

Starting CG Standard Meal Rate (CGSMR)

Introduction This guide provides the procedures for starting CG Standard Meal Rate (CGSMR), formerly known as Discount Meal Rate (DMR), in Direct Access.

Before you Begin CGSMR must be started timely. Failure to do so WILL result in a full one-time recoupment. If starting retro-CGSMR (more than one month), submit a PPC trouble ticket requesting the deduction be converted to an in-service debt and a liquidation schedule will be built.

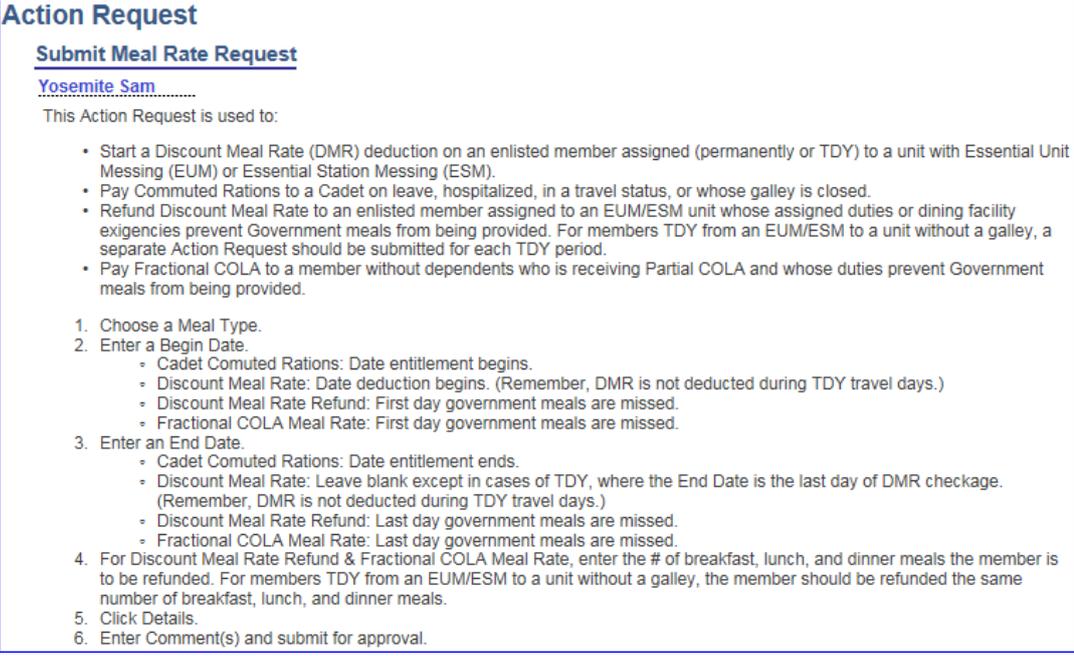
Procedures See below.

Step	Action
1	<p>Select the Meal Rate link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a window titled "Payroll Requests" with a list of links arranged in two columns. The "Meal Rate" link in the left column is highlighted with a red rectangular box. The links in the left column are: View My Requests, Civilian Clothing Allowance, Officer Uniform Allowance, Foreign Language Pay, Family Separation Allowance, Advance Liquidation Schedule, Meal Rate, Hostile Fire Pay, Career Sea Time Override, Hardship Duty Pay, Responsibility Pay Override, Approved Absence Corrections, PHS Installment Special Pay, and EBDL Completion. The links in the right column are: Absence Request, Suppl Clothing Allowance, Diving Duty Pay, Hazardous Duty Pay, Advance Pay, SDAP, Cadet ICA, Combat Tax Exclusion, Career Sea Pay Premium, Pay Corrections, Career Sea Pay on TDY, Cadet COMRATS, PHS Monthly Special Pay, and Remove EBDL Completion.</p>

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Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click the Add button.</p> 
3	<p>The Action Request - Submit Meal Rate page will display.</p>  <p>Action Request Submit Meal Rate Request Yosemite Sam</p> <p>This Action Request is used to:</p> <ul style="list-style-type: none"> • Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM). • Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed. • Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period. • Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided. <ol style="list-style-type: none"> 1. Choose a Meal Type. 2. Enter a Begin Date. <ul style="list-style-type: none"> • Cadet Comuted Rations: Date entitlement begins. • Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.) • Discount Meal Rate Refund: First day government meals are missed. • Fractional COLA Meal Rate: First day government meals are missed. 3. Enter an End Date. <ul style="list-style-type: none"> • Cadet Comuted Rations: Date entitlement ends. • Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.) • Discount Meal Rate Refund: Last day government meals are missed. • Fractional COLA Meal Rate: Last day government meals are missed. 4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals. 5. Click Details. 6. Enter Comment(s) and submit for approval. <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>

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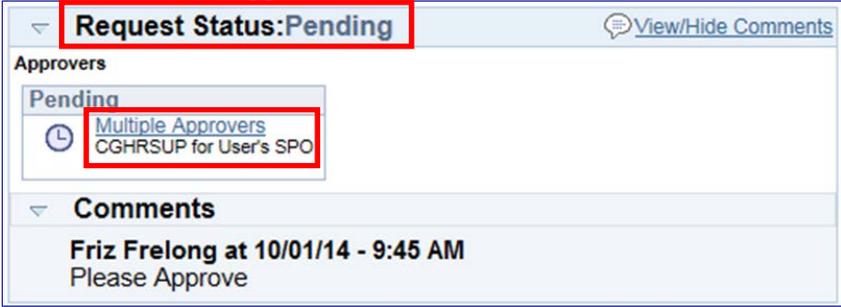
Procedures,
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Step	Action
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Meal Type: Click the Meal Type drop-down and select Discount Meal Rate. • Begin Date: Enter the effective date the DMR is to begin. • End Date: Enter an End Date (if known), or leave blank if DMR eligibility will continue for an extended period of time. <div data-bbox="312 678 1385 947" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Meal Type: Discount Meal Rate # Lunch Meals: <input type="text"/></p> <p>Begin Date: 10/01/2014 # Dinner Meals: <input type="text"/></p> <p>End Date: </p> <p># Breakfast Meals: <input type="text"/></p> <p>Get Details</p> </div> <p>Click the Get Details button.</p>
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none"> • Amount: Identifies the actual amount will be calculated by payroll. • Pay Period Start: Identifies the first payment will be calculated for the October 2014 Mid Month pay period. <div data-bbox="360 1178 1412 1547" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Amount: Calculated by Payroll</p> <p>Pay Period Start: 2014 On-Cycle AD Mid Month</p> <p>Comment: Example Comment(s):</p> <p style="font-size: small;">- Reported to [unit name/Purpose if A or C school] effective MM/DD/YYYY. - CG-1332 approved CG-7220G for [unit name] due to temporary galley closure effective MM/DD/YYYY thru MM/DD/YYYY (end date may be extended by Unit CO).</p> <p style="font-size: x-small;">Note: Provide clear notes with begin date and end date when there are extenuating circumstances (i.e. drydock extension, TDY during drydock, etc)</p> <p>Submit Resubmit Withdraw</p> </div> <p>Enter any comments for the SPO Auditor and click the Submit button.</p>

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Procedures,
continued

Step	Action
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p>  <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments</p> <p>Friz Frelong at 10/01/14 - 9:45 AM Please Approve</p>
