Meal Deduction SOP



Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Center (TSCs) to follow to process Meal Deduction transactions.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Service Member

CPPA

Clerk

Supervisor

Other Links:

Quick Links Page

Roles & Responsibilities

Best Practices

Reference's

Online Resources/Aids

Forms (NONE)

Steps in Numerical Order

Approved for public release: Distribution Unlimited

CPPA QUICK LINKS PAGE 1 OF 3

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SYSTEMS & HELP DESK POCs

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-

<u>Access/</u>

BUMED INSTRUCTIONS

https://www.med.navy.mil/Directives/Instructions/

BUPERS INSTRUCTIONS

<u>https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/</u>

CPPA RESOURCES

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-

Pay-Support/CPPA-Resources/

DJMS

<u>https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</u>

DOD FMR

<u>https://comptroller.defense.gov/FMR/</u>

DOD INSTRUCTIONS / DIRECTIVES / FORMS

https://www.esd.whs.mil/Directives/issuances/dodi/

DON Memo dtd 30 June 2020

https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-

Command/Organization/BUPERS/FIAR/

DON WEBSITE

<u>https://www.doncio.navy.mil/</u>

DS-11

https://travel.state.gov/content/travel/en/passports/how-apply/forms.html

JAG INSTRUCTION

<u>https://www.jag.navy.mil/library/</u>

JTR

<u>https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/</u>

CPPA QUICK LINKS PAGE 2 OF 3
KSD Landing Page
https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-
<u>Pay-Support/CPPA-Resources/Resources/</u>
MILPERSMAN
https://www.mynavyhr.navy.mil/References/MILPERSMAN/
NAVADMINS
https://www.mynavyhr.navy.mil/References/Messages/
NAVMED FORM
https://www.med.navy.mil/Directives/NAVMED-Forms/
NAVMED MANUAL
<pre>https://www.med.navy.mil/Directives/MANMED/</pre>
NAVPERS FORMS
https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
NAVSUPINST
<u>https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-</u>
<u>Support/Provisions-Instructions-and-Contract/</u>
NPPSC FORMS
<pre>https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</pre>
NPPSC INSTRUCTIONS
https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin_
Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77
501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2
FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312
OF 1164
<u>https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-</u>
<u>expenditures-on-official-business</u>
OMPF

https://www.bol.navy.mil/

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OPNAV INSTRUCTIONS
<pre>https://www.secnav.navy.mil/doni/opnav.aspx</pre>
OPS ALERTS
<u>https://flankspeed.sharepoint-</u>
<u>mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC_OPS_</u>
<u>ALERTS/Forms/AllItems.aspx</u>
PPIBS-MPAS
<u> https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-</u>
<u>Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</u>
SalesForce/eCRM
<pre>https://navynpc.my.salesforce.mil/</pre>
SECNAV INSTRUCTIONS
<pre>https://www.secnav.navy.mil/doni/secnav.aspx</pre>
SECNAV MANUALS
<pre>https://www.secnav.navy.mil/doni/manuals-secnav.aspx</pre>
SF FORMS
<pre>https://www.opm.gov/forms/standard-forms/</pre>
SGLV 8286
<u> https://www.va.gov/life-insurance/options-eligibility/sgli/</u>
US NAVY REGULATIONS
<pre>https://www.secnav.navy.mil/doni/navyregs.aspx</pre>
NP2

https://prodhr.np2.cloud.navy.mil/my.policy

ROLES & RESPONSIBILITIES

- **TSC/Personnel Office Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC, Aircraft Carrier's or other non-TSC supported unit's person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in <u>MPM 1000-021</u>. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/ TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (791F) is fully implemented, individual TSC may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

BEST PRACTICES

- Important Document Retention Action: IAW <u>Department of the Navy Memo dated 30 June 2020</u> "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.
- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by Financial Improvement and Audit Readiness (FIAR) at following website: <u>https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPAY/.</u>
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Update and verify the Meal Pass Report on a monthly basis. The Meal Pass Report provides a listing of all the Service Members to whom the TSC has issued a Meal Pass. On a monthly basis the TSC shall provide the monthly Meal Pass Report of all personnel entitled to Rations in Kind (RIK) to the host activity Food Service Officer in accordance with NPPSCINST 4060.1.
- Per Disbursing Officer directive, update and verify the DMO Meal Deduction (DN) Report on a monthly basis. Effective 01 Jun 2013 the Meal Deduction Report is required to identify all those Service Members serviced by the TSC that have an open DN entitlement.
- Protect Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI)

• All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/

Landing Page

REFERENCES

Landing Page

#	Doc ID	Title
1.	DoD FMR Vol. 7A	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and
	Chapter 25	Procedures - Active Duty and Reserve Pay Chapter 25: Subsistence Allowances
		https://comptroller.defense.gov/FMR/
2.	Department of	Revised Record Retention Requirements to Support Department of the Navy
	the Navy Memo	Financial Statement Audits.
	dated 30 June	https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-
	2020	Command/Organization/BUPERS/FIAR/
3.	MILPERSMAN	Procedures when Government Messing is not Available
	1746-010	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
4.	MILPERSMAN	Procedures when Authorized to Mess Separately
	1746-020	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
5.	MILPERSMAN	Meal Passes for Enlisted Personnel
	1746-030	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
6.	MILPERSMAN	Basic Allowance for Subsistence (BAS) - Specialized Terms
	7220-150	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
7.	MILPERSMAN	Basic Allowance for Subsistence (BAS) - General Policies
	7220-160	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
8. M	MILPERSMAN	Basic Allowance for Subsistence (BAS) - Procedures for Members on Sea Duty
	7220-180	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
9.	MILPERSMAN	Basic Allowance for Subsistence (BAS) II
	7220-182	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
10.	NPPSCINST	Standard Management Reports
	5220.2 (Series)	https://flankspeed.sharepoint-
		mil.us/sites/MyNavyHR MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?id=%2Fsites%
		2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FActive&
		viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312
11.	NPPSCINST	Separation of Duties Affecting Military Pay
	7220.7 (Series)	https://flankspeed.sharepoint-
		mil.us/sites/MyNavyHR MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?id=%2Fsites%
		<u>ZEMYNAVYHK%SEMNCC%ZENPESC%ZEAdmin%ZUEOLder%ZEDirectives%ZEInstructions%ZEActive&</u>
		<u></u>

REFERENCES

#	Doc ID	Title
12.	NPPSCINST	Retention of Disbursing Office Records
	7250.1 (Series)	https://flankspeed.sharepoint-
		mil.us/sites/MyNavyHR MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?id=%2Fsites%
		2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FActive&
		viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312
13.	NPPSCINST	Retention of Disbursing Office Records
	7250.1 (Series)	https://flankspeed.sharepoint-
		<pre>mil.us/sites/MyNavyHR MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?id=%2Fsites%</pre>
		2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FActive&
		viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312
14.	NAVADMIN 66/16	Navy Audit Document Retention Guidance
		https://www.mynavyhr.navy.mil/References/Messages/
15.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System
		(DWOWS) Pay Claim Cases
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-
		Support/CPPA-Resources/PPIBS-MPAS/
16.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and
		Recertification Requirements for Personnel Assigned to Pay Command UICs
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-
		Support/CPPA-Resources/PPIBS-MPAS/
17.	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-
		Support/CPPA-Resources/PPIBS-MPAS/
18.	MPA 05/23	Update to Requirement to Submit Calculations with all Central Site Pay
		Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-
		Support/CPPA-Resources/PPIBS-MPAS/

	MEAL DEDUCTION SOP		
	ONLINE RESOURCES / AIDS / GUIDES		
#	Website Sponsor	Title and Link	
1.	MYNavy HR	CPPA Resources	
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers- Pay-Support/CPPA-Resources/	
2.	NSIPS	NSIPS	
		https://www.nsips.cloud.navy.mil/my.policy	
#	Sponsor	Document Title and Link	
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide	
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide	
2.	2. DJMS Navy Procedures Training	Submitting Documentation via DWOWS	
Guide (PTG): Part 9 Chapter 10	https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide		

MEAL DEDUCTION SOP **Landing Page** SERVICE MEMBER STEP # FLOW TEXT ADDITIONAL TEXT Prepare and submit forms and/or compile documentation, as required. Prepare and 1 submit forms Meal Deduction may be processed in conjunction with the Receipts process. and/or compile The supporting documentation provided during the Receipts process may also documentation, as required be used to process the Meal Deduction. 1.1 Complete forms Service Member completes forms and/or compiles documentation, as required. and/or compile Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is documentation. as required responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The documentation may consist of one of the following, as applicable: • Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands • Temporary Additional Duty (TAD) Orders and endorsements • Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate • NAVPERS 1070/602 or RED/DA (particularly to document status changes) • Approved individual requests to discontinue RIK and start BAS 1.2 Submit forms Service Member submits forms and/or documentation to Command Pay and and Personnel Administrator (CPPA). documentation to CPPA 1.6 Obtain Service Member obtains additional supporting documentation, as additional supporting requested. Go to 1.2. documentation, as requested 3 Process Service Member's Meal Deduction or Missed Meals Credit. Process Service Member's Meal Important Internal Control Action: MMPA verification steps within this SOP Deduction reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the

	MEAL DEDUCTION SOP		
		SERVICE MEMBER	
STEP #	FLOW TEXT	ADDITIONAL TEXT	
		transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.	
		Note: Common transactions for meal deductions in NSIPS:	
		• DN01 Start Meal Collections	
		• DN02 Stop Meal Collections	
		• PI03 Report Missed Meals	
		The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction transaction when the Service Member arrives PCS	
3.18	Verify proper	Service Member verifies proper processing of Meal Deduction entitlement.	
	processing of Meal Deduction entitlement	If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Meal Deduction transaction request, contact CPPA to follow-up with servicing TSC.	
	-	STOP	

		MEAL DEDUCTION SOP
		CPPA
STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and	Prepare and submit forms and/or compile documentation, as required.
	submit forms	
	and/or compile	Meal Deduction may be processed in conjunction with the Receipts process.
	documentation,	The supporting documentation provided during the Receipts process may also
1.3	Review	CPPA reviews documentation.
	documentation	
1.4	Is	Is documentation complete?
	documentation	
	complete?	If Yes, go to 1.7.
1 -		If No, go to 1.5.
1.5	Request Service Member	CPPA requests Service Member provide additional supporting documentation.
	provide	
	additional	
	supporting	
	documentation	
1.7	Assemble and	CPPA assembles and compiles documentation for submission to TSC.
	compile	
1.8	Submit	CPPA submits documentation to TSC via Personnel and Pay enterprise Customer
1.0	documentation	Relationship Management (eCRM).
	to TSC via	
	eCRM	Meal Deduction may be processed in conjunction with the Receipts process.
		In an initiative to reduce the use of SSN, all DoD personnel shall reduce or
		eliminate the use of SSN wherever possible. This includes the use of the SSN
		in any form, including, but not limited to, truncated, masked, partially
		masked, encrypted, or disguised SSN.
		Effective 01 Dec 2021, all personnel and pay documents that trigger pay
		entitlements must comply with the new file naming convention in local
		document retention system. The new file naming structure is:
		• Last Name, then space
		• First Name, then space

MEAL DEDUCTION SOP			
	CPPA Landing Pag		
STEP #	FLOW TEXT	ADDITIONAL TEXT	
		• Name of Entitlement	
		The eCRM case may consist of one of the following, as applicable:	
		 Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands 	
		• Temporary Additional Duty (TAD) orders and endorsements	
		 Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate 	
		 NAVPERS 1070/602 or RED/DA (particularly to document status changes) 	
		• Approved individual requests to discontinue RIK and start BAS	
		Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.	
3.2	Issue Meal	Clerk issues Meal Pass, if required	
	Pass	Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.	
		Active Duty Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate MEC using the Card Maintenance Utility or similar technology.	
		Note 1: Some locations may use prior month LES as validation for RIK entitlement.	

		MEAL DEDUCTION SOP
		CLERK
STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive, dispatch, and review documentation and verify Service Member's eligibility for RIK or BAS	 Receive, dispatch, and review documentation and verify Service Member's eligibility for Rations (Subsistence) in Kind (RIK) or Basic Allowance for Subsistence (BAS), as required. 1. Furnished meals in government mess (subsisted in kind), Naval personnel entitled to receive basic pay are either: Entitled to partial basic allowance for subsistence (BAS); or Entitled to a BAS if not subsisted in kind 2. Enlisted Service Members may be authorized one of the following types of full BAS: When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable (e.g., overhaul, decommissioning) When permission to mess separately is granted When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available
		3. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.
2.6	Verify eligibility criteria for RIK or BAS	<pre>Clerk verifies eligibility criteria for RIK or BAS, as appropriate. Refer to nd appropriate MILPERSMAN articles cited in Reference section for specific eligibility criteria. Normally, Enlisted Service Members are subsisted-in-kind. For uniformity in making determinations, government messes available in the geographical area must be fully used compatible with economy and efficiency. Mandatory pay account collection may be required in the following situations: Field duty Sea duty Service Members traveling together with limited to no per diem travel Accession Pipeline Military Training Essential unit messing</pre>

	MEAL DEDUCTION SOP		
	CLERK Landing Pa		
STEP #	FLOW TEXT	ADDITIONAL TEXT	
		• Essential station messing	
		Enlisted BAS rates and policy will be applied uniformly for all Enlisted Service Members under similar conditions, permanently assigned to the same installation, station, base, or ship. The installation commander/commanding officer will ensure the uniform application of BAS rates and policy for Service Members under similar conditions, whether from a single service or more than one service. Refer to MPM 1746-020 for criteria for authorization to mess separately.	
2.7	Review and	Clerk reviews and verifies Service Member's pay account.	
	Member's pay	Login to MMPA JJAA:	
	account	• Enter Service Member's SSN	
		• Verify FIDs 35 and 68 to determine Service Member dependency status	
		• Verify FIDS 35 and 68 to determine eligibility, e.g.:	
		 Single Service Member vacating government quarters (normally in conjunction with BAH status change) 	
		 Single Service Member occupying government quarters (normally in conjunction with BAH status change) 	
		Single Service Member arriving at new duty station and occupying government quarters (receipt)	
		Single Service Member detaching from duty station (transfer/separation)	
		Verify FIDs 23, 27, SG, SH, SB, NB, DN, as required Note: Enlisted Service Members on authorized leave (including proceed time, authorized delays enroute between duty stations chargeable as leave, and convalescent leave) are entitled to the standard enlisted BAS rate, regardless of the BAS rate authorized at their permanent station.	
		Enlisted Service Members performing Permanent Change of Station (PCS) travel (including temporary duty travel or temporary additional duty (TDY/TAD) enroute) under orders away from their designated post of duty are entitled to the standard enlisted BAS rate, regardless of the BAS type authorized at their previous or subsequent Permanent Duty Station (PDS).	
3	Process Service	Process Service Member's Meal Deduction or Missed Meals Credit.	

	MEAL DEDUCTION SOP		
		CLERK	
STEP #	FLOW TEXT	ADDITIONAL TEXT	
	Member's Meal Deduction	Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.	
		 Note: Common transactions for meal deductions in NSIPS: DN01 Start Meal Collections DN02 Stop Meal Collections PI03 Report Missed Meals The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction 	
		transaction when the Service Member arrives PCS	
3.1	Is Service Member eligible for RIK, BAS or Missed Meal Credit?	Is Service Member eligible for RIK, BAS or Missed Meal Credit? If RIK, go to 3.2. If BAS, go to 3.4. If Missed Meal Credit, go to 3.7	
3.2	Issue Meal Pass	Clerk issues Meal Pass, if required Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer. Active Duty Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate MEC using the Card Maintenance Utility or similar technology. Note 1: Some locations may use prior month LES as validation for RIK entitlement.	
3.3	Create Meal Deduction Start	Clerk creates Meal Deduction Start transaction in NSIPS in accordance with DJMS MMPA Guide. https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide	

MEAL DEDUCTION SOP		
		CLERK
STEP #	FLOW TEXT	ADDITIONAL TEXT
STEP #	FLOW TEXT transaction in NSIPS	Login to NSIPS Pay Clerk Account and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create: • Enter Service Member's SSN or Name and click Search • Select the Deduction ID Lookup Note: Lookup Page loads with the DE and DN FIDs available for selection. • Select the DN FID Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report. • Select the Start Action Indicator Note: All data elements for DNO1 are loaded on the page for entry. • Select the Start Date lookup button • Select the Meal Deduction Type from the lookup button • Select the Meal Deduction Valid Value from the drop down list • Click the Validate button located at the bottom left of the page to ensure all require data has been entered • Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided Note: 'Approved' is displayed in the 'Appr Action' field. • Select ISavel and begin the standard workflow process
		 Select [Save] and begin the standard workliow process Note: Route to Operator window is displayed. Select appropriate Pay supervisor and press OK push button Return to Start Meal Deduction window to process additional Service Members, if required, otherwise Go to 3.9
3.4	Does Service Member's Meal Deduction require a Stop transaction?	Does Service Member's Meal Deduction require a Stop transaction? If Yes, go to 3.5 . If No, go to Stop.
3.5	Collect Meal Pass	Clerk collects Meal Pass, if required

		MEAL DEDUCTION SOP
		CLERK Landing Page
STEP #	FLOW TEXT	ADDITIONAL TEXT
		Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.
		Active Duty (ACDU) Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate Meal Entitlement Code (MEC). When authorized BAS, their Meal Pass must be collected or their DoD CAC must be encoded with the appropriate MEC using the Card Maintenance Utility or similar technology, and their pay account must be updated.
3.6	Create Meal	Clerk creates Meal Deduction Stop transaction in NSIPS in accordance with
	Deduction Stop	DJMS MMPA Guide.
	NSIPS	<u>Inceps.//www.mitsuice.mit/book/groups/navy-ajms-procedures-craining-guide</u>
		Login to NSIPS and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create:
		• Enter Service Member's SSN or Name and click Search
		• Select the Deduction ID Lookup
		Note: Lookup Page loads with the DE and DN FIDs available for selection.
		• Select the DN FID
		Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report.
		• Select the Stop Action Indicator
		 Select the Stop Date lookup button Note: Lookup Stop Date dialogue box is loaded with Current Date available for selection.
		• Select applicable Stop Date from the drop down list
		• Click the Validate button located at the bottom left of the page to ensure all require data has been entered
		• Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided
		Note: 'Approved' is displayed in the 'Appr Action' field.
		 Select [Save] and begin the standard workflow process Note: Route to Operator window is displayed.

		MEAL DEDUCTION SOP						
	CLERK Landing Page							
STEP #	FLOW TEXT	ADDITIONAL TEXT						
		 Select appropriate Personnel supervisor and press OK pushbutton Return to Stop Meal Deduction window to process additional Service Members, if required, otherwise 						
		Go to 3.9						
3.7	Is Service member	Is Service Member eligible for Missed Meals?						
	eligible for	If yes, go to 3.8						
	Missed Meals?	If no go to 3.9						
3.8	Create missed	Clerk creates Missed Meals transaction in NSIPS.						
	meals report transaction in NSIPS	Login to NSIPS Personnel Clerk Account and navigate to: Entitlements > Refunds > Use > Missed Meals-Create:						
		• Enter Service Member's SSN or Name and click Search						
		• Select the action indicator						
		• Select the Start Date lookup button						
		ullet Select applicable Start or Stop Date from the drop down list						
		• Enter number of Missed Breakfasts						
		• enter number of missed Dinners						
		• Enter number of missed Suppers						
		 Click the Validate button located at the bottom left of the page to ensure all require data has been entered 						
		 Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided 						
		Note: All numbers for missed breakfast, dinner and supper should be equal to the number of days for Start/Stop if all meals are missed.						
		 Select [Save] and begin the standard workflow process 						
		Note: Route to Operator window is displayed.						
		• Select appropriate supervisor and press OK pushbutton						
		 Return to Start Missed Meals window to process additional Service Members, if required. 						
3.9	Forward to supervisor for	Clerk forwards to supervisor for audit and release in NSIPS.						

		MEAL DEDUCTION SOP		
		CLERK Landing Page		
STEP #	TEP # FLOW TEXT ADDITIONAL TEXT			
	audit and	Note: Transaction is forwarded to supervisor and final save is completed.		
	release in	Upon successful save, the original input panel appears with		
	NSIPS	"Approval Instance" number assigned to the saved transaction		
3.11	Did Meal	Did Meal Deduction transaction post?		
	Deduction	Co to MMDA ITAA 24 49 hours ofter release.		
		GO LO MMPA JJAA 24-40 NOUIS AILEI IEIEASE:		
	P000.	• Enter Service Member's SSN		
		 Verify FID DN posted with the correct meal deduction type 		
		• Verity Fib bit posted with the correct mean deduction type		
		If No, go to 3.12.		
		If Yes, go to 3.13.		
3.12	Determine	Clerk and supervisor determine reason for posting delay.		
	reason for			
	posting delay	1. Check message status inquiry/rejects list in NSIPS for error code		
		2. Research reason for error		
		• If user error, correct and resubmit.		
		• If error is not correctable, contact supervisor and submit NSIPS		
		trouble ticket or contact Defense Finance and Accounting Services		
		(DEAS), as applicable.		
		Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via		
		DWOWS, when directed to submit a DWOWS case to DFAS.		
		Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit		
		Calculations With All Central Site Pay Entitlement Changes, only as		
		required, when posting entitlement requests that cross over calendar year		
		(CI) and/or liscal year (FI).		
		Go to 3.11.		
3.13	Update and	Clerk updates and verifies the Meal Pass and Meal Deduction Reports.		
	verify the			
	Meal Pass and			
	Meal Deduction			
	Reports			

	MEAL DEDUCTION SOP						
	CLERK Landing Page						
STEP #	FLOW TEXT	ADDITIONAL TEXT					
3.14	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review"					
3.15	Compile Retain File	 Clerk compiles Retain File with appropriate supporting documentation, as applicable. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years. Original PCS orders endorsed with all intermediate and gaining commands TAD Orders and endorsements Locally generated command memo with ship/unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) The original approved BAS request and the file copy of the pay documents must be retained by the TSC 					
		STOP					

		MEAL DEDUCTION SOP
		SUPERVISOR Landing Page
STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive, dispatch, and review documentation and verify Service Member's eligibility for RIK or BAS	 Receive, dispatch, and review documentation and verify Service Member's eligibility for Rations (Subsistence) in Kind (RIK) or Basic Allowance for Subsistence (BAS), as required. 1. Furnished meals in government mess (subsisted in kind), Naval personnel entitled to receive basic pay are either: Entitled to partial basic allowance for subsistence (BAS); or Entitled to a BAS if not subsisted in kind 2. Enlisted Service Members may be authorized one of the following types of full BAS: When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable (e.g., overhaul, decommissioning)
		 When permission to mess separately is granted When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available 3. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.
2.1	Receive eCRM case from customer command	Supervisor receives eCRM case from customer command. eCRM case to support RIK (Meal Deduction Start) may be part of overall Receipts package (PCS orders). In such case, Meal Deduction would be started following the posting of the Activity Gain since the deduction will not Start upon posting of the SG-03 Report PCS Arrival transaction.
2.2	Supervisor reviews eCRM case.	 Supervisor reviews eCRM case. The eCRM case may consist of one of the following, as applicable: Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands Temporary Additional Duty (TAD) orders and endorsements Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) Approved individual requests to discontinue RIK and start BAS

MEAL DEDUCTION SOP				
		SUPERVISOR Landing Page		
STEP #	FLOW TEXT	ADDITIONAL TEXT		
2.3	Is eCRM	Is eCRM documentation complete and sufficient?		
	documentation			
	complete and	li No, go to 2.4.		
2 /	Sullicient:	II IES, go to 2.5.		
2.4	with CPPA to	to complete and/or correct eCRM case.		
	complete	to comprete and, or correct contrates.		
	and/or correct	Go to 2.3.		
	eCRM case			
2.5	Supervisor	Supervisor dispatches eCRM case to clerk.		
	dispatche eCRM			
2	case to clerk.	Durana Grunia Markaula Marka Dabatian an Missad Marka Guadit		
3	Process	Process Service Member's Meal Deduction or Missed Meals Credit.		
	Member's Meal	Important Internal Control Action: MMPA verification steps within this SOP		
	Deduction	reflect important internal control actions that cannot be over-emphasized.		
		This applies to the entire transaction process from its initiation and		
		authorization through the final verification of the proper processing of the		
		transaction in summary records. These particular SOP process steps are		
		built-in management design control activities to ensure that all		
		transactions are properly completed and accurately recorded.		
		Note: Common transactions for meal deductions in NSIPS:		
		• DN01 Start Meal Collections		
		• DN02 Stop Meal Collections		
		• PI03 Report Missed Meals		
		The entitlement does not start upon the posting of the SC-03 Penert PCS		
		Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction		
		transaction when the Service Member arrives PCS		
3.10	Audit and	Supervisor audits and releases Meal Deduction transaction in NSIPS.		
	release Meal			
	Deduction			
	transaction in			
	NOTEO			

code			
t NSIPS Services			
ation via			
Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).			
ivity Food			
t N: Serv tati			

MEAL DEDUCTION SOP					
STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
1	Prepare and submit forms	Service Member,	Prepare and submit forms and/or compile documentation, as required.		
	and/or compile	CPPA			
	documentation, as required		Meal Deduction may be processed in conjunction with the Receipts process. The supporting documentation provided during the Receipts process may also be used to process the Meal Deduction.		
1.1	Complete forms and/or compile documentation, as required	Service Member	 Service Member completes forms and/or compiles documentation, as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The documentation may consist of one of the following, as applicable: Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands Temporary Additional Duty (TAD) Orders and endorsements Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) 		
1.2	Submit forms	Service	• Approved individual requests to discontinue RIK and start BAS Service Member submits forms and/or documentation to Command Pay		
	and documentation to CPPA	Member	and Personnel Administrator (CPPA).		
1.3	Review documentation	СРРА	CPPA reviews documentation.		
1.4	Is documentation complete?	СРРА	Is documentation complete? If Yes, go to 1.7. If No, go to 1.5.		

MEAL DEDUCTION SOP						
	STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT			
1.5	Request Service Member provide additional supporting documentation	CPPA	CPPA requests Service Member provide additional supporting documentation.			
1.6	Obtain additional supporting documentation, as requested	Service Member	Service Member obtains additional supporting documentation, as requested. Go to 1.2.			
1.7	Assemble and compile documentation	CPPA	CPPA assembles and compiles documentation for submission to TSC.			
1.8	Submit documentation to TSC via eCRM	CPPA	CPPA submits documentation to TSC via Personnel and Pay enterprise Customer Relationship Management (eCRM). Meal Deduction may be processed in conjunction with the Receipts process. In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in local document retention system. The new file naming structure is: • Last Name, then space • First Name, then space • Name of Entitlement The eCRM case may consist of one of the following, as applicable:			

MEAL DEDUCTION SOP						
	STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT			
			 Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands Temporary Additional Duty (TAD) orders and endorsements Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) Approved individual requests to discontinue RIK and start BAS Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case. 			
2	Receive, dispatch, and review documentation and verify Service Member's eligibility for RIK or BAS	Clerk, Superviso r	 Receive, dispatch, and review documentation and verify Service Member's eligibility for Rations (Subsistence) in Kind (RIK) or Basic Allowance for Subsistence (BAS), as required. Furnished meals in government mess (subsisted in kind), Naval personnel entitled to receive basic pay are either: Entitled to partial basic allowance for subsistence (BAS); or Entitled to a BAS if not subsisted in kind Enlisted Service Members may be authorized one of the following types of full BAS: When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable (e.g., overhaul, decommissioning) When permission to mess separately is granted When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available Officers entitled to basic pay are entitled to BAS at all times on a monthly basis. 			

MEAL DEDUCTION SOP						
	STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT			
2.1	Receive eCRM case from customer command	Superviso r	Supervisor receives eCRM case from customer command. eCRM case to support RIK (Meal Deduction Start) may be part of overall Receipts package (PCS orders). In such case, Meal Deduction would be started following the posting of the Activity Gain since the deduction will not Start upon posting of the SG-03 Report PCS Arrival transaction.			
2.2	Supervisor reviews eCRM case.	Superviso r	 Supervisor reviews eCRM case. The eCRM case may consist of one of the following, as applicable: Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands Temporary Additional Duty (TAD) orders and endorsements Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) Approved individual requests to discontinue RIK and start BAS 			
2.3	Is eCRM documentation complete and sufficient?	Superviso r	Is eCRM documentation complete and sufficient? If No, go to 2.4. If Yes, go to 2.5.			
2.4	Coordinate with CPPA to complete and/or correct eCRM case	Superviso r	Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case. Go to 2.3.			
2.5	Supervisor dispatche eCRM case to clerk.	Superviso r	Supervisor dispatches eCRM case to clerk.			
2.6	Verify eligibility criteria for RIK or BAS	Clerk	Clerk verifies eligibility criteria for RIK or BAS, as appropriate. Refer to nd appropriate MILPERSMAN articles cited in Reference section for specific eligibility criteria.			

MEAL DEDUCTION SOP						
	STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT			
			Normally, Enlisted Service Members are subsisted-in-kind. For uniformity in making determinations, government messes available in the geographical area must be fully used compatible with economy and efficiency.			
			Mandatory pay account collection may be required in the following situations:			
			 Field duty Sea duty Service Members traveling together with limited to no per diem travel Accession Pipeline Military Training Essential unit messing Essential station messing Enlisted BAS rates and policy will be applied uniformly for all Enlisted Service Members under similar conditions, permanently assigned to the same installation, station, base, or ship. The installation commander/commanding officer will ensure the uniform application of BAS rates and policy for Service Members under similar conditions, whether from a single service or more than one service. Refer to MPM 1746-020 for criteria for authorization			
27	Review and	Clerk	to mess separately. Clerk reviews and verifies Service Member's pay account			
	verify Service Member's pay account		 Login to MMPA JJAA: Enter Service Member's SSN Verify FIDs 35 and 68 to determine Service Member dependency status Verify FIDS 35 and 68 to determine eligibility, e.g.: Single Service Member vacating government quarters (normally in conjunction with BAH status change) Single Service Member occupying government quarters (normally in conjunction with BAH status change) 			

MEAL DEDUCTION SOP					
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
			<pre>Single Service Member arriving at new duty station and occupying government quarters (receipt) Single Service Member detaching from duty station (transfer/separation) Verify FIDs 23, 27, SG, SH, SB, NB, DN, as required Note: Enlisted Service Members on authorized leave (including proceed time, authorized delays enroute between duty stations chargeable as leave, and convalescent leave) are entitled to the standard enlisted BAS rate, regardless of the BAS rate authorized at their permanent station. Enlisted Service Members performing Permanent Change of Station (PCS) travel (including temporary duty travel or temporary additional duty (TDN (TDN))</pre>		
			temporary additional duty (TDY/TAD) enroute) under orders away from their designated post of duty are entitled to the standard enlisted BAS rate, regardless of the BAS type authorized at their previous or subsequent Permanent Duty Station (PDS).		
3	Process Service Member's Meal Deduction	Clerk, Superviso r, Service Member	Process Service Member's Meal Deduction or Missed Meals Credit. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.		
			 Note: Common transactions for meal deductions in NSIPS: DN01 Start Meal Collections DN02 Stop Meal Collections PI03 Report Missed Meals The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01- 		

MEAL DEDUCTION SOP					
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
			Start Meal Deduction transaction when the Service Member arrives PCS		
3.1	Is Service Member eligible for RIK, BAS or Missed Meal Credit?	Clerk	Is Service Member eligible for RIK, BAS or Missed Meal Credit? If RIK, go to 3.2. If BAS, go to 3.4. If Missed Meal Credit, go to 3.7		
3.2	Issue Meal Pass	Clerk/CPP A	Clerk issues Meal Pass, if required Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer. Active Duty Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate MEC using the Card Maintenance Utility or similar technology. Note 1: Some locations may use prior month LES as validation for RIK entitlement.		
3.3	Create Meal Deduction Start transaction in NSIPS	Clerk	<pre>Clerk creates Meal Deduction Start transaction in NSIPS in accordance with DJMS MMPA Guide. https://www.milsuite.mil/book/groups/navy-djms-procedures- training-guide Login to NSIPS Pay Clerk Account and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create: • Enter Service Member's SSN or Name and click Search • Select the Deduction ID Lookup Note: Lookup Page loads with the DE and DN FIDs available for selection. • Select the DN FID Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following</pre>		

	MEAL DEDUCTION SOP					
	STEPS ONLY					
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT			
			 Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report. Select the Start Action Indicator Note: All data elements for DN01 are loaded on the page for entry. Select the Start Date lookup button Select applicable Start or Stop Date from the drop down list Select the Meal Deduction Type from the lookup button Select the Meal Deduction Valid Value from the drop down list Click the Validate button located at the bottom left of the page to ensure all require data has been entered Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided Note: 'Approved' is displayed in the 'Appr Action' field. Select appropriate Pay supervisor and press OK push button Return to Start Meal Deduction window to process additional Service Members, if required, otherwise Go to 3.9 			
3.4	Does Service Member's Meal Deduction require a Stop transaction?	Clerk	Does Service Member's Meal Deduction require a Stop transaction? If Yes, go to 3.5. If No, go to Stop.			
3.5	Collect Meal Pass	Clerk	Clerk collects Meal Pass, if required Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer. Active Duty (ACDU) Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate Meal Entitlement Code (MEC). When authorized BAS, their Meal Pass must be collected or their DoD			

			MEAL DEDUCTION SOP		
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
			CAC must be encoded with the appropriate MEC using the Card Maintenance Utility or similar technology, and their pay account must be updated.		
3.6	Create Meal Deduction Stop transaction in NSIPS	Clerk	<pre>Clerk creates Meal Deduction Stop transaction in NSIPS in accordance with DJMS MMPA Guide. https://www.milsuite.mil/book/groups/navy-djms-procedures- training-guide Login to NSIPS and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create: Enter Service Member's SSN or Name and click Search Select the Deduction ID Lookup Note: Lookup Page loads with the DE and DN FIDs available for selection. Select the DN FID Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report. Select the Stop Date lookup button Note: Lookup Stop Date dialogue box is loaded with Current Date available for selection. Select applicable Stop Date from the drop down list Click the Validate button located at the bottom left of the page to ensure all require data has been entered Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided Note: Noute is displayed in the 'Appr Action' field. Select appropriate Personnel supervisor and press OK pushbutton Return to Stop Meal Deduction window to process additional Service Members, if required, otherwise </pre>		

MEAL DEDUCTION SOP					
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
			Go to 3.9		
3.7	Is Service	Clerk	Is Service Member eligible for Missed Meals?		
	member				
	eligible for		If yes, go to 3.8		
	Missed Meals?				
3.8	Create missed	Clerk	Clerk creates Missed Meals transaction in NSIPS.		
	meals report		Login to NSIDS Dersonnel Clerk Account and navigate to:		
	NSTPS		Entitlements > Refunds > Use > Missed Meals-Create.		
			• Enter Service Member's SSN or Name and click Search		
			• Select the action indicator		
			• Select the Start Date lookup button		
			• Select applicable Start or Stop Date from the drop down list		
			 Enter number of Missed Breakfasts 		
			• enter number of missed Dinners		
			• Enter number of missed Suppers		
			• Click the Validate button located at the bottom left of the		
			page to ensure all require data has been entered		
			 Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided 		
			Note: All numbers for missed breakfast, dinner and supper		
			should be equal to the number of days for Start/Stop if all		
			meals are missed.		
			 Select [Save] and begin the standard workflow process 		
			Note: Route to Operator window is displayed.		
			 Select appropriate supervisor and press OK pushbutton 		
			Return to Start Missed Meals window to process additional		
			Service Members, if required.		
3.9	Forward to	Clerk	Clerk forwards to supervisor for audit and release in NSIPS.		
	audit and		Note: Transaction is forwarded to supervisor and final save is		
	release in		completed. Upon successful save, the original input panel appears		
	NSIPS		with		
			"Approval Instance" number assigned to the saved transaction		

MEAL DEDUCTION SOP					
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
3.10	Audit and release Meal Deduction transaction in NSIPS	Superviso r	Supervisor audits and releases Meal Deduction transaction in NSIPS.		
3.11	Did Meal Deduction transaction post?	Clerk	 Did Meal Deduction transaction post? Go to MMPA JJAA 24-48 hours after release: Enter Service Member's SSN Verify FID DN posted with the correct meal deduction type If No, go to 3.12. If Yes, go to 3.13. 		
3.12	Determine reason for posting delay	Clerk, Superviso r	 Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error If user error, correct and resubmit. If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable. Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). 		
3.13	Update and verify the	Clerk	Clerk updates and verifies the Meal Pass and Meal Deduction Reports.		

MEAL DEDUCTION SOP					
	STEPS ONLY				
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT		
	Meal Pass and Meal Deduction Reports				
3.14	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review"		
3.15	Compile Retain File	Clerk	 Clerk compiles Retain File with appropriate supporting documentation, as applicable. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years. Original PCS orders endorsed with all intermediate and gaining commands TAD Orders and endorsements Locally generated command memo with ship/unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate NAVPERS 1070/602 or RED/DA (particularly to document status changes) The original approved BAS request and the file copy of the pay documents must be retained by the TSC 		
3.16	Complete final verification	Superviso r	Supervisor completes final verification and closes eCRM case.		
	and close eCRM case		Supervisor marks eCRM case as "Completed".		
3.17	Forward copy of the Meal Pass Report to the host activity Food	Supervi sor	Supervisor forwards copy of the Meal Pass Report to the host activity Food Service Officer on a monthly basis.		

MEAL DEDUCTION SOP				
	STEPS ONLY			
STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT	
	Service			
	Officer			
3.18	Verify proper processing of Meal Deduction	Service Member	Service Member verifies proper processing of Meal Deduction entitlement.	
	entitlement		If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Meal Deduction transaction request, contact CPPA to follow-up with servicing TSC.	
STOP				