



USCG SECTOR Jacksonville
IDT Quarterly Berthing Request

(Please complete form and email to Kori.M.Heath@uscg.mil at least forty five [45] days prior to your IDT)

*Date of Request: _____

*Member Name/Rank: _____

*Members Employee ID: _____

*Gender: Female Male

*Members Email: _____

*Members Phone: _____

*Members Drilling Unit: _____ *Use the up and down buttons.*

*Location of IDT drill (if different than permanent unit): _____

Check-In Date: _____

Check-Out Date: _____

Check-In Date: _____

Check-Out Date: _____

Check-In Date: _____

Check-Out Date: _____

*Requested location of Quarters: *(check one)*

_____ **Naval Station Mayport** Transient Visitor Quarters (TVQ), Phone: (904) 270-5423

_____ **N.A.S. Jacksonville** Transient Visitor Quarters (TVQ), Phone: (904) 542-3138

_____ Port Canaveral: Days Inn Cocoa Beach

In accordance with ISCMIAINST 5000.1C, members living beyond the Reasonable Commuting Distance (RCD) of 50 miles, should contact the Command/Sector or ISC Berthing manager who will arrange berthing for the member.

The Command should **have a minimum of forty-five days advance notice** for berthing needs. Any member who fails to make prior arrangements with their berthing manager cannot expect to find berthing available. If the member needs to cancel berthing, they must give YN1 Heath 72 hours notice of the cancellation. The **member must provide a copy of the hotel receipt** to their berthing manager prior to departing their IDT site via fax, hard copy or email.

Note: Reserve members on *ADT orders* who are beyond the RCD are responsible for contacting the hotel directly to make their own reservations and paying for their own berthing. They should be eligible for per diem and should request reimbursement via travel claim.

For IDT Berthing Coordinator to complete:
Confirmation # _____