



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMWE-CST-ZA

1 June 2010

MEMORANDUM FOR USAG FHL Personnel, Tenant Organization, and Training Units

SUBJECT: FHL Policy #12, Lodging, Local Commuting Area and Meal Entitlement in Support of Mobilization

1. REFERENCE.

- a. Department of the Army Personnel Planning Guidance (PPG) for Contingency Operations in Support of GWOT, updated 13 February 2008.
- b. ALARACT 053/2008 Authority for Issuing Temporary Change of Station (TCS)/Temporary Duty (TDY) Orders Beyond 180 Days in Support of Contingency Operations.
- c. Department of the Army Memorandum from The Deputy Chief of Staff, G-1, DAPE-PRC, Ft. Hunter Liggett Statements of Non-availability Advisory, 26 May 2010.

2. PURPOSE. To clarify lodging, local commuting area and meal entitlement in support of mobilization.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to Fort Hunter Liggett in support of mobilization.

4. Lodging.

- a. Soldiers on temporary duty (TDY) orders should report to Fort Hunter Liggett (FHL) Army Lodging Office, Bldg 196 for lodging. If lodging is not available, the FHL Lodging Office will issue a Statement of Non-Availability (SNA) for lodging.
- b. Soldiers on temporary change of station (TCS) orders should report to FHL Army Housing Office, Bldg 229 for lodging. The FHL Housing Office will issue SNAs for lodging only if on-post housing is unavailable.
- c. Adequate lodging for soldiers in the grades of E-6 and below is available on Ft. Hunter Liggett. Soldiers in the grade of E-6 will reside on post unless they elect to live on the economy at their own expense. If a soldier in the grade of E-6 or below decides to live off the installation a Statement of Non-availability will not be issued.

5. Local commuting area. A determination of whether or not the Soldier is entitled to receive per diem should be completed to ensure Soldier's within the local commuting area (50 miles) or Soldiers on Permanent Change of Station (PCS) orders are not improperly granted per diem. Soldiers whose permanent residence is within the local commuting area (50 miles) or who are on PCS orders are not authorized per diem and will only draw BAH and BAS. Soldiers whose primary residence is within the local commuting area (50 miles) and are on TCS orders will not draw any form of per diem and will draw their full BAH and BAS. Soldiers who have volunteered and PCS to an enduring position on FHL,

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as described in ALARACT 053/2008, are not authorized per diem during the PCS period. Per PPG, Chapter 8, para 8-3.p.(4), "RC Soldiers ordered to duty at a location within the local commuting area of their principal residence (50 miles) are entitled to travel pay to their duty station on the first day, and from the duty station to their residence upon release from active duty on the last day. They **are not authorized** per diem or mileage during the remainder of the active duty tour."

6. Meal entitlement. Mobilized and TCS Soldiers who live and train at FHL will use the DFAC as the primary method of support in all cases.

a. Basic Allowance for Subsistence (BAS). All soldiers assigned to FHL receiving BAS or Per Diem and subsisting in the DFAC will pay cash for their meals. Those soldiers on TCS orders who live on the economy drawing per diem based upon a statement of non availability will pay for all meals eaten at the FHL DFAC. Military members who are provided meals or rations at no charge or on behalf of the Government during mobilization or field duty are not authorized to receive BAS (DoDFMR250102B2).

b. Dining Facility (DFAC) Support. Mobilized and TCS Soldiers are expected to maximize utilization of the DFAC as the primary method of support. The FHL DFAC can provide field rations upon request and routinely provides support to the Forward Operating Base (FOB) and training areas. No soldier will be issued a blanket statement of non-availability for meals. If a soldier misses a meal they will keep a log, annotate the date and time of the missed meal and submit to their unit commander at the end of the month. Unit commanders will certify in writing all requests for missed meals and submit through the installation commander or their designated representative for approval in writing.

(1) Soldiers who have a SNA for meals must pay for any meal received at the dining facility. Dining facilities will use headcount sheets specifically for contingency operations to capture the meals received for the breakfast-lunch-dinner (B-L-D) reports. *Soldiers are expected to be forthright with DFAC personnel and pay, as a matter of personal integrity.*

(2) Meals Not Available. Soldier's unit/command implements a missed meal policy and tracks the days when the Soldier is unable to obtain a particular meal from the DFAC due to the shift being worked. The unit/command provides this data monthly to the Installation Commander with a request for SNA for the missed meals.

(3) Situational examples of when and when not to issue Statement of Non-Availability (SNA) for Soldiers on TCS orders participating in contingency operations.

(a) Situation #1: Soldier is lodged in the barracks/temporary quarters on the installation and all meals are available in the installation dining facility. Installation Commander Statement of Non-availability (SNA) Decision: No SNA provided for meals or lodging. Member only receives the Incidental Expense (IE) portion of per diem, currently \$5.00 per day CONUS.

(b) Situation #2: On a daily basis, Soldier is commuting back and forth from their home/permanent residence where they were mobilized to the mobilized duty location. Example: Soldier lives in King City, California and is mobilized and assigned to FHL, CA. Soldier lives at home and commutes to and from FHL each duty day. FHL Commander SNA Decision: No SNA is issued for

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lodging or meals. The Soldier is in a non per diem status. No per diem authorized to include the IE portion of per diem. The Soldier pays to eat at the dining facility.

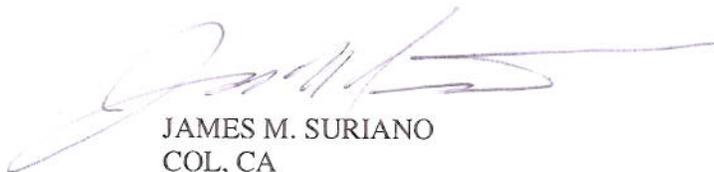
(c) When the Soldier is provided government lodging and meals on the installation at which performing duty, the Soldier draws the incidental portion of per diem only (\$5.00 a day CONUS/\$3.50 a day OCONUS).

(d) When the SOLDIER IS PROVIDED CONTRACT LODGING off THE INSTALLATION AT NO COST TO THE SOLDIER, the SOLDIER DRAWS FULL COMMERCIAL RATE MEALS AND INCIDENTAL PER DIEM FOR THE DUTY LOCATION. Lodging success will issue a SNA number. The Soldier must record this SNA number on their claim when they file for reimbursement to be properly reimbursed.

(e) When the SOLDIER IS PROVIDED GOVERNMENT LODGING on AN INSTALLATION, but GOVERNMENT MEALS ARE NOT AVAILABLE or the SOLDIER COMMUTES TO DUTY AT A LOCATION AWAY FROM THAT INSTALLATION, the SOLDIER DRAWS FULL COMMERCIAL RATE MEALS AND INCIDENTAL PER DIEM FOR THE DUTY LOCATION.

(f) When either GOVERNMENT OR CONTRACT LODGING IS NOT AVAILABLE, and the Soldier is issued a SNA by FHL Housing to reside on the economy, the soldier draws 55% OF THE DAILY LOCALITY PER DIEM RATE FOR THE DUTY LOCATION. THIS RATE COVERS LODGING, MEALS, AND INCIDENTAL EXPENSES. The Soldier must record this SNA number on their claim when they file for reimbursement and include their lodging receipts with their claim to be properly reimbursed.

7. PROPONENT. The Office of the Garrison Commander is the proponent for this policy at (831) 386-2505.



JAMES M. SURIANO
COL, CA
Commanding