



SECDELBAYINST 1110.1A
OCT 23 2006

SECTOR DELAWARE BAY INSTRUCTION 1110.1A

Subj: RESERVE IDT BERTHING PROCEDURES

Ref: (a) Reserve Policy Manual, COMDTINST M1000.28A

1. PURPOSE. This instruction outlines policies and procedures for submitting requests for reserve IDT berthing for members assigned to Sector Delaware Bay's AOR. The contents of reference (a), will govern any situations not specifically identified within this instruction.
2. ACTION. Department Heads, Division Chiefs, and all assigned supervisors shall ensure compliance with the provisions of this instruction and reference (a).
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
5. FORMS/REPORTS.
 - a. E-mail to D05-SG-SecDelBay-ResAdmin@uscg.mil
6. SUBMISSION SCHEDULE. The following is the submission schedule for reserve berthing requests IAW reference (a):
 - (a) Requests will be submitted 15 days prior to start of Duty.
 - (b) Requests submitted less than 8 days from the IDT date will be denied.

DISTRIBUTION – SDL No.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A									3			2		1													
B																											
C	1				1				5														2		1		
D				2																							
E								1			1		1					2	6								
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NON-STANDARD DISTRIBUTION:

7. PROCESS FOR REQUESTING RESERVE IDT BERTHING.

- a. Submit all IDT berthing requests to Sector Admin at the following email address D05-SG-SecDelBay-ResAdmin@uscg.mil. Specific dates you will Check-In and Check-Out of the hotel must be provided, as well as, your name, address, phone number, and employee ID number.
- b. All changes to existing reservations must be made through D05-SG-SecDelBay-ResAdmin@uscg.mil immediately if changes are necessary. **DO NOT PROVIDE YOUR PERSONAL CREDIT CARD OR GOVERNMENT CREDIT CARD FOR PAYMENT.**
- c. Notify D05-SG-SecDelBay-ResAdmin@uscg.mil of any last minute cancellations. Members who need to cancel at the last minute will call the hotel directly and must also notify D05-SG-SecDelBay-ResAdmin@uscg.mil as soon as possible. More than two (2) “No Shows” in a 12 month period could result in suspension of berthing privileges.

8. CONCLUSION.

- a. Contract IDT berthing is a privilege subject to funds availability. Contract berthing is not an entitlement and funds may not be available for all IDT berthing requests.
- b. Members who arrange their own IDT berthing will not be reimbursed.
- c. Officers and Enlisted will be berthed separately.
- d. Per Chapter 2-B of reference (a), when using commercial berthing, two members shall be assigned to each room. Berthing is provided for the member only, not their dependents.
- e. Berthing will only be provided at a Reservists parent command or designated place of duty.
- f. Violations of these guidelines could result in the suspension of berthing privileges for 12 months.
- g. Per reference (a), members must meet one of the following criteria to be eligible for IDT berthing:
 1. Travel more than **55 miles** (straight line) to IDT site to perform multiple drills or RMP's (Readiness Management Periods)
 2. Are required to leave home before 0545 to report for duty.
 3. Member cannot arrive home prior to 2100, when completing duty.



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