

**BY ORDER OF THE COMMANDER
932D AIRLIFT WING**

932D AIRLIFT WING INSTRUCTION 34-601

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Services

LODGING PROGRAM

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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, *Air Force Lodging Program*. It extends the guidance and establishes procedures for the lodging of 932d Airlift Wing (AW) and 954th Reserve Support Squadron (RSS) personnel regarding reservations, cancellation and payment of contract lodging. It applies to all Air Force Reserve personnel assigned to or serviced by the 932 AW, Scott AFB IL. 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 Form 847s from the field through 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) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 interim changes revises 932 AWI 34-601 by (1) changing the off base hotel policies to double up Technical Sergeants and below, (2) removing any possibility to double up any officer, (3) changing the date of the sunset option from the Wednesday prior to the UTA to the Friday 8 days prior to the UTA.

1. General. The 932d Force Support Squadron (FSS) Lodging Section issues guidance for members in approved status to access lodging through the use of ALRS. The use of this system is required for all reservations. Questions and comments may be directed to the member's Unit Lodging Monitor (ULM) or the 932 FSS Lodging Non-Commissioned Officer-in-Charge at (618) 229-7562 or DSN 779-7562.

1.1. Officers and enlisted personnel, MSgt and above, are authorized single quarters when possible. The 932d Mission Support Group Commander or deputy will determine if quarters will be shared during Unit Training Assemblies for the following ranks not performing flying duty: TSgt and below. Quarters for enlisted personnel, TSgt and below, will be assigned on the basis of two members per room. Commanders at all levels, first sergeants, and chaplains are authorized and have priority for unshared on-base quarters with telephones. Shift work personnel requiring on-base quarters will be identified in the Unit Training Assembly Participation System (UTAPS) Lodging Roster.

1.2. If on-base quarters are not available, members will be assigned contract quarters in accordance with (IAW) AFI 32-6005, *Unaccompanied Housing Management*.

1.3. Commuting area is determined by the 932 AW/CC.

2. Entitlement: Members are entitled to quarters when:

2.1. The unit commander requires the member to stay on base overnight for mission or safety reasons. A timely exception letter must be submitted to the 932 FSS Lodging Office (932 FSS/FSVL) prior to the member requiring lodging. This provision is not to be used repeatedly to circumvent the designated commute area.

2.2. The nature of the duty, as determined by the unit commander, prevents the member from commuting. An exception letter is required.

2.3. Members on annual tour (AT), special tour (Reserve Personnel Appropriation [RPA]), or school tour who are authorized quarters will make arrangements through the ALRS, pay for their lodging, and claim reimbursement on their travel voucher.

2.4. Aircrew in Additional Flying Training Periods (AFTP). Quarters will be provided when required for crew rest, for show times prior to 0600L, or for personal safety as determined by the 932d Operations Group Commander.

3. Automated Lodging Reservation System Procedures.

3.1. All 932 AW and 954 RSS members must use the ALRS by dialing (877) 875-9886, option 4 or the direct line at (618) 229-7579/7630 to obtain lodging.

3.1.1. Every newcomer to the 932 AW or 954 RSS will be briefed on the process for obtaining lodging through the ALRS during wing's Newcomer's Orientation. Individuals exempted from attending the wing's Newcomer's Orientation will receive this information from their commander, first sergeant, or ULM.

3.2. ULMs are the first contact for all lodging issues.

3.3. Members can call ALRS up to 90 days in advance to schedule lodging for Unit Training Assemblies (UTA), however, upcoming UTA reservations **must be made no later than (NLT) 1200 the Wednesday prior to the primary UTA.**

3.3.1. Members may verify reservations by calling ALRS again to confirm reservations are on file.

3.4. All lodging transactions will be managed through the ALRS: This includes making, cancelling, and inputting or correcting the duty status.

3.4.1. Members must ensure they input the correct dates and the correct duty status for the required lodging period.

3.4.2. Active Duty for Training (ADT) status is used when a member is on orders (AF Form 938, *Request and Authorization for Active Duty Training/Active Tour Duty*) and will pay with a valid Government Travel Card (GTC). The member will be required to pay for lodging if ADT is entered. If ADT was mistakenly entered as the duty status, call ALRS immediately and change the duty status to Inactive Duty Training (IDT).

3.4.2.1. Upon check-in at off-base hotels, members should ask the front desk for their contract lodging slip for all ADT status lodging. Members will file the contract lodging slip and receipt with their travel voucher for ADT lodging reimbursement.

3.4.2.2. Members will only receive non-availability slips if the Scott Inn (375 FSS/FSVL) and the contract lodging facilities are not available.

3.4.3. IDT status is used during UTAs (including reschedules) and will be directly billed to the 932 AW. Each lodging facility will ask for a **valid credit card** to ensure payment for sundries, telephone calls, guest fees, pets, or damage to the room or property. 932 AW units and 954 RSS are only responsible for room charges and taxes when a member is in IDT status.

3.4.3.1. Members are only authorized use of the GTC for lodging when in ADT status. Under no circumstances are members authorized use of their GTC while in IDT status.

3.5. **Walk-ins are not permitted at any off-base lodging facilities.** Members are required to check in at the Scott Inn prior to proceeding to contract lodging facilities if rooms on base are not available. Members walking in to off-base lodging facilities are financially responsible to pay the bill.

3.6. Members in AT, RPA, or school tour status must present an AF Form 938 or an AF Form 40A, *Record of Individual Inactive Duty Training*, signed by the unit commander or unit commander's representative.

3.7. Aircrew members in AFTP, AT, or RPA status must present orders, flight orders, and designated forms signed by the operations officer to the Scott Inn. Aircrew members are authorized aircrew quarters when flight orders or a designated form is presented indicating the member is performing flying duties.

3.7.1. When converting from one status to another, the Scott Inn will make every effort to allow aircrew members to remain in assigned quarters. Upon registration, aircrew members must coordinate with the Scott Inn if their duty status is going to change (i.e., UTA to RPA), to prevent lodging payment problems.

3.7.2. Aircrew members are entitled to quarters for pre-departure crew rest if the show time is prior to 0600L. They are also entitled to quarters for post-mission rest, but will

not necessarily be given aircrew quarters. **NOTE:** Aircrew quarters changes are based on a 24-hour day.

3.7.3. Aircrew performing simulator training only during UTAs are not entitled to aircrew quarters.

3.7.4. The 73d Airlift Squadron and 932d Aeromedical Evacuation Squadron have specific unique requirements that mandate exceptions to this instruction and are addressed in internal policies.

3.8. Check out time is NLT 1100. The 932 AW and 954 RSS are not responsible for late checkout charges, property damage, damage to the room or furnishings, food, beverages, Pay-Per-View TV or telephone calls. Members are responsible for these charges. Checkout can be made by physically going to the front desk. Express room check out is permitted.

4. ALRS Unit Reporting Procedures.

4.1. Members **will not be in compliance** with ALRS procedures due to the following:

4.1.1. Calling after 1200 on the Friday 8 days prior to the primary UTA

4.1.2. **Same day walk-ins** to the Scott Inn or contract lodging.

4.1.3. **No-shows** to either the Scott Inn or contract lodging. A no-show occurs when a member fails to cancel a reservation made through ALRS, does not check in by the appropriate arrival time (before 1800), or fails to notify the Scott Inn front desk of a late arrival.

4.2. ULMs will prepare an after-action report for each first sergeant and unit commander on a monthly basis for review and action when a member is non-compliant. Non-compliance lists will be posted to the Commander's Dashboard on the wing SharePoint site.

4.3. Members not in compliance will receive suspension of privileges in ALRS from 932 FSS/FSVL and disciplinary action at the unit commander's discretion. Offenses will be cumulative for any 1-year period.

4.3.1. First Offense: Member will be notified that with the next offense, their lodging privileges will be suspended for 3 months.

4.3.2. Second Offense: Member's lodging privileges will be suspended for 3 months.

4.3.3. Third Offense: Member's lodging privileges will be suspended for 6 months.

4.3.4. Additional Offenses: Member's lodging privileges will be revoked.

5. Responsibilities.

5.1. 932 AW/CC:

5.1.1. Provides wing policy and guidance for 932 AW and 954 RSS lodging matters.

5.2. 932 FSS Personnel Systems Manager:

5.2.1. Prepares and forwards a lodging authorized lodger roster of all 932 AW and 954 RSS personnel monthly to 932 FSS/FSVL.

5.3. Wing Lodging Monitor:

- 5.3.1. Reviews all UTA billing products for accuracy prior to submitting to the host Accounting and Finance Office (AFO) for payment.
- 5.3.2. Provides the Scott Inn with the 932 AW and 954 RSS UTA schedules.
- 5.3.3. Prepares and forwards a lodging authorized lodger roster of all 932 AW and 954 RSS personnel monthly to the Scott Inn.
 - 5.3.4. Delivers letter of lodging service charges and folios for other charges to the host AFO for payment.
 - 5.3.5. Provides lodger roster updates, cancellations, and deletions to the Scott Inn by the Friday prior to the UTA.
 - 5.3.6. Validates all personnel requesting lodging and bills received, prior to requesting lodging or providing payment to authorized lodging providers.
 - 5.3.7. Once the lodging bills are validated, and no-show notices as well as other unauthorized lodging bills have been sent to Finance, a deduction will be made to the lodging expenses from the unit's quarterly Operations and Management funds. The money received from the units will be placed back in the wing's lodging budget. The group and squadron commanders, first sergeants, ULMs, and superintendents will be given a list of reservists who are responsible for these unpaid charges. The reservist must pay any outstanding charges to the appropriate agency where these expenses were incurred.
 - 5.3.8. Tracks non-compliance across the wing and disables lodging privileges for repeat offenses of the wing's policy. The WLM will disable ALRS accounts for members not in compliance.
- 5.4. Commanders and First Sergeants:
 - 5.4.1. Support the wing lodging program and ensure unit members understand their lodging entitlements and the wing policy.
 - 5.4.2. Counsel members with multiple compliance issues.
 - 5.4.3. Brief personnel on theft of government property IAW AFI 23-111, *Management of Government Property in the Possession of the Air Force*.
 - 5.4.4. Appoint a ULM and alternate and forward a copy of the appointment letter to 932 FSS/FSVL.
 - 5.4.5. Ensure the ULM attends quarterly lodging monitor meetings established by 932 FSS/FSVL.
- 5.5. ULMs:
 - 5.5.1. Establish and maintain a lodging program within the unit. Maintain a unit lodging binder to include appointment letter, lodging forms, authorization list, and the no-show lists for the previous 12 months.
 - 5.5.2. Control and process the UTAPS lodging monitor list and establish a lodging information file to file lodging update letters.

5.5.3. Enforce wing lodging procedures. Brief all personnel on lodging requirements and eligibility. The Scott Inn will not take individual reservations for UTA weekends and all members must reserve through ALRS. When members authorized lodging fail to meet the wing's scheduling cut-off date, they are required to work through their ULM to schedule lodging for first-time offenses.

5.5.3.1. For second- and third-time offenses, ULMs are required to notify their commanders and first sergeants prior to contacting 932 FSS/FSVL to schedule lodging.

5.5.4. Provide changes in member's status (ADT or IDT) to 932 FSS/FSVL NLT 1200 on Wednesday prior to the UTA.

5.6. Members Authorized Lodging:

5.6.1. Verify lodging eligibility with their unit. Eligibility is determined by the lodging authorized lodger roster under the control of the ULM.

5.6.2. Cancel reservations NLT 1700 Friday before the scheduled UTA.

5.6.3. Report to the Scott Inn, unless notified to report to another location for lodging arrangements. Show identification card upon request at the Scott Inn to obtain a room key or contract slip for off-base lodging.

5.6.4. Check out of lodging prior to reporting to work the last day of the UTA and NLT 1100. Return key, pay all appropriated charges, and report any problems with the room in writing to the Scott Inn for action.

5.6.4.1. Reservists are responsible for any additional charges incurred, i.e., long distance phone calls, room service, restaurant bills, bar bills, etc. These services should be paid for when they are rendered or at checkout.

5.6.5. Lodging is a privilege provided to members. If members choose to bring overnight guests such as spouses and children, they must make the Scott Inn front desk aware of those visitors. The hotel may or may not charge a nominal fee for guests. If charged, the member is responsible for the additional charge.

5.6.5.1. If a member requests lodging in the Temporary Living Facility to accommodate guests, they are responsible for the entire room charge.

5.6.6. Rude or other inappropriate behavior from members at any on- or off-base establishment will not be tolerated. If problems arise at any time, members should contact the on-call first sergeant.

5.6.7. Update address and contact information in the Military Personnel Data System by accessing the virtual Military Personnel Flight (vMPF) application through the Air Force Personnel Services website (myPers).

6. Off-Base/Contract Quarters for AT:

6.1. Unit commanders, orders issuing and approving officials, and team chiefs involved in AT planning will ensure to the greatest extent possible that on-base quarters are available for all AT to be performed at Scott AFB. On-base reservations should be secured NLT 20 days prior to scheduled AT.

6.2. If on-base lodging is not available, the unit or wing commander may cancel the tour. This procedure does not apply to flying personnel in AT status.

7. Complaints. Complaints from 932 AW and 954 RSS personnel regarding lodging should be made in writing on the form located at the Scott Inn lodging desk. Place form in the “complaint box” at the desk. Unresolved problems should be discussed with the member’s first sergeant. Complaints will be forwarded to the 932 AW/CC, who will research and, if warranted, respond to the complaint. Complaints requiring immediate action should be brought to the attention of the on-call 932 AW Duty First Sergeant.

ALBERT V. LUPENSKI, Colonel, USAFR
Commander

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

AFI 34-246, *Air Force Lodging Program*, 11 November 2007

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFI 23-111, *Management of Government Property in the Possession of the Air Force*, 7 January 2011

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

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

Adopted Forms

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

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

AF IMT 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADT—Active Duty for Training

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFO—Accounting and Finance Office

AFPD—Air Force Policy Directive

AFTP—Air Force Training Program

ALRS—Automated Lodging Reservation System

AT—Annual Tour

AW—Airlift Wing

CC—Commander

FSS—Force Support Squadron

IAW—In Accordance With

IDT—Inactive Duty Training

MAJCOM—Major Command

NCOIC—Non-Commissioned Officer-in-Charge

NLT—No Later Than

OPR—Office of Primary Responsibility

RPA—Reserve Personnel Appropriation

UTA—Unit Training Assembly

UTAPS—Unit Training Assembly Participation System