

**BY ORDER OF THE COMMANDER
914TH AIRLIFT WING**

**914TH AIRLIFT WING
INSTRUCTION 34-201**



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AIR FORCE LODGING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-6, Air Force Lodging. It provides specific guidance for establishing Unit Training Assembly (UTA) lodging requirements, establishes procedures and assigns responsibilities to 914th Airlift Wing's Units and individual reservists assigned to Niagara Falls ARS. It applies to all personnel using the Lodging Facilities at Niagara Falls ARS. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMTs 847 from the field through the major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

This Interim Change revises paragraph 2.1.1 to clarify lodging availability for family members accompanying reservists during UTAs.

1. General:

1.1. Responsibilities.

1.1.1. Wing Commander. Determines designated lodging commuting distance as defined by AFI 34-246, Air Force Lodging Program, Attachment 4. The Wing Commander reserves the right to refuse service to any guest for cause. (Delegated to Group Commanders)

1.1.2. Group Commanders. Assumes the authority to refuse service to any guest for cause; determines punitive action and administers punitive action if necessary.

1.1.3. The Lodging Manager:

1.1.3.1. Work with the individual unit's chain of command to establish the wing's monthly UTA lodging requirement.

1.1.3.2. Establish UTA lodging reservations for both on-base lodging and contract commercial lodging establishments.

1.1.3.3. Provides Group Commanders a by name roster of individuals in Non-compliance to this publication by the Sunday of each UTA

1.1.3.4. If lodging is refused, maintains a Memorandum for Record detailing the reasons for refusal for review and filing (see AFI 34-246, paragraph 1.6.3)

1.1.4. Unit Commanders:

1.1.4.1. Determine the unit members authorized to use on-base lodging. Obtain funding for members' rooms.

1.1.4.1.1. Authorization. Reserve components are authorized to pay or reimburse lodging for their member's 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 Force Reserve Component members whose normal residence is located outside the designated lodging commuting distance as defined by the Wing Commander.

1.1.4.2. Prepare a justification letter for the Wing Commander to authorize special lodging needs.

1.1.4.2.1. Special Lodging Needs. Needs due to the work of abnormal shifts, a reservist's transportation problem or any other reason deemed appropriate by the unit commander.

1.1.4.2.2. All special needs must be submitted to the Wing Commander as soon as the need is identified. Upon approval the individual will be lodged at the requesting unit's expense.

1.1.4.3. Ensure all unit members are briefed on lodging procedures at least semi-annually.

1.1.5. Unit First Sergeants:

1.1.5.1. Assist the commander in enforcing the Wing's lodging procedures. Counsel unit members for each instance they fail to follow procedures. Administer the revocation of lodging privileges for individuals who fail to comply.

1.1.5.2. Establish a system to record and monitor unit members who violate these requirements.

1.1.5.3. Work with the Lodging Manager to confirm compliance with this instruction. Responsible to meet the requirements outlined in paragraph 2.1.2.1.

1.1.6. The Military Personnel Flight. Provide printed instructions to newcomers giving the telephone number of the lodging front desk (716) 236-2014, along with eligibility criteria and directions prior to the Wednesday before their first UTA.

1.1.7. Military Members using lodging:

1.1.7.1. Coordinate with the lodging desk to establish or cancel lodging. The lodging management staff will provide a cancellation number which should be maintained by the unit member for future reference.

1.1.7.2. Responsible for the cancellation of any unneeded lodging requirement. If you request a room you must use it. If you fail to check-in as per paragraph 2.1.4. you will be considered a no-show. Failure to cancel will result in actions as described in paragraph. 2.1.7.1. through 2.1.7.3.

1.1.7.3. Responsible for lodging costs incurred as the result of damage caused by negligence, non-payment of in-room charges for received meals and/or beverages, or non-payment of telephone charges. Smoking and pets are not authorized in any lodging facilities. Cleaning and sanitation fees will be charged to the individual for violation of these terms.

2. Procedures:

2.1. Guidelines. It is the goal of the Niagara Falls ARS is to provide quality lodging facilities and service, while keeping official travel costs at a minimum. On-base lodging will be used to the maximum extent possible prior to granting reservists commercial contract quarters.

2.1.1. **Authorized Personnel.** Niagara Falls ARS offers UTA lodging for Reserve member in non-commuting status only. Family accompanying reservist during the UTAs will be considered Space "A" and may result in the member seeking lodging off-base, at their own expense.

2.1.2. Reservations Policy. Reservations for UTA Lodging must be made no more than 5 days after the previous UTA for the next training cycle. Reservists are encouraged to use the sign-up sheet located at the main desk in the Main Lodge to request their rooms. If reservations need to be made over the telephone the member must receive a confirmation number from the lodging staff. If a reservation is not made there is no guarantee of a room on base.

2.1.2.1. Within five days after the completion of the UTA, lodging will input the names and procure the necessary lodging facilities.

2.1.3. Room Assignments. Room assignments are established on a first come/first serve basis. Once assigned a room, members may not be moved to another room or building for convenience. Niagara Falls ARS Lodging allows persons who share rooms to reserve their rooms with a specific roommate as long as they are arriving on the same day and the reservations are made within the allotted time period.

2.1.4. Check-In Procedures. Military identification cards are required at check-in. Check-in for the Friday before the UTA is between 1400 hours and 0300 hours. Check-in for a UTA Saturday is between 0600 hours and 1300 hours. If the member cannot check-in during these hours they must notify the lodging staff by 1300 hours on the check-in date.

2.1.5. Check-Out Procedures. Check-out time is 0800 hours on Saturday and 1100 hours Sunday through Friday. Individuals will be charged late fees if they check-out after 1200 hours. This late fee is the individuals' responsibility and will not be paid by the unit.

2.1.6. Cancellation Procedure. Cancellations must be made before 1800 hours on Fridays and before 1300 hours on Saturdays. The member must obtain a cancellation number from the lodging staff canceling the reservation. Failure to do so will be considered a no-show.

2.1.7. No Show Policy. Reservists requesting rooms and not checking into Lodging as outlined in Para. 2.1.4. will be considered no-shows.

2.1.7.1. First time No-Show. The Unit First Sergeant and Unit Commanders will receive notification and a "Warning Letter" (See Attachment 1) will be sent to the member notifying them of their no-show status.

2.1.7.2. Second time No-Show. Reservists making reservations and not checking in at lodging at the designated times for a second time in a twelve month period will receive a "Denial of Lodging Letter." (See Attachment 2) This letter will deny the member on-base lodging or commercial lodging for the next UTA. Reservists in this status will be required to make and pay for their own lodging for their next UTA. This status does not alleviate the reservist from fulfilling any military obligations.

2.1.7.3. Third time No-Show. Reservists making reservations and not checking in at lodging at the designated times for a third time in a twelve month period will receive a "Lodging Privileges Suspension Letter." (See Attachment 3) This letter expires six drill months after the offense. Reservists in this status will be required to make and pay for their own lodging for their UTAs. This status does not alleviate the reservist from fulfilling any military obligations.

2.1.8. Commercial Lodging Requirements. "Only" the Niagara Lodge's management staff or designees may contact the hotel to make additions to the commercial lodging requirement once the reservation has been established. If a member is manipulating the system in order to receive off-base lodging they may forfeit their lodging privileges.

ALLAN L. SWARTZMILLER, Colonel, USAFR
Commander

Attachment 1
WARNING LETTER



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date: _____

MEMORANDUM FOR _____

Member's Name and Rank

FROM: 914/CC Group

SUBJECT: Warning Letter

1. You have failed to cancel your room at Niagara Falls ARS Lodging for the first time in one calendar year for the UTA dated: _____

period of negligence

2. At this time you are being informed that if you continue to violate this policy it may result in your loss of lodging privileges for up to six months. If you lose your lodging privileges it would then become your responsibility to find and pay for lodging while fulfilling your military obligation.

3. I encourage you to contact your First Sergeant with any issues you may have preventing you from meeting these requirements.

4. If you have any questions about this action contact Ms. Edith Fose at (716)236-2473.

Commander

Attachment 2

DENIAL OF LODGING LETTER

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND



_____ Date

MEMORANDUM FOR _____

Member's Unit Office Symbol

FROM: 914 /CC

Group

SUBJECT: Denial of Lodging Letter

1. The following Individual has failed to cancel their room at Niagara Falls ARS Lodging for the second time in a 12 month period: _____

Name, Rank, Unit and period of negligence

2. At this time you are being informed that any room requests for the _____ will not be honored. Next UTA

3. It is the members' responsibility to obtain lodging for the upcoming training event. This action does not relieve the member of his or her military obligations.

4. If you have any questions about this action contact Ms. Edith Fose at (716)236-2473.

Commander

Attachment 3

LODGING PRIVILEGES SUSPENSION LETTER



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date _____

MEMORANDUM FOR _____

Member's Unit Office Symbol

FROM: 914 /CC

Group

SUBJECT: Lodging Privileges Suspension Letter

1. The following Individual has failed to cancel their room at Niagara Falls ARS Lodging for the third time in a 12 month period: _____

Name, Rank, Unit and period of negligence

2. At this time you are being informed that any room requests for the _____ through the _____ will not be honored. Next UTA

6 Months UTA

3. It is the members' responsibility to obtain lodging for the upcoming training event. This action does not relieve the member of his or her military obligations.

4. If you have any questions about this action contact Ms. Edith Fose at (716) 236-2473.

Commander