

GOV-3: Institution properly utilizes its military personnel resources and initiates actions for Basic Allowance for Subsistence (BAS) Recoupment.						As of: <b>2012 WORKING COPY</b>		
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

<b>Criterion 3a:</b> Institution properly utilizes its military personnel resources.	<b>3a(1):</b> Review the institution's military personnel strength against its authorizations and the institution's Commander's Unit Status Report (CUSR) to identify military personnel issues.	AR 600-8. AR 600-8-6. AR 614-100. AR 614-200. AR 220-1.	List of military human resource supervisors and leaders in the organization.  Current assigned military strength and authorizations.	X	X	X	X	- Assign a rating of <b>"Met with comment"</b> if the institution does not fully meet the criteria in accordance with TRADOC Manning Priority Tiers but performs above the <b>"Not met"</b> rating guidance.  - Identify all instances in which the institution exceeded the standard in an exceptional manner or implemented improved business practices.  - Designate a rating of <b>"Not Met"</b> if military personnel are not assigned to positions in accordance with TRADOC Manning Priority Tiers or institution's higher headquarters' published policy guidance and are not operational.  - Document any military personnel manning issue that cannot be resolved at the organization level as a Higher Headquarters Issue (HHI). Student to instructor ratios when fully manned will be addressed in other <b>standards</b> .
	<b>3a(2):</b> Determine if the institution assigns personnel to duty positions in accordance with TRADOC Manning Priority Tiers.	HQDA Active Component Manning Guidance.  TRADOC Manning Priority Tiers.		*TR 350-18 (RC).	*Current TASS Readiness Report (RC).	X	X	
	<b>3a(3):</b> Determine if the institution assigns personnel to duty positions in order to meet ARPRINT mission requirements. NOTE: *This criterion only applies to Reserve Component and non-TRADOC schools.							
	<b>3a(4):</b> Consider variables that may affect strength, such as BRAC, senior mission commander distribution guidance, and other operational drivers, such as mobilization and demobilization.				X	X	X	

GOV-3: Institution properly utilizes its military personnel resources and initiates actions for Basic Allowance for Subsistence (BAS) Recoupment.							As of: 2012 WORKING COPY	
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	
<b>Criterion 3b:</b> Institution recoups BAS for government meals provided during field duty.	<b>3b(1):</b> Commanders have an established unit SOP for BAS recoupment from Soldiers who receive full BAS who are provided government meals during field of duty.  <b>3b(2):</b> Commanders have included and inspect recoupment procedures within their Organizational Inspection Programs.	AR 600-38, 11 March 1988, Ch 4  AR 37-104-4	Inspection Notification Memo, Checklists  DA Form 4187 DA Form 1475	X	X	X	X	Criterion <b>Not Met:</b> if there is no documentation of BAS recoupment actions.