



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

APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter #9 – Basic Allowance for Subsistence (BAS) Meal Collections

1. References.

- a. Army Regulation (AR) 30-22, Army Food Program, 24 July 2012.
- b. Department of the Army Pamphlet (DA PAM) 30-22, Operating Procedures for the Army Food Program, 6 February 2007.
- c. 37 U.S. Code §§ 401, 402.
- d. Memorandum, Department of the Army, and Office of the Vice Chief of Staff, 27 May 2010, Subject: Compliance with Army Regulations for Basic Allowance for Subsistence (BAS) Meal Collections.
- e. AR 37-104-4, Military Pay and Allowances Policy, 8 June 2005.
- f. Operations Order (OPORD) 12-057: Optimization of dining facility operations.
- g. Department of Defense (DoD) 1338.810-M, Manual for the Department of Defense Food Service Program, dated 2 December 2014.

2. Purpose. To provide guidance for the implementation of the DA policy requiring use of Basic Allowance for Subsistence (BAS) collections for government provided meals.

3. Applicability. This policy applies to all units subordinate or attached to U.S. Army Hawaii (USARHAW) and to all active duty Soldiers (Title 10 and Title 32 U.S. Code) currently serving in USARHAW.

4. Objectives. This directive implements U.S. Army guidance for the use of Basic Allowance for Subsistence (BAS) to ensure all Hawaii based units remain in compliance with DOD policy.

5. Background.

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a. In the past, commanders authorized single Soldiers to receive the full Basic Allowance for Subsistence (BAS) entitlement while Soldiers were residing in government provided quarters. Over time, this practice was abused and devolved into entire groups of Soldiers, instead of individuals, receiving exceptions based on duty assignment or access to a dining facility. As a result, many dining facilities routinely struggled to meet the 65% dining facility utilization rate required under DA Directive.

b. IAW DA PAM 30-22, Operating Procedures for the Army Food Program, requests to establish a unit or consolidated dining facility are submitted to the installation commander for approval. Requests will include the number of Subsistence in Kind (SIK) personnel to be subsisted by that facility. The dining facility utilization rates are based off the number of SIK Soldiers who subsist in the facility. A dining facility must operate at a 65% utilization rate or higher. Dining facilities that operate at lower than a 65% utilization rate will be considered for disestablishment IAW the 2012 DFAC Optimization OPORD.

c. The SIK Soldier is the mission essential piece required by the Department of Defense (DOD) 1338-10M, Department of Defense Food Service Program, in providing the authorization to establish and operate all Army managed Dining Facilities.

d. IAW DA PAM 30-22, Subsistence in Kind (SIK) refers to Soldiers who subsist for free on government furnished meals provided in an appropriated fund dining facility. The Basic Allowance for Subsistence (BAS) is a cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted personnel, a cash allowance is payable when government meals are not available, when permitted to ration separately, or under emergency conditions.

6. Responsibilities.

a. All USARHAW tenant unit commanders will place their assigned E-5 and below Soldiers who reside in the barracks on a meal card (SIK).

b. Commanders will ensure all SIK personnel are provided with a meal card accompanied with their CAC to subsist. All SIK personnel will be required to identify themselves with a meal card or travel orders issued by a military department before receiving a meal from an appropriated fund food service activity.

c. Exceptions to this directive will be approved in the event there are no operational dining facilities on the assigned installation (Ex., Ft. Shafter, Heleman) or normal place of duty for the SIK Soldiers to subsist.

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d. This policy does not eliminate a commander's authority to place Soldiers on BAS based on Department of the Army approved exceptions for medical, religious, or operational needs, such as missing more than 20% of available meals in a given month.

7. This memorandum supersedes policy memorandum USARHAW Policy Letter #10, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

8. The point of contact for this policy memorandum is USARHAW G4, at (808) 655-5151.



CHRISTOPHER G. CAVOLI
Major General, USA
Commanding

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