



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 10110.2P
ADJ

19 OCT 2021

AIR STATION ORDER 10110.2P

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

Subj: ADMINISTRATION OF BASIC ALLOWANCE FOR SUBSISTENCE

Ref: (a) DoDFMR 7000.14-R
(b) MCO 10110.14M

Encl: (1) Command Checklist for BAS Approval
(2) Commuted Rations Action (COMRATS) NAVMC 10522 Form

1. Situation. The Commanding Officer (CO), Marine Corps Air Station, Cherry Point (MCAS CHERPT) has the authority to regulate the number of Marines that attend the chow hall in order to ensure its viability aboard the Installation. In certain situations it may become necessary for a Marine to receive Basic Allowance for Subsistence (BAS) due to operational commitments that preclude their attendance in the chow hall during normal chow hours. This order promulgates standard procedures for the administration of requests to subsist separately and receive the full standard rate of BAS for enlisted personnel aboard MCAS CHERPT, in accordance with the references.

2. Cancellation. ASO 10110.2N.

3. Mission. Reference (a) sets forth authority for enlisted members to subsist separately and receive full standard rate of BAS. The Commanding Officer, MCAS CHERPT, retains approval authority of all requests to subsist separately. The Station Adjutant is delegated specific authority as a designated representative to approve or deny such requests. In the absence of the Adjutant, the Deputy Director of Manpower will approve or deny requests.

4. Execution. Entitlement to the full standard rate of BAS commences on the date and hour a Commuted Rations Action Form (NAVMC 10522) is approved and returned to the Installation Personnel Administration Center (IPAC). Authorizations cannot cover retroactive periods. An administrative oversight and/or failures throughout the routing chain of command are not justification for retroactive payment of the full standard rate of BAS.

a. Tasks

(1) Requesting Marine

(a) All requests will be made on an individual basis, no group requests will be entertained.

(b) Requests will be made utilizing the standard NAVMC 10274, Administrative Action Form. Enclosure (1) to this order must be included as part of the request.

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

(c) Requests to mess separately must contain the following:

1. Reason for Request.
2. Estimated percentage of meals missed in the chow hall.
3. When the reason for the request is due to unique qualifications or Military Occupational Specialty (MOS) duties that cannot be completed by other personnel, a copy of qualifications must be provided. Additionally, this information should be accompanied by the projected termination date (a date in the future when the manning/staffing/training issue will be resolved).
4. All requests made noting specific religious preference must be endorsed by the Station Food Service Office and Chaplain.
5. All requests made noting specific medical necessity must be endorsed by the Primary Care Physician and Station Food Service Office.
6. All request made noting non-religious or non-medical meal preferences (vegan, paleo, etc.) must be routed through the Station Food Service Office and a Registered Dietician at the Naval Health Clinic. The chow hall can support a vegetarian diet.

(d) Packages can be resubmitted after disapproval, however, they must include new information not contained in the original request. Packages containing no new information will be returned without action.

(2) Commanding Officers

(a) In order to provide more flexibility to commands with continual shift work and unpredictable working schedules, each squadron will be authorized no more than ten mission-critical Marines or Sailors to subsist separately. These request must be routed to the CO, MCAS CHERPT for final approval and appropriate record keeping. Each applicant must retain a key qualification (Collateral Duty Inspector, Collateral Duty Quality Assurance Representative, etc.) in order to maintain eligibility for full standard rate BAS. All requests to subsist separately must be accompanied by adequate justification and favorable endorsement through the chain of command. BAS requests must be submitted individually, no group requests will be entertained. No more than ten percent of the Station's eligible personnel will be approved to subsist separately at any time.

(b) Notify the Station Adjutant and IPAC when the necessity for BAS is terminated (change in working hours, receipt of orders, etc.) and the entitlement will be stopped.

(3) Station Adjutant

(a) Maintain an up-to-date roster of personnel (E-5 and below, with no dependents, residing in the barracks) who are approved for BAS.

(b) Conduct a quarterly screening of approved personnel to ensure no more than ten percent of the Installation's personnel are approved for BAS at any time.

(4) Station Chaplain. Must review and submit an enclosure letter to the package for any request made noting specific religious restrictions.

(5) Station Food Service Technician. Must review and submit an enclosure letter to the package for any request annotating specific medically/religiously restricted diets making specific note of whether or not these restrictions can be adequately accommodated at the dining facility.

(6) Installation Personnel Administration Center. Upon receipt of an entire approval package signed by the CO, MCAS CHERPT or his designated representative, start appropriate BAS entitlement.

b. Coordinating Instructions

(1) Reporting Personnel. Personnel reporting to MCAS CHERPT for assignment to either MCAS CHERPT or Wing units, who are married and whose family members are located with them, will receive the full standard rate BAS. All E-6 and above will receive the full standard rate of BAS.

(2) Personnel Authorized Basic Allowance for Housing Own Right (BAH O/R). Authority to subsist separately and receive the full standard rate of BAS will be approved simultaneously.

(3) Personnel Residing in Barracks/Bachelor Housing

(a) Applications from these personnel will be submitted as an Administrative Action Form (NAVMC 10274) via the appropriate chain of command to the CO, MCAS CHERPT (2d Marine Aircraft Wing (2d MAW) units will submit packages via CG, 2d MAW). Such requests must include justification for the request. As a matter of policy, request will not normally be approved without strong justification. COs will make a recommendation on each request.

(b) For clarification, requests made for dietary preference (vegetarian, vegan, body building, and fitness) will not normally be approved. The menus offered by the MCAS CHERPT dining facility are considered sufficient for the needs of vegetarians and those on special diets (e.g., low sodium, low cholesterol, lactose intolerance, pregnancy, paleo, etc.) Exceptions will be made for specific religious observances or for medically certified dietary restrictions. When a request to subsist separately is made due to religious restrictions, the request must be routed through the Station Chaplain for endorsement. When a request to subsist separately is made due to medical reasons, a letter from the primary care manager annotating the specific dietary need must accompany the request. Further, these requests must be routed through the Station Food Service Office to certify the restrictions cannot be properly adhered to through appropriate messing in the dining facility.

(4) Exception to Policy. The installation commander has authorized personnel filling certain Fleet Assistance Program (FAP) billets to subsist separately. Personnel authorized to subsist separately based upon filling these billets must be assigned a billet identification code corresponding to the assigned billet in the Marine Corps Total Force System (MCTFS). Personnel removed from these billets must immediately report to IPAC to have full standard rate of BAS revoked.

(a) Marines assigned or attached to the following billets within Headquarters and Headquarters Squadron, MCAS Cherry Point:

1. Aircraft Rescue and Firefighting (MOS 7011 and 7051)
2. Air Traffic Controller and Air Traffic Controller Trainee (MOS 7251 and 7257 or BMOS 7253 and 7254).
3. Air Traffic Control Maintenance (MOS 5951, 5952, 5953, and 5954).

4. Qualified 7041 supervisors assigned to 24 hour shifts.
5. Qualified forecasters holding MOS 6842 and working in Meteorology and Oceanography (METOC).
6. Station Fuels (MOS 1391).
7. Visiting Aircraft Line (VAL).
8. Rifle Range.
9. Security and Emergency Services (MOS 58XX or BMOS 8151).
10. Atlantic Field NCOIC and SNCOIC (BMOS 8014 and 8911).
11. Armorers (MOS 2111) (custodians will not fall into this category).

(b) Marines assigned or attached to 2d Marine Aircraft Wing filling the following billets:

1. 2d Marine Aircraft Wing Band (MOS 55XX).
2. Aircraft Rescue and Firefighting (ARFF) assigned to Bogue Field (MOS 7011 and 7051). Participating units must submit monthly roster to IPAC validating ARFF personnel assigned to Bogue Field.
3. Marine Aerial Refueler Transport Squadron 252 (VMGR-252) Flight Engineer, Loadmaster or Loadmaster Student (MOS 6276, and 8972).
4. F402 Test Cell Facility personnel assigned to Marine Aviation Logistics Squadron 14.

(c) Marines assigned or attached to Combat Logistics Company 21 filling billets at the Aerial Port of Embarkation (APOE) (MOS 3112, 1345 or 04XX).

(d) Marines assigned or attached to Marine Aircraft Group 14 at the KC-130J Fleet Replacement Detachment (KC-130J FRD) (MOS 6276, and 8972).

(5) Restrictions. BAS is not to be used as a morale entitlement and reference to the Marine's work performance will not be considered during the approval process. Authorization for BAS shall not be determined solely on the basis of marital status, dependency, residence, or location. Each application shall be considered based on its own circumstances.

5. Administration and Logistics. Approved requests to subsist separately and receive the full standard rate of BAS will remain in effect in accordance with reference (a) until revoked for cause or a change in status occurs such as:

- a. Change in marital and/or residence status which enables the member to be "present for rations."
- b. Permanent Change of Station/Assignment Orders.
- c. Change of duty or work status which enables the member to be "present for rations."

d. Incarceration.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point and its subordinated and supported commands.

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



M. R. HUBER

DISTRIBUTION: A

COMMAND CHECKLIST FOR BAS APPROVAL

RANK/NAME/EDIPI/MOS: _____

UNIT: _____

REASON FOR REQUEST: _____

MEAL CARD NUMBER/PERCENTAGE OF MISSED MEALS: _____

CHECKLIST ITEMS:

☐

If request is due to dietary restriction, enclose a letter of concurrence from medical and the Mess chief.

☐

If request is due to religious restriction, enclose letters of concurrence from the Chaplain and the Mess Chief.

☐

If request is due to unusual working hours, certify that there are no Marines available to execute duties during chowhall hours.

☐

If request is due to qualifications, attach qualification documentation.

☐

If request is due to non-religious/non-medical dietary preference, attach a letter of concurrence from the Mess Chief.

☐

Commanding Officer certification that there are no more than 10 Marines receiving BAS.

Signature of Unit Commanding Officer

CO's printed name and contact info

COMMUTED RATIONS ACTION (10110)

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

DATE _____

SECTION I - APPLICATION OF MEMBER

FROM:

Grade	Name	Social Security No.	Branch of Service, Organization
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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, MCAS CHERRY POINT, NC PSC BOX 8004

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

Adobe Designer 8.0

Encl (2)