

# OFFICE OF SECURE TRANSPORTATION

## POLICY NUMBER: 1.11B

**TITLE:** Lodging Facilities at Fort Chaffee

**EFFECTIVE DATE:** 11 October 2005

**PURPOSE:** This policy establishes guidelines and responsibilities for the use of the lodging facilities at the Training & Logistics Command (TRALOC) at Fort Chaffee.

**SCOPE:** All Divisions, Branches, and Sections of Office of Secure Transportation (OST) and OST contractors will comply with this policy. The provisions of this policy apply to all travel to Fort Smith, Arkansas, as well as TRALOC.

**PROPONENT:** Office of Mission Operations/Training & Logistics Command

*Revision Notes: Updated organization title, added link to Travel Information, and included firearms and ammunition under Facilities Use Restriction. Reference to federal personnel removed from paragraph 2a. Reference to housing trainers and cadre together removed from paragraph 3(2)(b).*

## POLICY

### 1. General Information

OST constructed lodging facilities at TRALOC to enhance training activities and TRALOC operations, as well as to reduce travel costs. Consistent with our responsibility to accomplish our mission in the most economical and effective manner, the intent of this policy is to ensure that the TRALOC lodging facilities are used to the fullest extent possible. When lodging is available at the TRALOC lodging facility, the maximum lodging-plus per diem allowance shall be reduced to the level of meals and incidental expenses (M&IE) rate for travelers to Fort Smith, Arkansas.

### 2. Responsibilities

- a. All personnel working for OST shall:
  - (1) Determine whether a room is available at the TRALOC lodging facility for the duration of temporary duty (TDY) at Fort Smith, Arkansas. Travel information about TRALOC may be accessed using the following link: [TRALOC Travel Information](#).
  - (2) Include a justification (see Paragraph 3, Exceptions, below) in the Comments section of the employee's travel authorization, if the employee requests authorization for commercial lodging.
  - (3) Comply with the written instructions published by the facility management staff on the care, order, and use of the facility.
- b. Division Directors, Branch Chiefs, and supervisors shall:
  - (1) Ensure compliance with this policy.
  - (2) Authorize use of commercial lodging when appropriate.

### 3. Requirements

- a. Exceptions.
  - (1) An Office Manager may authorize use of commercial lodging at Fort Smith if special circumstances exist that make commercial lodging in the best interest of the government. Examples of such circumstances may include, but are not limited to:

- (a) A room is not available at the TRALOC lodging facility for the duration of the traveler's TDY.
  - (b) Basic amenities such as power, heat/cooling and water, are not available at the TRALOC lodging facility for the duration of the traveler's TDY.
  - (c) A commercial facility is necessary to provide reasonable accommodation to an employee with a disability or special need, in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797(b) and 5 U.S.C. 3102) and 41 C.F.R. Part 301-13.
  - (d) The traveler is an escort for a visiting group (non-OST) and the group is staying in commercial lodging. In this situation, the traveler may stay at the same commercial facility or in the TRALOC facility (subject to the maximum per diem reimbursement rate, unless actual expenses are approved per 41 C.F.R. Part 301-11, Subpart D – Actual Expenses).
  - (e) The traveler is accompanied by a family member.
- (2) Facility Use Restrictions.
- (a) Explosives, incendiary devices, firearms or ammunition will not be permitted in the facilities. No open flames are allowed. This prohibition extends to candles and lighted tobacco products. Cooking in the rooms will be limited to the appliances provided by facility management. No other cooking appliances may be used in the rooms.
  - (b) In the event billeting is not available, commercial lodging is authorized (subject to the maximum per diem reimbursement rate, unless actual expenses are approved per 41 C.F.R. Part 301-11, Subpart D – Actual Expenses).

**OFFICIAL:**



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Office of Secure Transportation