

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING  
COMMANDER**

**434TH AIR REFUELING WING  
INSTRUCTION 34-601**

**25 AUGUST 2011**

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**Force Support**

**LODGING PROCEDURES**



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This instruction implements Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging*. This instruction extends the guidance of Air Force Instruction (AFI) 34-246, Attachment 3, *Air Force Lodging Program*. It provides guidance and procedures on the policies, payment and responsibilities on lodging for the 434 Air Refueling Wing (ARW) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms manager. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 5 U.S.C. 552a. System of records notice FO12AFB, Privacy Act Request File, applies. The use of the name or rank of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This interim change adds/deletes the may only participate in the activities discussed below: (paragraph 2.2.1.) counsel to advise (paragraph 2.6.1.); Unit members will make all UTA reservations.....group commander (paragraph 3.4.); UTA lodging is for reserve members. On base lodging room.....guest is not present. (paragraph 3.4.1.); Spouses are authorized to occupy

lodging .....unattended in the room. (paragraph 3.11.); Quiet hours are from 2200-0600 hours, all.....by 2200 hours. (paragraph 3.11.); 434 SVML to FSVL (paragraph 4.9.1.)

**1. General.** Reserve components are authorized to pay (or reimburse) lodging for their members in an inactive duty for training (IDT) status only when government-controlled quarters (i.e., on-base lodging or off-base contract commercial lodging) are provided. Government lodging is authorized only for Air Reserve Component members whose normal residence is located outside the designated lodging commuting distance as defined by AFI 34-246, Attachment 3, except those personnel deemed mission essential by the 434 ARW/CC. Personnel in a self-pay status are required to have either a valid credit card upon check-in or full cash payment for the first two weeks of their stay. Debit cards are considered cash.

## **2. Responsibilities:**

### 2.1. Unit Commanders.

2.1.1. Unit commanders will appoint the unit lodging representative and forward this designation to the lodging manager. The commander will forward any changes in the lodging representative or their alternate designations to the lodging manager.

2.1.2. Commanders will enforce no-show and walk-in policies to eliminate the expenditure of funds for unused rooms and to maintain maximum utilization of quarters on base.

### 2.2. Unit First Sergeants.

2.2.1. Unit first sergeants will assist the commander in enforcing the wing's lodging procedures and, as such, advise unit members for each instance they fail to show and do not cancel their lodging reservation. They will also advise unit members for each instance they are reported a walk-in and do not make their Unit Training Assembly (UTA) reservations before 1200hrs on the Wednesday before the UTA.

### 2.3. Wing Lodging Point of Contact (POC).

2.3.1. Wing lodging POC provides an annual UTA schedule to lodging and submits changes as they occur. In addition, the wing lodging POC submits a list of unit lodging representatives to 434 FSVL (Lodging).

2.3.2. Wing lodging POC holds the credit cards to pay all on-base and commercial hotel UTA fees and is responsible for payment within authorized number of days.

### 2.4. Unit Lodging Representative.

2.4.1. The unit lodging representative is appointed by the unit commander and represents the unit on all lodging issues. This individual is normally available on a "full-time" basis and is the focal point for the 434 FSS/FSVL lodging manager.

2.4.2. The unit lodging representative will notify lodging of any changes to their members' ranks, names and lodging eligibility.

2.4.3. Unit lodging representatives will notify 434 FSVL of all new members authorized lodging for UTA's. The representative must forward to 434 FSVL the new unit member's information to include full name, rank and social security number (SSAN) so

that the reservist may be added to the Automated Lodging Reservation System (ALRS) database.

2.4.4. Unit lodging representatives will ensure that all personnel are aware of the walk-in, no-show, family member, and no-smoking procedures and a member's potential cost and loss of lodging privileges.

2.4.5. The unit lodging representatives will make certain that billing statements are initialed, verified, corrected and forwarded to their unit Government Purchase Card (GPC) holder within five working days upon receipt.

2.5. 434 FSS/FSVL lodging manager. The lodging manager and/or designee will establish UTA lodging reservations for both on-base lodging and contract commercial lodging establishments.

2.5.1. The lodging manager and/or designee will ensure that all on-base room inventories are utilized prior to assigning commercial lodging.

2.6. 434 FSS/FSVL accounting technician. The accounting technician will ensure that billing statements are provided to the unit lodging representatives within five working days of the UTA.

2.6.1. Unit members will make all UTA reservations (main and alternate) no later than 1200hrs on the Wednesday before the UTA using the ALRS. Confirmation and cancellation numbers will not be provided as they do not coincide with those of lodging's check-in system; the information can be retrieved by calling ALRS and reviewing reservations. UTA reservations will not be accepted at the front desk. Any reservations made after 1200 hours on the Wednesday before the UTA (main or alternate) will be considered space available and will not be unit paid unless authorized by relevant group commander.

2.7. 434 ARW Members

2.7.1. Unit members will make and cancel UTA reservations no later than 1200hrs on the Wednesday before the UTA using the ALRS. Confirmation and cancellation numbers will not be provided as they do not coincide with those of lodging's check-in system; the information can be retrieved by calling ALRS and reviewing reservations. UTA reservations will not be accepted at the front desk. Members will be directed to the "house phone" to make their reservations.

2.7.2. Once the lodging reservation has been made via ALRS, individuals are personally responsible for the cancellation of that requirement. Cancellations must be made via ALRS prior to 1200 hours on the Wednesday before the UTA. Any cancellations after the 1200 hour must be made through the front desk prior to 1800 on the day of arrival. Additionally, if a member is lodged in a commercial hotel, they will need to call both the front desk and it is their responsibility to call the hotel and cancel prior to 1800 on the day of arrival to avoid no-show fees.

2.7.3. Unit members are personally responsible for hotel costs, both on and off-base, incurred as the result of damage caused by their individual negligence or that of their "guests" and for personal telephone charges. Unit members will be charged for all damages to facility, linens, bedding, furnishing, or other government property.

2.8. Military Personnel Flight (MPF). The MPF will provide printed instructions to newcomers giving the telephone number of the lodging front desk, along with eligibility criteria and directions prior to the Wednesday before the UTA.

2.9. The 434 ARW contracting office prepares coordinated performance work statements (PWS) to acquire additional contract quarters with a fixed price contract, separate from the lodging Blanket Purchase Agreement (BPA) if required when adequate contract quarters under the lodging BPA are not available.

**3. Guidelines.** It is the goal of the 434 ARW to provide quality lodging facilities and service, while keeping official travel costs at a minimum.

3.1. UTA lodging for reserve members. On-base lodging will be utilized to the maximum extent possible prior to granting guests commercial contract quarters.

3.2. Pets are not authorized in any lodging facilities. (For a list of local kennels, contact the front desk). Any unit member who brings a pet will be charged a \$150.00 cleaning fee. This cleaning fee will be paid at the unit member's expense.

3.3. Smoking is prohibited in all lodging facilities. There is a designated smoking area where smoking is authorized. Any unit member, or guest of any unit member, who smokes in a lodging facility will be charged a \$150.00 cleaning fee. This fee will be paid at the unit member's expense. Further violations will result in the loss of lodging privileges for repeat offenders.

3.4. UTA lodging is for reserve members. On base lodging room configuration limits the number of occupants per room because they are single occupancy Visitor Quarter (VQ) rooms with one queen bed. Lodging does not have any Temporary Lodging Facility units to accommodate families and space limitations will not accommodate a rollaway bed. Guests must advise the desk of all visitors who will have unobstructed access to the guest room when the guest is not present.

3.4.1. Spouses are authorized to occupy lodging with reserve member and minor infant children are authorized to accompany the member as long as maximum occupants per room are 2 adults and infants under the age of 18 months. An adult is defined as 18 years old and an infant is 18 months or under. Proper bedding is required for the infant and the infant may not be left unattended in the room.

3.4.2. Children are not authorized to be left unattended without adult supervision in any lodging or force support business facility.

3.4.3. Family lodging may be obtained for wing supported events which allow off-base lodging of member and family. The member must submit requests through their leadership for group and wing approval. Upon approval off-base lodging will be arranged. Members will **NOT** be authorized wing lodging support without a letter on file at lodging prior to reservations being made. Only one room will be authorized and Member will incur any and all additional room costs above wing rate to support additional family members.

3.4.4. Members found to be in violation will be moved off-base at their own expense and member's group and wing commander will be notified.

3.4.5. Lodging may be utilized by spouses and family members on a space available basis during non-UTA times as long as the rooms utilized do not exceed the adult child ratio.

3.5. Check-in time is 1500 unless lodging management determines that rooms are available earlier.

3.6. Check-out time is 1100 hours on Saturday and Sunday of each UTA. Any unit member requiring a late check-out no later than 1200 hours must be pre-approved by lodging management. All requests must come from first sergeants and/or unit commanders. Any unit member that checks-out later than the 1200 check-out time must have pre-approval and will be charged a late check-out fee of the prevailing self-pay lodging rate at their expense.

3.7. Any unit member that turns in their key to the front desk and later returns to their room, leaves belongings in their room, and/or leaves a "guest" in their room while the unit member reports to duty, will be charged another night's prevailing self-pay lodging rate at their own expense.

3.8. All IDT UTA reservations and cancellations will be made by using the ALRS. ALRS may also be used to make self-pay, Active Duty for Training (ADT) status reservations. Reservations made using ALRS will be accepted up to three months in advance.

3.9. The installation commander reserves the right to refuse service to any guest for any cause.

3.10. Military identification cards are required at check-in.

3.11. Quiet hours are from 2200-0600 hours, all visitors must depart lodging by 2200 hours.

#### **4. Procedures.**

4.1. The unit member will make UTA reservations by calling the ALRS and following the guidance provided on the ALRS Instruction Sheet. The member will enter their full SSAN and Personal Identification Number (PIN) number (first time users' PIN numbers are the last 4 of SSAN). The initial call will require a phone number to be kept on record as well as a PIN number change. Members will enter the arrival and departure dates in six digits only Month, /Day/Year (MM/DD/YY). Members in UTA status will select IDT (#2) and members in self-pay status will select ADT (#1). Select (#3) for multi-status requirements. Members will not hang up until they hear that the "reservation has been noted". It is not necessary to report to the lodging office if assigned to a contract commercial lodging facility.

4.2. UTA reservations must be made no later than 1200 hours on the Wednesday before the UTA. ALRS will not accept reservations after 1200 hours on Wednesday. Anyone who does not reserve a room before 1200 hours on the Wednesday before the UTA will be considered a space available walk-in and will be required to pay for those arrangements at the prevailing self-pay rate. Lodging personnel will not assist unit members with securing off-base quarters.

4.3. Reservations problems with the ALRS should immediately be reported to the lodging front desk for resolution. The lodging front desk can track all calls made to ALRS through the ALRS log.

4.4. Reservists are required to check-in No Later Than (NLT) 0400 hours Saturday (for Friday night) and NTL 1800 hours on Saturday (for Saturday night) stay. Reservist who have a reservation and check in after these times are considered a no-show, but will be given a room if one is still available. Reservist not making a reservation will be considered under "space available" status and could be denied lodging regardless of their military status. For cancellation of reservations reservists must contact 434 FSVL NLT 1800 hrs the day of their reservation or if lodged in commercial hotel contact the hotel for cancellation.

4.5. Contract commercial lodging. Only the Grissom Air Force Inn staff may contact commercial hotels to make additions to commercial lodging requirements once reservations have been established.

4.6. Unit lodging representative. The unit lodging representative is responsible for providing all names, ranks and SSAN of all unit members eligible for UTA lodging to the lodging manager. All member updates will be provided to the lodging manager by the unit lodging representative. All information regarding unit members who have left the unit or who are no longer eligible for UTA lodging will be forwarded to the lodging manager.

4.7. Unit Invoices. On the Monday after the UTA, lodging's accounting technician will provide the billing statements to the unit lodging representatives. The unit lodging representatives will verify the statements and make any changes to the invoices and return the initialed, verified, corrected invoices within five days of receipt of said the billing statements.

4.8. Payment. The lodging accounting technician will forward all corrected invoices to the wing GPC holder for payment. The wing lodging POC GPC holder will make payment within 20 working days of the UTA. Lodging costs charged are accounted for under EEIC 59220 for on-base and 59222 for contract quarters.

4.8.1. The POC makes payment to 434 FSVL for on-base lodging and to contractors for off-base lodging, and retains a copy of each bill and backup documentation for statement reconciliation.

4.8.2. Upon receipt of statements from the banking institution, the POC has two working days to reconcile the statements to their approving official.

4.8.3. The approving official reviews and signs statements and forwards them to the Finance Support Office.

4.9. The Air Force Reserve guarantees payment for all rooms reserved; therefore, the 434 ARW must pay for no-shows. Lodging annotates all reserve unit no-shows before the Friday and Saturday night audits and verifies in the lodging Defense Lodging Systems (DLS). 434 FSVL sends the annotated lodging reservation sheets indicating no-shows to the unit lodging POC's NLT Wednesday following the UTA. The 434 ARW is required to reimburse contract quarters even if there is a no-show for room.

4.9.1. Unit members who fail to cancel UTA reservations and fall into No-show status will be subject to disciplinary action, and/or denied lodging at government expense.

4.10. Individual Payments. All guests are required to have a credit card on file for incidental and damage charges. All reservations made in a self-pay status require an authorized credit card upon check-in and charges will be assessed at 15 day increments and upon check-out.

Debit cards are considered a cash payment requiring advance payment so all room fees will be assessed immediately for up to a 15 day charge.

WILLIAM T. CAHOON, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-6, Air Force Lodging

Air Force Instruction (AFI) 34-246, Attachment 3, Air Force Lodging Program

Air Force Manual (AFMAN) 33-363, Management of Records,

***Abbreviations and Acronyms***

**ADT**—Active Duty for Training

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**ALRS**—Automated Lodging Reservations System

**ARW**—Air Refueling Wing

**BPA**—Blanket Purchase Agreement

**DLS**—Defense Lodging System

**FSS**—Force Support Squadron

**FSVL**—Lodging

**GPC**—Government Purchase Card

**IDT**—Inactive Duty for Training

**MPF**—Military Personnel Flight

**MM/DD/YR**—DAY/MONTH/YEAR

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PWS**—Performance Work Station

**PIN**—Personal Identification Number

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SSAN**—Social Security Number

**TLF**—Temporary Lodging Facility

**UTA**—Unit Training Assembly

**VQ**—Visiting Quarters