



DEPARTMENT OF DEFENSE
HEADQUARTERS, JOINT U.S. MILITARY ADVISORY GROUP THAILAND
7 SATHORN TAI ROAD
BANGKOK, THAILAND 10120



JUSMAGTHAI
30 JAN 2025

Subj: **JUSMAGTHAI Transient Quarters Policy and Guidelines**

1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for the reservation, use, and management of transient quarters at Joint United States Military Advisory Group (JUSMAG) to ensure that all eligible individuals have fair access to temporary lodging while on official travel or other transient assignments.

2. Scope

This policy applies to all military personnel (active duty, Reserve, and National Guard), Department of Defense (DoD) civilians, and Department of State (DoS) civilians who are eligible to use transient lodging at JUSMAG.

3. Eligibility

Transient quarters are available to the following personnel who have direct support to the military exercises and engagement in support of JUSMAGTHAI mission. **NO EXCEPTIONS!**

- a. Active-Duty Service Members on official Temporary Duty (TDY) orders.
- b. Members of the Reserve and National Guard on active-duty orders.
- c. DoS Civilians on official travel orders.
- d. DoD Civilians on official travel orders.

4. Authorized Visitors

- a. Minors (17 years old and younger) are not permitted in the transient quarters.
- b. Visitors are not allowed to sleep in the rooms at any time.
- c. Must be always accompanied by the resident and the resident is responsible for all actions of the visitor(s), including any damages caused by the visitor(s).
- d. No overnight privileges are allowed to all authorized visitors. No exceptions.
- e. Failure to comply will result in the suspension of visitor(s) privileges.

5. Reservation Procedures

- a. Reservations for transient lodging should be made at least 14 days in advance of the intended arrival date. No reservation will be accepted more than 14 days in advance.
- b. Reservations can be made by contacting the Supply Office at 66-2287-1036-45.

I. Supply Chief: LSC(SW/AW) Santosvalerio, Rex

Email: SantosvalerioRR@state.gov

Office: Ext. 174

Cell: 66-80-069-3589



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II. Supply Supervisor: Khanchana-Art, Oranuch (Khun Yae)

Email: Khanchana-ArtO@state.gov

Office: Ext. 177

Cell: 66-81-837-3581

III. Supply Clerk: Rattanpanya, Chutipra (Khun Fon)

Email: Chutipra.th@jusmagthai.org

Office: Ext. 175

Cell: 66-87-712-6425

6. Check-in Procedures

Check-in Location: Supply Office Front Desk (Bldg. B/Rm. B120)

- a. Required Documents: All personnel must present valid identification (Military ID, DoD ID, or government-issued identification) and, where applicable, official orders (TDY, PCS).
- b. All residents must be listed on the Transient Resident Listing (Encl 2).
- c. All residents shall sign on the Transient Resident Listing (Encl 2).

Check-in Hours: 0700-1600

- a. Inspection shall be conducted using the Transient Quarters Inventory Listing (Encl 1).
- b. Report any discrepancies immediately to the supply office.

NOTE: The Transient command handles the transportation logistics between the airport and the JUSMAGTHAI compound. Transient command will also designate one individual to sign for all the rooms during the stay. This person would act as the central point of contact for check-in and check-out, as well as handle any issues or concerns that might come up during the stay.

7. Amenities

- a. Flat screen TV
- b. Gym
- c. Washer & Dryer
- d. Microwave
- e. Refrigerator
- f. Stove with mini kitchen including pots, pans, and cutlery items
- h. Common Bathroom
- i. WiFi
- j. Iron with ironing board
- k. Water dispenser (water will be provided)
- l. Coffee Maker
- m. Plates, cups, spoons, and forks
- n. Transient lounge area
- o. Cafeteria
- p. Aderholt's Bar



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8. Code of Conduct

- a. Residents shall not give keys or key codes to anyone.
- b. Residents are responsible for their belongings. JUSMAG is not responsible for any loss or damage.
- c. Ensure to keep the cleanliness of the rooms, bathrooms, kitchen, and lounge area.
- d. Take the trash out daily.
- e. No food(s) allowed in the bedroom area.
- f. Lockers need to be always locked.
- g. No pictures or posters can be hung on the wall.
- h. No open flames allowed (i.e. candles, incense, cigarettes, etc.)
- i. Quiet hours are 2200-0500. Respect your neighbors.
- j. E-cigarettes or vapes are not allowed inside the transient quarters and buildings.
- k. Smoking including e-cigarettes/vapes are allowed in the following areas only:
 - Patio beside NAVFAC building north end of parking lot
 - Patio in front of Aderholt's annex
- l. The possession of any controlled substances including paraphernalia, syringe, and pipes other than prescribed by competent medical authority, is PROHIBITED.
- m. Alcohol Policy:
 - Under 21 years old may not consume or possess alcoholic beverages.
 - Permitted to consume alcohol in moderation in their transient lounge area and not in their rooms.
 - Alcohol consumption is prohibited in the vicinity of JUSMAGTHAI compound except inside the transient lounge area and Aderholt's annex bar area.
 - No open alcoholic beverages on or passing through the main gate.
 - Disciplinary action will be taken for any disorderly conduct.

NOTE: Transient command designates one of their own personnel to maintain "Good Order and Discipline". This person would ensure that everything runs smoothly, keeping order, handling any issues that arise, ensuring that everyone involved follows proper procedures, and report any violation of orders to JUSMAGTHAI Duty Officer (66-81-633-3796).

9. Check-out Procedures

Check-out Time: 1100

- a. Guests must return all room keys and remove all personal belongings.
- b. A final inspection shall be conducted using the Transient Quarters Inventory List (encl 1).
- c. All rooms must be vacated by this time.
- d. An exception will be made if you show proof of your flight itinerary stating that your flight is after the check-out time.
- e. Guests are responsible for leaving the room in a clean and orderly condition. Any damages or excessive cleaning required will be assessed a charge.



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10. Special Considerations

- a. Emergencies and Natural Disasters: In the event of an emergency or natural disaster, transient lodging may be utilized to accommodate displaced personnel and families. Priority will be given to those affected by the emergency.
- b. Exceptional Circumstances: Any requests for exceptions to this policy must be submitted in writing to LtCol Kieu, Joint and Special Operations Branch for review and approval.

11. The point of contact at JUSMAGTHAI for this is LSC(SW/AW) Santosvalerio, Rex. LSC(SW/AW) Santosvalerio, Rex can be reached at SantosvalerioRR@state.gov.

A handwritten signature in black ink that reads "Johnny H. Kieu".

T.H. "Johnny" KIEU
Lieutenant Colonel, USMC
Joint Operations Director
JUSMAGTHAI



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TRANSIENT QUARTERS INVENTORY LIST



ITEM QTY		NOMENCLATURE	REMARKS ROOM# _____
CHECK-IN	CHECK-OUT		
1		LAUNDRY ROOM KEY	
1		COUCH	
1		FLAT SCREEN TV	
1		DINING TABLE	
5		DINNING CHAIRS	
1		COFFEE TABLE	
1		MICROWAVE	
1		REFRIGERATOR	
1		WATER DISPENSER	
8		DRINKING GLASSES	
1		COFFEE MAKER	
8		COFFEE CUPS	
8		PLATES	
8		SPOONS	
8		FORKS	
3		BAR STOOL	
8		MATTRESSES	
8		BED SHEETS/LINENS	
8		BLANKETS	
16		PILLOWS	
16		PILLOWCASES	
2		STUDY TABLES	
2		STUDY TABLE CHAIRS	
2		IRON	
2		IRONING BOARD	
3		CABINETS	

Check-In Date: _____

Check-Out Date: _____

Inventoried By: _____

Signature: _____

Command: _____

Enclosure (1)



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TRANSIENT QUARTERS RESIDENCE LISTING



	DATE	RM#	RANK	LAST, FIRST, MI	SIGNATURE
	CHECK-IN	CHECK-OUT			
1					
2					
3					
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NOTE: I acknowledge that I have read and understood the Transient Quarters Policy and Guidelines, and I agree to comply with them. Failure to do so may result in disciplinary action.