

# Basic Allowance for Subsistence (Multiple Entry)

## Overview

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**Introduction** This section provides the procedures for starting, changing, and stopping Basic Allowance for Subsistence for multiple enlisted members assigned to the same unit at the same time. This entitlement is limited to members entitled to basic pay except for enlisted members under the circumstances outlined in Chapter 3-B of the Pay Manual. This earnings code is also used to pay Commuted Rations to Cadets.

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**Reference** The following references provide additional information about PCS entitlements and regulations.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3](#)
  - [Personnel and Pay Procedures Manual, PSCINST MI000.2 \(series\), Chap 2](#)
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**Discussion** Do not use this earnings code to effect TAD/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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# Basic Allowance for Subsistence (Multiple Entry)

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

Step	Action																														
1	<p><b>Select</b> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below. <b>You can click in the Officer Block to remove the Check mark as this is for enlisted only.</b></p> <div data-bbox="467 611 1300 947" style="border: 1px solid #ccc; padding: 5px;"> <p>Multiple Entitlements \</p> <p>Entitlement to Administer</p> <p>Earnings Code: <input type="text"/> <input type="button" value="Q"/> Start Date: <input type="text"/> <input type="button" value="BT"/> Stop Date: <input type="text"/> <input type="button" value="BT"/></p> <p>Earnings Type: <input type="text"/> <input type="button" value="Q"/></p> <hr/> <p>Selection Criteria</p> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p><input type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <div data-bbox="321 982 1446 1163" style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="10" style="text-align: right;">Find &lt; 1 of 1 &gt;</th> </tr> <tr> <th style="width: 5%;">Selected</th> <th style="width: 20%;">Name</th> <th style="width: 15%;">Short Description</th> <th style="width: 15%;">Employee Classification</th> <th style="width: 10%;">Salary Grade</th> <th style="width: 10%;">Department</th> <th style="width: 10%;">*EmpID</th> <th style="width: 5%;">Empl Rcd Nbr</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/> <input type="button" value="Q"/></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="button" value="+"/></td> <td style="text-align: center;"><input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Find < 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr			1						<input type="text"/> <input type="button" value="Q"/>	0	<input type="button" value="+"/>	<input type="button" value="-"/>
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## Procedure (cont)

Step	Action										
2	<p data-bbox="285 331 1143 363">Complete the “Entitlement to Administer” fields as outlined below.</p> <p data-bbox="285 405 1109 436"><b>Warning!</b> <u>Mistakes will require extensive single entry rework!!</u></p> <p data-bbox="602 478 1230 510" style="text-align: center;"><b>Please Double Check Your Work Before Saving!</b></p> <p data-bbox="285 552 1503 625"><b>Type</b> “BAS” in the Earnings Code field shown below or use the magnifying glass  to search and select the Basic Allowance for Subsistence Earnings Code.</p> <div data-bbox="245 663 1425 905" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p data-bbox="313 667 548 699">Multiple Entitlements</p> <p data-bbox="313 709 594 741">Entitlement to Administer</p> <p data-bbox="386 751 1360 783">*Earnings Code: <input type="text" value="BAS"/>  Start Date: <input type="text"/>  Stop Date: <input type="text"/> </p> <p data-bbox="410 814 711 867">Earnings Type: <input type="text"/> </p> </div> <p data-bbox="285 947 914 978">Complete the remaining fields as outlined below.</p> <table border="1" data-bbox="285 1014 1503 1707"> <thead> <tr> <th data-bbox="285 1014 513 1056">Field</th> <th data-bbox="513 1014 1503 1056">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 1056 513 1255">Start Date</td> <td data-bbox="513 1056 1503 1255">           Use the calendar button  to <b>select</b> the desired date or enter the start date in MMDDYYYY format.   <b><u>Leave this field blank when stopping continuous Basic Allowance for Subsistence.</u></b> </td> </tr> <tr> <td data-bbox="285 1255 513 1444">Stop Date</td> <td data-bbox="513 1255 1503 1444">           Use the calendar button  to <b>select</b> the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated.   <b><u>Leave this field blank when entering continuous Basic Allowance for Subsistence.</u></b> </td> </tr> <tr> <td data-bbox="285 1444 513 1633">Earnings Type</td> <td data-bbox="513 1444 1503 1633"> <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><u>Be sure to select the proper earnings type..</u></b> </td> </tr> <tr> <td data-bbox="285 1633 513 1707">Earnings Type Description</td> <td data-bbox="513 1633 1503 1707">Pre-filled. Ensure the proper earnings type is shown.</td> </tr> </tbody> </table>	Field	Action	Start Date	Use the calendar button  to <b>select</b> the desired date or enter the start date in MMDDYYYY format.  <b><u>Leave this field blank when stopping continuous Basic Allowance for Subsistence.</u></b>	Stop Date	Use the calendar button  to <b>select</b> the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated.  <b><u>Leave this field blank when entering continuous Basic Allowance for Subsistence.</u></b>	Earnings Type	<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><u>Be sure to select the proper earnings type..</u></b>	Earnings Type Description	Pre-filled. Ensure the proper earnings type is shown.
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# Basic Allowance for Subsistence (Multiple Entry)

## Procedure (cont)

Step	Action														
3	<p data-bbox="261 331 1015 363">Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="457 401 1308 558" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p data-bbox="457 401 609 422">Selection Criteria</p> <p data-bbox="457 436 1177 499">           Department: <input data-bbox="570 436 667 468" type="text" value="AUSCG"/> <input data-bbox="691 436 837 468" type="text"/> <input checked="" data-bbox="894 436 919 468" type="checkbox"/> Enlisted <input checked="" data-bbox="1073 436 1097 468" type="checkbox"/> Active  <input data-bbox="894 474 919 506" type="checkbox"/> Officer <input checked="" data-bbox="1073 474 1097 506" type="checkbox"/> Reserve         </p> <p data-bbox="521 527 865 548"><input checked="" data-bbox="521 527 545 548" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" data-bbox="261 596 1503 1675"> <thead> <tr> <th data-bbox="261 596 480 632">Field</th> <th data-bbox="480 596 1503 632">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 632 480 1142"> <b>Department</b> </td> <td data-bbox="480 632 1503 1142"> <p data-bbox="492 636 1203 667">There are 2 lookup boxes located next to Department...</p> <p data-bbox="492 709 1463 741"><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <div data-bbox="492 783 1003 873" style="margin: 5px 0;"> <p data-bbox="492 783 1003 825">Department: <input data-bbox="651 783 764 825" type="text" value="AUSCG"/> <input data-bbox="805 783 1003 825" type="text"/></p> <p data-bbox="675 825 699 873" style="text-align: center;">↑</p> </div> <p data-bbox="492 909 1438 982"><b>Type</b> the Department Code in the 2<sup>nd</sup> block shown below or use the <input data-bbox="1365 909 1406 940" type="text"/> to search and <b>select</b> from a listing of available codes.</p> <div data-bbox="492 1024 1003 1115" style="margin: 5px 0;"> <p data-bbox="492 1024 1003 1066">Department: <input data-bbox="643 1024 764 1066" type="text" value="AUSCG"/> <input data-bbox="805 1024 1003 1066" type="text"/></p> <p data-bbox="870 1066 894 1115" style="text-align: center;">↑</p> </div> </td> </tr> <tr> <td data-bbox="261 1142 480 1257"><b>Enlisted</b></td> <td data-bbox="480 1142 1503 1257">A checkmark <input checked="" data-bbox="675 1142 699 1173" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input data-bbox="1406 1184 1430 1215" type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</td> </tr> <tr> <td data-bbox="261 1257 480 1293"><b>Active</b></td> <td data-bbox="480 1257 1503 1293">Always leave this item checked.</td> </tr> <tr> <td data-bbox="261 1293 480 1409"><b>Officer</b></td> <td data-bbox="480 1293 1503 1409">A checkmark <input checked="" data-bbox="675 1293 699 1325" type="checkbox"/> indicates officers will be included in the selection. <b>Click on the box to remove officers. 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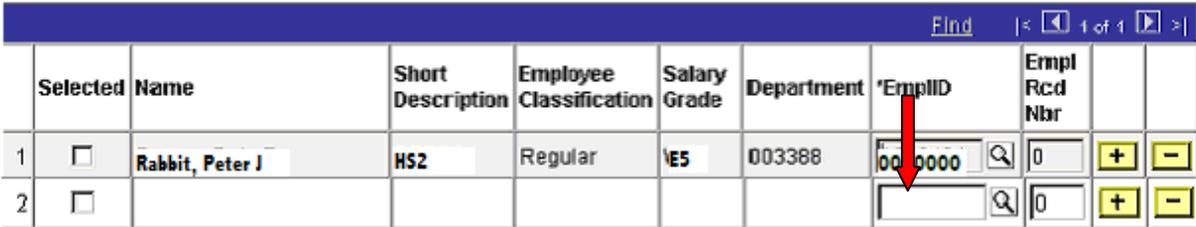
## Procedure (cont)

Step	Action
4	<p><b>Click</b> the <b>Refresh List</b> button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p>  <p> Clicking on this button in later steps will undo all changes.</p>
5	<p>Select Entries to be Processed...</p> <p><b>Click</b> the <b>Select All</b> button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.</p>
6	<p>Removal of Entries From Being Processed...</p> <p><b>Review the list</b> and <b>click</b> the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The <b>Unselect All</b> button can be used to remove all entries if desired.</p>

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## Procedure (cont)

Step	Action																																	
7	<p data-bbox="264 331 586 363"><b>Add Others Not Listed...</b></p> <p data-bbox="264 415 930 457">Click the  button in any row to add a blank row.</p> <p data-bbox="264 495 1468 573">Next, <b>type</b> the member's employee identification number in the block shown below or use the magnifying glass  to search and <b>select</b> individuals from a list.</p> <div data-bbox="285 621 1481 848">  <table border="1"> <thead> <tr> <th></th> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Rabbit, Peter J</td> <td>HS2</td> <td>Regular</td> <td>YES</td> <td>003388</td> <td>000000</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p data-bbox="264 905 1484 972">Next, <b>click</b> on the empty box located in the Selected column so an entry will be generated upon saving.</p>		Selected	Name	Short Description	Employee Classification	Salary Grade	Department	EmpID	Empl Rcd Nbr			1	<input type="checkbox"/>	Rabbit, Peter J	HS2	Regular	YES	003388	000000	0			2	<input type="checkbox"/>							0		
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8	<p data-bbox="264 1014 1458 1052"><b>Carefully review your work one last time to ensure there are no mistakes before saving.</b></p>																																	
9	<p data-bbox="264 1056 594 1098">Click the  button.</p>																																	

End