

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 34-601**



6 JUNE 2013

Services

**LODGING SERVICES/LODGING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-6, *Air Force Lodging* and 919 SOW34-601/919SOW *Guidance Memorandum (GM) 03, dated 19 Sep 2011*. This instruction extends the guidance of Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*. It provides guidance and procedures for the issue and checkout of quarters at Eglin Air Force Base (AFB) Field (Fld) 3, Florida (FL) (Duke Field). It applies to all personnel assigned to the 919th Special Operations Wing (919 SOW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include paragraph insertion. Updates paragraphs **1.1.1**, **1.8** **4.2.1**, **4.2.1.2**, **5.1**, **5.2**, **5.3**, **6.1**, **6.2**, **6.3**, **6.4**, **7** adds **4.3**, **6.3.1**. Deletes use of Air Force (AF) Form 3137, *General Purpose*. An asterisk indicates newly revised material.

1. GENERAL. The 919 SOW Lodging Office is located in building (bldg) 3054 and provides lodging services to both active duty and the reserve personnel working on Duke Field. The transient lodging is owned and controlled by the 919th Force Support Squadron Lodging (919 FSS/FSVL) and is part of Headquarters Air Force Reserve Command Lodging (HQ AFRC/A1SR) non-appropriated fund.

1.1. Normal lodging duty hours are:

1.1.1. 0600—2200 Daily.

1.1.2. Unit Training Assembly (UTA) weekends 24-hour coverage.

1.2. For after hours, see paragraph 4, procedures below.

1.3. The 919 SOW will pay the lodging room charges if personnel are in UTA or Additional Flying Training Period (AFTP) status. The unit is responsible for room charges only. All other incidental charges must be paid by the guest. For annual tour, school tour, or special tour man days, the member must pay the charges and claim reimbursement on travel vouchers. Space available personnel must pay the charges and will not be reimbursed.

1.4. In accordance with AFI 34-246, *Air Force Lodging Program*, Air Reserve Command (ARC) members in Inactive Duty Training (IDT) status are only authorized government lodging if they reside outside of the designated lodging commuting distance from the installation where duty is actually performed, and those members will receive priority for on-base/government-controlled lodging. The 919 SOW/Commander (CC) has established the lodging commuting distance as a 50-mile radius from the duty station.

1.4.1. Unit Lodging Representatives will utilize the Defense Table of Official Distances (DTOD) for determining UTA/IDT lodging eligibility for their unit members. If in the DTOD determination, a member's residence is greater than 50 miles in distance from Duke Field or Hurlburt Field (member's duty location), then the member is entitled to lodging for UTA/IDT status. Unit Lodging Representatives must validate all personnel and update their rosters as changes occur using this guidance and provide the information to Lodging Guest Services. DTOD may be accessed at the following: <https://dtod.sddc.army.mil/default.aspx>.

1.4.2. When determining distance from the member's residence in DTOD, ensure the "Origin" is the member's physical address; PO boxes are not to be used to determine distance. The origin should be entered by Zip Code, City, State, and County (i.e., 32539, Crestview, FL, Okaloosa).

1.4.3. When determining distance to the member's duty location in DTOD, ensure the "Destination" is "32542, Eglin AFB Auxiliary Field 3, FL, Okaloosa" for Duke Field or "32544, Hurlburt Field, FL, Okaloosa" for Hurlburt Field.

1.5. Personnel who live within the commuting area may occupy the quarters (if available) after 1800 hours Saturday during UTAs with unit commander's written authorization.

1.6. Personnel who must perform official reserve duty past midnight can receive priority lodging if the unit CC provides a letter verifying that the individual requires the room.

1.7. Personnel not on orders or whose orders indicate "commuting area" will be required to pay all lodging fees if they choose to stay in quarters. Individuals whose orders indicate

"commuting area," yet are authorized to stay in lodging as indicated in the "Remarks" block of the orders, will be required to pay these fees, but will be reimbursed through a settlement voucher.

1.8. Individuals staying on a space available basis are required to pay for their rooms in advance. No space available reservations will be taken for Friday night of the UTA. Reservations for Saturday night of the UTA for space available will be made on a first come first served basis.

2. Reference. AFI 34-246 will be referenced in conjunction with this instruction.

3. Responsibilities.

3.1. Unit CCs.

3.1.1. Unit CCs will appoint a Unit Lodging Representative and forward this designation to Lodging Guest Services. The CC will forward any changes in the Lodging Representative or their alternate designations to Lodging Guest Services.

3.1.2. CCs will enforce no-show policies to eliminate the expenditure of funds for unused rooms and to maintain maximum utilization of quarters on base.

3.2. Wing Lodging POC.

3.2.1. The Wing Lodging POC is appointed by the Wing Commander. IAW AFI 34-246, para A3.3.3., the Services ART will be appointed as the Wing Lodging POC and represents the wing on all lodging issues. This individual is normally available on a "full-time" basis and is the liaison for Lodging Guest Services for all lodging issues affecting the wing during scheduled UTAs. This individual is responsible for the items noted in AFI 34-246, paras A3.3.4 and A3.3.5.

3.2.2. The Wing Lodging POC or Military Personnel Section will provide lodging a copy of the non-commute alpha roster, extracted from the Personnel Data System (PDS), which identifies members authorized lodging at unit expense during IDT periods.

3.2.3. The Wing Lodging POC will provide lodging with a copy of the wing's annual UTA schedule as soon as it is finalized and approved.

3.2.4. The Wing Lodging POC will make payment directly to the appropriate organization/facility which lodged wing personnel for each UTA. The Services Business Manager (or designated representative) will review and verify each UTA's bill and provide the verified list to the Wing Lodging POC prior to payment being made.

3.3. Unit Lodging Representatives.

3.3.1. The Unit Lodging Representative is appointed by the Unit CC and represents the unit on all lodging issues. This individual is normally available on a "full-time" basis and is the liaison for Lodging Guest Services.

3.3.2. Unit Lodging Representatives will notify Lodging of any changes to their members' ranks, names and lodging eligibility monthly. Representatives will determine lodging eligibility IAW paragraph 1.4.1. of the instruction.

3.3.3. Unit Lodging Representatives will ensure that all personnel are aware of the no-show policy and the potential for loss of lodging privileges.

4. Procedures:

4.1. Check-in/check-out procedures during normal duty hours will be accomplished by Lodging Reception personnel as guests arrive or depart.

4.2. Issue of quarters during non-duty hours will be accomplished as follows:

4.2.1. Individuals who will require lodging, but cannot obtain a key during the established hours of operation, may obtain a key from the afterhours key safes located in the entrance to bldg 3054. There is a phone inside the entrance next to the key safe that has two phone numbers the member can call in order to obtain instructions on how to obtain a key for the night. Keys will only be issued to the registered guest.

4.2.1.1. If the individual is staying more than one night, they must report to the Lodging Front Desk, in bldg 3054 the following workday and fill out the official paperwork. In addition, individuals must show a copy of orders when on active duty status or Temporary Duty away from Home Station (TDY) at check-in. Also, a copy of AF Form 40a (40a), *Authorization for Individual Inactive Duty Training*, for UTA "make-up" inactive duty status must be provided prior to check-out. If the AF Form 40a is not available at checkout, the member will be responsible for ensuring a copy is received prior to check out, failure of which, the member will pay for lodging at their own expense.

4.2.1.2. If an individual checks out before or after normal duty hours, keys may be dropped in the key box located in the lobby next to the Lodging Front Desk. If the individual is on TDY or man-day status, Lodging will charge the amount of stay on the individual's government credit card. Receipts may be picked up at the Lodging Front Desk or faxed to the individual. A second option is to use the express checkout envelopes provided in each room. The guest will fill out the information, sign the form and leave the form and key in the room. Housekeeping staff will notify the front desk and the charges will be made at that time. Receipts may be picked up at the Lodging Front Desk or faxed to the individual. Lastly, at the guest's request, the charge may be done prior to arrival and the receipt left with the room key in the key safe. All space available guests arriving and departing before or after normal duty hours will be charged in advance. Space available reservations without a credit card guarantee will be canceled at 1800 and made available to other guests.

4.3. Late checkout will be authorized, if coordinated in advance with lodging, for members working shift work or in crew rest. The additional charge for late checkout will be paid for by the Wing not the member if the member is in IDT status.

5. Making Reservations: Automated Lodging Reservation System (ALRS).

5.1. All duty reservations for those in the 919th regardless of type of duty status or rank must be made through the ALRS. Each person will be responsible for making his or her own reservation. The units will no longer send sign-up sheets to Lodging for UTA weekends. The exception to this will be anyone in 556th Red House (RH) or 5th Special Operations Squadron (SOS) who is in any duty status other than UTA unit paid. Those individuals may contact Hurlburt AFB Lodging directly to make reservations. If the status is UTA, unit paid, those in 556 RH or 5 SOS are still required to use the ALRS system. The Lodging Office will not take duty reservations over the phone.

5.2. Reservations made using the ALRS will be made by calling a published 800 number and following the voice prompts. On the initial call, there will be a prompt to enter a user account number and pin which is computer generated and provided to the members at the Newcomer's orientation brief. After entering the original pin number, the system will prompt to change the pin. Follow voice prompts to make, change or cancel a duty status reservation. Hotel information and confirmation numbers will be provided at the time the reservation is made.

5.3. All changes to, adjustments of, or cancellations of all duty related reservations must be done by using the ALRS system; with the exception of self-pay duty status of the 556 RH as listed above.

6. UTA Weekends Reservations: All lodging requests for UTA weekends will be accomplished by using ALRS as follows:

6.1. UTA reservations may be made 12 months in advance.

6.2. All UTA reservations must be made no later than the Friday two weeks prior to the UTA. The purpose of the two week cut off is to allow Lodging to release any rooms not secured with a member's name back to the contract hotels. The cutoff also applies to Duke Field Lodging due to the logistics of finalizing lodging for the UTA weekend.

6.3. Requests made after the Friday cutoff date will be directed to call the Lodging Front Desk. Late reservations may be made at Duke Field, space permitting for the UTA, but the cost will be paid by the member, not the Wing. If all rooms are sold at Duke Field, it is the member's responsibility to secure and pay for his or her own reservation off base.

6.3.1. Exception: Individuals who need to secure reservations after the cutoff for reasons that are duty related and unit driven should have their CC or First Sergeant notify lodging by calling the front desk at 883-6203. Once verified, and coordinated through the Wing/CC, the reservation will be made and the Lodging staff will notify the individual. The Wing will then pay the lodging cost.

6.4. Cancellations may be made up until 1700 on the Wednesday prior to the UTA. Failure to cancel a reservation will result in a "No Show" for the member and the Wing will be charged for one night. The need to cancel a reservation after the cutoff will be dealt with on a case by case basis. The member's CC, First Sergeant or Supervisor may call lodging to explain extenuating circumstances.

6.5. Military Personnel Flight (MPF) will provide the names of all newcomers no later than (NLT) Wednesday prior to the UTA week. NLT Monday prior to the UTA, lodging will e-mail the list of reservation confirmations for the newcomers to the MPF point of contact (POC). The POC will cross check the reservations against the list sent to lodging and notify lodging of any known changes. After the initial UTA, all newcomers will be responsible for making their own reservations using ALRS system for future UTAs.

7. Rescheduled UTAs or Any Other Duty Status: All lodging requests will be accomplished by using ALRS. There are no restrictions. However, failing to cancel a reservation will result in a "No Show" if the member is in a rescheduled status and the Wing will be charged for one night. If the member is in any other duty status and fails to cancel, the member will be charged for one night, unless the member's CC, or first sergeant has contacted Lodging and explained the

circumstances. Again, all 556 RH or 5 SOS members in self pay status may call Hurlburt direct to make reservations. If in a unit pay status the ALRS will be used.

8. Space Available Reservations: Reservations will still be made by contacting the Lodging Office at Commercial 850-883-6203 or DSN875-6203.

9. UTA Cancellation, Reservation Changes and No-Show Policy. The policy regarding cancellations, reservation changes and no-shows during IDT/ UTA is as stated below.

9.1. Individuals are required to cancel or change reservations NLT 1700 Wednesday prior to the UTA by calling the ALRS system. Cancellations after Wednesday will be considered on a case-by-case basis. In these circumstances, the member's CC or first sergeant will provide notification and request cancellation as soon as possible. Failure to cancel a reservation IAW this policy, twice within a 12-month period, will result in the loss of lodging privileges for the next three UTAs. Failure to cancel a reservation IAW this policy, three times within a 12-month period, will result in the loss of lodging privileges for one year. Disciplinary actions will be administered prior to the end of the UTA and are at the discretion of the Unit CC and first sergeant.

9.2. Unit CCs and First Sergeants will be furnished the initial UTA no-show list NLT Saturday of the UTA, and the final no-show listing on Sunday of the UTA. CCs and first sergeants may decide that a no-show was of no fault of the member or the unit and can recommend an excusal from the loss of privileges as stated in Para. 9.1. This recommendation for excusal will be provided via email to lodging personnel and can be submitted by either the CC or First Sergeant.

ANTHONY J. COMTOIS, Col, USAFR
Commander

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 34-6, *Air Force Lodging*, 22 July 1993

AFI 34-246, *Air Force Lodging Program*, 9 November 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

AF Form 40a, *Authorization for Individual Inactive Duty Training*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTP—Additional Flying Training Period

ALRS—Automated Lodging Reservation System

ARC—Air Reserve Component

BLDG—Building

CC—Commander

DTOD—Defense Table of Official Distances

FLD—Field

FSVL—Lodging Office Symbol

HQ AFRC—Headquarters Air Force Reserve Command

HQ AFRC/A1SR—Headquarters Air Force Reserve Command Services

IAW—In Accordance With

IDT—Inactive Duty Training

MPF—Military Personnel Flight

NLT—Not Later Than

OPR—Office of Primary Responsibility

PDS—Personnel Data System

POC—Point of Contact

RDS—Records Disposition Schedule

RH—Red Horse

SSAN—Social Security Number

SOS—Special Operations Squadron

SOW—Special Operations Wing

TDY—Temporary Duty

UTA—Unit Training Assembly