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**Financial Management**

**BASIC ALLOWANCE FOR SUBSISTENCE  
(BAS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the Department of Defense (DoD) Financial Management Regulation 7000.14-R, Volume 7A, *Military Pay Policy Procedures Active Duty and Reserve Pay*, and Defense Finance and Accounting Service Denver Center (DFAS-DE) Manual 7073-1, *Defense Joint Military Pay System-Active Component (DJMS-AC) FSO Procedures*, and 7073-2, *DJMS Unit Procedures Excluding FSO*, and provides uniform procedures for approving BAS. It applies to all assigned, attached, and organizations supported by 374th Airlift Wing (374 AW).

**SUMMARY OF REVISIONS**

Changes the referenced publication title. Changes approval authority A bar (|) Indicates revision from the previous edition.

**1. Unit Commanders' Responsibilities.** Unit commanders are responsible for ensuring compliance with policies contained in this instruction and DFAS-DE Manual 7073-2. They must:

- 1.1. Ensure BAS authorizations do not preclude the economical use of existing dining facilities. The issuance of BAS will not be used as a form of gratuity or for incentive purpose.
- 1.2. Make every effort to provide all single or unaccompanied personnel in pay grade E-6 and below with the opportunity to subsist in base dining facilities.
- 1.3. List two specific factors in the "Reason for Request" block of AF Form 220, **Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)**, justifying BAS authorizations.
- 1.4. Adjust BAS authorization as circumstances change affecting the member's status, such as promotion to pay grade E-7, change in marital or dependency status, or insufficient justification as specified in paragraph **1.3**.
- 1.5. Remove members from the meal card register immediately upon approval of BAS.

**2. Approval Authority.** Authority to approve requests to ration separately will be the 374 AW Vice Commander (374 AW/CV) for all single or unaccompanied personnel, pay grade E-6 and below, residing in single-type government quarters. The 374 AW/CV may delegate this authority to 374 AW Group Commanders and the 630th Air Mobility Support Squadron Commander (630 AMSS/CC) for personnel under their command. Authority will not be delegated below this level.

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Commander