DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

NOV 15 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 52 – Basic Allowance for Subsistence (BAS) Recoupement/Payroll Deduction for Field Operation

1. References:

a. AR 30-22, 10 May 05, Army Food Program.

b. AR 600-38, Meal Card Management System.

2. The purpose of this memorandum is to establish policy and procedures for deduction of payroll for all units of Brigade/Battalion levels and below during field training exercises.

3. When meals are available during field duty, commanders must ensure that BAS recoupement/suspension for enlisted Soldiers or payroll deduction for officers is initiated to effect all required reimbursements, beginning with the first meal and ending with the last meal. A written action to effect BAS recoupement/suspension is authorized. The unit or PAC clerk will use personnel actions. The DA Form 4187 will be prepared three workdays after completion of field duty and forwarded to the Finance and Accounting Office (FAO) for action.

4. Reimbursement from the first meal available through 14 days will be established through BAS recoupement. After excess of 14 days the BAS entitlement will be suspended. Reimbursement through FAO action (payroll deduction) will affect officers participating in field duty for all meals available during field duty, whether consumed or not. Soldiers authorized Subsistence-In-Kind (SIK) will continue to use their Garrison meal cards for identification purposes.

5. VIPs and other distinguished visitors who are not participating in field duty are not required to seek reimbursement through FAO, but will be required to pay cash for the meal at the time of consumption.

6. Proponent for this Policy Letter is the Installation Food Program Manager, DOSS, 706-791-2636.

ROBERT A. BARKER
Colonel, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supersedes the Garrison Commander's Policy Memorandum No. 45-Basic Allowance for Subsistence (BAS) Recoupement/Payroll Deduction for Field Operation, dated 1 Decemer 2009.