

NAVMARCORESCENS DIEGO INST 11103.1  
04  
15 Oct 98

NAVMARCORESCENS DIEGO INSTRUCTION 11103.1

Subj: GOVERNMENT FURNISHED BERTHING FOR NAVAL RESERVE  
PERSONNEL PERFORMING MULTIPLE DRILLS

Ref: (a) COMNAVRESFORINST P4000.1  
(b) NAVSUPINST 4200.85C

Encl: (1) [Government Provided Berthing Entitlements Worksheet](#)  
(2) Berthing directory

1. Purpose. To provide guidance for government provided berthing to Naval Reserve personnel supported by Naval Marine Corps Reserve Center, San Diego. This instruction has been completely revised and should be read in its entirety.

2. Background. Per reference (a), Reservists who reside 50 miles from their regular drill site are authorized government provided berthing when performing at least eight hours of inactive duty for training (two drills) on the day following the use of berthing. Berthing may also be provided to a Reservist on cost Inactive Duty Training Travel (IDTT) orders. Government provided berthing does not apply to Reservists performing Annual Training (AT), Active Duty Training (ADT) or Active Duty for Special Work (ADSW). Government provided berthing is defined as adequate Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ).

3. Funding. Reference (b) delineates specific Operations and Maintenance Naval Reserve (O&MNR) funds to be utilized. The Supply Department shall complete preparation of obligation and procurement documents and maintain these files per reference (b).

4. Policy

a. Under no circumstance is joint-occupancy berthing to be provided to a spouse, family member or friend. If a member chooses to bring their spouse, family members or friend, entitlement to government furnished berthing is forfeited and the member is responsible for the entire bill.

b. Officers will berth separate from enlisted. Chief Petty Officers will also berth separate from E-6 and below.

c. If a member is found to be ineligible for berthing, that member is required to reimburse the government for the cost of the berthing provided.

d. Members who refuse double occupancy will forfeit entitlement to government provided berthing and must make their own arrangements at their expense, which will not be reimbursed.

e. The government is liable only for standard rooms and basic rates in BEQ/BOQ establishments. Charges for any other service is the responsibility of the room occupant.

f. Reservists who do not complete a minimum of eight hours of drill the day following occupancy of government provided berthing will be determined ineligible. Upon determination of ineligibility by the Berthing Review Board, the Supply Department will notify the member in writing that he/she has 15 days from the date of notification to reimburse the government for the cost of berthing accommodations. Failure to make reimbursement within 15 days will be cause to process a Pay Adjustment Authorization (DD Form 139), which deducts the costs from the member's drill pay. In the event non-pay personnel fail to reimburse the government within 15 days of notification, berthing entitlement will be revoked until restitution is made.

g. Members provided government berthing at BEQ/BOQ will check in and checkout in person with the front desk. Keys shall be returned to the front desk at time of checkout. Any charges incurred for failure to checkout in person or a late checkout will be the responsibility of that individual. The entire cost of the room will also be charged to the member. Prior to checkout, review room charges for accuracy. Payment for any personal charges shall be made before leaving.

h. Members assigned to ships will be berthed onboard. In the event that the ship is deployed that unit must request the Reserve Center's Supply Department to make berthing arrangements.

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5. Action

a. Reservists shall:

(1) Upon affiliation and annually in October thereafter, all members residing 50 or more miles from their drill site must complete enclosure (1). Enclosure (1) shall be submitted to the Supply Department via the Unit Commanding Officer. These worksheets will be used to establish and validate entitlement.

(2) Reservations will be made at the local Bachelor Quarters of their choice. All reservations must be made three weeks in advance by using enclosure (2).

(3) At BEQ/BOQ check in each Reservist must present military identification and provide the desk clerk with an account code (enclosure 2). If arrival is after 2200, phone Bachelor Quarters so reservation will not be canceled.

(4) Keep record of your confirmation number.

(5) In the event the Bachelor Quarter will not add member to Reserve Center's account contact Supply Officer at: (619) 537-8049 or pager (619) 556-5500 extension 1114 after working hours.

(6) If berthing accommodations or service is unsatisfactory present your complaint to the front desk. If your complaint is not resolved, it can be forwarded to the Reserve Center Supply Department in writing.

(7) Reservists shall be held financially accountable for all charges incurred as a result of their personal actions.

(8) Notify the BEQ/BOQ as soon as practical but not less than 48 hours in advance, if berthing accommodations are no longer required. Strict contractual arrangements preclude any deviation from this policy. Failure to notify the BEQ/BOQ of cancellation will constitute a "no-show" status and the Reservist will be required to make restitution.

(9) Failure to comply may result in the following additional actions:

FIRST OFFENSE: Verbal Warning  
SECOND OFFENSE: Letter of Warning (Page 13 entry)  
THIRD OFFENSE: Loss of berthing privilege for 6 months  
FOURTH OFFENSE: Permanent loss of berthing privilege

NOTE: If a member has confirmed reservations for Friday and Saturday nights and decides to only stay Saturday night, the room will be automatically canceled for the entire weekend. Reservist must call BEQ/BOQ and notify of day not needed to prevent entire weekend from being canceled.

b. Unit Commanding Officer shall: Ensure that enclosure (1) is completed in October by all members residing outside of 50 miles. Once completed, return to Supply Department at Reserve Center.

c. Supply Department Berthing Coordinator shall:

(1) Make all reservations for new personnel assigned to Indoctrination weekend at the Reserve Center, and any member assigned to drill at Camp Pendleton or onboard deploying ships.

(2) Maintain a master file of personnel entitled to Government provided berthing. Validate individual berthing eligibility upon affiliation and annually (Oct) using enclosure (1).

(3) Match Reservist berthing dates on the invoice to the IDT drill dates through the use of RSTARS. Submit letters of personal charges incurred to individual Reservists.

(4) Collect reimbursements from ineligible personnel. Reimbursement can only be accepted if paid by personal check, postal money order or bank money order. Cash cannot be accepted. Upon acceptance of reimbursement, prepare and submit Cash Collection Voucher (DD Form 1131) and forward it to the nearest Personnel Support Detachment.

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(5) Prepare and submit Pay Adjustment Authorizations (DD Form 139) and Page 13 entries for ineligible personnel who do not voluntarily reimburse the government within 30 days of notification.

d. Reserve Center Commanding Officer shall:

(1) Appoint in writing a Berthing Review Board, which consists of at least two members (active duty or Reserve), one of whom will be a commissioned officer. The senior member of the review board shall be designated as the chairperson.

(2) Direct review boards to meet monthly and conduct a review of the berthing program from the previous month.

(3) Ensure corrective action is taken in the event of "no-show" personnel.

(4) Ensure members found ineligible for government provided berthing reimburse the government for the total amount of charges incurred.

e. Berthing Review Board Chairperson shall:

(1) Ensure review board members assemble monthly and not later than the last scheduled drill weekend of each month.

(2) Obtain "review package" from Supply Department Supervisor and conduct a review of the berthing program for the previous month. A letter of completion of the review must be forwarded to the Commanding Officer prior to the end of the drill weekend. Enclosure (1) of reference (a) provides a sample review board letter of completion and specific guidance for conducting the review.

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6. Forms. Berthing Collection Voucher (DD 1131), Pay Adjustment Authorizations (DD Form 139) and Government Provided Berthing Entitlement Worksheet (RESCEN San Diego 11103/1) may be obtained from the Supply Department or normal supply channels.

C. M. POTTENGER

Distribution:  
(NAVMARCORESCENS DIEGO NOTE 5216.1G)  
List I, II, III, IV, V

NAVMARCORESCENORVAINST 11100.1

<u>BERTHING DIRECTORY</u>	<u>Account Codes</u>	<u>AREA CODE (619)</u>
SUBASE	62106	BEQ 553-7532 FAX 553-7535 BOQ 553-9381 FAX 553-0613
NAB CORONADO	62106	BEQ 437-3496 FAX 437-2556 BOQ 437-3859/60 FAX 437-3475
NAVSTA 32 <sup>ND</sup> ST	62106	BEQ/BOQ 556-8672 FAX 556-7263
NAS NORTH ISLAND	62106	BEQ 545-9551 FAX 545-7492 BOQ 545-7545 FAX 545-7546
ASW	62106	BEQ 524-1595 FAX 524-5919
ADMIRAL KIDD	62106	BOQ 524-0541 FAX 524-0754
MCAS MIRAMAR	62106	BEQ/BOQ 537-4235/3 FAX 537-4243

Enclosure (2)