



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Memorandum #35, Statements/Certificates of Non-Availability (S/CNA) for Temporary Change of Station (TCS) Travel under OEF/GWOT-Funded Travel

1. References:

- a. Joint Federal Travel Regulations.
 - b. Memorandum, Installation Management Agency Europe Region, Unit 29353, Box 200, APO AE 09014, Subject: Statements/Certificates of Non-Availability for TCS Travel under OEF/GWOT-Funded Travel, dtd. 25 Mar 2004.
 - c. AR 30-22, The Army Food Program.
 - d. DA Pam 30-22, Operation Procedures for the Army Food Program.
2. This policy applies to all units within the USAG Baden-Wuerttemberg area of authority.
3. Soldiers who are not authorized per diem, must pay for any meal received at the dining facility. Soldiers on TCS orders are not authorized per diem.
4. Although Soldiers on TCS orders are not authorized per diem, they may request reimbursement for certain occasional meals. If dining facility services are unavailable for certain meals, Soldiers may request reimbursement for those meals according to the Proportional Meal Rate (PMR). In accordance with the memorandum referenced in para. 1(b) above, it is the responsibility of the Installation Commander to make issue an S/CNA, if applicable. The authority to approve S/CNAs for PMR has been delegated to the USAG Baden-Wuerttemberg Director of Logistics (DOL).
5. When the PMR is requested, the Soldier's commander will provide a memorandum to the DOL explaining the non-availability and describing which meals were unavailable or why the Soldier was unable to avail him/herself of dining facilities. The unit will also provide a roster and a copy of the orders authorizing reimbursement for missed meals. The USAG Baden-Wuerttemberg DOL will then review the request against known dining facilities in the area and will issue an S/CNA, when appropriate.

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6. Point of contact for this policy is the USAG Baden-Wuerttemberg Director of Logistics at DSN: 373-1340.


BRYAN D. DECOSTER
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Commanding

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