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TAG POLICY LETTER 23-05

1 October 2023

New Jersey Army National Guard (NJARNG) Inactive Duty Training (IDT)
Fatigue Management Lodging Program

1. REFERENCES.

- a. Army National Guard Inactive Duty Training Travel & Lodging Policy, 12 October 2023
- b. Joint Travel Regulation (JTR), 01 September 2023
- c. DoDI 1225.9 (Billeting for Reserve Component Members), 17 December 2001
- d. AR 385-10 (The Army Safety Program), 24 July 2023
- e. National Guard Supplement 1 to AR 385-10 (Safety, The Army Safety Program), 12 February 2015

2. PURPOSE. Establish policy and procedures for providing lodging-in-kind (LIK) to eligible Soldiers traveling greater than fifty (50) miles to statutory assemblies. This is a commander's safety-based program developed for Soldiers driving excessive distances between their residence and their unit of assignment. The program targets to reduce privately-owned vehicle (POV) accidents due to driver fatigue and sleep deprivation.

3. APPLICABILITY. Applies to NJ Army National Guard Soldiers traveling more than fifty (50) miles from their Home of Record (HOR) to their unit of assignment for a Home Station (HS) drill (per the Defense Travel System (DTS) Distance Calculator (Appendix A)), and transient housing (Joint Base McGuire-Dix-Lakehurst (JBMDL) and Sea Girt National Guard Training Center (NGTC) is not within fifty (50) miles of their home station (HS) or the billeting official provides a statement of non-availability. IDT lodging is not authorized for Soldiers conducting an Additional Training Period, Readiness Management Period, or participating in a board or workshop.

4. RESPONSIBILITIES.

a. NJARNG Deputy Chief of Staff, G3. The DCS, G3 will –

(1) Assign a primary and alternate State IDT Program Manager for the NJARNG IDT Lodging Program to administer and provide oversight of the IDT Lodging Program.

(2) Approve or deny Exceptions to Policy (ETP) on a case-by-case basis based on the principles of Risk Management with consideration for budgetary constraints.

(3) Verify unit authorization roster prior to IDT period.

(4) Approve DTS authorizations for IDT lodging IAW the procedures outlined in this program.

b. Commanders, Major Subordinate Command (MSC) Level. The CMSC will --

(1) Designate a primary MSC IDT Lodging Program Manager to administer and provide oversight of the program.

(2) Provide State IDT Program Manager with a projected usage report (#s of Soldiers and dates) on a quarterly basis for budgeting purposes.

(3) Ensure subordinate units brief all Soldiers on the purpose of the program and promote its use throughout the NJARNG.

(4) Ensures units maintain rosters of Soldiers who are eligible to participate in this program, which will be reviewed during audits.

(5) Recommend approval or denial of ETP to State IDT Project Manager.

c. Commanders, Battalion and Company Level. The Commanders will --

(1) Designate an IDT Lodging Program Manager to administer the program.

(2) Risk Mitigation: It is the commander's responsibility to safeguard their Soldiers. Utilizing the Fatigue Management IDT Lodging Program Certificate (Appendix B) will give Soldiers the basic understanding of their responsibilities. The commander's intent is to mitigate the risk to Soldiers while traveling to/from and during their stay at their IDT location.

(3) NCOIC/OIC: The highest-ranking Soldier from each unit will be designated as the NCOIC or OIC for their IDT lodging location. They will be provided a roster of all Soldiers staying at that location and are responsible for Soldier accountability while at that location.

(4) Use of Alcohol: The possession or consumption of alcohol is strictly prohibited in rooms/hotels provided through the IDT Lodging Program.

(5) Room cohabitation: All Soldiers will only occupy their reserved/assigned rooms. Males and females will be reserved for separate rooms and no mixing of males and females in a single room at any time. Gatherings, meetings, or assemblies will be conducted in a common area. Personnel, including visitors, not approved to participate in the IDT Lodging Program are not authorized to occupy rooms provided through the program.

(6) Policy Violations. Commanders may remove Soldiers from the IDT Fatigue Management Safety Program at any time for failure to comply with the provisions of the program.

d. IDT Program Managers. The IDT PM will –

(1) Brief all Soldiers and ensure they understand the intent and procedures of this program to include that good order and discipline is maintained while utilizing hotels.

(2) Ensure the IDT Lodging Roster is maintained on file, and the roster is forwarded through the chain of command to the MSC.

(3) Verify the distance traveled by Soldiers for each Soldier utilizing the program IAW Appendix A.

(4) Ensures that all Soldiers have a current and accurate DA 5960 on file and sign an IDT Lodging Program Certificate (see Appendix B) certifying that they understand the intent and purpose of the program, as well as the provisions of this program. Certificates will be maintained at the unit level.

e. Soldiers. Eligible Soldiers will –

(1) Request enrollment in the program by completing the certificate in Appendix B and have it signed by their commander.

(2) Submit DTS authorization to request lodging NLT ten (10) days before IDT period. DTS authorization must include approved Authorization Roster (Appendix C) as a substantiating document. DTS authorizations must be submitted and fully approved prior to incurring an expense with a lodging facility and failure to do so may result in the Soldier in question being personally responsible for the cost.

(3) Submit DTS voucher by close of business on the last day of the IDT period. Vouchers not submitted for reimbursement within 5 business days may become the responsibility of the traveler.

(4) Request ETP by memorandum request through command to G3 when the Risk Mitigation falls outside of SOP parameters and may warrant exception.

5. PROCEDURES.

a. Transient housing includes DoD facility billeting, barracks, basic officer's quarters, or similar. If transient housing is not available, or a statement of non-availability is provided by the billeting official, the Soldier's unit may acquire commercial lodging for the Soldier IAW this policy. DTS authorizations must be submitted and fully approved prior to incurring an expense with a lodging facility.

b. Authorized Periods: The following IDT drill periods are authorized for lodging in accordance with the policy guidelines.

(1) Multiple Unit Training Assemblies (MUTA)-4, 1 night authorized.

(2) MUTA-5 or MUTA-6, 2 nights authorized.

(3) MUTA-7 or MUTA-8, 3 nights authorized.

c. Unit Level Coordination.

(1) Unit IDT Lodging Program Managers will verify that a Soldier is eligible to participate in the IDT Lodging. Program Managers will verify that the Soldiers' HOR is greater than fifty (50) miles from their assigned unit using the DTS Distance Calculator.

<https://dtsproweb.defensetravel.osd.mil/dts-app/Distance/view>.

(2) Units will submit an authorization roster (Appendix C) to G3 for approval NLT 30 days before drill.

d. DTS Authorizations/Vouchers.

(1) Soldiers must submit DTS authorization for IDT lodging NLT ten (10) days before drill.

(2) Soldiers must select a hotel with a double occupancy room for the days approved.

(3) Soldiers must select a hotel room at a government room rate.

(4) In the per diem section, Soldiers must select --

(a) "Group Travel" on the first day and last day and manually enter the Daily Billeting/Lodging Cost.

(b) Special Meal Rate, enter zero for that Special Rate (meals are not authorized as a part of the IDT Lodging Program).

(c) Upload authorization roster (Appendix C) into substantiating documents

(d) Once completed, route DTS through the "AT" routing list.

(5) DTS Voucher. Vouchers must be submitted prior to COB for that IDT.

e. Room Requirements.


(1) Soldiers from the same unit will use the same lodging facility unless rooms are no longer available.

(2) Double occupancy is required. Double occupancy is defined as a double room with two (2) beds. Single occupancy will only be approved if lodging request results in an odd number of rooms. Female and male Soldiers will not be roomed together.

(3) This program will only fund the cost of rooms as outlined in this regulation. Soldiers are responsible for all other expenses to include, but not limited to, telephone calls, cable and Internet services, pay per view services, laundry, meals, mini-bars, room service, dry cleaning and laundry services, and any taxes associated with these services. Soldiers are also responsible for expenses or costs incurred from damage to their rooms or the hotel. Violations may result in disciplinary action, as well as revocation of IDT lodging privileges.

6. **FUNDING.** IDT Lodging is subject to funds available based on usage and accurate forecasting. In case of lack of funding, G3 will submit an Unfunded Request through the Budget Analyst to National Guard Bureau (NGB). Secondary budgetary mitigations include adjusting the mileage to 75 miles and supplementing with Armory and Readiness Center Lodging if required. Every effort should be made to manage this program at all levels.

7. **PROPONENT AND EXCEPTION AUTHORITY.** The Office of Primary Responsibility for this policy is the NJARNG G3. The proponent has the authority to approve exceptions or waivers to this policy that are consistent with controlling law and regulations.



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Brigadier General, NJARNG
The Adjutant General

Appendix A - Fatigue Management Travel Distance Criteria

1. In accordance with DODI 1225.9, it is DoD policy to provide Reserve component personnel who travel more than fifty (50) miles from the member's residence to perform active duty or inactive duty training with billeting by confirming their reservations to the same extent as Active component members traveling under orders away from the permanent duty station.” Soldiers meeting aforementioned criteria are authorized lodging on Saturday night for a MUTA 4 and Friday and Saturday night for a MUTA 5 or 6.

2. Distances are measured from a Soldier’s HOR Zip Code to his/her Unit of Assignment Zip Code using the DTS Distance Calculator located at <https://dtsproweb.defensetravel.osd.mil/dts-app/Distance/view>. The breakdown for unit of assignment to Fort Dix or Sea Girt are listed in Table A-1.

| Armory | Miles to Fort Dix | Miles to Sea Girt | Armory | Miles to Fort Dix | Miles to Sea Girt |
|--|-------------------|-------------------|---------------|-------------------|-------------------|
| Riverdale | 85 | 74 | Westfield | 58 | 47 |
| Picatinny Arsenal | 87 | 76 | Flemington | 45 | 69 |
| Dover | 82 | 71 | Lawrenceville | 25 | 51 |
| Teaneck | 78 | 68 | Bordentown | 10 | 42 |
| Hackettstown | 81 | 81 | Freehold | 28 | 20 |
| Morristown | 74 | 63 | Toms River | 34 | 19 |
| Port Murray | 70 | 87 | Cherry Hill | 25 | 65 |
| West Orange | 71 | 60 | Mount Holly | 10 | 54 |
| Newark | 63 | 55 | Manchester | 21 | 26 |
| Jersey City | 66 | 57 | Woodbury | 35 | 75 |
| Woodbridge | 50 | 38 | Blackwood | 34 | 74 |
| Somerset | 51 | 52 | Hammonton | 32 | 63 |
| Woodstown | 52 | 92 | | | |
| Vineland | 63 | 91 | | | |
| Atlantic City | 61 | 70 | | | |
| Cape May | 83 | 91 | | | |
| Table A-1 [Armory Distance to Transient Housing] | | | | | |

3. Units are responsible for requesting and drawing barracks at JBMDL or Sea Girt. If there are no rooms available at JBMDL or Sea Girt, lodging will be authorized in the local area. Billeting Officer at JBMDL or Sea Girt will provide the Unit with a Statement of Non-Availability.

Appendix B - IDT Fatigue Management Lodging Program Certificate

Memorandum for _____

I certify being briefed on the NJARNG IDT Lodging Program and understand:

- a. That the purpose of the program is to reduce POV accidents associated with fatigue and sleep deprivation and to mitigate risk at IDT Lodging sites.
- b. This program is a benefit, not an entitlement.
- c. DTS Authorizations will be completed NLT ten (10) days before the IDT and vouchers will be completed NLT COB of the IDT.
- d. That I will be required to reimburse the cost of any room that has not been cancelled in accordance with local procedures.
- e. That this program will only fund the cost of room as outlined in this policy. Mileage, meals, and incidentals are not funded.
- f. I will be responsible for all other expenses to include, but not limited, to telephone calls, cable and internet services, pay-per-view services, laundry, meals, mini-bars, room service and any taxes associated with these services.
- g. I will also be responsible for expenses or costs incurred from damage to the room.
- h. I acknowledge and understand that possession and consumption of alcohol is strictly prohibited in the hotel room while participating in the IDT Lodging Program.
- i. E-6 and below will confirm arrival with 1SG or PLT SGT upon hotel/motel arrival.
- j. I understand personnel, including visitors, not approved to participate in the IDT Lodging Program are not authorized to occupy rooms provided through the program.
- k. I also understand that violations are subject to disciplinary action, as well as revocation of IDT lodging privileges.

HOR Zip Code _____ Unit Zip Code _____ Distance _____

Rank _____ First Name _____ Last Name _____

Soldier's Signature _____ Date _____

Commander's Signature _____ Date _____

Appendix C - Authorization Roster

Unit _____ POC _____

Phone _____

Lodging _____ Phone _____

Address _____

| Room | DTS | Last Name, First Name | From | To | Cost |
|------|-----|-----------------------|------|----|------|
| 1 | Yes | | | | |
| | No | | | | |
| 2 | Yes | | | | |
| | No | | | | |
| 3 | Yes | | | | |
| | No | | | | |
| 4 | Yes | | | | |
| | No | | | | |
| 5 | Yes | | | | |
| | No | | | | |
| 6 | Yes | | | | |
| | No | | | | |
| 7 | Yes | | | | |
| | No | | | | |
| 8 | Yes | | | | |
| | No | | | | |
| 9 | Yes | | | | |
| | No | | | | |
| 10 | Yes | | | | |
| | No | | | | |

Reviewed by: _____
Commander Signature

Total Cost: _____

Approved by: _____
G3 Signature