

installation housing office before securing temporary lodging at the duty location. If lodging is not available or Soldier is not assigned to an installation, the Soldier must contact Army Lodging Success within 48 hours but no sooner than 45 days prior to orders start date to obtain housing or a statement of nonavailability (SNA). For toll-free reservation services 24/7 contact: 1-866-363-5771; <http://www.lodgingsuccess.com/> or central reservations at 1-800-462-7691 email: centralreservations@redstone.army.mil. With a SNA, the Soldier is authorized 100% of the local per diem rate when orders are for 179 days or less with receipts, however, the authorized per diem rate will be 55% of the local lodging, meals, and incidental per diem rate when the initial orders is for 180 days or more, or if subsequent orders exceeds 179 days within a 12 month period. Lodging Success will attempt to obtain lodging for the Soldier at the duty location no later than 3 working days after the Soldier has contacted Lodging Success. If Lodging Success is unable to obtain lodging during these 3 working days, they will issue an SNA for a temporary period (no longer than 8 days) at 100% per diem until suitable lodging can be obtained. If suitable lodging cannot be obtained, the Soldier will be issued an SNA to substantiate 55% of the local per diem for the remainder of the order.

- k. For Soldiers residing on installations, the per diem rate paid is based on availability of lodging and meals found in the world wide listing W/O official travel Government Quarters found at the following link: <http://www.armymwr.com/portal/travel/lodging/>.
- l. During period of assignment/deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support except Reserve Component promotional authority.
- m. For active duty Soldiers, Basic Allowance for Housing (BAH) is based upon their permanent duty station. For RC Soldiers and retired Soldiers called or ordered to active duty, BAH is based on principal residence when ordered to active duty in a Temporary Duty (TDY) Status. Shipment of HHG and movement of dependents are not authorized in a TDY status.
- n. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel for the monthly payment of accrual travel payment. Care should be taken to keep all required documents to support payments/request for payments. Soldier must submit all ASA(M&RA) waivers and SNAs issued when filing claims. All supporting documents must accompany the final settlement voucher.
- o. Use of leave during this deployment is recommended for all Soldiers. A copy of the leave record will be submitted upon completion of this operation with the final settlement voucher. If unable to take leave during this period of duty, selling back leave, with "no impact", applies only to RC Soldiers. The only option for AC Enlisted Soldiers is a one-time opportunity to sell back leave in excess of 120 days. The days sold back will be "charged" against their current leave balance and count against the 60 day career sell back limit. AC Officers do not have this option.
- p. Additional movement requirements will be completed using amendment orders, order format 401 or 700, as appropriate.
- q. Soldiers will logon to the AKO website at https://www.us.army.mil/portal/portal_home.jhtml and establish an AKO email account.

Format: 401

FOR THE COMMANDER:

* OFFICIAL *
* FT RILEY, KS 66442 *

CARL E. GRIESE
INSTALLATION DEPLOYMENT OFFICER

DISTRIBUTION: 1- Cdr,
1- Cdr, WDMWF0, 0701 CS BN CO F FSC INF BN,