

Refund of Discount Meal Rate

Overview

Introduction This section provides the *procedures* for **Refund of Discount Meal Rate (DMR)** for missed meals. This entitlement is paid to enlisted members when assigned duties or dining facility exigencies prevent government furnished meals from being provided or when a member is assigned TDY from a BASDMR unit to location where meals are not provided.

Topics The following topics are covered in this section

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Refund of Discount Meal Rate

Guiding Principles

Introduction

This section provides the *guiding principles* for **Refund of DMR**.

Reference

The following references provide additional information about Refund of DMR.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\), Chap 7-B](#)
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Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#).

Refund of Discount Meal Rate

Refund of DMR

Introduction

This section provides the procedure for *entering a Refund of DMR* for missed meals.

Procedure

Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Refund of DMR entitlement.

Step	Action												
1	<p>Click the  button shown below.</p>  <p>A new blank row appears...</p> 												
2	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date.</p> <p>Note: Upon moving to the Earnings Type code (see step 4), the Start Date and Stop Date will automatically change to reflect the last day of the month.</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/31/2007 </td> <td>0000</td> <td>12/31/2007 </td> <td>0000</td> <td>DMRRMM  DMR Refund for Missed Meals</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	1	12/31/2007 	0000	12/31/2007 	0000	DMRRMM  DMR Refund for Missed Meals
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description								
1	12/31/2007 	0000	12/31/2007 	0000	DMRRMM  DMR Refund for Missed Meals								
3	The Stop Date may be left blank. This field will automatically update to equal the Start Date (see note above for start date).												
4	Enter the Earnings Type code "DMRRM" or use the  to search and select from a listing of available earning types.												
5	Description is pre-filled. Ensure the proper entitlement is shown,												
6	Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.												
7	Manual Row Switch . (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.												

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Refund of Discount Meal Rate

Refund of DMR, Continued

Procedure (cont'd)

Step	Action
8	<p>Click the  button to bring up the Supporting Data screen below:</p>  <p>Enter 3 digits (i.e. 003) for the Number of Breakfast meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the Number of Dinners missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the Number of Suppers missed during the month. Leave blank if none were missed.</p> <p>Begin Date: Enter the date of the first day for which Refund of DMR is being credited.</p> <p>End Date: Enter the date of the last day for which Refund of DMR is being credited. May be left blank if entering transaction for a member who is TDY for more than 30 days. However, you must enter the end date on the final Refund DMR transaction for the TDY period.</p> <p>Note: The Begin and End date fields are not part of the transaction (P603) that is passed to JUMPS for processing.</p> <p>Click the  button when finished.</p>
9	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

Refund of Discount Meal Rate

Corrections

Introduction This section provides the procedure for correcting a Refund of Discount Meal Rate transaction.

Discussion Only the **Detail** (number of missed meals by type, Begin date and End date) may be corrected.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a correction of a Refund of DMR transaction.

Note: Setting the number of meals to "0" will "undo" any erroneous credit. This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.

Step	Action
1	<p>Click the  button to bring up the Supporting Data screen.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>Supporting Data</p> <p style="text-align: center;">RMM 06/30/2007 DMRRMM</p> <p>Number of Breakfast: <input style="width: 30px;" type="text" value="3"/> Number of Dinners: <input style="width: 30px;" type="text" value="3"/> Number of Suppers: <input style="width: 30px;" type="text" value="3"/> Begin Date: <input style="width: 60px;" type="text" value="06/10/2007"/> End Date: <input style="width: 60px;" type="text" value="06/10/2007"/></p> <p> </p>
2	<p>Enter 3 digits (i.e. 003) for the Number of Breakfast meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the Number of Dinners missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the Number of Suppers missed during the month. Leave blank if none were missed.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>Supporting Data</p> <p style="text-align: center;">RMM 06/30/2007 DMRRMM</p> <p>Number of Breakfast: <input style="width: 30px;" type="text" value="3"/> Number of Dinners: <input style="width: 30px;" type="text" value="3"/> Number of Suppers: <input style="width: 30px;" type="text" value="3"/> Begin Date: <input style="width: 60px;" type="text" value="06/10/2007"/> End Date: <input style="width: 60px;" type="text" value="06/10/2007"/></p> <p> </p> <p>Click the  button when finished.</p>
3	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the correction.</p>

Refund of Discount Meal Rate

Deletions

Introduction This section provides the procedure for deleting a Refund of Discount Meal Rate transaction.

Discussion The total Refund of DMR entitlement will be recouped when using this procedure. See the note box below and consider simply correcting the original transaction instead of deleting it. Deletions submitted during the same month as any other BAS entitlement changes may result in the DMR being deducted from the member's account twice.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Refund of DMR transaction.

	Step	Action
Note: Setting the number of meals to "0" on the detail panel (see corrections on the previous page) will "undo" any erroneous credit.	1	Find the Refund of DMR row to delete. Click on the  button located in the row to be deleted.
This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.	2	Click the  button located at the bottom left of the screen.

Refund of Discount Meal Rate

Record of Changes

Introduction This section summarizes significant changes made to the procedures in this document.

Change Summary

Change	Date	Summary
01	20 August 2008	Updated hyperlinks for the 3PM and the Pay Entitlements Basic Navigation Guide to http://www.uscg.mil/hr/psc/
		Added a note box to the corrections and deletions sections. PSC Customer Care recommends that users simply change the number of meals for which Refund of DMR was authorized to "0", instead of deleting the transaction. Setting the number to "0" will result in the credit being deducted from the member's account and avoid problems, which are sometimes caused when the transaction is deleted in the same month there are any other BAS changes (PSC (id) is researching the issues).
