

# D5 DXR IDT BERTHING POLICY AND PROCEDURES

## Who is authorized berthing?

The Reserve Policy Manual, COMDTINST M1001.28C, 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. This normally applies to members who would have to depart before 0545 to report for duty.

## What is the process for submitting your request?

1. Member enter IDT drill dates in Direct Access at least 30 days before the desired berthing date..
2. Member request IDT berthing a **minimum of 30** calendar days before their requested check-in date. For IDT berthing during the month of September, members shall submit requests NLT 31 July.
3. Access the IDT berthing link <https://einvitations.afit.edu/inv/anim.cfm?i=364893&k=016746017254>. and submit your request. **\*\*Be sure to select the calendar when entering your dates, if you manually enter them, your request will not populate correctly when being filtered in our spreadsheet\*\***
4. Once member has clicked “submit” for their berthing request on the E-invitations website, the member shall save their confirmation page. If completing the request via mobile phone, follow these steps:
  - a. I phone:
    - i. Select '[Click here to print confirmation page.](#)' The confirmation page will contain the required info entered on the request.
    - ii. Select '[Click here to view as PDF](#)' at the bottom of page.
    - iii. 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:
    - i. Select '[Click here to print confirmation page.](#)' The confirmation page will contain the required info entered on the request.
    - ii. Select '[Click here to view as PDF](#)' at the bottom of page.
    - iii. Once it appears as PDF, us “send to” function to save in “Kindle.”
    - iv. Also can be found in “My Files” > Downloaded.
5. If completing on a computer, member can print confirmation page or email to personal email.

Additional information when submitting your request:

- Confirmation pages may also be saved by taking a “screenshot” on your mobile phone, or sending it to yourself via email as an attachment.

9/17/2018

- Once your reservation has been made, 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:

### Note:

Beginning 01 October 2018, the below instructions apply to obtain berthing confirmations.

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

The berthing staff will upload the hotel confirmation pages on the D5 Reserve Force Readiness Branch (dxr) portal page at least 7 calendar days before the members requested check-in date. It is the members' responsibility to check that their berthing arrangements have been secured. If member does not find their reservation on any letter, member must contact the berthing staff **at least 5 days before their requested check-in date**. **\*\*FAILURE TO CONTACT BERTHING STAFF MAY RESULT IN BERTHING NOT BEING PROVIDED. \*\***

Member will access their information by completing the following steps:

1. Access the following link on CG Portal:  
<https://cg.portal.uscg.mil/units/d5/dx/dxr/SitePages/Home.aspx>
2. On the left column, under **LIBRARIES** select "**D5 Berthing Confirmation.**"
3. Select the Berthing Confirmation folder.
4. Find your AOR for your unit.
5. Select the correct month for your requested berthing dates.
6. Find the correct week that your requested check-in date starts. **\*\*NOTE—Berthing weeks are grouped from Monday-Sunday\*\*** If your check-in date falls in the beginning of the month but the week started on the Monday of the previous month, then your confirmation page will be in the previous month's folder.
  - a. EX: If you drilled 01-03 JUN18, that week started 28MAY18 on Monday and goes through 03JUN18 on Sunday. If you checked in on 01JUN, then your confirmation page will be in MAY's folder, Week 4.
7. Once you are in the correct week, look through the documents uploaded and find your name on one of the letters. If you do not find your name the first time, verify that you have the correct week and check again.
8. If you have checked multiple times and do not find your reservation, you must contact the berthing staff to inquire about your lodging.

**\*\*CG Portal does not require VDI access but does require use of your CAC reader. CAC does not work on Mozilla Firefox, but will work with IE or Chrome. DoD certificates may be obtained from <https://militarycac.com> per C4IT guidance; this contains specific instructions for CG users regarding setup and instructions. Mac specific info is available by adding /macnotes.html. Mac owners should also utilize the CAC enabler: PKard for Mac by Thursby.**

**Please contact your RFRS, Admin Supervisor or Admin Support if you have misplaced your CAC or are in need of one to be issued by your command.\*\***

## **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 member. Anticipate the hotel to swipe your personal card at check-in IAW the hotel's practices. **Remember not to use your government charge card** for these incidental charges. (continued next page)

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. It is the member's responsibility to contact the hotel prior to midnight if arriving after midnight in order to avoid potential charges and/or room cancellation.

*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 command know ASAP.

## **What should I do if I need to modify my existing berthing request?**

If the need arises to modify an already submitted request, 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 with dates and inform the staff of the changes that need to be made.

Member shall not submit another request as it creates confusion identifying the correct dates to use. The berthing staff will make the changes in the system based on email received initiating the change.

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

At least **3 days before check-in date:**

- Notify Berthing staff via: [D05-SMB-RESERVEBERTHING@USCG.MIL](mailto:D05-SMB-RESERVEBERTHING@USCG.MIL) with any changes in the reservation.

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

At least **3 days before check-in date:**

- Notify Berthing staff of the dates to cancel via: [D05-SMB-RESERVEBERTHING@USCG.MIL](mailto:D05-SMB-RESERVEBERTHING@USCG.MIL)
- Email must contain separate email approval by (one of the following): member's active duty supervisor, SERA, SRO, RFRS.

Last minute cancellations (**2 days or less**) (i.e. family death SIQ):

- Contact Berthing staff via the duty cell (757-647-2240) and
- Follow up with email submission as noted above with the proper approval email.

Members **SHALL NOT CANCEL** their room on their own. Only D5 Reserve Berthing staff is authorized to cancel or make changes to a reservation.

## **What will happen if I do not properly modify or cancel my berthing per the above scenarios?**

Failure to timely modify or cancel the berthing request could result in a "no-show" and/or "late cancellation fee" that the member will be required to pay.

- Command will be notified.

- Member is required to reimburse hotel for the “no-show” or “late cancellation” fee. Future berthing will not be provided until the member submits proof of payment to the hotel for either of these fees.
- Two “no show” or “late cancellation” charges assessed to a member in a 12-month period will result in suspension of berthing of one year from the last assessment.
- Last minute cancellations not command endorsed are subject to suspension of berthing for one year.

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

Per the Reserve Policy Manual, COMDTINST 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 will result in denial of future berthing.

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

Only reserve members assigned by the berthing staff. Expect to have a roommate assigned to your room. Family or friends are not permitted to occupy the room. Doing so WILL result in forfeiture of berthing.

### **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.

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

- Print name(s) of all occupants on final bill (folio).
- Primary occupant on receipt must sign final bill (folio).
- Either fax (757-295-2098) or scan/email the completed receipt 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. **\*\*YOUR RECEIPT MUST BE LEDGIBLE---PLEASE ENSURE PHOTOS ARE NOT BLURRY IF TAKEN WITH MOBILE PHONE\*\***
- Completed receipts should be submitted to DXR on the day of check-out but NLT 3 days following check-out.

*A second failure to provide completed hotel receipts within the guidelines above will result in loss of berthing for 12 months from the last missed submission deadline.*

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

**Members shall NOT provide 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

9/17/2018

added their Rewards info to an existing DXR reservation, resulting in the appearance that the reservation was 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.