GOVERNMENT QUARTERS AND/OR MESS (See Privacy Act Statement and Instructions on back.)								
1. TRAVELER'S NAME (Last, First, Middle Ini		tial) 2. GRA	2. GRADE 3. SOCIAL SECURITY		BER 4.	R 4. DATE OF STATEMENT (YYYYMMDD)		
4. QUARTERS		<u> </u>	<u> </u>					
a. GOVERNMENT QUAF	RTERS WERE NOT	AVAILABLE TO) THE ABOVE-NAMED	MEMBER ON THE FOL	LOWING DATE	ES OR FOR THE FO	LLOWING	
b. GOVERNMENT QUAF DATES OR FOR THE			AILABLE TO BOTH TH	IE ABOVE-NAMED MEN	ЛВER AND HIS	DEPENDENT(S) O	N THE FOLLOWING	
c. UTILIZATION OF GOV FOLLOWING PERIOD		RTERS BY THE A	ABOVE-NAMED MEMB	ER <i>(is) (was)</i> IMPRACT	ICABLE FOR T	HE FOLLOWING D <i>i</i>	ATES OR THE	
5. MESS								
a. GOVERNMENT MESS FOLLOWING DATES		LABLE TO THE	ABOVE-NAMED MEMI	BER FOR THE NUMBER	OF MEALS SH	OWN OPPOSITE E	ACH OF THE	
b. GOVERNMENT MESS MEALS SHOWN OPP				VE-NAMED MEMBER A	AND HIS DEPE	NDENT(S) FOR THE	NUMBER OF	
c. UTILIZATION OF GOVERNMENT MESS AVAILABLE AT THIS STATION BY THE ABOVE-NAMED MEMBER (will be) (is) (was) IMPRACTICABLE FOR THE NUMBER OF MEALS SHOWN OPPOSITE THE FOLLOWING DATES OR PERIODS.								
d. OFFICERS' OPEN ME GOVERNMENT QUAR			E ABOVE-NAMED OF	FICER FOR AT LEAST T	WO MEALS O	N THE FOLLOWING	DATES	
(1) DATE (YYYYMMDD)	(2) NO. MEAL	.S (1) DA	TE (YYYYMMDD)	(2) NO. MEALS	(1) DATE	(YYYYMMDD)	(2) NO. MEALS	
7. ISSUING ORGANIZATIO								
7. ISSUING ORGANIZATION AND STATION								
8. AUTHORIZED APPROVING CERTIFYING OFFICER								
a. TYPED NAME (Last, First, M.	iddle Initial)	b. GRADE	c. TITLE		d. SIGNATUF	RE		

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702; 37 U.S.C. 404; and E.O. 9397 (SSN).

6. REMARKS (Continued)

PRINCIPAL PURPOSE(S): Used to substantiate availability/use of Government quarters and/or Government mess facilities to determine the traveler's per diem entitlement for payment and reimbursement for travel and transportation expenses incurred in an official travel status.

ROUTINE USE(S): The information provided herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Information may also be disclosed under certain circumstances to other Federal agencies, Members of Congress, State and local government, and U.S. and State courts.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

INSTRUCTIONS

- 1. WHERE ISSUED. To be issued where the temporary duty is performed. Also at Ports of Embarkation or Debarkation or at personnel processing centers operated in conjunction therewith.
- 2. TO WHOM ISSUED. To any member performing TDY of 24 hours or more under conditions set forth in Item 3 following. To any member traveling on PCS to, from or between stations outside the United States, if accompanied by dependents who are authorized to travel with him.
- 3. WHEN ISSUED. Whenever quarters or messing facilities are not available to a member performing TDY at a recognized military installation or at a facility operated by a Government contractor or whenever a member cannot properly perform his duties if he utilizes available facilities; when Government quarters for joint occupancy by the member and his dependents or Government mess for joint utilization is not available or will not be available for a specific period.
- 4. **RESPONSIBILITY FOR ISSUANCE.** The senior member who is in a position of command or who has administrative responsibility at the place of TDY will assure that arrangements are made for the issuance of this statement. The commander of the element to which a family is assigned for processing or control will assure that arrangements are made for the issuance of this statement.
- **5. WHO MAY SIGN IT.** The commander or his representative may sign this statement. Authentication may also be by means of a properly authorized and controlled facsimile signature stamp.
- 6. PURPOSE, MANNER OF ISSUANCE AND DISPOSITION. This statement will substantiate the traveler's entitlement at a rate of per diem based upon nonavailability and/or nonutilization of the facilities as indicated in the "Quarters" and "Mess" items on the front of this form. For officers only, this statement will be used for nonavailability of officers' open mess when Government quarters are available. It will be given to the traveler in original and duplicate. Only the original should be signed. The traveler will attach them to his claim for travel allowances. The triplicate will be retained by the issuing office.
- 7. **DEFINITIONS.** For definitions of **Government Mess** and **Government Quarters**, see JFTR/JTR, Appendix A. For conditions not covered by these definitions, see JFTR/JTR.