

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
COAST GUARD GALLEY TEMPORARY CLOSURE
Suspend Collection of CG Standard Meal Rate (CGSMR) Deductions

Purpose: Request to COMDT (CG-1332) to suspend collection of CGSMR deductions for enlisted members.

1. CG Unit or CG Cutter	2. Unit Location or Cutter Home Port
3. Galley closure effective date	4. Anticipated galley opening date

5. Reason for closure (i.e. Equipment repair/installation, Dry dock, Dockside Availability, etc)

6. During this galley closure period will	YES	NO
a. An alternate CG or DoD Appropriated Fund Dining Facility (AFDF) be available? If yes and CGSMR pay account deductions are suspended, crew members must pay the appropriate CGSMR for meals purchased.		
b. Either a contracted food service company or food service contract (i.e. restaurant) be providing meals to the crew without charge? If yes, do not submit this form since meals will provided without charge.		

7. Remarks (if necessary)

8. Commanding Officer Signature	9. Date
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10a. Command Point of Contact	10b. Contact Email Address
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11. Submission to COMDT (CG-1332):

1. Scan/E-mail to: COMPENSATION@USCG.MIL
2. Mail to: Commandant (CG-1332), 2703 Martin Luther King Jr Ave SE Stop 7907, Washington, DC 20593-7907
3. Fax: (202) 475-5927

12. COMDT (CG-1332) action

1. Your request has been reviewed and is approved to suspend collection of the CG Standard Meal Rate (CGSMR) deductions for _____ enlisted members from _____ to _____. This CGSMR deduction suspension must be closely monitored by _____ and _____ SPO officials.
2. Failure to resume the CGSMR deduction if an enlisted member is ordered TDY aboard another cutter or on the effective date when the unit or cutter galley is placed back into operation and any subsequent non-deduction of CGSMR will not normally receive favorable consideration for remission of indebtedness or waiver of collection of erroneous payments. Please counsel your enlisted members (especially those reporting during the galley closure period) of their responsibility to verify their Direct Access Statement of Semi-Monthly Income (CG-5209-ACT) for applicable CGSMR deduction suspensions and resummptions, and to notify command officials should they notice that deductions have not been resumed after your galley has resumed operations, and to set aside amounts for galley-provided meal charges for eventual collection. All other provisions of Ch.3. A., CG Pay Manual, with respect to Enlisted BAS remain in effect.
3. If the effective beginning and ending dates change with regard to CGSMR suspension and application, you are authorized to coordinate the amended effective dates with your SPO.

Privacy Act Statement

Authority: 14 U.S.C. §478, §479; 37 U.S.C. §402.
Purpose: The Coast Guard (CG) will use this information to document temporary closure of U.S. Coast Guard (USCG) dining facilities.
Routine Uses: Authorized CG personnel will use this information to document temporary closure of USCG dining facilities and suspend the collection of CG standard meal rate deductions. Any external disclosures of data within this record will be made in accordance with DHS/ALL-014, Military Pay and Personnel System, 76 Federal Register 66933, October 28, 2011.
Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay your request.

13. COMDT (CG-1332) Signature:	14. Date	Copy: PPC (MAS)
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SPO Data Entry Technician Signature: (Transaction Entered)	SPO Auditor Signature: (Transaction Approved)	Date
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1. Galley closed. CGSMR collection suspended. Effective Date:	2. Galley operational. CGSMR deduction collection applied. Effective Date:
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For questions or comments send an e-mail to:
COMPENSATION@USCG.MIL