



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

JBPHHINST 4061.4E

JB00

12 Dec 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 4061.4E

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: PROCEDURES REQUESTING BASIC ALLOWANCE FOR SUBSISTENCE  
AND SUBSISTENCE FOR AFLOAT COMMANDS

Ref: (a) MILPERSMAN, Article 7220-180  
(b) DOD 7000.14-R, Volume 7A, MILITARY PAY POLICY AND  
PROCEDURES, ACTIVE DUTY AND RESERVE PAY

Encl: (1) Individual Request for Basic Allowance for  
Subsistence (BAS)  
(2) Commanding Officer Approval Letter for BAS  
(3) Request to subsist from Solver Dolphin Bistro Galley

1. Purpose. To establish the guidelines for requesting Basic Allowance for Subsistence and subsistence for afloat commands.

2. Cancellation. NAVSTAPEARLINST 4061.4D and 4061.1Y.

3. Background. References (a) and (b) authorize the Commander, Joint Base Pearl Harbor-Hickam (JBC) to approve requests for BAS. Prior to approval of request, the JBC shall consider the necessity to maintain a General Mess (galley), which can be operated efficiently with a reduced and/or varied patronage.

4. Discussion. As part of a continuing effort to operate efficiently and improve quality of life services provided by the galley, the following guidelines have been established per reference (a) to request/receive BAS.

a. The below personnel are authorized to receive BAS and must submit enclosure (1) through their chain of command.

(1) E5 and above.

(2) E1 and above who are residing with their dependents. This includes members married to members with no dependents, who reside together at the location of the permanent duty station.

(3) Members awaiting arrival of dependents and temporarily residing in the Bachelor Enlisted Quarters (BEQ).

(4) Single members receiving Basic Allowance Housing (BAH) without dependents, with proof of authorization to reside off base.

b. When:

(1) Established working/watch standing hours prevent or severely hamper a member from subsisting in the galley on a regular basis.

(2) The worksite location clearly hampers a member from subsisting in the galley.

(3) A single member consistently and routinely misses two or more meals a day, as per reference (a).

5. Procedures. Enlisted members, who meet the criteria as established by the guidelines in paragraph (4), must request authorization to receive BAS.

a. Members are responsible for delivering the BAS request and Common Access Card (Smart Card, if applicable) to Personnel Support Detachment Pearl Harbor (PSD Pearl Harbor), for processing. Delays in presenting the approve BAS request and Common Access Card will result in BAS entitlement loss, as the entitlements will not change until the Common Access Card is updated.

b. JBC authorizes the Regional Food Service Officer to sign "By direction" to approve request to receive BAS.

c. Once permission to receive BAS is granted, it is the responsibility of the member and the member's command to notify PSD Pearl Harbor immediately of any changes in the member's eligibility status, which may cause disqualification for BAS.

d. An authorization for BAS is canceled upon transfer, including transfer between tenant commands served by the same installation commander.

6. Action. PSD Pearl Harbor will issue Common Access Cards (CAC) on which the member's entitlement to receive BAS status

will be reflected. When changes occur to a member's entitlement, PSD Pearl Harbor must update the member's CAC.

7. Limitations. Authorization for BAS cannot cover retroactive periods, as per reference (b).

8. Procedures for requesting BAS for afloat commands.

Afloat commands are required to submit a request on letterhead to JBC (see enclosure (3)) at least ten working days prior to requested start date of BAS. The command's letter will be hand carried to the Regional Food Service Officer (RFSO). The RFSO will inform the submitting command when the letter is signed. If underway, request by message to JBPHH//NO/N92 and upon arrival to Pearl Harbor, confirm request via phone call at (808) 473-2519. It is the responsibility of the submitting command to pick up the letter and deliver it to PSD Pearl Harbor.

a. Afloat activities with approved BAS requests will contact PSD at least 48 hours prior to the start date of BAS. PSD will then send a representative to the vessel to update the Common Access Cards for BAS entitlements. All members who neglected to get the Common Access Card updated must report to PSD Pearl Harbor to have it updated. BAS entitlements are not effective until the Common Access Card has been changed regardless of approval date. **Retroactive BAS is not authorized.** At least 48 hours prior to the expiration of BAS entitlements, PSD Pearl Harbor should be notified to send a representative to the vessel to update the Common Access Cards. Members attempting to subsist in the galley without changing their card will be charged the full rate for meals until their Common Access Card is updated. BAS should normally start and end on a workday, failure to comply may result in overpayment.

(1) Per reference (a), BAS will not be granted based solely on the closure of a ship or submarine galley. Any ship or submarine subsisting for 30 days or less will normally not be granted BAS.

(2) For commands that are subsisting at the Navy Hawaii Regional Galleys in excess of 30 days, BAS may be granted to all E1 and above.

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9. Procedures for requesting to subsist for afloat commands

Afloat commands are required to submit a request on letterhead to JBC (see enclosure (3)) at least ten working days prior to requested start date to subsist. The command's letter will be hand carried to the RFSO, JBPHH. The RFSO will inform the submitting command when the letter is signed. If underway, request by message to JBPHH//N0/N92 and upon arrival Pearl Harbor, confirm request via phone call at (808)473-2519. The following will be provided: total number of personnel required to be subsisted, dates for which the service is requested and list of personnel on BAS and Ration in Kind (RIK).

a. Activities subsisting from the galley will provide TAD personnel to the galley, one rated Culinary Specialist (CS) for each 50 and one Food Service Attendant (FSA) for each 100 of the enlisted complement. Personnel who request leave while TAD to the galley will require a replacement from their command. All personnel assigned will attend quarters and training with the galley. A list of TAD personnel will be submitted to the RFSO prior to the approved start date.

b. Ships shall provide equipment such as inserts, sheet pans, ladles, etc., as required, to support feeding their duty sections and/or personnel where it is occasionally impracticable to use the galley due to time and distance factors. Box lunches or insert style feeding will be provided for the ship or submarine duty sections only. Ships or submarines are required to provide all consumables necessary for duty section meals, i.e. Styrofoam boxes, cups, silverware and napkins.

10. Shipyard periods. Protracted and complex shipyard periods (including, major availabilities) may warrant BAS entitlements to be granted. However, the utilization of established alternate feeding facilities, i.e. Navy Regional Hawaii Galleys, fleet provided berthing barge with installed galley, and mobile kitchen unit should be given the fullest consideration. During occasions where "shift work" has been established it may be permissible to authorize BAS for shift-workers. Non shift-workers will remain on RIK.

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11. Point of Contact. For more information on procedures to request BAS or subsistence, call the RFSO, JBPHH at (808) 473-2519.



J. W. JAMES

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INDIVIDUAL REQUEST FOR BASIC ALLOWANCE FOR SUBSISTENCE

\_\_\_\_\_  
Date

From: \_\_\_\_\_  
To: Commander, Joint Base Pearl Harbor-Hickam

Subj: REQUEST FOR BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Ref: (a) MILPERSMAN 7220-180  
(b) DOD 7000.14-R, Volume 7A, MILITARY PAY POLICY AND PROCEDURES, ACTIVE DUTY AND RESERVE PAY

1. Per reference (a), I request to draw BAS.
2. I do/do not (circle) live in the BEQ.
3. My reason for this request is: (check all that apply):

My watchstanding/working hours which preclude my use of the galley on a regular basis are: \_\_\_\_\_

I am single, living on the economy and draw BAQ/VHA. (See attached-Proof of Authorization to reside off base)

Other (specify): \_\_\_\_\_

4. Per reference (b), I understand that if my request is approved, I am required to notify PSD of any change in my status that may disqualify me for BAS and failure to do so is punishable under the UCMJ.

Duty/work phone: \_\_\_\_\_ Signature: \_\_\_\_\_

LEADING PETTY OFFICER	RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE	DATE
LEADING CHIEF	RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE	DATE
DIVISIONAL OFFICER	RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE	DATE
DEPARTMENT HEAD	RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE	DATE
REGIONAL FOOD SERVICE OFFICER	RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE	DATE

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(Date)

From: Commander, Joint Base Pearl Harbor-Hickam

To: \_\_\_\_\_

1. Your request for BAS is approved/disapproved effective this date. You may call the Regional Food Service Officer at 473-2519 if you have additional questions.

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(Signature)

Copy to:  
Regional Food Service Officer  
Member

Enclosure (2)

12 Dec 11

SAMPLE COMMAND REQUEST FOR BASIC ALLOWANCE FOR SUBSISTENCE  
(COMMAND LETTERHEAD)

4061  
JB00  
DATE

From: Commanding Officer, USS NEVERSAIL (DDG 00)

To: Commander, Joint Base Pearl Harbor-Hickam

Subj: REQUEST TO SUBSIST FROM SILVER DOLPHIN BISTRO GALLEY

Encl: (1) USS NEVERSAIL Alpha Roster or Sailing List

1. In support of fleet maintenance availability (FMAV), request approval for 320 personnel of USS NEVERSAIL (DDG 00) crew to subsist from Joint Base Pearl Harbor-Hickam galley beginning with the 00 MONTH 00 breakfast meal and ending with the 00 MONTH 00 evening meal.

2. During the FMAV period, duty section personnel will require approximately 60 meals daily for breakfast, lunch and dinner. The ship will provide transportation for all meals.

3. Based on previous periods of subsistence from Joint Base Pearl Harbor-Hickam galley, USS NEVERSAIL plans to send two Culinary Specialists and two Food Service Attendants to support the general mess throughout the period identified above. If you require additional information on this matter, please contact my Supply Officer, LT I. M. Supply or my Executive Officer, I. M. Executive.

I.M. CO  
(signature)

Enclosure (3)