

# CNIC Navy Lodging Program

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## Navy Gateway Inns & Suites Assignment Priority and Availability

**\*First priority government lodging use for official military travelers in a TDY status is Navy Gateway Inns & Suites (NGIS). When lodging is not available at NGIS, NGIS will assist traveler with lodging accommodations or issue a Certificate of Non-Availability (CNA).**

**\*Guest may call 1-877-NAVYBED (628-9233) for assistance.**

## Certificate of Non-Availability procedures:

- a. Provide a CNA to personnel that are ordered to the installation. CNAs will not be issued to personnel ordered to a city vice an installation or command.
- b. CNAs will not be backdated or issued to personnel who did not attempt to make reservations with NGIS.
- c. Once a CNA is issued, the member has no requirement to check lodging availability at a later date during the TDY period. If their stay is extended past the original departure date, a second CNA is not required. The traveler may continue to check for availability at NGIS and are welcome to move to the NGIS property if there is availability.
- d. CNAs will not be issued for the sole purpose of accommodating family members, pets or smoking preferences, or rooms without kitchenettes, while a member is TDY, Temporary Duty under Instruction (TEMDUINS) or Active Duty Training (ACDUTRA).
- e. DoD military travelers are not required to obtain a paper CNA for reimbursement of their travel expenses. However, they are required to obtain a CNA number for reimbursement of their travel expenses. A CNA number is assigned and provided to the traveler from NGIS after entering all guest information into the PMS.
- f. DoD civilians may not be directed or required to use government lodging, nor may lodging reimbursement simply be limited to the government lodging. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for government lodging availability and are encouraged to use those lodging facilities when TDY to a military installation.