

# Berthing FAQ's

## Who is authorized berthing?

The Reserve Policy Manual, chapter 2.G, explains the policy regarding IDT berthing.

Currently in the Fifth District, Dxr will normally authorize IDT berthing for the following situations:

- Reserve members who perform multiple drills and live between 50-100 miles will receive berthing the night between multiple drill dates.
- Reserve members who live more than 100 miles from their normal drill site may receive berthing the night before the first multiple day duty.

## What is the process?

1. Member must enter IDT drill dates in Direct Access.
2. Member must request IDT berthing a **minimum of 30** calendar days before their scheduled check in date.
3. Access the IDT berthing link <https://einvitations.afit.edu/inv/anim.cfm?i=364893&k=016746017254>.
4. Once member has clicked "submit" for their berthing request on the E-invitations website, the member should save their confirmation page. If completing the request via mobile phone, follow these steps:
  - a. I phone:
    - Select '[Click here to print confirmation page.](#)' The confirmation page will contain the required info entered on the request.
    - Select '[Click here to view as PDF](#)' at the bottom of page.
    - Once it appears as a PDF, touch the screen and open in "ibooks." Once opened in the "ibooks" it will automatically be saved in the app.
  - b. Android:
    - Select '[Click here to print confirmation page.](#)' The confirmation page will contain the required info entered on the request.
    - Select '[Click here to view as PDF](#)' at the bottom of page.
    - Once it appears as PDF, us "send to" function to save in "Kindle."
    - Also can be found in "My Files" > Downloaded.
5. If completing on a computer, member can print confirmation page or email to personal email.
6. Berthing arrangements will be made by the D5 Reserve Berthing Staff.
7. Member will receive an email with their hotel confirmation and information within 5 days of their requested check in date. \*\*\*If member does not receive hotel confirmation, it is their responsibility to contact the D5 Berthing Staff in order to ensure berthing is secured. \*\*\* Failure to contact the D5 Berthing Staff may result in berthing not being acquired.
8. Member will be required to show I.D. when checking into hotel.
9. Member will sign and forward a LEDGIBLE copy of their invoice to [D05-SMB-RESERVEBERTHING@USCG.MIL](mailto:D05-SMB-RESERVEBERTHING@USCG.MIL) upon checkout.

## Additional Information:

- Confirmation pages may also be saved by taking a screenshot on your mobile phone, or sending it to yourself via email as an attachment.
- **\*\*PLEASE NOTE\*\***--- If you "save the date" to an OUTLOOK calendar, it will reflect 30SEP2018. This allows us to keep the link open through the whole fiscal year.

- If the need to modify and already submitted berthing request arises, the member must do so 30 days before their scheduled check in date.
- The member will need to email [D05-SMB-RESERVEBERTHING@USCG.MIL](mailto:D05-SMB-RESERVEBERTHING@USCG.MIL) the original confirmation page of the request that needs to be deleted.
- The member will then submit a new request via the berthing link for the correct dates.
- If members need to cancel their berthing request, they must do so at least 48 hours before their scheduled check in date in order to avoid late cancellation fees. The ONLY exception will be due to extreme circumstances such as illness or injury.
- Please do not contact the DXR staff with questions regarding directions, train stations, and other area specific information. We are not familiar with your AOR.

## **IDT Berthing Frequently Asked Questions:**

### **How do I make a proper request?**

All berthing requests must be received 30 days prior to the requested berthing start date. Berthing start date must be the same as the 1st IDT duty date or the night prior for those who are authorized. LATE REQUESTS WILL BE DENIED.

### **How/when will I know about my berthing arrangements?**

Member will receive an email with their hotel confirmation and information within 5 business days of their check in. If member has not received hotel confirmation within 5 business days of requested check in date, it is the member's responsibility to contact the berthing staff and inquire about berthing arrangements. Failure to contact the berthing staff may result in berthing not being acquired.

### **What should I do if I cannot drill for the time I requested?**

Member is to notify the D5 Reserve Berthing staff of any changes in schedule ASAP. Failure to do so in a timely manner could result in a "no show" and/or "late cancellation charge" that the member will be required to pay.

### **How do I properly cancel my request?**

To cancel a reservation received, the member should contact IDT Berthing via [email to:D05-SMB-reserveberthing@uscg.mil](mailto:email to:D05-SMB-reserveberthing@uscg.mil) during M-F duty hours only or (757) 647-2240 (after 1600) immediately to avoid unnecessary charges to the government. This is an important step for members assigned the same room. Members shall not cancel their room on their own. Members who fail to make timely notifications are subject to any costs associated with "no show" events.

### **What will happen if I do not properly cancel my request?**

If a member does not check in to the hotel on the required day, the CG may be charged for a 'No Show'. If this should occur, the command will be notified. If this should occur twice within a one-year period, berthing privileges are subject to suspension for one year. Member is liable for any costs associated with "no show" charged by the hotel. If a member fails to check-in IAW the hotel's policy (usually before midnight), the hotel confirmation becomes void and a "no-show" charge will apply. Make sure you contact the hotel if a late arrival is anticipated to avoid potential charges and the reservation being cancelled.

### **Will I have a roommate?**

Per the Reserve Policy Manual (M1001.28C) **Chapter 2.G.3**, when using commercial berthing, two members shall be assigned to each room. Dxr may place three members in a room together when

budgetary constraints dictate. Separate berthing must be made available for males and females. CGIS agents will only be berthed with other CGIS agents.

### **Can I switch my assigned room that I am given?**

The member is NOT allowed to switch the room assigned to them; doing so may result in denial of berthing.

### **Who is allowed to stay with me in my room?**

Reserve berthing is approved for authorized members only. It is not to be shared with family, friends or non-authorized members. Doing so WILL result in forfeiture of berthing. Expect to have a roommate assigned to your room.

### **What is considered adequate berthing?**

Adequate berthing is defined as furniture that is intended to be slept on. Examples include roll-away cots, sofa beds, pull-out couches and trundles.

### **Am I responsible for any costs when receiving IDT berthing?**

There is no cost to the member(s) for lodging; the Coast Guard pays for your room. However, parking, movies, wi-fi, and other amenities that incur charges are the responsibility of the reservist. Expect the hotel to swipe your personal card in advance IAW the hotel's practices. Any added costs or "no-show" or late cancellation fees assessed and not paid for by the member will result in immediate forfeiture of berthing privileges.

*CG RESERVISTS DO NOT HAVE AUTHORIZATION TO CHARGE THE GOVERNMENT FOR BERTHING.* If you need an extended period on your reservation, please let the D5 Reserve Berthing staff and your unit command know ASAP. If this happens, the member's command will be contacted, appropriate action will be taken and member is subject to any costs associated with this infraction.

### **What are my responsibilities at the conclusion of my lodging?**

All parties who receive hotel lodging must print their name(s) and sign the final copy of the hotel bill (also referred as folio). This completed receipt, with signatures, must be scanned/e-mailed to [D05-SMB-reserveberthing@uscg.mil](mailto:D05-SMB-reserveberthing@uscg.mil). Your signed receipt is required to verify lodging was received by the intended recipients and becomes part of the audit package for that purchase.

### **May I add points to my personal hotel reward membership (HILTON HONORS, etc.), in conjunction with the reservation made by the DXR staff?**

Reservists shall not use their personal hotel reward points programs with a reservation made by DXR. Past infractions of this policy have resulted in hotels applying tax when the member added their Rewards info to an existing DXR reservation, resulting in the appearance that the reservations appears to be made by a private citizen and not the Federal government. Any violations to this policy will be reported to the offending member's Sector Deputy Commander (or equivalent) via the DXR Branch Chief. Moreover, disciplinary and/or administrative action may result, to include recoupment of lodging expenses and the responsible member's loss of berthing privileges.