

Safety

Kansas IDT Fatigue Management Program

By Order of the Adjutant General:

History. This is an update to an existing publication dated 15 June 2009.

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Commanding

Summary. This publication provides KSARNG units standards for the implementation and operation of the IDT Fatigue Management Program. It will be used in conjunction with other applicable KSARNG, NGB and Army directives.

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Suggested Improvements. The proponent of this publication is the Office of the Deputy Staff for Logistics. Users are invited to send comments and suggested improvements to The Adjutant General Department, ATTN: JFHQ-DCSLOG, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution. A

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Chapter 1

Introduction. The IDT Fatigue Management Program (FMP) is designed to provide traditional Soldiers that reside 85 miles IAW Defense Table of Official Distances (DTOD) from their unit of assignment the option of staying in government funded quarters during multi-day, unit training conducted at home station. This SOP establishes the policies and procedures to be used in administering this program. This program is not an individual Soldier entitlement and will not interfere with the unit commander's priorities or training schedule. This program is only available if funding is available and it can be changed at any time due to budget conditions.

1-1. Purpose. The purpose of the program is to reduce Soldier fatigue in order to combat an ongoing safety issue and mitigate the risk of fatigue causing a POV accident. Fatigue is known to be a frequent accident cause or contributor.

1-2. Scope. This program is not an individual soldier entitlement and will not interfere with the commander's priorities or training. The IDT FMP will only be utilized within the following conditions:

a. Traditional Soldiers that reside beyond 85 miles from their unit of assignment are authorized every evening following duty except for the last duty day. Traditional Soldiers who reside beyond 125 miles are authorized the night before duty and every evening following duty except for the last duty day.

b. Traditional Soldiers that fall within Private through Staff Sergeant (E-1 thru E-6), Warrant Officer One and Chief Warrant Officer Two (WO1 thru CW2), and Second Lieutenant and First Lieutenant (2LT thru 1LT).

c. Unit Training Assembly (UTA) or Split Unit Training Assembly (SUTA) of three (3) or greater when conducted at home station.

d. Traditional Soldiers must be in a paid IDT (SUTA or MUTA) duty status, and listed on the unit's attendance roster (DA Form 1379 or NGKS Form 680-1).

e. Double occupancy will be utilized. Officers will reside with officers, enlisted will reside with enlisted. When this is not possible, rank equivalency should be utilized as much as possible.

f. When a single hotel or motel does not have enough double occupancy rooms available, units are authorized to utilize more than one vendor. In this case, the lodging request will be submitted listing each vendor and the number of Soldiers to stay at that hotel. The memorandum must indicate the reason for using more than one vendor in compliance with this SOP.

The program is not authorized for the following personnel or conditions:

g. AGR, Title-10, or Active Duty Soldiers do not qualify for this program.

h. Traditional Soldiers performing duty in an AT, ADSW, RMA, AFTP or ADT status.

i. Unit training conducted at locations other than home station

- j. IDT periods conducted less than three (3) UTA periods.
- k. When the unit commander determines that the unit remain overnight “*in the armory*” for training or safety purposes.
- l. Males and females will not cohabitate. Exception: Cohabitation for married couples will be at the unit commander’s discretion.
- m. Sergeant First Class (E-7) and above, Chief Warrant Officer Three (CW3), and above, and Captain (O-3) and above.

1-3. References.

- a. AR 385-10, The Army Safety Program, 22 November 2013
- b. DOD Financial Management Regulation, Volume 7a, Military Pay Policy and Procedures-Active Duty and Reserve Pay, May 2009 and Volume 9, Travel Policy and Procedures, May 2009
- c. USPFO-KS Visa Government Purchase Card (GPC) Manual, September 2005
- d. Defense Table of Official Distances, version 22.1, <https://dtod.sddc.army.mil/default.aspx>
- e. Joint Federal Travel Regulation, Uniformed Service Members, Volume 1, June 2009
- f. NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management, August 2004
- g. NGR 350-1, Army National Guard Training, June 1991
- h. CONUS Per Diem Rate Table, <http://www.defensetravel.dod.mil/perdiem/>
- i. NGB: Army National Guard Fiscal Year 2013 Inactive Duty Contract Lodging Interim Guidance memorandum dated; 7 March 2013.

Chapter 2 Responsibilities

2-1. Commander, KSARNG. Approve the program and ensure that all KSARNG units and activities are in compliance with the program guidelines. Ensure that internal controls are established to prevent fraud, waste and abuse. Evaluate the program to ensure that it is producing a tangible safety benefit IAW the program’s intent.

2-2. Deputy Chief of Staff for Logistics (DCSLOG). The DCSLOG will be the proponent of the IDT FMP. This responsibility will consist of the following:

- a. Administer and manage the program.
- b. Maintain an IDT Fatigue Management Account.
- c. Process requests for and issue Lodging Control Numbers (LCN).
- d. Monitor execution of the program at the unit level.
- e. Maintain files and documentation.
- f. Provide program training to units, cardholders, and approving officials.
- g. Establish internal controls to prevent waste, fraud, and abuse in the program.
- h. Recommend changes to the program and Internal Review audits as required.

2-3. US Property & Fiscal Officer (USP&FO).

- a. Issue GPC to designated unit cardholders.
- b. Ensure program funds are properly received, executed, and accounted for.
- c. Assist in providing training as required.
- d. Recommend changes to the program as required.
- e. Conduct Internal Review audits as required.

2-4. Major Subordinate Commands (MSC).

- a. Each MSC shall monitor the program to ensure it is being executed IAW KSARNG SOP 385-55 and ensure legal, fiscal etc. compliance.
- b. Check to see evidence that BNS are checking their companies and batteries.
- c. Recommend changes to the program and Internal Review audits as required.

2-5. Battalions. The battalion reviews and validates the requirements for each of their subordinate companies, batteries and detachments. Some key points of interests are:

- a. Monitor subordinate companies, batteries, and detachments program compliance.
- b. Validate requirements submitted by subordinate units to Program Administrator.

- c. Ensure LCNs are issued from Program Administrator to subordinate companies, batteries, and detachments.
- d. Review and approve GPC Approving Official statements in a timely manner.
- e. Execute internal controls and inspect program execution in subordinate companies, batteries, and detachments.
- f. Recommend changes to the program and Internal Review audits as required.

2-6. Companies, Batteries and Detachments.

a. The success of this program begins at the unit/detachment level. It is at this level that the safety and retention benefits will be won or lost. Commanders and NCOs must maintain a proactive approach and attention to detail. Communication with their Soldiers will result in a positive and safe IDT experience and a positive economic impact on the local community. Failure to identify requirements shortfalls or make adjustments in a timely manner can result in Soldiers feeling disenfranchised, increased workload on the unit full time staff, and most importantly, unnecessary risk for those driving long distances to participate in unit training.

b. Commanders must review all lodging documents and sign the AGKS Form 385-1 prior to the end of each drill assembly. It is the commander's responsibility to ensure unit compliance with this SOP and other applicable regulations. Commanders must also review the soldiers Home of Record (HOR) and distance to the armory. Only Soldiers who reside outside the 85 mile and 125 mile distance are authorized to use this program. Commanders will oversee the Class I GPC holder to ensure all policies are followed and documents are submitted in the time frames allotted.

c. Excessive Travel Distances. Soldiers that reside beyond 125 miles of their unit of record IAW DTOD are eligible to receive government funded quarters for the night before a scheduled multi-day training event. The scheduled training must begin prior to 0900 hours and the Soldier must request the lodging through the unit prior to the day of arrival. Due to the problems associated with canceling rooms after 1800 hours, the unit is not required to automatically secure lodging for these eligible Soldiers.

- d. Commanders will, at a minimum, verify the following on a monthly basis:
 - 1) AGKS 385-1 is properly filled out and signed.
 - 2) Prior to the end of the Multiple Unit Training Assembly (MUTA) any Soldier who will require lodging for the next MUTA has notified the unit Class I GPC holder.
 - 3) The unit Class I GPC holder has validated the distance from the HOR to the armory for every Soldier that request lodging.
 - 4) Coordination is made with a local vendor to support the lodging requirement.

5) Requirements for lodging under the program are identified and adjusted requirements as needed.

6) Initiate adjustments documents for room damages or unauthorized charges.

e. Request, receive and document LCNs.

f. Unit Level Coordination. Units must identify the lodging requirement at the earliest possible date. Once the requirement is known a vendor will need to be contacted to support the lodging. Units will identify those eligible Soldiers that will be attending the training and require lodging. At the earliest possible date, the unit coordinates with a local hotel to reserve enough rooms to meet the requirement. Units are also advised to not continually favor one vendor over other vendors in the local area, unless they can demonstrate reasonable justification for doing so (e.g., other vendors are considerably further from the armory or in unsafe neighborhood, other vendor does not meet minimum sanitation standards, etc). Lodging requests will be submitted no less than (NLT) 10 days prior to the training event; the units submits the requirements by Memorandum (Fig C-3) and checklist (Fig C-5) to the Program Administrator and furnish a copy to their battalion.

g. Unit Level Confirmation. The unit must maintain visibility of the lodging requirements and make adjustments as needed. Minor negative adjustments do not require further coordination with the Program Administrator, but the battalion may direct that the unit provide any information it deems necessary. Major negative adjustments (\$250 or greater) need to be forwarded to the Program Administrator. All upward adjustments of the original request will require a Corrected Copy submitted to the Program Administrator. Units are encouraged to stay in close contact with their Soldiers as the training event approaches to ensure that timely adjustments can be made. Units identified as routinely grossly overstating their requirements (e.g., reserving 15 rooms but only utilizing 5-6 rooms) will be reported through their chain of command. These actions may result in local vendors avoiding doing future business with the KSARNG and ties up obligated resources that may be better utilized elsewhere.

2-7. Individual Soldier Responsibility.

a. When this program is not executed correctly or when an individual Soldier chooses not to follow instructions, then individual liability may be assessed. Liability may be assessed directly to the Soldier, cardholder, commander or any combination for charges incurred. Generally, these will fall into one or more of three categories: Soldier, cardholder, or commander.

1) **Soldier Liability**. Individual Soldiers are responsible for additional charges they may incur and will pay the hotel directly for these charges. In cases of theft or damage to rooms or furnishings, the individual Soldier will also pay the hotel directly. If the Soldier is unable to do so, or the damage was discovered after checkout, then the cardholder may pay the charges with the GPC. The unit will then initiate a DD 200 Financial Liability Investigation of Property Loss (FLIPL) or DA 362 Cash Collection / Statement of Charges for said charges. A FLIPL is not the preferred method of settling the issue with the hotel since it is a lengthy process. Pay recouped following establishment of liability does not go back into the IDT FMP. The cardholder will not pay for additional room charges other than damages related to a motel room.

2) Cardholder Liability. The cardholder must ensure that he or she is operating within the scope of their authority defined within this SOP and other governing regulations. If a cardholder exceeds his/her scope of authority he/she may be held liable for those charges.

3) Commander Liability. Failure to meet the spirit and intent of this program may result in initiation of punitive actions by the DCSLOG. Commanders may incur liability for failure to execute reservations. A FLIPL may be initiated to determine at what level of command potential financial liability resides. "No shows" must be identified as far ahead as possible and corresponding reservations cancelled immediately.

b. Individual Soldiers must keep their unit and first line supervisors informed of changes in HOR and personal schedules that may conflict with lodging requirements and drill attendance. When this does not occur in a timely manner, the Soldier may be held financially responsible as results of a FLIPL. Soldiers must be made aware of the following responsibilities:

- 1) Pay for any additional charges over the room rate at the time of checkout.
- 2) Follow all instructions from unit program representative and first line supervisors.
- 3) Provide feedback on the improvement of the program.

2-8. Program Administrator.

a. Provides oversight on the day to day operation of the lodging program. Ensure the guidelines of this SOP and other pertinent regulations are followed. Recommend changes to the program to the DCSLOG as needed. The following is a list of responsibilities:

- 1) Review lodging requests for accuracy and compliance, assign a LCN then return to the requesting unit.
- 2) Maintain a LCN register for all requests and reports submitted. This register will be supported by documents submitted and will be maintained by month in LCN sequence.
- 3) Requests for lodging will be addressed in a timely manner and returned to the unit with either a LCN or corrective action needed.
- 4) Review all requests for exception to policy and submit to the DCSLOG with a recommendation of action.
- 5) Receive close out reports, review for accuracy, return for correction when needed, post to LCN register. Units will submit close out reports NLT 10 working days following the training event.
- 6) Review 100 percent of close out reports, AGKS 385-1, hotel receipts for double occupancy, receipts for lodging rate only with no taxes, and DA Form 1379 for unit members and attendance.

7) Review 100 percent of units for compliance of the 85 and 125 mile requirement using DTOD.

8) Verify 90 percent of the unit's monthly transactions by comparing the LCN against the monthly AGKS Form 385-1 in addition to verifying the AGKS Form 385-1 against the units DA Form 1379 and Soldier's motel receipts.

b. Upon receipt of the close out report supporting documentation, review it for:

1) Eligible Soldier participation and attendance:

a) Number of rooms requested vs. number of rooms used.

b) Only present eligible Soldiers provided lodging.

2) Billed charges:

a) Included only authorized charges (cost of room with no taxes included).

b) Rates were within the government lodging rates, the amount stated on the request, and charged at double occupancy.

Chapter 3

Program Execution and Procedures

3-1. Initial Lodging Request

a. The initial request for lodging is submitted on a memorandum (Fig C-3) to the Program Administrator (PA). The initial request will be submitted no less than 10 days prior to the training event. The basic sequence of a lodging request is listed below:

1) The unit, company, battery, or detachment identifies lodging requirements for those eligible Soldiers and coordinates with local hotels for double occupancy rooms prior to the scheduled unit training event.

2) The unit, company, battery, or detachment then submits the lodging requirements to Program Administrator for a LCN and carbon copies the battalion, who in turn monitors the requirements and requests made by subordinates.

3) Program Administrator reviews the lodging requirements for accuracy and then issues a LCN.

4) Once the unit, company, battery, or detachment receives the LCN, confirmation is made with the hotel(s). The unit, company, battery, or detachment monitors projected attendance, making adjustments to the requirements as necessary. When adjustments need to be made to the original lodging request it will be submitted as a "Corrected Copy". The corrected memorandum will be dated when the correction was made and submitted. The information changed will be identified in bold.

5) There will be cases that Soldier to room ratios will not allow double occupancy. There may be certain scenarios that may require an exception to policy request be submitted through the Program Administrator. An exception to policy will be done in memorandum format, a full explanation of the circumstance and signed by the unit commander. The exception to policy request will accompany the original lodging request and must be approved by the DCSLOG prior to obligation of IDT Fatigue Management funds.

6) Additional guide lines that must be followed are listed below.

a) The room rate will not exceed the government rate (Appendix B)

b) The hotel is provided with a ST-28G Kansas Sales Tax Exemption Certificate (Figure C-1).

c) The hotel has enough rooms to meet the double occupancy requirement.

d) The hotel agrees to only deal directly with the unit Class I cardholder or representative (individual Soldiers are not authorized to make arrangements with the hotel). Any additional charges incurred by individual Soldiers will not be paid for by the federal government. The hotel must understand the Soldier is responsible for individual charges.

e) A confirmation number must be received reserving the rooms the unit, company, battery, or detachment has requested. This number will be recorded on the units, companies, batteries, or detachments copy of the original lodging request.

f) In cases where a single hotel can meet the unit requirement and the total cost exceeds the GPC \$3000 single purchase limit, the unit will submit a lodging request with a DA Form 3953 when requesting the LCN. In this instance, the United States Property and Fiscal Office (USPFO) Purchasing and Contracting (P&C) would contact the hotel and make payment arrangements (either through USPFO held GPC or under a contract). Units are still required to ensure all other program requirements are accomplished (e.g., ensuring no additional charges, ensuring Soldiers signed the roster, forwarding documentation, etc.), but are relieved from paying the bill.

1) The regular Memorandum For Record (MFR) request for lodging and the DA 3953 is submitted to the Program Administrator for a LCN.

2) The request is then forwarded to the Program Manager for availability / assignment of funds.

3) The request is then forwarded to USPFO P&C for payment arrangements.

- b. A favorable cancellation time/date is agreed to (units are strongly encouraged to negotiate for a NLT 1200 on date of arrival cancellation time, which will enable the unit to make last minute adjustments based on the attendance at morning formation).
- c. Hotels selected with more than three floors must be equipped with a fire sprinkler system.
- d. Doing business with the hotel does not result in a direct economic benefit to the cardholder or unit leadership (refer to para 1-3).
- e. At drill, eligible Soldiers are notified where lodging is provided. The Soldier checks in at the prescribed motel.
- f. The unit, company, battery, or detachment Class I cardholder settles the bill with the hotel after checkout or as arranged.
- g. The unit, company, battery, or detachment prepares and forwards required documentation.
- h. At the end of the GPC billing cycle, cardholders and approving officials approve and reallocate charges made on the GPC.

3-2. Hotel Check in Procedures

- a. All unit, company, battery, or detachment personnel authorized to utilize the lodging program will initial in on AGKS 385-1 (Fig C-2). Each unit, company, battery, or detachment will establish a procedure for this event to occur. It is the units, companies, batteries, or detachments responsibility to insure all required information is recorded onto AGKS 385-1.
- b. Soldiers living outside the 125 mile radius will normally arrive the Friday prior to the weekend training event. These Soldiers must also initial the AGKS 385-1 this will be accomplished either at the time of check in or the first day of the training event. This is a units, companies, batteries, or detachments responsibility to establish.
- c. During the training event the following will occur:
 - 1) Unit, company, battery, or detachment confirms at first formation those eligible soldiers who requested lodging outside the 125 mile radius did in fact use the lodging. Unit, company, battery, or detachment confirms soldiers who requested lodging outside the 85 mile radius are present for duty and still require lodging. Unit, company, battery, or detachment makes any last minute cancellations with the hotel prior to the agreed upon cancellation time. Unit, company, battery, or detachment administers room assignments, reporting requirements, and other unit specific information. Prior to release for the day, the unit, company, battery, or detachment instructs the Soldiers on:
 - a) Location of hotel and check-in time.
 - b) Additional charges policy (i.e., Soldiers must pay with cash or personal credit card - not the Government Travel Card) and checkout policy.

- c) Sign in roster requirement (AGKS 385-1).

3-3 Hotel Checkout Procedures

a. Units, companies, batteries, or detachments or the Class I cardholder are strongly encouraged to pay the hotel bill upon checkout time to ensure that any additional charges are paid for by the individual Soldiers. Class I GPC holders will review the hotel receipts for the following information:

- 1) No sales tax or occupancy tax has been charged for any rooms.
- 2) Compare the AGKS 385-1 with the hotel receipts to insure Soldiers utilizing the program appear on both documents (Soldier's names must be on the hotel receipt). Have the unit commander sign the AGKS 385-1.
- 3) Insure that all hotel receipts agree with the total cost charges to the Class I GPC.
- 4) Review the unit DA Form 1379 to insure Soldiers using the program are coded properly and/or are members of the unit.

b. In some cases, it is impractical for the Class I cardholder to physically settle the bill on the spot with the hotel (i.e., units with multiple detachments). To accomplish this, the unit, company, battery, or detachment has the latitude of coordinating a mutually satisfactory arrangement with the hotels.

3-4 Lodging Close Out Report

a. Units, companies, batteries, and/or detachments will submit their lodging close out report within 10 days after the training event to the Program Administrator. The report will contain the following documents:

- 1) Copies of all AGKS 385-1 (IDT Fatigue Management Program Roster) complete with initials, last four of SSN, and HOR zip code for each Soldier that received lodging, unit commander's signature, and annotated with the issued LCN.
- 2) Copy of signed unit DA 1379.
- 3) Copy of all Individual room hotel bills (Receipts with Solder's names).

3-5 Special Situations.

a. Units, companies, batteries, or detachments located in Salina will utilize the government quarters located at Nickell Hall. Double occupancy will be used. If insufficient quarters are available the unit must obtain a Statement of Non-Availability (SNA) control number. The unit will then coordinate with local hotels and forward a copy of the SNA with the lodging request when requesting a LCN. Double occupancy required if SNA is used.

b. Units, companies, batteries, or detachments located in the Leavenworth area will utilize the government quarters located at Hoge Hall. If insufficient quarters are unavailable to meet the requirement, the unit must obtain a Statement of Non-Availability (SNA) control number. The unit will then coordinate with local hotels and forward a copy of the SNA with the lodging request when requesting a LCN. Double occupancy required if SNA is used.

c. No lodging available. It is possible that there will be community or area related events that occasionally cause all of the local hotels to sell out early (e.g., hunting season, college graduations, state fair, etc.). If a unit is unable to secure lodging due to no rooms available, the unit has the latitude of opening up the armory drill floor (*Note: this program is not an entitlement.*). Under no circumstances will a unit lodge eligible Soldiers in hotels further than 20 miles from the armory. If a unit wishes to use a hotel in another town it must be within 20 miles, and the unit commander must provide compelling justification when requesting the LCN.

d. Multiple hotels. In larger units, during local special events, or the parameters of double occupancy it is possible that a single hotel may be unable to reserve enough rooms to meet the requirement. Units, companies, batteries, and detachments are authorized to negotiate with more than one hotel in order to meet the requirement. A separate AGKS 385-1 is required for each hotel, but all will be consolidated and forwarded utilizing the same LCN for that training event.

e. No government rate available. It is possible that during local special events, local hotels are unwilling to provide rooms at the government rate. Units, companies, batteries, and detachments are not authorized to contract for more than the government rate. (*Note: this program is not an entitlement.*).

f. Use of the Armory. Commanders have the flexibility to continue to utilize space in the armory to billet personnel when it is more advantageous to the Soldier, when it is more conducive to unit priorities or training schedules or in the circumstances when lodging is unavailable or exceeds the government rate.

g. Family Members. Soldiers may request a single room only when family members accompany the Soldier to the scheduled unit training. However, the additional cost is the responsibility of the Soldier. The Soldier is required to pay the hotel directly for any additional expense. The Soldier also must notify the unit, company, battery, or detachment Class I GPC holder prior to the lodging request being submitted to Program Administrator. The additional expense will vary on a case by case basis and must be coordinated between the unit, company, battery, or detachment Class I GPC holder and the PA prior to the training so the soldier will know the out of pocket expense they are responsible for. Ordinarily the cost will be half the price of the room.

3-6. Documentation and Files. Units, companies, batteries, and/or detachments are required to maintain file copies of LCN requests, AGKS 385-1s, and hotel bills for a minimum of two years. These file will be maintained by month and calendar year. Battalions are not required to maintain files on the program unless otherwise directed. The Program Administrator will maintain files consisting of the same documents for a period of three years. This documentation will provide the basis for forecasting future funding requirements, identifying recommendations for improvement to the program, and determining if the program is meeting its safety objective. All files will be maintained IAW the Army Record Information Management System (ARIMS).

Chapter 4

Financial Management

4-1. Program Management Requirements. The Program Manager is responsible for maintaining the IDT Fatigue Management Program account. These duties include:

- a. Forecast program requirements and updating the obligation plan in AFCOS to ensure that allotment is received when required.
- b. Track receipt of Funding Allocation Targets for the program.
- c. Obligate the program's forecasted requirements on a monthly basis via AGKS Form 42 adjusting the DD Form 2406 (Miscellaneous Obligation Document).
- d. Maintain a commitment ledger.
- e. Coordinate with USPFO-ARC-A to ensure timely and accurate obligation/de-obligation of funds.
- f. Review unit requests for funds availability. Upon completion of a training event, review documentation to ensure that available funding was not exceeded or that unauthorized charges were paid for by the government.

4-3. Government Purchase Card Requirements. The Class I Card is the primary method of payment for the program, with a USPFO-S&S Class I GPC or the USPFO-ARC-Exam payment GPC being the alternate methods. Each Class I Cardholder must be appointed in writing by the USPFO, and receive all required GPC training. The approving official for the Class I cardholder and the USPFO-S&S Class I cardholder will have an alternate line of accounting added to their billing accounts. Monthly statement reconciliation must occur by both the cardholder and the approving official:

- a. Cardholder Statement Reconciliation. At the end of the monthly GPC billing cycle, the cardholder will:
 - 1) Verify all charges made in Access online.
 - 2) Dispute any unverified charges with the vendor.

- 3) Reallocate the charges from the default line of accounting to the alternate line of accounting.
 - 4) Approve the statement and inform the approving official that it is ready for his review.
- b.** Approving Official Statement Certification. The cardholder's approving official will then:
- 1) Review the charges approved by the cardholder in Access online.
 - 2) Ensure that all charges were reallocated appropriately.
 - 3) Certify the billing statement for payment.

Appendix A
Internal Control Checklists**A-1. Unit, company, battery, or detachment level.**

- a. Is lodging being requested for only multi-day scheduled IDT unit training events of three periods or more?
- b. Are only eligible Soldiers receiving contract lodging?
- c. Are all sign-in rosters complete with initials of Soldiers that received lodging?
- d. Are only authorized charges being paid for by KSARNG? (no additional charges listed as Soldier responsibility or sales tax, note: occupancy tax is not authorized)
- e. Are any contracts resulting in a direct economic benefit to unit cardholder or unit leadership?
- f. Are there any instances of split purchases?
- g. Are there any instances of contract lodging exceeding the published government rate?
- h. (For Leavenworth and Salina units) Is the unit utilizing government quarters? If not, are Statements of Non-availability on file?
- i. Does the unit have valid Lodging Control Numbers for each request?
- j. Is the unit maintaining files IAW the IDT Fatigue Management Program SOP?
- k. Are Financial Liability Investigations of Property Loss (or Cash Collection / Statement of Charges) for damages assessed to rooms being initiated in a timely manner?
- l. Was double occupancy utilized when possible?
- m. Were Soldiers receiving lodging listed on the unit's DA Form 1379?

A-2. State Program Administrator.

- a. Are Lodging Control Numbers issued for valid training events?
- b. Are only authorized charges being paid for by KSARNG?
- c. Are there any instances of contract lodging exceeding the published government rate?
- d. Are IDT Fatigue Management Program funds being executed within the scope of the program (time, purpose, amount, authorization)?

- e. Is the chain of command notified in cases of units exceeding scope of authority or misuse of program?
- f. Are files maintained IAW the IDT Fatigue Management Program SOP?
- g. Is training for unit cardholders documented?

Appendix B Per Diem Rates

The following are the key metropolitan areas within the state of Kansas. The maximum government lodging rates per night for Kansas localities can not be exceeded. Current lodging rates can be found at <http://www.defensetravel.dod.mil/perdiem/>

- a. Fort Leavenworth (Leavenworth County)
- b. Fort Riley (Geary, Riley, and Pottawatomie Counties)
- c. Manhattan (Riley County)
- d. Kansas City (Johnson and Wyandotte Counties)
- e. Wichita and McConnell AFB (Sedgwick County)
- f. Topeka and Forbes Field (Shawnee County)
- g. All other locations not listed can be found using an area above closest to your location.

Appendix C Forms and Sample Letters

Forms and sample letters used in the IDT Fatigue Management Program are included in this Appendix:

- a. ST-28G Kansas Sales Tax Exemption Certificate (Figure C-1)
- b. AGKS Form 385-1 IDT Fatigue Management Program Roster (Figure C-2)
- c. Sample Request for Lodging Control Number (Figure C-3)
- d. Sample Letter to Hotel (Figure C-4)
- e. IDT Fatigue Management Checklist (Figure C-5)

KANSAS DEPARTMENT OF REVENUE

U.S. GOVERNMENT, FEDERAL AGENCY OR INSTRUMENTALITY EXEMPTION CERTIFICATE

The undersigned purchaser certifies that the tangible personal property or service purchased from:

Seller: _____ Business Name
Address: _____ Street, RR, or P.O.
Box City State Zip + 4

is exempt from Kansas sales and compensating use and transient guest tax for the following reason:

K.A.R. 92-19-77 exempts all direct purchases by the United States, its agencies or instrumentalities for their use, except when federal law provides that a particular agency or instrumentality will be subject to a state's tax laws. To qualify as a direct purchase, each bill, contract or other evidence of the transaction must be made out to the United States, its agency or instrumentality, and payment must be made by a federal check, warrant or voucher.

Description of tangible personal property or services purchased: _____

The undersigned understands and agrees that if the tangible personal property or services are used other than as stated above or for any other purpose that is not exempt from sales, compensating use, or transient guest tax, the undersigned purchaser becomes liable for the tax.

Purchaser: _____ Name of Federal Entity
Address: _____ Street, RR, or P.O.
Box City State Zip + 4
Authorized Signature: _____ Date: _____

THIS CERTIFICATE MUST BE COMPLETED IN ITS ENTIRETY.

WHO MAY USE THIS CERTIFICATE? Any agency or branch of the U.S. Government may use this certificate, such as the U.S. Post Office, Internal Revenue Service, Department of Agriculture, Secret Service, FBI, American Red Cross, Federal Aviation Administration, and all branches of the armed forces. The word "National" or "Federal" in the title of the entity does NOT necessarily mean it is an agency of the federal government. For example, Federal Credit Unions are exempt, but National Banks are not federal agencies and thus are not exempt.

WHAT PURCHASES ARE EXEMPT? Any item of tangible personal property or labor services (except as noted below) may be purchased by the federal government or any of its agencies exempt from sales and transient guest tax with this certificate. If the charges are billed directly to and paid directly by the federal government, the transaction is exempt from Kansas sales tax as a direct purchase.

Sales made to and paid for by an agent, employee, or other representative of the United States, its agencies or instrumentalities are TAXABLE, even when the agent or employee: 1) is on official business on behalf of the U. S. or any federal agency, 2) is on per diem (allowance for daily expenses), 3) is on an expense account, or will otherwise be reimbursed by the federal agency, or 4) has or will receive federal moneys, credits, or other assets to pay for the transaction. For example, a federal employee on per diem must pay sales tax on car rentals, unless using one of the centrally-billed federal credit cards discussed below.

Exception for sleeping room rentals: The rental of sleeping rooms by hotels, motels, accommodation brokers, etc. to the federal government, its agencies, officers or employees is exempt from sales tax when the room rental is made in association with the performance of official federal government duties. This sales tax exemption on indirect purchases by federal employees applies ONLY to the rental of sleeping rooms. Transient guest tax is still due when a federal government employee pays for the sleeping room.

Federal Credit Cards: The General Services Administration (GSA) issues "GSA SmartPay" credit cards to federal employees for official use. Purchases by a federal employee with a "For Official Government Fleet Use Only" or "For Official Government Purchase Use Only" Voyager, VISA, or MasterCard are exempt because these cards are centrally billed to the federal government. Purchases made using a "For Official Government Travel Use Only" VISA or MasterCard are exempt only if the sixth digit of the account number is a 0, 6, 7, 8 or 9; if the sixth digit is 1, 2, 3, or 4, the charge is taxable. Purchases made with a "For Official Government Use Only" MasterCard (an integrated use card) are exempt if the purchase is tangible personal property or fuel, repair services and other items related to vehicles, airplanes and boats. Other purchases, such as travel expenses, are taxable if the sixth digit of the account number is a 1, 2, 3, or 4, and exempt if the sixth digit is 0, 6, 7, 8, or 9. For a more complete discussion of federal credit card transactions, obtain the policy document entitled "Federal Credit Cards." It is available from our offices or from the Policy Information Library on our web site: www.ksrevenue.org.

CONSTRUCTION, REPAIR OR REMODELING PROJECTS. This certificate may also be used to purchase labor services exempt from sales tax. HOWEVER, when the U. S. government or its agencies contracts for the repair, remodeling, or construction of a real property project, it must request and obtain a Project Exemption Certificate from the department so that the contractor (such as a carpenter, electrician, or plumber) may purchase materials for the project exempt from sales tax. In the absence of a Project Exemption Certificate, only the contractor's labor services are exempt as a direct purchase.

RETAINING THIS CERTIFICATE. Sellers should retain a completed copy of this certificate in their records for at least three years from the date of sale. A seller is relieved of liability for the tax if it obtains a completed exemption certificate from a purchaser with which the seller has a recurring business relationship. A certificate need not be renewed or updated when there is a recurring business relationship between the buyer and seller. A recurring business relationship exists when a period of no more than 12 months elapses between sales transactions.

Unit Letterhead:

Lodging Control Number: _____

Address:

POC:

Phone:

Fax:

Page _____ of _____

| # R O O M S | Name of Motel: | | Motel Clerk Contacted: | | | | Date of Reservation: | | | Motel FAX #: Phone: | | |
|----------------------------|----------------|---|------------------------|--------------|--------------------|---------------|----------------------|-----------|--------------------|------------------------|----------------------|----------------------|
| | Room # | Photo ID Required Name: Rank, Last, First, MI | Last 4 digits SSN | HOR Zip Code | Dates Auth From-To | # Nights Auth | M/F Male Female | Room Cost | Gov Cost per Night | Total Gov Cost | Total Cost to Member | Initials At check-in |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |

Unit Commander Signature _____

(UNIT LETTERHEAD)

Office Symbol (385-55)

(DATE)

MEMORANDUM THRU (Higher MSC)

FOR JFHQ-DCSLOG (Attn: IDT Fatigue Management Program Administrator)

SUBJECT: Request for Lodging Control Number

1. Request Lodging Control Number for the following purpose:

a. Training Event: _____ (MUTA 3 or greater or SUTA)

b. Dates: _____

c. Total Number of Rooms Requested: _____

d. Name of Hotel(s): _____

e. Double Occupancy and Individual Room Rate: _____

f. Number of Eligible Soldiers: Male Female

(1) Enlisted (E-1 thru E6) _____ _____

(2) Warrant Officer (W-1 thru W-2) _____ _____

(3) Officer (O-1 thru O2) _____ _____

g. Number of Soldiers Beyond 85 Miles: _____ Beyond 125 Miles: _____

h. Total Cost for Training Event: _____

2. I have reviewed the list of eligible Soldiers and certify that they reside beyond 85 miles from their unit of record and are required to attend all days of this training event. I will ensure that Soldiers are fully briefed on their responsibilities under this program.

3. The method of payment will be (circle appropriate method):

(if less than \$3000) Unit Class I GPC Unit Class I Cardholder

Name _____

(if \$3000 or more) USPFO GPC (DA Form 3953 attached)

4. Unit POC for this request is:

5. Remarks:

COMMANDER's NAME
RANK, BR, KSARNG
Commanding

Figure C-3. Sample Request for Lodging Control Number

(UNIT LETTERHEAD)

DATE

Dear Hotel Manager,

The Kansas Army National Guard (KSARNG) is initiating a program to provide hotel rooms to Soldiers that must travel to their armory in order to attend training. We are interested in arranging for a block of rooms with your establishment for one or more weekends. There are some requirements that the KSARNG has under this program and are explained below:

Rooms provided must meet the published government rate for your area. Your establishment must accept Visa payment. Sales tax must be exempted (unit can provide a tax exempt certificate for your files). The KSARNG will only pay for the base room rate; any additional charges for movies, telephone or internet service, food, etc. must be paid by the individual Soldiers upon checkout (if your establishment has the ability to put a "block" on such charges unless paid for in cash by the individual, that would be an ideal way to ensure that all charges are taken care of).

Prior to the training, a unit representative will coordinate with you and make the room reservations. The KSARNG will only pay for those rooms coordinated for by this representative and will not pay for reservations made by individual Soldiers. We must have the option of canceling one or more rooms on the day of arrival, but will contact you no later than 12:00 noon on that day to do so.

We hope that we can come to a satisfactory arrangement whereby our long-distance commuting Soldiers can have a safe and comfortable place to rest while here in our community on training. The unit representative is _____ and can be reached at _____. I thank you for your continued support of the Kansas Army National Guard.

COMMANDER
RANK, BR, KSARNG
Commander

Figure C-4. Sample Letter to Hotels

IDT Fatigue Management Checklist

| CURRENT MONTH | |
|--|---|
| Lodging Control Number | <input style="width: 100%;" type="text"/> |
| Unit: _____ | |
| Unit _____ | |
| Location: _____ | |
| City/Town where IDT Fatigue Management was provided: _____ | |
| Name of Hotel/Motel: _____ | |
| 1. Documentation Attached: | |
| A. Were the initials of each soldier receiving lodging on the 385-1? | <input style="width: 100%;" type="text"/> |
| B. Did each soldier who signed the 385-1 list the last four of their SS and Zip Code #? | <input style="width: 100%;" type="text"/> |
| C. Did the Unit Commander sign the 385-1? | <input style="width: 100%;" type="text"/> |
| 2. Did each soldier who received IDT Fatigue Management meet the criteria for lodging? | <input style="width: 100%;" type="text"/> |
| If not, submit a memo describing reason(s) for deviation. | |
| 3. Is the signed copy of unit DA 1379 and/or all certified 680-1 attached? | <input style="width: 100%;" type="text"/> |
| 4. Is a copy of the hotel/motel statement attached? | <input style="width: 100%;" type="text"/> |
| A. Does the hotel receipt include a signed GPC receipt, the total amount paid and the last 4 numbers of the credit card used? | <input style="width: 100%;" type="text"/> |
| B. Is a copy of each individual's bill (to include name of the individual) included? | <input style="width: 100%;" type="text"/> |
| 5. Total number of paid IDT Fatigue Management nights. | <input style="width: 100%;" type="text"/> |
| 6. Total Number of IDT Fatigue Management nights paid but not used. | <input style="width: 100%;" type="text"/> |
| MEMO from AO or CDR required as to the reason rooms not used. | |
| NEXT MONTHS LODGING CONTROL NUMBER REQUEST | |
| Lodging Control Number requested for (DATES) _____. | |
| A. Number of IDT Fatigue Management nights needed. | <input style="width: 100%;" type="text"/> |
| B. Location of lodging. | <input style="width: 100%;" type="text"/> |
| C. Room cost per night. | <input style="width: 100%;" type="text"/> |
| D. Estimated IDT Fatigue Management cost. Number of rooms requested () multiplied by room cost () = \$ _____. | |
| E. Verified mileage from HOR zip code to armory of each Soldier being requested for lodging qualifies per KS IDT Fatigue Management SOP. | <input style="width: 100%;" type="text"/> |
| PRIOR MONTH | |
| I verified that purchases were REALLOCATED to the IDT Fatigue Management account for the month of _____ on _____. | |
| (in order to validate Include copy of the IMPAC CARD "Cardholder Full Transaction Detail Report".) | |
| _____ Signature | _____ Date |
| _____ Print Name | |
| <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 15px; background-color: #cccccc; margin-right: 5px;"></div> Boxes shaded gray should be answered Yes or No. </div> | |

Figure C-5. IDT Fatigue Management Checklist

Appendix D Special Abbreviations and Terms

Terms and abbreviations used in the IDT Fatigue Management Program are included in this Appendix:

Access Online. The web-based system used to track purchases, review purchases, and approve monthly statements. This system can be accessed at: <https://access.usbank.com/cpsApp1/index.jsp>.

Additional Charges. Charges incurred by an individual above and beyond the base room rate. These include, but are not limited to, additional guest charges, in-room movies, local telephone service access fees, long distance telephone charges, food, laundry services, and internet access fees, assessed damages to rooms or room furnishings. Also included are any taxes associated with these charges or services above the base room rate. These charges are the individual's responsibility to pay and will be settled with the hotel upon checkout.

Additional Flight Training Periods (AFTP). Authorized training for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness.

Alternate Line of Accounting. An additional accounting classification assigned to a GPC Cardholder's account. This line of accounting is different from the Default Line of Accounting and will be used to charge hotel bills incurred in the execution of this program. The cardholder must reallocate hotel charges to this line of accounting during monthly statement reconciliation in the Access Online system.

Approving Official. The Approving Official (may also be referred to as the Billing Official) is the GPC Cardholder's immediate supervisor and is appointed in writing by the USPFO. The Approving Official is responsible for reviewing the cardholder's monthly statement and ensuring that purchases are made IAW agency regulations. The Approving Official shall enforce the provisions of this program and initiate administrative and disciplinary procedures for misuse of the card.

Cardholder. The individual to whom a GPC is issued. The card bears this individual's name and may only be used by this individual to pay for authorized purchases.

Commuting Distance. The distance between a Soldier's HOR and Unit of Record. For the purposes of this program, this distance is less than 85 miles as determined by the Defense Table of Official Distances (DTOD).

Contracting Officer Representative (COR). For the purposes of this program, the GPC Cardholder coordinating lodging arrangements with local vendors are considered CORs. A COR has the ability to enter into agreements and make reservations with hotels within their Scope of Authority. A COR may be held liable for charges incurred as a result of exceeding the scope of authority.

DA Form 1379. The record of drill attendance and status for assigned and attached personnel usually prepared by the Readiness NCO and reviewed by 1SG and commander prior to the end of drill weekend.

Default Line of Accounting. The standard line of accounting assigned to a GPC Cardholder's account. All purchases made with the card automatically default to this line of accounting. Purchases incurred that are not to be charged to the default line of accounting must be manually reallocated to an alternate line of accounting. For purposes of this program, the default line of accounting is for Class I (IDT Subsistence) charges; *Lodging cost does not fall under this default.*

Defense Table of Official Distances (DTOD). The DoD standard source for worldwide distance information used for computing distance between cities. The table can be accessed at: <https://dtod.sddc.army.mil/default.aspx>.

Direct Economic Benefit. A monetary or economic benefit that a government official would receive if an immediate family member were awarded a government contract. CORs are prohibited from contracting with a vendor if they would receive a direct economic benefit (i.e., a cardholder cannot utilize a hotel if he or his spouse owned or was part owner of the hotel).

Double Occupancy. Two people in one hotel or motel room.

Duty Station. The location of a Soldier's Unit of Record (the place at which the Soldier is assigned for regular duty or in the case of attachment, performs regular duty). Permanent Duty Station (PDS) and Home Station (HS) also fall under this definition.

Duty Status. The legal pay status that a Soldier is in at the time of performing duty. Duty statuses are IDT, AGR, AT, ADSW, AT, FTNGD.

Entitlement. The legal right to receive items of pay and/or allowances. Lodging provided under this program is not an entitlement.

Financial Liability Investigation of Property Loss (FLIPL). Process used to determine liability for damaged or lost government owned or leased equipment or facilities.

Government Purchase Card (GPC). (Also referred to as IMPAC Card) The GSA SmartPay system contractor-issued card used for purchasing goods and services for unit use. The GPC will be the primary method of payment for rooms contracted under this program.

Government Travel Card (GTC). The GSA SmartPay system contractor-issued card used by individuals in a travel status for the purpose of procuring transportation and other authorized travel-related services. Soldiers will not use their individual GTC for any expenses (including additional charges) under this program.

Home of Record (HOR). The permanent physical address where a Soldier primarily resides. For the purposes of this program, Home of Selection or HOR at the time of entry onto active duty do not fall into this definition. PO Boxes, unit addresses, or dependent's/relative's residences will not be considered HOR in this program.

Inactive Duty Training (IDT). Training or duty other than active duty performed by National Guard Soldiers that includes Unit Training Assemblies, and training or other duty the Soldier is required to perform such as Equivalent Training, Additional Flying Training Periods, Civil Disturbance Training, or Simulations Training.

Lodging Control Number (LCN). Tracking number assigned to a unit requesting lodging for eligible Soldiers under this program. Receipt of a LCN is the authorization from the Program Administrator for the cardholder to pay for the requirements listed in the initial request. Cardholders that contract and pay for lodging without receiving a LCN may be held liable for the charges.

Multiple Unit Training Assembly (MUTA): A training assembly that consists of more than one four hour session. For example, a MUTA-4 consists of at least eight hours training on Saturday and Sunday, for a total of 16 or more hours of training.

Permanent Change of Station (PCS). The assignment, detail, or transfer of a Soldier to a different duty station under competent orders, which neither specify the duty as temporary, nor provided for further assignment to a new station, nor direct return to the old station.

Per Diem Rate (also referred to as Government Rate). The per diem allowance is a daily payment for expenses for lodging, meals, and related incidental expenses. For the purposes of this program, the Per Diem Rate refers to the maximum published rate for lodging, based on location, which a vendor may charge under the government rate. A vendor is not obligated to provide rooms to the government for this reduced rate. A COR's scope of authority does not exceed the Per Diem Rate. This rate varies from location to location and can be accessed at: <http://www.defensetravel.dod.mil/perdiem/>. (FY09 Kansas Rates are found in Appendix B)

Program Administrator (PA). The state-level IDT Fatigue Management Program correspondent and administrative liaison to KSARNG units.

Program Manager (PM). The state-level funds manager of the IDT Fatigue Management Program.

Program Officer In Charge (POIC). Maintains Oversight of the IDT Fatigue Management Program at the state level.

Quarters. For the purpose of this program, two types of quarters are referred to:

a. Government Quarters. Government owned and operated (to include those using Non-Appropriated Funds). These include RCSD Barracks at Ft Riley, Hoge Hall at Ft Leavenworth, and Nickel Barracks at the Kansas Training Center in Salina.

b. Funded Quarters (also referred to as contract lodging or funded lodging). Lodgings or other quarters obtained by US Government contract. These include commercial hotels or dormitories paid for by contract or GPC.

Readiness Management Period (RMP): RMPs are intended for use by drilling members who are not military technicians to support the following functions in preparing their unit for training: the ongoing day-to-day operation of the unit; accomplishing unit administration; training preparation; support activities; and maintenance.

Reallocation. The process used by the GPC cardholder or approving official in Access Online of changing the accounting classification of a purchase from the default line of accounting to an alternate line of accounting.

Recruit Sustainment Program (RSP). Centralized KSARNG training program for pre-Initial Entry Training Soldiers during IDT.

Scheduled Unit Training. Unit training that is scheduled and approved by DCSOPS as part of the unit Yearly Training Plan. Even though there are numerous types of unit training performed on IDT (i.e., AFTP, RMP), for the purposes of this program, scheduled unit training refers only to Multiple Unit Training Assemblies (MUTA) and Split Unit Training Assemblies (SUTA)

Scope of Authority. The authority granted to a COR to enter into agreements or contracts with commercial vendors that bind the government. CORs under this program have a limited scope of authority to contract lodging. This scope is:

- a. The individual room rate must not exceed the published government rate and,
- b. Contract lodging cannot be used for individuals not specifically eligible under the program.

Statement. The statement of account is a monthly listing of all payments authorized for purchases and credits made by the cardholder and billed by the vendor.

Statement of Non-availability (SNA). Written letter or control number issued to a unit representative or individual by a representative of government owned quarters/housing office when no government quarters are available for use.

Split Purchase. A purchase of a single item or service from a single vendor that is split into multiple payments on the GPC. This practice is prohibited and most often occurs when the total purchase price exceeds the \$3000 single purchase limit.

Split Unit Training Assembly (SUTA): Training assembly scheduled for a time other than base UTA weekend.

Taxes. Tax authorized by local or state government that is assessed either by percentage or by flat-rate on an item or service and that is payable to the vendor at time of sale. For the purpose of this program, taxes will generally fall into two categories:

- a. Sales Tax. Tax paid into the governmental entity's general revenue fund. The federal government is exempt from paying any sales tax. However, additional charges incurred by a Soldier are taxable and must be paid by the individual Soldier.

b. Occupancy Tax. (May also be referred to as a bed tax or transient guest tax). Tax paid into a fund specifically for the promotion of tourism and travel for the local area. GPC's are exempt from this tax.

Travel Status. The status a Soldier is in when traveling on official orders. Soldiers attending scheduled unit training at their duty station is not in travel status.

Vendor. The provider of commercial items or services (a hotel may be referred to as a vendor).

Unit: Generic term for company, battery or detachment sized elements.

Unit Training Assembly (UTA): Unit training assembly of not less than four hours.