

# Navy Lodging Program



## **NAVY GATEWAY INNS & SUITES** **LODGING PATRON ELIGIBILITY**

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***Temporary Duty personnel are required to use on base government lodging when directed by their Command. Within each lodging priority, reservations and assignments are made on a first come, first serve basis without regard to rank or grade.***

**OCONUS locations may have local installation policies due to the Status of Forces Agreement (SOFA) for that area. Guests traveling to an OCONUS location are encouraged to check the local installation for eligibility requirements prior to arrival.**

#### **1. Priority 1 (Official Duty Traveler)**

- Armed Forces active duty members on TDY and their family members (includes foster children, au pairs and foreign exchange students) or family members alone
- Armed Forces active duty members, who are single and non-primary custodial parents, during custodial or other visitation periods with minor dependent children authorized to make reservations up to ten days prior to stay (PDUSD(P&R)) memo signed March 3, 2008
- Armed Forces family members on medical TDY orders
- Armed Forces active duty members on PCS and their family members (includes foster children, au pairs and foreign exchange students) or family members alone when the Navy Lodge is not available.

#### **Priority lodging for PCS travelers is Navy Lodge**

- Families, relatives, guests of hospitalized Armed Forces members or their family members
- Honorably discharged veterans with 100% Service-connected disability and the involuntary separated members under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) programs for two years after separation
- Medal of Honor Recipients
- Reserve Component members on a special tour of active duty or on active duty for training and during periods of scheduled inactive duty training at an installation
- U.S. DoD civilians (both APF and NAF) on TDY
- U.S. DoD civilians (both APF and NAF) on PCS and their family members or family members alone outside the Continental United States (OCONUS) when the Navy Lodge is not available
- DoD sponsored foreign nationals on travel orders
- Guests of the Armed Forces as determined by the Commanding Officer
- Government Contractor Employees identified as a "Guest of the Armed Forces" Priority 1 Official Duty Traveler with a "Contractor Letter of Identification" stating that the lodging requirement is connected to contract performance.

#### **2. Priority 2 (Non-Duty Traveler - Leisure)**

- Active and retired Armed Forces and Reserve Component members in a non-duty status and their family members. \*Exception where Status of Forces Agreement takes precedence
- U.S. DoD civilians (both APF and NAF) on PCS and their family members in the Continental United States (CONUS) .
- U.S. DoD civilians (both APF and NAF) in a non-duty status and their accompanying family members
- Non-military uniformed personnel of the U.S. Public Health Service and National Oceanic and Atmospheric Administration, and foreign military personnel in a duty status, when authorized by the Commanding Officer
- Armed Forces retirees who retired from active duty and their family members. Retired Reserve Component members with pay and retired without pay and their family members
- Un-remarried surviving spouses of personnel who died while on active duty or while in retired status and un-remarried former spouses who were married to military members for at least 20 years while the military member was on active duty to the Armed Forces
- Relatives and guests of Armed Forces members assigned to the installation

#### **3. Washington Navy Yard Visiting Flag Quarters**

- Available for travelers in the grade of 0-7 and above ONLY

**4. Base Access:** A lodging reservation does NOT guarantee base access. Base access restrictions may apply. Please contact the Pass and ID Office prior to your arrival for access requirements.

