

CEHR-E

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 1125-2-307
Change 1

Regulation
No. 1125-2-307

31 December 1996

Plant
SUBSISTENCE, QUARTERS, AND ALLOWANCES

1. This change to ER 1125-2-307, 31 December 1987 changes proponency from joint CEHR-E/CEWRC-D to CECW-O. Functional responsibility has changed over the years and is appropriately located with the operational management of Corps vessels.
2. File this sheet in front of publication for reference purposes.

FOR THE COMMANDER:



OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

Regulation
No. 1125-2-307

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Plant
SUBSISTENCE, QUARTERS, AND ALLOWANCES

1. Purpose. To prescribe procedures for the operation of messing and quartering facilities on Civil Works floating plant and the requirements and conditions for furnishing subsistence and/or quarters to employees and others, or allowances in lieu of subsistence and/or quarters.

2. Applicability. This regulation is applicable to all Field Operating Activities operating Corps-owned floating plant equipped with subsistence and/or quarters facilities.

3. References.

- a. 5 USC 5947
- b. DOD Joint Travel Regulation
- c. ER 37-2-10
- d. ER 1125-2-305

4. General.

a. Law. Title 5 USC 5947 provides that employees of the Corps of Engineers engaged in floating plant operations may be furnished subsistence and/or quarters on vessels without charge whenever messing and/or quartering are determined to be equitable to the employees and to be necessary in the public interest in connection with such operations. Also, in certain instances, allowances in lieu of subsistence and/or quarters may be furnished. Any such subsistence, quarters, or allowances will be furnished in accordance with these regulations, which have been prescribed under the authority of the Secretary of the Army.

b. Criteria. The establishment and operation of messing and quartering facilities is within the provisions of the above cited law when the following applicable conditions are met:

(1) Full time mess and/or quartering facilities are required for the operation of major items of plant which are away from their home port for extended periods of time, or for the subsistence

This regulation supersedes ER 1125-2-307, 15 Apr 75, rescinds ENG Form 3884, Aug 69, and ENG Form 4353, Sep 52, and rescinds RCS DAEN-CWO-9

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and/or quartering of personnel employed on floating plant operations when return to their home station at the end of the work day would be detrimental to the efficient and economical accomplishment of the work.

(2) Full time mess and/or quartering facilities are required for the operation of small craft such as survey boats and patrol boats due to their absence from home port for extended periods of time. A full time or part time mess will not be operated on such craft when attached to major items of plant, or operating units, where employees may be authorized access to an existing full item mess or when the vessel returns to home port at the end of the work day.

(3) The cost of operating a mess is considered reasonable, based on the services rendered by the floating plant, including consideration of the overall cost of the work for which the plant is maintained.

c. Limitations.

(1) Under normal circumstances, full or part-time messing and/or quarters facilities will not be operated while maintenance and repair activities are being undertaken during seasonal lay-up periods. However, if justified by special circumstances as being more advantageous to the Government, authority to operate messing and/or quartering facilities, or furnish allowances in lieu thereof during these periods may be granted by CEWRC-D. Seasonal lay-up quarters will not include support services normally available during the operating season.

(2) The operation or size of a mess and/or quarters will not be predicated on the furnishing of subsistence and/or quarters to transient personnel.

(3) The operation of a mess will not be predicated on the retention of mess personnel to provide an intermittent need. Personnel for such intermittent requirements will be supplied by temporary transfer from established full time messes or by qualified crew members who are regularly assigned to other duties. Subsistence supplies required for these intermittent mess requirements will be furnished from established messes whenever practicable.

d. Persons Eligible. When the District Commander determines that messing and/or quartering facilities are required, these facilities may be furnished the following personnel without charge:

(1) Civilian and military employees assigned full time to floating plant operation.

(2) Other Corps of Engineers military and civilian personnel, such as surveyors, engineers, inspectors, or auditors, in a duty station on floating plant operations on a temporary basis under situations that do not specify per diem for the period during which subsistence and quarters are furnished without charge. Eligibility may be established by:

(a) TDY orders, specifying no per diem, or

(b) Individual or group authorization letters issued by the Chief of Operations of the vessel-owning District, which cover one or several employees whose duties will require their presence aboard floating plant.

(3) Federal and State officials as prescribed in ER 1125-2-305.

e. Standards of Meals Served. Meals will be prepared using medium priced commercially available food products according to menus that will satisfy the reasonable food preferences of the employees and provide a variety of wholesome and nourishing meals in adequate quantities at economical costs. The preparation and serving of meals will be conducted under sanitary conditions and in a manner that will result in the most palatable and attractive meals practicable.

f. Standards for Quarters. In general, quarters furnished will be dormitory type. When quarters are required for supervisory personnel, such as Masters of vessels and other licensed personnel, single or double rooms may be provided. All quarters will be furnished with practical facilities for reasonable comfort. Quarters furnished will have adequate heat, light, and sanitary accommodations and will be maintained in a clean and sanitary manner.

g. Control.

(1) District Commanders will review annually the actual cost of providing rations, preparing and serving meals in each mess operated on floating plant. Based on this review and an evaluation of operational conditions and the standards for meals outlined in paragraph e above, target allowances will be established annually for raw rations as well as for the cost of preparing and serving meals in each mess.

(2) Commanders are responsible for determining that the actual cost of subsistence is reasonable and that the applicable standards are maintained. This determination will include at least the following considerations:

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(a) The target allowances referred to in paragraph g(1) above have been established and are reasonable.

(b) Charges for transient meals and quarters as outlined in paragraph 5 below have been established and are reasonable.

(c) Adequate internal control measures have been established.

5. Subsistence and Quarters for Transient Personnel. When subsistence and quarters facilities are operated under the criteria set forth in paragraph 4 above, these services may be made available without charge to Federal and state officials, including guests, as provided for in ER 1125-2-305. All other personnel, civilian and military, who are not crew members or are not covered under paragraph 4d above will be charged for such services as follows:

a. Subsistence. Each District will establish rates to be charged for occasional meals which will assure the recovery of all expenses incurred. These costs will include raw rations, preparation, service, and incidental expenses.

b. Quarters. Each District will establish rates to be charged for quarters which will assure the recovery of all expenses incurred, provided available quarters are determined to be adequate.

c. Review. The charges outlined in subparagraph a and b above will be established and reviewed annually.

d. Collection and Disposition of Funds. The disposition of cash collections for subsistence and quarters furnished in connection with floating plant operations are prescribed in ER 37-2-10.

6. Allowances in Lieu of Subsistence and/or Quarters.

a. Under the provisions of 5 USC 5947, employees who are eligible under 4(d)(1), above, may receive an allowance in lieu of furnished subsistence and/or quarters. The appropriate allowance, based on the meals and/or lodging not provided, will be paid when:

(1) Adverse weather conditions or similar circumstances beyond the control of the employee or the Corps of Engineers prevent transportation of the employee from a previously designated pickup point to the vessel, which results in the District being unable to furnish meals and/or quarters. Such circumstances include situations such as failure of the crewboat to make a scheduled run, and those circumstances described in subparagraph (3), below.

(2) Quarters or subsistence, or both, are not available on the vessel and are not otherwise provided.

(3) The hopper or sidecasting dredge changes location, and the employee is on approved leave or normal off-duty days. One of the following situations must apply:

(a) The dredge is moved from a site within its normal area of operation, as defined for shore leave purposes, to a location outside of this area or,

(b) The dredge is moved from a point outside its normal area of operation to a new location outside its normal area of operation or,

(c) The dredge is moved from a point outside its normal area of operation to a site within its normal area of operation, and

(d) The employee is either on approved leave or normal off-duty days.

b. Allowances are not payable when:

(1) The employee is on travel orders authorized under the JTR.

(2) The employee is not at the designated pickup point at the scheduled time for transportation to the vessel, unless exceptional circumstances justify a waiver by the District Commander.

(3) The pickup point, or the repair work, is in the same commuting area as the residence of the employee, so that commercial lodgings are not required. A mid-day meal allowance will be authorized, since additional expense is incurred.

(4) A determination has been made under paragraph (a) Title 5 USC 5947 that the continued furnishing of subsistence and/or quarters is not in the public interest, such as when the plant is in seasonal lay-up status.

7. Allowance Rates.

a. When the District is unable to provide subsistence and/or quarters under circumstances as described in paragraph 6(a)(1) and (2), covered employees will receive the following allowances:

(1) Subsistence:

- (a) Full day: The maximum allowable reimbursement for meals and incidental expenses as specified by the Administrator of the General Services Administration.
- (b) Partial day: Breakfast - 17% of full day allowance;
Lunch - 26% of full day allowance;
Dinner - 57% of full day allowance.

(2) Quarters: Unless otherwise provided, actual cost, not to exceed the rate specified for lodging in App E, VOL 2, JTR

(3) Under no circumstances will allowances exceed that amount payable as the maximum allowable per diem rate for the area where expenses were incurred.

(4) Allowances for meals will be paid at the specified rates without requirement for documentation of actual expenses. Reimbursement for lodging will require submission of receipts for actual expenses incurred.

b. Allowances under 6a(3) are limited to the constructive cost of common carrier transportation between the original location of the launch pick-up point to the new pick-up point, the total amount not to exceed that amount payable as an allowance for subsistence and quarters for the total number of days the employee has been off-duty at the location of debarkation. No travel reimbursement is authorized for movements within the normal area of operation.

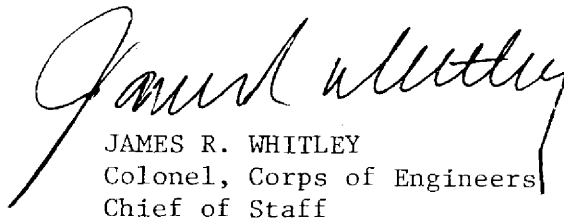
8. Payment Procedures. Requests for payment of an allowance under the authority of this regulation must be submitted in writing when the employee believes that the necessary conditions have been met. Requests will be initiated by the employee and follow the format shown in Appendix A and/or Appendix B. Approval or disapproval of the request (including reasons for disapproval) are to be recommended by the Master of the plant and forwarded to the District office for final determination by an appropriate official responsible for the plant, i.e., Chief of Operations. If approved, the request should be forwarded to the appropriate finance and accounting office for payment.

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9. Staff Guidance. Correspondence or questions pertaining to furnishing of subsistence and/or quarters should be presented to CEWRC-D, Ft. Belvoir, VA 22060-5586. Those pertaining to furnishing allowances in lieu of subsistence and/or quarters should be submitted to CDR, HQUSACE (CEPE-CL) WASH DC 20314-1000.

FOR THE COMMANDER:

- A- Sample Request for
Subsistence and Quarters
Allowances
- B- Sample Request for
Transportation Allowance


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