

Accounting Steps for Those Who Receive BAS Under Quarantine Status

- Step 1.** A memo from the quarantined individual's (BAS/ESM) unit will be provided to the DFAC stating member's status in quarantine (self-identified or command-directed) and dates they are receiving the BAS entitlement. The memo must be provided each time meals are picked up and used as backup documentation. The memo must be signed by a member of the quarantined individual's leadership chain.
- Step 2.** DFAC will provide menu for the following day to quarantined member's unit and/or runner 24 hours prior to meal period.
- Step 3.** Member's unit will provide DFAC with menu selection NLT 4 hours prior to delivery, to allow meal to be prepared.
- Step 4.** BAS quarantined member's meals will be tracked using the COVID Tender Key on the register. ESM personnel will be processed as a normal ESM transaction.
- Step 5.** Food Service Accountant will track COVID transactions and dollar amounts via AF Form 1119 and add totals in the remarks section.