

**BY ORDER OF THE COMMANDER
307TH BOMB WING**

307TH BOMB WING INSTRUCTION 34-601

27 AUGUST 2013



Services

AIR FORCE LODGING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging*, Air Force Instruction 34-246, *Air Force Lodging Program*, Department of Defense (DoD) Manual 4165.63-M, *DoD Housing Management*; and DoD Instruction 1015.12, *Lodging Program Resource Management*. It establishes the 307th Bomb Wing (307 BW) reserve procedures for making lodging reservations for Unit Training Assembly's (UTA) and Additional Flying Training Periods (AFTP) in accordance with Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*. It is intended to be used by eligible 307th Bomb Wing members who require lodging and to ensure lodging is provided in the most cost-effective manner for Unit Training Assemblys and Air Force Training Periods. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This is a revised publication of the 307th Bomb Wing Instruction 34-601 and should be reviewed in its entirety to ensure compliance.

1. General. This version updates the reservation process using the Automated Lodging Reservation System (ALRS) and abuse policies. Lodging for reserve members is a privilege offered by the command to lessen the monetary burden on unit members performing approved inactive duty for training (IDT) periods. Lodging is provided for the military member, and the 307 BW in no way proposes to pay lodging costs for personnel who accompany the military member on IDT. These individuals are considered unauthorized guests when they accompany the military member and use lodging provided for the 307 BW. The unit member accepts complete responsibility for any unauthorized guests they choose to share their lodging with.

1.1. Lodging for Readiness Management Periods (RMPs) will be authorized on a case by case basis with 307th Mission Support Group Commander (MSG/CC) having final approval authority. All AF Form 40A's must be accompanied by an approving email from the MSG/CC.

1.2. Individual members must contact the Barksdale Air Force Base (BAFB) lodging office, Monday prior to the UTA first, then their Squadron Lodging Representative (SLR) for lodging needs that are in conjunction with an established Unit Training Assembly (UTA) weekend to prevent having to move rooms upon duty status change (i.e., Annual Tour (AT) to UTA).

1.3. Unit members changing duty status but remain a lodging guest must notify the Lodging Desk before 1100 hours on the last day of that duty status. This includes paying all applicable charges and, if necessary, turning in room keys and vacating the room. To avoid vacating their room, members should verify length of stay, notify clerk of dual status and pay applicable charges at check-in. The most common duty status changes are those from UTA to active duty status, or vice-versa.

1.4. Lodging reservations will be made via the ALRS. The ALRS is designed to allow reservations to be made in advance for the entire Fiscal Year (FY). If a member makes reservations and forgets their lodging assignment, they should call the ALRS to review their assignment.

1.5. To make reservations, members must call the ALRS no later than (NLT) noon Wednesday prior to the UTA. A member may make reservations after that time using the ALRS but will be identified as a walk-in.

1.6. In the event a member calls the ALRS after the Wednesday noon cut off and require lodging for Friday and Saturday evenings and there is "no inventory" available for Saturday evening, the member will be required to call the ALRS on Saturday after 1300 hours to make a reservation for Saturday evening. This will require the member to check out of their assigned lodging Saturday morning and will cause the member to be listed as a walk-in.

1.7. To change or cancel reservations, members must call the ALRS NLT noon Wednesday prior to the UTA, to avoid being a no-show.

1.8. If a member arrives without a reservation, they will be required to use the phone in the lobby area of the BAFB lodging office to make a reservation through the ALRS. Do not contact 2d Force Support Squadron (2 FSS) lodging directly to attempt to procure accommodations prior to check-in. The ALRS is the only source utilized to make (main and alternate) UTA lodging reservations. Any deviation to that requirement, (i.e. contacting the 2 FSS lodging office to circumvent the system) will result in the member being responsible for

payment for their lodging accommodations. (EXCEPTIONS: New recruits, members returning from long deployments, etc.)

1.9. In the event a member has a reservation for both nights (Friday and Saturday) and does not check in or contact their SLR before 0800 hours on Saturday morning, the remainder of the reservation will be cancelled and the member will be treated as a walk-in when/if they check-in later that day (Saturday). If a member loses his Saturday reservation due to a Friday no-show, he or she will be listed as non-compliant on the Commander's report.

1.10. The Barksdale Inn will lodge all 307 BW members in IDT status from least expensive to most expensive hotel at all times.

2. Responsibilities:

2.1. The 307th Bomb Wing Commander (BW/CC) will:

2.1.1. Oversee the 307 BW Lodging Program

2.1.2. Conduct lodging newcomer briefings, which can be delegated.

2.1.3. Delegate program responsibility to the 307 MSG/CC.

2.2. The 307 MSG/CC will:

2.2.1. Mandate the use of the ALRS for lodging reservations for 307 BW members for main and alternate UTA's.

2.2.2. Take disciplinary action against any 307 BW members who abuses lodging privileges.

2.3. The 307th Squadron / Flight Commanders will:

2.3.1. Appoint a full-time unit member as the SLR and an alternate.

2.3.2. Ensure new members attend the 307 BW/CC lodging newcomers briefing.

2.3.3. Notify the 307 BW Wing Lodging Representative (WLR) of changes to the UTA schedule.

2.3.4. Provide reasons in writing for no-shows and walk ins NLT noon on Monday after each UTA for the 307 BW/CC. The letter must be signed by the Commander or First Sergeant.

2.3.5. Take disciplinary action regarding lodging abuse in accordance with this instruction.

2.4. The SLR will:

2.4.1. Serve as the unit's point of contact (POC) on all main and alternate UTA lodging reservation issues.

2.4.2. Notify the 307 BW WLR of squadron level lodging issues/concerns for their members.

2.4.3. Ensure unit members are fully briefed on the ALRS process and will issue the initial user identification (ID) number for ALRS access for their unit members.

2.4.4. Provide the names of new unit members to the WLR for entry into the ALRS by completing the mandatory “Add/ Remove member” portion of the 307 BW Form 1.

2.4.5. When a member is required to make another reservation in the ALRS because they canceled their reservation it is mandatory the SLR request another reservation for the member by using the “make another reservation” portion of the 307 BW Form 1, signed by members commander and MSG Commander.

2.4.6. When a member requires his/her user ID or password, it is mandatory the SLR complete section three of the 307 BW Form 1, and e-mail the request to 307fss.svf.307lodging@us.af.mil.

2.4.7. All coordinating adds, removals, issues, concerns, questions, complaints, etc. regarding lodging must be e-mailed to 307fss.svf.307lodging@us.af.mil.

2.4.8. The 307 BW WLR is required to be notified of any and all rescheduled UTAs if the unit will require ten or more rooms during the reschedule.

2.5. The Member will:

2.5.1. Utilize the ALRS to make, modify or cancel lodging reservations.

2.5.2. Make reservations or changes NLT noon the Wednesday prior to the UTA.

2.5.3. Contact the BAFB lodging office directly for lodging needs for days other than on established UTA weekends.

2.5.4. E-Mail (2FSS_LodgingReservations@us.af.mil) the Lodging Office with copies of applicable orders or an AF Form 40A, *Record of Inactive Duty Training* (sections I-III of AF Form 40A must be completely filled out, signature and date box can read “member not available”. As a reminder, emails containing personally identifiable privacy protected information (PI), such as social security numbers, home address, etc., cannot be emailed from a .mil email account to a .com (or commercial) email address under current DoD IT security policy. Arrangements for the orders or 40A may have to be made to transmit them to lodging via the member’s orderly room, or by facsimile, or by the approved Army secure “SAFE” website: <https://safe.amrdec.army.mil/SAFE2/>.

2.5.5. Be responsible for payment of personal charges, i.e., telephone, in-room resale items, late checkout fees, etc.

2.6. The 307 BW WLR will:

2.6.1. Provide a trained Services member to the Lodging Office on main UTA weekends, if requested by 2 FSS.

2.6.2. Coordinate annual UTA lodging requirements with the 2 FSS Lodging Office.

2.6.3. Enter required inventory into the ALRS.

2.6.4. Forward reservation reports from the ALRS to the 2 FSS Lodging Office and Contract Quarters reservation office in accordance with this instruction.

2.6.5. Forward final changes to the ALRS reservation report to the lodging office prior to 1600 hours on the Friday before the UTA.

2.6.6. Validate the no-show/no reservation list provided by the 2 FSS Lodging office and Contract Hotel Management and provide that report to the 307 BW/CC prior to the next UTA.

3. CHECK IN/OUT PROCEDURES:

3.1. Check in is between the hours of 1500 hours the Friday before a UTA and no later than 0600 Saturday morning of the UTA.

3.2. Members staying in off-base contract quarters need only check in at their assigned hotel.

3.3. Check out is NLT 1100 hours.

3.4. All lodging guests must physically check-out at the Lodging Desk before 1100 hours on the morning after the last night of their stay. At check-out, unit members will turn in their building/room keys, pay all applicable charges (including in-room snack, beverage, telephone and other charges) and vacate the room. An extra day's lodging fee will be charged to the member at their expense for failure to vacate and check-out of a room by the required check-out time.

3.5. Unit members staying off-base in contract quarters are required to check-out at the hotel ONLY before the stated check-out time and pay all applicable room charges, and turn keys into the front desk clerk.

4. LODGING PRIVILEGES ABUSE: The 307 BW will not tolerate improper lodging use or abuse. Violations could result in disciplinary actions and/or loss of lodging privileges.

4.1. Examples of violations.

4.1.1. Member refuses an assigned room without approval from the 307 MSG/CC.

4.1.2. Member fails to cancel reservations and becomes a "no show".

4.1.3. Member fails to make a reservation as required and becomes a "walk in".

4.1.4. Member violates Lodging Office rules and regulations, or damages lodging facility property.

4.1.5. Member fails to check out by the specific check-out time (1100 unless by exception). An incomplete check-out can include the member failing to return the room/building key, failing to pay all applicable room charges in full and failing to clear personal possessions out of the room.

4.1.6. Member allows unauthorized guests to use lodging facilities.

4.2. Penalties for Violations for validated no-shows may include the following:

4.2.1. First no-show: verbal counseling.

4.2.2. Second no-show within a 6-month period: letter of counseling.

4.2.3. Third no-show within a 12-month period: loss of UTA lodging privileges for the next six months.

4.2.4. Fourth no-show within a 2-year period: loss of UTA lodging privileges for two years.

5. COMPLAINT PROCEDURES: In order to address and resolve lodging complaints by 307 BW members.

5.1. For issues that pertain to situations unique to duty status, members must try to resolve problems at the lowest possible level by using the chain-of-command below:

5.1.1. Contact his or her SLR to get a Customer Complaint Record Form.

5.1.2. Contact his or her unit commander or first sergeant.

5.1.3. Contact the WLR.

5.1.4. Contact the 307 MSG/CC.

5.1.5. All complaints which include, complaints regarding health and/or safety issues involving off-base contract quarters should be reported to the 307 BW WLR using a Customer Complaint Record Form completed and turned in NLT COB Sunday of the UTA. The 307 BW WLR will see that all complaints are followed- up and answered promptly.

6. ALRS DOWN TIME. The ALRS will be off-line during the hours of 0600-0800, Monday-Friday and 0700-0900 hours on UTA weekends for maintenance. No reservations can be made, cancelled or reviewed during this time.

JONATHAN M. ELLIS, COL, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-246, *Air Force Lodging Program* 9 Nov 07 IC.1 29 Oct 08

AFMAN 33-363, *Management of Records* 1 Mar 08 IC 9 Apr 12

AFPD 34-6, *Air Force Lodging* 22 Jul 93

DoD Manual 4165.63-M, *DoD Housing Management*

DoD Instruction 1015.12, *Lodging Program Resource Management*

Prescribed Forms

307 BW Form 1, *Automated Lodging Reservation System*

Adopted Forms

AF Form 40A, *Record of Inactive Duty Training*

AF Form 847, *Recommendation for Change of Publication*

Customer Complaint Form

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFTP—Air Force Training Period

ALRS—Automated Lodging Reservation System

AT—Annual Tour

BAFB—Barksdale Air Force Base

BW—Bomb Wing

DoD—Department of Defense

FSS—Force Support Squadron

FY—Fiscal Year

ID—Identification

IDT—Inactive Duty for Training

MSG/CC—Mission Support Group Commander

NLT—No-Later-Than

OPR—Office of Primary Responsibility

PIN—Personal Identification Number

POC—Point-of-Contact

RDS—Records Disposition Schedule

RMP—Readiness Management Period

SLR—Squadron Lodging Representative

UTA—Unit Training Assembly

WG/CC—Wing Commander

WLR—Wing Lodging Representative