



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK**  
**6661 WARRIOR TRAIL, WOODFILL HALL**  
**FORT POLK, LOUISIANA 71459**

**NOV 21 2022**

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 10 – Basic Allowance for Subsistence (BAS) and Meal Collections**

**1. References.**

a. Department of Defense Directive 1418.05, Basic Allowance for Subsistence (BAS) Policy

b. Army Regulation 600-38, Meal Card Management System

**2. Purpose.** To provide guidance for approval to allow Soldiers who reside in single government quarters to receive BAS entitlement with or without meal deductions.

**3. Applicability.** This policy applies to all Soldiers and organizations stationed at Fort Polk.

**4. Policy.**

a. Although BAS is an entitlement for all Soldiers, commanders must support and promote maximum use of government mess and ensure Soldiers are provided with well-balanced and nutritional meals. Soldiers assigned to single government quarters are to be subsistence in kind (SIK) and only in exceptional cases are given permission to receive BAS without meal deductions.

b. All enlisted Soldiers arriving to an organization who will reside in single government quarters will immediately be coded "SIK" on their Common Access Card (CAC) until the Soldier either no longer occupies the space or is permitted to mess separately.

**5. Implementation.**

a. Battalion Commanders will recommend approval/disapproval for Soldiers requesting to receive separate rations. Brigade Commanders or Special Courts-Martial Convening Authorities (SPCMCA) will expand oversight through management control, command inspections, and staff assistance visits.

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(b) Commanders will conduct a monthly review of all Soldiers residing in single government quarters to determine if their receiving BAS without meal deductions is warranted.

6. Authorizations.

a. Brigade Commander/SPCMCA Approval Authority:

(1) All married Soldiers upon confirmation they no longer reside in single government quarters.

(2) All single, pregnant Soldiers reaching their seven-month gestation period, upon confirmation from their attending physician.

(3) Staff Sergeants (E-6) and above.

(4) Soldiers accepted into the JRTC and Fort Polk Roommate/Buddy Program or single enlisted Soldiers residing with Family members.

(5) Requests based on an organizations rotational/training tempo and/or mission requirements (i.e. 1-509th IN personnel, 519th MP Roadable personnel, 1-5 AV job-specific personnel, and MEDDAC).

(6) Soldiers assigned to units located on North Fort Polk (3-353d REGT and 705th EOD).

(7) Soldiers entering the Career Skills Program.

b. JRTC and Fort Polk Commanding General Approval Authority:

(1) The JRTC and Fort Polk Commanding General retains approval authority for all Sergeants (E-5) and below who do not meet the criteria listed for Brigade Commander/SPCMCA Approval Authority.

(2) Request an exception to policy by submitting a DA Form 4187 with supporting justification through the Brigade/Battalion Commander, through the G1, to the JRTC and Fort Polk Commanding General. Each request will be considered on its merits.

c. Field Duty:

(1) When performing field duty, commanders must ensure all Soldiers are provided government meals to preclude unnecessary costs. Government meals may be

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provided through the use of operational rations, box lunches, or when duty location requires, the garrison dining facility meals.

(2) 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 for all meals available, beginning with the first meal and ending with the last meal available, will be accomplished by BAS recoupment or payroll deduction for officers and senior enlisted.

(3) If installation dining facility demands prevent the government from providing meals, commanders must submit a DA Form 4187 to Finance on affected personnel to authorize Finance to have charges adjusted for affected meals.

7. The point of contact for this policy is the JRTC and Fort Polk, Assistant Chief of Staff, G1, at (337) 531-1196.



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Commanding

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