

US Army Garrison, Redstone
Redstone Arsenal, Alabama 35898-5000

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Garrison SOP
No. 215-9

COTTAGE RENTAL RATES FOR
ACTIVE DUTY MILITARY IN PERMANENT CHANGE OF STATION (PCS) OR
EXPIRATION OF TERM OF SERVICE (ETS) STATUS
STANDARD OPERATING PROCEDURE (SOP)

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1. PURPOSE. To establish policies, assign responsibilities, and prescribe procedures for determining room rental rates of The Cottages at Redstone for Active Duty Military in a PCS or ETS status.

2. SCOPE. This SOP is only applicable to Active Duty Military using The Cottages at Redstone for extended periods of time during PCS or ETS status. It does not cover guests in a temporary duty (TDY) or recreation status; these guests will pay standard rates.

3. POLICY. The rates for the first 10 days will be based on the full per diem rate. On the 11th day the rate will be based on the rank category and is established by using the Alabama Basic Allowance for Housing (BAH) with dependents rate, plus an additional cost to cover incidentals not covered by BAH, to include; cable TV, internet, phone, laundering of linens, furniture, maid service, etc. Costs are broken down into the following grouping of ranks; E1-E5, E6-E8, E-9, W1-W2, W3-W-5, O1-O2, O3-O4, and O5 and above. This amount will be prorated based on the number of days that exceed the original 10 days.

4. PROCEDURES.

a. The formula for determining the monthly rate for PCS/ETS is as follows: Determine average BAH with dependents rate for the rank grouping, round the average to the nearest \$10, add current monthly costs for incidentals such as cable TV, internet, phone, linens, furniture, maid service, etc. The daily cost will be the monthly cost divided by 30, then rounded up to the nearest dollar.

b. Pricing will be evaluated yearly and changed if necessary on 1 January of each year using the above formula.

c. 2013 Monthly/Daily Rates are as follows:

Rank Grouping	Monthly Rate	Daily Rate
E1-E5	\$1,260	\$42
E6-E8	\$1,710	\$57
W1-W2, 01-02	\$1,590	\$53
E9, 03-04, W3-W5	\$1,940	\$65
05-Up	\$2,320	\$77

d. The guest must provide orders for proof of PCS or ETS status.

e. Payment will be required at the end of every 14 day period or at the end of their stay if that period is less than 14 days.

f. The maximum length of stay under this policy is 60 days. Any days in excess of 60 days will be billed at the standard lodging rate.

5. RESPONSIBILITIES. The Family and Morale, Welfare and Recreation Membership Office has the overall responsibility for the administration of The Cottages at Redstone. This will include taking reservations, verifying PCS/ETS status, and accepting payments.

6. REFERENCES. None.



WILLIAM L. MARKS II
COL, LG
Garrison Commander