



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-8000

APVG-CG

09 AUG 2019

MEMORANDUM FOR RECORD

SUBJECT: 25th Infantry Division and U.S. Army Hawaii Policy Letter #12 – Basic Allowance for Subsistence (BAS) Meal Collections

1. References:

- a. Army Regulation (AR) 30-22, Army Food Program, 24 July 2012.
- b. Department of the Army Pamphlet (DA PAM) 30-22, Operating Procedures for the Army Food Program, 6 February 2007.
- c. 37 U.S. Code §§ 401, 402.
- d. Memorandum, Department of the Army, and Office of the Vice Chief of Staff, 27 May 2010, Subject: Compliance with Army Regulations for Basic Allowance for Subsistence (BAS) Meal Collections.
- e. AR 37-104-4, Military Pay and Allowances, 8 June 2005.
- f. Operations Order (OPORD) 12-057: Optimization of dining facility operations.
- g. Department of Defense Manual 1338.10 (DoD 1338.10-M), DoD Food Service Program (DFSP), dated 2 December 2014, Incorporating Change 2, November 9, 2017.
- h. ALARACT 105/2010, Basic Allowance for Subsistence (BAS) Collections, 14 April 2010.
- i. AR 600-38, The Meal Card Management System, 17 August 2016.

2. Purpose. To provide guidance for the implementation of the Department of the Army (DA) policy requiring use of BAS collections for government provided meals.

3. Applicability. The policy applies to all units subordinate or attached to all U.S. Army Hawaii (USARHAW) and to all active duty Soldiers (Title 10 and Title 32 U.S. Code) currently serving in USARHAW.

4. Objectives. This directive implements U.S. Army guidance for the use of BAS to ensure all Hawaii-based units remain in compliance with DoD policy.

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5. Responsibilities.

a. Field Duty Definition: (Per DOD Financial Management Regulation) any maneuvers, war games, field exercises, training, or similar operations where a member is assigned to a unit being subsisted in a dining facility operated by or on behalf of the U.S. Government or with an organization drawing field rations.

b. Any Soldier receiving any type of full BAS, and not on per diem orders, who at the same time consumes U.S. Government provided meals, must have collection for meals deducted from the pay account.

c. Reimbursement of meals at garrison DFACs. Commanders will ensure that all enlisted service members receiving Basic Allowance for Subsistence (BAS) reimburse the government for meals consumed supported by the DFACs.

d. Soldiers must pay for meals available in the field, consumed or not, through payroll deduction. When U.S. Government meals are made available, then the Soldier will be charged for the meals. Neither enlisted Soldiers nor Officers can avoid having collection for meals from their pay by choosing to not consume meals made available.

e. By comparison, for normal TDY travel, Soldiers travel on TDY using DD Form 1610 with per diem authorized in their travel orders. Under these circumstances, finance does not deduct meals from the Soldier's pay.

f. Commanders will initiate action to affect all required reimbursements beginning when meals are available during field duty, to include preparation for deployment, and travel to and from home station (if applicable). Reimbursement of all meals begins with the first meal and ending with the last meal available. DA Form 4187 (Personnel Action) will be used to initiate collections in accordance with DA PAM 600-8. DA Form 4187 must be prepared within 5 working days following completion of field duty and forwarded through the personnel processing section to the local finance section for processing.

g. Short notification of pending field duty (operational alert or emergency situation) may prevent timely implementation of required administrative procedures. When this occurs, unit commanders must ensure that collection occurs no later than 5 days following return.

h. Field duty in excess of 14 days. For field duty which is scheduled to be longer than 14 days, commanders will initiate written action to suspend BAS. Suspension of BAS will be by submission of a DA Form 4187 per paragraph 9-4, DA PAM 600-8, Management and Administration Procedures.

6. This memorandum supersedes USARHAW Policy Letter #9, dated 4 August 2016, and remains in effect until superseded or rescinded in writing.

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7. The point of contact for this policy letter is the 25th ID/USARHAW G1, at (808) 655-1803 or 25th ID/USARHAW G4, at (808) 655-1402.



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Commanding