



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 11000.4B
G-4
MAR 15 2016

FORCE ORDER 11000.4B

From: Commander
To: Distribution List

Subj: COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
PERSONNEL PERFORMING MULTIPLE DRILLS AT RESERVE CENTERS

Ref: (a) MCO P1001R.1
(b) MCO P11000.22
(c) ForO P3060.3C

Encl: (1) Commercial Billeting Program

1. Situation. To provide information and guidance for commercial billeting of Selected Marine Corps Reserve (SMCR) personnel performing multiple drills at their designated Reserve Training Center (RTC) and to establish criteria and guidelines for billeting personnel within RTC in accordance with the references.

2. Cancellation. Force Order 11000.4A.

3. Mission. This revision contains substantial changes and must be completely reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide information and guidance for commercial billeting of SMCR personnel performing multiple drills at their designated RTC and to establish criteria and guidelines for billeting personnel within RTCs in accordance with the references.

(2) Concept of Operations. Establish policies, procedures, and guidance to all Marine Forces Reserve (MARFORRES) units regarding the commercial billeting process during drill periods.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

MAR 15 2016

b. Summary of Revision. This Order contains a number of changes and must be completely reviewed. Major changes included are as follows:

(1) Chapter 1

(a) Guidance has been explained for Marines who travel 50 miles or more.

(b) Board and Lodging Agreement have been replaced by the Drill Management Module (DMM).

(c) The use of the Government Commercial Purchase Card is no longer authorized for commercial billeting.

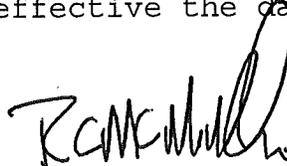
(d) Removal of page 1-5, paragraph 4. Beginning in Fiscal Year 16, Program Identification are no longer differentiates between Administration and Training Exercise Employment Plan training.

5. Administration and Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.



REX C. MCMILLIAN

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

LOCATOR SHEET

Subj: COMMERCIAL BILLETING OF SELECTED MARINE CORPS RESERVE
PERSONNEL PERFORMING MULTIPLE DRILLS AT RESERVE
CENTERS

Location: _____
(Indicate location(s) of copy(ies) of this Manual)

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	COMMERCIAL BILLETING PROGRAM.....	1-1
1.	General Information.....	1-1
2.	Prerequisites.....	1-1
3.	Actions.....	1-3
4.	Funding.....	1-5
5.	Forms.....	1-5
6.	Billeting Guidelines.....	1-5
Figure 1-1	Commercial Billeting Agreement.....	1-9
Figure 1-2	Billeting Signature Record.....	1-10
Figure 1-3	Sample Pay Adjustment Authorization (DD Form 139).....	1-11
Figure 1-4	Cash Collection Voucher (DD Form 1131)...	1-12

CHAPTER 1

COMMERCIAL BILLETING PROGRAM

1. General Information

a. Title 10, U.S. Code, section 12604 is the statutory authority to lodge reservists traveling more than 50 miles to drill at their designated Home Training Center (HTC). To facilitate active drill participation, mobilization training, and to promote welfare and morale of Reserve personnel, reference (a) authorizes the Commander, Marine Forces Reserve (COMMARFORRES) to provide commercial billeting for Reserve officers and enlisted personnel traveling more than 50 miles to their designated HTC when performing Inactive Duty Training (IDT) or drill.

b. Reserve Centers are not normally designed to include billeting spaces for Active duty or Selected Marine Corps Reserve (SMCR) personnel. However, billeting of personnel in Reserve Centers may be required in unique circumstances.

c. During periods of IDT, government quarters available at any military installation near the drill site will be utilized when adequate quarters, as defined in reference (b), are available. If adequate quarters are not available, commercial billeting will be used contingent upon the below listed prerequisites.

d. Billeting for Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) Marines are billeted per the provisions outlined in this Order.

2. Prerequisites

a. SMCR members must travel in excess of 50 miles from their primary residence to their designated HTC. Each SMCR member who requires billeting will sign a Commercial Billeting Agreement, (Figure 1-1), which will be maintained by the unit until commercial billeting is no longer required.

b. SMCR members must perform two scheduled drills (two four-hour training periods, exclusive of meal hours) on the day following utilization of commercial billeting to include all forms of drills with or without pay. If there is no drill Friday and multiple drills are being performed on Saturday, billeting may be provided Friday night. If, due to scheduling constraints, the Commanding Officer (CO) or Inspector-Instructor

(I-I) needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning, then commercial billeting may be provided both Friday and Saturday nights. Major Subordinate Commands (MSC) Commanding Generals are exempt from performing a two four-hour training periods on the day following utilization of commercial billeting.

c. Rooms provided will be on a double occupancy basis with the same gender (officers separate from enlisted) for O-5's and below. Battalion/Squadron COs and Sergeants Major (SgtMaj), Company/Battery CO and First Sergeant (1stSgt) as well as O-6's and above who meet requirements for commercial billeting may be billeted on a single occupancy basis if funding permits. Single occupancy option does not apply for Detachment or Site Officers in Charge (OICs), Staff Non-Commissioned Officer in Charge, Senior Enlisted Advisors and any individuals "Acting" as Battalion/Squadron CO and SgtMaj, Company/Battery CO and 1stSgt. An exception to the same gender occupancy requirement is authorized in the case where both husband and wife are members of the SMCR and are drilling on the same day.

d. On special occasions (Marine Corps Birthday Ball, unit picnics or outing, etc.) that occur in concert with a regularly scheduled weekend, a member of the SMCR may occupy a double room with his/her spouse who is not a member of the SMCR, provided the hotel/motel will accept a payment for one half the room cost from the non-SMCR member guest and bill the unit for the SMCR member at the rate of one half the cost for a double room as specified in the lodging agreement between the unit and the hotel/motel. Failure of a vendor to provide split billing for the SMCR member and the non-SMCR guest will not be used as justification to billet SMCR personnel at another hotel/motel where the split billing will be provided at a higher cost for the SMCR member as this would result in an additional cost to the Government for the convenience of an individual.

e. The commercial billeting program provides for overnight lodging only; it does not provide for meals, telephone calls, internet connectivity, pay per view services, or any other service provided by the hotel/motel.

f. Personnel will wear the seasonal service uniform or appropriate civilian attire at the commercial billeting site.

3. Actions

a. MSCs

(1) Provide funds to Budget Execution Activity (BEA) based upon projected requirements as submitted by units in their annual budget to their respective MSC.

(2) Conduct periodic inspections of the operation of the Commercial Billeting Program at the SMCR unit level to ensure compliance with the provisions of this Order and to prevent instances of waste, fraud, or abuse (i.e., Active Duty Operational Support (ADOS) Marines making unexcused drills, non-members, charges described in paragraph 1001.5 above, not complying with the double occupancy rule). COMMARFORRES inspections will be within the purview of the Logistics Enhancement Readiness Team (LERT) who will provide a SMCR Commercial Billeting Program checklist as part of the LERT inspection program.

b. COs/I-Is/Site Commanders

(1) Identify any shortfalls in funding through their respective MSC's in accordance with annual guidance published by the MARFORRES, Assistant Chief of Staff (AC/S) Comptroller.

(2) Utilize the MARFORRES Drill Management Module (DMM) to document the individual usage of commercial lodging. Units may not delete information from the DMM roster's, however additional unit specific information may be introduced to provide for unit flexibility. A separate Billeting Signature Roster (BSR), Figure 1-2, shall be used each day and for each commercial lodging site utilized. The names of personnel authorized lodging will be logged on the MARFORRES DMM roster prior to delivery of the form to the hotel/motel. Handwritten add-ons after delivery to the hotel/motel are acceptable.

(3) Marines will utilize the BSR by signing in and checking out daily. The hotel/motel will be contacted prior to the end of the drill period to determine if any loss/damage has occurred or improper charges are listed on the invoices for the rooms provided to members of the SMCR. If problems are identified they should be resolved prior to the end of the drill period.

(4) Take reimbursement action to collect from members who have been furnished government lodging without satisfying eligibility requirements, or for claims against the Marine Corps resulting from damage due to negligence or misconduct during hotel/motel occupancy. DD Form 139, Pay Adjustment Authorization, (Figure 1-3), shall be used for pay checkages of

personnel to recover payments. Members may also elect to reimburse the government with a Money order or cashier's check. If restitution is required utilizing DD Form 1131, Cash Collection Voucher, (Figure 1-4).

(5) Retain MARFORRES DMM rosters, BSR, purchase request supporting documentation, audit reports, invoices, and copies of collection vouchers in the command's files for six years and three months in accordance with (Figure 1-2).

(6) Provide a written certification should inclement weather, illness, physical disqualification, or other events prevent the completion of the required drills. When drills are terminated prior to completion for valid reason, no reimbursement action will be taken against any individual. Written certification of drills must be retained on file with invoices and MARFORRES DMM roster's and BSR.

(7) Take action to prevent any fraud, waste, or abuse in the operation of the Commercial Billeting Program. An Audit Board consisting of Officers or Staff Non-Commissioned Officers with at least two members will be appointed for the purpose of auditing invoices and supporting documents for commercial lodging. Original appointment letters and revocations will be maintained with financial records associated with drill billeting for the required six years three months.

(a) Conduct monthly audits, immediately following a unit's scheduled multiple drill periods.

(b) Verify the names/signatures on the MARFORRES DMM roster's against drill attendance records.

(c) Verify written certification of cancellation of drill by the CO/I-I against the MARFORRES DMM roster's.

(d) Review invoices to ensure they properly reflect accommodations utilized. If invoices reflect more rooms than substantiated by signatures or unauthorized charges, a determination must be made regarding contractual obligation and/or appropriate "no show" documentation.

(e) The CO/I-I, will be informed in writing of the results of the audit.

(f) The Audit Board report will be endorsed by the CO/I-I, to reflect actions taken as a result of the report and filed with supporting documentation.

(g) Ensure that personnel are billeted in Reserve Centers only on those occasions authorized by this Order.

4. Funding. The MARFORRES, AC/S Comptroller will publish budget guidance annually. This guidance will be the basis for entering budgetary requirements into the Memorandum Fiscal Service (MFS). The following is provided to support the commercial billeting of SMCR for off-site drills:

a. Support For Off Site Drills

(1) Training Exercise Employment Plan (TEEP), IDT cite Program Identification (PID) "2".

(2) Administration IDT cite PID "B".

b. Payment. Funds provided to support the Commercial Billeting Program will not be utilized for any other purpose. The Unit Travel Card (UTC) Drill card is the mandatory method of reservations and payment for drill billeting. Reference UTC Force Order 7000.2 and UTC Internal Operation Procedures w/enclosures (1) & (2).

5. Forms. MARFORRES DMM rosters, may be maintained electronically and reproduced locally to meet unit requirements. Pay Adjustment Authorizations and Cash Collection Vouchers, may be sourced from electronic formats available via the internet or requisitioned through normal supply channels.

6. Billeting Guidelines

a. When establishing the use of verbal agreement or reservation requirements with vendors, determine the latest time that estimated room requirements can be changed. The agreement should clearly outline these time requirements. Missing the determined time requirements may cause the Marine Corps to pay for unused rooms.

b. Accomplish the following to ensure that the utilization of billeting is properly documented:

(1) Provide listing of authorized personnel to the vendor.

(2) Coordinate check-in procedures to ensure receipt of sign-in lists for each day rooms are to be utilized.

(3) Prior to submitting invoices for payment, ensure that the invoices received from the vender reflect prices agreed upon, entertainment, etc.

c. SMCR Personnel Guidelines

(1) Members of the SMCR who reside in excess of 50 miles of the Reserve Center may be billeted overnight in commercial hotels/motels. However, unusual circumstances may require the billeting of members of SMCR in Reserve Centers.

(2) Unusual circumstances are broadly defined as non-routine, case-by-case situations when overnight billeting in the Reserve Center may be required. The following conditions apply:

(a) As part of a 5-drill period weekend, in preparation for further field exercises.

(b) When participating in preliminary activities (i.e., CPX, loading activities, etc.).

(c) When overnight billeting in the Reserve Center is considered beneficial/supportive of the planning process.

(d) When overnight billeting is advantageous to the SMCR. (The ability to billet within the Reserve Center is not to be construed as a bar to the use of commercial billeting).

(e) May be authorized to all SMCR members regardless of the distance of their residence to the Reserve Center.

(f) When previously planned arrangements are cancelled or interrupted, (i.e., weather conditions, training ranges cancelled, etc.).

(3) To billet SMCR personnel in a HTC, the following conditions must be met:

(a) Smoke detectors must be installed in the HTC or a fire watch posted during sleeping hours.

(b) Billeting areas must be near exits with emergency lighting and doors must have panic hardware.

(c) Adequate toilet and shower facilities must be available.

(d) The concurrence of the HTC Commander must be obtained at Joint Reserve Centers.

(e) A minimum of one Active Duty Non-Commissioned Officer will be assigned to supervise billeted personnel.

(4) As outlined in reference (a), members of the SMCR are subject to the Uniform Code of Military Justice (UCMJ) and are eligible for disability or death benefits under Title 10, U.S. Code Section 6148 during periods between drills and overnight billeting.

d. Active Duty Personnel Guidelines

(1) Cos/I-Is/Site Commanders. The billeting of Active Duty personnel within HTC's is prohibited except in extreme hardship cases that cannot be readily resolved through other means. Personnel reporting to a unit with problems that preclude the immediate acquisition of quarters in the civilian community may be voluntarily provided temporary quarters not to exceed three days. Concurrence of the HTC Commander must be obtained prior to billeting anyone in a Joint Center. Space provided for billeting in HTC's is classified as inadequate quarters. Bachelor personnel therefore are not entitled to payment of Basic Allowance for Housing (BAH) or certification of non-availability of government quarters as per paragraph 2203 of reference (b). HTC's must meet the same requirements as listed in paragraphs 1005.2c(1) thru (4) above.

(2) Stragglers/Deserters. Personnel in an unauthorized absence or deserter status that report back to military control at a unit will normally be processed as outlined in MCO P5800.16a (Legal Administration Manual) and MCO 5800.10b (Return of Absentees). Personnel in an unauthorized absence or deserter status will not be billeted overnight in a HTC unless there are no other means available to provide the required billeting. Concurrence of the HTC Commander must be obtained prior to billeting personnel in a Joint Reserve Center. Facilities requirements listed in paragraphs 1005.2C(1) thru (5) above must be available before billeting is authorized. Prior to providing overnight billeting of stragglers or deserters the unit will:

(a) Determine if transient billeting space is available at any local military installation. These facilities will be used for billeting if available.

(b) Determine if the local law enforcement detention facilities are available and meet adequate standards for the detention of military personnel. The use of civilian detention facilities for billeting of personnel should be evaluated on a case-by-case basis as all stragglers do not require incarceration.

(c) Assign an Active Duty Non-Commissioned Officer to supervise the billeted individual.

(3) Facilities. No structural modifications to an HTC will be made for the purpose of providing billeting space for active duty personnel.

COMMERCIAL BILLETING AGREEMENT

1. I certify that I am currently required to travel in excess of 50 miles from my primary residence to my designated HTC. I understand that I have a responsibility to notify this command if my primary residence changes.
2. My acceptance of commercial billeting is voluntary.
3. I agree to satisfactorily perform a minimum of two, four hour training periods, exclusive of meal hours on the day following utilization of commercial billeting. If, due to scheduling constraints, the Unit needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning, then I will be provided commercial billeting both Friday and Saturday nights.
4. I agree to reimburse the Marine Corps for any payments the Marine Corps should make for loss or damage to the billeting establishment caused by my actions or negligence. If collection from me becomes necessary, I consent to repayment of the debt through withholding of pay in accordance with Volume 7A, Chapter 50, Paragraph 5001 of the FMR, or agree to pay by money order or cashier's check and DD Form 1131.
5. I understand that commercial billeting provides for a room only, and I must reimburse the hotel/motel for any charges above basic room rate.
6. I understand I must contact the Inspector-Instructor (I-I)/ billeting representative at least three days prior to drill, for rooms to be reserved on my behalf. If I fail to use billeting due to my own negligence, I will be held responsible for room costs incurred.

Marine's Signature Date

Printed Name

Figure 1-1 - Commercial Billeting Agreement

SAMPLE PAY ADJUSTMENT AUTHORIZATION

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA			
FROM			NAME OF ACCOUNTABLE D.O.			
			SYMBOL NO.	C.A.O. EXCEPTION CODE		
TO			YOU ARE HEREBY AUTHORIZED TO <input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
The above adjustment is based on a thorough examination of all available records. If the Dispensing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.						
FROM			CERTIFYING OFFICER (Name, rank/grade, and signature)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)					
	TO			TYPED NAME AND GRADE OF D.O.		
				D.O. SYMBOL NO.	DATE	
				SIGNATURE		

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Cen., U.S.
April 23, 1963
Adobe Designer 8.0

Reset

Figure 1-3 DD-139 (Pay Adjustment Authorization)

