



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

MAY 04 2016

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-14 - Basic Allowance for Subsistence (BAS) and Meal Collections

1. References.

- a. Army Regulation 600-38, Meal Card Management System, 11 Mar 88.
- b. Department of Defense Directive 1418.05, Basic Allowance for Subsistence (BAS) Policy, certified current as of 23 Apr 07.

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 FORSCOM Soldiers and organizations stationed at Fort Polk.

4. Policy.

a. Although BAS is an entitlement for all enlisted 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 mess separately.

b. Implementation.

(1) Battalion Commanders will maintain approval authority for Soldiers on separate rations. Brigade Commanders will certify approval and expand oversight through management control, command inspections, and staff assistance visits.

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

(3) Commanders will initiate action to effect 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

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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.

(4) All enlisted Soldiers arriving to an organization who will reside in single government quarters will immediately be issued a meal card until the Soldier either no longer occupies the space or is permitted to mess separately.

(5) Sergeants First Class (E-7) and above are given permission to mess separately.

(6) Staff Sergeants (E-6) are given permission to mess separately; however, if residing in single government quarters, a request to mess separately is required.

(7) Sergeants (E-5) and below may apply to mess separately by submitting a DA Form 4187 with justification to their chain of command. Each request will be considered on its merits.

(8) All enlisted Soldiers residing with Family members are authorized to mess separately.

(9) The organization's rotational/training tempo will not be the only deciding factor in authorizing enlisted Soldiers residing in single government quarters to receive BAS without meal deduction on a full time basis.

(10) 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.

(11) 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. This policy is effective until superseded or rescinded.



GARY M. BRITO  
Brigadier General, USA  
Commanding

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