members whose duties require them to perform individual Temporary Additional Duty (TAD) more than 60 percent of the time per month for three or more consecutive months. Example: A service member of an inspection team who frequently performs TAD for inspection purposes.

(2) Service members assigned to continual shift work where a mess hall is not reasonably available to accommodate their schedule. To qualify,

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service members must miss more than 30 percent of available meals in the mess hall, which requires the service member to miss more than six meals per week.

(3) Any service member that meets the criteria specified above will be required to request to mess separately via their chain of command utilizing enclosure (1).

(4) Diet/Vegetarians. The menus offered by the Dining Facilities are considered sufficient for the needs of vegetarians and those on special diets (i.e. Low Sodium, Low Cholesterol, Lactose Intolerance, Pregnancy, etc).

c. Coordinating Instructions

(1) Reporting Personnel

(a) Gunnery sergeants and above, all married personnel who are accompanied by family members, and single Marines with authorized dependents in receipt of BAH O/R with dependents reporting for permanent assignment to units aboard MCAS Beaufort are authorized to mess separately.

(b) Staff sergeants (SSgt) and below are not automatically authorized to mess separately. SSgts may request to mess separately due to the uniqueness of their specialized supervisory responsibilities. Submit requests to mess separately to the Marine Corps Air Station Beaufort Satellite Support Center (MCAS BFRT SSC) utilizing enclosure (1) via the appropriate chain of command.

(2) Personnel Authorized BAH Own Right (O/R). Authority to mess separately, and associated termination of the Discounted Meal Rate (DMR) deduction, will be considered approved with the BAH O/R approval. If the service member was previously in receipt of a DMR deduction, the DMR will not be terminated until the barracks vacancy letter has been turned in to the MCAS BFRT SSC.

(3) Personnel Residing in Barracks. SSgt's not authorized to mess separately per the above paragraphs, and all Sergeants and below, residing in government quarters (Bachelor Enlisted Quarters) will have the DMR deduction started upon reporting to MCAS Beaufort. Submit requests to mess separately utilizing enclosure (1) via the appropriate chain of command, per the below instructions:

(a) Section I - "Application of Service Member" will be completed by the service member. Mark line 2 "Other" with an "X" and provide a reason for requesting to mess separately.

(b) Section II - "Approval or Disapproval" will be complete by the service member's unit commander (squadron or above or OICs of separate detachments). If disapproved, provide justification and return the request to the service member via their chain of command. If approved, place an "X" in the block and leave blank the approved effective hour and date. The effective hour and date will be filled in by the MCAS BFRT SSC when the service member turns in enclosure (1).

(c) The service member will be provided the original and a copy should be retained in the unit's files. The service member will take the original directly to the MCAS BFRT SSC and have their DMR deduction stopped. MCAS BFRT SSC will insert the date/time enclosure (1) was received, make a

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copy for diary processing, and return the original to the service member. Enclosure (1) submitted via Electronic Personnel Action Request (EPAR) to Regional Personnel Administration Center Camp Lejeune, North Carolina will result in the DMR being terminated on the date the unit submitted the EPAR to RPAC.

(d) Marines Serving Restriction as a result of Non-Judicial Punishment. The authority and decision to revoke the entitlement to mess separately on Marines restricted to the barracks rests with the commander. With each case, the commander should consider how the restriction(s) imposed will impact the Marines ability to either mess separately or via the mess hall (e.g., work schedule, vs. mess hall hours, probability of missed meals, or the opportunity to purchase necessary meals). If any entitlement changes occur pre or post restriction, they must be specified in writing by the commander. Enclosure (1) serves as the source document to effect a change to this entitlement.

d. Missed Meals

(1) Enlisted Marines not authorized BAS per the requirements of this order 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, 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.

(2) Meals provided by the MCAS Beaufort Dining Facility are breakfast, lunch, dinner, and midnight rations seven days a week. Current meal rates based on latest publicized prices apply.

(3) A request for missed meals enclosure (2), will be submitted with appropriate justification and routed through the Marine's chain of command for review/approval at the first O6 level Commanding Officer. The request will include the number of each meal missed, e.g., 3 Breakfast Meals, 5 Lunch Meals, and 9 Dinner Meals, etc. this total will be based on a monthly basis only. Once the request is approved by the first O6 level Commander, enclosure (2) will be forwarded to the MCAS BFRT SSC. MCAS BFRT SSC will submit a NAVMC 11116 Miscellaneous Military Pay Order/Special Pay Authorization to the servicing Disbursing/Finance Officer at the end of each month for that month's entitlement or on the date the member is detached on PCS orders or released from active service.

e. Restrictions. The following reasons are not sufficient justification to mess separately:

(1) Residing off base/station when adequate single type government quarters are available and service member elects to reside in commercial housing at their own expense.

(2) The travel time between the place of duty and the mess hall is 20 minutes or less each way by government transportation and there are no extenuating circumstances.

(3) As a privilege of rank, unless specific within reference (b)

(4) As a reward for good service or work.

e. Termination of BAS. Approved requests to mess separately will remain in effect until revoked for cause or a change in status occurs such as:

- (1) To support the economic operation of the mess halls.
- (2) Change in marital/residential status which enables the service member to be "present for rations".
- (3) Permanent Change of Station Orders.
- (4) Change of duty or work status which enables the service member to be "present for rations".
- (5) Incarceration.

5. Administration and Logistics.

a. This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the Adjutant).

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5215.1K Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

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6. Command and Signal

a. Command. This Order is applicable to all commands and tenant commands aboard MCAS Beaufort.

b. Signal. This Order is effective the date signed.



K. R. ARBOGAST

Copy to:

CO, MAG-31

CO, MWSS-273

DET OIC, MACS-2

Dir, MCAS BFRT SSC

**COMMUTED RATIONS ACTION (10110)**

NAVMC 10522 (Rev. 1-88) (EF)

FOUO - Privacy Sensitive when filled in.

**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (5 U.S.C. 552a/Public Law 93-579), this Notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5041, Headquarters, Marine Corps, 10 U.S.C. 5013, 37 U.S.C. 5201, and E.O. 9397

**PRINCIPAL PURPOSE:** Information collected by this form will be used to maintain military appearance data. The collection and maintenance of this information is authorized and governed by Privacy Act System of Records Notice MFD0003 MARINE CORPS TOTAL FORCE SYSTEM (MCTFS), posted at <http://www.defenselink.mil/privacy/notices/usmc/MFD0003.html>.

**RETENTION:** The collected information will be maintained in the MCTFS database with restricted, limited access permissions and PKI/password protections in place. Records in this file system will only be retrieved by the record subject's name and social security number. Records will be maintained for five years and will then be destroyed pursuant to provisions set forth in SECNAV M-5210.1; Subj: DON RECORDS MANAGEMENT PROGRAM.

**ROUTINE USES:** The only routine uses that apply are those published in Privacy Act System of Records Notice MFD00003 and the blanket routine uses published by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is mandatory.

**ENCLOSURE (1)**

**COMMUTED RATIONS ACTION (10110)**

NAVMC 10522 (Rev. 1-88) (EF)

DATE \_\_\_\_\_

**SECTION I - APPLICATION OF MEMBER**

FROM: 

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Grade Name Social Security No. Branch of Service, Organization

TO: COMMANDING OFFICER, \_\_\_\_\_

1. It is requested that I be authorized to subsist separately and receive a commuted ration allowance instead of being subsisted in the dining facility.  
2. The reason for this request is:

☐ I am married and reside with my family at \_\_\_\_\_

☐ I am married but reside with my (Relationship) \_\_\_\_\_ at \_\_\_\_\_

☐ Other \_\_\_\_\_

3. I understand that I AM REQUIRED TO PAY for all meals eaten in a dining facility while in receipt of commuted ration and that I AM NOT ENTITLED TO THE ALLOWANCE until the hour and date of approval stated in section 11.

4. I CERTIFY that I will immediately notify my commanding officer of any change in conditions stated in paragraph 2 above.

SIGNATURE: \_\_\_\_\_

**SECTION II - APPROVAL OR DISAPPROVAL**

DATE \_\_\_\_\_

FROM: COMMANDING OFFICER, \_\_\_\_\_

TO: \_\_\_\_\_

1. ☐ Approved effective \_\_\_\_\_  
(Hour and date)

☐ Disapproved for following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Should you be discharged while this authorization is in effect, such authorization remains in full force and effect, provided you reenlist at the same station within 24 hours of such discharge.

SIGNATURE: \_\_\_\_\_ BY DIRECTION \_\_\_\_\_

**SECTION III - TERMINATION OF AUTHORITY TO RECEIVE COMMUTED RATIONS**

DATE \_\_\_\_\_

FROM: COMMANDING \_\_\_\_\_

To: \_\_\_\_\_

1. The authorization previously granted to you to receive commuted rations is hereby terminated to take effect for the following reason: \_\_\_\_\_  
(Hour and date)

SIGNATURE: \_\_\_\_\_ BY DIRECTION \_\_\_\_\_

**DISTRIBUTION:** Original to Member

Copy to Service Record Book

Copy to Unit submitting Unit \_\_\_\_\_

**ENCLOSURE (1)**

ASO 10110.9G

ADJ

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**UNITED STATES MARINE CORPS**

YOUR COMMAND/UNIT ADDRESS

IN REPLY REFER TO:

10110

S-1

DD Mmm YY

From: Commanding Officer, UNIT

To: Director, Marine Corps Air Station Beaufort Satellite Support Center  
(MCAS BFRT SSC)

Subj: AUTHORIZATION TO BE REIMBURSED FOR MISSED MEALS FOR THE MONTH OF  
(MONTH) / (YEAR)

Ref: (a) DFAS-KC 7220.31-R  
(b) ASO 10110.9\_

1. Per the references, the below listed Marine(s) has/have been approved to be reimbursed for the following missed meals for the month of (Month) (Year):

Name	Rank	MC#	Number of Meals Missed by type			
			Breakfast	Dinner	Brunch	Supper

2. The point of contact regarding this authorization is the (title), (rank) John Doe, at (843)228-XXXX or via email at john.doe@usmc.mil.

I. M. COMMANDER

Enclosure (2)