

**CHAPTER 2**  
**PROCEDURES**

**2-1. Criteria.** This program does not cover Soldiers who are performing duty at locations other than their home station, or in any status other than those listed in Chapter 1, paragraph 1-3.

**2-2. Unit Level Coordination.** Soldiers authorized lodging will contact their units to request or cancel reservations. All cancellations are the responsibility of the Soldier.

**2-3. Cancellation Charges.** Soldiers will be responsible for the cost of any room that has not been cancelled in accordance with local procedures. Room charges will be recouped through either a Statement of Charges/Cash Collection or Report of Survey. Soldiers should not pay for these rooms from their own funds.

**2-4. Reserving Rooms.** The authorization roster (Appendix C) will be utilized for reserving rooms and authorizing payment through the Government Purchase Card (GPC) Program.

**a.** Units will make room reservation and develop specific guidance for reservations, which must be reviewed and approved by the NYARNG Safety and Occupational Health Office.

**b.** In the event the lodging costs exceed \$2500.00, a DA Form 3953 "Purchase Request and Commitment" will be prepared and forwarded through MNAV-OS to MNPF-PC at least 60 days prior, when practical, to the lodging requirement.

**c.** Units reserving rooms in the New York City area will include parking charges to their projections, annotate it to Appendix C, forward it to the cardholder and billing official of the charged account.

**2-5. Soldier Participation.** Soldiers participating in this program will be required to complete a survey. This survey is available on GKO. This survey is only available on-line at <https://gko.ngb.army.mil/Login/welcome.aspx>. Soldiers will be required to enter their AKO logon and password to enter the site. Once the site is accessed, locate the "What's Hot" section in the top center of the page, click on the Fatigue Management Survey link, and take the survey by following the listed instructions.

## APPENDIX A

## NYARNG IDT LODGING PROGRAM, TRAVEL DISTANCE CRITERIA

<u>LOCATION</u>	<u>CRITERIA</u>	<u>ADDITIONAL LODGING</u>
AUBURN	50 MILES	120 MILES
BATAVIA	50 MILES	120 MILES
BAYSHORE	50 MILES	120 MILES
BINGHAMTON	50 MILES	120 MILES
BROOKLYN MARCY	50 MILES OR 1 HOUR	120 MILES, 2 ½ HOURS
BROOKLYN BEDFORD	50 MILES OR 1 HOUR	120 MILES, 2 ½ HOURS
BUFFALO CONNECTICUT	50 MILES	120 MILES
BUFFALO MASTEN	50 MILES	120 MILES
CARTHAGE	50 MILES	120 MILES
CAMP SMITH	50 MILES	120 MILES
DUNKIRK	50 MILES	120 MILES
FARMINGDALE	50 MILES	120 MILES
FORT DRUM	50 MILES	120 MILES
FREEPORT	50 MILES	120 MILES
GENESEO	50 MILES	120 MILES
GENEVA	50 MILES	120 MILES
GLENS FALLS	50 MILES	120 MILES
GLOVERSVILLE	50 MILES	120 MILES
HOOSICK FALLS	50 MILES	120 MILES
HORNELL	50 MILES	120 MILES
HORESEHEADS	50 MILES	120 MILES
HUNTINGTON STATION	50 MILES	120 MILES
ITHACA	50 MILES	120 MILES
JAMAICA	50 MILES OR 1 HOUR	120 MILES
JAMESTOWN	50 MILES	120 MILES
KINGSTON	50 MILES	120 MILES
LATHAM	50 MILES	120 MILES
LEEDS	50 MILES	120 MILES
LOCKPORT	50 MILES	120 MILES
MORRISONVILLE	50 MILES	120 MILES

<u>LOCATION</u>	<u>CRITERIA</u>	<u>ADDITIONAL LODGING</u>
NEWBURGH	50 MILES	120 MILES
NEW YORK (LEX AVE)	50 MILES OR 1 HOUR	120 MILES, 2 ½ HOURS
NEW YORK (PARK AVE)	50 MILES	120 MILES
NEW YORK (5 <sup>TH</sup> AVE)	50 MILES OR 1 HOUR	120 MILES
OGDENSBURG	50 MILES OR 1 HOUR	120 MILES, 2 ½ HOURS
OLEAN	50 MILES OR 1 HOUR	120 MILES, 2 ½ HOURS
ORANGEBURG	50 MILES	120 MILES
PATCHOGUE	50 MILES	120 MILES
PEEKSKILL	50 MILES	120 MILES
POUGHKEEPSIE	50 MILES	120 MILES
RIVERHEAD	50 MILES	120 MILES
ROCHESTER (WEIDNER)	50 MILES	120 MILES
ROCHESTER (CULVER)	50 MILES	120 MILES
ROME	50 MILES	120 MILES
RONKONKOMA	50 MILES OR 1 HOUR	120 MILES
SARANAC LAKE	50 MILES	120 MILES
SCHENECTADY	50 MILES	120 MILES
STATEN ISLAND	50 MILES	120 MILES
SYRACUSE	50 MILES	120 MILES
TROY (GLENMORE RD)	50 MILES	120 MILES
TROY (S. LAKE)	50 MILES	120 MILES
UTICA	50 MILES	120 MILES
VALHALLA	50 MILES	120 MILES
WALTON	50 MILES OR 1 HOUR	120 MILES
YONKERS	50 MILES	120 MILES

APPENDIX B

Fatigue Management IDT Lodging Certificate

<b>FATIGUE MANAGEMENT IDT LODGING CERTIFICATE</b>	
<i>Proponent is MNM.</i>	
I CERTIFY THAT I HAVE BEEN BRIEFED ON THE NYARNG FATIGUE MANAGEMENT IDT LODGING PROGRAM AND UNDERSTAND:	
<ul style="list-style-type: none"> <li>• THE PURPOSE OF THIS PROGRAM IS TO REDUCE POV ACCIDENTS ASSOCIATED WITH FATIGUE AND SLEEP DEPRIVATION. THIS PROGRAM IS A BENEFIT AND NOT AN ENTITLEMENT.</li> <li>• THAT I WILL COMPLETE A PROGRAM QUESTIONNAIRE PROVIDED ONLINE AT <a href="http://gko.ngb.army.mil/ARNG/default.aspx">http://gko.ngb.army.mil/ARNG/default.aspx</a>.</li> <li>• THAT I WILL BE REQUIRED TO REIMBURSE THE UNITED STATES FOR THE COST OF ANY ROOM THAT HAS NOT BEEN CANCELED IN ACCORDANCE WITH LOCAL PROCEDURES.</li> <li>• THAT THIS PROGRAM WILL ONLY FUND THE COST OF ROOMS AS OUTLINED IN THE PROGRAM. I WILL BE RESPONSIBLE FOR ALL OTHER EXPENSES TO INCLUDE, BUT NOT LIMITED TO, TELEPHONE CALLS, CABLE AND INTERNET SERVICES, PAY PER VIEW SERVICES, LAUNDRY, MEALS, MINI-BARS, ROOM SERVICE, AND ANY TAXES ASSOCIATED WITH THESE SERVICES. I WILL ALSO BE RESPONSIBLE FOR EXPENSES OR COSTS INCURRED FROM DAMAGE TO THESE ROOMS. I ALSO UNDERSTAND THAT VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION, AS WELL AS REVOCATION OF THESE PRIVILEGES.</li> <li>• THAT I MAY BE REMOVED FROM THIS PROGRAM AT ANY TIME FOR FAILURE TO COMPLY WITH THE PROVISIONS OF THIS PROGRAM.</li> </ul>	
_____	_____
SOLDIER'S PRINTED NAME AND RANK:	SOLDIER'S SIGNATURE
_____	_____
COMMANDER'S SIGNATURE:	DATE:
_____	_____
NYARNG FORM 385-10, 31 MAY 2006. Authority is NYARNG Reg 385-10.	