

**BY ORDER OF THE COMMANDER  
920TH RESCUE WING**

**920TH RESCUE WING INSTRUCTION  
34-246**



**9 SEPTEMBER 2009**

*Services*

**RESERVIST LODGING PROGRAM POLICY  
AND PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 39 RQS/DOT

Certified by: 920 RQW/CV  
(Col Phillip J. Manning)  
Pages: 10

---

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, *Air Force Lodging Program*. It provides guidance and procedures for personnel authorized to occupy quarters (on-base/off-base contract commercial) and mandates use of lodging for all 920th Rescue Wing (920 RQW) Reserve personnel performing active duty and inactive of training tours. It requires the collection and maintenance of information protected by the Privacy Act of 1974 as required by AFI 33-332, *Privacy Act Program*. It applies only to members assigned to units within the 920 RQW physically located at Patrick Air Force Base (AFB), Florida. Failure to comply with this directive may result in loss of lodging privileges. 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 Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in the 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

This is the initial publication of 920th Rescue Wing Instruction (920 RQWI) 34-246.

**1. Procedure.** All 920 RQW duty personnel must use on-base lodging when adequate and available, and will make reservations in advance within 5 working days after the Unit Training Assembly (UTA) in accordance to AFI 34-246, Attachment 3. The 920 RQW is a tenant

organization on an active duty Air Force installation. As such, 920 RQW personnel, Individual Mobilization Augmentee (IMAs) and Individual Ready Reservist (IRRs) living outside the designated lodging commuting distance of the installation are eligible for lodging at unit expense when performing inactive duty training at Patrick AFB. Per AFI 34-246, Attachment 3, A3.1, the commuting distance for reserve members is defined as a 50 mile radius, or 1 hour driving time from the unit member's home of record (HOR). All lodging reservations (except for scheduled monthly UTAs) will be made through the Space Coast Inn. Commercial (voice) 321-494-2075/4811/6590. Disciplinary action will be taken against unit-members who abuse this privilege.

1.1. **Adequate.** Existing quarters that comply with Department of Defense (DoD) and Air Force Lodging Standards as stated in AFI 34-246, Table 1.1 must be used. All quarters (Officer and Enlisted) on Patrick AFB are adequate in accordance with (IAW) these directives.

1.2. **Available.** Reservations must be made through the Patrick AFB Space Coast Inn for all personnel requiring lodging. The only exception is for the monthly UTA when the Automated Lodging Reservation System (ALRS) is utilized, or the Unit Lodging Monitor (ULM) directly coordinates lodging requirements to the Space Coast Inn and the Wing Lodging Manager. All personnel, regardless of rank, will be assigned to on-base quarters until all available rooms have been reserved. Only after all on-base quarters have been exhausted will members be assigned by the Space Coast Inn to commercial contract lodging quarters.

1.3. **Unauthorized items.**

1.3.1. **Pet Policy.** Pets are not authorized in Patrick AFB Space Coast Inn facilities. Members violating this policy are not authorized unit-paid lodging and may be charged up to a \$150.00 fee based on expenses incurred returning the room to inventory for violating the no-pet policy. Once cited, these individuals are subject to eviction as determined by the Lodging Manager, are directly responsible for damages, and will not be reimbursed for any fees and costs involved.

1.3.2. **Unauthorized Personnel.** Unit members are not authorized lodging room deviations due to unauthorized personnel or pets traveling with the individual.

1.3.3. **No-Smoking Policy.** All Air Force lodging guest rooms are no-smoking areas. Members staying in Air Force lodging may be charged up to a \$150.00 fee based on expenses incurred returning the room to inventory for violating the no-smoking policy. Once cited, these individuals are subject to eviction as determined by the Lodging Manager, directly responsible for damages, and will not be reimbursed for any fees and costs involved.

1.4. **Newcomer Lodging.** Newcomers residing outside the commuting distance will be lodged on base for their first UTA provided suitable lodging is available, based on rank. Military Personnel will notify individual units, finance and lodging of newcomers' status. It is the responsibility of Military Personnel and the individual units to brief the newcomer to notify the Space Coast Inn if they require a cancellation or changes to their reservation. After the first UTA, unit-assigned members will be responsible for making their own lodging reservations via ALRS or through their unit ULM when performing duty during the monthly

scheduled UTA. Unit members will be responsible for contacting the Space Coast Inn and making their own lodging reservations for all other periods of Inactive Duty Training (IDT) and Active Duty Training (ADT).

#### 1.5. No-Show Policy.

1.5.1. The 920 RQW guarantees payment for IDT lodging rooms reserved and not used. Unit-members who do not check in at their confirmed location are considered a No-Show. It is the unit member's responsibility to contact their respective ULMs prior to 1200 Wednesday, preceding the UTA, if requesting a room cancellation or a delayed check-in time/date. After this timeframe, the unit member is liable and must contact the Space Coast Inn directly, no later than 1200 on the arrival date for any cancellations or changes to their reservation.

1.5.2. First no-show occurrence: Unit members will receive a "Letter of Warning" from the Wing Lodging Manager indicating they did not call, cancel, or change their reservation and are being identified as a No-Show. A copy of the letter will also be sent to their unit commander and the Wing Commander.

1.5.3. Second no-show occurrence within a six-month period: Unit members will receive a "Denial of Lodging" letter from the Wing Commander, indicating that this is their second offense and they will be denied wing/unit provided lodging for 6 months. A copy of the letter will be sent to their unit commander and the Wing Lodging Manager. Members in this status must make other lodging arrangements at their own expense.

1.5.4. No-show expenses will be taken out of each unit's Operations and Maintenance (O&M) funds to replenish the Wing's lodging funds account.

#### 1.6. Active-Duty (AD) Tours.

1.6.1. Unit-assigned members performing AD tours: Military Personnel Appropriation (MPA), Reserve Personnel Appropriation (RPA) and Annual Tour (AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*), regardless of per diem status, are individually responsible for their lodging charges and must contact the Space Coast Inn for all reservations. Individual will file for reimbursement (normal procedures apply).

1.6.2. If commercial lodging is utilized, the Space Coast Inn will issue a Non-availability Statement required for the member to file with their travel voucher for reimbursement. No other unit or organization is authorized to issue Non-availability Statements for the utilization of commercial lodging. **Note:** 920 RQW/Unit members performing AD and IDT duty at locations other than Patrick AFB will use host lodging at the installation where they will be performing the duty.

#### 1.7. Inactive Duty Training (IDT) Tours.

1.7.1. Unit-assigned members performing IDTs away from home station: Readiness Management Periods (RMP), UTA, and Additional Flying Training Period (AFTP) (AF Form 40A, *Record of Individual Inactive Duty Training*) are responsible for payment of their lodging charges and will file for reimbursement.

1.7.2. Unit-assigned members performing IDTs at home station will not pay lodging room charges if their unit-provided lodging privileges have not been suspended. Lodging

room costs (on-base and contract) for unit-assigned members performing IDTs at home station will be paid by the wing/unit via a government purchase card (GPC) account. Payment for personal charges, i.e., telephone, in-room charges, late-check out fees, etc., is the responsibility of the member. **Note:** Members are NOT authorized to use their Government Travel Card (GTC) for charges incurred during IDT status.

1.7.3. When a unit-assigned member performs an IDT at home station in conjunction with an active duty tour, to include annual tour in a non per diem status, only the IDT portion is authorized for payment by the wing/unit. The member is responsible for payment of their lodging charges for all active duty tours regardless of per diem status and must file for reimbursement (normal procedures apply).

## **2. Responsibility.**

### **2.1. 920 RQW Commander will:**

- 2.1.1. Ensure compliance of lodging program policies and procedures.
- 2.1.2. Appoint a Wing Lodging Resource Advisor to manage Wing Lodging GPC payments.
- 2.1.3. Appoint a Wing Lodging Manager to oversee the Wing Lodging Program.
- 2.1.4. Creates policy regarding no-shows and any lodging infractions.
- 2.1.5. Issues “Denial of Lodging” letters to members who are in violation of the No-show Policy.

### **2.2. 920 RQW IDT Lodging Resource Advisor will:**

- 2.2.1. Comply with all Air Force GPC program directives in administering the 920 RQW IDT lodging payment process.
- 2.2.2. Maintain billing and payment documentation to ensure accurate accountability IAW Air Force requirements.
- 2.2.3. Work in conjunction with the 920 RQW Lodging Manager to ensure accuracy and timely payment of 920 RQW IDT lodging bills.

### **2.3. 920 RQW Lodging Manager will:**

- 2.3.1. Oversees the ULMs, tracks and assists with computer-generated unit lodging rosters and acts as liaison between the Space Coast Inn and the 920 RQW.
- 2.3.2. Work directly with the Space Coast Inn management (lodging) to ensure adequate quarters are available to meet UTA lodging requirements.
- 2.3.3. Provide lodging a copy of the commuting unit-assigned alpha roster which identifies members authorized lodging at wing/unit expense during IDT periods.
- 2.3.4. Provide lodging a copy of the Wing’s annual UTA schedule as soon as it is finalized and approved (July-September time frame). Revalidate and update data on an annual basis.
- 2.3.5. Provide lodging with a copy of the “Denial of Lodging” list composed of members that have been denied unit-funded lodging along with the time frame of suspension.

2.3.6. Manage lodging reservations via ALRS or manually through the use of wing/unit Authorized Lodging rosters provided by the ULMs.

2.3.7. Assist the Wing Lodging Resource Advisor in validating IDT lodging bills from the base lodging office and commercial lodging.

2.3.8. Work with the ULMs to ensure all IDT lodging requirements are properly identified.

2.3.9. Actively monitor unit No-Shows to ensure the unit does not pay for quarters not used, and provide the No-Show Report to ULMs and unit commanders, for their action, as necessary.

2.3.10. Compile copies all AF Form 3211, *Customer Comment* for tracking of lodging issues and submit summary to Wing Commander.

2.3.11. Issues "Letters of Warning" for members who are in violation of the No-Show Policy.

#### **2.4. 920 RQW Unit Commanders will:**

2.4.1. Designate, by appointment letter, a ULM who acts as a liaison with the Wing Lodging Manager and the Space Coast Inn regarding UTA lodging reservations.

2.4.2. Enforce the Air Force Reserve Command (AFRC) and wing guidance regarding reservists identified within the commuting/ non-commuting area.

2.4.3. Ensure all members are briefed on lodging procedures on a quarterly basis. (i.e. Commander's Call).

2.4.4. Work in conjunction with the assigned ULM researching the unit's No-Shows from the previous month's UTA.

2.4.5. Enforce Wing Commander's No-Show policy and disciplinary actions regarding unit members who receive "Letter of Warning" and "Denial of Lodging" letters.

#### **2.5. 920 RQW Unit Lodging Monitors will:**

2.5.1. Provide and manage the Lodging Request Sign-Up form during each scheduled UTA, so members authorized lodging will sign and identify the number of nights required for next UTA.

2.5.2. Provide the Space Coast Inn and Wing Lodging Manager with a roster of the unit's lodging requirements for the next UTA no later than (NLT) 1600 Friday following the current month's UTA.

2.5.3. Work with the Wing Lodging Manager to ensure only authorized unit members are provided IDT lodging.

2.5.4. Maintain the ULM's Continuity binder by updating the following:

2.5.4.1. Squadron appointment letter and ULM contact information.

2.5.4.2. Monthly UTA Lodging Request Sign-Up sheets.

2.5.4.3. Copy of individual No-Show Letters for unit members (first notice and second notice/revocation of lodging privileges) and monthly No-Show lists.

2.5.4.4. Authorized Lodging list of unit members eligible for IDT lodging at unit expense and re-validate on a quarterly basis. **Note:** The non-commute Roster may need to be re-validated more often due to member separations, newcomers to the unit, and updates to the Authorized Lodging list.

2.5.4.5. Maintain current 920 RQWI 34-246 and AFI 34-246.

2.5.5. Ensure unit members comply with room cancellation procedures and make lodging reservations IAW this directive in order to eliminate members arriving without reservations, having duplicate reservations, making their own reservations and reservations past the assigned suspense date for scheduled monthly UTAs.

2.5.6. Confirm reservations are canceled for unit members that have rescheduled the upcoming UTA (i.e., check against completed AF Form 40A)

2.5.7. Provide the Space Coast Inn and Wing Lodging Manager with a list of cancellations and/or changes to reservations NLT 1200 Wednesday prior to the upcoming UTA.

2.5.8. Ensure unit members are notified of their lodging assignments NLT 1600 Wednesday prior to the upcoming UTA.

2.5.9. Research unit member's No-Shows for the previous UTA and have the No-Show report completed and returned to Wing Lodging Manager NLT 1600, second Friday after the UTA.

## 2.6. 920 RQW Unit Members will:

2.6.1. Make/Confirm lodging reservations as soon as a requirement for lodging becomes known. Eligible unit members scheduled to attend the next month's UTA will verify lodging reservations by signing and identifying the number of nights required (to include NONE) on the Lodging Request Sign-Up sheet through each organizational orderly room/common office during the current month's UTA. If absent during the current UTA, the member will automatically be guaranteed lodging for the following month's UTA. Failure to sign and indicate number of needed nights will be treated as an absentee, thus resulting in an automatic lodging reservation. It is the member's responsibility to contact their respective ULM with changes or cancellations to their next month's lodging request within 5 business days following the missed UTA, in accordance with AFI 34-246, Attachment 3, A3.3.5.

2.6.2. Be personally responsible for making lodging reservations for all IDT and ADT, with the exception of the main UTA. If additional lodging is required, in conjunction with the main UTA (before and/or after), the member is responsible for contacting the Space Coast Inn to secure lodging for those dates. **Exception:** Unit Commanders may request additional dates for unit-assigned members needed when signing up for the next month's UTA if they immediately precede or follow the UTA with their respective ULMs. The ULM will then forward the request to the Space Coast Inn and Wing Lodging Manager.

2.6.3. Cancel lodging reservations as soon as notice is given of duty requirements/date changes. All cancellations/changes made before Wednesday 1200 prior to the UTA must be made through the ULM; cancellations/changes after this date/time will be made by the

individual unit member contacting the Space Coast Inn NLT Friday 1200 prior to the UTA. **Note:** Members are directly responsible for the making and cancelling of their own lodging reservations for any duty periods through the use of the ALRS, ULM, or Space Coast Inn, as required. Members in an IDT status who do not make reservations through the ULM in accordance with this directive will not be provided lodging at unit expense. Members, who make reservations and fail to cancel for a UTA or other IDT, may be subject to revocation of their lodging privileges in the future per paragraph 1.5. No-Show Policy.

2.6.4. Contact their ULM if they have not received notification of their lodging accommodations for the UTA NLT 1200 Wednesday prior to the UTA. After this time, members are required to contact the Space Coast Inn to confirm their reservations. Failure to contact either the ULM or Space Coast Inn WILL NOT be accepted as a reason for no-shows and/or duplicate reservations.

2.6.5. Pay for personal charges, i.e., telephone, in-room charges, late check-out fees, etc. Commercial lodging hotels, at their discretion, may request members to provide a personal credit card or cash deposit to cover incidentals prior to check-in. Failure to do so may result in the member being denied commercial lodging. Members are not required to pay for individual use of refrigerators, irons and ironing boards, microwaves, clock radios, or coffee pots in their room. The hotel is responsible to provide these items free of charge in accordance with AF contract hotel requirements. **Note:** Members are NOT authorized to use their GTC for charges incurred during IDT status.

2.6.6. Keep lodging room secured at all times. Individuals are responsible for any loss or damage occurring to government or commercial contract lodging property. Members should not leave valuables, i.e., money, jewelry, credit cards, or other high cost items in their rooms. Lodging is not responsible for lost or stolen items.

2.6.7. Report both positive and negative feedback of government and commercial contract lodging using the AF Form 3211, which can be found in government lodging rooms, Space Coast Inn front desk and AF e-Publications website. Submit AF Form 3211s to the Space Coast Inn and a copy to the Wing Lodging Manager for tracking purposes.

### **3. Making Lodging Reservations.**

3.1. **ADT/IDT Reservations.** Make all ADT and IDT lodging reservations in advance, except for the main UTA, directly through the Space Coast Inn, Commercial (voice) 321-494-2075/4811/6590 between the hours of 0800 and 1600, Monday through Friday.

3.1.1. AF Form 938 may be required for presentation upon check-in for all ADT reservations.

3.1.2. AF Form 40A will be presented at check-in for all IDT reservations. **Note:** If it is not possible for the member to present one of these forms at check-in, the member or the unit must ensure that lodging receives the form prior to the guest checking-out of lodging.

3.2. **UTA Reservations.** All reservations for scheduled monthly UTAs will be made in advance for unit-assigned members whose privileges have not been revoked. Contact the ULM for confirmation/cancellation of lodging reservations

3.3. **Failure of Making Reservations.** Members failing to make reservations in advance may be assigned lodging, but will be personally responsible for payment of lodging charges in accordance with AFI 34-246, paragraph A.3.3.5.1.

#### 4. Payment Procedures.

4.1. **Member Responsibility.** Per AFI 34-246, Attachment 3, Reserve Components are authorized to pay the lodging costs for their members in an IDT status only when Government-controlled quarters, i.e., on-base lodging or off-base contract commercial lodging, are provided.

4.1.1. 920 RQW members, who reside outside the local-commuting area, performing IDT during the scheduled monthly UTA (or rescheduled UTA, RMP, or AFTP with an AF Form 40A) at Patrick AFB will be provided lodging (limited to the per diem rate) at unit expense only when the procedures in this instruction are followed and the member's lodging privileges have not been suspended. The member is individually responsible for all personal charges, i.e., telephone calls, in-room charges, etc., IAW AFI 34-246, paragraph A.3.4.2.4. **Note:** Members are NOT authorized to use their GTC for charges incurred during IDT status.

4.1.2. 920 RQW members in an active duty status assigned to on-base or contract commercial lodging, regardless of per diem status, are individually responsible for payment of their lodging charges. Individuals will file for reimbursement (normal procedures apply).

#### 5. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

AF Form 3211, *Customer Comment*

STEVEN W. KIRKPATRICK, Col, USAFR  
Commander

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

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

AFI 33-332, *Privacy Act Program*, 29 January 2004

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

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

***Abbreviations and Acronyms***

**AD**— Active Duty

**ADT**— Active Duty Training

**AF**— Air Force

**AFB**— Air Force Base

**AFI**— Air Force Instruction

**AFMAN**— Air Force Manual

**AFRC**— Air Force Reserve Command

**AFRIMS**— Air Force Records Information Management System

**AFPD**— Air Force Policy Directive

**AFTP**— Additional Flying Training Period

**ALRS**— Automated Lodging Reservation System

**DoD**— Department of Defense

**GPC**— Government Purchase Card

**GTC**— Government Travel Card

**HOR**— Home of Record

**IAW**— In Accordance With

**IMA**— Individual Mobilization Augmentee

**IRR**— Individual Ready Reserve

**IDT**— Inactive Duty Training

**MPA**— Military Personnel Appropriation

**NLT**— No Later Than

**O&M**— Operations and Maintenance

**OPR**— Office of Primary Responsibility

**RDS**— Records Disposition Schedule

**RMP**— Readiness Management Periods

**RPA**— Reserve Personnel Appropriation

**RQWI**— Rescue Wing Instruction

**RQW**— Rescue Wing

**TDY**— Temporary Duty

**ULM**— Unit Lodging Monitor

**UTA**— Unit Training Assembly

### *Terms*

**Abuse**— Improper use, physical destruction, or mishandling of government property.

**Aircrew Member**— Anyone who holds an aeronautical rating or is on flight crew orders.

**Commercial Lodging**— Commercial accommodations under lease, contract, or memorandum of understanding or agreement to the government for transient lodging use.

**Government Lodging**— Lodging accommodations the Department of Defense owns. Leases, obtains by permit, or otherwise acquires.

**Inactive Duty Training Periods (IDT)**— periods of member training to include: Unit Training Assemblies (UTAs), rescheduled UTAs, additional flying training periods (AFTPs), and for annual tour (if applicable).

**Temporary Duty (TDY) Travelers**— Military personnel and DoD civilian employees temporarily assigned at an installation other than the one to which they are permanently assigned or employed.