Refund Missed Meals (RMM)
Overview

Introduction

This guide provides the procedures for a SPO to Refund Missed Meals (RMM) in Direct Access (DA).

Reference

1. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

It is important to review the CG Pay Manual to ensure any missed meal is being refunded appropriately. Per Chapter 3.A.4 of reference (a), Missed Meals are authorized **ONLY** when:

- On approved annual leave or other authorized excused absence away from the unit. Liberty periods are not eligible.

- When hospitalized on an in-patient basis.

Do not submit a Missed Meal Action Request for galley closures. SPO's must suspend (stop) CGSMR during a galley closure and restart when the galley reopens.

Do not submit a Missed Meal Action Request for members away on TDY. SPO's must suspend (stop) CGSMR while the member is TDY and restart upon their return (see reference (a), Figure 3-2, Notes 1 & 2, and Figure 3-3, Notes 4, 5, & 6) for more information on the BAS entitlement).

Do not submit a Missed Meal Action Request for periods of leave. Doing so will duplicate reimbursement, resulting in an overpayment to the member. The leave transaction will automatically reimburse missed meals for the leave period.

Important Information

Separate Missed Meal Action Requests must be submitted for each pay calendar. For example, if the member missed meals from 7/14 – 7/21, enter one Missed Meal Action Request for 7/14 – 7/15 and another for 7/16 – 7/21.

Do not future date a start/stop for a Missed Meal Action Request beyond the current open pay calendar. For example, if End-month March calendar is open – do **NOT** enter a start/stop date **beyond** 31 March; if Mid-month April calendar is open – do **NOT** enter a start/stop date **beyond** 15 April; etc.
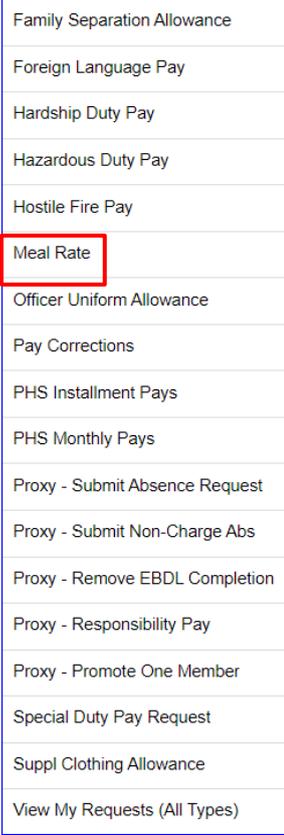

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Entering a Refund for Missed Meals

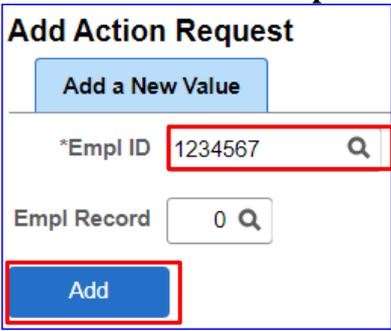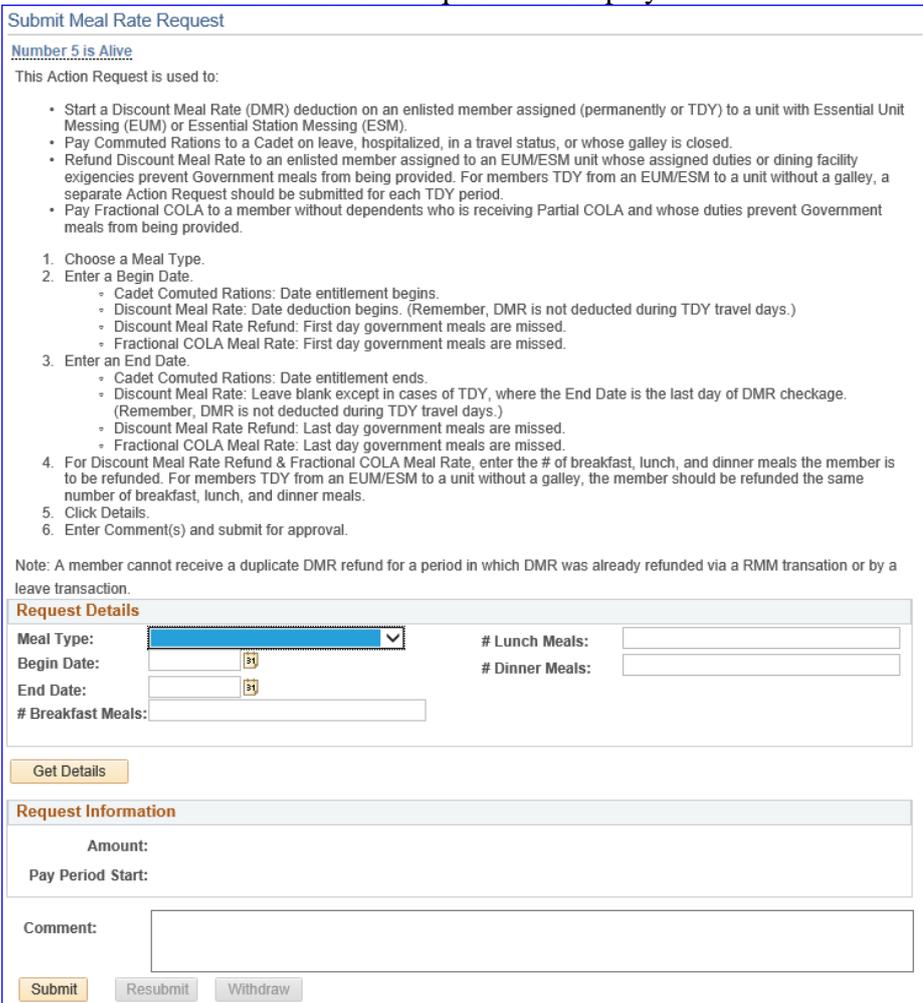**Introduction**   This section provides the procedures for a SPO to enter an RMM in DA.

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. AD/RSV Payroll Workcenter
2	Scroll to select the **Meal Rate** option. Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment Pays PHS Monthly Pays Proxy - Submit Absence Request Proxy - Submit Non-Charge Abs Proxy - Remove EBDL Completion Proxy - Responsibility Pay Proxy - Promote One Member Special Duty Pay Request Suppl Clothing Allowance View My Requests (All Types)

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value *Empl ID 1234567 🔍 Empl Record 0 🔍 Add
4	The Submit Meal Rate Action Request will display. Submit Meal Rate Request **Number 5 is Alive** This Action Request is used to: • Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). • Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. • Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. • Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. 1. Choose a Meal Type. 2. Enter a Begin Date. ◦ Cadet Comuted Rations: Date entitlement begins. ◦ Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) ◦ Discount Meal Rate Refund: First day government meals are missed. ◦ Fractional COLA Meal Rate: First day government meals are missed. 3. Enter an End Date. ◦ Cadet Comuted Rations: Date entitlement ends. ◦ Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) ◦ Discount Meal Rate Refund: Last day government meals are missed. ◦ Fractional COLA Meal Rate: Last day government meals are missed. 4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. 5. Click Details. 6. Enter Comment(s) and submit for approval. Note: A member cannot receive a duplicate DMR refund for a period in which DMR was already refunded via a RMM transation or by a leave transaction. **Request Details** Meal Type: [_____▾] # Lunch Meals: [_____] Begin Date: [_____]📅 # Dinner Meals: [_____] End Date: [_____]📅 # Breakfast Meals: [_____] [Get Details] **Request Information** Amount: Pay Period Start: Comment: [_____] [Submit] [Resubmit] [Withdraw]

Entering a Refund for Missed Meals, Continued

Procedures,
continued

Step	Action
5	Using the drop-down, select **Discount Meal Rate Refund**. **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: Begin Date: # Dinner Meals: End Date: # Breakfast Meals: Get Details
6	Enter a **Begin Date** and an **End Date**. **Remember: Separate Action Requests must be submitted for each pay calendar.** For example, if the member missed meals from 05/11 – 5/24, enter one Missed Meal Action Request for 05/11 – 05/15 and another for 05/16 – 05/24. **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: Begin Date: 05/16/2019 # Dinner Meals: End Date: 05/24/2019 # Breakfast Meals: Get Details
7	Enter the number of meals missed in the # **Breakfast Meals**, # **Lunch Meals**, and # **Dinner Meals** fields as appropriate. Click **Get Details**. **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: 9 Begin Date: 05/16/2019 # Dinner Meals: 9 End Date: 05/24/2019 # Breakfast Meals: 9 Get Details

Entering a Refund for Missed Meals, Continued

Procedures, continued

Step	Action
8	The Request Information will populate with the: • **Amount –** Identifies the amount to be refunded to the member • **Pay Period Start –** Identifies the pay calendar effected by the refund **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: 9 Begin Date: 05/16/2019 # Dinner Meals: 9 End Date: 05/24/2019 # Breakfast Meals: 9 Get Details **Request Information** Amount: $106.65 Pay Period Start: 201905 On-Cycle AD End Month Comment: Submit Resubmit Withdraw
9	Enter **Comments** (required) and click **Submit**. **Request Details** Meal Type: Discount Meal Rate Refund # Lunch Meals: 9 Begin Date: 05/16/2019 # Dinner Meals: 9 End Date: 05/24/2019 # Breakfast Meals: 9 Get Details **Request Information** Amount: $106.65 Pay Period Start: 201905 On-Cycle AD End Mo Comment: Enter Comments .... For example, RMM payment is authorized for period 05/16/19 thru 05/24/19 due to member being TDY (meals were not provided). Submit Resubmit Withdraw

Entering a Refund for Missed Meals, Continued

Procedures, continued

Step	Action
10	The Request Status will update to **Pending** and will be forwarded to the SPO tree for approval.

Identifying Previously Submitted RMM Requests

Introduction   This section provides the procedures for a SPO to identify any previously entered RMM in DA.

Where to Find Previously Submitted RMM Requests   Depending on the time frame of the RMM will determine how to locate and view the RMM:

- **31 Dec 2014** and **Before:** Submit a PPC Customer Care ticket requesting an ADHOC report from the JUMPS Data Repository (JDR).

- **01 Jan 2015** to **31 May 2015:** Submit PPC Customer Care ticket requesting an Archive Report from DA.

- **01 Jun 2015** to **30 Jun 2017:** Follow procedures outlined in Steps 1 – 6 for accessing OTPI.

- **01 Jul 2017** to **Present:** Follow procedures outlined in Steps 7 – 10 for accessing EABP.

Procedures   See below.

Step	Action
1	To review the OTPI, click on the **Pay Processing Shortcuts** tile. Pay Processing Shortcuts
2	Select the **One Time (Positive Input)** option. Element Assignment By Payee One Time (Positive Input) Pay Calculation Results

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**.

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
4	A list of the member's OTPI(s) will display under Search Results. Select the appropriate **Calendar ID** (if more than one). Search Results View All · First ◀ 1-10 of 10 ▶ Last | Empl ID	Empl Record	Pay Group	Calendar ID	Name
1234567	0	USCG	CG ACT 2018M06E	Johnny Walker
1234567	0	USCG	CG ACT 2019M05E	Johnny Walker	 Find an Existing Value | Add a New Value
5	The One Time (Positive Input) will display. The Element Name will be identified as DMR Refund. Click the **Expand** icon. One Time (Positive Input) Employee ID 1234567 Name Johnny Walker Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019 This Calendar is finalized. Any changes will be considered during retro processing. Earnings and Deductions Personalize | Find | View All | 🔲 | 🔢 First ◀ 1 of 1 ▶ Last Action | Main Components | Source | 🔲 | Entry Type	Element Name	Element Description	Instance	Action Type
Earnings	DMR REFUND	DMR Refund	1	Add	 Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display
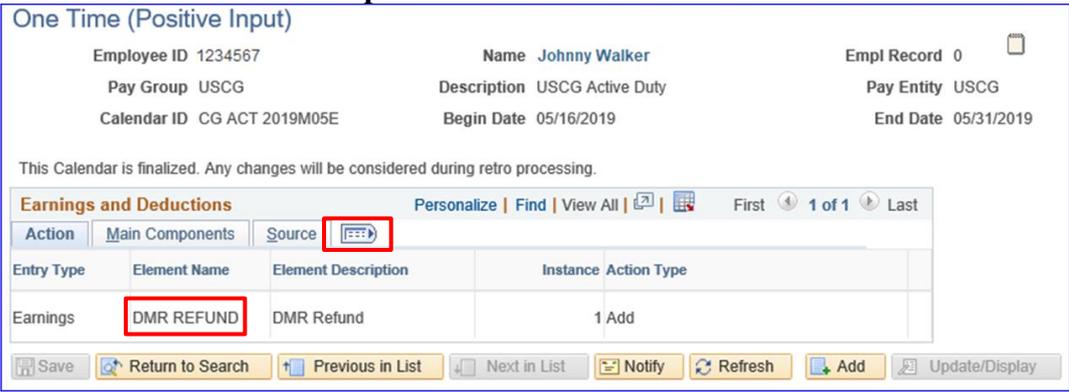
Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
6	Click the **Details** icon. One Time (Positive Input) Employee ID 1234567 Name Johnny Walker Empl Record 0 Pay Group USCG Description USCG Active Duty Pay Entity USCG Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019 This Calendar is finalized. Any changes will be considered during retro processing. **Earnings and Deductions** Personalize | Find | View All | First 1 of 1 Last Entry Type | Element Name | Element Description | Instance | Action Type | Unit | Rate | Amount | Currency Code | Details | Updated By User | Last Update Date/Time | Batch Code Earnings | DMR REFUND | DMR Refund | 1 | Add | | | | USD | ✓ | 7654321 | 05/16/2019 3:11:54PM | Save | Return to Search | Previous in List | Next in List | Notify | Refresh Add | Update/Display
7	In this example, OTPI details indicate the member was refunded 15 missed meals for End-month May 2019. One Time (Positive Input) Positive Input - Details Employee ID 1234567 Name **Johnny Walker** Empl Record 000 Pay Group USCG Description USCG Active Duty Calendar ID CG ACT 2019M05E Begin Date 05/16/2019 End Date 05/31/2019 Element DMR REFUND Element Name DMR Refund Instance 001 **Specify Values OR Elements** Unit Value Unit Element Rate Value Rate Element Base Value Base Element Percent Value Percent Element Currency Amount Value Amount Element USD Begin Date End Date **Absence Dates** Absence Begin Date Absence End Date Period Begin Date Period End Date **Other Data** Batch Code Description of PI **Supporting &Element Overrides** Business Unit ENLCG **Number of Meals** #Breakfast - DMR Refund 5.000000 #Lunches - DMR Refund 5.000000 #Dinners - DMR Refund 5.000000 OK | Cancel | Refresh
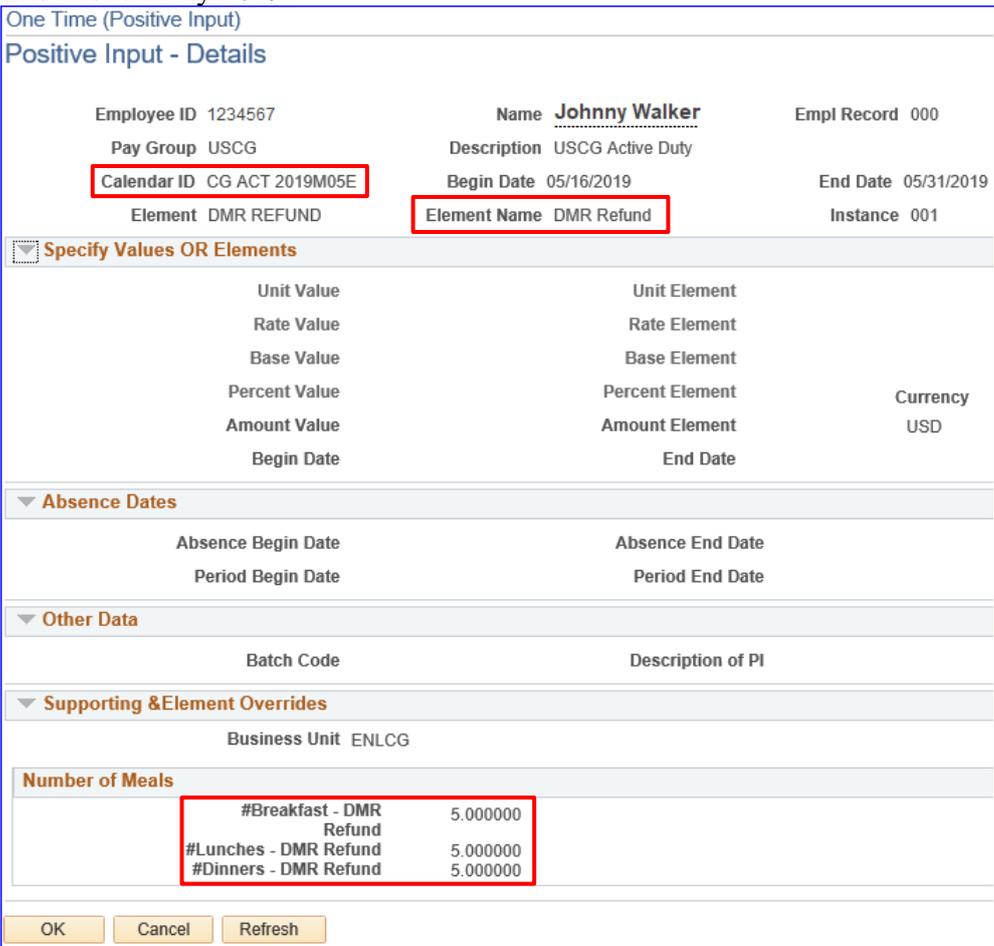
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Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
8	To review the OTPI, click on the **Pay Processing Shortcuts** tile.
9	The **Element Assignment By Payee** option will automatically display.

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
10	Enter the member's **Empl ID** and click **Search**.

Element Assignment By Payee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	1234567
Empl Record	= ▾	
Name	begins with ▾	
Last Name	begins with ▾	
Second Last Name	begins with ▾	
Alternate Character Name	begins with ▾	
Middle Name	begins with ▾	
Business Unit	begins with ▾	
Department Set ID	begins with ▾	🔍
Department	begins with ▾	🔍

☐ Case Sensitive

Search   Clear   Basic Search 🗐 Save Search Criteria

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
11	A list of the member's EABP rows will display. All RMMs will display with an Element Name of DMR Refund. Scroll through the list and select the appropriate DMR Refund row.

Identifying Previously Submitted RMM Requests, Continued

Procedures,
continued

Step	Action
12	In this example, Element Details indicate the member was refunded for 48 missed meals for March 16-31, 2019.

Basic Allowance for Subsistence (BAS) Info Sheets

Info Sheet #1   **Provided by CG-1332, Compensation Division**

Basic Allowance for Subsistence (BAS):

Issue: The Coast Guard Pay Manual, Chapter 3, Section A, provides information and policy on officer BAS (OFF BAS) and enlisted BAS (ENL BAS).

Background: Per title 37 USC 402, all members entitled to Basic Pay are concurrently entitled to BAS and the tax-free allowance is intended to partially offset members' meals costs. This allowance is based in the historic origins of the military in which enlisted personnel were provided quarters and rations in-kind as part of a member's pay. Officers historically provided their own subsistence. Members not entitled to BAS include:

a. Recruits attending basic military training (BMT).

b. Members attending officer training (Officer Candidate School, Officer Training School) or Reserve Officer Candidate Indoctrination (ROCI) who do <u>not</u> have continuous prior active duty or reserve enlisted service [Enlisted members (active or reserve) with <u>no</u> break in service prior to assignment to OCS or ROCI are entitled to receive ENL BAS and will be charged for meals at the discount meal rate while at OCS.]

c. In an excess leave status.

d. In an absent without leave status, unless the absence is excused as unavoidable.

e. On approved educational leave of absence not to exceed two years.

f. Serving a court-martial sentence that includes an approved (by the convening authority) forfeiture of pay and allowances.

g. Cadets (who are not entitled to Basic Pay but may be paid a commuted ration amount when not furnished rations by a government dining facility).

Discussion: Personnel must pay for any government-provided meals they consume – at the Coast Guard Standard Meal Rate (CGSMR), if directed to use the available government dining facility. Cadets, recruits, & prisoners are the only members subsisted at government expense without charge. It is CG policy that enlisted personnel assigned to sea duty (permanent or TDY) or to a Class A School be charged the calendar year 2016 CGSMR (currently $11.85/day) by direct offset from each member's pay account for all periods of duty, including liberty. The daily CGSMR is not charged to enlisted crew members or Class A School students when they are on leave, TDY, hospitalized, or authorized excused absence away from their vessel/unit. BAS is not intended to offset the costs of meals for family members. Officers are required to pay cash for meals obtained in a Government mess and are not subject to mandatory CGSMR deductions when subsisting out of a government dining facility.

Effective 1 May 2015 the Coast Guard received delegated authority from the Department of Homeland Security (DHS) Secretary to set meal rates. The Food Service Program (FSP) has worked with COMDT (CG-0944) to examine and analyze various patron groups authorized to subsist in the CGDF.

Basic Allowance for Subsistence (BAS) Info Sheets, Continued

The Commandant has established a CG Standard Meal Rate (CGSMR) that covers food costs and a CG Full Meal Rate (CGFMR) that covers food costs and operating expenses.

Rate Payable. See web site: http://militarypay.defense.gov/PAY/ALLOWANCES/bas.aspx

Because BAS is intended to provide for the service members' subsistence, rates are linked to the price of food. BAS rates are annually adjusted by DoD based upon the increase of the price of food as measured by the USDA food cost index. Annual BAS increases are not linked to Basic Pay increases. The CGSMR is adjusted annually by COMDT (CG-0944) and has no connection to BAS rates.

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Basic Allowance for Subsistence (BAS) Info Sheets, Continued

Info Sheet #2   **Provided by Military Accounts Support (MAS) Branch, Pay and Personnel Center (PPC), Topeka**

Basic Allowance for Subsistence (BAS) and Payment for Government-Provided Meals:

Prior to the legislative reform of BAS under title 37 U.S. Code §402, enlisted members were subsisted "inkind" - meaning they were furnished meals (rations) at a dining facility at no charge and if Rations-in-Kind (RIK) were not provided or available, a subsistence allowance was paid to them. In other words, prior to BAS reform, enlisted members were normally provided meals without charge by their unit dining facility/galley as part of their basic compensation plan. In certain cases, commanding officers could authorize a number of enlisted personnel to "mess separately" and receive a cash allowance (Separate Rations – SEPRATS) in lieu of RIK. At duty stations that did not have an appropriated fund dining facility, enlisted personnel were authorized a monthly subsistence allowance called Regular BAS (REGBAS). Members in receipt of SEPRATS or REG-BAS had to pay for any government-provided meals they consumed. Officers then and now are not authorized RIK but have always been entitled to BAS and have always had to pay for the government-furnished meals they consumed.

In 2000 Congress amended title 37 U.S. Code §402 so that all service members (officers & enlisted personnel that have completed Basic Training) entitled to Basic Pay are concurrently entitled to BAS, including reservists on active duty for training. Also, Federal law (title 37 U.S. Code §1011), requires that any Uniformed Service member in receipt of any subsistence allowance or meal per diem must pay for government-provided meals from an appropriated fund dining facility according to prices established by the Secretary concerned (in the Coast Guard's case, our galleys charge prices set under the authority of the Secretary of DHS). Since the Service must collect payment for meals provided by Coast Guard galleys, it is the Service's option as to how meal charges are collected. In most shore-based galleys, charges for meals are collected at the door or, if authorized, accumulated under an Individual Credit Account (ICA) which must be paid in-full to the unit Food Service Officer each month. Because they are not authorized BAS, cadets, non-prior service officer candidates, and enlisted recruits undergoing Basic Training are the only members authorized to be provided meals by Coast Guard dining facilities or galleys without charge to the patron. In certain assignments, such as sea duty aboard cutters with established galleys or at Coast Guard Class A Schools, use of the cutter or training center galley is deemed mandatory and payment for meals is accomplished by an automatic daily meal rate deduction directly from enlisted members' pay accounts. For members subject to automatic pay account deductions for meals, meal charges are refunded to these members for days when they are placed on leave or on temporary duty away from their units. It is an unfortunate, but common, misconception that enlisted members lose their BAS when assigned to sea duty or Class A Schools. As previously stated, all enlisted members entitled to Basic Pay are, after completion of Basic Training, entitled to BAS.

Basic Allowance for Subsistence (BAS) Info Sheets, Continued

This can be verified by checking one's pay/allowance credits on their Statements of Semi-Monthly Income – all active duty officers and post-Basic Training enlisted personnel receive their full monthly BAS along with their Basic Pay. In cases where enlisted members are assigned to sea duty (with established galleys) or Class A School, a deduction should be posted on their Statements of Semi-Monthly Income showing deductions for payment of meals while at their units (posted under Deductions as "Discount Meal RA"). Unit Servicing Personnel Offices (SPOs) are responsible for starting and stopping automatic meal charge deductions, but as in all pay matters, it is ultimately individual member's responsibility to verify the correctness of their pay accounts, including payment for meals provided by the Coast Guard.

In short, the forgoing can be described by two simple rules:
- Rule 1: Everyone who gets Basic Pay gets BAS.
- Rule 2: If you consume a government-provided meal, you must pay for it.