



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
25TH STREET, BUILDING 24402
FORT GORDON, GEORGIA 30905

ATZH-NC

30 January 2012

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum #35 - Basic Allowance Subsistence Recoupment Standard Operating Procedure (SOP)

1. This Memorandum outlines the Regimental Noncommissioned Officer Academy SOP for Basic Allowance Subsistence (BAS) recoupment in regards to TRADOC Policy Letter #19, BAS meal collection, which mandates that all TRADOC Soldiers who receive full (BAS), will be charged for government meals provided during field duty. Those Soldiers who do not receive full BAS will not be charged for government meals during field duty.

2. Branch Requirements:

a. Both the Advanced Leader and Senior Leader Course Branch Chief's will submit one (1) Recoupment DA Form 4187 for each Field Training Exercises (FTX) to RNCOA S1. (ENCL 1)

b. Branch Chiefs will attach a BAS recoupment spreadsheet (ENCL 2) with all data fields completed with DA Form 4187 for each FTX.

c. DA form 4187 will be signed by the Branch Chief who conducted the FTX.

3. RNCOA S1 Requirements:

a. S1 will submit all DA Form 4187s and BAS recoupment spreadsheets to the Defense Military Pay Office.

b. No later than three (3) working days from submission by the company.

Enclosures:

- (1) DA FORM 4187
- (2) BAS Recoupment Spreadsheet

TYRONNE L. SMOOT
CSM, USA
Commandant