



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

IN REPLY REFER TO:
NAVBASESANDIEGOINST 4061.1B
N91M

NAVBASE SAN DIEGO INSTRUCTION 4061.1B

Subj: POLICY FOR GRANTING BASIC ALLOWANCE FOR SUBSISTENCE (BAS)
AND AUTHORITY TO MESS SEPARATELY

Ref: (a) MILPERSMAN 7220-160
(b) MILPERSMAN 1746-020
(c) DODFMR, Vol. 7A Chap. 25

1. Purpose. To establish policy for granting BAS and authority to mess separately for enlisted members assigned to subsist in the general mess operated by Naval Base San Diego (NBSD).
2. Cancellation. NAVSTASANDIEGOINST 4061.1A. This is a complete revision and should be read in its entirety.
3. Background. References (a) through (c) clarify the Navy's policy on granting enlisted personnel BAS and authorization to mess separately. The Commanding Officer (CO) NBSD is the sole authority for granting authorization to mess separately for members of his or her command as well as members of commands serviced by that mess. A unit or tenant command CO or Officer-in-Charge (OIC), may request BAS and authorization to mess separately via correspondence or special request chit to CO, NBSD. CO, NBSD must consider the necessity of maintaining an economical general mess with fluctuating numbers of patrons before granting permission to mess separately with a subsistence allowance. Authorization to mess separately must not adversely affect the economical administration of the general mess. Enlisted members (E-6 and below) may be authorized BAS on a daily basis when:
 - a. Subsistence in kind is not available, or utilization of the galley is determined to be impractical; and,
 - b. Permission to mess separately is granted; or
 - c. Assigned duties under emergency conditions where no messing facilities are available.
4. Policy. Enlisted members assigned to NBSD and tenant activities will utilize the general mess to the maximum extent practicable. Under certain conditions, and as approved by the CO, NBSD, enlisted members may be entitled to mess separately

and be paid BAS. Permission to mess separately is not automatic and must be requested by the member via special request chit endorsed by the member's chain of command. Upon approval by the CO, request chits will be forwarded to Personnel Support Detachment (PSD) for action. Disapproved chits will be returned to the service member. Blanket approval is not authorized. An authorization to mess separately is cancelled upon transfer. Authority to mess separately is not retroactive and is paid from the time the request is signed. COs and OICs of tenant activities should make every effort to ensure their personnel, who reside in the BQ, utilize the general mess. Attempts to gain approval of BAS by manipulating work hours to avoid general mess meals adversely affect NBSD's ability to operate the general mess in an efficiently and economic manner. The general mess is a base asset designed to provide high quality, nutritionally balanced meals at a discounted price. The absence of a general mess at a major shore command is a loss directly affecting the enlisted Sailor.

5. Authorization. The authority to set policy regarding who may mess separately resides with the CO, NBSD, who is responsible for the availability, economic and efficient operation of the general mess.

a. CO, NBSD will approve BAS/COMRATS for the following:

(1) Personnel in paygrades E-1 through E-6 not residing in the BQ, who are married and have their legitimate dependents residing in the area drawing Basic Allowance for Housing (BAH).

(2) Personnel in pay grades E-1 through E-6, without dependents, who have been authorized to live off base and receive BAH due to non-availability of adequate quarters.

(3) Personnel in paygrades E-1 through E-6 who, providing BQ is at maximum capacity, request to move out of the barracks and are approved to reside off base and authorized to receive BAH.

(4) NBSD personnel assigned to security police or U.S. Customs Service.

(5) Personnel residing on board NBSD, but working on another base that does not have a general mess (this applies only to personnel assigned permanent duty to NBSD or tenant commands, or on no cost temporary additional duty orders).

(6) Personnel assigned permanent irregular working hours or night work. This includes personnel who are directed to attend classes at Training Support Center in the evening. Working hours must be such that the service member will miss at least two meals per day. Personnel on mandatory physical readiness training, in a duty status, or having to work through lunch due to individual command, do not qualify under this paragraph.

(7) Enlisted crewmembers of ships being decommissioned or on Selected Restricted Availability may request authority to mess separately upon the permanent closure of the ship's general mess. Prior to submission of the request, the Food Service Officer will make a recommendation to CO, NBSD whether crewmembers can be sufficiently fed in the general mess.

b. Exceptions to the eligibility requirements will be handled on a case-by-case basis. Waivers of eligibility requirements will not normally be approved. Requests for COMRATS not in compliance with this directive will be returned to the service member via the parent command.

c. Inadequate justification includes the following:

(1) Personal routines which conflict with normal meal hours.

(2) Diets or personal dislikes of the cuisine.

(3) Part-time jobs or off duty education attendance.

(4) Living with friends.

(5) Religious beliefs.

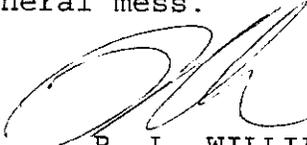
(6) Geographical Bachelor residing in BQ.

d. Requirements for partial supplemental BAS are covered in section 520.10F of reference (c).

e. BAS authorization remains in effect so long as circumstances leading to approval of BAS remain unchanged and the member is still assigned to the command, which endorsed the request. If the member is transferred, the request must be resubmitted.

6. Procedures. Requests for authority to mess separately are submitted via special request chit, routed through the chain of command, and must be accompanied with substantiating documentation to warrant approval of the request. Requests will be forwarded to CO, NBSD for final approval. Documents include:

- a. Proof of authorization to draw BAH.
- b. Proof of dependency status, when dependants are residing with the service member.
- c. A command's validated schedule of abnormal working hours, which prohibit use of general mess during messing hours.
- d. Medical certification for a special kind of diet requirement.
- e. Any other documented situation that will preclude the member from utilizing the general mess.



R. L. WILLIAMSON

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