

**Information Paper**

**SUBJECT: Recoupment of Basic Allowance for Subsistence (BAS)**

1. **Purpose.** To provide information on collecting pay for meals provided by the U.S. Government in a field environment. This paper details the requirement to collect for meals following field duty.

2. **Facts.** Any soldier receiving any type of full BAS, and not on per diem orders, who at the same time consumes U.S. government provided meals, must have collection for meals deducted from their pay account.

a. Soldiers must pay for meals available in the field, consumed or not, either through payroll deduction or by paying for the meals in cash. When government meals are made available, then the soldier will be charged for the meals. Neither enlisted soldiers nor officers can avoid having collection for meals from their pay by choosing to not consume meals made available.

b. By comparison, for normal TDY travel, soldiers travel on TDY using DD Form 1610 with per diem authorized in their travel orders. Under these circumstances, finance does not deduct meals from the soldier's pay.

3. Commanders are required to submit DA Form 4187 with an attached list of names to the servicing finance office to deduct for all available meals, consumed or not consumed, during field duty. This requirement applies to the below listed categories of duty:

- a. Field duty or temporary field assignment
- b. Sea duty or temporary afloat assignment
- c. Group Travel
- d. Essential unit messing

4. One exception to the above listed circumstances is members assigned to a Joint Task Force (JTF). Members on JTF operations, while also on valid per diem travel orders, generally have the subsistence portion of their per diem withheld or deducted from their travel reimbursement as payment for meals. The travel orders for soldiers deployed with Joint Task Forces normally withhold the

subsistence portion of the per diem and only reimburse the traveler for the daily incidental per diem rate of \$3.50 (OCONUS daily rate).

5. The following categories of duty apply to soldiers who deploy:

--without DD Form 1610 (travel orders) or,

--without temporary change of station orders or,

--who travel with DD Form 1610--but without per diem allocated or,

--who perform field duty

**a. Field duty or temporary field assignment, sea duty or temporary afloat, , group travel, or essential unit mess.** This category covers most field duty that a soldier would perform such as: local training area FTX's on Fort Bragg, and field duty at the Joint Readiness Training Center or National Training Center. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA. Commanders are required to send a DA Form 4187 (with an attached list of names of those who deployed) to the servicing finance office to collect for field meal deductions from the soldiers' pay accounts. Finance does not collect for meals from soldiers on meal cards. Commanders are required by Section 605 of Title 37 U.S. Code to submit names for collection for field meals.

**b. Soldier on Travel Orders (DD Form 1610), government meals are provided at no cost, and no per diem is allocated on the DD Form 1610.** Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on every soldier not drawing them prior to the TDY. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay accounts.

**c. Soldier on Travel Orders (DD Form 1610), the DD Form 1610 specifies essential unit messing (EUM), and no per diem is allocated on the DD Form 1610.** Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on every soldier not drawing them prior to the TDY. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay accounts.

**d. Soldier deploys with a JTF on Travel Orders (DD Form 1610), the DD Form 1610 specifies essential unit messing (EUM), and no per diem allocated on the DD Form 1610.** If the JTF Commander determines EUM is

necessary to accomplish the mission, training, or readiness, then enlisted soldiers receive meals without charge while deployed. Officers would pay for meals as they consume them at a discounted daily rate. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on soldiers who are not drawing SR prior to the deployment. Commanders are required to send a DA Form 4187 to finance for field meal deductions from the soldiers' pay account.

**e. Soldier deploys with a JTF on Travel Orders (DD Form 1610), and the DD Form 1610 authorizes per diem.** This category applies to our soldiers in Kosovo/Albania. The JTF commander declares regular TDY for JTF members only. Soldiers receiving separate rations (SR) or rations not available (RNA) retain their SR or RNA if drawing prior to the TDY. Separate rations are started on soldiers who are not drawing SR prior to the deployment. Soldiers don't actually pay for meals at the JTF DFAC. Instead, when the travel voucher is processed, the payment for meals (per diem) is allocated to the soldier and also collected back. Thus, the payment for meals is transparent to the soldier because no money is deducted from their pay account nor are they required to pay cash for their meals while deployed. The end result for the soldier is they are paid \$3.50 per day for incidental expenses for every day of deployment. The advantage to the soldier is they are paid separate rations and provided meals at no cost while deployed.

**f. Reciprocal Unit Exchanges (RUE's).** There is no requirement to deduct meals for paratroopers that deploy to other countries for RUE's. Finance does not deduct meals from these soldiers' pay accounts because the U.S. government does not provide the meals. Instead, the host country provides the meals. Soldiers deployed on RUE's earn \$3.50 per day for incidental expenses for every day of deployment.

6. Questions pertaining to this information paper should be directed to the 8<sup>th</sup> TSC Personnel Assistance Center, at 655-0484.

PERSONNEL ACTION

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 5012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (Include ZIP Code) Commander 2d Bn, QM Bde Ft. Lewis, WA 98433
TO: (Include ZIP Code) Finance Officer F&AO Ft. Lewis, WA 98433
FROM: (Include ZIP Code) COMMANDER 143d S&S Company Ft. Lewis, WA 98433

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, First, MI) GRADE OF RANK/PMOS (Enl only) SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from Purpose: To recoupe BAS effective hours, 19

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

Table with columns: TYPE OF ACTION, Procedure, TYPE OF ACTION, Procedure. Includes rows for Service School, ROTC, Volunteering, Ranger Training, Reasgmt Extreme Family Problems, Exchange Reassignment, Airborne Training, Special Forces Training, On-the-Job Training, Retesting in Army Personnel Tests, Reassignment Married Army Couples, Reclassification, Officer Candidate School, Asgmt of Pers with Exceptional Family Members, Identification Card, Identification Tags, Separate Rations (recouplement (em)), Leave - Excess Advance/Outside CONUS, Change of Name SSN/DOB, Other (Specify).

SIGNATURE OF MEMBER (When required) DATE

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

(FOR RECOUPEMENT) Recoupe BAS effective through Hrs Date
(FOR SUSPENSION) Suspension BAS effective Hrs Date

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II), or that the request for personnel action (Section III) contained herein -
HAS BEEN VERIFIED IS APPROVED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE SIGNATURE DATE
Dan Taylor, Cpt, Commanding

DA FORM DEC 82 4187

EDITION OF FEB 81 WILL BE USED

COPY 1

Figure 4-1. Sample of a completed DA Form 4187 (enlisted BAS recouplement/suspension action)

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**Block or Column****Instructions****Organization and Station**

Indicts organization to which soldiers are assigned.

**Supplemental**

Leave blank.

**Prorated**

Enter under the word PRORATED, subsistence adjustment (SUB ADJ).

**For month of**

Enter the month for which the FAO action is effective.

**Station symbol**

Enter the supporting FAO station symbol.

**MPO Number**

MPO block is not applicable. Enter NA.

**Date**

Enter date the unit submitted the form for processing to the FAO.

**Name, SSAN, Rank**

Enter the name(s) of soldier(s) involved and indicate the meals missed.

**Meal/ Days/Total**

Enter an X for each missed meal breakfast, dinner (lunch), supper(dinner) on the corresponding date for each individual listed. Enter total meals missed, per individual, per meal in the total block.

**Certification**

After the last entry by the soldier(s) claiming adjustment, enter the certification statement in figure 4-3 with appropriate dates.

**Certification Statement**

Certification statement is not applicable.

**Date**

Enter the date signed by approving authority.

**Name, Rank of approving authority**

Enter the name, grade, and organizational element of the approving authority.

**Signature of approving authority**

Signature of approving authority.

**Note**

No one is authorized to claim missed meals for meal periods not covered by individual signature records.

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**Figure 4-3. Instructions for preparing DD Form 1475 (Basic Allowance for Subsistence Certification)**

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