DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

IMWE-SIL-HR

14 August 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Per Diem Policy for All Soldiers Assigned in a Temporary or Permanent Change of Station and Temporary Duty Status, GC Policy Memo 09-04

1. Purpose. To summarize Army policy on per diem for all Soldiers.

2. References.

a. DA-G-1, Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT. Chapter 3- Orders, updated 1 Jul 09, and Chapter 8- Entitlements, updated 1 Jul 09. http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp

b. ALARACT 053/2008 authority for issuing Temporary Change of Station (TCS)/ Temporary Duty (TDY) orders beyond 180 days in support of contingency operations, DTG 041902z Mar 08.

c. Memorandum, DA Office of the Assistant Secretary, Manpower and Reserve Affairs, SAMR-RA, 25 Jan 08, subject: Policy Update for Reserve Component TDY/TCS Assignments in Excess of 180 Days.

3. Statements of Non-Availability. No statements of non-availability will be issued until after a Soldier arrives at Fort Sill. The guidelines are as follows:

a. TCS at Fort Sill. All RC Soldiers are required to check in at the housing office upon arrival to Fort Sill. Soldiers in the rank of Sergeant and below are required to stay in barracks. Soldiers in the rank of Staff Sergeant and above are provided military quarters. If no military quarters are available, Soldiers will be referred to post lodging. If post lodging is not available, the Soldier must use Army Lodging Success to obtain housing or a statement of non-availability (SNA). For toll free reservation services 24/7 contact: 1-866-363-5771, email http://www.lodgingsuccess.com/ or central reservations at 1-800-462-7691 email: centralreservations@redstone.army.mil.

(1) When issued a SNA to reside on the economy and when contract lodging is not available, the Soldier is authorized 55% of the locality rate if assigned more than 180 days, unless a waiver is granted (refer to 2.c of ALARACT 053/2008). Soldiers assigned to lodging are required to be the only occupant of that room; if the Soldier

TCS's to an interim location for more than 30 days that Soldier is required to check out of the room and re-check in upon return from their interim travel.

(2) Soldiers whose Place Entered Active Duty (PLEAD) is within the local commuting area of their primary duty location are in a non per diem status and their BAH is based on their PLEAD and are not issued SNAs.

b. PCS at Fort Sill. All RC Soldiers are required to check in at the housing office upon arrival to Fort Sill. The Soldier's orders should be issued for no less than 365 days; the Soldier's name will be placed on the housing list, using the report date on their orders. If no on post housing is available, the Soldier will be allowed to reside off post. Soldiers issued PCS orders are authorized a housing allowance based on the permanent duty station (PDS) to which they have been ordered, no per diem is authorized.

c. TCS/TDY at Fort Sill for less than 180 days. Soldiers brought onto duty in a TCS/TDY Status for 180 days or less are entitled government lodging and meals or the full per diem for their duty location if given a SNA.

d. Housing SNA Renewals. Only those Soldiers already issued a SNA are allowed to resubmit and request another exception to live off post. These Soldiers will submit their request in writing to the Housing Manager along with a copy of all their orders, lease agreement, and the previous three months of travel vouchers submitted through DTS. If approved, Housing will issue SNAs for lodging and meal per diem. The Soldier is authorized 55% of the local per diem rate.

e. Meal SNA. The general procedures will apply.

(1) 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 ($3.00 a day CONUS/$3.50 a day OCONUS). No meal SNA is issued.

(2) 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 his/her claim when he/she files for reimbursement to be properly reimbursed.

(3) 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. The meal SNA is issued by the Housing Manager.

(4) When either government or contract lodging is not available, and the Soldier is issued a SNA for lodging 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. Lodging Success will issue a SNA number to the Soldier. The Soldier must provide that number to the Fort Sill Housing Office and record this SNA number on his/her claim when he/she files for reimbursement; a copy of the signed lease and his/her lodging receipts must be accompanied with his/her claim to be properly reimbursed.

4. The Joint Federal Travel Regulation requires Soldiers to exercise the same care and regard for incurring expenses to be paid by the government as would any prudent person traveling at personal expense. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the Soldier's financial responsibility. Approving officials are responsible for enforcing this standard and should deny excessive or improper expense claims.

5. Any exceptions to this policy and/or these guidelines must be submitted through the Soldier's chain of command to the Garrison Commander. Soldiers who fail to follow this policy and the established guidelines will be liable for the costs he/she incur.

6. This policy memorandum supersedes GC Policy Memorandum 08-05, subject: Per Diem Policy for Mobilized Reserve Component Soldiers Assigned in a Temporary Change of Station Status, 29 October 2008.

7. Point of contact for this memorandum is the Office of the Director of Human Resources at (580) 442-0146.

5. This policy memorandum supersedes GC Policy Memo 08-05, subject: Per Diem Policy for All Soldiers Assigned in a Temporary Change of Station Status, 29 October 2008.

RAYMOND P. LACEY
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Garrison Commander

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