



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

29 AUG 2011

ATBO-B

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 15, Basic Allowance for Subsistence (BAS) Meal Collections

1. Reference AR 600-38, Meal Card Management System, 11 Mar 88.
2. 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 meals available, beginning with the first meal and ending with the last meal available, will be accomplished by BAS recoupment/suspension for enlisted soldiers or payroll deduction for officers.
3. Commanders of all TRADOC units/activities will establish management controls for BAS meal collections. TRADOC Quality Assurance Office will monitor that all TRADOC units have BAS collection as part of their Organizational Inspection Program and will ensure these controls are in place during their assistance visits. The TRADOC Adjutant General will conduct BAS meal collections compliance reviews of TRADOC units/activities in accordance with AR 600-38 during the command's staff assistance visits. TRADOC Inspector General (IG) will include BAS meal collections in the IG Inspection Program.
4. This policy letter is effective until superseded or rescinded.

A handwritten signature in black ink, appearing to read "Robert W. Cone", is positioned above the typed name.

ROBERT W. CONE
General, U.S. Army
Commanding

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