



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON, DC 20350-1000

SECNAVINST 11103.3  
ASN(M&RA)  
3 June 2002

**SECNAV INSTRUCTION 11103.3**

From: Secretary of the Navy  
To: All Ships and Stations

Subj: BERTHING OF NAVY AND MARINE CORPS RESERVE PERSONNEL

Ref: (a) Title 10, United States Code (NOTAL)  
(b) DoD Instruction 1225.9 of 17 Dec 01 (NOTAL)  
(c) Title 37, United States Code (NOTAL)

1. Purpose. To prescribe policies and procedures for providing berthing or lodging in kind for members of the Naval and Marine Corps Reserve as outlined in references (a) through (c).

2. Policy. It is Secretary of the Navy policy to provide Navy and Marine Corps personnel who travel more than 50 miles from their residence to perform active duty or inactive duty training and not otherwise entitled to travel and transportation allowance with lodging in kind when transient Government housing is not available by confirming their reservations to the same extent as Active component members traveling under orders away from their permanent duty station.

3. Responsibilities. The Chief of Naval Operations and Commandant of the Marine Corps shall require that Reserve personnel who must travel more than 50 miles from the member's residence to perform inactive duty training receive billeting or lodging in kind as per references (a) through (c).

4. Procedures. The Chief of Naval Operations and Commandant of the Marine Corps shall:

a. Ensure that installation commanders provide Reserve Component members with billeting and set policy and procedures for advance confirmed reservations that apply equally to Active and Reserve Component members per reference (b).

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b. Ensure installation Commanders establish policy and procedures for personnel reporting who can not establish their eligibility and for whom the Reserve Activity Commanding Officer has not provided identification as an eligible member under references (a) or (b).

William A. Navas, Jr.  
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