

USAG FSH POLICY STATEMENT NUMBER 3

SUBJECT: Billeting of Reserve Component Officers and Enlisted Personnel

PROPONENT: Community Activities Business Center (CABC and Readiness and Logistics Business Center (RLBC)

The following will be accomplished by CABC and Active Component/Reserve Component (AC/RC) Training Division:

a. Members of units on group orders for annual training (AT) will be billeted by AC/RC Training Division in open bay billets. All officers and enlisted are included. Units prepared to fund billeting costs will submit a purchase order for those personnel authorized housing in Transient Lodging. Purchase orders should be submitted through AC/RC Training Division to the Transient Lodging Branch, Community Activities Business Center. When Transient Lodging is filled to capacity, two options are available to the unit commander:

(1) Transient Lodging will call the Army Central Reservations Center (1-800-GO-ARMY-1) and book reservations at one of the government contract hotels in San Antonio, Texas. If the government contract hotels are filled to capacity, the Army Central Reservations Center will issue a certificate of non-availability number (CNA) so unit commanders may contract other hotels.

(2) Obtain CNA from the Army Central Reservation Center and request AC/RC Training Division initiate a contract with the MEDCOM Contracting Center for local hotel accommodations at the unit's expense.

b. All personnel on individual AT orders published by the Army Reserve Personnel Center will be billeted on the same basis as active component personnel.

c. Personnel (all ranks) on active duty for training (ADT) orders will be billeted on the same basis as active component personnel and will pay the housing fee upon arrival.

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d. Personnel performing scheduled inactive duty training (IDT) or weekend drills that do not have an official Home of Record (HOR) within the commuting distance of San Antonio may receive non-reimbursable housing on a space available basis.

APPROVED BY: Garrison Commander

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