



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
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FORT BRAGG NC 28310-5010

AFRC-PRB

16 DEC 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Reserve Command Lodging-in-Kind Policy

1. References.

- a. Department of Defense Instruction (DODI) 1225.9, Billeting for Reserve Component Members, 17 Dec 01.
- b. Army Regulation 420-1, Army Facilities Management, 12 Feb 18 (Rapid Action Revision 24 Aug 12).
- c. Army Directive 2016-35, Army Policy on Military Service of Transgender Soldiers, 7 Oct 16.
- d. United States Army Reserve Command FY19 Program Director Guidance, 29 Sep 18.
- e. Memorandum, Office of the Chief of Army Reserve, DAAR-HR, 25 Sep 17, subject: Army Reserve (AR) Lodging-in-Kind (LIK) Policy.
- f. Memorandum, Headquarters, United States Army Reserve Command, AFRC-CG subject: Army Reserve Command Training Guidance (CTG) Supplemental Training (TY) 2019.

2. Purpose. Lodging in Kind (LIK) is an important component of improving individual and unit readiness through retaining Soldiers, growing future leaders, and encouraging safe travel within the United States Army Reserve (USAR). Army Regulation 420-1 authorizes LIK and allows the USAR to provide lodging for Soldiers that travel more than 50 miles to their designated Battle Assembly (BA) location.

3. Eligibility. Troop Program Unit (TPU) Soldiers, regardless of rank, who reside more than 50 miles from their BA location, and are not otherwise entitled to travel and transportation allowances, are eligible to utilize LIK. Lodging-in-Kind is not an entitlement and commanders should clearly communicate its availability to all Soldiers.

4. Restriction. Soldiers cannot combine LIK and Inactive Duty Training Travel Reimbursement Program (IDT-TRP) programs to pay for the same room

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simultaneously. Commanders should not authorize reimbursement for room charges under the IDT-TRP if the Soldier receives LIK.

5. Implementation.

a. Due to limited funding, Major Subordinate Command (MSC) commanders will publish their own LIK policy focused on utilizing the allocated funds in the most cost efficient manner to achieve individual and unit readiness objectives. The MSC G-1 is the recommended directorate responsible for program management. Commands will submit a copy of their LIK policy to the AR G-1 Program Manager no later than (NLT) 60 days after the effective date of this policy. The attached LIK Guidelines and Procedures provide additional program guidance.

b. Unit commanders will implement procedures to verify the distance each Soldier travels from his or her Home of Record (HOR) to his or her assigned unit or BA location. The Regional Level Application Software (RLAS) is the system of record for HOR verification.

c. The LIK policy requires double occupancy. Commanders will employ every effort to room Soldiers of the same rank, gender, or status. Units will procure lodging at or below the Government Services Administration per diem rate for the duty location.

d. Lodging-in-Kind is authorized for rescheduled training (RST) or Additional Flight Training Periods (AFTP). If a Soldier conducts Additional Duty Assembly in conjunction with BA, the Soldier can utilize LIK. The double occupancy requirement is still mandatory.

e. Commanders will first utilize available government transient housing/barracks before securing commercial lodging.

f. Commanders will ensure lodging for Soldiers transitioning between genders is IAW Army Directive 2016-35, paragraph 4.a.(4).

g. Commanders may revoke a Soldier's eligibility for LIK for misconduct at any lodging facility or for failure to utilize the lodging facilities directed by his/her unit after registering for LIK.

h. Units will generate a LIK sign up and waitlist roster 30 days prior to the regular scheduled BA. Units should monitor reservations to guard against the over obligation of funds.

i. The number of authorized lodging nights is based on the following:

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- (1) MUTA 2 or 3: one night of lodging.
- (2) MUTA 4 or 5: two nights of lodging.
- (3) MUTA 6 or 7: three nights of lodging.
- (4) MUTA 8: four nights of lodging.

j. Units will use the Government Purchase Card (GPC) or contracts for LIK payments. Commanders must monitor GPC holders and contracts to ensure compliance with all Department of Defense policies and procedures. Units' LIK points of contact will document/maintain record of all payments made, invoices, receipts, the total number of rooms utilized, and the number of Soldiers participating in the LIK program each month.

k. Major Subordinate Commands will institute a LIK training program. This program will ensure that commanders, staffs, and Soldiers understand their responsibilities in participating, administering, and the financial management of the LIK program. Commanders are responsible to verify their staffs work together in the administration of the program. Resource Management Officers (RMOs) will ensure the implementation of adequate internal controls.

6. Funding. Lodging-in-Kind funding is included in Operation and Maintenance, Army Reserve (OMAR) dollars. This command does not project additional funding to support FY20 Unfinanced Requirements (UFR).

7. Reporting.

a. Major Subordinate Commands will develop quarterly spend plans and notify the Army Reserve Program Manager of any excess funds or UFRs.

b. No later than the 15th day of the month following BA, units must complete the LIK usage report in the CSMM LIK Remarks Reporting Module.

c. This Command may revoke a unit's or command's LIK funding any time it does not comply with this policy. Major Subordinate Commands should conduct internal audits to gauge its compliance.

8. This policy is effective immediately and remains in effect until revoked, rescinded, or superseded.

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9. The point of contact for this memorandum is Mr. Sam Cherry, Army Reserve G-1, RMO, at 910-570-8825 or samuel.f.cherry.civ.@mail.mil.

Encls

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A.C. ROPER
Major General, U.S. Army
Deputy Commanding General

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Lodging-in-Kind Guidelines and Procedures ver 2020.1

1. All Soldiers participating in LIK program will execute a Statement of Understanding (SOU) with their unit. The SOU will be signed by the Commander authorizing/verifying the Soldier is eligible to participate. An example is included as an attachment. The example lays out the minimum expectations of the USARC Policy. Commanders are encouraged to modify the SOU to meet their unit needs. The SOU will be reviewed and resigned on an annual basis. The SOU will be retained for audit purposes.
2. Each unit will assign a LIK coordinator. The coordinator is responsible for maintaining records necessary to document the program.
3. Each unit will establish a sign-up procedure for Soldiers requiring LIK. The sign-up will be a minimum of 30 days prior to the IDT period requiring LIK.
4. Verification of Soldier distance from Home of Record (HOR) to Battle Assembly (BA) site will be by printout of a web based map program. The HOR will be the address maintained in RLAS and verified by the Soldier. Geographic and Functional Commands (GFC) are permitted to utilize Defense Table of Official Distance (DTOD) as their distance measurement system. Commanders Strength Management Module (CSMM) will not be used to determine Soldier distance for eligibility purposes. The verification of distance will be maintained for audit purposes.
5. The unit will maintain a sign-in/sign-out roster of Soldiers utilizing LIK. The sign in/sign out roster is an official document for audit purposes. The Commander will sign the hotel sign-in/sign-out roster on a monthly basis verifying the Soldiers utilizing LIK for that month.
6. Units will report LIK usage NLT the 15th of the month following BA. The report will be made in the LIK remarks folder in CSMM. The report will specify the dates of usage and type of accommodations made. See the report matrix in the CSMM Unit Management Remarks folder for more information.
7. When a Government Purchase Card (GPC) is utilized to pay for LIK invoices the GPC cardholder will utilize the Department of the Army Business Process Standard for GPC transactions to ensure auditability. The cardholder will upload all supporting documents into General Fund Business Enterprise System (GFEBES) and/or Access Online (US Bank) as required. The supporting documentation at a minimum will include the hotel sign-in/sign-out roster and lodging invoice. GPC reconciliation will be completed monthly to reduce open commitments and to maximize buying power.
8. LIK coordinators will make reservations with the lodging provider as far in advance as possible. If the LIK coordinator is not a GPC Cardholder/Authorizing Official then

Lodging-in-Kind Guidelines and Procedures ver 2020.1 (continued)

Commanders will ensure a Cardholder or Ordering Officer (OO) is making the obligation.

9. LIK coordinators will ask vendors to document the number of Soldiers staying in each room and invoice accordingly. Billing and cancellations procedures will be agreed to in advance by both the vendor and government representative. GPC Cardholders/AOs will only pay for the actual number of rooms utilized by Soldiers. Cardholders/AOs will utilize the sign-in/sign-out roster to validate the vendor invoice. Cancellations and adjustments on the invoice will be documented prior to the cardholder paying the invoice.

10. GPC Cardholders will ensure the government is not billed for incidental room charges. LIK Coordinators/Commanders will ensure Soldiers utilizing LIK understand that incidental room charges are the responsibility of the Soldier.

11. Commanders at all levels will seek to contain costs and be accountable stewards of government funds. Reservation agreements will be made as far in advance as possible IAW the unit's training calendar maintained in the Digital Training Management System (DTMS).

a. Commanders will seek to utilize barracks or billeting available on any DOD service installation prior to seeking lodging on the economy. Department of Defense Lodging can be accessed at <http://www.dodlodging.net/>.

b. Room reservation agreements will be made at or below the General Service Administration (GSA) schedule lodging per diem rates. The per diem schedule is available on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

c. Commanders will seek to utilize IHG Army hotels when available on Army posts in the unit vicinity when available. See website for availability <https://www.ihg.com/armyhotels/content/us/en/installations>.

d. Commanders will also review availability at the properties on the approved DoD Preferred Commercial Lodging list (see attached listing) in the unit vicinity.

e. In the event that lodging cannot be procured below the published GSA lodging rates, units will get approval from the first O6 in the chain of command on a case by case basis. Blanket authorizations to exceed the GSA lodging rates are not authorized.

12. Geographic and Functional Commands will institute a training program to ensure subordinate Commanders and Staffs understand how to administer the LIK program.

**Lodging-in-Kind
Guidelines and Procedures
ver 2020.1 (continued)**

13. These guidelines and procedures are subject to change during the year due to changes in fiscal law, DoD, or DA guidance. Any changes made at a higher level supersede these guidelines on their effective date. The USARC program manager may update them at any time they are determined not to be in compliance with any statutory, regulatory, or policy guidance.

Statement of Understanding

This document serves as a binding agreement between you, the Soldier, and the USARC Augmentation Unit (UAU) regarding your participation in the lodging-in-Kind Program. By signing this Statement of Understanding, you agree to abide by the rules and restrictions listed below as well as the provisions contained in the LIK policy. You must complete a new Statement of Understanding at least once a year.

Initial each statement below:

_____ my home of record and / or residence is _____ miles from my unit. This is outside the LIK program's normal commuting distance of 50 miles to the unit.

_____ I understand this Program is for me use while in an IDT status. I may not use this program if I am on any type of active duty orders.

_____ I understand that I will be held liable and agree to collection from my military pay for this cost of lodging if I fail to honor my reservation without proper notification to my unit. It is my responsibility to ensure that a reservation is cancelled NLT 96 hours prior to the reservation date if I do not plan to use it. Failure to cancel my reservation will result in a 6 – month loss of use of the program. A second failure to cancel a reservation within a 12 month period after reinstatement will result in my forfeiting this program. Only the Unit commander can reinstate the program once it had been forfeited.

_____ I understand this Program will pay for pre-approved government LIK only. Travel costs are not reimbursable under this program.

_____ I understand that the exercise of double occupancy is enforceable for each room.

_____ I understand that I am required to pay for any additional cost, i.e. incidental, accidental, or consequential cost, that I may accrue.

_____ I understand that upgrades that incur additional cost to the government are not authorized. If I upgrade and increase the cost of the room, I will assume the entire room charge without any financial reimbursement from the command.

_____ I am responsible for any charges other than the cost of lodging that are accrued while residing in quarters. This includes, but is not limited to, local and long distance telephone calls, refreshments, movies and pay-per-view premium television channels. These additional costs will be settled with the lodging facility personally and at no cost to the government. Failure to settle additional costs will result in a 6-month loss of this program.

I, _____, have read (and renew) this binding agreement and agree to its terms and provisions.

(Signature of Soldier / Date)

(Commander's Signature / Date)

(Printed Name / Grade of Soldier)

(Printed Name / Grade of Commander)

SUBJECT: USARC Augmentation Lodging In Kind Program (LIK) Program Memorandum of Instruction

Enclosure 4: Soldier Lodging Request

USARC Augmentation Unit Lodging in Kind (LIK) Program Soldier's Lodging-in-Kind Request

1. DATE REQUESTED FOR LODGING: _____

2. UNIT: _____

3. NAME: _____

4. RANK: _____

5. ADDRESS: _____

6. CITY/STATE/ZIP CODE: _____

7. HOME PHONE: _____

8. WORK PHONE: _____

I hereby request to participate in the USARC UAU Lodging-in-Kind Program. I have a completed and signed Soldier's Statement of Understanding with my unit. I fully understand the program and agree to the conditions outlined in the UAU Lodging-in-Kind Program Memorandum of instruction (MOI) and the Soldier's Statement of Understanding.

I fully understand that I am responsible for canceling lodging reservations if I will not use them. If I fail to do so, I may be liable for any charges the government incurs, and I realize that I am subject to removal from the program.

Signature of Soldier: _____

Date: _____

Commander's Signature: _____

Date: _____

Lodging in Kind Roles and Responsibilities (checklist)

Soldier	Unit LIK Coordinator	Unit Commander	MSC/RD/DIV/ESC/BDE
<input type="checkbox"/> Complete SOU	<input type="checkbox"/> Maintain LIK sign-up roster	<input type="checkbox"/> Publish LIK policy	<input type="checkbox"/> Publish LIK policy
<input type="checkbox"/> Notify Unit of Change of Address	<input type="checkbox"/> Maintain LIK sign in/sign out roster	<input type="checkbox"/> Designate LIK coordinator	<input type="checkbox"/> Appoint LIK program manager
<input type="checkbox"/> Sign up for LIK	<input type="checkbox"/> co-ordinate with BO/Cardholder	<input type="checkbox"/> Designate Cardholder/BO	<input type="checkbox"/> establish/maintain a LIK training program
<input type="checkbox"/> Sign In/Sign Out at Hotel	<input type="checkbox"/> ensure unit CSMM report is completed	<input type="checkbox"/> Sign hotel sign in/sign out roster	<input type="checkbox"/> allocate LIK resources
		<input type="checkbox"/> ensure reporting in CSMM	<input type="checkbox"/> establish/maintain LIK financial internal controls