



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 12 – Basic Allowance for Subsistence (BAS) and Meal Collections

1. References:

a. Department of Defense Directive 1418.05, Basic Allowance for Subsistence (BAS) Policy, certified current as of 23 April 2007.

b. Army Regulation 600-38, Meal Card Management System, 17 August 2016.

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 subsisted in kind 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 Subsistence in Kind (SIK) on their Common Access Card (CAC) until the Soldier either no longer occupies the space or is permitted to mess separately.

c. Implementation:

(1) Battalion Commanders will recommend approval/disapproval for Soldiers requesting to receive separate rations. Brigade Commanders will recommend and endorse requests as well as expand oversight through management control, command inspections, and staff assistance visits.

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(2) 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.

(3) Authorizations:

(a) Brigade Commander Approval Authority:

1. All married Soldiers upon confirmation they are no longer residing 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.

(b) JRTC and Fort Polk Commanding General Approval Authority. The following requests require an exception to policy by submitting a DA Form 4187 with supporting justification through the Brigade/Battalion Commander to the JRTC and Fort Polk Commanding General. Each request will be considered on its merits.

1. Sergeants (E-5) and below.

2. Soldiers accepted into the JRTC and Fort Polk Buddy Program or single enlisted Soldiers residing with Family members.

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

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

5. Soldiers entering the Career Skills Program.

(4) Field Duty:

(a) When performing field duty, commanders must ensure all Soldiers are provided government meals to preclude unnecessary costs. Government meals may be provided through the use of operational rations, box lunches, or when duty location requires, the garrison dining facility meals.

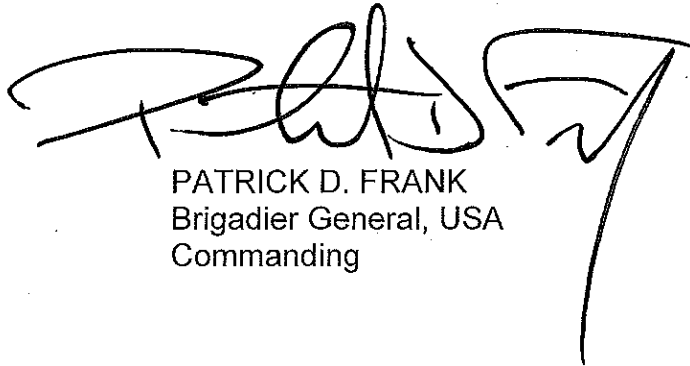
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(b) Commanders will initiate action to affect all required reimbursements beginning when meals are available during field duty, to include preparation for deployment and travel to and from home station, if applicable. Reimbursement for all meals available, 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.

(5) 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.

5. Proponent: The point of contact for this policy is the Assistant Chief of Staff, G1, at (337) 531-1196.

A handwritten signature in black ink, appearing to read 'P. D. Frank', is written over a printed name and title. The signature is stylized and somewhat cursive.

PATRICK D. FRANK
Brigadier General, USA
Commanding

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