
(DATE)

From: _____
(RATE) (LAST NAME, FIRST NAME, MIDDLE INITIAL) (SSN)

TO: _____

(1) Department Head, _____

(2) Executive Officer, _____

(3) Regional Food Service Officer, Naval Station Pearl Harbor

Subj: REQUEST FOR BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Ref: (a) MILPSERMAN 2640110

(b) MILPSERMAN 2640130

(c) MILPERSMAN 2640140

1. In accordance with references (a) through (c), I request to be permitted to mess separately at my own expense and that my rations be commuted to me in cash.
2. I do / do not (circle one) live in the BEQ.
3. My reason for this request is:

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 of reside off-base)

Other (Specify) :

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

Duty / Work Phone: _____

Signature: _____

(DATE)

FIRST ENDORSEMENT

From: Department Head, _____
(COMMAND)

1. Forwarded, recommending approval/disapproval (circle one).
Member's work/duty hours prevent him/her from eating _____ meals
monthly at the Galley.

(Print Name)

(Signature/Rank)

(Work / Duty Phone)

SECOND ENDORSEMENT

From: Executive Officer, _____
(COMMAND)

1. Forwarded, recommending approval/disapproval (circle one).

(Signature/Rank)

(DATE)

THRID ENDROSEMENT

From: Regional Food Service Officer, Naval Station, Pearl Harbor

To: Commanding Officer, Naval Station, Pearl Harbor

- 1. Forwarded recommending approval.
- Forwarded recommending disapproval
- Request is not supported by COMNAVREGINST 4061.4
Refer to note below.
- Authorization will reduce membership of the General Mess to the point where
it does not permit economical administration.
- Prorated rations should be requested vice BAS.

NOTE: REASON FOR DISAPPROVAL: _____

(Signature)

(Date)

From: Commanding Officer, Naval Station, Pearl Harbor

To: _____

- 1. Your request for BAS is approved / disapproved effective this date. You may call
the Regional Food Service Officer at (808)473-2519 if you have additional
questions.