



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 10110.1J
HQBN

BATTALION ORDER 10110.1J

From: Commanding Officer
To: Distribution List

Subj: BASIC ALLOWANCE FOR SUBSISTENCE

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

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

1. Situation. To determine when enlisted Marines assigned to Headquarters (HQ) Battalion are authorized to receive Basic Allowance Subsistence (BAS).

2. Cancellation. BnO 10110.I.

3. Mission. Beginning immediately, all Marines assigned to Headquarters Battalion (HQBN) who do not meet the requirements in the references will not be authorized BAS. This will be done in order to promote chow hall usage, to prevent unqualified BAS authorization, and to improve the nutrition and personal financial management of individual Marines. We will strictly comply with references (b) and (c).

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. Per references (b) and (c), BAS authorization will be granted if the Marine's place of duty is greater than 30 minutes from the nearest chow hall, i.e., Camp Wilson, the Marine's assigned duties or unusual work hours prevent them from eating 30% of their meals at the chow hall, or if they are in a Temporary Additional Duty status for more than 60% of the month. Staff Sergeants and below who reside with dependents are authorized to mess separately. The uniqueness of specialized supervisory responsibilities may be considered in authorizing BAS to Staff Sergeants who are not otherwise entitled to mess separately.

b. Subordinate Element Missions

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(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) Directorate OICs.

(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 annually to ensure that the basis for the allowance has not changed.

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

a. The Director, Deputy Director, Command Support Officer-in-Charge (OIC) and Inbound OIC are authorized to sign by direction on all NAVMC 10522 originated at the IPAC.

c. Coordinating Instructions. Requests for BAS will be submitted to the Battalion Commander via the Directorate OICs and Company Commanders. Utilize enclosure (2) when submitting requests for BAS. It is the Marine's responsibility to terminate BAS if he or she transfers to an organization that is not on the approved authorization list per the enclosure.

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. Omitted.

6. Command and Signal

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

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

N. M. ROLLINS

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 Marshal's Office (Shifts 1,2,3,4)	1
APMO	AID	Accident Investigation Division	1
APMO	SRT	Special Reaction Team	1
APMO	MWD	Military Working Dog Section	1
APMO	CID	Criminal Investigation Division	1,3
LSST	CRS	Court Reporters	3
LSST	TSO	Trial Services Office	3
LSST	DSO	Defense Services Office	3
LSST	OSTC	Office of Special Trial Counsel	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
INSP	NREA	Natural Resources and Environmental Affairs	2
INSP	MCCS	Semper Fit Fitness Specialist	1
COMM	COMM	Tactical Communicators	4
COMM	SCIF	Sensitive Compartmented Information Facility	3
MGTF	BEOD	Ordnance Technicians	1
HQBN	MTU	Marksmanship Training Unit	2,3
MGTF	BEAR	BEARMAT/Range Control	1
MGTF	RTAM	Range/Training Areas Maintenance Section	1,2
TECG		TTECG	3,4
BESD	AGS	Aviation Ground Support Detachment	2,3,4
BESD	ELCC	Exercise Logistics Coordination Center	2,3,4

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.

AEM Designer 6.5

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.

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.

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 _____