UNITED STATES MARINE CORPS
MARINE CORPS RESERVE SUPPORT COMMAND
15303 ANDREWS ROAD
KANSAS CITY, MISSOURI 64147-1207

IN REPLY REFER TO:

11000
LD
10 Sep 99

MARINE CORPS RESERVE SUPPORT COMMAND POLICY LETTER 9-99

From: Commanding Officer, Marine Corps Reserve Support Command (MCRSC)
To: Operational Sponsors

Subj: BOARD AND LODGING PROCEDURES

Ref: (a) ForO 11000.4
(b) JFTR
(c) MCO 10110R.T w/ch 1

Encl: (1) Eligibility Requirement
(2) User Responsibility
(3) Procedures for Requesting BLA Changes
(4) Format for Submitting Billeting Requests
(5) Members Statement of Understanding
(6) Operational Sponsor Responsibilities

1. Purpose. To promulgate procedures for requesting and using Contract Billeting/Meals (BLA) for those Individual Mobilization Augmentees (IMA) personnel under administrative control (ADCON) of MCRSC.

2. Cancellation. Policy Letter 4330 LD dated 3 Sep 97.

3. Information. IMAs will utilize Operational Sponsors for reserving billeting/meals. Documentation in the form of non availability statements from BOQ/BEQs are mandatory, and will be presented via the Operational Sponsor to the Commanding Officer, MCRSC, LD-3 Invoicing Section prior to authorization of commercial services.

4. Background. BLAs support Selected Marine Corps Reservists (SMCR) and IMAs performing Inactive Duty Training (IDT) only when there are no government facilities available. Contract billeting **IS NOT AN ENTITLEMENT** and is only authorized at the discretion of the Commanding Officer, MCRSC in consonance with references (a) through (c).

a. Under commercial billeting/boarding the local vendor invoices MCRSC per the agreement, and the charges are liquidated with no cost to the individuals, as long as the agreement rate is not exceeded. The individual Marine is responsible for the payment of additional charges such as: amounts over the

authorized individual meal contracted rate, telephone charges, room service, alcohol charges, gratuities, movie charges, valet parking, car rentals, etc.… at the time of service.

b. Contract commercial billeting/boarding is not authorized for periods of Active Duty (AD), Temporary Active Duty (TAD), or Annual Training (AT) for any period where Marines are eligible for travel and transportation entitlements per reference (b).

5. Action. Operational Sponsors having bachelor officer quarters (BOQ), bachelor enlisted quarters (BEQ), and government messing facilities available, inside a fifty mile radius required by the references, will identify and submit points of contact to CG, MCRSC, Logistics Division (LD-3) for the establishment of a Inter Service Support Agreement (ISSA) or Military Intradepartmental Purchase Request (MIPR).

6. Utilization. Procedures for obtaining contract billeting are as follows:

a. Reservations for boarding and lodging must be requested via the Operational Sponsor to Logistics Division (Invoicing Section LD-3), MCRSC. Only IMA Operational Sponsors are authorized to contract MCRSC for BLA services.

b. IMA Operational Sponsors:
Consolidate all boarding and lodging requests for respective unit (s), submit on a monthly or quarterly basis, but in no case later than (30) days prior to the first required reservation date. Changes to reservations due to addition/deletion of individuals or changes of required dates will not be accepted unless received more than fifteen working days from the requested change.

c. Billeting requests may be submitted either by e-mail, or fax, utilizing the format in enclosure (4) or by telephonic means anytime between the hours of 0730-1630 central time, Monday through Friday.

d. The MCRSC toll free number for billeting request is 1-800-255-5082 extension 3409. Fax requests will be accepted at 1-816-843-3421. Commercial phone is 1-816-843-3409.

(1) The information below is required when making a telephonic billeting/meals request:

(a) Unit
(b) Report Unit Code
(c) Name of caller or Point of Contact, and phone number
(d) Last Name/ First Name/ Middle Initial; Grade/ SSN/ Gender of Marines requiring billeting
(e) Required dates for billeting

(f) Enlisted meals requested (if available and if desired)

(2) Reservations will be made at BOQ/BEQs or at the most economical vendor having a BLA without regard to individual preference. Double occupancy rooms will be used to the maximum extent possible. Enclosure (1) applies.

7. Invoicing Section, Logistics Division: MCRSC will provide BLA vendors with call authorization numbers and complete Department of Defense Form 250 (DD 250) for reservations placed at contracted hotels. A copy of the completed DD 250 detailing authorized services to be provided will be sent to the hotel providing services. Transmission of the DD 250 by FAX is the preferred method as it is timely and provides automatic documentation of transmittal. Fax transmittal sheets are to be retained and filed with the reservations copy of the DD 250 by MCRSC personnel.

8. Only the contracting officer or his direct representative listed in the BLA have the authority to obligate the government. Requesting or accepting any services other than those listed on the DD 250 is strictly prohibited without prior approval from the Commanding Officer, MCRSC.

B. A. MINER
By direction

DISTRIBUTION: A/B/C/D/E/F

Copy to:
Operational Sponsors,
OICs of IMA Detachments,
and files

CONTRACT BILLETING ELIGIBILITY REQUIREMENTS

1. In accordance with reference (b), Marines using contract billeting must be members of the Selected Marine Corps Reserve performing authorized IDT. Contract billeting is not authorized for members of the Individual Ready Reserve, appropriate duty, associate duty, or unit members performing drills without pay.

2. The Marine must reside more than 50 miles from the drill site.

3. The Marine must perform a minimum of two IDT periods, exclusive of the meal hour, the day after using contract billeting. Since only one RMP maybe performed in a 24 hour period and no other type of drills may be performed on the same day as an RMP. RMPs may not be performed on any day following the use of contract billeting.

4. Double occupancy rooms will be used to the maximum extent possible. There will be no officer/enlisted rooms nor male/female rooms unless Marines are married to each other and both are performing authorized IDT during the same period.

5. There are no BOQ or BEQ available at the IDT site. (Adequacy standards of government billets will not be imposed and do not apply to MCRSC personnel performing IDT due to limited time of utilization by individuals).

CONTRACT BILLETING USER RESPONSIBILITIES

1. EACH MARINE USING CONTRACT BILLETING IS RESPONSIBLE FOR:

a. Submitting Member's statement of understanding **PRIOR** to requesting billeting.

b. Signing and dating all documentation in the hotel register and upon check out, the hotel folio. Hotel registration cards will include the home address and daytime phone number of the Marine(s) staying in room.

c. Paying for any cost incurred above the cost for services requested and approved prior to the drill. Charges for telephone calls, movies, gratuities, valet parking, transportation and other personal services will not be approved unless listed in the BLA.

d. Guaranteeing late check-ins: (usually after 1800) This will be done with a personal credit card. Individual Marines are also responsible for any "no-show" charges if the reservation is not used. **Note:** MCRSC personnel will not make and are not accountable for cancellations with commercial vendors.

e. Paying for all damages attributed to neglect or abuse.

2. Individual Marines are under the jurisdiction of civil authorities for any misconduct or infraction of the law prior to or between drills.

3. Meals must be requested at the same time billeting is requested.

a. When meals have been requested, Marines must ensure that the type of meal is written on the vendor receipt. All vendor receipts must be signed by the Marine who ate the meal. Meal costs will be limited to that specified in the agreement. Costs over and above are to be borne by the individual when the meal is consumed.

b. If box lunches are authorized and picked up by one individual, that Marine must write the names of all authorized personnel for which a lunch is receipt for, on the folio and sign his/her name "for" all.

PROCEDURES FOR REQUESTING BOARD/LODGING AGREEMENT (BLA) CHANGES

1. IMA OPERATIONAL SPONSORS: Requests for changes, additions, cancellations, or modifications to BLAs must be submitted in writing to the Commanding Officer, Marine Corps Reserve Support Command (LD-3). All requests must be fully justified and contain the following information:

a. Current vendor information:

(1) Hotel Name
(2) Hotel Address
(3) Hotel Phone Number

b. Justification for change/why the current vendor change is desired.

c. List of potential sources, other than current vendor. Contracting requirements necessitate listing a minimum of three (3) local sources for requested services. Requests with less than three will be returned without action.

2. A minimum of thirty days is required to process requests for changes or modification to BLAs, once approved.

3. Individual Marines do not have authority to obligate the government. Contacting any hotel for the purpose of obtaining services, discussing prices, or frequency of use without the specific authorization of the contracting officer is prohibited and will be dealt with according to regulations concerning such unauthorized conduct.

EXAMPLE FORMAT FOR SUBMITTING BILLETING REQUESTS

From: IMA Operational Sponsor
To: Commanding Officer, MCRSC, Logistics Division (LD-3)

Subj: BILLETING REQUEST

1. The following personnel require lodging for 1-15 August 1999:

Rank	Last	Initials	SSN	Check-In	Check-Out	Meals
Col	Smith	E.W.	123-45-6789	28 May	29 May	N/A
LtCol	Jones	J.W.	123-45-6789	28 May	29 May	N/A
GySgt	Miller	C.E.	123-45-6789	28 May	29 May	Yes
Sgt	Lee	F.W.	123-45-6789	28 May	29 May	Yes
Cpl	Paine	L.E.	123-45-6789	28 May	29 May	Yes

2. It is requested that the noon meal consist of box lunches provided by the local hotel vendor as their location is some fifteen miles away and traffic conditions prohibit timely access. If this is not acceptable, you could request that another local vendor be awarded and agreement for such services. The local Burger King, McDonalds, Wendy's, or Similar establishment could suffice.

3. The Point of Contact on this matter is the Operational Sponsor at Commercial (123) 456-7891.

O.P. SPONSOR

POLICY 11000
10 Sep 99

MEMBERS STATEMENT OF UNDERSTANDING

1. I certify that I am a SMCR Marine in a pay status and reside more than 50 miles from my drill site. I understand that my acceptance of commercial billeting is **VOLUNTARY**. I further certify that I will coordinate all reservations, modifications, and cancellations with my Operational Sponsor.

2. I agree to contact my Operational Sponsor a minimum of 15 days out prior to drills being performed to be eligible for contract billeting.

3. I agree to satisfactorily perform at least two, four hour drill periods on the day following my use of commercial billeting. I further certify that I can only utilize contract billeting for authorized ATP's and 48 drills required by the SMCR per the fiscal year. If I do not satisfactorily perform the said drills, I will reimburse the Marine Corps for the cost of the commercial billeting provided for me.

4. I agree to reimburse the government or hotel for any unauthorized charges incurred during the utilization of commercial billeting or messing.

5. I understand that double occupancy rooms will be used for all Lieutenant Colonels and below whenever feasible.

6. I understand that any misconduct or infraction of the law while billeted overnight before drills or between drill periods falls under the jurisdiction of civil authorities and that all offenses will be reported to such authorities.

7. I agree to reimburse the Marine Corps for any payments the Marine Corps should make for damages to the billeting establishment caused by my acts or negligence. I understand that commercial billeting provides for only those services authorized by the Commanding Officer, Marine Corps Reserve Support Command and that I must reimburse the commercial vendor or the Marine Corps for any additional expenses created as a result of my actions.

8. I further understand that if collection from me on either of these accounts becomes necessary, I consent to repayment of the debt through the withholding of pay per section 70701 of the Department of Defense Procurement Manual.

9. I understand that it is my responsibility to provide or make liason for transportation to and from the billeting site.

10. I will ensure my Operations Sponsor forwards a statement with my SF1164 of why government quarters or contract billeting was not utilized. If MCRSC does not receive the statement from the Operational Sponsor all costs will be absorbed by me.

11. I understand that this statement of understanding must be signed and forwarded to MCRSC in order to be eligible for contract billeting . If MCRSC does not have my statement of understanding all costs will be absorbed by the individual Marine.

Marine Corps Reserve Support Command (MCRSC)
15303 Andrews Road (Logistics Division, Invoicing Section)
Kansas City, Mo 64147

First, Last Name (Print)	SSN	Phone Number	Unit/Ruc

Signature	Date

Operation Sponsor:_____ Phone:( ) -_____

OPERATIONAL SPONSOR RESPONSIBILITIES

1. The Operational Sponsor is responsible for the below listed tasks.

a. The Operational Sponsor will coordinating all modifications, cancellations, and establish contracted billeting reservations from the Individual Mobilization Augmentees (IMA) detachment members to the Marine Corps Reserve Support Command. The Operational Sponsor will request lodging or services through government bachelor officer/enlisted quarters and mess hall sources before requesting other sources of contract billeting.

b. The Operational Sponsor will insure that there is a 15 days notice on all reservations.

c. The Operational Sponsor will insure all IMA detachment members requesting contract billeting sign a statement of understanding. The Operational Sponsor will keep a copy of all signed statement of understandings and forward a copy to MCRSC prior to requesting contract billeting for any IMA detachment member.

d. If there is a change of Operational Sponsor. The Operational Sponsor being relinquished will provide a name of the new Operational Sponsor. If the Operational Sponsor is not available to receive requests for reservations at any one time, they will notify MCRSC (Billeting Chief) of the temporary point of contact.

e. Whenever submitting an SF1164 form, the Operational Sponsor will be responsible to forward a statement of why government quarters or contract billeting was not utilized in order for the IMA Marine to be reimbursed for his or her lodging expenses.