

PAY AND ALLOWANCES

PART A: GENERAL

- 14000 SCOPE
- 14001 RECOUPMENT OF REENLISTMENT BONUS

PART B: BASIC ALLOWANCE FOR SUBSISTENCE--ENLISTED MEMBERS

- 14050 DEFINITIONS FOR PURPOSES OF THIS PART
- 14051 POLICY
- 14052 DETERMINATION OF IMPRACTICABILITY
- 14053 AUTHORIZED SUBSISTENCE ALLOWANCES
- 14054 FULL, PARTIAL, AND SUPPLEMENTAL ALLOWANCES
- 14055 REPORTS
- 14056 COMMUTED RATIONS
- 14057 COMMUTED RATIONS--PROCEED TIME
- 14058 COMMUTED RATIONS--ENLISTED MEMBERS SUBSISTED IN OTHER THAN A GENERAL MESS
- 14059 LEAVE RATIONS

PART C: SHORE PATROL ALLOWANCES

- 14100 GENERAL
- 14101 AMOUNTS PAYABLE
- 14102 HIRE OF AUTOMOBILES
- 14103 RECEIPTS
- 14104 ACCOUNTING DATA
- 14105 ADVANCE OF FUNDS AND SETTLEMENT OF CLAIMS FOR SHORE PATROL EXPENSES

PART D: CERTIFICATES OF RESERVISTS AND RETIRED MEMBERS REGARDING PENSIONS, DISABILITY COMPENSATION, ETC.

SECTION 1: RESERVE PERSONNEL (EXCLUDING PERSONNEL ON EXTENDED ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY)

- 14150 GENERAL
- 14151 CERTIFICATES REQUIRED WHEN ON ACTIVE DUTY
- 14152 CERTIFICATES REQUIRED WHEN ON INACTIVE DUTY TRAINING AND ACTIVE DUTY FOR TRAINING

SECTION 2: RESERVE PERSONNEL ON EXTENDED ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY

- 14175 GENERAL
- 14176 CERTIFICATES REQUIRED

SECTION 3: RETIRED AND FLEET MARINE CORPS PERSONNEL

- 14200 CERTIFICATE REQUIRED WHEN ON ACTIVE DUTY
- 14201 MODIFICATION OF CERTIFICATES

PAY AND ALLOWANCES**PART A: GENERAL****14000 SCOPE**

1. Regulations regarding pay and allowances are contained in the Navy Comptroller Manual, volume 4, chapter 4, part B, except that information concerning allowances for travel of members and their dependents is contained in Joint Travel Regulations, Navy Travel Instructions, and chapter 5 of this manual. Instructions in this chapter are to amplify or specify qualification requirements and shore patrol entitlements.

14001 RECOUPMENT OF REENLISTMENT BONUS

1. Provision is made under Section 207 of the Career Compensation Act of 1949, as amended, 37 U.S.C., Section 308, whereby a prorata portion of the reenlistment bonus paid an enlisted member for a reenlistment or an extension of an enlistment entered into on or after 26 October 1951 will be refunded to the Government by an enlisted member who either voluntarily or as result of

his own misconduct does not complete the enlistment or extension of enlistment for which the reenlistment bonus was paid. The Navy Comptroller Manual, paragraph 044070-4, contains the detailed regulations pertaining to the periods of time not served for which recoupment of reenlistment bonus is required and the manner in which the commander will submit the required information to the disbursing officer for appropriate action on the member's military pay record.

2. The recoupment of reenlistment bonus changes the information recorded on enlistment contracts. Detailed instructions on making such changes are contained in subparagraph 15105.1aa and in the Navy Comptroller Manual, paragraph 044072-2.

3. A member will not be retained in the service beyond the date he would otherwise be discharged solely for the purpose of recoupment of reenlistment bonus.

PART B: BASIC ALLOWANCE FOR SUBSISTENCE--ENLISTED MEMBERS

▶14050 DEFINITIONS FOR PURPOSES OF THIS PART

1. Government Mess. This term means any mess operated by the Government for the purpose of subsisting enlisted members of the Armed Forces without charge to the individual.

2. Rations In Kind Are Not Available. This term shall be considered applicable in the case of enlisted members on duty at stations where it is determined, in accordance with this part, that it is impracticable for subsistence in kind to be furnished by the Government. This includes situations where a government mess as defined in Joint Travel Regulations is in fact not available.

3. Permission to Mess Separately. This term shall be considered applicable in the case of enlisted members on duty at stations or while sick in hospitals where a mess for subsisting enlisted members is available and when such enlisted members are authorized to subsist themselves independently. Such term shall also be considered applicable in the case of enlisted members during all periods of authorized leave, including periods of leave or delay while en route between duty stations.

4. Assigned to Duty Under Emergency Conditions Where No Government Messing Facilities are Available. This term shall be considered applicable in the case of enlisted members assigned to duty under conditions requiring extraordinary expenses for subsistence as determined in accordance with this part.

5. Subsisted at Government Expense. This term shall be considered applicable to enlisted members who are subsisted in kind by the Government, and to enlisted members while they are in travel status and are entitled to a per diem allowance in lieu of subsistence or to a mileage allowance.

6. Pro Rata Allowance. This term shall be considered applicable to enlisted

members being subsisted in kind or to those who have been granted permission to mess separately whose duties require them to be absent from their station and to buy at least one meal from other than a government mess and are thus entitled to a pro rata allowance for each such meal.

▶14051 POLICY

1. Normally, enlisted members will be subsisted in kind.

2. In the interest of uniformity in making determinations, government messes when available within the area, will be used to the fullest extent compatible with economy and efficiency.

3. The subsistence allowances referred to in this part shall not be authorized solely on the basis of marital status, dependency or the location of a member's residence or as extra incentive or compensation on the basis of the member's assignment to specified duties, such as bands, recruiting, chauffeurs, and orderlies.

4. In all cases where members of one or more services are performing duty at installations or are assigned to activities within the same area, the service commanders shall confer to assure that determinations of the authorization of basic allowances for subsistence are uniform when similar duty conditions exist. Each commander shall determine, within established guidelines, whether a government mess is available and, if so, the practicability of the Government furnishing subsistence in kind to personnel assigned to his command. In cases where two or more installation commanders within a given area are unable to reach voluntary agreement on determinations for similar duties, a complete report of the facts and circumstances will be reported to the Commandant of the Marine Corps (Code DF) for resolution. In cases where members of more than one service are performing duty at an installation, the installation commander shall make the determinations.

5. Enlisted personnel hospitalized and subsisted at government expense are not authorized any monetary allowance for subsistence. However, when a hospitalized member is granted permission to mess separately he is entitled to receive a subsistence allowance at the authorized rate.

6. Members permitted to mess separately are entitled to the commuted value of the ration, at the authorized rate, except as hereinafter provided in this part.

7. Members on authorized leave are entitled to the same basic allowance for subsistence as is authorized when permission to mess separately is granted.

8. Authorizations for the emergency rations rate, within the U.S. (excluding Alaska and Hawaii) not to exceed \$3.42 per day may be made only in cases where:

a. Government messing facilities are in fact not available,

b. The member is assigned to duty under "emergency conditions" and,

c. Extraordinary expenses for subsistence are actually incurred.

"Emergency conditions" may be considered to exist when a member is assigned to duty in out-of-the-way places, the assignment is of a limited duration, and the member is required to procure at least two meals a day from commercial restaurants or contract messes. A member may be considered to have incurred "extraordinary expenses" where the actual cost of subsistence equals or exceeds \$3.42 per day.

9. Authorizations under subparagraph 8, above, shall be granted only with the approval of the Secretary of the Navy, or his designee. Approval authority may not be redelegated. Such authorizations may be made for periods not to exceed 12 months. In approving original and subsequent authorizations, consideration shall be given to practicability and cost of establishing government messing or contract facilities.

14-6
Ch. 6

14052 DETERMINATION OF IMPRACTICABILITY

1. Determinations that it is impracticable for subsistence in kind to be furnished by the Government shall be based on the location of a government mess in relation to the member's post of duty.

2. Normally, in the absence of other extenuating circumstances, determinations of impracticability will not be made unless the mess, by normal travel time, is more than 30 minutes each way via government-provided transportation. If the cost to the Government of providing the member transportation (government or commercial) to the mess would be more than the basic allowance for subsistence when rations in kind are not available less the commuted value of the ration, a determination of impracticability may be made.

3. The time and cost factors need not be applied for the noonday meal where an enlisted member's post of duty is not at a military or naval installation.

4. A determination of impracticability may be made by the Secretary of the Navy, or his designee, notwithstanding the foregoing for members whose assigned duties are such that utilization of a government mess would adversely affect their mission, such as investigative personnel.

5. An enlisted member, who regularly performs duty outside the confines of a military installation (such as a downtown office building), but resides off the military installation because family quarters are not available for assignment to him and his dependents, is entitled only to the subsistence allowance authorized when permission to mess separately is granted, if single quarters and messing facilities are available at a military installation and normally are assigned to or utilized by single members performing duty at the duty station. Such a member may also receive an additional supplemental subsistence allowance at the rate and under the conditions outlined in the Navy Comptroller Manual, paragraphs 044025-3e and 044026-2c.

14053 AUTHORIZED SUBSISTENCE ALLOWANCES

1. The Navy Comptroller Manual, paragraph 044025-3, based on 37 U.S.C. 402 and appropriate Executive and Department of Defense directives and Comptroller General decisions, provides the entitlement provisions for subsistence allowances which the regulations contained in this part supplement.

14054 FULL, PARTIAL, AND SUPPLEMENTAL ALLOWANCES

1. When it has been deemed impracticable, in accordance with paragraph 14052, for a member in a nontravel status to subsist in a government mess or be furnished rations in kind because of the nature of his assigned duties, the commander, or his designated representative, will submit substantiation of such event as prescribed in the Navy Comptroller Manual, paragraph 044026-2.

14055 REPORTS

1. An annual report of the number of members, by actual duty locations, who have been authorized to receive the emergency subsistence allowances under the provisions of paragraph 14051.8 will be furnished to the Commandant of the Marine Corps (Code DFE). This report will list the number, duration and actual duty location of each authorization in effect at any time during the 12-month period ending 30 April of each year and shall be submitted within 15 days thereafter. This reporting requirement is assigned Report Control Symbol DD-Comp(A)488. Negative reports are not required.

14056 COMMUTED RATIONS

1. An enlisted member (including an enlisted member without dependents) on permanent, temporary, or temporary additional duty at a station where a general mess is maintained may be authorized by his commander to mess separately and be paid a commuted ration allowance at the applicable daily rate. The commander's approval will

be based on the condition that the mess to which the member is assigned will not be left with too few members to permit economical administration as a result of the approval of the request.

2. The commander of the activity responsible for the administration of the mess will establish the criteria applicable to the economical administration of the mess. In establishing these criteria, the commander will take into consideration the number of personnel fed, the ratio of paid supernumerary personnel to personnel authorized to subsist at government expense, mess commitments peculiar to the command, financial condition of the mess, etc. Such criteria will be published to all commands serviced by the mess and will be utilized by those commands in approving applications for commuted rations.

3. An enlisted member assigned to duty in the general mess may be authorized and credited commuted rations on the same basis and in the same manner as rations are authorized to be commuted for other members. Such a member is required to pay for all meals eaten by him during his tour of duty as well as other meals he may eat during off-duty hours.

4. Entitlement to commuted rations commences on the date and hour a written request of the member is approved in writing by the commander, or his designated representative. Retroactive approval is not authorized. A Commuted Rations Action form (NAVMC 10522-PD) will be used for this purpose. Once approved, the authorization to receive commuted rations remains in full force and effect:

a. While the member is on duty at the permanent, temporary and temporary additional duty station;

b. Upon intraorganizational transfer or upon transfer between commands located at the same station;

c. While on leave;

d. While sick in hospital, in a restricted status, or absent from his station under travel orders; and

e. Upon discharge and reenlistment, provided the reenlistment occurs at the same station at which discharged and within 24 hours of such discharge.

Under category c, above, entitlement to commuted rations is automatically suspended during any period of time an individual is in receipt of leave rations.

Under category d, above, entitlement to commuted rations is automatically suspended as of the date and hour of departure, or restriction. The suspension is automatically terminated as of the date and hour of return to the duty station, or when the restriction ends. A new application and authorization are not required. This suspension does not preclude authorization to mess separately and be paid a commuted ration allowance by the appropriate commander of a hospital or temporary duty station.

5. Group Travel

a. Entitlement to commuted rations for members on temporary additional duty, under group travel orders, continues in force, under the following circumstances:

(1) Temporary additional duty is performed under group movement orders involving at least three enlisted members.

(2) Travel to and from the temporary additional duty station will be performed between one meal hour and the next, e.g., depart permanent duty station 1000, 25 August 1961 and arrive at temporary additional duty station at 1100, 25 August 1961; depart temporary additional duty station at 1830, 8 September 1961 and arrive at permanent duty station 1900, 8 September 1961.

(3) Members are not entitled to a travel per diem allowance for subsistence while at the temporary duty station.

b. Remarks substantially in accordance with the following samples will be shown on travel orders. (See par. 16111 for sample unit diary entries.)

(1) By commanding officer of permanent duty station: "Personnel denoted by an asterisk (*) are entitled to commuted rations. Entitlement to this allowance continues for period of temporary additional duty directed herein in accordance with reference (-)." (The reference being MARCORPERSMAN, par. 14056.)

(2) By commanding officer of temporary additional duty station: "Personnel denoted by an asterisk (*) were not subsisted at government expense while on temporary additional duty at this station. Any meals eaten in a government mess were paid for on a supernumerary ration basis."

6. Entitlement to commuted rations terminates as follows:

a. Automatic termination

(1) As of the directed date and hour of departure from the duty station (except by intraorganizational transfer or transfer between commands located at the same station) by transfer or completion of temporary duty or temporary additional duty (see subpar. 5010.2);

(2) As of midnight of the date of discharge if reenlistment does not occur at the same station within 24 hours of such discharge;

(3) As of the directed date and hour of departure from the station under release from active duty or active duty for training orders.

b. Termination by action of commander: The commander, or his designated representative, is authorized to terminate entitlement to commuted rations at any time for good and sufficient cause such as (a) application of the member; (b) economic operation of the general mess required such termination; etc. Such a termination must be on a Commuted Rations Action form (NAVMC 10522-PD) to the member and is effective on the date and hour the termination is directed by the commander or at a later date and hour if so specified. The commander will assure himself that the member was duly notified on or prior to the date and hour of termination stated in the notification.

7. An enlisted member may not be authorized commuted rations for any period while in a travel status and entitled to a travel per diem allowance for subsistence or a mileage allowance. When such a member is performing temporary or temporary additional duty at a station and his travel per diem allowance is reduced because a Government mess is available for subsisting him, he is not considered as being in receipt of a travel per diem allowance for subsistence. Accordingly, he may be authorized commuted rations as prescribed in these regulations by the commander of the temporary duty or temporary additional duty station, which authority terminates on the date and hour of completion of such temporary duty or temporary additional duty, unless terminated earlier for cause. An illustration of a normally occurring situation is as follows:

FACTS

(1) Member is on duty at Station "A" and receiving commuted rations;

(2) He departs from Station "A" at 1300 on 15 July for TAD at Station "B";

(3) He reports at Station "B" at 1000 on 17 July and it is determined that messing facilities are available, thus entitling him to a reduced travel per diem allowance;

(4) Upon reporting at Station "B" he applies for commuted rations because his wife has accompanied him and he desires to reside with her, which application was approved on 17 July;

(5) He completed TAD at 0800 on 27 July and reports at Station "A" at 1500 on 29 July.

ENTITLEMENT TO COMMUTED RATIONS AT STATION "A"

As stated in subparagraph 4, entitlement is automatically suspended at 1300 on 15 July and the suspension is automatically terminated at 1500 on

29 July. Thus, the member's pay account would not be credited with commuted rations from and including the evening meal on 15 July to and including the noon meal on 29 July.

ENTITLEMENT TO COMMUTED RATIONS AT STATION "B"

The member is entitled to commuted rations from and including the noon meal on 17 July to and including the morning meal on 27 July.

8. Subsistence for enlisted members during the period of required travel, under permanent change of station orders, is provided in the mileage allowance when such allowance is payable; otherwise it will be provided separately by meal tickets, box lunches, contract-procured meals, or appropriate reimbursement for each meal, as authorized in the Joint Travel Regulations. Subsistence provided by the Joint Travel Regulations is applicable only up to the time and date the member reports for duty at the new duty station, which is the time and date his travel status terminates. It is emphasized that the member "belongs" to the joining command commencing with the actual hour and date of reporting thereto, and is entitled to rations in kind, or commuted rations in lieu thereof if properly entitled thereto, from such hour of actual reporting. The fact that he is not administratively joined until the following day has no relationship with the termination of his travel status.

9. Under the law, entitlement to commuted rations does not commence until the member has been authorized to mess separately, i.e., the date and hour the commander in fact approves the request of the member in writing and places the member on notice that he is so authorized to mess separately. Until such time, the member is being furnished subsistence in kind, regardless of where he eats his meals. Therefore, a delay in processing an application results in a monetary loss to a member who, in good faith, has been subsisting himself while awaiting approval of his request for commuted rations

or has been acting on the erroneous assumption that the authority to receive commuted rations at a previous duty station continued at his new duty station without action on his part. It is the policy of the Commandant of the Marine Corps to afford all enlisted members maximum consideration in this matter. Accordingly, all commands are enjoined to insure that:

a. Each member joining a station is afforded immediate opportunity to make application for commuted rations at the place where the member initially reports to the activity, and

b. If approval is to be granted, such approval is reduced to writing immediately in order for the allowance to become effective before the first meal hour occurring after reporting.

14057 COMMUTED RATIONS-- PROCEED TIME

1. An enlisted member is entitled to commuted rations for proceed time authorized by chapter 5; however, he is not entitled to commuted rations for any period of authorized travel, including travel authorized by privately-owned conveyance.

14058 COMMUTED RATIONS-- ENLISTED MEMBERS SUB- SISTED IN OTHER THAN A GENERAL MESS

1. When an enlisted member is assigned to duty and subsisted in a mess other than the general mess, or is assigned in a service capacity to the public quarters of an officer and subsisted therein, the commuted value of his rations will be paid monthly to the treasurer of the mess in which he is subsisted or to the officer in whose quarters he is subsisted. Commuted rations authorized under this subparagraph will not be credited on the enlisted member's pay record, but instead will be paid on public voucher in accordance with the Navy Comptroller Manual, volume 4, chapter 6.

2. Each month the commander will submit a Military Pay Order (DD Form 114) in quadruplicate to the disbursing officer. The DD Form 114 will show the name and service number of each member whose rations are being commuted, the number of rations for each member, the applicable dates, the total number of rations to be commuted, and the following certificate:

"The enlisted members named hereon were detailed to and subsisted in the (insert 'quarters of' and grade and name of officer, or name of mess if not subsisted in an officer's quarters) for the period set opposite their names. It is directed that the commuted value of the rations of these enlisted members be paid to (insert grade and name of officer in whose quarters the members were subsisted, or 'Mess Treasurer' and name of mess, as appropriate)."

The disbursing officer will furnish a copy of the paid public voucher and a copy of the DD Form 114 to the payee of the voucher.

14059 LEAVE RATIONS

1. An enlisted member on authorized leave, including delay en route between duty stations chargeable as leave, as distinguished from liberty, and who is not furnished rations in kind, is entitled to a leave ration at the applicable rate for each day of leave. Leave rations are not payable for any period that leave is overstayed unless the absence over leave is excused by the commander as unavoidable; however, the enlisted member will be entitled to leave rations for the period of authorized leave, even though the absence over leave is not excused as unavoidable. An enlisted member is not entitled to leave rations for any period of excess leave or for any period during which he performs travel aboard a government vessel, including the days of embarkation and debarkation.

PART C: SHORE PATROL ALLOWANCES

14100 GENERAL

1. Commanders may authorize the payment of shore patrol allowances for quarters, subsistence, and certain other sundry expenses when facilities are not available to personnel performing shore patrol duty. All temporary shore patrol assignments to be performed in the area generally visited by liberty parties from the ship or station landing the patrol are considered as being performed in a non-travel status, thereby precluding any entitlement to per diem allowances normally associated with temporary duty. Members assigned shore patrol duties are in no sense transferred or detached from their permanent duty station. Shore patrol allowances are authorized in recognition of the Government's responsibility for providing subsistence and quarters, and when these military duties are performed at a place where Government quarters and/or messing facilities are not available, the monetary allowance is provided in lieu of the rations and quarters in kind.

2. Consideration must be given by commanders to the availability in the area of Government messing facilities and Government quarters, bearing in mind that such facilities need not be Navy or Marine Corps operated but may be operated by any of the armed services. Accordingly, fullest advantage should be taken of the availability of all Government facilities, and appropriate local arrangements should be made for their use wherever possible. In the audit of shore patrol expenditure vouchers, factors of major consideration include the availability of Government facilities and whether or not performance of the assigned duty in and of itself was responsible for any out-of-pocket expenditures for subsistence and quarters by the member performing the duty. Whether the member chooses to avail himself of the facilities is not for consideration; what is significant is their availability to him in such fashion as not to impair his performance of assigned duties.

3. Members serving on shore patrol duty in a travel status will be entitled to travel expenses in accordance with and at the rates authorized by regulations applicable to personnel in a travel status.

14101 AMOUNTS PAYABLE

1. When it is impracticable for members performing temporary shore patrol duties in the general area visited by liberty parties from a ship or station to return to their ship or post of duty (or facility operated by any of the other uniformed services) for meals and lodging, and they are required to procure additional quarters or meals at their own expense, they are entitled to reimbursement for actual expenses therefor not to exceed the following, any excess costs being borne by the member concerned:

a. Within United States except Alaska and Hawaii

| | | |
|----------|---|--------|
| Meals: | Breakfast | \$1.00 |
| | Dinner and Supper (each) | \$1.75 |
| Lodging: | Actual cost, not to exceed per day (see subpar. 2, below) | \$7.50 |

b. Within Alaska and Hawaii and Outside the United States

| | | |
|----------|--|--|
| Meals: | 50 percent of travel per diem, listed in appendix B, Joint Travel Regulations, prorated on the basis of 1/5 for breakfast, 2/5 for dinner, and 2/5 for supper. | |
| Lodging: | Actual cost, not to exceed 50 percent of travel per diem listed in appendix B, Joint Travel Regulations (see subpar. 2, below). When appendix B indicates that separate rates apply when Government quarters are/are not available, reimbursement will be based on the "not available" rate. | |

c. Additional Meal. Payment for a meal at other than the normal supper hour may be authorized when a member performs shore patrol duties for a period of at least eight hours during a period when no normal meal hours are scheduled. A member will not be entitled to this additional meal allowance if he is in receipt of basic allow-

ance for subsistence at the rate of \$2.57 or \$3.42 per day or in receipt of shore patrol allowances for three meals. Payment will be at the supper rate as applicable in subparagraphs a or b, above.

2. If the period of temporary shore patrol duty exceeds 15 consecutive days, the maximum lodging allowance payable is reduced by one-third on the 16th and each succeeding day, recognizing that the member should, under the circumstances, avail himself of the lower rates generally obtainable for a long-term rental as distinguished from day-to-day rates. An exception to the foregoing may be made in those cases involving bona fide extensions of shore patrol duty from periods of less than 16 days to periods of 16 days or more when such extensions are necessitated by an unforeseen exigency of the service such as unexpected delay in the sailing date of a ship. A practice wherein members are recalled to their permanent duty station at the end of a 15-day period but are soon thereafter reassigned to another 15-day period of shore patrol duty can only be viewed as abuse of the foregoing provisions.

3. Enlisted members assigned to permanent shore patrol billets may be authorized commuted rations, or a basic allowance for subsistence where rations in kind are not available, and basic allowance for quarters in accordance with the provisions of part B of this chapter and the Navy Comptroller Manual, volume 4, chapter 4.

4. Credits of basic allowance for quarters for members with or without dependents or station per diem allowance for quarters are not affected during periods while the members are assigned to shore patrol duties in a nontravel status. Allowances for quarters prescribed while assigned to shore patrol duties are in addition to those enumerated in the preceding sentence.

14102 HIRE OF AUTOMOBILES

1. Expenses for the hire of automobiles or other modes of transporta-

tion, including taxicabs, are not authorized items of shore patrol expenses except at transient ports or places where, in the opinion of the senior officer present, such hire is necessary to the efficient conduct of shore patrol activities because the area to be patrolled is large and places frequented by liberty parties are widely separated and no Government transportation is available. In addition to the hire of automobiles upon authorization of the senior officer present, as provided above, automobiles may be hired in cases of emergency, and in each case the hiring person will submit a full report of the circumstances to the senior officer present (via his commander) who will, if satisfied as to the necessity of hiring the vehicle, direct that the expenditure be allowed.

14103 RECEIPTS

1. Receipts must be obtained for lodging to substantiate expenditures but need not be obtained for meals. When meals are furnished along with lodging at a flat daily rate, it is not necessary that the receipt therefor itemize the meals separately from the lodging. Receipts will also be obtained for miscellaneous expenses, when practicable, except for carfare and official telephone calls. Receipts covering expenditures for automobile hire will be obtained by the person making the transaction. Upon completion of shore patrol duty, orders will be endorsed by appropriate authority to indicate what meals and lodging the member was required to procure while performing shore patrol duty. This endorsement should be in the following form:

(Date)

"During performance of shore patrol duty, member was required to procure 8 breakfasts, 10 dinners, and 13 suppers and was required to procure lodgings on 2/8, 2/9, 2/12, 2/13, 2/14, 2/17, 2/18, and 2/19."

The appropriate authority for the execution of this endorsement is the senior shore patrol officer or other officer under whose jurisdiction the shore

CHAPTER 14--PAY AND ALLOWANCES

14105

patrol duty was actually performed. In the absence of an affirmative showing on the above endorsement, it will be assumed that on "off-duty" days Government quarters and messing facilities were available to the member.

limitations as may be established by management bureaus or offices or by Headquarters, U. S. Marine Corps. Payments of shore patrol expenses will be charged to the accounting data listed in the Navy Comptroller Manual, volume 4, chapter 6.

14104 ACCOUNTING DATA

1. Expenses outlined in this part, as well as other expenses in connection with maintaining shore patrol headquarters, will be considered as administrative expenditures of the commands establishing the shore patrol and/or shore patrol headquarters, and will be borne by funds available to them for administration, subject to regulations and to instructions and

14105 ADVANCE OF FUNDS AND SETTLEMENT OF CLAIMS FOR SHORE PATROL EXPENSES

1. Disbursing officers may advance funds and will settle claims for shore patrol expenses in accordance with instructions contained in the Navy Comptroller Manual, volume 4, chapter 6.

**PART D: CERTIFICATES OF RESERVISTS AND RETIRED MEMBERS
REGARDING PENSIONS, DISABILITY COMPENSATION, ETC.**

**Section 1: RESERVE PERSONNEL (EXCLUDING PERSONNEL ON EXTENDED
ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY)**

14150 GENERAL

1. Applicability. The provisions of this section are not applicable to members of the Marine Corps Reserve ordered to extended active duty in excess of 30 days in time of war or national emergency. For instructions concerning certificates of these members, see section II.

2. Election of Pension or Pay. A reservist who is in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of his prior military service, from the Government of the United States, is prohibited from receiving pay or allowances, including allowances for subsistence, quarters, and travel, for any period of active duty, active duty for training, or inactive duty training, unless he specifically waives or relinquishes such pension, retainer pay, disability compensation, or retired pay for the period of such duty.

3. Effective Date of New Election. A reservist who elects to continue to receive his pension, retainer pay, disability compensation, or retired pay in lieu of pay and/or allowances for active duty, active duty for training, or inactive duty training, and who later changes his election, will be paid pay and/or allowances only from and including the date he executes the waiver certificate containing his new election, unless he specifically states in his certificate that the election is to be effective as of a later date.

4. Modification of Certificates. The wording of the certificates prescribed in this section may be modified to meet the requirements of special cases.

**14151 CERTIFICATES REQUIRED
WHEN ON ACTIVE DUTY**

1. Reservists Not Receiving Pension. An Organized or Volunteer reservist who is assigned to active duty, either individually or as part of a unit, and who is not in receipt of a pension, etc., will submit to the commander of his first active duty station the following certificate in original only. The commander will submit the certificate to the disbursing officer.

a. Certificate

(Place)

(Date)

I certify that I am not in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States, and that in the event I later become entitled to a pension, retainer pay, disability compensation, or retired pay, by virtue of military service, from the Government of the United States, I shall notify my commander immediately.

2. Reservists Receiving a Pension Who Elect to Receive Pay. A reservist who is in receipt of a pension, etc., and who elects to receive pay and allowances for the period of his active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc. (for example, a district office of the Veterans' Administration); will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date) and that I elect to receive active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for the entire period of my active service and will refund the amount of such (pension, etc.) that I have received or may hereafter receive for any portion of the period of my active service.

b. Endorsement of Disbursing Officer

First Endorsement (Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay commencing (date of member's entrance on active service).

3. Reservist Receiving a Pension Who Does Not Elect to Receive Pay. A reservist in receipt of a pension, etc., who does not elect to waive or relinquish the pension, etc., for the period of his active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, set forth in subparagraph 3a, below. The commander will submit the original and both copies of the certificates to the disbursing officer, who will endorse thereon the certificate prescribed in subparagraph 3b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc., (for example, a district office of the Veterans' Administration); will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be filed in the officer's qualification record or the enlisted member's service record book. The disbursing officer will open a pay record for the reservist by completing Item 1 and making the following notation in Item 4: "Not entitled to active duty pay and allow-

ances--does not waive or relinquish (pension, etc.)." This pay record will be transferred in the usual manner, but will not be closed unless the reservist is separated from active duty or later makes an election under subparagraph 2, above.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date); that I am now receiving a (pension, retainer pay, disability compensation, or retired pay, as appropriate) from (agency paying the pension, etc.) (insert claim number if known); and that I elect to continue to receive such (pension, etc.) from said agency for the period of my active military service. I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such duty (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current tour of active military service. This certificate will remain in effect until such date as I may waive my pension, etc.

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has not been and will not be credited active duty pay or allowances during such period as the member's election as set forth above has been or remains in effect. If this member later elects to receive active duty pay and allowances, appropriate notice of such changed election will be furnished.

14152 **CERTIFICATES REQUIRED
WHEN ON INACTIVE DUTY
TRAINING AND ACTIVE
DUTY FOR TRAINING**

1. Organized Reservists Not Receiving a Pension

a. Each member of the Marine Corps Reserve who is assigned to

an Organized Marine Corps Reserve unit and who is not in receipt of a pension, etc., will immediately submit to his commander the following certificate in original only. The certificate will be filed in the officer's qualification record or the enlisted member's service record book. Where practicable an enlisted member's certificate will be entered and signed on page 11 of his service record book rather than being submitted to the commander and then filed in the book.

(1) Certificate

(Place) (Date)

I certify that I am not in receipt of a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States, and that in the event I later become entitled to a pension, retainer pay, disability compensation, or retired pay, by virtue of military service, from the Government of the United States, I shall notify my commander immediately.

b. Each money list upon which payment of active duty for training pay and/or allowances is made to officers or enlisted personnel of the Organized Marine Corps Reserve will bear the following certificate signed by the commander. Where it is more convenient or desirable, a separate certificate signed by the commander may be used instead of the certificate on the money list. When a separate certificate is used, it will be attached to the applicable original money list.

(1) Certificate. Each reservist whose name appears hereon has certified that he is not drawing a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States.

2. Volunteer Reservists Not Receiving a Pension. A Volunteer reservist who is assigned to active duty for training, either individually or as part of a unit, and who is not in receipt of a pension, etc., will submit to the commander of his first training duty station the certificate, in original only, prescribed in subparagraph 1a(1), above. The commander will submit the certificate to the disbursing officer.

3. Reservists Receiving a Pension Who Elect to Receive Pay. A reservist who is in receipt of a pension, etc., and who elects to receive pay and/or allowances for inactive duty training and active duty for training, will submit to his commander the certificate, signed in triplicate, prescribed and at the times specified in subparagraph 3a or 3b, below, as applicable. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 3a or 3b, below, as applicable, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book.

a. Certificate of Organized Reservist Waiving a Pension, etc., to be Submitted Upon Joining an Organized Unit and on 1 July of Each Year

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby elect to receive inactive duty pay and active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for (number) drills and (number) days of active duty for training, or a total of (number) days, with the understanding that in the event I do not perform this duty, my (pension, etc.) will be adjusted on the basis of duty actually performed. I will refund the amount of such (pension, etc.) that I have received or may hereafter receive for any duty performed in excess of that stated above.

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), will be credited such pay and allowances as may become due him (her) on and after (date of member's assignment to Organized unit or 1 July, as applicable).

Certificates submitted on 1 July should waive the pension, etc., for the maximum number of drills authorized and the days of active duty for training scheduled for the current fiscal year. If the member joins an Organized unit on other than 1 July, the certificate should waive the pension, etc., for the maximum number of drills authorized and the days of active duty for training scheduled for the remainder of the fiscal year.

b. Certificate of Volunteer Reservist Waiving a Pension, etc., to be Submitted Each Time He is Assigned to Active Duty for Training

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active duty for training on (date) and that I elect to receive active duty pay and allowances in lieu of (pension, retainer pay, disability compensation, or retired pay, as applicable) now received from (agency paying the pension, etc.) (insert claim number if known). I hereby waive my (pension, etc.) for (number) days, commencing on (date of entry on active duty for training) and ending on (date of release from active duty for training), and I will refund the amount of such (pension, etc.) that I have received or may hereafter receive for such period.

(Date)

First Endorsement

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay for the period (from-to, both dates inclusive).

4. Reservists Receiving a Pension Who Do Not Elect to Receive Pay. A reservist in receipt of a pension, etc., who does not elect to waive or relinquish the pension, etc., for the period of his inactive duty training and active duty for training, will submit to the commander the certificate, signed in triplicate, set forth in subparagraph 4a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate prescribed in subparagraph 4b,

14-16

below, and will sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be filed in the officer's qualification record or the enlisted member's service record book. For instructions regarding the pay records of reservists who do not elect to waive or relinquish their pensions, etc., for periods of inactive duty training and active duty for training, see Navy Comptroller Manual, volume 4, chapter 4.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I was assigned to the Organized Marine Corps Reserve on (date); that I am now receiving a (pension, retainer pay, disability compensation, or retired pay, as appropriate) from (agency paying the pension, etc.) (insert claim number if known); and that I elect to continue to receive such (pension, etc.) from said agency for the period of inactive duty training and active duty for training heretofore or hereafter performed. I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such duty (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current assignment to the Organized Marine Corps Reserve. This certificate will remain in effect until such date as I may waive my (pension, etc.).

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has not been and will not be credited pay or allowances for inactive duty training or active duty for training during such period as the member's election as set forth above has been or remains in effect. If this member later elects to receive pay for inactive duty training or active duty for training, appropriate notice of such changed election will be furnished.

**Section 2: RESERVE PERSONNEL ON EXTENDED ACTIVE DUTY IN
TIME OF WAR OR NATIONAL EMERGENCY**

14175 GENERAL

1. Pension Election Restrictions. Any member of the Marine Corps Reserve receiving a pension, retainer pay, disability compensation, or retired pay, by virtue of prior military service, from the Government of the United States who is ordered to extended active duty in excess of 30 days in time of war or national emergency and is found physically qualified to perform active duty, will not be entitled to such pension, etc., for the period of the extended active duty unless the amount thereof is greater than the active duty pay and allowances (including allowances for subsistence, quarters, and travel) to which he is entitled. During the period the pension, etc., is suspended, the member will be entitled to active duty pay and applicable allowances. If the pension, etc., is greater than the active duty pay and allowances, the member may elect to receive either the pension, etc., or active duty pay and allowances. If he elects to receive the pension, etc., and later changes his election, he will be paid pay and applicable allowances from and including the date he executes the waiver certificate containing the new election, unless he specifically states in his certificate that the new election is to be effective as of a later date. Active duty pay and allowances must be paid to the member if they become equal to or greater than his pension, etc.

2. Modification of Certificates. The wording of the certificates prescribed in this section may be modified to meet the requirements of special cases.

14176 CERTIFICATES REQUIRED

1. Members Now Receiving a Pension. A reservist who is assigned to extended active duty in excess of 30 days in time of war or national emergency and who

is not in receipt of a pension, etc., will submit to the commander of his first active duty station the certificate prescribed in subparagraph 14151.1a. The commander will submit the certificate to the disbursing officer.

2. Members Receiving a Pension. A reservist receiving a pension, etc., by virtue of prior military service, from the Government of the United States who is ordered to extended active duty in excess of 30 days in time of war or national emergency and is found physically qualified to perform active duty, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. The commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the appropriate certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc.; will file the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book. If the pension, etc., is greater than the member's pay and allowances and he elects to continue to receive the pension, etc., the disbursing officer will open a pay record for him by completing Item 1 and making the following notation in Item 4: "Not entitled to active duty pay and allowance -- does not waive or relinquish (pension, etc.) of \$(amount)." This pay record will be transferred in the usual manner, but will not be closed unless the reservist is separated from active duty or later makes an election to receive or is required to receive active duty pay and allowances.

a. Certificate of Reservist

(Date)

TO WHOM IT MAY CONCERN

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service in excess of 30 days on (date), and that I am receiving a (pension, retainer pay, disability compensation, or retired pay, as applicable) in the amount of \$ _____ from (agency paying the pension, etc.) (insert claim number if known). If my (pension, etc.) is greater than my active duty pay and allowances, I elect to receive my (pension, etc., or active duty pay and allowances, as elected) during my current tour of active military service. I will refund the amount of any overpayment of my (pension, etc.) that I have received or may hereafter receive for any portion of the period of my active service.

The following portion of this certificate will be executed only if the pension, etc., is greater than the active duty pay and allowances and the member elects to continue to receive the pension, etc.

I fully understand that my election precludes my entitlement to receive pay or allowances authorized by law for such service (including allowances for subsistence, quarters, and travel). I will pay all of my transportation expenses and for all meals taken in a government mess. I will reimburse the Government for any subsistence or transportation, other than transportation by government conveyance, heretofore or hereafter furnished me by the Government during my current tour of active military

service. This certificate will remain in effect until such date as I may waive my (pension, etc.) or my active duty pay and allowances equal or exceed the amount of my (pension, etc.), whichever occurs earlier.

b. Endorsement of Disbursing Officer

(Date)

First Endorsement

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay (insert "and allowances," if applicable) in the monthly amount of \$ _____ commencing (date of member's entrance on active service).

OR

(If pension, etc., is greater than the active duty pay and allowances and the member elects to continue to receive the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), is entitled to active duty pay (insert "and allowances," if applicable) in the monthly amount of \$ _____. This member has not been and will not be credited active duty pay or allowance during such period of his election as set forth above has been or properly remains in effect. If this member later elects to receive or is required by law to receive active duty pay and allowances, you will be so informed.

Section 3: RETIRED AND FLEET MARINE CORPS RESERVE PERSONNEL

14200 CERTIFICATE REQUIRED
WHEN ON ACTIVE DUTY

1. Members Not Receiving a Pension. A retired member or a Fleet Marine Corps reservist who is assigned to active duty and who is not in receipt of a pension or disability compensation from the Veterans' Administration, will submit to the commander of his first active duty station the following certificate in original only. The commander will submit the certificate to the disbursing officer.

a. Certificate

(Place) (Date)

I certify I am not in receipt of, nor have I a claim pending for a pension or disability compensation, by virtue of my prior military service, from the Veterans' Administration.

(Signature and typed or printed grade, name, service number, and service component)

2. Members Receiving a Pension. A retired member or a Fleet Marine Corps reservist who is assigned to active duty and who is in receipt of a pension or disability compensation from the Veterans' Administration, will submit to the commander of his first active duty station the certificate, signed in triplicate, prescribed in subparagraph 2a, below. If the member has been assigned to active duty in excess of 30 days the commander will submit the original and both copies of the certificate to the disbursing officer, who will endorse thereon the certificate set forth in subparagraph 2b, below, and sign the original and both copies. The disbursing officer will forward the original certificate to the agency paying the pension, etc. (for example, a district office of the Veterans' Administration); will file

the duplicate as a pay record voucher; and will forward the triplicate to the commander. The triplicate will be inserted in the officer's qualification record or the enlisted member's service record book. If the member has been assigned to active duty for 30 days or less, the commander will submit the original and both copies of the certificate to the Commandant of the Marine Corps (Code CDH).

a. Certificate of MemberNOTICE OF REENTRANCE INTO ACTIVE
MILITARY SERVICE

(Date)

I (grade, name, service number, service component, and organization), hereby certify that I entered on active military service on (date), and that I am receiving a (pension or disability compensation, as applicable) from the Veterans' Administration (insert claim number if known). I request termination of such (pension, etc.) for the period that I will be in receipt of active duty pay. I will refund the amount of (pension, etc.) that I have received or may hereafter receive for the period I receive active duty pay.

b. Endorsement of Disbursing Officer

First Endorsement

(Date)

From: Disbursing Officer (Activity)
To: (Agency paying the pension, etc.)

1. I hereby certify that (grade, name, service number, and service component), has been credited active duty pay commencing (date of member's entrance on active service).

14201 MODIFICATION OF CERTIFICATES

1. The wording of the certificates prescribed in this section may be modified to meet the requirements of special cases.