



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 49  
4TH MARINE AIRCRAFT WING  
4401 TEXAS AVENUE  
JOINT BASE MDL, NJ 08640

IN REPLY REFER TO

4000

S4

From: E4 Middleton Isiah M 1538441755 6483  
Rank Last First MI EDIPI MOS  
To: S4, Marine Aircraft Group 49

Subj: COMMERCIAL BILLETING REQUEST/STATEMENT OF UNDERSTANDING IN SUPPORT OF DRILL

Ref: (a) ForO 11000.4  
(b) JTR

1. Dates Requiring Billeting: 04/11/2024 / 04/14/2024 (YYYYMMDD)  
Check-In / Check-Out

2. Unit / Section: MAG 773 / FRC

3. Drill Type: IDT (IDT/RIDT/ATP/ATFP - A separate request is required for each individual drill period/type, noting dates specific to drill type.)

4. Rescheduled Inactive Duty Training (RIDT)/ Additional Training Period (ATP)/ Readiness Management Period (RMP)/ Additional Flight Training Period (AFTP) billeting requires Command approval prior to submitting a billeting request.

5. The Unit Travel Card (UTC) cannot be utilized to support Active Duty for Operational Support (ADOS) or Annual Training (AT) billeting. Department heads will coordinate these billeting requirements with the S4 via separate correspondence.

6. Transportation is the responsibility of the individual Marine and is not provided by the unit. Transportation may be reimbursed under certain circumstances as outlined in reference (b).

7. Submission of billeting request to support each drill period, is due to MAG-49 S4 via email to MAG49JBMDLBILLETING@usmc.mil, no later than (15) calendar days prior to scheduled or Command approved drill period.

8. By signing this request, I certify:

a. I am currently required to travel in excess of 50 miles from my primary residence to my designated HTC. I understand that I have a responsibility to notify this command if my primary residence changes.

b. My acceptance of commercial billeting is voluntary.

c. I agree to satisfactorily perform a minimum of two, four-hour training periods, exclusive of meal hours on the day following utilization of commercial billeting. If, due to scheduling constraints, the unit needs to hold one drill period on a Friday evening, two on Saturday, and one on Sunday morning, then I will be provide commercial billeting both Friday and Saturday nights.

d. I understand that commercial billeting provides for a room only, and I must reimburse the hotel/motel for any charges above basic room rate.

Enclosure (1)

Subj: COMMERCIAL BILLETING REQUEST/STATEMENT OF UNDERSTANDING IN SUPPORT OF  
DRILL

e. I agree to reimburse the Marine Corps for any payments the Marine Corps should make for loss or damage to the billeting establishment caused by my actions or negligence. If collection from me becomes necessary, I consent to repayment of the debt through withholding of pay in accordance with Volume IA, Chapter 50, Paragraph 5001 of the FMR, or agree to pay by money order or cashier's check and DD Form 1131.

f. I understand I must be in a drilling status to rate billeting. This is especially important when scheduling drills over a weekend. If I plan to drill on Friday and then on Monday, I will not rate billeting over the weekend and must support my own travel and lodging accommodations.

g. I understand this request is an obligation of government funds. As such, requests must be preapproved by the Fiscal Officer. Any reservation made or changed by myself is considered an unauthorized commitment of government funds and I will not be reimbursed.

h. I am obligated to either occupy the room provided for me or cancel the reservation through notification to MAG-49 S4, (3) days prior to the scheduled billeting date. Failure to notify MAG-49 S4 by the allotted time will result in a pay checkage.

i. It is my responsibility to provide this written request via email to MAG-49 S4 (15) calendar days prior to my check-in date. If I fail to submit this request by the allotted time, I will be responsible for my own billeting and will not be reimbursed. This is especially important to consider when requesting RIDT.

j. It is my responsibility to ensure accurate check-in and check-out dates are requested. If the wrong information is submitted, it is my responsibility to coordinate with MAG-49 S4 by the deadlines listed above. Failure to do so will result in a pay checkage.

k. I understand that any request submitted with missing information will not be processed.

l. In the event I check into the prescribed hotel and no reservation has been made for me, I will attempt to contact MAG-49 S4 immediately (609-562-8773). If unable to do so, I will then contact Group Duty Officer (GDO) (609-562-8711). The GDO will document the information in the duty log book. I will then seek billeting at that hotel or at the closest available hotel at the current government rate. I will notify MAG-49 S4 immediately the following day. Upon verification by the S4 of the details listed above, I will be reimbursed for the government room rate plus applicable taxes. If my submitted billeting request had multiple nights requested, the S4 may contact the contracted facility to procure a room for the remainder of the drill period. If I fail to follow the steps listed above, I will not be reimbursed.

m. I understand I must sign the billeting roster at the hotel upon check-in and check-out. Failure to do so will result in a pay checkage.

Marine Information:

Gender: Male

Address, Street, Apt.: 38 Cleveland Ave

City State, Zip Code: Newark, NJ 07106

Cell Phone Number: 9735731005

Signature / Date: Isiah Middleton / 2024/03/21 (YYYYMMDD)

S-4 Only:

Date RCVD: \_\_\_\_\_

S-4 Rep: \_\_\_\_\_