



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS, CALIFORNIA 92278-8200

BnO 10110.1G
HQBN
7 May 18

BATTALION ORDER 10110.1G

From: Commanding Officer
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE

Ref: (a) DoDFMR Vol 7A Chap 25
(b) MCO 10110.47A
(c) CCO 10110.13

Encl: (1) List of Billets authorized for Basic Allowance for Subsistence (BAS)
(2) Sample NAVMC 10274 - Request for Basic Allowance for Subsistence
(3) NAVMC 10522 - Commuted Rations Action

1. Situation. To promulgate policy for administering the authorization of Basic Allowance for Subsistence for enlisted Marines assigned to Headquarters Battalion (HQBN).

2. Cancellation. BnO 10110.1F.

3. Mission. To issue policy for the management, operation, and administration of Basic Allowance for Subsistence (BAS) for enlisted personnel assigned to HQBN. Beginning immediately, all Marines assigned to HQBN who do not meet the requirements per the references and this Order will not be authorized BAS. This will be done in order to promote mess hall usage, to prevent unqualified BAS authorization, and to improve the nutrition and personal financial management of individual Marines. Strict compliance with the references will be adhered to.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines are and always have been the stewards of taxpayer's dollars. We do more with less, especially in this era of strict budgetary scrutiny. The entitlement to BAS cannot be considered a reward for quality performance, nor can it be authorized on the basis of personal convenience.

(2) Concept of Operations

(a) This Order will be utilized to clarify the local policy for authorizing the full rate of BAS for enlisted members of HQBN.

(b) Requests for BAS meeting one of the categories listed in enclosure (1) of reference (b) are authorized. Additionally, requests for BAS under the following circumstances are authorized:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

1. Members who are routinely in a Temporary Additional Duty status more than 60 percent of the time per month.

2. Members who are assigned continual shift work and a mess hall is not available to accommodate their schedule. To qualify, the members' work schedule would cause them to miss more than 30 percent of meals in the mess hall.

3. Staff Sergeants who are not automatically authorized to mess separately; the uniqueness of their specialized supervisory responsibilities permits requests to use this reason as justification, on an individual basis, for authorization to mess separately.

4. Members with their regular work site/location away from mainside (i.e. Camp Wilson, rifle/ pistol range, BEARMAT, Hazardous Waste Management Branch, and the Center Magazine Area). The distance between the work site and mess hall makes it impractical for members to obtain meals in an expeditious manner.

b. Subordinate Element Missions

(1) Company Commanders. Supervise this program and provide oversight to ensure unauthorized Marines do not receive BAS and the organizations listed herein do indeed rate this allowance.

(2) Platoon Commanders

(a) Ensure that requests for BAS are routed in a timely fashion. Backdating over two months for authorizing entitlement is not authorized.

(b) Instruct Marines that it is their responsibility to terminate BAS if they transfer to an organization not listed on enclosure (1).

(3) Battalion S-1. Review entitlement for BAS semi-annually to ensure that the basis for the allowance has not changed.

(4) IPAC. For inspection purposes, all NAVMC 10522 forms [enclosure (3)] originated at the IPAC will be maintained at the IPAC.

c. Coordinating Instructions

(1) Personnel requesting Basic Allowance for Subsistence will submit the Commuted Rations Action Form, NAVMC 10522 via the chain of command. If approved, the original will be given to the member and a copy of NAVMC 10522 and the meal card will be provided to the Installation Personnel Administration Center (IPAC) for proper reporting of the stop discount meal rate deduction. The member must surrender his/ her meal card to the IPAC, as applicable (the start date for commuted rations will be the date the card is surrendered to the IPAC). If a Marine falls into an authorized category within this Order or Marine Corps Order, then the IPAC will complete the NAVMC 10522 upon member's surrendering of the meal card, and the member will provide a copy to his/her S-1.

(2) Personnel requesting commuted rations for other reasons not listed above must submit an Administrative Action Form, NAVMC 10274, to the Commanding General, MAGTFTC, MCAGCC (Attn: ISD), via their chain of command.

The Assistant Chief of Staff, Installation Support is authorized to approve or disapprove all special commuted requests on my behalf.

5. Administration and Logistics

a. Administration. Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed online via the HQ Battalion homepage at <http://www.29palms.marines.mil/Units/HeadquartersBattalion.aspx>.

b. Logistics. All applicable forms can be obtained from the Naval Forms Online website at <http://navalforms.documentservices.dla.mil/web/public/home>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

6. Command and Signal

a. Command. This Order is applicable to all active duty Marines assigned to HQ Battalion.

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



M. T. CABLE

DISTRIBUTION: A

Copy to:
Director, IPAC

Sections and Billets Authorized for BAS

<u>Plt</u>	<u>Section</u>	<u>Description</u>	<u>Note</u>
MIAS	APMO	Provost Marshal's Office	1
ASJA	ASJA	Court Reporters	4
COMM	COMM	Tactical Communicators	5
TTS1	TTS1	TTECG Admin Section	3, 4
TTS2	TTS2	TTECG Intel Training Section	3, 4
TTS4	TTS4	TTECG Logistics Operations Section	3, 4
TTS6	TTS6	TTECG C2 Systems Training Section	3, 4
TT31	TT31	TTECG Maneuver Section	3, 4
TT22	TT22	TTECG Fire Support Training Section	3, 4
TT14	TT14	TTECG Aviation Training Section	3, 4
TT25	TT25	TTECG Role Player Section	3, 4
TT26	TT26	TTECG Spectrum Warfare Team	3, 4
TT45	TT45	TTECG Armor Team	3, 4
TT13	TT13	TTECG Combat Engineer Team	3, 4
TTMT	TTMT	TTECG Motor Transport Section	3, 4
TT41	TT41	TTECG Logistics Training Section	3, 4
ACLD	ACMA	Center Magazine Area	2
MCCS	AMSP	Training Tank Personnel	1, 4
MCCS	MCCS	Camp Wilson PX	1, 2, 4, 5
BEOD	BEOD	Ordnance Technicians	1
BMTU	BMTU	Marksmanship Training Unit	2, 4
BROP	BROP	BEARMAT/Range Control	1
BRTM	BRTM	Range/Training Areas Maintenance Section	1, 2

Notes:

1. Section conducts shift work.
2. Select sections that work in a secured area or away from mainside.
3. During Integrated Training Exercise periods only.
4. Select sections that have unusual working hours due to mission op tempo.
5. Select sections assigned to Camp Wilson.

Please review Privacy Act Statement on Page 3

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

FOUD - Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO. 10110
3. DATE 2018-04-30	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) Cpl, Im A. Marine, EDIPI/5811 USMC	5. ORGANIZATION AND STATION (Complete address) Commanding Officer Headquarters Battalion MAGTFTC, MCAGCC Box 788200 Twentynine Palms, CA 92278
6. VIA (As required) (1) OIC, Section (3) CO, HQBn (2) Co Commander, Co A	

7. Commanding General Attn: ISD MAGTFTC, MCAGCC TO: Twentynine Palms, CA 92278	8. NATURE OF ACTION/SUBJECT REQUEST FOR BASIC ALLOWANCE FOR SUBSISTENCE (BAS)
	9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable) (a) CCO 10110.13 (b) BNO 10110.1G	11. ENCLOSURES (if any) (1) NAVMC 10522
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12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of orginator and sign 3 lines below text)

1. In accordance with references (a) and (b), I request authorization to receive BAS. The reason for my request is as follows:

a.

2. I understand that this request will be considered on a case by case basis according to the guidance contained in the references. Enclosure (1) is submitted as required.

3. I understand that BAS will not begin until approval has been granted and my meal card surrendered to the Installation Personnel Administration Center. I also understand that BAS may be terminated at any time to support the economic operation of MCAGCC mess halls, for good and sufficient cause or upon my request.

I. A. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

FOR OFFICIAL USE ONLY

ENCLOSURE (2)

COMMUTED RATIONS ACTION (10110)

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

DATE 2018 04 30

SECTION I - APPLICATION OF MEMBER

FROM: <u>Cpl</u>	<u>Im A. Marine</u>	<u>EDIPI</u>	<u>USMC</u>
Grade	Name	Social Security No.	Branch of Service, Organization

TO: COMMANDING OFFICER, Headquarters Battalion

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 2018 04 30

FROM: COMMANDING OFFICER, Headquarters Battalion

TO: Cpl Im A. Marine EDIPI/5811 USMC

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