



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

10110  
CO

FEB 15 2024

AIR STATION ORDER 10110.2S ADMINISTRATIVE CHANGE 1

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

Subj: ADMINISTRATION OF BASIC ALLOWANCE FOR SUBSISTENCE

1. Situation. To provide updated policy and procedural guidance for the administration of Basic Allowance for Subsistence.
2. Cancellation. ASO 10110.2S
3. Mission. To implement changes to the Order.
4. Execution. Changes to the order as follows:
  - a. Page 4, Paragraph 4.b.(4)(a) to add Paragraph 4.b.(4)(a)12 to include 7011, Expeditionary Airfield System Technician, Military Occupational Specialty.
  - b. Page 4, Paragraph 4.b.(4)(a) to add Paragraph 4.b.(4)(a)13 to include 2336, Marine Explosive Ordnance Disposal Technician, Military Occupational Specialty.
5. Administration and Logistics. Approved requests to subsist separately and receive the full standard rate of Basic Allowance for Subsistence will remain in effect in accordance with DoDFMR 7000.14-R or until revoked for cause listed in ASO 10110.2S.
6. Command and Signal
  - a. Command. This Order is applicable to MCAS CHERPT and its tenant commands.
  - b. Signal. This Order is effective the date signed.

  
B. C. BURKS

DISTRIBUTION: A



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

ASO 10110.2S  
CO  
5 OCT 2023

AIR STATION ORDER 10110.2S

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 10110.47A

Encl: (1) 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 10110.2R.

3. Mission. Reference (a) sets forth authority for enlisted members to subsist separately and receive full standard rate of BAS. The first O-6-level Commander in a Marine or sailor's chain of command is hereby delegated approval authority of requests to subsist separately.

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 Regional Personnel Administration Center (RPAC). 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 must 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, and NAVMC 10522, enclosure (1), of this order must be included as part of the request.

(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) Appeal packages may 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. Appeal packages will be submitted to CO, MCAS CHERPT for decision.

(2) Commanding Officers

(a) 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.

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

(c) Any exception to policy requests must be forwarded to CO, MCAS CHERPT for final approval.

(3) Command Chaplain. Review and submit an enclosure letter to the package for any request made noting specific religious restrictions.

(4) Station Food Service Technician. 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.

(5) Regional Personnel Administration Center. Upon receipt of an approved package signed by the first O-6 commander in the chain of command or 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 will be submitted via the appropriate chain of command to the first O-6 commander in the chain of command or designated representative. Such requests must include justification for the request. As a matter of policy, requests will not normally be approved without strong justification.

(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 Command 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 RPAC to have full standard rate of BAS revoked.

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

1. Aircraft Rescue and Firefighting (MOS 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)

12. Expeditionary Airfield System Technician (MOS 7011)

13. Marine Explosive Ordnance Disposal Technician (MOS 2336)

(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 RPAC 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.

5. Small Arms Repairer/Technician (MOS 2111).

(c) Marines assigned or attached to Combat Logistics Company 21 filling billets at the Aerial Port of Embarkation (APOE) (MOS 3152, 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. 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.



B. C. BURKS

DISTRIBUTION: A

**COMMUTED RATINGS 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.

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**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: \_\_\_\_\_  
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 II.

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