



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
7000
G-1

29 DEC 2005

FORCE POLICY LETTER 10-05

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: REQUIRED USE OF GOVERNMENT QUARTERS IN THE NEW ORLEANS,
LOUISIANA AREA

Ref: (a) Joint Federal Travel Regulations, Volume 1, Uniformed
Service Members

1. Purpose. To publish policy guidance relative to the prescribed maximum usage of government quarters for all active duty and reserve military service members performing Temporary Additional Duty (TAD), Active Duty for Special Works (ADSW), Partial Mobilization (PartMob) Orders, or any other type of duty in the New Orleans, Louisiana area.

2. Cancellation. COMMARFORRES msg 050306Z Mar 02 is hereby canceled, and its intent is incorporated within the parameters established in this Force Policy letter.

3. Background. In the past, government quarters resident within the vicinity of New Orleans, Louisiana have not been fully utilized. In order to ensure appropriate fiscal prudence, it is imperative that all members performing duty in the New Orleans area utilize the available government quarters prior to being authorized commercial lodging.

4. Policy

a. Marines and sailors performing TAD, ADSW, PartMob Orders, or any other type of duty in the New Orleans, Louisiana area will utilize government quarters when such quarters are available. In the event government quarters are not available, members must receive a Certificate of Non-Availability (CNA) in order to be reimbursed the expenses actually incurred for commercial lodging or the maximum locality amount for lodging in the New Orleans, Louisiana area, whichever is less.

b. Per paragraphs U1045 and U4129 of the reference, reimbursement for commercial lodging incurred for any day that a member is on orders in New Orleans, Louisiana and government

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quarters were available will be reimbursed at a rate not to exceed the cost the member would have incurred had the available government quarters been utilized.

c. Government quarters within the New Orleans, Louisiana area include the following:

(1) The Combined Bachelor Quarters (CBQ) located aboard the Naval Air Station (NAS), New Orleans, in Belle Chasse, Louisiana. Reservations may be made by contacting (504) 678-3419 or DSN 678-3419.

(2) The CBQ located aboard the Naval Support Activity (NSA), New Orleans, Louisiana. Reservations may be made by contacting (504) 678-2252 or DSN 678-2252.

(3) The Navy Lodge located aboard NSA, New Orleans, Louisiana. Reservations may be made by contacting (800) 628-9466, (504) 678-3266 or DSN 678-3266.

(4) Billeting located aboard Jackson Barracks, New Orleans. Reservations may be made by contacting (504) 278-8364.

5. Action

a. Effective immediately, all personnel executing TAD, ADSW, PartMob orders, or any other type of duty in the New Orleans, Louisiana area, not already assigned to government quarters, will report to the Return Movement Control Center (RMCC) for appropriate assignment to government quarters. By issuance of this policy, all previously issued CNAs are officially revoked. Members choosing not to utilize the available government quarters will be reimbursed at a rate not to exceed the cost the member would have incurred had the available government quarters been utilized.

b. Upon reporting under ADSW or PartMob orders in the New Orleans, Louisiana area, members are directed to report to the RMCC for assignment to Government Quarters. Upon disestablishment of the RMCC, members reporting to the New Orleans area under ADSW or PartMob Orders will report to the MARFORRES G-1 for appropriate orders endorsement stating government quarters are directed, if available.

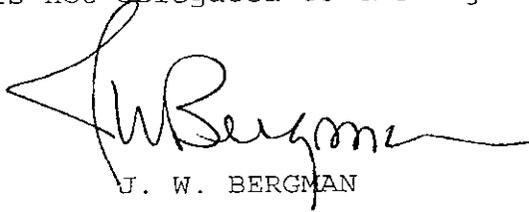
c. Upon disestablishment of the RMCC, CNAs issued by the NSA, New Orleans, Louisiana Billeting Office, in coordination with the MARFORRES G-1, will be accepted for reimbursement of

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expenses actually incurred for commercial lodging or the maximum locality amount for lodging for the New Orleans, Louisiana area, whichever is less. CNAs received by the NSA, New Orleans, Louisiana Billeting Office depict a "from" and "to" date that government quarters are not available; and as such will be considered as expired on the "to" date indicated in the CNA. Members are required to report back to the NSA, New Orleans, Louisiana Billeting Office prior to the expiration of the CNA for assignment to government quarters, or the issuance of a new CNA if government quarters are still unavailable.

d. Unit Commanders will ensure all TAD, ADSW, or PartMob orders issued to members sent to the New Orleans area are annotated as government quarters directed, if available.

6. Requests for exceptions to this policy must be submitted in writing via the chain of command to the Commander, Marine Forces Reserve. This authority is not delegated to the Major Subordinate Commands.



J. W. BERGMAN

Distribution List: A

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