

# BASIC ALLOWANCE FOR SUBSISTENCE

## Overview

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**Introduction** This section provides the procedures for starting, changing, and stopping Basic Allowance for Subsistence, Commuted Rations for Cadets, and Discount Meal Rate for members unable to eat meals normally furnished at a government dining facility. This entitlement is for members entitled to basic pay except enlisted members under the circumstances outlined in Chapter 3-B of the Pay Manual.

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**Reference** The following references provide additional information about Basic Allowance for Subsistence.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3 Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 2\)](#)
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**Discussion** Do not use this earnings code to effect TDY entitlements. When changing earning types, stop the old earnings type with an effective date one day prior to submitting the start entry. Basic Allowance for Subsistence automatically stops the day of reporting PCS.

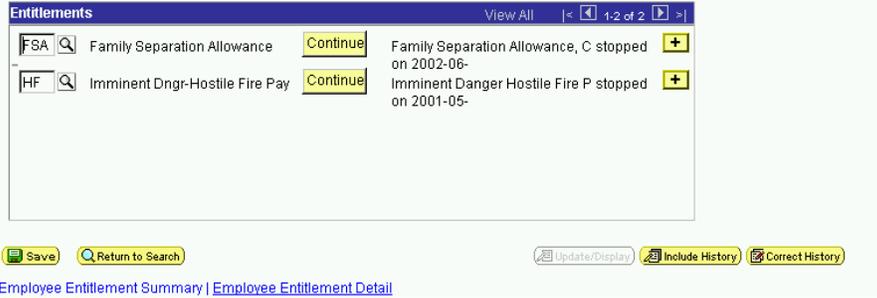
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**Discount Meal Rate (DMR)** Upon receipt of the Certification of Missed Meals from the unit per Personnel and Pay Procedures Manual, the SPO will Process the entitlement transaction (earn code RMM) to credit the member for the missed meals. [See the Refund of Discount Meal Rate guide for more information.](#)

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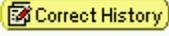
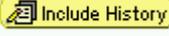
**Procedure** Start Direct Access, sign-in and follow these steps to start, correct, or delete Basic Allowance for Subsistence.

Step	Action
1	<p>Select Menu items in the following order.</p> <p><b><u>Home &gt; Compensate Employees &gt; Maintain Entitlements &gt; Use &gt; Employee Entitlements</u></b></p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the <b>Search</b> button to select the member you wish to display.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
3	<p>Entitlement Panels. Either the Summary Panel or Detail Panel will appear depending on which option was previously selected.</p> <p>Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.</p> <p><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p>The following screen appears.</p>  <p>The screenshot shows a window titled 'Entitlements' with a 'View All' link and navigation arrows. It contains two rows of entitlements: 'FSA Family Separation Allowance' and 'HF Imminent Dngr-Hostile Fire Pay'. Each row has a 'Continue' button and a '+' icon. Below the list are buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'. At the bottom, there are links for 'Employee Entitlement Summary' and 'Employee Entitlement Detail'.</p> <p>Select <b>View All</b> in the title bar.</p>

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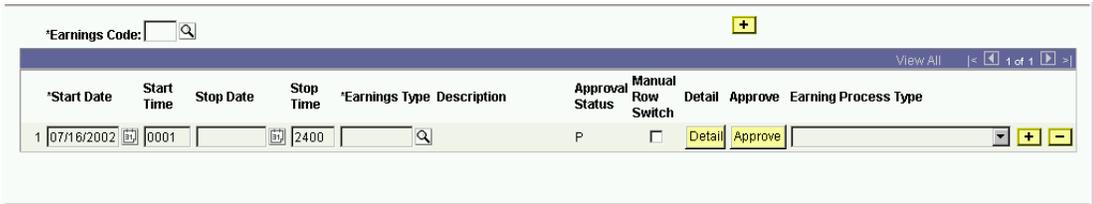
## Procedure (Cont)

Step	Action
4	<p>Select the  button located at the bottom right-hand portion of the screen so that all payments of Basic Allowance for Subsistence will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>You may use the  button to start Basic Allowance for Subsistence; however, we recommend using the “Include History” mode so all payments will display.</p> <p>Use the  button to view all payments of Basic Allowance for Subsistence. Only new entitlements can be entered in this mode.</p> <p>Use the  button to update or delete entries of Basic Allowance for Subsistence. A listing of all payments will be displayed.</p> </div>
5	<p><b>If a Basic Allowance for Subsistence row exists in the Summary Panel...</b></p> <p><u>Click</u> the  button adjacent to Basic Allowance for Subsistence. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If a Basic Allowance for Subsistence row doesn't exist in the Summary Panel...</b></p> <p><u>Click</u> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <u>type</u> “BAS” in the look-up box   or use the magnifying glass to search for and select the Basic Allowance for Subsistence earning code.</p> <p>Then <u>click</u> the  button adjacent to Basic Allowance for Subsistence to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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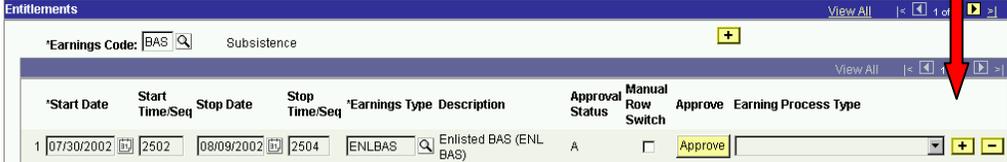
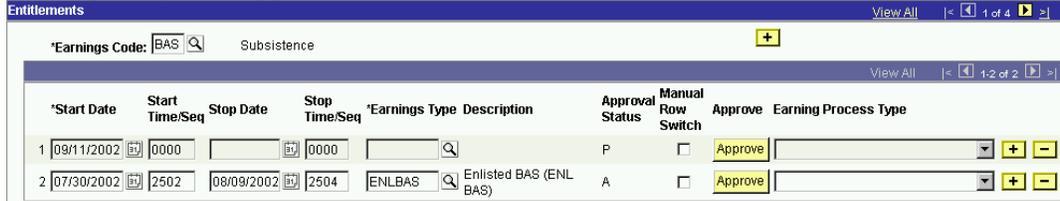
## Procedure (Cont)

Step	Action
6	<p data-bbox="284 327 1485 401">Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. If you have completed Steps 3-5, continue on to Step 7.</p> <p data-bbox="284 436 1458 543">Follow these procedures to bypass the Employee Entitlement Summary Panel. Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.</p> <p data-bbox="548 579 1214 611" style="text-align: center;"><a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a></p> <p data-bbox="284 667 1479 800">Select the  button located at the bottom right-hand portion of the screen so that all entries of Basic Allowance for Subsistence will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p data-bbox="284 835 1154 877">Select <a href="#">View All</a> from the displayed title bar to list all entitlements.</p> <p data-bbox="284 913 1453 997">Scroll up to find the “BAS” Earnings Code. If Basic Allowance for Subsistence isn’t listed (after clicking <a href="#">View All</a>), click the  button from any entitlement as shown below.</p> <div data-bbox="284 1003 1485 1262" style="border: 1px solid gray; padding: 5px;">  <p>The screenshot shows a web interface titled "Entitlements". At the top, there is a search bar for "Earnings Code" with "FSA" entered and a magnifying glass icon. Below the search bar is a table with the following columns: Start Date, Start Time, Stop Date, Stop Time, Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The table contains one row with the following data: Start Date: 10/18/2001, Start Time: 9999, Stop Date: 12/17/2001, Stop Time: 9999, Earnings Type: FSA-S, Description: Family Separation Allowance, Category S, Approval Status: A, Manual Row Switch: unchecked, Approve: Approve button, Earning Process Type: Conversion. A red arrow points to a plus button located above the table.</p> </div> <p data-bbox="284 1304 1089 1339">The following screen appears below the previous entitlement...</p> <div data-bbox="284 1373 1377 1577" style="border: 1px solid gray; padding: 5px;">  <p>The screenshot shows a web interface titled "Entitlements". At the top, there is a search bar for "Earnings Code" which is empty. Below the search bar is a table with the following columns: Start Date, Start Time, Stop Date, Stop Time, Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The table contains one row with the following data: Start Date: 07/16/2002, Start Time: 0001, Stop Date: (empty), Stop Time: 2400, Earnings Type: (empty), Description: (empty), Approval Status: P, Manual Row Switch: unchecked, Detail: Detail button, Approve: Approve button, Earning Process Type: (empty). A plus button is visible above the table.</p> </div> <p data-bbox="284 1619 1458 1692">Type “BAS” in the Earnings Code field or use the magnifying glass  to search and select the Basic Allowance for Subsistence Earnings Code.</p>

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## Procedure (Cont)

Step	Action																								
7	<p data-bbox="284 331 1396 367"><b><u>Starting Basic Allowance for Subsistence</u></b> (See Steps 8-10 for other options)</p> <p data-bbox="284 415 1088 457">In the  mode, click the  button shown below.</p> <div data-bbox="284 499 1291 661">  </div> <p data-bbox="284 703 730 735">The following entry row appears...</p> <div data-bbox="365 739 1425 940">  </div> <p data-bbox="284 949 714 982">Enter the following information...</p> <table border="1" data-bbox="284 1018 1502 1900"> <thead> <tr> <th data-bbox="284 1018 500 1050">Field</th> <th data-bbox="500 1018 1502 1050">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1050 500 1239"><b>Start Date</b></td> <td data-bbox="500 1050 1502 1239">When submitting a Subsistence Start transaction in conjunction with a PCS Reporting, the Start Date must be the day after the member reports aboard. The current date is automatically displayed. Use the calendar button  to <b>select</b> the date assuming command. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.</td> </tr> <tr> <td data-bbox="284 1239 500 1270"><b>Start Time</b></td> <td data-bbox="500 1239 1502 1270">Pre-filled</td> </tr> <tr> <td data-bbox="284 1270 500 1386"><b>Stop Date</b></td> <td data-bbox="500 1270 1502 1386">The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.</td> </tr> <tr> <td data-bbox="284 1386 500 1417"><b>Stop Time</b></td> <td data-bbox="500 1386 1502 1417">Pre-filled</td> </tr> <tr> <td data-bbox="284 1417 500 1501"><b>Earnings Type</b></td> <td data-bbox="500 1417 1502 1501"><b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.</td> </tr> <tr> <td data-bbox="284 1501 500 1533"><b>Description</b></td> <td data-bbox="500 1501 1502 1533">Pre-filled. Ensure the proper entitlement is shown.</td> </tr> <tr> <td data-bbox="284 1533 500 1606"><b>Approval Status</b></td> <td data-bbox="500 1533 1502 1606">Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</td> </tr> <tr> <td data-bbox="284 1606 500 1711"><b>Manual Row Switch</b></td> <td data-bbox="500 1606 1502 1711"><b>Select</b> this field <b>only when necessary</b> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b></td> </tr> <tr> <td data-bbox="284 1711 500 1774"></td> <td data-bbox="500 1711 1502 1774">Not Used. Payment of Basic Allowance for Subsistence does not require audit and approval.</td> </tr> <tr> <td data-bbox="284 1774 500 1848"><b>Earnings Process Type</b></td> <td data-bbox="500 1774 1502 1848">Not Required. Disregard this field.</td> </tr> <tr> <td data-bbox="284 1848 500 1900"></td> <td data-bbox="500 1848 1502 1900"><b>Click</b> this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	<b>Start Date</b>	When submitting a Subsistence Start transaction in conjunction with a PCS Reporting, the Start Date must be the day after the member reports aboard. The current date is automatically displayed. Use the calendar button  to <b>select</b> the date assuming command. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.	<b>Start Time</b>	Pre-filled	<b>Stop Date</b>	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.	<b>Stop Time</b>	Pre-filled	<b>Earnings Type</b>	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.	<b>Description</b>	Pre-filled. Ensure the proper entitlement is shown.	<b>Approval Status</b>	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.	<b>Manual Row Switch</b>	<b>Select</b> this field <b>only when necessary</b> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>		Not Used. Payment of Basic Allowance for Subsistence does not require audit and approval.	<b>Earnings Process Type</b>	Not Required. Disregard this field.		<b>Click</b> this button (located at the bottom left of the screen) to approve the entry.
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## Procedure (Cont)

Step	Action												
8	<p><b><u>Stopping Basic Allowance for Subsistence</u></b></p> <p>In the  mode, find the row to stop. The stop date will be blank as shown below:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Enter the following information...</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><b>Stop Date</b></td> <td>The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click &amp; Drag over the date field to select the date then Type the start date in MMDDYYYY format.</td> </tr> <tr> <td><b>Stop Time</b></td> <td>Pre-filled</td> </tr> <tr> <td><b>Manual Row Switch</b></td> <td>Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment.</td> </tr> <tr> <td></td> <td>Not Used – Payment of Basic Allowance for Subsistence does not require audit and approval.</td> </tr> <tr> <td></td> <td>Click this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	<b>Stop Date</b>	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.	<b>Stop Time</b>	Pre-filled	<b>Manual Row Switch</b>	Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment.		Not Used – Payment of Basic Allowance for Subsistence does not require audit and approval.		Click this button (located at the bottom left of the screen) to approve the entry.
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9	<p><b><u>Correcting Basic Allowance for Subsistence</u></b></p> <p>In the  mode, find the Basic Allowance for Subsistence row to correct. Click &amp; Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type. Click the  button located at the bottom left of the screen.</p> <p> To change the effective start date, you must delete the entire row (Step 10) and then start a new Basic Allowance for Subsistence entitlement (Step 7).</p>												

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# BASIC ALLOWANCE FOR SUBSISTENCE

## Procedure (Cont)

Step	Action
10	<p data-bbox="298 331 1045 373"><b><u>Deleting Basic Allowance for Subsistence</u></b></p> <p data-bbox="298 415 1308 451">In  mode, find the Basic Allowance for Subsistence row to delete.</p> <p data-bbox="298 493 1029 535">Click on the  button located in the row to be deleted.</p> <p data-bbox="298 577 1136 619">Click the  button located at the bottom left of the screen.</p> <p data-bbox="298 640 1495 745"> The total Basic Allowance for Subsistence entitlement will be recouped when using this feature.</p>

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