



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

**Garrison Policy
DPTMS-04**

19 JUN 2019

IMHD-PL

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reserve Component Soldier Entitlements for Lodging While on Permanent Change of Station (PCS) Contingency Operation - Active Duty for Operation Support (CO-ADOS) Orders (12301(d)) or Temporary Change of Station (TCS) Mobilization Orders (12302) for a CONUS Support Base (CSB) Mission at Fort Hood, Texas

1. References:

- a. Army Mobilization and Deployment Reference (AMDR), 22 February 2019.
- b. Army Regulation (AR) 420-1, Army Facilities Management, Rapid Action Revision (RAR), 24 August 2012.
- c. Joint Travel Regulation (JTR), Uniformed Service Members and DOD Civilian Employees, 1 June 2019.
- d. ALARACT 001/2018, Implementation Guidance for Recertification of and Supporting Documentation Required for the Basic Allowance for Housing (BAH) for Regular Army and Reserve Component (RC) Soldiers.
- e. Army Regulation (AR) 600-8-10, Leaves and Passes, Rapid Action Review (RAR), 4 August 2011.
- f. ALARACT 384-2011, Reserve Component (RC) Soldiers Serving on Active Duty in Excess of 180 days, Permanent Change of Station (PCS) Policy Implementation Guidance.

2. Purpose: This policy provides information and claims procedures for RC Soldier lodging entitlements authorized while at Fort Hood in a duty status other than for training or readiness. The areas of Fort Hood are specifically defined in this policy because Mobilized and CO-ADOS RC Soldiers may serve at North Fort Hood (NFH) or main cantonment Fort Hood. RC Soldiers may live in the Fort Hood area before they are mobilized and commuting distance must be defined to ensure proper entitlements. If a RC Soldier is considered local to their work area on Fort Hood, the Soldier will not receive TCS or PCS entitlements regardless of their order type. If the RC Soldier lives outside the commuting distance, the Soldier receives full TCS or PCS authorizations.

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3. Applicability: This policy applies to all RC Soldiers on Title 10 status in the following categories:

a. Voluntary CO-ADOS, ADOS and Mobilization Orders with duty at Fort Hood or North Fort Hood, Texas.

(1) PCS orders

(a) Fort Hood: Outside the Northern boundary of Route 6 (West of Meridian) and 22 (East of Meridian), Eastern boundary of Route 77 (South of Waco) and 35 (North of Waco), Southern boundary of Route 29 and 79 (East of Circleville) and Western boundary of Route 16.

(b) North Fort Hood: Outside the Northern boundary of Route 6 (West of Stephenville) and 67 (East of Stephenville), Eastern boundary of Route 35, Southern boundary of Route 190 and Western boundary of Route 16.

(2) Local commuting distance

(a) Fort Hood: Inside the Northern boundary of Route 6 (West of Meridian) and 22 (East of Meridian), Eastern boundary of Route 77 (South of Waco) and 35 (North of Waco), Southern boundary of Route 29 and 79 (East of Circleville) and Western boundary of Route 16.

(b) North Fort Hood: Outside the Northern boundary of Route 6 (West of Stephenville) and 67 (East of Stephenville), Eastern boundary of Route 35, Southern boundary of Route 190 and Western boundary of Route 16.

(3) Mobilization Order in support of a Contingency Operation. Involuntary Mobilization Orders with duty at Fort Hood or North Fort Hood, Texas, Title 10, U.S.C., Section 12302, in support of a Contingency Operation.

(4) Fort Hood:

(a) Outside the Northern boundary of Route 6 (West of Meridian) and 22 (East of Meridian), Eastern boundary of Route 77 (South of Waco) and 35 (North of Waco), Southern boundary of Route 29 and 79 (East of Circleville) and Western boundary of Route 16.

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(b) Within local commuting distance inside the Northern boundary of Route 6 (west of Meridian) and 22 (east of Meridian), Eastern boundary of Route 77, Southern boundary of Route 29 and 79 (east of Circleville) and Western boundary of Route 16.

(5) North Fort Hood:

(a) Outside the Northern boundary of Route 6 (West of Meridian) and 22 (East of Meridian), Eastern boundary of Route 77, Southern boundary of Route 29 and 79 (East of Circleville) and Western boundary of Route 16.

(b) Inside the Northern boundary of Route 6 (West of Stephenville) and 67 (East of Stephenville), Eastern boundary of Route 35, Southern boundary of Route 190 and Western boundary of Route 16.

(c) This policy does not apply to RC Soldiers on Active Duty under the authority of Title 10, U.S.C., Section 12301(H), Soldiers assigned to the Fort Hood Warrior Transition Brigade (WTB).

4. Enforceability: This policy is administrative in nature. However, Soldiers who fail to comply with this policy may be subject to courts-martial under the Uniform Code of Military Justice (UCMJ), non-judicial punishment, or adverse administrative action as provided for in Federal statutes or Army regulations.

5. Policy: Fort Hood is responsible for the care, feeding, housing and appropriate transportation for all personnel who PCS or TCS to the installation. Maximum use of government facilities is mandatory. Soldiers may be billeted in Fort Hood Army lodging if billeting space is not available on the installation. Soldiers who PCS or TCS to Fort Hood are encouraged to process through the Fort Hood Housing Office located in the Copeland Center prior to making their own lodging arrangements. The housing office can make recommendations on how to search for lodging in the local area and may be able to assist in the waiver of a security deposit or utility start up fees.

a. PCS RC Soldiers:

(1) Per AR 420-1, Chapter 3, Section IV, mobilized Soldiers assigned to Fort Hood for CSB missions, or others who are on CO-ADOS orders, will be billeted at the same standards as Active Duty personnel. Units and individual Soldiers that are on installations for training and readiness may be housed at a different standard.

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(2) Assignment of Fort Hood Army lodging is based on availability, regardless of rank, with the exception of the Distinguished Visitors Quarters which is designated for O-6 and above. All Fort Hood lodging facilities meet or exceed established Army lodging standards for service, operations and facilities.

(3) Minimum standard of acceptable space and privacy for Unaccompanied Personnel Housing for barracks or modular barracks will be in accordance with (IAW) AR 420-1, Table 3-7, if possible.

(4) Commanders have the authority to grant up to 10 days of Permissive Temporary Duty (PTDY) to Soldiers for house hunting IAW AR 600-8-10. Early reporting is not authorized.

(5) Soldiers will receive a set Basic Allowance for Subsistence (BAS) rate for both Officer and Enlisted Soldiers.

(6) All new and subsequent CO-ADOS orders for voluntary duty of more than 180 days will be processed as PCS or home of record (HOR) when the Soldier's HOR is within local commuting area of his or her duty station. Every effort should be made to avoid iterative TDYs and PCS orders for less than 365 days.

(7) Soldiers issued voluntary CO-ADOS 12301(d) PCS orders are authorized full PCS travel and transportation allowances IAW JTR, Chapter 5, Permanent Duty Travel. These allowances may include shipment of household goods to and from the new Permanent Duty Station (PDS)/location, storage, dislocation allowance, temporary lodging expenses (TLE), and movement of Family members to the duty location at government expense. Further information regarding these allowances may be found at: <http://www.defensetravel.dod.mil/index.cfm>.

(a) A RC PCS Soldier's BAH rate changes to that of the new (PDS). The Soldier will not receive BAH based upon the Soldier's HOR zip code unless approved for a Secretarial BAH waiver. If the Soldier's HOR is within the local commuting area of the Soldier's PDS and the Soldier will commute to and from the Soldier's HOR to the PDS on a daily basis, then the Soldier will receive BAH based upon the Soldier's HOR.

(b) Soldiers who accept a PCS tour and are authorized movement of household goods and their Family from their permanent residence to the new PDS will be authorized to reside in privatized housing on-post or housing located off-post. If

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housing is accepted, Soldiers will not receive their BAH. BAH will be taken in exchange for housing. Soldiers with orders that authorize travel with dependents may request on-post housing by completing a housing request memorandum and making arrangements through the Fort Hood Housing Office: Copeland Soldier Service Center, Building 18010, Room B209, Fort Hood, Texas 76544, phone (254) 287- 4212.

b. TCS RC Soldiers:

(1) Soldiers issued Mobilization 12302 TCS orders for greater than 180 days in support of a Contingency Operation will not receive Government provided meals and lodging. Soldiers are authorized temporary duty travel and transportation allowances IAW JTR, Chapter 3. The Soldier is authorized TCS allowances including lodging and per diem rates based upon Fort Hood, Texas. Additional information regarding these allowances may be found at: <http://www.defensetravel.dod.mil/site/perdiem.cfm>.

(a) Basic Allowance for Housing is based upon the mobilized Soldier's HOR zip code when the 12302 orders were published.

(b) Soldier is authorized the actual daily cost of lodging not to exceed the full lodging per diem rate for Fort Hood, Texas. Per Diem rate includes lodging and Meals and incidental expenses may be found at: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

(c) If the Soldier's HOR is within the local commuting area of the Soldier's PDS, and the Soldier will commute to and from their HOR to the PDS on a daily basis, then the Soldier will receive BAH based upon the Soldier's HOR. The Soldier will not receive per diem.

(2) TCS Claims Procedures. Soldiers mobilized to Fort Hood in a TCS status (12302) must utilize the following procedure in DTS in order to receive their per diem allotments:

(a) Mobilizing Unit commanders will submit requests for a Statement of Non-Availability (SNA) memorandum (sample attached) to the Hood Mobilization Brigade care of Ms. Deena L. Nieto: deena.l.nieto.ctr@mail.mil and usarmy.hood.iii-corps.list.mobbde-cmd-grp@mail.mil, phone number (254) 553-2092. Unit and individual mobilization orders will be submitted with the SNA request for processing. The Hood Mobilization Brigade Commander is the approving authority of the SNAs and after approval, the mobilizing Unit commander is delegated signature authority to issue

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each mobilized Soldier an individual DD 1351-5, signed by an O-5 or above, should the Soldier qualify to receive per diem entitlements. The DD 1351-5 identifies the qualifying Soldier, the mobilized Unit and the start and end dates of the mobilization. Soldiers mobilized under the 120th Infantry Brigade, including 75th Training Command and subordinate Units should contact (254) 553-4948 or (254) 285-5381 or email usarmy.hood.120-inf-bde.list.s1@mail.mil, who will forward the SNA request to the Hood Mobilization Brigade.

(b) Mobilized Soldiers choosing to share lodging accommodations must ensure the landlord issues a separate lease for each Soldier. Soldiers must have an individual lease uploaded into DTS in order to qualify for the lodging allowance.

(c) Each Soldier will create an authorization in DTS starting from the mobilization date and ending on the last day of the current fiscal year ending 30 September. Toward the end of the fiscal year, the Soldier should obtain the new fiscal year cross organization line of accounting from IMCOM, by emailing the IMCOM distro at: usarmy.jbsa.imcom-hq.mbx.ocotcs-dts-orders@mail.mil. When the fiscal year ends, this authorization will be amended to extend the date through the end of the mobilization.

(d) Each Soldier must upload the following documents into DTS: individual mobilization order, TCS orders, lodging contract, DD 1351-5, constructed travel worksheet (if claiming mileage and over 800 miles round trip or 400 miles one way with City Pairs screen shot), DA-31s (when leave is taken), paid vouchers of any TDYs that occurred during the TCS order, and customer checklist for DTS authorization or vouchers as appropriate.

(e) When entering information and documents in DTS, at the "Expenses" tab, select "Per Diem Entitlements." Select "Edit All." Change the amount in the "Lodging" box to your actual daily lodging cost (i.e. Lease) not to exceed the full daily lodging per diem rate for Fort Hood. The lodging portion of your per diem is scheduled to be paid to your government travel card. To change this click on the "View Expense Details" link next to the "Lodging" box. If you want the lodging portion of the per diem to be paid to your bank, then, in the drop down box next to "Method of Reimbursement," select "Personal" and save.

(f) Examples of allowable lodging expenses include electricity, water, trash, gas bills and furniture rental within reasonable amounts. The following expenses are

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specifically not permitted to be claimed: cable/satellite TV, internet, lawn service, maid service, alarm system monitoring, pest control, fence rental and renter's insurance.

(g) Under "Meals" verify the actual daily local meals rate for Fort Hood is correct. Click "Save These Entitlements."

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

(h) Upload all documents listed in 2(d), above, to "Substantiating Records."

(i) Soldiers are not entitled to receive per diem meal rate and incidental expenses rate (M&IE) while in a "leave" status; this includes emergency leave, passes, regular leave and convalescent leave. Soldiers may choose to go into DTS and zero out those days of leave or Soldiers can wait until the end; however, when Soldiers close out the voucher at the end of the mobilization and the Soldier has used more days of leave than per diem allowed for that month, the Soldier may incur a debt. When leave is taken, the Soldier must upload the DA 31, and then go back into the "Per Diem Entitlements" tab, select the "Edit" button for the date corresponding to the first day of leave, in the "Values Apply Through" box, select the leave end date, and in the "Other Per Diem Entitlements," click the box titled "Leave" and select "Save the Entitlements." Doing so will zero out per diem for the leave period.

(j) To establish partial payments, select "Additional Options" from the top menu bar, then select "Partial Payments" and click "Schedule Partial Payments. This action will create the dates for which the Soldier will receive the per diem payments.

(k) Review/sign and continue processing the authorization for approval.

(3) Soldiers whose duty location is at North Fort Hood may request TCS entitlements based off of the local commuting distance previously established and require a memo signed by the first O-5 in the Chain of Command verifying duty location.

(4) At the end of the mobilization, or period covered by the authorization, the Soldier completes a close out voucher. The DTS system will deduct per diem for any days of leave taken during the mobilization from the close out voucher that were not zeroed out during the time leave was taken. The Soldier must also upload a copy of the constructed travel worksheet for the trip back home along with a copy of their Release from Active Duty order.

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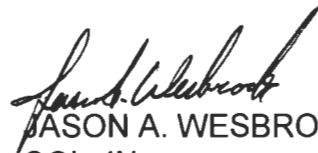
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6. Expiration. This command policy memorandum will remain in effect until superseded or rescinded.

7. Point of contact for this memorandum is Hood Mobilization Brigade, S1, at (254) 287-6760 or (254) 553-5110.

2 Encls:

1. SNA
2. Fort Hood Maps


JASON A. WESBROCK
COL, IN
Commanding

DISTRIBUTION:

IAW FH FORM 1853A

Enclosure 1: Sample Statement of Non-Availability (SNA)

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INSERT DATE

MEMORANDUM FOR US Army Garrison (USAG) Commander, 761 ST Tank Battalion
Avenue, Bldg. 1001, Fort Hood, TX 76544

SUBJECT: Statement of Non-Availability (SNA) for 1234 HQ HHC REGIONAL SU
(WRRRCC) WHITEHALL, OH 12345

1. References:

- a. Garrison Policy DPTMS – 04, 18 June 2019.
- b. Army Mobilization and Deployment Reference (AMDR), 22 February 2019.
- c. Army Regulation (AR) 420-1, Army Facilities Management, Rapid Action Revision (RAR), 24 August 2012.
- d. Joint Travel Regulation (JTR), Uniformed Service Members and DOD Civilian Employees, 1 June 2019.
- e. ALARACT 001/2018, Implementation Guidance for Recertification of and Supporting Documentation Required for the Basic Allowance for Housing (BAH) for Regular Army and Reserve Component (RC) Soldiers.
- f. Army Regulation (AR) 600-8-10, Leaves and Passes, Rapid Action Review (RAR), 4 August 2011.
- g. ALARACT 384-2011, Reserve Component (RC) Soldiers Serving on Active Duty in Excess of 180 days, Permanent Change of Station (PCS) Policy Implementation Guidance.

2. **BACKGROUND.** Fort Hood is responsible for the care, feeding, and appropriate housing for all personnel who PCS/TCS to the installation. Qualified Soldiers may be billeted in the Fort Hood Army lodging if space is available. There is not sufficient government housing on Fort Hood for RC Soldiers mobilized to support accompanied PCS Soldiers. It is necessary to allow RC Soldiers on TCS orders for greater than 30 days to receive per diem in order to procure private housing off post. Effective 13 August 2018, per diem is paid using the Lodging Plus computation method; the monthly apartment rent plus applicable utilities added together and divided by the number of days in a month. This calculation provides the daily lodging rate used for the Lodging Plus computation. Soldiers are paid actual lodging expenses up to the maximum locality rate, and full per diem for meals and incidental expenses (M&IE). This memorandum clarifies the per diem entitlement and procedures for mobilized Soldiers on Fort Hood.

Enclosure 1: Sample Statement of Non-Availability (SNA)

3. **APPLICABILITY.** This memorandum applies to ____ individual Soldiers on Department of the Army (DA) Individual TCS Mobilization Orders, Unit Identification Code (UIC) _____. The Hood Mobilization Brigade commander is delegated signature authority to issue the mobilizing Soldiers a DD 1351-5, should the Soldier qualify to receive per diem entitlements under DA Mobilization Orders.

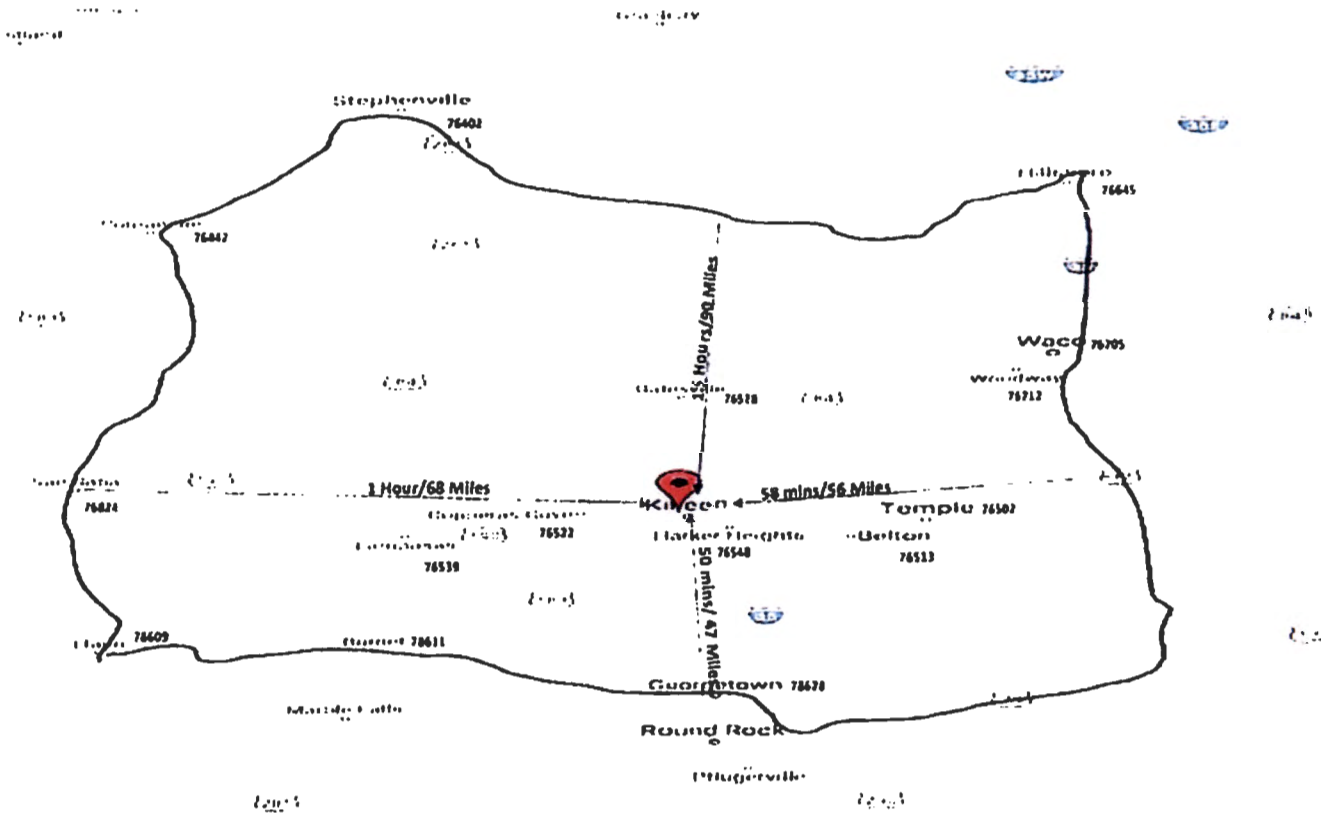
4. **EXPIRATION.** This Command authorization memorandum will remain in effect throughout the duration of the mobilization order and any amendments published.

5. Point of contact for this memorandum is LTC Kacie S. Doe at 254-123-4567, or via email at kacie.s.doe.mil@mail.mil.

HMB CDR
COL, LG
Commanding

FORT HOOD

Zip Codes within the Perimeters
 76402, 76442, 76502, 76513
 76522, 76528, 76548, 76645
 76705, 76712, 76824, 78609
 78611, 78628



Enclosure 2: Fort Hood Maps

OVERVIEW OF FORT HOOD SURROUNDING AREA



Zip Codes within the Perimeters
 76033, 76043, 76050, 76402
 76447, 76446, 76449, 76502
 76522, 76531, 76538, 76539
 76541, 76542, 76544, 76547
 76566, 76579, 76638, 76645
 76665, 76689, 76690, 76692
 76712, 76844, 76853

NORTH FORT HOOD

