



REPLY TO
ATTENTION OF :

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUPPORT ACTIVITY FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

JUL 16 2012

IMDI-ZA

MEMORANDUM FOR US Army Support Activity – Dix Subordinate Commanders, Fort Dix,
New Jersey 08640-5000

SUBJECT: Army Support Activity Policy Memorandum #18 - Lodging, Local Commuting Area
and Meal Entitlement in Support of Mobilization

1. This policy memorandum supersedes Installation Command Policy Memorandum #18 -
Lodging, Local Commuting Area and Meal Entitlement in Support of Mobilization dated 1
August 2010.

2. REFERENCE:

a. Department of the Army Personnel Planning Guidance (PPG) for Contingency Operations
in Support of GWOT, updated 13 February 2008.

b. Installation Command Policy Memorandum #11 - Travel for the Local Commuting Area,
dated 8 March 2010.

3. Scope. This policy is applicable to all Soldiers assigned to US Army Support Activity
(USASA) - Dix in support of the Global War on Terrorism.

4. Lodging

a. Soldiers on temporary duty (TDY) orders should report to USASA Dix Army Lodging
Office, Bldg 5255 for lodging. If lodging is not available, the Fort Dix Lodging office will issue
a Statement of Non-Availability (SNA) for lodging.

b. Soldiers on temporary change of station (TCS) orders should report to DPTMS
Unaccompanied Personnel Housing (UPH), Bldg 5255 for on-post and/or contract lodging. UPH
will issue SNAs for lodging only if on-post or contract lodging is unavailable.

5. Local commuting area. A determination of whether or not the Soldier is entitled to receive
per diem should be completed to ensure that a Soldier is not improperly granted per diem and
within the local area. Soldiers within the local commuting area or Permanent Change of Station
(PCS) Soldiers, as outlined below, must pay for all government meals.

a. Soldiers whose primary residence are located within the established local commuting area
of their duty location and Soldiers that commute daily to a TCS duty location are not authorized
per diem during the TCS period.

Army Support Activity Policy Memorandum #18 - Lodging, Local Commuting Area and Meal Entitlement in Support of Mobilization

b. Soldiers who have volunteered and PCS to an enduring position on USASA - Dix, as described in ALARACT 053/2008, are not authorized per diem during the PCS period. Per PPG, Chapter 8, para 8-3.p.(4), "RC Soldiers ordered to duty at a location within the local commuting area of their principal residence are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They **are not authorized** per diem or mileage during the remainder of the active duty tour."

6. Meal entitlement. Mobilized and TCS Soldiers who live and train on USASA - Dix are expected to use the DFAC as the primary method of support in all cases.

a. Basic Allowance for Subsistence (BAS). All Soldiers in a TCS status receive BAS. BAS will not be reduced when government mess is provided for Soldiers supporting a contingency operation.

b. Per Diem. TDY orders or DD Form 1610's must indicate "Use of Government Mess would adversely affect mission" to be reimbursed the increased level of the meal portion of per diem. Otherwise, a SNA is required and would be issued by the USASA Commander or designated representative.

c. Dining Facility (DFAC) Support. Mobilized and TCS Soldiers are expected to maximize utilization of the DFAC as the primary method of support. DFACs can provide field rations upon request and routinely provide support to the Forward Operating Base (FOB) and training areas.

(1) Soldiers, who are not located within the established local commuting area, receive meals at no cost from DFACs while in a mobilized or TCS status as they will only receive the incidental portion of per diem. The meal portion of per diem is being cost captured to pay for the meals received at the installation using Contingency Operations (CONOPS) Messing procedures. If meals are not available, then the Soldier may become entitled to increased levels of per diem at the USASA - Dix locality rate. A SNA must be requested and issued to receive the increased levels of per diem.

(2) Soldiers who have a SNA for meals must pay for any meal received at the dining facility. Dining facilities will use headcount sheets specifically for contingency operations to capture the meals received for the breakfast-lunch-dinner (B-L-D) reports. *Soldiers are expected to be forthright with DFAC personnel and pay, as a matter of personal integrity.*

(3) Meals Not Available. USASA Dix policy is that a Statement of Nonavailability (SNA) for meals will not be approved under normal circumstances as a dining facility (DFAC) is readily available on USASA Dix and units can utilize these services for feeding their soldiers in the field. If a unit commander determines that mobilized or TCS Soldiers could not use DFAC support for a meal during any part of the workweek and/or the unit was unable to make the appropriate logistical coordination necessary to feed their Soldiers in the field, the unit commander may request approval for a SNA for missed meals due to:

Army Support Activity Policy Memorandum #18 - Lodging, Local Commuting Area and Meal Entitlement in Support of Mobilization

(a) Mission/training conflicts. The USASA Dix Commander will not approve SNAs for missed meals due to mission/training conflicts under most circumstances. If submitted, approval for these requests will be highly scrutinized to ensure that all reasonable efforts were made to feed the soldier either by delivering the meal to the soldier's location or providing the soldier with another form of sustenance such as an MRE or Heater Meal. If approved, Soldiers will receive SNAs for missed meals at the proportional meal rate (Mon-Fri) and the commercial meal rate for weekends. Missed meals are when a Soldier or his/her unit is unable to obtain a meal through the DFAC support due to mission conflicts or DFAC inability to support. A Soldier will not be authorized a missed meal, if the government provided meal is missed due to his/her own choice to eat elsewhere, his/her choice not to eat the provided government meal at all, or the meal is missed for non-mission-related (personal) reasons.

(b) Residing in contract lodging off-post. Soldiers will be authorized SNAs for the full meal portion of per diem at the USASA - Dix locality rate.

(4) Situational examples of when and when not to issue Statements of Non-Availability (SNA) for Soldiers on TCS orders participating in contingency operations.

(a) Situation #1: Soldier is lodged in the barracks/temporary quarters on the installation and all meals are available in the installation dining facility. Installation Commander Statement of Non-availability (SNA) Decision: No SNA provided for meals or lodging. Member only receives the Incidental Expense (IE) portion of per diem, generally \$ 3.00 per day CONUS.

(b) Situation #2: Soldier is housed in an installation contracted commercial hotel off the installation at no cost to the Soldier. All meals are available in the installation dining facility. Based on the Standard duty day (0700-1700) during the normal workweek (M-F), the Soldier is able to obtain the lunch meal at the dining facility. However, the Soldier would have to commute onto the installation early to obtain breakfast and commute back onto the installation after departing for the duty day to obtain the dinner meal. On the weekends, the Soldier would have to commute to and from the installation to utilize the dining facility for all three daily meals. Installation Commander SNA Decision: UPH does not provide a SNA for lodging. USASA Commander issues SNA for all 3 meals during the workweek and weekend, which authorizes the Soldier the full meal portion of per diem at the USASA - Dix locality rate, IAW ALARACT 053/2008. The Soldier pays for all government meals at the appropriate rate.

(c) Situation #3: On a daily basis, Soldier is commuting back and forth from their home/permanent residence where they were mobilized to the mobilized duty location. Example: Soldier lives in Maple Shade, New Jersey and is mobilized and assigned to USASA - Dix, NJ. Soldier lives at home and commutes to and from USASA - Dix each duty day. USASA - Dix Commander SNA Decision: No SNA is issued for lodging or meals. The Soldier is in a non per diem status. No per diem authorized to include the IE portion of per diem. The Soldier pays to eat at the dining facility.

(d) Situation #4: Soldier is housed in barracks on the installation and meals are provided on the installation by the installation dining facility. However, Soldier is an OWT trainer and works various rotating shifts (day, night) and is therefore unable to utilize the dining facility for

Army Support Activity Policy Memorandum #18 - Lodging, Local Commuting Area and Meal Entitlement in Support of Mobilization

all meals. Soldier's unit/command implements a missed meal policy and tracks the days when the Soldier is unable to obtain a particular meal from the DFAC due to the shift being worked. The unit/command provides this data monthly to the installation commander with a request for SNA for the missed meals. Installation Commander SNA Decision: No SNA is issued for lodging. Based on information provided by the unit/command, the installation commander issues a SNA for the meals on the days the Soldier is unable to utilize the dining facility for a meal due to shift work. The SNA authorizes the Soldier the proportional meal rate for the days the Soldier was unable to utilize the dining facility for a particular meal.

d. Missed Meal Claim Process and Responsibilities.

(a) Unit Commanders are responsible to ensure that their Soldiers are supported using the Joint Base DFACs. If Soldiers are authorized missed meals, as outlined in para 4.c.(3).(c).i, unit commanders will implement appropriate procedures to comply with the missed meal policy contained in this memorandum. Commanders will track the days when the Soldier is unable to obtain a meal and which particular meals are missed, reference enclosure # 4. Unit commanders will submit SNA requests to their brigade, Colonel (O-6), or equivalent level commander at the end of each month. SNA requests will consist of a cover memorandum, reference enclosure # 1, and consolidate the individual Soldier's missed meals logs, reference enclosure # 3, listed on a Microsoft Excel spreadsheet. The commander's consolidated monthly missed meals Excel spreadsheet will have columns for last name, first name, rank, social security number, unit, lodging location, breakfast, lunch, and dinner, with the numbers of meals missed annotated in those meal blocks. The memorandum and spreadsheet will be printed, signed, and forwarded to the brigade commander along with an electronic copy of the spreadsheet file.

(b) Brigade Commanders, Colonel (O-6) or brigade-equivalent level commanders will validate SNA requests, consolidate subordinate unit SNA requests, and submit the request to the Fort Dix Installation Commander in paper and email (reference enclosures). These memorandums can be delivered to SGS at the Installation Headquarters, Bldg 5417, at the end of the month.

(c) The USASA - Dix Commander will provide a memorandum authorizing meal entitlements in support of mobilization (SNA) for the entitled Soldiers (reference enclosure # 2).

(d) USASA - Dix Command Group SGS will keep a complete scanned copy of authorized SNA packets on file. SGS will contact unit brigades and request pickup of the approved SNA memorandum.

(e) Unit Commanders will ensure entitled Soldiers are provided a copy of the approved SNA memorandum for individual travel voucher claims.

(f) Soldiers will submit monthly accrual travel vouchers to their travel support activity. The Soldier should indicate any leave (ordinary, convalescent, or emergency) on the voucher. A copy of the leave authorization (DA Form 31) should be provided with the accrual voucher. Additionally, lodging receipts and other reimbursable items will be provided with the claim as necessary. Completed travel vouchers will either be faxed to the appropriate travel section

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within DFAS-IN or processed through DTS, based upon the travel directives and status of the Soldier filing the claim.



JEFFREY A. DOLL
COL, I.G
Commanding

Encl:

1. Brigade Commander SNA Request, example
2. Installation Commander SNA Approval, example
3. Commander's Consolidated Monthly Missed Meals Log
4. Individual Missed Meal Log



DEPARTMENT OF THE ARMY
HEADQUARTERS, 111th FIELD ARTILLERY BRIGADE
BUILDING 1111, TEXAS AVENUE
FORT DIX, NEW JERSEY 08640-5000

Office Symbol of Submitting Unit

Date

MEMORANDUM FOR Commander, US Army Support Activity Fort Dix, 5417 Alabama Ave,
Fort Dix, New Jersey 08640-5000

SUBJECT: Meal Entitlements In Support of Mobilization

1. Request meal entitlements in support of mobilization for unit Soldiers' identified on the enclosed roster due to mandatory extended training hours, distance from off-post lodging and/or conflict in training schedule and Dining Facility hours of operation. Effective period is day month year to day month year.
2. All Soldiers identified here missed meals due to training conflicts and are entitled to meal entitlements in support of mobilization for each missed meal for the period indicated per the Department of the Army Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT, Chapter 8e (5), updated 13 Feb 2008. In accordance with paragraph 6.c.(3)(a) of Fort Dix Policy #33, Soldiers utilizing the DFAC will file travel claims using the Proportional meal rate.
3. All types of leave to include ordinary, emergency, or convalescent will be reported with the travel claim by providing the associated DA31.
4. Point of contact for this action is rank, name, telephone number or rank, name, telephone number.

SAM D. DAVIS
COL, IN
Commanding



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HEADQUARTERS, US ARMY SUPPORT ACTIVITY FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :

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MEMORANDUM FOR Commander, Originating Unit, Unit Address, USASA – Dix, Fort Dix,
New Jersey 08640-5000

SUBJECT: Statement of Non-Availability (SNA) for Meals

1. Reference memorandum, office symbol of originating unit, date of original request. Meal Entitlements In Support of Mobilization.
2. Your request for meal entitlements in support of mobilization is approved for the Soldiers whose names appear on the attached roster. This is effective for the month of _____. In accordance with paragraph 6.c.(3)(a) of Army Support Activity – Dix Policy #18, Soldiers utilizing the DFAC will file travel claims using the Proportional meal rate.
3. This statement is for personnel listed in the enclosed roster starting with (first Soldier's name) and ending with (last Soldier's name.)
4. Delegation of signature authority from Installation Commander to Deputy Installation Commander is on file with DFAS.

FOR THE COMMANDER:

JOHN J. JACKSON
LTC, IN
Deputy Installation Commander

