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OF THE AIR FORCE**

AIR FORCE MANUAL 34-102

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Services



***DIRECTORY OF GOVERNMENT
QUARTERS AND DINING FACILITIES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual lists the availability of government quarters and meals at all Air Force installations designated as either a base or station, and other Air Force activities that have either government quarters or meals. It also lists the availability of club meals at overseas locations and contains Air Force procedures concerning meal availability for temporary duty (TDY) officers, enlisted, and Department of Defense (DoD) civilians on days of travel, and when quartered off a US installation. It is published under the Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U4400-B, and Joint Travel Regulations (JTR), Volume 2, paragraph C1055.

This manual applies to all Air Force personnel, including the Air Force Reserve Command and Air National Guard (ANG). This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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 the appropriate functional's chain of command. 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 Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This interim change corrects the hyperlink: HQ AFSVA/SVFR to afsva.svf.distro@us.af.mil throughout the document. It also corrects AFI 34-249, *Food Service Management Program* to AFI 34-239. This will also update all office symbols AFSVA/SVFR to AFPC/FMNB.

Section A—Government Quarters and Meals

1. Government Quarters. Government quarters include all government-owned visiting officer quarters, visiting airman quarters, and government-funded transient quarters, whether leased or contract, that meet the minimum adequacy standards of AFI 34-246, *Air Force Lodging Program*.

2. Government Meals. Government meals listed on Defense Travel Management Office home page are those available in an appropriated fund dining facility, and those available in US Government contractor operated dining facilities when meals are furnished with or without charge incident to an official assignment under a contract (refer to JFTR, Volume 1, paragraph U4125-A3b, and paragraph UJ4125-A3g, *Deductible Meals*, and JTR Volume 2, paragraph C4554). Meals in medical service facilities, flight kitchens, and alert, fire station, carry out, or other satellite facilities are not included in the Defense Travel Management Office home page.

2.1. The installation commander determines the availability of government meals for TDY travelers.

2.1.1. Government meals should be considered available at all locations with a dining facility where nonappropriated fund (NAF), base exchange, or base restaurant food facilities are not available, adequate, or readily accessible to the place of duty.

2.1.2. TDY travelers are authorized to use the dining facility at locations where the installation commander has determined government meals are available as provided in AFI 34-239, *Food Service Management Program*.

2.1.3. TDY DoD Civilians. IAW AFI 65-103, *Temporary Duty Orders*, civilians may not be required to eat in a military dining facility but may eat in dining facilities if they wish. Their per diem is reduced to the Proportional Per Diem (PPD) rate or the government rate if they consume meals in a government mess and they must claim the meals on their travel voucher.

2.2. Government and club meals are considered not available on all traveling days and when on-installation government quarters are not available. This procedure applies to members of the Air Force Reserve and ANG Personnel performing active duty tours and when a member is lodged in government quarters not at the TDY location (includes consolidated lodging at separate installations, e.g., Ramstein and Vogelweh are separate installations but use a consolidated lodging activity).

2.3. When the 2-meal concept is used, it applies to weekends and holidays. Although the dining facility opens only for two meal periods (brunch and dinner), three meals are deemed to be available for permanent party personnel. This includes members of the reserved components performing annual tours, since the brunch features an expanded menu served over the breakfast and lunch time frame. **Note:** For installations with the 2-meal concept,

the entries on the Defense Travel Management Office home page will indicate meal availability as only two meals being available on those days.

Section B—Applicability

3. Applicability to Exercises and Operations. Usually this manual will not apply to personnel on scheduled exercises, maneuvers, and other such regular duty. The travel orders reflect availability or non-availability of quarters and meals during these exercises, maneuvers, and other duty functions. When the travel order does not address the availability of quarters, this manual applies.

4. Installations Listed. All Air Force, Air Force Reserve, and ANG installations with government quarters and government meals are found on the Defense Travel Management Office home page at internet address: <http://defensetravel.dod.mil/site/lodging.cfm>.

Section C—Responsibilities

5. AFSVA/SVFR. AFSVA/SVFR maintains this publication and the accuracy of the tables listed on the Defense Travel Management Office home page and makes changes, as required upon receipt of change notices from installations. Changes are posted as needed to the Defense Travel Management Office home page.

6. MAJCOM. MAJCOM/A1 reviews this manual and the Defense Travel Management Office home page ensuring all installations in their command are listed and the entries are correct. When an error is found, the installation must send an e-mail to afsva.svf.distro@us.af.mil or fax the change to DSN 969-7118 or Commercial (210) 395-7118. Lastly, the installation must provide a courtesy copy to their respective MAJCOM/A1S.

7. Installation and Station Actions:

7.1. The commander of each Air Force, Air Force Reserve, and ANG installation and station, and all other Air Force installations with government quarters or meals, must ensure an entry is submitted for this manual and the tables on the Defense Travel Management Office home page.

7.2. The Force Support Squadron commander, director, or a designated official at small installations without Force Support personnel:

7.2.1. Is responsible for the accuracy of meals and lodging availability data for the base.

7.2.2. Immediately reports any change in the installation's data.

7.2.3. Issues non-availability confirmation numbers to Air Force, Army, Navy, and Marine Corps travelers where facilities are not currently available.

8. Base Food Service Officer (FSO):

8.1. Coordinates with the Force Support Squadron on all changes to this AFMAN making sure the changes are necessary and correct.

8.2. Uses the data in this manual when computing travel entitlement.

Section D—Changes to the Table on the Defense Travel Management Office home page

9. Changes and Updates. To change entries on the availability of facilities and installations, send an email to afsva.svf.distro@us.af.mil. Send the change by e-mail or data fax when that capability exists.

9.1. Report dining or lodging facilities renovation dates to afsva.svf.distro@us.af.mil as soon as a firm closure or opening date is known.

9.2. Using codes in Table 1, include the correct or new entry for each column in the same format as the attachments.

9.3. Coordinate all changes with the FSO before release by the Force Support Squadron commander or director. Do not include temporary conditions (e.g., a change lasting less than three months) or statements if impractical.

10. Adding or Deleting Installations. To add or delete an installation from the continental United States (CONUS) or outside continental United States (OCONUS) Directory of Government Quarters and Dining Facilities on the Defense Travel Management Office home page, the installation must email a request to the MAJCOM/A1S and afsva.svf.distro@us.af.mil, in turn. The installation will submit the complete installation name and entries for each column in the same format as listed in the CONUS or OCONUS Directory of Government Quarters and Dining Facilities. When a change occurs at an installation and government quarters or meals are no longer available for travelers, installations must issue a non-availability confirmation number obtained from the lodging office for quarters and/or meals until official changes to this publication are published. Official changes will apply retroactively to the date when the quarters and or meals became unavailable.

Darrell D. Jones
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DCS, Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Federal Travel Regulations, Volume 1, 1 January 2009

Joint Travel Regulations, Volume 2, 1 June 2009

AFH 32-1084, *Facility Requirements*, 1 September 1996

AFI 34-239, *Food Service Management Program*, 20 February 2004

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

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instructions

AFMAN—Air Force Manual

AFS—Air Force Station

AFSVA—Air Force Services Agency

ANG—Air National Guard

ARB—Air Reserve Base

CONUS—Continental United States

DoD—Department of Defense

FSO—Food Service Officer

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

MAJCOM—Major Command

NAS—Naval Air Station

NCO—Noncommissioned Officer

OCONUS—Outside Continental United States

OPR—Office of Primary Responsibility

RAF—Royal Air Force

SVF—Directorate of Financial Management and Comptroller

TDY—Temporary Duty