



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

18 APR 2000

AMCPE-P (1hh)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Lodging Success Program (LSP) Update

1. Reference message, HQDA, CFSC-AL, 170809Z Feb 00, subject: Lodging Success Program (LSP) and Oahu, HI Lodging.
2. Referenced message provides the latest update of the LSP. The LSP requirements are mandatory for all Army travelers.
3. The LSP has contracted hotels available in the National Capital Region (NCR); San Antonio, TX; Atlanta, GA; Newport News/Hampton, VA; Miami, FL; Boston, MA; and San Juan, PR. Travelers are encouraged to contact the Central Reservation Center (CRC) (1-800-GO-ARMY-1 or 1-800-462-7691) for reservations to receive the LSP discounted rate.
4. If space is unavailable, the CRC will issue a non-availability control number in accordance with Army Regulation (AR) 210-50. The non-availability control number should be annotated on your travel order in block 16 as follows: Non-availability control number 000000 issued by CRC on 00/00/00. The authorizing official and the Finance and Accounting Office may contact the CRC for verification of non-availability.
5. When traveling in the Continental United States, applicable hotel taxes are listed as a separate reimbursable miscellaneous travel expense. This expense is limited to the taxes on reimbursable lodging costs in accordance with the Joint Travel Regulation (JTR) and the Joint Federal Travel Regulation (JFTR). The reimbursement for hotel taxes should be recorded on the travel voucher in block 18.

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6. To ensure all travelers are fully aware that the LSP contract hotels are considered Government Quarters, the LSP requires the traveler to include in block 11 of DD Form 1610 the precise location of the TDY point, in accordance with the AR 210-50, paragraph 3-43.

7. To preclude preparing a separate DD Form 1610 for travel to LSP areas, travelers on blanket orders will place the temporary duty location on the DD Form 1351-2 in block 15b.

8. Travelers are reminded that the cancellation of lodging reservations is their personal responsibility and must be accomplished directly with the appropriate contract hotel. Failure to cancel reservations that are not utilized may result in automatic charges for the first night's stay, which is standard practice in the commercial hotel industry. The contracted hotels will provide cancellation numbers as verification. It is the travelers responsibility to retain the cancellation number as a source of reference.

9. To expedite the reservation process when calling the CRC, travelers should be prepared to furnish the following information:

- a. Travel destination
- b. Arrival/departure dates
- c. Name
- d. Rank/Grade
- e. Telephone number
- f. Government Credit Card number

10. The LSP requirements are mandatory for all Army travelers; your support of the LSP is appreciated and ensures that our

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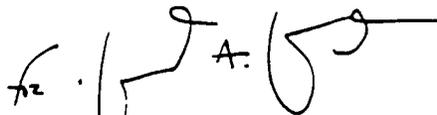
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scarce travel funds are utilized in the most cost-effective manner.

11. Point of contact for this action is Ms. Alicia Waters, commercial (703) 617-5512, DSN 767-5512.

12. AMC -- Your Readiness Command . . . Serving Soldiers Proudly!

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'M. Darby', with a stylized flourish extending to the right.

MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

DISTRIBUTION:

B, H

HOWARD A. OLSEN
Colonel, GS
Assistant Deputy Chief of Staff
for Personnel