



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

21 MAR 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) Policy Letter # 14 - Recoupment of Basic Allowance for Subsistence (BAS)

1. References:

- a. Army Regulation (AR) 30-22, Army Food Program, 17 July 2019.
- b. Department of the Army Pamphlet (DA PAM) 30-22, Operating Procedures for the Army Food Program, 17 July 2019.
- c. AR 600-38: The Meal Card Management System, 17 August 2016.
- d. Department of Defense (DoD) Financial Management Regulation Volume 7A Chapter 25: Basic Allowance for Subsistence (BAS), April 2022.
- e. AR 637-1: Army Compensation and Entitlements Policy, 26 July 2021.
- f. Joint Travel Regulations, 1 February 2023.

2. Applicability. This policy applies to all Soldiers assigned to 25ID.

3. Intent. This memorandum establishes 25ID's policy regarding BAS, in accordance with DoD policy and Army Regulations. BAS is meant to partially offset costs of a Soldier's meals. BAS is not intended to offset the costs of meals for Family members.

4. Policy. BAS will be recouped for all meals provided during field duty on Oahu in excess of three days. BAS recoupment will be executed no later than five work days after the conclusion of training. Training conducted away off the island of Oahu will be in a temporary duty (TDY) status. While TDY, BAS will not be recouped. However, when the government provides meals while TDY, per diem will be reduced to incidentals only.

5. Failure to implement the provisions of this policy could be considered mismanagement and a violation of the Uniform Code of Military Justice.

6. Proponent. The 25ID Human Resources Operations Center is the proponent for this policy. Questions should be directed to the 25ID Human Resources Operations Center at usarmy.schofield.25-id.list.div-hroc@army.mil.

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3 Encls

1. OIP Standards
2. ICE Standards
3. Responsibilities



JOSEPH A. RYAN
Major General, USA
Commanding

DISTRIBUTION:

25th Infantry Division

Headquarters and Headquarters Battalion
2nd Infantry Brigade Combat Team
3rd Infantry Brigade Combat Team
25th Combat Aviation Brigade
25th Sustainment Brigade
25th Division Artillery

Enclosure 1 - **Organizational Inspection Program**

1. Units will be inspected annually on the policies and procedures regarding identification, recoupment, and reimbursement for meals available during field duty.

a. Inspections of reimbursement actions will include:

- (1) Procedures for pay account collection for government meals from BAS Soldiers
- (2) Procedures for the submission of missed meals
- (3) Follow on procedures when documents are submitted for DFAS action

b. Inspections of recoupment action procedures will include:

- (1) Are commanders initiating action to effect BAS recoupment or suspension within prescribed timeframes based on length of field duty?
- (2) Is the S1 submitting the necessary transaction to recoup BAS for field duty?
- (3) Is finance certifying the recoupment is being completed?
- (4) Are these certifications being used to properly close field feeding accounts before a unit can open another account?

Enclosure 2 - Internal Control Evaluation

a. Internal controls relative to Meal Card Control must be evaluated at least once every five years as part of the 25ID Risk Management Internal Control Evaluation Program (RMICP).

(1) Are unit commanders properly accounting for field rations provided by the government to Soldiers receiving full BAS, and, subsequently, taking the appropriate actions to process pay account collections?

b. Internal controls relative to BAS charges for Soldiers who receive government-provided meals must be assessed annually and reported via the command's normal MICP process.

(1) Does the command/unit have a BAS policy and procedure to ensure BAS collections are enforced in accordance with Army policy and DoD directives?

(2) Does the command/unit's policy stress the importance of collecting BAS during field training, institutional training, and for Soldiers assigned to essential station training?

(3) Does the command/unit report the status of BAS and meal collections to the command/unit's leadership quarterly?

(4) Does the command/unit verify its subordinate commands/units are initiating and processing meal collections for Soldiers receiving BAS and government-provided meals during field training and while at institutional training?

(5) Does the command/unit verify its subordinate commands/units are briefing their Soldiers before attending institutional training or field duty to explain that collections will be made for all meals provided by or on behalf of the government regardless if the Soldier eats the meals?

(6) Has the command/unit included the DoD/Army meal collection policy in its command inspection program?

(7) Has the command verified that all subordinate units have developed and implemented guidance and trained their human resource personnel on procedures to submit meal collection actions within their unit?

(8) Are unit commanders complying with the Army's BAS policy?

(9) Are unit commanders initiating and processing meal collection actions for all Soldiers receiving BAS and meals provided by or on behalf of the government during field duty?

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(10) Are unit commanders briefing their Soldiers before field duty to outline the DoD/Army policy on meal collections?

(11) Are unit commanders training their human resource personnel on the proper procedure for submitting meal collection actions for their units?

(12) Are unit commanders updating the meal entitlement code on Soldiers' common access cards to match their status?

(13) Are unit commanders ensuring Soldiers assigned to Essential Unit Messing have access (time and transportation) to the dining facility during normal operating hours?

Enclosure 3 - **Responsibilities:**

a. Assistant Chief of Staff (ACoS), G1

(1) Conduct training for subordinate S1 personnel and Company Commanders on BAS policies and procedures.

(2) Incorporate BAS recoupment into the Organizational Inspection Program.

(3) Report results of Internal Control Evaluations during annual Risk Management Internal Control Program (RMICP).

(4) Incorporate into the Commander's Readiness Assessment – Personnel.

b. ACoS, G4

(1) Conduct training for Dining Facility Managers and Food Service Technicians on the proper accountability of BAS recoupment and field feeding accounts.

(2) Incorporate BAS recoupment into Organizational Inspection Program.

(3) Assist G1 with RMICP inspection.

c. ACoS, G8

(1) Ensure BAS recoupment is incorporated into the Division's RMICP.

d. 125th Finance Battalion

(1) Provide monthly transaction data to G1 detailing BAS recoupments processed for 25ID units.

e. Battalion S1's

(1) Ensure Soldiers that are in a field duty status have BAS recouped in accordance with policy and regulations.

f. Company Commanders

(1) Attend training on BAS recoupment procedures.

(2) Provide by-name rosters to Battalion S1 for field duty status updates

(3) Brief Soldiers prior to periods of field duty regarding the BAS recoupment policy.