



UNITED STATES MARINE CORPS  
HEADQUARTERS BATTALION  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788200  
TWENTYNINE PALMS CA 92278-8200

BnO 10110.1H Ch 1  
HQBN  
25 Feb 22

BATTALION ORDER 10110.1H CH 1

From: Commanding Officer  
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE

1. Situation. To promulgate policy for administering the authorization of Basic Allowance for Subsistence for enlisted Marines assigned to Headquarters Battalion (HQBN).
2. 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.
3. Execution. Add the following section and billet to enclosure (1) of the basic order.

<u>Plt</u>	<u>Section</u>	<u>Description</u>	<u>Note</u>
BESD	AGS	Aviation Ground Support Detachment	3

4. Summary of Change. Enclosure (1) has been updated to accurately reflect the sections and billets within Headquarters Battalion that are authorized to receive Basic Allowance for Subsistence in accordance with the references.

6. Filing Instructions. File this change transmittal page in front of the original Order.

  
A. J. MARTINEZ

DISTRIBUTION: A

Copy to:  
Director, IPAC

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BnO 10110.1H  
HQBN  
22 Feb 22

BATTALION ORDER 10110.1H

From: Commanding Officer  
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE

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

Encl: (1) List of Billets authorized for Basic Allowance for Subsistence  
(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 10110.1G.

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:

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

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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 Tasks

(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). Per reference (b), if a Marine falls into an authorized category within this Order or Marine Corps Order, then a NAVMC 10522 is not required.

(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 HQBN homepage [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTFTC\\_HQBN](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_HQBN).

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 HQBN.

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

  
A. J. MARTINEZ

DISTRIBUTION: A

Copy to:  
Director, IPAC

Sections and Billets Authorized for BAS

<u>Plt</u>	<u>Section</u>	<u>Description</u>	<u>Note</u>
ACGS	CGSS	Driver	3
ACGS	CGS1	Administrative Specialist	3
APMO	APMO	Provost's Marshal's Office	1
LSST	ACRS	Court Reporters	3
LSST	ATSO	Trial Services Office	3
GOEA	CMST	Combat Camera	3
ACLD	ACMA	Center Magazine Area	2
INSP	CCWP	Combat Center Working Party	2,3
INSP	MCCS	Camp Wilson PX	1,2,3,4
INSP	MCCS	Training Tank Personnel	1,3
COMM	COMM	Tactical Communicators	5
MGTF	BEOD	Ordnance Technicians	1
MGTF	BMTU	Marksmanship Training Unit	2,3
MGTF	BEAR	BEARMAT/Range Control	1
MGTF	RTAM	Range/Training Areas Maintenance Section	1,2
TECG	TTS1	TTECG Admin Section	3
TECG	TTS2	TTECG Intel Training Section	3
TECG	TTS3	TTECG Operations Section	3
TECG	TTS4	TTECG Supply Section	3
TECG	TTS6	TTECG C2 Systems Training Section	3
TECG	TT31	TTECG Maneuver Section	3
TECG	TT22	TTECG Fire Support Training Section	3
TECG	TT14	TTECG Aviation Training Section	3
TECG	TT25	TTECG Role Player Section	3
TECG	TT41	TTECG Logistics Training Section	3
TECG	TTMT	TTECG Motor Transport Section	3

Notes:

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

**ADMINISTRATIVE ACTION (5216)**

**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 10110
3. DATE 2022 02 22	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  RANK FIRST M. LAST 1234567890/0111 USMC	5. ORGANIZATION AND STATION (Complete address) HQBN MCAGCC PO BOX 788200 TWENTYNINE PALMS CA 92278-8200
6. VIA (As required) (1) COMPANY COMMANDER	

7.  <b>TO:</b> [ COMMANDING OFFICER, HQBN MARINE AIR GROUND TASK FORCE TRAINING COMMAND MARINE CORPS AIR GROUND COMBAT CENTER BOX 788200 TWENTYNINE PALMS, CA 92278-8200 ]	8. NATURE OF ACTION/SUBJECT REQUEST FOR COMRATS ALLOWANCE
	9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)  (a) MCO 10110.47A (b) CCO 10110.13B	11. ENCLOSURES (if any)  (1) SUPPORTING DOCS
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12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

- I respectfully request to receive commuted rations in accordance with reference (a): EXCEPTION.
- ADDITIONAL DETAILS PERTAINING TO EXCEPTION.
- The point of contact for this matter is RANK LAST at PHONE OR EMAIL.

F. M. LAST

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

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**ENCLOSURE (2)**

