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COMMANDER-IN-CHIEF

**STATE OF MARYLAND**  
**MILITARY DEPARTMENT**  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288

TIMOTHY E. GOWEN  
MAJOR GENERAL  
THE ADJUTANT GENERAL

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02 June 2020

MEMORANDUM FOR

Commander, Maryland Army National Guard  
Commander, Maryland Air National Guard  
Commander, Maryland Defense Force  
Director, Maryland National Guard Joint Staff

SUBJECT: Maryland Military Department (MMD) Directive 20-001 - State Active Duty (SAD) Lodging

1. References.

- a. Maryland Board of Public Works, Subtitle 02 Business Administration, 23.03.01: Standard Travel Regulations
- b. Annotated Code of Maryland. Public Safety. §13-702 Militia in State Active Duty and §13-406 Compensation for National Guard Ordered Out for State Active Duty or Training
- c. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 26 Sep 2017
- d. The Joint Travel Regulations (JTR), Uniformed Service Members and DOD Employees, 1 Apr 2019
- e. PPOM-18-004, Policy for ARNG Members Performing ADOS Reserve Component (RC) Duty under the Authority of Title 10, 6 Mar 2018
- f. National Guard Regulation 600-5, 21 Sep 2015
- g. National Guard Bureau NGB-ARH Memorandum dated 5 Sep 2006, SUBJECT: Policy for Title 32 ARNG AGR Soldiers Performing State Active Duty

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2. Purpose. The purpose of this directive is to establish policy, prescribe procedure, and assign responsibility for the lodging of Maryland National Guard (MDNG) members during periods of SAD.

3. Applicability. This directive applies to all MDNG units and members (Maryland Military Department (MMD), Maryland Army National Guard (MDARNG), Maryland Air National Guard (MDANG) and Maryland Defense Force (MDDF)) during periods of SAD.

4. Lodging During SAD.

a. State Funding. It is the policy of this agency that lodging of MDNG members during periods of SAD will be accomplished at the minimum cost necessary for achieving the success of the mission, in order to conserve limited state resources. Therefore, MDNG facilities will be utilized to the maximum extent possible for lodging of MDNG members during periods of SAD. MMD will procure and pay for lodging only when required to protect the health and safety of MDNG members and/or the general public, or for instances of operational necessity as approved by the MDNG Adjutant General or the MMD Chief of Staff.

b. Eligibility for State Procured Lodging. Maryland State law provides that MDNG members on SAD orders are state employees and will receive the same allowances and per diem as they would while on duty with the US Army or Air Force, based on their federal military pay grade and time in service. Only, MDNG members on SAD orders whose home of record (HOR) exceeds the commuting distance of fifty (50) miles or one way 1 hour drive time from their SAD duty location are eligible to stay in lodging procured by the state. If lodging is required for members living within 50 miles or 1 hour one way drive time, authorization must be obtained through the unit chain of command to MDNG J4 to MMD for approval, via email, prior to the date of occupancy of the lodging. If authorization is granted, occupancy will be permitted on a short term basis only.

c. SAD Basic Allowance for Housing (BAH). Federal BAH Type II, also known as BAH Reserve Component/Transient (BAH RC/T) is paid to MDNG members when on federal active duty orders for 30 days or less. The BAH Type II amount is determined based on the national average for housing. For MDNG members on SAD orders, SAD BAH is paid at the BAH Type II rate on a daily prorated basis. There is no impact to the SAD BAH paid to an eligible MDNG member in SAD status who is authorized to stay in lodging procured by the state.

d. SAD Basic Allowance for Subsistence (BAS). Federal BAS is a monthly allowance paid to MDNG members while on federal active duty orders to defray a portion of the cost of subsistence, essentially food cost. SAD BAS is paid to MDNG members on

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SAD orders at the Federal BAS rate on a daily prorated basis. There is no impact to the SAD BAS allowance for an eligible MDNG member on SAD orders who is authorized and stays in state procured lodging, except in instances where meals procured by the state are provided to that MDNG member. On days of SAD when state procured meals are provided, the MDNG member is not eligible for SAD BAS.

e. MDNG Excepted Technicians. MDNG excepted technicians are not state employees and will not stay in lodging or consume meals procured with state funds, unless they are placed on SAD orders (in technician leave or Leave without Pay status), regardless of their SAD mission support status. MDNG Excepted technicians not on SAD orders are financially responsible for the cost of any stay in commercial lodging during periods of SAD, and shall register as individuals and pay their bills directly to the lodging vendor.

f. MDNG Members in Federal Military Pay Status. MDNG members in federal military pay status: Active Guard Reserve (AGR), Annual Training (AT), Active Duty for Training (ADT), Active Duty Operational Support (ADOS) or Inactive Duty Training (IDT) are not state employees and are not authorized to stay in lodging or consume meals procured with state funds, regardless of their SAD mission support status. MDNG members in any federal military pay status who stay in lodging during periods of SAD, regardless of their SAD mission support role, are financially responsible for the cost of such stay, and will register as individuals with and pay their bills directly to the lodging vendor.

5. Lodging Requests and Accountability. MDNG units will lodge in MDNG facilities to the greatest extent possible during periods of SAD. Proper coordination will be made for requesting the use of barracks facilities on MDNG Training Sites. When health or safety issues require it, MDNG units will utilize established logistics channels to request MMD procurement of lodging and report their lodging accountability during periods of SAD in accordance with the following procedures.

a. Room Occupancy. MDNG personnel on SAD orders in lodging procured with state funds will utilize double occupancy in rooms, defined as two beds with two personnel of the same gender staying in the same room. Double hotel room occupancy will be enforced, as a state cost saving measure, to the maximum extent possible. Single room occupancy is authorized only when there is an odd number of MDNG personnel requiring lodging, to separate male and female personnel, separate officer and enlisted personnel, and for health protection of the force as determined by the MDNG State Surgeon. Additionally, unit commanders, Command Sergeant Majors, and First Sergeants are authorized single occupancy rooms. At no time will males/females share a double occupancy room, with the exception of married couples with consent of the unit commander.

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b. Unit Lodging Requests. All MDNG units will utilize the "MMD SAD Lodging Request Form" for all lodging procurement requests during SAD. The form will be completed in its entirety by each unit requesting lodging procurement for any assigned members on SAD orders who are checking into or out of state procured lodging. Both the check in and check out dates on the form will be completed so that accurate, cost effective lodging procurement can be accomplished. Completed request forms will be submitted daily through unit logistics channels to MDNG J4 so as to be received by the MMD Procurement Officer no later than 1100 hours on the day prior to MDNG member check in or check out of state procured lodging. The MMD Procurement Officer will procure and confirm lodging to MDNG J4 based on completed request forms received by 1100 hours daily. Lodging will not be procured without a completed request form being submitted to the MMD Procurement Officer. MDNG members are not authorized to check into state procured lodging without confirmation of lodging from the MMD Procurement Officer. The use of MDNG Sharepoint sites or other methods of collecting lodging request data will not be used as a substitute for submission of the MMD request form to the MMD Procurement Officer for requesting lodging procurement during SAD.

c. Early Check Out and Cancellation. Once lodging has been contracted by MMD, units are to have their members check in and out of the lodging in accordance with the lodging request form submitted. Units will coordinate by member name any cancellations or early check outs from lodging through logistics channels to MDNG J4 by 1500 hours on the day prior to the lodging no longer being needed. J4 will in turn pass this information on to the MMD Procurement Officer by 1600 hours. Failure to coordinate lodging check outs or cancellations in a timely manner leads to waste of state resources and may result in disciplinary action.

d. Unit Lodging Accountability. MDNG units with members staying in state procured lodging will provide to the MMD, through the MDNG J4, an accurate "MMD SAD Lodging Roster" on each day the unit has members in state procured lodging. The purpose of this roster is to ensure accountability of MDNG members staying in state procured lodging and to prevent waste or misuse of state resources. The roster includes the unit of assignment, lodging facility, name, rank and associated room number for each unit member occupying state procured lodging and has a remarks column for any other information deemed reportable by the MDNG J4 or MMD. Members staying in state procured lodging during SAD who are put on temporary leave from duty and who are not staying in the lodging during the leave period will check out of the lodging. If they return to duty and once again require lodging, it will be requested using the MMD SAD Lodging Request Form. MMD will not pay for unoccupied lodging.

e. Safeguard of Information. All lodging request forms and lodging rosters will be safeguarded so that only individuals with a valid requirement for requesting, approving, procuring or paying for lodging shall have access.

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6. Standards of Conduct in State Procured Lodging. MDNG members who stay in lodging procured by the state are representatives of their respective Service and the State of Maryland and are expected to conduct themselves as professionals at all times. MDNG members will adhere to the following standards while in state procured lodging. Failure to comply may result in disciplinary action for incidents of misconduct, waste, fraud or abuse of state resources. MDNG members staying in state procured lodging during SAD will review, sign and return to their unit the attached State Active Duty Acknowledgement Form.

a. Room Assignments. MDNG members are not permitted to change room assignments within his/her place of lodging on their own initiative. Authorization for change of room assignments must be obtained through the unit chain of command and submitted through MDNG J4 to MMD for approval.

b. Parking. The state will pay parking costs for one vehicle per room at state procured lodging when cost-free parking in or adjacent to the lodging premises is not available.

c. Private Arrangements. MDNG members are not permitted to make private arrangements of any kind with state procured lodging vendor management including room occupancy, access to gym facilities, swimming pools or saunas, and parking. Authorization for any such arrangements must be obtained through the unit chain of command and submitted through MDNG J4 to MMD for approval. The MMD will not be obligated to reimburse any vendor or individual without prior approval.

d. Unauthorized Visitors. Only MDNG members on SAD orders are authorized to stay in lodging that is funded by the state. Visitors are not permitted inside individual rooms in state procured lodging, regardless of whether or not it violates the lodging vendor's policy. Unit command teams will spot-check rooms to ensure this is enforced, using announced visits. However, the command may not conduct room searches or enter a room without an occupant's permission, or when personnel are not in their room. If the SAD period is lengthy in duration, the unit of assignment is to develop a plan for MDNG members to interact with families and friends, other than visiting in state procured lodging.

e. Room Keys. Only one (card) key will be issued by lodging establishments for each MDNG member for access to his or her room. A service member is not authorized to possess multiple keys for his/her room. MDNG members will only stay in the room assigned to them. Any changes to room assignments must be approved by MMD.

f. Damage to Lodging. Each MDNG member is financially responsible for any damage caused by willful or negligent actions of that member. MMD shall take financial

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collection action against the service member in the event the MMD has to pay a lodging vendor for damages caused by that member.

g. Financial Liability. The State of Maryland will not be financially responsible for any personal items of MDNG members that may be lost, stolen or damaged while in the hotel or lodging room, parking area, or in a public or privately-owned vehicle. MDNG members are responsible for the security of their personal items. MDNG members are personally responsible for any charges they incur for unauthorized parking, telephone calls (other than for official business), pay television, room service, mini bar item(s) or any other incidental charges (beyond the basic room rate) incurred in their place of lodging.

h. Misrepresentation to Lodging Vendors. MDNG members will not misrepresent themselves to lodging vendors for any reason. There is no authorization for MDNG members to negotiate terms or conditions of state contracts or state purchase orders with lodging management or to conduct fire inspections or safety patrols in lodging establishments, or otherwise interfere with their normal operation. Any potential fire or safety concerns in lodging establishments will be referred to the proper authorities, such as the fire marshal or local law enforcement, as appropriate.

## 7. Responsibilities.

### a. Maryland Military Department:

(1) Serves as the proponent for establishing and revising procedures for MDNG members lodging during and period of SAD.

(2) Provides state funding for, procures and pays vendors for lodging required for MDNG members during SAD.

### b. MDNG Joint Staff:

(1) Ensures that MDARNG, MDANG and MDDF are aware of SAD lodging procedures.

(2) Plans for, receives requests and coordinates with MMD staff for lodging required by MDNG units during SAD.

(3) Provides accountability report of units in state procured lodging to MMD.

### c. MDARNG/MDANG/MDDF.

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(1) Ensures that their units are aware of and comply with SAD lodging procedures.

(2) Plans for, receives requests and coordinates with MDNG J4 for lodging required by their units during SAD.

(3) Ensures accountability of their units in state procured lodging is provided to MDNG J4.

d. MDNG Unit Commanders.

(1) Ensure members of their unit represent their service and the State of Maryland with the utmost professionalism, adhere to the standards of conduct in this directive when in state procured lodging, and review and sign the MMD SAD Lodging Acknowledgement Form.

(2) Ensure only eligible members of their unit on SAD orders stay in state funded lodging and enforce the lodging request and accountability procedures set forth in this directive.

(3) Provide accountability reports of their unit members in state procured lodging.

e. Individual MDNG Members:

(1) Maintain professionalism and adhere to the standards of conduct in this Directive when in state procured lodging.

(2) Review, sign, date and return to their unit of assignment the MMD SAD Lodging Acknowledgement Form.

(.32) Pay MMD for all unauthorized charges they incur while in state procured lodging establishments:

(a) Unauthorized parking, cable TV, telephone calls, internet service, refreshments, or other additional room services beyond the state contracted room rate.

(b) Extra nights before or after the MMD authorized SAD lodging period.

(c) Damage to or theft from their room.

(d) Additional charges or penalties from the lodging vendor as a result of

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unauthorized activities or unauthorized guests.

8. Point of Contact for this directive is the Chief of Staff, Maryland Military Department at (410) 576-1451 or email [nathan.crum@maryland.gov](mailto:nathan.crum@maryland.gov).

3 Encls

1. MMD SAD Lodging Request Form
2. MMD SAD Lodging Roster
3. MMD SAD Lodging Acknowledgement

  
TIMOTHY E. GOWEN

Digitally signed by  
GOWEN, TIMOTHY EDWARD.101925  
9415  
Date: 2020.05.07 14:17:32 -0400

TIMOTHY E. GOWEN  
Major General, MDARNG  
The Adjutant General







**Maryland Military Department  
State Active Duty Lodging  
ACKNOWLEDGEMENT FORM**

Maryland National Guard (MDNG) members in State Active Duty (SAD) status who stay in lodging procured by the state are representatives of their respective Service and the State of Maryland and are expected to conduct themselves as professionals at all times. MDNG members will adhere to the following standards while in state procured lodging. Failure to comply may result in disciplinary action for incidents of misconduct, waste, fraud or abuse of state resources. MDNG members staying in state procured lodging during SAD will review, sign, date and return to their unit this State Active Duty Acknowledgement Form.

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2. Parking. The state will pay parking costs for one vehicle per room at state procured lodging when cost-free parking in or adjacent to the lodging premises is not available.
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6. Damage to Lodging. Each MDNG member is financially responsible for any damage caused by willful or negligent actions of that member. MMD shall take financial collection action against the service member in the event the MMD has to pay a lodging vendor for damages caused by that member.

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I understand that I am to consult with the chain of command of my unit of assignment regarding any questions I have about the standards of conduct contained in this form. I further understand that any changes to the standards of conduct described here will be communicated only through my chain of command, and I understand that revised information may supersede or modify these standards of conduct.

I acknowledge I have reviewed the above standards of conduct and I understand that it is my responsibility to comply with these standards and any revisions made to them. I understand that a copy of this acknowledgement form will be kept on file at my unit of assignment as evidence of my receipt and knowledge of the MMD SAD Lodging Standards of Conduct.

\_\_\_\_\_  
MDNG MEMBERS'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MDNG MEMBER'S NAME (TYPED OR PRINTED)    DATE